Contents

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Microsoft PowerPoint 2003

PowerPoint 2003 is a presentation graphics program that produces dynamic and powerful slide shows containing text, graphics, and charts. Whether presenting an idea, plan, or complex report to a group, PowerPoint can combine essential data, dramatic illustrations, animation and special effects and timed sequences to convey the important points in an informative and convincing way.

This guide is an introduction to PowerPoint 2003 and illustrates the most basic functions the program offers.

Launching PowerPoint

There are six Open Access Labs on Campus. Students can launch Microsoft PowerPoint from any of them.

To open PowerPoint in any Open Access Computer Lab:
1. Select the **Start** button ![start] at the bottom left corner of the screen.
2. Select the **All Programs** menu.
3. Select the **Microsoft Office** folder.
4. Click the **Microsoft PowerPoint 2003** icon.

!NOTE:
A shortcut to open PowerPoint 2003 is to double-click the **Microsoft Office** folder on the desktop and then double-click the **Microsoft PowerPoint 2003** icon.

Working with the PowerPoint Window

When launching PowerPoint, the application window opens. A new blank presentation appears and the **Task Pane** is shown on the right. The presentation window in **Normal** view appears as a multi-paned window (see Figure 1). The **Task Pane** is an area that provides commonly used commands. The **Title** bar, which appears at the top of the application window, displays the name of the current presentation and the name of the application. Under the **Title** bar is the **Menu** bar, which allows access to various commands that are grouped according to function. The *Ask a Question* box on the far right of the **Menu** bar allows the user to type a question when they need help with a specific feature. Below the **Menu** bar are the **Standard** and **Formatting** toolbars and the *Slide* Tab and *Outline* Tab in the **Slide Pane**. At the bottom of the presentation window are the **View** buttons, which are shortcuts for changing the presentation view, and the **Draw** toolbar. Beneath those is the **Status** bar which provides information about the current slide and the number of the present slide in the presentation. The toolbar buttons provide shortcuts to many menu commands (see Table 1).

!NOTE:
Many of the objects in the toolbar buttons display brief descriptions called Screen Tips that pop up whenever pointing to the buttons.
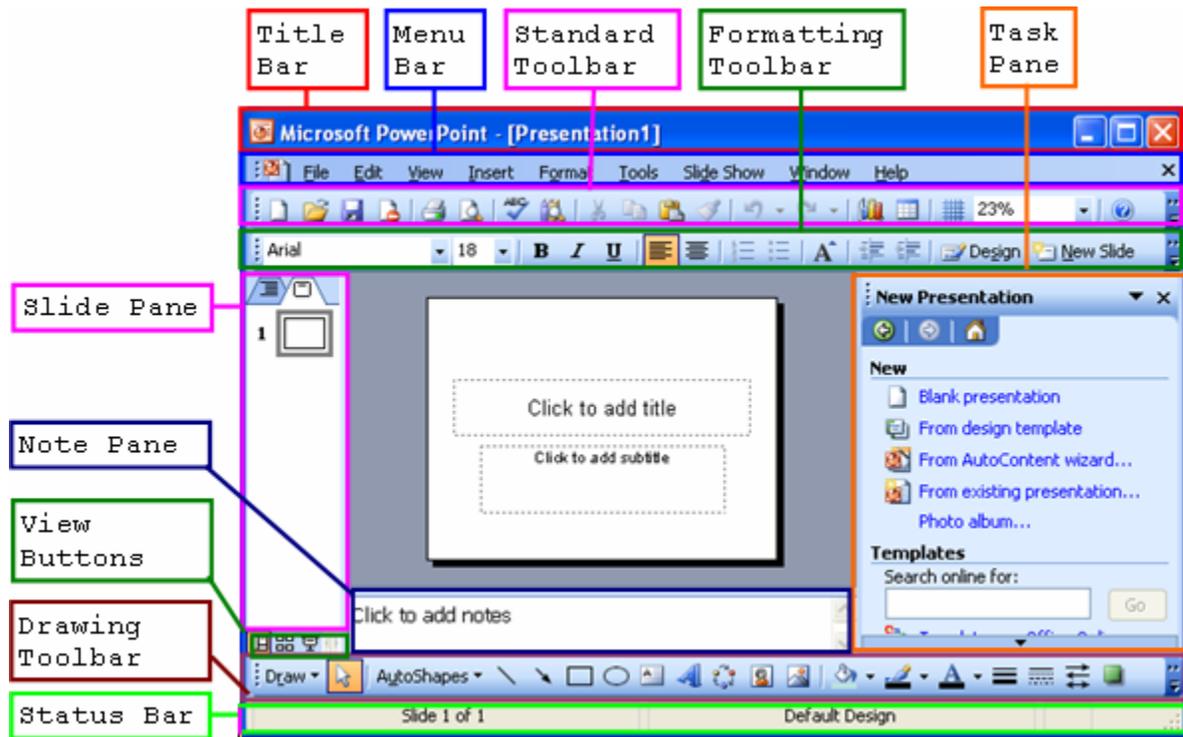
Figure 1 – The PowerPoint Interface

Table 1 - PowerPoint Menu and Toolbars

Item	Description
Title Bar	Displays the application and presentation title
Menu Bar	Contains commands that are grouped by function
Standard Toolbar	Contains buttons to help the user select common commands
Formatting Toolbar	Contains buttons to help the user change the appearance of characters and paragraphs in a presentation
Slides Tab	Displays slides as thumbnail images
Drawing Toolbar	Contains buttons for color and style or the shape, line, and region components
Slide pane	Displays the selected slide or presentation outline
View Buttons	Provide several different ways to view the presentation
Task Pane	A window within the application that provides commonly used commands
Notes Pane	Area where notes can be added to the current slide
Status Bar	Displays information about the presentation (number of pages), the current page being viewed, and the current location of the insertion point

USING THE TASK PANE

The **Task Pane** provides shortcuts to the common tasks in PowerPoint. For example, the **Task Pane** contains a new blank presentation or reopens a recently modified presentation. The name of the current task pane appears at the top of the pane, in the **Task Pane T**itle bar (see Figure 2). The **Back** and **Forward** buttons ⊕ | ⊕ allow the user to navigate through previously used panes. Click the *Other Task Panes* drop-down arrow ▼ to view and select from a list that contains all available task panes. By default, the task pane appears each time, PowerPoint is launched.

To close the Task Pane:
5. Click the **Close** button ☒ on the upper right corner of the task pane. Only the task pane will close; the PowerPoint Presentation will remain open.

To open the Task Pane (if the task pane is not visible in the presentation window):
1. Select the **View** menu on the **Menu** bar.
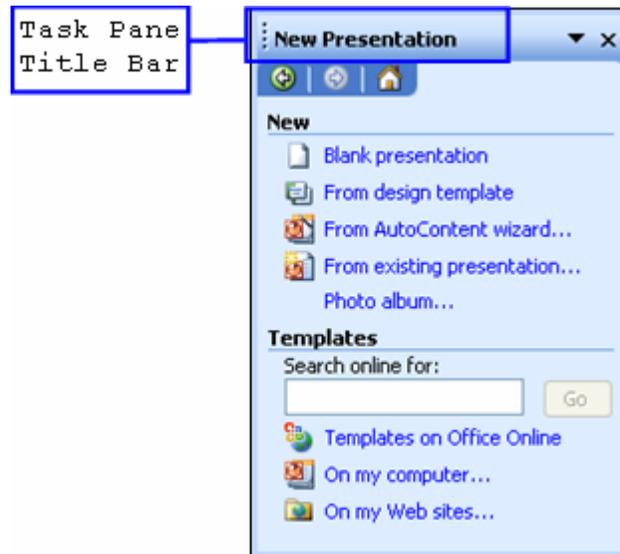2. Select the **Task Pane** command.

Figure 2 - Task Pane

SELECTING A SLIDE LAYOUT

A slide layout is a pre-formatted layout which can add text, graphics, chart, table, diagrams and clip art. The **Slide Layout** task pane allows the user to modify the layout of an existing slide to another pre-formatted layout.

To open the **Slide Layout** task pane:
1. Select the **Format** menu on the **Menu** bar.
2. Select the **Slide Layout…** command. The **Slide Layout** task pane opens (see Figure 3).

!NOTE:
For a description of the slide, place the mouse over the slide layout of the desired choice. A screen tip will appear providing a description of that slide. This description can be used as an easy reference to determine the available placeholder style.
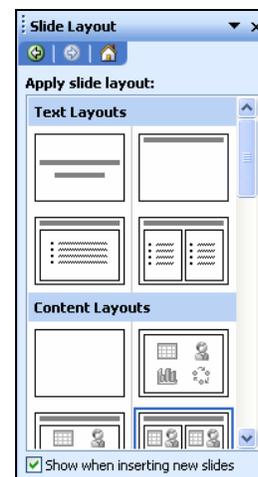

Figure 3 - Slide Layout Task Pane

USING THE TOOLBAR

There are two ways to access the functions in PowerPoint – through the menus on the **Menu** bar or through the buttons on the toolbars. Both methods are used in this handout. PowerPoint has nine menus and thirteen toolbars. Each contain menu commands and tools related to a specific

function (see Figure 4). The toolbars provide shortcuts to menu commands; and toolbar buttons are for convenience without opening menus.

To display a toolbar:
1. Select the **View** menu on the **Menu** bar.
2. Select the **Toolbars** command. A sub-menu opens showing all available toolbars.
3. Select the appropriate toolbar.

Or
1. Right-click the mouse in an empty part of the toolbar area at the top of the screen.
2. Select the appropriate toolbar. The toolbar will appear on the screen.

!NOTE:
A toolbar can be docked on any edge of the screen by clicking the **Toolbar Handle** ⋮ and dragging the toolbar to the desired edge.
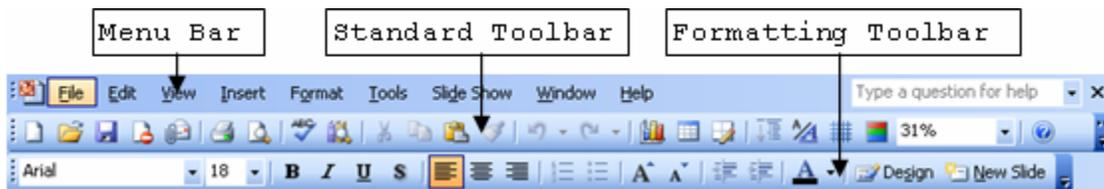
Figure 4 – Application Header

USING THE VIEW BUTTONS
PowerPoint provides multiple views to display the presentation. These include **Normal**, **Slide Sorter**, and **Slide Show**. These views provide flexibility in the way to view and work with the presentation. To switch between views use the **View** menu or the **View** buttons 🔲🔳🖵 at the left end of the horizontal scroll bar. Refer to Table 2 for a description of each view button.

Table 2 - PowerPoint view Descriptions

View Button	View Title	Description	View
🔲	Normal	Displays a tri-pane view including the slides, outline, and notes pane. This view is the default for editing slides.	
🔳	Slide Sorter	Displays all the slides in a presentation at one time. Use this view to move, copy, and delete slides.	
🖵	Slide Show	Displays the slides in a presentation as they appear during a slide show beginning with the current slide.	

Using Basic Presentation Skills

When launching PowerPoint, a blank presentation containing the first slide, a title slide, appears in the application window. Most slide layouts provide placeholders for entering text. Text or graphics can be added on the Title, Text, and Chart, or Title and Clip Art layouts.

CREATING A NEW PRESENTATION

By default, PowerPoint begins with a new blank presentation named as "*Presentation1*." There are several options available for creating a new presentation.
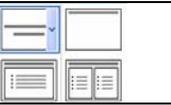
To create a new presentation:
1. Select the **File** menu from the **Menu** bar.
2. Select the **New…** command. The **New Presentation** task pane opens (see Figure 2).
3. Click the **Blank Presentation** 🗋 link. The **Slide Layout** task pane opens.
4. Double-click a desired layout from the **Slide Layout** task pane.

!*NOTE:*
The **New Presentation** task pane contains other options available as shown in Table 3.

Table 3 – Options in the New Presentation task pane

Options in the New Presentation task pane	Description	Options
📷 From the AutoContent Wizard link	A quick, well-designed presentation that includes suggestions for text on slides.	
📋 From Design Template	A pre-defined presentation that has a design concept, fonts, and color scheme.	
🗋 Blank Presentation	Start with slides that have minimal design and no color applied to them	

Selecting Design Templates

New presentation can be based on a design template. A design template supplies background, color schemes, and text and object formatting. Design templates give the slides in the presentation a consistent, professional look.

To add a new design template:
1. Click the **Design** button 🖼Design on the **Formatting** toolbar.

Or
1. Select the **Format** menu on the **Menu** bar.
2. Select the **Slide Design…** command. The **Slide Design** Task Pane opens.
3. Select the desired design template.

Adding a New Slide

Additional new slides can be added to the presentation by clicking the **New Slide** button. PowerPoint automatically inserts a new slide after the current slide, with the Title and Text

layout, and opens the **Slide Layout** Task Pane. The Task Pane can be used to change the layout of the newly added slide.

To add a new slide to a presentation:
   1. Click the **New Slide** button [New Slide] on the **Formatting** toolbar.
Or
   1. Select the **Insert** menu on the **Menu** bar.
   2. Select the **New Slide** command.

SAVING A NEW PRESENTATION
Saving the new blank presentation to a disk is recommended so that retrieval may be done at another time.

To save a new presentation:
   1. Click the **Save** button 🖫 on the **Standard** toolbar. The *Save As* dialog box opens (see Figure 5). By default, the folder for saving presentations is the "*My Documents*" folder.
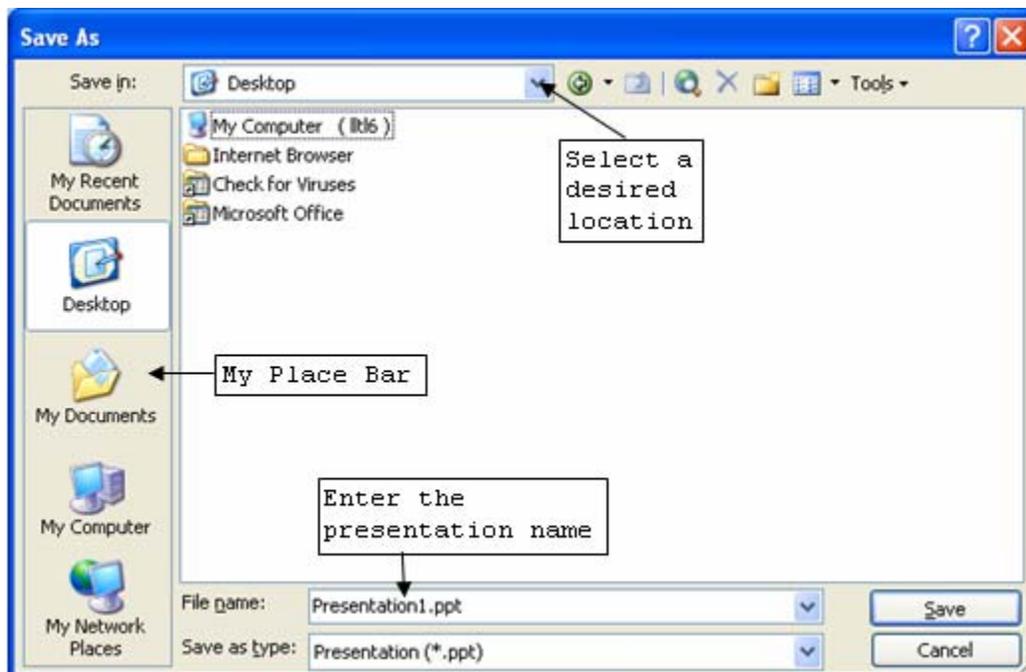
Figure 5 - Save As Dialog Box

   2. Select the desired drive to save the presentation by clicking the *Save in:* drop-down arrow.
   3. Click inside the *File name:* text box and enter the presentation name.
   4. Click the **Save** button.

!*NOTE:*

After naming and saving the presentation, click the **Save** button 🖫 on the **Standard** toolbar to save any new changes. The *Save As* dialog box will not appear because PowerPoint automatically updates the changes to the existing file each time when the presentation is saved. The **My Place Bar** has buttons that allows the file to be saved to the desktop or the document folder. The **My Place Bar** is a vertical bar on the left that contains buttons for **My Recent Documents**, **Desktop**, **My Documents**, **My Computer**, and **My Network Places**.

CLOSING A PRESENTATION

Close the presentation when finished working on it or when the user wants to remove it from the application window. PowerPoint prompts the user to save the presentation or to close without saving the latest changes.

To close the presentation:
1. Select the **File** menu from the **Menu** bar.
2. Select **Close**.

!NOTE:

Clicking the **Exit** button ☒ on the **Title** bar will exit the presentation and close the PowerPoint application.

OPENING AN EXISTING PRESENTATION

To view or edit any existing presentation, it is necessary to open the presentation file from the disk where it is saved. If the presentation resides in a different drive or folder, use the *Look in:* list on the *Open* dialog box to select the correct location.

To open an existing presentation:
1. Click the **Open** button 📂 on the **Standard** toolbar. The *Open* dialog box opens (see Figure 6).
2. Select the drive where the file is located by clicking the *Look in:* drop-down arrow.
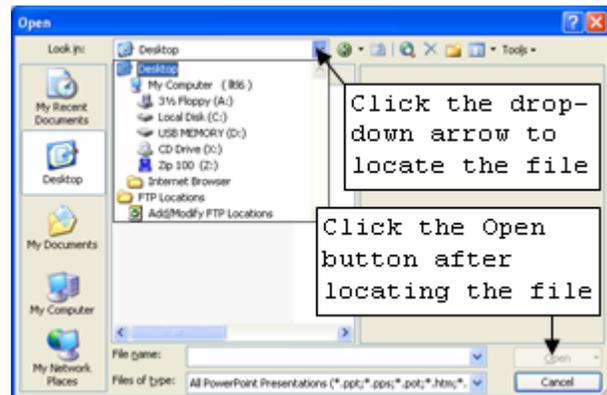3. Locate and select the presentation file to open.
4. Click the **Open** button.

!NOTE:
The user may also double-click the file icon to open a presentation.

Figure 6 - Open Dialog Box

Enhancing/Formatting Presentation Text

All text formatting in a slide is determined by the design template on which the presentation is based. Changing the font type, font size, and font color enhances the appearance of the presentation.

ENTERING TEXT

The amount of text entered depends upon the layout of the current slide. In PowerPoint, most slide layouts provide placeholders for entering text (see Figure 7). Text placeholders determine the placement of text on the page and are formatted with the font style and font size defined for each slide layout. Default placeholder text appears until the user types the desired text. If no text will be added to the text placeholder, the default text placeholder appears on the screen, but will not appear when the slide is printed nor during the **Slide Show** view.

When clicking a text placeholder, PowerPoint will automatically switch to edit mode. **Sizing handles** (white circle) appear around the placeholder with the insertion point inside the placeholder (see Figure 7).

Text Placeholder   Selection Handles

Click to add title

Figure 7 - Text Placeholder and Sizing Handles

To enter text into placeholders on a slide:
1. Click the placeholder which will hold the added text. The placeholder sizing handles appear (see Figure 7).
2. Type the desired text.
3. Click outside the placeholder to deselect it.

CHANGING FONT
The font can be changed before or after text has been typed. When selecting a font before typing, any text that has been typed into the placeholder will appear with the selected font until the font is changed.

To change the font of selected text:
1. Click inside the placeholder in that contains the text.

Or
2. Click and drag to select the desired text.
3. Click the **Font** drop-down box Arial on the **Formatting** toolbar.
4. Select the desired font.

CHANGING FONT SIZE
By default, the font size of titles, bulleted text, and other text in the presentation depends upon the template or design used to create the presentation. Changing the font size emphasizes or de-emphasizes texts in the presentation.

To change the font size of selected text:
1. Click inside the placeholder that contains the text.

Or
1. Click and drag to select the desired text.
2. Click the **Font Size** drop-down box 18.
3. Select the new text size.

!*NOTE:*
Font size is measured in points. One point is approximately 1/72 of an inch. Therefore, a word with a 36-point font size is approximately one-half inch in height. Generally speaking, larger font sizes are used for headlines and titles; smaller font sizes are used for body text.

CHANGING TEXT ALIGNMENT
Changing the alignment of text in a slide can enhance the look of the presentation. The **Formatting** toolbar contains three alignment buttons: **Align Left**, **Center**, and **Align Right**.

Table 4 - Alignment Type and Options

The Alignment Type	Options
Left alignment ▤	Produces an even left margin for the text in the placeholder.
Right alignment ▤	Produces an even right margin for the text in the placeholder.
Center alignment ▤	Centers each line of text individually in the placeholder.

To change text alignment:
1. Click the placeholder containing the text.

Or

2. Click and drag to select the specific text.
3. Click the **Align Left**, **Center** or **Align Right** button ▤▤▤ on the **Formatting** toolbar.
4. Click any blank area to deselect the placeholder.

To justify the text:
1. Select the **Format** menu on the **Menu** bar.
2. Select the **Alignment** command. A sub-menu opens with all the alignment options.
3. Select the **Justify** command.

CHANGING FONT STYLE AND EFFECT

Changing the font style and effect can enhance the appearance of the presentation. Font styles include bold and italic. Font effects include underline, shadow, emboss, superscript, and subscript. Not all of these options have shortcuts on the **Formatting** toolbar (see Table 5).

Table 5 - Font Style/Effect Buttons and Examples

Shortcut Button	Style/Effect	Example
B	Bold	**Bold**
I	Italic	*Italic*
U	Underline	Underlined
S	Shadow	Shadow
none	Emboss	Emboss
x²	Superscript	Super^{script}
x₂	Subscript	Sub$_{script}$

To change font style and font effect:
1. Click the placeholder that contains the text.

Or

1. Click and drag to select the specific text.
2. Click the specific font style/effect button(s) on the **Formatting** toolbar.

!*NOTE:*

More than one font style or effect can be applied to the text in a placeholder. Additional font styles and effects are chosen from the **Font** dialog box (select the **Format** menu followed by the **Font…** option).

ADDING/REMOVING BULLETS AND NUMBER LISTS

PowerPoint slides may contain text in bulleted or numbered lists. Each text level in a bulleted list can appear with a different bullet symbol. Adding or removing bullets or a numbered list can be done manually as desired. The **Bullets** button on the **Formatting** toolbar allows the user to add or remove bullets from text. In addition, bulleted items can be added to or deleted from an existing list.

To customize or selecting additional bullet and number styles:
1. Select the **Format** menu.
2. Select the **Bullets and Numbering…** option. The *Bullets and Numbering* dialog box opens.
3. Select the appropriate options.

To add or remove bullets and number lists:
1. Click the placeholder that contains the text.
Or
1. Select the specific text to be modified.
2. Click the **Bullets** button ▤ or **Numbering** button ▤ on the **Formatting** toolbar.
3. To cancel or remove bullets or numbers, click the corresponding button a second time.

MODIFYING PARAGRAPH SPACING

Modifying paragraph space can adjust the default line and paragraph spacing on a slide. Spreading the text to cover more of the slide or to condense it into a smaller area can be done by changing the space.

To modify paragraph spacing:
1. Click the entire placeholder that contains the text.
Or
1. Select the specific text to be modified.
2. Select the **Format** menu on the **Menu** bar.
3. Select the **Line Spacing…** command. The *Line Spacing* dialog box opens (see Figure 8).
4. Select the desired spacing for the placeholder.

Figure 8 - Line Spacing Dialog Box

USING THE FORMAT PAINTER

The **Format Painter** button 🖌 on the **Standard** toolbar is used to copy the formatting of text and apply it to other text. This feature allows applying the exact same formatting throughout a presentation without having to remember exactly which effects have been applied.

To use the Format Painter:
1. Select the text that has the formatting to copy.
2. Click the **Format Painter** button 🖌 on the **Standard** toolbar.
3. Highlight the text to apply the copied formatting.

!NOTE:
To apply formatting to multiple items, double-click the **Format Painter** button; the Format Painter then remains activated until the button is clicked again to disable it.

Editing Text

Formatted text can be moved or copied within the same presentation between different slides, or between the different presentations. Specific text, placeholders, and objects can be selected using the mouse or key combinations.

COPYING AND MOVING TEXT BETWEEN SLIDES

Moving or cutting text removes the text from its original location and places in a new location. When copying, the original text remains intact and is duplicated at the specified location.

Copying

Duplicating text in another location can be accomplished by copying the text rather than re-typing it. The copied text remains in its original location.

To duplicate text:
1. Highlight the text to be copied.
2. Click the **Copy** button on the **Standard** toolbar.
3. Place the insertion point where the copied text will be placed.
4. Click the **Paste** button on the **Standard** toolbar.

Cutting

Cutting text removes it from its original location places it in a new location. By combining **Cut** and **Paste**, text can be moved from one location to another.

To cut text:
1. Highlight the text needed to be copied.
2. Click the **Cut** button from the **Standard** toolbar.
3. Place the insertion point where the cut text will be placed.
4. Click the **Paste** button from the **Standard** toolbar. The cut text is inserted.

UNDO AND REDO

The Undo feature allows the user to reverse the results of the previous command or action. Once the Undo feature has been used, the Redo feature becomes available. The Redo feature allows the user to restore the results of the command or action reversed with the Undo feature. Both features can be accessed from the **Standard** toolbar or from **Edit** menu.

To use the Undo feature:
1. Click the **Undo** button on the **Standard** toolbar. PowerPoint will undo the previous command.
2. Click the **Undo** button as many times as needed to undo multiple commands or actions.

To use the Redo feature:
1. Click the **Redo** button from the **Standard** toolbar.

!NOTE:

Redo feature is not available before using the Undo feature.

2. Click the **Redo** button as many times as needed to redo the multiple undone commands or actions.

Creating Basic Charts

The built-in graphic application in PowerPoint allows the user to incorporate charts into the presentations without importing them from other applications. PowerPoint includes several slide layouts containing charts. When creating or editing a chart in PowerPoint, the **Microsoft Graph** menu bar, toolbar, and datasheet appear. The datasheet displays the values depicted in the chart and is composed of rows and columns.

CREATING A CHART

To incorporate a chart on a slide, select a slide layout containing a chart placeholder. The layouts available include "*Text & Chart*," "*Chart & Text*," and "*Chart*." Once the chart has been created, a datasheet appears where the values used to create the chare are entered or changed.

To create a chart:
1. Insert a new slide into the presentation, and change its layout to "*Title and Chart*" (see Figure 9).
2. Double click the chart placeholder on the slide.

!NOTE:
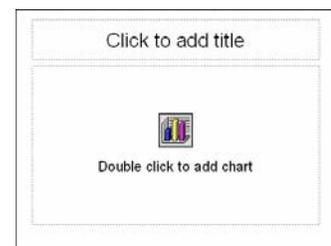By default, PowerPoint inserts sample data into the datasheet.

Figure 9 - Add a New Chart

CHANGING CHART TYPE

PowerPoint offers several different chart types with multiple variations of each (see Figure 10). Changing the chart type allows the user to select the best chart type suitable to the data. For example, a bar chart type has many variations, including "*Clustered Bar*," "*Stacked Bar*," or "*Clustered bar with a 3-D visual effect*."
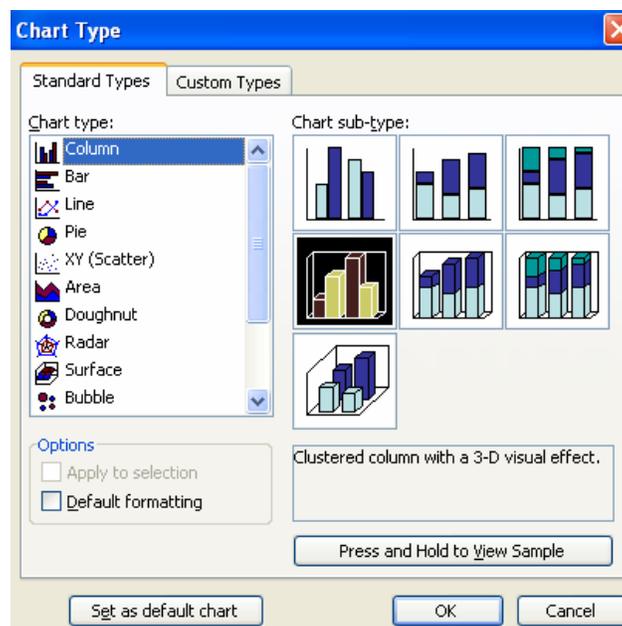
Figure 10 - Chart Type Dialog Box

To change the chart type:
1. Double-click the chart.
2. Select the **Chart** menu on the **Menu** bar.
3. Select the **Chart Type…** command. The *Chart Type* dialog box opens.
4. Select the *Standard Types* tab and choose the desired chart type.
5. Click the **OK** button.

Using Clip Art

Graphics can be included in a PowerPoint presentation. A graphic can enhance a presentation by depicting an idea that may be difficult to describe or by making the presentation more visually appealing. *Clip Art* is a set of graphic illustrations included in the Microsoft Office suite of applications that are readily available for inclusion in a presentation. Inserting *Clip Art* is accomplished by accessing the *Clip Art Gallery* and selecting the desired image.

INSERTING CLIP ART

Inserting *Clip Art* in a slide can assist in illustrating the theme of the presentation. In addition to *Clip Art*, the user can insert a picture from an existing graphics file. PowerPoint accepts several types of graphic file formats including .wmf, .emf, .bmp, .rle, .dib, .gif, .jpg, .tif, and .png.

To insert Clip Art:
1. Place the insertion point where the *Clip Art* will be placed.

   !NOTE:
   By default, the first graphic inserted will be placed in the center of the slide.

2. Select the **Insert** menu on the **Menu** bar.
3. Select **Picture** command. A sub-menu opens.
4. Select the **Clip Art…** command. The **Clip Art** Task Pane opens (see Figure 11).
5. Enter the keyword related to the desired clip graphic in the *Search For:* text box.
6. Click the **Go** button. A list of available images appears.
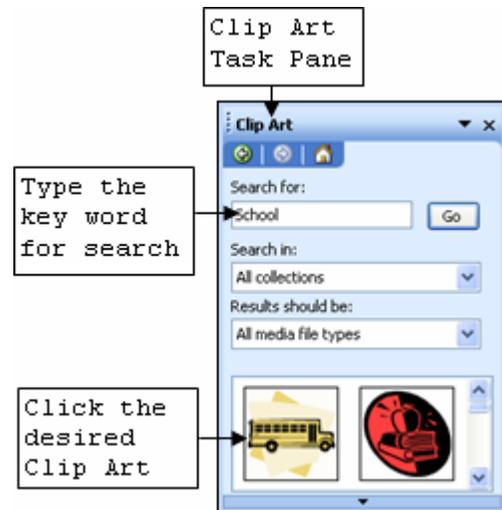7. Click the desired *Clip Art*.

Figure 11 - Insert Clip Art Task Pane

   !NOTE:
   There are one or more collections to search in the *Search in:* drop-down list. The *Clip Art* task pane also allows the user to specify the type of media to find in the *Results should be:* drop-down list.

REPOSITIONING CLIP ART

Clip Art can be moved to a new location. Re-positioning the graphic allows placing it in the best possible location to enhance the slide text.

To reposition Clip Art:
1. Select the *Clip Art* to be repositioned.
2. Drag the *Clip Art* to the desired location and release the mouse button.

3. Click outside the *Clip Art* to deselect it.

CROPPING CLIP ART

When cropping the clip art, the size of the graphic will not change; but it is actually cutting information away. For example, if clip art displays two people, it is possible to crop the image to display only one.

To crop a Clip Art:
1. Select the *Clip Art* to be cropped.
2. Click the **Crop** button ⊞ from the **Picture** toolbar.
3. Drag the desired sizing handle towards the center of the clip. The areas outside of the crop handles are removed.

!*NOTE:*
Sizing handles appear as dark line segments around the image when the cropping tool is active.

RESIZING CLIP ART

The objective of resizing clip art is to make the image fit better in the layout of the presentation. There are two methods to resize clip art; using the *Format Picture* dialog box (see Figure 12) or one of the image sizing handles.

To resize Clip Art:
1. Right-click the *Clip Art* image.
2. Select the **Format Picture…** command from the shortcut menu. The *Format Picture* dialog box opens (see Figure 12).
3. Select the *Size* tab.
4. Check the **Lock aspect ratio** check box.
5. In the *Scale* section enter the desired height in the **Height:** spin box.
6. Click the **OK** button.

Or
1. Click and drag a sizing handle to adjust the image size.
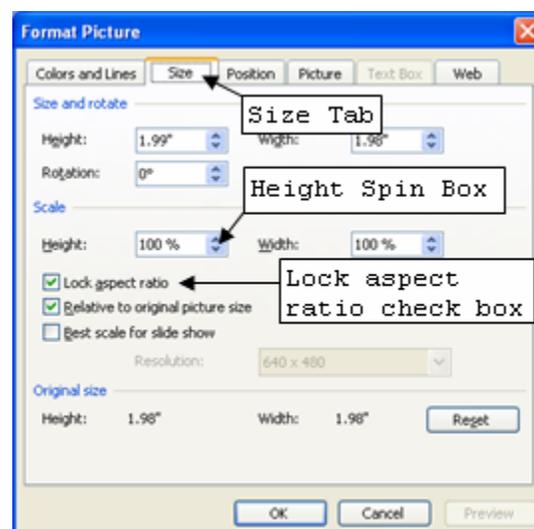2. Click outside the *Clip Art* to deselect it.

Figure 12 - Format Picture Dialog Box Graphic Tools

Graphic Tools

PowerPoint includes graphic tools to help the user edit objects. Features in the graphics tools include adding color, changing the shape, and rotating shapes.

USING THE DRAWING TOOLBAR

When launching PowerPoint, the **Drawing** toolbar appears by default. It contains several tools and features to assist in drawing and editing slide objects and text (see Figure 13).
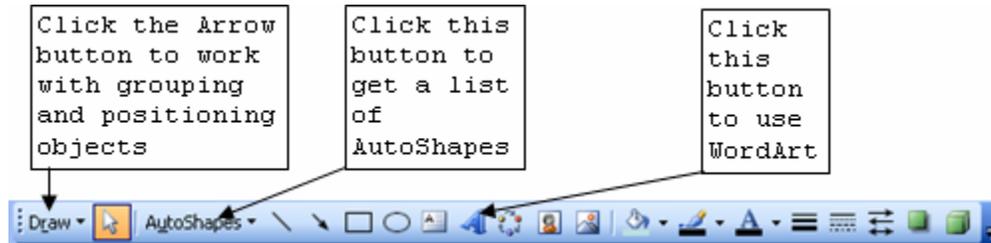

Figure 13 - Drawing Toolbar

AUTOSHAPES

The **AutoShapes** menu located on the **Drawing** toolbar provides a variety of categories used to create different shapes. These categories are listed in the following table (see Table 6):

Table 6 - AutoShapes

Category	Button	Available AutoShapes
Lines		Contains options to create straight and curved lines, arrows, freeform shapes, and scribble drawings.
Connectors		Contains options to create straight, angled, and curved connectors between the shapes on diagrams and flowcharts.
Basic Shapes		Contains options to create basic shapes including triangles, diamonds, octagons, crosses, cubes, brackets, and braces.
Block Arrows		Contains options to create left, right, bent, curved, and multi-directional hollow arrows. This category also allows creation of chevrons and arrow callout symbols.
Flowchart		Contains options to create symbols used when developing flowcharts including process, decision, data, and preparation symbols.
Stars and Banners		Contains options to create explosion shapes and star symbols. This category also contains banner shapes including up, down, and curved ribbons as well as scroll and wave shapes.
Callouts		Contains options to create rectangular, oval and cloud callout symbols, as well as different line callout symbols.
Action Buttons		Contains buttons that can be used to assign actions such as running a macro or hyperlink, to another slide.

SELECTING OBJECTS

The user can select one object or multiple objects using several different methods (see Table 7).

Table 7– Selecting Objects

Selection	Selection Methods
Single object	Click the object once.
Multiple objects	Press and hold down **[Shift]** key and click each object to be selected.
All the objects on a slide	Select the **Select All** command from the **Edit** menu or press the **[Ctrl+A]** key combination.
Multiple adjacent objects	Drag the mouse pointer to create a marquee (dashed box) around the adjacent objects that will be selected.

!NOTE:

When selecting objects using a marquee, each object to be selected must be completely within the marquee. If a portion of the object lies outside the marquee the object will not be selected. Click a blank area of the slide to deselect all selected objects. To deselect one of the several selected objects, press and hold the **[Shift]** key and click the object to deselect it.

ROTATING AN OBJECT

Objects can be rotated in either clockwise or counterclockwise direction. An object can be rotated to any angle.

To rotate an object:
1. Select the object to be rotated.
2. Click and hold the mouse on the green circle near the edge of the object (see Figure 14).
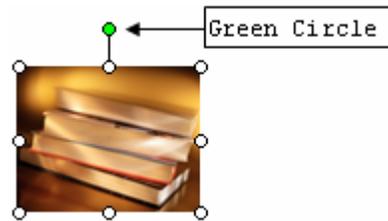3. Move the mouse in a circular motion to rotate the object.

Figure 14 - The Green Circle

USING WORDART

Word styles can be selected from the *WordArt Gallery* to enhance the look of the presentation.

To use WordArt:
1. Click the **Insert WordArt** button on the **Drawing** toolbar. The *WordArt Gallery* dialog box opens.
2. Select the desired *WordArt* style.
3. Click the **OK** button. The *Edit WordArt Text* dialog box opens.
4. Type and edit the desired text in the *Text:* text box.
5. Click the **OK** button.
6. Drag the *WordArt* to the desired location.

Animating Objects, Text, and Slides

Animation schemes introduce individual lines of text into a slide during a presentation. Users can also use animation schemes to introduce other objects (such as charts, graphics, and tables) into a presentation.

CUSTOM ANIMATION

Custom animation is used to apply animation to individual items on a slide. Custom animation can be applied to control over animation effects, text introduction, appearance options, animation order, and timing.

To use custom animation:
1. Right-click the object in the presentation. A drop-down menu appears.
2. Select the **Custo̲m Animation…** command. The **Custom Animation** Task Pane opens (see Figure 15).
3. Click the **Add Effect** button ⯐ Add Effect ▼, select the **Entrance** submenu, then select one of the entrance animation options.
4. Click the drop-down list [1 ⤷ ⭐ Title 1 ▼] in the task pane list box and select the **Timing…** option. The *Blinds* dialog box opens (see Figure 16).

Figure 15 - Custom Animation Task Pane

!*NOTE:*

Depending on the selected animation effect, the dialog box will have a different name.

5. Select the *Timing* tab.
6. Click the *Start:* drop-down arrow and choose the animation starting option.

!*NOTE:*

If the "***After Previous***" option is selected, enter the number of seconds (in the ***Delay:*** spin box) to wait after the previous event to animate the next object.

7. Select the *Effect* tab.
8. Select the desired settings in the *Settings* and *Enhancements* sections.
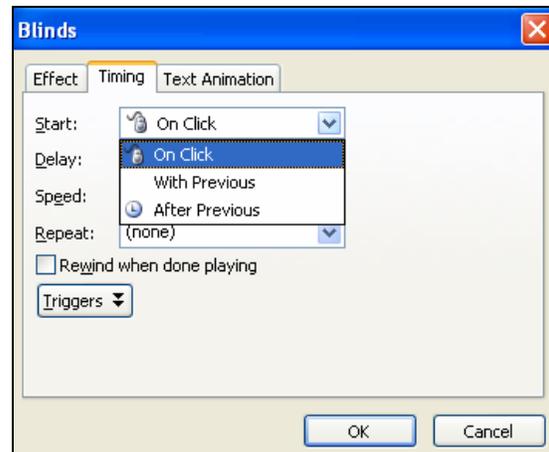9. Click the **OK** button.

Figure 16 - Timing Dialog Box

SELECTING SLIDE TRANSITION EFFECTS

The user can apply a slide transition effect to a selected slide while in the **Slide Sorter** view. The transition effect will be applied to that slide.

To set transition effect:
1. Click the **Slide Sorter View** button 🔳 on the left bottom corner of the window.
2. Select the **Slide Show** menu on the **Menu** bar.
3. Select the **Slide Transition…** command. The **Slide Transition** task pane opens (see Figure 17).
4. Select the slide to apply the animation effect.
5. Select the desired effect in the ***Apply to selected slides:*** list box. A preview of the effect is automatically played for the selected slide.
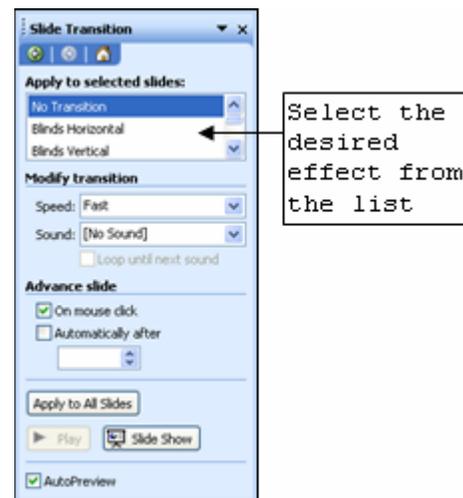

Figure 17 - Slide Transition Task Pane

<u>PREVIEWING ANIMATION</u>

It is possible to preview the animation setting(s) of each slide. The animation can be changed or edited.

To preview animation:
1. Click the **Play** button ▶ Play on the bottom of Task pane.
Or
1. Click the **Slide Show** button 🖳 Slide Show to enter the **Slide Show** view and observe the transition effects. Animation effects should occur automatically. If not, click the left mouse button.
2. Press the **[ESC]** key to exit **Slide Show** view.

To preview Transition Animation:
1. Switch to **Slide Sorter** view.
2. Click the **Animation Effects** button 🌣 below the slide.

Printing a Presentation

The user can choose the number of copies to print as well as choosing how to print the presentation. The user can choose to print the entire presentation, the current slide, or a selection of slides (such as handouts, speaker notes, or outlines).

<u>SELECTING PAGE SETUP OPTIONS</u>

To specify the desired size of the printed slides, select a predetermined size from a list or manually enter the desired measurements in the *Page Setup* dialog box. *__Portrait__* and *__Landscape__* orientation are also both available.

To select Page Setup options:
1. Select **File** menu on the **Menu** bar.
2. Select the **Page Set<u>u</u>p…** command. The *Page Setup* dialog box opens (see Figure 18).
3. Click the desired option buttons and settings in the spin boxes.
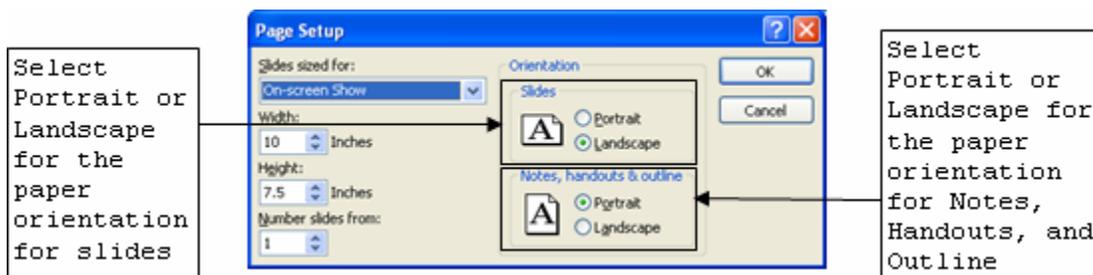4. Click the **OK** button.

Figure 18 - Page Setup Dialog Box

<u>PRINTING SLIDES</u>

PowerPoint provides a variety of methods for printing slides, depending on what needs to be printed. Selections can include slides, a range of slides, or the entire presentation.

To print slides:
1. Select the **File** menu on the **Menu** bar.
2. Select the **Print…** command. The *Print* dialog box opens (see Figure 19).
3. Select "*Slides*" in the *Print what:* drop-down list.

!*NOTE:*
To print "*Slides*," "*Handouts*," "*Outlines*," or "*Notes*," click the drop-down arrow on the *Print what:* drop-down list and make the appropriate selection.
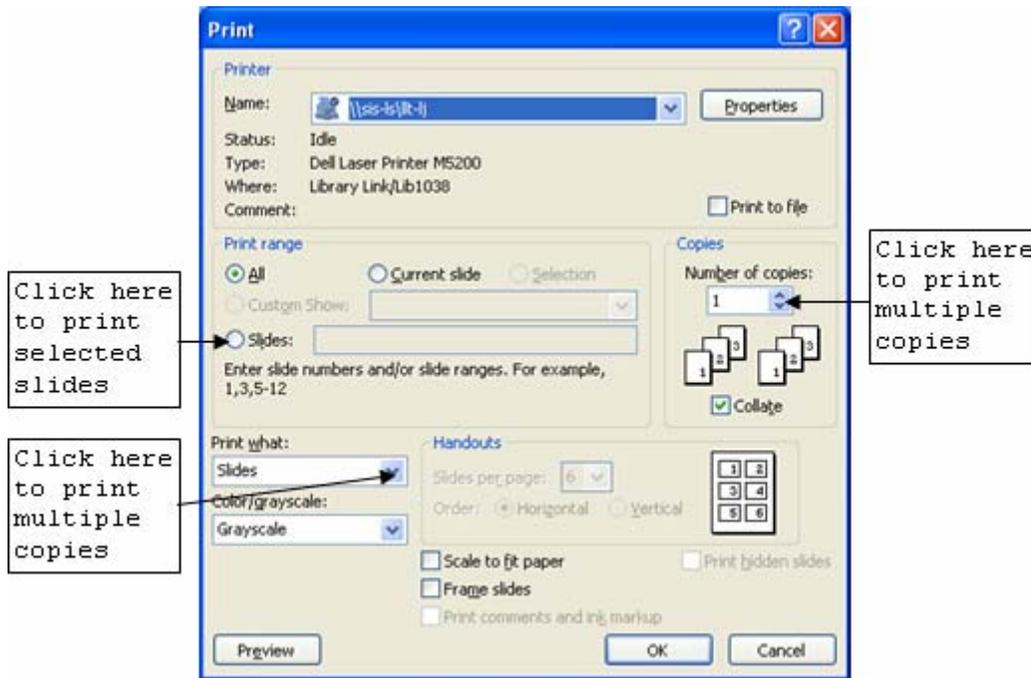
4. Click the **OK** button.

Figure 19 - Print Dialog Box

To print selected slides:
1. In the *Print* dialog box, select the *Slides:* option button in the *Print range* section.
2. Enter the number of the slides to print in the *Slides:* text box.
3. Click the **OK** button.