

A QUICK TOUR OF POWERPOINT

2

Suppose you need to create a set of charts by the end of the day, but you have never used PowerPoint. Don't panic—just by reading this chapter, you'll learn the most important things you need to know about creating a presentation in PowerPoint. One of the things you might discover is that learning the mechanics of PowerPoint really isn't that hard—it's no wonder that many millions of people use the product. However, you might also discover that learning how to create an attractive and effective presentation is an altogether different challenge—it's no wonder that so many people create so many bad-looking slides.

After taking the quick tour in this chapter, you'll be able to create bulleted lists and charts, format your slides, print them, run an onscreen slide show, and use the Outline and Slide Sorter views to reorganize a presentation.

You'll also learn how to use simple animation, and when to use it effectively.

This chapter gives you the bare-bones information—for details, turn to the referenced chapters. To create presentations that are not overdone and that will not embarrass you takes lots and lots of practice!

Launching PowerPoint

You can launch PowerPoint in a number of ways, depending on how your system is set up. But just about every user can start the program by doing this:

To launch PowerPoint:

- ◆ Click the Start button, point to or click All Programs, click Microsoft Office, and then click Microsoft Office PowerPoint 2003 (**Figure 2.1**).

PowerPoint opens, with the Getting Started task pane in the right column (**Figure 2.2**).

The task panes are important elements introduced in PowerPoint 2002. Click the arrow at the top-right corner to see some of the other task panes that are available (**Figure 2.3**).

You will be using some of the other task panes regularly, so take a look at how they work (**Figure 2.4**). To access task panes when they are closed, simply select View > Task Pane.

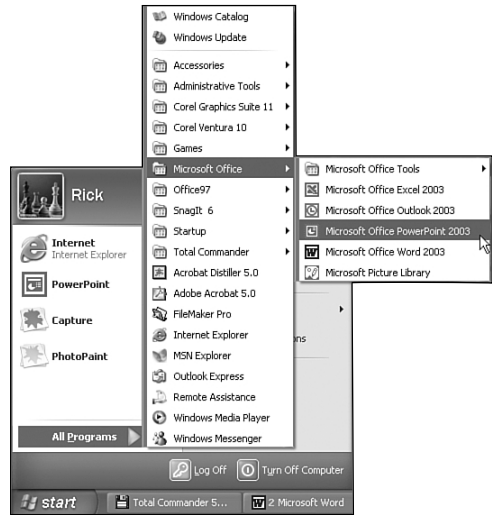


Figure 2.1 Choose Microsoft Office PowerPoint 2003 from the All Programs menu.

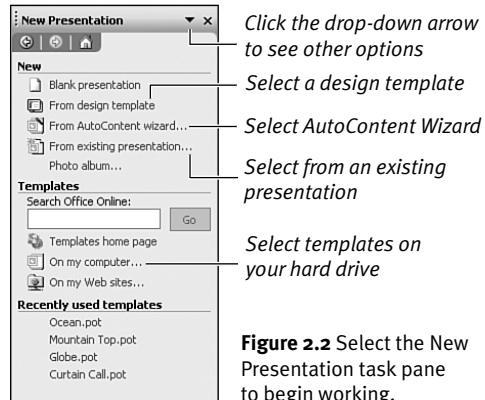


Figure 2.2 Select the New Presentation task pane to begin working.

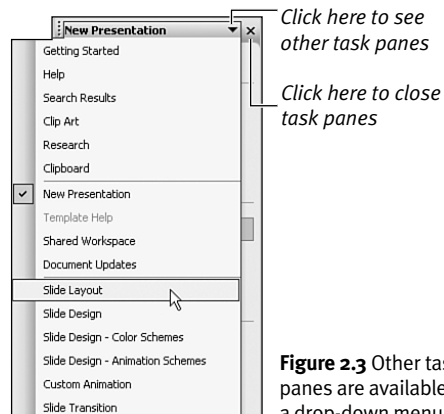
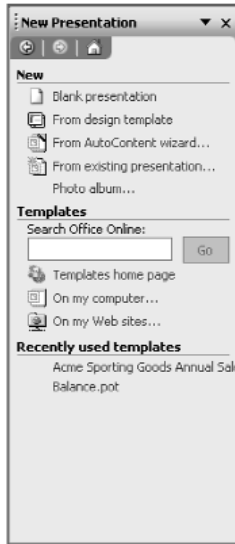
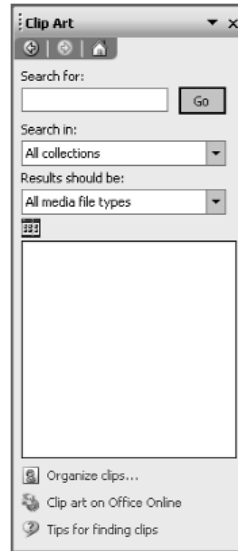


Figure 2.3 Other task panes are available from a drop-down menu.

New Presentation



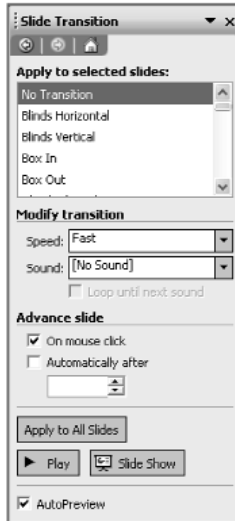
Clip Art



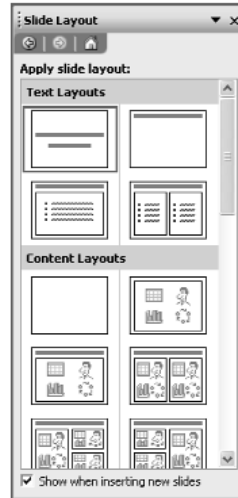
Custom Animation



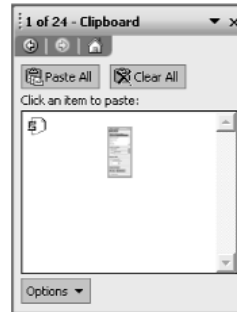
Slide Design



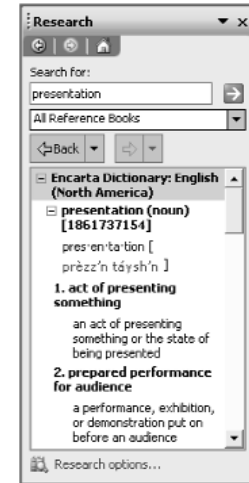
Slide Transition



Slide Layout



Clipboard



Research

Figure 2.4 The task pane system opens many formatting options.

Choosing a Template

A template controls the look of your presentation—the colors, the format, the graphics placed on each slide. It can even include content. PowerPoint comes loaded with dozens of templates, and there are literally tens of thousands available in the user community, many for free.

To choose a template:

1. When you open PowerPoint, the Getting Started task pane appears in the right column.
2. Choose the New Presentation task pane from the drop-down arrow at the top of the task pane (**Figure 2.2**) and choose From Design Template.
3. Browse the Available for Use section. You can also click Browse at the very bottom of the task pane to navigate your hard drive or network drives for more templates.
4. Select the Design Templates tab (**Figure 2.5**).
5. When you find a template you like (like Ocean.pot), right-click and choose Apply to All Slides (**Figure 2.6**).
To learn more about templates, see Chapter 12, “Making Global Changes.”

✓ Tips

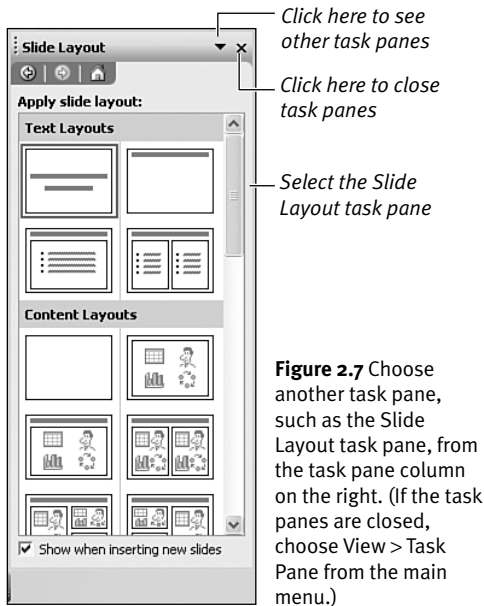
- Content options and the AutoContent Wizard give you suggestions regarding the text and design of your slides.
- You can start with a Content or Design template and customize it for your own use by using the techniques in this book.
- You can use any presentation file as a template for creating another, including presentations that you have already created. Just click Browse to find it.



Figure 2.5 Choose a template for a new presentation from the Design Templates window.



Figure 2.6 You can apply a new design to one slide, a few selected slides, or to all slides.



Choosing a Layout

PowerPoint offers various layouts to help you define and place the elements you want on a slide, such as a bulleted list, a chart, a table, or an organization chart.

To choose a layout:

1. Choose a layout from the Slide Layout task pane. If task panes are not open in the right column, choose View > Task Pane and then choose the Slide Layout task pane (**Figure 2.7**).
2. Click the desired layout to apply it to the current slide.

✓ Tip

- With the Slide Layout task pane, you can request a new slide and a specific layout together. Pick the desired layout, click the drop-down list, and choose Insert New Slide. PowerPoint creates a new slide with that layout.

Creating a Bulleted List

A bulleted list is one of the most common slide types used in presentations. It helps organize your information into short, understandable segments. When you create a new bulleted list slide, the text and title areas display placeholders surrounded by dotted lines.

To create a bulleted list:

1. Choose Insert > New Slide, click the New Slide button on the toolbar, or press the hotkey Ctrl+M.
2. From the Slide Layout task pane, choose the Bulleted List layout (**Figure 2.8**).
3. Click the title placeholder and type the title of your bulleted list.
4. Click the text placeholder and type your bulleted text (**Figure 2.9**). Follow these simple rules:
 - ▲ Press Enter to type another bullet.
 - ▲ Press Tab to “demote” the bullet to the next level down.
 - ▲ Press Shift+Tab to “promote” the bullet up one level.

Note in **Figure 2.9**: When typing bullets, PowerPoint assigns a dark background to the typing area to make it easier for you.

✓ Tips

- To change the bullet shape, choose Format > Bullets and Numbering. See Chapter 3, “Creating Text Slides,” for more information.
- If you change the Navigation pane on the left to Outline view, you can enter bulleted text there or directly onto the slide.

If you don't see the options you want, use the scrollbar

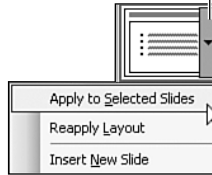


Figure 2.8 Choose a layout as you create a new slide. To see the layout options, move the mouse over the icon. If you don't see the layouts, click the options arrow.

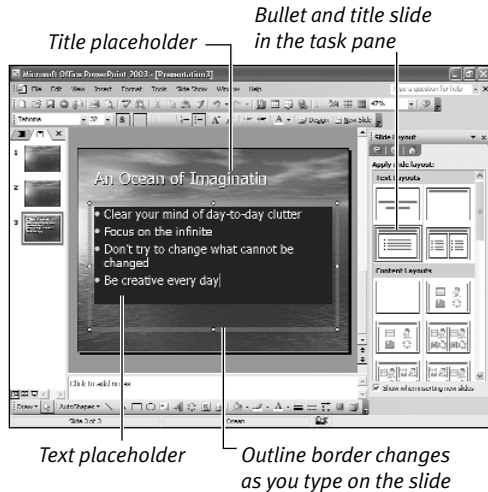


Figure 2.9 Select a bullet and title layout for a new or existing slide, and a bulleted list slide will appear before any text has been added.

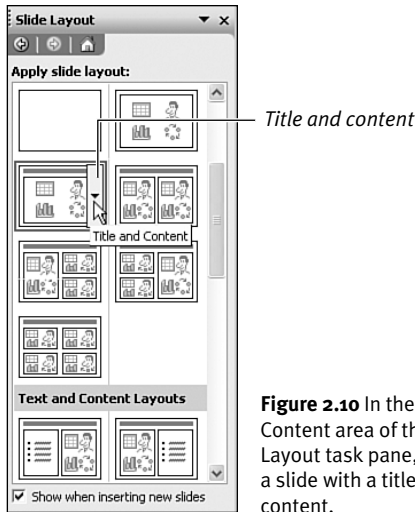


Figure 2.10 In the Content area of the Slide Layout task pane, locate a slide with a title and content.



Figure 2.11 Add a title to your slide.



Figure 2.12 Click the little image of the bar chart in the Content box.

Creating a Chart

Instead of showing your audience columns and rows of numbers, use a chart to illustrate your data graphically. PowerPoint offers a wide variety of chart types—line, column, area, and pie are a few examples.

When you create charts in PowerPoint, you actually use the Microsoft Graph program, included with Office.

To create a chart:

1. Click the New Slide button on the toolbar, or choose Insert > New Slide (Ctrl+M).
2. From the Slide Layout task pane, select the Title and Content layout (**Figure 2.10**).
3. Click the title placeholder and type the title of your chart (**Figure 2.11**).
4. Click the small bar chart in the Content box (**Figure 2.12**).

continues on next page

5. You can now enter your data into the Microsoft Graph datasheet. As you do, watch the chart change interactively (**Figure 2.13**).

Note that you have to delete the sample data in the datasheet and replace it with new data in order to see the chart change.

6. To close the datasheet and view the chart, click the “x” in the datasheet window, or just click outside the chart on the slide.

Your chart with new data is now in the slide’s content placeholder (**Figure 2.14**).

✓ Tips

- Chart remembers if the datasheet was visible from your last editing session, and if it was, it redisplay the datasheet. If not, click the View Datasheet button.
- Sometimes double-clicking a selected object doesn’t work because you are still in Microsoft Graph. Just press the Esc key and reselect or try again.
- If you erase over existing data, make sure to delete columns that were used in the sample data but not in your chart. Otherwise, Chart might consider that column part of the chart. To delete a column, place your cursor in a cell in that column, right-click, choose Delete, and choose Entire Column.

Labels in this column will be part of the legend Data window Title placeholder

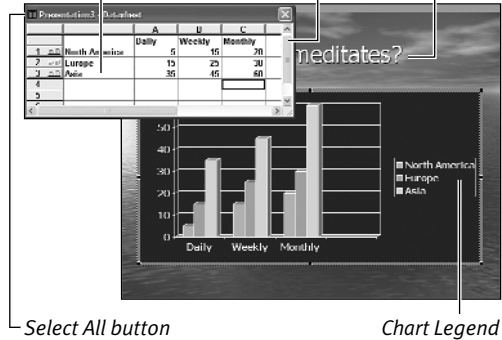


Figure 2.13 A new slide with a sample bar chart appears, as well as a datasheet with sample data. Enter your chart data in the datasheet.

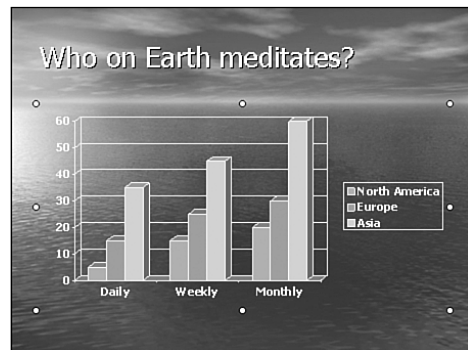


Figure 2.14 When you have revised the datasheet and title, you have a new slide with a chart like this one.

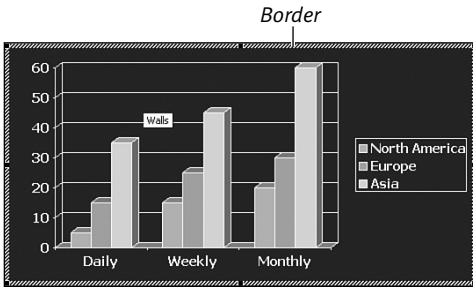


Figure 2.15 The border around this chart indicates that you are in Microsoft Graph.

Select a chart type... ...then choose a sub-type

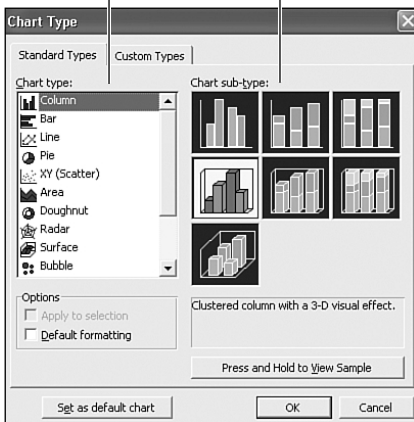
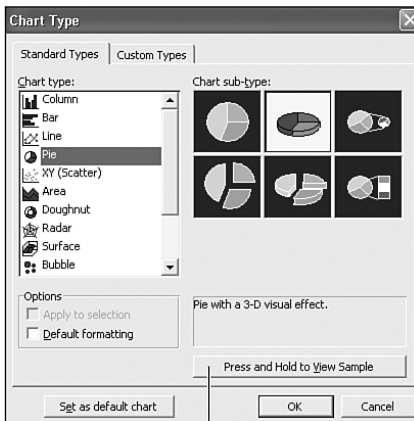


Figure 2.16 Select a chart type from this dialog box.



Click here and hold to see how the data will look

Figure 2.17 Select another chart type to change the view of the data.

Choosing a Chart Type

To format a chart, you must still be in Microsoft Graph. To determine whether you are in Graph, look for a border with diagonal lines around the chart (**Figure 2.15**). If you aren't in Microsoft Graph, double-click the chart placeholder.

To change the chart type:

1. While working in Microsoft Graph, choose Chart > Chart Type. The Chart Type dialog box appears (**Figure 2.16**).
2. To change the chart, choose a different type and sub-type (**Figure 2.17**).
3. Click and hold the Press and Hold to View Sample button for a preview of the new chart type.
4. Your data will appear in the new chart type instead of the placeholder. If it meets with your satisfaction, click OK.

✓ Tips

- You can select the chart type either before or after you fill in the datasheet.
- All relevant charting commands are on the shortcut menu (the right-click menu) as well as on the Chart menu.
- If you use one type of chart frequently, you can make it the default by clicking Set as default chart (**Figure 2.17**).

Formatting a Chart

To format an element on a chart, just double-click to select the chart and then double-click the item you want to format. The appropriate Format dialog box will then appear. For example, suppose you want to place the legend at the bottom of the chart.

To format the legend:

1. Working in Microsoft Graph, point to the legend with the mouse; you will see a ToolTip indicating that you are about to select the legend (**Figure 2.18**).
2. Double-click the legend to display the Format Legend dialog box (or right-click and choose Format Legend).
3. Select the Placement tab (**Figure 2.19**).
4. Choose the Bottom radio button.
5. Click OK.

Figure 2.20 shows the chart with the legend placed at the bottom.

See Chapter 5 for information on formatting charts. See Chapter 6 for information on formatting pie charts.

✓ Tips

- Some of the chart elements are so close together that it is difficult to select the one you want. To make sure you have selected the element you want, read the ToolTip that appears when you point to an element.
- Many chart elements have sub-elements, and it may be difficult to select only the part of the chart you want to change. For instance, after clicking on the legend to select it, click again on one of the categories within the legend to select just it. Now, any formatting you do will be applied just to that one category.
- To move a legend, just drag it to a new location with your mouse.

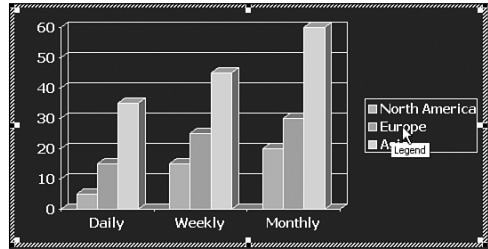


Figure 2.18 When you point to an object, a ToolTip appears with the name of the object.

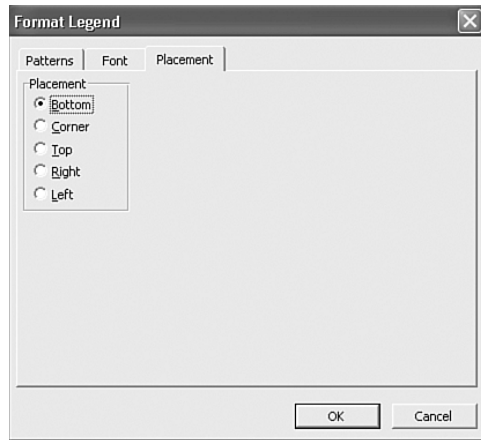


Figure 2.19 Choose a placement option from the Placement tab of the Format Legend dialog box.

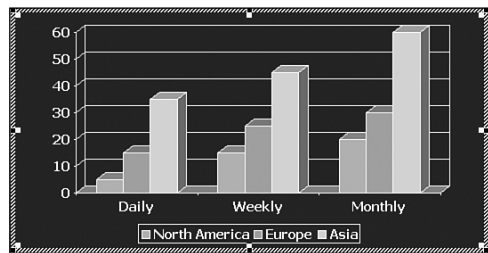


Figure 2.20 The legend now appears at the bottom of the chart.

- To exit Microsoft Graph, click the slide outside of the chart placeholder.
- To reload Microsoft Graph, double-click the chart on the PowerPoint slide.

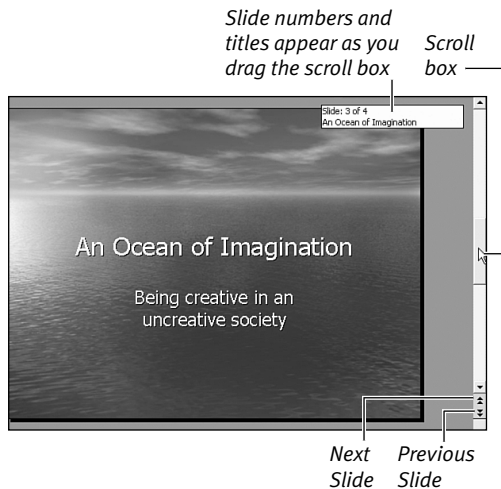


Figure 2.21 Use the scroll bar to go to other slides in the presentation.

Table 2.1

Navigation Keys	
TO MOVE TO	PRESS
Next Slide	Page Down
Previous Slide	Page Up
First Slide	Ctrl+Home
Last Slide	Ctrl+End

Navigating a Presentation

The status line at the bottom of the PowerPoint window indicates the current slide number. The slide numbers and titles also appear as you drag the vertical scroll box (**Figure 2.21**). In Slide or Normal view, you can use the keyboard commands listed in **Table 2.1** to display other slides in the presentation.

You can also use the Next Slide and Previous Slide buttons on the scroll bar. Use the following guidelines when navigating with the scroll bar:

- ◆ Drag the scroll box to the top of the scroll bar to go to the first slide.
- ◆ Drag the scroll box to the bottom of the scroll bar to go to the last slide.
- ◆ Drag the scroll box up or down to go to a specific slide.

✓ Tips

- In Normal view, you can scroll through the outline or the slide thumbnails and click the slide title you want to see in Normal view.
- In Normal view, the scroll bar will be to the left of the task pane unless you close the pane.

Saving, Opening, and Closing Presentations

The commands for saving, opening, and closing presentations are on the File menu.

To save a new presentation:

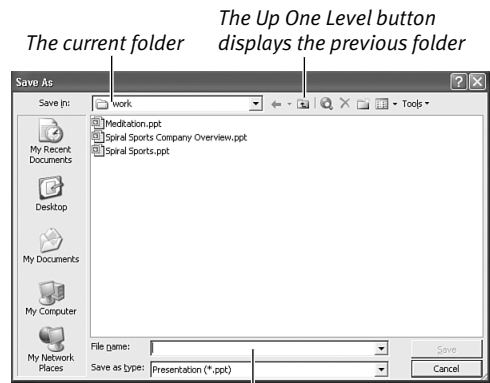
1. Choose File > Save As (Ctrl+S), or click the Save button on the toolbar. With a new, untitled presentation, Save and Save As function the same.

The Save As dialog box appears (Figure 2.22).

2. Type a descriptive name in the File Name text box.
3. If necessary, choose a different disk or folder by navigating the dialog box as you would any standard Windows file dialog.
4. Click Save.

✓ Tip

- You can do this entire operation from the keyboard, if you prefer (it's often faster). Press Ctrl+S to invoke the Save As dialog box; if necessary, type the path into the File Name box (like c:\my documents\pres), press Enter, type the filename, and then press Enter.



Enter the filename here

Figure 2.22 Saving a presentation.

To open an existing presentation:

1. Choose File > Open, or click the Open button on the toolbar.
The Open dialog box appears.
2. If necessary, choose a different disk or folder by navigating the dialog box as you would any standard Windows file dialog.
3. Click the name in the list and click Open.

To close the current presentation:

- ◆ Choose File > Close (Ctrl+F4), or click the Close Window button (the X) in the presentation window. (Of the two Xs at the top-right of the application windows, the lower one closes the current presentation and the top one closes all of PowerPoint.)

✓ Tips

- The names of recently opened presentations appear at the bottom of the File menu. To open one of these files, just click the name.
- When saving presentations, don't use names like "My Presentation." Instead, name your files so you will remember what they contain. Presentation file-names can be many characters long and contain several words.

Printing a Presentation

Before showing your final presentation to an audience, you may want to print the slides on paper so you can see and correct any mistakes or use them as handouts for your audience.

To print a presentation:

1. Choose File > Print (Ctrl+P).

The Print dialog box appears, shown in **Figure 2.23**.

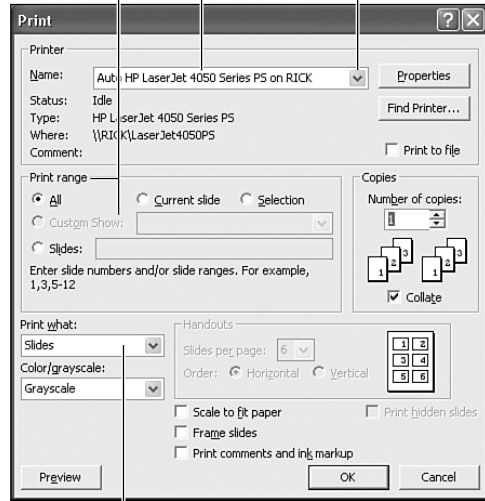
2. Select the range to print.
3. In the Print What box, make sure Slides is selected.
4. Click OK.

See Chapter 16, “Presentation Output,” for more information on printing a presentation.

✓ Tips

- You can also print by choosing the Print button on the toolbar. However, this button does not display the Print dialog box. It prints the range last specified, and it doesn't give you a chance to change your print range.
- If you don't have a color printer, you might want to choose Grayscale or Pure Black and White from the Color/grayscale drop-down menu.
- You can preview your print output in various formats in Windows by selecting File > Print Preview.
- Printing successfully from PowerPoint with all of its options often involves trial-and-error. If you own Adobe Acrobat, test your printouts by printing to Acrobat (PDF) files. It is faster and doesn't waste paper.

Be sure to select Current printer *Click here to select a different printer*



To print full-page slides, make sure the Print What option says Slides

Figure 2.23 Select options from the Print dialog box.

Using Normal View

PowerPoint's Normal view has a view of the current slide, an area for notes, the task pane on the right, and the Slide Thumbnail/Outline pane on the left (**Figure 2.24**).

To use Normal view:

1. Choose View > Normal or click the Normal View button at the bottom of the window.
2. Work on the current slide in the slide pane (the main part of the view).
3. Click the Notes pane and type any speaker notes pertinent to the current slide.
4. To display a different slide, click its title in the Outline pane, or navigate to it with the scroll bar or the Page Down and Page Up keys. (You could also select the slide's thumbnail.)

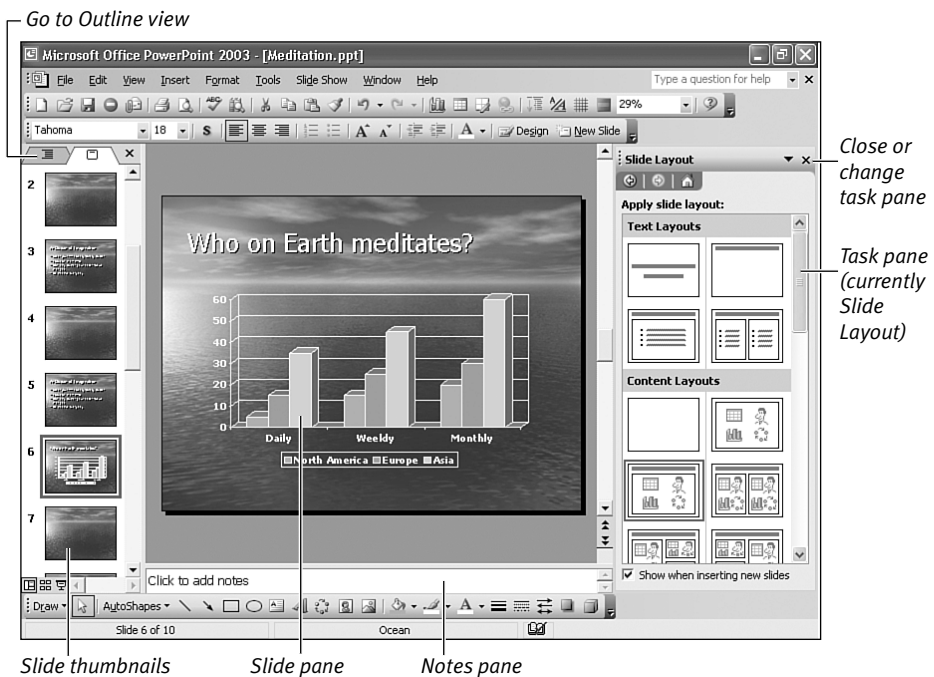


Figure 2.24 Use Normal view to display three window areas: the slide, the Notes pane, and the Outline/Slide Thumbnail pane.

Using the Outline Pane

The Outline pane in Normal view (**Figure 2.25**) displays an outline of your presentation that includes the slide titles and any main text, such as bulleted items.

With the Outlining toolbar, you can hide or collapse part of the outline so that you see only the slide titles. Outline view is ideal for seeing the textual structure of your presentation and for quickly adding bullets to existing slides or an entirely new slide of bullets. For reordering slides, it is easier to use the Slide Thumbnails or Slide Sorter view.

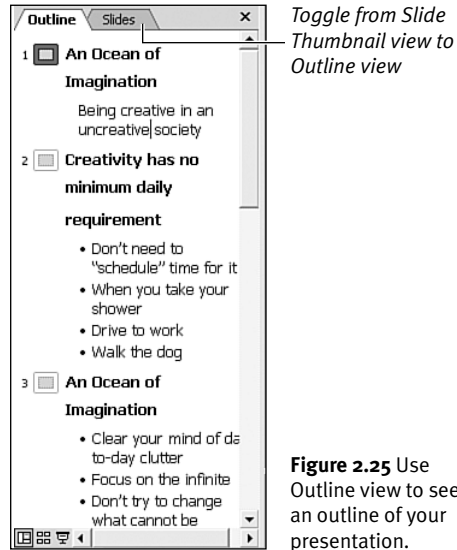
To use the Outline pane:

1. Select Normal view and click the Outline tab on the Outline/Slide Thumbnail pane.
2. If the Outlining toolbar is not displayed, choose View > Toolbars > Outlining (**Figure 2.26**).
3. To display only the slide titles, click the Collapse All button on the Outlining toolbar.
4. To redisplay the entire outline, click the Expand All button.
5. To display or hide text formatting, click the Show Formatting button (**Figure 2.27**).

See Chapter 13, “Working in Outline View,” for more information about Outline view.

✓ Tip

- To move a slide, select it by clicking the icon in front of the slide title. Then, click the Move Up or Move Down button until the slide is in its new position, or simply drag it into place in the Outline pane.



Toggle from Slide Thumbnail view to Outline view

Figure 2.25 Use Outline view to see an outline of your presentation.

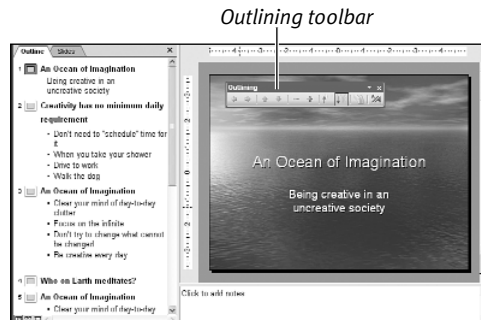


Figure 2.26 The Outlining toolbar provides options for creating outlines directly in PowerPoint.

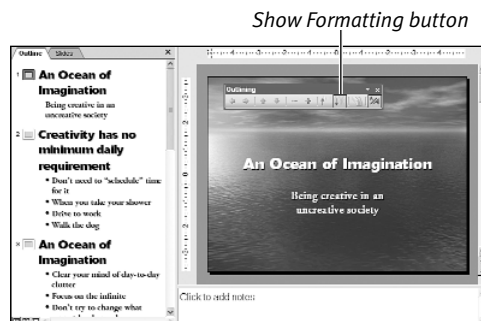


Figure 2.27 The Show Formatting choice displays text formats in Outline view.

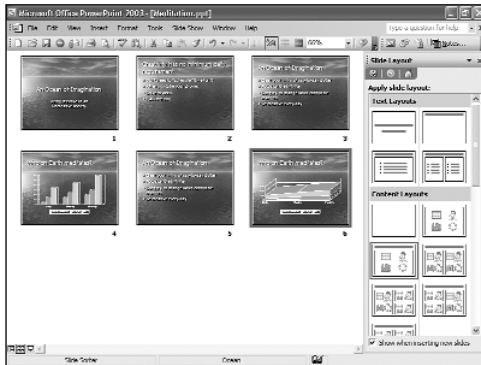
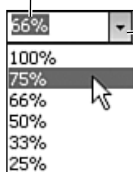


Figure 2.28 You can see miniatures of your slides in Slide Sorter view.

Click in the Zoom box
and type any percentage
up to 100%...



...or click the arrow and
choose a percentage

Figure 2.29 You can zoom in and out while in Slide Sorter view.

Using Slide Sorter View

Slide Sorter view (**Figure 2.28**) gives you the big picture of your presentation. In this view, you can easily reorder, delete, or duplicate slides. The size of the slides in Slide Sorter view can be controlled in the Zoom drop-down, shown in **Figure 2.29**.

To use Slide Sorter view:

1. Choose View > Slide Sorter or click the Slide Sorter View button.
2. To see more slides but less detail, choose a lower zoom percentage in the Zoom field.

See Chapter 14, “Working in Slide Sorter View,” for more information on Slide Sorter view.

✓ Tips

- To move a slide, drag it to a new location.
- To return to Normal view, double-click any slide.
- To select more than one slide, hold down the Shift button while clicking on slides. To select noncontiguous slides, hold down the Ctrl button and click the slides.

Using Transitions and Animation

Transitions and animations are more advanced functions, but they can be very helpful even now, as you are just getting started.

Unobtrusive slide transitions can keep the eyes of your audience on the screen between slides. A simple animation, like a fade or wipe, can introduce your slide elements as you get to them without being too flashy or annoying.

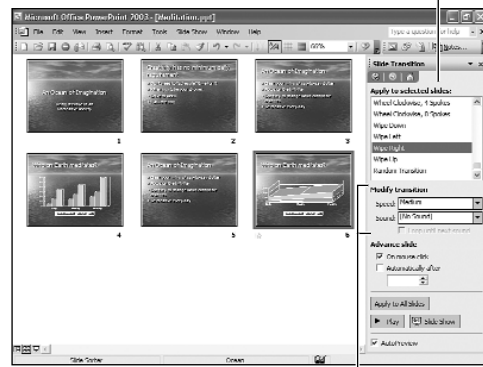
To use transitions or simple animation:

1. Click the Slide Sorter View button.
All your slides will be displayed as thumbnails (**Figure 2.30**).
2. To quickly add transitions to all of your slides, choose Select All or click Ctrl+A; then choose a transition from the Slide Transition task pane.
You will see a preview of the effect on the selected slides.
3. To add an animation scheme (for example, having all elements fade in, one at a time), you can select the slides in Slide Sorter view and choose the animation scheme from the Slide Design – Animation Schemes task pane (**Figure 2.31**).

✓ Tips

- Animation schemes are divided into three categories: subtle, moderate, and exciting. You could apply exciting effects to all of your bullets...please don't, lest your audience might think they took a wrong turn and ended up at the circus.
- Animation schemes are complete packaged sequences. (You will learn about customized animations in Chapter 15, "Producing a Slide Show.")

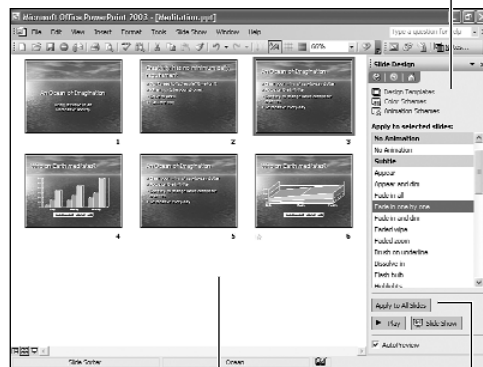
Click one to apply to selected slides



Slide Transition task pane

Figure 2.30 In Slide Sorter view, you can quickly add transitions to selected slides.

Choose an animation scheme



Select your slide here

Apply to all slides

Figure 2.31 Add an animation scheme to one slide or to all of them.

Viewing a Slide Show

A slide show displays each of the slides in the presentation in sequence in full-screen view. For a large audience, you can project the slide show from a laptop's video output, saving you the time, cost, and trouble of producing 35mm slides (to say nothing about losing out on any animations you have created).

To view a slide show:

1. Choose View > Slide Show, or press F5.
2. To view the next slide, press the space-bar, the Page Down key, the right-arrow key, the down-arrow key, or just click the left mouse button.
3. To cancel the slide show, press Esc.
See Chapter 15 for additional information on slide shows.

✓ Tips

- Editing mode and presentation (Show) mode are completely separate. During a slide show, all editing menus and toolbars are invisible and unavailable.
- To preview a slide show starting with the current slide, click the Slide Show button at the lower-left of the application window.
- To run a slide show directly from Windows Explorer or My Computer, without launching PowerPoint, just right-click the presentation's filename and choose Show from the shortcut menu.
- During a slide show, practice advancing to the next slide or element with the right arrow key, and going to the previous slide with the left arrow key.
- During a slide show, experiment with the right-mouse click to display the Shortcut menu. This gives you the option of marking up your slide or going to any slide by title.

