

Appendix 1

SAMPLE POWERPOINT PRESENTATIONS

OVERVIEW

The purpose of this section is twofold: to present examples of slides depicting research findings and survey data in simple, easy-to-understand graphics and text; and to provide the reader with different background designs, color schemes, and images that you can modify to develop your own presentations. For easy access, all of the presentations are included on the enclosed CD-ROM.

Just a brief word about these eight presentations. All of the presentations have been created using the Microsoft PowerPoint software package. They have been developed by our colleagues around the globe and illustrate many of the concepts and tips for preparing effective slides that are found in this guide. While the individual contexts vary, all of the presentations aim to bring new information to policy and program audiences. Six of the presentations provide data and trends (on a range of topics) from national population and health surveys:

- **1998 Census of Malawi District Profiles: Zomba.** Covers population growth, housing amenities, literacy, fertility rates, mortality, and education levels.
- **Nutrition in Bihar: India National Family Health Survey 2.** Covers food consumption, nutritional status of women and children, infant feeding practices, and anemia.
- **Family Planning and Quality of Care in Bihar: India National Family Health Survey 2.** Covers knowledge of family planning, contraceptive use and sources of supply, informed choice and follow-up, and unmet need.
- **Tanzania Reproductive and Child Health Survey 1999.** Covers knowledge and behavior associated with HIV/AIDS, family planning, maternal and child health, and quality of health facilities.
- **Maternal and Child Health: 2001 Nepal Demographic and Health Survey.** Covers antenatal care, delivery care, postnatal care, childhood vaccinations, childhood illnesses, and access to health care.

- **Prevalence of Domestic Violence in Eastern Europe: Selected Findings From Reproductive Health Surveys in Latin America.** Covers prevalence of domestic violence, parental abuse, abortion experience, and unmet need for contraceptives.

Two presentations focus on findings from a specific study or a mix of studies:

- **Saving Pregnancies and Newborn Babies from Syphilis.** Covers data from South Africa.
- **Monitoring and Evaluation of AIDS Programs: Sexual Behavior.** Covers data from Zambia and Tanzania.

For your convenience, these slides can be revised using your own data and text and can be printed as overheads either in color or in black and white. Remember, if you are printing slides as overheads in black and white, click on “pure black and white” at the bottom of the print dialogue box.

Speaker notes appear on the notes pages of three of the presentations: “Nutrition in Bihar,” “Family Planning in Bihar,” and “Tanzania Reproductive and Child Health.” To access the notes pages, open the View menu on the top toolbar and click on Notes Page. These notes pages are an excellent way to keep your speaker notes with each slide. Once you have written your notes for each slide, just save and print out the speaker notes by clicking on File, then Print, and checking the Notes Pages in the “print what” dropdown selection. For best results, you should also click on “pure black and white” at the bottom of the print box. (For more tips on manipulating the slides, see Appendix 2.)

Happy browsing and good luck in preparing your presentation masterpiece!



Appendix 2

NOTES ON MAKING PRESENTATIONS IN POWERPOINT

By Sidney B. Westley
East-West Center
Honolulu, Hawaii

CONTENTS

First, a Note About Windows	A2-3
How Are Your Mousing Skills?	A2-3
Program Manager	A2-3
A Note About Installing PowerPoint	A2-3
A Flow Chart Created in PowerPoint Using Text and Shapes	A2-4
Getting Started	A2-4
Four Products at the Same Time	A2-4
Components of the Main PowerPoint Window	A2-5
Menus	A2-5
Toolbars	A2-5
The Status Bar	A2-6
The Scroll Bar	A2-6
The View Buttons	A2-6
PowerPoint Views	A2-6
Creating a New Presentation	A2-10
AutoContent Wizard	A2-10
Design Template	A2-10
Blank Presentation	A2-10
Creating an Outline	A2-11
Saving and Naming Your Presentation	A2-11
Some Notes on Saving	A2-12
If You Make a Mistake	A2-13
Setting Up the Overall Design of Your Presentation	A2-13
What Kind of Presentation?	A2-13
Choosing a Design	A2-13
Adding Background Items	A2-14
Using Slide Master and Title Master	A2-14

Making Exceptions to Slide Master and Title Master	A2-15
Adding New Slides and Choosing Layouts	A2-16
Typical PowerPoint Text Slide With a Title and Bulleted Lists	A2-16
Working With Text	A2-17
Creating Text	A2-17
Selecting Text	A2-17
Moving or Copying Text	A2-17
Formatting Text	A2-18
Changing Line or Paragraph Spacing	A2-18
Changing Margins, Indents, and Tabs	A2-19
Applying a Format From One Section of Text to Another	A2-19
Formatting Bulleted Lists	A2-19
Formatting Numbered Lists	A2-20
Spell-Checking Your Presentation	A2-20
Working With Shapes	A2-21
You Already Have Rectangular Boxes	A2-21
Creating Shapes and Lines	A2-21
Typing and Positioning Text Within Shapes	A2-22
Positioning Shapes and Other Objects	A2-22
Adding and Customizing Charts	A2-23
Entering Your Data	A2-23
Formatting Your Chart	A2-24
Working With Tables	A2-25
Working With Clip Art and Graphics Files	A2-25
Inserting PowerPoint Clip Art	A2-26
Inserting Graphics Files	A2-26
Modifying Clip Art and Other Images	A2-26
Working With Organization Charts	A2-27
Creating and Using Speaker Notes	A2-28
Putting It All Together	A2-29
Rearranging Your Presentation	A2-29
Hiding Slides	A2-29
Adding Transitions	A2-30
Adding Animation	A2-30
Running a Slide Show	A2-31
Printing Your Presentation	A2-32

FIRST, A NOTE ABOUT WINDOWS

Windows is a computer operating system that makes your computer easier to use because the graphical interface is consistent from one application to the next. In other words, each *application* that you use in Windows—such as Word, Excel, or PowerPoint—is set up the same way, both visually and functionally. When you have learned to use one application, you have learned the essentials for using any other application with Windows.

In Windows, if your computer is powerful enough, you can run two or more applications at the same. You can switch between applications by pressing the ALT and TAB keys at the same time. You can also move or copy text or other elements from one application to another.

HOW ARE YOUR MOUSING SKILLS?

Working in any Windows environment, such as Word or PowerPoint, requires you to use a pointing device called a *mouse*. A mouse usually has two buttons; for most operations, you will press the left-hand button, either once or twice in quick succession. The standard mouse operations are as follows:

- **Point:** Means to position the mouse pointer so the tip of the pointer rests on whatever you want to point at on the screen.
- **Click:** Means to press and then immediately release the left mouse button without moving the mouse.
- **Double-Click:** Means to press and immediately release the left mouse button twice without moving the mouse.
- **Drag:** Means to hold down the left mouse button while moving the pointer across the screen.
- **Choose or Select:** Means to point at something and then click or double-click the left mouse button.

PROGRAM MANAGER

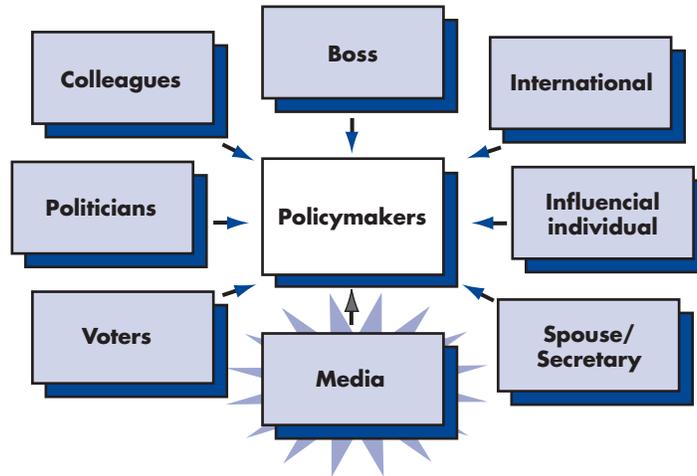
When you start Windows, the first thing you see is the Program Manager, which continues to run in the background as long as you are using Windows. The Program Manager displays small graphical symbols, called *icons*, for specific applications (such as Word or PowerPoint) or groups of applications (such as Microsoft Office). You can start an application in Program Manager by pointing to the appropriate icon and double-clicking. You can close down Windows by clicking once on the Start button at the bottom left-hand corner and then clicking once on Shut Down.

A NOTE ABOUT INSTALLING POWERPOINT

We are not going to show you how to install PowerPoint in this guide, but you should be aware that PowerPoint can be installed at various levels, depending on how much space is available in your hard drive. There is also a Custom installation option that allows you to install just those features of PowerPoint that you plan to use. So if you are unable to use a particular feature of PowerPoint on your computer (such as the clip art feature), it may be that that feature was not installed.



A FLOW CHART CREATED IN POWERPOINT USING TEXT AND SHAPES



GETTING STARTED

PowerPoint is a complete presentation package. It helps you with all the tasks required to produce a professional-looking presentation: outlining your ideas; preparing text; producing graphs, charts, and tables; adding clip art; and putting all the elements together in an attractive overall design. PowerPoint can help you apply a professionally produced design to your presentation or make up a design of your own.

FOUR PRODUCTS AT THE SAME TIME

PowerPoint allows you to create your presentation as four different products at the same time: an outline, a set of slides, handouts, and pages of notes for you or your audience.

- **Outline:** PowerPoint helps you focus on the organization of your presentation and make sure you include all the necessary elements by displaying your work in outline form. In the outline, your main titles and text appear, but any graphics or artwork or text typed in special boxes will not.
- **Slides:** Slides are the individual “pages” of your presentation. Slides can have titles, text, charts, graphs, tables, clip art, and images imported from other applications. You can project slides directly from a computer, print them as black-and-white or color overhead transparencies, or have them made into 35 mm slides.
- **Handouts:** To support your presentation, you have the option of providing handouts to your audience. Handouts consist of smaller, printed versions of your slides, presented two, three, four, six, or nine slides to a page.
- **Speaker Notes:** You can create and print speaker notes as part of your presentation. Each note page contains a small image of a single slide, along with any notes you wish to add to go along with the slide. You can use Speaker Notes to help you make your presentation or turn the note pages into a booklet. You can also give note pages to your audience so they can make their own notes.

COMPONENTS OF THE MAIN POWERPOINT WINDOW

The main PowerPoint window contains several *menus* and *toolbars*.

Menus

The Menu bar at the top of the screen allows you to give *commands* that instruct PowerPoint to do something. The commands are grouped logically in the menus found in the Menu bar. Some commands carry out an action immediately; others display a *dialogue box* from which you can select options. As you switch between different PowerPoint *views*, the names of the buttons on the Menu bar remain the same (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), but the command options available when you open the various menus change. When you are learning PowerPoint, it is helpful to click on each button in the Menu bar and see what command options are offered.

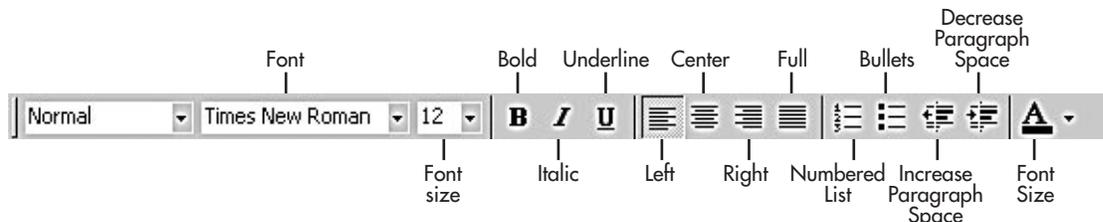
Toolbars

You can use toolbars for quick, one-step access to commonly used commands and tools. When you first start PowerPoint and open a presentation in Normal View, the Standard and Formatting toolbars should be displayed just below the Menu bar. The Drawing toolbar should be displayed at the bottom of the screen, just above the Status bar, and the View buttons should be displayed at the bottom left, just above the Drawing toolbar.

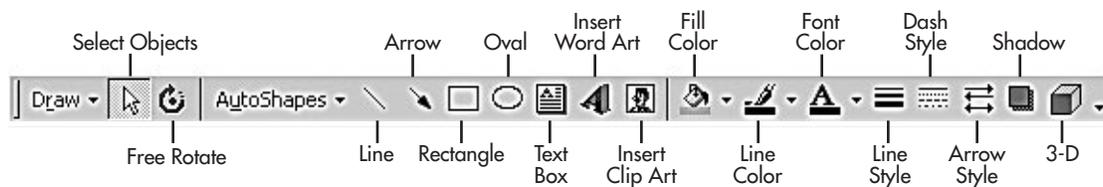
If your screen does not show all these toolbars, choose Toolbars from the View menu. When the Toolbars dialogue box appears, click the box to the left of each toolbar name to select the toolbar(s) you want to display. The toolbar(s) you select will appear on the screen. As you move the mouse across the buttons in a toolbar, short statements describing what each button does will appear.

Different toolbars appear automatically in each view. You can display as many toolbars as you want, or you can choose to display none at all, depending on your needs and the size of your screen. You can also customize each toolbar by adding and removing buttons or moving the buttons around. When you close PowerPoint, the changes you made to your toolbars will be preserved.

Formatting Toolbar



Drawing Toolbar



The Status Bar

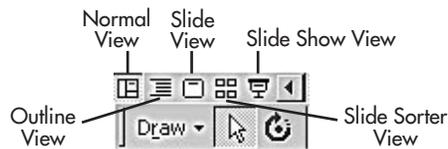
The Status bar at the bottom of the screen tells you which slide you are working on. When you choose some commands, the Status bar provides a short message telling you what to do next.

The Scroll Bar

The Scroll bar is a vertical bar on the right side of the screen. You can drag the elevator box up or down to move to different slides in your presentation. You can also move up or down one slide at a time using the single or double arrows.

The View Buttons

Just above the Drawing toolbar at the bottom left-hand corner of the screen are five buttons that allow you to change the view in which you see your presentation. The options are Normal, Outline, Slide, Slide Sorter, and Slide Show Views.



POWERPOINT VIEWS

PowerPoint allows you to work on your presentation in six different views. Each view provides one useful way to look at your work, and each offers different capabilities. You can switch between views by choosing the view you want from the View menu at the top of the screen or by clicking the appropriate View button near the bottom. However, you cannot select Notes Page View from the View buttons, and you cannot select Slide View from the View menu.

- **Normal View:** Normal View shows your presentation in three separate “panes.” The left pane lets you work on the headings and text of your entire presentation in outline form. On the right side of the screen, the upper pane lets you work on individual slides with all their content and design elements. The lower pane on the right provides a space to jot down speaker notes that you can print out and refer to while making your presentation.

You can display each of these panes as a full screen by switching to one of the following three views:

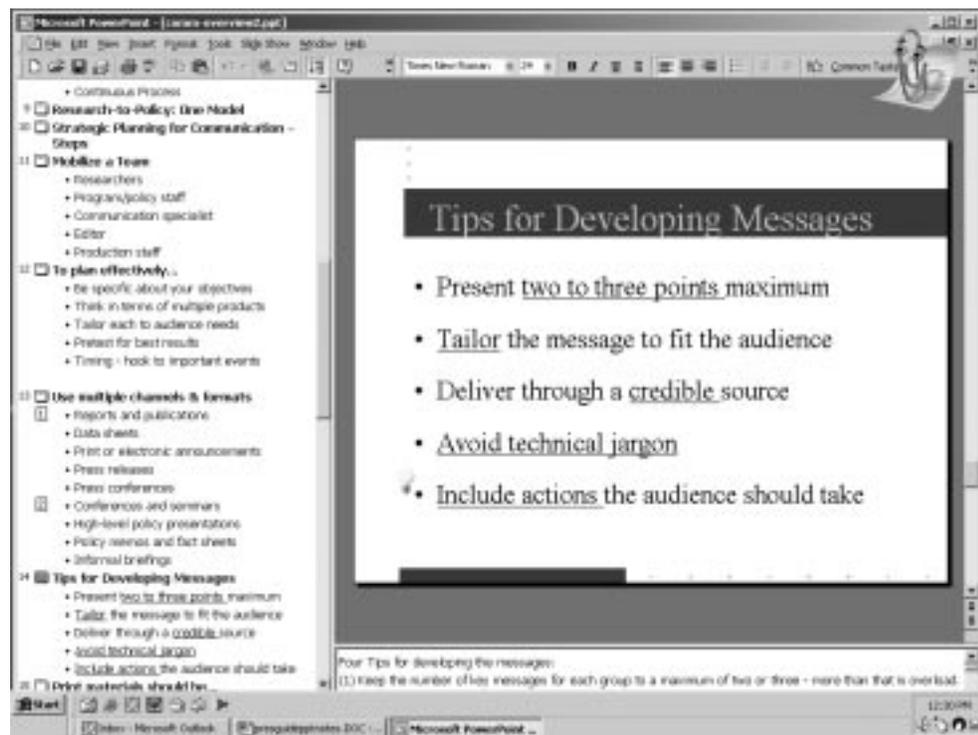
- **Outline View:** In Outline View, you work only with slide titles and text in the classic outline form. It’s a good way to organize your presentation and develop your content quickly. You can easily see whether your presentation flows logically and whether you left anything out.
- **Slide View:** In Slide View, you work on one slide at a time. You can type text, change the slide layout, add charts or clip art, draw shapes, and add artwork and graphics from other applications.

- **Notes Page View:** In Notes Page View, you can create speaker notes for any or all of the slides in your presentation. Each notes page corresponds to a slide. It has a small image of the slide at the top, and you can type text in the note area underneath.

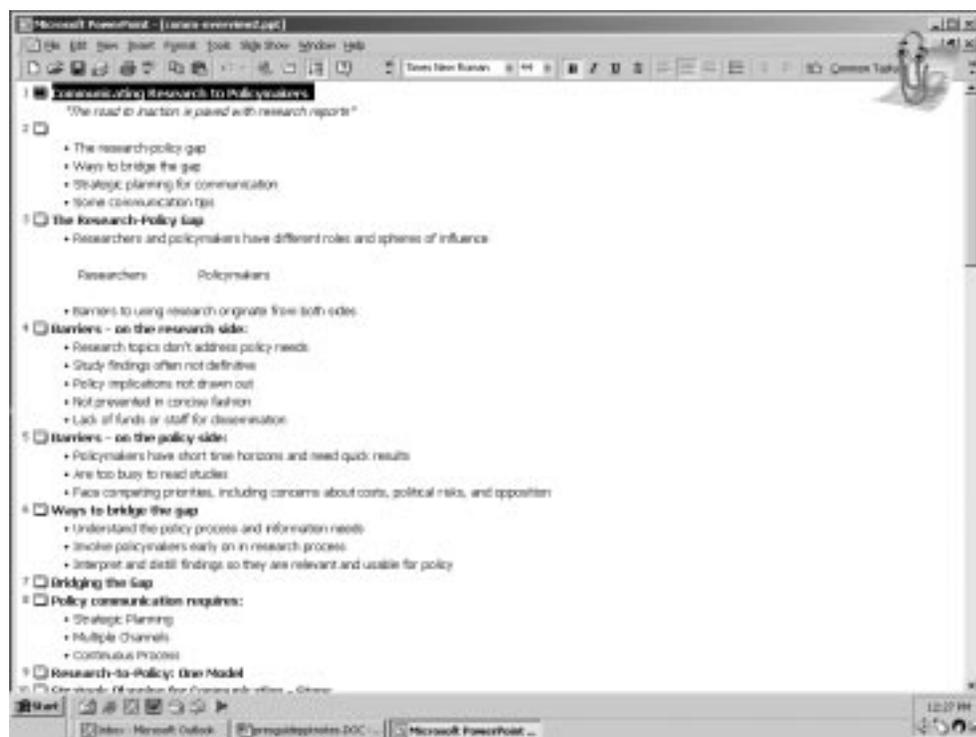
PowerPoint has two additional views that you may find useful in creating and reviewing your presentation:

- **Slide Sorter View:** In Slide Sorter View, you can see how your presentation flows visually. You see a miniature of each slide, complete with graphics and text. Working in Slide Sorter View is like working with slides on a light table or spreading out the pages of a report so you can see them all at the same time. You can add, delete, or move slides and add animation effects to individual slides and transitions between slides.
- **Slide Show View:** In Slide Show View, you see your slides as an electronic presentation on your computer. Each slide fills the screen, and you can see any animation effects or transitions that you have specified.

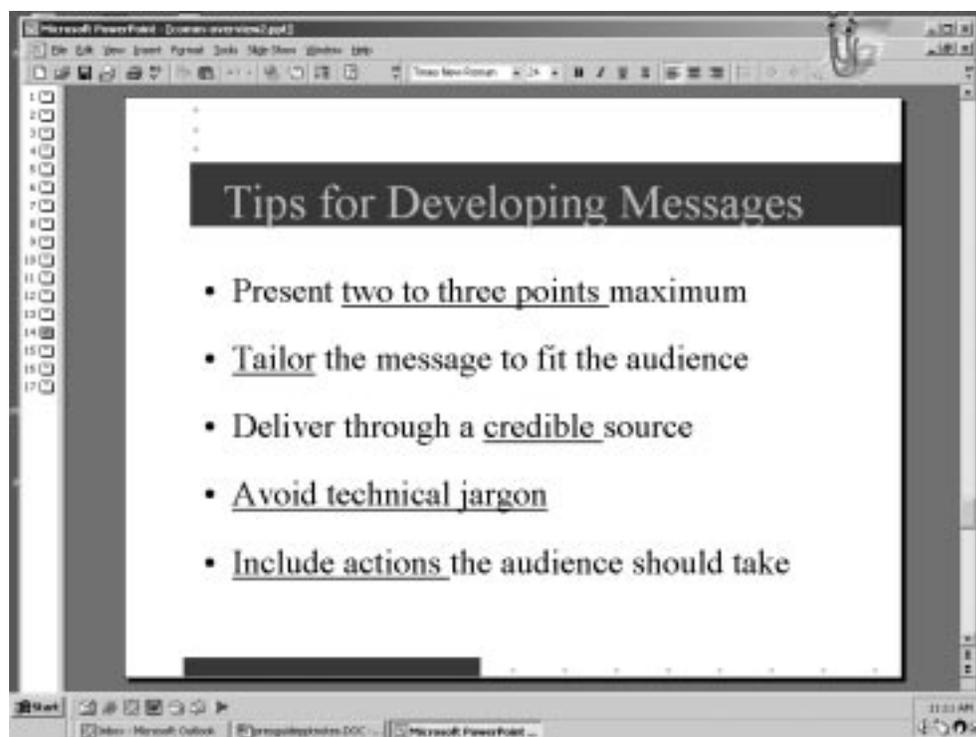
Normal View



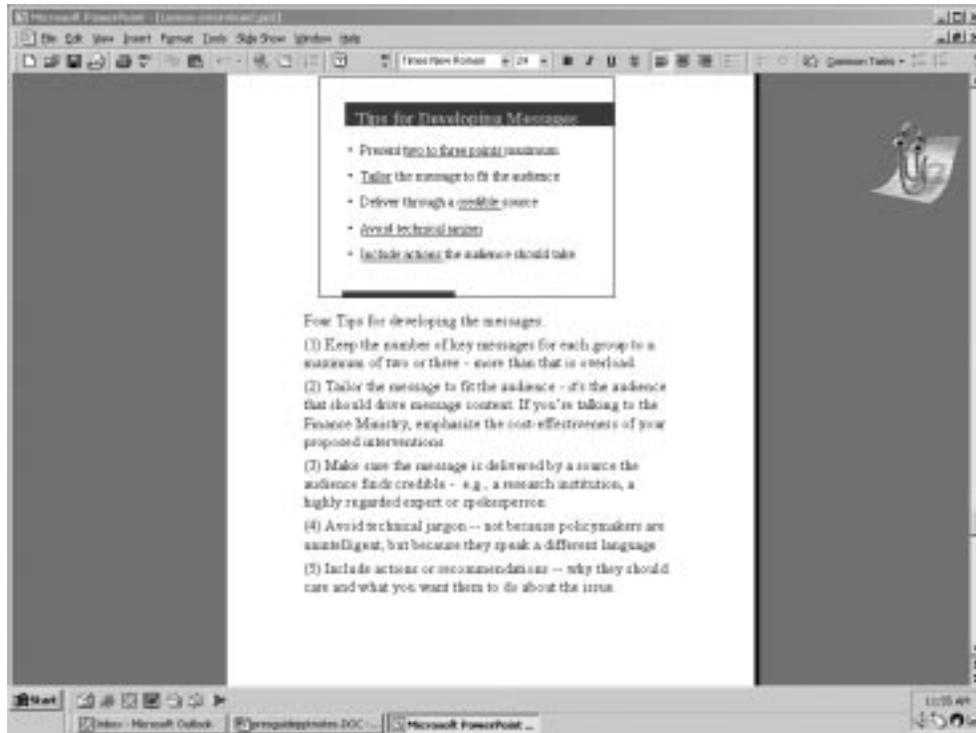
Outline View



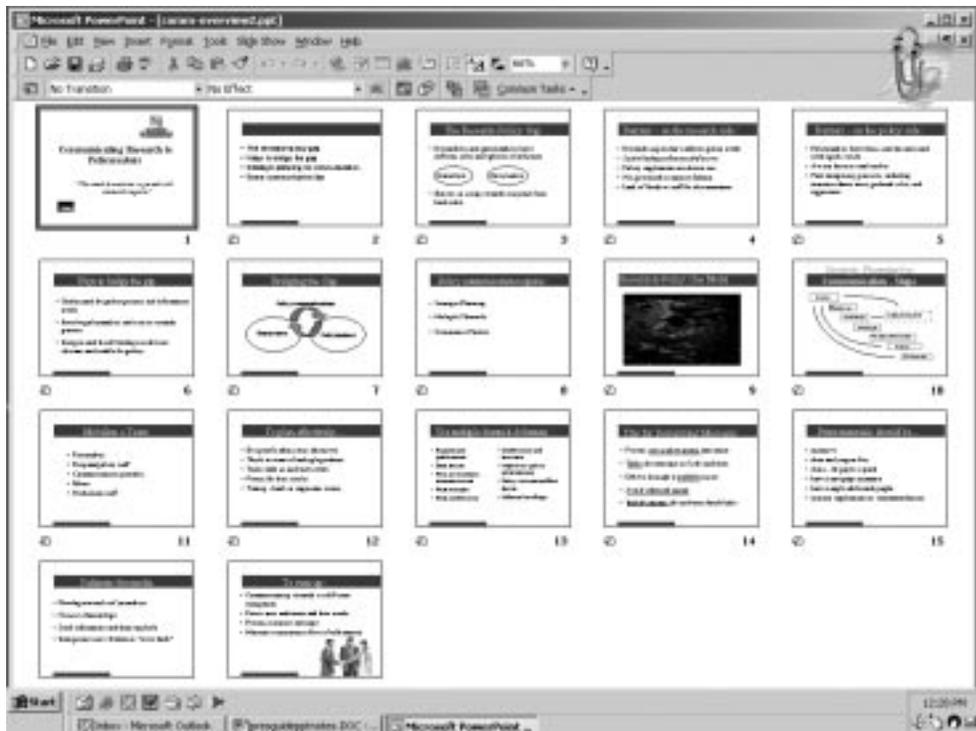
Slide View

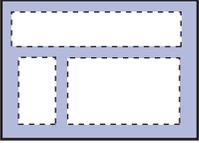


Notes Page View



Slide Sorter View





CREATING A NEW PRESENTATION

When you open PowerPoint, you are offered three different ways to create a presentation:

- **AutoContent Wizard:** Provides a design, an organizational structure, and ideas for content.
- **Design Template:** Starts with a design, but lets you create the organization and content of your presentation on your own.
- **Blank Presentation:** Allows you to create your presentation yourself.

If you already have PowerPoint open and you wish to start work on a new presentation, go to File in the Menu bar and click on New. But PowerPoint gives you only two of the different ways to create your presentation—Blank Presentation and AutoContent Wizard—if you use the Menu bar. Let's take a closer look at each of the three options available when you open PowerPoint.

AUTOCONTENT WIZARD

The AutoContent Wizard option gets you started by providing a design, an organizational structure, and some of the content of your presentation. After choosing AutoContent Wizard, you are asked to choose what type of presentation you wish to make, from one of six menus: All, General, Corporate, Projects, Sales/Marketing, or Carnegie Coach. Each of these menus contains several types of presentation, such as *Recommending a Strategy*, *Facilitating a Meeting*, or *Communicating Bad News*. Some of these may not have been installed in your computer, but they are available on a CD-ROM. Once you have selected a presentation, just follow the prompts and keep clicking on the Next key. You are asked to select what type of output you want: on-screen presentation, web presentation, black-and-white overheads, color overheads, or 35 mm slides. Then you choose a title, and PowerPoint provides a fully designed presentation. You simply key in your own information over the placeholder text on the slides provided and modify the presentation to suit your own needs.

DESIGN TEMPLATE

The Design Template option, available for a new presentation when you first open PowerPoint, leaves you free to organize your presentation as you wish but allows you to start with a *template*, or overall design, for your slides. The template specifies the background color of your slides, the style of type used, and any background elements—such as a globe or a border pattern—displayed on your title slide and other slides. Click once on the names of different templates at the left of the screen, and you will see a little picture of a slide that shows how a specific template will look. When you find a template that you want to apply to your presentation, click twice on its name or once on the OK button. PowerPoint takes you to the New Slide display and asks you to choose an AutoLayout. Proceed as you would from a blank presentation, as described below.

BLANK PRESENTATION

You can also start with a blank presentation if you want to create your own structure and design. If PowerPoint is already open, you can create a new presentation by clicking on New from the File menu in the Menu bar. You then click on Blank Presentation. If you are opening PowerPoint and creating a new presentation, click on Blank Presentation.

This is the approach we will take in this guide while we are explaining PowerPoint. You are going to start with a blank presentation and add one of PowerPoint's design templates later.

CREATING AN OUTLINE

To begin a new presentation:

1. Choose New from the File menu.
2. In the New Presentation dialogue box, select Blank Presentation (the first option).
3. On the New Slide display, click OK.

PowerPoint takes you to the first slide of your new presentation in Normal View. You can create the basic structure and content of your presentation using the outline pane at the left of the screen, or switch to Outline View (using the View Menu on the Menu bar or the View buttons at the bottom left of the screen) and create an outline using the whole screen.

In Outline View, PowerPoint displays your presentation as an outline made up of the titles and main text of each slide. Each title appears on the left side of the screen along with a slide icon and number. To outline your presentation with a title for each slide, just key in your titles and press Enter after each one.

To create text in a slide, press Enter after the title, key in the text, and press Enter. Your text will be entered as the title for the next slide. Click on the text with your mouse and click on the right arrow on the right side of the Formatting toolbar or on the vertical Outline toolbar to the left of the screen. (If a toolbar you need does not appear on your screen, go to the View button on the Menu bar, go down to toolbars, drag right to get the pop-up menu, and select the toolbar you want by clicking to the left of it. A check mark will appear.) Clicking on the right arrow button will *demote* the text—move it back to the slide where you wanted it and indent it under the title. Click on the text and then click on the left arrow to *promote* it back to the status of a slide title. It will automatically appear on a new slide. You can create more lines of text under your first line or, by clicking on the right arrow again, create lines of subtext. The main text is indented under the slide title, and any subtext is further indented.

Remember the 6 x 6 rule, however: Don't put too much information on a single slide. You can format lines of text as a bulleted list by clicking on them and then clicking on the Bulleted List button in the Formatting toolbar. You can *copy* or *move* text to a different location by following the standard Windows procedure:

1. Drag your mouse over the text to select it.
2. Press the Ctrl and the "X" (to cut) or "C" (to copy) keys at the same time, or choose Cut or Copy from the Edit Menu.
3. Position the pointer where you want to paste the text and click.
4. Press the Ctrl and the "V" keys at the same time or choose Paste from the Edit Menu.

Working in Outline View is particularly useful because you can see the text of your presentation as a whole, rather than just the content of one slide at a time. It's easy to rearrange your points and move slides from one position to another. Graphic objects, however—such as clip art and charts—don't appear in Outline View except as small notations on the slide icon.

SAVING AND NAMING YOUR PRESENTATION

PowerPoint saves and names presentations following the standard Windows procedure.

To save a presentation for the first time:

1. From the File Menu, choose Save. The Save As dialogue box appears.
2. Specify the disk drive and directory where you want to save your presentation.

3. Type the name of the presentation. Because this is the first time you're saving the presentation, you need to give it a name in the File Name box.
4. You may specify how you want to save your presentation in terms of type of file by making a selection from the Save as Type box. The default type is Presentation.
5. Click on OK.

To save an existing presentation with a new name or in a new location:

1. From the File Menu, choose Save As.
2. Type the new name you want to use for the presentation in the Save As box.
3. If you are moving your presentation, specify the new disk drive and directory where you want to save it.
4. Click OK.

In either case, your presentation stays on the screen with the new name in the title bar. Whenever you close a presentation, PowerPoint checks to see whether you've made changes to it. If you haven't made any changes, the presentation closes. If you have made changes, PowerPoint asks you whether you want to save them.

Some Notes on Saving

You may want to save your presentation on a diskette and open it later on a different computer. You could run into a problem if the new computer doesn't have the same fonts (typefaces) as the computer on which you created your presentation. Your presentation may not look the same when opened on another computer with different fonts.

PowerPoint can solve this problem by *embedding* fonts into your presentation when you save it. When the presentation is opened on another computer, the fonts will appear just as when the presentation was saved, even if the fonts are not available on the new computer. Remember, however, that embedded fonts take up an enormous amount of space on a diskette or computer. For example, if you embed Century Gothic Bold, the file size will increase by about 60K. To save a presentation with embedded fonts:

1. Choose Save As from the File Menu. The Save As dialogue box appears.
2. Click on the arrow to the right of Tools in the top line of the dialogue box.
3. Click on Embed True Type Fonts.
4. Choose OK.

The file is saved along with all embeddable fonts used in the presentation. Another way to be reasonably certain that your presentation will look the same on another computer, without embedding fonts, is to format all your text in fonts that are likely to be available on any computer, such as Times New Roman and Arial.

You can save your slides in formats other than PowerPoint presentations—for example, as web pages. You can also save slides as images in a Windows Metafile (.WMF) that you can insert in other applications, or you can save an outline as a Rich Text Format (.RTF) file that can be opened and edited in another application. To save your presentation for use in another application:

1. Choose Save As from the File menu.
2. Choose the type of file you want in the Save As Type box. For example, choose Outline/RTF for a Rich Text Format file or Windows Metafile for an image.

If You Make a Mistake

As in other Windows programs, if you make a mistake in PowerPoint you can undo it by clicking the Undo button at the top of the Edit menu. If you make other changes before you discover your mistake, you can undo actions one by one until you come to the one that was a mistake, and then redo everything (except the mistake). If you have made a lot of mistakes, you may wish to close your presentation without saving it. When you open it again, you will start from the last time you saved it without any of the changes (mistakes) that you made in your most recent work session.

A Good Design

✓ Is a clear design.

SETTING UP THE OVERALL DESIGN OF YOUR PRESENTATION**WHAT KIND OF PRESENTATION?**

After you have created the basic outline of your presentation, it's good to think about how you intend to produce your slides. PowerPoint is set up to create an on-screen slide show in landscape orientation, 10 inches wide by 7.5 inches tall. However, several other options are available. You can specify an option when you start working on your presentation and change options later—for example, to print your slides out as overhead transparencies.

1. From the File Menu, choose Page Setup. The Page Setup dialogue box appears.
2. Choose the size you want in the Slides Sized For box. Your choices are:
 - On-Screen Show: Sets the width at 10 inches, the height at 7.5 inches, and the orientation at landscape (3:4 aspect ratio).
 - Letter Paper (8.5 x 11 in): Sets the width at 10 inches, the height at 7.5 inches, and the orientation at landscape so your slides fill letter-size paper (3:4 aspect ratio).
 - A4 Paper (210 x 297 mm): Sets the width at 26 cm (10.83 in), the height at 18 cm (7.5 in), and the orientation at landscape so that your slides fill A4-size paper. (The aspect ratio is between that for on-screen and for 35 mm.)
 - 35 mm Slides: Sets the width to 11.25 inches and the height to 7.5 inches so that your slides fill the content area of 35 mm slides in landscape orientation (2:3 aspect ratio).
 - Overheads: Sets the width at 10 inches, the height at 7.5 inches, and the orientation at landscape (3:4 aspect ratio).
 - Banner: If you click on Banner, your slide area will be significantly reduced (this function is rarely used). Don't worry: Just go back to Page Setup in the File Menu and click on another type or presentation.
 - Custom: Allows you to pick the dimensions you want by clicking the up or down arrow in the Width and Height boxes.
3. Under Orientation, you can change the orientation of your slides from landscape, in which the image is wider than it is tall, to portrait, in which the image is taller than it is wide. You can also change the orientation of your notes, handouts, and outline.

If you want to begin numbering your slides with a number other than one, type that number in the Number Slides From box. Numbers will only actually appear on your slides, however, if you insert them using the Header and Footer option from the View menu.

CHOOSING A DESIGN

When you choose an overall design for your presentation, PowerPoint defines how your titles and text will look and gives your presentation a complete color scheme. PowerPoint

also adds some background design elements that will appear on every slide. A design applies to all the slides in your presentation.

PowerPoint comes with several artist-created designs. You can modify the designs provided by PowerPoint to some extent or you can create your own design.

You may prefer to start by applying a design to a new presentation. Or you may want to apply a design after you've created part or all of your presentation. It works the same way whether you're starting a new presentation or working on an existing one. Once you've applied a design, you can switch to a different design or suppress your design so that it does not appear on some or all of your slides.

To apply a design:

1. Choose Apply Design Template from the Format menu. The Apply Design Template dialogue box appears.
2. In the left-hand box, select the name of a template. A slide will appear to the right that allows you to see the template's color scheme and get an idea of its design.
3. To apply a template to all the slides in your presentation, double-click its name or click OK.
4. If you wish to apply a different template, repeat the process from step 1 above.

You can switch to a different design template at any point in your work on a presentation, but the only way you can remove a design is to create a new template—a blank one—and apply it to your presentation. To create a blank template, open a new blank presentation and save it as follows:

1. Under File Name at the bottom of the screen, key in the word Blank.
2. Under Save as Type at the bottom of the screen, choose Design Template (*.pot).
3. Under Save In at the top of the screen, go to C, Program Files, Microsoft Office, Templates, Presentation Designs, and click Save.

ADDING BACKGROUND ITEMS

To add the slide number, date and time, or text footer to one or all the slides in your presentation:

1. Select Header and Footer from the View menu and click on or key in the item(s) you wish to have displayed. The items you select will become filled-in black boxes on the preview screen.
2. Click on the box at the bottom left if you do not want to show the item(s) on the title slide.
3. Click on one of the boxes in the upper right to display the item(s) on all your slides (except the title slide if you chose that option) or on the particular slide that is open.

USING SLIDE MASTER AND TITLE MASTER

In Slide Master, PowerPoint allows you to change the placement and formatting of your slide titles and text. Reformatting text in Slide Master has two important advantages: You don't have to reformat these elements separately on each slide, and your formatting stays consistent from slide to slide, giving your presentation a more professional look. To view the Slide Master for a presentation:

- Choose Master from the View menu, and then choose Slide Master, or
- Press the Shift key and at the same time click on the View button for Slide View (bottom left of the screen).

The **Slide Master** is the formatted placeholder for text slides. Notice that the Slide Master is set up as a title and a series of bulleted lists. This is where you set the font, color, size, line spacing, bullet style, and alignment of the title and bulleted lists of your text slides, as well as the placement of the title and text on the slide. You can also add any *attributes* (fill, line, and shadow, but not a 3-D effect) to the boxes where the slide titles and bulleted lists appear. Any text that you type in the Slide Master placeholders will not show up on your slides; the placeholders are for formatting text style only.

The **Title Master** is the formatted placeholder for the first slide in your presentation—your title slide. You can also use title slides to introduce specific sections of your presentation. The Title Master is where you set the font, color, size, and alignment of your title and subtitle, as well as the placement of the elements on the slide. You can also add any *attributes* (fill, line, and shadow, but not a 3-D effect) to the boxes where the title and subtitle appear. Any text that you type into the Title Master placeholders will not show on your slides; the placeholders are for formatting the text style only. (*Hint: If you have only one title slide in your presentation, it's probably simpler to make any formatting changes on the slide itself, rather than using Title Master.*)

▲ **HINT**

You can display an image, such as your organization's logo, on every slide by copying it onto the Slide Master, or create your own presentation design by adding borders or other design elements to the Slide Master. You can also use the Slide Master to move or reformat any background items you have added to your presentation. Select one of the three boxes at the bottom of the slide: the Number Area on the left, marked <#>; the Date Area in the middle, marked <date/time>; or the Footer Area on the right, marked <footer>. You can change the size, font, or color of the text or numbers in these boxes or move the boxes with their contents to different positions on your slides.

If you make a change to the Slide Master or Title Master—for example, choosing a special font for the text, italicizing the title, or adding a graphic element—that change will appear in exactly the same position on all the slides or all the title slides in your presentation.

You can change the Slide Master's format or add text or an image at any time: before, while, or after you create a presentation. When you have finished setting up the Slide Master, select Slide View from the View buttons. You can see how any changes you have made with the Slide Master affect your slides.

If you wish, you can follow the same procedures to use **Handout Master** and **Notes Master** to set up consistent styles for your handouts and speaker notes.

MAKING EXCEPTIONS TO THE SLIDE MASTER AND TITLE MASTER

Not every slide has to follow the Slide or Title Master. As you create a slide, you have the option of using or not using elements from the Slide or Title Master. You can reformat the title and text of individual slides and move them around, but remember that you achieve a neater look by keeping these items consistent from slide to slide. You can also remove the background items you added to the master slide, or the design elements in a template, from any individual slide. To do this, simply:

1. Click on Background from the Format menu.
2. Click on the box at the bottom of the menu to omit background items from the master.
3. Apply this omission to the slide on your screen or to all your slides.

You can use different colors for an individual slide or for different sections of a long presentation. Click on Slide Color Scheme from the Format menu. The Standard option allows you to choose a different color scheme from several alternatives. These include designs in color but with a plain or very light background. Such designs are appropriate for a presentation that you are planning to print as overhead transparencies, because the dark colors that might be used in a presentation projected from your computer would require a great deal of ink to print on a transparency. You may also choose a design in black and white, suitable for printing on a black-and-white printer. The Custom option allows you to specify the color of each element in your presentation. You can apply any changes you make to individual slides or to the presentation as a whole.

PowerPoint retains the changes that you make to individual slides as exceptions to the overall design you have chosen and the specifications you have made on the Slide Master. If you later change the Slide Master or apply a different Design Template to your presentation, PowerPoint retains all of your exceptions when applying the new design.

ADDING NEW SLIDES AND CHOOSING LAYOUTS

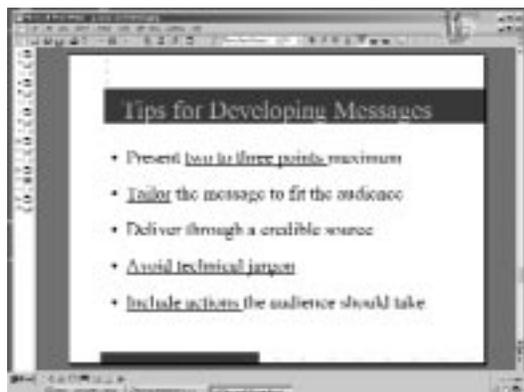
You can add a new slide at any place in your presentation. In Normal View or Slide View, go to the slide that will precede your new slide and either choose New Slide from the Insert menu or click on the New Slide button on the Standard toolbar. (**Hint:** *It looks like a slide with a star on the left.*) In Slide Sorter View, click on the place where you want a new slide to appear and then choose New Slide from the Insert menu or click on the New Slide button.

▲ HINT

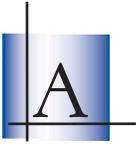
When you add a new slide, PowerPoint will ask you to choose an AutoLayout. You can also change the AutoLayout on an existing slide by choosing Slide Layout from the Format menu.

A layout organizes a slide according to its content: whether it contains a title and subtitle, a title and a bulleted list, a title and a chart or table, and so on. You can choose the appropriate layout for each slide by choosing Slide Layout from the Format menu. Choose the layout you want from the Slide Layout dialogue box. You can drag the Scroll bar at the right of the box up and down to view all the options. Click once to make your selection. Notice that the name of the layout you selected appears on the lower right side of the Slide Layout dialogue box.

After you choose a layout for a new slide, the slide is displayed with boxes for text or graphics, each surrounded by a fuzzy line. These boxes are called *placeholders*. Specific placeholders are designated for titles, bulleted lists, clip art, charts, tables, and organization charts, according to the layout that you selected.



**A Typical PowerPoint Text Slide
With a Title and Bulleted Lists**



WORKING WITH TEXT

At this stage, you should have your presentation in Slide View. You can move back and forth among your slides by using the Scroll bar on the right side of the screen. As you build your presentation, some of your slides will contain text, some will have bulleted lists, some will have charts, and some will have clip art or other images. Some will contain a combination of these elements.

CREATING TEXT

After you have created a presentation in Outline View, switching to Slide View makes the slides that you created by typing text in your outline appear automatically as titles, text, and bulleted lists. When you create a new slide in Slide View and choose a layout, placeholders are displayed for titles, text, and bulleted lists, as well as for any graphic elements that you designated. Click once to add text to a title, text, or bulleted list placeholder; the placeholder text will disappear.

▲ HINT

In addition to changing text in the placeholders, you can add text anywhere on the slide by using the Text Box tool, which is on the Drawing toolbar at the bottom of your screen. Click on the Text Box button (*Hint: It looks like a page of text that begins with a capital A*), then click on the screen where you want the text to appear, and type your text. You can edit the text you have created, change its attributes (such as font, size, or color), or move it by moving the box in which it appears. Text that you type with the Text box tool does not appear in Outline View.

If you drag the mouse to establish the width of the box before you type in any text, the text that you type in will “wrap” (come down a line) when it gets to the edge of the box. If you do not first drag the mouse, the text that you type in will simply get longer and longer until it goes off the screen. If you want your text to wrap, click on the little squares on the edges of the box to change its shape: If you make the box taller and narrower, the text will wrap to fit inside.

SELECTING TEXT

Before you format text, you must select it so PowerPoint knows what text you want to format. To select an entire block of text, click once with the mouse on the text. You will see a gray fuzzy box around the text. Click once more on an edge of the gray fuzzy box. All the text that is inside the box is now selected. Any changes you make—such as altering font, size, or color—will apply to all the text in the box.

If you only want to change part of the text in a box—for example, to put one word in italics—drag the mouse over the word(s) you want to change to highlight that portion of text and then make your changes.

Moving or Copying Text

Follow the usual Windows procedure to move or copy text:

1. Drag your mouse over the text to select it.
2. Press the Ctrl and the “X” (to cut) or “C” (to copy) keys at the same time, or choose Cut or Copy from the Edit menu.
3. Position the pointer where you want to paste the text, and click.
4. Press the Ctrl and the “V” keys at the same time, or choose Paste from the Edit menu.

▼ NOTE

Note: You can move or copy graphic elements or whole slides by following the same procedures.

FORMATTING TEXT

How your text looks depends on the attributes you assign to it. An attribute is a characteristic of the text: its font (type style), size, color, alignment, whether it's italic or bold, and so on.

▲ HINT

Some formatting, such as color or italics, can be applied to a specific word or words of text. To change the attributes of specific words, first select the words by clicking and dragging the mouse across them. Then specify what attribute you want to change. To change the color, for example, click on the Font Color button on the Drawing toolbar (*Hint: It looks like a big capital A*) and make a selection.

Other types of formatting apply to entire paragraphs of text. As Word does, PowerPoint defines a paragraph as the block of text that begins when you press Enter and ends when you press Enter again. Within a bulleted list, for example, each item is a paragraph. When you align text, set tabs or indents, adjust line or paragraph spacing, or add bullets or numbering, these attributes will apply to an entire paragraph. To make changes in these attributes, simply click the mouse anywhere in the paragraph and then make your change.

You can change text attributes using commands on the Format menu or buttons on the Formatting toolbar. The Formatting toolbar is available in Normal, Slide, Outline, and Notes Page Views. The buttons on this toolbar give you quick access to some of the attributes that are most often applied to text: font; size; whether the text is bold, italic, underlined, or shadowed; alignment (left, right, or centered); whether the text is formatted as a numbered or a bulleted list; the organizational level of each item of text as indicated by size and indentation (specified by Promote and Demote arrows); any animation effects applied to the text (to be discussed later); and the space between paragraphs. If the Formatting toolbar does not appear on your screen, you can display it using the toolbars command on the View menu.

You can change the attributes of all the titles and bulleted lists in your presentation by changing the attributes of these elements on the Slide Master. This is a good way to maintain a consistent look for your presentation.

▼ NOTE

Note: The buttons that control text formatting work on a toggle principle. This means that you carry out an action to turn a feature on and carry out exactly the same action to turn the feature off again. In this case, you select text and click on a button to apply an attribute (such as boldface). To remove the attribute, you click on the same button again.

Changing Line or Paragraph Spacing

Use the Line Spacing command on the Format menu to increase or decrease the space between lines of text or between paragraphs. You can decrease the spacing to make text fit better in a slide or increase the spacing to make text more readable.

1. Select the paragraph or paragraphs in which you want to change either the line or paragraph spacing.
2. From the Format menu, choose Line Spacing. The Line Spacing dialogue box appears.
3. To change line spacing within paragraphs, use the Line Spacing box. To change the spacing before or after a paragraph or paragraphs, use the Before Paragraph or After Paragraph box.
4. Adjust the spacing by typing a different value or by clicking the up or down arrow. You can adjust the spacing by number of lines or points, using the drop-down list at the right of each adjustment box.

Changing Margins, Indents, and Tabs

You can indent a whole block of text, the first line of each paragraph, or all lines after the first line of each paragraph (hanging indent). Make sure the text rulers are displayed; if they are not, choose Ruler from the View menu. Rulers will appear on the left and above the slide you are working on. Click on a block of text to see the margins and tabs that apply. Move the triangle at the top left-hand side of the top Ruler to indent the first line of your text. Move the triangle at the bottom left-hand side of the ruler to indent all lines of text after the first line. Move the small rectangle just below the bottom triangle to indent the entire block of text.

▼ NOTE

Note: Changes you make to any line of text in a text box using the Ruler will be applied to all lines in the box unless you have designated lines at different levels using the Promote/Demote buttons.

The Tab box in the upper left-hand corner between the horizontal and vertical rulers shows what type of tab is specified (left, center, right, or decimal). Insert a tab where you want it in your text and click on the Tab box until the type of tab you want appears. Then click at the place on the horizontal ruler where you want the tab.

Applying a Format From One Section of Text to Another

If you create a text format that you like, you can apply that format to another text object:

1. Click anywhere on the block of text with the format you like.
2. Click on the Format Painter button in the Standard toolbar (**Hint:** It looks like a paintbrush).
3. Drag your mouse across the text where you want the format applied.

▲ HINT

Formatting Bulleted Lists

For some of PowerPoint's slide formats, the text placeholders are set up to create bulleted lists automatically. All you do is click on the placeholder and type. To change ordinary lines of text into a bulleted list, click on the line that you want bulleted, or click and drag over several lines, and then click on the Bullet button in the Formatting toolbar. When you press Enter, a new bullet is added so you can type the next item on the list.

To create a "sub-bullet" under a bullet, either press the Tab key followed by the text of the sub-bullet or type the sub-bullet and then click the Demote button (right arrow) in the Formatting toolbar. If you want to add a line that is not bulleted within or after lines that are bulleted, start the new line by pressing the Shift and Enter keys at the same time. You can also turn bullets off so that selected lines become ordinary text: Just click anywhere on a bulleted line, or click and drag over several lines, and then click on the Bullet button in the Formatting toolbar.

You can change the style, size, and color of one bullet, all the bullets in one list or—by changing the Slide Master—all the bulleted lists in your presentation:

1. Select the bulleted items you want to change or, on a new slide, click on the placeholder for the bulleted list.
2. From the Format menu, choose Bullets and Numbering. The Bullets and Numbering dialog box will appear.
3. Select the Bulleted option if it is not already selected.

4. Choose a bullet style from the options given or click on the Character button and:
 - In the Bullets From box, select a font from which to choose a character for your bullets. As you change fonts, the options in the grid below change. Fonts with good characters for bullets include Monotype Sorts, Wingdings, and Zapf Dingbats;
 - Choose a character you wish to use for your bullets and click the appropriate box; and
 - Click OK.
5. In the Size box, select a size for your bullets. The bullet size is a percentage of the text size. A number greater than 100 makes the bullet larger than the text.
6. In the Color box, select a color for your bullets.

Alternatively, you may choose a picture to use as a bullet by clicking on the Picture button and making a selection. Just because a picture is displayed, however, does not necessarily mean that it is available in your computer.

If you want to change the style of one or more sub-bullets in your presentation, select a particular sub-bullet, drag across several sub-bullets, or select the sub-bullet in Slide Master. Then follow the same procedure you would use for bullets.

Formatting Numbered Lists

To convert ordinary lines of text into a numbered list, click and drag over the lines you want to convert and then click on the Numbering button in the Formatting toolbar. As with bulleted lists, any new lines you create in a numbered list will automatically be numbered. If you wish to create a line that is not numbered, press the Shift and Enter keys at the same time. You can also turn numbering off so that selected lines become ordinary text: Just click anywhere on a numbered line or click and drag over several lines, and then click on the Numbering button in the Formatting toolbar.

To create a “sub-list” within a numbered list, either press the Tab key at the beginning of the sub-list items or type an item and then click the Demote button (right arrow) in the Formatting toolbar.

You can change the style (such as Arabic numbers, Roman numerals, or letters) of one or all of the numbers in a numbered list:

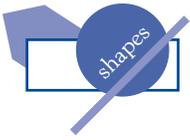
1. Select the numbered item(s) you want to change.
2. From the Format menu, choose Bullets and Numbering. The Bullets and Numbering dialogue box appears.
3. Select the Numbered option if it is not already selected.
4. Choose a number style from the options given.
5. You can also change the size and/or color of your numbers and specify whether you want your list to start at a number other than one.

Spell-Checking Your Presentation

PowerPoint’s spell checker checks the spelling in the entire presentation—slides, outline, notes pages, and handout pages. You don’t have to select any text to check a presentation’s spelling. You only need to open the presentation and then tell PowerPoint to check the spelling. Choose Spelling from the Tools menu or click the Spelling button on the Standard toolbar (*Hint: It shows an ABC over a check mark*).

**HINT**

If you wish to change the language or language style (for example, from U.K. English to U.S. English) in your spell check dictionary, click on Language in the Tools menu and make your selection.



WORKING WITH SHAPES

YOU ALREADY HAVE RECTANGULAR BOXES

Blocks of text, charts, clip art, and other images all appear on the screen in rectangular boxes. When you click once on one of these objects, a *placeholder* appears around it—the fuzzy outline that indicates that the object has been selected. The small squares in each corner of the box and in the middle of each fuzzy line are called *resize handles*. You can move the box by clicking on a fuzzy line and dragging it. You can resize or reshape the box by clicking on the resize handles and dragging them.

If you make a box that contains text larger, the text will remain in its original size. If you make the box smaller, the text will wrap (move down a line) and may become somewhat smaller to fit into the box, but if you make the box a lot smaller, the text will hang outside. If you want to make the text larger or smaller to match the new size of the box, select the text and change its size.

You can also change the appearance of the box in which your text, chart, or other object appears. You can add a background color by clicking on the box and then clicking on the Fill Color button on the Drawing toolbar and selecting a color. In the same way, you can add a border by using the Line Style and Line Color buttons. Once you have added a fill or a line (but not before), you can add a shadow to the box by using the Shadow button or a three-dimensional effect by using the 3-D button. You cannot add both a shadow and a three-dimensional effect: The effect you added most recently will cancel out the previous effect.

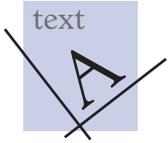
CREATING SHAPES AND LINES

You can draw objects with different shapes by clicking on the AutoShape button in the Drawing toolbar, selecting a shape, and placing it on the screen. A variety of possibilities are grouped under nine menu items: Lines, Connectors, Basic Shapes, Block Arrows, Flowcharts, Stars and Banners, Callouts, Action buttons (which you can choose to activate a hyperlink), and More AutoShapes (containing specialized clip art).

You can move a shape by clicking on it and dragging it to a new position. You can resize it by clicking and dragging on the resize handles. You can add or change the color of a shape's fill (background) or add a patterned fill effect using the buttons on the Drawing toolbar as described above. You can also change the color or style of the line around the shape or add a shadow or three-dimensional effect.

You can create a rectangle or oval by clicking on separate buttons in the Drawing toolbar. To create a square, click on the Rectangle button and press the shift key as you drag the shape across the screen. To create a circle, click on the Oval button and press the Shift key as you drag. Similarly, to create a straight line or arrow, select a line or an arrow and press the Shift key as you drag it across the screen.

In addition to resize handles, a few of the shapes that you can draw with PowerPoint have an *adjustment handle*. This appears as a small yellow diamond next to the shape. It lets you adjust the dimensions of the selected object. For example, you can adjust a rectangle that is rounded at the corners to be more or less rounded, you can change the angles of a trapezoid, or you can make a block arrow longer without changing the shape of the arrowhead.



To draw freeform curves or shapes, click on the AutoShape button and then on Lines to display the Freeform and Curve tools.

TYPING AND POSITIONING TEXT WITHIN SHAPES

Rectangles, circles, triangles, and other closed shapes drawn with the AutoShapes tools can have text attached to them. After drawing a shape, just start typing inside it. Your text is automatically centered in the shape. When you move the shape, the text moves with it. However, if you resize the shape, the size of the text remains the same: It may end up hanging over the edges or lost in the middle. If this happens, you will need to change the size of the text, using the Formatting toolbar, to make it fit into the shape.

To change the position of text within a shape:

1. Click on the shape.
2. Choose AutoShape from the Format menu.
3. Choose Text Box and specify a Text Anchor Point (top, middle, bottom, etc.) to change the vertical position of the text.
4. You can change the horizontal space to the left and right of the text by specifying the size of the margins.
5. You can choose whether the text should wrap (move down a line) to fit into the shape, whether the shape should resize to fit the text, or whether the text should rotate by 90 degrees (for example, to label the y-axis of a chart).

POSITIONING SHAPES AND OTHER OBJECTS

To help you position objects on your slides, PowerPoint has an invisible network of lines, called a *grid*, which covers each slide. Although you cannot see the grid, the corners of the shapes that you draw or other objects that you create align automatically on the nearest intersection of the grid. You can turn the grid on and off by clicking on the Draw button on the Draw menu, then on Snap, and then on To Grid.

PowerPoint also provides two straight lines, or *guides*, that intersect at the center of each slide. These can help you align blocks of text, charts, and other shapes. When an object is close to a guide, its corner or center—whichever is closer—snaps to the guide. You can think of the guides as having a “magnetic” attraction for objects. You can turn the guides on and off by clicking the Guides command on the View menu. You can also reposition the guides by dragging them. They will appear in the new position on all the slides in your presentation. You can use the guides to make sure that parallel components—for example, the titles—are all aligned in exactly the same position on all your slides, contributing to the overall professional “look” of your presentation.

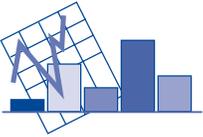
To rotate or flip an object, select the object, click on the Draw button in the Drawing toolbar, click on the Rotate or Flip command, and select the specific operation you wish to perform.

You can select more than one object by holding down the Shift key and clicking the mouse button on each object. When you flip, rotate, move, or resize a multiple selection, the operation you specify will apply to all the objects that you have selected. You can link several objects as a *group* so that any future changes you make to them will affect them all in the same way. Select them all, click on the Draw button, and choose the Group command. Follow the same procedure to ungroup the objects if you wish to modify each one individually.

You can make your slides look more professional by carefully aligning or distributing (spacing evenly) their different elements. To align two or more objects with each other or distribute the space evenly between them:

1. Hold down the Shift key while you click on each object that you wish to align or distribute.
2. Click on the Draw button and choose the Align or Distribute command.
3. Choose how you want to align or distribute the objects.

PowerPoint allows you to create a series of objects *stacked* on top of each other. It's helpful to think of objects as pieces of paper in a stack. The object you created first is at the bottom of the stack; when you create a new object, it is added to the top. The "stacking order" is important because the object at the top of the stack can cover the objects underneath it. You can see this effect if you stack a filled object on top. To change the stacking order, select an object that is stacked with another object, then click on the Draw button, choose the Order command, and choose Bring to Front or Send to Back.



ADDING AND CUSTOMIZING CHARTS

You can produce charts directly in PowerPoint or import data from another application, such as Microsoft Excel, and use it to create a chart in PowerPoint. Alternatively, you can import a chart created in another application into PowerPoint, although this approach has some limitations and pitfalls.

To create a chart in PowerPoint, you need to start by creating a chart placeholder. You can do this in two ways:

- From the Insert menu, choose New Slide, and then pick one of the three AutoLayouts that include a chart placeholder. On the slide, double-click inside the chart placeholder to start working on a chart; or
- Create a new slide or go to the slide where you want a chart to appear and click on the Insert Chart button on the Standard toolbar. Double-click inside the chart placeholder.

ENTERING YOUR DATA

PowerPoint displays an example of a chart and a related datasheet. Type the data for your chart into the datasheet. You can either delete all the data in the example by clicking on the gray rectangle at the top left corner and pressing delete or you can type your data right over the data on the datasheet.

Type in new columns and rows of data as needed, and delete any columns or rows that are left containing the sample data. You can move individual data cells or whole columns or rows by clicking on the cell(s) you wish to move, pressing Ctrl and "X" at the same time, clicking on the spot where you want to move them, and pressing Ctrl and "V" at the same time. You can make columns wider or narrower by dragging the vertical lines in the gray bar at the top of the datasheet.

You don't have to display all the data on the datasheet in your chart. In the datasheet, double-click on the letters at the top of the columns or the numbers at the left of the rows to display or hide the data in those columns and rows in your chart. Like other features in PowerPoint, this function works as a toggle: Double-click to hide the data in a row or column, and double-click again to display those data.

FORMATTING YOUR CHART

Now you are ready to format your chart. You can move the datasheet to one side or click on the “X” at the top right-hand corner to make it disappear. If you need to go back to the datasheet to make changes, you can go to the View menu at any time and choose Datasheet.

With your chart displayed:

▼ **NOTE**

1. From the Chart menu, choose Chart Type.
2. From the Standard Types menu, choose the type of chart that you want. (**Note:** *More complicated chart designs are available in the Custom Types menu, but beware—it is difficult to make changes in the design of a chart once you have converted it into one of the custom types.*)
3. From the pictures of various Chart subtypes, click on the specific subtype that you want.
4. Click OK.

If your chart doesn't display the data the way that you intended, try clicking on Data in the Menu bar and switching back and forth between Series in Rows and Series in Columns. This problem is most likely to occur if you are creating a pie chart.

Nearly every part of your chart can be modified. By double-clicking on a specific part of the chart, you bring up that part's Format menu.

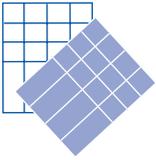
For example, to edit the box that contains your chart's legends, do the following:

1. Click and then double-click on the legend box. The Format Legend menu appears.
2. You can make changes as specified in three tabs. In Patterns, you can change the style and color of the box's border and fill area. In Font, you can change the font of the text. In Placement, you can move the box to different parts of the chart. (You can also move the box like any other object by clicking on it once and dragging it across the screen.)
3. Click OK.

Following similar procedures, you can make changes to the background area of the chart, to the x- and y-axes and their tick marks and labels, and to other elements, such as the lines of a line chart, the bars of a bar chart, or the pieces of a pie chart. You can change the style of individual elements or of groups of elements—for example, just one bar or all the bars of a bar chart.

The options for charts can be quite complex. In a bar chart, for example, you can change the width of the bars or the spacing between them or even make them overlap. You can give your chart a very different appearance by changing the range and values of the y-axis. You may find the Help feature useful. On the Help menu, click on Microsoft Graph Help and follow the prompts.

When you finish designing your chart, just click on the slide outside the chart to return to PowerPoint. The chart you created is inserted in the current slide of your presentation just as any other object would be. You can move it, resize it, recolor it, or add a border or shadow. If you want to go back and make changes inside the chart, select the chart by double-clicking it.



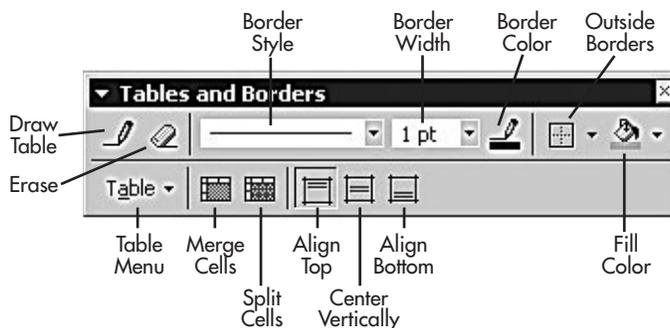
WORKING WITH TABLES

To create and insert a table, either:

- Choose Slide Layout from the Format menu and apply the Slide Layout that shows a table under the title. This is the layout at the right end of the top row; or
- Click on the Insert Microsoft Word Table button on the Standard toolbar.

In either case, a box appears with a fuzzy outline and prompts you to double-click to add a table.

1. Specify the number of columns and rows that your table will have. In your count, don't forget to include the left-hand column with headings for your rows and the top row with headings for your columns. (And remember the 6 x 6 rule!)
2. A blank table layout will appear with the number of columns and rows that you specified. Type your data into the correct boxes.
3. Go to Toolbars on the View menu and click on Tables and Borders to display the Tables and Borders toolbar.



4. Use the Table menu in the Tables and Borders toolbar to insert or delete columns and rows.
5. To change the width of columns or the height of rows, position the pointer on the column or row border until the pointer changes to a double line and arrow, then drag the border left, right, up, or down to the position you want.
6. Use the buttons in the Tables and Borders toolbar to merge or split cells, change the vertical alignment of text within cells, display or hide borders around the table or between cells, and modify the table's fill and border attributes.
7. Use the commands on the Formatting toolbar to change the font and size of the text and numbers in the cells; add bold, italics, or underlining; realign the numbers (left, center, or right); or increase or decrease indents within cells.
8. When you finish designing your table, click outside it. You can now move your table, resize it, recolor it, or add a border, shadow, or 3-D effect. If you want to go back and make changes to the table itself, just double-click inside it.

WORKING WITH CLIP ART AND GRAPHICS FILES

You can import clip art, drawings, photographs, video clips—almost any computer image—into PowerPoint. This feature allows you to take advantage of the libraries of artwork already available; you don't have to create new artwork yourself.



INSERTING POWERPOINT CLIP ART

If you've installed the PowerPoint Clip Art Gallery, you'll find it easy to dress up your presentations with a collection of images. You have access to more than 1,000 pieces of clip art—everything from maps to people, buildings to scenic backgrounds. You can also add your own images to the Clip Art Gallery so they're readily accessible when you're working in PowerPoint.

To add one of PowerPoint's clip art images:

1. Open the Clip Art Gallery:
 - Click the Insert Clip Art button on the Drawing toolbar;
 - Double-click on a clip art placeholder in an AutoLayout; or
 - Choose Picture from the Insert menu and then choose Clip Art.
2. Click once on the image you want.
3. Click on the Insert Clip button at the top of the small menu that appears to the right of the image. The image will appear on your slide.
4. Close the Clip Art Gallery by clicking on the "X" at the top right of the screen.

The image will appear on the slide. You can now move it, resize it, or add a border or fill. Be careful to resize it from the corners rather than from the sides, however, so that you do not distort the image by making it too tall and thin or too short and fat.

INSERTING GRAPHICS FILES

PowerPoint can import images from other applications. Once in PowerPoint, the images can be moved and resized, and some can be recolored. You can also ungroup some images into their components and change specific parts. When you ungroup an image, you change it into a PowerPoint object that, when regrouped, becomes a PowerPoint group (not the original type of graphic file).

PowerPoint recognizes a number of different graphics formats, such as .TIF, .GIF, .JPG, .PCX, .BMP, .CGM, and .WMF. You need to make sure that you save your images in an appropriate format before trying to insert them into a PowerPoint presentation. To insert an image into a presentation:

1. Open your PowerPoint presentation and go to the slide where you want to add an image.
2. From the Insert menu, choose Picture and then From File. The Insert Picture dialog box appears.
3. Go to the directory where you've stored your graphic file. Select the file and choose OK.

The image will appear on the slide. You can now move it, resize it, or add a border or fill. Be careful to resize it from the corners rather than from the sides, however, so that you do not distort the image by making it too tall and thin or too short and fat.

MODIFYING CLIP ART AND OTHER IMAGES

To recolor clip art, go to the View button on the Menu bar, go to Toolbars, and display the Picture toolbar. The Recolor Picture button is the fourth from the right. Select an Original Color, go to New Color, and select one.

PowerPoint also allows you to ungroup clip art and some imported images and edit the component parts. To ungroup an image so that you can modify parts of it:

1. Select the clip art or image on your slide.
2. Choose Ungroup from the Draw menu.

3. A pop-up box will ask you if you want to convert the image to a Microsoft Office drawing object. Choose Yes.

Now you can work with the individual components that make up the image. When you're finished, you should regroup the components so you can move and resize the image as a whole. You do this by selecting all the components you wish to regroup and then choosing Regroup from the Draw menu. You can also regroup some, but not all, of the components of an image to edit them as a group—for example, to change the color of a person's face and hands.

To regroup an image made up of a large number of components, it is often easiest to choose Select All from the Edit menu rather than trying to select each tiny component individually. Then deselect any items in your slide that are not part of the image. You do this by holding down the Shift key and clicking on each item you wish to deselect. You can also select all the items in a particular area of a slide by clicking and dragging over that area.

▼ NOTE

Note: *Changing some or all of the component parts of an image is difficult and tedious work. It is not recommended unless the image is extremely simple. To ungroup and modify an imported image, the graphic must be a vector file produced by a drawing program. PowerPoint cannot ungroup a bitmapped file such as those produced by a digital camera or a scanner.*

WORKING WITH ORGANIZATION CHARTS

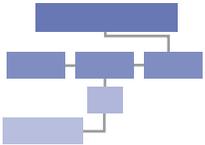
To create an organization chart in PowerPoint, do one of the following:

- From the Format menu, choose Slide Layout and then click on the layout that has a placeholder for an organization chart. The organization chart layout is third from the left in the second row. Double-click on the organization chart placeholder; or
- From the Insert menu, Choose Picture and then click on Organization Chart.

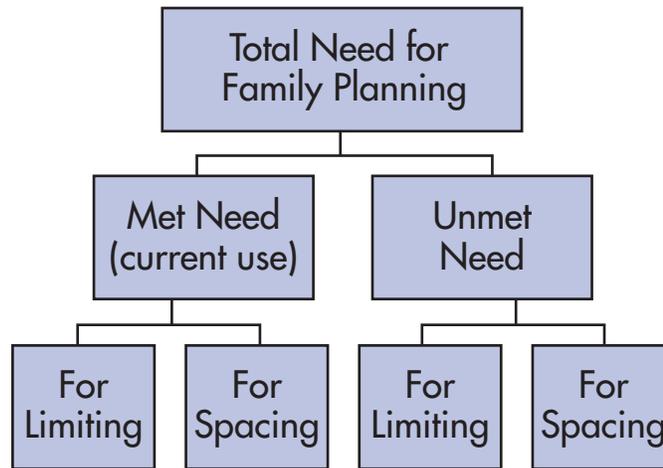
Double-click on the Organization Chart placeholder. The Organization Chart window appears, displays a sample chart, and gives you access to its functions. You can create an organization chart by typing text over the placeholders in the sample chart and adding, deleting, and rearranging boxes at various levels (co-worker, subordinate, assistant, or manager) using the Organization Chart toolbar. To add a box, first specify the level of the addition from the toolbar just above the screen, then click on the box where you want to attach the new box.

Type whatever text you want in each box over the placeholders. To wrap text onto two or more lines, type the words you want on the top line over the placeholder for Name, the words for the second line over the placeholder for Title, and so on. You can change text font, color, and alignment by selecting a box (or several boxes by holding down the Shift key and clicking on them) and choosing new attributes from the Text menu. You can also change how a box or group of boxes is linked to others by choosing a different style from the Styles menu.

You can alter the appearance of an organization chart by adding fills, borders, or shadows to the boxes or by changing the styles or colors of the lines between the boxes.



Sample Organization Chart



CREATING AND USING SPEAKER NOTES

Each slide in a presentation has an associated page for speaker notes. The notes page includes a small image of the slide at the top and lots of room for you to type in notes below. You can print some or all of your notes pages to use yourself as you make the presentation, or you might want to distribute notes pages to your audience as handouts. You can also distribute notes pages with the slides at the top and the notes area blank so your audience can make their own notes.

To add notes to your presentation:

1. Choose Notes Page in the View menu on the Standard toolbar (there is no View button for notes pages in the lower left-hand corner of the screen).
2. Go to the page where you want a note to appear, click in the Notes Area where it says “Click to add text,” and type your note.

To see your notes pages better, you can enlarge the view on your screen. Click on Zoom from the View menu and choose the size you want your notes to appear in on the screen, or choose a different size using the Zoom button near the right end of the Standard toolbar.

To add a text header, the date and time, a text footer, or the page number so that these items appear on every notes page:

1. Click on Header and Footer from the View menu.
2. Click on or key in each item that you wish to have displayed on your notes pages.

The notes pages have a Notes Master where you can specify the font, size, bullet style, and other attributes of your notes. To view the Notes Master, hold down the Shift key while you click on Notes Pages on the View menu, or choose Master from the View menu and then choose Notes Master.

You can resize or reposition the slide image at the top of all your notes pages by changing the image on the Notes Master. For example, if your notes tend to be long, you might want to make the slide image smaller to make more space for them. You can also add an image (such as a logo) that you want to appear on all the pages of your notes and can resize the image or move it to the position where you want it to appear.

Notes Master displays four boxes at the four corners of the page: the Header Area, the Date Area, the Footer Area, and the Number Area. You can use these boxes to change the size, font, or color of the text or numbers you have inserted in any of these header or footer categories, and you can move the boxes to place these items in different positions on your notes pages.



PUTTING IT ALL TOGETHER

REARRANGING YOUR PRESENTATION

Slide Sorter View provides a useful option for seeing your presentation as a whole. This view shows your presentation as miniature slides on one screen. You can easily add, delete, or rearrange your slides. If you are preparing an electronic slide show, you can also use Slide Sorter View to hide slides or add transitions between slides.

To go to Slide Sorter View, choose Slide Sorter from the View menu or press the Slide Sorter View button at the lower left-hand corner of the screen.

To move a slide:

1. Click and drag the selected slide from its present location to its new location.
2. When you reach the new location between two slides where you want the slide to go, release the mouse button.

To delete a slide:

1. Select the slide(s).
2. Press the Delete key or choose Delete Slide from the Edit menu.

To copy a slide:

1. Select the slide(s).
2. Press the Ctrl and “C” keys at the same time or choose Copy from the Edit menu.
3. Select the position where you want the slide(s) to be copied.
4. Press the Ctrl and “V” keys at the same time or choose Paste from the Edit menu.

Note: Slides can be copied to another presentation simply by opening both presentations at the same time, copying from one presentation, and pasting in the other. You can do this most easily by choosing Arrange All from the Window menu so you see both presentations on the screen at the same time.

HIDING SLIDES

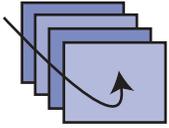
In Slide Sorter View, you can hide slides that you decide not to use in your current presentation but wish to keep for future use.

1. Select the slide you wish to hide.
2. Click on the Hide Slide button in the middle of the Formatting toolbar (**Hint:** It looks like a tiny slide with a line through it) or choose Hide Slide from the Slide Show menu on the Menu bar.

▼ NOTE

▲ HINT

The number under the slide will appear with a line through it. If you decide you want to use the slide later, just select the slide and click on the Hide Slide button once more. The line through the slide number will disappear, and the slide will be displayed in your slide show.



ADDING TRANSITIONS

Transitions are the special effects that you see (or hear) when you go from one slide to the next in an electronic slide show. PowerPoint provides lots of choices. To add transitions to your slides:

1. Choose Slide Sorter View from the View menu and choose a slide.
2. Choose Slide Transition from the Slide Show menu on the Menu bar.
3. Choose the transition you want from the Slide Transition dialogue box. The transition you select will be applied to the picture in the preview box. Click the picture to watch the transition again.
4. Choose a speed for the transition by selecting the Slow, Medium, or Fast option button. The picture in the preview box will show what the transition looks like at the speed you selected.
5. You can choose a sound if you want your computer to produce a sound effect when you move from one slide to the next. PowerPoint doesn't provide you with a preview of the sound: You will have to run through your slide show to hear what it sounds like. (*Note: Sound effects are not advised for presentations in a professional research or policy environment.*)
6. You can also choose whether you want the presentation to advance to the next slide only after you click the mouse or automatically after a given number of seconds.
7. Choose Apply if you want the transition applied only to the slide you have selected or Apply to All if you want the transition applied to all the slides in your presentation.

▼ NOTE

A transition icon is displayed below a slide or slides in Slide Sorter View to show where you have applied a transition.

If you just want to apply a transition to one slide without adjusting the timing or adding sound, you can add transitions quickly:

1. Choose a slide in Slide Sorter View.
2. Click on the down arrow at the right of the Transitions box (the left of the two wide white boxes) on the Slide Sorter toolbar.
3. Choose a transition.

You can preview the transitions you have set by clicking the transition icon under each slide.

ADDING ANIMATION

With animation, individual elements on a slide can be set to appear one at a time. For example, each point in a bulleted list can appear separately when you talk about that item in your presentation and can then be added to the rest of the list. Similarly, the pieces of a pie chart or bars of a bar chart can appear and be added to the chart all at once or one at a time. To add animation to a slide:

1. In Slide View, go to the slide that you wish to animate.
2. Go to the Slide Show menu and select Custom Animation.
3. All the objects in the slide (such as title, bulleted list, chart) will be listed in the box on the upper left-hand side of the screen. Check the selection box to the left of each object that you wish to animate.



4. In the Animation Order tab just below, you can rearrange the elements in the order in which you want them to appear.
5. Choose the specific element that you wish to animate from the list above and go to the Effects tab.
6. Choose the animation that you want for that element (for example, Flying and From Left).
7. Add a sound effect if you wish (but sound is not recommended for professional settings).
8. Select how you want previous elements to be displayed after a specific element is added. For example, as individual lines on a bulleted list fly in from the left, all previous lines on the list can be dimmed.
9. Click on Preview to see how the animation will look.
10. Click on OK when you achieve the effect you want.

To animate a chart, follow steps 1 through 5 above, except after choosing the chart, go to the Chart Effects menu. Then:

6. Choose how you want to introduce chart elements. For example, do you want all the bars in a series to appear at one time, or do you want each bar to appear separately?
7. Choose whether you want to animate the grid and legend (we recommend against animating these elements).
8. Choose an animation effect (for example, Dissolve).
9. Add a sound effect if you wish (but sound is not recommended for professional settings).
10. Select how you want previous elements to be displayed after a specific element is animated.
11. Click on Preview to see how the animation will look.
12. Click on OK when you achieve the effect you want.

If you just want to add animation to a bulleted list (without dimming previous bullets):

1. In Slide View, go to the slide that you wish to animate and select the bulleted list (a fuzzy box will appear around the list).
2. Go to the Slide Show menu and select Preset Animation.
3. Choose how you want the lines in your list to appear (for example, Dissolve). A word of warning, however: Several of these preset animations come with built-in sounds.

In Slide Sorter View, an animation icon is displayed below each slide that contains an animation effect. You can click on the icon to preview how the animation will look (and sound).

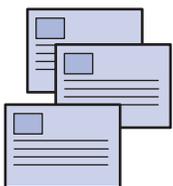
▼ NOTE

Note: Too many animation effects can be extremely annoying. Be careful not to overuse them!

RUNNING A SLIDE SHOW

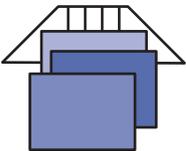
You can display your presentation on your computer as a slide show. When you do, the slides take up the full screen. All the tools, menus, and other screen elements are hidden. You can also display your presentation on a large screen, using a projector that links up with a computer.

1. In Slide View or Slide Sorter View, select the slide where you want your presentation to begin. This will usually be the first slide.



2. Choose Slide Show from the View menu or press the Slide Show button at the lower left-hand corner of the screen.
3. To advance through your presentation one slide or animation effect at a time, click on the left mouse button or press Page Down or the Right or Down arrows on the keyboard.
4. To return to the slide or animation effect you just presented, press Backspace, Page Up, or the Left or Up arrows on the keyboard.
5. To make the screen go blank during your slide show (for example, during a question-and-answer period), press the period key (for a black screen) or the comma key (for a white screen). Press the same key again to resume your slide show.
6. To skip to a specific slide out of sequence or end the slide show before you have shown all your slides, click on the right mouse button and choose an option from the menu that pops up.

To see other options for running a slide show, choose Set Up Show from the Slide Show menu.



PRINTING YOUR PRESENTATION

In PowerPoint, you can print four different versions of your presentation: Slides, Handouts, Notes Pages, and Outline View. You can print your slides on paper or on overhead transparencies and in color or in black and white. You can also create 35 mm slides.

The procedure for printing in PowerPoint is similar to the procedure for printing in other Windows applications. No matter what you're printing, the process is basically the same:

1. From the File menu, choose Print. The Print dialog box appears.
2. Make sure the correct printer is selected.
3. Under Print What, select what you want to print. Your choices are:
 - **Slides:** Prints all the elements of each slide on one page of paper or overhead transparency, in color or black and white.
 - **Handouts:** Prints two, three, four, six, or nine slides per page according to your selection at the right of the Print What box. The three-slides-per-page option provides lines on the right half of each page for your audience to make notes.
 - **Notes Pages:** Prints your speaker notes.
 - **Outline View:** Prints your outline as it appears on screen in Outline View.
4. Under Print Range, select exactly which slides or notes pages you want to print: all your slides/pages, just the current slide/page on your screen, or a specified selection (separated by commas) or range (separated by a hyphen) of slides/pages. If you type only the beginning number of a range, followed by a hyphen, PowerPoint will print all the slides/pages from that number on to the end of the presentation.
5. Under copies, select the number of copies you want to print.
6. Select any additional print options from the boxes at the bottom of the print dialog box:
 - **Black and White:** Turns all fills to white (or black and white, if patterned). Unbordered objects that have no text will appear with a thin black frame.
 - **Pure Black and White:** Turns all color fills to white, all text and lines to black, adds outlines or borders to all filled objects, and renders graphic images in grayscale. This option is useful when you want to print draft copies on a color printer or when you want to print very readable speaker's notes and handouts in black and white.

- **Scale to Fit Paper:** Scales slides automatically to fit the paper loaded in your printer.
 - **Frame Slides:** Prints a frame around each slide.
7. Select any additional options:
- **Print to File:** Copies your presentation to a PostScript file so it can be uploaded to an Internet site, taken on a diskette to another computer for printing (if the other computer is hooked up to a particularly good printer, for example, but doesn't have PowerPoint or the same version of PowerPoint), taken to a service bureau to create 35 mm slides or other materials, or converted to a pdf file using Adobe Acrobat (also recommended for uploading into the Internet). If you select Print to File, PowerPoint asks you to name the PostScript version of your presentation and specify where you want it to be filed.
 - **Collate:** Collates the pages when you print multiple copies of a presentation.