

**Microsoft Powerpoint:  
How to create a slide presentation**

**Platform:** Mac/PC

**Level of Difficulty:** Beginner

*This is a guide to the basics of Microsoft PowerPoint. It is designed to teach basic concepts and ideas needed to create and present slides to a large audience. The fundamentals of PowerPoint are easy to follow and understand, making it a powerful teaching tool in classrooms or at the job.*

**Introduction**

Microsoft PowerPoint is located on both Macintoshes and IBM compatible computers. Follow the appropriate platform-specific directions below:

	<b>Mac</b>	<b>IBM</b>
<b>Step 1</b>	<b>Double click on the APPLICATION folder on the desktop. This will open a window.</b>	<b>Click on the START button.</b>
<b>Step 2</b>	<b>Double click on the folder marked MICROSOFT OFFICE X.</b>	<b>Go to Programs.</b>
<b>Step 3</b>	<b>Double click on the icon marked POWERPOINT</b>	<b>Go to MS Office 2000 SR-1.</b>
<b>Step 4</b>	<b>The program is started and now ready to use</b>	<b>Click on Microsoft PowerPoint.</b>
<b>Step 5</b>	<b>Or click on the POWERPOINT icon on the dock.</b>	<b>The program is started and now ready to use.</b>

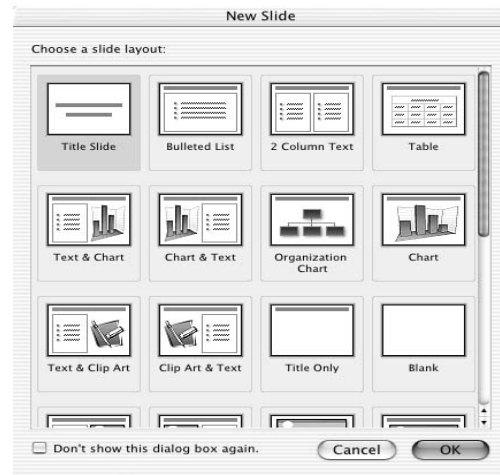
**Starting a New Presentation**

The program automatically opens with a Project Gallery window on the Macs where you can select different task to begin. Select PowerPoint Presentation button and click on OK.

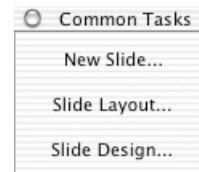


## Creating Slides For Your Presentation

Highlight the type of slide you would like to have presented. Each one should have at least a title. Slides can include graphs, pictures, lists, or organization charts. Click OK when you have decided on what type of slide you want to insert. To edit a slide, follow the directions available on each slide. Details on inserting various items are explained in the following sections.



When you want to start a new slide, on the menu bar at the top click on **Insert -> New Slide**. You can also view the Common Task toolbar by going to **View -> Toolbars -> Common Tasks**. Click on **New Slide** in the **Common Tasks** toolbar (shown to the left).



Another way to create a new slide is by clicking on the new slide icon at the top toolbar (shown below).



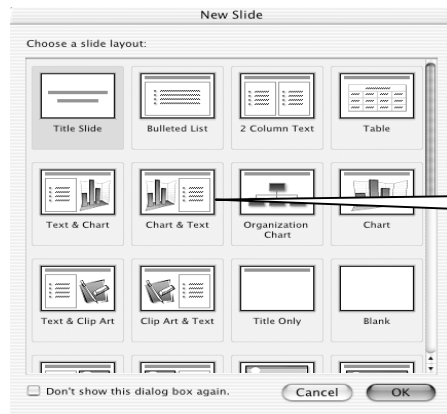
## Opening an Existing Presentation:

Click on **File -> Open...**, Once you have navigated to the presentation you want to edit, click on Open. You can now edit your presentation.

## Adding Graphs, Images, Hyperlinks, and Other Goodies to Your Presentation.

### Inserting and Editing a Graph:

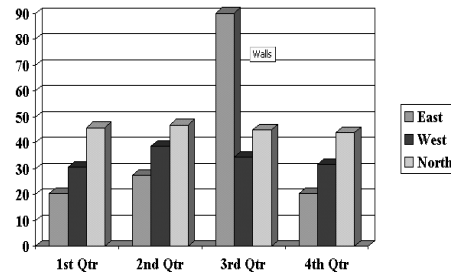
If you would like to insert a graph in your presentation you can do so by selecting a slide with a layout that includes a chart. After clicking on OK you must click on the portion of the slide that says **DOUBLE CLICK TO ADD CHART**. This will open up MS Graph, an application that allows you to create and edit graphs.



Choose a slide with a chart box to add a graph.

A chart and spreadsheet will then appear on your screen. You can enter and delete data into the cells of the spreadsheet. Any change you make to the spreadsheet will be reflected in the chart. If you would like to change the chart type (e.g. to a pie chart), you can do so by going to the **Chart Menu** in MS Graph. You can change the actual feature of the graph by double clicking on that portion of the graph. Many of the features of MS Graph are similar to those of MS Excel. You can refer to the Microsoft Excel Documentation or use the MS Graph Help Menu if you need further assistance in editing your chart. The changes made to your chart in MS Graph will be automatically updated on your presentation once you go to **Graph -> Quit and return to <your filename>**. If you want to go back later and re-edit your graph, simply double click on it.

		A	B	C	D	E	F
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
1	East	20.4	27.4	90	20.4		
2	West	30.6	38.6	34.6	31.6		
3	North	45.9	46.9	45	45.9		
4							
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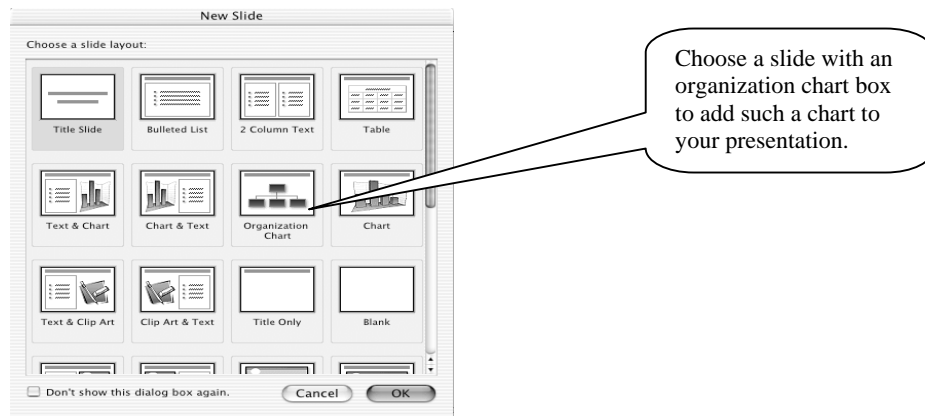


NOTE: Only the chart will appear in your presentation. The spreadsheet is simply for data entry.

### Inserting and Editing an Organization Chart:

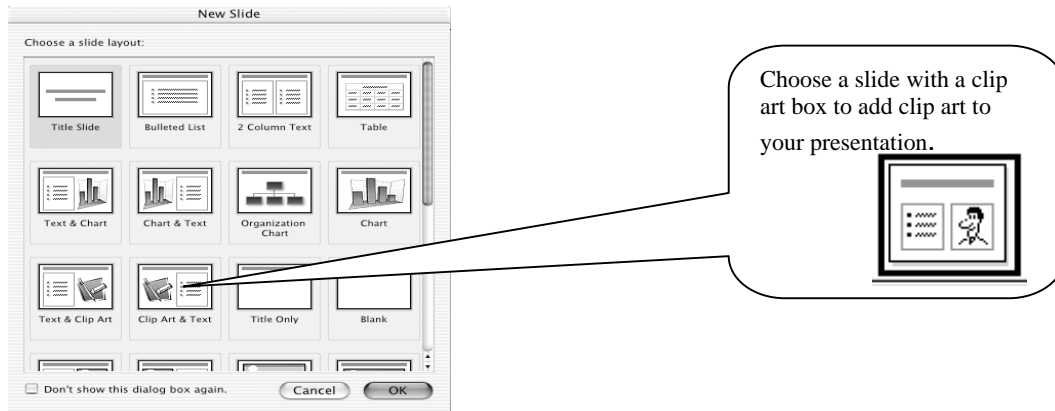
If you would like to insert an organization chart into your presentation you can do so by double clicking on the slide with a layout that includes an organization chart. This will open an MS Organization Chart Window, which allows you to easily create and edit organization charts. Use the toolbar in the upper portion of the screen to add or delete the cells you need. When you are finished editing your chart, select **File ->Update and return to <your filename>.ppt** to insert

the chart in your presentation. If you wish to make changes to your chart later, simply double click on it.

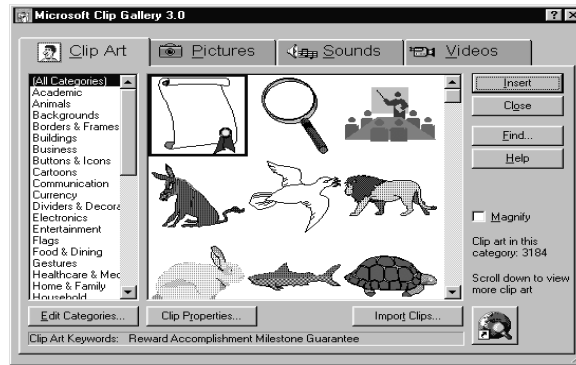


## Making your presentation presentable: Adding Images, Sound, and Hyperlinks Inserting ClipArt

If you would like to insert clip art into your presentation you can do so by double clicking on the slide with a layout that includes clip art.



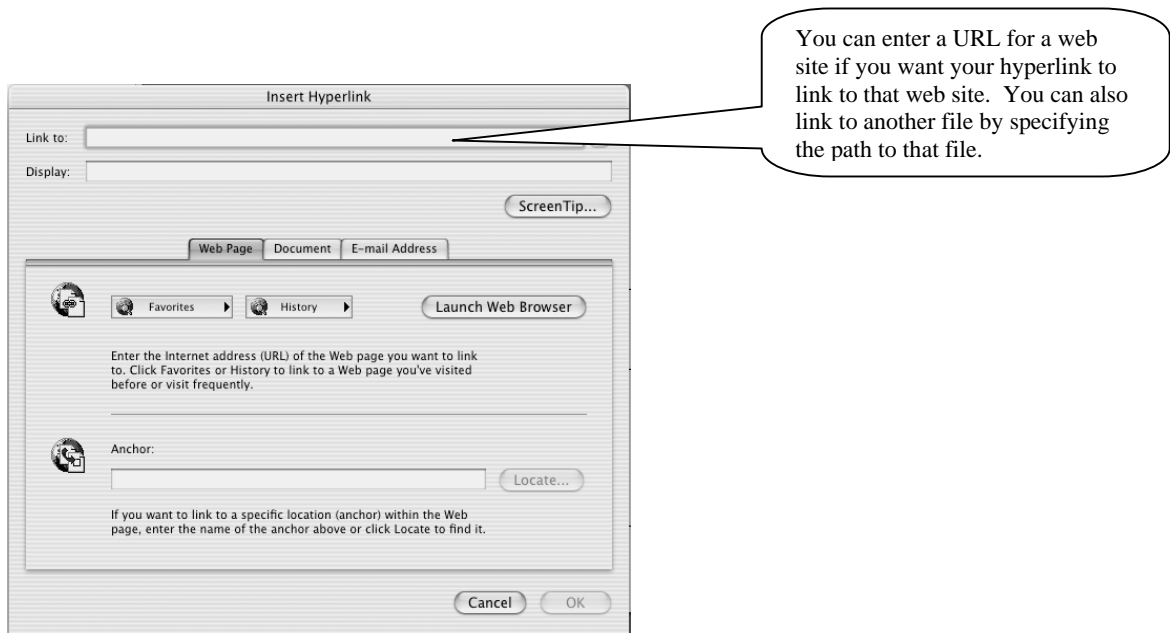
Double click on the portion of the slide that says **DOUBLE CLICK TO ADD CLIP ART**. The dialog box shown to the left will appear. You can narrow down a search by categories on the left-hand side of the window. When you decide on a picture, highlight it and click **INSERT**. This will place your picture into your slide. If you would like to change the size or location of your picture, click and hold the box around your picture, then drag it to the desired size or location.



## Using the Insert Menu Insert Items Into Your Presentation

The **Insert Menu** is an easy tool to use if you would like to insert items into your presentation. You can use this menu to insert a number of features:

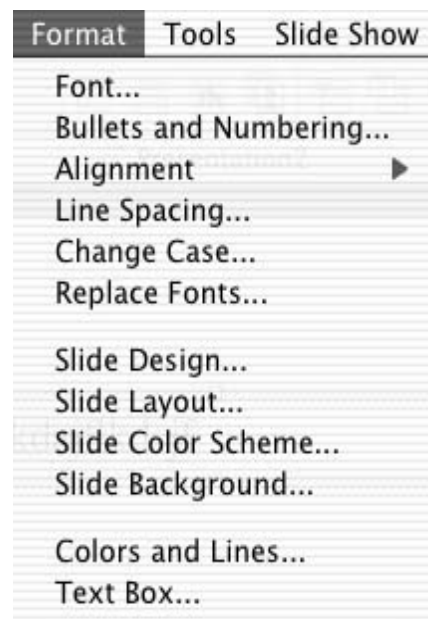
- **New Slides** : creates a new slide; similar to **New Slide** on the "Common Tasks" task bar.
- **Slide Number**: numbers your slides.
- **Comments** : inserts a comment box.
- **Slides from File**: inserts slides from another presentation saved on a disk, your eden/rci account, etc.
- **Slides from Outline**: inserts slides from an outline; this will create a slide for you based on the outline you use.
- **Picture**: You are not limited to the images in the Clip Art Gallery. You may insert an image of your own (for example, a .gif or .jpg that you found on the web) into your presentation. Go to **Insert** and select **Picture**. If you want to use the clip art gallery select **Clip Art**. If you have a picture file saved on a disk, an account, or on a local drive on the computer, select **From File**. Select the picture file that you would like to insert, then click **INSERT**. You can resize and move the image that you insert by clicking on it and dragging it to the desired location.
- **Text Box**: inserts a box into which you can type text.
- **Movies and Sound**: allows you to insert sound and video clips; follow the procedure for inserting pictures to insert sound or video clips.
- **Chart**: inserts charts via the MS Graph application.
- **Object**: inserts items from different applications. Some items include: MS Excel Charts, Excel Worksheets, Graph 98 Charts, Organization Chart, Word Documents, and Word Pictures.
- **Hyperlinks**: To create a hyper link, highlight the text or image that you want to designate as a hyperlink. Then go to **Insert** and select **Hyperlink**. The text that you highlight will change in color to indicate that it is a hyperlink.



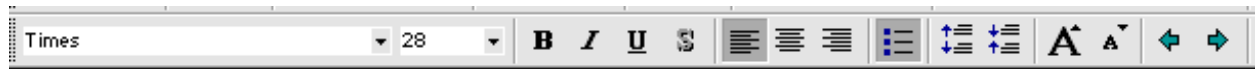
### Manipulating Text Using the Format Menu

You can use the **Format** menu to change the "look" of your presentation. You can select different fonts, choose different bullets, adjust the alignment of text and images, and adjust the line spacing on your slides. If you would like to change the case of a portion of text, highlight that region and select **Change Case**. A dialog box will pop up specifying the different options that you can choose from. Select which option you prefer and click on **OK**. All the text that you highlighted will change case.

You can also replace the font of a portion of text. Highlight the portion of text whose font you would like to replace. Go to **Format**, select **Font**, and then select the new font that you would like to use. If you would like to replace all instances of a particular font, select **Replace Fonts** from the **Format** menu. A new window will pop in which you can specify which font you would like to replace and choose the new font that will be used as the replacement.



## Manipulating Text Using the Formatting Tool Bar



You can use the formatting toolbar to manipulate your text as well. Many of the buttons on this toolbar perform the same function as they do in MSWord. There are some differences worth noting however.



**Shadow button:** Adds or removes a shadow from a region of highlighted text.

**Increase/Decrease Paragraph Spacing buttons:** Increases or decreases the spacing between paragraphs (or lines in a bulleted or numbered list).

**Increase/Decrease Font Size buttons:** Increases or decreases font size. By highlighting a region of text you can adjust the font size of that particular region.



**Promote/Demote buttons:** Promotes or demotes paragraphs or the items in a list. If the cursor is contained within or at the end of a particular line, only that paragraph will be promoted/demoted. If you would like to promote/demote multiple paragraphs or lines, highlight them and then click on the appropriate button.

### Manipulating Your Slides Using the Format Menu:

You can change the look of your slides with some of the options featured in the **Format** menu. The **Slide Layout** option allows you to change the format of your slides or will reapply a layout to a slide whose layout has been modified. The **Slide Color Scheme** option allows you to modify or reapply a color scheme of a particular slide. The **Slide Background** option allows you to set a background color, pattern, texture or image in your presentation. The **Apply Design** option allows you to use one of the MS PowerPoint templates. You can use this option to change the look of your presentation at any point. The **Colors and Lines** and **AutoShape** options allow you to set the line, fill colors, pattern, size, position, and text-wrapping properties for selected objects or shapes.

### Using the View Menu

You can view and edit your presentation in five different modes. The default view in PowerPoint is the **Slide** view. This allows you to work with one slide at a time. You can use the **Slide Sorter** to view miniature versions of all the slides in your presentation. In this view you can reorder slides by selecting a slide and dragging it to its desired location. The **Slide Sorter** view is useful when editing slides because it allows you to jump to any place in your presentation rather than having to sequentially scroll through it.

The **Notes Page** view allows you to view note pages for every slide, where you can create speaker notes for each page. One slide appears per page with an area for text below it. This view can be helpful in creating speaker notes or handouts.



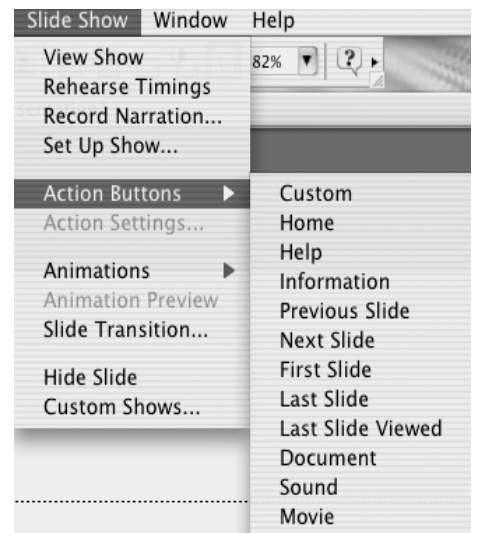
The **Slide Show** view allows you to see your presentation as it would appear to your audience. Each slide will be displayed at full screen size and will be presented in sequence. To move back and forth through slides press the “Page Up” or “Page Down” keys. To exit this mode press the “Esc” key.

This menu also features some other helpful editing and viewing tools. The **Grayscale** option allows you to view your slides in black and white. You can add or change a header or footer using the **Header and Footer** option. The **Comments** option allows you to hide or display the comments boxes (if any) in your presentation. The **Master** option can prove quite useful. You can use any of the options in **Master** to change the default formatting and layout of each slide. For instance, using the **Slide Master**, you can set default font or insert an illustration, such as a company logo, to every slide.

### Using the Slide Show Menu to Animate Your Presentation

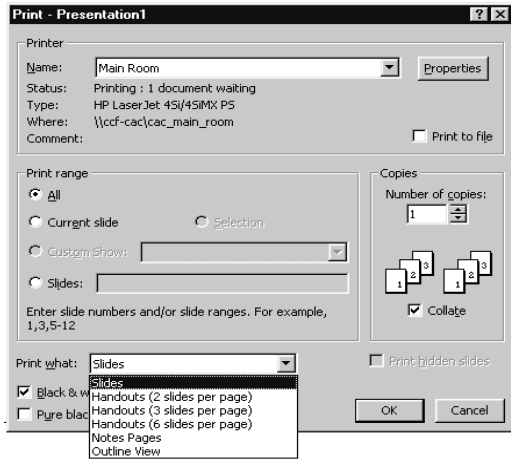
The **Slide Show Menu** offers numerous ways to animate your presentation. You can add Action buttons with the **Action Buttons** option. This will insert a button into the active slide. After inserting the action button the Action Settings dialog box will appear in which you can select the action that button will perform. You can adjust the size and placement of buttons by clicking and dragging on them. If you want to modify the actions you have assigned to buttons use the **Action Settings** option.

You can use the **Custom Animation** option to control many animation effects in your presentation. A Custom Animation dialog box will appear in which you can adjust the settings of your animations or slide transitions. For example, you can make certain text or objects appear whenever you click on your mouse by going to the **Custom Animation** menu and selecting the timings tab. Select the objects you would like to animate and mark ANIMATE -> ON MOUSE CLICK. You can also control how each animated object is introduced in each slide. If you would like your text to fly in from the right hand side of the screen, select, FLY FROM RIGHT under the Effects tab. The **Custom Animation** option allows you to add sound to each animation. You can also control the way in which text appears; you can choose to have all text appear at once, line by line, word by word, or paragraph by paragraph. To preview your



animations select the **Preview Animation** option. To edit the manner in which each slide is introduced in your presentation, choose the **Slide Transition** option.

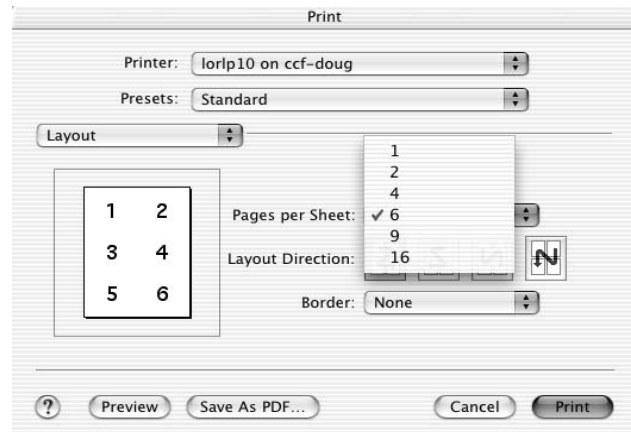
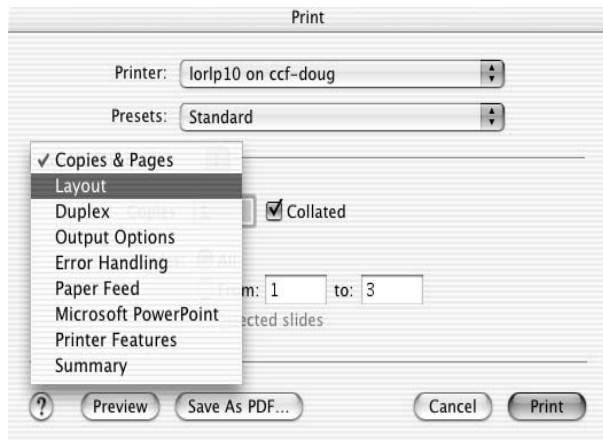
## Printing



If you would like to print handouts featuring more than one slide per sheet, text lines next to each slide, notes, or an outline, you can do so under the **File** menu's **Print** option.

On a PC: Go to **File**, then select **Print**. Use the **Print What** drop down menu to select the format you would like to print.

On a Mac: Under the **Copies & Pages** option you can click to select several printing format options. If you select the **Layout** option, you can then select Pages per Sheet to print multiple slides per page. Once you have selected the proper printing format click on print to print to the designated printer.



### **Where To Get More Help**

Every computer platform comes with built in computer help menus located at the top of your screen. If you are in a Campus Computing Center, contact the consultant on duty. Consultants can aid you in finding the information you need.