

**PowerPoint 2000 Creating Presentations**  
**R. Drake Warrick**  
**November 2002**

Contract GS-10F-0112J  
Task Order No. 690-M-00-02-00001-00  
EMIS and Related Activities  
American Institutes for Research  
USAID/Zambia  
SO2: Improved quality of basic education for more school-aged children  
IR 2.3: Improved information for education decision making processes

This document was created using Adobe Acrobat 6.0 Professional

Submitted by:  
American Institutes for Research  
1000 Thomas Jefferson St. NW  
Washington, DC 20007  
Phone: 202.403.5000/Fax: 202.403.5979  
[www.air.org](http://www.air.org)

Version

1

# CREATING PRESENTATIONS

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# PowerPoint 2000



Ministry of Education Headquarters  
Lusaka, Zambia

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# Introduction

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This in-house course has been developed to increase your knowledge of popular applications software and to provide you with the skills to accomplish your day-to-day work activities more efficiently. The design of the course is based on the assumption that you have completed the course prerequisites.

This manual has been compiled to support and to enhance the instructor's lecture during class as well as to serve as your personal reference when you return to your office.

## Manual Conventions

Throughout this manual reference is made to various components of the software. Command buttons, menus, and menu options appear in boldface type, for example, **OK** and **File**. Keystrokes appear in boldface italic type, for example, ***Ctrl + V*** and ***Enter***. When possible, the words *select* and *choose* have been used in this manual to allow you the option of using either the mouse or keyboard.

For your assistance, ample space along the left margin has been provided to allow room for notes relevant to the topic discussed. We also include notes of importance () , mouse-based shortcuts () , keyboard shortcuts () , cautionary notes () , and work notes () .





# Course Objectives

*After this course, you will have the skills necessary to:*

- ✓ *Create a basic presentation using PowerPoint 2000.*
- ✓ *Use Design Templates to give a professional look to a presentation.*
- ✓ *Use AutoLayouts to automatically format presentation slides.*
- ✓ *Use placeholders to manipulate text and objects.*
- ✓ *Format text and graphics, including color, size, and rotation.*
- ✓ *Insert charts, tables, and clip art to enhance a presentation.*
- ✓ *Copy, move, and delete slides.*
- ✓ *Incorporate existing Excel spreadsheets into a presentation.*
- ✓ *Incorporate existing Word tables into a presentation.*
- ✓ *Create a slide show presentation with transitions and custom animation.*



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# Understanding PowerPoint Basics

*In this lesson, you will learn the skills necessary to:*

- ✓ *Understand the components of the PowerPoint interface.*
- ✓ *Understand toolbar functions.*
- ✓ *Understand shortcut menus.*
- ✓ *Understand status bar functions.*

# Starting PowerPoint

PowerPoint 2000 is an application designed to create presentation slides. As part of the Microsoft Office suite, PowerPoint is compatible with other Microsoft applications, such as Word and Excel, and has many similar features. PowerPoint can be accessed from the **Programs** group via the **Start** menu or from the **Desktop** application icon.

## How to Start PowerPoint from the Start Menu

- Step 1. From the **Task Bar**, choose the **Start** button.
- Step 2. From the **Start** menu, choose **Programs**.
- Step 3. From the **Programs** submenu, choose **Microsoft PowerPoint**.

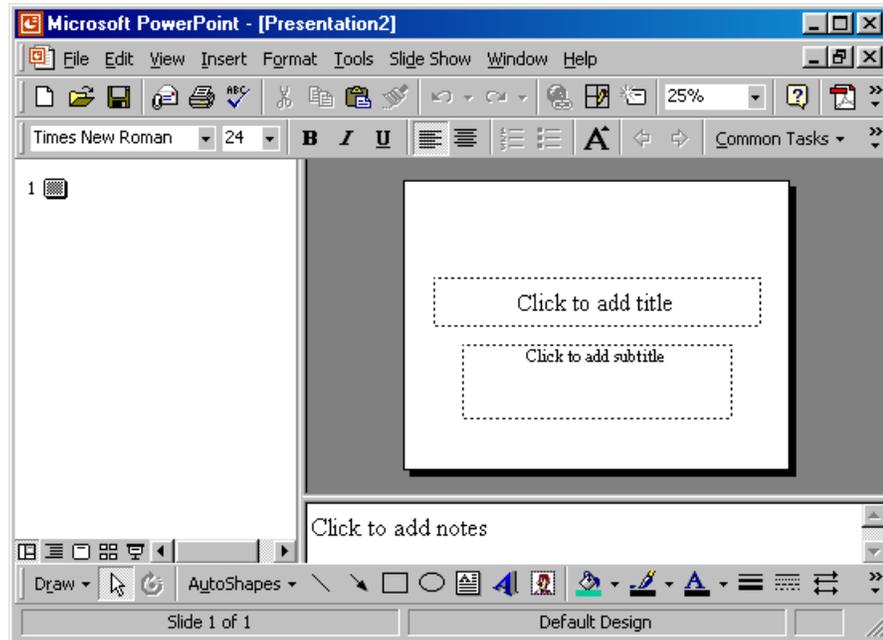
## How to Start PowerPoint from the Desktop

- Step 1. From the **Desktop**, double-click on the **PowerPoint** icon.



# Components of the PowerPoint Interface

The PowerPoint interface is similar to those of other Windows applications, such as Word, Excel, and Outlook, and contains menu bars, toolbars, shortcut menus, and status bars. The screen below shows the main components of the PowerPoint interface.



The  buttons on the right of a toolbar signify that additional options are available but cannot be displayed on screen. To view a drop-down list of the hidden options, choose the  button.

# Identifying Components of the Standard Toolbar

The **Standard** toolbar provides shortcuts to basic file management and editing tools in PowerPoint.



Button	Description
<b>New</b>	Opens a new blank presentation.
<b>Open</b>	Accesses the Open or Recently Edited Documents dialog box, allowing you to select an existing presentation.
<b>Save</b>	Saves the presentation.
<b>Send to Mail Recipient</b>	Attaches the open presentation to an Outlook mail message.
<b>Print</b>	Sends the active file to the default printer.
<b>Spelling</b>	Activates the spell check.
<b>Cut</b>	Removes the selected object (text, table, image, etc.).
<b>Copy</b>	Duplicates the selected object (text, table, image, etc.).
<b>Paste</b>	Places the cut or copied object at the cursor location.
<b>Format Painter</b>	Copies the formatting from the selected object so it can be applied to other objects.
<b>Undo</b>	Undoes the last action.
<b>Redo</b>	Redoes the last undo action.
<b>Insert Hyperlink</b>	Inserts a new hyperlink, or edits an existing hyperlink.
<b>Tables and Borders</b>	Activates the <i>Tables and Borders</i> toolbar.
<b>Insert Table</b>	Inserts a table into the presentation at the cursor location.
<b>Insert Chart</b>	Inserts a chart into the presentation at the insertion point and prompts you to enter the chart data into the datasheet.
<b>New Slide</b>	Inserts a new slide using an AutoLayout.

Button	Description
<b>Expand All</b>	Displays the titles and all the body text for each slide in the left pane when using the Normal view.
<b>Show Formatting</b>	Shows or hides character formatting.
<b>Grayscale Preview</b>	Shows the active presentation in black and white.
<b>Zoom</b>	Changes the zoom percentage of the presentation.
<b>Microsoft Word Help</b>	Activates a help screen that allows you to search for information based on topics or keywords.
<b>Create Adobe PDF</b>	Activates the Adobe Acrobat application to convert a presentation into a PDF file.



If you rest your mouse pointer over any button on a toolbar without clicking, a balloon tip similar to the following will appear:



The  buttons on the right of a toolbar signify that additional options are available but cannot be displayed on screen. To view a drop-down list of the hidden options, choose the  button.

# Identifying Components of the Formatting Toolbar

The **Formatting** toolbar provides a fast way to format text. To apply formatting changes, select the desired text and then choose the appropriate option from the toolbar. The same process is used to remove formatting from selected text.



Button	Description
Font	Applies the chosen font to the currently selected block of text.
Font Size	Applies the chosen font size to the currently selected block of text.
Bold	Adds the <b>bold</b> characteristic to the currently selected block of text.
Italics	Adds the <i>italic</i> characteristic to the currently selected block of text.
Underline	Adds the <u>underline</u> characteristic to the currently selected block of text.
Text Shadow	Adds or removes a shadow from the selected text.
Align Left	Positions the currently selected block of text or paragraph(s) against the left margin.
Center	Positions the currently selected block of text or paragraph(s) between the left and right margins.
Align Right	Positions the currently selected block of text or paragraph(s) against the right margin.
Numbering	Adds numbers to or removes numbers from the selected paragraphs.
Bullets	Adds bullets to or removes bullets from the selected paragraphs.
Increase Font Size	Increases the font size of the selected text to the next larger size in the Font Size box.
Decrease Font Size	Decreases the font size of the selected text to the next smaller size in the Font Size box.
Promote	Moves the selected paragraph to the next higher heading level.

Button	Description
<b>Demote</b>	Moves the selected paragraph to the next lower heading level.
<b>Animation Effects</b>	Adds or changes animation effects on the current slide.
<b>Common Tasks</b>	Includes often used tasks such as New Slide, Slide Layout, and Apply Design Template.

## How to Display a Toolbar

- Step 1. From the **View** menu, choose **Toolbars**.
- Step 2. From the **Toolbars** submenu, choose the toolbar to be displayed.

## How to Hide a Toolbar

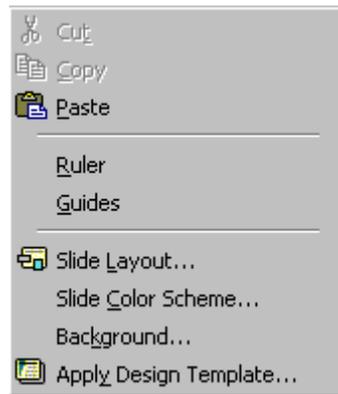
- Step 1. From the **View** menu, choose **Toolbars**.
- Step 2. From the **Toolbars** submenu, choose the toolbar to be hidden.



Toolbar selections are toggles and if they are displayed on screen, a check mark will appear by their names in the **Toolbars** submenu; selecting the name again will hide the toolbar.

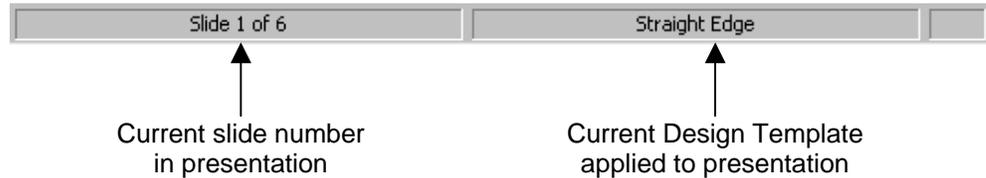
# Shortcut Menu

PowerPoint, like other Windows-based applications, has a **shortcut menu** feature. Clicking the **right mouse button** on different objects and locations in PowerPoint will display a menu that lists commonly used options available for the object on which you right-clicked. For example, if you right-click on an edge of a slide, the shortcut menu will display shortcuts that will affect the slide as a whole, including slide background, color schemes, and guides (as shown below). If you right-click on a graphic or toolbar, different shortcut options will be displayed.



# Status Bar

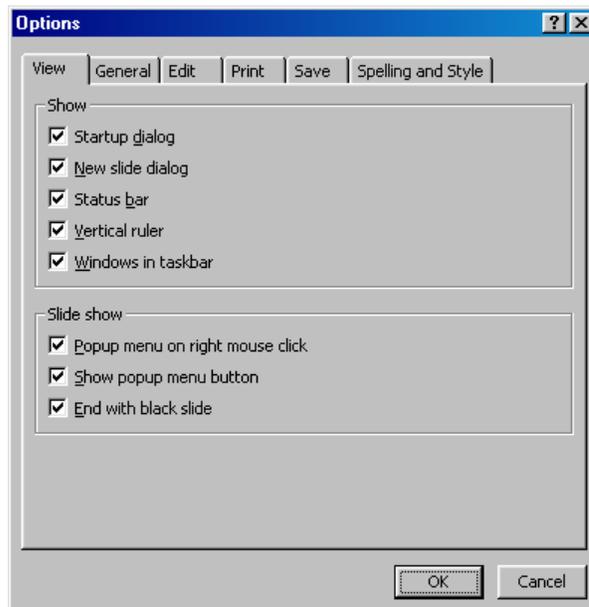
The **Status Bar** is located at the bottom of the screen and displays information about what page or view you are in and what Design Template is applied. The Status Bar can also be used to quickly activate the Design Template dialog box by double-clicking on the template description area of the bar.



## How to Turn On the Status Bar

- Step 1. From the **Tools** menu, choose **Options**.
- Step 2. From the **Options** dialog box, choose the **View** tab.

The following dialog box will appear:



- Step 3. Select **Status Bar** so that a check appears.
- Step 4. Choose **OK**.



# Opening and Saving a Presentation

*In this lesson, you will learn the skills necessary to:*

- ✓ *Open a presentation.*
- ✓ *Move through a presentation.*
- ✓ *Save a presentation.*
- ✓ *Close a presentation.*

# Opening a Presentation from a Local or Network Drive

Once you have saved presentations to a local or network drive, you can easily open them for modification or printing. When you open a presentation, PowerPoint places it in a slide window.

## How to Open a Presentation from a Local or Network Drive

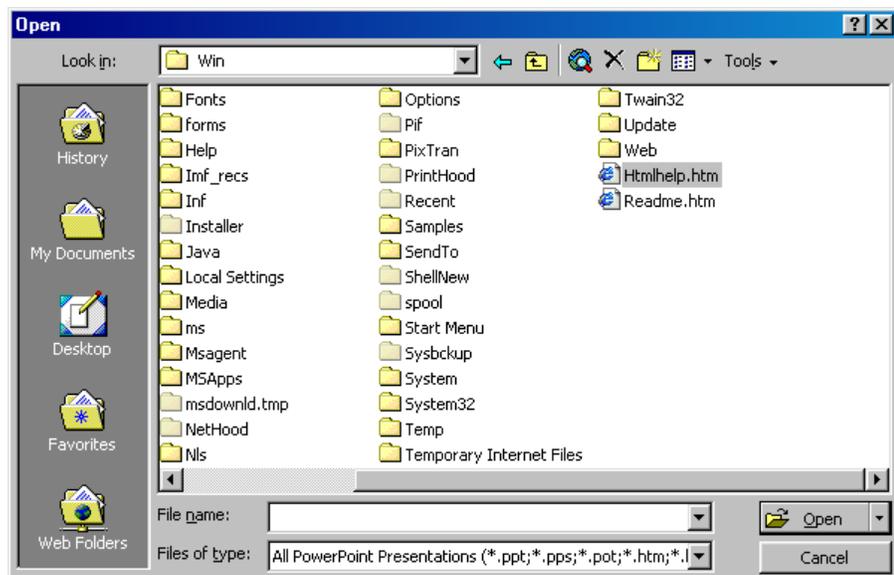
Step 1. From the **Standard Toolbar**, choose **Open**

or

From the initial **PowerPoint** screen, choose to **Open an existing presentation**.

Step 2. From the **Recently Edited Documents** dialog box, choose **NativeApplication**.

A dialog box similar to the following will appear:



Step 3. Navigate to the appropriate drive and directory, if necessary.

Step 4. Select the file and then choose **Open**.

# Saving a Presentation to a Network or Local Drive

When you save a presentation to a network or local drive, you must give it a file name and location. PowerPoint provides two options for saving documents:

- **Save** allows you to save changes under the existing file name or to save an unnamed document with the name you give it.
- **Save As** allows you to save the changed document under a new name or in a different folder while keeping the previous, unchanged copy under the existing file name.



It is recommended that you save your presentation periodically while you are working to lower the possibility of your work being lost if your computer freezes or you need to reboot.

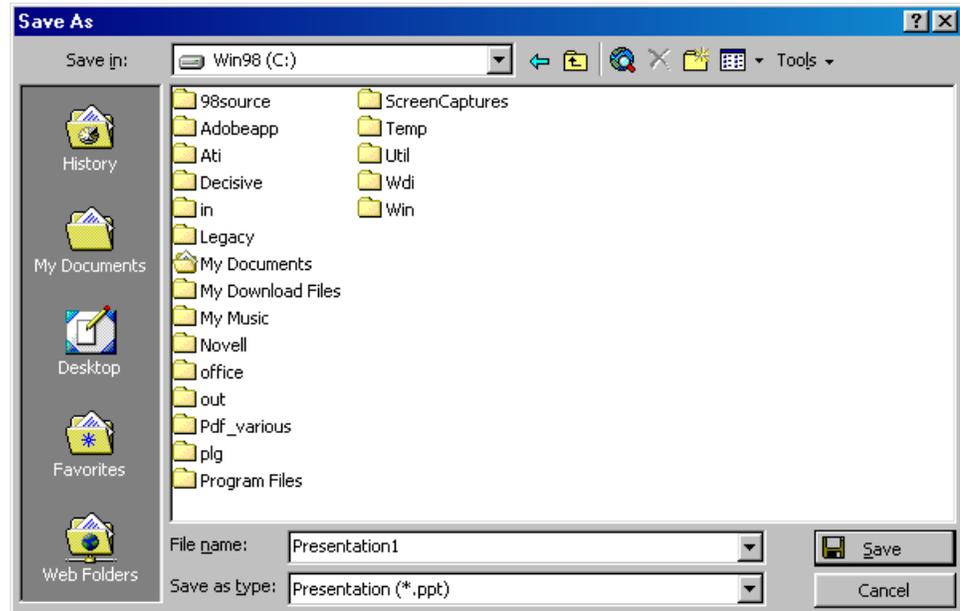
## How to Save a Presentation to a Network or Local Drive

- Step 1. Create the presentation.
- Step 2. From the **Standard toolbar**, choose the **Save As** button  
or  
From the **File** menu, select **Save As**.
- Step 3. From the **Document Profile** dialog box, choose **Cancel**.
- Step 4. When prompted with “**Do you want MS PowerPoint to save this document?**”, choose **Yes**.

STEPS CONTINUE ON NEXT  
PAGE



A dialog box similar to the following will appear:



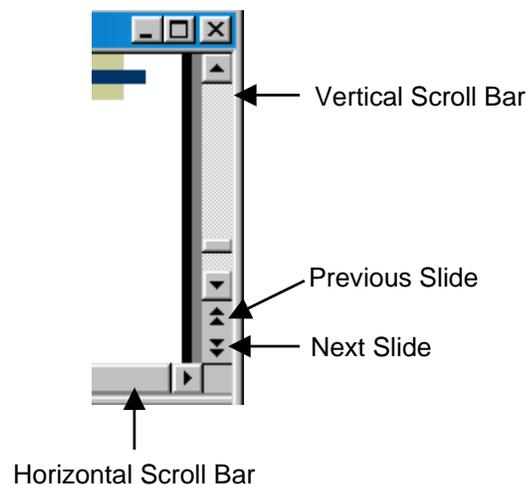
- Step 5. Select the appropriate location where you want to save the document.
- Step 6. In the **File name** text box, enter the desired file name.
- Step 7. Choose **Save**.



You can also press **Ctrl + S** to save the presentation. If the presentation has never been saved, you will be asked to give the presentation a file name; however, if the presentation was previously saved, it will overwrite the original presentation.

# Using Scroll Bars to Move Through a Presentation

Scroll bars will appear at various points on your screen. The location of each scroll bar will depend on the screen view that PowerPoint is currently using. Generally speaking, the vertical scroll bar to the far right of the PowerPoint window will move from one slide to the next in the presentation. The horizontal scroll bar at the very bottom of the PowerPoint window, if present, will move the slide in view on your screen from left to right. In addition to the scroll bars, on the far right of the screen are **Next Slide** and **Previous Slide** buttons, much like the ones used in Word. These buttons will advance one slide at a time.



## How to Move Through a Presentation

Step 1. Choose the **Next Slide** or **Previous Slide** buttons

or

Select the scroll arrows

or

Press and drag the elevator button along the scroll bar.



To allow for easy movement within a presentation file, scroll bars appear in all views except Slide Show View.

# Closing a Presentation

When you are finished creating or modifying a presentation and no longer need to access it during the current session, close the file to allow the computer and software to operate more efficiently.

## How to Close a Presentation

Step 1. If necessary, activate the file you wish to close.

Step 2. From the **File** menu, choose **Close**

or

Choose the lower **Close** button located in the top right corner of the PowerPoint window.

Step 3. If the file has not been modified since the time it was saved, the file will close. However, if changes have not been saved, do one of the following:

Select **Yes** to save any changes

or

Select **No** to close the window without saving any changes

or

Select **Cancel** to cancel the procedure.

# Creating a Simple Presentation

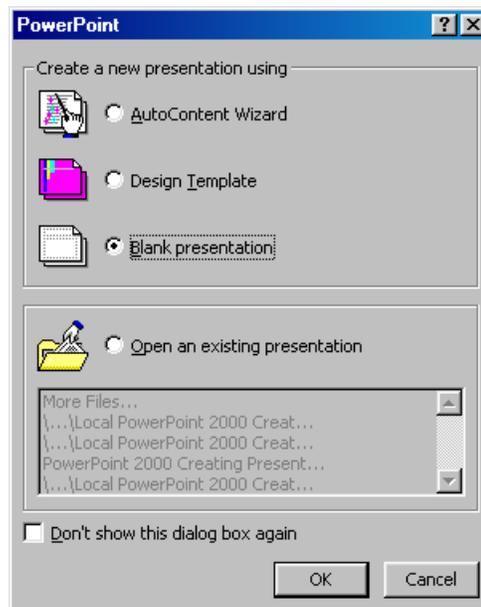
*In this lesson, you will learn the skills necessary to:*

- ✓ *Create a simple presentation.*
- ✓ *Understand the AutoContent wizard.*
- ✓ *Understand Design Templates.*
- ✓ *Choose an AutoLayout.*
- ✓ *Work with placeholders.*
- ✓ *Modify font characteristics.*
- ✓ *Select an object.*
- ✓ *Move, resize, and delete an object.*
- ✓ *Add a Design Template.*
- ✓ *Change AutoLayout.*

# Creating a New Presentation

A new PowerPoint presentation can be created through a variety of templates. When creating a presentation, three options are available:

- **AutoContent Wizard** contains a set of templates that determines color schemes as well as predefined content for a presentation;
- **Design Template** strictly defines the color schemes and design for a presentation; and
- **Blank Presentation** defines neither color schemes nor content, but provides a blank slide to begin.



## How to Start a New Presentation Using the AutoContent Wizard

- Step 1. Start **PowerPoint**.
- Step 2. Select **AutoContent Wizard**.
- Step 3. Choose a template that best meets your needs, then select **OK**.



The **AutoContent Wizard** will walk you through the steps to create an autocontent presentation.



Any templates or designs chosen can be changed to another style at any point during the creation process.

## How to Create a Presentation using Design Template

- Step 1. Start **PowerPoint**.
- Step 2. Select **Design Template**.
- Step 3. Choose a template that best meets your needs.
- Step 4. Select **OK**.



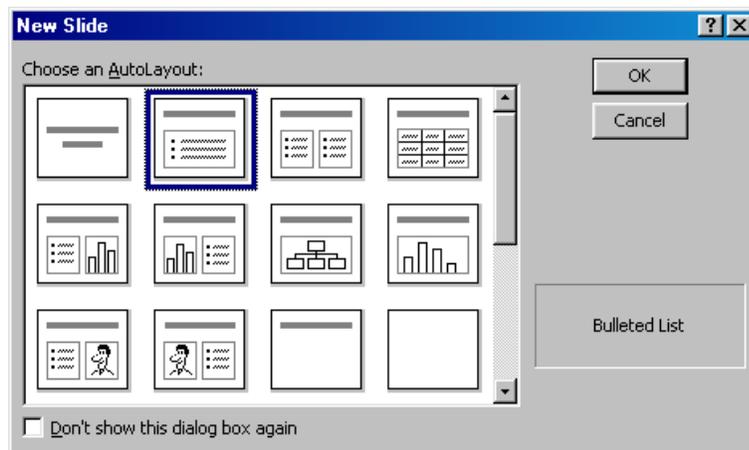
The Design Template selected upon creation of the presentation can be changed at any time.

## How to Create a Presentation using Blank Presentation

- Step 1. Start **PowerPoint**.
- Step 2. Select **Blank presentation**.

## Using AutoLayout

Once you've selected one of the options to create a new presentation, you will be prompted with the **New Slide** dialog box to choose a layout for the slide. Using **AutoLayouts** gives a presentation a consistent and professional look. The **New Slide** dialog box has 24 layout options. Each layout contains a style for the placement of slide information such as title, chart, bulleted list, etc. Choose a slide layout type that best represents the information you intend to place on a particular slide. Slide layouts containing only a title, or a complete blank layout are also available when none of the predefined AutoLayout options will work for you. After a layout is selected, if the information on the slide warrants the use of a different style, the AutoLayout can be easily changed to reflect the new layout. For each new slide added, you will be asked to choose a layout type. The **New Slide** dialog box is shown below.



### How to Choose an AutoLayout

- Step 1. From the **New Slide** dialog box, select a layout.
- Step 2. Choose **OK**.



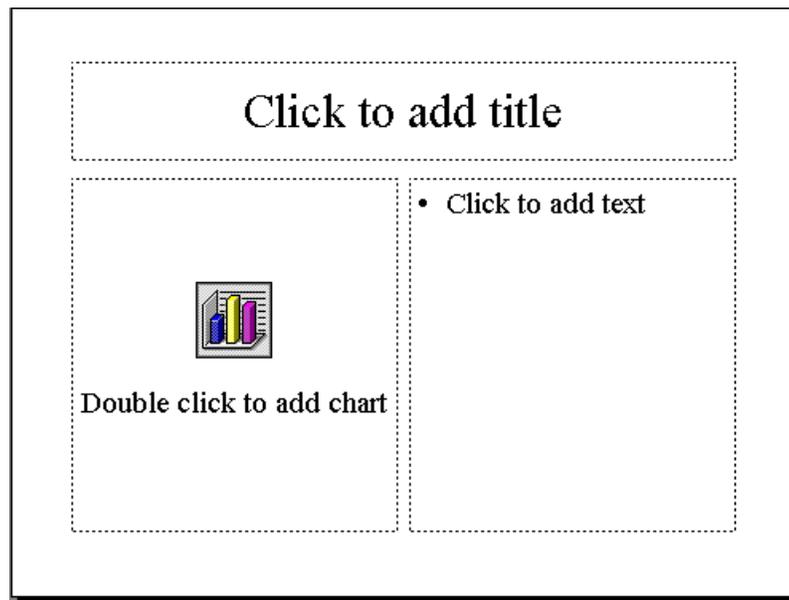
**Ctrl + M** is the shortcut key to display the **New Slide** dialog box.

## How to Change an AutoLayout

- Step 1. From the **Formatting** toolbar, select **Common Tasks**.
- Step 2. From the **Common Tasks** drop-down list, select **Slide Layout**.
- Step 3. Choose a new layout.
- Step 4. Select **Apply**.

# Working with Slide Placeholders

Most of the slide AutoLayouts contain placeholders, or “click” boxes for entering text, charts, bulleted lists, etc. on the slide. These placeholders are identified by a border and they control the size and formatting of the object. Placeholders are activated by clicking anywhere inside the placeholder. If the placeholder is for text, the mouse will become a flashing cursor to indicate that text will be entered. A click outside of the placeholder area will deactivate the placeholder.



There are two basic types of placeholders:

- **Text placeholders** contain predefined font characteristics according to the chosen template. Text is entered by simply clicking on a placeholder. Font characteristics for any text within a placeholder can be modified in PowerPoint much like they are within other applications, such as Word. By choosing just the text, and not a placeholder, font characteristics can be applied selectively.
- **Object placeholders** may contain clip art, charts, and drawing objects. They are activated by double-clicking on the placeholder. Objects within placeholders are modified differently than placeholders containing text. How object placeholders are treated depends on their content, but the placeholder ensures that the appropriate type of object is inserted within the allotted space.

## How to Enter Text in a Placeholder

- Step 1. With the mouse, click on the text placeholder.
- Step 2. Type the text.
- Step 3. Select anywhere outside of the placeholder to deactivate.

## How to Edit Text in a Placeholder

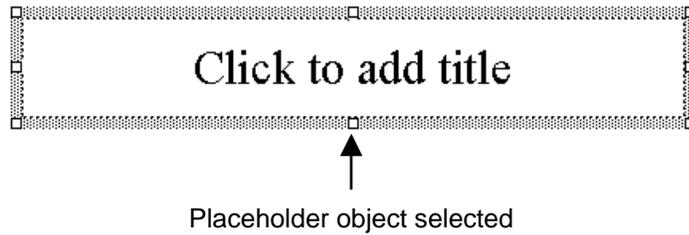
- Step 1. With the mouse, click anywhere on the text to be modified.
- Step 2. Make the necessary modifications, using the mouse and cursor as needed.
- Step 3. Select anywhere outside of the placeholder to deactivate.

## How to Add an Object to a Placeholder

- Step 1. Choose an **AutoLayout** that contains the type of object and the appropriate size and location that you want to add.
- Step 2. Double-click on the object placeholder.
- Step 3. Choose the object to be inserted.
- Step 4. Choose **OK**.

## Selecting Placeholders

Text and objects in PowerPoint usually appear within placeholders, but text boxes and drawing objects can also be added to a slide outside of a placeholder. Whatever the type of information, all objects are selected by clicking on the border of the object. Objects within placeholders will have a border to identify the whole object, while objects without placeholders will have handles to identify the area of the object. Once an object has been selected, it can be moved, copied, and resized.



### Mouse Pointer Shapes

Shape	Description
	<b>Diagonal Resize</b> appears when the mouse is over a corner handle. By pressing the left mouse button, the object can be resized both horizontally and vertically.
	<b>Move</b> appears when the mouse is over a selected object. The object can be moved by pressing the left mouse button and dragging the object to new location.
	<b>Vertical Resize</b> resizes the object's height.
	<b>Horizontal Resize</b> resizes the object's width.

## How to Select an Object within a Placeholder

Step 1. With the mouse, click anywhere on the object.

Step 2. Select the border of the object.



When an object is selected, handles will appear around the area of the object.



By selecting the outside border of a text placeholder, any modifications will affect all text within the placeholder. By selecting text within a placeholder, only the selected text will be modified.

## How to Resize a Placeholder

Step 1. With the mouse, click on the placeholder.

Step 2. Position the mouse pointer on a placeholder handle.

Step 3. Press the left mouse button and drag inward or outward to decrease or increase the size of the object.

Step 4. Release the left mouse button.



**Warning:** When trying to resize an object, make sure the mouse pointer is a *double-headed arrow* before dragging or the object will be moved, not resized.

## How to Move a Placeholder

Step 1. With the mouse, click on the placeholder.

Step 2. Press the left mouse button and drag the placeholder to the new location.

Step 3. Release the left mouse button.



**Warning:** When trying to move an object, make sure the mouse pointer is a *four-headed arrow* before dragging or the object will be resized, not moved.



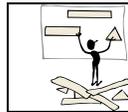
Remember that the **Undo** command can undo an accidental move or resize of an object!

## How to Copy a Placeholder

- Step 1. Press and hold the *Ctrl* key.
- Step 2. Select the object and drag the copied object to the new location.
- Step 3. Release the left mouse button, then the *Ctrl* key.

## How to Delete a Placeholder

- Step 1. With the mouse, click anywhere on the object.
- Step 2. Select the border of the object.
- Step 3. Press the *Delete* key.



If an AutoLayout contains a placeholder that you would rather not use, simply leave it blank—the placeholder will not print or appear in the slide show presentation.

# Modify Text Characteristics in Placeholders

Font face, font size, bullets and numbering, font color, and other text characteristics can all be changed easily in PowerPoint.



By selecting the outside border of a text placeholder, any modifications will affect all text within the placeholder. By selecting just the text within a placeholder, only the selected text will be modified.

## How to Modify Font Characteristics

- Step 1. Choose the text to be modified.
- Step 2. From the **Format** menu, choose **Font** and make the necessary changes

or

From the **Formatting** toolbar, choose the button(s) to make the necessary changes.

## How to Remove Bullets

- Step 1. Choose the line(s) to be modified

or

Select the outside border of the placeholder to modify all bullets within the placeholder.

- Step 2. From the **Formatting** toolbar, choose the **Bullets** button.

## How to Change Bullets

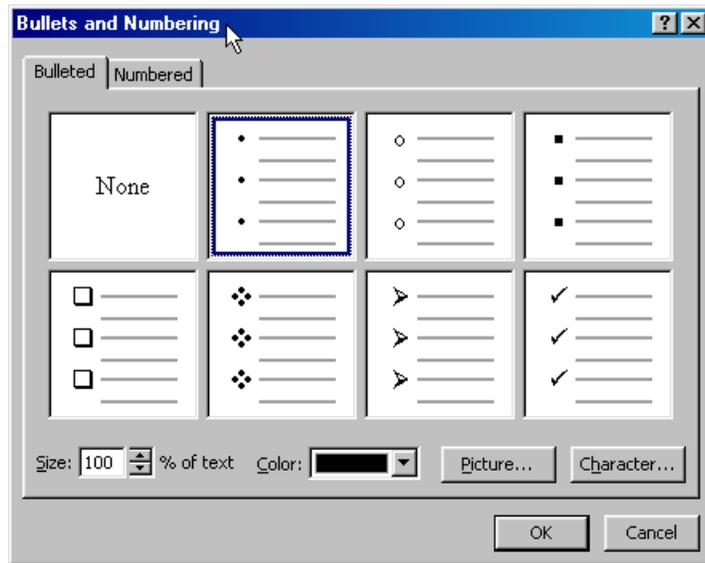
Step 1. Choose the line(s) to be modified

or

Select the outside border of the placeholder to modify all bullets within the placeholder.

Step 2. From the **Format** menu, choose **Bullets and Numbering**.

The following dialog box will appear:



Step 3. From the **Bullets and Numbering** dialog box, select the new type of bullet to apply.

Step 4. Choose **OK**.



If the desired bullet style does not appear in the dialog box, choose the **Picture** button to select from the clip art images or the **Character** button to select from the available symbols.

# Adding a Design Template

Design Templates provide a preset collection of color schemes, graphic objects, and font types that help give a presentation a professional look. By applying a Design Template, the appearance of a presentation can be modified quickly if your presentation needs change. For instance, some colors are better suited for projecting slides on a screen, while other colors are more appropriate for printed handouts.

When applying a Design Template to an existing presentation, the new preset schemes will modify all slides and objects in the presentation, except those objects in placeholders that have been moved to a different position on the slide. This feature allows you to customize the appearance of an object and not have those changes overwritten by the template styles.

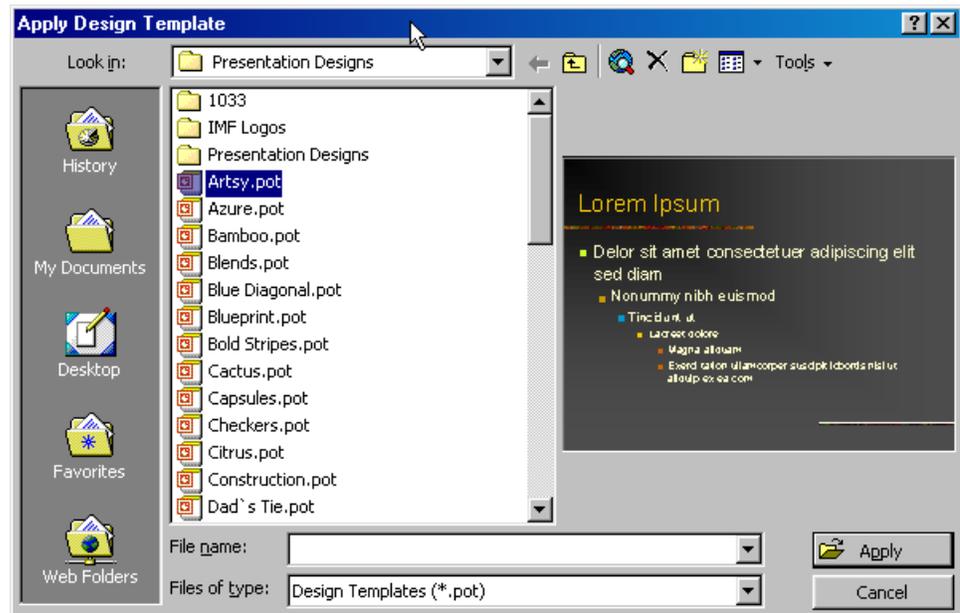
## How to Apply or Change a Design Template

- Step 1. From the **Formatting** toolbar, choose **Common Tasks**.
- Step 2. From the **Common Tasks** drop-down list, select **Apply Design Template**.
- Step 3. From the **Recently Edited Documents** dialog box, choose **NativeApplication**.

STEPS CONTINUE ON NEXT  
PAGE



A dialog box similar to the following will appear:



Step 4. Select the desired template.

Step 5. Choose **Apply**.



**Design Templates** can be added to a blank presentation or changed at any time during the creation of the presentation. The new design will update already existing slides and affect new slides that may be created.



Keep in mind that slide placeholders change location and style along with the color schemes when applying a **Design Template**.



**Warning:** If you have changed the location or any characteristics of a placeholder, the new template design will not affect those changes.

# Adding Slides

*In this lesson, you will learn the skills necessary to:*

- ✓ *Add a new slide.*
- ✓ *Add chart, table, and clip art slides.*
- ✓ *Add a picture from a file to an existing slide.*
- ✓ *Duplicate a slide.*

# Adding Slides to a Presentation

Unlike word processors and other applications that automatically add pages as the content grows, PowerPoint requires you to insert each page or slide needed in a presentation. Each time a new slide is inserted, the AutoLayout choices will appear in the New Slide dialog box.

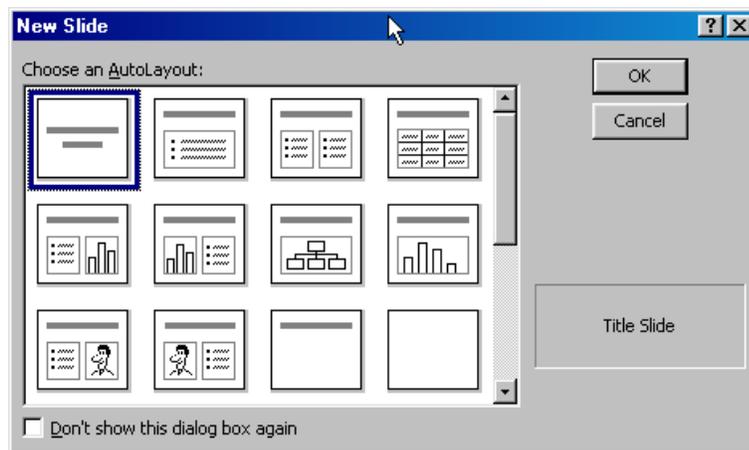
## How to Add Slides to a Presentation

Step 1. From the **Formatting** toolbar, choose **Common Tasks**, and then **New Slide**

or

From the **Insert** menu, choose **New Slide**.

The following dialog box will appear:



Step 2. From the **AutoLayout** list, select the desired slide layout.

Step 3. Choose **OK**.



You can also add new slides to a presentation using **Ctrl + M**.

# Adding a Chart Slide

Charts may be familiar to you if you have worked in Excel. The Chart slide feature changes a spreadsheet into a chart or graph that can greatly enhance your presentation. Chart information is entered on a slide in a datasheet that is similar to an Excel spreadsheet. Once the datasheet is completed, it will appear on the slide within its placeholder in a chart format. PowerPoint offers a variety of chart selections, and has many advanced features that allow various manipulations of the chart.

## How to Add a Chart Slide to a Presentation

Step 1. From the **Formatting** toolbar, choose **Common Tasks**, and then **New Slide**

or

From the **Insert** menu, choose **New Slide**.

Step 2. From the **AutoLayout** list, select the desired chart layout.

Step 3. Choose **OK**.

## How to Create a Chart

Step 1. After inserting a chart slide, double-click on the chart placeholder.

The Chart Datasheet will appear:

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

STEPS CONTINUE ON NEXT PAGE



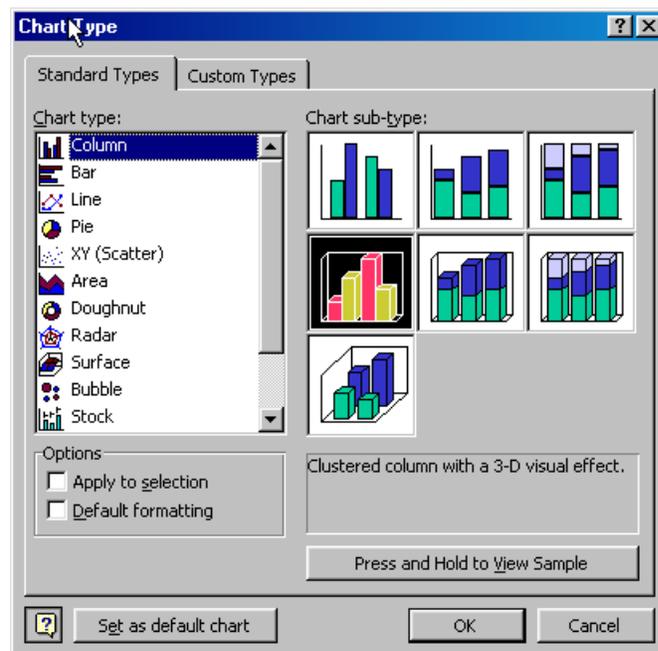
Step 2. In the **Chart Datasheet**, enter the data in columns and rows that you wish to be charted.

- Step 3. Close the **Chart Datasheet**.
- Step 4. With the mouse, select anywhere outside the chart.

## How to Change the Chart Type

- Step 1. Double-click on the chart to select it.
- Step 2. From the **Chart** menu, choose **Chart Type**.

The following dialog box will appear:

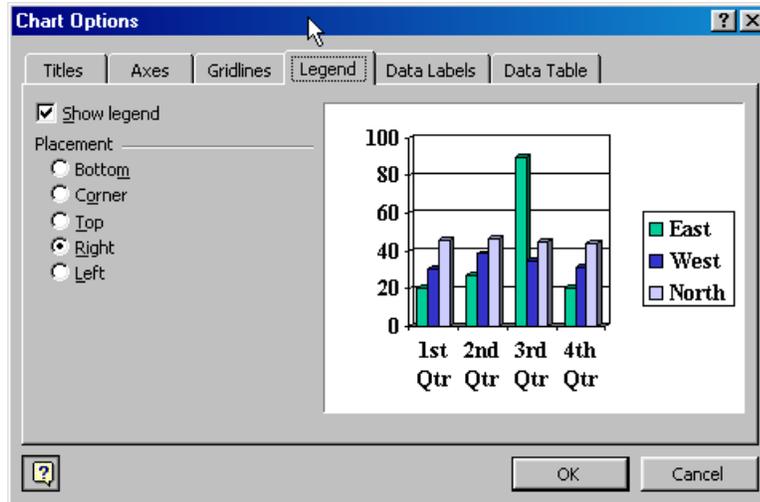


- Step 3. From the **Chart Type** list, choose the desired format.
- Step 4. From the **Chart sub-type** list, choose the desired format.
- Step 5. Select **OK**.
- Step 6. With the mouse, select anywhere outside the chart.

## How to Add or Change a Chart Legend

- Step 1. Double-click on the chart to select it.
- Step 2. From the **Chart** menu, choose **Chart Options**.
- Step 3. From the **Chart Options** dialog box, choose the **Legend** tab.

The following dialog box will appear:



- Step 4. Place a check in the **Show legend** box to display the legend on the chart.
- Step 5. From the **Placement** list, choose the desired location.
- Step 6. Select **OK**.
- Step 7. With the mouse, select anywhere outside the chart.

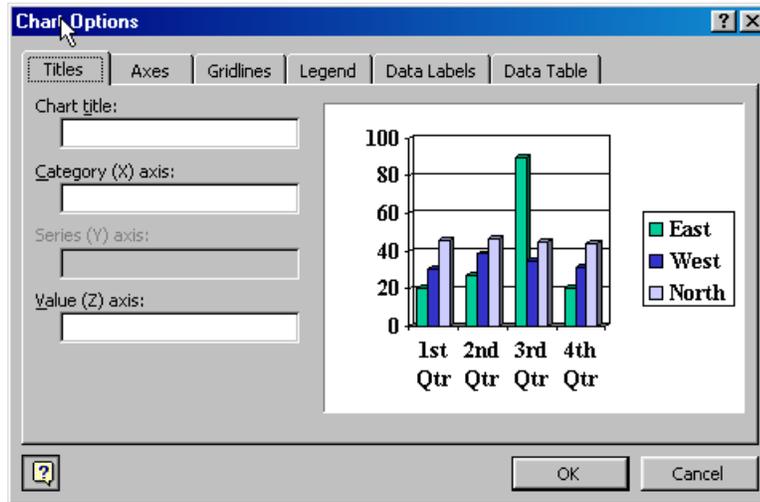
## How to Add or Change a Chart Title

- Step 1. Double-click on the chart to select it.
- Step 2. From the **Chart** menu, choose **Chart Options**.
- Step 3. From the **Chart Options** dialog box, choose the **Titles** tab.

STEPS CONTINUE ON NEXT PAGE



The following dialog box will appear:



- Step 4. In the **Chart Title** text box, type the desired title for the chart.
- Step 5. In the **Category (X) axis** text box, type the desired title for the X axis of the chart.
- Step 6. In the **Value (Z) axis** text box, type the desired units of measure for the Z axis of the chart.
- Step 7. Select **OK**.



Chart commands in PowerPoint are similar to those in Excel. For more information on working with charts, see the *Excel 2000 Graphs* course.

# Adding a Table Slide

Slides that display data in a table format can be added to a presentation using AutoLayouts. The size of the table will depend on the number of rows and columns inserted, but the table will fit within the boundaries of the placeholder. The **Tables and Borders** toolbar will open automatically to make commonly used features readily accessible.

## How to Add a Table Slide

Step 1. From the **Formatting** toolbar, choose **Common Tasks**, and then **New Slide**

or

From the **Insert** menu, choose **New Slide**.

Step 2. From the **AutoLayout** list, select the desired table layout.

Step 3. Choose **OK**.

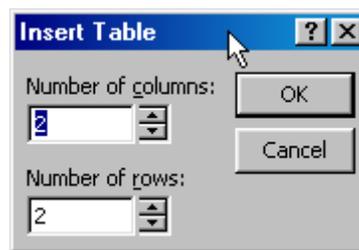
## How to Insert a Table

Step 1. After inserting a table slide, double-click on the table placeholder

or

From the **Insert** menu, choose **Table**.

The following dialog box will appear:



Step 2. Enter the number of columns and rows for the table.

Step 3. Select **OK**.

## How to Add Rows to a Table

Step 1. Select the cell below which the inserted rows will appear.

Step 2. Right-click and choose **Insert Rows**.



To quickly insert a row at the end of a table, position the cursor in the last cell of the table and press **Tab**.

## How to Add Columns to a Table

Step 1. Select the column to the right of where the inserted columns will appear.

Step 2. Right-click and choose **Insert Columns**.

## How to Modify Font Characteristics of a Table

Step 1. Select the cells to be modified.

Step 2. From the **Format** menu, choose **Font**, select the format to apply, and choose **OK**

or

From the **Formatting** toolbar, choose the desired font command(s).



Table commands are similar to those in Word. For more information on working with tables, see the *Word 2000 Cellular Tables* course.



The **Tables and Borders** toolbar contains many tools that help in the table creation and modification process.

# Adding a Clip Art Slide

**Clip Art** slides enhance a presentation by pairing graphic images and text, or with graphic images alone. The Clip Art Gallery contains an assortment of graphic images that are included with Microsoft software, but other images may be added to the selection. A wide variety of images can be accessed from the Internet.

## How to Add a Clip Art Slide

Step 1. From the **Formatting** toolbar, choose **Common Tasks**, and then **New Slide**

or

From the **Insert** menu, choose **New Slide**.

Step 2. From the **AutoLayout** list, select the desired clip art layout.

Step 3. Choose **OK**.

## How to Insert Clip Art

Step 1. After inserting a clip art slide, double-click on the clip art placeholder

or

From the **Drawing** toolbar, choose **Insert Clip Art**



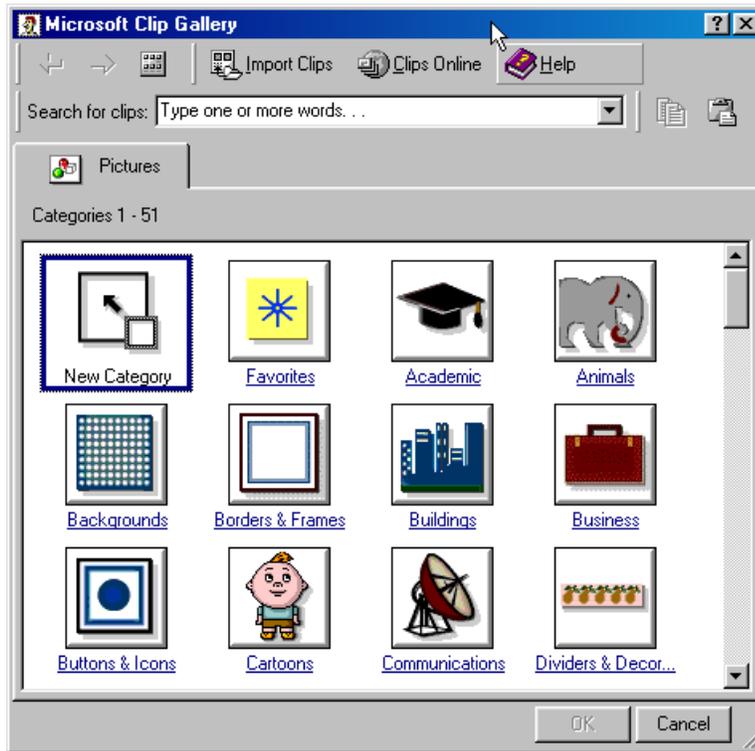
or

From the **Insert** menu, select **Picture** and then **Clip Art**.

STEPS CONTINUE ON NEXT  
PAGE



The following dialog box will appear:



Step 2. From the **Pictures** list, choose the desired category.

Step 3. From the list of pictures, choose the desired image.

The following menu will appear:



Step 4. From the menu, choose **Insert Clip** (first option).

Step 5. Close the **Clip Art** dialog box.

Step 6. With the mouse, select anywhere outside the image.



Some categories have multiple screens of pictures. If a category contains more images, a **Keep Looking** link will appear at the bottom of the list.

## How to Delete Clip Art

Step 1. Select the **Clip Art** object.

Step 2. Press the *Delete* key.

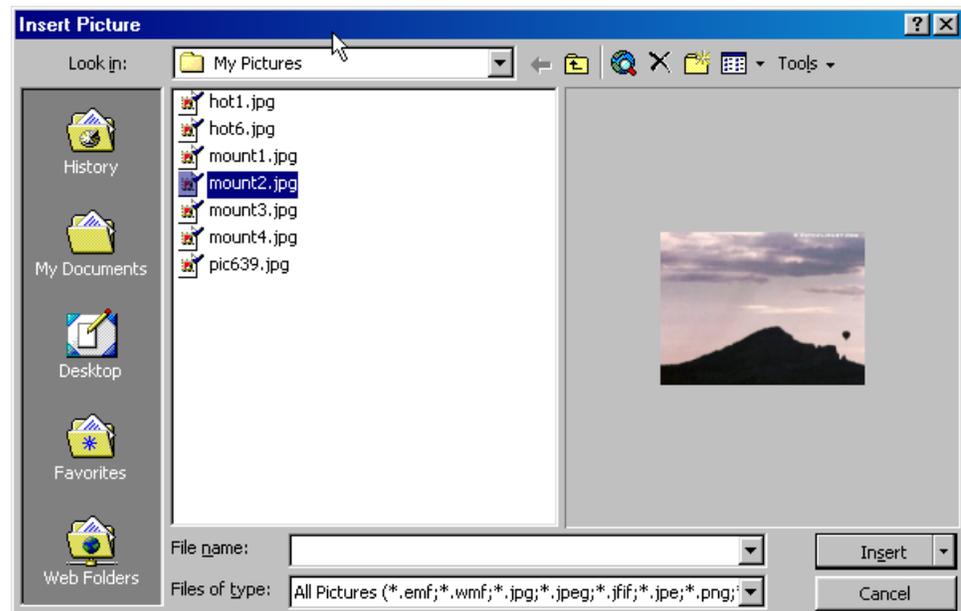
# Adding a Picture from a File

A picture, symbol, or other image can be inserted on a slide, either as an additional image to the AutoLayout that has been chosen, or as an AutoLayout selection. AutoLayouts for inserting pictures from files are referred to as slides with “objects,” and there are 10 different layouts for position, number, and size of the object.

## How to Add a Picture (or Object) from a File

Step 1. From the **Insert** menu, choose **Picture**, and then **From File**.

A dialog box similar to the following will appear:



Step 2. Locate the drive and directory containing the picture you wish to insert.

Step 3. Select the image.

Step 4. Choose **Insert**.

# Duplicating a Slide

Duplicate slides can be inserted at any time during the creation of the presentation, and from any of the views within PowerPoint (except Slide Show, which is strictly for display). Duplicate slides can be useful when only minor changes exist between several pages, and creating a duplicate slide can eliminate the need for copying images or text that remains constant for those slides. Slides that contain tables and charts can also be duplicated. The advantage of duplicating a chart can be to emphasize a point by redisplaying information in a presentation a second time, but with a different chart type.

## How to Duplicate a Slide

- Step 1. Ensure that the slide you want to duplicate is active on the screen or selected (depending on View).
- Step 2. From the **Insert** menu, select **Duplicate Slide**.

# Deleting a Slide

If a slide was added accidentally, created incorrectly, or is no longer needed it can be removed from the presentation.

## How to Delete a Slide

- Step 1. Ensure that the slide you want to delete is active on the screen or selected (depending on View).
- Step 2. From the **Edit** menu, select **Delete Slide**.

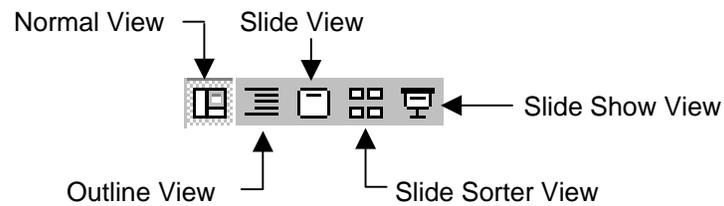
# Understanding and Managing Views

*In this lesson, you will learn the skills necessary to:*

- ✓ *Understand the differences in PowerPoint views.*
- ✓ *Use Outline view to manipulate text.*
- ✓ *Use Slide Sorter view to manipulate slides.*
- ✓ *Use the Slide and Normal views to change slide graphic details.*
- ✓ *Use Notes Page view to add notes to a presentation.*

# Understanding Views in PowerPoint

PowerPoint has six different ways to view your slide presentation, depending on preference and needs. By default, PowerPoint opens a file in **Normal View**. Normal View is a tri-pane view composed of three separate windows: a pane for **Outline**, a pane for **Slides**, and a pane for **Notes**. These panes can be increased or decreased in size depending on the preference of the user. Five of the six views can be accessed from the **View** bar at the bottom of the application window (Notes view must be accessed through the View menu).



View	Description
<b>Normal View</b>	Displays a composite view of three panes to modify a presentation: Slide, Outline, and Notes. These panes can be adjusted in size according to your need.
<b>Outline View</b>	Emphasizes text flow; graphic images are not displayed and cannot be edited in this view.
<b>Slide View</b>	Emphasizes the visual impact of the presentation; text and graphic images can be edited one slide at a time.
<b>Slide Sorter View</b>	Emphasizes the graphical construction and order of the presentation; neither text nor graphics can be edited in this view.
<b>Slide Show View</b>	Displays a full screen view of the slides with animation and transition effects. This view shows the end result of the presentation.
<b>Notes View</b>	Emphasizes creating speaker notes to accompany a presentation. Slides cannot be edited in this view.

## How to Change Views

Step 1. From the **View** menu, choose the desired view

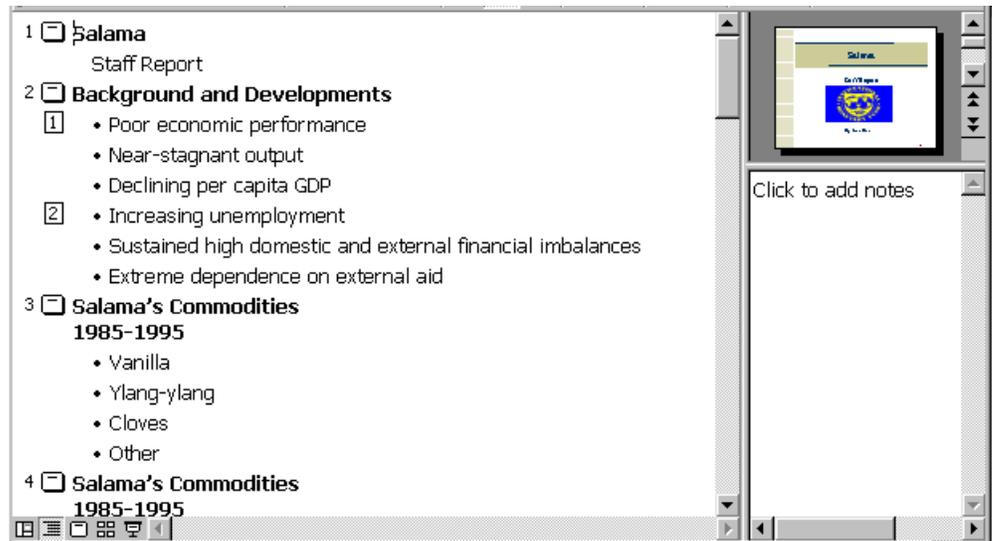
or

From the **View bar**, choose the button for the desired view.

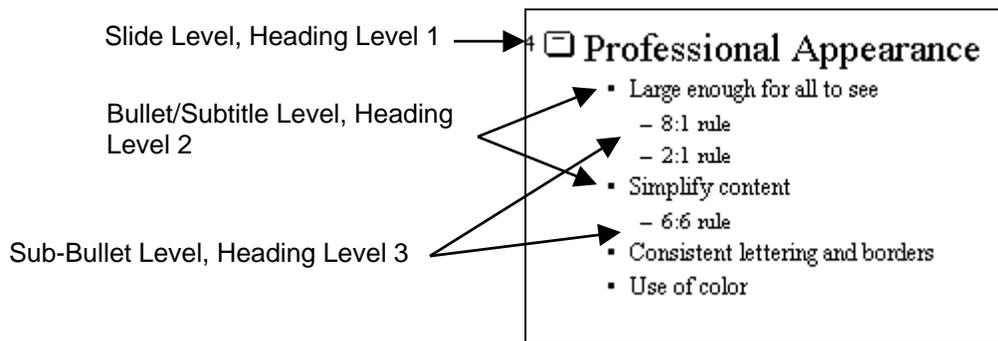
# Working in Outline View

The **Outline View** displays the outline of the presentation text and a miniature slide. It is the quickest way to add text to slides and to promote and demote heading levels. When text is added in Outline View, a slide is created with text placed in appropriate placeholders. Outline View provides a way of focusing on the text flow of a presentation and an easy way to reorganize text on slides.

The Outline View is shown below:



Outline View uses standard heading levels found in the Microsoft suite to identify various strata of text and handles up to five indentations. **Promote** and **Demote** buttons modify the heading level of text that is added.



## Outlining Toolbar

Option	Description
<b>Promote</b>	Moves the selected heading level up to the next higher heading level (up one and to the left).
<b>Demote</b>	Moves the selected heading level down to the next lower heading level (down one and to the right).
<b>Move Up</b>	Moves the selected paragraph and its subordinate text up above the preceding paragraph.
<b>Move Down</b>	Moves the selected paragraph and its subordinate text down below the following paragraph.
<b>Collapse</b>	Hides all but the title of selected line(s).
<b>Expand</b>	Expands all subordinate information for the selected slide(s).
<b>Collapse All</b>	Hides all but the title of all slides in presentation.
<b>Expand All</b>	Expands all subordinate information for all slides in the presentation.
<b>Summary Slide</b>	Creates a new Summary Slide from the titles of the slides selected. Summary Slide text will appear in bullet list format.
<b>Show Formatting</b>	Shows or hides character formatting.

## How to Add a New Slide in Outline View

- Step 1. Move the cursor to the end of a text line.
- Step 2. Press the *Enter* key.
- Step 3. Select **Promote**, if necessary, to move the cursor to page level.
- Step 4. Type the desired text.
- Step 5. Press the *Enter* key.
- Step 6. Select **Promote** or **Demote**, if necessary, to position text at appropriate heading level.

## How to Change Heading Levels of Text in Outline View

- Step 1. Select the desired line of text.
- Step 2. Choose **Promote** to move text line up one heading level  
or  
Choose **Demote** to move text line down one heading level.



The *Tab* key will demote selected headings, while *Shift + Tab* will promote headings.

## How to Use the Expand All Button in Outline View

- Step 1. From the **Standard** toolbar, select **Expand All** to view the expanded outline of the presentation.
- Step 2. Select **Expand All** again to collapse the outline to display slide titles only.



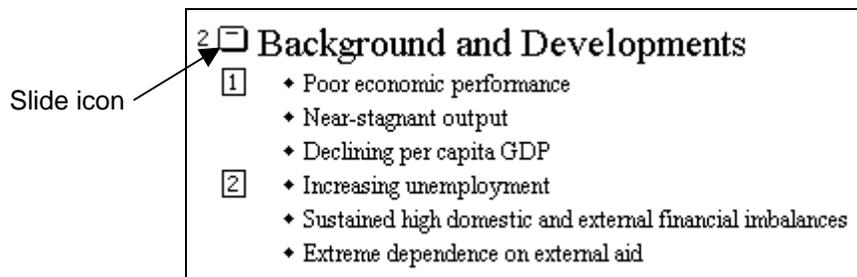
*Alt + Shift + 9* will toggle on and off the **Expand All** feature.

## How to Use the Show Formatting Button in Outline View

- Step 1. From the **Standard** toolbar, select **Show Formatting** to view the text formatting of the presentation.
- Step 2. Select **Show Formatting** again to hide formatting.

## How to Delete a Slide in Outline View

- Step 1. Select the slide icon that represents the slide to be deleted.



- Step 2. From the **Edit** menu, select **Delete Slide**
- or
- Press **Delete**.

## How to Insert a Duplicate Slide in Outline View

- Step 1. Select the slide icon that represents the slide to be copied.
- Step 2. From the **Insert** menu, select **Duplicate Slide**.



Note that while the **Shift** key will work to select text in Outline View, the **Ctrl** key does not.

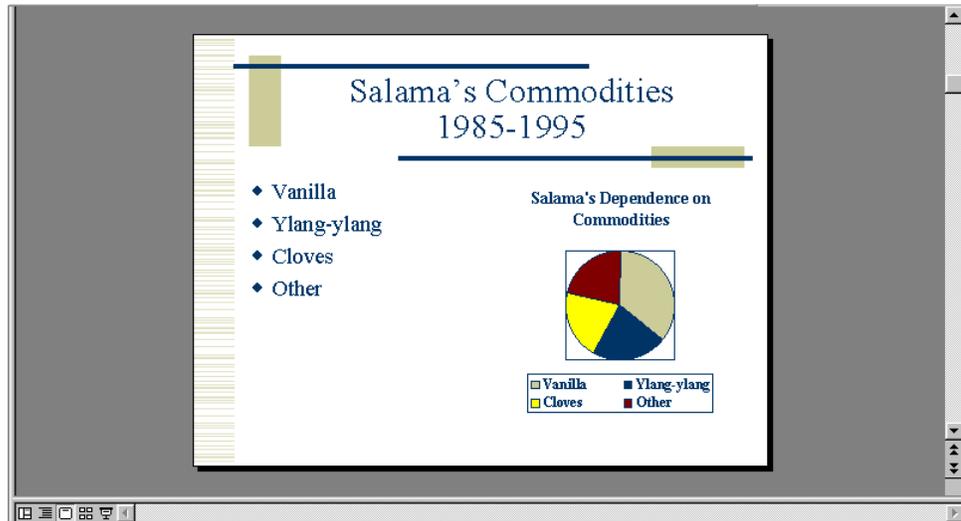


The **Move**, **Copy**, and **Paste** buttons on the toolbar also work for moving, copying, and deleting slides.

# Working in Slide View

**Slide View** displays each slide individually without the distraction of the Notes or Outline panes. It provides a way to easily edit graphics and text, and also to change the formatting of just one slide in the presentation series.

The Slide View is shown below:

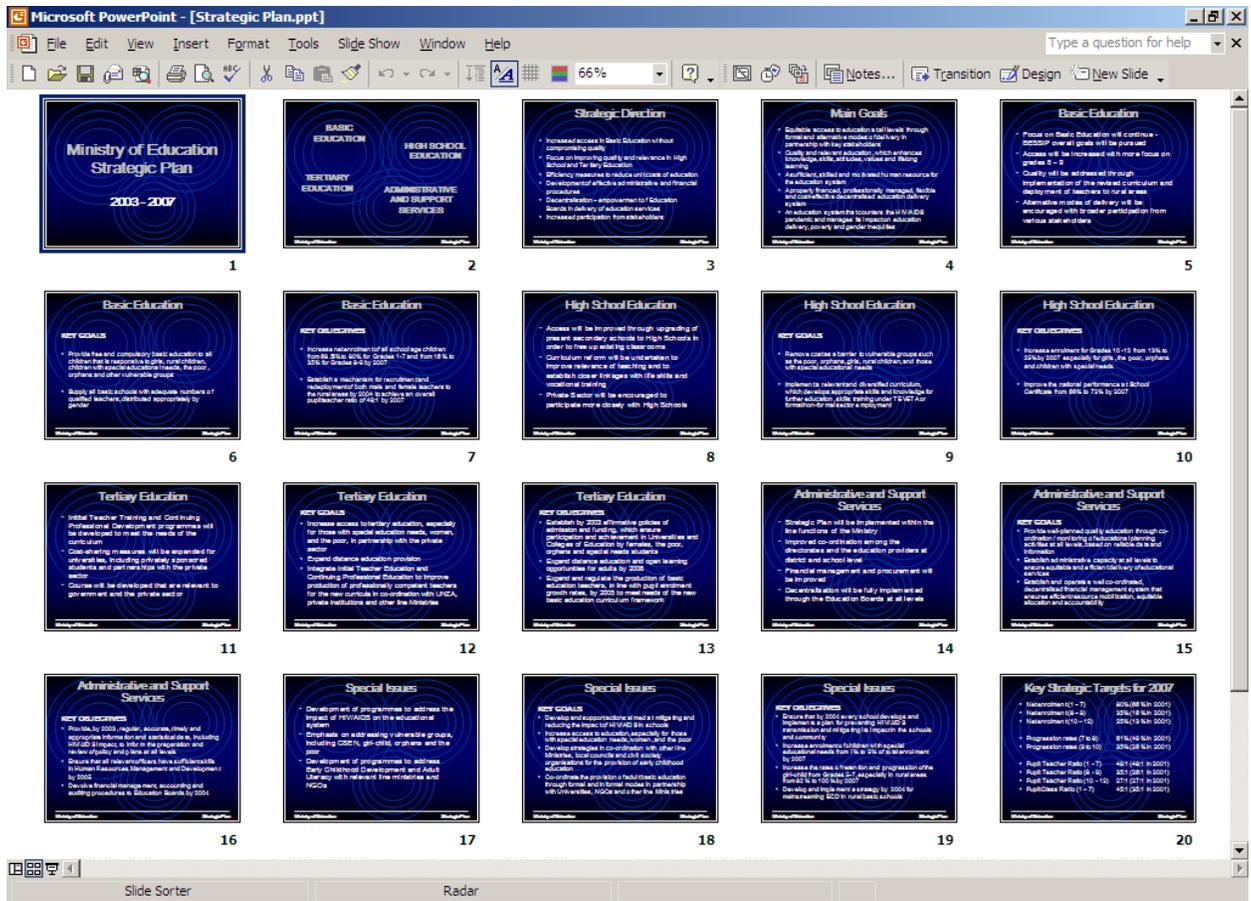


For information on adding, duplicating, or deleting slides, see Lesson 4 beginning on page 31.

# Working in Slide Sorter View

**Slide Sorter View** provides a thumbnail of each slide in a presentation. Working in this view makes the task of changing slide order, deleting slides, and copying slides very easy. Slide show transitions, along with most other slide show effects, can be added in this view.

The Slide Sorter View is shown below:



## How to Move a Slide in Slide Sorter View

- Step 1. Select the slide to be moved.
- Step 2. Hold down the left mouse button and drag the slide to its new location.
- Step 3. Release the mouse.

## How to Copy a Slide in Slide Sorter View

- Step 1. Select the slide to be copied.
- Step 2. Press and hold the **Ctrl** key.
- Step 3. Press and hold the left mouse button on the slide to be copied and drag the copied slide to the new location.
- Step 4. Release the left mouse button, then the **Ctrl** key.



The **Move**, **Copy**, and **Paste** buttons on the toolbar also work for moving, copying, and deleting slides.



A single click on a slide in **Slide Sorter View** will select the slide in its entirety. Moving, deleting, and copying will affect the whole slide.



To select multiple slides in **Slide Sorter View**, use the **Ctrl** key in conjunction with the mouse.



For information on duplicating or deleting slides, see Lesson 4 beginning on page 31.

# Working in Slide Show View

**Slide Show View** displays each slide in full screen view along with any transition effects, custom animation, and timings that have been added to the show. This view displays the file in presentation format.

## How to Advance Slides

Step 1. With the mouse, press the left mouse button

or

Press the down arrow key.

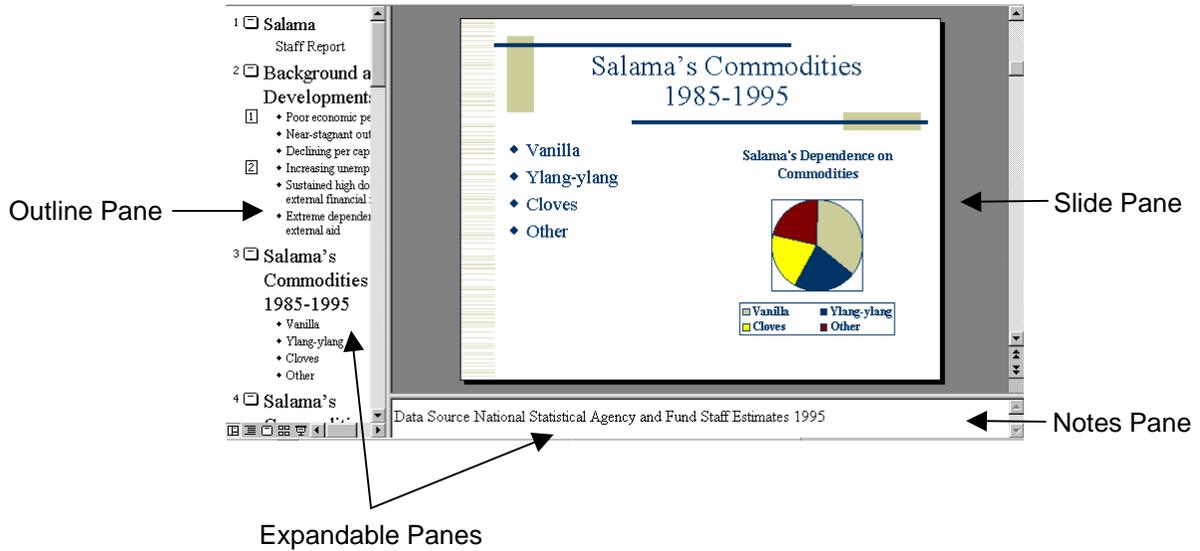
## How to Exit from Slide Show View

Step 1. Press the **Esc** key at any point during the show.

# Working in Normal View

**Normal View** is a tri-pane view that offers the three most commonly used view modes on the screen simultaneously. **Outline**, **Notes**, and **Slide** view are present in expandable panes that can be adjusted according to need.

The Normal View is shown below:

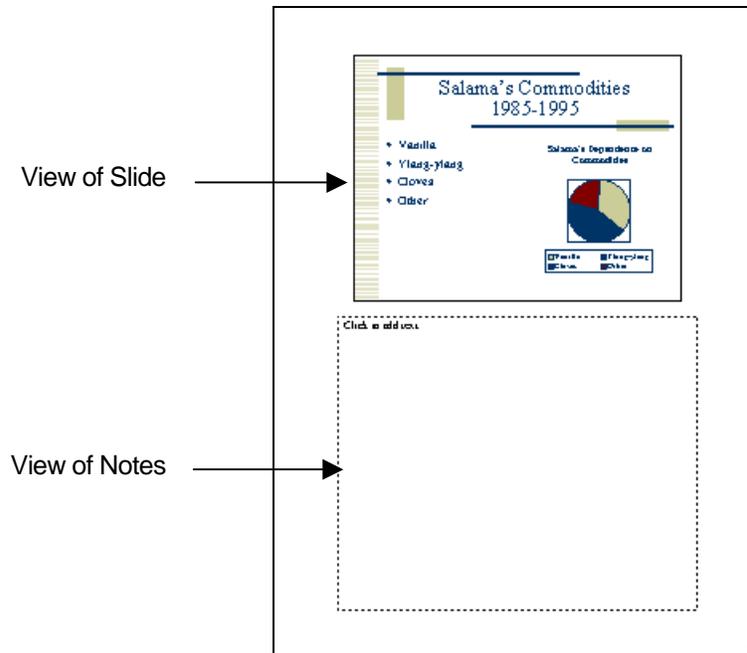


## How to Adjust Pane Size

- Step 1. Move the mouse over a pane line to adjust.
- Step 2. When the mouse pointer changes to a double-headed arrow, press and hold down left mouse button.
- Step 3. Drag to create new sized pane.

# Working in Notes Page

Speaker notes to accompany a presentation can be added in this view. One note per slide in the presentation allows for slides to be annotated with additional information for the speaker. These notes are not displayed to the audience during the presentation but can be printed for the speakers reference.



## How to Add Notes to the Notes Page

Step 1. On the bottom half of the slide, select the placeholder for **Notes**.

Step 2. Type notes as necessary.



It may be necessary to adjust the zoom of your screen to better read notes as you type.



Working in the **Notes Page** is similar to working in a word processor. Graphics, tables, etc. can all be added to notes.



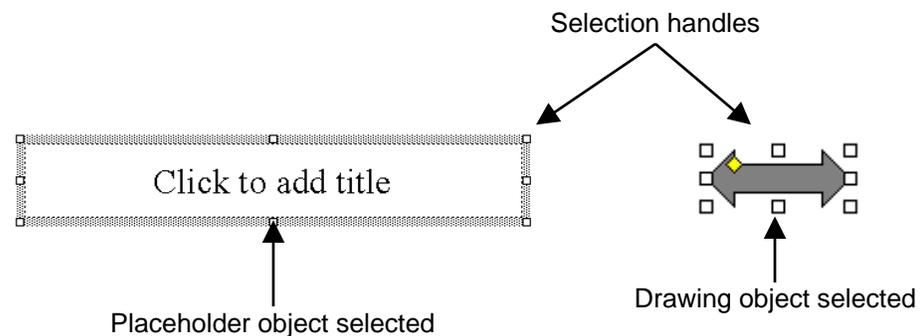
# Adding Drawing Objects to Enhance a Presentation

*In this lesson, you will learn the skills necessary to:*

- ✓ *Use a variety of drawing tools.*
- ✓ *Add objects to a slide.*
- ✓ *Add text to objects.*
- ✓ *Change the color of objects.*
- ✓ *Add additional text boxes to slides.*
- ✓ *Rotate and crop clip art objects.*

# Handling Objects

Any item that appears on a slide in PowerPoint is considered an object. Placeholders are objects that contain specific predefined information. Using an AutoLayout that contains the object type you wish to insert will ensure that the object conforms with the Design Template selected for the presentation. Additional objects can be easily added to a presentation by using the many drawing features offered in PowerPoint or by inserting a picture from a file. Once an object has been added to a slide, it can be manipulated using the **Drawing** toolbar to change alignment, fill color, shadow, line size, etc. Selecting objects for modification is different from selecting text in a word processor or cell in a spreadsheet. An object is selected when its “handles” appear.



## How to Select Multiple Objects

- Step 1. Select the first object.
- Step 2. Press and hold the **Shift** key down and select each additional object.



The process of selecting, resizing, moving, copying, and deleting objects is identical to the process outlined in *Selecting Placeholders* on page 24.



To resize an object so that its proportions remain constant, keep the **Shift** key pressed while using the drag on the handle for resizing.

# Using Drawing Tools

The **Drawing** toolbar contains most of the tools necessary for working with objects. The toolbar contains many buttons to help draw a variety of shapes, such as circles, squares, and arrows, and callouts to which text can be added. It also has a tool to allow for freehand drawing to personalize a design.



<b>Drawing Toolbar</b>	
<b>Button</b>	<b>Description</b>
<b>Draw</b>	Allows you to manipulate the selected object(s), e.g., group, order, align.
<b>Select Objects</b>	Changes the pointer to a selection arrow so that objects can be selected. It also serves to turn off any other drawing tool.
<b>Free Rotate</b>	Rotates a selected object to any degree.
<b>AutoShapes</b>	Inserts lines, shapes, arrows, and other symbols.
<b>Line</b>	Draws a straight line where the mouse is dragged.
<b>Arrow</b>	Draws a straight line with an arrowhead at the end where the mouse is dragged.
<b>Rectangle</b>	Draws a rectangle by dragging. Draws a square by holding the <i>Shift</i> key while dragging.
<b>Oval</b>	Draws an oval by dragging. Draws a circle by holding the <i>Shift</i> key while dragging.
<b>Text Box</b>	Inserts a text box where the mouse is clicked or dragged.
<b>Insert WordArt</b>	Inserts a text box using WordArt. WordArt is used for creating special text effects.
<b>Insert Clip Art</b>	Inserts a clip art image from the Microsoft Clip Gallery.
<b>Fill Color</b>	Adds, modifies, or removes fill color from the selected object, including gradient, texture, pattern, and picture fills.
<b>Line Color</b>	Adds, modifies, or removes line color from the selected object.
<b>Font Color</b>	Formats the selected text with a chosen color.
<b>Line Style</b>	Formats the selected line with a chosen thickness, style, and color.

## Drawing Toolbar

Button	Description
<b>Dash Style</b>	Formats the selected line type as one of the dashed styles.
<b>Arrow Style</b>	Formats a line or arrow with a style for arrowhead types, position of arrowhead, etc.
<b>Shadow</b>	Places a shadow on a selected object in a variety of styles.
<b>3-D</b>	Adds a three-dimensional effect in a variety of styles to a selected object.

### How to Access the Drawing Toolbar

- Step 1. From the **View** menu, choose **Toolbars**.
- Step 2. From the **Toolbars** submenu, choose **Drawing**.

### How to Use Drawing Tools

- Step 1. Select the drawing tool you want to use.
- Step 2. Move the mouse to the location where the shape will appear.
- Step 3. Press and hold down on the left mouse to create the drawing shape.
- Step 4. Release the mouse button.

### How to Add Text to an AutoShape

- Step 1. Select the object.
- Step 2. Right-click on the object and choose **Add Text**.
- Step 3. Type and format the desired text.
- Step 4. With the mouse, select anywhere outside the object.

# Changing the Color of an AutoShape Object

The color of an object drawn with the Drawing tools matches the color scheme of the chosen Design Template. However, these colors can be changed from those used in the Design Template. Both line color (which defines the outline of the object) and fill color (which defines the internal area of the object) can be changed. Even shadow color, if a shadow is added to an object, can be changed.

## How to Change the Color of an Object

- Step 1. Select the object.
- Step 2. From the **Drawing** toolbar, choose **Fill Color**  
 or  
 Choose **Line Color**.
- Step 3. Choose the color to apply.
- Step 4. With the mouse, select anywhere outside the object.

# Adding Text Boxes

When it is necessary to add text to a slide outside of the **AutoLayout** placeholders, a text box may be inserted. Text boxes can be inserted anywhere on a slide, and font face, size, and other characteristics can be formatted to match the scheme of the presentation. Text boxes are often added to a slide to provide a label or a caption for objects such as charts and graphical images.

## How to Add Text Boxes to a Slide

- Step 1. From the **Drawing** toolbar, select the **Text Box** tool.
- Step 2. Move the mouse to the location where the shape will appear.
- Step 3. Press and hold down on the left mouse to create the approximate text box shape, then release the mouse button

or

Select the location where the text will appear and begin typing the text, then deselect when done.



Text box objects, like other objects, can be resized and shaped to match the size of the text or slide location by manipulating the handles.



By selecting the outside border of a text box, modifications made will affect all text within the text box. By selecting text within a text box, only the selected text will be modified.

## How to Delete a Text Box

- Step 1. Select the **Text Box** object.
- Step 2. Press the **Delete** key

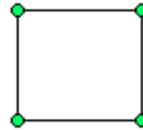
# Rotating and Cropping Objects

Objects that have been added to a slide using the Drawing tools can usually be rotated and cropped to meet the unique needs of a presentation. AutoShapes and other shapes drawn from the Drawing toolbar can be rotated and adjusted using the various toolbar functions, but not “cropped” using the **Crop** feature on the **Picture** toolbar. Clip art can be cropped, but not rotated.

## How to Rotate an AutoShape

- Step 1. Select the object.
- Step 2. From the **Drawing** toolbar, choose **Free Rotate**.

The object will look similar to the following:



- Step 3. Place the mouse pointer on any one of the four, green rotate handles.
- Step 4. Press and hold the left mouse button and drag to rotate the object.
- Step 5. Release the left mouse button.
- Step 6. From the **Drawing** toolbar, choose **Select Objects**.

## How to Crop a Clip Art Picture

- Step 1. Select the object.
- Step 2. From the **Picture** toolbar, choose **Crop**.



STEPS CONTINUE ON NEXT PAGE



- Step 3. Place the mouse pointer on the handle closest to the area you wish to remove.

Step 4. Press and hold the left mouse button and drag inward to crop the object.

Step 5. Release the left mouse button.

Step 6. From the **Drawing** toolbar, choose **Select Objects**.

---

**Before Crop**



**After Crop**

---



# Inserting Tables into PowerPoint

*In this lesson, you will learn the skills necessary to:*

- ✓ *Insert an Excel table into PowerPoint.*
- ✓ *Insert a Word table into PowerPoint.*

# Inserting an Excel Spreadsheet into PowerPoint

Inserting an Excel table into PowerPoint can be a convenient way to create a visual image in a presentation from data within a spreadsheet. The **Copy** and **Paste** method should be used when only a portion of the spreadsheet's information needs to be added into PowerPoint.



**Warning:** Using the Import File option, it is possible to insert an entire spreadsheet file from Excel directly onto a PowerPoint slide. Importing the file should be used cautiously because it will import the entire file or sheet, which may contain several tables.

Before initiating the Copy and Paste procedure, follow these guidelines:

- Ensure the Excel table contains no empty rows or columns. Empty rows and columns will ultimately create unwanted empty rows and columns in the PowerPoint chart.
- Do not copy title information. Title information should not be included when copying data into the datasheet. Title information should appear outside of the datasheet as a Chart Title or as the Title for the slide.
- Do not copy any footnotes, notes, or sources. They should be added either as Notes or as additional text boxes on the chart slide.

## How to Copy an Excel Spreadsheet into PowerPoint to Create a Table

- Step 1. From **Excel**, select the range of cells that should be placed into **PowerPoint** as a table.
- Step 2. From the **Standard** toolbar, choose **Copy**.
- Step 3. Switch to **PowerPoint**.

STEPS CONTINUE ON NEXT  
PAGE



Step 4. Position the cursor on the slide that should contain the table.

Step 5. From the **Standard** toolbar, choose **Paste**.



Double-click on the table to edit its contents.

## How to Copy an Excel Spreadsheet into PowerPoint to Create a Chart

Step 1. From **Excel**, select the range of cells that should be placed into a **PowerPoint** chart.

Step 2. From the **Standard** toolbar, choose **Copy**.

Step 3. Switch to **PowerPoint**.

Step 4. Choose a **Chart AutoLayout**

or

From the **Standard** toolbar, choose **Insert Chart**.

Step 5. In the **Datasheet**, click on the left uppermost cell.

Step 6. From the **Standard** toolbar, choose **Paste**.

Step 7. Modify the chart as desired.



For more information on modifying charts, see the *Excel 2000 Graphs* course.

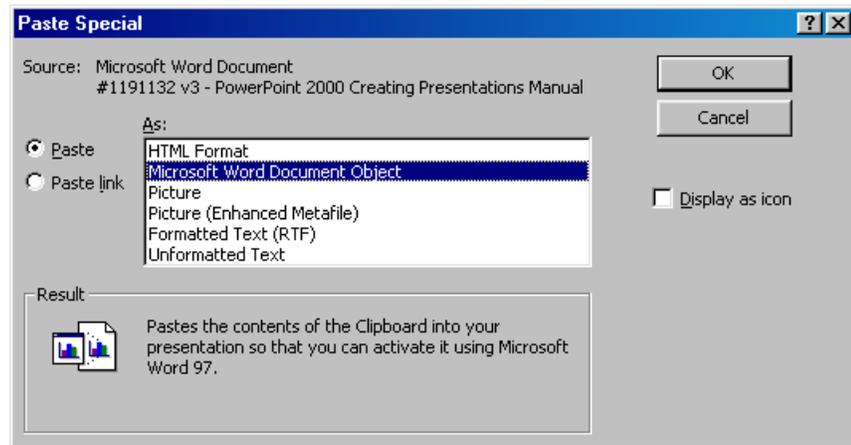
# Inserting a Word Table into PowerPoint

The **Paste Special** method is the preferred way of transferring a Word table into a PowerPoint presentation. By choosing to paste the table as a **Microsoft Word Document Object**, the table retains its **Word** functionality.

## How to Copy a Word Table into PowerPoint

- Step 1. In **Word**, select the table that should be placed into **PowerPoint**.
- Step 2. From the **Standard** toolbar, choose **Copy**.
- Step 3. Switch to **PowerPoint** and position the cursor where the table should be placed.
- Step 4. From the **Edit** menu, select **Paste Special**.

The following dialog box will appear:



- Step 5. Choose **Microsoft Word Document Object**.
- Step 6. Choose **OK**.



For information on adding rows and columns or modifying fonts, see *Adding a Table Slide* on page 37.



Table commands are similar to those in Word. For more information on working with tables, see the *Word 2000 Cellular Tables* course.

# Preparing a Slide Show

*In this lesson, you will learn the skills necessary to:*

- ✓ *Use preset animations and transitions to enhance a presentation.*
- ✓ *Set up a slide show.*
- ✓ *Set a slide show to run continuously.*
- ✓ *Navigate through a presentation.*

# Adding Transitions to Slides

**Transitions** are special effects added to each slide that change the way a slide is introduced onto the screen. There are many transitions to choose from, but it is recommended that the same transition be used on all slides to provide a consistent look to the slide show. Transitions are normally added to slides in **Slide Sorter View**, although they can be added in other views through **Slide Show** on the menu bar.

## How to Add Transitions to a Slide

- Step 1. Choose the slide(s) that will have the transition.
- Step 2. From the **Slide Sorter** toolbar, choose the **Slide Transition** button.



The following dialog box will appear:



- Step 3. From the **Effect** drop-down list, select a transition effect.
- Step 4. Choose the speed for the transition.

STEPS CONTINUE ON NEXT PAGE



Step 5. In the **Advance** area, choose **On mouse click** to have the slide advance using the mouse

or

Choose **Automatically after** to specify the number of seconds before the slide advances automatically.

Step 6. From the **Sound** drop-down list, choose a sound effect, if desired.

Step 7. Select **Apply**.

### **How to Change the Speed of Transition Effects**

Step 1. Choose the slide(s) that have transition effects.

Step 2. From the **Slide Sorter** toolbar, choose the **Slide Transition** button.

Step 3. Change the speed for the transition (slow, medium, or fast).

Step 4. Choose **Apply**.

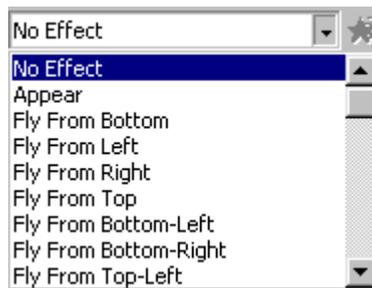
# Adding Preset Animation to Slides

In addition to transitions, slides can also be animated to add special visual or sound effects to focus the audience's attention on certain points, to control the flow of information, and even to add special interest to a presentation. **Preset Animation** options are found on the **Slide Sorter** toolbar. As with transitions, it is recommended not to use too many different animation options because they may detract from the professional appearance of the slide show.

## How to Add Preset Animation to Slides

- Step 1. Choose the slide(s) that will have the animation effect.
- Step 2. From the **Slide Sorter** toolbar, choose the **Preset Animation** drop-down list.

The drop-down list of options will appear:



- Step 3. Select the desired animation effect.

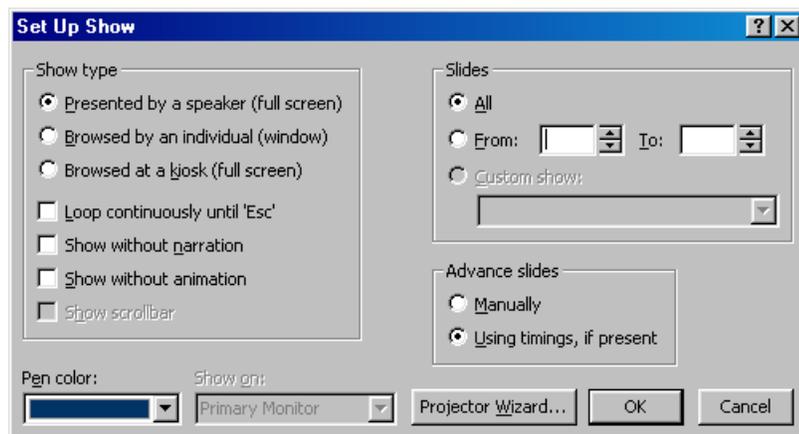
# Setting Up a Slide Show

By default, selecting the **Slide Show** button from any view will start the show from the current slide, using standard default settings. Some of these defaults can be changed by accessing the **Set Up Show** dialog box. In this dialog box, it is possible to select a show type, decide which slides will be displayed in the show, and choose how the slides will advance. Most Slide Show options are found in **Slide Sorter View** where the **Slide Sorter** toolbar resides.

## How to Set Up a Slide Show

Step 1. From the **Slide Show** menu, choose **Set Up Show**.

The following dialog box will appear:



Step 2. Select from the options listed below:

Option	Description
<b>Presented by a speaker</b>	Shows the traditional full screen slide show. Slides may be advanced manually or combined with rehearsed timings to advance automatically, usually with a speaker who directs the show.
<b>Browsed by an Individual</b>	Runs a smaller-screen presentation with commands available for moving through the show and for editing, copying, and printing slides.
<b>Browsed at a kiosk</b>	Runs a self-running presentation, usually for display at a booth or kiosk where you want to run an unattended slide show that automatically restarts after each showing.

Option	Description
<b>Loop Continuously until 'Esc'</b>	Sets the slide show to run continuously in a loop and also restricts users from changing the slide show; mostly used for unattended presentations.
<b>Show without narration</b>	Runs the slide show without any voice narration.
<b>Show without animation</b>	Runs the slide show without any animation effects.
<b>Slides</b>	Select to display <b>All Slides</b> in the slide show, or only a range of slides by selecting <b>From</b> and <b>To</b> .
<b>Advance Slides</b>	Slide show can run by itself with automatic timings, or you can set it for manual advancement so that users can move through the show at their own pace by using the mouse to click action buttons.
<b>Pen Color</b>	Selects the <b>pen color</b> that can be used to draw on slides during the slide show.
<b>Projector Wizard</b>	Helps to connect the computer to the monitor or projection system on which your slide show will be viewed.

Step 3. Choose **OK**.

# Running a Slide Show

A slide show can be started at any time by choosing the Slide Show. A slide show will run according to the setup options that have been chosen. If transitions and preset animation have been added to any of the slides, they will automatically be displayed during the slide show.

## How to Run a Slide Show

Step 1. In **Slide Sorter View**, select the initial slide in the presentation

or

From any View, make sure that the initial slide is the current slide.

Step 2. From the **Views** toolbar, select **Slide Show**

or

From the **Slide Show** menu, choose **View Show**.

## How to Manually Advance a Slide Show

Step 1. From the **Slide Show**, choose **Set Up Show**.

Step 2. Select **Advance Slide Manually**.

Step 3. Choose **OK**.

Step 4. Choose **Slide Show View** to run the show.

Step 5. Left-click the mouse to advance from one slide to the next.

## How to View a Previous Slide During a Slide Show

Step 1. Right-click the mouse and choose **Previous**

or

Press *Page Up*.

## How to Stop a Slide Show

Step 1. Press the *Esc* key.

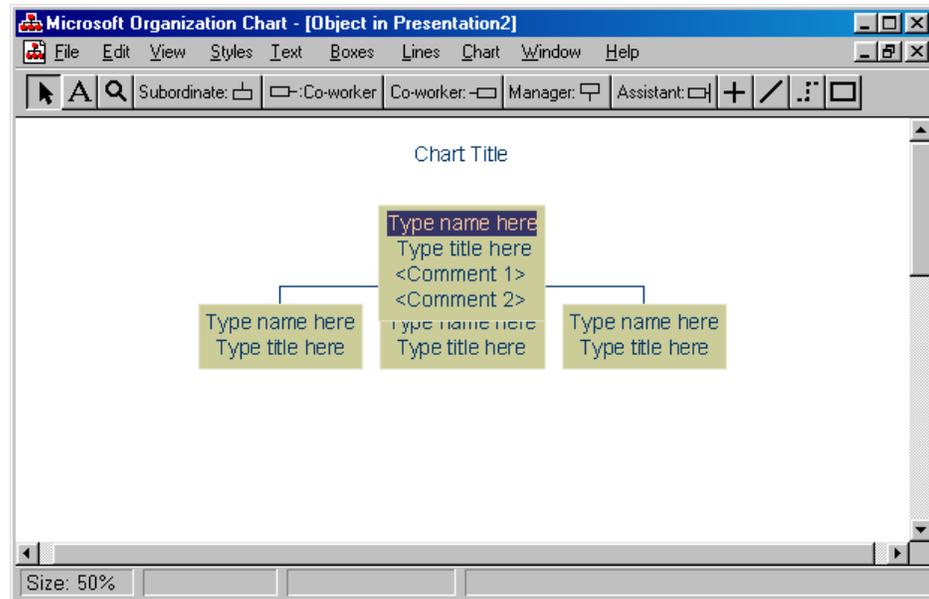
# Organization Charts

*In this appendix, you will learn the skills necessary to:*

- ✓ *Create organization charts.*
- ✓ *Add, delete, and change the order of people on an organization chart.*
- ✓ *Change the style of an organization chart.*

# Creating an Organization Chart

PowerPoint includes a special program specifically for creating organization charts called Microsoft Organization Chart. The information entered about each person is placed in its own box, which can be formatted much like other objects within PowerPoint. The boxes can also be displayed horizontally, as in traditional arrangements, or vertically. Using the AutoLayout for inserting an Organization chart is the simplest approach.



## How to Add an Organization Chart Slide

- Step 1. From the **Formatting** toolbar, choose **New Slide**  
or  
From the **Insert** menu, choose **New Slide**.
- Step 2. From the **AutoLayout** list, select the **Organization Chart** slide.
- Step 3. Choose **OK**.

# Organization Chart Styles

Organization charts can be styled in a way to meet the unique needs of the information to be displayed. The boxes can appear vertically, horizontally, or without borders.

## How to Change the Style of the Organization Chart

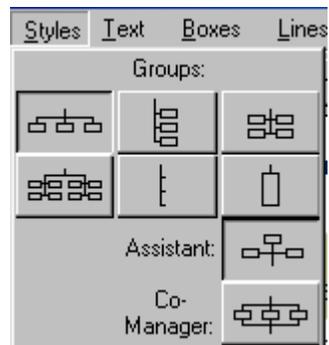
Step 1. Select the box to be modified

or

Press the **Shift** key and select multiple boxes.

Step 2. From the **Styles** menu, choose the new style to be applied.

The following options appear:



# Adding, Deleting, and Modifying People on an Organization Chart

Build the organization chart structure by adding people or positions in the organization. Each box should represent a person or position, and should contain pertinent information. Each box can contain up to four lines of text.

## How to Add People to an Organization Chart

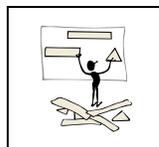
- Step 1. Select the appropriate button for the type of person to add.
- Step 2. Position the mouse over the box that will connect to the new box.
- Step 3. Select the box to add the new person.
- Step 4. Fill in the box.

## How to Add Text to a Box

- Step 1. Double-click on the placeholder to activate the **Organization Chart** program.
- Step 2. Select the box where the text will be entered.
- Step 3. Enter the text on the appropriate prompt line.
- Step 4. Select anywhere off the box to deselect.



It is not necessary to use all of the suggested prompts in each box. If a prompt line is not used, it will not appear when printed.



It is recommended that you use the prompts as they are described. For example, enter the title information in the Title line. Using the prompts appropriately will allow you to group like information for modifications.

## How to Delete People from the Organization Chart

Step 1. Select the box that should be deleted.

Step 2. Press *Delete*.

## How to Change the Order of People in the Organization Chart

Step 1. Position the mouse over the box that will be moved.

<b>Mouse Pointer Shapes</b>	
<b>Display</b>	<b>Description</b>
	Indicates a co-worker status, added to the right of the selected box.
	Indicates a co-worker status, added to the left of the selected box.
	Indicates a subordinate position to the selected box.

Step 2. Press and hold down the left mouse button and drag until it is over the box to which it will now be connected.

Step 3. Release the mouse.



When changing the order of people in an organization chart, the mouse pointer will indicate what position the moved box will take in relation to the other box where it is dragged.

# Updating the Presentation with the Organization Chart

Because the organization chart is created in another program, the presentation must be updated with the chart information when exiting the program. Ordinarily, an organization chart is created for the presentation in which it will appear, but a chart may be saved as a separate file for use in other presentations.

## How to Update a Presentation with an Organization Chart

- Step 1. From within the **Organization Chart** program, choose **File**.
- Step 2. Choose **Exit and Return to *File Name***.
- Step 3. Choose **Yes** to update the chart on the presentation slide.

# Getting Information from Microsoft Web Sites

*In this appendix, you will learn the skills necessary to:*

- ✓ *Download online images for use in your presentation.*

# Microsoft Clip Gallery Live

The **Microsoft Clip Gallery Live** is a great source for gathering images that can be used in a presentation. The gallery is searchable by subject and is updated often, so there are always new clips available. The gallery also contains sound files and motion clips for animating your slides. When online clip art has been added to your gallery, the new items will appear in the **Downloaded Clip Art** category. Sound and motion clips will appear under the appropriately labeled tab.

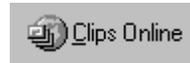
## How to Add Clips from the Internet

Step 1. From the **Drawing** toolbar, choose **Insert Clip Art**

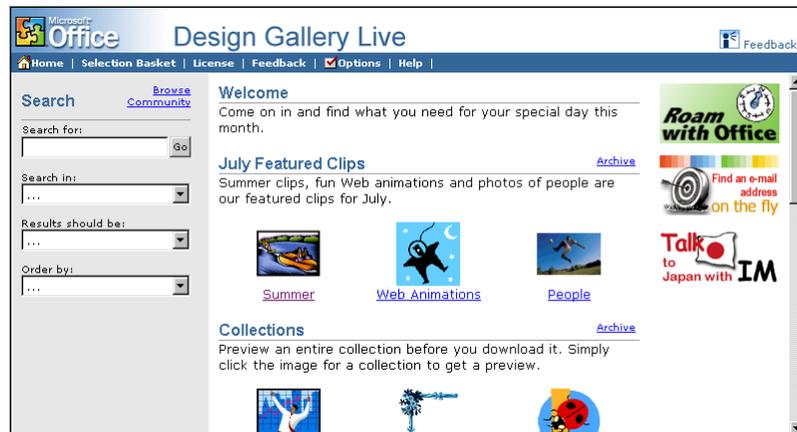
or

From the **Insert** menu, choose **Picture**, and then **Clip Art**.

Step 2. From the **Insert Clip Art** dialog box, choose **Clips Online**.



Internet Explorer will open, and a screen similar to the following will appear:



STEPS CONTINUE ON NEXT PAGE

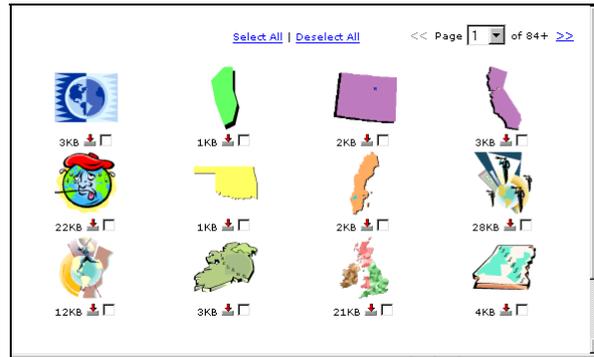


Step 3. In the **Search for** box, type a keyword that describes the image you are looking for

or

Browse the categories available.

A search results screen similar to the following will appear:



- Step 4. For each desired image, choose the box next to the clip.
- Step 5. Once all clips have been marked, click on the **Download X Clips** hyperlink text
- Step 6. Choose **Download Now**.
- Step 7. The **Insert Clip Art Gallery** dialog appears with the new clips.



To download a single clip, choose the red arrow associated with the desired clip.



To view the multiple items that you have selected for download before downloading, choose **Selection Basket**.



The new downloaded clips will be placed automatically in the **Downloaded Clips** category.



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