PowerPoint 2000

Acrobat Reader: How to …

F5/F6 open/closes bookmarks - **F4** open/closes thumbnails

In menu View you can set, how the file is displayed

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/backwards one page

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

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

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PowerPoint 2000

Exercises for beginners and skilled users

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Introduction

PowerPoint is a presentation tool, a programme originally meant to create overheads that would be projected onto a screen.

Nowadays the presentations tend to be presented as screenshows directly from the computer to a screen. This gives the lecturer or presenter the additional advantage of being able to add special effects to the presentation. But it is important to bear in mind that each overhead, in PowerPoint called a **Slide**, is an individual picture.

Each page or slide has to contain the total amount of information you want to share with your audience, when speaking about that particular slide. - If the text is too long for the slide, PowerPoint does not automatically give you a page-break that allows you to continue on the next page.

So, each slide has to contain the full, clear message you want the audience to understand, and the slide should be readable from the top row of the gallery in Albert Hall, i.e. remember not to write too many lines of text on each slide.

I have seen slides containing 72 lines of text, and as a looker-on I was expected to grasp it all during the 4-5 minutes the presenter talked. This is ridiculous. Each slide must include headings or essential information, which is expanded orally by the speaker, and that is it.

Keep it simple.

Your Level

As a user you do not need any prior knowledge of presentation programmes. You do, however, have to know a bit about Windows. I take it for granted that you know how to create a new folder, save in a folder etc.

PowerPoint is very easy to use, but nevertheless it does look a bit baffling when you first open it. There are a lot of new buttons to push.

In this booklet I shall try, step by step, to introduce you to the basics of the programme - perhaps even a bit more than the basics.

You will create a presentation from start to finish.

Each new slide will be a new exercise, and each new slide will build on the previous one.

You will start with basic text on a title slide and from there go on to a slide containing a title plus bulleted or numbered text.

Thence you will try to add illustrations of various kinds to your slides, build diagrammes and organizational charts etc.

Finally you will try to add special effects to each slide as such - have them come flying in from the left or right - and add other special effects to the individual items you have placed on your slides accompanied by sounds.

To be honest, the final product will be a rotten presentation. It will contain too many illustrations and items, and the actual message will be drowned in too many special visual and sound effects. But the idea is to present you with all the possibilities at your disposal.

The most difficult thing with PowerPoint is to keep it simple. You can add effect upon effect, picture upon picture and it is fun, so you are tempted to do it. But if the actual message you want to flog disappears in fancy effects, you completely miss your goal.

So when you are going to work seriously with the programme, concentrate on the message and then add the necessary illustrations and effects - but not more.

In the following you will be asked to create a presentation of a deer-park, Peterhouse Zoo.

It should induce people to come and see it, give examples of the animals, show opening hours etc.

Start PowerPoint

When you install Office 2000 it places a toolbar on your desk. This toolbar should contain the PowerPoint button: which you point your mouse to and click.

If it is not present on your toolbar, you can either customize your toolbar or click

Start, Programmes, Microsoft PowerPoint.

The opening picture will look like this:

AutoContent Wizard

PowerPoint presumes you want to create a new presentation on the basis of a pre-manufactured presentation giving you cue-words for the items you want to include in the presentation.

Try them if you like, but I think most people want to start with a blank presentation.

Design Template

Here you can choose a look for your presentation. It includes background colour or picture, font, font size, colour, and a lot more. - Do not use it, but then again do not hesitate to look through the various possibilities. I shall explain why you should not use it later in the booklet.

Blank Presentation

A presentation on blank, white paper. Choose this option. When you create your presentation, it is a lot easier to work on blank paper. Later you can always add a design template if desired. The problem with the ready-made design templates is that you only have so many. Some of them are good and more of them are bad. You will probably choose a good one and so will your competitor, and chances are that you will choose the same one. Avoid them by all means and create your own! Let your competitor settle for the ready-mades. You are more original.

When you click **OK**, the following dialogue box appears:
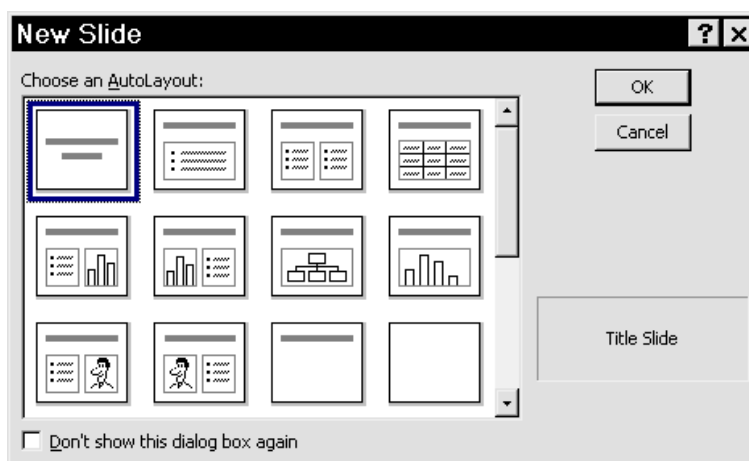
Autolayout

Every slide you make in PowerPoint is based on a layout. PowerPoint suggests that you should choose a **Title Slide**, because it is well aware that this is the very first slide in a new presentation.

As you can see, there are many more layouts, all of them earmarked for special purposes. You will get through a lot of them.

Every layout consists of different, more or less ready-made elements, e.g. a title, bulleted text, a picture, etc.

In this case click the button **OK** or just double-click the layout **Title Slide**. Finally PowerPoint gets really going and presents you with the following:
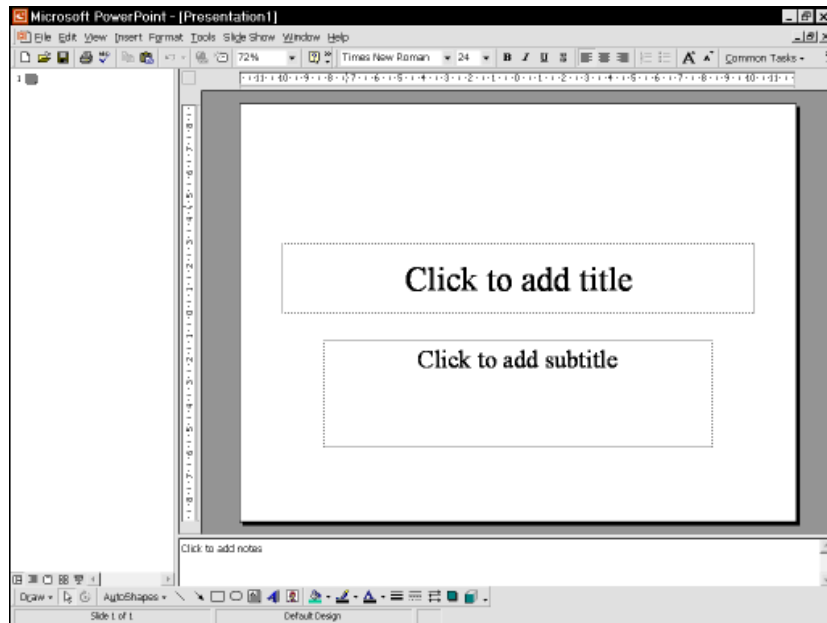
Exercise: Title Slide

This is your first slide.

In the right-hand pane you see the full first slide with "cue-texts" in the two boxes.

Below this you have a small pane in which you can write speaker's notes concerning this particular slide.

In the left-hand pane you have a list of your slides (with key words) in the current presentation, and as you are just starting you have only one.

At the top op the screen you have the **Command Menu** and the **Toolbars** with shortcuts to the commands on the command menu.

Until now it does not contain any text, but one has to be dense if one cannot figure out that where it says **Click to add title** one has to click to be able to write. - You do not have to remove you hand from the keyboard to the mouse in order to click, however. The key combination **Ctrl+Enter** will send the cursor into the box and you can write the title:

1. Tap **Ctrl+Enter** and type:
   Peterhouse Zoo

2. Tap **Ctrl+Enter** which sends you from the main title to the box of the sub-heading and type:
    A Day With Your Dears
    A Deer Day

Note that the text is automatically centred in the textboxes.

This is what your title slide should look like:
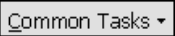
Peterhouse Zoo

A Day With Your Dears
A Dear Day
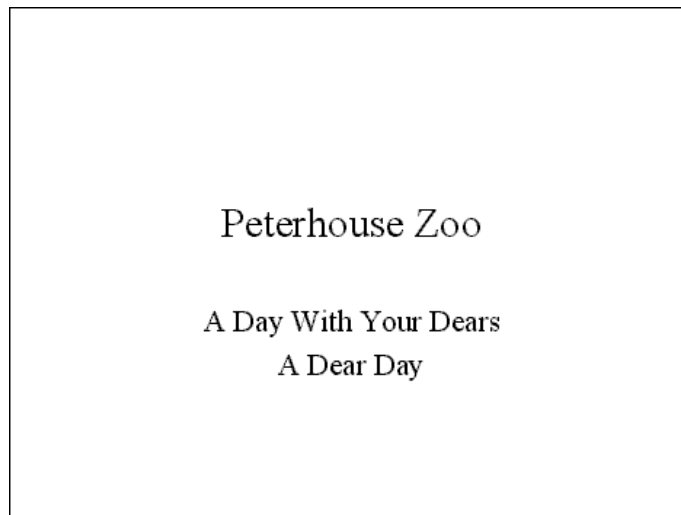
Although your presentation only consists of one single slide, which is very, very simple, you still ought to save it:

1. Click the button **Save:** 🖫 or use the keyboard-shortcut **Ctrl+s**, give the presentation an appropriate name (Peterhouse Zoo) and click **OK** or press **Enter**.

You are now well under way. You have created a title slide and you have saved the presentation. Now you need to elaborate. You have to make a new slide which tells the audience what animals they can expect to find at your zoo.

Exercise: New Slide, Bulleted List

When you want a new slide, you can click the arrow next to the button `Common Tasks ▾` on the toolbar at the top of the screen, which will give you the sub-menu:

If you click the top blue bar of this submenu, you can drag it out, to have it present at all times. This is convenient, so you might as well do it.

1. Click **New Slide**.

2. Choose the layout **Bulleted List**

3. Tap **Ctrl+Enter** or click in the title-bar area.

4. Type **See:**

5. Tap **Ctrl+Enter** to move to the box with the bulleted list and fill it out as below:

> See:
>
> - Leo the Lion
> - Hip Hop the Hippopotamus
> - Elvis the Elephant
> - Camelia the Camel
> - Sebastian the Baboon
> - Muchmony the monkey
> - Snivel the Snake
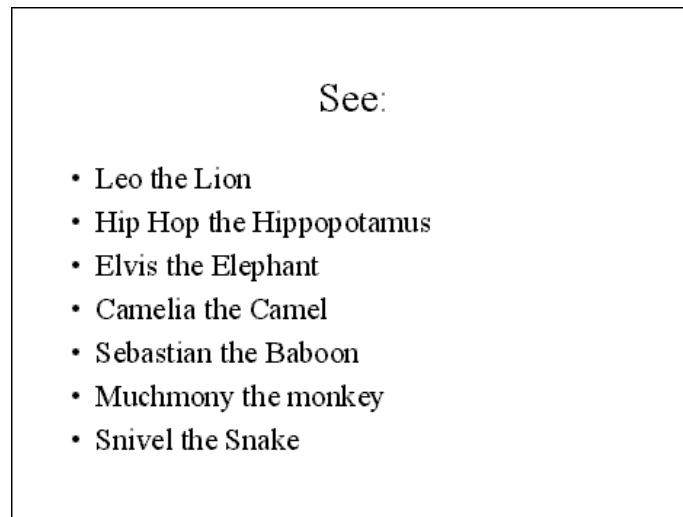
6. Save your presentation by tapping **Ctrl+s** or clicking 🖫 just to be on the safe side.

You have now created two slides and saved them. You have written the raw material into each one, but particularly the last slide does not necessarily look, as you want it to.

If you have written the text exactly as above, a light bulb has appeared to the left of Leo.

If you click the bulb, an 'assistant' appears to give you a tip. It suggests a change of case. In this sort of text box only the first letter in the first word should be capitalized.

If you want to, you can have the assistant change the case by clicking **Change the text…**

Placeholders

When you have written text until now, that text has been placed in boxes. These boxes are called placeholders.

When you are inside them, you can clearly see a border around them. You cannot write to the right or left of these borders, but more text will automatically extend the borders downwards. Strangely enough, you can write more text than there is room for on the individual slide.

Every item, every *object*, that is present on a slide can be re-sized or moved. You decide! When you click inside a placeholder to write text, the placeholder is clearly marked with handles, little white squares appearing at the corners and in the middle of the lines.

The borders as such appear with a sort of striped quality. If you click the actual border it changes slightly and gets a more "snowy" character. In this case you have selected the whole frame and everything in it.

When you move the mouse-pointer over a frame or placeholder, it will sometimes change into a black cross or "snowflake". With this you can move whatever object you want to whatever position you want.

Exercise, Format Text

When you are creating a presentation on the basis of the "blank" template, PowerPoint automatically formats title-boxes and bulleted texts with Times New Roman. If you want a different font or font size you can change this, of course.

In the following little exercise you will try to change the font of a single word, a group of words, all text in a text-box and in several text-boxes.

Format Word

1. Go to your title slide. You can either click the slide in the left pane or you can use the keys **PageUp/PageDown** to move to a particular slide.
2. Place the cursor somewhere in the word *Peterhouse*.
3. Click **Format, Font** and select **Arial 42 pts.**

When the cursor is placed within a single word and you format that word, the whole word adopts the changes you make.

If you want the changes to cover more words you have to select them:

Format Sentence/Paragraph

1. Select the words (the sentence, paragraph) by clicking the mouse and dragging over the text.

   This is an example of selected text.
2. Click **Format, Font** and choose the desired font and size. You can use the keyboard combination **Ctrl+b** or Ctrl+i to format the words with **Bold** and/or *Italics* or you can click the buttons **B** and *I*

Exercise: Format Box/Placeholder

If you want to format the total contents of a text-box (e.g. Title placeholder), click the frame around it so that it gets "handles", the little white squares in the corners and in the middle of the lines. Then choose font.

1. Select the Title-box by clicking the frame itself.
2. Click **Format, Font** and choose the desired font and size. - The changes affect all contents of the box.

Format Several Boxes/Placeholders

In PowerPoint you can select several objects and format all of them at the same time. You first select one and then, with **Shift** pressed down, you click the other objects you want to select.

Now you are able to format different boxes in the same way:

1. Click inside the Title-box (*Peterhouse Zoo)*. Note that you see a frame around your text.
2. Hold down **Shift** and click the box with the subtitle (A Day With Your Dears, A Deer Day).

Now both boxes have white "handles", they are both selected and you can format them both at the same time.

Peterhouse Zoo

A Day With Your Dears
A Deer Day
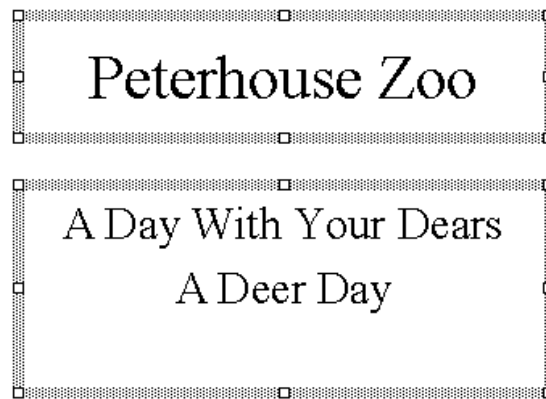
1. Choose the font, the size, the colour etc. that you want.

The changes apply to both boxes.

You can always click **Format, Font** and choose font, size, colour and so on. With **Format, Colors and lines** you can add borders and fill colour to the boxes, but the following buttons from the toolbar at the bottom of your screen are shortcuts.

A ·   Text colour

≡ Line style (around boxes)

✎ · Line colour

🌢 · Fill colour (within boxes or objects)

Alignment

You can align text left, centred and right, and you can justify paragraphs i.e. flush left and right margins.

If you place the cursor within a paragraph inside a box, you can align that particular paragraph. If you select one or more boxes, you can align all text within them at one go.

Exercise: Alignment

1. Go to your second slide (See:)

2. Select the lower box with the animals. - First click inside the box, then click the actual border.

3. Right-align all the text by clicking ≣ or by the keyboard shortcut **Ctrl+r**.

4. Left-align by clicking ≣ or tapping **Ctrl+l**.

5. Centre the text with the button ≣ or press **Ctrl+e**.

Exercise: Levels

In the boxes with bulleted text you very often have to indent a line because it is a sub-item to the line above, e.g.:

- **Wellcome**
  - **Introduction by the chairman**

- **Financial report**

Altogether you have five levels.

1. Create a new slide by clicking the button ⬚ (**New Slide**) or tapping **Ctrl+m** and choose the layout **Text and clipart**.

2. Press **Ctrl+Enter** to get into the title box and write: *Animals*

3. Press **Ctrl+Enter** again to jump to the box below and write:

   Lions
   Leo, 6 years
   Leonie, 5 years

   Camels

   Camillo

   Camelia.

Your slide should look like this:
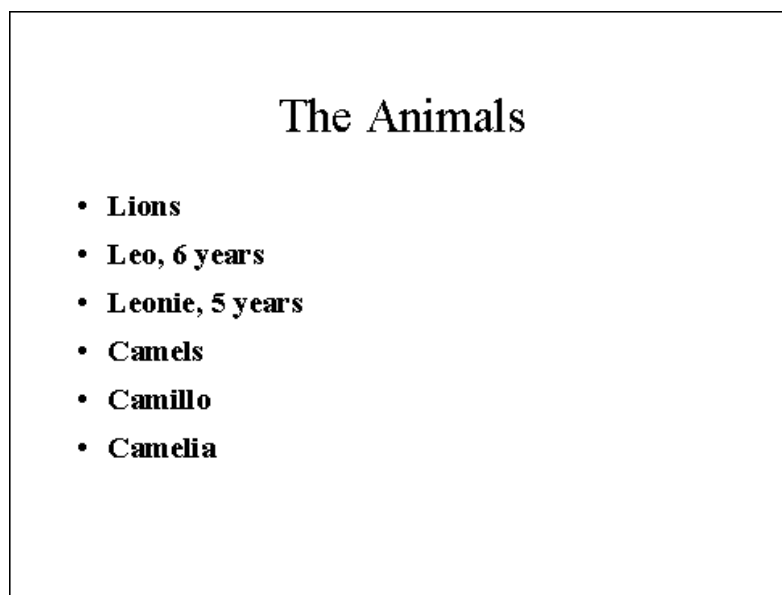
Leo and *Leonie* are sub-items to *Lions*, however, and should be indented respectively. The same goes for *Camillo* and *Camelia* with respect to *Camels*.

4. Select the paragraphs (lines) containing *Leo* and *Leonie* by clicking and dragging.

5. Indent (demote) by clicking the button **Demote** ⬚ or use the keyboard shortcut **Alt+Shift+ →**.

6. Repeat with *Camillo* and *Camelia*.

Now your slide should look like this one:

The Animals

- **Lions**
  - Leo, 6 years
  - Leonie, 5 years
- **Camels**
  - Camillo
  - Camelia
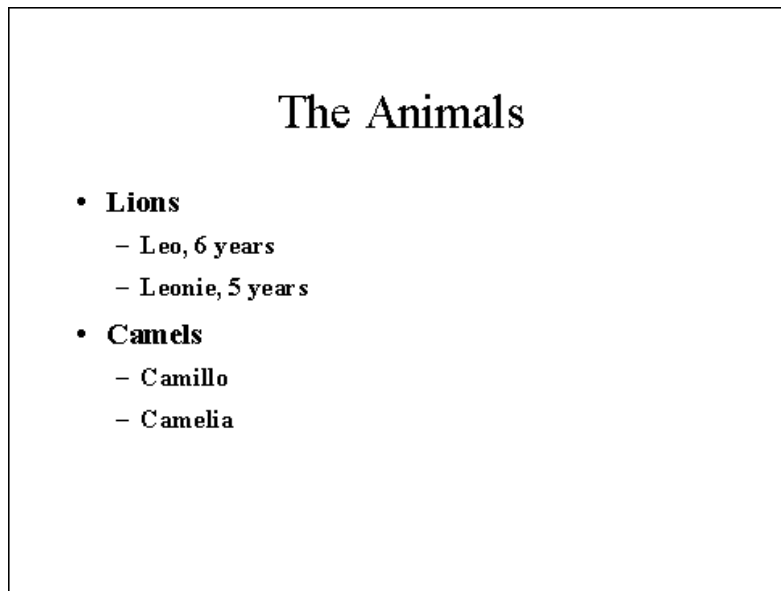
As mentioned before you have five levels. Try demoting Leo some more times. You can promote him again by clicking [icon] or the keyboard combination **Alt+Shift+ ←**.

Bullets

Until now the bulleted lists have been issued bullets according to the taste of Microsoft, but perhaps you prefer another variety.

In this exercise you are going to try changing bullets for individual paragraphs. Later on you will try changing bullets for the entire presentation in one go.

Exercise: Bullets

1. On your 3rd slide, right-click the paragraph *Leo* and choose **Bullets and Numbering** on the drop-down menu.

2. In the resulting 'dialogue' box you can now choose another bullet: Just double-click the one you want.

This changes the bullet for this particular paragraph. If you had selected the entire text box, you would have had the new bullets preceding each of the five levels. The only difference between the levels would be the size of the bullets. The first three levels decrease the font size with four points (the last two only with two points), and the bullets would decrease correspondingly unless you changed the percentage in the box **Size 100 % of text** for the various levels.
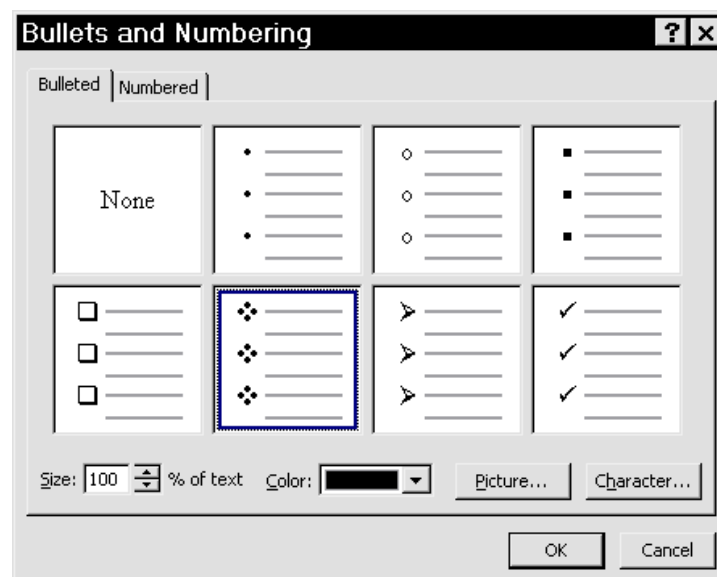
3. If you find the bullet options boring and you want more fancy ones, you can click the button **Character**.
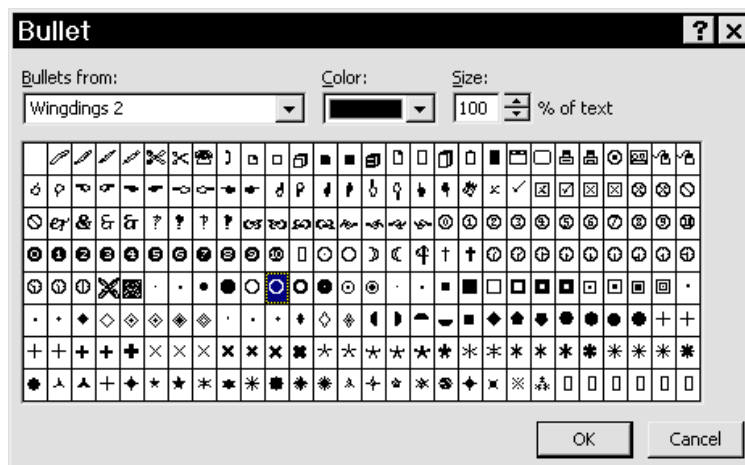
4. In the box **Bullets from:** you can choose other fonts. Here I have chosen WINGDINGS 2, which is installed with Office 2000, but you may have several others at your disposal.

If these possibilities do not satisfy your artistic needs, there is one more option.

5. Right-click the paragraph and choose **Bullets and Numbering**.

6. Click the button **Picture** (you may be prompted to insert the Office cd).
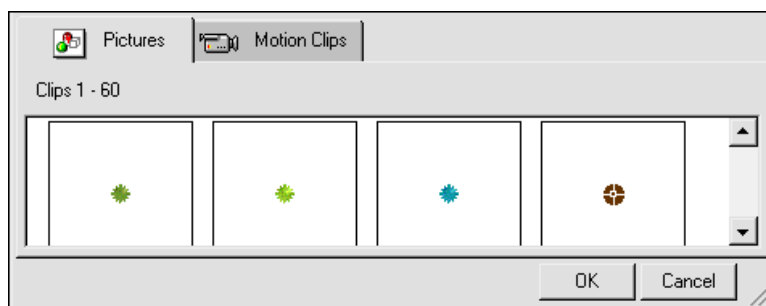
7. Double-click the desired picture bullet.

Under the tab **Motion Clips** there are a couple of special bullets, so-called *Animated Gifs*. When viewed on the Internet they will be moving. You can use them in PowerPoint, but they will not move.(In reality they are three, four or five pictures played in sequence. PowerPoint will only insert one of the pictures, so it will not be animated).

This way of changing the bullet style only affects the selected paragraphs. Normally when you want to change the bullets, you want the change to affect the whole presentation to create a consistency throughout, but you will get to that.

Insert Picture

On your last slide there is a box to the right (or left if you chose that layout) with a button with a cartoon and the text **Double click to add clip art**. You are going to try that now.

Exercise: Picture

1. Double-click the box.
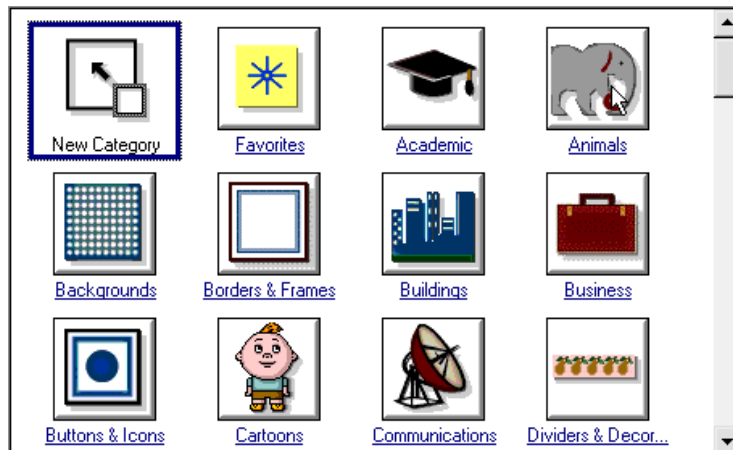
2. Here you have symbols for various categories. Choose **Animals** and double-click the lion.

Now your slide should be similar to this:
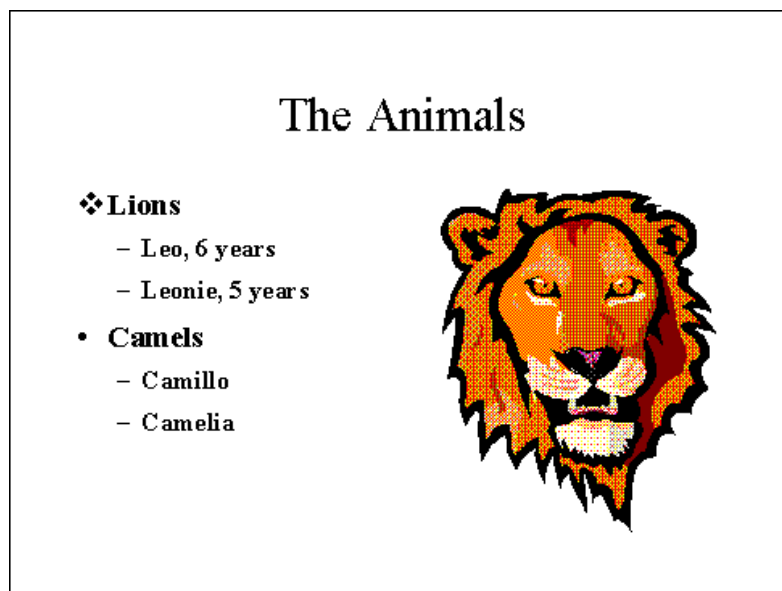
When you select the picture it gets little white 'handles'. If you point to a corner handle, the mouse pointer changes shape: ⤢ (this is the top right-hand corner).

Now you can change the size of the picture by clicking the handle, keeping the left mouse button pressed down and dragging.

Dragging towards the centre of the picture will make it smaller, dragging away will enlarge it.

If you hold down **Ctrl** while you drag a corner, the picture will resize itself from the centre. Try it to get the feel of it.

If you drag a handle on one of the sides of the picture, you will deform it. Try that as well.

When you point to a place within the picture, the mouse pointer changes to this shape:

With this pointer you can drag and drop the picture to another position on your slide.

3. Save the presentation with **Ctrl+s** or the button

Now you have created a presentation consisting of three slides. You have changed fonts and attributes on single words, paragraphs and entire text boxes. You have changed bullet styles and demoted paragraphs, and you have inserted a picture from the clipart gallery.

Design Templates

In the following exercise you are going to apply a ***design template*** to your presentation. A design template consists of a ready-made background, a font for title boxes, fonts and bullets for the five levels in bulleted lists, etc.

All of these will be applied to the entire presentation. After you have done this I shall discuss the pros and cons (mainly cons) of these design templates.

Exercise: Apply Design Template

1. Open your presentation if it is not open already.
2. Click the button **Common Tasks** and choose **Apply Design Template**.
3. In the resulting window you have a range of design templates on the left side. On the right you see an example of what the template looks like.
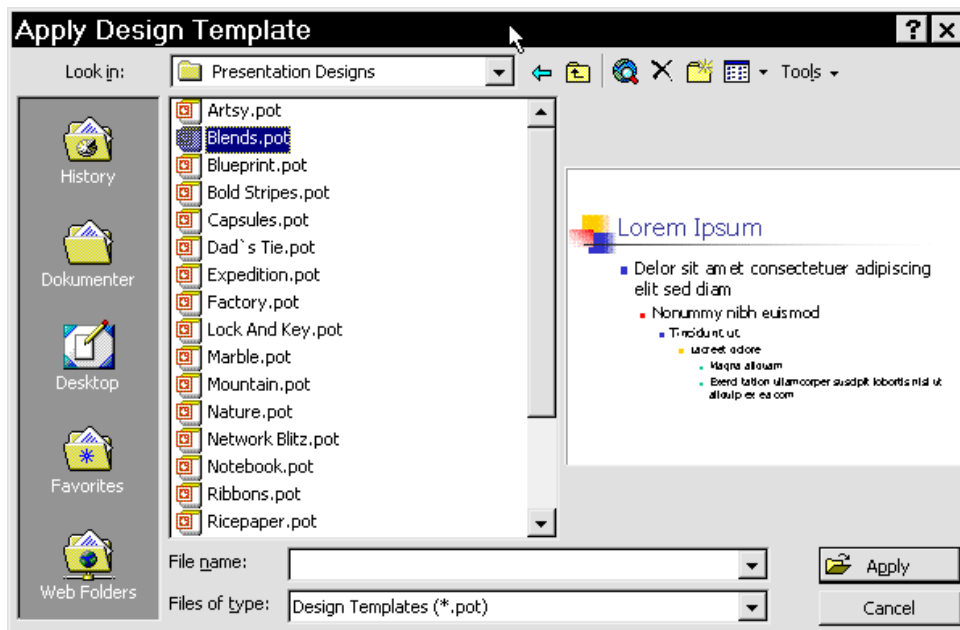
4. Choose BLENDS and click **Apply**.

Note that the font has changed from Times New Roman to Tahoma. The titles are written in blue, and the bullet styles are different. On every single slide a background with lines and figures has been added.

If you regret the changes at a later stage, you can once more click **Common Tasks**, **Apply Design Template** - go up one level (out of the folder PRESENTATION DESIGNS into its mother folder) and choose BLANK PRESENTATION.

Some of these templates are very good and some of them are rotten. In my opinion most of them are the latter. The good ones, however, are good, which means that they are chosen continually by everybody.

If you are going to do your presentation in a hotel along with ten competitors, chances are that one or more of these will be using the identical design template. Normally a company will attempt to distinguish itself from others instead of trying to be a look-alike, but this is the case with their presentations, if they employ one of the ready-mades.

Thus every company or private person who uses PowerPoint to create presentations should have its/his own template containing logo, special colours and background etc.

This is what you will try to create in the next few exercises.

Master

Every slide in PowerPoint consists of different layers. When you add a picture to a slide, you are in principle placing the picture on a transparent piece of plastic and putting it on top of your slide.

Naturally, you can position these layers in relation to each other. A picture obviously should not hide text under it, text should not float over a logo, etc.

When you write some in e.g. a title box, you are actually adding a layer to the slide. But you are placing this layer on top of something that was there before. You are putting it on top of a background, the *Master*.

You can edit the master and all changes you apply to the master will have effect all through the presentation.

If you are well versed in Word, it corresponds to opening you header or footer to add text or illustrations. Whatever you insert in the header or footer will automatically appear on each page in your document.

In the following exercise you are not going to directly open the master in order to edit it, but you are still going to change it, you will change the background to a colour or picture of your own choice.

Exercise: Change Background

First you are going to change the background colour on all your slides to blue. Then you are going to add effects (dark blue in one corner, lighter blue in the opposite corner)

1. Open your presentation Peterhouse Zoo, if it is not already open.

2. Make sure you have not used one of the design templates.
   If you have click **Common tasks, Apply Design Template**, go one step back (out of PRESENTATION DESIGNS) and choose BLANK PRESENTATION.

3. Right-click the slide - be careful not to point to any of the boxes on the slide, point to a place well away from these or you will not get the desired drop-down menu.

4. Choose **Background** and the following dialogue box appears:
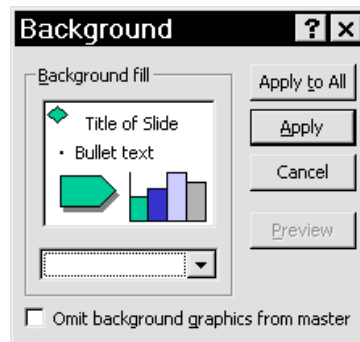
5. Click the little arrow button next to the empty box

6. Choose **More Colors**.

7. Choose a colour from the available colours.

   Click **OK**.

8. Next click the button **Apply to all** if you want the background to appear on all slides. If you click only **Apply**, you only add it to the 'active' slide.

9. When you have changed background colour, you very often have to change text colour as well. Otherwise the audience may not be able to read it at all. Select the text boxes and choose a text colour that will be readable on the background colour, you have chosen. If you like, add shadow to the text with **Format, Fonts**, and tick off **Shadow** in the **Effects**-pane.
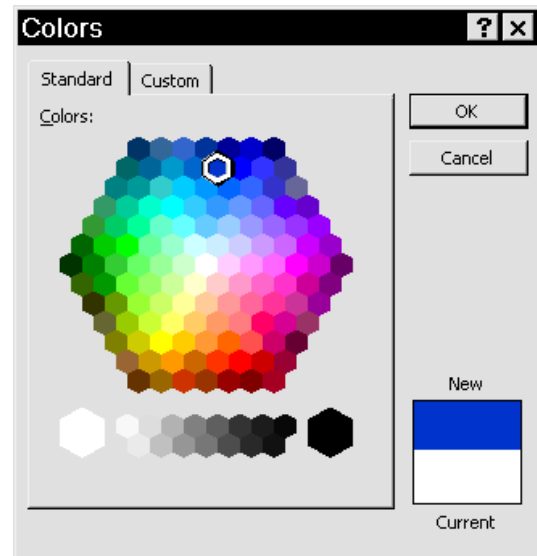
You have now added a plain colour background to all your slides, but of course you are ambitious and you want more.

Exercise: Add Background Effects

Now you are going to try to add some effects to the plain colour you stuck on your background before.

1. Right-click the slide again (keep away from the boxes).
2. Choose **Background**.
3. Click the arrow next to the empty box (now coloured blue).
4. Choose **Fill Effects**.
5. Tick off **One colour** and **Diagonal up**.
6. Choose the uppermost left pane under **Variants**.
7. Click **OK** and then **Apply to all**.

When you have done this, your third slide should look something like this (depending on the background colour and font colour you chose; I have chosen blue as background colour and yellow text with shadow):

If you press **PageUp**, **PageDown** you will see that the background is inserted on all your slides.

Exercise: Create Logo

In this exercise you are going to create a logo for Peterhouse Zoo. When it is made you are going to insert it into the master, so that it appears on every slide in the presentation.

1. The logo is easiest to create on a blank slide.
2. Click New Slide and choose the layout **Blank**.
3. At the bottom of your screen you have the toolbar **Drawing** and on that toolbar you find the button **Insert WordArt** .
   Click the button to start WordArt.
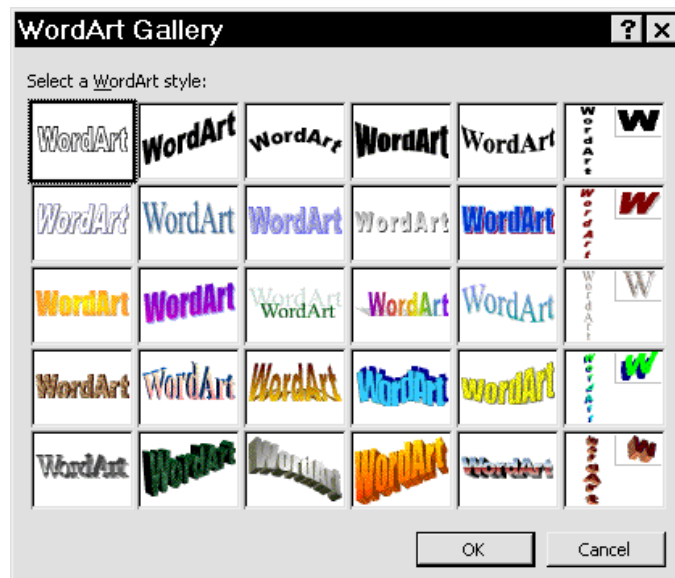
Click one of the little panes to choose a main type (you can always swap the type for another one) and click the **OK** button.

4. In the following box type the words *Peterhouse Zoo*.

5. Change the font in the box **Font**, if you like. - Font size does not matter since the logo will be inserted as a sort of picture that you can scale by dragging the handles. Click **OK**, when you are satisfied.

The WordArt picture is inserted on the slide and a special WordArt toolbar appears.

Now you want to change shape of your WordArt object. My example here is a vague crescent, but there are many other possibilities.

6. Click the button **WordArt Shape**

Try one of the possibilities. You can always click the button again and choose another one.

Here I have chosen the shape called **Inflate Top**.
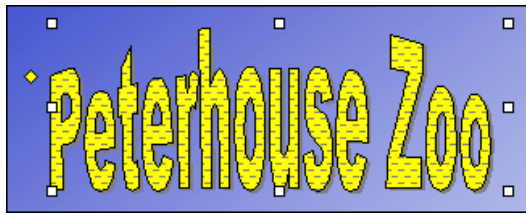
Now, as with the picture of the lion, you can drag the white handles to change the size or distort the text.

To the left of the *P*, you find a special yellow handle. Dragging this up or down will in- or decrease the curve of the text.

Now you decide to change the colour of the text.

7. Click the button **Format WordArt**
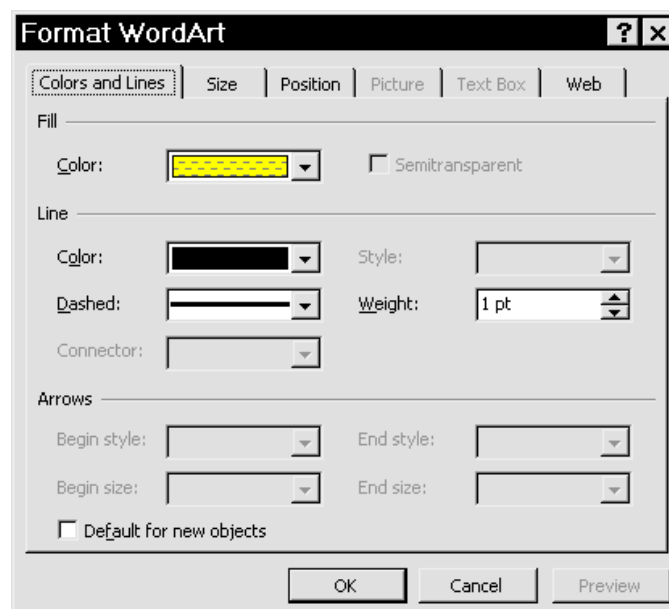
8. Change the colour by clicking the arrow next to **Color**, choose a colour and add an effect if you like.

9. Click the button **Free Rotate**

10. Place the rotation cursor on one of the handles (they have turned round and green, now) and click and drag to rotate the object.

When you have formatted and resized your logo to your liking, you would like it to appear on all slides in your presentation.

In order to do that, you have to place it in your master.

Exercise: Place Logo in Master

1. Select the logo by clicking it (it must have handles).

2. Take a copy or use **Cut**.

3. Open the master by clicking **View, Master**.

4. Tap **Ctrl+v** or click the button **Paste**
   The logo is inserted in exactly the same position it came from.

5. Drag the logo to a good position on the slide. - Remember it will appear on all slides!

6. If it interferes with a title box (lies on top or under text in a title box), drag the handles of the latter until there is no more conflict:

7. Click the button **Close** to revert to the slide or normal view.

8. Save your presentation.

So, everything you do to your master is reflected throughout the presentation. In the following exercise you will try changing the font as well as the bullet types.

Exercise: Change Font and Bullet in Master
Font

1. First enter the master: Click **View, Master, Slide Master**.

2. Click in the box *Click to edit Master title style*.

3. Hold down the **Shift key** and click the box below.

Now both title box and the box for bulleted text have white handles. If you choose another font now, all text in both boxes will use that font.

4. Click the box **Font:** Times New Roman ▾ and choose a font to your liking (Tahoma is an easily readable font).

5. You will see that all text has changed to Tahoma (or the font you chose).

If you like, you can choose a different font for each text level in the lower box. But never use more than two fonts in standard texts in a presentation, however. This muddles the waters, and the whole idea about a presentation is clarity. Use as few fonts as possible, when the slides are concerned with your own affairs or business, when referring to a competitor use different fonts to distinguish yourself.

Bullets

You can change the bullets for each level, however. This will also affect all bullets on all slides in the presentation.

1. Right click in the text *Click to Master text styles* (the first line in the lower box).

2. On the drop down menu choose **Bullets and Numbering**.

3. Now choose a bullet style, which you want to use as your standard bullet type for level one (see Bullets page 12, if you cannot remember how).

4. Repeat with second level, third level, etc.

5. When you have finished click the button **Close** [Close]

Note that all your changes have affected all your slides.

Another piece of advice: Do not use too fancy bullets unless you cannot avoid it. Simple is very often best. I realize it is fun to use all sorts of strange bullets, but do not forget the audience. They should be impressed with you *message*, not your bullets.

Templates

Now you have practically created a full presentation. You have started with a title slide, you have added a slide with title and a bulleted list, and you have added a slide containing both plus an illustration.

Finally you have changed the background of your master, you have created a logo and placed it in the master and you have changed the font and the bullet styles used.

Chances are that next time you are going to do a presentation, you would prefer the new one to resemble this one as much as possible.

Of course, the titles and the text are different, otherwise you could just re-use the old one. But the basic look of the presentation should be similar to the previous one.

Exercise: Save as Template

This is a very short exercise, but it has high impact. Here you will try saving your presentation as a Presentation Template so that you can add it to all future presentations with two clicks of the mouse.

1. First save your presentation by clicking the button **Save** or tapping **Ctrl+s**.

2. Then click **File, Save as**.

3. Give it your own name or the name of your company.

4. In the box **Save as type** choose **Design Template**.

File name:	Peterhouse Zoo.pot
Save as type:	Design Template (*.pot)
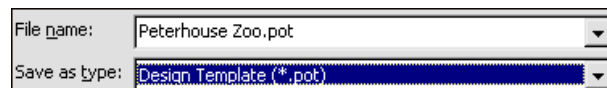
5. Now close the template, click the little button with an **x** in the right-hand corner or use the keyboard combination **Ctrl+F4**.

The whole point with templates is that you can re-use everything - except the contents - in future presentations. This assures a consistency like pre-printed letterheads. When somebody in your organisation or company sends out a letter, it should not vary too much in basic layout. Your logo should always be the same colour and be placed on the same place on your paper in every letter. The font and font size should be the same. This is also true for presentations. If your company colour is blue, you probably want all presentations to have a blue background.

If your logo is yellow, you want it to be yellow in all presentations, and your logo should not change shape or other attributes from one presentation to the other. You want consistency.

Exercise: Use Template

1. Start a new presentation (click the button **New** [ ] or tap **Ctrl+n**).

2. Choose any layout at all (this is not going to be a real presentation).

3. Write a title (can be rubbish *gkjhgkjhgkjhg*).

4. Click **Common Tasks** and choose **Apply Design Template**.

5. If you are in the PRESENTATION DESIGNS folder you will probably find your template here, otherwise go up one level and find it.
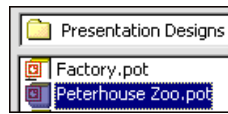
Templates are the crux of PowerPoint. When you install the programme, you are presented with a variety of design templates. As mentioned before a few of them are good but most are bad, and in consequence everybody chooses the good ones. Instead of using the prefabricated templates, create your own.

In the following you are going to add more slides to your presentation and try some of the other layouts.

Charts

All charts are based on figures, text and numbers. You can write your text labels and figures directly in a data sheet in PowerPoint, or you can copy them from a spreadsheet and insert them in two ways.

You will try both methods, but you will start by creating a chart from scratch. You want to illustrate how the amount of visitors has changed per month from 1998 to 1999.

Exercise: Insert Chart

1. Click **Common Tasks, New Slide** or tap **Ctrl+m**.

2. Choose the layout **Chart**.

3. Write *Visitors* in the title box.

4. Double click the box below.

5. You now have a **Datasheet** with example data and a sample chart based on that data on your screen.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20,4	27,4	90	20,4	
2	West	30,6	38,6	34,6	31,6	
3	North	45,9	46,9	45	43,9	
4						
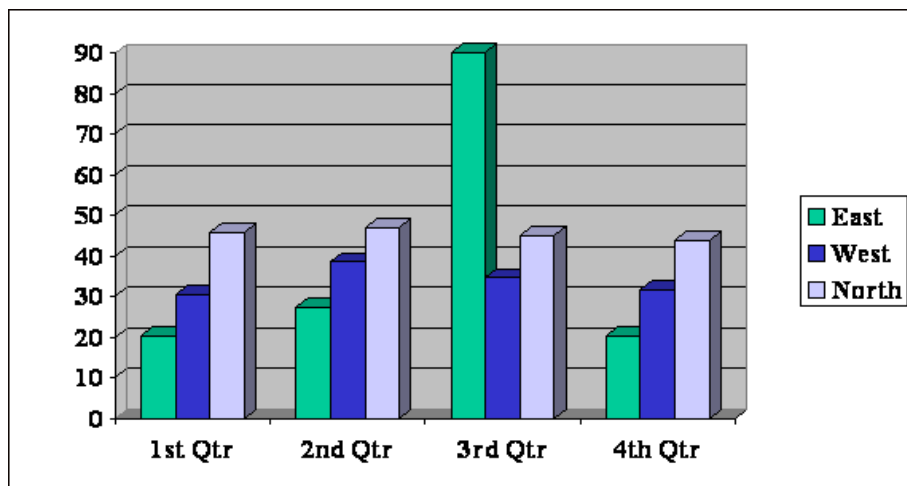
What you have to do is exchange the sample data with your own. You only need to use three columns, however. You want the months from January to June in the first column and the number of visitors for the respective months in column **A** and **B**.

This means you can delete the data in column C and D. As in all programmes you have to select what you want to delete, but here it is slightly different.

6. Select the cells from **3rd Qtr** to **43,9** by clicking and dragging and tap **Delete**.

The chart now looks as follows:
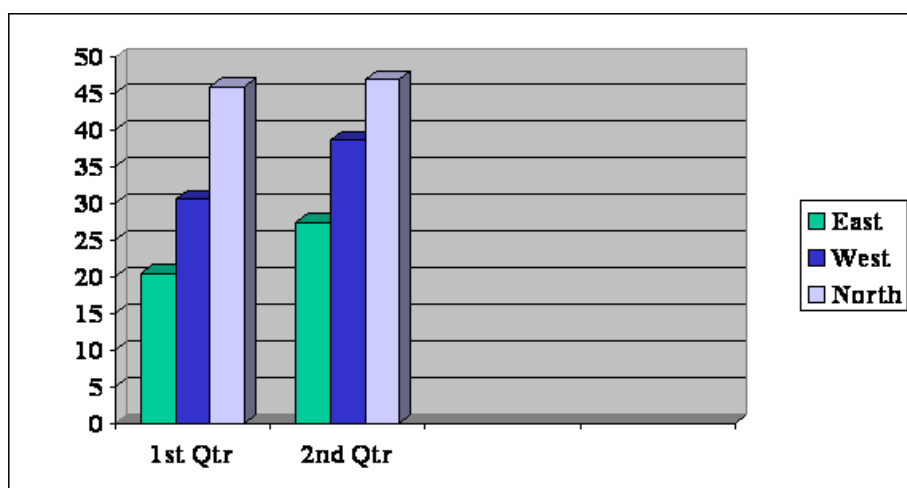
PowerPoint realizes that you have deleted the data in column C and D, but it still *charts* the columns, it is plotting them on the basis of no data, so the chart looks a bit awkward.

7. In the datasheet select the columns **C** and **D** - click on the C itself and drag to the D - and tap **Delete**. This lets the chart fill the plotting area properly.
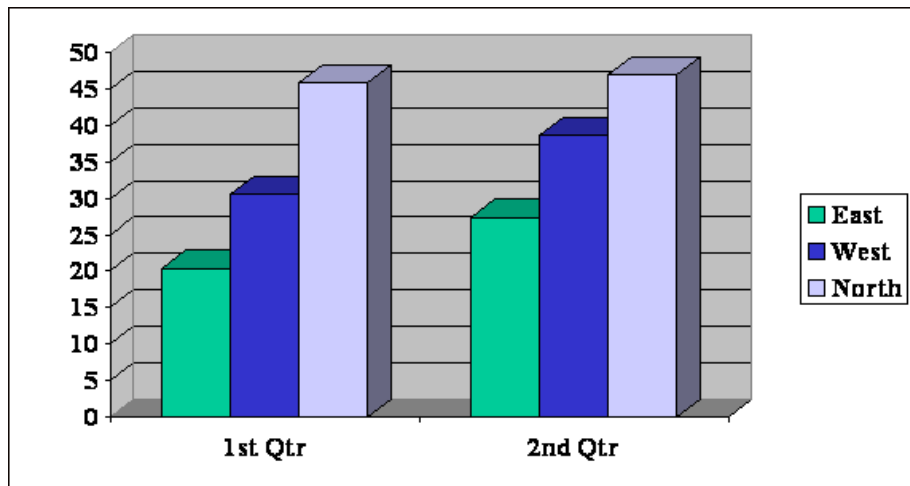
8. Now fill out the datasheet as in the example below.

The resulting chart should look as follows:
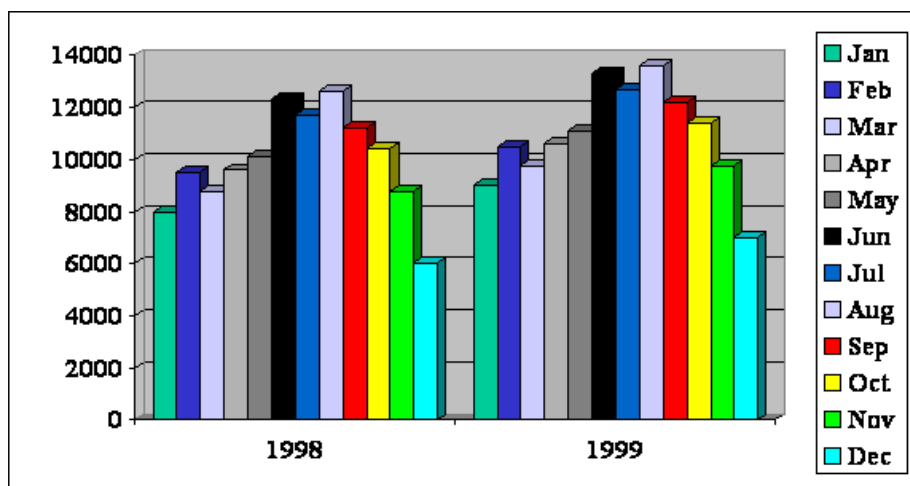
Now you have made your first chart in PowerPoint. It comes in columns and colours chosen by Microsoft, and it is plotting the chart by year. It is for you to decide what it should look like.

Exercise: Change Chart Type

What you want to illustrate is the monthly difference. As it is, the data are read by row. If you tell PowerPoint to read them by column, the result is different.

When you are making charts, you have a special chart toolbar at the top of your screen.

1. Find the button **By Column** ⊞ and click it.

Your chart looks like this:
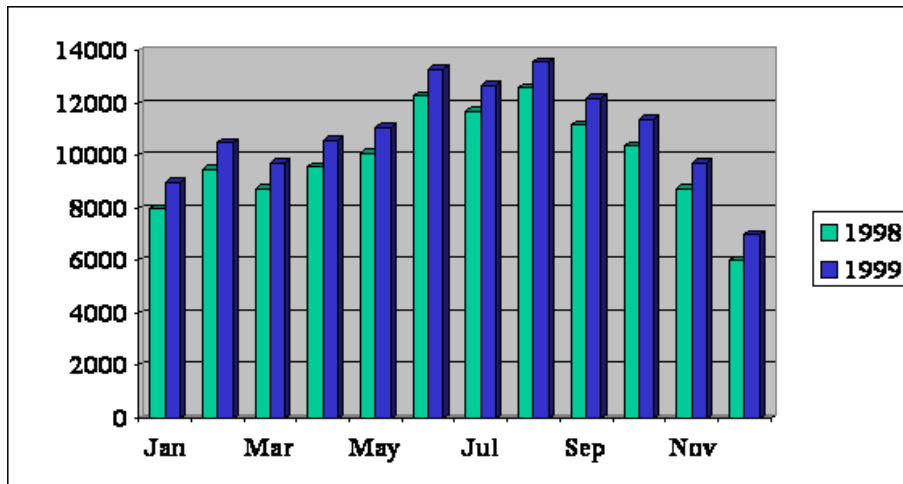
This is actually fine, but you might want to check whether other chart types would be more illustrative.

2. Click the arrow next to the button **Chart Type** 📊 ▾ and try the different possibilities.

When you have tried some types you may want to revert to the original column chart, which is not among the possibilities.

3. To get to that one click **Chart, Chart Type**, which gives you many more options.

4. Choose the main category **Column** and the subtype **Clustered Column with a 3-D visual effect**.
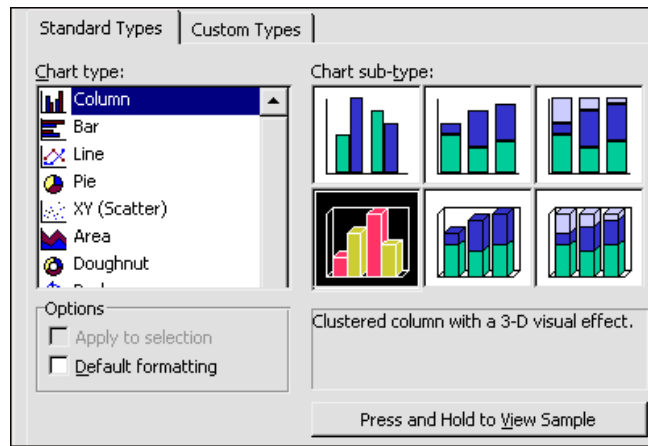
Try some of the other possibilities, if you like. One of the most difficult things about charts is choosing the type that best illustrates the situation. Sometimes columns work better, at other times you need a pie chart, and some of the types can only be used with specific types of data like **Stock** and **Radar**.

Pie charts can handle only one series of data, so the increase in visitors could not be represented with this type.

5. When you are satisfied just click the slide. This will insert the chart on your slide and close the charting programme.

Exercise: Format Chart

Here you will try some of the possibilities of formatting your chart, but beware. It is easy and sometimes fun, and as a consequence it can be very time consuming and the final result may be messy and the message lost.

Change colour

1. Double click the chart to open the charting programme.
2. Double click one of the 1998 columns (probably light green). Now you can choose different colours or fill effects exactly as when you changed the background of your slide. In addition, you can change the shape of the columns.
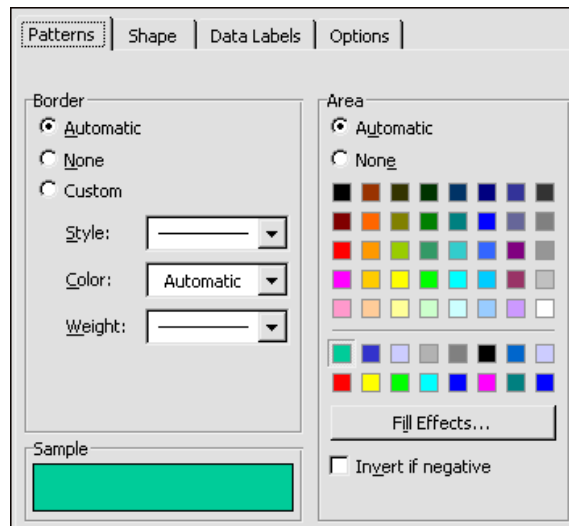
3. Choose the desired colour and if you want fill effects, click the button and add the effects you like. Click **Ok** when finished.

4. Repeat with the 1999 columns.

Under the tab **Picture** you can insert pictures into the columns, which is handy in certain situations. You could for instance illustrate the difference in pay for men and women with pictures of them in the respective bars.

Text and numbers

It would be easier to read the numbers on the y-axis if they had thousand separators.

1. Double click the y-axis.

2. Click the tab **Font** and change the font to Arial 16 points.

3. Go to the tab **Number** and choose **Number** under **Category**, tick off **Use 1000 Separator** and set decimals to zero.
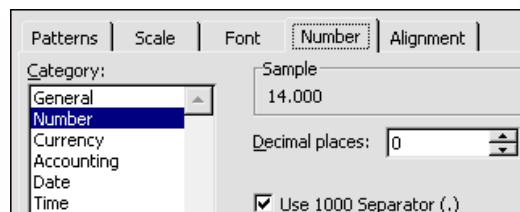
4. Try the tab **Alignment**, too. Here you can alter text direction.

5. Repeat with the x-axis. The result could be something like this:
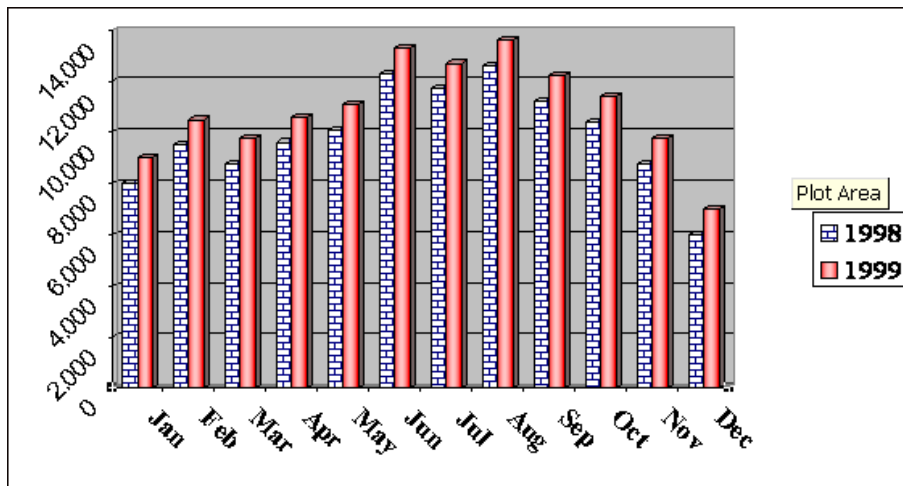
This was an example of a chart made directly in PowerPoint. Very often, however, both text and numbers already exist in a spreadsheet and then you might as well open that file and copy the data.

Firstly you do not have to re-write everything with the risk of mistyping, secondly you can link the data to the spreadsheet, so that potential changes in the spreadsheet will be automatically reflected in the chart.

This is the purpose of the next exercise.

Exercise: Insert Data from Excel

1. Start Excel and write the following:
2. Save the spreadsheet (ANIMALS.XLS).
3. Select the cells from A1:B5 and take a copy (**Ctrl+c**).
4. Return to PowerPoint, tap **Ctrl+m** and choose the layout **Chart**.
5. Double click to start the charting programme.
6. Place the cursor in the top left cell.

Now you can insert the data by clicking **Paste** or tapping **Ctrl+v**. This method is like taking a photograph and inserting it in PowerPoint. - If you try it, remember to delete the superfluous columns.

But now we shall pretend that the lions are expecting a cub or two, so the number might change.

7. Click **Edit, Paste Link** and **OK** to replace the existing data with those from Excel.
8. Now click **Chart, Chart Type** and choose the main category **Pie** and the sub-category **Pie with 3-D visual effect**.

You are then presented with a pie with only one colour, not very telling. This is because Power-Point is reading the data by row.

9. Once again, click the button **By Column** ⊞ which will give you the following chart:
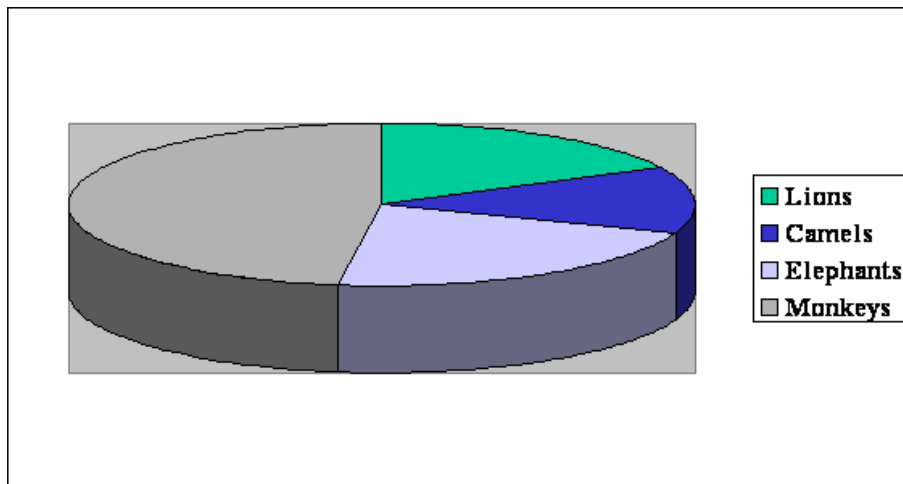
10. Better, but still not perfect. You do not want the grey background in the plotting area, neither do you want a legend (the explanation to the right). What you do want is the percentage and the labels (the animals) on each slice of the pie.

11. Click **Chart, Chart Options** and the tab **Legend**.

12. Remove the tick for **Show Legend**.

13. Go to **Data Labels** and tick off **Show label and percent** and **Show leader lines**, click **OK**.
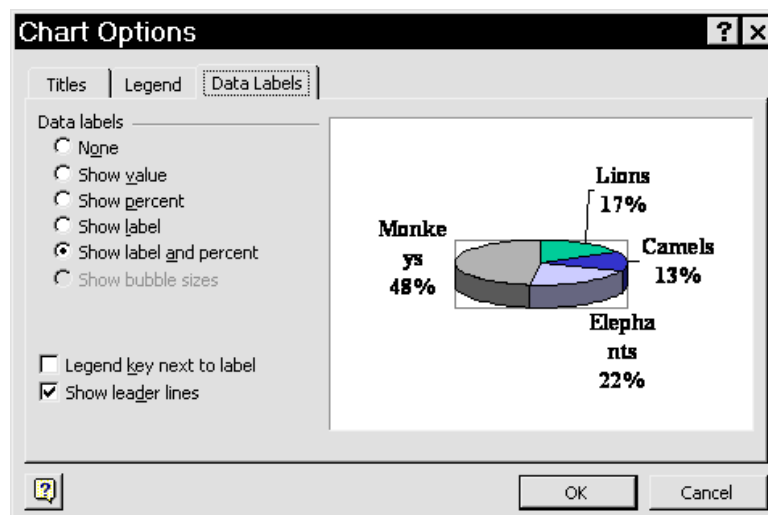
14. Double click the frame round **Plot area** and tick off **None** both under **Border** and **Area**.

15. Click your slide to insert the chart in your presentation.

16. Return to Excel and change the number of lions to six.

17. Go back to PowerPoint and see if the change has affected the lions' slice (from 17% to 24%).
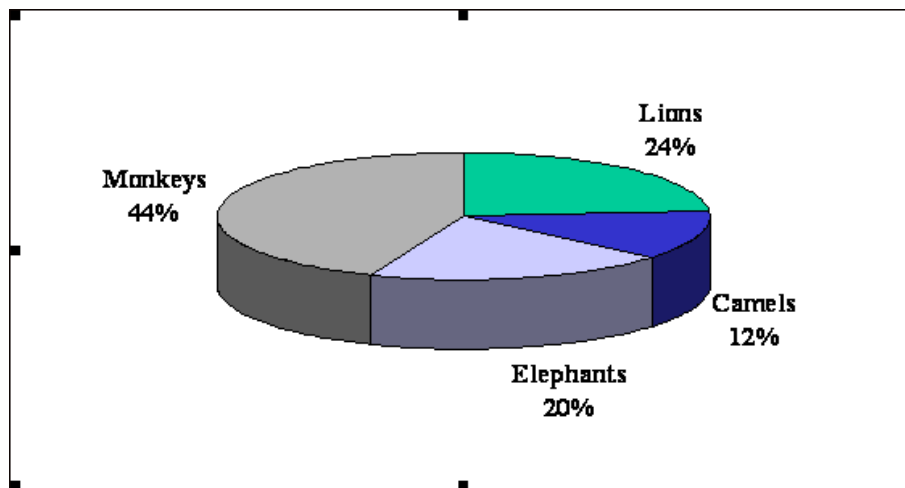
18. Save the presentation (**Ctrl+s**) and close it down.

19. Now change the number of camels in the spreadsheet to seven, save it, and close it down.

20. Open your presentation in PowerPoint.

21. Go to your last slide with **Ctrl+End** - Camels are still twelve percent.

22. Double click the chart: The link is immediately updated.

23. Click the slide to return to your presentation.

Links work even though the source file is not open. But remember that if you go travelling with your presentation and you made a link to a spreadsheet on a server in a network, that link is naturally broken.

The same is true if the source file is moved from one location to another, or if it is re-named.

Organization Chart

PowerPoint includes a shaven edition of a programme designed to make organization charts. It does the task it is supposed to, but not more. I shall explain in more detail after you have tried to create and format the chart.

Exercise: Create Organization Chart

1. Tap **Ctrl+m** to make a new slide and choose the layout **Organisation Chart**.

2. Write the title: *Baboon Hierarchy*.

3. Double click the lower box to start the sub-programme. You enter the programme with a sample chart present.
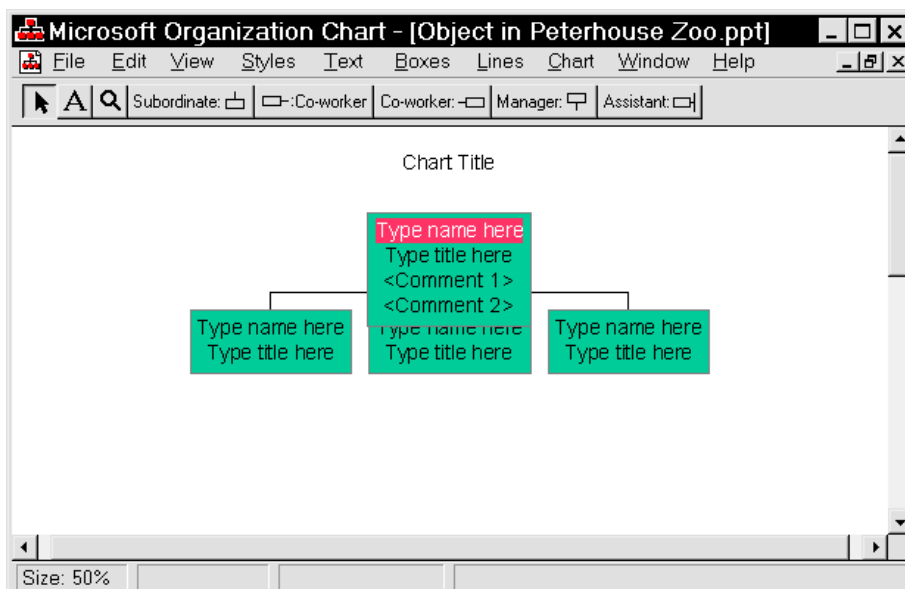
4. Click and drag the mouse - from the bottom left or right hand corner of the green boxes - to select all (they turn black).

5. Tap **Del** to delete them (This is to remove all subordinate boxes and the text within the manager's box). - You are left with one, green box, a manager.

6. Delete the text *Chart Title*, too (you already have a title on your slide).

7. Select the box by clicking it.

8. Write: *Nero* in the **Name** field, *Head baboon* in the **Title** field.

Now you want to add subordinates, the females of the group.

9. Click the button **Subordinates** [Subordinate: ⊔] four times and then click the box *Nero*. He gets four boxes below him.

10. Click the first one and write: *Monka* in the **Name** field. Type *Wife* in the field **Title**.

11. Go to the box to the right - tap **Ctrl+→**- and write *Babuina* and *Wife*.

12. Go to the next box and write *Delila* in the **Name** field, *Wife* in the **Title** field.

13. Go to the last box and write *Aphra Showa* and *Wife*.

Hopefully you chart looks as follows:
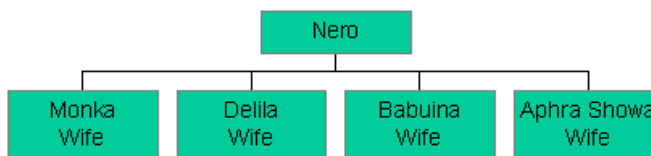
Notice that the width of the manager's box (*Nero*) changes according to the width of his subordinates' boxes. This is a convention for organization charts - a leader cannot have a smaller box than his/hers subordinates!

Nero, however, has a senior wife who is higher in the hierarchy than these four. You would like to add her to the chart. She is not exactly a **manager** of the other four wives, but she is somehow nearer *Nero*.

She can be added as an **Assistant**.

14. Click the button **Assistant** once | Assistant: ▭| and then click the box *Nero*.

15. A box is inserted between *Nero* and the boxes with the wives.

16. Write her name and title, ***Redbohtom*** and ***Senior wife***.

17. Now you have the father and mothers ready, but you need the kids.

18. Click twice on the button **Subordinates** and click Monka's box - she gets two boxes below her.

19. Enter the first box and write ***Pitcha***, ***Male***.

20. Enter the second box and write ***Batta, Male***.

21. Delila has three kids. Add three subordinate boxes containing: ***Slugger, Male - Nasty, Male*** and ***Wilfulla, Female***.

22. Babuina and Aphra Showa only have one daughter each. Add one subordinate box to each of them and write ***Feminapa, Female*** in one, ***Hood, Male*** in the other.
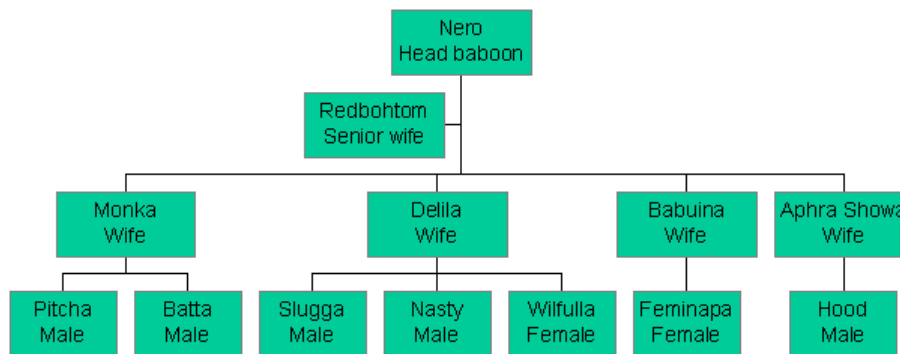
You have now made the chart and it is all right, but it could look better. In the following exercise you are going to format it, make it appear the way you want it to.

Exercise: Format organization Chart

Nero insists that his box be different.

1. Click **Nero**'s box to select it.

2. Click **Boxes, Color** in the command menu and choose ***blue*** instead of the light green colour it comes with.

As you have changed the colour, you probably have to change the text colour as well.

3. Click **Text, Color** and choose ***yellow***.

4. Click once more **Text, Font** and choose ***bold*** - now the text is easily readable on the blue background.

5. Click **Boxes, Border Style** and select a style you like.

6. Click **Boxes, Border Color** and choose ***rosa***.

Now Nero's box is obviously different from all the others. But Redbohtom is of the opinion that she should differ as well.

1. Select Redbohtom's box.

2. Change background colour, border style, border and text colour and font attributes as you like.

Now all wives should be formatted in the same way.

1. Select all the boxes containing wives. There are two ways of doing this: Click just over the left side of *Monka* and drag the cursor to the right hand bottom of *Aphra Showa*, all four boxes turn black.
Or: Click *Monka's* box. Then click **Edit, Select, Group**. The whole group on *Monka's* level is selected.

2. Format them to your liking.
NB! If you want a transparent background colour (as I have chosen for the kids), it is the bottom one to the right:
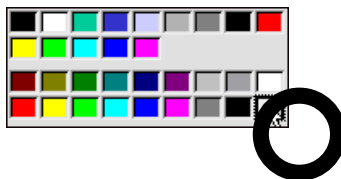
3. Repeat with the kids.

4. When you have finished, click **File, Close and return to Peterhouse Zoo.ptt** (or **File, Exit and return…** I have never quite understood, what the difference is) and the chart is inserted onto your slide.
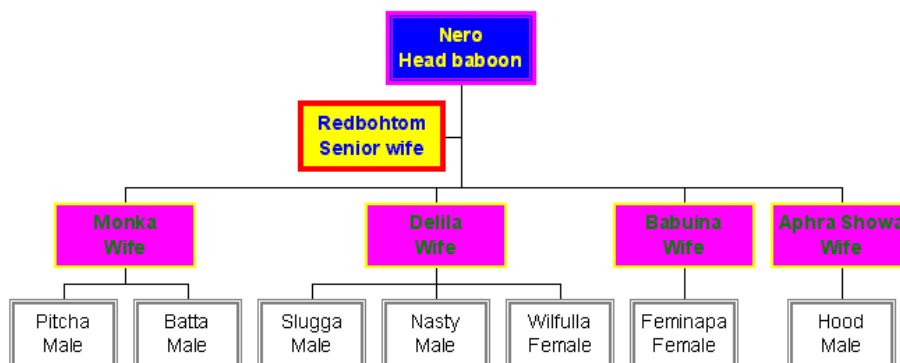
This is about what PowerPoint can cope with as far as organization charts are concerned. More boxes (e.g. children to *Pichta*, *Batta*, etc.) would make the slide a lot harder to comprehend at a glance, maybe not comprehensible at all.

Remember, this slide, including organization chart, has to be understood by a public. They have to get the overall picture, and that is what they are getting with a simple chart.

If you make it too complicated or too large, containing too many boxes, your message is lost.

I was once approached by a very large company with around 10.000 employees. They wanted me to give a PowerPoint course to a secretary, so she could learn how to make organization charts covering the whole organization. Obviously I had to disappoint them.

An organization chart in PowerPoint is limited to one "page" or slide. It will not automatically float onto the next page if there is not room enough on the previous. If you really need to draw large organization charts, get the bigger brother (OrgPlus from Broderbund).

There are a few conventions regarding organization charts.

As mentioned before a leader's box must in no way be smaller than an subordinate's. Another convention is that an assistant's box should have rounded corners. This is not possible in Pow-

erPoint. If your boss insists on rounded corners, tell him to buy OrgPlus. But bosses and conventions are conservative. If the organization chart from last year looked one way, this year's should have the same characteristics, and now we shall assume that the assistant ***Redbohtom*** in last year's organization chart was placed to the right of ***Nero***, not to the left. - And your boss *insists* that it should be like that this year.

This is not immediately possible - you have to cheat, but that is one of the more amusing things about computers.

Exercise: Hide Boxes

1. Get into the chart programme again by double clicking the organization chart.
2. Click Redbohtom's box.
3. Click **Edit, Copy** or tap **Ctrl+c**.
4. Select Nero's box and click **Edit, Paste** or tap **Ctrl+v**.

You have now got an identical box to the right. Try selecting the left box and delete it.
You would think you deleted the left one to let the right one stay where it was, but you are wrong. You delete *a* box on that level, but only one box on that level is always placed to the left of the manager.

5. So click **Edit, Undo delete** or tap **Ctrl+z** and the right-hand box reappears.
6. What you have to do is to *hide* the left-hand box.
7. Select the box (click it).
8. Format it: No colour, no border, delete the text within it.
9. Now click *the line* from the invisible box to the main line:
10. Click **Line, Thickness**, choose **None**.

Now you cannot see the box to the left, although it is there. When you return to the slide in PowerPoint, you cannot see it either, and it will not appear on print-outs or screen shows. But it is there. All you did was hide it to the naked eye.

Changing Style

The organization chart is automatically presented horizontally, but your slide would perhaps be more easily understood, if it was presented vertically.

1. Double click the chart to open it.
2. Click **Edit, Select Levels** and choose **2 - 3**.
3. Click **Styles** in the command menu.
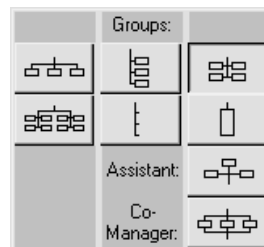
4. Choose one of the possibilities and see what difference it makes.
5. Repeat with the other possibilities.

Collaboration with Word

Until now you have been creating your presentation directly in PowerPoint. You have started the programme, chosen to make a **Blank Presentation**, and written titles and bulleted text into the slides.

Sometimes, however, you will be asked by others to make a presentation of their notes. They may be scribbled on a piece of paper or a paper napkin, and they have to be re-written into PowerPoint.

If you are lucky - and they, or yourself - have written the outline in Word, you can use this text to automatically import the cue-words into PowerPoint. This method presumes that you have a basic knowledge of **Word** and the use of styles. If you have not, you will get a crash course right now.

When you start Word, you have a blank document on your screen. On the top left you have a **Styles box** telling you which **Style** you are currently using. It probably says **Normal**.

A style is equivalent to the old golf ball on an IBM typing machine. You can change it on the fly, but on a computer you can change it more swiftly than you can on a type-writer by choosing the "golf-balls" in the left-hand corner with your mouse. You can even make it easier by attaching keyboard shortcuts to the **Styles**.

Exercise: Text from Word

1. Start Word and write the following. Each paragraph should be in the style indicated to the right. - You attach the styles to the paragraphs by placing the cursor anywhere within the paragraph, clicking the arrow button next to the **Styles** box and then the style you want to use.

Elephants	Heading 1
Mumbojumbo, mother of	Heading 2
Lephantom, father of	Heading 3
Dingle	Heading 4
Dongle	Heading 4
Cocafanta, mother of	Heading 2
Butwisa	Heading 3
Rootbira	Heading 3
Sealions	Heading 1
Saul, father of	Heading 2
Seamus	Heading 3
Sean	Heading 3
Soulsinga, mother of	Heading 2
Bluesa	Heading 3
Swinga	Heading 3

2. Save the document in the folder MY DOCUMENTS under the name MORE ANIMALS.

3. Start PowerPoint if it is not already running and open your presentation PETERHOUSE ZOO.

4. Tap **Ctrl+End** to go to the last slide.

5. Click **Insert, Slides from outline** on the command menu.

6. Choose your document MORE ANIMALS and click the button **Insert**.

Now you automatically have two new slides added to your presentation. When Power-Point encounters a Heading 1, it creates a new slide based on the layout **Bulleted List**. Heading 2s are inserted as first level in the text box, Heading 3 as level two, Heading 4 as level three. As you have five levels you can employ the six first headings in Word.

Whatever the format of the headings in Word, they will adopt the formats used in your presentation.

In this way you can write the whole lecture in Word and import it into PowerPoint. Only headings will be imported, plain text is left alone.

You can also do it the other way - send the text from Word into PowerPoint. In Word (with your document open) you click **File, Send to - Microsoft PowerPoint**.

With this method PowerPoint opens with a new unnamed presentation. You cannot insert the outline in a particular presentation this way, and the formats of the various levels in the new presentation will be based on the formats in Word.
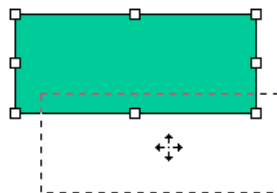
AutoShapes

PowerPoint is delivered with a bunch of shapes that you can use as they are or combine to make more sophisticated figures. The basic shapes are ovals, rectangles and lines, and all these can be found directly on the drawing toolbar at the bottom of the screen.

First you are going to try these simple shapes and then you are going to manipulate them. Later you will try some of the other figures and combine shapes to form new ones.

Exercises: Ovals and Rectangles

1. Click **New Slide** or tap **Ctrl+m** and choose the layout **Title Only**.

2. Write the title *AutoShapes*.

3. Click the button **Rectangle** once.

4. Now click somewhere within your slide, keep the left mouse button down and drag the mouse until you have made a rectangle of an appropriate size and release the mouse button.

Now you can resize the rectangle by clicking and dragging the white handles in the corners and on the sides. You can move it by clicking anywhere within the shape and dragging.

5. In the same way click the **Oval** button and drag an oval onto the slide.

6. Try the **Line** button as well.

Squares and circles

When you choose one of these autoshapes and drag them out on your slide you get rectangles, ovals, and lines that may not be perfectly horizontal or vertical.

If you need this, you hold down the **Shift-key** while you drag the shape.

1. Click the button **Rectangle**.

2. Hold down **Shift** and drag the square onto your slide.

3. Repeat with an oval and a line. - When you drag lines and move the mouse up or down, the angle of the line will rotate by 10 or 15 degrees.

When you insert an autoshape on a slide, it comes with a frame and a fill colour, but of course you can format it to your liking.

Format Autoshape

1. Double click your rectangle and click the arrow button next to **Color** under **Fill**.
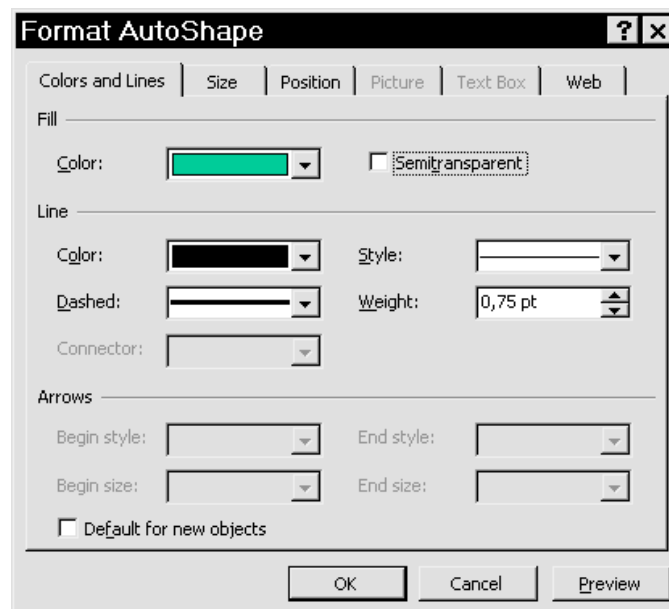
2. Choose a light blue colour.

3. In the **Line** section click the arrow button next to **Color** and select red.

4. In the pane **Style** choose 6 pts.

5. Tick off the box **Default for new objects** and click **OK**.

6. Click the **Oval** button and drag an oval onto your slide. - It has all the formatting of the rectangle, because you ticked off **Default for new objects**.

The default formatting only has effect in the current presentation. If you do not want this particular look, format the shape to your liking and tick off the box again.

As with your background (see p. 19) you can add special effects to your shapes.

7. Right click the rectangle, choose **Add Text** and write some text. - If the text does not fit the shape, you can double click the rectangle, click the tab **Text Box** and tick off **Resize AutoShape to fit text**.

Flip or Rotate Shapes

When you drag a rectangle onto your slide, it is either perfectly horizontal or vertical and the text, but that may not be what you need.

To have it placed differently you can flip it or rotate it.

1. Select the rectangle.
2. Click the button **Draw** Draw ▾ and choose **Rotate or Flip**.
3. Click **Rotate left** and see what happens. Try **Rotate right** and **Flip Horizontal** and **Vertical** as well.

If you want to use the menu again you can click the lilac top bar and drag it out on your slide to make it a permanent toolbar.

4. Now click the button **Free Rotate**, the cursor changes shape and the rectangle gets little green handles in each corner.
5. Place the cursor over one of the green dots and click and drag.
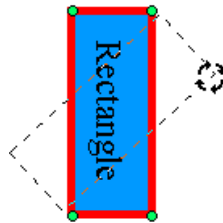

Now you can rotate the figure in any direction you like. If you hold down **Shift** while you click and drag, the figure moves in increments of 15 degrees.

Aligning and Distributing Shapes

If you have inserted a couple of shapes on a slide, you probably want to position them precisely in relation to each other.

1. Select your rectangle and copy it with **Ctrl+c**.
2. Insert the copy twice by tapping **Ctrl+v** (twice).
3. You now have three identical, slightly shifted rectangles. Rotate them as below and place them approximately as in the example.
4. Select them all: Click one, hold down **Shift** and select the other two. All of them get white handles.
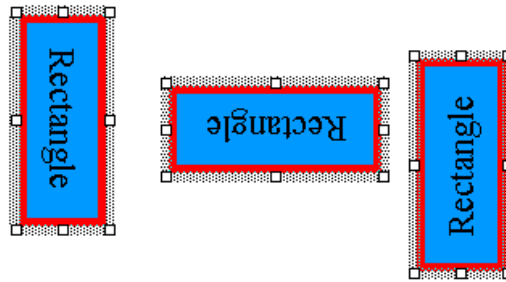
5. Now click **Draw** and choose **Align or Distribute** (this drop down menu can be dragged into the slide as a permanent toolbar as well).
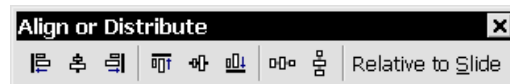
6. Click the button **Distribute Horizontally** ▯▯▫ to have exactly the same amount of space between each of them.

7. Now click the button **Align Middle** ⬥ to centre the shapes in relation to each other.

Similarly you can use the other buttons to align left, right, top, and bottom.

Now you have created a very precise drawing. If you want to move it to another position on your slide, you risk moving only one of the boxes, ruining their exact relationship. To prevent that you can *Group* the rectangles, sort of glue them together to form one figure instead of three.

Group and Ungroup Shapes

1. Select all three rectangles if they are not selected already (hold down **Shift** when clicking).

2. Click **Draw**, **Group**. PowerPoint now regards the three rectangles as a single shape. Try moving it.

3. Right click your figure and choose **Grouping, Ungroup** to split it up into the original elements.

4. Re-group the shapes to one and move it to a corner of the slide.

Align Figure Relative to Slide

For the exercise we shall pretend that you want the figure positioned precisely in the middle of the slide.

1. Select the figure.

2. Click **Draw, Align or Distribute** and **Relative to Slide**.

3. Now click the buttons **Align Center** ⬥ and **Align Middle** ⬥

The three rectangles are now placed precisely in relation to each other as well as to the slide.

NB! Remember to un-tick **Draw, Align or Distribute** and **Relative to Slide** when you want to position shapes again.

More AutoShapes

With the help of AutoShapes you are now going to try to make the following or a similar picture. Afterwards you are going to place it in your master, so that it appears on every single slide.
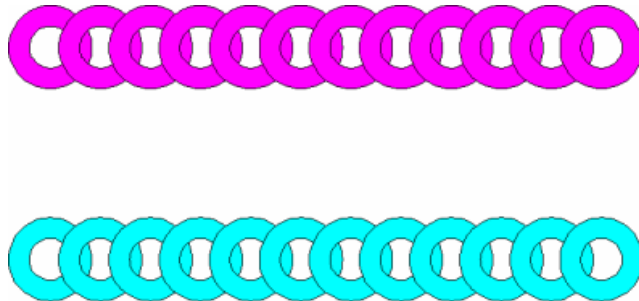
I shall describe the method, but this time I shall not go into detail, just give directions of what to do. Look in the previous exercises if there are things you do not know how to do.

1. Choose the AutoShape **Donut** ◎ and drag it up on your slide.

2. Change the size until it fits your needs.

3. Format it with fill colour and effects, till it looks as you like.

4. Copy it and paste the number of copies you want (I have pasted 11 copies).

5. Drag the individual donuts to an approximate horizontal position.

6. Select all the donuts by dragging the cursor around them all (they all get white handles).

7. Click **Draw, Align or Distribute** and choose **Distribute Horizontally** to have them spaced evenly. - If you prefer another look, you might consider deleting some of the donuts and repeating the distributing process.

8. When you are satisfied with their number, looks and alignment, group them so that PowerPoint considers them one picture.

9. Copy this picture and drag it below the first one.

10. Double-click the second picture and select a new fill colour.

11. Choose desired effects as well (**Color, Fill effects** etc.)

12. Select both drawings (**Shift+click**) and click **Draw, Align or Distribute** and choose **Align Center**.

13. Group the two drawings.

14. Use the keyboard shortcut **Ctrl+x** to cut the drawing to the Windows clipboard.

15. Go to your master (hold down **Shift** while you click the button **Slide View**).

16. Paste the drawing (**Ctrl+v**).

17. Position it on you master by dragging and adjust the size to your needs. - If necessary ungroup the drawing again, re-adjust and re-group.

18. If you prefer, rotate the figure so that the two "bars" are turned into "columns"

19. Place **Under text**, if necessary.

20. You may have to move the box **Click to edit Master title style**. Just make certain that the various placeholders (Titles, textboxes, drawings, etc. are not in conflict).

21. Click the button **Slide View** once more, which brings you back to the actual slide. This should add the drawing to each of the old individual slides as well as any new ones.

Drawings and Pictures

With the ClipArt Gallery you get a small number of pictures. Strangely enough Microsoft has apparently decided to cut down on these in comparison to former versions of the Office package. Some of these pictures are good, some of them less so. As with Design Templates (see page 15) the same arguments are true, the good pictures will be used by everyone and at a conference with several presentations you risk using the same pictures as your neighbour or competitor.

You can change the pictures, however, and add your personal touch to distinguish the picture from other users' or just because you prefer other colours or variations of it.

You can change many pictures directly in PowerPoint, but some are in a format that has to be changed in a regular photo editor

In addition to the ClipArt Gallery you can insert pictures from CD or pictures you have taken yourself, taken either with a regular camera and scanned or taken with a digital camera.

Furthermore, you can insert videos and sounds, but more about those later.

Exercise: Edit Picture

In this exercise you will try inserting a picture from the ClipArt Gallery, split it up into the fragments it was made from, change colour and shape of single elements, and re-group the whole thing to form a single drawing once more.

1. Start PowerPoint if it is not running and open your presentation PETERHOUSE ZOO.

2. Go to the end of the presentation by tapping **Ctrl+End**.

3. Tap **Ctrl+m** to make a new slide and choose the layout **Clip Art & Text** (not Text & Clip Art).

4. Click **Insert, Picture - Clip Art**, choose the category **Cartoons** and the one cartoon there is, and click the button **Insert Clip**.
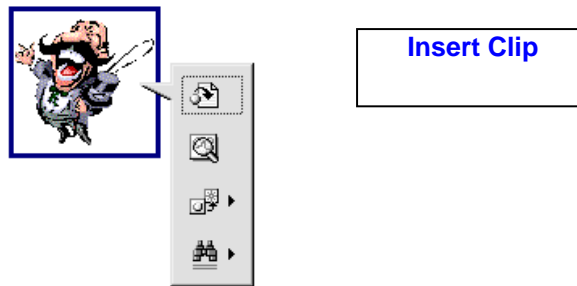
The picture is placed in the placeholder on the left side of the slide.

You want to use this picture, but the position is in principle wrong. It is placed in the left-hand side of the slide and it is looking out of the slide. Unless there are strong motives to the contrary, a picture (or the 'attention' of a picture) should focus towards the centre of a slide. - The man should be addressing the right part of the slide, not the left.

In order to get him to do this, you should flip the figure horizontally, but if you try you will find that is impossible.

In order to do that, you first have to split up the figure into the fragments it was originally made from and re-group them and then flip it.

5. Right-click the picture, choose **Grouping/Ungroup** and click **Yes** to convert it to a **Microsoft Office drawing object**.

6. Right-click again immediately within the confusion of white handles and choose **Grouping/Group** to reassemble the fragments to one object.

7. Click **Draw/Rotate or Flip** and choose **Flip Horizontal**.

Now the Circus Director's attention is directed to the centre of the slide.

Exercise: Edit Elements

Now you are going to change some of the individual elements the picture consists of.

1. Right-click the picture and choose **Grouping, Ungroup**.
2. Click outside the picture (anywhere on the slide but in the picture area) to remove all handles.
3. Double-click on the right-hand half of the moustache.
4. Change the colour to red.
5. Click on one boot, hold down **Shift** and click the other. Both boots are selected.
6. Double-click one of the boots and change the colour to blue.
7. Double-click the head and choose fill colour green.
8. Click outside the picture in the left hand corner of the slide.
9. Drag the mouse (with the left button pressed down) round the drawing and release the mouse button. - All the elements of the drawings should have handles.
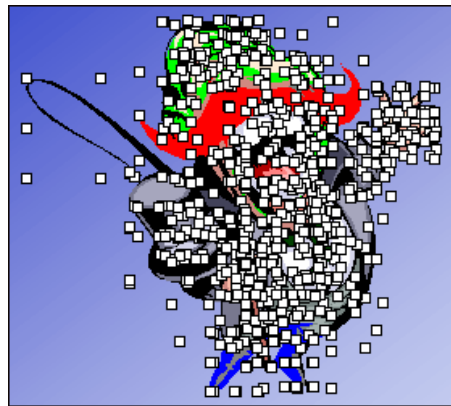
10. Right-click the drawing and choose **Grouping, Group** to reassemble the fragments to one drawing. - Another method is to click the button **Draw** in the Drawing Toolbar and then **Group**.

The 'Sprechstallmeister' should look more or less like this (obviously colours are shown in greys, as the booklet is printed in black and white, but you can find the original - in colours- at: **www.competencemicro.fr**

NB!

- When you have **not** ungrouped a picture, you can re-size it without changing the proportions by clicking and dragging the corner handles.

- When you **have** ungrouped a picture, clicking a corner handle will deform the picture. If you want to retain its proportions hold down the **Shift**-key while dragging.

- If you want to re-size the picture towards the centre, hold down **Ctrl** while you drag.

- If you want to re-size towards the middle and keep the proportions hold down both **Shift** and **Ctrl** while you drag.

Exercise: Connectors

Connectors are special AutoShapes, lines in fact, which will stay connected to an item even though you move it.

You find them by clicking AutoShapes, Connectors.

These are particularly useful for flowcharts or more sophisticated organisation charts than you get with the Autolayout **Org Chart**. However, bear in mind that the chart you are going to present to an audience should be understood by that audience! - Do not add too many boxes to make the presentation drown!

The principle is the following:

- Choose an AutoShape.

- Drag it onto the slide.

- Choose another AutoShape.

- Drag it onto the slide.

- Now choose a line from the AutoShape category **Connectors**. Point the cursor to one AutoShape - it gets little white or blue circles around the attachment points.

- Click and drag to another figure's handles. Now, if you move one of the shapes the connector will follow. There is no limit to how many shapes you can connect this way.

With these instructions try making the following or a similar flowchart:
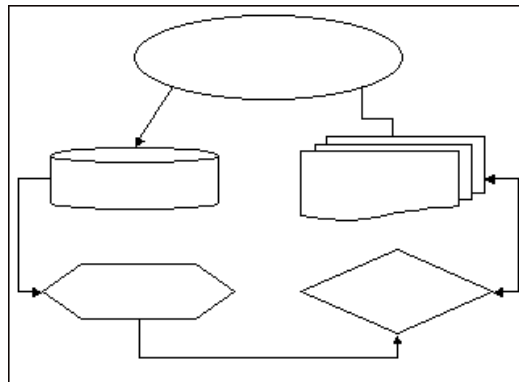
Exercise: Run Show First Time

If you have not run the show before, now it is time to try.

1. Go to the first slide with **Ctrl+Home**.

2. Click the button **Slide Show** ⬚ at the bottom left of your screen.

3. The slide Peterhouse Zoo fills the entire screen.

4. You move to the next slide by clicking the left mouse button, tapping **Enter,** or using **PageDown**.

5. You can move back to the previous slide with **PageUp**.

Whatever method you use, the next slide appears in a flash. Later on you will be adding special effects both to the slides themselves and the various elements on the slides.

Sometimes, however, you may want to go directly to a particular slide during a presentation. Typing the slide number followed by **Enter** can actually do this, but if you have a presentation consisting of thirty-odd slides, chances are that you cannot remember the precise slide numbers.

Instead, you can create a slide with *Hyperlinks*, text or shapes, and when you click the links during the show, you will go to the destination of the link.

Exercise: Action Settings

In this exercise you will create a sort of HQ slide. When you click a word or paragraph during a show, you will automatically be brought to a particular slide.
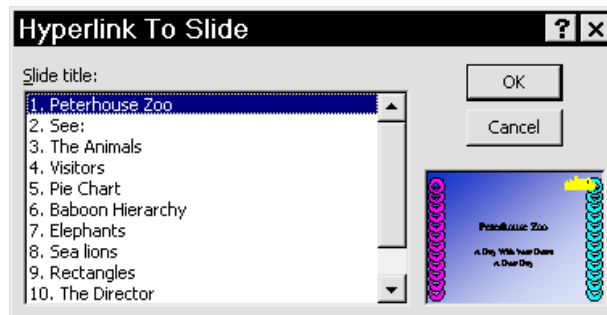
1. Make a new slide based on the AutoLayout **Bulleted List** and type the headings of some of the slides as in the slide below.

2. Select the first paragraph *Peterhouse Zoo*.

3. Right click the selected area and choose **Action Settings**.
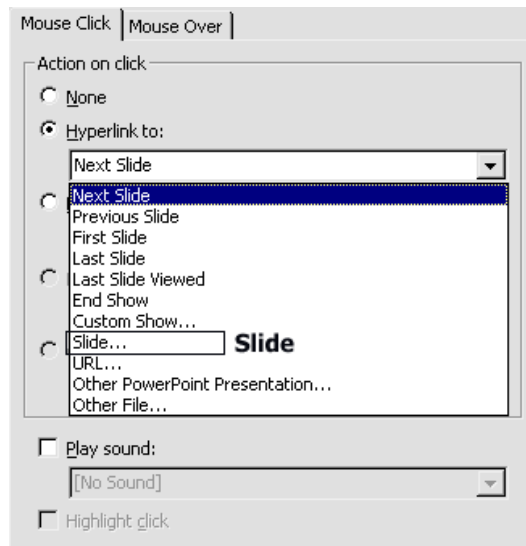
4. Tick off **Hyperlink to:** and click the arrow button to the right of **Next Slide**.

5. In the drop down list choose **Slide…**

6. Choose number one and click **OK** and **OK** once more.

The text changes to a light colour and is underlined. You will be shown how to change the colour a little later.

7. Repeat the procedure with the other paragraphs on the slide.

When you run your presentation starting with the slide *Command Centre* you can click the links and go directly to the desired slides. Try. If you do not want to go through the whole show just tap **Esc**.

If you did try, you have also found that you cannot go back to the *Command Centre* to click another link. In order to be able to do that, you have to create links from the other slides pointing back.

8. Go to the first slide.

9. Insert a rectangle in the bottom right of the slide (approximately 4 by 5 centimeters).

10. Right click the rectangle and choose **Action Settings**.

11. Tick off **Hyperlink to:** choose **Slide** and *Command Centre* and click **OK** twice.

12. Copy of the rectangle and paste it onto all the other slides: Just go to the slides and click **Paste**. It is automatically placed in the identical position on each slide.

13. On each slide right click the rectangle choose **Action Settings** and **OK** to be sure that the hyperlink will work.

14. Format the rectangles with no fill and no line (see page 39). - This will render the rectangle invisible to you and the spectators, but *you* know that it is there to click, when you want to return to the command centre.

Now all you have to do is click the right-hand bottom corner of any slide to return to your starting point. Try running your show and see if it works.

So, you can perform an action during a screenshow by clicking either text or a shape. Instead of going to another slide, you can choose to start another programme or open a specific spreadsheet or document, or you can go to an internet address.

Exercise: Change Colour of Hyperlinks

When you made the hyperlinks the text changed colour and became underlined and perhaps the new colour is in conflict with your background, so it cannot be easily read.

Every design template has its own colour scheme. A colour scheme is a range of predefined colours that match each other or go well together, e.g. black text on a white background. But if you change your background colour to black, you have ruined the original colour scheme because the font colour is also black.

If you want to change the colour of hyperlinks to match your needs, you have to alter the standard colour scheme.

1. Click **Format, Slide Color Scheme**.
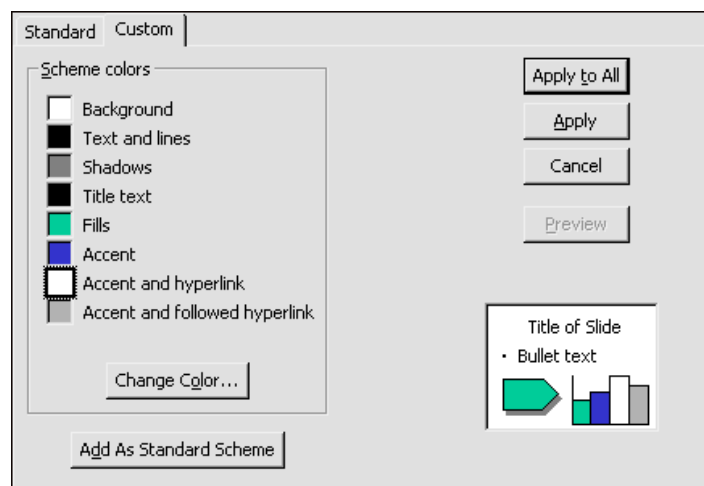
2. Click the colour left of **Accent and hyperlink** and the button **Change color**.

3. Choose a suitable colour (the colour of your normal text would do) and click **OK**.

4. Then click **Apply to all** if you want this to have effect on all slides in the presentation or click **Apply** if it should only have effect on the active slide.

5. You can repeat the procedure with **Accent and followed hyperlink**. This is the colour applied to the text *after* you have clicked the hyperlink.

Unfortunately I have not found a way to remove the underlining.

Other Hyperlinks

As mentioned you can create other hyperlinks and by way of example you are now going to make a hyperlink to an Internet address.

This presumes that you are connected to the Internet. If you do not have a connection skip this exercise.

You can attach hyperlinks to anything, text, tables, placeholders, shapes, or drawings. In addition the are a group of AutoShapes, *Action Buttons* that are ready-made to handle specific tasks.

Exercise: Hyperlink to Internet Address

1. Go to the slide *Command Centre*.

2. Insert an AutoShape (no matter which) on a blank portion of the slide.

3. Right click the AutoShape and choose **Hyperlink**.
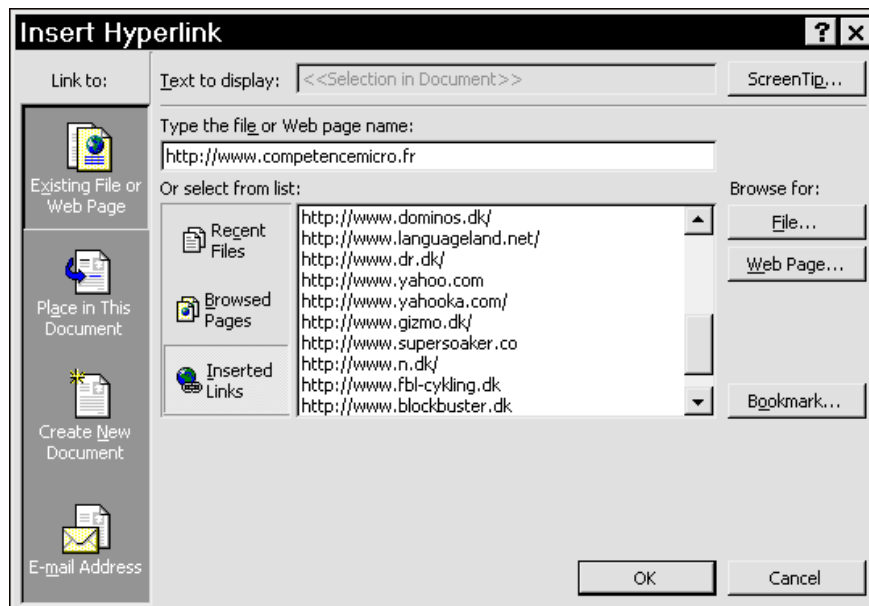
4. Under **Link to:** click **Existing File or Web Page**.

5. In the field **Type the file or Web page name** type the address:
   www.competencemicro.fr - which is the address of the publisher of this booklet - or choose another address from the list below. This is a list of addresses that you have visited taken from your browser.

6. Now run the presentation and click your new hyperlink to see if it works.

Exercises: Special Effects

Of course you can send your presentation to a printer and have it printed on paper or as overheads, and we shall get to that later. But if you run it as a screenshow you can add special effects to enhance the impact.

You can add special effects to each individual slide and you can add effects to each element on a particular slide.

A word of warning! This can be a lot of fun - and very time-consuming. It can also bury the message in special effects, so that the message is totally lost. Use them with care.
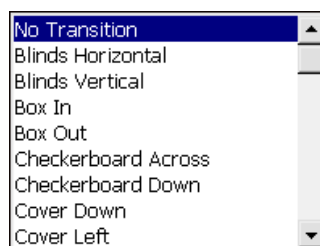
Slide Effects

In principle you can add different effects to each slide, but it is not a good idea. Use the same effects on all slides, unless there is a pressing need not to, e.g. presenting the balance sheet of a competitor or something completely irrelevant to the rest of the presentation.

1. First go to **Slide Sorter View** - click the button 🔡 at the bottom left-hand side of the screen.

In this view you can click and drag the various slides to different positions in the presentation, and you can delete slides - select the slide(s) and tap **Del** - if you no longer want it. Furthermore you are presented with yet another toolbar.


2. Click the first slide to select it.

3. Click the arrow button next to **No Transition**.

4. Click **Blinds Horizontal**. - You see an example of the effect on the first slide.

5. This is very fast, and if you do not like the effect you probably want to try out some of the others. You get a little more choices by clicking the button **Slide Transition** left of the **No Transition** field.

Here you can choose the effect as well as a speed. - I think the **Fast** possibility is a remnant from the time when computers were slow. Nowadays **Medium** or **Slow** is probably better.
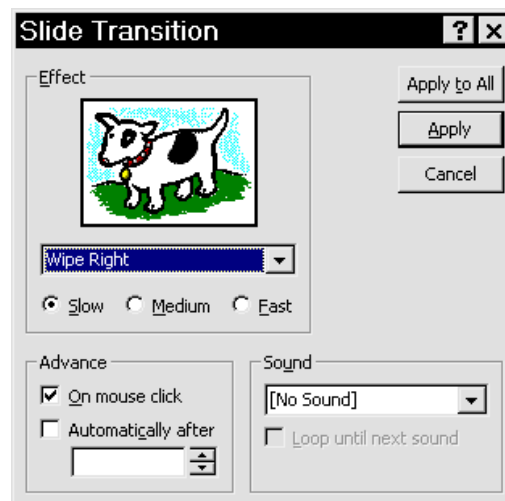
When you pick an effect it is shown on the sample slide, which must be a mixture of a cow and a fox terrier.

You also select, whether the slide should appear when you click the mouse (or tap **Enter** or **PageDown**), or whether it should appear automatically after a certain number of seconds.

6. In the box **Sound** where it says **No Sound** you can choose a sound which will be played when you run the presentation. - Leave it as it is for the moment.

7. Click **Apply to all** to add the effect to all slides in the presentation.

8. Click the button **Slide Show** to see how it works. Repeat the procedure and add other effects to see what they do.

If you want to change the way one or two particular slides appear on screen, go back to **Slide Sorter View**, select the slides, choose another effect, and click **Apply**.

Special Effects on Text

Next to the box **Slide Transition Effects** you find the box **Preset Animation**. With this you can add effects to all the text-boxes on you slides.

If you want to add the same effect to them all, you first have to select them all: Tap **Ctrl+a** and choose an effect.

The effects are almost the same for text-boxes as for slides, but there are differences. And if you want to add effects to other elements than text, you have to look at the slide in proper **Slide View** or **Normal View**.

1. Double-click your second slide *See:*

2. Select the placeholder with the bulleted list.

3. Click the button **Animation Effects** 📝 in the lower toolbar at the top of your screen.

4. Click the button with the typewriter.

5. Repeat the exercise with the slide *The Animals*.

6. Run the presentation from the slide *See* to check the effect (turn on your speakers if they are turned off).

7. You will notice that first level on the *The Animals* slide is immediately followed by the second level. - This you do not want. You want every single level to appear when you click the mouse or tap **Enter**.

8. Go to the *The Animals* slide and select the box with the bulleted list.

9. Click the button **Custom Animation** 📊

The following dialogue box opens with the tab **Effects** active.
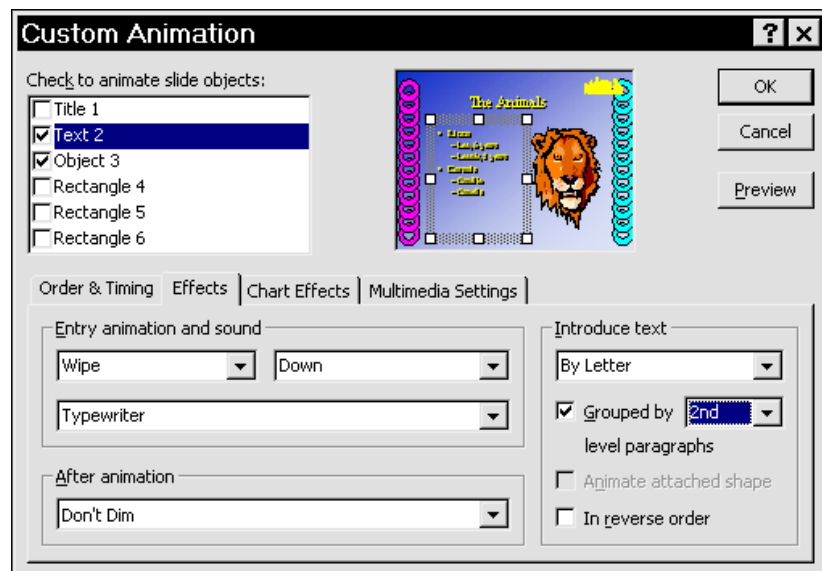
10. In the field **Grouped by** select **2nd**.

"First" means that all levels below one will appear on screen at the same time. "Second" means that level one will be shown first, and when you tap **Enter** level two and all levels below will appear at the same time. - If you want every level to appear separately choose **5th**.

11. Click the arrow button to the right of **Don't Dim** and select a soft colour (light grey is normally all right, depending on your background).

This effect will apply the colour you choose to the previous paragraph, so that attention is focussed on the latest paragraph.

12. Run the show from this slide again to verify the effect.

Another Text Effect

1. Right click the title box *The Animals* and choose **Custom Animation**.
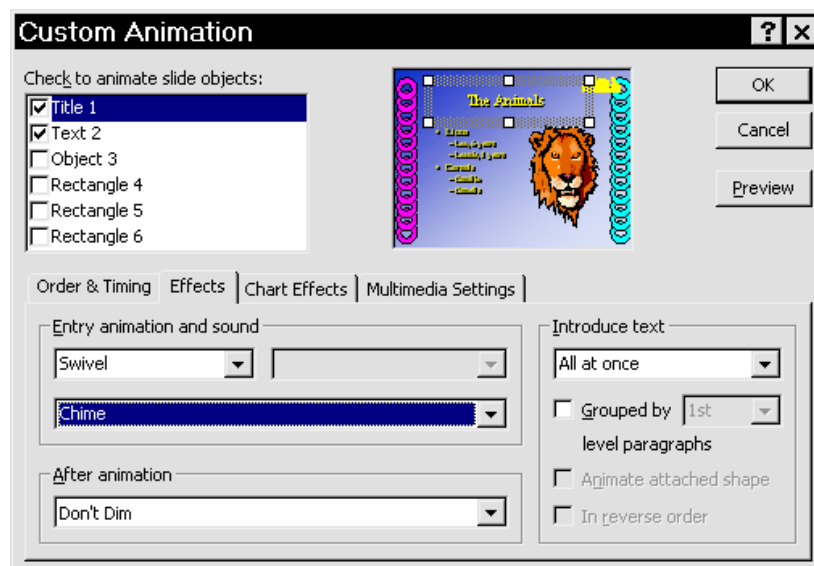

2. In the box **No Effect** under **Entry animation and sound** choose **Swivel**.

3. In the field **[No Sound]** choose **Chime**.

4. Click **OK** and run the show.

You will see that the bulleted text appears on the screen before the title, which is not really appropriate. To change the sequence, do the following:

5. Right click the title again and choose **Custom Animation**.

6. Click the tab **Order and timing**.
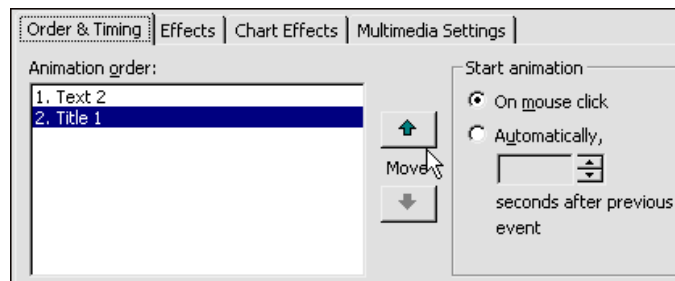
7. Select **2.Title 1** in the left-hand pane and click the up-arrow button.

When you add effects to the elements on you slides, you will find that the order of appearance is somewhat random, but this is where you handle that problem.

Add Effects to Objects

As with text you can add effects to objects and now you are going to add a special effect to the lion's head.

1. Right click the lion's head and choose **Custom Animation**.

2. In the field **No Effect** choose **Fly**.

3. In the field to the right (**From Bottom**) choose **From Top-Left**.

4. In **[No Sound]** choose **Drum Roll**.

Add Effects to Diagrammes

Diagrams have their own special effects that may vary slightly according to the type of diagram.

1. Go to your slide *Visitors*, right click the diagram and select **Custom Animation**.

2. In the field **Introduce chart elements** choose **by Element in Category**.
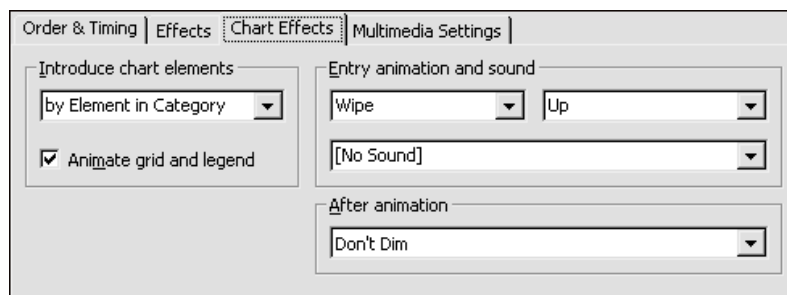
3. In the two fields to the right choose **Wipe** and **Up** respectively.

4. Click the button **Preview** to see the effect.

5. Try some of the other possibilities and click **OK** when you are satisfied.

6. Go to your slide with the pie chart and repeat the exercise.

Speaker's Notes

A presentation consists of key words, headlines to the spoken word. In order for you to remember what to say you can add *Notes* to the individual slide. Later on you will see that you can print out these notes in different ways.

Add Note to Slide

1. Make sure you are in **Normal View** (**View, Normal View** or the button 🔲 at the bottom left of your screen).

2. Below the pane with the actual slide there is a section for notes. Do what it says: **Click to add notes** and write something relevant to the slide or cue words for yourself or others.
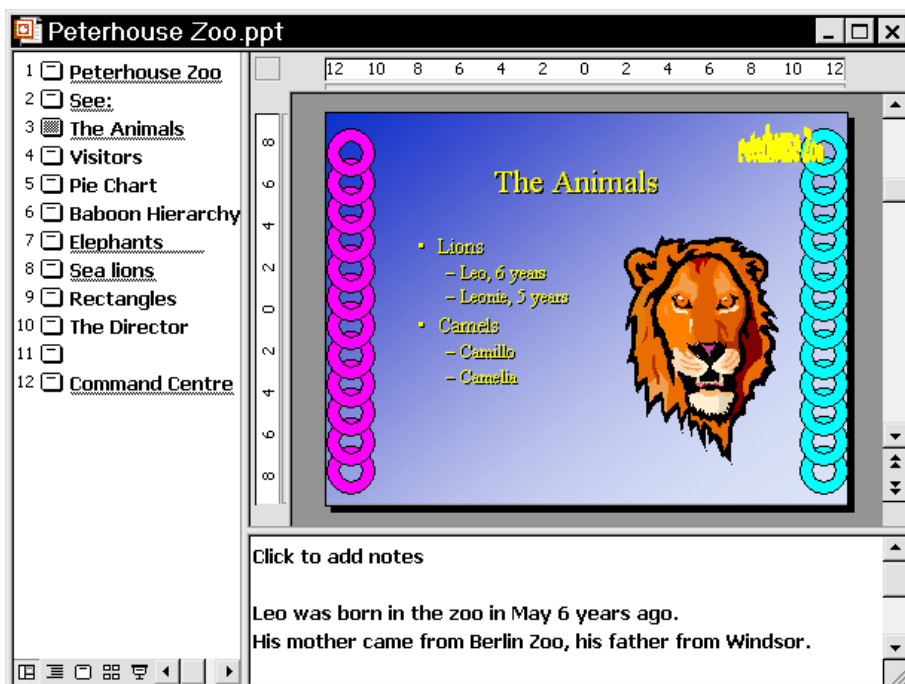
Run Show

Finally, when all slides are made and all effects are added, you are going to do the presentation. You start the screenshow and when you click your mouse the slides appear and the actions are carried out.

At times, however, you will need to stop the show in the middle to continue later from where you stopped, or some participant would like to see a particular slide again.

There are a number of useful keyboard shortcuts for that. This is not precisely an exercise, but try running the show and use some of the following keyboard shortcuts. Some of them will not work, e.g. showing a hidden slide will not do you any good since you have not hidden any.

Keyboard Shortcuts For Screenshows

| Press	To
ENTER or PAGE DOWN	Perform the next animation or advance to the next slide
PAGE UP	Perform the previous animation or return to the previous slide
<number>+ENTER	Go to slide <number>
B or PERIOD	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	End a slide show
E	Erase on-screen annotations
H	Go to next hidden slide
T	Set new timings while rehearsing
O	Use original timings while rehearsing
M	Use mouse-click to advance while rehearsing
Both mouse buttons for 2 seconds	Return to the first slide
CTRL+P	Change the pointer to a pen (ESC turns it off)
CTRL+A	Change the pointer to an arrow
CTRL+H	Hide the pointer and button immediately
SHIFT+F10 (or right-click)	Display the shortcut menu
TAB	Go to the first or next hyperlink on a slide
SHIFT+TAB	Go to the last or previous hyperlink on a slide
ENTER while a hyperlink is selected	Perform the "mouse click" behavior of the selected hyperlink
SHIFT+ENTER while a hyperlink is selected	Perform the "mouse over" behavior of the selected hyperlink

Custom Shows

Any presentation should be customized to suit the public. There is a great difference in pre-senting a show to a group of prep-school children and an audience of molecular scientist.

But instead of creating different presentations on the same subject aimed at different groups, you can create one large presentation and on the basis of that make custom shows for different audiences.

Exercise: Make Custom Show

1. Open your presentation *Peterhouse Zoo* if it is not open already.
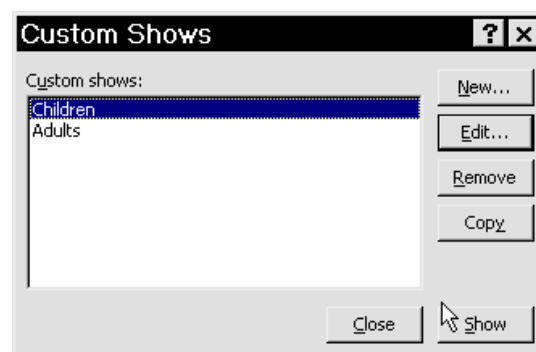2. Click **Slide Show, Custom Shows**.

3. Click the button **New**.

4. Give the custom show a relevant name.
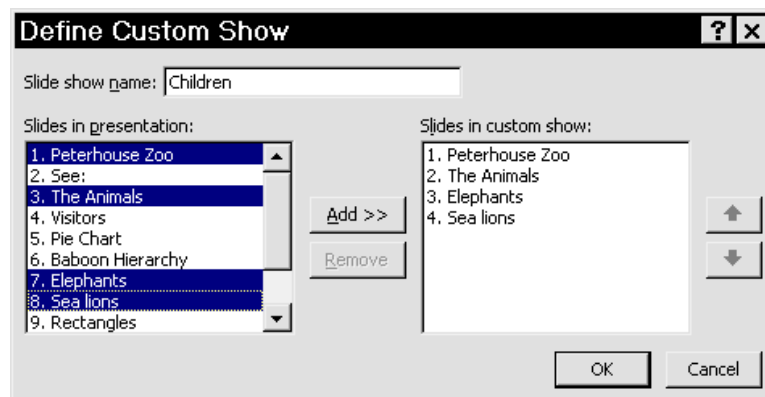
5. Select the slides you want to include in the left window and click **Add**.

6. If you want to change the sequence select the slides in the right-hand pane and use the buttons with the up and down arrows.

Run Custom Show

1. Click **Slide Show, Custom Shows**.

2. Choose the show you want and click **Show**.

Print

PowerPoint is tailored for screenshows, but of course you can print your slides to paper or overheads. You can also choose to print handouts or notes or only as text in outline.

1. First make sure that you have chosen the correct page set-up. Click **File, Page Setup** and select the media you want to print to and click **OK**.
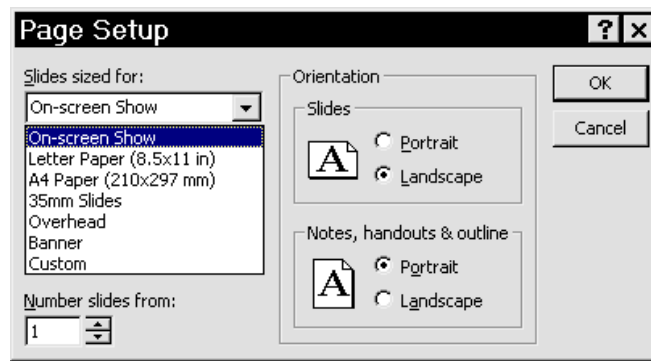
This is also where you decide the orientation of the slides. If you want to print some slides horizontally and others vertically, you have to print them out separately. In the **Page Setup** dialogue box choose the orientation, and in the **Print** dialogue box write the 'page' numbers of the slides you want printed with that particular orientation.

Then go back to **Page Setup**, choose the other orientation and print out the rest of the slides.

2. Click **File, Print** which will leave you choices. If you just click the **Print** button on the toolbar, you are given no options.

3. Click **OK** to print the entire presentation (do not do it now, unless you really want a hardcopy. If you have a cheap colour printer, it will drain your cartridge).

4. In the **Print what** box choose what you want to have printed out. If you want to print handouts choose that option and in the box to the right select how many slides you want per page. - If you choose three, PowerPoint will automatically add empty lines where the lookers-on can write their own comments.

From PowerPoint to Word

As you have seen earlier, you can import a Word document and automatically turn it into a presentation on the condition that you have employed the heading styles.

You can also do it the other way round, send a presentation to Word, and it actually provides you with alternative printing options.

The whole idea of a presentation is that the audience should go back enlightened and hopefully remember at least a bit of what you told them during the show. Of course you can help them remember by giving them handouts, hardcopies of the various slides. But these still only contain headings, not what you said when going through them.

You can hand out prints of **Notes**, which will give them a copy of the slide on the first half of the paper and your notes on the second half.

But by sending the presentation to Word you have further possibilities.

Exercise: Send Presentation to Word

1. Open your presentation.

2. Click **File, Send to - Microsoft Word**.

3. Choose a page layout and click **OK**.

If you choose **Notes next to slides**, the notes for the individual slides will be printed out to the right of the slides. Word automatically creates a table consisting of three columns for you. In the first column you get the slide number, in the second the actual slide, and in the third the notes are placed.

Travelling Show

Now you have been through almost all of the functions included in PowerPoint. There is only one major thing left: What if you are invited to perform in Canada or somewhere else? Do you have to have a portable computer or do you have to bring your desktop?

No. Luckily you can pack your presentation on floppy disks and only take those along. You do need a computer in Canada though, but it does not need to have PowerPoint installed. When you make a 'travelling show' you can include a viewer. For your own sake, however, make two copies. Floppies are notoriously unreliable.

1. Click **File, Pack and Go**.

2. Choose the active presentation or another from your harddisk or a server and click **Next**.

3. Choose **A:\drive** if you want it on floppy disks (this is default) and click **Next**.

4. Tick off **Include linked files** if you have made links (as you did with the Excel spreadsheet).

5. If you have used special True Type Fonts and you are not sure that these are installed on the Canadian computer, tick off **Embed True Type Fonts** as well and click **Next**.

6. Tick off **Viewer for Windows 95 or NT** to be on the safe side. (If you do not, there is no chance of running the show without a machine with PowerPoint installed). Click **Next** and then **Finish**.

If the presentation needs more than one floppy, remember to number them.

Conclusion

This is it. If you have duly made every one of the previous exercises, you have tried almost every function in PowerPoint. I say 'almost' because I am certain to have missed something.

If you have questions, send them to the publisher. He will forward them to me, and I shall be happy to reply directly to you. If possible, attach the file (preferably without sounds and effects) to an e-mail. I shall then 'repair' it and return it with an explanation if I can.

But remember the most important thing: Change the master to suit your needs. Whatever you do to your master is reflected throughout your presentation, and if you save you master as a **Design Template (*.pot)** you can re-use it on any presentation.

And finally - keep it simple!

Best of luck,

Peter Franck.

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