



# Using PowerPoint XP

A Brief  
Introduction



## What can I do with PowerPoint?

- Create a lesson with handouts
  - This handout you are using was created with PowerPoint.
- Great for end of year programs
- You can even use it to create
  - Certificates
  - Seating chart
- Graduation
- Weddings
- Retirements

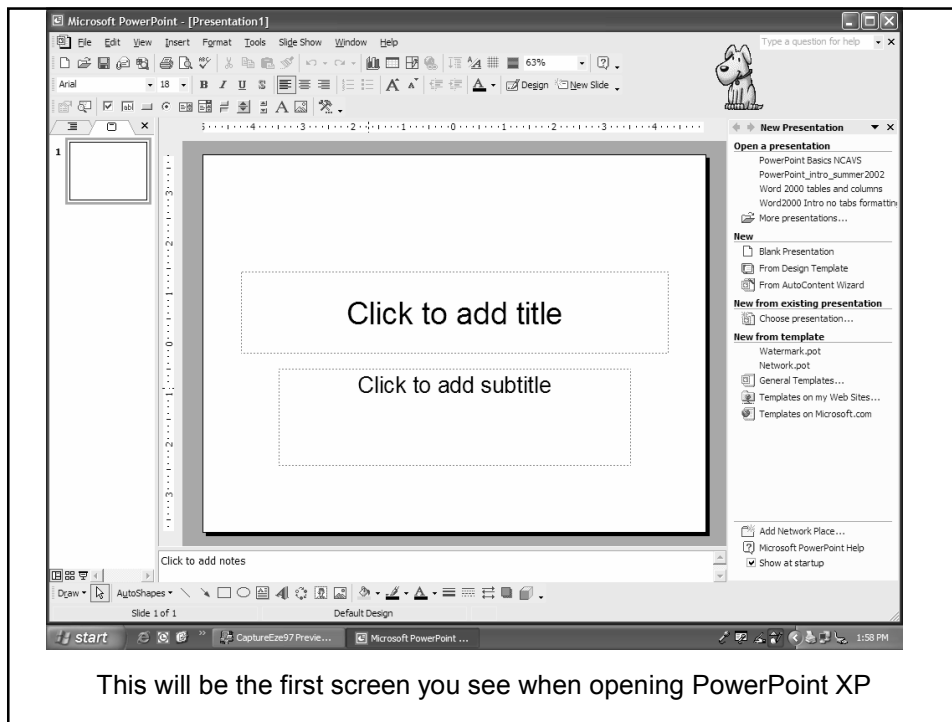
PowerPoint is a great way to create a slide show with digital pictures!

## What we will cover...

- Working with text and text boxes
- Creating new slides
- Using Slide Sorter View
- Working with objects
- Using Design Templates
- Running your slide show
- Setting up your slide show with transitions
- Printing your presentation
- Saving your slide show
- Working with AutoShapes, WordArt, Fills, Borders, 3D, Shadows and ClipArt
- Creating a build slide to animate text and objects
- Using AutoContent Wizard
- **This handout is geared toward PowerPoint XP(also called PowerPoint 2002**

## PowerPoint 2000 vs. PowerPoint XP

- You will find that the basic operation of PowerPoint has not changed
- Task Panes are the biggest difference
- There are task panes for:
  - Inserting new slides
  - Slide Layout
  - Slide Design
  - Animations
  - Inserting clip art & other graphics
- Just to name a few!



## Working with Text

Text must be selected like any other object before modifying

Once text has been selected you can select portions or blocks of text within the box by clicking and holding the left mouse button and dragging over the text to be selected.

To select one word - double click on any character in the word

Select a sentence - press & hold [Ctrl] and click anywhere in sentence

Select all the text in box - click on the selection border to activate (the "slash" border will become a "dotted" border) and remove the insertion point from the text. Any formatting or manipulating commands will affect all text in the object.

## Using a Text Box

Text boxes add text to a slide in addition to a title, text or graphic placeholder

Click Text Box button on Drawing toolbar (next to oval)

Hold Left mouse button and drag a box to contain text. Begin typing.



You can also add text within an AutoShape without using a Textbox

Select the shape and type the text. Text will automatically be centered in shape



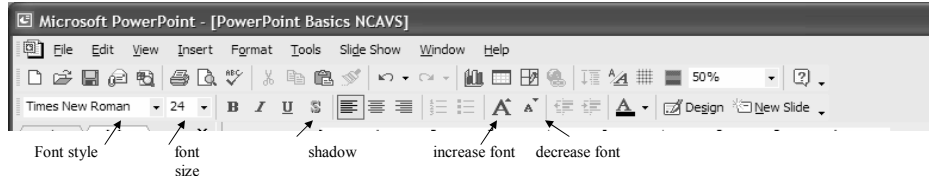
## Working with bulleted lists

- Once you indent with bullets, it can be frustrating to try to get back to your main bullets
- Just use the Increase Indent or Decrease Indent icons in the tool bar
  - In PowerPoint 2000 they are arrows called Promote and Demote



# Formatting Text

Text can be changed using Format on the menu bar, then Font – or use the buttons on the Formatting toolbar, just like other word processing programs

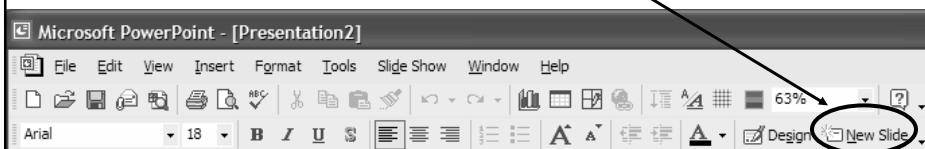


Shadowing and *Embossing* text also an option

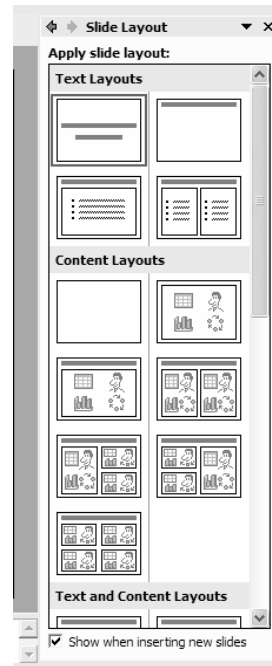
Format on menu bar, Font, then select an effect in Effects section

# Insert a new slide

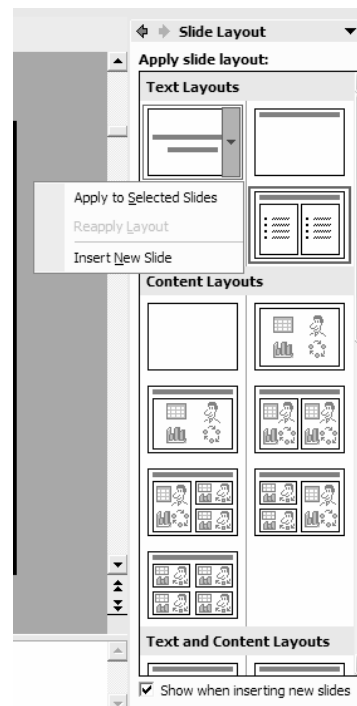
- Click the New Slide icon in the toolbar to add a new slide



- The default will be to insert a new slide with the Title and bulleted text slide
- This “pane” will also open when you insert a new slide
- This allows you to change the layout of the selected slide
- Scroll down to see several different layout options

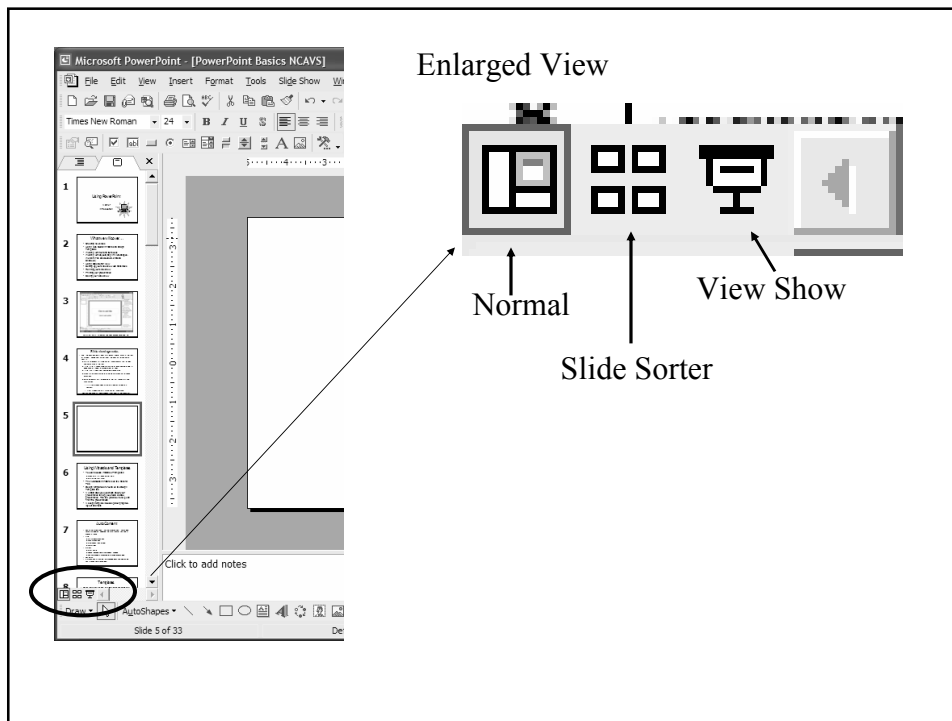


- To use this pane to insert a new slide, ALWAYS click on the black drop down arrow to see more choices
  - Or it will change the layout of your currently selected slide



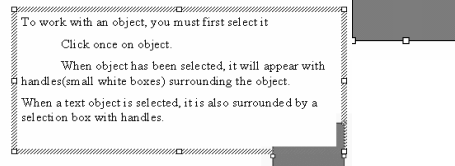
## Slide viewing modes

- Use the icons located at lower LH side (just above Draw) at bottom of screen. Resting your cursor over the icons will tell you which view it is
    - **Normal** – displays full slide with left hand pane of rest of slides and notes area at bottom
    - **Slide Sorter** - shows miniature picture of each complete slide. A good choice if need to change order of slides
    - **Slide Show** - Runs your completed presentation
    - **Notes Page** – *only available using View in menu bar* – shows notes only
    - **Views no longer part of PowerPoint XP, but found in 97 and 2000 version**
      - **Outline** – shows slides as outline (divides screen in 3 sections)
      - **Slide** - displays one at a time with left hand pane
- You can also access these choices from View in the menu bar.



## Working with objects

- To work with an object, **you must first select it**
  - To select, Click **once** on the object.
    - When object has been selected, it will appear with handles (small white boxes) surrounding the object.
    - When a text object is selected, it is also surrounded by a shadowed selection box with handles.
- To select all objects on a slide:
  - Click on Edit in menu
  - Click on Select All



## Deleting & Undeleting Objects




- Select object or text
- Click [Delete] or [Backspace]
- If you accidentally delete - you can Undo
- Use Undo button located on toolbar just below Slide show on menu bar
- You can undo/redo up to 20 previous operations
- You can also see a list of actions by clicking on the small black arrow next to each button





## Moving Objects

The default in PowerPoint is that all objects can be moved randomly(indicated by the “white handles”) This is not the case in Word 2000

- Select object(handles will surround object)
    - If you have many objects close together - you may need to click on the edge of the object to select
  - Moving - 
    - Text box - move pointer over shadow border until it turns to a four pointed arrow. Click once to make sure box is selected and not just text
    - Hold down left mouse button and drag to new location
    - Object - move pointer over object until it turns to a four pointed arrow - hold down left mouse button and drag to new location
- To deselect - click [ESC] or click on blank area of slide**

## Resizing Objects

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- Select object
  - Position pointer over one of square handles
  - Pointer will change to a 2 sided arrow(as shown above)
  - Hold down left mouse button and drag to resize
  - You can resize both objects and text boxes
  - To deselect - Click [Esc] or click in blank area of slide

## Using Design Templates

- A design template includes preset graphics, layout and fonts
- Access by clicking Format, Slide Design
- A Slide Design pane will open on the right
- By clicking on the drop down arrow you can apply to all slides or selected slides

- Design templates are best applied before you begin your presentation
- BUT...Design templates can be changed at any time
- Remember that changing a design from an existing design will affect your layout/text, etc.
- XP allows you to apply a design to all or selected slides – **PPT 2000 changes ALL slides**
  - You can remove the background design from one or all slides
    - Format, Background – Omit Background graphics from master

# Backgrounds

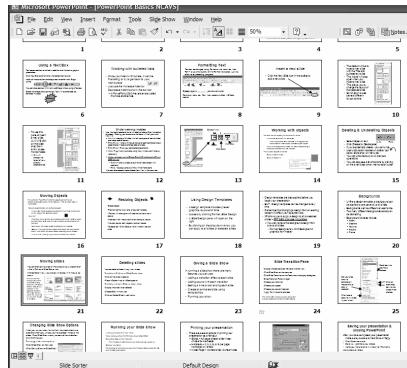
- Unlike a design template, a background can be applied to one, several, or all slides
- Backgrounds can be different on each slide
- Too many different backgrounds/colors can be distracting
- Background choices include:
  - Colors
  - Gradients
  - Textures
  - Patterns
  - Picture

# Moving slides

You can change the order of the slides on your presentation while in Outline or Slide Sorter view.

In Slide Sorter View, your slides will display in miniature as shown:

To move a slide, simply click on the slide and holding down the left mouse button, drag to new location. A line appears between the slides to show where the new slide will be when mouse is released



## Deleting slides

You can delete slides in any view mode.

### **To delete in Outline or Slide Sorter view:**

- Click on the slide to delete
- Press <Delete> key or <Backspace>

### **To delete a slide in Slide or Notes View**

- Display the slide to be deleted
- Choose Edit in menu bar
- Click on Delete Slide in edit menu

## Giving a Slide Show

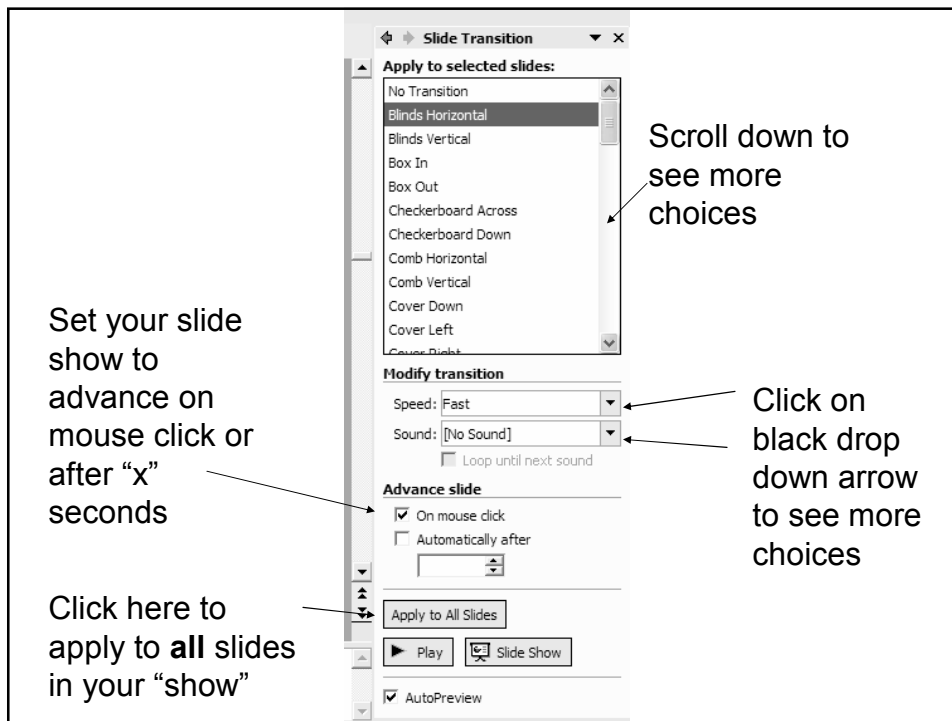
In running a slide show there are many features you can use:

- Adding a transition effect to each slide
- Adding sound with each transition
- Setting a time on advancing each slide
- Create an animated slide using text/graphics
- Running your show

## Slide Transition Pane

- Display the desired slide in Slide or Normal view.
- Click Slide Show on the menu bar
- Click Slide Transition on the Tools menu to display dialog box:
- Slide Transition Pane will open
- Choose your transition
- Choose your speed
- Choose your sound if desired
- Apply To All to set for all slides

This is the same window you use to set your slides to advance manually or automatically

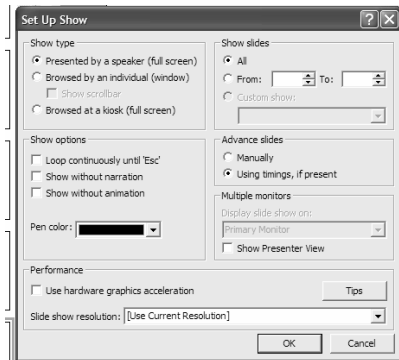


## Changing Slide Show Options

When you run your show for the first time, each slide is set to advance manually, unless you have added timings to the slides. From Slide Show menu you can set the slide show to run continuously.

### To change slide show options:

- Click Slide Show on menu bar
- Click Set Up Show on Slide Show menu to open this dialog box
- Make desired selections
- Click OK button to apply



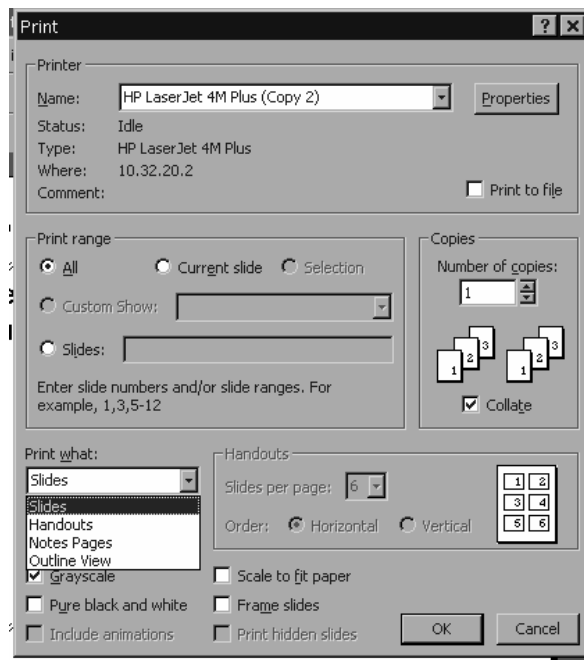
## Running your Slide Show

### To run your completed slide show:

- Make sure you are on the first slide of your presentation
- Click Slide Show on the menu bar
  - This method will start the show on whatever slide you are on
- Choose View Show
- To advance to the next slide, click the left mouse button(unless timings have already been added)
- To end show - Hit the Esc key on your keyboard
  
- To always start at the first slide...
- Click Slide Show, View Show

## Printing your presentation

- There are several options in printing your presentation as a handout
  - Slides – full page of each slide – best choice for overheads
  - Handouts – 2, 3, 4, 6, or 9 per page; horizontal or vertical
  - Notes Page – ½ sheet slide, ½ sheet notes
  - Outline View
- Printing default is Grayscale, but can change to pure black and white
- You can print 1 slide, a range of slides or all slides



## **Saving your presentation & closing PowerPoint**

After you have completed your presentation make sure you save to hard drive or floppy

- Click File on menu bar
- Save As... and make your choice
- Name your file and enter in window for File Name

Use numbers or letters

### **DO NOT USE SYMBOLS**

When saving your presentation, be sure to “embed your fonts” by clicking on Tools, Save Options, Embed True Type Fonts

Then click Save to save your presentation

## **A note about embedding fonts**

- Embedding your fonts allows your presentation to look the same if viewed/shown on a different computer than yours.
- Remember that embedding a font does increase your file size.
- A good rule of thumb is to stay with more common fonts – Arial, Times New Roman, Comic Sans, Verdena



