



University Computing Centre Limited

Professionalism, customer care, and technological foresight



International Computer Driving Licence (ICDL)

Microsoft PowerPoint

Module 6

Training Department
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Course Objectives

- Getting Started and appreciating PowerPoint
- Understand the main features of Microsoft PowerPoint (Screen)
- Creating and Saving Presentations
- Adding Contents
- Working with Text
- Color Schemes
- Graphics
- Slide Effects
- Master Slides
- Saving and Printing





Use of Microsoft PowerPoint

- This is the powerful presentation program
- It is a presentation software from Microsoft.
- Used to display "slides" during face-to-face meetings and presentations
- It is also used on the web and with distance education technologies and might be integrated with live or pre-recorded audio and video.

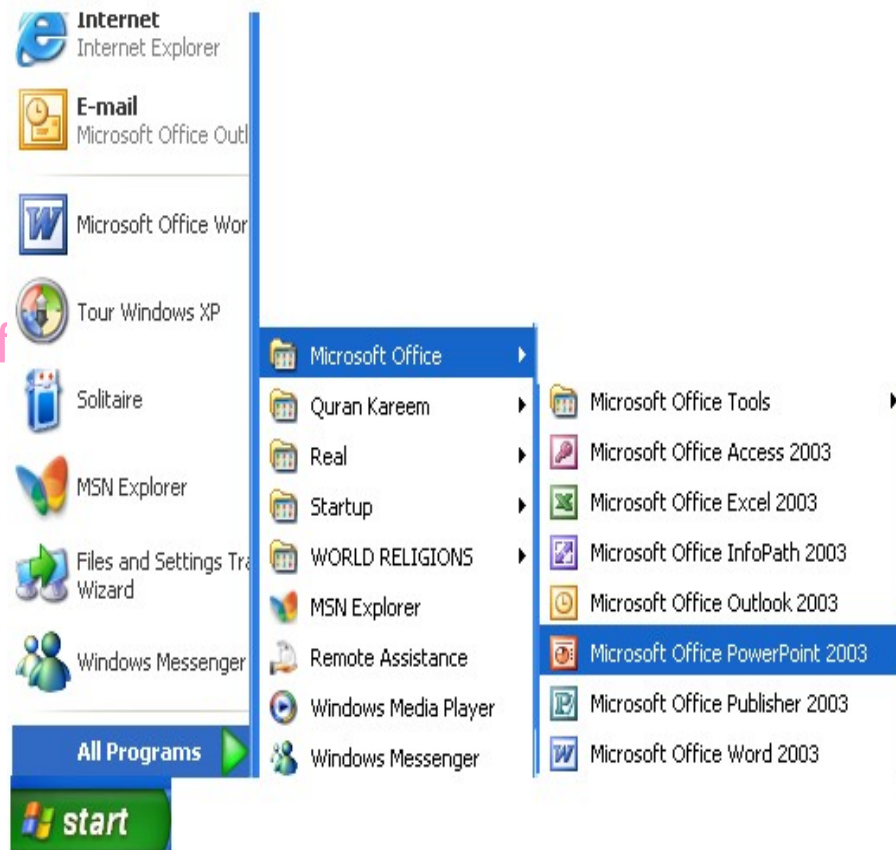


Getting Started with MS PowerPoint

There are several ways which you can use to Start Microsoft PowerPoint

1st Option

- Click **Start** Button
- Highlight **All Programs**
- Highlight **Microsoft Office**
- Click **Microsoft Office PowerPoint 2003**



2nd Option

If there is a shortcut to Microsoft PowerPoint on the Desktop

Double Click this Icon



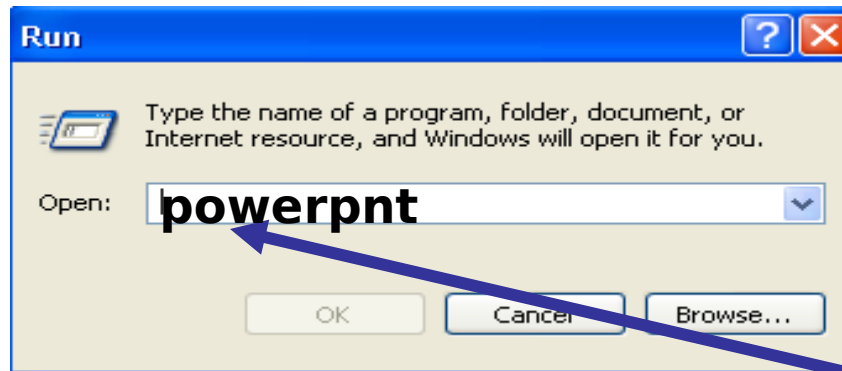
PowerPoint

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Getting Started with MS PowerPoint

3rd Option

- Click **Start** Button
- Click **Run** Command, Run box will open



Type
“**powerpnt.exe**”

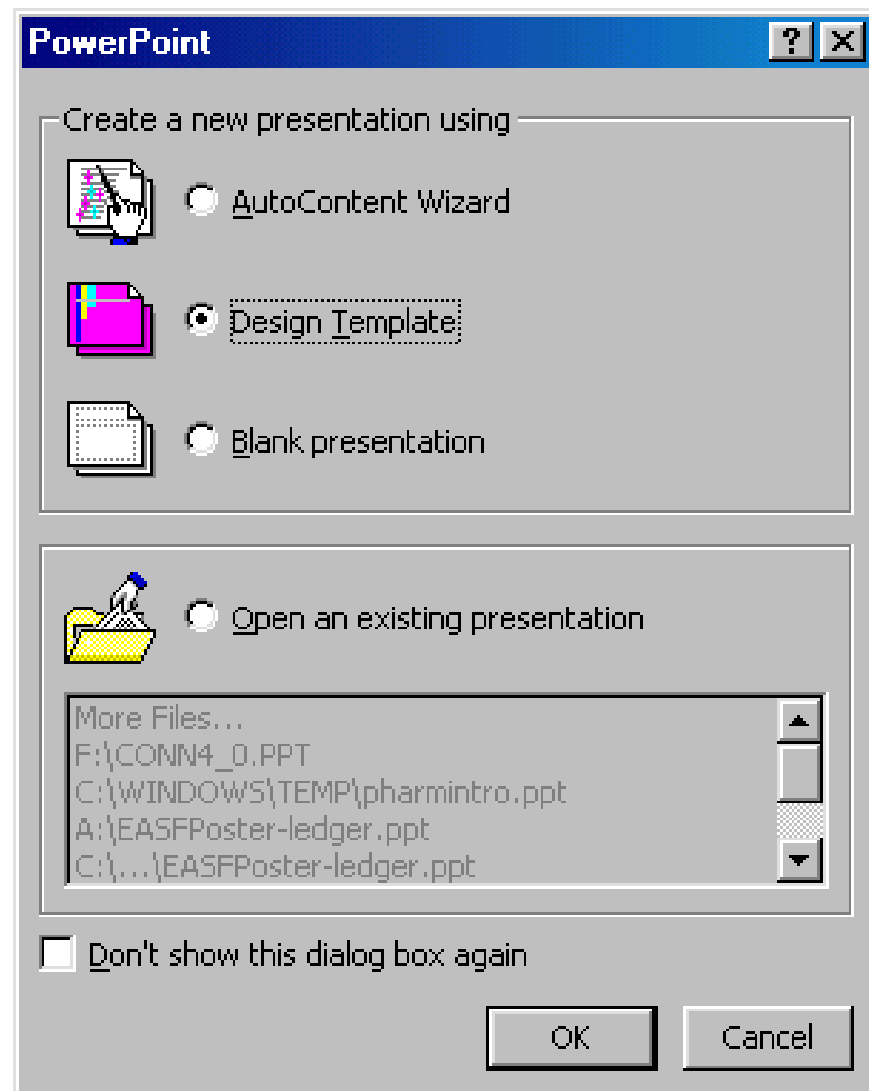
- Click **OK** Button or press enter key_

PowerPoint

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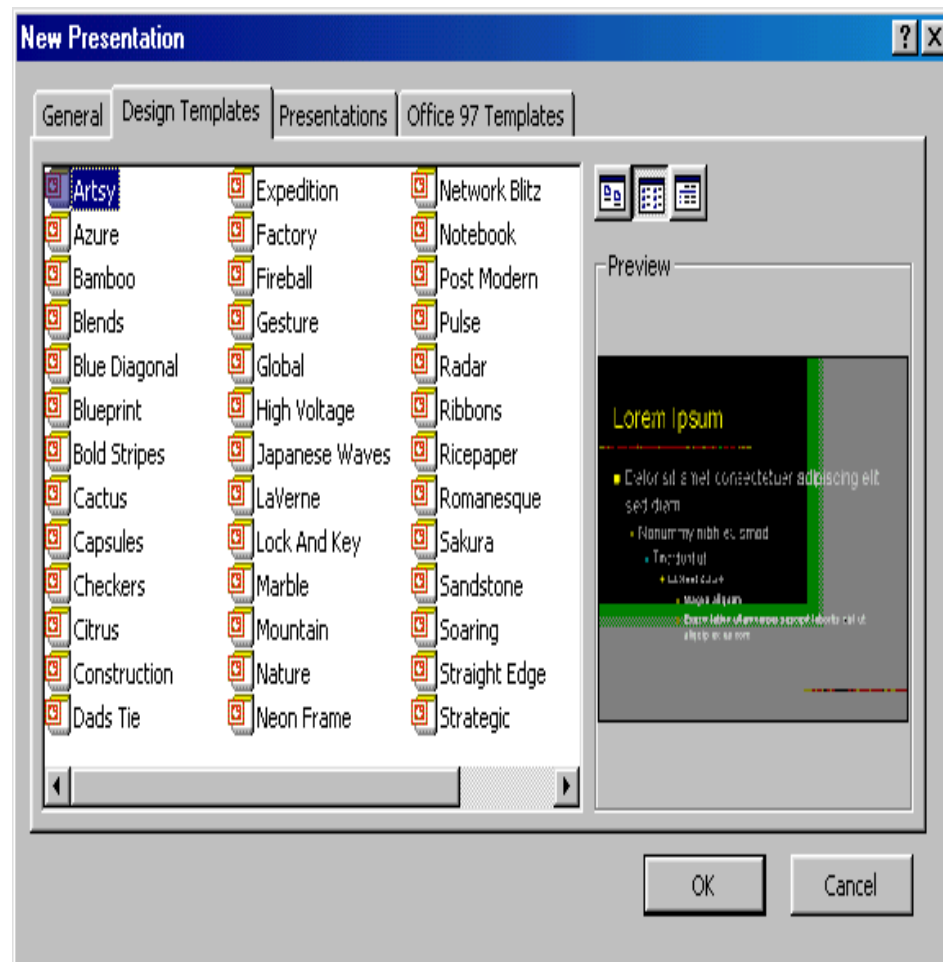
Getting Started

- The following dialog box will appear
- Open Power Point and you will be prompted by a dialog box with four choices.
- Each of these options are explained on this Lesson. If Power Point is already open or this box does not appear,
 - Select **File menu**
 - **Click New** from the menu



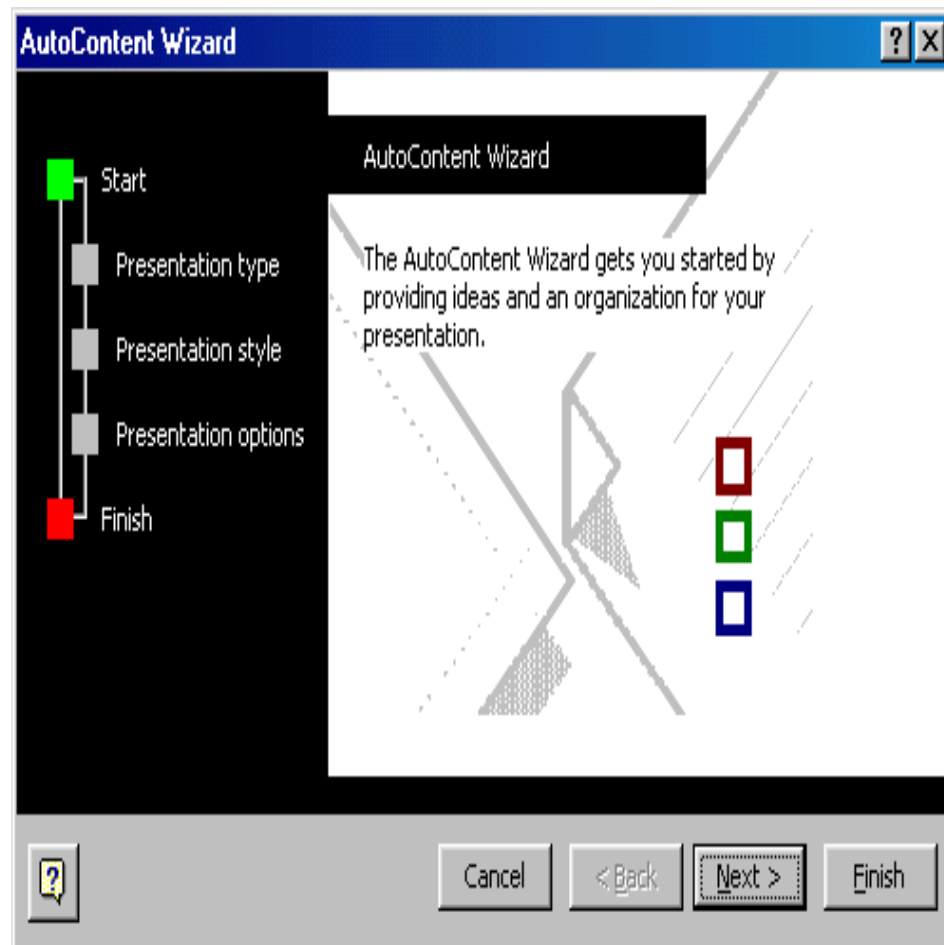
Design Template

- Power Point provides many templates with different backgrounds and text formatting to begin your presentation.
 - Preview each design by highlighting the template name on the list.
 - Press **OK** after you have chosen the design.



AutoContent Wizard

- The AutoContent Wizard provides templates and ideas for a variety of presentation types.
- Page through the wizard by clicking the **Next** button on the bottom of each page after making necessary choices.



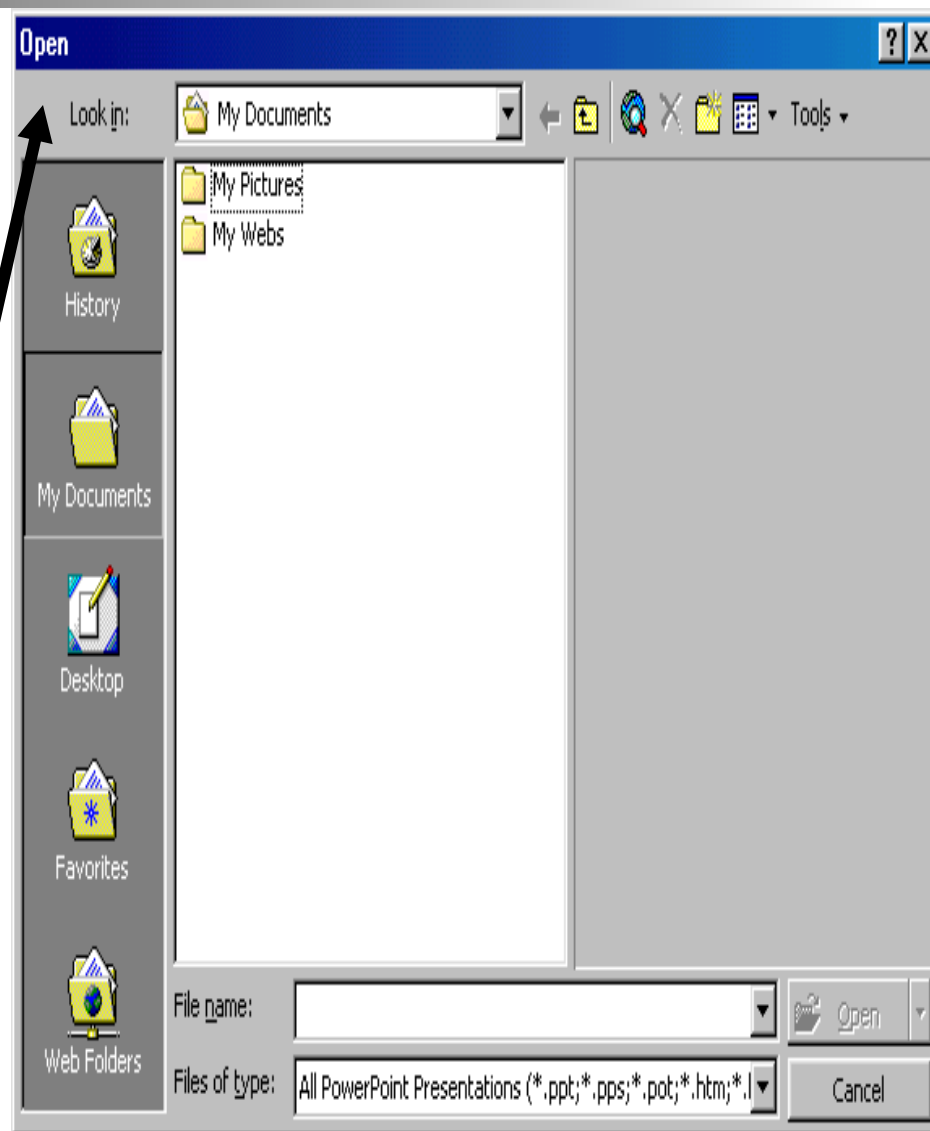


Blank Presentation

- Select Blank Presentation to build the presentation from scratch with no preset graphics or formatting.

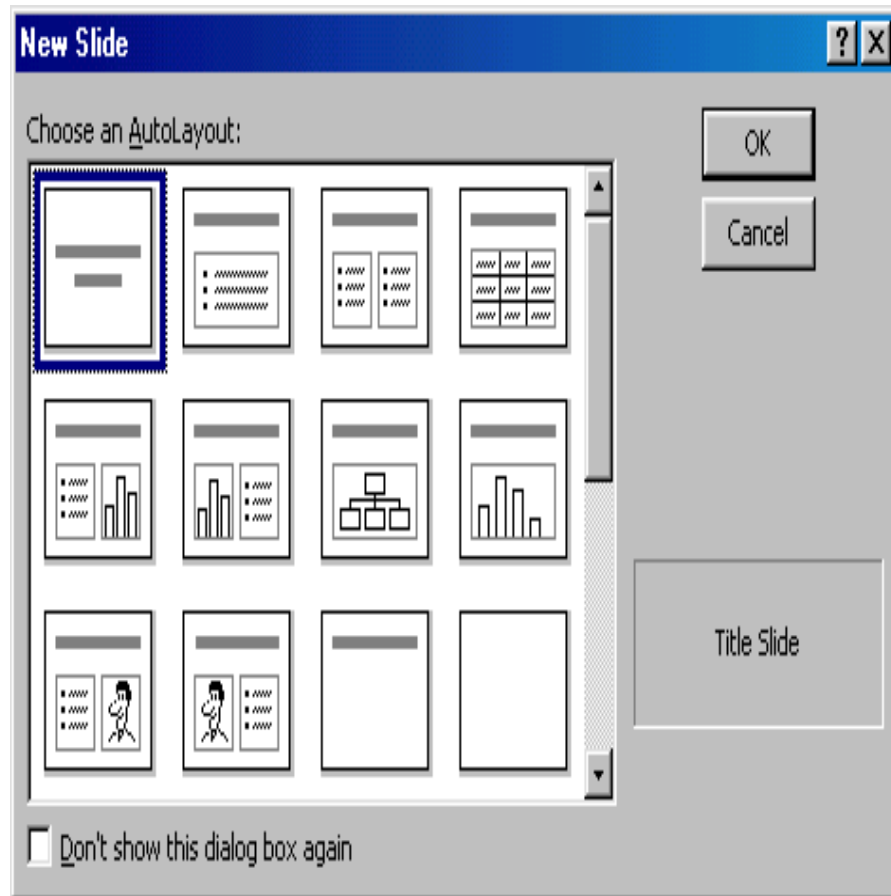
Open an Existing Presentation

- Select this option to open a Power Point presentation that already exists.
 - Select the folder the file is located in from the **Look in:** drop-down menu and highlight the file on the list.
 - Click **Open** to open the presentation.



Auto Layout

- After selecting the presentation type, you will be prompted to choose the layout of the new slide. These layouts include bulleted lists, graphs, and/or images.
 - Click on each thumbnail image and a description will be printed in the message box.
 - Highlight the layout you want and click **OK**.

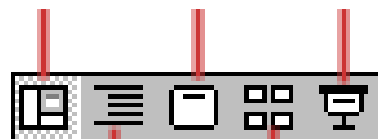




PowerPoint Screen

- Power Point gives you four screen layouts for constructing your presentation in addition to the Slide Show.
- You can select the page view by clicking the buttons just above the formatting toolbar at the bottom of the page.

normal slide slide show

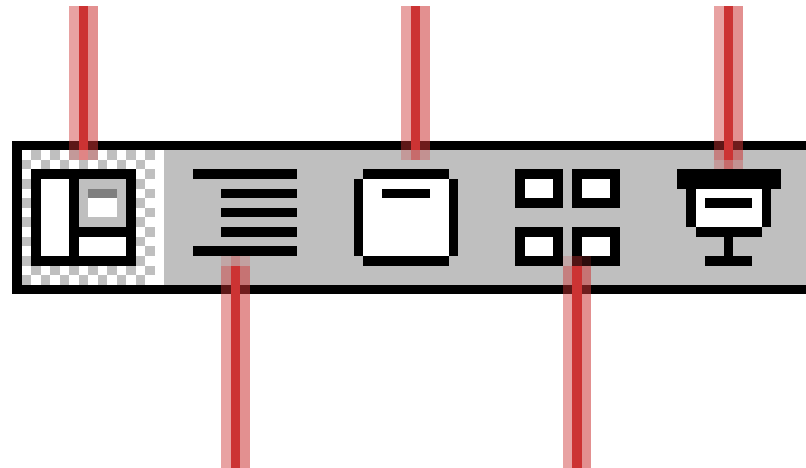


outline slide sorter



Views Cont...

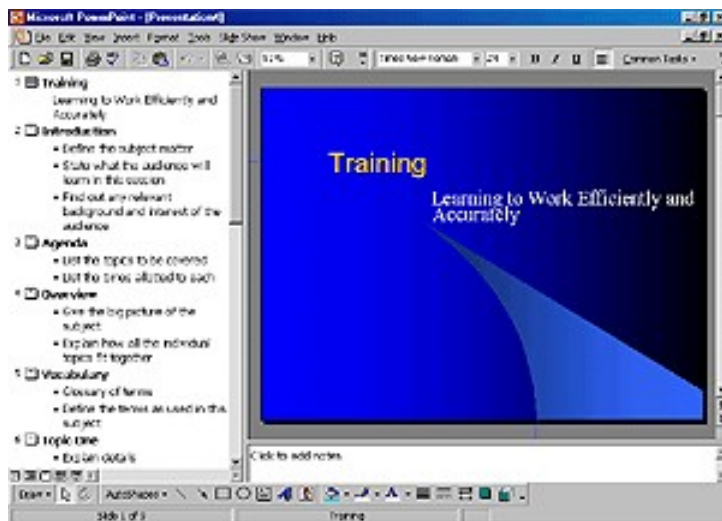
normal slide slide show



outline slide sorter

Views cont...

Normal View



Normal View

This screen is split into three sections showing the presentation outline on the left, the slide in the main window, and notes at the bottom.

Slide View



Slide View

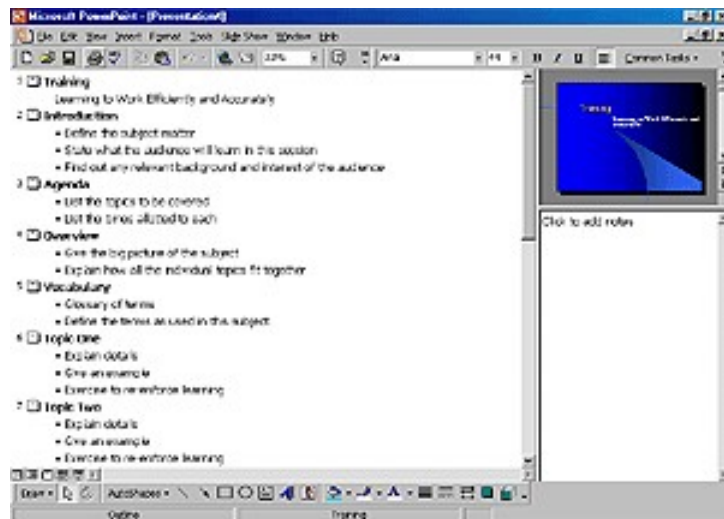
The slide view displays each slide on the screen and is helpful for adding images, formatting text, and adding background styles.

PowerPoint

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Views cont...

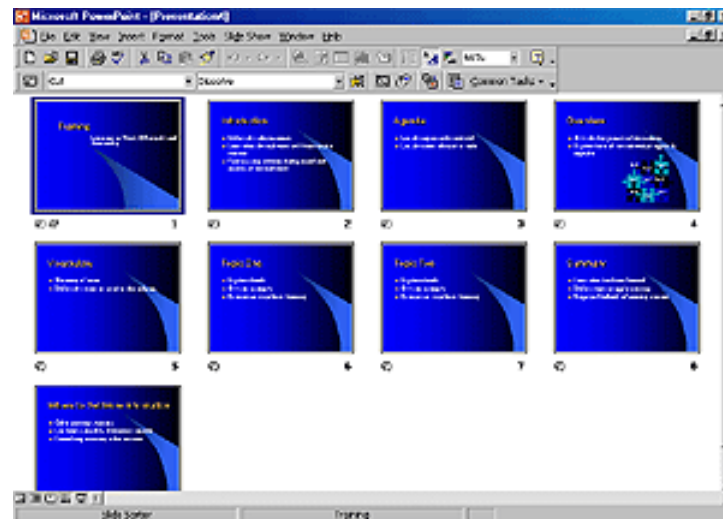
Outline View



Outline View

The presentation outline is displayed on the majority of the screen with small windows for the slide and notes. This view is recommended for editing text.

Slide Sorter View



Slide Sorter View

A small image of each slide is displayed in Slide Sorter view. Slides can easily be ordered and sorted from this screen.



Creating a New Presentation



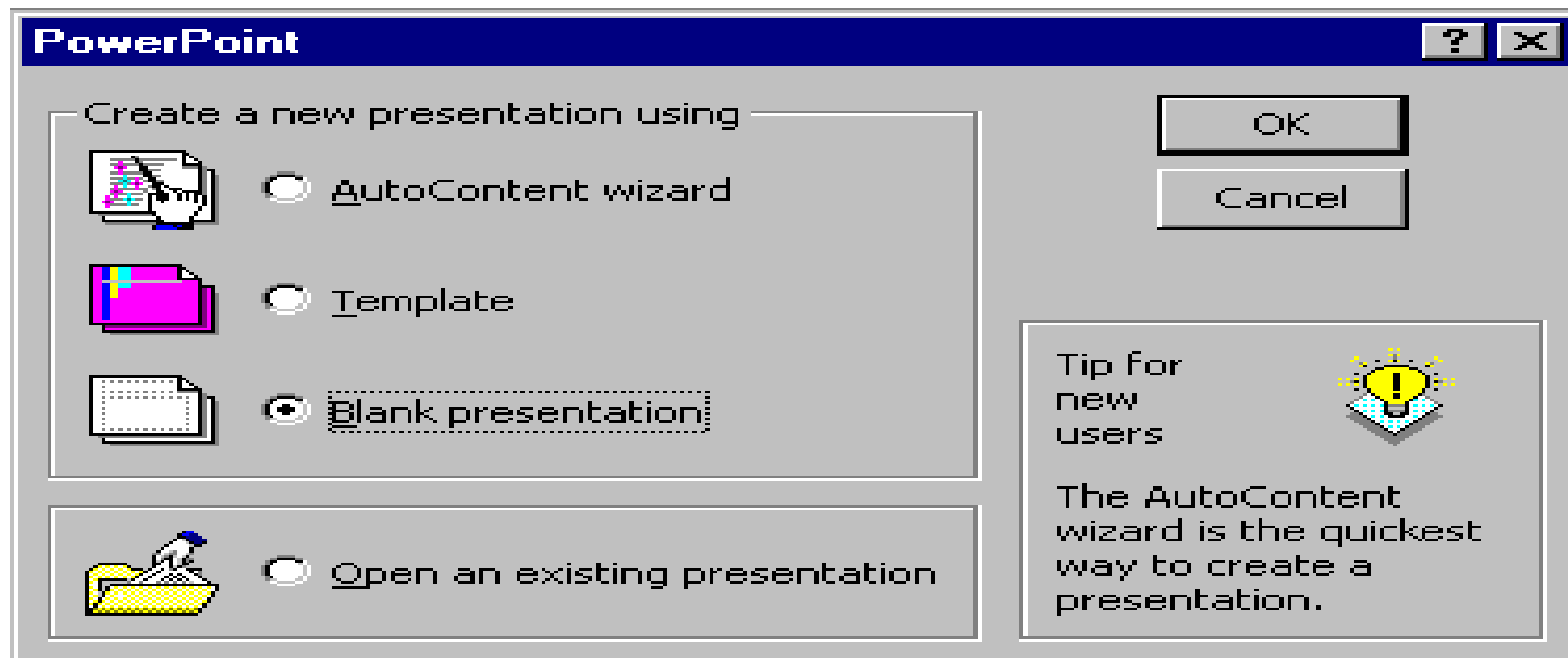
Creating a New Presentation

- Choose the File menu
- Click New
- In the General Tab
 - Click Blank PresentationOR
 - Click AutoContent Wizard
 - Click OkOR
 - Click the New Icon on the Standard toolbar



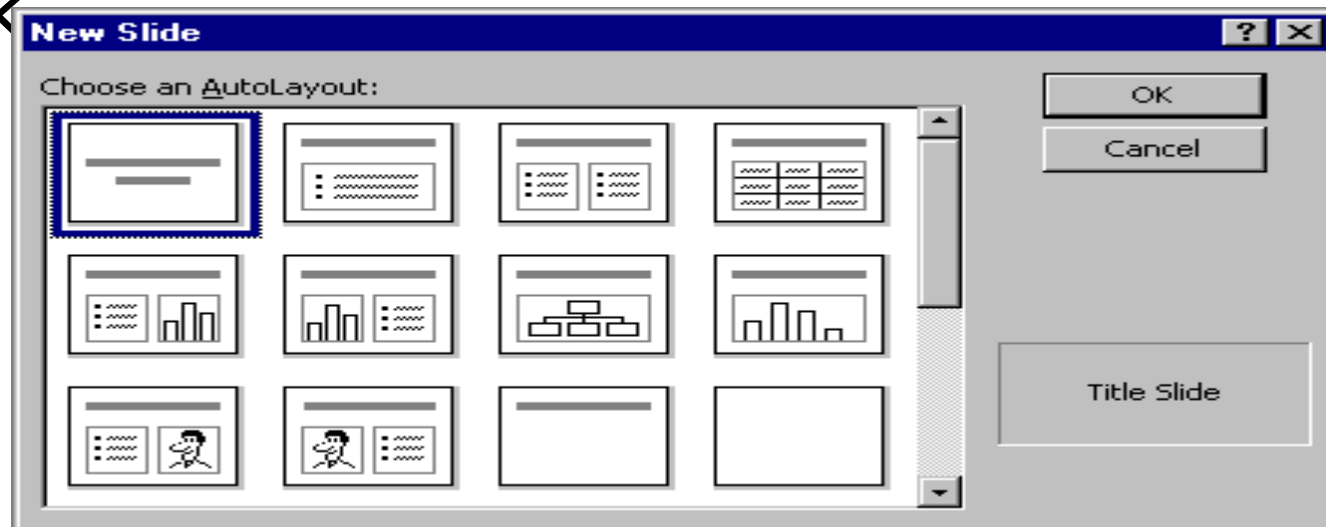
Creating a New Presentation

- The dialog box shown below will appear
- Select Blank Presentation
- Click Ok



Creating a New Presentation

- The dialog box will appear as shown below giving you an option for choose the desired Slide Layout
- Select the Title slide
- Click Ok





Creating a New Presentation

- The lower left corner of the screen indicates Slide 1 of 1
- Your screen looks like the one below

Click to add title

Click to add sub-title



Saving a Presentation

- Click-on **File Menu**
- Click-on **Save as**
- In the upper left corner of the window that appears you will see a **Save in**
- Click-on the **small triangle** on the right and it will show you the various disk drives available on which you can save
- Point to the **one you want** and **click-on it**
- If you choose the 3½ Floppy (**A:**) or removable disk make sure you have a **formatted disk in drive A or a flash in the USB Port**. If you choose the C: choose the folder in which you want to save by double clicking on the folder



Working with Slides



Inserting a new slide

■ Inserting a new slide into the presentation:

- In the Outline window,
- Select the slide you want the new slide to appear after by clicking the slide's number.
- Select Insert menu
- Click New Slide from the menu

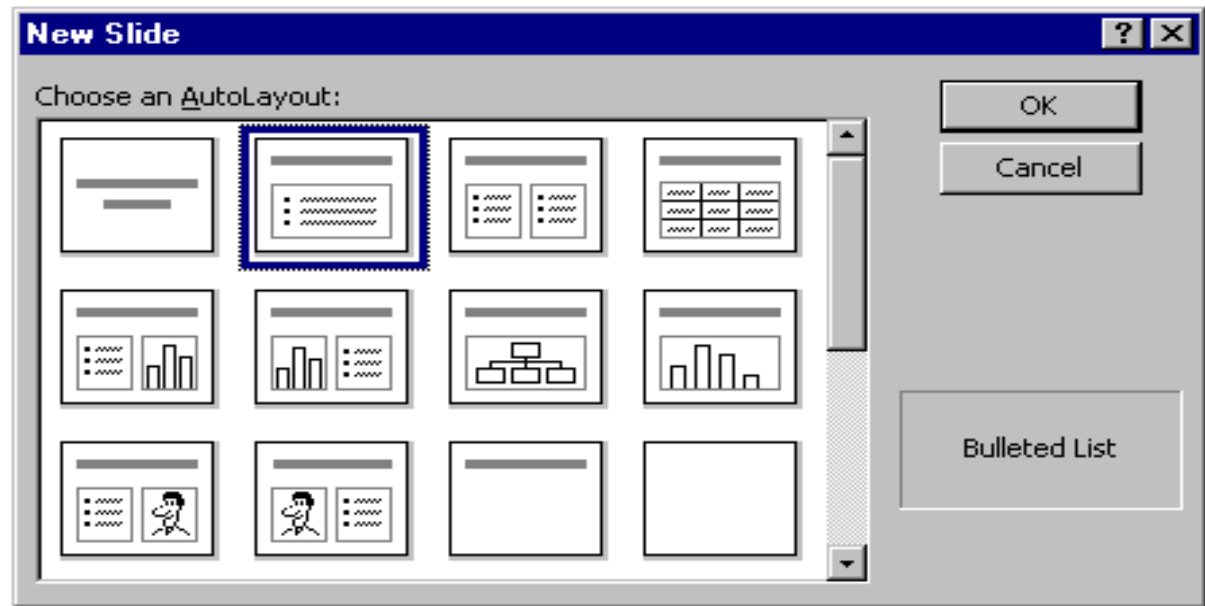
OR

- Click the new slide button on the standard toolbar.



Inserting a new slide

- An AutoLayout dialog box will appear as shown below
- Choose the desired layout from the window
- Press OK.





Applying a Design Template

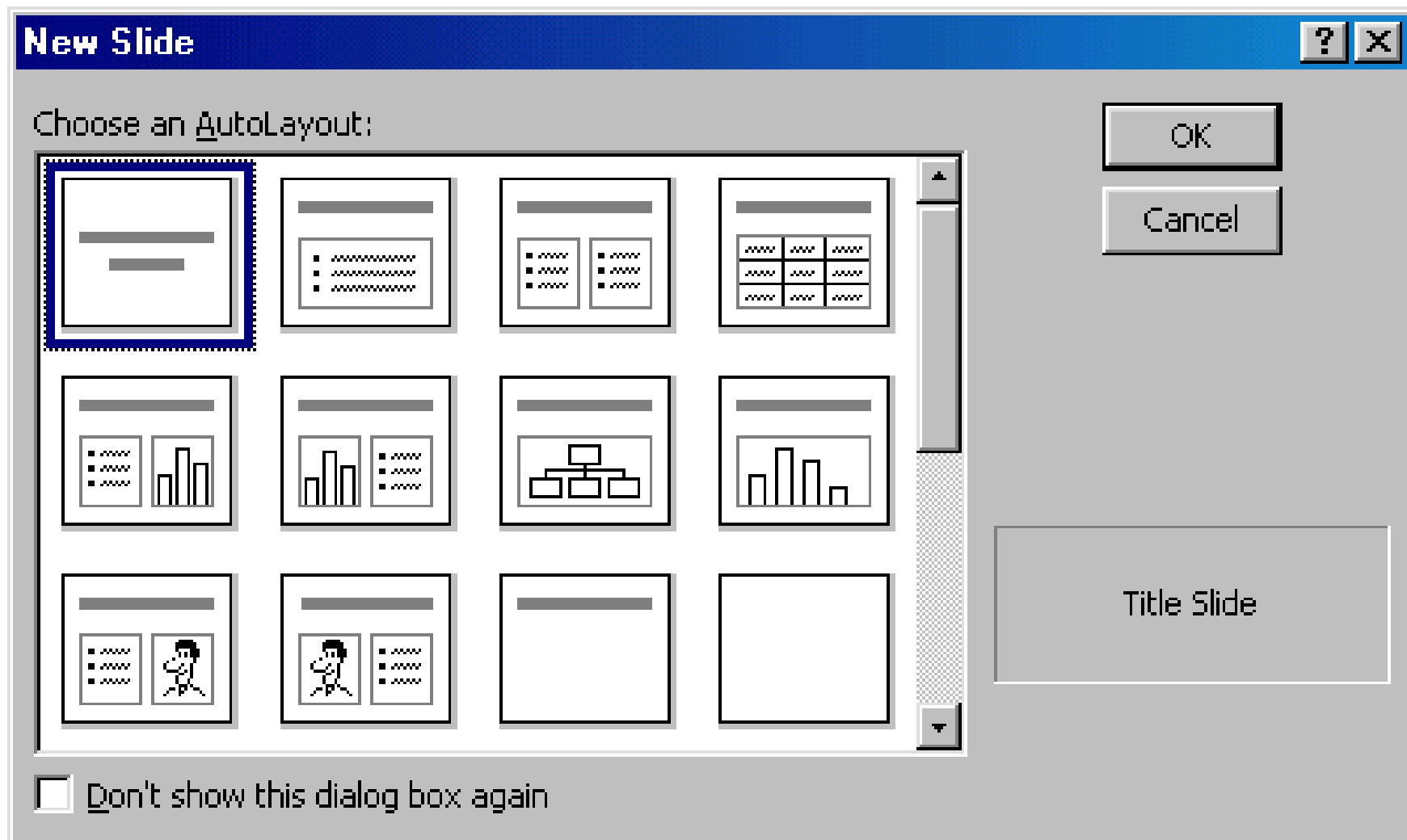
- To add a design template or changing the existing one
 - Select **Format menu**
 - **Click Apply Design Template**
 - Select the template
 - Click **Apply**.



Changing Slide Layouts

- To change the layout template of the slide
 - Select **Format**
 - **Select Slide Layout**
 - Select one of the layout thumbnail images (as show on the next slide)
 - Click **Apply**.

Changing Slide Layouts





Reordering Slides

- To reorder a slide in **Slide Sorter View**
 - Simply click on the slide you wish to move and drag it to the new location.
- In **Normal** or **Outline View**
 - Click the slide icon beside the number of the slide you want to move and drag the icon to a new location.



Hide Slides

- If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by selecting
 - **Slide Show menu**
 - **Click Hide Slide** from the menu
- To add the slide back to the slide show
 - Select **Slide Show menu**
 - **Click Hide Slide** again.

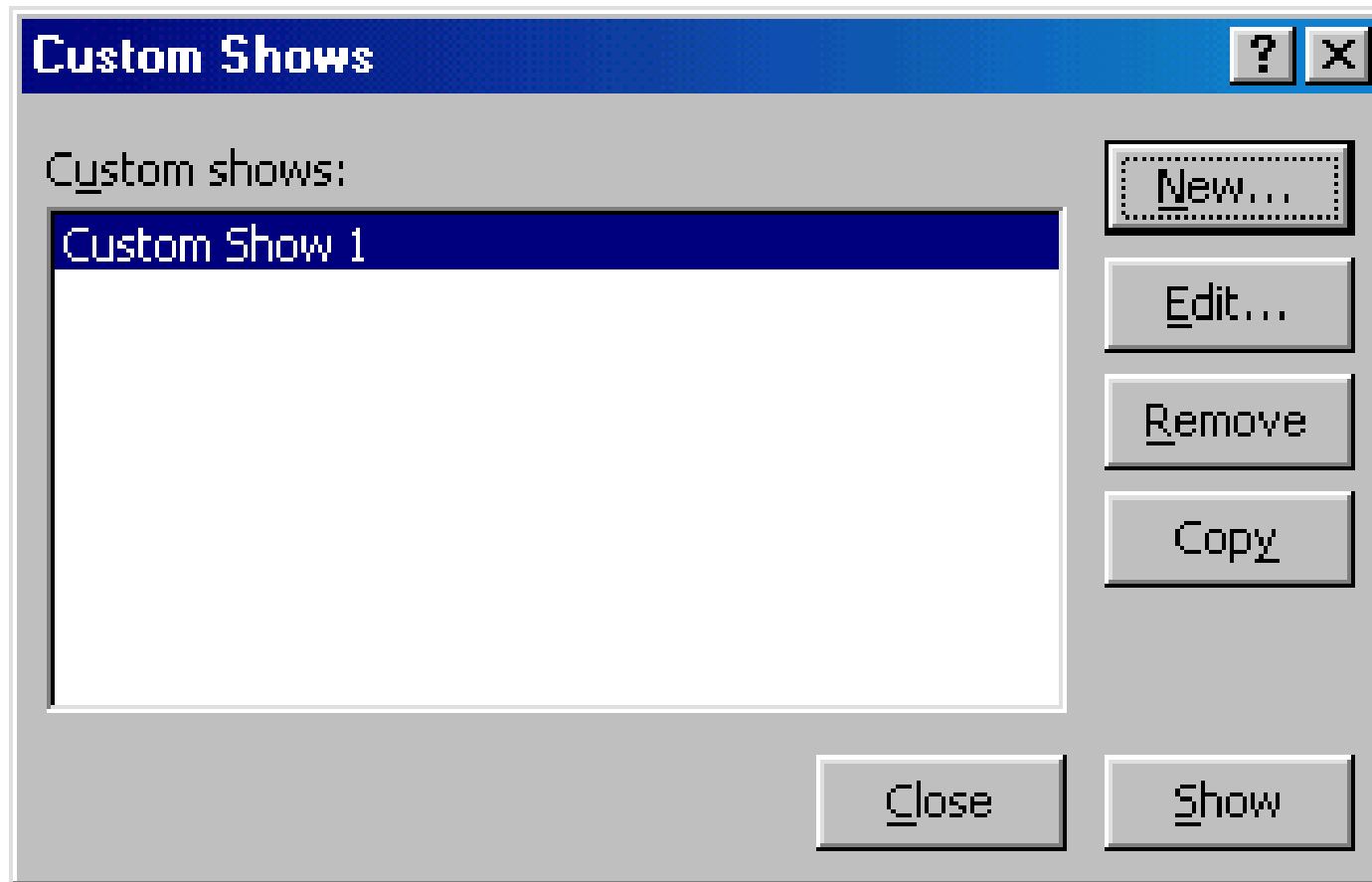


Create a Custom Slide Show

- The Custom Slide Show feature allows you to select the slides you want to display in the slide show if not all the slides should be used.

Create a Custom Slide Show

- Select **Slide Show** menu
- **Click Custom Slide Show** from the menu



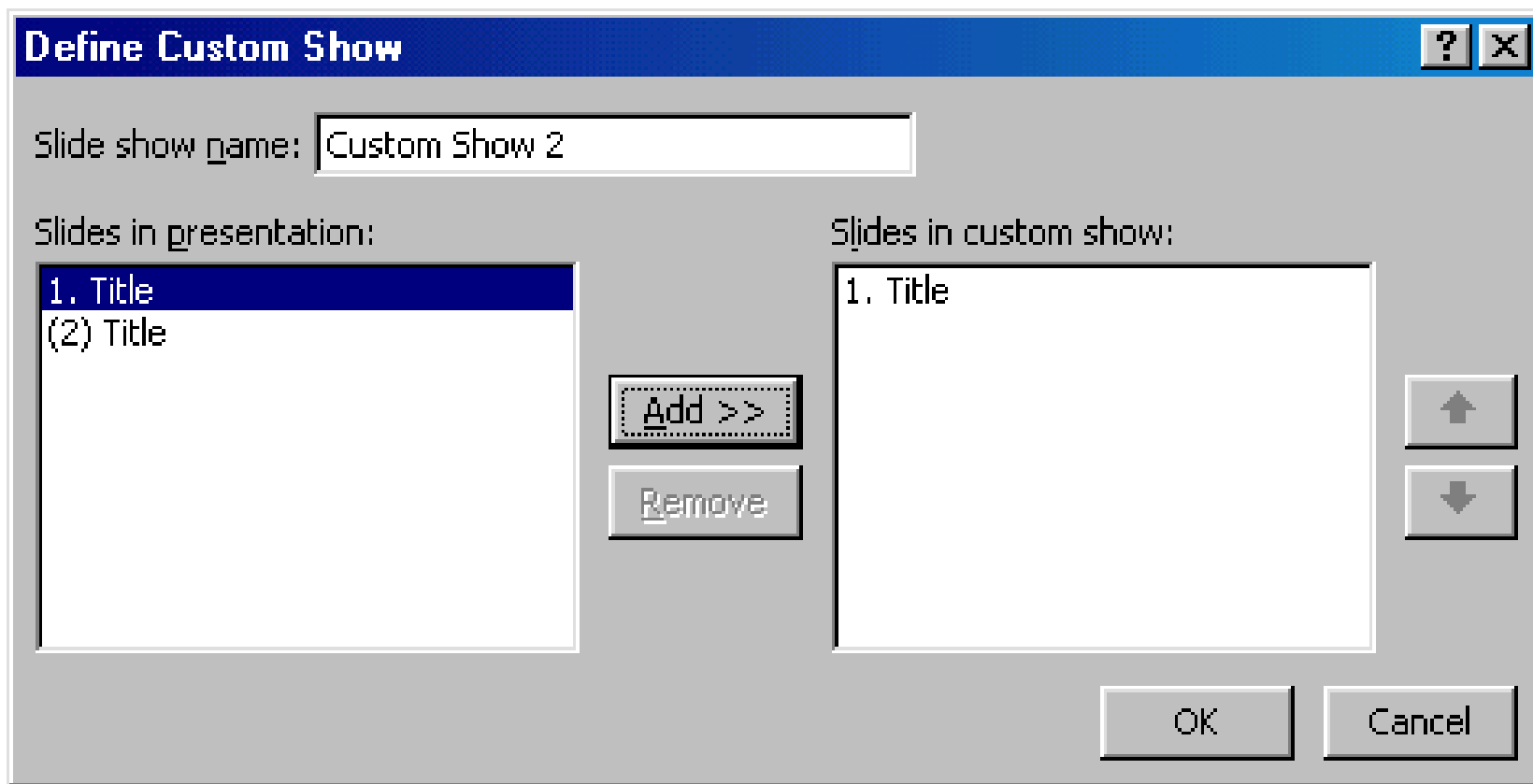


Create a Custom Slide Show

- Click the **New...** button in the **Custom Shows** window.
- In the **Define Custom Show** window, type a name for the slide in the **Slide show name** field.



Create a Custom Slide Show





Create a Custom Slide Show

- Add slides to the custom show by highlighting them in the **Slides in presentation** window and clicking the **Add >>** button.
- Those slides will then appear in the **Slides in custom show** window.
- To remove slides from the custom show, highlight their names in the **Slides in custom show** window and click the **Remove** button.

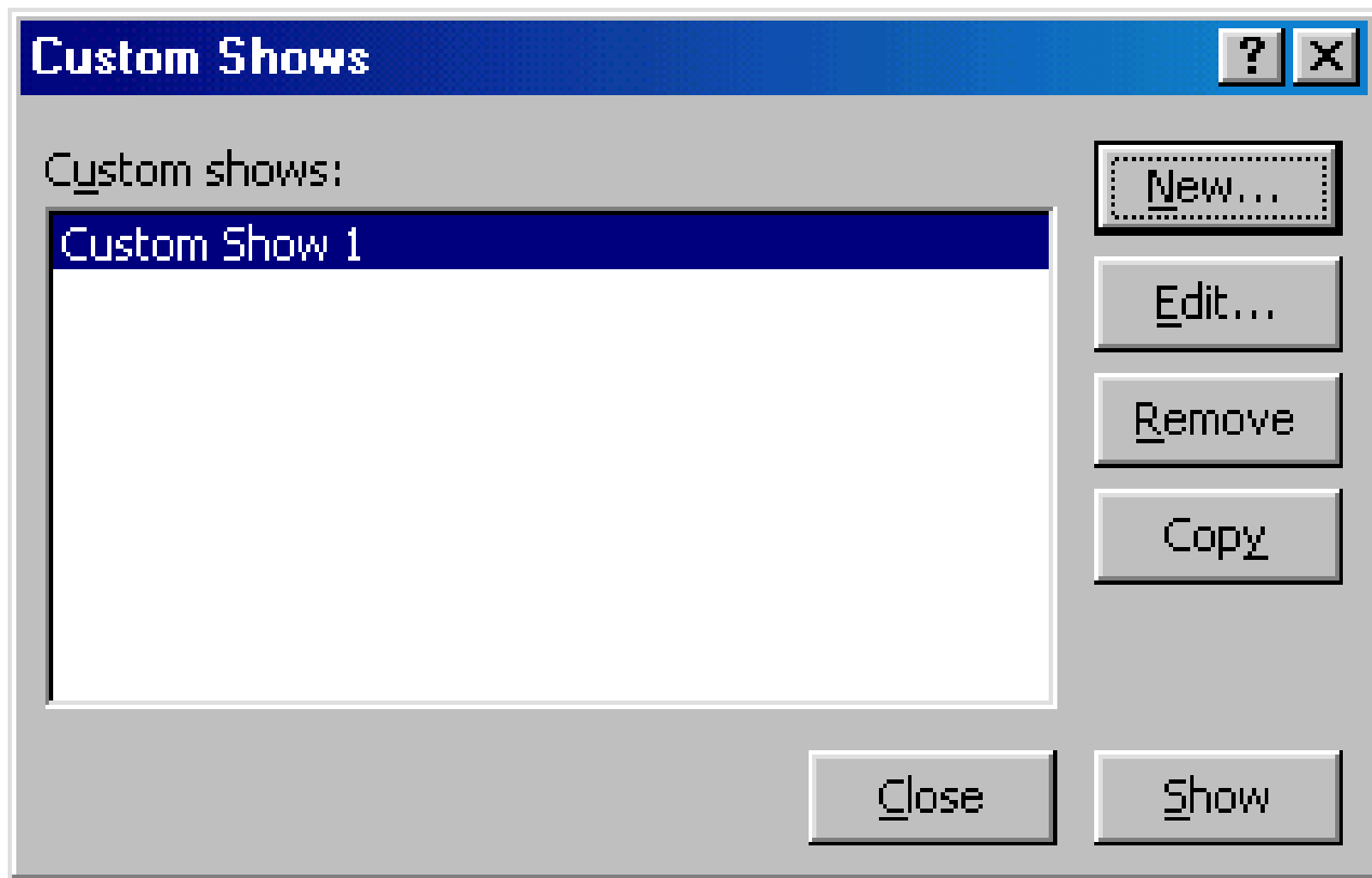


Create a Custom Slide Show

- To reorder slides in the custom show, highlight the slide that should be moved and click the up and down arrows to change its order in the show.
- Click **OK** when finished.
- Click the **Show** button on the Custom Shows window to preview the custom slide show and click **Close** to exit.



Edit a Custom Slide Show





Create a Custom Slide Show

- Select **Slide Show|Custom Slide Show** from the menu bar.
- Edit the show by highlighting the name in the **Custom shows** box and clicking the **Edit...** button.
- To delete a show, highlight the name and click **Remove**.
- Create a copy of a show by clicking the **Copy** button. The copy can then be renamed by clicking the **Edit...** button.
- Click the **Show** button to preview the custom slide show and click **Close** to exit.



Exercise 1

- When you Open a Power Point program for the first time you will be prompted by a dialog box with four choices. Create a presentation showing all these choices and the details for each choice as shown below
- Slide 1 Title slide (Design Template)
 - Power Point provides many templates with different backgrounds and text formatting to begin your presentation.
- Slide 2 Title slide (Autocontent Wizard)
 - The AutoContent Wizard provides templates and ideas for a variety of presentation types.



Exercise 1 Cont...

- Page through the wizard by clicking the **Next** button on the bottom of each page after making necessary choices. Save the Presentation under the filename “First Presentation”
- Slide 3 Title slide (Blank presentation)
 - Blank Presentation builds the presentation from scratch with no preset graphics or formatting.
- Slide 4 Title slide (Open and existing presentation)
 - Select this option to open a Power Point presentation that already exists
- Save this presentation under the filename “My First Presentation” on the Desk top



Adding Content



Bulleted Lists on Design Templates

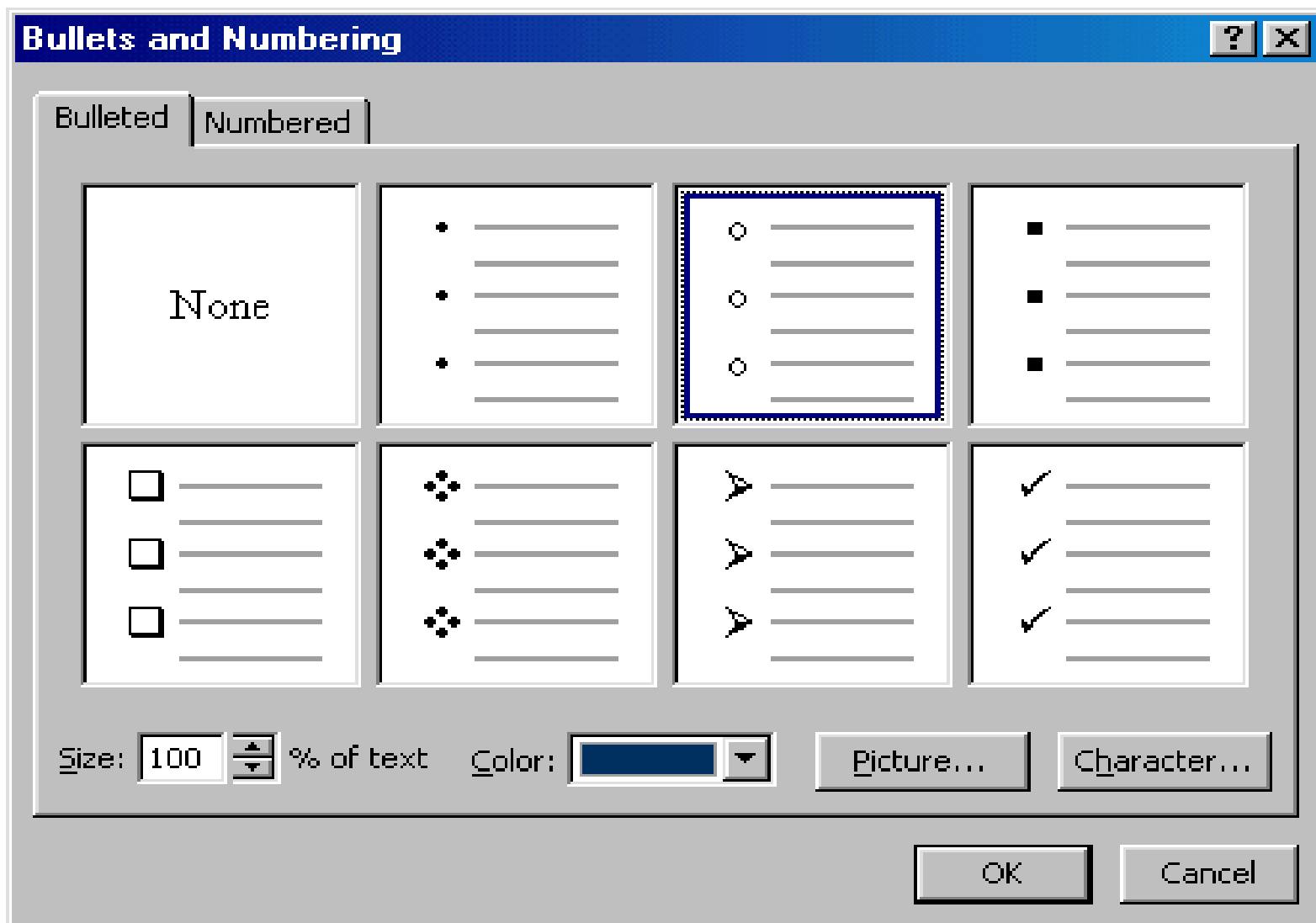
- Bulleted lists allow you to clearly display the main points of your presentation on slides.
- The text boxes on design templates already include bulleted lists.
 - Click the place holder on the slide to begin adding text
 - Press the **ENTER** key to return to the next line and add a new bulleted item.
 - To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.



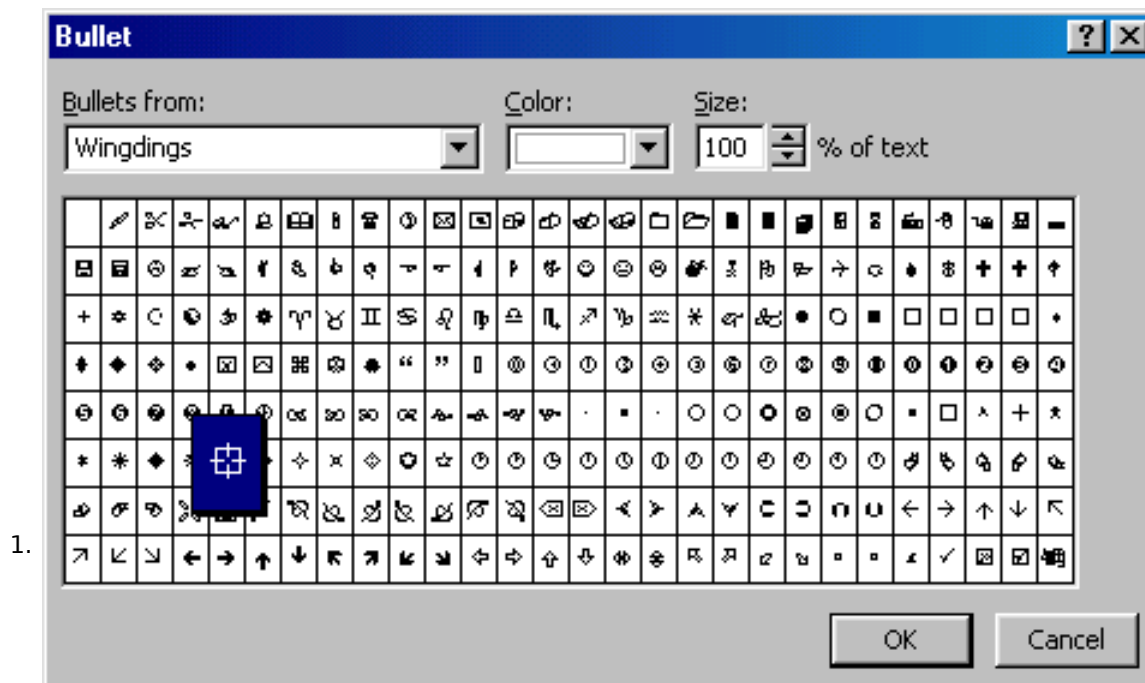
Bulleted List from a Text Box

- If you are not creating a bulleted list from an existing placeholder on a design template, or if you would like to add an additional bulleted list, follow these steps to create a new list:
 - In slide view, create a text box by selecting **Insert menu**
 - **Click Text Box** from the menu
 - "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.
 - Choose **Format menu**
 - **Click Bullets and Numbering** from the menu

Bulleted Lists



Bulleted Lists on Design Templates



Click **OK** on the **Bullets and Numbering** window and use the same methods described in the "Bulleted Lists on Design Templates" to enter text into the bulleted list.



Bulleted Lists from an outline

- In **Normal** or **Outline** view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in outline view:
 - Next to the **Slide 1** icon, type the title of the slide. The text you type beside the slide icons will be the large-type titles on each slide.



Bulleted Lists from an outline

- Press **ENTER** to type the next line. This will automatically create a new slide.
- To create a bulleted list for the first slide, press the **TAB** key or click the **demote** button on the **More Buttons** menu accessible by clicking the "triple arrow" button at the end of the formatting toolbar

- OR -

- Press **ALT+SHIFT+Right Arrow** to demote the selection to a bulleted list item.



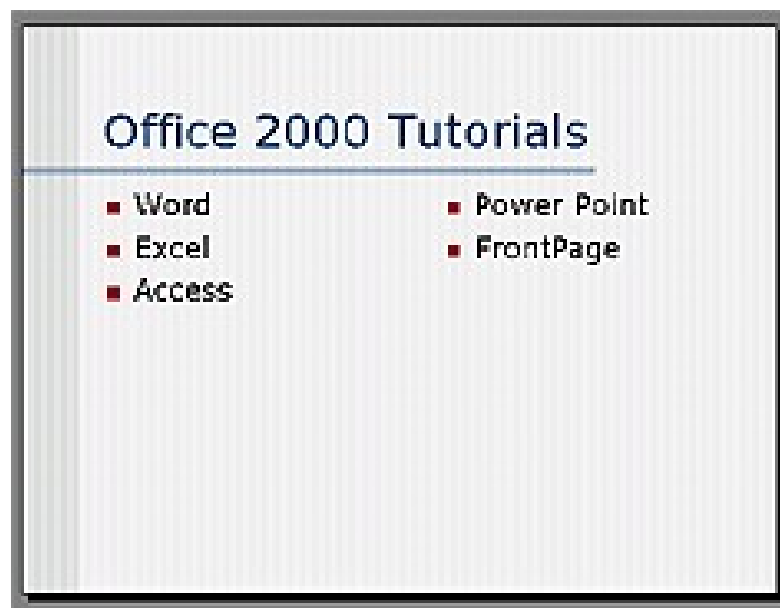
Bulleted Lists from an outline

- Continue entering text for the bulleted list, pressing **ENTER** at the end of each line to create a new bullet.
- Create a multilevel list by executing the demote action again to create a bulleted sub-list. Press the **promote** button on the **More Buttons** menu or press **ALT+SHIFT+Left Arrow** to return to the original list.
- Create a new slide by executing the **promote** action until a new slide icon appears.



Bulleted Lists from an outline

- Continue creating new slides and bulleted lists by using the demote and promote actions until the presentation is completed.
- Use the formatting instructions below to format the lists.



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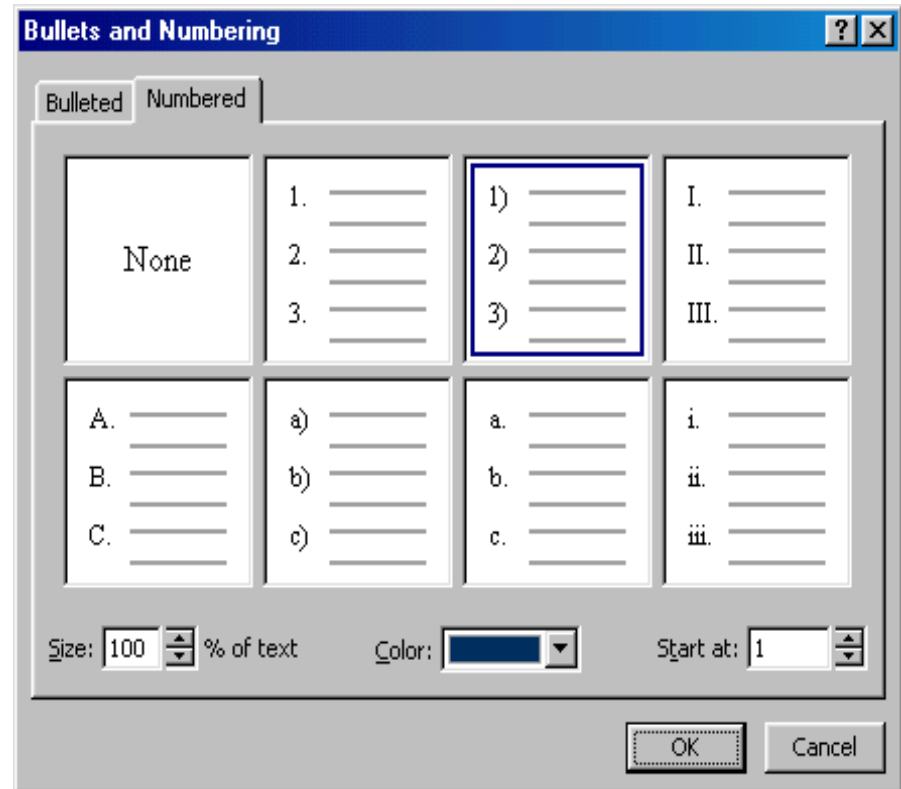


Numbered List

- Follow these steps to create a numbered list:
 - Create a text box.
 - With the text box selected, choose **Format menu**
 - **Click Bullets and Numbering** from the menu
 - Click the **Numbered** tab at the top of the Bullets and Numbering window.

Numbered List

- Change the size of the numbers by changing the percentage in relation to the text.
- Choose a color for the numbers from the **Color** menu. Click **More Colors** for a larger selection.
- Change the **Start at** value if the numbers should not begin with 1.
- Select one of the seven list types shown and click **OK**.





Resizing a Text Box

- **Select a text box by clicking on it with the mouse.**
 - A border with nine handles will appear around the text box.
 - The four handles on the corners will resize the length and the width of the box at once while the handles on the sides will resize only in one direction.



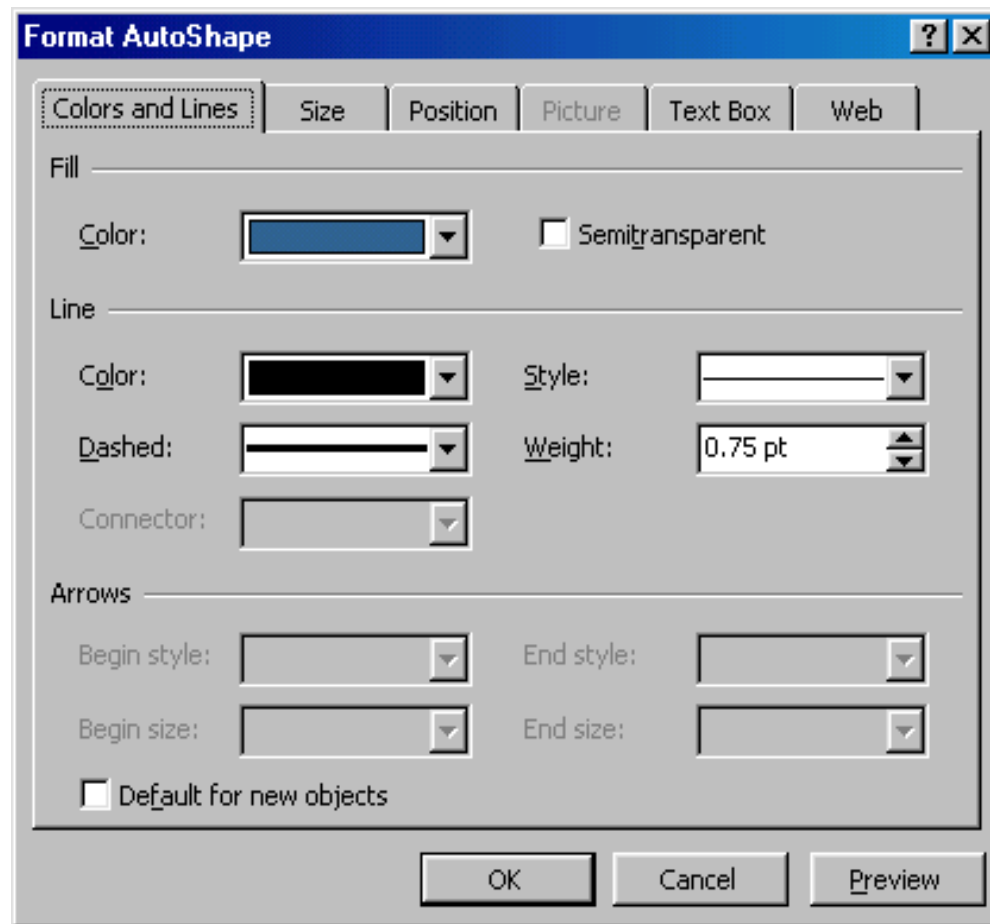


Resizing a Text Box

- Click one of the handles and drag it with the mouse.
- Release the mouse button when it is the size you want it to be.
- Move the text box by clicking and dragging the thick, dotted border with the mouse.

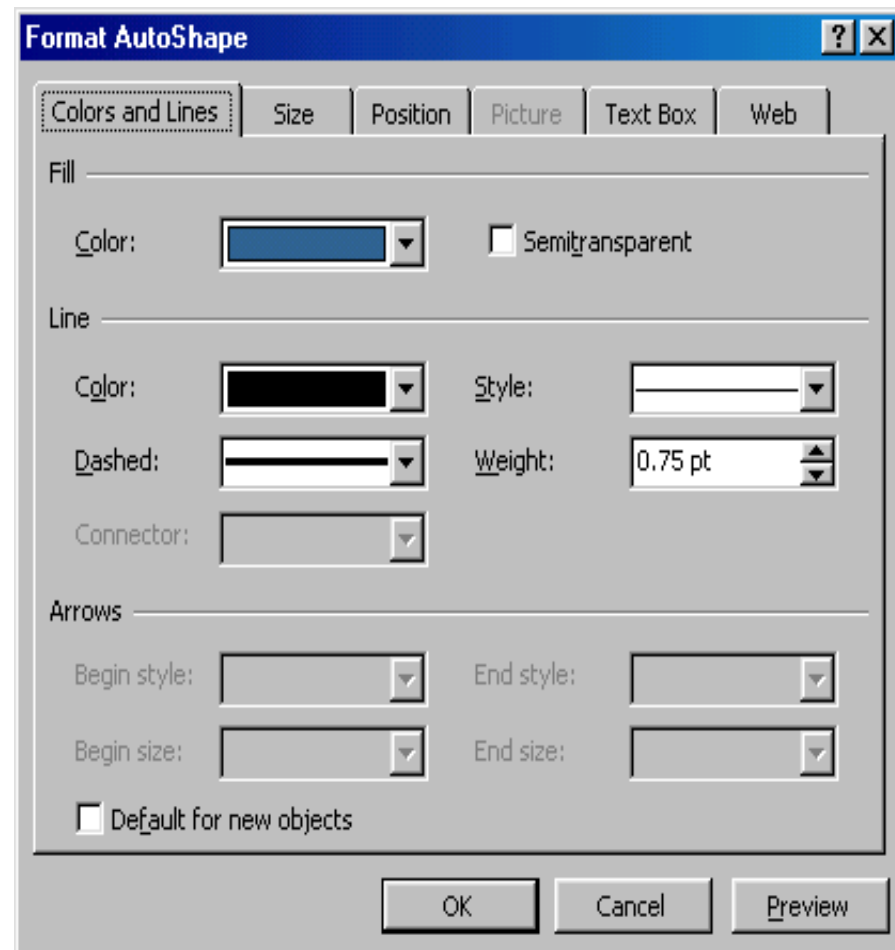
Changing the Colors /Borders

- Changing the colors borders, and backgrounds of a text box from the **Format AutoShape** dialog box.(See the steps on the next slides)



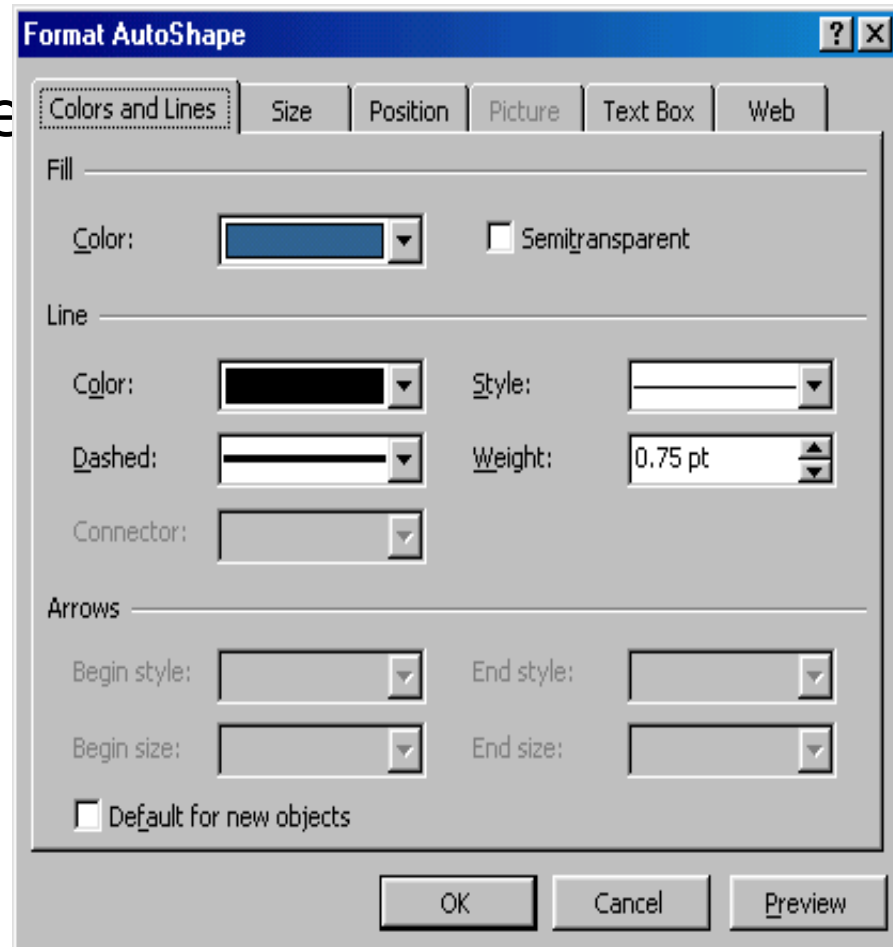
Changing the Colors /Borders

- Activate the textbox by clicking on it
 - select **Format Menu**
 - **Click Colors and Lines**
 - Under the **Colors and Lines tab**, select a **Fill** color that will fill the background of the text box. Check the **Semitransparent** box if you want the slide background to show through the color.



Changing the Colors /Borders

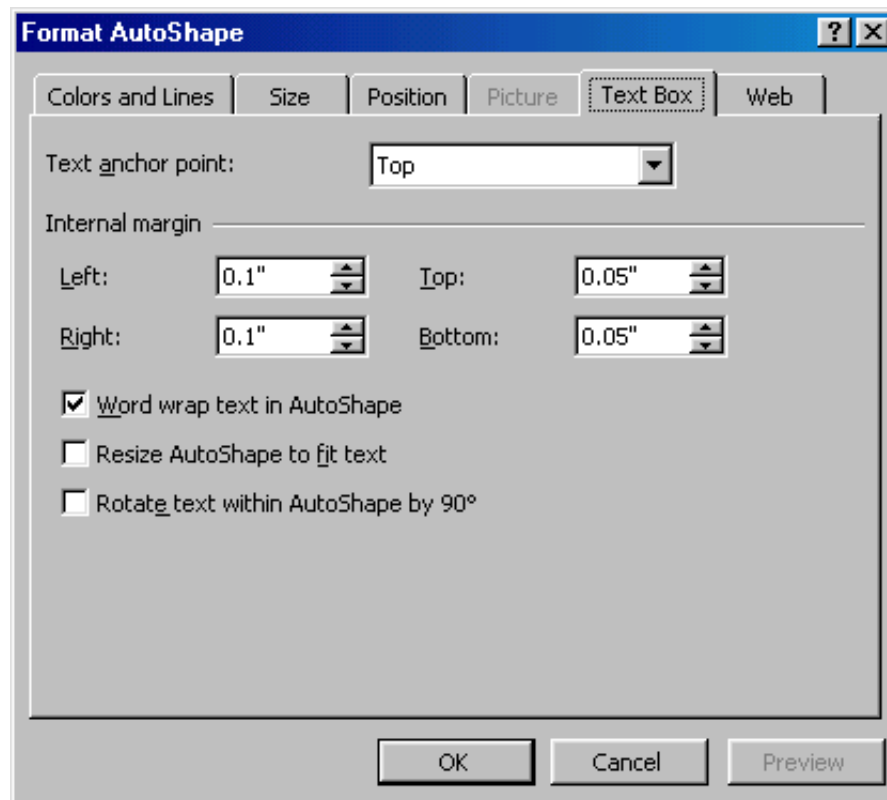
- Select a **Line** color that will surround the box as well as a **Style** or **Weight** for the thickness of the line and a **Dashed** property if the line should not be solid.
- Click the **Text Box** tab.



Changing the **Text anchor point**

Change the **Text anchor point** to reposition the text within the text box.

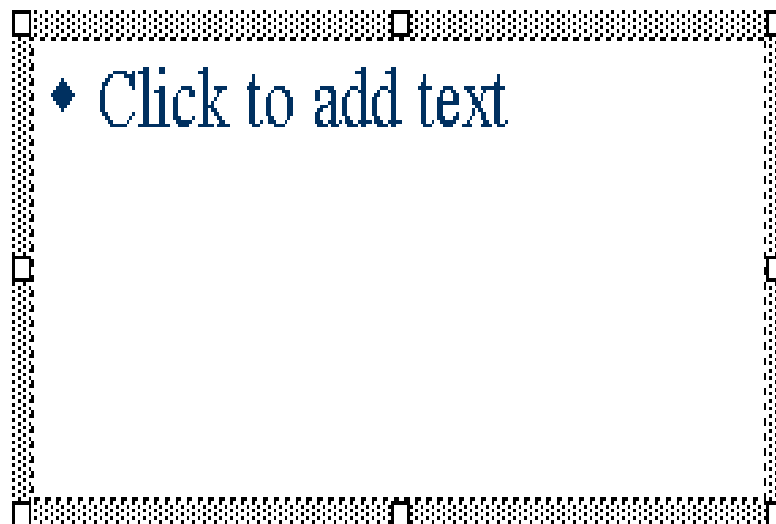
- Click Text Box tab
- Set **Internal margins** to the distance the text should be from the text box edges.
- Click **OK** to add the changes to the text box.





Deleting a Text Box

- To delete a text box from a template, simply click the border of the text box and press the **DELETE** key on the keyboard.





Adding Notes

- From **Normal View**, notes can be added to the slide.
- These notes will not be seen on your presentation, but they can be printed out on paper along with the slide.
- The notes refer to by selecting **Print What: Notes Pages** on the Print menu.





Exercise 2

- Your task is to make a presentation for the launch of a new album for a Music Band.
- Start the presentation application ready to create a new presentation.
- Slide 1 is the Title slide. Select an appropriate layout for this slide.
- Type the following text on the title slide:
 - The Band
 - The New Album



Exercise 2 Cont...

- Change the color of the text to Red.
- Find an appropriate template (background) which you think fits the subject. Use it for all slides.
- Add your name and the date as a footer and ensure it appears on all slides
- Slide 2, enter the words 'The New Album' as a Title Slide in this slide.



Exercise 2 Cont...

- On this slide, type the following text in bulleted format:
- ✂ Release date 3 July
- ✂ New promo video
- ✂ Press and radio advertising campaign
- ✂ Television appearances
- ✂ Top of the Tops
- ✂ The Lottery Show

Note: Use the same bullet style



Exercise 2 Cont...

- In slide 2, insert a clipart picture appropriate to the subject.
- Arrange the text and picture so they appear side by side on the slide.
- Change the font of the bulleted text to Arial.
- Insert slide 3 and select an appropriate layout.
- Type the following title for this Slide: “Album Sales”
- Create a graph (bar chart) based on the following information in the next slide:



Exercise 2 Cont...

Year	Arusha	Morogor o	Kagera
1997	300,000	350,000	400,000
1998	800,000	750,000	600,000
1999	1,200,000	1,000,0 00	980,000
2000	1,300,000	1,290,0 00	1,400,0 00



Exercise 2 Cont...

- Insert the Chart options by writing the appropriate Chart Title, Category (X axis), Value on (Y axis)
- Format the Chart by putting the nice background
- Save the Presentation As “Music Band” in the UCC Folder which will be created on the Desktop.

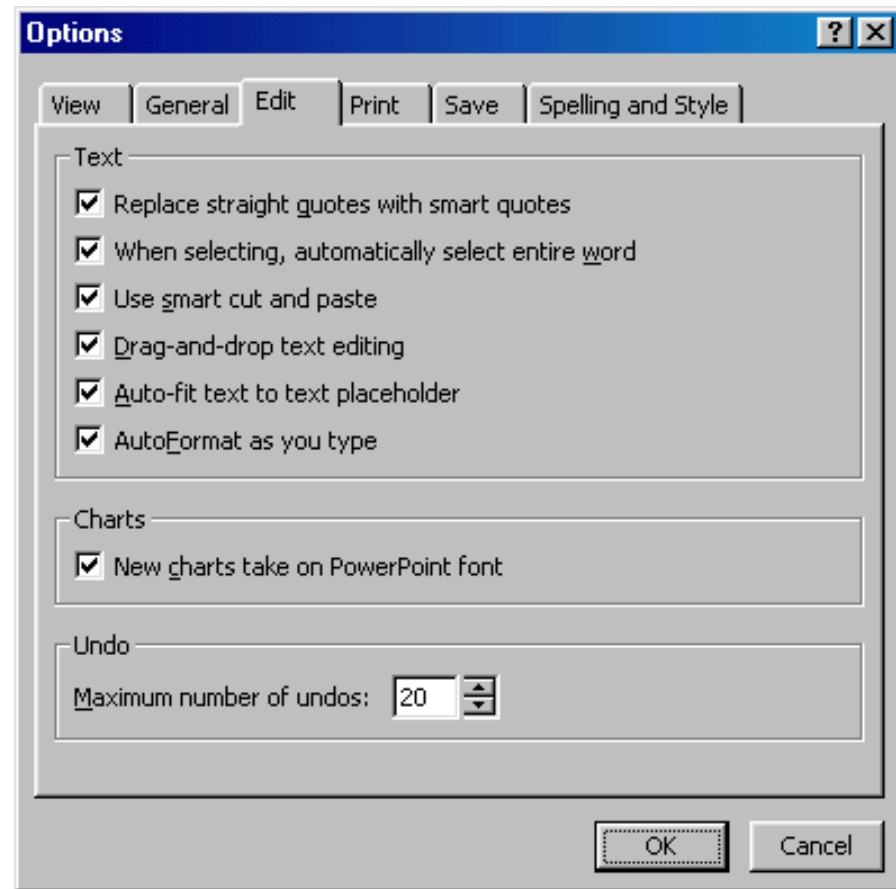


Working with Text



Adding Text

- If the slide layout includes text boxes, simply click on the text box to add text.
- To add a text box to the slide
 - Select **Insert menu**
 - **Click Text Box**
 - Draw the text box with the mouse.
- Set text editing options by selecting
 - **Tools menu**
 - **Click Options**
 - Click the **Edit** tab.





Formatting Text

- Select the text that will be formatted by highlighting the text either on the outline or on the slide.
 - Choose the **Format menu**
 - **Click Font**
- OR
- Right-click on the highlighted selection
- Select **Font** from the popup shortcut menu
- From the **Font** dialog box
 - Select a font face, size, style, effect, and color. Click the **Preview** button to see how the changes will appear on the slide before making a decision.



Replace Fonts

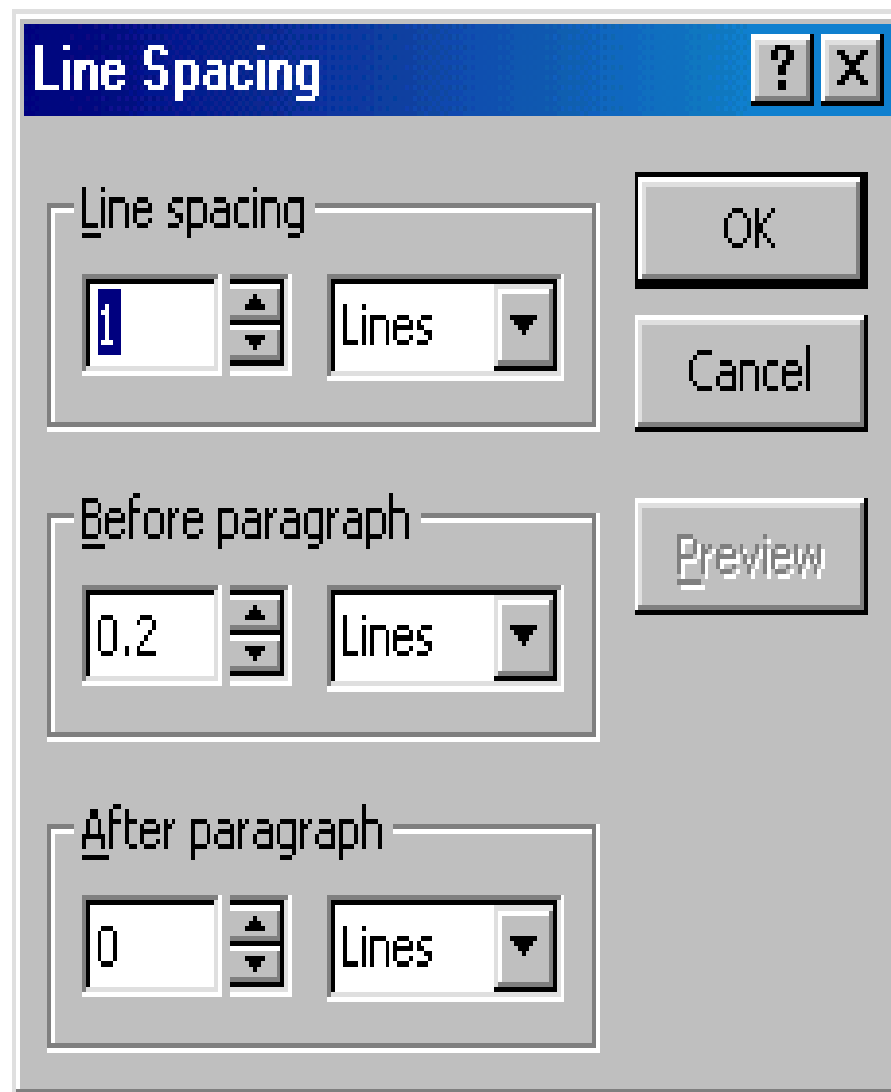
- Design templates have a preset font that you may want to change or you may want to change the font used on for the entire presentation for a number of reasons. This can be accomplished quickly using the Replace Fonts feature.
 - Select **Format menu**
 - **Click Replace Font**
 - Choose the font you want to **Replace** from the replace box
 - Choose the replacement font in the **With box**
 - Click the **Replace** button.





Line Spacing

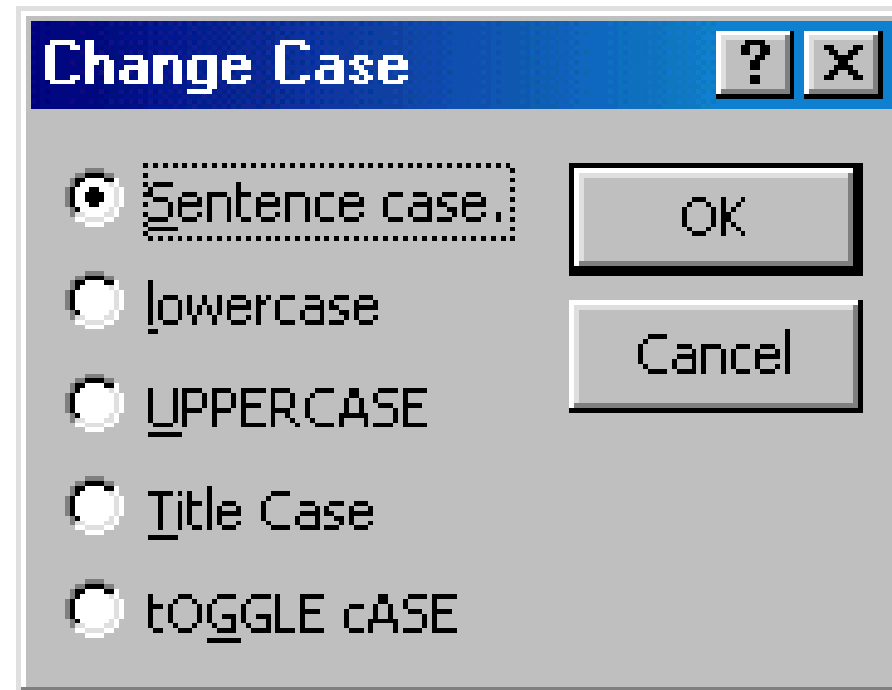
- Change the amount of space between lines in a text box by selecting
 - **Format menu**
 - **Click Line Spacing**
- **Line spacing**
 - Select the amount of vertical space between lines. A value of "1" is equal to single spacing and "2" is double spacing.
- **Before paragraph and After paragraph**
 - This value will determine the amount of vertical space before and after each paragraph in a text box.





Changing Case

- Change the case of the characters in a paragraph by selecting
 - **Format menu**
 - **Click Change Case** from the menu without having to retype the text.
- **Sentence case** - Capitalizes the first letter of the first word in each sentence.



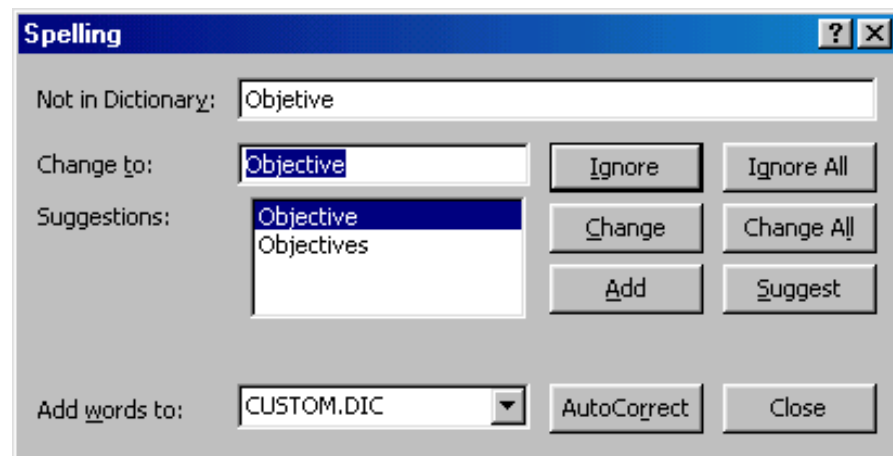


Changing Case Cont..

- **Lowercase** and **Uppercase** - Changes the case of all the letters.
- **Title case** - Capitalizes the first letter of every word and reduces the rest to lowercase.
- **Toggle case** - The opposite of Title case, it makes the first letter of every word lowercase and capitalizes the remaining letters.

Spell Check

- Correct the spelling in the presentation by selecting
 - **Tools menu**
 - **Click Spelling** from the menu
 - OR
 - Press the **F7** key on the keyboard.
 - The spell checker will prompt you to make corrections of the first word that is spelled wrong.





Spell Check

- If the word is spelled correctly, click **Ignore** or **Ignore All** if the same word appears several times during the presentation.
- If this word will appear in many presentations (such as your name), click **Add** to add the word to the dictionary and you won't be prompted by a misspelling again.
- If the word is spelled wrong, highlight one of the the **Suggestions** or type your own revision in the **Change to** box.
- Click **Change** to correct this occurrence of the word or **Change All** to correct all occurrences of the word in the presentation.

Spell Check Cont..

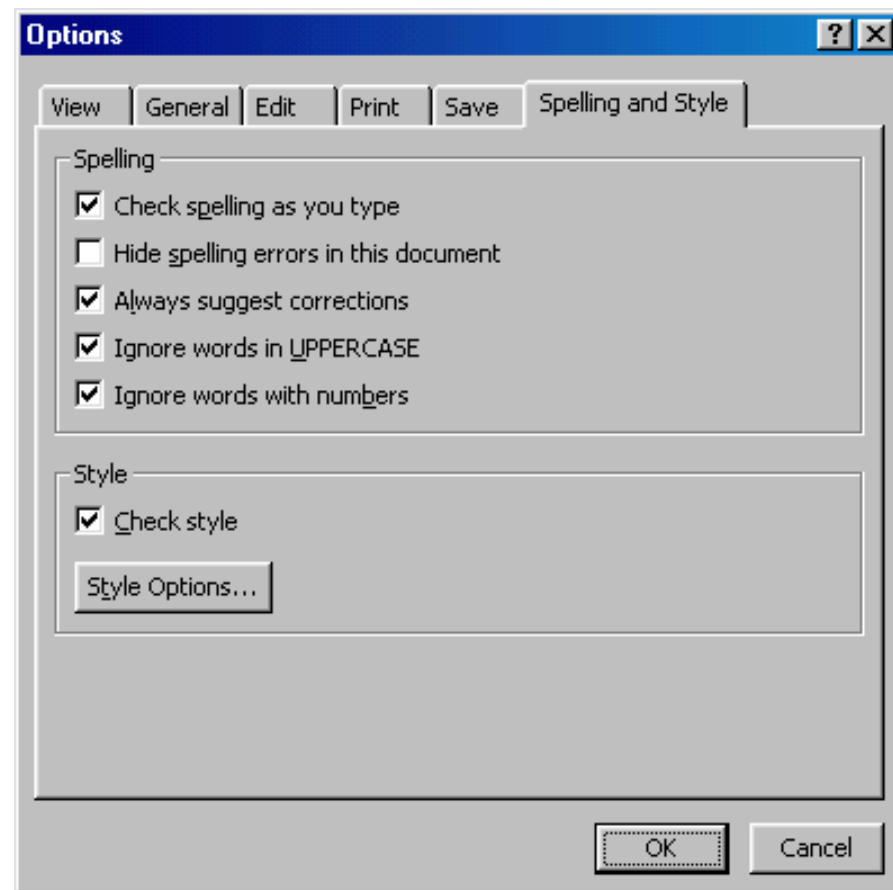
- Click **Close** to abort the spelling check early.
- When the spell checker has read through the entire presentation, you will be prompted by a window telling you that the spelling check is complete.
- Click **OK**.





Spelling Options

- Select **Tools** menu
- **Click Options**
- Click the **Spelling and Style** tab.
- **Check spelling as you type**
 - If this box is checked, Power Point will check the spelling of every word as you type. Misspelled words will be underlined with wavy red lines.



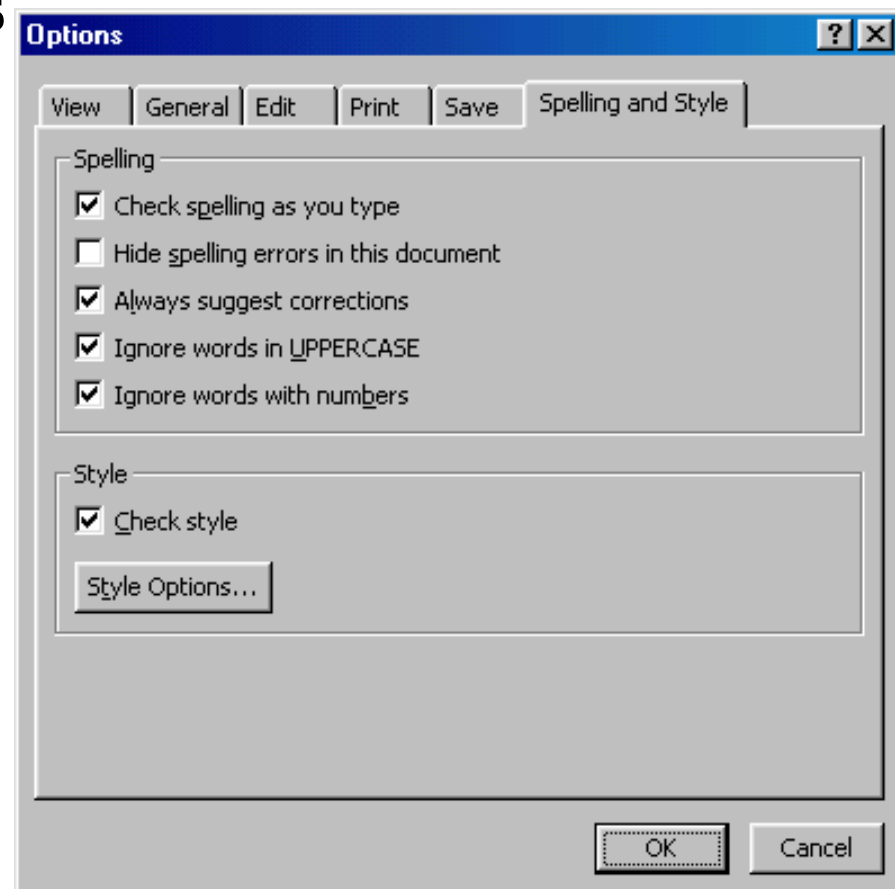
Spelling Options Cont..

Hide spelling errors in this document

- Check this box to remove the wavy red lines from words that are spelled wrong.

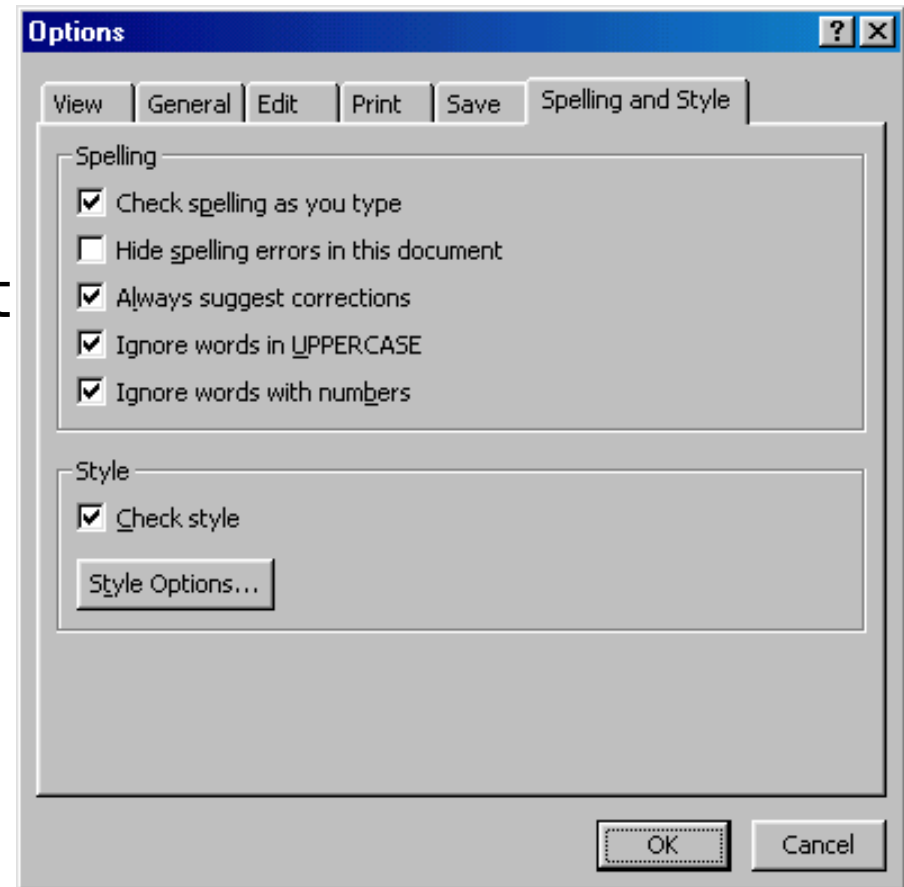
Always suggest corrections

- If this box is checked, suggestions for misspelled words will appear when you activate the spell checker.



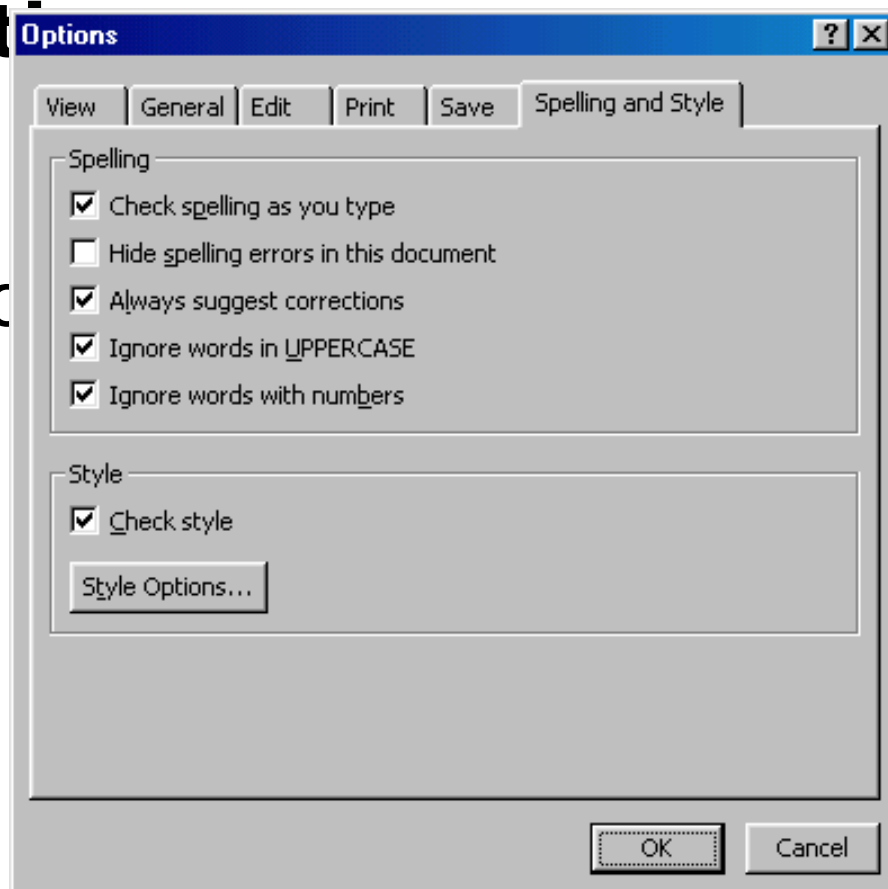
Spelling Options cont..

■ **Ignore words in UPPERCASE** - PowerPoint recommends that you don't type slide titles in all uppercase letters so it will treat words like this and other all-uppercase acronyms as misspelled. Check this box to ignore this suggestion and acronyms that are typically typed in all caps.



Spelling Options cont..

- Ignore words with numbers - Check ignore words that are combinations of letters and numbers.





Color Schemes



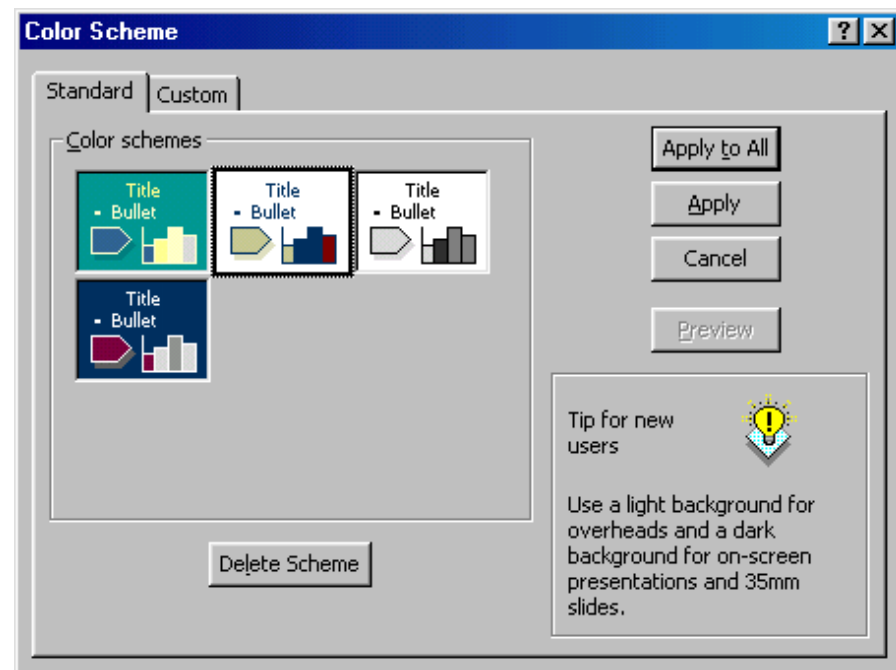
Color Schemes

- The colors of pre-designed slide templates can be changed and a color scheme can be added to blank presentations.
- This Section explains how to add color schemes and background images to slides.

Color Schemes Cont..

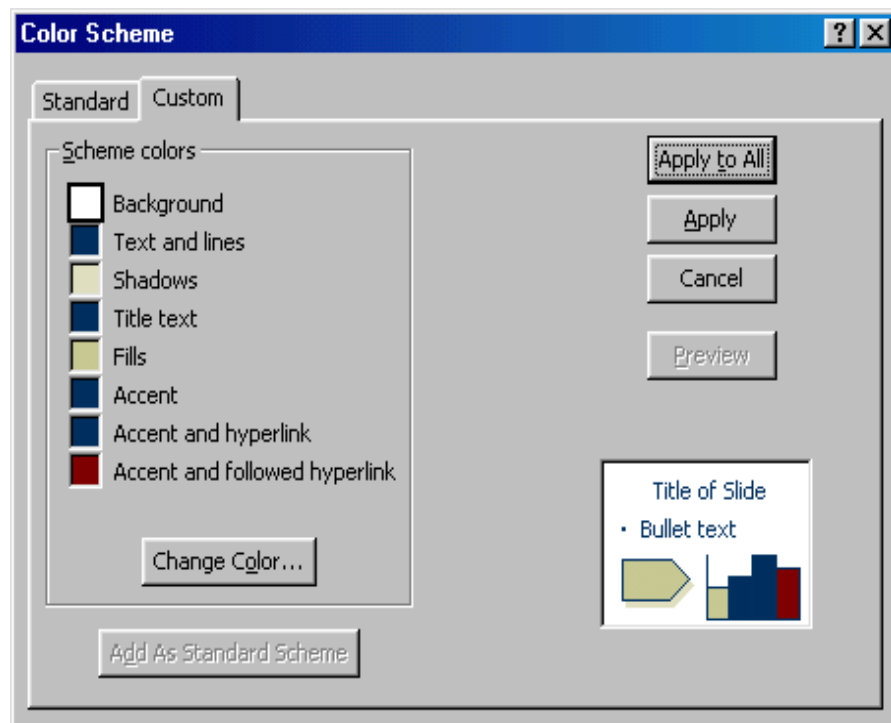
Select **Format menu**

- Click **Slide Color Scheme** from the menu
- Click one of the preset color scheme thumbnail images in the **Color schemes** box.
- Click the **Preview** button to see how the scheme will appear on the slide.



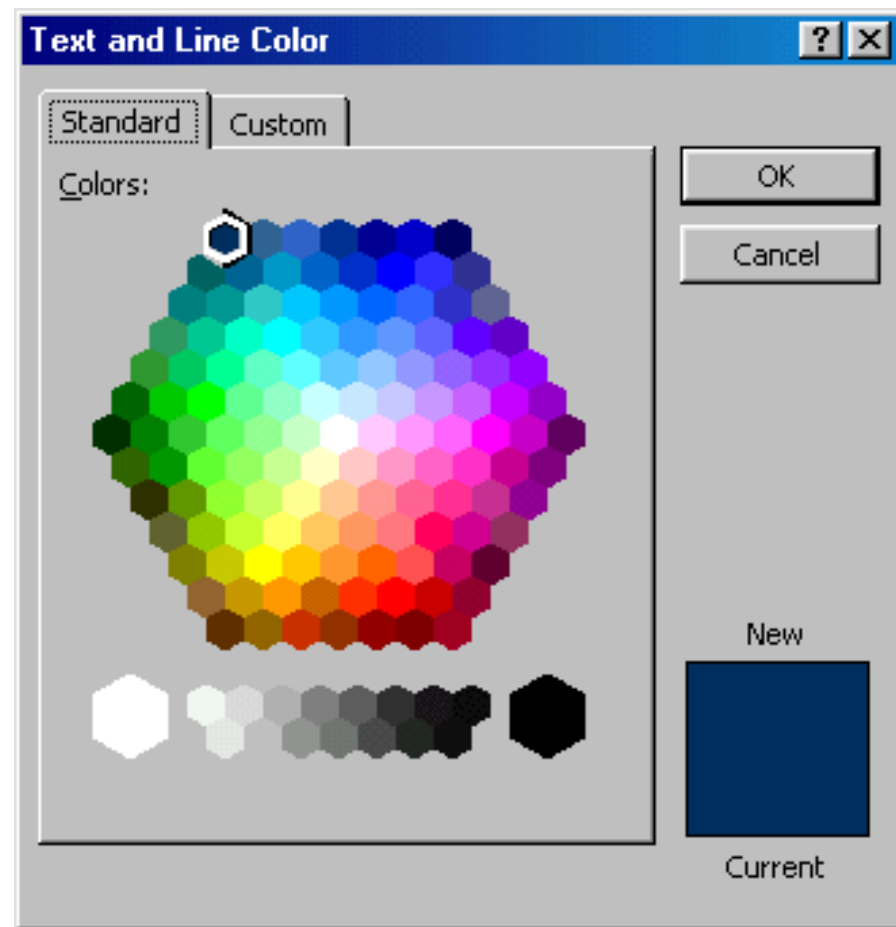
Color Schemes Cont..

- To make changes to the color scheme
 - Click the **Custom** tab on the dialog box.



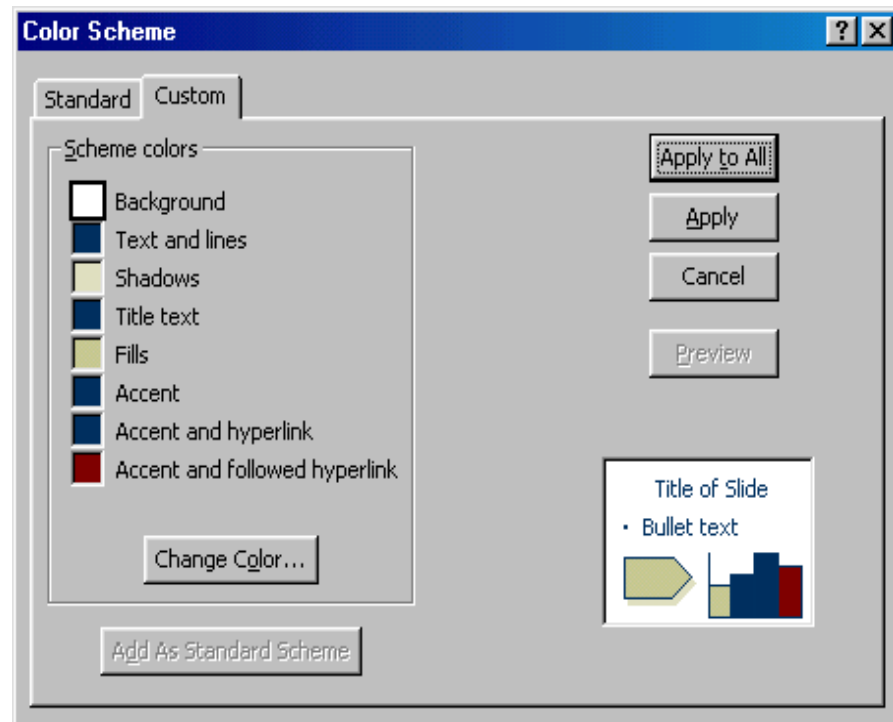
Color Schemes Cont..

- Change the colors of the slide elements by selecting the color swatch beside the name of the element and clicking the **Custom tab**
 - Click **Change color** button.
 - Highlight one of the colors from the **Text and Line Color** window
 - OR select the **Custom** tab to view more color choices
 - Click **OK** when finished.



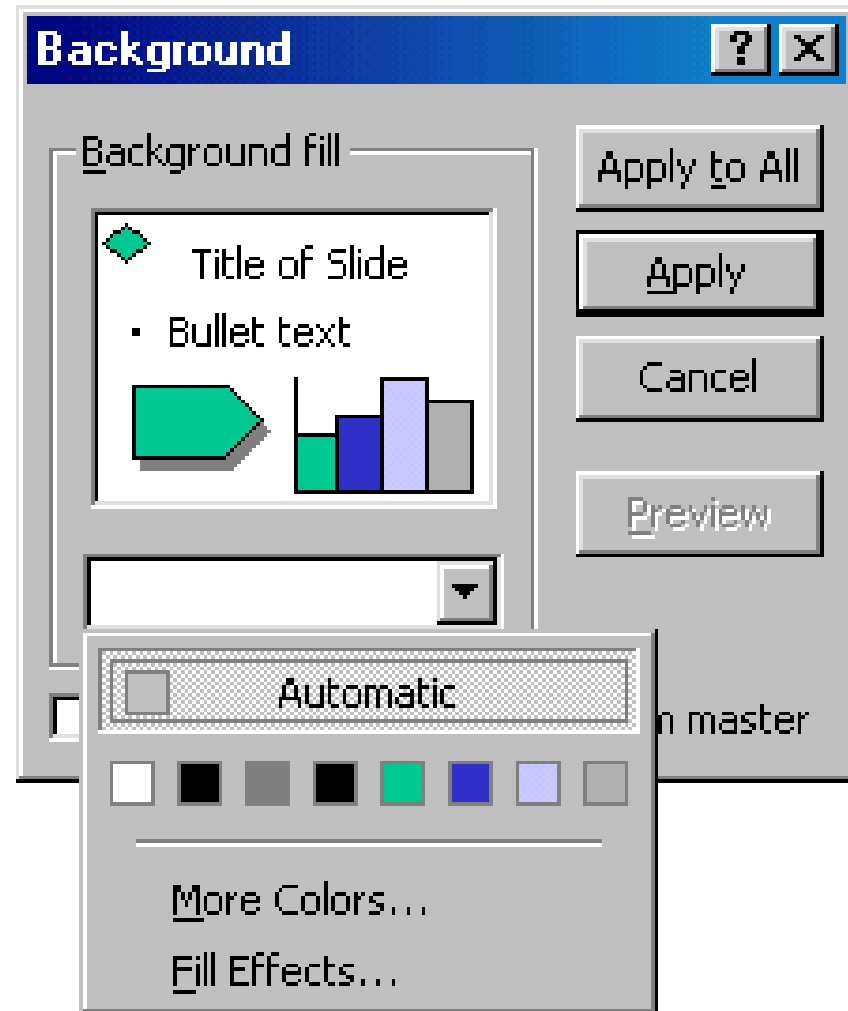
Color Schemes Cont..

- When you have finished all color formatting, click **Apply to All** to apply the color scheme to all the slides in the presentation or **Apply** to add the scheme only to the current slide.



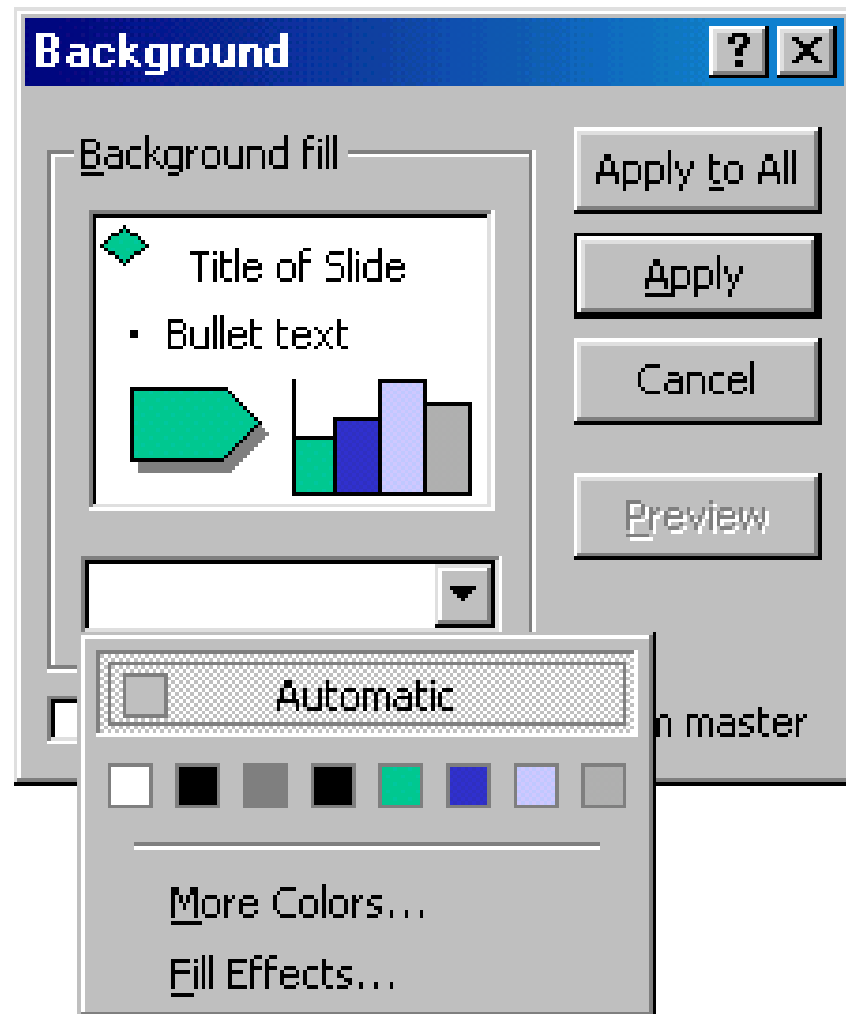
Background

- To add background colors and patterns to a slide:
 - Select Format menu
 - **Click Background** from the menu
 - Select a color from the drop-down menu below the **Background fill** preview or choose **More Colors...** for a larger selection.



Background Cont..

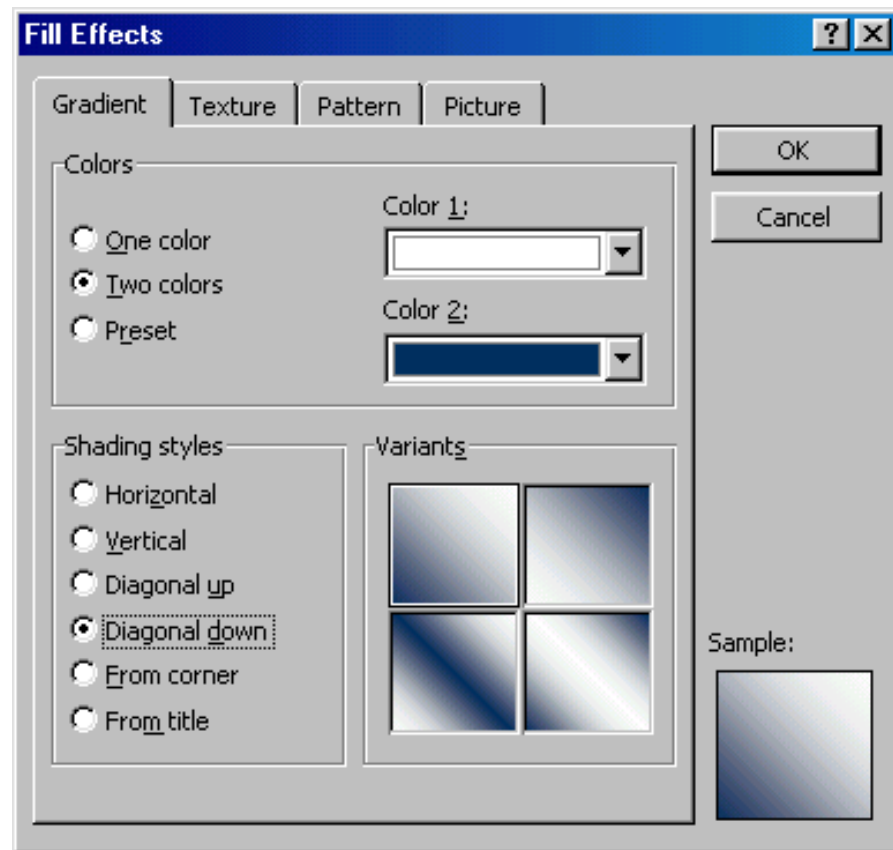
- Select **Fill Effects** from the drop-down menu to add gradients, texture, patterns, or a picture to the background.



Background Cont..

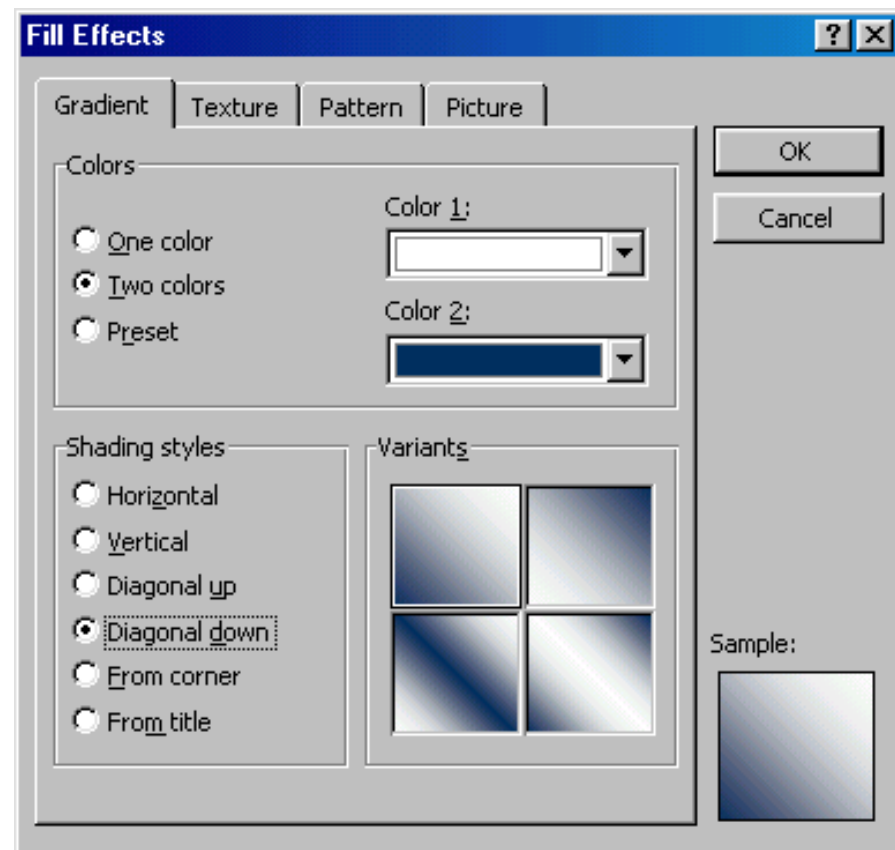
■ Gradient tab

- Select **One color** if the color chosen will fade into the background and select the color from the **Color 1** drop-down menu.
- Choose **Two colors** if the gradient will use two colors and select those colors from the **Color 1** and **Color 2** drop-down menus.



Background Cont..

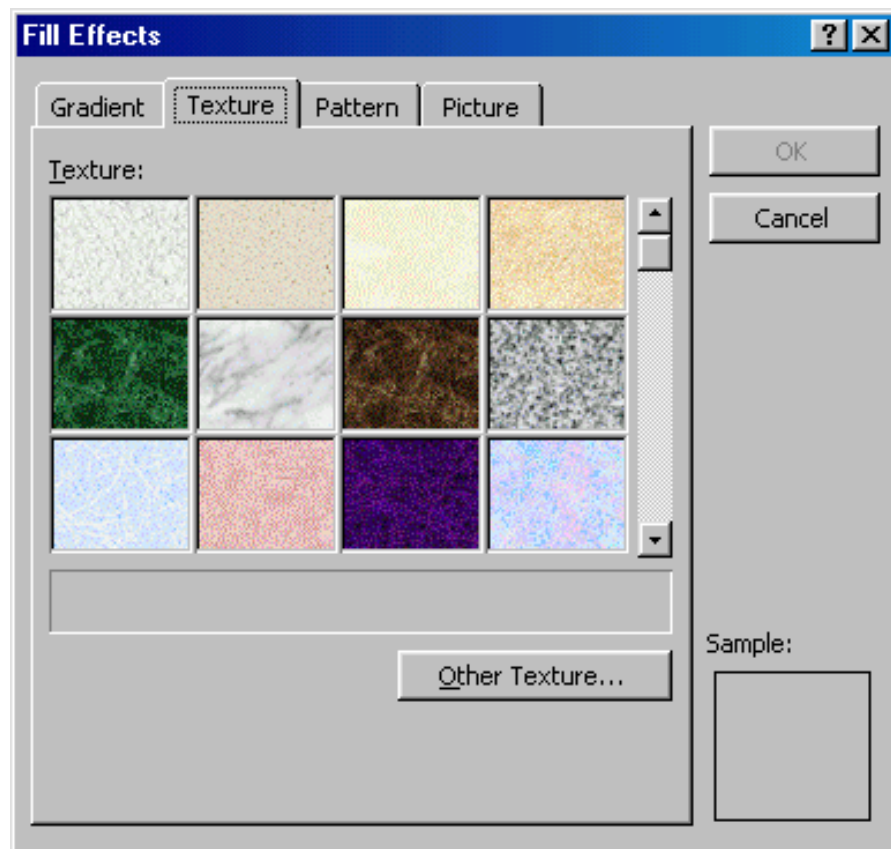
- **Preset** provides a selection of color combinations. Select one from the **Preset colors** drop-down menu.
- Select the type of gradient from **Shading styles**.
- Click one of the four **Variants** of the styles chosen.



Background Cont..

Texture tab

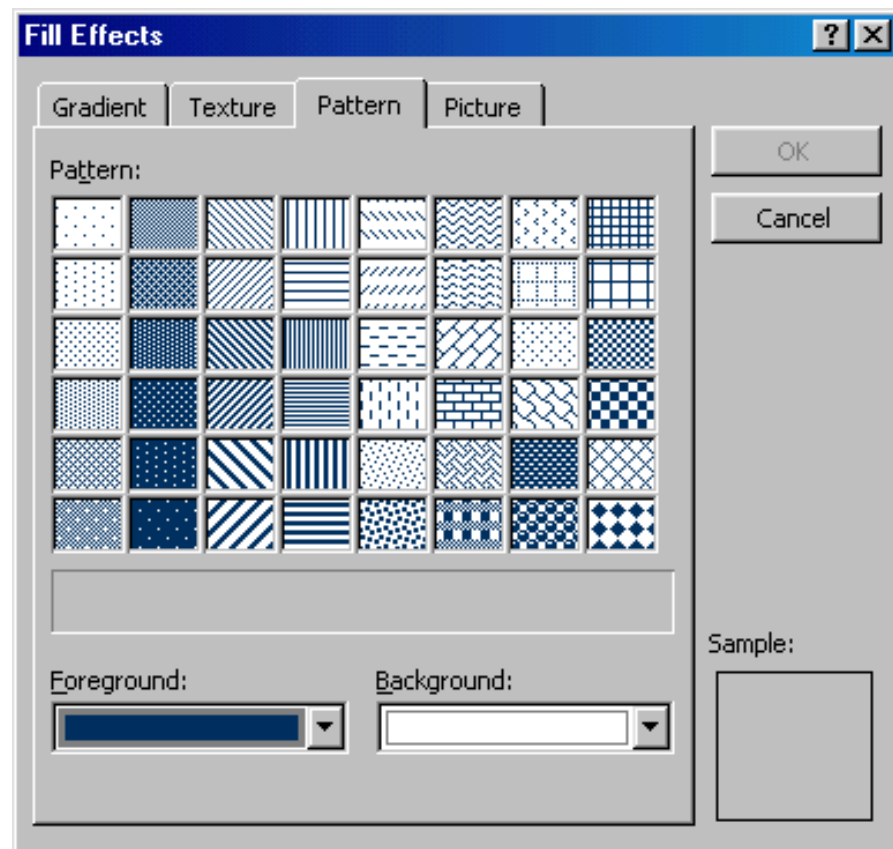
- From the Texture window, select a repeating background by scrolling through the thumbnail images or click **Other Texture...** to select an image from a file.



Background Cont..

Pattern tab

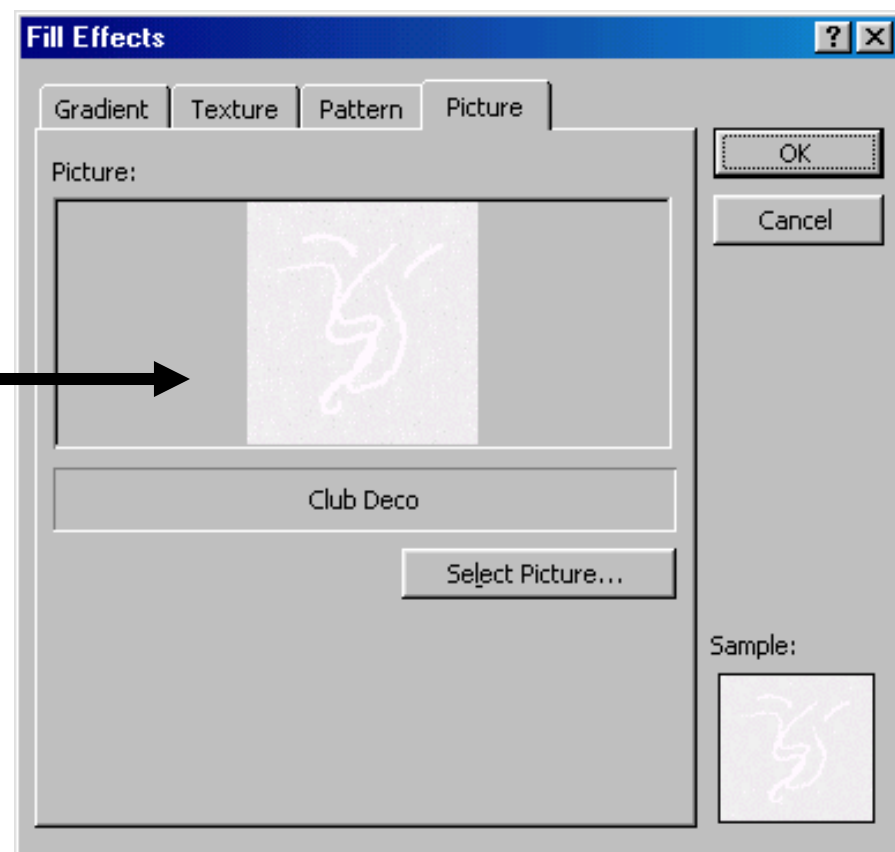
- Select a two-tone pattern by clicking one of the pattern swatches and selecting the **Foreground** and **Background** colors.



Background Cont..

Picture tab

- Click the **Select Picture** button to choose a picture from a file. After the picture is selected, a preview and description will be shown in this window.
- Click **OK** to apply the changes made from the **Fill Effects** windows.
- Click **Apply to All** to add the changes to every slide or **Apply** to make changes only to the current slide.

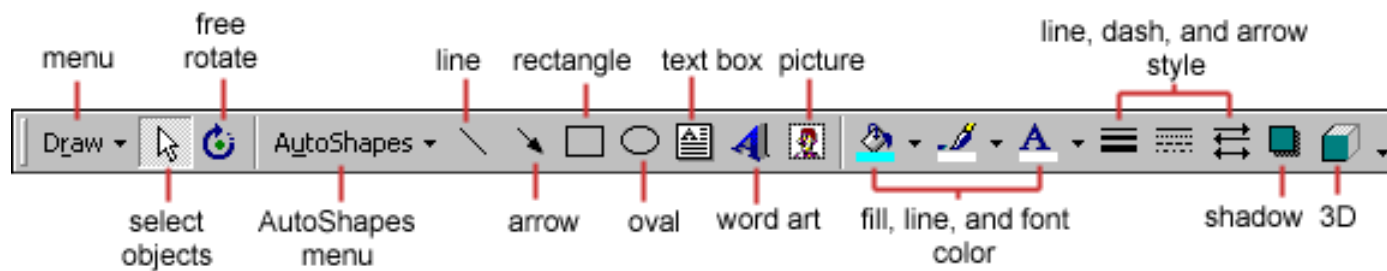




Graphics

Graphics

- The Drawing Toolbar provides many commands for creating and editing graphics. The toolbar is located at the bottom of the Power Point screen or it can be activated by selecting **View|Toolbars|Drawing** from the menu bar.

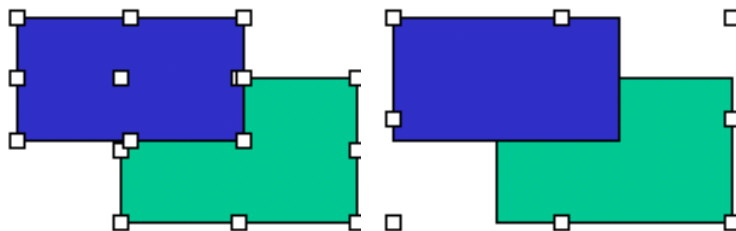




Graphics

- **Grouping** - Images can be grouped together so they become one image and can be moved together or the same formatting changes can be applied to both at once.
- Select all the images that will be grouped by holding down the **SHIFT** key and clicking once on each image. Then select **Group** from the **Draw** menu.

- The images can be ungrouped by selecting **Ungroup** from the same menu. The rectangles in the image to the left are separate images with their own sets of handles and they are grouped together in the image to the right:

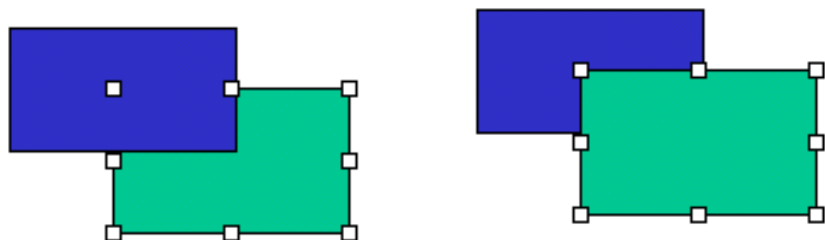




Graphics

- **Order**
- The order of overlapping images can be changed using this feature. In the example of two rectangles below, the green rectangle is selected and the **Send Backward** command was used to move the image below the blue rectangle. Send Backward and Bring Forward will move elements by one layer.

- Send to Back and Bring to Front move the elements to the back or top of a series of several overlapping graphics.

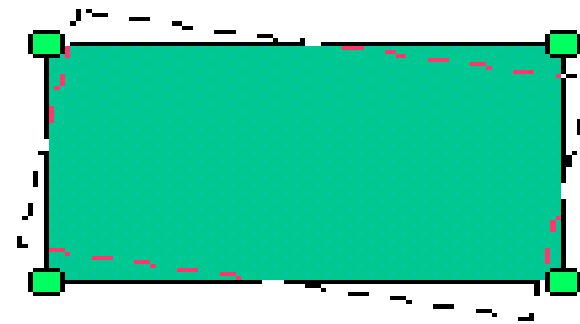


- **Nudge** - Use the nudge actions to move an object slightly in one direction.
- **Align or Distribute** - Select a group of objects and choose one of the the commands from the Align or Distribute menu to change the position of the objects in relation to one another.



Graphics

- **Rotate or Flip** - Rotate an object 90 degrees or flip the object over its x- or y-axis.
- **Select objects** - Deactivate all drawing functions.
- **Free rotate** - This button will place green handles on certain objects so they can be arbitrarily rotated. Click and drag the handles to rotate the objects.



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Graphics

- **AutoShapes menu** - Click the small down arrow to the right of the "AutoShapes" text to select a shape. [[more...](#)]
- **Line** and **Arrow** - Click and drag the mouse on the slide to add lines. Hold down the **SHIFT** key to draw a straight line. Use the end points of the completed line to stretch and reposition the line.
- **Rectangle** and **Oval** - Click and drag the mouse on the slide to add rectangles and ovals. Hold down the **SHIFT** key to add squares and circles.



Graphics

- **Text box** - Click to draw a text box on the slide.
- **Word art** - Click to add WordArt. [[More](#)]
- **Picture** - Click to add a clip art image to the slide.
- **Fill color** - Choose a fill color for rectangles, ovals, and clip art.
- **Line color** - Select a border color for shapes and pictures.
- **Font color** - Highlight text on the slide and click the small down arrow next to the Font color icon to select a color.



Graphics

- **Line style** - Highlight a line or arrow that has been drawn and click this button to select a thickness or style for the line.
- **Dash style** - Highlight a line or arrow and select a dash style.
- **Arrow style** - Change the arrow head style for an existing arrow or change a line to an arrow.
- **Shadow** - Select a text box to add shadow to text or choose any other object on the slide to add a drop shadow.
- **3D** - Add a three-dimensional effect to text and other objects.



Graphics (Adding Clip Art)

- To add a clip art image to a slide, follow these steps:

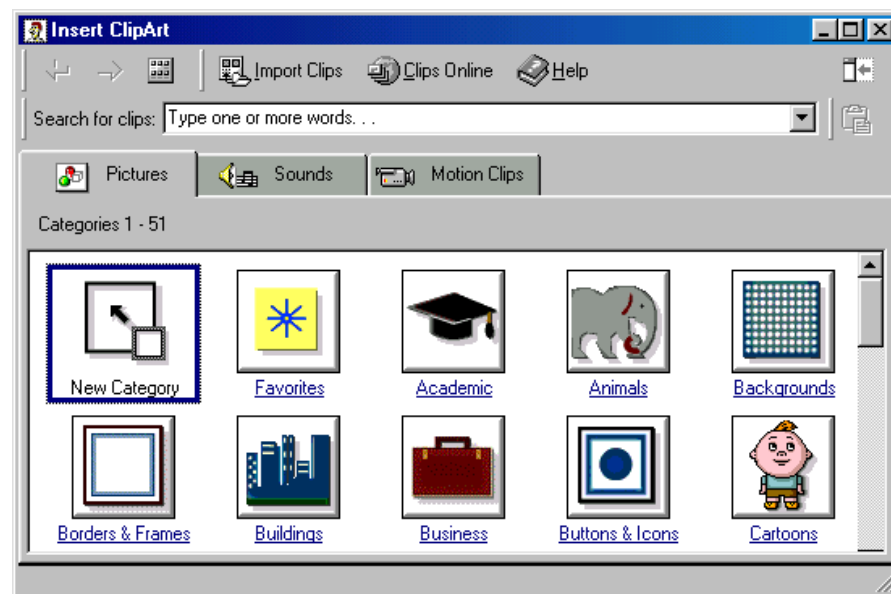
- **Choose Insert menu**
- **Select Picture**
- **Click Clip Art** from the menu

OR

- Click the **Picture** button on the Drawing toolbar..

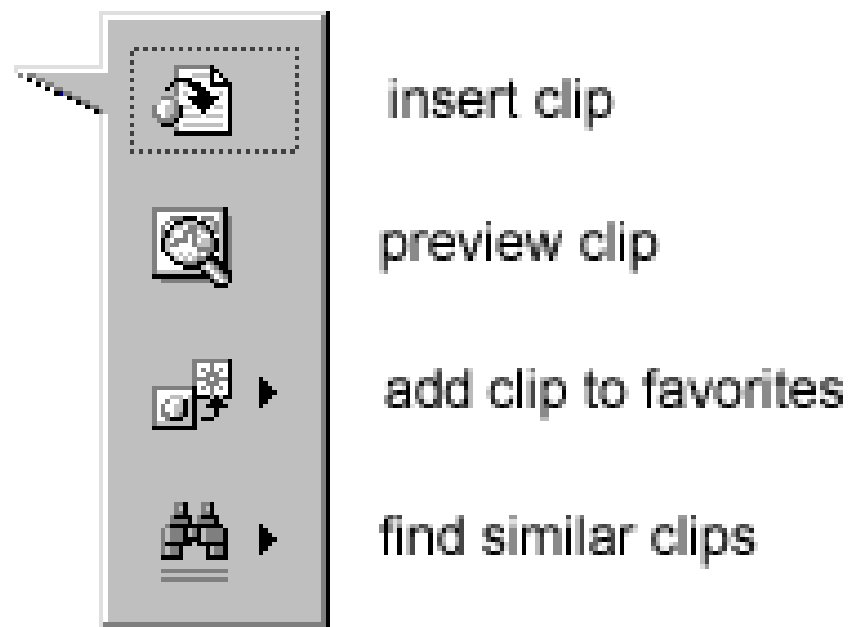
Graphics (Adding Clip Art)

- To find an image
 - Click in the **Search for clips** and enter keywords describing the image you want to find.
 - **OR** -
 - Click one of the category icons.



Graphics (Adding Clip Art)

- Click once on the image you want to add to the slide and a selection bar will appear.
- Click once on the image you want to add to the slide and the following popup menu will appear:
- **Insert Clip** to add the image to the slide.



Graphics (Adding Clip Art)

- **Preview Clip** to view the image full-size before adding it to the slide.
 - Drag the bottom, right corner of the preview window to resize the image and click the "x" close button to end the preview.



Graphics (Adding Clip Art)

- **Add Clip to Favorites** will add the selected image to your favorites directory that can be chosen from the **Insert ClipArt** dialog box.
- **Find Similar Clips** will retrieve images similar to the one you have chosen
- Click the **Close** button in the top, right corner of the **Insert Clip** window to stop adding clip art to the slide.



insert clip

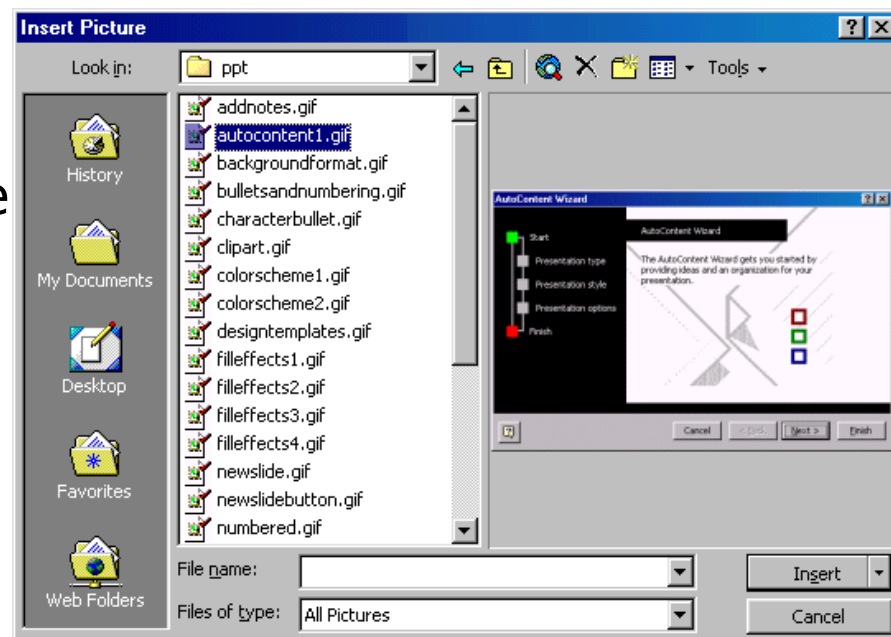
preview clip

add clip to favorites

find similar clips

Graphics (Add an Image from a File)

- To add a photo or graphic from a file:
 - Select Insert menu
 - Select **Picture**
 - **Click From File** from the menu
 - Click the down arrow button on the right side of the **Look in:** window to find the image on your computer.
 - Highlight the file name from the list and click the **Insert** button.





Graphics (Editing)

- Activate the image you wish to edit by clicking on it once with the mouse.
 - Several handles will appear around the graphic.
 - Click and drag these handles to resize the image.
 - The handles on the corners will resize proportionally while the handles on the straight lines will stretch the image.
 - More picture effects can be changed using the **Picture** toolbar.

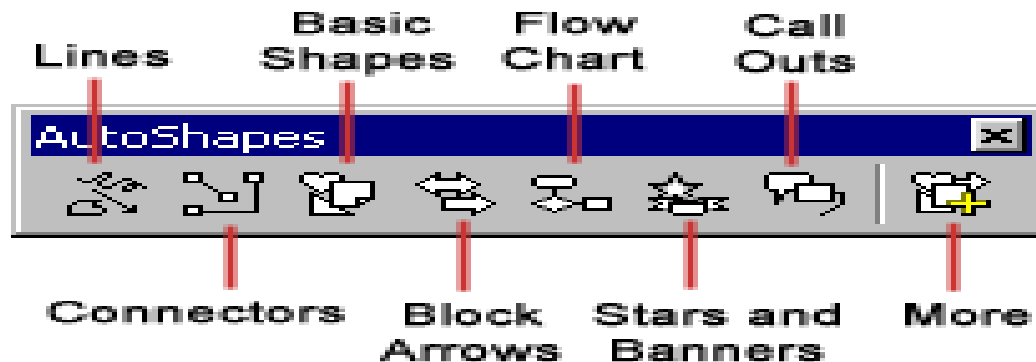


Graphics (Auto Shapes)

- The AutoShapes toolbar allows you to draw a number of geometrical shapes, arrows, flow chart elements, stars, and other graphics on a slide.
- Activate the AutoShapes toolbar by selecting
 - **Insert menu**
 - **Click Picture**
 - **Click AutoShapes**
 - or **View|Toolbars|AutoShapes** from the menu

Graphics (Auto Shapes)

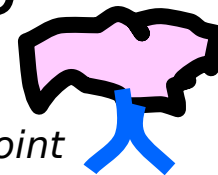
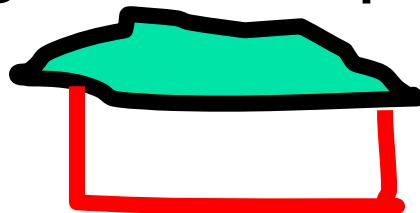
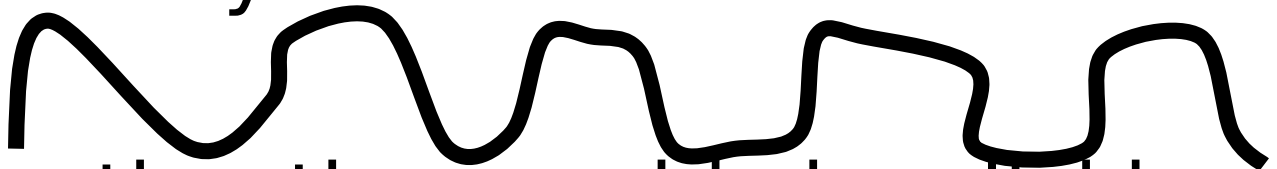
- Click the buttons on the toolbar to view the options for drawing each shape.



- Lines** - After clicking the Lines button on the AutoShapes toolbar, draw a ***straight line***, ***arrow***, or ***double-ended arrow*** from the first row of options by clicking the respective button.

Graphics (Auto Shapes)

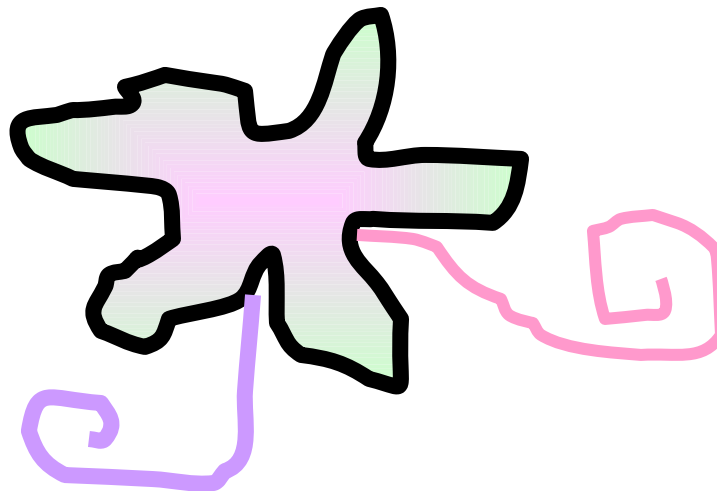
- To draw a ***curved line*** or ***freeform shape***, select curved lines from the menu (first and second buttons of second row), click in the slide where the line should appear, and click the mouse every time a curve should begin.
- End creating the graphic by clicking on the starting end or pressing the **ESC** key.





Graphics (Auto Shapes)

- To ***scribble***, click the last button in the second row, click the mouse in the slide and hold down the left button while you draw the design.
- Let go of the mouse button to stop drawing.

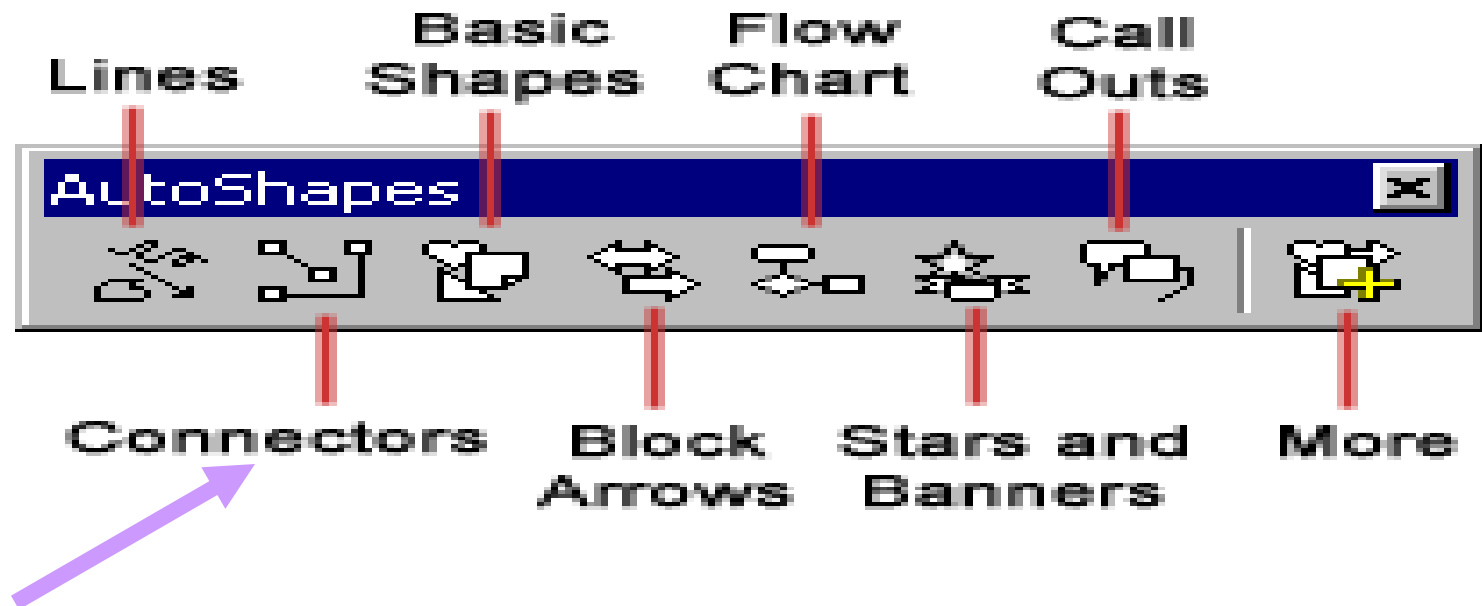


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Graphics (Auto Shapes)

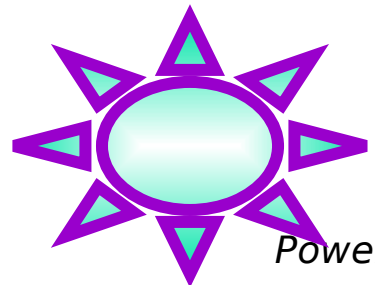
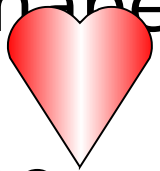
- **Connectors** - Draw these lines to connect flow chart elements.



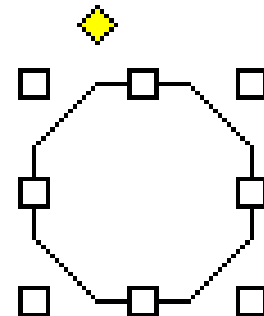


Graphics (Auto Shapes)

- **Basic Shapes** - Click the Basic Shapes button on the AutoShapes toolbar to select from many ***two- and three-dimensional shapes, icons, braces, and brackets***. Use the drag-and-drop method to draw the shape in the slide.
- When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.



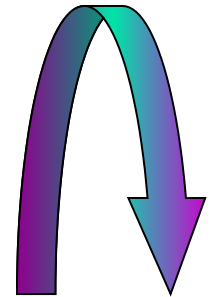
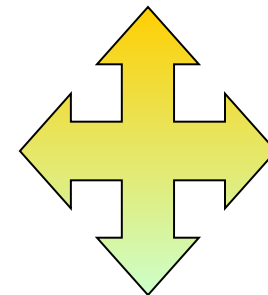
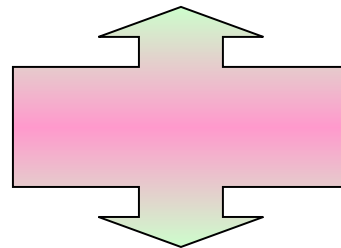
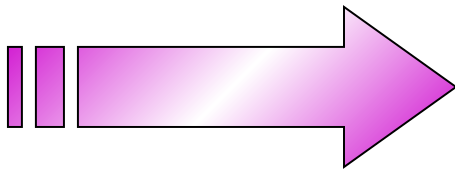
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Graphics (Auto Shapes)

- **Block Arrows** - Select Block Arrows to choose from many types of ***two- and three-dimensional arrows***.
- Drag-and-drop the arrow in the slide and use the open box and yellow diamond handles to adjust the arrowheads.

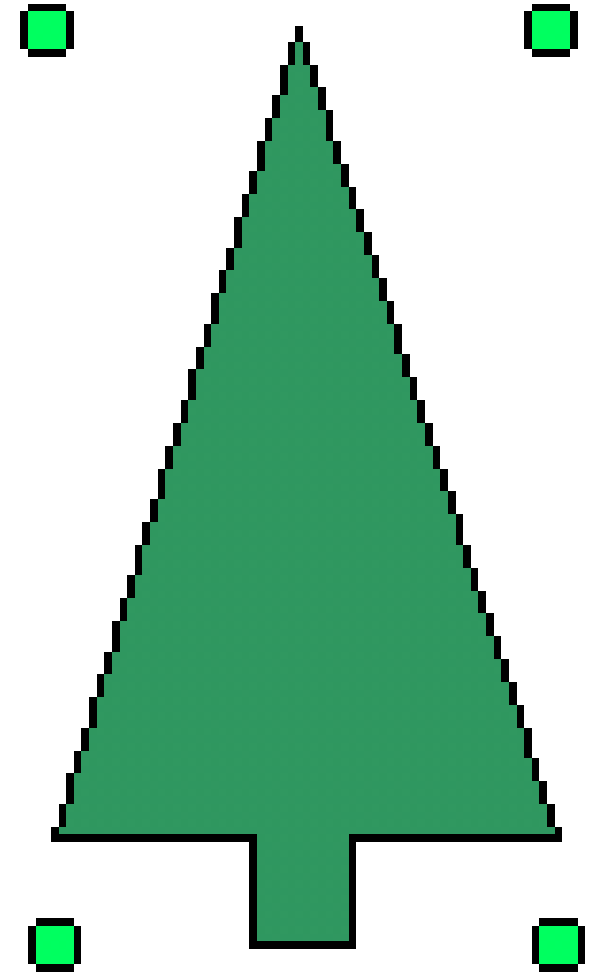


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Graphics (Auto Shapes)

- Each AutoShape can also be rotated by first clicking the **Free Rotate** button on the drawing toolbar
- Click and drag the green handles around the image to rotate it.
- The tree image below was created from an arrow rotated 90 degrees.



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Graphics (Auto Shapes)

■ Flow Chart –

- Choose from the flow chart menu to add **flow chart elements** to the slide and use the line menu to draw connections between the elements.

Stars and Banners –

- Click the button to select **stars, bursts, banners, and scrolls**.



■ Call Outs –

- Select from the **speech and thought bubbles, and line call outs**.
- Enter the call out text in the text box that is made.



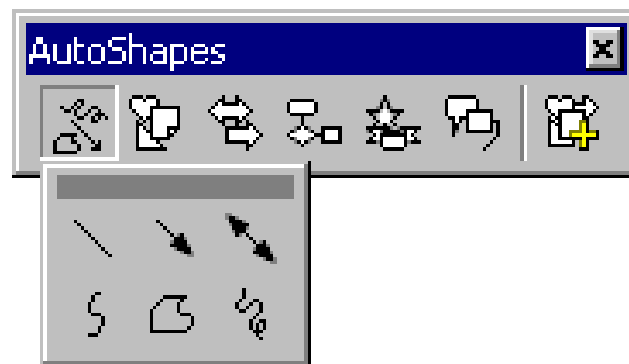
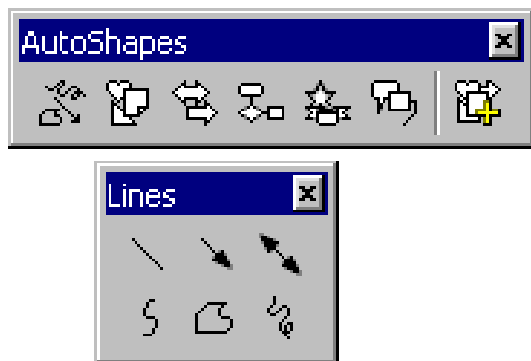
■ More AutoShapes –

- Click the More button to choose from a list of clip art categories.



Graphics (Auto Shapes)

- Each of the submenus on the AutoShapes toolbar can become a separate toolbar.
- Just click and drag the blue bar across the top of the submenus off the toolbar and it will become a separate floating toolbar.





Graphics (WordArt)

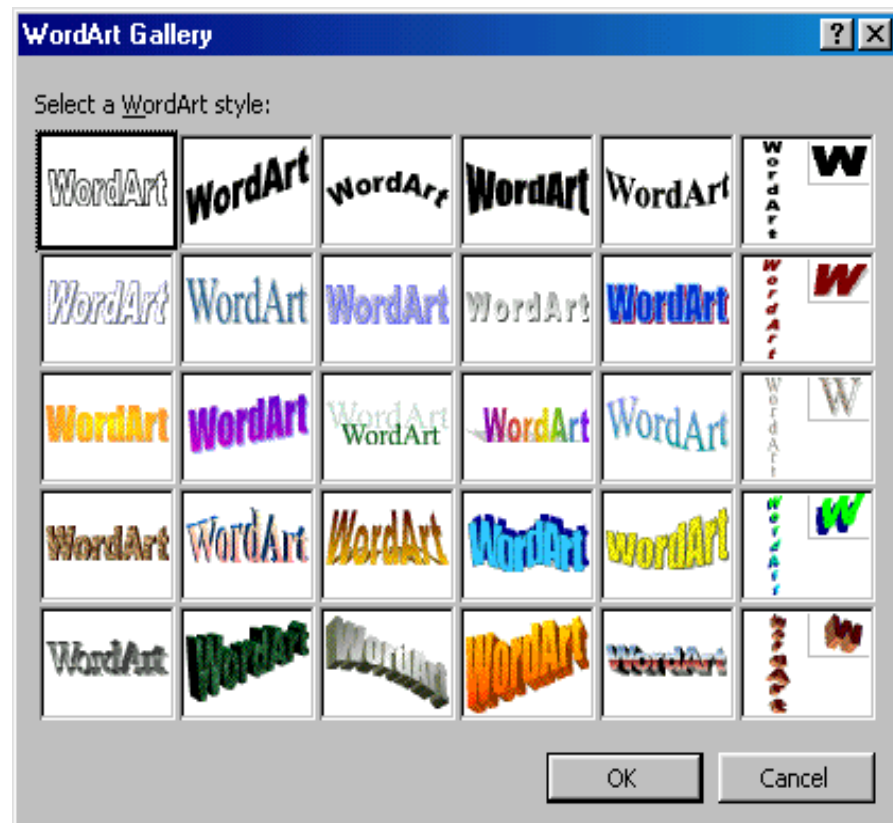
- Add headlines in striking colors and shapes to your presentation using Word Art.
- Select **Insert menu**
- **Select Picture Click WordArt** from the menu bar
- **OR** click the **Word Art** button on the Drawing toolbar.

Graphics (WordArt)

- Choose a Word Art style from the listing and click **OK**.

WordArt

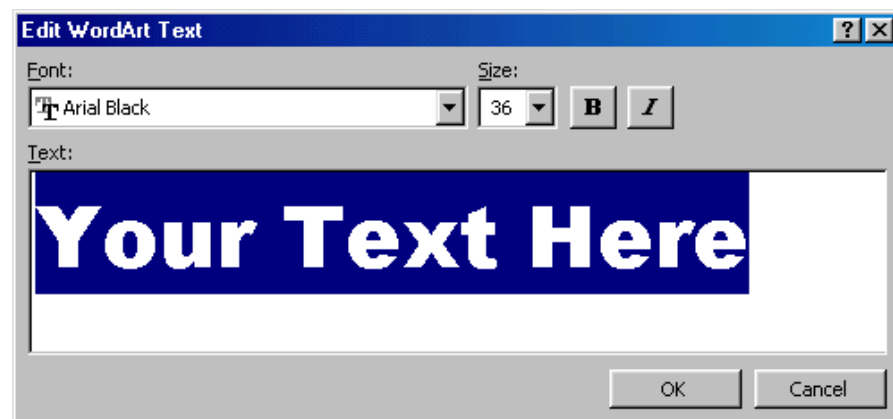
Edit Text





Graphics (WordArt)

- Enter the text in the **Your Text Here** box and choose the font, size, and style for the text. Click **OK**.
- Use the white box handles around the word art to resize it on the slide.
- Drag the yellow diamond handle to change the shape of the text. To revert back to no shape, double-click the diamond.



Text Box



Slide Effects



Action Buttons

- Use the action button toolbar to add functioning buttons to slides in a presentation.
 - Select **Slide Show menu**
 - **Select Action Buttons** from the menu
 - Click the bar across the top of the button menu and drag it off the menu so it becomes a floating toolbar.
(As shown on the next slide)

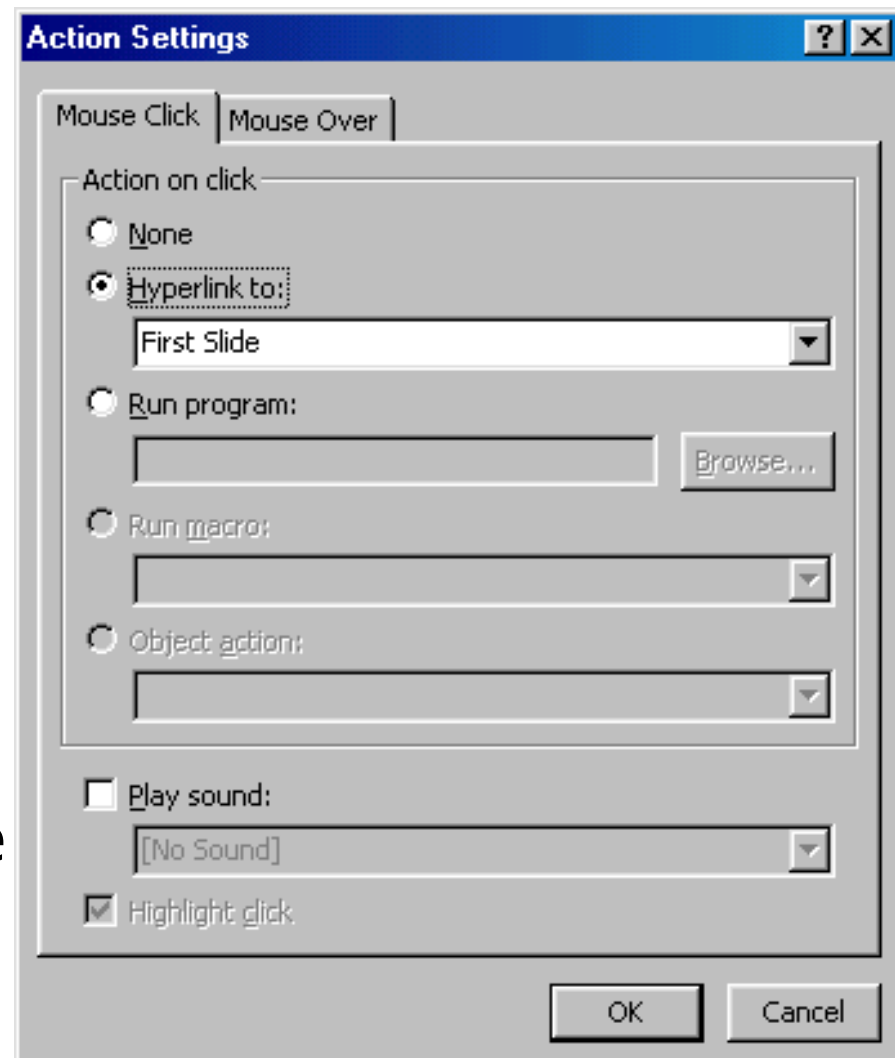
Action Buttons

- Click one of the button faces and draw the button on the slide using the mouse. The **Action Settings**^{1.} menu will then appear. (As shown on the next slide)



Action Buttons

- Set the actions under either the **Mouse Click** or **Mouse Over** tabs.
- Actions specified for **Mouse Click** will execute when the button is clicked on the slide
- while actions for **Mouse Over** will occur when the mouse pointer hovers over the button.



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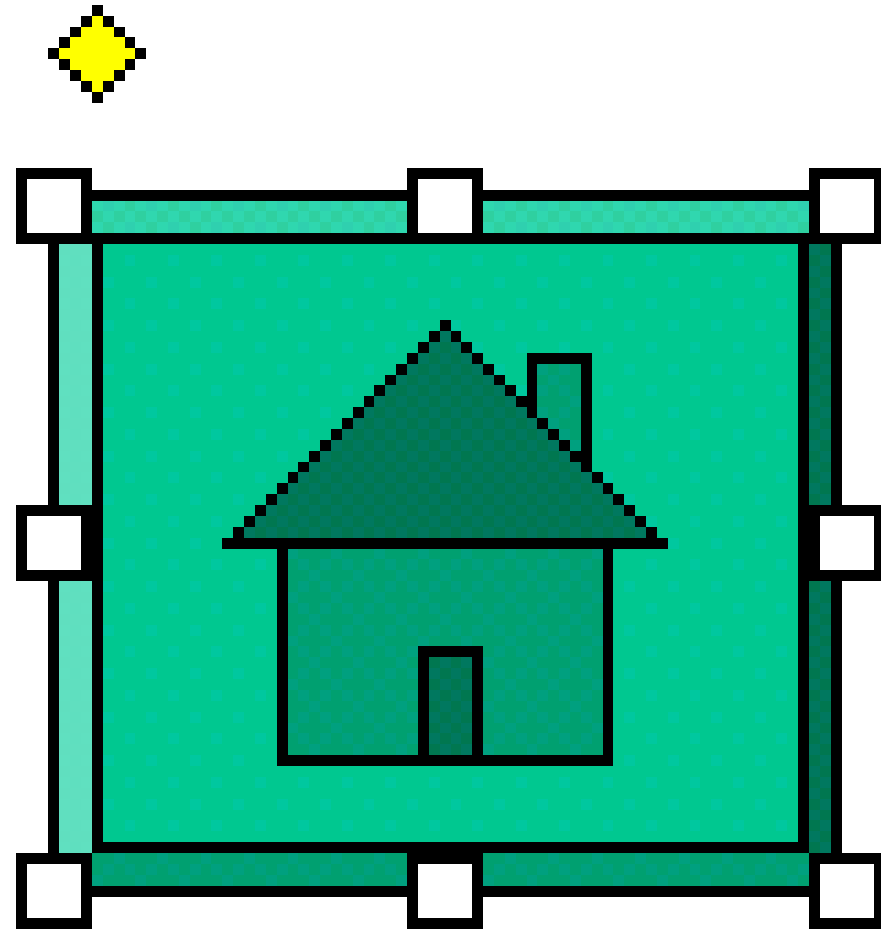


Action Buttons

- Select an action for the button by choosing a **Hyperlink to** destination.
- If you want a sound to be played when the button is clicked, check the **Play sound** box and choose a sound from the drop-down menu.
- Click **OK** when finished.

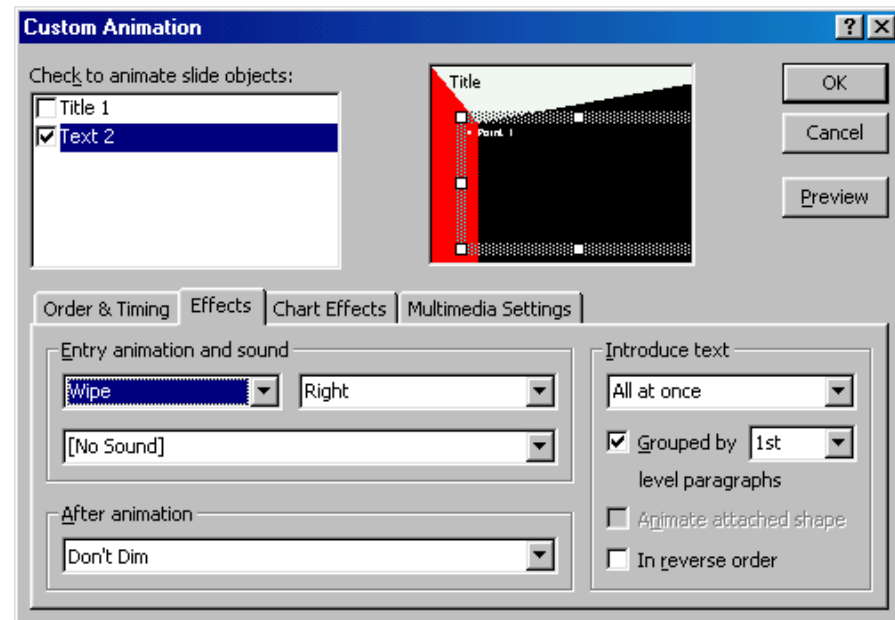
Action Buttons

- The button on the slide can be resized using the white box handles and the depth of the button can be changed by dragging the yellow diamond.



Slide Animation

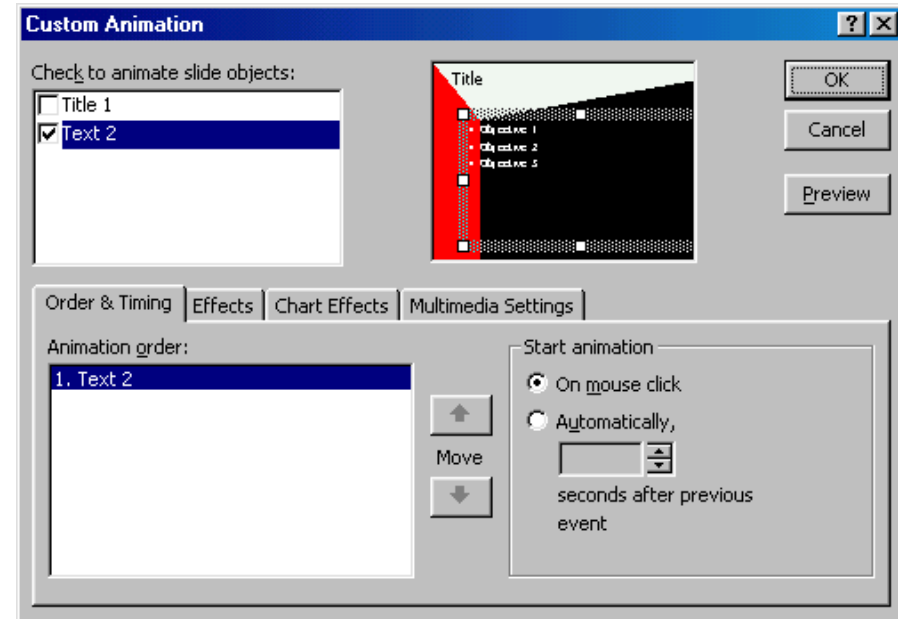
- Several animations for slide objects are available through the drop-down menus on the menu bar.
 - First, select the text box or graphic that will be animated.
 - Select **Slide Show**
 - **Select Preset Animation**
- Choose from one of the options. To select a different animation or turn the animation off





Slide Animation

- Select the appropriate choice from the same menu. For more options, follow the procedure below:





Slide Animation

- Select **Slide Show** menu
- **Click Custom Animation** from the menu
- Select the object on the slide that will be animated from the **Check to animate slide objects** list.
- Under the **Effects tab**
 - select the animation type (or select "No Effect" to turn an animation off) and direction from the drop-down menus and select a sound if you wish.



Slide Animation

- Select an **After animation** effect if the text should change colors after the animation executes.
- **Color palette** –
 - Select one of the color swatches or click **More Colors** for a larger selection. The text will change to the selected color when the mouse is clicked during the slide show.
- **Don't Dim** –
 - This option erases all After Animation effects.
- **Hide After Animation** –
 - Text will be immediately erased after the animation is completed.



Slide Animation

- **Hide on Next Mouse click**
 - The text will be erased when the mouse is clicked.
- Choose the style of displaying the text under the **Introduce text** section. The drop-down menu provides options for displaying the characters for each bulleted item.
 - Select "All at once" for the text to appear immediately, "by Word" for the text to appear one word at a time, or "by Letter" for a typewriter effect that displays one letter at a time.



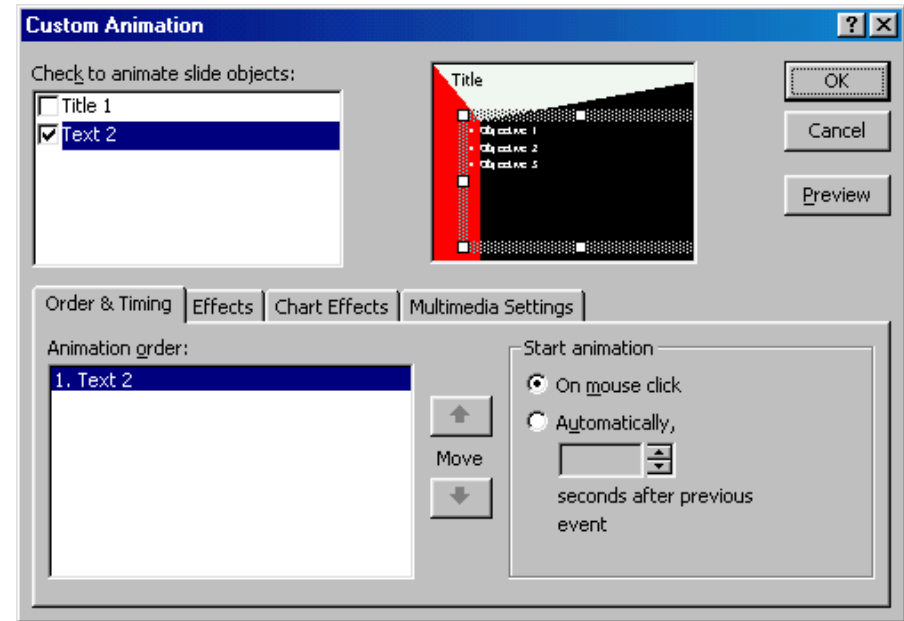
Slide Animation

- Click the **Order & Timing tab** to alter the order that the objects appear on the slide.
- Highlight the object in the **Animation order** box
- Click the **Move** arrows to move the object's position within the animation sequence.
- Under **Start animation**
 - choose "On mouse click" to activate the animation by clicking the mouse or "Automatically" for the animation to execute after a set number of seconds.



Slide Animation

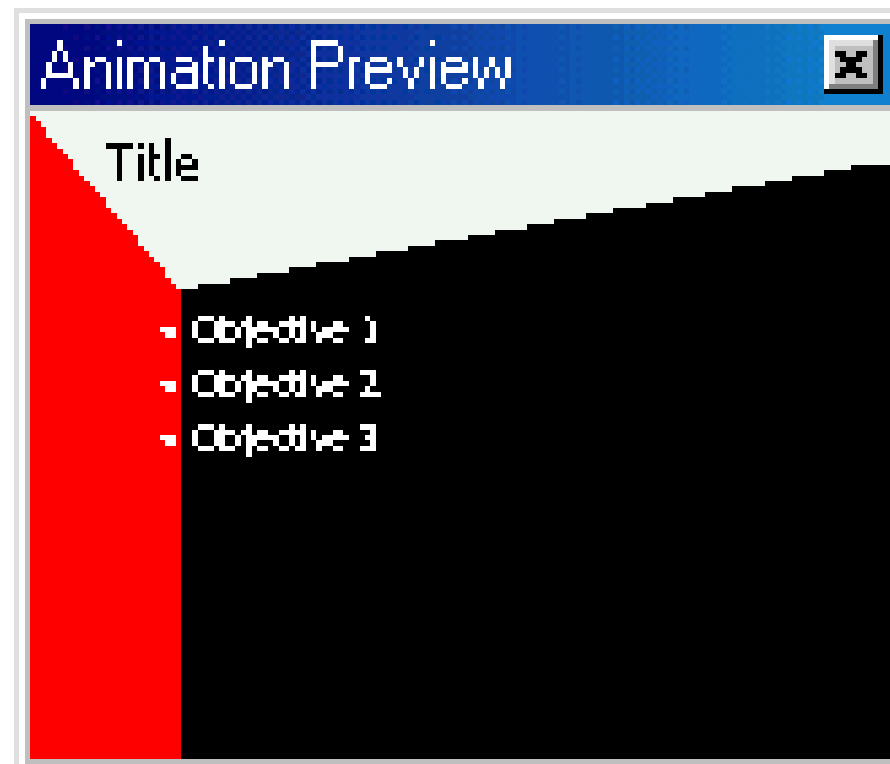
- Click the **Preview** button at any time to preview the animation on the slide and click **OK** when finished.





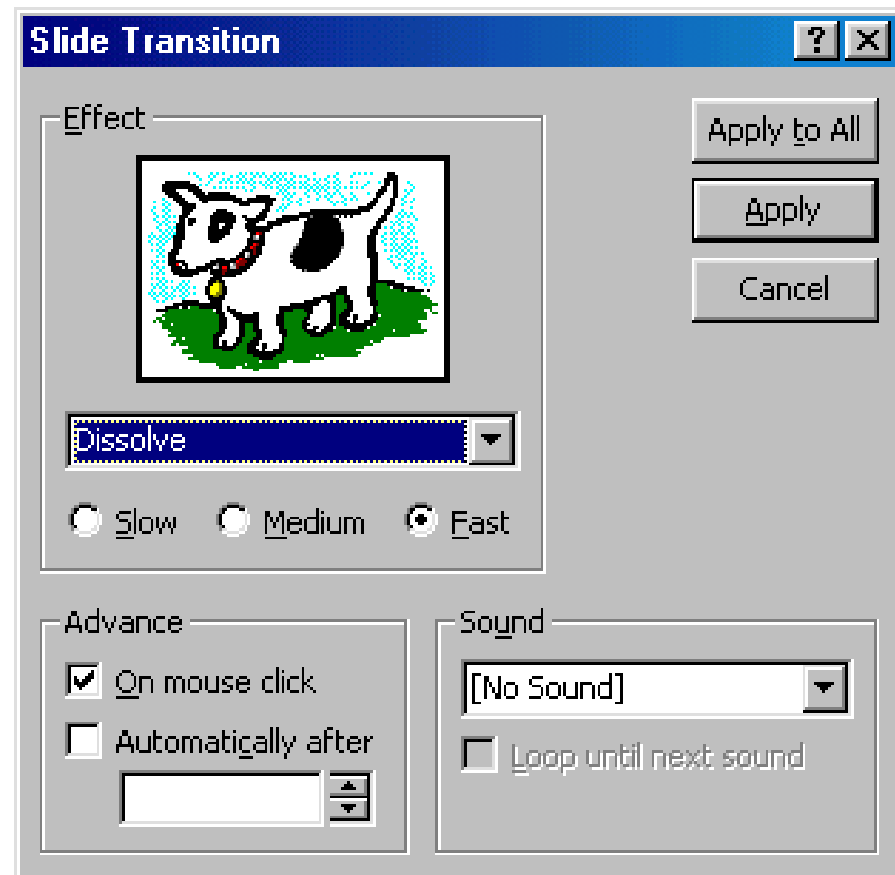
Animation Preview

- Select **Slide Show** menu
- Click **Animation Preview** from the menu to view the Animation Preview window.
 - Click anywhere within this window with the mouse to preview the animations that have been set.
- To hide the window
 - Click the **x** close button in the top, right corner.



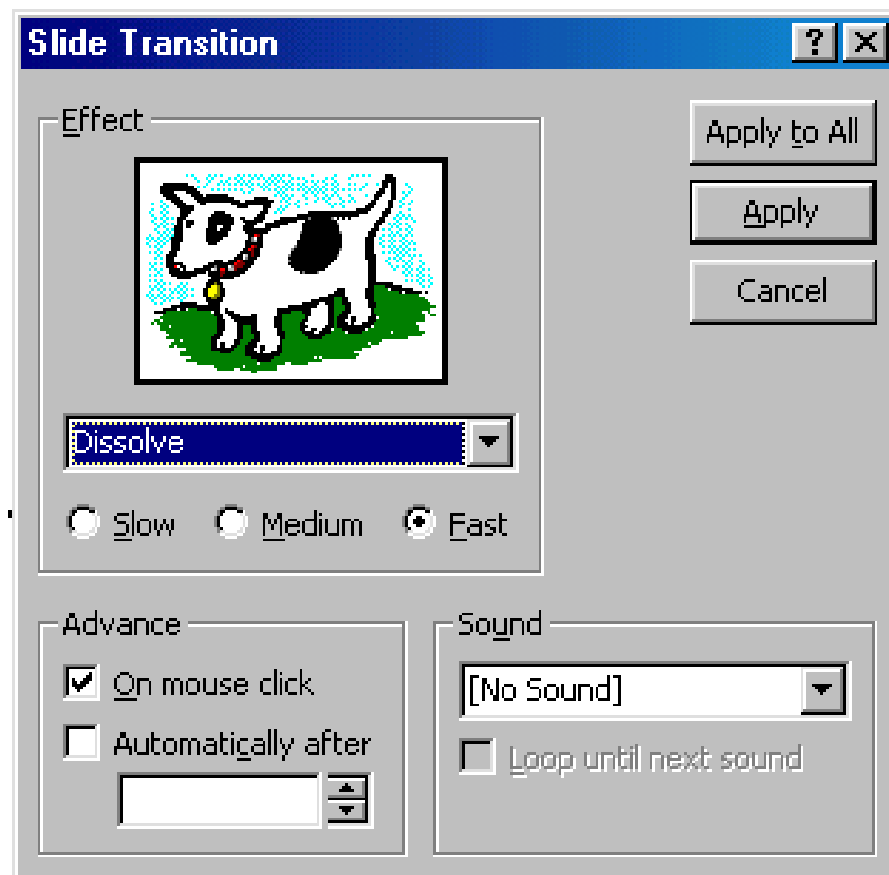
Slide Transitions

- Add transition effects when changing slides by following these steps:
 - Select **Slide Show**
 - **Click Slide Transition** from the menu



Slide Transitions

- From the **Effect** section
 - Choose a transition from the drop-down menu and notice the preview after the transition is selected.
 - Select a speed for the transition as well

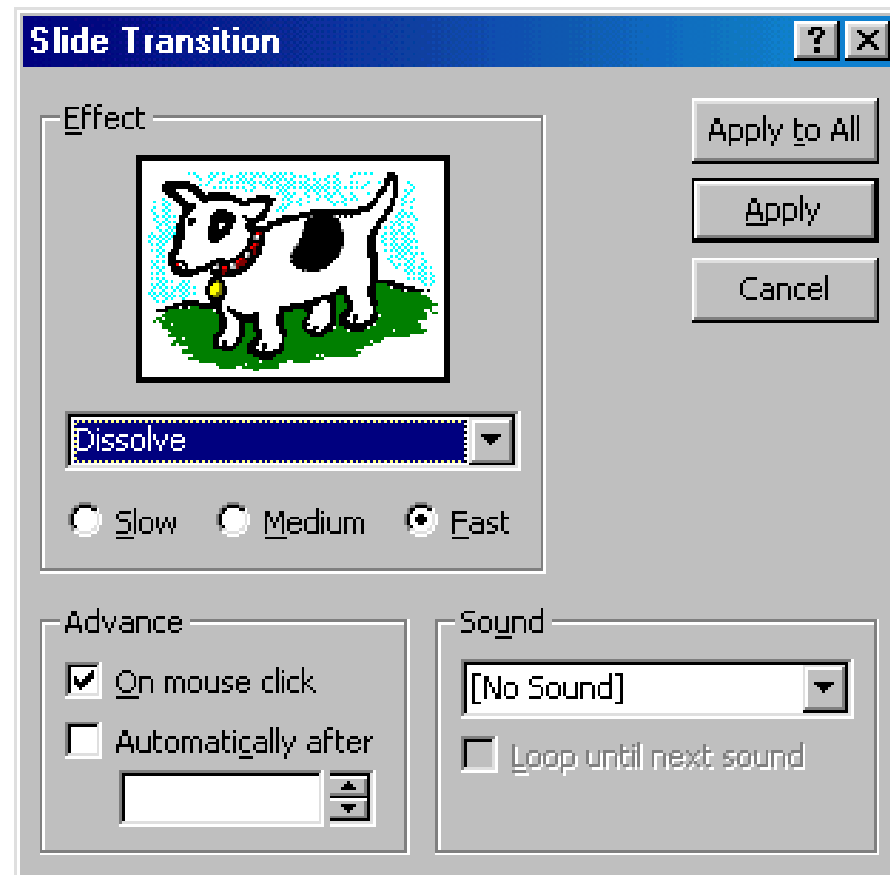


Slide Transitions

- Under **Advance**, check "**On mouse click**" for the slide transition to occur by clicking the mouse

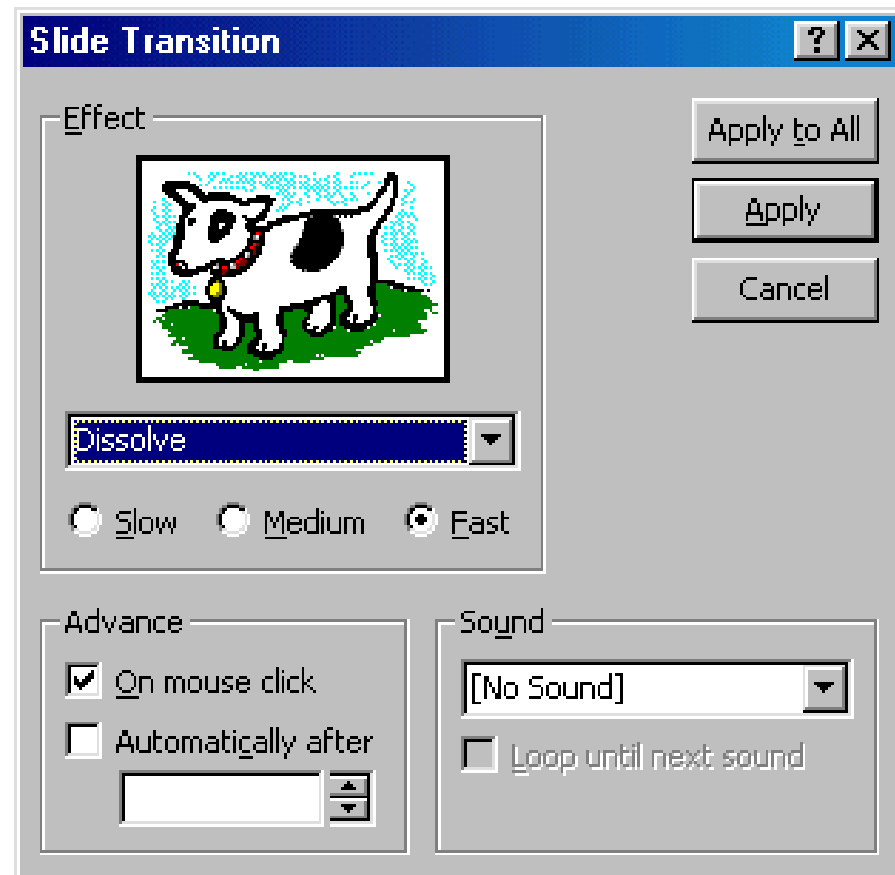
OR

- Using keystrokes or check "**Automatically after**" and a number of seconds if the transition should occur automatically.



Slide Transitions

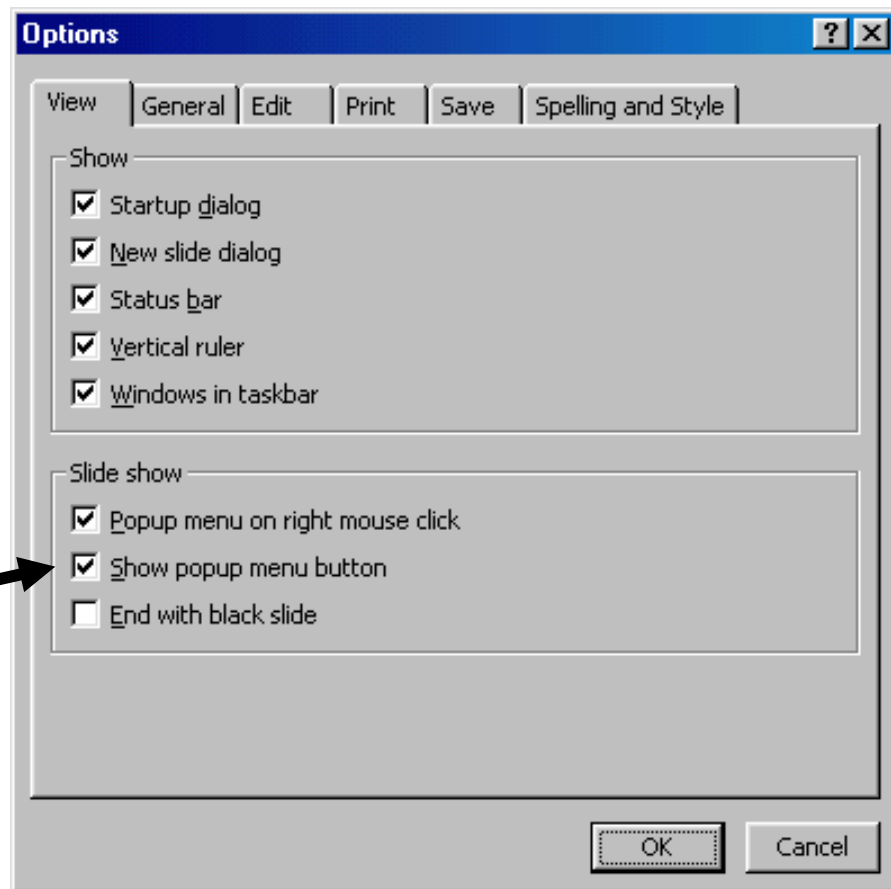
- Select a **Sound** if necessary and check the **Loop until next sound** if it should keep repeating until the next sound is played.
- Click **Apply to All** if the transition effects should be added to every slide
- OR **Apply** if the effects should be added only to the current slide.



Slide Show Options

- **Select Tools menu**
 - **Select Options**
 - **Click the View tab to choose from several more slide show options.**

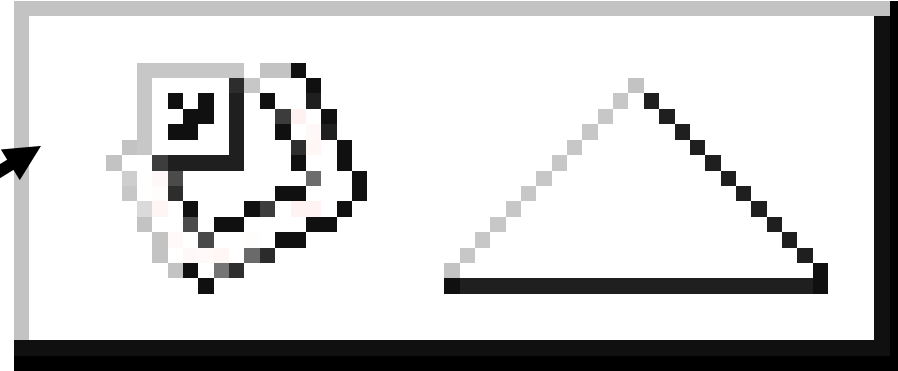
- **Popup menu on right mouse click**
 - Check this box if you want to be able to access the shortcut menu during a presentation.



Slide Transitions

- **Show popup menu button**

- Check this box to activate the menu button that appears in the bottom, left corner of the screen during a presentation.



- **End with black slide**

- Insert a blank, black slide to the end of the presentation.



Master Slides



Slide Master

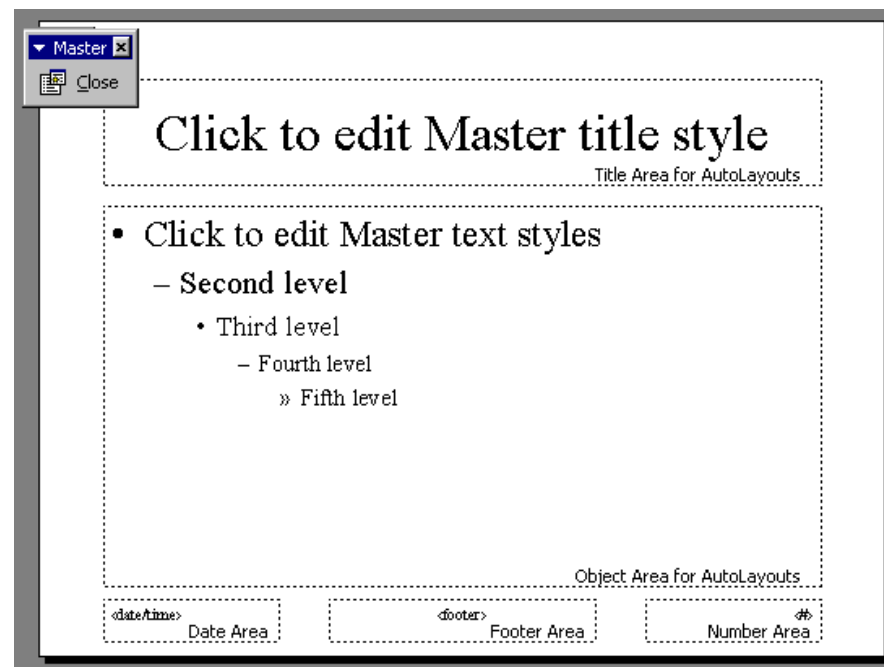
- Change the style of all slides in the presentation by changing the properties on the **Slide Master**.
- Each Design Template has its own Slide Master that can be altered.
- If you create slides from scratch, a consistent style can be added to the presentation by formatting the Slide Master.



Slide Master

- Select **View Menu**
- **Select Master**
- **Click Slide Master**
from the menu

- Format the master slide just as you would format a regular slide by formatting text, formatting lists, adding background patterns and effects, and setting footers.



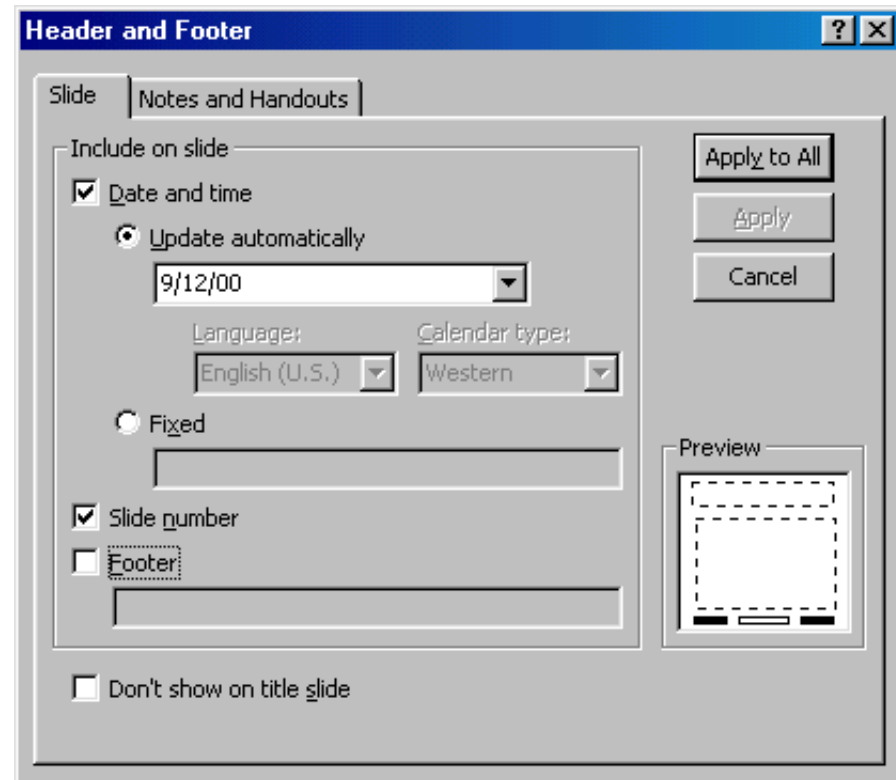


Closing a Slide Master

- Click the **Close** button on the **Master toolbar** to quit editing the master slide and return to the presentation.

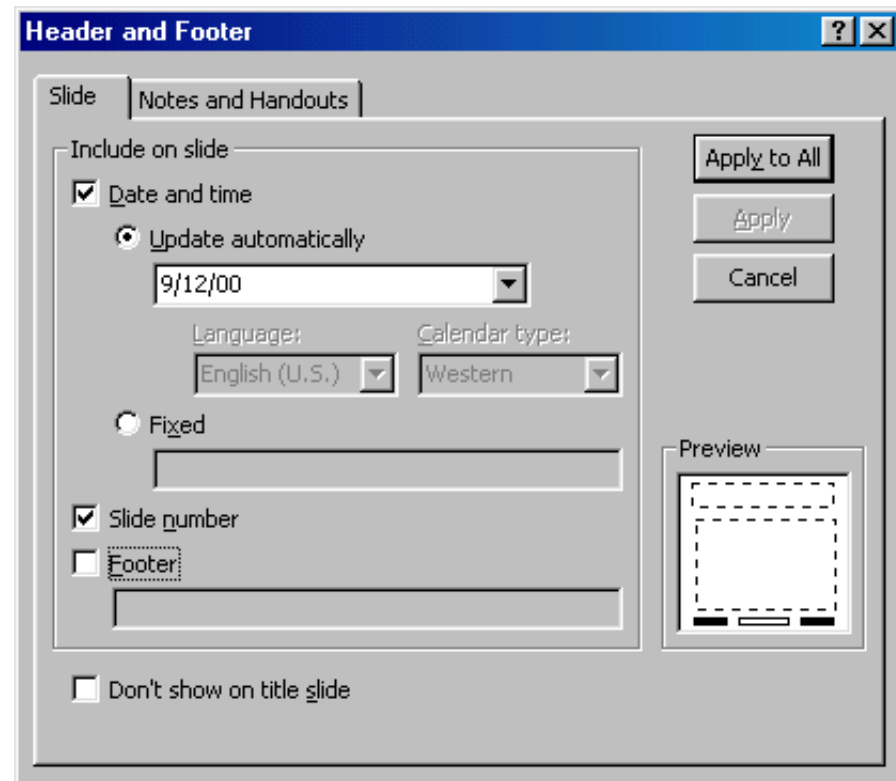
Headers and Footers

- Add the date and time, slide numbers, and other footer text to the master slide from the Header and Footer window.
- Select **View menu**
- **Select Header and Footer...** from the menu



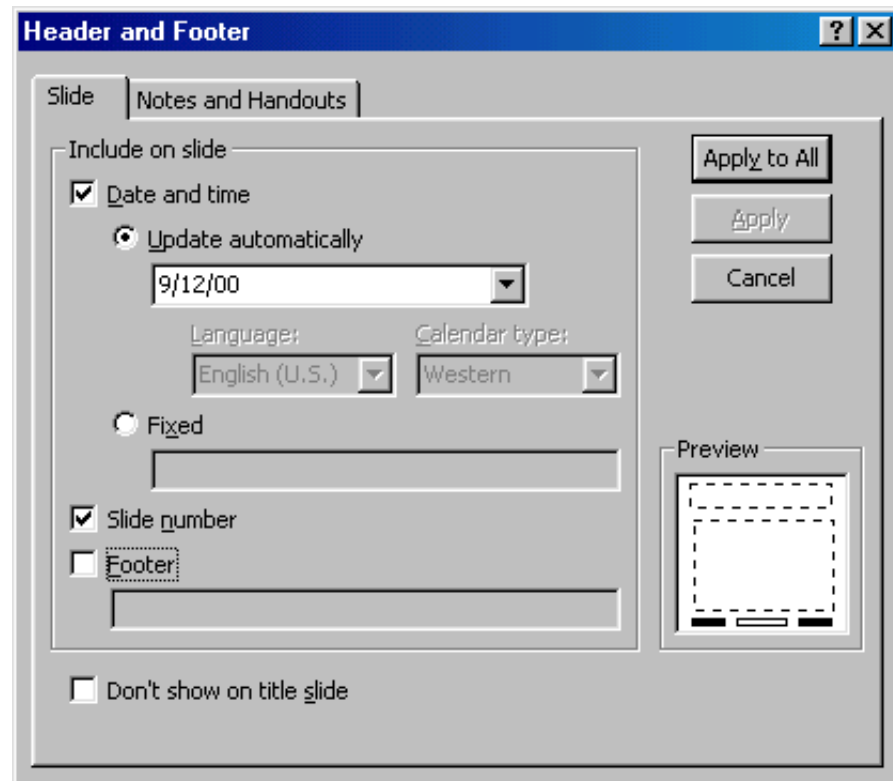
Headers and Footers

- Check the **Date and time** box to add this feature to the slide.
- Select **Update automatically** to always display the current date and time
- **OR** click **Fixed** and enter a date that will not change in the text field provided.



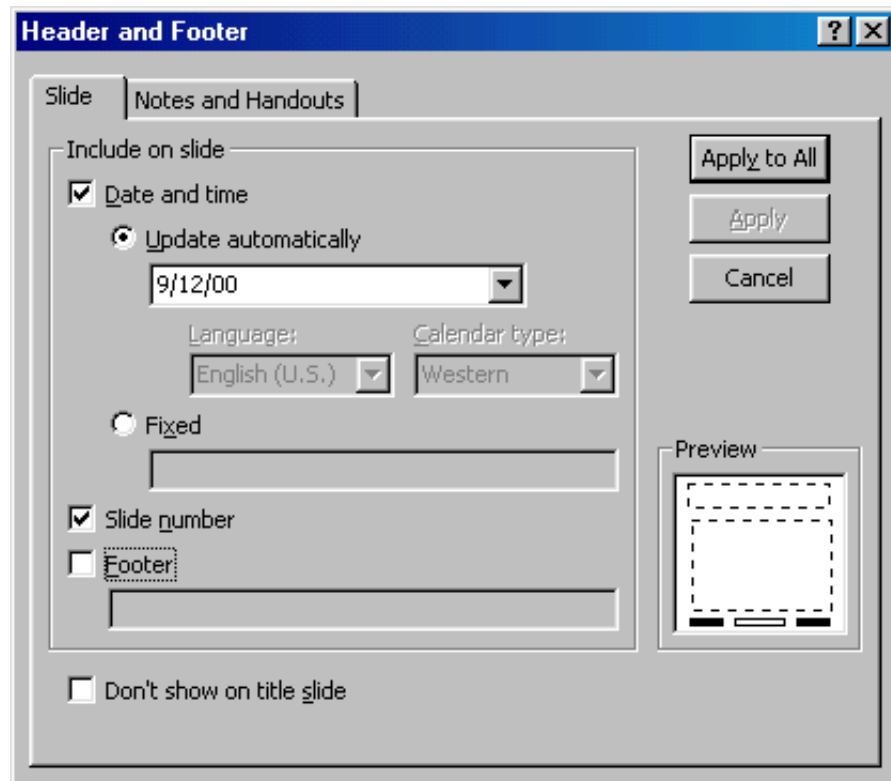
Headers and Footers

- Check the **Slide number** box to add this feature to the slides.
- Click the **Footer** box and add other text to the footer area of the slide.
- Check the **Don't show on title slide** box to hide these features on the title slide of the presentation.



Headers and Footers

- Click the **Notes and Handouts** tab to make the same changes to notes and handouts pages.
- Click **Apply to All** to add the changes to every slide or **Apply** to add only to the current slide.



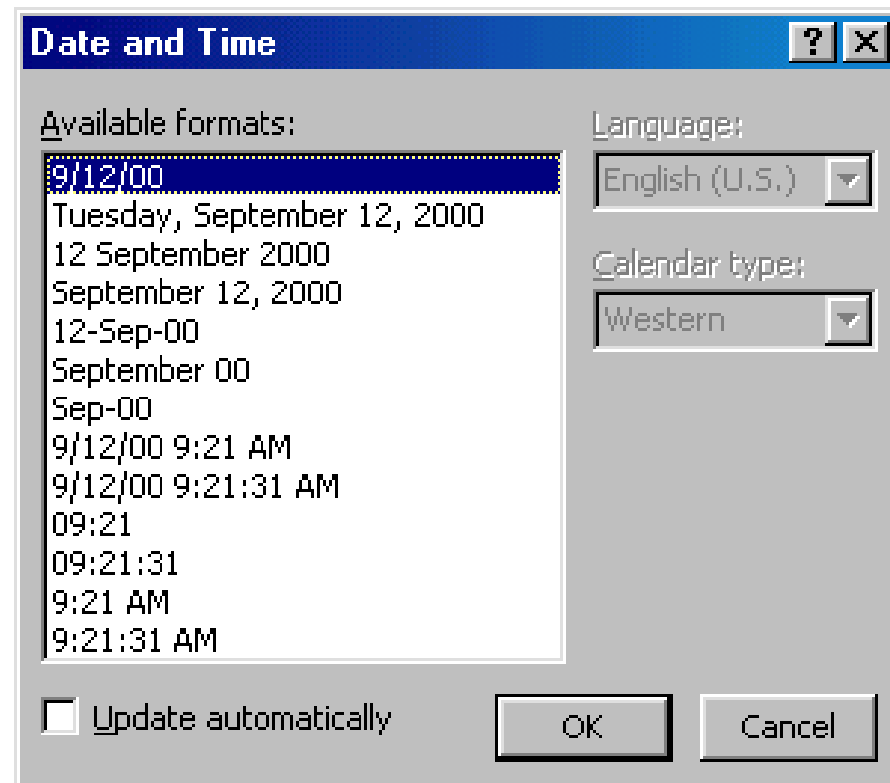


Slide Numbers

- To add the slide numbers in a fixed position on the slide, use the **Header and Footer** window detailed above.
- The slide number can otherwise be added anywhere on the slide by placing the cursor or the text box where the slide number should appear
 - select **Insert menu**
 - **Click on Slide Number** from the menu

Date and Time

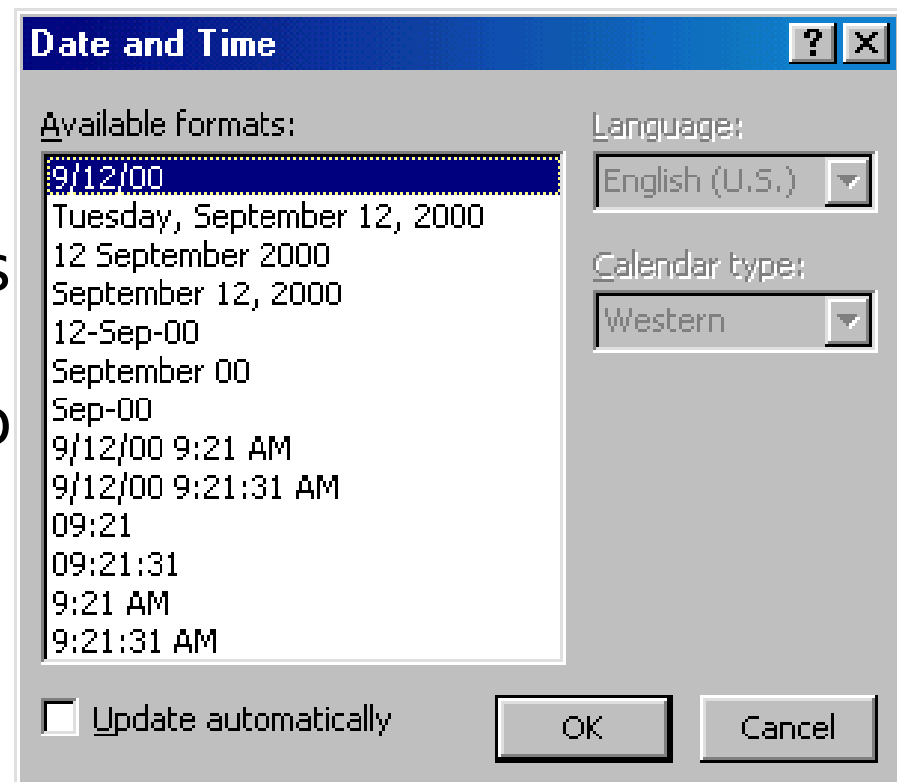
- A date and/or time can also be added using the **Header and Footer** window or anywhere else on the slide.
 - Place the cursor where the date and time should appear on the slide
 - Select **Insert menu**
 - **Select Date and Time** from the menu





Date and Time

- Select a format from the **Available formats** box and click **Update automatically** if this feature should always be updated to reflect the current date and time.
- Click **OK** to finish.





Saving and Printing



Save as Web Page

- Presentations can be saved by selecting **File|Save** from the menu bar.
- However, if you want to post Power Point presentations on the Internet, you may want to save them as web pages so students and other visitors to your web site can view the presentation even if they do not have Power Point installed on their computers.
 - Select **File menu**
 - **Click Save As Web Page** from the menu

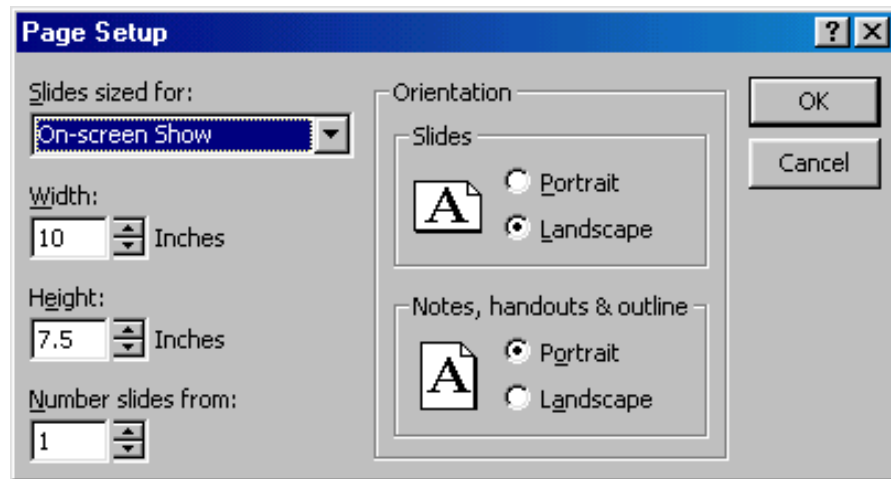


Save as Web Page

- Choose your web page directory on the network from the **Look in:** drop-down menu and name the file in the **File name:** box.
- Click **Save** to save the presentation in web format.

Page Setup

- Select **File menu**
- **Click Page Setup** from the menu to access options for printing the presentation slides.
- Select the format the printed slides will be used for from the **Slides sized for** drop-down menu
- **OR** enter a specific print size using the **Width** and **Height** boxes.
- Select the page orientation for the slides and for other print material from the presentation in the **Orientation** section.



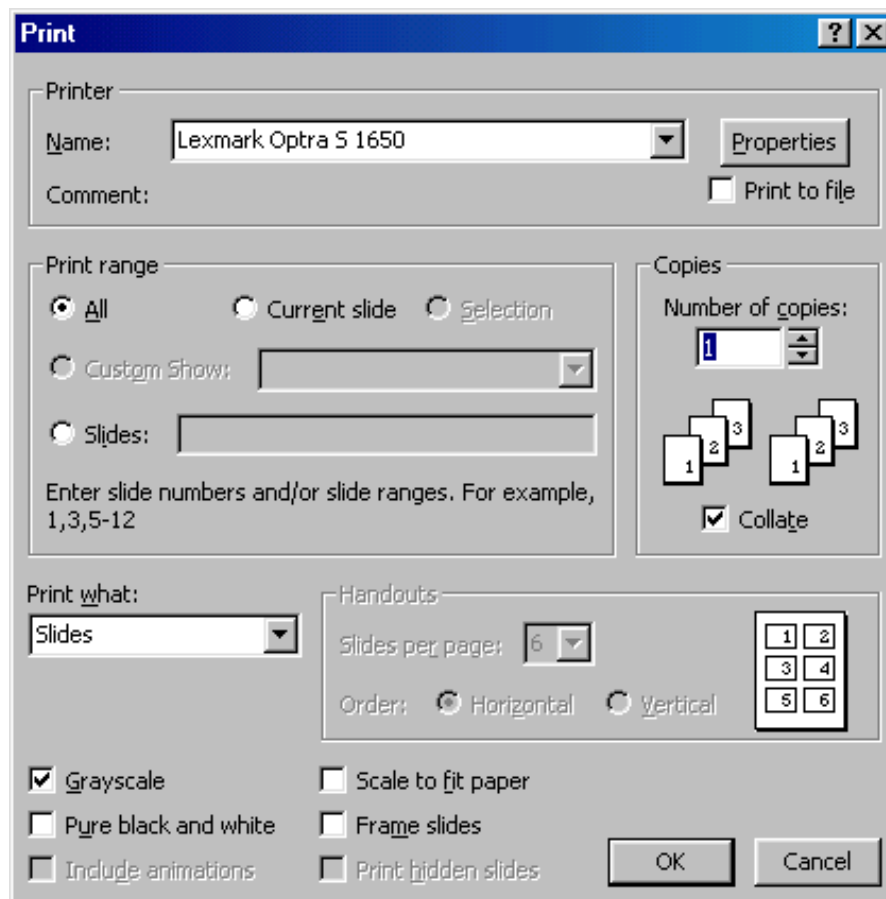
- Select **File menu**
- **Click Print** from the menu to print the presentation.

■ **Print range –**

- Select **All** to print all the slides in the presentation
- **Current slide** to print only the current slide
- **OR** enter slide numbers in the **Slides** field to print only certain slides.

■ **Copies –**

- Enter the number of copies of each slide specified in Print range
- Check the **Collate** box if necessary.





■ **Print What -**

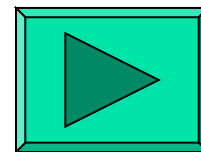
- **Slides** prints a full-page slide on each page.
- **Handouts** prints as many slides as you designate on each page.
- **Notes Page** prints one slide with that slide's notes on each page
- **Outline view** prints the outline of the presentation
- Click **OK** to print.



Last Exercise

- The following Exercise requires you to complete various tasks for an Internet company. You will be formatting the presentation, adding charts and images and preparing the slide show for presentation. You will need to open the Exercises folder before you start the exercise.

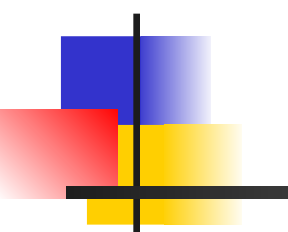
**To start the Exercise
click this link**





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