

# PowerPoint 2003 Basics & Beyond

## Table of Contents

1. Table of Contents
2. Some PowerPoint Definitions
3. Opening PowerPoint
  - Startup Choices
  - The PowerPoint Window
4. Creating Slides - New Layouts
  - Layout Choices
  - Positioning or Resizing a Text Box or Image
  - Changing Bulleted Items
  - Adding Clip Art
  - Charts and Graphs
  - Tables
  - Organization Charts
5. The many Views of Your PowerPoint Presentation
  - Normal View
  - Slide Sorter View
  - Slide Show View
6. Changing the Look and Feel of Your PowerPoint Presentation
7. Building Transitions and Effects on Your Slides
  - Transitions
  - Effects
  - Viewing Your Transitions and Effects
8. Using Master Pages to make Global Changes
  - Overview
  - Slide Master
  - Handout master
  - Notes Master

## Introduction

This Document provides basic instruction for creating a slide presentation using PowerPoint 2003 on your desktop Windows computer.

## PowerPoint Definitions

The PowerPoint environment is easier to learn if you understand the way that the PowerPoint program “thinks” about the slides. The following definitions will give you some help with this.

1. **Templates:** Backgrounds and Color Combinations that you can choose from. These set the mood for your presentation. Find out how to choose a template in: Opening PowerPoint.
2. **Views:** Different ways to look at your presentation. There are five views to choose from: slide view, outline view, slide sorter view, note page view, or slide show. Slide views are discussed in: The Many Views of Your PowerPoint Presentation.
3. **Masters:** Place to set the standard look and feel of the entire presentation by adding your own logo, special clip art, the date, and/or page numbers. For example, whatever is placed on a slide master will appear on every slide. Whatever is placed on a handout master will appear on every handout page, etc. See: Using Master Pages to Make Global Changes.
4. **Layouts:** The guides for each individual slide. Includes layouts for inserting graphs, charts, tables, clip art, and columns, among others. See: Creating Slides - New Layouts.
5. **Objects:** The graphic you want to place on a slide. i.e. clip art, WordArt, pictures, sound, movies, graphs, charts, and tables.
6. **Transitions and Effects:** Transitions are the movements from one slide to another i.e. fade out, slide in etc. Effects are the movements that give you control over the content flow on each individual slide in your presentation. See: Building Transitions and Effects on Your Slides.
7. **Output:** Besides the electronic output and viewer, slides can be printed as overhead transparencies. Other print options include printing to paper as notes to yourself, as handouts to your class, or just as an outline.

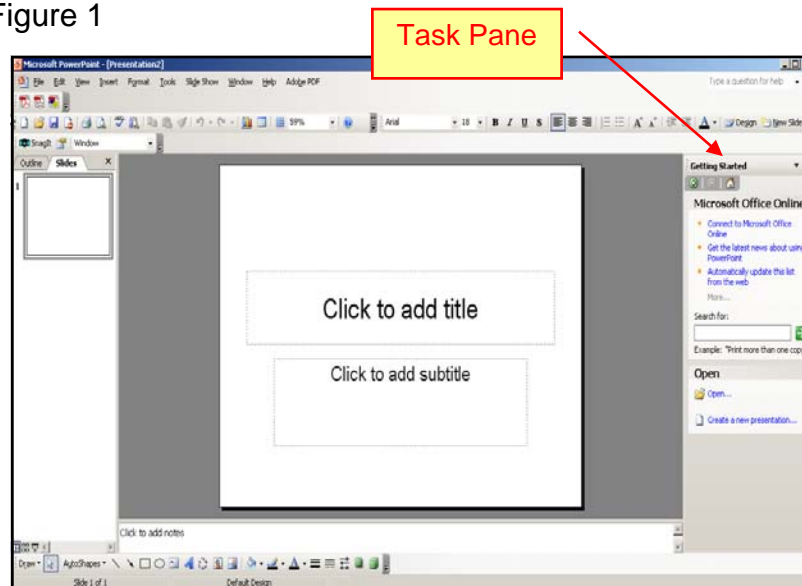
## Opening PowerPoint

### Startup Choices

To launch the PowerPoint program:

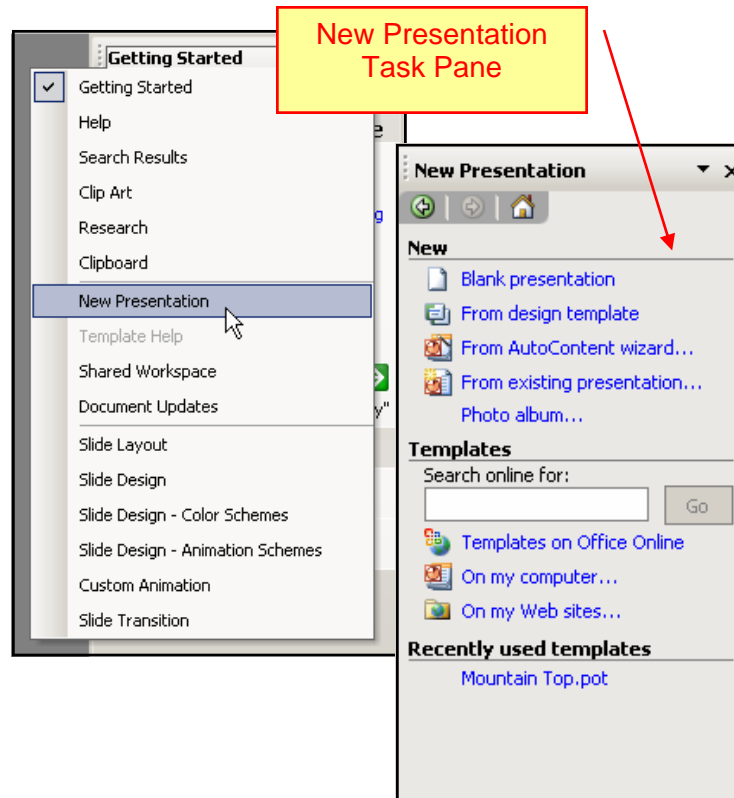
1. From the **Startup** menu, choose programs and launch the PowerPoint program.
2. A **Task Pane** will appear (See figure 1 below).

Figure 1



3. From the **Task Pane** press the drop down arrow and select **New Presentation** (See Figure 2 on next page).
  - The **New Presentation** Task Pane will appear.

Figure 2



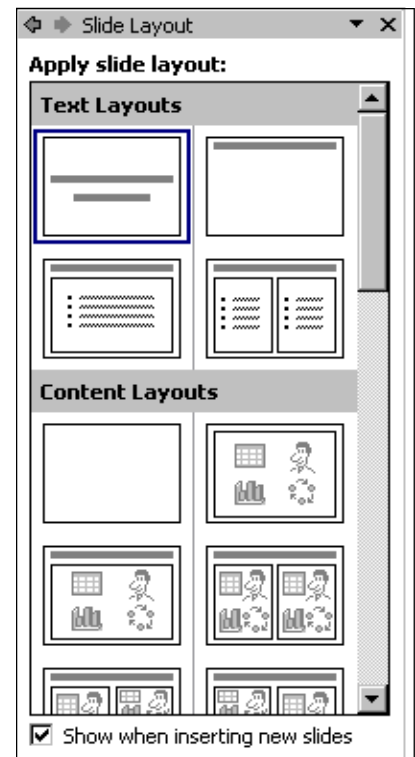
4. In the New Presentation Task Pane are choices. See the definition of those choices below.

## Opening PowerPoint

Figure 3

### New Presentation Task Pane Choices

- **Open a Presentation** - allows you to open an already saved presentation for viewing or editing. You can choose from a list of recently opened PowerPoint files
- **New Blank Presentation** - allows you to design a presentation using individual style formats for your slides. Pick the slide formats yourself as you build your presentation. Some Slide Layout choices are shown in Figure 3.
- **New from Design Template** - lets you choose



the type of background you want, the color and style of the background presentation

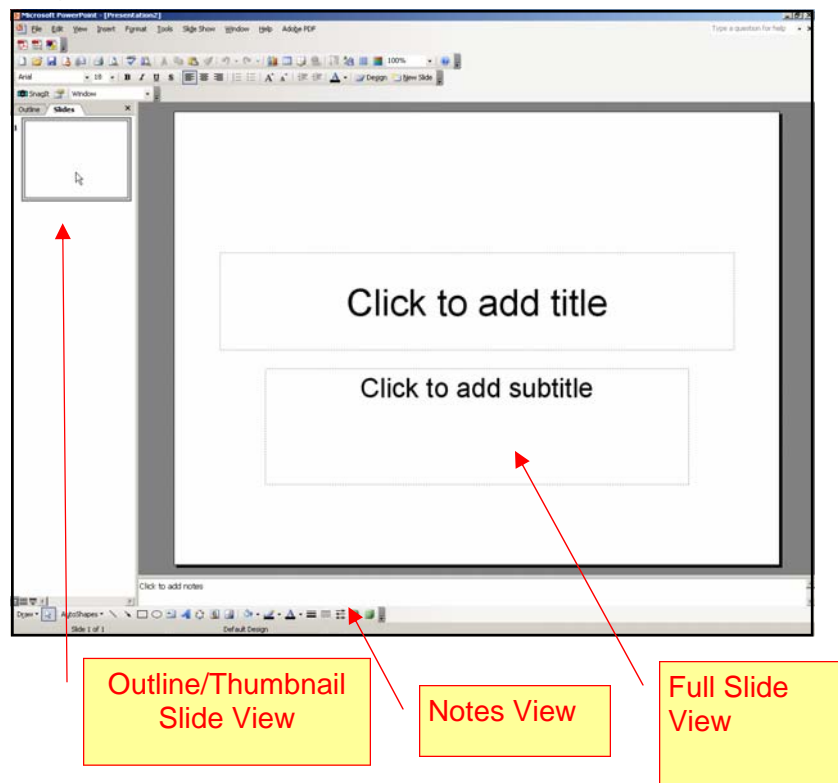
- **New from Auto Content Wizard** - assists you in creating a quick, professional-looking, and complete presentation based on your needs. When you select Auto Content Wizard, your PowerPoint presentation will open in default or Normal View.

## The PowerPoint Window

Once you've made a presentation choice, the New Presentation Task Pane will disappear, leaving three views displayed simultaneously in the PowerPoint Window (Figure 4, below):

- **Outline/Thumbnail Slide View** (on the left side of the window)
- **Full Slide View** (the main editing area)
- **Notes View** (below the Full Slide View)

Figure 4



## Creating Slides: New Layouts

### Layout Choices

When you create a new presentation or add a new slide PowerPoint's task panel appears, providing a selection of slide layouts from which to choose (See Figure 5, below). These are predefined layouts that are based on the arrangement of typical objects and data types that are laid onto slides.

Make a selection by clicking on the layout desired.

- PowerPoint gives you a slide already set up to enter your information in one or more text boxes.
- Follow the directions on the slide to enter your data.
- You can also select and then move and/or resize each of the text boxes separately to accommodate your needs.
- The task pane remains open unless you close it
  1. **Add new slides** by moving the mouse pointer to the desired layout.
  2. **Click the arrow** that appears on the right side of the selection.
  3. Choose **Insert New Slide** from the dropdown menu.

### Positioning or Resizing a Text Box or Image

1. Select the text box or image by clicking on it. A gray line border with small white boxes ("handles") will appear (see figure 6, below).
  - To **reposition a text box**, click on the gray line then drag the box to the desired position on the slide.
  - To **reposition an image**, click on the image and drag it where you want it on the slide.
  - To **resize a text box or image**, click and drag one of the "handles" to resize the text box or image.
  - To maintain the text box or image's proportions drag a corner "handle" rather than a side, top or bottom "handle".

Figure 5

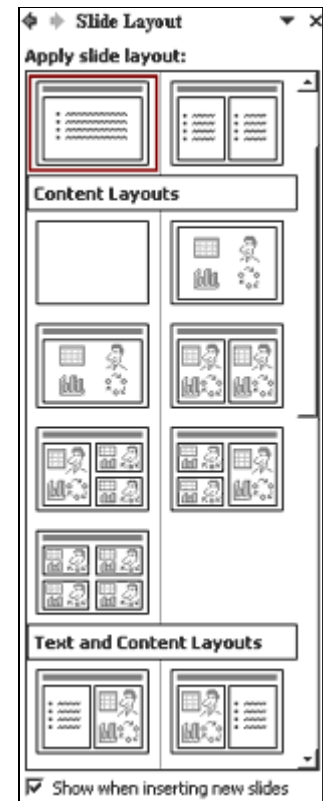
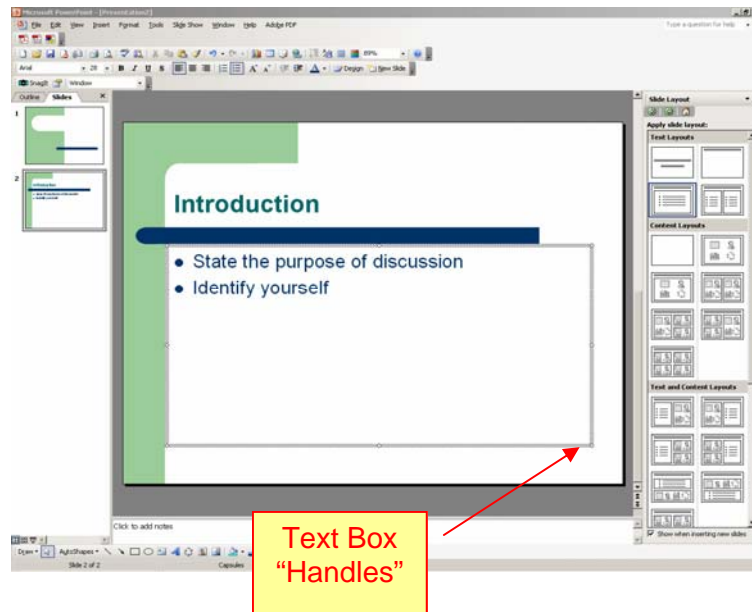


Figure 6

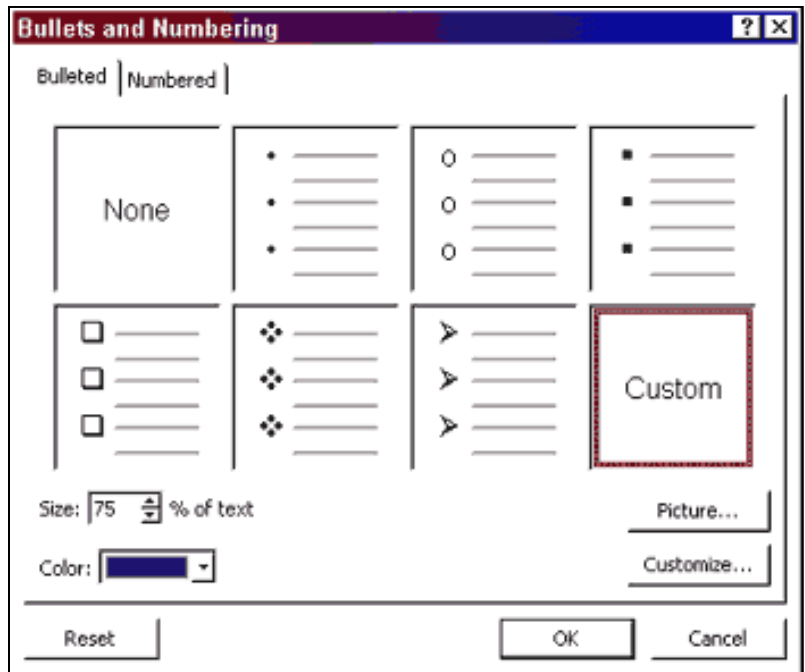


## Changing Bulleted Items

On layouts that include bulleted items. The bullet style can be changed.

Figure 7 – Bullets and Numbering Dialog Box

1. Set your cursor on the line of the bullet you want to change (or highlight all of the bullets to change them all at once).
2. From the **Format Menu**, choose **Bullets and Numbering**
3. Make a choice from the dialog box that appears (see figure 7, below).



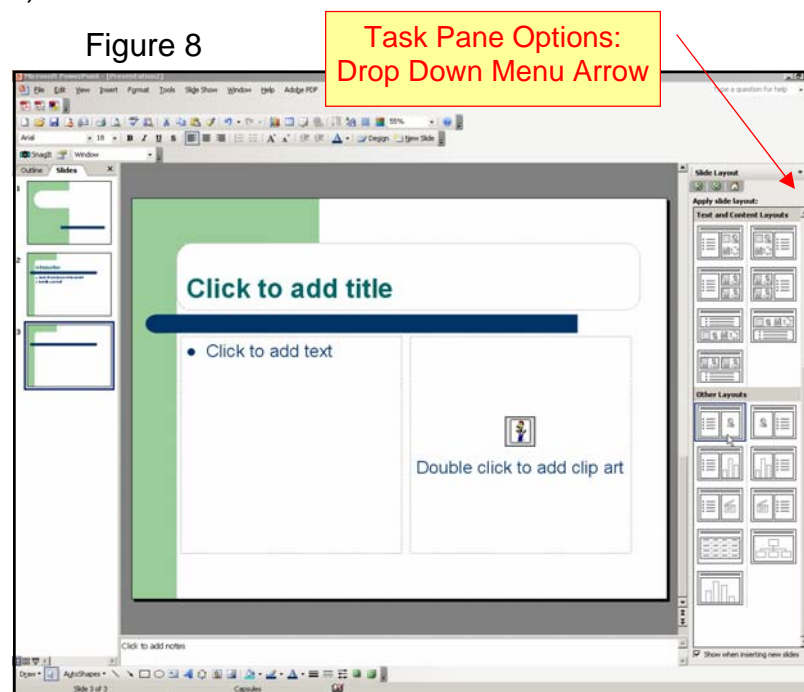
## Adding Clip Art

To add clip art to a presentation

1. Move the mouse pointer to a layout in the Task Pane that includes clip art (such as the one shown in Figure 8, below)
2. Click the drop down arrow on the right side of the selection
3. Choose **Insert New Slide** from the dropdown menu.

**OR**

Alternatively, you can click the **New Slide** button on the Standard toolbar and then choose a layout that is predesigned for clipart (or choose **New Slide** from the **Insert** menu).



PowerPoint comes with a variety of professionally drawn pictures known as the ClipArt Gallery that you can incorporate into your slides.

To access the clipart gallery

1. Double-click the **ClipArt** button on the slide
2. Locate and select (click) the image you want
3. Click the **Insert** button. The image will appear in the center of the ClipArt field on the slide.

**\*Note\*** The clip art that is available for use is dependent on what was installed with the program.

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September 11, 2006

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PowerPoint also allows you to use pictures from other sources such as scanners, word processors, desktop publishing applications, CD ROMS, etc.

## Charts and Graphs

There are two specific elements used when making a chart or graph:

1. **The chart itself**, which is the graphical representation of your data  
- AND -
2. **The datasheet**, which contains the actual statistics used to generate the graph.

### Creating and Editing a Graph

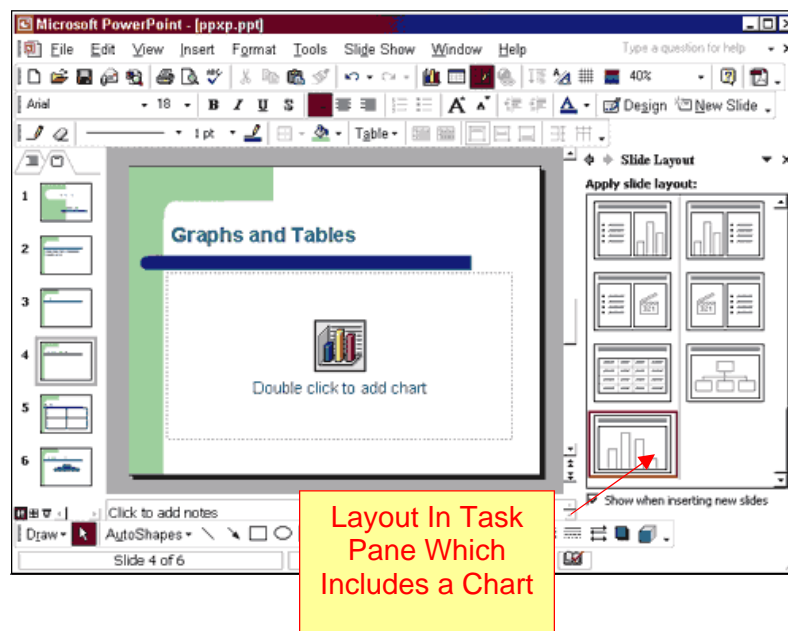
The quickest way to create a chart or graph is by using a predefined slide layout.

1. Select a slide from the slide layout Task Pane that includes a chart (such as the one shown in Figure 9, below)
2. An arrow appears to the right of the selected slide layout.
3. Click the arrow to view options.
4. Choose **Insert New Slide** from the dropdown menu.

Or

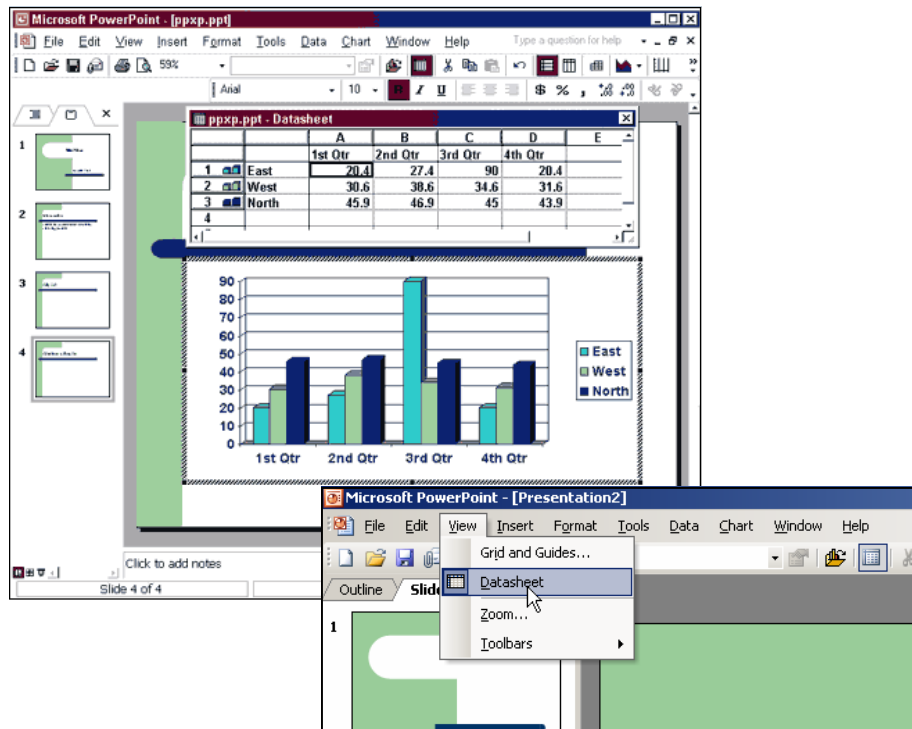
Alternatively, you can click the **New Slide** button on the Standard toolbar and then choose a layout that is predesigned to include a chart (or choose **New Slide** from the **Insert** menu).

Figure 9



1. Double-click in the chart button on the slide to start the macro that allows you to work on graphs and charts.
2. The chart and accompanying datasheet are displayed and applicable menus and toolbar buttons appear and the top of the screen (see figure 10, below). To make changes on the graph, you must change the datasheet.
3. Select and delete the sample labels and data and then enter your own information in the datasheet (or replace the information one cell at a time by double-clicking on a cell and typing replacement information). The data sheet is very similar to other spreadsheets such as those in Microsoft Excel.

Figure 10



### To make changes to the graph

1. Double-click on the graph to start the macro again
2. Then click the **View Datasheet** button in the upper left corner of the screen. The datasheet should reappear.

### Displaying Your Data with a Different Graph

While you're working with a graph, you can click the **Chart Type** down arrow on

the Standard toolbar and choose a different chart type for displaying your data. You can also play around with the various toolbar options to get different effects with your graph.

## Tables

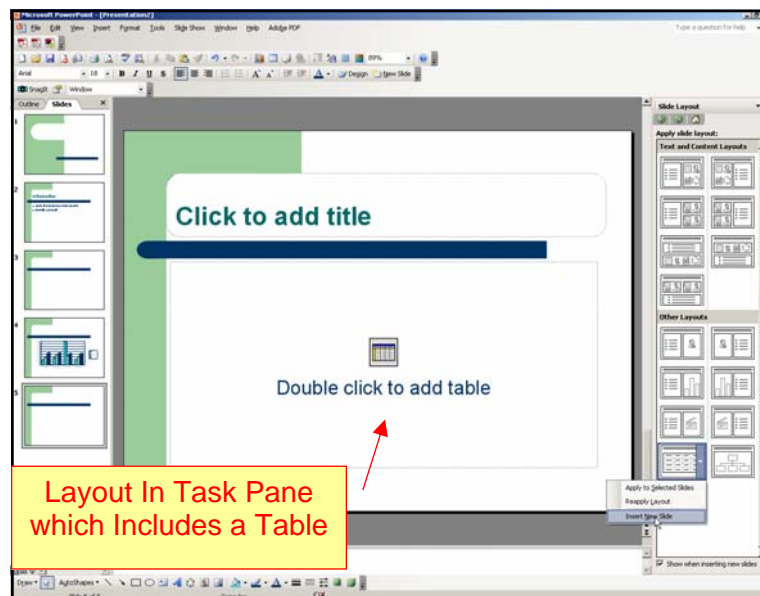
Tables are a great way to effectively communicate some types of information. A table can be used to list a number of specific points with short, explanatory notes beside them. Using a table, you can quickly format text into perfectly aligned rows and columns.

### To create a table

1. Move the mouse pointer to a layout in the Task Pane that includes a table (such as the one shown in Figure 11, below)
2. Click the arrow that appears on the right side of the selection
3. Choose **Insert New Slide** from the dropdown menu.

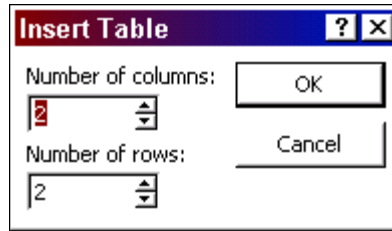
Then follow the Steps Outlined below:

Figure 11



1. **Editing the Table:** Double-click the table button in the center of the slide to start the macro that will allow you to enter data in your table.
2. **Specifying Rows and Columns:** In the dialog box that appears enter the number of rows and columns you want and click **OK** (see figure 12, below).

Figure 12



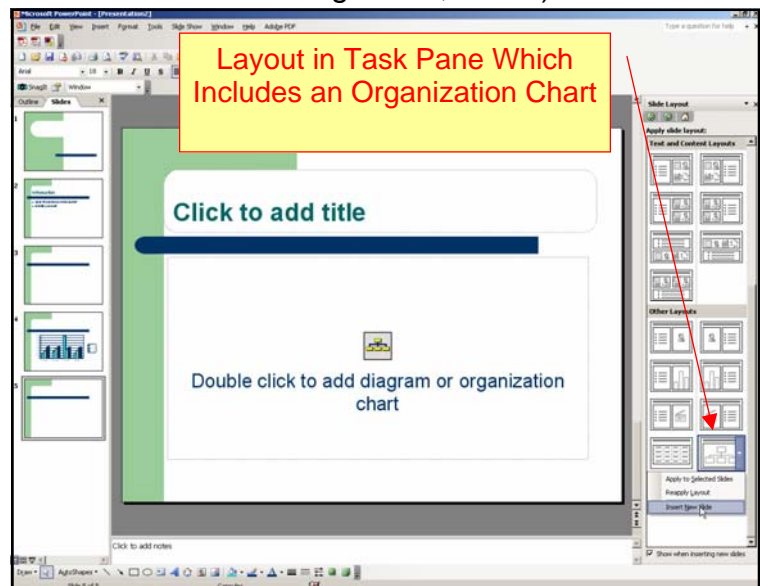
3. **Entering Data:** To enter data in each cell just click within the cell to position the insertion point and type the data. You can change the way the text looks with any of the options available in the Format menu or with buttons on the toolbar. You can resize the cells by placing your cursor in between the row and column markers on the rulers located on the side or top of the table. Hold down your mouse button and drag to resize the cells.
4. **Viewing the Table:** To see how your table will appear on the slide double-click on the slide but make sure you're not clicking within the table editor itself.

## Organization Charts

Organization charts are useful to show hierarchies of any kind. For example, a biology teacher might want to show the hierarchy of species or a computer science teacher could show a very simple flowchart. You can use the “org chart” feature any time you wanted to show some kind of link between certain points.

### To create an organization chart

1. Move the mouse pointer to a layout in the Task Pane that includes an organization chart (such as the one shown in Figure 13, below)
2. Click the drop down arrow, and choose **Insert New Slide**.
3. Double-click the chart icon to start the macro that will allow you to create and modify your org chart. Choose a chart type from the Diagram Gallery (see Figure 14, below) and click **OK**.



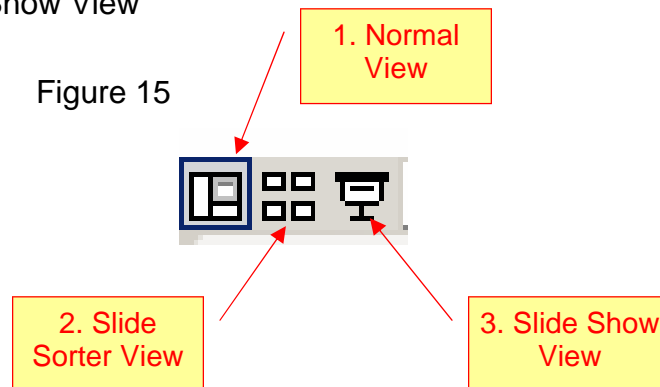
- Notice the new menu options and toolbar choices you now have including an Organization Chart floating toolbar.
4. Click on any of the boxes to begin entering information (replacing the “placeholder text”). Use the organization chart floating toolbar to add boxes (**Insert Shape**) or change the way the boxes are linked (**Layout**).
    - The **Select** dropdown menu allows you to select selections of the chart.
    - To change the chart style, click the **AutoFormat** button.
    - Using other toolbars and menus you can make other changes, such as modifying the thickness, color, and type of line or box.

When finished, click outside the chart area to close the Organization Chart toolbar and display the slide as it will look when presented.

## The Many Views of Your PowerPoint Presentation

There are three different ways you can view your PowerPoint Presentation document. To get to each different view you can use the View buttons located at the lower left of the PowerPoint application screen next to the horizontal scroll bar (see Figure 15, below). From left to right these are Normal View, Outline View, Slide View, Sorter View, and Slide Show View. All of these view types can also be found under the View menu at the top of the screen.

1. Normal View
2. Slide Sorter View
3. Slide Show View

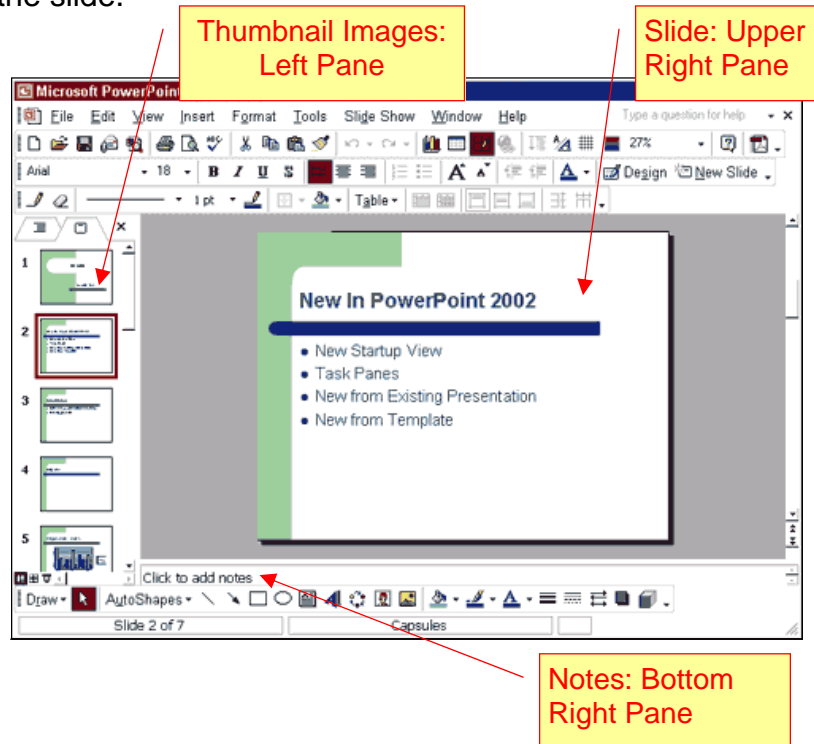


## The Normal View

The **Normal View** is the default consisting of three panes (see Figure 16, below).

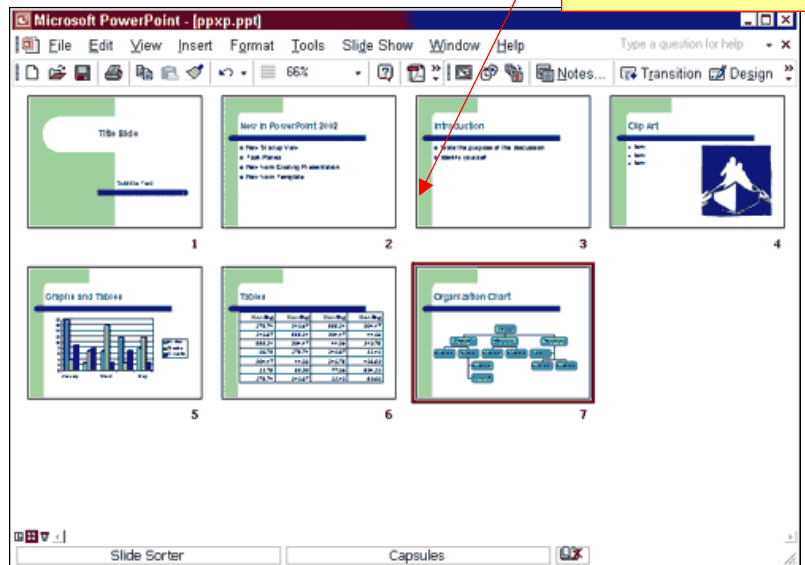
1. The left pane displays either thumbnail images of your slides or a slide show outline, depending on which tab is selected - Outline or Slides (default).
2. The upper right pane displays the slide itself.
3. The bottom right pane provides a place for you to include notes about the slide.

Figure 16



## Slide Sorter View

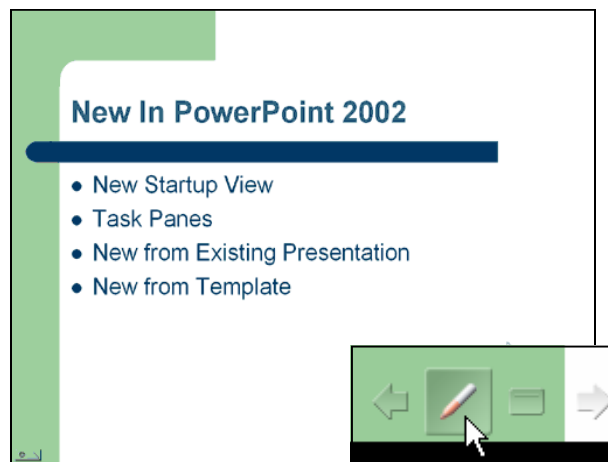
The **Slide Sorter View** displays all of your slides as thumbnails (see figure 17, below). From this view you can see if things line up between the slides the way you want them. You can also select a slide and drag it to a new location, or cut a slide and paste it to a new location. Transitions and effects are created from this view as well (see, “Building Transitions and Effects on your Slides”).



## Slide Show View

The **Slide Show View** shows you how your presentation (or transparency slides) will look when you project it on a screen (see figure 18, on next page). Use your SPACEBAR or mouse-click to advance to the next slide - or use the up/down arrows to advance and go back. Tap the ESC key to exit this view.

Figure 18



You also have a "pen" option in this view.

1. Move the mouse a little and a small button appears on the lower right corner of the screen.
2. Click on that button and a pen icon appears. You can use the pen icon to draw on the screen.

**\*Note\*** that the pen is only temporary. To "erase" your pen-marks, advance to the next slide.

## Changing the Look and Feel of your PowerPoint Presentation

As indicated in Part 2 (Opening PowerPoint), when you first open the PowerPoint program one of the initial options is to select a **Design Template** and choose your own background from the "Slide Design" option. Whether or not you started by choosing the Design Template option you can choose (or change) a background template at any time. From the **Format** menu at the top of the page select **Slide Design** and the **Slide Design Task Pane** appears.



- To select a design, click it and the selected background template and its matching fonts and colors will replace any previously selected ones. All of your text on your slides will remain the same, as well as your transitions and builds (see Part 6).

**\*WARNING\*** Changing the template will completely overwrite all of your settings in your Slide Master, including anything you inserted there.

## Build Transitions and Effects on your Slide

**Transitions** (slide transition effects) are the movements from one slide to another. **Effects** (text preset animations) are the movements that give you control over the content flow on each individual slide.

### The Preliminaries

- Before setting transitions or effects you should switch to the **Slide Sorter View** by clicking the appropriate button in the lower left corner of your screen. When you make that selection, the Formatting toolbar is replaced by the Slide Sorter toolbar, from which you can select **Transition** to display the Slide Transitions task panel. Transitions and effects features are also available through the Slide Show menu.



## Transitions

**To set a transition for one or more slides, do the following:**

1. Change to Slide Sorter View.
2. On the Slide Sorter toolbar, click **Transition** to display the Slide Transition task panel. Alternatively, you can select **Slide Transition** from the **Slide Show** menu.
3. Highlight (click) the slide(s) you want to modify:
  - a. To set the same transition on multiple consecutive slides
    - i. Select (click) the first slide in the series, hold down the SHIFT key down

Click the last slide (or click in the white space outside a thumbnail, hold down the mouse button, and drag a square

- ii. Around the items you want to select).
  - b. To select multiple, non-consecutive slides, hold down the CTRL key and click each slide you want to select.
4. Choose a transition by making a selection from the Slide Transition task panel. The transition immediately plays on the thumbnail of the selected slide(s) and a transitions icon (a star) appears below the slide(s). You can click this little icon to see a transition play again.
5. If you want to use different transition effects on different slides, continue highlighting and selecting transitions for each slide.

**To apply the same animation effects to all slides, select (click) one slide, apply the desired animation scheme, and then click the **Apply to All Slides** button.**

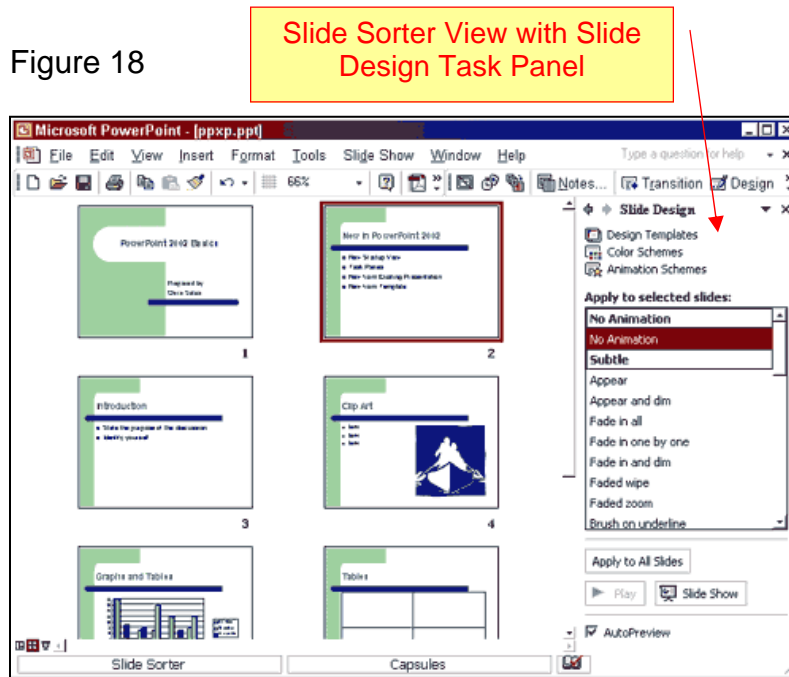
## Effects

➤ To choose a text animation effect, do the following:

1. Change to Slide Sorter View.
2. On the Slide Sorter toolbar, click **Design** to display the Design Transition task panel (see Figure 18, below) and select **Animation Schemes**. Alternatively, you can select **Animation Schemes** from the **Slide Show** menu.

3. Highlight (click) the slide(s) you want to modify:
  - To set the same transition on multiple consecutive slides
    1. Select (click) the first slide in the series, hold down the SHIFT key down
    2. Click the last slide (or click in the white space outside a thumbnail, hold down the mouse button, and drag a square around the items you want to select).
  - To select multiple, non-consecutive slides, hold down the CTRL key and click each slide you want to select.
4. Select (click) an animation scheme. The effect immediately plays on the thumbnail of the selected slide(s) and an effect icon appears below the slide(s). You can click this little icon to see an effect play again.
5. If you want to use different effects (animations) on different slides, continue highlighting and selecting effects for each slide.

To apply the same animation effects to all slides, select (click) one slide, apply the desired animation scheme, and then click the **Apply to All Slides** button.



## Viewing Your Transitions and Effects

To see how all your transition effects will play before an audience, view the slide show by doing one of the following:

- On the Slide Transition or Slide Design task panel, click the Slide Show button.

**OR**

- Click the **Slide Show View** button.

Then advance through your show by clicking the mouse, or by pressing the SPACEBAR or the up/down arrows.

To exit the Slide Show View, you can tap the ESC key or right-click the mouse and select **End Show** from the popup menu.

## Using Master Pages to Make Global Changes

### Overview

A **master page** sets the standard look and feel of an entire presentation. By adding your own logo, special clip art, the date, and/or page numbers, you can customize your presentation to suit your needs. Whatever you change or add to a master page will affect the entire format of that particular thing. For example,

- Whatever you place or change on a slide master will show up on every slide;
- Whatever you place on a handout master will be on every handout page;
- Whatever you place on the outline master will be on every outline page; and so on.

Masters are available from the **View** menu at the top of the screen.

1. Choose **Master**, and then choose the type of master you want to customize — **Slide Master**, **Handout Master**, or **Notes Master**. Each of these is discussed on the following pages.

## Slide Master

The Slide Master (see Figure 19, below) controls the standards and conventions that you want for all your slides in an entire presentation. You can change the font types, sizes and colors, the bullets, indentations, and placement of text (these items can be changed on individual slides later, if you wish). You can also insert special items such as clip art, logos, copyright, page numbers, and the date. Remember, though, that whatever you put onto the Slide Master will be present on every slide.

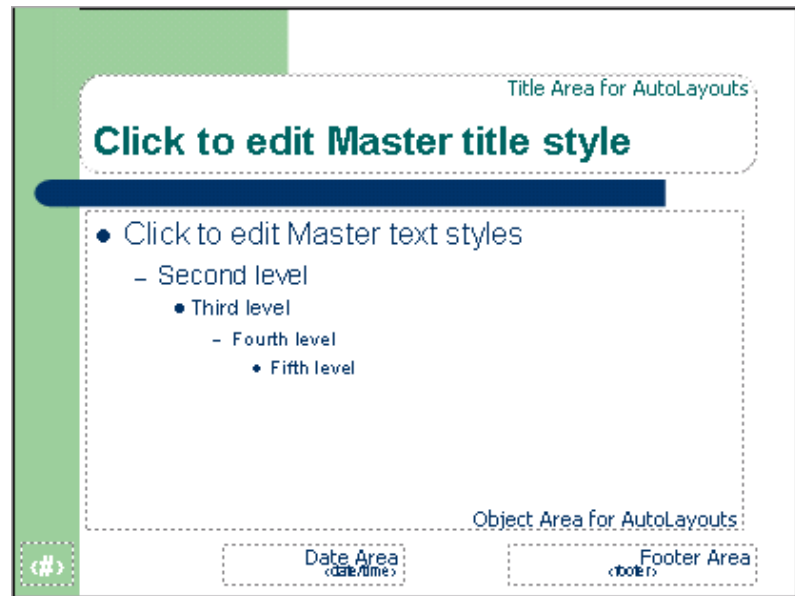


Figure 19

As an **example** of usage, say you have created a 25-slide PowerPoint presentation for use here at the university and you want to include the Cal State Northridge trademark on every slide. Rather than having to add the trademark image separately on 25 slides, you only need to add it in one place — on the Slide Master.

- To change the font style and size for all slides in a presentation
  1. Click the item on the master slide you want to modify (such as "Click to edit Master title style" or "Second Level" — see Figure 19, Above).
  2. From the Format menu, choose Font. Make any changes desired (font, size, and/or color), then click OK. Your changes will show up on the master slide.
- You can also change the size and position of any of the text boxes on the slide.
  1. Click a text box to display a border with small white squares ("handles") on the edges.

2. Click and drag a "handle" to resize the box. By clicking on the gray border line you can move the text box to another location on the slide. See " Positioning or Resizing a Text Box or Image " in Part 3: Creating Slides - New Layouts.
- In the "Master text styles" box you can **promote/demote each level of bulleted text or add new levels.**
1. Click the item to be changed to a higher level (promoted) or lower level (demoted)
  2. Click the Promote or Demote button on the Formatting Toolbar.
  3. You can also change the bullet style on each level. Click on the line that you want to change
  4. From the Format menu, select Bullet. You can select from several sets of symbols, change the color of the bullet, and readjust its size.

**\*Note\*** Choose Zaph Dingbats or Wingdings to get the best bullet selections.

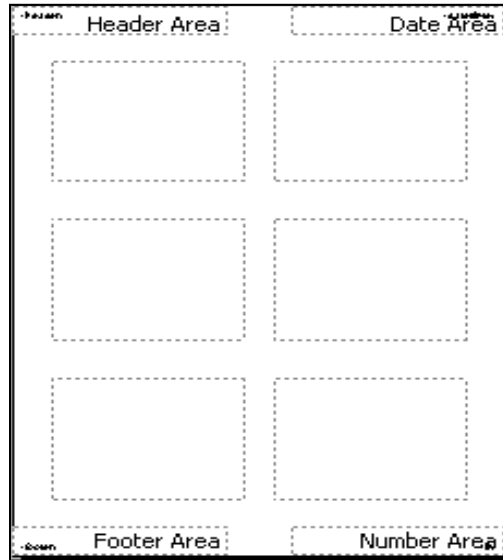
- To **add the date** to your slide master
1. Click outside of any of the boxes to de-select them.
  2. From the **View** menu, choose **Header and Footer**.
  3. In the dialog box that appears, click the box next to **Date and time** to select it. Also select either **Update automatically** (to always display the current day's date) or **Fixed** (to display the date you enter in the box provided).
  4. When finished, click the **Apply to All** button to place the date on all your slides. (If you want to include the date only on the slide that is on screen when you make the selection, choose **Apply** rather than **Apply to All**.)

## Handout Master

The Handout Master can also be customized with logos, copyright, etc. (see Figure 20, on next page). What you put onto the Handout Master will only show up when the handouts are printed. Additions here will not show up in your slide presentation. When you do print, you will have three options to choose from: 2, 3 or 6 slides per page.

**\*Note\*** The "3 Slides" option prints the thumbnails down the left side of the paper with ruled space at the right for making handwritten notes.

Figure 20



## Notes Master

The Notes Master can be customized similarly to the outline and handout masters (see Figure 21, below). Additions will not show up in your slide presentation, but will only show up when you print notes.

Figure 21

