

# PowerPoint v2003

## To Start a New Presentation:

1. Launch the PowerPoint application.
2. The **New Presentation Window** appears.
3. Click on **Format** and select **Slide Design**, and the Slide Design window will appear at right side of window
4. Click on one of the design templates to select
5. Click on **File**, select **Save**. Give project an appropriate name, navigate to saving location and click **Save**.



## To Add Text:

1. If the Layout has a text box, click in the box and enter text.
2. If the Layout does not have a text box, click on **Insert**, select **Text Box** and click on the slide where text is to be added. The text box will be created as text is entered.
3. To alter the field's location, select the field by clicking on one of the edges with the arrow tool. The selection boxes will appear. While the selection boxes are showing, click and hold on the edge of the field, and drag the field to a new location.
4. To alter the field's size, select the field by clicking on one of the edges with the arrow tool. The selection boxes will appear. While the selection boxes are showing, carefully grab one of the selection boxes with the tip of the arrow and drag to resize.
5. To format the text of the entire field, select the field by clicking on one of the edges with the arrow tool. The selection boxes will appear. Under **Format** select **Font** or use the **Text Tools** to change the Font, Size, Style, Alignment or Color.



6. To change a single word or section of text, drag over it with the browse tool and then change the Font, Size, Style, Alignment or Color using the **Text Tools**. A text field can have various fonts, styles and colors.

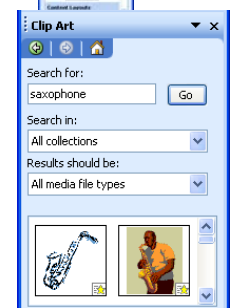
## To Add Additional Slides:

1. Click on **Insert**, select **New Slide** or use the **New Slide** button on your tool bar.
2. The **New Slide** window appears. Select a layout.



## To Insert a Picture:

1. Click on **Insert**, choose **Picture** and select **Clip Art**.
2. Enter a key word into the **Search for** text box and click on **Go**
3. Click and drag the desired picture to the slide.
4. Size and position as desired.



**TIP:** For more clip art, be online, and click on **Clip art on Office Online** link at the bottom of the ClipArt window and search by topic.

## To Crop Pictures:

1. Click once on the picture to be cropped.
2. Click on **View**, choose **Toolbars** and select **Picture**.
3. Click on the cropping tool (it looks like 2 corners overlapping)
4. Move cursor over one of white handlebars, click, hold & drag to select portion of the picture you want.

**TIP:** The entire picture remains hidden on the screen, so you can repeat the process to uncrop.

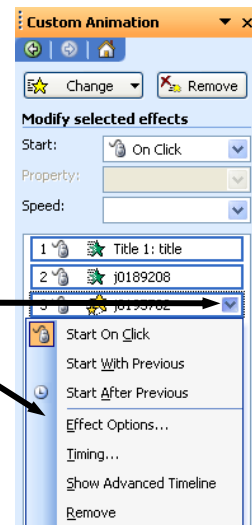
## To Compress Pictures: *May reduce file size dramatically! Do it!*

1. Double click on any picture in the PowerPoint file.
2. In the **Format Picture** window, click on the **Picture** tab.
3. Click on **Compress** button.
4. Select choices as needed. Recommendations:
  - a. Apply to “**All pictures in document**”
  - b. Change Resolution to “**Web/Screen**”
  - c. Options check “**Compress**” and “**Delete cropped areas**”
5. Click **OK**, then **Apply**.

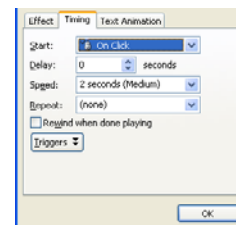
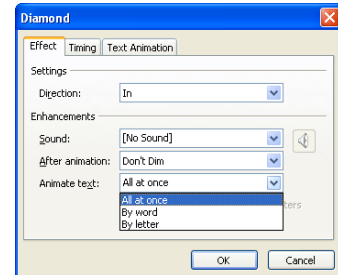
## To Use Custom Animation/Animate Bulleted List:

1. Create or select a slide with list of bulleted items.
2. Highlight text or image to be animated.
3. Under **Slide Show**, select **Custom Animation**.
4. The Custom Animation window appears.
5. Click on **Add Effect**.
6. Click on **Entrance** and select an effect.
7. Click on the down arrow next to text and select **Effect Options**:

**Tip:** *If animating a bullet list, be sure each line of text has the Mouse Click icon. This is necessary to have each line of the list appear separately.*



8. Select a sound if desired.
9. Under **After animation**: select a dim color to customize the appearance of previous lines of text if desired.
10. Under **Animate Text**: choose how text appears on the screen.
11. Click on the **Timing** tab.
12. Click on **Start** to set Mouse click or timings.
13. Select desired **Delay** and **Speed** on animation.
14. Click **OK** when done.
15. Run the slide to preview the selected animation.
16. To animate other text or images, select desired text or image and repeat steps 2 through 15.

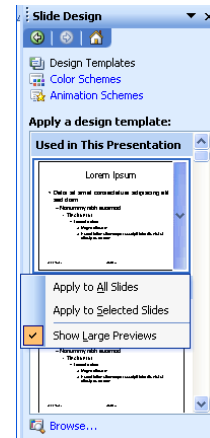


## Slide Transitions:

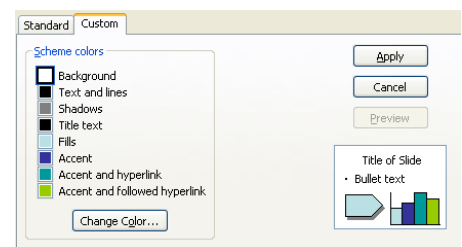
1. Under **Slide Show**, select **Slide Transition**. The **Slide Transition** window appears.
2. Click on an effect to preview
3. Select an **Effect**, a **Speed**, a **Sound** and an **Advance** mode. A preview appears in the upper left corner of the **Slide Transition** window.
4. Click **OK** to apply the effects to this slide or click on **Apply to All Slides**.
5. To view the entire presentation, from the **Slide Show** menu select **View Show**.

## To Apply a Template or Modify a Color Scheme:

1. Click on **Format**, select **Slide Design** or click on the **Design** button in the Toolbar.
2. Select a template.
3. Click on the **down arrow** and select **Apply to All Slides** or **Apply to Selected Slides**.
4. To access more Design Templates, click on **Browse...** link at the bottom of the **Slide Design** window. Be sure to be connected to the internet as this link will be to the Microsoft website with available templates. Browse for templates; click on desired templates; click on **Download** and templates will be downloaded to computer.



5. To change the colors of a template, select **Color Schemes** link towards top to **Slide Design** window.
6. Select one of the standard color schemes and click and hold on the down arrow and select **Apply to All Slides** or **Apply to Selected Slides**.
7. Click on **Edit Color Schemes...** link at bottom of the **Slide Design** window to change the color of individual items.
8. Pick a **Background Color** and **Text & Line Color** to modify.
9. Select the new color.
10. Click on **Apply**.



## Capturing an Image from Internet Explorer for use in PowerPoint

*In I.E. locate a picture:*

1. Right-click and hold on the desired image.
2. Select **Save Picture as...**
3. A **Save Image as** window appears. Rename the image. A good practice is to leave **gif** or **jpg** at end.
4. Save the image to a disk, server or the hard drive.

*Back to PowerPoint:*

1. Under **Insert** drag down to **Picture** and then over to **From File**.
2. Locate saved image and click **Insert**.

**Tip:** Inserting a Photo Album provides ability to upload multiple images and have them automatically formatted to fill each slide.

**Tip:** **GIF** (.gif) can display up to 256 colors and is generally for non-photographic images with narrow range of colors. **JPEG** (.jpeg or .jpg) is for images with a wide range of color such as photographs.

## Adding Notes to Slide:

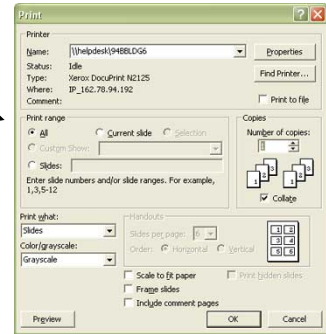
1. Click below the slide where it states "Click Here to Add Notes"
2. Type Notes
3. To expand the Notes area, position the cursor on the double line between the slide and notes area. Click and drag to resize.

## To Print a PowerPoint File:

1. Drag from **File** to **Print**.
2. Select appropriate **Print range**: All, Current, 1-4, etc,
3. **Print what**: select Slides, Handouts, Notes, or Outline.

*If Handouts is selected, to the right, select how many slides per page.*

4. **Grayscale** is a good choice.
5. Clicking the **Preview** button is always a good idea to be sure of what you are about to print.



## To Print a Skeletal Outline for Student Note Taking:

1. Once slide show is complete, drag from **File** to **Save As...**
2. At the bottom of the screen, in the **Save as Type** area, select **Outline/RTF.rtf**
3. Quit PowerPoint and open the new **Rich Text** file (.rtf).
4. Delete all but the main topic headings, leaving lots of white space for students to take notes.
5. Print as usual.

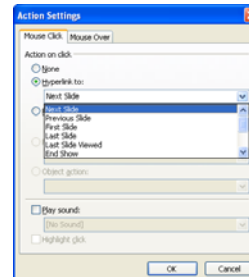
**TIP:** Provide a copy of the Skeletal outline for students to take notes as you teach the lesson, then afterwards provide them access to your full notes. One idea is to collect their notes during the assessment and award points towards the assessment, giving their note taking importance.

## Saving Options:

1. To create a file that automatically opens in the presentation mode, **Save As** a PowerPoint Show (pps)
2. To create a one-page file for web publishing, **Save As** single file web page (mht)

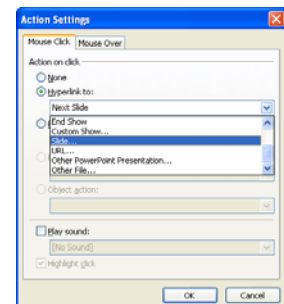
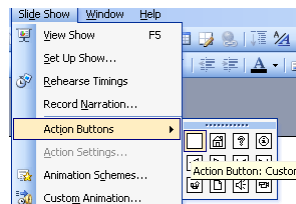
## To Create Hyperlinked Text:

1. Highlight the text to select it.
2. Under **Slide Show**, select **Action Settings**.
3. Select **Hyperlink to:** radio button.
4. Click and hold on "Next Slide" and drag down to desired slide and click **OK**



## To Create a Custom Hyperlink Button:

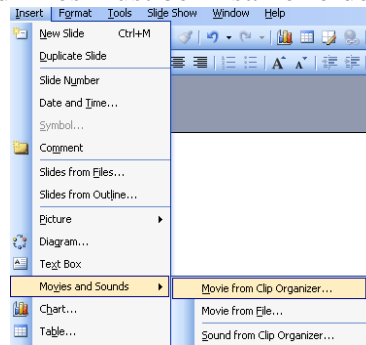
1. Click on **Slide Show**, hold on Action Buttons  
Drag over to select desired button
2. The cursor changes to a drawing tool (+).  
Click and hold to draw the button.
3. **Action Settings** window will appear
4. Select **Hyperlink to** radio button in the **Action Settings** window.
5. Click and hold on **Next Slide** and drag down to **Slide...**
6. Select desired slide and click **OK**. Run slide show to test link..



**Tip:** To create buttons of different shapes and styles, use **AutoShapes** on the **Drawing** toolbar to choose a style. Draw the button. While it is selected, click on **Slide Show** select **Action Settings**. Repeat steps 3 through 6 above.

**To Insert a Movie or a Sound:** Movie and sound files must be in same folder as the presentation to run.

1. Click on **Insert**, choose **Movies & Sounds**, and select **Movie** from **Clip Organizer** or **Movie from File**.
2. Locate the movie or sound to be inserted. Click on **Insert**.
3. Click on movie or sound to select it, then click on **Slide Show** and select **Custom Animation**
4. Select appropriate settings



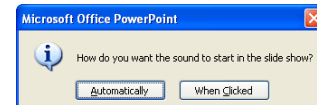
**Tip:** To record a sound, drag from **Insert** to **Movies & Sounds** to **Record Sound**.

### To Play an Audio CD:

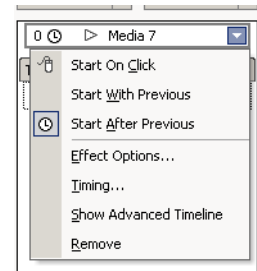
1. Insert **Audio CD** in the computer CD drive.
2. Click on **Insert**, choose **Movies & Sounds**, and select **Play CD Audio Track**.
3. Adjust tracks to desired start and end
4. Click **OK**.



5. Click either **Automatically** (if sound is to start at start right away), or **When Clicked**.



6. Click on the **CD** icon to preview and **Custom Animation** window will appear at right side of window
7. Click on down arrow beside the name of the CD to view the options.
8. Select desired Start
9. Click on **Effect Options** and then **Effect**
10. Select playing options and **Enhancements**
11. Click on **Timing** tab and select desired **Delay** and/or **Triggers**
12. Click **OK** and run the Slide to preview



### To Add a Graph Chart:

1. Insert a new slide and select the desired slide layout.
2. Click on the **Graph Chart** icon. The chart Datasheet will open.
3. Make desired modifications to the data.
4. Click on **File** and select **Save**.
5. Exit the Datasheet to return to PowerPoint
6. To make changes in the Graph Chart, double click on the graph and the Datasheet will open.

### To Add a Table:

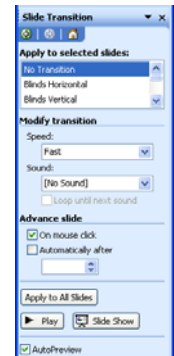
1. Insert a new slide and select the desired slide layout.
2. Click on the **Table** icon.
3. Select desired number of column and rows. Click **OK**.
4. Enter text in table cells.
5. Select desired borders for the table.
6. Click on the **Preview** icon to view the table.
7. To make changes in the table formatting, double click on the table and the **Format Table** window will open.

### To Add a Diagram or Organizational Chart:

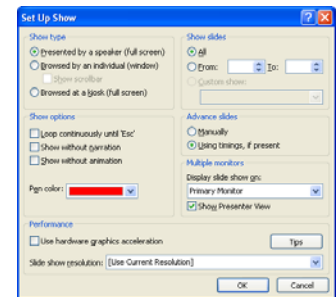
1. Insert a new slide and select the desired slide layout.
2. Click on the **Diagram** icon. The **Diagram Gallery** will open.
3. Select diagram type and click **OK**.
4. Enter desired text
5. Click on the **Preview** icon to view the Diagram.
6. To make changes in the Diagram formatting, double click on the **Diagram** and the **Format Diagram** window will open.

### To Use Auto Advance:

1. Click on **Slide Show** and select **Slide Transition**; the **Slide Transition** window appears on the right.
2. Select desired transition.
3. Select desired **Speed and Sound**.
4. Select **Advance slide** options **On mouse click** or **Automatically after** and set the number of seconds. *Note: This applies the auto advance and transition to the currently selected slide(s) only.*
5. Click **Apply to All** to use the auto advance and transitions for all slides.
6. Click on **Play** to view current slide or **Slide Show** to preview the whole show.

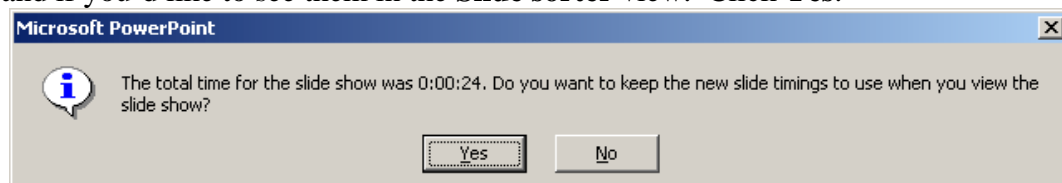


7. Click on **Slide Show** and select **Set Up Show**.
8. Under **Show Type**, make desired selections.
9. Under **Show Slides**, select **All** or enter the numbers of the slides to be automated in the **From** and **To** boxes.
10. Under **Advance Slides**, select **Use Timings**, if present.
11. Under **Show Options** click on **Loop continuously until 'Esc'** to have the project repeat.
12. Click **OK** when done.



### To Use Rehearsed Timings

1. To set the timings to match a presentation, click on **Slide Show**, select **Rehearse Timings**.
2. The slide show will automatically start. Click through the slide show, estimating time needed on each slide. PowerPoint will keep track of the time required for each slide.
3. A window will appear stating the total time of the slide show and asking if you want to record the new timings and if you'd like to see them in the **Slide sorter** view. Click **Yes**.



4. In the slide sorter view the timings will be marked by each slide. Run the slide show to preview the timings. To change the timings on a slide, click on **Slide Show** select **Slide Transitions** and type a new timing in the box.

### Combining Slides from Other Files:

Drag from **Insert** to **Slides from File**. Make selections & click **OK**.