



# Introduction to PowerPoint

## Accessing Microsoft PowerPoint

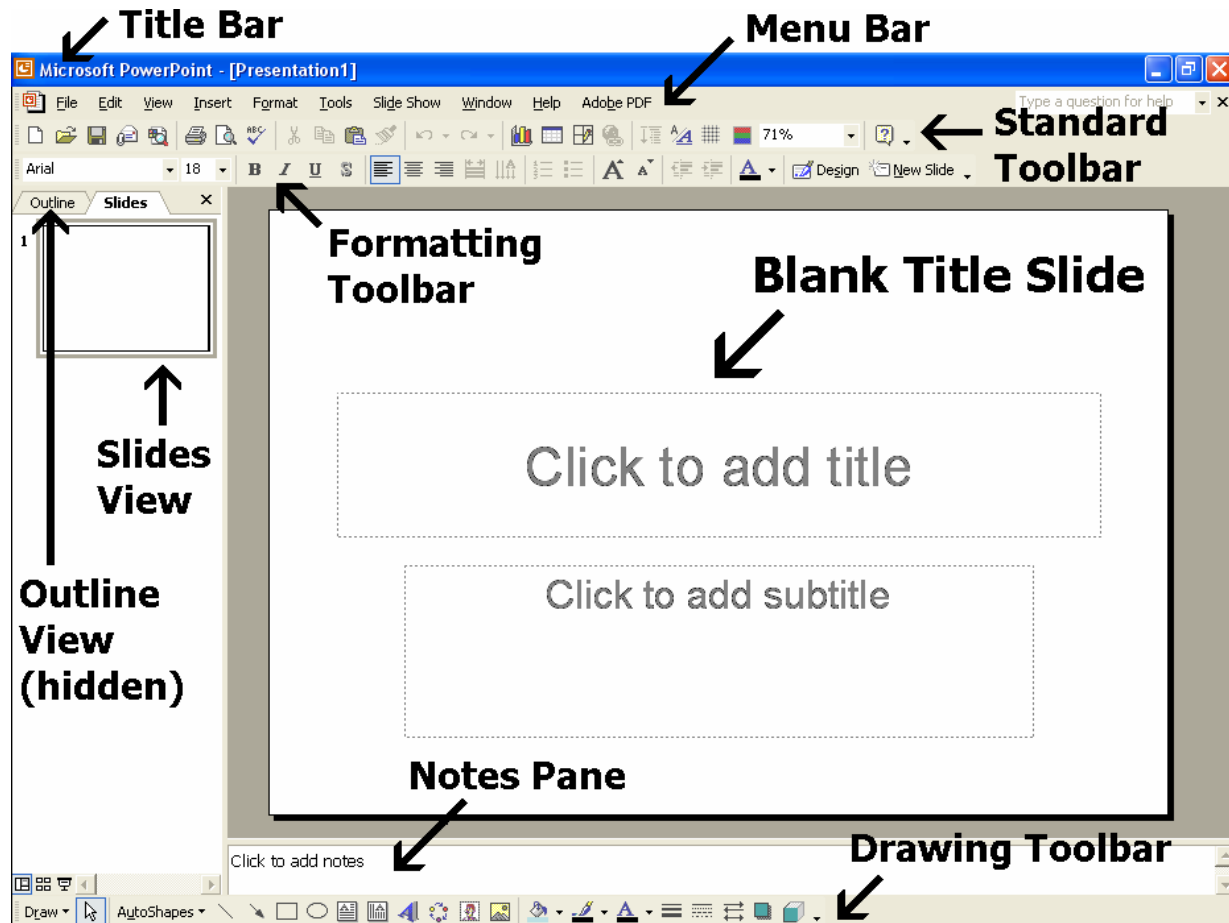
To access Microsoft PowerPoint from your home computer, you will probably either use the Start menu to select the program or double-click on an icon on the Desktop.

To open Microsoft PowerPoint 2002 from the computers in the computer lab at the library, simply click once on this button. →



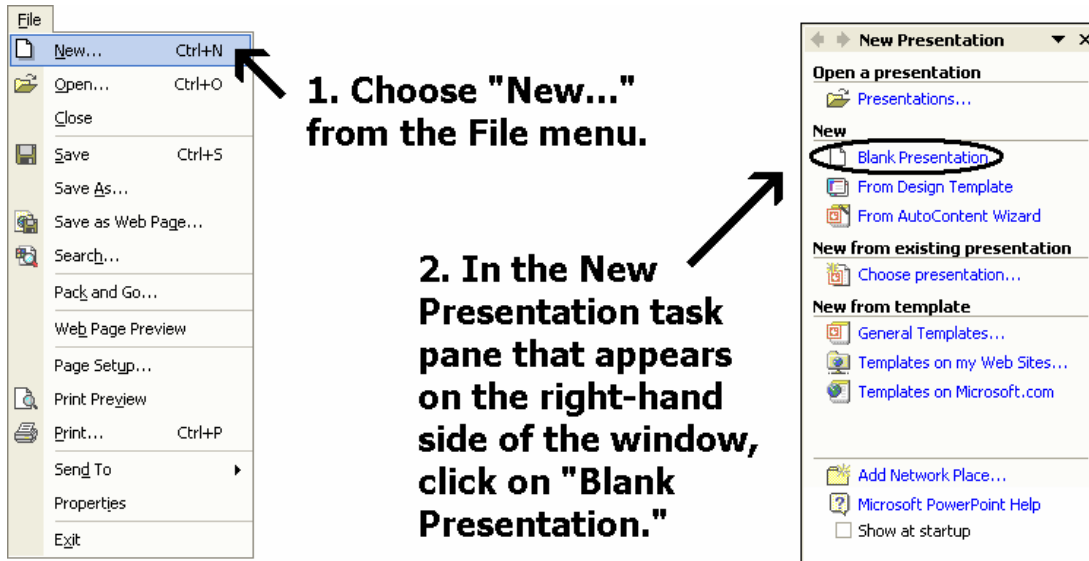
## Anatomy of a PowerPoint Window

When you open up Microsoft PowerPoint 2002, the window should look like this:



# Creating a New Presentation

When you first open Microsoft PowerPoint, a new, blank presentation will automatically be created. To create another new, blank presentation, follow these steps:



A blank presentation allows you to create a PowerPoint presentation from scratch. You can still choose to insert slides with preset layouts, but you have to change fonts, background and text colors, and other text attributes like alignment and style yourself.

## Design Templates

You can also create a new presentation using a "design template," which provides a uniform color scheme and slide layout for the entire presentation.

Instead of choosing [Blank Presentation](#) as described above in Step 2, click on the option directly below it, which is [From Design Template](#). This will bring up the Slide Design task pane, shown on the right. You will see a list of thumbnails, which are smaller images that allow you to preview what the design templates look like.

To apply one of these design templates to your new presentation, simply click on its thumbnail.

**HINT:** You can also apply a design template to a blank presentation or change the design template you first selected by choosing "Slide Design..." from the Format menu. You can do this at any time.

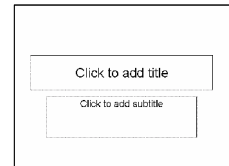


# Working with Slides

PowerPoint presentations are made up of "slides," each of which contains a portion of the material you're presenting in an order you specify. Slides can contain text, images, charts, graphs, links to Web sites, animation, audio, and video.

## Inserting New Slides

When you create a new presentation, you are automatically provided with your first slide. In Microsoft PowerPoint 2002, this first slide is a Title Slide, shown on the right, which provides spaces for a title and a subtitle. These spaces are called "placeholders."





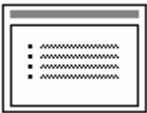

To insert a new slide into your presentation, follow these steps:

**1. Choose "New Slide" from the Insert menu.**

**2. In the Slide Layout task pane that appears on the right-hand side of the window, click on the layout you want to use for your new slide.**

Microsoft PowerPoint provides a number of preset slide layouts to choose from, all of which can be modified to fit your exact needs. A layout determines how text, images, and other objects are positioned on the slide.

### Text Layouts

- |   |  |  |   |
|---|--|--|---|
|  | ← The default layout for the first slide of a presentation. Contains placeholders for a title and subtitle.            |  | ← Only contains a placeholder for a title. Use when you want to create a title slide with your own customized layout. |
|  | ← Contains placeholders for a title and a bulleted list of text. Use this layout when the items in your list are long. |  | ← Placeholders for a title and 2 bulleted lists, for when you have a list of 4 or more short items.                   |
- Title Slide
- Title Only
- Title and Text
- Title and 2-Column Text

## Content Layouts



Blank

← This layout doesn't contain any placeholders and allows you to work completely from scratch.



Content

← Contains one placeholder for a table, chart, clip art, picture, or media clip. Use for large, important graphics.



Title and Content

← Includes placeholders for a title and one table, chart, clip art, picture, etc.



Title and 2 Content

← This layout allows you to place a title over 2 types of content (same or different).

## Text and Content Layouts



Title, Text and Content

← Use this layout to place a title over a bulleted list next to a picture, table, clip art, etc.



Title, Text and 2 Content

← Includes placeholders for a title over a bulleted list to the left and 2 types of content to the right.



Title and Text over Content

← Allows you to place a title over a several-item bulleted list placed over a type of content.



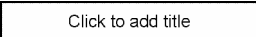
Title and 2 Content over Text

← Place a title over 2 types of content, with a several-item bulleted list underneath.

When choosing which layout to use, pick the layout that will best communicate the points you are trying to make to your audience—usually the simplest.

## Editing Slides

Once you choose the slide layout you want to use, you need to edit the slide to add text, graphics, and other objects.

- To add text to a title or bulleted list placeholder, like , simply click within the placeholder and start typing. Press the Enter key to move to the next line in a bulleted list. Once you've added the text you want, click outside of the placeholder to deselect it.
- To add content to a content placeholder, click on one of the icons within the placeholder:

 → Insert Table

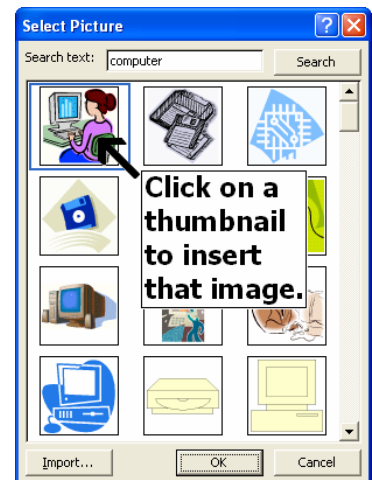
 → Insert Chart

 → Insert Clip Art

 → Insert Picture

 → Insert Diagram

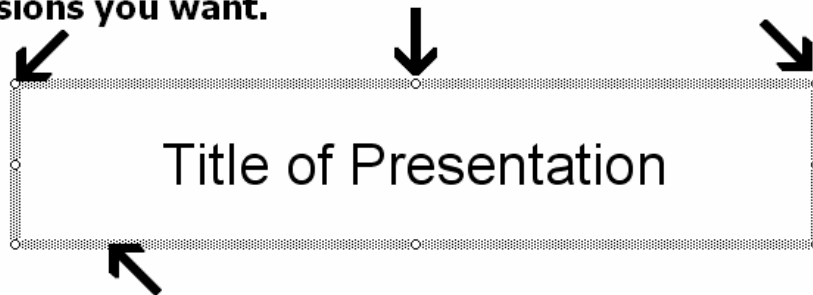
 → Insert Media Clip



When you click on the Insert Clip Art icon, you will see the Select Picture dialog box, shown above to the right, which you can use to search for clip art by keyword.

To further edit your slides and customize them to best fit your information, text and content placeholders can be resized and moved on the slide, as described below:

**To resize a placeholder, click on the handles with the Resize mouse pointers (↕, ↔, ↘, ↗) and click and drag until the placeholder has the dimensions you want.**

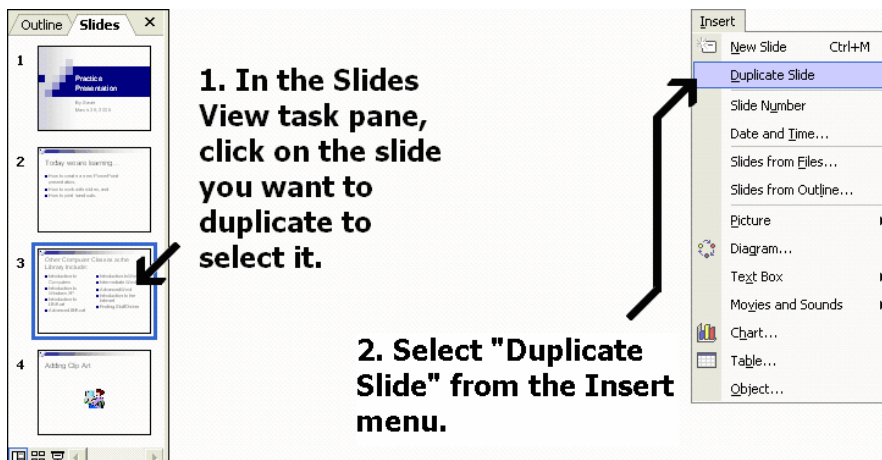


**Click directly on the edge of the placeholder with the Move mouse pointer (↔) and click and drag to move the placeholder on the slide.**

**HINT:** If you want to maintain the proportions of a text or content placeholder, make sure you click and drag on one of the corner handles. This will lengthen or shorten the placeholder horizontally and vertically at the same time.

## Duplicating a Slide

You might want to insert a duplicate of a slide you've already created because you want to use the same slide twice or because you want to use the exact same layout for another slide. To insert a duplicate slide into your presentation, follow these steps:



The duplicate slide will appear in the Slides View task pane directly after the selected slide.

You can move the duplicate slide to another position in the presentation using the Slide Sorter view (as discussed below).

## Deleting a Slide

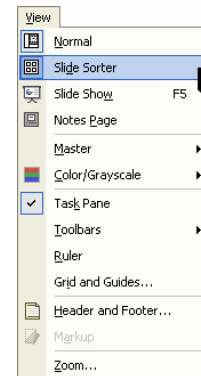
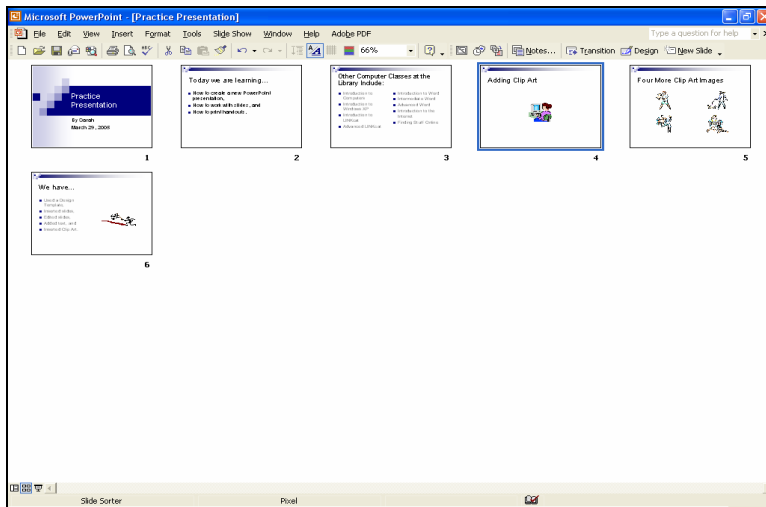
To delete a slide from your presentation, simply click on the slide in the Slides View task pane on the left-hand side of the window like you do for duplicating a slide, then press the Delete key on the keyboard.

## Slide Sorter

Microsoft PowerPoint's Slide Sorter view allows you to view multiple slides at the same time and is useful for getting a picture of your presentation as a whole. You can use the Slide Sorter to easily rearrange the order of slides in your presentation. You can also delete slides while using this view.

To switch to Slide Sorter view, choose "Slide Sorter" from the View menu, as shown to the right.

When you are using the Slide Sorter view, the PowerPoint window will look like the illustration below:



Click here to switch to Slide Sorter view.

To move a slide to another spot in the presentation, click on the slide and drag it to the new location.

To delete a slide when using the Slide Sorter view, click on the slide to select it and press the Delete key on your keyboard.

**NOTE:** You cannot edit slides when using the Slide Sorter view. To return to the Normal view, choose "Normal" from the View menu.

## Viewing the Presentation

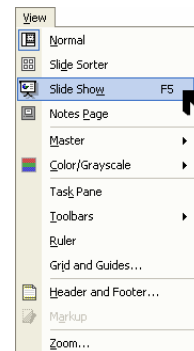
To see how your presentation looks at full screen and preview how it will look to your audience, choose "Slide Show" from the View menu, as shown on the right. Once the presentation expands to full screen, you can move from slide to slide using the mouse or keyboard:

**Advance** – Mouse click, Page Down key, Enter key, or Down Arrow key

**Go Back** – Page Up key, Backspace key, or Up Arrow key

To end the presentation, press the Esc key or double click on the last slide.

**HINT:** When you view the presentation using this method, the first slide displayed at full screen will be whatever slide is currently displayed in Normal view. To start the presentation from the beginning no matter which slide is currently displayed in Normal view, select "View Show" from the Slide Show menu.

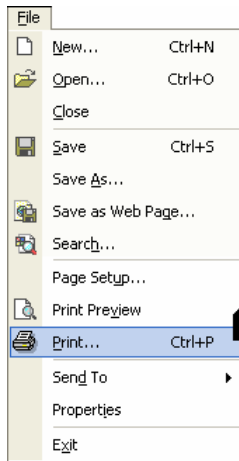


Click here to view the presentation.

# Printing Handouts

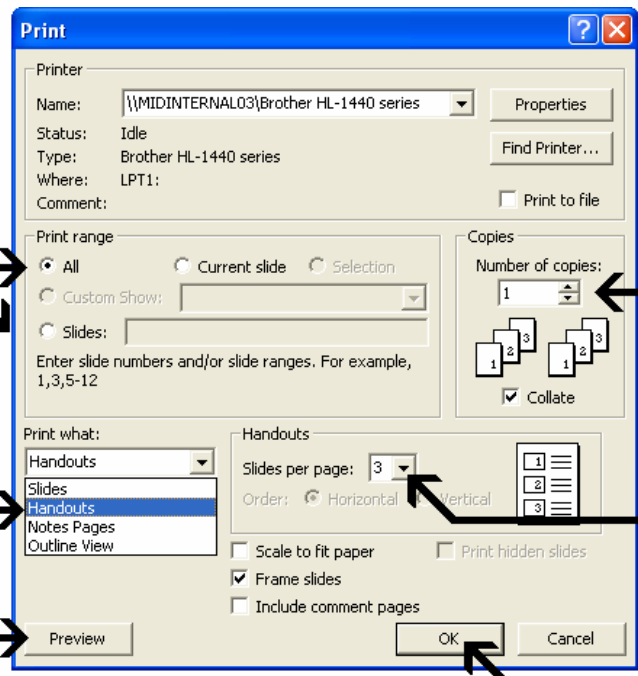
Some presenters like to use Microsoft PowerPoint to print handouts for their audience. These handouts contain small versions of slides and, if you choose, a space for audience members to make notes. You can also print your presentation in handout form for your own use as a presenter.

Follow these steps to print handouts:



**1. Choose "Print..." from the File menu.**

**NOTE:** When you want to print handouts, make sure you're choosing the Print... command from the File menu. If you use the Print icon (🖨️) on the Standard toolbar, you will automatically get one big slide per page.



**2. Choose to print all slides or just certain slides on the handouts.**

**3. Select the number of copies.**

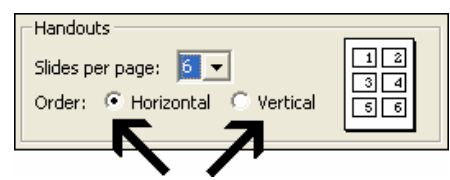
**4. Select "Handouts" from the Print What dropdown menu.**

**5. Select the number of slides you want per page (1, 2, 3, 4, 6, or 9).**

**6. Preview your handouts.**

**7. Click the OK button.**

If you're printing handouts with four or more slides, you'll also need to choose whether the slides will be printed in order horizontally or vertically, as shown to the right.



## Glossary of Terms

<b>Alignment</b>	The position of text or objects on the slide. Text and objects can be aligned to the right-hand side of the slide or the left-hand side of the slide, as well as centered in the middle of the slide.
<b>Border</b>	A line or design that can be placed around text boxes, tables, or images on a slide.
<b>Bullet</b>	A distinguishing character placed in front of items in a list.
<b>Clip Art</b>	A set of images that comes with Microsoft PowerPoint. These images are keyword searchable and can be inserted into slides.
<b>Clipboard</b>	A place where text and objects are temporarily placed after being cut or copied so that they can then be pasted where desired.
<b>Copy</b>	A command that allows you to make an exact copy of selected text or objects to be placed on another slide within the same presentation or on any slide within another presentation.
<b>Cut</b>	A command that allows you to remove selected text or objects from a slide so that you can place it on a different slide within the same presentation or on any slide within another presentation.
<b>Default</b>	A predefined setting that is built into a program and will be present each time that program is run unless an alternative setting is specified.
<b>Edit</b>	To add, delete, or change information (text, images, tables, etc.) on a slide.
<b>File Name</b>	The name assigned to a presentation either automatically by the computer or by the user when saved.
<b>Font</b>	The visual design of characters. Also called a "typeface."
<b>Format</b>	The way text and objects appear on a slide.
<b>Paste</b>	A command that allows you to insert cut or copied text or objects into a slide.
<b>Point Size</b>	The height of a character. 72 points = 1 inch.

<b>Rename</b>	To change the name of a saved presentation.
<b>Shortcut Menus</b>	Menus that appear when an object or text is right-clicked with the mouse. They allow you to perform common functions more quickly.
<b>Template</b>	A special kind of slide that produces new slides with a preset format. A template can control colors, fonts, bullet types, backgrounds, and graphics.
<b>Text Box</b>	An object, which usually contains text, that is inserted into a slide. Templates often contain premade text boxes.
<b>Transition</b>	The movement from one slide to another in a presentation. Animated transitions create a distinctive visual effect when advancing to the next slide.
<b>Wizard</b>	A tool that guides you through a task in a series of easy-to-follow steps.
<b>WordArt</b>	Decorative text created using the Drawing Toolbar.

## Further Reading Suggestions

These books, available from the library, will help you learn more about the various versions of Microsoft PowerPoint and how to use them. The version of PowerPoint used at the library, Microsoft PowerPoint 2002, may be different than the version you use on other computers at home, work, or school.

### **Microsoft PowerPoint 97**

Sams Teach Yourself PowerPoint 97 in 10 Minutes by Faithe Wempen

### **Microsoft PowerPoint 2000**

PowerPoint 2000 by Rachel Kirk

Learning PowerPoint 2000: Beginning, Intermediate, and Advanced (video series)

PowerPoint 2000: Beginning (CD-ROM)

### **Microsoft PowerPoint 2002**

How to Do Everything with PowerPoint 2002 by Ellen Finkelstein

### **Microsoft PowerPoint 2003**

Creating a Presentation in PowerPoint by Tom Negrino