

An Introduction to

PowerPoint 2000

**Microsoft's electronic presentation
software**

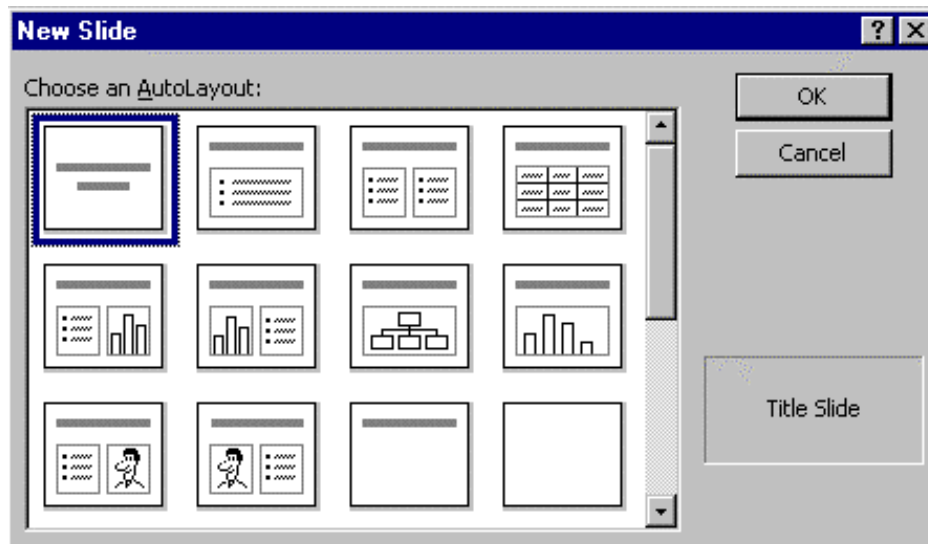
How To Create a PowerPoint Presentation

Starting Microsoft PowerPoint

1. Login to the SCSD1 Computer Network.
2. From the **Start** menu, choose **Programs**, then click on **Microsoft PowerPoint**.
3. Select **Blank presentation** from the PowerPoint startup menu.

Creating a Title Slide

1. From the **New Slide gallery** (below), ensure that the **Title Slide** is selected then click the **OK** button.



2. When the new blank Title Slide is displayed, click in the **Click to add title** box and type in the title of the presentation.
3. Click in the **Click to add subtitle** box and type a subtitle if required. For example, the name(s) of the presenter(s).
4. To format the text style or size, select the text and from the **Format** menu choose **Font**.

The text boxes containing the title and sub-title can be **repositioned** on the slide by clicking on the border of the text box and dragging to its new position.

They can also be **resized** by clicking on the resize handles (white boxes on the border) and dragging them to stretch or shrink the text box.

Adding an Outline Slide

Usually the second slide in the presentation will be an outline of the presentation contents. The best slide type to use for this is a **Bulleted List** slide.

1. From the **Insert** menu choose **New Slide**.
2. From the **New Slide gallery**, highlight the **Bulleted List** slide then click the **OK** button.
3. When the new blank Bulleted List slide is displayed, click in the **Click to add title** box and type the title for the outline slide. For example, Outline, or Contents.
4. Click in the bulleted list area below the title and type the outline headings of the presentation.

Using the scroll bar on the right-hand side of the screen you can move backwards and forwards to view the slides which have been created.

Adding More Slides

More slides can be added in the same way as above and PowerPoint has a large selection of slide layouts to choose from in the New Slide gallery.

When inserted, new slides will always be placed **after** the slide currently being viewed on screen. To add a new slide to the end of the presentation you need to be viewing the **last slide**.

Be consistent and match the titles of your new slides with the outline headings used on the outline slide.

Sorting Your Slides

The order of the slides can be rearranged if they have not been added in the correct order. To do this:

1. From the **View** menu choose **Slide Sorter**.
2. Click on the slide to be moved and drag it to its new position in the sequence.
3. From the **View** menu choose **Normal** to go back to normal view.

Customising the Slide Colours

The colours of the slide backgrounds and text can be customised. To do this:

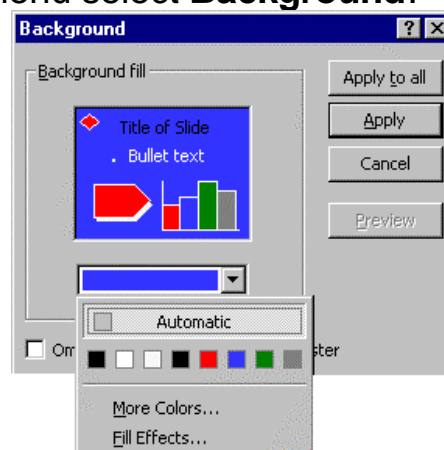
1. From the **Format** menu choose **Slide Color Scheme**.
2. Select a preset colour scheme or click the **Custom** tab and change the individual colours for each part of the slide.
3. Click **Apply to All** to set the colours on all slides.

New slides added will now use the new colour scheme.

Selecting a Background Fill Effect

Rather than using a solid colour for the slide background you can choose a gradient or texture fill effect. To do this:

1. From the **Format** menu select **Background**.



2. From the background colour drop-down list choose **Fill Effects**.
3. For a **gradient** fill effect, select either **One color** (and adjust the shading - dark or light), **Two colors** or **Preset**, then select a **shading style** and one of the **variants**.
4. For a **texture** fill effect, select the **Texture** tab and choose a texture from the gallery.
5. Click **OK**, then **Apply To All** to set the effect on all slides.

Running the Slide Show

1. From the **Slide Show** menu choose **View Show**.
2. Use the left mouse button, spacebar, or right arrow to **advance**.
3. Use the backspace key, or left arrow to **move backwards**.
4. Press **Esc** if you want to stop the slide show before the end.

Adding Pictures

To insert a picture from a saved file:

1. From the **Insert** menu, choose **Picture**, and then **From file**.
2. Locate the picture and click the **Insert** button.

Adding Animation

Animation allows elements on a slide to arrive on screen in a certain way. This is particularly useful for bullet point slides as each point appears independently of the others. To animate all bullet points on your presentation:

1. From the **View** menu choose **Master**, then **Slide Master**.
2. Click in the **Click to edit Master text Styles** text box.
3. From the **Slide Show** menu choose **Custom Animation**.
4. Select an animation category from the **Entry animation and sound** drop-down list.
5. Select an animation **variant** from the second drop-down list.
6. Click **OK**.
7. Click **Close** on the floating **Master toolbar**.

You can animate an individual element on a slide by clicking on the element and selecting **Custom Animation** from the **Slide Show** menu.

When the slide show runs you will see the effects, which will be triggered by each click of the mouse button.

Slide Transition Effects

As well as being able to animate the individual elements on a slide you can also set a transition effect which will animate the whole slide when changing from one slide to the next. To add a slide transition to your presentation:

1. From the **Slide Show** menu, select **Slide Transition**.
2. Select an effect from the **Effects** drop-down menu.
3. Set the **speed** of the effect - slow, medium or fast.
4. Click **Apply to All** to set the effect on all slides.

PowerPoint Designs

Instead of customising your presentation with your own colours and animations, PowerPoint has various pre-defined styles which you can apply to your presentation. To apply a design:

1. From the **Format** menu choose **Apply Design Template**.
2. Select a design then click **Apply**.

Adding Notes

The notes window at the bottom of the screen can be used to enter your own notes for each slide. These notes will not be visible when running the presentation, but can be printed out to be used as cue cards.

If you want to deliver your presentation using a computer and data projector you will need to either book into a room with fixed computer and data projection facilities, or book into a room without fixed facilities and request the facilities from IMS.

Printing

If you wish to print your PowerPoint presentation:

1. From the **File** menu select **Print**.
2. Select the appropriate **printer**.
3. From the **Print What** section specify how you wish to print:
 - Slides** (1 slide per page)
 - Handouts** (2, 3, 4, 6 or 9 slides per page)
 - Notes Pages** (1 slide plus notes per page)
 - Outline View** (Outline structure of the presentation)
3. Select the **range** and number of **copies**.
4. Click **OK** to print.