



# PowerPoint

Presentation Basics

Microsoft Office 2000 version

---

CAL People and Computer Training  
University of California, Berkeley

---

For more information about the CAL PACT program, to sign up for courses, or to download course documentation, please visit our website at: <http://calpact.berkeley.edu/>



Use this  
space for notes

## Introduction

**PowerPoint** is a course created for CAL PACT participants to learn more about the features of Microsoft PowerPoint. The course covers introductory material and applies primarily to PowerPoint 2000 for both the Windows and Macintosh platforms, although most principles covered apply to the previous versions as well. This document serves as a future reference for you as you continue to gain experience on your own after the course. Some topics may not be covered in as much detail during the course as they are in this document. Documentation is available for previous versions of PowerPoint on the CAL PACT website at <http://calpact.berkeley.edu>

### Skills you need for this course

- How to use the mouse
- Familiarity with the Windows or Mac operating systems
- Experience with Microsoft Word and Microsoft Excel

### Skills and concepts you will learn in this course

- What is PowerPoint?
- Creating a presentation with the AutoFormat Wizard and Design Templates
- Customizing a presentation slide
- Using the different view options
- Building text effects and slide transitions
- Creating speaker notes or handouts
- Rehearsing and giving the presentation

### Conventions used in this document

Menus and menu commands are separated by a vertical bar ( | ). In the document they will appear as **Menu|Command**. An example of this is: “Select **File|New....**”

## What is PowerPoint?

Microsoft PowerPoint is powerful desktop presentation software used to create slides for overhead transparencies, handouts, 35mm slides, or on-screen computer display. Included with PowerPoint are numerous template files designed by professionals to help in making a clear and appealing presentation. In addition, the features of PowerPoint allow for virtually any degree of customization.

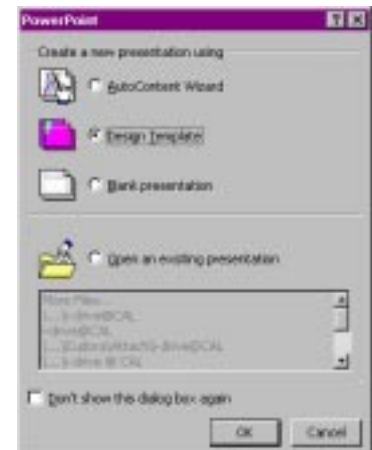
## Why use PowerPoint?

Presentation software, such as PowerPoint, has become increasingly popular in recent years because it helps users create attractive materials for giving presentations and is relatively easy to learn. There are many reasons to use PowerPoint:

- ♦ To create a “slide show” underscoring your important points during a presentation
- ♦ To create a “slide show” which runs automatically (without any help from you!) during an informational fair or at a kiosk
- ♦ To create overhead transparencies or handouts

## PowerPoint Start-up Options

The dialog window shown here appears *only* when you initially launch PowerPoint. It serves as a quick way to begin a new presentation or to open an existing presentation. Just select the desired option and click **OK**. Each of the first three options will be explained in the following sections. The last option is used to open an existing presentation.



## The AutoContent Wizard

In general, a **wizard** is an automated procedure to accomplish a task. It will guide you through a series of dialog windows by which the program obtains information. The **AutoContent Wizard** in PowerPoint works this way. At the bottom of each screen in the wizard are four buttons: **Cancel**, **< Back**, **Next >**, and **Finish**.



The **AutoContent Wizard** will provide a pre-set presentation with graphics and advice on the content for each slide. For example, if you want to present some bad news, select the “Communicating Bad News” presentation for some helpful hints on how to structure your presentation.

**FYI**

You can always change previously selected options while you are still in the wizard by clicking on the **< Back** button.

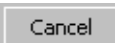
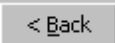


**Note**

By default, the menus in PowerPoint 2000 show only the most recently used commands. You may change this to view all commands under the Customize menu option.

Select **View|Toolbars|Customize...**, click on the **Options** tab in the **Customize** dialog window, and uncheck the “Menus show recently used commands first” box. You can also change toolbar appearance settings here.

PowerPoint 2000 displays the Standard and Formatting toolbars on the same row by default, which causes some options to be hidden. To display these toolbars on separate rows, uncheck the “Standard and Formatting toolbars share one row” box.

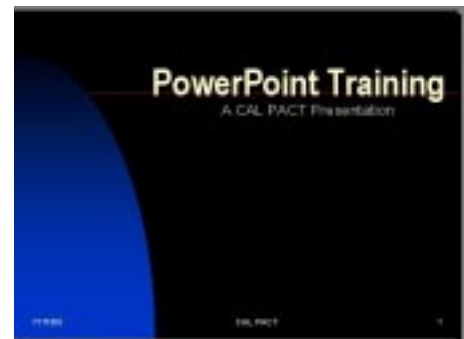
When working with the AutoContent Wizard, you will see the following buttons:

-  Cancels the wizard.
-  Moves back to the previous dialog window in the wizard.
-  Moves forward to the next dialog window in the wizard.
-  Ends the wizard and creates the presentation. If all of the settings were not chosen, default settings will be used.

The first screen of the AutoContent Wizard provides general information on the wizard. Click **Next >** to move to the following screen. This slide is used to select the presentation type. Select the desired type and click **Next >**.

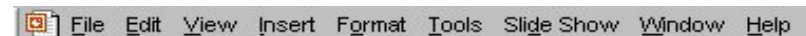
The subsequent windows that appear in the wizard ask for information regarding the output options, presentation style, and presentation options. Select the desired settings for each step and click **Next >** to move through the screens. When you are finished choosing the settings for your presentation, the last screen of the wizard appears. Click **Finish** and PowerPoint will create the presentation.

The finished presentation contains slides with text displaying advice on the content of each slide, which you can modify yourself. The graphic at right is an example of a finished slide from a presentation created with the AutoContent wizard. Changing the text or any of the slide properties will be discussed later in the document.



## What's on the Screen

### Menu Bar



All commands available in PowerPoint are contained in the menu bar. The commands are categorized into nine main menu headings as shown in the graphic above. Contents of each menu can be displayed by clicking once on the name of the menu to reveal the pull-down menu. The pull-down menu displays a list of commands and options available within each category. Move the mouse to highlight the desired command and click the mouse button to activate the command.

## Toolbars



The toolbars are another way to execute commonly used commands with a single click of a mouse button instead of using the menu bar. If the function of a toolbar button is unclear, place the mouse pointer over the button and a yellow flag appears showing the command for the button. By default, the Standard, Formatting and Drawing toolbars appear. You can customize this to meet your needs.

To select which toolbars appear on the screen or to customize the toolbars, select **View|Toolbars...**

## Scroll Bars




The horizontal scroll bar is used to move the view of the slide horizontally. The vertical scroll bar is used to move the vertical view of the slide in addition to moving to different slides.

## The Status Bar

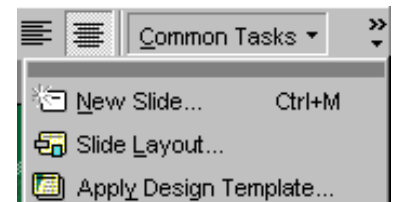


The status bar is present at the bottom of the screen. In Normal view, the left side displays the current slide and design style for the presentation. The right side displays two buttons allowing you to add a new slide and to change the individual slide layout. Note that if a command is selected, the status bar changes to give a brief description of the command.

## Some New Features

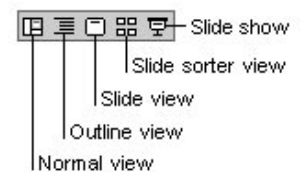
In the pull down menus and on the various bars, a double caret  symbol may appear offering more buttons to choose from. Place the mouse on the symbol, click, and different sets of options appear from which to select, depending on whether you left click or right click.

In addition, the **Common Tasks** pull-down menu has been added to the Formatting toolbar to easily execute other options.



## A Quick Overview of the View Options

Select **View** to quickly switch between the different viewing options available as you work on your presentation: **Normal**, **Outline**, **Slide**, **Slide Sorter**, **Slide Show**, and **Notes Page**. You can also use the view buttons located at the left of the horizontal scroll bar to switch views.





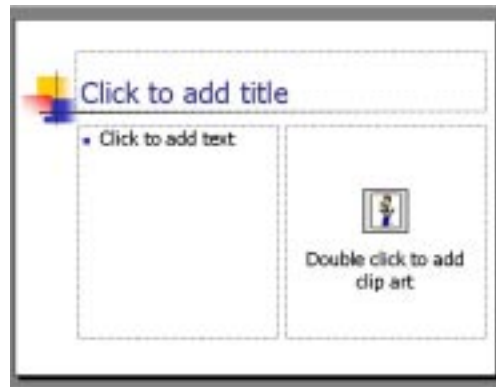
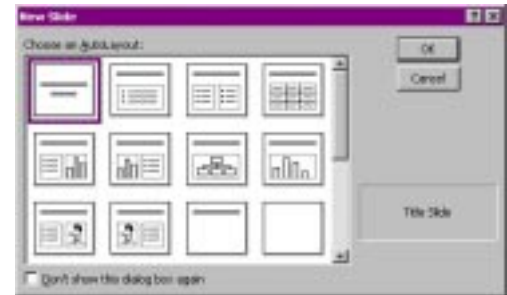
The **Presentations** tab contains all of the presentations that are available by using the AutoContent wizard discussed earlier.

The **Design Templates** tab contains all the available templates.

Underneath the tabs is a listing of all available presentations. By single clicking on a design or presentation, a preview is shown to the right. Select the desired presentation design and click **OK**.

## Choosing Slide Types with AutoLayout

Every time a new slide is added in PowerPoint, the **New Slide** dialog window appears with **AutoLayout** options. This window is used to define the objects that will appear on the slide. There are a total of 24 AutoLayouts available. Browse through the different layout types and choose the desired layout. Highlighting a layout displays the objects on that slide.




After choosing a layout, the slide appears on the screen with a placeholder for each object. By clicking on each object, you can add titles, text, tables, and graphics to the slide. Editing any object is as easy as clicking on the object and making the desired changes. Editing objects will be covered in more depth later. To change the slide layout, select **Format|Slide Layout**.

## Sliding Around

### Adding New Slides

To add new slides to a presentation:


- Click on the New Slide toolbar button (  ), or
- Select **Insert|New Slide**, or
- Use the keyboard shortcut **Ctrl+M**

The dialog window appears with the various AutoLayouts for the slide. Choose one of the layouts and the new slide appears.

### Deleting Slides

To delete the current slide on screen, select **Edit|Delete Slide**.


## Oops...the Undo Command

Remember that PowerPoint has an Undo command which reverses the last commands performed (even deleting slides). Use this command by selecting **Edit|Undo** or use the **Undo** toolbar button (). Click on the down-pointing arrow next to the button to undo multiple commands. Remember that the **Redo** command is also an option if you decide that you really did want to make the change after all.

## Moving between Slides

To move between multiple slides move the vertical scroll bar up to go to the previous slide and down to go to the next slide. An alternate method is to press the Page Up or Page Down button. You can also click on the slide icon in the outline area in either Normal view or Outline view to go directly to that slide.

## Working with Slide Objects

Slide objects are considered to be individual components within the slide. By clicking on the object, a hashed border and handles appear surrounding the object () allowing you to move or scale the object.

### Moving Slide Objects

To move slide objects, click and drag the border (not a handle) of the slide object.

### Resizing Slide Objects

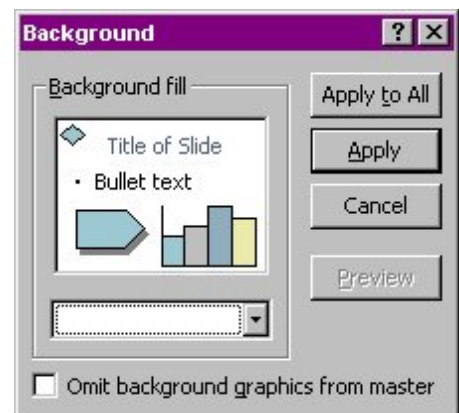
To resize slide objects, click and drag one of the handles of the slide border. To retain the same proportions as you scale the object, hold down the Shift key as you click and drag.

## Editing Slides to Suit Your Needs

### Changing the Background, Color Scheme, and Template

The background, color scheme, and template design for the presentation can be changed at any time. To change any of the items, select **Format** and choose the appropriate menu option.

When changing the background, the **Background** window shown here is displayed (accessed by selecting **Format|Background...**). In the **color** pull-down menu at the bottom, click on the downward arrow to reveal a list of colors, including different options like shading and patterns. Browse through the options and choose the desired settings. By clicking on **Preview**, the new background will be *temporarily* set on the slide (you can always click **Cancel** if you don't like it). Once the settings are the way you



want them, click on **Apply** to apply the setting to the current slide or click **Apply All** to apply the settings to *all* of the slides in the presentation.




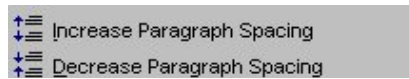
When changing the color scheme, the **Color Scheme** window shown here is displayed (accessed by selecting **Format|Slide Color Scheme...**). The window is divided into two tabs—**Standard** and **Custom**.

In the **Standard** tab there are various preformatted schemes. To create a custom scheme, select the **Custom** tab and set a new color for each item. To reuse this scheme in the future, save the scheme as a file.



To apply a new template, choose a new design from the list available. This operation is similar to the Design Template option located in the start-up screen. Click on **Preview** to see whether you want to commit to the changes you selected.

### Working with Text

To add a new text object not defined by the AutoLayout, select the **Text Tool** in the drawing toolbar (  ). The mouse pointer changes to crosshairs whenever it is held over the slide. Click anywhere on the slide to create the text block and begin typing. You can also click and drag to create a text block of a specific size.



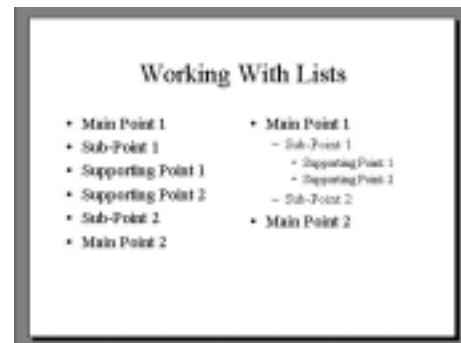
Editing text objects in PowerPoint is similar to editing with a word processor. There are, however, certain features geared toward PowerPoint's focus on presentations.

In addition to the standard toolbar buttons for **bold**, *italic*, and underline text styles, PowerPoint includes toolbar buttons (on the Drawing toolbar) to create shadow text (  ) and to change text color (  ).

Paragraph spacing can also be adjusted by selecting **Format|Line Spacing** or select the icon on the toolbar menu.


### Working with Lists

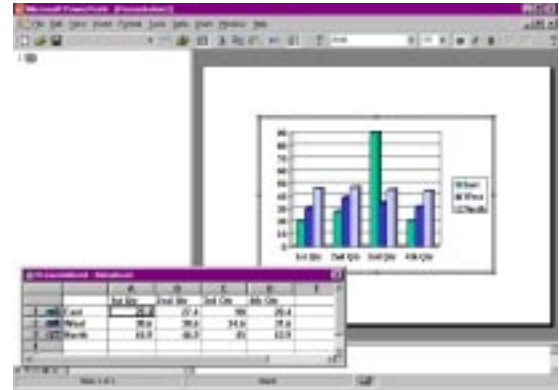
Presentations are unique in that the text shown on screen is most often in short phrases. This makes using a list structure very convenient. The default list structure in PowerPoint is composed of single-level bullet lists. To enhance a presentation, sub-points can be used by using the **Tab** key before the bullet text. This **demotes** the text and creates



an indentation that causes the bullet character to change. To **promote** text, use the **Shift+Tab** keys together when the cursor is in front of the text you wish to be bulleted. Another method of changing the bullet priority is to use the toolbar buttons for the promote and demote options. If they do not appear on the toolbar, you can go to the pull down menu to add or remove other options.

### Working with Graphs (Charts)

To include a graph in a slide layout, double click on the graph object (  ). This opens a presentation datasheet containing default data values. Changing the desired values on the spreadsheet automatically creates a column graph on the PowerPoint slide. Generally, double clicking on the individual graph component opens the settings window for that component.





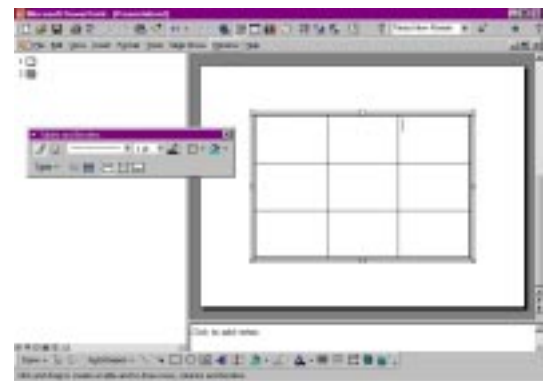
### Inserting an Existing Graph (Chart)

When a graph already exists in Excel, the graph can be inserted into the PowerPoint slide. To insert an existing graph, select **Insert|New Slide** and insert a Blank slide. Then select **Insert|Chart** while on that slide. Finally, select **Edit|Import File...** which brings in the Excel file which will replace the existing template chart.


This method will insert the pre-made graph into the graph object. Changes can still be made to this graph by double clicking to open the graph.

### Working with Tables

A table not defined by the AutoLayout can be inserted at any time to a slide. Select the **Table Object** button (  ) on the Standard toolbar to insert a table onto a slide. Choose the number of rows and columns you want. The table appears on the slide and the mouse pointer turns into a pencil indicating that the **Tables and Borders** function is set (  ) to edit the table. Another way to include a table from Microsoft Word is to select **Insert|Picture|Microsoft Word Table**.



## Spicing up a Presentation with Clip Art

Clip art is a collection of graphics/images available for users to include in their presentations. If a clip art object already exists from creating a slide using one of the AutoLayouts, double click to open the clip art screen. To insert a new clip art object from scratch, use the Drawing toolbar button  or select **Insert|Picture|ClipArt**. In the **Insert ClipArt** window, you will see icons representing the various categories of images. Selecting a category displays the available clip art images. Some images may not be available, depending on whether they were installed with PowerPoint. You can also add your own images to the Clip Gallery by clicking the **Import Clips** button in the **Insert ClipArt** window. When you select an image, a set of four buttons will appear allowing you to insert the image and perform other tasks.



### Tip



To quickly select all slides, use the keyboard shortcut **Ctrl+A** for PCs and **Command+A** for Macs which is the global shortcut for 'Select All'.


### FYI




Use the "Summary Slide" button on the toolbar in Slide Sorter view to quickly produce a slide with a brief summary of your presentation.



## Clearing Things Up with the Outline View

During the process of developing a presentation, the graphics and slide formatting may begin to distract the audience from your core message. To prevent this, use Outline view or the outline area of Normal view. (You can change the size of this area in Normal view by placing the cursor on the frame border so that it looks like this: . Then click and drag to the appropriate size.) Note that when you edit text in the outline area, it will appear on the slide simultaneously.

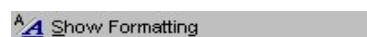
The toolbar buttons for the outline view are explained below. To use one of the toolbar commands, remember to first select the area of text to use. To highlight an entire slide, click once on the slide's icon  in the outline area.



Promotes or demotes the selected text (as described earlier).






Moves the selected text up/down one line or up/down to the next slide.



Collapses or expands the text object of the slide. When collapsed, only the title for the slide will show.

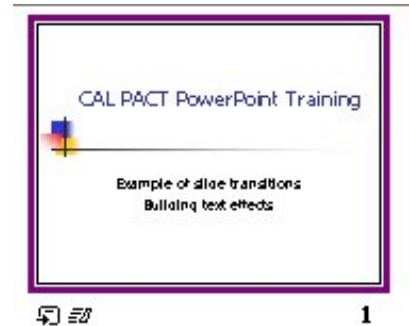
## Changing the Slide Order

There are several ways to rearrange the order of your slides. In **Outline** view, placing the mouse cursor over the slide's icon (  ) will cause the mouse pointer to change to . Click and drag the slide to a new location.

To use **Slide Sorter** view, select **View|Slide Sorter** or use the button to the left of the horizontal scroll bar (  ). In Slide Sorter view, multiple slides can be seen at the same time. To move one slide, click and drag the slide to a new location. To move multiple slides at the same time, click once on each slide while holding down the Shift key to select it. Then click and drag any one of the slides to move them to a new location. (You can also select multiple non-adjacent slides by pressing the Ctrl key as you click).

## Building Text Effects and Slide Transitions

Text effects and slide transitions are used during an on-screen presentation to add visual enhancements to each slide, and a more polished look to your presentation. Text effects control the movement of each bullet point for text objects as defined by the AutoLayout. Once again, remember that text effects are generated only for the AutoLayout text object. New text objects added to a slide will not be affected by text effects. Slide transitions control the appearance of a new slide.





To set these enhancements, switch to **Slide Sorter** view. Select the individual slide or group of slides to when you want to apply the effects. In the toolbar there are two fields, as shown here:



The pull-down list on the right sets the type of text effect for the slides. In this example, the effect is "Fly From Left" where each new bullet point will appear from left to right. The pull-down list on the left sets the type of slide transition. To adjust the settings for the slide transition, click the button on the left shown in the screen shot above.

Whenever a slide has a text effect or transition applied to it, icons appear underneath the slide in **Slide Sorter** view for your reference.

## Hiding Slides

Occasionally, certain slides may be unnecessary for a presentation. Other times certain slides may serve as only a back-up. Timing may also be an issue. Rather than deleting the slides and constantly recreating them, slides can be hidden so that they will not appear in an on-screen presentation. To hide slides, switch to **Slide Sorter** view. Select the slide(s) to hide and click the **Hide Slide** toolbar button (  ) or select **Slide Sorter|Hide Slide**. Underneath the slide, the slide number will have a line through it (  ) indicating that the slide is hidden. To

unhide a slide, select the slide and click the **Hide Slide** toolbar button again or select **Slide Sorter|Hide Slide** again.

## Creating Notes

PowerPoint can create speaker notes to help your presentation run smoothly. To add or modify notes in your presentation, select **View|Notes Page** or click on the **notes area** in **Normal** view. In the **Notes Page** view, each slide is shown on a page with an area to type in text. The space can also be left empty to provide room for handwritten information after printing. The notes can also be used as handouts for the audience.

The **notes area** in **Normal** view can be moved or resized using the same steps described earlier. Select the object and drag the handles to resize or drag the border to move.



## Working with the Masters

Working with masters is the most efficient way to insert a repetitive item on a slide, note page, or handout. Masters are similar to templates, where items on the master always appear unless specified. For example, to have the University name and logo appear on every slide in a presentation, it could be placed individually on every slide. But this is time consuming and risks inconsistencies. By placing the name and logo on the slide master, they appear *automatically* on every slide. Another example of using the masters is to have the date appear on each slide. This should be used sparingly, however, to avoid clutter.



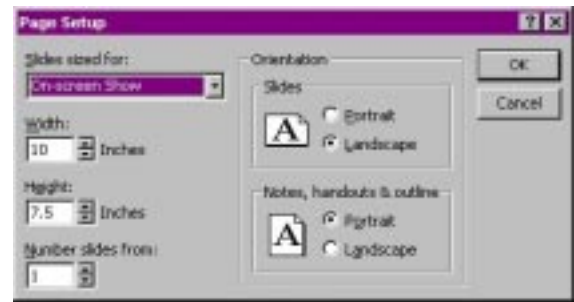
The easiest way to access the masters is select **View|Master** and choose the desired master. To the left is an example of a slide master. On a master, a few standard text objects like the number, date, and footer area will be shown. Working with these objects is the same as described earlier. The standard text objects are not the only items available on the screen. If desired, insert items like clip art or new text.

## Inserting the Current Date and Slide Number

To have PowerPoint automatically insert the current date, select **Insert|Date and Time** or **Insert|Slide Number**. A dialog window appears to ask for the settings and options. Choose the desired settings and click **OK**.

## Time to Print

After all of the slides have been completed, it's time to print. Begin by deciding what to print (slides, notes, outlines, handouts) and the format for printing. To specify how to print, select **File|Page Setup...** to open the **Page Setup** dialog window. Choose the slide size and orientation for the slides, notes, handouts and outline. Click **OK** when finished.




To print, select **File|Print...** Set the correct printer, page range, and copies to print. At the bottom of the window in the **Print what:** pull-down list, choose the item to print. Notice in this list there are options to print handouts. These handouts can be used as an alternative to printing out the Notes Pages for the audience. Set any of the additional options and click **OK** to send the print job to the printer.


## It's Showtime... The On-Screen Presentation

Making clear presentation slides is only half the project. Using PowerPoint effectively during your actual on-screen presentation is the other half. There is no reason to be unprepared at presentation time with the various features installed with PowerPoint. Use these tools before the presentation to test the timing, organization, and accuracy of the slides.




## Starting the Presentation

To start the slide show presentation, select **View|Slide Show** or use the toolbar button to the left of the horizontal scroll bar (  ). This causes the current slide being viewed to occupy the full screen. Nothing else will be visible on screen but the slide. If the mouse is moved, the mouse pointer appears on the screen.

Notice that a button also appears in the bottom left corner of the screen (  ). By clicking on this button a menu of slide show options appears. The menu can also be accessed by using the right mouse button. This menu shows many of the commands to use in your presentation. However, you should take time to learn all of

the important shortcuts to keep from having to access this menu during a presentation. Press **F1** on the keyboard in **Slide Show** view to view all of the shortcut commands available.

## Rehearsing a Presentation

If a presentation will be timed, PowerPoint has a rehearsal feature included in Slide Sorter. From **Slide Sorter** view, click on the **Rehearse Timings** toolbar button (  ) and the slide show begins, along with a **timer toolbar** from which to set the timing of your slides and any effects applied to slides.

Rehearse the presentation, moving through every slide at normal speed. PowerPoint automatically records both the total time of the presentation and the amount of time spent on each slide (along with the timings for the appearance of elements if effects were applied). After the last slide, PowerPoint will ask if the times should be recorded. Selecting **Yes** causes the times to appear below each slide in **Slide Sorter** view.



The slide times recorded in the rehearsal session can be used to automatically forward the slides in a slide show. To specify options for using the slide timings, select **Slide Show|Set Up Show...**. The **Set Up Show** dialog window will offer several options for how to display your presentation. The option of automatically forwarding slides has more uses than just speaker presentations. This feature can be used as a method to create a self-propelled looping presentation at a demonstration booth or kiosk.

## Be Prepared and Have Fun!

Remember that PowerPoint is merely a *tool* for creating an effective and enjoyable presentation. You can use PowerPoint to make flashy slides, but it is your preparation that will make for a first-class presentation. Just *don't forget to have fun*, not only when designing your presentation, but also when presenting to your audience. Good luck!