

PowerPoint Basics

Basic PowerPoint Tasks

PowerPoint is a powerful and versatile program for creating presentations. Many familiar concepts from other Office programs will carry over to PowerPoint. This document will show you how to complete some of the basic tasks involved in creating presentations.

- Opening PowerPoint
- Starting a New Presentation
- Saving a Presentation
- Opening a Presentation
- Inserting New Slides
- Preparing to Print

Opening PowerPoint

1. From the *Start* menu, select **All Programs » Microsoft Office » Microsoft Office PowerPoint 2003**
PowerPoint 2003 opens.

Starting a New Presentation

When PowerPoint is opened, a blank *Title* slide appears by default as the first slide in your new presentation. You can start a new presentation when you first open PowerPoint or after PowerPoint is already open.

Starting a New Presentation: Opening PowerPoint

1. Open PowerPoint
A blank *Title* slide appears as the first slide in your presentation.
2. To start a presentation using a design template, from the *Format* menu, select **Slide Design...**

OR

From the *Other Task Panes* pull-down list, select **Slide Design**

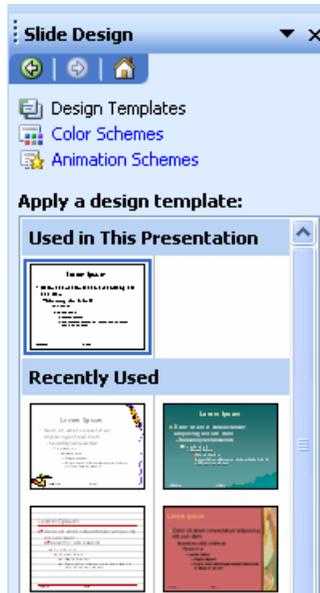


OR

On the *Formatting* toolbar, click **DESIGN**



The *Slide Design* task pane appears.



3. Click the desired template
The selected design is applied to your first slide.
4. To choose a slide layout, from the *Format* menu, select *Slide Layout...*

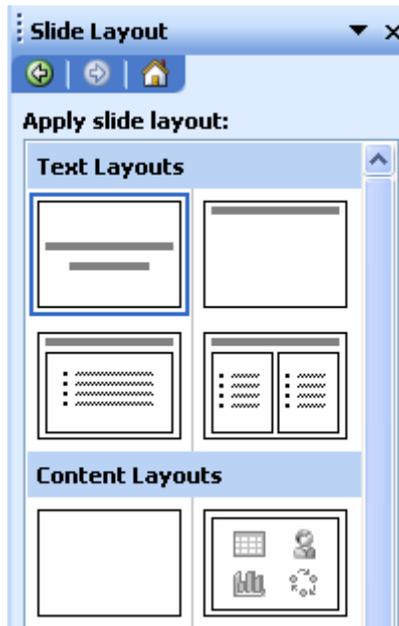
OR

From the *Other Task Panes* pull-down list, select *Slide Layout*

OR

On the *Formatting* toolbar, click **LAYOUT**  **L**ayout

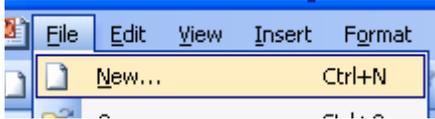
The *Slide Layout* task pane appears.



5. Click the desired layout
The selected layout is applied to your slide.

Starting a New Presentation: PowerPoint Already Open

1. From the *File* menu, select *New...*



OR

From the *Other Task Panes* pull-down list, select *New Presentation*
The *New Presentation* task pane appears.

2. To work without a design template, click **BLANK PRESENTATION**
The *Slide Layout* task pane appears.
To work with a design template,
 - a. Click **FROM DESIGN TEMPLATE**
The *Slide Design* task pane appears.
 - b. Click the desired template
The selected design is applied to your presentation.
 - c. From the *Other Task Panes* pull-down list, select *Slide Layout*
The *Slide Layout* task pane appears.
3. Click the desired layout
The selected layout is applied to your slide.

Saving a Presentation

Saving a Presentation for the First Time

1. From the *File* menu, select *Save As...*

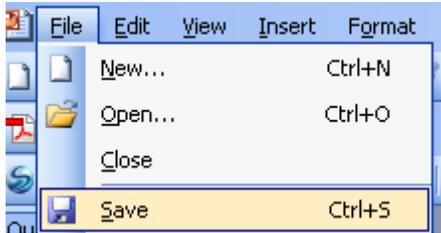


The *Save As* dialog box appears.

2. Using the *Look in* pull-down list, navigate to the desired save location
3. In the *File name* text box, type a *filename*
4. Click **SAVE**
Your presentation is saved.

Saving a Presentation Subsequent Times

1. From the *File* menu, select **Save**



OR

From the *Standard* toolbar, click **SAVE** 

OR

Press [**Ctrl**] + [**S**]

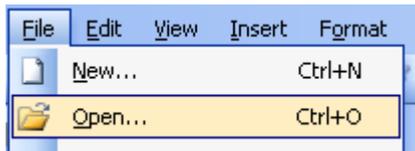
Your presentation is saved.

Opening a Presentation

Both the *File* menu and the *Getting Started* task pane allow you to open presentations and conveniently display a list of recently-accessed documents.

Opening a Presentation: File Menu Option

1. From the *File* menu, select **Open...**



OR

Press [**Ctrl**] + [**O**]

The *Open* dialog box appears.

2. Using the *Look in* pull-down list, navigate to and select the desired presentation
3. Click **OPEN**
Your presentation is opened.

To open recently-accessed presentations:

1. From the *File* menu, select the *desired presentation*
File Menu Option.
Your presentation is opened.

Opening a Presentation: Task Pane Option

1. From the *Other Task Panes* pull-down list, select *Getting Started*



- The *Getting Started* task pane appears.
2. In the *Open* section, click **MORE...**
The *Open* dialog box appears.
 3. Using the *Look in* pull-down list, navigate to and select the desired presentation
 4. Click **OPEN**
Your presentation is opened.

To open recently-accessed presentations:

1. From the *Other Task Panes* pull-down list, select *Getting Started*
The *Getting Started* task pane appears.
2. In the *Open* section, click the desired presentation
NOTE: If the desired presentation is not listed, refer to Opening a Presentation: Task Pane Option.
Your presentation is opened.

Inserting New Slides

PowerPoint offers you several quick ways to add new slides to your presentation. By default, the new slide's layout will be the *Title and Text* slide layout selection.

Inserting New Slides: Insert Menu Option

New slides are inserted after the currently selected slide.

1. Select the slide after which you want a new slide inserted
2. From the *Insert* menu, select *New Slide*
A new *Title and Text* slide is inserted in your presentation.
The *Slide Layout* task pane appears.
3. To change the slide layout, from the *Slide Layout* task pane, select the desired layout
The selected layout is applied to the slide.

Inserting New Slides: Toolbar Option

1. On the *Formatting* toolbar, click **NEW SLIDE**  **New Slide**
A new *Title and Text* slide is inserted in your presentation.
The *Slide Layout* task pane appears.

- To change the slide layout, from the *Slide Layout* task pane, select the desired layout
The selected layout is applied to the slide.

Preparing to Print

Before you print your slides, you must prepare them by accessing the *Page Setup* dialog box. This dialog box provides options for you to identify your output medium (e.g., paper, on-screen slide show, 35mm slides) and the orientation (portrait or landscape) of slides, notes, handouts, and outlines.

The Formatting Toolbar

The PowerPoint *Formatting* toolbar offers an easy way to format your text. Using this toolbar, you can change font, size, color, alignment, and text spacing.

Accessing the Formatting Toolbar

The *Formatting* toolbar is generally located at the top of your screen, often to the right of the *Standard* toolbar. If the toolbar is not already displayed, access the toolbar by following this step:

- From the *View* menu, select ***Toolbars » Formatting***
The *Formatting* toolbar appears.

Formatting Toolbar Options

The *Formatting* toolbar allows you many text formatting options. If all of the below buttons are not visible on your toolbar, to locate them, use the *Toolbar Options* menu arrow .



The following table shows the *Formatting* toolbar options and their uses.

Toolbar Button	Function
Arial ▾	Specifies font face
18 ▾	Specifies font size
B <i>I</i> <u>U</u> S	Makes text bold, italics, underline, or shadow
  	Specifies left, center, or right alignment
 	Arranges text in numbered or bulleted lists

	Increases or decreases font size
	Decreases or increases text indenting
	Specifies font color
 Design	Opens the <i>Slide Design</i> task pane
 New Slide	Inserts a new slide and opens the <i>Slide Layout</i> task pane
	Increases or decreases paragraph spacing
	Move text or objects up or down
 Layout	Opens the <i>Slide Layout</i> task pane
	Opens the <i>Background</i> dialog box

PowerPoint Intermediate I

Slide Views

You probably **noticed**, as soon as you saw the PowerPoint view screen, the **area running down the left side of the screen**, contained “**little**” views of your slides as you were creating them. This first “default view that you see is called **Normal View**.”

In the **lower left corner** of the screen you will see some “**buttons**” that look like this:



The first box (which looks “depressed”) indicates: **Normal View**. The next: **Slide Sorter View**. Then, **Slide Show**.

Each button has its own unique use.

	The Normal View gives you a view of the entire slide as well as the “mini-previews” of each slide in the area on the left. This is the one we have been using so far. You’ll also notice a Click to add notes section at the bottom of the Normal View screen . In this area you can type “speaker notes” for each slide in the lower portion of the screen. When we get to printing, you will see that there is a print selection so you can print your notes for each slide. Then, during your presentation, you can refer to your printed notes.
	In Slide Sorter View you can see small images of each slide. In this view you can left click -on a slide and, while holding down the left mouse button, drag your slide to any position in your show that you desire. This view assists you in arranging your slides in the order that you desire for your presentation.
	The last button is Slide Show . Anytime you want to view your presentation, click-on this button. If you click on it now, you will see how the slide on which you are working will look. When you are finished looking at your slide, tap the Esc button/key in the top-left part of your Keyboard . This will take you back to the View in which you were working.

To change your views follow these steps:

1. Click on the view button on the bottom left hand side of the PowerPoint screen.



or

Go to View on the menu bar and choose the best view to suit your needs

Inserting New Slides

While working on your presentation you will often need to add new slides. To add a new slide to your presentation, follow these steps:

1. Go to Insert on the menu bar and choose new slide or click on Control + M.
2. Your new slide will be added.

Or

1. At the top of the screen, in the lower **button bar** you will see a **New Slide “button” which looks like this** (see the button on the **right**):



2. When you **move** your **cursor arrow over** the button you will **see** that a **Microsoft Help Text box** appears that says **New Slide**. **Click-on the New Slide Button** to create your **next** slide.
3. A **new slide will appear** in the center section of your screen.

Deleting Slides

There are a few ways to delete slides. If you want to delete one slide and you are in normal or slide view follow these steps:

1. With the slide open go to Edit on the menu bar and choose delete slide.

If you have a few slides to delete then you may be better off to delete them in slide sorter view. Click the slide sorter view icon  and follow these steps:

1. Click on the slide you want to delete and hold the shift key down while you click on the other slides you want to delete.
2. Click on the delete or backspace key and the slides will be deleted.

Moving Slides

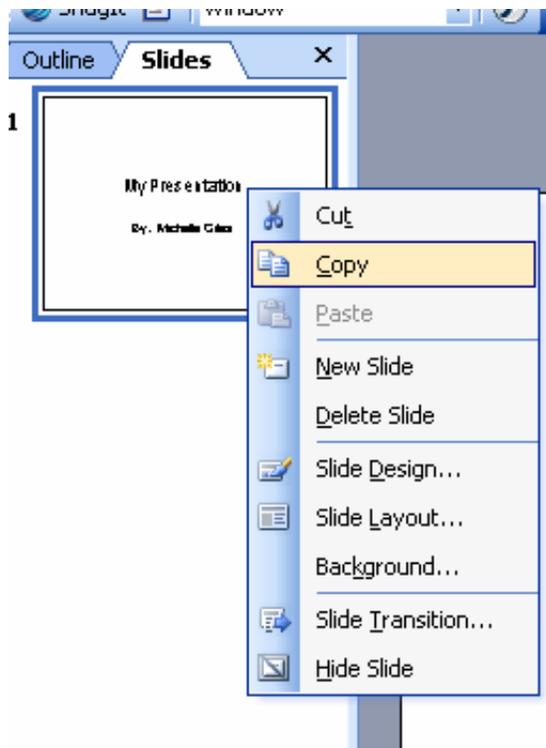
You may find that as you are working on your presentation you may need to move the slide order around. To best way to do this is to be in the slide sorter view. Once in that view follow these steps:

1. Click on the slide that you want to move and hold the mouse button down while you move the slide to the desired location. You will see a vertical bar as you move the slides. When the bar is in front of the slide where you want to position your slide release the mouse button and the slides will be moved to the new position.

Copying Slides

While working on your presentation you may need to copy a slide. To copy a slide to your presentation, follow these steps:

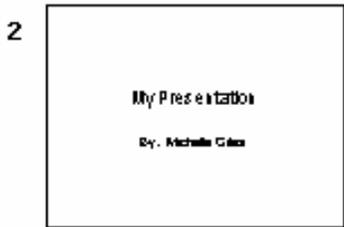
1. Right click on the slide that you want to copy and click copy.



2. Place your cursor under the slide that you want the copied slide to go, right click the mouse and select paste.



3. Your new slide will be added.



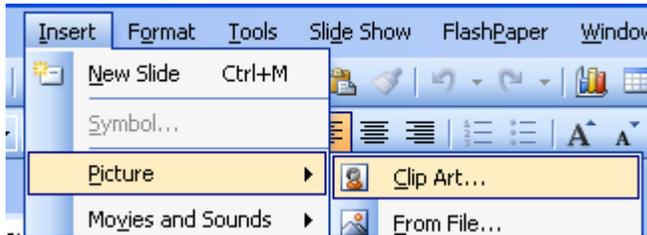
PowerPoint Intermediate II

Inserting Clip Art

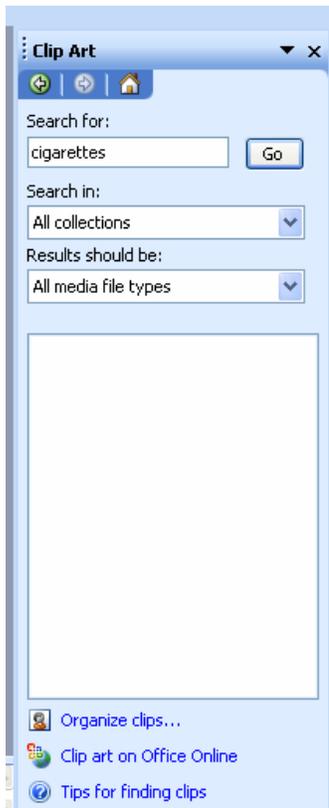
You can use *Clip Art* to add pictures to your document and make it more dynamic, colorful, and creative. You can obtain *Clip Art* from the *Microsoft Clip Organizer*.

Inserting Clip Art: Search Option

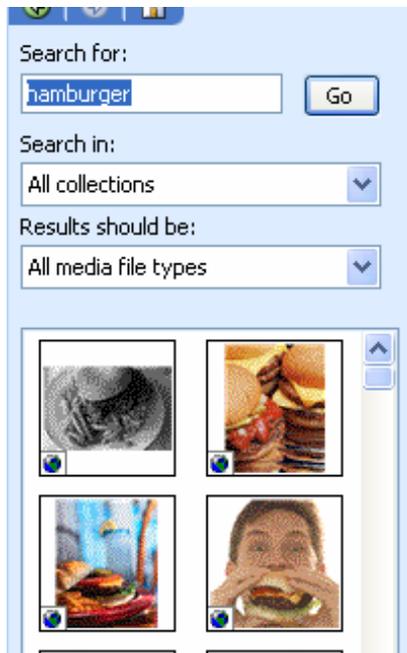
1. From the *Insert* menu, select ***Picture » Clip Art...***



The *Clip Art* task pane appears.



2. In the *Search for* text box, type keywords related to the *Clip Art* you desire
3. Click **GO**
In the *Results* section, a list of images appears.



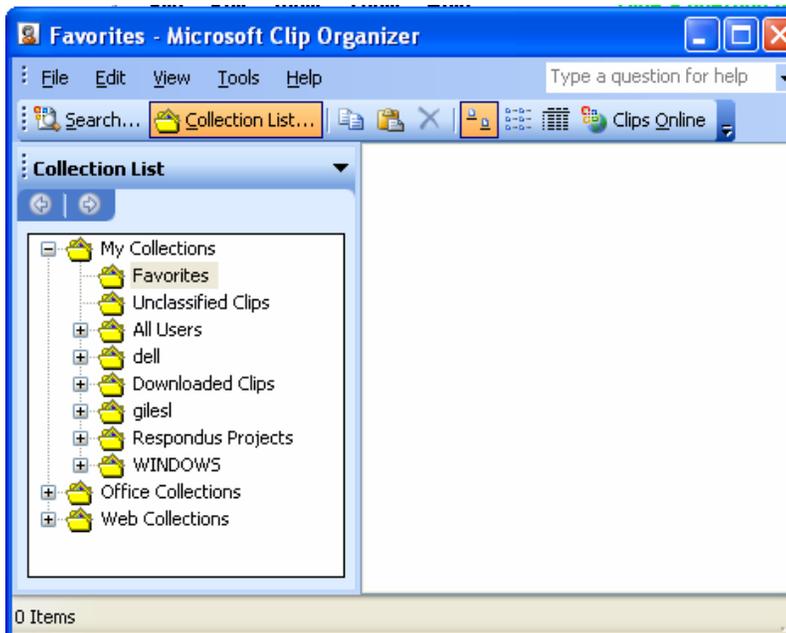
4. Click the image you want to insert
The *Clip Art* is now inserted into the document.



5. OPTIONAL: Repeat steps 2-4 as necessary

Inserting Clip Art: Browse Option

1. From the *Insert* menu, select **Picture » Clip Art...**
The *Clip Art* task pane appears.
2. Under the *Results* section, click **ORGANIZE CLIPS...**
The *Microsoft Clip Organizer* dialog box appears.

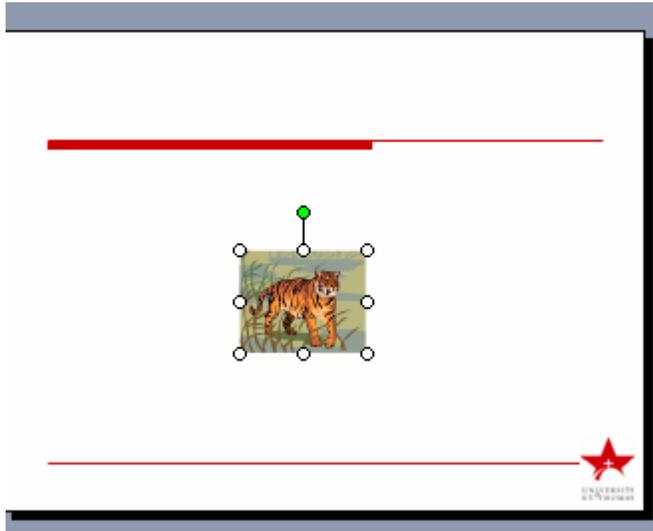


3. In the *Collection List* section, click the plus sign before *Office Collections*
A list of *Clip Art* categories appears.
4. Select a category
In the right half of the window, a list of *Clip Art* appears.
HINT: A plus sign indicates subfolders (more specific categories).
5. Move the pointer over the desired piece of *Clip Art*
6. Click the arrow next to the *Clip Art* » select **Copy**



7. Return to the document you are creating by closing *Microsoft Clip Organizer*

8. From the *Edit* menu, select **Paste**
The *Clip Art* appears in the document.



Moving Clip Art

You can easily move *Clip Art* from one location to another on your page.

Moving Clip Art

1. Select the *Clip Art* you wish to move by clicking it once
2. Drag the *Clip Art* to the desired location on the page
3. Release the mouse button
The *Clip Art* is moved to the new location.

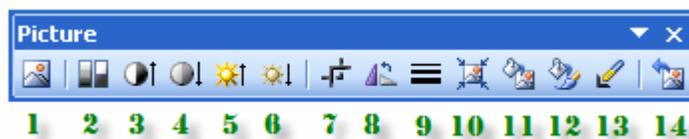
NOTE: If you are not satisfied with the results, on the toolbar, click **UNDO**  

Modifying Clip Art

You can modify *Clip Art* by using the features on the *Drawing* toolbar.

Select the *Clip Art* you want to modify

1. On the *Drawing* or *Picture* toolbar, click the appropriate button



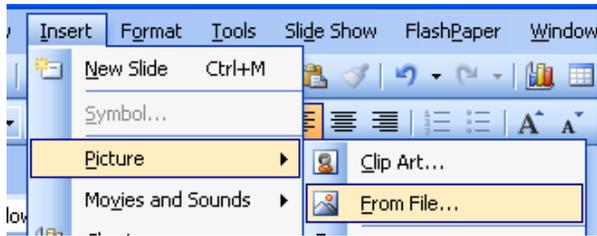
1. **Insert Picture from File:** Browses your computer and inserts a saved image.

2. **Color:** The drop-down menu here contains functions for changing the look of your image. You can keep the colors of the image the same, make it grayscale, turn it into black and white, or make it a watermark image.
3. **More Contrast:** Increases the intensity of color in an image.
4. **Less Contrast:** Decreases the intensity of color in an image.
5. **More Brightness:** Adds white to an image to make it lighter.
6. **Less Brightness:** Adds black to an image to make it lighter.
7. **Crop:** Using the Crop tool trims a portion of an image.
8. **Rotate Left 90:** Spins the image around in 90 degree intervals.
9. **Line Style:** Adds a border around an image. Decide on a line width using the drop down menu.
10. **Compress Picture:** Lowers the visual quality (dpi) of an image. This will make images appear faster in your presentation, but they may not look as nice.
11. **Recolor Picture:** Opens up a window that allows you to change colors in your picture. If your image is a bitmap file, then you can only recolor an image if you have an image editing program on your computer, such as Adobe Photoshop.
12. **Format Picture:** Clicking this button brings up a more complex and detailed menu for editing your image. Contains options that would not normally be available using the main “Picture” toolbar.
13. **Set Transparent Color:** When you make a color of an image transparent, you make it appear to be “invisible” in a picture. Use this tool to click on a color in an image that you want to make transparent. The color will then become somewhat “see-through.”
14. **Reset Picture:** By clicking on the “Reset Picture” button, you can remove all of the formatting you added to your picture and revert the image back to its original state.

Adding Images from a File

You can add your own images that you have saved or have access to. To add images from a file follow these steps:

1. In slide view go to Insert on the menu bar and then Picture and click on From File.

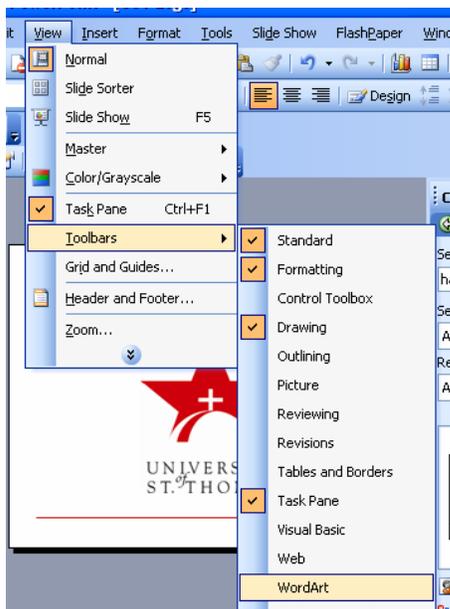


2. Choose the picture that you have saved.
3. Click on Insert.
4. You can then resize your image if you need to and move it to the appropriate location.



The WordArt Toolbar

Inserting a WordArt element rather than regularly formatting text can give a little extra flair. To bring up the WordArt gallery, open up the WordArt toolbar by going to the menu bar and selecting View >> Toolbars >> WordArt.



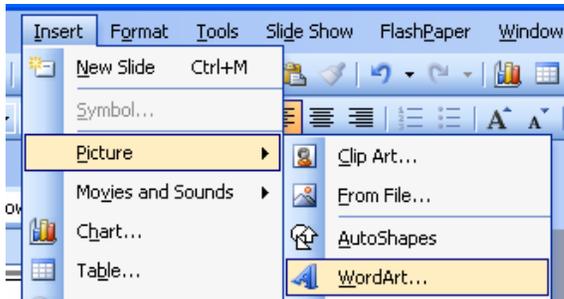
A separate toolbar just for making WordArt will now appear.



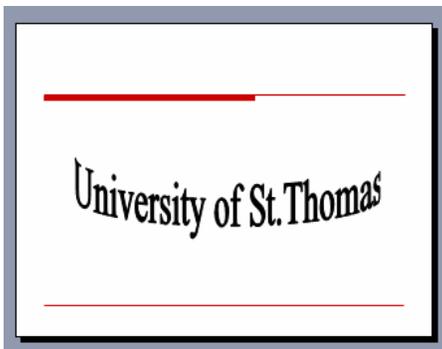
1. **Insert WordArt:** When you click on the “Insert WordArt” icon, a WordArt Gallery window will appear offering various styles of WordArt to choose from. Click on a style you like and then press “OK.” You will then be taken to the “Edit WordArt Text” window where you can type in the text for your WordArt image.
2. **WordArt Edit Text:** You can go back and edit your text for WordArt by clicking on the “Edit Text...” button. In the window that appears, you can format the text by modifying the font, size, bold and italics attributes.
3. **WordArt Gallery:** Opens up the WordArt Gallery window (see #1).
4. **Format WordArt:** Formatting your WordArt further allows you to manipulate your WordArt text. You can change the WordArt color(s), alignment and position, lines and borders, and size.
5. **WordArt Shape:** You can pick a shape for your WordArt to conform to by selecting a style from the WordArt Shape drop down menu. Some shapes include arches and circles.
6. **WordArt Same Letter Heights:** Click on this button to make all of your letters in your WordArt have the same height. The tops of each letter are all lined up across the top equally.
7. **WordArt Vertical Text:** Lines up your text vertically so that each letter in the WordArt is lined up on top of each other, forming a column.
8. **WordArt Alignment:** Gives you a selection of text alignments, such as center, left, right, and stretched justification.
9. **WordArt Character Spacing:** By clicking on this icon, you can choose to have the letters in your WordArt either spread far apart, or packaged together tightly.

Inserting WordArt

1. Go to Insert on the menu bar and then Picture and click on WordArt  .



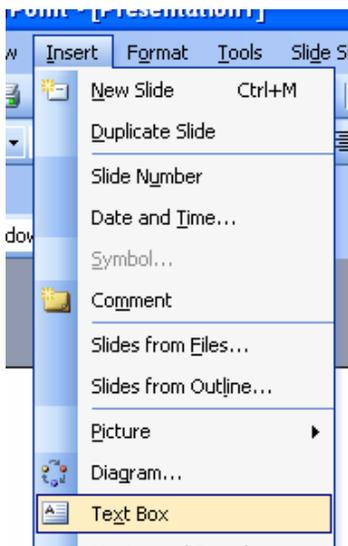
5. Choose the WordArt style from the WordArt gallery that you prefer.
6. Click on OK.
7. Type the text you want in the Edit WordArt Text box and set the size, font, italics, and bold.



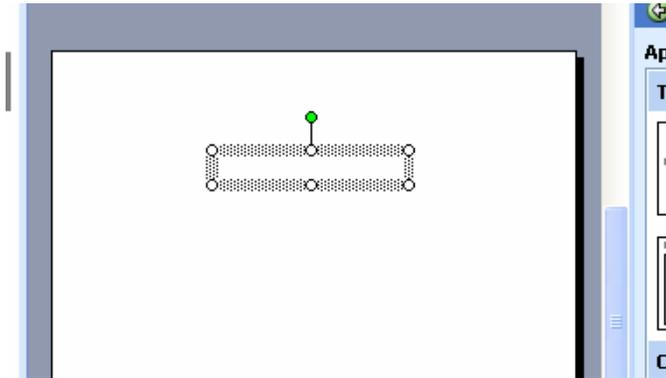
8. You can then resize your image if you need to and move it to the appropriate location.

Inserting a Text Box

Go to the file menu and select Insert >> Text Box



1. Click the slide and hold down the left mouse key to draw the text box the size you want it.



2. Click inside the text box to type.

