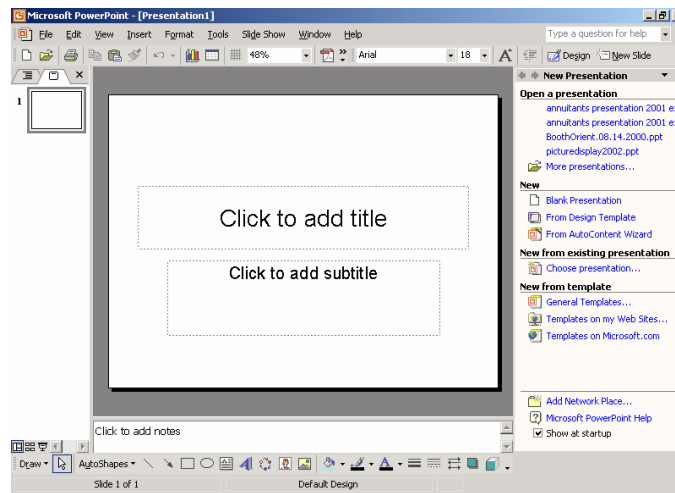


Introduction to PowerPoint XP

Create a multimedia presentation with text, graphics, animation, sound, video, charts, and transitions to use as a visual aid. Turn the presentation into a handout or load it onto the Web.

Creating A New Presentation

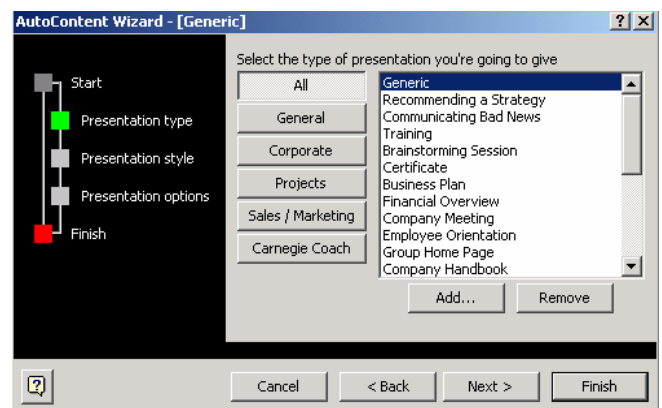
When PowerPoint first opens, there is a blank presentation on the center of the screen, the left frame is the overview of the outline or slides, the bottom frame is for notes, and the right frame is the New Presentation Task Pane. It allows you to choose from any of its listed options.



- **Open a presentation** allows you to open a presentation that has been previously saved.
- **New** gives access to the same Blank Presentation on screen, the Design Template Task Pane, or an Auto-Content Wizard.
- **New from existing** lets you pick an existing presentation as a starting point for a new presentation. No name is assigned to the copy.
- **New from template** gives access to the General Template folder, Templates on a Web Site, or Templates on Microsoft.com.

AutoContent Wizard

The decision to use an AutoContent Wizard or to create your own presentation from blank slides is yours to make. The Wizard can give you pre-made templates with great backgrounds and effects to choose from. It also creates a pre-made summary of the type of information that should be in your target presentation. The same templates are available from the Design Template Task Pane or from the General Template Folder, but without the pre-made presentation.

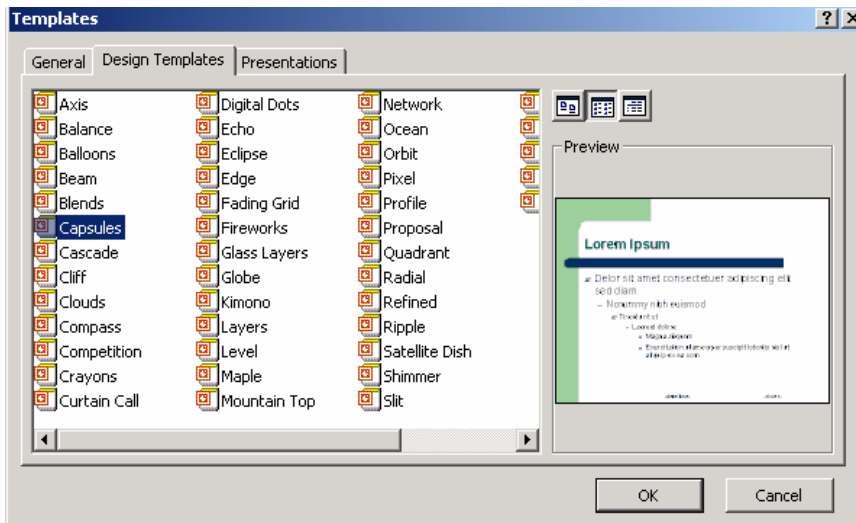


Intro to PowerPoint XP
Sandra K. Nees,
Booth Library, Eastern Illinois University

1. Follow the steps through the wizard to try out the options.
 - Choose a presentation type.
 - Choose a style.
 - Choose output options.
 - Decide on presentation options such as the title.
2. When the presentation is pulled on screen, you'll just need to replace the text and graphics with your own data and pictures.
3. The pre-made presentations can lead you through creating your own presentation.

Templates

1. The General Template Folder leads you to a three tabbed dialog box.
 - **General** has the Blank Template and repeats access to the AutoContent Wizard.
 - **Design Templates** lists the same group of templates that can be seen on the Slide Design Task Pane. Also you see more than one example at a time from the task pane.
 - **Presentations** is the actual list of pre-made presentations that show up in the AutoContent Wizard. The backgrounds are different than the Design Template backgrounds.



You may choose a background before you create your presentation or add it to the slides you create later on with the Slide Design Task Pane.

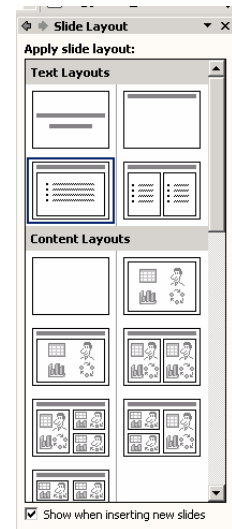
Blank Presentations

1. If you like to create your own thing from the ground up, stick with the blank presentation already started on screen.
2. Let's add a slide design now from the Slide Design Task Pane. Click "From Design Template". Choose one! It will apply to all new slides from this point on.
3. To see more of the screen you may turn off the New Presentation Task Pane at any time. I suggest leaving it on for now.
4. Now we're ready to start adding text to the first slide.
5. A PowerPoint slide is not like a Word document. You don't just type on it. A slide is created in layers. The bottom layer is the design. Next are text and graphics boxes. Then there are layers of text, animation, sound, transitions, etc.



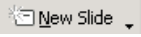
Entering Text In Your Presentation

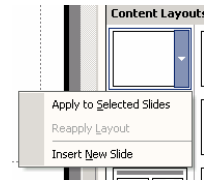
1. Enter text into the text boxes already on the title slide on screen and the program will fill in the same text to the outline on the side frame.
2. If the slide has the wrong style or type of box, click on the down arrow “▼” on the task pane and choose the Slide Layout Task Pane.
3. This new pane will let you apply a different slide layout to the slide you are working on. Leave it a title slide for now.
4. Tab or click in the text box and type in your text.
5. If the line of text is too long, the program automatically shrinks the font size and wraps the text adjusting the box size to fit.
6. The size of the text will automatically adjust to fit in the box on bulleted lists as well.



Insert More Slides

Now that you have a blank presentation with one slide, let's add a second.

1. Click the insert slide icon  on the toolbar.
2. The Slide Layout Task Pane will open automatically and the layout style may be changed.
3. New slides may also be added by clicking the gray bar with a down arrow that appears on the layout types as you run your mouse across the Layout Task Pane. Insert a slide of each type.



Editing Text In Your Presentation

1. To edit text, click again on the text box and highlight the text by dragging the mouse over it while holding down the mouse button.
2. For fast formatting of text use the Formatting Toolbar. After highlighting the text, then click on the effect you want: Bold, Italics, Font Style, Size and Color, Justification, etc.
 - Highlight the text and click the **I** button to italicize.
 - Choose a larger font style and size.
 - Change the font color.
3. Remember, text must be highlighted before editing.
4. Make any other formatting changes you like until the slide appeals to you.

Editing Your Text Box Or The Slide

1. To change the shape of your text box, drag one of the white dots from any edge of the box. Make it long and narrow.
2. Text boxes may be moved around the slide.
 - Put your pointer on the feather lines at the edge of the box.
 - Click so that the feathered lines become a dot-like grid.
 - Now hold down the left mouse button on this grid and drag the box to the desired location.
3. Add a border line or background color to any box.
 - The box itself must be selected.

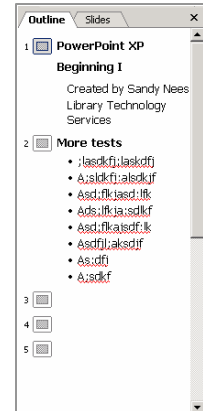
- Click on any options on the Draw Toolbar.
- Put a fill color in the text box.
- Add a thick blue line around the box.



4. Use AutoShapes to create any new shape you need.
5. Use the line, rectangle or oval tools to create other shapes or to link objects on the screen.
6. The draw features may be added directly to any slide.

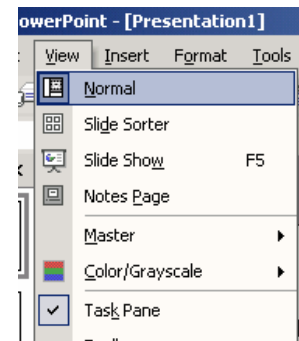
Check On Your Outline

1. Click on the left tab in the slide/outline frame to the left of the slides.
2. The outline feature should show all text you've added to your slides.
3. Click on the slide feature to get a miniature view of the slides.
4. Slides may be dragged up or down to change order from here.
5. Once your outline has been started by adding text to the slides, you may edit directly to the outline.
6. This side frame may be turned off by clicking the "x" in the upper right corner of the frame.
7. View\Normal restores the notes and outline frames. View\Task Panes returns the right task pane frame



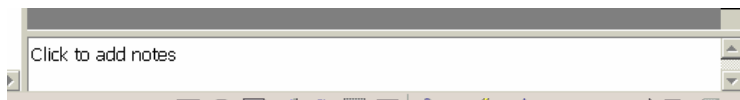
Viewing The Slides

1. Click on View\Normal to see the original setup we saw when PowerPoint opened.
2. Click on View\Slide Show starts a presentation of your slides one per page, full screen. Click the mouse to advance.
3. Click on View\Slide Sorter to see your entire set of slides. You may drag slides to change order.
4. View also has a toolbar to the left of the horizontal scroll bar at the lower left corner of the screen. Normal, Slide Show, and Slide Sorter may be activated from here as well.



Creating A Set of Notes


1. At the bottom of your set of slides is a narrow frame that says "Click to add notes".
2. Type in notes that you may wish to verbally use along with your presentation.
3. The notes may be printed on a page with each slide.



4. To go back and edit the notes for any slide just select that slide under Normal View or choose Notes View and edit from this view.

Adding Graphics and WordArt To Your Presentation

Using WordArt.

1. Choose **Insert\Picture\WordArt**, or click on the WordArt icon  on the draw toolbar.
2. Select a WordArt style from the Gallery and click **OK**.
3. In the next screen, type in a word or short phrase. You may edit the font now or later. Click **OK** when you are finished and the WordArt embeds on your slide.
4. Click the white area of the page to turn off the dots. Or click the WordArt to select and edit. Now, you are ready to edit your WordArt.

Editing WordArt

1. Double click on your WordArt to get back to the menu where you added your text. This is where you can change the font to **Bookman Old Style**, the size to 54, and press the letters **B** or **I** to turn on Bold or Italics. After editing the text, click **OK**.
2. Also click on the WordArt to access the WordArt toolbar and other editing tools.
3. Test the following options from left to right on the WordArt toolbar.



- Insert a new WordArt.
 - Edit the text of your WordArt.
 - Go to the WordArt gallery to choose a different style.
 - Format WordArt leads to changing colors & lines, size and layout.
 - “Abc” leads to the WordArt shapes.
 - WordArt letter heights
 - Text direction
 - Alignment
 - Character Spacing
4. Try out different visual effects to find one that you like.
 - The green dot at the top of your highlighted WordArt allows you to rotate the image.
 - The yellow diamond at the left side allows you to stretch or distort the letter image.
 - White dots allow you to resize the image.





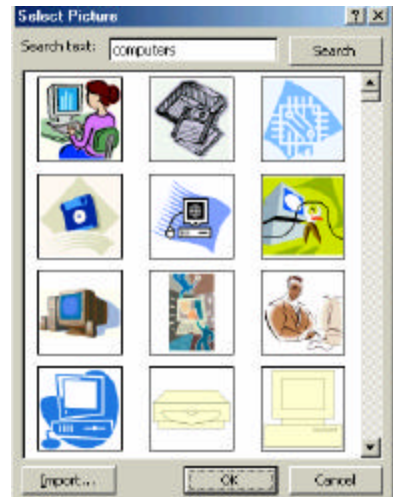
Inserting clip art:

1. Insert a slide to your presentation with at least one of the media icons showing.
2. Click on the icon to choose a media type: table, chart, clip art, picture, diagram, or media clip.
3. Each icon leads to an insert media dialog box where the media may be defined or created



Click icon to add content

- Choose a new slide layout with one media insert.
 - Choose the Clip Art icon 
 - From the Select Picture box, type in a search item such as computers.
 - Choose from the clip art pictures shown or do a new search.
 - Highlight and click OK or double click.
 - The graphic should now appear on screen.
4. Insert a new slide with media and try out the diagram features.
 5. If you wish to create your own, choose a blank slide, then click on **Insert** and make your media choice
 6. Pictures may be saved from the web to put into a slide.
 - Try a screen capture of your department's home page.
 - Open Netscape and locate the page.
 - Press the "print screen" button on the keyboard.
 - Open a new blank slide and paste your image onto it. (ctrl V or )
 - Edit the captured image with the picture toolbar.



Editing a picture:

1. Click the picture and a Picture Toolbar will appear as well as the white dots around the edge of the picture.
2. A picture or graphic must be selected before editing.



3. Use these options to insert a new picture, edit image control, contrast & brightness, crop, rotate an image, add a line to the image, compress the image, recolor the picture, go to format picture, set transparent colors, or go back to the original picture.
4. Right click the mouse button on the picture to see the shortcut menu.
5. Go to the Format Picture dialog box, this leads to a dialog box of options in editing pictures in PowerPoint.
6. The Picture Toolbar in PowerPoint is not identical to the toolbar in Word.

Saving and Printing Your Presentation

Saving

1. Don't forget to save your presentation several times as you work on it.
2. Go to **File\Save** to start the save feature or click on the save diskette icon.
3. Choose from the available options:
 - Where to save will be determined by the size of the presentation. You may need to put it on a zip drive or a server if it is too large for a floppy.

- What format to save it in will depend on whether you want it ready for viewing – PowerPoint Show (.pps), in its original presentation format (.ppt), or if you want to translate it into a Web presentation (.html).
 - The file may also be saved as a PowerPoint 95 or 97 version if you are unsure of the Office version on the computer you will be using to give your presentation. (Make a presentation of each type and version for safety.)
 - Pack and Go options are available on most PowerPoint versions to compress your file to make it more portable.
4. ALWAYS make a backup copy to be safe!

Printing

1. Choose **File\Print** to see all printing options.
2. Print to the printer of your choice.
3. How many copies do you need?
4. Print what:
 - Slides: Print 1 full slide on each page. Layout is landscape
 - Handouts: Print 1, 2, 3, 4, 6, or 9 slides per page.
 - Choose landscape or portrait from the preview page or from the printer properties option.
 - Line slides up vertically or horizontally.
 - Notes Pages: Print each slide and its notes.
 - Outline View: Print the outline only. No pictures are shown.
5. Print in grayscale or color.
6. Other options included are number of copies, collation, scale to fit paper, frame slides, and include comment pages. Try them out.
7. Be sure to Preview your print pages before sending to the printer. It saves on wasted paper.

