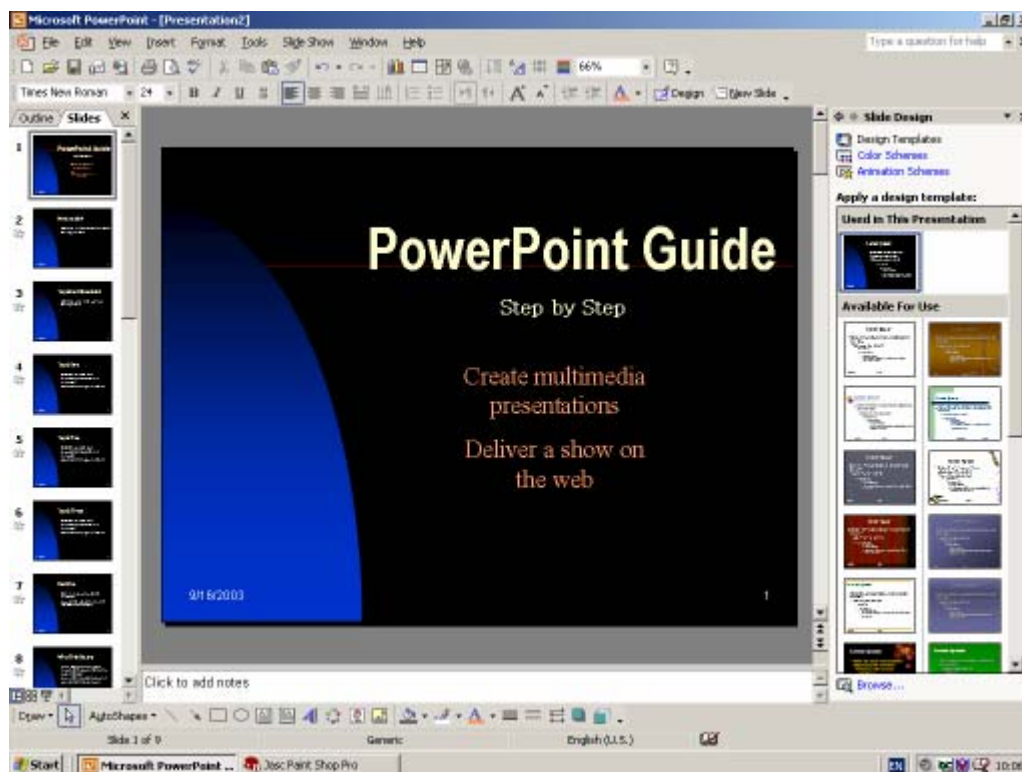


## Using Microsoft PowerPoint 2003

This guide provides an introduction to using Microsoft PowerPoint 2003 for the production of OHP slides, for posters and for on-screen presentations including animation.

The guide assumes a basic understanding of Windows.



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### **Conventions:**

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

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# 1 Introduction

## 1.1 What is PowerPoint?

PowerPoint forms part of the Microsoft Office suite. It is a presentation package that allows you to produce on-screen computer presentations, overhead projection transparencies, posters and web pages. PowerPoint allows you to manipulate text and graphical elements with great creative flexibility, whilst also providing a set of pre-designed templates which make it possible for even the most non-artistic user to produce professional layouts.

### Presentations

- pre-designed templates to produce quick results
- Use multimedia tools to enhance the presentation
- Add graphics, sound, video clips
- Animate text or objects
- Use transition effects, colour schemes to add emphasise
- Add graphs, tables and diagrams very easily
- Create automatic slide shows, time rehearsals
- Ability to create speaker notes, handouts, outlines from the one PowerPoint file.

It will save presentations as HTML Web pages easily so that presentations can be posted on the Web for others to view.

PowerPoint is ideal for producing full-screen computer presentations to enhance lectures, demonstrations or displays.

You may choose to use the package to produce posters, leaflets, booklets or other textual or graphical designs such as tutorials (on-screen or printed), information sheets or publicity materials.

## 1.2 What's New in PowerPoint 2003

### New slide Show Toolbar

The new Slide Show toolbar provides easy access to slide show navigation while you are making a presentation. Common slide show tasks are simplified as the toolbar puts ink annotation tools, pen and highlighter options, and the menu within easy reach during a presentation.

The toolbar is not obtrusive or obvious to your audience.

### Improved slide show ink annotations

Use ink to mark up your slides while giving a presentation, or draft slides for review by using the ink features. You can keep the ink that you used in your slide show presentation or discard them. You can also turn on or off the slide show markup even if you have saved the ink markup in your presentation.

### Bitmaps

Bitmaps in Microsoft Office PowerPoint 2003 are larger and have better resolution when exported.

## **Movies**

There is now an option to view and play your movies in full screen presentation. Right-click the movie, click **Edit Movie Object** on the shortcut menu, and then select the **Zoom to full screen check box**.

You will need Microsoft Windows Media Player version 8 or later is installed. If a required media codec isn't present, PowerPoint 2003 will attempt to download it by using Windows Media Player technology

## **2 Getting started with PowerPoint**

### **2.1 Deciding what type of presentation you require**

PowerPoint can be used to produce overhead transparencies, on-screen presentations, 35mm slides, banners, poster layouts and web pages. It is best to decide the type of output required before the document is created, as it is often to change designs at a later stage. It is also important to consider the printer you may use; slides designed in full colour may not look so good when output to a black and white printer.

#### **2.1.1 Overhead transparencies**

To print slides onto transparencies for use with an over-head projector:

- Choose **File | Print**
- Select **Ink Jet A4 Colour Transparency – Machine Room**
- Check that the correct **Print Range** is selected before clicking **OK**

#### **2.1.2 On screen presentation**

There are a number of factors to consider when designing an on-screen presentation.

How will the audience see your slides?

There are different requirements for presentations that people will work with at their own PCs or for small groups than larger audiences where the projected slides may need less text and more contrasting colours.

#### **2.1.3 Page/poster layout**

You can use PowerPoint to create artistic layouts for A4, A3 and A0 pages. Remember to consider the appropriate page orientation (See Section 27), and whether or not you will be using a colour printer.

**See Guide 140: Printing to the A0 printer** for more information.

## 2.1.4 Colour or monochrome?



Whilst working with PowerPoint, there is an option to toggle the view of your presentation between colour and black and white. If chosen carefully (considering tone as well as the colour), a presentation may work equally well when printed in full colour or monochrome.

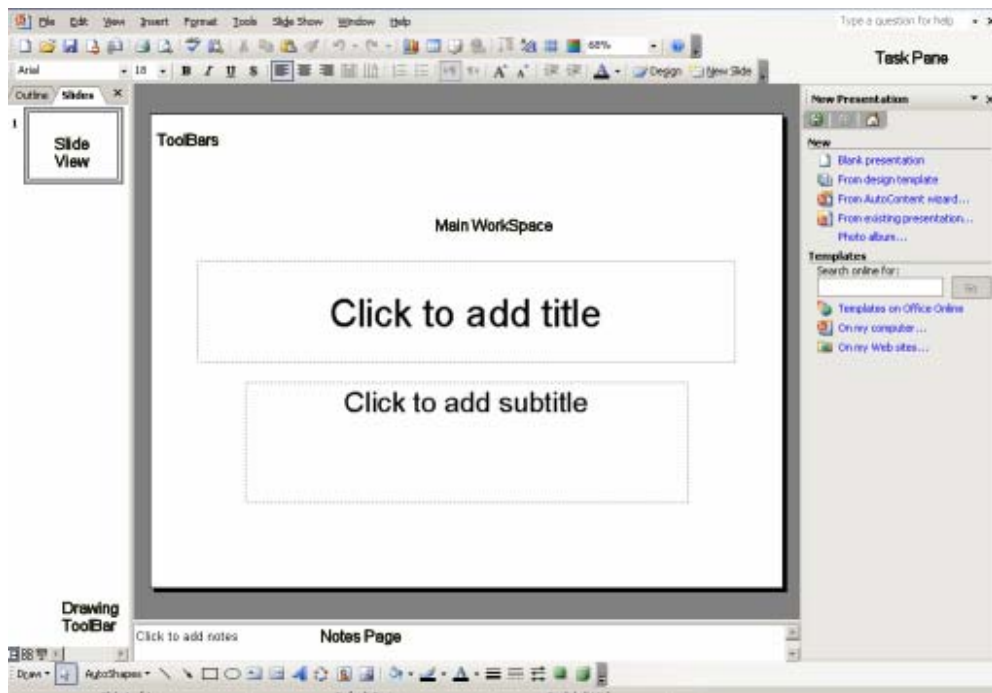
## 2.1.5 Do I require speaker's notes?

PowerPoint has a facility which allows you to print copies of your slides annotated with speaker's notes. You can type in your script and print it beneath a copy of each appropriate slide. You may find it useful to compile speaker's notes whilst you create your slides. It is also possible to use speaker's notes to annotate slide illustrations for publication as booklets.

## 2.2 Opening PowerPoint

If you wish to use PowerPoint on the ITS Networked PC service, first you should log in. a stand alone PC

- 1 Select Start | Programs | Microsoft PowerPoint.



The screen has three working areas. This view is known as the Normal View.

On the left are tabs that alternate between an outline of your slide text (Outline tab) and your slides displayed as thumbnails (Slides tab). See section 5.3.

In the centre of the screen is the workspace which displays a large view of the current slide; and at the bottom is the notes pane where notes can be entered about the current slide. (See section 6.3).

The task pane appears at the right of the screen.

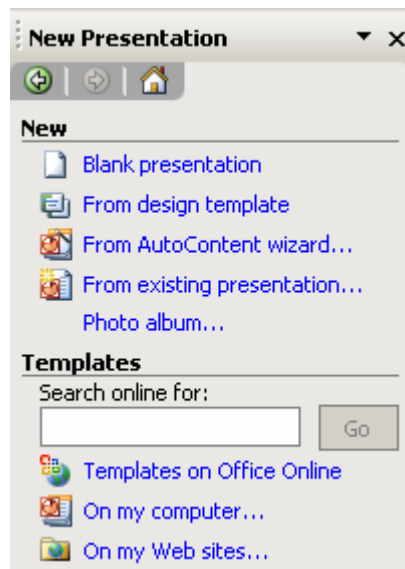
### 3 The New Presentation Task Pane

When you first open PowerPoint, the **Getting Started** pane appears on the right and a new presentation opens automatically. Use the drop-down arrow to select different options for creating a presentation.

#### Choose New Presentation

The **Task Pane** appears on the right, showing the methods of creating a presentation. This pane will also appear if you choose **File | New**. If the task pane is not visible, select **View | Task Pane**. Initially the options available relate to how you want to start the presentation.

For help with the content of your presentation using a template choose **From AutoContent Wizard**.



If you already have ideas for your content but need help with a design or colour scheme, choose **From Design Template**.

If you know your content and colour design or wish to create a poster, choose **Blank Presentation**.

You can convert the type of presentation you have chosen at a later date.

#### 3.1 Best Method to start a presentation

If the following choices are not visible, click the arrow on the **Task Pane** and select **New Presentation**.



<b>Autocontent wizard</b>	Useful for certificates	Can be used to create plans,	Wizard takes you through step-by-
---------------------------	-------------------------	------------------------------	-----------------------------------

		projects	step
<b>Design Template</b>	Predefined colours and text styles	Can be altered at any stage	Easy and quick for on screen
<b>Blank Presentation</b>	No colour scheme or styles	Choice of pre-designed layouts	Good for posters
<b>New from existing or template</b>	Uses settings from either a template or another file	Useful if you want to use an old presentation and just add new content.	

### 3.1.1 Blank presentation

This starts an empty presentation devoid of any design or sample text. This may be the most appropriate starting point if you wish to produce a poster.

### 3.2 New from existing presentation

Create a copy from an existing presentation so that you can make design and content changes to it for a new presentation, without altering the original.

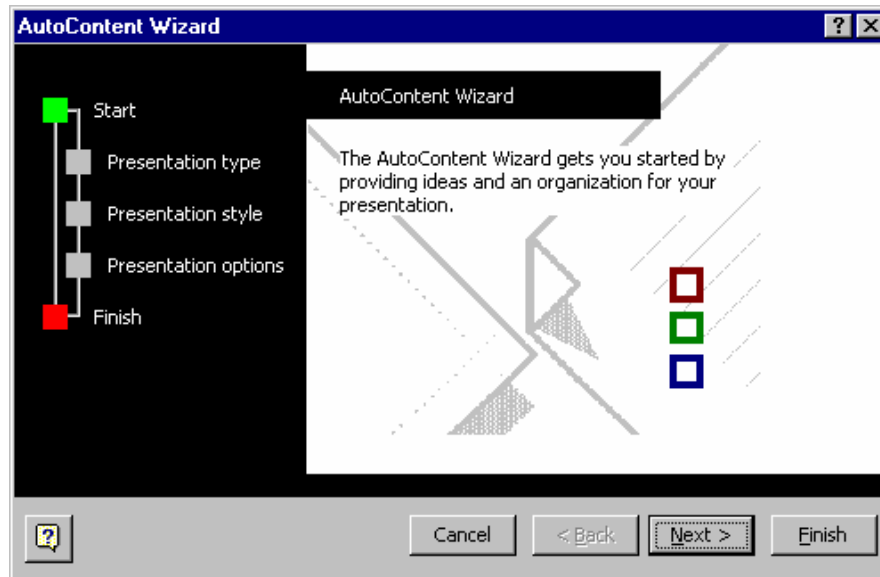
### 3.3 New from template

Create a new presentation based on an existing template. You can save an existing presentation as a template and re-use your own design for future presentations.

## 4 AutoContent Wizard

- 1 Select from the **New Presentation** menu on the **Task Pane**.

Using the wizard can save time by providing a set of slides with relevant text already in place. This text is generic and you will want to replace it with something more meaningful to your exact requirements but it nevertheless guides you in structuring the presentation and will help you organise your ideas.



- 2 Click **Next >**.
- 3 Select a type of presentation and select **Next >**.
- 4 Work through the options, customising the presentation.

**Note:** You can click the Finish button at any time in the Wizard.

Since the presentation has been created with the wizard, the slides will have demonstration text and topics in the content. You can, of course, overwrite any of these topics with your own points. For more information about working in Outline see section 5.3.

**Always remember to regularly save your work especially if the presentation contains several slides. PowerPoint files are saved with a .ppt extension.**

## 5 Navigation

When working with a presentation consisting of more than one slide, you will need to move between the different slides.

### 5.1 Via scrollbar

At the right side of the slide pane is a scrollbar. This consists of a single up arrow, a single down arrow and double up and down arrows as well as the scrollbar button itself. Clicking on the double arrows will move you one slide backwards or forwards through your presentation. Clicking on the single arrows will move you up and down the slide that is on view at the moment.

Note: if you can see the entire slide, the single arrows will also move you to the next or previous slide; they only move you up/down on the present slide if you have zoomed in and can not see the entire slide at once.

If you click on the scrollbar button, a pop-up will appear telling you which slide you are viewing. For example, Slide 3 of 5. The title of the slide will also be displayed.

To move to a specific slide, click the scrollbar button and drag it up or down. As you move this button it will show you the descriptions of previous or following slides. Releasing the button when it indicates the slide you want, will take you directly to that slide.

## 5.2 Keyboard shortcuts

You might find the following keyboard shortcuts useful when navigating through your slides:

<b>Page Up</b>	Move to the previous slide
<b>Page Down</b>	Move to the next slide
<b>Home</b>	Move to the first slide
<b>End</b>	Move to the last slide

## 5.3 The Outline/Thumbnail pane

This is positioned at the left of the screen and shows the whole presentation in one of two ways.

### Outline

When the **Outline** tab is selected the titles and main text from each slide are shown. The slide that is currently shown in detail in the slide pane is highlighted in the outline list. In the Outline pane you can edit titles and body text, rearrange text within a slide and move entire slides from one position to another simply by dragging and dropping.

You can use the pane to navigate through a presentation by clicking on the different slides.

### Thumbnail

When the **Slides** tab is selected small thumbnails of all the slides in the presentation are shown. This is useful if your slides have no text that would be displayed with the Outline tab. Again you can navigate through your presentation by clicking on a thumbnail, or re-arrange your slides by clicking and dragging.

## 6 The Views

PowerPoint features four main ways of viewing your presentation, plus a range of master views which you use to control common elements. Three of these views can be accessed via either the **Views** buttons at the bottom left corner of the PowerPoint window, or from the **View** dropdown menu.



### 6.1 Normal view

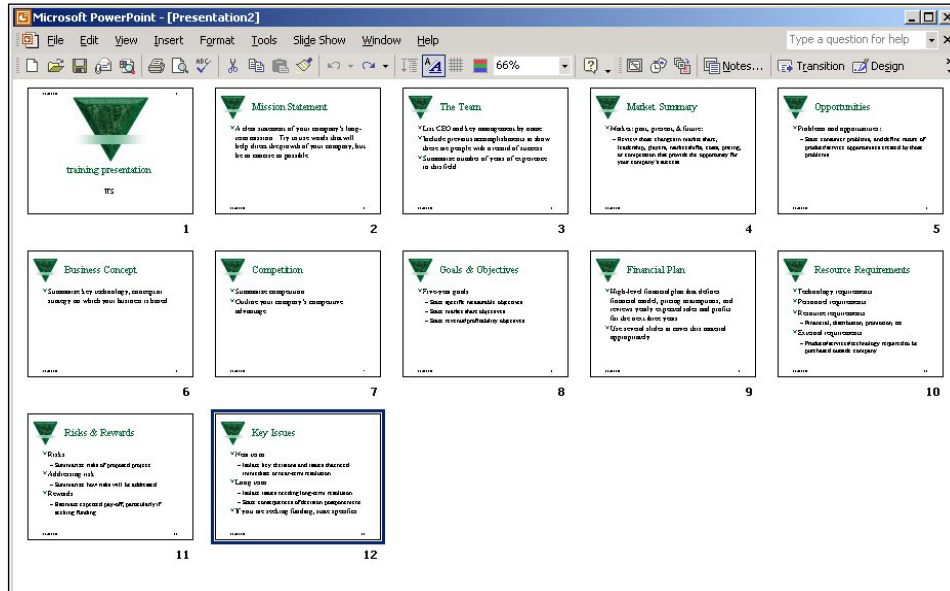
This is the default view. When you open PowerPoint, you will be placed in this view. It allows you to see the slides you have created. It is within this view that you will create new slides, amend existing slides, add objects, images and so forth.



To return to this view, click the **Normal View** button or select **View | Normal**.

## 6.2 Slide sorter view

 To use this view, click the **Slide Sorter View** button or select **View | Slide Sorter**.



The slide sorter allows you to see miniature representations of your slides all at once. You will be able to see the slides, their graphical and textual content and any special transitions or timings you have applied to them (see section 24).

### 6.2.1 Re-ordering slides

This can be done either in the Outline/Thumbnail pane in Normal View, or in the Slide Sorter View:

- 1 Click on the slide you wish to move (it will become highlighted).
- 2 Drag it to the gap after the slide you wish it to precede.

For example, to move slide 9 so that it appears between slides 3 and 4; click on the slide, drag and drop it between slides 3 and 4. All slides will be re-numbered according to any changes you make. It is from within this view that you can copy, move or delete slides.

You can move multiple slides by holding down the **Ctrl** key whilst clicking all slides for inclusion in the selection.

### 6.2.2 Copying slides

In Slide Sorter view and within the Slide Tab in Normal View, you can copy slides if you wish to include duplicate slides.

- 1 Click on slide 3, to select it.
- 2 Click on the **Copy** button,

or select **Edit | Copy**.

- 3 Click in the gap between slides 7 and 8, where you want the slide to appear (or before the first slide/after the last slide).
- 4 Click the **Paste** button.

or select **Edit | Paste**.

You can copy multiple slides by holding down the **Ctrl** key whilst clicking all slides for inclusion in the selection.

### 6.2.3 Deleting slides

To delete slides in Slide Sorter view, select any slide(s) you wish to remove from your presentation and press the **Delete** key on your keyboard. In Normal View select **File | Delete Slide** to delete the current slide.

You can delete multiple slides from the Outline/Thumbnail pane by holding down the **Ctrl** key whilst clicking all slides for inclusion in the selection.

**Note:** if you delete a slide by accident, you can get it back by clicking the **Undo** button or selecting **Edit | Undo**.

### 6.3 Notes page view

In Normal View there is a small pane at the bottom of the screen, where you can enter notes to accompany the slide. Unless you are only adding only a short note, you may find it easier to work in **Notes Page View**.

To use this view, select **View | Notes Page**.

This view presents you with a representation on the current slide with space beneath to add notes. You might use this to include your script within the PowerPoint file and, as you can print out notes pages, you can have a paper version of the slides, annotated with the script.

The **Notes Page View** prompts you to **Click to add text**, and you can see exactly where the text will appear. You can format the text using the usual text formatting options and you can use the zoom button to magnify each page if required.

### 6.4 Slide show view

This will be covered later in section 23.

Close PowerPoint and don't save the changes.

## 7 Design Templates

This option displays a list of design templates and you can choose a pre-formatted style for your slides. These templates have already taken into consideration such issues as appropriate font size, colour schemes and background graphics. They



automatically format everything in the presentation, giving each slide a consistent look.

- 1 Start **PowerPoint** if not already open.
- 2 Select the **From Design Template** option from the **New Presentation Task Pane**. (If a different task pane or no task pane is showing use **File | New** to display the New Presentation Task Pane.)

The list of templates available to you will appear in the task bar. When the mouse is positioned over a design the name of the template will appear.

### 7.1 Applying a design

Clicking on a design will apply it to all the slides in a presentation. You can easily change to a different design by choosing another from the list. You can also modify the design in a number of ways. See section 7.3

When you position the mouse over a design, a bar with a downward arrow appears on the design. Clicking on this allows you further choice as to how you apply the design. You can if you wish apply the design to only some of the slides.

Click on the **Blends** design from the list.

The template will be loaded and you can begin working on your presentation.

### 7.2 Changing to another design

Choose an alternative design from the **Slide Design Task Pane**.

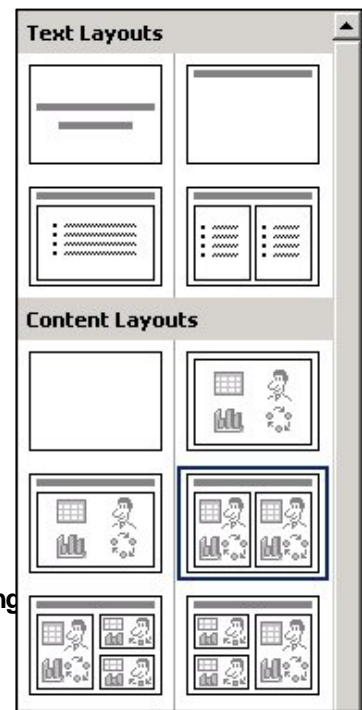
If this Task Pane is not showing, either click the **Slide Design** button (top right) or use the **Format | Slide Design** menu to display it.

### 7.3 Modifying a design

Designs can be modified in a variety of ways. Fonts and alignments can be modified using the Slide Masters (see section 11.1). The colour scheme of a design can be modified by selecting **Color Schemes** in the **Slide Design Task Pane**. A selection of alternate colour schemes is offered. By using the down arrow attached to each scheme you can choose which slides to apply the new colours to. If you wish you can customise the colours further by selecting **Edit color schemes** at the bottom of the Task Pane.

## 8 Creating a new slide

When you start a new presentation the first slide layout is for a title. If you do not want this you can change it to another layout by using the **Slide Layout Task Pane**. If this task pane is not shown, use **Format | Slide Layout** to display it or choose Slide Layout from the drop down menu on the Task Pane



## 8.1 Choosing an Slide Layout

The **Slide Layout Task Pane** allows you to choose a layout type (auto-layout) for the current slide. It contains a series of thumb-nail illustrations of different layouts. You can scroll through the list of layouts. When you have found the layout closest to your requirements, click the **OK** button. Your selected layout will be applied to the current slide. You can, of course, modify this layout if it does not meet your exact requirements.

## 8.2 Slide Objects

PowerPoint treats every element you wish to add to your presentation as an object. Each object has a set of properties which you can alter or define. These include size, fill colour, outline colour, texture, and certain animation effects. Objects also have positions on the slide and can be moved, deleted, copied, rotated or combined with other objects.

The types of objects you are most likely to encounter are:

**Text** — See section 8.3 for more details.

**Clip art** — See section 12 for further details.

**Images** — See section 14 for further details.

**Organisation charts** — See section 15 for further details.

**Diagrams** — See section 16 for further details.

**Graphs** — See section 17 for further details.

**Drawings** — See section 19 for further details.

**Multi-media elements** — See section 22 for further details

### 8.2.1 Formatting slide objects

Objects can be formatted in a variety of ways. See specific sections for more details.

In general, an object can be formatted by either:

- Using the Format menu.

Or

- Right- clicking on the object and selecting Format "Name of Object".

See sections 20 and 21 for more information about objects.

## 8.2.2 Deleting slide objects

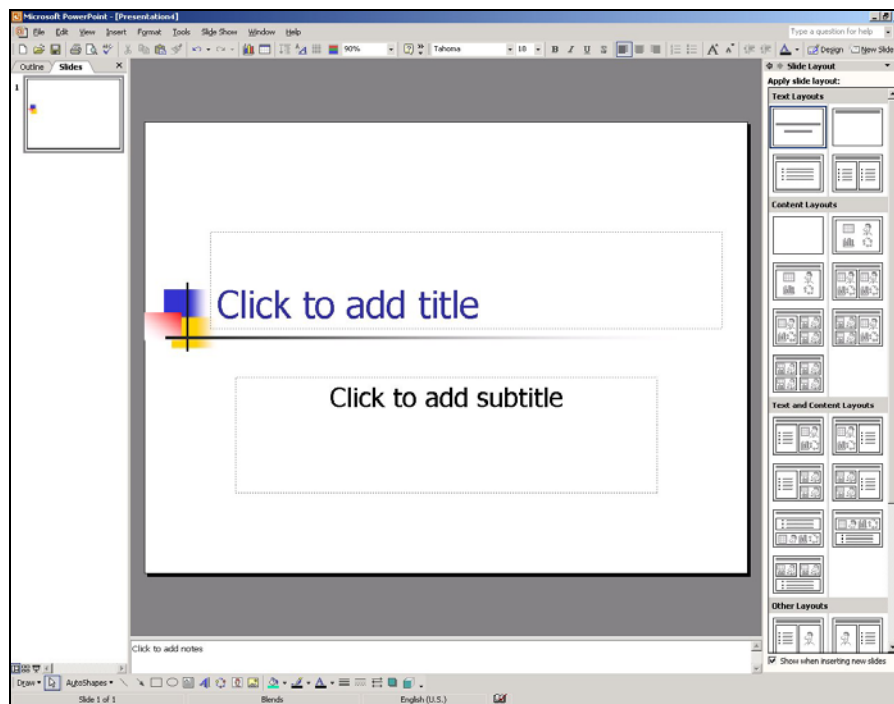
- 1 Click on the object to select it. If the object is a text box, click on the text box border (you will see a dotted border).
- 2 Press the **Delete** key.

## 8.3 Working with text

### 8.3.1 Using auto-layout text boxes

If you choose an auto-layout that includes a textual element you will be presented with a blank slide containing a text box. Simply click inside the box and begin typing.

- 1 Select **Title Slide** from the **Slide Layout Task Pane** (if not already chosen).



- 2 Place your mouse pointer on the **Click to add title** text box, click the left mouse button to select it and type **Computer Software Presentation**.
- 3 Select the **Click to add subtitle** text box and type:



Note: If an auto-layout contains a text box that you do not wish to be visible on the output, do not enter any text in the box or highlight and press the delete key.

### 8.3.2 Adding Text

If you wish to include additional text:

- 1 Click the **Insert Text Box** button from the drawing toolbar at the bottom of the screen (if the drawing toolbar is not shown, use the **View | Toolbars** menu and check **Drawing**).  
*or* select **Insert | Text Box** from the dropdown menu.
- 2 Click on the slide where you wish the text to appear.

A small box will appear with a flashing insertion cursor.

- 3 Type **This is a text box** and then click anywhere on the slide.

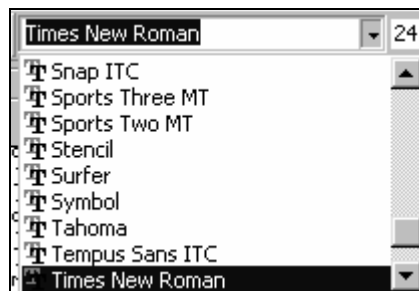
**Note:** text positioned in this way will not automatically wrap around onto a new line. If you try to re-size an additional text box before you enter any text, the box will disappear. When entering text, you can press the **Enter** key to force a new line.

### 8.3.3 Formatting

You can change the appearance of any text in your presentation. To do this, you must first select the text by highlighting it. Click and drag over the text you wish to alter.

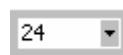
#### Font

- 1 Select the new font from the font drop down list — the selected text will be changed to that font.



#### Size

- 1 Select the new size from the point size drop down list



or



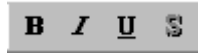
Click on either the **Increase Font Size** or **Decrease Font Size** buttons in the toolbar.

The more times you click, the bigger, or smaller the selected text will become.

## Format

You can make the selected text **Bold**, *Italic* or Underlined or you may apply a shadow.

- 1 Click on the appropriate button to apply that format.



You will notice that the button you clicked to apply the format will appear to be pressed — this shows that the chosen style has been applied.

**Note:** *if you wish to remove Bold, Italic, Underline or Shadow from the selected text, click once more on the appropriate button and it will no longer appear to be pressed.*

## Alignment

These buttons allow you to specify text alignment. You can align blocks of text to the left (with a ragged right edge), the right (with a ragged left edge) or fully justified (with straight edges on both the left and right sides).

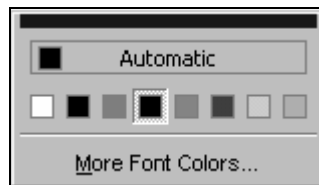


**Note:** The text will be aligned in relationship to the text box that holds it, not the entire slide. See Section 20.3 for more details of how to align objects.

## Colour

PowerPoint allows you to specify a colour for any text character. Normally you would colour words or sentences, however it is also possible to colour individual characters and thereby produce some interesting effects.

- 1 To colour text, select it (click and swipe over the specific character, word or sentence) and choose a colour by clicking on the down-arrow beside the **Font Color** button on the Toolbar (usually located at the bottom of the screen).



or

- 2 Select the text and choose **Format | Font** to bring up the text formatting dialogue box. There is a **Color** option from which you can choose a colour for your text.

See Section 21 for more details about working with colour palettes.

### 8.3.4 Deleting

#### Individual words or characters

- 1 To delete part of the text in a text block, such as individual words or characters, click in the text box to make it the active object (you can tell it has been selected by the hashed border that will appear).
- 2 Either  
Select the text to be deleted and press the **Delete** key,  
*or*  
delete to the left or right of the cursor using the **Backspace** or **Delete** key.

#### Whole blocks of text

To delete a whole block of text:

- 1 Click anywhere in the text to highlight the chosen text box (you will see a diagonally hatched border).
- 2 Click on the text box border to select the text box as an object (you will see a dotted border).
- 3 Press the **Delete** key.

## 9 Adding additional slides

There are various ways of adding new slides to your presentation.

### 9.1 Adding a completely new slide

- 1 Select **Insert | New Slide**  
or click on the **New Slide** button on the toolbar (top right).

A slide with the same layout as the current slide will be inserted after the current slide.

Use the **Slide Layout Task Pane** to choose a layout style.

- 2 Choose the **Title and text** layout
- 3 Type a title of your choice.
- 4 Type a bulleted list.

### 9.2 Duplicating the current slide

Another method of adding new slides is to duplicate the current slide. This is particularly useful if you want to mimic a simple animation - the second slide might

differ from the first only very slightly and when you move from one to the next in an on-screen display the effect will be to introduce only the differences between the two slides.

On the current slide, select **Insert|Duplicate Slide**.

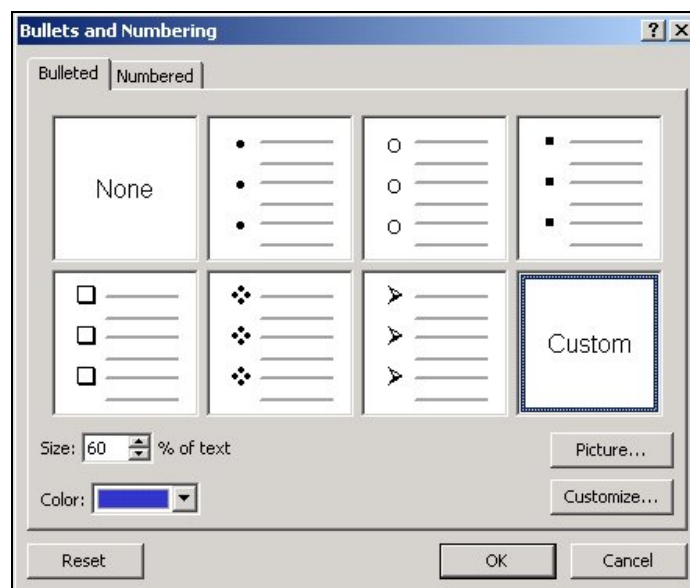
### 9.3 Deleting the Current Slide

Slides can be deleted in a number of ways, either by pressing the **delete** key in Slide Sorter View or by selecting **Edit | Delete** slide.

On the duplicated **Types of Software** slide, select **Edit | Delete Slide**.

## 10 Text formatting: bullets

Text in a list in PowerPoint is normally bulleted. These bullets can be turned on or off by using the Bullets button. The type, colour and size of the bullet can be changed by selecting **Format | Bullets and numbering** or right-clicking and selecting **Bullets and Numbering**. This displays the **Bullet and Numbering** dialog box.



From this dialog box you can select the style of the list and the format of the bullet symbol. There are a number of bullet styles available

By selecting **Picture**, colourful and even animated bullets can be selected (Animations will only be viewed on a **Slide Show**, see section 23)

The type of bullet can be chosen from the grid. If a different font for the bullet is required, choose from the **Fonts:** box.

- 1 Select text in a list.
- 2 Select the **Bullets** button to remove the bullets. Click on the button again to reapply them.
- 3 Select **Format | Bullets and Numbering**. The Bullets and Numbering dialog box appears.

- 4 Click the **Customize** button.
- 5 Choose a different bullet from the grid, click **OK**, then **OK** again

Note: This only affects current slide. If you wish to change the bullets for all slides you need to change them on the master slide (see section 11).

## 11 Master views

Master views allow you to see the underlying templates which determine slide backgrounds, initial layouts, default fonts and colours, and common elements which appear on all slides, notes pages and handouts.

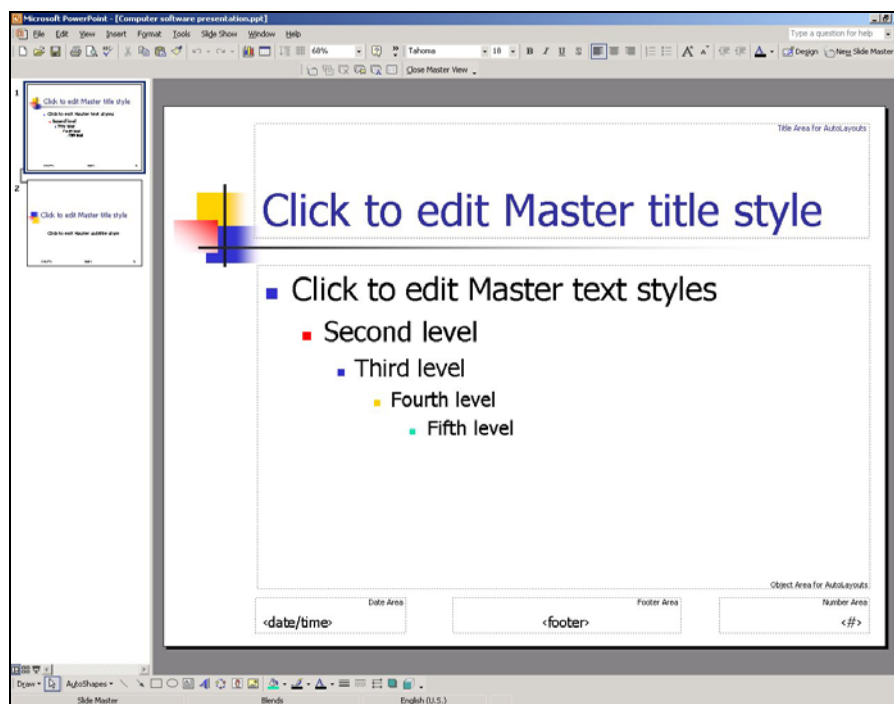
### 11.1 Slide Master

Each slide is based on a template, or Slide Master. Any element that is placed on the slide master will appear on every slide. Any change made to an element on the slide master will affect every occurrence of that element in all the slides that make up the presentation.

For example, if you wish to change the title font for every slide you could make the change on each individual slide, however it would be far more sensible to make the change once, on the slide master, and have that change filter through to all the slides. Each design Slide master has an associated Title Master, which applies to the Title slide of a presentation only.

Changing something on the slide master will also cause that change to be reflected in any new slides you create.

- 1 To view the slide master, either select **View | Master | Slide Master** or hold down the **Shift** key and click the **Normal View** button.



- 2 Highlight the text **Click to edit Master title style**.
- 3 Format the text in bold, underline and colour red.
- 4 Select **View | Normal**, to view the slide and notice all the titles are now formatted as in the Slide Master.

From the Slide Master, you can also add footers and slide numbers to your presentation.

If you want a common element, such as your departmental logo, to appear on each slide, add it to the master.

It is possible to have more than one Slide Master within a presentation if you want different formatting for certain parts of the presentation.

### **Bullet styles**

If you do not like the default bullet style:

- 1 Go to the **Slide Master**, select the level of bulleted text you want to change by highlighting it and pick **Format | Bullets and Numbering** from the dropdown menu.

See section 10.

### **Overriding master styles**

You can if you wish override a master element on a particular slide. For example, you have standard bullet points on all of your slides, but on just one of these slides you want the bullets to appear as ticks. Go to the slide (in Normal View) that you wish to change and then re-format the bullets using the **Format | Bullets and Numbering** option. For this slide only, the master style will be over-ridden.

#### **11.1.1 Handout master view**

PowerPoint lets you produce audience handouts. These printed sheets show thumbnail illustrations of your slides. Handouts can include one, two, three, four, six or nine slides illustrations per page and may also include space for the audience to make notes.

To view the handout master, either select **View | Master | Handout Master** or hold down the **Shift** key and click the **Slide Sorter** button.

You will be presented with the handout master screen and an additional floating toolbar that allows you to specify how many thumbnails should appear per page.

You can add common elements that appear on each handout sheet, such as page numbers, date and time, a header, footer or imported graphic.

#### **11.1.2 Notes master view**

The Notes Master allows you to make decisions about the layout of all your notes pages. You can specify which font to use throughout your document for the notes

and you can add common elements to all the notes pages. Any changes made on the notes master will, be reflected on all the notes pages.

To view the notes master, select **View | Master | Notes Master**.

## 12 Clip Art

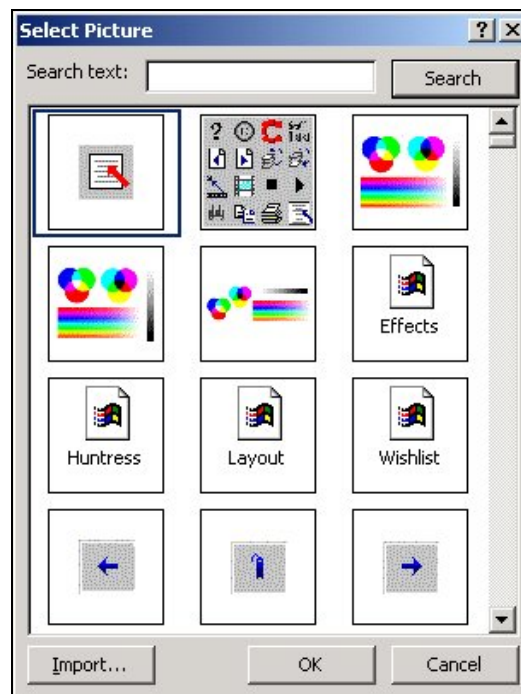
Microsoft Office comes supplied with a wide range of pre-drawn pictures which you can import to your presentation. If you are using a stand-alone computer you may find that not all the clip art has been installed or that you are asked to insert the Microsoft Office CD-ROM on which the images have been stored. If you are using PowerPoint on the Networked PC service, you will find that the ClipArt is readily available.

### 12.1 Clip Art AutoLayout

- 1 Insert a new slide.
- 2 Select one of the **ClipArt and text** AutoLayouts from the **Slide Layout Task Pane** – these are shown under **Content Layouts** (scroll down).



- 3 Add a title and /or a bulleted list
- 4 Double click on the clip art section to take you to the ClipArt.



Each picture in the Clip Gallery is associated with keywords that you can use to search for images. To search for a picture, enter a search word in the **Search text** field.

- 5 Enter a word in the **Search text:** box.
- 6 Click **Search**.
- 7 Select one of the pictures and click **OK**.

## 12.2 Inserting clip art manually

ClipArt can be added to any slide and as many time as you wish. On the AutoLayout there is only the option to do this once so other clips have to be added manually.

- 1 Select **Insert | Picture | Clip Art** from the menu.

The **Insert Clip Art Task Pane** will appear on the right of the screen.

- 2 Use the **Search text:** box to enter search.
- 3 Click on a clip to insert it onto the slide.

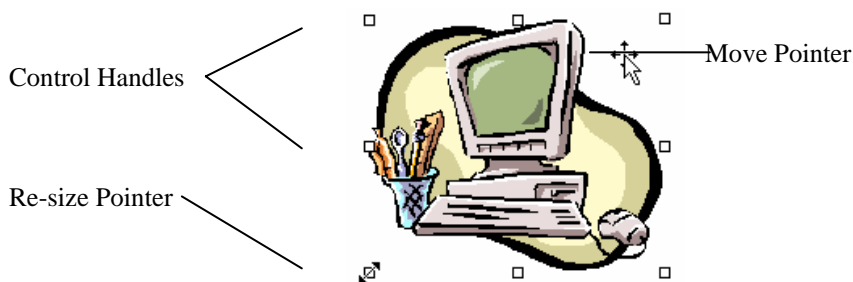
Once a clip has been inserted manually it will appear in the slide at a specific size. It can be moved and resized see section 13.

Clip Art can also be inserted from the button on the **Drawing toolbar**.

## 13 Inserting, scaling, moving and deleting objects

There are a number of standard objects which can be placed into your presentation, moved, re-sized, altered or deleted. These include images, pictures, photos, organisational charts, videos, buttons and comments. Whilst auto-layout text boxes are technically also objects, they behave slightly differently and their use is detailed in Section 8.3.

If you wish to manipulate an object you will first have to select it. You can tell when an item is selected because eight control handles will appear, defining a box around the object.



There are two ways to select an existing object:

- 1 Click inside the object.

or

Left-click just outside the object border and, keeping the left mouse button pressed down, drag/draw a selection box to encompass the whole object or objects. This technique is known as 'lassoing'.

This will highlight the object, or group of objects.

### 13.1 To resize an object

Objects can be scaled, either proportionally or about the horizontal or vertical axes. If you wish to make the object larger or smaller and also want it to retain its original horizontal/vertical ratios (e.g. a picture of a cat might become smaller but would not look flattened or stretched), select the object and then use the mouse to drag one of the corner control handles to the required size. If you wish to stretch the object, or squash it, drag one of the side handles.

When pointing to a control handle, the mouse will change to a double-headed arrow (the re-size pointer).

- 1 Select the second piece of ClipArt.
- 2 Point to one of the 8 control handles and drag the mouse.
- 3 Practice with the different handles to see how it affects the picture.

To re-size an object more accurately, right-click on the object and choose Format "object" and then the Size tab.

### 13.2 To move an object

- 1 Click inside the object boundary of the second piece of ClipArt and hold down the left mouse button.
- 2 Drag the item to a new location and release the left button.

You will notice that the mouse pointer turns into a four-pointed compass head whilst you are dragging objects.

To delete any object, select the object and press the **Delete** key.

## 14 Images

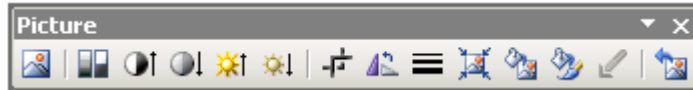
Your presentation may be improved with the addition of other images, perhaps photographs that you have scanned or pictures you have downloaded from the World Wide Web. PowerPoint can incorporate a wide range of image formats, including .bmp, .jpg, .gif, .eps, .png and images from Corel Draw.

Note: please be sure that you are not breaking any copyright laws when you include pictures in your presentations. Most images from books and magazines are bound by copyright laws, as are many pictures on the World Wide Web.


- 1 Start a new Blank Slide.
- 2 To insert an image, select **Insert | Picture | From File**.
- 3 Browse to **the J:drive, floppy disk drive or C:drive**.
- 4 Select the image file. If you do not have any , download an image from the web.
- 5 Select **Insert** to add the picture to your presentation.


## 14.1 Altering images


If you click on an image, you will be presented with a floating **Picture** toolbar, unless you have already selected to show this toolbar via **View | Toolbars | Picture**, in which case it will be constantly available to you. This toolbar gives you access to a number of basic image manipulation tools. If you wish to alter your image beyond the capabilities of these tools you are advised to use a more complete image manipulation program, such as Paint Shop Pro.





The buttons on the toolbar have the following functions:


 **Insert picture from file** — this option allows you to add another image to your presentation. It has the same effect as **Insert | Picture | From File**.


 **Image control** — allows you to show your image as a greyscale picture, in just black and white, as a pastel watermark or automatically in whatever colours it possessed when you imported it.


 **More Contrast** — allows you to increase the contrasts, making the dark parts of the image darker, the light parts lighter and the colours more vivid.


 **Less Contrast** — reduces the image contrasts, reducing tonal differences between the darkest and lightest parts of the picture and producing less saturated colours.


 **More Brightness** — will add extra light to the picture. Sometimes this can make it easier to recognise objects in shadow, whilst losing subtle shading in light areas.

 **Less Brightness** — removes light from the image; effectively this sacrifices shadows to increase subtle shading in light areas.

 **Crop** — this tool can be used to grab any of the object's control handles and crop its overall dimensions. This is different from resizing. For example, you could crop a picture of a person so that it only shows their head; the head will appear the same size as on the original image. If you resize the picture you will still see the whole person, only the image will shrink or grow in size.

 **Rotate Left** — Rotates the image to the left by 90 degrees.

 **Line Style** — this allows you to add a border around your image, and to specify the thickness of that line.

 **Compress picture** — allows you to compress the picture or delete any cropped area.



**Recolor picture** — allows you to alter the colour of various elements of your picture. This option will only function with certain image types, such as clip art images.



**Format picture** — this option provides you with a dialog box from which you can alter any of the options mentioned above.



**Set transparent colour** — this option allows you to make one colour on your picture see-through. This means that if you then place the picture over another object, you will be able to see that object through the transparent parts of the image.

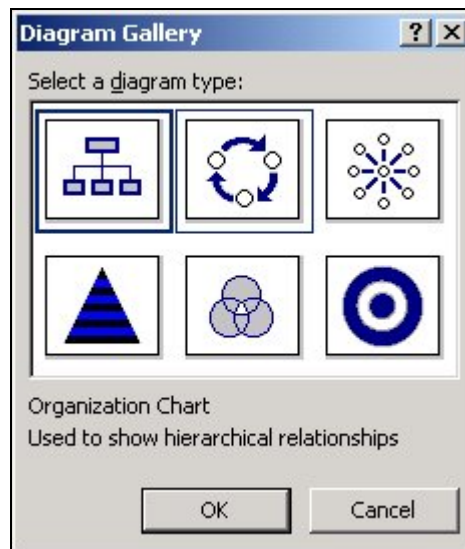


**Reset picture** — this option returns the image to its original settings it had before you altered any of the above options.

## 15 Organisation charts

Microsoft Office has an application which allows the easy creation of organisation charts. This application can be used to create hierarchical diagrams which can be customised, re-sized or pasted into other Office packages.

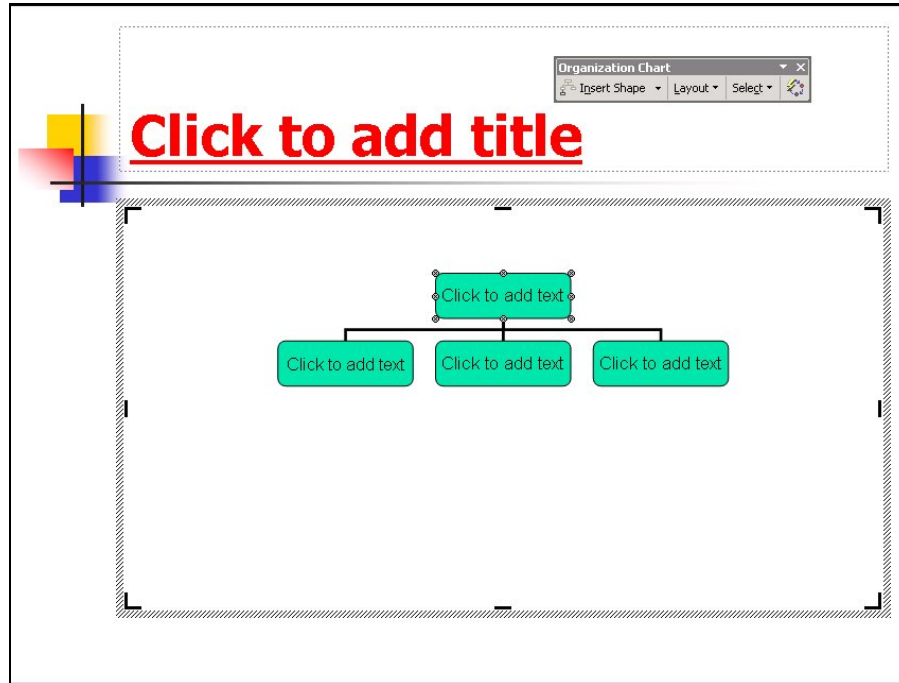
- 1 Insert a new slide and from the **Slide Layout Task Pane** select the **Title and Diagram or Organisation Chart** layout. This is listed under Other Layouts.
- 2 Double-click on the chart object.



- 3 In the **Diagram Gallery** window select **Organisation Chart**.

Note: Organisation Charts and Diagrams can be inserted onto any slide by using the **Insert** menu.

You will be presented with a basic chart, usually featuring a title and two levels of data.



- 4 Click in the top box, type your name and click elsewhere on the slide (don't press enter unless you want to move to a new line in the box).
- 5 Add some names to the other boxes.

You will notice that when you click elsewhere after typing a long name the chart resizes itself automatically.

### 15.1 Deleting boxes

If you do not wish to use any of the boxes, delete them as you would any other object. See section 8.2.2.

### 15.2 Adding additional boxes

In many cases, you will require more than the initial four positions with which you are presented. When working with the Organisation Chart a floating toolbar appears



- 1 Select the top box of the chart.
- 2 Click on the down arrow next to the Insert Shape button on the toolbar.
- 3 Choose **Subordinate**.  
Notice that the new box is inserted below the selected box.
- 4 Insert two other boxes choosing Co-worker and Assistant to see the effect.

### 15.3 Moving boxes

If you wish to re-position a box, or re-assign management of a particular position, click and drag the box and then drop it on top of the new manager.

#### 15.3.1 Selecting boxes

The Select button on the Toolbar allows you to select boxes in a variety of ways. Click on the down arrow next to the button to see the choices.

You can also lasso a number of boxes if you wish.

#### 15.3.2 Formatting

Each box within the Chart is a separate object that can be formatted (changing the font, colour and borders etc) in the same way as other objects. The whole Organisation Chart is also treated as an object and can be formatted in the same way.

##### AutoFormat

This button on the Toolbar accesses the Style Gallery where there are a number of pre-defined Styles for the Organisation Chart.

#### 15.3.3 Layout

The Layout button on the Toolbar allows you to set out the Organisation Chart in a variety of ways.

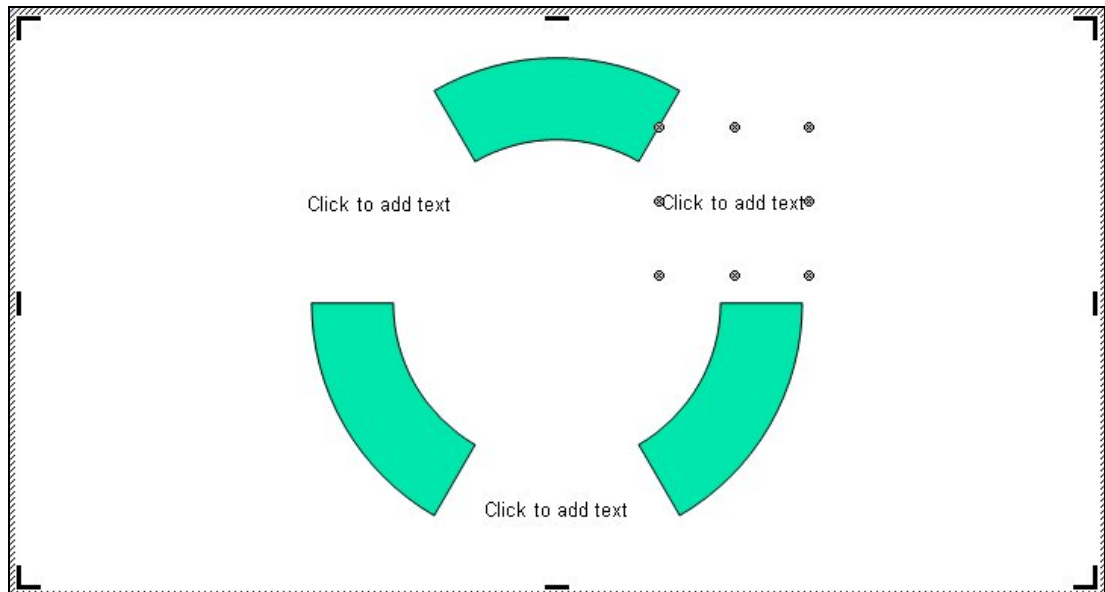
## 16 Diagrams

PowerPoint has a range of diagram layouts that you may find useful.

- 1 Insert a new slide and from the **Slide Layout Task Pane** select the **Title and Diagram or Organisation Chart** layout. This is listed under Other Layouts.
- 2 Double-click on the chart object.



- 3 In the **Diagram Gallery** window select **Cycle Diagram** (top centre).



- 4 In the three text areas, type in three names.
- 5 Click on the **Insert shape** button on the floating Diagram toolbar to add another element to the diagram.
- 6 Experiment adding and deleting elements to the diagram.
- 7 Investigate the other buttons on the toolbar to see their effect.
- 8 Use the **Change to** button to investigate the other types of diagrams available.

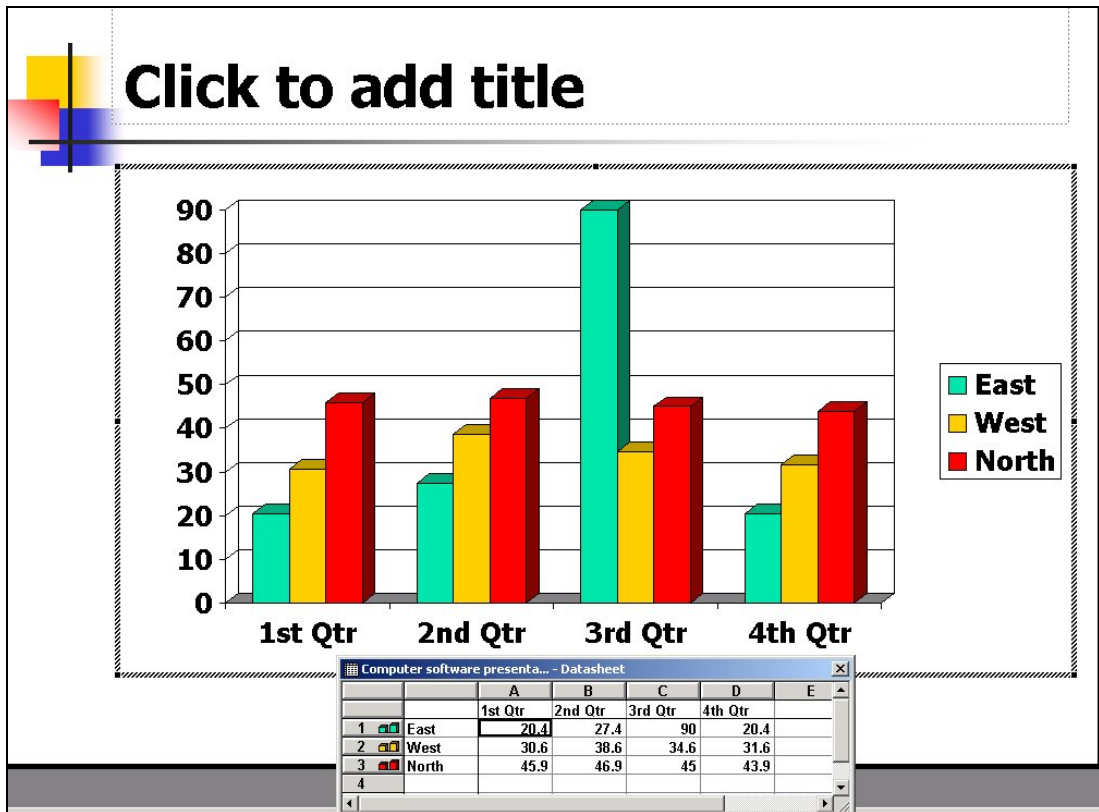
## 17 Charts and graphs

PowerPoint comes with the ability to create charts and graphs and add these to your presentations. These can be particularly effective for providing a graphical representation of data you wish to convey to your audience. Often graphs are easier for the audience to assimilate and are clearer on screen than tables of raw data.

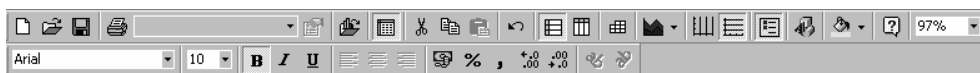
- 1 Insert a new slide and from the **Slide Layout Task Pane** select the **Title and Chart** layout. This is listed under Other Layouts.
- 2 Double-click on the chart object.

Note: Charts can be inserted onto any slide by using the **Insert** menu, or clicking on the **Insert Chart** button.

You will be presented with a template graph. The sample data is shown so that as you overtype it, you can tell where the information will change on the graph.



You will also notice that the main toolbar has changed, with buttons to enable you to control, format and edit your chart. You may need to move the toolbar to see more of the buttons. Some of the buttons on this toolbar are described below:



### **Import File**

This button allows you to import an existing dataset and use this as the basis of your graph. PowerPoint will accept Excel spreadsheet files as well as certain text files.

### **View Datasheet**

This button toggles between displaying the datasheet and hiding it.

### **By Row/By Column**

These buttons allow you to chart the data in your datasheet by row or column, saving the need to re-enter data which might be arranged in the opposite way.



### **Data Table**

This button will include a copy of the datasheet on your presentation.



### **Chart Type**

You can select from a range of different chart types; bar charts, pie charts, radar charts, scatter graphs and line charts are available, along with a number of 3-D options.



### **Category Axis Gridlines/Value Axis Gridlines**

These buttons will allow you to add or remove gridlines from the category axis, and/or the value axis of your chart.



### **Legend**

This button toggles between displaying a legend on the chart or removing the legend if it is not required.

When you click away from the chart the toolbars will revert to normal. If you cannot see these buttons, you are not in chart edit mode.

#### **17.1.1 Activating the chart edit mode**

Double click somewhere on the chart.

#### **17.2 Changing data in graphs**

To alter the data displayed in a graph the associated datasheet or table must be showing.

If the datasheet is not visible, click the **View Datasheet** button.

You can now overwrite any of the entries in the datasheet, or delete unwanted entries. The graph will be updated automatically to reflect any changes you make in the datasheet.

#### **17.3 Changing the appearance of the constituent parts of a graph**

You may wish to change the colours of various elements on your graph. For example, you may wish to make the column(s) which represent a particular range of data a different shade of blue. To do this,

- 1 Make sure the graph object is selected, and PowerPoint is in edit mode (just double click on the graph in the presentation).
- 2 Click on the element within the graph you want to change, the column for example.

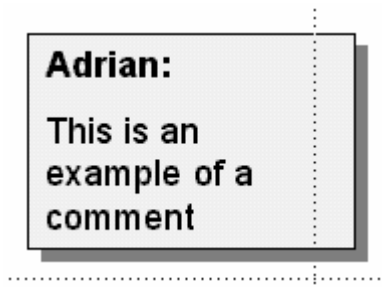
- 3 Select a new colour for the column by clicking on the **Fill Color** button on the Drawing toolbar at the bottom of the screen (to apply the last used colour) or from the colour palette, which can be accessed by clicking the down arrow beside the fill button.

### 17.3.1 Changing the appearance of the axes

If you wish to alter the formatting of the axes, make sure you are in edit mode and double click on the axis you wish to change. You will be presented with a dialog box from which you can change the font, scale, alignment etc of the axis.

## 18 Comments

PowerPoint allows you to add comments to the slides in your presentation.



These can be used in a number of ways, and it may be helpful to think of them as Post-it labels which can be stuck onto each page to provide additional annotation. If you are working on a presentation to which someone else may have input, it may be helpful for you to add a comment clarifying a particular slide, or you may want to make a suggestion for their consideration. These Post-it comments can be set so that they do not appear on any final printouts or on-screen presentations.

### Adding comments

- 1 To add a comment, select **Insert | Comment**.

A box will appear, identifying the person who has created the comment and providing space for you to add your text.

You can add as many comments to a page as you wish. Comments do not appear on the slide when it is printed or presented.

### Viewing comments

- 2 Position the mouse over the comment icon and the whole comment will appear.

### Editing and deleting comments

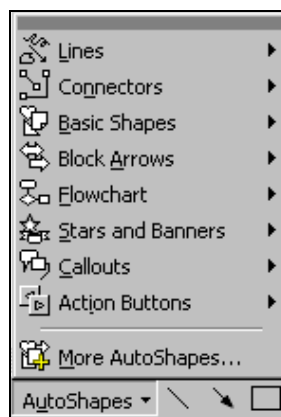
- 3 Right-click on the icon and choose **Edit Comment** or **Delete Comment**.

## 19 Working with drawing tools

PowerPoint uses many of the drawing tools which are available to the other Microsoft Office packages. These can be combined with the layout options to produce quite complex illustrations. When working with drawing objects you should remember that each drawn element has a number of properties and these will differ depending on the object. Usually they are size, fill colour, line colour, and position on page, rotation and order. It is possible to move, resize, copy or delete any drawn element in the same way as any other object (see Section 8.2).

### 19.1 AutoShapes

PowerPoint has a range of AutoShape tools which are grouped together for ease of identification.



### 19.2 Drawing AutoShapes

To use any of the AutoShapes:

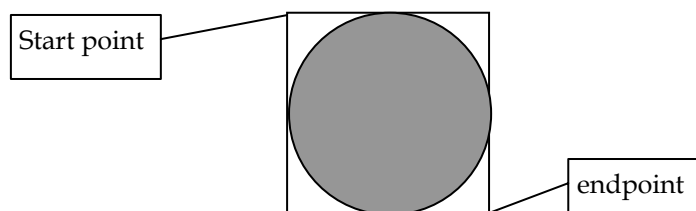
- 1 Select the tool you require from the appropriate AutoShapes menu (bottom of the screen).

The cursor will change into a cross (+).

- 2 Position this cross where you wish to begin drawing; in the case of solid shapes this should be in one of the corners.

If you are drawing an ellipse or circle, imagine the object in a box and begin drawing from one of the corners of that box.

- 3 Hold down the left mouse button as you drag to define the shape, and then release the mouse button.



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ject will be filled with the default colour and will use the default line style.

To practice these tools start a blank slide and use each one in turn as described in the following section.

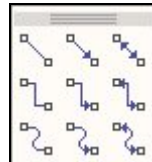
- 1 To delete a shape, ensure it is selected (control handles) and press the delete key.

### 19.2.1 Lines



A number of different line types including simple line arrows, freehand lines, straight or curved lines and scribbles.

### 19.2.2 Connectors



Ideal for more technical presentations, these connectors allow you to join objects together with a range of different line styles. When you draw a connector between two objects it will automatically snap to the edge of each object, making this a very fast way of creating flow diagrams and the like.

### 19.2.3 Basic Shapes



In this grouping, you will find all the usual geometric shapes, rectangles, ellipses, parallelograms and triangles as well as some other useful shapes like cylinders, arcs, cubes, hearts and even a lightening flash.

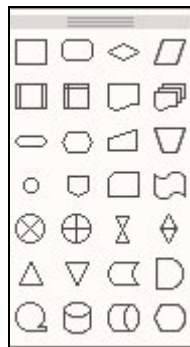
Note: to maintain an equal length horizontal and vertical edge, hold down the **Shift** key when drawing the object. For example, to draw an exact square, use the rectangle tool with the **Shift** key depressed. A circle is just an ellipse with the same length as breadth.

#### 19.2.4 Block Arrows



This grouping contains a range of tools to draw solid arrows (rather than lines with arrowheads at either end). A range of one, two and four-headed arrows are available.

#### 19.2.5 Flowchart



If you need to draw a flowchart, you will find most of the common shapes that you may require are available through this grouping. These objects are often used in conjunction with the connectors listed above.

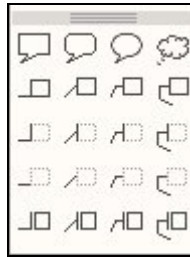
#### 19.2.6 Stars and Banners



This grouping offers a number of different stars, with differing numbers of points. If you draw a star, you will notice that it appears with the usual eight control handles plus an additional yellow handle. If you drag the yellow handle, you can increase or decrease the length of the points on your star.

This grouping also provides tools to draw banners into which you may wish to type captions. These are often used for producing certificates and the like.

### 19.2.7 Callouts



These work like speech bubbles. When you draw a callout, PowerPoint expects you to add text inside it and therefore provides you with a text cursor at which you can begin typing. When you re-select a callout, you will notice an additional yellow handle which can be dragged to change the direction from which the speech appears to be coming.

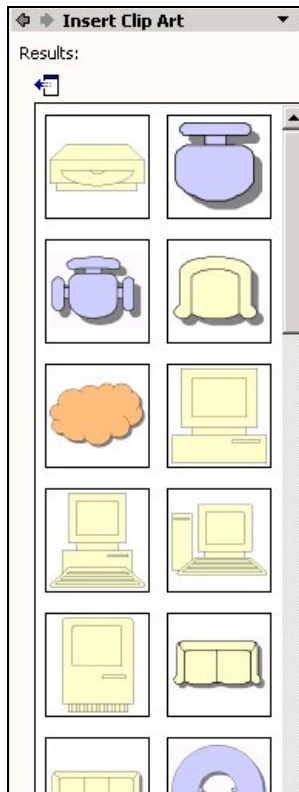
### 19.2.8 Action Buttons



These drawing tools produce action buttons that can be added to presentations to make it easy to navigate from one slide to the next, or to run multi-media objects. These buttons can move the presentation forward or backward one slide, to the beginning or end of the document or to a specified page somewhere else in the presentation. This provides the functionality to move through the presentation in a less linear fashion, jumping from linked slide to linked slide if and when appropriate.

### 19.2.9 More AutoShapes

This brings up a Task Pane which is similar to ClipArt and a variety of other Auto shapes can be selected from within different categories.



### 19.3 Fills

Certain auto shapes can have a fill colour and this will be set to a default colour determined by the template.

#### 19.3.1 Solid colours

- 1 To alter the colour of an object, first click on the object to select it. Practice with a rectangle on this slide.



- 2 Click the down arrow beside the **Fill Color** button on the Drawing Toolbar to choose a colour to apply to the object.

For more details about working with colours, see Section 21.

Note: when you select a colour, the **Fill Color** button has this colour assigned to it. This means that if you wish to make several drawing objects the same colour, you need not keep returning to the palette, you can pick up the colour directly from the button.

#### 19.3.2 Graded fills

You may wish to apply a graded fill to your object. This can help produce the illusion of three dimensions. You can use one or two-colour fills.

- 1 Make sure the object you wish to colour is selected.
- 2 Click the down arrow beside the **Fill Color** button.
- 3 Select the **Fill Effects...** option.

### One colour graded fills

If you select this option you can choose a base colour for the fill and specify whether you wish to fill to/from a light (white) shade of this colour or from/to a dark (black) shade. The actual base colour will always appear at one end of the range, with a lighter or darker shade appearing at the opposite end. This is useful for applying simulated lighting effects.

### Two colour graded fills

This option allows you to apply a graded fill mixing from one colour through to another; you could fade from red to blue for example. This option does not allow you to apply the light/dark effects which can be achieved with single colour fills.

### Preset graded fills

PowerPoint comes with a range of preset graded fills, designed to achieve certain effects. Choose from the drop down list which appears when the **Preset** option is checked. The range of fills available here includes effects to simulate chrome, gold, rainbows, nightfall and sunsets.

### Shading styles

With each graded fill comes a range of shading styles; you can specify that the shading runs from left to right, top to bottom, diagonally or from the centre of the object. Select the Shading Style you wish to apply and then choose the Variant from the examples shown. For example, if you are shading an object with two colours, red and blue, you may wish to have the shading running vertically, starting with red on the left and finishing with blue on the right, so select the **Vertical** shading style and the appropriate Variant (top left).

### Filling with textures

Not only can you apply solid and graded fills to your objects; you can also apply textures. PowerPoint comes with a range of textures.

- 1 Select the object to which you wish to apply the texture.
- 2 From the **Fill Color** button, choose **Fill Effects...**
- 3 Click on the **Texture** tab at the top of the dialogue box.
- 4 Choose the texture you wish to use and select **OK**.

Note: you can **Preview** any texture to see what it will look like if applied to your drawing object.

### Filling with patterns

You may wish to fill your object with a pattern.

- 1 Select the object to which you wish to apply the pattern.

- 2 From the **Fill Color** button, choose **Fill Effects...** and then click on the **Pattern** tab at the top of the dialogue box.
- 3 Choose the pattern you wish to use and specify the colour(s) of the pattern, by choosing from the **Foreground** and **Background** palettes.
- 4 Click **OK**.

### Filling with pictures

As with textures, it is possible to paste an image over an object.

- 1 Select the object to which you wish to apply the picture.
- 2 From the **Fill Color** button, choose **Fill Effects...** and then click on the **Picture** tab at the top of the dialogue box.

You may need to **Select Picture...**, if the image you need is in a different directory.

- 3 Locate and select the picture you wish to use and select **OK**.

Note: you can **Preview** any picture to see what it will look like if applied to your drawing object.

### No fill — transparent objects

The final type of fill you might need to use is a transparent fill, where the object is completely see-through and reveals whatever is behind it. To apply a transparent fill, from the **Fill Color** button, select **No Fill**.

## 19.3.3 Lines

When you draw an object, it will usually appear with an outline. This will be in a default colour and will have a default style. Both of these can be changed.

### Changing line colours

- 1 Select the object you wish to modify.
- 2 Choose a new colour from the **Line Color** palette.



See Section 21 for more details about using colour palettes.

### Transparent lines

If you wish your object to have no line, select the object and then choose the **No Line** option from the **Line Color** palette.

### Patterned lines

You can apply patterns to lines. Choose the pattern and colour from the **Patterned Lines...** option accessed via the **Line Color** palette button.

## Changing the line style



You can make lines thicker, thinner, doubled or tripled. Select the object you wish to modify and click the **Line Style** button. Choose a style from the popup, or pick **More Lines** to create your own line style.

## Dashed lines



A range of dash styles is available through the **Dash Style** button. Select the object you wish to change and then click the **Dash Style** button to see the available options.

## Arrows



A range of arrow styles is available through the **Arrow Style** button.

### 19.3.4 3-D Effects

#### Applying shadows

It is possible to apply shadows to drawn objects to make them stand out from the page.



- 1 Select the object with which you wish to work and click the **Shadow Style** button.
- 2 Choose the direction and degree of shadow (or choose **No Shadow**), from the popup.

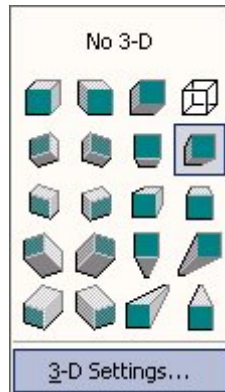
If you wish to apply more complex shadows, you can use **the Shadow Settings...** option, from the **Shadow** button. This allows you to nudge the shadow up, down, left or right, or to pick a different colour for the shadow.

#### Using the 3-D tool

When you draw an object with any of the AutoShape options, it appears on the screen as a flat, two-dimensional shape. PowerPoint has the functionality to make this object appear to be a three-dimensional solid.



- 1 Select the object you want to make 3-D
- 2 Click the **3-D** button.
- 3 Choose a 3-D style from the popup.



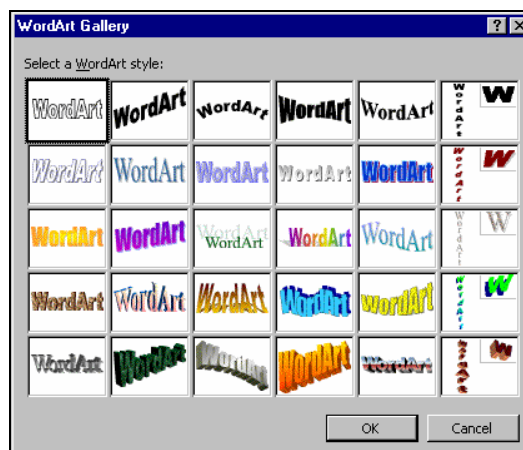
If you want more control over the image, choose the **3-D Settings...** option from the same popup. This will allow you to tilt the object up, down, to the left or right and alter the depth and direction of the 3-D projection. From here you can also alter the lighting effects, by specifying that the 3-D object should be lit from a particular angle. It is possible to apply an appearance to the object too; it can be shown as a wire frame, or with matte, plastic or metal surfaces. You can also change the 3-D colour, if you find that the default is not acceptable.

### 19.3.5 Word Art

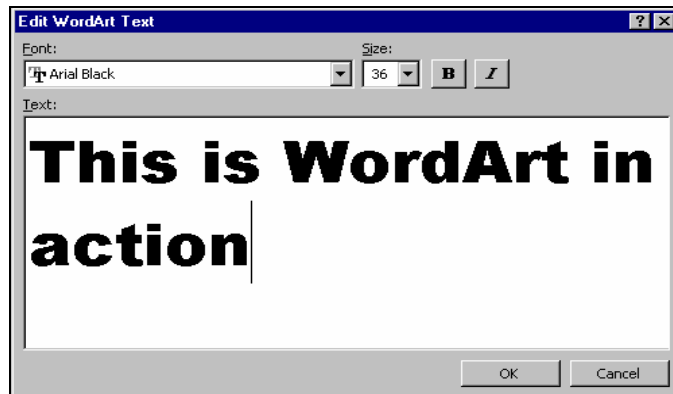
PowerPoint supports WordArt images which you can create and place in your presentation. The fill and line options mentioned above will work with most WordArt images; fill options can be used to colour the letters whilst Line options can be applied to letter outlines.



- 1 Click on the **WordArt** Button and the **WordArt Gallery** will appear.
- 2 Select a WordArt Style and click **OK** (this can be changed later).

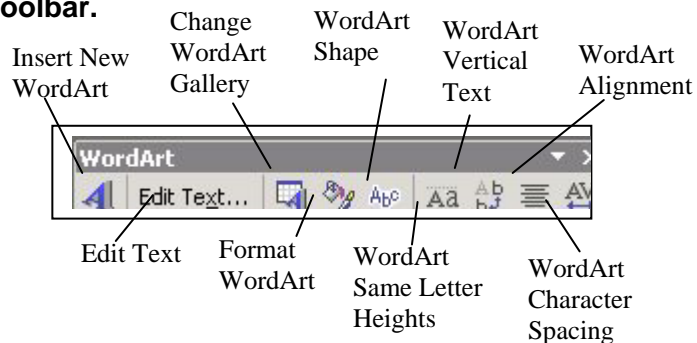


- 3 Enter and format the text you wish to display as WordArt and click **OK**.

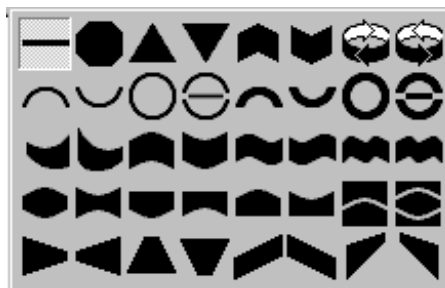


- 4 The WordArt is now displayed and can be manipulated just like any other object.

### The WordArt toolbar.



There are a variety of shapes that can be selected from the WordArt Shape button.



### 19.3.6 Text boxes

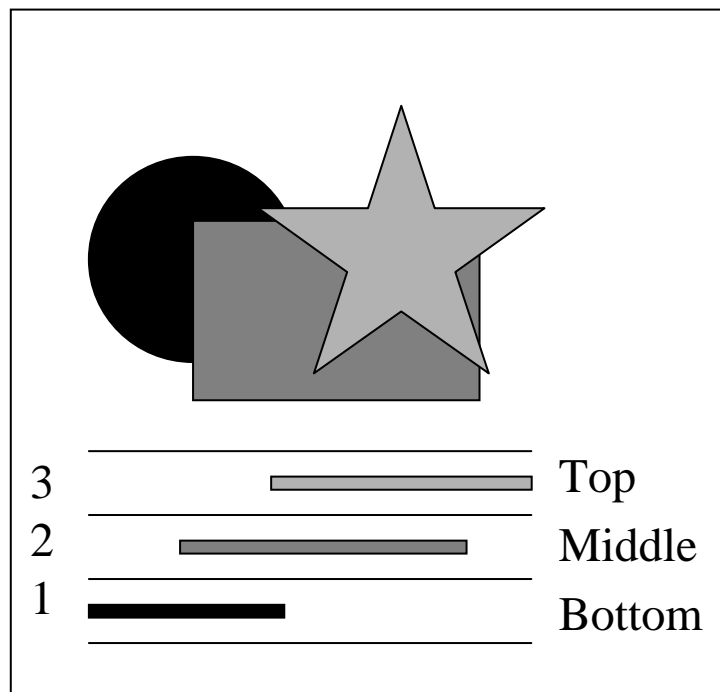


If you require extra text in your presentation which is not catered for in the AutoLayout you have chosen, you can add it by using the **Text Box** button. The button allows you to draw a box into which you can type your new text. Text boxes are objects just like the AutoShapes and can be moved, filled or outlined in just the same way. You can change the font, size and format of the text by swiping over the characters and applying text formatting just as if this were AutoText. See Section 8.3.3 for more details.

## 20 Layout

### 20.1 Order

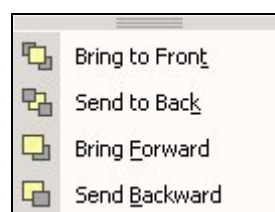
When you place an object onto a slide, it is assigned an order. Slides are built up much like the layers in a sandwich, with each object being layered on top of the previous one. The first object will appear at the bottom of the stack, the next will appear above it and so on until the final object which appears at the very top. Even if these objects do not seem to overlap, they are still each the sole occupant of each individual layer. This means that no matter how much you move it around, the first object will potentially always be obscured by objects placed on the slide after it.



Quite often, you will not place objects onto the slide in the order in which you ultimately want them to appear. You may need to alter the ordering of your objects, effectively moving them up and down the stack until they become appropriately visible or obscured.

- 1 On a new blank slide, create several objects and then move them so that they overlap each other.
- 2 Select an object with which to work.
- 3 Click the **Draw** button (bottom of the screen) and select the **Order** option.

There are four possible movements available to you:



- **Bring to Front** places the selected object at the top of the stack
  - **Send to Back** places it at the bottom of the stack
  - **Bring Forward** moves it up the stack by one layer
  - **Send Backward** moves the object back one layer.
- 4 Practise using these options.

## 20.2 Grouping and ungrouping

Sometimes you may have added a number of objects to your presentation that you wish to move together, relative to each other. For example, you may have added a clip art image and placed a text box caption over it; these two objects would normally move independently, but it would make more sense if the caption and the picture moved together. This effect can be achieved by grouping the objects together.

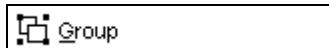
First you must select the objects you wish to group. If the objects are close enough together you may be able to select them both by drawing a selection box around them:

- 1 Left click just outside the object's borders and, keeping the left mouse button pressed down, drag/draw a selection box to encompass the objects.

*Alternatively*

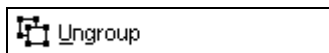
Click the first object to select it, hold down the **Shift** key and click the second object (and any others you want to group).

- 2 Click the **Draw** button and then select the option to **Group** the selected items.



Now if you try to drag one of the grouped items you will drag all the other items in that grouping as well, and they will maintain their positions relative to each other.

### Ungrouping



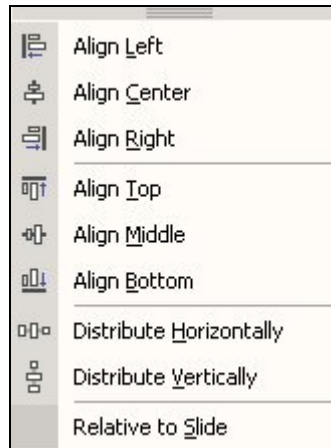
If you have grouped a collection of objects and later wish to separate them, you should select the group and then use the **Ungroup** option from the **Draw** menu, or select **Grouping**, then **Ungroup** from the menu that appears when you right-click on the object.

## 20.3 Aligning objects

Often it is desirable to line up objects and there are a number of tools to help with this. The basic method is to use a set of alignment tools.

- 1 Select the objects you wish to align and click the **Draw** button.

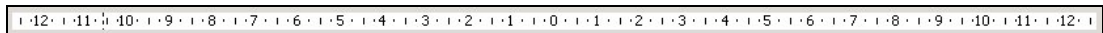
- 2 Select the option to **Align and distribute**. This allows you to move the objects so that they align in certain ways.



You can line up the left or right edges of the objects, you can align their bottom or top edges, and you can align the centre points of each object either horizontally or vertically. This option also gives you the choice to distribute the objects evenly across the page, either from left to right or up and down.

### 20.3.1 Using rulers

You can gain more flexibility and greater precision in placing objects if you use rulers.



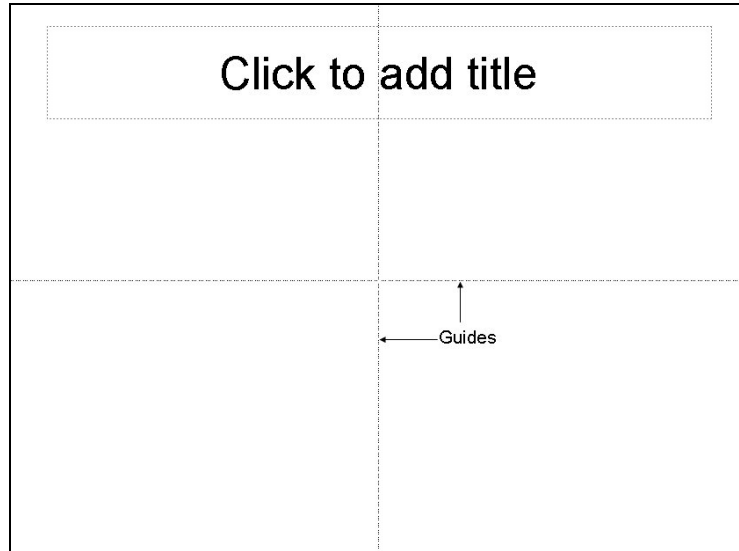
Rulers provide horizontal and vertical measurements which allow you to place objects precisely where you want them on the slide.

To turn them on, select **View | Ruler**.

When you select and move an object a left marker appears on the ruler. When you select text inside a text box, the ruler displays the indent markers and tabs for the text. Each text box has its own ruler and its own indentation and tab settings.

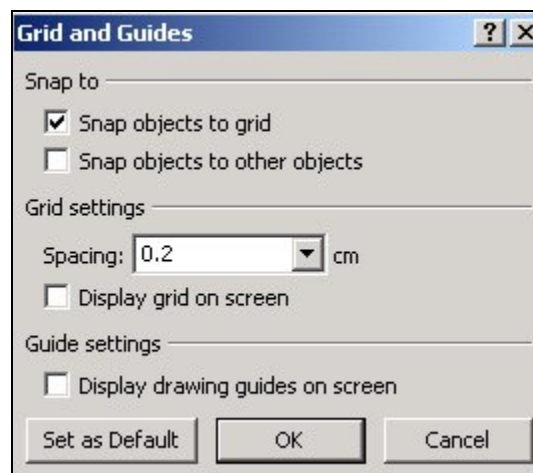
### 20.3.2 Using guides

Guides are horizontal or vertical lines which can be added to your slides (but which do not print or show in normal view) and are used to aid visual positioning of objects.



To turn on this option,

- 1 Select **View | Grid and Guides** from the dropdown menu.



- 2 Check the **Display drawing guides on screen** box and click **OK**.
- 3 To move the guides, click on the guide and drag it to a new position.
- 4 If you need to use more than one set of guides at a time, hold down the **Ctrl** key, click on one of the existing guides and drag a second guide from it.
- 5 To remove a guide, drag it off the edge of the slide.

When an object is dragged and dropped near to a guide it will be sucked to that guide. This 'snap to' functionality makes it easy to line up objects with great precision.

### 20.3.3 Using 'Snap to Grid' and 'Snap to Shape'

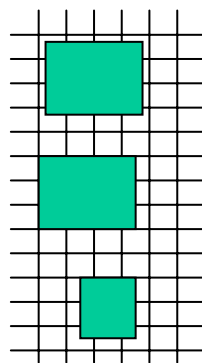
Behind every PowerPoint slide there is an invisible grid which you can use to position objects. It may help to think of this grid as a sheet of squared paper. When you move objects you can align them to the lines on the grid. This makes it very easy to ensure that objects are aligned perfectly on either a horizontal or vertical

axis. The grid itself can be set so that an object placed close to one of the invisible lines will be sucked towards that line. This 'Snap to' effect is the PowerPoint default.

- 1 To check that this option has been selected, click the **Draw** button and choose **Grid and Guides** option (or use **View | Grid and Guides**). If the **Snap objects to grid** box is checked, this option is active.

Sometimes you may have placed an object on the slide with, for example, its left and top edges snapping to the invisible grid. The object itself may not fit exactly between the squares on the grid — it might, for instance, span five and a half squares. If you then wished to align another object with the *right hand* edge of this object, the grid would snap it either half a square before or half a square after the original object. If this is the case, you can use the **Snap objects to other objects** option.

- 1 From the **Draw** button, select **Grid and Guides** and deselect **Snap objects to grid**.
- 2 From the same place, select the **Snap objects to other objects** option. Now, an object placed near another will snap to the closest horizontal or vertical edge.



#### Using *Snap to* options

Here, the object is drawn with the Snap to options turned off.

The second object has been snapped to the grid.

The third object has been snapped to the second object.

*Gridlines are shown only for clarification*

### 20.3.4 Freehand alignment

If you do not wish to use any of the alignment tools listed above, it is perfectly possible for you to have total freedom in placing objects exactly where you want them on the slide. Simply turn off the **Snap** options and you will be able to move objects without the constraints of pre-determined grids.

Note: if you are using freehand alignment, you may find it useful to use the zoom feature to increase the magnification of the area with which you are working. This will allow you to place objects with greater accuracy.

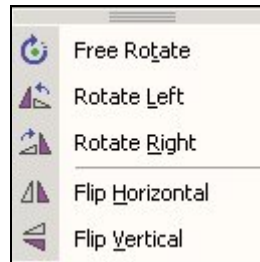
## 20.4 Rotation

One property of objects not yet covered is rotation. PowerPoint allows you to rotate, mirror or flip many (not all) objects.

If an object is capable of rotation, a green circle appears, attached to the object when selected which can be grabbed and used to rotate the object. Other options are also available.

- 1 Select the object and click the **Draw** button.

- 2 Select the **Rotate and Flip** option and choose from one of the five menu items. You can rotate to the left or right in 90° increments, or flip the object 180° about a horizontal or vertical axis.

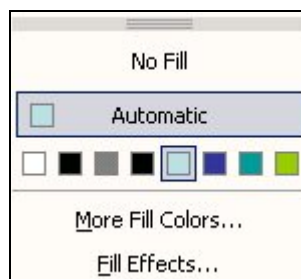


The **Free Rotate** option allows you to grab any one of the four corners of the object boundary and rotate the shape as much as you wish about that point. The **Free Rotate** option also appears on the **Drawing** toolbar.

## 21 Using the colour palettes

There are a number of occasions when you will wish to work with colours and PowerPoint has the functionality to allow you to create and use millions of different colours, tones and hues. To get the most from the colour options, it is best that you understand how the different levels of colour palettes work. You will come across three levels of palette: **Basic Palettes**, **Standard Colours Palettes** and **Customised Colours Palettes**.

### 21.1 Basic palettes

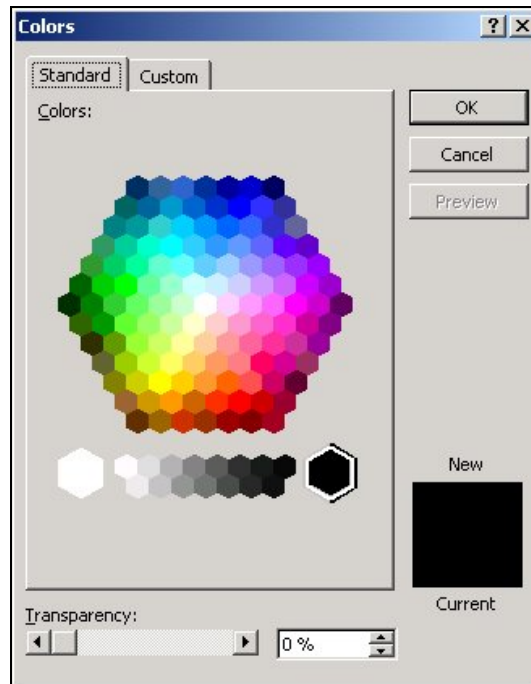


**Basic Palettes** offer you a handful of colours which have been associated with the template colour scheme you are using. Generally, if you click on any of the **Text**, **Line** or **Fill Color** options you will be presented with a basic range of eight colours which are deemed to be in-keeping with the colour scheme of your presentation.

Note: this range of colours will increase if you have selected other **Standard Colours** or **Customised Colours**. You can have a further eight colours which you have 'mixed' from the standard or customised palettes, see below. If you mix more than eight colours, the ninth colour will replace the first on the palette, and so on.

### 21.2 Standard colours

When you select the **Font**, **Fill** or **Line Color** options, you also have the choice to use **More Font Colors**, **More Fill Colors** or **More Line Colors**. If you choose one of these options, you will be presented with a custom palette that contains 127 colours plus a range of shades from black through grey to white.



- 1 Check that the **Standard** tab is selected.
- 2 To choose any of these colours, click on it in the colour hexagon.

Just as an artist might start with a range of basic colours and then mix further colours, you will find that if you select one of these standard colours it is also added to the basic palette.

### 21.3 Customised colours

If both the basic and standard palettes do not offer you the colour you require, you can mix any colour or shade you want from the **Customised Colors** palette.

- 1 Click the **Custom** tab at the top of the Colors dialogue box. You will be presented with the **Customised Colors** palette.

If you click anywhere in the colour square you will pick up that colour and it will be represented in the **New** preview box. You can then drag the small arrow against the rectangular shade box to alter the shade of that object, i.e. increase or decrease the amount of black or white mixed with the selected base colour.

**Note:** if you know the numeric values of the colour you wish to mix, you can type these into the appropriate **Hue**, **Saturation** and **Luminance** boxes, or, if you know the RGB value, you can enter this against the **Red**, **Green** and **Blue** boxes.

If you mix a colour on this palette, it too will be added to the basic palette.

## 22 Multi-media elements

PowerPoint has been designed to accept a range of multi-media objects. It is possible to add movies and sounds to your presentation, as well as specially designed buttons (see Section 26.3). You can even assign certain functions to various multi-media objects. For example, if you have a multi-media computer, you

can insert an iconised link to a track on a CD and providing the appropriate disk is in the CD drive of the machine running PowerPoint, that track will be played when you click on the link.

- 2 To insert a movie, sound or CD link, select **Insert | Movies and Sounds...** and pick the desired object from the menu.

You can insert other objects by selecting **Insert | Object...** and choosing the object type from the drop down list.

## 22.1 Types of media objects

There are a number of media objects that can be inserted into a PowerPoint presentation. They include:

### Sound

These can be either tracks directly from a CD or files saved on the computer normally in a \*.wav, \*.mp3 or \*.mid format.

### Movies

These can be obtained from digital video cameras or from normal video via video capture equipment (located in the ITS special resources room) normally in a \*.avi or \*.mpg format.

### Animated clips

These appear to be the same as movies except they are actually a number of drawings compiled into one file and play like a cartoon normally in a \*.gif format. They are very common on web pages. Insert them as you would a picture from file – not as a movie. When searching for animated clips in the Clip Art collection, set the options so that in the **Results should be:** section only **Movies** is selected.

## 23 Slide Shows

If you have produced slides for an on-screen presentation, you will wish to preview the whole show (or a particular part of it). The Slide Show View allows you to do this.

If you wish to view the Slide Show from the beginning, use either:

**View | Slide Show**

Or

**Slide Show | View Show**

You can also view the slide show by clicking the **Slide Show (from current Slide)** button at the bottom left of the screen. This preview begins from the current selected slide.

### 23.1.1 Moving through slides

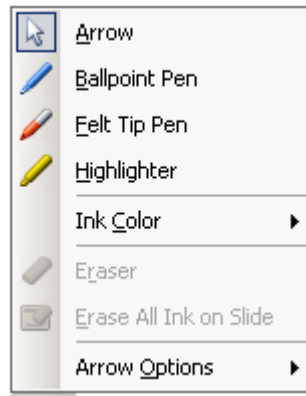
To advance through the slides, click the left mouse key to move forward one slide (or to introduce the next item of text in a build effect - see Section 25). You can also move forward one slide at a time by pressing the **Page Down** key or the **Spacebar**.

To move back one slide (or back through a text build), use the **Page Up** key.

To jump to a specific slide, right click with the mouse and select **Go | By Title | slidename** from the popup.

### 23.1.2 Drawing tool in preview

PowerPoint provides a drawing tool for use in **Slide Show** View. If you move the mouse, whilst previewing a presentation, 4 small icons will appear in the bottom left corner of the slide. There are arrows to move left or right, a menu popup button and a pen tool. Selecting the pen tool opens a sub-menu containing different pen styles and colours.



This is a valuable tool if you wish to point out a particular part of the slide and saves having to use pencils, fingers, sticks or other types of manual pointer.

Anything you draw on the slide can be non-permanent or you can choose to keep it on the slide. You need to turn off the pen before you can move to another slide.

From the same menu you can turn off this pen option by selecting **Arrow or Arrow Options | Automatic**. You can also choose a different colour for your pen. Perhaps you wish to highlight two different points and need to change the pen colour between each. Exiting slide show view

To exit from **Slide Show** View, either press the **Esc** key, or, if you move the mouse use the small menu icon at the bottom left corner of the slide; click on this icon, (or right click anywhere else on the screen) and you will be presented with a menu. Choose **End Show**.

## 24 Transitions, simple text animation effects and timings

If you are running an on-screen presentation, you may wish to make use of transitions. A transition is a special effect used to introduce a slide during a slide

show. For example, you can fade in from black or dissolve from one slide to another. You can choose the transitions you want, and you can vary the speed of each.

Animations can be applied to text or objects and determine the way the element is introduced onto the screen. For example, you can have each main bullet point appear independently of others, or you can have objects appear progressively, one after another.

You can set up the way you want each bullet point or object to appear on your slide, to fly in from the left, for example, and whether you want other bullets or objects to dim or change colour when you add a new element. For details of these more complex animation effects, see Section 25.1.

You can also change the order and timing of your animations, and you can set them to occur automatically without having to click the mouse.

## 24.1 Slide transitions

If you want to apply the transition to a selection of the slides in a presentation, select them (see section 5.3) first. If you want the same effect for all the presentation you do not need to select them all first.

### 1 Slide Show | Slide Transition

or

Right-click on the slide and choose **Slide transition** from the menu.

Or Select **Slide Transition** from the drop-down menu on the **Task Pane**.

The **Slide Transition Task Pane** appears. Listed here are the transition effects that are available. When you have selected an effect you can adjust the speed of the transition, add a sound effect if you wish, and choose to apply the transition effect to the selected slides or the whole presentation.

- 2 Select an effect from the list. This effect will be previewed on the current slide. Continue previewing effects by clicking on others in the list.
- 3 Choose the transition speed in the **Modify transition** area.
- 4 Choose a sound effect in the **Modify transition** area.

**Note:** you can only use sounds if you have a multi-media PC with soundcard and speakers.

- 5 If you want the transition to be applied to all the slides in the presentation, click the **Apply to all slides** button

The Task Pane also allows you to specify an automatic timing for the slide(s) selected. If you enter a number in **Advance Slide Automatically After** box and uncheck the **On mouse click**, the presentation will show the selected slide for the specified number of seconds before automatically moving on to the next slide. If you want full control over slide timings it is best to ensure that the **On mouse click** box is checked.

If you apply an auto-timing, an indication of the specified time will be shown against the slide in the **Slide Sorter View**.

## 24.2 Simple text animation effects

If you are working with a slide which contains a bulleted list, you may wish to introduce each bullet one at time.

- 6 Select the slide(s) which contain bullets and with which you wish to work.
- 7 Access the **Slide Design Task Pane**. You can do this by:  
Using **Slide Show | Animation Schemes**  
or  
Right-click on the slide and choose **Slide Design**. Click on the **Animation Schemes**.
- 8 Select an effect from the list. This effect will be previewed on the current slide. Continue previewing effects by clicking on others in the list.
- 9 If you want the transition to be applied to all the slides in the presentation, click the **Apply to all slides** button
- 10 Click on the **Slide Show** button at the bottom of the Task Pane to see the effect in a presentation.

If you apply an animation, an indicator is placed against the slide in the Slide Sorter View.

## 24.3 Rehearsing presentations

PowerPoint provides you with an option to rehearse the timings for your presentation and, if you wish, save these timings as auto-timings.

- 1 Slide Show | **Rehearse Timings**.

You will be presented with the normal Slide Show window, showing the first slide in your set. Also, you will see a **Rehearsal** dialog box that includes a real-time timer. This timer records how long the slide is on the screen and also when you advance through the various animations.

- 2 Run through your presentation as if you were in front of an audience.

You will see that the total time of the whole presentation is also recorded, so you can easily gauge whether or not you are speaking at an appropriate speed.

**Note:** many people find that when they speak to audiences they do so very quickly. It is a skill to be able to slow down the speed of your speech so that the audience has time to assimilate the information you are imparting. Whilst it may feel very slow and laboured to you, the audience will not notice and will benefit from the extra few seconds this gives them to take in what you are saying.

- 3 When you have finished your presentation, PowerPoint will tell you the total time it took to run through your presentation and will ask you if you wish to record these new timings to be used in your slide show. Click on **YES**.
- 4 **View | Slide Sorter**

When you change to the Slide Sorter View you will notice that the timings you recorded appear against each slide. If the timings are not how you want them, you can rehearse them again.

**Note:** you can also rehearse timings from the Slide Sorter View. Click on the **Rehearse Timings** button.

## 25 Applying animation effects to text and objects

It is possible to add certain animation effects to text and objects within your presentation. These effects control the manner in which the element behaves on the slide during a slide show. For simple text animations, see Section 24.2.

### 25.1 Custom animations

The examples of animations explained so far have all used default settings. Custom animation settings allow you to specify exactly how you want the animation to work.

- 1 Select a slide to work with. Choose one composed of several elements, a bulleted list for example.

- 2 **Slide Show | Custom Animation**

The **Custom Animation Task Pane** will appear on the right.

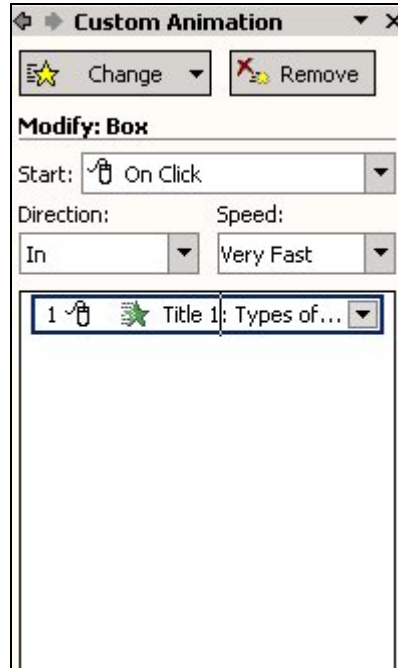
Each element on the slide is treated separately. You choose whether or not to apply animation to each element. Those with no animation will be showing on the slide when you move to it in a presentation. Those with animation will appear either when you click the mouse or after a pre-determined time.

- 3 Select the title of the slide and click on the **Add Effect** button in the task pane.
- 4 Choose **Entrance** from the option given and then choose an effect.

The animation effect will be demonstrated on the slide. In addition to the choices shown, you can access further effects by clicking on **More Effects**.

Note: The options here allow you to define animation in a variety of ways; on entrance and exit, and for emphasis. Motion Paths allows you to define movement of the object within the slide.

- 5 The element is added to the animation list in the task pane



- 6 Click on the element in the list. Notice that the Add Effect button at the top changes to Change. If you want to change the animation you have just applied to different one click on this button to do so.
- 7 You can change the Direction and Speed of an animation by using the appropriate drop-down lists. Experiment with these now.
- 8 On your slide, select the bulleted list and add an Entrance effect as before. The chosen effect will be applied to all the items in the bulleted list.
- 9 Notice that the bulleted list has been added as an element to the animation list and that there is a down arrow underneath. Click on this arrow.
- 10 The separate items in the bulleted list are now displayed and can be treated as individual elements. You can apply different effects to each one if you wish. Experiment with this now.

### Start options

For each animation you can define when it is to start. The default is on a mouse click. The other options are for the element to start with the previous effect, or a set number of seconds after the previous effect. Use the Start box to select either **On click** or **With previous**.

To set a timed start:

- 1 Click on the down arrow next to the animation in the list in the Task Pane and select **Timing**.



- 2 Select **After Previous** in the **Start** box and enter a time in the **Delay** box, then click **OK**.

### Animation Order

Sometimes the order that you have added elements to the animation list is not the order that you wish them to appear in the presentation. Use the **Re-order** buttons at the bottom of the list to move an element up and down the list. It is helpful to keep previewing the slide show as you build up the animation, by clicking the Slide Show button at the bottom left of the screen.

### Effect options

Access these by selecting from the drop-down list on each element in the animation list. Options here include animation direction, sound effects, dimming an element after animation and animating text in different ways.

The **After Animation** option allows you to hide or dim the object after it has been animated — this is particularly effective when you are introducing bulleted text; you can bring the text in point by point and, as a new bullet arrives, the previous bullet will be dimmed. This makes it very easy for the audience to keep track of the point being discussed at the time.

If you are working with text you can choose to introduce it all at once, or by word or letter. You can also group the text for introduction, so that a level 1 heading would bring with it level 2 and 3 bullets etc.

There is an option to introduce text in reverse order. For example, point three would appear first, point two would appear second and point one would appear last.

### Chart Effects

If you wish, you can animate a chart or graph. When a chart has been animated the **Effects Options** dialog box will include a **Chart Animation** tab which gives you the flexibility to introduce the data all at once, by series, by category or by individual elements in the series. Again, you can indicate the direction from which the

animated element should appear and whether or not you wish it to be dimmed. Experimentation with the range of options here will allow you to discover which animation effect is most appropriate for the type of chart you are using.

### **Multimedia Settings**

When you insert a movie or sound clip in a slide, you will be asked if you want it to play automatically when the slide appears or whether you want to activate it by a mouse click. It is inserted on the slide as an object which can be formatted as other objects are.

Right-clicking on a multimedia object on the slide will give you other options, such as looping the clip until stopped.

A multimedia object on the animation list in the **Custom Animation Task Pane** has different **Effect Options** associated with it, allowing you to define how the movie or sound is played.

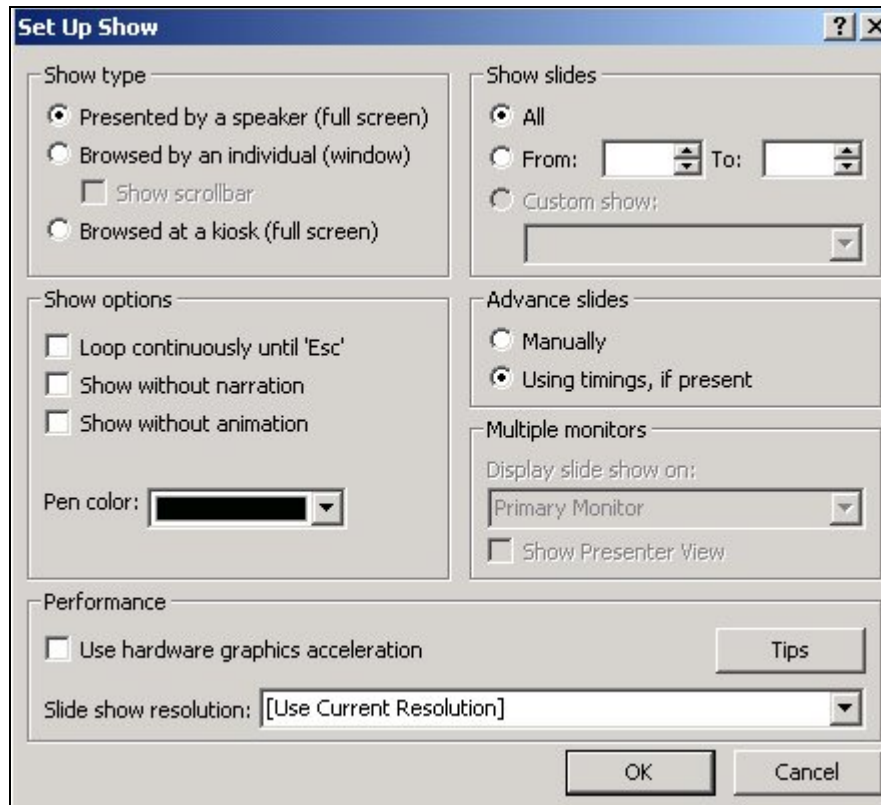
## **26 Customising shows**

You can run on-screen presentations either totally automatically (by using auto-timings) or manually. You can also use a combination of both of these.

### **26.1 Running shows manually**

To run a show in this way that gives you full control over exactly when each slide, animation or effect will advance. If you have set auto-timings, you can tell PowerPoint to ignore these.

- 1 Open the show you wish to run.
- 2 Select **Slide Show|Set Up Show**.
- 3 Check **the Presented by speaker (full screen)** option.
- 4 Check the **Advance Slides Manually** option.



Now, when you go into Slide Show mode (via the **Slide Show** button or **View | Slide Show**), you will have full control over the presentation and can advance the slides in the normal way (see Section 23.1.1)

## 26.2 Running shows automatically

Self-running presentations are a great way to communicate information without having to be there to run the show yourself. For example, you might want to set up a presentation to run unattended at a trade show, recruiting drive or convention. A self-running presentation restarts when it has finished and also when it has been idle, on a manually advanced slide, for longer than 5 minutes.

When designing a self-running presentation, you should think about the most appropriate elements to include, and also where the presentation is to run. If the whole thing is to be left unattended, you will want to include automatic slide transitions, but avoid elements like action buttons that require some sort of interaction, a click or button press.

To run a fully-automated show:

- 1 Open the presentation.
- 2 Click **Set Up Show** on the **Slide Show** menu.
- 3 Click **Browsed at a kiosk (full screen)**.

When you click this option, **Loop continuously until "Esc"** is automatically selected, meaning that the presentation will reach the final slide and then run again from the first slide. It will continue doing this until the **Esc** key is pressed.

- 4 You should also make sure that in the **Advance Slides** area, the **Using timings, if present** option is checked.
- 5 Run the presentation in **Slide Show** view.

### 26.3 Action buttons

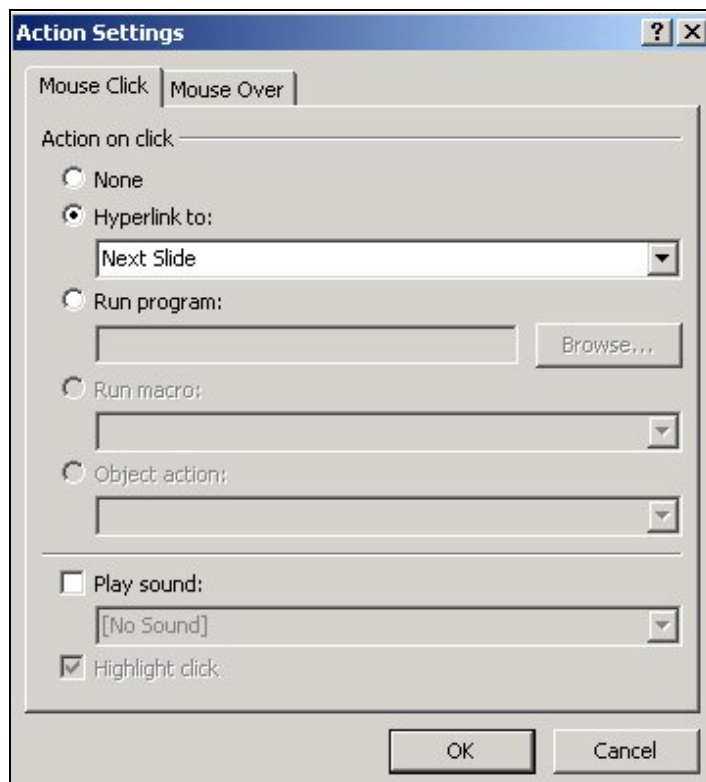
Once the slides in a presentation have been created and all the text, pictures, charts, formatting, etc., have been added. Action buttons, hyperlinks and custom shows can be added to allow rapid and easy navigation between slides during the presentation.

Action buttons allow movement to other slides in the presentation.

- 1 To create an action button, click on **AutoShapes** on the Drawing toolbar, and then select **Action Buttons**.

A selection of designs for the action button is presented.

- 2 Select one, and drag out the button's shape on the slide in the desired location. The Action Settings dialog box is then displayed.



From this dialog box, options can be set to have the action button move to a different slide or program or for a sound to be played.

Clicking on **OK** assigns the action setting to the button.

The options can be activated in Slide Show view.

### 26.3.1 Hiding slides

You may wish to hide certain slides. For example, you might produce a presentation that is designed for two different audiences, one which requires slightly more detail than the other. If you plan your presentation carefully, you should be able to use the same set of slides, but add in extra slides containing the increased detail where appropriate. When you show the presentation to the audience needing the detail, you can show all the slides and when you show it to the other audience you can hide the detailed slides.

- 1 To hide a slide, it and use **Slide Show | Hide Slide**.

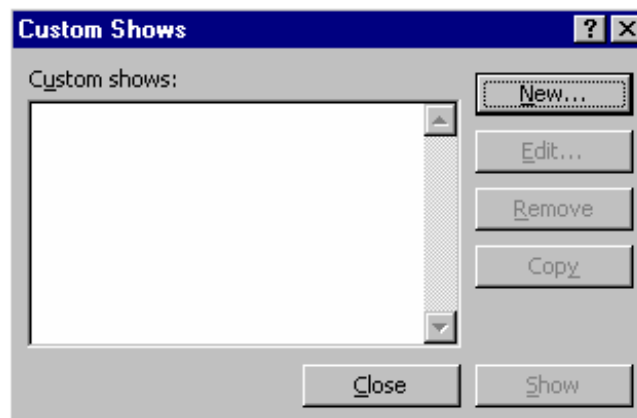
A Hidden Slide marker is placed against the slide in the **Outline/Thumbnail** area, to show that it will not be included in the show.

- 2 To unhide a slide, select the slide again and use **Slide Show | Hide Slide**.

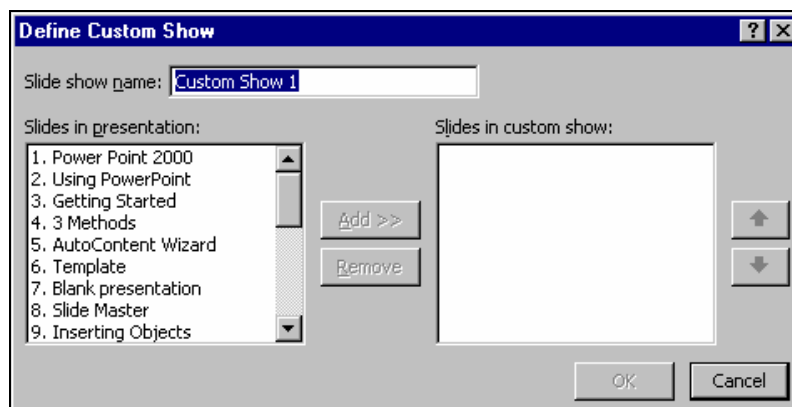
### 26.4 Custom Shows

Custom shows allow nearly identical presentations to be shown to different audiences without the need for creating multiple, slightly different versions of the same presentation. For example, an audience of salespeople would not need to see slides relating to administration and training. A custom show could be set up so that these slides were missed out when delivering the presentation to this audience.

- 1 To create a custom show, select **Slide Show | Custom Shows**. The Custom Shows dialog box is then displayed.



Clicking on the **New** button allows a new custom show to be created in the Define Custom Show dialog box.



- 2 Give the custom show a name in the Slide show name textbox,
- 3 Add the relevant slides to the show by clicking on them in the Slides in presentation box.
- 4 Clicking on the **Add** button.
- 5 When all the slides have been added, clicking **OK**
- 6 Click **Close** to return to Normal View or **Show** to display the custom show in Slide Show view.

## 26.5 Hyperlinking

Regular users of the Internet will be familiar with Hyperlinking - moving to a new location on the Internet by moving the mouse pointer over text and clicking when the pointer is shaped like a hand.

- 1 To apply a hyperlink to text in PowerPoint, highlight the appropriate text and select **Slide Show | Action Settings** or right click and select **Action Settings**.

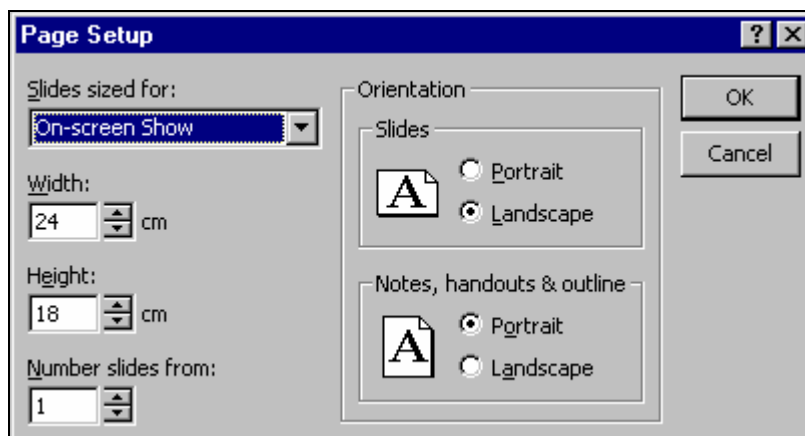
The **Mouse Click** tab should be selected.

- 2 Choose the **Hyperlink to:** option and select a hyperlink destination from the drop down list displayed by clicking in the text box.
- 3 Change to Slide Show view and move the mouse pointer over the hyperlink. The pointer changes to a hand.
- 4 Click and the hyperlink activates.

## 27 Page /slide format

Generally, PowerPoint assumes that you will want to work with landscape slides. The presentation type that you will have selected when you opened PowerPoint will determine the slide/page size. You may wish to alter either of these.

- 1 From the **File** menu, select **Page setup**. You will be presented with a dialog box from which you can stipulate certain formatting options.



**Slides sized for:** — this option allows you to specify the page size. You may wish to alter it to A4 Paper if you are producing a paper document such as a poster.

**Width:** and **Height:** — these options allow you to enter a manual page size — they override the **Slides sized for:** option above.

The **Orientation** options allow you to choose between portrait or landscape layouts for both the actual slides and any notes, handouts or outlines you may wish to produce.

- 2 Click on **OK** when you have made your selection, or **Cancel** if you wish to abandon this dialog box without making any changes to your presentation.

## 28 Printing

There are a number of issues to consider before printing your presentation. PowerPoint allows you to print various different types of document, full page slides, outlines, audience handouts and speakers notes pages. You should also consider how your presentation will look when sent to the printer you wish to use.

### 28.1 Greyscale preview

In many cases, a presentation designed in full colour will look awful when printed in black and white. This is because colours that appear to be quite different on the screen may have very similar tonal values, so when converted to greyscale they appear almost identical.

Also, when you are creating a presentation in colour, you might want to print handouts in black and white and you will want these to be as legible as possible.

PowerPoint has a **Color/Greyscale** button, available through the standard toolbar, which quickly converts your presentation to a B/W acceptable range of tones. When you switch to black and white view by selecting the **Greyscale** option, the objects in your presentation appear on the screen and print in the ways listed below:

Object	Appearance in black and white
Text	Black
Text shadows	Hidden
Embossing	Hidden

Fills	Greyscale
Frame	Black
Pattern fills	Greyscale
Lines	Black
Object shadows	Greyscale
Bitmaps/pictures	Greyscale
Slide backgrounds	White

- 1 In Normal view, click on the **Color/Grayscale** button on the Toolbar. Select **Grayscale**.

The changes you make while working in black and white view don't affect the colours in your on-screen presentation.

You can also print your presentation in pure black and white, which hides all shades of grey, including object fills, and prints everything in black and white.

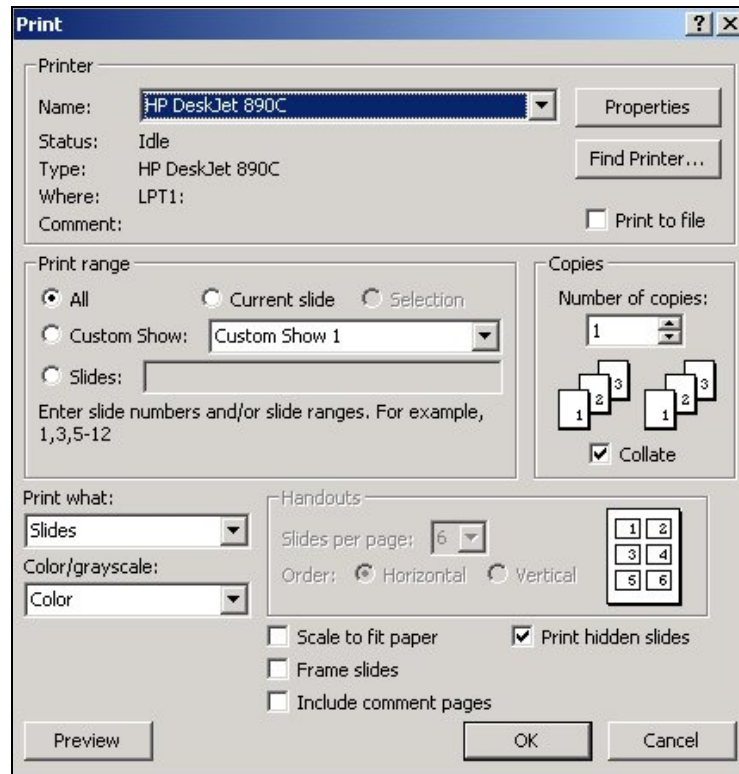
## 28.2 Printing and print set-up considerations

### 28.2.1 Printing all slides

- 1 To print all the slides in your presentation, and send them to the default printer attached to your PC, press the **Print** button on the Toolbar.

### 28.2.2 Controlling the printed output

- 1 If you want more control over the printing, select **File | Print** from the dropdown menu.



- 2 Select the printer you wish to use from the **Printer** drop down list.
- 3 Select the **Print range** of slides/handouts/notes etc. to be printed; all slides, the current slide or a range of slides (1-3, 6-10, 14, 18 etc).

Note: if you go into Slide Sorter view and select certain slides you can also tell PowerPoint to print this chosen selection by checking the Selection button, from the **Print** dialogue box.

- 4 Decide the **Number of copies** you want of each slide and, if you want more than one, whether or not you wish to have these copies collated.
- 5 In the **Print what:** selection box, choose from:

Slides

Handouts – select the number per page in the Handout area

Notes Pages

Outline View

- 6 Decide the output type you require:

**Grayscale** — Converts a colour presentation to black and white with greyscales as appropriate.

**Pure Black and white** — Converts the presentation to black and white. Any greyscales will be hidden (excluded).

**Scale to fit paper** — Regardless of the size you have stipulated for your presentation in **Slide Setup**, the slides will be scaled up or down to fit on the default paper size set for your printer. This is useful if, for example, you

eventually intend to print your slides out at A3 size (and have designed them to fit an A3 sheet) but want to print proof copies in A4 size.

**Frame slides** — Reduces the slide size slightly and prints a frame around the edge. This can be useful if you are using OHP transparencies - often a frame around a slide helps focus the audience's attention.

- 7 If your presentation includes hidden slides you can choose to print these, or exclude them from the printout. Check the **Print hidden slides** box if you want to print them.
- 8 Click **OK** when you have made your selections.

## 29 Saving presentations

- 1 To save a presentation, click the **Save** button

*or*

select **File | Save**.

If your presentation has not been saved before you will be presented with a dialog box.

- 2 Give your presentation a name and choose the folder in which you wish it to be stored.
- 3 Click **Save**.

If you have already saved your document, pressing the **Save** button will update the saved version.

- 4 If you want to save your document with a different filename, select **File | Save As...** and specify a new name and/or location for the file.
- 5 Click **Save**.

**Note:** it is **not** advisable to convert and save PowerPoint presentations to earlier versions of the package; PowerPoint adds a great deal of extra information to the presentations which, when converted to earlier versions, can lead to extremely large file sizes.

## 30 Creating a slide show file

You can save any presentation as a **show file** that always runs as a slide show. When you double click this file in Windows Explorer, the show starts. When the show ends, PowerPoint closes. You must have PowerPoint installed on the PC on which you'd liked to run a PowerPoint show file.

- 1 To create a show file, choose **File | Save As**.
- 2 In the **Save As** dialog box, choose **PowerPoint Show (\*.pps)** from the **Save as Type** drop-down list.
- 3 Click on **Save**.

### 31 Exiting PowerPoint

- 1 To exit from PowerPoint, select **File | Exit**,

*or*

click the **X** button in the very top right corner of the main PowerPoint window.

**Note:** Ensure you have saved your work before you exit. If you have made unsaved changes, PowerPoint will prompt you to save your work before you are allowed to exit.

### 32 Getting help

PowerPoint comes with its own extensive help screens. If you are not sure how to accomplish something, click the **Help** button or press the **F1** key.