

# Introduction to 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:** 2<sup>nd</sup> 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](mailto:problems@rohan.sdsu.edu)

# Table of Contents

Where to Find Help When You Need It .....	ii
Introducing Microsoft® Powerpoint.....	1
Onscreen Help.....	1
Conduct a MITS.....	2
The PowerPoint Desktop .....	4
This Workshop's Project.....	4

## Introducing Microsoft® Powerpoint

This handout is to be used as a supplement while attending the Introduction to 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 learn about the mechanics of creating a presentation and some tips on how to make a presentation to an audience.

The mechanics portion will focus on an introduction to the following:

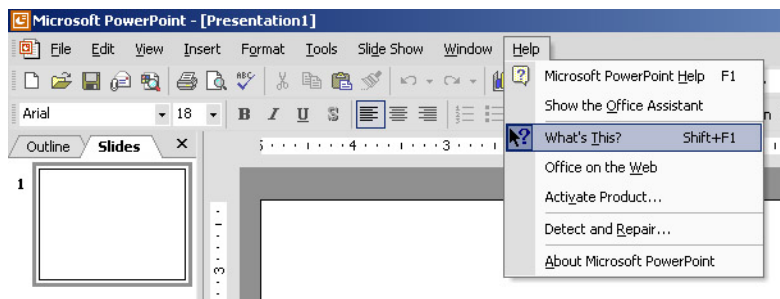
- Menus and Toolbars
- Scroll Bars
- Views
- Rulers
- Editing Window
- Status Bar

The presentation tips portion will focus on **Keys to Effective Presentations** that include:

- Arrangement
- Communications
- Organization
- Creativity

## Onscreen Help

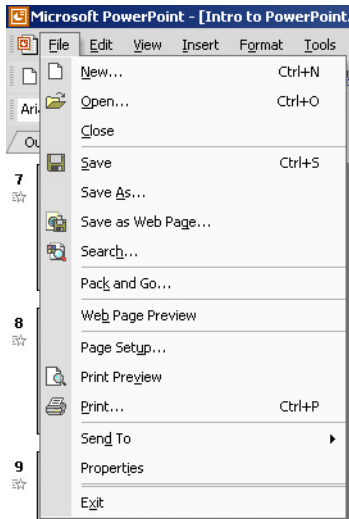
To view onscreen help, point to the PowerPoint Help on the desktop menu bar and press the mouse button. The Help menu will pull down. Point to the word Microsoft PowerPoint Help and release the mouse button. If you would like the computer to give you a short description of any location you are pointing at with your mouse, release the mouse button on the words, **What's This?**







## Conduct a MITS

When learning any new software, it is always a good idea to conduct a **Menu Item and Toolbar Search** or MITS for short. Go through each pull down menu and see what program functions or actions are listed.


Let's conduct a MITS for the **F**ile menu as shown below as an example of what we will do in the workshop:



A number of functions relating to file management can be accessed here, you may notice that functions that have an associated icon on a toolbar, or associated keystroke show these items next to the function like this:  New... . You can create a new presentation by clicking the page icon  on the standard tool bar, going to the **F**ile pull down and clicking on **N**ew, or by using the key stroke of **Ctrl+N**.

You can open an existing file by clicking the open folder icon  on the standard tool bar, going to the **F**ile pull down and clicking on **O**pen, or by using the key stroke of **Ctrl+O**.

Clicking on **C**lose will close the presentation you have open without closing the program.

You can save the file you are working on by clicking the disk icon  on the standard tool bar, going to the **F**ile pull down and clicking on **S**ave, or by using the key stroke of **Ctrl+S**.

**S**ave As... is a very useful tool, it allows you to save an existing file as something else. If you have a presentation and want to create a new one with the same backgrounds or graphics, you would open your presentation, and then save it as a different file name. You have now created a completely new file that is the same as the original; you are free to change anything in the file without affecting the other file.

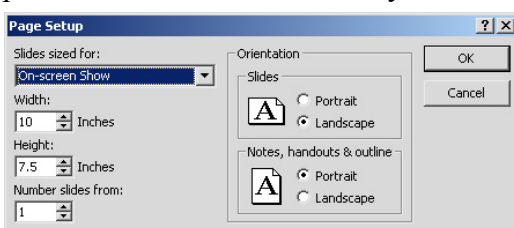
**S**ave as Web Page... allows you to save your presentation as a series of web pages. \* This function will be covered in depth in the Intermediate PowerPoint Workshop.


**S**earch allows you to search your hard drive or network drives that your computer is connected to without having to leave PowerPoint.

**P**ack and Go... Starts the Pack and Go wizard, which allows you to pack your presentation so that you can run it on another computer.

**W**eb Page Preview. Shows you a preview of what the Web Pages would look like if you saved your presentation as a Web Page as listed above. \* This function will be covered in depth in the Intermediate PowerPoint Workshop.

**P**age Setup. The page set up menu as shown below allows you to set the area that will be printed if you print out slides. It also allows you to change the orientation for slides, notes, handouts, and outlines.



You can print the file you are working on by clicking the printer icon  on the standard tool bar, going to the File pull down and clicking on Print, or by using the key stroke of **Ctrl+P**.

Send To. This allows you to send the contents of your presentation to your email program or to MS Word.

Properties Allows you to edit the properties of the presentation file.

---

During the workshop, we will explore each of the pull down menus from the menu list in detail:

File Edit View Insert Format Tools Slide Show Window Help

All of these pull down menus can be accessed with the mouse or using the **Alt** key and the underlined letter in the name of the menu. For example **Alt+F** will bring up the File pull down menu.

Here is a short listing of important tools listed on each of the menus.

Edit – Undo, Cut, Copy, and Paste commands are here. Find and Replace is also here.

View – Selecting the different views of your slides or notes is done here.

Insert – Here is where you could insert a variety of items including new slides, pictures, sounds, movies, hyperlinks, and many more.

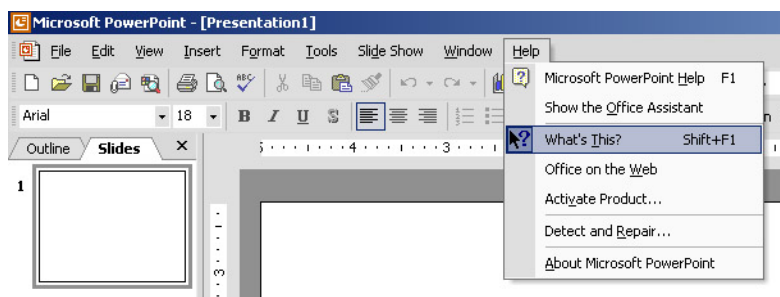
Format – This menu allows you to change the look of text in your presentation, and to select from template for the design and layout of your slides.

Tools – This is where your spell check is located.

Slide Show – This menu is unique to PowerPoint, it allows you to view your presentation, rehearse timings, add animation or slide transitions.

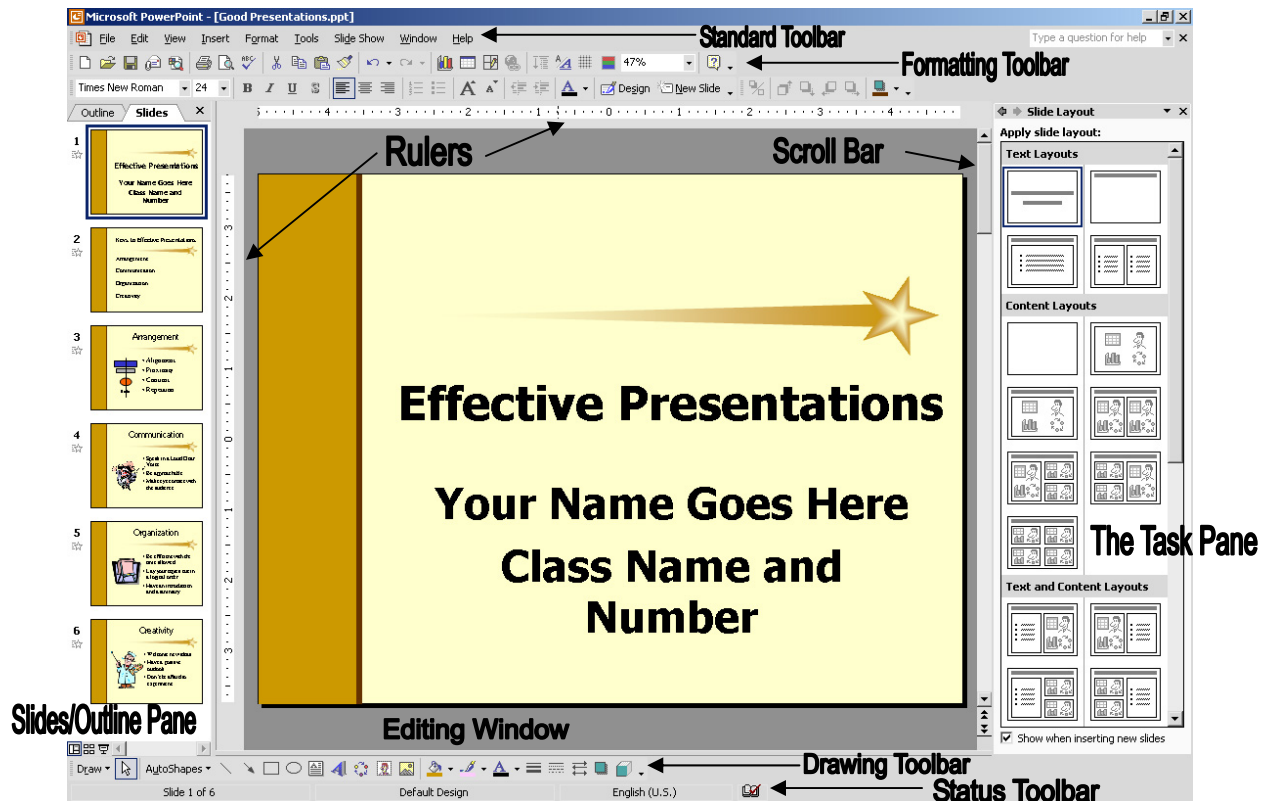
Window – This menu is used to change between presentations when you have more than one open.

Help – This menu allows you to access on-line and onscreen help programs. To view on-line help, click on PowerPoint Help or the **F1** key on your keyboard. If you would like the computer to give you a short description of any location you are pointing at with your mouse, release the mouse button on the words, **What's This?**



## The PowerPoint Desktop

The PowerPoint Desktop has a multitude of toolbars and panes to organize functions and tools; there are certain toolbars that appear by default when you open the program.



Other toolbars and panes are situational; they will appear when you need them. For example, if you insert a picture, then the picture toolbar will appear if you have the picture selected. A list of all the toolbars can be seen by either going to **View > Toolbars** and selecting the toolbars you want, or right click on the grey area at the top of the desktop and the Toolbars menu will appear.

## This Workshop's Project


Each of the student workshops in the BATS program are centered on a project that allows you to apply some of the knowledge and or skills that were just discussed in class.

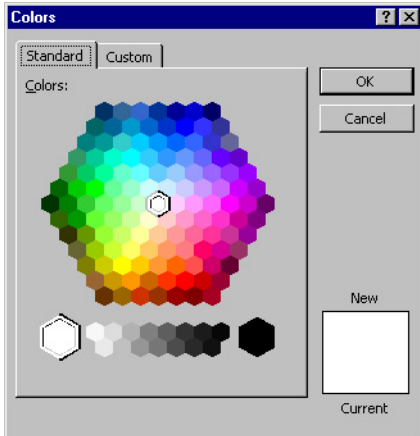
In this workshop we will be creating a presentation that will look very similar to the picture above. It will have a dark area on the left side of the slide, a lighter area where text or pictures can be placed, an area for slide titles above an animated shooting star that will slide across the screen each time a new slide appears.


For this project, you will be working on the Slide Master; the slide master is a very useful tool that allows you to format all of the slides in your presentation by making changes on just the master slide.

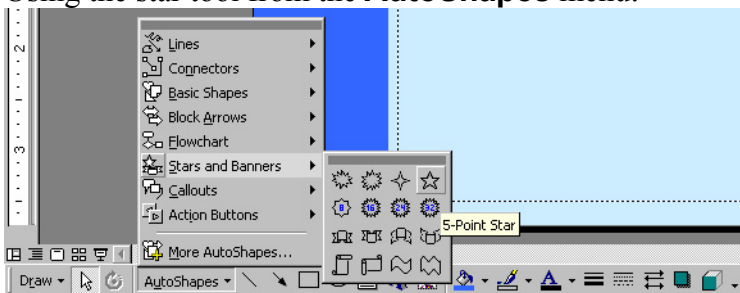
1. Open a new presentation.
2. Choose blank slide for the first slide
3. Open the slide master

**View>Master>Slide Master**

4. Ensure that you have the Slide Master Menu open on the desktop  If it is not present, go to **View>Toolbars>Master**
5. Delete the three boxes along the bottom: Date, Footer, and Number
6. Change the background color, **Format>Background**. Select a light shade that you like from the colors menu. Click on the down arrow next to the color box and go to **More Colors...**



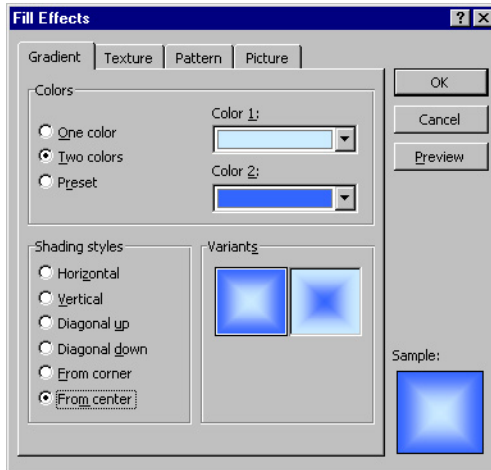
7. Using the rectangle tool from the draw menu, draw a box that starts in the top left corner and goes down to the bottom and is about 1 inch wide on the ruler. 
8. Click on the Line color box (the paint brush) and choose no line.
9. Click on the fill color box (the paint bucket) and choose a color that is similar to the background but two or three shades darker.
10. Click on the edge line of the Title Area box and then holding the shift key down, click on the edge line of the Object Area Box, using the arrows keys on the keyboard move both boxes so that they are fully seen on the background.
11. Move the Title Area box up to the top edge of the slide, and move the Object Area box to the bottom edge of the slide.
12. Using the star tool from the **AutoShapes** menu:



Hold the shift key down and insert a five pointed star between the Title Area and Object Area boxes.

13. Click on the Line color box (the paint brush) and choose no line.

- Click on the fill color box (the paint bucket) and choose **Fill Effects**.  
On the fill effects menu select the gradient tab, and select two colors. Choose the background color for color 1, and the border color as color 2. Then choose from the center for shading style as shown below:



- Use the rotate tool from the draw menu; rotate the star slightly to the right so that the point is toward the right edge of the slide.
- Create an Isosceles triangle from the **AutoShapes** menu that is long and skinny, then rotate it to the left on the draw menu.

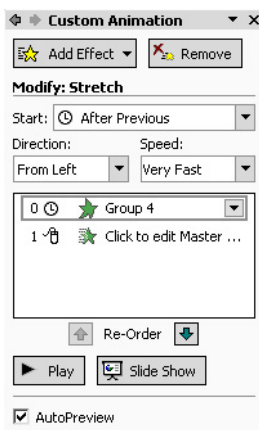
**Draw>Rotate or Flip>Rotate Left**

- Click on the Line color box (the paint brush) and choose no line.
- Click on the fill color box (the paint bucket) and choose **Fill Effects**.  
On the fill effects menu select the gradient tab, and select two colors. Choose the background color for color 1, and the border color as color 2. Then choose vertical for shading style.

- Change the order in the draw menu, move it backward behind the star  
**Draw>Order>Send Backward**

- Move the triangle so that the right end is in the middle of the star, then hold down the shift key and select the star, then group them together  
**Draw>Group**

- Now animate the star, Slide Show>Custom Animation...



Select Group 4, apply the stretch animation from the add effect menu, select from left from the Direction menu as shown to the left:

Select the Order and Timing tab and start after previous event.

Click on the Play button to view the animation.

Close the Slide Master by clicking **Close** on the master menu:

