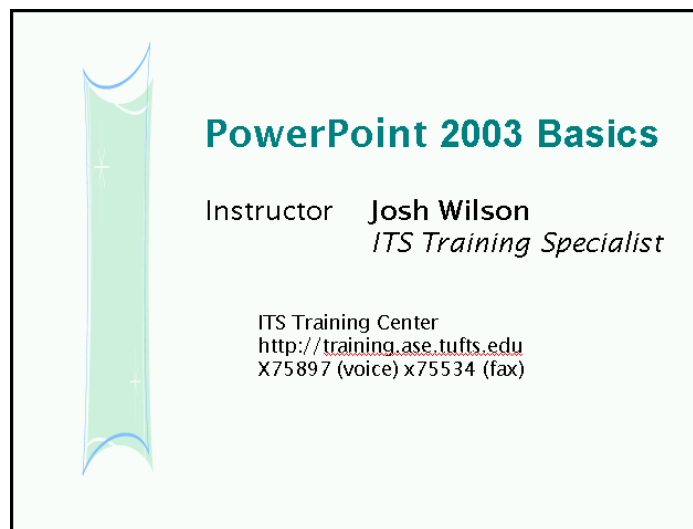




## PowerPoint 2003: Basics

### Learning guide

What's a PowerPoint slide?



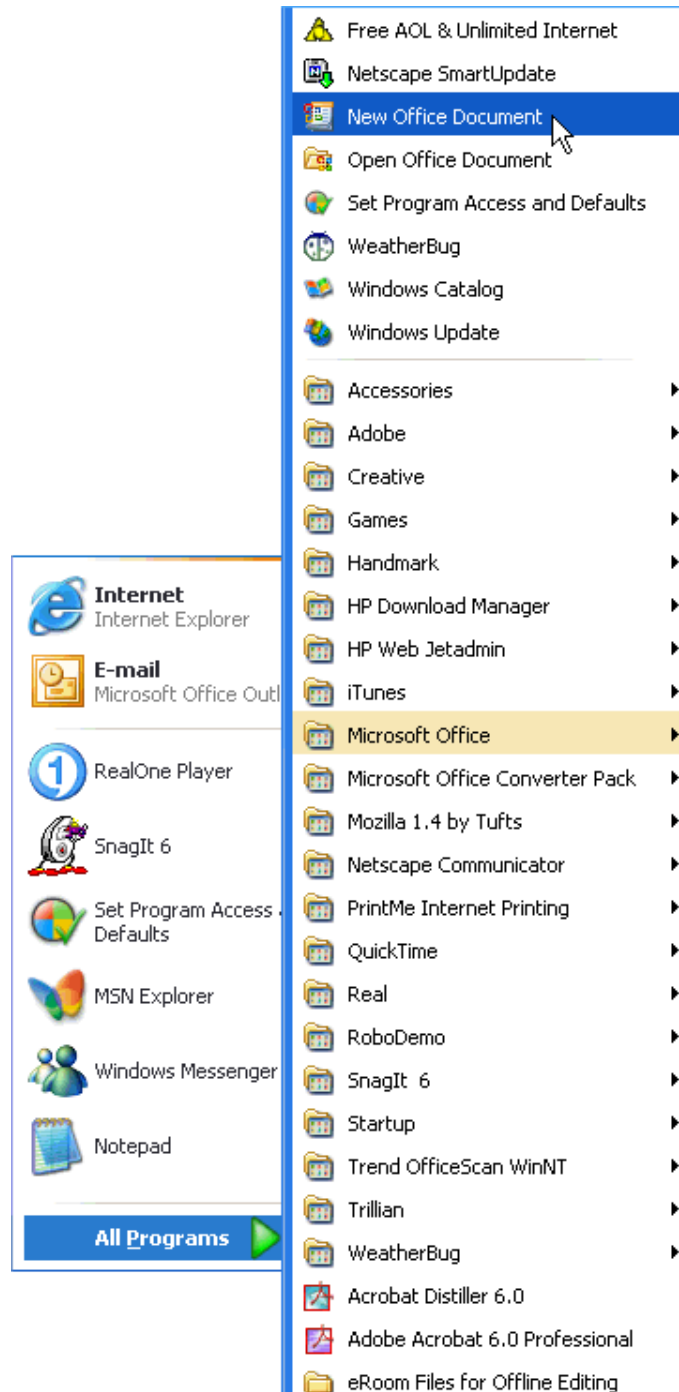
PowerPoint presentations are composed of slides, just like conventional presentations. Like a 35mm film-based slide, each PowerPoint slide presents **one full screen of information** to audience members, meeting attendees, or course participants. Unlike 35mm slides, however, PowerPoint slides:

- are **easily editable**
- can **incorporate text and images** from other documents
- can **utilize animation effects**
- can be **easily stored, shared, and reused.**

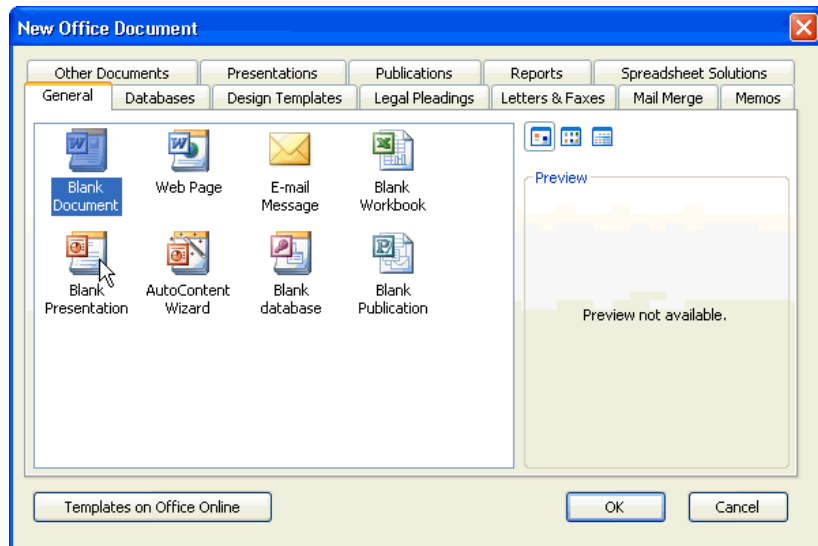
PowerPoint slides can be displayed directly from your computer, or they can be printed to more conventional media. Using your regular printer, you can print full-page PowerPoint slides or multiple miniature slides on each page. Slides can also be shared on the web, or printed to overhead transparencies or 35mm film.

## Launching PowerPoint

- From the **Start** menu, select the **All Programs** submenu and choose **New Office Document**.

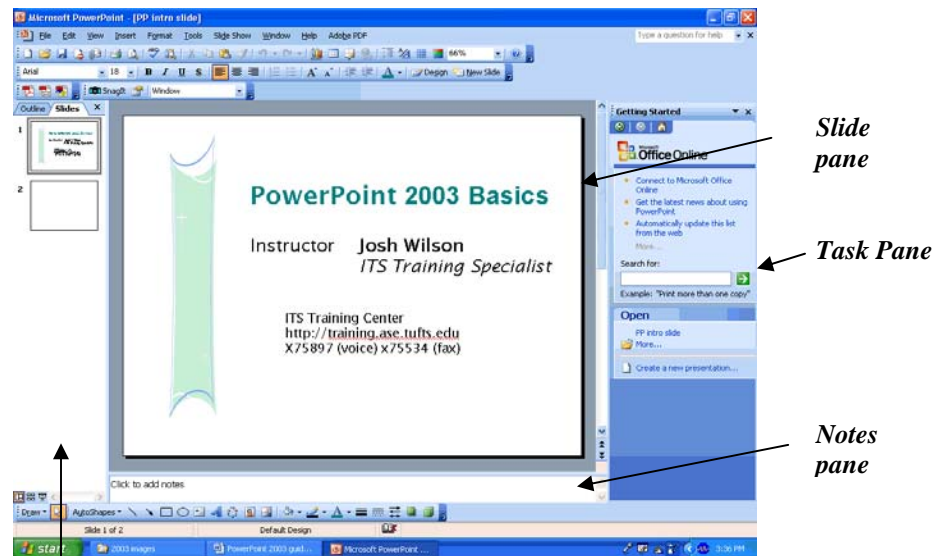


- From the **New Office Document** window, click on the tab labeled **General**.
- Double click on the **Blank Presentation** icon.



### The PowerPoint window

PowerPoint 2003 allows you to compose and edit your slides, navigate through your presentation, and draft your speaker notes without changing views or opening additional windows.

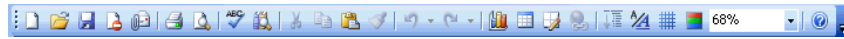


*Slides tab*

- The **slides tab** allows you to view miniature versions (called **thumbnails**) of the slides you've already created in your presentation. Each slide is numbered in the order that they appear in the presentation.
- The **slide pane** is the area in which slides can be created and existing slides can be edited.
- The **notes pane** allows you to enter speaker notes that complement the content on each slide. These notes do not appear on the screen when the slides are shown in full-screen mode. However, you can print them along with your slides to create a set of notes pages to which you can refer during your presentation.
- The **task pane** allows you to use PowerPoint's layout and design tools.

### PowerPoint's toolbars

When you launch PowerPoint, two toolbars will usually appear:



The **standard toolbar** provides commands for opening, saving, and printing presentations as well as commands for changing the display of your presentation.



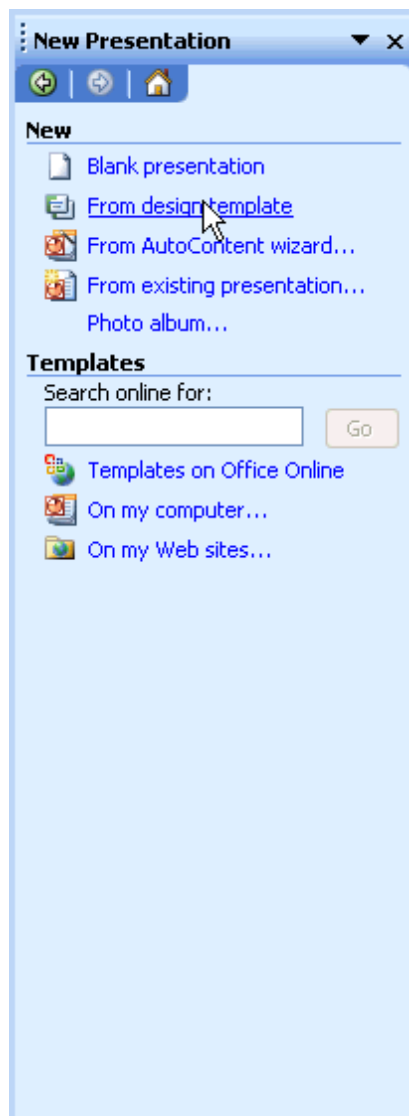
The **formatting toolbar** provides commands for formatting text and changing text alignment.

## Developing a new presentation

### Creating a new presentation using Design Templates

PowerPoint includes an extensive selection of design templates, each of which includes background graphics, custom slide layouts, and font formatting for various types of slides. These templates make it simple to quickly create and use a new presentation. To add a design template to your presentation:

- From the **File** menu, choose **New**.
- PowerPoint's **task pane** will appear, and you'll see its **New Presentation** view.
- In the area labeled **New**, click on the blue text labeled **From Design Template**.

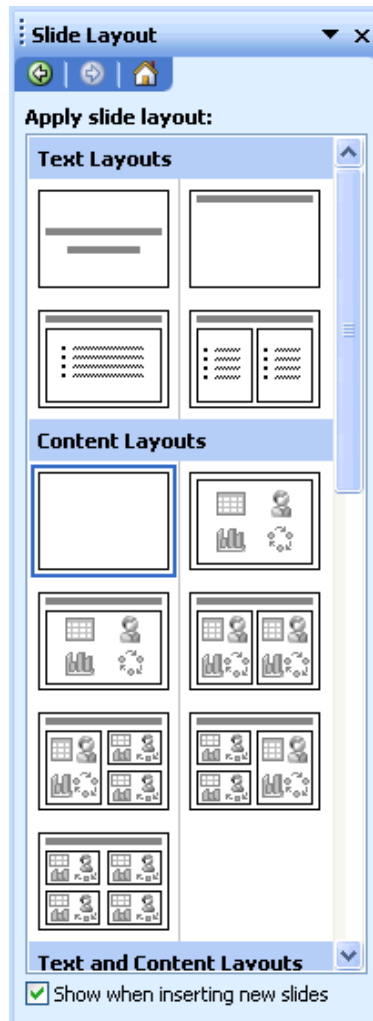


- In the **task pane's Slide Design** view, PowerPoint will display a series of slide design templates.
- Each template will appear as a thumbnail in the task pane's **Apply a design template** area.
- To view the templates, use the scroll bar at the right of the task pane.
- When you have selected a template for use, click once on its thumbnail.
- The design you chose will be applied to each slide in your presentation.





- The **Slide Layout** view will appear in the task pane.
- To display thumbnails of the available slide layouts, use the scroll bar at the right of the **Apply slide layout** area.
- Choose the slide layout that's most appropriate for the content you plan to place on your new slide.
- Once you've chosen a slide layout, click on its thumbnail to apply that layout to your new slide.



### Inserting text on a new slide

Once you've selected a layout for your slide, you can start adding content to the slide. Many of the slide layouts provide text and image boxes to make this process simpler.

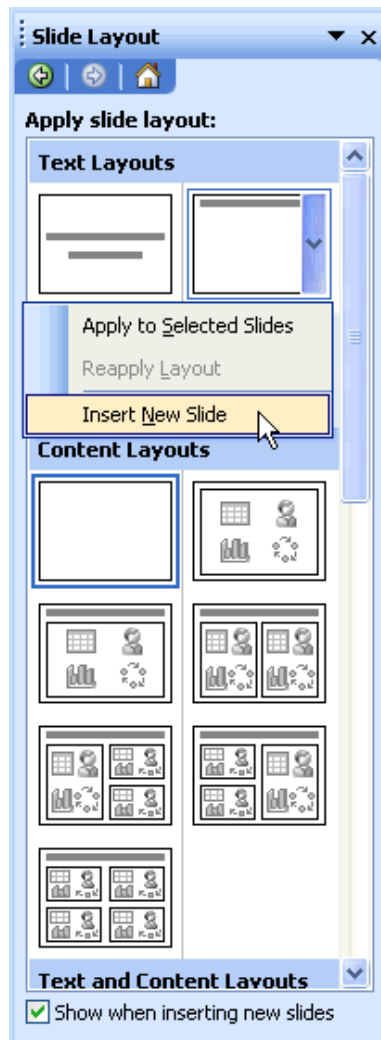
- To insert text into an existing text box, click in the box so that the flashing vertical insertion point cursor can be seen.
- Once you can see the insertion point, you can enter, edit, and delete text within the box as if the box were a Word document.
- When you have finished composing text, **click anywhere outside the text box** to deselect it.



### Creating additional slides

PowerPoint allows you to add additional slides directly from the task pane's **Slide Layout** view.

- From the Slide Layout view, locate the thumbnail for the slide layout that you wish to use for the new slide in your presentation.
- Place your cursor over the layout's thumbnail.
- Click on the down-facing arrow that appears at the right of the thumbnail.
- From the drop-down menu that appears, select **Insert New Slide**.



**Tip:** Your new slide will be inserted **after** the slide that is currently displaying in the **slide pane**.

## Designing & Customizing Slides

Although PowerPoint's templates and slide layouts are powerful tools for creating effective presentations, PowerPoint also allows you to customize the content on each slide.

### Selecting text in a text box

Before you can format the text inside a text box, you must select the box and its contents.

- Click on any of the text within your text box.
- The box's hatched gray border and circular white handles will become visible around the text.
- To select some of the text in your box, drag the cursor to highlight the text you wish to format.
- To select all of the text, click on the box's grey hatched border. The hatched border will become a grey dotted border, indicating that you have successfully selected the entire contents of the text box.



*Hatched border*



*Dotted Border*

### Formatting text in a text box

Once you have selected the text that you wish to format:




- From PowerPoint's **Formatting toolbar** click on one or more of the following menus or buttons.

If you want to...	Click on...
Change the font of the selected text	Times New Roman ▾
Change the size of the selected text	12 ▾
Bold the selected text	<b>B</b>
Italicize the selected text	<i>I</i>
Underline the selected text	<u>U</u>

### Aligning text in a text box

Once you have selected the text that you wish to align:

- From the **formatting toolbar** click on one or more of the buttons below. *Only the text inside the text box will be affected by using one of the following buttons.*

If you want to...	Click on ...
Align selected text on the left	
Center the selected text	
Align selected text on the right	

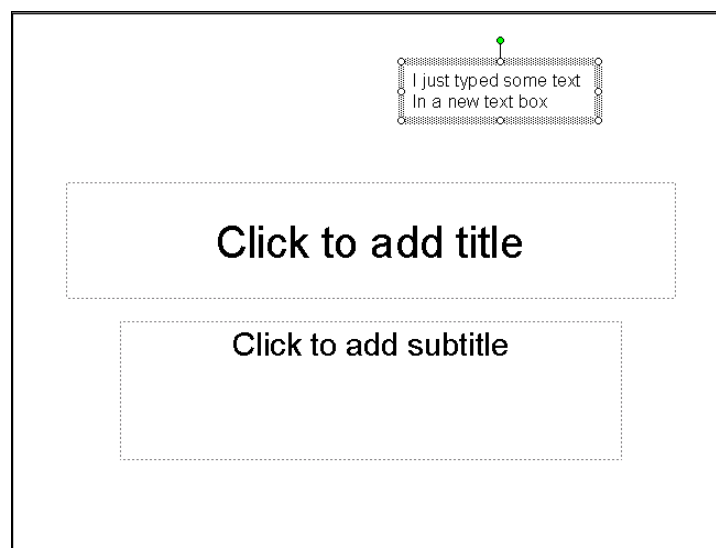
### Creating a new text box

Adding a new text box to a slide allows you to place text on the slide that might not fit into an existing text box or that might look best in a special position on the slide. To create a new text box:

- On the **Drawing** toolbar at the bottom of the PowerPoint window, click on the **Text Box** button.



- Move your cursor to the location on your slide where you wish to place the new text box.
- Click your mouse to create a one-line text box.
- Enter your new text in the box. Notice that the box will expand to fit the text that you type.
- When you have finished entering text into the new box, click anywhere else on the slide to deselect the box you just created.



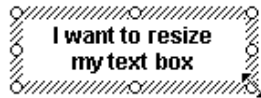
### Moving a text box to a new location

- Click on the text box you wish to move.
- Place your cursor over the hatched border of the box so that the **four-arrow cursor** appears.
- Drag the box to its new location on your slide.



### Resizing a text box

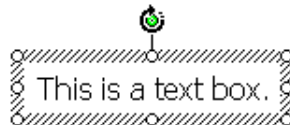
- Click on the text box you wish to resize.
- Place your cursor over one of the circular white handles so that a **double-arrow cursor** is displayed.
- Drag on the handle to resize the text box.



***Tip:** Because the amount of text that will fit on each line determines how the text in your box will appear, any changes you make to the size of your box will cause the text within it to be rearranged.*

### Rotating text boxes

- Click on the text box you wish to rotate.
- Place your cursor over the green circle above the image so that the **circular-arrow cursor** is displayed.
- While holding down the left mouse button, drag your mouse to rotate the text box to its new position.



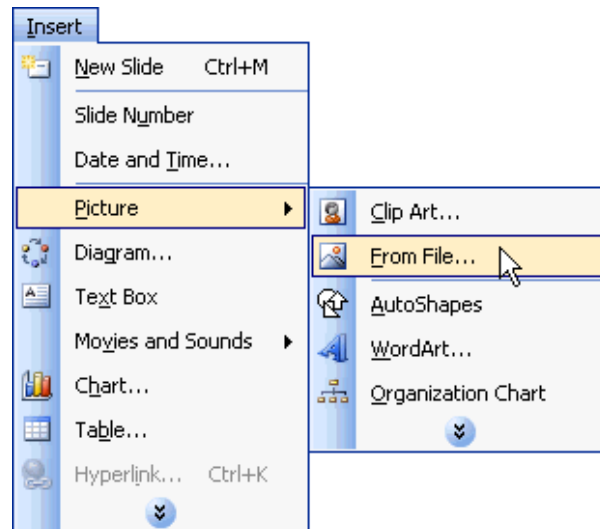
### Deleting a text box

- Click on the text box you wish to delete.
- Click on the box's hatched border to ensure that the box itself is selected, not any text inside it.
- On your keyboard, press the **delete** key.

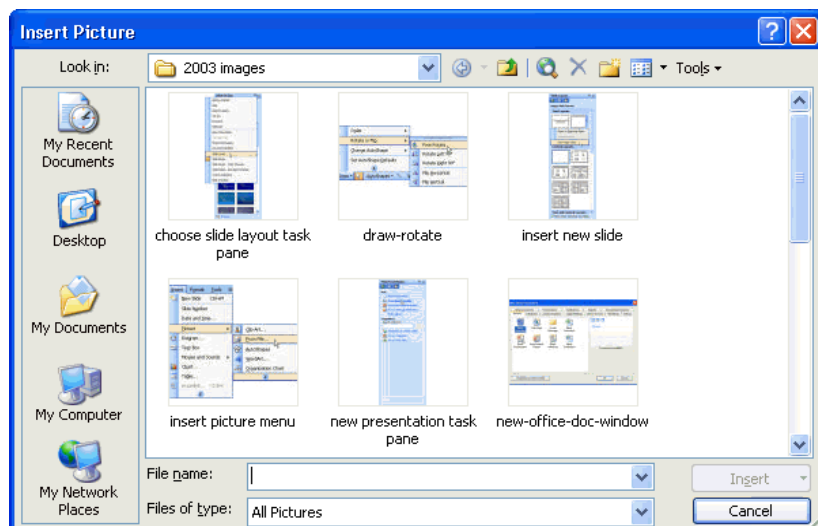
## Inserting saved images

Very often, you'll acquire images from the web or other places for inclusion in your PowerPoint slides. To insert an image from your hard drive or a network drive:

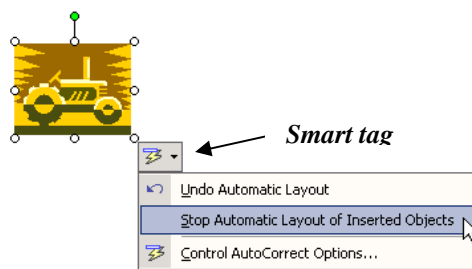
- In the PowerPoint window's slide pane, display the slide on which you wish to insert the image.
- From the **Insert** menu, choose **Picture**, and then select **From File**.



- Use the **Insert Picture** window to navigate to the folder or drive in which your image file is saved.
- Click on your image file to select it, and click **Insert**.

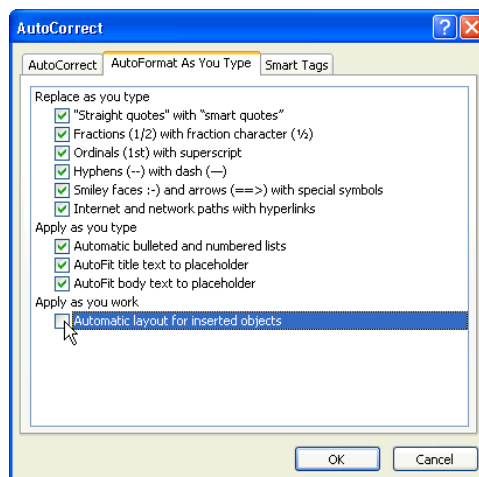


- PowerPoint will then insert the image onto your slide.
- On some slide layouts, the image will appear in a box at the center of the slide. You'll then be able to easily move the image to a different location on your slide.
- On other layouts, PowerPoint will use an existing text or image box as the destination for your image. Sometimes, this choice will even cause your image to be resized or distorted. To force PowerPoint to place the image in the center of the slide:
  - Click on the **smart tag** labeled with a lightning bolt that appears next to the image.
  - From the drop-down menu that appears, select **Stop Automatic Layout of Inserted Objects**.
  - PowerPoint will return the image to the center of the slide.



*Tip: Preventing automatic layout of future images  
 These steps will only affect the current image you are inserting.  
 To permanently turn off **Automatic Layout**.*

- From the **Tools** menu, select **AutoCorrect Options**.
- At the top of the **AutoCorrect** window, click the tab labeled **AutoFormat As You Type**.
- Uncheck the box labeled **Automatic layout for inserted objects**.
- Click **OK**.



### **Moving an image**

- Click on the image you wish to move.
- Place your cursor over the image so that the **four-arrow cursor** appears.
- Drag the image to its new location on your slide.

### **Resizing an image**

- Click on the image you wish to resize.
- Place your cursor over one of the circular white handles on the edge of the image so that the **double-arrow cursor** appears.
- Drag on one of these handles to resize the image.

### ***Tips:***

- *The quality of your resized image will be reduced if you make it too large or too small.*
- *When you resize an image, use the corner handles so that the image retains its proportions and does not appear distorted.*

### **Rotating an image**

- Click on the image you wish to rotate.
- Place your cursor over the green circle above the image so that the **circular-arrow cursor** appears.
- While holding down the left mouse button, move to rotate the image to the desired position.

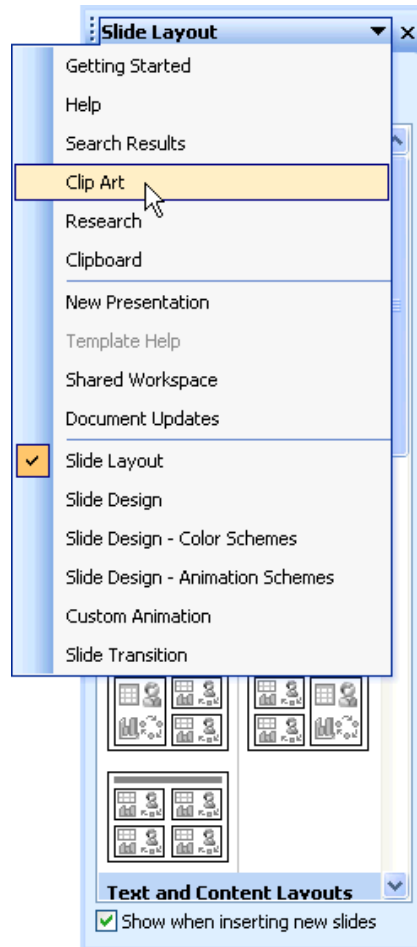
### **Deleting an image**

- Click on the image you wish to delete.
- Press the **delete** key on your keyboard.

## Inserting Clip Art

Included with PowerPoint is a gallery of clip art images that can be included in your presentations. These images are not always of the highest quality, but when used selectively they can be a useful part of an effective presentation. To insert a clip art image:

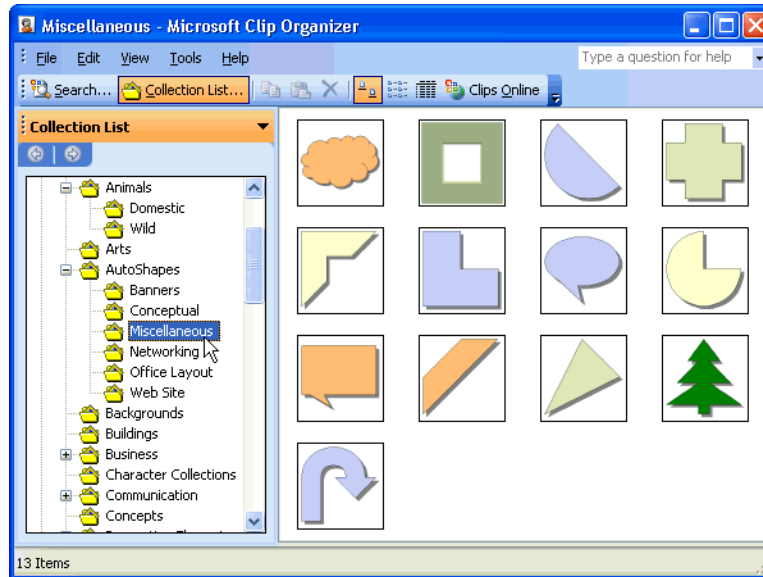
- In the slide pane of the PowerPoint window, display the slide into which you wish to insert an image.
- Click on the down-facing arrow at the top of the task pane.
- From the task pane menu, choose **Clip Art**.



- PowerPoint will then display the task pane's **Clip Art** view.
- At the bottom of the **Clip Art** view, click on the link labeled **Organize Clips**.

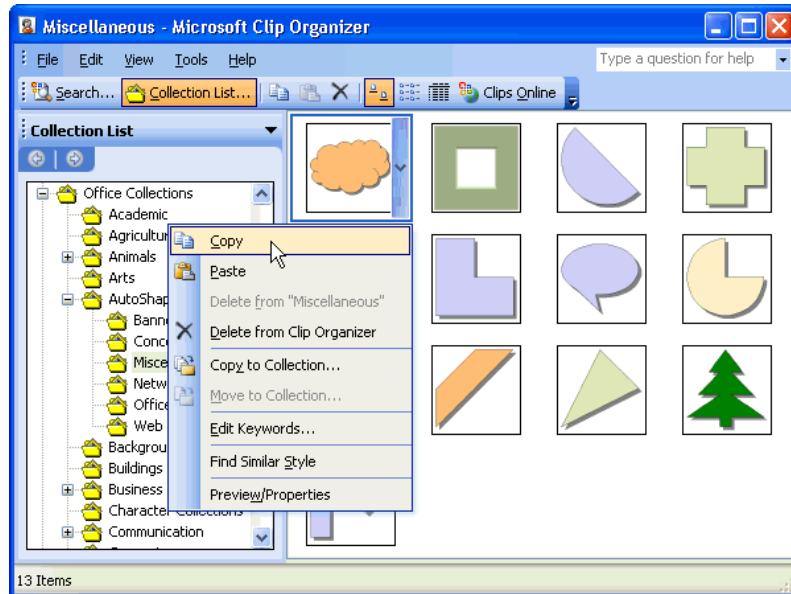


- Click on the plus sign next to the folder labeled **Office Collections** to show PowerPoint's clip art collection.
- Click on the name of any category to view thumbnails of the clip art in that category. The thumbnails will appear in the right pane of the Clip Organizer window.

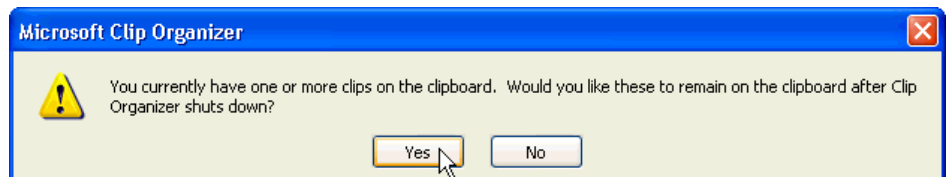


**Tip:** If you click on the category name and no images appear in the content pane, click on the plus sign next to the folder to view the category's subfolders.

- When you find a picture that you wish to insert, place your cursor over the image.
- Click on the down facing arrow that appears at the right of the image.
- From the drop-down menu that appears, click on **Copy**.



- Close the **Clip Organizer** window.
- When the following window pops up, click **Yes**



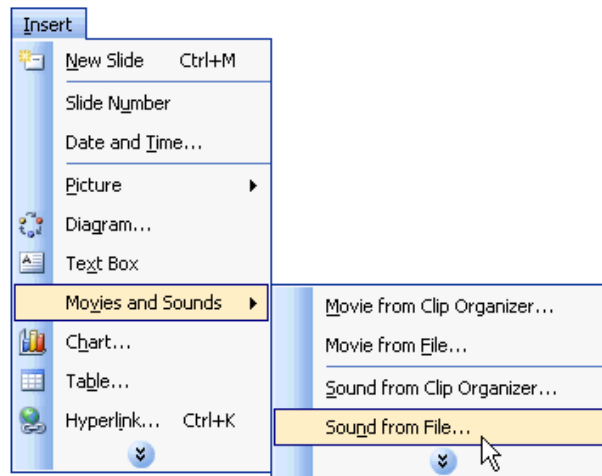
- From the **Edit** menu choose **Paste** and the PowerPoint will insert the clip art image in the middle of your slide.
- Finally, move this image to an appropriate place on your slide.

## Inserting sounds

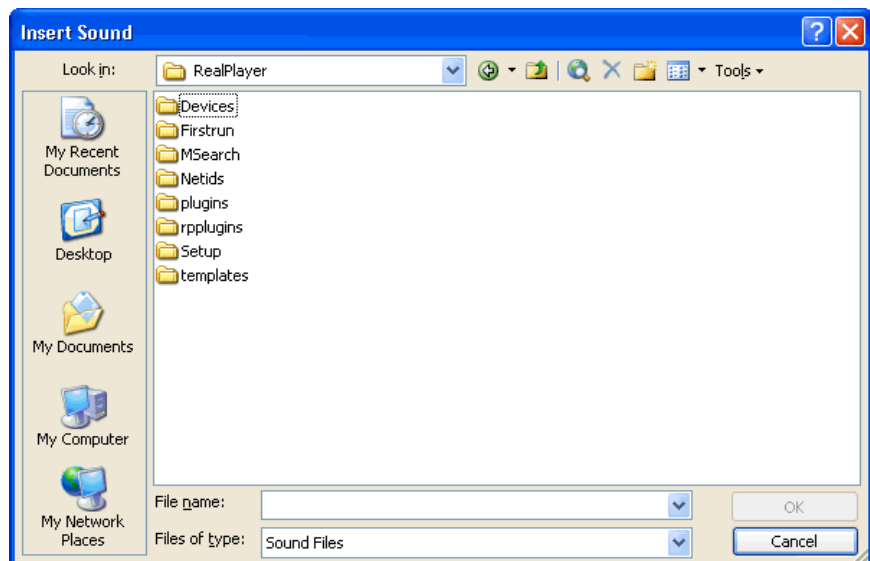
In addition to images, your presentations will often contain sounds, movies, and other types of media. While you may develop your own sounds and movies, other sound and movie files can be found on the web and utilized (with permission) in your presentations.


To insert saved sound files:

- In the slide pane, display the slide into which you wish to insert the sound file.
- From the **Insert** menu, choose **Movies and Sounds**, and then **Sound from File**.



- Use the **Insert Sound** window to navigate to the folder that contains your saved sound file.
- Click on the sound file you wish to insert, and click **OK**.

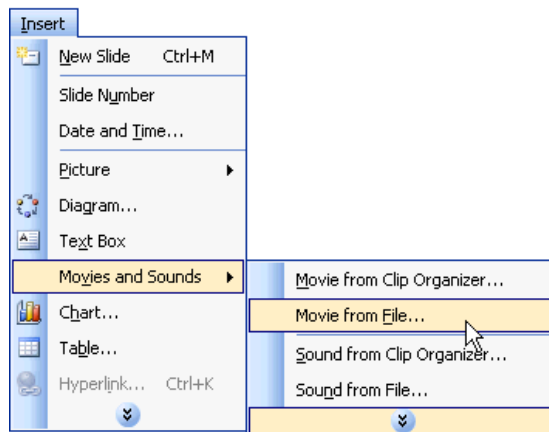


- PowerPoint will display a window with the question **Do you want your sound to play automatically in the slide show?**  
Click on **Yes** to play the sound immediately when you display this slide.  
Click on **No** to initiate the sound manually.
- PowerPoint will insert your sound, represented by a tiny loudspeaker icon that you can move anywhere on your slide.  

- To play your sound, double click on the speaker icon.

### Inserting movies

You can insert movies using a technique similar to the one you use when inserting sounds.

- In the slide pane, display the slide into which you wish to insert the image.
- From the **Insert** menu, choose **Movies and Sounds**, and then **Movie from File**.

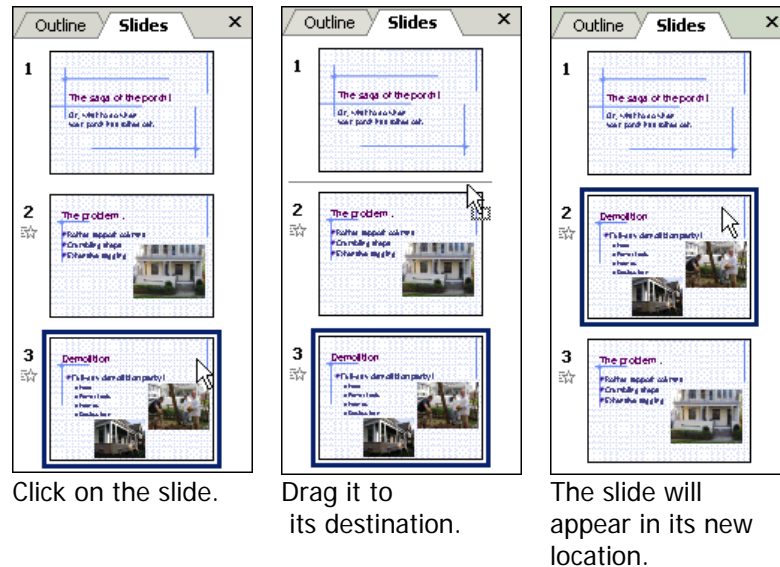


- Use the **Insert Movie** window to navigate to the folder that contains your saved sound file.
- Click on the movie file you wish to insert, and click **OK**.  
*PowerPoint can play several types of movies, including QuickTime and AVI movies.*
- A window will pop and asks you, **Do you want your movie to play automatically in the slide show?**  
Click **Yes** to play the movie automatically.  
Click **No** to initiate the movie manually
- PowerPoint will now insert your movie.
- If you wish, resize or move your movie to another location on your slide.
- To play your movie, doubleclick on the movie.

## Reorganizing a presentation

Using the slides tab, you can easily reorganize your presentation. To move a slide from one position in your presentation to another:

- Click on the thumbnail of the slide you wish to move.
- Drag the slide to its new position in your presentation.



### **Tips: Moving slides**

- When you are dragging a slide to a new position, look for the **horizontal insertion point**. Don't release the button until the horizontal insertion point marks the spot in your presentation to which you wish to move your slide.
- To select and move a several individual slides, hold down the **control key** on your keyboard when you click to select your slides. Once the slides have been selected, drag them to their new location.

### **Tip: Selecting multiple slides from the slide tab**

To select a range of slides in your presentation:

- In the slide pane click on the thumbnail of the first slide in the range you wish to select.
- Hold down the **Shift key** and click on the thumbnail of the last slide in the range you wish to select.
- PowerPoint will select the first slide in your range, the last slides in your range, and all the slides in between the two.

To add individual slides to your selection:

- In the slide pane select a single slide or a range of slides.
- Hold the **Ctrl key** and click on the thumbnail of an additional slide you wish to select.
- PowerPoint will add the new slide to your original selection.

- Continue holding the **Ctrl** key and click on the thumbnail of each slide you wish to add to your selection.

**Tips: Using cut and paste**

You can also use the cut and paste buttons on the standard toolbar to move slides from one position to another in your presentation.

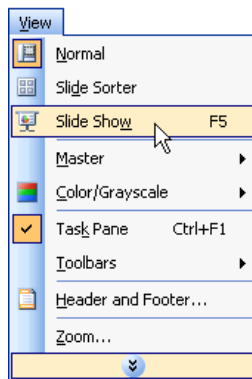
- Select on the slide or group of slides that you wish to move.
- On the standard toolbar, click on the **Copy** button.
- Click on the slide below which you wish to insert the slides you're moving.
- On the toolbar, click on the **Paste** button.

## Presenting your slides

### Starting your slide show

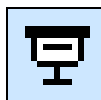
Now that you have finished creating the slides in your presentation, you are ready to view the entire show in sequence. To view your presentation from the beginning:

- From the **Slide Show** menu choose **View Show**.



**Tip:** To begin a slide show from a slide other than the first slide in your presentation:

- At the bottom left of the PowerPoint window, click on the **Slide Show** button to display the current slide in full-screen view.



**Tip:** Before presenting your slide show, it may be a good idea to view your show in a classroom to make sure that your text and graphics are visible from all parts of the room.

## Navigating within your slide show

While you are presenting your slides during a lecture or presentation, you will often want to either move forward and backward within your presentation, or display a specific slide. PowerPoint's **Presentation toolbar** can help you navigate within your presentation.

- Locate the **Presentation toolbar** in the bottom left corner of the slide.



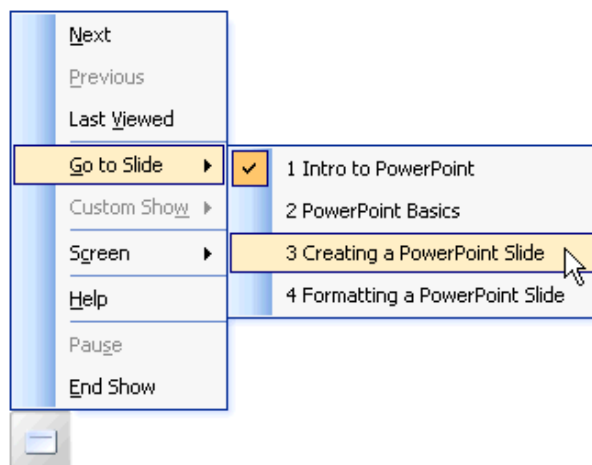
- To move to the next slide, click on the **right** facing arrow.



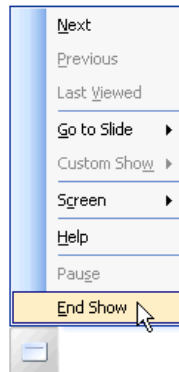
- To return to the previous slide, click on the **left** facing arrow.



- To navigate to a slide that is not immediately before or after the current slide:
  - Click on the **presentation menu** button.
  - From the **Go to Slide** submenu, click on the name of the slide you wish to display.



- To end your slide show:
  - Click on the **presentation menu** button.
  - Click on **End Show**.



***Tip:** You can also use the following keyboard buttons to navigate during your slide show presentation.*

If you want to ...	Press the ...
Display the next slide	→ (right-facing arrow) key ↓ (down facing arrow) key Enter key Space bar key
Display the previous slide	← (left-facing arrow) key ↑ (up-facing arrow) key
Return to the normal view	Escape button
Blank the screen	B key
Make the screen white	W key
End your slide show	Esc key

### **Making screen annotation during your slide show**

During your slide presentation, you may find it useful to emphasize some of the content on your slide without turning away from your audience to face the classroom screen. PowerPoint's **Ink annotations tool** allows you to do this with your mouse, much like using a dry erase marker on an overhead projector transparency. To use this tool:




- Locate the **Presentation toolbar** at the bottom left corner of the current slide.



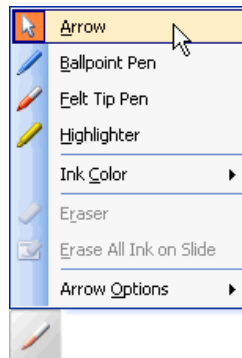
- Click on the **ink annotation tool button**.



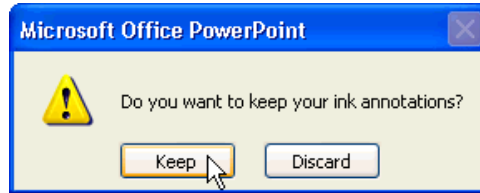
- From the drop-down menu that appears, click on the type of pen you wish to use while annotating your slide.

If you want to...	Click on...
Draw a thin line	 Ballpoint Pen
Draw a thick line	 Felt Tip Pen
Highlight without covering the element	 Highlighter

- Once you have chosen your drawing tool, place your cursor on the part of the slide that you would like to emphasize.
- Click and drag the cursor to underline, circle, or highlight the element on the slide.
- To return to the arrow when you have finished with your annotations, click on the ink annotation tool button and click on **Arrow**.



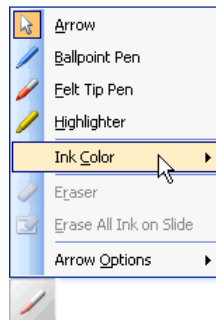
- PowerPoint will allow you to save any annotations that you have made during your presentation. To do so:
  - Click on the button labeled **Keep** from the window that appears when you end your slide show.



- If do not wish to save these annotations, click on the button labeled **Discard**.

**Tip:** You may want to change the color of your annotations, particularly if the default ink color blends into the background of your slide. To change the pen's color:

- Click on the annotation tool.
- From the annotation tool's drop-down menu, select the **Ink color** submenu.



- From the color palette that appears, click on the square containing the color you want to use for your slide annotations.