

# Microsoft® PowerPoint 2003 Intermediate

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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

# TABLE OF CONTENTS

CUSTOMIZING THE BACKGROUND .....	1
Create New Design Template .....	1
OUTLINE MODE.....	1
Outlining Toolbar .....	1
Creating a Presentation.....	2
Editing .....	3
SLIDE MASTER .....	3
Title Master .....	3
ANIMATION.....	4
DRAWING TOOLBAR.....	4
Viewing the Drawing Toolbar.....	4
Selecting Objects.....	5
Draw Menu.....	5
Group .....	5
Ungroup.....	5
Regroup .....	5
Order.....	5
Grid.....	6
Snap to Grid.....	6
Snap Object to Other Objects.....	6
Nudge.....	6
Align or Distribute.....	6
Rotate or Flip.....	7
Text Wrapping.....	7
Reroute Connectors .....	8
Edit Points .....	8
Change AutoShape .....	8
Set AutoShape Defaults.....	8
Drawing Lines .....	8
Line Tool .....	8
Line Color.....	9
More Line Colors .....	9
Patterned Lines .....	9
Line Styles .....	9
More Lines.....	10
Dash Style.....	10
Drawing Arrows.....	10
Arrow Styles.....	10
More Arrows .....	10
Dash Style.....	10

COMBINING PRESENTATIONS.....	10
HEADER/FOOTER.....	11
REPLACE FONTS .....	12
PACKAGE FOR CD.....	12
PRESENTATION TIPS.....	13

### CUSTOMIZING THE BACKGROUND

When you create a presentation, you can choose from a variety of Design Templates residing in PowerPoint. Design Templates allow you to give your presentation a special appearance. Generally you want to select a Design Template that complements the information contained in the presentation.

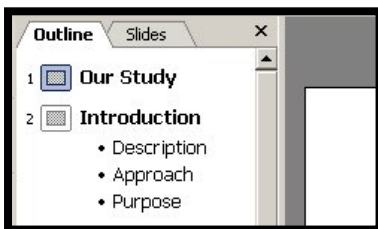
#### Create New Design Template

If you don't want to use any of the canned Design Templates, you can create your own custom template.

To create your own template:

1. Open a new PowerPoint presentation.
2. If you want to modify an existing template select the desired template.
3. Make any changes you desire to the template. You can change the master title or text style to a different font, you can change the background color, bullet styles or you can add a logo, a picture or a Word Art image to the template.
4. When finished, click on **File** on the Menu Bar and choose **Save As**.
5. In the drop down list, choose **Design Template**. The templates folder will automatically display.
6. Name the new template and click on the **Save** button.

### OUTLINE MODE



You can use the PowerPoint outline tab to create and/or organize the information in your presentation. The outline tab appears on the left side of the PowerPoint window.

To view the Outline Tab, click the **Normal View** button in the lower-left corner of the window. The Outline tab will be selected.

Each slide in the presentation will be numbered and you will be able to see up to five levels of detail for each slide.











To enter new content into your presentation, simply type the information and press the **<Enter>** key.

#### Outlining Toolbar

An Outlining Toolbar is available to help you organize and arrange your slides. To see the toolbar, click on **View** on the Menu Bar, choose **Toolbars** and then choose **Outlining Toolbar**.

## Microsoft PowerPoint – Intermediate

The buttons on the toolbar function as follows:

	<b>Promote</b>	Applies the formatting and style of the level that is one step above the level of the selected text.
	<b>Demote</b>	Applies the formatting and style of the level that is one step below the level of the selected text. Demoting a slide title moves the text of the selected slide to the previous slide.
	<b>Move Up</b>	Moves the selected text ahead of the previous item in the outline.
	<b>Move Down</b>	Moves the selected text beneath of the previous item in the outline.
	<b>Collapse</b>	Hides all the body text for the selected slides
	<b>Expand</b>	Displays all the body text for the selected slides
	<b>Collapse All</b>	Hides all the body text in the outline
	<b>Expand All</b>	Displays all the body text in the outline
	<b>Summary Slide</b>	Creates a new slide that lists all the titles of the slides in the presentation
	<b>Show Formatting</b>	Shows the actual presentation font formatting on the outline tab

If you promote a first level subheading, a new slide will be created and the text will become the title text for the new slide.

**Creating a Presentation** You can create the text of your presentation in Outline View.

When you open a new presentation click on the **Index tab** to the left of the screen. You will see a single slide represented. Click to the right of the slide and enter the title text for the first slide.

# Microsoft PowerPoint – Intermediate

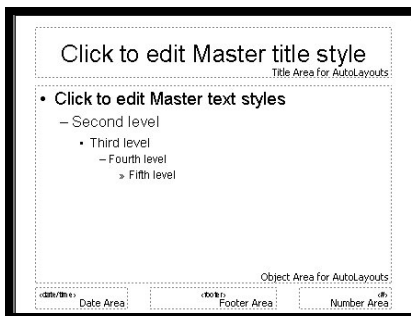
Press <Enter> and a second slide will be created. If you want to add additional text to the first slide, press the tab key after you press the <Enter> key and you will be able to add text to the first slide.

**Editing** You can edit the text in your presentation in Outline View. To move a line of text, click on the **Move Up** or **Move Down** button on the Outlining toolbar. The text will move up or down in order in the slide, and if you continue clicking the button, the text will move to the next or previous slide.

If you decide that a line of text needs to become a new slide, click on the **Promote** button. If you want a slide title to become a subtitle in the previous slide, click on the **Demote** button.

## SLIDE MASTER

The Slide Master exists to give you a uniform look to all your slides. You can modify the Slide Master in a variety of ways.



You can change the default fonts, placeholders, background design, color scheme and bullets, or you can add a logo to the master.

To modify the Slide Master:

1. Click on **View** on the Menu Bar, choose **Master**, and then choose **Slide Master**.
2. Select the area you wish to modify and then apply the formatting or other changes you desire.

**Title Master** If you are going to use your title page multiple times in your document and you want the page to have a consistent look throughout your presentation, you can modify the Title Master.

You will have to create a new Title Master while in the Slide Master view. To create a new Title Master while in Slide Master view:



1. Click on the **Insert New Title Master** button on the Slide Master View toolbar. A new Title Master will be created.
2. Make your changes to the new Title Master.
3. When finished click the **Close Master View** button on the Slide Master View toolbar.

### ANIMATION

Animation can have several purposes, but one of the most important purposes is to help the viewer focus on the point being made.

The following steps will take you through the creation of an Oval and attaching the animation to make it direct the viewer's attention to the point being made.

1. From the Drawing Toolbar, click on the **Oval tool** and draw an Oval on the slide.
2. Double click the **Oval** to see the Format AutoShape window.
3. In the Fill section of the window, set the **Transparency** to 100%
4. In the Line section of the window, choose a color for the Oval. Change the **weight** to 3 points.
5. Click on **OK** to close the window.
6. Drag the shape over the text you want attention drawn to.
7. With the Oval selected, click on **Slide Show** from the Menu Bar and choose **Custom Automation**.
8. Working in the Task Pane to the right of your screen, click on **Add Effect** and choose the desired effect.
9. In the **Start** window, choose how you want the animation to start.
10. Choose the **Direction** and **Speed** desired.
11. Click on the **Play** button to see the animation.

### DRAWING TOOLBAR

The Drawing Toolbar contains a powerful set of drawing tools that are available for use in PowerPoint.

If you learn to use the tools in PowerPoint, you will be able to use them in the Microsoft Word and Excel applications, even though there are some minor differences.

#### Viewing the Drawing Toolbar

By default, when you open PowerPoint, the Drawing Toolbar appears at the bottom of the screen.

If the Drawing Toolbar does not automatically appear at the bottom of the screen, it can be displayed by selecting **View** from the Menu Bar and then selecting **Toolbars** and then **Drawing**.

# Microsoft PowerPoint – Intermediate

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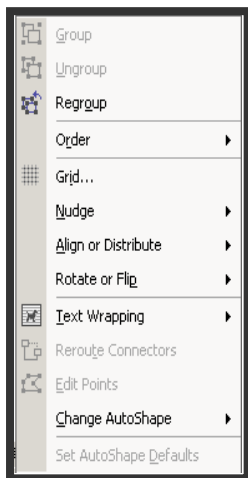
**Selecting Objects** Since many drawings contain multiple objects, you may need to select these multiple objects at the same time.



To select multiple objects, click on the Select Objects button and drag the pointer across all the objects you want to select. Only objects that are entirely within the selection area will be selected.

Another way to select objects with this tool is to click on one object, hold down the Shift key and select additional objects.

**Draw Menu** This menu offers a variety of drawing related tools:



## Group

If you have multiple objects in the document, you can select them all and then choose Group. This allows you to work with them as a single object.

## Ungroup

If you have grouped objects and you want to work with them individually, select Ungroup.

## Regroup

To regroup objects that were previously grouped; select one object in the group and choose Regroup. If you do not select an object prior to choosing Regroup, the last group of items that you previously “ungrouped” will be “regrouped” by default.

## Order

When you bring objects into your document, these objects are automatically “ordered” or “stacked” individually on top of each other as you insert them.

You have six options to choose from when stacking objects. To change the order in which objects are stacked:

1. Select an object.
2. From the Draw Menu choose Order and then select one of the following options:
  - Bring to Front - Brings the selected object to the very front (on top of all other objects).
  - Send to Back - Brings the selected object to the very back (behind all objects)

# Microsoft PowerPoint – Intermediate

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- Bring Forward - Brings the selected object one step closer to the front
- Send Backwards - Brings the selected object one step toward the back
- Bring in Front of Text - Positions the object on top of text that is in the document.
- Send Behind Text - Positions the object so that text is displayed over the object.

## Grid

An invisible matrix covers the entire page and it is used to align objects automatically. As you drag or draw an object it's pulled into alignment with the nearest intersection of gridlines.

## Snap to Grid

If Snap to Grid is checked, when you move or nudge an object its corners align to the nearest intersection of the grid. Horizontal and vertical settings can be changed, as well as horizontal and vertical origins.

## Snap Object to Other Objects

This option aligns objects with other AutoShapes.

## Nudge

Use this selection to move objects in small increments. You can move the object up, down, right or left. The arrow keys on the keyboard perform the same function.

## Align or Distribute

Objects can be aligned with other drawing objects or they can be aligned in relation to the entire page.

To align objects:

1. Select an object.
2. From the Draw Menu choose Align or Distribute and then select one of the following options:
  - Align left, right, top, bottom - This aligns objects by their edges.

## Microsoft PowerPoint – Intermediate

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- **Align center, middle:** This aligns objects horizontally (by their centers) or vertically (by their middles).
- **Distribute horizontally, vertically:** This arranges objects equal distances from each other.
- **Relative to page:** When this option is selected, this arranges the selected objects across the width of the page or the height of the page.

### **Rotate or Flip**

**NOTE:** Some objects (text boxes, bitmaps and some graphics) cannot be rotated or flipped.

**Free Rotate** (also a button on the Drawing Toolbar):

When you select an object and then choose this option, green handles appear at corners of selected object and the cursor turns into rotate symbol.

Place the cursor over a green handle, then drag a corner in the desired direction

Click outside the object to set the rotation.

### **Text Wrapping**

This tool enables you to dictate how a graphic interacts with text. There are a variety of options to choose from:

- **Square** - wraps text around all sides of the selected object. Some room remains between the object and the text.
- **Tight** - wraps text tightly around the edges of the actual image. Very little room remains between the object and the text.
- **Behind Text** - allows the text to flow over the image.
- **In Front of Text** - allows the text to flow behind or under the image.
- **Top and Bottom** - wraps text around the top and bottom of the selected object. Text stops above the object, and resumes below the object.
- **Through** - same as tight, but without a fixed outer wrapping boundary. This option allows text to fill gaps in the image.
- **Edit Wrap Points** - This option enables you to control precisely where text wraps to refine your page layout - for example, to accommodate a long word that would otherwise wrap oddly.

### Reroute Connectors

Allows you to reroute a “connector” that is connected to two objects so that the connection is made through the shortest distance.

### Edit Points

This option allows you to edit the wrap points around an object.

### Change AutoShape

This option allows you to change the selected object into any other shape, and it will maintain its size, colors and position.

### Set AutoShape Defaults

If you draw an object and then add customized colors and line styles, you can set these options as the default. Then every time you create an AutoShape it will display with your customized colors and line styles.

**Drawing Lines** Using the Drawing Toolbar you can draw lines, assign colors to the lines and assign styles to the lines



### Line Tool

To draw a line:

1. Activate the tool by clicking on the **Line Tool**.
2. Click in your document where you want the line and then draw the line.
3. When done, release the mouse button.



### Line Color

To change the color of a line:

1. Select the line.
2. Click on the **small black arrow** to the right of the Line Color button.
3. From the pallet of colors presented, select the desired color.

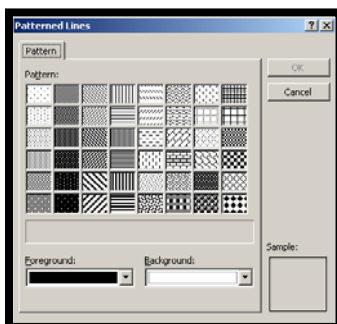


### More Line Colors

If the desired color is not in the pallet of colors, click on the **More Line Colors** button.

You can choose additional colors from either the Standard or Custom tabs.

You can even make the object color semi-transparent by checking the **Semitransparent** box.



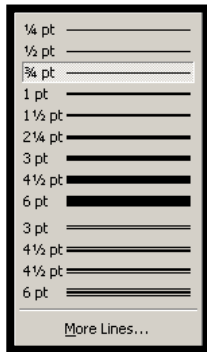
### Patterned Lines

The Patterned Lines option enables you to choose from 48 different patterns, and you can customize the look by choosing different foreground colors and background colors.

### Line Styles



By using the Line Styles tool, you can change the thickness and style of the line you've drawn.



### More Lines

This option in the Line Styles menu takes you to the Format AutoShape window. Here you have the option of choosing unique beginning and ending styles.

### Dash Style



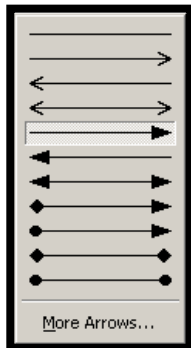
This tool allows you to change your solid line into a variety of dash styles.

### Drawing Arrows

The Arrow button on the Drawing Toolbar provides you the option of adding a variety of arrows to your document.



Once you've drawn your arrow, you can use all of the features listed above for **LINES**. You can change the color of the arrow and assign styles and custom widths to the arrow.



### Arrow Styles



A separate button on the toolbar gives you the option of selecting a variety of arrow styles. Simply select the arrow, click on the **Arrow Style** button and choose the style of arrow you desire.

### More Arrows

This option in the Arrow Styles menu takes you to the Format AutoShape window. Here you have the option of choosing unique beginning and ending arrow styles.

### Dash Style



This tool allows you to change your solid arrow into a variety of dash styles.

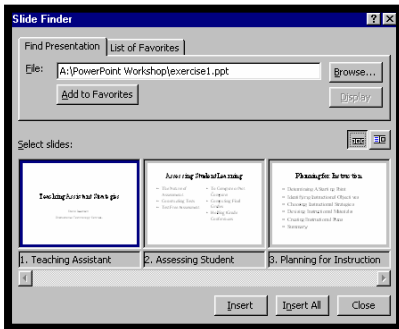
## COMBINING PRESENTATIONS

You have the option of taking slides from “Presentation A” and combining them with the slides in “Presentation B”.

To insert slides from another presentation:

1. Choose **Insert** from the Menu Bar, then select **Slides from Files** to open the Slide Finder dialog box.
2. From the Find Presentation tab, click the **Browse** button to open the Browse dialog box.

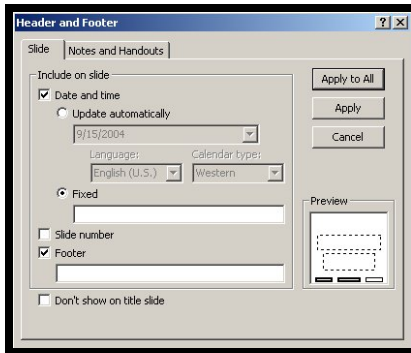
# Microsoft PowerPoint – Intermediate



3. Find the file you would like insert slides from.
4. Click on **Open** to display presentation in the lower portion of the dialog box.
5. Select the slide (or slides) you want to insert and click **Insert**. If you want to insert all the slides select **Insert All**.
6. If you check the **Keep Source Formatting** box, the inserted slides will keep the formatting applied to them in the old presentation. If you leave this check box blank, the inserted slides will take on the formatting applicable to your new presentation.
7. Click the **Close** button to exit the dialog box.

## HEADER/FOOTER

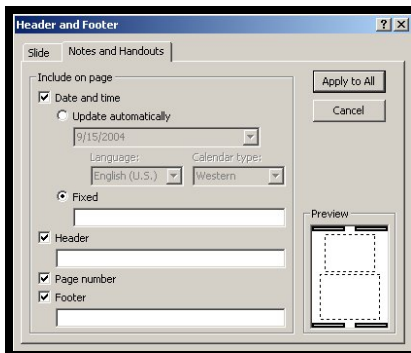
You can include text, slide or page numbers and dates at the top or bottom of your slides or notes and handouts.



Headers and footers can apply to all slides or selected slides. When a header or footer is applied to notes and handouts they are applied to all notes and handouts.

To apply a header or footer:

1. Click on **View** on the Menu Bar and then choose **Header and Footer...**
2. To put a header/footer on Slides, select the **Slide** tab. To put a header/footer on Notes and Handouts select the **Notes and Handouts** tab.



**NOTE:** By default, Notes and Handouts include page numbers, but you can turn these off.

3. If you want to change the font style for headers and footers or the position, size, and formatting of the placeholders that contain headers and footers, make the changes on the slide master, notes master, or handout master.

## Microsoft PowerPoint – Intermediate

### REPLACE FONTS

If you decide to change a font in your presentation, you can make the change on all the slides at one time.



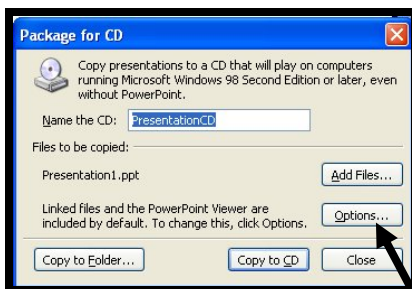
To change a font:

1. Click on **Format** on the Menu Bar and then click on **Replace Fonts...**
2. In the “Replace” window you will see a drop down list of all the fonts used in the presentation. Select the font you want to replace.
3. In the “With” window select the font you want to use.
4. Click on **Replace** and the change will be made on all the slides in your presentation.


### PACKAGE FOR CD

The Package For CD option allows you to save your presentation in a way that it can be used on another computer even if that computer doesn't have PowerPoint and even if that computer doesn't have the fonts you used in the presentation.

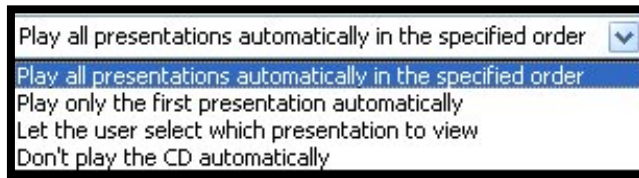
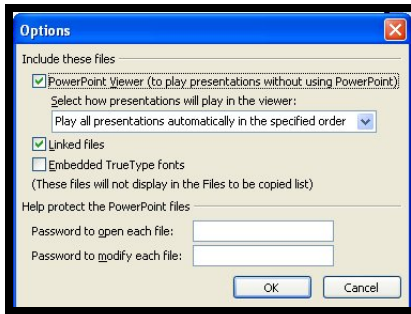
You can also package one or more presentations into a folder on your computer or at a network location instead of onto a CD. To do this, click on **Copy to Folder** and then navigate to the folder on your computer or on the network.



To copy the presentation to a CD:

1. Insert a CD into the CD drive.
2. From the File menu, click on Package for CD.
3. Name the CD if desired.
4. To include additional presentations of files, click **Add Files**. Choose all the files you want to include on the CD and then click **Add**.
5. Click **Options** to change the following default settings:
  - To not include the PowerPoint Viewer, uncheck the **PowerPoint Viewer** check box.
  - To choose how the presentations will play in the viewer list, click on the  and choose from the following options:

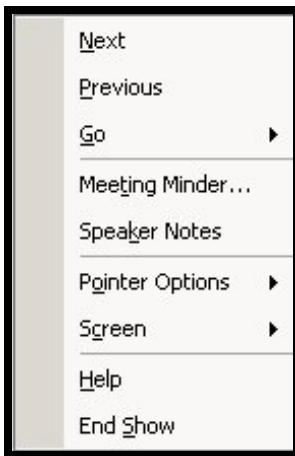
# Microsoft PowerPoint – Intermediate



- To include linked files check the **Linked Files** box.
- To include TrueType fonts, check the **Embedded TrueType fonts** box.
- To assign a password to open or edit the presentation, type the password that you want to use.
- When finished, click **OK**.

6. To copy the file(s) to a CD, click **Copy to CD**.

## PRESENTATION TIPS



1. Pressing the “B” key while the presentation is running will cause the screen to go black. A mouse click or a keystroke will start the presentation running again.
2. Pressing the “W” key while the presentation is running will cause the screen to go white. A mouse click or a keystroke will start the presentation running again.
3. Click once with the right mouse button and a menu will appear giving you the option to move forward or backward in the presentation, go to a specific slide or end the presentation
4. To quickly go to a specific slide while presenting, enter the slide number and press the <Enter> key.
5. Choose a background that lends itself to the presentation topic. For instance use a map for geography or history lesson.
6. Choose a background that will not distract your audience from your presentation.
7. Limit the use of the slide transition feature to one or two different transitions.
8. Pressing Ctrl + P while presenting will activate the pen tool.
9. Pressing the E key while presenting will erase all on screen annotations.

## Microsoft PowerPoint – Intermediate

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10. Keep the use of animation to a minimum to prevent distracting the audience.