# PowerPoint



## Core Skills

**Ken Dickinson**

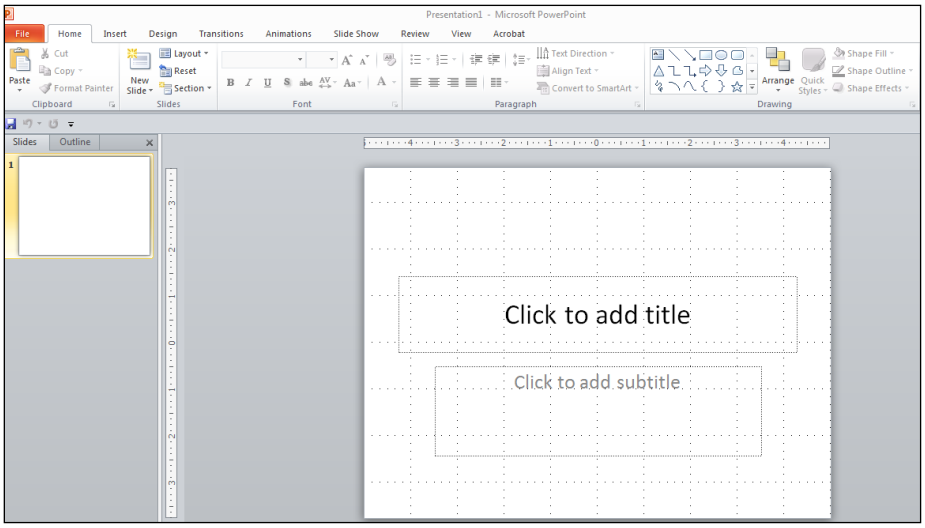
**Bay Area Computer Training**

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# Create A New Presentation

- Once you launch PowerPoint you are presented with a **New Blank Presentation.**



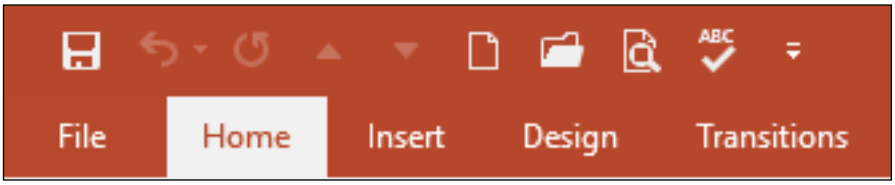

- In the bottom right corner of the screen notice the following toolbar which contains the **Normal View, Slide Sorter View, Reading View** and **Slide Show View**, plus the Zoom In and Zoom Out Slider.



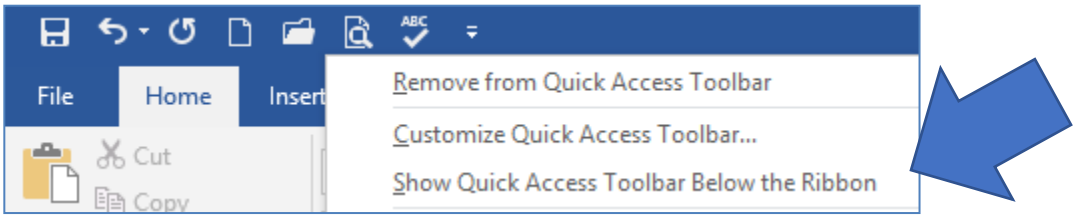

# Normal View

- You are by default in **Normal View**. On the left side of the screen notice the **Slides View** and below the slide the **Notes** View. (Click to Add Notes)
- You will use the **Outline View** to enter the sample slides provided by your instructor. **Select View, Outline View**
- Pressing the **Tab key** demotes text
- Pressing **Shift+Tab** promotes text

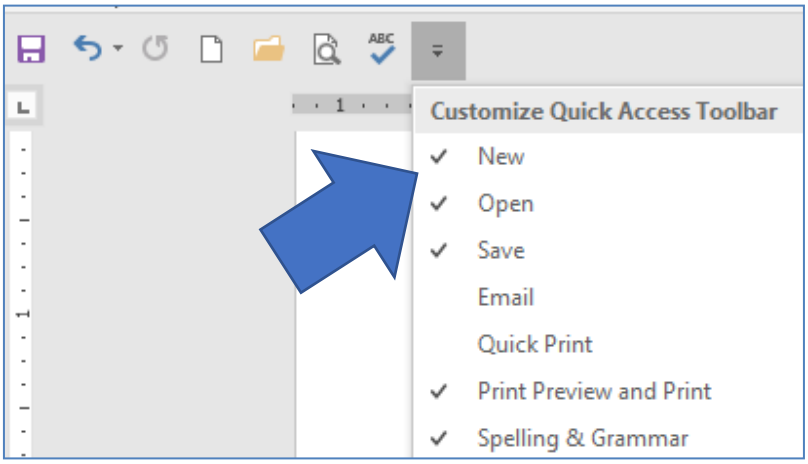
The **Quick Access Toolbar** is **Above** the Command Tabs**.** You can customize this toolbar for easy access to your favorite tools.



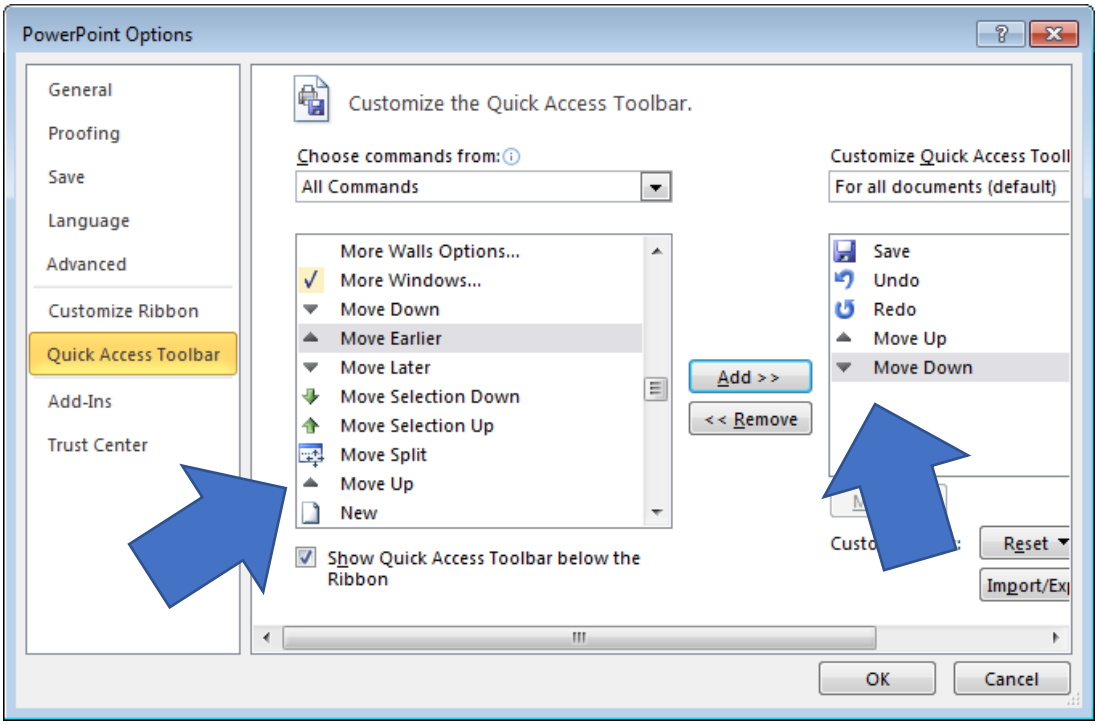

- **Right Click the toolbar** and choose **Show Quick Access Toolbar Below the Ribbon**




Click on the **More button**  and check **New, Open, Print Preview and Spelling buttons** to add in those options to the Quick Access Toolbar.



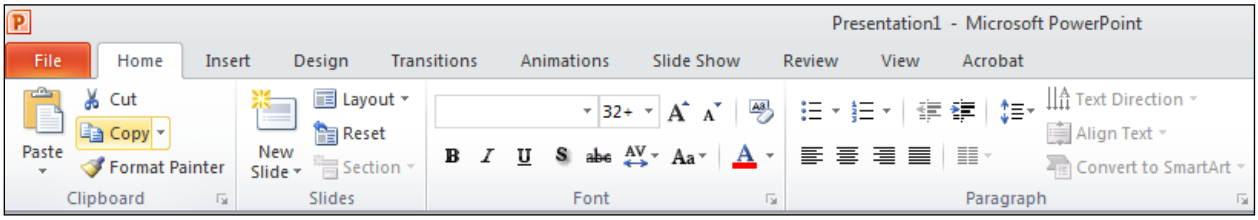
- Right click the **Customize Quick Access Toolbar** and add in the **Move Up** and **Move Down** buttons.




- You can move text up and down the Outline items by clicking the **Move Up and Move Down buttons**

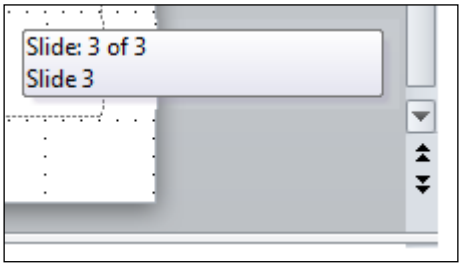
# Home Toolbar

- Highlight text and use the **Home Toolbar** (like Microsoft Word), or **Right Click** to change **Font Type** and **Size**, add **Bold, Italic, Underline**, **Shadow and Color**, **Align Text** and create **Bullets.**

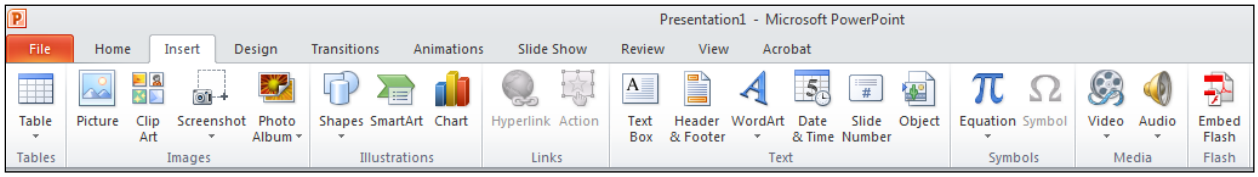


# The Slides View

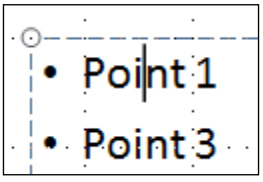
- Change the view back to the **Slide View** to enhance the slides that you have created content for.
- Use the **Next** and **Previous** slide control buttons on the right side of your screen to move from slide to slide, or simply drag on the square scroll button.



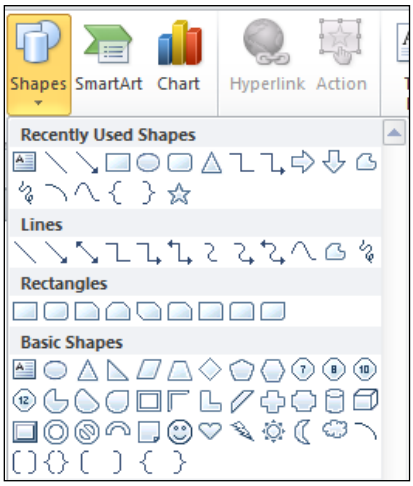

# Insert Toolbar



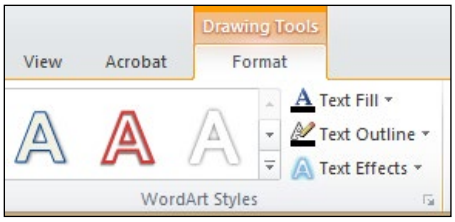

- You will use the **Insert Toolbar**, to enhance the contents of each slide.
- All slide content (text, lines, rectangles, etc.) are referred to as **Objects**. An object has small circular "handles" around it's perimeter, which enable you to resize the object. All objects have properties that can be changed (color, style, thickness, etc.)
- To select an object, **Click** anywhere on its **Perimeter** and notice that the **black (or white) "handles"** appear when it is selected



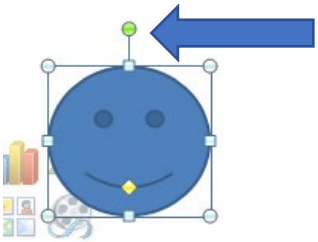
# Shapes




- Use the Shapes Tools to add **Lines, Rectangles, Ellipses, Arcs**, etc.
- Once you have an object selected notice the context sensitive **Drawing Tools Tab Bar** that appears on the right side of the Tab Bars. to add additional effects**.**




- You can also **Click on the Dialog Launcher** to format the object. You can also **Right Click the object**
- To **Rotate** an object, **select** the **Object** and then move over the yellow circle extended off the top of the object.

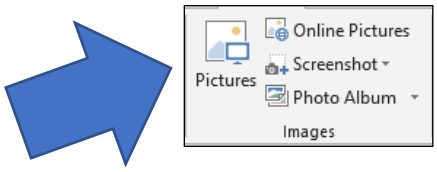


- **Press** and **Drag** to rotate the object.

- If you want to Scale the size of an object while keeping the same proportions. **Press** on one of the **corner handles** and hold down the **shift key** while dragging to resize. This will **constrain the angle** and keep the object in size proportion.

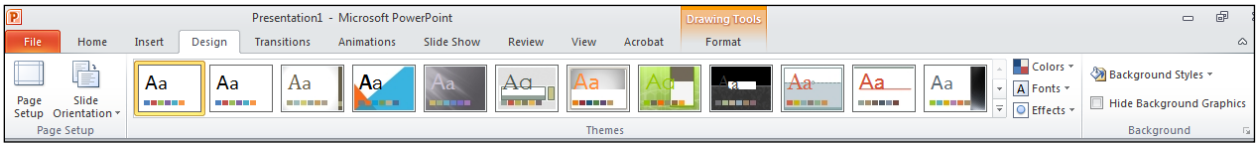
## Pictures and Online Pictures

- Use **Insert, Images, Pictures or Online Pictures etc.** to insert graphic elements to enhance your slide.




## Changing the Look

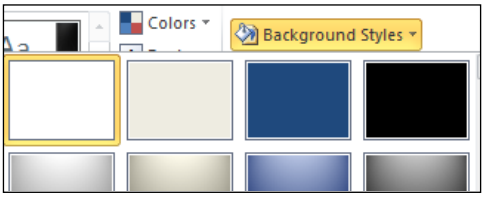
- To quickly change the look of your presentation, (Color, Graphics, etc.) **choose the Design Toolbar and pick a Theme**

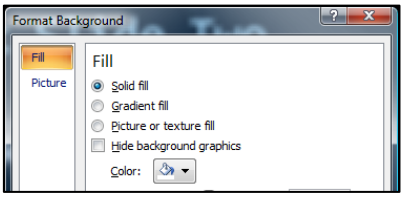



- Click on the **More Button** to show all the available themes



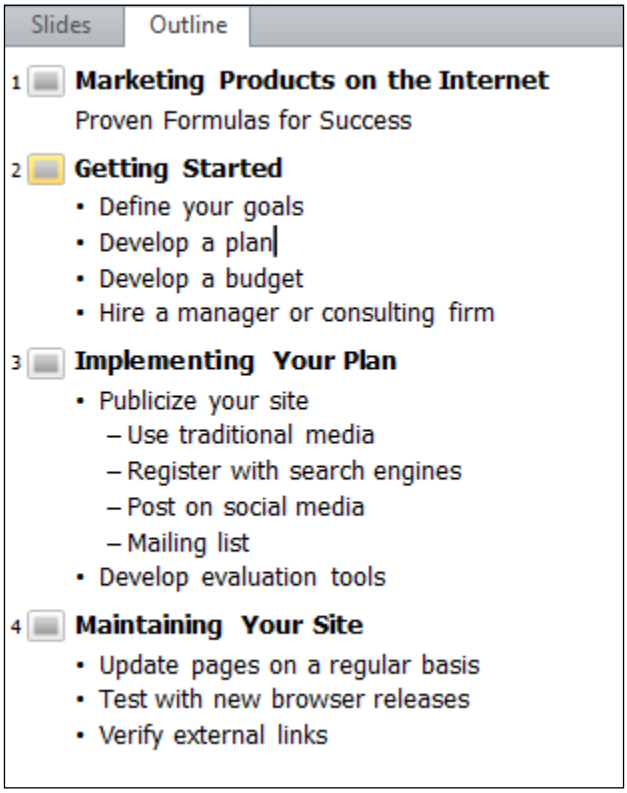
- You can also create your own Background design using gradient color fill options or a photographic image. Choose **Background Style** (select the More button). You can click on **Format Background** to customize the background.



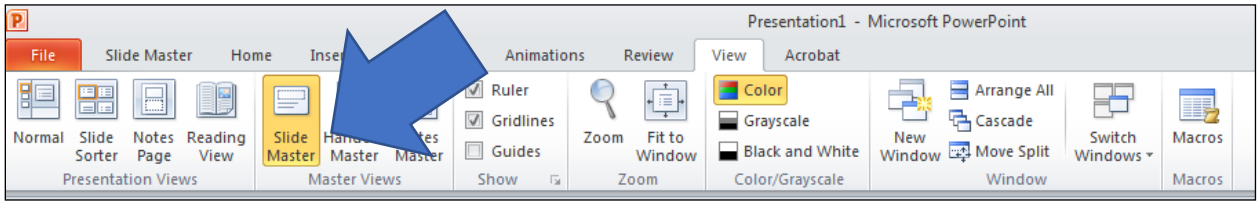
# Review 1

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a graphic of your choice on Slides 2 and 4

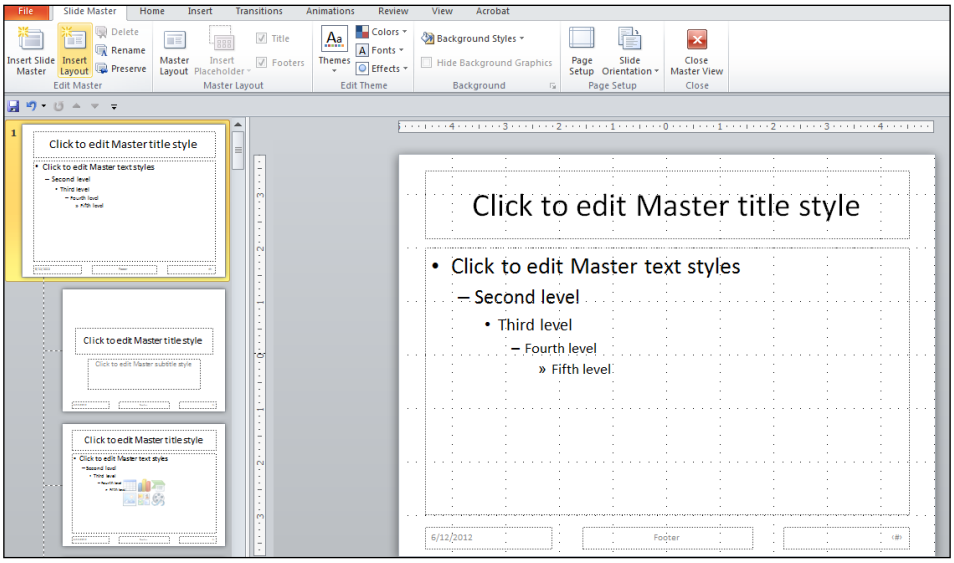


# Slide Master

- The **Slide Master** is used to place repeating information on the slides, outline, handouts or notes. (works like a Header and Footer in a Word Processing Document).
- Make sure you are **not on the Title slide** and then choose the **View, Toolbar** and click on **Slide Master.**

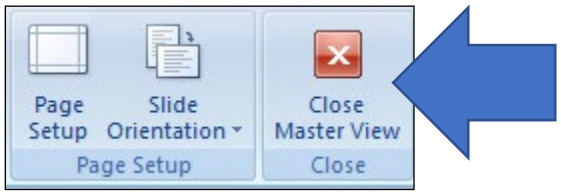



- Notice that a separate **Slide Master Tab Bar** appears on the tab bars at the top of your screen and the different Slide Master Lay outs that appear down the left side of the screen. The Title slide (first slide) always contains a different master layout than the subsequent slides.



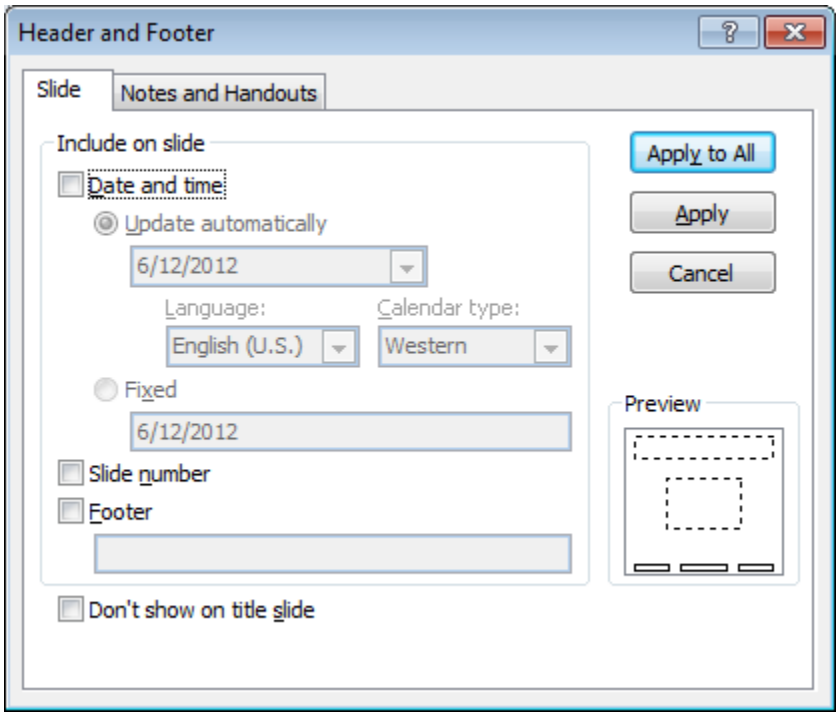

- You can change the Look of the default text (Font, Size, etc.) on each master area by clicking to edit the **Master Title Style** and then choosing a different **Font, Text Size etc**...
- You can **Insert a logo** or **graphic** into the master slide area for example in the bottom right corner.

- To return to Slide, View click on **Close Master View.**



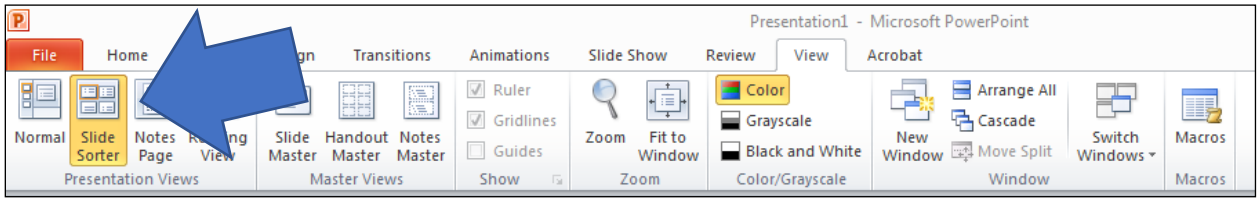

**Note:** You can repeat the above process for the other master areas such as Handouts and Notes.

- To add in a **Footer** (Slide Number, Author, Date, etc.), choose **Insert Tab, Header Footer** and the following screen appears

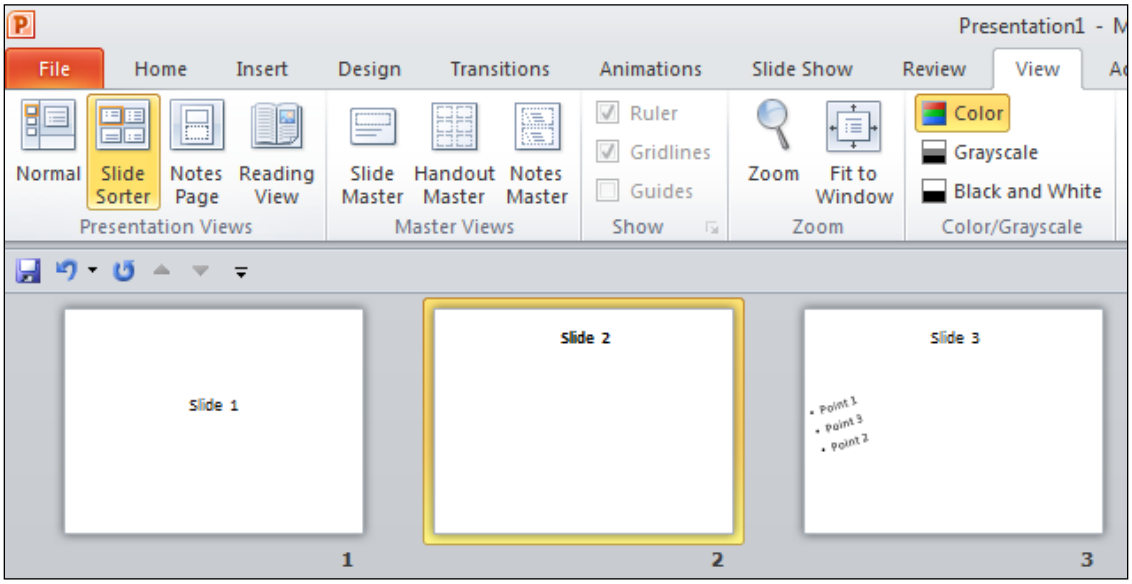



# The Slide Sorter

- Choose **View, Slide Sorter** to see a miniature of each slide, complete with graphics and text.



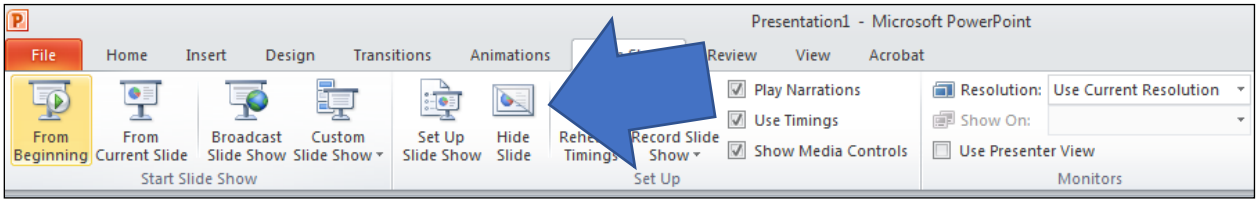
- Working in **Slide Sorter view** is like working with slides on a light table or spreading out the pages of a report, so you can see them all at once. You're able to see how your presentation flows.




- In Slide Sorter view, you can **Reorder Slides** by pressing and dragging the slide to a new position.

# Hiding Slides

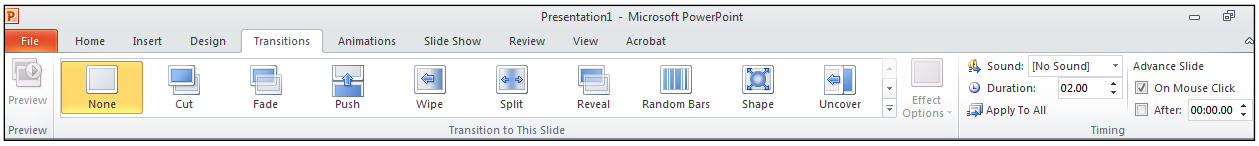
- **To hide** a slide, click on the **Slide Show Toolbar** and then click on the **Slide** to select it and then click on the **Hide Sli**de Button




- To **Un-hide** a slide click on the hide slide button again.
- Hidden slides do not appear when you make the Slide Show Presentation. You also have the option to print them or not in the print dialog box.
- If you are making a timed presentation you can Rehearse your timing by clicking on the **Rehearse Timings** button.

# Slide Transitions

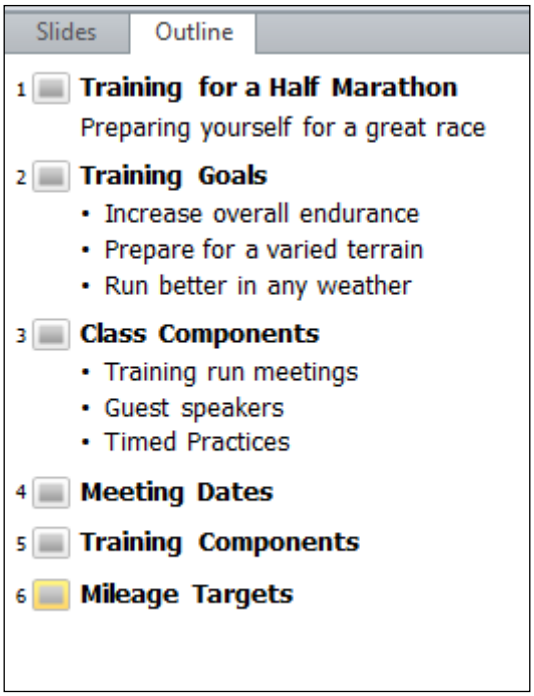
. To control the movement from slide to slide or to control the text appearance on the slide click on the **Transitions Tab Bar**




- Choose a Slide Transition an Effect Option and a Duration and click on **Apply To all** to apply to all slides

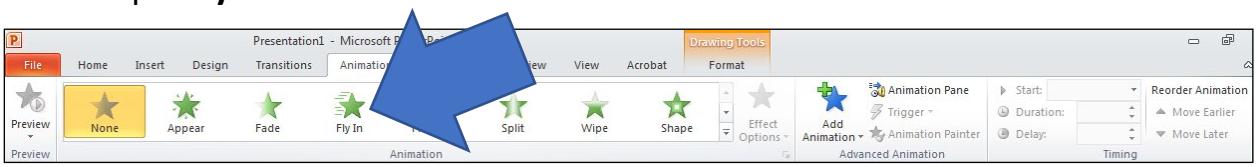
# Review 2

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a logo of your choice on the Master Slide
- Create a Footer with your name, slide number and date
- Place a graphic of your choice on Slide 2
- Create a slide transition of your choice and apply it to all the slides

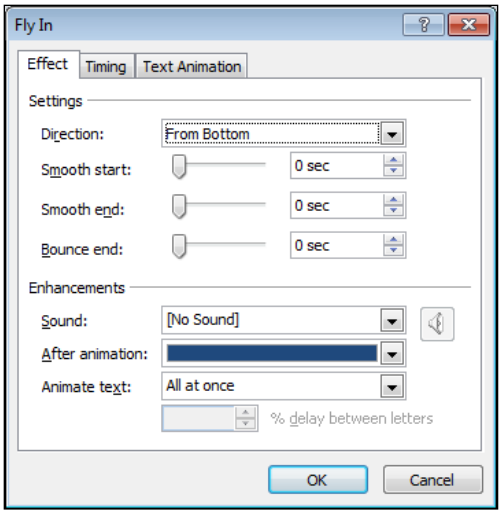


# Custom Animation

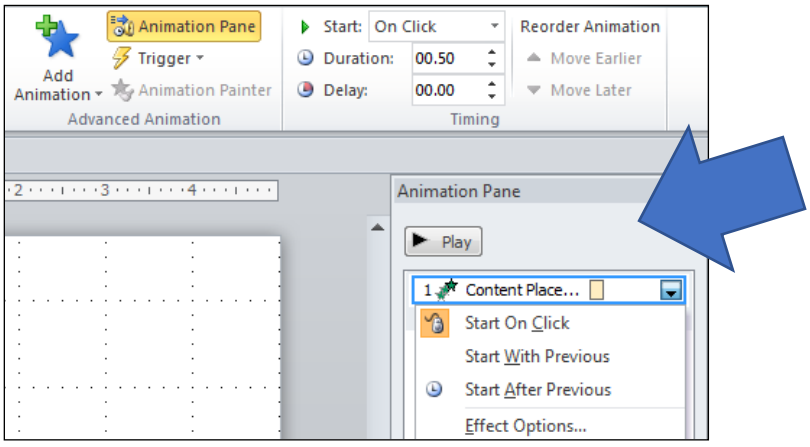
- Return to **Normal View,** click on a slide and select a text box.
- Click on the **Animation Tab** and choose one of the Animations for example **Fly In**.




- Click on the **Animation Dialog Launcher** to add in Additional Effects



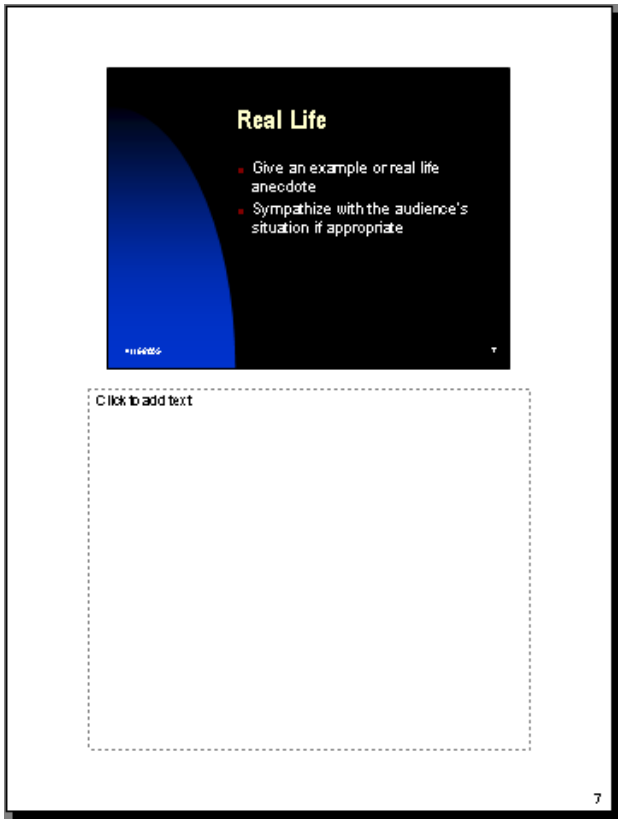

- You can also add in Additional Effects from the **Animation Pane**




- **Change and Modify** your effects under the direction of your Instructor and make notes here, then apply similar techniques to other slides

# Notes

- To create presenter notes, click on **View, Notes Page** and the following split screen appears.

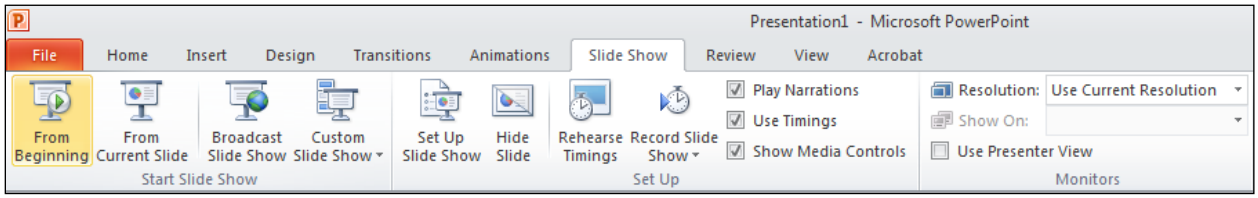



Enter your presenter Notes onto the lower half of this screen.

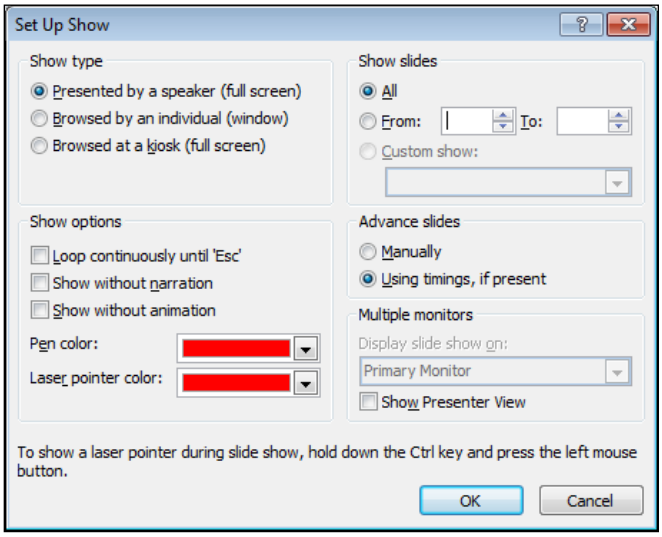
- You can also enter Notes into the Notes window in **Normal View,** where it says **Click to add Notes**

# The Slide Show

- To check the global slide show settings before running the show, from the **Slide Show Tab Bar**



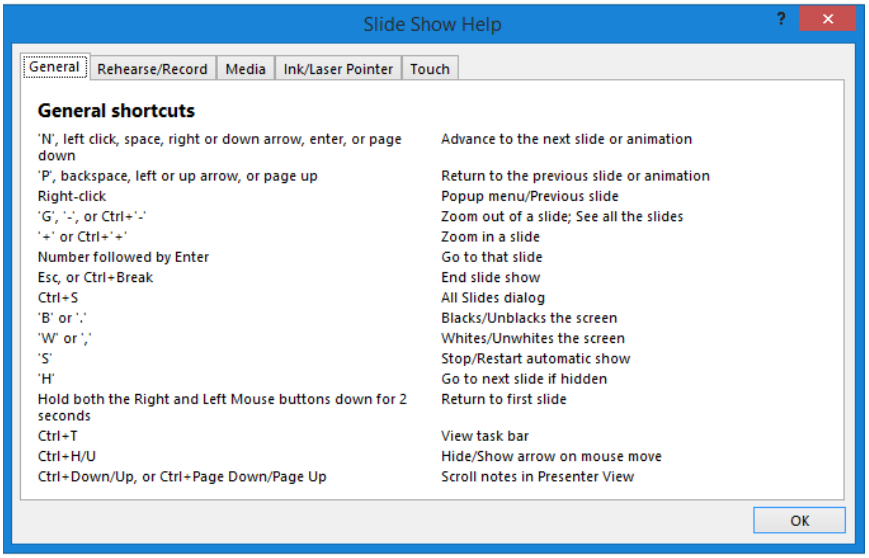
- Click on **Set Up Slide Show…**




- Review these settings with your instructor and make sure that Advance slides is set to **Manually**. Choose **OK** when done.
- Back in Normal View, press **CTRL+ Home** to make sure that you return to slide #1 and then click on the slide show icon to run the show.

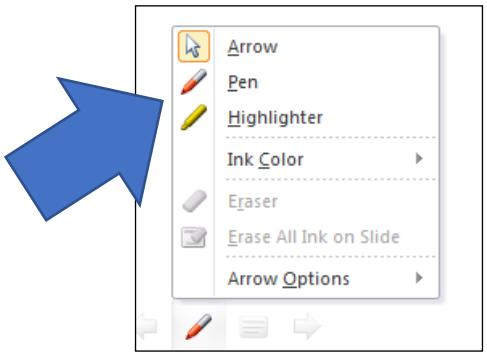
# Slide Show Help

- During the running of the slide show press the **F1 key** and the following screen appears




- Review the settings with your instructor.

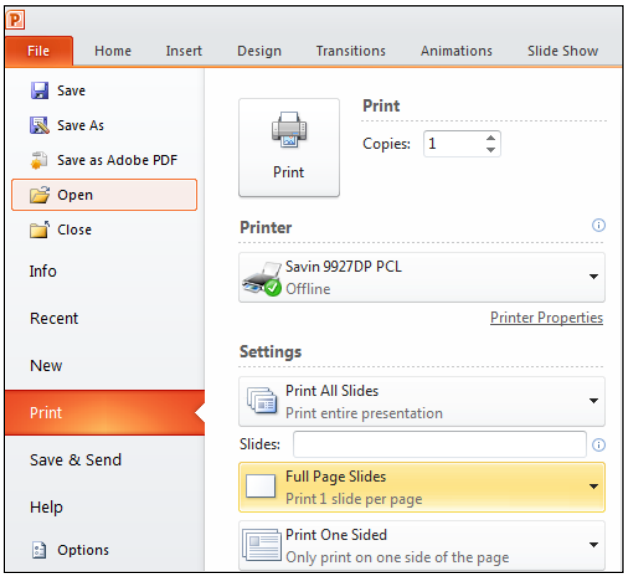
- Also notice that in the bottom left corner of your screen are several icons including a pen icon.
- Click on the **pen icon** and the following list appears.




- Choose **a pen style** and commence drawing on the slide. **Press E to erase.**

# Printing

- To print **Slides, Handouts, Notes and the Outline**, choose **The File Tab and then Print** and the following screen appears.




- From the **Settings** list boxes, select your printing choice for example, **Full Page Slides or Handouts** and then choose **Print** to commence printing

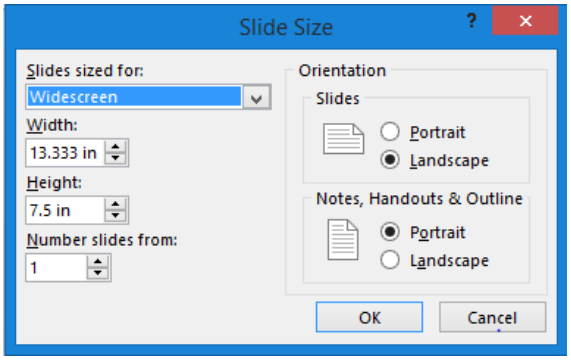
# Review 3

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a logo of your choice on the Master Slide
- Create a Footer with your name, slide number and date
- Place a graphic of your choice on Slide 2
- Create a slide transition of your choice and apply it to all the slides
- Create a custom animation for the bullets on Slides 3 and 5
- Print Handouts 3 up with room to write



# Slide Setup

- You can change the Slide Setup Settings for your slide show presentation by choosing **Design, Slide Size, Custom Slide Size**. The following dialog box appears.



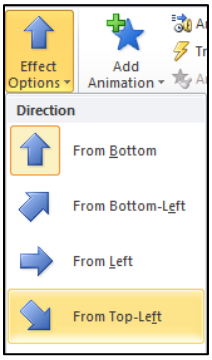

- Notice the different resolution settings that you can set for the actual slide show. It is now popular to set up Slides sized for (16:9)

# Animating Graphics and Objects

- You can animate graphics, sounds, movies, and other objects on your slides, so you can focus on important points, control the flow of information, and add interest to your presentation.
- In **Normal View**, **Slides** select a **Graphic**

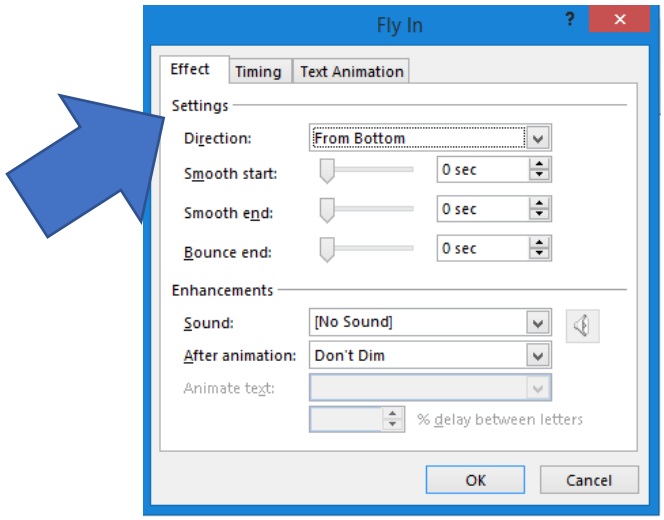



- Choose an **Effect Option** to control the direction of the Animation.




- Click on the **Animation Dialog Launch Arrow** to activate the Fly In

- You can change the **Effect, Timing and Text Animation** of the selected object.

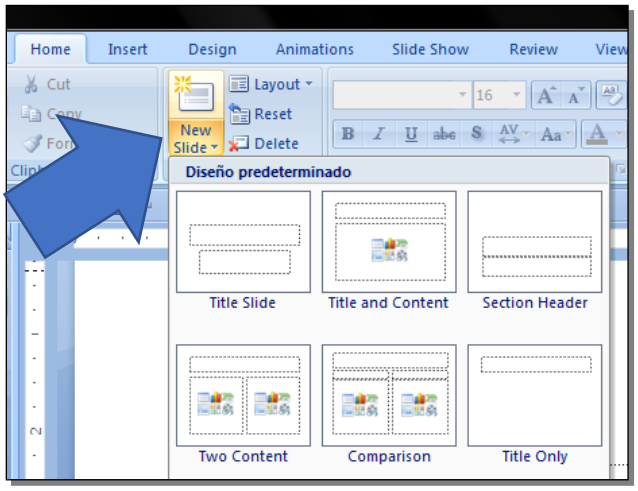



# Adding Hyperlinks in a Presentation

- You can add a conventional hyperlink to your presentation to branch out to a website by using **Insert, Hyperlink, Hyperlink to URL**

# Adding or Changing the Slide Layout

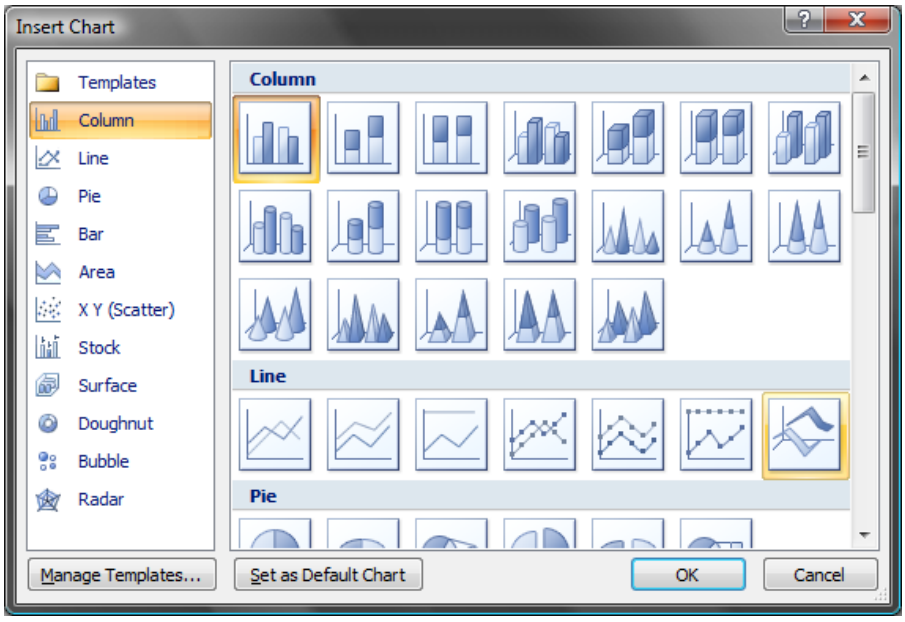
- Return to the **Home Tab** and choose **New Slide**




- Select a **Slide Layout** from the **Choices Presented**. You can also click on **Layout** to change the layout of an existing slide.

# Inserting A Chart into A Slide

- From a Blank Slide choose **Insert, Chart** and the following screen appears.



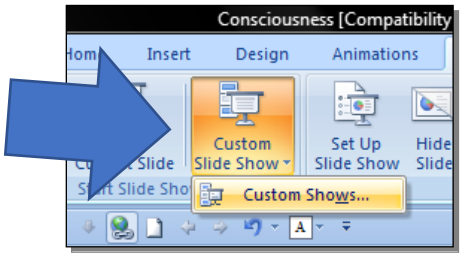

- The Chart is built from an **Excel Spreadsheet** that appears alongside your PowerPoint Presentation.
- You can change the chart from the **Chart Tools** which have been added to the Tab Bar to the **right of the View Toolbar**.
- There are many other objects that you can Insert into your slide. Explore them under the direction of your Instructor.

# Custom Shows

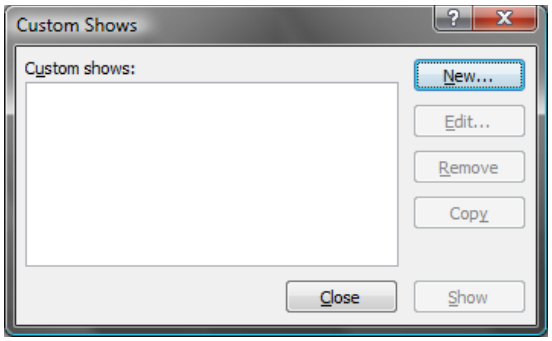
In your presentation, you can create mini-presentations that are tailored for different audiences. Each presentation contains a core set of slides, and the Custom Shows feature keeps track of multiple versions of that presentation, eliminating the need to maintain numerous versions.

Because PowerPoint tracks the slide identification of specific slides in a custom show, you can freely reorder slides or add slides to the core presentation without the fear of ruining any custom shows you defined previously.

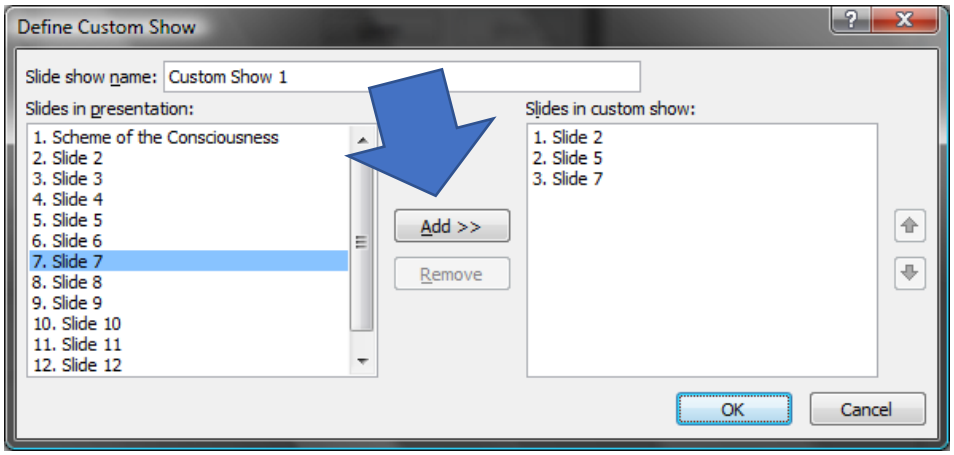
- To Create a custom show, click on the **Slide Show, Custom Slide Show**, Custom Shows.




- The following dialog box appears.




- Click on **New** and select the slides you would like in your custom show. Add them to the **Custom Show**




- To change the order in which slides appear, **select a slide**, and then click one of the **arrows** to move the slide up or down in the list.
- Type a name in the **Slide show name box,** and then click **OK**.
- Select the name of the show in the **Custom Shows dialog box**, and then click **Show**.

# Review 4

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a logo of your choice on the Master Slide
- Place a graphic of your choice on Slide 4
- Create a Footer with your name, slide number and date
- Create a Sales Chart for Slide 2 and place it alongside the data
- Create a slide transition of your choice and apply to all slides
- Create a custom animation for the bullets on Slides 3 and 5
- Print Handouts 3 up with room to write



# Review 5

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a logo of your choice on the Master Slide
- Choose appropriate pictures for 3 of your slides
- Create a Footer with your name, slide number and date
- Create a slide transition of your choice and apply to all slides
- Create a custom animation for the 3 pictures that you placed



# Review 6

- Create the following PowerPoint Presentation using Outline Mode.
- Choose a Design of your choice
- Place a logo of your choice on the Master Slide
- Choose appropriate pictures for your slides
- Create a Footer with your name, slide number and date
- Create a slide transition of your choice and apply to all slides
- Create custom animations of your choice for your presentation

