

# PowerPoint – Level 1

Computer Training Solutions





## 1. An Orientation to PowerPoint

- ✦ Orientation to Views
  - ✦ Navigate Through a Presentation
  - ✦ Run a Slide Show
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## 2. Beginning a Presentation

- ✦ Create a New Presentation
  - ✦ Add Slides to a Presentation
  - ✦ Edit Slide Text
  - ✦ Apply Character Formats
  - ✦ Align Text and Change Line Spacing and Indents
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## 3. Templates and Slide Masters

- ✦ Select a Template
  - ✦ Change Text and Bullets in Slide Master View
  - ✦ Adding a Footer
  - ✦ Change the Background Colour
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## 4. Enhancing a Presentation

- ✦ Work with Drawing Tools
  - ✦ Use WordArt and ClipArt
  - ✦ Resize, Copy, Move and Duplicate Objects
  - ✦ Animate Objects
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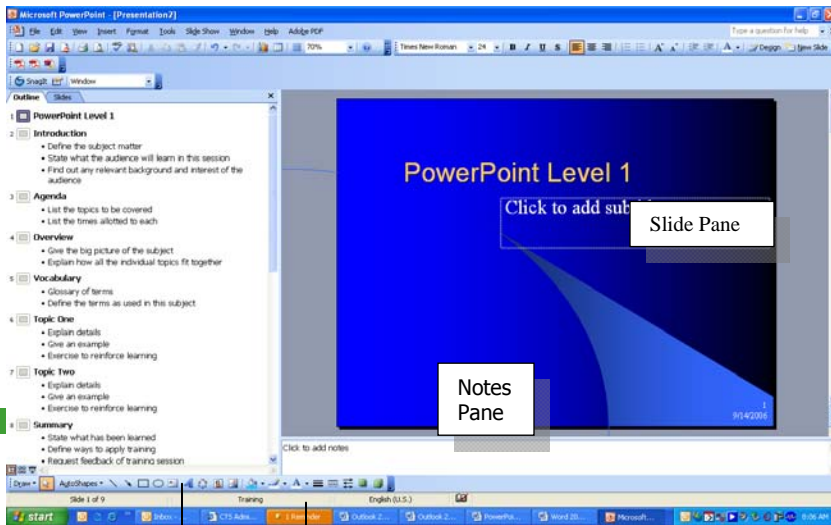
## 5. Delivering a Presentation

- ✦ Arrange Slides and Add Transitions
- ✦ Create Speaker Notes
- ✦ Print the Presentation
- ✦ Save a Presentation as a PowerPoint Show

## PowerPoint Application Window

Menu Bar

Outline Pane



Drawing Toolbar

Status Bar

## General Keyboard Shortcuts

Open a Presentation	Ctrl + O
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Undo	Ctrl + Z
New Slide	Ctrl + M
Help	F1

## Navigation Shortcuts

The Previous Slide	Page Up
The Next Slide	Page Down
The First Slide	Ctrl + Home
The Last Slide	Ctrl + End

## Formatting Shortcuts

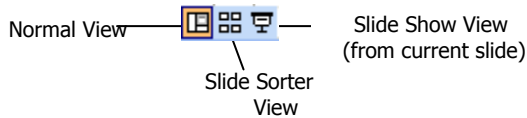
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

## Slide Show Shortcuts

These shortcuts only work in slide show view.

End Slide Show	Esc
Display Specific Slide	Slide # + Enter
Toggle Screen Black	B
Stop Automatic Show	S
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl + P
Change Pen to Arrow	Ctrl + A
Erase Screen Annotations	E
Run Presentation	F5

## PowerPoint Views



**Normal View** provides you with the slide, speaker notes and the presentation outline in one editing window. Most time is spent in normal view creating and editing slides.

**Slide Sorter View** is the best view for: Changing the slide order, deleting slides, adding transitions.

**Slide Show View:** Displays your presentation as an electronic slide show.

## Presentation Tips

### Six by six rule

Limit the text to about **six lines, six words per line** - Information on slides is meant to highlight the important points.

### Bullets points are not sentences

Reveal the key idea only and elaborate on each point, adding details as you present.

### Use minimal fonts

Limit the number of fonts for the entire presentation to no more than three fonts used consistently throughout.

### Font size

Titles should be between 36 & 44pts. Text should not be smaller than 28pts.

### Mix it up

Avoid having more than three plain text slides in a row. Try to enhance your slides with other objects.

### Backgrounds

Use a dark background with brightly coloured text for an on-screen presentation. Use clear, light backgrounds with dark text for an overhead.

### Contrast

You should contrast font colours sharply with the background to ensure readability. Use bold and italic for emphasis only – heavy use diminishes their effectiveness.

### Animations

Avoid overuse of animations – keep it simple as to not overwhelm your audience and lose your message in the technology.

When you present a slide show, your content should be the main focus. You want the tools you use (builds, animations, transitions) to help emphasize your points not draw your audience's attention to special effects.

Design your slides so your points fly in from the left – since we are accustomed to reading from left to right. To emphasize a point, have the point fly in from the right. Keep animations on screen.

**Review** your presentation with the following points in mind:

- Is your message clear? Did you achieve your intended results?
- Are your graphics and illustrations clear, appealing, and relevant to the topic?
- Is your close memorable?=**NOW()** **Returns the current date**

### Editing Slide Text

1. Select the text you want to change by:  
 Dragging to select variable text  
 Double-clicking to select single word  
 Triple-clicking to select entire paragraph
2. Type new text in its place

### Saving a Presentation

Choose **File** → **Save As**

Select the location you want to save to

In the File Name text box, type the name of the file and click **Save**.  
*To update a file using the Save command, choose **File** → **Save** or click the **Save** button*

### Running a Slide Show

Click the **Slide Show** view button

Click the left mouse button to advance to the next slide and continuing clicking to move through all slides

*To stop the slide show at any time, press **Esc** key.*

### Creating a Presentation from the AutoContent Wizard

Choose **File** → **New**

From the task pane, choose **From AutoContent Wizard**

Click **Next** button and select the presentation type you want to use

Click **Next** and select the presentation style you want

Click **Next** and enter a Presentation title and slide footer

Check or uncheck the Date Last Updated and Slide Number check boxes

Click **Next** and **Finish** to complete the wizard.

### Creating a Presentation from a Design Template

Choose **File** → **New**

From the task pane, choose **From Design Template**

Select the desired template and click its picture to apply it to the presentation


### Changing Background Color

Right-click any blank space on a slide and choose **Background**

Choose **More Colors** to display the color wheel, select a color and click **OK**

Click **Apply To All** to change all slides, or **Apply** to change a single slide


### Adding Slides to a Presentation

1. From the Formatting toolbar, click the **New Slide** button 
2. From the list of slide layouts, click to insert the desired layout  
*To change an existing slide layout, select a new layout from the task pane*

### Creating a Presentation from a Word Outline

- Choose **Insert** → **Slides From Outline** and double-click the outline file name

### Formatting Text

1. 
2. Change the font style by clicking on the **Bold**, **Italic**, or **Underline** buttons on the Formatting toolbar
3. Change the font by selecting a new font from the **Font** drop-down list
4. Change the size by selecting a new size from the **Size** drop-down list

5. Change the color by selecting a new color from the **Font Color** drop-down palette
6. Change the alignment of text by clicking on the **Left-Align**, **Centre**, or **Right-Align** buttons
7. Change line spacing by choosing **Format** → **Line Spacing** and increase or decrease line spacing as desired
8. Change indents by clicking and dragging the indent markers to the desired position on the ruler bar

### Creating a Table

1. Choose **Insert** → **Table**
2. Select the number of columns and rows you want
3. Click **OK**  
*To navigate in the table, press **Tan** to move to the next cell, **Shift + Tab** to move to the previous cell*

### Formatting a Table

- Place the mouse pointer on the line between the cells you want to resize and when the mouse shape changes to a double-header arrow, click and drag to resize

### Inserting a Table from Word

1. Choose **Insert** → **Object** and select **Create From File**
2. Click **Browse**, navigate to the file you want to insert and double-click it
3. Click **OK**

### Creating a Column Chart

1. Insert a slide that contains a **Content** or **Chart** Layout
2. Double-click the **Chart** icon to display the default chart and datasheet
3. Clear the default data and enter your own data
4. Editing Chart Data

### Editing Chart Data

1. Double-click the chart to activate it
2. Right-click the chart area and select **Datasheet**
3. Click the cell you wish to change and enter the new value

### Changing the Chart Type

1. Double-click the chart to activate it
2. Choose **Chart** → **Chart Type**
3. Select a new chart type and click **OK**

### Inserting a Chart from Microsoft Excel

1. Choose **Insert** → **Object** and click **Create From File**
2. Click **Browse**, navigate to the file you want to insert and double-click it
3. Click **OK**

### Resizing Objects

- Select the object and drag the sizing handle to reduce or enlarge the object

### Duplicating an Object

1. Select or create the object you want to duplicate
2. Choose **Edit** → **Duplicate** or press **Ctrl + D**

### Copying and Pasting Objects

1. Select or create the object you want to copy and paste
2. Choose **Edit** → **Copy** or press **Ctrl + C**

3. Navigate to the slide you want to paste to and choose **Edit** → **Paste** or **Ctrl + V**

### Moving Objects

- Select the object you want to move and drag to a new location  
*Pressing Shift as you drag moves the object exactly horizontally or vertically*

### Rotating an Object

1. Select the object you want to rotate and drag the green rotate handle in the direction you want
2. Click outside the object to set the rotation

### Changing Object Formatting

1. Right-click the object you want to format and select **Format**
2. Change the appropriate formatting options and click **OK**

### Grouping and Ungrouping Objects

1. Select the objects you want to group
2. From the Drawing toolbar, choose **Draw** → **Group**  
*To Ungroup an object, from the Drawing toolbar, choose **Draw** → **Ungroup***

### Changing the Order of Objects

1. Select the objects and from the Drawing toolbar, choose **Draw** → **Order**
2. Select the layering option you want

### Adding Clip Art

1. Choose **Insert** → **Picture** → **Clip Art** to show the Clip Art task pane or click the **Insert Clip Art** button on the Drawing toolbar
2. In the **Search For** text box, type a word that pertains to the type of image you need and in the **Search In** drop-down list, choose a category
3. Click **Go**
4. Click the down arrow on the desired image and choose **Insert**


### Adding a Picture from a File

1. Choose **Insert** → **Picture** → **From File**
2. Navigate to the folder containing the image and double-click the file name

### Drawing Lines and Shapes

1. To create AutoShapes, click the AutoShapes button on the drawing toolbar, point to a category and then click the desired shape
2. Point with the crosshair mouse pointer to the upper-left corner of the area where you want to draw the shape and drag diagonally down and to the right
3. To create a line, oval, or rectangle, click the desired button on the drawing toolbar, point with the crosshair mouse pointer to the upper-left corner of the area where you want to draw the shape and drag diagonally down and to the right  
*To create a "perfect" shape, hold the **Shift** key when dragging the mouse.*

### Inserting a WordArt Object

1. Click the **Insert WordArt** button 
2. Select the style or effect you want and click **OK**
3. Type the text and click **OK**

### Spell Checking a Presentation

- Click the **Spelling** button on the Standard toolbar



### Arranging Slides

1. Click the **Slide Sorter** view button
2. Click the slide(s) you want to move, delete, or hide
  - To move a slide, drag the slide to its new position
  - To copy a slide, press and hold **Ctrl** while dragging the slide to its new location
  - To delete a slide, press **Delete**
  - To hide a slide, click the **Hide Slide** button on the Slide Sorter toolbar

### Adding Transitions

1. From Slide Sorter View, select the slides you want to add transitions to
2. Click the Transition button on the Slide Sorter toolbar
3. From the Apply To Selected Slides list box, select the desired transition and speed

### Creating Speaker Notes

- Click in the Notes area at the bottom of the screen and type your notes.

### Send a Presentation to Word

1. Choose **File** → **Send To** → **Microsoft Office Word**
2. Select the page layout option and select **Paste** or **Paste Link**

### Printing Slides, Handouts and Notes

1. Choose **File** → **Print**
2. Select the type of printout and any other options and click **OK**

### Package a Presentation for CD

1. Choose **File** → **Package For CD**
2. Copy to a CD or folder on your hard drive
3. Click **OK**

### Exercise 1 – Creating a Slideshow

1. Create a new presentation using a Design Template of your choice. Use the Title Slide layout and type the following:  
Title: **VACATIONS**  
Subtitle: **Plan a Great Vacation**
2. Change the text in the subtitle to read: **How to Enjoy a Great Vacation.**
3. Insert another slide to the presentation using a Title and Text layout.
4. Type the following text as the Title: **PLANNING YOUR VACATION.**  
Type the following bullets in the text area:
  - **Destination**
  - **Dates**
  - **Transportation**
    - **departure dates**
    - **excursion rates**
  - **Activities**
5. Delete the bullet and text for **Dates.**
6. Insert another slide to the presentation using a Title and Text layout.
7. Type the following text as the Title: **RESORT VACATIONS.** Type the following bullets in the text area:
  - **Recreation**
    - **Swimming**
    - **Tennis**
    - **Golf**
  - **Restaurants**
7. Delete the bullet **Restaurants.**
8. Using the view buttons at the bottom left of the screen, view the presentation in the following views:  
**Normal**  
**Slide Sorter**  
**Slide Show**
9. Save the presentation as **VACATIONS** and close the presentation.

### Exercise 2 – Inserting Slides

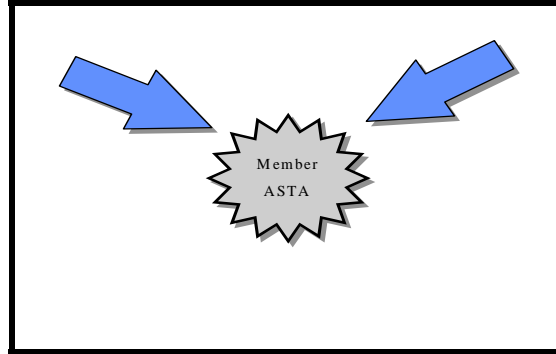
1. Open the presentation **VACATIONS.**
2. Insert a new slide to **follow Slide 3** using a Title and Text layout.
3. Type the following text as the Title: **SKIING VACATIONS.** Type the following bullets in the text area:
  - **Ski resort packages**
    - **Food**
    - **Lodging**
    - **Ski lifts**
    - **Equipment rentals**
4. Insert a new slide to **follow Slide 4** using a Title and Text layout.
5. Type the following text as the Title: **FISHING VACATIONS.** Type the following bullets in the text area:
  - **Fishing lodges**

- **Fly-and-fish packages**
    - **Flight schedules and rates**
    - **Tour guides**
  - **Types of fishing**
    - **Fresh-water**
    - **Stream**
6. Switch to **Slide Sorter View**. **COPY Slide 4** and paste it after the last slide (Fishing Vacations).
7. Change the text in the new slide just created (Slide 6) to read: **GOLF VACATIONS**
- **Golf resort packages**
    - **Food**
    - **Lodging**
    - **Golf fees**
    - **Equipment rentals**
    - **Carts**
8. Switch to **Slide Sorter View**. **Delete Slide 5** (Fishing Vacations). Immediately **undo** the deletion.
9. **Move Slide 5** (Fishing Vacations) so that it **follows Slide 6** (Golf Vacations). Save the presentation and close.

### Exercise 3 – Creating a New Presentation

1. Create a new blank presentation and on the Title Slide, type **Global Travel Specialists** as the title. Type **Complete Travel Services** as the subtitle.
2. Insert a new slide using the Title and Text layout and type **International & Domestic Travel** as the title. Add the following bulleted text:
  - **Corporate accounts**
  - **Vacation packages**
  - **Group Tours**
3. Insert a new slide after Slide 2, using the Title and Text layout and type **Special Services** as the title. Type the following as text in the bulleted placeholder:
  - **Meeting planning**
    - **Sales meetings**
  - **Passport photos**
    - **Same-day service**
  - **Rail**
    - **Cross-country**
4. On Slide 2, add a new bullet:
  - **Computerized reservations**
    - **Same-day ticketing**
5. Change the order of the bullets on Slide 2 to read as follows:
  - **Corporate accounts**
  - **Computerized reservations**
    - **Same-day ticketing**
  - **Group tours**
  - **Vacation packages**
6. On Slide 2, **italicize** the text **Same-day ticketing** and on Slide 3, **underline** the text **Sales meetings**, **Same-day service** and **Cross-country**.

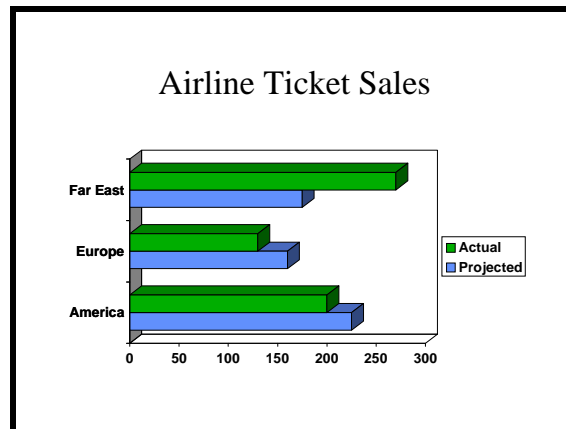
- Insert a new slide after Slide 3 using the **Blank** layout. Create a graphic similar to the one below (AutoShapes, Stars and Banners). Use the colors, shadows, etc. of your choice.



- Add a new slide using the **Title and Chart** layout. Type the title: **Airline Ticket Sales**. Add the following data in the datasheet:

	America	Europe	Far East
Projected	225	160	175
Actual	200	130	270

- Change the chart type to **Clustered bar – 3-D effect**. Resave the presentation with the same name. The slide should look like the following:



- Change the Design template to one of your own choosing.
- Switch to **Slide Sorter View**. Move **Slide 4** before **Slide 3**. Move **Slide 5** before **Slide 4**.
- Add **transitions** of your choice to any or all slides.
- Save the presentation as **GLOBAL TRAVEL**.
- Run the Slide Show.
- Close the presentation