



# Microsoft PowerPoint 97/98

---

document revision date: September 22, 1998



## **CAL People and Computer Training University of California, Berkeley**

UC Berkeley also offers free, self-paced computer training on over 300 software titles/concepts. For more information about CBT (Computer Based Training), see our website located at:  
<http://tuna.berkeley.edu/cbt>

## Introduction

PowerPoint is a course created for CAL PACT participants to learn more about the features of PowerPoint. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class. Not all material in this documentation will be covered in the class.

### Skills needed to take this class

- how to use the mouse
- how to use the Macintosh or Windows computing environment
- experience with Microsoft Word and Microsoft Excel

### Skills and concepts learned in this class

- what is PowerPoint?
- creating a presentation using the wizards and templates
- customizing a presentation slide
- using the slide view and the outline view
- building text and slide effects
- 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?

PowerPoint is a desktop presentation software used to create slides for overhead transparencies, handouts, 35mm slides, or on-screen computer projection. 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 any degree of customization.

## 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 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 will appear showing the command for the button.

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

### View Buttons

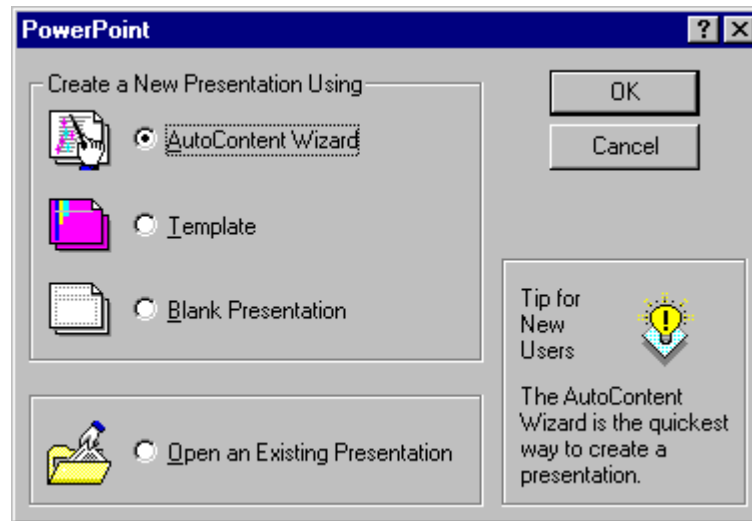
The view buttons are used to quickly switch between the different views available: Slide, Outline, Slide Sorter, Notes, and Slide Show. An alternate method to change views is to use the **View** menu.

### The Status Bar

The status bar is present at the bottom of the screen. In its standard view, the left side displays the current slide and design style for the presentation. The right side displays two buttons to add a new slide and to change the individual slide layout.

If a command is selected, the status bar will change to give a brief description of the command.

## What do you want to do today?



The dialog box shown above appears only when PowerPoint is started. 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.

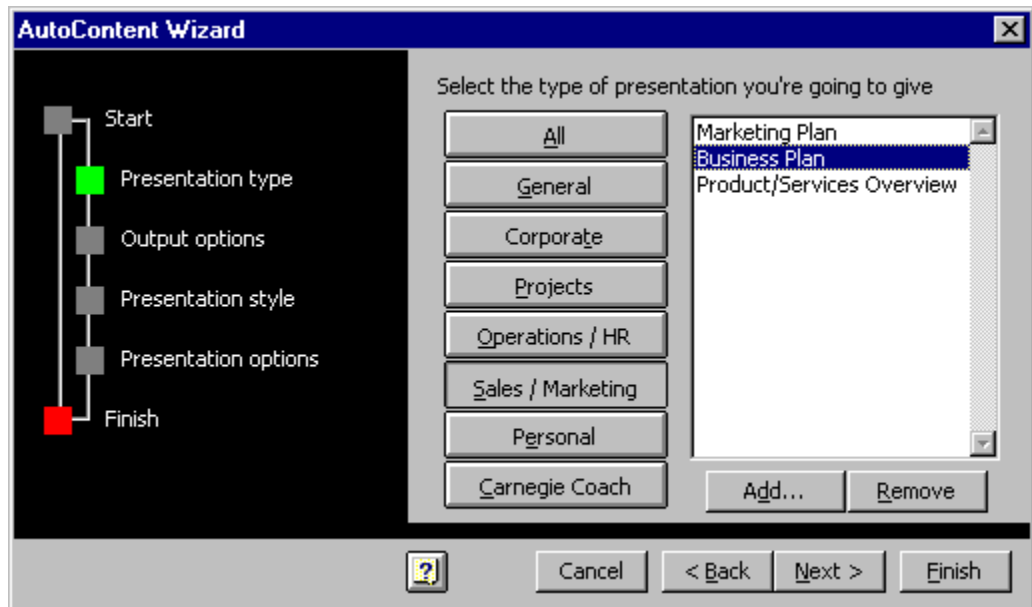
## The AutoContent Wizard

In general, a wizard is an automated procedure to accomplish a task. The user is guided through a series of dialog boxes where the program obtains the required information. The AutoContent Wizard works in the same way. At the bottom of each screen in the wizard there are four buttons: Cancel, < Back, Next >, and Finish. See Table 1 for a summary of the each button.

**Table 1**

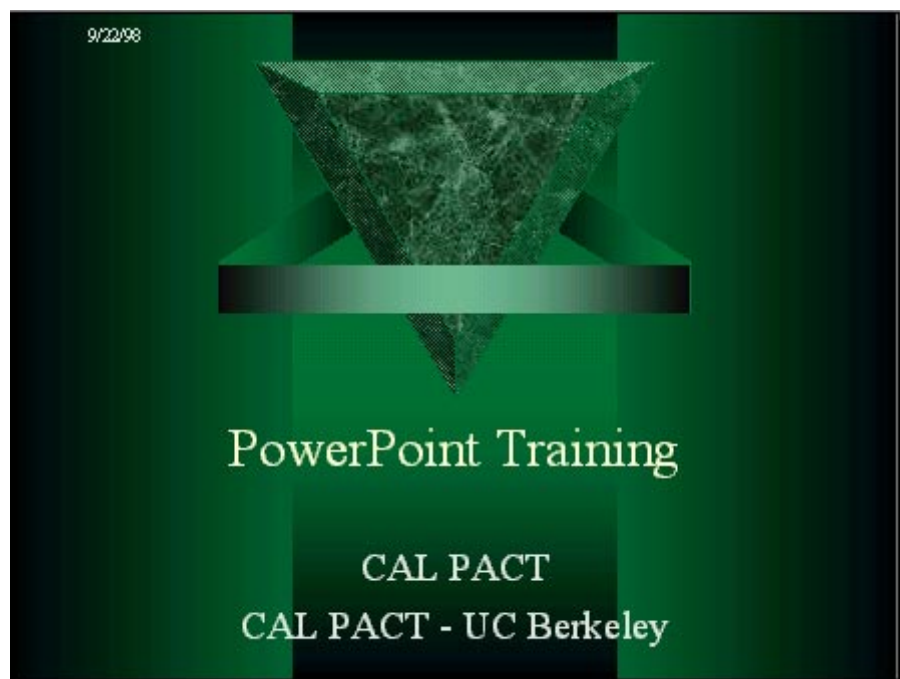
Cancel	Cancels the wizard.
< Back	Moves back to the previous dialog box in the wizard.
Next >	Moves forward to the next dialog box in the wizard.
Finish	Ends the wizard and creates the presentation. If all of the settings were not chosen, default settings will be used.

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



The following windows that appear ask for information on the output options, presentation style, and presentation options. Select the desired settings for each step and click Next> to move through the screens. After all of the selections have been chosen, the last screen of the wizard will appear. Click Finish and PowerPoint will create the presentation.

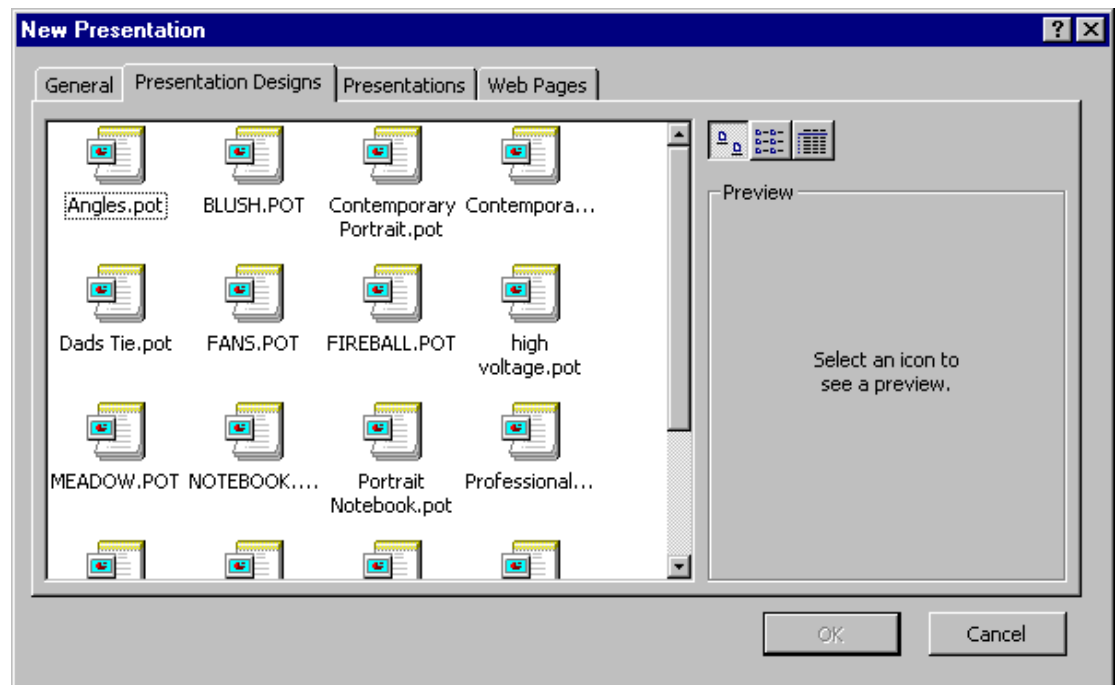
The finished presentation will contain slides with text displaying advice on the content of the slide. The graphic below is a sample of a slide from a presentation created with the AutoContent wizard. Changing the text or any of the slide properties will be discussed later in the document.



## Using Templates or Starting Blank?

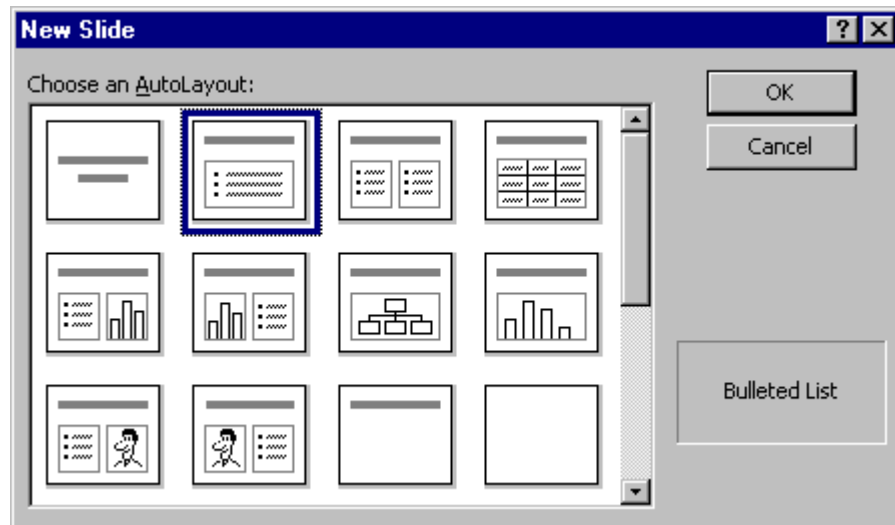
The “Template” and the “Blank Presentation” option on the start-up screen are very similar to each other. Templates are slides with backgrounds that have been professionally designed by Microsoft employees. Blank presentations have a white background. The “Template” option will be discussed here since there are additional steps involved.

Choosing “Template” and selecting OK will open the New Presentation dialog box. (This is the same box that appears if **File | New...** is selected.) This box has three window tabs: General, Presentation Designs, and Presentations. The General tab contains the “Blank Presentation” template file which is the same as choosing the option from the start-up screen. The Presentation tab contains all of the presentations that are available by using the AutoContent wizard discussed earlier. The Presentation Design window tab contains all the templates. Underneath the tabs is a listing of all of available presentations. By single clicking on a presentation, a preview will be shown to the right. Select the desired presentation and click OK.

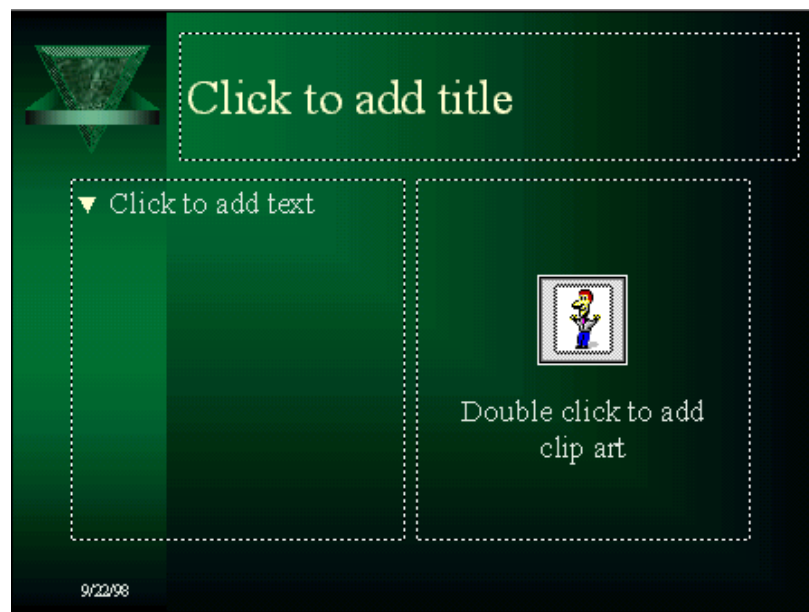


## AutoLayouts

Every time a new slide is added in PowerPoint, the AutoLayout dialog box will appear. This box is used to define the objects that will appear on the slide with a total of 24 AutoLayouts available. Browse through the different layout types and choose the desired layout. Highlighting a layout will display the objects on that slide.



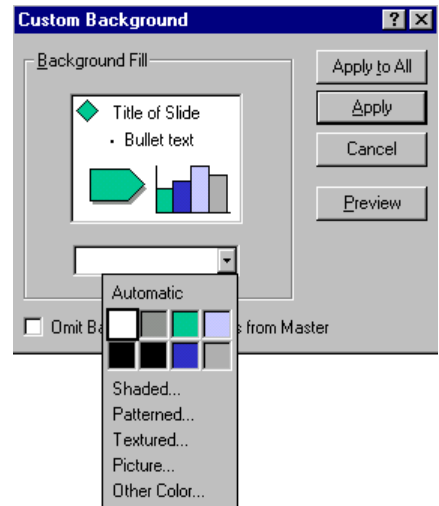
Once a layout is chosen, the slide will appear on the screen with a placeholder for each object. By clicking on each object, titles, text, tables, and graphics can be added to the slide. Editing any object is as easy as clicking on the object and making the necessary changes. Editing objects will be covered in depth later. To change the slide layout, select **Format | Slide Layout**.



## 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 item.

When changing the background, the screen at right will be displayed. In the color field at the bottom, click on the downward arrow to reveal a list of colors along with 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. Once the settings are correct, 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.



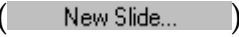

When changing the color scheme, the screen at right will be displayed. The window is divided into two window tabs - Standard and Custom. In the Standard tab there are various pre-chosen schemes. To create a custom scheme, select the Custom tab and set a new color for each item. To reuse this scheme in the future, save the scheme as a file.



To reapply a new template, choose a new design from the list available. This operation is similar to the Template option from the start-up screen.

## Adding New Slides

To add new slides to a presentation:


- click the button “New Slide” in the floating window () *or*
- click on the toolbar button () *or*
- select **Insert | New Slide** *or*
- use the keyboard shortcut Control + M.

A dialog box will appear with the various auto-layouts for the slide. Choose one of the layouts and the new slide will appear.

## 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 will reverse the last commands performed (even deleting slides). Use this command by selecting **Edit | Undo** or use the toolbar button ()

## 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.

## Working with Slide Objects

Slide objects are considered to be individual components on the slide. By clicking once on the object, a hashed border will appear surrounding the object () . Clicking once more on the border will reveal the handles () .

### 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.

## Working with Text Objects


To add a new text object not defined by the AutoLayout, select the Text Tool in the drawing toolbar (A). The mouse pointer will change to the I-bar (I) whenever it is held over the slide. Click anywhere on the slide to begin typing.

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 to create shadow text (S) and to change text color (A). Paragraph spacing can also be adjusted by using the two toolbar buttons (↑↓, ↑↓).

## Working with Lists

Presentations are very distinct because the text shown on screen is most often short phrases. This conforms nicely to a list structure. The default list structure 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 will cause the bullet to change. To promote text, use the Shift+Tab keys with the cursor in front of the bullet text. Another method of changing the bullet priority is to use the two toolbar buttons (←, →).

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>• Main Point 1</li><li>• Sub-Point 1</li><li>• Supporting Point 1</li><li>• Supporting Point 2</li><li>• Sub-Point 2</li><li>• Main Point 2</li></ul> |  | <ul style="list-style-type: none"><li>• Main Point 1<ul style="list-style-type: none"><li>- Sub-Point 1<ul style="list-style-type: none"><li>▪ Supporting Point 1</li><li>▪ Supporting Point 2</li></ul></li><li>- Sub-Point 2</li></ul></li><li>• Main Point 2</li></ul> |
|---|---|---|

## Working with Graphs

When the slide layout includes a graph, double clicking on the graph object will open a presentation datasheet containing default data values. Entering the desired values will create a column graph on the PowerPoint slide. Editing the chart uses all of the skills learned in the CAL PACT Excel 3 course. Generally, double clicking on the individual graph component will open the setting window for that component.





		A	B	C	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	East	20.4	27.4	90	
2	West	30.6	38.6	34.6	
3	North	45.9	46.9	45	

Double click to add graph



## Inserting an Existing Graph

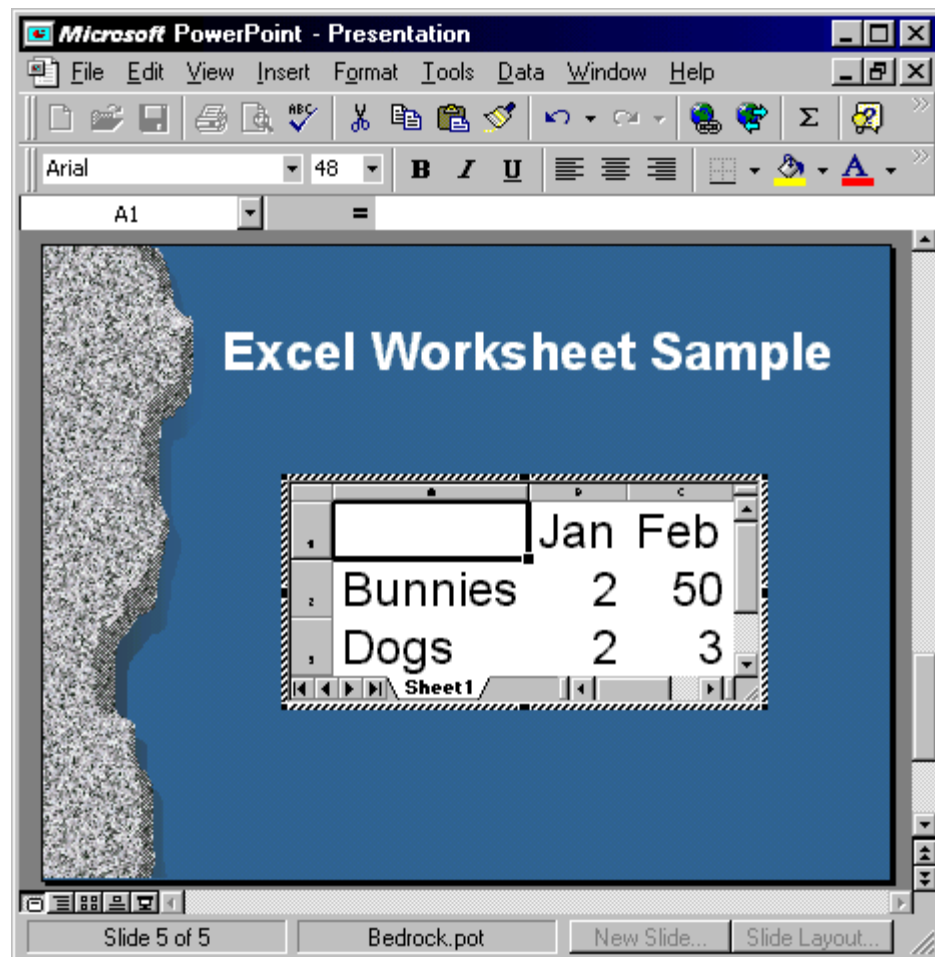
When a graph already exists in Excel, the graph can be inserted into the PowerPoint slide by copying and pasting. To do this, follow the steps outlined below.

1. Open Excel and the spreadsheet containing the graph.
2. Select the graph and copy it by using the toolbar button , selecting **Edit | Copy**, or by using the keyboard shortcut.
3. Make PowerPoint the active window and select the graph object by single clicking. Remember that double clicking will open the presentation data sheet containing the default values.
4. Paste the graph by using the toolbar button , selecting **Edit | Paste**, or by using the keyboard shortcut.


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. Once again, the skills to edit the graph are taught in the Excel 3 course.

## Inserting Word Tables and Excel Worksheets

New objects not defined by the AutoLayout can be inserted at any time to a slide. Two of these objects are the Word Table and Excel Worksheet. By using one of the two buttons in the toolbar (   ), PowerPoint will open a small object inside the slide which operates exactly like the specified program. For example, inserting an Excel Worksheet will open a small window where values can be entered and calculated as shown below. Whenever the Worksheet or Table window is open, the PowerPoint toolbars will change to reflect the Word or Excel toolbars. In essence, the Word and Excel programs are operating inside PowerPoint.



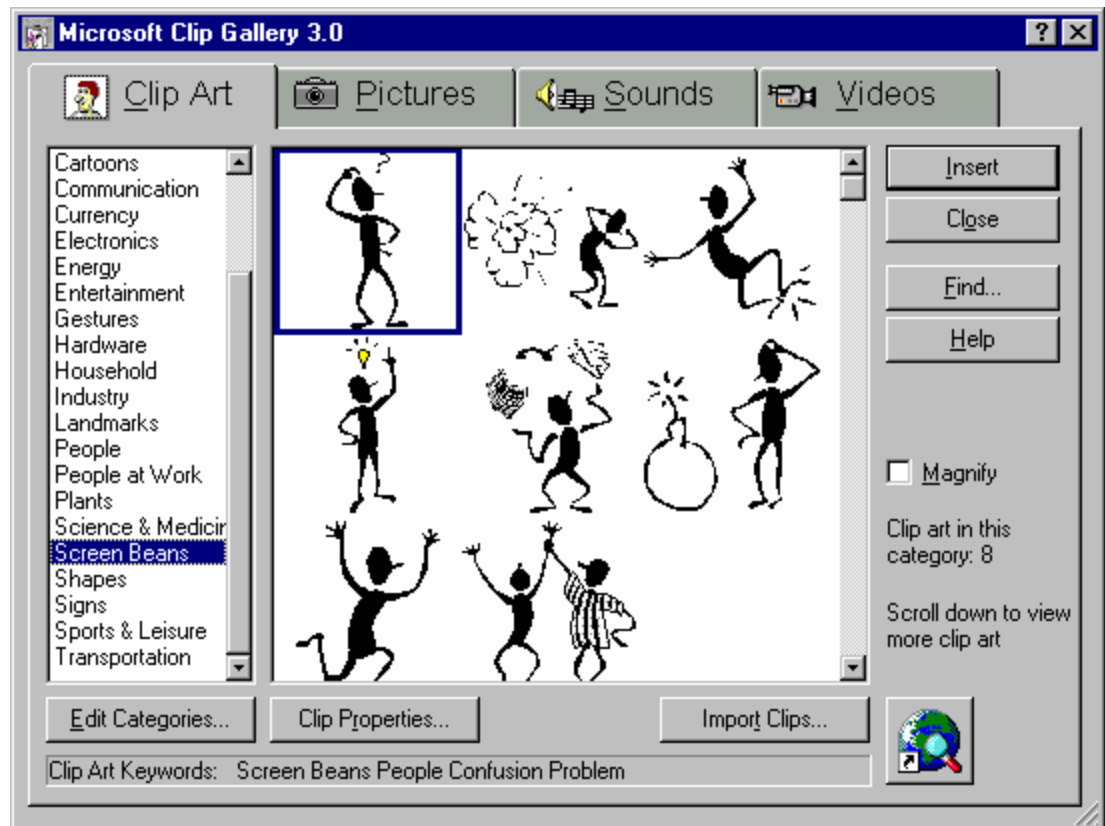
## Spicing up a Presentation with Clip Art

Clip art is a collection of free graphics available for users to include in their presentations. If a clip art object exists from the AutoLayout, double click to open the clip art screen. To insert a new clip art object, use the toolbar button (  ) or select


**Insert | ClipArt**. In the clip art window, the left portion of the screen displays all of the different categories. Selecting a category will display the available clip art images on the right.




When a clip art image is selected, a listing of keywords will be displayed at the bottom of the window. These keyword describe the intended message of the clip art. To look for matching clip art, the Find button can be used to search by keyword.









## Clearing Things Up with the Outline View

During the process of developing a presentation, the graphics and slide formatting may begin to clutter the core message. To prevent this, an outline view is included in PowerPoint. Switch to the outline view by selecting **View | Outline** or by using the button to the left of the horizontal scroll bar (). In the outline view, only text is shown without any of the slide formatting. Editing text in the outline view is the same as basic word processing.

**Important:** Although many text objects may be shown on the slide, the outline view will display only the very first text object as defined by the AutoLayout.

The toolbar buttons for the outline view are explained in Table 2. To use one of the toolbar commands, remember to select the area of text to use. To highlight an entire slide, click once on the slide's icon (.

**Table 2**

	Promote/ Demote	Promote and demote the selected text (as described earlier).
	Move Up/ Move Down	Moves the selected text up/down one line or up/down to the next slide.
	Collapse/ Expand Selection	Collapses or expands the text object of the slide. When collapsed, only the title for the slide will show.
	Show Titles/ Show All	Hides all of the text objects so only the titles show; or shows all available text.
	Summary Slide	Adds a new slide with the title "Summary Slide"
	Hide/Show Formatting	Removes and restores the formatting. Choosing remove does not reflect the actual formatting. It applies only to the outline view.

## Changing the Slide Order

The easiest way to rearrange the slide order is to use the outline or slide view. In the outline view, placing the mouse cursor over the slide's icon (☐) will cause the mouse pointer to change (↕). Click and drag the slide to a new location.

To use the slide sorter view, select **View | Slide Sorter** or use the button to the left of the horizontal scroll bar (☐). In the 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. To quickly select all slides, use the keyboard shortcut Control+A for PC's and Command+A for Macs which is the global shortcut for select all.

## Building Text Effect and Slide Transitions

Text effects and slide transitions are used during an on-screen presentation to add visual enhancements to each slide. Text effects control the movement of each bullet point for text objects as defined by the AutoLayout. Once again, remember that text effect 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 the slide sorter view. Select the individual slide or group of slides to apply the effects to. In the toolbar there are two fields shown below. The field on the right sets the type of text effect for





the slides. In this example, the effect is wipe down where each new bullet point will appear from the top down. The field 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 graphic.


Whenever a slide has a text effect or transition applied to it, icons will appear underneath the slide in the slide sorter view.



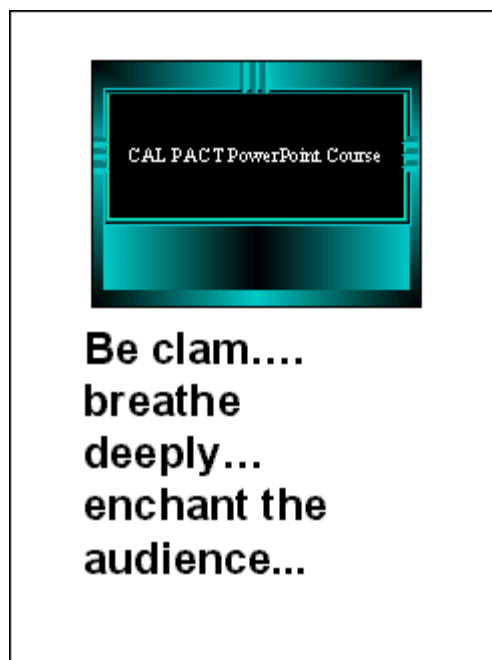
## Hiding Slides

Often enough, some slides may be unnecessary for a presentation; other times certain slides may serve as only a back-up. 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 the slide sorter view. Select the slide(s) to hide and click the toolbar button (  ) or select **Tools | Hide Slide**. Underneath the slide, the slide number will have a line through it (  ) indicating that the slide is hidden. To un-hide a slide, select the slide and use the toolbar button again or select **Tools | Hide Slide** again.

## Creating Notes

PowerPoint can create speaker notes to help a presentation run smoothly. Switch to the Notes view by selecting **View | Notes Pages** or by using the button to the left of the horizontal scroll bar (  ). In the Notes view, each slide is shown on a page with an area to type in text. The space can also be left empty and information handwritten in after printing. The notes can also be used as handouts for the audience.

The slide and the notes area can be moved or resized with 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 will always appear unless specified. For example, to have the University name and logo appear on every slide in a presentation, it can be placed individually on every slide. This, however, is time consuming and definitely not exact. By placing the date and logo on the slide master, it will appear on every slide automatically.

The easiest way to access the master is to hold down the shift key and click on the desired view button. An example of a slide master is shown below. 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.

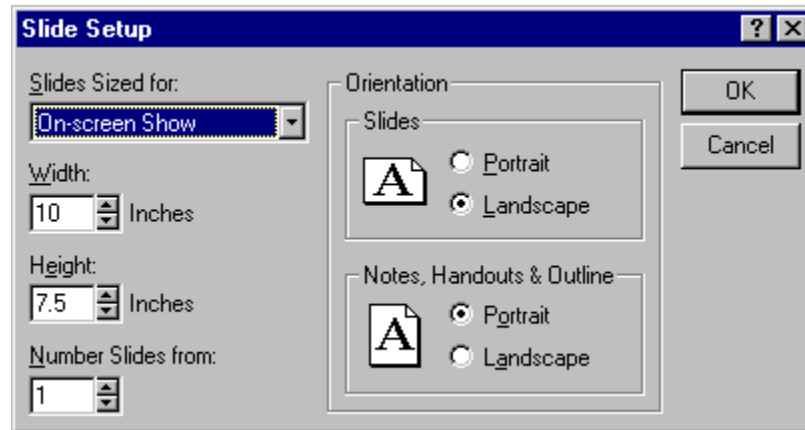


## Inserting the Current Date and Slide Number

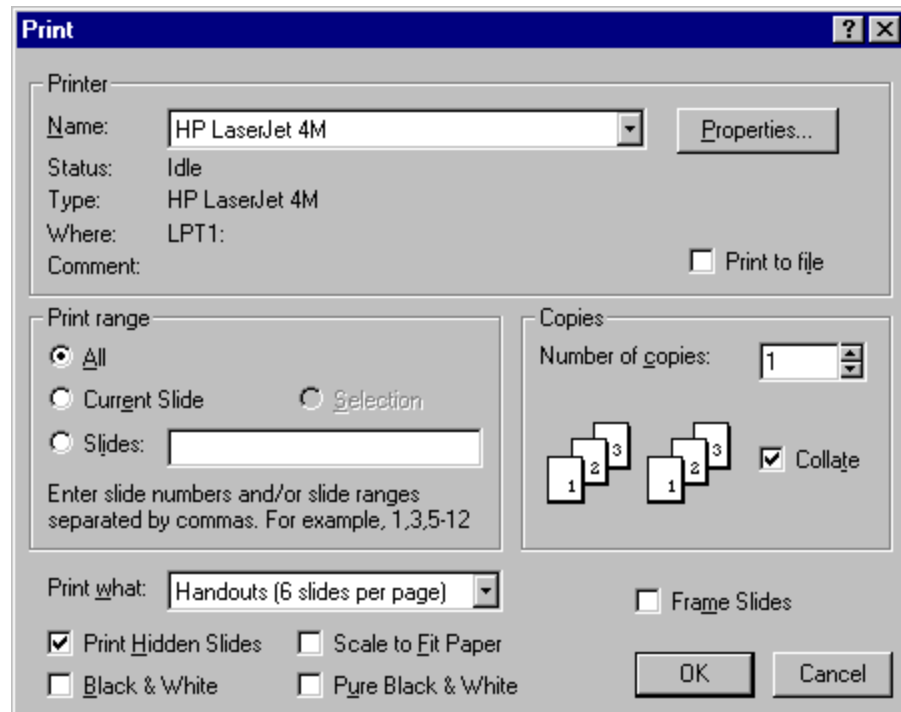
To have PowerPoint automatically insert the current date, select **Insert | Date and Time** or **Insert | Slide Number**. A dialog box will appear to ask for the settings and options. Chose the desired setting and click OK.

## 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 start with the slides, select **File | Page Setup** to open the following window. Pick the slide size and orientation. Click OK when finished.





To print, select **File | Print**. Set the correct printer, range, and copies to print. At the bottom of the window in the "Print what:" field, click on the downward pointing arrow and choose the item to print. Notice in this area that there are options to print handouts. These handouts can be used as an alternative to printing out the Note 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 an 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 will cause the current slide on screen to occupy the full screen. Nothing else will be visible on screen but the slide. If the mouse is moved, the mouse pointer will reappear on the screen. Notice that a button will also appear in the bottom left corner of the screen (). By clicking on this button a menu of slide show options will appear. The menu can also be accessed by using the right mouse button. This menu has many of the commands to use in the presentation; however, 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 the Slide Show view to view all of the shortcut commands.

During the slide show:		OK
Left click, space, 'N', right or down arrow, enter, or page down	Advance to the next slide	
Backspace, 'P', left or up arrow, or page up	Return to the previous slide	
Number followed by Enter	Go to that slide	
'B' or '.'	Blacks/Unblacks the screen	
'W' or ','	Whites/Unwhites the screen	
'A' or '='	Show/Hide the arrow pointer	
'S' or '+'	Stop/Restart automatic show	
Esc, Ctrl+Break, or '!'	End slide show	
'E'	Erase drawing on screen	
'H'	Go to hidden slide	
'T'	Rehearse - Use new time	
'O'	Rehearse - Use original time	
'M'	Rehearse - Advance on mouse click	
Hold both buttons down for 2 secs.	Return to first slide	
Ctrl+P	Change pointer to pen	
Ctrl+A	Change pointer to arrow	
Ctrl+H	Hide pointer and button	
Ctrl+L	Hide pointer and button always	
Right mouse click	Popup menu/Previous slide	

## Rehearsing a Presentation

If a presentation will be timed, PowerPoint has a rehearsal feature included in the slide sorter. From the slide sorter view, click on the toolbar button  and the slide show will begin. Rehearse the presentation, moving through every slide at normal speed. PowerPoint automatically records the total time of the presentation and the amount of time spent on each slide. After the last slide, PowerPoint will ask if the times should be recorded. Selecting "Yes" will cause the times to appear below each slide in the slide sorter view.

The slide times recorded in the rehearsal session can be used to automatically forward the slides in a slide show. Hold down Shift and click on the view button for the slide show . In the dialog box that appears, the options for using the slide timings can be selected. 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.

