



Unit A

Getting Started with PowerPoint



PowerPoint Preliminaries

- Presentation Graphics software
- We'll use PowerPoint to
 - create a new presentation
 - enter/edit slide content
 - format slides
 - print slides
 - use slide masters
 - use clip art
 - provide animations
 - apply transitions
 - run a slide show



Viewing the PowerPoint Window

- Figure A-5, page 471
 - lots of familiar objects
 - Menu Bar
 - Toolbars
 - View buttons
 - Screen Tip
 - Task Pane
 - we'll use it a lot more in PowerPoint than we did in other apps
 - Status Bar
 - Outline Tab
 - Slides Tab

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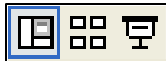
Using the AutoContent Wizard

- Wizard poses questions and creates an initial presentation depending on your answers
 - Presentation Type
 - Presentation Style
 - Presentation Options
 - Title
 - Footer
 - Slide Number
- Created a 17-page presentation

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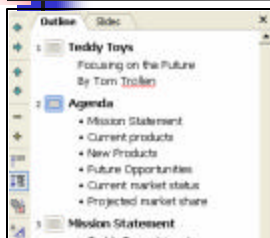
Viewing a Presentation

- Normal View
 - view a slide in main pane, Outline and Slides tabs available in left pane
- Slide Sorter View
 - for rearranging, copying, deleting slides
 - also good for navigating among slides
 - how select several *non-adjacent* slides? (eg: the odds)
 - how select several *adjacent* slides? (eg: slides 2-6)
 - what happens when you double-click a slide?
- Slide Show from current slide View
 - to view current slide as it would appear during a presentation
 - 3 ways to advance to next slide?
- Notes Page View
 - how obtain it?

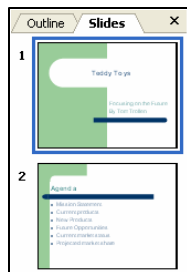


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Working in the Outline Pane and the Slides Pane



- Outline Pane
 - see slide's text
 - can enter/edit/delete slides
 - can navigate between slides



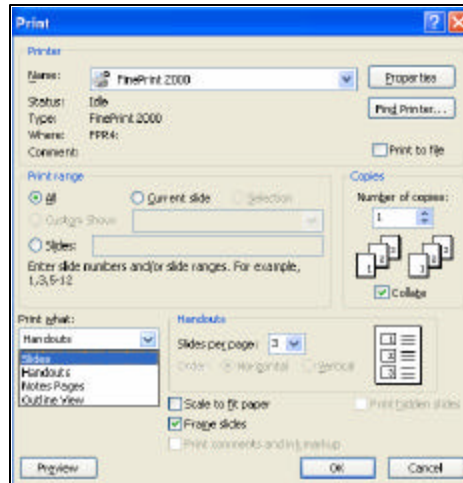
- Slides Pane
 - see slide thumbnails
 - can use to rearrange slides
 - can navigate between slides

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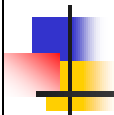


Working in PowerPoint

- Saving a Presentation
 - just as in Word and Excel
- Getting Help
 - just as in Word and Excel
- Closing a File/Exiting
 - just as in Word and Excel
- Checking Spelling (Unit B)
 - just as in Word and Excel
- Printing
 - File | Print...



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Unit B Creating a Presentation



Design Template

- A file that contains the styles used in a presentation, including the type and size of bullets and fonts; placeholder sizes and positions; background design and color schemes; and a slide master & title master
- A presentation **inherits** the content and formatting specified in the Design Template
- Can change a presentation to use different Design template
 - Format | Slide Design... or Design Button



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Common Types of Slides

- Title Slide
 - an attention grabber that indicates the content and tone of impending presentation
 - has a different layout than the remaining slides
 - can have multiple Title Slides in a presentation
- Title and Text Slides (a.k.a. Bullet Slides)
 - for lists of related content
 - form the bulk of slides in many presentations
- Title and Content Slide (Unit D)
 - has title and placeholder(s) for table, chart, image or video

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Working with Slides

■ Entering Slide Text

- select, then do
- when a placeholder is selected, 8 sizing handles around its border



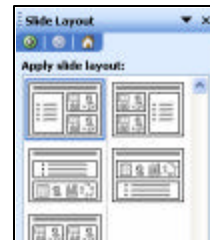
■ Creating a New Slide

- New Slide button
- Insert | New Slide...
 - new slide appears after current slide
- [Ctrl] + [M]



■ Slide Layout Task Pane

- makes it easy to change a slide to use another layout



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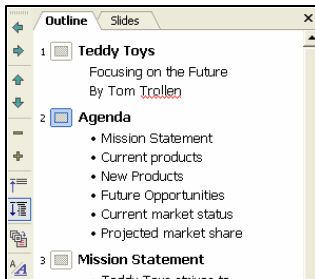
Working with Bullet Text

- Bullet slides are effective at outlining ideas and illustrating hierarchies
- Each level is more indented and uses a smaller point size than previous levels
 - Decrease Indent and Increase Indent buttons to promote/demote (i.e., change levels) of existing bullets
 - [Tab] and [Shift]+[Tab] also work



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Entering Text in Outline Tab

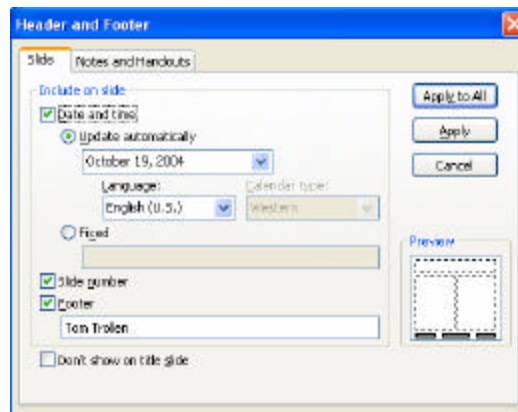


- Outline tab
 - can enter/edit/delete/rearrange slides
 - can move/copy text
- What happens when you press
 - [Shift] + [Tab]
 - [Ctrl] + [Enter]

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Adding Slide Headers and Footers

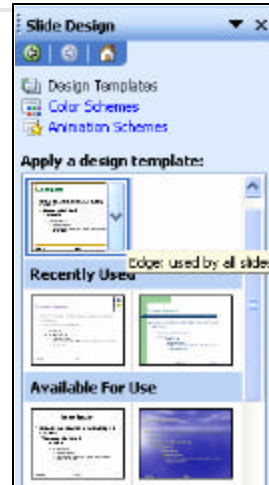
- View | Header and Footer...



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Choosing a Look for a Presentation


- Design Template
 - contains layout and content that is to be included in a presentation
 - presentation inherits the content/formatting the template specifies
- Slide Design Task Pane
 - egs: blends, capsules, edge
 - can apply a different Design Template to selected slides or all slides



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Unit D Enhancing a Presentation

Inserting Clip Art

- Use Images to **enhance** your presentation
 - don't let them dominate it!
- Graphic Files
 - many types
 - .wmf, .bmp, .jpg, .gif
 - can bloat your file
- Insert Clip Art button 
 - available on Drawing Toolbar
 - Insert Clip Art Task Pane appears
 - keyword search
 - also Insert | Picture | ClipArt...

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Inserting, Cropping, and Scaling a Picture

- Inserting an Image 
 - Insert Picture button
 - on Drawing Toolbar
 - dialog box to specify location of graphic file
 - also Insert | Picture | From File...
- Crop button
 - to trim away part of an image
- Format Picture button
 - dialog box with many options
- Set Transparent Color button
 - helps an image blend with the slide's background color




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Moving/Resizing Images

- How **move** an image?
 - what happens when you hold [Ctrl] while dragging?
 - what happens when you hold [Alt] while dragging?
- What is **Aspect Ratio**?
- Ways to **resize** an image
 - drag a **corner** handle
 - drag a **middle** handle
 - Format Picture ... | Size tab

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Creating Tables

- Tables make it easy to present data in a row and column grid
- Insert Table button 
 - how advance from cell to cell?
 - what if you're in the last cell and press [Tab]?
- Tables and Borders toolbar




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Embedding a Chart

- Insert Chart button 
 - launches *Microsoft Graph*, a component of Microsoft Office
 - each graph is associated with a [datasheet](#)
- Entering and Editing Data in the Datasheet
 - each cell can hold a label or value... no formulas
- Formatting a Chart
 - each element of the chart is an individually selectable object
 - each element can be modified/moved/deleted
 - Chart | Chart Options... dialog box just as in *Excel*
 - Data | Series in Columns or Series in Rows

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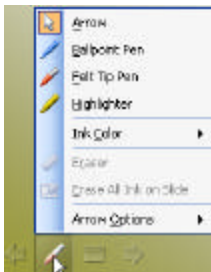
Using Slide Show Commands

- Start a Slide Show
 - View | Slide Show
 - Slide Show (from current slide) button 
 - [F5]
- Slide Navigation
 - Next slide: [SpaceBar], Click, [N], [→], [↓], [PageDown], [Enter]
 - Prior slide: [P], [←], [↑], [PageUp], [BackSpace]
 - Go to any slide: right click | Go to Slide
- End the Slide Show
 - [Esc]

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Using Slide Show Commands


- Slide Show Options menu
 - when does it appear?
 - 2 ways to clean up the screen?

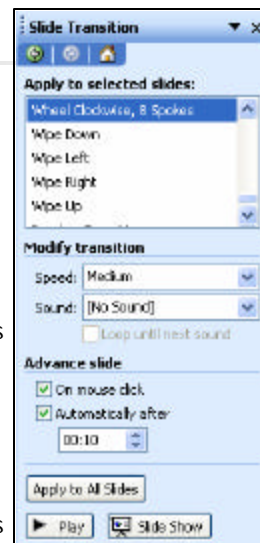


- [Ctrl] + [A] to revert to  pointer

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Setting Slide Show Timings and Transitions

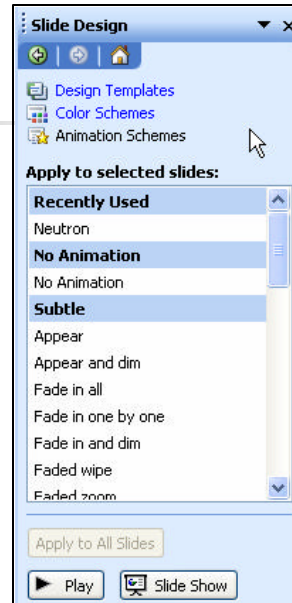
- Transition button 
 - effects that occur as show progresses from one slide to another
 - Slide Show | Slide Transition...
 - opens Slide Transition Task Pane
 - can preview, alter transition speed, add sounds, set timings
 - can apply to selected slide(s) or to all slides
 - No Transition option to remove a transition
- Setting Slide Timings
 - can help you stay on schedule
 - can apply to selected slide(s) or to all slides
 - Slide Show | Rehearse Timings



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Setting Animation Effects

- Animations
 - effects that occur as the elements of a slide are presented
 - Slide Show | Animation Schemes...
 - opens Slide Design-Animation Schemes Task Pane
 - can apply to selected slide(s) or to all slides
 - No Animation option to remove animations
- Slide Show | Custom Animation...
 - finer control of which objects to animate
 - can use different animations for objects on the same slide



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Unit E Customizing a Presentation

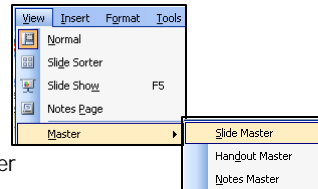
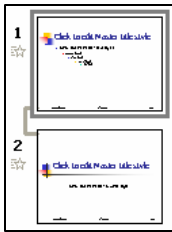
Understanding Masters

■ Design Template

- contains styles in a presentation, including the type and size of bullets and fonts; placeholder sizes and positions; background design and color schemes; and a slide master & title master
- a presentation **inherits** the content and formatting specified in the Design Template Master(s)

■ Three Master Views

- Notes Master View
- Handout Master View
- Slide Master View
 - a pair: Slide Master and Title Master



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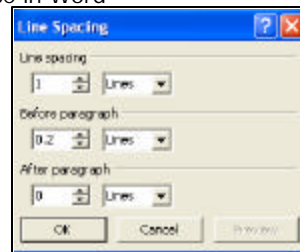
Understanding Masters

- Changes made to a Master are **global**
 - i.e., affect each slide of that type in the presentation
 - what a time saver!
- Changes made to an individual slide are **local**
 - on an individual slide, you can't select any of the content inherited from a master
- 2 ways to view the Slide Master
 - View | Master | Slide Master
 - [Shift] + click Normal View button
- 2 ways to exit Slide Master View
 - Close Master View button on Slide Master toolbar
 - Normal View button

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Working with Masters

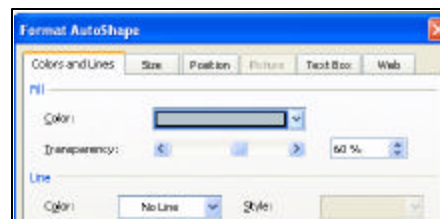
- Formatting Master Text
 - eg: Bullets and Numbering, font color
 - select the placeholder, then apply formatting
 - how select an **entire** placeholder?
- Changing Master Text Indents
 - text placeholder has 5-levels of indents
 - Ruler has indent controls similar to those in Word
- Format | Line Spacing...
 - Line Spacing
 - spacing between lines of a paragraph
 - Before/After Paragraph Spacing
 - spacing between adjacent paragraphs



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Adjusting Text Objects

- Format Placeholder...
 - Text box tab
 - Text anchor point
 - Resize AutoShape to fit text
 - Colors and Lines tab
 - Fill Color
 - Transparency



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