

PowerPoint XP

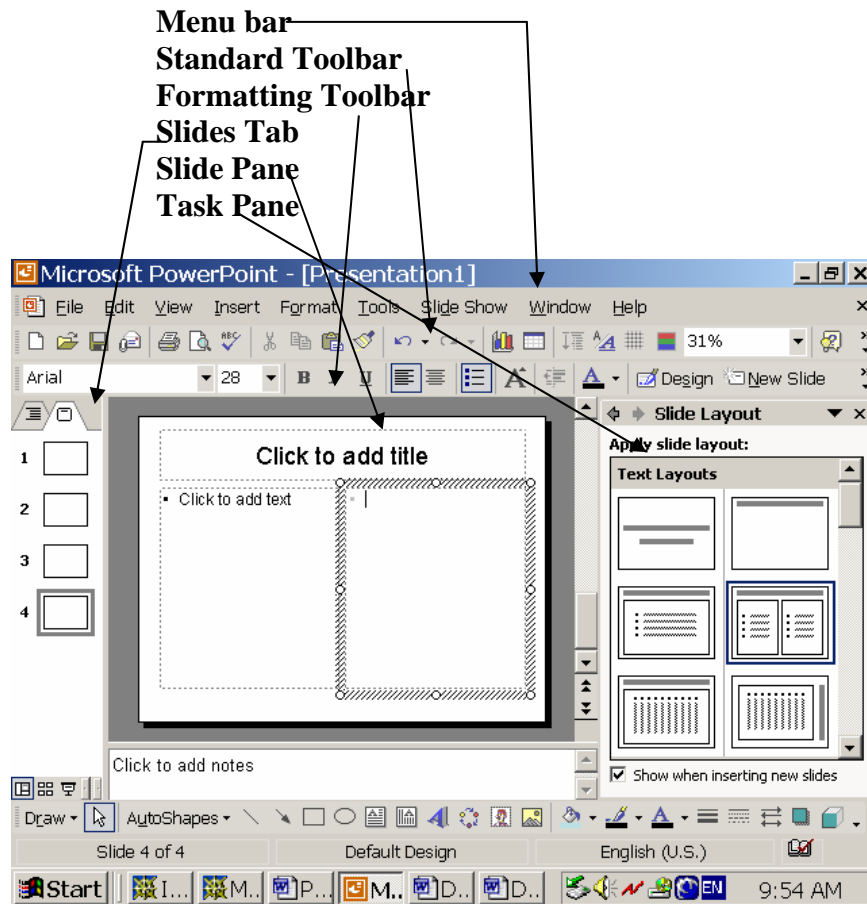
PERFORMING BASIC OPERATIONS WITH POWERPOINT XP USER GUIDE

OBJECTIVES:

Objective #1 - The employee will understand the basic operations and functions of PowerPoint XP

Time for session: 2 hours

I. The PowerPoint Window




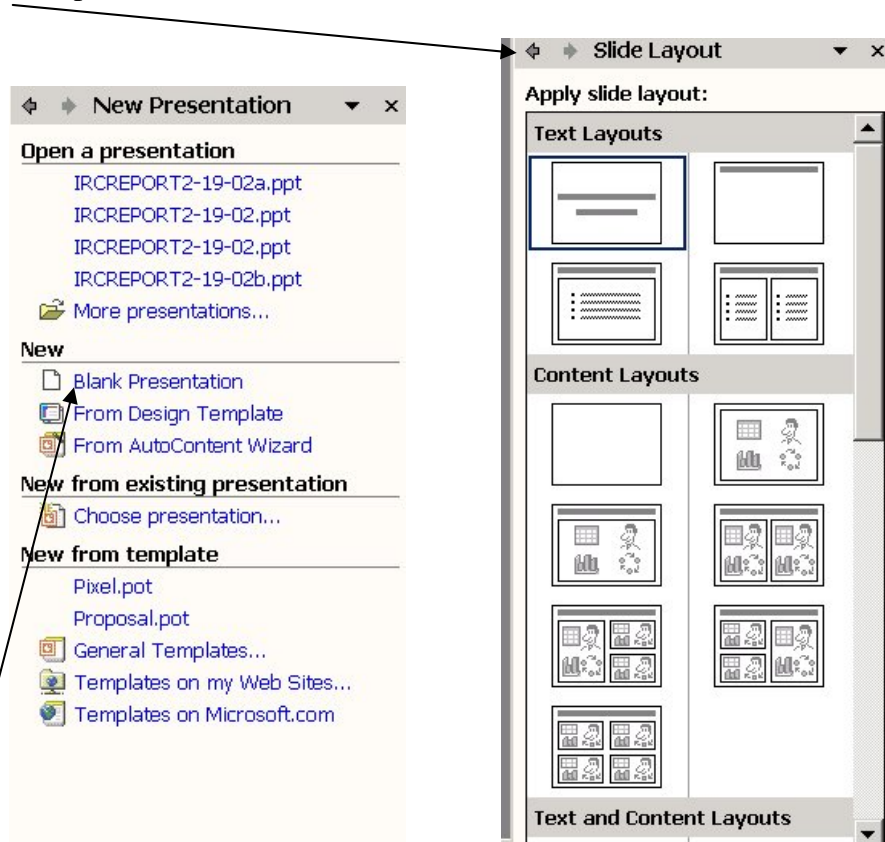
- ❖ **Menu Bar** - contains common tools under FILE, EDIT, VIEW, INSERT, FORMAT, TOOLS, SLIDESHOW, WINDOW, HELP
- ❖ **Standard Toolbar** - contains shortcuts for various actions.
- ❖ **Formatting Toolbar** - contains shortcuts for applying formatting features.
- ❖ **Slides Tab** - displays slides as thumbnails.
- ❖ **Slide Pane** - displays the selected slide.
- ❖ **Task Pane** - displays tasks according to the selected task category.

*Note: To hide or display a toolbar, select **Toolbar** from the **View** menu and select the toolbar from the resulting menu.*

*Note: To change the **task** category, click the down arrow button on the **task pane** and select a category from the resulting menu.*

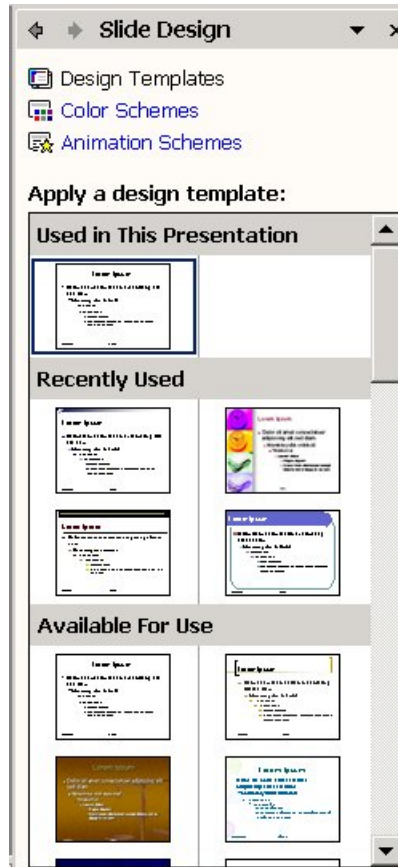
II. Creating a Blank Presentation

1. Select **New** from the **File** menu or click on the **New** button . The **New Presentation** task pane will appear. (In previous versions of PowerPoint, a separate **New Presentation** dialog box would appear.)
2. In the **New** section of this task pane, click the **Blank Presentation** shortcut. The default slide layout will appear. If you want to change the layout, select a layout from the **Slide Layout** task pane.




III. Using a Design Template

1. In the **New** section of the **New Presentation** task pane, click the **From Design Template** shortcut - or, select **Slide Design** from the **Format** menu.
2. In the **Slide Design** task pane, click the design template you want to apply.



IV. Opening an Existing Presentation

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open**  button.
2. Locate and select the file you want to open.
3. Click on **Open**.

*Note: The most-recently-opened files appear at the top of the **New Presentation** task pane -- click the presentation name to open the presentation.*


V. Saving the Presentation

1. Select **Save** from the **File** menu.
2. Select a location (e.g. floppy disk or C:/temp) where you want to save the file.
3. Enter a file name in the **File name** box.

4. Select **Presentation (.ppt)**, **PowerPoint Show (.pps)**, or other desired format from the **Save as Type** box.
5. Click on **Save**.

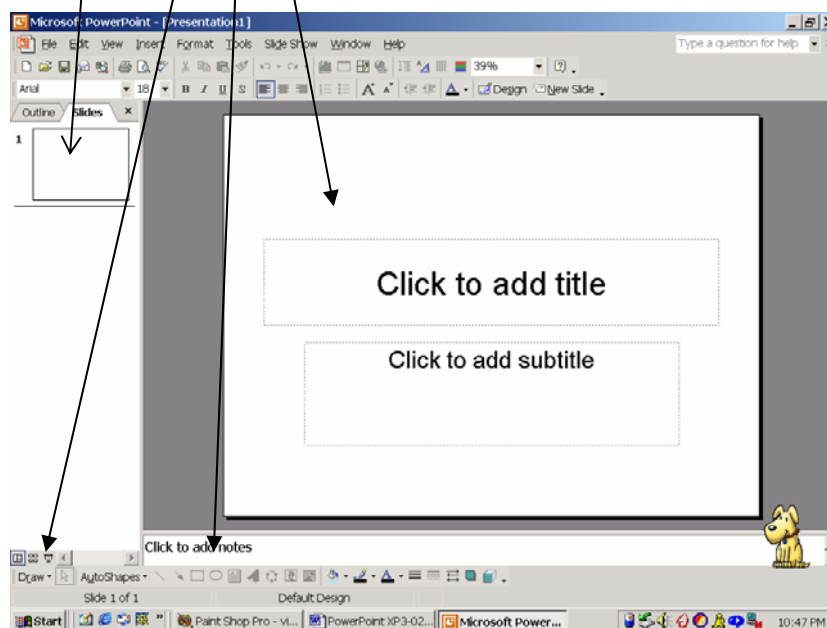
*Note: After the initial save, press **Ctrl + S** or click the **Save**  button.*

VI. Views

PowerPoint has three main views. Click the Normal View, Slide Sorter View, or Slide Show buttons  to switch between views – or, select Normal view, Slide Sorter view, Slide Show view, or Notes Page from the **View** menu.

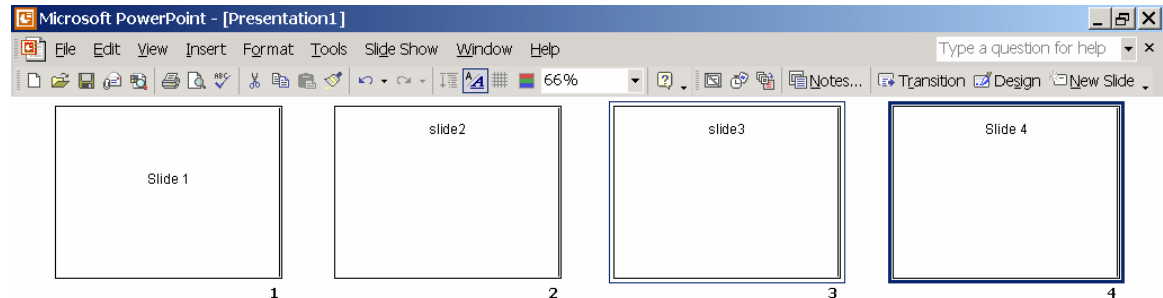
A. Normal View is the main editing view for creating a presentation. There are several working areas in the Normal view:

- **Outline/Slides Tab** - alternate between viewing your slides in outline (Outline) form or by thumbnails (Slides). *To hide the Outline and Slides tabs, click the **Close X** button in the upper-right corner of the tabs pane. To display the Outline and Slides tabs, click the **Normal View (Restore Panes)** button in the lower-left corner of the PowerPoint window.*
- **Slide Pane** - add text, pictures, tables, charts, drawing objects, text boxes, etc. to the slide.
- **View Buttons** - click to switch between Normal View, Slide Sorter View, and Slide Show.
- **Notes Pane** - add notes to a slide by entering note text in the Notes pane.



B. Slide Sorter View displays your slides in thumbnail form. Used to rearrange, add, or delete slides.

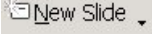
- To **delete** a slide, select the appropriate slide, then press the **delete** key
- To **rearrange** slides, click and drag slides to their desired position in the slide line-up
- To **add** a slide, select (click on) the slide after which you desire to add a new (or duplicate) slide; then select **New Slide** (or **Duplicate Slide**) from the **Insert** menu.



C. Slide Show runs through the slideshow using the full screen - shows how graphics, timing, transitions, animations, etc. will look in the presentation.

VII. Slides

A. Inserting a Slide

- To insert a new slide, click the **New Slide** button .
- Or, in the **Outline** or **Slides** tab, place the cursor where you want to insert a new slide and press the **Enter** key.

B. Duplicating a Slide

1. In the **Slide Sorter** view or in the **Slides Tab** of the **Normal** view, select the slide(s) you want to duplicate. [To select a series of slides, hold the **Shift** key and click once in the first slide and then the last slide in the series. To select nonadjacent slides, hold the **Ctrl** key and click each slide.]
2. Select **Duplicate Slide** from the Insert menu. Duplicated slides are inserted directly after the slides you have selected.

C. Changing Slide Order

- In the **Slides** tab, click and drag the thumbnails to rearrange slides.

D. Deleting a Slide

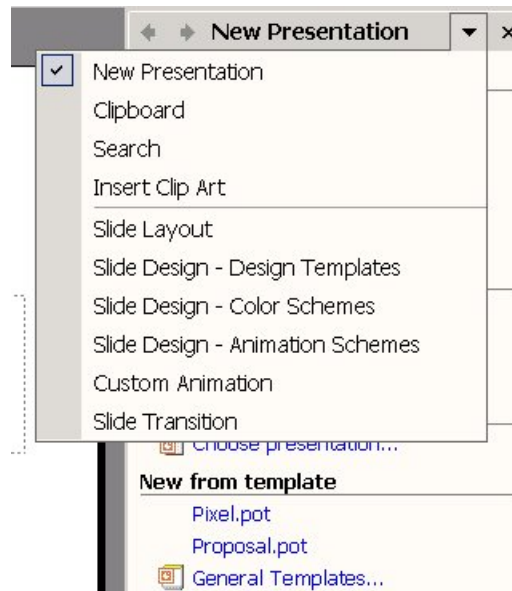
- In the **Outline** or **Slides** tab, right-click a slide and select **Delete Slide** from the resulting menu.

- Or, after selecting a slide in the **Outline** or **Slides** tab press the delete key on the keyboard
- Or, to delete the active slide in the **Slide Pane**, select **Delete** from the **Edit** menu.

E. Formatting Slides

Use the **task pane** to make formatting changes to your slides. Select one of the following from the **task pane** menu:

- **Slide Layout** - allows you to change the layout of the slide (e.g. Title Slide, Bulleted Slide, ...)
- **Slide Design - Design Templates** - select from predesigned slide templates.
- **Slide Design - Color Schemes** - apply color schemes for background, text and lines, shadows, fills, etc. The color scheme is determined by the design template in use.
- **Slide Design - Animation Schemes** - select an animation to apply to selected slides.

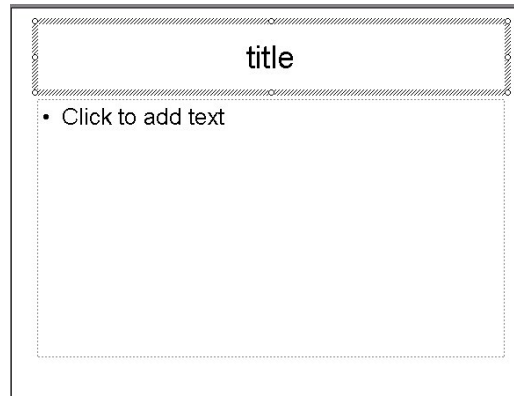


VIII. Text

A. Adding Text to a Slide

1. To add text to a placeholder (text boxes that appear by default according to the selected slide layout):


- Click the placeholder and type text.



2. *To add text to an AutoShape*  :

- Click the AutoShape and type text. The text becomes part of the shape and moves when you move the shape.

3. *To add text to a text box:*

- Select **Textbox** from the **Insert** menu, or click on the **Drawing** toolbar, click the **Text Box** button . (If the Drawing toolbar is not displayed, select **Toolbars** from the **View** menu and select **Drawing** from the resulting menu.)
- Click and drag the mouse pointer to create the text box.
- Type text in the text box.
- Click outside the box when you are done.

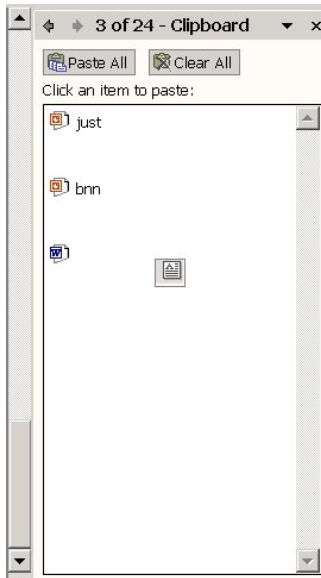
B. Cut, Copy, and Paste Text

1. Select the text you want to cut or copy. To select text, click and drag the mouse pointer over the text.
2. Click the **Cut** or **Copy** button or use **Cut** or **Copy** from the **Edit** menu.
3. Place the cursor where you want to paste the text (in a placeholder, AutoShape, or Text Box).
4. Click the **Paste** button or use **Paste** from the **Edit** menu.

C. Using the Office Clipboard

The **Office clipboard** can collect up to 24 objects from all Office programs and then paste clipboard items directly onto your PowerPoint presentation.

1. Place the cursor where you want to paste the selection.
2. Select **Clipboard** from the **Edit** menu. The **Clipboard** task pane will appear.



3. Click the item you want to paste or click on the **Paste All** button to paste all items from the clipboard. The item will appear in the presentation.
4. After pasting the item, a **Paste Options** button (Smart Tag) will appear in the presentation. Click the button to select formatting options for the selection.

D. Applying Bold, Italics, or Underline

1. Select the text you want to make bold, italics, or underlined.
2. Click the **Bold, Italic, or Underline** button

E. Changing Font

1. Select the text you want to change the font for.
2. Click the arrow on the **Font** button.
3. Select a font from the resulting menu.

F. Changing Font Size

1. Select the text you want to change the font size for.
2. Click the arrow on the **Font Size** button
3. Select a size from the resulting menu.

G. Changing Text Color

1. Select the text you want to change the color for.
2. Click the arrow on the **Font Color**
3. Select a color from the resulting menu. To select a color that is not listed, click **More Colors** and select a color from the resulting dialog box.

H. Using the Format Painter

1. **Select** the text containing the formatting you want to copy.

2. Click the **Format Painter** button .
3. Select the text you want to copy the formatting to.


I. Aligning Text




1. Select the text you want to align.
2. Click the **Align Left**, **Center**, **Align Right**, or **Justify** button.

J. Checking Spelling



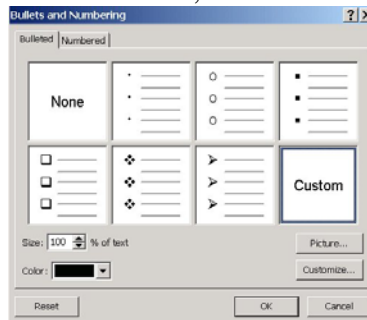
1. PowerPoint XP checks spelling as you type and identifies spelling errors by placing a red underline under the text.
2. Right-click the underlined text to select from a list of possible corrections.
3. Or, Use **Spellcheck** (note the **Spellcheck** button  on the toolbar!) to check the slides.

K. Creating Bulleted or Numbered Lists

1. Select the lines of text you want to make into a bulleted or numbered list.
2. Click the **Bullets** or **Numbering** icon on the formatting toolbar .
3. Or, use one of the preformatted **Bulleted Slides** from the slide layouts task pane.

L. Using Graphical Bullets

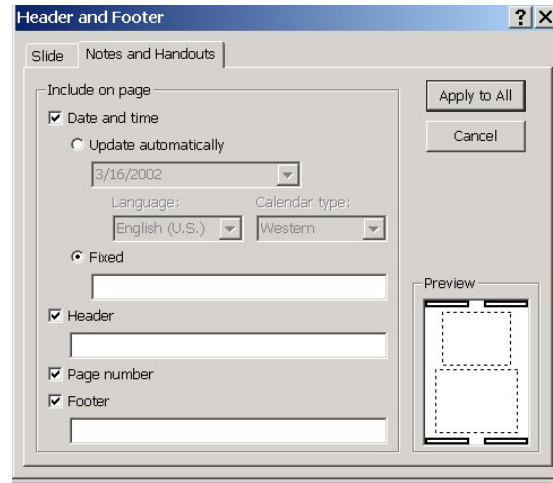
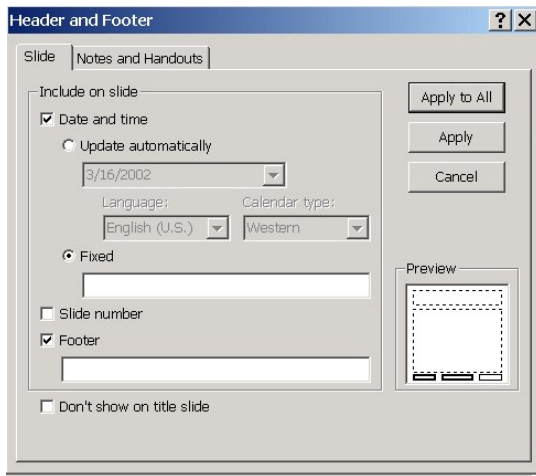
1. Select the text or list whose bullet style you want to change.
2. Select **Bullets and Numbering** from the **Format** menu.
3. Click the **Bulleted** tab.
4. Click the **Picture** button.
5. Select a picture from the **Picture Bullet** dialog box.
6. Click the **OK** button.
7. Or, on the **Bulleted** tab, click **Customize** to select from various bullet menus, Select the desired bullet from the selected menu, then Click the **OK** button.



M. Adding Headers/Footers

1. Select **Header and Footer** from the **View** menu.
2. On **Slides** tab, type in customized footer, or select from options presented.

3. Or, on **Notes and Handouts** tab, type in customized header and/or footer and/or select from options presented.

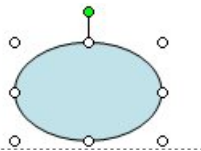


IX. Drawing



Using the Drawing Toolbar

Use the Drawing toolbar as a shortcut method to insert and format drawing objects – such as AutoShapes, WordArt, lines & arrows, text boxes, diagrams, pictures & clipart.




A. Inserting Shapes

To insert an arrow, line, rectangular shape, circular shape, or other AutoShape from the AutoShape dropdown menu:


1. Select the desired shape on the drawing toolbar.
2. Click and drag with the cursor on the slide to insert the shape.
3. To “rotate objects”: With the cursor, drag the rotate handle (green “knob”) on the object in the direction you want to rotate it. Click outside the object to set the rotation.
4. To “resize” objects: Position the mouse pointer over one of the sizing handles. To increase or decrease the size in one or more directions, drag the mouse away from or toward the center, while doing one of the following:
 - i. To keep the center of an object in the same place, hold down CTRL while dragging the mouse.

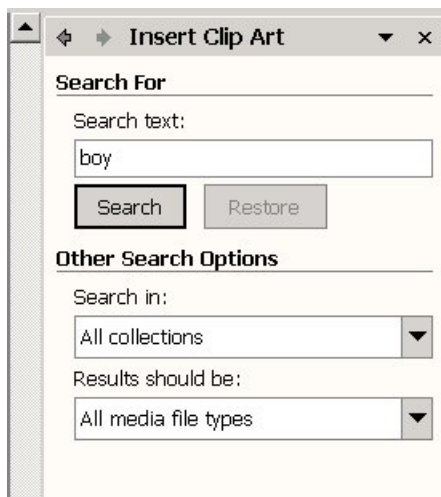
- ii. To maintain the object's proportions, hold down SHIFT while dragging the mouse.
- iii. To maintain the proportions while keeping the center in the same place, hold down CTRL and SHIFT while dragging the mouse.

Release the mouse, and then release CTRL or SHIFT.

5. To change the “fill color” of an object, click on the object to select it, then click on the arrow selector button on the paint can icon  on the drawing toolbar to select a color, pattern, texture, and/or gradient to fill the object.
6. To add text to an object, click on the object and begin typing. Format the text by selecting it, then selecting the desired font, size, color.


B. Inserting Clip Art

1. Click the down arrow on the **Task Pane** and select **Insert Clip Art** from the resulting menu or click on the clipart icon  on the **drawing toolbar**.
2. Search for clip art by entering a keyword in the **Search text** box.
3. Select other search options, if desired.
4. Click the **Search** button.
5. In the **Results** box, click the clip to insert it.



X. Charts & Tables


A. Creating a Chart

1. Select **Chart** from the **Insert** menu - or, click on the **Chart icon**  on the **standard toolbar**.
2. To replace the sample data, click a cell and enter new information.


3. Click outside the chart when done.
4. In the **Slide Pane** of the Normal view, right click on the chart and select **Chart Object**, then **Edit** from the pop-up menu to edit the data.
5. In the **Slide Pane** of the Normal view, double click on the chart, then select **Chart type** or **Chart options** from the **Chart** menu to change/format chart. (**Chart type** allows you to select various layouts such as bar graphs, pie charts, line graphs, etc. **Chart options** allows you to add titles, gridlines, format the legend, and add data labels.)
6. To be able to **Edit** the datasheet, right click on "white space" on the chart in the Normal view and select **datasheet**.
Or,
Select the chart in the Normal view, then from the **Edit menu** scroll to **Chart Object**, then **Edit**. Then from the **View menu**, select **datasheet**.

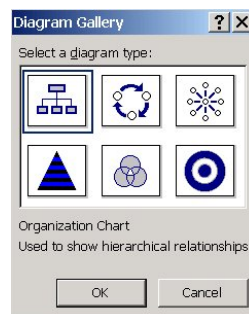


B. Creating a Table

1. Select **Table** from the **Insert** menu or click on the **Table** icon  on the **Standard** toolbar.
2. Enter the number of rows and columns you want in the spaces provided.
3. Click the **OK** button.
4. Enter data in the table, using the **Tab** key to move from cell to cell.
5. Click outside the table when done.
6. Or, use the preformatted Table slide from the slide layout task pane.

C. Creating a Diagram

1. Select **Diagram** from the **Insert** menu - or, click on the diagram icon on the drawing toolbar  .
2. Select a diagram type from the **Diagram Gallery**.



3. Click the **OK** button.
4. *To add text to an element in the diagram*, click the element and enter text for the element.

To add an element, click the **Insert Shape** button on the **Diagram** toolbar and select


an element from the resulting menu.

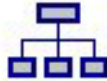


To add a preset design scheme, click the **Change To** button on the **Diagram** toolbar and select a style from the **Diagram Style Gallery**.

- Click outside the diagram when done.

D. Creating an Organization Chart

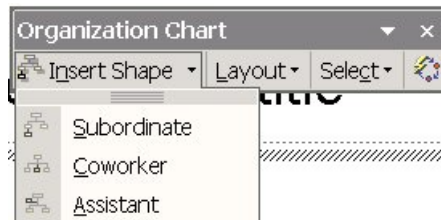
- Select **Diagram** from the **Insert** menu - or click on the diagram icon  on the drawing toolbar.



- Click the **Organization Chart** diagram.
- Click the **OK** button.
- To add text to a shape, click shape and enter text.

To add a shape, click the shape directly above or next to where you want to insert the shape. Click the arrow on the **Insert Shape** button on the **Organization Chart** toolbar and select a shape from the resulting menu.

- **Coworker** - to place the shape next to the selected shape and connect it to the same superior shape.
- **Subordinate** - to place the new shape below and connect it to the selected shape.
- **Assistant** - to place the new shape below the selected shape with an elbow connector.



- Click outside the drawing when done.

XI. Slide Shows

A. Viewing Slide Shows

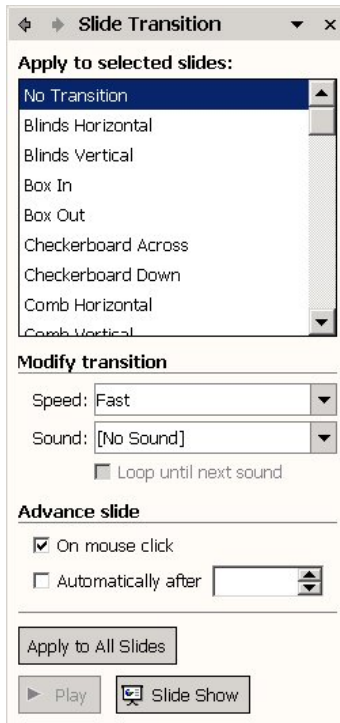
- Select **Slide Show** from the **View** menu, or click the **Slide Show** button.
- Use the following commands to navigate within Slide Show view:

Previous Slide	PgUp
Next Slide	PgDn
First Slide	Home
Last Slide	End
Specific Slide	Slide Number + Enter
End Slide Show	Esc

OR, USE THE ARROW KEYS TO NAVIGATE THROUGH THE SLIDESHOW!

B. Setting Transitions

1. On the Slides tab in **Normal** view, or in the Slide Pane in **Normal** view, select the slide(s) you want to add a transition to.
2. Select **Slide Transition** from the **Slide Show** menu - or, select the **Slide Transition** task pane.
3. Select a transition effect from the resulting menu.
4. Click on Apply to all Slides to add the transition to all slides in the presentation.

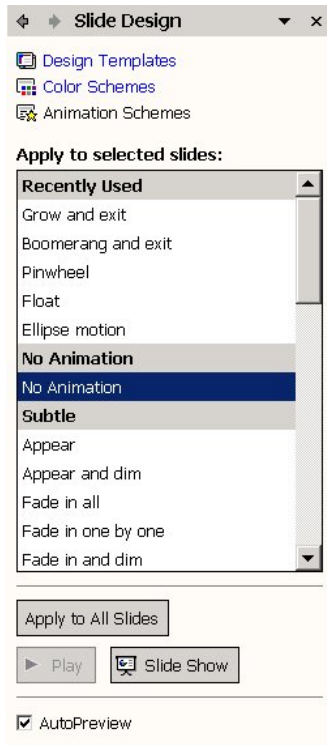


C. Setting Slide Show Timing

1. On the **Slides** tab in **Normal** view or in the slide pane in the **Normal** view, select the slide(s) you want to set timing for.
2. Select **Slide Transition** from the **Slide Show** menu.
3. Under **Advance Slide**, check the **Automatically after** box.
4. Enter the number of seconds you want the slide to appear on the screen.
5. Click the **OK** button.

D. Animation Effects

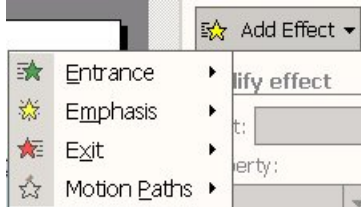
1. On the **Slides** tab in **Normal** view or in the slide pane in the **Normal** view, select the slide(s) you want to apply animation to.
2. Select **Animation Schemes** from the **Slide Show** menu – or, select the **Slide Design** – **Animation Schemes** task pane.
3. In the **Slide Design** task pane, select an animation scheme.



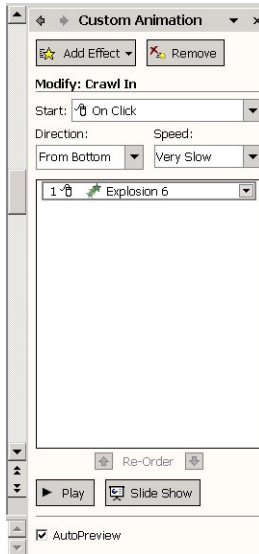
4. To apply the scheme to all sides, click the **Apply to All Slides** button.
5. Check the AutoPreview box to preview your choice.

E. Custom Animation

1. Select **Custom Animation** from the **task pane** menu.
2. Select (click on) an element (text, shape, ...) on the slide.
3. Click on the Add Effect button.
4. Select the desired effect from the resulting nested drop-down menus.



- Select the desired speed, direction, and start method from the appropriate drop-down menus.



- Click the AutoPreview box, if unchecked to preview the animation.
- Repeat steps 1 – 6 for other elements, if desired.
- Use the Re-order buttons and the view panel to change the order of animation effects/objects.

XII. Printing

A. Print Preview

To view your print selections, select **Print Preview** from the **File** menu, or click the **Print Preview**  button. Click the **Close** button when done.

B. Printing: Notes, Pages, and Handouts

You can print specific slides, handouts, notes pages, and outline pages.

To print slides:

- Set up the slide size by selecting **Page Setup** from the **File** menu and entering slide size information in the **Slides sized for** box. Click the **OK** button when done.
- Select **Print** from the **File** menu.
- Click the arrow on the **Print What** box and select **Slides** from the resulting menu.
- Select other print options, as desired.
- Click the **OK** button to print.

To print handouts:

1. Select **Print** from the **File** menu.
2. Click the arrow on the **Print What** box and select **Handouts** from the resulting menu.
3. In the **Handouts** section, select how many slides you want printed per page.
4. Select a horizontal or vertical page order.
5. Select other print options, as desired.
6. Click the **OK** button to print.

To print an outline:

1. In **Normal** view, click the **Expand All** button to show just the slide titles or all levels of text.
2. Select **Print** from the **File** menu.
3. Click the arrow on the **Print What** box and select **Outline View** from the resulting menu.
4. Click the **OK** button to print.

XIII. Saving a Presentation for Internet Use

1. Select **Save as Web Page** from the **File** menu.
2. Enter a name for the Web page in the **File name** box.
3. Select **Web Page** from the **Save as type** box.
4. To change the title bar for your Web page, click the **Change Title** button, enter a title in the **Page title** box, and click the **OK** button. This is the title that will display in the bar on the top of the browser!
5. Click the **Publish** button.
6. Select publishing options from the resulting box.
7. In the **File name** box, enter a location and a name for the Web page.
8. Click the **Publish** button.