

## **Microsoft PowerPoint 2000**

PowerPoint is currently the most common software used for making visual aids for presentations. It is fairly user-friendly and graphics-based. This tutorial will teach you the basic tools for making a successful PowerPoint slideshow presentation.

### **Basic Tips**

- It is best to **Outline your entire presentation first**, and then go back and format things such as colours and backgrounds. You will find it can be very time consuming to work otherwise.
- **Keep your points short** and straightforward. Points should be complimentary to your oral presentation.
- PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to **keep all animation as simple as possible** and only use sounds if absolutely necessary. The focus should be on the content of your presentation; the slides are just a visual aid.
- **Think of contrast.** If you use a dark background, use light coloured text and vice versa. Refrain from using backgrounds that will obscure your text colour.
- **Stay away from unusual fonts.** If you are presenting on an unfamiliar computer, it might not support the fonts you have chosen. Arial and Times New Roman are common fonts.
- **Use larger font size** so that your entire audience can easily read your presentation. 20-24 point font should be visible. Anything smaller than 18 point will be difficult to read at a distance.

### **Tasks and Tools**

There are a number of ways to carry out any particular task within PowerPoint. You may be familiar with different shortcuts, and not every computer is configured the same way, so for the sake of consistency we will mostly be instructing you to use the menu bar to access various functions and features.

**NOTE** - Right-click on a PC is Control-click on a MAC (hold the control key down while clicking).

All writing and drawing in PowerPoint is accomplished using tools on the **Drawing Toolbar** (e.g. textboxes, autosshapes, lines, arrows). PowerPoint usually automatically displays the Drawing Toolbar at either the left side or bottom of the screen so that all the visual tools are easily accessible.

- If you do not see the Drawing Toolbar, choose **View >> Toolbars >> Drawing**.

<b>Getting Started</b>	
Open a Presentation	<b>File &gt;&gt; New</b> or <b>File &gt;&gt; Open</b> If you are starting a new file, choose "Blank Presentation" from the opening window. PowerPoint will immediately open the "New Slide" window and ask you to choose a layout for your first slide.
Add a new Slide	<b>Insert &gt;&gt; New Slide</b> (keyboard shortcut: Ctrl-M). PowerPoint offers many different basic slide layouts. They should be seen as a basic guide that can be altered to suit your data.
The View Menu  - different Views have different purposes.	<b>View</b> (on the main menu bar) >> <b>Normal View</b> - Usually a window split into Slide, Outline, and Notes. Allows you to see everything about a slide at once. <b>Slide View</b> - Just the slide, one slide at a time. <b>Slide Sorter</b> - Gives thumbnail images of all the slides. Allows you to rearrange all the order of slides and add transitions between them. Useful near end of a project. <b>Notes View</b> - Allows you to add notes to a slide so that the presenter can see them. Good for print-outs. <b>Slide Show</b> - Plays your presentation.
The layout of the Frames in "Normal View"	When you first open a new presentation in PowerPoint, the main window has 3 panels or frames. <ul style="list-style-type: none"> <li>• The right frame shows the <b>Current Slide</b>.</li> <li>• The left frame contains a <b>Written Outline</b> of each slide of your presentation. This allows you to see the overall flow of your presentation.</li> <li>• The bottom frame is for <b>Notes</b> to remind yourself of points about a slide.</li> </ul>
Edit the <b>Slide Master</b>	<b>View &gt;&gt; Master &gt;&gt; Slide Master</b> The Slide Master acts as a layout or template for your entire presentation. Altering anything on the Slide Master will change it for all the slides in your presentation.

<b>Text and Drawing</b>	
Turn on/off visual guides	<b>View &gt;&gt; Guides</b> and/or <b>View &gt;&gt; Ruler</b> *repeat to toggle on/off Guides and Rulers are used to measure and line up objects on a slide.
Change the background	<b>Format &gt;&gt; Slide Background...</b> <ul style="list-style-type: none"> <li>To create a multi-coloured or gradient background select an image as the background click the 'drop-down' list and select <b>Fill Effects...</b> then <b>Picture</b> tab.</li> </ul>
Adding text	<b>Insert &gt;&gt; Text Box</b> <ul style="list-style-type: none"> <li>In PowerPoint all text is inserted in <b>Text Boxes</b>. Click-drag to create the dimensions of the text box, click within the text box to type text.</li> <li>You can change the <b>outline and fill</b> of a Text Box by double-clicking on its border.</li> <li>You can alter the text within a Text Box by selecting it and then going to <b>Format &gt;&gt; Font...</b></li> </ul>
Change border and fill of a Text Box	<b>Format &gt;&gt; AutoShape...</b> (or double-click on the border of the Text Box) <ul style="list-style-type: none"> <li>The "<b>Format AutoShape</b>" window will open.</li> <li>Under the "<b>Colours and Lines</b>" tab you can change the Fill colour and Border Line colour and width.</li> </ul>
Adding a Shadow or other effects to Text	<b>Format &gt;&gt; Font... &gt;&gt;</b> checkmark <b>Shadow</b> in the "Effects" section.
Adding Word Art - fancy text	<b>Insert &gt;&gt; Picture &gt;&gt; WordArt</b>
Reposition / Resize a text box (or any element) within a slide	Resize by click-dragging any of the <b>corner points</b> of the box. To reposition, click-drag the text box when the cursor shows the <b>move icon</b> (cross with arrowheads).
Move an element just a little bit	With the element selected, you can <b>Nudge</b> by using the arrow keys on the keyboard.
Add shapes	<b>Insert &gt;&gt; Picture &gt;&gt; AutoShapes</b> There are many autoshapes to choose from. Some are useful for making flowcharts and other visual aids that can illustrate your main points.
Edit shapes (colour, border, etc.)	<b>Format &gt;&gt; AutoShape...</b> (or double-click on the AutoShape) <ul style="list-style-type: none"> <li>Under the "<b>Colours and Lines</b>" tab you can change the Fill colour and Border Line colour and width.</li> </ul>
Lay one shape over/under another	In the <b>Drawing Toolbar</b> , choose <b>Draw &gt;&gt; Arrange</b> (Or Right-click on the shape, select Order (or Arrange)) <ul style="list-style-type: none"> <li>Choose <b>Bring Forward / Send Backward</b>.</li> <li>You may have to repeat this a few times to get the desired result. You can also use the "<b>Bring to Front / Send to Back</b>" options.</li> </ul>
Merge shapes - creates one object out of several smaller ones.	While holding down the <b>Shift key</b> , click on all the shapes and/or text boxes you want to merge. <ul style="list-style-type: none"> <li>Choose <b>Draw &gt;&gt; Group</b> in the Drawing Toolbar</li> <li>To edit individual parts of the shape, you will first have to "<b>Ungroup</b>" the shape.</li> </ul>

<b>Objects &amp; Animation</b>	
Add an image from a file	<b>Insert &gt;&gt; Picture &gt;&gt; From File...</b>
Add an image from Clip Art	<b>Insert &gt;&gt; Picture &gt;&gt; Clip Art...</b>
Add an object (e.g. an Excel Graph)	To create a new object <b>Insert &gt;&gt; Object</b> or <b>Copy and Paste</b> (Ctrl-C, Ctrl-V) from Excel or any other Microsoft Office software.
Create custom animation effects for a slide's elements	<b>Slide Show &gt;&gt; Custom Animation...</b> There are many options and effects possible here. You can explore them on your own. Remember to set the sound to "none" for most animations.
Create a slide transition  Slide transitions are animations that switch slides in your Slide Show. Again, it is best if this type of animation is kept to a minimum	<b>Slide Show &gt;&gt; Slide Transition...</b> In the "Slide Transition" window, click on the bar that says "No Transition" and choose an Effect.

<b>Finishing Steps</b>	
Change the order of the slides	<ul style="list-style-type: none"> <li>In the left window-pane lies the list of slides in your presentation. <b>Click-drag</b> a slide to another position on the list to move it there.</li> <li>You can also go to <b>View &gt;&gt; Slide Sorter</b> to make this easier, especially if you have a lot of slides.</li> </ul>
Make notes	Write your notes in the bottom window pane of the <b>View &gt;&gt; Normal</b> mode. These notes can be printed by selecting the ' <b>Print what:</b> ' option that includes notes.
Present the Slide Show	<b>Slide Show &gt;&gt; View Show</b> To move to the next point or slide in your presentation, do one of the following: <ul style="list-style-type: none"> <li>Click left mouse button.</li> <li>Hit the Spacebar.</li> <li>Use right/left arrow keys on keyboard to move to next/previous slide, respectively.</li> </ul> Slide Show mode also has features such as "pointer" and "draw." Move your mouse to the icons that will appear on the bottom left of the screen to explore these options.
Save a presentation	<b>File &gt;&gt; Save As...</b> In the lab, use <b>Save As...</b> to save your file to a USB Drive, UVicTemp, or Disk so it will be saved when you log off. You can also save to the Desktop and then attach the file to an email.
Save a presentation so that it can be presented on a different computer	<b>File &gt;&gt; Pack and Go..</b> If you used fonts that are not common, make sure to checkmark "Embed TrueType fonts"

### Additional Notes

It is very easy to get lost in the bells and whistles of PowerPoint. If you're short on time and don't want to be too distracted, feel free to use any of the **design templates** available in the program. They will give you a good-looking slideshow with all the important stylistic points to keep in mind already taken care of. To choose one, go to **Format >> Apply Design Template...** .

If you require technical help with getting your presentation ready (i.e. hooking up a laptop to the video data projectors found in most classrooms) give **Audio/Visual Services** a call (721-8292) and ask for a demo. If you are giving a presentation in the labs, you can arrange to test your PowerPoint presentation in the Student Computing Facilities. Demos are free and very useful for getting acquainted with the equipment on campus. Technical difficulties are one of the worst problems you can encounter when presenting in unfamiliar rooms and can prevent you from being able to give your presentation. Confirming ahead of time that the equipment works with your laptop or CD relieves a lot of stress on the day of your presentation.

Note - you should plan the demo appointment to occur **at least 2 days** before you have to present. This will give you time to fix or work around any problems you encounter with your equipment or the logistics of the room.

Thank you for attending our Microsoft Office tutorial series.

This tutorial series was originally developed by the E-Learning Systems Group (ESG) at UVic and has been expanded for use in the Student Computing Facilities.

The ESG offers several other courses for UVic faculty, staff, and students. For more information, please see their website at <http://elearning.uvic.ca>.