Microsoft PowerPoint XP
Tutorial: The Basics

Part 1: Creating a Series of Slides

1. **Start PowerPoint**
   From the Start menu click on

   > Programs
   >> Microsoft Office XP
   >>> Microsoft PowerPoint

2. Note the **New Presentation** task pane on the right side of your screen.
   Under **New** click on **Blank Presentation** link.

3. The initial slide that displays in the center of the screen is a title slide. C
   Click to add title area and type in *PowerPoint XP Basics*. In the
   Click to add subtitle area type *your name, title and email addr*

4. The **Slide Layout** pane is available on the right-side. Scroll
   through the pane noting the various options for slide layout.

   - Text Layouts
   - Content Layouts
   - Text and Content Layouts
   - Other Layouts

5. To add a new slide

   a. Under **Text Layouts**, select the bulleted list layout.
      Click on the pull down list and select **Insert New Slide**.
   b. Click in the **Click to add title** area at the top of the slide
      and type **What is PowerPoint?**
   c. Click in the **Click to add text area** to create a bulleted list

   - **Presentation software that uses text** (Press the Enter key)
   - **Graphics**   (Press the Enter key)
   - **Video**   (Press the Enter key)
   - **Sound**

6. Add a new bulleted list slide.
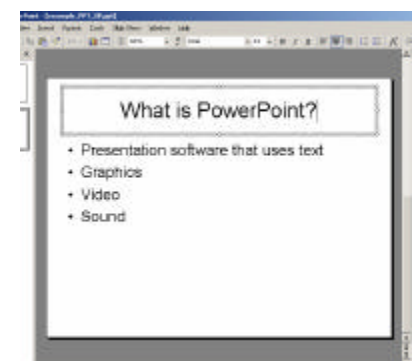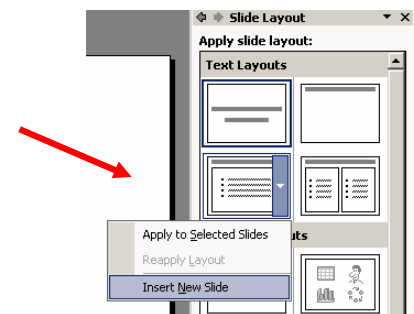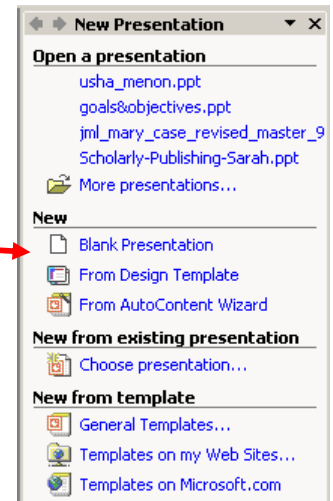
7. From the left task pane select **Outline** and enter you next slide using the outline view. This slide will be a bulleted list with sub-points.

   a. Title: **Why use PowerPoint?**
   b. Bulleted point: **To communicate** (Press the Enter key)
   c. Subpoint: press Enter key: **Effectively** (Press the Enter key.)
   d. Second subpoint: **Appropriately** (Press the Enter key.)
   e. To return to a bulleted point hold down the **Shift** key and press the **Tab** key.
   f. Bulleted point: **To enhance the presentation**.
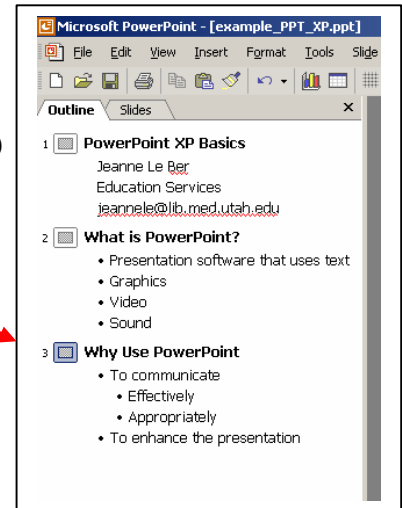
8. Create a new slide. From the Insert menu select New Slide. Or press **CTRL-M** (a short cut for creating a new slide.) Use the Slides or Outline view – your choice.
   a. Title: **Text**
   b. Bulleted points:
   > **The Good** (Press the Enter key)
   > **The Bad** (Press the Enter key)
   > **The Ugly** (Do NOT Press Enter.)

9. **Save** your presentation. You should save often to prevent loss of work.
   a. From the **File** menu select **Save**. Name your presentation and save to the Desktop.
   b. If you brought a disk, put it into the A: drive and save to that location.

10. Create three more slides.

11. Practice manipulating the outline slides and bulleted points by using TAB and SHIFT-TAB. Practice selecting items and dragging them to different locations in the outline.

12. Save your work.

13. Review your work.

Spell Check Your Work
The dictionary in PowerPoint does not include many of the scientific and technical terms used in the health sciences. There is a free medical spell checker available online at **http://www.medical-spell-checker.com/**

## Part 2: Apply a Design Template to the Slide Presentation

1. Start in the **Slides** view. From the right task pane, click on the pull down menu and select **Slide Design – Slide Templates**

2. Scroll through the **Apply a design template** examples and select one that appeals to you.

3. To apply the design to you PowerPoint presentation just click on the sample design. The design template determines the background color, font sizes, styles and colors and any other creative elements.

4. If you decide that you don't like that design template after all, just select another by clicking on it.

5. The design template can be altered using the Slide Master. From the **View** menu select **Master** > **Slide Master**.

6. You can select font type, style, size and color; you can change the background color and fill effect; you can change bullets and sub-bullets.
   a. Format > Bullets and numbering
   b. Format > Background
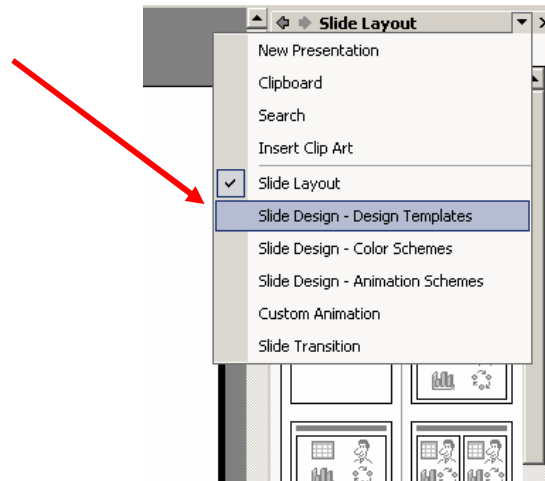
Part 3: Refining Your Slides

1. **Format text while in Slides**
   a. Go to the slide titled "Text." Practice changing the size, font, and color of the text.
   b. From the **Format** menu select **Font** and explore those features.
   c. Increase the font size by clicking on the Increase Font Size icon a few times.
   d. Change font color by clicking on the Font Color icon and choosing a new color.
   e. To change the line spacing for the bulleted points select **Format > Line Spacing**
   f. To change bullet style select **Format > Bullets and Numbering > Customize**
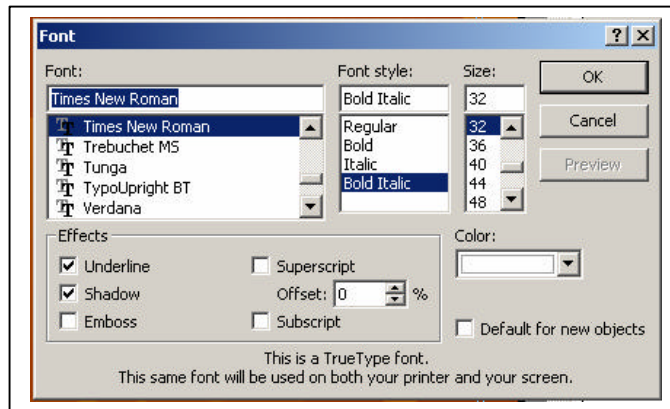
2. **Add Clip Art to your slide while in Slides**
   • From the **Insert** menu, select **Picture**, then **Clip Art**…. OR you can use the **Clip Art** icon from the **Draw Toolbar**.
   • In the **Search for: Search text:** box type in the "art" you might want and click on the **Search** button. Explore the options.
   • Click on the clip art item you wish to add to your slide.
   • Practice moving and resizing the Clip Art. Click once on the item to select it, then drag the "handles" (boxes at corners and sides) to size the object.
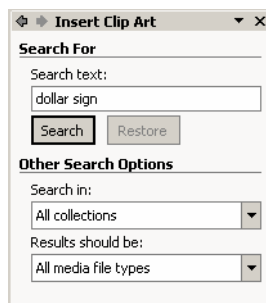
3. Add an external photograph or picture to your slide.

a. Minimize PowerPoint. (Click on the little dash button in the upper right corner.)
b. Open the Web browser (Internet Explorer or Netscape).
c. Surf the net to find a picture you like. (For example, find a Pathology slide at **http://www-medlib.med.utah.edu/WebPath/webpath.html** or use **http://images.google.com**
d.   Once you locate a picture you like, move the cursor over the image and hold down the right mouse button until the pop-up menu appears.
e. Select **Save Image As**… from the pop-up menu. Remember <u>where</u> you save it!
f. Return to PowerPoint. (Click on the Microsoft PowerPoint button on the TaskBar.)
g. Go to the slide where you wish to add the picture.
h. From the **Insert** menu, select **Picture**, then **From File**…..
i. Find the image you saved from the Web and double click on it.
j. Resize the image as necessary.

4. Add a line drawing using the PowerPoint graphics tools.

A. Click on the **AutoShapes** menu from the **Draw Toolbar** at the bottom of the window.
B. Choose **Stars and Banners**, then pick a shape. Use the mouse to drag the shape to the size you like.
C. Fill the shape with a different color.
   1. Click on the shape to select it.
   2. Click on the **Fill Color** menu in the Drawing Toolbar.
   3. Click on the Fill Color of your choice.

Part 4: Adding Graphs to Your Presentation

1. From the Slide Layout pane select the **Title and Chart** layout.
2. Change the labels (East, West, 1st Qtr, 2nd Qtr, etc) to labels matching your data.
3. Enter the values to match your data.
4. To change the chart style do **Chart > Chart Type**
5. Explore **Chart > Chart Options**
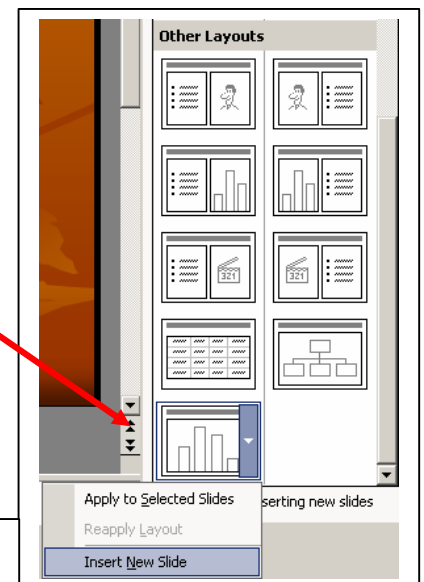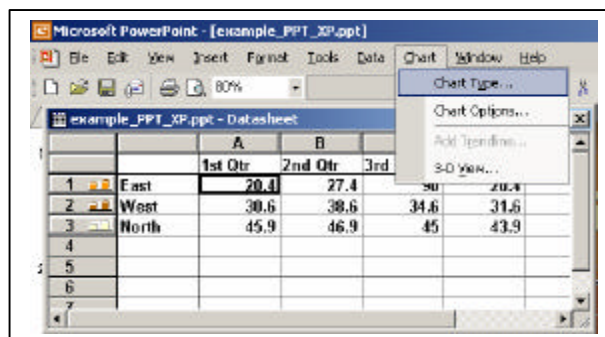
Part 5: Adding Dates and Numbers to Your Slides

1. From the **View** menu, select **Header and Footer**.
2. Click on the **Slide** tab (if necessary.)
3. Check the box labeled Date and Time. Select Updated Automatically if desired.
4. Check the box labeled Slide Number.
5. Click Apply to All.
6. Review your slides to see that they are now dated and numbered.
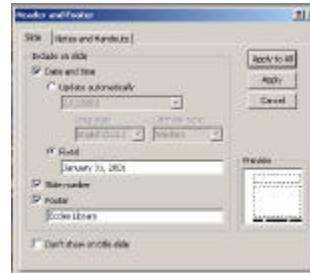
Part 6: Printing Your Slides

° From the **File** menu, select **Print**.
° From the **Print what:** pull down menu select
  o **Slides** – one slide per page
  o **Handouts -** 1, 2, 3, 6 or 9 slides per page; slides can be order vertically or horizontally
  o **Note Pages** – one slide per page, with additional notes you have made to yourself
 o **Outline View** – just the text of your slides as an outline
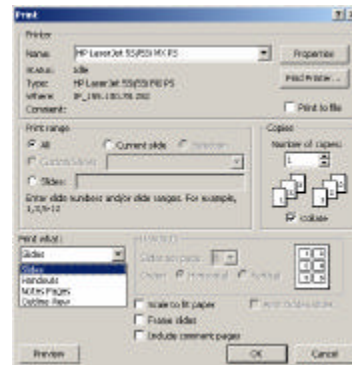
Running Your Slide Show
To run your slide show, click on the
Slide Show menu and select **View Show.**
• Press any key or the mouse to advance your slides.
• Use the backspace key to view a previous slide
• Use the right click button to bring up a menu that allows you to select the specific slide you want to navigate to. Select **Go** then **Slide Navigator** or **By Title**

To View Your Slides and Note Pages in Slide Show
It is possible to view the notes while running your slide show, if you have Windows 98 or higher, which supports dual monitor (a hareware configuration). In addition, your software must also support dual monitors. See http://www.rdpslides.com/pptfaq/FAQ00231.htm
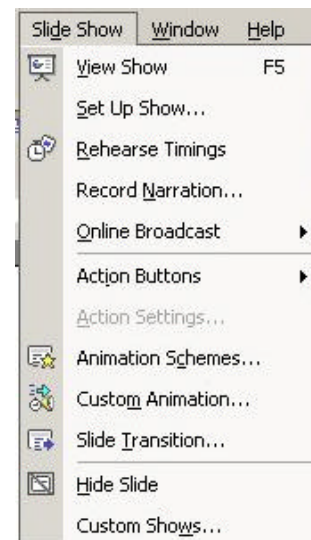
Part 7: Creating a Slide Show with Transitions and Builds
(**transitions** = how you move from slide to slide; **builds** = text animation or progressive disclosure)

TRANSITIONS
1. While in the Slide Sorter view, go to **Slide Show >
    Slide Transition**.

2. From the Slide Transition pane,
    explore the various options.
    Note: you can **Modify transition
    Speed** or add a **Sound**. You can also
    Advance slide on mouse click or automatically after so many
    seconds.

3. Transitions can be applied to
    selected slides or all slides.

4. To view a preview of the transition, click on the **Play** button.

5. While in the Slide Sorter, a small transition icon appears beneath
    and to the left of each slide that has a transition applied.

6. To run the Slide Show.
    a. Click on the Slide Show icon or from the menus, select
        Slide Show > View Slide Show.
    b. Click on the left mouse button, space bar, enter key, etc.
   to advance one slide.
    c. Press ESC to exit the slide show.
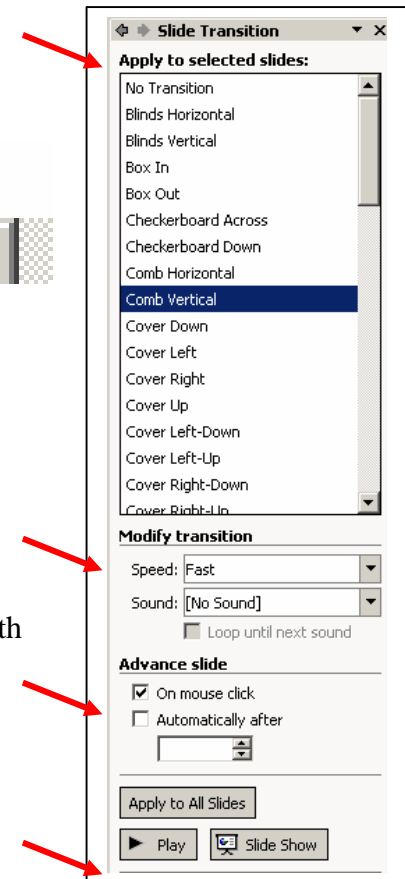
BUILDS – Custom Animation
1. To apply a build to a **specific slide**
    - Select slide and the text area or graphic to be
      animated
    - From the **Custom Animation** pane select
      Add Effect; then select one of four effects:
        - Entrance
        - Emphasis
        - Exit
        - Motion Paths
    - For our example, select **Entrance** then **Appear**
        - Use the pull down menu for the animation
   - Select **Effect Options**

7
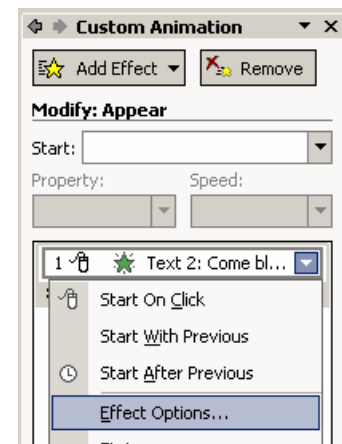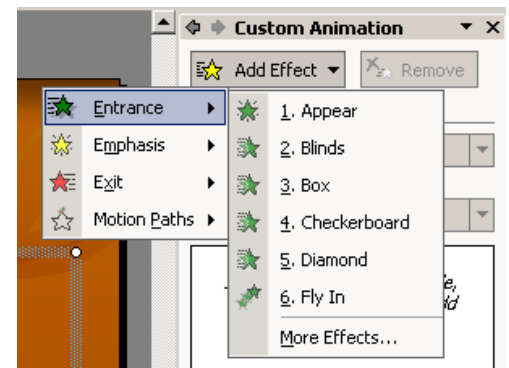
- In the **Appear** window, under the **Effect** tab Enhancements include
  - **Sound** (none or what kind)
  - After animation, whether you **don't dim** or select color to dim to
  - how you want the **text** to be appear (all at once, by word or by letter)
- Take a look at the **Timing** tab
- Take a look at the **Text Animation** tab
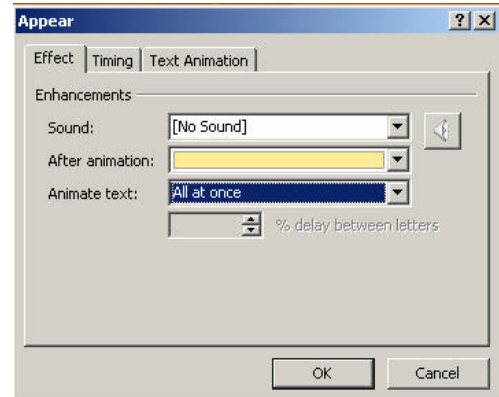
Part 8: Using Color Schemes

1. Begin a new presentation.

2. **File > New > Blank Presentation**

3. **Format > Slide Design**

4. From the Slide Design task pane select **Color Schemes**

5. The color scheme can be adjusted using the **Slide Master**.
   Add a graphic, line or other designs to the slide in the Master.

6. In addition, you can change font, font style, font size, font color, etc

7. You can also select **Animation Schemes** from the Slide Design task pane
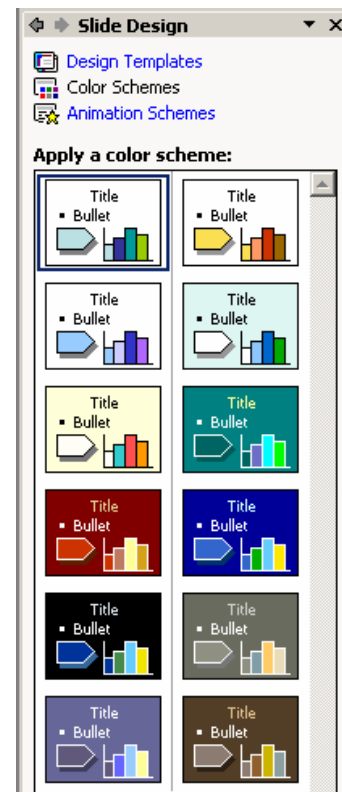
The PowerPoint Tutorials and handouts are available online.
From the Library home page (http://medlib.med.utah.edu/), follow the links
Educational Materials > Education Services > Class Handouts

March 23, 2005/jml