

Getting started with PowerPoint 97

- [Using this practical document](#)
 - [Toolbars, buttons and screenTips](#)
 - [Creating a PowerPoint presentation](#)
 - [Slide templates](#)
 - [Putting text onto slides](#)
 - [Previewing slides \(Slide Show\)](#)
 - [Adding more slides](#)
 - [Levels of indent](#)
 - [Outline view](#)
 - [The Slide Master](#)
 - [Inserting a picture](#)
 - [Slide Sorter view](#)
 - [Notes Pages view](#)
 - [Spell checking and printing from PowerPoint](#)
 - [Saving the presentation](#)
 - [Wizards](#)
 - [To quit from PowerPoint](#)
 - [Ways to Learn More](#)
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Microsoft PowerPoint is a presentation graphics package. It can be used to attractively support talks and lectures, by projection from a PC or by preparing transparencies for OHPs (by printing from PowerPoint and transferring the pages to acetate) and can be used for unattended 'rolling demonstrations' on a computer screen (eg in a Foyer area or at an exhibition).

PowerPoint can also prepare speaker's notes and handouts.

Using this practical document

This document assumes that you are working in a Computing Service Training Room. If you are using the notes elsewhere the instructions should be easy to adapt.

The practical work assumes a basic familiarity with Microsoft Windows (eg how to start packages, how to use menus and dialog boxes).

Toolbars, buttons and screenTips

Many functions in Microsoft Office packages can be carried out by clicking on buttons on the Toolbars. Some Toolbars are located just below the Menu bar, but other Toolbars can appear elsewhere. Toolbar buttons are simply a shortcut to commands that can also be found on the package's menus.

A picture on the button is intended to convey the purpose of the button. With any Office package you can display the name of the button by pointing at it and leaving the mouse pointer stationary for a second or so. This is called **ScreenTips**. ScreenTips can be used during the practical work below to help identify the buttons referred to in this document.



**Screen tip - point
and keep mouse still**

Creating a PowerPoint presentation

In this section you will create a PowerPoint presentation to support a short talk on the City of Bristol. PowerPoint presentations are consist of a series of **slides** (one slide is equivalent to one OHP acetate).

To start PowerPoint:

- Click the Start button.
- From the **Programs** menu, select Microsoft PowerPoint. PowerPoint presents a list of starting options.

Wizards are programs that automate a series of actions that you would otherwise have to carry out yourself. The **Autocontent Wizard** can help you to very quickly create a 'skeleton' presentation which you can then modify. However it is better that you start by learning how to do things for yourself - that way you gain the flexibility to do things that wizards can't do for you while still having the option to use a wizard for speed (as well as a better understanding of what wizards can and cannot do and how to answer the questions a wizard asks).

Later in this document you will use a wizard, but for this part of the practical:

- Select **Blank Presentation** and click OK. PowerPoint presents a selection of **AutoLayouts**.

Autolayouts

The AutoLayouts determine the positioning of the slide **title** (shown as a long grey bar) and **body**. The Bulleted List is the layout used most often (shown in the example below).

- Choose the Bulleted List (click on the middle icon in the top row) and click on OK. A blank slide appears, with a box for the title and a box for the body.

You are going to create a slide that looks as follows:



Slide templates

When an AutoLayout has been selected a blank slide is displayed in **Slide view**, which lets you type text onto the slide. Before you type any text it is a good idea to select a format for the slide. This is done using a **template**.

Over 100 templates are supplied with PowerPoint, each designed to give the slides a particular 'look' and colour scheme.

- On the Standard Toolbar, click the **Apply design button**. Templates are stored in a PowerPoint template folder called *Presentation Designs*.

- Click on any template in the list. That template is previewed in the box on the dialog box. Keep selecting templates until you find one you like.
- Once you have found one you like, click on **Apply**.

Putting text onto slides

- Now you can add some text to your slide. First click in the title area and then type as a title:
The City of Bristol
- Then click on the text area and type the first point on the list:
Regional capital of the South West of England
- Having typed the first point, press Enter. This takes you to the next bullet-point. Type as the second, third fourth and fifth bulleted items the text from the illustration above (pressing Enter between each item).

Previewing slides (Slide Show)

You have now completed your first slide. **Slide Show view** lets you see how it will look during a presentation:

- From the **View menu** (or View Toolbar), select **Slide Show** and then click on **Show**.
- To return to Slide view, press the *Esc* key.

If you don't like the way that your slide looks you can easily change the template:

- Click the **Apply design** button.
- Select a new template and click **Apply**.

Adding more slides

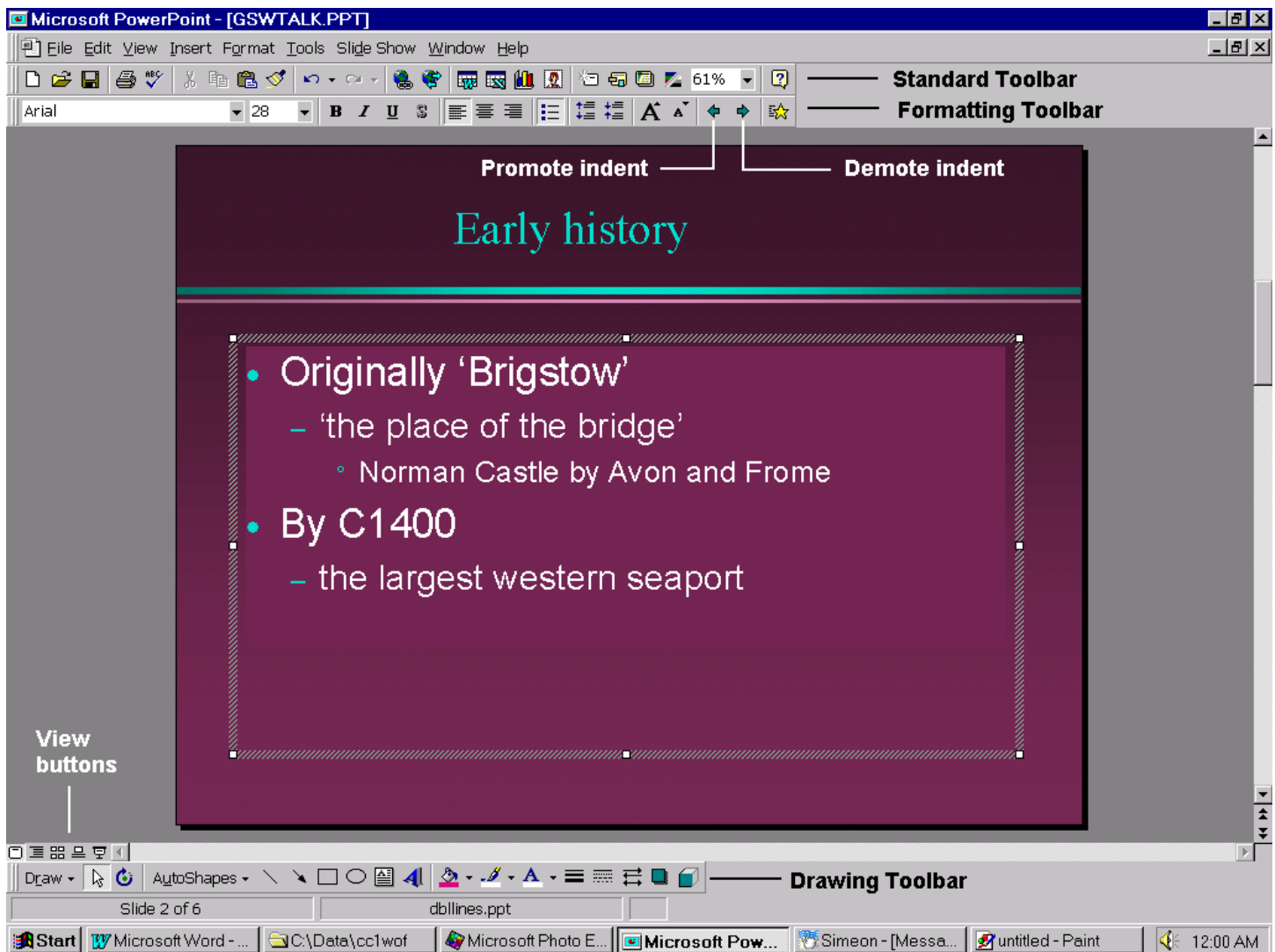
To add a second slide:

- Click on the **New Slide** button. Again choose Bulleted List and give the slide the title:
Early history
- As the first point type:
Originally 'Brigstow' (and press Enter).

Levels of indent

Now experiment with the **indent** of the bullet points. When the bullet is close to the left margin of the slide it is at the first **level of indent**.

The indent can be **demoted** to add sub-points.



- Click the **Demote** indent button (the right-facing arrow on the right of the Formatting Toolbar - remember ScreenTips!). This takes the bullet to the second level of indent.
- Click Demote several times and notice that the bullet moves to the right and changes with each click of the Demote button. The shape of the bullet at each level is determined by the template you are using.
- Click the **Promote** indent button to bring the bullet back to the second level and type:
the place of the bridge
- Promote to the third level and type:
Norman Castle by Avon and Frome
- Type two more points with first and second level indents:
By C1400
(2nd level) *the largest western seaport*

By C1500
(2nd level) *the second city*

Headers and Footers

It is very easy to add, for example, a date and/or slide number to one or all the slides:

- From the View menu, select **Header and Footer**.
- Click the boxes for date or slide number.
- You can also add standard text to the header (top) or footer (bottom) of a slide.
- When read, click **Apply to all** or **Apply** (to add header and footer to this one slide).
- Examine the result in Slide Sorter view. Press the left mouse button to go forward through the slides and the right mouse button to go back. Press *Esc* when finished viewing.

Tip: The view can be selected from the View menu or from the **View Toolbar** at the bottom left of the screen. Slide Show view is depicted as a projector screen.

Outline view

When adding text to slides you may find it more convenient to work in **Outline view**. This view lets you concentrate on the text and structure of your presentation, rather than the layout on the slide:

You are going to add some more slides to your presentations, working in outline view as shown below:

3 Recent History

- **Decline as a seaport**
 - **failure to modernise docks**
 - **despite Brunel's efforts**
- **Increasingly a centre of**
 - **manufacturing**
 - **commerce**
 - **trade**
- **The future?**

4 Education and Training

- **about 400 Primary Schools**
- **about 60 Secondary Schools**
- **2 Universities - Bristol, UWE**

5 Entertainment

- **Colston Hall**
- **Hippodrome**
- **Arnolfini**

To use Outline view:

- From the View menu (or View Toolbar), select **Outline**.
- Click at the end of the last point shown and press Enter to start a new slide. The slide number is shown.
- Type the title of the new slide (*Recent history*) and press Enter.
- To type the first point on this slide press the Demote button (Note: this is also on the **Outline Toolbar** in the left margin).
- Complete Slides 3 to 5 as shown in the illustration above.
- When finished, preview your slides as a Slide Show.

The Slide Master

The **Slide Master** controls the overall appearance of every slide (unless for an individual slide the master is deliberately not applied). To see the components of each slide that come from the Slide Master:

- From the View menu, choose **Master** and then **Slide Master**.

Changing the master's appearance is beyond the scope of this course, but if you are familiar with a wordprocessor you should easily be able to change the font, font size, etc, of the title or body text.

If you are familiar with a drawing program (such as Microsoft Paintbrush) you can add your own text or drawing to the master (or any slide) by using the Drawing Toolbar (in the left margin).

Remember that changes made to the master are applied to *all* slides.

Inserting a picture

It is very easy to add **Clip Art** pictures to your slides. You are going to create a Title slide (the first slide in the presentation) that contains a picture rather than a bulleted list.

- In Slide view, click New Slide and, as the AutoLayout, choose **Title Slide** (top left of the list).
- From the **Insert** menu choose **Picture** and then **Clip Art** (PowerPoint may have to load the Clip Art, which takes about 3 minutes).
- Browse the Clip Art and select the graphic you want (there are some city skylines in the 'Buildings' category), then click on **Insert**.
- You can resize the graphic by dragging the **sizing-handles** (small boxes on the edges and corners).
Tip: Dragging a corner preserves the relative horizontal and vertical dimensions whereas dragging an edge does not (and will hence distort the image).
- You can place the graphic wherever you like by clicking anywhere within it and dragging it.
Note: You can move the Title box to a different place by clicking in it twice (until sizing-handles appear) and dragging it.

You may not want the slide master to be applied to this title slide. To prevent the master being applied:

- From the **Format** menu, choose **Background**.
- Click in to remove the tick from the **Omit background graphics from master** box.
- Click on Apply (to just the current slide), *not* Apply to All.
- Preview your title slide. *Note:* if it is in the wrong place in the presentation this can be rectified in Slide Sorter view (see below).

Slide Sorter view

The **Slide Sorter** lets you work with the presentation as a whole rather than individual slides.

It is used, for example, to change the order of presentation of slides and to add special effects to slides (transitions and builds).

- Select **Slide Sorter view**.

Transitions are special effects you see when moving between slides during a show. Experiment with the transitions (give transitions to as many slides as you like):

- Select a slide, by clicking on it.
- To see a list of available transitions, click on the arrow to the right of the **Transition box** (that currently reads 'No Transition').
- Select a transition. You will see a preview.
- To repeat the preview, click the icon below the bottom left corner of any slide.
- To see further transition options click on the **Transition button** to the left of the transition list box.

The build of a slide determines the way that the points on a slide are presented during a slide show (eg all at once, one at a time, appearing on the slide with various animations).

Experiment with the builds of as many slides as you like. To do this:

- Use the arrow to the right of the **Build box** (and Build button to the left of the Build box).
- You have to view the slide show to see the builds.

Slides can be **hidden**; this is useful if, for example, you want to give a slightly different talk to different audiences. To hide a slide:

- Select the slide to hide.
- Click on the **Hide Slide** button (to the right of the Build box). Notice that the slide number (below the slide) is crossed-out when a slide is hidden.
- Click on Hide Slide again to restore the slide to the show.

To re-arrange the order of slides in a presentation:

- Drag a slide to a different position in the slide sorter. Experiment with this.

To delete a slide:

- Click on it and press the *Del* key (restore it by using **Undo** from the Edit menu).

To view a slide in Slide view:

- Double-clicking on the slide.

Notes Pages view

You can use PowerPoint to produce and print notes to accompany your talk. To see the slides as notes pages:

- Select **Notes Pages** view
- Click below the slide to see a box for notes.
- Type a note into the notes box. You may find it easier if you increase the **Zoom** size of the window (a list box to the right of the Standard Toolbar that shows the % magnification).
- Scroll through the presentation and add notes to any slides you like.

Spell and style checking

PowerPoint has a **Spelling checker** and a **Style checker** (which looks for, eg visual clarity). To check the spelling:

- From the Tools menu, select **Spelling**. Ignore words that are correctly spelled but unknown to the checker (such as Brigstow) and change and incorrect spellings.

To check the style:

- From the Tools menu, select **Style**.

Printing from PowerPoint

Powerpoint does not have a Print Preview (Slide Show and Notes Pages view show the layout as will be printed).

To view the print options:

- From the File menu, choose **Print**.
- For a list of print options click on the arrow to the right of the **Print What** box.
- If you would like to see what the handouts look like, to save paper print 6 slides per page.

Slides (without Builds)	Prints as Slide Show view - one complete slide per page, full-size. These can be photocopied onto acetate for OHPs.
Slides (with Builds)	Prints one page for each build on the slide (Note: can be very wasteful of paper).
Notes Pages	Prints as Notes Pages view - a reduced-size slide with any speaker's notes below, one slide per page.
Handouts	Prints reduced-size slides for audience handouts (select the required number of slides per page).
Outline	Prints the condensed text content of the slides. If you would like to see an example handout, please print 6 slides per page to save paper.

Saving the presentation

- From the File menu, select Save (or click the Save button).
- In the Save As dialog box supply a name for the file.
If working in Computing Service Training Rooms please save the file on drive *C:* in the folder *C:\User\Office*.

Wizards

You are now going to create another presentation using the **AutoContent Wizard**.

This wizard can suggest a structure to a talk and give slide design options.

- Open a new presentation (from the File menu, choose **New**).
- Click on the **Presentations** tab.

- Double-click on the AutoContent Wizard.
- Follow the Wizard's steps, answering the Wizard's questions in any way you like.

To quit from PowerPoint

To quit from PowerPoint:

- From the File menu, choose Exit (or click the Powerpoint windows **Close box**).

Ways to learn more

The Learning Technology Service offers PowerPoint courses. The Open Learning Centre in the Arts & Social Sciences Library, Tydnall Ave, has computer-based training packages and videos (which you can take out on loan) for PowerPoint.

PowerPoint also has quite good on-line help, including Cue-Cards and Wizards to guide you step by step through various operations.

JTAP have produced an excellent PowerPoint tutorial (which includes tips on designing and giving presentations) and made this available on the Web.

You can find this by following the Learning about Computing link from the Computing Service Self-Help Desk pages on the Web, or directly from <<http://www.umist.ac.uk/apt/>.

Getting started with PowerPoint 97 - ppt97-i1 (09.99)

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