Microsoft PowerPoint 2003

Tips For A Well Organized Presentation

1. Use the Outline tab in the left pane to organize your presention before dealing with the aesthetics.
2. Design your presentations to gain the group's attention.
3. Be sure to inform your audience of the purpose of the presentation.
4. Divide large amounts of information for improved visual clarity and learning.
5. Maintain a frame-to-frame design consistency or the illusion of consistency.
6. Provide a "wait-time" between topics to help listeners make sense of what they heard and to ask questions.
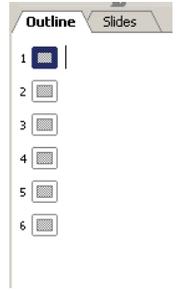
The Opening Window

When PowerPoint is first opened, it defaults to the opening window which has four different areas or panes.

1. The Left Pane: has the Slides Tab which is a thumbnail view of the slides your are working on and can be used to navigate through your slides. There is also an Outline Tab. This area is used to type in most of your text.

2. The Slide Pane: which defaults as a title slide. Here you type directly on the slide with the placeholder. This is a box with a dashed border where your text resides. Placeholders are also used for titles, lists or regular paragraphs and other content such as pictures or charts.

3. The Notes Pane: This is the area to type any of your speaker notes or other information you want to keep about the presention. You can drag the borders of any of these panes to make the areas bigger.

4. The Right Task Pane: This is used to access several different menus and is very useful feature that is new to PowerPoint 2003. The drop down arrow shows all the available menu choices.
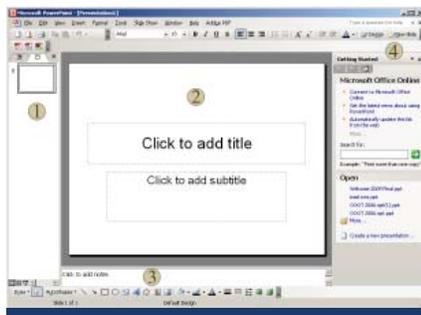
Building Your Presentation In the Outline Tab

1. Select the Outline Tab in the left pane.
2. Place the cursor to the right of the slide icon.
3. Type in a title for your presentation and hit Enter. Note a new slide appears. But we want to put in a sub-title.
4. Hit the Tab key to type in your sub-title. DO NOT HIT ENTER at this point.
5. Use Ctrl + Enter to advance to the next slide. If it is not a bullettd text slide use the Right Task Pane to choose your Slide Layout.
6. On the second slide type in a title and hit Enter.
7. To create a sub-title, use the Tab key to indent to the first level. There are five levels available but it is a good idea to only use up to three.
8. Type in your sub-title and hit Enter. Note you are still at the first level of indentation.
9. To add a sub sub-title, just use the Tab key again to indent in one more level.
10. To decrease your indent, use Shift + Tab. This can be used to back out from any level of indentation, all the way to a new slide.
11. Continue practicing using the Tab and Shift + Tab commands and make several slides with various levels of indentation.

Organizing Slides in the Outline Tab

When PowerPoint is first opened, it defaults to the opening window which has four different areas. Having typed in your outline, you may wish to re-organize the order of slides, including titles and sub-titles. This can be done in the outline view as long as your presentation is not too large (under 20 slides).

1. Place the cursor over the thumbnail icon of the slide you wish to move.
2. Press and hold the left mouse button.

3. Notice that all parts of the slide come highlighted (titles and sub-titles).

4. While still holding the mouse button, drag the slide to the new position. Note the solid line that appears. This represents the slide.

5. Release the mouse button once you decide the new location.

6. You can also manipulate the indentation levels: hold and drag a slide to the right or left and notice the line is now vertical. By moving to the left or right you can change the indents and even change a sub-title into a title on another slide.

Using the Slide Sorter

Use the Slide Sorter when sorting a presentation that has more than twenty slides.

1. Open the Slide Sorter using the Slide Sorter View at the bottom left menu (the icon with the four boxes).

2. Close the Right Task Pane for more room. Note the precentage in the top menu. You can change this to show more slides. Change the precentage to 33%.

3. To move an individual slide: click and hold the desired slide and drag it to the new position. Release the mouse button once you've placed the slide in it's new position.

4. To move a series of slides: carefully drag your mouse over the slides to be moved or click the first slide then hold down the Shift key and click the last slide in the series. Let go of the mouse or Shift key, then grab the highlighted slides and drag to new position.

5. To move out of sequence slides: click a slide, hold down the Ctrl key while selecting any other slides. Release the Ctrl key, then click any of the highlighted slides and drag to new position. Note that the slides move in their original sequence.
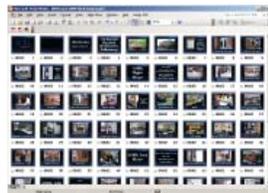
Inserting Clipart

Using clipart in PowerPoint is similar to using it in Word. You will be able to re-size and rotate your clipart within PowerPoint

1. In the Outline Tab, place your cursor on the slide you wish to insert clipart.

2. Go to >Insert, >Picture, >Clipart or if your right task pane is already open, use the drop down arrow and select Clipart.

3. In the 'Search for' box, type in Computer and click Go. You will see a selection of computer clipart.

4. Place the cursor over an image and note the information on the clipart. This includes the catergories PowerPoint has filed this clipart under.

5. By clicking the image, you will insert it onto the slide selected in the Outline Tab.

6. Note the drop down arrow and the choices available.

7. To resize your clipart: grab one of the corner handles and drag to the desired size.

8. To rotate: grab the green dot, your cursor changes to a curved arrow, now drag around to rotate.

9. To delete clipart: select the clipart and use the Delete button.

Inserting Images From a File

Similar to inserting clipart, but using your own images from a disk or folder on your computer.

1. In the Outline Tab, place your cursor on the slide you wish to insert clipart.

2. Go to >Insert, >Picture, >From File and browse to the location of your file.

3. Edit your image as you would a piece of clipart.

Applying a Slide Design

A Slide Design contains the styles in a presentation, including the type and size of bullets and fonts; placeholder sizes and positions; background design and fill color schemes; and a slide master and optional title master

1. From the Right Task Pane, use the drop down arrow and select Slide Design.

2. The Slide Design pane has several sections: Used in this Presentations, Recently Used, Available for Use and Browse. At the bottom is a link to the Microsoft Website for more Slide Designs.

3. Click on the desired design to apply it to all slides of your current presentation.

4. In this version of PowerPoint, you can actually have more than one Slide Design. This is not necessarily a good thing . However, if you have one slide that has a very important message, you can apply a different Slide Design to make it stand out.

Using the Notes Pane

As you build your presentation, you can type notes for each slide for yourself or notes that can be printed and handed out to your audience. Notes are not visible during a presentation.

1. Type any notes in the Notes Pane in the normal view. Caution: you can type an unlimited number of notes in the pane, but they will not all fit on a page.

2. To view your notes page, select >View, >Notes Page. Each Notes Page includes your notes and a picture of the slide.

3. To create more room for notes: In the Notes View re-size the slide by dragging one of the handles on the slide and then doing the same for the text box with your notes.

4. You can draw or add pictures to your notes only in the Notes Page View.

5. To print your notes see Printing.

Saving Your Presentation

PowerPoint can save your presentation as several different file types. Go to >File , >Save As, >Save As Type to make your selection.

1. PPT - this is the normal way to save a PowerPoint presentation as an editable file.

2. POT - this is a PowerPoint Template file. You can create your own Slide Design by customizing the background, fonts, font color and size then save as a PowerPoint Template file. If you save this in the same location as the other Slide Designs, you will be able to see it in the Slide Design list.

3. PPS - this is a PowerPoint Slideshow. By saving your file as a Slideshow, it will become just a Slideshow that can not be edited. Anyone with the PowerPoint Viewer (download free from Microsoft) may view this slideshow without having Microsoft PowerPoint installed.

4. A complete Slideshow or selected slide can be exported as a GIF, JPG or Tif file.

Printing Your Presentation

PowerPoint gives you several choices under Print What in the print menu.

1. Slides: prints a slide per page under this setting. Great for printed Transparency slides.

2. Handouts: allows you to print 1, 2, 3, 4, 6 or 9 slides per page. Handouts 3 is very popular as it not only has three slides per page but lines next to each slide for notes.

3. Notes Page: prints your notes.

4. Outline View: prints just the Outline Tab View. Great for bulleted text.
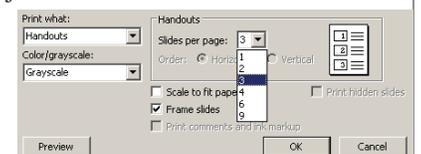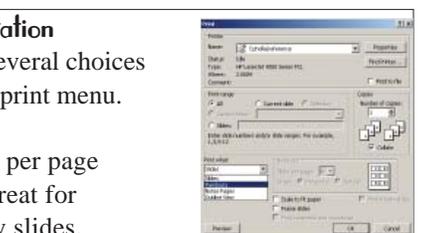
Now What?

One of the main things about any Microsoft product to remember, is that there are more than one way to do the same thing. As you use PowerPoint more, you may find better ways for you to do the same things mentioned in this brochure. Do whatever works best for you.

1. To Run your presentation: press F5.

2. To Stop your presentation: press ESC.

3. To advance to the next slide: press ENTER or click the mouse.

4. To go to slide number: type the number and press ENTER.

5. To display a white screen or return to the slide show from a white screen: press W.

6. To display a black screen or return to the slide show from a black screen: press B.

Quiz Yourself

1. The Notes Pane at the bottom of the powerpoint window is the only place you can type and work with notes?
   True
   False

2. If typing a bulleted list, in what pane do your type your text?
   a. the slide pane
   b. the outline tab
   c. the notes pane

3. While using the Slide Sorter, how do you enlarge the thumbnails?
   a. hold ctrl + spin the mouse wheel (if available)
   b. change the percentage at the top menu
   c. either of the above

4. In a large presentation (over 20 slides), the best way to organize the order of the slides is to use the drag method in the Outline Tab.
   True
   False

5. In PowerPoint 2003 can you apply more than one Slide Design to your presentation?
   Yes
   No

6. Would you apply a different Slide Design to just one slide? and if so, why?

7. Which handout option do you choose if you want the handout to have room for audience notes?
   a. three slides per page
   b. one slide per page
   c. notes pages

8. Of the following methods, would you not use to insert clipart?
   a. go to Insert, Picture, Clipart
   b. use the right task pane's drop down menu and select Clipart.
   c. cut & paste from another program

9. Is there more than one way to view/start a slideshow?
   Yes
   No

10. How many manes are in the PowerPoint window?
    a. 1
    b. 2
    c. 4
    d. 5

11. You can only use slide designs made by Microsoft with PowerPoint.
    True
    False