PowerPoint © 2003

Introduction
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RUNNING MICROSOFT POWERPOINT

USAGE:

PowerPoint can be accessed directly through the desktop or the Start menu (located on the task bar at the bottom of the screen).

If you have a shortcut on your desktop, double-click on the Microsoft PowerPoint icon to run it.

Although the quickest way of running PowerPoint is through the desktop (shown above), you can also access the Start menu (which is located along the left side of the taskbar at the bottom of the desktop) to locate any program available on your system.

Follow the steps shown below to run PowerPoint from the Start menu:

1. Click on this button (located on the far left side of the taskbar - at the bottom of the desktop) to access the Windows Start menu.

2. Select All Programs from the pop-up menu.

3. Select Microsoft Office PowerPoint 2003 from the Programs sub-menu.
THE POWERPOINT SCREEN

After you start the program, you are taken into a blank untitled presentation where you may begin entering your data. You will notice that the program window includes many of the standard elements common to most Windows applications as well as a few items that are unique to PowerPoint. The screen can be quite intimidating the first time you see it as there are so many items displayed. However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.

Across the top of the PowerPoint window is the **Title Bar** which displays the name of the current presentation as well as the application. In the far left corner is a small PowerPoint icon (referred to as the “Control Icon”) which is used to access a pull-down menu containing selections for changing the window’s size and placement. In the upper right corner are the three standard Windows buttons for minimizing, maximizing/restoring the window, and closing the program.
The second line is referred to as the Menu Bar and contains all of the commands required to use this application. You can access any menu item by simply pointing to it and clicking the [LEFT] mouse button once. Notice that each menu item has one underlined letter which can be used in conjunction with the A key to access the menu directly through the keyboard. Once the menu is opened, you may notice icons to the left of some of the options. If a menu item could have been accessed via the tool bar, PowerPoint displays the tool bar icon along the left side of the opened menu to help you associate the item with the correct icon.

Some menus provide additional options which are not immediately displayed. To access these extra options, you can either click on the button (located along the bottom of the menu) or double-click the menu.

Along the right side of the menu bar is a help box for you to enter a quick question. Simply click in the Ask a Question box and type your question (such as “how do I print”) and press the E key. PowerPoint will run its help feature and display the help topics most closely associated with the question you entered.

The very last item on the second line is the close button, which is used to close the current presentation.

The standard Tool Bar is located on the left side of the third line and can be used to quickly perform functions without having to access the menu. If you point to a tool without clicking the mouse button, a brief description of the tool will appear.

The Formatting Tool Bar is combined with the standard tool bar and is placed along the right side of the third line. This bar offers a variety of shortcuts for changing the appearance of objects placed within your presentation.

The last couple of tools displayed on the formatting tool bar allow you to quickly apply a different design (template) to the current slide and to add a new slide to your presentation.

Because the standard and formatting tool bars are combined, you cannot see all of the tools. PowerPoint displays the most commonly used tools on these two bars but offers an additional button to access the hidden tools. Once you select a tool that was previously hidden, PowerPoint displays it directly on the standard or formatting tool bar for future use. This allows you to personalize the tool bars to display the tools you most often use. In addition, some tool bars contain an extra button that can be used to add or remove tools.
Below the tool bar are three window panes. The leftmost pane is referred to as the **Outline/Slide Pane**. Select Outline to include the actual text of each slide within this pane. Select Slide to view thumbnails of each slide within this pane.

The large middle pane contains the currently selected slide and is your actual working area. Directly beneath the working area is yet another pane which can be used to add notes to the current slide.

A separate window is placed directly to the right of the drawing area and is referred to as the **Task Pane**. This window is used to quickly access your most commonly used tasks (such as creating a new presentation or opening an existing file). As you begin working on a slide, PowerPoint will display associated tasks (e.g., slide layouts) within this pane.

Towards the bottom left side of the screen are the **View Icons**. These icons allow you to switch to the various views - depending on what you are currently doing. For example, normal view is best for adding graphics or editing existing objects while the slide sorter is used to quickly rearrange or delete slides within your presentation. The slide show tool is used to display a visual presentation of all of your slides using various special effects.

At the bottom of the screen are the **Drawing Tools** - which can be used to enhance your slides. Each tool will be discussed when they are actually used.

PowerPoint provides a slide counter along the **Status Bar** (located at the very bottom of the screen) which lets you know what slide number you are currently viewing/working on. To quickly move to the next or previous slide, PowerPoint provides buttons in the lower right side of the vertical scroll bar. The design that is being applied to the current slide is also displayed along the status bar.
OPENING A PRESENTATION

USAGE: Although you will of course be creating presentations from scratch, most of the time you will simply open an existing presentation to view it or to make modifications.

To open an existing file, click on the OPEN tool (which is located on the standard tool bar).

NOTE: If you have not used a tool before, it may not be displayed on the tool bar. To access it, click on the button and select it from the list of additional tools.

If you prefer accessing the menu:

file
Open...

The following dialog box will be displayed:
Along the left side of the dialog box, PowerPoint displays the **Places Bar** which includes My Recent Documents, Desktop, My Documents, My Computer, and My Network Places. Depending on which version of Windows you are using, you may see “Web Folders” instead of “My Network Places”. These “places” can be used to access specific types of files or storage locations.

If you do not store your presentations in one of these locations, you will need to switch to a different folder by clicking on the down arrow beside the box labeled **Look in** (located across the top of the dialog box) and select the location you want to display.

Across the top of the dialog box are a series of buttons, as described below:

- ![ mouse ] Click on this tool to display previously visited folders.

- ![ folder ] This tool moves up one folder level at a time.

- ![ search ] Click on this tool to search the Web for a storage location.

- ![ delete ] This button is used to delete an existing file.

- ![ new ] Use this tool to create a new folder.

- ![ view ] Click on the down arrow beside this button to select the type of view to use for displaying the presentations. You can use this option to display additional details, properties or preview the files.

- ![ tools ] Use this tool to access a pull-down menu for advanced options (such as finding, deleting, renaming files and mapping network drives).
If you want to open a presentation that was originally created in another format (such as another graphics application), click on the down arrow beside the box labeled **Files of type** and select the format from the list provided.

When done, double-click on the name of the file you want to open or highlight the name and click on **Open** to open the file.

If you click on the down arrow beside the button, you can choose from a list of options (such as opening the file as read-only or in your Web browser).

**TIP:**
To open more than one file at a time, select the first by clicking on its name once to highlight it. Next, hold the **C** key down as you click on each additional file to be opened. Once all required files have been selected, click on **Open** to actually open them. Each file will be placed in its own window.

**TIP:**
The shortcut key for opening files is **C+O**.

**TIP:**
By default, PowerPoint lists the last four files used at the very bottom of the **File** menu for you to quickly reopen a file you have recently been working on.

You can increase the number of files displayed in the **File** menu to a maximum of nine by accessing the **Tools** → **Options** menu and then selecting the tab labeled “General”.
RUNNING A SLIDE SHOW

USAGE:

A slide show is a desktop presentation. They are most often used when presenting information to an audience. Slide shows can be instrumental in conveying your message to a group of people since graphics can help make it more understandable.

You can connect your PC to an overhead and display the show to a large group of people or it can be used on the PC in front of a small group (i.e., a sales presentation). It can either be running in the background as you speak to the group or you can add enough special effects that the show itself is sufficient in conveying the point you are trying to make.

Rather than simply showing the audience a variety of slides, adding animation and special effects give the presentation added appeal so that the slides hold the audience's attention while still making a dramatic point.

It is possible to control the show using either the keyboard or the mouse. It can be a self-running demonstration or can run interactively with the audience depending on your requirements. You can also change the sequence of the slides in the middle of the show if needed.

Running a slide show displays each of the slides contained within a presentation file one at a time on the computer screen. You can determine an automatic time interval between slides being drawn on the screen or you can instruct PowerPoint that you want to manually determine the speed each of the slides is drawn.

If you run it manually, you can use the mouse or keyboard to move between slides.

Another nice feature is the ability to Rehearse the times between slides by previewing the show and setting individual times for each slide of the presentation.
MANUALLY RUNNING A SLIDE SHOW

Click on this tool (located with the view buttons - just above the drawing tool bar along the bottom left of the screen).

If you prefer accessing the menu:

View

Slide Show

PowerPoint will immediately begin displaying the slide show - with the first slide taking up the full screen.

MOVING AROUND WITHIN THE SLIDE SHOW

Click on this tool (located with the other slide show tools in the bottom left corner of the slide show screen) or click the [LEFT] mouse button to display the next slide.

Click on this button (located with the other slide show tools in the bottom left corner of the slide show screen) to display the previous slide.

Press the Down Arrow or Page Down key to move to the next slide.
Press the Up Arrow or Page Up key to move to the previous slide.
Press CTRL+HOME to move to the first slide or CTRL+END to go to the last slide.
Press ESC to cancel the show.
USING THE PEN

By default, when you click the [LEFT] mouse button while viewing a slide show, the next slide within the presentation will be displayed. However, if you prefer, you can assign a pen or highlighter to the [LEFT] mouse button to emphasize points as the show is running.

To do so, either click your [RIGHT] mouse button (from within the slide show) and choose “Pointer Options” or click on the tool (which is located with the other slide show tools along the bottom left of your slide show screen).

A pop-up menu will be displayed, as shown below:

Select the type of pen or highlighter you would like to use to annotate your slides during the show.

Notice you can also choose a different Ink Color. The default color is black but you can choose any other color from the list provided.

After selecting a pen or highlighter, the function of the [LEFT] mouse button will have changed so that you may now begin annotating the slides during the show.
Once the pen or highlighter has been enabled, you will need to use the arrow tools (located with the other slide show tools along the bottom left side of the slide show screen) to move to the next or previous slide.

If you realize you have added too many annotations with the pen or highlighter, you can quickly erase them by clicking on the tool.

From the pop-up menu, choose **Erase All Ink on Slide** to erase all annotations you have added to the slide or select **Eraser** to manually erase only some of the annotations from the slide. If you choose the Eraser option, the pointer will change to an eraser so that you can click and drag to erase the unwanted marks.

To disable the pen, click on and choose **Arrow** from the pop-up menu.
CHANGING VIEWS

USAGE:

The PowerPoint screen is divided into three basic panes. The leftmost pane is used to display the outline while the large middle pane displays the currently selected slide. The pane beneath the working area is used for adding and displaying slide notes.

To switch between the various views, PowerPoint offers a series of buttons located along the bottom left of the screen (just above the drawing tool bar), as shown in the diagram below:

Each view has its advantages. For example, the normal view is best used to show the outline and current slide simultaneously.

The slide sorter view is best used to view the entire presentation at once, rearrange the slides, copy and move slides between presentations and delete slides from the presentation.

The slide show view is best used to preview your presentation to verify the timing and transition methods between slides.

CHANGING THE VIEWING SIZE

While working within PowerPoint, you have the option of changing the size of your current view when working on detailed drawings or if you need to see more of your work on the screen at once.

Click on the down arrow beside this tool (located on the standard tool bar across the top of the screen) to select the desired viewing size.

NOTE: If you have not used a tool before, it may not be displayed on the tool bar. To access it, click on the button and select it from the list of additional tools.
WORKING WITH THE SLIDE SORTER

The Slide Sorter displays a thumbnail sketch of each of your slides so that you can easily see them all at once. These miniature slides are spread across several rows on a single screen (whenever possible). This view is the quickest way to move slides around and delete unwanted slides.

To switch to Slide Sorter view:

- Click on this button (located with the other view buttons along the bottom left side of the screen - just above the drawing tool bar) to access the Slide Sorter view.

If you prefer accessing the menu:

View
Slide Sorter

The outline/slide pane closes to expand the working area so that you can display several slides at once, as shown below:
REARRANGING SLIDES

You can rearrange the slides within the slide sorter by simply dragging them to a new location. As you begin dragging a slide, a thin gray vertical line is displayed to indicate where the slide will be placed when you release the mouse button.

DELETING AN UNWANTED SLIDE

To delete an unwanted slide, simply click on it once (to select it) and then press the = key.

SPEEDING UP THE DISPLAY

If your presentation is made up of many slides and your computer tends to take awhile to display the slides, you can speed up the display by switching to grayscale or black and white view. This option is also useful when working in slide view to show you what the slide will look like when printed on a black and white printer.

Click on this button (located on the standard tool bar across the top of the screen) to access a pull-down list of available display modes.

To speed up the display, select grayscale or pure black & white.

Once you select grayscale or pure black and white, a new button will be placed on your slide.

If you are currently working in the slide sorter view, this button simply closes grayscale and returns the slide to color.

When working in slide view, use this button to close grayscale view or change the display settings which affect how objects will be represented in black and white or grayscale.
WORKING WITH THE NOTES PAGE VIEW

The Notes Page view displays the actual slide in the top half of the screen and then leaves an area at the bottom for speaker notes. These notes can be printed as a reference for the speaker to help them with the presentation as they deliver it or can be left blank and handed out to the audience so that they can write their own comments as the presentation is being delivered.

To switch to Notes Page view, access the following menu:

View
Notes Page

The screen changes to display the slide with an area at the bottom for notes, as shown in the diagram below:

Before you begin typing the notes, you may want to increase the viewing size by clicking on the down arrow beside this tool (located on the standard tool bar across the top of the screen).
WORKING WITHIN THE SLIDE PANE

Since the slide pane is set as the largest pane within PowerPoint, it is important that you understand the screen elements present when working within this pane.

Notice along the bottom left side of the screen (on the status bar) that PowerPoint indicates the current slide number.

Along the bottom right side of the slide (on the vertical scroll bar) are two buttons which can be used to quickly move to the previous and next slide within the presentation.

Click on either of these two buttons to move to the previous or next slide.

Along the right side of the slide, PowerPoint displays a vertical scroll bar which can be used to move to specific slides. Simply drag the rectangular scroll box up or down to display the desired slide number/name, as shown in the diagram below:

Notice as you drag that a small text box displays the number and title of the slide that would be displayed if you were to release the mouse button.
STARTING A NEW PRESENTATION

USAGE:
You obviously will be creating new presentations and not just working on existing ones.

You can either create a presentation from scratch or use one of your own existing files to base the new presentation on. In addition, you could base the new presentation on one of PowerPoint’s built-in templates. For example, if you want to create a marketing presentation, you could use PowerPoint’s template and then edit it to include your specific information.

Using a template can save you a great deal of preparation time.

Click on this tool (located on the standard tool bar across the top of the screen) to create a new blank presentation.

If you prefer using one of the built-in templates to base the new presentation on, you can access the following menu:

FILE
New...

The task pane (along the right side of your screen) will change to display the options for creating a new presentation.
To base the new presentation on one of PowerPoint’s existing templates, select one of the **New from template** choices.

If you click on the `On my computer...` option, the following dialog box will be displayed:
There are three tabs, two of which provide a variety of templates from which to choose. Select the tab labeled **Presentations** if you want to base your new file on content. For example, if you wanted to create a presentation to market a new product or service, you could use the “Marketing Plan” template which would create a presentation, complete with outline and sample wording.

On the other hand, if you want to start from scratch or already know what text and graphics you want to include within the presentation and simply would like to choose from a group of predefined color schemes and designs, select the tab labeled **Design Templates** and then choose from the list of available designs.

When you click on one of the templates listed in either dialog box, PowerPoint provides a preview along the right side of the box so that you can see the content or format of the template before actually selecting it. However, some templates may not have a preview immediately available and may need to be installed.

The tab labeled **General** is used to create a blank presentation or use the AutoContent wizard to guide you through the creation.

Towards the upper right corner of the dialog box are three viewing buttons, as discussed below:

- This icon is used to view the displayed files as large icons.
- This icon views the displayed files as small icons.
- This icon views the displayed files in a list format so that all details are included.
If none of the existing templates is exactly what you require, select the **AutoContent Wizard** (located within the General tab) to have PowerPoint help you to determine the content and the organization of the new presentation.

This automated feature presents you with several different topics that have predefined slides that you can then customize to suit your individual needs.
OUTLINING YOUR PRESENTATION

USAGE:

Use the outline pane (located to the left of the slide) to start the "brainstorming" portion of your presentation. Only the slide titles and main text of each slide are displayed within this pane.

This pane is great for quickly creating new slides, rearranging slides or entering the bullet items for a slide. Entering text is also easiest through the use of the outline.

DISPLAYING THE OUTLINING TOOL BAR

Your first step in working with the outline pane is to display the outline tool bar, as shown below:

Point to an empty spot on the standard tool bar and click the [RIGHT] mouse button once.

From the pop-up list of available tool bars, select **Outlining** to display the outline tool bar.

The outline tool bar will be placed along the far left edge of the screen and provides quick access to the outlining functions.
The outline pane becomes a bit larger so that the tools can also be displayed. You should notice that the layout is similar to a standard outline with each slide represented by its main title, and the actual slide details indented underneath the title, as shown below:

A PowerPoint outline can be up to six levels deep (one for the title, and five for sub-topics).

To actually begin using the outline tools you will need to click in the outline pane so that it becomes active.

TIP: To increase the size of the outline pane, place the mouse pointer on the vertical line separating the slide and outline pane. The pointer will change to a 2-way arrow. Hold down the [LEFT] mouse button and drag the mouse to increase the outline pane.
To the left of each title is the slide number and slide icon. The slide number, of course, indicates the order in which the slide will be displayed.

You can edit the existing text as you normally would by inserting and deleting, changing font size, style and so on. Click on this button to show/hide the formatting changes, such as bold and italics directly in the outline.

PROMOTING/DEMOTING TOPICS

When typing your topics, pressing Enter creates a new slide or subtopic, depending on what level you are working on. To change the level of a topic, you "promote" or "demote" the topic. Make sure your cursor is on the line of the topic you want to reposition and use one of the following tools:

Use the **Promote** tool to promote a topic to a higher level. Each time you click, PowerPoint "outdents" the topic one level. Use this tool to turn a sub-topic into a new slide.

Use the **Demote** tool to demote a topic to a lower level subtopic. Each time you click on this tool, PowerPoint "indents" the topic one level. You can also use this tool to turn a slide into a sub-topic of another slide.

You can also move the pointer over the icon/bullet of the item to be moved. When the pointer changes to a four-way arrow (▶️), click on the slide's icon and drag left/right. As you drag left/right, the pointer will change to a horizontal left/right arrow (↔️). You will also see a vertical line move with your mouse pointer - indicating how far the item will be indented/outradent.
You can use the keyboard to indent/outdent topics. Since you are already typing, you might find this method easier/faster to use:

Press **Tab** to indent the current line. Each time you press **Tab**, the line is indented one more level.

Press **Shift + Tab** to outdent the current line. Each time you press **Shift + Tab**, the line is outdented one more level.

---

**CREATING A NEW SLIDE**

As you type your topics for a slide, pressing **Enter** always gives you a new bullet item.

If you need to start a new slide, **don't** press **Enter** after you type the last bullet item for a slide. Instead, press **Ctrl + Enter**.

You can also click on this tool (located on the far right side of the formatting tool bar) to add a new slide **after** the current slide.

---

**REMOVING A SLIDE/BULLET**

As you enter your presentation, you may want to remove slides and/or bullet items from the outline.

To delete a slide, click once on the icon of the slide to be removed and press **-**.

To delete a bullet item, click once on the bullet of the item to be removed and press **-**.
REARRANGING SLIDES

Since you will typically access the outline pane to "brainstorm" a new presentation, you may find that some slides/topics should be rearranged in a different order.

You can move items with the mouse or by using the tool bar. The fastest way is to use the mouse, as shown below:

To move a slide up/down in the outline, move the mouse pointer over the icon of the slide to be moved. When the mouse pointer changes to a four-way arrow (▼▼▼▼), click on the slide's icon and drag the entire slide up or down.

As you drag your mouse up or down, the pointer will change to a vertical up/down arrow (▼▼▼▼). You will also see a horizontal line move with your mouse pointer. The line indicates where the slide will be placed when you let go of the mouse button.

You can move the slide in the middle of another slide. This comes in handy if you want to split a slide with too many topics into two or more separate slides.

You can also use the tool bar to move a slide around. First, place the cursor on the slide to be moved, and then use one of the following tools:

Use this tool to move the slide up one line at a time until it is in the position you want.

Use this button to move the slide down one line at a time until it is in the position you want.

REARRANGING TOPICS

You can also move the individual topics of a slide in a different order or even to different slide. You can use the same methods you use to move slides. The only difference is that you drag the bullet of the item to be moved.
EXPANDING/COLLAPSING SLIDES

When working with an outline, you may want to hide the detailed topics for a particular slide or set of slides. You can use this to create a smaller more manageable outline, or to hide certain information from other peoples view.

To hide the details of a slide, place your cursor on the title of the slide you want to collapse and then click on the following tool:

- Click on this button located on the Outlining tool bar to collapse the current slide. All the details of the slide will be temporarily hidden until you "expand" the slide.

If you want to display the details again:

+ Click on this button located on the Outlining tool bar to expand the current slide. All of the details for the slide will be displayed again until you "collapse" the slide.

TIP: To quickly collapse or expand a slide, double-click on the slide’s icon!

EXPANDING/COLLAPSING ALL

To collapse the entire outline so only titles are seen:

Click on this tool to collapse the entire outline. All of the details will be hidden.

Click on this tool to expand the entire outline. All of the details will be displayed for each slide.
HIDING/DISPLAYING FORMATTING

If you want to see more of your outline on one screen while working on it, you can remove the formatting (size, spacing, style, etc.) that is assigned to the outline slide:

Click on this tool to hide or show the formatting features of the outline. When the button looks like it has been pushed in, the formatting features are turned on.

HIDING THE OUTLINING TOOL BAR

Once you are finished working with the outline tool bar, you will want to remove it from the screen.

Point to an empty spot on the standard tool bar and click the [RIGHT] mouse button once.

From the pop-up list of available tool bars, select Outlining a second time to remove it from the screen.
WORKING WITH TEXT CHARTS

USAGE: Text charts in PowerPoint are charts made up solely of text. They have no graphs included, but may include logos and other clipart.

Text charts make up 70% of most presentations and are extremely useful in presenting topics in a brief, yet readable manner.

The following rules should be followed when creating text charts:

- Focus on one main point
- Use short words and phrases
- No more than 5 or 6 words/line
- No more than 5 or 6 lines/chart
- Mix upper and lowercase for readability

There are several different types of text charts. You can create as many of each as needed.
ENTERING TEXT

Entering text on a slide is simple. If you are working within the outline pane, simply type the text on the slide you are working with. You can make editing changes needed by using $\text{Ctrl}$ and $\text{Backspace}$.

If you are working within the slide pane, it is a little different. Most PowerPoint charts have pre-defined sections, called "place holders" for titles and bullet lists. The place holders have dashed borders similar to the one shown below:

Click to add title

Click in the box. A flashing cursor will appear, indicating you may now begin to type. Place holders have default settings that affect the text font, color and other text characteristics. You can change the format for that text block at any time, but it will only affect that one block on that slide, not all slides. The default settings for the place holders can only be changed on the Slide Master.

USING THE TEXT TOOL

If you want to place text on a slide where there is no placeholder (maybe for a caption or note), follow the steps outlined below:

1. Click on this tool (located on the drawing tool bar). The pointer changes to an upside down cross.
2. Click in the location where you want to place the text. A small flashing cursor will appear, indicating that you may begin typing. The text will not wrap so you will need to press $\text{Enter}$ to start a new line.

NOTE: To have the text constrained within a certain area, drag a box on the slide after you have selected this tool. The width of the box determines the margins. Once you have the box, you can begin typing.
FINDING TEXT

If you need to locate a word or group of words you entered on a slide but cannot remember which slide you entered the word(s) on, you can use the "Find" feature to have PowerPoint locate the word for you.

To do so, access the following menu:

Edit
find...

The following dialog box will be displayed:

In the box labeled **Find what** enter the text you want to locate.

Notice you can choose to have PowerPoint match the exact case and locate whole words only.

Click on **Find Next** to located the first occurrence of the word(s). PowerPoint takes you to the first match and highlights it.

The dialog box remains on the screen so that you can continue searching through the presentation.

You may have to drag the dialog box away from the slide so you can see the highlighted word.
REPLACING TEXT

If you decide you would like to replace the word you have been searching for with another, click on Replace….

The dialog box will be expanded, as shown below:

Find what:  

Replace with:  

☐ Match case  

☐ Find whole words only

In the box labeled Replace with, enter the replacement text.

Click on Replace to replace the first instance of the word and move to the next, giving you complete control over which words will be replaced.

Click on Replace All to replace all words within one sweep without asking for confirmation.

When you are done, choose Close to close the dialog box.
CHANGING THE SLIDE LAYOUT

You can quickly switch slide layouts (i.e., change from a title chart to a bullet list) by following the steps outlined below:

1. Select the slide to be modified.

2. If the slide layout pane is not currently displayed, click on the small down arrow (located along the top of the task pane).

3. Select Slide Layout from the list of available panes.

The task pane will change to display the available slide layouts:
PowerPoint 2003 Introduction  Office of Information Technology

Click on one of the available layouts from within the task pane. The selected slide will be reformatted based on the layout you select.

SLIDE LAYOUT OPTIONS

In addition to selecting a new layout for a single slide, the task pane also allows you to reformat multiple slides as well as reapply a layout and insert a new slide.

When you click on one of the layouts you should notice that a small down arrow appears along the right side. Click on this down arrow to display the following pull-down menu:

- **Apply to Selected Slides**
- **Reapply Layout**
- **Insert New Slide**

From within the pull-down menu, choose **Apply to Selected Slides** to apply the layout to a group of selected slides.

Choose **Reapply Layout** if you have selected a layout and then made changes. This option will reformat the slide to match the layout you have selected. This option can be used if you have chosen one of the layouts and then moved the slide’s components (such as title or subtitle) and now want to restore the layout.

Select **Insert New Slide** to quickly insert a new slide based on the current slide layout.
WORKING WITH BULLET LISTS

USAGE:

Bullet lists are used to introduce or summarize specific points within a presentation. Bullets can be numbers or symbols. Bullet lists may be included on existing slides or can be added as a new slide to your presentation.

There are a few rules which should be adhered to when creating presentations containing bullet lists:

- Use no more than 5 or 6 bullets per chart
- Begin with the same part of speech (e.g., noun or verb)
- Use either all phrases or sentences
- Follow capitalization and punctuation styles
- Use the same shape for all bullets to ensure uniformity
- Make bullet points approximately the same length

CONVERTING A BLOCK OF TEXT TO A BULLET LIST

To convert a block of text to a bullet list, follow these steps:

1. Click within the block of text to be converted to a bullet list.
2. Click a second time - this time on the border surrounding the block of text so that all lines will be selected.

TIP: If you want to add a bullet to a single line, simply select the line to which the bullet should be added.

3. Click on one of these two tools (located on the formatting tool bar).

NOTE: If you do not see these tools, click on and select them from the list of additional tools.
HIDING/SHOWING BULLETS

You can choose to hide or display individual bullets within the list, or you can remove all of the bullets from a bullet list.

You can use one of these tools (located on the formatting tool bar towards the top of the screen) to add or remove the bullet from the current text line.

If you want to hide/show the bullets from an entire block, select the block first, and then click on the bullet tool.

ADDING A BULLET LIST TO AN EXISTING CHART

To add a bullet list to an existing chart, follow the steps below:

1. Select the Text tool (located on the drawing tool bar towards the bottom of the screen).

2. Position the pointer where the bullet list should begin.

3. If you want the bullet list to be constrained within margins, drag the mouse to size the text box to the desired width.

4. When you release the mouse button, a cursor will appear inside the text box.

5. Click on one of these tools (located on the formatting tool bar).

6. Begin typing the bullet points.

7. Press E for each new bullet point.

NOTE: If you do not see these tools, click on and select them from the list of additional tools.
CREATING A NEW BULLET SLIDE

To add a new bullet list slide, follow the steps outlined below:

1. Select the slide that should come before the new one.

2. Click on this tool (located on the Formatting toolbar).

3. Select one of the bullet list layouts as the type of slide you want to add to the presentation from within the task pane.

The new bullet slide will be displayed. Click on the bullet placeholder to begin adding bullets.

TIP: If you add more bullets than can fit within the placeholder, PowerPoint will automatically adjust the font size to accommodate the bullets.
INDENTING A BULLET POINT

If you need to add sub-topics to your bullet list, you can easily indent (demote) a bullet point using the mouse or keyboard, as shown below:

Click on this tool (located on the formatting tool bar towards the top of the screen) to demote the bullet one level.

NOTE: If you do not see this tool, click on the button and select it from the list of additional tools.

You can also press Tab to indent (demote) a bullet point. However, you must have the cursor at the beginning of the line.

OUTDENTING A BULLET POINT

If you indented (demoted) a bullet point and would like to now outdent (promote) it, you can do so using either the mouse or keyboard, as shown below:

Click on this tool (located on the formatting tool bar towards the top of the screen) to promote the bullet one level.

Use Shift + Tab to outdent (promote) a bullet point. However, you must have the cursor at the beginning of the line.

CHANGING THE BULLET STYLE

You can customize the bullet points by simply selecting the line whose bullet should be changed. Each line can have a different bullet style.

NOTE: To customize the default bullets assigned to a particular bullet slide template, you will need to modify the Slide Master for that template. Once modified, each new slide based on that template will automatically include the new bullet style.

To change the bullet style, follow the steps outlined below:
1. Select the bullet point line(s) to be modified.

2. Access the following menu:

**Format**

**Bullets and Numbering...**

The following dialog box will be displayed:
3 Be sure to select the tab labeled **Bulleted** from the resulting dialog box.

**NOTE:** You would use the second tab (labeled **Numbered**) to convert the bullet list to a numbered list.

PowerPoint displays the various bullet styles available. Simply click on the one you want to use.

- **Size:** Use this box to increase or decrease the size of the bullet point in relation to the accompanying text.
- **Color:** Click on the down arrow beside this option to specify a new bullet color.

Click on the **Picture...** button to access a second dialog box where you can assign a picture to be used as the bullet point.

Click on **Customize...** to access a second dialog box where you can assign a character to be used as the bullet point.

4 Select the type of bullet, color and size desired from within this dialog box.

5 When done, click on **OK**.
SPELL CHECKING A PRESENTATION

USAGE:

Before finalizing a presentation, you should take advantage of PowerPoint's spell checking feature. Not only does it check for misspellings, but it also will alert you of repeated words and incorrect capitalization. The program comes with a main dictionary but you can add words to your own personal dictionary.

Click on the **Spelling** tool (located on the standard tool bar).

**NOTE:** If you have not used this tool before, it may not be displayed on the tool bar. To access it, click on the button and select it from the list of additional tools.

If you prefer accessing the menu:

**tools**

**Spelling...**

The following dialog box will be displayed:

<table>
<thead>
<tr>
<th>Not in Dictionary:</th>
<th>Polyclinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change to:</td>
<td>Plotline</td>
</tr>
<tr>
<td>Suggestions:</td>
<td>Folling</td>
</tr>
<tr>
<td></td>
<td>Polyclinic</td>
</tr>
<tr>
<td>Add words to:</td>
<td>CUSTOM.DIC</td>
</tr>
<tr>
<td></td>
<td>AutoCorrect</td>
</tr>
</tbody>
</table>
If, for some reason, PowerPoint does not offer suggestions, click on the Suggest button. When PowerPoint comes across a word not found within its dictionary, the word is highlighted within the slide as well as displayed within a text box.

The following spell options are available within the dialog box:

- **Ignore**
- **Ignore All**: If the word should remain as it is, select Ignore. PowerPoint also offers the option of Ignore All if the word in question appears more than once throughout the presentation.

- **Change**
- **Change All**: If one of the suggestions is correct, double-click on the correct spelling or highlight the word and choose Change. If you think that you have consistently misspelled a word throughout the presentation, click on Change All.

- **Add**: If both the word and suggestions are incorrect, move to the Change to: box and type the correct spelling in yourself. Afterwards, press E or select Change.

- **AutoCorrect**: If the word should be added to the custom dictionary, click on this button. This can be used to add personal names and/or company acronyms to the dictionary.

- **Resume**: Use this button to add the word to the AutoCorrect list. In the future, when you misspell this word while typing, PowerPoint will automatically correct it - without you having to access the spell checker.

Once the spell checker is complete, click on Close to close the spelling box and return to the presentation.
SELECTING OBJECTS

USAGE:

Once objects have been added to a slide, you must select them before modification is possible. PowerPoint allows you to move, copy, resize, delete and change the color of the selected object. If the object contains text, you may also edit the font and size of the text, as well as any attributes that may have been applied.

1. Click on the Selection tool (located towards the bottom of the screen on the Drawing tool bar).

2. Move to the edge of unfilled objects or to the middle of filled pictures. Once you see the pointer change to a four-way arrow, click the [LEFT] mouse button.

An object is selected when it has the outline of a box with small circular handles. A rotation handle appears at the top of the selected object.

SELECTING MULTIPLE OBJECTS

To select multiple objects, click on the first object and then hold the \textit{S} key down while clicking on the additional objects.

\textbf{NOTE:} If you click on an object a second time (while holding \textit{S} down), you will be deselecting that object.

\textbf{TIP:} You can also click in an empty area and drag a rectangle around all the objects to select. PowerPoint selects all objects enclosed within the rectangle.
SELECTING ALL OBJECTS

To select all of the objects currently on the slide:

CTRL+A

If you prefer accessing the menu:

Edit
Select All

All objects within the slide should now be selected.

You can also hold the Shift key down and unselect specific objects that you do not want to include in the group.
MOVING OBJECTS

**USAGE:**
You can move objects around on the slide by dragging them from one location to another using your mouse, as outlined in the steps shown below.

1. Using the Selection tool (located towards the bottom of the screen on the drawing tool bar), click on the object(s) to be moved.

2. Move to the middle (of a clip art picture or filled object) or the edge (for unfilled objects) of the selected item.

   Be sure that the mouse pointer changes to the four-way arrow - as shown to the left.

   Click and drag the object to its new location. Notice that an outline of the object is being moved.

3. Once you reach the new location, release the mouse button and the original object will appear in its new location.

**TIP:** You can also move an object by selecting it and then clicking on (located on the standard tool bar). To paste it in a new location, click on the tool.
COPYING OBJECTS

USAGE:

To copy an object within your presentation, follow these steps:

1. Using the Selection tool (located towards the bottom of the screen on the drawing tool bar), click on the object(s) to be copied.

2. Move to the middle (of a clip art picture or filled object) or the edge (for unfilled objects) of the selected item. Be sure that the mouse pointer changes to the four-way arrow, as shown to the left.

   While holding down the **C** key, drag the object to its new location. As you drag the object, notice that an outline of the object is being dragged - not the actual object. A plus sign appears alongside the mouse pointer, as illustrated in the diagram below:

3. Once you release the mouse button the original object will be copied to its new location.

**NOTE:** Be sure to release the mouse button first - before letting go of the **CTRL** key!

**TIP:** You can also copy an object by selecting it and then clicking on (located on the standard tool bar). To paste it, click on the tool.
USING THE OFFICE CLIPBOARD

USAGE: You can use the Office Clipboard to collect multiple items to be pasted within PowerPoint or other Office applications. The standard Windows clipboard is only able to store one item at a time. You have to paste whatever you have cut or copied before your next cut/copy can be completed.

However, the Office Clipboard can store up to 24 items at a time, making it easy to collect multiple items to be pasted. If you copy a 25th item, the first item in your clipboard will automatically be removed to make room for the latest entry.

NOTE: The number of items the clipboard can store depends on the amount of memory installed in your computer. If you have less than 64 MB, the clipboard can store up to 4 MB of data. If you have more than 64 MB of memory, the clipboard can store up to 8 MB.

The Office Clipboard is automatically activated and placed within the task pane of your presentation window when you cut or copy an item and then cut or copy a second one without first pasting the original one.

To copy multiple items to the Office Clipboard, follow the steps outlined below:

1. Select the object(s) to be copied.
2. Click on this tool (located on the standard tool bar) to copy the selected item.
3. Select the next object(s) to be copied and then click on this tool a second time.
The Office Clipboard will automatically be opened and placed within the task pane, as shown below:

The clipboard will display each of the cut or copied items - with the latest item placed at the top of the list. If you have cut or copied several entries, a scroll bar will be placed along the right side so that you can quickly move through the items.

A small icon is placed to the left of each object to indicate what application the cut or copied item was originally created in.

4. Move to the location to which the item(s) should be pasted.

5. Click on the clipboard item to be pasted.
There are two tools available across the top of the clipboard:

- **Paste All**: Click on this tool to paste each of the items stored within the Office Clipboard in the current presentation (or within the current Office application).

- **Clear All**: Click on this button to clear the contents of the Office Clipboard. It will also clear the Windows Clipboard.

To remove a single item from the clipboard, point to the item you want to remove until you see a small down arrow ▼.

- **Paste**: Click on the down arrow ▼ and select **delete** from the list of options.

## CLIPBOARD OPTIONS

Towards the bottom of the clipboard is a button **Options ▼** which is used to change the display settings for the Office Clipboard.

- **Show Office Clipboard Automatically**
- **Show Office Clipboard When Ctrl+C Pressed Twice**
- **Collect Without Showing Office Clipboard**
- **Show Office Clipboard Icon on Taskbar**
- **Show Status Near Taskbar When Copying**

From the five options available, check the box labeled **Show Office Clipboard Automatically** to open the clipboard within the task pane when two items in a row have been copied.

Select **Show Office Clipboard When Ctrl+C Pressed Twice** to display the Office Clipboard after pressing the copy shortcut keys.

Choose **Collect Without Showing Office Clipboard** if you prefer not to display the clipboard within the task pane when two items in a row have been copied. This option displays the clipboard icon on the taskbar even if you are in a different application.
Select **Show Office Clipboard Icon on Taskbar** to display the clipboard icon at the bottom of your screen.

Choose **Show Status Near Taskbar When Copying** to display the status of a copied item on the taskbar.

Check each of the options you would like to enable from the list. Click a second time to disable the option.

Once the Office Clipboard has been activated, an icon  will be placed on the taskbar along the bottom of your screen. If you are in an Office application and the clipboard is not displayed, double-clicking on this icon will open the task pane and display the clipboard items. If you are in a different application (not an Office product), double-clicking on this icon will display the Office application and activate the Office Clipboard within the task pane.

If you right-click on the clipboard icon located along the taskbar at the bottom of your screen, the following list of options will be displayed:

```
Show Office Clipboard
Clear All
Stop Collecting
Options
```

From this list, you can choose to display the Office Clipboard, clear all of the items currently being stored within the clipboard, or close the clipboard. The last item within this list allows you to specify the display options for the clipboard (which were discussed on the previous page).

If you do not specify otherwise, the collected items remain in the Office Clipboard until you close all Office applications.

**TIP:** To quickly display the Office Clipboard, you can do so by accessing the **Edit → Office Clipboard...** menu or by pressing **CTRL+c** twice.
RESIZING OBJECTS

USAGE:
PowerPoint allows you to easily change an object's size - keeping its original proportions, or changing its shape as you resize.

To resize an object, follow the steps outlined below:

1. Using the Selection tool, select the object to resize.

2. Move the mouse so the tip of the arrow touches one of the surrounding circular handles. The pointer will change to one of these double-sided arrows.

3. Use one of the four corner handles to change the object's height and width at the same time.

4. When done, release the button.

NOTE: Dragging the handles of a text item only serves to change the left or right margins of the text block. This may cause the text to wrap within the margins.
DELETING OBJECTS

USAGE:

There may be times while editing a slide that you decide that an object is no longer needed and should be removed entirely.

1. Using this tool (located on the drawing tool bar), select the object(s) to be deleted.

2. Press the = key and the object(s) will be removed.

OOPS! UNDELETEING

If you mistakenly delete an object from a slide, PowerPoint allows you to undo the deletion, as shown below:

Click on this tool (located on standard the tool bar) once to undo the last action. To undo more than one action, click on the down arrow beside the tool.

To set the number of undos available to you, access the Tools ➔ Options menu and select the tab labeled “Edit”.

REDOING AN ACTION

If you delete an item and then undo the deletion and then realize you really did want to delete that item, PowerPoint allows you to redo the last action.

Click on this tool (located on the standard tool bar) to redo the last action. To redo more than one action, click on the down arrow beside the tool.

NOTE: If you have not used these tools before, they may not be displayed on the standard tool bar. To access either one of them, click on the button and then select the tool from the list of additional tools.
CUSTOMIZING OBJECTS

USAGE:
Once an item has been placed onto the slide, you may want to customize its appearance. You can change the color of the lines surrounding an object, the fill color or pattern within the object, add shading or even apply 3D effects to some objects.

CHANGING OUTLINE/LINE COLORS
To modify the color applied to the outline, follow the steps below:

1. Select the object(s) to be modified.

2. Click on the down arrow beside the Line Color button (located on the drawing tool bar towards the bottom of the screen).

NOTE: To apply the currently selected color (which is displayed on the tool), simply click on the tool itself and not the down arrow.

3. If you clicked on the down arrow beside the Line Color tool, you can now choose from a list of available line colors.
   - No Line
   - Automatic
   - More Line Colors...
   - Patterned Lines...

If you do not see the desired color from the list, select More Line Colors... which displays the entire color palette.

Choose Patterned Lines... to select from a list of line patterns.

TIP: Notice the dotted bar (across the top of the pull-down list). This is referred to as a “move handle” and can be used to drag the list to a new screen location. Once moved, this list becomes a floating tool bar. This option is available with many pull-down lists.
CHANGING FILL COLORS

To modify the fill color applied to an object, follow the steps outlined below:

1. Select the object(s) to be modified.

2. Click on the down arrow beside the Fill Color button (located on the drawing tool bar towards the bottom of the screen).

**NOTE:** To apply the currently selected color (which is displayed on the tool), simply click on the tool itself and not the down arrow.

3. If you clicked on the down arrow beside the Fill Color tool, you can now choose from a list of available fill colors.

If you do not see the desired color from the list, click on More Fill Colors... which will display the entire color palette.

Select Fill Effects... if you want to add custom patterns or textures to the inside of the selected object.
CUSTOMIZING THE FILL

Not only can you fill an object with solid colors but you can also add a gradient, a texture, a pattern, or a picture as the fill.

1. Select the object(s) to be modified.

2. Click the down arrow beside the Fill Color tool.

3. Select Fill Effects... from the pull-down list.

A dialog box will appear with four tabs. The first tab (labeled Gradient) allows you to apply a gradient to the fill. A gradient typically consists of two colors gradually blending from one color to the other. You can select the colors to be used as well as the intensity and the direction in which the gradient will be generated.
There are four sections within this tab, as described below:

**Colors**
Use this section to specify how many colors to apply to the gradient. You can also specify the actual colors to be included in the gradient after selecting the number.

If you choose **One color**, you have the option of adjusting how dark or light the gradient becomes.

Selecting **Preset** displays a pull-down list of color schemes that have already been created for you.

**Transparency**
Use this section to specify the transparency options for the gradient fill. You can either click in the boxes provided and enter a value or drag the slider within the scroll bars to increase/decrease the current value.

**Shading styles**
Once you have selected a color scheme, select the direction for the gradient from the list provided.

**Variants**
Each of the Shading styles comes with two or more variations in the patterns. After selecting a style, choose one of the variations to view the effect.

[ ] **Rotate fill effect with shape**
Check this box to have the fill effect rotate when the object itself is rotated.

The sample box in the lower right corner will reflect the changes as they are made so you can see the gradient effect before closing this dialog box.

You can also click on the [Preview] button to see how the object looks with your selected options.
THE TEXTURE TAB

This second tab allows you to add a textured pattern to the currently selected object. Many objects can be enhanced to look more realistic by adding a “texture” to it. Textures are basically small patches of patterns that resemble real-life textures such as marble, cloth, grass, paper, wood, etc. When a texture is applied to an object, it fills that object regardless of the size of the object.

Scroll through the list of textures and click on the one that you would like applied.

If you happen to have a custom texture file, click on this button to display the Open dialog box where you can access it.

You can find lots of textures on the Internet and many graphics programs come with several textures.

You can click on the Preview button to see how the object looks with your selected texture.
THE PATTERN TAB

This tab displays various patterns to be used as a fill for the selected object.

Click on any of the patterns listed in this dialog box.

You can further customize the pattern by clicking on the down arrow beside the **Foreground** and/or **Background** sections to specify a color for each part of the selected pattern.
THE PICTURE TAB

Rather than using one of the built-in textures or patterns, you can use this last tab to fill an object with a custom picture. PowerPoint recognizes most graphic file formats to provide you with a wide variety of options.

Click on the button to locate and select the graphic file to be used as the fill. You will be taken to the Open dialog box. However, PowerPoint will only display graphical files. A preview is provided so that you can see the picture before actually selecting it.

Check the box labeled Lock picture aspect ratio to ensure that the picture’s height and width settings remain proportionate to one another when you resize the object.

Once all fill options have been customized using one of these four tabbed boxes, click on OK to close the dialog box and return to your presentation.
ADDING A SHADOW

Adding a shadow to an object can give it a raised effect or help it to stand out from the rest of the drawing.

To apply a shadow effect to an object, follow the steps below:

1. Select the object(s) to be modified.

2. Click on the Shadow button (located on the drawing tool bar towards the bottom of the screen). A pop-up list of shadow options will be displayed, as shown in the diagram below:

   ![Shadow Options Diagram]

3. Select the type of shadow effect to apply to the object(s).

   ![Shadow Settings Button]

   Click on this button (located at the bottom of the shadow pop-up list) to further customize the settings for the selected object.

A new tool bar will be displayed, as shown below:
The following tools are available for customizing the shadow properties of the selected object:

- This tool is used to toggle the shadow effect on and off.
- Each time you click on this tool, the shadow effect moves up (nudged) one increment.
- Each time you click on this tool, the shadow effect moves down (nudged) one increment.
- Each time you click on this tool, the shadow effect is shifted to the left one increment.
- Each time you click on this tool, the shadow effect is shifted to the right one increment.

Click the down arrow beside this tool to change the color that will be used for the shadow effect.

When done, click on (located in the upper right corner of the tool bar) to remove the shadow tool bar from the screen.
ADDING A 3-D EFFECT

3-D effects can give an object some depth and realism by changing the perspective, shadow, and lighting that is assigned to the object.

You can apply 3-D effects to objects by following the mouse steps shown below:

1. Select the object(s) to modify.

2. Click on the 3-D button (located on the drawing tool bar towards the bottom the screen). A pop-up list of 3-D options will be displayed, as shown below:

   ![3-D Options](image)

3. Select the type of 3-D effect to apply to the selected object(s).
Click on this button (located at the bottom of the 3-D pop-up list) to further customize the settings for the selected object.

A new tool bar will be displayed, as shown below:

The following tools are available for customizing the 3-D properties of the selected object:

- This tool is used to toggle the 3-D effect on and off.
- This tool tilts the selected object down.
- This tool tilts the selected object up.
- This tool tilts the selected object to the left.
- This tool tilts the selected object to the right.
- This tool displays a pull-down list allowing you to choose the amount of depth to apply to the perspective.

This tool displays a pull-down list allowing you to choose the direction of the angle used for the 3-D perspective.
This tool displays a pull-down list allowing you to choose the angle at which the light hits the object and control its brightness.

This tool displays a pull-down list allowing you to choose the type of surface displayed on the selected object.

Click on the down arrow beside this tool to change the color to be used for the 3-D effect.

When done, click on (located in the upper right corner of the tool bar) to remove the 3-D tool bar from the screen.
WORKING WITH TEXT

USAGE: You can also change the attributes of text, such as the font, size, color and style. First, select the text to be edited by clicking the pointer on the text item that you want to edit. You can also select a single word or group of characters from within a text object.

To select an entire text object, click on it once. The first time you click, you will be able to edit the text or highlight just a portion of the text to be modified.

If you click a second time (this time on the border surrounding the text), you will select the entire text object. Do not click the second time until you see the pointer change shape to a four-way arrow.

CHANGING FONTS

After having selected the text object to be changed:

1. Click on the down arrow (located to the right of the font button on the formatting tool bar). Notice that PowerPoint automatically displays a preview of each font in the list so you can see how the font looks before selecting it.

2. Select the desired font from the pull-down list.

CHANGING POINT SIZE

1. Click on the down arrow beside the font size button.

2. Select the desired size from the pull-down list.
CHANGING THE FONT THROUGHOUT A PRESENTATION

Not only can you change the font for a single text object on a slide but PowerPoint also allows you to quickly replace the font throughout the entire presentation.

For example, if you created a number of slides using Times New Roman and now decide you should have used Arial, you can quickly replace the font by accessing the following menu:

**F**ormat

Replace Fonts...

The following dialog box will be displayed:

```
Replace: Arial
With: Albertus Extra Bold
```

In the box labeled Replace, click on the down arrow and select the current font that you want to replace.

In the box labeled With, click on the down arrow and select the font you want to substitute the current font for. Click on Replace to actually replace the font.

The dialog box will remain open so you can continue to replace fonts. When done, click on Close to close the dialog box.
GROWING/SHRINKING THE FONT SIZE

Use these two tools (located on the formatting tool bar at the top of the screen) to grow or shrink the font.

NOTE: If you do not see these tools, click on the button and select them from the list of additional tools.

APPLYING ATTRIBUTES

To emphasize text within your presentation you may use the bold, underline, or italics attributes within PowerPoint. Each attribute is activated/deactivated using the same steps. The first time you select the tool, the attribute is turned on. The second time it is turned off.

Begin by selecting the text object(s) to be modified.

Once the text has been selected, you can use either the mouse or the keyboard to apply the attributes.

This tool (located on the formatting tool bar) toggles bold on/off.

This tool (located on the formatting tool bar) toggles italics on/off.

This tool (located on the formatting tool bar) toggles underline on/off.

SHADOWING TEXT

To further enhance your text, you can add a shadow effect by following the steps outlined below:

1. Select the text object to modify.

2. Click on this button (located on the formatting tool bar) to add/remove shadowing.

NOTE: If you do not see this tool, click on the button and select it from the list of additional tools.
CHANGING FONT COLOR

To change the color of a text object, follow these steps:

1. Select the text item to be modified.

2. Click on the down arrow beside the Font Color tool (which is located on the drawing tool bar towards the bottom of the screen).

3. Select the desired color from the pop-up list.

To view the complete color palette within PowerPoint, click on More Colors...

The following dialog box will be displayed:
The first tab (labeled **Standard**) allows you to select from a group of predefined colors.

The box in the lower right corner of the dialog box will display the current font color as well as the new color you select.

Click on **Preview** to see your selected text displayed with the new color. The color will not actually be changed until you click on the **OK** button to close the dialog box and return to your presentation.
The second color tab (labeled **Custom**) allows you to further customize the color applied to the text, as shown below:

Although you could enter the values in the spaces provided, there is a faster and easier way of customizing the color, as outlined in the steps shown below:

1. Click in the palette area on the color to customize. Notice the bottom right corner of the screen contains a box labeled **Current**. Be sure you see the color to customize in that box before continuing to the second step.

2. Drag the color marker up or down to intensify the color. Notice the new color box towards the bottom right of the dialog box.

3. Once you have the desired color, click on the **OK** button to close the dialog box.
APPLYING MULTIPLE TEXT FORMATTING OPTIONS

If you need to make more than one change to the selected text, you can make all of your changes from within one dialog box, as shown below:

Click the [RIGHT] mouse button and choose **font...** from the pop-up menu.

If you prefer accessing the menu:

**format**

**font...**
The following dialog box will be displayed:

Select the font face, style, size, effect and colors as needed.

Click on **Preview** to see what the object will look like with your selections. The selected text will change to the font style, size and color you chose.

When done, choose **OK**.

**WORKING WITH EMBEDDED FONTS**

If you are going to show a presentation on a different computer, you might want to embed some TrueType fonts into the file. By doing so, you will be guaranteed of having access to the fonts you want. You can embed any TrueType font that comes with Windows. However, keep in mind that embedding TrueType fonts within your file will increase its size.

To embed TrueType fonts within your presentation, you will need to access the **File → Save As** menu and then click on **Tools**.

From the resulting pull-down menu, choose **Save Options**. You’ll be taken to a dialog box where you can check the box labeled **Embed TrueType Fonts**.
SAVING A PRESENTATION

USAGE:

After having created a presentation, you will want to save it using a name that will allow you to easily find it again. There are two menu options when saving a presentation: **SAVE** and **SAVE AS**.

**SAVE** is the normal save feature which will ask you the first time you save a file to assign a name to it. From that point on, choosing **SAVE** will simply update the file to include the latest information. On the other hand, **SAVE AS** saves an existing file under a new name or as a different format to be imported into another program.

1. Click on the **Save** tool (on the standard tool bar).

If you prefer accessing the menu:

**file**

**Save**

The first time you save a file, PowerPoint provides a dialog box prompting you to enter a file name, as shown below:

Letters, numbers and spaces are allowed. Enter 1-255 characters.
Along the left side of the dialog box, PowerPoint displays the **Places Bar** which includes My Recent Documents, Desktop, My Documents, My Computer, and My Network Places. Depending on which version of Windows you are using, you may see “Web Folders” instead of “My Network Places”. These “places” can be used to quickly access specific types of files or storage locations. If you do not want to store your presentation in one of these locations, you will need to save it in a different folder by clicking on the down arrow beside the box labeled **Save in** (across the top of the box) and select a new storage location.

Across the top of the dialog box are a series of buttons, as described below:

- Click on this tool to display previously visited folders.
- This tool moves up one folder level at a time.
- Click on this tool to search the Web for a storage location.
- This button is used to delete an existing file.
- Use this tool to create a new folder.
- Click on the down arrow beside this button to select the type of view for displaying the files.
- Use this tool to access a pull-down menu for advanced saving options (such as mapping network drives and customizing the Web options).

To save the file in another format (such as a previous version of PowerPoint so that someone else can edit the file who has not yet upgraded to this version), click on the down arrow beside the box labeled **Save as type** and select the format from the list.

Enter a name for the file in the box provided and then click on **Save** to actually save the presentation.

**TIP:** *The shortcut key for saving is Ctrl+s.*
Obviously an important part to any presentation is the ability to print the slides you have created.

Click on this tool (located on the standard tool bar) to print the presentation - without accessing the print dialog box.

To open the print dialog box and specify your own print settings, access the following menu:

```
file
Print...
```

![Print dialog box](image)
Printer

At the top of the Print dialog box, PowerPoint displays the currently selected printer. Click on the down arrow beside the current printer to choose from a list of available printers.

Click on the Properties button to access a second dialog box where you can customize the settings for the selected printer.

This section also contains a check box, allowing you to save the print settings to a file which can then be accessed at a later time. This can be useful when you are working on a laptop and are not connected to a printer.

Print range

Use this section to specify which slides are to be printed. You can print All the slides, or just the Current slide. If you had selected several slides while in the Slide Sorter View, you could choose to print the current Selection.

You can also select a Custom Show or specify a list of Slides by typing in the slide numbers to print. Enter the slide numbers separated by commas (4,7,9). If you want to print a range of slides, use a dash to indicate a continuous range (for example, 4-9).

Copies

Use this section to specify the number of copies to print and if you are printing multiple copies of multiple slides, you can choose whether to “collate” the copies.
### Print what

In addition to printing your presentation slides, PowerPoint offers a few other printing items that you may find quite useful.

**Slides**

This is the default option and is used to print the slides.

**Handouts**

If you plan on presenting the audience with some form of handouts, consider using this option. Slides are printed 2, 3, 4, 6 or 9 per page. This makes it easy for them to follow the presentation and to take notes.

**Notes Pages**

Also known as "speaker notes". Each slide is printed across the top of a page, leaving the bottom half blank for "notes". This can be useful for jotting down notes along with the picture so that you know what you want to say.

**Outline View**

This option prints the outline which you can use to give your presentation or to hand out.

---

### Handouts

If you plan on presenting the audience with some form of handouts, consider using this section. Slides are printed 2, 3, 4, 6 or 9 per page. This makes it easy for them to follow the presentation and to take notes.

There is also an area where you can choose whether the slides are printed horizontally or vertically.
A pull-down list towards the bottom of the dialog box offers three color selections, as described below:

- **Color**: Prints the slides in color.
- **Grayscale**: Converts all colors to shades of gray for a black and white printer.
- **Pure Black & White**: Converts all colors to black or white - with no gray shades.

At the bottom of the Print dialog box are a series of check boxes, as discussed below:

- **Scale to fit paper**: This option reduces or enlarges the printout to match the selected paper size. This option does not affect the dimension of the slide within the presentation itself, only the print-out.
- **Frame slides**: Check this box to add a thin frame around the print-outs.
- **Include comment pages**: Check this box to include any comment pages you may have added.
- **Print hidden slides**: If you have created hidden slides within the presentation (so that they don't appear during a slide show), use this option to print them now.

Once you have made your selections, select **OK**.

**TIP:** The shortcut key for printing is **C+p**.
ADDING/DELETING SLIDES

USAGE:
As you develop your presentation, you will obviously need to add new slides, but you may also want to delete a slide.

ADDING A NEW SLIDE

PowerPoint adds new slides after the current slide. Before you add a slide, be sure the slide you want the new slide to come after is displayed. For example, if you want a new slide number 5, the current slide number 4 should be displayed on the screen.

To add a new slide, follow the steps outlined below:

1. Select the slide that should come before the new one.

2. Click on this tool (located towards the far right side of the formatting tool bar at the top the screen).

3. Select the layout for the type of slide you want to add to the presentation from the provided list within the task pane.

TIP: You can also quickly insert a new slide by clicking in the Outline/Slides pane where the new slide should be inserted and pressing the E key.
DELETING A SLIDE

There will be times when a slide is no longer required/wanted in your presentation and, therefore, will need to be removed.

Although you could access the Edit ➔ Delete Slide menu, the quickest method for deleting an unwanted slide is outlined in the steps shown below:

1. Select the icon representing the slide to be removed (from within the outline pane).

2. Press the Delete key once.
WORKING WITH CLIPART

**USAGE:**

If you do not feel comfortable creating your own drawings from scratch, you may decide to use PowerPoint's clipart library. Clipart pictures are ready-made drawings which can be added to a slide.

**INSERTING CLIPART**

To insert clipart, follow the steps outlined below:

1. Click on the **Insert Clipart** tool (located on the drawing tool bar towards the bottom of the screen).

The task pane displays the clip art options, as shown below:

```
Clip Art

Search for: [blank]  Go

Search in: All collections

Results should be: All media file types

Organize clips...
Clip art on Office Online
Tips for finding clips
```
In the box labeled **Search for**, type in the keyword(s) that best defines what type of clip art you are looking for and then click on **Go**.

- **Search in:**
  - All collections

- **Results should be:**
  - All media file types

Use this box to specify which clip art collections should be included in your search.

Use this box to specify what type of media file you are searching for. Choices include clip art, photographs, movies and sound. This can be useful for speeding up and limiting the search for only those file types that are required.

At the bottom of the task pane are some additional clip art items:

- **Organize clips...**
  - Select this option to access a dialog box where you will be able to catalogue your clip art and other media into collections for easy access.

- **Clip art on Office Online**
  - This option connects to the Internet to search Microsoft’s site for additional clip art.

- **Tips for finding clips**
  - Select this option to access additional help on how to locate clip art.
After entering the keyword(s) and then selecting **Go**, the task pane will display the located clip art, as shown below:
Notice the small icon in the lower left of each displayed clip art item. These icons indicate that the clip is not stored directly on your computer and is being retrieved from a different location.

The following icons represent where the clip is coming from:

- ![Icon]
  This icon indicates the clip can be found on your CD-ROM.

- ![Icon]
  This icon indicates the clip comes from Microsoft’s web site.

- ![Icon]
  This icon indicates the clip comes from a Microsoft partner web site and is free to use.

- ![Icon]
  This icon indicates the clip comes from a Microsoft partner web site and is available for purchase.

- ![Icon]
  This icon indicates the clip is unavailable.

- ![Icon]
  This icon will appear in the lower right corner to indicate the clip is an animated gif file.

To actually insert one of the clip art items in your presentation, click on it. The object will be added.

Once the clip art object has been placed in the file, you can manipulate it (e.g., change its size and placement) just as you would any other drawing object.

**REMOVING A CLIP ART ITEM**

To remove an unwanted clip art object from your presentation, simply follow the two steps outlined below:

1. Click on the clip art object to select it.
2. Press “= ”
REDEFINING YOUR SEARCH

If you decide you would like to redefine your search, click in the box labeled **Search for** and enter the new search criteria. When done, click on **Go** a second time.

ADDITIONAL CLIP ART OPTIONS

Once the clip art items are displayed, point to any picture and a small down arrow will appear along the right side, providing the following options:

- **Insert**
- **Copy**
- **Delete from Clip Organizer**
- **Copy to Collection...**
- **Move to Collection...**
- **Edit Keywords...**
- **Find Similar Style**
- **Preview/Properties**

*Insert* Select this option to insert the selected picture in your presentation.
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>Choose this item to copy the selected picture to the Windows clipboard to be</td>
</tr>
<tr>
<td></td>
<td>pasted in another area of your presentation or within another application.</td>
</tr>
<tr>
<td>Delete from Clip Organizer</td>
<td>Select this option to remove the selected picture from the catalogue.</td>
</tr>
<tr>
<td>Copy to Collection</td>
<td>Use this option to copy the selected picture from one collection to another.</td>
</tr>
<tr>
<td>Move to Collection</td>
<td>Use this option to move the selected picture from one collection to another.</td>
</tr>
<tr>
<td>Edit Keywords</td>
<td>Choose this option to edit the keywords that are associated with the selected clip art item.</td>
</tr>
<tr>
<td>Find Similar Style</td>
<td>Select this item to find other clips that are similar in color, shape or style to the selected picture.</td>
</tr>
<tr>
<td>Preview/Properties</td>
<td>Use this option to display a dialog box that provides detailed information about the currently selected picture.</td>
</tr>
</tbody>
</table>

**CLOSING THE CLIP ART TASK PANE**

Once you are done inserting clip art, you can close the clip art task pane by clicking on the button (located in the upper right corner of the pane).
CREATING A SLIDE SHOW

USAGE:

A slide show is a desktop presentation. They are most often used when presenting information to an audience. Slide shows can be instrumental in conveying a message to a group of people. You can connect your PC to an overhead and display the show to a large group. It can run in the background as you speak to the audience or you can add enough special effects that the show itself is sufficient in conveying the point you are trying to make.

Rather than simply showing the audience a variety of slides, adding animation and special effects give the presentation added appeal to hold the audience's attention while still making a dramatic point.

It is possible to control the show using either the keyboard or the mouse. It can be a self-running demonstration or can run interactively with the audience depending on your requirements.

The easiest way to add effects to the slide show is to be working in the Slide Sorter view.

Click on this button (located with the other view buttons along the bottom left side of the screen - just above the drawing tool bar) to access the Slide Sorter view. You can then rearrange your slides by dragging them back and forth to new positions.

ADDING TRANSITION EFFECTS

PowerPoint allows you to add special effects to each slide within the slide show, as outlined in the steps shown below:

1. Select the slide(s) you want to add a transition effect to.
2. Click on the Transition tool (which is located on the formatting tool bar towards the top of the presentation window).
The Slide Transition task pane will be displayed, as shown below:

Scroll through the list of effects and select the one you want to use for the selected slide(s).

As you choose a transition effect, look at the selected slide. PowerPoint will offer a preview of the effect.
4. Speed: Fast
Click on the down arrow besides this box to choose a transition speed. Changing the transition speed can vary the effect displayed.

5. Sound: No Sound
Click on the down arrow besides this box to select the sound (if any) to attach to the slide.

Notice there is also a checkbox to loop the effect. This continues the effect until the next slide is displayed.

6. Select one of the advance methods for the selected slide(s).

- On mouse click
  If you want the slide to advance manually, use this option. Each time the mouse button is clicked, the next slide will be displayed.

- Automatically after
  Select this option if you want to enter the number of seconds to wait before the next slide is displayed.

To review the settings you have just selected, click on the Play button to view the current slide with its transition effects. This is the same as clicking on the button (located just beneath the left side of the slide while working within the sorter view).

**TIP:** To apply the same settings (e.g., display time) to all of your slides, click on the button.

Check the box AutoPreview to instruct PowerPoint to display a preview of the slide as each transition effect is added.
REHEARSE TIMINGS FOR THE SLIDE SHOW

You can rehearse the timing for the slide transitions by accessing the Slide Show → Rehearse Timings menu. You will be taken to the slide show and the Rehearsal tool bar will be displayed:

![Rehearsal Tool Bar]

Notice there are two clocks. The leftmost clock displays the time for the current slide while the rightmost clock displays the time for the entire show.

Click on \[ \rightarrow \] to move to the next slide. Click on \[ \text{II} \] to pause the timer. Click on \[ \rightarrow \] to restart the timer (for the current slide).

PLAYING THE SLIDE SHOW

Once the effects have been assigned, you will be ready to view the slide show, as outlined below:

Select the slide from where you want the show to begin.

Click on \[ \text{Start Slide Show} \] to begin the slide show.

MOVING AROUND WITHIN THE SLIDE SHOW

- Click on this tool (located with the other slide show tools in the bottom left corner of the slide show screen) or click the [LEFT] mouse button to display the next slide.

- Click on this tool to display the previous slide.

CLOSING THE SLIDE TRANSITION TASK PANE

Once you are done adding/editing the slide transitions, you can close the task pane by clicking on the \[ \times \] button (located in the upper right corner of the pane).