Microsoft PowerPoint 2000

Part I

Microsoft PowerPoint is an industry leader in presentation graphics software. With MS PowerPoint, a user can create powerful presentations that can include overhead slides, handouts and an outline in one file. A MS PowerPoint Presentation is a set of slides. In other words, the presentation is made up of slides, just like a Workbook consists of Worksheets in Microsoft Excel.

Session Objectives:

- To create a new presentation, when opening MS PowerPoint, using 2 different techniques.
- To correctly apply a design template to a presentation.
- To correctly identify icons and specified parts of the interface.
- To correctly name the 6 MS PowerPoint views.
- To insert a new slide in a presentation.
- To navigate a presentation using several techniques.
- To correctly identify the 24 AutoLayouts in MS PowerPoint.
- To change the AutoLayout of a slide.
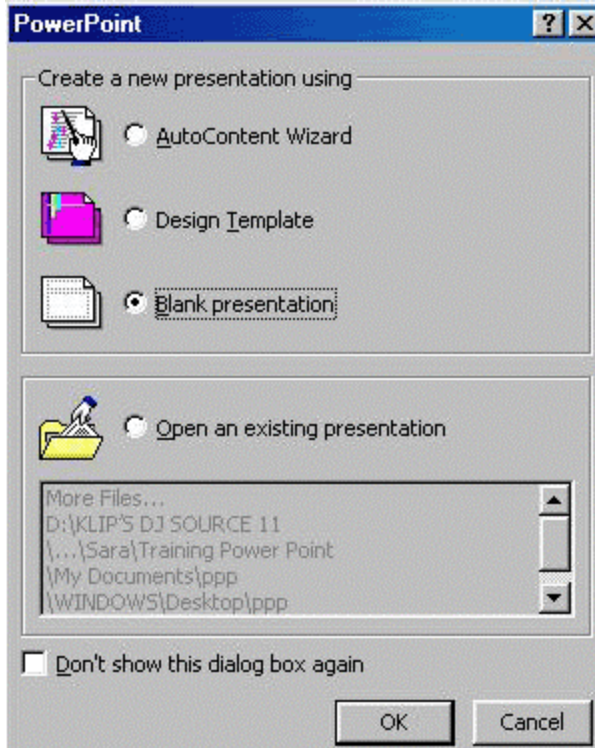- To create and edit Slide Transitions in a presentation.
- To play a presentation.

Starting a new Presentation

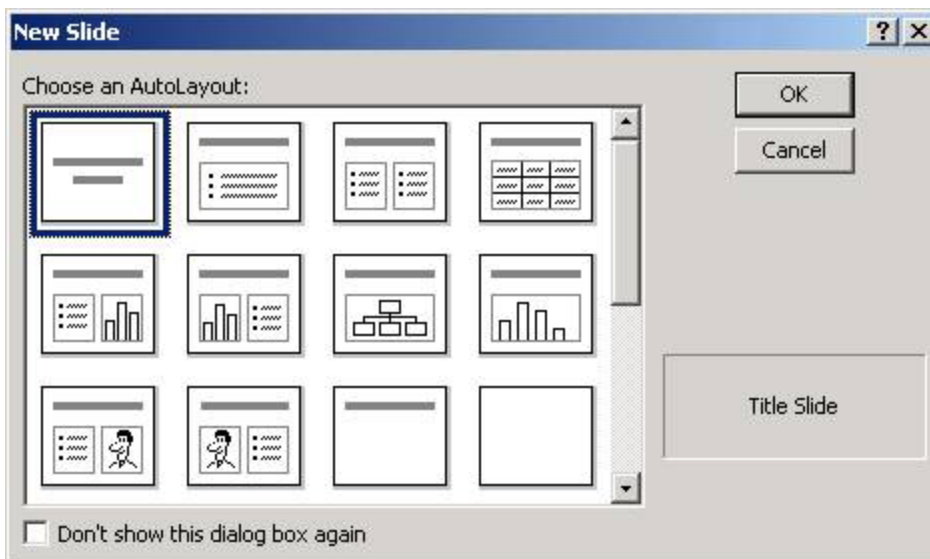*Follow the steps below to create when first opening MS PowerPoint.*

1. Click Start.
2. Select Programs.
3. Select Microsoft PowerPoint.
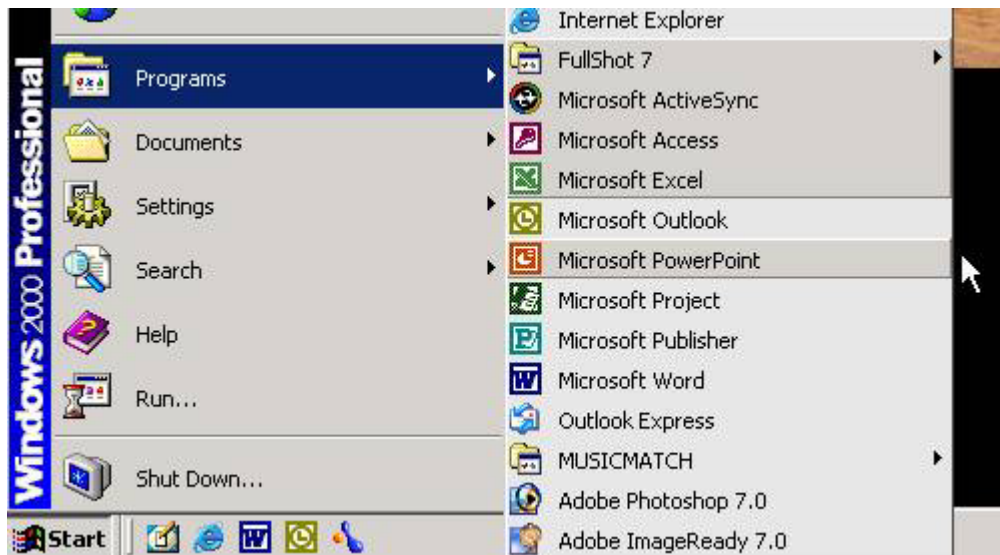
4. The following dialog box will appear.

5. To start creating a blank presentation, click the blank presentation option. To create a presentation using a Design Template click the Design Template Option. To use the Auto Content Wizard, click the Auto Content Wizard option.
6. Click OK. The box below will appear.

7. Choose from one of the 24 AutoLayouts.
8. Click OK.

Follow the steps below to create a new presentation when MS PowerPoint is open.
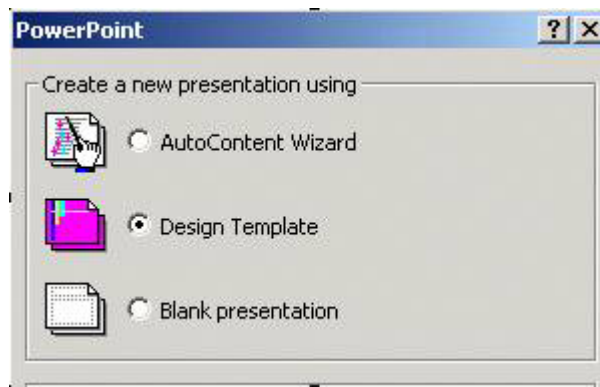
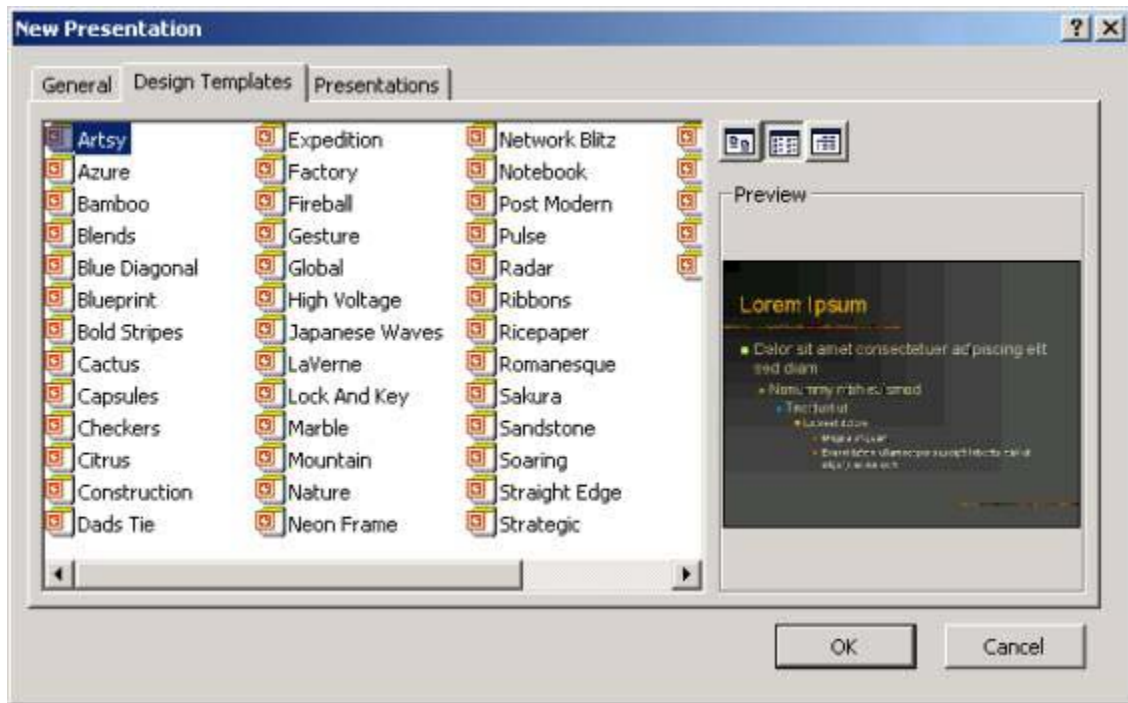1.   Click the New icon. ☐ The box below will appear.
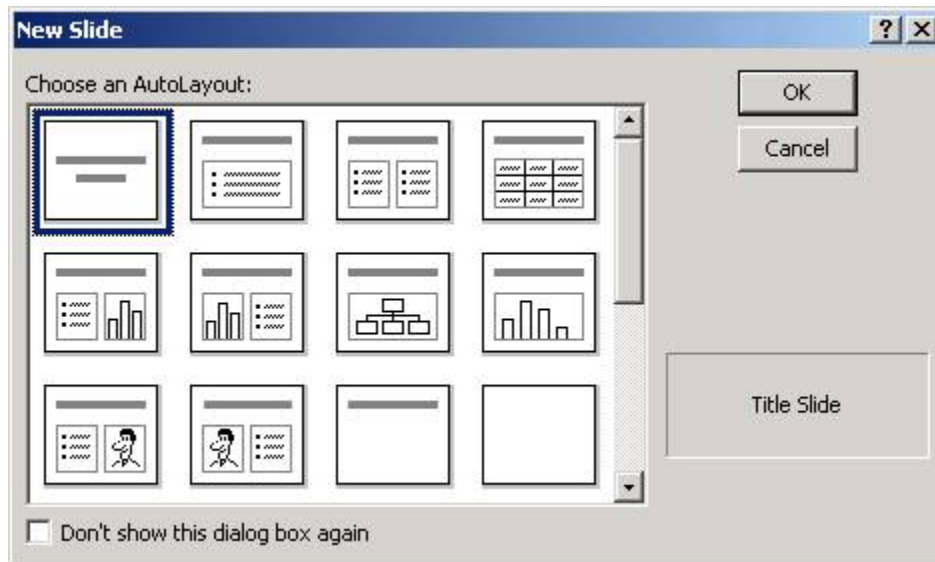
2.   Choose from one of the 24 AutoLayouts.

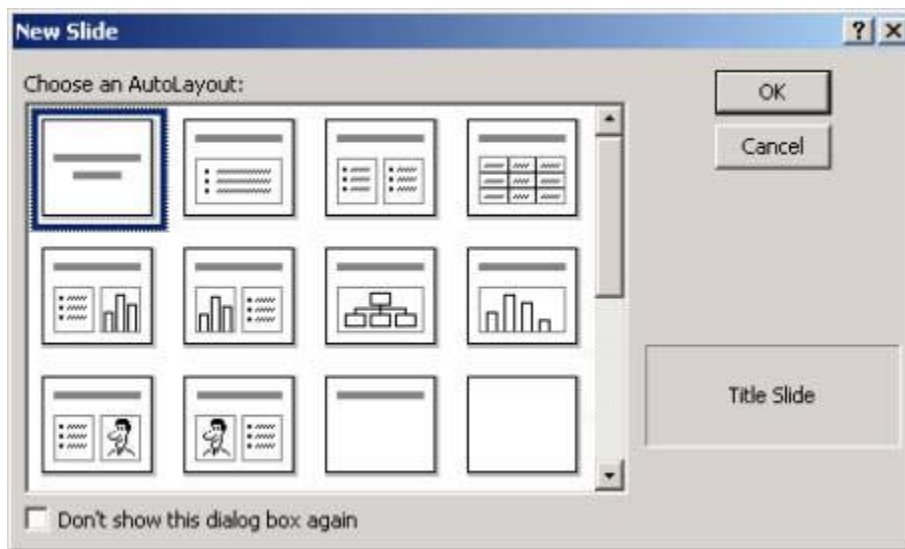3.   Click OK.

Applying a Design Template

1. When creating a new Presentation, choose the Design Template Option.

2. The Design Template box will appear.

3. To preview a Design Template, click once to view in the preview window on the right of the box.
4. Select the desired Design Template.
5. Click OK. The AutoLayout box will appear.

6. Select the Auto Layout for the first slide.
7. Click OK.

Explore the MS PowerPoint Window

Once the presentation is opened, the MS PowerPoint interface will appear similar to the window below.

1. **PowerPoint application title bar:** Identifies the Application Name and contains the application icon,

Maximize, Restore, Minimize and Close buttons.

2. **PowerPoint menu bar:** Provides PowerPoint commands used to perform tasks. The menu bar changes depending on the task being performed and the object that is active.
3. **The View Button Bar:** Contains icons that serve as shortcuts to switching views in a presentation.
4. **The Drawing Toolbar**: Contains icons that can be used to draw shapes, format text and create objects.
5. **The Status Bar**: Shows any system error messages.
6. **The Outline Pane**: Outline view shows the structure of the presentation.
7. **The Slide Pane**: This view shows how the presentation will appear on a slide.
8. **The Notes Pane**: Allows the user to type notes while creating the presentation.
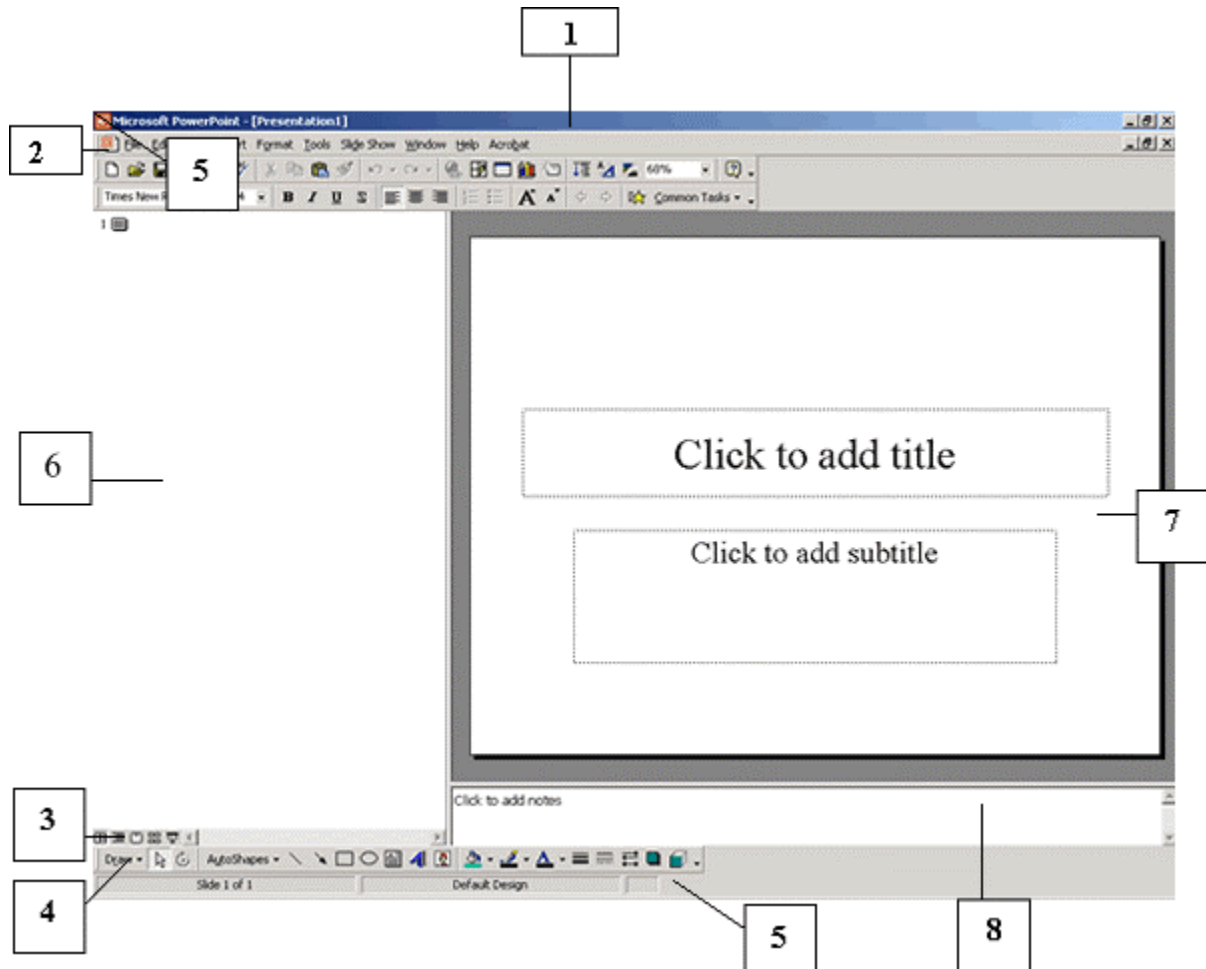
Exploring the PowerPoint Menus

The Menus on MS PowerPoint are similar to many other Microsoft Applications.
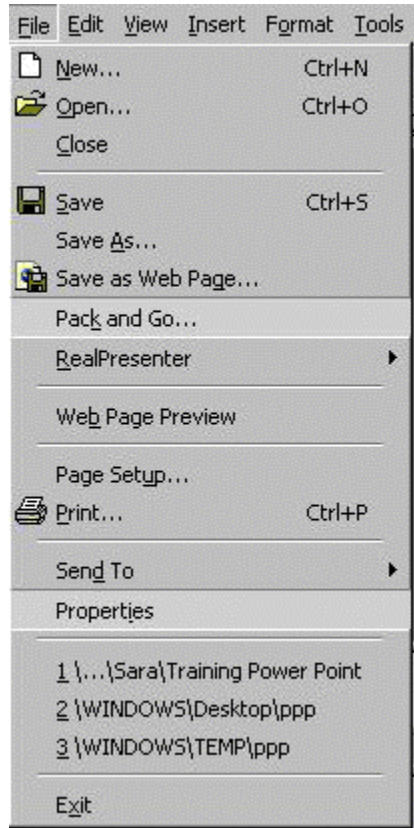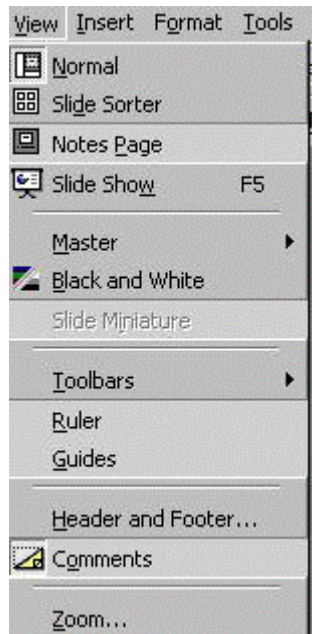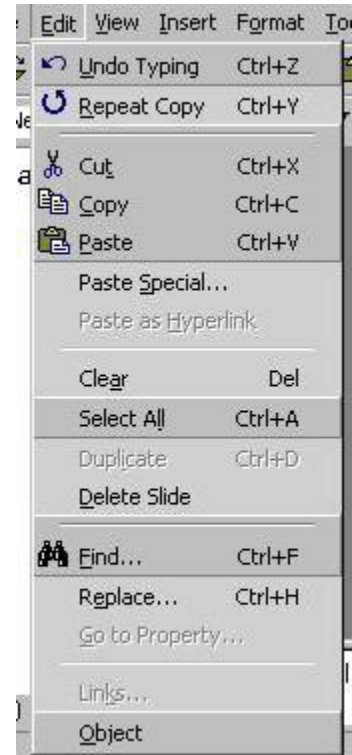
The File Menu

The most commonly used functions on the File Menu are New, Open, Close Save and Print. Notice the icons shown on the File Menu. If there is a shortcut key option for a function, it will be displayed on the right side of the menu.

Edit	View	Insert	Format	To
↶ Undo Typing			Ctrl+Z	
↻ Repeat Copy			Ctrl+Y	
✂ Cut			Ctrl+X	
🗐 Copy			Ctrl+C	
📋 Paste			Ctrl+V	
Paste Special...				
Paste as Hyperlink				
Clear			Del	
Select All			Ctrl+A	
Duplicate			Ctrl+D	
Delete Slide				
🔍 Find...			Ctrl+F	
Replace...			Ctrl+H	
Go to Property...				
Links...				
Object				

The Edit Menu

The Edit Menu contains the common commands of Cut, Copy and
Paste. It also contains the commands Undo and Redo. Notice
again the shortcut keys and the icons displayed on the menu.

View	Insert	Format	Tools
📄 Normal			
🔲 Slide Sorter			
📺 Notes Page			
🖵 Slide Show		F5	
Master		▶	
◩ Black and White			
Slide Miniature			
Toolbars		▶	
Ruler			
Guides			
Header and Footer...			
◪ Comments			
Zoom...			

The View Menu

The View Menu contains the various views available to work
within MS PowerPoint. *For more about Views, see the Views
section of this documentation.*

Insert Menu

The Insert Menu contains the function to insert a new slide, insert objects, like pictures, as well as other MS PowerPoint options.
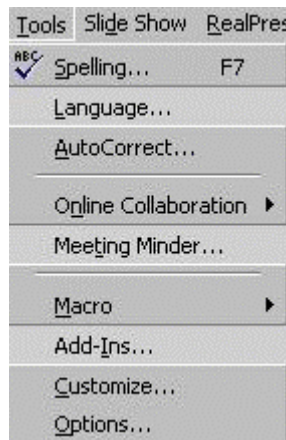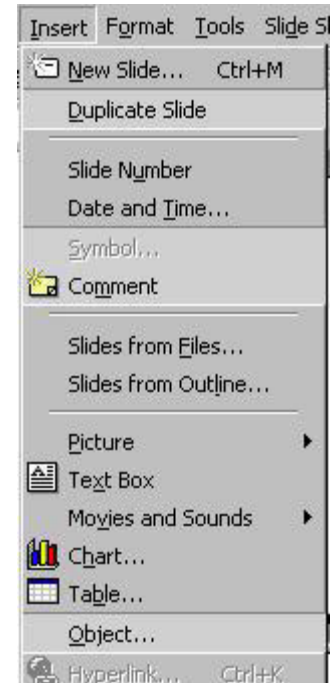
Tools Menu

The Tools menu contains the Spell Check function, program options as well as more advanced MS PowerPoint features and functions.

MS Power Point Toolbars

The Standard Toolbar (above)

The Standard toolbar contains icons that are standard to MS PowerPoint. The most commonly used icons are: New (presentation), Open, Save, Print, Cut, Copy, Paste and Undo.


The Formatting Toolbar (above)

The Formatting toolbar contains icons that will make formatting changes to a presentation. Some of the icons

are standard to Microsoft, like Bold. Other icons, like Shadow, are specific to MS PowerPoint.

MS PowerPoint has several view options available to help create, organize and display a presentation. The views are Normal, Slide, Outline, Slide Sorter, Notes and Slide Show.

- **Normal View** – This view will show by default when MS PowerPoint is opened.
- **Slide View** - This view is used when working in detail on slides, one at a time.
- **Outline View** - This view shows the contents of the presentation in an outline view. In addition, each slide is shown in a preview window.
- **Slide Sorter View** - This view will allow the user to see all of the slides at once. It helps to see the flow of the presentation. The slides can be rearranged as well as modified in this view.
- **Notes View** - The Notes view allows the author of the presentation to insert notes about the presentation. The notes pages can be printed along with each slide for presentation notes for the speaker.
- **Slide Show** – The Slide Show view allows the user to see the presentation in action. This will be used along the way to see the progress of the presentation as well as displaying the presentation for an audience.

Change the View of a presentation
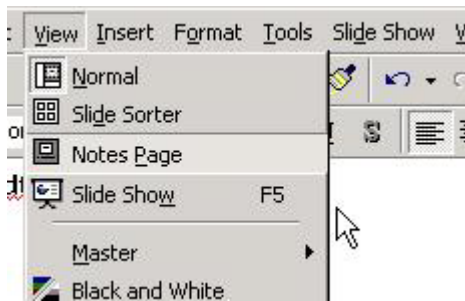
1. Click the View Menu.

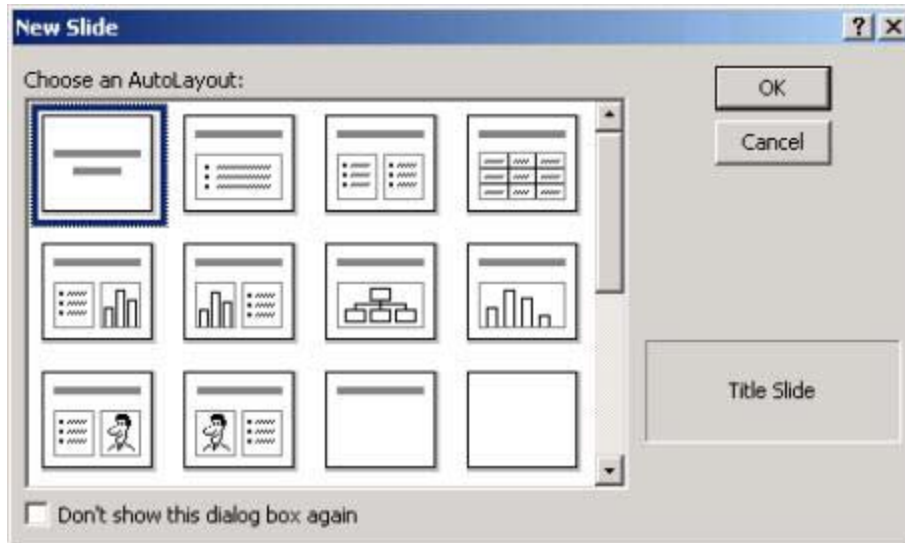2. Click the desired view

Or

3. Click on the View buttons located at the bottom left side of the MS PowerPoint Window.

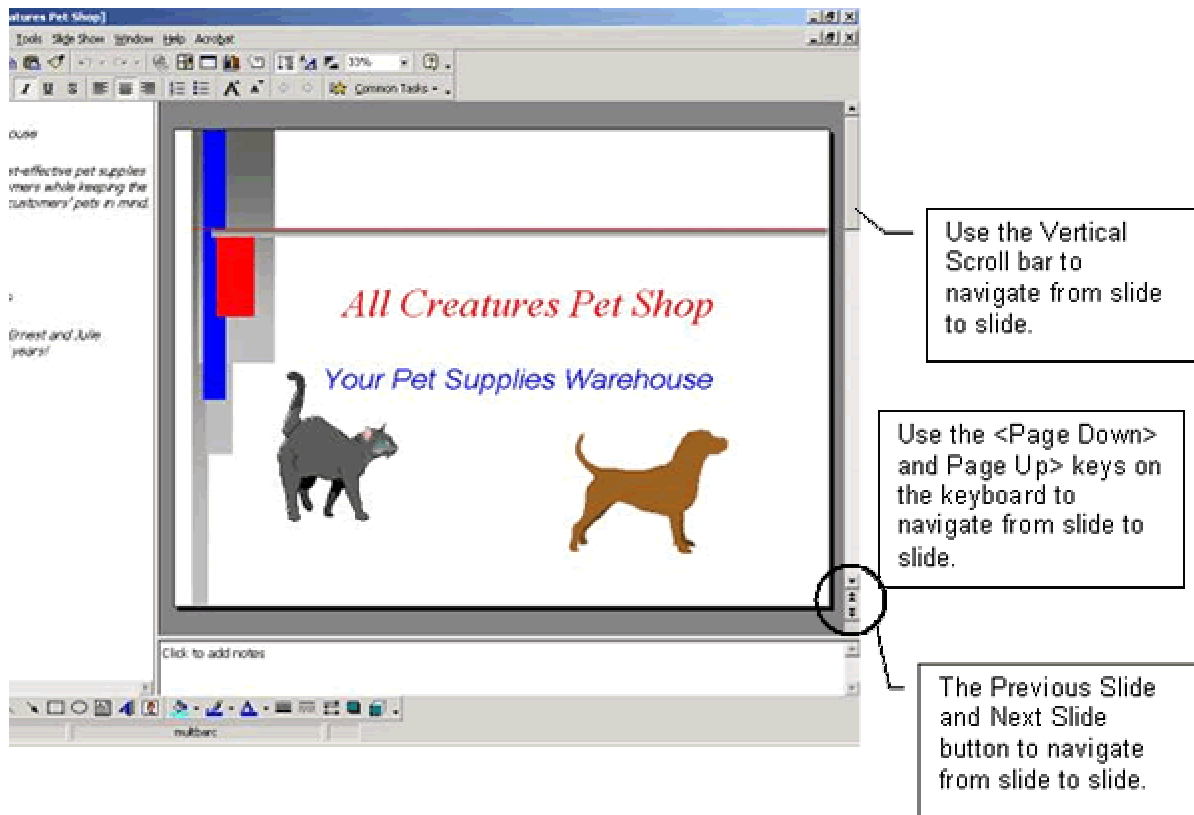**Inserting a New Slide**

1. Click the New Slide icon. The Autolayout box will appear.

2. Choose the desired Autolayout.
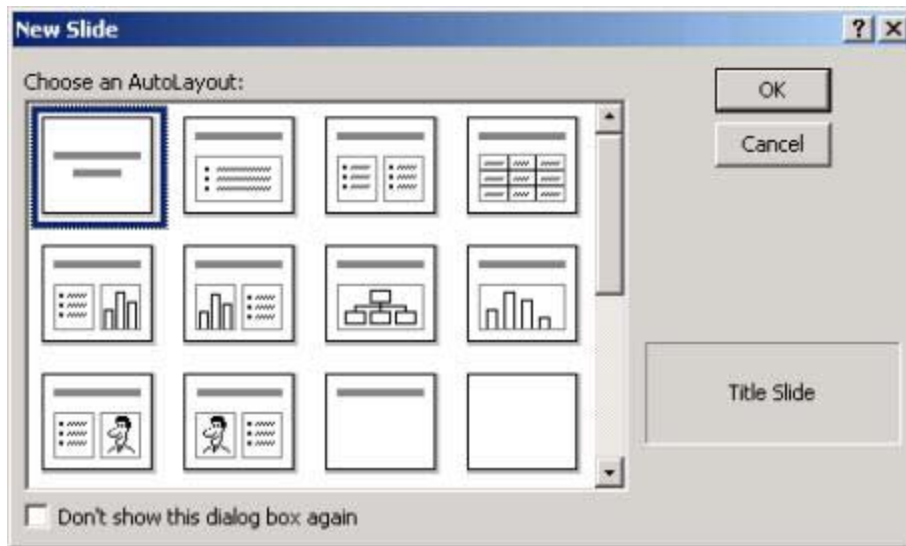3. Click OK.

Navigating in a presentation

There are several different ways to navigate in a presentation in MS PowerPoint.

Use the Vertical Scroll bar to navigate from slide to slide.

Use the <Page Down> and Page Up> keys on the keyboard to navigate from slide to slide.

The Previous Slide and Next Slide button to navigate from slide to slide.

Selecting Slide Autolayout

When you create a new slide, you can select from 24 Autolayouts (predefined slide layouts): for example, there's a layout that has placeholders for a title, text, and a table; and there are others with placeholders for a movie file or clip art.

1. After opening MS PowerPoint and choosing either a Blank Presentation or a Design Template, the Autolayout box will appear. *In addition, the Autolayout of a slide can be changed while in a current presentation.*
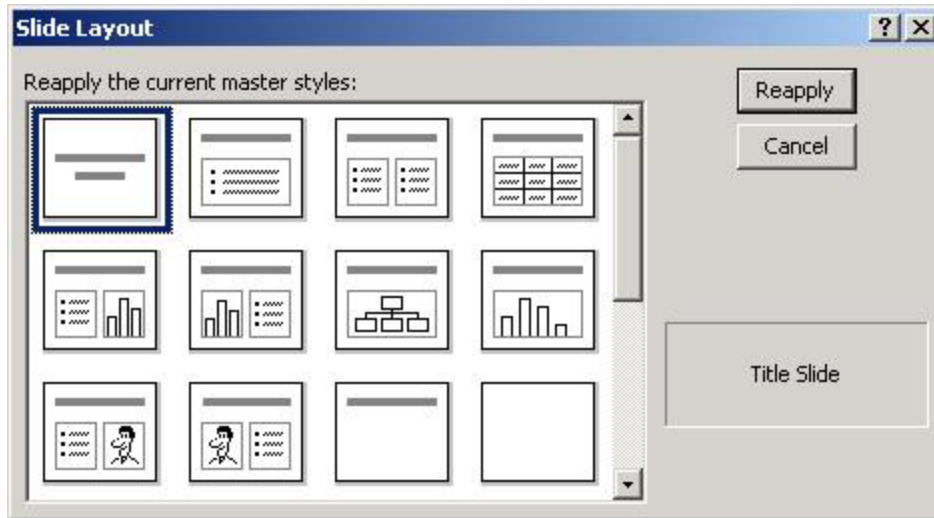

2. Choose a Slide Layout by clicking on the desired layout. On the right side of the window, there is a slide summary window that will show the name of the slide type.
3. Click OK

Changing the Slide Autolayout

1. Navigate to the slide to be changed.
2. Click the Format menu.
3. Select Slide Layout.
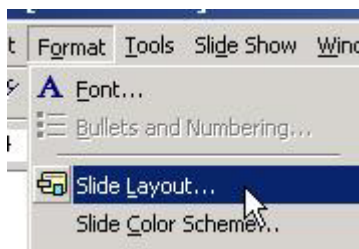

4. The Autolayout window will appear.

5. Choose the desired Layout.
6. Click Reapply.

Slide Transitions

A slide transition is a visual effect given to a slide as it moves one and off the screen during a presentation. There are 42 different slide transitions that can be placed on a slide.

Create a slide transition:

1. Change the presentation view to Slide Sorter View.
2. Highlight the slide(s) to be affected.
3. Click the Slide Show menu and then select Slide Transition.
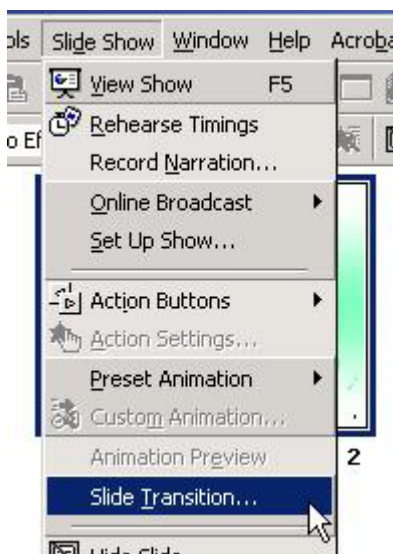
or click the Slide Transition icon. The box below will appear.
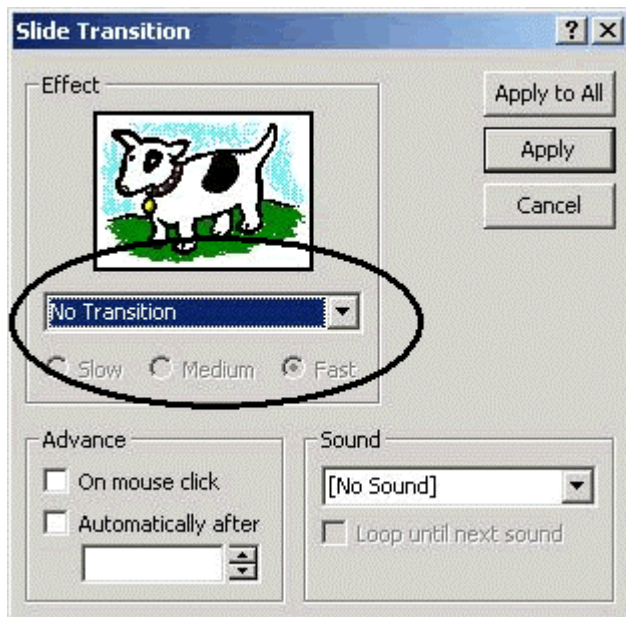
4. Click the drop-down arrow in the Effect box *(circled above)* to select a transition for the slide(s). (*Each time an option is chosen, PowerPoint runs the effect in the sample picture.*)
5. In the Advance box, chose the method in which the slides will advance in the presentation.
6. In the Sound box, choose a sound that will play when the slide transition occurs *(optional)*.
7. Click "Apply to All" to add all of the effects to all slides in the presentation or click "Apply" to apply to only the previously selected slides. *The Slide Transition box will close.*

Playing the Presentation

1. Click the Slide Show menu.

2. Click View Show.
3. When show is appears, click the mouse to go to the next slide.
4. At the end of the show, a black screen with this message will appear.
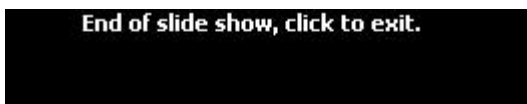
5. Click the link to exit the slide show.