
Introduction to PowerPoint

Academic
Computing
Support



Information Technology Services
Tennessee Technological University
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Version: 2000

1. Opening PowerPoint

In the PC labs, under the **Start** menu,

select **Programs** → **MSoftware 2000** → **Microsoft PowerPoint**.

Otherwise, under the **Start** menu, select **Programs** → **Microsoft PowerPoint**.

2. Creating a Presentation Using the AutoContent Wizard

When the program opens, you have several choices.

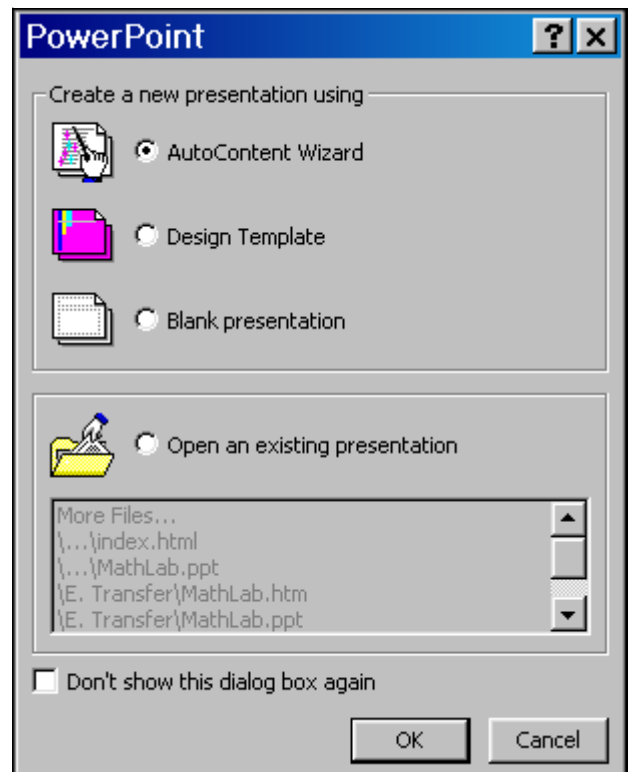
- You can begin by creating a presentation using the **AutoContent Wizard** to help you.
- You can use a **Design Template**, such as for a flier or marketing plan.
- You can begin with a **Blank presentation**. You can **Open an existing presentation**.

For this class:

- Select **AutoContent Wizard**
- Click **OK**.

The AutoContent Wizard will step you through selecting your presentation type, output options, style, and other options.

- Click on **Next** to begin.



2. Creating a Presentation Using the AutoContent Wizard

Select the type of presentation:

- Click on the **General** button.
- Select **Generic**.
- Click **Next**.



Indicate how the presentation will be used:

- In this case, as an **On-screen presentation**.
- Click **Next**.

What type of output will you use?

On-screen presentation

Web presentation

Black and white overheads

Color overheads

35mm slides

Set title and footer information:

- Type a title for your presentation
- Deselect **Date last updated**
- Deselect **Slide number**
- Click **Next**.
- Click **Finish**.

Presentation title:

Buying a Computer

Items to include on each slide:

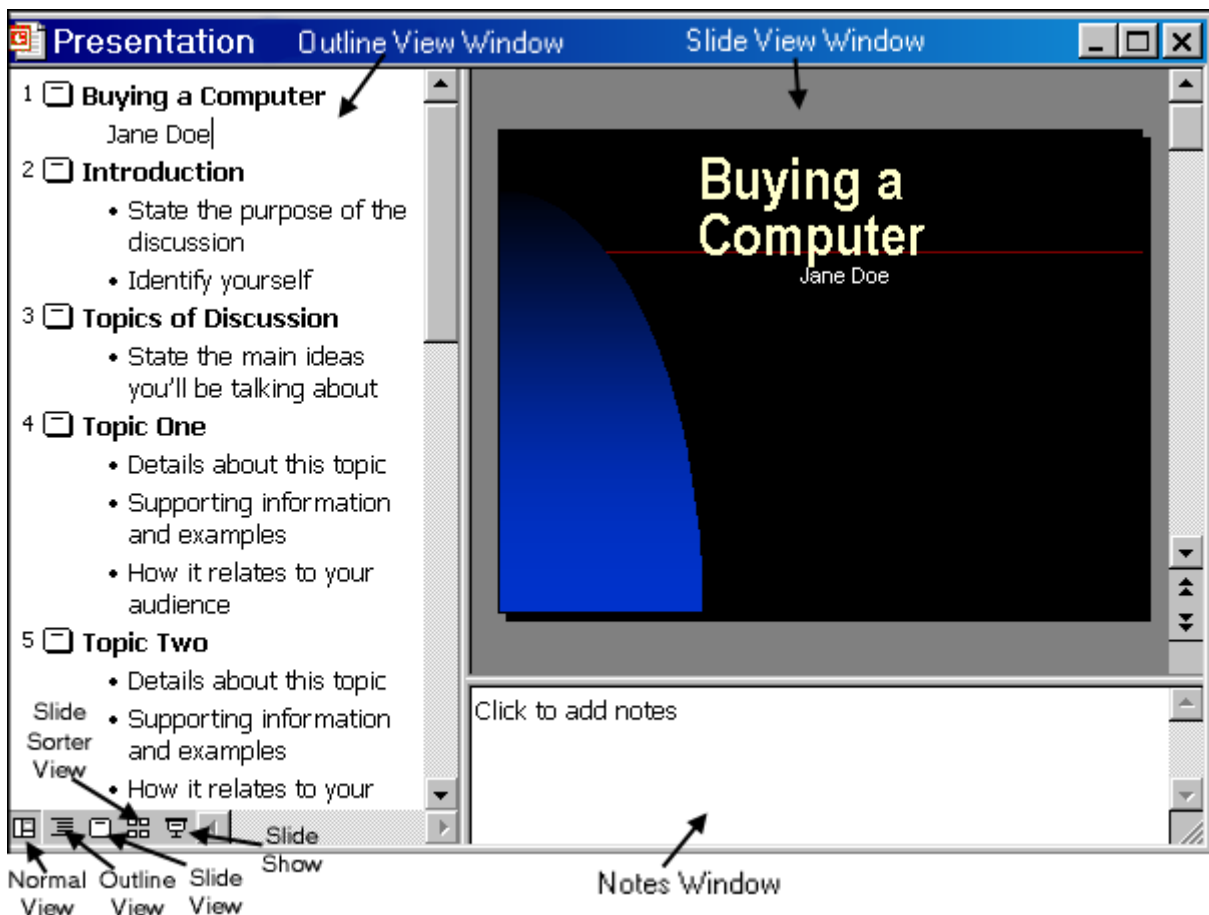
Footer:

Date last updated

Slide number

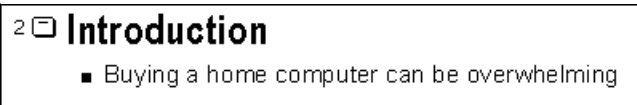
3. Editing in Outline View

When the wizard is completed, you will see a window divided into three panes: the Slide View pane, the Outline view pane and the Notes pane. The wizard has created a generic presentation of nine slides as displayed in the Outline view pane. It begins with a title slide, then an introduction, topics, slides to detail the topics and so on. You must now enter the content you need.



In the Outline view pane, you may edit the text in the slides by selecting the text you want to replace and typing your own text.

Edit Slide 2

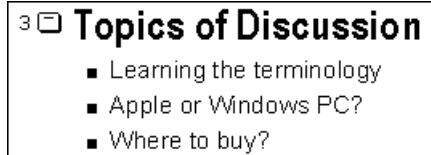


- **Highlight** *State the purpose of the discussion*
- Type **Buying a home computer can be overwhelming.**
- Note that you see the changes in the *Slide View pane* at the same time.
- To delete **bullet 2**, move the cursor to the left of the bullet until the pointer becomes a four headed arrow.
- **Click** to select the text.
- Press the **Delete** key. (Be sure you have only deleted this bullet and not the next slide.)

3. Editing in Outline View (continued)

Edit Slide 3

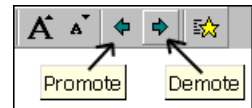
- **Highlight** *State the main ideas you'll be talking about.*
- Type **Learning the terminology**.
- Press **Enter** to create a new bullet.
- Type **Apple or Windows PC?**
- For bullet 3 type: **Where to buy?**



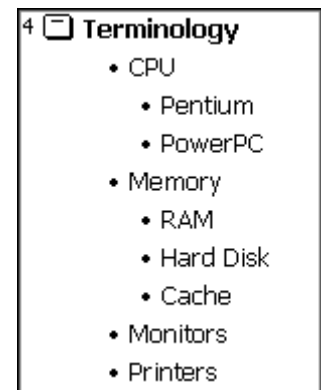
Edit Slide 4

- **Highlight** the title of slide 4: *Topic One* and type **Terminology**.
- **Highlight** bullet 1, *Details about this topic*, and type **CPU**.
- **Enter** to create an additional bullet
- Click on the **Demote** icon in the toolbar to indent the bullet one level.

Note that the style of the bullet changes.



- Type **Pentium**.
- **Enter** and type **PowerPC**
- **Select** the text for bullet 2, *Supporting Information and examples*
- Type **Memory**
- **Enter** and click on the **Demote** icon and type **RAM**
- **Enter** and type **Hard Disk**
- **Enter** and type **Cache**
- **Enter** and click on the **Promote** icon in the toolbar to move up one level.
- Type **Monitors**
- **Highlight** the text for bullet 3, *How it relates to your audience* and type **Printers**



To remove Slide 8

- Move the cursor to the left of Slide 8 until the pointer becomes a four headed arrow.
- **Click** to select the entire slide.
- Press the **Delete** key.

Note that slide 9 now moves up to the 8th position and is automatically renumbered.

4. Editing Slides in Slide View

Edit slides 5 through 8 as shown here →

- You may also edit your slides in the **Slide View** pane by highlighting and replacing text.
- Use your **Demote** and **Promote** buttons as needed to indent appropriately.
- Note that in Slide View the text resides in a text box, which you can **resize**.
 - ◆ Click once to select the text box.
- ↔ ◆ Mouse over one of the 8 handles (dots) and your cursor will change to a **double arrow**.
 - ◆ **Click and drag** to resize.
- To **move the text box**:
 - ◆ Click into the text box.
 - ◆ Mouse over the border until you get a four-sided arrow.
 - ◆ **Click and drag** to move the text box.

5 ☐ **Apple or Windows PC?**

- Explore your Needs and Budget
- Software Available
- Hardware Differences

6 ☐ **Where to Buy?**

- Locally or Mail Order
- Record of Reliability
- Support
- Warranties

7 ☐ **Summary**

- Know your Expectations
- Talk to People
- Read Magazines

8 ☐ **Where to Get More Information:**

- University Resources
 - ◆ Library
 - ◆ Information Technology Services
- PC Magazine, Computer Shopper
- Internet

To save the slide show:

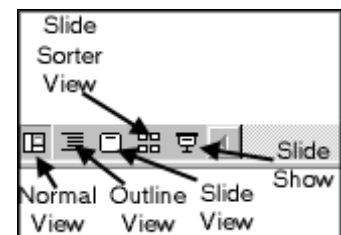
- Select **File → Save As**
- In the PC labs, type c:\temp\Computer
- Click **Save**.

5. Viewing the Slide Show

Select **View → Slide**

or click on the **Slide Show** icon in the bottom left corner.

You will now see the slides as they will be seen during the presentation.



- **Left click** to advance to the next slide.
- **Right click**, select **Previous** to go back.
- You can also move through your slides by **right clicking** and selecting **Go → By Title → Choose the title** of the slide you wish to view.

5. Viewing the Slide Show (cont.)

To end the show at any time:

Right click and select **End Show**
or press **Esc** to end the presentation at any point.

6. Changing the Look of the Slide Show

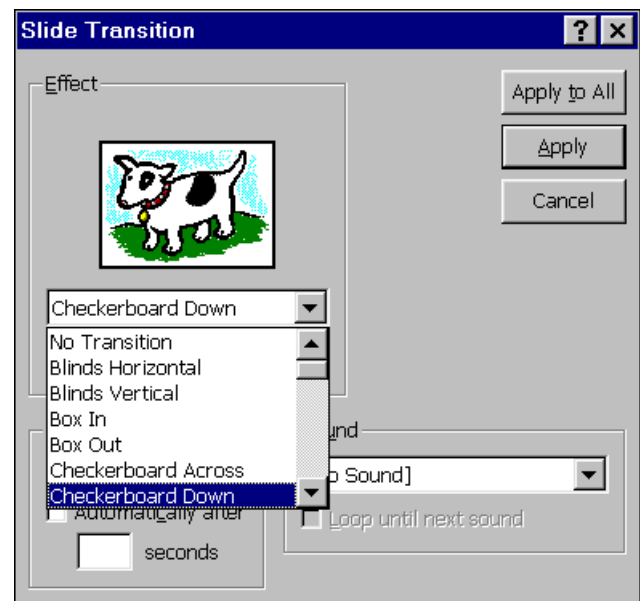
To change the background design:

- Select **Format** → **Apply Design Template**
- Click on a style to view it in the thumbnail window to the right and explore the possibilities.
- Select a design and click **Apply**.

To add slide transitions:

- Scroll to **Slide 3** or click on it in Outline view.
- From the menu, select **Slide Show** → **Slide Transition**
- Click on the pulldown menu and select different effects to see what they do in the sample effect box at the top.
- For slide 3, select **Checkerboard Down**.
- Select **Medium** speed.
- Click **Apply**.

Select a couple of different effects for different slides to try them out. Remember, however, that in your final presentation you will want to have a consistent look.



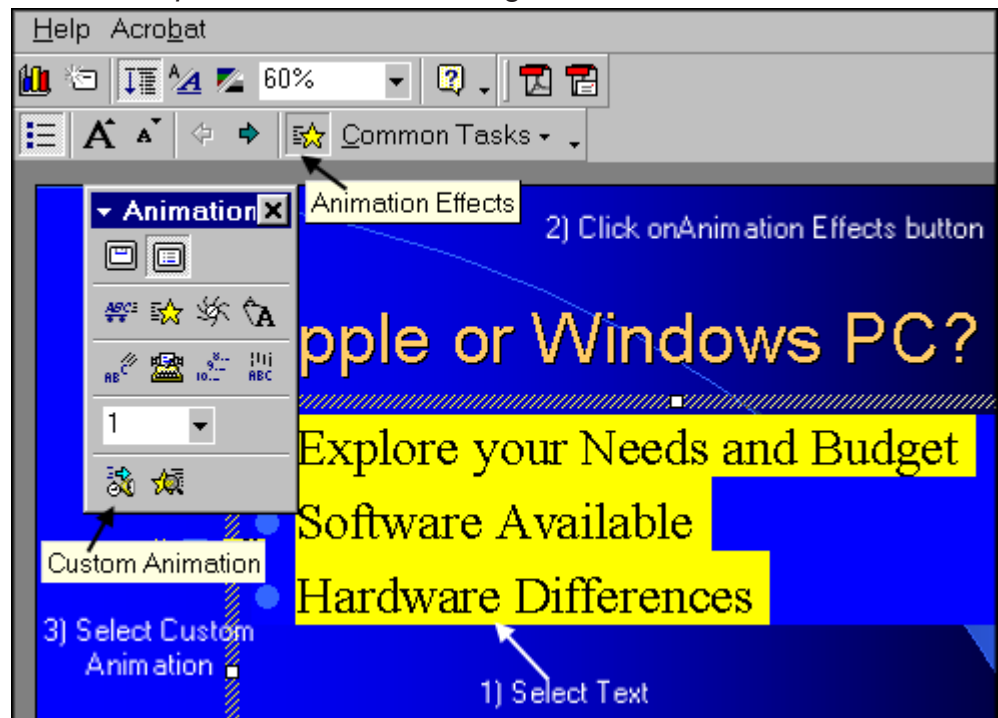
Select **View** → **Slide** or click on the **Slide Show icon** in the bottom left corner to see the effects of your choice.

6. Changing the Look of the Slide Show

- **Move** to Slide 5 by scrolling or by clicking on it in Outline view.
- **Select** the bulleted text from *Explore Your Needs through Hardware Differences*

- Click on the **Animation Effects** icon. Or from the menu, select **View** → **Toolbars** → **Animation Effects**

- Click on the **Custom Animation** icon



- In the **Effects** tab, select an effect, such as **Fly** and a direction, such as **From Left** under *Entry animation and sound*

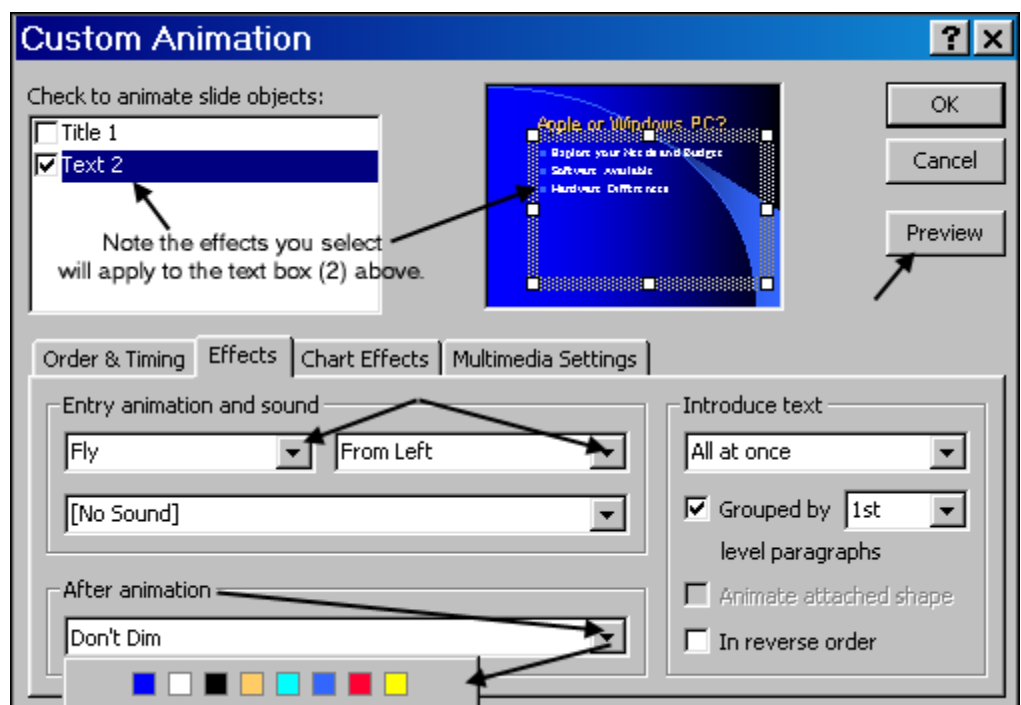
- Note that under *Introduce text*, **All at once** and **Grouped by 1st level paragraphs** is selected.

- After animation, add a color change.

- Click **Preview**

- Click **OK**

- Try different effects on a couple of slides.

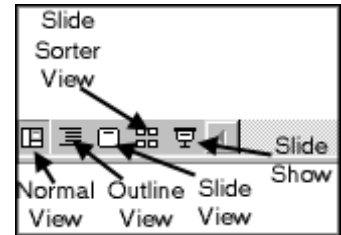


- Select **View** → **Slide** to see the effects of your choice.

7. Slide Sorter View

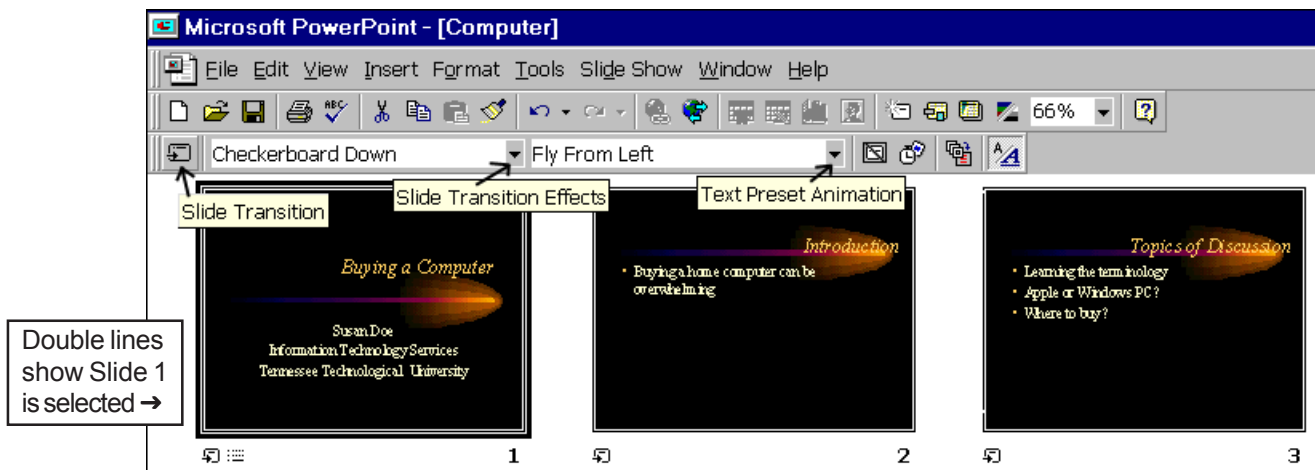
From the menu, select **View → Slide Sorter** or click on the **Slide Sorter icon** in the bottom left corner.

Use the Slide Sorter view to rearrange your slides and to more easily apply transitions and animations to your slides.



To reorder your slides:

- **Click** on slide 8 and **drag** it between slides 6 and 7.
- Note how the slides are renumbered.
- Move it back to its original position.



To apply transitions to all slides:

- Select **Edit → Select All** or **Ctrl + A**
- Click on the **Slide Transition** icon to the far left in the toolbar.
- Choose **Checkerboard Down**
- Click **Apply to All**
- Click on white space to deselect all the slides.

To apply effects to individual slides while in Slide Sorter View:


- Click on Slide 1.
- From the *Text Preset Animation* pulldown menu (see above) choose the animation effect **Fly From Left**

8. Notes View

- Select **View → Normal**
- Click into the **Notes pane**. You may type any notes you need to help you give your presentation in the Notes pane. You can later print these out as a guide.

9. Adding Images to a Slide

To add a graphic image to a slide:

- Select **View → Normal** or click on the **Normal view icon** in the bottom left corner.
- Move to Slide 2.
- Select **Insert → Picture → Clip Art**
- Select an image. Note not all images are available in the PC Labs.
- Double click to insert *or* click on the graphic to select it, then click on the **insert** button.
- Place your cursor over the graphic until you see a 4-way arrow.  Hold your left mouse button down and drag to move the graphic to an appropriate location on the slide.

To resize the picture:

- ✎ • Place your cursor over the bottom right corner until you see a double headed arrow.
- Click and **drag** to change the size.

10. Formatting Text on a Slide

To change text formatting:

- Move to Slide 8.
- In the Slide View Pane, select the text **PC Magazine, Computer Shopper**
- Click on the **Italics** icon in the toolbar.
- Click elsewhere to deselect and see the effect.



To change the placement of text on a slide:

- On Slide 8, click on the text to select **Where to Get More Information:**
- ↔ • Using the middle handle (dot) on the left side of the text box, click and drag to expand the size of the text box so that the **Where to Get More Information** does not flow onto two lines.

11. Highlighting your Presentation

View → Slide Show or click on the **Slide Show** icon in the lower left corner

To set the pen/pointer options:

You can use your mouse during a slide show to draw lines for emphasis using the pen option.

- **Right click** in Slide Show view.
- Select **Pointer Options → Pen**
- Left-click to draw on the screen.
- To choose a different color, right-click **Pointer Options → Pen Color → Choose a color**

11. Highlighting your Presentation (cont.)

To erase pen/pointer and continue with the presentation:

- **Right click** and select **Screen → Erase Pen**
or **Right click** and select **Pointer Options → Automatic**


Viewing and ending the slide show:

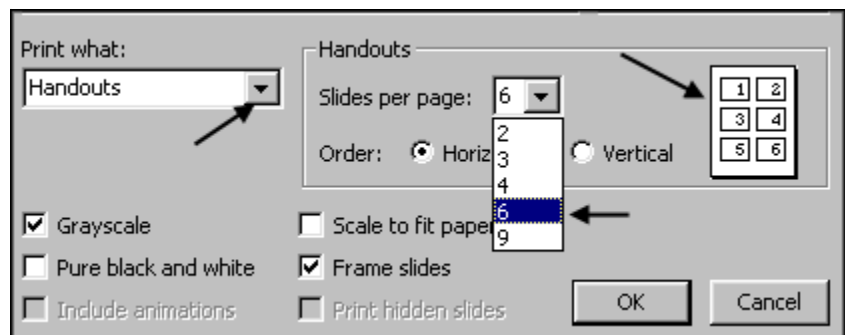
- Left click to see each slide. Note that when you left click, you cause lines to fly in, if that option has been set for a slide.
- **Right click** and select **End Show** or press **Esc** to stop the presentation at any point.

12. Printing and Exiting

You may print slides, notes pages, outline, or handouts with 2, 3, 4, 6, or 9 slides per page. Handouts are often helpful to your audience when you give a talk or lecture.

- Select **File → Print**.
- Choose the range of slides to print and what format (slides/handouts) you want to print.
- Click **OK**.

Note: If you click on the print icon  in the toolbar this will cause printing to occur immediately.



To exit the program: Select **File → Exit** or use the close box  in the upper right corner.

Note: If you have made a change and have not yet saved, at exit a prompt will ask you if you would like to save your changes.

13. Saving for the Web

- From the menu, select **File → Save as Web Page**
- Click **Change Title** button to set a meaningful title.
- Name the file **index.htm** if this is your home page in the directory
(Click **Publish** to set many other options.)
- Click **Save** and a file named as you indicated above will be created along with a folder with a similar name which includes all the other slides
- The default output is a framed view with slide titles as the navigation on the left side

14. Getting Help

One of the easiest ways to get help with Microsoft PowerPoint is the comprehensive online help included with it, as shown below. Just click on **Help** → **Microsoft PowerPoint Help**.

- 1) You can also learn more about PowerPoint at the Microsoft website:
<http://office.microsoft.com>
- 2) Should you have a question that the online help does not address, please contact the Microcomputer Support Office at 372-6315 or your college contact.
- 3) Students may call the Helpdesk at 372-3975 or get assistance in the PC labs in person.
- 4) Handouts on using PowerPoint and other programs are available on the web from the **TTU Home Page** under **Computing** → **Publications** (at <http://www.tntech.edu/its/pubs/>).

