



PowerPoint 2000 Beginning Level

<http://208.183.128.3/tutorials/ppt2000/index.html>

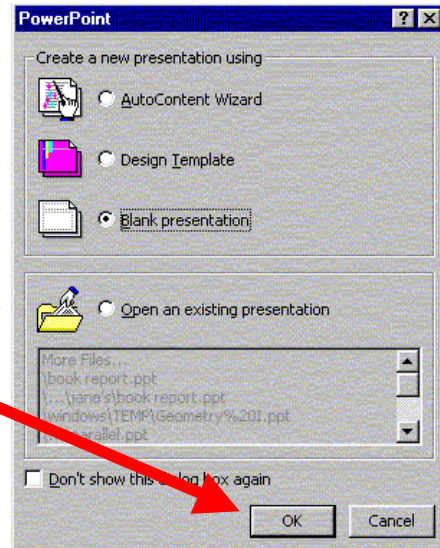
Connie Campbell, Technology Instructor

Jefferson County Schools

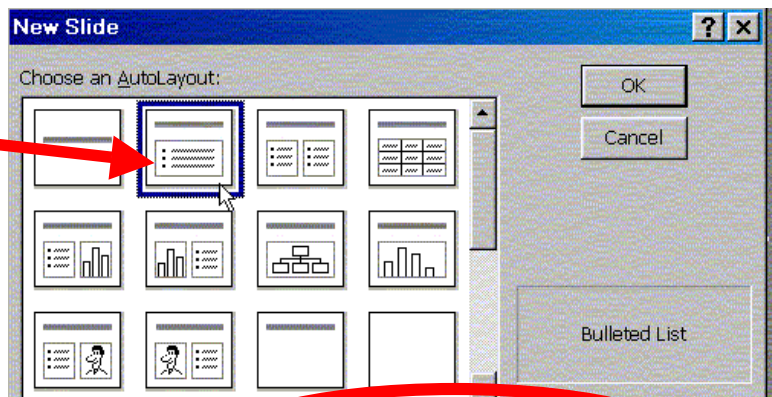
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Creating A Presentation

As you start PowerPoint a dialog box is displayed and asks, among other questions, if you want to create a **Blank presentation**. Click **OK**.



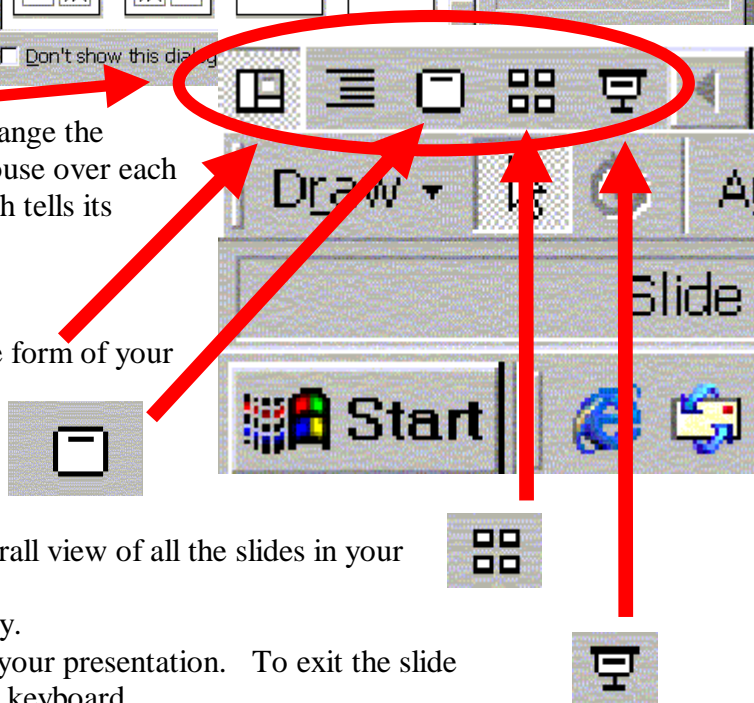
Choose a slide layout from the AutoLayout screen. If you want to use an outline or note view, choose the 2nd option. Do not select a layout that included an image as the image will not be embedded in your presentation. This will become the first slide in your presentation.



Quick Keys

At the bottom left corner of the screen are **quick keys**. These keys change the presentation view. By holding the mouse over each key you will see a small text box which tells its function.

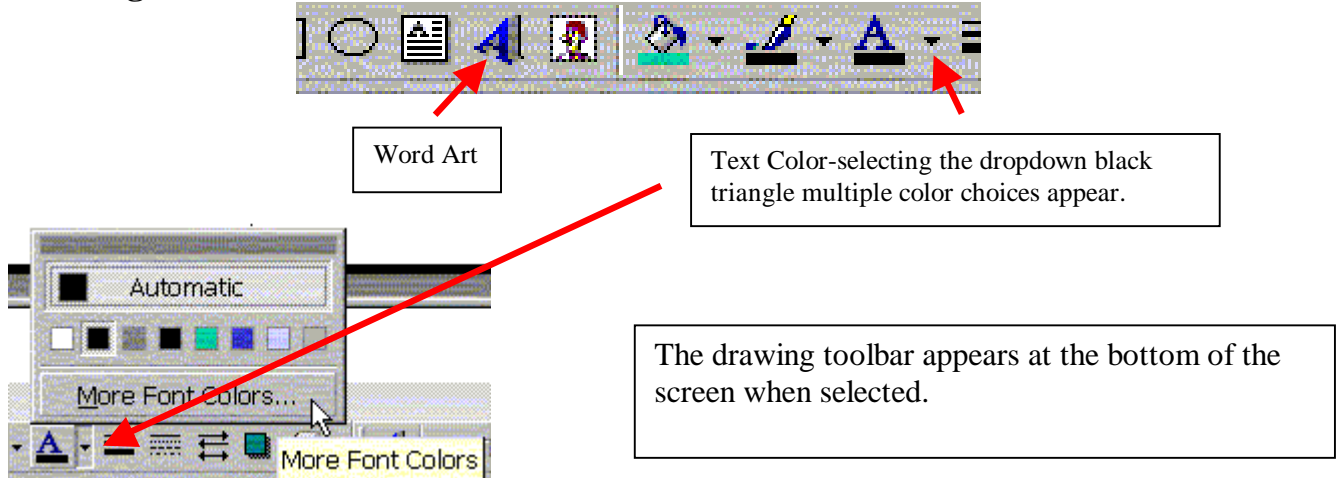
1. **Outline View** gives you an outline form of your presentation.
2. **Single Slide View** shows the actual way a slide looks and allows slide editing.
3. **Slide Sorter View** provides an overall view of all the slides in your presentation.
4. The last key is the **Slide Show** key. This key will allow you a view of your presentation. To exit the slide show, press the **escape** key on the keyboard.



Toolbars

You can select the desired toolbars by clicking **View** on the menu line...**Toolbars**, then check the desired toolbars. The default toolbars are the Standard, Formatting, and Drawing toolbars. The Picture toolbar is also useful for editing images in the presentation.

Drawing Toolbar Functions



Slides

These are the building blocks of your presentation. A slide can include text, graphs, clipart, graphics, sound, and Internet hyperlinks. These parts of the presentation can be animated.

Click the **slide sorter** quick key in the bottom left corner of the screen. This view allows you to see all slides in your presentation. You can change the order of your slides by clicking and dragging slides in this view or in the outline view. To delete a slide while in the slide sorter view, click the slide once and press delete on the keyboard.



Editing All slide editing is done in the single slide view.

1. To change the background of your presentation right click on a blank space within your slide. You can click **Background** to select a simple background color or select **Apply Design** and choose a more elaborate designed background. Once a choice has been made, click Apply or Apply to All (all slides have the same background). When using a design background you must apply it to all slides.
2. To view a single slide while in the Slide Sorter View environment, **double click** it with the mouse. This will change the view to single slide.
3. To insert a slide click **Insert** on the menu line and insert a **new slide** or a **duplicate slide**.
4. To **add extra text** to a slide, click the **text button** at the bottom of the screen. (The text button looks like a sheet of paper with a capital A on it.)



Your mouse will become a text frame. Click the mouse on the slide where you wish to place text. The text frame will resize automatically as you type. To wrap text within a textbox, click and drag the textbox to the desired size in the single slide view.



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Moving Through Slides

By using the button on the right scroll bar you can move from one slide to the other quickly or you can click the numbered slide icons on the left of the screen.

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Editing Text

Text can be edited in the *Single Slide View* environment.



Text is edited much the same as any word processor program.

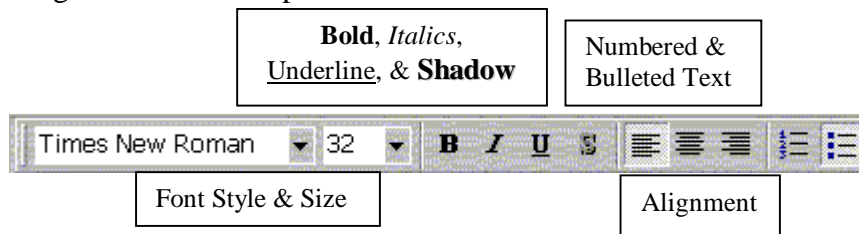
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1. Delete text by highlighting (click and drag the mouse) the passage you wish to delete and press the *delete key*. Placing the mouse behind it, clicking the mouse, and pressing the backspace key can also delete text.

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2. Change Font style, size, and color by highlighting it and selecting desired effect from the Formatting toolbar at the top of the screen.



To view choices press the dropdown triangle in each selection.

Moving Text and Graphics

To move text or graphics:

1. Click on it (*highlight text* by clicking and dragging the mouse).
2. Move the mouse over the text or graphics you wish to move until it becomes two **crossed arrows**.

When this symbol appears text can be moved around on the slide.

Resizing Text and Graphics

1. The text frame or graphics can be resized or when you see a line with **2 arrows** if you click and drag on the arrows. It is best to resize text and objects using a corner drag. Using a top or side arrow drag will distort the image.

Graphics

To add clipart from the PowerPoint Clipart file:

Click **Insert** on the top menu line ...*Picture...Clipart or From File*

Clipart will insert a picture from the Office CD.

From File will insert a picture from another clipart CD or a picture you have saved on a disk or the hard drive. PowerPoint 2000 will default to "My Pictures," which is a folder inside the "My Documents" folder on the hard drive. Click the dropdown triangle to redirect the folder or drive to the location of your image file.

Inserting & Downloading Graphics from the Internet

Clipart (graphics, pictures, images, etc.) can be located and downloaded from sources on the Internet and be used in your presentation. To download a picture from the Internet, follow these steps:

1. While viewing the picture on the Internet move the mouse over it and click the **right** mouse button.
2. **Left** click the mouse and choose *save image as...*(if you are using Netscape) or *save picture as...* (if you are using Internet Explorer) and save the image file to the desired folder or drive. Notice the location and the name of the picture you are downloading. You can change both before it is downloaded if you wish.

3. To insert it in a PowerPoint slide:

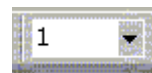
Go to the single slide view. Click **Insert** (on the menu line)...**Picture... from File** and locate the name of the image you saved.



Animation

To add animation to text or graphics you must first select the text or graphic :

1. To **select** text, click the mouse on the text once. To select a picture, click it once with the mouse. You will see small boxes around the picture if it is selected. **If nothing is selected, nothing will be animated.**
2. To animate the text you need to use the **Custom Animation** button that is found in the **Animation Effects** toolbar. If this toolbar is not present, click **View** from the menu line...**Toolbars...**check **Animation Effects**. Once the *custom animation* button is clicked choose your animation effect from the onscreen options and, if desired, choose a sound to go with the animation. You can select from the PowerPoint sounds or by choosing **Other Sounds** you may insert a sound from a CD or a downloaded sound file from the Internet. PowerPoint will only allow .wav sound files to be used. You must select an animation in order to select a sound. You may also select how the text will be animated (all at once, one line at a time).
3. Click **OK** or none of your custom animation choices will take effect.
4. You can change animation order if you wish by clicking the dropdown in the animation order box and choosing another number.



Inserting Background Sound

Sounds can be added to your PowerPoint presentation as a background sound. Choose **Insert... Movies and Sounds...Sounds from File** and select the sound file you wish to use. You can even record your own narration for the presentation however be sure you will be running the presentation on a powerful computer if you choose to do this.

Downloading Sound Files from the Internet

Sound files can be located on the Internet. Only *.wav* sound files will work on PowerPoint.

1. Once a sound file is located on the web, hold your mouse over its file name.
 2. Right click on the sound file name that you wish to download, select *save link as...*(Netscape) or *save target...*(Internet Explorer) and select where you wish to save the sound file.
- Be sure the sound file isn't too large (under 70k) or you won't be able to save the presentation on a diskette.

Slide Transition

PowerPoint has a variety of effects that can be used to move from slide to slide. Movement from one slide to another is called Slide Transition. To insert a slide transition, click **Slide Show** (from the menu line) **Slide Transition**. The window that appears will allow you to select the transition style and insert a sound if desired. A sound may be selected for transition without a transition effect being selected.

Hyperlinks

A web site from the Internet can be linked directly into a slide during your presentation if the computer is connected to the Internet. Be sure to save your presentation before doing so.

1. Simply type and *highlight (click and drag across) a key word* (or select an image) for the site link such as:

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Click the *globe and chain* button on the standard toolbar.



2. In the window that appears type the *Link to file or URL*, complete address for the site.

http://208.183.128.3

4. Click **OK**.

The text is now hyperlinked and will go directly to that web site when clicked on during the **Slide Show** view of your PowerPoint presentation if your computer is already connected to the Internet. If the color of the linked text is not coordinated with the screen background, right click the slide and select **Slide Color Scheme**. Click the **Custom** tab and change the link text color to the desired effect.



Saving Your Presentation

PowerPoint allows you to save your presentation in several ways:

1. **Save...** Choose only if you have saved your presentation previously and wish to save it again in the exact same manner.
2. **Save As...** Allows you to save your presentation on the hard drive or on a diskette if the presentation is not too large. If it is too large, you must choose Pack and Go (see below). Presentations that are saved in this manner can be viewed on any Windows 95-98 computer, but it must have the same PowerPoint software version you used to create the presentation in order to view it.
3. **Save As A Web Page...** Allows you to save your presentation to be viewed on the Internet as a website or if you are using Internet Explorer as a PowerPoint presentation.
4. **Pack and Go...** Allows you to save your presentation in a zipped (or compressed) form. As you go through the Pack and Go process you will be asked if you wish to take a viewer. The viewer allows you to use your presentation on any Windows 95-98 computer, even if it doesn't have PowerPoint installed. If you choose to pack the viewer, too, you must have the PowerPoint CD ROM to do so. The viewer can also be downloaded directly from Microsoft.com.