

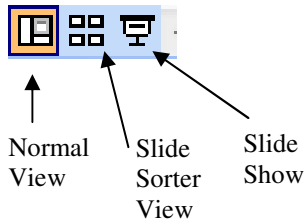
PowerPoint 2003

Starting a PowerPoint Presentation

Go to the File menu, and click on New or click the New button (1st button on the left).
I always choose Blank Presentation and choose a design later, after I have entered content.

Views

Bottom, left corner of the screen



Normal View

One slide is shown in the workspace and a list of thumbnails of additional slides shows in a pane on the left. Use for working on an individual slide.

Slide Sorter View

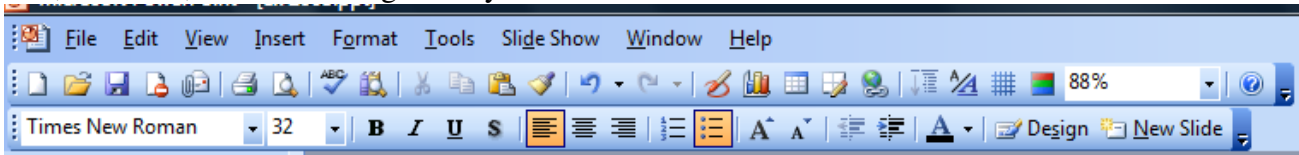
Thumbnails (small images of all slides in a presentation) show in a grid. Use to copy, delete, move or sort slides

Slide Show

Clicking this button will start the slide show from which ever slide is selected. If you go to the Slide Show menu and click View Show, the show will start from the first slide. To get out of a show, click the Esc key on the keyboard.

Toolbars –

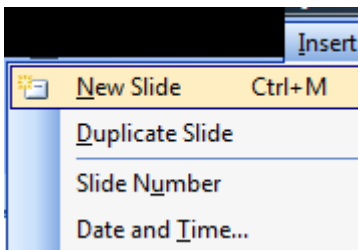
Menu, Standard, and Formatting – many buttons are the same as Word



Remember to turn on a toolbar, go to the View menu, Toolbars, and then click the ones you want. Be sure there is a checkmark next to TaskPane and the Drawing toolbar. I will discuss both later in this document.

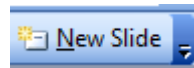
New Slide

Insert Menu



or

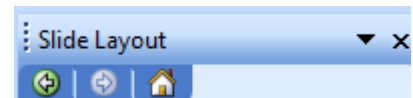
Toolbar button



TaskPane

If it is not already showing, the TaskPane (right side of window) will show up automatically when certain actions are taken. When you click New Slide you get choices in your TaskPane that deal with layouts for the new slide. (image on next page.)

You can also click the arrow to the left of the x and choose other TaskPanes for options on Slide Design, Transitions, and more.

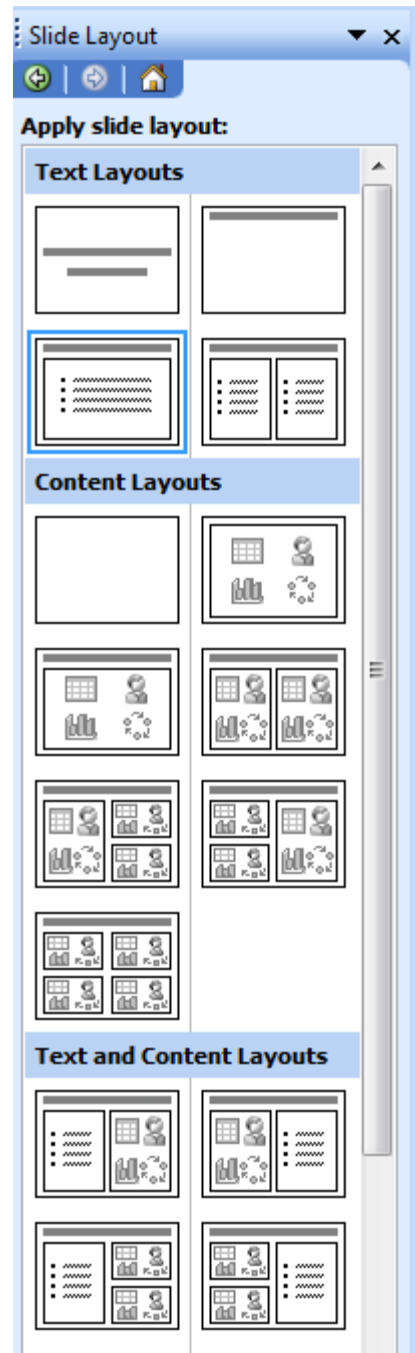
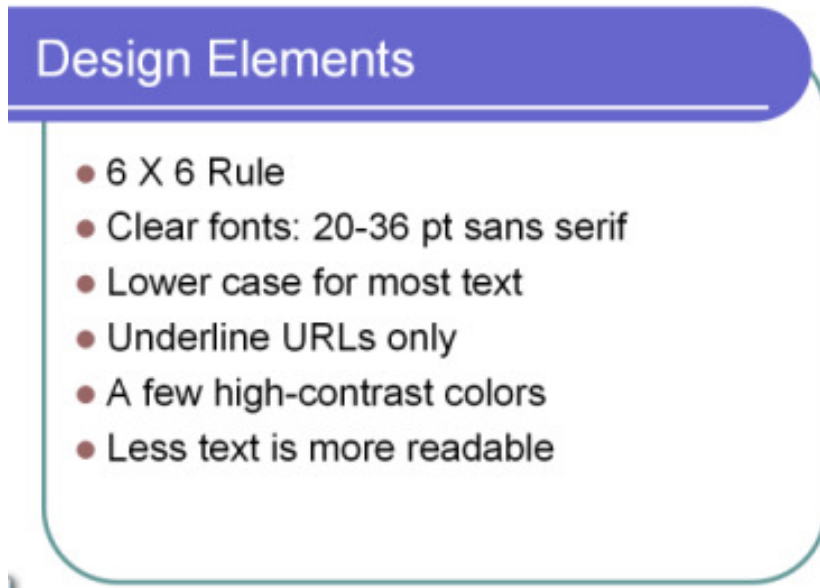


Slide Layout

The first layout that appears is used for a Title slide for the presentation. The 2nd option is for a Title only. On it, no other elements are automatically added. They can always be added later. The 3rd has a title and bulleted points. You can try out the different options, but many are self evident from their thumbnails. The different options not only give you setup for an element like bullets, but applies certain formatting. Titles are always automatically a certain size font. We will look at that in the Design section later.

Bulleted List Slide and Animation

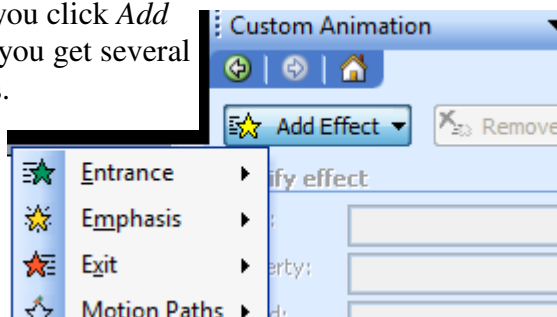
In the slide example below, I want each bulleted phrase to fly in from the bottom-left corner automatically and then fade on the appearance of the next item. We will do this with Custom Animation. (A Design Template was applied to this slide.)



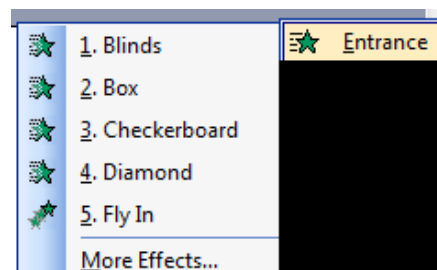
Custom Animation

You can right-click the item you want to animate and choose Custom Animation or you can change the TaskPane to the Custom Animation window and then click on the item you want to animate. If you are doing a bulleted list, click the box surrounding it, not on an individual item.

When you click *Add Effect*, you get several choices.



Click *Entrance* and choose *Fly In*.

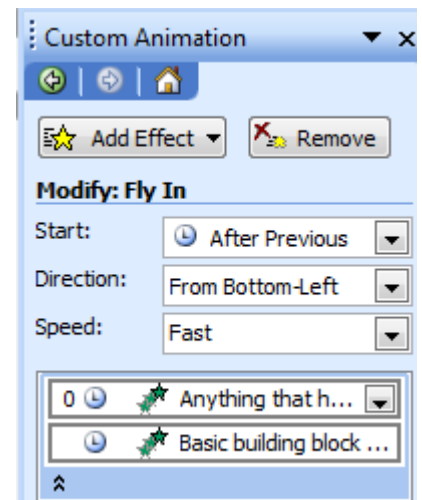


After you choose Fly In (or another choice of entrance) you will choose what starts the effect, the direction, and speed.

In the example on the right, there were two bulleted items, one that starts with *Anything that h...* and the other, *Basic building block...* They will both start after the previous item is through, and come from the bottom-left at a fast speed.

You can preview the items or click Play at the bottom of the TaskPane.

You can also choose how items leave the screen. Usually I either just leave them on the screen or have them fade as a new item appears.



Rules and Suggestions

There are several “Rules of Thumb” we will talk about in class. Some are shown on the example slide on the previous page.

For Animations

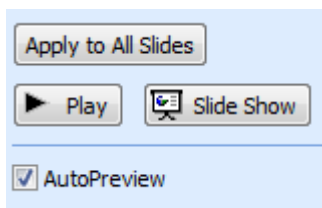
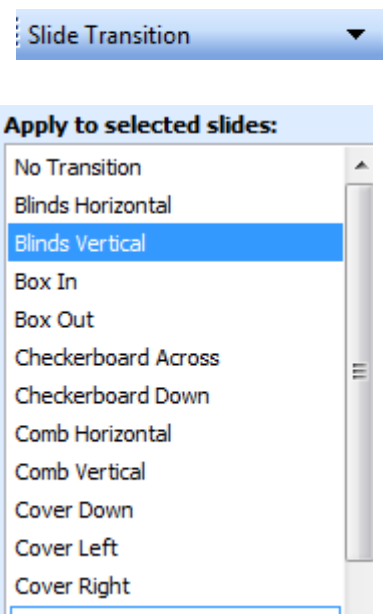
You should not let text cross over other text or images, if possible. Also some of the choices can be annoying. For instance, the typewriter effect is usually slow and irritating. Consistency in animation looks more professional than trying to use lots of different effects on each slide. A little bit goes a long way.

Transitions Between Slides

Transitions between slides are different than animations on a particular slide. Click on the arrow on the TaskPane and change to Slide Transition.

You get many, many choices for transitions, a few shown on the right. When you choose one, you will get a preview on the slide itself. (Be sure the AutoPreview box is checked.) You can apply the transition to a particular slide or to all slides in the presentation. I usually apply to all if I use transitions.

You will soon get a few favorites.



The Drawing Toolbar

I have a document on my Tech Tips page on the Drawing Toolbar in Word, but it also applies to PowerPoint. <http://faculty.musowls.org/RutledgeJ/drawing%20toolbar.htm>

Drawing toolbar – handy in Word and PowerPoint



There are 2 specific buttons we will look at for PowerPoint –



the Text Box and the Insert Picture buttons.

Text Box –

You can insert text on any slide anywhere using the textbox. Click the button and then click and drag on the slide to place a textbox. Change the font to the style, size and color you want.

Note re bullets: It is better to use the bullet template on a slide layout. You can change to bulleted points even if you initially chose something else. If you try to add bulleted points using a text box, the animation may not work as expected.

Insert Picture –

Images are usually a key part of PowerPoint presentations. Click the Insert Picture button, navigate to your picture, click it, and choose Insert.

The picture toolbar should automatically appear. If not, turn it on. The most important button on it is the Compress Pictures button.



Many times a picture is too large for a slide and a corner handle is used to resize it. Even though that reduces the view of the picture, it does not reduce the file size of the picture. By clicking Compress Pictures, you also reduce the file size without losing any clarity. If you crop a picture you should also click the Compress Pictures button.

Insert Sound and Movies

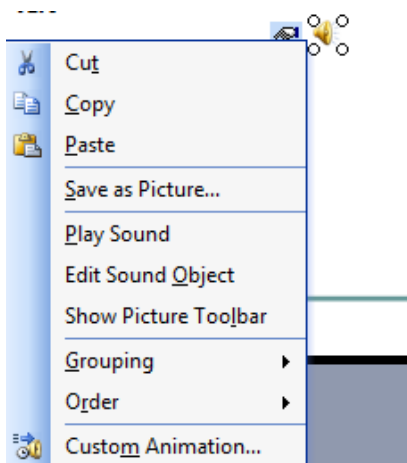
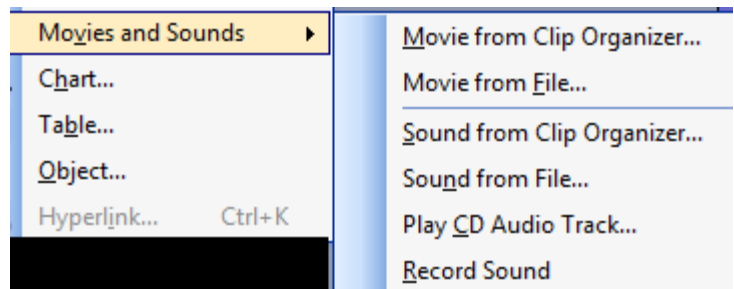
Insert menu, Movies and Sounds

Once you have inserted your movie or sound you will want to control when it starts and other options.

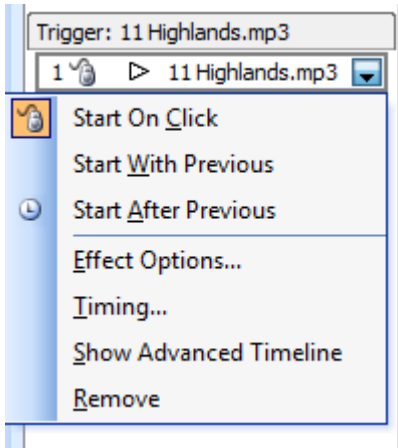
When you insert sound, a sound icon will

appear on the slide. Right-click

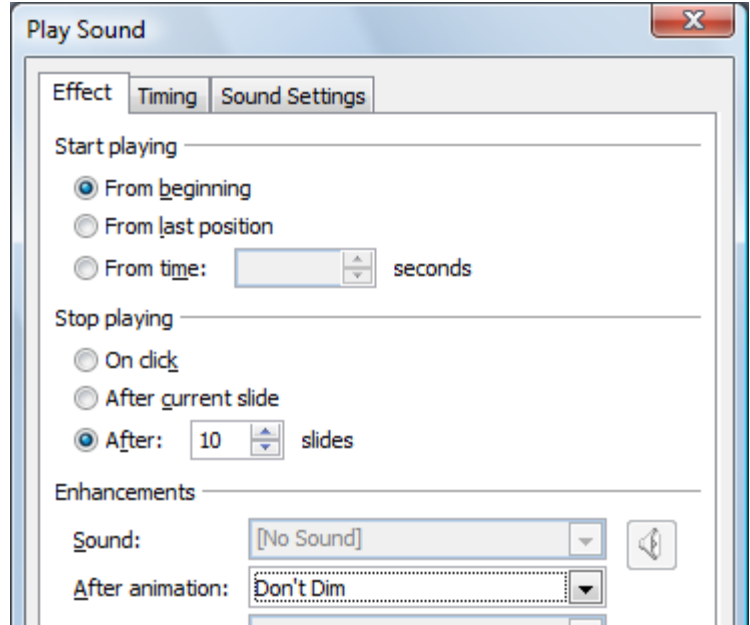
it and be sure that Custom Animation is selected.



Click the arrow to the right of the song in the TaskPane and you will get a new drop-down menu.



Click either Effect Options or Timing to get the next window. We will go to all 3 tabs to make choices in this window.



Effect:

The only change I make here is to Stop playing after whichever slide I choose.

Timing: Checkout the options.

Sound Settings:

I always choose Hide sound icon during slide show.

Different Save Options

Save as a Show –

When this file is clicked on the PowerPoint starts in the Show, not the work view. .pps for PowerPoint 2003, .ppsx for PowerPoint 2007

Save as a Webpage –

New option to save as single file webpage. That file (.mht or.mhtml) will be uploaded to your web.

Package for CD

Not only is this useful if you want to burn your presentation to a CD or a usb memory stick, it is helpful if you want to share your presentation with someone and it has images, movie or sound in it.

Tutorials

University of Texas

http://www.ischool.utexas.edu/technology/tutorials/office/ppt03/03ppt_layouts.html

Internet4Classrooms

http://www.internet4classrooms.com/on-line_powerpoint.htm