

Microsoft® PowerPoint 2003 Introduction

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

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

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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WHAT IS MICROSOFT POWERPOINT?

Microsoft PowerPoint is a full-featured presentation program that allows you to create presentations using slides displayed by a computer, slides in 35mm format, transparencies or paper. You can also create printed handouts for the audience and notes that you can use as you give the presentation.

DESIGN CONSIDERATIONS

To create an effective presentation, use the following preparation steps as a guide:

Purpose

Identify the purpose of the presentation. Is it a sales presentation, a report or project meeting? Whatever the purpose, your goal is to capture the attention of the audience and to explain the data or concept in a manner that is quickly and easily understood. Presentation graphics help people *see* what they *hear*. People remember:

- 10% of what they *read*
- 20% of what they *hear*
- 30% of what they *see*
- 70% of what they *see* and *hear*

Audience

Identify the audience. How many people will attend the presentation? Is this an informal presentation to your peers or is this a formal presentation to management or to a client? The characteristics of the audience determine which presentation media to use.

Goals

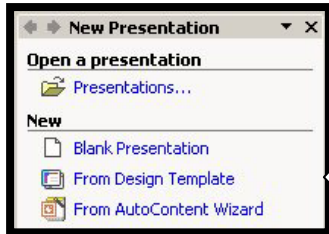
Identify the goals you expect to achieve. If you are selling a product, your presentation must focus on why this product is best for this audience. If you are reporting the results of a study, make sure you actually give the results of the study, not just the history of how you conducted the study.

Content

Analyze the content. Keep to one concept per slide. Highlight the subject instead of presenting a page of text. Limit your slide to five to seven words per line and five to seven lines per slide. Don't clutter; use empty space effectively.

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CREATING A PRESENTATION



With PowerPoint, you have several different ways to create your presentation.

When you first start Microsoft PowerPoint, you will find three options for creating a new presentation in the Task Pane:

From AutoContent Wizard

If you select the “AutoContent Wizard” option, you will be asked a few questions about your presentation, and the wizard will provide you with a “canned” presentation that includes content and design. This presentation can easily be modified for your use.

From Design Template

If you select “Design Template” you get to choose how your presentation looks and feels. Once that decision is made you can add content to your presentation.

Blank Presentation

If you select the “Blank Presentation” option, you will be able to design your own presentation from scratch. This option gives you the most flexibility in designing the presentation.

Using the AutoContent Wizard

Selecting the AutoContent Wizard will present you with the “Start” screen. Click on the **next** button to begin moving through the wizard.

When the next screen appears, select a category button for the type of presentation you are going to give.

Once the category has been selected, select the presentation that best fits your needs. When finished, click on the **Next>** button.

Now you are going to tell PowerPoint about the type of presentation you are creating.

If you are going to present to others, pick the On-screen Presentation option. If you’re going to publish a presentation on the web, pick the Web Presentation option. If you want Overheads or 35mm slides, choose the applicable option. When finished, click on the **Next** button.

Finally, you now have the option of entering information regarding the presentation title, name, and other information you want on this slide.

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The wizard will include this information on the Title Slide. When finished, click on the **Next** button. Then click on the **Finish** button. The wizard is now finished creating your presentation.

Your presentation will appear on the screen in “outline mode”.

Starting With Design Templates

If you choose “From Design Template”, the Task Pane will show a variety of pre-formatted designs. Each template has its own color scheme, font style and size, and it positions text differently. Simply click on the desired template and it is automatically applied to the presentation.

You have the choice of applying the template to the current slide or to all the slides in the presentation.

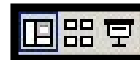
Starting With A Blank Presentation

If you choose “Blank Presentation” you will be presented with a blank slide with a white background. The Task Pane on the right will provide you with a variety of “Slide Layout” options.

WORKING WITH VIEWS

PowerPoint provides you with four separate views of your presentation. Three views are used for creating/modifying your presentation and one view is for presenting.

At the lower left hand corner of the presentation window, three buttons allow you to change the views.



Slide View



This is the default view. With the slide view, you can see how the slide will look with text, graphics, color and formatting on a slide by slide basis.

Slide Sorter View



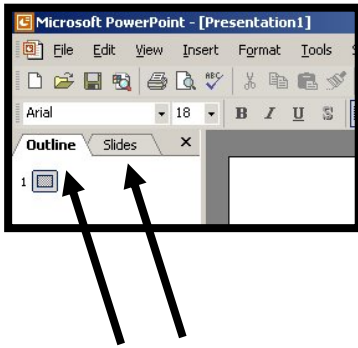
You can see your entire presentation in this view. You can re-arrange the order of slides, and you can add and delete slides. You can use the toolbar to set timings and select transitions for moving from slide to slide.

Slide Show View



When you click this button, you run the slide show. The entire computer screen fills with the slide’s contents.

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In addition to these three buttons, there are two tabs that appear to the left of the main slide window. One of the tabs allows you to get into Slide View and the other tab puts you into “Outline View”.

Outline View

This view allows you to reorder headings and text by moving them up or down, and you can promote or demote headings or text. In order to see the document's structure in this view, the document must be formatted with one of the built-in heading styles.

CHOOSING LAYOUTS

As you develop the presentation you will most likely use different slide layout options. Each slide layout option enables you to add specific types of content to the slides.

To select a layout, select **Slide Layout** from the Task Pane on the right side of the screen.

Categories of Layouts There are four general categories of layouts:

Text Layout

The layout contains only text. The text can be in a title, in one or two columns or in a combination of the two.

Content Layout

With the Content Layout option selected you can put multiple pieces of content on the slide. Content includes graphs, photos, organizational charts and other options.

Text and Content Layout

Here you have the option to combine elements from the above two Layout categories.

Other Layout

Additional layout options are available here.

General Types of Layouts The seven general types of layouts within the categories are:

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Text

This option puts a placeholder on a slide that enables you to add titles or bulleted lists to a slide.

Tables

This option puts a table in the slide. You can format and customize the table.

Charts

You can insert a chart such as a pie, bar or column chart in the presentation.

Diagrams and Organization Charts

This tool allows you to insert conceptual illustrations in a slide. The available diagram options are Cycle, Radial, Pyramid, Venn and Target.

Clip Art

Clip Art from the Clip Gallery (or from your computer) can be inserted into a slide.

Media Clips

You can insert audio and video clips directly into a PowerPoint slide.

Pictures

You can insert graphic files such as JPEGs or GIFs into a slide.

EDITING THE PRESENTATION

Editing an existing presentation can be done in the Slide View or in the Outline View. Most people find it easier editing in the Slide View.

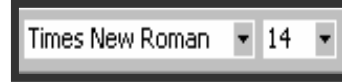
Editing Text To edit text, all you have to do is move the insertion point where you want it and then type your text. Use the **Del** key to delete characters to the right of the insertion point or the **Backspace** key to delete characters to the left.

To select text that is to have formatting applied, hold down the mouse button and drag the mouse pointer over the desired text. Once highlighted, text can be formatted, deleted or moved to another location (drag and drop).

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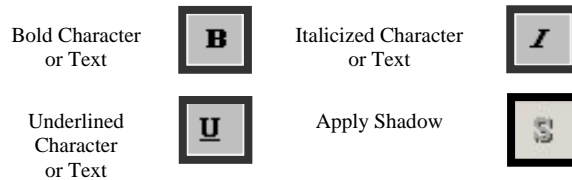
Formatting Fonts You can format characters, words and paragraphs easily by using the formatting toolbar. To format a cell, highlight the cell and click on the following buttons as desired:

Font Type and Size



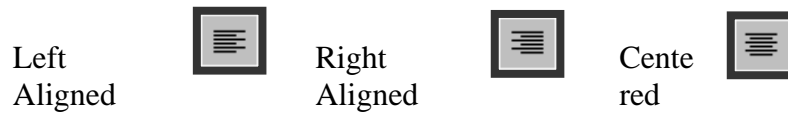
You can select the style of font to be used along with the desired size font size. Click on the down arrowhead to see the various font types and sizes that are available.

You can also use the following buttons to create a special effect with the font.



Aligning Characters or Text

You can align text in the slide view. Specify how you want the text alignment by highlighting the text and then clicking one of the following buttons:



ADDING A NEW SLIDE

Often you will find that you need to add a slide or multiple slides to your presentation. You can add slides using any view: Outline, Slides or Slide Sorter.

In outline or slide sorter view, select the slide that appears just before the place where you want to insert the new slide. Select **Insert** from the Menu Bar and then select **New Slide**. If you are in Outline View, just select **Insert** from the Menu Bar and then select **New Slide**. A blank slide indicator will be added and you will be able to type in a title and a bulleted list of text.

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You will select the layout for the slide that you are inserting. Each layout shows a slide with different symbols. The symbols indicate the type of information that is going on the slide. Once the selection is made, click on the **OK** button and the new slide will be inserted after the current slide.

CHANGING THE ORDER OF SLIDES

If you find that you want to re-organize the presentation, you can easily change the order of the slides in the presentation. You can change the order of slides in the Outline and Slide Sorter Views. Reorganizing in the Slide Sorter View is the easiest.

To rearrange a slide, select the slide to be moved. Hold down the mouse button and drag the mouse pointer to the location where the slide is to be moved. A line will appear showing where you are moving the slide. Release the mouse button and the slide will be inserted in the new location.

ADDING SPECIAL EFFECTS

To add emphasis to your presentation you will want to add Clip Art and Transitions to your slides.

Clip Art PowerPoint provides you with a variety of clip art images for your use in presentations. The images reside in the ClipArt Gallery. This component must be installed in order for it to be used.

To insert a clip art image onto a slide, display the slide to receive the image in Slide View. Select **Insert** from the Menu Bar, click on **Picture** and select the **Clip Art** option. You will be shown the ClipArt Gallery.

Select one of the categories under the Clip Art tab, and once the category is selected, click on the desired image. Click on the **Insert** button and the image will be copied to your slide. Place the mouse pointer over the Clip Art object, hold down the mouse button, and drag the object to the desired position.

To resize the object, click on one of the selection handles (the small squares around the image), and drag the image to the correct size.

Transitions You have the ability to use special effects to introduce slides during the presentation. For instance, you can have PowerPoint fade to black between slides. There are a variety of special effects available.

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To add transitions to slides, choose **Slide Sorter View**. Select the slide or slides you want to add a transition to. Click on **Slide Show** on the Menu Bar, and select **Slide Transition**.

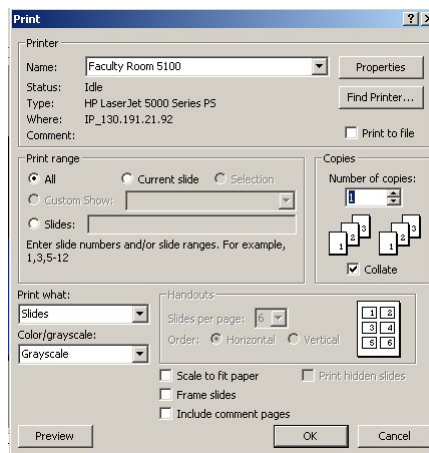
Select the desired transition. Select the speed by choosing Slow, Medium or Fast. If you want to apply the transition effect to all the slides in the presentation, click on the **Apply to All Slides**.

RUNNING THE SLIDE SHOW

Once your presentation is ready, you can run it by clicking on the **Slide Show View** button. To advance from slide to slide, click your mouse pointer on the screen or press the <ENTER> key. To quit the presentation, press the **esc** key.

PRINTING

When you are ready to print your presentation, click on **File** on the Menu Bar and select the **Print** option. The following screen will appear:



In the “Print What” area, select the items to be printed. The “Print Range” should reflect “Slides”. Enter the number of copies desired and click on **OK**.

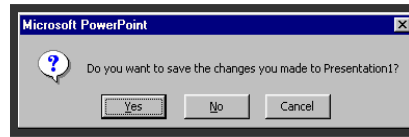
QUITTING POWERPOINT

When you are ready to quit PowerPoint, select **File** from the Menu Bar. Select the **Exit** option, and if you have not made any changes to your presentation since you last saved it, PowerPoint will close your presentation and the PowerPoint application will close.

If you have made changes to your presentation since it was last saved, PowerPoint will ask you if you really want to exit the program (without saving your changes) or if you want a chance to save your changes.

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You will see the following screen:



If you do not want to save the changes, select **Don't Save** and your presentation will be closed (all changes will be discarded) and PowerPoint will close. If you want to save your changes, select **Save** and if your presentation had been saved previously, PowerPoint will save the presentation with the changes and then it will close the presentation and the PowerPoint program.

If you have not previously saved your presentation, and you want to save the work you have done on the presentation, PowerPoint will display the "Save As" window. You will be asked to provide a name for the presentation and a location for the presentation to be saved.