

## MODULE 2 GETTING STARTED WITH MICROSOFT POWERPOINT XP

### Starting a new presentation

When we open Microsoft PowerPoint, it will automatically start a new presentation. We can choose the available options in the task pane.

### Steps in making presentation:

Generally, when we make a presentation, our activities involve four repeatable steps, and each will be described below:

1. Choosing slide layout
2. Entering contents (text, picture)
3. Adding slides
4. Viewing presentation

### Choosing a slide layout and design template

We can choose from two options when creating a presentation: make a **blank presentation** (without backgrounds) or use a **design template**. Microsoft PowerPoint provides design templates that can be applied to a presentation to give it a professional look. Design templates are thematic and each comes with its own specific images or colors. We can either apply the theme for that template on to each presentation slide or pick and choose which slides we would like to apply the theme to.

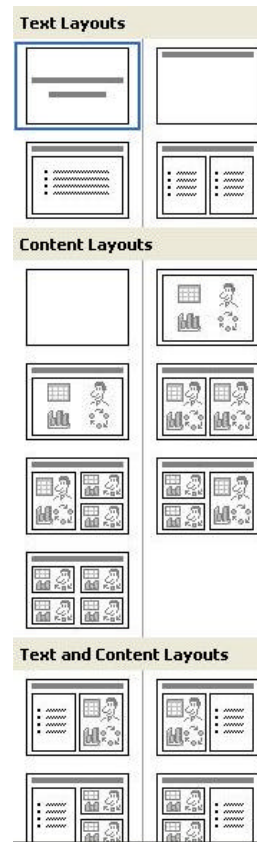
#### 1. Blank Presentation

If we choose to create a blank presentation, the task pane will show several options for our slide layout (see picture 1). We can choose any option that matches what we would like our slide to look like. For example, if we want to use picture and text, we can choose one option from **Text and Content Layout** from the task pane.

#### 2. Design Template

If we choose to use a design template, PowerPoint's task pane will automatically show available design templates (see picture 2). Usually each design has a different layout for the title page and the content pages.

If we do not like any of the available designs, we can look for (browse) our own design (if we have one) either on our hard drive or by downloading free PowerPoint templates from internet (e.g. from

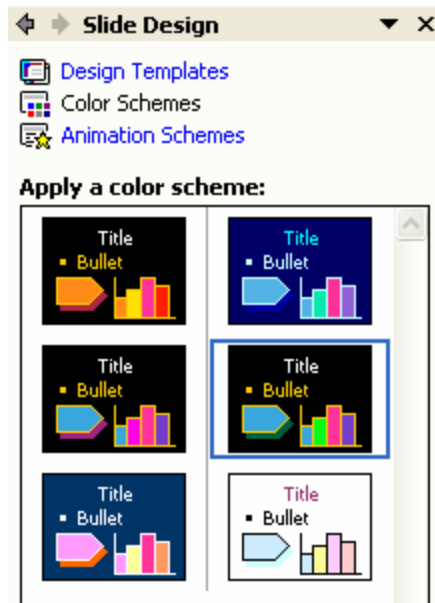


<http://desktoppub.about.com/cs/templates/ppfree/> )

Picture 1

Picture 2

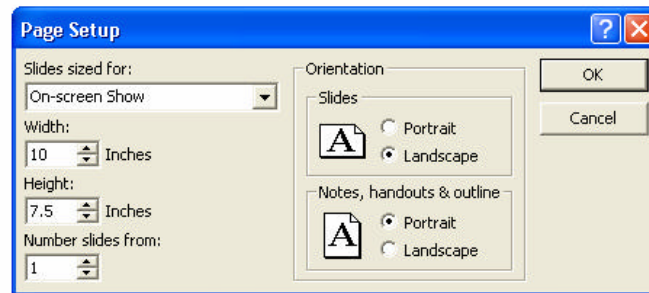
After we choose a template, we can specify the desired color scheme from the task pane's color scheme option (see picture 3)



Picture 3

### Setting Up Our Page

When we work with PowerPoint, it will automatically use the on-screen show size for our slides, which is 10 inch width and 7.5 inch height, with landscape orientation. However, if we want to change the print out slide size or its orientation (for example, if we want to make a poster for a poster presentation), we can do so by choosing *File* → *Page Setup*, and the following box will pop up:



Picture 4

We can then choose one of several paper size options from the *Slides sized for:* box, or specify our desired custom size by modifying the *Width* or *Height* box. We can also change the paper orientation by clicking on our desired choice.

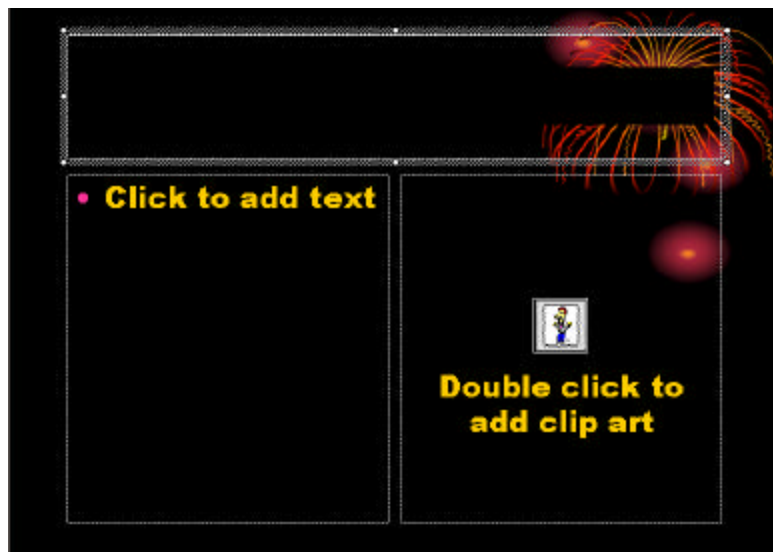
### 2.3.2. Entering Contents

After we choose a slide layout, the main frame will show our chosen layout. We can enter our content to our slide by clicking on any available box.



Picture 5

For example, picture 5 shows the main frame appearance if we choose a text and content layout from the task pane. Note that this view (i.e. 'click to add title', 'text' and 'add content') serves as our helper for inserting our contents, and will not show up in the print version. These texts will even disappear after we enter content. Since there are many available boxes, we have to click on the desired box before we add content to it. For example, if we want to enter the title, we will click on the top box. When the box is activated, its frame will look as it does in the picture below:

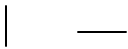




Picture 6

This frame shows an active box where we can add and edit text. To insert content to other boxes, we will do the same action: click on the desired box to activate and start adding contents. At anytime as we work on a particular slide, we can still change the slide layout even though we have added contents to it.

When we move our mouse while working with any objects in Microsoft PowerPoint, we might notice several kinds of cursors (see Table 1). Each cursor serves a different function, and whenever we see the type of cursor that represents the function we desire, we can click our mouse and perform the given function.

**Table 1**

Cursor	Function
	Stretch the object vertically or horizontally
	Stretch while keeping the proportion of the object
	Move the object

Various items can be added to our presentation. Such items include:

## 1. Text

When we use text layout, we might want to adjust our text styles:

### a. Alignment

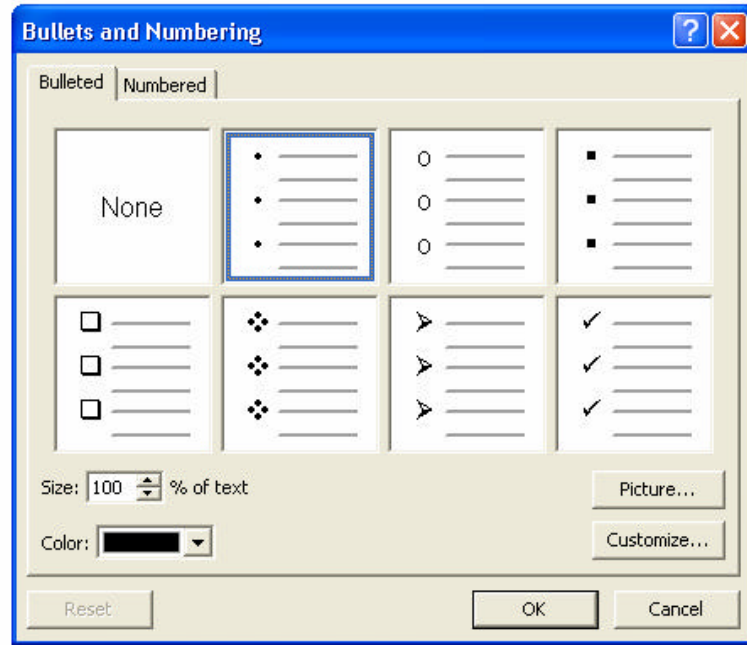
PowerPoint has default alignment for text (left) and title (center). However, we can choose other alignment styles for our text by clicking on the alignment icon on the formatting toolbar (see module 1). Alternatively, we can do so by selecting *Format* → *Alignment* → choose the desired alignment

### b. Bullet and Numbering

To activate and de-activate bullet or numbering, we can click on the bullet or numbering icons on the formatting toolbar. We can further specify the bullet character or the numbering style we would like to use by clicking on *Format* → *Bullet and Numbering* → choose the desired style.

#### ■ Bullet

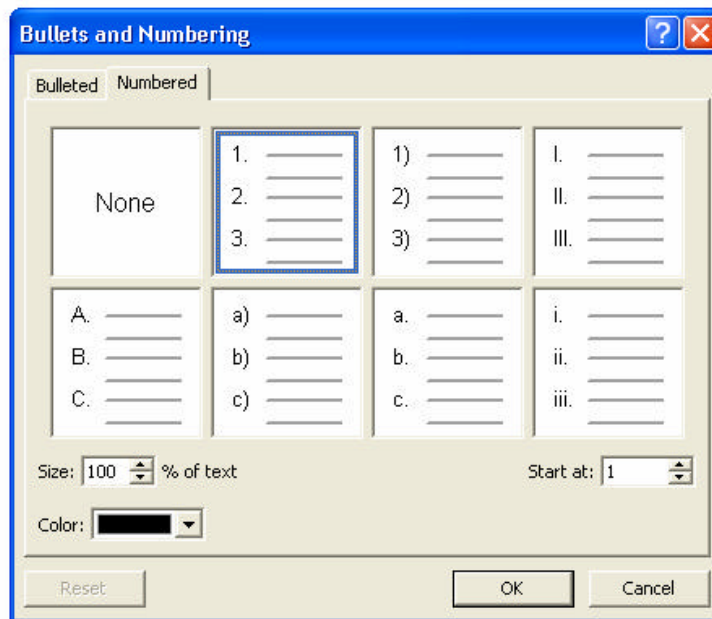
The following picture shows the bullet options. If we want to choose other bullet characters, we can click on *Customize* to select from the character map, or click on *Pictures* to select from PowerPoint's bullet pictures. In this picture options, we can import a specific picture by clicking on *Import* and select our desired file (e.g. from Microsoft Office Online Gallery). We can also specify the desired color for our bullets.



Picture 7

■ Numbering

The following picture shows the numbering options available to Microsoft PowerPoint. We can choose the desired style, size, color, and the starting number. For example, if we want to start the number from 4, we can insert 4 in the *Start at* box.



Picture 8

Note: If we choose bullet and/or numbering style from the layout options, the paragraph style will automatically change to hanging paragraph (see the following picture of a hanging paragraph sample).



Picture 9

The picture below is an example of what the ruler looks like when our paragraph is hanging. The left triangle shows the first line indent, while the right one shows the hanging paragraph indent. We can modify the margin or indent by dragging these triangles to our desired position. Note that the right triangle is on a square. If we drag the square, we can move all the indents simultaneously, including the left and the hanging indent. But if we only want to change the hanging indent, we should click on the triangle instead of the square.



Picture 10

c. Indentation

We can increase and decrease the size of our indentations by clicking on its icon on the formatting toolbar. When we increase or decrease our indentations, PowerPoint will assume that the text we are about to type belongs to a different level or category. Thus, the default style will automatically differentiate every level's appearance. For example, different font sizes or bullet characters will be indented differently from our main text. Usually, increasing indents will bring about smaller fonts, and decreasing it will result in larger fonts.

d. Change fonts

If we want to format the font type and size before we type, we can simply click on the font selection and font size icon. If we want to change the font and the style of the texts we have already entered, we can do one of the following alternatives:

- Highlight the desired text and click on the font style icon to change it to the desired one. Note that the text is surrounded by a frame (see picture 11). This frame tells us that we are in the edit mode for the given box.



Picture 11

- If we want to change the font of the entire text in a specific box, it will be easier if we follow these steps:
  - i. Click the text you wish to change by activating the text box. You will know the text box has been activated when it looks like picture 12 below. Note that this frame is different from the previous picture. It shows

that we are not going to edit the individual part of the box, but change the entire content of the box.

- ii. After this frame appears, we can click on the font style icon and
- iii. Choose the desired font and its size.

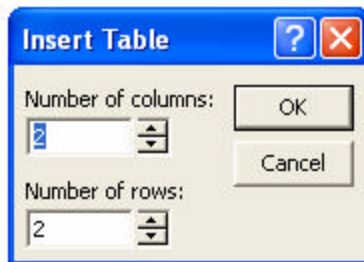


Picture 12

All the commands we use in the formatting styles described above will only affect a specific slide or a specific part of the slide we are working on. However, we can also make changes that will affect all the slides in our presentation. We can do so by editing the *slide master*. Please refer to module 4 for further explanation.

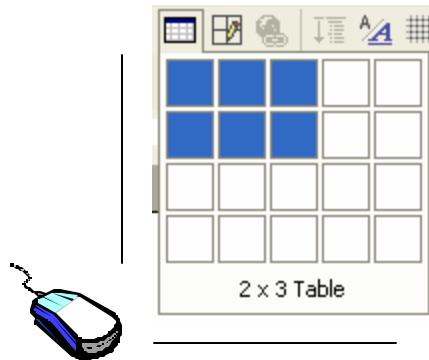
## 2. Table

When we choose to insert a table, a dialog box will pop up where we are given the opportunity to select the number of columns and rows we desire for our table (see picture 13).



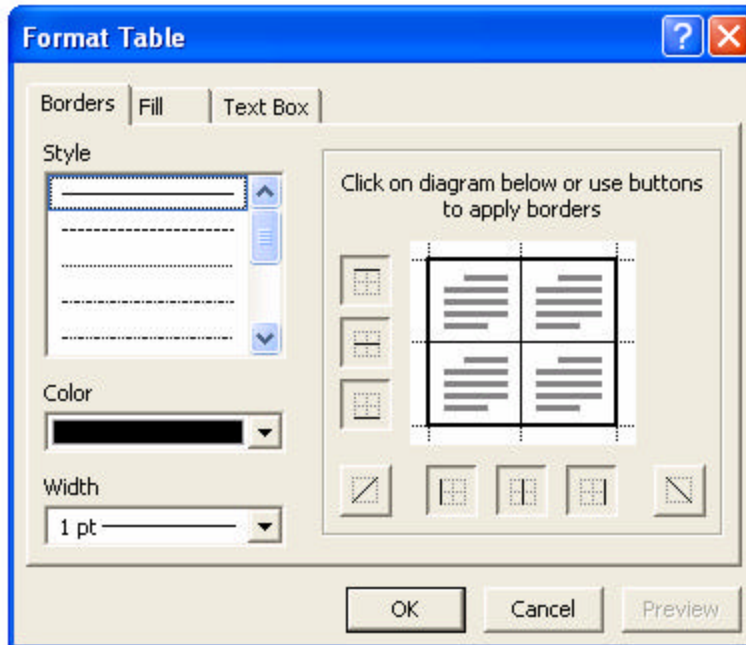
Picture 13

If we choose to insert a table by clicking on the table shortcut icon, the picture below (picture 14) will show up. We can choose columns' and rows' numbers by highlighting the number of columns and rows we desire. Picture 14 illustrates a 2x3 table.



Picture 14

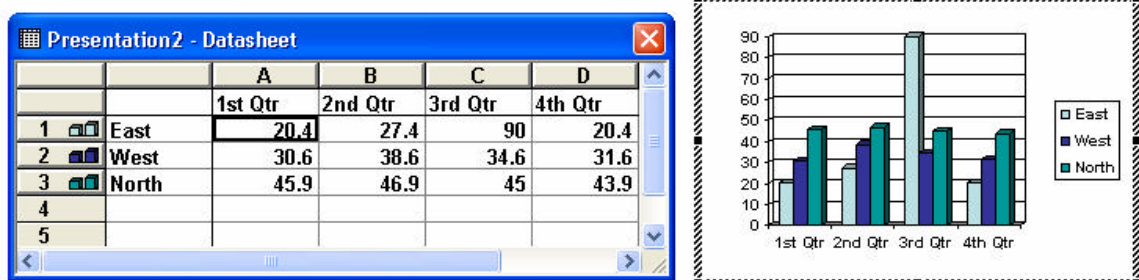
We can change the layout of our table by choosing table-formatting options from the menu bar or from tables and borders toolbar (see module 1 about setting up toolbar). From this option, we can specify our table's properties, such as its size, border style, color, lines, fill, and text box.



Picture 15

### 3. Chart

When we choose the chart option, a default chart will appear in our slide, accompanied by a data sheet (see picture 16). We can type our own data in the cells of the data sheet to replace the data Microsoft PowerPoint has included. For example, we can change 1<sup>st</sup>-4<sup>th</sup> Qtr into September - December, etc. In case we need to eliminate any row or column, we can click on the column's or row's title (e.g. A, B, C, D for the columns, or 1,2,3,4 for the rows) and delete it. We can double-click on each title to dis-activate (or re-activate) a given column or row from the table view. For example, if we double-click on the A column, all data in the 1<sup>st</sup> Qtr will disappear, and it will appear again if we double-click on the A column. We can also add more columns or rows by typing in the subsequent empty column or row in the data sheet.



Picture 16

Additionally, we can edit our chart's properties (color, fonts, and placement). We will elaborate on this function in the fourth module.

#### 4. Diagram

We are given several diagram styles to choose from when we select the diagram option (see picture 17)



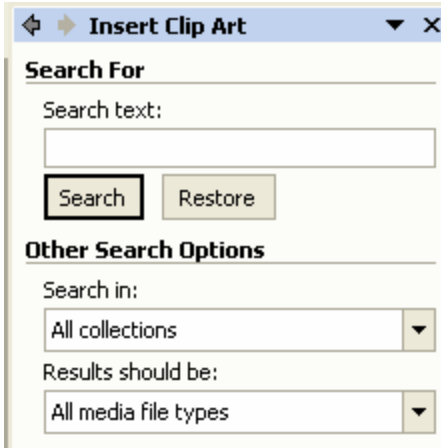
Picture 17

Along with these options, PowerPoint provides the information for each option's function. For example, in picture 17, the active diagram type is the organization chart, which shows hierarchical relationships.

The explanation for editing a diagram will be provided in the fourth module.

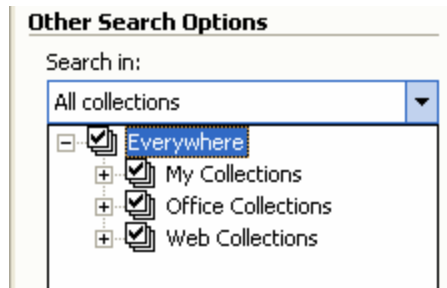
#### 5. Clip Art

Clip Art is a collection of pictures, sounds, and animation provided by Microsoft PowerPoint. When we click on the clip art icon, the task pane automatically displays several options. Since there are many available images, it will take a long time to find the clip art we want to insert in our presentation. Therefore, we will be asked to narrow down our search by entering a keyword in the available box (see picture 18).

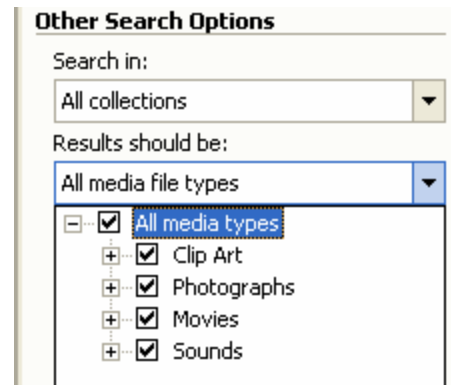


Picture 18

Additionally, we can specify our search further by choosing other search options, including the gallery collections and media types (see picture 19). After we insert the search options, and click on search icon (see picture 20), the results will appear in the task pane (see picture 21).



Picture 19



Picture 20

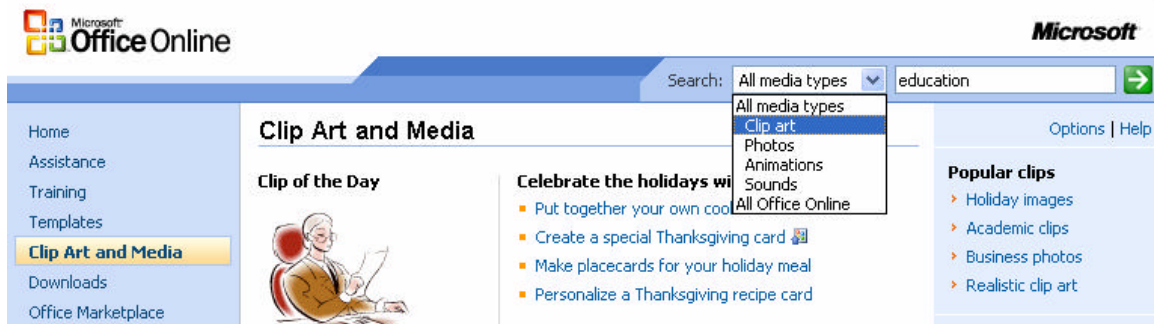


Picture 21

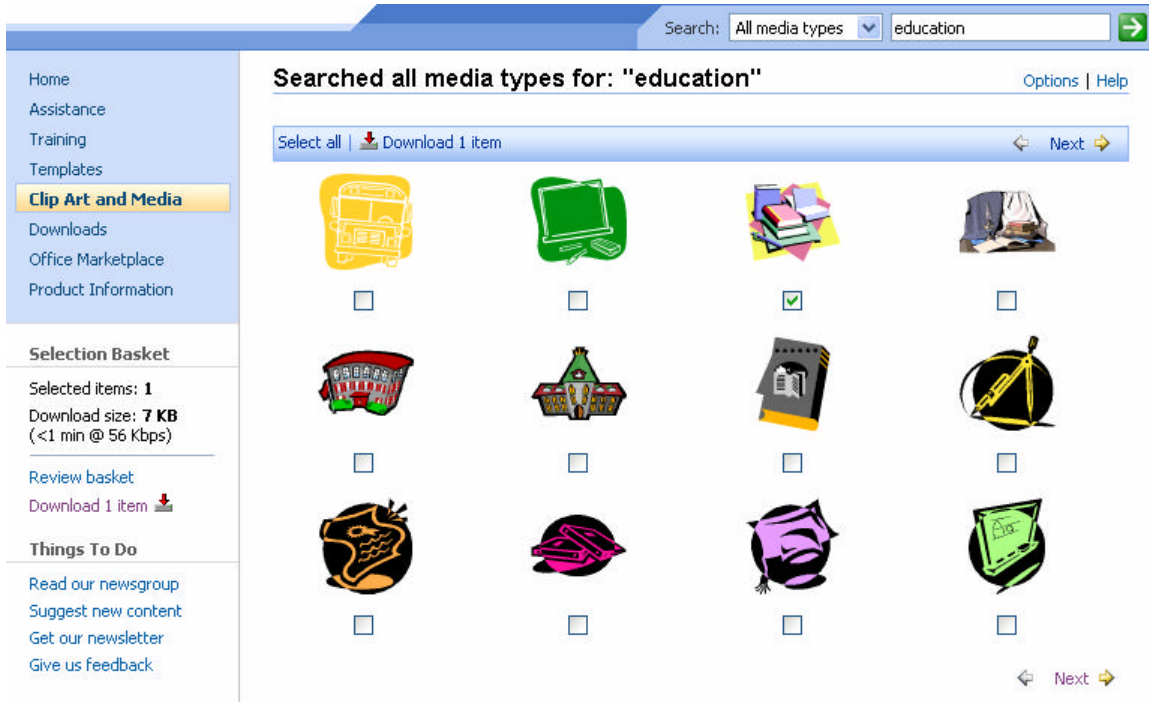
We can begin another search by clicking on the *modify* icon, below the available pictures, and the task pane will show the new search option.

Note: There is a possibility that some of the images shown in the task pane have not been installed in our computer. In case it has not yet been installed, PowerPoint will require us to install it by entering the original Microsoft Office CD, where the software will then be installed automatically.

If we can not find a suitable image from the available options, we can go to Microsoft Office's online clip website by clicking the 'online clip' option in the task pane. This website has a tremendous collection of images, animations, sounds, and movies. Again, we should type the keyword to narrow down our search. We can also further specify our desired clip art by selecting the object type we are looking for, such as Clip art, images, photos, animations, and sounds (see picture 22)



Picture 22



Picture 23

Picture 23 illustrates the first page of the results for “education” keyword. We can see the next pages by clicking on the right yellow arrow (➡). To choose the desired image, we click on the small box below each image. For example, in picture 23, there is one image chosen (a pile of books). Each time we select an image, the number of items in our selection basket will increase. After we have finished selecting from one category, we can move to another search by inserting new keywords. Once we have finished our search, we can download our selected items by clicking on the **download** option below **review basket** option.

## 6. Picture and animation

If we have our own image sources, we can also add it to our presentation.

Note: if we use animation, it will only operate in the slide show view mode. So, in the normal view, the animation will only appear as the first image of the animation.

## 7. Movies and sounds

We can insert our own movies and sounds in the same way we insert our own images. We should remember though, that using movies and sounds would make our file much bigger. Another reminder is that movies and sounds are usually stand alone files that might not be saved in our presentation file. So, if we use movies and sounds, PowerPoint acts only as a ‘conductor’, whose command will open the movies and sounds from their original sources in our hard drive. It will not be a problem if we run our presentation in our own computer (because it has all the files we need). However, it might cause a problem if we want to run our presentation in other computer. In this case, we have to make sure that we carry all other companions (movies and sounds) with our presentation file. It sounds a

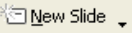
little bit complicated, but PowerPoint has a special feature to do that, namely Pack-and-Go. Please refer to Module 3 for further explanation.

## 8. Hyperlink

A hyperlink shows Internet address we can choose from to access a given homepage on the Internet. This function will only work if we have Internet access while we are presenting our slides.

Note that the hyperlink will only operate in the slide show view mode. It is important to try to click on the hyperlink to make sure that it spells correctly and works properly.

### 2.3.3. Adding Slides

After we are finished with one slide, we can add other slides by clicking on the new slides button () or click *insert menu* → *new slide*. We can also duplicate our current slide by choosing duplicate slide from the insert menu bar.

When we add a new slide, the steps we had taken in making our first slide will be the same for when we make our new slides (choose slide layout and enter contents), etcetera.

### 2.3.4. Viewing Presentation

We can view our presentation in several ways: First, we can see our slide's miniatures on the left part of the screen. Secondly, we can choose from the following options:

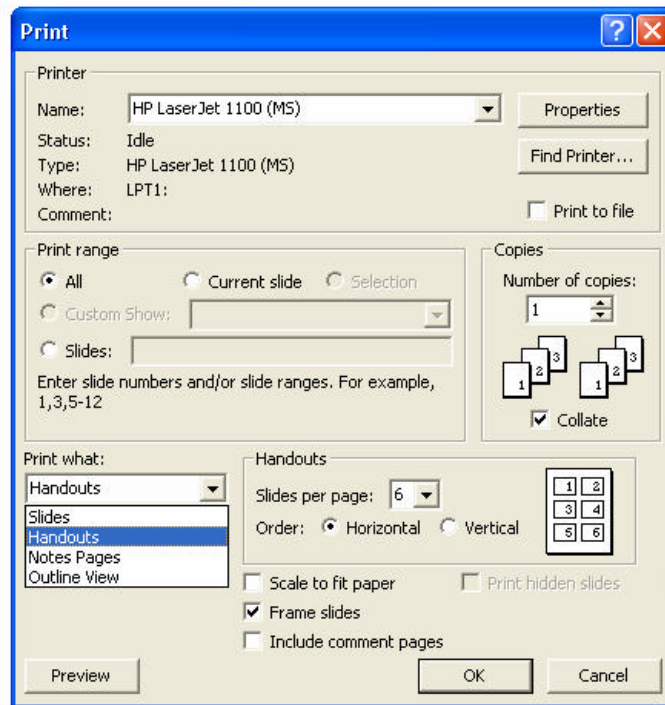
1. Normal (default view)
2. Slide sorter -- with this option, we can re-arrange the order of our slides
3. Slide show - with this option, we can see the actual slide show of our presentation

Please refer to Module 3 for further explanation on viewing and controlling our presentation.

## 2.4. Printing a Presentation

Even though our presentation does not necessarily have to be printed, sometimes we would like to make ourselves a hardcopy of our presentation or would like to distribute handouts to those attending our presentation.

We have several options for printing our presentation:



Picture 24

**1. Slides**

This option will print one slide per piece of paper.

**2. Handouts**

This option is meant for the presenter who intends to distribute a handout of their presentation to the audience. There are several options for the layout of this handout, including the number of slides shown on each page and the order of the slides. These options will show up in the print dialog box if we choose to print handouts. We can also add more information to appear on our handouts by editing the handout master. Please refer to Module 4 for further information.

**3. Note pages**

PowerPoint presentations are able to include the key-points of what the presenter intends to discuss in the presentation. Some presenters, however, might decide to include some reminders or cues regarding a given slide. Therefore, in the normal view, PowerPoint provides a note section, wherein we can type our notes. This note will not show up in the slide show presentation, but can be printed by selecting the note pages option. In order to specify the note pages further, we can edit the notes master. Please refer to Module 4 for explanation.

**4. Outline View**

This option will result in an outline of the text on our slide. Please note that the font in the online view will be smaller than the actual font illustrated in the slide.