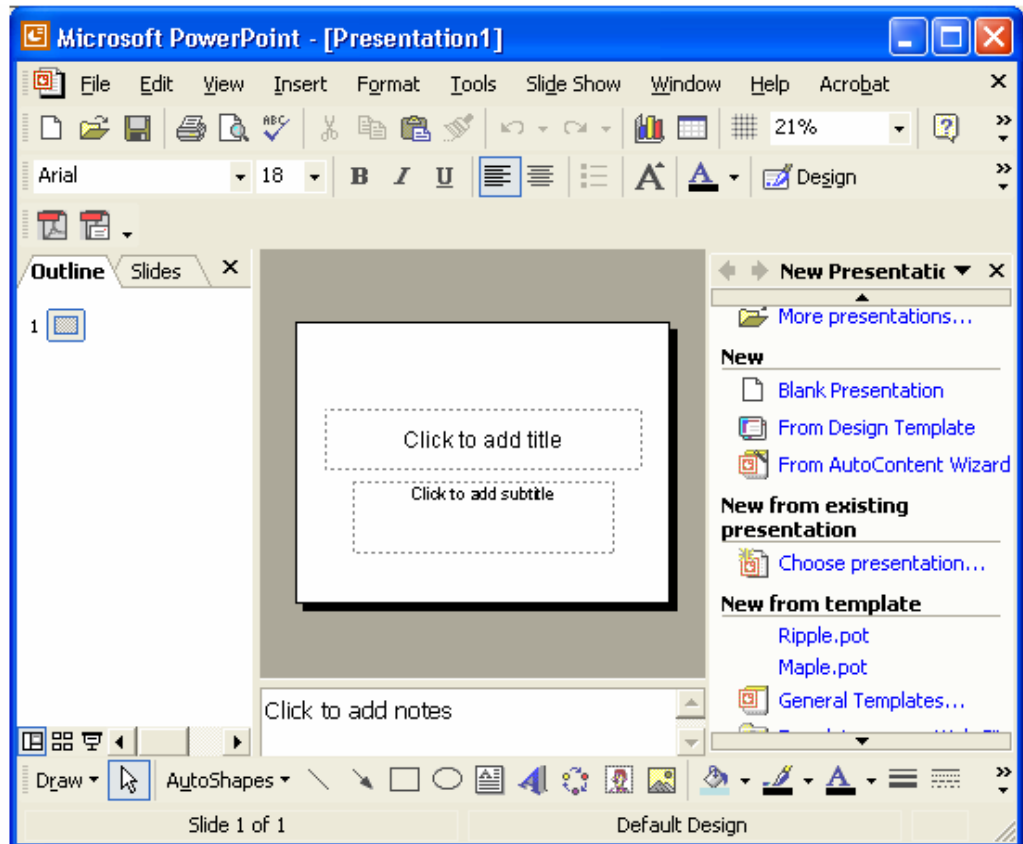


# POWER POINT – Prof. Richard B. Goldstein

Menu Bar →  
Standard Toolbar →  
Formatting Toolbar →



View Buttons →  
Drawing toolbar →  
Status bar →

## STARTING

Go to Start Button | All Programs | Microsoft Office | Power Point

The user may load an existing presentation, create a new blank presentation, work with a design template, or use the auto-content wizard.

## VIEW BUTTONS



**Normal** (outline, slide with or without thumbnail images)  
**Slide Sorter View** (shows about 20 slides at a time)  
**Slide Show View** (view as a presentation)

## FIRST SLIDE (You will be given several slide layouts on the right)

- Choose an Auto Layout      Select one of the possible layout forms for the current slide. Some are only text, others include boxes for clipart, other pictures, charts, organizational charts, or tables. You can also start with a blank layout and add each object as needed
- Click in a text box      In one of the title or other text boxes left click to add text. One may change the font – its size, color, and justification.
- Click in another box      Select a clipart or other picture file (jpg, bmp, gif, etc.) to add to the current slide. Tables from Word, Excel charts, and organizational charts can be created or inserted in appropriate boxes.

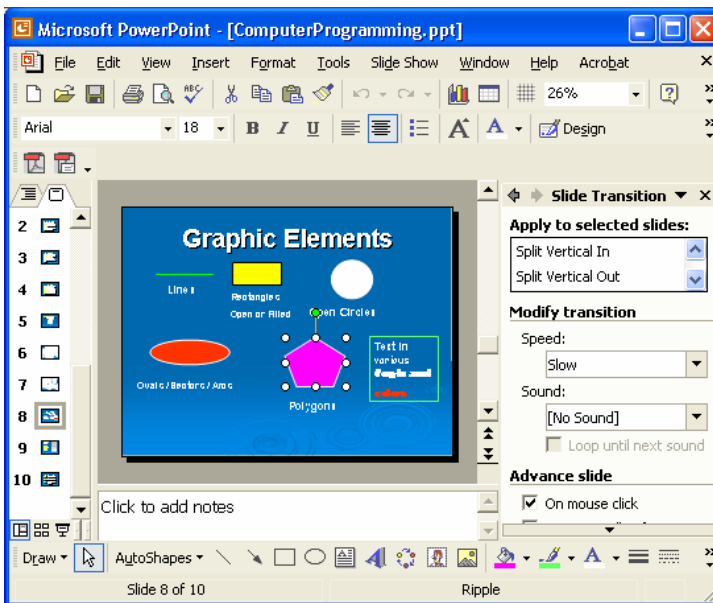
## BACKGROUND

Under Format | Background... from the menu are many options for backgrounds on each slide. Backgrounds may be a simple solid color, gradual transitions from one color to another, different textures or patterns, or picture files. You are first given an option to choose a color or more colors or fill effects. Select fill effects. The choices then are gradient (gradual color change), textures (such as marble, rock, etc.), patterns (such as checkerboard, diamonds, etc.) or pictures (select picture). One can make this background apply to all of the slides or just apply to this slide or of course, cancel.

## COLOR SCHEME

A color scheme is a set of coordinated colors that are used for various elements of the presentation's slides, such as the slide background, title text, body text, etc. To change the color scheme for an entire presentation select: View | Master | Slide Master and for a specific slide use View | Slide.

## TRANSITION

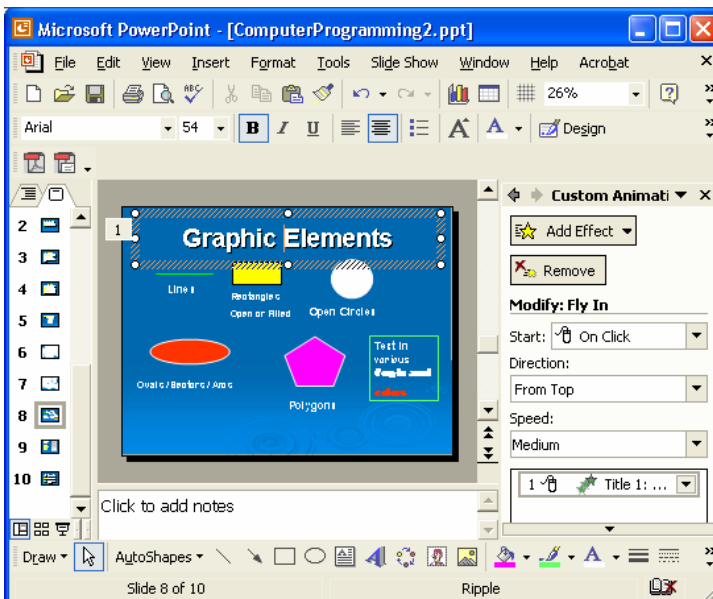


Transitions allow the user to determine the way the current slide appears.


Select Slide Show | Slide Transition...

Change *No Transitions* to one of the options such as *Wiped Down*, etc. Advancing to this slide can be on a mouse click (or enter key) or based upon a fixed number of seconds. The appearance can have no sound or one of the sounds in the drop down box. Again, this transition can be applied to this slide alone or to all slides.

## ANIMATION



Special effects such as sounds and manner of appearance can be made for each object box or item in a slide. From the menu select:

Slide Show | Custom Animation... Each object such as title, text, clipart, etc. can be animated or not. If it is animated it can appear after a fixed number of seconds. The order in which objects appear can be determined as well as the timing, entry method, sounds, etc. Do this by [1] click on the object such as a line of text, [2] Add Effects changing how, direction and speed, [3] use the down arrow:  for Effect Options, and [4] on the Effect Tab you will be able to add sounds or animate the words.

## ADDING MORE SLIDES

Select: Insert | New Slide...

## REARRANGING SLIDES


Switch to the Slide Sorter View button on the bottom left or select View | Slide Sorter. To move a slide, click and drag it to the new location. To delete a slide, click the slide and press the “Delete” key. To add a new slide in the middle of the presentation, click the slide that you want to precede and select Insert | New Slide...

## INSERT OBJECTS

From the Insert menu other objects can be added arbitrarily to a slide. These include pictures, text boxes, movies and sounds, charts, objects, and hyperlinks. Sound files allowed include midi files or wav files, etc. They appear as little megaphones.

## SUMMARY SLIDE

A summary slide contains the title of some or all of the slides in your presentation. First, switch to Outline or Slide Sorter View. Next, select the slides you want in the summary. Use Ctrl + A to select all of the slides. Click the Summary Slide button:

This  button appears on the top.

## PRINT

To print slides select: File | Print... Then either print one slide, all slides, or some of the slides. Under *Print what* the user can select handouts such as 2, 3, or 6 slides to a page. To print the backgrounds along with the text fill none of the boxes below this choice.

## VIEWING THE SHOW

Select: Slide Show | View Show. To view the next slide press the “Enter” key, the spacebar, or click the left mouse button. Press the “Esc” key to end the show. Some other shortcut keys that the presenter can use during the show are:

Display next slide	Enter, spacebar, right arrow, down arrow, PgDn, N
Display previous slide	Backspace, left arrow, up arrow, PgUp, P
Display first slide	1 + Enter
Display specific slide	Slide number + Enter
Toggle screen black	B, period
Toggle screen white	W, comma
Show or hide pointer	A, = (equal key)
Erase screen doodles	E
Start or restart automatic show	S, + (plus)
Display next slide even if hidden	H
Display specific hidden slide	Slide number of hidden slide + Enter
Change pen to arrow	Ctrl + A
Change arrow to pen	Ctrl + P
End slide show	Esc, Ctrl + Break, - (minus)

The user may also choose to rehearse the show, add notes, comments, hide slides, etc. There is also a “pack and go” procedure as well as “publish on the web” procedure.