

# Microsoft® PowerPoint 2003 Advanced

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*A Workshop for San Diego State University Faculty and Staff*



## Where to Find Help When You Need It

### *Help from your Division/College's Computer Consultant*

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to:

<http://rohan.sdsu.edu/~facstaff>

### *Help from the BATS Web Page*

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University.

You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

### *Help in the San Diego State University, Faculty Room*

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

**Location:** Adams Humanities, 1109

**Phone Number:** x45727

**Semester Hours:** 7:30am – 6:00pm Monday -Thursday

7:30am – 4:30pm Friday

**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### *Help from the Faculty Computing Help Line*

**Phone Number:** x41348 **E-mail:** [helpline@mail.sdsu.edu](mailto:helpline@mail.sdsu.edu)

**Semester Hours:** 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### *Help from the Staff Computing Help Line*

**Phone Number:** x40824 **E-mail:** [staffhelp@sdsu.edu](mailto:staffhelp@sdsu.edu)

**Semester Hours:** 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

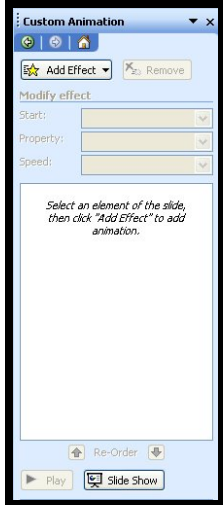
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## CUSTOM ANIMATION

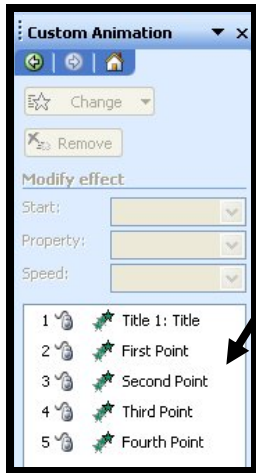
To create an animation, activate the **Task Pane** and choose **Custom Animation**.

Select some text or an object in your slide and then click the **Add Effect** button. The following four effect options are available:



- **Entrance** – The effect you choose determines how the selected text or object enters the slide.
- **Emphasis** – These options allow you to add emphasis to the selected text or object.
- **Exit** - The effect you choose determines how the selected text or object exits the slide.
- **Motion Paths** - Sets a directional path that the selected text or object follows. You can choose from some set paths or you can draw a custom path based on a line, curve, freeform, or scribble shape.

**NOTE:** Use the Preview button at the bottom of the pane to get see your animation in action.



### Animation Order

The order of the text or object animations you have selected can be seen in the Task Pane.

To change the order of the animated text or objects, simply click on the item in the pane and drag it to the desired position. The animations will take place in the order shown.

### Modify Animation

Once the animation has been selected you can make modifications to the default way it works.

**Start** – Indicate how you would like the animation to start when the slide is activated:

- **On Click** – the animation starts when the presenter clicks the mouse or presses the <Enter> key.
- **With Previous** – the animation starts at the same time the previous animation starts.



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- **After previous** - the animation starts when the previous animation has completed.

**Property** – This window will change based on the animation selected. At times you may see “Direction” or “Spokes” or a property specific to the selected animation or it may be grayed out.

**Speed** – You can control how fast the animation moves by choosing one of the following:

- Very fast
- Fast
- Medium
- Slow
- Very Slow
- 

### **Additional Options**

Additional options are available to help you ensure that your animation works the way you want it to work.

To set additional options click the black, down facing arrow next to an animated item in the Custom Animation list. A window with two or three tabs displays, and the following options are available:

### **Effect Tab**

- **Direction** - Control the direction of a selected animation
- **Sound** - Choose a sound effect from the drop-down list
- **Volume** - Control the volume of a chosen sound
- **After Animation** - Specify how to end your animation
- **Animated Text** - Choose a method for introducing text: All at Once, By Word, or By Letter

## Timing Tab

- **Start** - Specify whether you want to start the animation On Click, With Previous (simultaneous with the previous animation in the list), or After Previous (after the previous animation in the list).
- **Delay** - Enter the delay in seconds
- **Speed** - Select a speed level, from very slow to very fast
- **Repeat** - Indicate how many times you want an animation to repeat
- **Rewind when Done Playing** - Select this check box if you want to rewind (return to original position) after playing.
- **Triggers** - Click the Triggers to specify animation triggers

**Chart or Text Animation** - This tab appears when you have animated some text on the slide or if you have placed a chart in your presentation

If you animate your bulleted items so that they appear one at a time, you are focusing attention on items that you are currently talking about.

Fancy animations such as swirl or zoom should generally be avoided. These animation types are distracting. The audience becomes more focused on the “special effect” as opposed to the content that you are introducing.

## CHARTS

You can create your chart in PowerPoint or you can create the chart in Excel and paste it into PowerPoint.

**Create the Chart** To create the chart in PowerPoint:


1. Select **Insert** from the Menu Bar and then select **Chart**
2. Select the **Data Sheet** and make changes to the default data that is presented.
3. Modify the chart type by clicking on **Chart** on the Menu Bar and then selecting **Chart Type**.

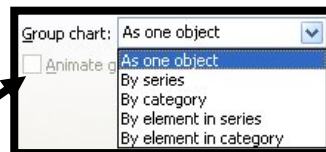
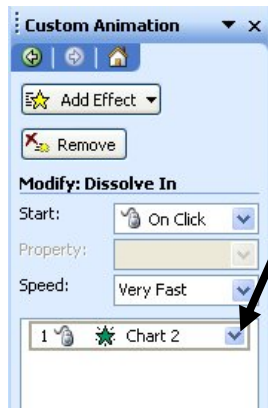
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## Animate the Chart

You can animate the data as it appears on the screen. (**Note:** Some chart types and animation schemes cannot be animated.)

To animate the data:

1. Select the chart.
2. Choose **Custom Animation** from the Task Pane
3. Click on **Entry Effect**.
4. Choose the desired effect (some effects cannot be animated. The Dissolve In effect works well.)
5. Click on the  and choose **Effect Options**.
6. Click the **Chart Animation** tab.
7. Choose the desired animation effect from the following options:



8. For best results, deselect the **Animate Grid and Legend** checkbox.

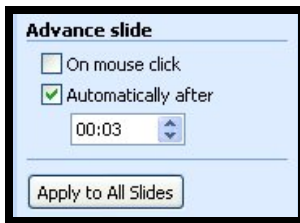
## AUTOMATING THE SLIDE SHOW

The PowerPoint presentation can be setup to run automatically. This is beneficial if it is being shown in a kiosk setting where people drop by randomly to view the presentation. By setting it up to run automatically, a presenter does not need to be present.

**NOTE:** It is generally NOT a good idea to have your presentation automatically advance while you are talking. Sometimes you will talk too fast and you will have to wait until for the next slide. You may also be asked a question that will throw off your timing.

You have the ability to pre-set the amount of time each slide will be shown when the slide show runs. You can do this two ways:

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## Manually Enter Timings

1. From the Menu Bar select **Slideshow** and then click on **Slide Transition**.
2. At the bottom of the Task Pane enter the time you want the slide to be displayed in the **Automatically after** box.

## Rehearse Timings

1. From the Menu Bar select **Slideshow** and then click on **Rehearse Timings**.
2. The presentation will run with a clock in the upper left corner of the window.
3. Talk through your presentation and click the **Next** button in the toolbar to advance to the next slide. When you reach the end of the slide show, click **Yes** to accept the timings or **No** to start over.
4. To remove slide timings, go to **Slide Show, Slide Transitions**. Make sure only **Advance on Mouse click** is checked. Click **Apply to all**.

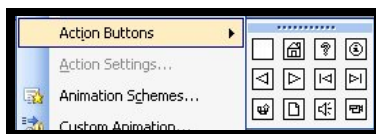


## ACTION BUTTONS

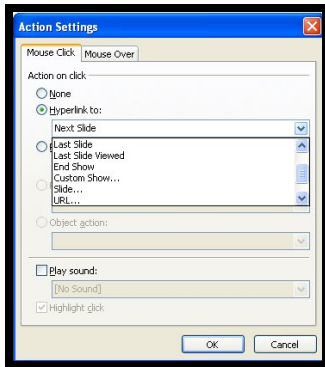
You can use Action Buttons in your presentation, and you can set them up so that when you click on a button you are hyperlinked to another slide in your presentation, to another presentation, to a document on the computer (or network) or even to a specific web site address.

To place an action button on a slide:

1. From the Menu Bar click on Slide Show and then choose Action Buttons.
2. Choose the button you want and when you click on the button your cursor will turn into a small black plus sign.



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3. Go to the location on the slide where you want the button to reside, click and draw the button. When finished, the Action Settings window will open.
4. Select your desired action from the drop down menu and click **OK**.

## MEDIA CLIPS

You can put video and audio in the presentation and you can control how and when the media clip plays.

**Insert a Movie Clip** To insert a movie clip from a file:

1. Click on **Insert** on the Menu Bar, Choose **Movies & Sounds** and then choose **From File**.
2. Navigate to the folder containing the movie and click **OK**.
3. You will be asked how you want the movie to start. Choose **Automatically** if you want the movie to start when the slide is displayed or choose **When Clicked** if you want to start the movie when you click the mouse button.

**NOTE:** Double clicking the movie at this point starts the movie playing. Click on the movie to pause and click on it again to start again.

**Play Movie Full Screen** To play a movie in full screen mode:

1. Right click on the movie icon and choose **Edit Movie Object**.
2. Choose **Zoom To Full Screen**.

**NOTE:** Low resolution movies will appear very pixilated in full screen mode.

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**Play Movie Through Multiple Slides** The movie clip can be set up to continue playing as you move through a series of slides. (Not applicable for Full Screen Mode.)

To set up the movie:

1. Select the **movie icon**.
2. Right click on the icon and choose **Custom Animation**.
3. Deselect the icon and click the down arrow to the right of the applicable animation in the Custom Animation List in the Task Pane.
4. Choose **Effect Options**.
5. In the **Play Movie Window** you can choose when to start the movie and when to have the movie automatically stop playing.

**About Audio Clips** You can either embed an audio clip in a presentation or link to it: By default, if the sound is a .wav file and 100 kilobytes (KB) or less in size, it's embedded.

.wav files that are more than 100 KB and all other types of sound files are linked to your presentation.

If you're going to present on a different computer, you need to copy the sound files to the same folder as the presentation you will be showing.

**Insert an audio clip** To insert an audio clip from a file:

1. Click on **Insert** on the Menu Bar, Choose **Movies & Sounds** and then choose **From File**.
2. Navigate to the folder containing the audio clip and click **OK**.
3. You will be asked how you want the audio to start. Choose **Automatically** if you want the audio to start when the slide is displayed or choose **When Clicked** if you want to start the audio when you click the mouse button.

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**Play Audio Through Multiple Slides** The audio clip can be set up to continue playing as you move through a series of slides.

To set up the audio clip:

1. Select the **audio clip icon**.
2. Right click on the icon and choose **Custom Animation**.
3. Deselect the icon and click the down arrow to the right of the applicable animation in the Custom Animation List in the Task Pane.
4. Choose **Effect Options**.
5. In the **Play Sound Window** you can choose when to start the audio and when to have the audio automatically stop playing.

**Play a CD** You can have audio from a CD played during your presentation.

Playing audio from a CD doesn't affect the presentation's file size. However, you have to remember to bring the CD when you are presenting.

To play audio from a CD:

1. Insert the CD.
2. From the **Insert** menu on the Menu Bar, choose **Insert**, then choose **Play CD Audio Track** and select **Play CD Audio Track**.
3. Select the track or tracks you want to play.
4. Hiding the sound icon during the presentation is generally a good decision.
5. Deselect the icon and click the **down arrow** to the right of the applicable animation in the Custom Animation List in the Task Pane.
6. Choose **Effect Options**.
7. In the **Play Sound Window** you can choose when to start the audio and when to have the audio automatically stop playing.

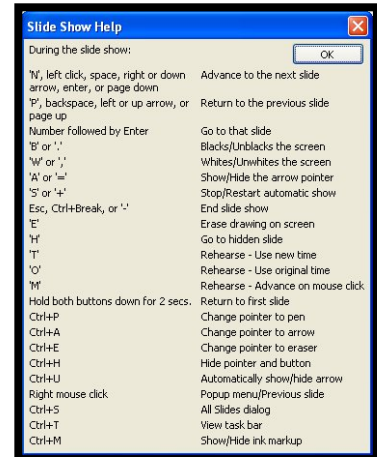
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**NOTE:** As the CD moves from track to track there will be a period of silence. You cannot do anything about this silence.

## SLIDESHOW TIPS

While you are running your presentation you can press the F1 key and see a variety of keystroke options applicable to PowerPoint.

You might want to print this window and have it with you on the podium so you don't have to interrupt your presentation to see the keystroke options.



## CONTENT CONSIDERATIONS

As you build your PowerPoint presentation keep the following suggestions in mind:

- Use a single concept in a slide. Don't add too much material to any single slide.
- Use bullet points on your slide. Don't fill the slide with a page of text.
- Try to keep your bullets to five to seven words per line don't exceed seven lines per slide.
- Consider using font sizes of at least 36 point for titles and 24 point for text.
- Remember that colors create different emotions in people. Make sure that you use colors wisely.
- Try to keep a lot of white space in your slide. Too much text or images reduces the audience's ability to stay with you as you present your material.
- Use a background image that relates to the topic of the presentation.
- Limit the number of transitions and animations in your presentation.
- Use animation to focus the attention of the audience on the part of the slide you are addressing.