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PowerPoint 2000

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PowerPoint 2000: Introduction

Overview

- A presentation is usually a single file that consists of slides. Each slide may contain text, images, sounds or other objects.
- Slides may be created from a template or you can create your own unique design.
- A presentation may be configured to run manually (where you advance to the next slide by using the mouse) or automatically (where each slide advances to the next slide after a specified time interval).

Viewing Options

- There are five ways to view slides in PowerPoint: normal, outline, slide, slide sorter, and slide show.

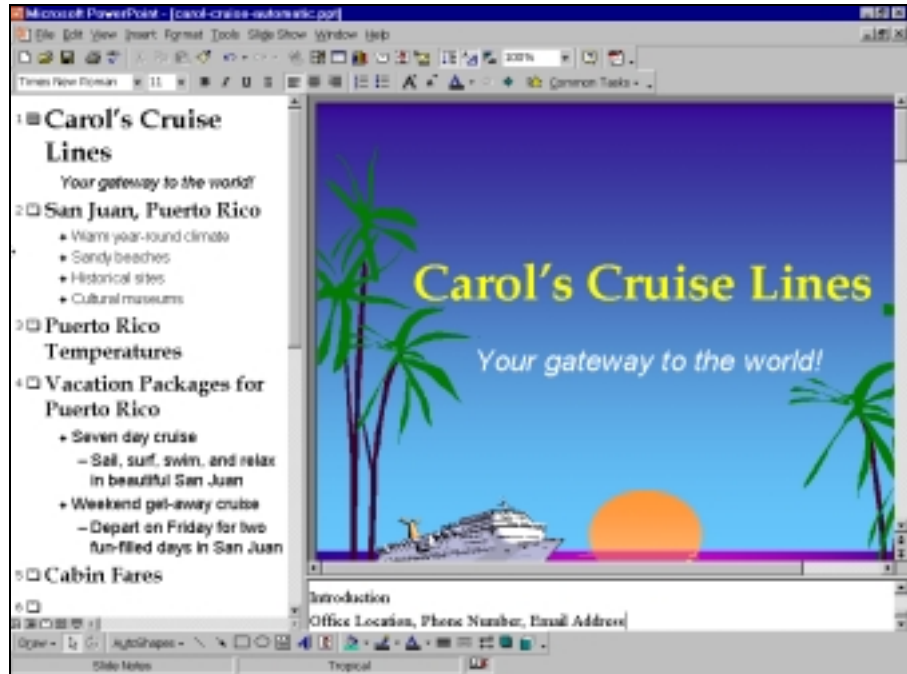
View	Short-cut Button
Normal	
Outline	
Slide	
Slide Sorter	
Slide Show	

- To select a view, click on the appropriate short-cut button (located in the lower, left corner of the screen).

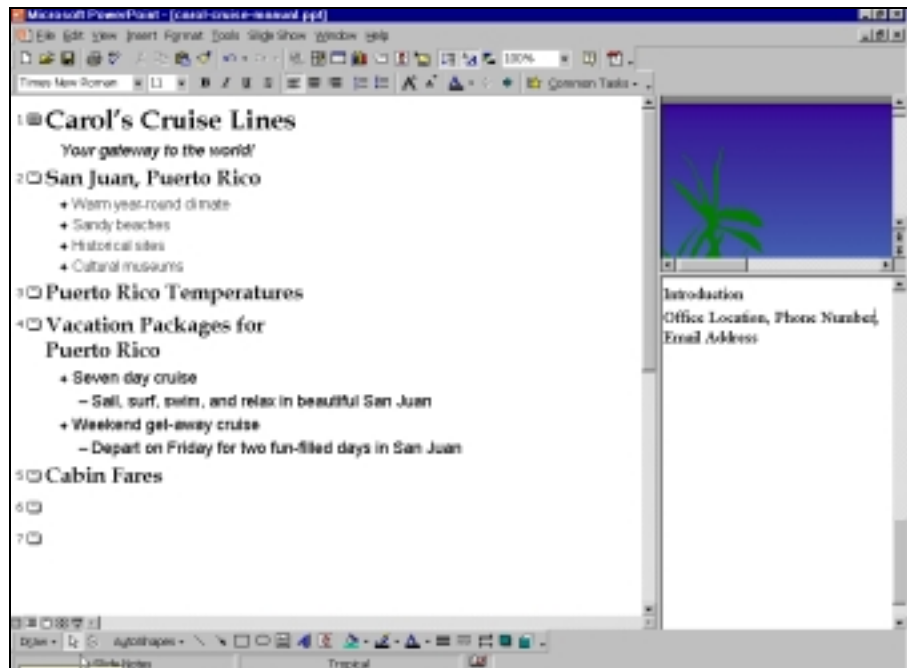
PowerPoint 2000: Introduction



- **Normal View** allows you to see three views at the same time: outline (located in the left pane), slide (located in the right pane), and speaker notes (located in the bottom pane). You can edit the outline, slide, and speaker notes in this view.



- **Outline View** also allows you to see three views. However, the outline pane becomes the predominant pane. This gives you more workspace so that you create, delete, edit, and reorganize slides in an outline form. You can also edit the speaker notes in this view.



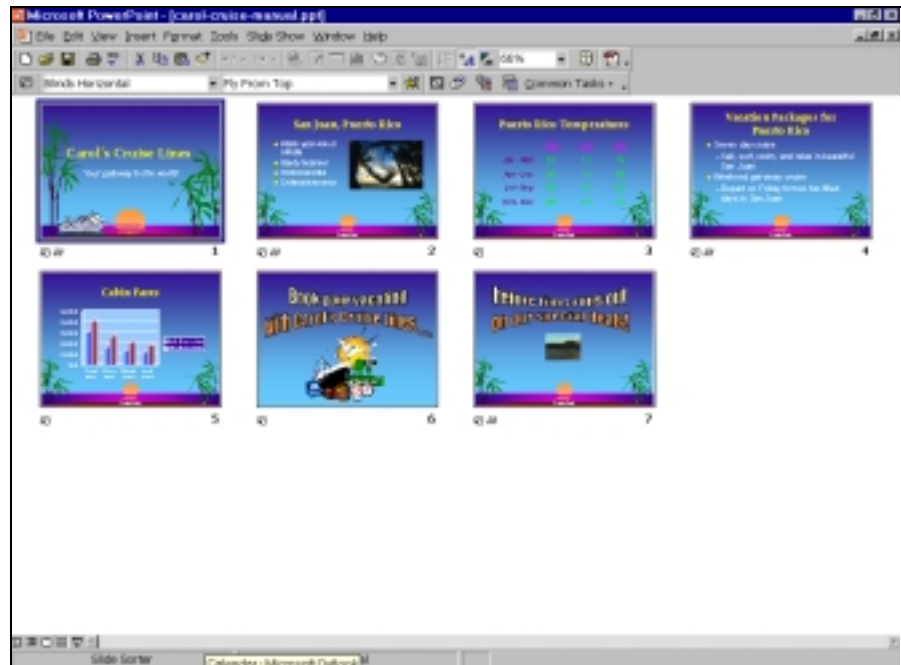
PowerPoint 2000: Introduction



- **Slide View** allows you to see two views. The slide pane becomes the predominant pane and displays a single slide from the presentation. (The collapsed outline view shows the slide numbers.) You can use slide view to enter text, draw objects, insert pictures, and change the look of your text or objects.



- **Slide Sorter View** allows you to see a view of your entire presentation. This view displays a miniature version of each slide on a single screen. You can use slide sorter view to rearrange the order of slides, copy slides, add or delete slides, add transitions, and set automatic timing for the slide show.



PowerPoint 2000: Introduction



- **Slide Show View** allows you to play your presentation. You can advance to the next slide by using the mouse or you can configure the presentation so that it advances automatically to the next slide after a specified time interval.

PowerPoint 2000: Creating Slides


Create and Save a New Presentation

- This is the general procedure for creating and saving a new presentation:
 1. Select **File/New** from the menu.
 2. At the New Presentation dialog box, click on the General tab.
 3. Double-click on Blank Presentation (which is highlighted by default).
 4. At the New Slide dialog box, click on the desired layout for the slide. Click the **OK** button.
 5. Type the desired text; insert any images or other objects as needed.
 6. To add a new slide, click the drop-down arrow next to the **Common Tasks** button and then click on **New Slide**.
 7. At the New Slide dialog box, click on the desired layout for the slide. Click the **OK** button.
 8. Repeat steps 5 - 7 as many times as needed.
 9. To save the file, select **File/Save** from the menu.
 - a. In the Save In box, navigate to the directory where you want to save the file.
 - b. In the File Name box, type a name for your presentation file.
 - c. Click the **Save** button.

Create a New Slide (in Slide View)

- Method:
 1. Click the **Slide View** button.
 2. Click the drop-down arrow next to the **Common Tasks** button and then click on **New Slide**.
 3. At the New Slide dialog box, click on the desired layout for the slide. Click the **OK** button.

Enter Text on a New Slide (in Slide View)

- PowerPoint provides placeholders for entering Title and Body text.
- Method:
 1. Click the **Slide View** button.
 2. Click in the Title or Body placeholder box.
 3. Type the desired text.
 -  The Title and Body objects are formatted on the Slide Master so that the text has a consistent format on each slide in the presentation.

PowerPoint 2000: Editing Slides

Select and Edit Text

- Method:
 1. Select the text you wish to edit.
 2. Do one or more of the following: cut, copy, or paste the text; drag the text to another location; type over the text; or format the text.
 - ✎ If you make a mistake while editing the text, use the **Undo** button to undo your changes and start over again.

Format Text

- Method to change the font:
 1. Select the desired text.
 2. Select **Format/Font** from the menu.
 3. Change any of the following: font, font style, size, effects, or color. Click the OK button.
- Method to change the alignment:
 1. Click in the line that you want to align.
 2. Click on one of the following buttons: **Left**, **Center**, **Right** or **Justified**.
- Method to change the line or paragraph spacing:
 1. Select the desired line(s) or paragraph(s).
 2. Select **Format/Line Spacing** from the menu.
 3. Change any of the following: line spacing, before paragraph, or after paragraph. Click the **OK** button.

PowerPoint 2000: Enhancing the Presentation

Change Slide Design

- PowerPoint has numerous design templates that may be applied to your slides. These templates apply a format and color scheme to your presentation.
- Method:
 1. Select **Format/Apply Design Template** from the menu.
 2. Click on the various presentation designs to view that design template.
 3. To select a design, click on it and then click the **Apply** button.
 - ✎ If you don't like the design, you can click the **Undo** button to revert to your previous slide design. Then try another design template.

Choose a Color Scheme

- Method:
 1. Select **Format/Slide Color Scheme** from the menu.
 2. Click the Standard tab to select a preformatted color scheme for your presentation.
 3. Click on one of the color scheme choices.
 4. Do one of the following: Click the **Apply** button to apply your color scheme to just one slide or click the **Apply to All** button to apply your color scheme to all slides in the presentation.
 5. Select **Format/Slide Color Scheme** from the menu.
 6. Click the Custom tab to change specific colors for the various areas of your slide, such as text color.
 7. Change the scheme color for any of the listed objects.
 8. Do one of the following: Click the **Apply** button to apply your color scheme to just one slide or click the **Apply to All** button to apply your color scheme to all slides in the presentation.



Insert Headers and Footers

- You can use headers and footers for common slide information such as the date and time of the presentation, the slide number, file name, etc.
- After you add information to the header or footer, you can change the look or position of the header and footer on your slides, notes pages, handouts, and outlines by changing them on their corresponding masters.
- Method:
 1. Select **View/Header and Footer** from the menu.
 2. Click the Slide tab (to add a footer to slides).
 3. Type the text for a footer if desired.
 - a. To add a slide number, click the box next to Slide Number so that there is a checkmark in the box.
 - b. Do one of the following: Click the **Apply** button to apply the footer to just one slide or click the **Apply to All** button to apply the footer to all slides in the presentation.
 4. Select **View/Header and Footer** from the menu.
 5. Click the Notes and Handouts tab (to add a header and/or footer to the notes and hand-outs).

PowerPoint 2000: Enhancing the Presentation

- a. Type the text for a header and footer as desired.
- b. To add a page number, click the box next to Page Number so that there is a checkmark in the box.
- c. Click the **Apply to All** button to apply the header and/or footer to all the notes and hand-out pages.

Edit Slide Master



- The slide master allows you to enter text or items that will appear on all slides in the presentation.
- Method:
 1. Select **View/Master/Slide Master** from the menu.
 2. Rearrange the location of various objects (i.e. boxes) on the master slide.
 -  The location of the box is where that item will appear on all slides.
 -  Items you may want to include on every slide: logo, date, page number, etc.
 3. To exit from the slide master, click on one of the following buttons: **Normal View, Outline View, Slide View, or Slide Sorter View.**

PowerPoint 2000: Adding Special Effects

Add Transitions Between Slides

- Method:
 1. Click the **Slide Sorter** button (in the lower, left corner of the screen) to change to slide sorter view.
 2. Click on the slide where you want to add a transition.
 3. Select **Slide Show/Slide Transition** from the menu.
 4. In the Effect box, select the transition you want. (Previews of each transition are displayed in the preview box.)
 5. Select the speed of the transition: slow, medium, or fast.
 6. If desired, select a sound from the Sound box.
 7. Click the **Apply** button to apply the transition to just one slide or click the **Apply to All** button to apply the transition to all slides in the presentation.

Build Slide Text

- You can apply an interesting animation effect, called a build, to a bulleted list on a slide. In doing so, each item in the list will appear one at a time when you play the presentation. (In the case of a manual presentation, the bulleted item will appear on the slide when you click the mouse button.)
- Method:
 1. Click the **Slide View** button (in the lower, left corner of the screen.)
 2. Go to the slide for which you want to apply build effects.
 3. Click the bullet list to select it.
 4. Select **Slide Show/Custom Animation** from the menu.
 5. Click the Effects tab.
 6. In the Entry Animation and Sound section of the dialog box, click on the drop-down arrow next to No Effect and select an animation style.
 7. In the Introduce Text section of the dialog box, click to put a check mark next to the Grouped By box. Select “1st level paragraphs” to see if this build option meets your needs.
 -  This box allows you to control how a list will build when you play the presentation.
 -  You may need to try several build options to create the desired effect.
 8. Click the **Preview** button to preview the animation effect.
 9. Click the **OK** button.

PowerPoint 2000: Preparing the Presentation

Create Speaker Notes

- Method:
 1. Select *View/Notes Page* from the menu.
 2. Click the text box under the slide and type your speaker notes within the text box.
 - ✎ If you want to enter text or items that will appear on all the Notes Pages you will need to edit the Notes Master.

Set Slide Timings

- You can set up your slide show to automatically advance to the next slide after a specified amount of time.
 1. Click the **Slide Sorter** button (in the lower, left corner of the screen) to change to slide sorter view.
 2. Click on the slide for which you want to set a duration time.
 3. Select *Slide Show/Slide Transition* from the menu.
 4. In the Advance section of the dialog box, click the box for Automatically After so that there is a checkmark in the box. Then type the number of seconds that the slide should remain on the screen.
 5. Click the **Apply** button to apply the timing to just one slide or click the **Apply to All** button to apply the timing to all slides in your presentation.

Print Slides

- You can print your presentation in various output formats. These include:
 - one slide per page
 - hand-outs with 2, 3, 6, or 9 slides per page
 - notes pages
 - outline view
- Important: If you want to print your slides to a black and white laser printer, choose the option for *Pure Black and White* in the Print dialog box!!! (This saves on toner if you used colored backgrounds, object fills, etc. in your presentation.)
- Method:
 1. Select *File/Print* from the menu.
 2. Click the drop-down arrow next to the Print What box to select the output format.
 - ✎ If you choose to print hand-outs, you can also select how many slides are to be printed per page.
 - ✎ If you have a slide number (or other text) as a header or footer, it may be difficult to see these items on the printed page. (This will depend upon what design template or background color you selected for the presentation.)
 3. If printing to a black and white laser printer, choose the Pure Black and White option.
 4. Click the OK button.

PowerPoint 2000: Slide Show Controls

Use Slide Controls During a Presentation

- To see a complete list of slide show controls, press F1 anytime while the presentation is playing.

Display black screen.....Press **B** key (toggles on/off) OR
Right mouse click & select *Screen/Black Screen*;
left mouse click to resume

Display white screenPress **W** key (toggles on/off)

Go to specific slideType number of slide & press Enter OR
Right mouse click, select *Go* & then choose *Slide Navigator* or *By Title*

Advance to next slidePress one of these: **N** key, space bar, Enter OR
Left mouse click

Return to previous slide.....Press **P** key

Pause.....Right mouse click & select *Screen/Pause*; left
mouse click to resume

Stop slide show.....Press **S** key (toggles on/off) - works only with
automatic slide shows

End slide show.....Press **ESC** key