

# PowerPoint 2000 beginners

## Acrobat Reader: How to ...

### Menu View:

**CTRL+0** = Fit in Window

**CTRL+1** = Actual size

**CTRL+2** = Fit width

You can set **SINGLE PAGE**, **CONTINUOUS VIEW** or **CONTINUOUS FACING**

.. try them out and you will see the differences.

### Navigation

**ARROW LEFT/RIGHT**: forward/backward one page

**ALT+ARROW LEFT/RIGHT**: same as in a browser: forward/back

**CTRL++** zooms in **AND CTRL +-** zooms out

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## Introduction

This book has been written for people who want to learn to work with PowerPoint. Basic topics will be thoroughly discussed with a focus on fundamental concepts. Advanced topics will be mentioned, too, so you can use the booklet also as a reference book.

The best learner is obviously one who is highly motivated. So ask yourself: why did I buy this booklet? What do I want to do with PowerPoint? If you feel that PowerPoint is a little bit too difficult at first, then remember your motivation. And don't give up: nobody is born with the ability to understand Windows or PowerPoint at first sight!

I expect you to have a basic understanding of Windows (95/98 or 2000). If you are a beginner of PowerPoint, I strongly recommend the exercises at the end of each chapter. The exercises follow each other, so don't skip one, probably you will need it later! If you bought this booklet because you have to create a special presentation (for instance for work), just replace the suggested ideas with your own: insert your personal graphics, tables, or text.

My goal is that this booklet will quickly help you understand the program so that you can continue to learn by yourself after you have completed reading this booklet. At the same time I want you to enjoy PowerPoint, which is a really useful program and full of nice features!

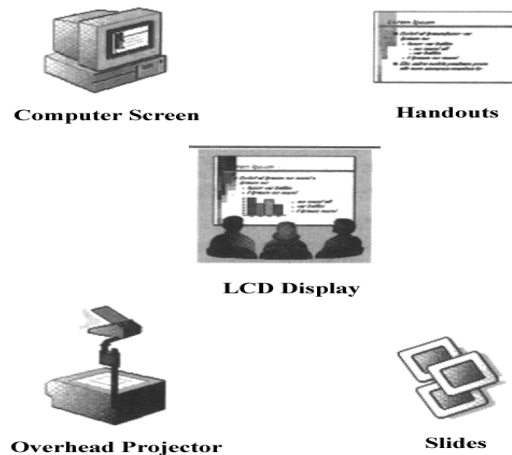
## What is a presentation program?

At work it often happens that you are asked to report about the progress or status of a project, about first results or planned studies. It becomes more and more usual additionally to visualize the most important contents, thus offering a presentation rather than just a pure talk.

<b>Text</b>	<b>Drawing objects</b>
<b>Placeholder</b>	<b>ClipArts</b>
<b>Tables</b>	<b>Organization charts</b>
<b>Groups of objects</b>	<b>Excel charts</b>

**Figure 1: Presentation elements**

With PowerPoint you can do all the work with your computer. You can bring all elements of a presentation, e.g. texts, any kind of objects (graphics, tables etc.) even sound and video elements together and create presentations for various presentation media: slides for overhead projector, slide projector, presentations for LCD display, computer screen or handouts from the printer. Presentations can also be saved as websites in PowerPoint2000.



**Figure 2: Presentation media**

Slides will be the major result of your work with Microsoft PowerPoint.

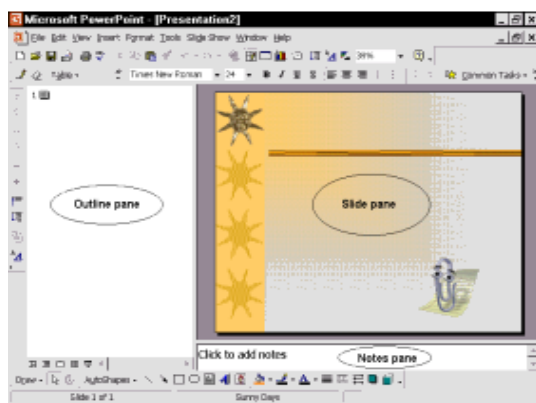
## Overview

The booklet begins by reviewing the basics of handling the program itself (opening, closing and the help function). We continue with handling whole presentations and then go deeper into details. Since slides are the main outcome of PowerPoint we will spend the most time on creating and editing all kinds of different elements a presentation can consist of.

To insert elements you can start with a predefined slide layout – also called template - which contains place-holders for text, tables, diagrams or other elements. If you prefer to make your own design you have to start with a new, empty presentation sheets. You can also import a content structure. All standard settings for text font and size, colors etc. are of course changeable according to your personal preference.

A nice helper is the AutoContent Wizard, which helps you to create quickly and easily a huge number of templates for any kind of presentation you can think of.

Any presentation is shown in three different panes: the outline, slide and notes pane.



**Figure 3: Three panes**

The outline pane shows the structure of your presentation. The slide pane shows the slide (did you guess it?). The notes pane lets you add your speaker notes or information you want to share with the audience. These notes can be printed as handouts.

The handling of PowerPoint in general corresponds to the other programs of the Microsoft Office 2000 family.

## New in PowerPoint 2000

At present PowerPoint 2000 is the newest version of PowerPoint. As regards the basic functions the greatest changes have occurred with the new three-pane-viewing and the way it integrates with the Inter-

and Intranet. There is a short summary of the things that are new:

**Improved Assistant** The Office Assistant uses less space on your screen, while still providing great help when you need it. If the Office Assistant can't answer your question, you can ask it to take you to the Web for more information. You can also let Microsoft know which questions are not answered (which helps improve the Help in future versions of Microsoft Office). And if you don't like the Assistant, you can turn it off permanently and use the Help index or table of contents.

**Normal view** The new normal view simultaneously displays the slide, outline, and notes views in their own adjustable panes, so you can see everything at once.

**Placeholder size fitting** If you have a few extra lines of text that don't fit in a text placeholder, PowerPoint automatically resizes the text to fit.

**Graphical bullets** New graphical bullets add extra flair to your slides. They can be used to replace the standard font-based bullets. A large selection of bullets is included, and you can import your own custom-made bullets as well.

**Numbered lists** are now supported in PowerPoint. When you change the order of items in a numbered list, PowerPoint automatically rennumbers the list for you.

**Tables** New native table tools let you create and format tables within PowerPoint. Use the Draw Table tool much the same way you use a pen to draw a table; just click and drag to draw the table boundaries and cell partitions. You can now make individual cells any height and width you want.

**Better voice narration** Narrations can now be recorded and edited one slide at a time, giving you greater flexibility when preparing your soundtrack.

**Multilingual features** You can work in different languages (European languages, Japanese, Chinese, Korean, Arabic and Hebrew). The program can automatically detect the language of the text and use the appropriate spelling and grammar dictionaries, punctuation rules, and sorting conventions for that language.

**Clipboard** It is now possible to save up to 12 objects from all Office programs in the clipboard instead of one.

**HTML saving** You can save a presentation as a Web page and reopen it in Microsoft PowerPoint, without losing any of the formatting or contents.

**Graphics for websites** will be automatically saved in GIF, JPEG, PNG or VML format. Animated GIFs are also shown.

Pictures can be directly inserted from a scanner or a digital camera.

## How to use this booklet

Throughout the booklet some layout rules have been used.

Words in *Italics* refer to the index at the end.

Commands, menus or options are written in **ARIAL, BOLD**.

Tips or hints are indicated by the bulb symbol.

Text written in a box explains a step-by-step way to do something. It is the main practical content of the section.

Any action in every Office program can be done with the mouse or the keyboard.

All commands of PowerPoint are found in the menu bar. In other words: the symbols are just shortcuts for commands.

Therefore you can either use the mouse by clicking on the symbol or open the menu. There is no "best" way, everybody must find her/his way. We will mostly state the way over the menus and the symbol. An overview of the hot keys is found at the end of this booklet.

Throughout the booklet we will work on a presentation called FIRST\_ONE. This presentation will be created in the exercises of the chapter 'Handling Presentations'. After you have created it, you don't have to follow the order of the booklet: every chapter can be read by its own!

At the end of each chapter you find exercises to practice the topics of the chapter. If you don't know an answer, don't worry: most solutions are given at the end of the booklet.

If you have any comments or suggestions, I am looking forward to hearing from you via email

[pp2000@vaninet.de](mailto:pp2000@vaninet.de).

So let's get going!

## Basics

In this chapter you will learn

- how to start and close PowerPoint,
- to recognize the basic screen elements and
- how to use the Help function.

### Starting PowerPoint

- Choose the Start button
- Go to the menu item Programs
- Click on the submenu Microsoft PowerPoint

Or double-click on the PowerPoint icon on the desktop.



PowerPoint opens and you will see, probably after showing a dialog box in which you can choose between opening a new or an existing presentation, the window shown on the next page.

## Screen elements


The PowerPoint window consists of




- different bars and
- three panes: the outline pane, the slide pane and the notes pane.

### Bars

Any program of the Microsoft Office family is represented in a window that has four kinds of bars. Toolbars can contain buttons, menus, or a combination of both.

1. The *Title bar* at the top of the window, seen here with the program name PRESENTATION1 together with the name of a new empty presentation. On the far right there are three buttons. If


you click on the first , the PowerPoint window minimizes and is placed as a button on the *Windows Taskbar*. In the Windows Taskbar at the bottom of your screen you can always see which programs and windows are open. And, of course, the Start button and the clock are found here. Clicking on the button on the Taskbar restores PowerPoint.

The next button lets the window get smaller  or bigger . The third button closes PowerPoint .

2. In the *Menu bar* you find nine menus. These five menus contain all commands PowerPoint is able to execute! On page 53 you will find a short overview which

command can be found in which menu. Take a look at it! But don't worry: at the end of this booklet everything will be much clearer.

The Office 2000 package uses so-called *personalized menus*. That means that Microsoft PowerPoint automatically customizes menus and toolbars for you based on how often you use the commands. When you first start PowerPoint, only the most basic commands appear. Then, as you work, PowerPoint adjusts the menus and toolbars so that only the commands and toolbar buttons you use most often appear. To look for a command you don't use often or have never used

before, click the  at the bottom of the menu to expand it to show all commands. When you expand one menu, all of the menus are expanded until you choose a command or perform another action. When you click a command on the expanded menu, it is immediately added to the short version of the menu. A menu command is dropped from the short version of the menu if you use PowerPoint many times without using that command. Some of these commands have images next to them so you can quickly associate the command with the image in the *Symbol bars*.

If the command is followed by three dots ... another window will open. A window

is a so-called *dialog box*. Every time a window requires you to make a choice before proceeding, you are in a dialog with the program.

If the command is followed by a triangle another menu will automatically open – you don't have to click for it.

3. *Symbol bars* contain parts of the commands you find in the menu bar. By default you see the following Symbol bars: *Standard toolbar*, *Formatting toolbar*, *Tables and Borders toolbar* and *Drawing toolbar*. They are activated by mouse clicking and are just an easier way for executing a command.

To see the name of a toolbar button, rest the pointer over the button until

the name appears.

4. The *Drawing bar* at the bottom of the window offers tools for drawing objects. You will learn more about it in chapter 'Basic working with objects'.
5. The *Status bar* at the bottom of the PowerPoint window gives information regarding the slide you are currently working on.

Another kind of menu are the

### Context menus

Right clicking the mouse activates context menus. It opens a menu for the object (for instance bars, pictures on a slide, text etc.) you right clicked. Therefore the context menu depends strongly on the place where you clicked! That is the reason why these menus are also often called '*object*' menus.

The right click is very, very useful. Whenever you are not sure how to do something, try it!

## The Help function

Any Office program provides four kinds of help functions:

1. The Office Assistant
2. The Help program itself
3. The direct help and
4. Help from the web.

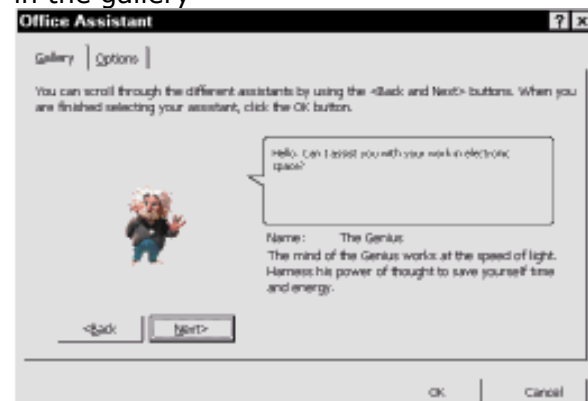
### The Office Assistant

The Office Assistant has two functions. On the one hand you can ask it questions (better: give it a keyword) if you click on it. For example, to get Help about how to create a chart, type **CREATE CHART** in the Assistant and click **SEARCH**.



On the other hand it observes what you are doing and gives you tips. If it has a tip you see a small bulb. You just have to click on the bulb then!

If you don't like Mr. Clippit, you can choose another assistant in the gallery



**Figure 4 Office Assistant Gallery**

1. Open the context menu of the Office Assistant (i.e. right click on the Assistant)
2. Click **CHOOSE ASSISTANT...**
3. Click on **NEXT** (and **BACK**) to see the other Assistants.
4. If you like one confirm with **OK**.

## Getting Help from the Help menu

Answers of the Assistant are displayed in the Microsoft PowerPoint Help window.

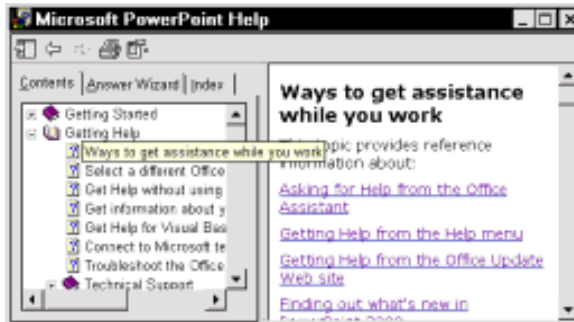



Figure 5 Help menu

To type a question in the Help window, click the **ANSWER WIZARD TAB**. To scroll through a table of contents for Help, click the **CONTENTS TAB**. If you want to search for specific words or phrases, click the **INDEX TAB**.

## Direct Help

PowerPoint also has a so-called direct help, which gives information about the part of the program you are just working in. You can activate the direct help either in the Help menu

1. Click **WHAT'S THIS?** in the **HELP** menu.
2. Open a menu and click on the command you want to get help for or click on a symbol.


or by clicking the question mark  in the Title bar of a dialog box. For example:

1. Open the dialog box **FONT** in the **FORMAT** menu.
2. Click on the question mark
3. Click on anything you are interested in and it will be explained.

## Help from the web


To give you the most up-to-date Help with Microsoft Office 2000 features, some Help topics include links to Web sites, articles, and other reference information. So if you have a modem, test it.

## Close PowerPoint

- Click **FILE – EXIT** or
- Click  or
- **ALT – F4**

## Exercises

1. PowerPoint comes with an Online Tutorial. Find out more about it with the Office Assistant.
2. Use right mouse clicking on the drawing bar and on the menu bar. Why are the menus the same, though you clicked on different places?
3. For Direct Help there also exists a keyboard shortcut: **Shift + F1**. Use it

to find out what this symbol  in the standard toolbar is good for.

Right click on the Office Assistant.

You see the following context menu:



If you click **Animate!** the Office Assistant will be animated one time. Test the different animations!

## Handling presentations

A presentation is a set of slides. All slides you create for a presentation are saved in one single file. Each slide consists of a layout and content. PowerPoint offers the opportunity to use pre-designed layouts called templates or create them to yourself.

In this chapter you will learn

- how to create new presentations,
- open existing presentations,
- save,
- search for, and
- close them.

The basic techniques for creating, opening, saving and closing or searching in a presentation are quite similar to other programs of the Office family.

## Creating presentations

You can create a new presentation in several ways. You can start

- by working with the *AutoContent wizard*, in which you begin with a presentation that contains suggested content and design. (This is a very easy way to create a presentation!)
- by selecting a design template that determines the presentation's design but does not include content,
- with a blank presentation that has neither suggested content nor design,
- with an existing presentation and change it to suit your needs, or
- with an outline you import from another application.

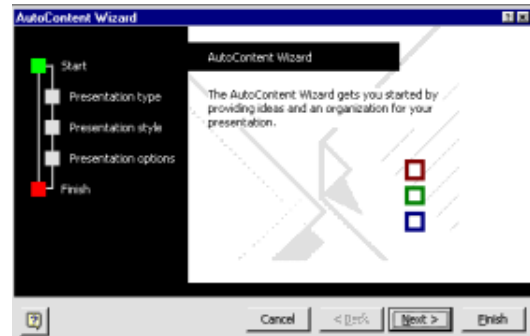
## The AutoContent Wizard

The fastest way to create a new presentation is offered by the AutoContent Wizard. Start the wizard:

Start PowerPoint and choose **AUTOCONTENT WIZARD**, then click **RETURN**

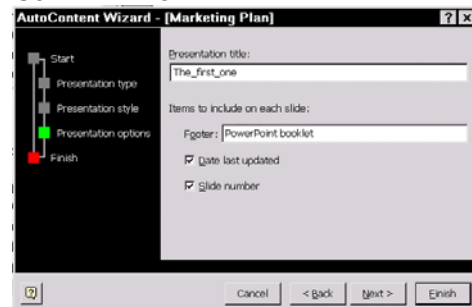
- if PowerPoint is running:
- in the **FILE** menu, click **NEW**, and then click the **GENERAL** tab. Double-click **AUTOCONTENT WIZARD**.

Let us step by step create a presentation with the Wizard.



**Figure 6 The AutoContent Wizard**

1. Click **NEXT** in the AutoContent Wizard dialog box.
2. Choose **SALES/MARKETING** in the Wizard.
3. In the right field you have to choose a concrete presentation, for example **MARKETING PLAN** and then **NEXT**.
4. Click **NEXT** for the On-Screen Presentation.
5. Type **EXAMPLE1** as a title and decide how you want to have the footer. Confirm with **NEXT**



6. The AutoContent Wizard now has all the information it needs, so click **FINISH**.

That's it!! Your first presentation is created!!!! But ...

### What did the wizard do?

PowerPoint created a presentation for you that has 17 slides. Let's take a closer look at what happened!

1. Press F5. Your work is presented in full-screen mode.
2. To go forward, press **PAGE UP**, to go backward, press **PAGE DOWN**.
3. To finish, press **ESC**.

The AutoContent Wizard produces a presentation depending on the chosen options. This presentation fulfills your chosen options and uses a special template.

### Templates

A template is a pattern for a presentation. Design templates contain color schemes, slide and title masters with custom formatting and styled fonts, all designed to create a particular look.

The *slide master* controls the format and placement of the titles and text you type on slides, while the *title master* controls the format of the title slide and any other slide you designate as a title slide, such as a section opener. Masters also hold background items, such as graphics you want to appear on every slide. Any change you make to a slide master is reflected on each slide.

To make changes click **VIEW – MASTERS – SLIDE MASTER** (or **TITLE MASTER**).

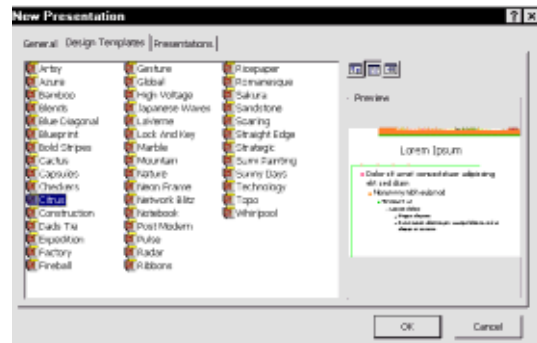
In this view any changes affect all slides of your presentation. For instance, if you change the background of this slide (**FORMAT – BACKGROUND**), all slides of your presentation (except the first one) will have this new background. To go backwards to your single slides, click **VIEW – NORMAL VIEW**.



**Figure 7 Master view**

PowerPoint comes with a wide variety of professionally designed templates. Test

them with the **NEW – DESIGN TEMPLATE** tab! If you click on a name you will see the layout in the preview box on the right.



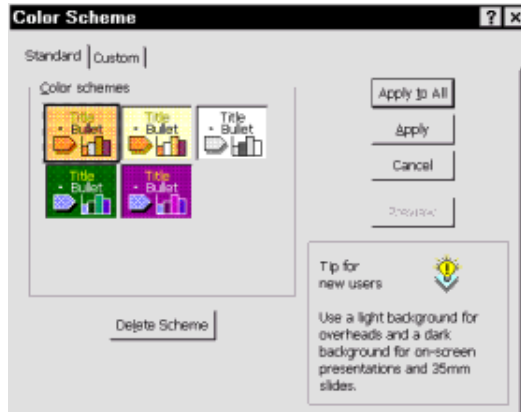
**Figure 8 Design templates**

Whenever you apply a design template to your presentation, the slide master, title master, and color scheme of the new template replace the slide master, title master, and color scheme of the original presentation. After you applied a design template, each slide you add will have the same custom look.

In addition, if you created a special design for one of your presentations, you can save it as a template.

## Color schemes

Color schemes are sets of eight balanced colors designed for use as the main colors of a slide presentation: for text, background, fill, accents, and so on. Each color of the scheme is used automatically for a different element on the slide.




**Figure 9 Color Scheme**

When applying a design template to a presentation, you can choose from a set of pre-designed color schemes made to go with that design template. This makes it easy to change color schemes for a slide or an entire presentation and be sure that the new color scheme will harmonize with the rest of the slides in your presentation.

Click **FORMAT – SLIDE COLOR SCHEME...** and choose one of the given color schemes. **APPLY** just applies to the chosen slide, while **APPLY TO ALL** affects all slides!

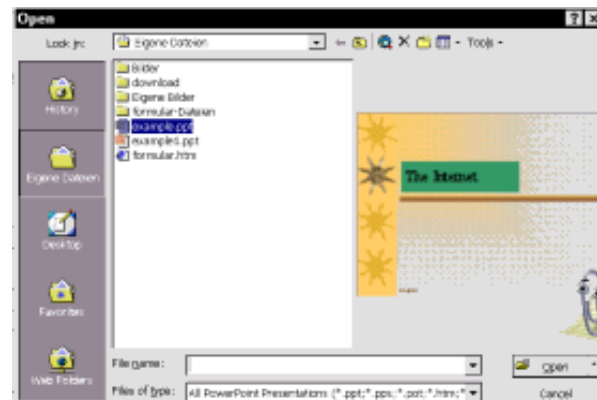
## New, blank presentation

To create a blank presentation click **FILE – NEW...** (or ) and in the general tab Blank presentation.

## Open existing presentations

There are three different ways to open an existing presentation.

PP is closed	Double-click file in the Explorer or on the desktop
opening	Click <b>OPEN AN EXISTING PRESENTATION</b> . If you cannot see the presentation you want to open click <b>MORE FILES....</b>
opened	<ol style="list-style-type: none"> <li>1. Click <b>OPEN</b> on the Standard toolbar.</li> <li>2. Click in the <b>LOOK IN</b> box on the drive or folder that contains the presentation you want. Double-click the presentation you want to open. If you cannot find the presentation in the folder list, you can search for it (see next section).</li> </ol>

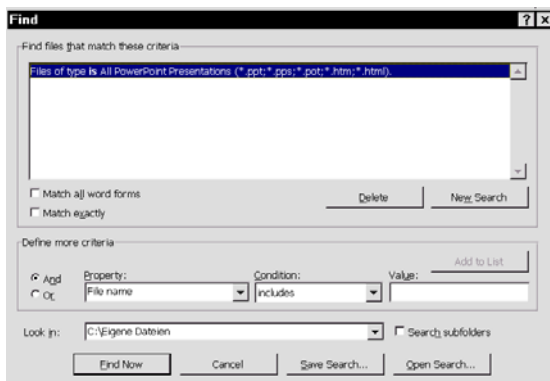


**Figure 10 Open dialog box**

## Search for files

Sometimes it happens that you cannot find your presentation. But don't worry: you can search for the file from inside PowerPoint.

1. On the **Standard** toolbar, click **OPEN**.
2. Click **TOOLS**, and then click **FIND**.
3. In the **Look in** box, click the drive or folder you want to search in.
4. To search in all subfolders of the selected folders and display the folders that contain the files that are found, select the **SEARCH SUBFOLDERS** check box.
5. In the **Property** box, click **FILE NAME**.
6. In the **Condition** box, click the option you want.
7. In the **Value** box, type all or part of the file name.
8. Click **ADD TO LIST**.
9. Click **FIND NOW**.



**Figure 11 Find dialog box**

To search in more than one drive at a time: In the **Look in** box, type each drive name separated by a semicolon. For example, type **C:\;**  
**D:\.**



So: remember to keep your files in order and very important – to give your files names that are correlated with the content. Then it will be easy to find them again.

## Import an outline

PowerPoint can use styles from other programs such as Microsoft Word to create a presentation. The heading styles are used as an outline.

1. On the File menu, click **OPEN**.
2. In the Files of type box, click **ALL OUTLINES**.


3. In the Name box, double-click the document you want to use.

The imported outline opens in PowerPoint. Each major heading appears as an individual slide title, and each point appears as body text.

You can easily import a Word document with heading styles to create a presentation. In Word, open the document, point to **SEND TO** on the **FILE** menu, and then click **MICROSOFT POWERPOINT**. Each paragraph formatted with the Heading 1 style becomes the title of a new slide, each paragraph formatted with the Heading 2 style becomes the first level of text, and so on.



## Saving a presentation

To save your presentation just click . **Note:** If you are saving the presentation for the first time, you will be asked to give it a name.

You can also use the file menu. If you save it for the first time, choose **SAVE AS...** In the **Save as** dialog box PowerPoint offers a variety of possible *file formats* (see: **Save as type**).

A file format is the way in which information is stored in a file so that a program can open and save the file. A file's format is indicated by a three-letter extension after the file name. For example, when you save a new presentation in PowerPoint 2000, PowerPoint by default stores it in PowerPoint 2000 format with a .ppt file extension. If you want to convert a presentation to a different format so that you or someone else can open it in another program or in an earlier version of PowerPoint, you can select that file format when you save the document.

When you install PowerPoint 2000, many file formats are included by default as shown in the table.

File extension	
.ppt	A standard PowerPoint presentation
.pot	A presentation as a template.
.pps	A PowerPoint presentation that will always open as a slide show.
.wmf	A slide as a graphic

.gif .jpg .png	A slide as a graphic for use on web pages (gif = Graphics Interchange Format; jpg = Joint Photographics Expert Group; png = Portable Network Graphics)
.rtf	A presentation outline as an outline
.htm	A presentation that will open in a web browser (for example Internet Explorer or Netscape)

## Closing a presentation

If you don't want to continue working, you can close the presentation. Closing a presentation means that the presentation will be removed from the RAM, but PowerPoint still remains open.

If some presentations are open, activate the one you want to close. Then click **FILE**



– **CLOSE** or .

## Exercises

1. Create a presentation with the AutoContent Wizard. Choose the **GENERAL – BRAINSTORMING SESSION**. If you have a presentation in mind (probably the one that caused you to buy this booklet), let the Wizard help you to create your personal one. (Things you don't like can be changed later...)  
**SAVE** the presentation **AS FIRST\_ONE**. Close the presentation.
2. Open the presentation again. Change the **SLIDE COLOR SCHEME...** of the whole presentation into the green one. Don't forget to save it!
3. What is the best folder to save presentations?
4. What are templates for?
5. Describe three different ways to
  - (a) open a presentation
  - (b) save a presentation
  - (c) do any command in PowerPoint.

## PowerPoint Views

PowerPoint comes with different views to help you while you are creating a presentation. The two main views you use in PowerPoint are *normal view* and *slide sorter view*. To easily switch between views, click the buttons on the lower leftside of the PowerPoint window.

The *Outline toolbar* contains all the tools you need. The first two buttons serve to pro- and demote marked paragraphs. The next two arrows serve to move marked paragraphs one slide up or down.  is used to collapse all entries up to the heading,  is used to expand everything again. The next two generalize the minus and plus sign, i.e. collapse and expand all. If you mark all slides and click on the Summary Slide button, a slide that consists of all headings of the marked slides will be created. The last button shows all formatting (or not).

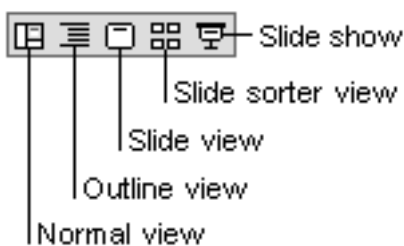


Figure 12 Symbols for different views

## Normal view

Normal view contains three panes: *the outline pane*, the *slide pane*, and the *notes pane*. These panes let you work on all aspects of your presentation simultaneously.

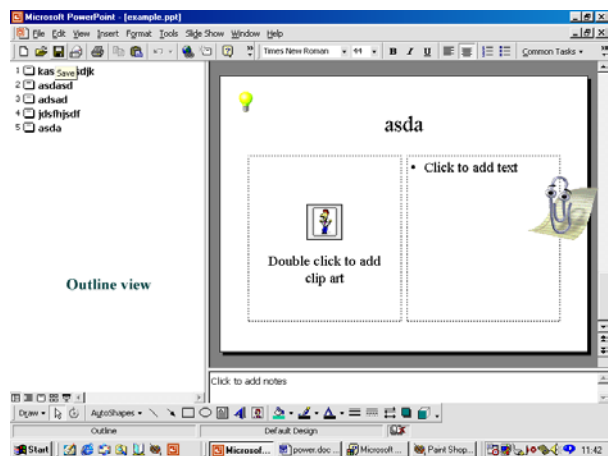



Figure 13 Normal view

## Outline pane

In the *outline pane*, your presentation appears as an outline made up of the titles and main text from each slide. You can type an outline in PowerPoint, start with an outline from the AutoContent Wizard, or import an outline from another program, such as Microsoft Word.

Use the outline pane to organize and develop the content of your presentation. The most important feature is that you can type all of the text of your presentation and rearrange bullet points, paragraphs, and slides in this view.

The slide you see in the slide view is characterized by this  symbol.

**Slide pane**

In the slide pane, you can see how your presentation looks on each slide. You can add graphics, movies, and sounds, create hyperlinks, and add animations to individual slides. Notice that your presentation is treated like a picture. Therefore you cannot set the cursor somewhere. To add text in the slide pane you have to create a placeholder for it. See the exercises for details.

**Notes pane**

The notes pane lets you add your speaker notes or any extra information you want to share with the audience. If you want to have graphics in your notes, you must add the notes in notes page view.

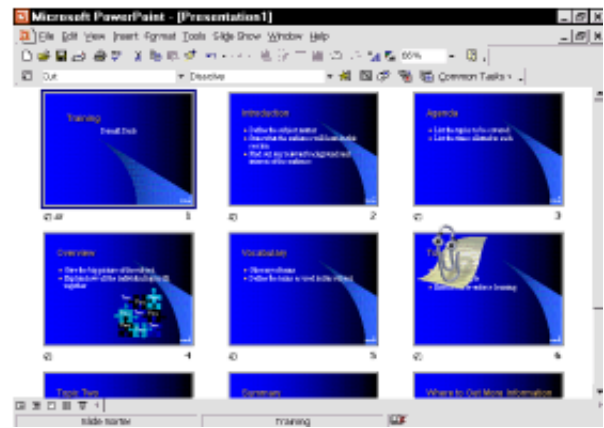
These three panes are also displayed when you save your presentation as a Web page. The only difference is that the outline pane displays a table of contents so that you can navigate through your presentation.

*Outline view* and *slide view* just change the size of the panes. You can also adjust the size of the different panes yourself by dragging the pane borders.



## Slide sorter view

In *slide sorter view*, you see all the slides in your presentation on screen at the same time, displayed in miniature. This makes it easy to add, delete, and move slides, add timings, and select animated transitions for moving from slide to slide. You can also preview animations on multiple slides by selecting the slides you want to preview and then clicking **ANIMATION PREVIEW** on the Slide Show menu. See the next chapter for details.



**Figure 14 Slide sorter view**

If you double-click a slide in the Slide Sorter view, PowerPoint jumps back to the previous view and shows the slide.

At any time while creating your presentation, you can start your slide show and preview your presentation by clicking the **SLIDE SHOW** button.



## Exercises


1. In Slide Sorter view you can also add notes. How is this done?
2. Open **FIRST\_ONE** and preview your presentation.

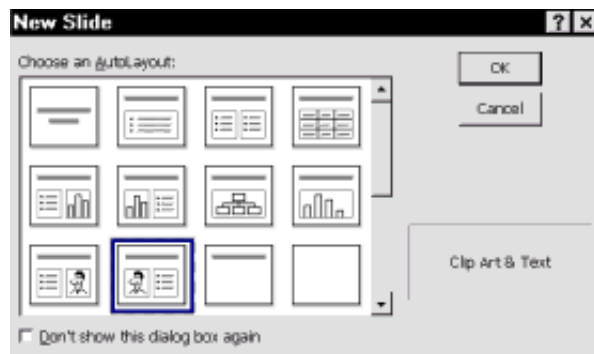
## Handling slides

In this chapter you will learn about

- adding (new and existing) and deleting slides,
- copying and moving slides.

### Adding and deleting slides

You can create a new slide with **INSERT – NEW SLIDE...** (or ) or you can select from 24 pre-designed slide layouts: for example, there is a layout that has placeholders for a title, text, and a chart; and there is another with placeholders for a title and clip art.

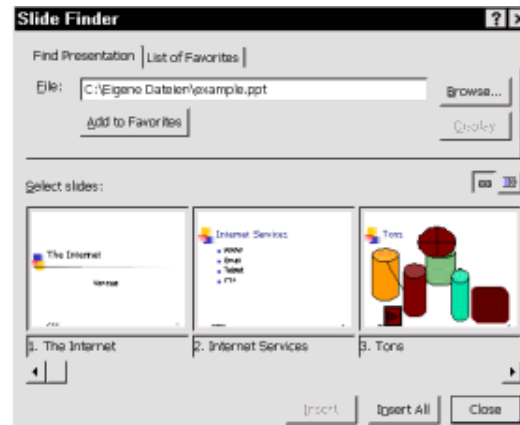


**Figure 15 Slide layout**

The title and text placeholders follow the formatting of the slide master for your presentation. You can move, resize, or reformat the placeholders and, of course, change the layout of a slide after you created it.

To mark a slide just position the cursor in the text in the outline pane. You don't have to mark the whole text.

To add an existing slide from another presentation, first mark the slide, behind which you want to add. Then click **INSERT – SLIDES FROM FILES...** Click on the **BROWSE** button and select the presentation with the slide(s) you want to add.



**Figure 16 Slide finder**

Then all files will be shown on the bottom of the slide finder dialog box. You just have to click on the slide or slides and confirm with the **INSERT** button. Remember that all slides you select are inserted behind the selected slide! Then click **CLOSE**.

If you want to delete a slide, mark it and press **DEL** on the keyboard or click **EDIT – DELETE SLIDE**.




### Moving and copying slides

Whenever you want, you can change the number and order of your slides. I.e. you can copy slides that don't fit exactly in your presentation and just need minor changes.

Before you move or copy slides, of course, you have to mark them.

<b>To select</b>	
a single slide	Click on a slide miniature in the slide sorter view ..  or click on the slide symbol in the outline pane
a set of slides next to each other	Use <b>SHIFT + ARROW</b> from the first to the last miniature slide or slide symbol.
a set of slides not next to each other	<u>Only in slide sorter view:</u>  Use <b>CTRL + MOUSE POINTER</b>
all slides of a presentation	Click <b>EDIT + SELECT ALL</b>

To move (or copy) the marked slides:

1. **EDIT – CUT** (or **COPY**) or click  = Cut (  = Copy) in the Standard toolbar.
2. Position the cursor.
3. Click **EDIT – PASTE** (=  ). The slide(s) will be inserted behind the cursor.

You can also use the mouse with Drag & Drop. If you want to copy you must additionally hold the **CTRL** key.

## Exercises

1. Insert a new slide at the end of your presentation FIRST\_ONE.
2. Move the new slide so that it is the fourth.
3. Duplicate the last slide.

## Formatting text

In this chapter you will learn how to

- insert text,
- mark text and
- give it a nice layout.
- You will also learn something about WordArt, a tool to create special text effects and
- get a short overview of special tools for working with text such as spelling and grammar checking and searching and replacing text parts.

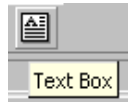
If you are used to formatting text as done in Word for instance you can skip this chapter.

## Inserting text

In general, text can only be added when the blinking cursor appears. (The blinking cursor indicates that you can use the keys instead of the mouse.)

There are two ways of inserting text in a presentation: either with placeholders in the slide pane or in the outline pane.

**Slide pane** Most often, the easiest way to add text to a slide is to type it directly into any placeholder on the slide. If you want to add text outside a placeholder, you can use the **TEXT BOX** button on the **DRAWING TOOLBAR** to add a text box. Notice that the mouse pointer changes to a cross: drag a rectangle and the cursor will appear.



If you have a few extra lines of text that don't fit in the placeholder, PowerPoint automatically tries to fit the text within the text placeholder. To turn off this feature, on the **TOOLS** menu, click **OPTIONS**, click the **EDIT** tab, and then clear the **AUTO-FIT TEXT-TO-TEXT PLACEHOLDER** check box.

**Outline pane** You can add the title and numbering points here. At the end of each point press the **ENTER** key to finish this point. If you just need a line break press **CTRL + ENTER**.

All changes in the outline pane are, of course, shown in the slide pane.

Additionally, you can add notes in the notes pane.

## Selecting text




Whenever you want to format (or move or copy) text elements you first have to mark them! This is one of the things people often forget! (This also causes that a menu point is not available.)

You want to mark	Solution
A word	Double click the word <u>or</u> just put the cursor into the word.
A line	Click on the numbering sign at the beginning of the line.
Parts of the text	Put the cursor at the beginning of the part you want to mark. Hold <b>SHIFT +</b> one of the <b>ARROW KEYS</b> . Or put the mouse pointer at the beginning of the text part and then drag the mouse to the end of the part.
The whole slide	Click on the slide number or the slide symbol in the outline pane.

## Move, copy and delete

All three actions can be done either with the commands in the **EDIT** menu, with the context menu or with the Standard toolbar.

### Move and copy text elements

1. Mark text.
2. Click **EDIT – COPY** (or **CUT** to move it). In the standard toolbar this corresponds to  or .
3. Position the cursor where you want to insert the text.
4. Click **EDIT – PASTE** or .

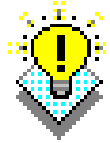
Alternatively you can mark text and then use the context menu.



Figure 17 Text context menu

What happens when you copy or move a text element? The computer copies a duplicate in the *clipboard*. The clipboard is a file with the function of an interim storage. You can paste the content as many times as you want up to the moment you copy or cut again. A new feature in PowerPoint 2000 is, that you can insert up to 12 text elements from the clipboard. This is only possible if the Clipboard toolbar is opened (**VIEW – TOOLBARS – CLIPBOARD**). To insert the copied or cut text element you position the cursor and click onto the element in the Clipboard toolbar. If you let the mouse rest on one element for a short while the content will be shown.

You can take a look 'inside' the clipboard, if you open it in the start menu: **PROGRAMS – ACCESSORIES – SYSTEM PROGRAMS – CLIPBOARD**.



Any action you don't like can be undone with **EDIT – UNDO** or the button shown.



If you click on the little arrow a list will open and allow you to undo the last 300 actions. But attention: when you undo an action, you also undo all actions above it in the list!!!! If you later decide you did not want to undo an action, click redo .



## Formatting text

Formatting text means giving it in a nice layout.

The concept of the computer is to differentiate between character and paragraph formatting. So in the formatting toolbar the first half is dedicated to character formatting, the second half to paragraph formatting (see figure 18).

Some fonts just have symbols instead of letters and numbers (like Wingdings for instance).

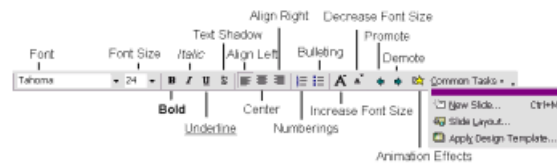
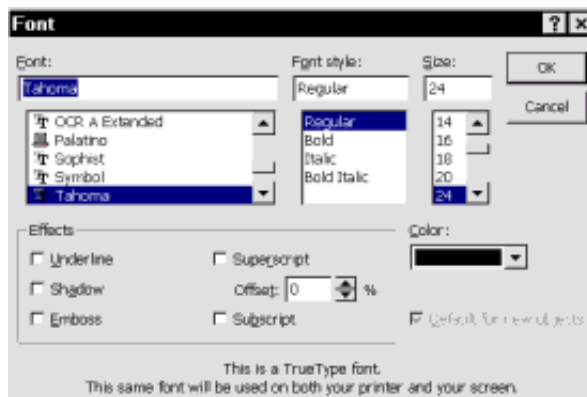


Figure 18 Formatting toolbar

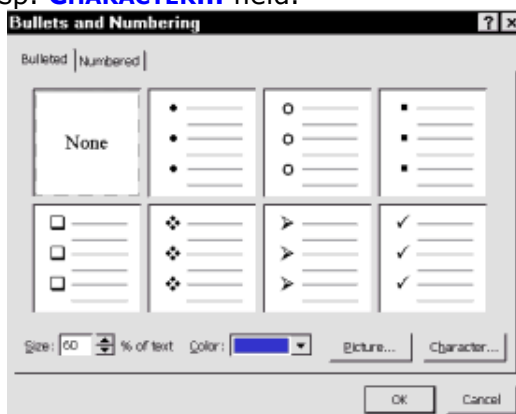
You can find more options for character format-ting in **FORMAT – FONT....**



**Figure 19 Font dialog box**

Paragraph formatting includes aligning (left, right, center) a paragraph and numbering. (For the computer a paragraph is the text between two **RETURNS.**)

If you don't like the standard numbering or bullets, they are changeable in **FORMAT – BULLETS AND NUMBERING....** You can use any symbol or font! Open the **PICTURE...** resp. **CHARACTER...** field.



**Figure 20 Bullets and Numbering dialog box**

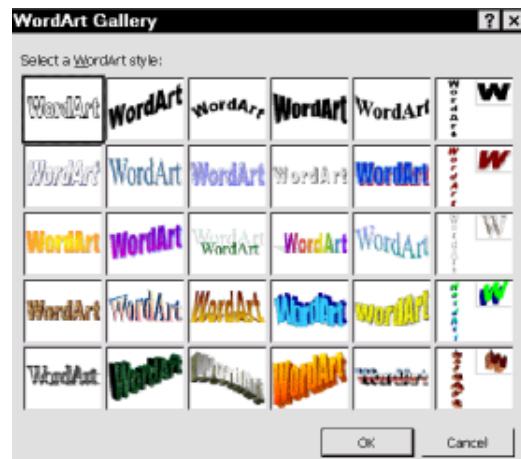
Next to the numbering buttons you find two symbols, which are a special feature of PowerPoint 2000: they decrease and increase the font size.

You can also animate your text with in the standard toolbar. See chapter Animations for details.




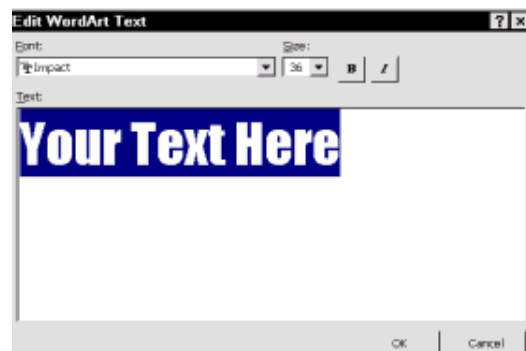
## WordArt

The WordArt function is used to create various text effects as shown in the next figure.



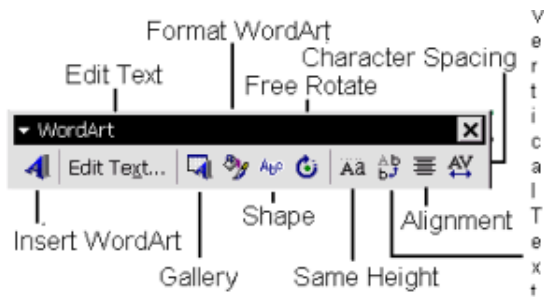
**Figure 21 WordArt Gallery**

You insert a WordArt object either by clicking the  in the drawing toolbar or with **INSERT –PICTURE – WORDART.** Then click on the layout and **ENTER.** In the next dialog box you have to enter the text and choose the font and font size.



**Figure 22 Insert WordArt Text**

Furthermore you can edit WordArt objects with the WordArt toolbar that appears if you click on the inserted WordArt object.



**Figure 23 WordArt toolbar**


The yellow square is a characteristic point of the WordArt (sometimes a vanishing point): it can be dragged if the mouse pointer is a triangle.

## Special tools


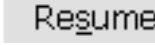
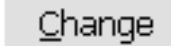
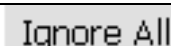


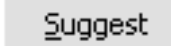

PowerPoint 2000 offers different tools to edit a text, i.e. spelling and grammar check, replacing fonts, and searching and replacing text.

## Spelling

You can check spelling automatically, either as you type or at any other time for example, after you finish creating your slides. When you check spelling automatically, wavy underlines indicate possible spelling errors. If the lines clutter your slide, you can hide them temporarily until you are ready to correct the errors.

- Click  to use automatic spelling check (or **TOOLS - SPELLING**).

If PowerPoint finds a word that seems incorrect the dialog box **SPELLING AND GRAMMAR** is opened. You are asked to correct and are offered possible suggestions.

	The word will not be corrected. If the word exists anywhere else in the text the program will ask again for a correction. If you click outside the dialog box the checking will be interrupted. The field will change to  . With this button you can continue checking.
	The word will be corrected with the word you read in the Change to field.
	Ignores the word in the whole presentation.
	The word will be replaced with the word in the Change to field in the whole presentation without confirmation.
	You add the word to the chosen dictionary.
	Searches for the correct spelling in the currently used dictionary.
	Adds the spelling error and its correction to the AutoCorrect list so that PowerPoint will correct it automatically as you type.

The **Auto Correct feature** is quite helpful. For example, if you type "definitely" and then type a space or other punctuation, AutoCorrect replaces it with "definitely". AutoCorrect can make corrections that are generated by the spelling checker's main dictionary, and by a list of built-in AutoCorrect entries. You can easily add your own AutoCorrect entries or remove unwanted ones. To use it click **TOOL - AUTO-CORRECT...**

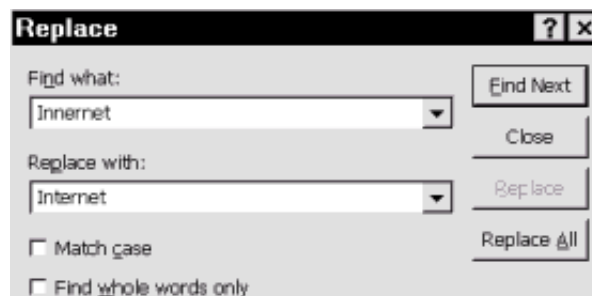
## Searching and replacing

If your text is very long and you use some words over and over again you can abbreviate them and replace the abbreviations finally with the correct words.

### Replace text

1. On the **EDIT** menu, click **REPLACE**.
2. In the **FIND WHAT** box, enter the text you want to find and replace.
3. In the **REPLACE WITH** box, enter the text you want to use as the replacement.
4. To search for the next occurrence of the text, click **FIND NEXT**.
5. To replace the next occurrence of the text, click **REPLACE**.
6. To replace all occurrences of the text, click **REPLACE ALL**.

To cancel a search in progress, press ESC.

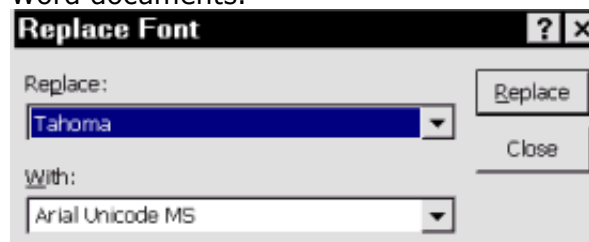


**Figure 24 Replace menu**

### Replace font

If you want to replace one font of your whole presentation, you can do this in one step. This is very useful when the chosen font is not available on the printer connected to your computer. Just click **FORMAT – REPLACE FONTS...**

You can't check the spelling in embedded objects such as charts, in special text effects inserted with the WordArt tool, or in inserted objects such as Word documents.



**Figure 25 Replace font menu**

## Exercises

1. Name three different ways to delete text.
  2. Find out what Shadow, Emboss and Superscript do with marked text.
  3. Insert a WordArt you like. Click on the Shape button in the WordArt toolbar. Test the shapes **WAVE 2** and **STOP**.
  4. Change the font of one slide of presentation FIRST\_ONE into **Comic Sans MS Size 14**.
- Any further formatting information will be lost, such as bold, numbering etc. You have to repeat this formatting!
5. How do you search for a word? Find out with the Assistant.

## Basic working with

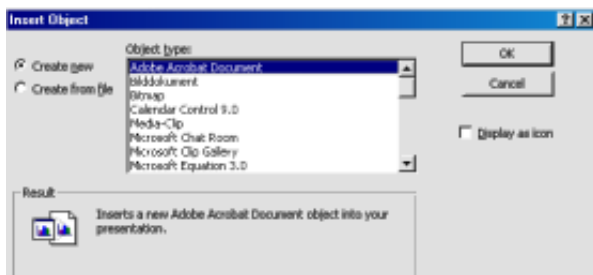
In PowerPoint any created or inserted part is called an object. Objects are graphics, charts, tables, and music even text! The possibilities of

- inserting, marking and positioning,
- grouping and ordering,
- deleting, moving and copying,
- coloring objects

given in this chapter are applicable to all kinds of objects.

## Inserting objects

Objects are inserted in a presentation by **INSERT – OBJECT....**



**Figure 26 Object insertion menu**

In the dialog box you have to select whether the file exists or has to be created. Then you have to specify the kind of object inserted. Do you want to insert a Bitmap, an Excel chart or a QuickTime movie? A short explanation is given at the bottom in the Result box.

If you don't want to see the object in your presentation choose **DISPLAY AS ICON**.

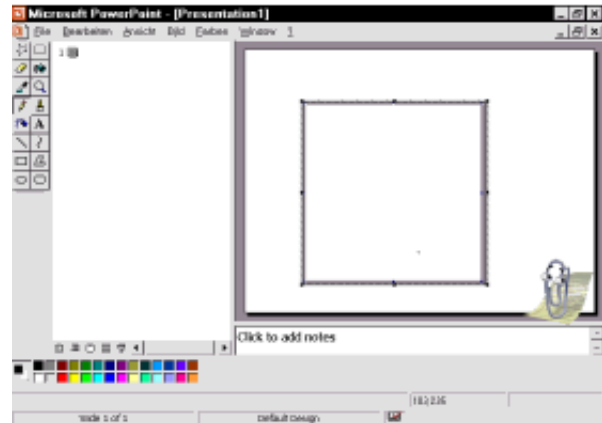
If you decide to create a new object, it will be inserted in the presentation in the sense that it belongs to the presentation. We say the object is *embedded* in the file. If you want to change it you have to do this in the presentation file.

In practice the handling is quite easy. As an example let us include a bitmap:

1. Open a new presentation and choose the empty slide.
2. Click **INSERT – OBJECT...** and choose **CREATE NEW** (is standard) and **BITMAP**.
3. Click **OK**.

## objects

4. PowerPoint opens Microsoft Paint, a very simple drawing program.



**Figure 27 Paint in PowerPoint**

5. Inside the box you can draw a picture with all the drawing tools from Paint. (Notice the mouse pointer that changes to a pen inside the box!)
6. If the picture is finished you just have to click outside the box and you'll be back in PowerPoint.
7. And what if you want to change the picture? Just double-click on the picture!

At the beginning this will be quite difficult, but once you have got used to it, you will like it very much. So don't give up! Everybody had trouble in the beginning.

The other possibility of inserting an object is to *link* it to your presentation (instead of embedding it). What does this mean? With a linked object (better: linked file) you just store the location in your presentation file rather than the content of the file. If you change the linked file the information can also be updated in your presentation. Linked objects are strongly recommended if file size is a consideration.

To update linked files, mark them and then click **F9**.



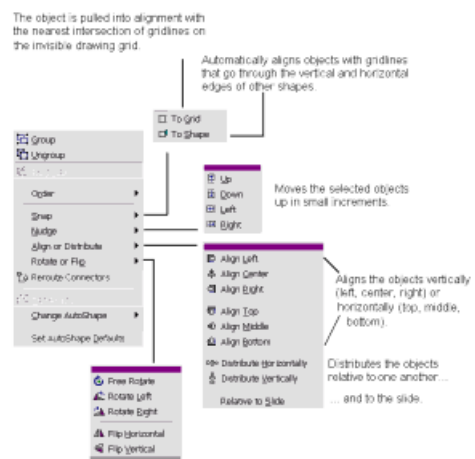
**Figure 28 OLE**

The insertion of objects is based on a program integration technology called **OLE** (= Object Linking and EMBEDding).

This allows the of sharing information between programs. All of the Office products support OLE.

If you just want to insert a part of a file (table, picture etc.) the easiest way is *Copy & Paste*. This means.:

1. Open the file you want to copy .
2. Mark the part you want to copy.
3. Click **EDIT – COPY**.
4. Open the file where you want to add the copied part.
5. Position the cursor where the part should be inserted.
6. Click **EDIT – PASTE** in this file.



**Figure 29 Options for aligning objects**

## Positioning objects

You can align objects by using guides to align them visually, or by using the grid to align them with a corner on the grid as you draw or move the objects.

If the guides aren't displayed, click **GUIDES** on the **VIEW** menu. To add a guide, hold down **CTRL** and drag an existing guide. To delete a guide, drag it off the slide.

To hide the guides without deleting them, click **GUIDES** on the **VIEW** menu.

You can also use horizontal and vertical rulers to move and align objects precisely, and to adjust indents and tabs in text.

If the rulers aren't displayed, click **RULER** on the **VIEW** menu. When displayed, the rulers appear at the top and left side of the slide pane. When you move the pointer or a drawing tool, its movement traces on the rulers to show you precisely where you are on the slide.

Furthermore you find a lot of commands for automatically adjusting objects in the **DRAW** menu.

## Marking

To mark objects you must activate the arrow symbol in the drawing toolbar.



You want to mark	How?
one object.	Click on the object.
several objects.	Hold the <b>SHIFT</b> key and click on one after another of the objects.
all objects on one slide.	With <b>EDIT – SELECT ALL</b> .
To cancel a selected object	Click away from the object.

## Deleting, moving, copying

Remember to mark an object before you delete, move, or copy it!

You want to	How?
delete an object.	Click <b>DEL</b> .
move an object.	Just drag the object to the new position.
copy an object.	Hold <b>CTRL</b> and drag the object.

## Resizing objects

When you select an object, sizing handles appear at the corners and along the edges of the selection rectangle. You can resize an object by dragging its sizing handles, or you can resize it more precisely by specifying a percentage for the object's height and width.

If you want to resize an object by a specific percentage:

1. Select the object you want to resize.
2. On the **FORMAT** menu, click the command for the type of object you selected (for example, **AUTO SHAPE** or **PICTURE**) and then click the **SIZE** tab.
3. Under **SCALE**, enter the percentages you want in the **HEIGHT** and **WIDTH** boxes.

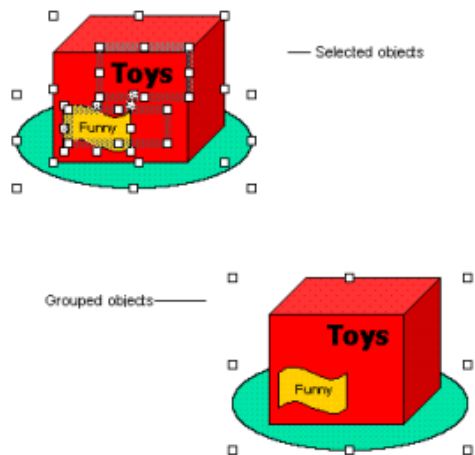
To maintain the ratio between the object's height and width whenever you resize it, select the **LOCK ASPECT RATIO** check box on the **SIZE** tab.

## Grouping objects

If you want to move a set of objects, you can combine them in one group. This is recommended when you created a picture with many free form objects. The combined objects are then treated as one single object!

1. Mark the objects you want to group (with the **SHIFT** key).
2. On the **DRAWING** toolbar, click **DRAW**, and then click **GROUP**.

Alternatively (and to ungroup) you can use the context menu.







**Figure 30 Grouped object**

## Object order

PowerPoint remembers the order in which you created objects. They automatically stack in individual layers as you add them to a slide. You see the stacking order when objects overlap: the top object covers a portion of the objects beneath it. But you don't have to draw the bottom object first, you can always move it later. To change the order:

1. Mark the object.
2. On the **DRAWING** toolbar, click **DRAW**, and then click **ORDER**.

Then you have the following options:

 Bring Forward	Moves the object to the front.
 Send Backward	Sends an object one step toward the back.
 Bring to Front	Brings the object one step closer to the front.
 Send to Back	Moves the object behind all other objects.

## Flipping and rotating objects

You can rotate an object 90 degrees to the left or right or to any other angle. You can also flip an object horizontally or vertically. Some pictures, graphs, and organizational charts that you import cannot be rotated or flipped, because they were not created in PowerPoint. You will not be able to flip or rotate bitmaps, for example:

1. Select the object you want to rotate.
2. On the Drawing toolbar, click **DRAW**, point to **ROTATE OR FLIP**, and then **FREE ROTATE**. (The function Free rotation can also be activated by in the drawing toolbar)
3. Position the pointer over a round handle and drag to rotate.



Figure 31 Free rotation

## Object and background fill

You can change the background of the whole slide and of any single object.

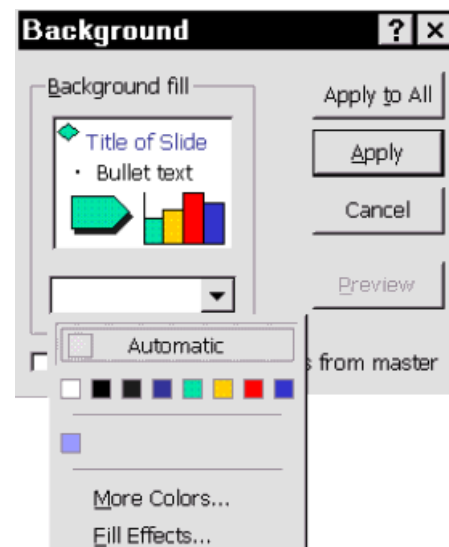
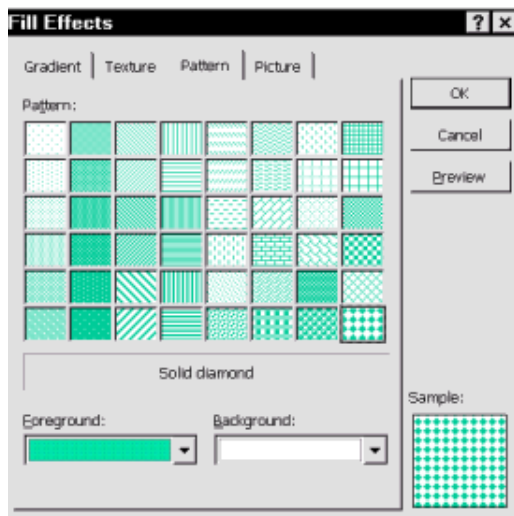


Figure 32 Background dialog box

**To change the background color:**

1. Mark the slide you want to change
2. Open **FORMAT – BACKGROUND** (or open the context menu of the slide, i.e. click on a free place on the slide).
3. YOU CAN CHANGE THE COLOR INTO ONE OF THE NINE SHOWN ONES. IF YOU WANT MORE COLORS CLICK **MORE COLORS...**
4. **FILL EFFECTS...** OPENS THE DIALOG BOX SHOWN IN THE FIGURE BELOW.

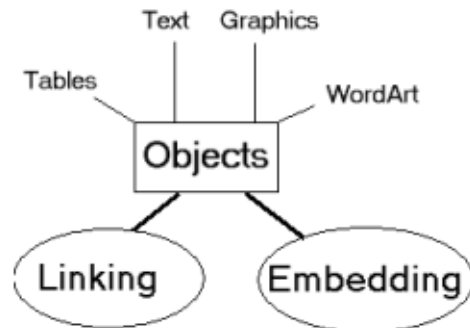
**Figure 33 Fill effects**

You see four different tabs.

<b>Gradient</b>	Here you can change shading styles.
<b>Texture</b>	Besides given textures you can select your own ones
<b>Pattern</b>	The pattern tab is shown above. You can, of course, also change the back- and foreground color.
<b>Picture</b>	Here you can include a picture as the background.

**Exercises**

1. Describe in your own words the difference between linked and embedded objects.
2. Insert the following object somewhere in your presentation FIRST\_ONE.



You can do this in two different ways. Which ones?

3. Assume you want to insert a picture into your presentation. What is the difference between the commands **INSERT – OBJECT... – FROM FILE** and **INSERT – PICTURE – FROM FILE...**?
4. How can you update all linked objects in your presentation?

## Special objects

The construction of special objects requires tools that do not necessarily belong to a presentation program. That is why PowerPoint offers the possibility to create and edit objects which usually belong to other programs (for instance worksheets that belong to Excel). You get the opportunity to actually work with all tools of the other program, but save the object inside your presentation file.

In this chapter you will learn about the following objects and programs:

- Pictures in MS Paint,
- Photographs in MS Photo Editor,
- Tables and charts in Excel, MS Graph or MS Map, and
- Diagrams in MS Organization Chart.
- Furthermore you learn to insert and edit AutoShapes and pictures of the Clip Gallery as well as film and sound objects.

## Drawing objects

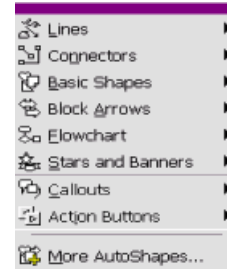
PowerPoint offers various tools to create and edit drawing objects. For instance, there are over one hundred AutoShapes, and you can add shadings and three-dimensional effects. Of course, you can create and add free forms, too.

## AutoShapes

PowerPoint comes with a huge set of ready-made shapes you can use in your presentations. The AutoShapes let you add a whole range of useful symbols like lines, arrows, stars, banners and caption boxes with just one mouse click. They can be resized, rotated, flipped, colored, and combined with other shapes to make more complex shapes. After you have drawn an AutoShape you can add text by just clicking in the shape and typing. All added text becomes part of the shape. If you rotate or flip the shape, the text rotates or flips with it.

The **AUTO SHAPES** menu is on the **DRAWING** toolbar. It contains several categories of shapes, including lines, connectors, basic shapes, flowchart elements, stars and banners, and callouts.

The **MORE AUTO SHAPES** category displays AutoShapes located in the Clip Gallery. Just drag the AutoShape you want from the Clip Gallery onto your slide.



**Figure 34 Categories**



## To insert an AutoShape:

1. Open the **AUTO SHAPE** menu in the drawing toolbar.
2. Move on the category, and then click on the AutoShape you want to insert.
3. Most often you have to drag a rectangle on the slide, in which the new object will be placed.

## Special AutoShapes:

- If you use Connectors you have to click on the two objects you want to connect. These connections are held even if you move the objects.
- PowerPoint also comes with some ready-made Action Buttons that you can insert in your presentation and define hyperlinks for. Action buttons contain shapes, such as right and left arrows. Use them when you want to include commonly understood symbols for going to next, previous, first, and last slides. PowerPoint also has action buttons for playing movies or sounds. They are positioned with a simple click. Automatically a dialog box will open, where you have to define what should happen, if you click on this button while showing your slide show.

Furthermore you can add 3D effects or shadows. This is very simple:

1. Mark the object.
2. Click on  to add a shadow or on  to add a 3D effect.

To change the color or offset of a shadow, click on the shadow symbol, click **SHADOW SETTINGS**, and then click the options you want on the Shadow Settings toolbar.

## Clip Gallery

The Clip Gallery contains a wide variety of pictures, photographs, sounds, and video clips that are ready for you to insert and use in your presentations.

1. To add a clip to a slide, click **INSERT CLIP ART** on the Drawing toolbar. You can add your own pictures in the following formats to the Clip Gallery:

- Microsoft Windows Metafile (.wmf) .
- Bitmap (.bmp)
- Computer Graphics Metafile (.cgm) .
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Network Graphics (.png)

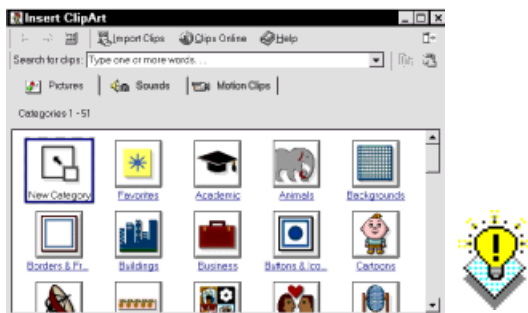


Figure 35 ClipArt

The Clip Gallery has a search feature to help you locate just the right clips for your presentation. To use the search feature, click the **SEARCH FOR CLIPS** box, and then type one or more words that describe the type of clip you want.

If you can't find the picture, music, sound, video, or animation clip you want, connect to Clip Gallery Live (Clips Online), a Web site where you can preview and download additional clips.

The Clip Gallery also has its own Help system, where you'll find such information as how to organize your clips in categories, how to assign keywords to clips for easy searching, and how to work with the Clip Gallery by using

shortcut keys. To get Help, click **HELP** in the Clip Gallery.

## Microsoft Paint

To create a bitmap (this is the file format of Paint) by yourself click **INSERT – OBJECT ... – BITMAP**. PowerPoint opens the program Microsoft Paint, which is a very, very simple drawing program. You can resize the blank area as usual with the arrows  $\leftrightarrow$  on the edges. To position the picture move the mouse pointer until

it becomes .

You create the bitmap inside the signed area. Notice that the whole area "belongs" to Paint. So if you want to create a bitmap with text, you must create the text in Paint and not in PowerPoint!

You see two toolbars: one for colors and one with the tools for painting. The tools are explained below.

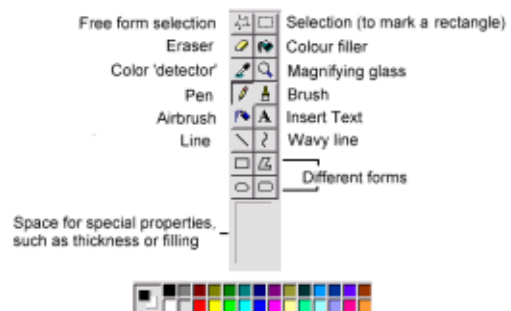


Figure 36 MS Paint symbol bars

If you want to use the same bitmap more than once, add it to the Clip gallery!

## Photographs

You can easily scan, edit and insert photographs with the Microsoft Photo Editor. (To scan a picture, your device (a scanner or digital camera) must be connected to your computer and be TWAIN-compatible. You should also make sure that you have installed the device software that supports TWAIN.)

Note that this program is usually not installed with the standard installation of PowerPoint. To install it, see chapter Individual settings, section Set Up program.

## Microsoft Photo Editor

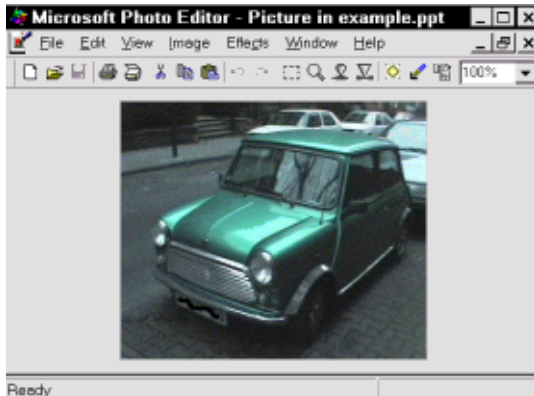
To insert a photo, click **INSERT – OBJECT... – MICROSOFT PHOTO EDITOR**

**3.0-PHOTO.** The window of the Photo Editor opens.

Choose in the open dialog whether you want to insert a picture from the scanner or the clipboard, a blank or an existing one.

The **INSERT** button might be unavailable with some scanners because the scanner software doesn't support an automatic scan. Use the **CUSTOM INSERT** button instead.

When you finish editing click **FILE – EXIT AND RETURN TO <PRESENTATION>**.



**Figure 37 MS Photo Editor**

By using the tools of the **IMAGE** menu, you can crop the picture; adjust its brightness, contrast, and color; and make other adjustments.

For professional editing you find a lot of commands in the **EFFECTS** menu. Here we mention just a few.

You have the possibility to **SHARPEN...** and to **SOFTEN...** the graphic.

The **NEGATIVE...** option displays the picture in the reversed order.

The **CHALK AND CHARCOAL...** effect shows the picture as painted with chalk and charcoal. You can move the little square to take a closer look at the changes in the preview window. The Mini from above for instance will look as shown in the next figure.



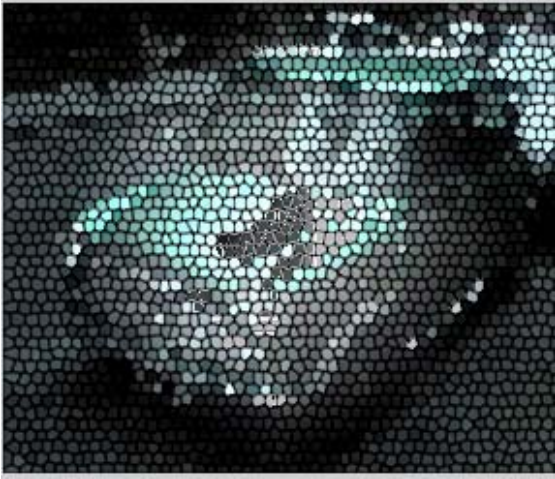
**Figure 38 Chalk and Charcoal effect**

Analogously you can let your picture appear in **WATERCOLORS...**:



**Figure 39 Watercolor effect**

Also quite nice is the **STAINED GLASS...** effect (OK, OK, not for a Mini ;-)):




**Figure 40 Stained glass effect**


## Tables & charts

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.


Text in tables is formatted just like normal text.

### Creating a table

You can quickly create a simple table by using the **INSERT –TABLE** command (or the  button).

To create a more complex table you can draw the it by yourself.  Click the tables and borders button. This activates the **TABLES AND BORDERS** toolbar if it is not activated yet. The pointer changes to a pencil.

Drawing a table is similar to drawing a rectangle on graph paper. First, draw a line from one corner of the table to the corner diagonally opposite in order to define the boundary of the entire table, and then draw the column and row lines

inside. To erase a line, click Eraser  and then drag over the line. When you finish creating the table, click on a cell and then start typing.

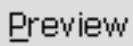
PowerPoint comes with a slide layout that includes a placeholder for a table. To use this layout click **FORMAT –SLIDE LAYOUT**, then **TABLE LAYOUT** and then click **APPLY**.

If you prefer to create a table with Excel see the next section.

### Formatting a table

In **FORMAT – TABLE...** you can change many features of your table: borders, color fill etc.

At first you must as usual mark the cells you want to change (if you don't mark anything, just the cell where the cursor blinks is relevant!).

The  button temporarily updates your presentation with the selected settings so you can see how it will look. PowerPoint does not actually apply the selected settings until you click **OK**.



**Figure 41 Table formatting dialog box**

## Microsoft Excel

If you are used to working with Excel (or you want to get used to it :-)) PowerPoint offers the possibility to insert and/or create tables and charts with it.

	A	B	C	D
	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				

Figure 42 Excel table

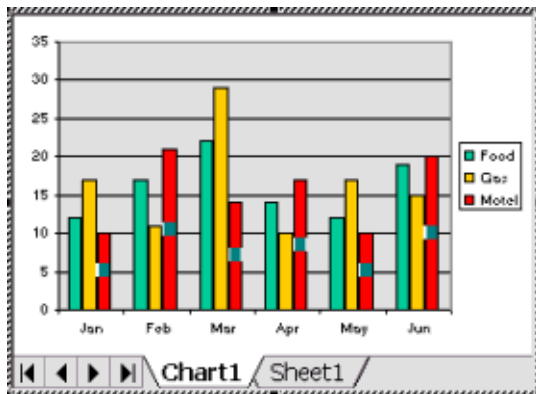


Figure 43 Excel chart

If you want to insert a table click **INSERT – OBJECT – MICROSOFT EXCEL WORKSHEET**. An empty worksheet will open. All commands (except those of the file menu) belong to Excel so you can work as in Excel.


If you want to insert a chart click **INSERT – OBJECT... – MICROSOFT EXCEL CHART**. You see an example chart. With the **CHART1** and **SHEET1** tab you can change between the chart and the table of data. Additionally you see the chart toolbar, which allows you to format elements of your charts. If you change back to your presentation (remember: by clicking outside the Excel area) the chart (and not the table) will be shown!

If you want to learn details about working with Excel, take a look in KnowWare's **'Get Going with Excel 2000'** or any other Excel book.

## Microsoft Graph

This program is an alternative for users that don't have Excel installed. The Microsoft Graph program is like a very simple version of Excel.



To insert a new diagram, click . You will see a datasheet and a chart with data of an example. The screen elements will change into the MS Graph ones.

To change the data, click into the datasheet. The chart automatically updates.

The layout can be changed with **CHART – CHART TYPE....** You can use either **STANDARD TYPES** or - and that's a really nice feature - you can create your own chart!

Each **Custom Type** is based on a standard type. The custom chart type also includes display settings and custom formatting for the chart, such as legends, gridlines, data labels, colors, and patterns. In **CHART – CHART OPTIONS...** you will find these options. Some custom chart types are already given, but you can add as many as you like.

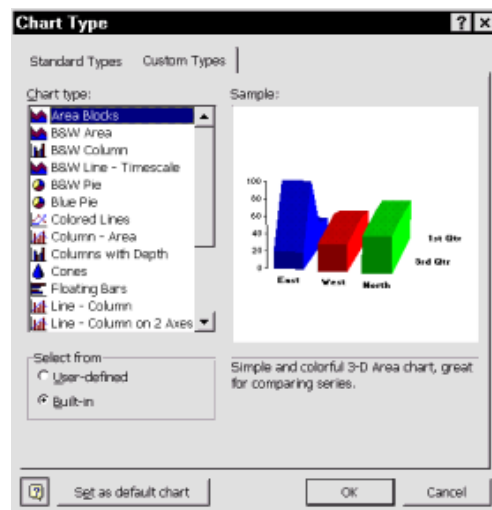


Figure 44 Chart Type dialog box

Instead of explaining each chart type here find it out about them on your own!

Press the **SET AS DEFAULT CHART** button, if you want this chart type to be inserted, when you create a new one.

## Maps

Another interesting application of tables are maps: Microsoft Map is a tool to create maps on the basis of geographical data. You can add labels, text or even map pins.

Microsoft Map does not belong to the standard installation of PowerPoint. Run the Set-Up program again to install it later (see chapter **Individual Settings**).

Before you start, you must create an Excel chart with the data you want to

use. Arrange the information in columns on a worksheet. One column must contain geographic data, such as names of countries or states. See the figure below.

GEONAME	POP 75	POP 76	POP 77
Belgium	9788200	9813200	9823300
Denmark	5054410	5065313	5079879
Germany	61991500	61644600	61442039
Greece	9046431	9106900	9227500
Spain	35208615	35723400	36115500
France	52699475	52809706	52975008
Ireland	3118100	3154000	3260900
Italy	55293036	55588966	55847553
Luxembourg	357400	361000	361000
Netherlands	13599092	13750122	13814495

**Figure 45 Example chart**

To see a list of standard spellings and abbreviations for map data, see the sample workbook **mapstats.xls** in the Data folder under the folder where you installed Microsoft Map.

### Inserting a map

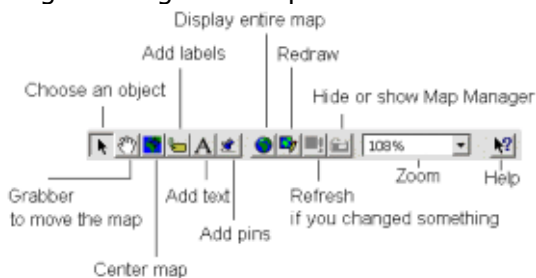
To add a map of a special region with or without additional data first you have to insert a world map. Click **INSERT – OBJECT... – MICROSOFT MAP**.



**Figure 46 World Map**

The toolbars change into the ones of Microsoft Map.

The map is inserted and the Map Manager dialog box is opened.



**Figure 47 MS Map Symbols**

To show just a region, you must use the **INSERT. – EXTERNAL DATA...** command.



**Figure 48 Inserted Map**

The *Map Manager* is a dialog box, which allows you to change the colors, or to add different diagrams or formatting. Use the zoom factor to change the scaling of the map.

To change the position of the region inside the area click the grabber and move the region.

Furthermore you can add details to your map, such as roads, cities or boundaries:

1. Click on **MAP – ADD FEATURE...**
2. The dialog box **MAP FEATURES** opens and you can activate what you like.

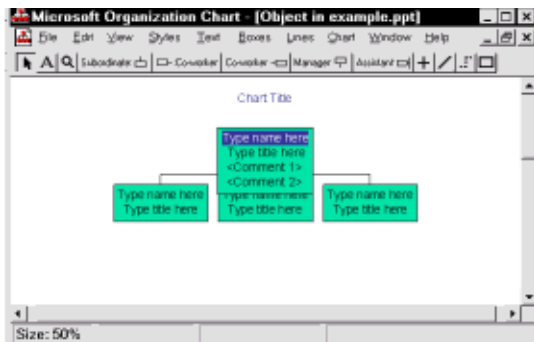
### Organizational charts

A special kind of a diagram is the organization chart. These charts are used for displaying the structure of an organization or a family for instance.

#### To insert an organization chart:

1. Display the slide you want to add an organization chart to.
2. On the **INSERT** menu, point to **PICTURE**, and then click **ORGANIZATION CHART**.
3. To return to PowerPoint, click **EXIT AND RETURN TO PRESENTATION** on the Organization Chart **FILE** menu.

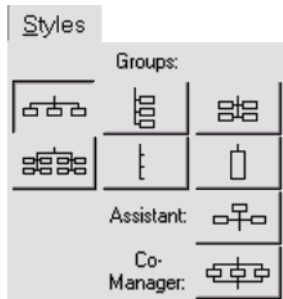
After inserting the new organization chart you will see the following window with a standard organization chart. Microsoft Organization Chart is an autonomous working program. Therefore all menu items belong to this program.



**Figure 49 Organization chart**

**Edit an organization chart**

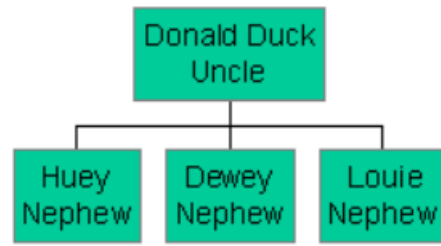
All fields, which share a common Manager field, build a group. With the symbols in the menu **STYLES** you can regroup these fields or define Assistant or Co-Manager fields.



**Figure 50 Styles menu**

To group do the following:

1. Mark the group you want to edit by double-clicking on one field of the group.
2. Open **STYLES** and click the desired grouping. The fields will be grouped automatically.



**Figure 51 Different groupings**

If you want to create subgroups just mark all fields that you want to group together and open the **STYLES** menu.

Observe that if you want to change two or more fields into Co-Managers the fields must have the same manager and be in the same hierarchy.

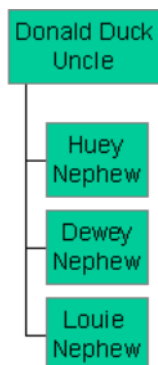


With Drag & Drop you can change the position of any field. Drop the fields OVER the new manager. If the changes don't work, the program gives you the suitable error message. Read it carefully and use if necessary the **HELP** menu of Microsoft organization chart!





**Figure 52 Error message**

If you want to change lines, mark them and activate the menu **LINES**. There are different possibilities for the thickness, the style and the color.



**Further possibilities:**

You want...	Solution
to add text.	Click  and move the cursor to the position where you want to add text.
to add free lines.	Click  and drag the line
to change the box color.	In the <b>BOXES</b> menu you can change the color and additionally <b>BORDER COLOR, STYLE and LINE STYLE.</b>
to change the background color.	Click <b>DIAGRAM</b> and choose a new color.

Normally an organization chart will be saved together with the presentation. If you want to use the chart more often we recommend saving it inside the Microsoft Organization Chart program. Click **FILE – SAVE AS...** You can then insert the chart whenever you want (and in any other program) with **INSERT – OBJECT... – CREATE FROM FILE** tab.

**Film and sound objects**

You need speakers and a sound card on your computer to play music and sounds. To find out what has been installed and what settings are in use, check both the Multimedia and Sounds categories in the Control Panel.



Multimedia

**Inserting film objects**

All commands for inserting you will find in **INSERT – MOVIE AND SOUND...**

To insert a video from the Clip Gallery, click **MOVIE FROM GALLERY**, then locate and insert the video you want. To insert a video from another location, click **MOVIE FROM FILE**, locate the folder that contains the video, then double-click the video you want.

A message is displayed. If you want the movie to play automatically whenever you move to the slide, click **YES**. If you want the movie to play only when you click the movie during a slide show, click **NO**.

To preview the movie in normal view, double-click the movie. A simple click will stop the playing.

You can also change play settings - for example, loop the movie or add an animation effect to your movie. Just mark the inserted film and click **EDIT – FILM OBJECTS**.


Size and position can be changed by dragging the mouse. Unfortunately changing the size can create trouble. To find the optimal size, mark the object and choose **FORMAT – PICTURE-SIZE** tab and activate **OPTIMAL FOR PRESENTATION**.

### Inserting sound objects

Analogously you can insert sound clips from the gallery. A sound icon appears on the slide.



Sometimes you will prefer to add music from your favorite CD:

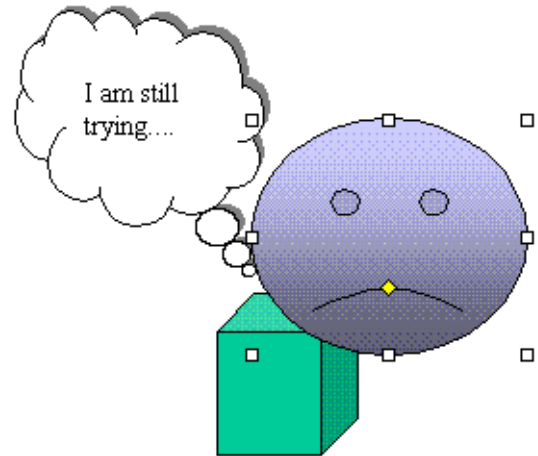
1. Display the slide you want to add a CD audio track to.
2. On the **INSERT** menu, point to **MOVIES AND SOUNDS**, and then click **PLAY CD AUDIO TRACK**.
3. Select the track and timing options you want, and then click **OK**.
4. A CD icon  appears on the slide.
5. A message is displayed. If you want the CD to play automatically whenever you move to the slide, click **YES**. If you want the CD to play only when you click the CD icon during a slide show, click **No**.
6. To preview the music in normal view, double-click the CD icon.

If you want to edit your recording you will find the necessary commands in **EDIT – WAVE-AUDIO OBJECT**.

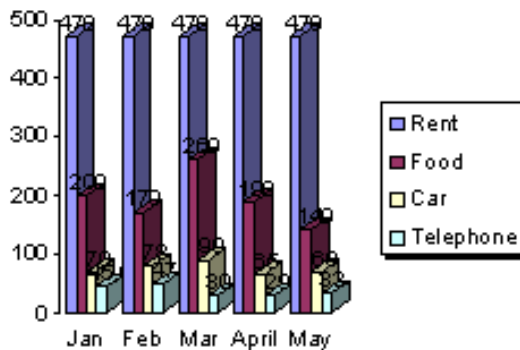
## Exercises

1. In this exercise we add your personal logo to the Clip Gallery:

- Open the Clip Gallery **INSERT – PICTURE – CLIPART** and click **IMPORT CLIPS**
- Mark the file of your logo and confirm with **IMPORT**.
- Add a short description.
- Select the folder in the **CATEGORIES** tab, where the picture should be added or create a **NEW CATEGORY**.
- Add a keyword in **KEYWORDS** if you want. That will make searching for this clip much easier!!!



2. Create the following chart with MS Graph.



Use the following data and don't forget to add the data labels!

	A	B	C	D
	Jan	Feb	Mar	April
1 Rent	470	470	470	470
2 Food	200	170	260	190
3 Car	70	78	90	65
4 Telephone	45,9	47	30	29

3. Create the following AutoShape on the first slide of FIRST\_ONE. Finish with the cube. This will cause a problem. How can you solve it? Then move the whole AutoShape to the last slide.

## Animations

You can animate text, graphics, sounds, movies, charts, and other objects on your slides to help you focus on important points, control the flow of information, and add interest to your presentation.

There exist a lot of pre-defined animations. Of course, you can also create your own animations.

In this chapter you will learn how

- to set up text to appear by the letter, word, or paragraph or
- to appear on your slide - to fly in from the left, top or right,
- to dim or change color when you add a new element and
- to change the order and timing of your animations,
- to set them to occur automatically without having to click the mouse.
- Preview the animation of your text and objects: to see how they all work together and adjust animations if necessary.

The animations are the funniest feature of PowerPoint. So the best way to get to know them is trying them all on your own!

Even though the animations are a really good laugh, remember that less is more in a professional presentation!

### Existing effects

To use the existing effects mark the object that should get the effect. Then click the effect in the animation effect toolbar (if the toolbar is not shown, click the shown button). The effects are explained in the table below.



You can test the effects in the slide show view (or by clicking **F5**).

Symbol	Animation effect
	Object is inserted with a zoom noise ("Drive in") from the right
	Object is inserted with a whoosh from the left ("Flying")
	Object is inserted from inside with the click of a camera ("Camera")
	Object blinks shortly ("Flash Once")
	Text is inserted letter by letter with a laser effect ("Laser text")
	Text is inserted letter by letter with the noise of a typewriter ("Typewriter")
	Text comes up the other way round ("Reverse order")
	Text is inserted word by word from the top ("Drop in")
	Shows the order in which the animations appears
	Preview button

You find more effects in **SLIDE SHOW – PRESET ANIMATION**.

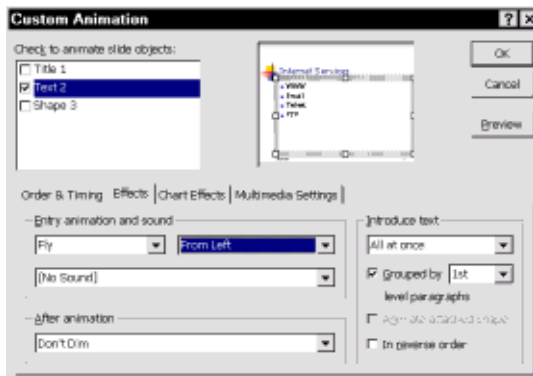
### User defined animations

If you want to change the order or if you want to design your own animations, you have to use **SLIDE SHOW – CUSTOM ANIMATION**. Use normal view and select the slide you want to animate.

In this menu you can also define chart effects and change multimedia settings.

In the dialog box **CUSTOM ANIMATION** under **CHECK TO ANIMATE SLIDE OBJECTS**, you see all objects of the slide. Select the check box next to the text or object you want to animate. This window remains the same, independent of the chosen tab below.

Normally an organization chart will be saved together with the presentation. If you want to use the chart more often we recommend saving it inside the Microsoft Organization Chart program. Click **FILE – SAVE AS...** You can then insert the chart whenever you want (and in any other program) with **INSERT – OBJECT... – CREATE FROM FILE** tab.

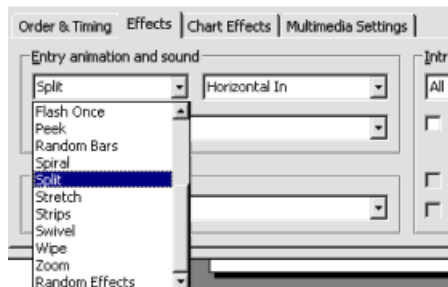


**Figure 53 User defined animation menu**

There are four tabs. If you are in the **ORDER & TIMING** tab, the order in which you click the objects defines the order in which they will appear. In the **START ANIMATION** field you can set a time after how many seconds the object should appear automatically (instead of the pre-selected option **ON MOUSE CLICK**.)

If you are in the **EFFECTS** tab under **ENTRY ANIMATION AND SOUND** you can select, how an element appears, for some effects from where, you can add sound and what should happen after the animation (see figure below).

In **INTRODUCE TEXT** you can decide whether text should appear **ALL AT ONCE**, **BY LETTER** and **BY WORD** or **IN REVERSE ORDER**.



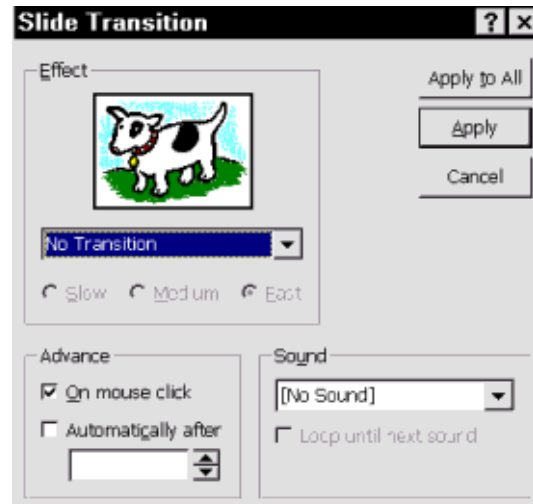
**Figure 54 How an element appears**

Options in the **CHART EFFECTS** tab depend on the type of chart selected.

If you have added multimedia objects you can change additional **MULTIMEDIA SETTINGS**.

## From slide to slide

The Slide Sorter view, offers the easiest way to include transitions. Then click **SLIDE SHOW – SLIDE TRANSITION**.



**Figure 55 Transition menu**

The effect field shows the effect. Test the effects by yourself! If you have finished, **APPLY** will apply to the slides marked, **APPLY TO ALL** refers to all slides in the current presentation.

## Exercises

1. Animate the heading of each slide with the 'Flying' effect on mouse click and drum roll sound.
2. Find out what '**Loop until next sound**' in the slide transition dialog box means.
3. Add the '**Random transition effect**' automatically after 2 sec and Breaking glass sound to presentation FIRST\_ONE. Test it with **F5**.

## Printing, handouts and websites

In this chapter you will learn how

- to print slides, notes or the outline,
- to create handouts and
- to show your presentation on the Internet.

### Printing

You can print parts or your entire presentation (the slides, outline, notes, and audience handouts) in color or pure black and white.

1. On the **FILE** menu, click **PRINT**.
2. In the **PRINT WHAT** box, click the item you want to print.  
If you select **HANDOUTS**, you can then select a number of slides per page and whether the order should be horizontal or vertical.

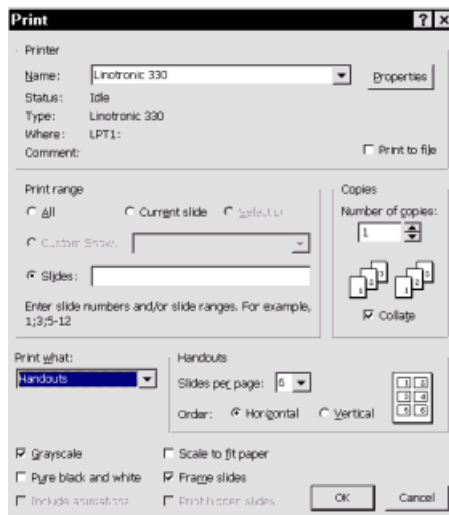


Figure 56 Print dialog box

### Print in black and white

Most presentations are designed to be shown in color, but slides and handouts are usually printed in black and white. You can preview how your slides and handouts will look in black and white and adjust the design of black-and-white objects before you print your presentation.

If you click the print button in the standard toolbar, everything



will be printed!  
To preview the slides in pure black and white, hold down **SHIFT** and click **GRAYSCALE PREVIEW** on the **Standard** toolbar



### Print an outline

You can print all the text in your outline or just the slide titles. However, the printout might look different from the screen display. For example, in the outline pane, you can show or hide formatting (such as bold or italic), but on the printout, the formatting will always appear.

To print only the slide titles or to print all levels of text, click **EXPAND ALL** on the **Standard** toolbar to either display just slide titles or display all the text in the outline pane.



### Handouts

You can also print your slides as handouts with two, three, four, six, or nine slides on a page that your audience can use for future reference. Handouts show only the slides; they don't include any corresponding notes.

1. On the **VIEW** menu, point to **MASTER**, and then click **HANDOUT MASTER**.
2. To preview the layout you want, click the buttons on the **HANDOUT MASTER** toolbar. Add the items you want on the handout master - art, text, headers or footers, date, time, or page number. Items you add appear only on the handouts; no changes are made to the slide master.
3. You find further options such as colors in the **FORMAT** menu.
4. If you are finished, click the **CLOSE** button on the **Master** toolbar.

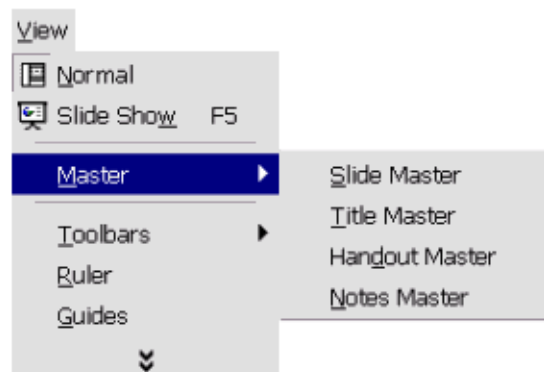
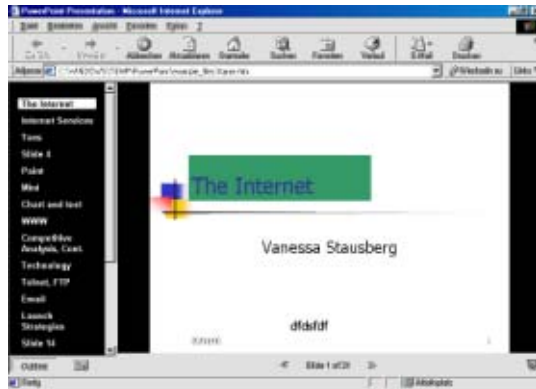


Figure 57 View – Master – Handout Master

## Websites

You can save your presentation or single slides only in HTML (Hyper Text Markup Language) with **FILE – SAVE AS...** In the **SAVE AS TYPE** box choose \*.html. These pages can then be shown in the Internet and can be further edited by other Office programs, such as Microsoft FrontPage.

Before you definitely save your presentation you can preview what it will look like with **FILE – WEB PAGE – PREVIEW.**



**Figure 58 Web Page Preview**

The standard saving will show two frames: the outline in the left frame and one slide in the right frame. Notes are shown in a third frame, if they exist.

## Exercises

1. Print presentation **FIRST\_ONE** as a handout with 6 slides on each page.



This option also helps saving paper :- )

2. Test **GRAYSCALE** and **PURE BLACK AND WHITE.** Compare the differences.

## Further tips and ideas

In this chapter we will give

- some tips on planning your presentation and
- different possibilities of presenting.

## Planning

Before you start any presentation, be clear about the concept of your presentation.

Define the purpose of your presentation as it relates to the outcome you seek. Is your intention to inform? Persuade? Motivate? Teach? If you clarify your purpose beforehand, you will more easily meet your target.

Plan the content of your presentation around your purpose and your audience's interest and level of understanding. Ask yourself, "What does my audience know about this topic?" Use words and phrases familiar to your audience, and focus on your purpose.

The opening should comprise 5 to 10 percent of your presentation.

Determine the key ideas of your message and back them up with evidence such as statistics, testimonials, demonstrations, and analogies. Make sure that the key ideas all support a coherent message. Remember that an audience can only remember 4 to 6 different points, so choose your key ideas carefully. This should comprise 80 to 85 percent of your presentation.

To see a preview of a custom show, select the name of the show in the **CUSTOM SHOWS** dialog box, then click **SHOW**.

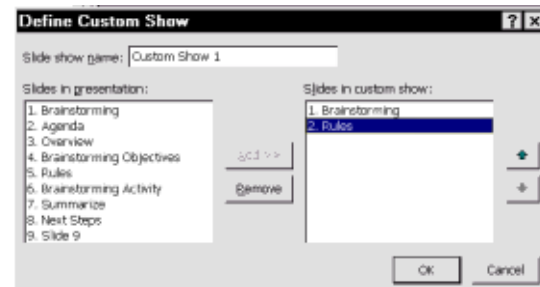
Prepare a memorable close that supports your purpose and creates a lasting impression. You can close by summarizing or restating the message or by presenting a challenge to your audience. A close that relates back to your opening can also be effective. Whatever you choose for your close, be sure to tell your audience what action you want them to perform. The close should comprise 5 to 10 percent of your presentation.

## Presenting

After you have finished working on your presentation, you have different possibilities to actually present it.

## Custom show

You can create different versions of one presentation, a so-called *custom show*. This is very useful, if for instance you have a changing audience.



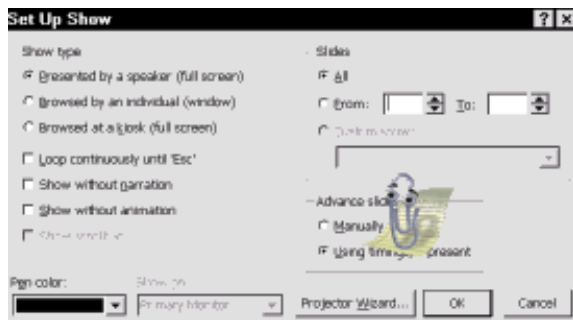
**Figure 59 Slide Show – Custom Shows – New**

1. On the **SLIDE SHOW** menu, click **CUSTOM SHOWS...**, and then click **NEW**.
2. Under **SLIDES IN PRESENTATION**, select the slides you want to include in the custom show, then click **ADD**. To select multiple slides, hold down **CTRL** as you click the slides.
3. To change the order in which slides appear, select a slide, then click one of the arrows to move the slide up or down in the list.
4. Type a name in the **SLIDE SHOW NAME** box, then click **OK**.

## Self-running presentations

*Self-running presentations* are a great way to communicate information without having to have someone available to run a slide show. You can make most controls unavailable so that users can't make changes to the presentation. A self-running presentation restarts when it's finished and also when it's been idle on a manually advanced slide for longer than five minutes.

- To set up a self-running show: open the presentation, click **SLIDE SHOW – SET UP SHOW**, then click **BROWSED AT A KIOSK (FULL SCREEN)**. When you click this option, **LOOP CONTINUOUSLY UNTIL "Esc"** is automatically selected.



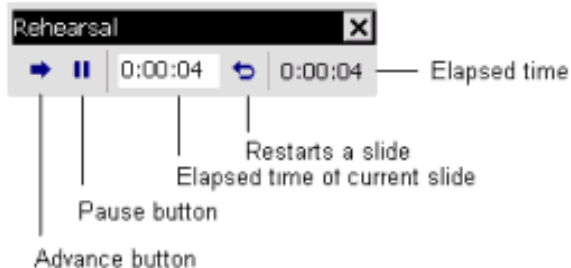
**Figure 60 Slide Show - Set Up Show...**

Options you might want to consider when designing a self-running presentation include:

- **Automatic or manual timings** You can set up a slide show to run by itself with automatic timings, or you can set it so that users can move through the show at their own pace by using the mouse to click action buttons. Mouse clicks are ignored unless they're on objects you've created hyperlinks to.
- **Voice narration** You can add recorded narration that plays with your slide show. To record it click **SLIDE SHOW – RECORD NARRATION...**
- The **Projector Wizard** helps you to connect your computer to the monitor or projection system on which your presentation will be viewed.

## Timings

You can set timings for your slides automatically while you rehearse. To rehearse your timings, click **SLIDE SHOW – REHEARSE TIMINGS**. You can use the buttons in the **REHEARSAL** dialog box to pause between slides, restart a slide, and advance to the next slide.



**Figure 61 Rehearsal dialog box**

PowerPoint keeps track of how long each slide appears and sets the timing accordingly. If you display the same slide more than once (for example, in a custom show) the last timing is the one PowerPoint records. After you are

finished, you can accept the timings or you can try again.

## Pack & Go

If you want to run a slide show on a different computer, you can use the *Pack and Go Wizard* to pack your presentation. The wizard packs all the files and fonts used in the presentation on a disk or network location. If you intend to run your show on a computer that doesn't have Microsoft PowerPoint installed, you have the option of including the *PowerPoint Viewer*. The PowerPoint Viewer is a program for running presentations only – you cannot edit or change presentations with it!

If you want to make changes to your presentation after you used the Pack and Go Wizard, just run the wizard again to update the package.

1. Open the presentation you want to pack.
2. Click **FILE – PACK AND GO**.
3. Follow the instructions in the Pack and Go Wizard.
4. If prompted, insert another disk.

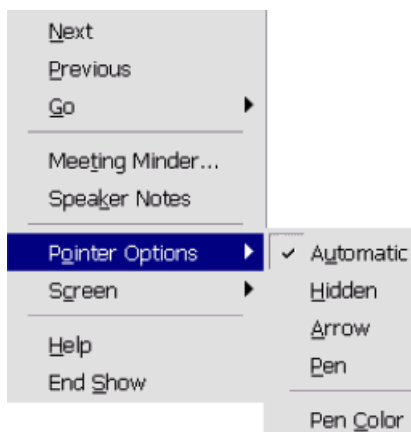
Before distributing your presentation, you might want to unpack it and view the presentation to make sure all the fonts you are using are available.

1. Insert the disk or connect to the network location you packed the presentation to.
2. In Windows Explorer, go to the location of the packed presentation, then double-click **PNGSETUP**.
3. Enter the destination you want to copy the presentation to.

### While presenting

Start your slide show with **F5**. While you are presenting your slide show, you can do the following:

- Type any number during a presentation and jump to the slide with this number.
- **POS1** jumps to the first, **END** jumps to the last slide.
- With the letter **B**, the monitor will become black, with the letter **W** it will become white.
- Selected options are found in the context menu. Right-click on the slide during the slide show.



**Figure 62 Context menu of a slide show**

- For instance, if you choose **POINTER**
- **OPTIONS – PEN** you can scribble on the slide!
- **GO – SLIDE NAVIGATOR** gives an overview over all slides.
- ESC ends your presentation

### Exercises

1. Reformulate the planning ideas for yourself!
2. Create a template (see chapter **Handling presentations**) for your next presentation based on your ideas.
3. PowerPoint offers the possibility to hide slides.
  - a) What is it good for?
  - b) Find out with the Assistant how to do it.
4. For the latest Tips & Tricks visit my homepage:

<http://www.vaninet.de/eng>

## Individual settings

Microsoft PowerPoint offers a variety of possibilities to customize the program to your personal needs.

In this chapter you will learn how to

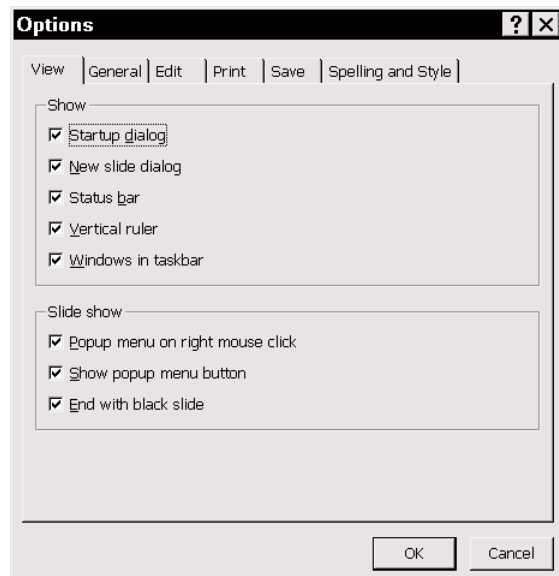
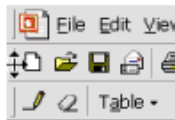
- change program options,
- move and edit toolbars,
- install or remove program parts, and
- program commands by yourself.

## Program options

In the **TOOLS – OPTIONS** menu you find a variety of options for PowerPoint 2000.

They are divided into six submenus, shown as tabs.

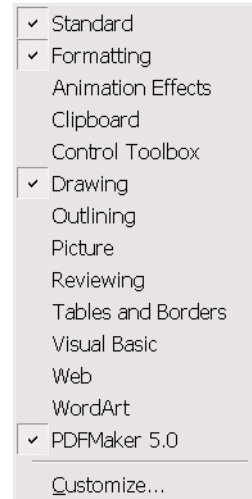
In the **VIEW** tab you can activate or deactivate the display of different elements as dialog boxes or bars.



**Figure 63 Options: View**

In the **GENERAL** tab you can for instance change the length of the list in the File menu of the recently opened files. Test all of them to find out what the other tabs are good for!

## Toolbars



Toolbars show a part or all of the possible commands the program offers. You are able to show and hide toolbars, move or change them or create new ones. Since every toolbar needs space on the screen, use only the ones you really need!

If you want to move a toolbar put the mouse pointer on the small bar on the very right of the bar and drag.

In **VIEW – TOOLBARS** you can select which toolbar you need for your work.

You can change and create toolbars by yourself with **VIEW – TOOLBARS – CUSTOMIZE...** or **TOOLS – CUSTOMIZE...**

In the Toolbar tab you can rename or delete toolbars. Notice that you can neither change the names of nor delete integrated toolbars. It is very easy to create a new toolbar:

1. Click in the toolbar tab **NEW** and give the new toolbar a name. The new, and unfortunately still empty toolbar is now opened in the window.
2. Now click in the **COMMANDS** tab the category of the command you want to add. For instance: **SELECT ALL** in the **EDIT** menu.
3. If you see the command drag it onto the toolbar. That's it!
4. Now – after you have added at least one command – you can **MODIFY** the **SELECTION**: you can add a symbol or even create one by yourself!

If you want to delete an entry in any toolbar just drag the symbol outside the bar while the **TOOLS – CUSTOMIZE...** menu is opened.

In the **OPTIONS** tab you have further options. Try them! If you need help, click







: the assistant gives really good explanations!

## Set up program

To install further components of PowerPoint (or of the whole Office package), do the following:

1. Close all Office programs.
2. Open **Start – SETTINGS – CONTROL PANEL** and then **SOFTWARE**.
3. Do one of the following:  
If you installed PowerPoint by using the Office Setup program, click **MICROSOFT OFFICE** on the Install/Uninstall tab, then click **ADD/REMOVE**.  
If you installed PowerPoint individually, click **MICROSOFT POWERPOINT** on the Install/Uninstall tab, then click **ADD/REMOVE**.
4. Choose **ADD OR REMOVE FEATURES**.
5. The symbol next to the feature indicates how the feature is installed by default. You can change how the feature is installed by clicking its symbol and then selecting another symbol from the list that appears. The symbols are:

	The feature(s) will run from your computer.
	All these features – and subfeatures – will run from your computer.
	The feature(s) will run from CD.
	All these features – and subfeatures – will run from CD.

Click a plus sign (+) to see more features.

6. With **UPDATE NOW** everything will be installed.

## Macros

A macro is a series of commands, which are combined into one. So instead of manually performing a series of time-consuming, repetitive actions, you can create and run a single macro (in effect, a custom command) that accomplishes the task for you.

### Creating

PowerPoint offers two ways for you to create a macro: recording and writing.

You record a macro just as you record music with a tape recorder. Then you run the macro to repeat, or 'play back', the commands. PowerPoint records a macro as a series of PowerPoint commands in Visual Basic for Applications.

When recording a macro, you can use the mouse to click commands and options, but the macro recorder does not record mouse movements in a presentation window. For example, you cannot use the mouse to move the insertion point or to select text by clicking or dragging. You must use the keyboard to record these actions.

### Record a macro

1. On the **TOOLS** menu, point to **MACRO**, then click **RECORD NEW MACRO**.
2. In the **MACRO NAME** box, enter a name for the macro (attention: spaces are not allowed in a macro name!).
3. To change the description of the macro, edit the information in the **DESCRIPTION** box.
4. Click **OK**.
5. Carry out the actions you want to record.
6. To stop recording your macro, click **STOP RECORDING** on the **STOP RECORDING** toolbar.

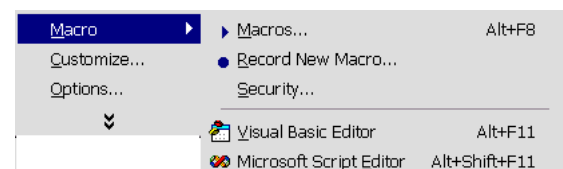


Figure 64 Macros

## Visual Basic Editor

You can also use the Visual Basic Editor to create very flexible, powerful macros that include Visual Basic instructions that

you cannot record. In the Visual Basic Editor, you can

- edit macros,
- copy macros from one module to another, and
- copy macros between presentations.

The Visual Basic Editor comes with its own Help file.

### Edit a macro

1. On the **TOOLS** menu, point to **MACRO**, and then click **MACROS**.
2. In the **MACRO NAME** box, enter the name of the macro.
3. Click **EDIT**.
4. The macro opens in the Visual Basic Editor, where you can make corrections, remove unnecessary steps, or add instructions you can't record in PowerPoint.
5. The Visual Basic Editor comes with its own Help file. For information about getting Help on the Visual Basic Editor, ask the Assistant.

A macro is stored in a module attached to a presentation. You can copy a macro or part of a macro into another macro module. You can also make a copy of a macro module, to duplicate all macros stored in it, and then copy the module to a different presentation.

### Copy a macro in order to create another macro

1. Open the presentation that contains the macro you want to copy.
2. If you are copying the macro to another presentation, also open that presentation.
3. On the **TOOLS** menu, point to **MACRO**, and then click **MACROS**.
4. In the **MACRO NAME** box, click the name of the macro you want to copy.
5. Click **EDIT**.
6. Select the lines of the macro you want to copy.
7. To copy the entire macro, make sure to include the Sub and End Sub lines in the selection.
8. Click **COPY**.
9. Switch to the module where you want to place the macro you copied.
10. Click **PASTE**.

### Copy a macro module to another presentation

1. Open both the presentation that contains the module you want to copy and the presentation you want to copy the module to.
2. On the **TOOLS** menu, point to **MACRO**, then click **VISUAL BASIC EDITOR**.
3. On the **VIEW** menu, click **PROJECT EXPLORER**.
4. Drag the module you want to copy to the destination presentation.

### Delete a macro

1. On the **TOOLS** menu, point to **MACRO**, then click **MACROS**.
2. In the **MACRO** name box, click the name of the macro you want to delete.
3. Click **DELETE**.

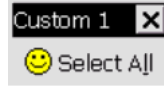
### Execute a macro

1. Open the presentation that contains the macro.
2. On the **TOOLS** menu, point to **MACRO**, then click **MACROS**.
3. In the **MACRO NAME** box, enter the name of the macro you want to run.
4. Click **RUN**.

To interrupt a macro before it completes its actions, press **CTRL + BREAK**.

## Exercises

1. What are macros good for?
2. Create the following toolbar for the **SELECT ALL** command.



## Solutions

### Basics



1. Click on the Assistant and type **ONLINE TUTORIAL**. Click on **VIEW POWERPOINT INTRODUCTION, THE ONLINE TUTORIAL**.



**Figure 65 Start of the online tutorial**

2. In this case you right-clicked both times on toolbars, i.e. the same type of object. Therefore you see the same context menu.
3. You see the following window:

#### Format Painter (Standard toolbar)

Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click , and then click each item you want to format. When you are finished, press ESC or click  again to turn off the **Format Painter**.

**Figure 66 Shift + F1 on Format Painter**

4. Unfortunately you have to click again and again to see all animations.

### Handling presentations

2. Click **FORMAT – SLIDE COLOR SCHEME**, click on one of the schemes and confirm with **APPLY TO ALL**.
3. The first time you open the **OPEN** and **SAVE AS** dialog boxes after starting PowerPoint, the *My Documents* folder appears as the working, or active, folder by default. Therefore this folder is a good place to store presentations and other files you're working on, such as documents, worksheets, or databases. (If you use Microsoft Windows NT Workstation 4.0 or Windows 2000, you can save documents in the

Personal folder.) If you don't like the place you can rename and move the default folder with the Explorer. The *Favorites folder* is a good place to store shortcuts to files and folders you use often, including those in remote network locations. The original file or folder doesn't move - instead, a shortcut that goes to it is created. Storing shortcuts in the Favorites folder gives you quick access to any file without your having to remember where the file is located.


4. A template determines the basic structure for a presentation and contains settings such as fonts, key assignments, macros, menus, slide layout, special formatting, and styles. Templates are useful if you want to use a special design more than once: for example, you like your logo and the date generally on each slide. Save it as a .pot file and you can use it with **FILE – NEW...** whenever you want.

5. (a) **FILE – OPEN**,  or press **CTRL+O**.

- (b) **FILE – SAVE**,  or press **CTRL+S**.

(c) Generally you can execute any command with the menu bar, with hot keys and additionally sometimes with a click on a symbol.

### PowerPoint Views



1. Mark a slide and click on the Speaker Notes button .

## Handling slides

You can also duplicate slides by using the keyboard shortcut **CTRL + SHIFT + D**.

- To duplicate a slide: Select the slide or slides you want to duplicate. Click **INSERT – DUPLICATE SLIDE**.

### Formatting text

- You can delete it character by character: click **DEL** to delete to the right or **BACKSPACE** to the left. Or you can mark the text and then click **EDIT – CUT**. Furthermore you can use the context menu on marked text or, of course, the Cut symbol  in the Standard toolbar.
- Open **FORMAT – FONT...** and click on the question mark  in the title bar of the dialog box. Then click on the three effects.


**Shadow:** Adds a shadow behind, beneath and to the right of the selected text.

**Emboss:** Makes selected text appear as if raised off the page (as if relief).

**Superscript:**

Raises the selected text above the baseline and changes it to a smaller font size, if a smaller size is available. If you want to raise the selected text without reducing the font size, click the **Character Spacing** tab, and then click **Raised** in the **Position** box.

Figure 67 Superscript help menu

- The Shape button  opens the following picture. Rest the mouse pointer on the symbols to find out the names.

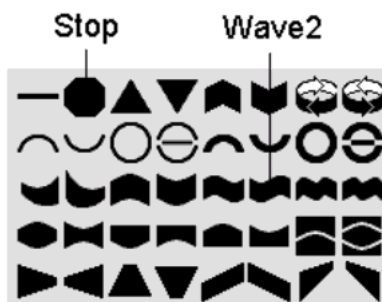



Figure 68 Wave 2 and Stop

- Click **EDIT – FIND...** Beware of the options: **MATCH CASES** distinguishes between uppercase and lowercase letters; **FIND WHOLE WORDS ONLY**

searches for occurrences that are whole words and not part of a larger word.

### Basic working with objects

- The main differences between linked and embedded objects are where the data is stored and how it is updated after you place it in the destination file.
- The two different ways are: create the picture in Paint and then insert it by **INSERT – OBJECT... – CREATE FROM FILE...** (then you can link or embed it). Or you use **INSERT – OBJECT... – CREATE NEW...** (then you can only embed it).

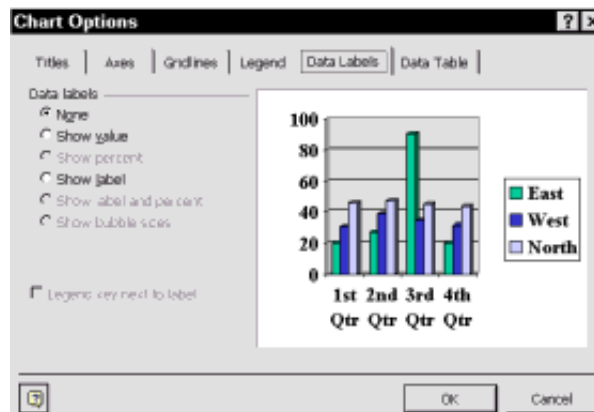
The text must be added in Paint with the Text symbol  because the whole area 'belongs' to Paint. It is easier to start with the text, position it and then add squares or ovals instead of the other way round! Finish with the lines.

- Nothing!

- EDIT – SELECT ALL** and then **F9**.

## Special objects

- To add the labels click **CHART – CHART OPTIONS... – DATA LABELS TAB.**



**Figure 69 Labels**

- You have to bring the cube to the back with the context menu and **ORDER – SEND TO BACK.**

## Animations

- Use the **VIEW – SLIDE MASTER** to add the effect on each slide. Mark the heading and click **SLIDE SHOW – CUSTOM ANIMATION...** or click the context menu. The mouse click is set in the **ORDER & TIMING** tab, the effect and sound in **EFFECTS**.
- The checkbox continues playing the sound until the next sound starts.
- The Random Transition effect is at the end of the list!

To see the preview again click on the picture in the Transition dialog box.

## Printing, handouts and websites

- The main difference is that **GRAYSCALE** tries to optimize the colors for a black and white printer (colors become gray) while **PURE BLACK AND WHITE** does not have any gray colors.

## Further tips and ideas

- a) Assume you know that there will be a set of questions that will come up at the end of your presentation. What can you do? You prepare the answers beforehand! The trick is to hide these slides.

Place 'answer slide(s)' at the end of your presentation. Then the slide number(s) are easy to remember.

- b) (Ask the Assistant **Hide Slide.**) Use Slide Sorter View. Mark the slide(s) you want to hide. Click on the Hide button .



## Individual settings

- Macros are used:
  - to speed up routine editing and formatting.
  - to combine multiple commands; for example, inserting a table with a specific size and borders, and with a specific number of rows and columns.
  - to make an option in a dialog box more accessible.
  - to automate a complex series of tasks.

## Hot keys

formatting text	
<b>CTRL + W</b>	Close presentation window
<b>CTRL + F6</b>	Change to the next presentation window
<b>CTRL + SHIFT + F6</b>	Change to the previous presentation window
<b>CTRL + F7</b>	Move presentation window
<b>CTRL + F8</b>	Change size of presentation window
<b>CTRL + F9</b>	Minimize presentation window
<b>CTRL + F10</b>	Maximize presentation window

## Working with presentations

<b>CTRL+N</b>	Create a new presentation
<b>CTRL+M</b>	Insert a new slide
<b>CTRL + O</b>	Open a presentation
<b>CTRL+W</b>	Close a presentation
<b>CTRL+P</b>	Print a presentation
<b>CTRL+S</b>	Save a presentation
<b>F5</b>	Run a presentation
<b>F7</b>	Check spelling
<b>ESC</b>	Cancel an action
<b>CTRL+Z</b>	Undo an action
<b>CTRL+Y</b>	Redo or repeat an action
<b>F1</b>	Display Help or the Assistant
<b>SHIFT+F1</b>	Start context sensitive help

## Working with tables

<b>TAB</b>	To the next cell
<b>SHIFT+TAB</b>	To the previous cell
<b>SHIFT+ARROW</b>	Marking cells
<b>ARROW</b>	Moving around
<b>TAB</b>	Create new row at the end of the table (Cursor must be at the end of the table)

## Working with organizational charts

<b>CTRL+G</b>	Marks the whole group where the cursor is.
<b>CTRL+D</b>	Show the drawing utilities

## Moving around in text

<b>ARROW</b>	Right, left, up or down
<b>CTRL+LEFT ARROW</b>	One word to the left
<b>CTRL+RIGHT ARROW</b>	One word to the right
<b>END</b>	End of the line
<b>HOME</b>	Beginning of the line
<b>CTRL+UP ARROW</b>	Up one paragraph
<b>CTRL+DOWN ARROW</b>	Down one paragraph
<b>CTRL+END</b>	To the end of a text box
<b>CTRL+HOME</b>	To the start of a text box
<b>CTRL+ENTER</b>	To the next title or body text placeholder (if the last placeholder on a slide is selected, <b>CTRL+ENTER</b> will enter a new slide)

**Marking text**

<b>SHIFT+ARROW</b>	Up, down, to the right or left
<b>SHIFT+CTRL+LEFT ARROW</b>	From cursor to beginning of word
<b>SHIFT+CTRL+RIGHT ARROW</b>	From cursor to end of word
<b>SHIFT+CTRL+UP ARROW</b>	From cursor to beginning of paragraph
<b>SHIFT+CTRL+DOWN ARROW</b>	From cursor to end of paragraph
<b>SHIFT+CTRL+END</b>	From cursor to end of presentation
<b>SHIFT+CTRL+HOME</b>	From cursor to beginning of presentation
<b>SHIFT+A</b>	Mark the whole presentation

**Changing the font**

<b>CTRL+SHIFT+F</b>	Changes the Font
<b>CTRL+SHIFT+P</b>	Changes the Font Size
<b>CTRL+SHIFT+.</b>	Increases the Font Size
<b>CTRL+SHIFT+,</b>	Decreases the Font Size

**Copy text formats**

<b>CTRL+SHIFT+C</b>	Copy format
<b>CTRL+SHIFT+V</b>	Paste format

**Formatting a text**

<b>CTRL+F3</b>	Change capitalization/small initial letters
<b>CTRL+SHIFT+B</b>	Bold
<b>CTRL+U</b>	Underline
<b>CTRL+I</b>	Italic

**Formatting a paragraph**

<b>CTRL+E</b>	Center paragraph
<b>CTRL+L</b>	Left align a paragraph
<b>CTRL+R</b>	Right align a paragraph
<b>CTRL+J</b>	Justify a paragraph

**Deleting and copying text and objects**

<b>BACKSPACE</b>	Delete one character to the left
<b>CTRL+BACKSPACE</b>	Delete one word to the left
<b>DEL</b>	Delete one character to the right
<b>CTRL+DEL</b>	Delete one word to the right
<b>CTRL+X</b>	Cut selected object
<b>CTRL+C</b>	Copy selected object
<b>CTRL+V</b>	Paste cut or copied object
<b>CTRL+Z</b>	Undo the last action

**Help function**

<b>F1</b>	Call the Office Assistant
<b>SHIFT+F1</b>	Switches the mouse pointer into . If you then click on any dialog box, it will be explained.

### Slide show controls

You can use the following shortcuts while running your slide show in full-screen mode. **N**, **ENTER**, **PAGE DOWN**, **RIGHT ARROW**, **DOWN ARROW**, or the **SPACEBAR** (or click the **MOUSE**)

Perform the next animation or advance to the next slide

**P**, **PAGE UP**, **LEFT ARROW**, **UP ARROW**, or **BACKSPACE**

Perform the previous animation or return to the previous slide **<NUMBER>+ENTER**

Go to slide **<number>**

**B**: Display a black screen, or return to the slide show from a black screen

**W** or **COMMA** : Display a white screen, or return to the slide show from a white screen

**S** or **PLUS SIGN**: Stop or restart an automatic slide show

**ESC**, **CTRL+BREAK**, or **HYPHEN**: End a slide show

**H**: Go to next hidden slide

Press Both mouse buttons for 2 seconds: Return to the first slide:

**SHIFT+F10** (or **RIGHT-CLICK**)

Display the shortcut menu

### Working in the outline pane

**ALT+SHIFT+LEFT  
ARROW** Chapter up

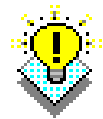
**ALT+SHIFT+LEFT  
ARROW** Chapter down

## Overview of menus

<b>Menu</b>	<b>Content</b>
<b><u>F</u>ile</b>	Everything referring to the whole file: create a new one or open an existing file, save and print the present one etc.
<b><u>E</u>dit</b>	All commands referring to a part of the file: copy, cut and paste.
<b><u>V</u>iew</b>	Everything referring to the view of the file. Do you want to see the presentation in 'normal view' or do you want to see the slide show? Which toolbars do you want to be shown or hidden?
<b><u>I</u>nsert</b>	Here you find all commands for inserting anything into your presentation: new slides, all kinds of objects, date and time etc.
<b><u>F</u>ormat</b>	The commands here refer to formatting your inserted objects or slides from font and alignment options to slide layout.
<b><u>T</u>ools</b>	This menu includes all further tools such as spelling and grammar check or your custom settings for the program.
<b><u>S</u>lide <u>S</u>how</b>	In this menu you find all commands for the actual slide show (view, rehearse timings, animations and slide transitions).
<b><u>W</u>indow</b>	This menu is for the opened presentations.
<b><u>H</u>elp</b>	Here you get any help you need: the assistant, the possibility to read the handbook, search with keywords, online help and the Detect and Repair... program, that helps with software trouble.

Every menu can be opened with the key combination **ALT +** the underlined letter. To scroll through the opened menu use the arrow keys or the underlined letter.

Any Microsoft program has this menu organization! This means: in (practically) every Microsoft program you find the File, Edit, View, Insert and Help menu with (more or less) the same features. All other menus depend on the program itself!



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