

PowerPoint 2003

Intermediate PowerPoint: Tips and Tricks

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Course Description

Today's Intermediate PowerPoint 2003 workshop will present some new topics and expand on others that were covered in the Introduction to PowerPoint 2003 workshop.

Customization would be the best way to describe this workshop. We will look at ways to change the color, size and appearance of clip art. Also, we'll see how easy it is to change the color scheme and background of the template you are working with. There also steps to create and save your own design template for future use.

Making your PowerPoint presentation more than just a two-dimensional file of text and images will also be a priority. Techniques to apply animation effects to your clip art and text will be covered, as will the many slide transition effects. You will also see

how easy it is to add interactivity via links and multimedia content in the form of sound and video clips.

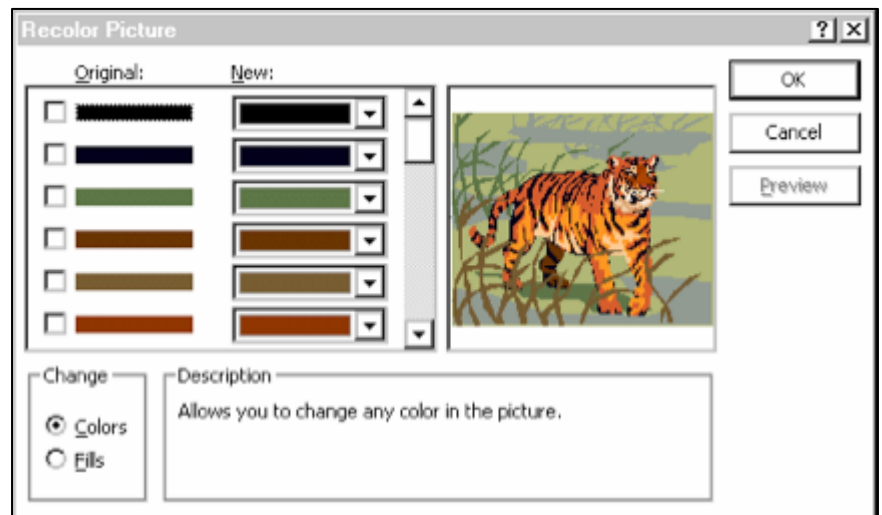
Together with the topics learned in the Introduction to PowerPoint 2003, you will be well on your way to creating custom-looking, professional slide presentations that will grab and hold the attention of your audience.

The two workshops presented for PowerPoint are:

- Introduction to PowerPoint 2003
- Intermediate PowerPoint 2003

Recoloring Clip Art

1. Insert an item of clip art:
Insert > Picture > Clip Art
2. Select the art from the Clip Gallery, and then select **Insert** from the drop-down menu on the left side of the clip.
3. Resize and reposition the clip art object as desired.
 - Click once on the clip art to select it (you will see white boxes on the sides and corners).

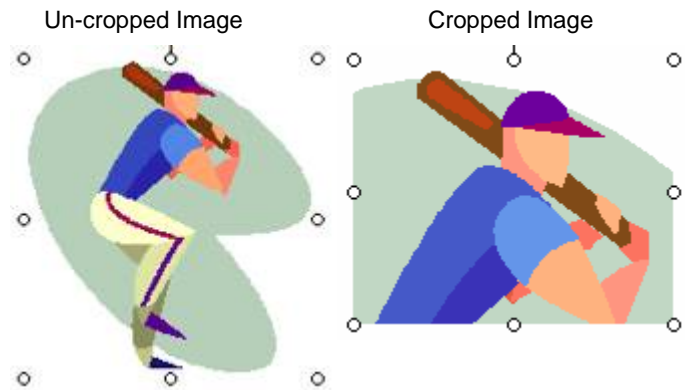


4. Go to the **Format** menu and choose **Picture** from the bottom of the list.
5. Click on the **Picture** tab at the top of the **Format Picture** dialog box.
6. Click on the **Recolor** button located in the bottom-right corner.
7. Click on the down triangle next to each color in the **New** column that you wish to change and select a new color.
8. Click on **OK** to close the Recolor Picture dialog.
9. Click on **OK** to close the Format Picture dialog and return to the slide.

Cropping Clip Art and Images

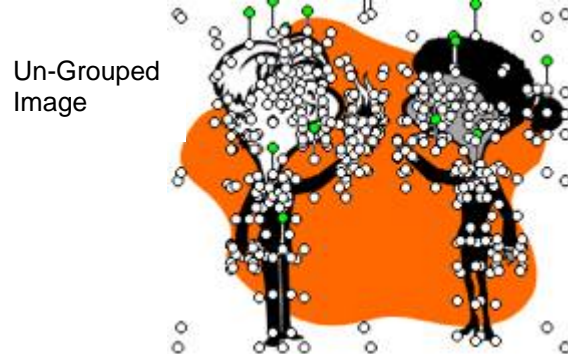


1. Click once on the clip art or image to select it.
2. Bring up the **Picture toolbar** if it is not currently visible. Go to the **View** menu and select **Toolbars**. Click on **image displayed above**.
3. Choose the **Crop Picture tool**. Your cursor will appear as a cropping tool on the screen.
4. Position the box portion of the cropping tool over one of the dark lines around the clip art.
5. Drag and drop one of the dark lines to chop off some undesired portion of the image.
 - If you click off of the image, the cropping tool goes away.
 - You can also use the cropping tool to undo your cropping or you can click on the **Reset Picture** button on the Picture toolbar to restore the clip art to its original appearance and dimensions.



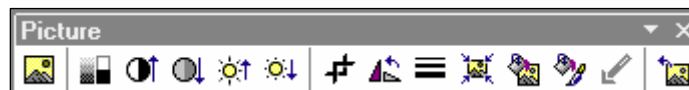
Ungrouping Clip Art

1. Click on the image to select it.
2. Go to the **Draw** menu and select **Ungroup**.
3. You will receive a dire warning about the consequences of this action.
 - You will lose the ability to recolor the clip art using **Format > Picture** (although you can change the color for an entire "chunk" using **Format Object** and selecting a fill color).
 - You will be unable to use any portion of the disassembled clip art as a "button" for interaction settings (discussed in a later section of this handout).
4. Click the **Yes** button.



- Your clip art will now have several white boxes around each segment of the image. Click anywhere away from the image to unselect the items.
- You can now select individual segments and move, resize, delete, or format them. Some "chunks" are also groups; you can repeat steps 1 through 5 to ungroup the smaller piece.

Using the Picture Toolbar



Mouse Over each image to see a description of the feature

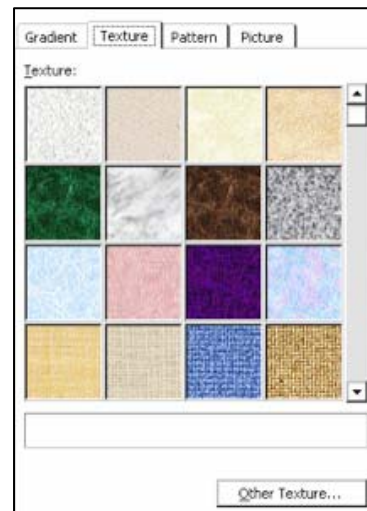
1. Use the **Color** control tool to change it to a Grayscale image, Black and White image or a Washout image. Change it back to Automatic.
2. Use the **Contrast** and **Brightness** tools to change the appearance of the image.
3. Review the use of the **Crop** tool.
4. The **Line Style** tool adds a border to the image. You can use the drawing toolbar tools to change the border color.
5. The **Reset Picture** tool undoes any resizing, recoloring, cropping, etc. and restores it to the way it looked when you first inserted it.

Creating a Custom Background

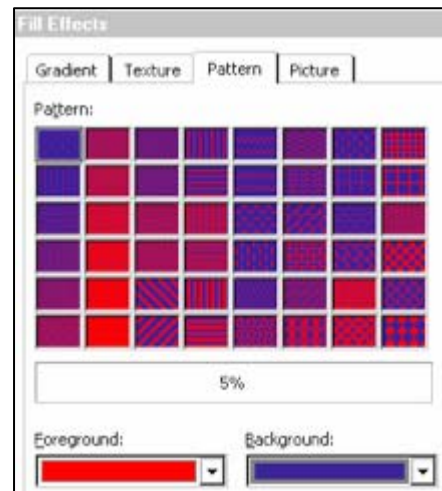
1. Go to the **Format** menu and choose **Background**.
2. Click on the colored bar below the sample slide in the Background fill box. Do one of the following:
 - Choose another color from the palette or by selecting **More Colors**.
 - Choose **Fill Effects** and select colors and options under the **Gradient** tab. Click on OK when done.



- Choose **Fill Effects** and select a texture under the **Texture** tab.
- Click on **OK** when done.



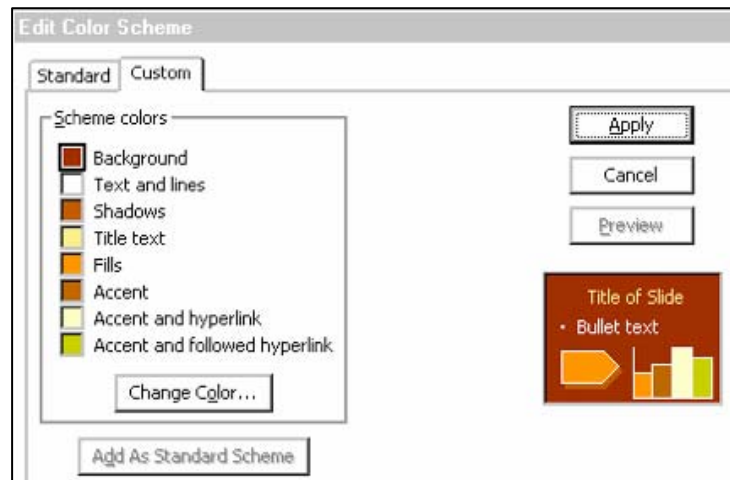
- Choose **Fill Effects** and select the a texture under the **Pattern** tab. Click on **OK** when done.



3. You can choose to omit any design template graphics from the background.
4. Click on **Apply** or **Apply to All**.

Change Color Scheme

1. Go to the **Format** menu and select **Slide Design**. The Slide Design options will appear as a column on the right side of the screen. You can select a different scheme from the standard choices by clicking on one of the sample color scheme boxes.
2. Click on **Apply** to make this change for just the current slide or click on **Apply to All** to change all slides to the new scheme.
3. If you want to modify a scheme, select one that comes close to what you want, and then click on the **Edit Color Schemes** link at the bottom of the column.



4. Change the background color; fill colors for graphic objects, text colors, hyperlink colors, etc.
5. Click the **Apply** button to incorporate the color changes.

Modifying a Presentation Design Template

Review from the Introduction to PowerPoint: One of the things you can do is modify the master slides for your current design template. Go to the **View** menu, choose **Master**, and select **Slide Master**. You can reposition items on the screen such as the slide title, text box, date, slide number, footer, etc. You can change the font choice, text size, text color, bullet format, indenting, paragraph spacing, and text alignment. These changes will be in effect for new slides that you create. Save the template if you will want to use it for other presentations (see steps below for saving a template).

Edit the background graphic(s):

1. Click once on the image to select it. It might be as big as the entire slide.
2. Go to the **Draw** menu on the **Drawing** toolbar and select **Ungroup**.
3. Click away from the image to unselect the components.
4. You can now delete, move, resize, or recolor the individual graphic items.

Create a Customized Presentation Design Template

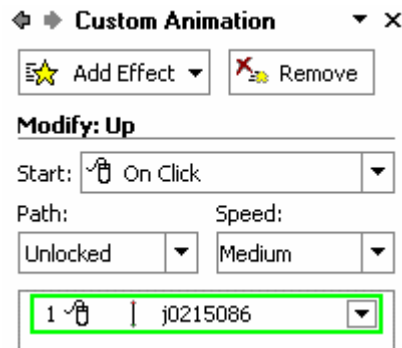
1. Start a new blank presentation by clicking on the button that looks like a piece of white paper
2. Create a custom background. See the previous page for details.
3. Edit the Master Slide as we did in the *Introduction to PowerPoint* workshop.
4. Add a piece of clip art from the Gallery or from a graphic file.
5. Save this as a template file (**see below**). Close the file.
6. Open an existing presentation.
7. Apply your template design to it: **Format > Apply Design**.

Create a To Save a Template for Future Use

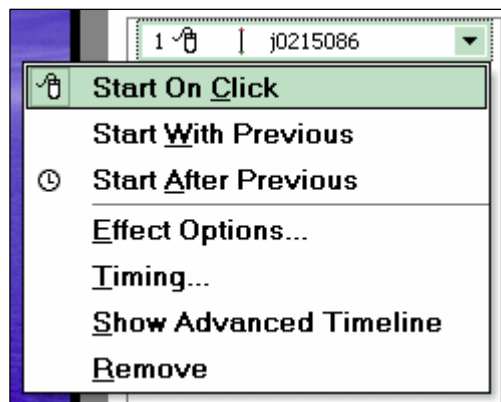
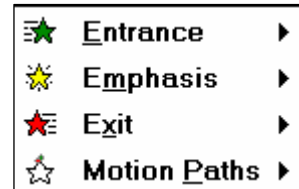
1. Make sure you have modified the background or color scheme, text formatting on the master slides, background graphics, etc. to your satisfaction.
2. Go to the **File** menu and select **Save As...**
3. Enter a name for your design template; do not supply an extension.
4. Select a file type of **Design Templates**. The filename will now end with **.pot**.
5. Ideally, place it in the **Presentation Designs folder** in your **Templates** folder so you can easily find it again. (e.g. C:\Office\Templates\Presentation Designs\).
6. Click on the **Save** button.

Applying Animation Effects

1. Go to the slide that you wish to add animation to (or to modify current animation/build settings).
2. Go to the **Slide Show** menu and select **Custom Animation**.



- The Custom Animation Toolbar will appear as a pane going down the right side of the screen.
3. Select the clip art or text you would like to apply the animation effects to by single clicking them.
 4. Click on the drop-down menu on the **Add Effect** button.
 - There are four effect options to choose from under the drop-down menu: **Entrance, Emphasis, Exit and Motion Paths.**
 - The animation can be set to start **On click** of the mouse or **With previous** or **After previous** animation. (see figure below)



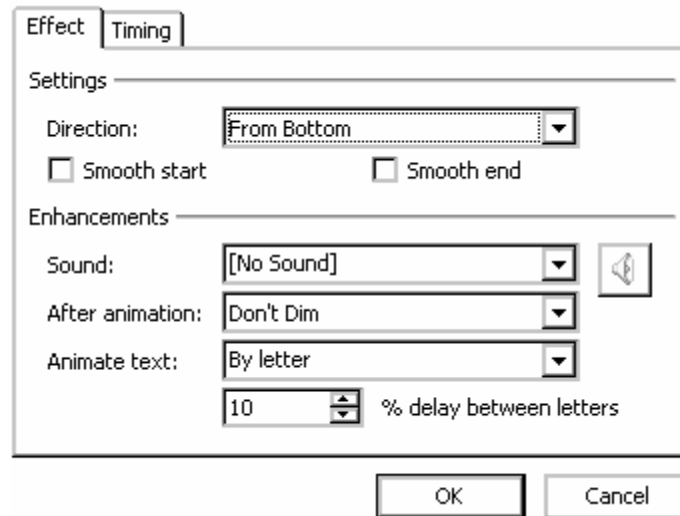
- Under **Path**, you can **lock** or **unlock** the path of the animation or **reverse the path of animation.**
- The **Speed** drop-down menu will allow you to set the speed of the animation.

Additional Effects

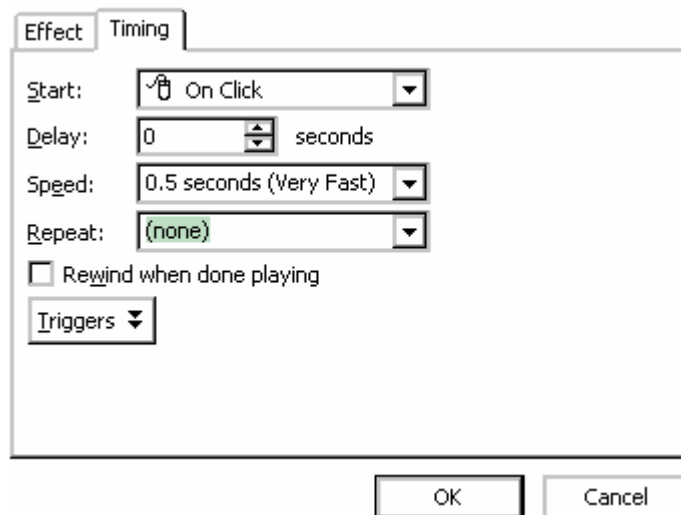
- Each animation added to your presentation will appear in a numbered list below the animation effect options. The starting element, animation path and clip art number will be shown.
- For additional effects, click the drop-down menu to the right of every listed animation in your presentation.
- Like the above menu, you can select how to start the animation on either a mouse click or with previous or after previous animation.

From **Effect Options**:

- Under the **Effect** tab, you can specify the direction an animated item is placed on the slide; include a sound with the animation and whether to animate text all at once, by letter, or by word.



- Under the **Timing** tab, you can change how to start the animation and the speed at which it occurs in the presentation



Adding Interactivity

1. Click on a graphic item on the slide (it can be clip art or an object you created with a drawing tool). You will click on this item to initiate the interactive event.
2. Go to the **Slide Show** menu and select **Action Settings**.
3. Click in the radio button next to **HyperLink To** if you want to branch to a different slide. Choose **First Slide**, **Last Slide**, **Previous slide**, etc.

OR Select **Slide...** if you want to choose a particular slide from your list

1. Select the slide from the roll down list displayed and click on **OK**.
2. Click on **Hyperlink To** and choose **URL...** if you want to link to a web page. This will only work during your presentation if your presenting computer has a live internet connection. Enter a web page address and click **OK**.
3. If you want to **run a program**, click the radio button next to that item.
4. Click on the **Browse** button to find the program or enter the complete path name of the program you wish to run.
5. Click **OK**.

Notes

- You can only select one interaction per object.
- The object can be selected text, a piece of clipart, an image, or an object or shape that you created with a drawing tool.
- It cannot be a **grouped** object made of items that you grouped together.
- Also, if you ungrouped a piece of clipart to create a custom graphic, none of the ungrouped items can be used for an interaction effect.

Insert a Movie and/or Sound Clip

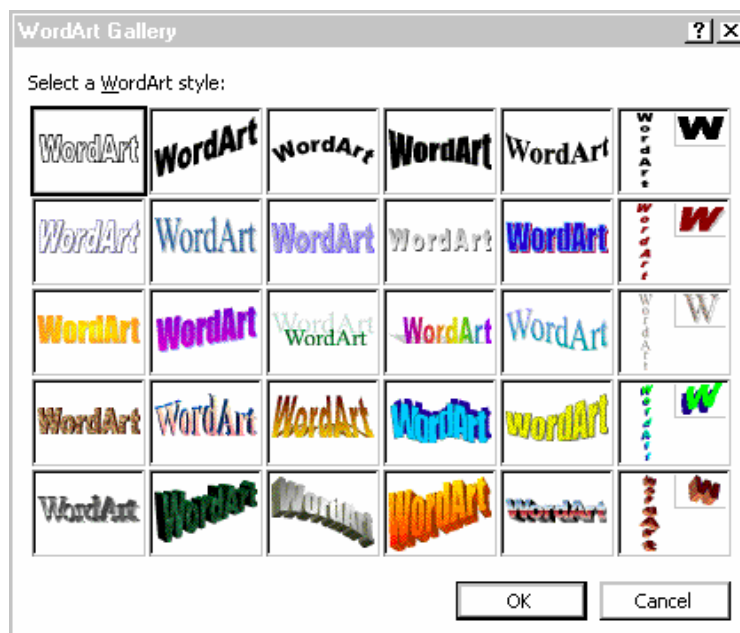
Inserting a movie or sound clip into your PowerPoint 2003 document is as easy as inserting a piece of clipart or other image file. However, if total file size is a consideration, keep an eye on the movie and sound clips you insert. Some of them can be quite large in size.

1. Insert a blank new slide.
2. Go to the **Insert** menu and select **Movies and Sounds**.
3. Slide to the right and select **Movie from File** or **Sound from File**.
4. Find the movie or sound you would like to insert and click **OK**.

- You may find that PowerPoint will not play your movie correctly if you did not select the correct player to play the clip. If you experience difficulty hearing sound, try selecting another player. Files with the extension .mov can be played with the downloadable QuickTime Player. Files with the extension .avi can be played with the Windows Media Player; this comes standard with Windows XP.

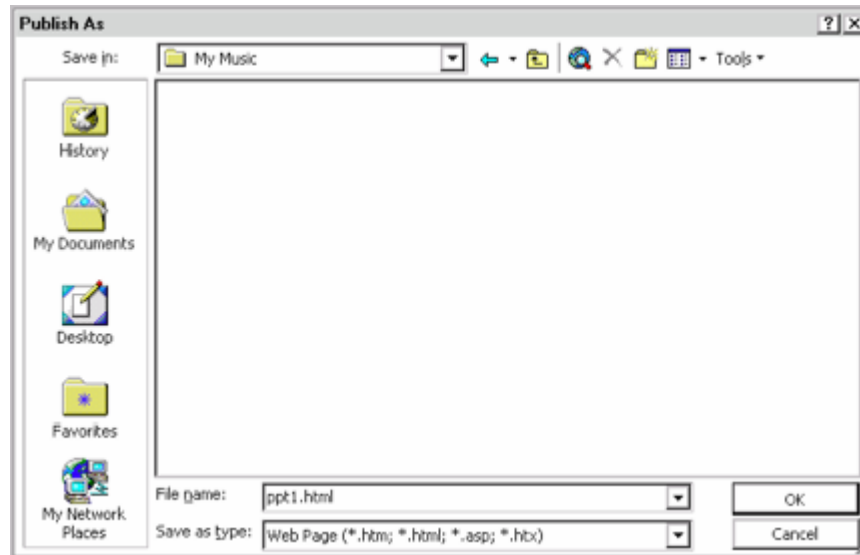
Insert WordArt

The **WordArt** command button is the "dancing" AA on the **Drawing** toolbar. Clicking on it opens the WordArt Gallery. You are presented with a variety of text styles, some 3-D. Select one and a dialog box appears in which you enter your text and apply the font, size, and style of your choice. Click **OK** and the WordArt appears on your slide. You can modify it later by double clicking on it.



Putting Your PowerPoint 2003 Presentation on the Web

- Go to the **File** menu and select **Save As Web Page**.
 - If this option is not available to you, you will need to install **Web Publishing** as an additional option using your **Office XP CD**.
- Give the file a good name. Do not use spaces or special symbols.
- Make sure the page has an accurate, interesting Page title. If not, click on the **Change Title** button.
- Specify a location in the **Save_in** box. For today, select the My Music folder on the C: Drive.



5. Click on the **Publish** button.

- You can choose what material gets published into your web page(s). You can also determine which browser you are publishing for. For today, select IE/Netscape 3.0. Click **Publish**.
- PowerPoint will create an index.html file with the same name as your PowerPoint file. It will also create a folder full of files needed to display your presentation on the web.

