

Microsoft Powerpoint 2003: The Basics

Getting Started with Microsoft PowerPoint 2003

To launch Microsoft PowerPoint 2003, please do the following:

1. Click the **Start** button.
→ The Windows Start menu will appear.
2. Move your mouse until the cursor points to All Programs.
→ A menu will appear to the right of All Programs. The programs and menus listed will depend on the programs installed on your computer.
3. On the All Programs menu, select **Microsoft Office** and then click **Microsoft Office PowerPoint 2003**.
→ The PowerPoint program screen will appear.

Creating a PowerPoint Presentation Using the AutoContent Wizard:

1. Click **File**.
2. Click **New**.
3. Click on **From AutoContent Wizard** in the New Presentation task pane under New. (See Figure 1 on page 2) The AutoContent Wizard will walk you through the steps of creating a presentation.
→ The first of a series of dialog boxes will appear.
→ The flow chart, located on the left side of the dialog box will show you where you are in the AutoContent Wizard process.
2. Click **Next**.
→ The second dialog box of the AutoContent Wizard will appear.
→ This dialog box will give you the ability to choose between several different presentations types.
→ You can click the different category buttons to view the available presentations types.
3. Click the **Corporate** button.
4. Select **Employee Orientation**, which is located on the right-hand side of the AutoContent Wizard window.
5. Click **Next**.

- AutoContent Wizard next will ask you to select the type of output you would like to use for your presentation.
6. By default, the **On-screen Presentation** option should be selected. If not, select it now.
7. Click **Next**.
8. The next step of the AutoContent Wizard will ask you to enter the title of your presentation and any additional information.
9. Type the following information in the specified fields and be sure to press [**Tab**] after each entry.
 10. Presentation title:
→ **EMPLOYEE SAFETY**
 11. Footer:
→ **UNREALITY INC.**
12. Click **Finish**.
→ You have now completed the AutoContent Wizard and PowerPoint has created a new presentation based on your choices.
12. Close this presentation without saving your changes, but do not close PowerPoint.

Creating a Presentation from Design Template:

1. Click **File**.
2. Click **New**.
3. Click on **From Design Template** on the task pane, which is located on the right side of the PowerPoint window.
4. Apply a design template by scrolling through the available options and clicking on the design you like best.
5. PowerPoint will now have created you a presentation based on the template you chose.
6. Type **MY CRAZY LIFE** in the Title placeholder.
7. Type **[YOUR NAME]** in subtitle placeholder.
8. Save your work by clicking on **File** and then **Save**.
→ You will be asked to create a name for your presentation and a location of where you want to save your presentation.

The PowerPoint 2003 Window

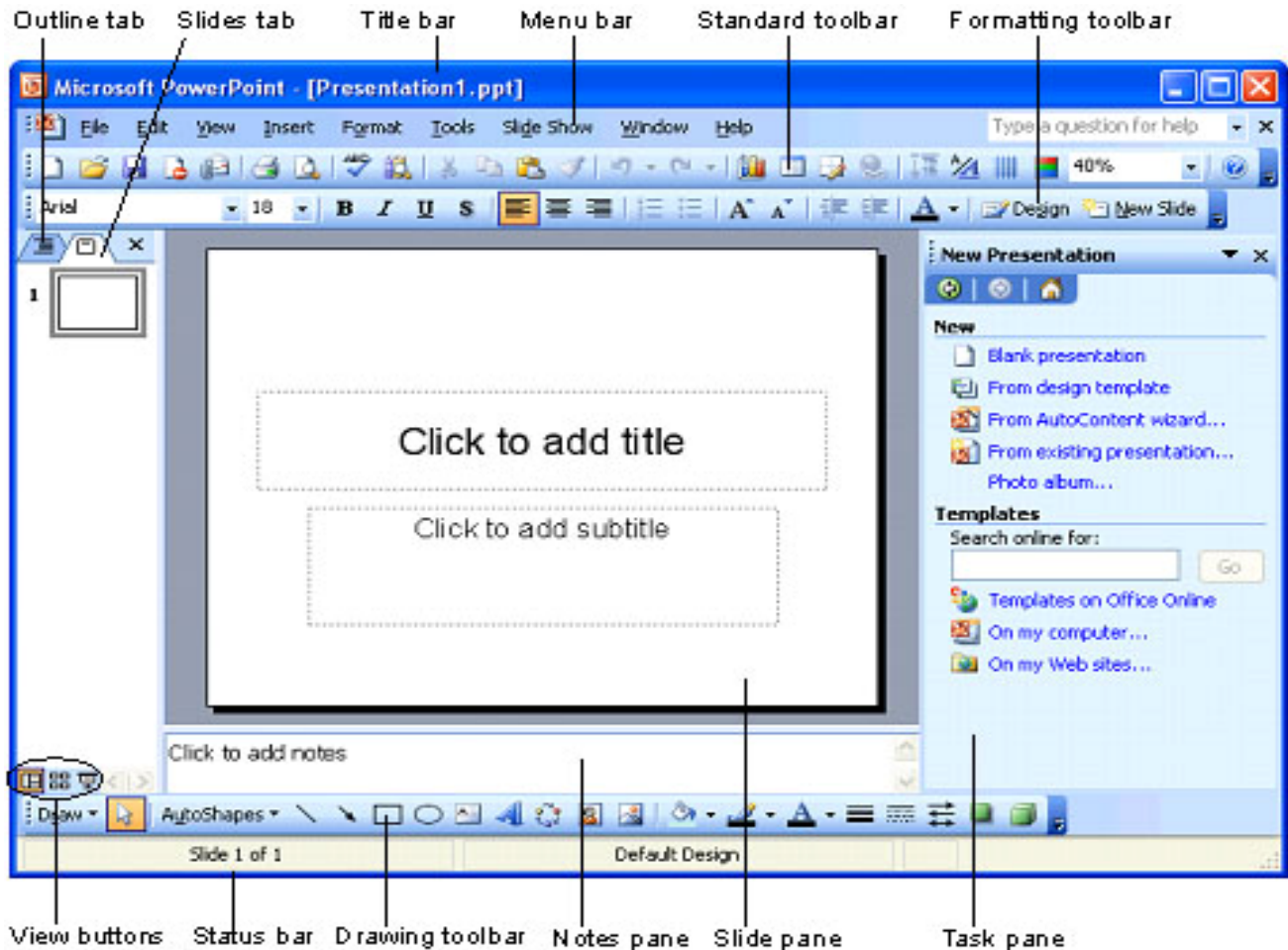





Figure 1. Items in the PowerPoint window.

PowerPoint Views

<i>View Buttons</i>	<i>What they do...</i>
Normal View 	This is the default view and includes panes for your presentation's outline, the current slide, and any notes for that slide.
Slide Sorter View 	This view displays all the slides in your presentation as thumbnails (small images). Use Slide Sorter View when you want to rearrange the slides in your presentation.
Slide Show View 	This view displays your presentation as an electronic slide show. You will want to use Slide Show View when you deliver your presentation.

Features of the PowerPoint 2003 Window

Item (See Figure 1)	What it does...
Outline Tab	Focuses on the content of your presentation instead of its appearance. Use the Outline tab when you want to develop your presentation and add large amounts of text. You can also use Outline tab to navigate through a presentation by clicking the slide that you want to view.
Slides Tab	The Slides tab displays thumbnail representations of each slide in a presentation. You can use Slides tab to navigate through a slide by clicking the slide that you want to view. You can also drag a thumbnail to move a slide to a new position in your presentation.
Title Bar	Displays the name of the program you are currently using (Microsoft PowerPoint, of course) and the name of the presentation you are working on. The title bar appears at the top of all Windows programs.
Menu Bar	Displays a list of menus that you use to give commands to PowerPoint. Clicking a menu name displays a list of commands. For example, clicking the Format menu will display different formatting commands.
Standard Toolbar	Toolbars are shortcuts, which contain buttons for the most commonly used commands. The standard toolbar contains buttons for the PowerPoint commands you will use the most, such as saving, opening, and printing presentations.
Formatting Toolbar	The Formatting toolbar contains buttons for the most commonly used formatting commands, such as making text bold or italic.
Drawing Toolbar	The Drawing toolbar contains buttons and menus that you can use to draw lines and shapes, or manipulate existing objects.
View	The various View buttons will allow you to quickly switch between different PowerPoint views, which change how your presentation is displayed on the screen.
Slide Pane	The Slide Pane displays the slides one at a time and as they will appear when they are printed or displayed in a presentation.
Notes Pane	Use Notes View to add notes [help hints or reference information] to each slide that you use during your presentation.
Status Bar	The Status bar displays messages and feedback.
Task Pane	The task pane lists commands that are relevant to whatever you're doing in PowerPoint. To hide the Task Pane, click the Close button, which is located in the upper-right corner of the Task Pane.

Inserting a Slide into Your PowerPoint Presentation

Inserting a new slide into your PowerPoint presentation is easy. To insert a slide, please do the following:

1. Click the **New Slide** button on the Formatting toolbar.
2. You can also click **Insert** and then click **New Slide** from the Insert menu.
3. The Slide Layout task pane will appear.
 - The Slide Layout task pane will allow you to select from various layouts the type of slide you would like to appear as the new slide in your presentation.
4. Click the **Bulleted List** layout.
 - A new slide will appear after the current slide in your presentation.
 - Since you selected Bulleted List there will be two placeholders on this slide: one for the title of the slide and the other for the bulleted list.
5. Click the Title placeholder where it says: "Click to Add Title".

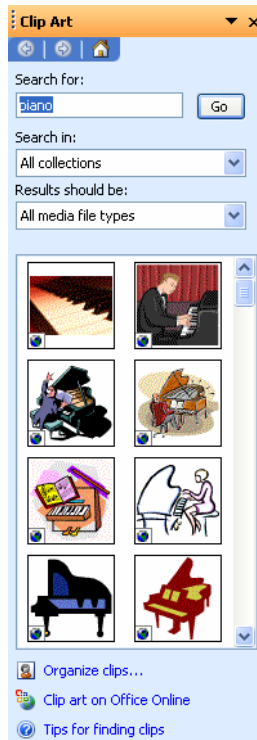
- An insertion point will appear in the placeholder, indicating that you can now add text to the placeholder.
5. Type **MY FAVORITE VACATION SPOTS**.
 6. Click the bulleted list placeholder and type **HAWAII** and press [**Enter**].
 - PowerPoint will add another bullet to the list when you press the [**Enter**] key.
 5. Type **BRAZIL** and press [**Enter**].
 - Placeholders will expand and shrink to accommodate any text that you enter.
 - If you are not planning to use the Slide Layout Pane again for a while, close it so you can have extra viewing space for your presentation by clicking the tiny black **X** next to the text Slide Layout.

Inserting Images into Your PowerPoint Presentation

There are two ways to add images to your PowerPoint slides. You can either select images from the Microsoft Clip Art Gallery or select any image of your choice, such as personal photos, your own business images, images from textbooks, etc.

Inserting Images from Clip Art:

1. Click **Insert** and select **Picture** then **Clip Art** from the Insert menu.
2. The Clip Art task pane will appear on the right side of your screen.
3. In the Search for textbox type a keyword that describes the picture that you need to insert on your slide. Then click on **Go**.
 - For example, if you are working on a PowerPoint presentation about how to play the piano and you need an image, you would type "piano" in the Search for textbox.
4. Underneath the textboxes, you will see thumbnails of all images in the gallery that satisfy the keyword you entered on step 3.



- In our example, you will see all images from the Clip Art gallery about the piano.
5. Click on the image of your choice, and it will appear on your slide.
 - After the image has been inserted, you can move and resize it according to your needs. By default, it will appear in the center of the slide.
 6. If the image search returns no results, you may want to enter different or more general keywords for the search to be successful.
 - In our example, if no results would have been found, you may want to try "music", "artist", "pianist" or "song" to search for images related to what you need.

Inserting Images of Your Choice:

1. Click **Insert** and select **Picture** then **From File** from the Insert menu.
2. The Insert Picture window will appear.
3. Browse and find the image that you want to insert (from your hard disk, floppy disk, network drive, CD-ROM, etc.)
4. Click on the image file, then click on **Insert**.
5. After the image has been inserted, you can move and resize it according to your needs. By default, it will appear in the center of the slide.

Animating Your PowerPoint Presentation

The text and images within your presentation can be animated during your presentation. To animate the text and images in your presentation do the following:

1. Select the text or image you want to animate.
2. Click on **Slide Show** and select **Custom Animation**.
3. The Custom Animation task pane will appear on the right side of your screen.
4. Click on the **Add Effect** button in the Custom Animation task pane and set the Entrance, Emphasis, Exit, and Motion Paths effects.
5. In the Custom Animation task pane, also set the Start, Direction, and Speed options for each of the items that will be animated on that slide.
6. To preview all of the animations set on the current slide, click on the **Play** button in the Custom Animation task pane.

Besides animating the text and images within each of the slides, you can also add transition effects to the slides. The transition effects will control how the presentation transitions

from one slide to the next. To add transition effects to the slides in your presentation do the following:

1. On the left side of your screen, click on the **Slides** tab if it is not already selected.
2. Within the Slides tab, select all of the slides you want the transition effect to apply to. Use either the Ctrl or the Shift keys to select multiple slides.
3. Click on **Slide Show** and select **Slide Transition**.
4. The Slide Transition task pane will appear on the right side of your screen.
5. Within the Slide Transition task pane, select the type of transition effect in the Apply to selected slides area.
6. Next within the Slide Transition task pane, select the Speed and Sound in the Modify transition area.
7. In the same task pane, under the Advance slide are you can select to advance the slides on mouse click or automatically.
8. Click on the **Play** button in the Slide Transition task pane to preview the transition effects for the slides.