

Starting Powerpoint 2000 (Windows)

When you create a new presentation, you're prompted to choose between:

Autocontent wizard

Prompts you through a series of questions about the context and content of your presentation—not really very useful for educational situations.

Template

Offers a choice of templates with complementary background, colors, typefaces and sometime effects.

Blank presentation

Essentially a really plain template - white background, black text, no graphics

Open an existing presentation

Brings up a standard Windows dialogue for opening files. A list of your recently used files is displayed and you can just select from that list.



If the box labeled "Don't show this dialog box again" has been checked previously, you will just get a "Title" layout in a Blank presentation. In that case, you can choose a template by selecting Apply Design Template from the Format menu.

For the Basics workshop, select Template

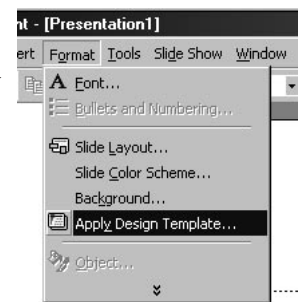
A selection of predesigned templates is offered.

The three small buttons at the top right of the window give the choice of viewing the list in the Windows '95 icon, list or details view.

There are various installation options. The standard installation only installs certain templates, but displays all the templates available on the CD in the dialogue box. If you select one that has not been installed, it prompts you to install additional templates for which you will need the Microsoft Office CD

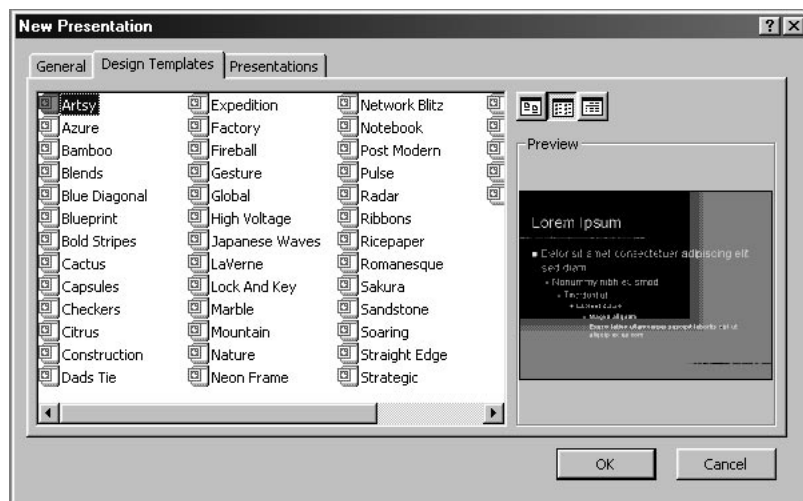
Clicking on one brings up a preview in the right side of the window

You can create your own templates to add to this group.

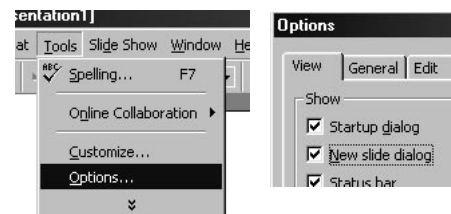


If you got the list by selecting Apply Design Templates from the Format menu, the list looks slightly different and only includes templates that are actually installed.

For this workshop, select Artsy



If the original dialogue box didn't appear and you wish to have the choice each time you start Powerpoint, select Options under the Tools menu and on the settings under the View tab, check Startup dialogue.

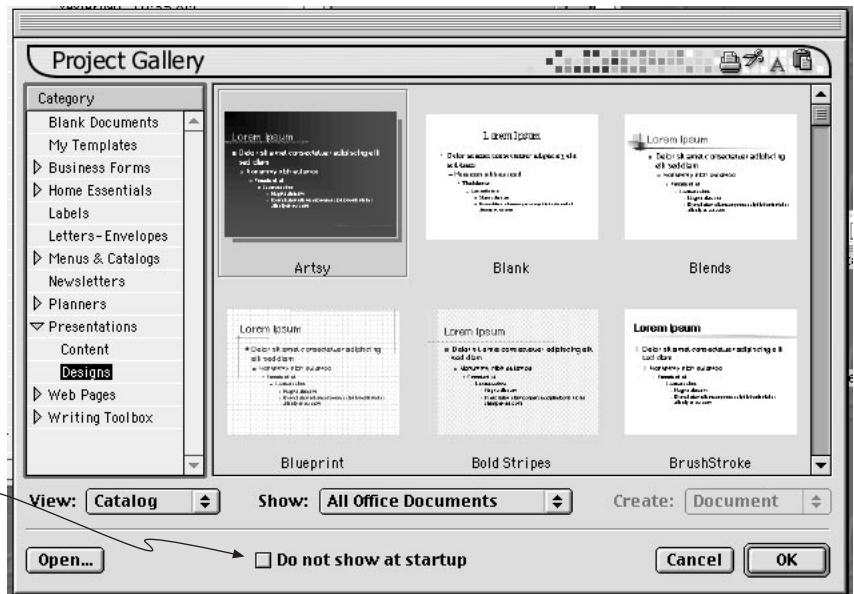


Starting Powerpoint 2001 (Macintosh)

When you start Powerpoint, by default, the Project Gallery appears which allows you to start a variety of projects involving any of the Microsoft Office applications.

To access the Powerpoint templates, click on the triangle next to Presentations, which will reveal the choice of Content or Templates. Clicking on Templates will display the available templates in the window to the right.

There is a check box labeled Do not show at start up. If that has been checked previously, the appearance will be exactly as described on the previous page for the Windows version, and the remedy is the same except the command is Preferences under the Edit menu and the check box is labeled Project Gallery at Startup



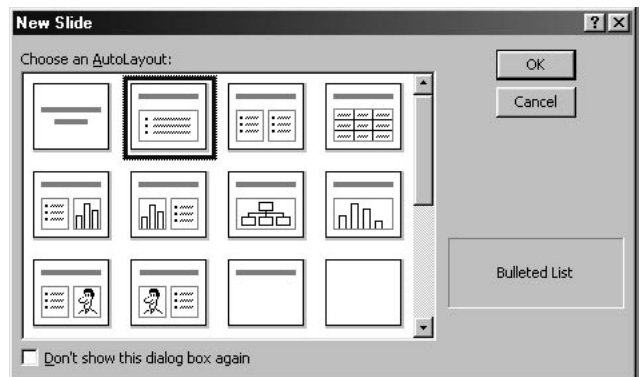
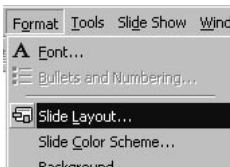
You are prompted to select an AutoLayout for your first slide. The template consists of several elements that can be arranged in different ways.

Clicking on one will display the name of that Autolayout.

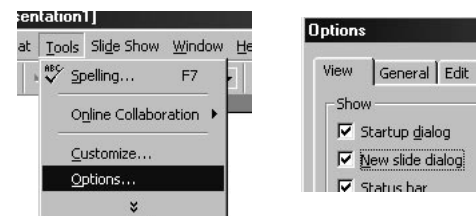
Links to other resources for creating graphics may also be part of a Autolayout.

For this workshop, select Bulleted List for your first slide.

If the box labeled "Don't show this dialog box again" has been checked previously, you will just get a "Title" layout in the selected design. In that case, you can choose a different Autolayout by selecting Slide layout from the Format menu.



If you wish to have the Slide layout dialogue appear everytime you insert a new slide, Choose Options under the Tools menu in Windows or Preferences under the Edit menu on a Macintosh and check the box under the View tab labeled New slide dialogue



Hiding the Office Assistant in 2000

In previous Windows versions, the office assistant (the little animated paper clip) had a close box if you didn't want it displayed. In 2000 it's a floating graphic by itself. You can choose to hide or display it with the commands under the Help menu.



Documents created with the new templates open in what Microsoft is calling the Normal view, which displays the outline, slide and notes in frames on the screen. It allows you to work in any of the three modes.

Title bar Identifies the program and gives the name of the presentation after it's been saved.)

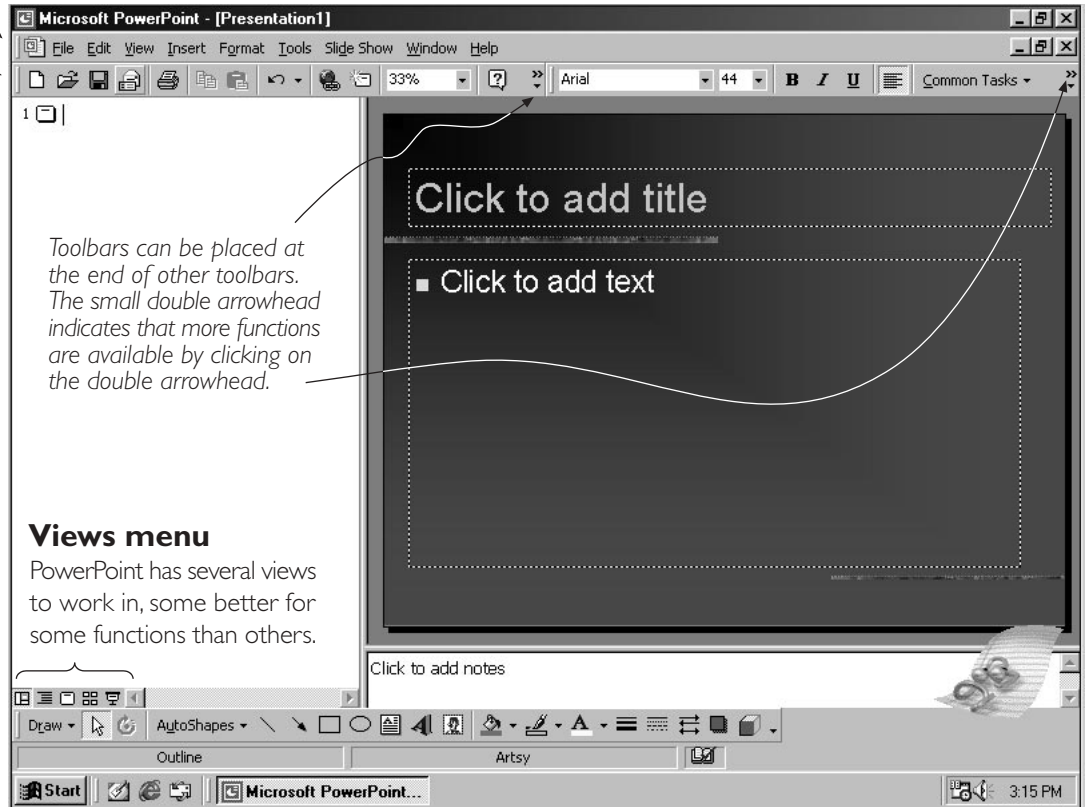
Toolbars

Several toolbars are available for quick access to common commands and functions. Only the Menu, Standard, Formatting (at the top) and Drawing (at the bottom) toolbars are displayed here. There are others available.

These can be displayed or hidden as you wish using the Toolbars command under the View menu.

Toolbars can be moved and placed on other sides of the screen or as floating windows.

Occasionally toolbars will change depending on the context in which you are working.



Views menu

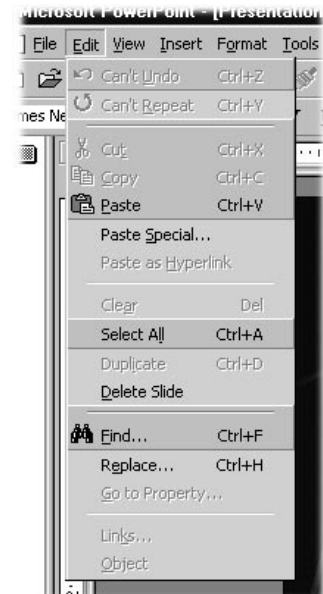
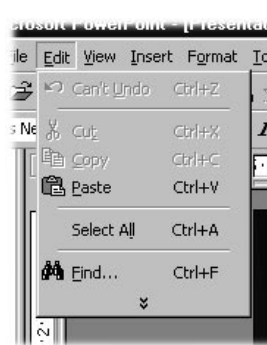
PowerPoint has several views to work in, some better for some functions than others.

Menus in Office 2000

When you first pull down a menu in an Office 2000 application, only the most commonly used commands on that menu are displayed. Pointing at the double arrowhead at the bottom of the menu will reveal all the commands located under that menu.

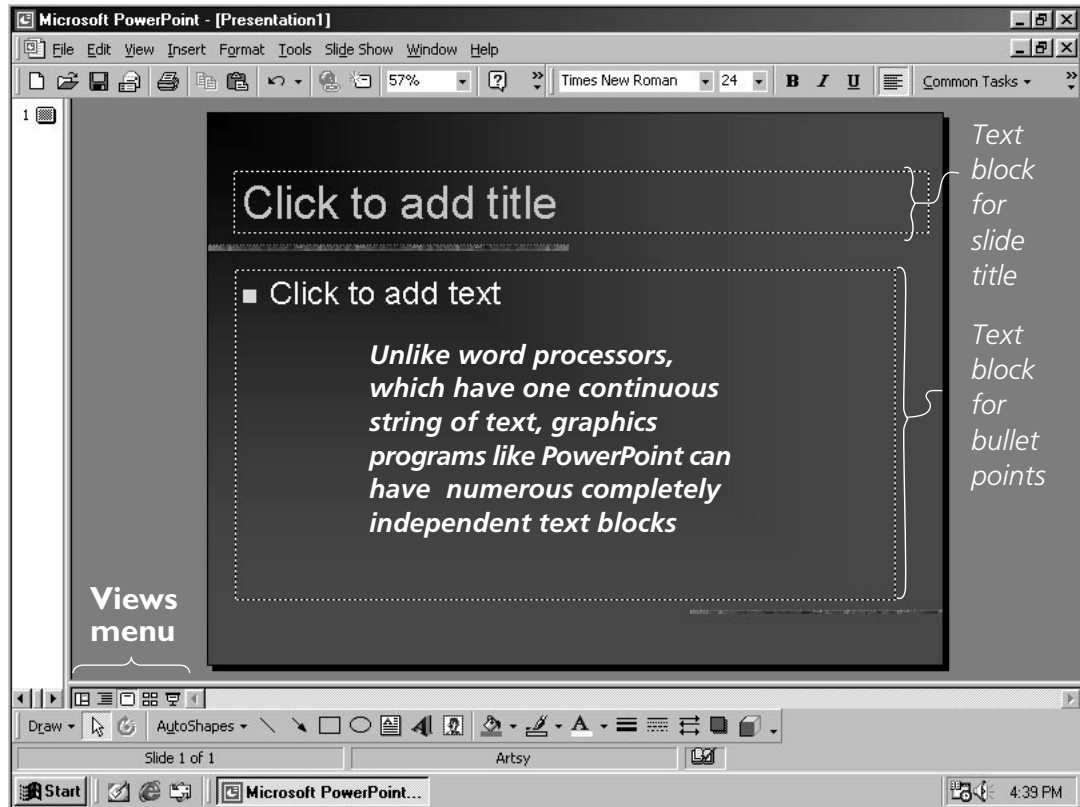
In the Macintosh version, 2001, the menus behave normally.

If a menu appears in light grey, it is not available in the current context.



To maximize the screen for editing individual slides, you can switch to the Slide view by clicking on the center icon in the Views menu at the bottom left of the screen.

In the new Slide view, a list of slides by number remains in the left hand side of the screen.

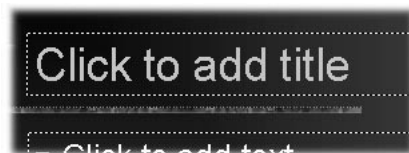


Text block for slide title

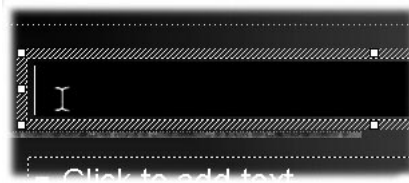
Text block for bullet points

Views menu

The text "Click to add title" and "Click to add text" are placeholders. They are there just to show you the location, size, etc. of the title and text you will put there.



When you move the cursor inside the dotted line that defines the title area, it will change to the "I-Beam," similar to what you see in a word processor.



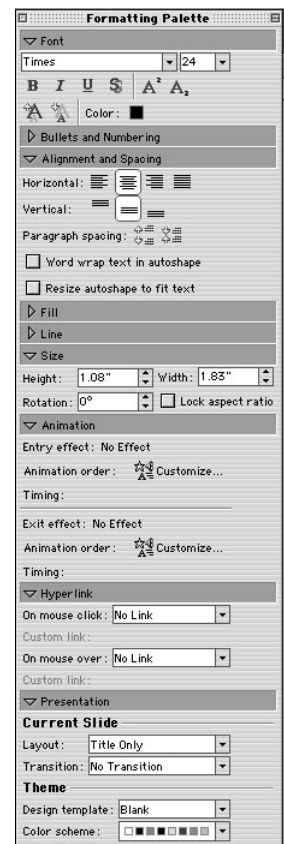
When you click, the placeholder will disappear; a flashing insertion point appears and you can begin typing. The text will appear with the size, style, color, and alignment that was defined in the template.



After you've typed the title, in order to move to the bulleted list, move the cursor into that area, click in the text area to begin typing the bulleted list.

Formatting Palette in 2001

The Macintosh version, 2001, includes a floating palette that contains almost every command you need relating to objects. It's context sensitive and will change depending on what kind of object you have selected. Sections can be expanded or collapsed as you need them. All these functions appear in dialogue boxes or individual toolbars in the Windows version. (Office XP, not yet supported at UW Oshkosh, has a similar formatting palette).



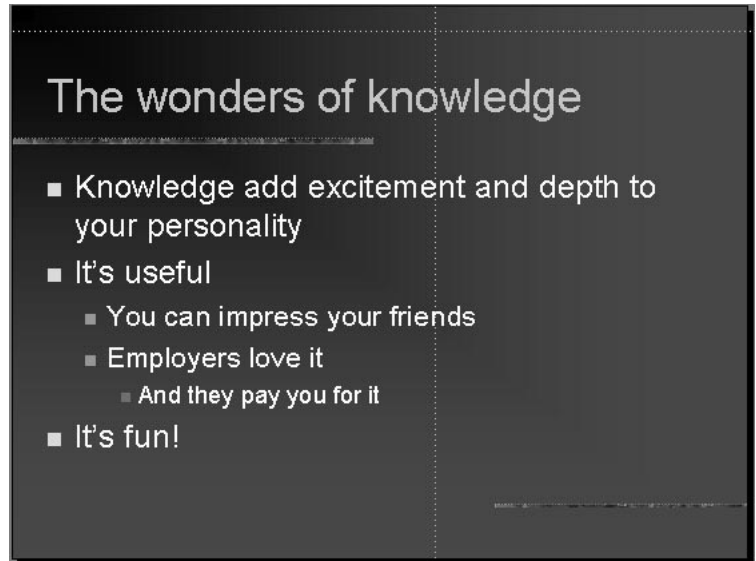
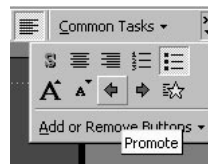
In the bulleted list, in order to *create a new bullet*, press **return**.

In order to *create a 2nd level bullet*, press **tab** and **return**. At the end of the item, pressing return will start another 2nd level bullet.

To *indent to a further level*, press **tab** again after return.

In order to *return to a higher level*, after pressing return, press the **shift and tab** keys.

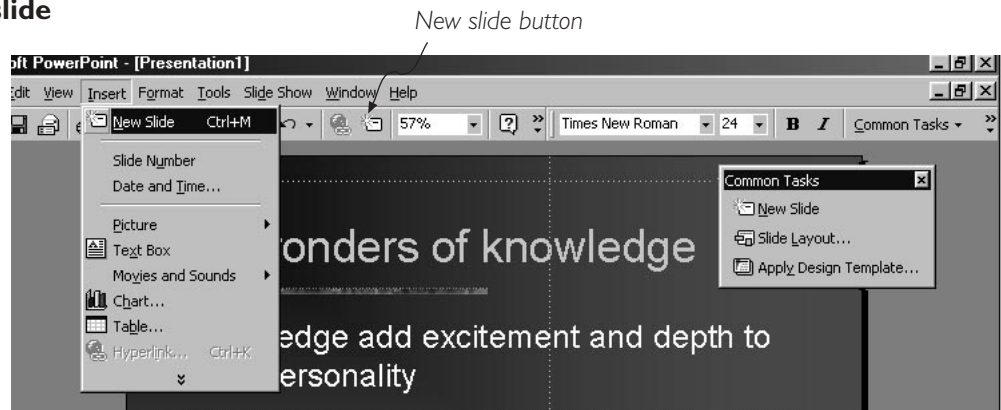
You can also change the level of an item by clicking anywhere in the line and clicking the promote/demote button on the right side of the formatting toolbar (under the double arrowhead in the default view).



Create another bulleted list slide

New slides can be created in several ways.

1. Select New Slide from the Insert menu
2. Press the Control and M keys
3. Click on the New Slide button on the Standard toolbar
4. Click on New Slide on the Common Tasks toolbar.



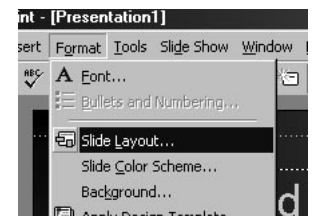
All four methods do exactly the same thing.

If New slide dialog was checked in the Options (Windows) or Preferences (Macintosh), the Autolayouts dialogue appears. Since it was the last layout you selected, bulleted list should still be highlighted.

Click OK. A new slide with title and text placeholders will appear:

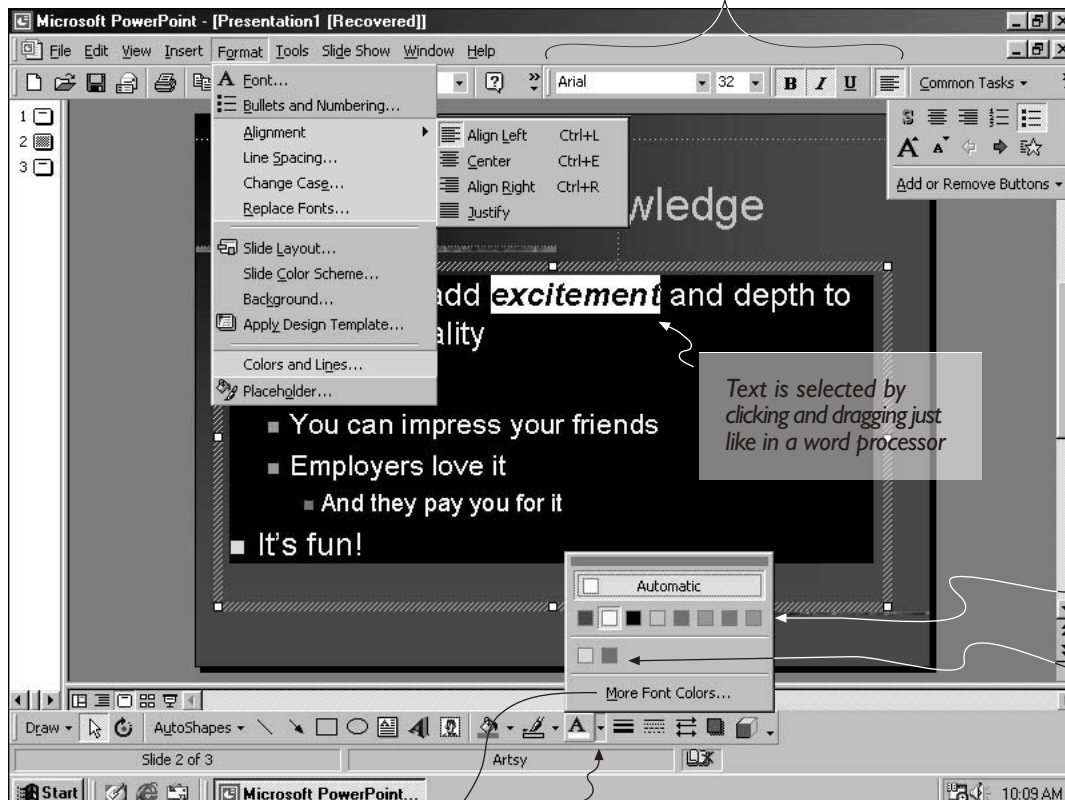
If New slide dialog was not checked in the Options (Windows) or Preferences (Macintosh), a new slide with the same autolayout as the previous slide would appear. You can change the layout of a slide at any time by selecting Slide layout under the Format menu

Type in a new title and text.



Changing attributes of text

Text functions on the Formatting toolbar



Additional text functions accessed by clicking the double arrowhead at the end of the formatting toolbar

Text functions with complete dialogues are found under the Format menu

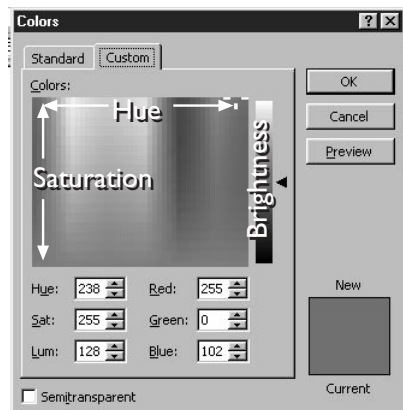
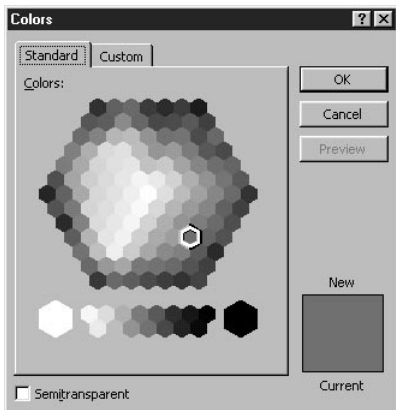
Text color is changed from the Text color icon on the Drawing toolbar (at the bottom of the screen).

Eight colors are part of the slide color scheme

As you select new colors, they are added to the color palette

More Font Colors launches the Colors palette from which you can choose new colors.

Click on the small triangle on the right side of the icon to show the Font color menu



New colors can be chosen off the Standard palette or mixed from the Custom palette

Line spacing adjusted

- Point 1
- Another point in your presentation
- Your third point

Paragraph spacing adjusted

- Point 1
- Another point in your presentation
- Your third point

Hard returns between paragraphs

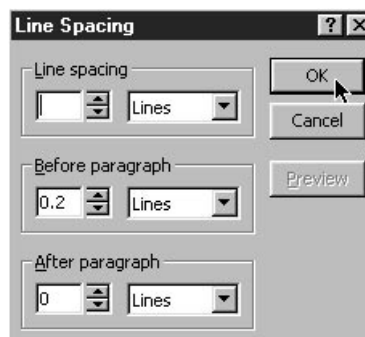
- Point 1
- Another point in your presentation
- Your third point

Change the space between bullet points

The Line spacing command on the Format menu allows you to adjust the space between lines of text. Hard returns generally add much more space than necessary

Line spacing changes the space between all lines of text.

Paragraph spacing just changes the space between bullet points. The additional space can be placed before or after the point, or both.



Moving around your presentation

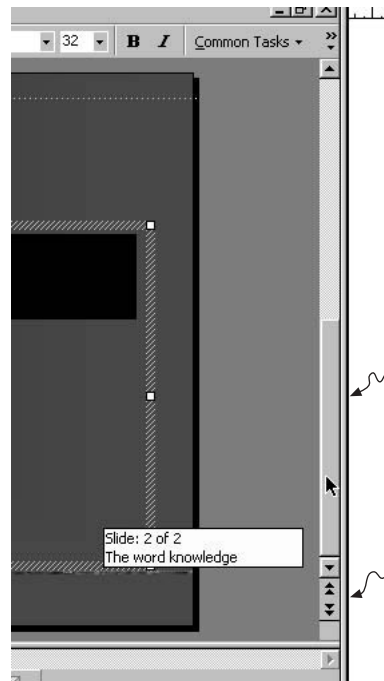
Now that you have two slides, a vertical scroll bar appears, even though you can see the whole slide.

In PowerPoint, the scroll bar can be used to navigate around your presentation in the slide view. When you click on the slider, the number and title of the slide appear. As you drag it, it lists the number and title of the other slides. When you release it, you move to that slide.

The buttons with the double arrowheads at the bottom of the scroll bar can be used to step forward or backward one slide.

You can also click on the list of slides at the left side of the screen.

Go back to the first slide.



To move rapidly to a specific slide, click and drag the scroll bar. The title of each slide will appear.

To step backward or forward through your presentation slide by slide, click on the double headed arrows

View your presentation in full screen mode

To view your presentation in the full screen mode, click on the Slide Show button on the views menu in the lower left corner of your screen.

All the menus, toolbars, and everything else disappears and your first slide should fill the screen.

To advance to the second slide, click the mouse button.

Since this is now the last slide in the presentation, clicking the mouse button again displays a black screen with the message, "End of slide show, click to exit." Clicking again will return you to the slide view, on the first slide.

You can also press the escape key at any time to return the slide view at the currently displayed slide.

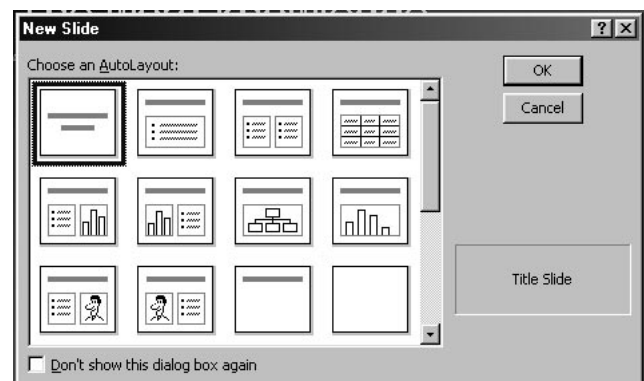


Insert a new slide with the Title layout

Title layout is the first choice in the group. Click on it and click OK.

A new slide with the title layout appears

Remember, If New slide dialog was not checked in the Options (Windows) or Preferences (Macintosh), a new slide with the same autolayout as the previous slide would appear. You can change the layout of a slide at any time by selecting Slide layout under the Format menu



The title layout has similar elements with placeholders arranged a little differently.

The Title is the same size, style, etc as the Title on a bulleted list slide and the subtitle is the same as the first level bullet point.

This template has a special master slide for title slides that includes different graphic elements.

Fill in the title and subtitle. If you choose not to fill in a placeholder, nothing appears in its place in the Slide Show view



Changing the order of slides

Looking at the bottom of the screen or in the list of slides on the left side of the screen, you'll notice that it now says Slide 2 of 3. PowerPoint inserts new slides after the current slide. Since we were on Slide 1, the new slide became slide 2.



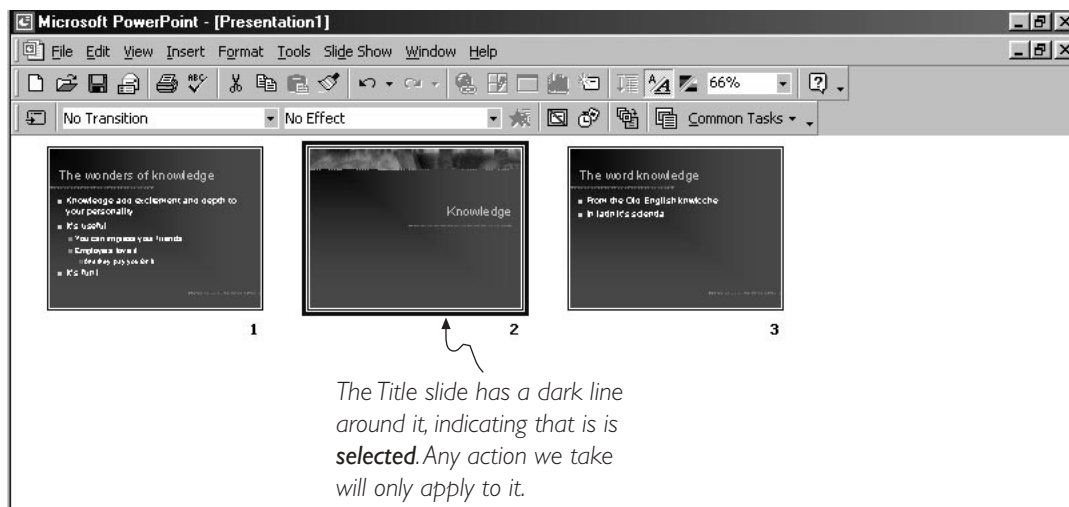
The order of slides can be changed in the Slide Sorter view.

Change to the slide sorter view by clicking on the Slide Sorter button that has four little squares in the Views menu at the lower left corner of the screen.

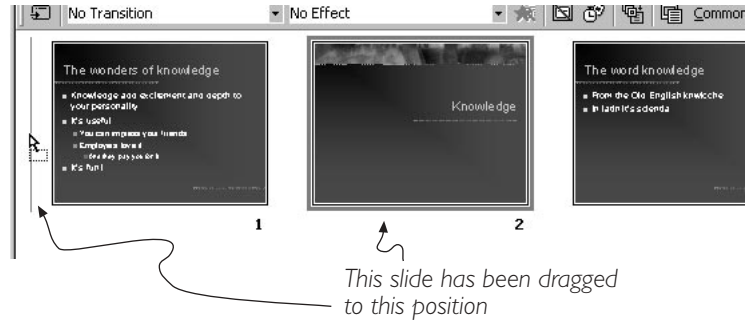


The Slide Sorter view displays a miniature view of each slide.

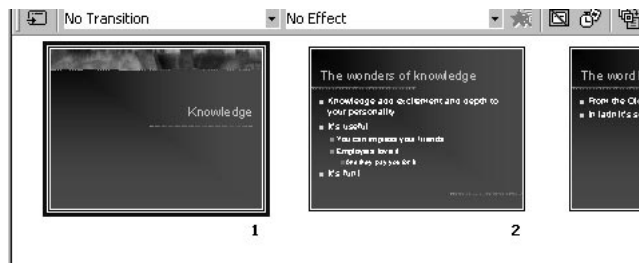
Note that the formatting toolbar, which included functions associated with text, has changed to functions appropriate to this view relating to the transition effects between slide, timing of slide advance and effects for entry of points.



To change the order of slides, click on a slide and with the mouse button held down, drag it in the direction you wish to move. As you drag a line appears between slides.



When the line is in the position you wish to change the slide to, release the mouse button and the slide moves to the new position.



Selecting multiple slides

In order to move, set up a transition effect or preset animation for more than one slide at a time, you have to select more than one slide at a time.

Normally if you click on a slide to select it, and then click on a second slide, the first slide is deselected and the second one becomes selected.

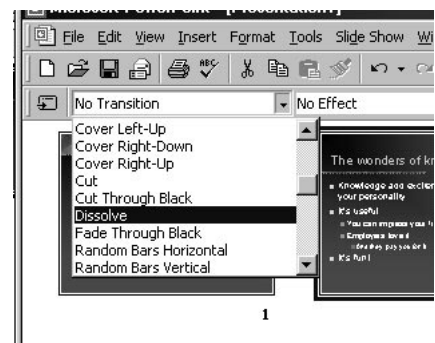
In order to select multiple slides, hold down the **shift** key. Then, as you click on multiple slides, they stay selected. If you inadvertently select a slide you don't want, clicking a second time with the shift key held down will deselect it.

Adding transition effects between slides

Numerous effects are available to change the way one slide changes into another.

On the left side of the formatting toolbar in the slide sorter views is a menu which offers a variety of effects with which one slide can change to another.

When an effect is selected it is previewed on the slide selected.



The button next to the Transition effects menu brings up a dialogue box which gives additional options relating to slide transitions.

The dialogue box can also be accessed from the Slide view by selecting Slide Transition under the Slide Show menu

In addition to selecting an effect, which is previewed in the window above the menu, three speed options can be selected.

The default for advancing slides is the mouse click, but you can set a slide to be advanced automatically after a specified time.

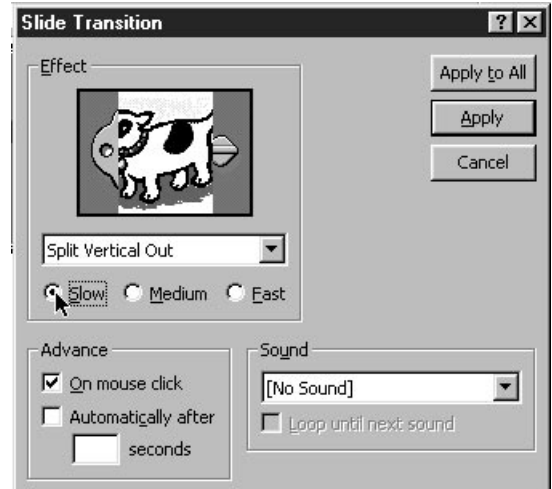
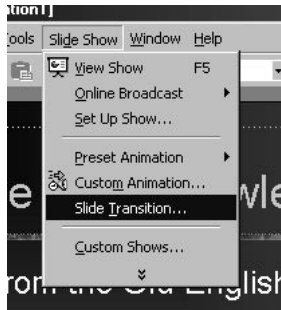
A completely automatically running program can be set up, or mouse clicks and timed advances can be mixed in a presentation.

Sounds can also be chosen to accompany slide advances.

Clicking Apply will apply the transition to the selected slide,

Clicking Apply to All will apply the transition to every slide in the presentation.

When a transition for a slide has been selected, an icon appears at the lower left corner of the slide image. If a timed advance has been selected the amount of time will be displayed next to the icon.

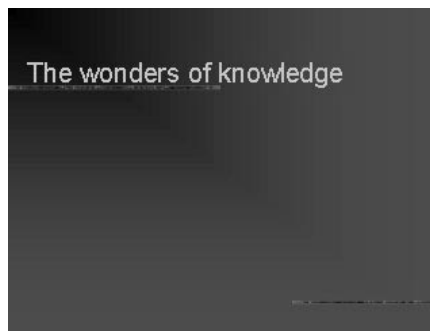


Adding sequential presentation to a bulleted list with preset animation

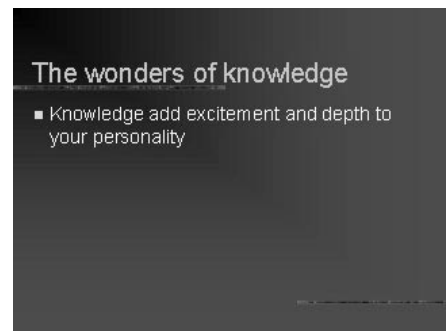
In the slide sorter view you can also choose to build up a sequence of bullet points that appear with mouse clicks so the audience remains focused on the point you're currently dealing with

With the Preset Animation function, first level points appear with all their associated subpoints as in the sequence to the right.

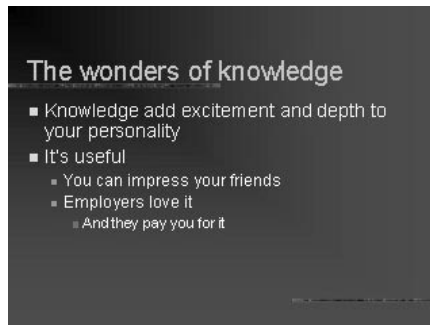
More sophisticated sequencing is available with the Custom Animation function which gives you more choices on how sequences of text and well as graphics are presented.



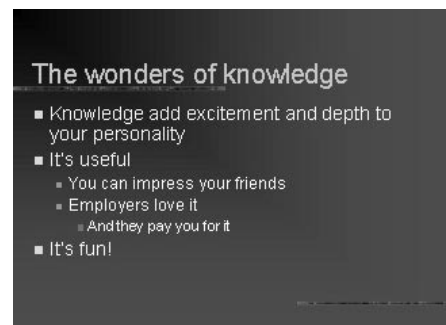
When the slide first appears, only the title is displayed.



The first mouse click displays the first bullet point

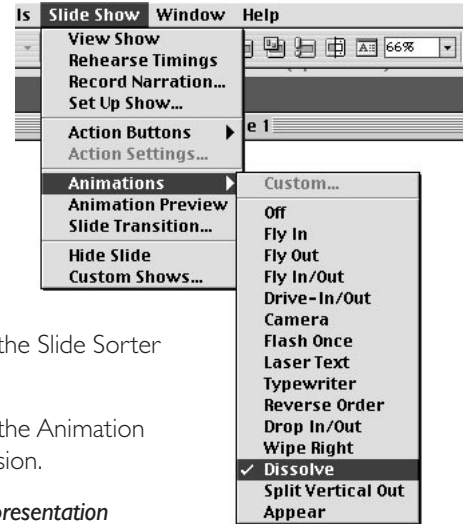
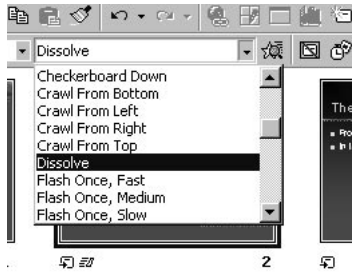


The next mouse click displays the second point and all associated subpoints



The next mouse click displays the last point. Another click will advance to the next slide.

Preset animation effects for how text elements enter the slide are chosen from the second menu on the formatting toolbar in the Slide Sorter view.



In the Macintosh version, the preset animation menu is not on the formatting menu in the Slide Sorter view by default.

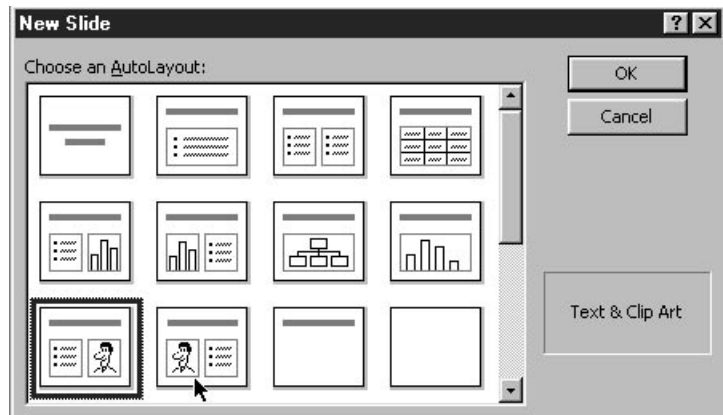
Instead, Preset animation effects which may also include sounds can be selected from the Animation submenu under the Slide Show menu. This menu is also available in the Windows version.

Keep in mind that indiscriminate motion and sound effects can change the character of your presentation and be a distraction from your spoken presentation. Stay low key and save obvious effects to give special emphasis to important points or to indicate major topic changes in your presentation.

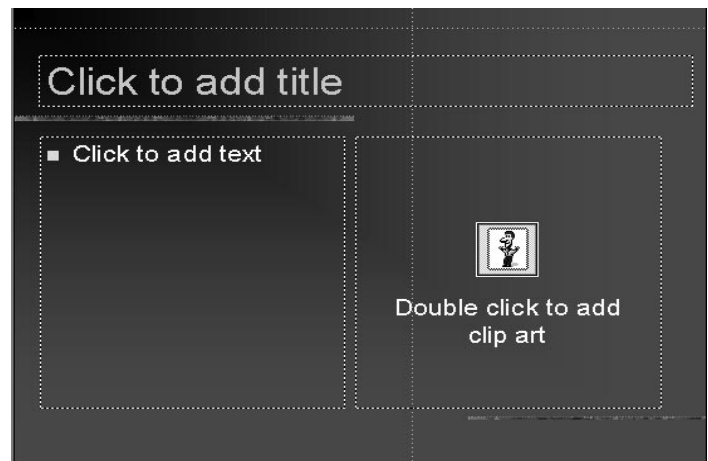
Inserting clip art

Insert a new slide and choose the Text and Clip Art autolayout. Note that you can choose to create a slide with the text block on either side.

You can insert clip art on any slide with the Picture command under the Insert menu. However, if you want to use the Text preset animation function, you have to use one of the autolayouts that include a text block. The Custom Animation function, which provides more sophisticated controls for creating sequences can be applied to any slide layout.



The Text & Clip Art layout includes placeholders for title and text, similar to the Bulleted List layout, except the text block is narrower, and the slide includes a placeholder for clip art. Double click on it to add clip art.



The clip gallery behaves like a web browser. First the categories are displayed. Then clicking on a category displays the actual clip art

There is also a search feature to find items based on descriptors entered into the Clip Gallery for each item.

The term "Clip Art" has a very specific definition in PowerPoint. It refers to a specific collection of clip art which is installed with the Microsoft Office, organized with Microsoft's Clip Art Gallery. There may be many variations of what and how much is available depending on your upgrade path and installation options. .

You can add images obtained from other sources to these galleries.

If you are connected to the Internet, clicking on the Clips Online at the top will launch your browser and access a collection of clip media from Microsoft's Web Site.

Images that are not part of the Clip Art Gallery can also be inserted directly onto your slides with the Insert picture command under the Insert menu.

Holding the cursor over an item will cause a flag to appear which give the file size and file type of the image. In the Macintosh version there is a properties button that must be clicked to get this information

Images with a .wmf extension (Windows) or pic (Macintosh) are object oriented graphics. They have small file sizes and can be enlarged or reduced to any size without losing sharpness.

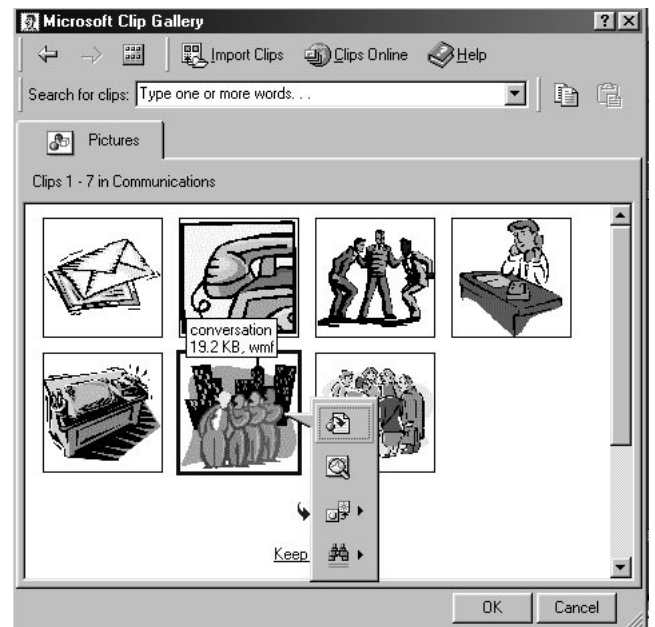
Images with a .jpg or .gif extension are made of up of a pattern of dots and will become blurred if enlarged. (Photographs are saved as this type of image but other types of graphics may also be in this format.)

When you click on a item, a graphical menu will pop out. The top icon inserts the clip art into your program. The second let's you preview the selection at a larger size before inserting it.

At the bottom of the selections (you may have to scroll down to get there) there may be an icon of an arrow and four or more squares at the bottom of the window. Clicking on it will display more items in that category.

To go back a step, click on the back arrow at the top of the window.

To return to the category listing, click on the icon to the right of the arrows.



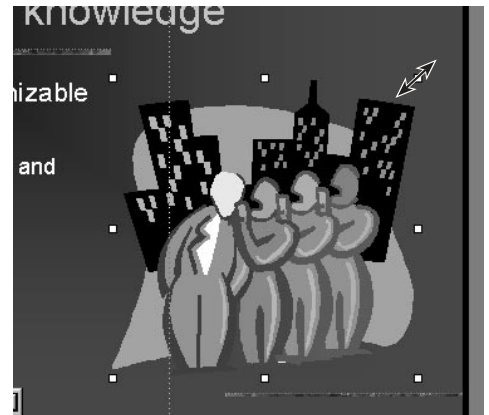
Resizing the image

When the image is inserted onto the slide, eight small squares appear, four on the corners, and one on each side. Generally referred to as “handles,” these indicate that the image has been “selected,” similar to the way text is highlighted when it’s selected. This indicates to the computer that you have chosen this item to apply some change to.

If you click on one of the side handles and drag, the image will stretch horizontally, but will remain unchanged vertically.

If you click on one of the top or bottom handles and drag, the image will stretch vertically, but will remain unchanged horizontally.

If you click on one of the corner handles and drag, the image will be resized without changing its proportions.

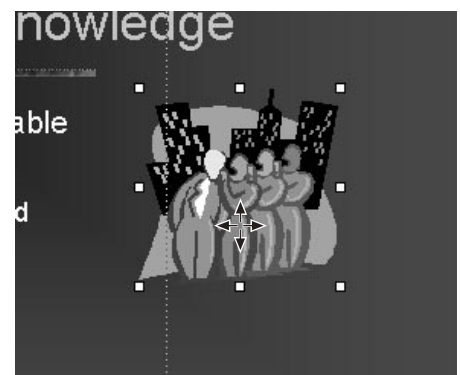


Moving the image

Clicking on the image anywhere *except the handles* and dragging will move the image around the slide.

In all these cases the cursor changes to either a double or four headed arrow as appropriate.

Remember that selecting Undo under the Edit menu will cancel any change you have inadvertently made, or simply wish to change back. In PowerPoint you can undo at least the last 10 changes you have made.



Resizing and moving text blocks

Text blocks can be resized and moved in a similar manner, but the method of selecting them is somewhat different.

When you first move the cursor into a text block, the I-beam cursor appears and when you click, the insertion point appears where you click.

The border around the text block indicating its margins consists of a pattern of diagonal lines. ///////////////

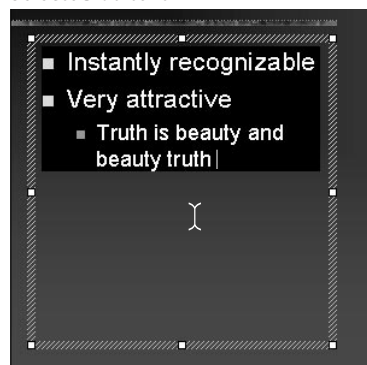
When you move the cursor onto this border, the cursor changes to the four-headed arrow. Clicking at this point changes the border to lines in a shaded pattern. ■■■■■■■■

The text block can now be moved by clicking on the border and dragging with the mouse button held down.

By clicking on the handles, the text block can be resized. The text will rewrap to fit the new margins. The type itself does not change size, just the area in which the type fits.

If you click inside the text block, it will revert to the text editing mode.

Selected as text



Selected as object

