

Microsoft® PowerPoint: Introduction (Macintosh)

A Workshop for San Diego State University Faculty and Staff



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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.

How Do I Start PowerPoint?

To start Word, double click on the Macintosh HD icon, click on the arrowhead next to the Microsoft Office 98 folder and then double click on Microsoft PowerPoint.

Once you have created PowerPoint presentations, you can start PowerPoint by double clicking the **Presentation** icon. If you regularly work in a certain presentation, you may want to create an alias on the Desktop to speed your access to the presentation.

Onscreen Help

There are many different ways to find help when you have questions about the Microsoft PowerPoint. The onscreen Help menu is your main source of “how to” information about the presentation application.

To view onscreen help; click on “Help”. The Help menu will pull down. Once the menu is displayed, select one of the following tabs:

Show Balloons

Select this option and when you place your cursor somewhere on the screen, a small tip window will provide an explanation of the item.

Microsoft PowerPoint Help

The Office Assistant, an interactive help tool, is activated when you select this option on the Standard Toolbar.

Contents & Index

Contents Tab

Here you will find a listing of help topics organized by category.

Index Tab

You can either type in the topic you are looking for or you can scroll through the topics to find your answers.

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Help on the Web

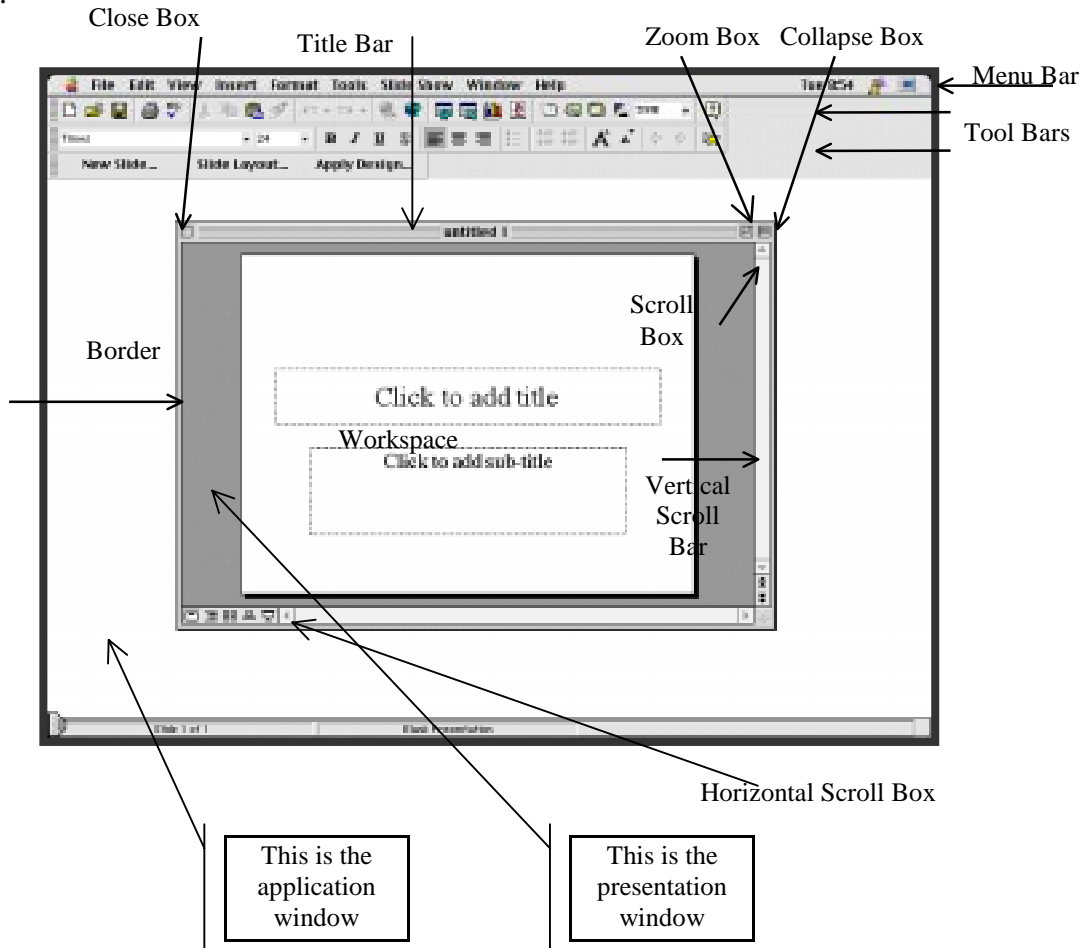
Additionally, Microsoft offers Help for “frequently asked questions” at their support website located at:

<http://www.microsoft.com/support/>

EXPLORING THE WINDOWS

There are two types of windows that appear on your Desktop: the application window and the document window.

An application window contains the running program. Application windows have menu bars. The presentation window appears inside the application and it does not have menu bars.



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Title Bar

The Title Bar shows the name of the application, document, group, directory, or file. If more than one window is open, the title bar for the *active* window (the one in which you are working) has a color or intensity different from other title bars.

Menu Bar

The Menu Bar contains the available menus from which you can choose commands.

Tool Bar

The Tool Bar(s) provide you with a quick method of working with various parts of the document. Tool bars can be customized and multiple tool bars can be displayed at the same time.

Scroll Bar

The Scroll Bars enable you to move through a document or a list when the entire document or list does not fit in the windows or the allotted space.

Click the scroll arrows with the mouse to move through the document or to see one line at a time.

Boxes

Zoom Box



Clicking the Zoom Box with the mouse enlarges the active window so that all its contents are visible (if possible). Clicking again returns the window to its original size.

Collapse Box



Clicking the Collapse Box reduces the window to a single bar.

Close Box



The Close Box causes the file to close. If you have not saved it recently, you will see a dialog box that asks if you want to save the file.

Sizing Handle

The Sizing Handle is located at the lower right hand corner of the document window. You can change the window size by dragging that handle up and to the left.

Window Border

The Window Border is the outside edge of a window. You can change the window location by dragging the border on each side of a window.

COMMANDS

Commands are accessed through the Menu Bar. Select a menu item and the commands associated with that item are displayed. Clicking on a command causes PowerPoint to apply that command to the highlighted text.

DESIGNING A PRESENTATION

Pre-planning

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.

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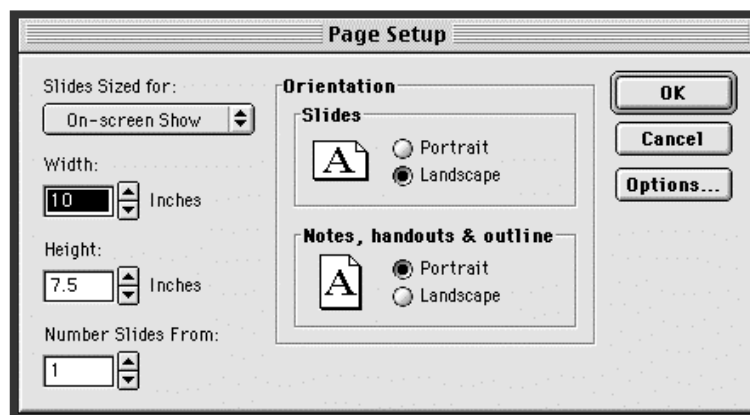
Content

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.

Once you have planned your presentation, and you have PowerPoint customized to your satisfaction, you are ready to set up the format of the new presentation

Page Setup

Select **File** from the Menu Bar and then choose the **Page Setup** option.



Select the “Slides Sized for:” box and tell PowerPoint whether you are creating overheads, slides, paper or an on-screen presentation.

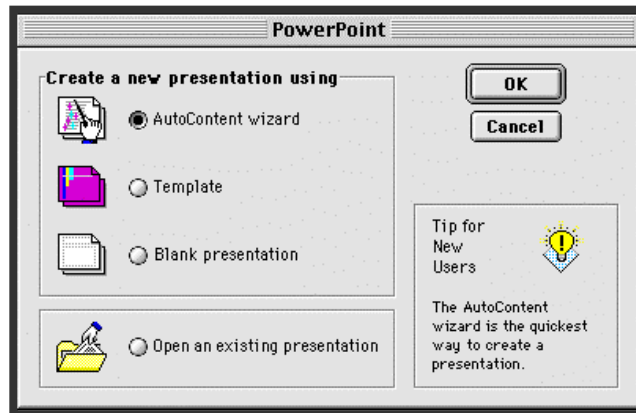
CREATING A PRESENTATION

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

- The AutoContent Wizard offers the most help. You are walked through the process of creating a presentation.
- Using a template offers you the ability to give the same look and feel to each slide. Each template slide includes dummy text that you can easily replace with your own.
- You can create a presentation from scratch.

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When you first start Microsoft PowerPoint, you will see the following screen:



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.

If you select the “Blank Presentation” option, you will be able to design your own presentation from scratch. This is not recommended for beginners.

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 Presentations options. If you’re going to publish a presentation designed for others to view without your being present, pick the Internet and kiosk option. When finished, click on the **Next>** button.

When the next screen appears, choose the type of output you will be using and the wizard will select the best color scheme for your presentation.

You can quickly change the look of your presentation by applying other color schemes available in the Format menu. When finished, click on the **Next>** button.

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

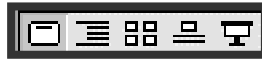
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The wizard will include this information on the Title Slide. When finished, click on the **Next>** button. Then click on the **Finish** button. The wizard is now finished creating your presentation.

Your presentation will appear on the screen in “outline mode” AND the PowerPoint Cue Cards window will also appear. You can always close the Miniature Slide window (click in the close box). To get the Miniature Slide window to reappear, select the **View** menu and click on **Slide Miniature**.

Working with Views

At the lower right hand corner of the presentation window, there are five buttons that 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.
Outline View		This is the best view to organize your data. You can edit and format text in this view.
Slide Sorter View		You can see your entire presentation in this view. You can rearrange 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.
Notes Page View		You can use this view to prepare speaker's notes for use with your presentation.
Slide Show View		When you click this button, you run the slide show. The entire computer screen fills with the slide's contents.

Editing Text

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

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.

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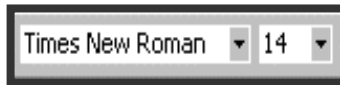
To select text that is to have formatting applied, hold down the mouse button and drag the mouse pointer over the desired text. Once highlighted, text can be formatted, deleted or moved to another location (drag and drop).

Formatting Fonts

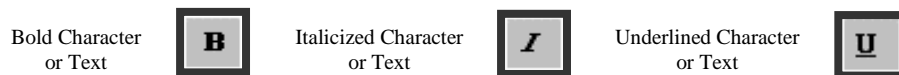
You can format characters, words and paragraphs easily by using the formatting toolbar. To format a cell, highlight the cell and click on the following buttons as desired:

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 specify how you want the cell alignment by selecting the text and then clicking one of the following buttons:



Drag and Drop

To move any portion of the text to a different location, select the text to be moved. Point to the selected text, and hold down the mouse button. The drag and drop pointer appears. Drag the pointer and the dotted insertion point that appears to the new locations, and then release the button.

Adding a New Slide

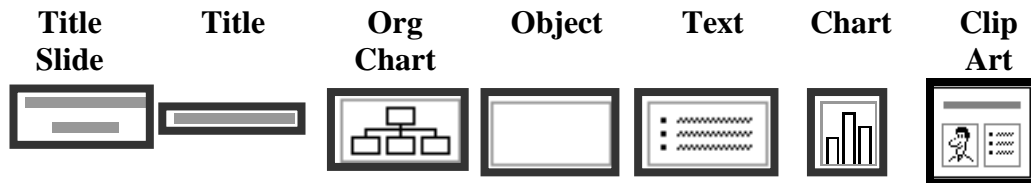
Often you will find that you need to add a slide or multiple slides to your presentation. You can add slides using any view: Outline, Slides, Slide Sorter, or Notes Pages.

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, a blank slide indicator will be added and you will be able to type in a title and a bulleted list of text. In all other views, the New Slide dialog box will be presented.

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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.

The symbols on the slides are defined as:



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.

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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.

To add transitions to slides, get into 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 **Transition**.

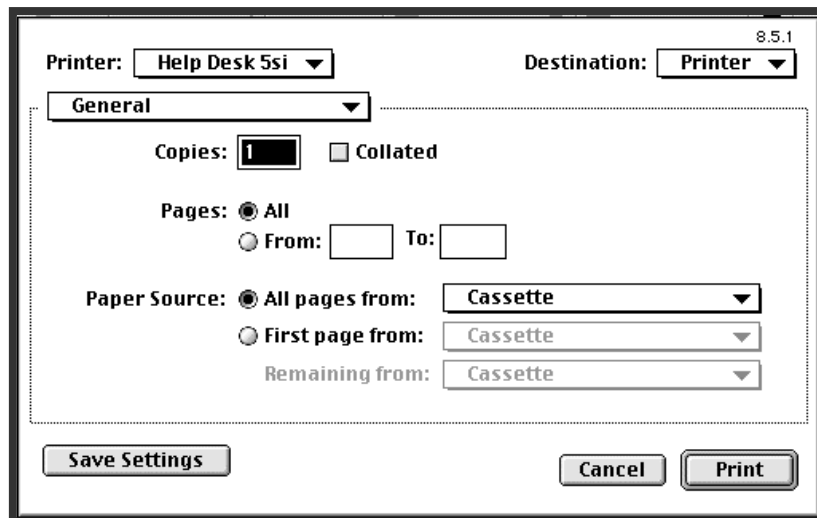
In the “Effect” box, click on the up/down arrowhead and select the desired transition. Select the speed by clicking on the Slow, Medium or Fast button. If you want to apply the transition effect to all the slides in the presentation, click on the **Apply to all** button. To apply the transition effect to only the selected slides, click on the **Apply** button.

Running the Slide Show

Once your presentation is complete, 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. To quit the presentation, press the **esc** key.

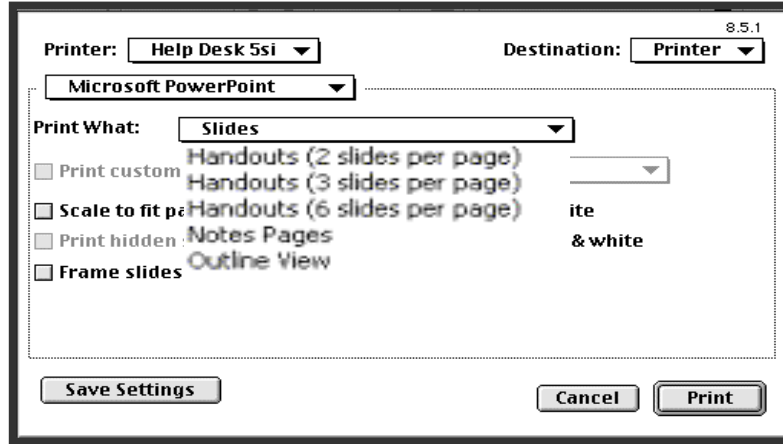
PRINTING

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



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Select the desired number of copies and the pages to be printed. Click on the down arrowhead for additional printer options (the default is “General”). Click on **Microsoft PowerPoint** and the following menu will be displayed:



Click on the down arrowhead in the “Print What:” area to display the documents that can be printed. Select the document and click on the **Print** button .

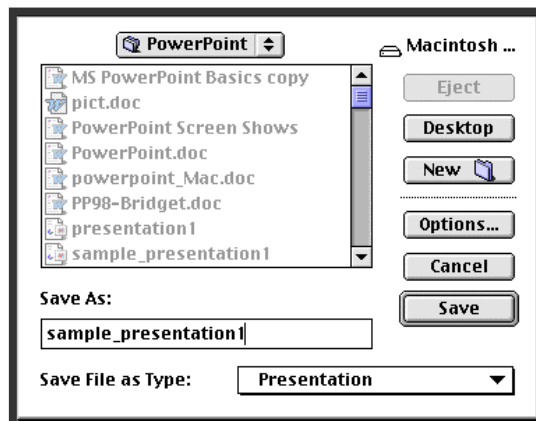
SAVING THE DOCUMENT

When you save a document the first time, you need to tell PowerPoint where you want the document saved. You will have folders and sub-folders set up, and you will want the document saved into a specific folder. To get the document where you want it, you will need to be specific in your instructions to the computer.

New File Name

Naming the File

The first time you save a document you will need to name the file and specify where it is to be saved. When you are ready to save a document click on **File** on the Menu Bar and select the **Save** option. You will see the following screen:



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Once you determine what you want to call the file, enter that name in the “Save as” dialog box.

Specifying the Location

You will tell the computer where to save the file by browsing through your folders until you find the folder that is to house the file. To browse, click on the pop up menu at the top of the screen.



As you move through your folders, the contents of each folder will be displayed in the window. You can double click on a folder in the window to see the contents of that specific folder. When you do so, that folder becomes the active folder and that folder's name is displayed in the “Save as” box.



Once you find the folder that is to house the file, (and the folder's name is displayed in the “Save in” box), click on the “Save” button and your file will be saved in the selected folder.



Same File Name and Location

As you are working on your presentation, you will probably get into the habit of saving the document periodically. Once your presentation has initially been saved, you can replace the current saved copy with a copy that includes all your changes since the last time you saved it.

To save your changed presentation, click on **File** on the Menu Bar and select the **Save** option. PowerPoint will automatically save your presentation without presenting you with a screen asking for a name and location. PowerPoint will use the current name and location as the name and location for the current save.

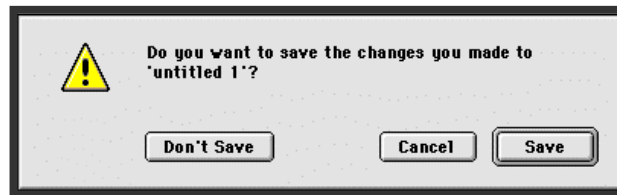
Different File Name and/or Location

To save your presentation with a different file name (in effect you will be making a copy of your file and giving it a new name), click on **File** on the Menu Bar and select the **Save As** option. You will be presented with the same screen you see when you first save a presentation. You will be asked to give a new name to the presentation and to specify the folder in which the presentation is to be saved.

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. You will see the following screen:



If you do not want to save the changes, select **Don't Save** and your document will be closed (all changes will be discarded) and PowerPoint will close.

If you want to save your changes, select **Save** and if your document had been saved previously, PowerPoint will save the document with the changes and then it will close the document and the PowerPoint program.

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

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Keyboard Shortcuts [Sorted in alpha order by command]

Command Name	Modifiers	Key
Bold	⌘	B
Cancel	⌘	.
Center Paragraph	⌘	E
Close or Close All	⌘	W
Copy	⌘	C
Copy Text	Shift	F2
Cut	⌘	X
Double Underline	⌘ Shift	D
Help	⌘	/
Italic	⌘	I
Justify Paragraph	⌘	J
Left Align Paragraph	⌘	L
Open	⌘	O
Page Break	Shift	Enter
Paste	⌘	V
Print	⌘	P
Quit	⌘	Q
Replace	⌘	H
Right Align Paragraph	⌘	R
Save	⌘	S
Select All	⌘	A
Underline	⌘	U