

Beginning PowerPoint



Department Of Workforce Services



A Guide For Beginning PowerPoint

Acknowledgements and Help

Course Developer:

..... Quang Dang

Course Editors:

..... Quang Dang, Steve Olsen

Course Content:

..... Cumulative Effort from various DWS Managers and the
Developers and Editors

Printed by:

..... DWS General Services

State Software Trainers:

..... **Steve Olsen**
Office 801-526-9227
Cell 801-673-2306

..... **Quang Dang**
Office 801-526-9735
Cell 801-243-3180

DWS Help Desk:..... **801-526-HELP**
801-526-4357



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Beginning PowerPoint

PURPOSE OF THIS MANUAL:

PowerPoint 2000 is a presentations program that allows you to create a slide show. It is similar to WordPerfect's Presentations.

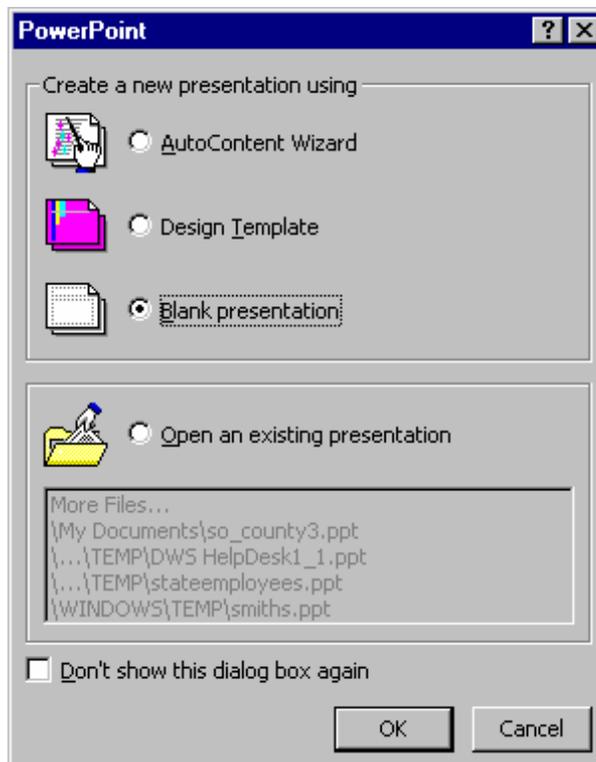
In PowerPoint you can:

- * Use pre-designed templates to create a quick and effective slide show.
- * Create graphs and organizational charts.
- * Create handouts that correspond with your slide show.

WHAT IS A PRESENTATION?

A presentation is a group of slides that you create in PowerPoint. Individual slides will contribute to the overall message of the presentation. Presentations may be presented as 35mm slides, overhead transparencies, or projected from a computer or laptop.

When you start PowerPoint, you will be given four choices:



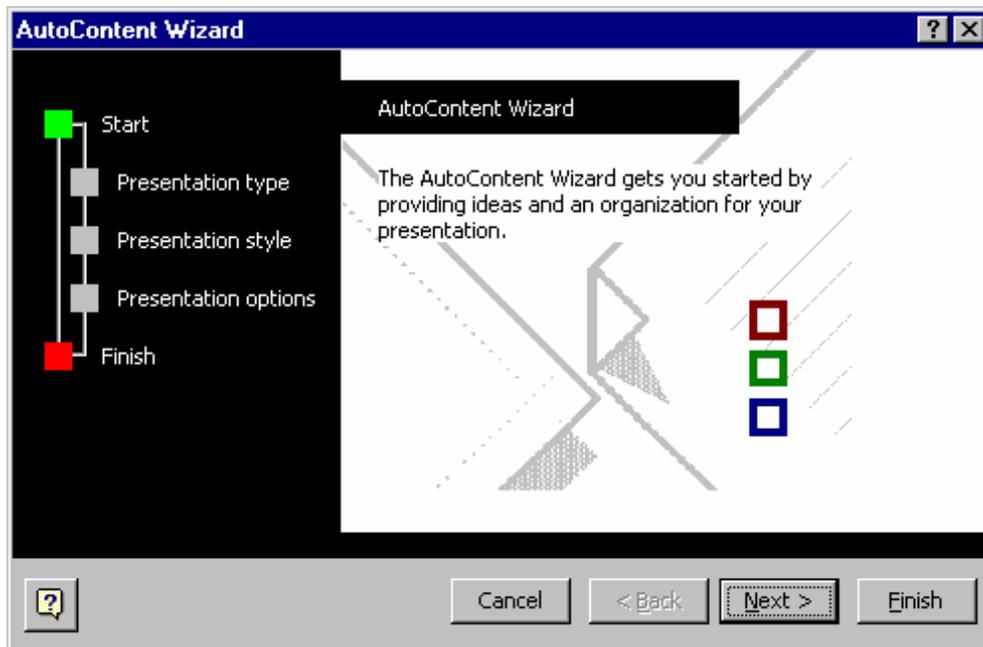


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1. Auto Content Wizard
2. Design Template
3. Blank Presentation
4. Open an existing presentation.

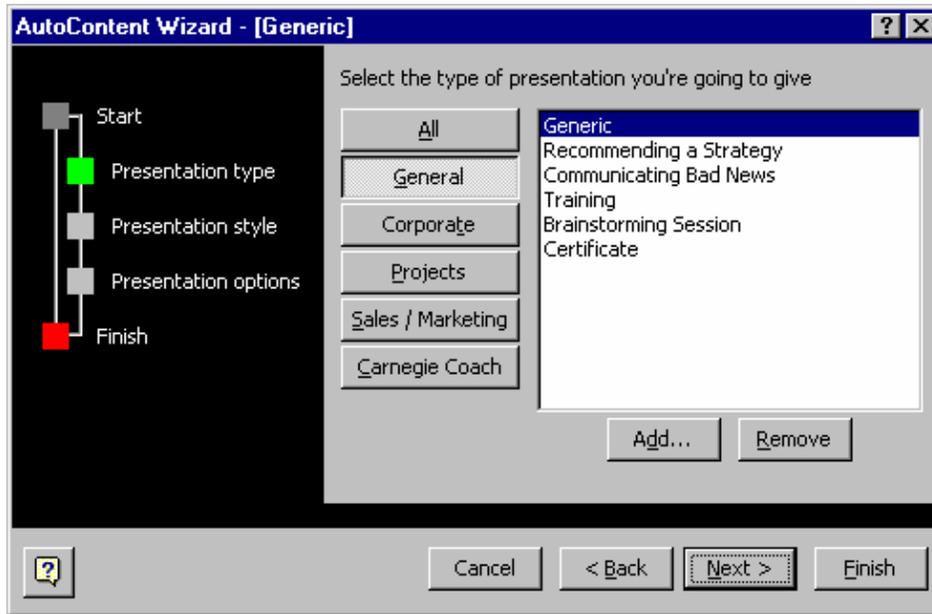
THE AUTO CONTENT WIZARD

This feature uses predetermined basic design elements and makes suggestions for the content of your presentation.

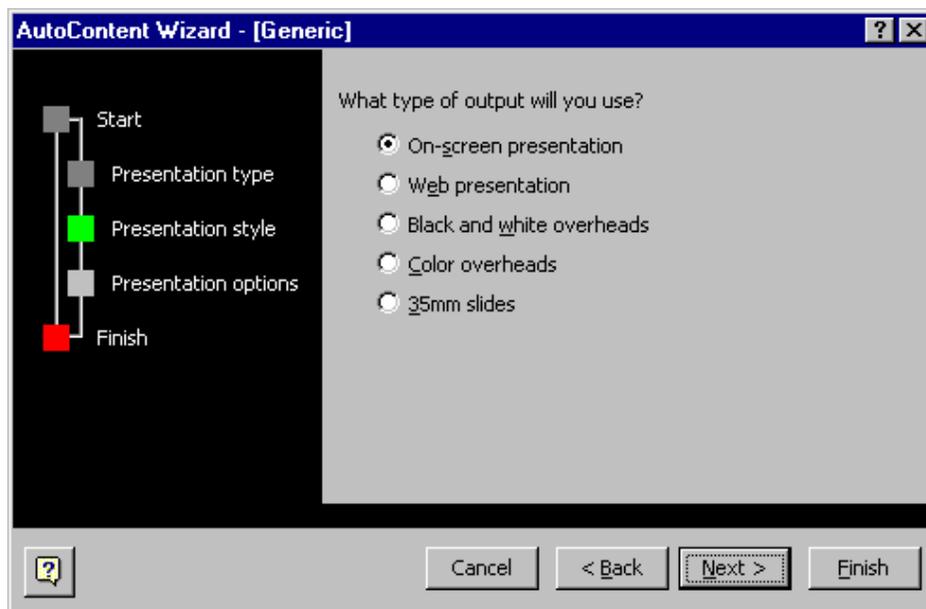


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Click on **NEXT**



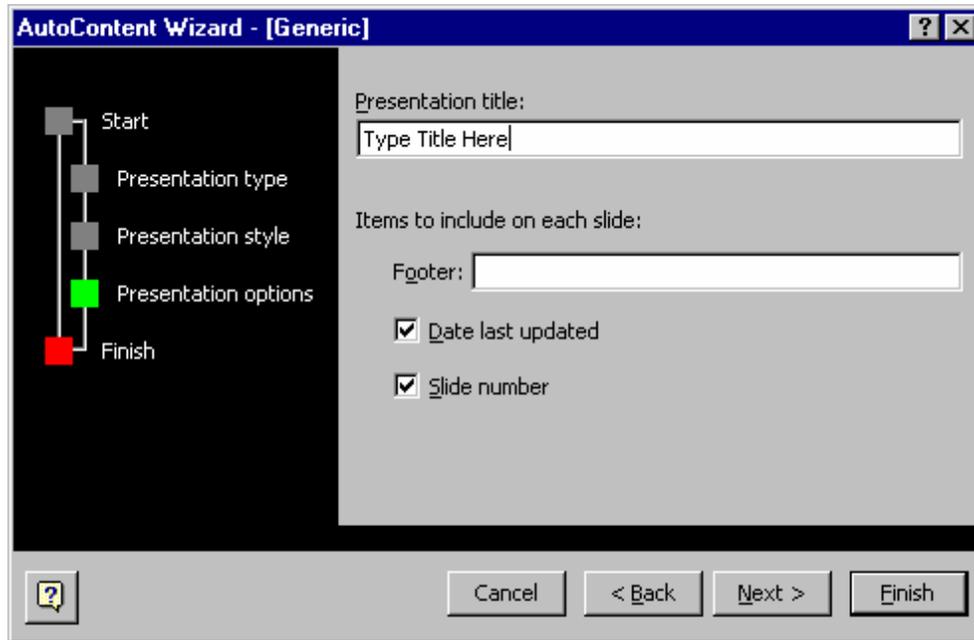
Click on the **CATEGORY** button on the right and select the type of presentation that you want. Click on **NEXT**.





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Click on the type of output you want to use and click on **NEXT**.



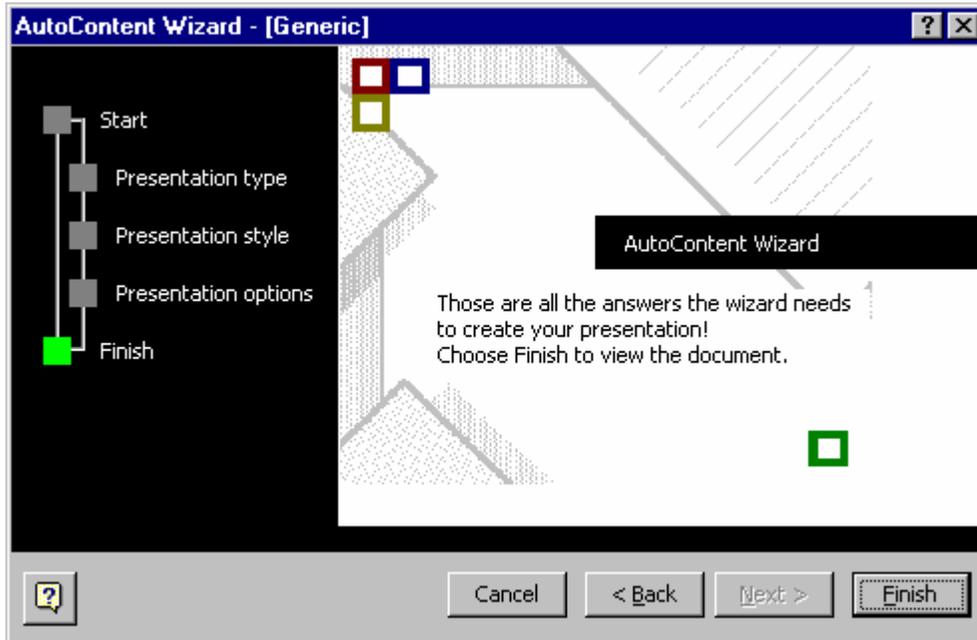
Type the title for your presentation in the **PRESENTATION TITLE** box.

Next if you have a footer you want to appear in each slide, type it in the **FOOTER** box.

If you do not want the date or slide number to appear on the slide, remove the check in the check box next to the option you don't want to appear.

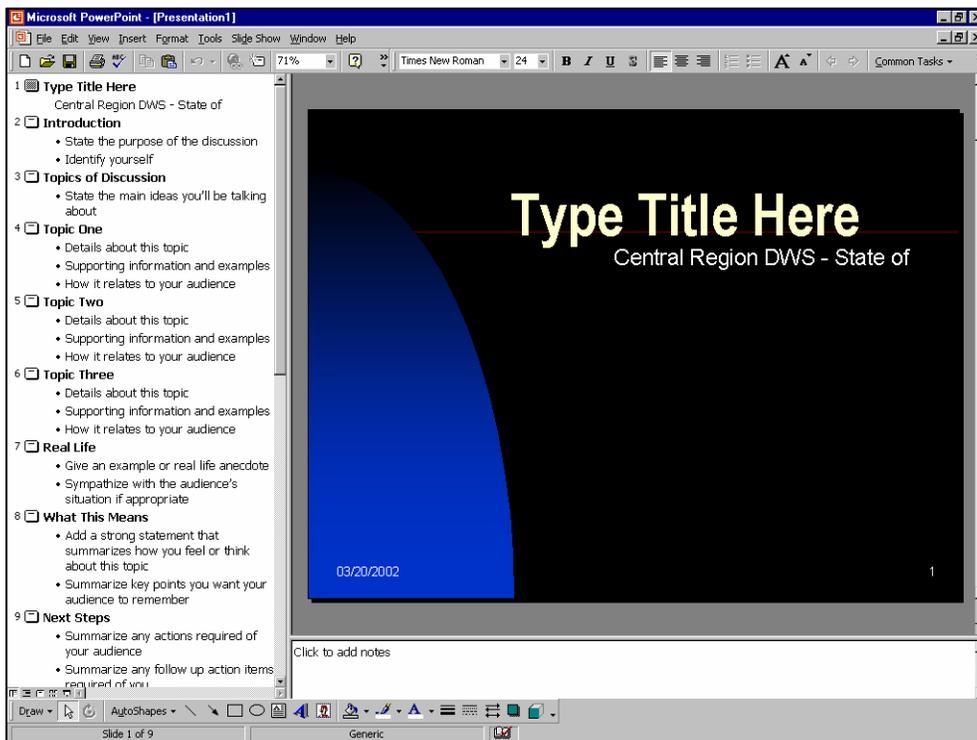
Click on **NEXT**

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Click on **FINISH**

PowerPoint displays the first slide and the outline:



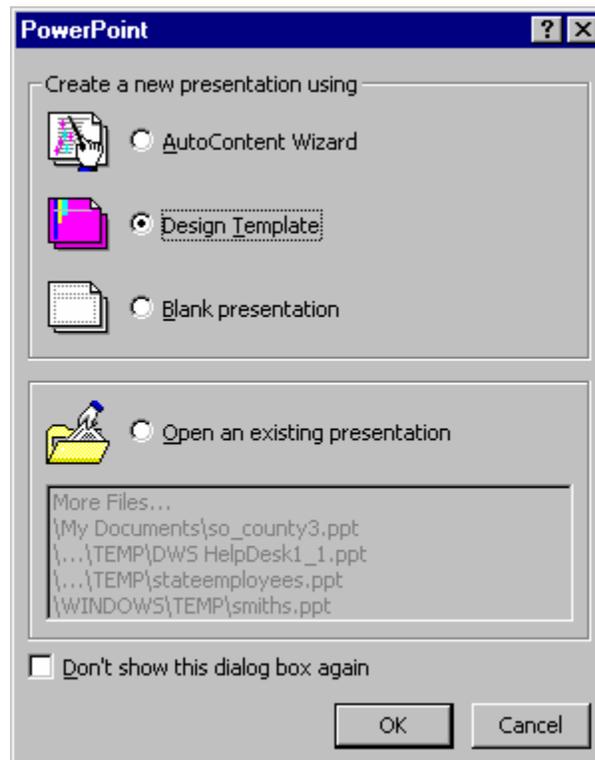


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Type in the subject matter under the suggested headings and delete any extra text and slides.

CREATING A PRESENTATION FROM A TEMPLATE (CHOICE #2)

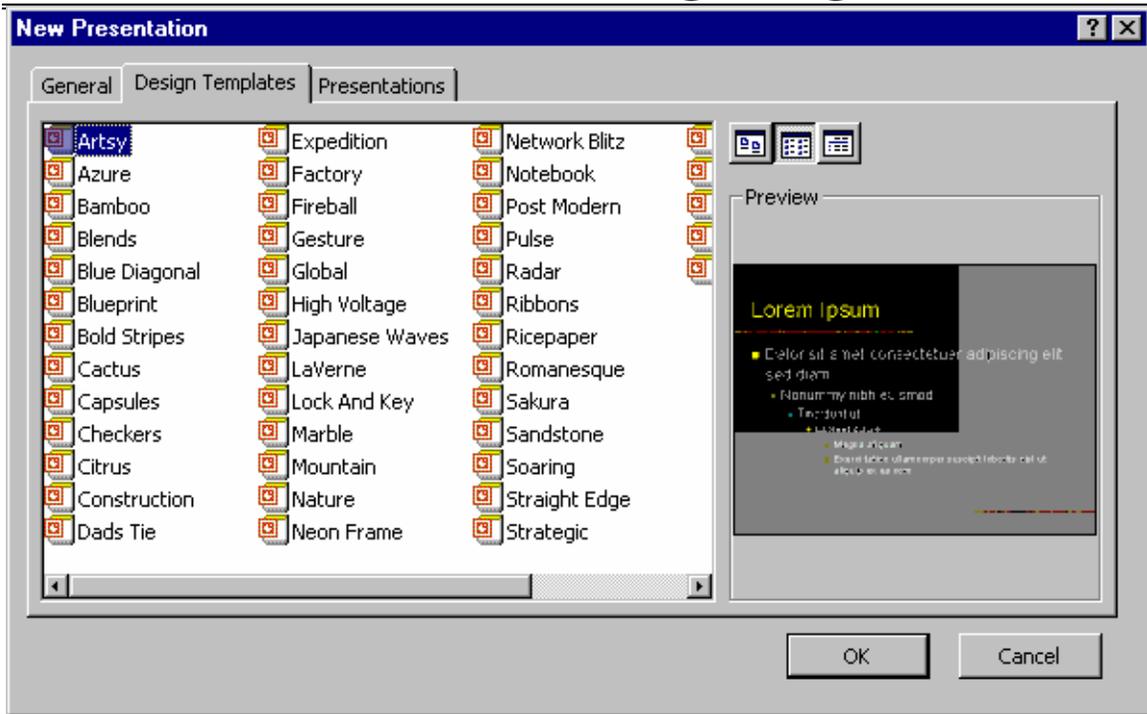
Using the PowerPoint templates you can quickly choose predetermined design elements for your presentation. When using a template the designing, text formatting, and color schemes are already done for you. All you have to decide is the content. Select **DESIGN TEMPLATE**.



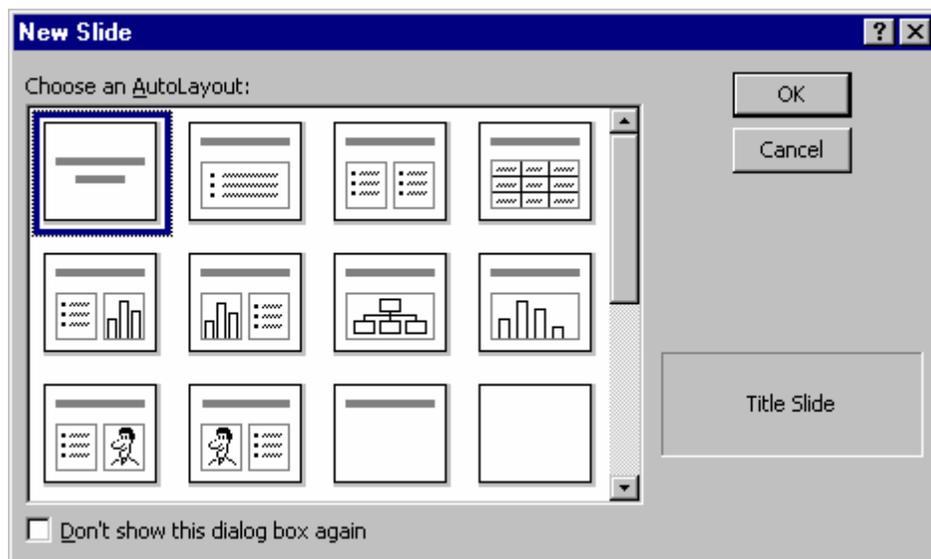
As you use the arrow keys to scroll through the templates, PowerPoint displays a preview of each design in the **PREVIEW** box.



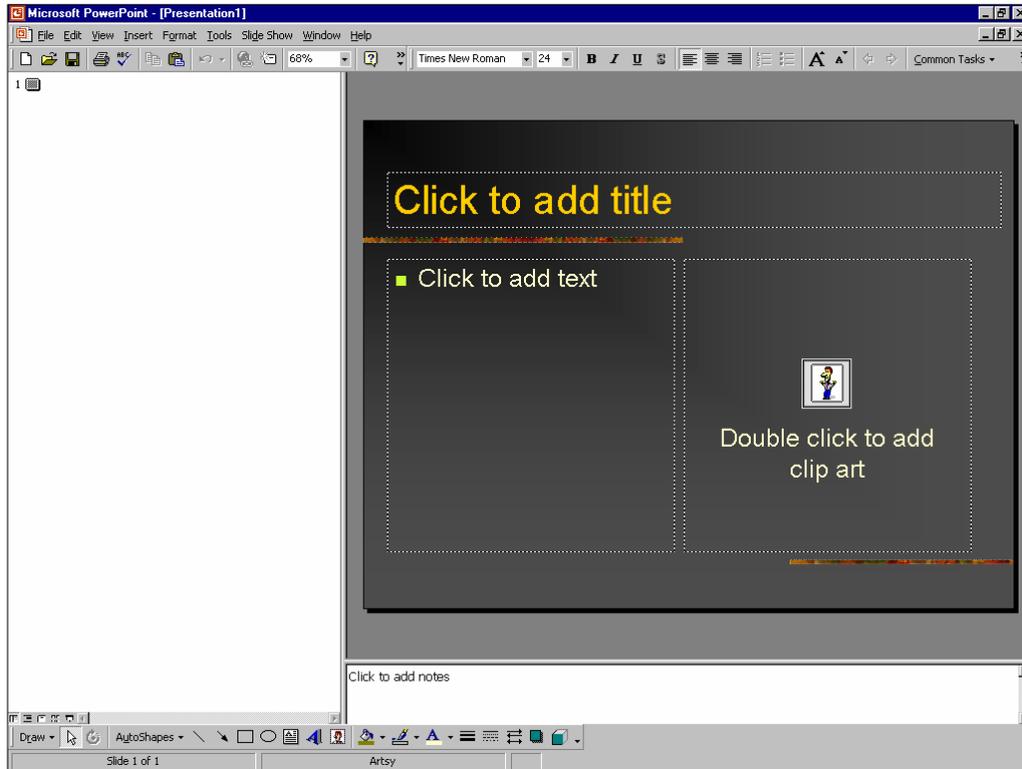
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When you find the template you want and click OK, the New Slide dialog box appears.

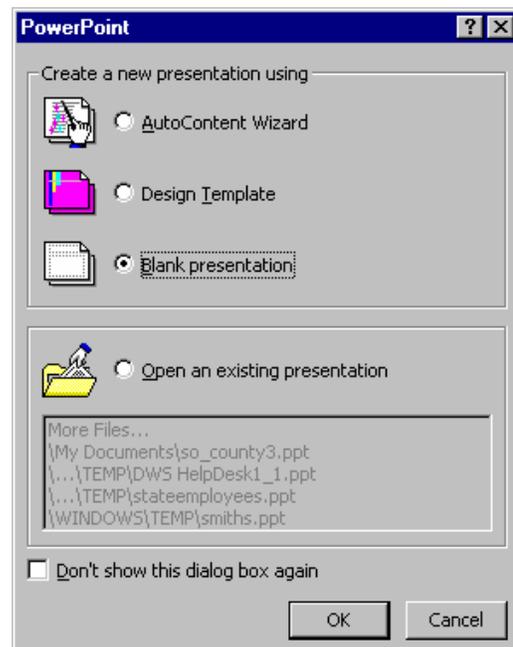


Choose the **AutoLayout** you want to use and click **OK**. (The Title Slide is the typical choice for the first slide in a slide show.)



CREATING A BLANK PRESENTATION (CHOICE #3)

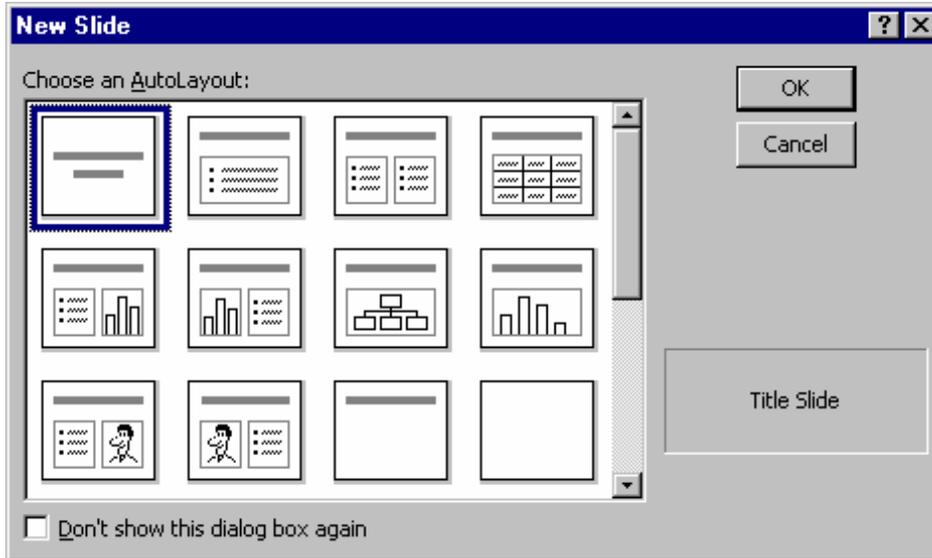
If you have an idea for your presentation and want to create it from scratch choose **BLANK** presentation.



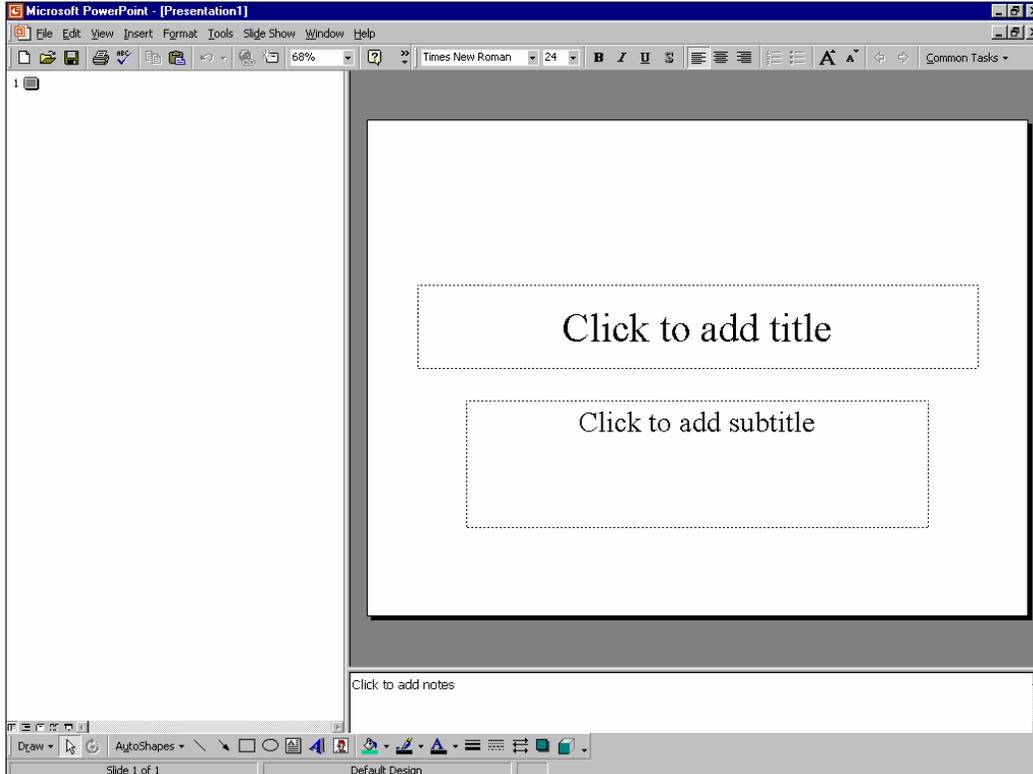


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When the **New Slide dialog** box appears, double-click on the **TITLE SLIDE** layout for your first slide.



PowerPoint opens up and displays the title slide.



WORKING WITH SLIDES

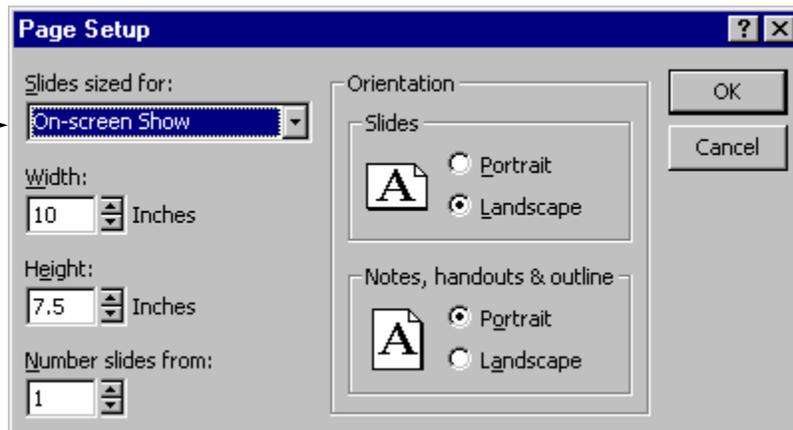
When you work with presentations in PowerPoint, you can manipulate your slides in many ways:

- * change the slide setup
- * add new slides
- * delete slides

CHANGING THE SLIDE SETUP

To change your slide setup:

1. Click on **FILE** from the menu and click on **PAGE SETUP**.



2. Click on the option you want in **SLIDES SIZED FOR** area.

3. If you want PowerPoint to number your slides from other than one, enter the number in the **NUMBER SLIDES FROM** box.

4. You can change the orientation of the slide to portrait or landscape. Do the same for your notes and handouts.

ADDING NEW SLIDES

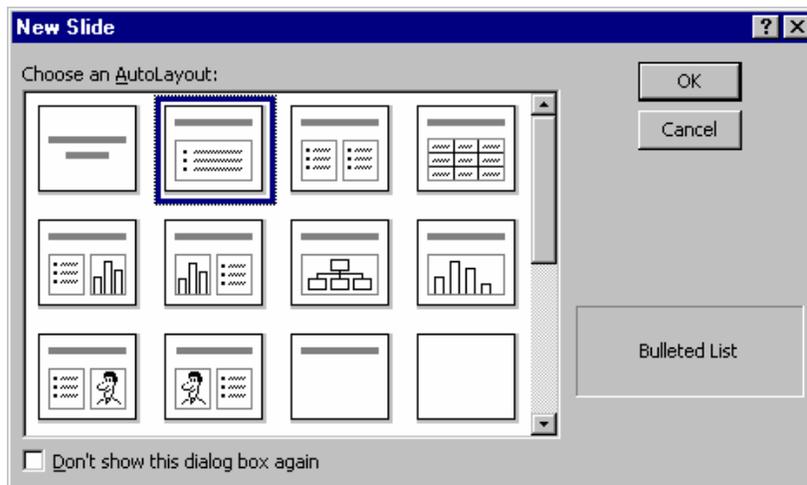
To Add a new slide:

1. Click on the **NEW SLIDE** button on the **STANDARD** toolbar.



NEW SLIDE
BUTTON

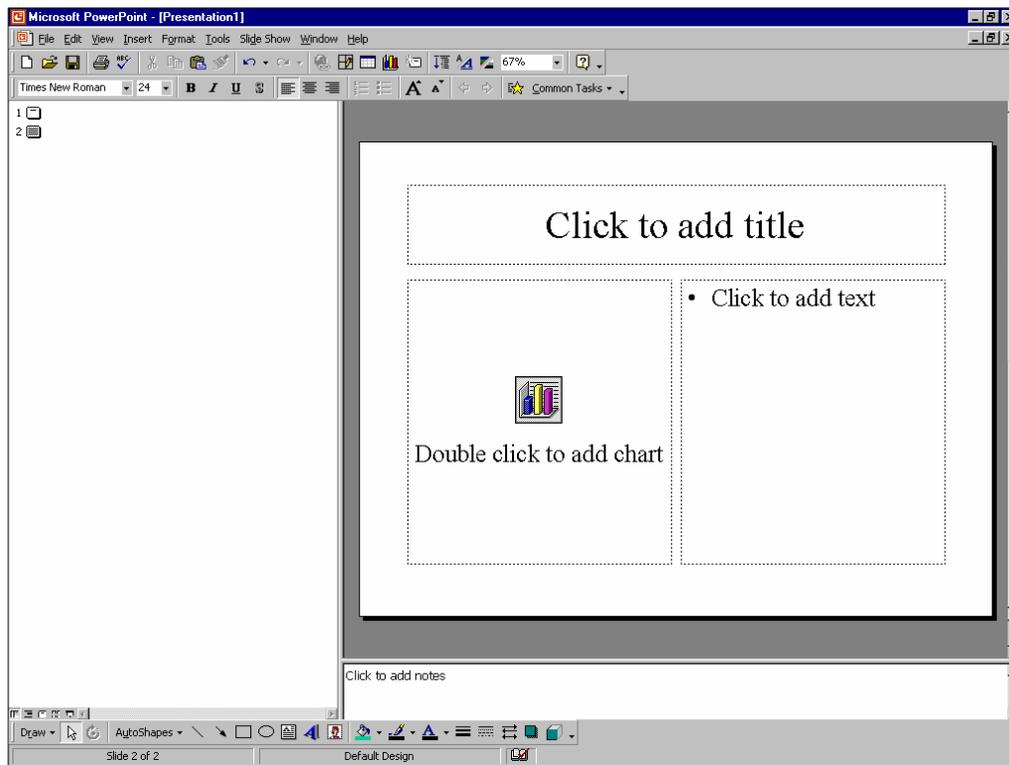
Choose a layout for your new slide.



PowerPoint displays a slide using the layout you selected in the **NEW SLIDE** dialog box.



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DELETING A SLIDE

You may want to shorten your presentation by deleting a few slides.

To delete a slide in slide view, use the following steps:

1. Go to the slide you want to delete.
2. Click on the **EDIT** menu and click on **DELETE SLIDE**.

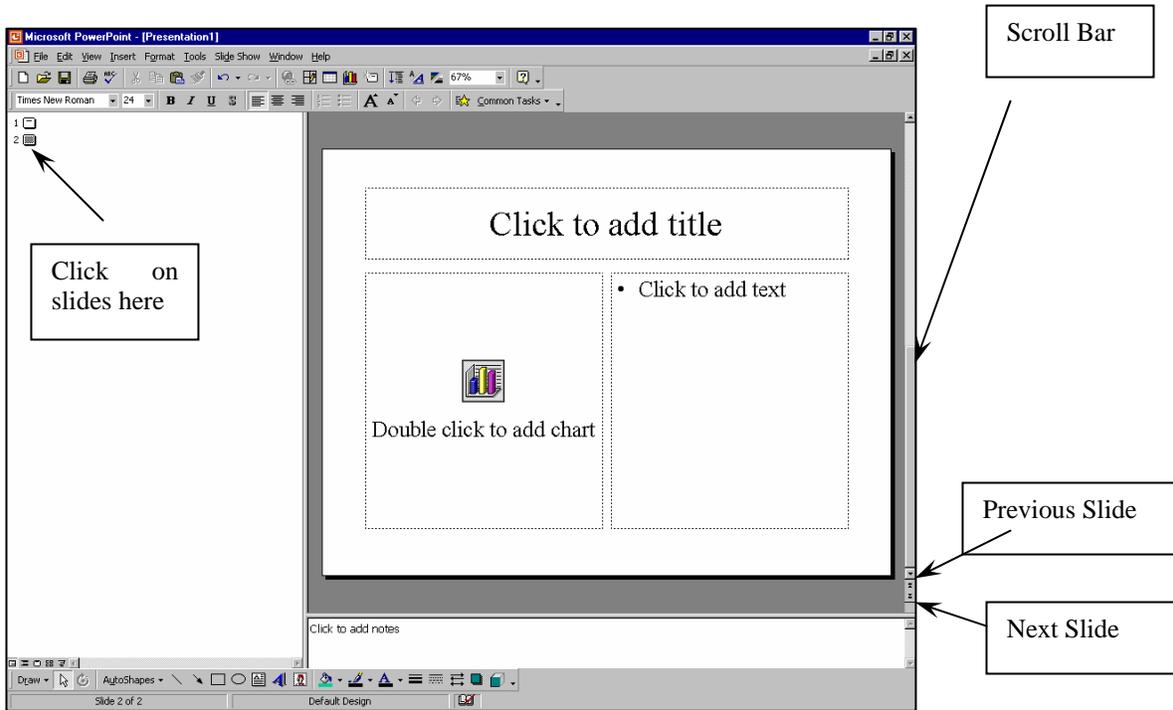
MOVING FROM SLIDE TO SLIDE

You can move from slide to slide using:

- * the scroll bar or buttons on the right side of the presentation window
- * the keyboard (Page Up or Page Down buttons)
- * the slides in the left hand section of the screen



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WORKING WITH AUTOLAYOUT TEXT

PowerPoint provides placeholders for the text you will add to your slides. In addition to adding the AutoLayout text to your slides you can:

- * change the level of the text
- * remove and add bullets

ADDING AUTOLAYOUT TEXT

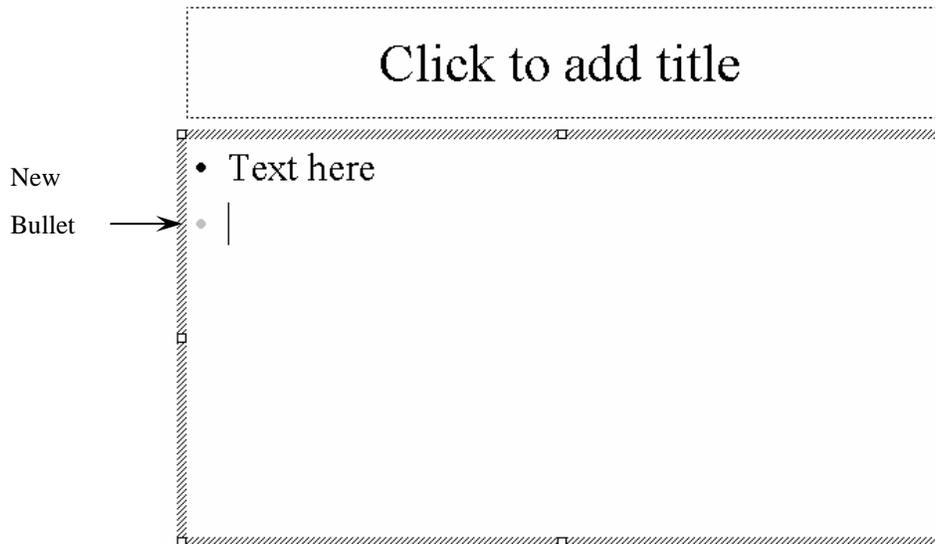
You can add text to your slides by clicking on the AutoLayout text area and typing the text.

To add text to the AutoLayout text area of a slide:



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1. Click on the text placeholder.
2. Type in your text.
3. If the AutoLayout text is in a bulleted list, press the **ENTER** key. PowerPoint adds another bullet.



To add lines of text without adding a new bullet, press the **SHIFT/ENTER** keys.

When you have finished entering text, click anywhere outside the AutoLayout text area or press the **ESC** key twice.

CHANGING THE LEVEL OF TEXT

You can add up to five levels of bullets. Each level is indented beneath the level above it.

To change the level of text:

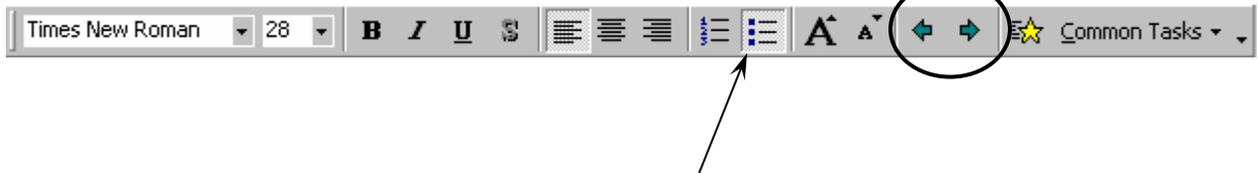
1. Type the text on the line above and press the **ENTER** key.
2. To add a new level, at the very beginning of the line, press the **TAB** key to indent the text.



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3. Continuing to press the **TAB** key will indent to the second or third level.
4. To move back a level, at the beginning of the line, press the **SHIFT/TAB** keys.

You can also use the **PROMOTE** or **DEMOTE** buttons



Use the **BULLETS** button to add or remove bullets from the lines you have selected.

MODIFYING THE FORMAT OF A PRESENTATION

There are several ways in which you can modify the format of the presentations you create. For example:

- * change the slide layout
- * change the design template
- * change the background and color scheme
- * apply the design of an existing presentation

CHANGING THE SLIDE LAYOUT

The slide layout refers to the placement of titles, text and graphics.

To change the slide layout:

1. Click on **COMMON TASKS** on the **STANDARD** toolbar and click on **SLIDE LAYOUT**.



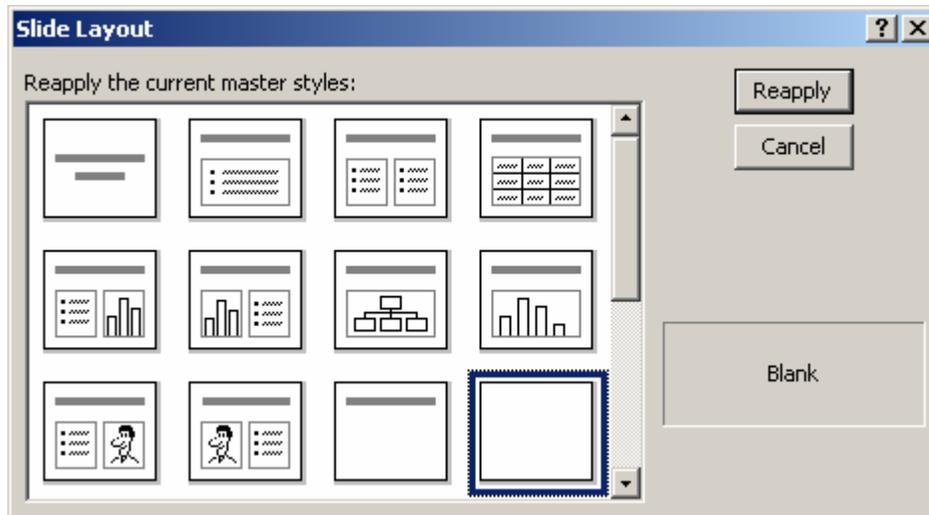


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You can also click on **SLIDE LAYOUT** from the **FORMAT** menu.

PowerPoint displays the **SLIDE LAYOUT** dialog box.

2. Double click on an AutoLayout.



PowerPoint changes the layout of the current slide to the AutoLayout you have selected.

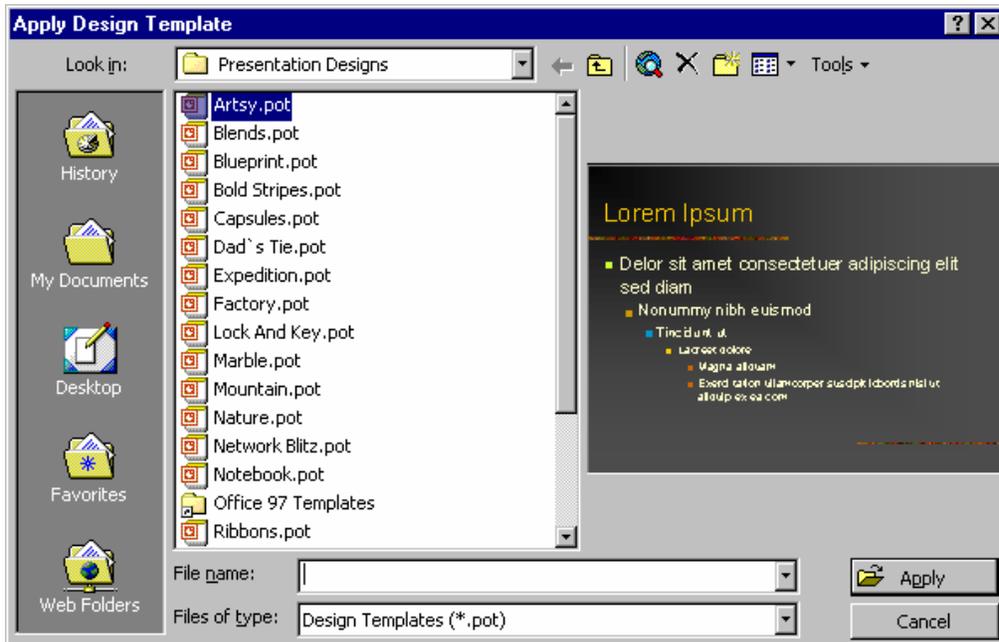
CHANGING THE DESIGN TEMPLATE

As you work with your presentation, you may decide you want to change the design template. This is a quick way to change the appearance of all the slides in your presentation.

To change the presentation template:

1. Click on the **COMMON TASKS** button and click on **APPLY DESIGN TEMPLATE**.

2. Click on the template you want to preview.



3. Click **APPLY** to change your template to the template which is selected.

CHANGING THE BACKGROUND OF A PRESENTATION

All the colors in a slide template are called a color scheme. A color scheme is a set of coordinated colors chosen to complement each other. PowerPoint allows you two options for changing the background of your color scheme.

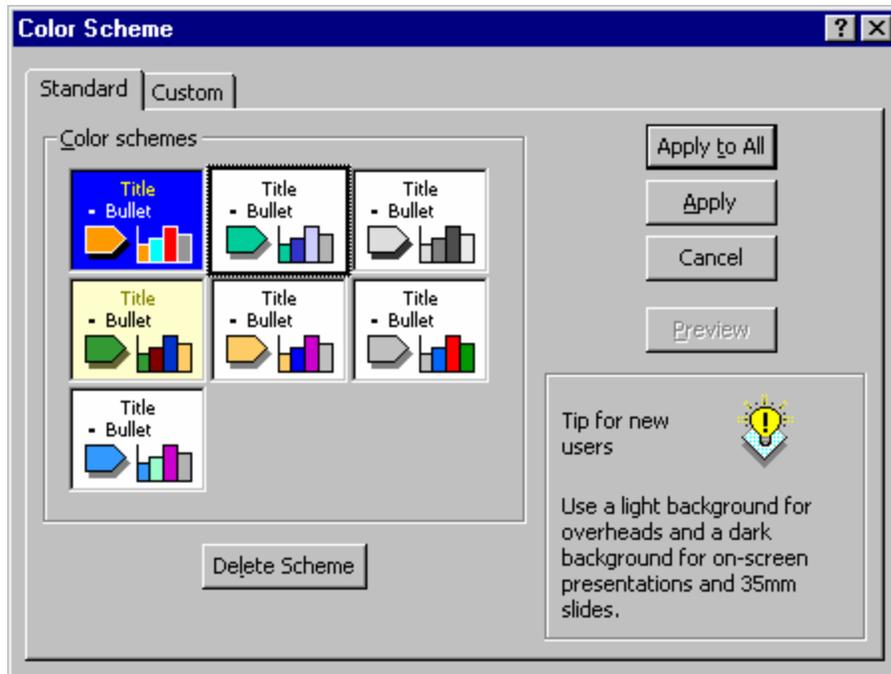
- * you can change your background by switching to a different color scheme.
- * you can change a single color of your background.

CHOOSING A DIFFERENT COLOR SCHEME

To replace the standard color scheme in your presentation:

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1. Click on the **FORMAT** menu and click on **SLIDE COLOR SCHEME**.



2. Click on the **STANDARD** tab.
3. Click on the color scheme you want.
4. Click on **APPLY** to apply this color scheme to the active slide or
5. Click on **APPLY TO ALL** to apply the change to all of the slides.

APPLY A DESIGN FROM AN EXISTING PRESENTATION

If you want to use an existing presentation as a basis for a new project:

1. Click on **COMMON TASKS** and click on **APPLY DESIGN TEMPLATE**.
2. Click on the **FILES OF TYPE** at the bottom of the dialog box list and select **PRESENTATIONS AND SHOWS**.
3. Use the **LOOK IN** list and the **UP ONE LEVEL** button as necessary to move the folder in which your existing presentation is stored.
4. Double-click on the existing presentation. Design for the existing presentation is now applied to your new presentation.



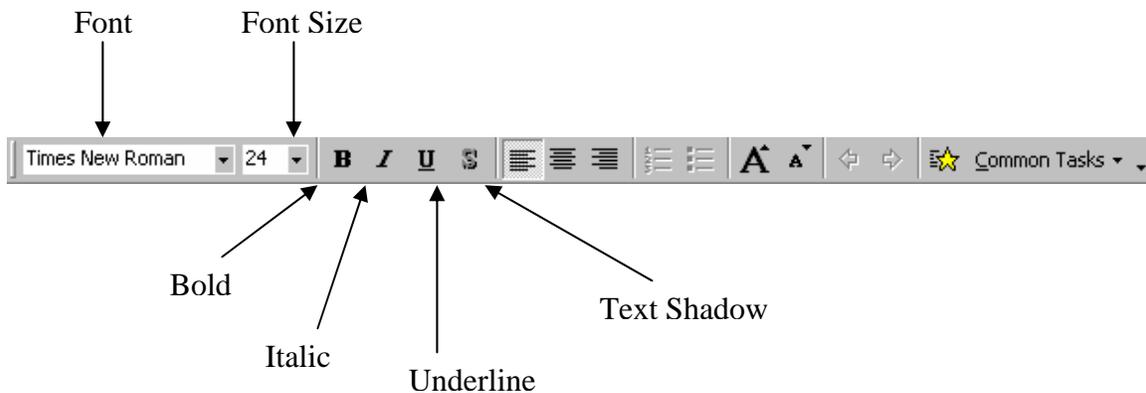
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1. Click on the text. PowerPoint surrounds the text with a selection box with border of hash marks and sizing handles.
2. Click on the hash mark border. PowerPoint selects all of the text in the box.

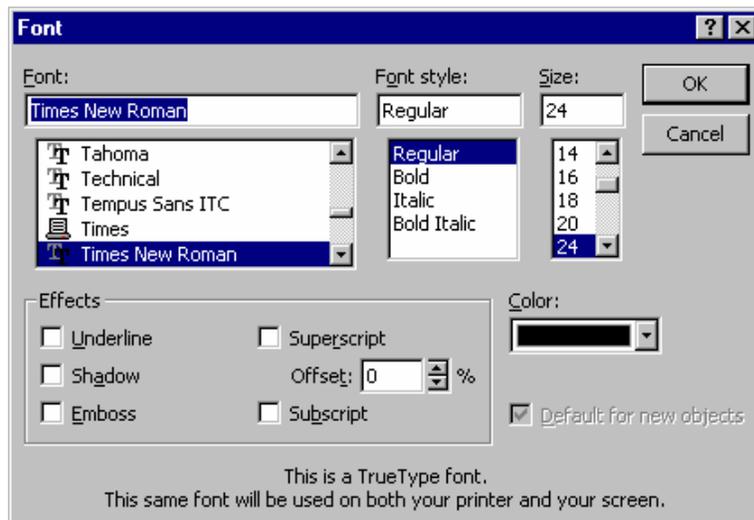
Note: You can select two or more objects by selecting the first object, hold down the **SHIFT KEY**, and with the shift key down selecting the next object.

FORMATTING TEXT

You can apply formatting attributes to your text, like bold, italics, etc., by using the **FORMATTING** toolbar. First select the text you want to change than click on the appropriate tool from the toolbar.

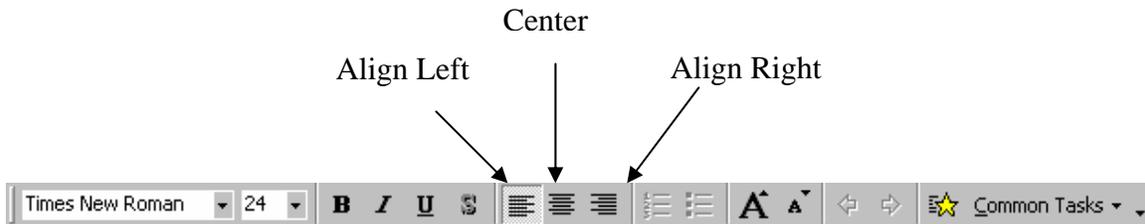


You can also pull up the **FONT DIALOG** box from the **FORMAT** menu. Before you go into the **FONT DIALOG** box you must select the text you want to be affected by what you're about to do. Then make the appropriate choices from the **FONT DIALOG** box.



ALIGNING TEXT

You can change the alignment of a line of text or all of the text in a text object by using the **ALIGNMENT** buttons on the **STANDARD** toolbar. Before you change the alignment be sure to select the text you want to be affected by the change.



CHANGING THE LINE SPACING OF TEXT

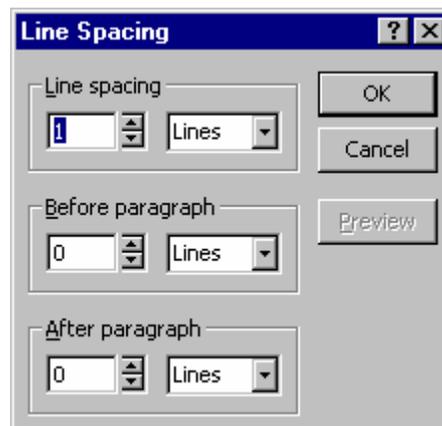
You can change the line spacing of paragraphs and bulleted text in your presentation to increase the white space and improve the look of your presentation.

To change the line spacing:

1. Do one of the following:

- * Select the paragraph(s) you want to change.
- * Click on the selection box if you want to change the line spacing of all the text in the object.

2. Click on the **FORMAT** menu and click on **LINE SPACING**.





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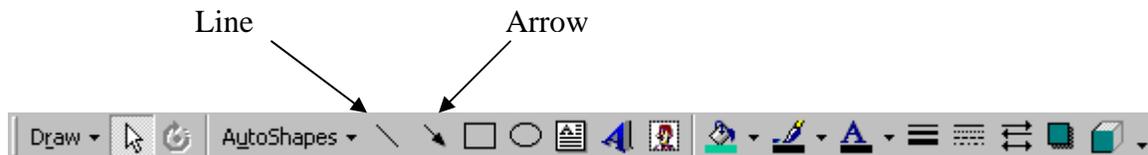
3. Type the spacing you want in the **LINE SPACING** box, or use the arrows.
4. To change the line spacing between paragraphs, type the spacing you want in the **BEFORE PARAGRAPH** box or the **AFTER PARAGRAPH** box.
5. Click **OK**.

CREATING GRAPHICS OBJECTS

Working with lines and arrows

PowerPoint provides you with the ability to draw lines to outline objects, and create arrows as a directional signal.

You can use the **DRAWING** toolbar at the bottom of your screen to format your lines. Click on the tool you want to use than click and drag on the slide where you want to graphic object to be.



FORMATTING LINES AND ARROWS

You can change the appearance of lines and arrows by:

- * Changing the color
- * Changing the style (thickness and format)
- * adding arrowheads to lines

To format lines or arrows:

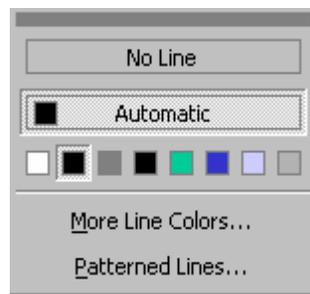
1. Select the line or arrow you want to format.

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2. On the **DRAWING** toolbar click on the arrow next to the **LINE COLOR** button.

PowerPoint displays the **LINE** color menu. Choose to color you want.



5. Using the style buttons on the **DRAWING** toolbar, select the style options that you want to apply to your line.



IF WORKING WITH GRAPHIC OBJECTS

When creating a slide or presentation, you may want to add a basic shape like a circle or square.

DRAWING BASIC GRAPHIC OBJECTS

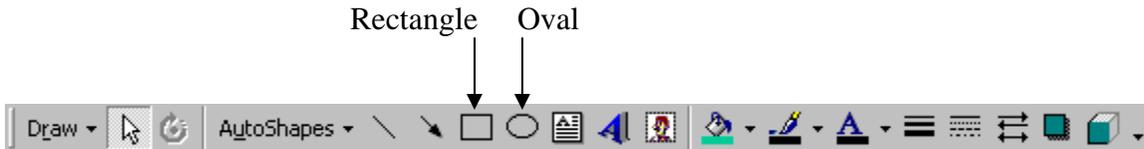
To draw a basic graphic object:



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1. Click on the drawing tool for the type of object you want to draw.

The mouse pointer becomes a plus sign (+).



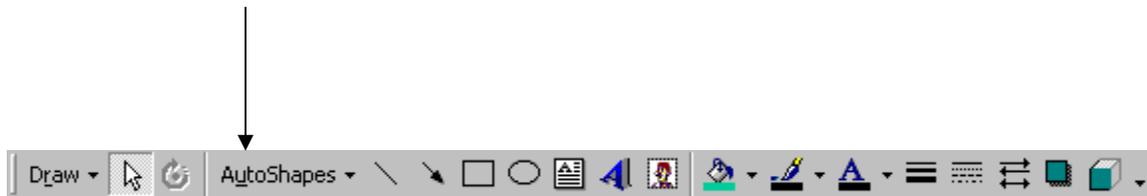
2. Click on the slide where you want the object to begin and drag until the shape is the desired size.

ADDING AUTOSHAPES

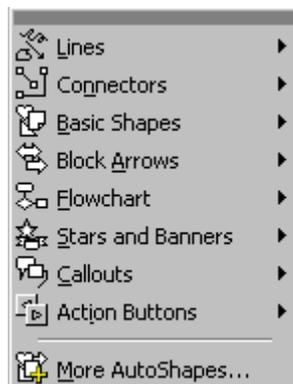
You can use the **AUTOSHAPES** button on the drawing toolbar to add different shapes to your presentation.

To add an AutoShape to your presentation:

1. Click on the AutoShapes tool on the **DRAWING** toolbar.



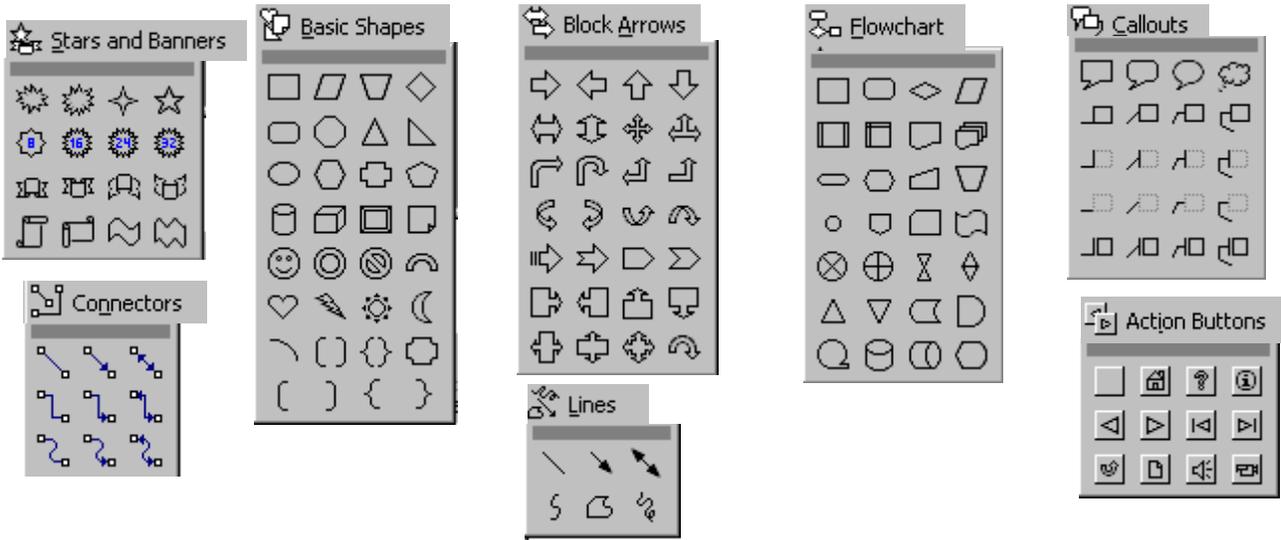
PowerPoint displays the **AUTOSHAPES** menu:



2. Select the AutoShape you want to use.



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The mouse pointer becomes a sign (+).

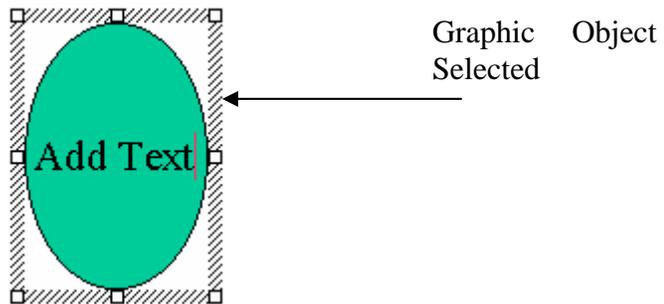
3. Place the center of the mouse where you want the shape to begin.
4. Click and drag to draw the shape.

ADDING TEXT TO THE GRAPHIC OBJECT

Once you create a graphic object, you may want to add text to it. When you add text to the object and you manipulate (rotate or stretch) the object, PowerPoint manipulates the text as well.

To add text to a graphic object:

1. Select the graphic object to which you want to add text.
2. Type the text you want to add.



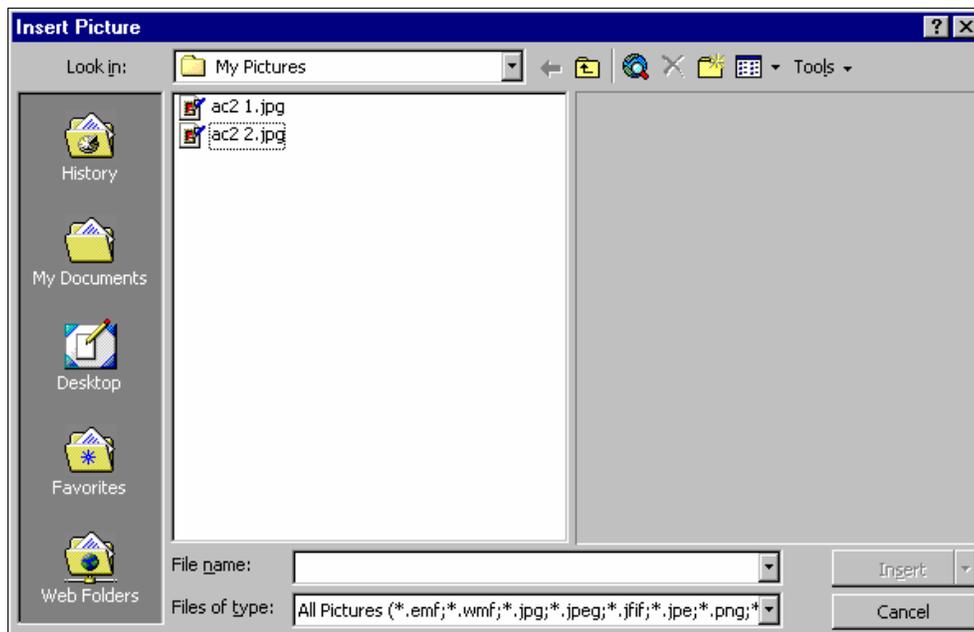
INSERTING PICTURES AND CLIPART

PowerPoint allows you to insert pictures in many different file formats to your presentation. After you import a picture into PowerPoint, you can convert it to a PowerPoint object and edit it.

INSERTING PICTURES FROM A FILE

To insert a picture:

1. Click on the **INSERT** menu, point to **PICTURE** and click on **FROM FILE**.



2. Use the **LOOK IN** list and the **UP ONE LEVEL** button to find the folder that stores the picture you want to insert.
3. Click on the file you want to insert.
4. Click on **INSERT**.
5. Adjust and move the size of the picture as needed.

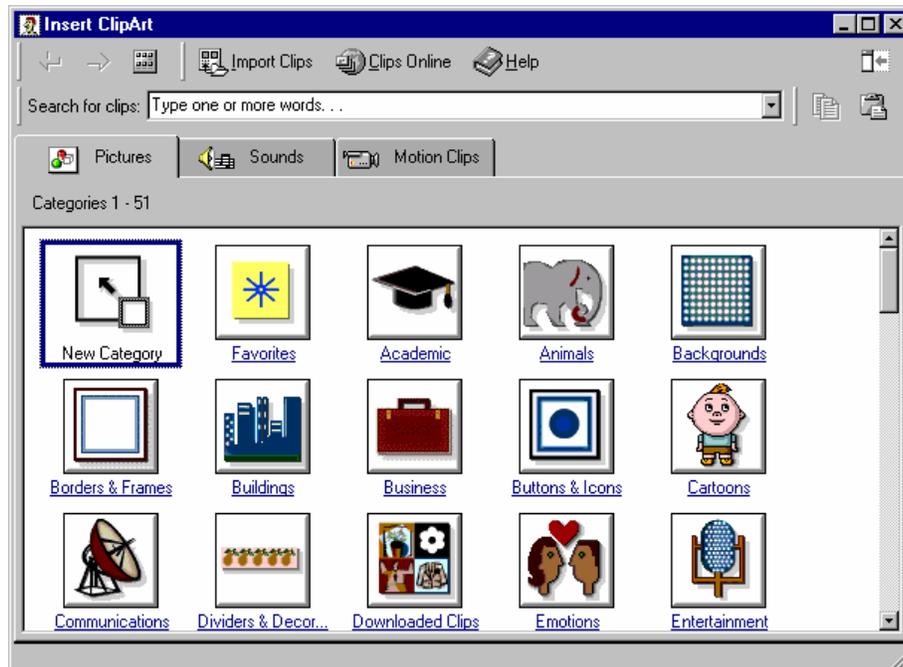
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Adding ClipArt to a Slide

1. Select the slide to which you want to add an image.
2. Click on the **INSERT CLIP ART** button on the **DRAWING** toolbar:



Like in WORD you can now find the clip art you want to insert into your presentation by clicking on the category you want or by clicking on clips on line to access the Internet and the clipart there.



WORKING WITH WORDART

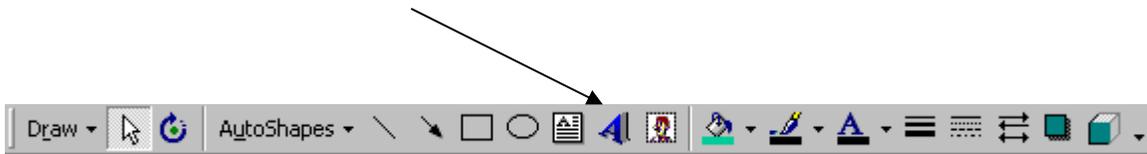
WordArt is text that is stored as a graphic object.

Inserting a WordArt Object:

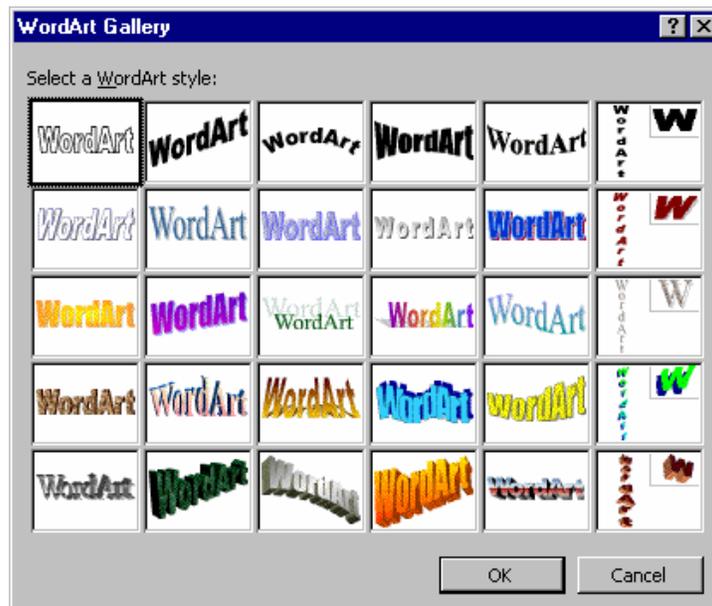
1. Select the slide in which you want to add a WordArt object.

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2. Click on the **INSERT WORDART** button on the **DRAWING** toolbar.



3. Select the style you want.



4. Add text in the **TEXT** box
5. Click **OK**.

MODIFYING GRAPHIC OBJECTS

CHANGING COLORS AND SHAPES

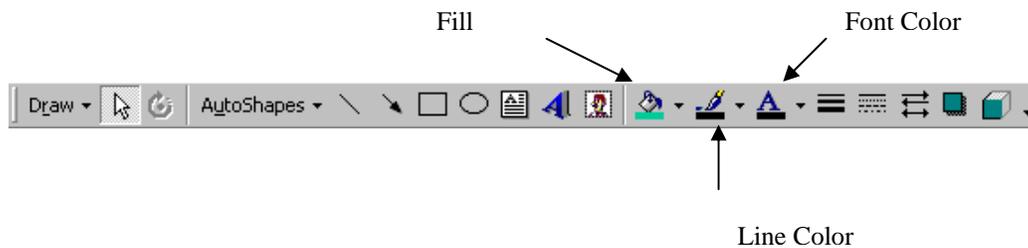
PowerPoint allows you to change the color and shapes associated with any graphic object. You can change an object's color, fill, or outline. You can also change text boxes into AutoShapes.

Change the Color of an Object

1. Click on the object or select the text you want to change.

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2. From the **DRAWING** toolbar, do one of the following:
- ❑ If you want to change the fill color of an object, click on the arrow next to the **FILL COLOR** button and click on a color.
 - ❑ If you want to change the outline color of an object, click on the arrow next to **LINE COLOR** button and click on a color.
 - ❑ If your selected object is text, and you want to change the color of the text, click on the arrow next to **FONT COLOR** button and click on a color.



USING THE FORMAT AUTOSHAPE DIALOG BOX

You can change the color of the outline or fill, of any graphic object you create all at once from the **FORMAT AUTOSHAPE** dialog box.

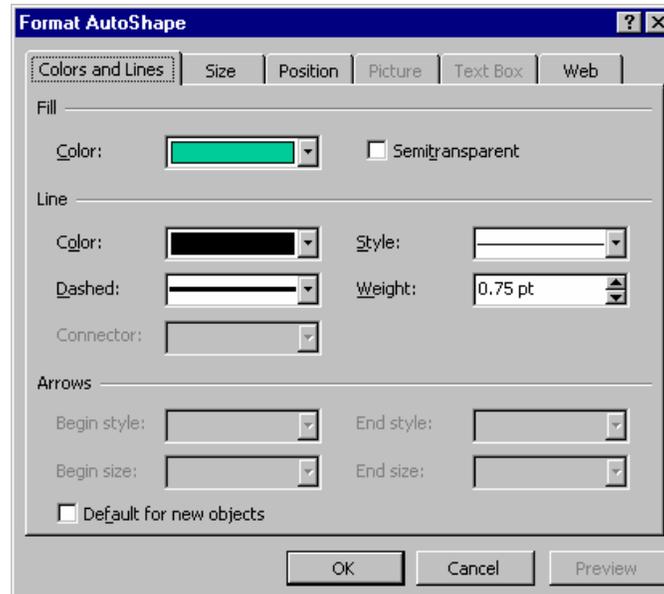
To change the color of a graphic object using the **FORMAT AUTOSHAPE** dialog box:

1. Right-Click on the object you want to change and click on **FORMAT AUTOSHAPE**.
2. Click on the **COLOR AND LINES** tab if it isn't already displayed.



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3. Click on the color with which you want to fill the object from the color list under fill.



4. To change the color of the outline of the object, click on your selection from the **COLOR** list under **LINE**.

5. To change the line style to a dashed line or a solid line click on a line style under **DASHED**.

6. To change other line attributes, use the **STYLE** and **WEIGHT** areas. To add arrowhead or endings on a line use the **BEGIN** or **END STYLE** or **SIZE** buttons.

7. Click on **OK**.

ADDING FILL EFFECTS

Another way to enhance the appearance of an object is to add shading or a pattern to the interior of an object. PowerPoint offers four types of fill effects:

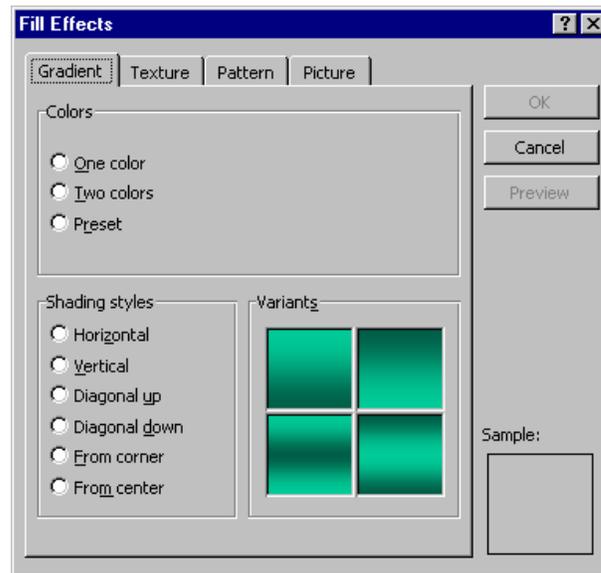
- Gradient
- Texture
- Pattern
- Picture

ADDING GRADIENT FILLS

You can add shading to an object using gradient fills. A gradient fill is a shaded fill that consists of one or more colors.

To add gradient fill to an object:

1. Click on the object you want to add a gradient fill.
2. Click on the arrow next to the **FILL COLOR** button on the **DRAWING** toolbar and click on **FILL EFFECTS**.
3. Click on the **GRADIENT** tab.



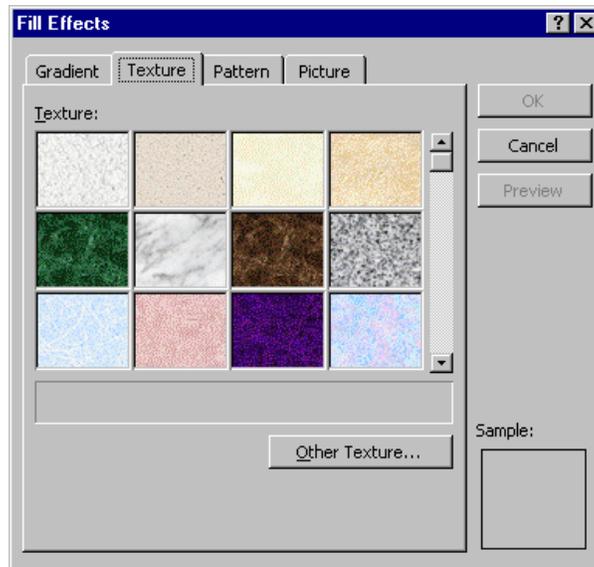
4. Set your **COLORS, SHADING STYLES** and **VARIANTS**.
5. Click on **OK**.

ADDING TEXTURE OR PATTERN

To add Texture to an object:

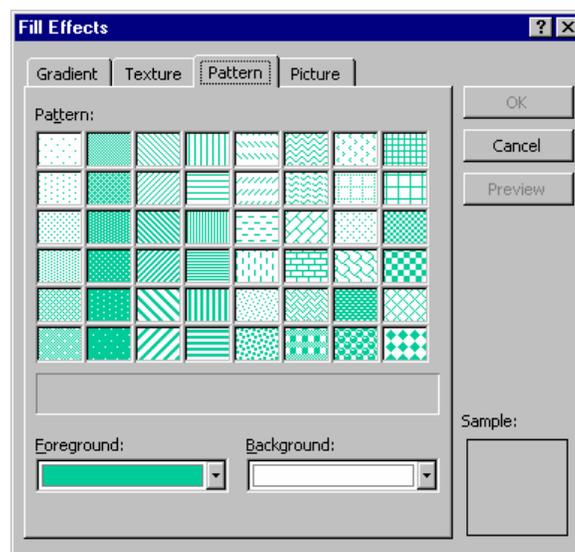
1. Click on the object you want to add a texture fill.
2. Click on the arrow next to the **FILL COLOR** button on the **DRAWING** toolbar and click on **FILL EFFECTS**

3. Click on the **TEXTURE** tab.



4. Select the texture you want.

5. If you want a pattern, click on the pattern tab.



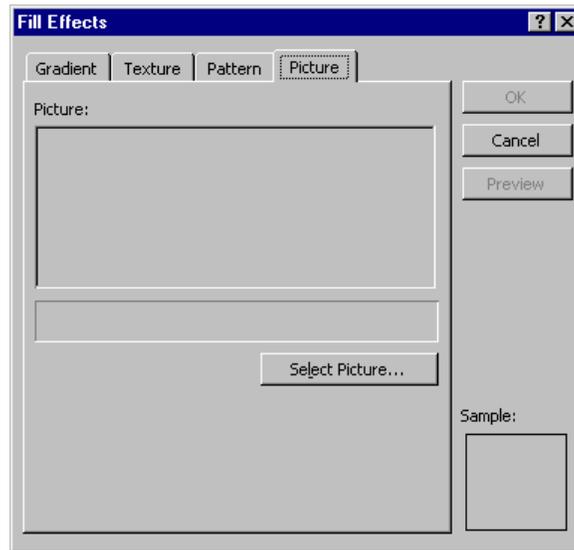
7. Click on **OK**.

FILLING AN OBJECT WITH A PICTURE

To Fill an Object With a Picture

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1. Click on the object you want to fill with a picture.
2. Click on the arrow next to the **FILL COLOR** button on the **DRAWING** toolbar and click on **FILL EFFECTS**.



3. Click on the **PICTURE** tab.
4. Click on select Picture.
5. Use the **LOOK IN** list and the **UP ONE LEVEL** button to find the folder that stores the picture you want to insert.
6. Click on the picture you want to insert.
7. Click on **INSERT**.
8. Click on **OK**.

PowerPoint fills the object with the picture you selected.

APPLY A SHADOW AND 3-D EFFECT TO AN OBJECT

You can add a shadow to a graphic object. This feature gives the object a three-dimensional appearance.

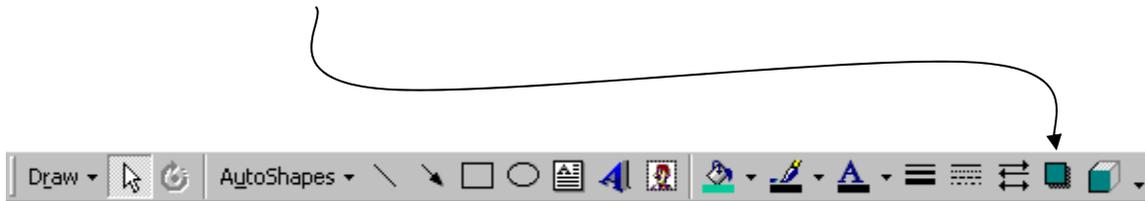
To add a shadow to a graphic object:

1. Click on the object to which you want to add a shadow.



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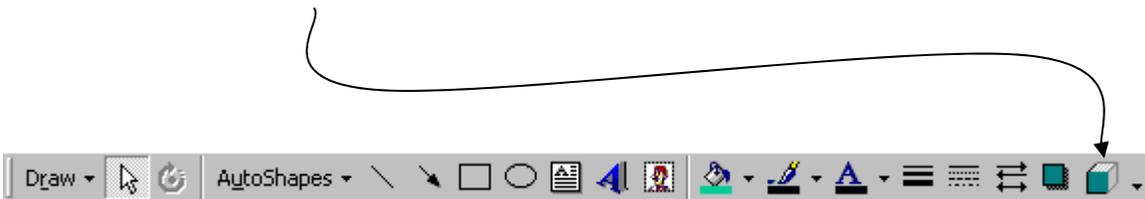
2. Click on the shadow button on the drawing toolbar.



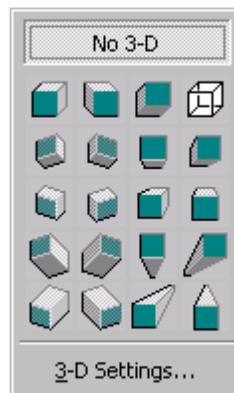
3. Click on the type of shadow that you want to apply.

To add a 3-D effect to a graphic object:

1. Click on the object to which you want to add a 3-D effect.
2. Click on the 3-D button on the drawing toolbar.



3. Click on the type of 3-D effect you want to apply.



MANIPULATING GRAPHIC OBJECTS

MOVING A GRAPHIC OBJECT

PowerPoint allows you to move an object anywhere on a slide.

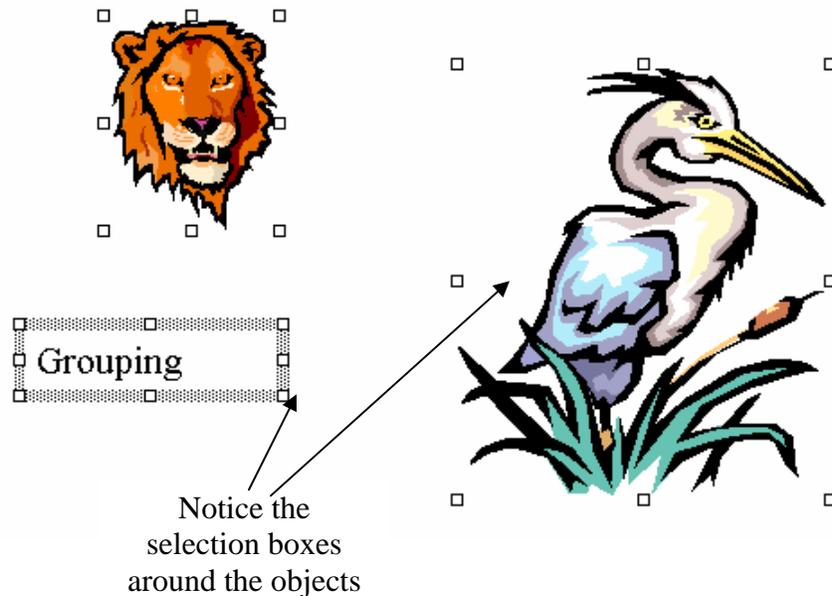
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To move a graphic object, click on the graphic object, hold your mouse button down and drag the object to the new location.

You can also group objects so that you don't have to select each of them individually. By grouping you can also move them collectively in the same position that you already have set up.

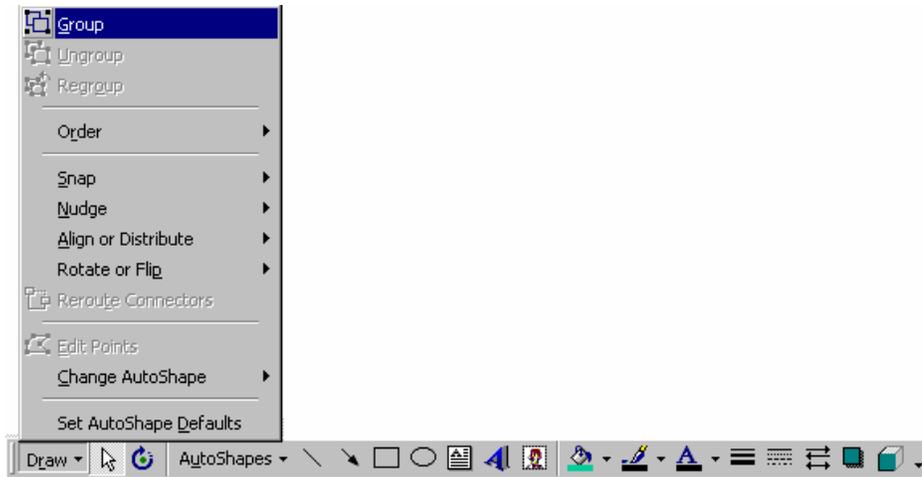
To group two or more objects:

1. Click on the first object you want to include in the group.
2. Press and hold the **SHIFT** key.
3. Click on the other object(s) you want to group.



4. Release the **SHIFT** key.

5. Click on the **DRAW** on the **DRAWING** toolbar and click on **GROUP**



Note: You can also Right-Click on one of the selected objects and select **GROUPING** and then choose **GROUP**.

6. You can now move, resize, and edit the objects as if they were one object.

UNGROUPING

To ungroup:

1. Click on the group you want to ungroup.
2. Click on the **DRAW** on the **DRAWING** toolbar and click on **UNGROUP**.

CHANGING THE ORDER OF OBJECTS

When you are adding pictures to your presentation, you may want to control which picture or object appears in front of the other pictures or objects.

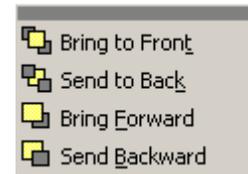
To move an object from front to back:

1. Click on the object you want to move.
2. Click on the **DRAW** tool on the **DRAWING** toolbar and point to **ORDER** and select either, **BRING TO FRONT**, **SEND TO BACK**, **BRING FORWARD**, or **SEND BACKWARD**.



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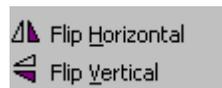
Note: **Bring to Front** will put the object you selected in front of everything else on the slide. **Sent to Back** will put the object you selected in back of everything else on the slide. **Bring Forward** will move the object up one level. **Send Backward** will move the object down one level.



FLIP OR ROTATE AN OBJECT

To Flip an object

1. Click on the object you want to flip or rotate.
2. Click on the **DRAW** tool on the **DRAWING** toolbar and point to **Rotate or Flip**, Then select either **FLIP HORIZONTAL** or **FLIP VERTICAL**.



To Rotate an object

1. Click on the object you want to Rotate.
2. Click on the **DRAW** tool on the **DRAWING** toolbar and point to **Rotate or Flip**, Then select either **Free Rotate** (which will allow you to rotate the object using your mouse), or **Rotate Left**, or **Rotate Right**.



VIEWING AND MANAGING SLIDES

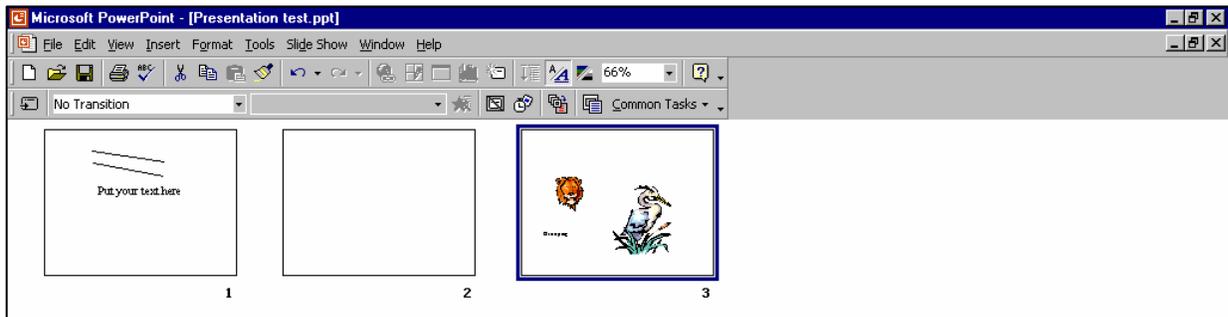
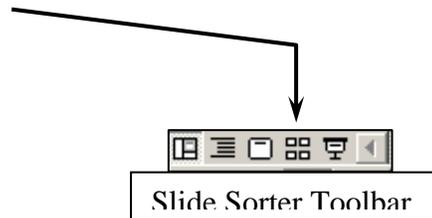
WORKING WITH THE SLIDE SORTER

Up to this point you have worked mostly in Slide View. You can also use the slide sorter view to show a reduced image of slides in your presentation. Once you are in Slide Sorter view, you can copy and move existing slides, delete slides, and add new slides.



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To display the slide sorter view in your presentation, click on the **SLIDE SORTER VIEW** button at the left bottom of the window.



ADDING NEW SLIDES

You can easily add new slides to your presentation while in Slide Sorter View.

TO ADD A NEW SLIDE:

1. Click on the space in-between the existing slides, where you want to add a new slide.

PowerPoint displays a vertical line to indicate the slide's new position.

2. Click on the **NEW SLIDE** button on the **STANDARD** toolbar.
3. Double-Click on the **AUTOLAYOUT** you want.

DELETING A SLIDE

To delete a slide:

1. Click on the slide you want to delete.
2. Press the **DELETE** key.



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MOVING A SLIDE

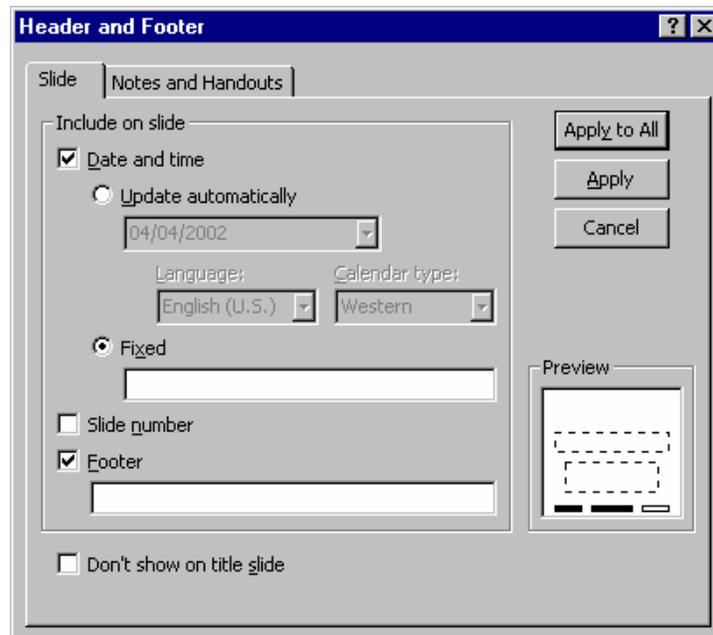
1. Click on the slide you want to move.
2. Drag the slide to the position you want the slide to occupy, indicated by the vertical line.

COPYING SLIDES

1. Click on the slide you want to copy.
2. Hold down **CTRL** key while you drag the slide to the position you want the copy to occupy.

ADDING A FOOTERS TO A SLIDE

1. Click on the view menu and click on **HEADER** and **FOOTER**.
2. Click on the **SLIDE** tab if not already displayed.



3. Select the items you want to add: **DATE AND TIME**, **SLIDE NUMBER** and/or **FOOTER**.

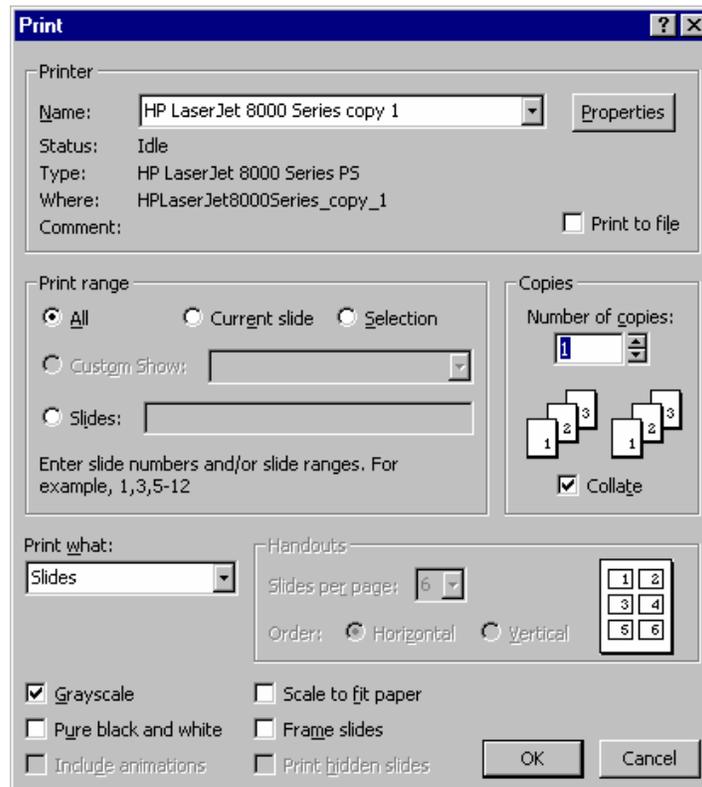


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- If you want to turn off the footer display on your title slide, select the **DON'T SHOW ON TITLE SLIDE** check box.
- Do one of the following:
 - Click on **APPLY** to add information to only the current slide.
 - Click **APPLY TO ALL** to add information to all the slides.
- Click on **OK**

PRINTING

- Click on the **FILE** menu and click on **PRINT**.
- From the **NAME LIST** select your printer.



- Select the **PRINT RANGE**.
- Select number of copies.
- Select from the following options under Print what: **HANDOUTS, GRAYSCALE, PURE BLACK AND WHITE, INCLUDE ANIMATIONS, SCALE TO FIT, FRAME SLIDES, PRINT HIDDEN SLIDES.**



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6. Click **OK**.

RUNNING SLIDE SHOWS

Controlling a slide show with keyboard commands.

Keyboard commands are another way of controlling and navigating through a slide show while in slide view. A variety of keys can perform the same function as you can choose the most convenient keys for you.

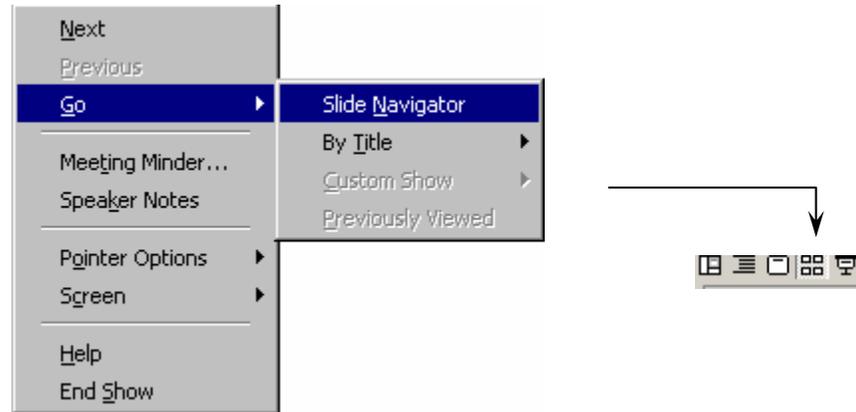
The following table describes the keyboard commands.

Key(s)	Function
n right arrow down arrow page down spacebar	Show next slide
p left arrow up arrow page up backspace	Show previous slid
Any number followed by the enter key	Show that slide number
H	Show the next slide if hidden
a =	Toggles the mouse pointer on and off
, w	Inserts a runtime white screen
. b	Inserts a runtime black screen
S	Starts/stop a slide show w/timer
Esc	Ends the slide show

CONTROLLING A SLIDE SHOW WITH THE SLIDE NAVIGATOR

1. Start your slide show by clicking on the **SLIDE SHOW** button on the lower-left corner of the screen.

2. Right-Click on any slide in a presentation, point to **GO**, and click on **SLIDE NAVIGATOR**.



3. Click on the title of the slide to you want to go.

USING SLIDE SHOW TOOLS

USING AN ARROW OR PEN

The arrow or pen allows you to point out significant items to your audience while running the slide show.

To use the arrow:

1. When viewing your slide show, right-click on the slide, select **POINTER OPTIONS**, and click on **ARROW** or **PEN**.

Note: to change the pen color, right click, choose **POINTER OPTIONS**, select **PEN COLOR**, then pick a color.

WORKING WITH TRANSITIONS AND TIMING

To make your slide show flow smoothly and appear professional, you can add slide transitions and timings. Transitions are the way your slide show will move

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from slide to slide. A transition is simply the passage between one slide to the next. Timing tells PowerPoint how quickly to move from slide to slide.

ADD SLIDE TRANSITIONS

To add a transition to a slide:

1. If you are not in slide sorter view, click on the **SLIDE SORTER** view button.
2. Click on the slide for which you want to use a transition.
3. Click on the **SLIDE TRANSITION** button on the **SLIDE SORTER** toolbar.



4. Under **EFFECT**, click on the transition you want to apply.



5. Click on the speed of the transition from the bottom of the **EFFECT** area.
6. Click on **APPLY**.
7. Click on the next slide and repeat the steps above to add a transition to that slide.

Adding Automatic Timing to Slides



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To add display times to a slide:

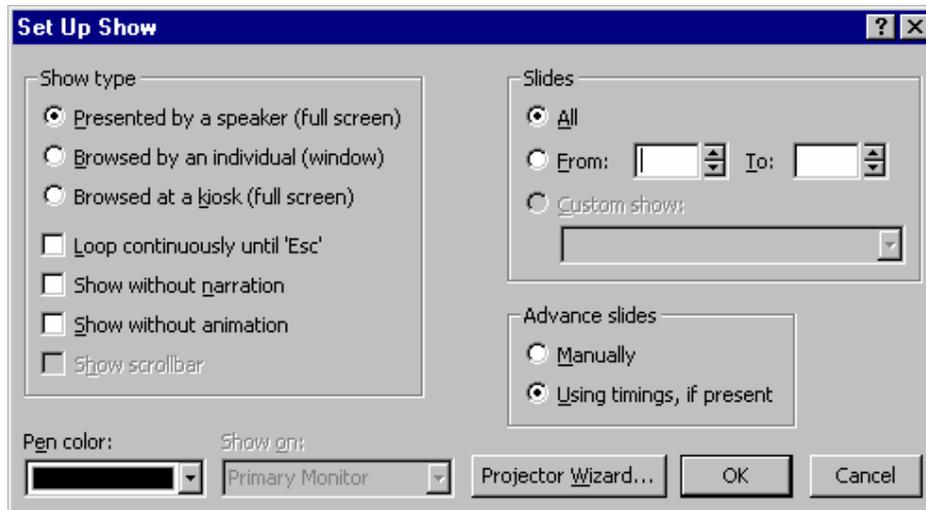
1. If you are not in **SLIDE SORTER** view, click on the **SLIDE SORTER VIEW** button.
2. Click on the slide you want to advance automatically.
3. Click on the **SLIDE TRANSITION** button on the **SLIDE SORTER** toolbar.
4. Select the **AUTOMATICALLY AFTER** check box and type the number of seconds you want to display the slide before advancing to the next slide.
5. Click on **APPLY**.
6. Repeat the steps above if you want to apply to more slides.

USING THE SET UP SHOW DIALOG BOX

PowerPoint allows you to further customize your slide show from the **SET UP SHOW** dialog box.

To run a timed slide show:

1. Click on the **SLIDE SHOW** menu and click on **SET UP SHOW**.



2. Select from the following Show type options:

Options	Description
Presented by a speaker	Present as a traditional slide show with a speaker
Browsed by an individual	Set up for viewing by an individual



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Options	Description
Browsed by a kiosk	Set up for viewing at the point of purchase. For example a trade show booth.
Loop Continuously until 'Esc'	Set up to continuously repeat, until the viewer presses the Esc key.
Show without narration	Set up for viewing without a speaker
Show without animation	Set up for viewing without any animation
Show scrollbar	Set up with a scroll bar to let viewer manually advance the slide show

3. If you do not want PowerPoint to show all of the slides, enter the first and last slide number in the **FROM** and **TO** boxes.
4. Click on **USING TIMINGS, IF PRESENT** in the **ADVANCE SLIDES** group box, if it is not already selected and you want to timings to be applied to that slide.
5. Click on **OK**.
6. Click on the **SLIDE SHOW** button in the lower-left corner of the screen to start the slide show.

REHEARSING TIMINGS

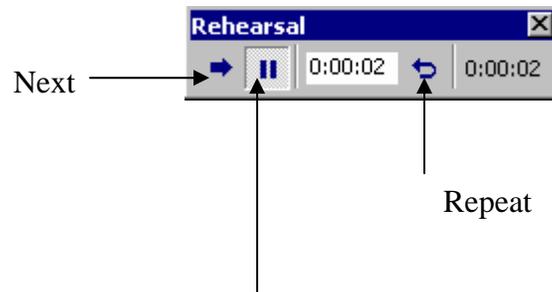
You can create a slide show in which the transition advances automatically after a set period of time. You can manually enter the transition time for each slide transition, or you can use the rehearsal feature to set the timing automatically.

To add timings to your slides while rehearsing your slide show:

1. Click on the **REHEARSE TIMING** button on the **SLIDE SORTER** toolbar.

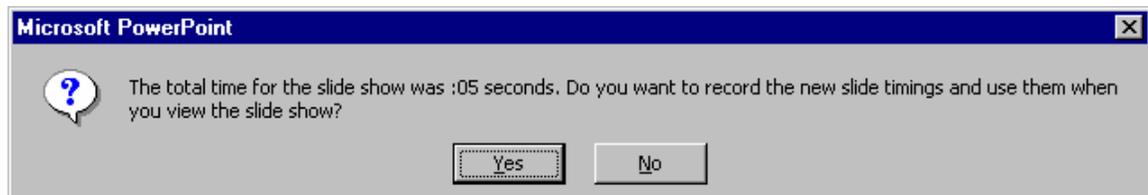


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2. If necessary, click on the **PAUSE** button to pause the timer.
3. When you are ready to start again, click on the **REPEAT** button to reset the timer for the current slide.
4. Click on the **NEXT** button to move to the next slide.
5. Repeat steps above for the remaining slides.

After you have viewed the last slide, PowerPoint displays the following dialog box:



6. Click on **YES** and PowerPoint assign the new times to each slide.
7. Click on **NO** keeps the previous times on the slides.