

Beginning PowerPoint

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Prerequisites

In order to fully participate in this workshop, you must be able to:

- Save a file to a specific directory/folder using the "file/save as ..." process
- Create a directory/folder during the file save as process
- Comfortably move between multiple application windows using the task bar at the bottom of your screen
- Find files on your computer using the Find tool
- Open a program using the start menu

If you do not know most of the listed skills above, we strongly suggest that you sign up for the prerequisite workshops before taking this workshop.

- LRO-WIND-101 Fundamentals of Windows 98

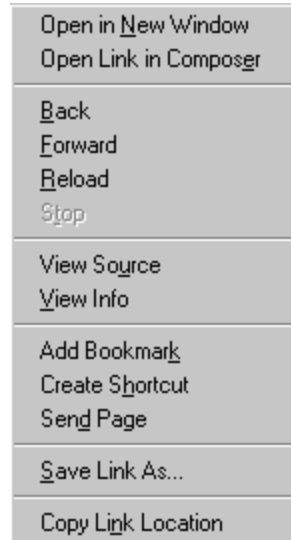
Goals for this workshop

In this workshop, you will learn:

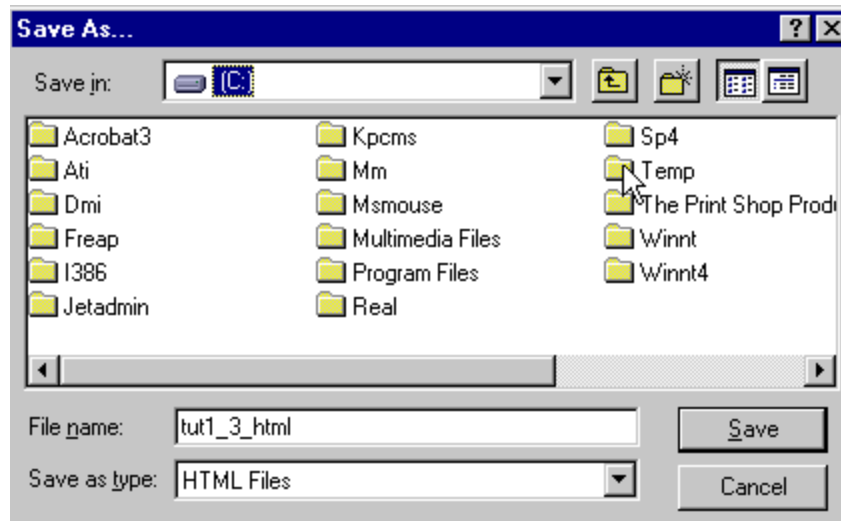
- What is Power Point?
- How to start a New Presentation
- How to create a slide show using the slide "AutoLayout"
- How to create Custom Slides
- How to manipulate slides in the Different Views
- How to work with the Slide Master
- Tips for designing effective Power Point Presentations

Before we get started

Before we get started, you will need to download a few files from the web that we will need for this workshop. To do this, you will need to right-click on the three links below. Once you do so, you will get a menu that look like this:



You want to choose "save link as." You will then be given a window that asks you where to save the file. For this workshop, you can put the files in the c:/temp directory.



[IRC Logo](#)

[PPT slides for Ex. 3](#)

[PPT slides for Ex. 4](#)

What is Power Point?

Power Point is based on the metaphor of a slide show presentation. In essence, it is designed to create overheads -- or its modern day equivalent-- a computer-based presentation that you can quickly go through by pressing one button on the computer to display the next "slide."

The building block of the PowerPoint presentation is the slide. A complete slide show is just a bunch of slides created individually and then displayed one right after the other. PowerPoint provides you with a large number of tools for working with slides and creating commonly used objects such as graphs, tables, org-charts, and so on. This abundance of tools often intimidates the new user and gives them the impression that PowerPoint is a very complicated program. However, if you learn just the basics this workshop covers you can create sophisticated slide shows and learn how to use the individual tools when you need them. If you just keep in mind that PowerPoint is essentially just a "toolbox" for building and working with slides then everything should fall into place.

Starting a New Presentation

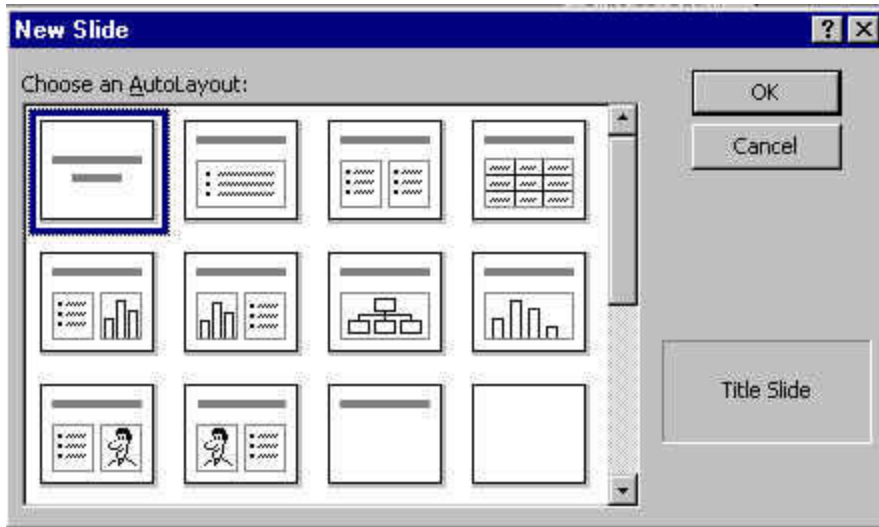
To start a new presentation, first open PowerPoint (on the computers in the lab, you can usually open PowerPoint by clicking on start, then programs, and then Microsoft PowerPoint).

When you first open up PowerPoint, it usually gives you a choice of starting using the Auto Content Wizard, a design template, or a blank presentation. To get us started, click on blank presentation.

The Slide

The computer will now ask you to choose a slide and give you a list to choose from. Notice when you click on a slide, a description of that slide appears on the right. Take a minute to scroll through & see what different options there are (and these are only the built in options! You can also make totally original slides).

For our first slide, we are going to choose a title slide. The title slide is the very first one. Click on it, and notice the words title slide appear on the right. Now click **OK**.



Introduction to Objects

The Normal View we see now is for manipulating individual slides. Notice there are three windows in the normal view:

- a slide view window (on the right)
- an outline window (on the left)
- a notes window (under the slide view window)

In the Slide View Window, Go ahead and click where it says "click to add title" and delete it and put your own title. When you clicked on "click to add title" you probably saw a grayish box appear around "click to add title". This is called a text box and it is the object you use to put text on a page.

There are lots of different types of objects in PowerPoint but they are all positioned and resized in basically the same way.

Move your mouse pointer so that its tip is resting on the gray area of the text box as in the picture: (but not on one of the little white squares evenly spaced around the box).




You should see the tip of your mouse pointer change so that there are arrows pointing north, south, east, and west. Click and hold down the left mouse button and move the mouse. The text box should move with your mouse so that you can reposition it somewhere else on the page. Go ahead and move it around a few times.



Now, let's try to resize it. Position your mouse pointer so that its tip rests on one of those little white squares, which are evenly positioned around the text box. This time your mouse pointer should have arrows pointing in only two directions, vertical, horizontal, or diagonal depending on which square you chose. Click and hold the left mouse button and move the mouse. This should resize the box in either the vertical, horizontal, or diagonal direction. Go ahead and resize it a few times in each direction.

Adding a New Slide


Let's start by creating a new slide. Go to the Insert menu and select New Slide.


You can also add a new slide by clicking on the icon  or typing the Control key plus M. You'll be prompted with a dialog box that says "Choose an Autolayout:" (This is the same box you got when you first opened your presentation.)

Bulleted List Slide

For our second slide, we are going to choose bulleted list (this is the second slide in the window).

Go ahead & add a title to your second slide, the same way that you added a title to your first slide. Now, let's add some text to the larger text window. Notice that PowerPoint automatically puts bullets in for you.

What if you want to indent some of the bullets. No problem! See the two arrows on your tool bar? Click on the line you want to indent & click the Demote  or right-pointing arrow. Notice PowerPoint not only indents the line, but also makes the font smaller.

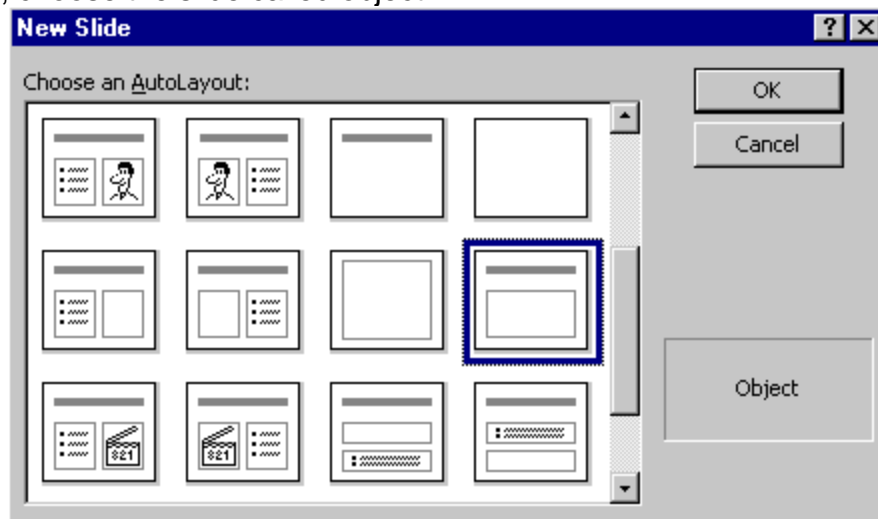
Want to make some indented points more prominent? Click the Promote or left-facing arrow. 

You can also make other edits the same way you are used to in Word or WordPerfect (bold, italics, etc.)

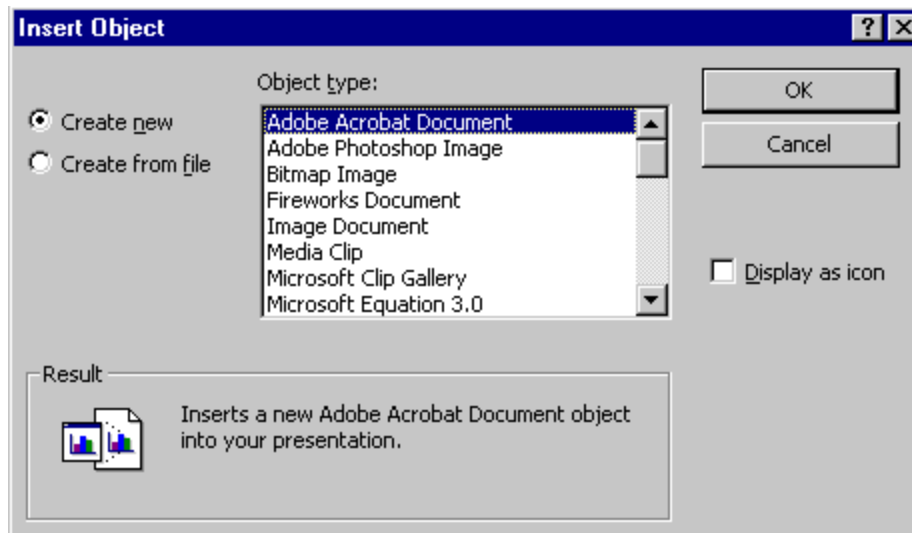
Slide with graphics.

Now lets add a slide with a graphic. How can we add a new slide?

This time, choose the slide called object.



Notice that your screen now has a box that says "Double click to add object." Go ahead and double click on it. You should now get a box that looks like this:



Notice that there are many different types of files you can insert into PowerPoint, including sounds, Excel spreadsheets, etc. For today, we are just going to add a graphic that has already been created. To do that:

- click on the radio button next to "create from file".
- click on "browse" to find the file on your local machine named "irclogo3.bmp."
- PowerPoint will add your graphic in the correct place.
- Resize your graphic if needed.

Once you add the graphic, Power Point adds a picture menu to your screen that you can use to edit the image.

Paging Through your Slides

Now that we have a three-slide presentation, how do we page through our slides?

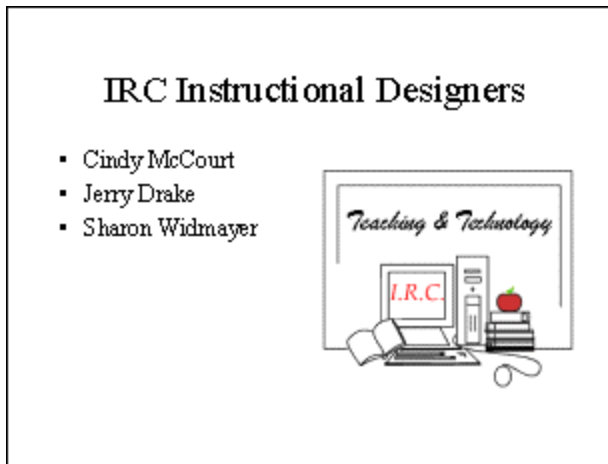
On the right hand side of the PowerPoint window you should see a vertical scrollbar with a single arrowhead at the top and the bottom of the scrollbar. Clicking on one of those arrowheads will move you to the next or to the previous slide. The top arrowhead goes to the previous slide. If you click on it, you should return to your bulleted list slide. The bottom arrowhead goes to the next slide. Clicking on it moves you to the next slide. You can also click and hold on the bar in the scrollbar and drag it until you get to the slide you want. As indicated in the lower left hand corner of the PowerPoint window this presentation has 3 slides. Go ahead and move through the slides until you are comfortable with it.

You can also use the "Page up" and "Page down" keys on your keyboard to move through your slides.

Let's Practice! Exercise #1

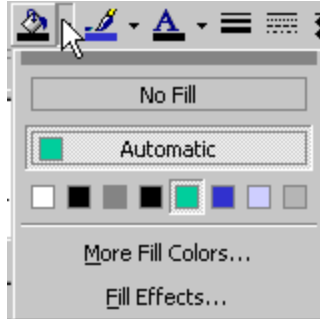
Let's practice what we have done so far by trying the following things:

1. Add a new slide to your presentation. Chose a "text & object" slide.
2. Add a bulleted list on one side. It should list the IRC Instructional Designers:
 - Cindy McCourt
 - Jerry Drake
 - Sharon Widmayer
3. Add the IRC logo on the other side. Your finished slide should look like this:



Custom Slides: Adding Color

To color your graphics, click on the object you want to color & then on the little down arrow next to the paint can to choose the color.

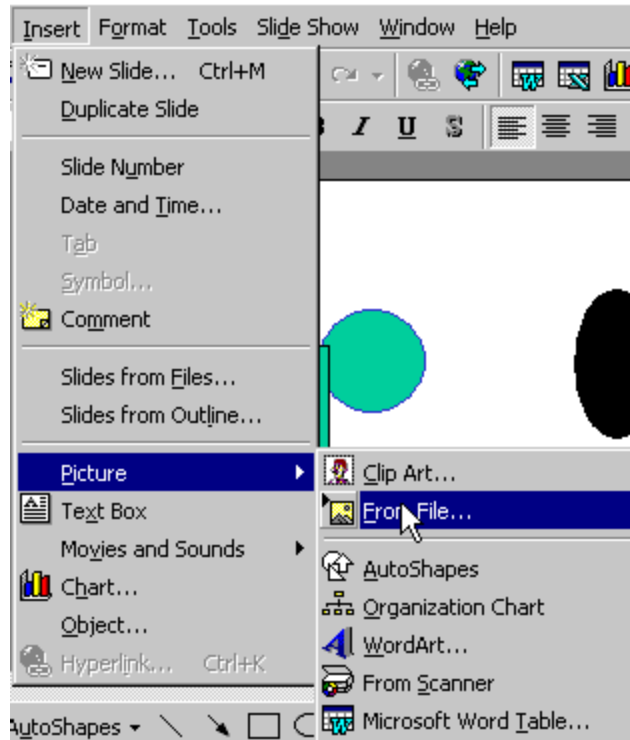


To color a line, click on the little down arrow to the right of the paintbrush. How about coloring the text? Click on the little down arrow to the right of the "A."

Custom Slides: Inserting Graphics

Inserting Graphics:

To insert an already made graphic, on the top menu, click on "insert", then "picture", and then choose "from file" or "clip art." The graphic will appear on your slide & then you can move it & resize it as you wish.

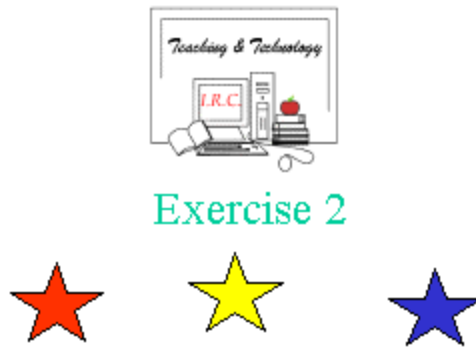


Let's Practice! Exercise #2

Let's practice what we have done so far by trying the following things:

1. Add a new blank slide to your presentation
2. Add a text box to the middle of your slide saying "Exercise 2."
3. Make the words "Exercise 2" green.
4. Draw three stars on your page using the Auto shapes tool.
5. Color your stars red, blue, and yellow.
6. Add the IRC logo about the words "Exercise 2."

Here is an example of what your finished slide should look like:



Outline Window in Normal View

On the left hand side of your screen in normal view, you can see an outline of the slides you have created so far.

In the Outline we can reorder the slides, rearrange the textual content of the slides (i.e. increase or decrease level of indentation, move text from one slide to another) and so on.

First let's reorder some slides.

You should see numbers going from 1 to 6 each with a little icon of a slide next to it. Each one represents one slide you have made. Let's move the second slide and put it after the third slide .

- Click and hold the left mouse button on the little slide icon next to the number 2. The entire contents of the slide should be highlighted and you should see the 4-pointed arrow at the tip of your mouse pointer.
- Drag the mouse down (without letting go of the button) until you see a black horizontal line appear. This line is where slide 2 will be inserted if you let go of the mouse button (don't let go of the button yet though).
- Keep dragging down until the black horizontal line is directly above slide number four and release the mouse button. You should see that the slides are renumbered so that what was formerly slide two is now slide three and vice versa.

Go ahead and rearrange slides to your heart's content (Note that it is easier to rearrange whole slides in Slide Sorter View, but you can do it in Outline View too).

To see how you can change around your text in the Outline Window, first let's use our slide view window to add a new slide with a bulleted list that looks like this:

Example University

- College of Arts & Humanities
 - Languages
 - French
 - Spanish
 - Social Science
 - Political Science
 - Sociology
 - Humanities
 - English
 - History

Now let's modify the level of indentation of some slide text using the outline window. Let's move the "languages" sub-point so that it is at the same level as the four other points.

- Click and hold the left mouse button on the "-" next to "language" and drag to the left until a vertical black bar lined up with the top level bullets appears.
- Now release the mouse button. You should see that "language" is now on the same level as the points above it.
- Now move it back by clicking and dragging to the right until the vertical black bar appears and then releasing.
- Try using this same technique to increase or decrease the indentation level of the text on several slides. Note that the changes you are making are being reflected on the appearance of the slide itself.

You can also rearrange the order of the content in the Outline Window. Highlight the lines that you want to move. Then just click & drag them to where you want them to be.

Adding Notes to Power Point

In normal view, where it says "Click to add notes." click, and add some notes to your presentation.

You can use the notes view to type notes for yourself about your presentation, to add notes to handouts you want to print out, etc.

If you would like to print your slides with notes (to give out as handouts, for example), once you choose to print, you will be given a print dialogue box. Under "print what", choose "notes pages."

Let's Practice! Exercise #3

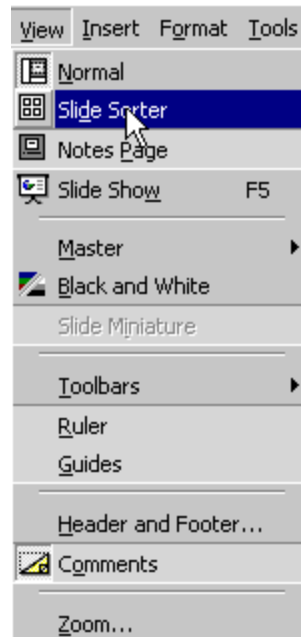
Let's practice what we have done so far by trying the following things:

1. Open up the "ex3slides" file in the c:/temp directory (the one you downloaded at the beginning of the workshop).
2. In the outline view, move "Summarize Product Resource" and its sub points from slide 9 to slide 4.
3. In the Notes View, add a note to the "Attention Areas" slide saying "I must remember how to add notes to PowerPoint!"
4. Run the slide show.

Different Views

PowerPoint provides you with six basic views of your slides. Remember that each of these views just gives you a different way of looking at your slides to make it more convenient for you.

To activate a different view, Click on the View menu and select the view you want. In the picture below, we are selecting the Slide Sorter View.



There may also be a little view bar on the bottom of your screen. It looks like this:



Each of these icons represents a different view (in order from left to right: normal view, outline view, slide view, slide sorter, slide show.)

Here is a brief explanation of each view:

1. Normal View - This is the view we have worked with so far. In normal view, you are working with an individual slide in your slide view window, and can also see the outline of your presentation and the notes that accompany each slide.
2. Outline View - This is basically the same as the normal view, with a bigger outline window and a smaller slide window.
3. Slide view - This is basically the same as the normal view, with a smaller outline view and no notes window.

4. Slide Sorter View - This view shows you a miniature version of each slide. It is most commonly used for rearranging the order of the slides in the presentation or selecting groups of slides to apply some kind of formatting to. Double clicking on one of the miniature slides takes you Slide View for that slide.
5. Notes Page View - shows you what your printouts will look like if you choose to print notes pages. Note: In Office 2000, to get to the Notes Page view, click on "view" and then click on the down arrow at the bottom of the drop-down menu. You should now see a choice for notes view in the drop-down menu.
6. Slide Show View - We saw this view at the end of the hands-on exercises for Part 1. The Slide Show View is used for presenting the slide show. It has a bunch of options that we can configure (we just used the defaults in Part 1) to set things like automatic advancing of slides after so many seconds, transitions between the slides, and so on.

Normal View

We have been working with this view thus far and hopefully you are comfortable with it.

Notes View

To go to notes view, click on the View menu and then the down arrows at the end of the drop-down menu. Now select Notes Page. Where it says "click to add text." click, and then add some text. Go ahead and add some notes. If you added notes in normal view, you should see them, too! Move between slides using the scrollbar just like you did in Normal View. If you can't see the notes you are typing because they are too small rather than making the font bigger, you should use normal view.

Slide Sorter View

Click on the View menu and select Slide Sorter. You should see a miniature version of each slide represented. This is the easiest view in which to rearrange slides. Just click and hold on a slide and drag it to a new location. Go ahead and move your title slide to the end of your presentation by clicking and holding on it and dragging to the end of the presentation. A short vertical black bar will appear after the last slide. Now release the mouse button & you should see that your title slide has moved! Go ahead and move some other slides around.

Sometimes you'll want to select multiple slides to do something to them as a group. Say, for example, that we want to delete slides number 2 and 3. Click slide 2 and then hold down the Shift key and click slide 3. They should both have a darker black border around them than the other slides to indicate that they are selected. Then press the Delete key. Poof, they are gone. This seems like an appropriate time to mention the extremely useful undo feature of PowerPoint. Let's suppose we had accidentally deleted slides 7 and 8 and we want them back. Click on the Edit menu and select Undo Whatever. The slides should reappear.

Outline and Slide View

Outline View is the same as Normal View, with a larger outline window and smaller notes and slide window. Slide View is the same as Normal View, with a much smaller outline window, a much larger slide window, and no notes window.

Slide Show

Last but not least let's take a look at what we have done using Slide Show View. This is the view you use to actually present your electronic slide show. Click on the View menu and select Slide Show. The current slide should fill the screen and all the PowerPoint menus and toolbars should disappear. If you had, for example, a laptop hooked up to a projector, then you would present in just this fashion. Hit the spacebar or the left mouse button to proceed to the next slide. You can also use the Page Up & Page "Down" keys to page through your slides. When you reach the end of the slide show it should return to Slide View and all the menus and toolbars should come back. You can hit the ESC key to quit out of Slide Show View before you reach the end of the slides.

Let's Practice! Exercise #4

Let's practice what we have done so far by trying the following things:

1. Open up the "Ex4PracticeSlides.ppt" file in the c:/temp directory (the one you downloaded at the beginning of the workshop).
2. In the slide sorter window, move "Recommendation" from slide #7 to Slide #2.
3. Delete Slide #4.
4. Add a new slide after slide #1.
5. Run the slide show.

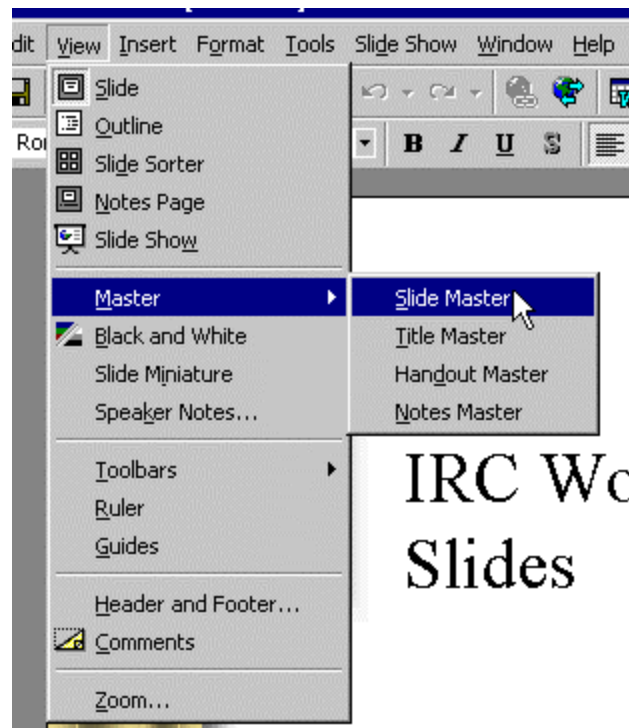
The Slide Master

Before you close your Exercise 3 presentation, add a new slide to it. Notice anything? When you create a new slide it came in with that yellow background image and with pre-made font selections and so on. Where did all that stuff come from? It came from the Slide Master. The idea of Masters is that you will want your presentation to have a consistent look and feel. You might want a logo on every slide, the font to be the same in all the text boxes and so on. The Masters store this common formatting and then apply it to new slides automatically. There are four Masters: the Slide Master, the Title Master, the Handout Master, and the Notes Master. We are only going to concern ourselves with the Slide and Title Masters.

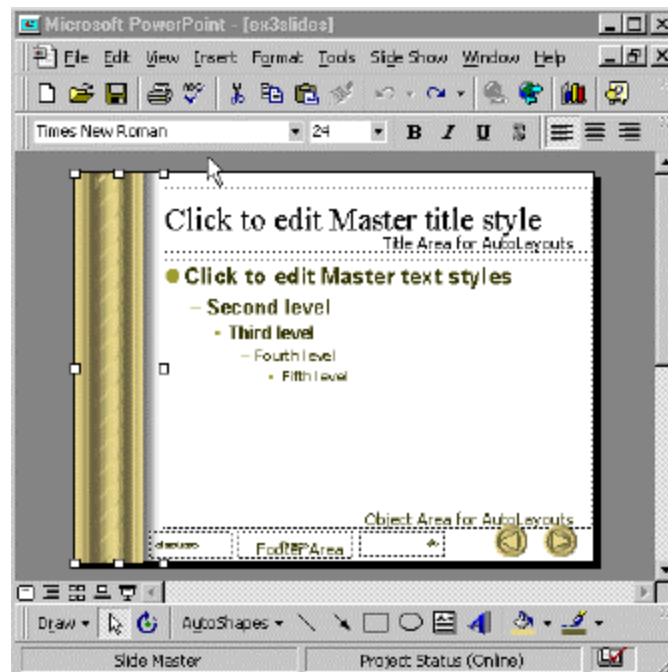
The Slide Master is the master for everything but title slides, and the Title Master is for only title slides.

Manipulating a built-in template

Using your exercise 4 slides, click on the View menu and select Master --> Slide Master.



You should see "Click here to edit" this that and the other thing.



Let's make an initial change and see what happens. Click and hold on the colored blocks on the left hand side and drag it all the way to the right hand side of the slide.

Now switch back to Slide View to see what happened. The colored blocks should now be on the right hand side on all of your slides except the first. Why didn't this change affect the first slide? Because the first slide is a title slide and is controlled by the Title Master. Go back to the Slide Master and make some more changes to fonts and the position of objects. Got the hang of it?

Making your own Slide Master

You can make your own slide master if you start with a blank presentation. You would open the Slide Master View just like we just did and use the same tools that we used when we worked on making custom slides.

The Title Master vs. the Slide Master

This distinction between the Title Master & the Slide Master exists so that title slides can be controlled by their own master. The idea is that your presentation may be broken into a number of parts and that you might want each part to begin with a "title slide" that looks different from the rest of the slides in your presentation. When you create a new slide "Title Slide" is the first AutoLayout and selecting it will create a new title slide. None of the other Autolayouts create title slides. Note that you can use as few or as many title slides as you want in your presentation - you don't have to use them at all if you don't want to. When you make a new slide you decide whether you want it to be a title slide or not by virtue of the Autolayout you select. Now that we know that title slides are different from other slides it is clear what the Slide Master and Title Master do. The Slide Master is the master for everything but title slides, and the Title Master is for only title slides. Let's go to the hands-on exercises and try it out.

The Title Master works exactly the same way as the Slide Master but it affects only title slides. Go ahead and make some changes and perhaps even insert a few new title slides into the presentation.

Note: If you create your own masters from a blank presentation, the computer doesn't give you an option to make a separate Title Master. The Slide Master will be used for all slides.

Let's Practice! Exercise #5

Let's practice what we have done so far by trying the following things:

1. Open a new presentation.
2. Make a Slide Master that looks like this:
3. Go back to Slide View & add a few new slides to your presentation to see if your Masters are working.



Design Tips

Try to keep your slides as simple as possible so that your audience can concentrate on your message, not your fabulous PowerPoint skills. This includes:

- Limit the number of colors you use. You should try to keep colors to about 5.
- Limit the number of graphics you use.
- Use the Slide Masters. They help keep your presentation consistent.
- Keep your Slide Masters simple.
- Try to stick with light or white backgrounds with black or dark text. If you are going to be using overheads, DO NOT use dark backgrounds. You can start a fire.
- Avoid busy backgrounds. They make it hard for your viewer to read the text.
- Limit your use of animation & sound.
- Try to limit the number of points on a page (remember, Power Point just gives the outline & key facts about your presentation, NOT every single detail.)
- Try to keep the amount of information on each slide consistent. Research suggests that 5 to 9 points per slide is ideal.
- Keep your format consistent-- give all your slides a common look.
- When presenting via computer or the World Wide Web, it is best to use a San Serif font, such as Ariel.