

Intermediate Microsoft® PowerPoint XP

A Workshop for San Diego State University Students



Where to Find Help When You Need It

Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to:

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

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 Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

Location: 2nd floor of the Love Library building in LL-200

Hours: 10:00am – midnight Sunday
7:00am – midnight Monday - Thursday
7:00am – 6:00pm Friday
10:00 am – 6:00pm Saturday

Help from the Student Computing Help Desk

Phone: 594-3189

Location: Love Library 220

Hours: 8:00am – 4:30pm Monday
8:00am – 4:30pm Tuesday
8:00am – 7:30pm Wednesday
8:00am – 7:30pm Thursday
8:00am – 4:30pm Friday

E-mail: problems@rohan.sdsu.edu

Table of Contents

Where to Find Help When You Need It	ii
Intermediate Microsoft® Powerpoint	1
Intermediate operations in PowerPoint:	2
Animation	2
Slide Transitions	3
Adding Page Numbers, Footers, etc. to All Slides	3
Specify a slide to be hidden during a slide show	3
Display a hidden slide during a slide show	3
Presentation Tools	4
Keys to Effective Presentations	5
Arrangement	5
Communication	5
Organization	5
Creativity	5
Conventions of Effective Presentations	5
Audience Analysis	5
Content Issues	5
Formatting Issues	5
Animation Considerations	5
Save PowerPoint Slides as a Web Page	6
Saving a Presentation as a Web Page: Basic	6
Transferring Your PowerPoint Web ScreenShow to Your Rohan Account	7
Saving a Presentation as a Web Page: Customized	7
Publish What?	8
Browser Support	8
Publish Copy As	8
The Web Options Button	8
General	8
Files	9
Pictures	10
Encoding	10
This Workshop's Project	10

Intermediate Microsoft® Powerpoint

This handout is to be used as a supplement while attending the Intermediate PowerPoint workshop taught as part of the BATS program at San Diego State University. The handout will follow along with the lesson and help you to review anything you have missed during the workshop. During the workshop you will create a presentation and some more tips on how to make an effective presentation to an audience. The presentation tips portion will review the **Keys to Effective Presentations** that include:

- Arrangement
- Communications
- Organization
- Creativity

And we will discuss how to enhance your presentation by looking at the **Conventions of Good Presentations** which include:

- Audience Analysis
- Content
- Formatting
- Animation

And finally we will discuss **Creating Web Pages from PowerPoint Slides**.

Intermediate operations in PowerPoint:

Animation

The animation capabilities of PowerPoint have been greatly enhanced in PowerPoint XP. You may now animate objects on and off the screen, give an item emphasis and define its motion as it moves.

On the **Slide Show** menu, select **Custom Animation**.

The custom animation menu will appear in the task pane at the left of the screen. The menu is shown here with the submenus all shown:

On the slide, select the text or object you want to animate.

Click **Add Effect**, Next **Modify the Effect**.

To start the animation by clicking the mouse or spacebar, select **On Click**.

To start the animation automatically, click **After Previous**, and then enter the number of seconds you want to elapse between the previous animation and the current one.

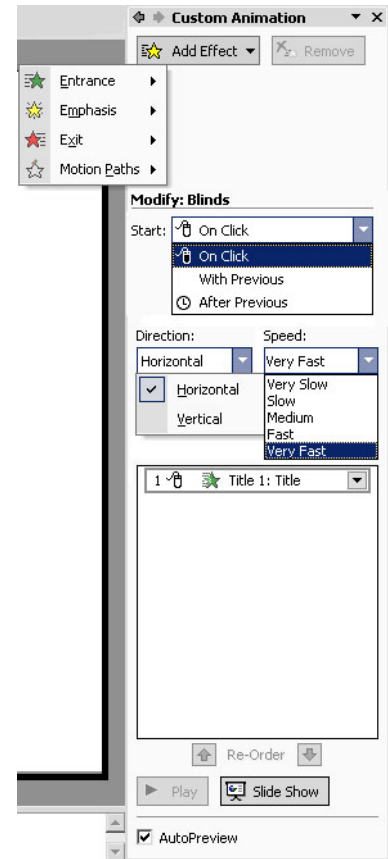
You can select settings for the particular animation you choose with the submenus, in this case **Direction** and **Speed**




Repeat these steps for every object you want to animate. You can click the **Play** button to see how your animations work.

Changing the emphasis of an item, allows you to change the font, the font size, the font style, and many others.

You can define the motion path of an item under motion path.

And you can now have an item exit the screen with creating a new slide by animating its exit.



<p>Slide Transitions</p>	<p>On the Slide Show menu, click Slide Transition. The transitions menu will appear in the task pane at the left of the screen.</p> <p>Select the transition you would like. Select the speed at which the transition occurs. If desired, in the Sound box, select the sound effect to accompany the transition effect. In the Advance section, select when to execute the transition, either on mouse click or automatically after xxx seconds. To apply the transition to the selected slide, click Apply. To apply the transition to all the slides, click Apply to All Slides. To view the transition(s), click Slide Show.</p> 
<p>Adding Page Numbers, Footers, etc. to All Slides</p>	<p>On the View menu, click Header and Footer. To add the information to your slides, click the Slide tab. To add the information to notes pages and handouts, click the Notes and Handouts tab. Select the options you want. To add it to all slides in the presentation, click Apply to All. To add the information to only the current slide, click Apply.</p>
<p>Specify a slide to be hidden during a slide show</p>	<p>In the normal view, click Hide Slide on the Slide Show menu. In slide sorter view, select the slide you want to hide, and then click Hide Slide . A "null" sign  appears over the slide number.</p>
<p>Display a hidden slide during a slide show</p>	<p>Right-click the slide that precedes the hidden one, point to Go, and then click Hidden Slide. The command will be available only if the next slide is hidden. Right-click any slide in a presentation, point to Go, click Slide Navigator, and then double-click the slide you want. Numbers in parentheses designate hidden slides.</p>

Presentation Tools

Press	To
N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)	Perform the next animation or advance to the next slide
P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE	Perform the previous animation or return to the previous slide
<number>+ENTER	Go to slide <number>
B or PERIOD	Display a black screen, or return to the slide show from a black screen
W or COMMA	Display a white screen, or return to the slide show from a white screen
S or PLUS SIGN	Stop or restart an automatic slide show
ESC, CTRL+BREAK, or HYPHEN	End a slide show
E	Erase on-screen annotations
H	Go to next hidden slide
Both mouse buttons for 2 seconds	Return to the first slide
CTRL+P	Redisplay hidden pointer and/or change the pointer to a pen
CTRL+A	Redisplay hidden pointer and/or change the pointer to an arrow
CTRL+H	Hide the pointer and button immediately
CTRL+U	Hide the pointer and button in 15 seconds
SHIFT+F10 (or right-click)	Display the shortcut menu
TAB	Go to the first or next hyperlink on a slide
SHIFT+TAB	Go to the last or previous hyperlink on a slide
ENTER while a hyperlink is selected	Perform the "mouse click" behavior of the selected hyperlink
SHIFT+ENTER while a hyperlink is selected	Perform the "mouse over" behavior of the selected hyperlink

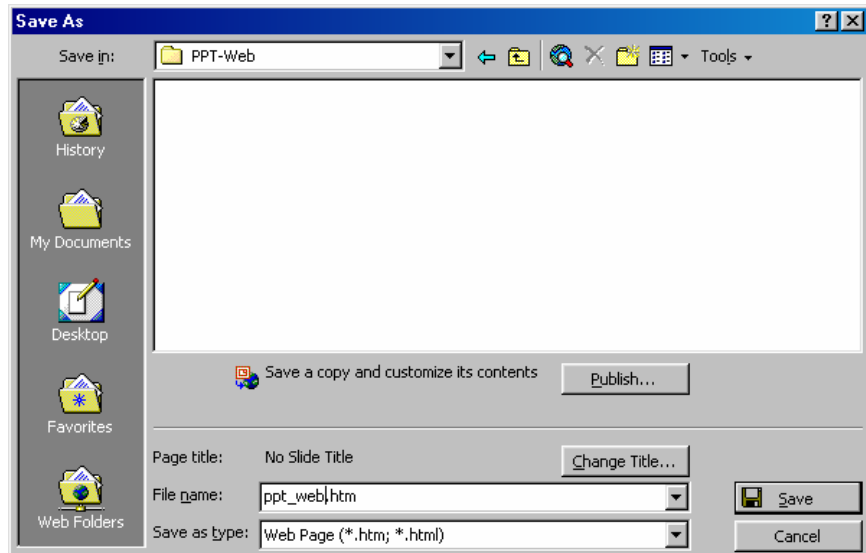
Keys to Effective Presentations	
Arrangement	<ul style="list-style-type: none"> • Alignment • Proximity • Contrast • Repetition
Communication	<ul style="list-style-type: none"> • Speak in a Loud Clear Voice • Be approachable • Make eye contact with the audience
Organization	<ul style="list-style-type: none"> • Be efficient with the time allowed • Lay your topics out in a logical order • Have an introduction and a summary
Creativity	<ul style="list-style-type: none"> • Welcome new ideas • Have a positive outlook • Don't be afraid to experiment
Conventions of Effective Presentations	
Audience Analysis	<ul style="list-style-type: none"> • Know your audience before giving a presentation, let what you know about your audience guide your design choices. • Use terms your audience will understand, take time to introduce new terms or concepts.
Content Issues	<ul style="list-style-type: none"> • Cover only one main topic per slide. • Use no more than 6-7 lines of text per slide (not including title). • Each line should be no more than 10 words in length. • Allow for "white" space on each slide. • Do not read slides verbatim. • Select content appropriate graphics.
Formatting Issues	<ul style="list-style-type: none"> • Font size should be at least 24 point for titles, 18 point for text. • Select color schemes that audience can identify with. • Put common text and graphics on slide master. • Limit use of the color red.
Animation Considerations	<ul style="list-style-type: none"> • Limit animation and transition effects to no more than 1 or 2 different types per presentation. • Understand that the use of animation increases the length of the presentation. • Select audience and content appropriate sounds and movies. • When in doubt of the speed of the computer, select the fastest animation speed.

Save PowerPoint Slides as a Web Page

Saving a Presentation as a Web Page: Basic

Publishing your PowerPoint Presentation to the web requires two steps: saving the presentation in HTML format on your hard drive and transferring that presentation to a web server.

1. Click on **File>Save as Web Page**.



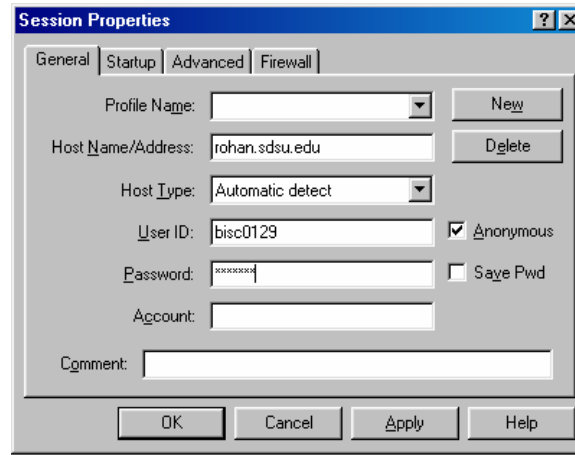
2. In the **Save In** box, browse to the location where you want to save your presentation (Their named folder)
3. In the **File Name** box, change the name of your presentation to **index.html**.

Note: PowerPoint is going to create an extra folder called index_files which contains the converted PowerPoint to HTML files

4. Click **Save** to save your presentation as a Web Page on your hard drive.

Transferring Your PowerPoint Web ScreenShow to Your Rohan Account

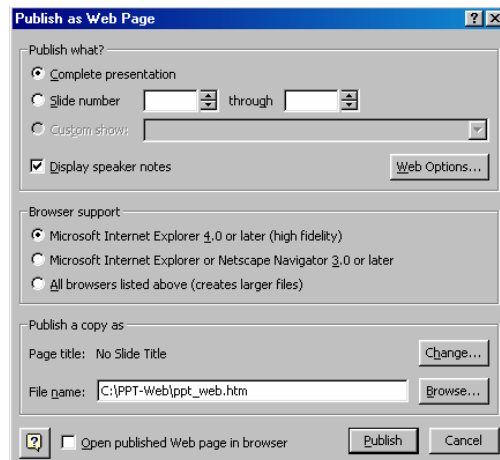
1. Once you have determined your settings, Click on **Publish**
2. Go to the named file folder you have published your web screenshow into on your hard drive.
3. Start WS-FTP and log in to the Rohan server.



4. Once connected, create a folder within the public_html by choosing **MkDir** on the Remote Site.
5. On the Local System side, locate the folder with your web screenshow and copy the files into the folder you have created on the Remote side, using the **right facing arrow**.
6. Once the files are transferred, view your presentation on a Web browser by typing in your url followed by a forward slash and the name of the folder you created on the Remote side.

Saving a Presentation as a Web Page: Customized

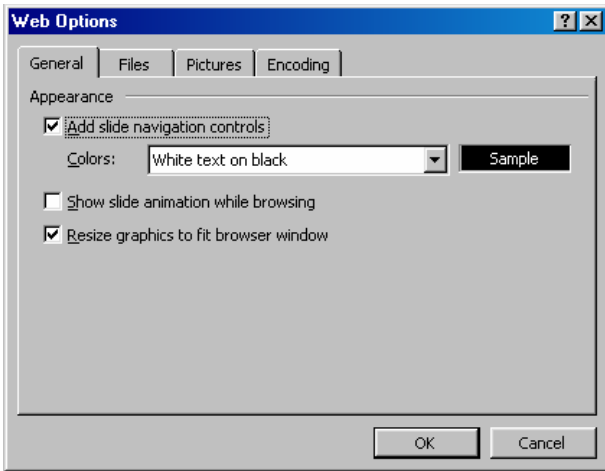
If you want to format the **way** your presentation is shown on the Web, choose **Publish**. The following choices are available:



	<p>Publish What? Either choose to publish the entire presentation, which includes all slides, or a specific range of slides. Additionally, if you have speaker notes and would like to publish those notes on the web along with your slides check "Display speaker notes."</p> <p>Browser Support The best choice here is choosing "All browsers listed above (creates larger files)." This choice will enable any user, regardless of browser type or edition, to view your slide show on the web.</p> <p>Save the Presentation under each to show the students how each is different.</p> <p>Publish Copy As File name lists where the web slide show will be saved on your hard drive. When the presentation is saved as a web slide show, PowerPoint will create a file and a file folder associated with that file on your hard drive. Note that PowerPoint automatically gives your slide show a file name and saving location. You can accept the default, or you may change the file name or saving location at this time.</p>
--	--

The Web Options Button

General



Add Slide Navigation Controls
 Selecting this option will include a list of the slides, plus Back and Forward buttons so you can move back and forth and skip through slides while on the web.

Colors
 You may choose different color combinations for the Slides Outline navigation menu.

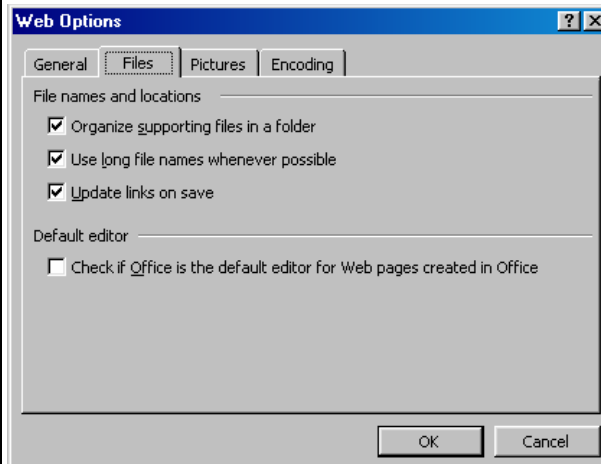
Show Slide Animation While Browsing

Checking this option will ensure that your audience is able to see any animation (both content builds and transitions) that you have included in your presentation.

Resize Graphics to Fit Browser Windows

With this option turned on, the slide automatically sizes itself to display as large as possible within the web browser window.

Files



Organize Supporting Files in a Folder

Leaving this option unchecked allows PowerPoint to save all of the files associated with your presentation into one folder that you designate. This is the option covered in the workshop. If you decide to leave this option unchecked, be sure to create a folder for your presentation on your hard drive and publish the presentation into this folder. This method makes it easier to locate and move or delete all the files related to your Web page presentation.

Use Long File Names Whenever Possible

This option allows you to have file names that are longer than eight characters plus three-character extension.

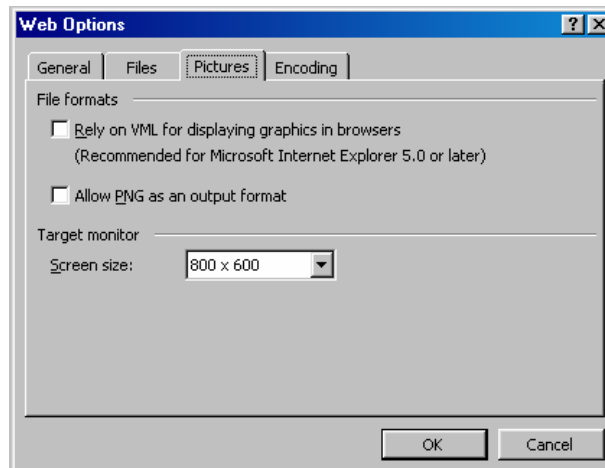
Update Links on Save

If you uncheck this box, links from the main page to the supporting pages will remain intact when you save.

Check if Office is the Default Editor for Web Pages Created in Office

Choose this option to enable you to save a PowerPoint presentation in HTML and then open it directly from HTML back into PowerPoint without losing any of the formats that you applied.

Pictures



Rely on VML for Displaying Graphics in Browsers

If your audience might be using versions lower than Internet Explorer 5.0, do not use this option.

Allow PNG as an Output Format

If your audience might be using versions lower than Internet Explorer 4.0, do not use this option.

Target Monitor Screen Size

If you publish your presentation for use on older browsers, this option enables you to specify how large the slides should be.

Encoding

The options under this tab enable you to modify the output for use in browsers that use other languages.

This Workshop's Project

The project for this workshop will be of your creation. It will have basic structure, but you will decide what background to use, what pictures to add, how text and pictures will be animated. The presentation will include the use of:

- Slide Design Layout Templates
- Clip Art
- Pictures from the Internet
- Animation