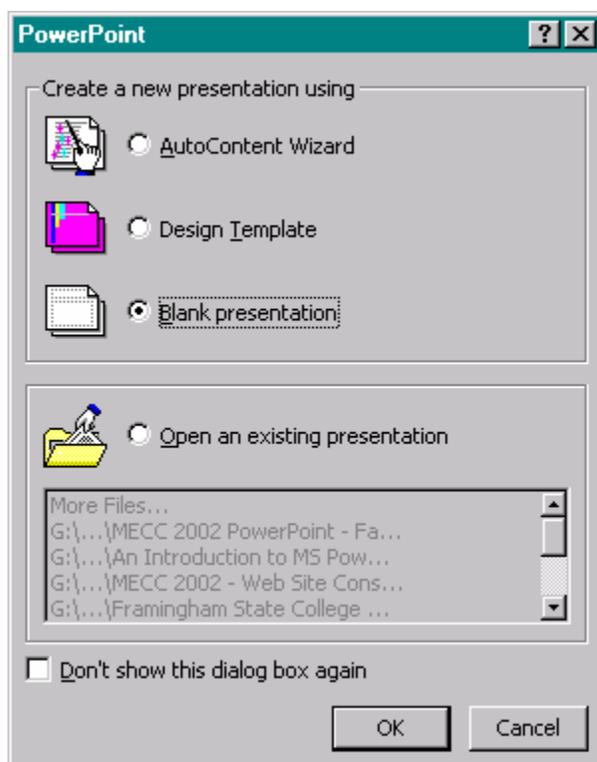


**An Introduction to Microsoft PowerPoint**  
**Sarah L. Mabrouk, Framingham State College**

**Overview:** MS PowerPoint is powerful presentation software that enables the user to create professional transparencies, handouts, and multimedia presentations. In addition to creating transparencies, handout, and presentations for classroom and conference presentations, we can save MS PowerPoint presentations as web pages that can be posted on web sites. Familiarity with word processing software such as MS Word makes learning to use MS PowerPoint straightforward. Our examination of MS PowerPoint will include design considerations, the use of blank pages, background, and templates, adding pictures, clipart, sound, and hyperlinks, using tables to format information, adding special effects for text and graphics, and customizing the timing of multimedia elements in presentations. We will examine program views including the slide sorter and notes page, discuss how to customize the program and the creation of speaker notes, explore how to create handouts and transparencies, examine how to run the slideshow for presentations, and consider how to save presentations as web pages.

**Creating A Presentation**

When we first open the program, we have two main options, to open an existing presentation or to create a new presentation. Using the PowerPoint dialog box, Figure 1, we can create a new presentation using the AutoContent Wizard or



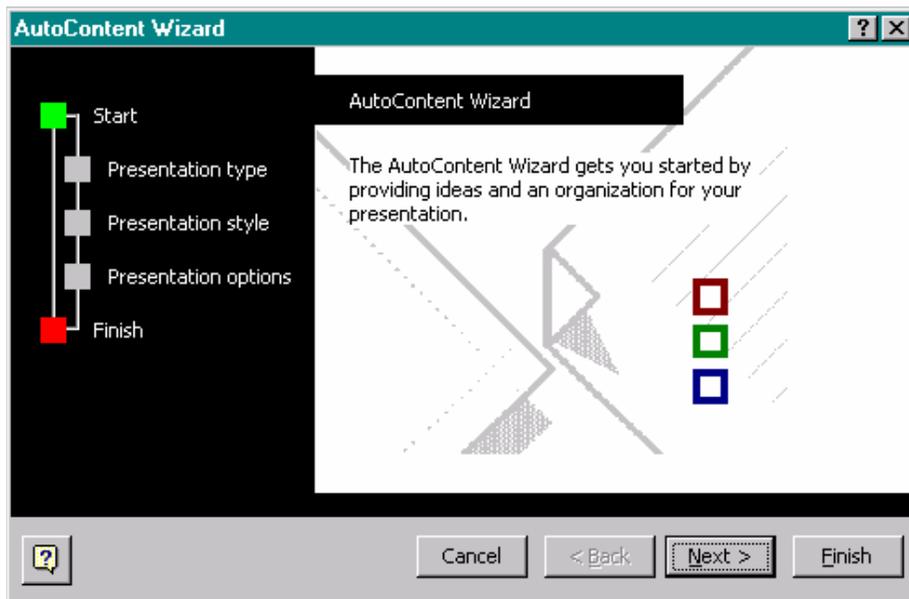
**Figure 1:** The *PowerPoint* dialog box that appears when we open MS PowerPoint 2000.

the Design Template, or we can create a blank presentation. The AutoContent Wizard contains a variety of presentation types with preset background, font, formatting, and animation into which we can type our presentation information. The Design Template contains a variety of templates with preset background and font for each of the slide types from which we can select. The blank presentation has no preset background or animation; the font for the blank presentation is the default font for the program.

While we may left-click the check box next to *Don't show this dialog box again* in the *PowerPoint* dialog box, Figure 1, to streamline opening a PowerPoint window, this dialog box makes selecting the presentation type and accessing the presentation tools easier. So, we will not left-click this check box so that we will have access to these options in the future.

### Using The AutoContent Wizard To Create A Presentation

To start the AutoContent Wizard, we click the corresponding radio button in the *PowerPoint* dialog box, Figure 1, and left-click the *Ok* box. In the *Start* window, Figure 2, of the *AutoContent Wizard*, we left-click the *Next* box.



**Figure 2:** The *Start* window of the *AutoContent Wizard*.

In the *Presentation type* window, Figure 3, we select the presentation type. The main categories are General, Corporate, Projects, Sales/Marketing, and Carnegie Coach. Each category has several presentations from which we can



**Figure 3 :** The *Presentation type* window of the *AutoContent Wizard*.

choose. To select a category, we left-click the corresponding category box. To view the entire list of available presentations, we left-click the *All* box. Here, we select the *Generic* presentation on the *General* menu and left-click the *Next* box.

We select the output type or end product using the *Presentation style* window, Figure 4. We can choose from an on-screen presentation, a web presentation, black and white overheads, color overheads, and 35 mm slides. We

cannot use this window to make handouts. To make handouts, we must select the appropriate settings in the *Print* dialog box.

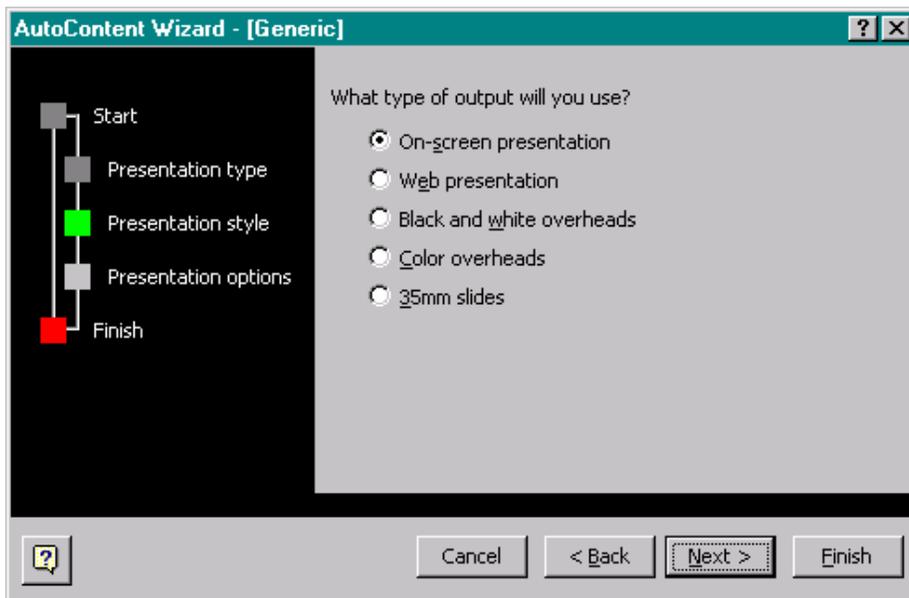


Figure 4: The *Presentation style* window of the *AutoContent Wizard*.

While we can select a specific type, on-screen presentation, web presentation, black and white or color overheads, or 35mm slides, we can create an on-screen presentation and generate another output type later: we can use *Print* on the *File* menu to create black and white or color overheads, the *Save as Web Page* option on the *File* menu to create a web presentation, the *Genigraphics Wizard* accessed through the *Send to* option on the *File* menu to send the file to Genigraphics to create 35mm slides. Here, we select *on-screen presentation* and left-click the *Next* box.

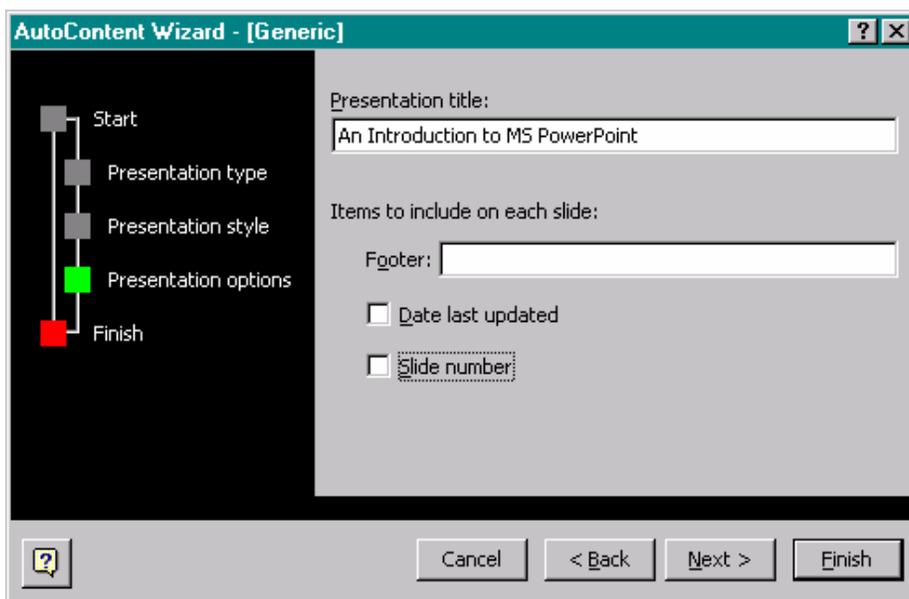
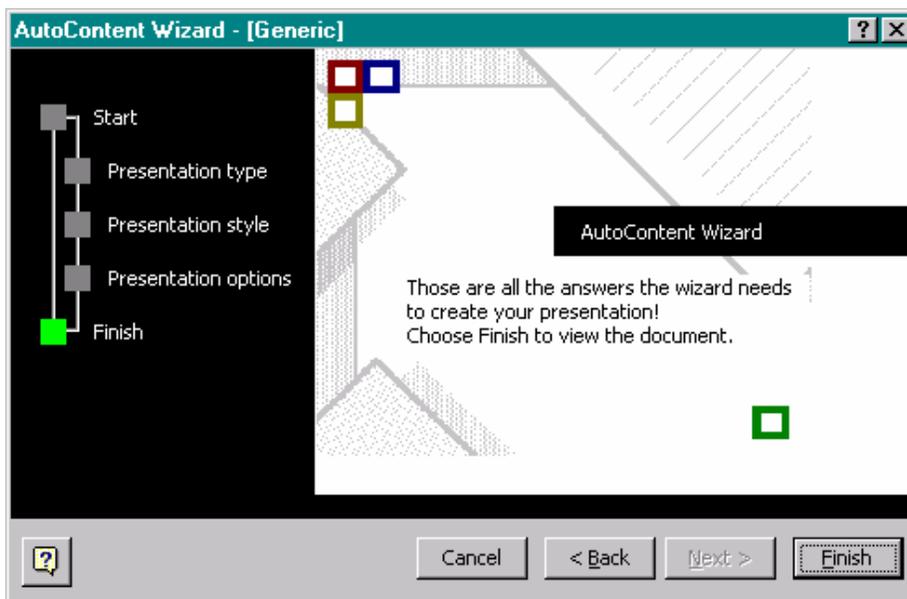


Figure 5: The *Presentation actions* window of the *AutoContent Wizard*.

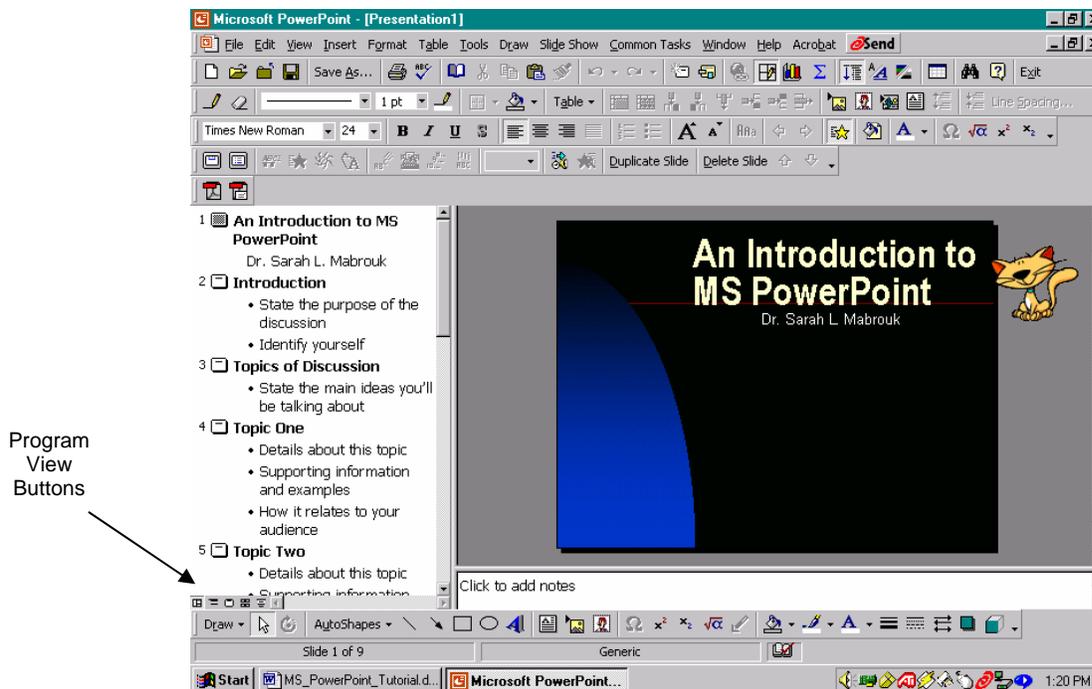
We use the *Presentation options* window, Figure 5, to enter the title for the presentation and the footer, if desired. In addition we can select whether or not to include the last updated date and the slide number. We left-click the *Next* box to advance to the *Finish* window, Figure 6.



**Figure 6:** The *Finish* window of the *AutoContent Wizard*.

Before we left-click *Finish* in the *Finish* window as in any of the *AutoContent Wizard* windows, we can left-click the *Back* box to go back to previous windows to make changes or the *Cancel* box to stop generating the presentation.

So, left-clicking *Finish* on the *Finish* window of the *AutoContent Wizard* generates the presentation. The title slide of the presentation, Figure 7, is displayed with the title that we selected and the *user name* from the *User information* on the *General tab* of the *Options* dialog box; to change this information, we select *Options* on the *Tools* menu.



**Figure 7:** The *Title* slide for the new presentation.

The generated presentation includes general guidelines for the information that we can enter on the slides. To create our presentation, we simply enter the desired information on each slide.

## Program Views

Now let us examine the various program views of our presentation. To change the program view, we can use the options on the *View* menu or *left-click* one of the five (5) toolbar buttons located at the bottom left side of the presentation outline. The Normal View, displayed in Figure 7, is selected using *Normal* on the *View* menu or by *left-clicking* the first program view button. For the normal view, the slide is displayed at the right in the larger rectangular region and the presentation outline, the information entered on each slide, is displayed in a column at the left.

The *Outline View*, Figure 8, is selected by *left-clicking* the second program view button. For the outline view, the outline is displayed in the large rectangular region at the left and a small image of the slide is displayed above the notes column at the right side of the window.

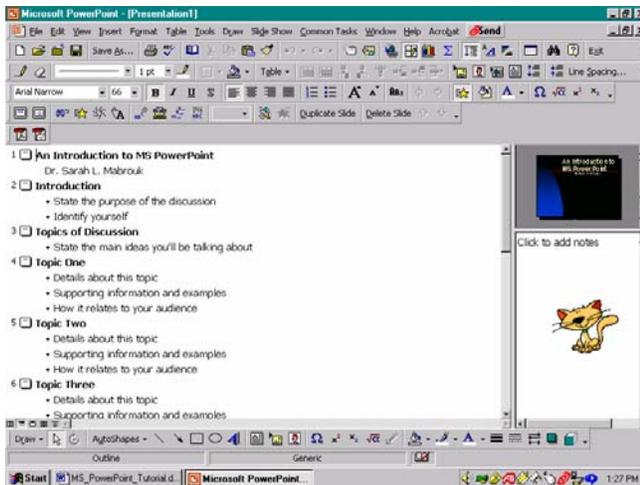


Figure 8: The *Outline View*.

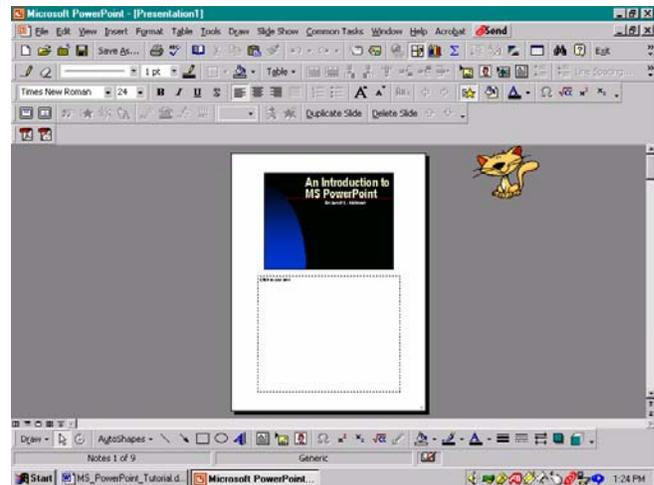


Figure 9: The *Notes Page*.

The *Notes Page*, Figure 9, can be selected using the *Notes Page* entry on the *View* menu.

We can use each of these, the Normal view, the Outline view, and the Notes page, to enter speaker notes by left-clicking the area below the slide (where indicated by *Click to add notes*).

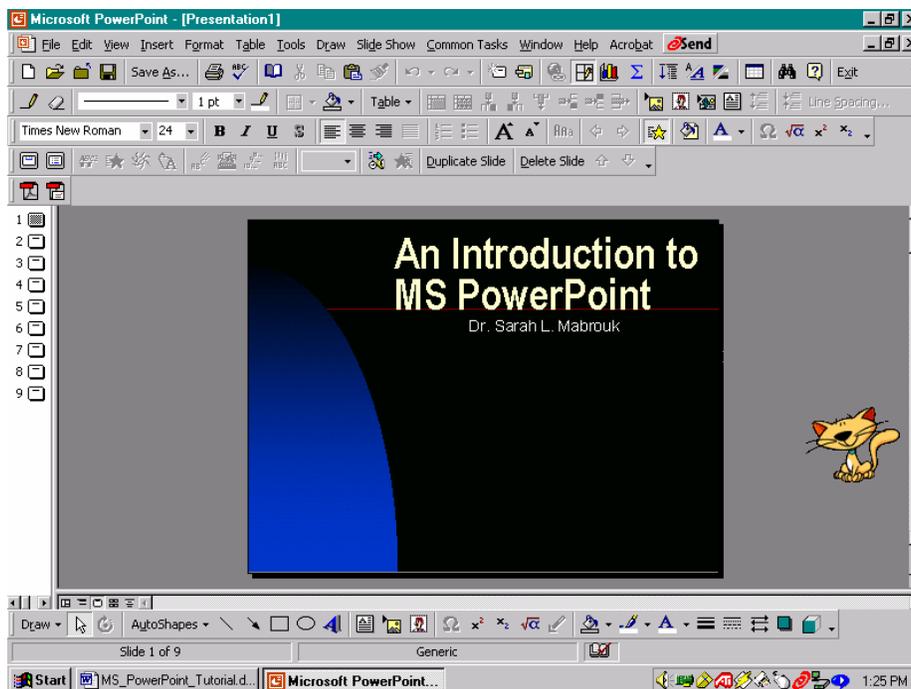


Figure 10: The *Slide View*.

Figure 10 displays the Slide View, accessed using the third Program View Button, and Figure 11 displays the Slide Sorter View, accessed using the fourth Program View Button or Slide Sorter on the View menu. For the slide view, the details of the presentation outline and the speaker notes are not displayed. The slide sorter view can be used to easily change the order of the slides and to add/change the multimedia aspects, the slide transition, the animation, and the timing, for the presentation.

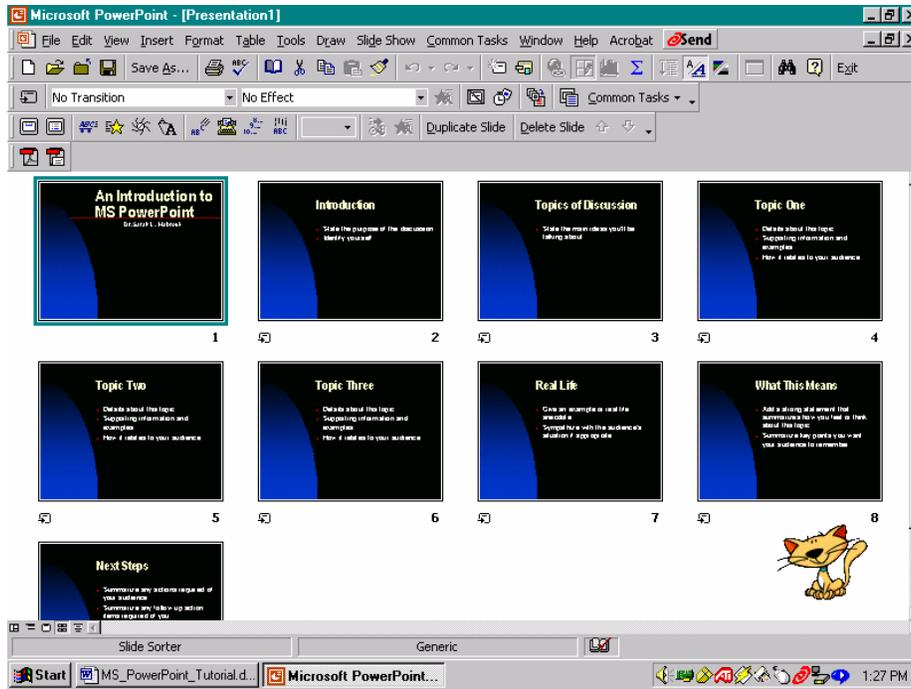


Figure 11: The Slide Sorter View.

To view the slide transition dialog box, Figure 13, we select Slide Transition on the popup menu, Figure 12, that appears when we *right-click* on any of the slides. We can use the same popup menu to Set Up Show, to Hide Slide, to add Preset Animation, and for Animation Preview.

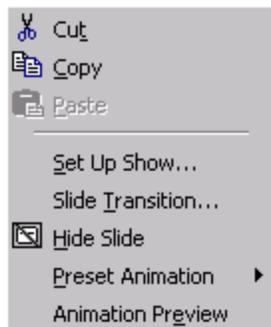


Figure 12: The right-click popup menu for slides in the Slide Sorter View.

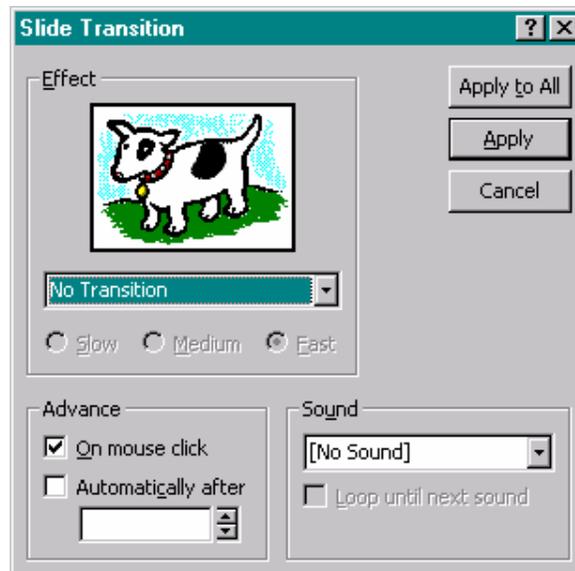


Figure 13: The Slide Transition dialog box.

Using the Slide Sorter view, we can change the slide transition, add sound, and change how the slide transition occurs, automatically or with a mouse click. This presentation is preset with no transition, no sound, and to advance on mouse click.

To view the slide show, we left-click the fifth Program View Button or select Slide Show on the View menu. The slide show begins from the selected/displayed slide and continues, here on mouse click, to the last slide or until we stop the slide show.

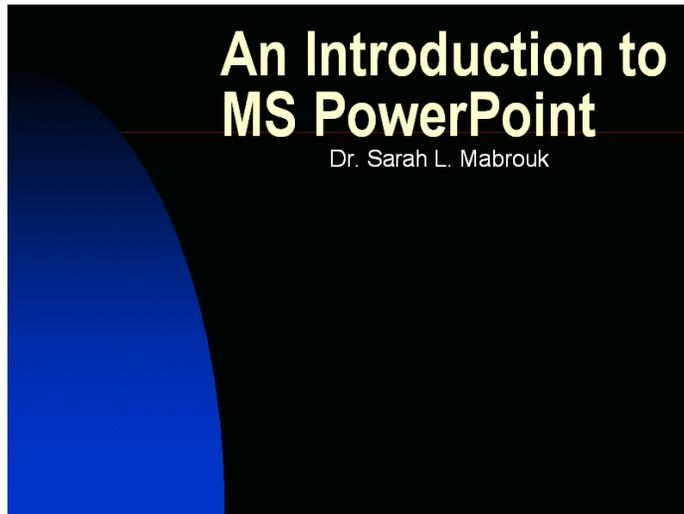


Figure 14: The Slide Show.

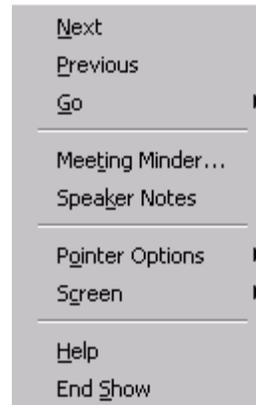


Figure 15: The Slide Show popup menu.

Moving the mouse and then *left-clicking* on the box that appears in the bottom left-hand corner or *right-clicking* generates a popup menu, Figure 15. We can use this popup menu to change slides, *Next*, *Previous*, or *Go* to the *Slide Navigator* on which we may select to display any slide, make notes during a meeting using the Meeting Minder, display Speaker Notes, change the pointer type and screen options, and end the slide show.

### **Creating A Presentation Using the Design Template**

To create a new presentation, we select New on the File menu, Figure 16. In the *New Presentation* dialog box,

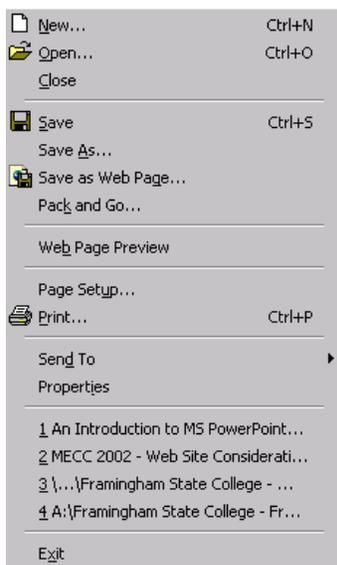


Figure 16: The File menu.

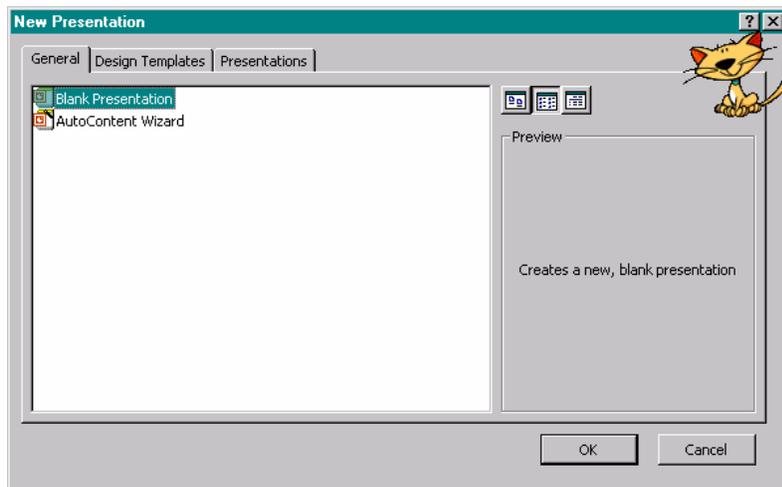
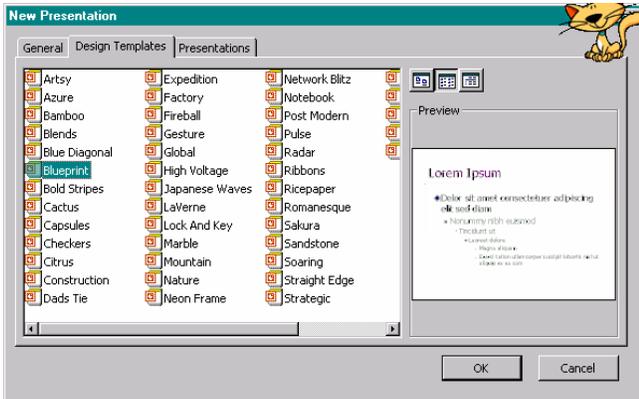


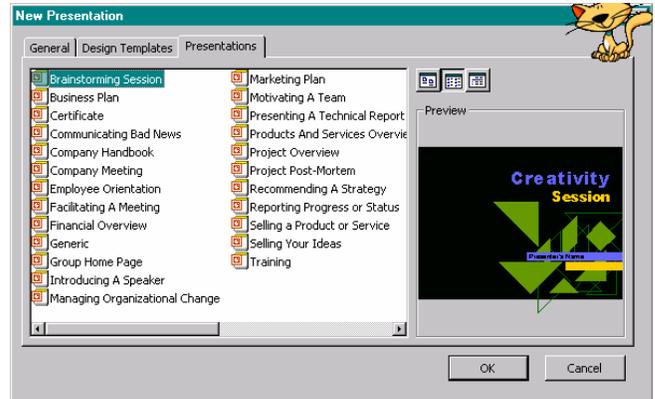
Figure 17: The General tab of the New Presentation dialog box.

we can select *Blank Presentation* or *AutoContent Wizard* on the *General* tab, Figure 17, any of the presentations listed on the *Design Templates* tab, Figure 18, or any of the presentations on the *Presentation* tab, Figure 19.

Here, we select *Blueprint* on the *Design Templates* tab, Figure 18, and left-click the *Ok* box.

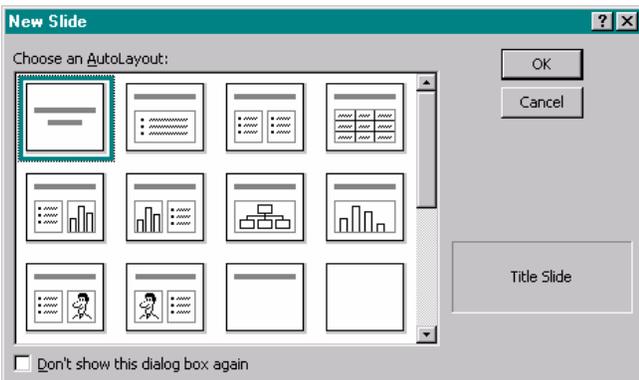


**Figure 18:** The *Design Templates* tab of the *New Presentation* dialog box.

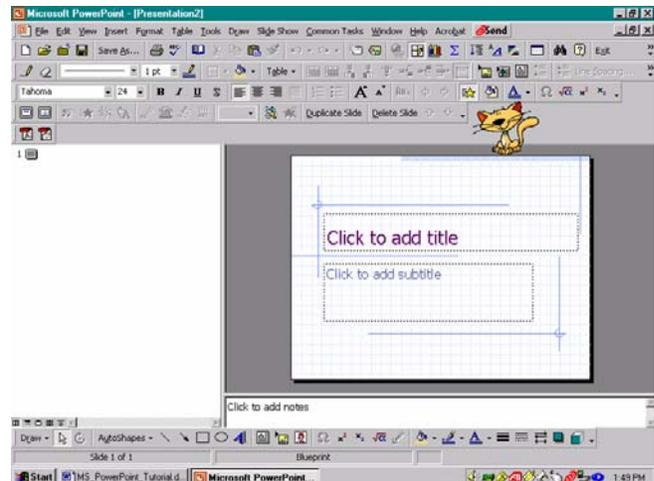


**Figure 19:** The *Presentation* tab of the *New Presentation* dialog box.

Each slide generated using the Design Template has a preset background, font and font colors, and format including bullets for lists. As with the slides generated using the AutoContent Wizard, we enter the slide information as we generate each new slide. The AutoContent Wizard generates a complete slide show for which slides can be added or deleted, and using the Design Template, we choose the slides and slide formats that we want to use as we generate the slides individually. We select the slide format for each new slide using the *New Slide* dialog box, Figure 20.



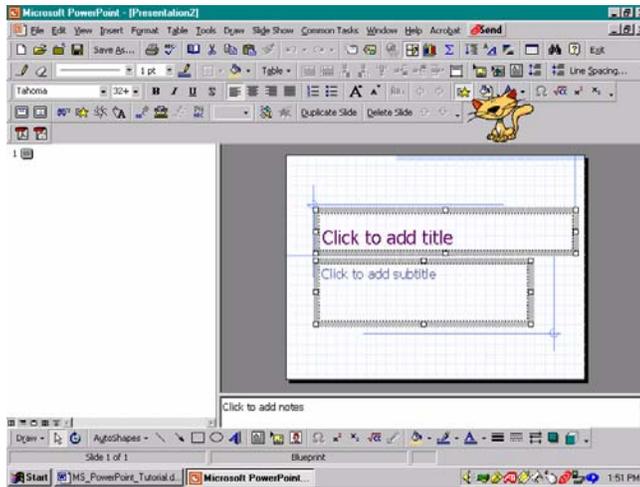
**Figure 20:** The *New Slide* dialog box with *title slide* selected.



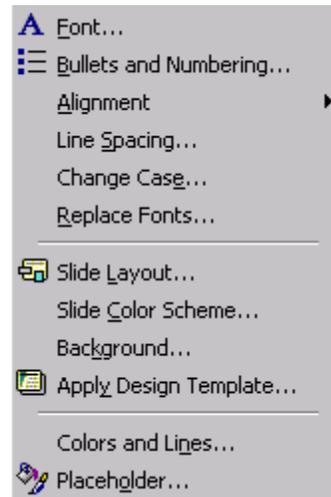
**Figure 21:** The new *title slide* with the selected design template and of the selected slide type.

In general, the first slide in a presentation is the *title slide*; notice that the slide type is displayed at the lower right of the dialog box. We select the slide type by clicking on the layout of interest and left-clicking the *Ok* box.

To enter the text for each text box on the title slide, Figure 21, we left-click each text box individually and enter the appropriate information, the title in the title text box and the Presenter information, if desired, in the subtitle text box. If we do not want to use a particular text box, we can delete the text box by *left-clicking* in the text box to select the text box, *left-clicking* on the boundary of the text box, and then pressing the Delete key.



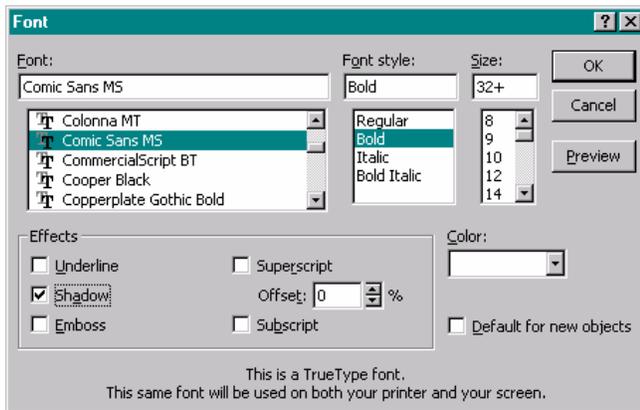
**Figure 22:** The *title slide* with all slide objects selected.



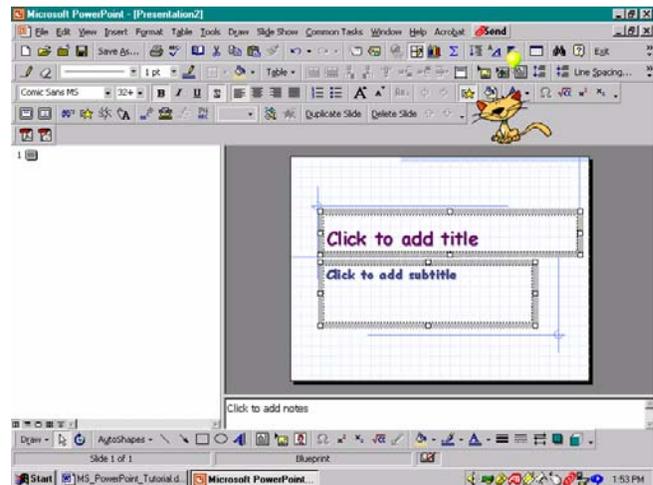
**Figure 23:** The *Format* menu.

## Changing The Font

To change the font on any slide, including slides generated using the AutoContent Wizard, we *left-click* outside the text boxes and select the whole slide using *Select All* on the *Edit* menu. When the text boxes on the slide are selected, the borders of the text boxes will appear wider in the display as in Figure 22. Next, we select *Font* on the *Format* menu. In the *Font* dialog box, we select the font, font style, font size, and effects. As shown in Figure 24,



**Figure 24:** The *Font* dialog box.

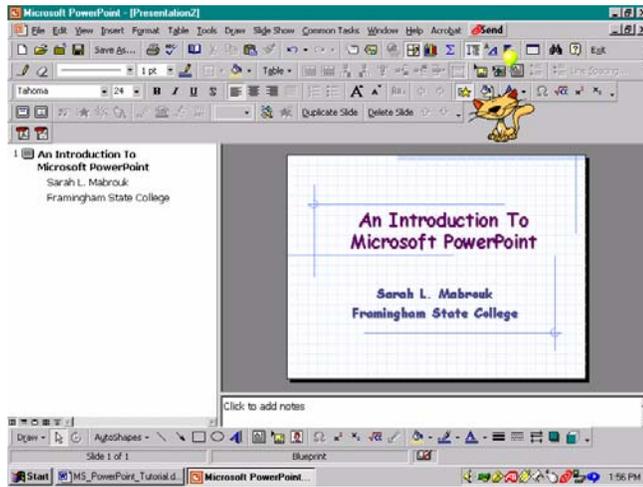


**Figure 25:** The *title slide* with the new font.

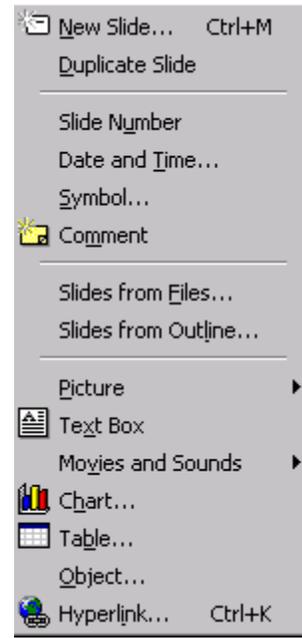
we select the *Comic Sans MS* font in bold style with shadowing. By not changing the font size, the preset sizes remain unchanged. When we *left-click* *Ok*, the font for each text box is changed as shown in Figure 25.

After changing the font as desired, we enter the slide information. We change the alignment of the text in a text box using the alignment toolbar buttons, , , , and  or by selecting the desired alignment using *Alignment* on the *Format* menu.

We can adjust the size of a text box by first *left-clicking* in the text box to select the text box and then by *left-clicking* and dragging one of the white squares at the corners or side of the text box to the desired size. As the size of the text box is adjusted, the text size may be adjusted so that the text will fit within the text box in the proportions determined by the preset font sizes according to the template that we have selected. If the text size becomes too small then we can select the text and adjust the font size using the *Font* dialog box or the *Font size* drop down menu on the toolbars displayed at the top of the PowerPoint window.



**Figure 26:** The *title slide* with title and presenter information.



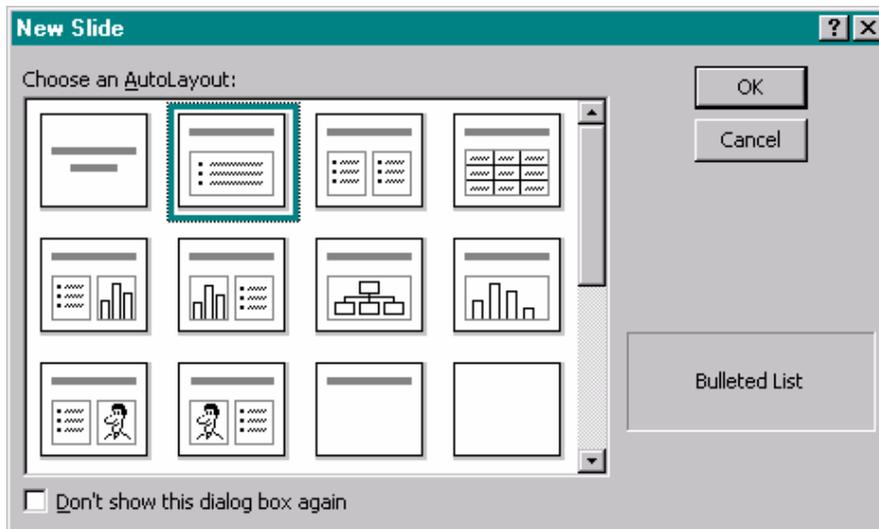
**Figure 27:** The *Insert* menu.

In Figure 26, the presentation title and presenter information have been entered on the slide and centered within the text boxes.

### **Inserting A New Slide**

In addition to using the *New Slide* entry on the *Insert* menu, Figure 27, we can left-click the *New Slide* toolbar button, . We can use either of these to insert a new slide in any presentation, one generated using the AutoContent Wizard or the Design Template or in a Blank Presentation.

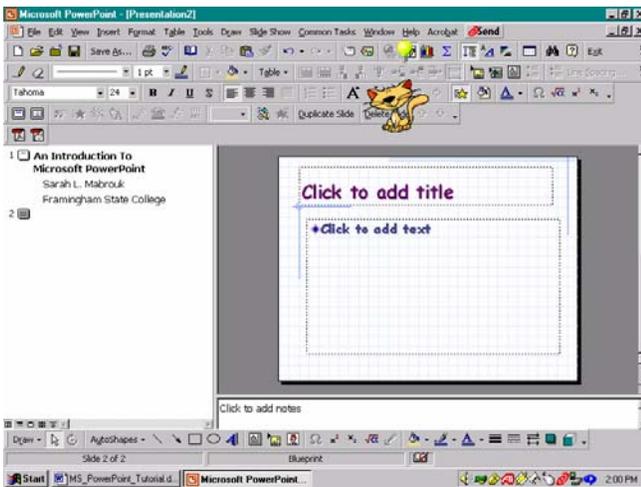
We select a *Bulleted List* slide as the next slide in the presentation using the *New Slide* dialog box, Figure 28. After selecting the slide type, we left-click the *Ok* box.



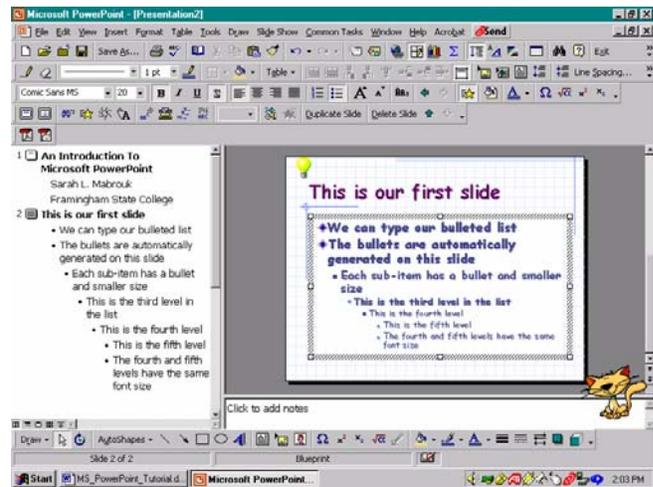
**Figure 28:** The *New Slide* dialog box with *bulleted list* slide selected.

Left-clicking the *Ok* box in the *New Slide* dialog box, Figure 28, generates the new slide, Figure 29.

Although the bullets for the bulleted list are preset with the design template, we can change the bullet scheme, if desired, using the *Bullets and Numbering* entry on the *Format* menu.



**Figure 29:** The new *bulleted list* slide.

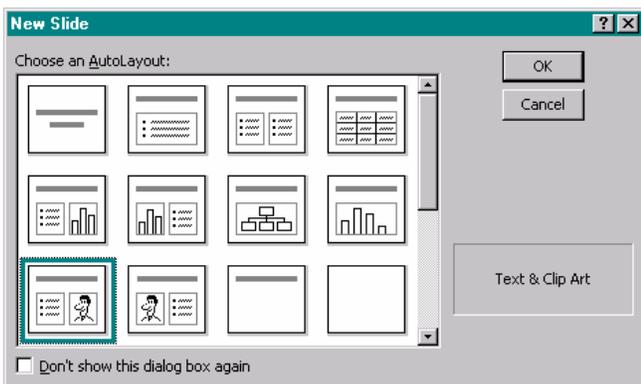


**Figure 30:** The new *bulleted list* slide with content added.

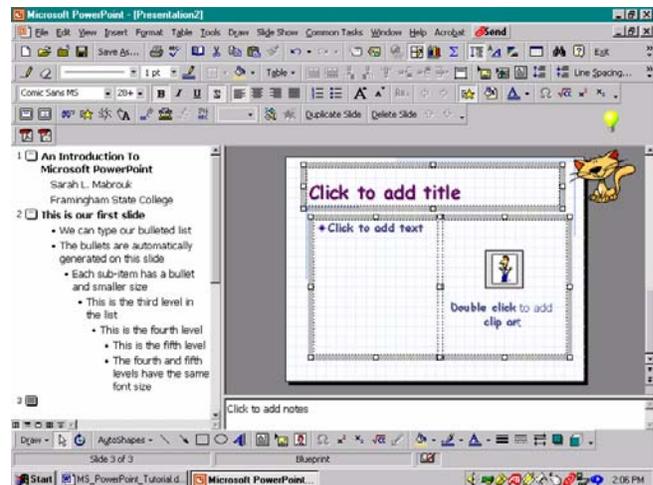
As with the other slides that we have created, we change the font type and style, Figure 29, and we *left-click* in the text box and enter the desired information, Figure 30. In the screen capture below, we entered "This is our first slide" in the top text box and entered some text in order to display the bullet style for this bulleted list. Notice that the font size for the fourth and fifth levels are the same and that there are only five levels for the bulleted list on this slide. Depending on the slide type there can be fewer levels in the bulleted list.

We can create slides of various formats containing bulleted lists, organizational charts, text and charts, and text and graphics as well as blank slides with headings, and slides without formatting; all these types are displayed in the *New Slide* dialog box, Figure 31.

For our next slide, let us generate a slide containing text on the left and a graphic on the right, a *Text & Clip Art* slide, Figure 31; the new slide is displayed in Figure 32.



**Figure 31:** The *New Slide* dialog box with the *text & clip art* slide selected.



**Figure 32:** The *text & clip art* slide with all slide objects selected after changing the slide font.

Again, we change the font and font style to match the other slides. We can use a *Slide Master* to set the font type, style, size, effects, and general slide attributes for all slides within a presentation. We will discuss the *Slide Master* after we discuss adding animation to presentations.

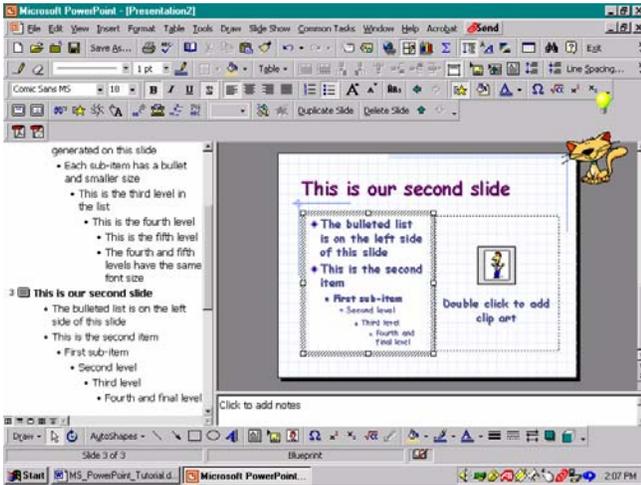


Figure 33: The text & clip art slide with text added.

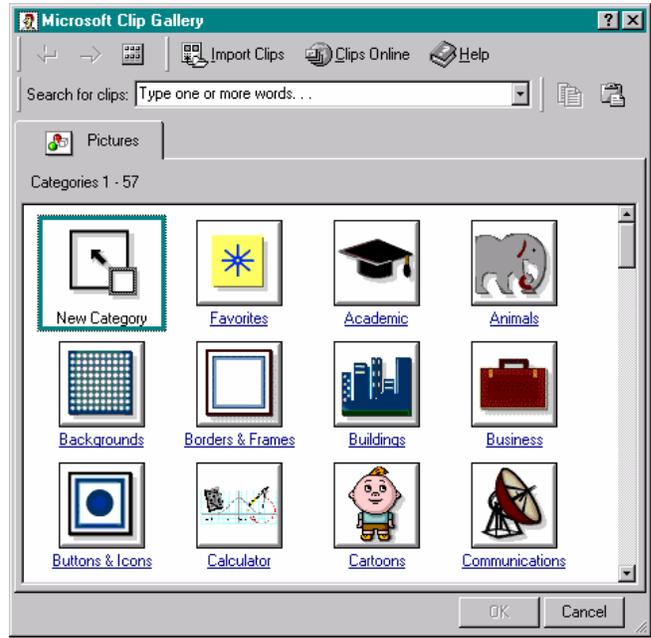


Figure 34: The Microsoft Clip Art Gallery dialog box.

We enter the slide title and the slide information in the text box in the same way in which we entered the title and the slide information in the previous slides. Notice that the slide information appears in the outline at the left as we enter the information in the text box on the slide. For this slide type, Figure 33, the left-hand text box has a four-level bulleted list. If we double left-click in the graphic box at the right, we can add clip art to the slide using the *Microsoft Clip Art Gallery* dialog box, Figure 34. If we do not want to add clip art to this slide, we can delete the graphic box in the same manner in which we can delete a text box: we left-click in the box to select the graphic box, left-click the border of the graphic box, and press the Delete key. If we want to insert a picture from a file in place of the clip art box, we delete the clip art box and then select *Picture* on the *Insert* menu, or left-click the *Insert Picture* toolbar button, ; notice that we use the same menu to insert an organizational chart and shapes.

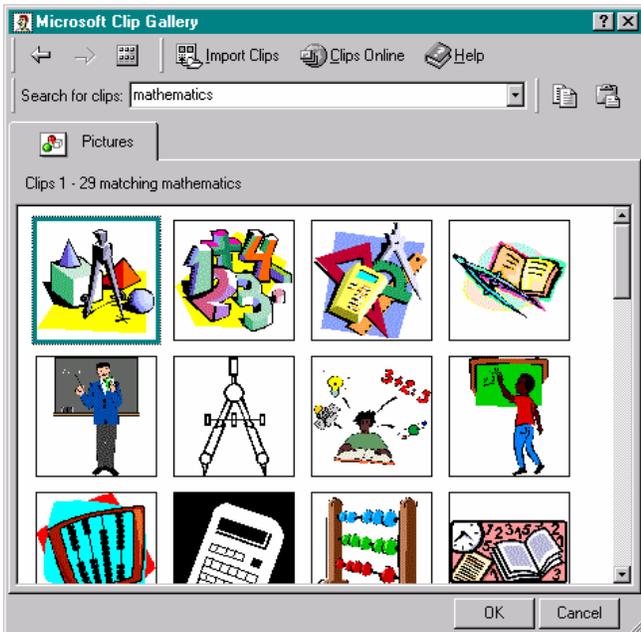


Figure 35: Clip art associated with the word "mathematics".

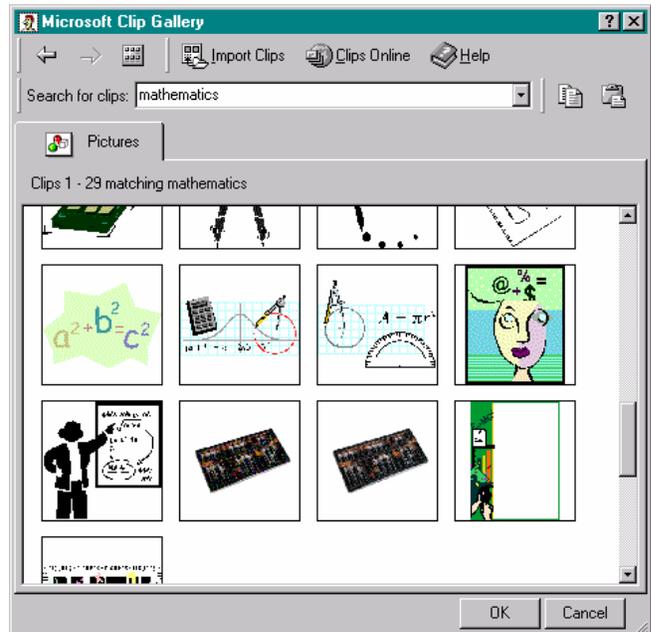
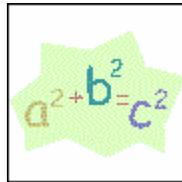


Figure 36: Additional clip art associated with the word "mathematics".

Here, we insert clip art by double *left-clicking* in the graphic box. When we do this, the Microsoft Clip Gallery dialog box appears on the screen. We can select clip art form any of the displayed categories or we can search the



**Figure 37:** Pythagorean Theorem clip.



**Figure 38:** The left-click popup menu for images displayed in the *Microsoft Clip Art Gallery*.

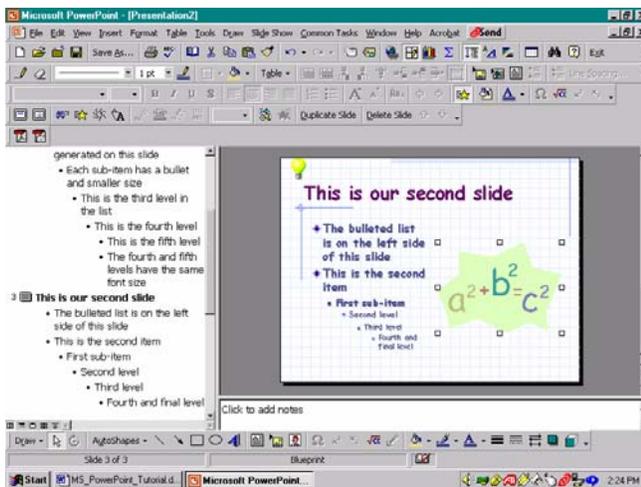


**Figure 39:** The right-click popup menu for images displayed in the *Microsoft Clip Art Gallery*.

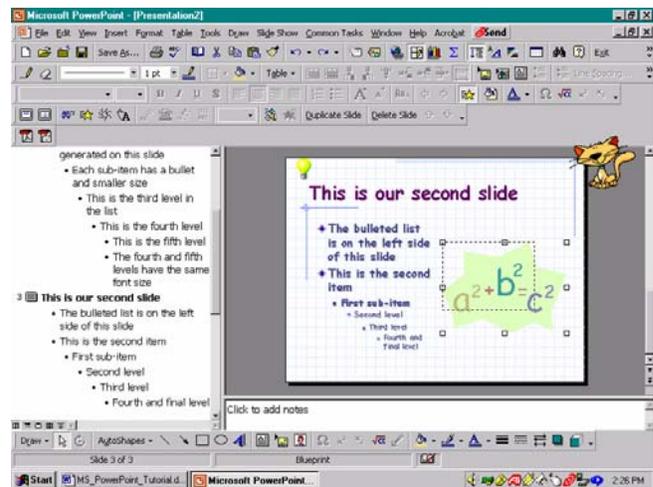
available clips for a particular topic. Here, we search for clip art associated with “mathematics”; some of the associated clip art is displayed in Figures 35 and 36. To search for clip art associated with any particular word, we enter the word at the *Search for clips* box and either left-click the *Ok* box or press *Enter*. If we do not like any of these graphics, we can left-click the *Keep Looking* option, if it is available, at the bottom of the displayed clips.

When we find a clip art that we want to add in the graphic box, we can left-click the clip art image in the dialog box and select the first entry (*Insert clip*) of the popup menu, Figure 38, or right-click on the graphic image and choose the *Insert* option on the popup menu, Figure 39. On the left-click popup menu, Figure 38, the second, third, and fourth options are used to preview the clip, to add the clip to the Favorites category, and to find similar clips.

When we left-click on the *Insert* clip option on either popup menu, the graphic is inserted and sized to fit the graphic box on the slide, Figure 40. We resize the image in the same way in which we resize text boxes: we left-click the



**Figure 40:** The selected clip art image inserted in the clip art column in the *text & clip art* slide.

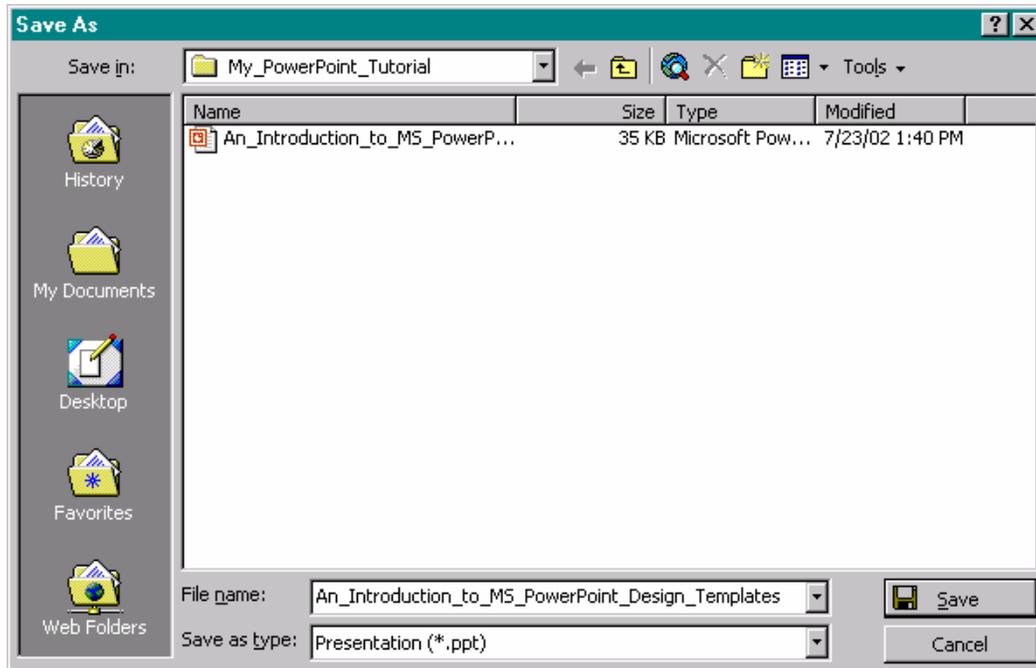


**Figure 41:** Resizing the clip art image.

image to select the object and then move the cursor to one of the white squares at the corners of the image, left-click and drag the corner square to the desired side. Dragging from one of the corners preserves the vertical and horizontal proportions of the image, and the dotted outline allows us to determine the approximate size of the image. It is important to note that if we change the size of an image using the white squares that appear at the top, bottom, or sides of the image that the image will become distorted since we would only be changing the height or the width of the image.

## **Saving A Presentation**

When we are ready to save the presentation, we select *Save* on the *File* menu; saving the presentation for the first time opens the *Save As* dialog box, Figure 42. In the *Save As* dialog box, we enter the file name and select the folder in which to save the presentation file in the same manner as we save files for other programs; we can change the file type, if desired, as well.

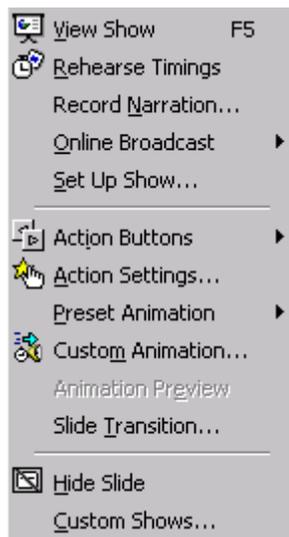


**Figure 42:** Saving the presentation.

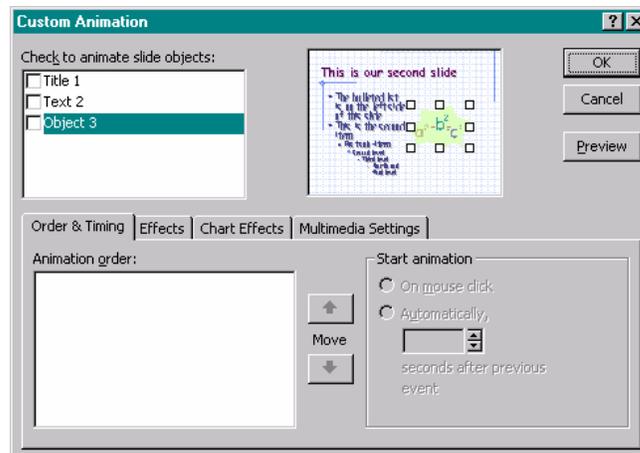
After entering the file name, choosing the folder location, and the file type, if necessary, we left-click the *Save* box to save the presentation file.

## **Adding Animation To A Presentation**

Rather than adding the animation as we create each slide, it is easier to create the slides for the presentation first and then add the animation, timing, and transition effects to the presentation.

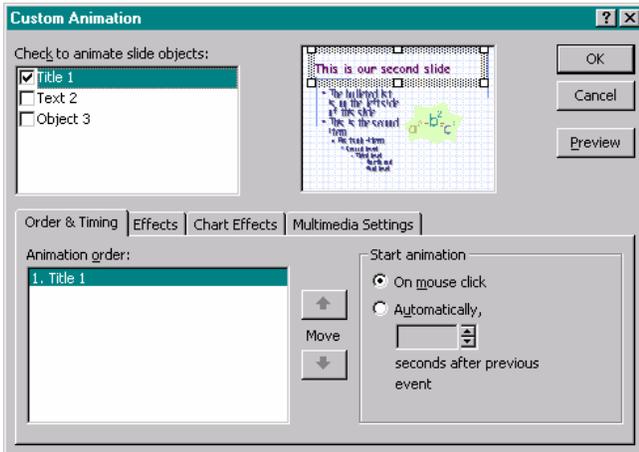


**Figure 43:** The *Slide Show* menu.

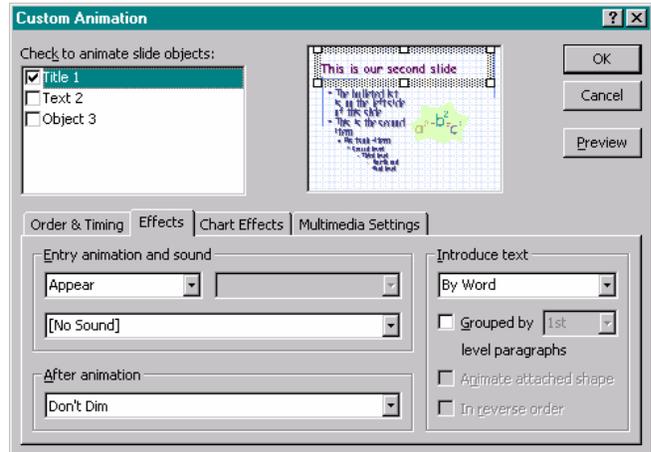


**Figure 44:** The *Order & Timing* tab of the *Custom Animation* dialog box.

To set up the animation for the slide, we select the slide and then select *Custom Animation* on the *Slide Show* menu, Figure 43, or left-click on the *Custom Animation* toolbar button, . Each object that can be animated on the slide is listed in the box at the top left of the *Custom Animation* dialog box, Figure 44. To animate any of the objects on the slide, we left-click the check box next to each object and then set the animation type, timing, and order for the animation of each object using the *Order & Timing* tab and the *Effects* tab. In Figures 45 and 46, we see that we set *Title 1* to appear by word on mouse click without dimming after the animation, and with no sound.

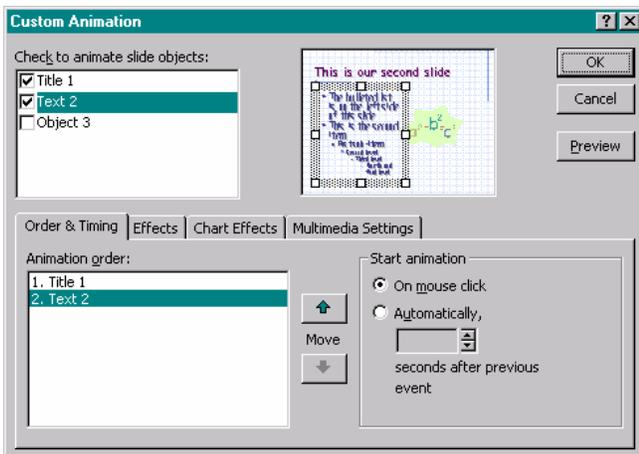


**Figure 45:** The *Order & Timing* tab with *Title 1* selected to add animation.

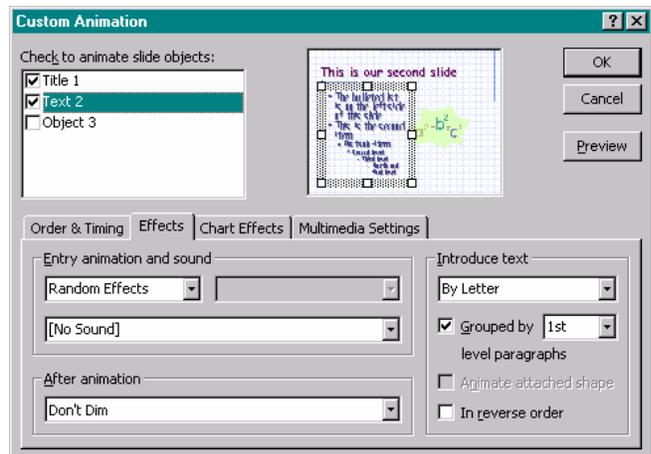


**Figure 46:** The *Effects* tab with *Title 1* selected to add animation.

We can choose to animate none of the objects, selected objects, or all the objects on the slide. In Figures 47 and 48, we set *Text 2* to appear by letter on mouse click with random effects without dimming after animation and without sound.



**Figure 47:** The *Order & Timing* tab with *Text 2* selected to add animation.



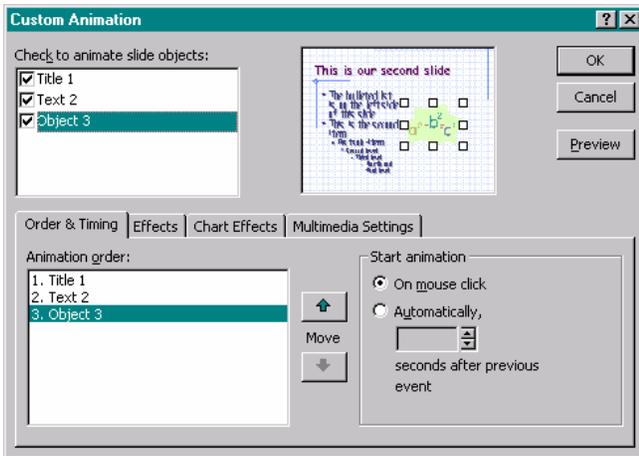
**Figure 48:** The *Effects* tab with *Text 2* selected to add animation.

In Figures 49 and 50, we set *Object 3* to zoom in on mouse click without dimming after animation and without sound.

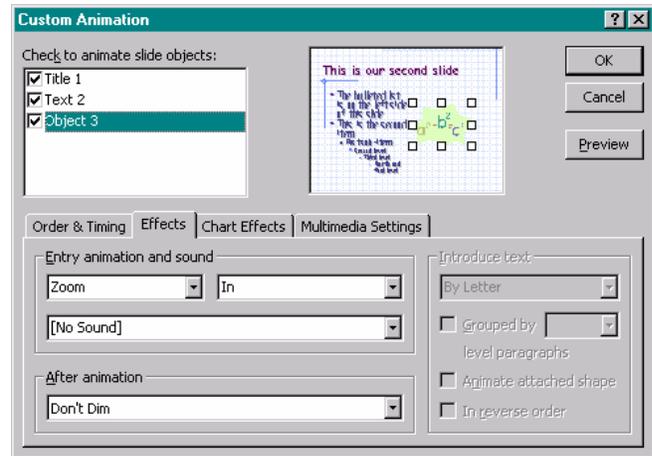
Although we have set each object to appear on mouse click, we can also set the object to appear after a set amount of time by selecting *Automatically* on the *Order & Timing* tab and selecting the number of seconds after the occurrence of the previous event that we want the animation to occur.

In general, we select the type of appearance, on mouse click or automatically after a specified amount of time as well as the *animation order* using the *Order & Timing* tab, and we select the animation type and sounds using the *Effects* tab.

While having text appear by letter may seem appealing, this type of animation can seem slow (and even annoying) for long text. Although there are a variety of sounds including applause, typewriter clicking, breaking glass, and whooshes, these sounds that may seem amusing can be very annoying and distracting during a presentation. So, it is wise to use both animation and sound sparingly.

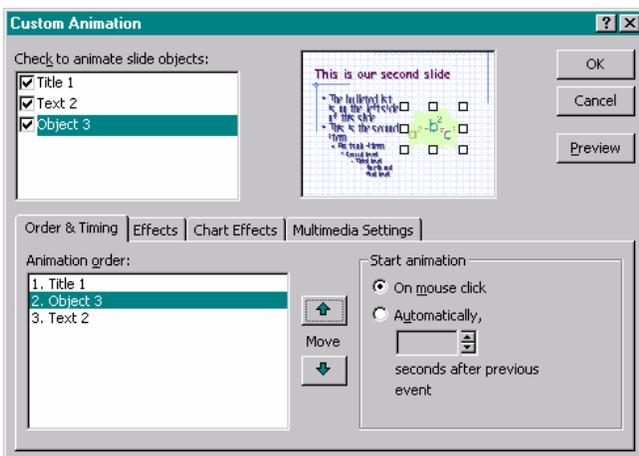


**Figure 49:** The *Order & Timing* tab with *Object 3* selected to add animation

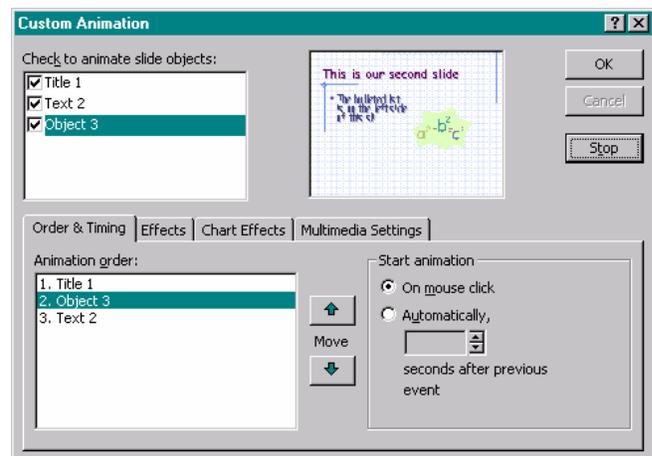


**Figure 50:** The *Effects* tab with *Object 3* selected to add animation.

In Figure 51, we use the *Animation order* box on the *Order & Timing* tab to change the order in which the slide objects will be displayed: the original order was *Title 1*, *Text 2*, and *Object 3* and the new order is *Text 1*, *Object 3*, and *Text 2*. To get a general impression of the animation for the slide, we can preview the animation in the *Custom Animation* dialog box by left-clicking the *Preview* box. The animation preview is displayed in the slide window at the top right-hand side of the *Custom Animation* dialog box, Figure 52.



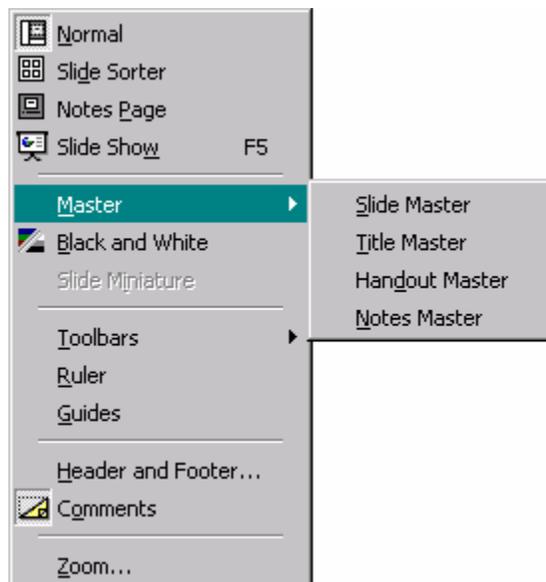
**Figure 51:** Changing the order for the animation on the *Order & Timing* tab of the *Custom Animation* dialog box.



**Figure 52:** Running the *Preview* in the *Custom Animation* dialog box.

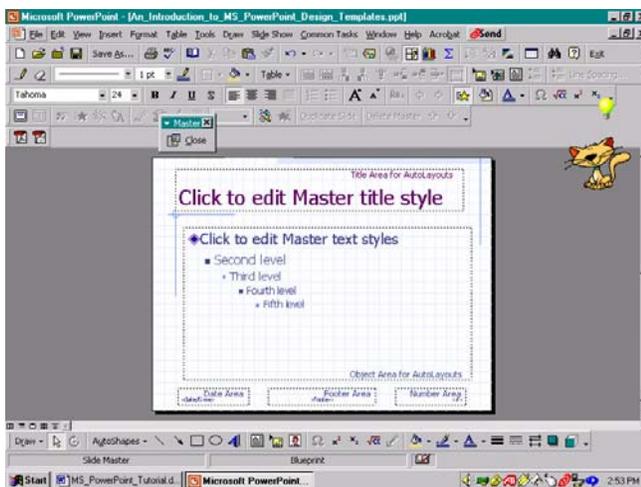
### **Creating A Slide Master**

If we want to change the format and add common features for all the slides in a presentation, we can make a slide master. Once we have made the slide master, if we change any attributes of the *Slide Master* these changes will be made on all existing slides and on all new slides for the presentation. To access the *Title Master* and *Slide Master*, we select *Master* on the *View* menu, Figure 53.

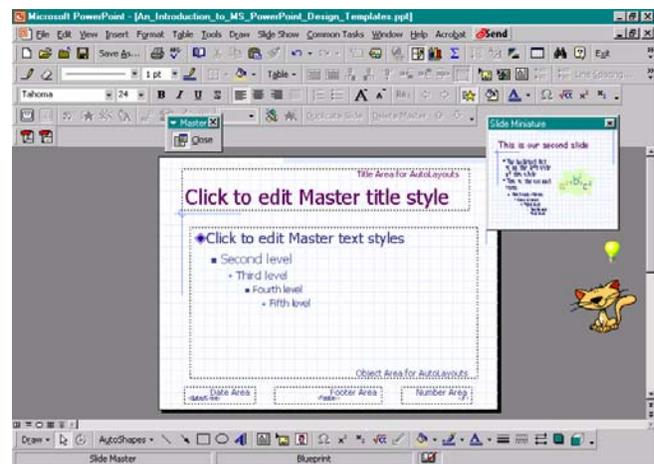


**Figure 53:** The popup *Master* menu on the *View* menu.

When the Slide Master is displayed, we can change the font and spacing as previously discussed, selecting the text boxes and left-clicking the *Font* entry on the *Format* menu to open the *Font* dialog box. In addition, we can change the bullet scheme and colors by right-clicking in the text box containing the bulleted list and selecting *Bullets and Numbering* on the popup menu. In addition to changing the format, we can add, delete, and change the size of the text boxes on the slide, add graphics, and change the general slide design.



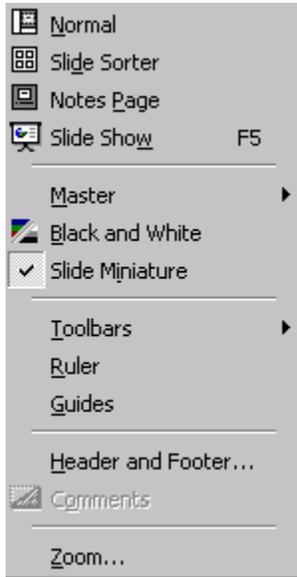
**Figure 54:** The *Slide Master*.



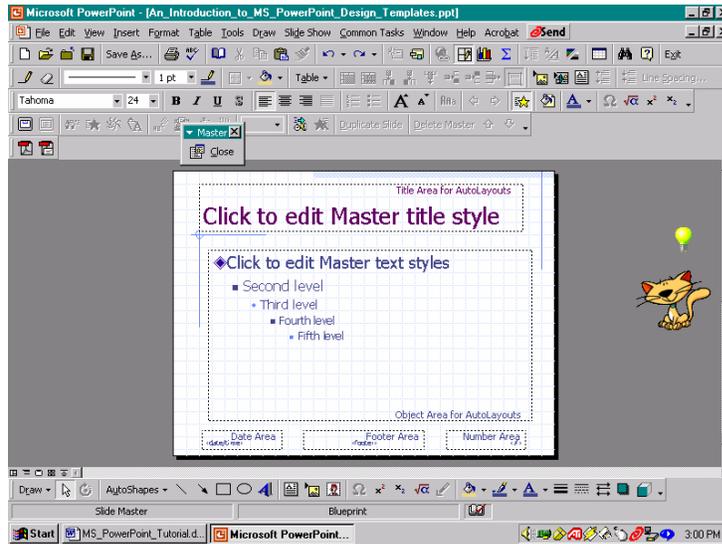
**Figure 55:** The *Slide Master* with the *Slide Miniature* displayed.

The *Master* toolbar and the *Slide Miniature* may or may not be displayed when you edit the *Slide Master*. The *Master* toolbar is helpful in quickly closing the *Slide Master*. To turn on the *Master* toolbar, we select *Toolbars* on the *View* menu and then select *Customize*. Using the *Toolbars* tab, we left-click the check box next to the *Master* toolbar to enable the *Master* toolbar when the *Slide Master* is open. To enable the *Slide Miniature*, we left-click the *Slide Miniature* option on the *View* menu. Once the *Slide Miniature* has been enabled a check will appear next to the *Slide Miniature* entry on the *View* menu as displayed in Figure 56.

So we change the desired attributes of the *Slide Master*. Here, we will change the font style and type as well as eliminate the *Date Area* and the *Number Area* at the bottom of the slide and change the size of the *Footer Area* As we add a footer for each slide.

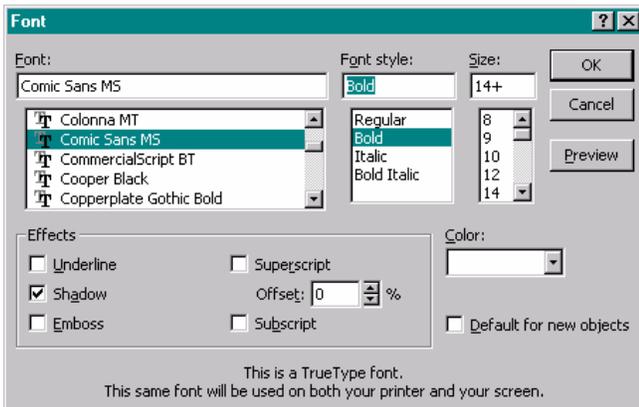


**Figure 56:** The *View* menu with the *Slide Miniature* checked (turned on).

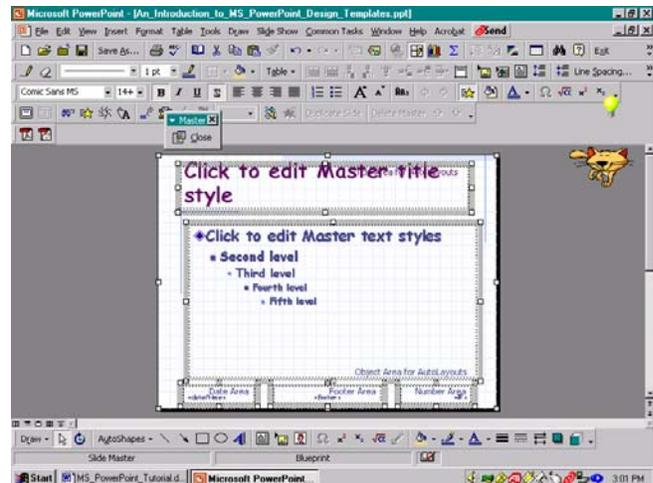


**Figure 57:** Modifying the *Slide Master*.

Selecting all the text boxes on the *Slide Master* and selecting *Font* on the *Format* menu enables us to change the desired font attributes using the *Font* dialog box. In Figure 58, we change the font to boldface, shadowed Comic Sans MS font.



**Figure 58:** The *Font* dialog box.



**Figure 59:** The new font for the *Slide Master*.

We delete the *Date Area* and the *Numbering Area* and then resize the *Footer Area* before adding the footer for the slides, Figure 61. To add the copyright symbol, ©, to the *Footer Area*, we use the *Insert Symbol* toolbar button, , to open the *Symbol* dialog box and then select the desired symbol as in Figure 60. After we complete the desired changes, we left-click on *Close* in the *Master* toolbar, Figure 63. So, now any slides in this presentation and any slides that we add to this presentation will use the attributes specified on the *Slide Master*, Figure 62.

If we want to make additions or changes to the *Slide Master* as we add new slides, these attribute changes will be applied to all slides. In general, it is easier to create the *Slide Master* at the beginning of the presentation design process so that we do not spend or even waste time changing the general format attributes for individual slides.

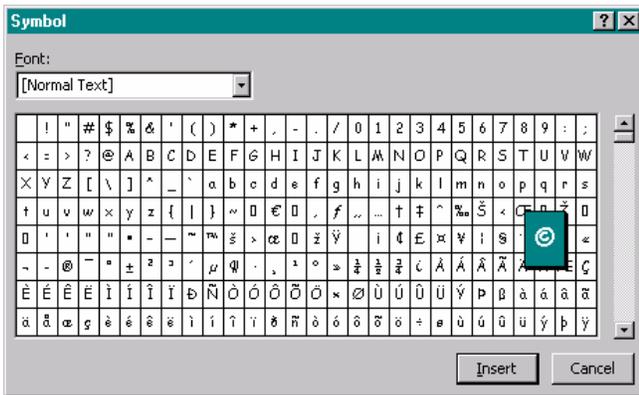


Figure 60: The *Symbol* dialog box.

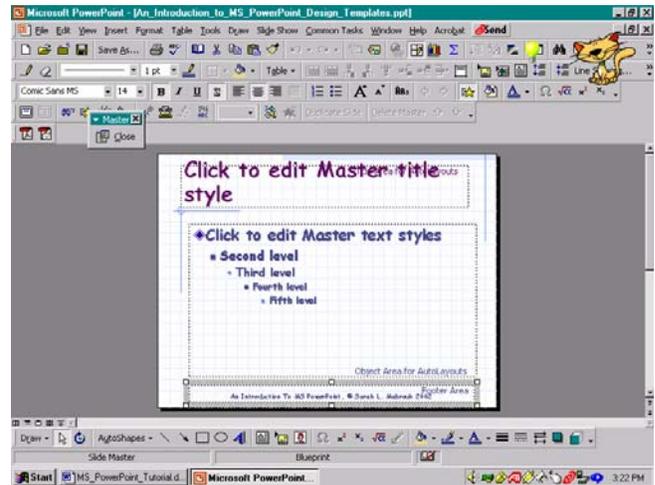


Figure 61: Editing the *Footer Area* for the *Slide Master*.

Inserting a new slide with two columns of text, Figures 64 and 65, we see that the new slide has the desired format, font, and footer.

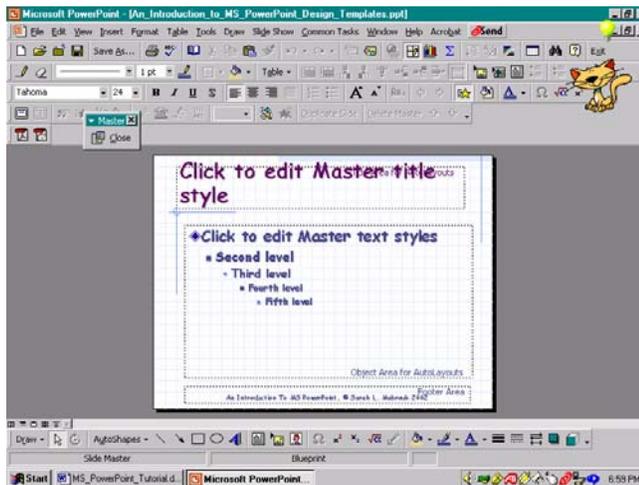


Figure 62: The completed *Slide Master*.

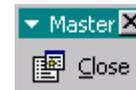


Figure 63: The *Master* toolbar.

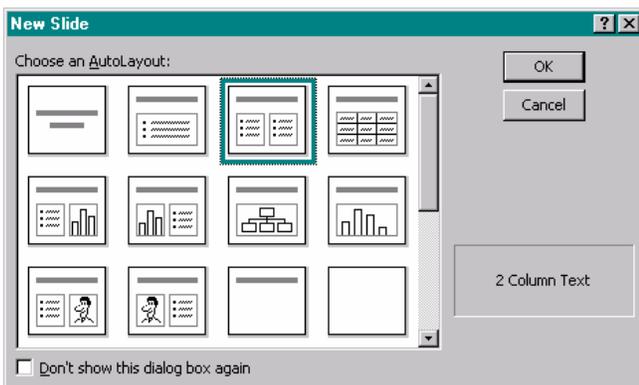


Figure 64: The *New Slide* dialog box with the *2 Column Text* slide selected.

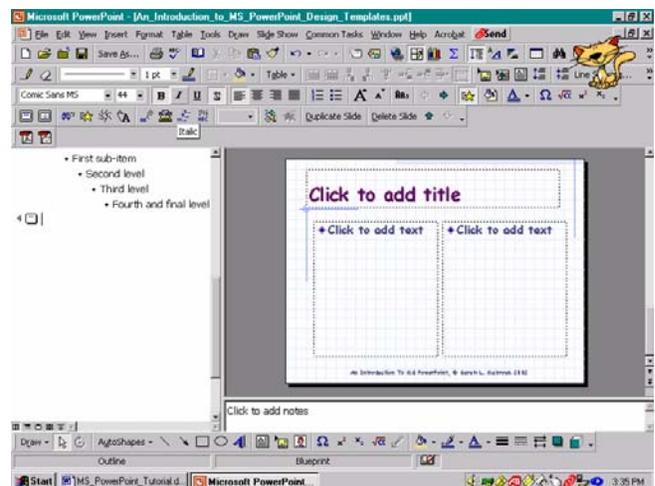
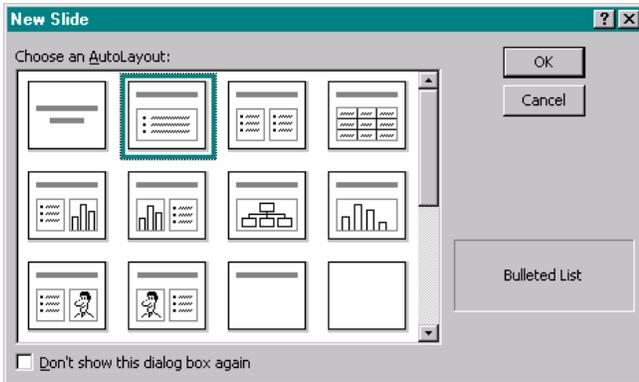
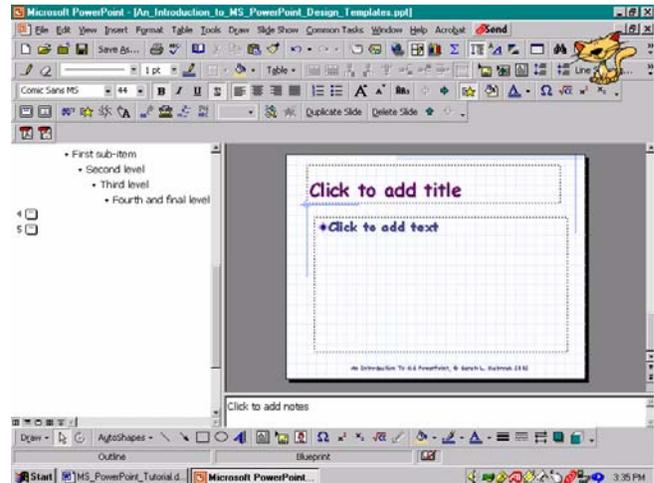


Figure 65: The *2 Column Text* slide.

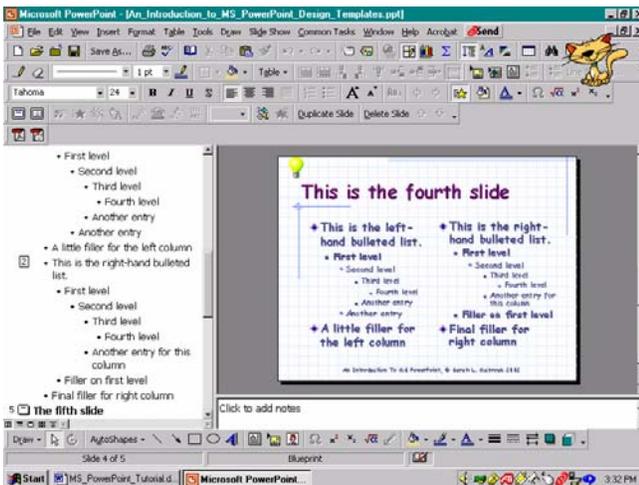


**Figure 66:** The *New Slide* dialog box with the *Bulleted List* slide selected.

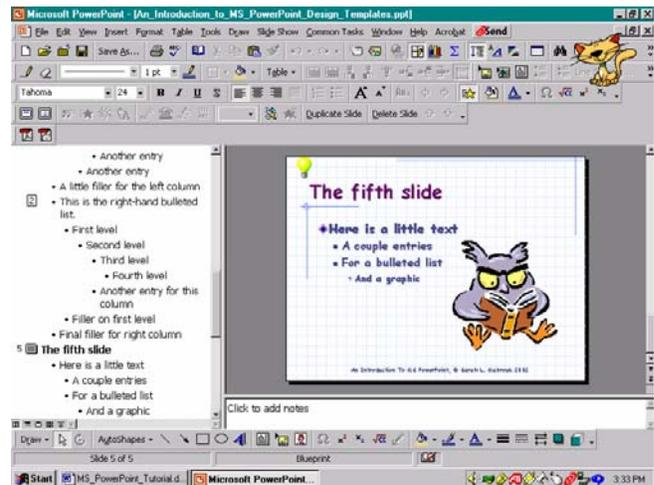


**Figure 67:** The *Bulleted List* slide.

Adding a *Bulleted List* slide, Figures 66 and 67, we enter the desired text and/or graphics, Figures 68 and 69 to the new slides. We continue to use the *New Slide* option on the *Insert* menu, the *Ctrl M* keyboard shortcut, or the *New Slide* toolbar button, , to insert new slides and then add the content to each slide to complete the presentation.



**Figure 68:** The *2 Column Text* slide with text added.

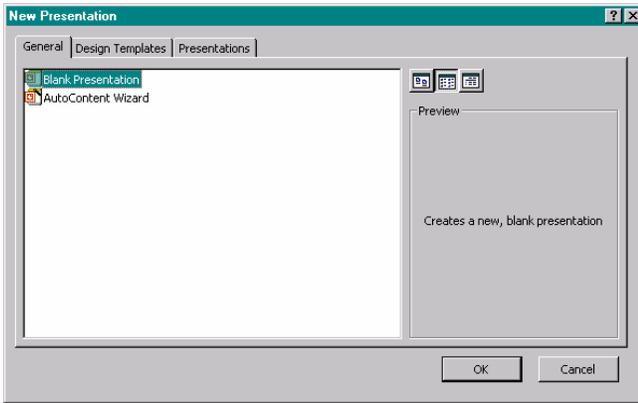


**Figure 69:** The *Bulleted List* slide with text and graphic image added.

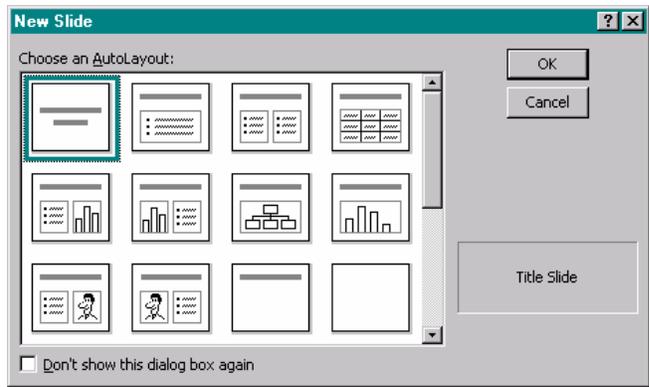
### **Creating A Blank Presentation**

If we want to design our presentation from scratch, setting the font, colors, formatting, and background, we can do this by creating a blank presentation. As before, we select *New* on the *File* menu to create a new presentation. In the *New Presentation* dialog box, we select *Blank Presentation* on the *General* tab, Figure 70.

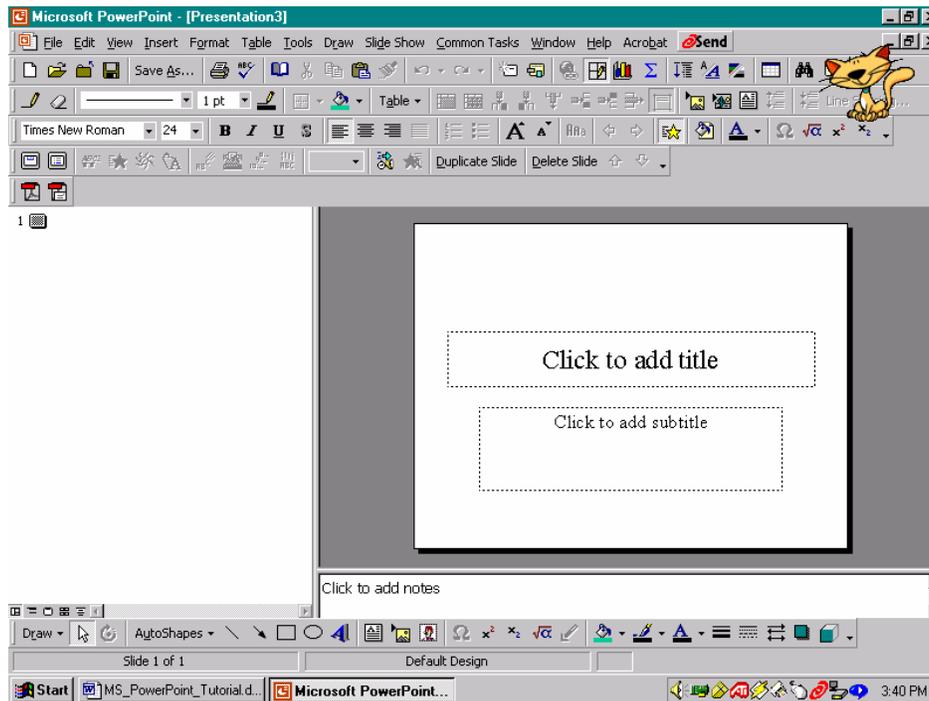
After selecting the type for the initial slide in the *New Slide* dialog box, Figure 71, and generating the slide by left-clicking the *Ok* box, Figure 72, we create a *Slide Master* for the presentation, Figures 73 and 74, choosing the desired font and format attributes as well as the areas to appear at the bottom of each slide. Again, we choose boldface, shadowed *Comic Sans MS* font, we delete the *Date Area* and the *Number Area* at the bottom of the slide, and we resize the *Footer Area* as well as add Title and copyright information.



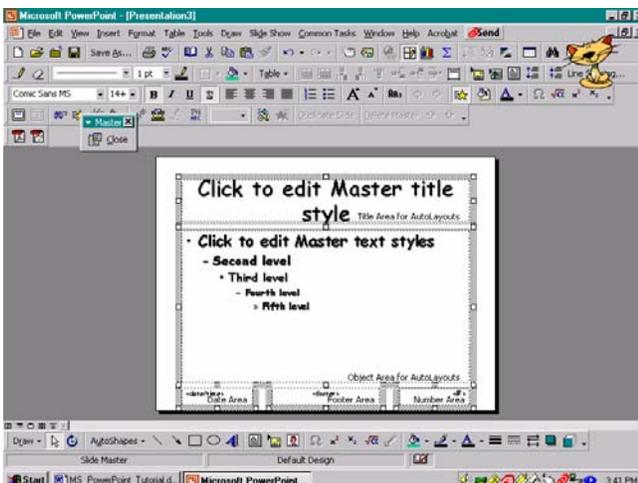
**Figure 70:** The *General* tab of the *New Presentation* dialog box with the *Blank Presentation* selected.



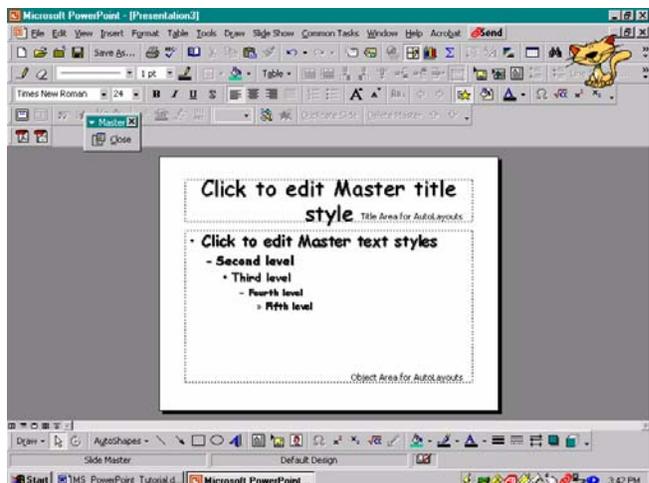
**Figure 71:** The *New Slide* dialog box with the *Title Slide* selected.



**Figure 72:** The *Title Page* for the *Blank Presentation*.



**Figure 73:** Creating the *Slide Master* for the *Blank*



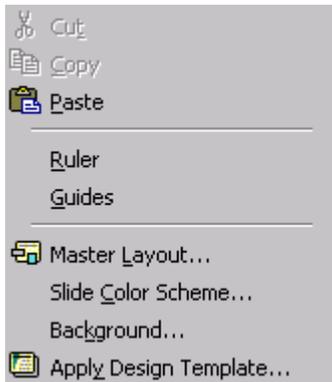
**Figure 74:** The completed *Slide Master* for the *Blank*

Presentation.

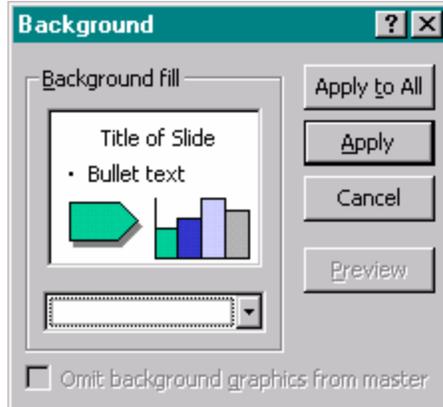
Presentation.

If we want to have a white background, we can close the Slide Master. However, if we want to change the background color or set a particular background pattern, we can set this on the Slide Master. So, let us add a background for our *Blank Presentation*.

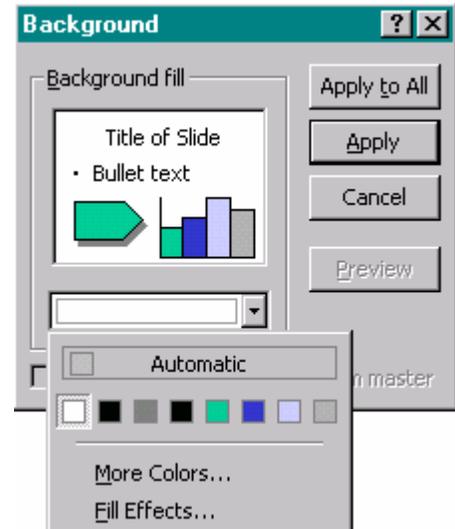
To begin, we right-click on the side of the *Slide Master* and select *Background* on the popup menu, Figure 75. This opens the *Background* dialog box, Figure 76.



**Figure 75:** The right-click popup menu for the *Slide Master*.

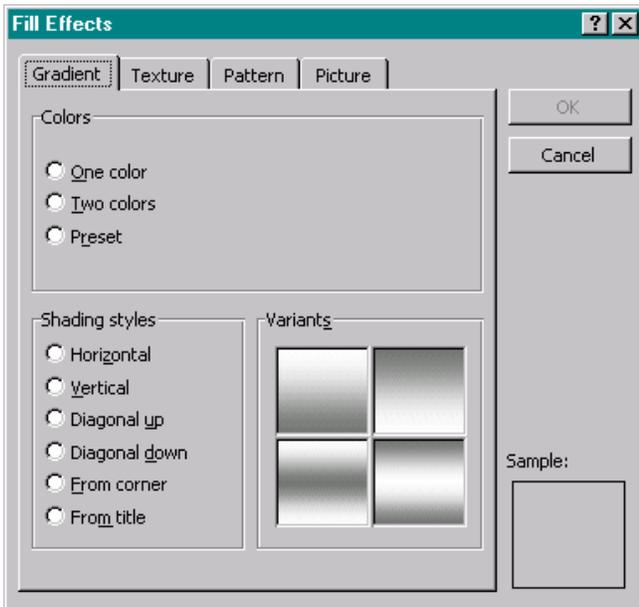


**Figure 76:** The *Background* dialog box.

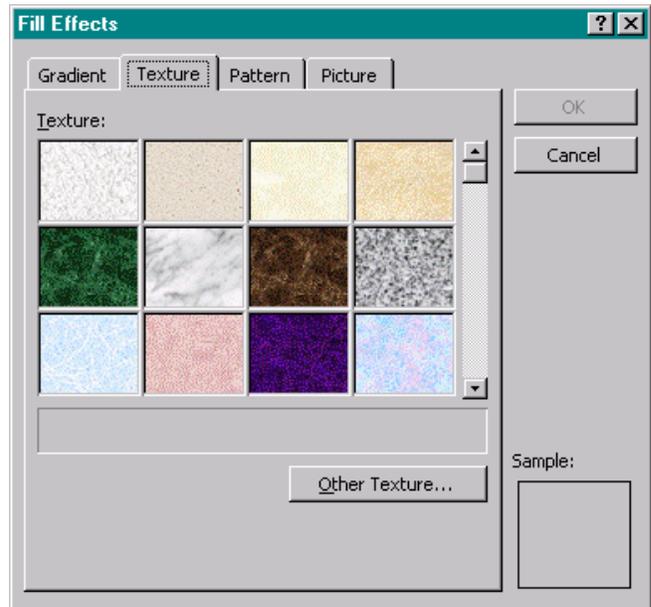


**Figure 77:** The color options drop down menu for the *Background* dialog box.

We left-click the down arrow box of the color pull down menu in Figure 76 to view the color options, *Automatic*, recently used colors displayed on the palette, *More Colors*, and *Fill Effects*. If we want to select a color, we can select from the colors displayed or use the *More Colors* option to view additional colors.



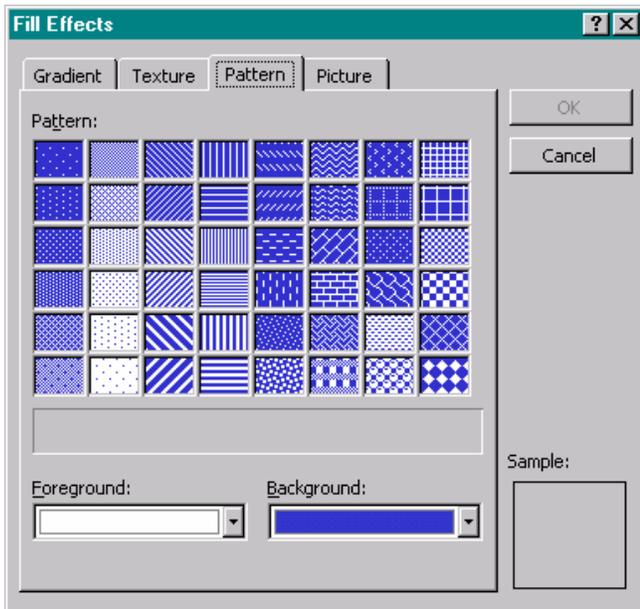
**Figure 78:** The *Gradient* tab of the *Fill Effects* dialog box.



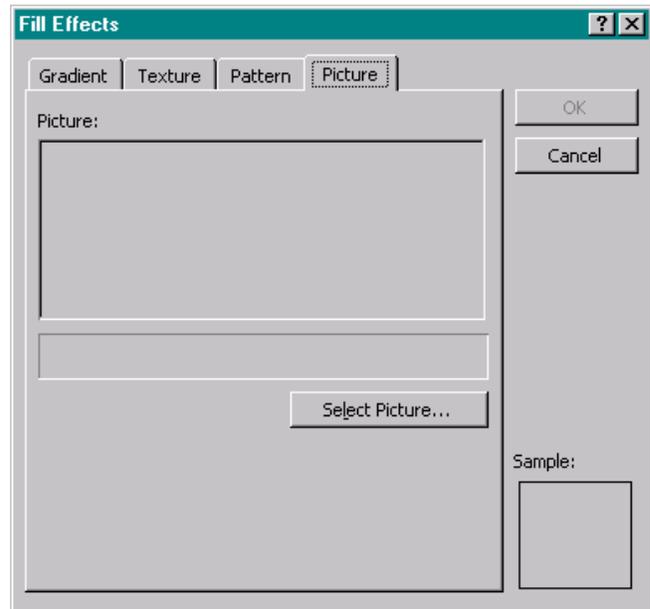
**Figure 79:** The *Texture* tab of the *Fill Effects* dialog box.

If we want to select a background design from a file, we select *Fill Effects*. The *Gradient*, *Texture*, and *Pattern* Tabs in the *Fill Effects* dialog box, Figures 78, 79, and 80, respectively, provide additional background options. To select

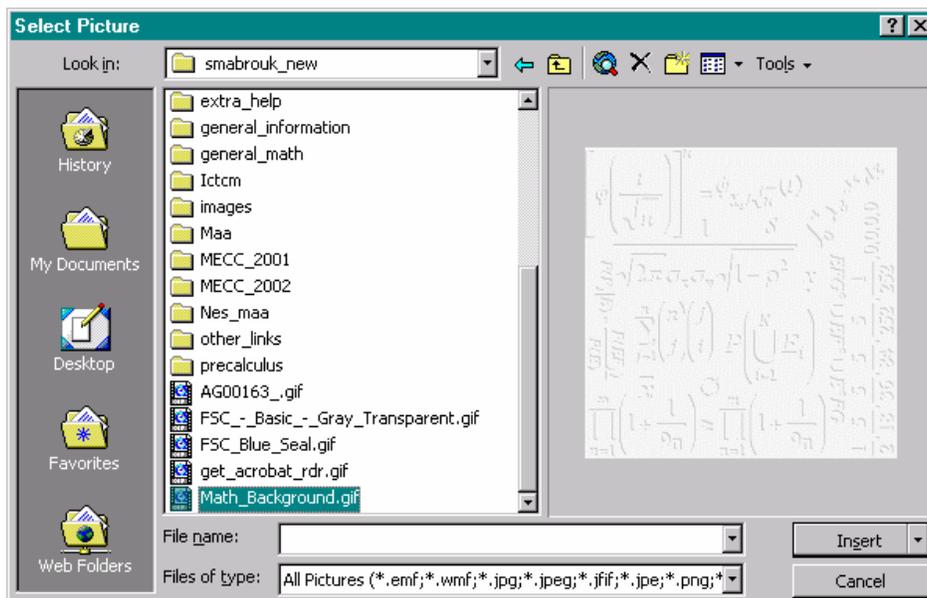
file containing the desired background pattern or picture, we select the *Picture* tab in the *Fill Effects* dialog box, Figure 81. To select the file of interest, we left-click the *Select Picture* box. In the *Select Picture* dialog box, Figure 82, we find the folder containing the background file that we want to use and then select the file either by entering the file name in the *File Name* box and left-clicking the *Insert* box or by double left-clicking on the file name.



**Figure 80:** The *Pattern* tab of the *Fill Effects* dialog box.

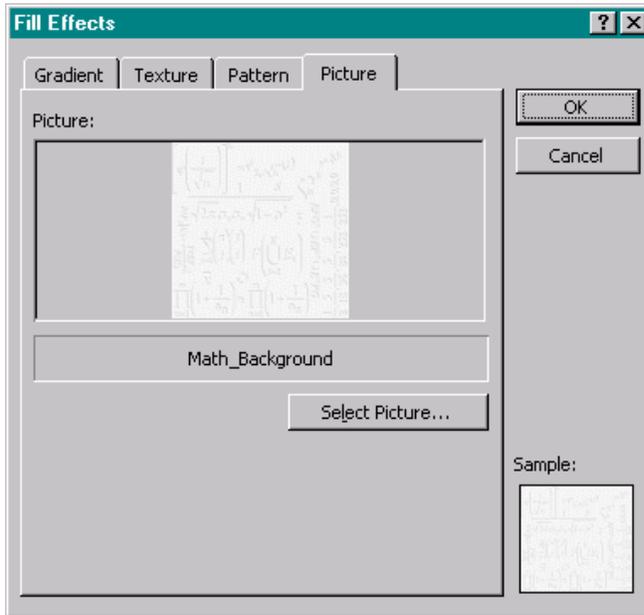


**Figure 81:** The *Picture* tab of the *Fill Effects* dialog box.

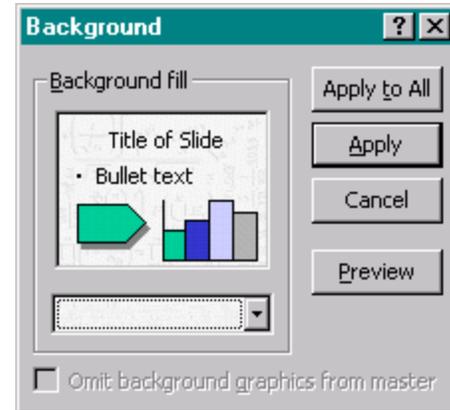


**Figure 82:** The *Select Picture* dialog box.

We can easily browse the picture files since the *Select Picture* dialog box has a preview feature that enables us to view the picture on the right-hand side of the dialog box. If we have a collection of backgrounds or pictures that we like to use for presentations then it is helpful to keep these images in the same folder or in folders in similar locations so that they are easy to find when creating a presentation (or a web page).



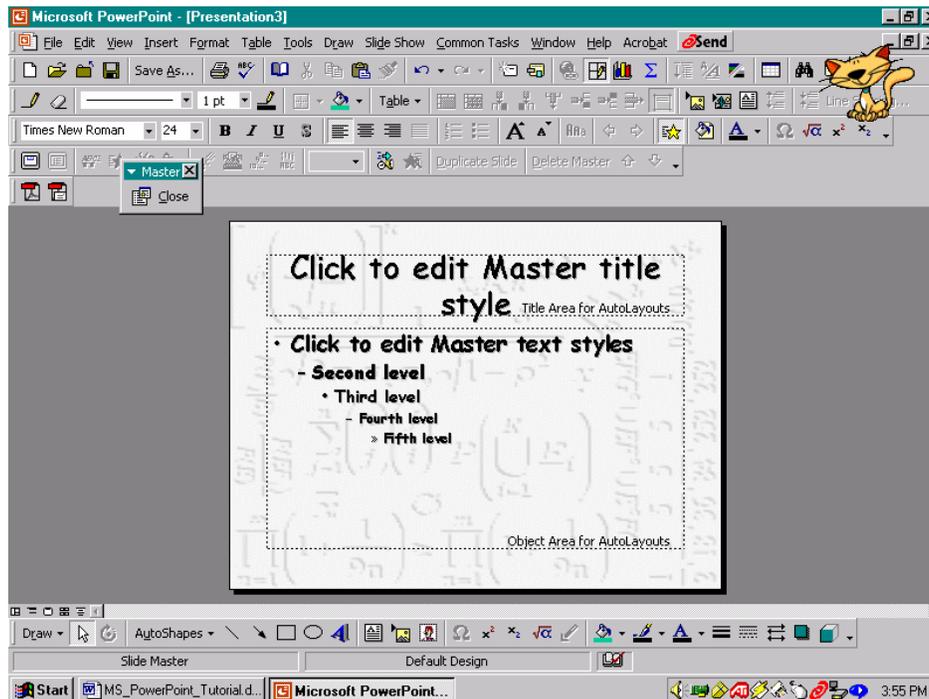
**Figure 83:** The *Picture* tab of the *Fill Effects* dialog box displaying the new background.



**Figure 84:** The *Background* dialog box displaying the new background.

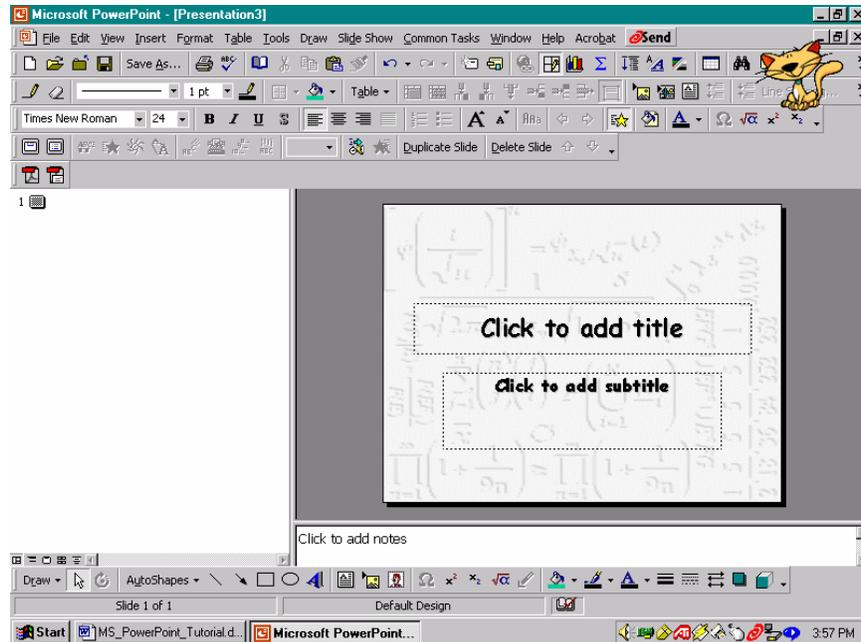
After left-clicking the *Insert* box in the *Select Picture* dialog box, Figure 83, the background is displayed in the *Picture* window and in the *Sample* window on the *Picture* tab of the *Fill Effects* dialog box. After we left-click the *Ok* box in the *Fill Effects* dialog box, we see that the new background is displayed in the *Background* dialog box, Figure 84.

If we were working on an individual slide we could select to apply the background only to that slide by left-clicking the *Apply* box or to apply the background to all the slides by left-clicking the *Apply to All* box. Since we are working on the *Slide Master*, adding a background to the *Slide Master* adds the background to all the slides in the presentation, both existing and new. So, left-clicking on the *Apply* box or the *Apply to All* box has the same effect.



**Figure 85:** The *Slide Master* with the new background.

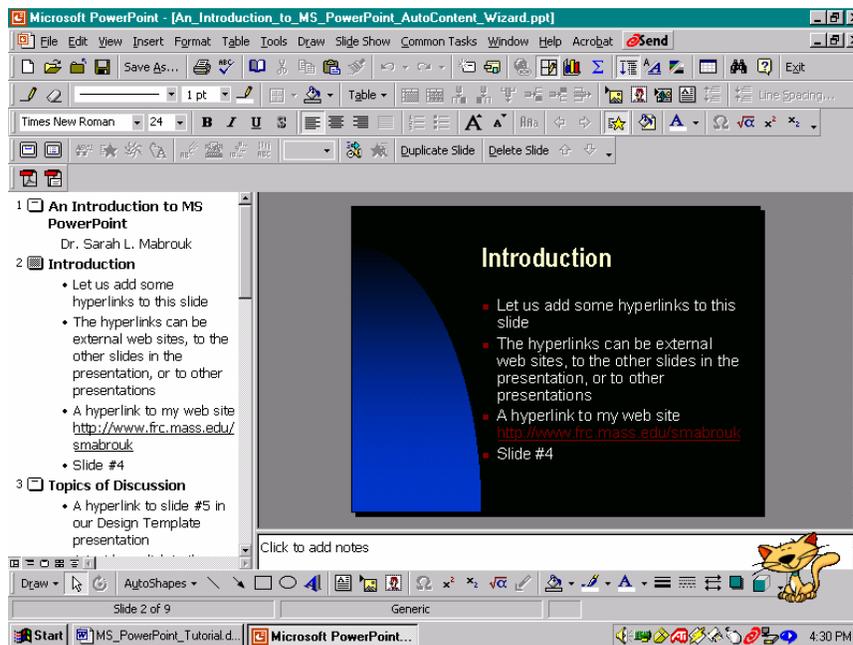
The new background is displayed on the *Slide Master*. When we complete our changes to the Slide Master, we left-click *Close* in the *Master* toolbar. After closing the Slide Master, we see that the font and background changes have been applied to our *Title* slide, Figure 86. Now, as with the slides generated using the AutoContent Wizard and the Design Template, we enter the slide information, create new slides as needed, and customize the animation as desired.



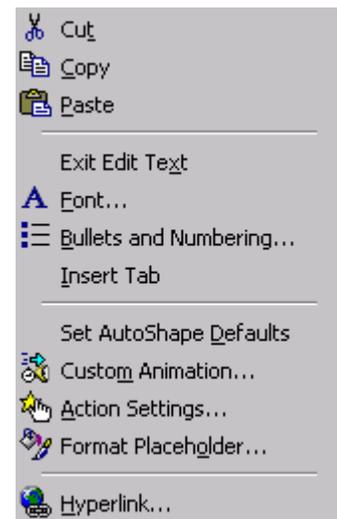
**Figure 86:** The *title slide* for the *Blank Presentation* with the new background.

### Adding Hyperlinks To A Presentation

We can add hyperlinks to external web sites and to slides in other our presentations or in this presentation.



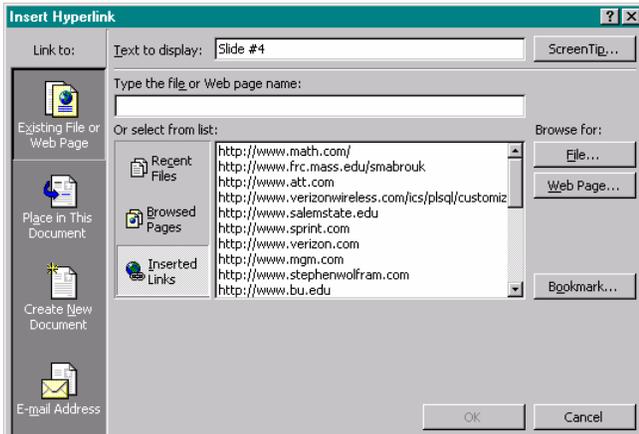
**Figure 87:** Adding text and hyperlinks.



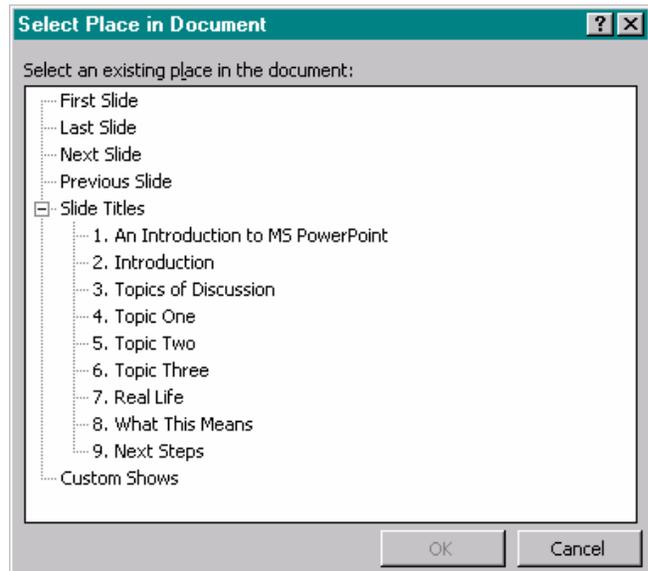
**Figure 88:** The right-click popup menu for selected (highlighted) text.

Suppose we want to add two hyperlinks to the presentation that we generated using the AutoContent Wizard, one to an external web site and the other to the fourth (4) slide in the presentation. URL's that we type automatically generate hyperlinks. So, when we enter the URL for the author's web site, <http://www.frc.mass.edu/smabrouk>, the text that we entered automatically becomes a hyperlink just as it does in MS Word, Figure 87.

To create hyperlinks to text, we enter the desired text, select (highlight) the text, and use one of the following methods to open the *Insert Hyperlink* dialog box: right-click on the selected text and left-click *Hyperlink*, left-click the *Hyperlink* entry on the *Insert* menu, Figure 27, or use the Ctrl-K keyboard shortcut.

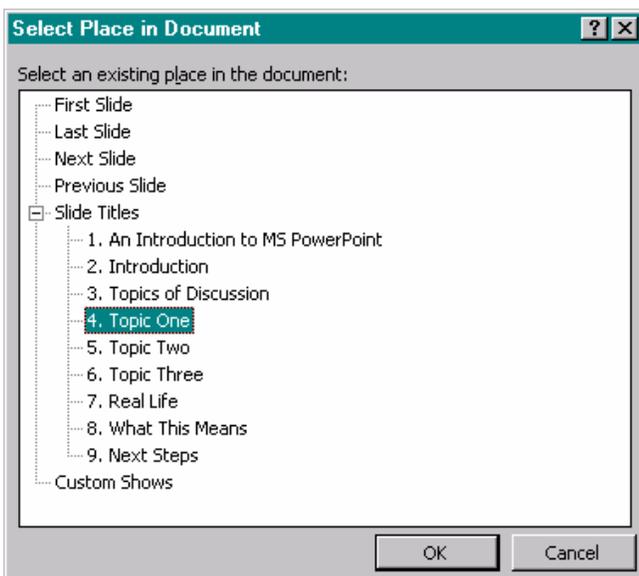


**Figure 89:** Adding a hyperlink to slide #4 using the *Insert Hyperlink* dialog box..

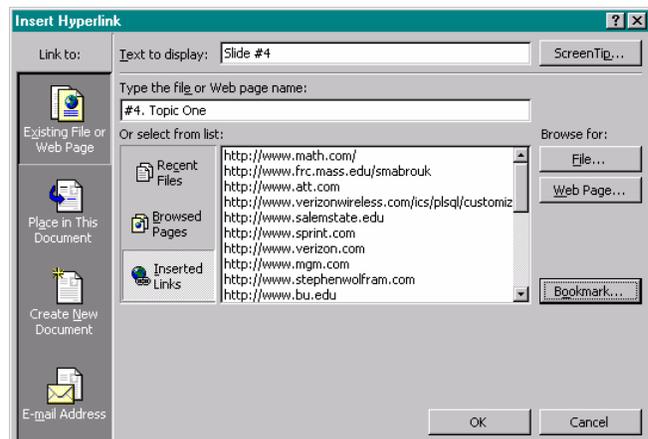


**Figure 90:** The *Select Place in Document* dialog box.

To create the hyperlink, we type the file name or the URL for the web page in the *Type the file or Web page name* box and then left-click the *Ok* box. For a hyperlink to a file or web page for which we are unsure of the name or URL, we can use the appropriate *Browse for* box. To create a hyperlink to another slide in the presentation, we left-click the *Bookmark* box to open the *Select Place in Document* dialog box, Figure 90, in which we left-click the slide of interest, Figure 91, and then left-click the *Ok* box.



**Figure 91:** The *select Place in Document* dialog box with slide #4 selected.



**Figure 92:** The *Insert Hyperlink* dialog box with the slide number specified for the hyperlink.

This writes the slide address for the hyperlink in the *Type the file or Web page name* box. To finish creating the hyperlink, we left-click the *Ok* box.

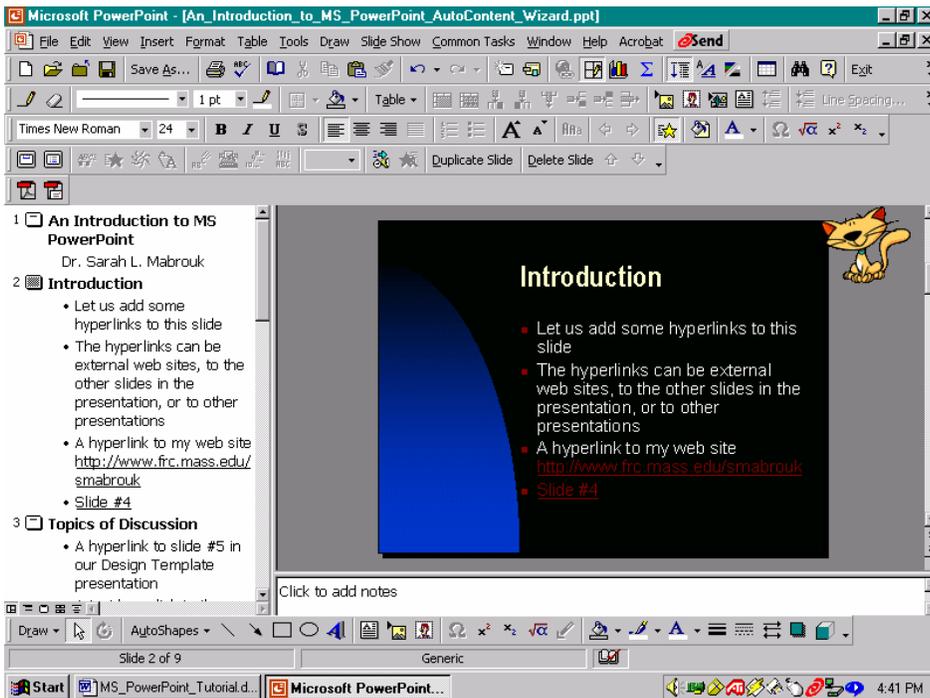


Figure 93: The slide with hyperlinks – difficult to see due to the color scheme.

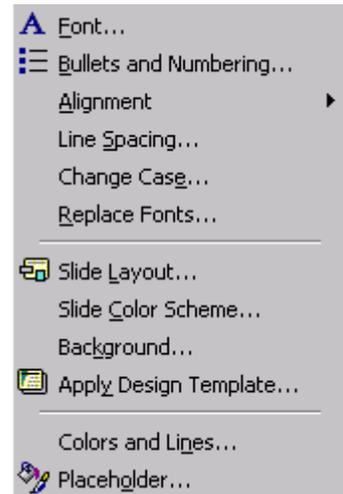


Figure 94: The *Format* menu.

**Changing The Color Scheme:** We can change the color scheme for the slides using the Slide Color Scheme option on the *Format* menu. Due to the color scheme in this preset presentation, the hyperlink is difficult to read against the black background, Figure 93. To change the color scheme for a slide or for an entire presentation, we select left-click *Slide Color Scheme* on the *Format* menu, Figure 94.

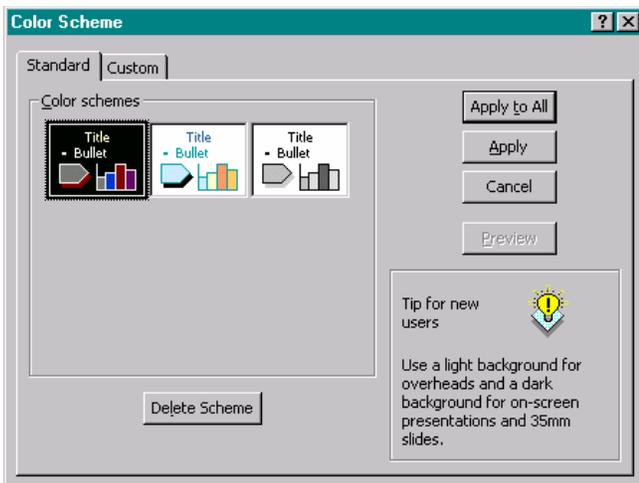


Figure 95: The *Standard* tab of the *Color Scheme* dialog box.

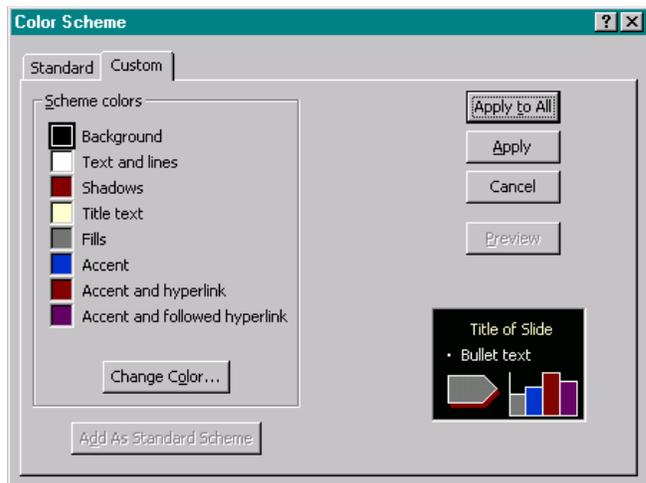
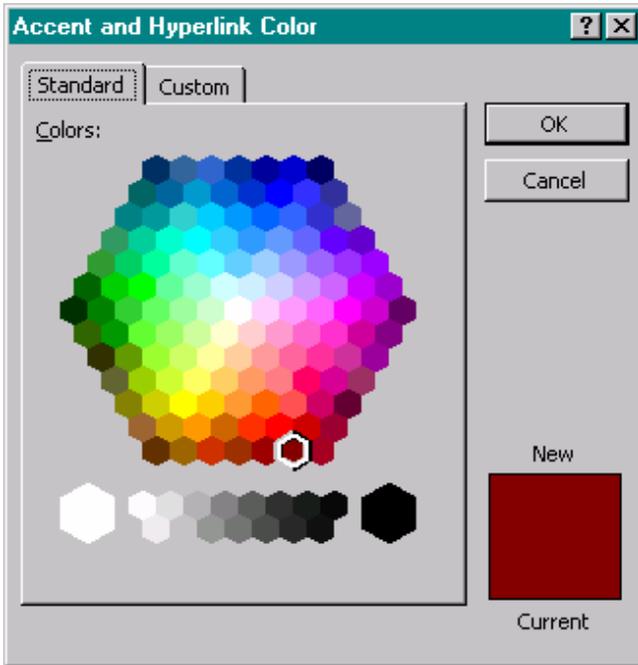
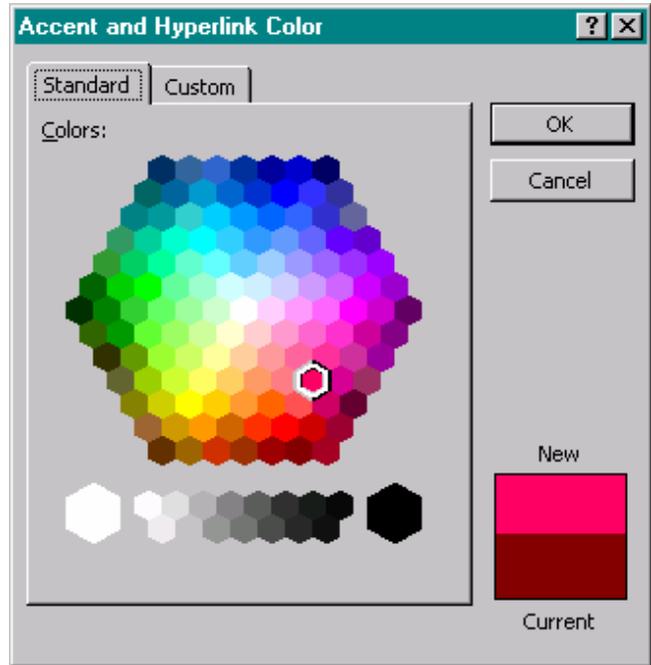


Figure 96: The *Custom* tab of the *Color Scheme* dialog box.

We use the *Standard* tab to make general changes, for example to black and white, and to delete the color scheme, Figure 95. We use the *Custom* tab, Figure 96, to change the individual aspects of the color scheme. We select the entry of interest, the *Accent and hyperlink*, and left-click the *Change Color* box.

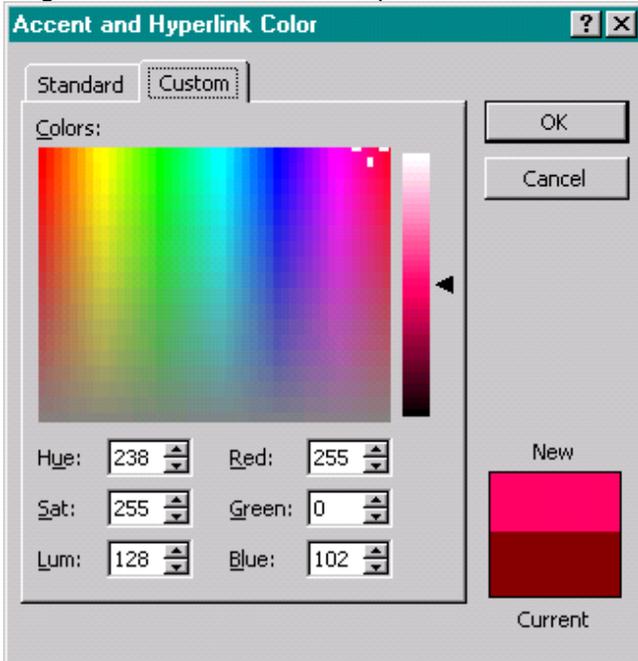


**Figure 97:** The *Standard* tab for the *Accent and Hyperlink* dialog box.

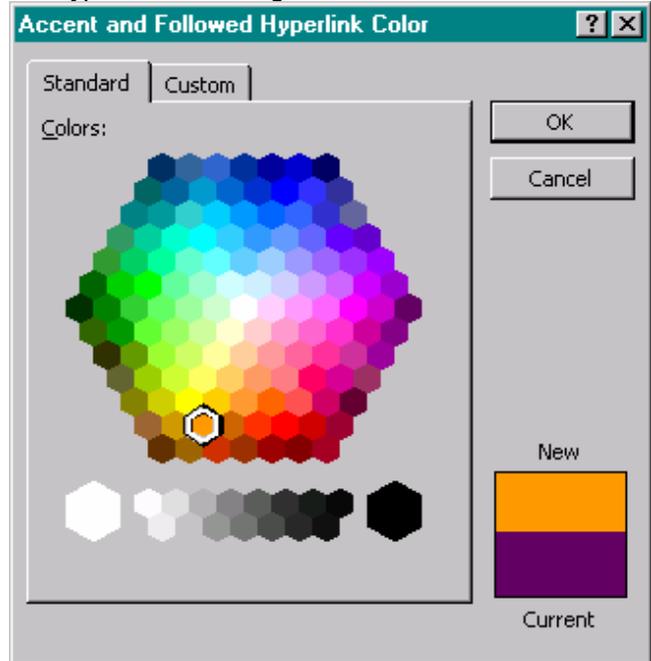


**Figure 98:** The *Standard* tab for the *Accent and Hyperlink* dialog box with new color selected.

This opens the *Accent and Hyperlink* dialog box in which we can change the original color, Figure 97, to a more vivid color, Figure 98, for our black background. If we want to adjust the color then we can use the *Custom* tab, Figure 99. When we have completed our color changes, we left-click the *Ok* box. We use the same process to change the other colors, for example the *Accent and Followed Hyperlink Color*, Figure 100.

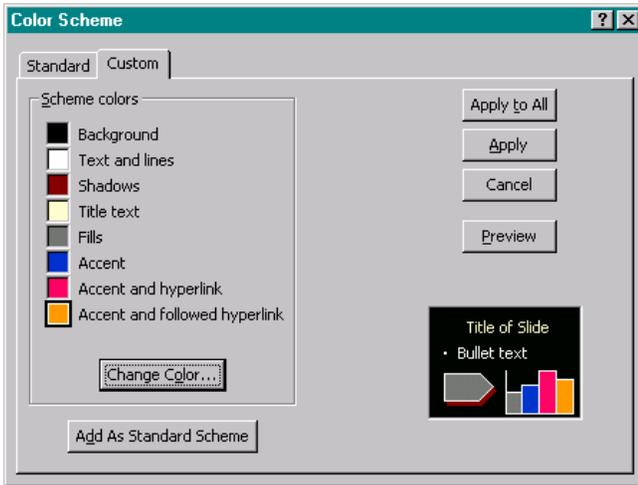


**Figure 99:** The *Custom* tab for the *Accent and Hyperlink* dialog box.

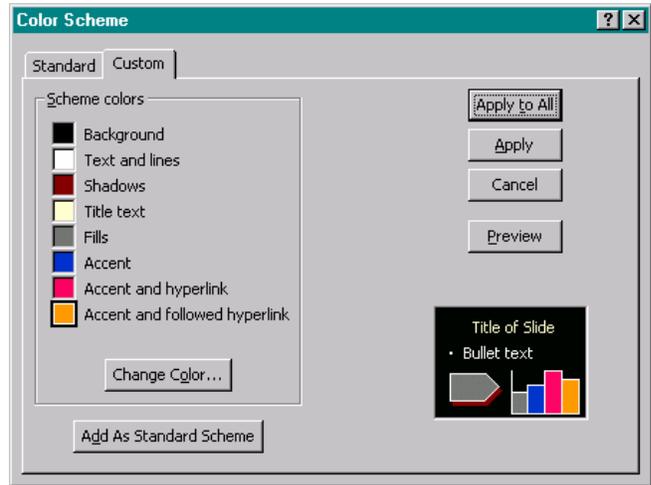


**Figure 100:** The *Standard* tab for the *Accent and Followed Hyperlink* dialog box with new color selected.

The new colors are displayed in the *Color Scheme* dialog box on the *Custom* tab, Figure 101. After completing our changes to the color scheme, we can choose to apply these changes to the current slide by left-clicking the *Apply* box or apply the color scheme changes to the entire presentation by left-clicking the *Apply to All* box, Figure 102.



**Figure 101:** The *Color Scheme* dialog box with new colors.



**Figure 102:** Left-click *Apply to All* box to apply the new color scheme to all slides. Left-click *Apply* box to apply the new color scheme to the current slide only.

The new hyperlink color is easier to see on our slide, Figure 103.

### Running The Slide Show

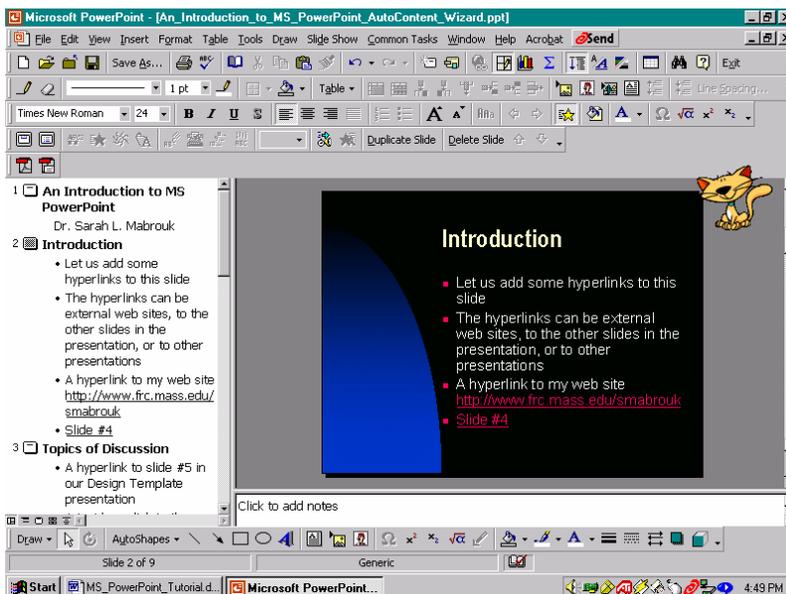
As previously mentioned, we can run the slide show by left-clicking on the Slide Show toolbar button, the fifth toolbar button at the bottom left-hand side of the slide outline, by selecting *Slide Show* on the *View* menu, or by selecting *View Show* on the *Slide Show* menu.

To advance the slides during the show, we can left-click, press the *Enter* key, press the *Space Bar*, or use the Arrow keys. One advantage to using the arrow keys is that the Down Arrow and the Right Arrow advance the show and the Up Arrow and the Left Arrow allow us to view the previous slide. The advantage of using the Enter key and the Space Bar is that both are relatively large and easy to find keys on any keyboard.

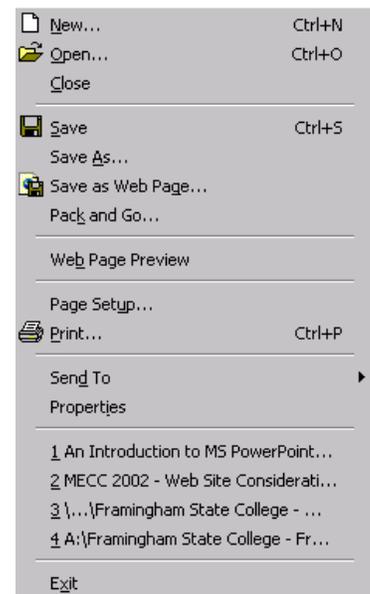
As previously discussed, if we move the mouse, and left-click on the box that appears in the bottom left-hand corner of the screen or right-click with can use the popup menu to control the slide show, Figure 15.

### Printing Handouts And Overhead Transparencies

To print handouts and overhead transparencies, we select Print on the File menu, Figure 104.

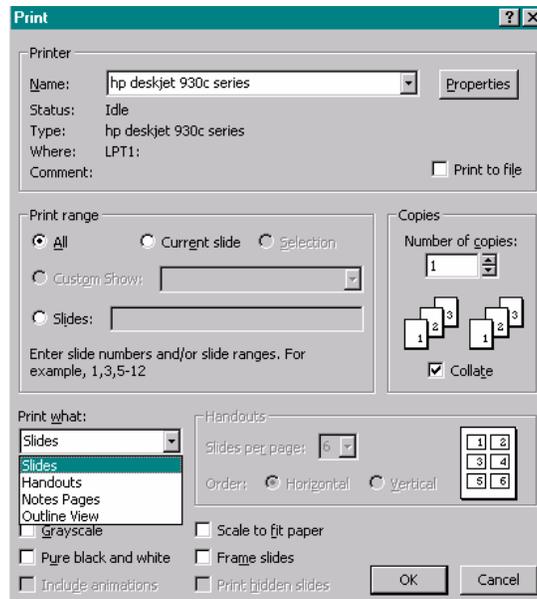


**Figure 103:** The slide with new hyperlink color scheme.



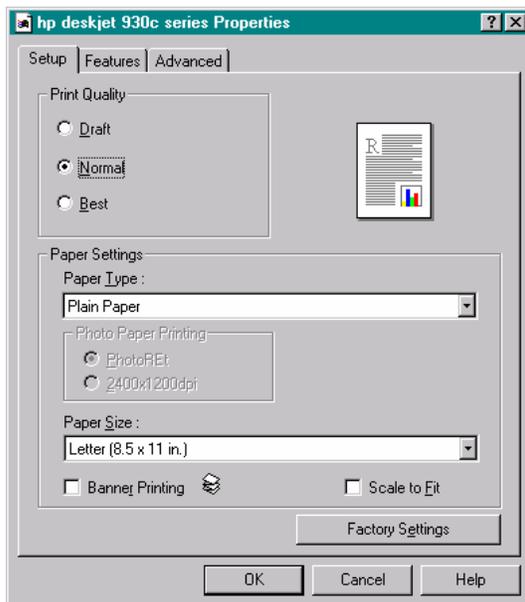
**Figure 104:** The *File* menu.

We use the Print dialog box, Figure 105, to select what we want to print, the Slides, Handouts, the Notes Pages, and the Outline View for the presentation using the *Print what* pull down menu. In addition, we can select what slides to print, All slides, the Current slide, or selected slides that we specify by slide number. If we choose to print more than one copy, we can choose to collate or group the slides that we print; the printer options may vary.

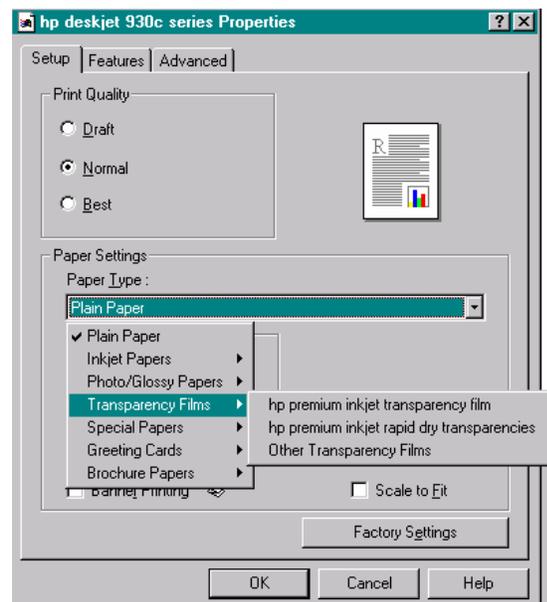


**Figure 105:** The *Print* dialog box.

If we choose to print slides, we must select the Properties for the printer as well if we are using special paper or transparency film. To do this we left-click the *Properties* box in the *Print* dialog box and then make the appropriate changes on the *Setup* tab of the printer's *Properties* dialog box, Figures 106 and 107.



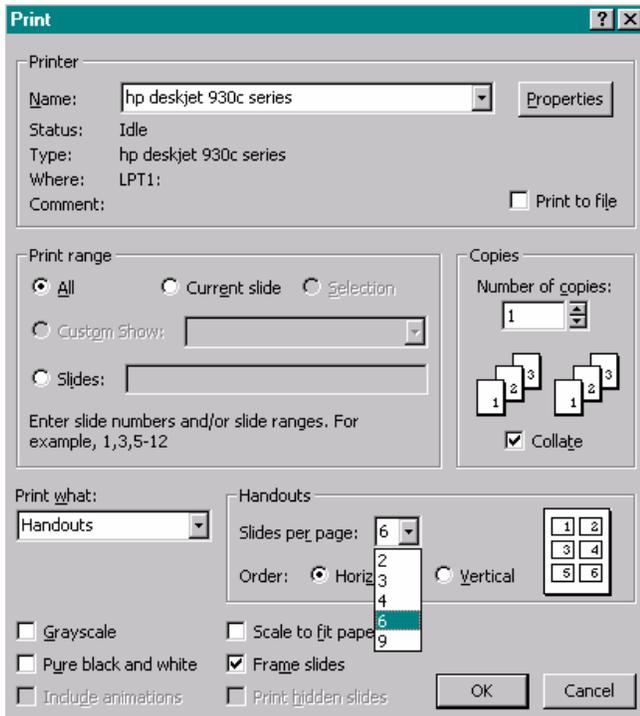
**Figure 106:** The *Setup* tab *Properties* dialog box for the specified printer.



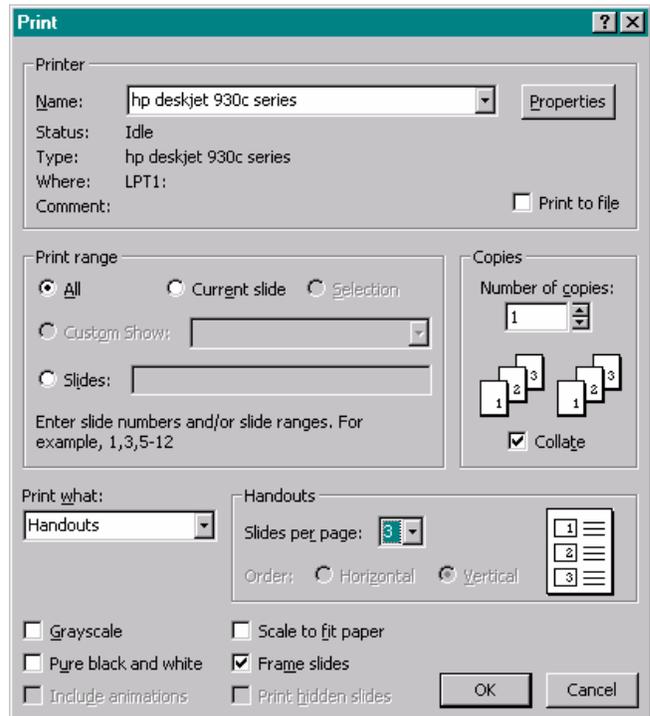
**Figure 107:** The *Setup* tab with *Paper Type* pull down menu for the *Properties* dialog box for the specified printer.

To print handouts, we select *Handouts* on the *Print what* pull-down menu. Then, we select the number of slides that we want to print on each page: we can select to print two, three, four, six, or nine slides on each page, Figure 108. The Print dialog box contains a mini preview of the handout page format to the right of the Slides per page

pull-down menu, Figure 109. If we choose to print three slides per page then the program generates a notes section next to each slide; see handout preview in Figure 109. If we print four or more slides, we can select to print the slides ordered horizontally or vertically using the *Horizontal* and *Vertical* radio buttons; we left-click the button to make the selection.



**Figure 108:** The *Print* dialog box with *Slides per page* drop down menu for printing handouts.



**Figure 109:** The *Print* dialog box for handouts with 3 slides per page.

When we have completed our selections for printing, we left-click the *Ok* button.

It is extremely important to use the appropriate transparency film for the printer. Using the wrong film type can damage the printer. In addition, it is important to print on the correct side of the transparency film. Carefully read the instructions for the transparency film that you purchase in order to determine the side on which to print and the direction and manner in which to place the transparency film in the printer tray.

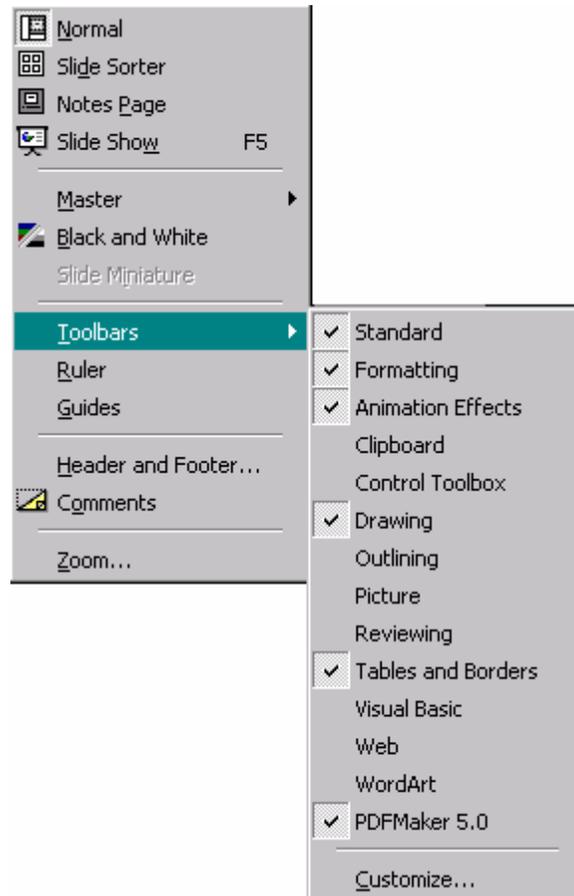
### **Key Combinations And Customizing The Toolbars**

As we discussed various aspects of using Microsoft PowerPoint, key combinations for many tasks are displayed on the menus, for example F5 to run the Slide Show. These key combinations can be used in addition to the toolbar buttons and the program menus. We can customize the toolbars by selecting *Customize* on the *Toolbars* submenu of the *View* menu, Figure 110, or *Customize* on the *Tools* menu.

Using the *Toolbars* menu, Figure 111, we can add toolbars that are not currently displayed. Currently, the computer on which this handout was generated displays the Standard, Formatting, Animation Effects, Drawing, Menu Bar, Tables and Border, and PDFMaker 5.0 toolbars.

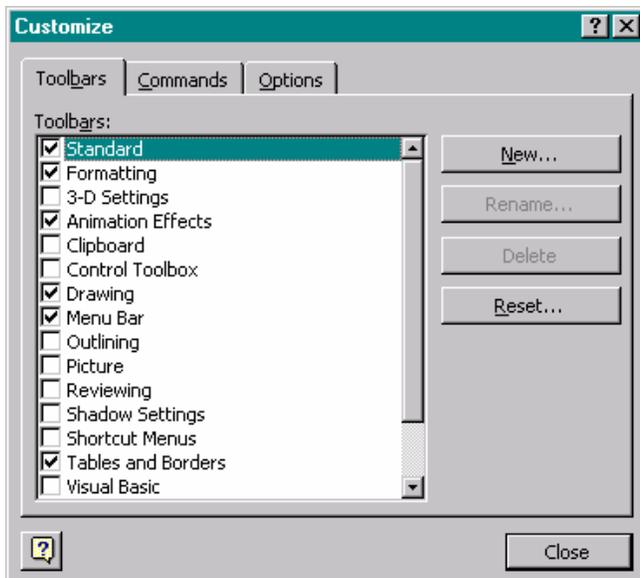
Using the *Commands* tab, Figure 112, we can add toolbar buttons to any of the toolbars displayed at the top and/or bottom of the program window. To add toolbar buttons, we select the category and the command, left-click on the toolbar icon or word displayed in the command window and drag the toolbar button to the desired location in the toolbars displayed at the top or bottom of the program window.

Using the *Options* tab, Figure 113, we can make general changes to the programs window, for example, displaying the standard and formatting toolbars in the same toolbar row and allowing menu locations to change based on their frequency of use. (As you can see in Figure 113, the author does not use either of these options.)

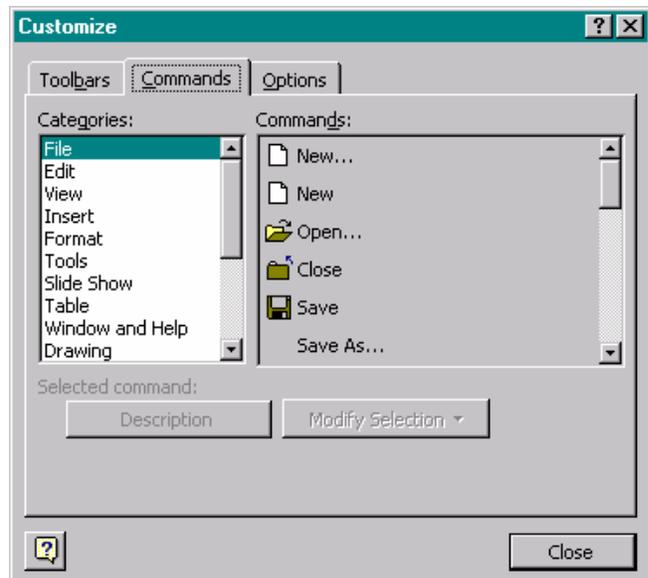


**Figure 110:** The *View* menu with *Toolbars* popup menu.

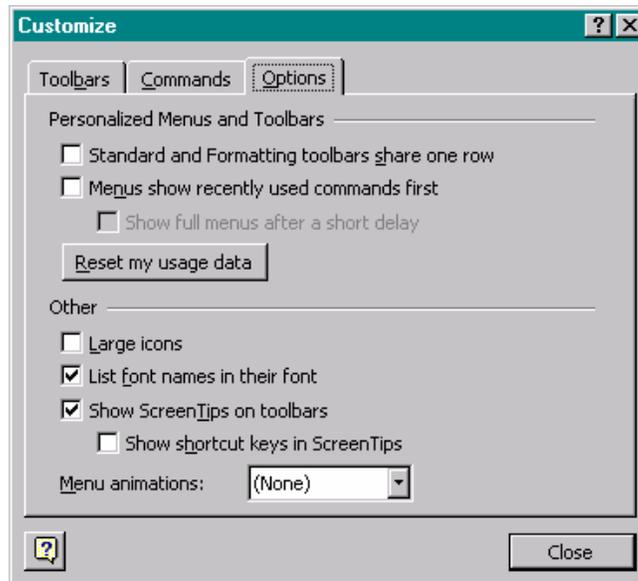
Customizing the program environment provides more options for performing the various tasks involved in using the program, can increase productivity, and makes the program environment more like “home”:



**Figure 111:** The *Toolbars* tab of the *Customize* dialog box.

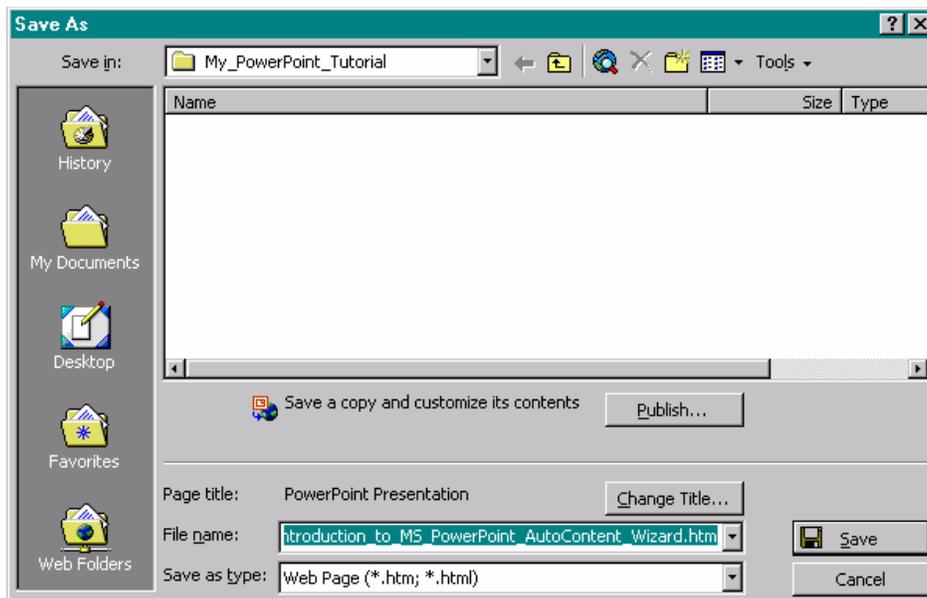


**Figure 112:** The *Commands* tab of the *Customize* dialog box.



**Figure 113:** The *Options* tab of the *Customize* dialog box.

**Saving A Presentation As A Web Page:** Once we have created the presentation, we can use the *Save As Web Page* option on the *File* menu, Figure 104, to create a web presentation that can be posted as part of a web site.



**Figure 114:** The *Save As* web page dialog box.

In the *Save As* web page dialog box we specify the file name in the *File name* box and page title for the presentation by left-clicking the *Change Title* box, and we set up the properties for the presentation by left-clicking the *Publish* box.

Left-clicking the *Change Title* box opens the *Set Page Title* dialog box, Figure 115. Left-clicking the *Publish* box, opens the *Publish as Web Page* dialog box, Figure 116. Left-clicking the *Web Options* box in the *Publish as Web Page* dialog box opens the *Web Options* dialog box, Figures 117, 118, 119, and 120. Each of the tabs in the *Web Options* dialog box allows us to change various aspects of the web presentation from the navigation controls, Figure 117, and filename length, Figure 118, to picture options and screen size, Figure 119, and, if desired, the encoding, Figure 120. It is important to be careful what colors we use for the navigation controls since some color combinations can be difficult to read on the screen. We change the navigation control colors on the *General* tab of the *Web Options* dialog box, Figure 117.

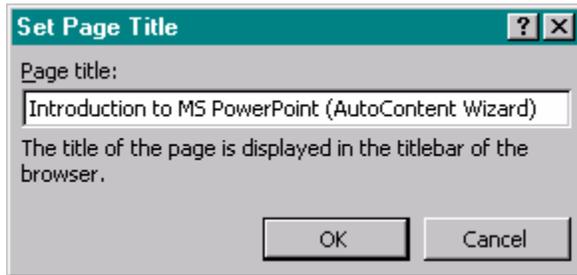


Figure 115: The *Set Page Title* dialog box.

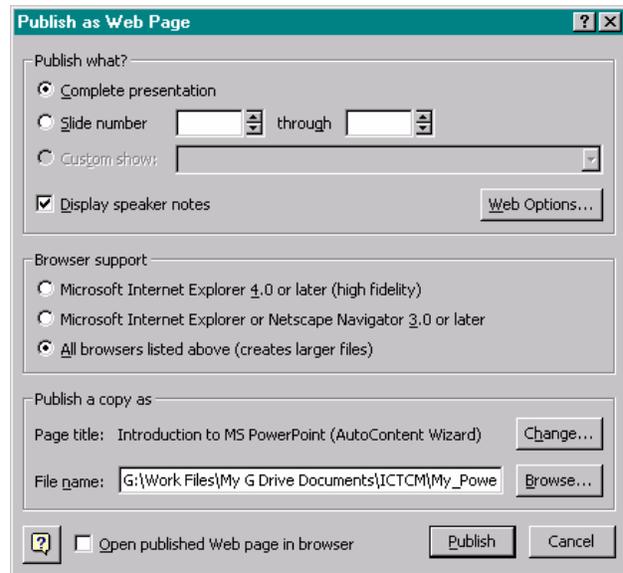


Figure 116: The *Publish as Web Page* dialog box.

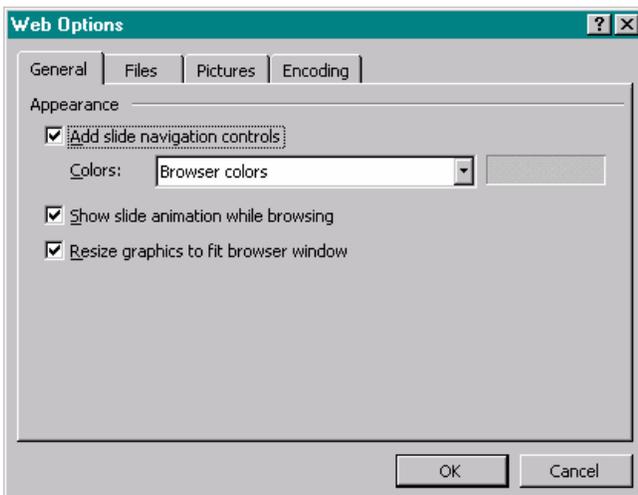


Figure 117: The *General* tab of the *Web Options* dialog box.

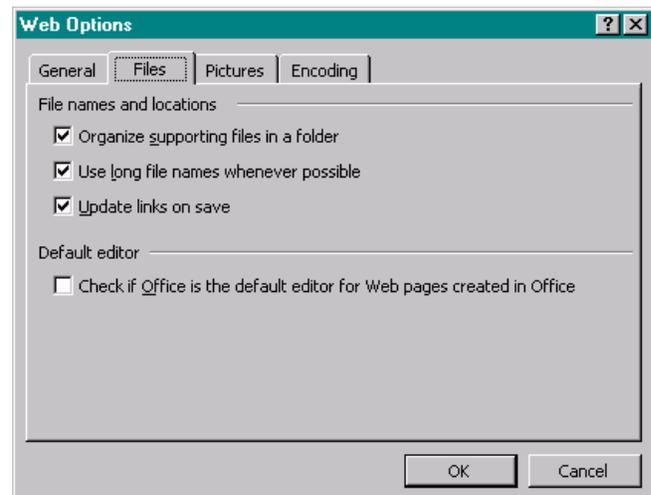


Figure 118: The *Files* tab of the *Web Options* dialog box.

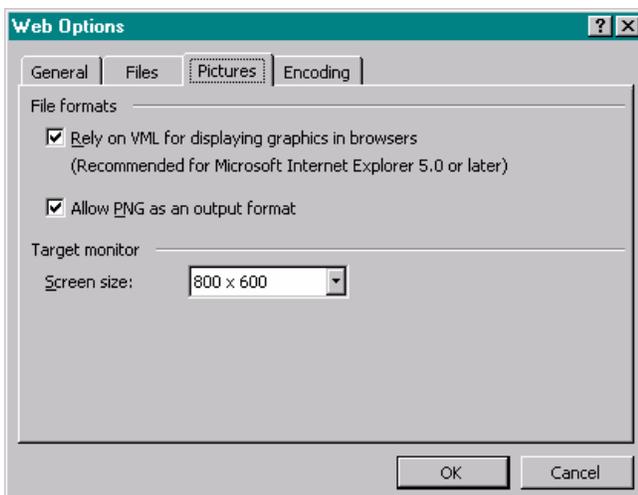


Figure 119: The *Pictures* tab of the *Web Options* dialog box.

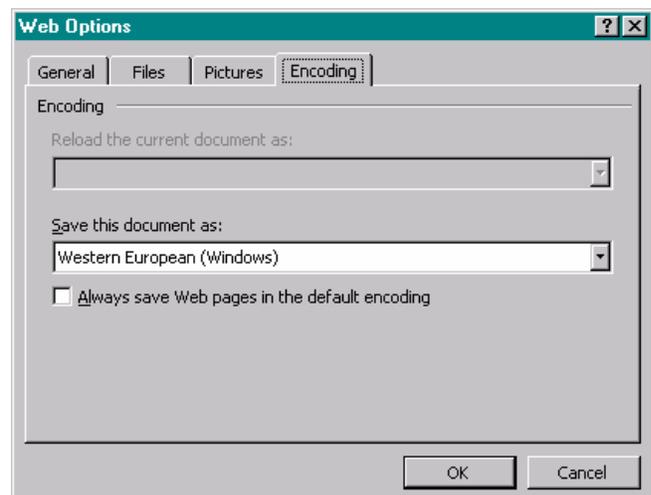
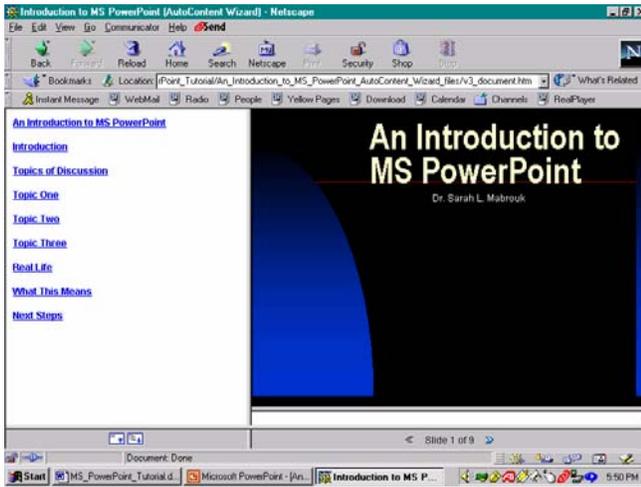
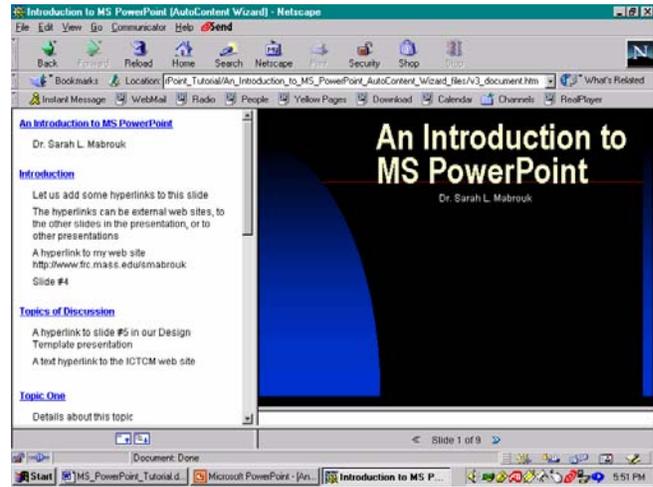


Figure 120: The *Encoding* tab of the *Web Options* dialog box.

Once completed, we can view the web presentation in the browser. We can advance the slides using the arrow controls below the slide on the right-hand side of the screen or we can use the hyperlinks in the left-hand column. The navigation controls in the left-hand column can be viewed in an outline form, Figure 121, or in an expanded form that includes the text from the slides, Figure 122.



**Figure 121:** The *Collapse Outline* view of the web presentation displayed in the web browser.



**Figure 122:** The *Expand Outline* view of the web presentation displayed in the web browser.

**Final Comments:** This concludes our introduction to creating presentations using MS PowerPoint. As we have seen MS PowerPoint provides many useful options for creating transparencies, handouts, and multimedia presentations for conferences, classes, and for posting on the WWW.

As with any software, the best way in which to master creating transparencies, handouts, multimedia presentations, and web presentations is to experiment with the various aspects of the program and to use the help facility to get more information about the program. Play with the program and have fun – this makes learning more enjoyable!