

Microsoft PowerPoint 2002

Beginning

Educational Technology Center

Sample PowerPoint Presentations on the Web	2	Adding More Slides	7
Finding Presentations on the Web	2	Changing the Format of a Slide	7
Using PowerPoint Presentations on the Web	2	Entering Text	7
Starting PowerPoint	2	Spell Check	8
Opening a Presentation	2	Saving the Slide Show	8
The Office Assistant	3	Text Boxes	8
Understanding the PowerPoint Window.....	3	Text Appearance	9
Menu Bar	3	Bulleted and Numbered Lists.....	9
Toolbars	4	Changing Line Spacing.....	10
Outline and Slides Pane	4	Changing the Master Slide.....	10
Slide Sorter View	5	Modifying the Presentation.....	10
Viewing the Slide Show in Play Mode.....	5	Pictures.....	11
Tips and Tricks - Playing the Slide Show...	5	Animating an Object (Text or Pictures)....	13
Using the Mouse	6	Changing the Order Objects Play	13
The Task Pane.....	6	Slide Transitions	14
Starting a Blank Presentation.....	6	Self-Running Show	14
Applying a Design Template	7	Sounds.....	14
		Printing.....	15

Sample PowerPoint Presentations on the Web

- Davis School District – <http://www.davis.k12.ut.us/district/etc/powerpoint.html>

Finding Presentations on the Web

- Open the Internet and go to <http://www.google.com>
- Click on **Advanced Search**.
- Enter words or phrases to describe desired results.
- On the **File Format** line, click on the down arrow and choose **Microsoft PowerPoint (.ppt)**.
- Click on the **Google Search** button at the top.

A screenshot of the Google Advanced Search interface. It features several search criteria sections: 'Find results' with options for 'with all of the words', 'with the exact phrase', 'with at least one of the words', and 'without the words'; 'Language' set to 'any language'; 'File Format' set to 'any format'; 'Date' set to 'anytime'; 'Occurrences' set to 'anywhere in the page'; and 'Domain' set to 'Only' with 'e.g. google.com, .org' as an example. At the bottom, there are radio buttons for 'No filtering' and 'Filter using SafeSearch'. A 'Google Search' button is located at the top right.

Using PowerPoint Presentations on the Web

Playing a PowerPoint Presentation

- Navigate to the **PowerPoint** presentation.
- Click on the link.
- Click on the **Open** button.

Saving a PowerPoint Presentation

- Navigate to the **PowerPoint** presentation.
- Click on the **link**.
- Click on the **Save** button.
- Navigate to the location where the presentation is to be saved.
- Notice the name of the presentation and change if desired.
- Click on the **Save** button.

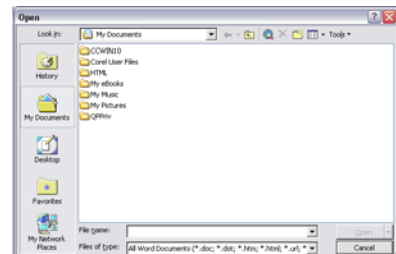
Starting PowerPoint

- On the **Start** button, click on **All Programs** → **Microsoft PowerPoint**.

Opening a Presentation

Using the Menu Bar

- On the **Menu Bar**, click on **File** → **Open**
 - OR click on the **Open** button.
- Choose the name of the file and click **OK**.



Using the Task Pane

- Click on the down arrow at the top of the **Task Pane** and choose **New Presentation**.
- Under the **Open a presentation** section, click on **More presentations....**
- Navigate to the location of the desired presentation.
- Click on the desired presentation.
- Click on the **Open** button.

The Office Assistant

Showing the Office Assistant

- On the **Menu Bar**, click on **Help → Show Office Assistant**.

Changing the Office Assistant

- Right click on the **Office Assistant**.
- Select **Choose Assistant ...**
- Click on the **Next** button to find the desired **Assistant**.
- Click on **OK**.

Using the Office Assistant

- Click on the **Office Assistant**.
- Enter a question in the balloon.
- Press the **Enter** key.
- Choose the most appropriate answer from the list.
- A window will open on the right side with the instructions.
- You can follow the instructions in the main document window while the instructions are still showing on the right.

Closing the Help Window

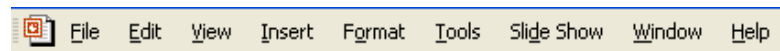
- Click on the **X** in the top right corner of the window.

Closing the Office Assistant

- Right click on the **Office Assistant** and choose **Hide**.

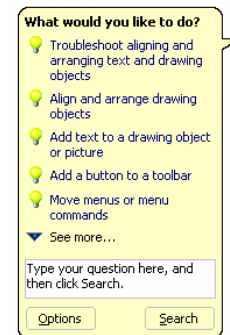
Understanding the PowerPoint Window

Menu Bar



Seeing the Full Menu

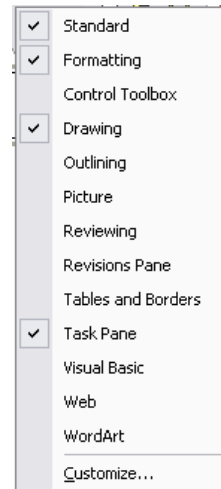
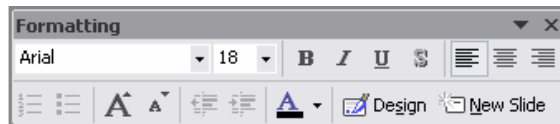
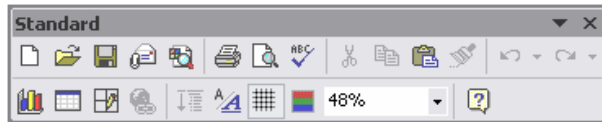
- On the **Menu Bar**, click on **Tools → Customize** and choose the **Options** tab.
- Click to place a check mark in front of **Always show full menus**.
- Click on the **Close** button.



Toolbars

Choosing Toolbars

- On the **Menu Bar**, click on **View → Toolbars**.
- Click in the box to select the toolbars you want.
- Toolbars that are already showing have a checkmark by them.

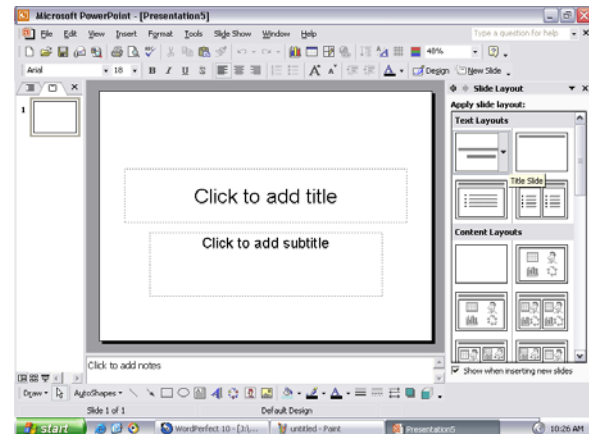


Seeing all the Toolbar Items

- On the **Menu Bar**, click on **Tools → Customize** and click on the **Options** tab.
- Click to place a checkmark in front of **Show Standard and Formatting toolbars on two rows**.
- Click on the **Close** button.

Outline and Slides Pane

- On the left side is the **Outline and Slides Pane**.
- The **Outline tab** displays an outline of the presentation.
 - Text can be entered directly into the outline.
- The **Slide tab** shows thumbnails of each slide.
 - Click on the desired slide to display it in the **Slide Pane**.
- Click on the X at the top right corner of the pane to close it.
- To bring the pane back, on the **Menu Bar**, click on **View** and choose **Normal (Restore Panes)**.



Slide Pane

- In the middle of the screen is the **Slide Pane**.
- This is the working area most people use.

Notes Pane




- At the bottom is the **Notes Pane**.
- Notes for the presenter can be entered in the **Notes Pane**.
- Notes are associated with the slide that is showing.
- **Note** – The notes do not show up when viewing the slide show. There is an option to print the notes.

Changing the Size of the Panes

- Place the cursor over the line that divides the panes. (The cursor changes to a two-headed arrow.)
- Click and drag to the desired size.

Changing the View


- The view of the window can be changed with buttons at the bottom of the **Outline and Slides Pane**
- OR on the **Menu Bar**, click on **View**.

Button	Name	Description
	Normal View	Click on this button to see the three panes.
	Slide Sorter View	Click on this button to see thumbnails of the slides. Double click on a slide to open it in the Slide Pane.
	Slide Show View	Click on this button to play the show starting with the slide that is currently selected.

Slide Sorter View

- To change the order of the slides, click and drag a slide to the new location.
- OR Cut and Paste:
 - Right click on the slide to be moved and choose **Cut**.
 - Right click on the slide at the desired location and choose **Paste**.
 - The new slide will be pasted **after** the selected slide.
- To change the size of the thumbnails, click on the down arrow of the **Zoom** box and choose the desired percentage.

Viewing the Slide Show in Play Mode

- On the **Menu Bar**, click on **Slide Show** → **View Show** or press **F5** to play the slide show from the beginning.
- To play the slide show from the current slide, click on the **Slide Show** button located at the bottom of the **Slides and Outline** pane. 

Tips and Tricks - Playing the Slide Show

Keyboard Specials			
Action	Keystroke	Action	Keystroke
Previous Slide	Left Arrow key or Page Up key	Next Slide	Right Arrow key, Spacebar key, Page Down key, or Enter
Go to the first slide	Home key	Go to the last slide	End key
Stop the slide show	Esc key		

Using the Mouse

- Left clicking on a slide advances to the next slide.
- Right clicking on the slide brings up slide show options.

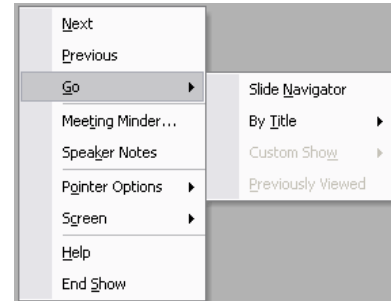
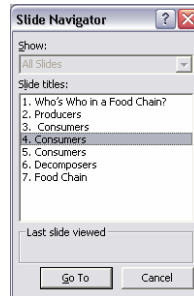
Slide Show Options - Using Go

Slide Navigator

- Choose **Go → Slide Navigator**.
- Choose the desired slide from the list.
- Click on the **Go to** button.

By Title

- Choose **Go → By Title**.
- Choose the desired title from the list.



The Task Pane

- The **Task Pane** offers help with documents, etc.

Opening the Task Pane

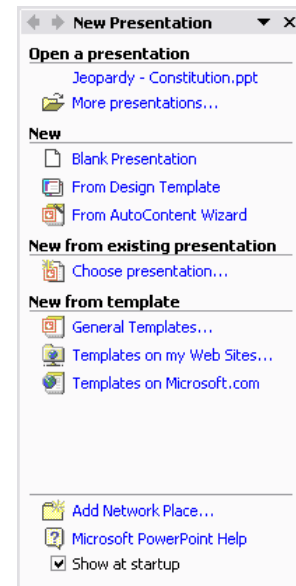
- On the **Menu Bar**, click on **View → Task Pane**.

Closing the Task Pane

- Click on the **X** in the top corner of the **Task Pane**.

Choosing a Task Pane

- Click on the down arrow on the top right side of the **Task Pane**.
 - **New Presentation**- Blank Presentation, General Templates, etc.
 - **Clipboard** – Use to display the contents of the clipboard (up to 24).
 - **Search** – Use to find documents of a specified name.
 - **Insert Clip Art** – Use to find and insert clipart.
 - **Slide Layout** – Use to select and apply a layout to a slide.
 - **Slide Design - Design Templates** – Use to select and apply a design template to selected slides or to all slides.
 - **Slide Design - Color Schemes** – Use to select and apply a color scheme to selected slides or to all slides.
 - **Slide Design - Animation Schemes** – Use to select and apply an animation scheme to selected slides or to all slides.
 - **Custom Animation** – Use to select and apply animation to objects on a slide.
 - **Slide Transition** – Use to select and apply a slide transition to selected slides or to all slides.

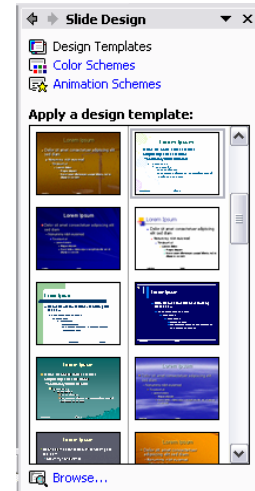


Starting a Blank Presentation

- On the **Menu Bar**, click on **File → New...**
- In the **New** section of the **Task Pane**, click on **Blank Presentation**.

Applying a Design Template

- On the **Task Pane**, click on the down arrow and choose **Slide Design - Design Templates**.
- Rest your cursor over the desired template.
- Click on the gray down arrow and choose **Apply to All Slides** or **Apply to Selected Slides**.
- **Note** – Clicking on the template will automatically apply the design to all slides.



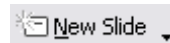
Adding More Slides

Using the Menu Bar

- Click on the slide the new slide should follow.
- On the **Menu Bar**, click on **Insert → New Slide...**
- Click on the desired layout in the **Task Pane**.

Using the Toolbar

- Click on the slide that the new slide should follow.
- On the **Formatting** toolbar, click on the **New Slide** button.



Changing the Format of a Slide

- Click on the slide to be changed.
- On the **Menu Bar**, click on **Format → Slide Layout**.
- In the **Task Pane**, click on the desired layout.

Entering Text

Entering a Title

- Click on the title/subtitle field on the slide.
- Enter the text and press the **Enter** key.

Entering Bullets

- Click on the bullet text field.
- Type the desired text.
- Press the **Enter** key to move to the next bullet.
- Press the **Tab** key to create sub-bullets **OR** click on the **Increase Indent** button on the **Formatting** toolbar.
- To decrease the indentation, hold down the **Shift** key and press the **Tab** key **OR** click on the **Decrease Indent** button on the **Formatting** toolbar.



Moving Text

- Highlight the text.
- Click on the **Cut** button on the toolbar.
- Click where the text needs to be placed.
- Click on the **Paste** button on the toolbar.



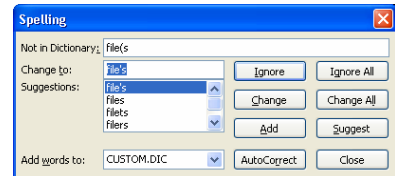
Copying Text

- Highlight the text.
- Click on the **Copy** button on the toolbar.
- Click where the text needs to be placed.
- Click on the **Paste** button.



Spell Check

- On the **Menu Bar**, click on **Tools → Spelling**.
- Click on the **Ignore** button to leave the spelling of a word as it is.
- To change the spelling of a word, choose the correct spelling from the list of **Suggestions** and click on the **Change** button.
- Click on the **Close** button when finished.



Saving the Slide Show

- On the **Menu Bar**, click on **File → Save As...**
- Enter a title for the presentation.
- Be sure to notice where you are saving the presentation.
- Click on the **Save** button.

Saving to a Previous Version

- On the **Menu Bar**, click on **File → Save As....**
- Give the presentation a name.
- Click on the down arrow at the end of the **Save as type:** box.
- Choose the version of PowerPoint to be used.
- Click on the **Save** button.

Text Boxes

Moving a Text Box

- Click in the text box.
- Move the cursor to the edge of the box.
- **Note** - The cursor changes to a four-headed arrow.
- Click and drag the box to the desired location.

Resizing a Text Box

- Click in the text box.
- Move the cursor to a corner of the box. (The box at the corner is called a handle.)
- **Note** - The cursor changes to a two-headed arrow.
- Click and drag to change the size of the box.

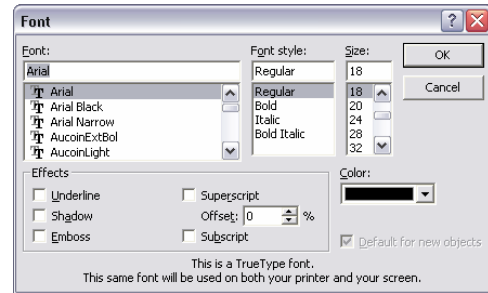
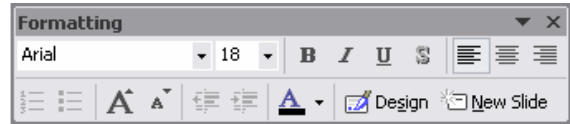
Deleting a Text Box

- Click in the text box.
- Click on the border of the text box.
- Press the **Delete** key on the keyboard.

Text Appearance

Changing the Font and Font Attributes

- Highlight the text.
- From the **Formatting** toolbar, choose the font, font style, font size, or font color.
 - **Note** – The font size can also be changed by using the **Increase Font Size** and the **Decrease Font Size** buttons.
- OR on the **Menu Bar**, click on **Format → Font** and choose the font, font style, font size, or font color.
- Click on **OK**.
- **Note** - Some resizing of the font takes place automatically as more text is added to a slide.

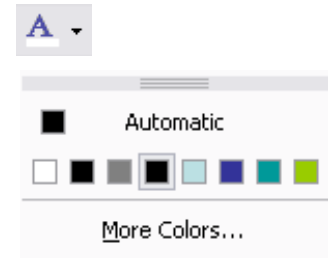


Changing Text Justification

- Highlight the text.
- Use the buttons on the **Formatting Toolbar**
- OR on the **Menu Bar**, click on **Format → Alignment** and choose the proper alignment.

Changing the Text Color Using the Formatting Toolbar

- Highlight the text to be changed.
- On the **Formatting** toolbar, click on the down arrow beside the **Font Color** button.
- Choose a color or click on **More Colors** to make a selection.



Bulleted and Numbered Lists

Turning Off Bullets

- Highlight the desired text or click in the line of text.
- Click on the **Bullets** button on the toolbar.



Switching from Bullets to Numbering

- Highlight the desired text or click in the line of text.
- Click on the **Numbering** button on the toolbar.



Turning Off Numbering

- Highlight the desired text or click in the line of text.
- Click on the **Numbering** button on the toolbar.



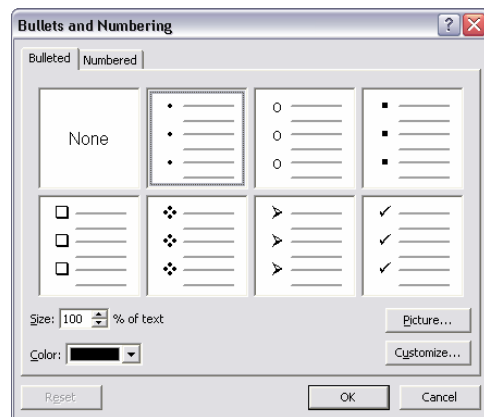
Switching from Numbering to Bullets

- Highlight the desired text or click in the line of text.
- Click on the **Bullets** button on the toolbar.



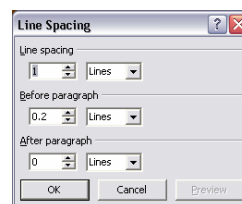
Modifying Bulleted or Numbered Lists

- Highlight the text.
- On the **Menu Bar**, click on **Format → Bullets and Numbering**
- OR right click on the selected text and choose **Bullets and Numbering...**
- **For bulleted text:**
 - Click on the **Bulleted** tab.
 - Click on the desired type of bullets.
 - Choose **Customize** for more options.
 - **Note** - Choosing a different font will give other choices for bullets, (i.e. Wingdings, etc.)
 - Change the color of the bullet as desired.
 - Click on **OK**.
- **For numbered text:**
 - Click on the **Numbered** tab.
 - Choose the desired type of numbering.
 - Change the color of the numbering as desired.
 - Click on **OK**.



Changing Line Spacing

- Highlight the text to be changed.
- On the **Menu Bar**, click on **Format → Line Spacing...**
- Change the line spacing as desired.
- **Note** - The **Before paragraph** and **After paragraph** sections separate bulleted items and paragraphs nicely.
- Click on **OK**.




Changing the Master Slide

- Making changes to the Master Slide affects the entire presentation.
- On the **Menu Bar**, click on **View → Master → Slide Master**.
- The **Slide Pane** on the left displays the types of slides used in the presentation.
- Click on the desired **Slide Master**.
- Click on the parts of the slide that are to be changed and make the changes.
 - Changes might include the font style, font size, bullet symbols and colors, etc.
- Click on the **Close Master View** button on the toolbar.
- **Note** – Changes made before editing the **Master Slide** will not be affected.



Modifying the Presentation

Arranging the Slides

- Change to the **Slide Sorter View** by clicking on the **Slide Sorter** button. 
- Click on the slide to be moved and drag it to the new location.
- **Note** - As the slide is dragged to the new location, a vertical bar will show where the slide will go when the mouse button is released.
- OR Cut and Paste:
 - Right click on the slide to be moved and choose **Cut**.
 - Right click on the slide at the desired location and choose **Paste**.
 - The new slide will be pasted **after** the selected slide.

Deleting a Slide

- Change to the **Slide Sorter View** by clicking on the **Slide Sorter** button.
- Click on the slide to be removed.
- Press the **Delete** key.



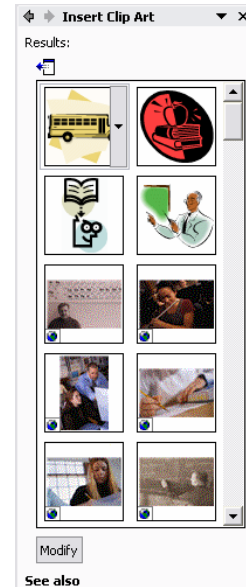
Adding Notes to a Slide

- Click in the **Notes Pane** and add the desired information.

Pictures

Inserting a Picture from Clip Art

- On the **Menu Bar**, click on **Insert → Picture → Clip Art...**
- **Note** - If prompted to **Add clips to the organizer**, click on **Later**.
- Enter a subject in the **Search text:** box.
- Click on the **Search** button.
- Scroll through the list to find the desired clipart.
- Click on the desired picture to add it to the slide.
- **Searching for a Different Picture**
 - Click on the gray **Modify** button at the bottom of the clipart thumbnails.
 - Enter a new subject in the **Search text:** box and then click on the **Search** button.
- **Deleting a Picture**
 - Click on the picture.
 - Press the **Delete** key.

















Inserting a Picture from Files

- On the **Menu Bar**, click on **Insert → Picture → From File...**
- Navigate to the location of the picture, i.e. the **My Pictures** folder.
- Click on the desired picture.
- Click on the **Insert** button.

Getting Pictures from the Internet

- Find the picture on the Internet.
- For a list of picture sites, go to <http://www.davis.k12.ut.us/district/etc/cathy/clipart.html>
- **Note** - Be sure to read the **Terms of Use** on the site with the picture. Don't use it without permission.
- Right click on the picture and choose **Save Picture As...**
- Navigate to where you are going to save the picture, i.e. the **My Pictures** folder.
- Change the name of the picture if desired.
- Click on **Save**.

Picture Toolbar		
Icon	Icon Name	Description
	Insert Picture	Inserts a picture
	Image Control	Allows the picture to be set to automatic (comes in original form), Grayscale, Black & White, or as a Watermark)
	More Contrast	Click to increase the contrast of the picture.
	Less Contrast	Click to decrease the contrast of the picture.
	More Brightness	Click to increase the brightness of the picture.
	Less Brightness	Click to decrease the brightness of the picture.
	Crop	Click to trim the sides of a picture.
	Rotate Left	Click to rotate the picture to the left.
	Line Style	Click to choose a line border for the picture.
	Compress Pictures	Click to prepare the picture for print or Web use.
	Recolor Picture	Click to recolor portions of the picture. (Not available for all picture types.)
	Format Picture	Click to format the picture with a fill, border line, size, position, etc.
	Set Transparent Color	Click to set a color to be made transparent.
	Reset Picture	Click to set the picture back to the original.

Moving a Picture

- Click in the middle of the picture and drag it to the desired location.
- **Note** – The cursor changes to a four-headed arrow.

Resizing a Picture

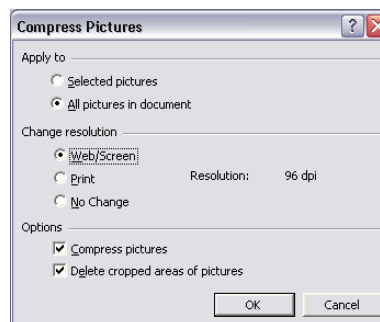
- Click on the picture to select it.
- Move the cursor to a handle (circle) at the corner.
- **Note** – The cursor changes to a double-headed arrow.
- Click and drag towards the center of the picture to make it smaller OR away from the picture to make it larger.

Rotating a Picture

- Click on the picture.
- Notice the green dot above the picture. This is the rotation handle.
- Click on the green dot and drag the picture to the desired angle.

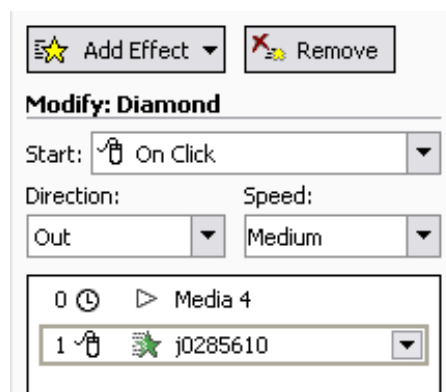
Compressing Pictures

- **Note** - Compressing pictures reduces the file size of the presentation, making it more manageable when moving it, sending it by email, etc.
- Click on a picture.
- Click on the **Compress Picture** button on the toolbar.
- In the **Apply to** section, choose **All pictures in document**.
- In the **Change resolution** section, choose **Web/Screen**.
- In the **Options** section, make sure both options are checked.
- Click on **OK**.



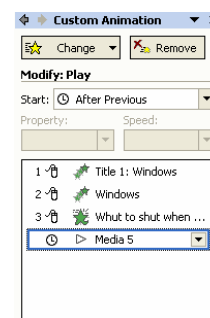
Animating an Object (Text or Pictures)

- Click on the object.
- On the **Menu Bar**, click on **Slide Show → Custom Animation**
- OR right click on the object and choose **Custom Animation**.
- Click on the **Add Effect** button in the **Task Pane**.
- Choose **Entrance, Emphasis, or Exit**.
- Choose from the available animations in the list.
- Decide when the animation will happen by clicking on the down arrow after **Start:**.
- Decide on the direction the action will go by clicking on the down arrow below **Direction:**.
- Decide on the speed of the action by clicking on the down arrow below **Speed:**.
- **Note** – A preview of the animation displays each time a choice is made.



Removing/Changing the Animation

- Click on the object.
- Click on the corresponding number of the object in the animation list.
- Click on the **Remove** button in the **Custom Animation** pane to remove the previous choice
- OR click on the **Change** button to choose a different animation.



Adding Multiple Animations to the Same Object

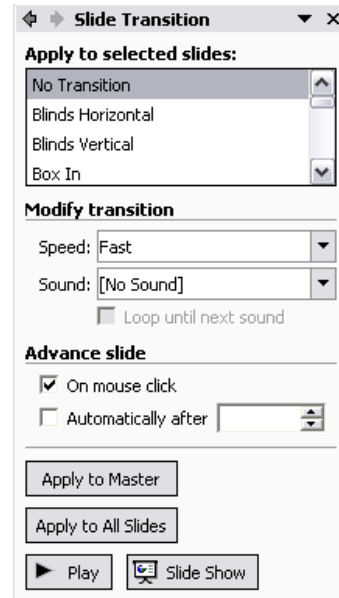
- Click on the object.
- Click on the **Add Effect** button in the **Task Pane**.
- Choose **Entrance, Emphasis, or Exit**.
- Choose from the available animations in the list.

Changing the Order Objects Play

- On the **Menu Bar**, click on **Slide Show → Custom Animation**
- OR right click on the object and choose **Custom Animation**.
- Notice the list showing the order in which objects play.
- Click on the object on the slide to be changed. (The animation in the list is highlighted.)
- Click and drag the animation in the list to the desired playing position.

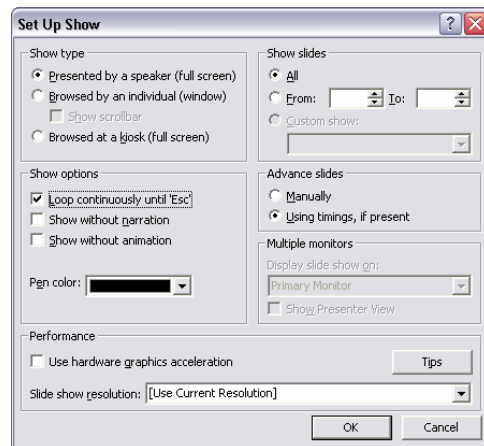
Slide Transitions

- Click on the desired slide.
- On the **Menu Bar**, click on **Slide Show → Slide Transition...**
- In the **Task Pane**, scroll through the transitions listed under **Apply to selected slides**.
- **Note** - At the bottom of the list is **Random Transitions**. Useful for variety.
- Adjust the speed of the transition by clicking on the down arrow after **Speed:**.
- Add a sound by clicking on the down arrow after **Sound:**.
- Control the advance of the slide by using the **Advance slide** section.
- Choose either **On mouse click**, or set a time for the automatic advance of the slide.
- Apply to all of the slides in the presentation by clicking on the **Apply to All Slides** button.



Self-Running Show

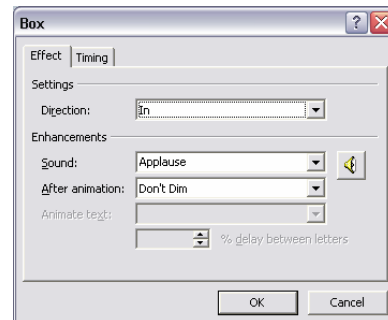
- **Note** – To have a self-running slide show, the slide transitions must be set to **Automatically after** with a desired length of time.
- On the **Menu Bar**, click on **Slide Show → Set Up the Show...**
- In the **Show Options** section, check the box to **Loop continuously until “Esc”**.
- Click on **OK**.



Sounds

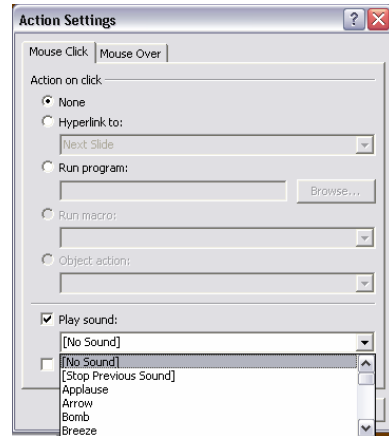
Adding an Automatic Sound to an Animated Object

- Right click on the animated object the sound is to be attached to and choose **Custom Animation**.
- In the **Task Pane**, click on the down arrow next to the animated object and choose **Effect Options**.
- Click on the **Effect** tab.
- In the **Enhancements** section, next to **Sound**, click on the down arrow and choose the desired sound.
- Click **OK**.



Adding a Clickable Sound to an Object

- Right click on the object the sound is to be attached to and choose **Action Settings**.
- Check the box in front of **Play sound**.
- Click on the down arrow in the box and choose the desired sound.
- OR choose **Other Sound...** at the bottom of the list and navigate to the location of the sound.
- Click **OK**.
- **Note** – To hear the sound when playing the slide show, click on the object with the sound attached.



Adding a Sound to a Slide Transition

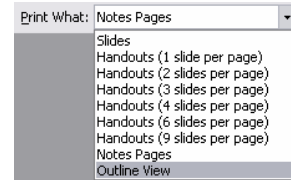
- On the **Menu Bar**, choose **Slide Show → Slide Transition...**
- OR right click on the slide the sound is to be attached to and choose **Slide Transition**.
- In the **Task Pane**, in the **Modify Transition** section, click on the down arrow next to sound and choose the desired sound.

Printing

- On the **Menu Bar**, click on **File → Print Preview**.
- **Caution** - Do not click on the **Print** button on the toolbar. Clicking on the **Print** button sends the print job immediately to the printer without giving choices.

Printing Options

- Under **Print what:**, click on the down arrow and choose **Slides, Handouts, Notes Pages, or Outline View**.
- When choosing **Handouts**, choose the number of slides to be printed on each page.
 - 2 per page places one at the top and one at the bottom.
 - 3 per page places the slides down the left side with lines for notes on the right.
 - 4, 6, or 9 per page places the desired number of slides on the page in a grid.
- When choosing **Notes Pages**, the slides will be printed one per page with the slide at the top and the notes associated with the slide at the bottom.
- When choosing **Outline View**, the printed copy will be an outline with no graphics.



Printing

- Click on the **Print** button at the top.

Important Options

- **Frame Slides** - At the bottom of the **Print** window, click on **Frame slides**. Frame slides puts a wire frame around each slide as a border.
- **Printing Specific Slides** - In the **Print Range** section, click on **Slides**. Enter the numbers of the desired slides. Numbers separated with commas print the specified pages. Numbers separated with hyphens print the range specified.

