

PowerPoint – Level 2

Computer Training Solutions



1. Creating a Custom Design Template

- ✦ Create a Custom Color Scheme
 - ✦ Set Up a Slide Master
 - ✦ Apply Bullet Formatting to Bullet Levels
 - ✦ Add or Remove Objects on the Slide Master
 - ✦ Add a Title Master
 - ✦ Add a Footer to a Slide
 - ✦ Copy Slides to Another Presentation
 - ✦ Modify the Formatting of the Notes Master
 - ✦ Save a Design Template
-

2. Adding Tables, Organization Charts and Diagrams

- ✦ Create a Table on a Slide
 - ✦ Create an Organization Chart
 - ✦ Edit and Format an Existing Organization Chart
 - ✦ Create a Diagram
 - ✦ Draw a Flowchart
-

3. Adding Special Effects

- ✦ Add Sounds and Movies
 - ✦ Add Animations
 - ✦ Emphasize Objects
 - ✦ Recolor Objects
 - ✦ Set a Motion Path
 - ✦ Set the Order of Effects
-

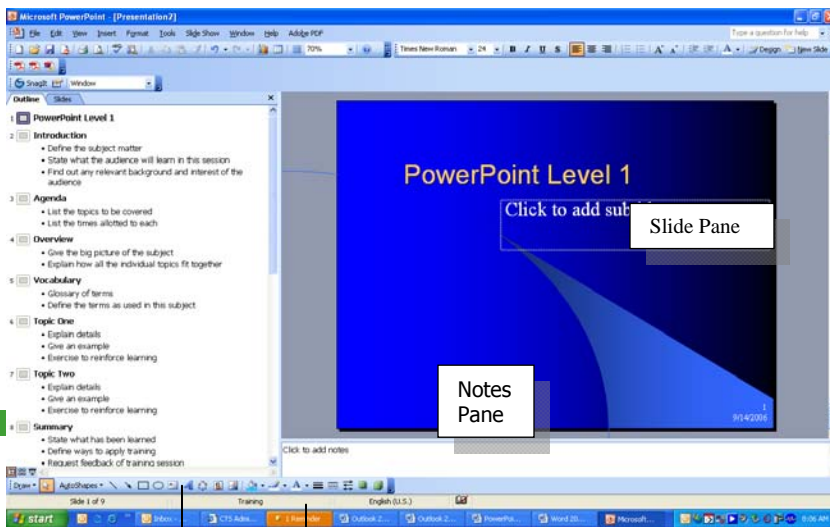
4. Delivering a Presentation

- ✦ Add Hyperlinks and Action Buttons
- ✦ Set up a Custom Show
- ✦ Annotate a Presentation
- ✦ Work with Slide Timings
- ✦ Set up a Slide Show to Repeat Automatically

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

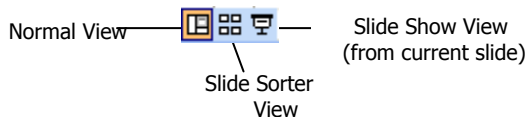
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

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.

current date

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.

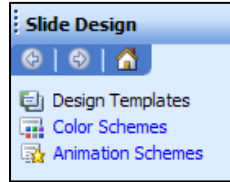
Design your slides so your points fly in from the left – since we are accustomed to reading from left to right. To emphasize a point, have the point fly in from the right. Keep animations on screen.

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

Creating a Custom Color Scheme

1. Choose **Format** → **Slide Design** or right-click on a blank area of the slide and choose **Slide Design**
2. At the top of the Slide Design pane, click **Color Schemes**
3. At the bottom of the Slide Design pane, click **Edit Color Schemes**
4. Double-click the colored square(s) to the left of the color property you want to change and double-click the new color
5. Click **Apply**



Setting Up a Slide or Title Master Slide

1. Choose **View** → **Master** → **Slide Master** to display Slide Master view
2. Choose **Insert** → **New Slide Master** to insert a new slide master or **Insert** → **New Title Master** to insert a new title master
3. Make any desired changes, such as background color, font, size, alignment, placement of text and graphics, header and footer text, design template

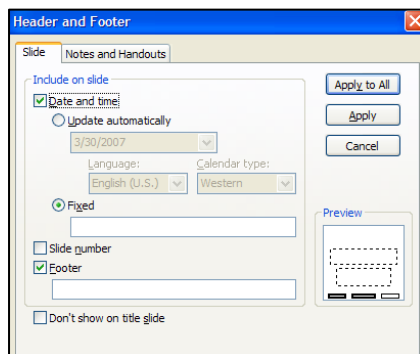


Formatting Custom Bullets

1. On the **Slide Master**, select the body text levels to which you want to apply the bullet style.
2. Choose **Format** → **Bullets And Numbering** or right-click and choose **Bullets And Numbering**
3. For symbols, click **Customize** and double-click the desired bullet symbol
4. **Tip:** For pictures, click **Picture** and double-click the desired bullet picture

Adding a Footer

1. Choose **View** → **Header And Footer**
2. Check the **Date And Time** check box to include the date and time
3. For a fixed date, select **Fixed** and type the fixed date
4. To update the date automatically, select **Update Automatically** and if desired, select a date format
5. Check the **Slide Number** check box to include slide numbers
6. To include footer text, check the **Footer** check box and enter the desired text
7. Check the **Don't Show On Title Slide** check box to hide the footer from the title slide



8. Click **Apply** to apply the footer to the current slide or **Apply To All** to apply the footer to all slides

Modifying the Notes Master

1. Choose **View** → **Master** → **Notes Master**
2. Modify the desired elements
3. Click **Close Master View**

Saving a Custom Design Template

1. Choose **File** → **Save As** and enter a new design template name
2. From the **Save As Type** drop-down list, select **Design Template (*.pot)**
3. Click **Save**

Adding Organization Charts

1. On the **Drawing** click **Diagram or Organizational Chart**
2. Click the **Organization Chart** diagram, and then click **OK**.
3. Do one or more of the following:
 - If you want to add text to a shape, right-click the shape, click **Edit Text**, and type the text.
 - Text cannot be added to lines or connectors in organization charts.
 - If you want to add a shape, select the shape you want to add the new shape under or next to, click the arrow on the **Insert Shape** button on the **Organization Chart** toolbar, and then click one or more of the following:

Coworker	to place the shape next to the selected shape and connect it to the same superior shape
Subordinate	to place the new shape below and connect it to the selected shape
Assistant	to place the new shape below the selected shape with an elbow connector.

If you want to add a preset design scheme, click **AutoFormat** on the **Organization Chart** toolbar, and select a style from the **Organization Chart Style Gallery**.

4. Click outside the drawing when you are finished.

To add text to an Organization Chart Shape, click in the center of the shape, type the desired text, then click away from the shape.

Adding Sounds or Movies from a File

1. Choose **Insert** → **Movies And Sound** → **Sound From File** or **Movie From File**
2. Navigate to the folder location where the file is stored and double-click the file
3. Click **Automatically** or **When Clicked** to choose when the file is played

Editing a Movie File Object

1. Right-click the movie object and choose **Edit Movie Object**
2. Set property values for its play and display options and click **OK**

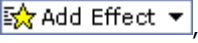
Inserting a Sound or Movie with the Clip Organizer





1. Choose **Insert** → **Movies And Sound** → **Sound From Clip Organizer** or **Movie from Clip Organizer**
2. Double-click the desired clip
3. Click **Automatically** or **When Clicked** to choose when the clip is played. A sound icon that represents the sound file appears

Adding an Animation Scheme To Slide(s)

1. Choose **Slide Show → Animation Schemes**
2. From the **Apply To Selected Slides** option list, select an animation scheme
3. Click on **Play** to test the animation scheme
4. To remove an animation, in the **Apply To Selected Slides** options list, select **No Animation**

Apply Animation to an Object

1. Click the object to select it
2. Choose **Slide Show → Custom Animation** or right-click and choose **Custom Animation**
3. In the **Custom Animation** task pane, click , and do one or more of the following:

4. If you want to:	5. Point to:	8. Entrance icon and then click an effect.
6. make the text or object enter the slide show presentation with an effect	7. 	
9. add an effect to text or an object that is on the slide	10. 	11. Emphasis and then click an effect.
12. add an effect to text or an object that makes it leave the slide at some point	13. 	14. Exit and then click an effect
15. add an effect that makes an object move in a specified pattern	16. 	17. Motion Paths and then click an effect

Modifying an Animation Effect

1. On the **Custom Animation** pane, in the **Modify Effect** control panel, click the property's drop-down list and select the desired property value
 - OR -
 On the **Custom Animation** pane, in the **playlist**, double-click the emphasis effect to display its properties dialog box, select the tab in which the property is located, set a new value and click **OK**

Apply a Motion Path to an Object





4. Click the object you want to animate.
5. Choose **Slide Show → Custom Animation** or right-click the object and choose **Custom Animation**
6. Click **Add Effect**, then choose **Motion Path** and do one of the following:

To apply a preset motion path:

- Click a preset path or click **More Motion Paths** to choose from more options.

To create a custom motion path:

- Point to **Draw Custom Path** and then do one of the following:

Click	To Draw a Path
 Freeform	with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines
 Scribble	that looks more like it was drawn with a pen or to create smooth curves
 Line	that is a straight path.
 Curve	where you want the curved path to start, and then continue to move the mouse and click wherever you want to add a curve.

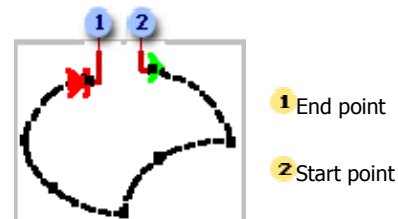
- Do one of the following:
 - If you want to end the freeform or curved path and leave it open, double-click at any time.
 - If you want to end a line or scribbled path, let go of the mouse button.
 - If you want to close a shape, click at its starting point.

Modifying a Motion Path Property

1. On the **Custom Animation** pane, with the **Modify** control panel, click the drop-down arrow next to the desired property and select the desired value
 - OR -
 On the **Custom Animation** pane, in the **playlist**, double-click the listed motion path effect, select the tab in which the property is located, set a new value and click **OK**
2. Do one or more of the following:

To Move a start or end point

- On the slide, right-click on the motion path and then click **Edit Points**.
- Drag the start or end point to the new location.



- Right-click on the motion path and then click **Exit Edit Points**.

To Close an Open Motion Path

Right-click the end point or the start point and then click **Close Path**.

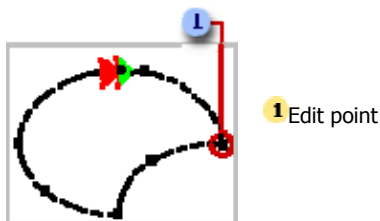
Resize a motion path

1. Position the mouse pointer over one of the sizing handles.
2. To increase or decrease the size in one or more directions, drag the mouse and do one of the following:
 - If you want to keep the center of the path in the same place, hold down **CTRL** while dragging.

- If you want to maintain proportions, hold down SHIFT while dragging.
 - If you want to maintain the proportions while keeping the center in the same place, hold down CTRL and SHIFT while dragging.
3. Release the mouse, and then release CTRL or SHIFT.

Adjust a motion path

1. On the slide, right-click on the motion path and then click **Edit Points**, and drag an edit point on the motion path to adjust the shape.
2. When you are finished, right-click on the motion path and then click **Exit Edit Points**.



Move a motion path

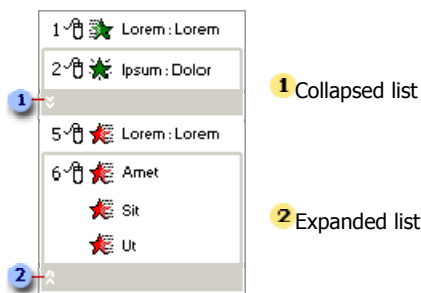
1. Position the mouse pointer over the motion path until the pointer changes to the cross-hair with arrows.
2. Drag the motion path to the new location.

Note The text or object associated with this path will not move when you move the path. When the animation plays, the associated item will jump to the starting point and then follow the path.

Setting the Order of Animation Effects

1. Choose **Slide Show – Custom Animation**
2. On the Custom Animation pane, in the playlist, select the animation effect you want to reposition
3. Click the **Re-Order up arrow** or **down arrow** to move the effect in the correct order

Note If you do not see the animation that you want to select in the list, make sure that each animation in the list is fully expanded.



Inserting an Internal Hyperlink to a Slide

1. Select the text you want to hyperlink
2. Choose **Slide Show – Action Settings**
3. Select **Hyperlink To** to designate the Mouse Action On Click as a hyperlink
4. From the Hyperlink To drop-down list, select **Slide**

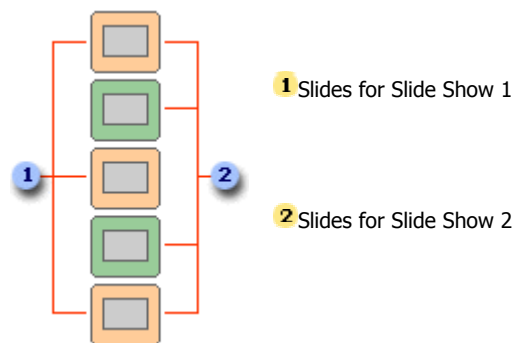
5. Select the slide title of the target slide and click **OK**
6. Click **OK** to apply your new internal hyperlink settings

Adding an Action Button

1. Choose **Slide Show – Action Buttons**
2. Choose the type of action you want to add
3. Click and drag to draw the action button on the slide
4. Set the action for the button:
 - For the Hyperlink To action, in the Action Settings dialog box, on the Mouse Click page, select **Hyperlink To**, from the Hyperlink To drop-down list, select the desired hyperlink type, click **OK**
 - For the Run Program action, in the Action Settings dialog box, on the Mouse Click page, select **Run Program**, click **Browse** to display the Select A Program to Run, navigate to the program you want to run and click **OK**
 - For the Play Sound action, in the Action Settings dialog box, on the Mouse Click page, check the **Play Sound** check box, from the Play Sound drop-down list, select the sound you want and click **OK**

Creating a Custom Slide Show

You might want to give a presentation to two groups in your company that work at two different sites. The slide show includes slides 1 through 5. You can create a custom show named "Slide Show 1" for the first group that includes just slides 1, 3, and 5, and create a custom show named "Slide Show 2" for the second group that includes slides 1, 2, 4, and 5. Of course, you can always choose to run the slide show in its original sequential order.



To Create the Custom Show:

1. Choose **Slide Show – Custom Slide Show**
2. Click **New** and in the Slide Show Name text box, type a name for the custom show
3. In the Slides in Presentation list box, select the desired slide(s) and click **Add**
4. If necessary, reorder the slides using the up or down arrows
5. If necessary, remove any unwanted slide(s) by selecting the slide and click **Remove**
6. Click **OK** to save the custom show and if necessary, click **Close**

Show a Custom Show

1. Choose **Slide Show – Custom Shows**
2. Select the name of the custom show and click **Show** to run the custom show as a slide show

Modify a Custom Show

1. Choose **Slide Show – Custom Shows**

2. Select the name of the custom show and click **Edit**
3. Add, remove or reposition the slides and click **OK**



Delete a Custom Slide Show

1. Choose **Slide Show** → **Custom Shows**, select the name of the custom show you want to delete and click **Remove**

Annotate a Slide

1. Right-click the slide and choose **Pointer Options**
2. Choose **Ballpoint Pen**, **Felt Tip Pen** or **Highlighter**
3. Position the mouse pointer at the location where you want to begin the drawing stroke
4. Press and hold down the mouse button, dragging the mouse to start the stroke and releasing the mouse to stop the stroke
5. To change to a different annotation tool, right-click to display the options and choose a new tool.
6. To erase unwanted annotations from a slide, right-click and choose **Erase All Ink On Slide** or choose **Eraser** and drag the mouse across the annotation you want to erase

Tip: Press *Esc* to drop an annotation tool and return to normal viewing mode.

OR

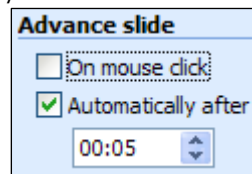
Use the following keyboard shortcuts while running the presentation

Erase on-screen annotations	E
Go to the next hidden slide	H
Redisplay hidden pointer and/or change the pointer to a pen	CTRL+P
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Hide the pointer and navigation button immediately	CTRL+H
Display a black screen, or return to the slide show from a black screen	B

Work With Slide Timings

Repeat the following process for each slide you want to set the timing for.

1. In **Slide Sorter** view, select the slides you want to set the timing for (or do each one separately).
2. On the **Slide Show** menu, click **Slide Transition**.
3. Under **Advance slide**, select the **Automatically after** check box, and then enter the number of seconds you want the slide



Setting a Slide Show to Repeat Automatically

1. Choose **Slide Show** → **Set Up Show**
2. Selected **Browsed At a Kiosk (Full Screen)** as the show type
3. Click **OK**
4. Choose **Slide Show** → **View Show**

OR

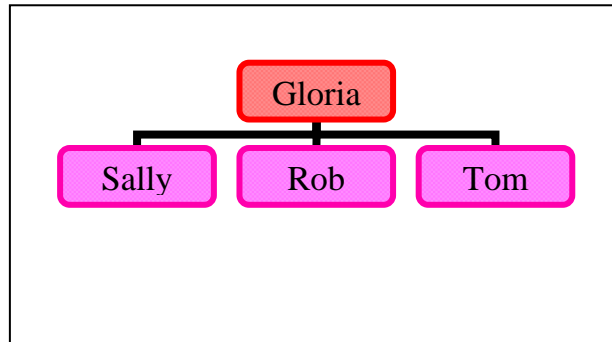
1. Choose **Slide Show** → **Set Up Show**
2. From the **Show Options** section, place a checkmark beside **Loop continuously until 'Esc'**

Exercise 1 – Creating a Slide Master Design Template

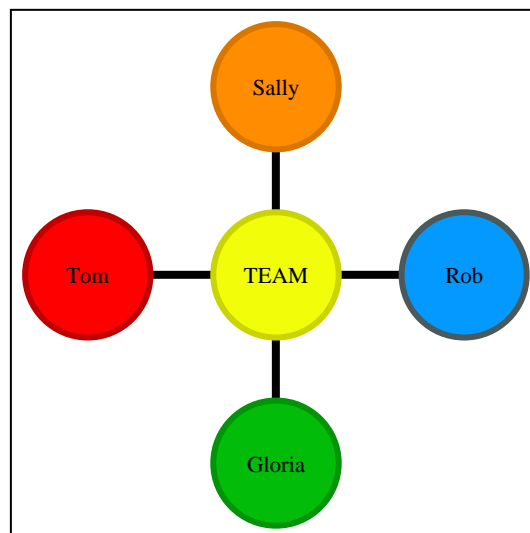
1. Open the file **Sample – Master Slides.ppt**. This is the completed “look” you will give to the design template you’ll create in this activity. Leave this file open for reference only.
2. Open the file **Practice - Master Slides.ppt**. This slide displays the identical text however none of the slide design features are present.
3. Working with the **Practice - Master Slide.ppt** file, display **Slide Master** view. Reposition the left margins of the two text areas so that they are one inch to the left of the centre of the slide.
4. Select the **Slide Design – Color Schemes** pane. In the **Apply A Color Scheme** display list, apply the color scheme displayed at the top of the left column of available color schemes.
5. Edit the color scheme you just applied by changing the following colors:
 - i. Background: Yellow
 - ii. Title Text: Dark Red
 - iii. Text And Lines: Dark Blue
6. Insert the picture **tapestry.wmf** (found in the Activities folder)
7. Resize the graphic to the left of the text boxes until it is vertically centered and takes up most of the vertical space on the slide.
8. Insert a slide footer that lists the slide number, and a footer of *"Shorham Presentation"*.
9. Return to **Normal View** to see the application of the slide master to the previously unformatted text.
10. Delete all the text from the placeholders.
11. Save the design template as **Tapestry.pot**.
12. Close both files.
13. Create a new blank presentation using the new Tapestry.pot template.
14. Add a second blank slide to the presentation to see that the slide design is also applied to it. Close without saving.

Exercise 2 – Creating Charts and Diagrams

1. Open the file **Sample – Charts And Diagrams**. This is the finished version of the file you will build. Leave it open for reference only.
2. Open the file **Practice – Charts And Diagrams**. This file contains nothing except an arrow.
3. Create an **Organization Chart** in the upper-left corner of the slide as shown below:



4. Format the organizational chart with the **Primary Colors AutoFormat**.
5. Create a **Radial Diagram** in the lower-right corner of the slide as shown below. Set the text size to be 24 pt.



6. Format the Radial diagram with the **Primary Colors AutoFormat**.
7. Resize both charts as necessary to make sure that the Matrix Management arrow is completely visible.
8. Save and close both files.

Exercise 3 – Adding Special Effects to a PowerPoint Slide

1. Open the file **Sample – Special Effects** and then view it as a slide show.
 - Note the animation of the Title
 - Notice how the birthday cake is animated
 - Sound has been applied
 - All the animation occurs simultaneously, just after the slide contents appear.
2. Minimize the file and use it as an example to refer to while creating a new presentation.
3. Create a new presentation consisting of one completely blank slide. Then, apply a design template of your choice for the slide background.
4. Using the **Clip Organizer**, insert the birthday cake movie object, resize it, and center it in the slide.
5. Insert two WordArt objects. One with the text "*Happy Birthday Chris!!!*" and the other with "*LOVE, the Gang*" as WordArt objects. Resize and format them similarly to the example file.
6. Choose and apply an animation to the text "*Happy Birthday...* ". Have this WordArt object appear after the cake animation. Then animate the WordArt text "*LOVE...*" to appear about 2 seconds automatically after the "*Happy Birthday....*" WordArt object.
7. Apply the **Big Title** animation scheme to the slide.
8. Apply the **Applause** sound file to the slide.
9. Apply the **Vertical Figure 8** motion path to the birthday cake.
10. Apply the **Grow/Shrink Emphasis** effect to the "*LOVE, the GANG!!!*" WordArt object.
11. Synchronize the custom animation so that the applause and grow/shrink effects start and stop at the same time.
12. View the show, correct any errors. Close both files, saving if prompted.

Exercise 4 – Links And Action Buttons

1. Open the file **Practice – Links And Action Buttons**.
2. On Slide 1, in the text box above the bullet items, delete the text "For information on the following topics, click the links below // ". If necessary, reposition the text box so that the remaining text is displayed nicely on the slide.
3. Hide all the slides except the first slide.
4. On Slide 1, in the bullet list, select the text of each bullet item and create an internal hyperlink to the corresponding information page later in the presentation.
5. On Slides 2 through 6, add an Action button that returns the user to the first Slide 1.
6. View the show, correct any errors, and save the presentation.
7. Close all open files.