

# Introduction to PowerPoint Worksheet

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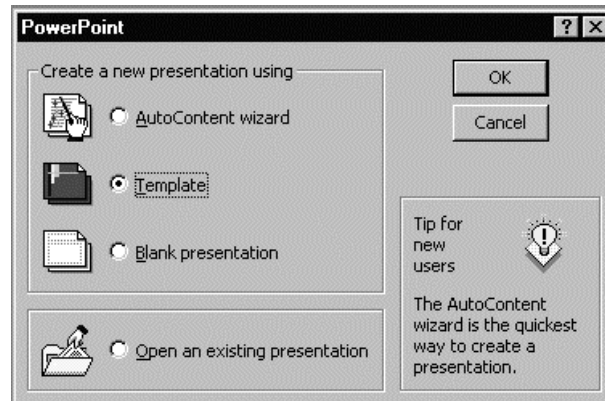
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## 1. Start PowerPoint

Start ⇒ Programs ⇒ Microsoft Office ⇒ PowerPoint

A dialogue box comes up asking you to choose how you wish to create your PowerPoint presentation.

In this example select **Template** and click **OK**

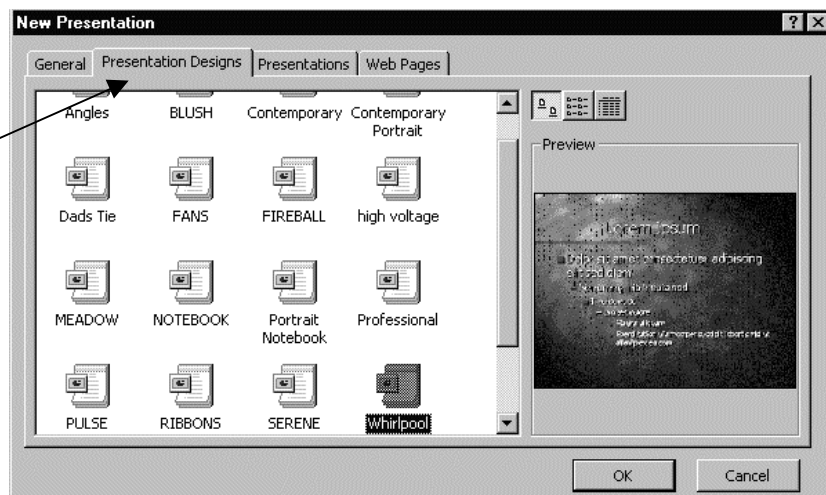


The 3 methods of creating a presentation at this point:

- AutoContent wizard : Guides you through the creation of the presentation and also provides you with text.
- Template: Contains pre-designed layout formats for presentations which you can modify.
- Blank presentation Lets you create a presentation from scratch

A second dialogue box comes up asking you to select one of the templates offered in the **Presentation Designs** tab. Once you have made your choice click **OK**.

*TIP: Click on each template and have a look at the preview to decide if you like it.*



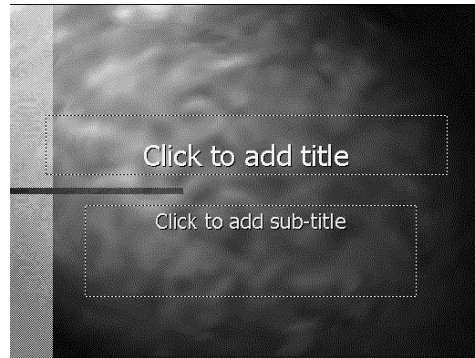
## 2. Create the Title Slide

Choose an AutoLayout for your new slide,

In this case, select **Title Slide** and click **OK**.

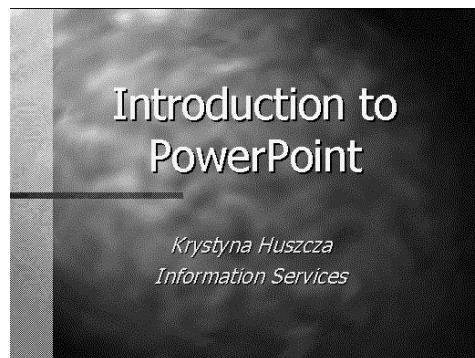


Follow the instructions on the slide to add text.



Once you have added text you can:

- select the text box and move it around the screen, or
- select the text and format it by changing the font, font size or colour.



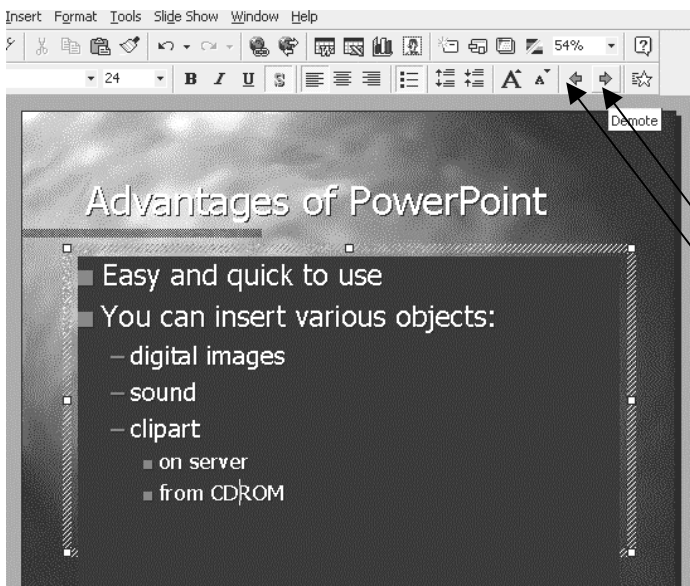
### 3. Create a Slide with Bulleted Lists

Click on New Slide button on the toolbar



(or select **New Slide** from the **Insert** menu)

Select the **Bulleted List** AutoLayout and click **OK**. Once again, follow instructions on slide to add text. Notice that the bullets are added automatically as you type more paragraphs.



#### **Changing the levels of the bullet points:**

You can change the level of each bulleted point by clicking anywhere inside the bullet text and then selecting the:

Demote button or  
Promote button

## 4. Create a Chart

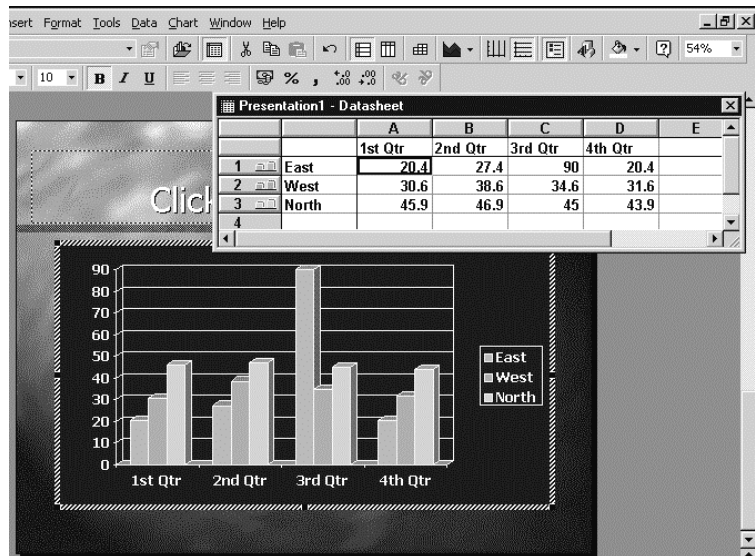
Click on the **New Slide** button on the toolbar (or select New Slide from the Insert menu)

Select the **Chart** AutoLayout and click **OK**. Double click where it is indicated to insert a chart.

You now need to enter your own values and labels into the table (Datasheet) and as you do so the chart will automatically change.

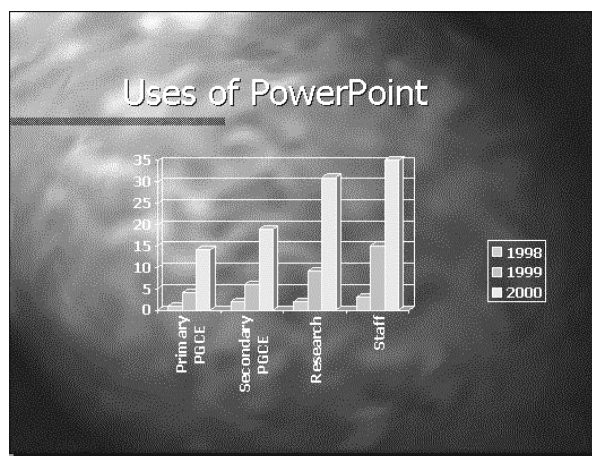
Note that you can see buttons on the toolbar from the Excel application.

You can insert or delete columns and rows.



Once you are happy with the data click outside the datasheet and chart and you will see the final slide.

If you wish to edit any of the values double click on the chart and you see the datasheet again.



It is possible to carry out various formatting changes to your chart such as:

- change the colours of the bars
- change the chart type
- move the legend
- add or remove gridlines

*If you are familiar with Excel chart features you should have no problems doing all the above and much more.*

## 5. Add Clip Art to your Slide

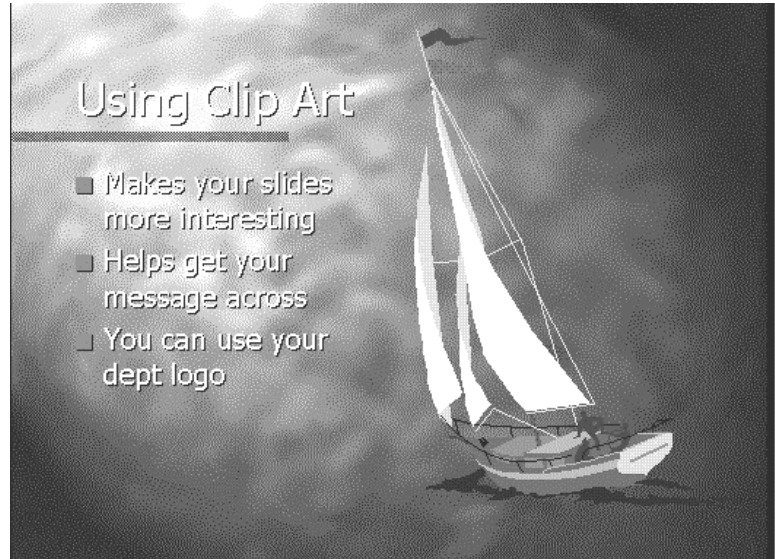
Click on the **New Slide** button on the toolbar (or select New Slide from the Insert menu)

Select the **Text & Clip Art** AutoLayout and click **OK**. Once again, follow the instructions on slide to add the text. Double click where it is indicated to add Clip Art. Select the Clip Art you want from the Clip Art gallery and click **OK**.

If you click on the clip art the resizing handles should appear as well as the Picture Toolbar.

In addition to moving and resizing the clip art you may wish to:

- Crop the clip art
- Add a frame
- Increase or decrease brightness or the colour contrast



To find out more about editing and formatting clip art and other images refer to the *Word97 – Part 3* publication available at the Helpdesk.

## 6. Insert a Digital Image

Click on the **New Slide** button on the toolbar (or select New Slide from the Insert menu)

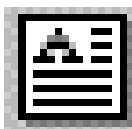
Select the **Blank** AutoLayout. Use the digital camera to create some digital images. Remove the floppy disk from the camera and insert it into the PC floppy disk drive.

Select **Picture** from the **Insert** menu and choose **From File**. Locate your images on the floppy disk drive and double click on the image you require. This will insert it onto your slide.

Just as with Clip Art you are now able to move and resize the image as well as carrying out other editing and formatting. *To find out more about editing and formatting graphics and images in general refer to the Word97 – Part 3 publication available at the Helpdesk.*

### **Add a caption for your image**

You can add a caption for your image by inserting a text box.



To do this click on the **text box** button on the drawing toolbar, click onto your slide and begin typing. Once the text is typed you can format it or move the text box around the slide.



## 7. Insert a Table

Click on the **New Slide** button on the toolbar (or select New Slide from the Insert menu)

Select the **Table** AutoLayout and click **OK**. Double click where it is indicated to insert a table.

You will first be asked to enter the number of columns and rows you require.

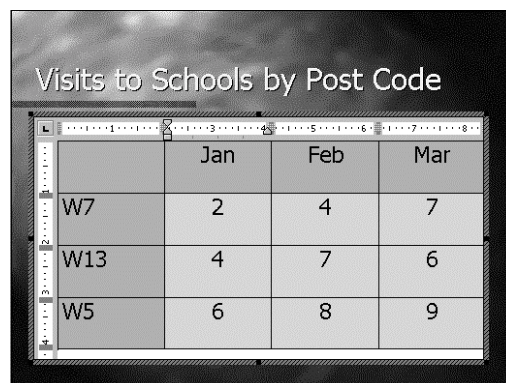
When you click OK you will be in the table editing mode and have access to all of Word's table formatting features.

Word's Table menu will appear on the menu bar so you can access all the commands you can access in Word. Example of editing and formatting you can carry out include:

- resizing columns and rows
- applying borders
- applying shading
- alignment of text

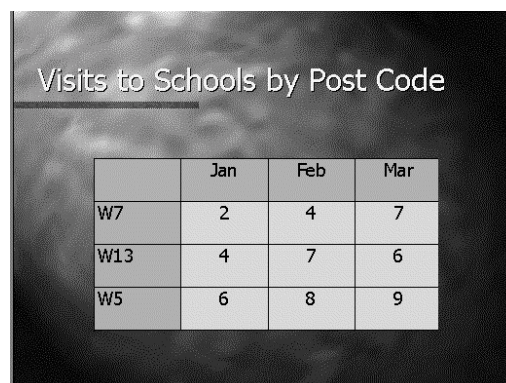
When you have completed your table click outside it and you will see just the table inset into the slide without the rulers. You may move or resize the table at any point. If you wish to edit or format the table double click on it and you will be taken back to the table editing mode.

*table editing mode*



	Jan	Feb	Mar
W7	2	4	7
W13	4	7	6
W5	6	8	9

*final slide*



	Jan	Feb	Mar
W7	2	4	7
W13	4	7	6
W5	6	8	9

*To find out more about editing and formatting tables refer to the Word97 – Part 2 publication available at the Helpdesk.*

## 8. Use Some of the Drawing Tools to Create a Diagram

Click on the **New Slide** button on the toolbar (or select New Slide from the Insert menu)

Select the **Blank** AutoLayout and click **OK**.

Check that the Drawing Toolbar is open at the bottom of the screen:



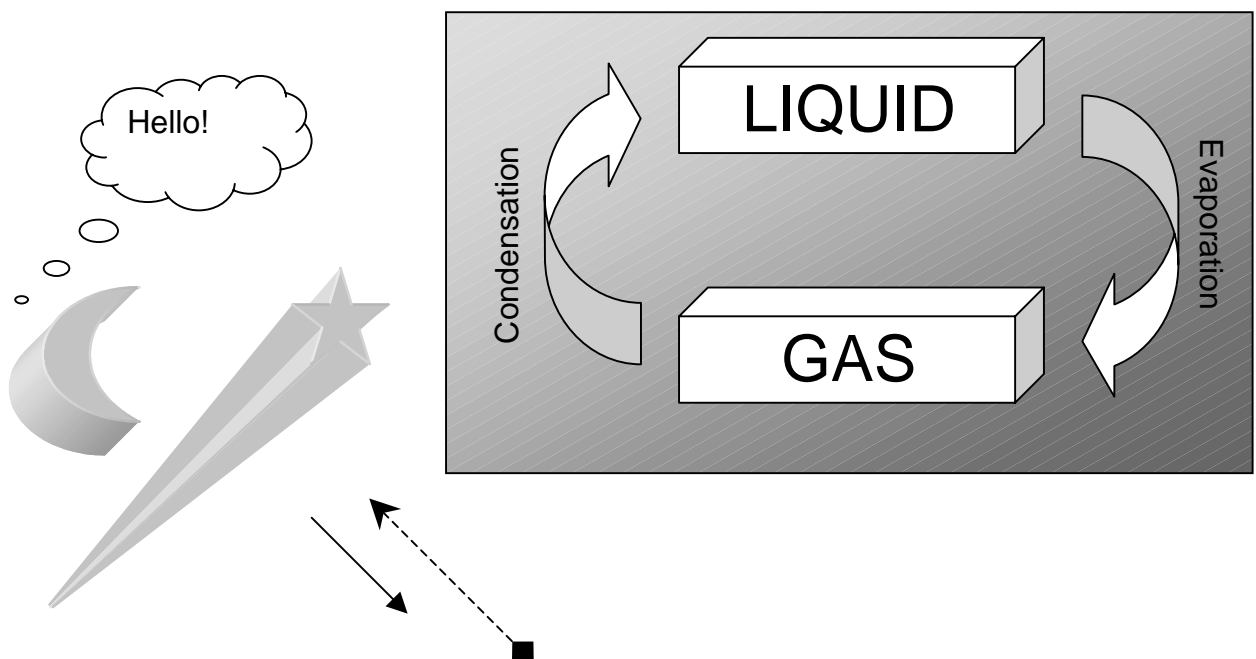
If the Drawing Toolbar is not already open select **Toolbars** from the **View** menu and click on **Drawing**.

Try out some of the drawing tools, such as :

- Autoshapes
- arrows
- rectangles and ovals with or without fills
- objects with shadows or 3D
- wordart

*To find out more about using the drawing tools refer to the Word97 – Part 3 publication available at the Helpdesk.*

Examples of using the Drawing Tools:



## 9. Insert a Blank Slide at the End of your Presentation

A blank slide is a good way to finish off the presentation. It reminds you that you have shown all your slides and saves you going one too far and leaving the PowerPoint presentation mode and entering the editing mode.

There are 5 different ways of viewing your presentation. These views can be selected by clicking on the appropriate shortcut button located at the bottom left-hand corner of the screen. Alternatively they can be selected from the View menu. In each view there are various different features of your presentation which can be selected or edited. Some of the main features of each view are summarised below:

- Slide View – Add new slides, select layouts, apply design and work with objects
- Outline View – Concentrate on the text content, move bullet points around easily
- Notes Page – Create speakers' notes
- Sorter – Change order of slides, select transitions and bullet effects
- Slide Show – Show your presentation

## Working in Slide View

Click on the **Slide View** button (or select it from the View menu)

You may do the following:

- i) Add new slides
- ii) Change slide layout
- iii) Change slide design
- iv) Edit text
- v) Work with all objects
- vi) Work with Slide Master

## Working in Outline View

Click on the **Outline View** button (or select it from the View menu)

You may do the following:

- i) Concentrate on the text content
- ii) Change the order of the slides
- iii) Move the bullet points around
- iv) Change the bullet levels

## Creating Speakers Notes

Click on the **Notes Page** button (or select it from the View menu)

The slide is displayed in the top half of the page and you may type in speakers notes in the bottom half of the page.

## Working in Sorter View

Click on the **Sorter view** button (or select it from the View menu)

You may do the following:

- i) View all the slides at once



- ii) Change the order of the slides
- iii) Select slide transitions
- iv) Select bullet effects/animations

## Showing Your Presentation

Click on the **Slide Show** button (or select it from the View menu). This starts your presentation off.

*TIP: Make sure you are in the first slide when you start your presentation.*

### ***To move forward:***

Use Return, Pagedown, down cursor key, right cursor key or click left mouse button.

### ***To move backwards:***

Use Pageup, up cursor key or left cursor key.

### ***To use a pen***

Right click on the screen and select the pen option.

### ***To abort the presentation at any stage:***

Use ESC

## Other PowerPoint Essentials

- ***Spell Checking***  
Start the spell checker from the Tools menu or use the shortcut button on the toolbar.
- ***Working with Master Slides***  
Go to the view menu, select Master and then master slide.  
Any changes you make here to the text formatting will be applied to all slides.
- ***More on Formatting and Working with Animations***  
Click on a bulleted list in Slide View and then from the Slide Show menu select Customise animation. Name your selections from the Effects tab.
- ***Printing***  
Select Print from the File menu. Make sure you have the correct option under the Print What? option. For example, slides, handouts, notes pages, outline.