



A Guide to *Powerpoint 2003*

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This guide assumes the reader to have basic knowledge of text editing and formatting using a Wordprocessor. Familiarity with Office XP's adapting menus and toolbars is also assumed.

The exact appearance of Windows varies depending upon the version of Windows you are using. Windows XP is used throughout although for the purpose and scope of this guide, the differences between versions of Windows are largely cosmetic.

Version 1

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SECTION 1

INTRODUCTION

Make a Good Impression

PowerPoint allows you to put together a high quality presentation that combines words, pictures, charts, tables and even audio and video material. When familiar with PowerPoint you will be able to communicate your ideas quickly and effectively to people. Using PowerPoint you will be able to create professional slides and handouts to accompany speeches and presentations you make - it will also enable you to use your computer as a presentational aid by combining it with a projector.

PowerPoint will not do a presentation for you. But it will provide you with tools that can transform a dry speech into a short, effective and informative multimedia presentation. By using PowerPoint you can integrate slides, handouts, visual elements, text, statistical data and all the other elements of your presentation in a common style.

Creating presentations is not just about learning technical skills it is also about thinking through the best way to get your message across. PowerPoint assists you in this by allowing you to combine material you have produced previously with new information in a standard format. This guide will show you how to use PowerPoint to create presentations. It will use the example of a presentation that you might be asked to give as part of a job interview.

What Do You Need?

Before creating a PowerPoint presentation you need to consider what other materials you are drawing on and whether you have them to hand. The slides you show in your presentation should complement your speech. They are not simply decorative. If you are talking about sales figures you have the option to show people those figures, or to create a graph from them. So the first part of creating a presentation is deciding what you want to say and researching the information you need.

When you sit down to create your presentation you should have a rough idea of what you want to say and in what order. You do not need to have drafted the presentation in full as PowerPoint helps you to organise your material and visualise its impact, but you should have an idea of the overall structure and purpose of the presentation.

Finally, before you start, think about how and where you are going to give the presentation. Who is it for? What type of room are you going to give it in? What facilities are available? An important consideration in all presentations is what format you will actually present it in. PowerPoint enables you to produce 35mm slides, transparencies for overhead projectors or computer-based presentations. So you need to know which of these is available and it may be worth ruling out any format that you will not have a chance to rehearse.

What is the Best Type of Presentation?

There is no standard format for your presentation. The most important thing is to think through what you want the presentation for before you start to create it. If you just want something to help your colleagues to follow a brief informal presentation you are giving, it is probably not worth spending hours creating graphs, animating pictures and formatting your text. If, however, your presentation is being used as part of an interview, exam or to pitch for business it is probably worth spending longer creating it.



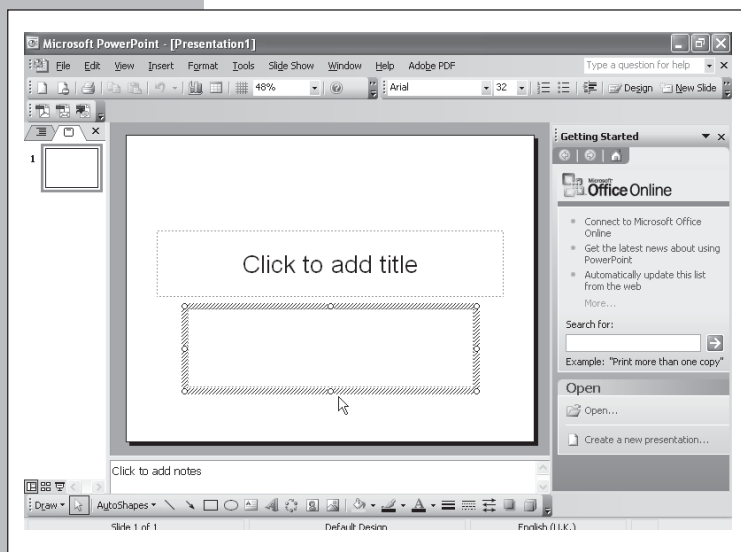
SECTION 2


GETTING STARTED

Open PowerPoint by clicking on the **Start** button, moving to the **All Programs** command and choosing **Microsoft PowerPoint** from the sub-menu.


Alternatively click once on the **PowerPoint** button on the **Office Shortcut Bar**.

PowerPoint will now open and display a blank title slide. You may use this as the basis of a new presentation or choose from one of the various options displayed on the scrollable Task pane to the right of the slide.



 **Blank presentation**, puts you in complete control. Experiment with it if you are trying to get an effect or style that PowerPoint does not usually offer.

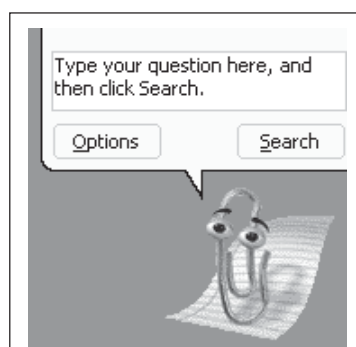
 From **Design Template**. This option allows you to choose a consistent appearance for your entire presentation. For most normal presentations the **Design Template** option gives you enough freedom to do whatever you want. Choosing this option changes the Task pane to display sample design templates for you to use as the basis for your presentation. We suggest that you use this option unless your presentation fits into one of the categories of the AutoContent Wizard.

 From **AutoContent wizard** – if you choose this option PowerPoint will provide you with one of its 'off the peg' presentations and within this you can develop your material. This tool can be really useful as it guides you through the creation of a presentation step-by-step and does some of the thinking for you. However, it can be inflexible, tending to create presentations that are not quite what you wanted, and which look like everyone else's. For more information on the AutoContent wizard see Section 2.2.

Other options allow you to create your presentation based upon the design of an existing presentation or using a pre-designed template.

2.1

The Office Assistant – Help Using PowerPoint



If you have problems with PowerPoint the Office Assistant may be able to help. To display the Office Assistant choose **Show the Office Assistant** from the **Help** menu. The Office Assistant is shown as an animated character and by clicking once on the character will display a speech bubble into which you can type a question relating to the workings of PowerPoint. Click on the **Search** button and the Office Assistant will try to answer your question. Usually a selection of possible answers is returned, and for further details just click on the most appropriate answer. Hide the speech bubble by clicking anywhere on the PowerPoint slide.

Note: To hide the Office Assistant choose **Hide the Office Assistant** from the **Help** menu. While you work, the Office Assistant monitors the way you use PowerPoint. If it has alternative suggestions, a light bulb is displayed alongside the character and clicking on the light bulb displays the suggestion.

In addition to the Office Assistant, help with any object on the screen can be obtained by choosing **What's This** from the **Help** menu and clicking on the object.

2.2

Getting Started Quickly – The AutoContent Wizard

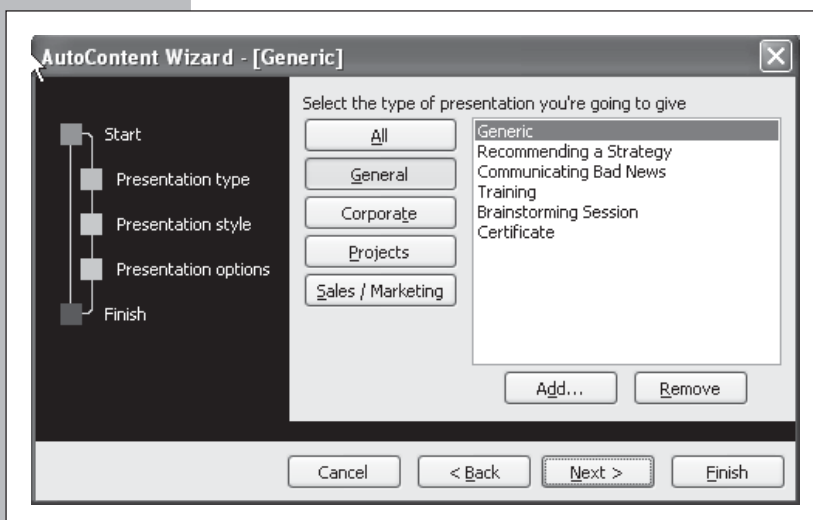
The AutoContent Wizard is a simple tool which effectively designs your presentation for you. By choosing options from a number of multiple choice lists you can instruct PowerPoint to create an effective presentation.

To design a presentation using the **AutoContent Wizard** choose **New** from the **File** menu and **From AutoContent Wizard** from the Task pane.

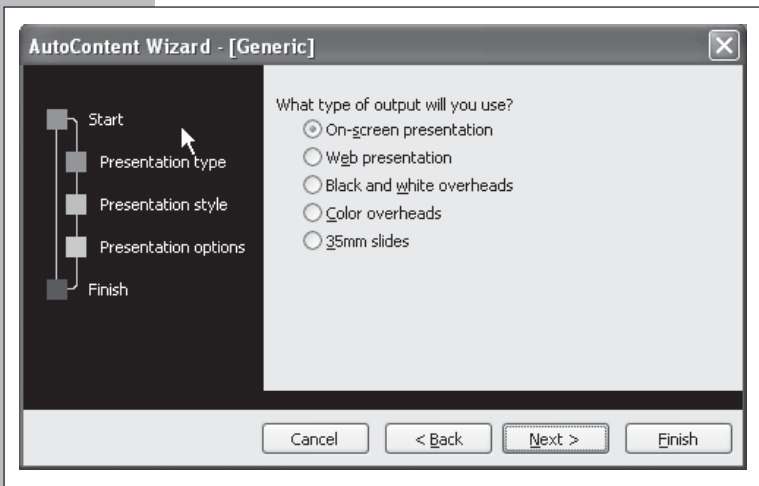
This will display the AutoContent dialogue box.



Click on the **Next** button and choose one of the presentation options displayed. Initially the **General** button will be depressed to display the most commonly used presentation options that AutoContent wizard offers. If you feel that your presentation does not fit into any of these options click on one of the other category buttons to refine your option.



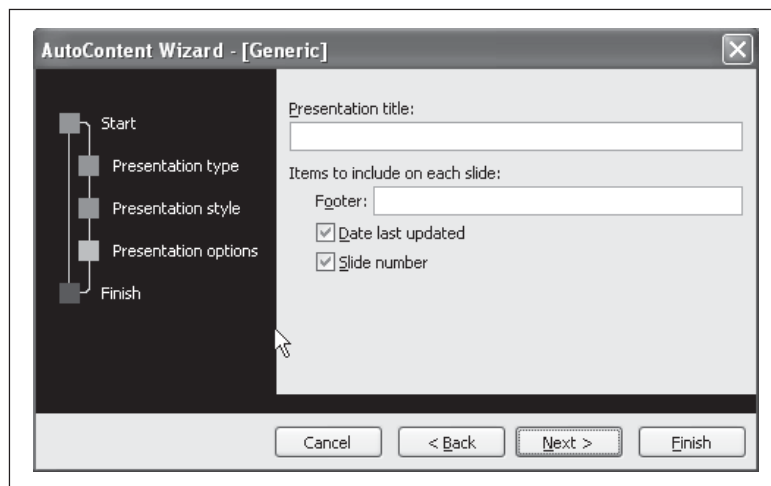
The different categories and presentation types suggest headings and subheading, that are appropriate for different topics and styles of presentation. For example, the Recommending a Strategy option gives you a presentation structure that is appropriate for a selling a new business or campaigning strategy.



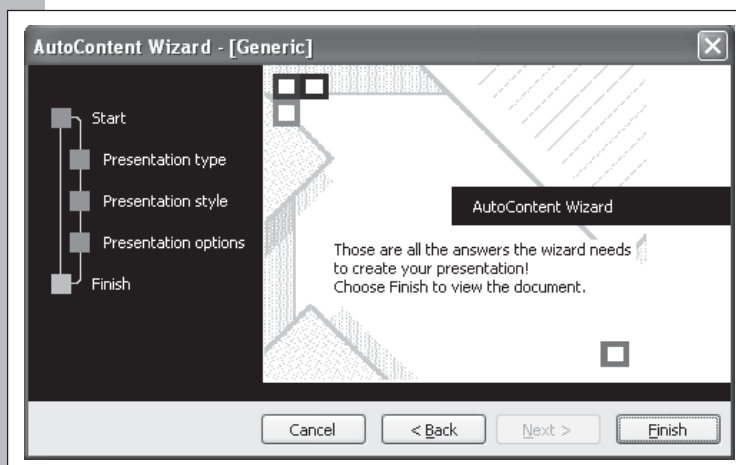
Choose the presentation type you wish you use and click on the **Next** button to move on.

The next screen will ask you how you want to use this presentation.

Choose the option you prefer. If you opt for an On-screen presentation PowerPoint will use the full range of its animation and translation functions to improve the presentation. If you are not going to use a computer as part of your presentation these functions are at best pointless and can even complicate printing your slides or overheads. Likewise using colourful slides will give you visually impressive effects. However, they will lose their impact if you are forced to reproduce them as black and white overhead transparencies.



Once you have chosen the Presentation style click on the **Next** button.



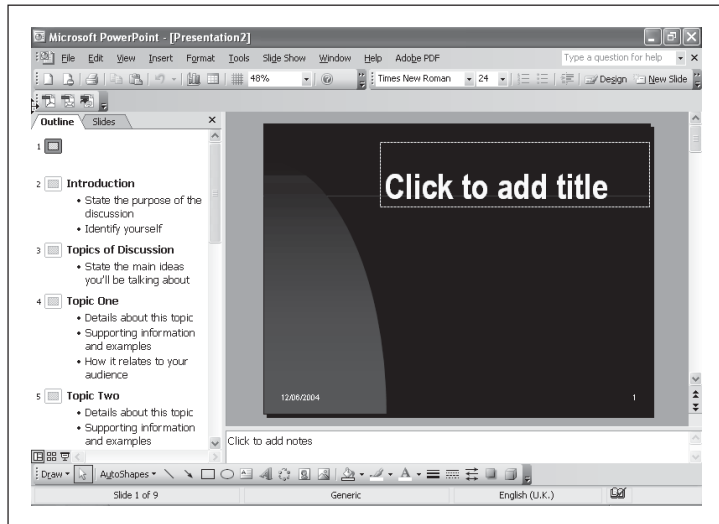
You will be asked to enter the title of your presentation and specify any information you want to appear on all the slides. Check the relevant boxes if you want the date the presentation was last updated and the slide number to appear on each slide. Enter this information and then click on the **Next** button.

This is your last chance to alter anything. If you wish to change any of the choices you have made click on the **Back** button until you get to the relevant screen and click on a new choice.



Once you are satisfied that all your choices are correct click on the **Finish** button to create your presentation.

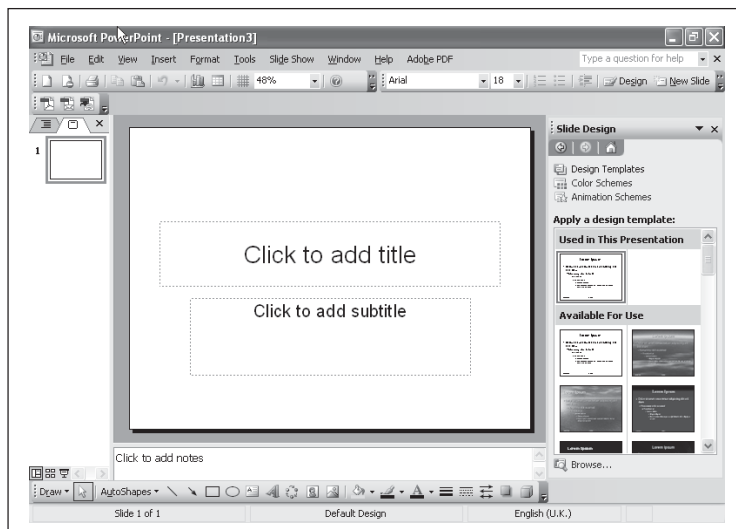
You can now insert the contents of your presentation under the titles PowerPoint has created for you. Alternatively, you can use this as a basis for your presentation and edit, rearrange and add to it in the same way you would to any other presentation. See Section 4.



2.3

Using Design Templates

As with the AutoContent Wizard, Design Templates help you create a well designed presentation with a consistent look and feel. Design templates are different background designs for your presentation. They can be used as the basis of a new presentation or they can be used to change the look of an existing presentation.

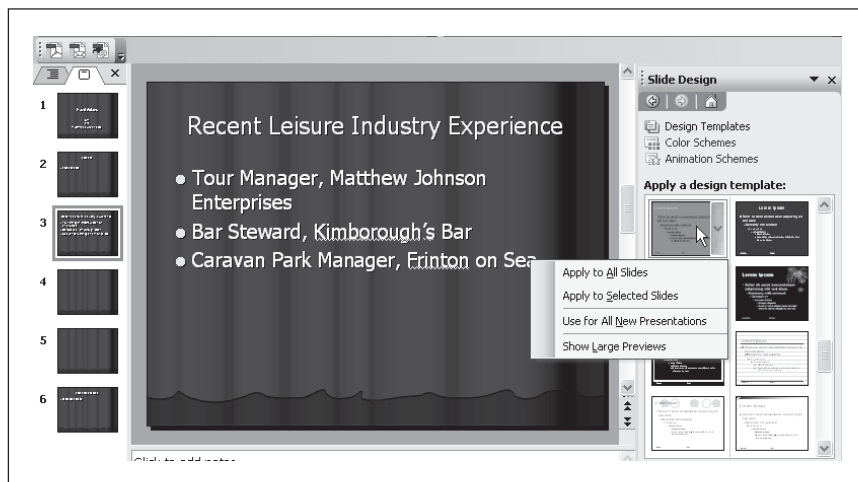


Creating a New Presentation Based on a Template

To create a new presentation using a template choose **New** from the **File** menu and **Design Template** from the Task pane. Choosing this option changes the Task pane to display sample design templates for you to use as the basis for your presentation. Double-clicking on a design will apply the design template to your presentation. Experiment with a few of them but, as you will see, some of them are more appropriate than others.



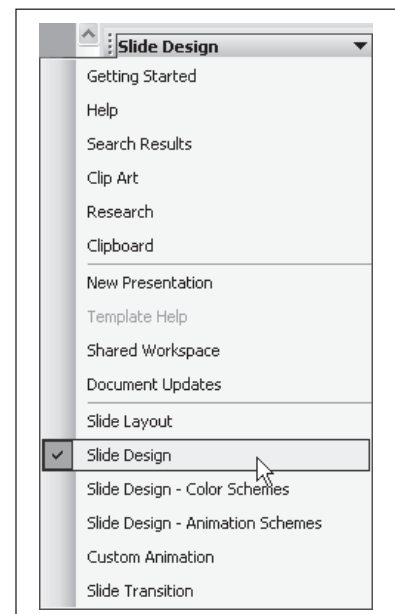
Some of the more elaborate designs may be seen as inappropriate for formal presentations.



Applying a Template to an Existing Presentation

If you already have a presentation and would like to change its design using a template.

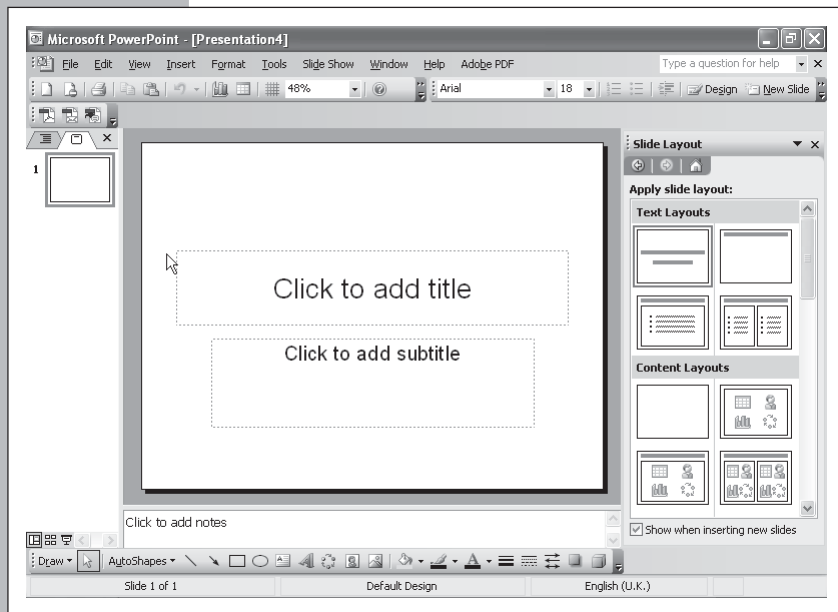
- Open the presentation.
- Choose **Slide Design** from the **Format** menu or click on the **Design** button  on the Toolbar.
- The Task pane will now display a range of design templates for you to choose from. To have a design apply to all the slides in your presentation double-click on the design template of your choice.
- To have the design template apply to a pre-selected range of slides - move the mouse over the sample design template until a down-arrow is displayed alongside the sample. Clicking on the down-arrow will display a menu which allows you to apply the template only to the selected slides.



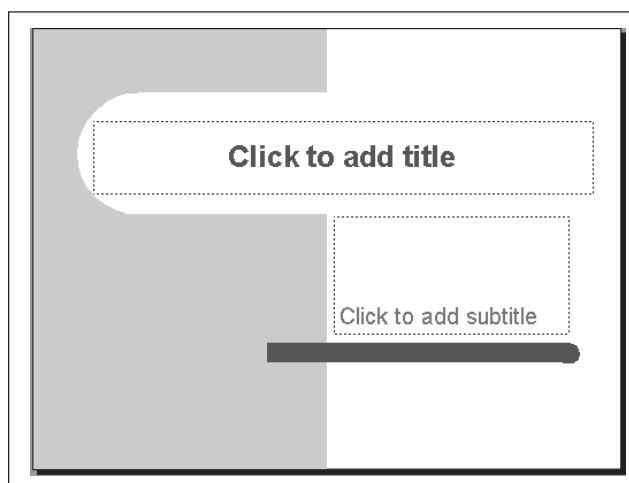
2.4

Creating Slides

One of the main features of using PowerPoint to create your presentation is that much of the design of the slides is done for you, and that this design is consistent across the presentation. To help with this, PowerPoint provides you with a range of ready made slide designs which use standard fonts, font styles, sizes and positioning appropriate for each different type of slide. Each is based upon the template you have chosen (see Section 2.3) or on PowerPoint's defaults.



PowerPoint opens a new presentation with a title slide. You will notice that the slide displays two rectangles, known as placeholders. The purpose of the placeholders varies depending upon the layout of the type of slide being used. In the case of the title slide these correspond to text for the title and sub-title of the presentation, but with other slides these could represent lists, graphics, tables etc.



To enter text into a text placeholder, such as the presentation title, simply click on the placeholder and type. You can edit this text in the same way you would using a wordprocessor.

Note: The font, font size, style, positioning and other formatting characteristics of the text of the slide is established across the presentation as a whole (see Section 5). While the formatting of text in individual placeholders can be changed using the same techniques as with a wordprocessor (see Sections 2.6-2,7), this needs to be done with care so as to not introduce inconsistencies in the design of the presentation.

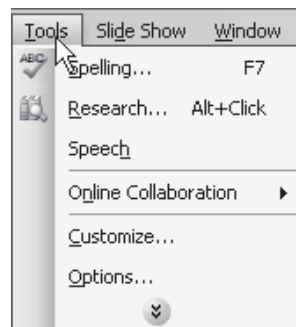
Adapting the Menus and Toolbars


All the time you are working PowerPoint keeps a record of the commands you use most often and those that you have used most recently. To help you to work efficiently PowerPoint places the commands you use frequently on the Toolbar or the main menu so that you can access them quickly.

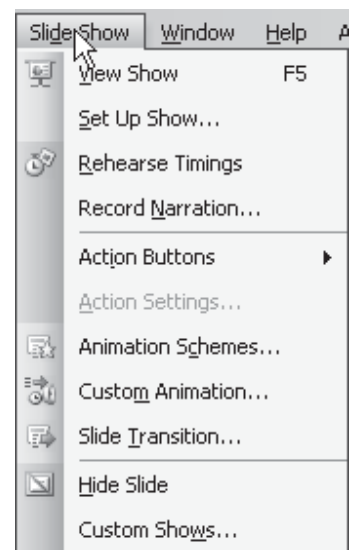
Sometimes you will want to use commands that you rarely use and therefore are not on the main menu or the Toolbar.

Accessing the Entire Menu


When you first choose a typical menu it will look like this.



Place the pointer over the  symbol at the bottom of the menu to expand the menu and access more commands.



Adding Buttons to your Toolbar

To add an additional button to your Toolbar click on the  button on the relevant Toolbar. This will reveal the **Add Buttons** menu. Double-click on the button to add it to your Toolbar.




2.5

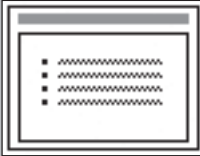
Creating a New Slide

PowerPoint provides a range of layouts for your slides, each based upon your chosen design template

To create a new slide:

- Choose the **New Slide** button  from the Toolbar and a new slide will be inserted into your presentation.
- The Task pane will now display a range of slide layouts for you to choose from.
- Double-click on a layout to apply it to the slide.

There are four types of slide layout:



Relevant Experience

- Five years as distribution and sales manager of DEFCO, Richmond
- Six years as project manager LCP Ltd, Lewistown
 - Part-time voluntary co-ordinator of Bexley District Round Table

Text Layouts – title slides, lists, simple text slides



Teamwork

1/23/2002 Hello 3

Content Layouts – blank slide, slides showing graphics, tables and graphs

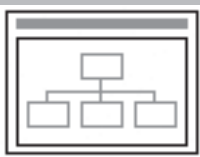


Working Together

- Built up good working relationship with my staff
- Organised annual staff sports day

1/23/2002 Hello 5

Text and Content Layouts – A combination of the above





New Company Structure

1/23/2002 Hello 7

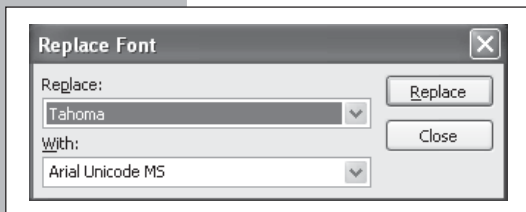
Other Layouts - Various other types of layout

2.6

Font, Size, Font Style and Alignment

Once you have created a slide you may wish to improve its visual impact and emphasise elements of it by formatting the text. To format your text select the text then click on the **B I U** buttons to make the text bold, italic or underlined. Next you can change the font or font size by using the pop-up menus  or align the text using .

You have probably used a wordprocessor before so use your experience to improve the appearance of the text but be careful to ensure than any changes you make do not undermine the consistency of your presentation. Using too many changes of font and style can make a presentation appear amateurish.



If you want to change a font you have used throughout the presentation choose **Replace Fonts** from the **Format** menu. This will display the Replace Fonts dialogue box.

Simply choose the existing font and its replacement and click on the **Replace** button.

In PowerPoint you can present your work in colour to enhance its effect. However, before you start to prepare a presentation you should consider whether you have access to a colour projector or the capacity to print slides in colour. If you are not going to be giving your presentation in colour choose **Colour/Greyscale** from the **View** menu and **Greyscale** from the sub-menu to give yourself a clear idea of what your slides will look like in presentation.

2.7

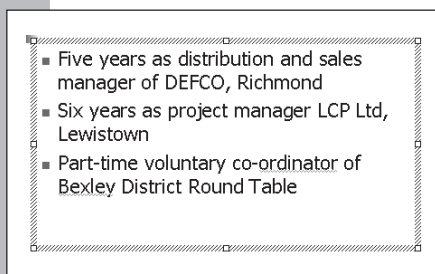
If you can present your slides in colour you might want to change the colour of the text. To do so choose **Font** from the **Format** menu and **Colour** from the dialogue box.


Try and vary the font, size and colour systematically. For example, use Impact for your titles, Times New Roman for your main text, and bold Times New Roman for emphasis.

Borders, Colour and Shading

The basic slide designs offered by PowerPoint are professional and effective. However, it can be dull if your entire presentation has an identical layout. To make your presentation livelier you can add borders, colour, and shadow to your presentation.


To make a block of text stand out draw a border around it. To add the border:

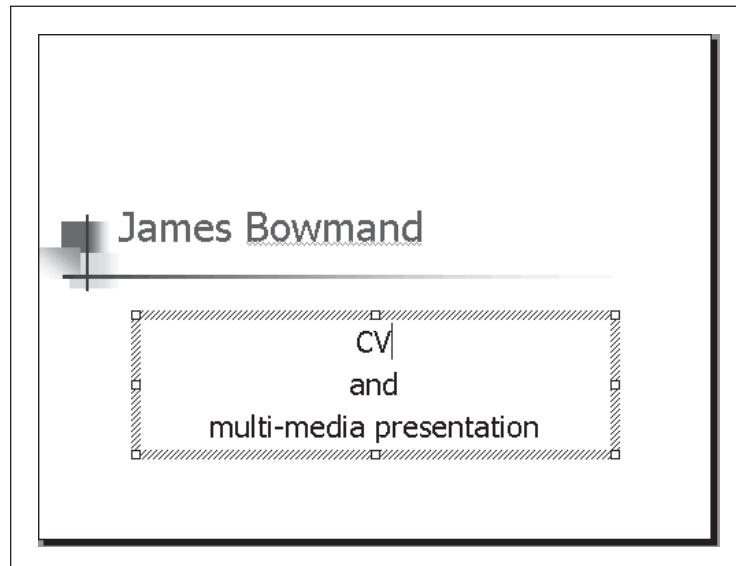


- Select the text by clicking anywhere inside the placeholder.
- Click on the  button to make the Tables and Borders toolbar appear. Click on the down-arrow to the right of the button and choose the colour of your border from the palette displayed.
- Click anywhere outside the placeholder to reveal the border.

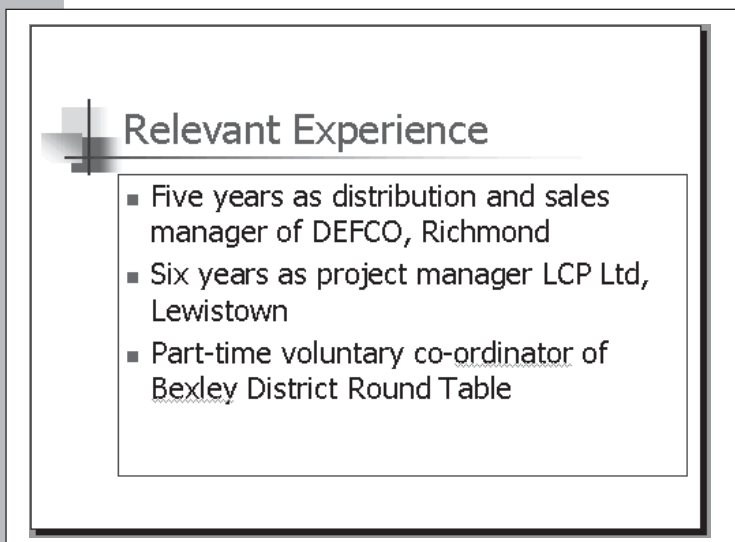
Another way to draw attention to an important aspect of a presentation is to change the colour of a section of the slide.



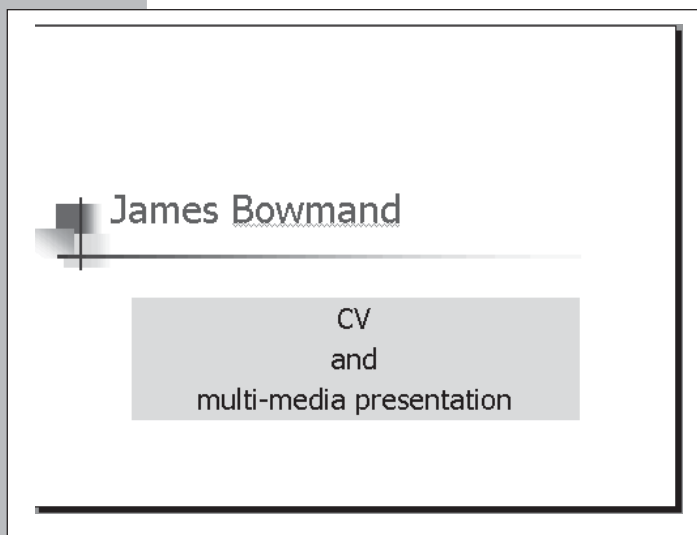
- Click on the arrow next to the **Fill Colour**  - button. On the drawing toolbar. A pop-up menu with a colour palette will appear. Double-click on the fill colour you require.




Shading also has the effect of making the text stand out more. To add shading:



- Click on the placeholder that you want to become shaded. You should see hatching appear round the placeholder.



Adding shadow to your presentation serves a similar purpose to shading. It draws attention to a particular aspect of your presentation and makes the slides look more varied and interesting.

To add shadow to a placeholder, select the placeholder containing the text and click on the **Shadow**  button on the drawing toolbar. Choose the type of shadow you wish from the pop-up menu.

While shaded text can be effective if used sparingly it can also be difficult to read.