

Quick Tips

for

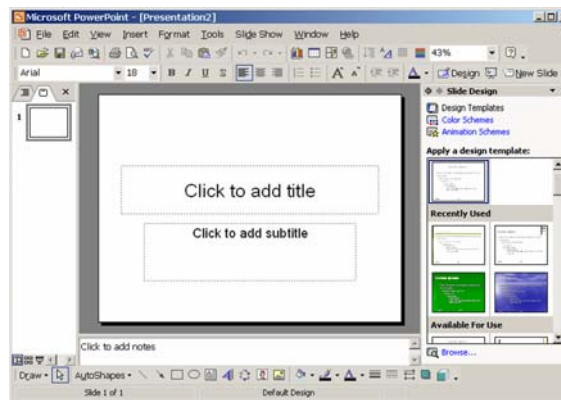
Using Microsoft PowerPoint

Getting Started

Microsoft PowerPoint allows you to create aesthetic, well organized, and appealing presentations. This *QuickTip* will help you do some of the most common tasks in building a PowerPoint presentation.

Beginning a new Presentation

- Select **Start, Microsoft Programs, Microsoft PowerPoint**.
- Once Microsoft PowerPoint opens, you will see a window similar to the one below. The left pane is called the outline view. The middle is your slide working space. Now, click on the **Design Button** on the Toolbar. On the right hand side a task pane pops up.



- With the task pane open, you can choose a design for your PowerPoint (you can also leave it white, if you'd prefer it to be very simple.) Click on the **design of your choice**. To change it, simply click on another.
- To change the colors, click on **Color Scheme** at the top of the task pane.
- Click **New Slide** to begin a new slide.

Adding and Modifying Text to your Presentation

- Adding text to your presentation is simple. Just click on the fields that say "Click to add text," and start typing.
- If you are using a Bulleted list, you will find that when you hit Enter, another bullet will appear on the next line. To indent the bullet, hit **Tab**. To decrease the indent, hold down **Shift** and hit **Tab**.
- To modify the font, font color, or font size, move your mouse over the text and **right click**. Select **Font**.

Inserting a Picture into a Slide

There is some clipart included in PowerPoint, but more than likely, you will want to use picture that you have saved from another source such as the Internet or a digital camera. PowerPoint supports many graphic types such as .jpeg, .gif, and .bmp. Do the following to insert a saved picture in a slide:

- From the menu bar, select **Insert, Picture, From File**.
- Navigate to your previously saved picture. Select the picture and click **Insert**.

- **Using Microsoft Word**
- **Using Microsoft Excel**

Adding Animation to your Slide

- After adding text to your slide, try some animation! To add an animation scheme to the slide, select **Animation Schemes** from the **Slide Show menu**. Click on different scheme titles to view them on your slide. (An Animation Scheme will be applied to everything on the current slide. To add it to every slide in your show, click Apply to All Slides at the bottom of the Task Pane.)
- For additional animation adjustments to the slide, select **Slide Show – Custom Animation** from the Menu Bar. Your animation options will appear in the task panel.

Reorganizing your Slides

You may want to rearrange your slides to be presented in a different order. One way to do this is by viewing your show in Slide Sorter view.

- From the menu bar, select **View, Slide Sorter**. Each of your slides will appear on the screen.
- To move a slide to another location, move your mouse over the slide that you want to move.
- **Click and drag** the slide to the desired location. Release the mouse. Your slide should move to the location where you dragged it.

Inserting a Hyperlink


Using a Hyperlink, you can connect to files on the Internet or to separate files on a disk or the network.

- Select the area that you want linked (this can be a picture or text.)
- From the menu bar, select **Insert, Hyperlink**.
- If you are linking to another document or file, **browse to the file**, select it, and click okay.
OR
If you are linking to a page on the Internet, type or paste the web address in the Address box (near the bottom of the Insert Hyperlink window).

You will notice that the words that you selected to hyperlink are now underlined. From the editing mode that you are in now, you will not be able to test the hyperlink. You must be in Presentation mode.

Viewing, Presenting, and Printing your Presentation

Throughout the time you are creating your presentation, you may want to view it in Presentation mode.

- To view the current slide, click on the small Slide Show Icon  at the bottom left hand corner of the screen.
- To view the entire show, select **Slide Show – View Show**.
- Proceed through the show by left clicking on your mouse or using the left and right arrow keys on your keyboard. If you want to blackout the screen for a period of time during your presentation, hit the letter **B** or **W** on the keyboard. To continue your presentation again, click the mouse or an arrow key.
- You have several options for printing your slide show. The default will print one slide per page. To print multiple slides per page, print it out in a handout format. Go to **File – Print**. Select **Handouts** from the dropdown box labeled “Print What.” Then, select the number of slides per page you’d like to print.
- You can also choose to not print the background design of the slides. Go to **Tools – Options**. Under the **Print** tab, uncheck the box labeled “Background printing.”

PowerPoint Help

- Use the Help function in PowerPoint. It’s pretty good and quite comprehensive.

- **Using Microsoft Word**
- **Using Microsoft Excel**