

PowerPoint II Office 2003



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Table of Contents

The PowerPoint Screen	3
PowerPoint View Buttons.....	4
Standard Toolbar.....	4
Formatting Toolbar	4
Drawing Tools.....	4
Text Boxes.....	5
Text Box Attributes.....	5
Drawing Objects	6
AutoShapes	6
Video Clips.....	7
Hyperlinks	8
Links to Web Pages	8
Links to Files	9
Action Buttons.....	10
Compressing Pictures.....	11
Slide Transitions.....	12
Custom Animation	13
Speaker's Notes	14
Presenting Slide Shows	15
Choosing a Presentation Format.....	15
35 mm Slides	16
Designing Rules of Thumb	16
Hints and Tips	16
Keyboard Shortcuts for Slide Show Presentations	17

Goal

The purpose of this class is to show the user more advanced features of PowerPoint.

Objectives

By the end of this class, the user should be able to:

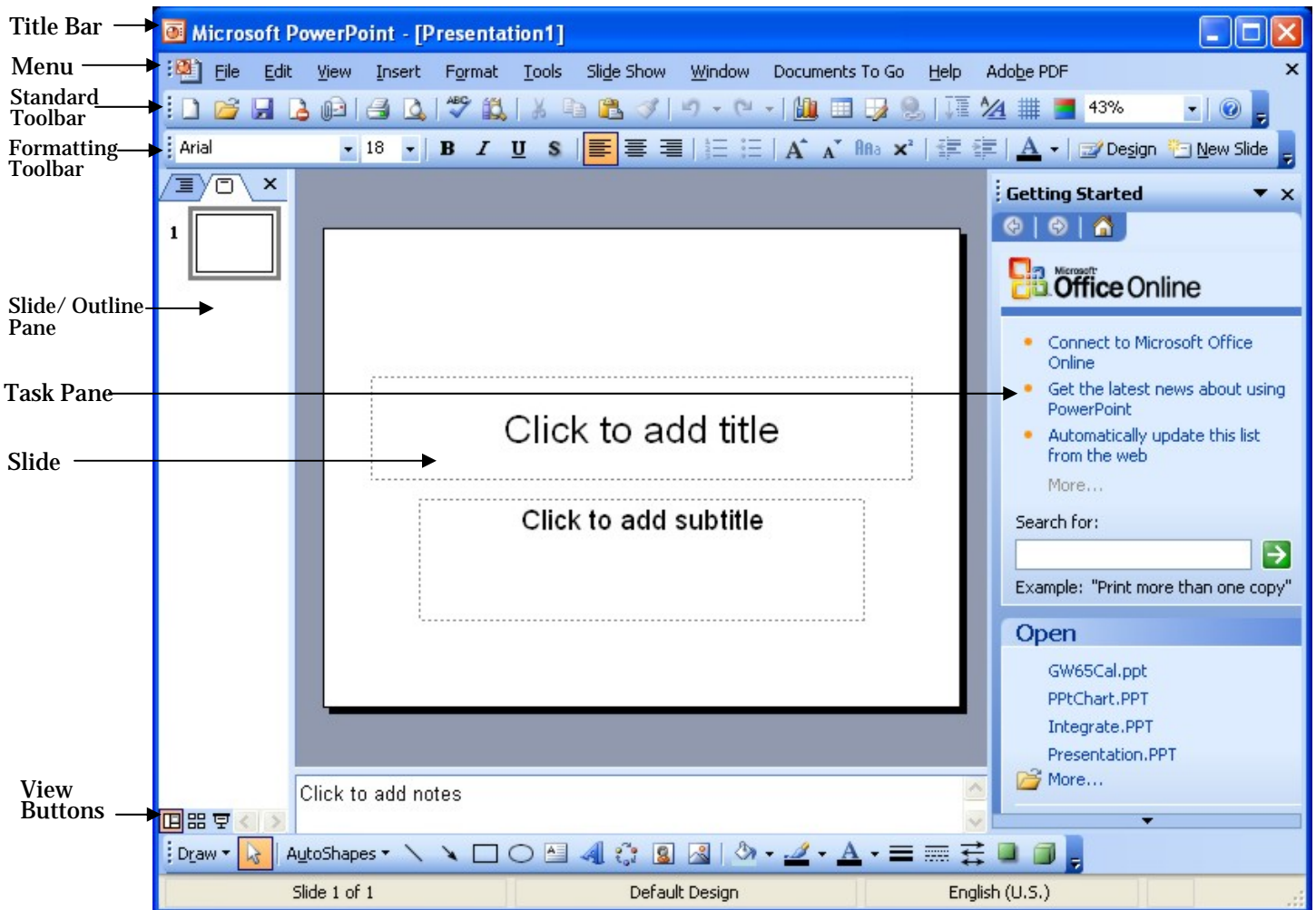
- Add hyperlinks
- Compress images
- Use Drawing tools
- Create a graph
- Add slide transition
- Add custom animations
- Create presentation notes
- Know some designing rules of thumb
- Use keyboard shortcuts

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West Virginia University, Morgantown, WV

Before we begin new material, here is a review of the PowerPoint screen and toolbars.

The PowerPoint Screen



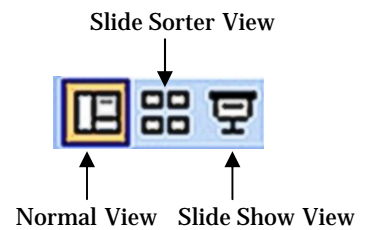
To Open the Presentation

1. Open the PowerPoint program.
2. Open the presentation. For class the presentation is called **Presentation.PPT** and is located on the **Desktop** in the **PPT2** folder.

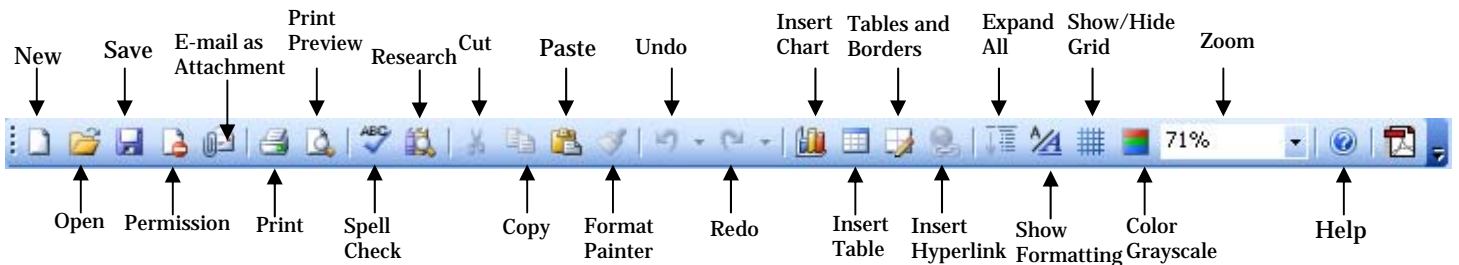
PowerPoint View Buttons

PowerPoint allows you to work with presentations in six views: Normal, Outline, Slide Sorter, Slide Master, Notes Page, and Slide Show. You can switch between the Normal View, Slide-Sorter View, and Slide Show View using the PowerPoint buttons.

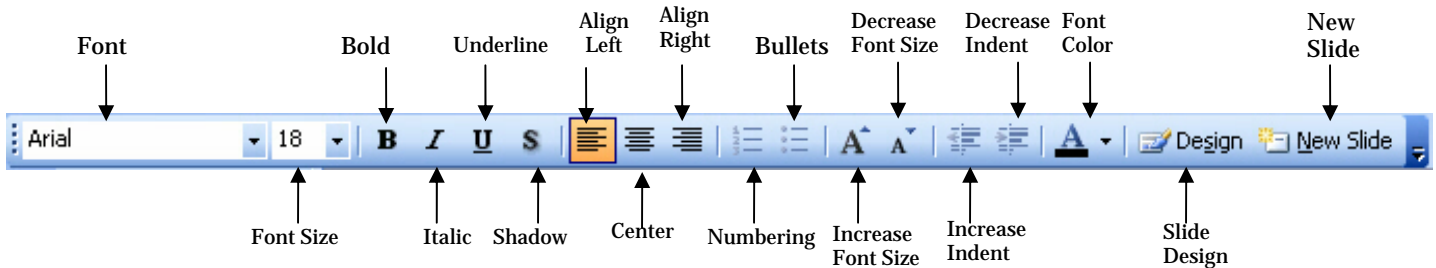
You can also change the view from the menu.



Standard Toolbar

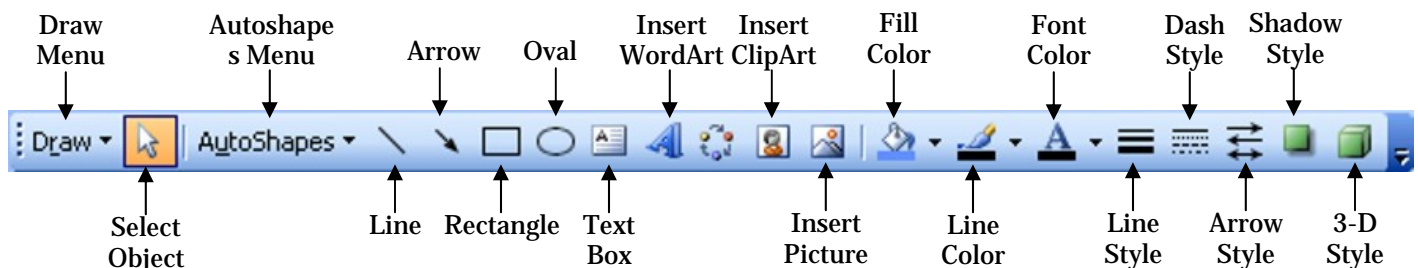


Formatting Toolbar



Drawing Tools

Drawing tools are used to provide emphasis and add color to a presentation. The Drawing Toolbar provide options to create different shapes and to apply special formatting to those shapes. If the Drawing Toolbar is not visible, you can access it from the menu by choosing View, then Toolbars, and then choose Drawing.



Text Boxes

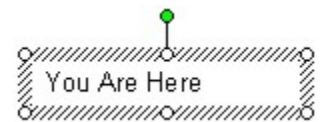
You can add text to a slide outside of the normal title and bulleted text. This is done with the Text Box tool. The height of a text box cannot be made taller than the height of the line of text.

To Add a Text Box

1. From the Drawing Toolbar click on the **Text Box** icon.
2. The cursor changes to a sword pointer.
3. If the Drawing Canvas appears, press the **Esc** key on the keyboard to make it disappear.
4. Click with the mouse and drag to draw a box.

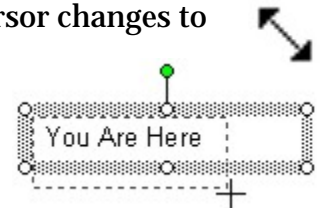


5. Release the mouse. The text box appears.
6. In the text box add the text. For class type: **You Are Here**.
7. Click away from the Text Box to deselect it.



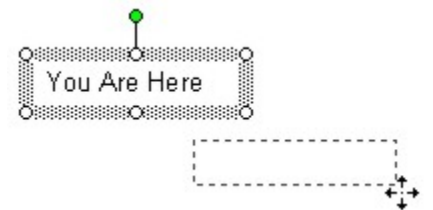
To Resize a Text Box

1. Click on the Text Box to select it.
2. Click and hold down the mouse on one of the corner Sizing Handles. The cursor changes to a double headed arrow.
3. Drag outward to resize the text box. An outline appears and provides a guide to define the size of the object.
4. When the desired size is reached, release the mouse button.



To Reposition a Text Box

1. Select the text box.
2. Hold the left mouse button down and drag the text box to a new location. The outline of the box appears as a guide for relocation.
3. Release the mouse button when the desired location is reached.



Text Box Attributes

Textbox text attributes can be made using the Formatting Toolbar or from the menu.

To Change the Size and Style of Text Box Text

1. Select the text box.
2. Highlight the text to be changed.
3. Change the font size button using **Font Size** icon the Formatting Toolbar.



--OR--

Use the **Increase** or **Decrease Font Size** icons on the Formatting Toolbar.



4. To add bold, italic, underline, or shadow to the text, use the appropriate icons on the Formatting Toolbar.

Drawing Objects

Drawing objects, such as arrows blocks, and circles, can be used to create drawings to explain a point.

To Add an Object

1. Click on the desired icon on the Drawing Toolbar. For class, select the arrow.
2. If the drawing canvas appears, press the **Esc** key to remove it.
3. Click and drag to draw the object.

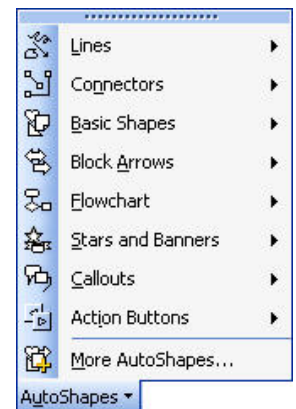


AutoShapes

AutoShapes can be added to enhance and clarify a presentation.

To Add an AutoShape

1. From the Drawing Toolbar, click on the **AutoShapes** button.
2. From the AutoShapes menu, select the desired option. For class, select **Block Arrows**, and then select the right pointing arrow.
3. If the drawing canvas appears, press the **Esc** key to remove it.
4. **Click and drag** with the cursor to draw the object.



To Format an Object from the Right Click Context Menu

1. **Right click** on the object.
2. From the menu choose **Format AutoShape**.
3. In the Format AutoShape dialog box, change the options as desired.
4. Click **OK** when finished.

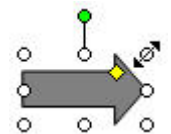
To Format an Object from the Drawing Toolbar

1. Select the object.
2. Use the Drawing Toolbar options to change the object. The **Fill Color** icon will change the inside color of the object. The **Line Color** icon will change the outside color of the object.



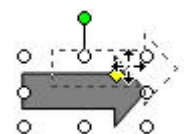
To Resize an Object

1. Select the object.
2. Place the cursor over one of the sizing handles.
3. Click and drag the sizing handle to resize the object.



To Move an Object

1. Select the object.
2. Hold the left mouse button down and drag the object to a new location. The outline of the object appears as a guide for relocation.
3. Release the mouse button when the desired location is reached.



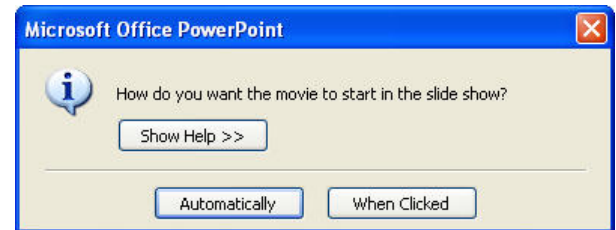
Video Clips

PowerPoint allows you to add short video clips to your presentations. Be aware, however, that movies can significantly increase the size of your presentation.

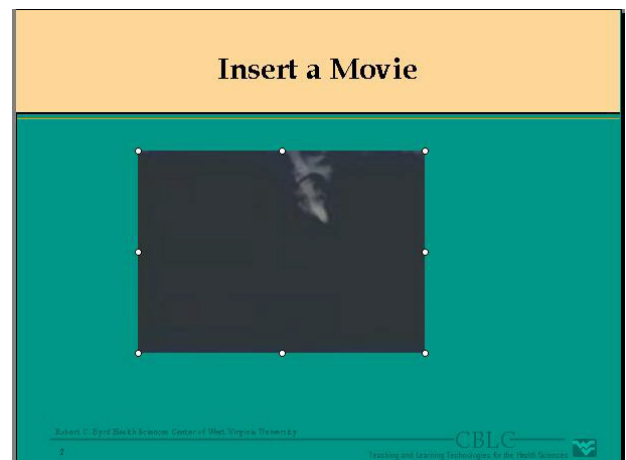
In order for a movie to run properly, it needs to be saved in the same folder as the presentation, so it is recommended that if you will be adding movies to your presentation, you save the presentation and the video file(s) in their own folder.

To Insert a Video Clip into a Presentation

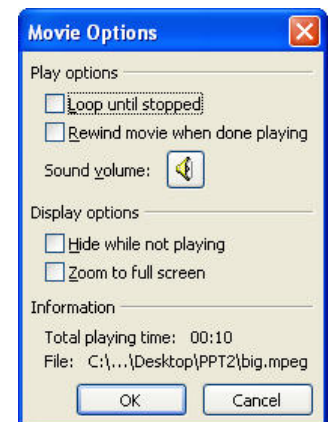
1. Create a new slide. For class, create a **Title only** slide.
2. If desired, create a title for the slide. For class. Add the title **Inserting Movies**.
3. From the menu choose **Insert**, then **Movie and Sounds**, and then **Movie from File**.
4. The Insert Movie dialog box opens. Choose the location and name of the file. For class select the file **big.mpeg** located in the PPT2 folder on the **Desktop**.
5. The Microsoft PowerPoint dialog box opens and prompts you to select how the presentation will be run. Select the desired option. For class, choose **Automatically**.



6. Sizing handles appear around the movie file. If desired, enlarge the movie. As with images, remember to resize the movie from the corners. Be careful not to make the movie so large it becomes too blurry.



7. Right click on the image and choose **Edit Movie object**.
8. Select any desired options.
9. Click **OK**.



Hyperlinks

Hyperlinks are used to link text or images within a presentation to a web page, e-mail address, or other file. Hyperlinks allow you to open a web page, or to open an Excel worksheet or Word document.

As with many web pages, the text for the hyperlink is blue and underlined, signifying that the text is a hyperlink. In PowerPoint, hyperlinks work only in the Slide Show view. In PowerPoint, hyperlinks are active only in the Slide Show view.

There are a variety of options in the Insert Hyperlink dialog box.

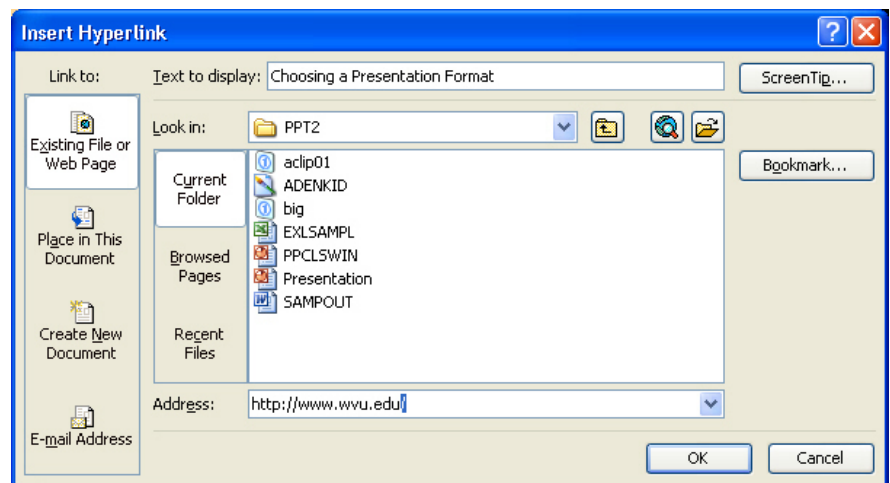
Existing File or Web Page	Links to a different file or to a web page
Place in This Document	Links to a different slide within the presentation
Create New Document	Creates a new PowerPoint file from within the current presentation
E-mail Address	Creates a link to permit e-mail to be sent to a designated address

Links to Web Pages

The computer from which you are presenting **must** be connected to the Internet for hyperlinks to web pages to work properly.

To Create a Hyperlink to a Web Page

- For class, in the next to last slide, add the text: **For more information visit the CBLC website.**
- Select the text to be used as the link.
- Click the **Insert Hyperlink** button from the **Standard Toolbar**
--OR--
From the menu choose **Insert** and then **Hyperlink**.
--OR--
Use the keyboard command **Ctrl + K**.
- The **Insert Hyperlink** dialog box opens.
- If you know the web address, in the **Address** section type in the URL for the web page. If you do not know the web address, click the **Browse the Web** Button. Internet Explorer opens. Find the site. Click on the PowerPoint Button on the Taskbar. The URL is automatically inserted in the **Address** text box. For this class, in the **Address:** section type **http://cblc.hsc.wvu.edu**.
- Click **OK**.



Links to Files

When creating hyperlinks to files, you must save the file in the same folder as the presentation, and you must copy that file onto your removable media when you go to give your presentation. If the file to which you have linked is not saved in your removable media, the hyperlink will not work.

To Create a Hyperlink to a File

1. Highlight the text that is to become the clickable link. For class, create a second bulleted item **Available Classes**, and highlight that text.
2. Click the **Insert Hyperlink** button from the **Standard** Toolbar
--OR--
From the menu choose **Insert** and then **Hyperlink**.
--OR--
Use the keyboard command **Ctrl + K**.
3. In the Insert Hyperlink dialog box, browse to the folder containing the file. For class, browse to the **PPT2** folder on the **Desktop**.
4. Select the file to be linked. For class, select the file **Sample.doc**.
5. Click **OK**.
6. The text has become a hyperlink that will be active in the Slide Show view.

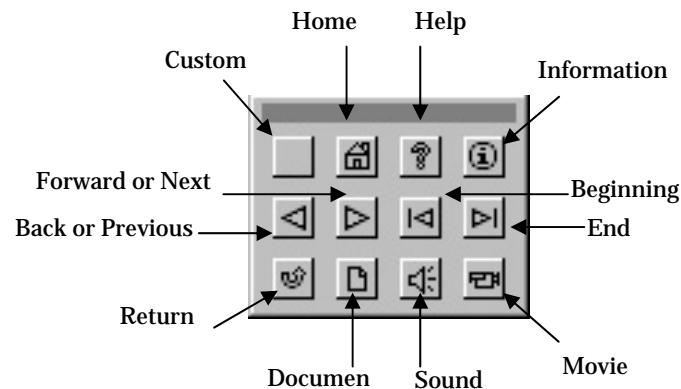
To Remove a Hyperlink

1. Select the hyperlink text.
2. From the menu choose **Insert** and then **Hyperlink**. The Hyperlink dialog box opens.
3. Click on the button, **Remove Link**.
--OR--
1. Select the hyperlinked text.
2. Right click on the hyperlink, and select **Remove Link**.

Action Buttons

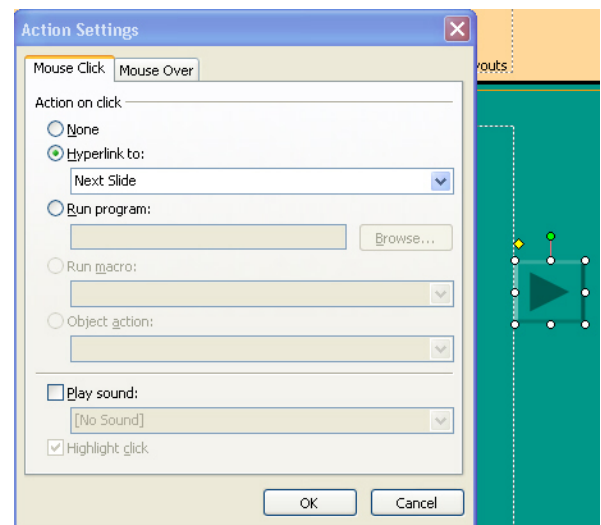
Action buttons are used to add commands to the presentation. Action buttons are often used when a presentation is going to be sent to users who may not be familiar with PowerPoint. These action buttons provide obvious navigation throughout the presentation.

Make sure that action buttons are placed at the edges of the presentation, so they are not hidden by the text and images within the presentation.



To Create an Action Button

1. From the menu, choose **View**, then **Master**, and then **Slide Master**.
2. Select **Slide Show** from the menu, then **Action Buttons**. Then select the desired button. For class, select the **Next** button from the Action Button list.
3. When placed over the slide, the **cursor** turns into a **crosshair**. Place the cursor to the desired location on the slide, then **click and drag** to place the button on the slide. The Action Settings dialog box appear.
4. Click **OK**.
5. From the menu select **Slide Show** and then **Action Buttons**. Select the **Previous** button from the Action Button List.
6. The Action Settings dialog box opens. Click **OK**.
7. There should now be two action buttons. A previous button with a left pointing arrow, and a next button, with a right pointing arrow.
8. Click on the **Close Master View** button from the Slide Master toolbar.
9. The buttons should appear in every slide in the presentation.



To Remove an Action Button

1. Select the **text** or **action button**.
2. Press the **Delete** key on the keyboard.

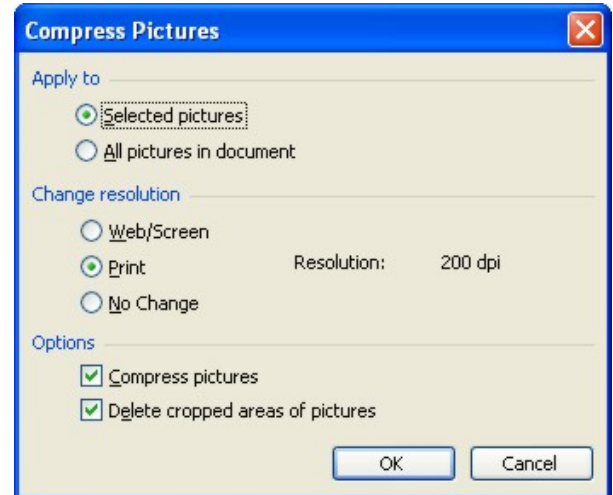
Compressing Pictures

When many images are used in a PowerPoint presentation, the file size of the presentation may become extremely large. Because a typical computer monitor has a resolution of only 72 dpi, it is a good idea to compress the images in the presentation, to decrease the size of the entire presentation.

There are several options available on the Compress Pictures dialog box:

To Compress Images

1. Select an image in your presentation. For class, move to the end of the last slide in the presentation, and select the picture of the map.
2. **Right click** on the image and choose **Format Picture**.
3. Select the **Picture** tab.
4. Click on the **Compress** button.
5. The Compress Pictures dialog box opens to allow changes to be made to the resolution of the images.
6. Under **Apply to** choose **All pictures in document**.
7. Change the resolution of the selected picture to **Web/Screen**.
8. Click **OK** to close the Compress Pictures dialog box.



9. The Compress Pictures dialog box opens. Click **Apply**.



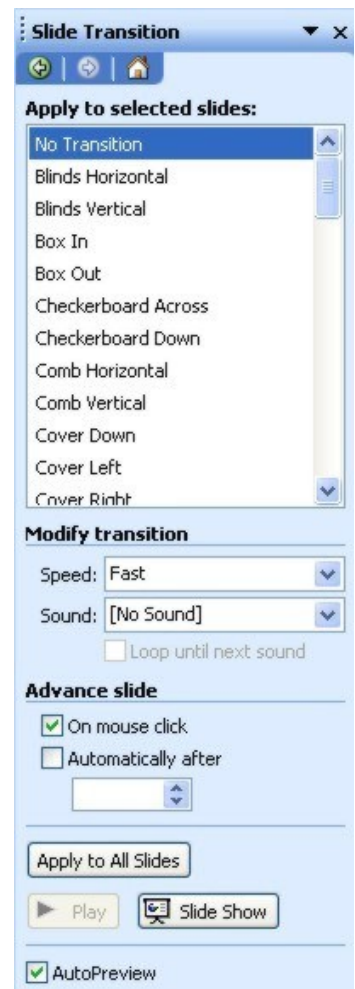
10. Click **OK** to close the Format Picture dialog box.

Slide Transitions

Slide transitions are the way PowerPoint closes one slide and opens the next. PowerPoint provides a variety of transitions that can be used in your presentation. These transitions will add a small amount of action to make your presentation more lively.

To Create Slide Transitions

1. Click on the **Slide Sorter** button.
2. **Select** the slide(s) where the transition will be added.
3. From the menu choose **Slide Show** and then **Slide Transition**. The **Slide Transition** pane opens.
4. In the **Apply to selected slides** section select a transition style. Clicking on a transition will preview that transition in the Slide portion of the window.
5. In the **Modify transition** section click on the down arrow to select the transition speed: **slow**, **medium**, or **fast**.
6. Make sure that **[No Sound]** is selected beside **Sound**.
7. Under **Advance slide** make sure there is a check mark in the check box next to **On mouse click**.
8. Choose **Apply to All Slides** to apply the selected transition and settings to every slide in the presentation. Otherwise, the transition is applied to the selected slide.



Custom Animation

Custom animation affects the objects within a slide. It allows you to bring in one line of text at a time. Custom animation should be used sparingly, as it can be distracting to both the audience and the presenter.

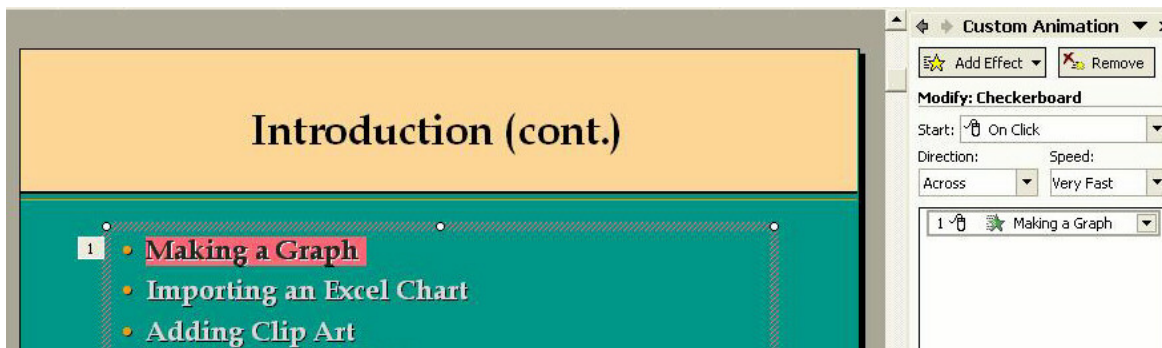
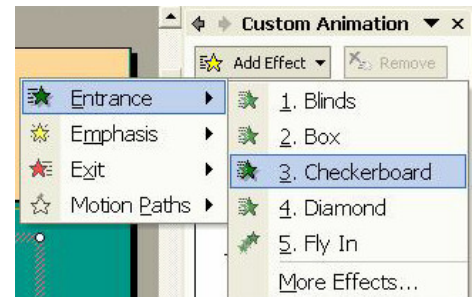
To Add Custom Animation to a Slide

1. Move to the slide where the custom animation should be added. Place your cursor before the first bulleted item.
2. From the menu choose **Slideshow** and then **Custom Animation**.

--OR--

Click on the down arrow in the Task Pane and choose **Custom Animation**.

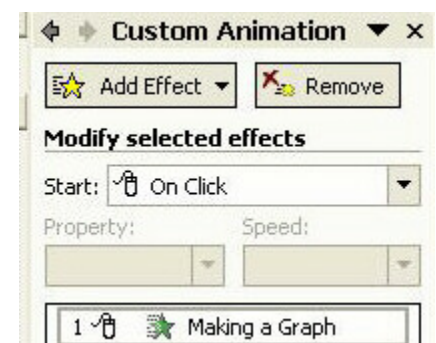
3. The Custom Animation Pane opens. Click on the add effect button, and choose the desired effect. For class click on the **Add Effect** button, choose **Entrance**, and then select one of the options.
4. The animation appears in the Custom Animation task pane. On the slide beside the text numbers appear.



5. Once the desired effect is selected, you can set the **start**, **direction**, and **speed** options by clicking on the down arrow next to the option and selecting one of the choices. **On Click** allows you to control when the next line of text will be displayed.
6. Click the **Play** button to preview the animations.

To Remove Custom Animation

1. Move to the slide with the animation applied, select the item from the list in the Custom Animation Pane and click the **Remove** button.



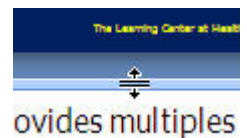
Speaker's Notes

PowerPoint has a section for Speaker's Notes to help you write the talk for your presentation as you create your slides. This also helps you to make sure you are not simply reading the text on your slides. The text on your slides should provide the basic information about what you are discussing, while the text if your talk should expand upon the content of your slides.

In the Normal view, there is a notes pane at the bottom of the PowerPoint window. This is where Speaker's Notes are added.

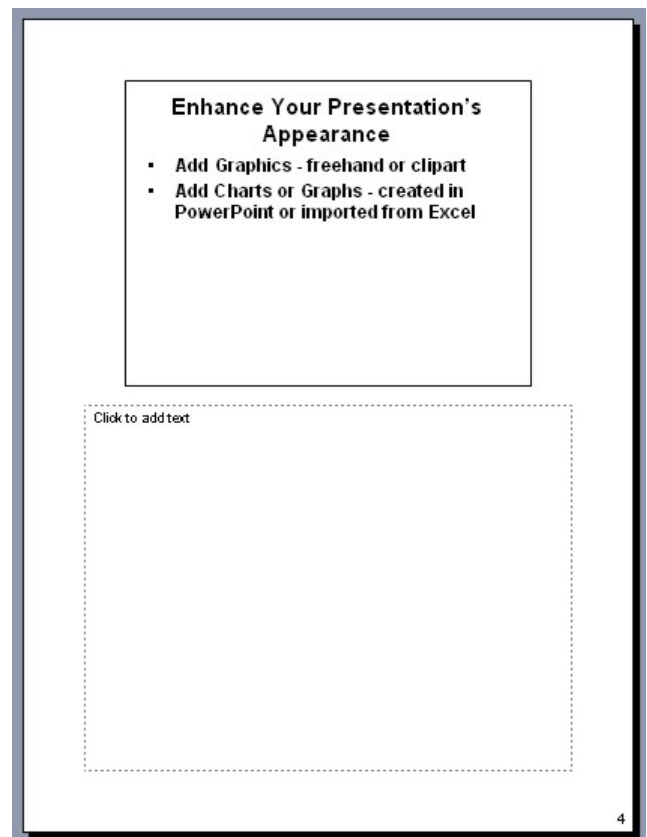
To add speaker's notes, click in the box and type the text you would like to say with each slide.

To change the size of the Notes pane, click and drag on the bar between the Notes pane and the slide pane. When the cursor changes to a double line with two arrow heads, click and drag to resize the pane.



PowerPoint also provides a Notes View that shows one slide and the associated Speaker's Notes for that slide on each page.

When you print Notes pages, this is how the printed pages will appear.

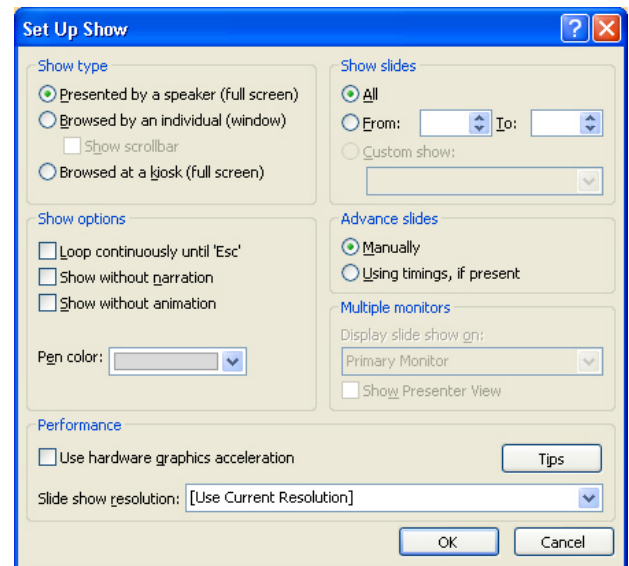


Presenting Slide Shows

PowerPoint allows you to change how the presentation is set up. This allows you to create a presentation that will run automatically at a kiosk, or to select which slides will be shown during a presentation.

To Set Up a Slide Show

1. From the menu choose **Slide Show** and then **Set Up Show**. The **Set Up Show** dialog box opens.
2. In the **Show slides** section, define the slides to be shown.
3. Under **Advance slides** choose the method of how the slides will be viewed, select either **Manually** or by **Using timings**.
4. In **Show type**, choose the way the presentation will be viewed: **loop continuously, without narration, or without animation**.
5. Click **OK**.

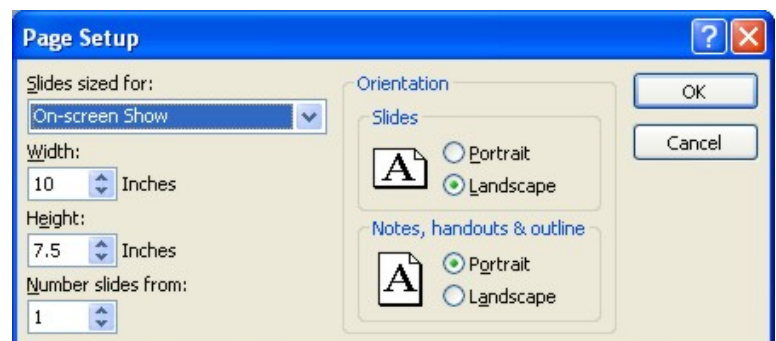


Choosing a Presentation Format

In PowerPoint, the default presentation format is for an on-screen presentation. However, you have the option to create 35mm slides or overhead transparencies instead. These choices are available from the Page Setup dialog box.

To Change the Presentation Format

1. From the menu choose **File**, and then **Page Setup**.
2. To change the presentation format, under **Slides sized for** click the down arrow, and then select the desired format.
3. Click **OK**.



35 mm Slides

If you will be presenting in a facility that does not have a computer and projector system, you can print your presentation onto 35mm slides. WVU Communications or Biomedical Communications can assist you in creating 35mm slides.

WVU Communications	293-3061
Biomedical Communications	293-3241

Designing Rules of Thumb

- Changing the presentation output format from one type to another, (e.g.: 35 mm vs. overhead) from a previously created file, may require some slide redesign
- More is **NOT** better
- Try to use no more than 6-8 lines on a slide with 24-32 characters per line
- Design to the delivery platform and viewing environment, not the computer screen
- Choose fonts carefully; try to limit the number of fonts to two
- Choose color schemes carefully
- Light background colors with dark text work best for color transparencies in normal room light
- Dark backgrounds with light text work best for 35 mm color slides in darkened rooms
- When in doubt, seek expert help

Hints and Tips

- ❖ In the Slide Master View, add slide numbering, presentation time, and presentation date
- ❖ Add headers and footers and logos in the Slide Master View
- ❖ Annotate the slides on-screen while giving a presentation. Right clicking in a Slide Show and choosing Pointer Options, provides the choices: Auto, Hidden, Arrow or Pen.
- ❖ Move between slides by typing the desired slide number and pressing Enter.
- ❖ When using transitions, there is no need to set a speed for the option Cut transitions – it is automatically set.
- ❖ Recolor linked or embedded objects by selecting the object, use the Drawing Tools and select section of the object to be colored.

Keyboard Shortcuts for Slide Show Presentations

Keyboard Commands	Action
Left mouse click, spacebar, N, Right Arrow, Down Arrow, or Page Down	Advance to the next slide
Backspace, P, Left Arrow, Up Arrow, or Page Up	Return to the previous slide
Number followed by Enter	Go to that slide
B or . (period)	Black/restores the screen
S or + (plus)	Stop/Restart automatic show
ESC, or - (minus)	End slide show

Summary

This class has covered the following topics:

- ◆ Making graphs in PowerPoint
- ◆ Adding Hyperlinks
- ◆ Adding slide transitions
- ◆ Designing Rules of Thumb
- ◆ Hints and Tips
- ◆ Keyboard shortcuts during a slide show

If you would like more information about other Learning Center workshops, please or visit our website at <http://www.hsc.wvu.edu/its/LC> or call the Learning Center at 293-3631 ext 5.

--NOTES--