Intermediate

MS Power Point
1. The purpose of this class is to introduce advance features of MS Power Point in order to build a more effective electronic presentation.

Course Outline

• PowerPoint Overview
• Create a Presentation using the AutoContent Wizard
• Advance PowerPoint Tools
• Modify Presentations
Intro to PowerPoint

• A multimedia tool used to plan, create, deliver and publish dynamic presentations in an electronic format.

• Part of the Microsoft Office suite

• Used to effectively communicate ideas and information.
Intro to PowerPoint

• An electronic presentation

- Text
- Hypertext
- Graphics

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Intro to PowerPoint

- An electronic presentation
  - Animations
  - Graphs/Charts
  - Sound/Video clips
Import Files and Objects

- Clip Art Gallery
- MS Word 2000
- MS Excel 2000
- MS Access 2000
- Legacy Application
- Internet
- Other Applications
Save Options

- Presentation
- Presentation Show
- Design Template
- Customs Shows
- Web Page
- Other

Save regularly!!!
Basics you already know:

1. Creating presentations w/ design templates
2. Inserting, editing, and formatting of text, pictures, graphs, and other objects
3. Animating objects
4. Using slide transitions
5. Saving in different formats
Intermediate PowerPoint

• Creating a presentation w/ AutoContent Wizard
• Advance bullet (text) options and text ruler
• Edit ClipArt
• Create Tables, Graphs and Charts
• Multimedia
• Advance Tools
  – Slide Finder
  – Custom Shows
  – Color Schemes
Creating a Presentation

Using the AutoContent Wizard...
Getting Started

1. Click “Start”
2. Click “Programs”
3. Click “MS PowerPoint”
Getting Started (con’t)

1. Select Option

2. Click “OK”
Getting Started (con’t)

1. Select Category

2. Select Presentation Type

3. Click “Next”
Getting Started (con’t)

1. Choose **On Screen**

2. Click **Next**
Getting Started (con’t)

AutoContent Wizard - [Training]

- Presentation title: MCU Training
- Items to include on each slide:
  - Footer: PowerPoint 2000
  - Date last updated
  - Slide number

Click “Next”
Getting Started (con’t)

AutoContent Wizard - [Training]

Start
Presentation type
Presentation style
Presentation options
Finish

AutoContent Wizard

Those are all the answers the wizard needs to create your presentation! Choose Finish to view the document.

Click
Setting Toolbars

1. View (Drop-down Menu)
2. Toolbars
3. Check **Standard, Drawing, Formatting** and **Picture**

*These toolbars are commonly used in PowerPoint.*
PowerPoint 2000

Working with Text...

- Placeholder
- Textbox
- Editing
- Formatting
- Bullets
Adding Text

Text

Placeholder

1. Click in Placeholder
2. Add text

Textbox

1. Click 📝 on Drawing toolbar
2. Click on presentation window
3. Input text

Both can be moved around by simply clicking and dragging their borders.
Modifying Text

• Highlight the text
• Use formatting tools to make changes on font style and size, text alignment.

• Move the text box by dragging the border
• Resize the text box by dragging the corner square
  – Resizing the text box may change the size automatically.
Working with Bullets

• Add bullet:  Click for number bullet  
  Click for normal bullet

• Remove bullet:  Re-click or

• Promoting text/bullet (outline window):
  – Select text, click

• Demoting text/bullet:
  – Select text, click

• Increase/decrease spacing or
Bullets (con’t)

Customize bullet:
1. Highlight bulleted text
2. Format Menu
3. Bullets and Numbering
4. Choose design
5. Click “OK”

Choose from either preview, picture, or character.
Using Text Ruler

Used to set indents and margins

Top Indent Marker

Sets margins

Lower Indent Marker

Moves both markers simultaneously
PowerPoint 2000

Working with Slides...

- Adding
- Deleting
- Copying
- Slide Finder
- Modifying
- Transitions
Adding Slides

1. Select Location in presentation
2. Click on toolbar
3. Choose Slide Layout
4. Click “OK”
Working with Objects...

- Graphics
- Pictures
- Sound
- Video
- Text
- Shapes
Inserting Clip Art

1. Insert (Menu)
2. Picture
3. Clip Art
4. Select category
5. Select clip art
6. Select insert clip

Click button to insert clip.
Inserting Graphics from Disk

1. Insert
2. Picture
3. From File
4. Drop Down
5. Select A:
6. Search File

4. Click arrow
5. Select A:
1. Insert
2. Picture
3. Clip Art
4. Select
5. Click Browse link
6. Select a category
7. Click “Go”
8. Choose Clip
Resize and Move a Graphic

- Drag the corner square to change the size proportionally.
- Drag the middle square to change the size on one dimension.
- Point the graphic and drag it to move it around.
Editing Clip Art

1. Highlight object
2. Right click clip art
3. Grouping
4. Ungroup
5. Yes to convert
6. Click out side to deselect all objects
7. Click object to edit
8. Edit, format, delete, etc.
9. Regroup when done.

Hold down shift-key for multiple objects.

- Objectives
- Courses of Action
Editing Clip Art (con’t)

Changing the color scheme.

1. Select Graphic
2. Click Recolor
3. Select new colors for originals
4. Preview
5. Click “OK”
Working with Objects

- Ordering Objects...

1. Right click object
2. Order
3. Send Backward
Ordering Objects

Continued…

Before

After
Grouping Objects

Applies the same effect to several objects.

1. Left click and drag over all objects.
2. Right click
3. Select Grouping
4. Select Group
5. Move and Resize
Rotating Objects

- Select object(s)
- Click Free Rotate
- Click on Rotate Handle
- Move up, down, left or right
- Release button

Rotate handle
Features for Graphics

Auto Shape
• Provides a library of commonly used shapes.

WordArt
• Provides a variety of text designs that make useful accents or logos.
Creating a Table

• Click  from tool bar
• Hold down mouse button
• Highlight range of columns and rows
• Release button
Tables (con’t)

- Click cell to add text
- Format font
- Resize table
- Move table

Outline

- Introduction
- Agenda
- Overview
- Training
- Summary
Creating Organization Charts

1. Insert Menu, 2. Picture, 3. Organization Chart

- Text
- Name
- Title
- Description
- Relationships
Graphs

1. Click
2. Input figures in spreadsheet
3. Click outside graph to implement changes.
4. Double-click on graph to edit.

Graph represents figures in spreadsheet.
Working with Slides...

- Adding
- Deleting
- Slide Finder
- Modifying
- Transitions
Using Slide Finder

Copies slides from other presentations.

1. Insert Menu

2. Slides from Files...

3. Browse...
Slide Finder (con’t)

1. Search
2. Select
3. Open
1. Outline View

2. Select Slide

3. Click “Insert”
Changing Templates

1. Format Menu
2. Apply Design Template… (applies to all slides)
3. Select design
4. Click Apply
Modify a Template

• View-Master-Slide Master
  - You are in the slide template view, when you make any changes in this view, all the slides will be changed.
  - Like working on a slide, you may insert a graphic, change text color, style, etc.
Changes to master slide affects all slides throughout presentation.

Click to edit Master title style

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        » Fifth level

Click to edit Master title style

Title Area for AutoLayouts

Click to edit Master title style

Object Area for AutoLayouts

Date Area
<date/time>

Footer Area
<footer>

Number Area
Format-Background

- Title of Slide
  - Bullet text
- Colors:
  - One color
  - Two colors
  - Preset
- Shading styles:
  - Horizontal
  - Vertical
  - Diagonal up
  - Diagonal down
  - From corner
  - From title
- More Colors
- Automatic
- Fill Effects
- Preview
- Apply to all
- Apply
- Cancel
- OK
- Cancel

Object Area for Audience
Fill Effect-Texture

Select a texture
Return to Normal View

• Go back to normal view by clicking
• In the normal view, you can type text, add graphics and create new slides
Slide Transition

1. Slide Show
2. Slide Transition

- Allows customizations of slide changes

- Select transition type
- Transition Speed
- When to effect

- Apply to current or all slides
- Sound options
Working with Multimedia...

PowerPoint 2000

- Adding
- Deleting
- Settings
Adding Multimedia

Enhancing a presentation using video and sound.

Sounds

Motion Clips
Multimedia (con’t)

1. Insert Menu
2. Movies and Sounds…
3. Select from list (movie, sound, cd track)
4. Select Media
5. Insert
6. Click Yes or No to play automatically or by clicking on object.
Working with Animation...

- Creating
- Ordering
- Timing
- Settings
Animation

1. On current screen
2. Slide Show (Menu)
3. Custom Animation...
Animation (con’t)

Order & Timing tab

Select objects to animate

Determine order of animation

Click “OK” to apply

Click to preview animation

When to execute
Animation (con’t)

Effects tab

Select objects to animate

Select type

Sound feature option

Click “OK” to apply

Click to preview animation

When to execute
Working with the Slide Show...

- Showing
- Drawing
- Slide Control Tools
Show a Presentation

Common ways of showing presentations

1. Manually (mouse-clicking)
2. Automatically
   a. Apply timing to slide transitions
   b. Using Rehearse Timings
   c. PowerPoint Show (.pps)

Setting-up show

1. Click on slide one in Outline window
2. Click on “Slide Show” view from View Mode Buttons
Drawing on a Slide

- Used in Slide Show View to draw or visually emphasize a point.
- Temporarily shown on current slide only.
- Will not change slide.
1. Go to Slide Show View
2. Right Click anywhere on slide
3. Pointer Options
4. Select Pen
5. Hold button down to draw on slide

To turn off pen, select Automatic in Pointer Options.
On slide show, slide Control
- Next, Previous, Go to-select a slide
- Pen-use pen tool to mark important point on the slide
  • Go to next or previous slide to erase the marks
- Pen Color-select a color for the pen
- Erase pen
  • Screen-Erase pen
- Pointer options-Arrow to go back to mouse clicking mode.
- End Show or “Esc”
Working with the Slide Sorter View...

- View
- Add/Delete
- Copy
- Rearrange
- Hide/Unhide
- Summary Slide
Slide Sorter View

- Add: Select location, Click
- Delete: Click slide, Click
- Copy: Select slide(s), Click, Select location, Click
- Sort/Rearrange: Drag and Drop
- Hide: Select slide, Click
- Unhide: Select hidden slide, Click
Summary Slide

1. In Slide Sorter View, click slide 2
2. Hold down Shift key
3. Click on desired slides
4. Click

Summary Slide will have all titles of
PowerPoint 2000

Other Items...

- Custom Shows
- Color Schemes
- MS Word 2000
- Notes
- Printing
- Help
Custom Shows

• Creates a presentation within a presentation
• Allows creation and modification of one presentation for different audiences

Slide Show Menu > Custom Shows... > New
Custom Shows (con’t)

Define Custom Show

Type Name

Select slides for custom show

Adds/Removes to and from Custom show

Sorts slides
Viewing Custom Shows

1. Slide Show
2. Custom Shows...
3. Select custom show
4. Click Show

Select show

Click Show
Changing the Color Scheme

1. Format Menu
2. Slide Color Scheme
3. Select scheme
4. Apply or Apply All
1. Format Menu
2. Slide Color Scheme
3. Custom tab
   a. Select item by clicking in box
   b. Click Change Color
   c. Choose color
   d. Click OK
PowerPoint allows you to export and import files from one application to another using the File, Send To command.
Importing/Exporting

Import from Word
File > Send to > Microsoft PowerPoint

Export to Word
File > Send to > Microsoft Word > Outline only > OK
Notes may act as a reminder when you are making a presentation. Simply click in notes section to input info.
Printing Slides

1. File (Menu)
2. Print...
3. Select Print range
4. Choose “Slides” in Print what:
5. Number of copies
6. Choose color/option
7. “OK”
1. File (Menu)
2. Print...
3. Select Print range
4. Choose “Handouts” in Print what:
5. Number of copies
6. Choose number on Slides per page:
7. “OK”
1. File
2. Print
3. Select “Notes Pages” in Print What box.
4. Check
5. The note will look like this.

6. This is a helpful reminder for your speech.
7. “OK”
Help Menu provides instructions to perform an operation.

- Go to Help and select Type “background” in Index box, click on.
- Select the topic on the topic window.
- Follow the instruction.
Help Menu - Answer Wizard

- In the Help window
- Click
- Type in the question
- Click
- Select the topic
- Follow the instruction
Conclusion…

- MS PowerPoint 2000
- Create a presentation using a AutoContent Wizard.
- Insert text, graphs, objects, etc.
- Add animation
- Add slides and transitions
- Use Help features.
Later...

• Advance PowerPoint
  - Starting from scratch (Blank Presentation)
  - Working with Masters (Slide, Title, Notes…)
  - Helpful features (advance editing)
  - Hyperlinks and Action Buttons
  - Linking and Embedding Files
  - PowerPoint Show and Pack & Go Options
Questions???