MICROSOFT POWERPOINT

LESSON 1: INTRODUCTION TO POWERPOINT

OBJECTIVE: Discuss the use of PowerPoint as a presentation tool.
Identify the parts of the Microsoft PowerPoint window.
Recognize basic PowerPoint terminology.
Create a presentation using the AutoContent Wizard.

♦ What is PowerPoint?

OVERVIEW

PowerPoint is a presentation tool that allows you to create a graphical representation of material that you want to communicate to others. Typically, PowerPoint presentations are projected onto a screen where the audience is able to view the information. Sometimes however, the author can also create a presentation that will be continuously viewed on a kiosk or website. In PowerPoint, one screen of the presentation is called a slide and a collection of slides is called a presentation. Running a presentation allows you to view the presentation as the audience would, and when slides progress from one to the next, it is called a transition.

♦ Planning Process

OVERVIEW

Taking the time to plan your presentation will help you save time as you make decisions regarding the content and layout of your presentation.

STEPS

1. Identify the purpose of the presentation.

2. Anticipate the needs of your audience.

3. Determine how the presentation will be viewed.

4. Begin creating the presentation.

♦ Starting PowerPoint

OVERVIEW

When you start PowerPoint, you will see a dialog box that includes four options. They are:

AutoContent Wizard: Select the AutoContent Wizard when you want help creating a specific type of presentation. Placeholder text is included as a guide.

Design Template: Use a design template to save time. Some of the formatting decisions are already chosen. You may also apply one of PowerPoint's many design templates to a blank presentation.

Blank presentation: You can choose to begin with a blank presentation that contains no text or design. You make all the decisions regarding the format and content.

Open an existing presentation: You can open a previously saved presentation to make changes or run the slide show.
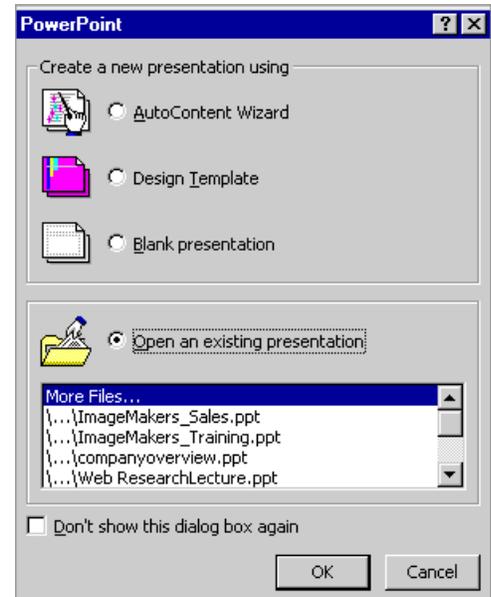
STEPS

1. Click *START*, *PROGRAMS*, *MICROSOFT POWERPOINT*.

Microsoft PowerPoint
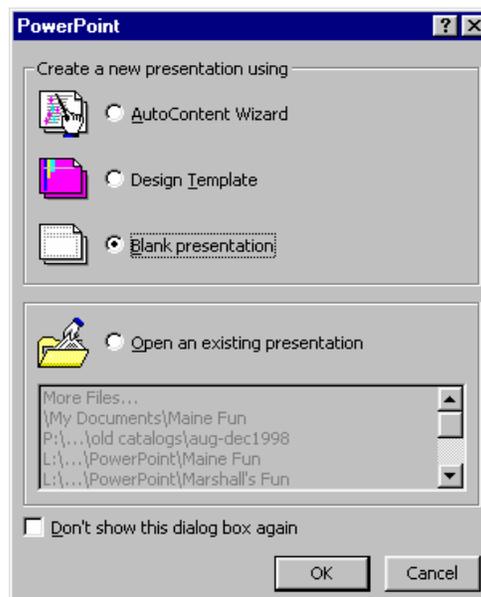
2. **To create a new presentation**, click *AUTOCONTENT WIZARD*, *DESIGN TEMPLATE*, or *BLANK PRESENTATION*.

3. **To open a presentation**, click *OPEN AN EXISITNG PRESENTATION*.

♦ Parts of the PowerPoint Window

OVERVIEW

The PowerPoint window typically shows the following:
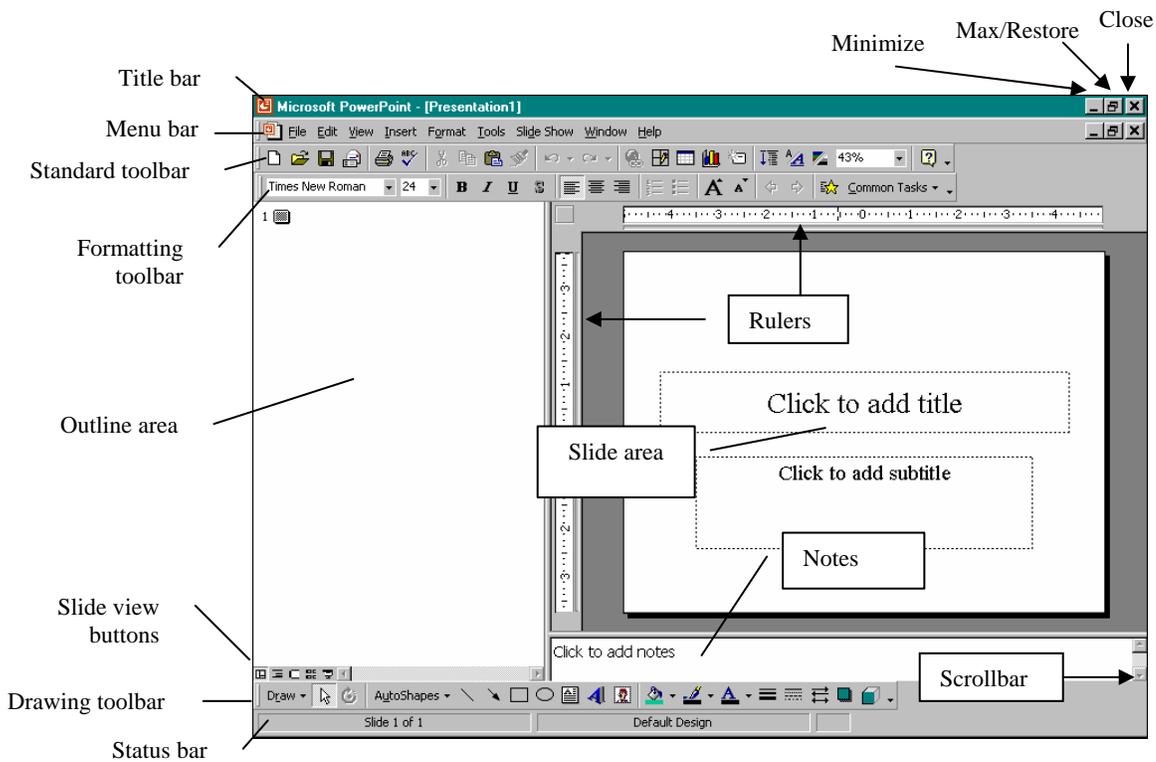
♦ Terminology

Title Bar – the bar at the top of the screen; it shows the program name and file name.

Minimize, Restore/Maximize, and Close Buttons – allows you to manipulate the program and document windows. *Minimize* collapses the window into the taskbar, *Restore* shrinks the window slightly, *Maximize* makes it as large as your screen, and *Close* will exit the document or program.

Menu Bar – a list of options; click once on the menu name, then click on the desired function (or use the *ALT* key and the underlined letter). When you open a menu, it will default to list the most common options; however, several other choices may not be visible. If you wait for a few seconds or click on the double-down arrow button the full menu will appear.
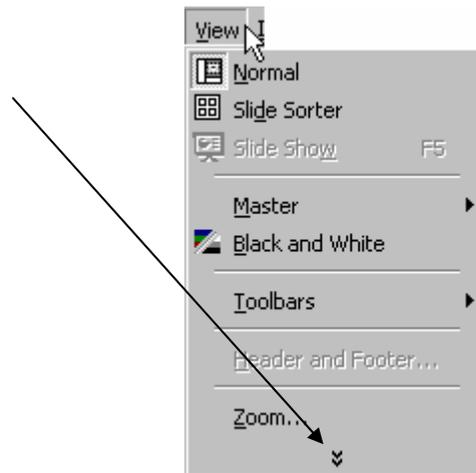
Toolbars – rows of icons representing shortcuts to common features. Click the tool you wish to use.

   Standard toolbar – usually the top toolbar. Use it to open, save, and print a file.

   Formatting toolbar – typically the second toolbar. Use it to change font style, bold, underline, and center text, etc.

   Drawing toolbar – normally appears at the bottom of the window. Use it to include shapes, lines, WordArt, fill color, etc. in a file.

ToolTips – a box that appears with the name of the tool when the mouse pointer pauses on an icon.

Outline Area – shows only the text that appears on the slides.

Slide Area – shows what each individual slide in the presentation will look like when viewed.

Notes Area – allows you to type in speaker notes that go along with a particular slide in a presentation.

Slide View Buttons – allow you to toggle between different views of your presentation. They are explained in more detail on page 5.

Rulers – allow you to adjust the indents, margins and layout of the slide.

Status Bar – located at the bottom of the program window. It shows the number of slides in the presentation.

Scrollbars – appear in panes, and allow you to see different areas of the pane.

♦ Slide Views

OVERVIEW

PowerPoint creates presentations using "slides". Slides are the pages that will be viewed during the presentation. There are five ways slides can be viewed while working on your presentation. Shortcuts to each view are located in the lower left corner of the screen.

Normal View : Displays three panes: the outline pane, the slide pane, and the notes pane. These panes let you work on all aspects of your presentation in one place. It looks something like this:
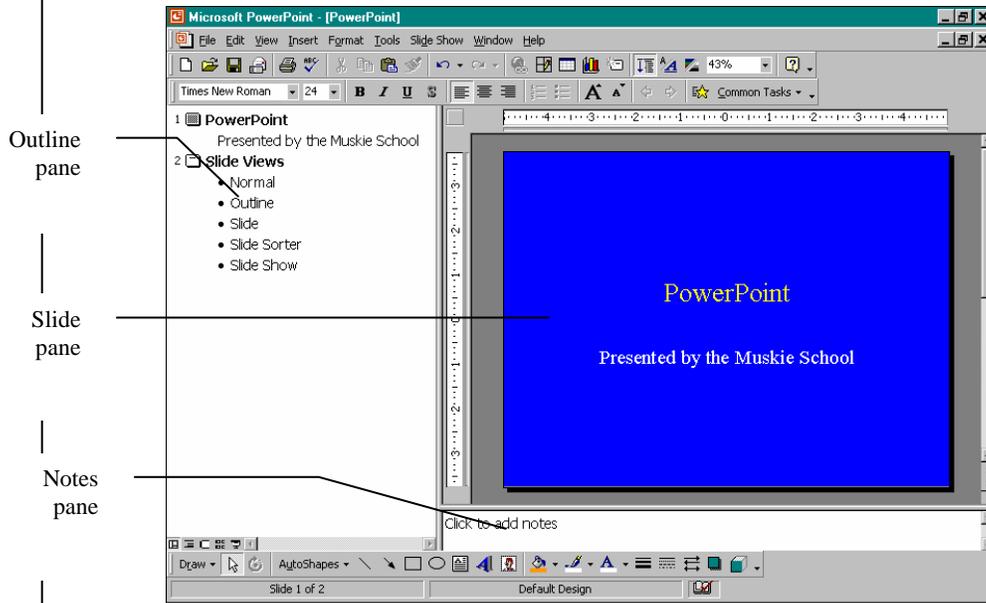
Outline View ▣ : Displays the presentation in outline form to help organize and develop the content of your presentation. It looks something like this:

Microsoft PowerPoint
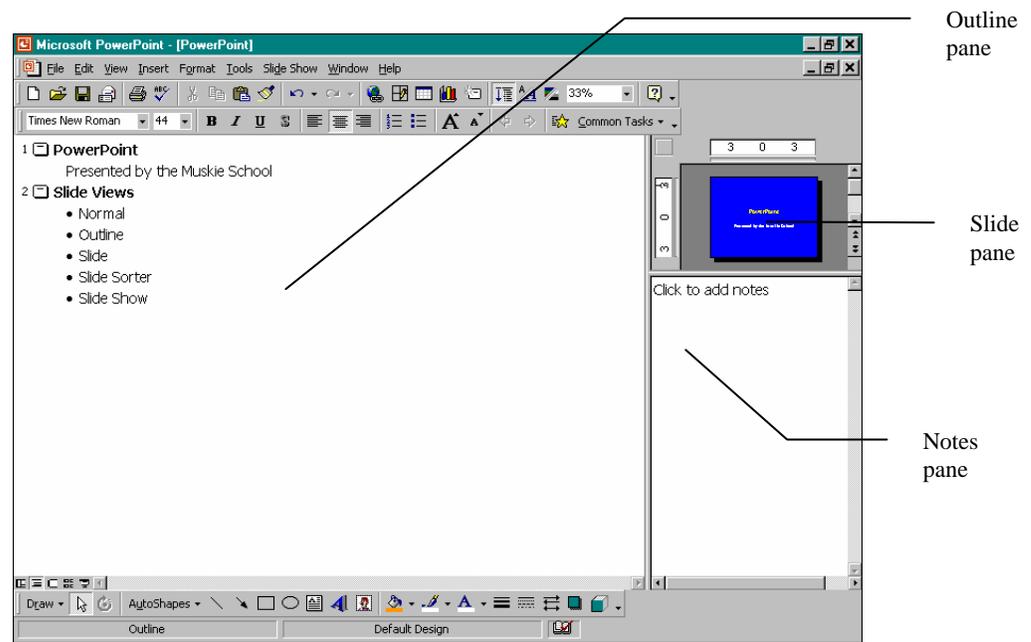
Slide View ⬜ : Displays the slide pane prominently to see how text and graphics will look on each slide. It will look something like this:

Outline pane

Slide pane
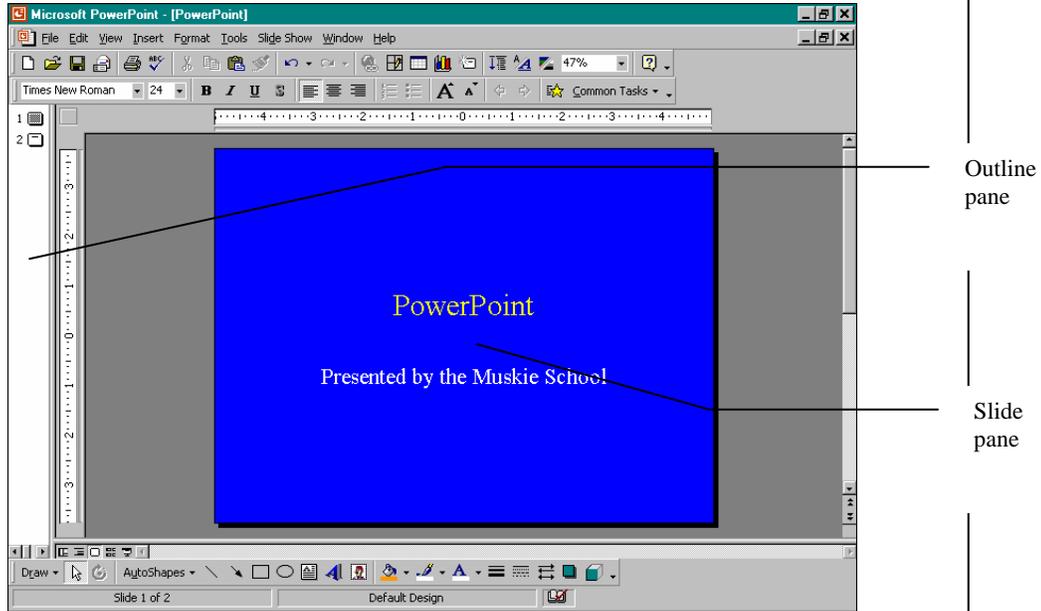
Slide Sorter View ⊞ : Displays miniature versions of the slides in your presentation on the screen at the same time. It looks like this:

Slide selector
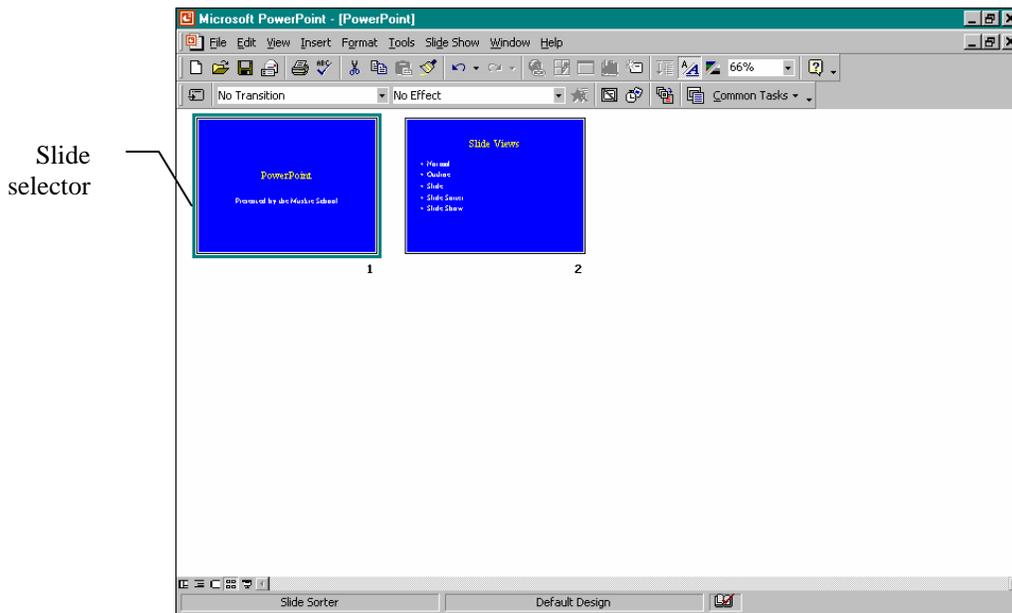
Slide Show 🖳 : Runs the presentation from the slide that you are currently viewing. It fills up your entire screen like this:

PowerPoint

Presented by the Muskie School

Navigation
tool
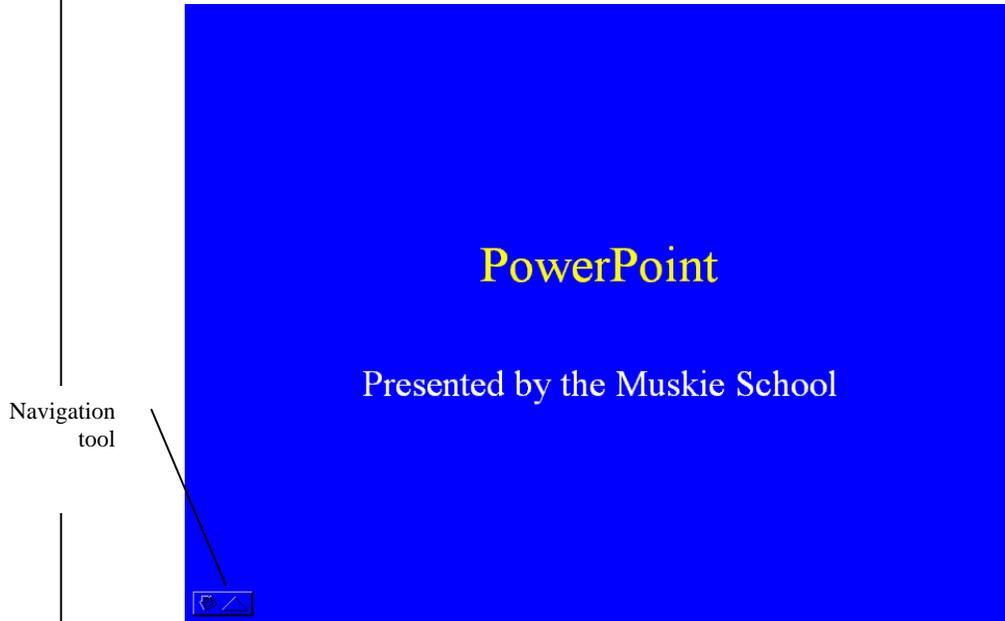
♦ **The AutoContent Wizard**

OVERVIEW

The AutoContent Wizard helps you to plan out your presentation. It creates slides based on presentation types. Each slide gives guidelines for filling in the information.

STEPS

1. Click *FILE* on the Menu bar and *NEW*, or if you have just entered PowerPoint, click the *AUTOCONTENT WIZARD* radio button and click *OK*.

2. Double-click *AUTOCONTENT WIZARD*.

3. In the *AUTOCONTENT WIZARD* window, click the *NEXT* button.
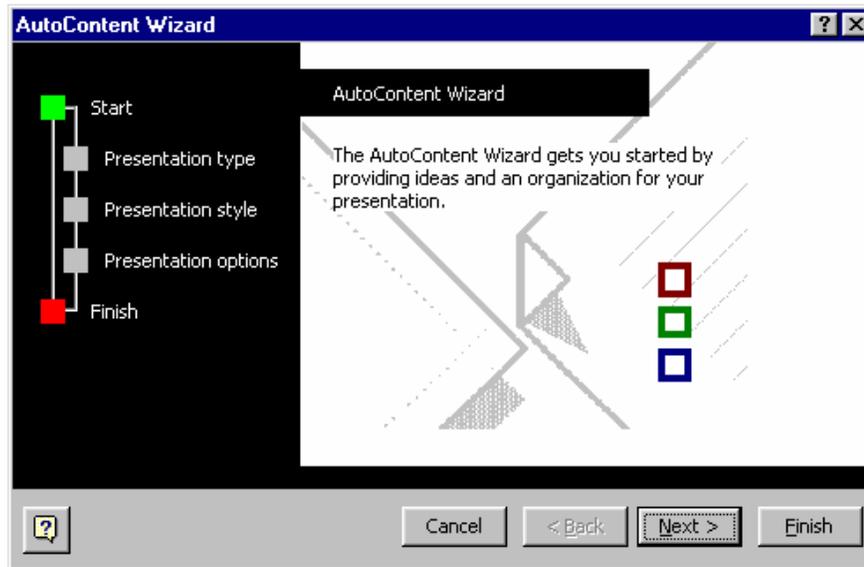
4. Select the type of presentation button (example: *ALL*, *GENERAL*, *CORPORATE*, etc.) and the content area.

5. Click *NEXT*.

6. Select the method you will use for presenting.
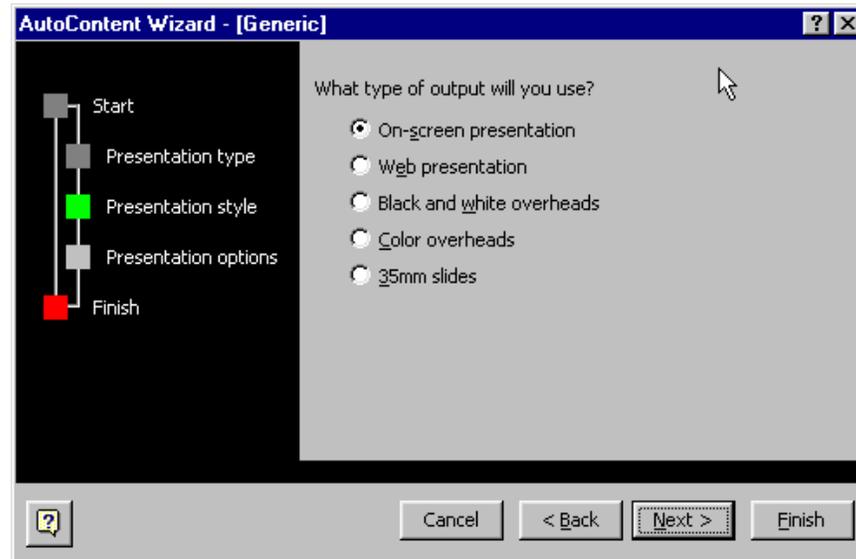
7. Click *NEXT*.

8. Type a *PRESENTATION TITLE* and any items to display in the *FOOTER*. If you do not want the date and slide number to display on the slide, remove the checkmarks.
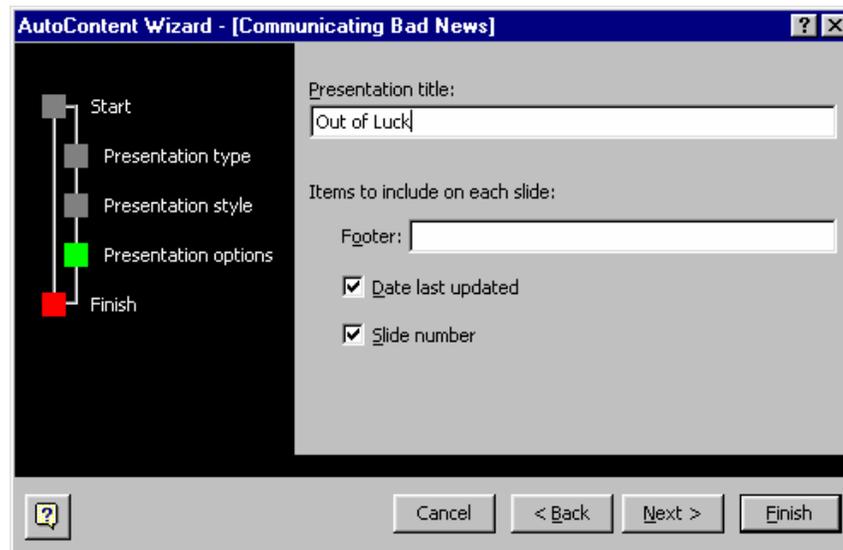
9. Click *NEXT*.
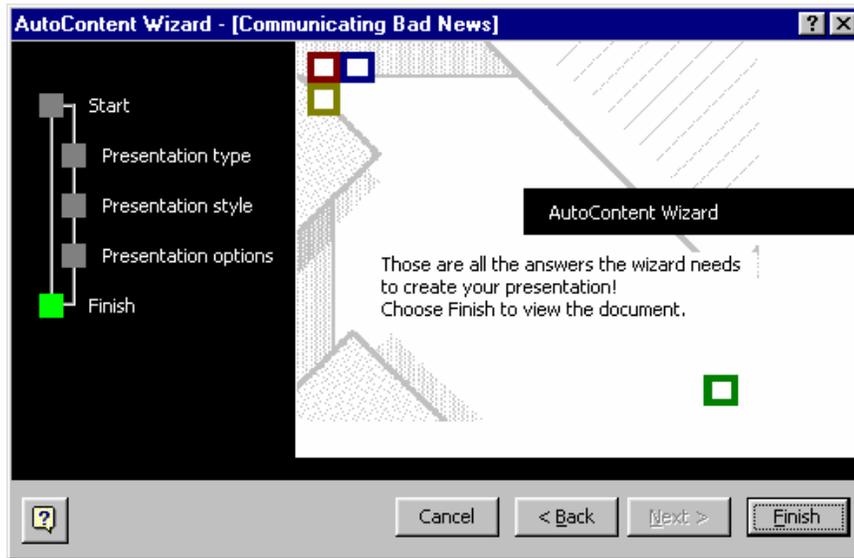
10. Click *FINISH*.

✓ **Lesson Example**

This is your first time creating a presentation. You need to start PowerPoint, and you want to use the AutoContent Wizard.

STEPS

1. Open PowerPoint by clicking *START*, *PROGRAMS*, *MICROSOFT POWERPOINT*.

2. Create a presentation using the *AUTOCONTENT WIZARD*. Click *OK*.

3. At the start of the wizard, click *NEXT*.

4. Select the *GENERAL* category and *COMMUNICATING BAD NEWS* as the type of presentation. Click *NEXT*.

5. Select *ON-SCREEN PRESENTATION* for the output. Click *NEXT*.

6. Type **Out of Luck** as your title. Remove the checkmarks from *DATE LAST UPDATED* and *SLIDE NUMBER*. Click *NEXT*.

7. Click *FINISH*.

8. Click the *SLIDE SORTER VIEW* button. How many slides are there? _____

9. Look at the presentation in *OUTLINE* and *SLIDE* view. Return to *NORMAL* view.

EXERCISE:

1) Create a presentation using the AutoContent Wizard.

2) Select Carnegie Coach type and the Motivating a Team presentation.

3) It will be an On-Screen Presentation.

4) Title the presentation **Motivation** and include the slide number in the footer.

5) *On Your Own*: View the presentation in Outline view. Return to Normal view.

LESSON 2: DEVELOPING A PRESENTATION

OBJECTIVES: Create a blank presentation.
Save, close, and open a presentation.

♦ Creating a New Blank Presentation

OVERVIEW

The blank presentation option in PowerPoint allows you to create a presentation from a clean slate. It provides you with blank slides, so you can establish the outline and flow of your presentation.

STEPS

1. Click the *NEW* button 🗋 on the Standard Toolbar or click *FILE*, *NEW*, click on the *GENERAL* tab, and then click *BLANK PRESENTATION*.

2. In the *NEW SLIDE* dialog box, select the slide layout. This determines where the text boxes, clip art frames, charts, tables, etc. will be placed.
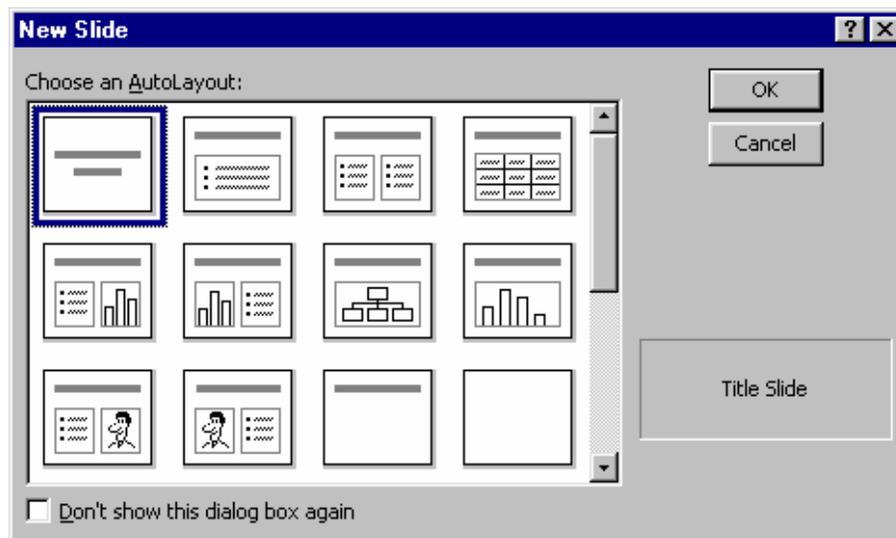
3. Click *OK*.

4. Click in a text box to type information.

5. **To add information to another text box**, click in the box and type.

♦ Adding Slides to a Presentation

OVERVIEW

Most presentations will require more than one slide, so you will have to add
additional slides.

STEPS

1. Click the *NEW SLIDE* button 🔲 on the Standard toolbar.

2. Select a layout in the *CHOOSE AN AUTOLAYOUT* section.

Microsoft PowerPoint
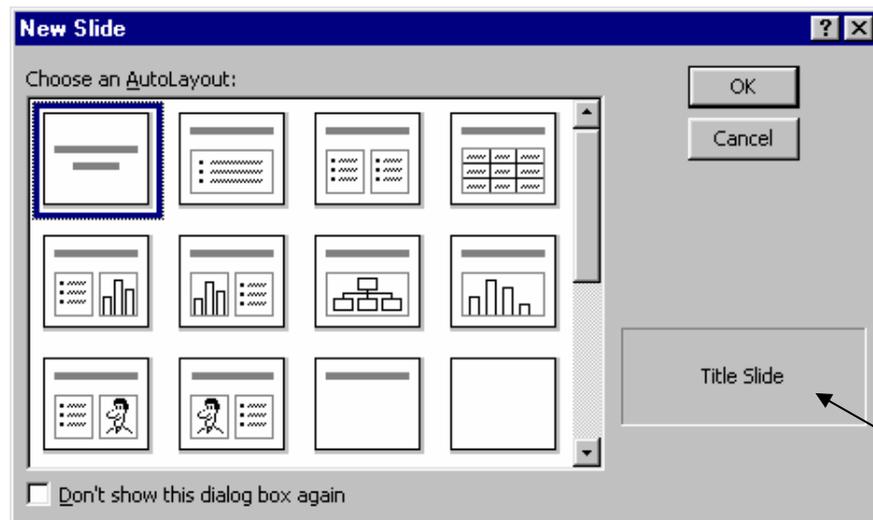
3. Click *OK*.

4. On the slide, follow the directions and click in the boxes to add information. For example:

Click to add title

• Click to add text
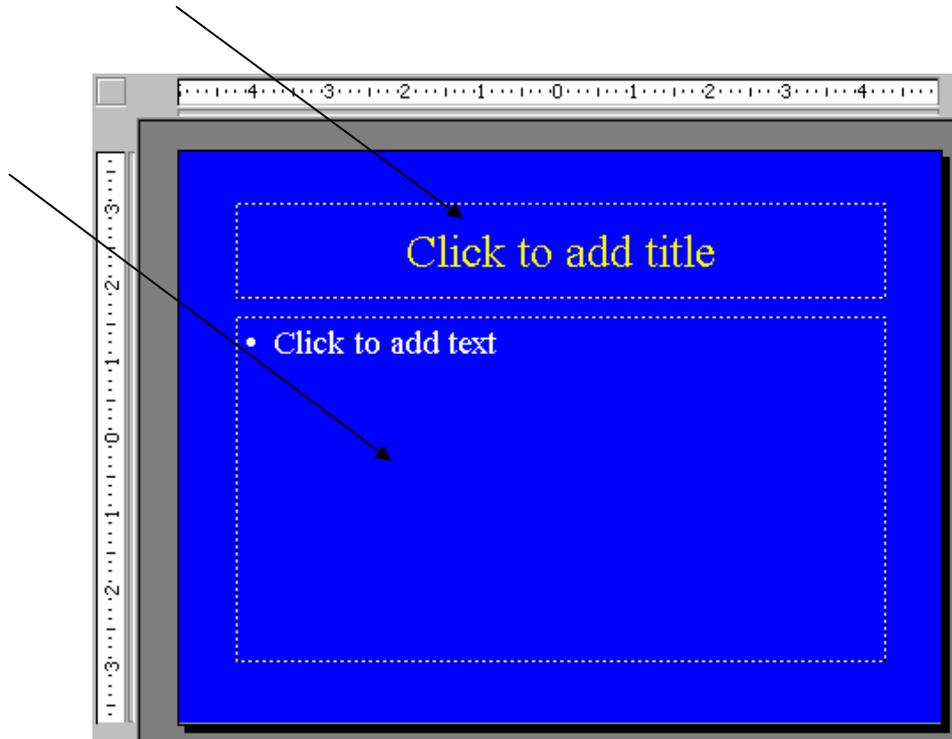
5. **To add items to the bulleted list**, click in the bulleted list box and type in bulleted information, pressing the *ENTER* key after each entry except the last one.

Helpful Hint:

When you are using a bulleted list slide, if you accidentally press *ENTER* at the end, press the *BACKSPACE* key at the end empty bullet and it will disappear.

♦ Saving a Presentation

OVERVIEW

It is important to remember that when working with any type of file it is essential to save often. It is a good habit to save after multiple changes. If the computer is turned off or the electricity fails, you will lose the file unless you have saved it.

Did You Know?

You can save
your file to
automatically
run when
opened (a
presentation
shortcut) by
changing the
*SAVE AS
TYPE* to
*POWERPOINT
SHOW*. It will
have a file
extension of
.pps.

STEPS

1. Click the *SAVE* button 🖫 on the Standard toolbar.
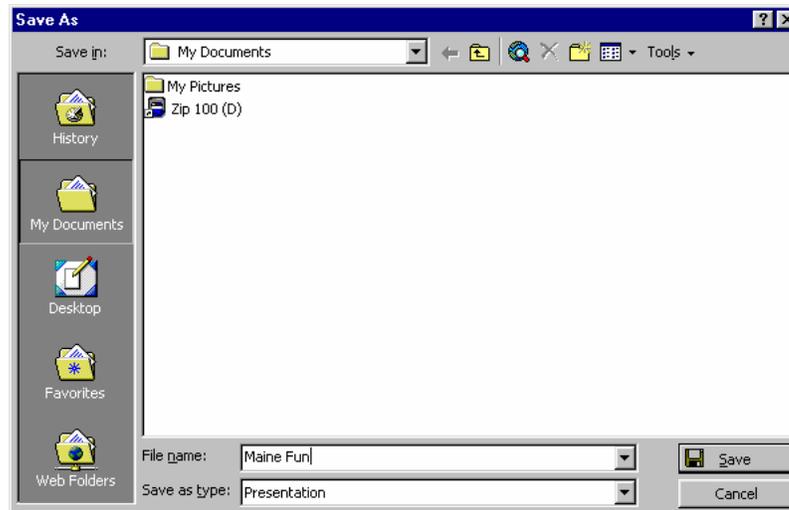
2. Place the file in the appropriate drive and folder by using the down
    arrow beside *SAVE IN*.

3. In the *FILE NAME* box, type a name.

4. Click *SAVE*.

♦ Copying a Presentation

OVERVIEW

There are times when you want to adapt a presentation you have already
created for a new presentation, but want to keep your original copy. The Save
As function allows you to make a copy of the file by changing the name
and/or the location.

STEPS

1. Click the *FILE* menu and then click *SAVE AS*.

2. Type a new filename and/or change the location.

3. Click *SAVE*.

♦ Closing a Presentation

OVERVIEW

When you are done working on a presentation, you can close it without having to exit PowerPoint.

STEPS

1. Click the *CLOSE* button ☒ located at the top right-hand corner of the presentation window, or click the *FILE* menu and *CLOSE*.

2. You may be prompted to save your presentation. Click *YES* if appropriate.

♦ Opening a Presentation

OVERVIEW

If you want to open up a presentation in PowerPoint, you can do so without having to exit and reopen the application.

STEPS

1. Click the *OPEN* button 📂 located on the Standard toolbar, or click the *FILE* menu and *OPEN*.
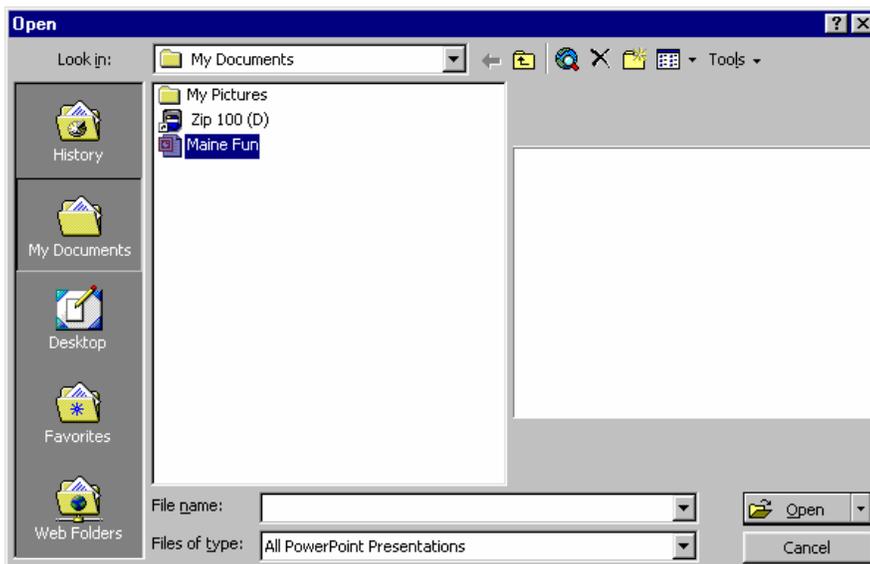
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2. Locate and click on the file to open.

3. Click *OPEN*.

✓ **Lesson Example**

You have been asked to give a presentation on Maine Fun. None of the AutoContent Wizards seem to fit, so you decide it is best to use a blank presentation.

STEPS

1. Click the *NEW* button.

2. Select the *TITLE SLIDE* from the *AUTOLAYOUT* dialog box. Click *OK*.

3. Type **Maine Fun** in the Title area.

4. Type **Presented By (your name)** in the Subtitle area.

5. Add a bulleted list slide by clicking the *NEW SLIDE* button. Select the *BULLETED LIST* layout. Click *OK*.

6. Type **Seasons of Fun** as the title.

7. Type in the four seasons (**Winter**, **Spring**, **Summer**, **Fall**) as bullets.

8. Click the *SAVE* button. Name the presentation **Maine Fun** and save in C:\My Documents. Click *SAVE*.

9. Close the presentation.

EXERCISE:

1) Save the Motivation presentation with the name **Motivation** in C:\My Documents.

2) Close all open presentations without saving them.

3) Open the Maine Fun presentation. Change the title slide to **California Fun**. Save the presentation as **California Fun** in C:\My Documents. Close the presentation.

4) *On Your Own*: Open the Maine Fun presentation. Add two bulleted list slides at the end with titles of **Winter Fun** and **Spring Fun**, respectively. Include on each a list of things you do for fun.

5) Save the presentation.

LESSON 3: FORMATTING A PRESENTATION

OBJECTIVES: Create a user-defined background.
Apply templates.
Change slide color schemes.
Format text.
Utilize the Slide Master.

♦ Creating a User-Defined Background

OVERVIEW

The Background option in PowerPoint lets you create your own background by choosing the color and design.

STEPS

1. Click on any slide of the presentation and click *FORMAT* and then *BACKGROUND*.
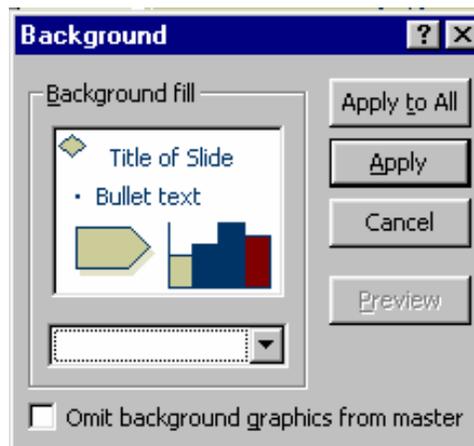
2. Under *BACKGROUND FILL*, click the down arrow to select a color that is in the scheme.
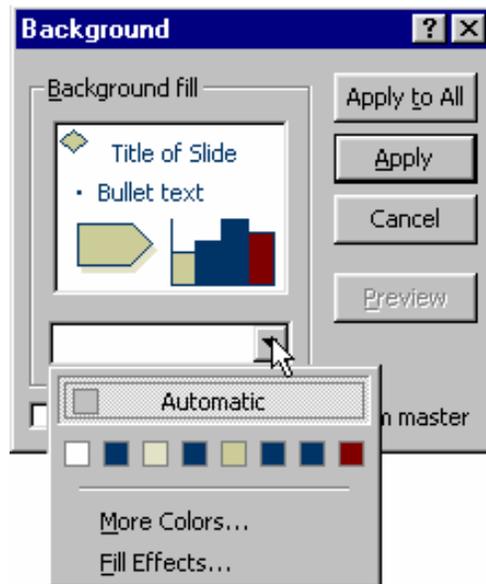
3. **To select additional colors**, click *MORE COLORS*. Click the color you want on the *STANDARD* tab, or click the *CUSTOM* tab to mix your own color, and click *OK*.
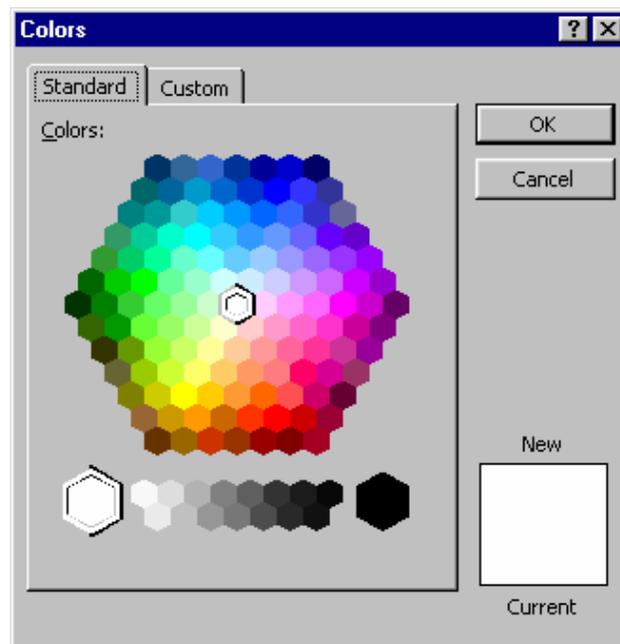
4. **To change background fill effects**, click on *FILL EFFECTS* on the *BACKGROUND* window.

5. **To change gradient shading**, click the *GRADIENT* tab. Select different *COLORS* and *SHADING STYLES* and then click *OK*.
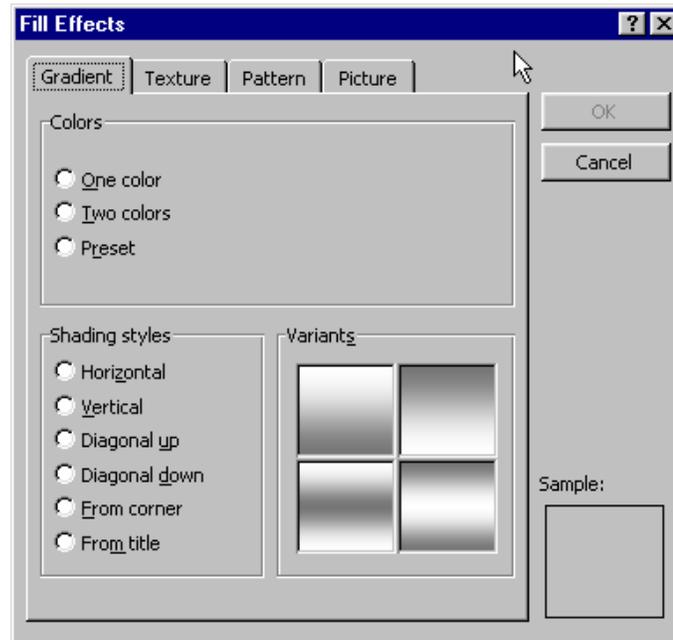
6. **To change the background to a texture**, click the *TEXTURE* tab. Select the texture of your choice by clicking on it and then click *OK*.
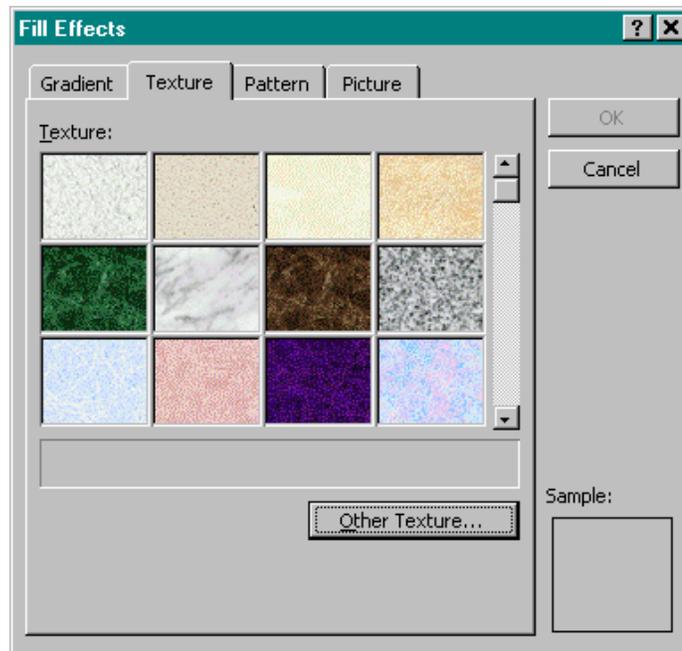
7. **To add a pattern to a background**, click the *PATTERN* tab. Select the *FOREGROUND* and *BACKGROUND* colors and the *PATTERN* desired and then click *OK*.
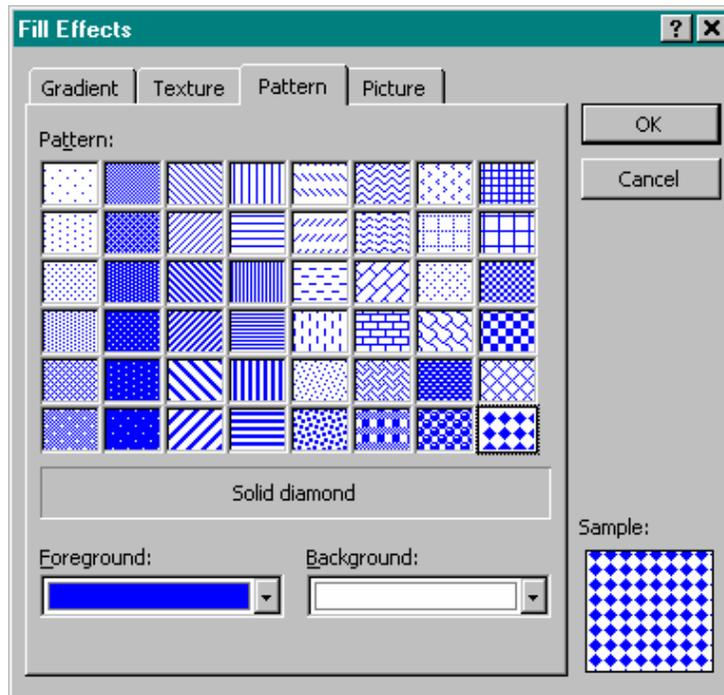
8. **To add a picture to an item**, click the *PICTURE* tab. Click on *SELECT PICTURE* and browse to find the picture. After selecting the picture file, click *INSERT*, *OK*, and *OK*.
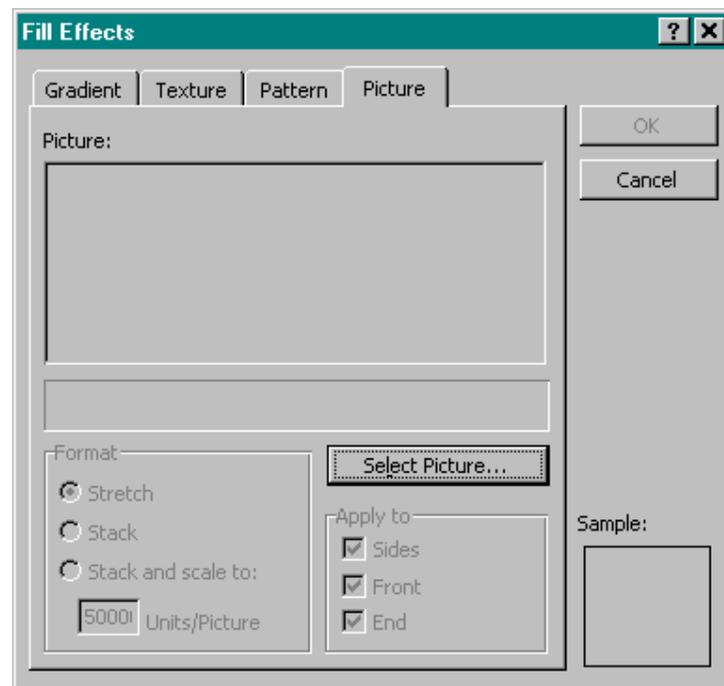
9. **To apply the change only the current slide**, click *APPLY*.

10. **To apply the change to all slides**, click *APPLY TO ALL*.

11. **To remove background objects from a particular slide**, click on the slide, then click *FORMAT*, *BACKGROUND*. In the *BACKGROUND* dialog box, click in the checkbox beside *OMIT BACKGROUND GRAPHICS FROM MASTER*, click *APPLY*. To remove the objects from all slides, click *APPLY TO ALL*.

✓ **Lesson Example**

You decide to customize the background for your presentation.

STEPS

1. Change the background color for the Maine Fun presentation by clicking *FORMAT*, *BACKGROUND*. Under *BACKGROUND FILL*, click the down arrow to select a color of your choice. Click *APPLY TO ALL*.

2. Add the horizontal gradient to all slides by clicking *FORMAT*, *BACKGROUND*. Click the down arrow and select *FILL EFFECTS*. On the *GRADIENT* tab, click *HORIZONTAL* and *OK*. Click *APPLY TO ALL*.

3. Save the presentation.

EXERCISE:

1) Add the paper bag textured effect to the presentation.

2) *On Your Own*: Add a new color and pattern to the presentation. Save the presentation.

Microsoft PowerPoint

♦ **Applying Templates**

OVERVIEW

PowerPoint has several pre-defined backgrounds and styles already created for use. Microsoft refers to these as Templates.

STEPS

1. Click on any slide of the presentation.

2. Click *FORMAT* in the Menu bar.

3. Click *APPLY DESIGN TEMPLATE*.
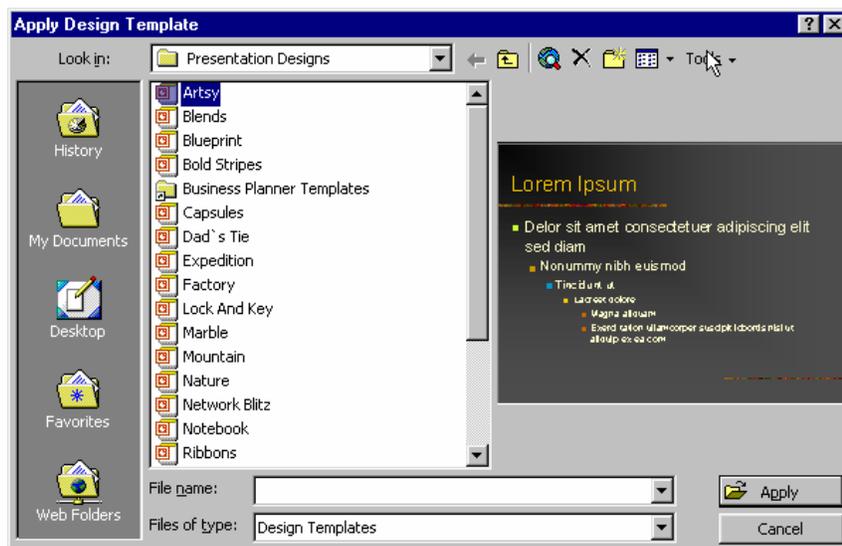
4. Click a design name from the list.

5. Click *APPLY*.

6. **To use a different template**, follow the above steps again.

♦ Changing the Slide Color Scheme

OVERVIEW

You have the ability in PowerPoint to change the slide color schemes to better suit your needs. Each template in PowerPoint, including the Normal template, comes with its own set of color schemes.

STEPS

1. Click the *FORMAT* menu.

2. Select *SLIDE COLOR SCHEME*.
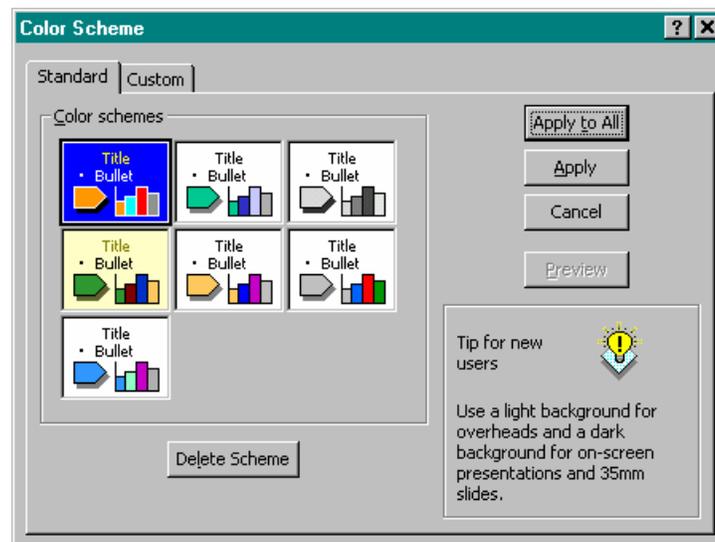
3. Select the color scheme of your choice by clicking on it.

4. **To apply to just the current slide**, click *APPLY*.

5. **To apply to all slides in the presentation**, click *APPLY TO ALL*.

6. **To make a custom color scheme**, click on the *CUSTOM* tab.
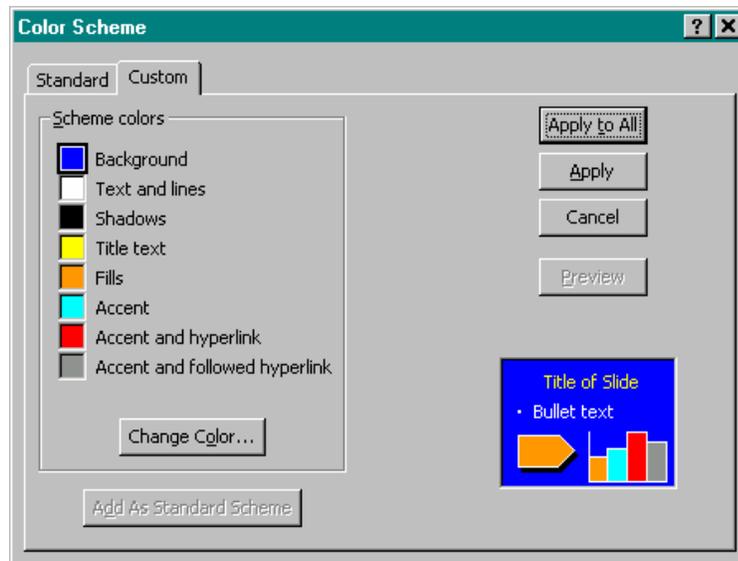
Click on a colored box on the left side under **SCHEME COLORS** and then click on the **CHANGE COLOR** button. Select the color, click **OK** and then choose **APPLY** or **APPLY TO ALL**, whichever is appropriate.

✓ **Lesson Example**

It is now time to add a template to the slides.

STEPS

1. Apply a template by clicking **FORMAT**, **APPLY DESIGN TEMPLATE**.

2. Select the **RIBBONS** design. Click **APPLY**.

3. Save the presentation.

EXERCISE:

1) Change the Maine Fun color scheme to the lime colored background by going to the Format menu, then Slide Color Scheme.

2) Save the presentation.

3) *On Your Own*: Select the template of your choice for the presentation. Save the presentation.

Did You Know?

Headers and Footers will not appear if your background is customized.

Header and Footer
OVERVIEW

The Header and Footer option allows you to add slide numbers, different date formats, and footer text to your slides.

STEPS

1. Click on *VIEW*, *HEADER AND FOOTER*. Click the *SLIDE* tab.
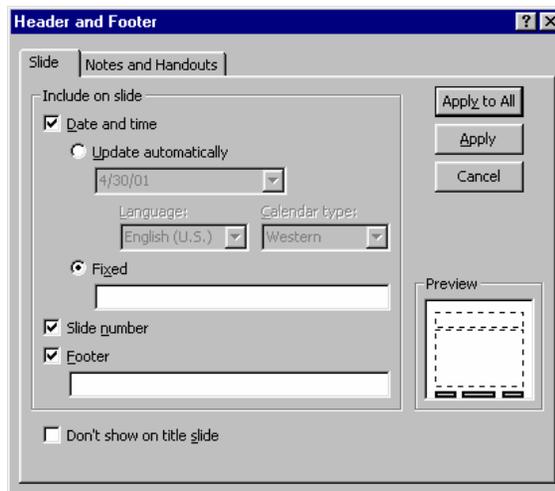
2. **To have the date appear**, click either *UPDATE AUTOMATICALLY* to always have the current date appear, or click *FIXED* and type in a date.

3. **To have the slide number appear at the bottom of each slide**, click the checkbox beside *SLIDE NUMBER*.

4. **To add text**, click in the *FOOTER* section and type a message.

5. **If you would prefer that the header and footer information not appear on the first slide**, click in the checkbox beside *DON'T SHOW ON TITLE SLIDE*.

6. **To add header and footer information to note pages and handouts**, click the *NOTES AND HANDOUTS* tab and follow the same steps as above.

7. **To add the information to only the current slide**, click *APPLY*. Click *APPLY TO ALL* to include the header and footer information on all slides.

Helpful Hint:

Click the *INCREASE FONT SIZE* A and *DECREASE FONT SIZE* A buttons to find the best fit.

♦ **Formatting Text**

OVERVIEW

The success of a presentation depends on the clarity of each slide. You want to be sure that people watching the presentation find it visually appealing and easy to read. It may be helpful to adjust the font style, size, and other attributes.

STEPS

1. **To change the font style or size**, select the text and click the drop down arrow beside the *FONT STYLE*. Click the style of your choice. Do the same for size by clicking the drop down arrow of the *FONT SIZE*.

2. **To add enhancements**, select the text to change, then click on the appropriate button.

| | | Left | Right | | Decrease |
| Font | Bold   Underline | Align | Align | Bullets | Font Size |

Times New Roman ▾ 28 ▾ | **B** *I* <u>U</u> S | ≡ ≡ ≡ | ⅓≡ ☰ | **A** A

| | Font | Italic | Shadow | Center | Numbers | Increase |
| | Size | | | | | Font Size |
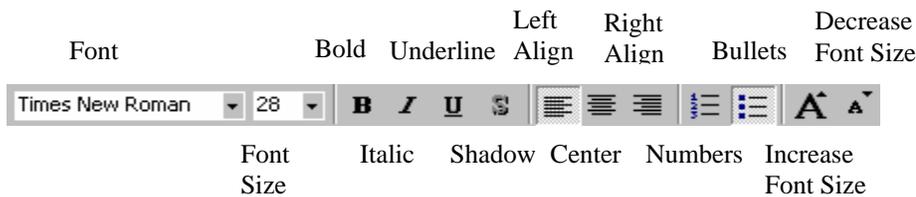
3. **To change a bullet**, select the text, click *FORMAT*, *BULLETS AND NUMBERING*, and choose a bullet style.

Bullets and Numbering

Bulleted | Numbered

None	• ——— • ——— • ———	○ ——— ○ ——— ○ ———	■ ——— ■ ——— ■ ———
□ ——— □ ——— □ ———	❖ ——— ❖ ——— ❖ ———	➢ ——— ➢ ——— ➢ ———	✓ ——— ✓ ——— ✓ ———

Size: 100 ⬍ % of text   Color: ▮ ▾   Picture...   Character...

OK   Cancel
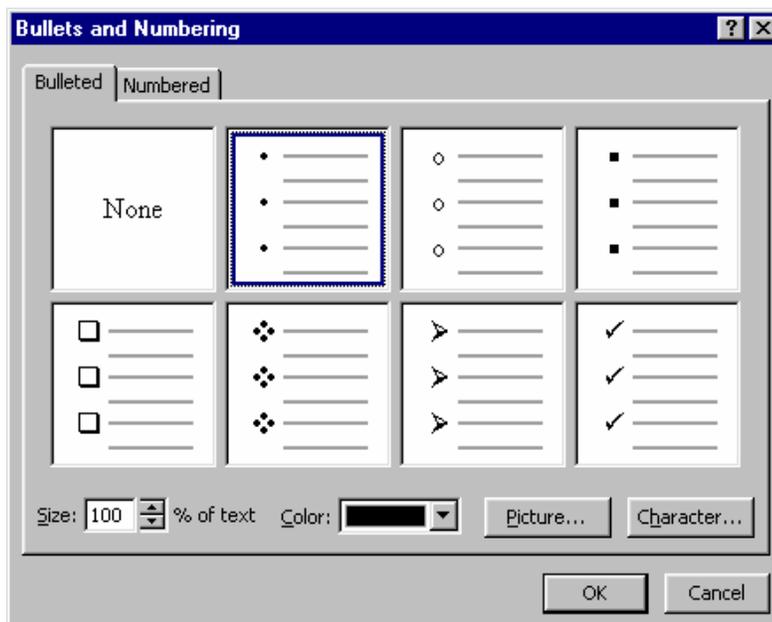
Helpful Hint:

It is best to decide on a template and then make font changes. If you change your template after making font changes, applying the new template may not have an appealing look.

- For a picture bullet option, click *PICTURE*, click on a picture, and click the *INSERT PICTURE* button.

- For other character bullets, click *CHARACTER*, locate the character among the different styles, and click *OK*.

- **To change the color of the bullet**, select a color from the *COLOR* drop-down box.

- Once all selections are made, click *OK*.

4. **To change bullet indentation**, select the text, click the *DEMOTE* button (to increase the indent and decrease the font size) or click the *PROMOTE* button (to decrease the indent and increase the font size) on the Formatting toolbar. You may also press the *TAB* key to demote or the *SHIFT* and *TAB* keys to promote.

Promote

Demote
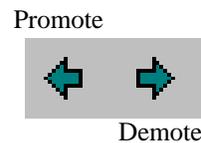
✓ **Lesson Example**

You are concerned about the size of the font on the slides. You decide to make some formatting changes.

STEPS

1. In the Maine Fun presentation, click the Winter Fun slide, select the bulleted items and increase the point size to 36 by clicking *INCREASE FONT SIZE*.

2. Click the *BOLD* button.

3. Select the title and change the size to 48.

4. Click the *UNDERLINE* button.

5. Select the bullets and change them to a new character. Click *FORMAT*, *BULLETS AND NUMBERING* and then *CHARACTER* and select from *WINGDINGS*.

6. Below one of your Winter Fun items, list two items that are needed in order for you to complete your activity (ex. a hat, skis, etc.).

7. Demote these two new items a level by selecting them and clicking the *DEMOTE* button.

8. Add a footer by clicking on *VIEW*, *HEADER AND FOOTER*. Click the *SLIDE* tab.

9. Ensure there are checkmarks in front of *DATE AND TIME* , *UPDATE AUTOMATICALLY*, *SLIDE NUMBER*, and *DON'T SHOW ON TITLE SLIDE*. If the checkmarks do not appear, click in the boxes. Click *APPLY TO ALL*.

10. Save the presentation.

EXERCISE:

1) Add a new bulleted slide after Spring Fun titled **Summer Fun**.

2) Add several bullets of fun activities.

3) Enlarge the title and bulleted list to 48 and 36 respectively.

4) Change the color of the bullets.

5) Save the file.

6) *On Your Own*: Make each of the bullets on this slide a different character and color.

7) Use the bold, italics, and shadow enhancements on the text.

7)8)   Save the file.

♦ Slide Master

OVERVIEW

When you want to make a global change to the presentation, use the Slide Master. The slide master controls text characteristics (font type, size, and color) as well as background color and special effects like shadows and bullets. The slide master also has placeholders for footers, such as the date, time, and slide number.

STEPS

1. Click the *VIEW* menu, point to *MASTER*, and then click *SLIDE MASTER*.

> Click to edit Master title style
> Title Area for AutoLayouts
>
> • Click to edit Master text styles
>   – Second level
>   • Third level
>   – Fourth level
>   » Fifth level
>
> Object Area for AutoLayouts
>
> ‹date/time› Date Area   ‹footer› Footer Area   ‹#› Number Area
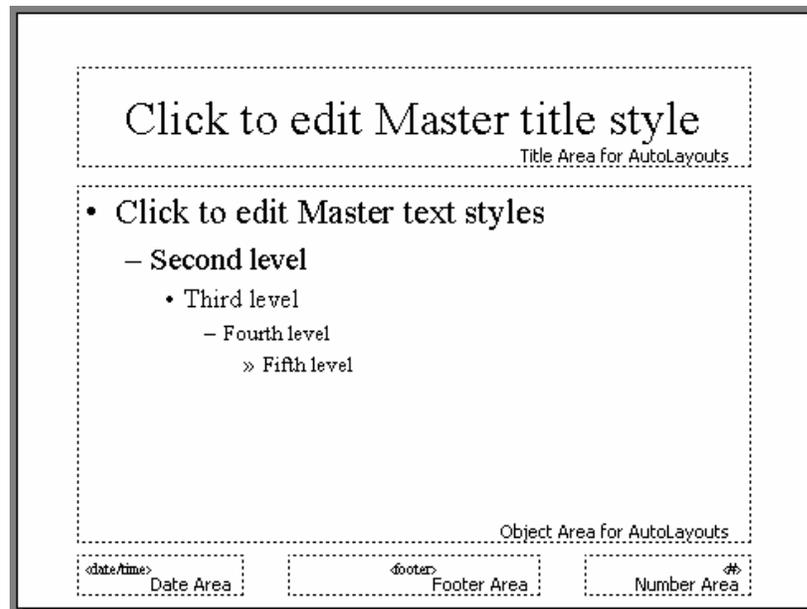
2. **To change the text formatting**, select the text and use the Formatting toolbar.

3. **To change bullet formats**, select the bullet(s) and click on *FORMAT*, *BULLETS AND NUMBERING*.

4. **To add a graphic to all slides**, go to *INSERT*, *PICTURE*, and either *CLIP ART* or *FROM FILE* (for a logo or stored picture file).

5. **To update the footer area**, you may click on the text boxes and drag them to different locations in order to meet your needs.

6. When finished, on the *MASTER* toolbar, click *CLOSE*.

✓ **Lesson Example**

You would like to update the font sizes in your presentation along with the placement of the footer.

STEPS

1. Click *VIEW*, *MASTER*, *SLIDE MASTER*. Select the title text and change the font size to 28.

2. Click on the *NUMBER AREA* footer text box and drag it to the upper right hand corner of the slide.

3. Click *CLOSE* on the *MASTER* toolbar.

3.4. Scroll through the slides to see the changes. Save the presentation.

EXERCISE:

1) In the Slide Master, enlarge the title text to size 54 and italicize it.

2) View the changes to the presentation.

3) *On Your Own*: Change the bullet for the First Level in the Slide Master.

4) View the changes in the presentation. Save the file.

LESSON 4: SLIDE MANAGEMENT

OBJECTIVES: Identify and use slide layouts.
Change the slide order.
Delete slides.
Add speaker notes.
Import slides into a presentation.

♦ Changing Slide Layouts

### OVERVIEW

Microsoft PowerPoint makes it easy for you to change slide layouts. For example, if you have set up a slide as a title slide, and decide you would like to have a bulleted list, you may change the layout and PowerPoint will adjust your slide accordingly.

STEPS

1. In any view, click on the slide you would like to change.

2. Go to the *FORMAT* menu, and select *SLIDE LAYOUT*.
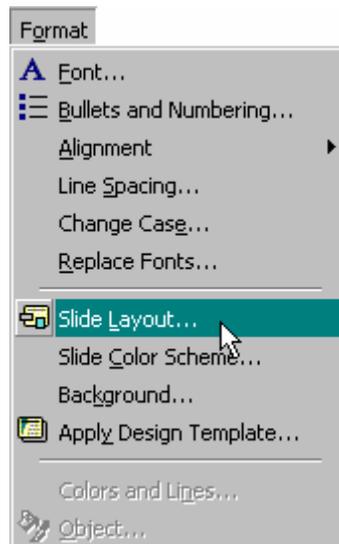
3. The following window will appear. Click on a new layout.

The available layouts are:

Symbol	Slide Description
	Title – usually begins a presentation. Shows a title and subtitle.
	Bulleted list – the most common, allows you to show a title and points about the title.
	Two-column text – like a bulleted list slide, but lists bullet points in two columns. Best used for longer lists of shorter items.
	Table – lists a title with a table (rows and columns of data) below it.
	Text and chart – allows you to list bullet points along with a chart of data to the right.
	Chart and text – as above, but chart is on the left.
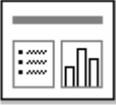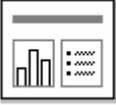
| Symbol	Slide Description
	Organization chart – can use this to depict a smaller organization chart (if the chart is very in-depth, it can be very small and hard to read).
	Chart – simply shows a title with a chart for data.
	Text and clip art – allows you to have a bulleted list with a piece of clip art to the right.
	Clip art and text – as above, but clip art is on the left.
	Title only – shows only a title on a slide.
	Blank – no text or objects will appear on the slide unless manually added. It is not recommended, except for a final slide.
	Text and object – allows you to have a bulleted list with an embedded or linked object (can be any file, any type – ex. Word document, Excel list, picture, etc.) on the right.
	Object and text – as above, but object is on the left.
	Large object – puts an object on the slide without a title or text.
	Object – puts an object on the slide with a title.
	Text and media clip – allows you to have a bulleted list with a media clip on the right.

Symbol	Slide Description
	Media clip and text – as above, but media clip is on the left.
	Object over text – shows a title, allows you to insert an object, then have a bulleted list at the bottom.
	Text over object – as above, but object is on the bottom.
	Text and two objects – has a title, a bulleted list on the left and two objects on the right.
	Two objects and text – as above, but objects are on the left.
	Two objects over text – shows a title, two objects in a row and then a bulleted list at the bottom.
	Four objects – allows you to insert four separate objects onto a slide.

4. Click *APPLY*.

5. **To update a text (bulleted list) and clip art slide**, click in the top text box to type in a title, click in the bulleted list box and type in bulleted information, pressing the *ENTER* key after each entry, and double click the clip art box to insert clip art (more information on clip art is in *Lesson 5: Adding Objects*).
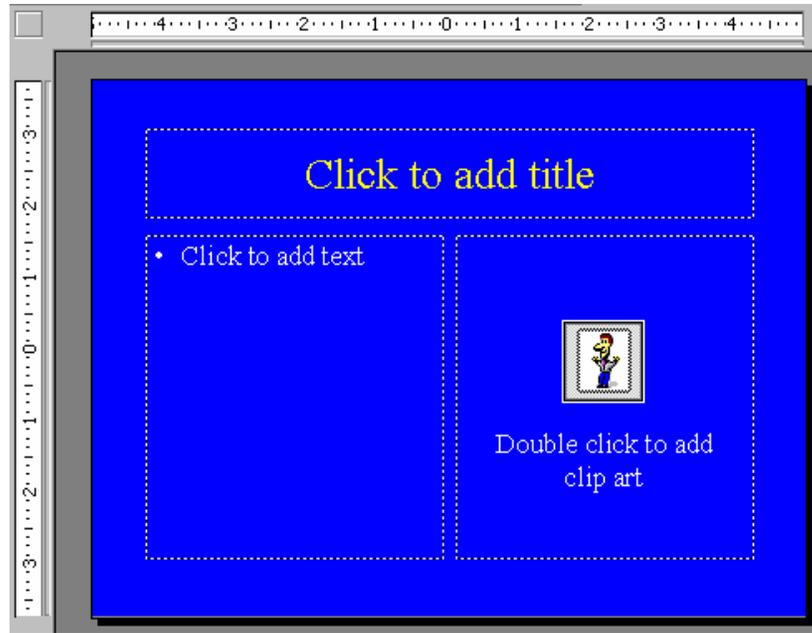
6. **To update a table slide**, double click the table object.

Microsoft PowerPoint
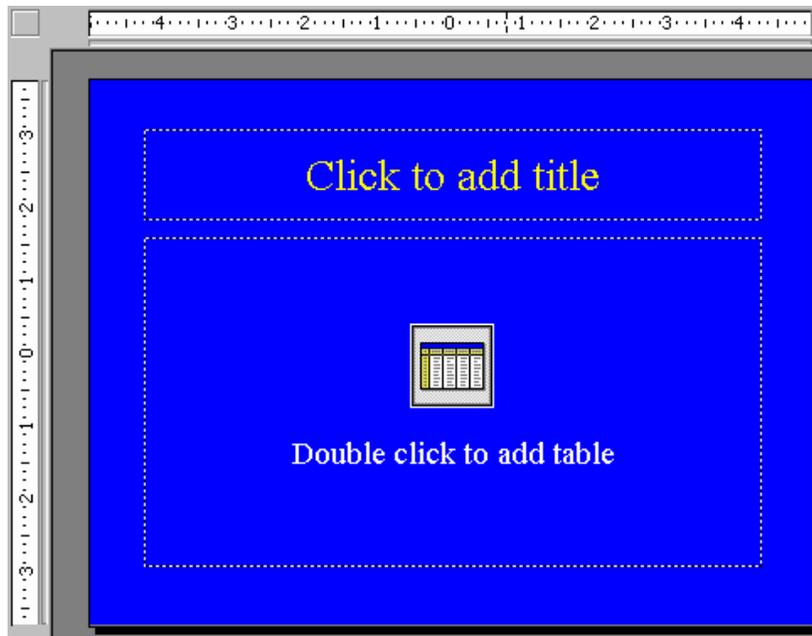
- Select the number of rows and columns. Click *OK*.
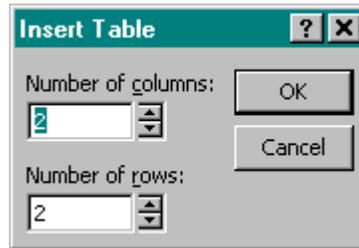
- Update the table data by clicking and typing in the cells.

- Format the table using the *TABLES AND BORDERS* toolbar.

- When done, click the *CLOSE* ☒ button on the *TABLES AND BORDERS* toolbar.

7. **To update an organization chart slide**, double-click the organization chart object.
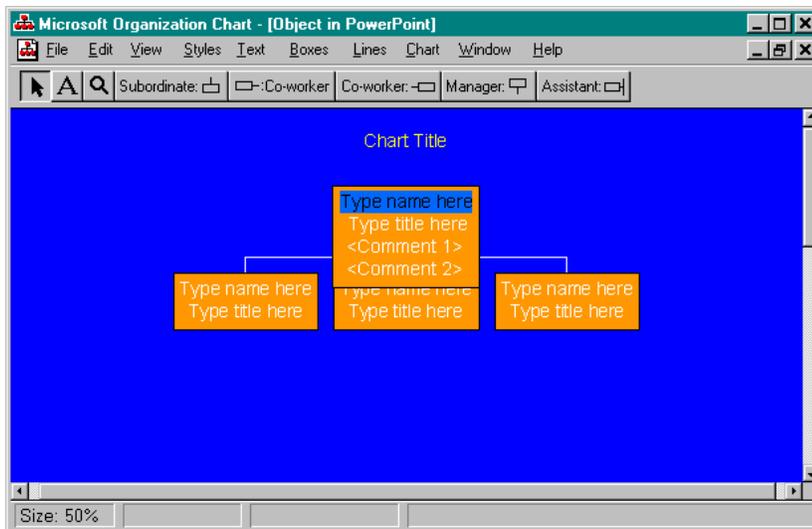
- Type text in the boxes.

- **To add a box**, click the box type at the top (ex. Subordinate, co-worker, etc.), then click in the box where the next box is to be attached.

- **To remove a box**, click on the box, and then press the *DELETE* key on the keyboard.

- When finished, click the *CLOSE* ☒ button.

Helpful Hint:

In order to delete information completely from columns and rows in a datasheet (so blank spaces do not appear on the chart), select the entire row or column by clicking on the letter or number label, and press *DELETE* on the keyboard.

~~6.~~8. **To update a chart slide**, double-click the chart object.

		A	B	C	D	E
		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	43.9	
4						

Presentation1 - Datasheet

- Edit the text in the cells with your data.

- Click the *CLOSE* button ⊠ in the *DATASHEET* window. Notice the chart automatically updates.

~~7.~~9. **To update an object slide**, refer to the *Nice to Know: Object Linking and Embedding* lesson in the last section of this guide.

✓ **Lesson Example**

You need to add a new chart slide to the presentation and change the format of an existing slide.

STEPS

1. Go to your last slide and create a Chart slide by clicking the *NEW SLIDE* button and selecting the *CHART* layout. Click *OK*.

2. Click in the title section and type **Activities per Season**.

3. Double-click the chart.

4. Make the following edits:

		A	B	C	D	E
		Activities				
1	Winter	4				
2	Spring	7				
3	Summer	15				
4	Fall	8				

Presentation1 - Datasheet

5. Close the Datasheet by clicking the *CLOSE* button.

6. Change the layout of the Spring Fun slide by clicking on the slide and then *FORMAT*, *SLIDE LAYOUT*. Choose the *TEXT & CLIPART* layout and click *APPLY*.

EXERCISE:

1) Create a new slide at the end of the presentation using the Organization Chart layout.

2) Add the title of **Enjoying the Seasons with Me**.

3) Edit the Organization Chart and change the top box by typing your name and deleting Type Title Here.

4) Add (or delete) boxes as needed and fill in names of your friends and family.

5) Save the file.

6) *On Your Own*: Add an additional slide at the end using the Text & Chart layout. Update the chart on the slide to show the amount of money you spend per season on activities.

7) Edit the layout of the slide to be a Chart Layout slide.

8) Save the presentation.


♦ Changing Slide Sequence

OVERVIEW

You do not have to be concerned with the order in which you originally enter your slides. You can quickly and easily rearrange your presentation.

STEPS

1. In the outline pane, click and drag the slide icon to a new location and when a line appears in the new location for the slide, release.
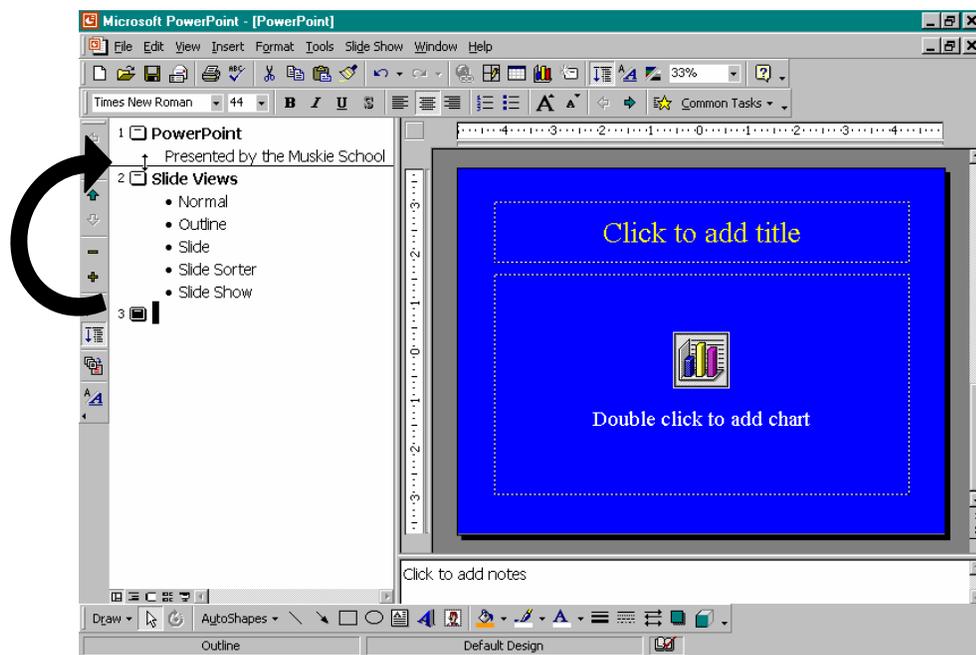
2. In Slide Sorter view ⊞ , click and drag the slide and when a line appears in the new location for the slide, release.
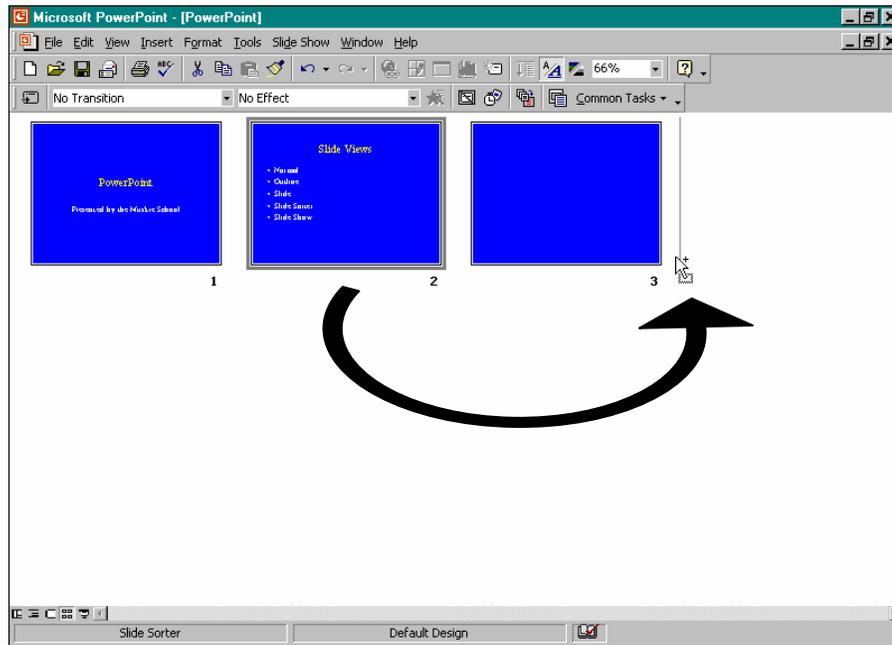
♦ **Adding Notes**

OVERVIEW

PowerPoint allows you to type speaker notes specific to each slide that can be printed and used by the presenter during the presentation.

STEPS

1. In *NORMAL* View ⊞ , go to the slide where notes will be added.

2. Click where it reads ***CLICK TO ADD NOTES***, which is below the slide.

3. Type your notes.

4. **If you would like to update the font for your notes**, select the notes in the *NOTES PANE* and go to the *FORMAT* menu, and then *FONT*. Choose your new font and then click *OK*.

✓ **Lesson Example**

You would like to include speaking notes with your presentation to help you practice. You also decide to change the slide sequence.

STEPS

1. On the Activities per Season slide, add the speaker note, **Share anecdotes about some of the fun activities** by clicking where it reads *CLICK TO ADD NOTES* and typing it in.

2. Move the Activities per Season slide before the Title slide by clicking and dragging the slide in *SLIDE SORTER* view.

3. Save the presentation.

EXERCISE:

1) On the Enjoying the Seasons with Me slide, add the speaker note, **Explain each person's role in more detail**.

2) Save the presentation.

3) *On Your Own*: Rearrange the slides into a logical order. Save.

♦ Importing Slides into PowerPoint

OVERVIEW

You have the ability to import individual slides from other PowerPoint presentations or from a Word document (with appropriate heading styles) into your presentation.

STEPS

1. Click on the slide that will be preceding the new slide(s).

2. Click on the *INSERT* menu and select *SLIDES FROM FILES*.
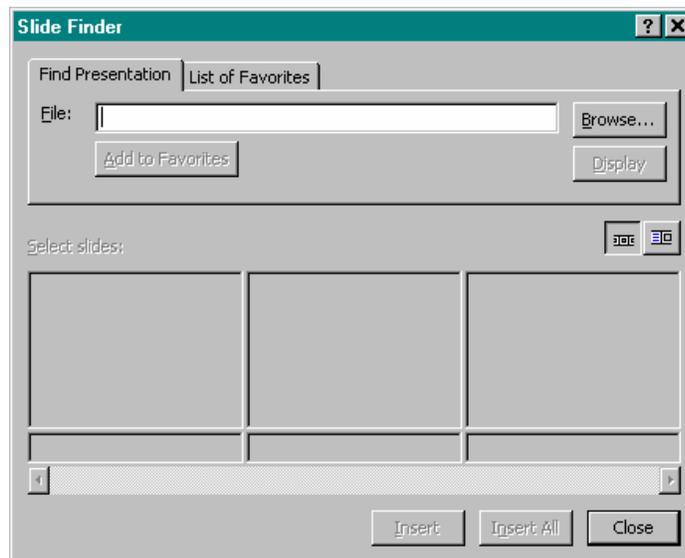
3. Click on *BROWSE* to find the file. If it is a Word document, change *FILES OF TYPE* to *ALL FILES*.
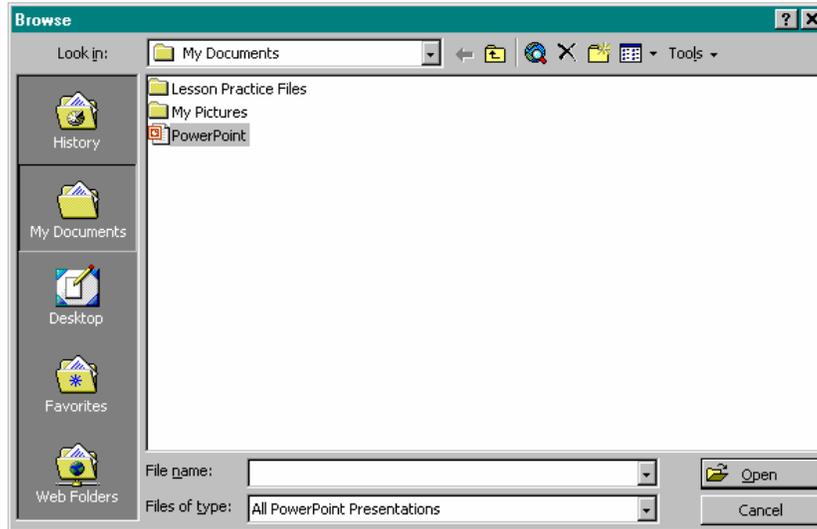
4. Click on the file that contains the slides you want to copy and click *OPEN*.
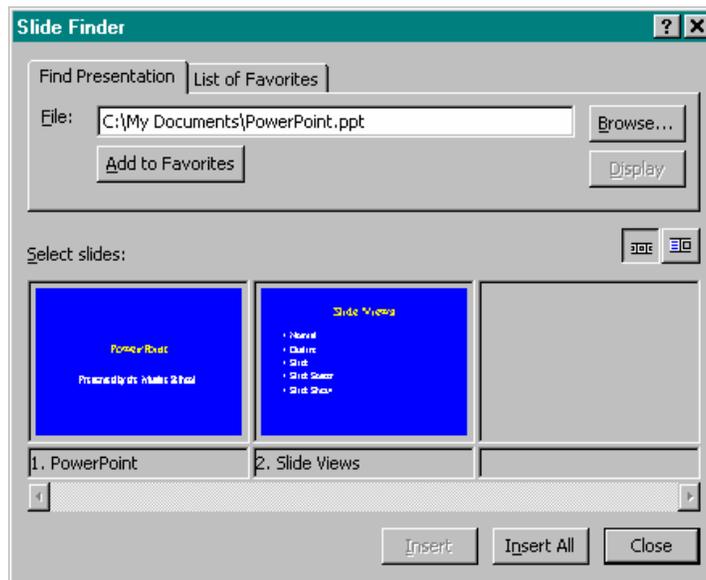
5. **To import all slides**, click *INSERT ALL*.

6. **To import individual slides**, click on each slide and then click *INSERT*.

7. Click *CLOSE*.

♦ Deleting Slides

OVERVIEW

You may find that you no longer need a particular slide in your presentation. You have the ability to delete individual slides.

STEPS

1. In *NORMAL*, *OUTLINE*, or *SLIDE SORTER* view, select the slide you want to delete.

2. Press *DELETE* on the keyboard.

✓ Lesson Example

You would like to add a slide from another presentation into your Maine Fun presentation.

STEPS

1. Click on the title slide.

2. Click on the *INSERT* menu and select *SLIDES FROM FILES*.

3. Click on *BROWSE* and click on the Motivation file that contains the slides you want to copy and click *OPEN*.

4. Import just the second slide by clicking on it and then click *INSERT*.

5. Click *CLOSE*.

EXERCISE:

1) Import a slide from the Good Bye document to be placed after the last slide of the Maine Fun presentation.

2) *On Your Own*: Import the second slide from the California Fun presentation to be the new third slide in the Maine Fun presentation.

3) Delete the old Seasons of Fun slide.

4) Save the presentation.

LESSON 5: ADDING OBJECTS

OBJECTIVES: Add Clip Art.
Create AutoShapes.
Utilize Action Buttons and hyperlinks.

♦ Clip Art

OVERVIEW

Clip Art graphics and pictures add interest to a presentation, but make sure that they do not override your content. You may add Clip Art through the layout of a new slide or by adding Clip Art to an existing slide.

STEPS

1. Click the *NEW SLIDE* button on the Standard toolbar. Click the *TEXT & CLIP ART* or *CLIP ART & TEXT* layout. Click *OK*.
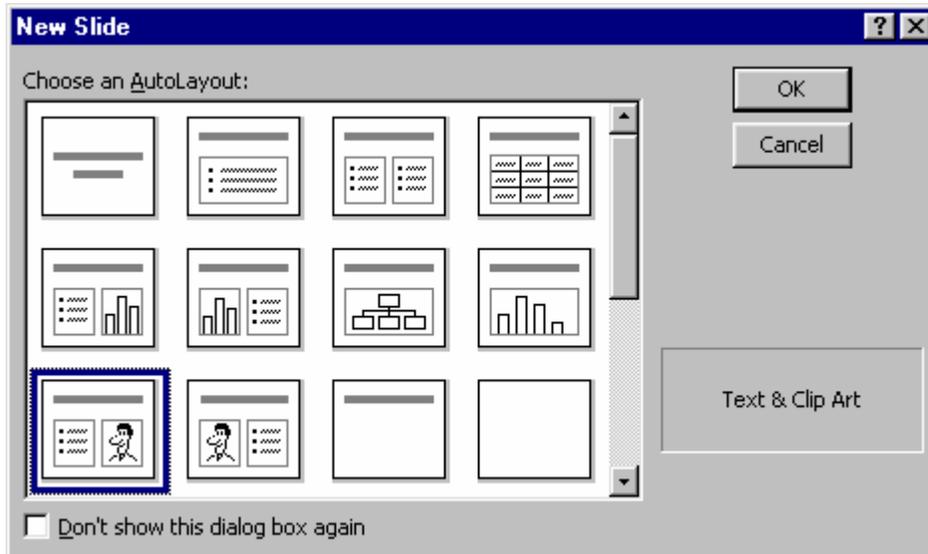
2. Double-click the Clip Art section to select a picture. Click a *CATEGORY*.
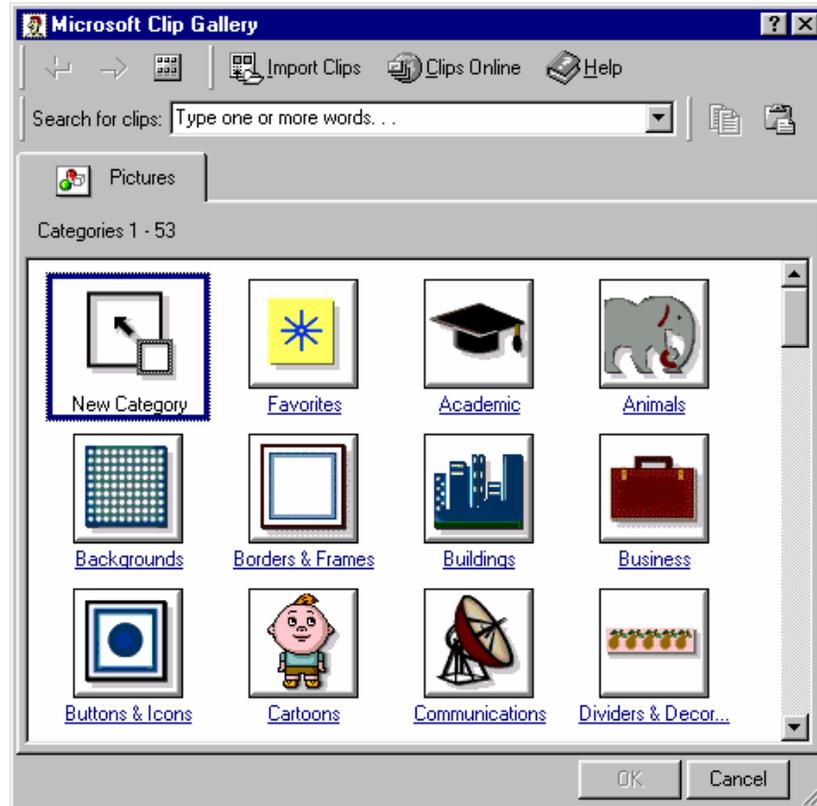
3. Click the picture of choice and click the *INSERT PICTURE* button.
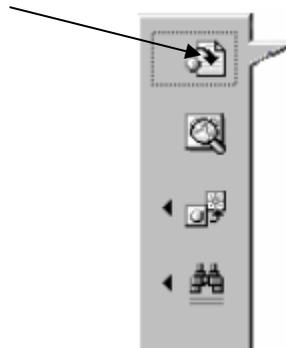
4. Click the *CLOSE* ☒ button to close the Clip Art window.

4.5. **To add Clip Art to any slide already created**, click the *INSERT CLIP ART* button 🔲 in the Drawing toolbar. Follow steps 2 and 3 above.

5.6. **To resize the Clip Art**, click on the Clip Art, then click and drag a handle (the boxes along the edges).

6.7. **To move the Clip Art**, click on the clip art, then click and drag from the middle of the picture when the mouse changes to a four-headed arrow ✛ . Release the mouse button when at the new location.

Helpful Hint:
Use the corner handles to resize clip art in order to keep it proportional to its original size.

✓ **Lesson Example**

You want to add pictures to a new slide and slides already created.

STEPS

1. Create a slide after the Summer Fun slide containing clip art by clicking the *NEW SLIDE* button and selecting the *TEXT & CLIP ART* layout. Click *OK*.

2. Click in the title and type **Fall Fun**.

3. Type activities you enjoy in the bulleted list.

4. Double-click the clip art object and click the *SEASONS* category.

5. Click on a picture of your choice and click the *INSERT CLIP ART* button.

6. Click on the Seasons of Fun slide. Insert Clip Art by clicking the *INSERT CLIP ART* button in the Drawing toolbar.

7. Insert a picture of your choice.

8. Resize the picture by clicking and dragging a handle.

9. Move the picture by placing the mouse in the middle of the picture and clicking and dragging to the new location.

10. Save the presentation.

EXERCISE:

1) Add Clip Art of your choice to the title slide.

2) Resize and move the Clip Art as necessary.

3) Save the presentation.

4) *On Your Own*: Add Clip Art to the Spring Fun slide.

5) Resize and move if necessary.

6) Save the file.

Microsoft PowerPoint

♦ Drawing Toolbar

OVERVIEW

The Drawing Toolbar allows you to actually create and format drawings within Microsoft PowerPoint presentations.

Button	Description
Draw ▾	Click to select an option to adjust drawing objects
▷	Select drawing objects
↻	Free Rotate
AutoShapes ▾	Click to select a shape
╲	Line Tool
↘	Arrow
☐	Rectangle
◯	Oval
🔲	Text Box
𝐀	Insert WordArt – Create creatively formatted text
🖼	Insert Clip Art
🎨 ▾	Fill Color
✎ ▾	Line Color
A ▾	Font Color
≡	Line Style
▦	Dash Style
⇄	Arrow Style
▣	Shadow
▱ ▾	3-D
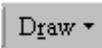
HELPFUL DRAWING TIPS

1. **To view the Drawing toolbar**, click the *DRAWING* button on the Standard toolbar. Click the button again to remove the toolbar.

2. **To create a drawing object,** click the tool to select it and then click and drag to place the object within the document.

3. **To keep the drawing tool on**, double-click the tool. Click and drag to place the drawing object on the slide, then repeat the steps to place the shape in another location.

4. **To draw an AutoShape**, click the *AUTOSHAPES* AutoShapes ▾ button in the Drawing toolbar, point to the category and then click the AutoShape, point to the location on the slide where you would like to place the shape, and then click and drag to draw the shape.

5. **To draw a perfect square, circle, or line**, hold down the *SHIFT* key when drawing the object. To create a straight line, hold down the *SHIFT* and drag.

6. **To resize an object**, click the object to select it, then click and drag the handles with your double-sided arrow mouse pointer ⤢ .

7. **To change the order of objects**, click the object, then click *DRAW* and *ORDER*. Click the option in which to move the object.

🔲 Bring to Front	F6	—— Places object in the top position
🔲 Send to Back	Shift+F6	—— Places object in the bottom position.
🔲 Bring Forward		—— To move object forward one level.
🔲 Send Backward		—— To move object back one level.

8. **To move an object**, click the object to select it, then click and drag when the mouse is in the shape of a four-headed arrow ✥ .

9. **To delete an object**, click the object, then press the *DELETE* key. To delete several, hold down the *SHIFT* key as you click on several objects. Press the *DELETE* key.

♦ Action Buttons

OVERVIEW

An Action Button is a specific type of AutoShape that can help you navigate in a presentation or bring you to a specific website.

STEPS

1. Click on the slide where you want to add an Action Button.

2. Click the *AUTOSHAPES* AutoShapes button in the Drawing toolbar.

3. Point to the *ACTION BUTTONS* category and then click the specific button you are looking for.
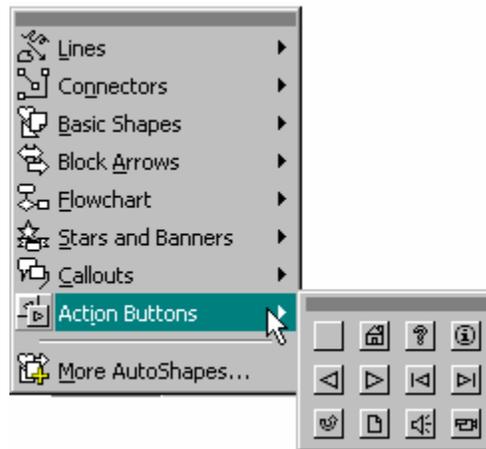
The different action buttons are:

Button	Default Description
	Custom –brings you to any location you choose
	Home – brings you to the first slide
	Help – brings you to any location, preferably something that includes an explanation
	Information - brings you to any location, preferably something that includes additional information

Button	Default Description
◁	Back or Previous – takes you back one slide
▷	Forward or Next – brings you to the next slide
◁|	Beginning – brings you to the first slide
▷|	End – takes you to the last slide
↩	Return – brings you to the slide that you just came from
▣	Document – brings you to a file outside of the presentation
◁:	Sound – plays a sound clip file
▦	Movie – plays a movie clip file

Helpful Hint:

When adding an action button, the Action Settings dialog box also allows you to choose where the button will bring you.

4. Point to the location on the slide where you would like to place the button.

5. Click and drag to draw it.

Action Settings

Mouse Click | Mouse Over

Action on click

○ None
● Hyperlink to:
  First Slide
○ Run program:
  [   ] Browse...
○ Run macro:
○ Object action:

☐ Play sound:
  [No Sound]
☑ Highlight click

OK | Cancel
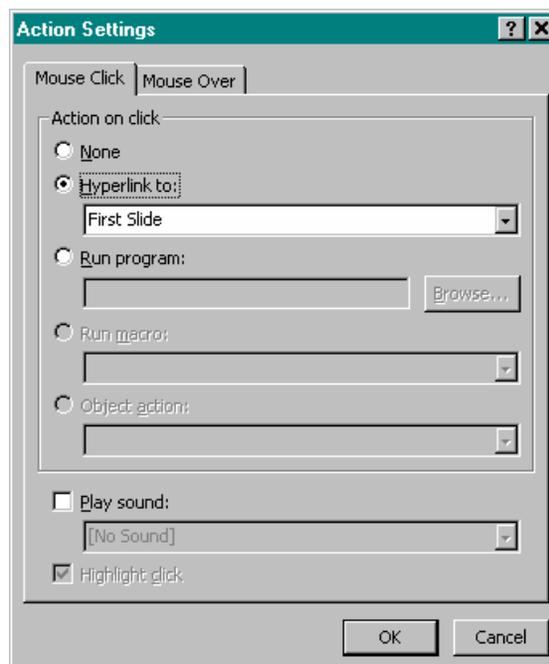
6. Click *OK* to accept the default location.

7. **To resize the Action Button**, click on it, then click and drag a handle (the boxes around the edges).

8. **To move the Action Button**, click on it, then click and drag from the middle of it when the mouse changes to a four-headed arrow ✛. Release the mouse button when at the new location.

9. **To change where the Action Button takes you,** right-click on the action button and select *HYPERLINK*, *EDIT HYPERLINK*. Change the location and then click *OK*.

10. **To use the action button**, click on the button while running the presentation.

♦ Hyperlinks

OVERVIEW

Hyperlinks allow you to easily link a word or a picture to a website, another location in your presentation, or another document.

STEPS

1. Select the word or picture that you want to make a hyperlink.

2. Click *INSERT* on the Menu bar and then *HYPERLINK*.

3. **To go to a website**, type the web address. Click *OK*.
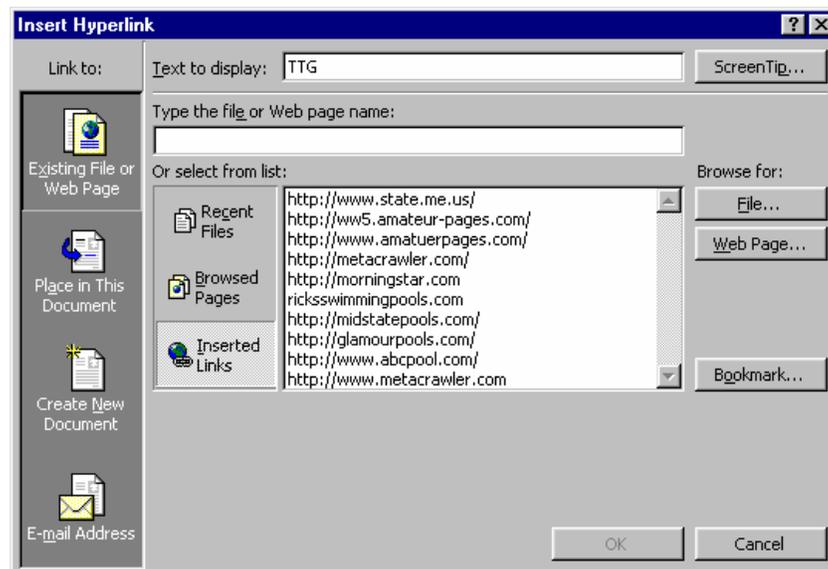
4. **To go to another location in the presentation**, click *PLACE IN THIS DOCUMENT* button. Click the place you would like the hyperlink to send you and click *OK*.
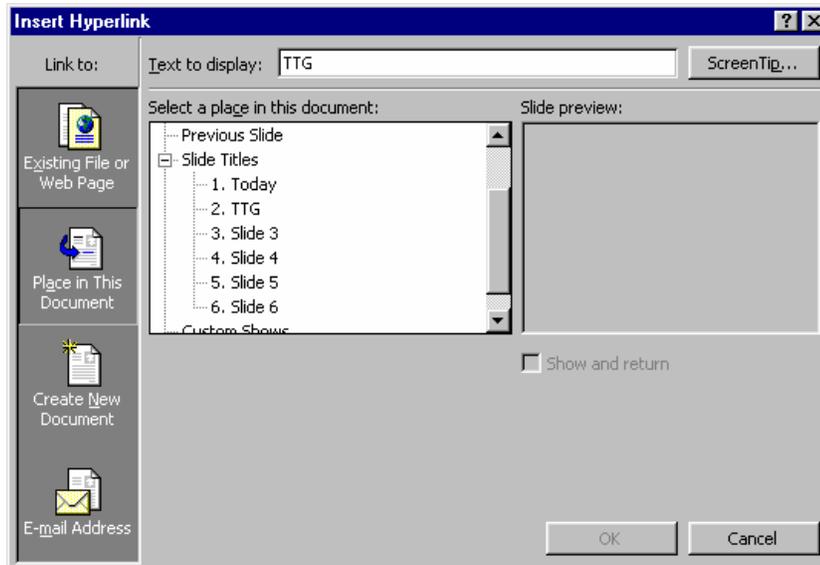
5. **To go to a file**, click on *FILE*, browse for the file, and select it. Click *OK* and *OK*.

6. Click in a blank space on the slide to deselect. You may need to change the text color for visibility.

7. **To use the hyperlink**, while running your presentation, click on the hyperlink. To come back to the presentation press the *ALT* and *TAB* keys simultaneously.

Did You Know?

If your hyperlink points to a place outside of the presentation, you can simply close the resulting window and you will return to the presentation.

✓ Lesson Example

After adding the clip art, you decide you would like to add some additional shapes, action buttons and hyperlinks to a few slides.

STEPS

1. Go to the Summer Fun slide.

2. Add the sun AutoShape by clicking *AUTOSHAPES*, *BASIC SHAPES*, and clicking the *SUN* shape. Click and drag the sun in the upper right hand corner.

3. Move and resize as appropriate.

4. Change the color by clicking on the arrow to the right of the *FILL COLOR* button and then *MORE FILL COLORS*.

5. Select yellow and then click *OK*.

6. Select the word Seasons on the Seasons of Fun slide and click on *INSERT* and then *HYPERLINK*. Type the web address of **www.state.me.us** and click *OK*.

7. Save the presentation.

EXERCISE:

1) On the Winter Fun slide, create a snowman by using AutoShapes.

2) Use an action button to create a hyperlink from Winter Fun to the Activities per Season slide. Save the changes.

3) On Your Own: Add a Right Arrow autoshape to the How Much Money I Spend slide.

4) Change the color of the arrow so that it is very noticeable on the slide.

5) Create a link to the first (home) slide by using an action button. Save.

LESSON 6: TRANSITIONS AND EFFECTS

OBJECTIVE: Demonstrate running the presentation.
Add and change transitions and effects.

♦ Running a Presentation

OVERVIEW

Usually, the purpose for creating a PowerPoint presentation is to run the presentation for an audience, which means to progress from the first to the last slide and to see animations on text and images. Understandably, you should always preview your presentation before running it in front of an audience to see how it will appear on screen.

STEPS

1. Move to the first slide.

2. Click the *SLIDE SHOW* button 🖵.

3. While running the presentation, the following functions are available to navigate and use presentation effects:

Function	Actions
Display the next slide or animation	Left click, Right arrow, Down arrow, Enter, Spacebar, Page Down, N
Display the previous slide or animation	Left arrow, Up arrow, Backspace, Page Up, P
Display the first slide	Home
Display the last slide	End
Stop the slide show and return to the PowerPoint window	Escape
Display the slide show shortcut menu, which you can use to advance to the next or previous slide, etc.	Right mouse button
Blacken/unblacken the screen	B
Whiten/unwhiten the screen	W
Show/Hide the arrow pointer	A

✓ **Lesson Example**

You would like to practice running your presentation.

STEPS

1. Click on the first slide of the Maine Fun presentation.

2. Click on the *SLIDE SHOW* button.

3. Use the *SPACEBAR* to navigate through the entire presentation.

4. Exit the slide show.

EXERCISE:

1) Run the presentation, this time using various navigation keys to go backward and forward.

2) Try out the action buttons and hyperlinks.

3) Exit the presentation.

4) *On Your Own*: Click on the last slide in the presentation.

5) Run the presentation using the Slide Show button.

6) What slide did the presentation start on?

   _____

7) End the slide show.

Microsoft PowerPoint

♦ **Transitions**

OVERVIEW

During an onscreen presentation you can choose how each slide will appear on the screen. For example, you may have several transitions: one slide fades out while the next slide fades in, the slide appears from the top of the screen, or the contents of one slide dissolves into the next slide.

STEPS

1. Select the slide where you want to apply transitions.

2. Click *SLIDE SHOW*, *SLIDE TRANSITION*.

Did You Know?

In Slide Sorter view, there are drop down boxes for changing transitions and effects.
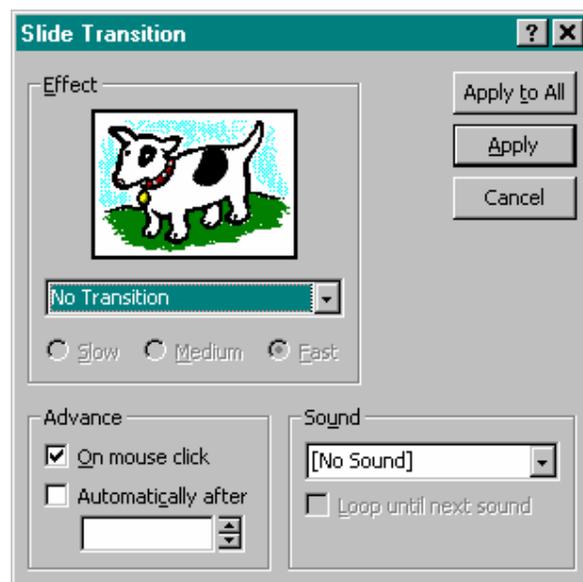
3. Click on a transition from the *EFFECT* list.

4. Choose *APPLY* to have the effect on just the current slide or choose *APPLY TO ALL* to have the same effect on all the slides.

5. **To add sound effects**, choose a sound under the *SOUND* menu (you must have sound activated on your PC in order to hear them).

6. **To have the slide transition automatically (for use at a kiosk, etc.)**, click in the box in front of *AUTOMATICALLY AFTER* and change the minutes and seconds in the box below.

7. **To change the transition**, repeat Steps 2 through 4.

♦ Effects

OVERVIEW

After choosing the transition from slide to slide, you can also decide how each object and text on the slide will appear. For example, you may want the text to Fly from the Bottom or Swivel as it appears on the slide.

STEPS

1. Select the slide to add the effect.

2. Click *SLIDE SHOW*, *PRESET ANIMATION*.

3. Select one of the effects from the list.

4. **To change the effect**, repeat Steps 2 through 3.

✓ **Lesson Example**

It is now time to jazz up the slide show by adding transitions and effects.

STEPS

1. Click on the second slide in the presentation.

2. Click *SLIDE SHOW*, *SLIDE TRANSITION* and select the *CHECKERBOARD ACROSS* style from the *EFFECT* list.

3. Click *APPLY*.

4. Click on the Winter Fun slide. Click *SLIDE SHOW*, *PRESET ANIMATION*. Select the *FLY FROM TOP* effect.

5. Run the slide show again from the first slide.

6. After viewing the Winter Fun slide, press the *ESCAPE* key to exit.

7. Save the presentation.

EXERCISE:

1) Add Transitions and Effects to all slides.

2) Save the changes.

3) *On Your Own*: Run the slide show. Make any changes to transitions and effects. Save.

♦ Custom Animation

OVERVIEW

In addition to applying transitions and effects to the text elements and objects that originally appear on a slide, you can also set custom animation effects. For example, you can have objects such as lines, text boxes, and drawn objects, appear sequentially on the screen with or without sound effects.

STEPS

1. Click the *SLIDE VIEW* button or *NORMAL VIEW* button.

2. Select the slide to modify.

3. Click *SLIDE SHOW* on the Menu Bar and then *CUSTOM ANIMATION*.
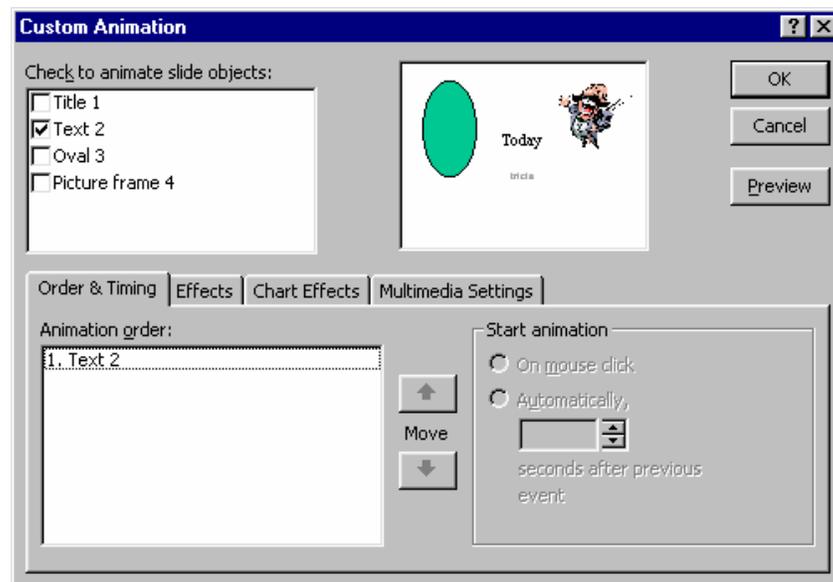
4. Place a check by clicking beside the objects that you want to animate.

5. **To change the order of animation**, click the *ORDER AND TIMING* tab. Click the object to move and click the *MOVE UP* or *DOWN* button. Click *OK*.
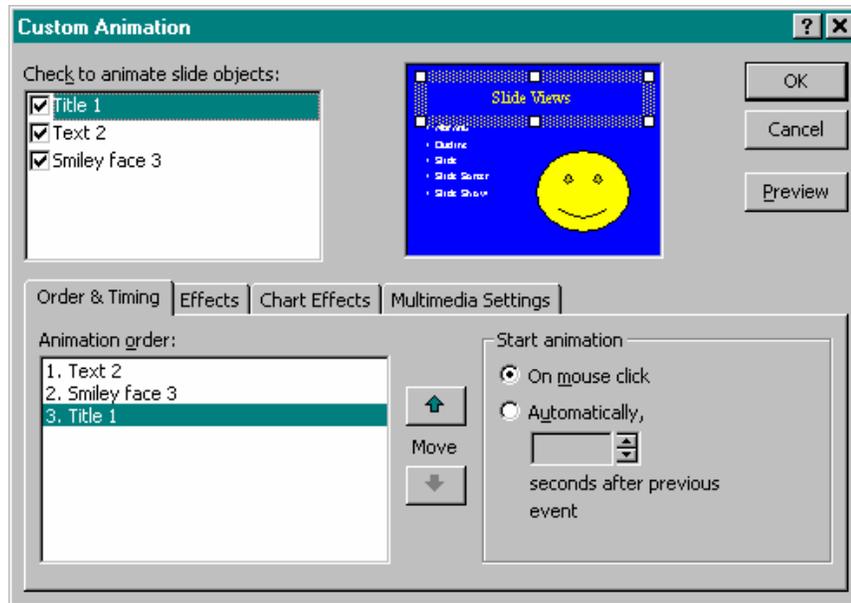
6. **To select the effect**, click the *EFFECTS* tab and select the animation options. Click *OK*.
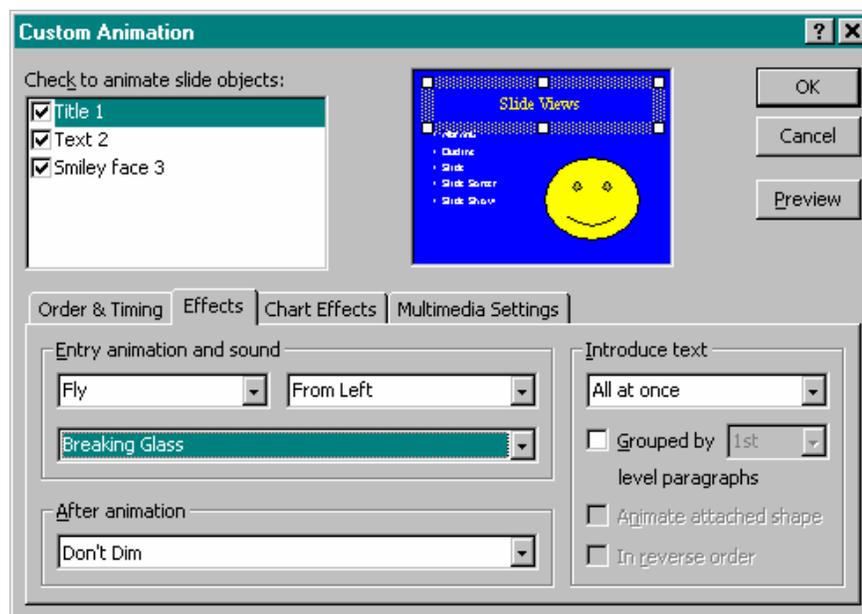
✓ **Lesson Example**

You enjoyed adding transition and effects so much that you want to customize the animation.

STEPS

1. Click on the Seasons of Fun slide.

2. Click *SLIDE SHOW* and then *CUSTOM ANIMATION*.

3. Click in the check box for each object.

4. Click the *ORDER & TIMING* tab. Click *PICTURE FRAME 3* and click the *MOVE UP* button.

5. Click the *EFFECTS* tab. Click *TITLE 1* and change the effect to *SPIRAL*.

6. Click *TEXT 2* and change to *BOX*. Under *AFTER ANIMATION*, use the drop down arrow to choose a color. Under *INTRODUCE TEXT*, use the drop down list to change it to *BY LETTER*.

7. Click *PICTURE FRAME 3* and change to *SWIVEL*. Click *OK*.

8. Run the slide show and notice the custom animation. Press *ESCAPE* to exit the slide show after viewing the animation.

9. Save the presentation.

EXERCISE:

1) Edit the Seasons of Fun slide so the picture appears first and the effect is Split and Horizontal In.

2) Click Slide Show and Animation Preview to view the new effects. Save the changes.

3) *On Your Own*: Customize the animation on the Spring Fun slide to your liking.

4) View the new animation. Save the presentation.

Microsoft PowerPoint

LESSON 7: PRINTING

OBJECTIVE: Print the presentation.

♦ Printing

OVERVIEW

With PowerPoint, there are many printing options. You may print all the slides of the presentation or choose individual slides to print. You can also print the outline, handouts, and notes pages.

STEPS

1. **To print all slides**, click the *PRINT* button 🖨 on the Standard Toolbar.

2. **To specify printing characteristics**, click *FILE* on the Menu bar and then *PRINT*.
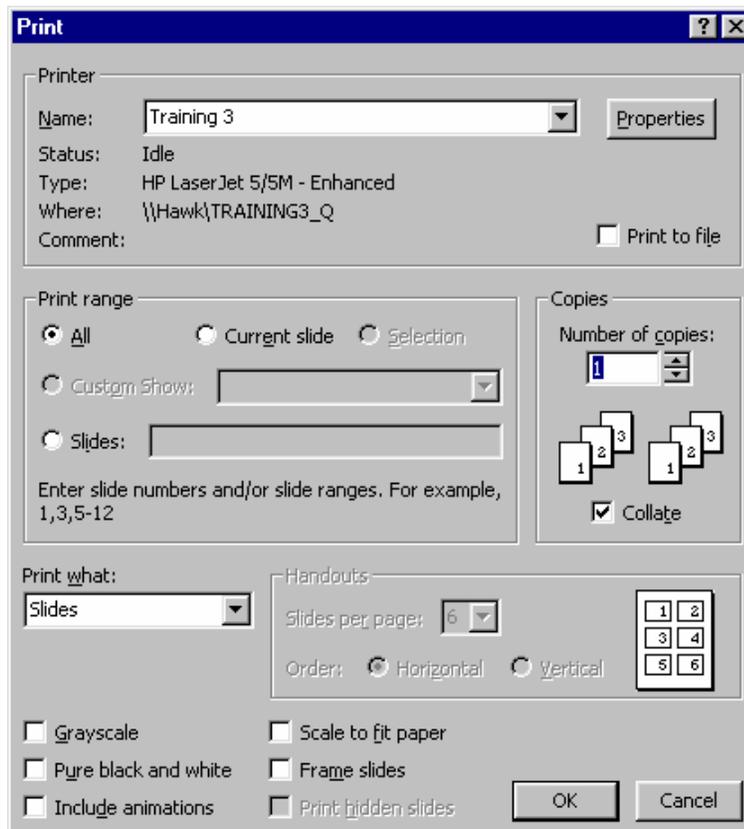
Helpful Hint:

When you print Handouts that are three-to-a-page, PowerPoint will print lines next to each slide on the page to be used for audience members to write notes.

3. The formats that PowerPoint can print are listed under *PRINT WHAT*. They are:

Type	Description
Slides	Prints one slide at a time on a page.
Handouts	Allows you to choose to print from two to nine slides per page.
Notes Pages	Prints one slide per page with any notes for that slide appearing below it.
Outline View	Prints just the text found on each slide in outline view.

4. **To print the slide your insertion point is on**, click *CURRENT SLIDE*.

5. **To print multiple copies**, click the arrows to specify the number of pages in *NUMBER OF COPIES*.

6. Once all options have been selected, click *OK*.

✓ **Lesson Example**

You would like to print the presentation.

STEPS

1. Click *FILE* on the Menu bar and then *PRINT*.

2. Click the down arrow below *PRINT WHAT* and select *HANDOUTS*.

3. Select *4* for the number of *SLIDES PER PAGE* and the *ORDER* is *VERTICAL*.

4. Click *OK*.

EXERCISE:

1) Print the notes page of Slide 1.

2) *On Your Own*: Print slides 2-4.

LESSON 8: GIVE IT A TRY!

OBJECTIVE: Practice the lessons learned in class.

EXERCISE:

Refer to Lessons 1- 2 for assistance

1) Create a presentation from the blank template that begins with a title slide. The title will be **My Hobbies**, the subtitle will be **Presented by (Your Name)**.

2) Add bulleted list slide(s) to describe your hobbies and why you like them.

3) Add a title slide at the end of the presentation that reads **The End** and **Thank You**.

Refer to Lesson 3 for assistance

4) Apply a template of your choice.

5) Format the text of the title slide to your liking.

6) Update the Slide Master to affect all slides by changing the bullet types and font for the text.

7) Remove the background objects from the Title Slide.

8) Add your name to the footer.

Refer to Lesson 4 for assistance

9) Add another slide with the Chart layout that will describe how much time you spend on each of your hobbies.

10) Change the order of the slide sequence if necessary.

11) Add a speaker note to any slide.

12) Import a slide from another PowerPoint presentation into your current presentation (if you have access to one from your computer).

Refer to Lesson 5 for assistance

13) Add clip art and AutoShapes to your slides.

14) Add an Action Button (to go to another location in the presentation) and a Hyperlink (to go to a website).

Refer to Lesson 6 for assistance

15) Add transitions and effects to each slide.

16) Add custom animation to a piece of clip art.

17) Run the presentation and use the action buttons and hyperlink.

Refer to Lesson 7 for assistance

18) Print handouts for your presentation.

LESSON 9: DELETING FILES

OBJECTIVE: Maintain organized file directories.

STEPS

1. Close all open presentations.

2. Select *OPEN* from the *FILE MENU*.

3. Click once on the name of the file to be deleted; or, use the *CTRL* or *SHIFT* keys to select multiple files.

4. Press the *DELETE* key on your keyboard.

5. Click the *CANCEL* button.

✓ Lesson Example

You gave the Maine Fun presentation and it is now time to delete the file.

STEPS

1. Close all open presentations.

2. Delete the Maine Fun presentation.

EXERCISE:

1) Delete all other presentations.

2) Close the Open dialog box.

3) Shut down your computer.

NICE TO KNOW

♦ PowerPoint Help Features

OVERVIEW

Microsoft PowerPoint contains several different types of help to assist you when you have difficulty with the program. The Office Assistant is an interactive help device that comes in the form of a cartoon character. It allows you to type a question or phrase related to your problem, and it will search for help topics based on your entry. In addition to the Office Assistant, PowerPoint provides help in a more standard form, where you search through lists of topics for one related to your issue. However, this requires that you are very familiar with PowerPoint terminology.

STEPS

1. Click the *OFFICE ASSISTANT* icon .

2. Type your question.

3. Either press *ENTER* or click *SEARCH*.

4. Click on one of the options available to receive additional information on that topic.

5. **To look for other topics**, click the *SHOW* button .

6. **To utilize the *CONTENTS* tab**, click the tab, then double-click a topic area. Double-click a specific topic to view the information.

7. **To utilize the *INDEX* tab**, click the tab, then type in the first several letters of the topic you want. When it appears below, double-click the topic to view the information. In the secondary list of topics, click the appropriate one to open it.

8. **To close the Help Box**, click the *CLOSE* button in the upper right corner of the Help Box.

> **Helpful Hint:**
>
> The *ANSWER WIZARD* tab works in the same manner as the Office Assistant.

♦ **Object Linking and Embedding**

OVERVIEW

In PowerPoint, you have the ability to transfer and share data from other applications. This feature is known as Object Linking and Embedding (OLE). All Microsoft Office Applications allow you to use this feature (a worksheet, chart, picture, etc. can be either embedded in or linked to another application).

Some terminology that will be helpful in understanding this process includes:

OBJECT   a piece of information (chart, spreadsheet, picture, etc.)

SOURCE FILE   the file (chart, spreadsheet, picture) in which the object is created.

DESTINATION FILE   the file that is to receive the object (in this case it is a PowerPoint presentation).

LINKING   a *reference* to the original object is added to the destination file. Any editing of the source document will be reflected in the destination file the next time it is opened.

EMBEDDING   a *copy* of the object is added to the destination file. Changes made in either file would not affect the other.

STEPS

1. Insert a slide into the presentation that contains an object placeholder.
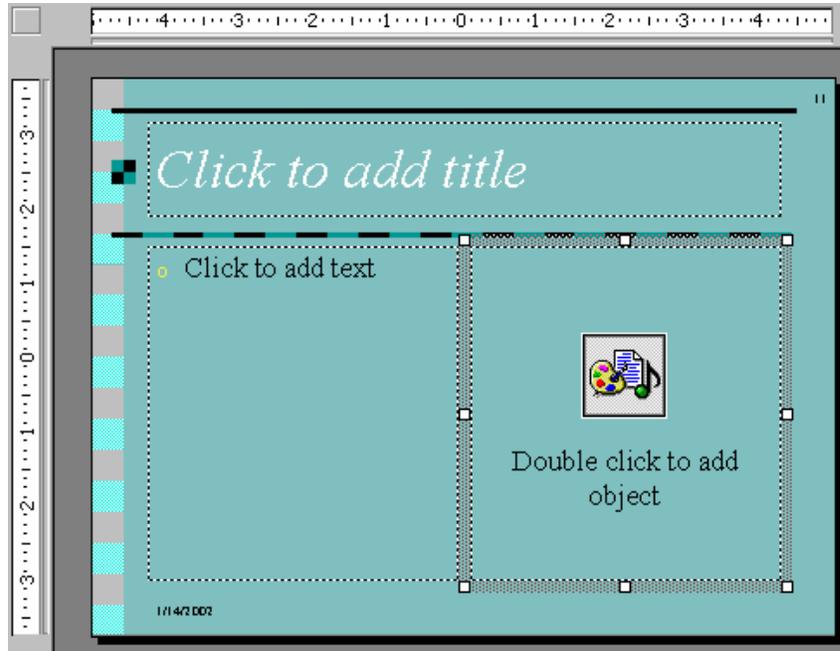
2. Double-click the object placeholder. Click *CREATE FROM FILE*.
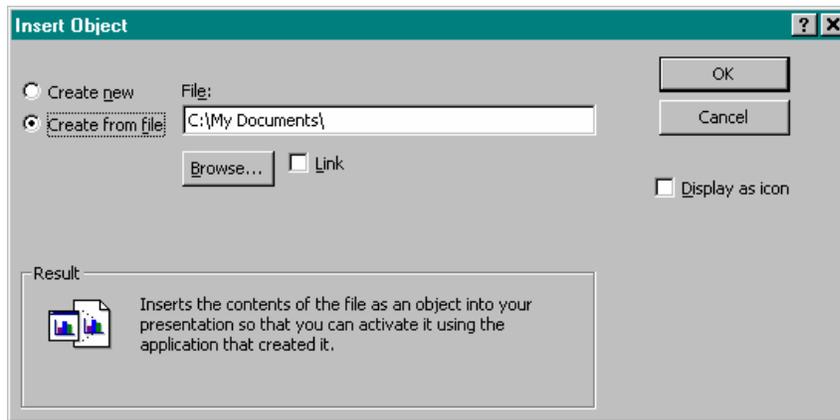
3. Click the *BROWSE* button to find the file.

4. Select the file and then click *OK*.

5. **If you want to place a copy of the file in the PowerPoint presentation**, click *OK*.

6. **If you want to place a reference to the file (a.k.a. link) in the PowerPoint presentation**, click *LINK* and then *OK*.

Helpful Hint:

Clicking on *DISPLAY AS ICON* in the *INSERT OBJECT* window, simply inserts a picture and does not set up a link (even if you choose for it to link).

Microsoft PowerPoint

♦ Other Master Formats

OVERVIEW

In PowerPoint, you have the ability to update not just the slide master, but also the handout and notes master. Updating these masters will aid in printing the presentation.

STEPS

1. **To view the handout master**, click *VIEW*, *MASTER*, *HANDOUT MASTER*.
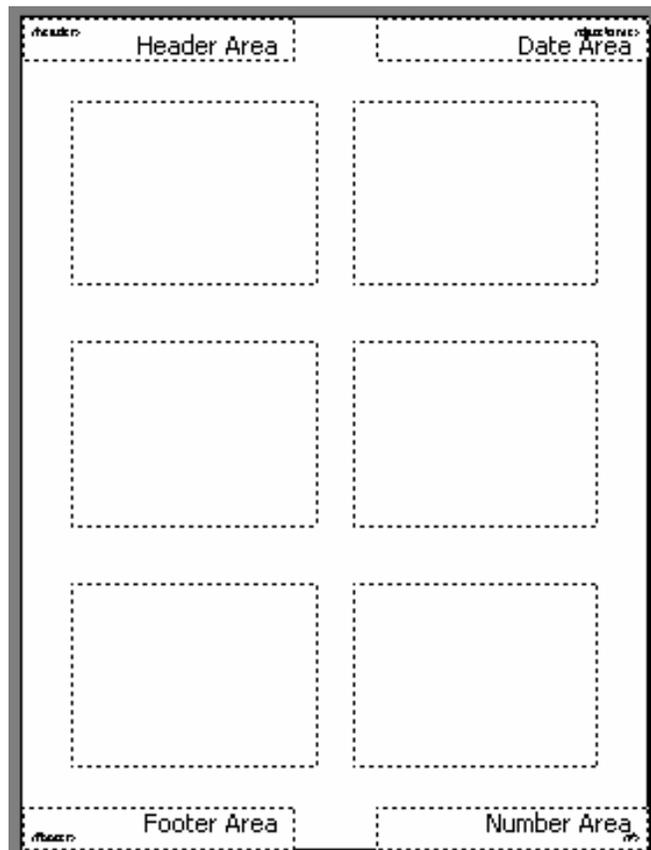
2. **To view the notes master**, click *VIEW*, *MASTER*, *NOTES MASTER*.
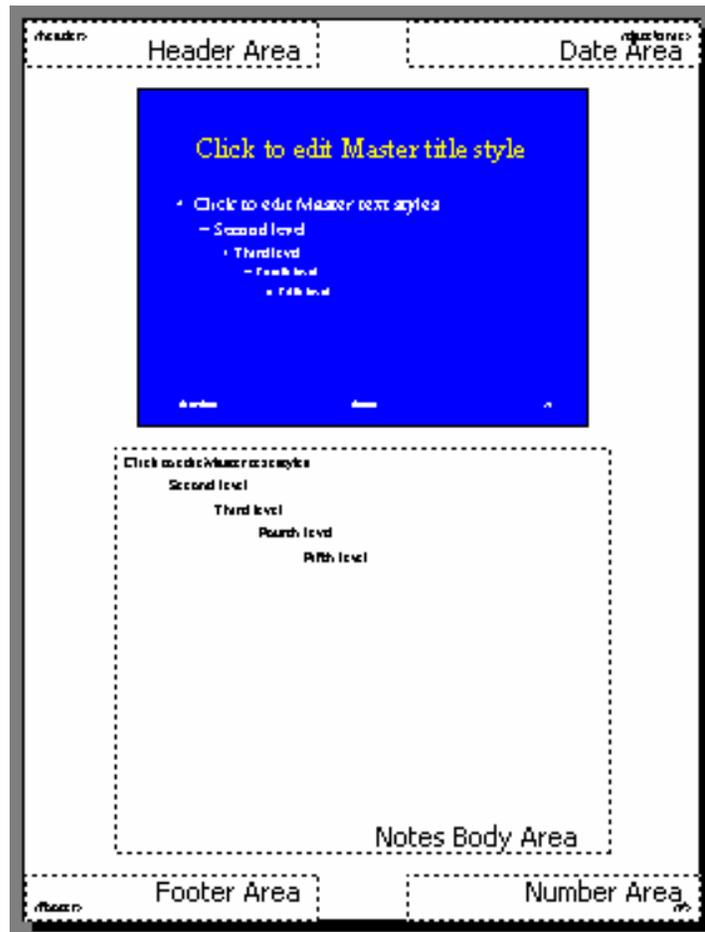
♦ Things to Consider while Developing a Presentation

OVERVIEW

When preparing a presentation in PowerPoint, you want to consider first how the presentation will be delivered. Certain methods will require or negate particular features, and understanding this beforehand will save time. Some presentation methods and accessories include:

1. Overhead Projector (used to show standard overheads).

2. LCD Panel (an overlay to set on top of an overhead projector that connects to the computer).

3. Projectors (combine Overhead Projector and LCD panel into one product).

4. Pointer (a wand or laser used to point out items to the audience).

5. Sound System (microphone & speakers).

6. PC (Personal Computer) – make sure that the computer you will be using has the software you need.

7. Kiosk

8. Hard Copy

9. Web

♦ Things to Consider on Each Slide

- Text style –Serif (I) or Sans Serif (|):
  - For handouts, use a serif type font. This has been proven to be 30% easier to read.
  - For screen projection, use san serif type font. In projection, letters lose some of their sharpness and text can appear blurry.

- Font size – so people in the back can read. Use the biggest font realistically possible, but at least 14 point for body text.

- Consistent font throughout the presentation.

- Number of bullets – no more than six per slide. Continue on the next slide if there are more bullets.

- Words per bullet – no more than seven.

- Graphics
  - Make sure they are relevant to your topic!
  - Use a consistent style throughout.

- Use charts, tables, and graphs to illustrate a complex point instead of text, if possible.

- White space – not crowded, used so that they eyes can rest.

- Understand how color influences moods and emotions:
  - Red: excitement, alert

- o Green: growth, accurate
- o Yellow: confidence, warmth, wisdom
- o Purple: dignity, sophistication
- o White: professionalism, new, innocence
- o Blue: truth, trust, justice
- o Black: authority, strength
- o Orange: action, optimism
- o Brown: friendliness, warmth
- o Grey: integrity, maturity

- Ensure that there is a high contrast of text to the background.

- Keep the background simple. Too much in the background makes the text hard to read.

- Simple is usually best. Remember: the material is new to the audience, even if it is not new to you. The audience wants to focus on the material, not the background or the flash!

♦ Things to Consider before Presenting

OVERVIEW

There are many issues to work out before presenting, especially when presenting at a site unfamiliar to you. Questions you may ask beforehand include:

1. What time do you need to be there?

2. Do you have accurate directions?

3. Who is your contact person, and will that person be present?

4. Who is responsible for setting up?

5. Will everyone be able to see and hear?

6. Is the room size sufficient?

7. Where are the comfort controls (lighting and temperature) and are you allowed to change them?