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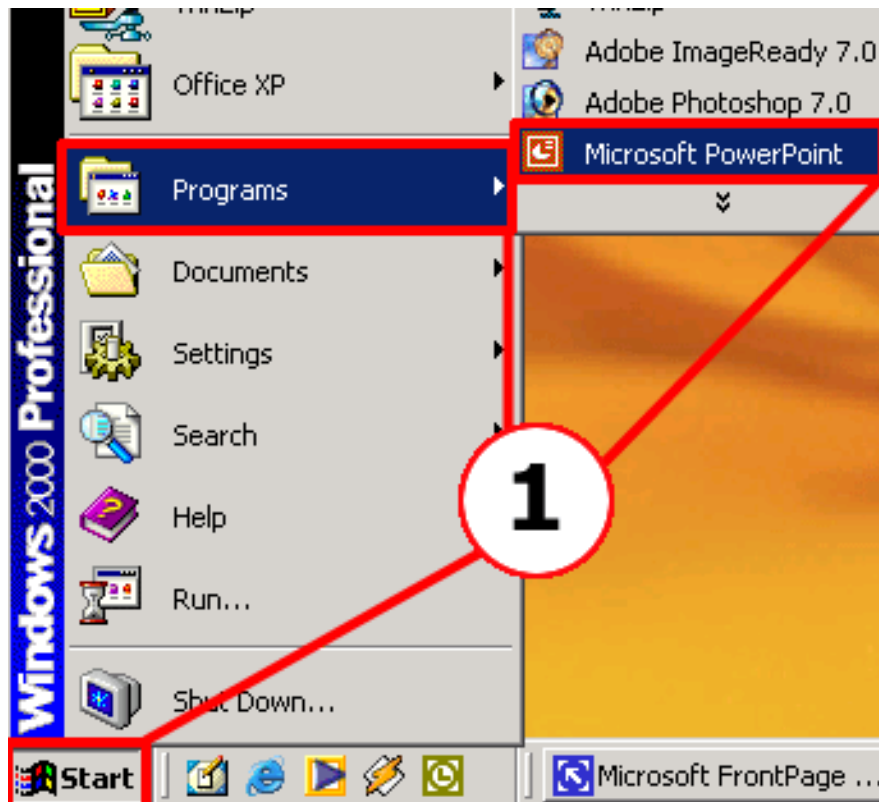
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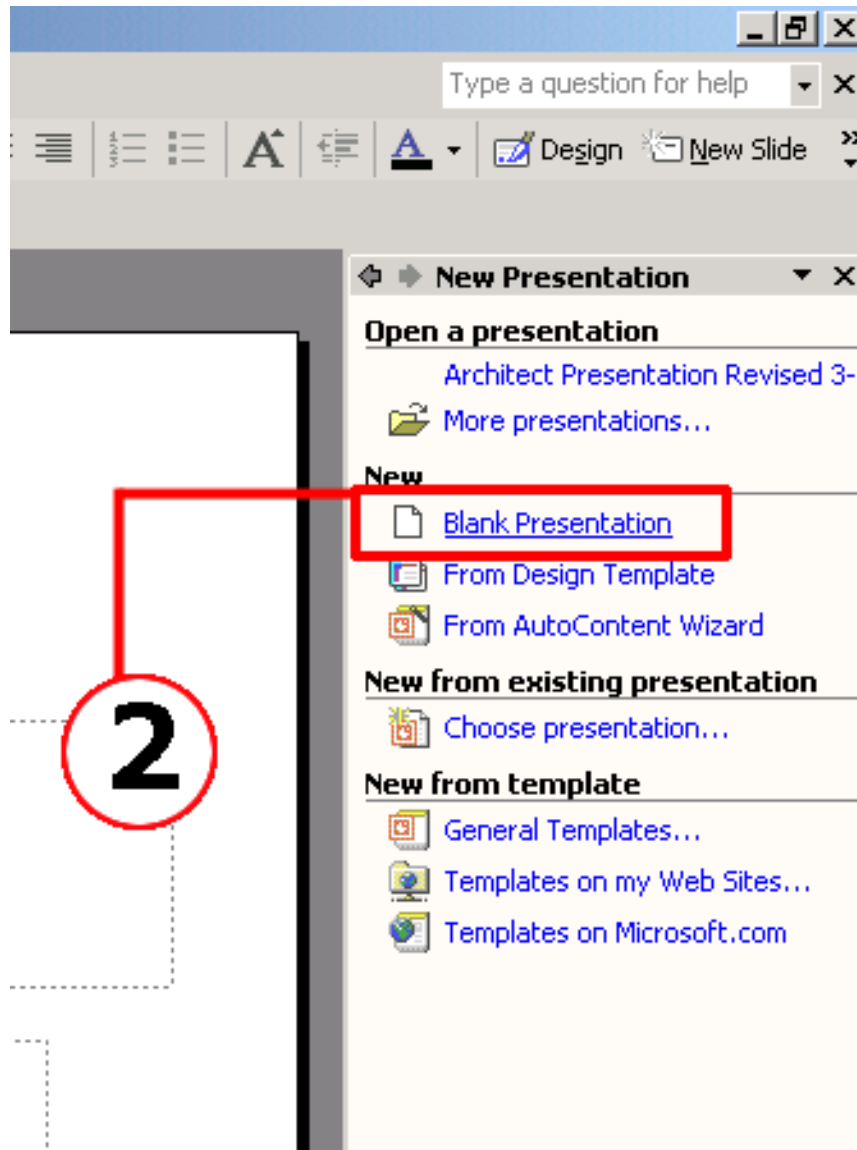
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Creating a new PowerPoint presentation from scratch

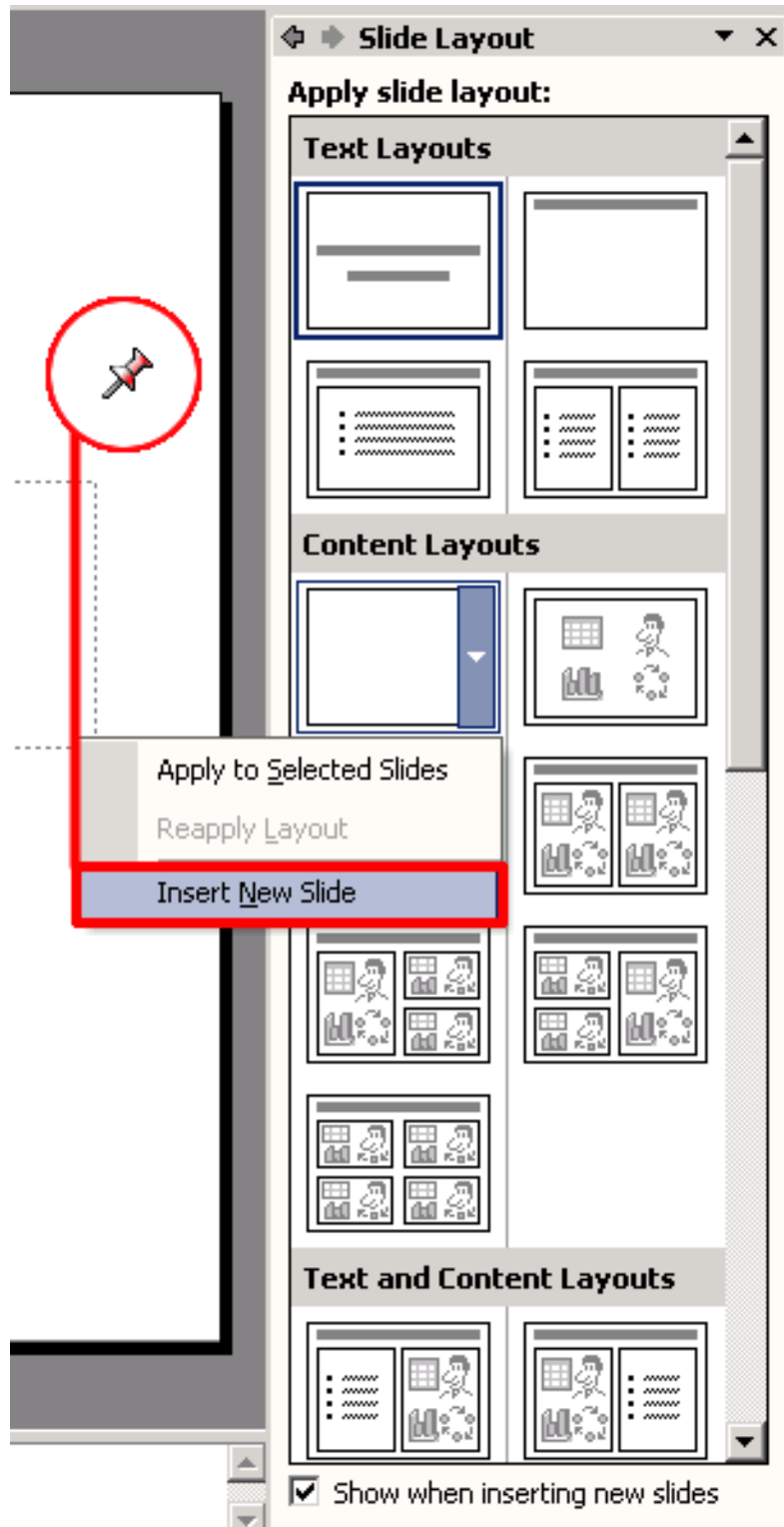
To create a New Presentation from Scratch navigate to the **PowerPoint** application and open it. **Start > Programs > Microsoft PowerPoint.**

1**1**

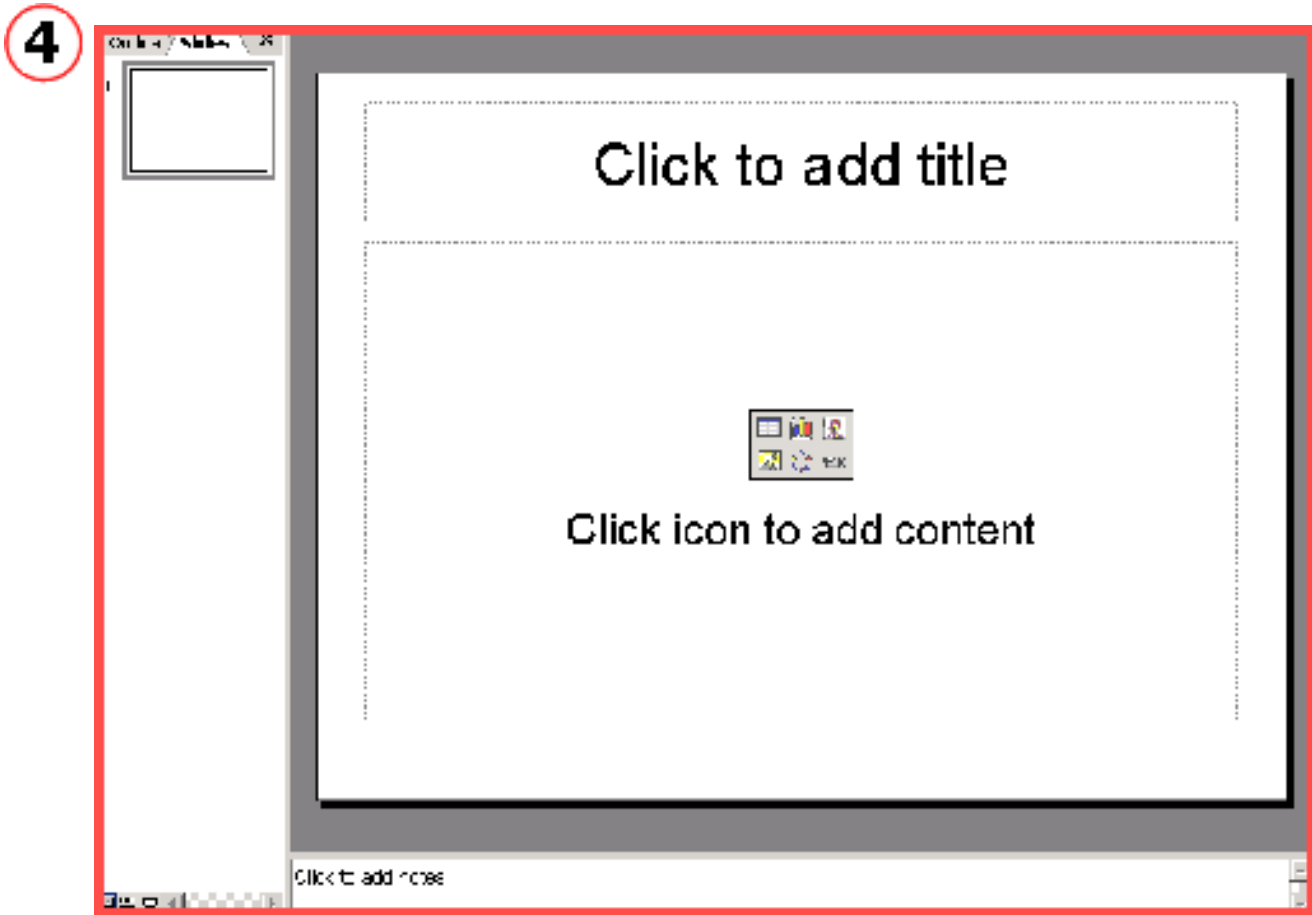
- 2 When **PowerPoint** opens a blank document should appear on your screen. However, if you wish to create a different presentation, click on the **Blank Presentation** link.



- 3 When you click on the **Blank Presentation** link, the **Slide Layout** screen will open. Choose the type of layout you desire by clicking it once.
-  If you wish to apply the layout to a new slide, click on the arrow beside the layout image, and choose **Insert New Slide**.

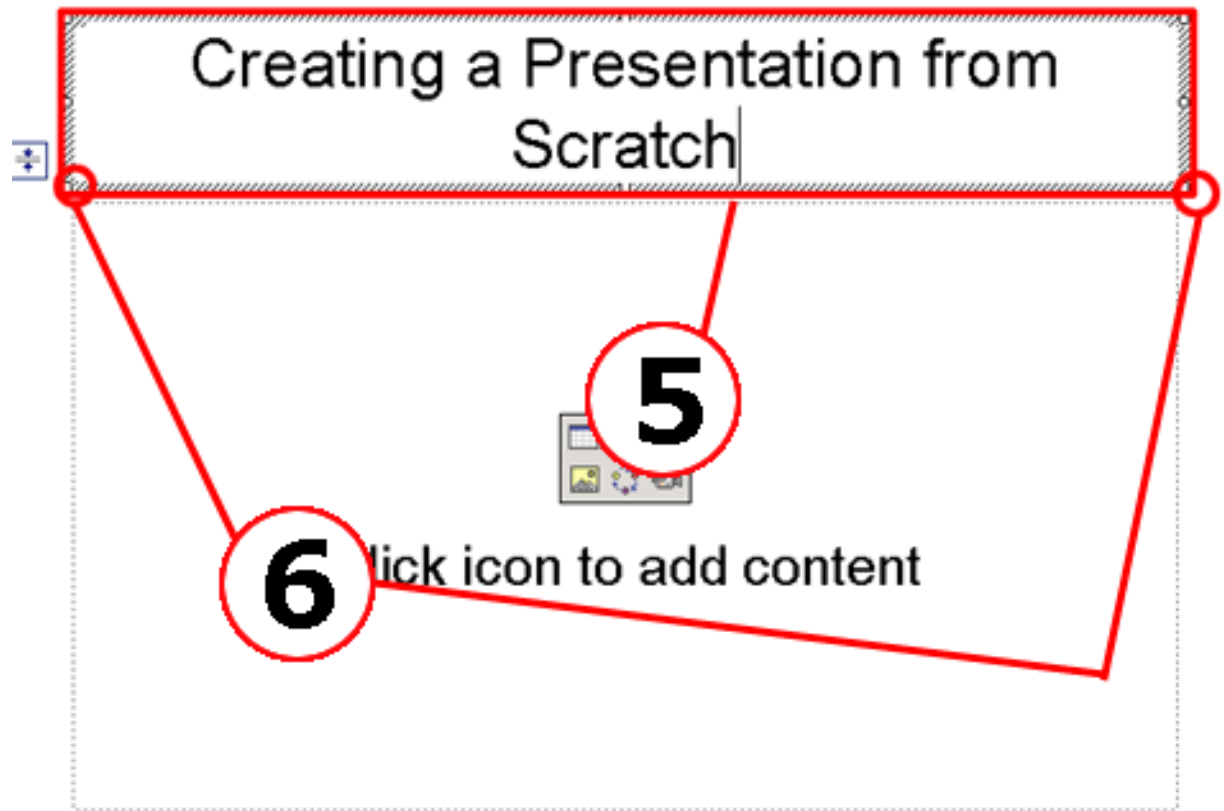


The new presentation will look something like this:



The gray box that appears on the slide is known as your **Text Box**. To type within it, click inside the box to set the cursor and begin typing.

5



To increase the size of the box, click on one of the little squares and drag.

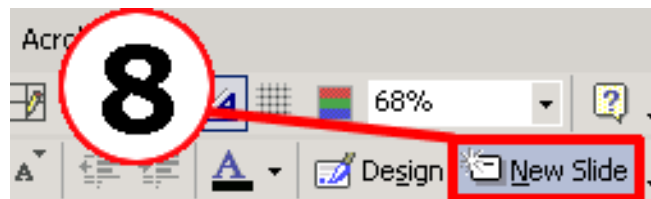
6

For instructions to draw a completely new text box on a slide, [click here](#).

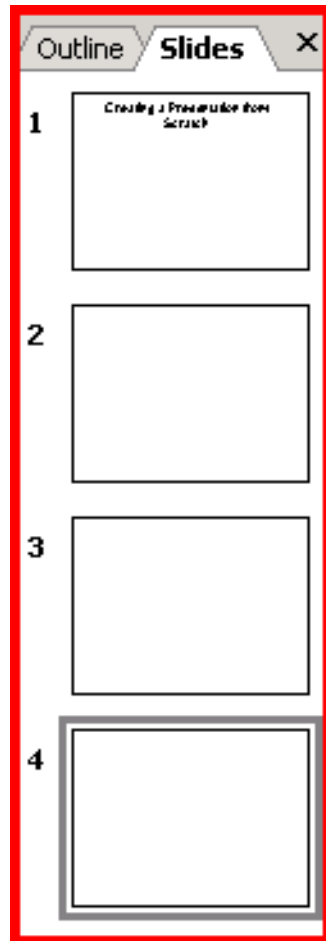
7

To add a new slide to your presentation click on the **New Slide** button.

8



As you add slides to your presentation they will be indexed as thumbnails when the slide tab is chosen in the column on the left.



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Creating a New PowerPoint Presentation from a Word file

When you insert a Word document, PowerPoint creates an outline structure based on heading styles in the document.

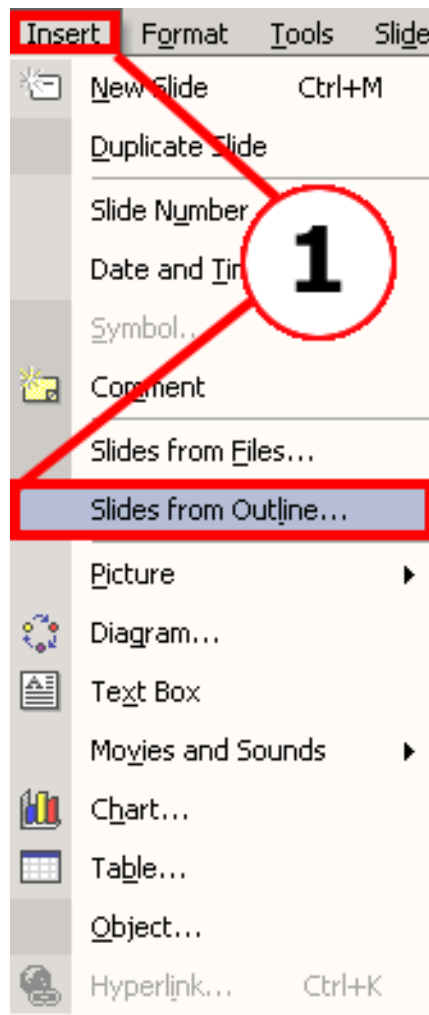
- A Heading 1 in your source document becomes a slide title in PowerPoint,
- a Heading 2 becomes the first level of body text on the slide,
- a Heading 3 the second level of text on the slide, and so on.

If the original document contains no heading styles, PowerPoint creates an outline based on paragraphs. For example, for several lines of text styled as Normal and broken by paragraphs, PowerPoint turns each paragraph into a slide title.

To create a new presentation from a Microsoft **Word** file click on the **Insert** menu and choose **Slides from Outline**.

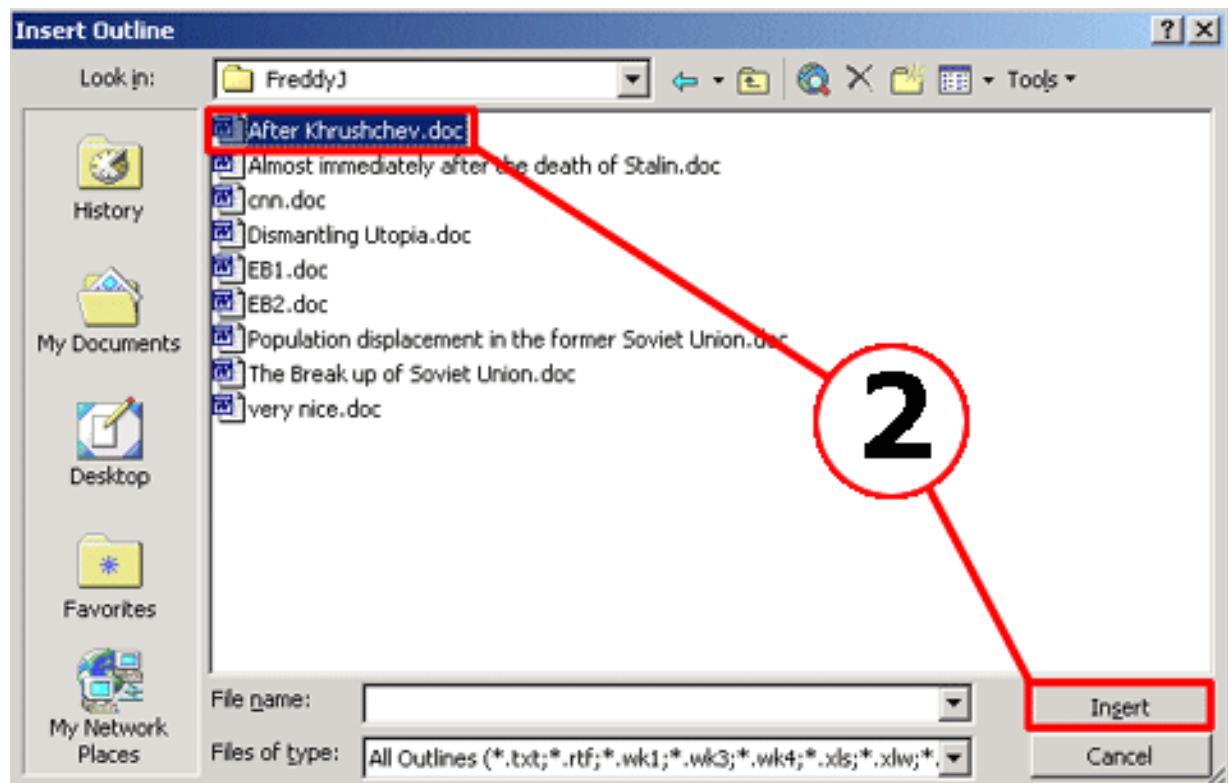
1





Navigate to the document you wish to convert, select it, and then click **Insert**.

2



PowerPoint automatically converts the document into a slide format.

3

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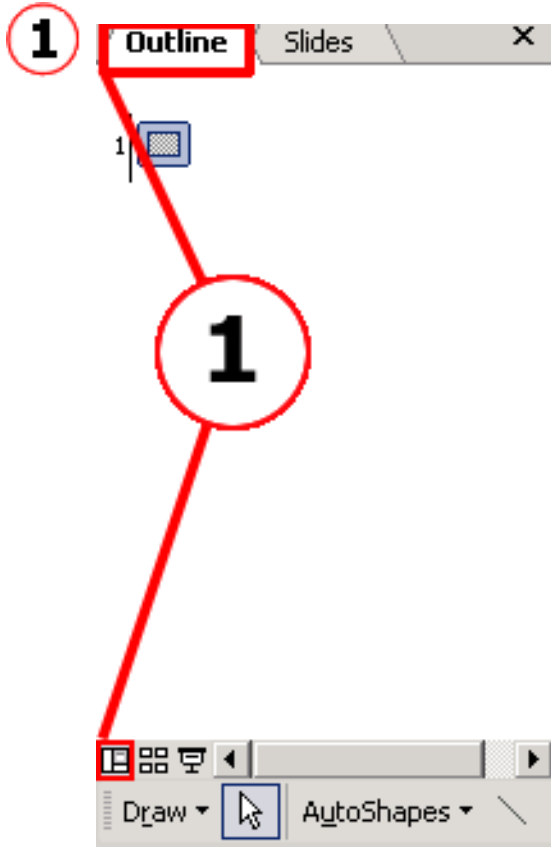
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Creating slides in the Outline View

The outline view shows just the text of your slides. You can edit your slides in the Outline view without worrying about the formatting.

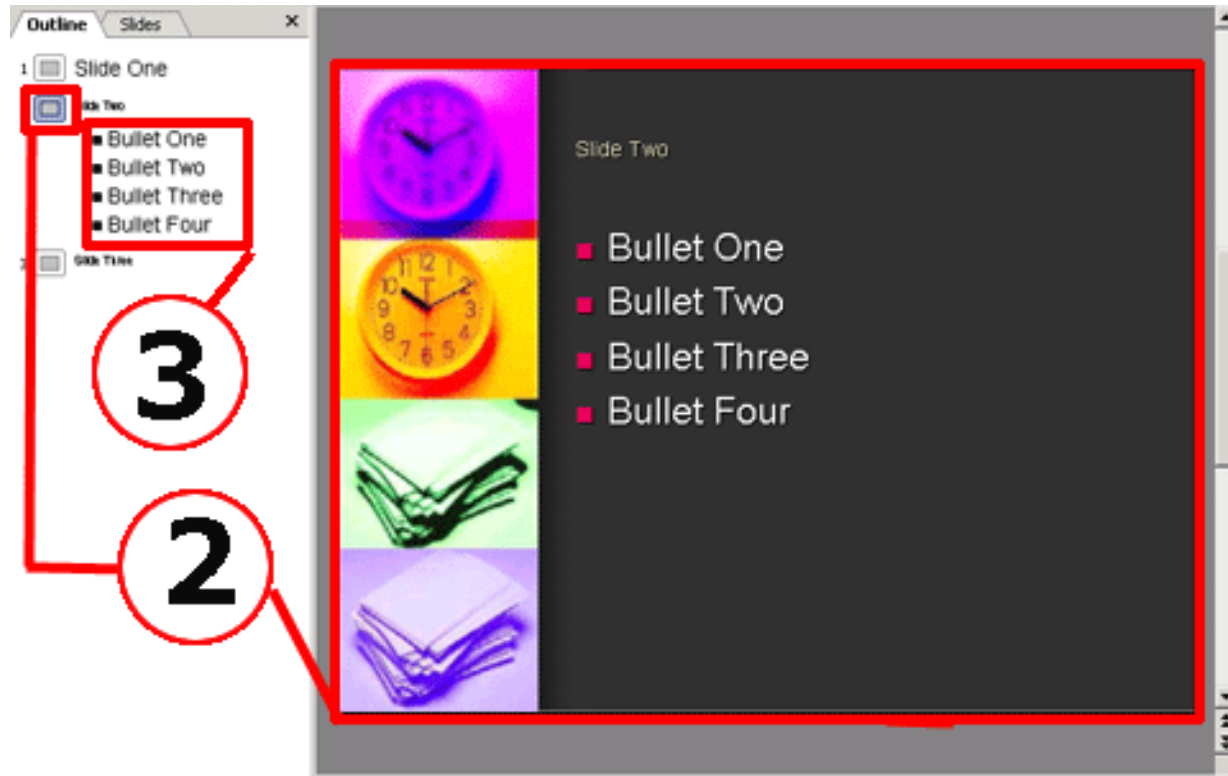
Click the **Normal View** button. Click the **Outline** tab.



If the width of the Left pane is not big enough, the tab only shows an icon instead of the word "**Outline**"

Clicking on the slide icon in the Outline window displays the full slide in the right window.

2



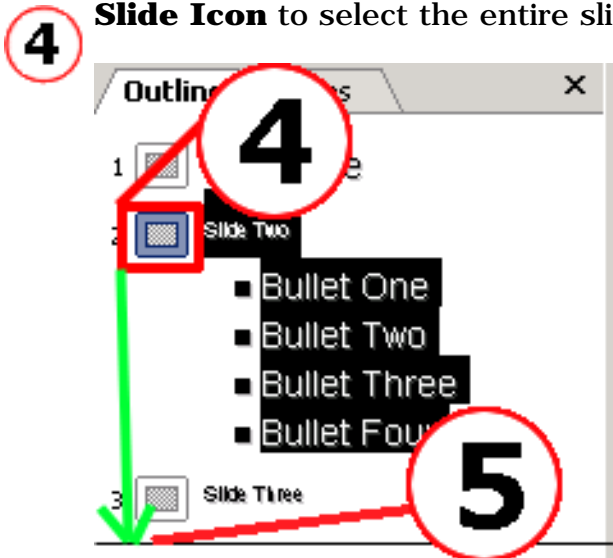
You can type your text in the Outline pane and it will appear simultaneously on the full-sized slide.

3

- Pressing the **Enter** key after a slide's title will insert a new slide on the next line.
- If you want a bullet instead of a new slide, simply press the Tab key on your keyboard.
- Pressing the **Enter** key after a bullet's text will insert a new bullet on the next line.
- To demote a slide title to a bullet, press the Tab key
- To promote a bullet to a slide title, press Shift-Tab

Reordering Slides in the Outline Tab

To move slides to different positions within your presentation, click on the **Slide Icon** to select the entire slide.



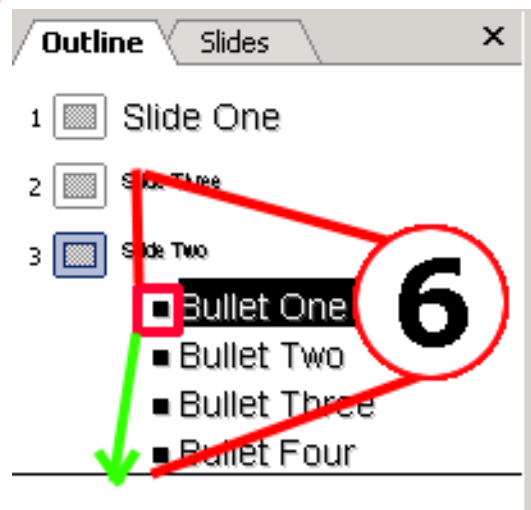
Drag and drop the selected slide at the new position.

5

Move Bulleted Text

Point to the left of the bullet, until a crosshair appears. Then drag and drop the bullet to its desired spot.

6



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Choosing, Changing or Saving a Design Template

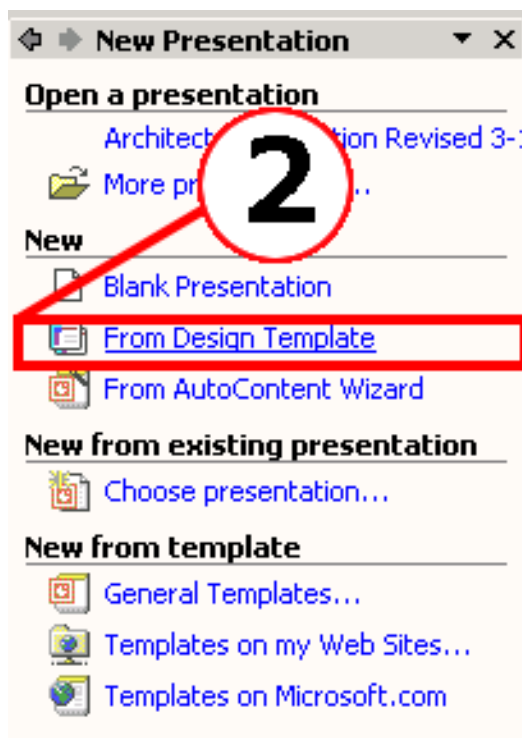
PowerPoint provides a set of predesigned *templates* that use a set of co-colors and fonts to give a professional look to your presentation.

To apply a design to your presentation, choose **New** from the **File** menu.

1


Click on the **From Design Template** link.

2



- 3 The slide design pane shows you a list of available templates. Select the design you want by clicking on it.



 You can also make the same template look different by changing the color schemes. Click on the **Color schemes** link, and see your template take a new look!

You can create your own design templates that can be applied to other presentations. This gives your presentations a consistent look and style.

The following steps assume that you have a presentation saved to your computer that is formatted the way you want it.

- 1 On the File menu, click New.
- 2 In the New Presentation task pane, under New from existing presentation, click Choose presentation, select the presentation you want, and then click Create New. (This preserves your original presentation.)
- 3 Delete any text, slides, or design elements that you don't want to be part of the new template, and apply any changes that you do want in the template.
- 4 On the File menu, click Save As.
- 5 In the File name box, type a name for your template.

6 In the Save as type box, click Design Template.

7 Click Save.

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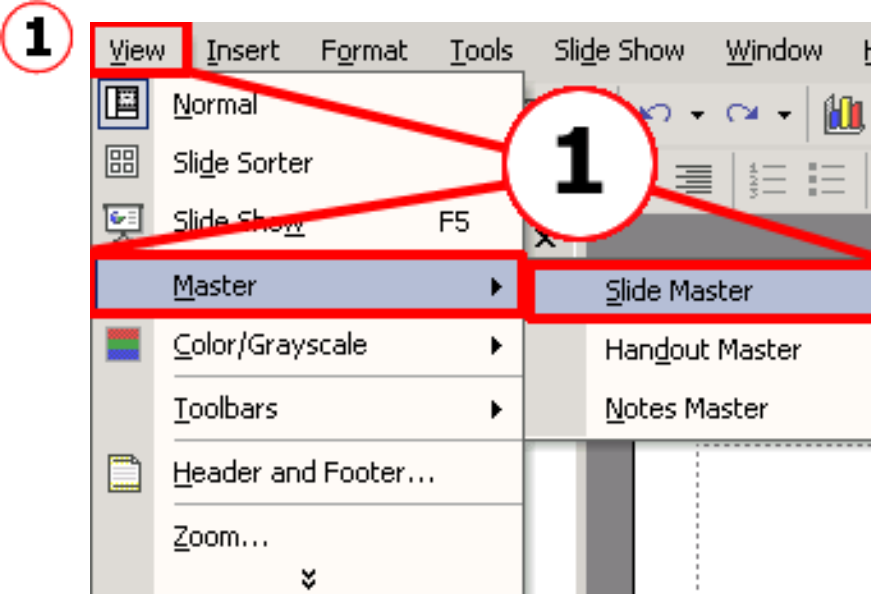
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Working with the Master Slide to format a presentation

The Slide Master is used when one wishes to make changes to an entire presentation.

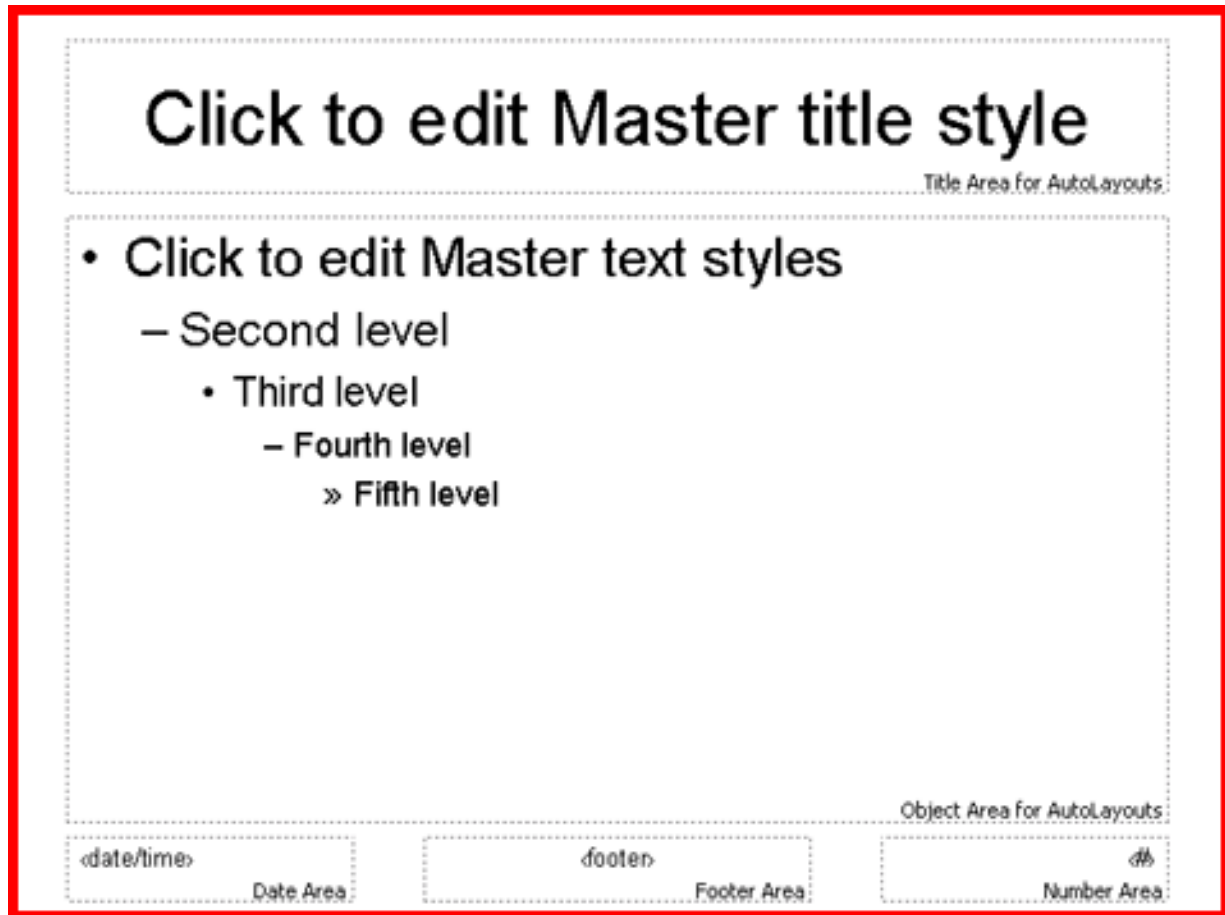
From the **View** menu select **Master** and then **Slide Master**.



The **Slide Master** allows for various changes to be made.

2





Any changes that are made within the **Slide Master** will be applied to every slide in the presentation.

3

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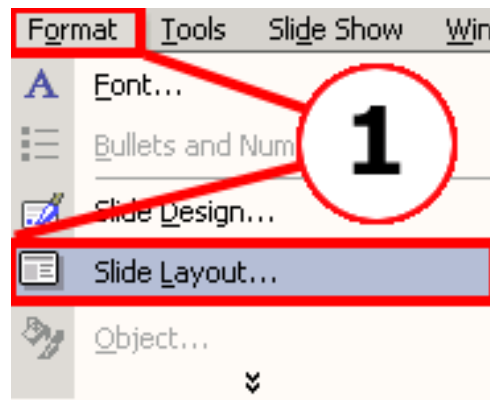


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Choosing or Changing a Slide's Layout

You can change the layout of any slide in your presentation at any time. Here's how:

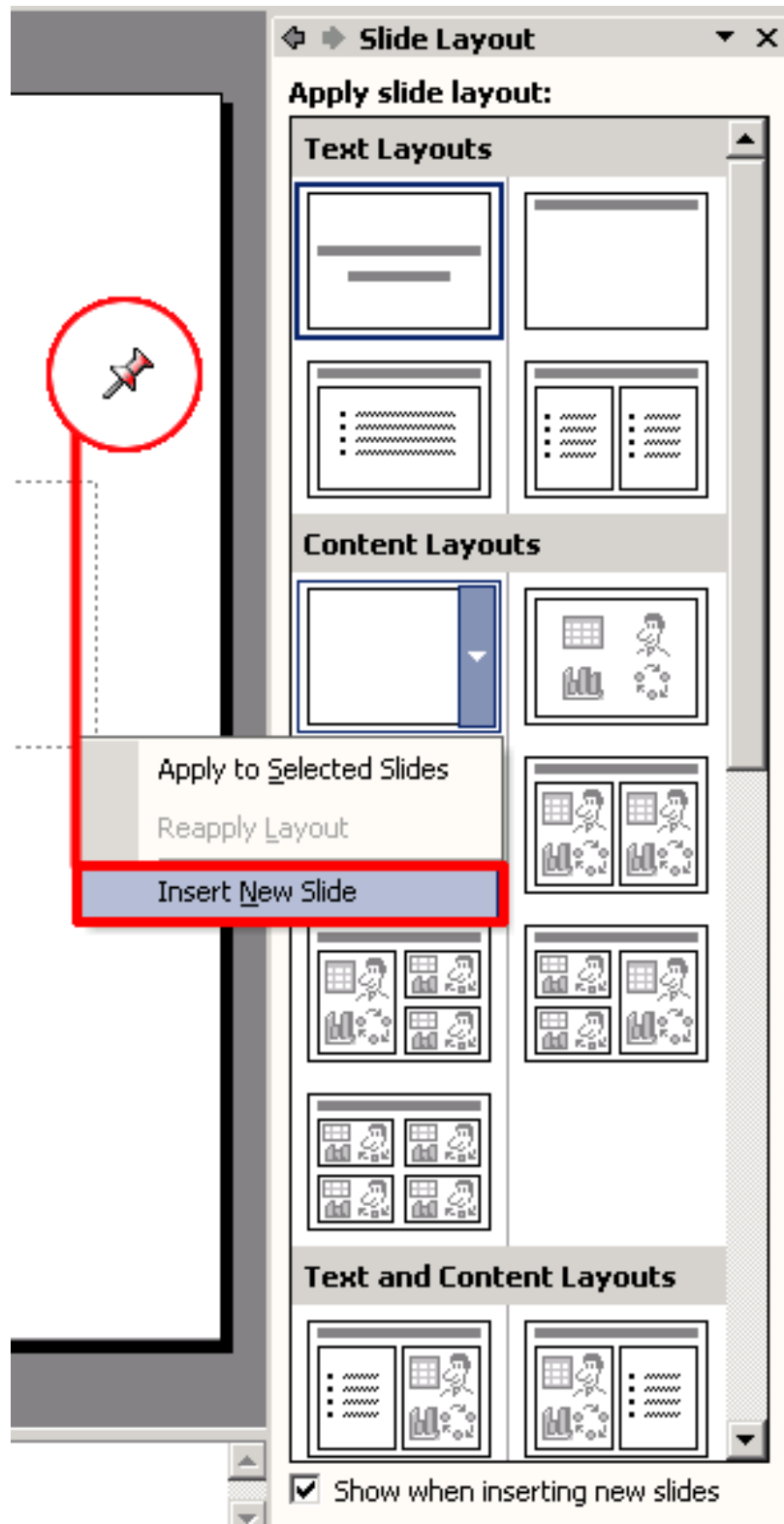
- 1 From the **Format** menu, select **Slide Layout**.



- 2 The **Slide Layout** screen opens. Choose the type of layout you desire by clicking it once.



If you wish to apply the layout to a new slide, click on the arrow beside the layout image, and choose **Insert New Slide**.



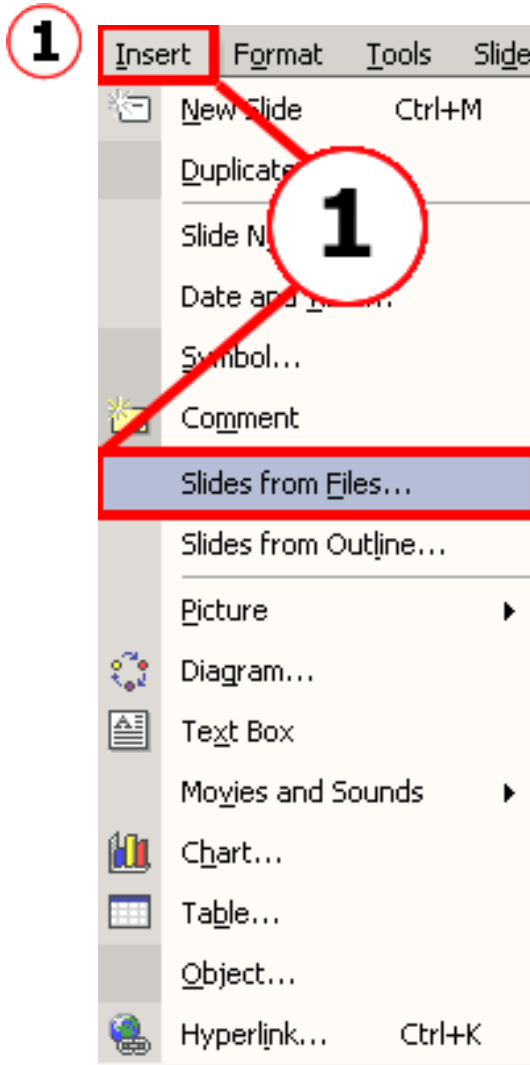
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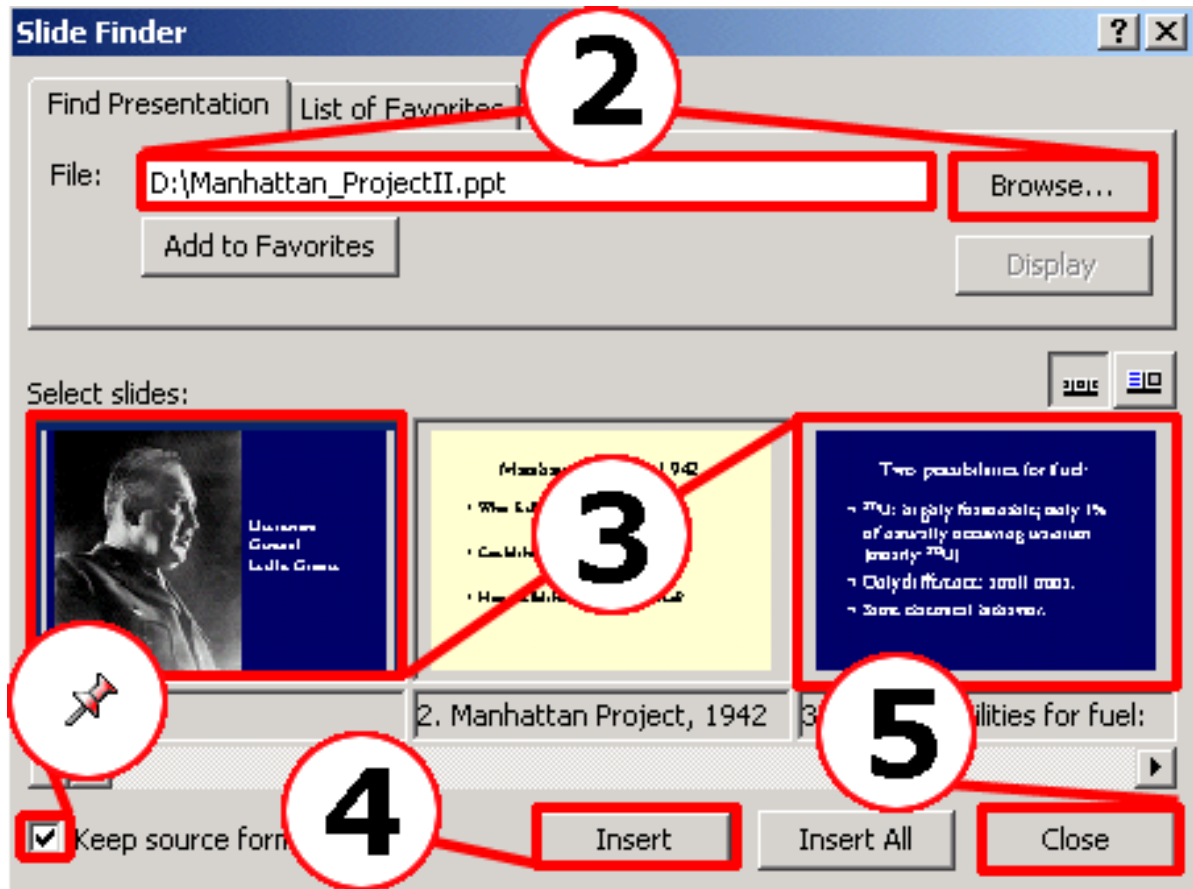
Inserting Slides from Another PowerPoint Presentation

From the **Insert** menu, select **Slides From Files**.



In the window that pops up, click **Browse** and select the presentation from which you want to insert the slides.

2



 Check the box next to **Keep Source Formatting** if you want to retain the slide's original design.

Click the slide you want to insert. **Control+Click** each desired slide if you would like to select multiple slides.

3

Click **Insert**. You can also click **Insert All** to insert all the available slides in that presentation.

4

Click **Close**.

5

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Adding Text Boxes to slides

Text boxes added to a slide cannot be edited using the **Outline** tab. You can type the text directly on the slide in normal view. Text boxes are usually added to draw a label, or emphasize a word using borders, fill or 3-d effect.

Click on the **Text Box** button on the **Drawing** toolbar.

1

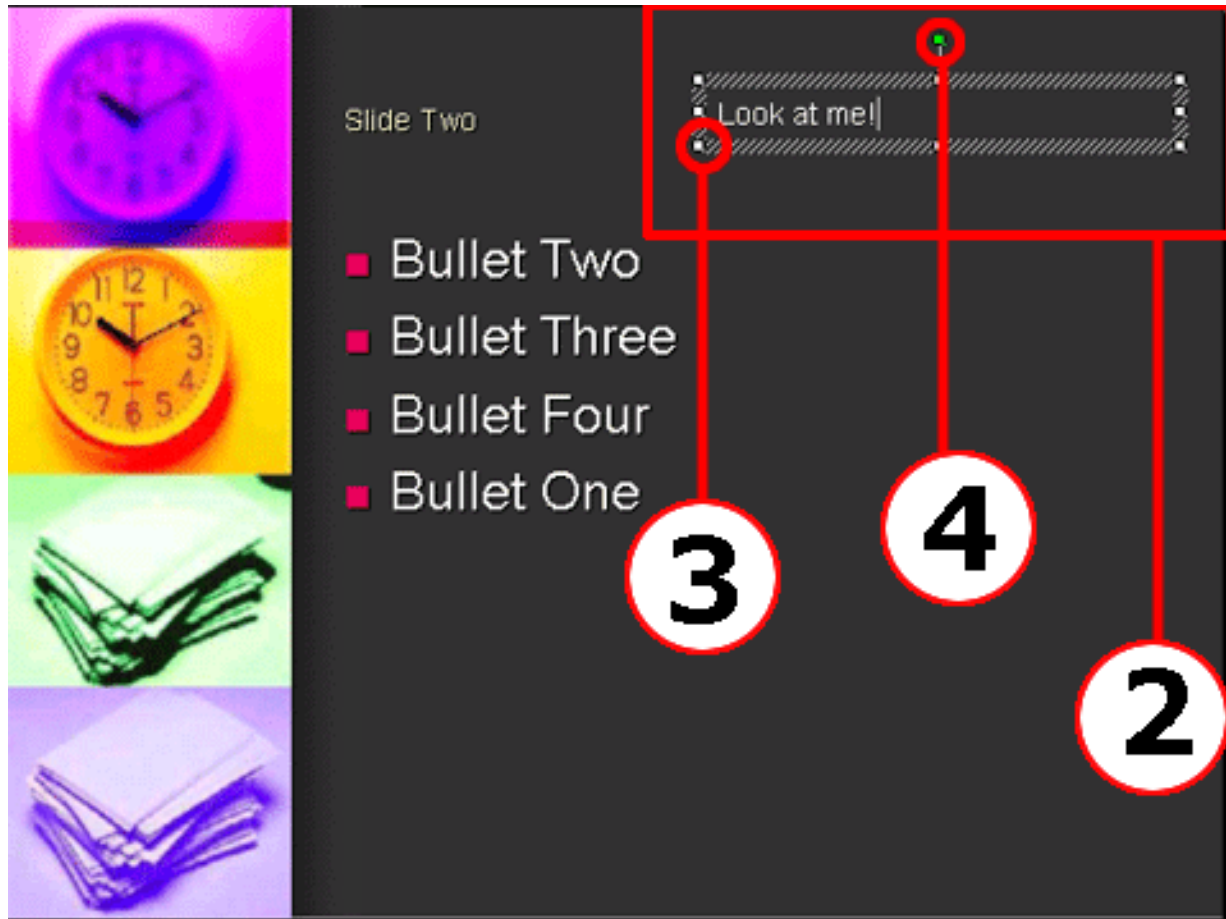


Draw a text box of the approximate size you want, and type in your text.

2



The text in the text box can be formatted by using the usual Microsoft Office commands. Highlight the text, and use **Alignment** and **Font** commands from the **Format** menu.



You can resize the text box using the sizing handle.

3

The text box can be rotated by dragging the green rotation handle.

4

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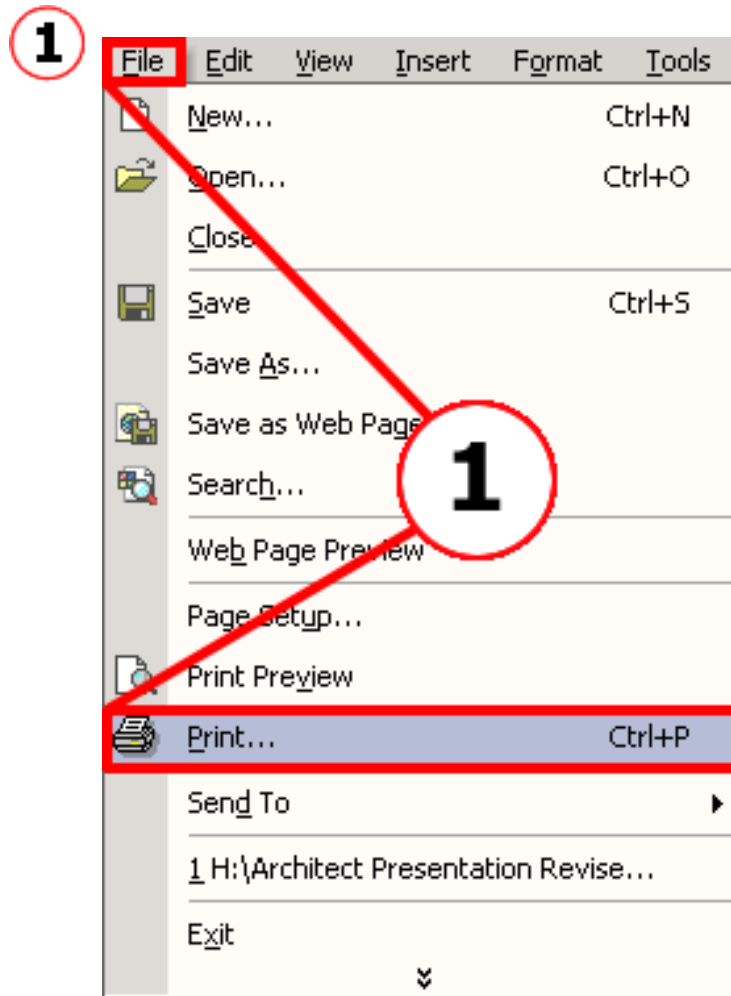
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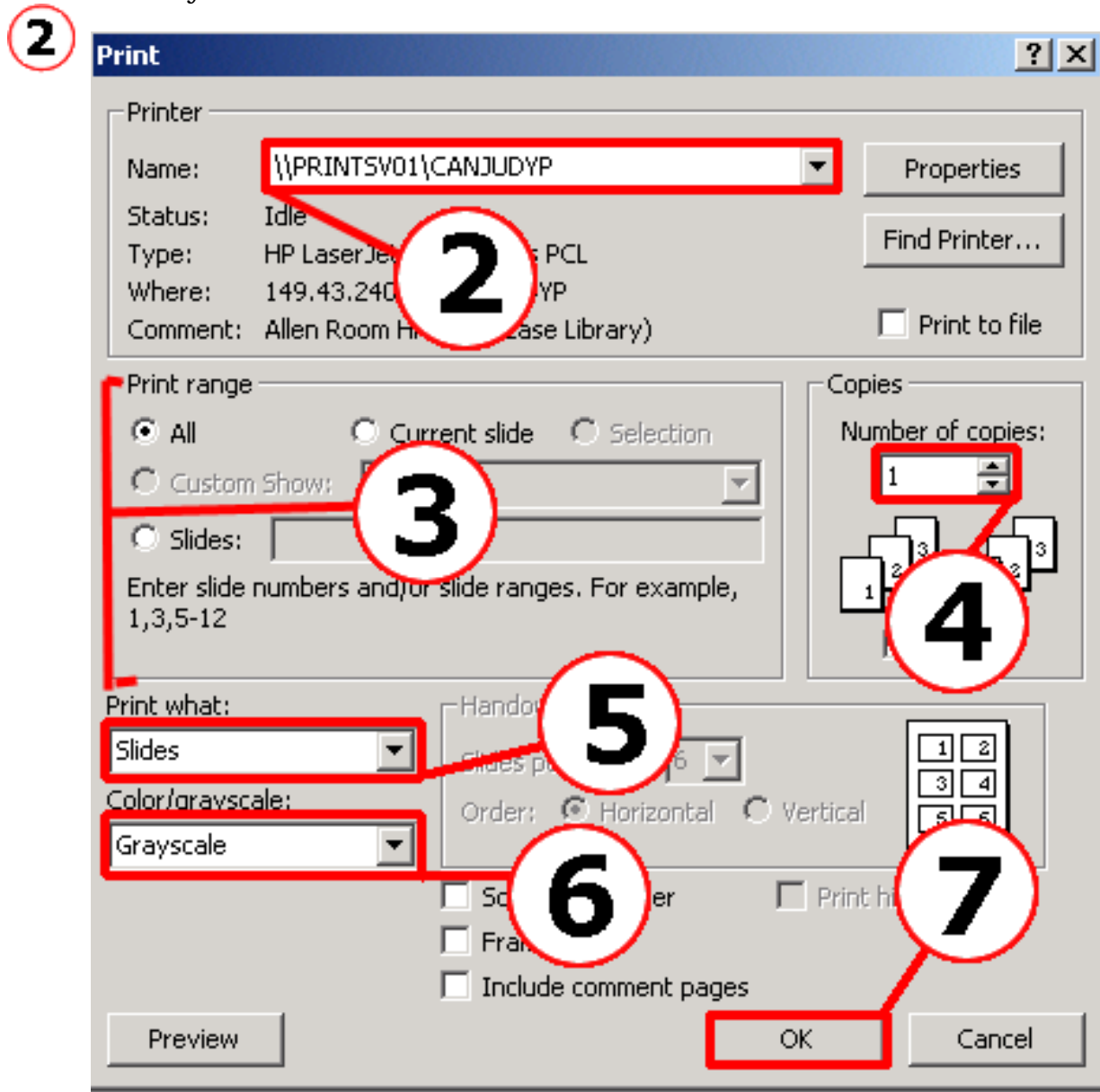
Printing Slides

You can print all or some of your slides in the format you want using PowerPoint. Depending on your printer, you can print in color, grayscale or Black and White. You can also print only the outline if you just want to verify the presentation's content.

Choose **Print** from the **File** menu.



Select your Printer.



Specify the Slides you want to print.

3

Select the number of copies you want.

4

Select if you want to print the **Slides, Outline, Handouts** or **Notes**.

5

Note: If you want to print multiple slides on one sheet of paper, you must select Handouts.

6

Select if you want to print the slides in **Color, Grayscale** or **Pure Black and White**.

Click **OK**.



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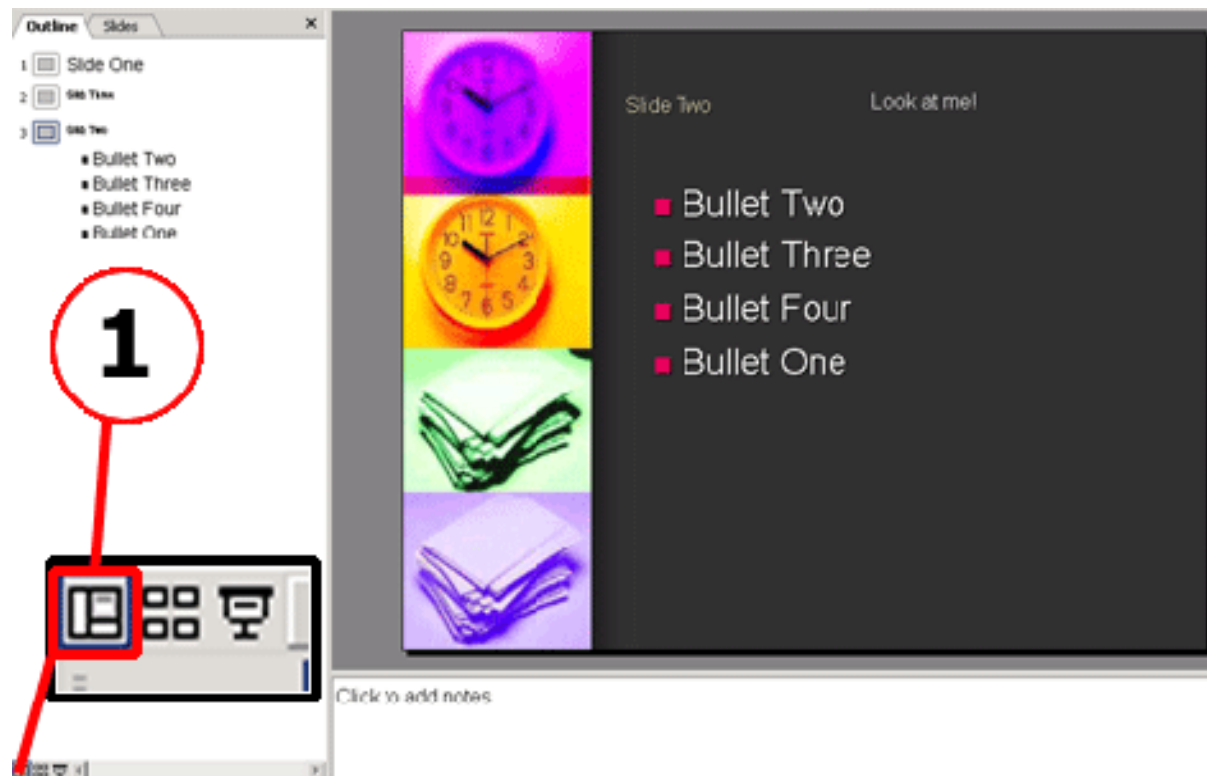

Viewing PowerPoint slides in different ways

Most of the time in PowerPoint, you will work in **Normal View**.

1

Normal view is the main editing view, which you use to write and design your presentation. The view has three working areas: on the left, tabs that alternate between an outline of your slide text (**Outline** tab) and your slides displayed as thumbnails (**Slides** tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.*

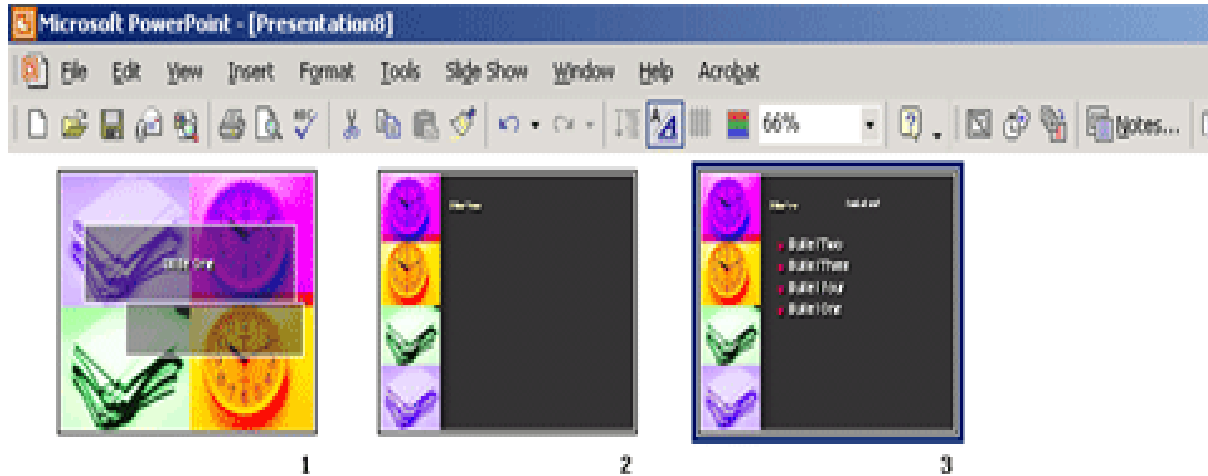
You can get to **Normal Mode** by clicking on the icon at the bottom of the page.



Two other modes are available for viewing your slides.


2 Slide Sorter View:

Slide sorter view is a view of your slides in thumbnail form. When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it — making it easy to reorder, add, or delete slides and preview your transition and animation effects.*



To get to the Slide Sorter view, click on the Slide Sorter icon at the bottom of the page.

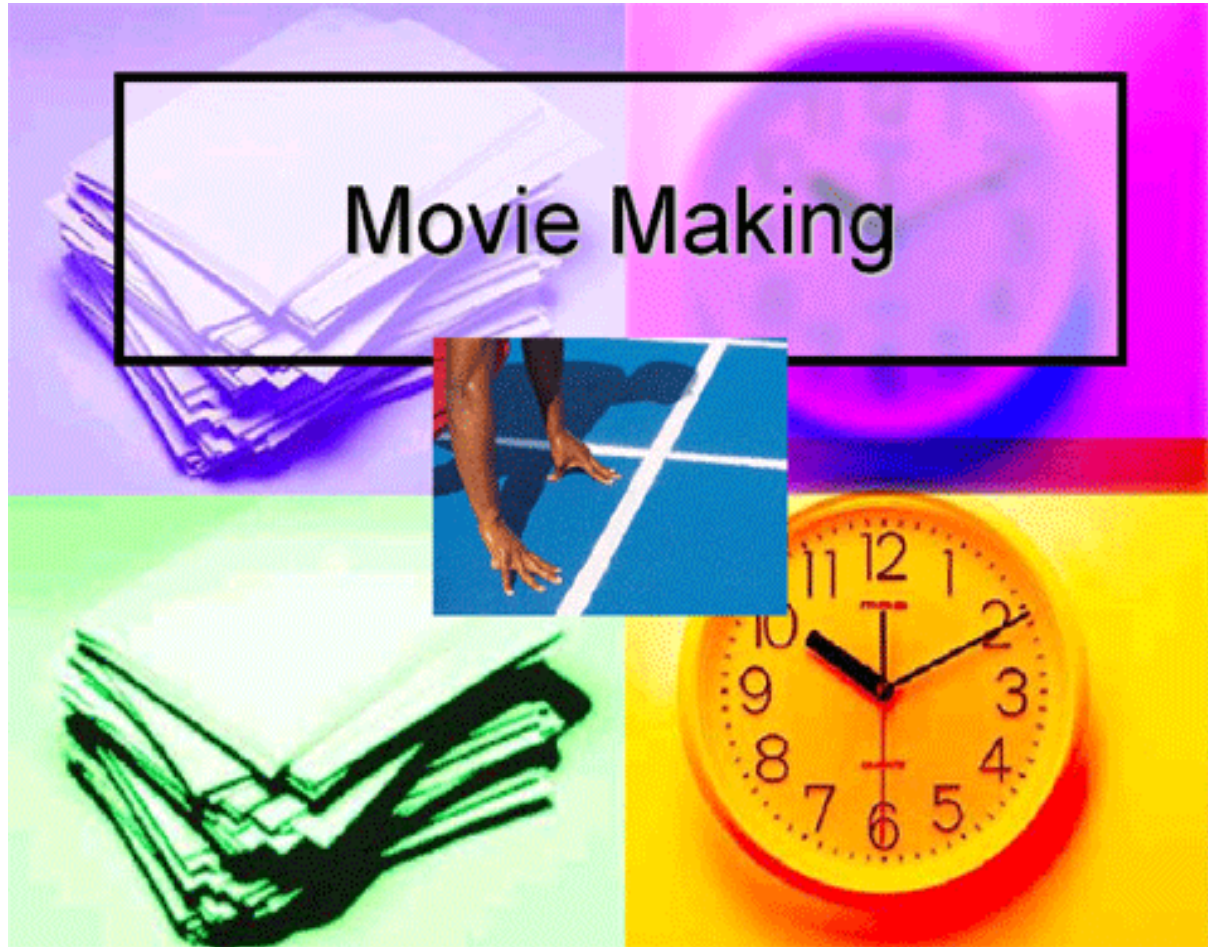


 While in the slide sorter view, you can move slides around by dragging and dropping them into the desired position. To add new slides in the Slide Sorter view, click [here](#).

Slide Show View

3

Slide show view takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated elements, and transition effects will look in the actual show.*



To get to the Slide Show view, click on the Slide Show icon at the bottom of the page.



To get out of the Slide Show view, press the **Esc** key.

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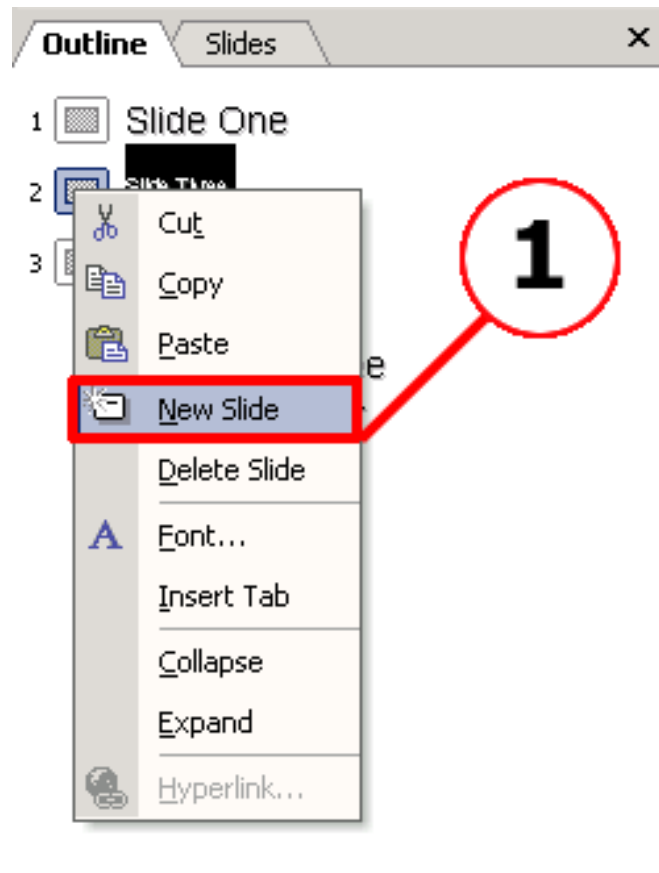


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Adding Slides

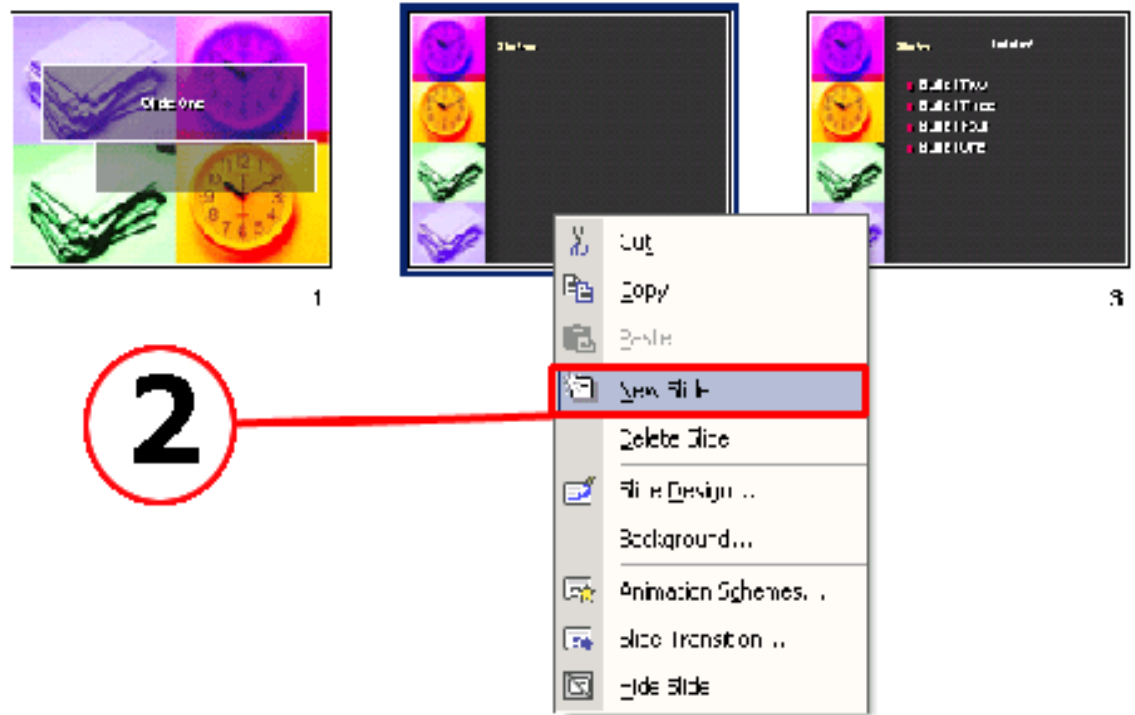
Inserting a slide in Normal View:

In the **Outline** tab or the **Slides** tab, **right-click** on the slide after which you want to add a slide, and choose **New Slide**.

1

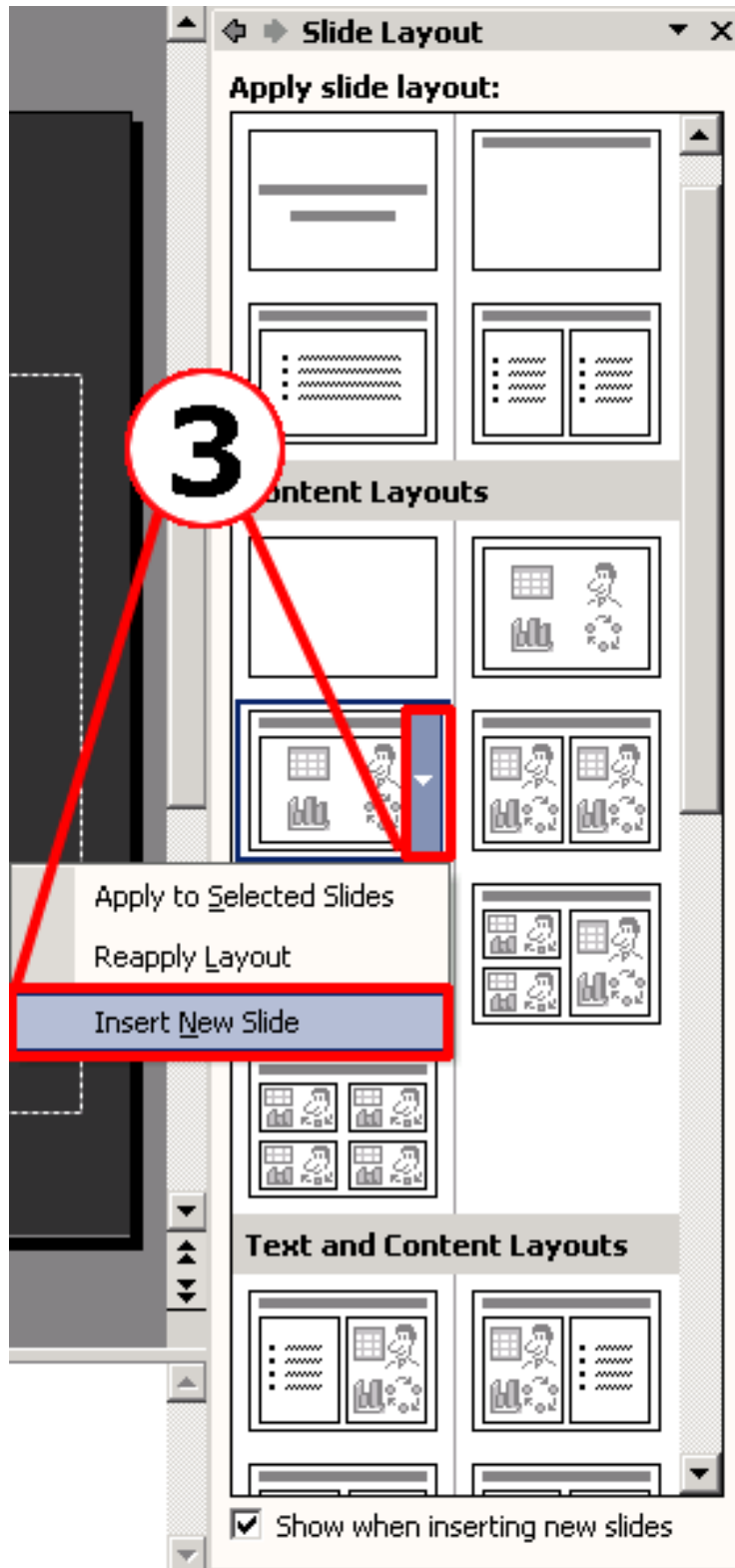
Inserting a slide in Slide Sorter View

- 2** **Right-Click** on the slide that will precede your new slide, and choose **New Slide**.



From the Slide Layout Pane:

- 3** To insert a particular style of slide, click on the arrow besides that style in the **Slide Layout Pane** and choose **Insert New Slide**.



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Preview your presentation

Slide Show View

1

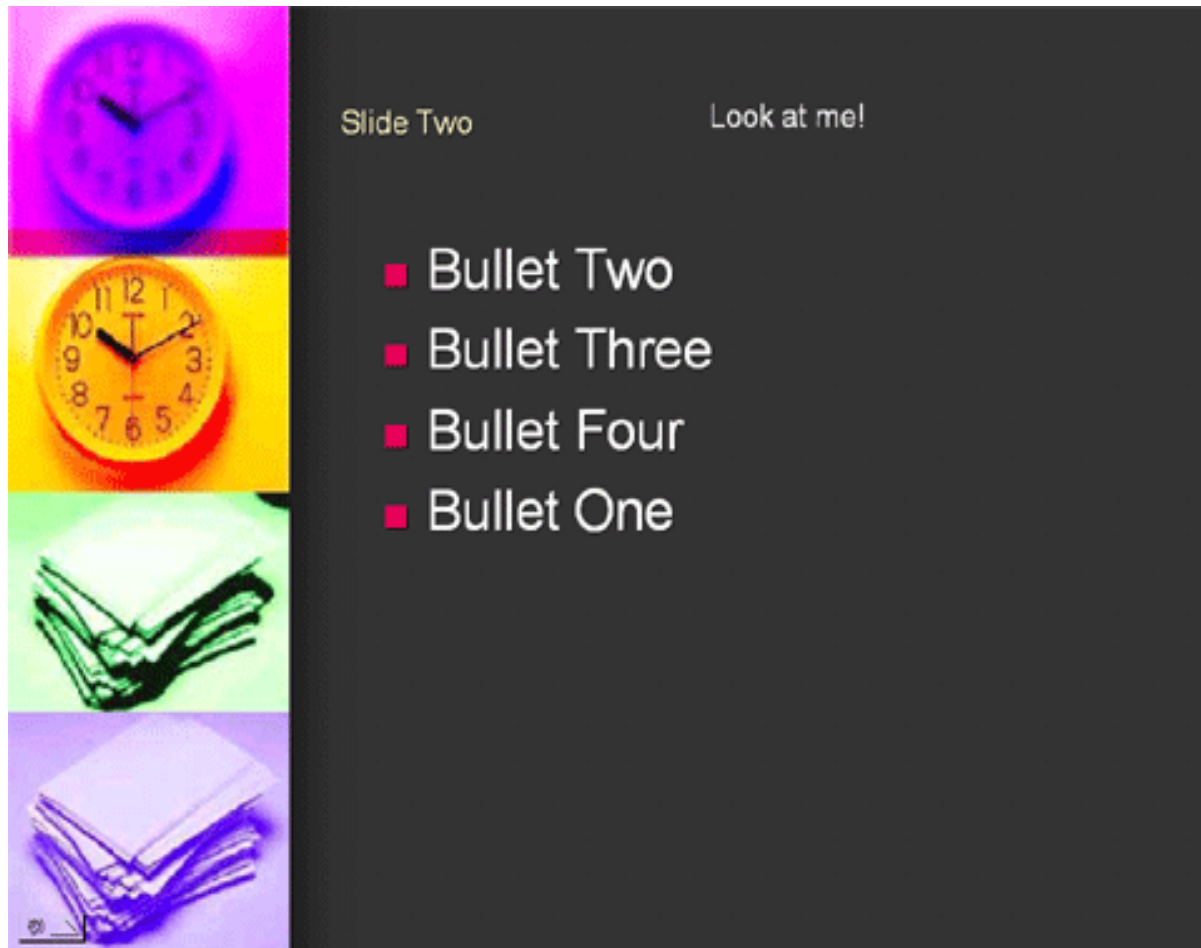
Slide show view takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated elements, and transition effects will look in the actual show.*


To get to the Slide Show view, click on the Slide Show icon at the bottom of the page or press the **F5** key on your keyboard.

1

You don't see any toolbars or windows in the **Slide Show** view - just your slides!

2



 To advance to the next slide, click on the screen or press the **Spacebar** on your keyboard.

 To get out of the Slide Show view, press the **Esc** key.

* Microsoft PowerPoint Help

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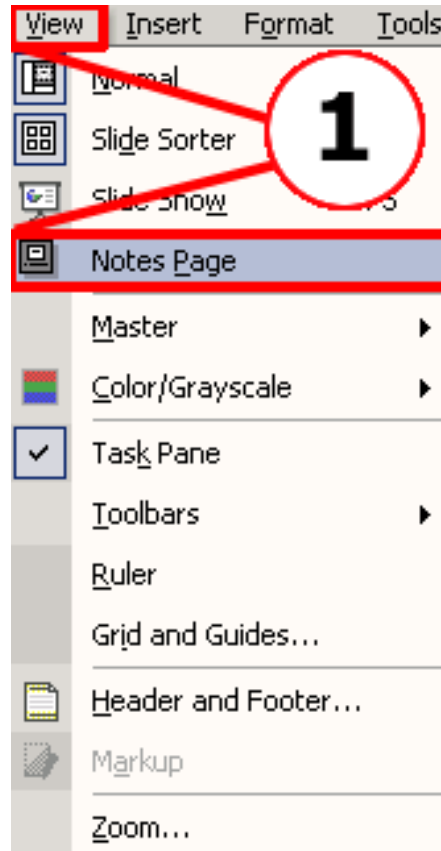
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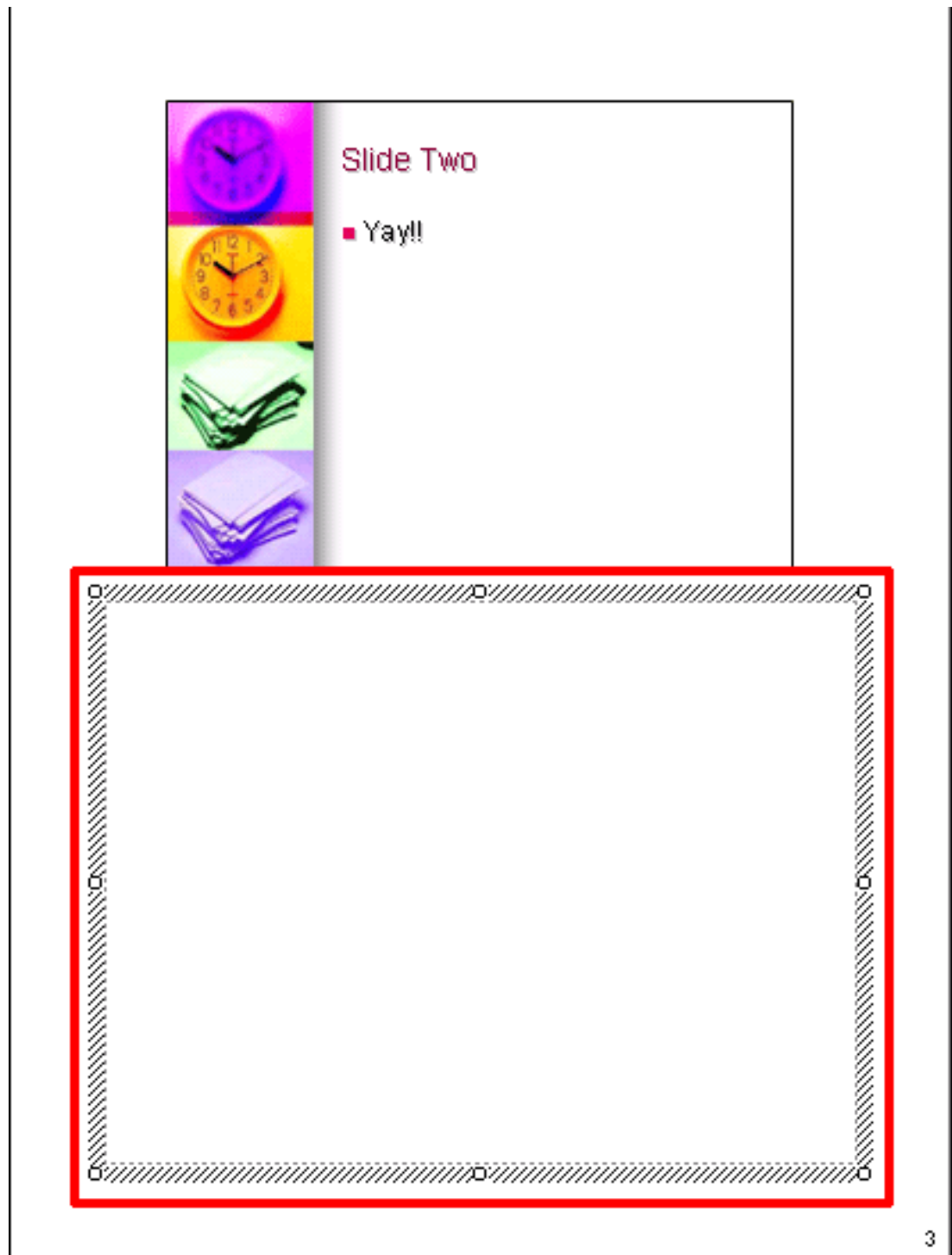
Notes and Handouts

Adding Notes

1 From the **View** menu select **Notes Page**.



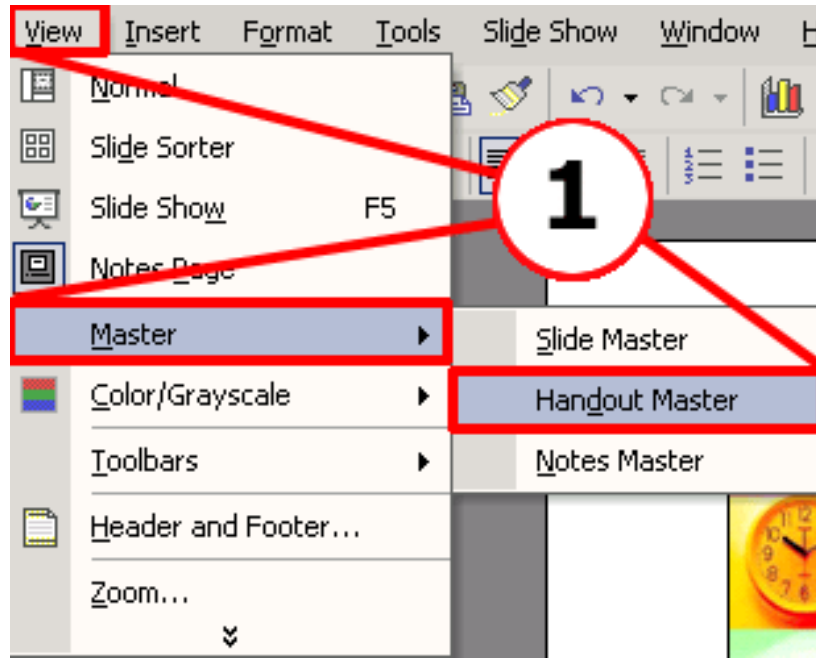
- 2** Place your cursor over the notes box and begin typing.



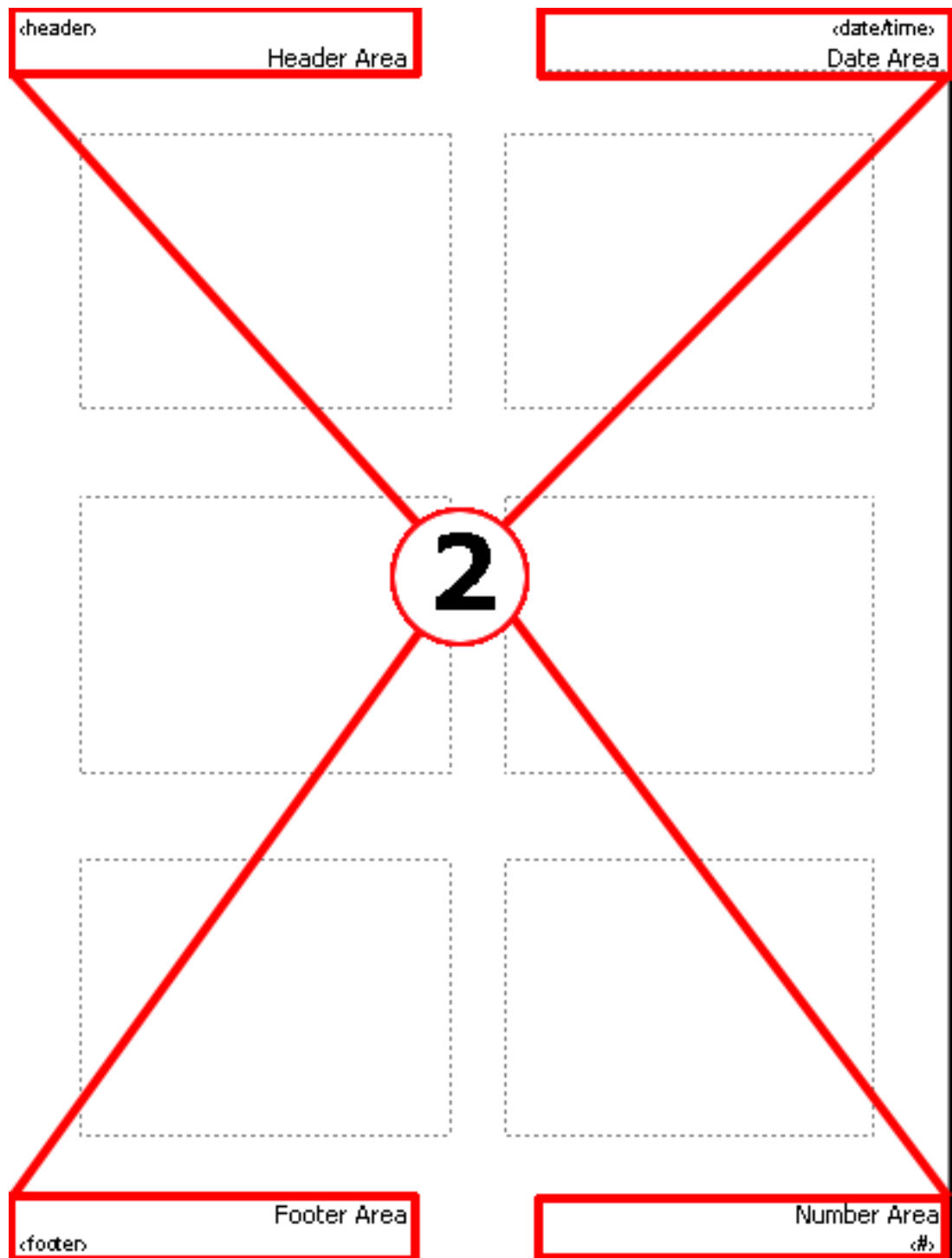
- 3** Any information that you add will not appear in the slide presentation, but can be used as a reminder of what you will say during the actual presentation.

Adding Handouts

- 1 From the **View** menu select **Master** and then **Handout Master**.



- 2 Insert the information that you wish to add to the handout.



- 3 To choose the number of slides that you wish to appear on each handout select one of the **Show Positioning** buttons on the **Handout** toolbar.



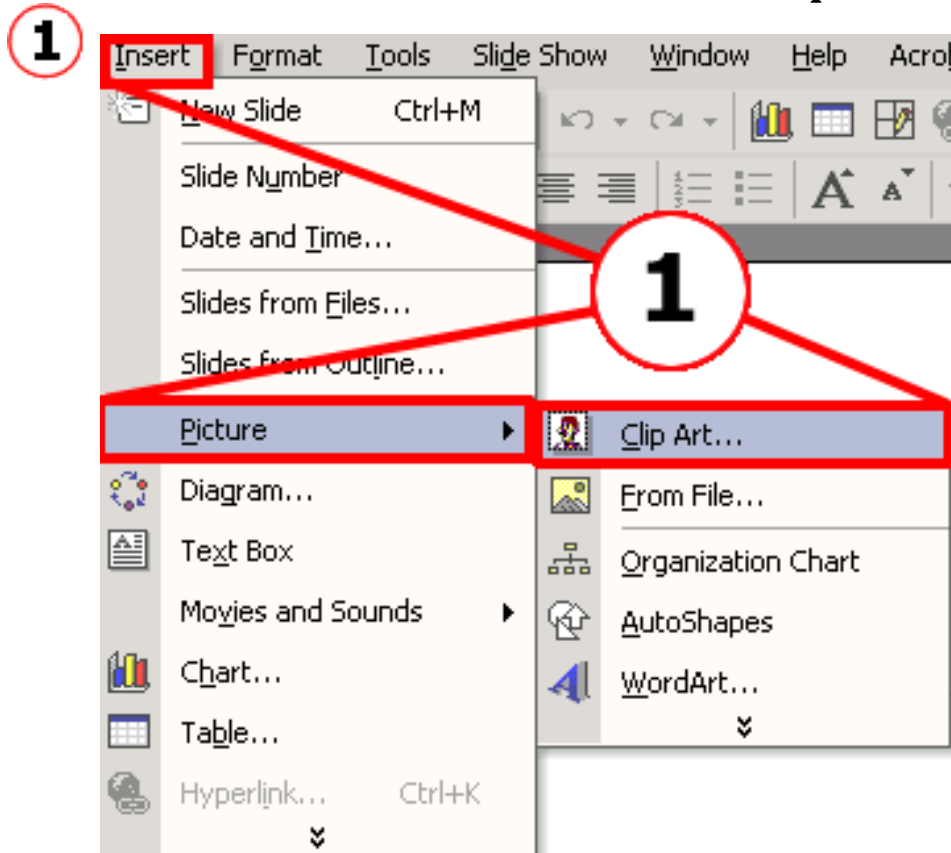
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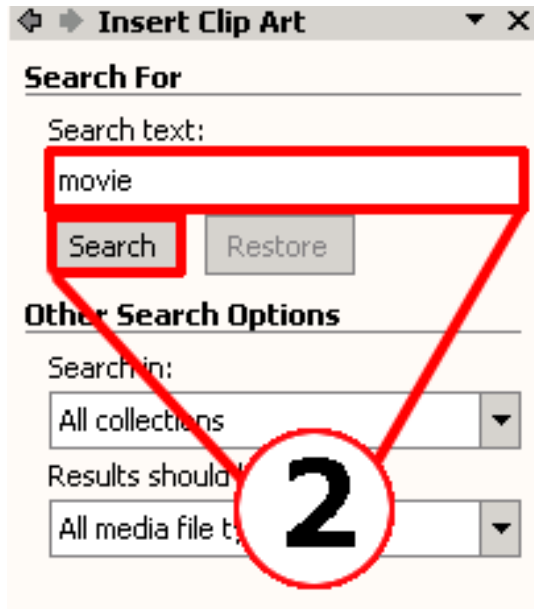
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Working with Images - Inserting Clip Art

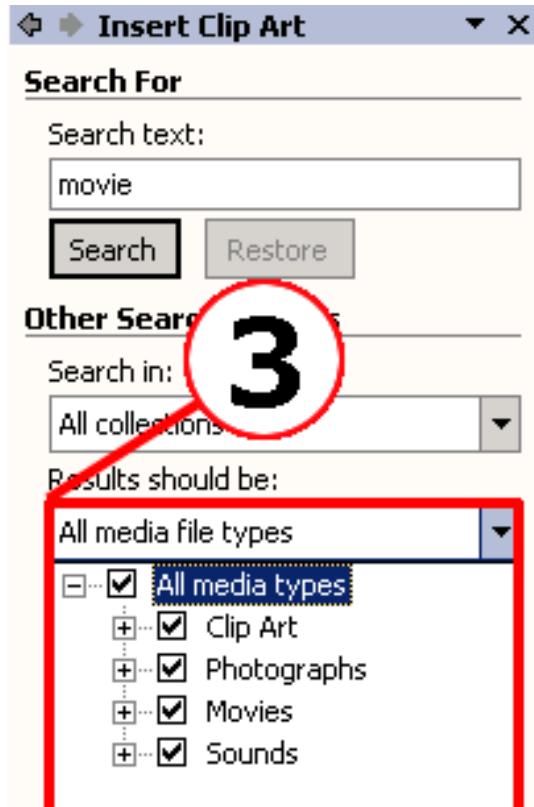
From the **Insert** menu, select **Picture** > **Clipart**.



- 2 The **Insert Clipart** sidebar comes up. You can search for a specific kind of clipart you are looking for in the **Search text** box. Click **Search**.




- 3 You can also choose what type of media you want your results to be from **Advanced Options**.



A list of available clip arts comes up. To insert a clip art, click on it once, and it will be inserted in your current slide.

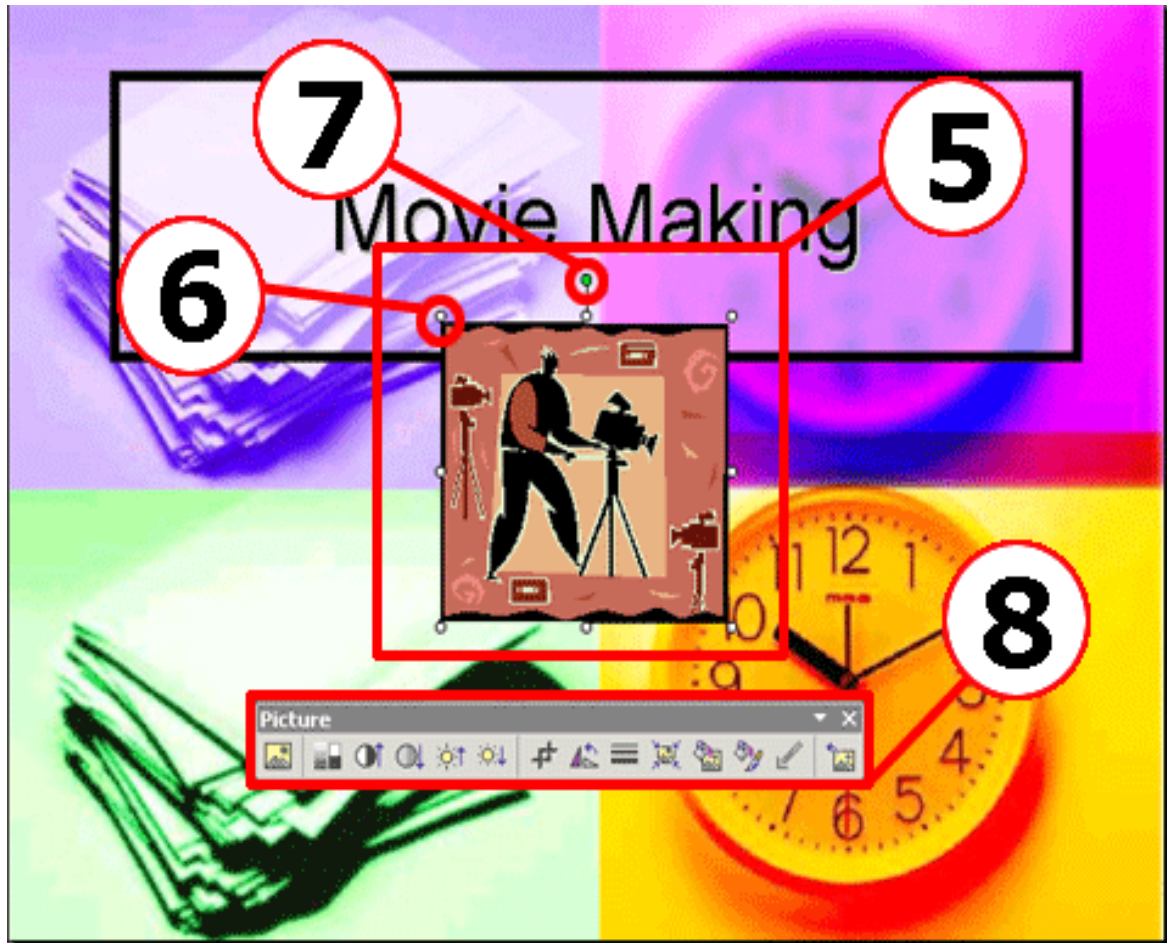
4



 If you'd like to search for a different clipart, click on **Modify** and go to [Step 2](#).

To move the image, move your cursor over it until it changes into a crosshair, then click and drag it to the desired position.

5



Use the sizing handle to resize the image.

6

To resize the image without altering the proportion, hold down the shift key when clicking and dragging the corner handles.

The image can be rotated by using the green rotation handle.

7

You can perform more operations on the image using the **Picture** toolbar.

8

To delete the Clipart from your slide, click on the Clipart once to select it and press the **Delete** key on your keyboard.

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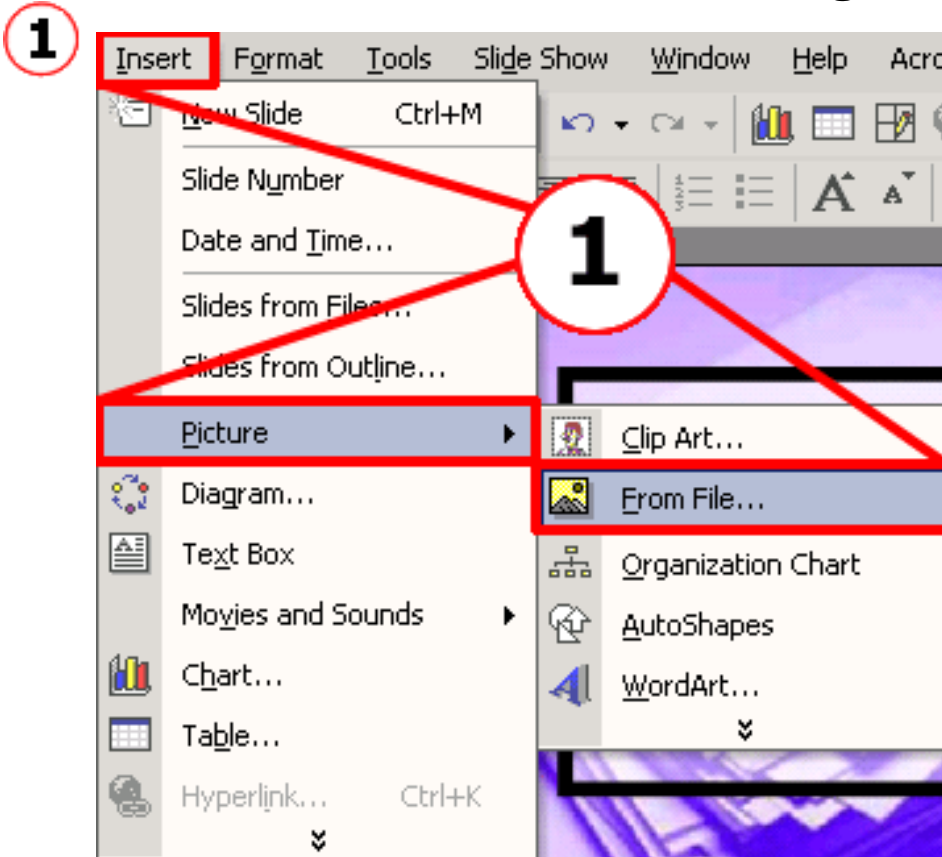


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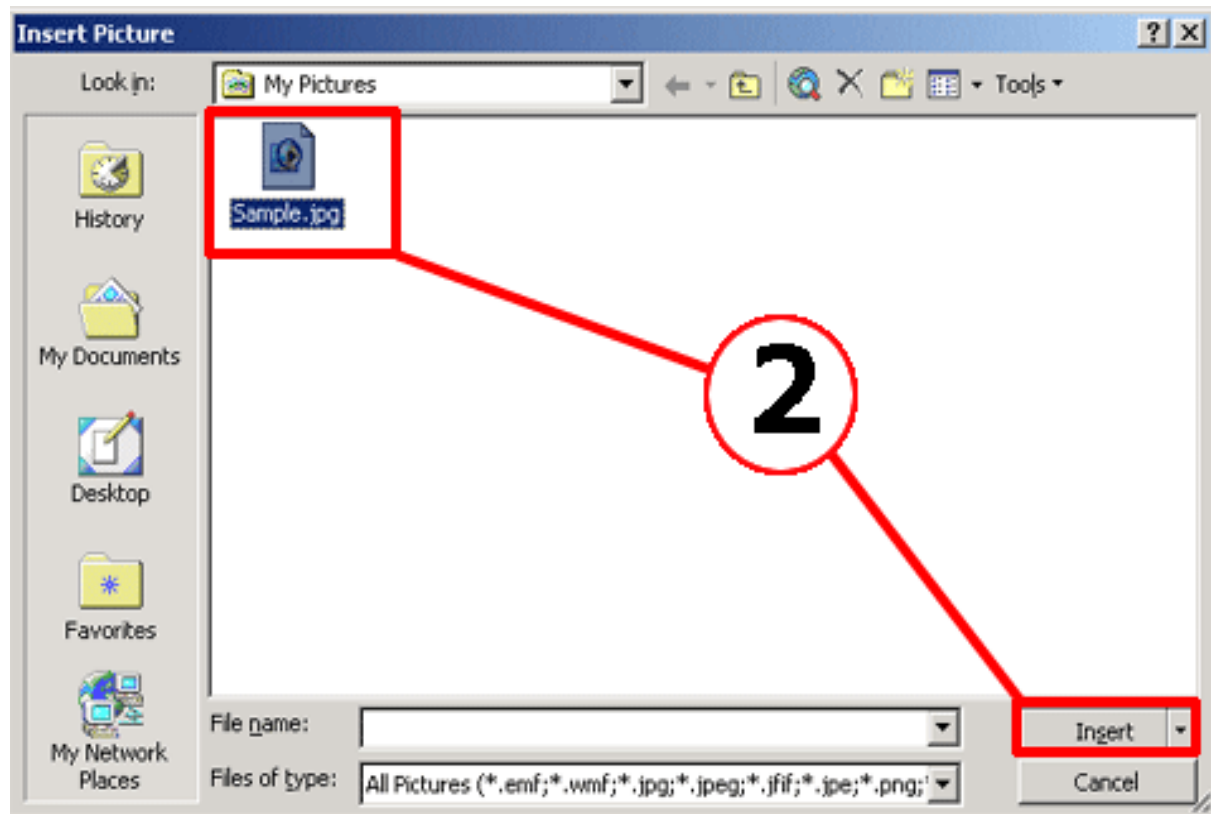
Working with Images - Inserting Images from file

From the **Insert** menu, select **Picture** > **Image from File...**



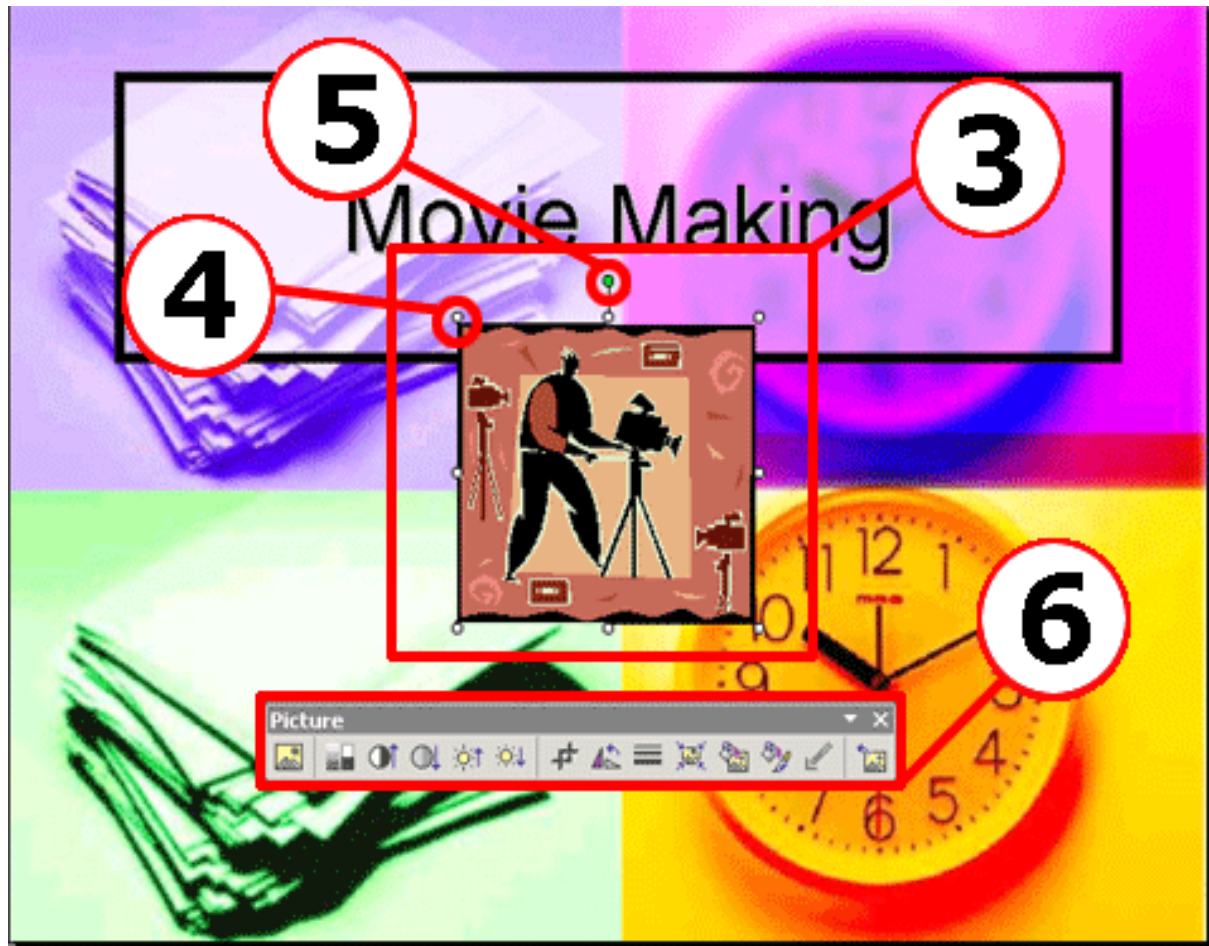
Browse to your image file and select it. Click **Insert**.

2



3

To move the image, move your cursor over it until it changes into a crosshair, then click and drag it to the desired position.



Use the sizing handle to resize the image.

- 4 To resize the image without altering the proportion, hold down the shift key when clicking and dragging the corner handles.

The image can be rotated by using the green rotation handle.

- 5 You can perform more operations on the image using the **Picture** toolbar.

- 6 To delete the image from your slide, click on the image once to select it and press the **Delete** key on your keyboard.

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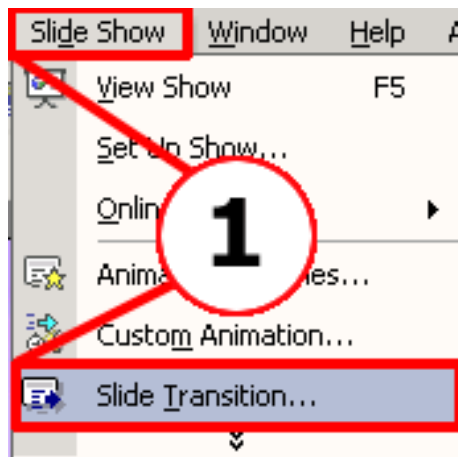
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Animating Slide Transitions

Slide transitions are a very effective way to make your presentation look visually appealing. But they are probably the last thing to worry about, and your content should be of utmost importance.

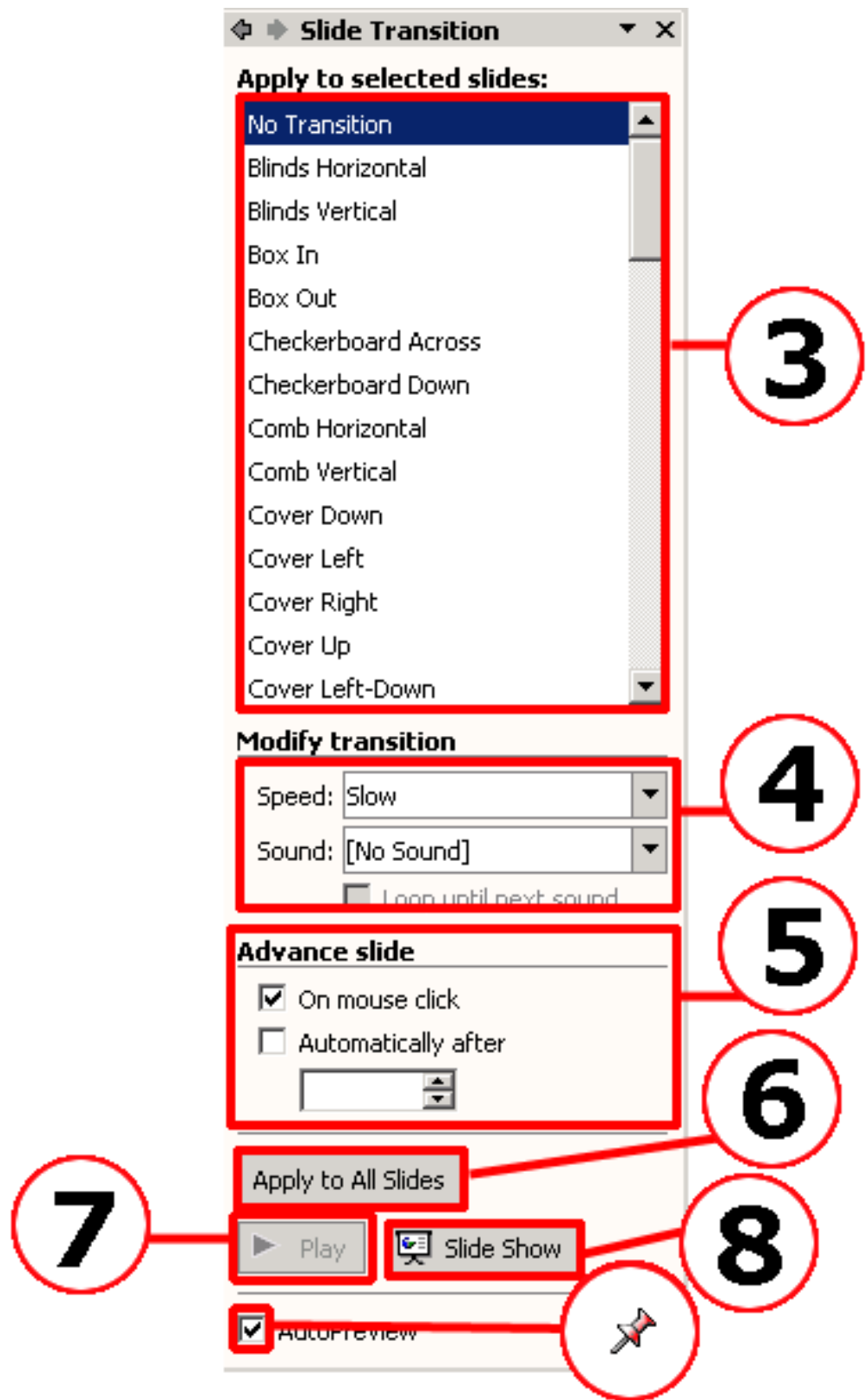
- 1 From the **Slide Show** menu, select **Slide Transition**.



- 2 Select the slides you want to apply the transition to. **Ctrl+Click** for selecting multiple slides.



- 3 Select a Transition from the Slide Transition pane.



- 4** You can modify the transition speed and sound effects.
- 5** Choose how you want to move on to the next slide. You can do so by a mouse click, or by specifying the exact time for the slide to change automatically.

6 You can apply the transition to all the slides in the presentation or just to the selected slides.

7 You can preview the transition real time along with audio effects.



The AutoPreview box should be checked.

8 Click on the **Slide Show** button to preview the Slide Show.

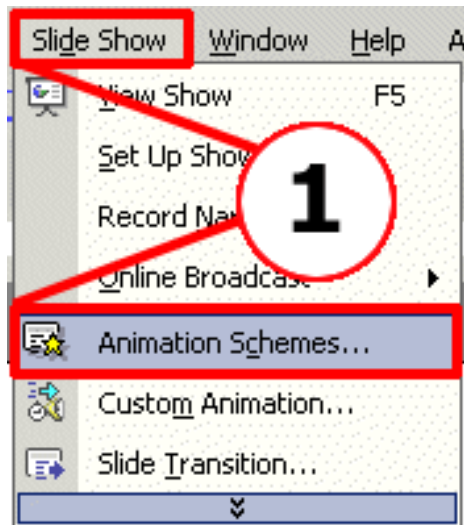
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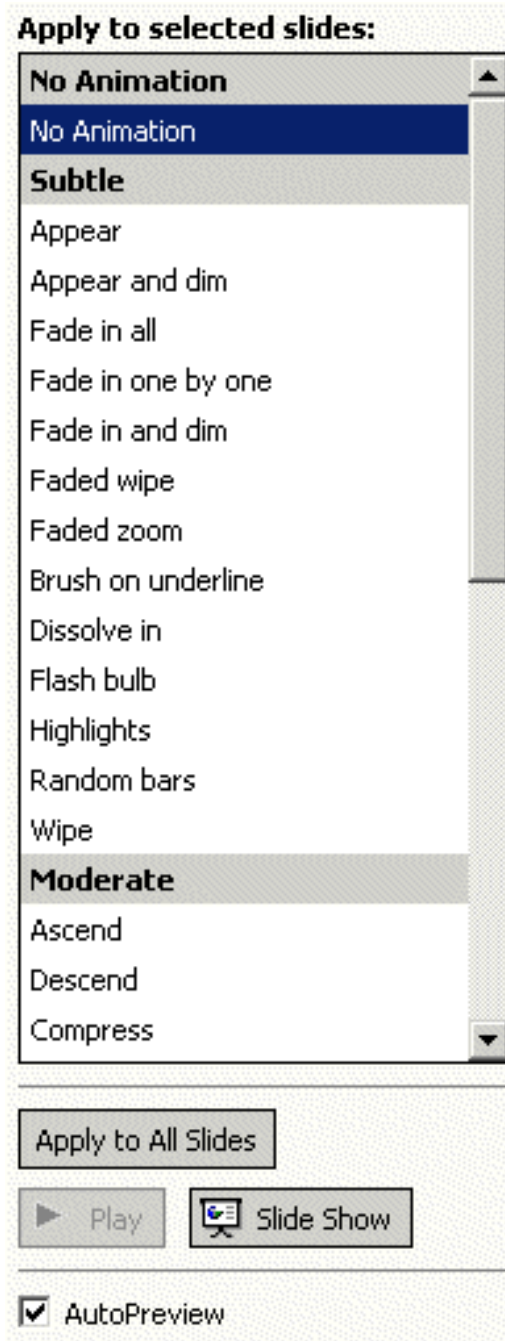
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Simple Text and Object Animation

- 1 From the Slide Show menu, select the Animation Schemes option.



- 2 A toolbar will appear with many choices for how text and objects can appear on your slides.



The best way to determine what looks good for your specific situation is to **"PLAY"** or experiment.

- 3 Select an Animation Scheme and either apply it to the selected slides or to all slides.
- 4 Preview the results by clicking on the Slide Show button.

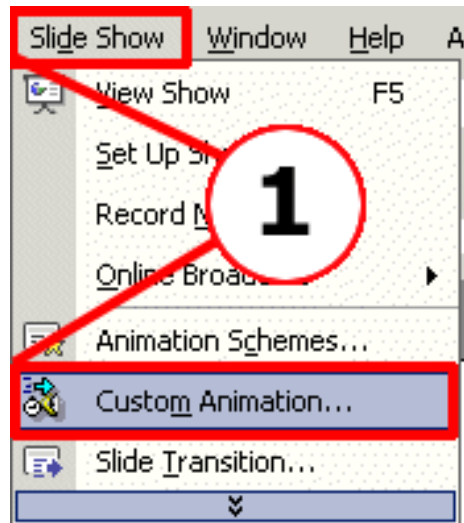
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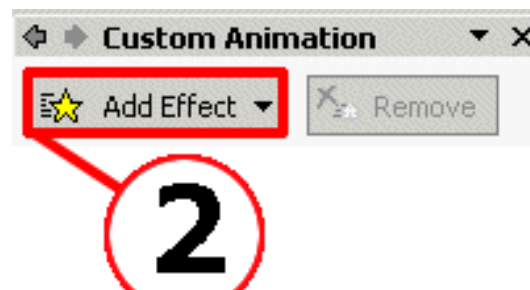
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Advanced Text and Object Animation

- 1 Select the Custom Animation option from the Slide Show menu.

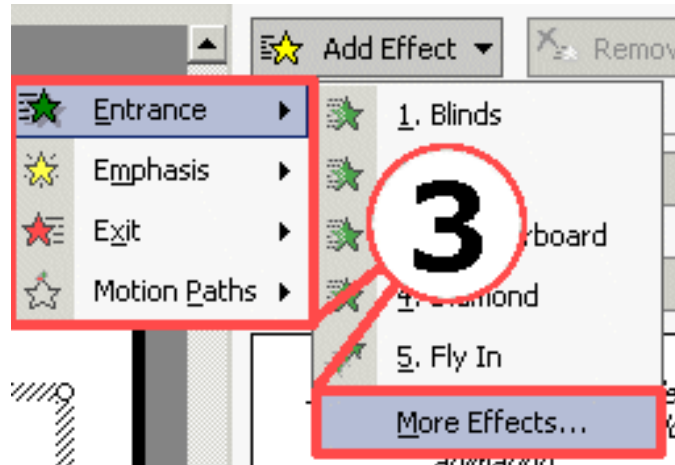


- 2 Click on the text or the object that you want to animate and click the Add Effect button in the Custom Animation frame

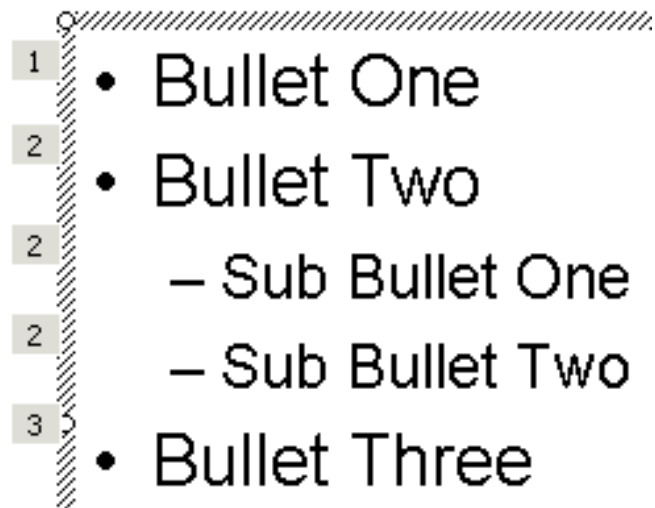


3 A sub-menu will appear next to the Add Effect button allowing you to choose how the text or object will:

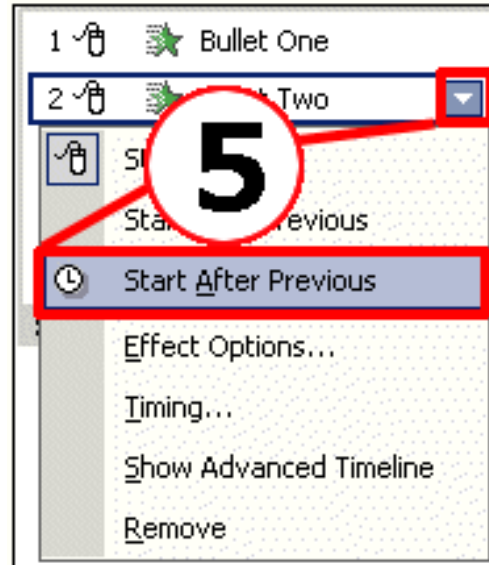
- Enter the slide
- Exit the slide
- Emphasized
- Motion Paths for entrance or exit



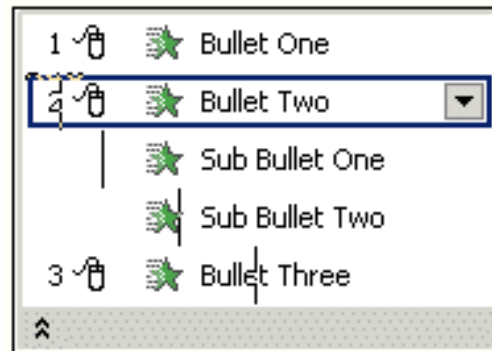
4 Now you must specify how the animation will be initiated. Click on the small number that is in front of the text or object.



- 5** In the Custom Animation frame, click the small arrow next to the text or object name and select the desired animation options.



- 6** The animation sequence can be rearranged by clicking and dragging an animation to a new position in the Custom Animation frame.



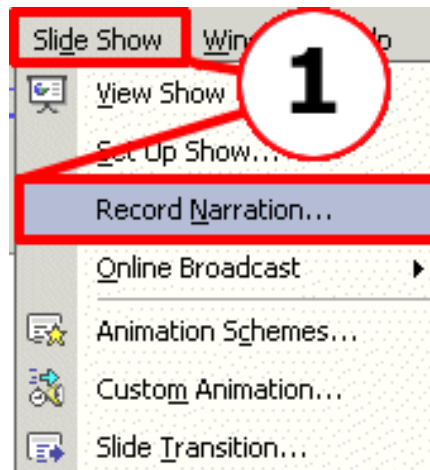
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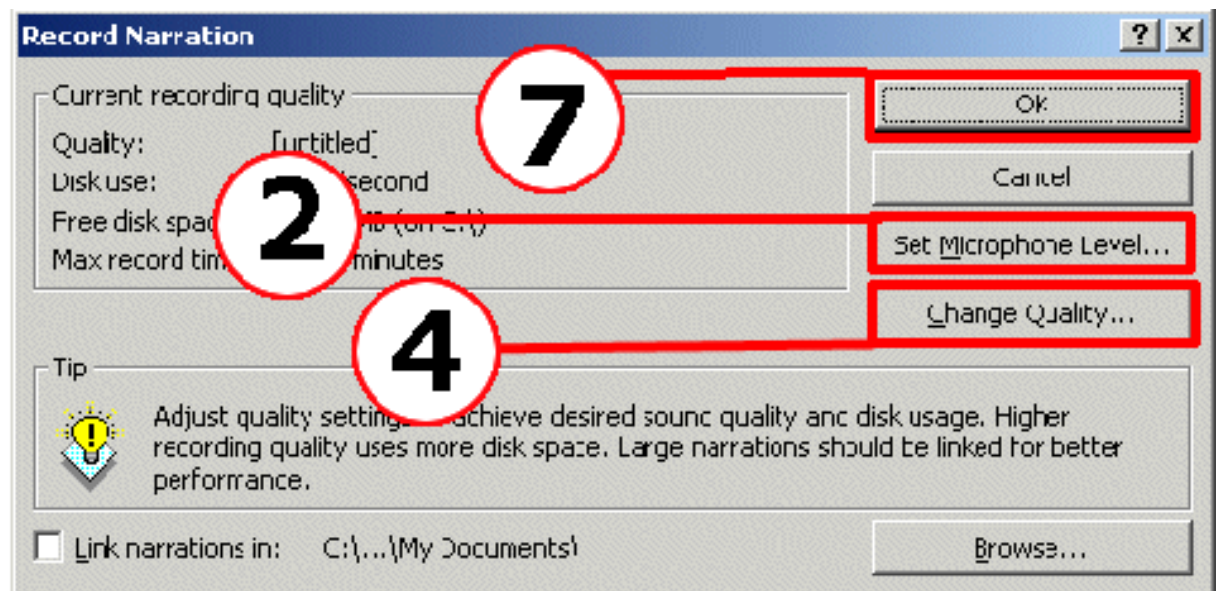

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Recording Narration to a Slide Presentation

- From the **Slide Show** menu, select the **Record Narration** option.

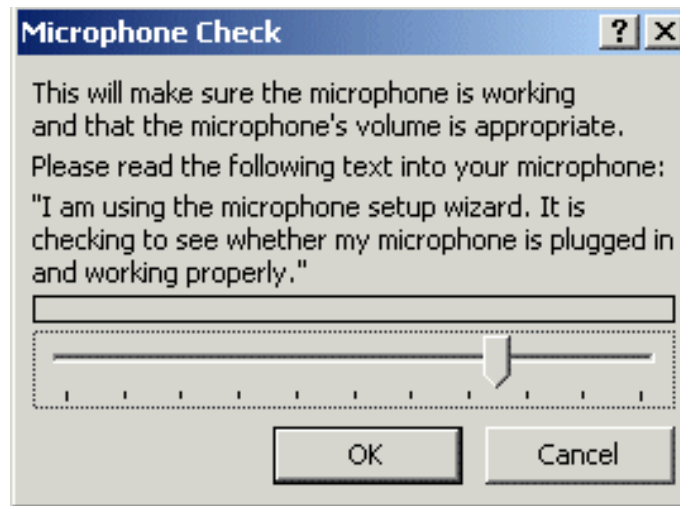


- To make sure that your microphone is correctly connected to your computer and that PowerPoint is picking up the signal, click on the "**Set Microphone Level...**" button.

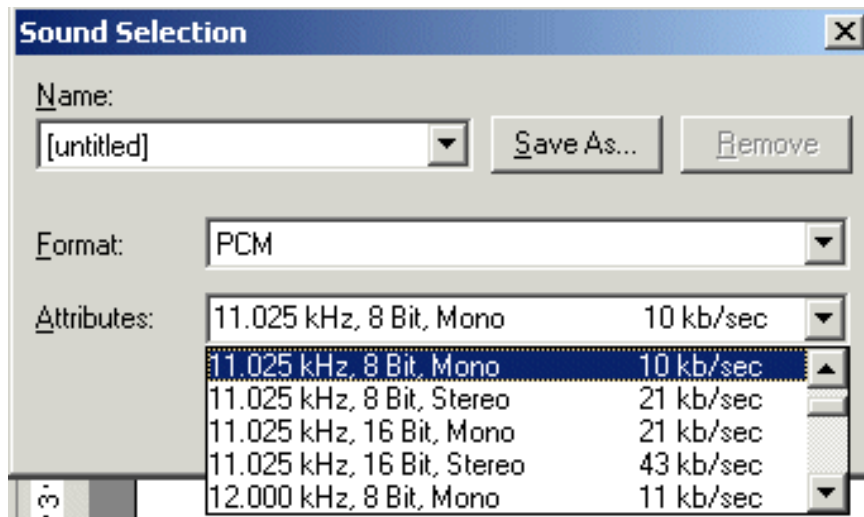


- 3 If your microphone is working correctly, you will see green and red bars fluctuating on the meter shown below. PowerPoint will calibrate the audio level as you read the passage written in the window. It is very important to speak as you will in your narration, as PowerPoint is adjusting the audio at this point.

If you see no colors fluctuating, your microphone is not correctly connected to your computer. If this is the case, check the microphone's connection into the back of the computer and then restart your computer.



- 4 You can adjust the quality of the sound by clicking on the "**Change Quality ...**" button and then selecting the attributes of your choice.



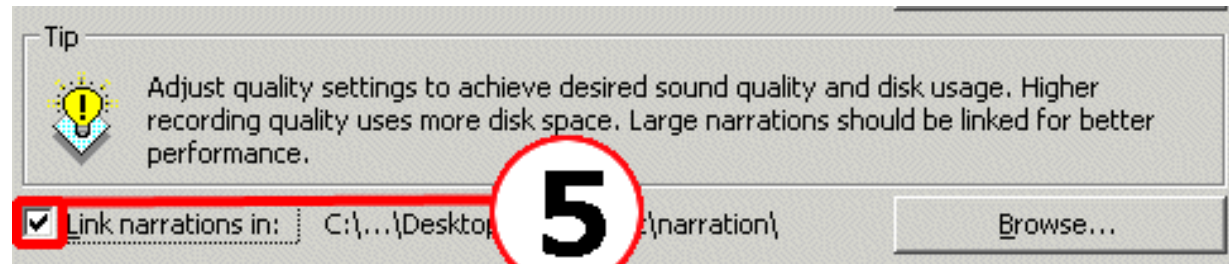
For audio delivered over the internet you need to know how your audience will be accessing your files. If by modem, you should keep the rate at **30kb/sec** or less. If by campus network, you can set the rate as high as **128Kb/sec**.

To improve the sound quality without impacting the file size too much, choose **11,025 Hz, 16-bit, mono**.

If your audience will be listening to your presentation in a large room over speakers, choose **22,050 Hz, 16-bit, mono**.

Avoid stereo settings as they double the file size without providing much better quality.

- 5 As the tip in the window suggests, for longer narrations you should save the audio files outside of the PowerPoint presentation and Link the two together. This is easily accomplished by checking the "**Link narrations in:**" box as shown below.



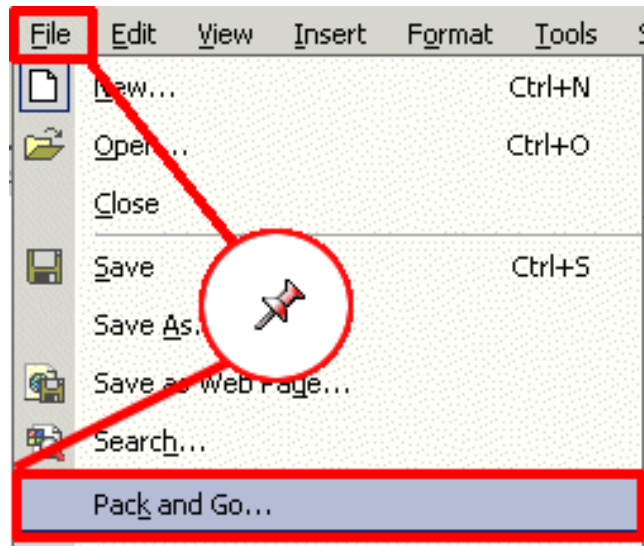
- 6 To select where the audio files will be saved on your computer, click the **Browse** button and specify the location.
- 7 Click the **OK** button to initiate the sound recorder. **Be prepared to begin speaking as soon as you click the OK button!**

Once you click the **OK** button, the title slide will appear on your screen and you should begin speaking into the microphone. Press the keyboard spacebar or click the mouse to advance to the next slide and continue with your narration.

- 8 When you are finished with your narration, press the keyboard's **ESC** key to stop the audio recorder. You will be prompted to save the narration.
- 9 If you make a mistake on a slide or two, it is no problem to go back to those slides and re-record the narration. Instead of selecting the title slide, select the slide that you want to edit the narration and follow steps one through eight above.



If you plan on moving the presentation to another computer, you **MUST** bring the PowerPoint file and the audio files that you created. The easiest way to accomplish this is to use the "**Pack and Go**" option from the **File** menu.



You will be prompted to include linked files, you should do so by checking this option.

Pack and Go creates two files: a "*name.exe*" and a "*name.ppz*" file. Make sure you place these files into a folder and transfer the folder to the new computer. You can "unpack" the presentation by opening the "*name.exe*" file on the other computer.

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Adding Music to a Single Slide

- 1 All or part of a music track from a CD can be played when a slide appears on the screen or when you click the mouse.

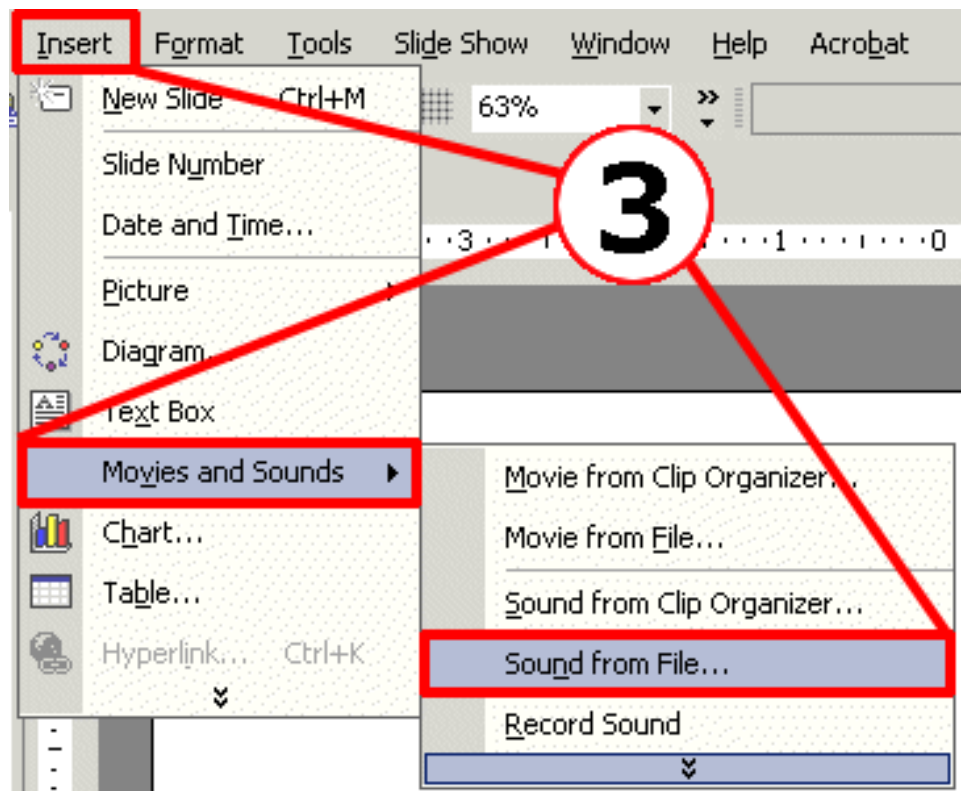
The tricky part is the first step of converting a CD track to a file type that PowerPoint will recognize. The recommended file type for a music file to be used in PowerPoint is ".wav"

To create a .wav file from a CD track may require special software depending on the format of the original music CD. At Colgate, both CEL and Media Services have a program called "Cleaner" which can convert the CD's track to a .wav file. Make an appointment with either group to assist you with this step.

- 2 Once you have the .wav music file on your computer, the rest of the process is fairly straight forward.

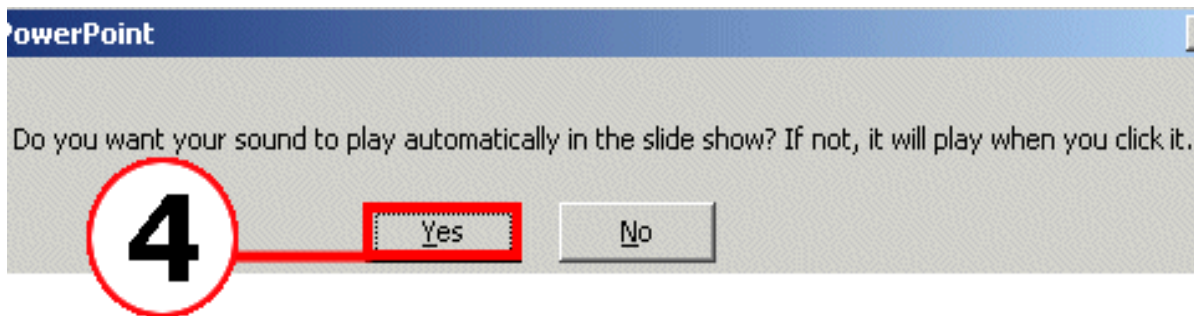
Open your PowerPoint presentation and go to the slide in which you want to attach the music track.

- 3 From the Insert menu, select Movies and Sounds>Sound from File...



A window will appear allowing you to browse to the .wav music file that you want to associate with the slide.

- 4 You will be asked whether you want the sound to play automatically when the slide opens up, or if you would like start the music with a click of the mouse.



- 5 An icon of a speaker will appear in the middle of your slide. Move the icon to the desired location on the slide.



- 6** That's it! Depending on your answer to the question in step four, the music will either play automatically or when you click on the speaker icon.

To stop the music, click the mouse. You must click the mouse again to advance to the next slide.

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Adding Music to an Entire Slide Show

- 1 All or part of a music track from a CD can be played for the duration of a slide show.

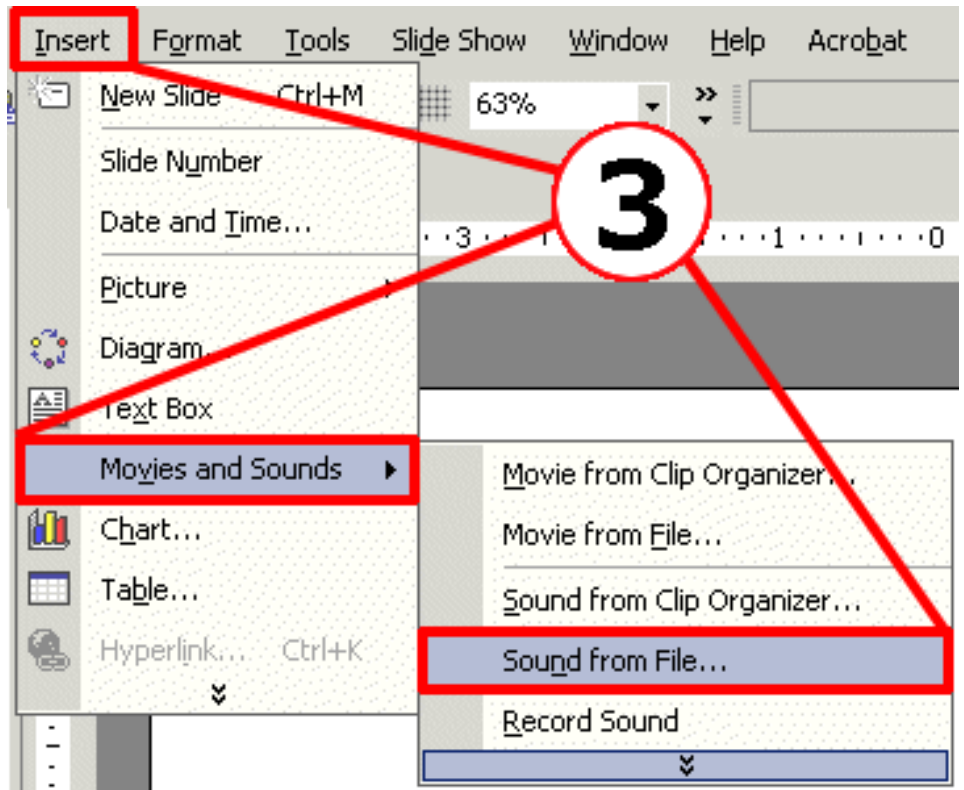
The tricky part is the first step of converting a CD track to a file type that PowerPoint will recognize. The recommended file type for a music file to be used in PowerPoint is ".wav"

To create a .wav file from a CD track may require special software depending on the format of the original music CD. At Colgate, both CEL and Media Services have a program called "**Cleaner**" which can convert the CD's track to a .wav file. Make an appointment with either group to assist you with this step.

- 2 Once you have the .wav music file on your computer, the rest of the process is fairly straight forward.

Open your PowerPoint presentation and go to the title slide.

- 3 From the **Insert** menu, select **Movies and Sounds>Sound from File...**

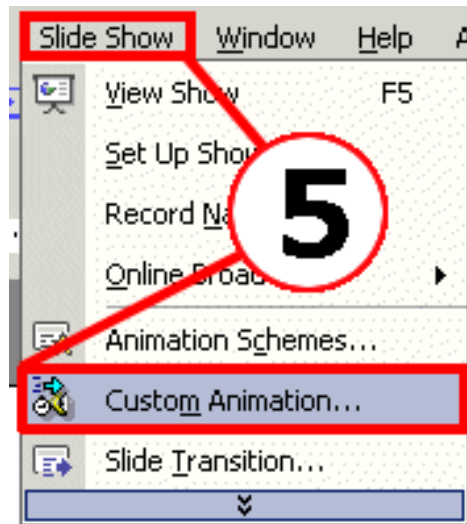


A window will appear allowing you to browse to the .wav music file that you want to associate with the slide.

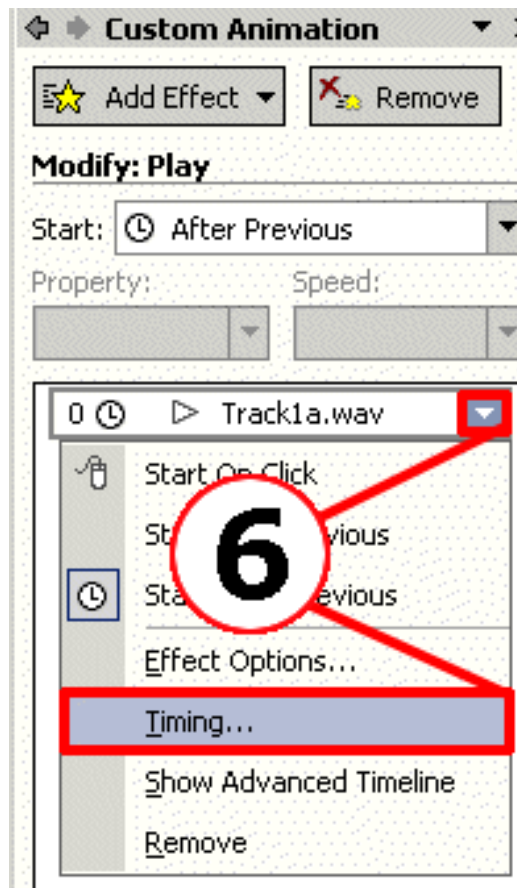
- 4 An icon of a speaker will appear in the middle of your slide. Move the icon to the desired location on the slide.



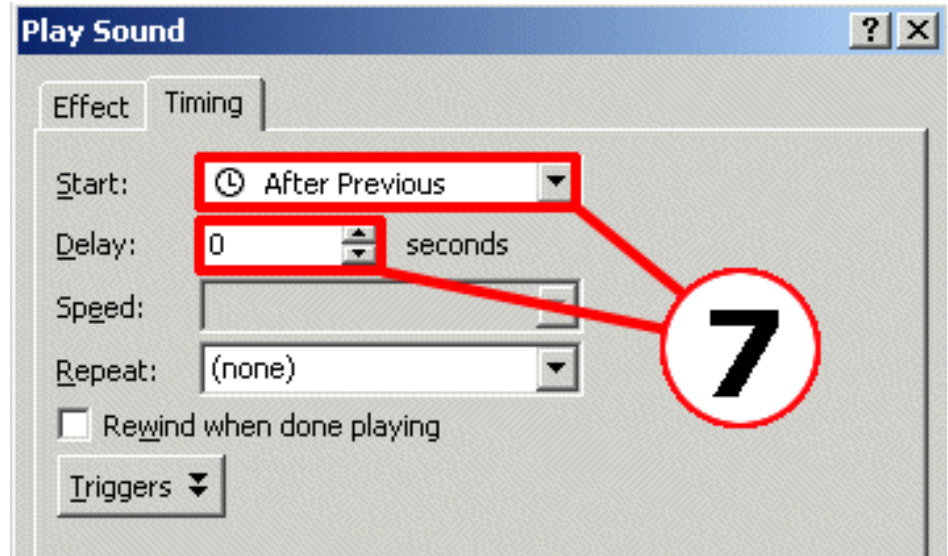
- 5 With the speaker icon visible on the slide, select the **Custom Animation** option from the **Slide Show** menu.



- 6 You will see the .wav file listed in the **Custom Animation** window. Click on the small arrow to the right of the .wav file's name and select the Timing option.

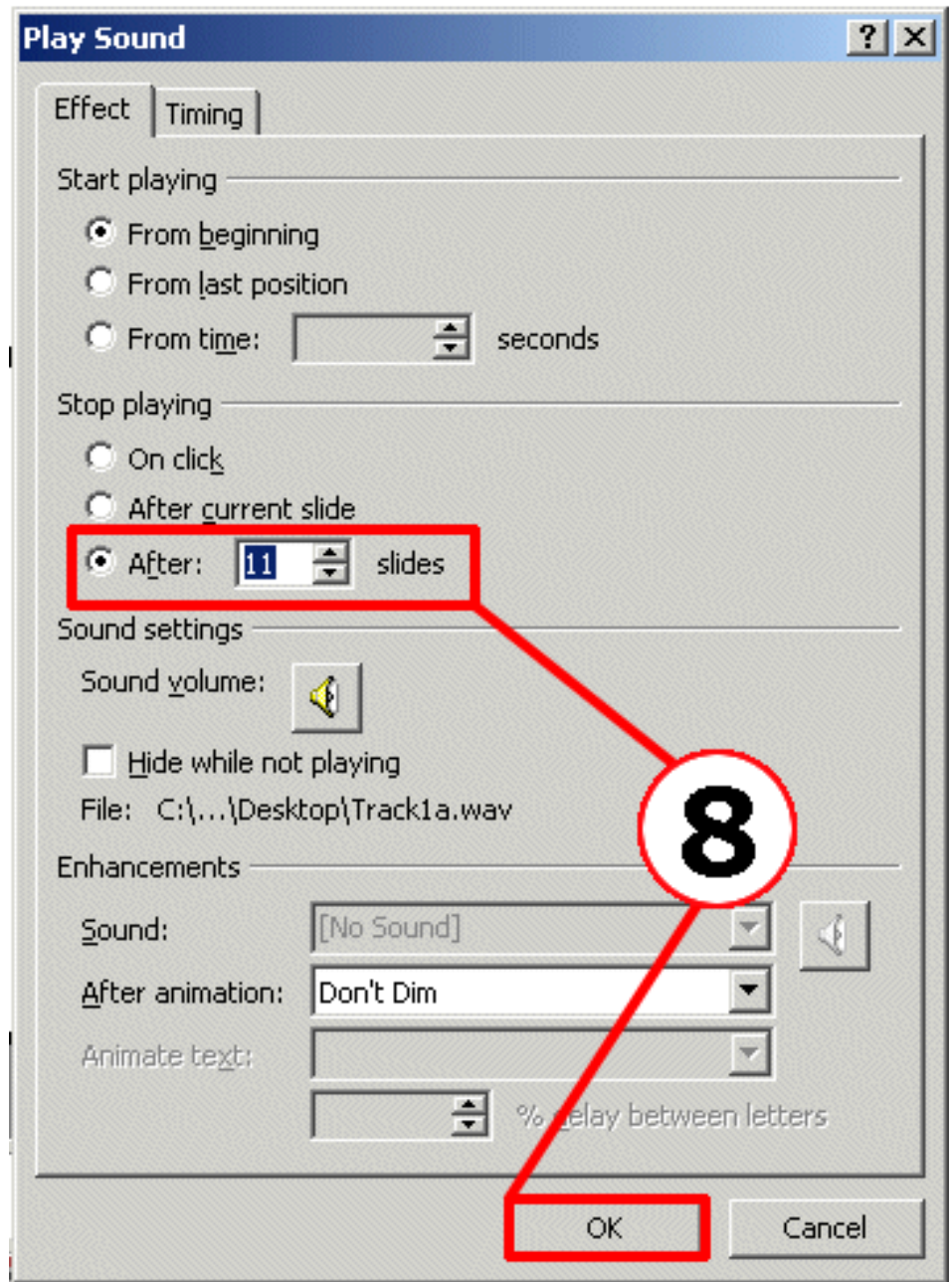


- 7 As indicated in the image below, in the Timing menu, select "After Previous" for the **Start** option, with a delay of 0 seconds.



- 8 Click the **Effect** tab to display the effect menu.

In order to have the music play during the entire presentation, in the "**Stop Playing**" options, indicate the number of slides in your presentation. As long as the music track's duration is long enough to cover the duration of the slide show, the music will end after the slide that you indicate.



Click the **OK** button.

9 Preview your slide show to check that the desired result has been achieved.

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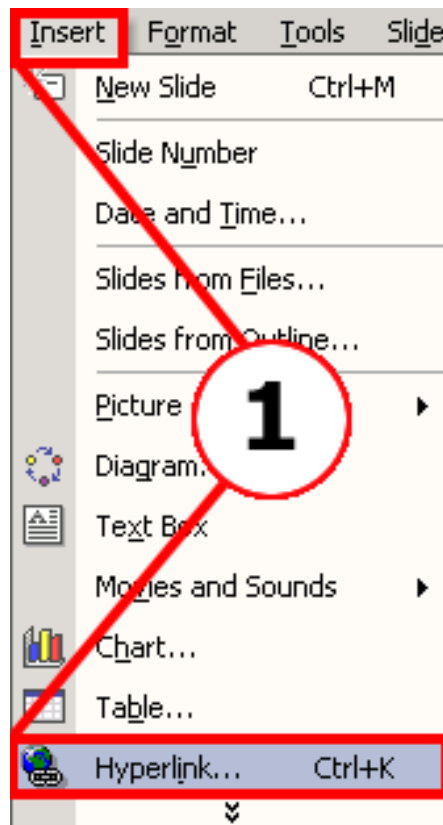
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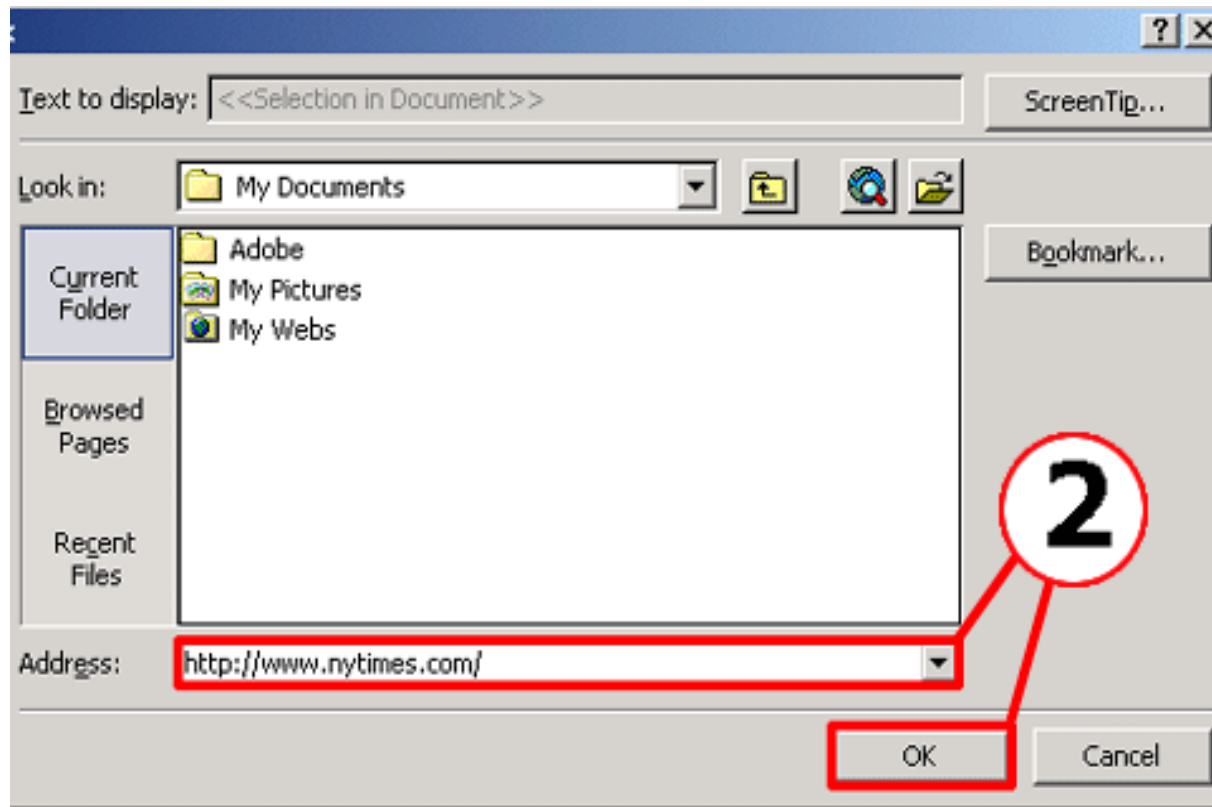
Creating Hyperlinks on a Slide that Opens a Web Page or Another Document

You can make text or an image into a hyperlink that connects to a webpage or another document.

- 1 Select the text or image you want to convert to hyperlink. From the **Insert** menu choose **Hyperlink**.



- 2** When the **Insert Hyperlink** table opens choose either a document you want to link to, or type in the name of a webpage.
Click **OK**.



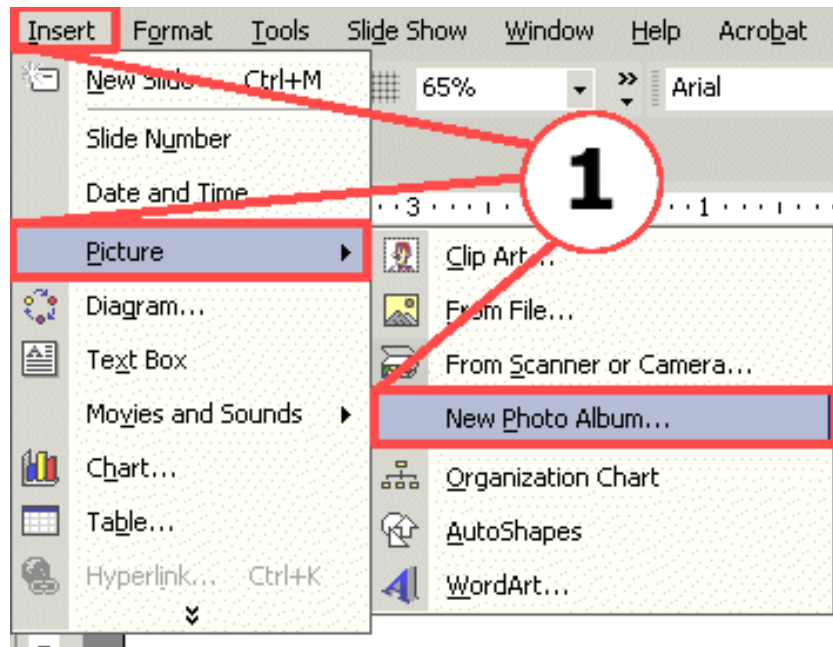
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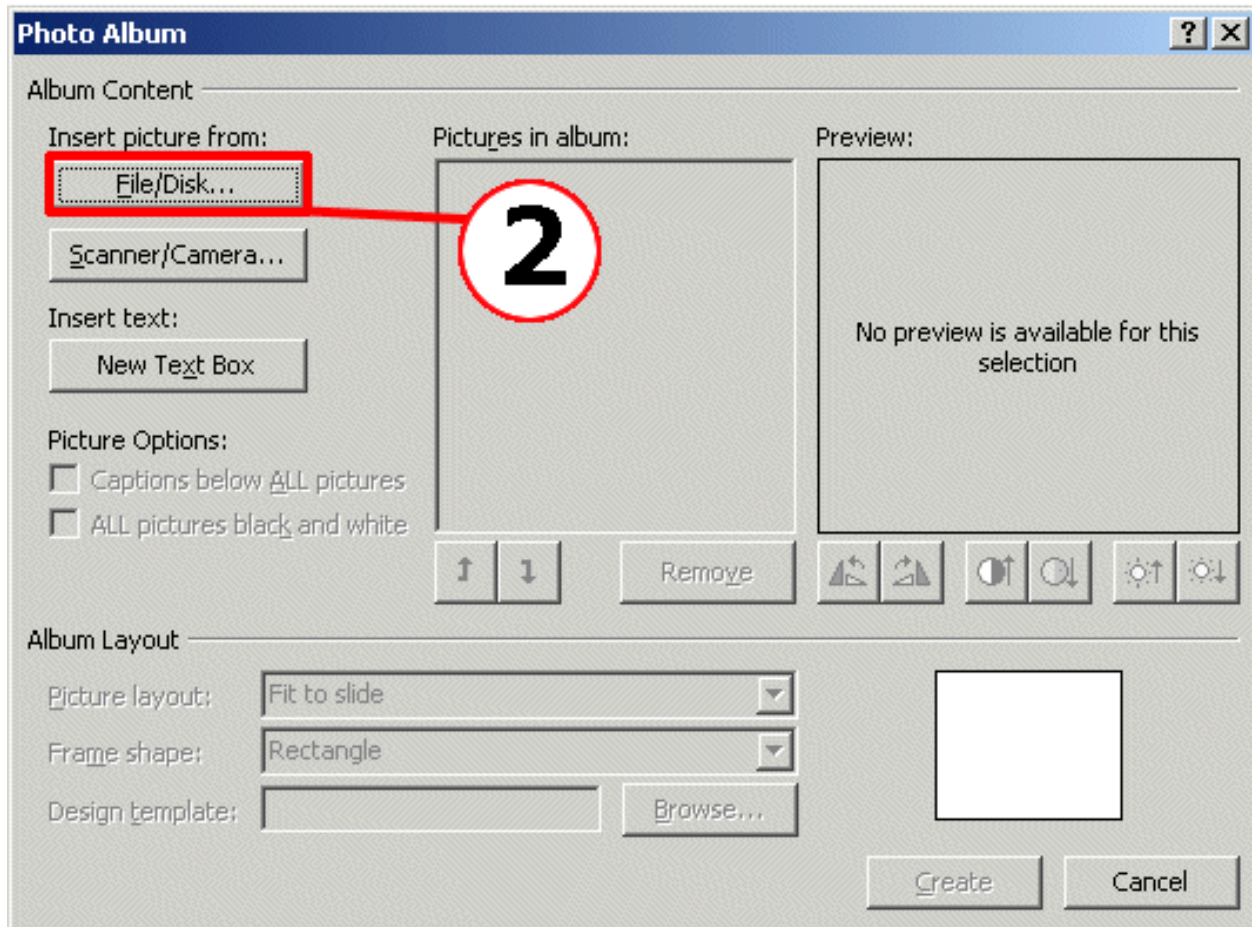
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Create a Presentation from a Folder of Images

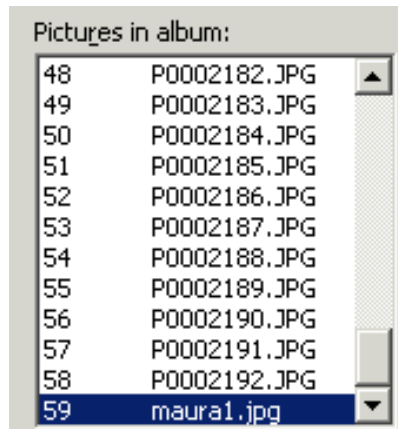
- 1 On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.



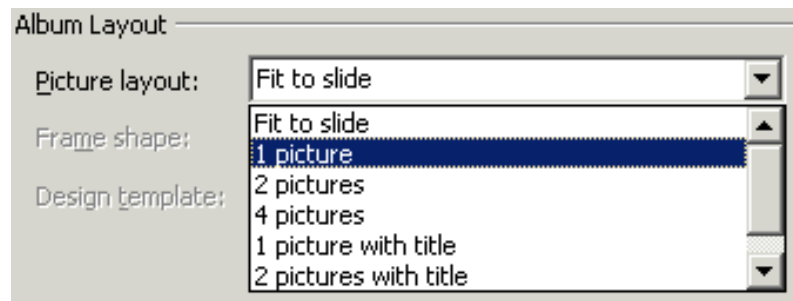
- 2 In the **Photo Album** dialog box, click on the **File/Disk** button to browse to your image folder. Select one or many images to place into your presentation.



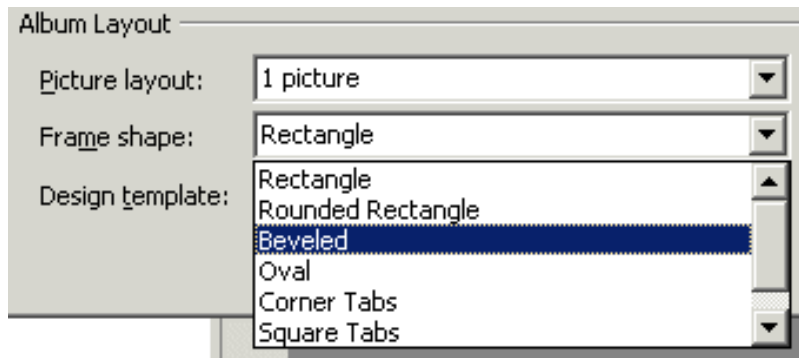
Shift-click image files to select many images at one time. After you select the images, their names will appear in the window as follows:



3 Select the number of images that you want to appear on one slide.

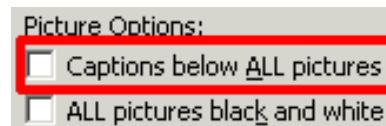


- 4 Select the frame style



- 5 If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.

- 6 If you would like the file names to appear under the picture, click the "Capture Below All Pictures" option



- 7 Click **Create**.

- 8 A new presentation will be created. Save it to complete the process.

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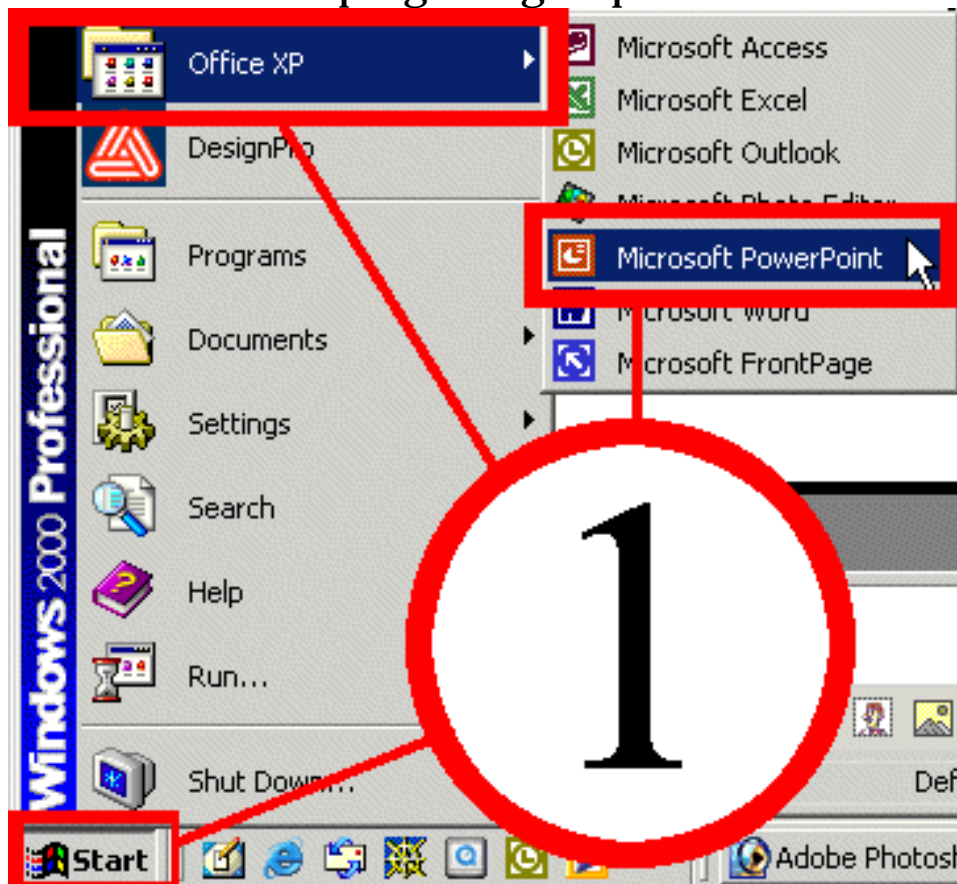
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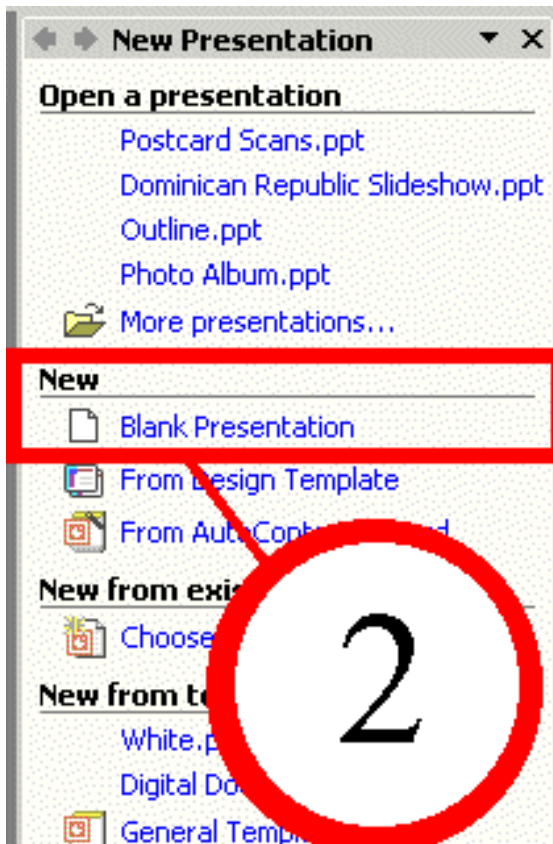
Creating a Poster

Steps on how to create a poster, custom sized using Microsoft Powerpoint

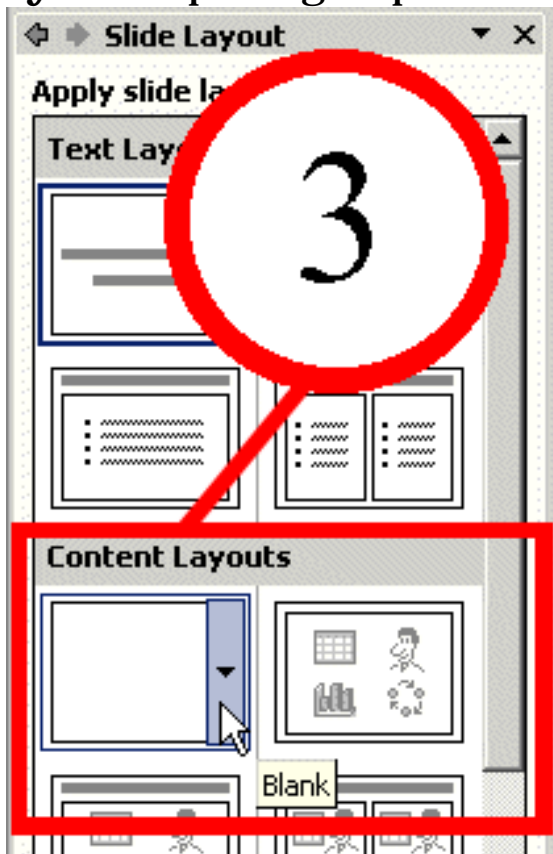
- 1** Start Powerpoint by **clicking** on the [**Start**] button. **Click** on the **Powerpoint icon** listed under either the "**Program**" menu or "**Office**" program group.



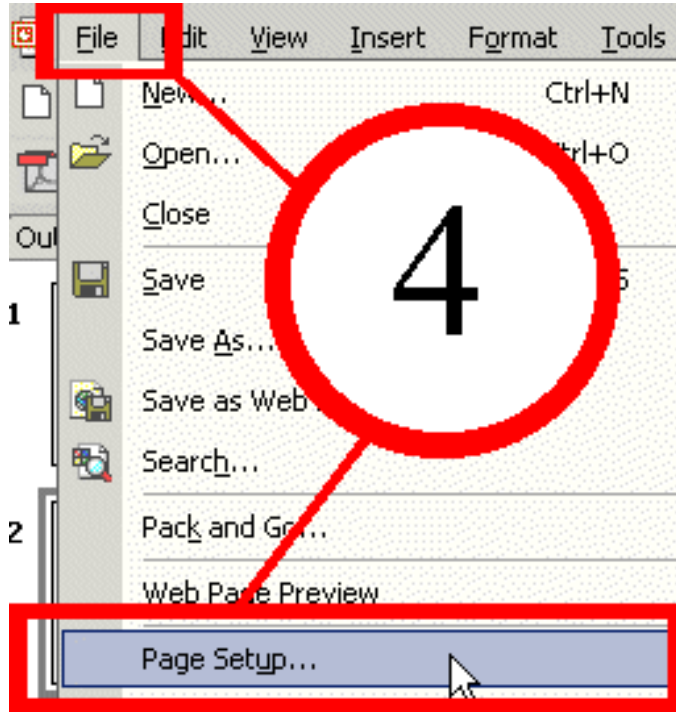
- 2** Create a **New Blank Presentation** using the **Blank Slide** Layout option from the **New** options group.



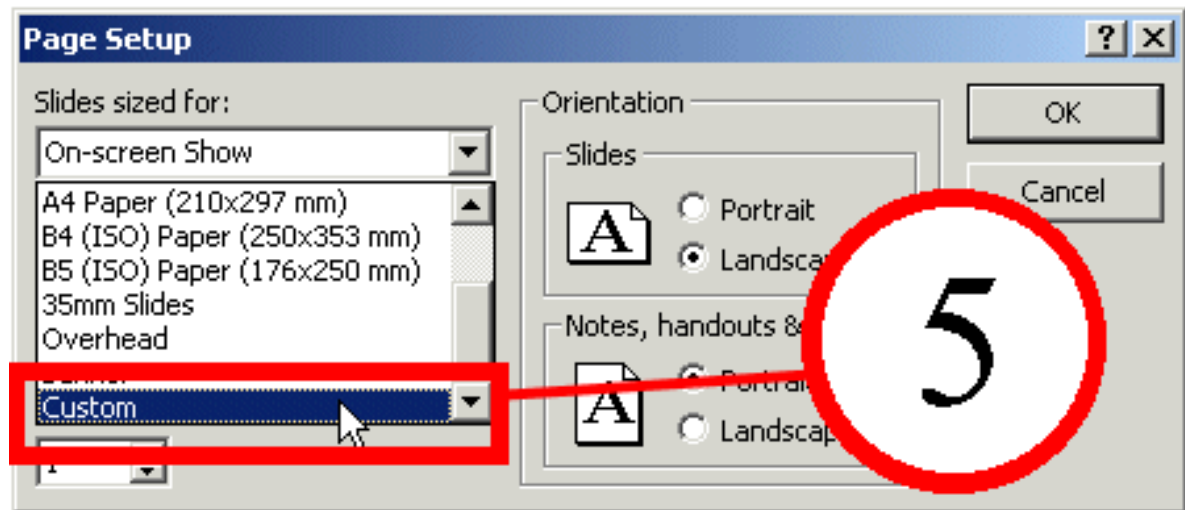
3 Select the **Blank** slide layout option from the **Content Layouts** option group.



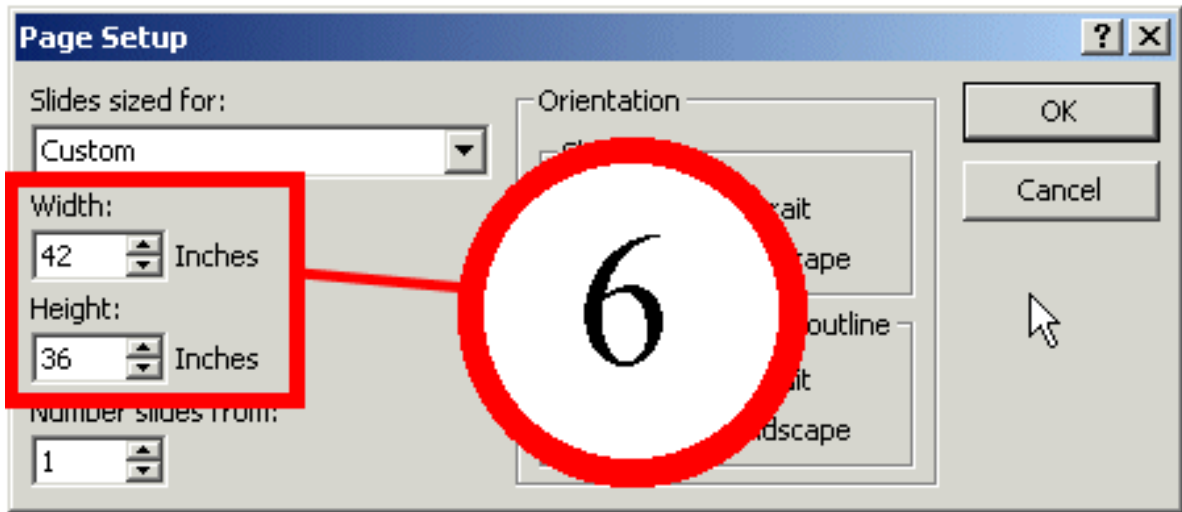
- 4** Define the page layout by selecting **Page Setup** from the **File** menu.



- 5** From the **Page Setup** dialogue box, use the down-arrow on **Slides Sized for** option and scroll down to the bottom of the list and select **Custom**.



- 6** Set the width and the height in inches. Click [OK] to save the page setup and then use the standard Powerpoint tools to create a poster.



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