

# PowerPoint

**Tutorial 1** – Creating a Presentation

**Tutorial 2** – Applying and Modifying  
Text and Graphic Objects

**Tutorial 3** – Adding Special Effects to a  
Presentation



# PowerPoint Tutorial 1

## Creating a Presentation



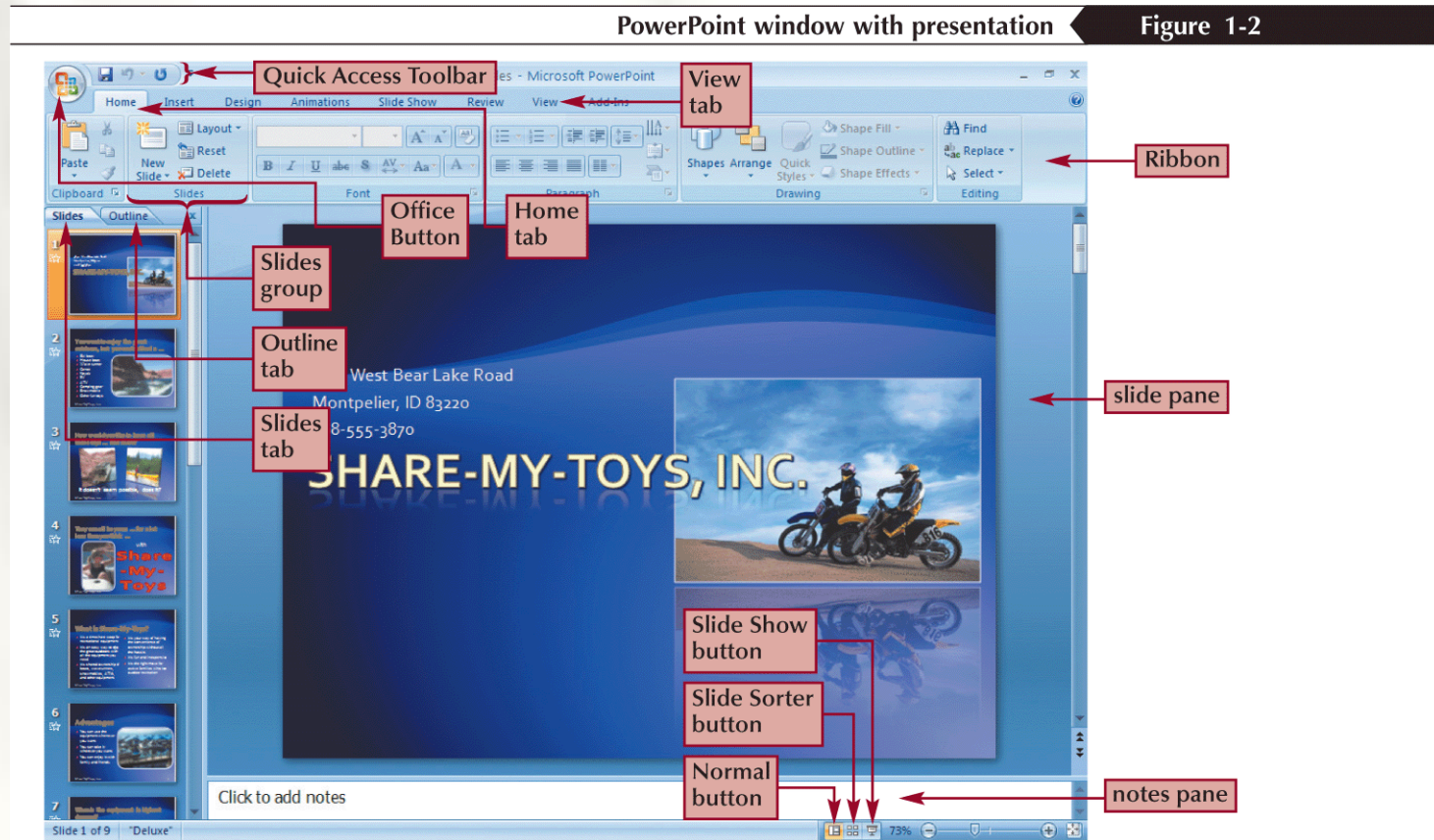
# What Is PowerPoint?

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- **PowerPoint** is a powerful presentation graphics program that provides everything you need to produce an effective presentation in the form of on-screen slides, a slide presentation on a Web site, or black-and-white or color overheads
- Using PowerPoint, you can prepare each component of a presentation: individual slides, speaker notes, an outline, and audience handouts



# Opening an Existing PowerPoint Presentation



# Viewing a Presentation in Slide Show View

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- Slide Show view is the view you use when you present an on-screen presentation to an audience
- When you click the Slide Show button on the status bar, the slide show starts beginning with the current slide
- When you click the Slide Show button on the View tab on the Ribbon or press the **F5 key**, the slide show starts at the beginning of the presentation
- In Slide Show view, you move from one slide to the **next by pressing the Spacebar**, clicking the **left mouse button**, or pressing the **→ key**



# Viewing a Presentation in Slide Show View

- When you prepare a slide show, you can add special effects to the show:
  - Slide transitions
  - Animations
  - Progressive disclosure
  - Footer

Figure 1-3

Slide 2 in Slide Show view



# Using Templates

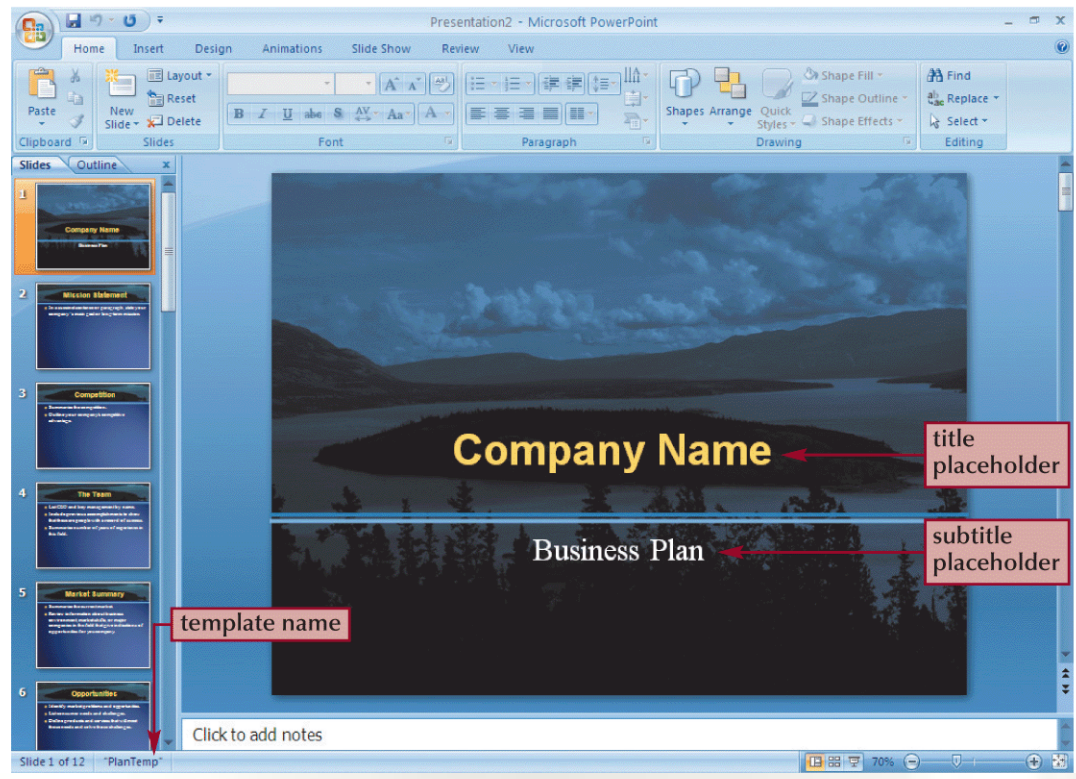
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- PowerPoint helps you quickly create effective presentations by using a **template**
  - A PowerPoint file that contains the colors, background format, font styles, and accent colors for a presentation
- Click the **Office Button** , and then click **New**
- In the pane on the left side of the New Presentation dialog box, click **New from existing** in the list under Templates
- Double-click the template you wish to use



# Using Templates

Figure 1-5 PowerPoint window with business plan presentation





# Modifying a Presentation

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- A **placeholder** is a region of a slide, or a location in an outline, reserved for inserting text or graphics
- A **text box** is an object that contains text
  - An **Active** text box appears with dashed lines and sizing handles around the text
  - **Sizing handles** are small circles and squares on the corners and sides of the text box



# Modifying a Presentation

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- A **bulleted list** is a list of “paragraphs” with a special character to the left of each paragraph
  - **Bulleted item**
  - **First-level bullet**
  - **Second-level bullet**
    - **Subbullet**
- A **numbered list** is a list of paragraphs that are numbered consecutively on the slide
- In all your presentations, you should follow the **6 x 6 rule** as much as possible: Keep each bulleted item to no more than **six words**, and don't include more than **six bulleted items** on a slide



# Editing Slides

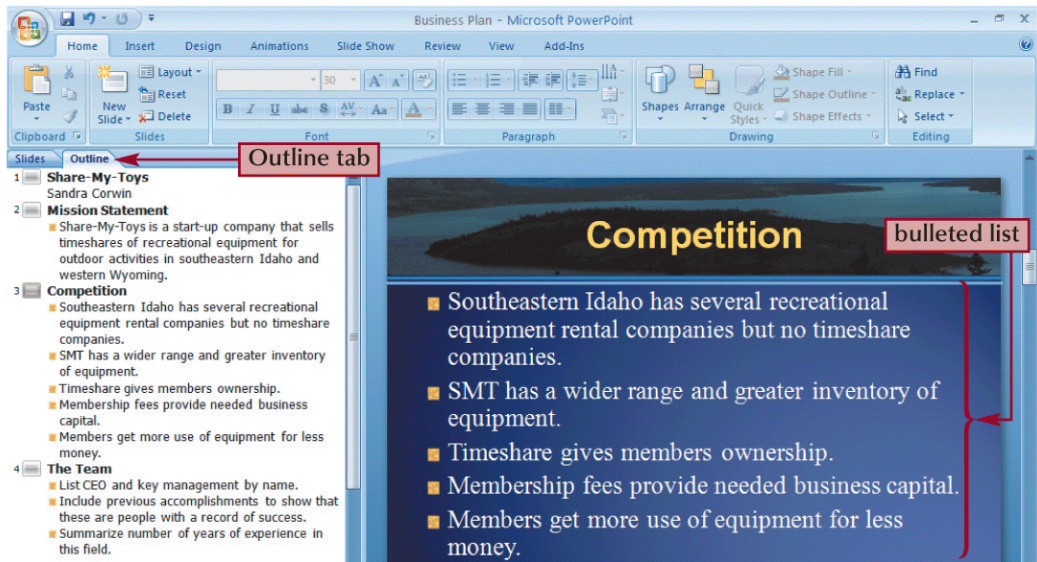
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- The slide **title text** is a text box at the top of the slide that gives the title of the information on that slide
- The slide **content** is a large box in which you type a bulleted or numbered list or insert some other kind of object
- You also can enter text using the **Outline tab**



# Editing Slides

Figure 1-8 Completed Slide 3



# Deleting Slides

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- In Normal view, go to the slide you want to delete so it appears in the slide pane, and then click the **Delete button in the Slides group** on the Home tab

*or*

- Click the desired slide thumbnail in the Slides tab, click the slide icon in the **Outline tab**, or in Slide Sorter view, select the slides you want to delete, and then press the **Delete key**

# Adding a New Slide and Choosing a Layout

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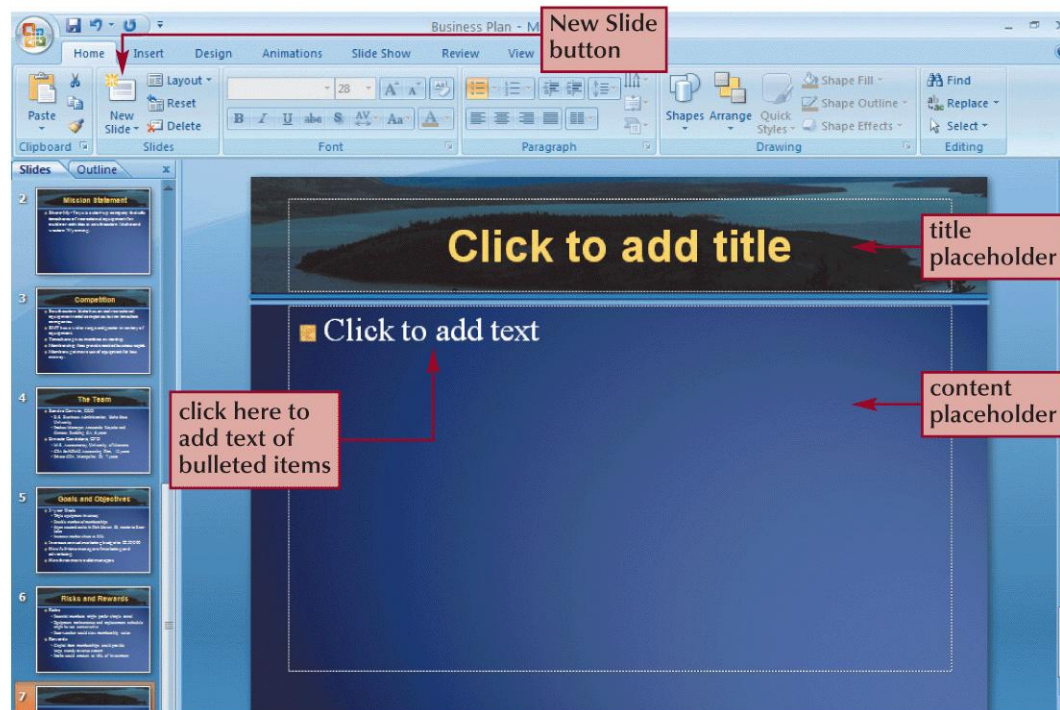
- A **layout** is a predetermined way of organizing the objects on a slide including placeholders for title text and other objects
- When you insert a new slide, it appears after the current slide, with the default layout, Title and Content



# Adding a New Slide and Choosing a Layout

Figure 1-12

A new slide with the Title and Content placeholders



# Promoting, Demoting, and Moving Outline Text

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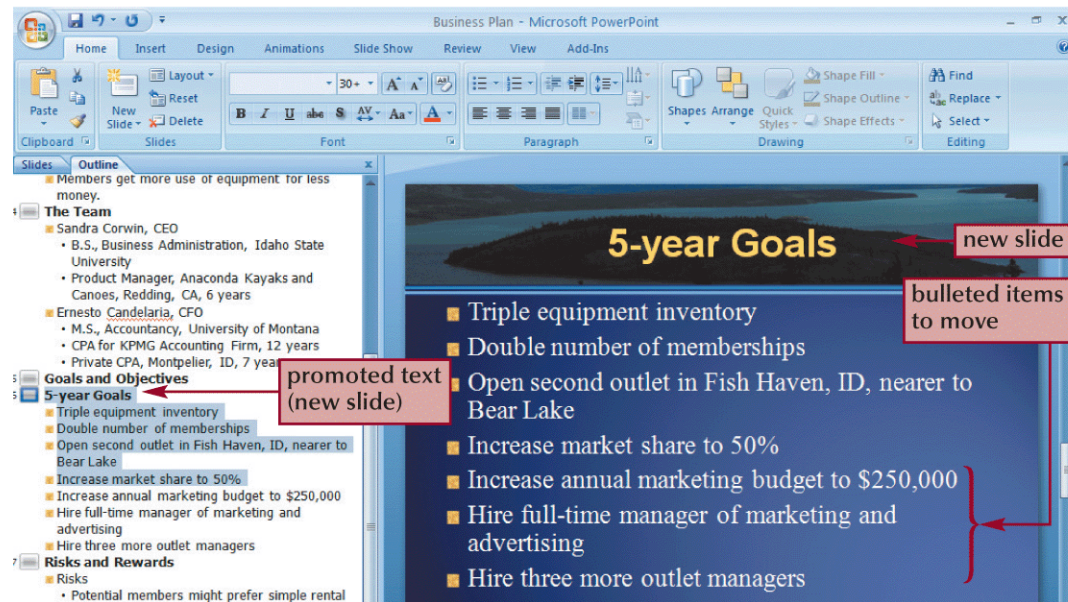
- Working in the Outline tab gives you more flexibility because you can see the outline of the entire presentation
- To **promote** an item means to raise the outline level of that item
- To **demote** an item means to decrease the outline level





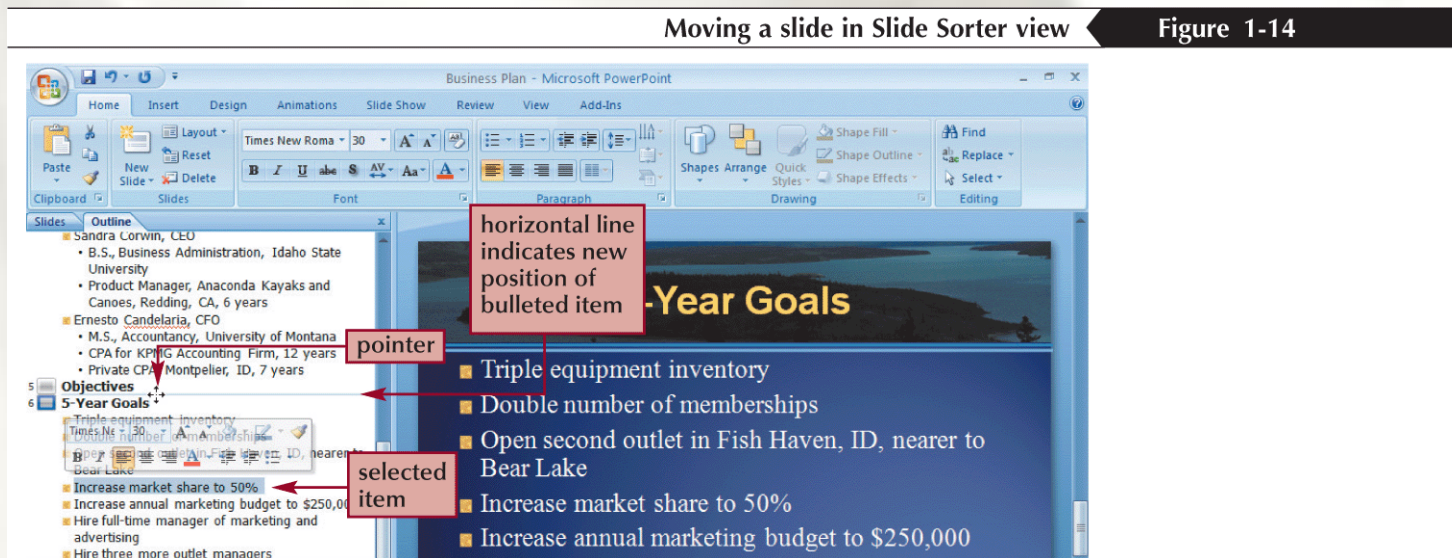
# Promoting, Demoting, and Moving Outline Text

Figure 1-13 New Slide 6 after promoting text



# Promoting, Demoting, and Moving Outline Text

- You can move outline text by dragging the text in the Outline tab



# Moving Slides in Slide Sorter View

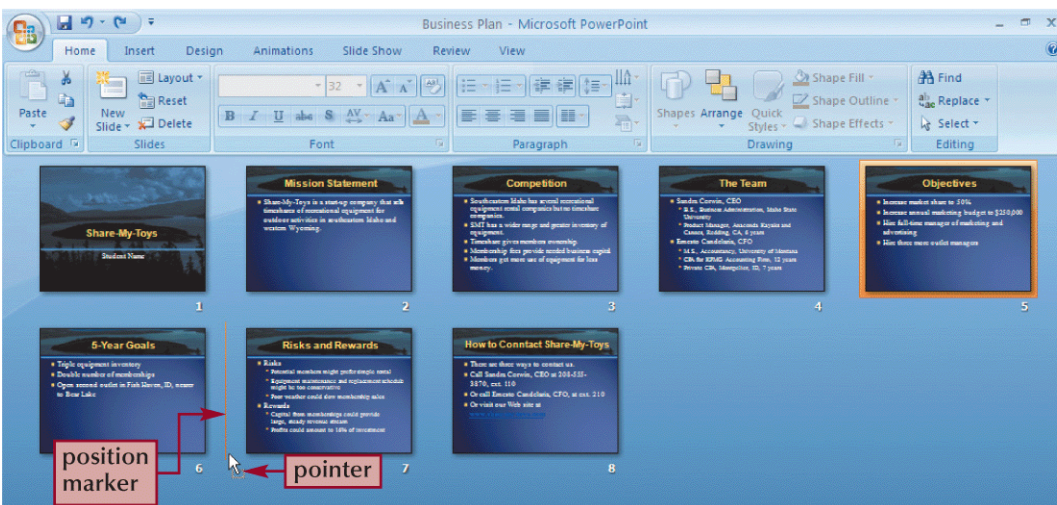
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- In Slide Sorter view, PowerPoint displays all the slides as thumbnails, so that several slides can appear on the screen at once
- On the status bar, click the **Slide Sorter** button
- Dragging and dropping slides in Slide Sorter view will rearrange them in the presentation



# Moving Slides in Slide Sorter View

Figure 1-15 Moving a slide in Slide Sorter view

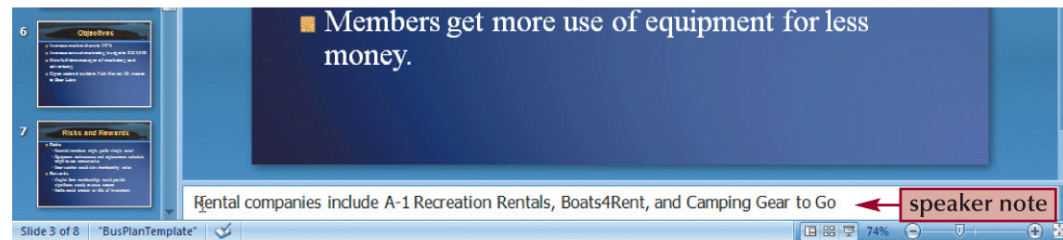


# Creating Speaker Notes

- **Notes** (also called **speaker notes**) help the speaker remember what to say when a particular slide appears during the presentation
- They appear in the notes pane below the slide pane in Normal view
- You can also print notes pages with a picture of and notes about each slide

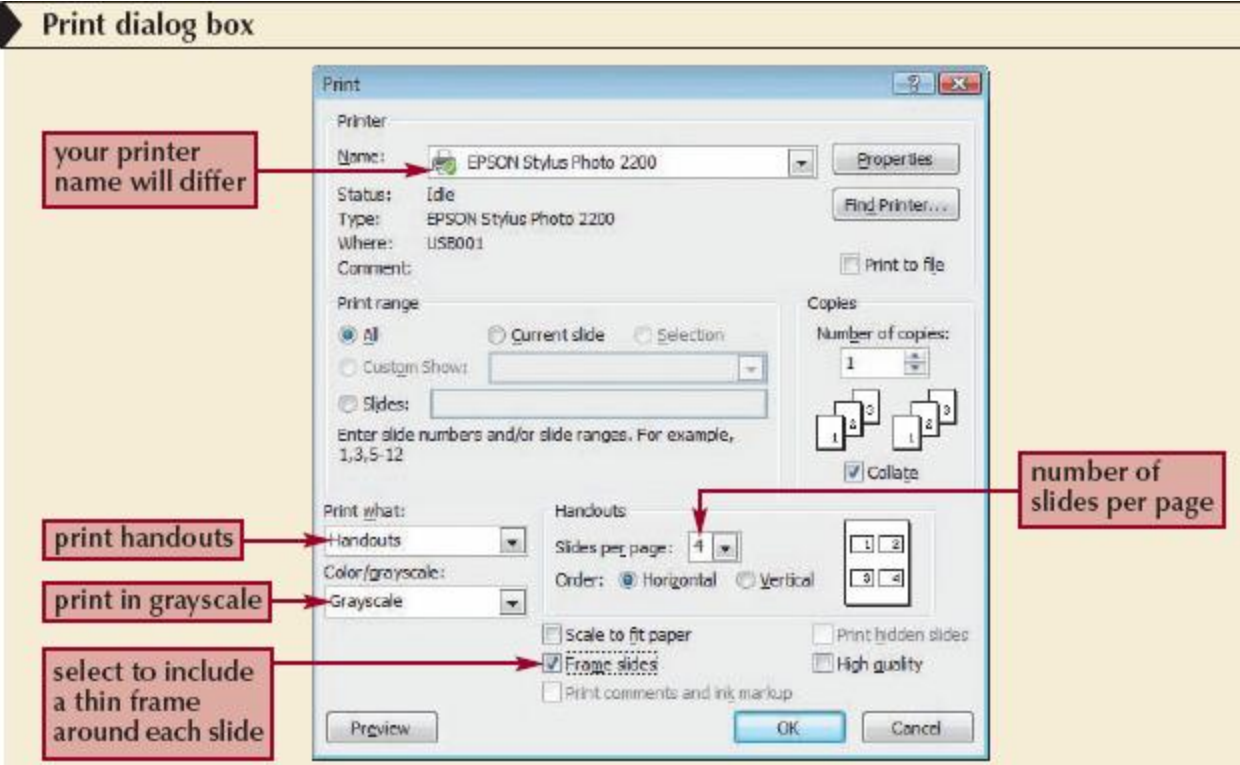
Figure 1-18

Notes on Slide 3



# Previewing and Printing a Presentation

Figure 1-20 Print dialog box



# PowerPoint Tutorial 2

## Applying and Modifying Text and Graphic Objects



# Applying a New Theme

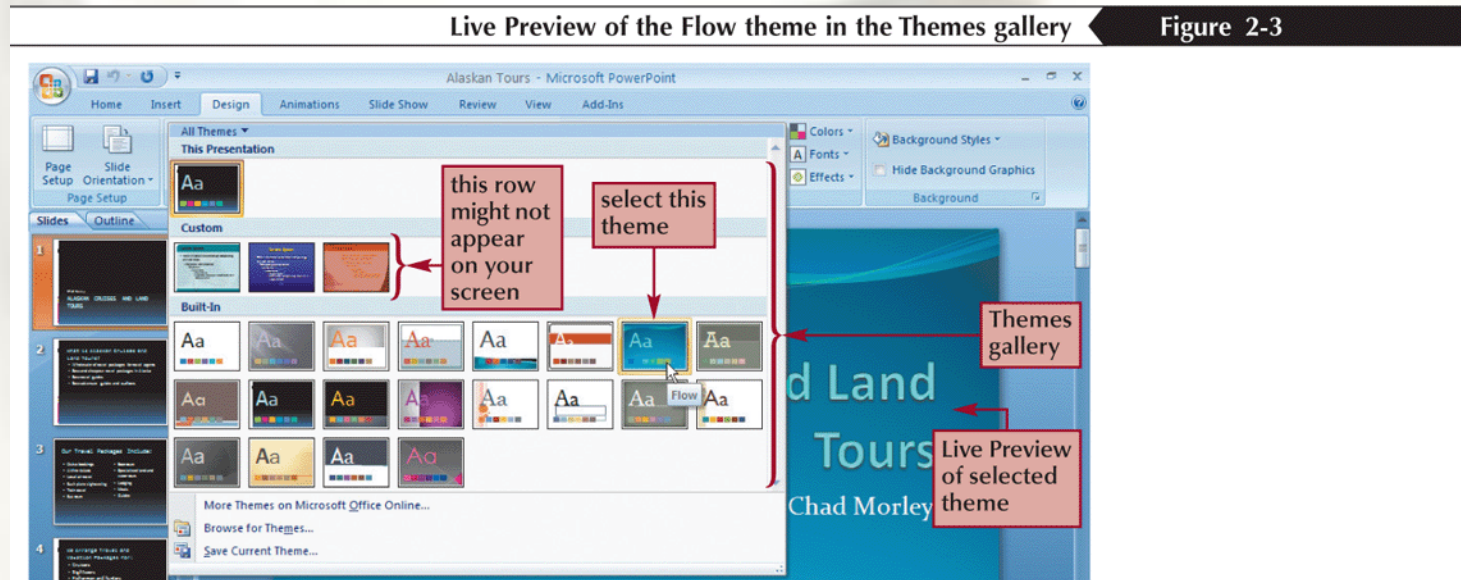
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- Click the **Design tab**
- In the Themes group, click the scroll arrows to scroll through the themes or click the More button to display all of the themes in the gallery
- Click one of the themes in the gallery





# Applying a New Theme



# Inserting Clip Art on a Slide

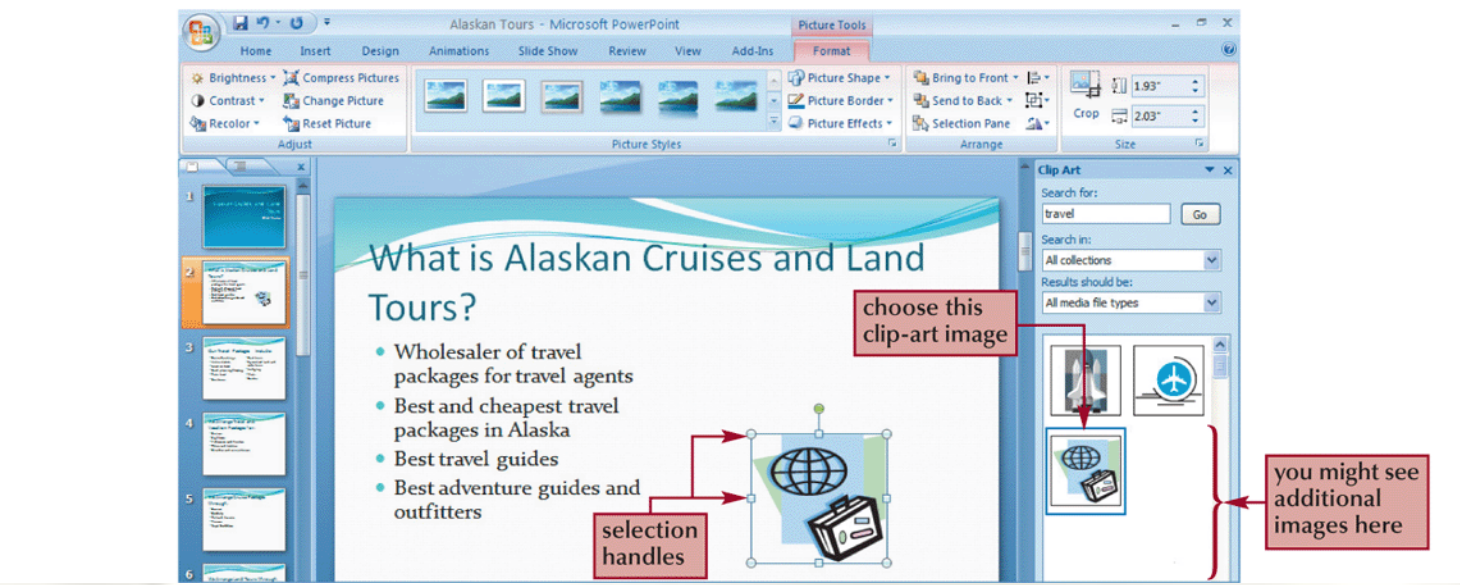
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- Switch to a layout that includes a content placeholder, and then, in the content placeholder, click the **Clip Art button**; *or*, click the **Insert tab** on the Ribbon, and then, in the **Illustrations group**, click the **Clip Art button**
- In the Clip Art task pane, type a search term in the Search for text box, and then click the Go button
- In the task pane, click the clip art that you want to insert into the slide



# Inserting Clip Art on a Slide

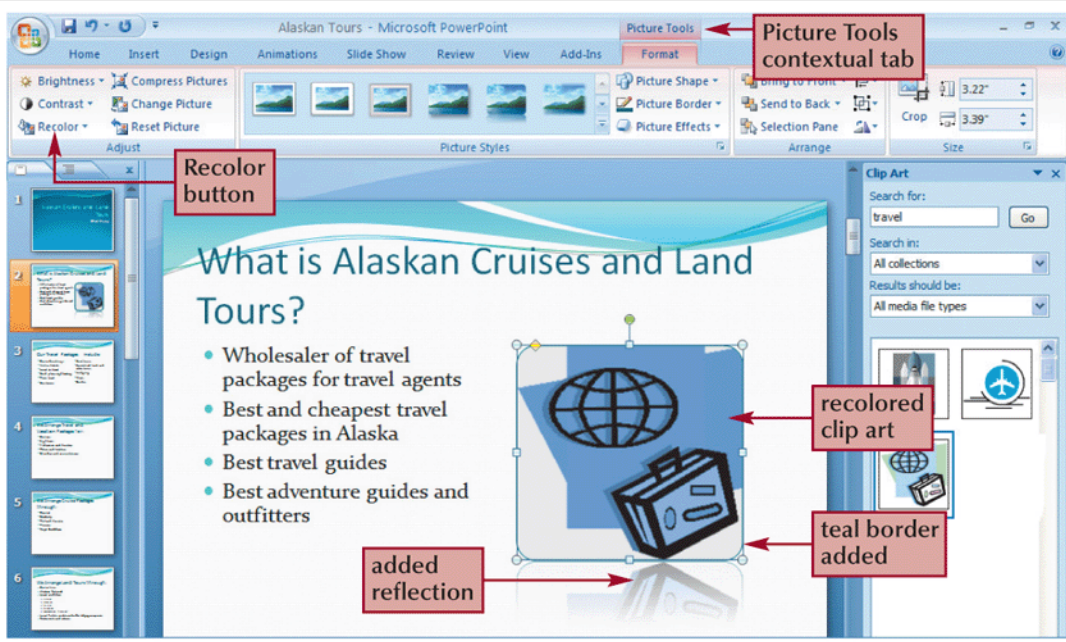
Figure 2-5 Clip-art image inserted on the slide



# Changing the Color of the Clip Art

Figure 2-7

Slide 2 after adding effects and recoloring clip art



# Modifying Slide Masters

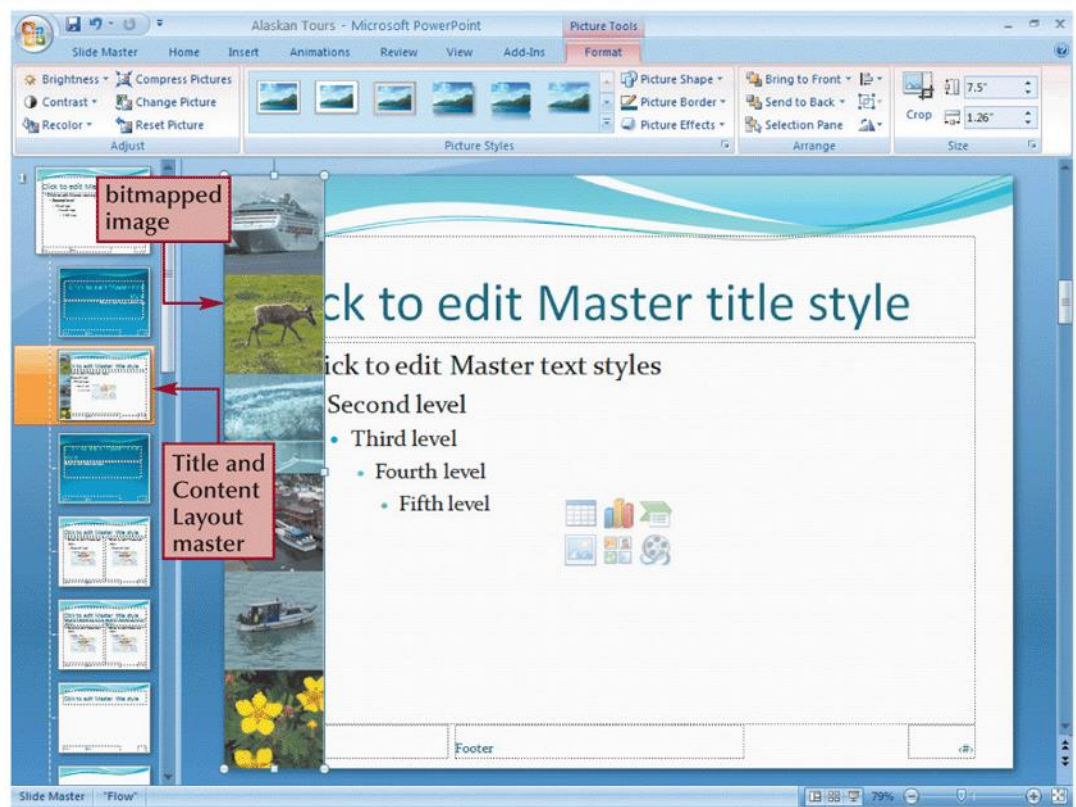
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- Click the **View tab** on the Ribbon, and then, in the **Presentations group**, click the **Slide Master button**, *or* press and hold the Shift key, and then, on the status bar, click the Normal button
- Click the Slide Master or the layout master thumbnail that you want to modify
- Make changes to the master, such as changing the background color; modifying the text size, color, font, or alignment; inserting clip art, bitmapped images, or other graphics; changing the size or location of text placeholders; and so forth
- In the Close group, click the Close Master View button *or*, on the status bar, click the Normal button



# Modifying Slide Masters

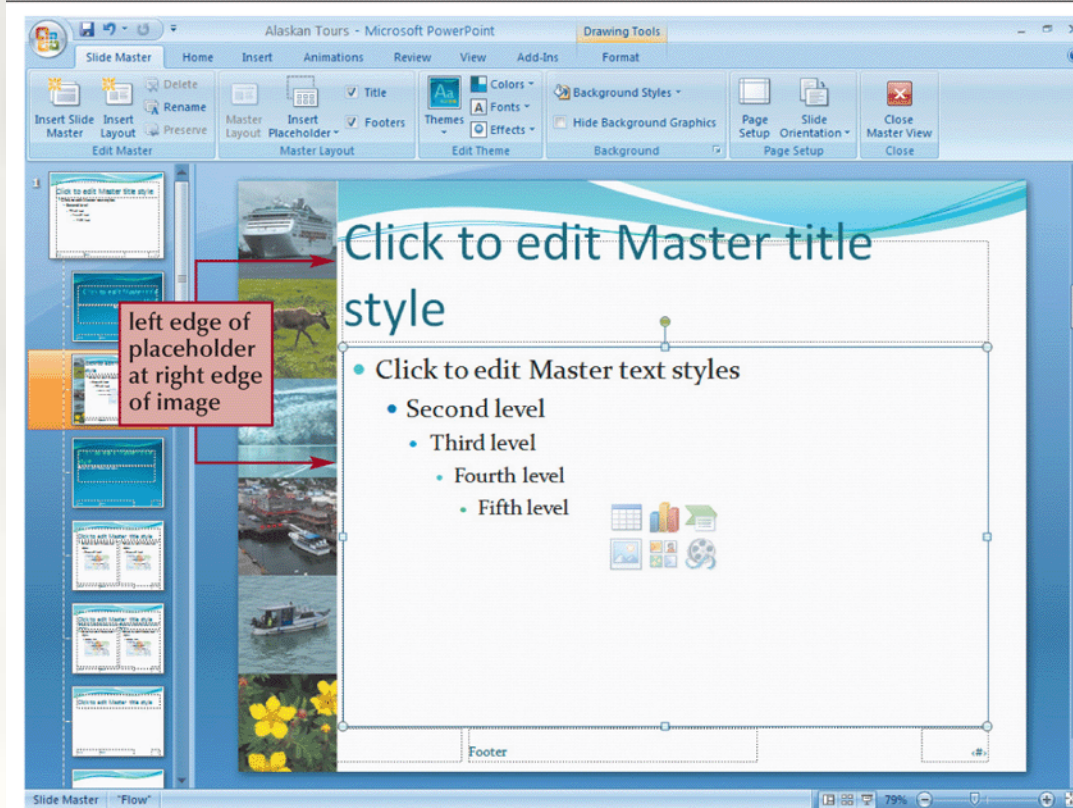
Figure 2-10 Title and Content Layout master with bitmapped image



# Modifying Text Placeholders

Title and Content Layout master with resized placeholders

Figure 2-11



# Applying a Second Theme

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- Click the **Design** tab on the Ribbon
- Choose the theme you want in the Themes group
- Right-click the theme and then click **Apply to Selected Slides**





# Applying a Second Theme

Figure 2-13

Slide 12 with Technic design theme applied

title and body text overlaps background image

theme different from other slides

Technic theme applied to this slide

Click to add notes

Alaskan Tours - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Add-Ins

Page Setup Slide Orientation Page Setup

Themes

Background Styles

Hide Background Graphics

Background

Slides Outline

7

8

9

10

11

12

Contact Us

Alaskan Cruises and Land Tours

898 Talkeetna Street

Fairbanks, AK 99701

907-555-3828

www.alaskantravelpackages.com

Slide 12 of 12 Technic 73%

# Adding and Modifying Tab Stops

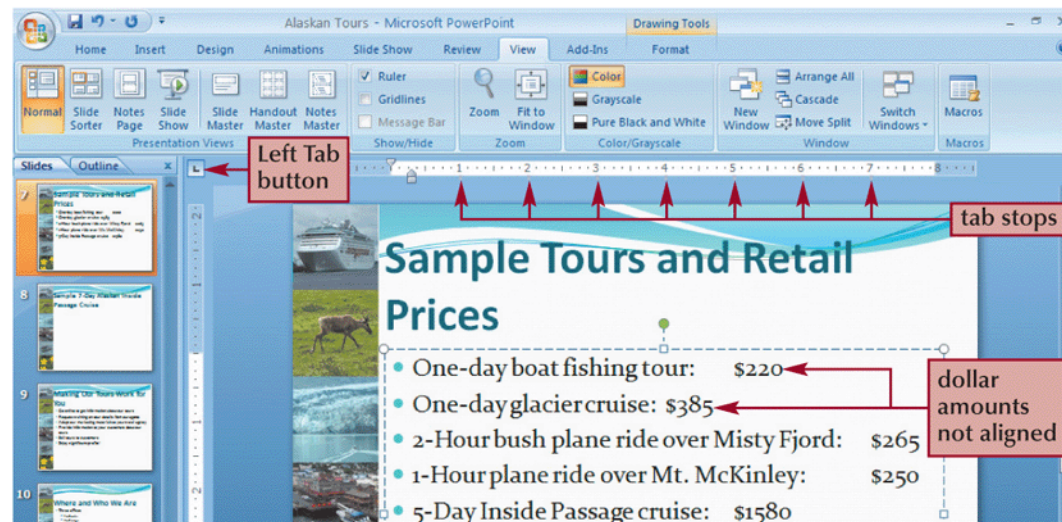
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- A **tab** adds space between the left margin and the beginning of the text on a particular line, or between the text in one column and the text in another column
- A **tab stop** is the location where the insertion point moves to (including any text to the right of it) when you press the **Tab key**



# Adding and Modifying Tab Stops

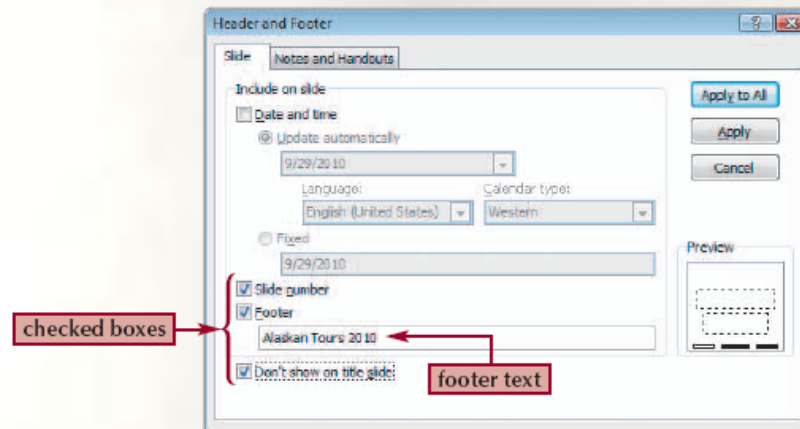
Figure 2-15 Slide 7 with ruler and tab stops



# Inserting Footers and Slide Numbers

- A **header** is text that appears at the top of each slide and, as you might recall, a footer is text that appears at the bottom of each slide.
- Click the **Insert** tab, and then, in the Text group, click the **Header & Footer** button

Figure 2-17 Header and Footer dialog box



# Inserting a Table

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- Switch to a layout that includes a content placeholder, and then, in the content placeholder, click the Insert Table button, *or* click the Insert tab on the Ribbon, in the Tables group, click the Table button, and then click a box in the grid that opens to create a table or click Insert Table on the menu
- If the Insert Table dialog box is open, specify the desired table size—the numbers of columns and rows—and then click the OK button
- Add information to the cells. Use the Tab key to move from one cell to the next, and the Shift+Tab keys to move to previous cells
- Use the Table Styles Gallery to select a table style



# Inserting a Table

Slide 8 with table of information

Figure 2-19

The screenshot shows a Microsoft PowerPoint 2007 window titled 'Alaskan Tours - Microsoft PowerPoint'. The ribbon includes Home, Insert, Design, Animations, Slide Show, Review, View, and Add-Ins. The main slide area displays a slide with the following content:

## Sample 7-Day Alaskan Inside Passage Cruise

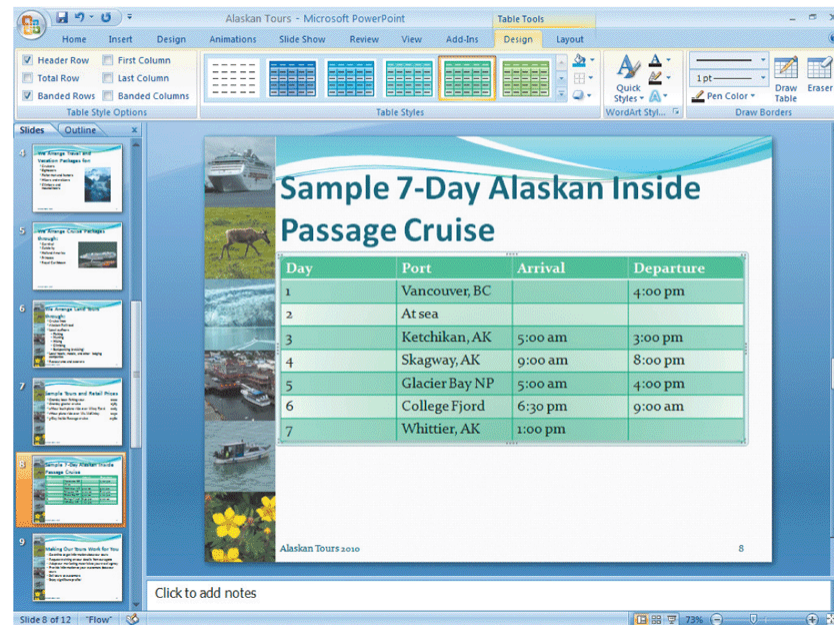
Day	Port	Arrival	Departure
1	Vancouver, BC		4:00 pm
2	At sea		
3	Ketchikan, AK	5:00 am	3:00 pm
4	Skagway, AK	9:00 am	8:00 pm
5	Glacier Bay NP	5:00 am	4:00 pm
6	College Fjord	6:30 pm	9:00 am
7	Whittier, AK	1:00 pm	

The slide also features a vertical strip of images on the left side, including a cruise ship, a moose, a glacier, a harbor, and a boat. The left sidebar shows a list of slides, with slide 8 selected.

# Changing the Table Style

- Click anywhere in the table to select it
- Under the Table Tools label on the Ribbon, click the **Design** tab

Figure 2-20 Table after applying a table style



The screenshot shows a PowerPoint slide titled "Sample 7-Day Alaskan Inside Passage Cruise". The slide features a table with a green and white striped style. The table has four columns: Day, Port, Arrival, and Departure. The data is as follows:

Day	Port	Arrival	Departure
1	Vancouver, BC		4:00 pm
2	At sea		
3	Ketchikan, AK	5:00 am	3:00 pm
4	Skagway, AK	9:00 am	8:00 pm
5	Glacier Bay NP	5:00 am	4:00 pm
6	College Fjord	6:30 pm	9:00 am
7	Whittier, AK	1:00 pm	

# Applying Table Effects

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- A **cell bevel** is a three-dimensional effect on the edges of the cells
- Select all cells in the table
- In the Table Styles group, click the **Effects** button and choose the effect you wish to apply
- Deselect the table





# Changing the Table Layout

Table after changing the layout of column A

Figure 2-21

The screenshot shows a PowerPoint slide titled "Sample 7-Day Alaskan Inside Passage Cruise". The slide features a table with the following data:

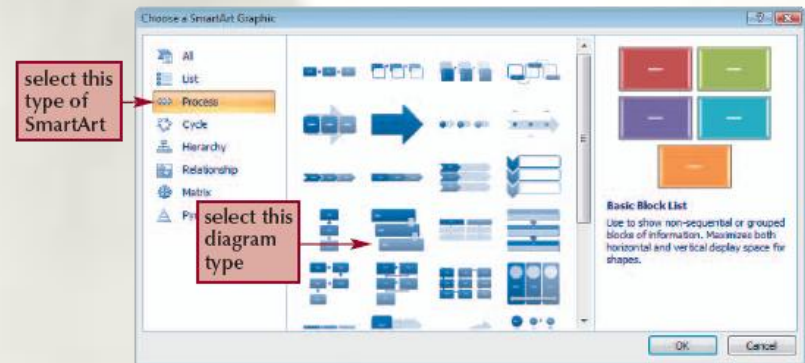
Day	Port	Arrival	Departure
1	Vancouver, BC		4:00 pm
2	At sea		
3	Ketchikan, AK	5:00 am	3:00 pm
4	Skagway, AK	9:00 am	8:00 pm
5	Glacier Bay NP	5:00 am	4:00 pm
6	College Fjord	6:30 pm	9:00 am
7	Whittier, AK	1:00 pm	

A red box with the text "resized and centered column" points to the "Port" column of the table.

# Creating a Diagram on a Slide

- List diagram
- Process diagram
- Cycle diagram
- Hierarchy diagram
  - Organization charts
- Relationship diagram
  - Venn diagram
  - Radial diagram
  - Target diagram
- Matrix diagram
- Pyramid diagram

Figure 2-22 Choose a SmartArt Graphic dialog box



# Creating a Diagram on a Slide

Slide 9 with process diagram

Figure 2-23

text in list corresponds to text in diagram

process diagram

name of process diagram type

Basic Bending Process...

Microsoft PowerPoint interface showing Slide 9 with a process diagram. The diagram is a flowchart with six steps: Go online to get information about our tours, Request training on tour details from our agents, Adapt our marketing materials to your travel agency, Provide information to your customers about our tours, Sell tours to customers, and Enjoy significant profits! The text pane on the left lists these steps. Red callout boxes point to the text pane, the diagram, and the diagram's name 'Basic Bending Process...'.

# Creating and Manipulating a Shape

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- Click the **Insert** tab on the Ribbon, and then, in the Illustrations group, click the **Shapes** button
- Choose the shape you wish to apply
- Click and hold the mouse to draw the shape
- Release the mouse button

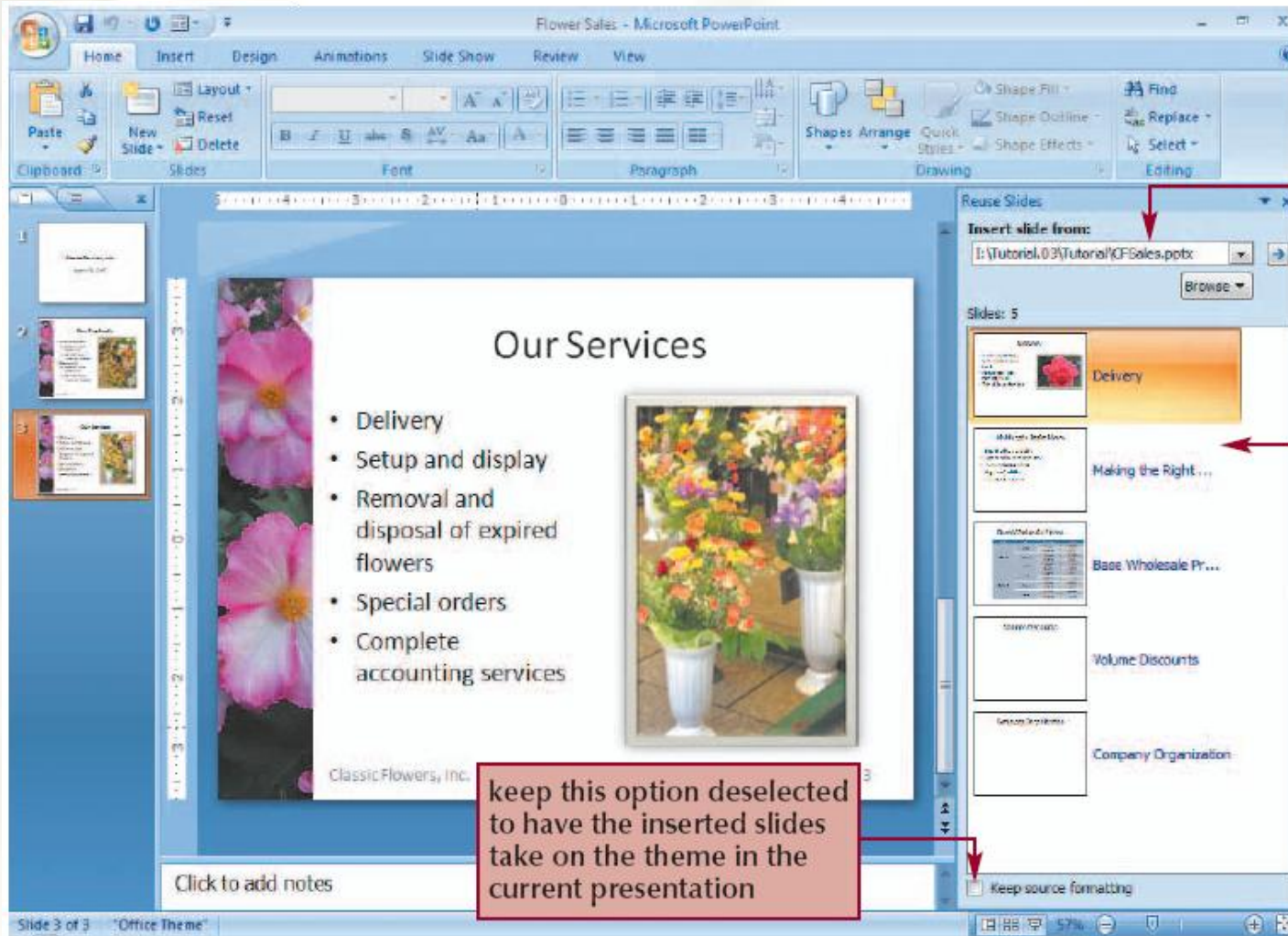


# PowerPoint Tutorial 3

## Adding Special Effects to a Presentation



# Inserting Slides from Another Presentation



your path might differ

slides from another presentation file

keep this option deselected to have the inserted slides take on the theme in the current presentation

# Adding a Textured Background

Figure 3-12 Slide 6 with textured background

The screenshot shows the Microsoft PowerPoint 2007 interface. The title bar reads "Flower Sales - Microsoft PowerPoint". The ribbon includes Home, Insert, Design, Animations, Slide Show, Review, and View. The Design tab is active, showing various themes and a "Background Styles" task pane on the right. A red callout box with an arrow points to the slide background, containing the text "Pink tissue paper textured background".

Slide 6 is titled "Base Wholesale Prices" and features a table with the following data:

Type	Size	Container	Price
Potted	Small	Regular	\$3.85
		Premium	\$4.95
	Medium	Regular	\$4.85
		Premium	\$5.95
	Large	Regular	\$5.85
		Premium	\$6.95
Bouquet	Small	Regular	\$6.85
		Premium	\$7.95
	Medium	Regular	\$8.15
		Premium	\$9.55
	Large	Regular	\$10.85
		Premium	\$12.95

The slide also includes a vertical image of pink flowers on the left side and a footer that reads "© David Thomas, Inc.".



# Inserting Sounds and Movies into Your Presentation

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- Go to the slide in which you want to insert the sound
- Click the **Insert tab** on the Ribbon
- In the **Media Clips group**, click the Sound/Movie button arrow, then click the desired source of the sound file on the menu
- Select the sound file from a specified folder and click the OK button
- **When asked how you want the sound/movie to start in the slide show, click the Automatically or When Clicked button**

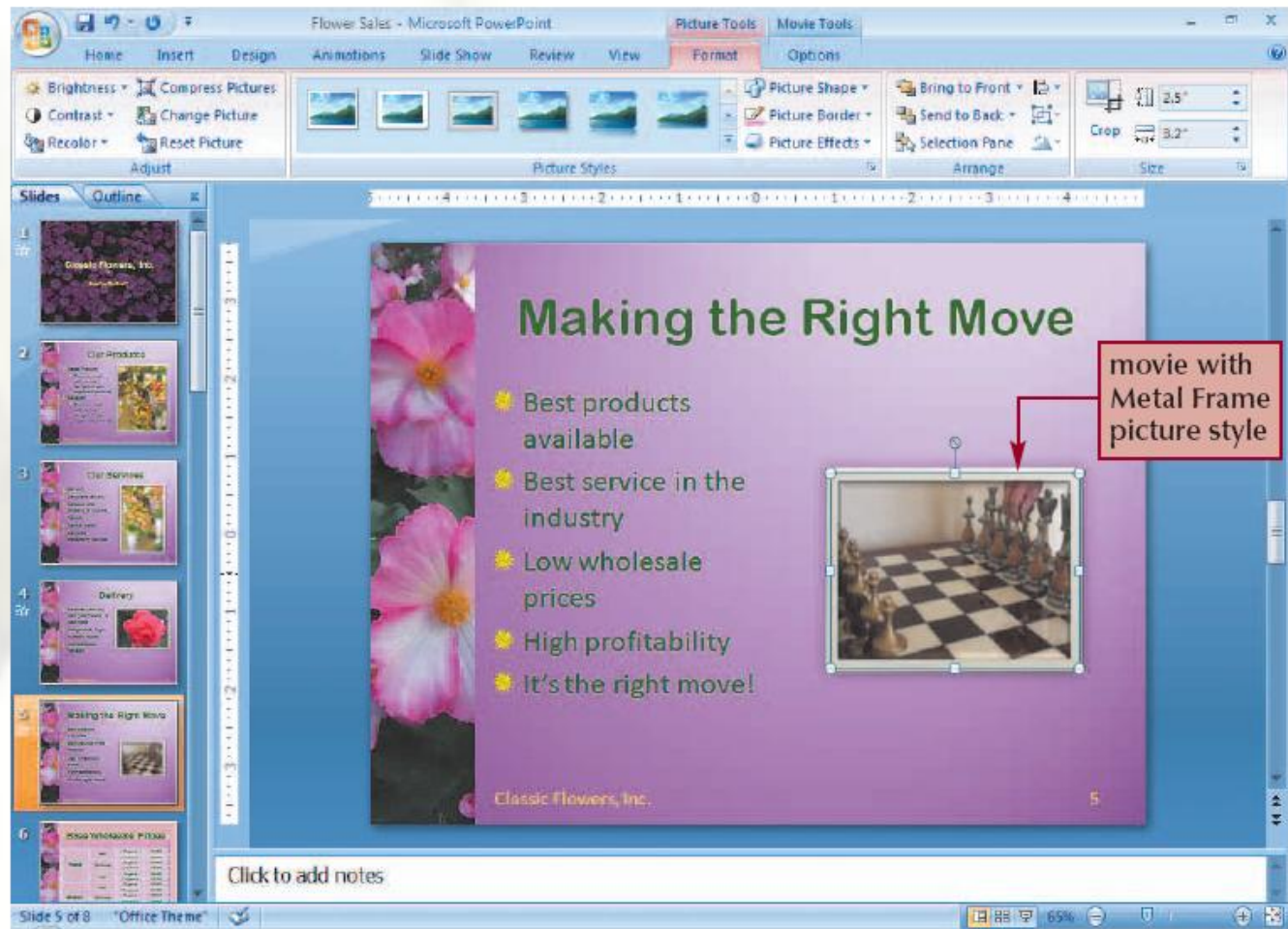




# Inserting Sounds and Movies into Your Presentation

Figure 3-14

Slide 5 with movie



# Creating a Chart (Graph)

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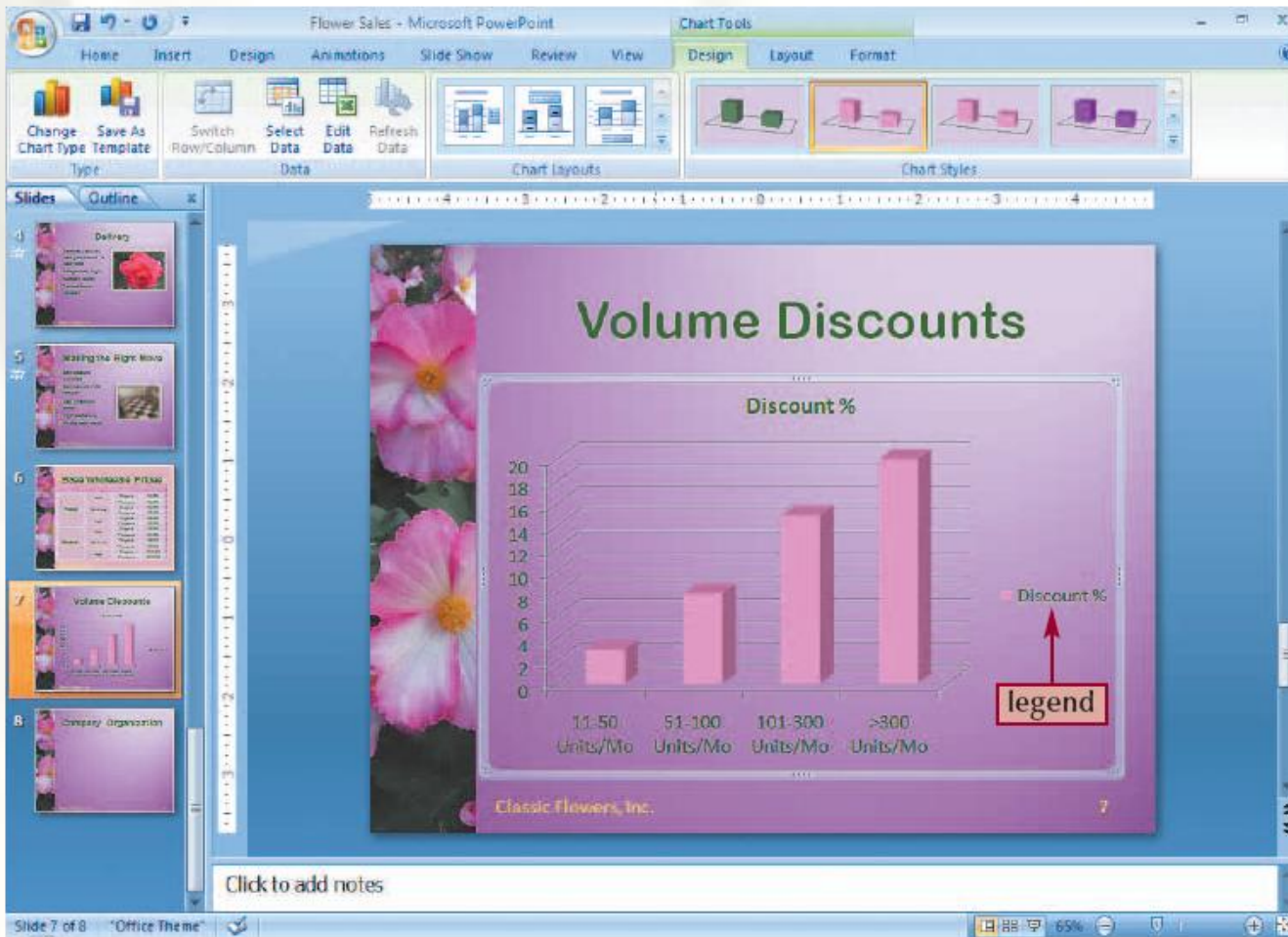
- Change the slide layout to one of the content layouts, then click the Insert Chart button in the content placeholder; or click the **Insert tab**, and then, in the **Illustrations group**, click the Chart button; **Insert Chart** dialog box opens
- Click one of the chart icons in the Insert Chart gallery, then click the OK button; PowerPoint automatically opens a Microsoft Excel worksheet



# Creating a Chart (Graph)

Slide 7 with chart

Figure 3-19



# Building and Modifying an Organizational Chart

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- Go to the slide in which you want to insert an organizational chart
- Change the slide layout, if necessary, to one of the content layouts, then click the **Insert SmartArt Graphic** button, *or* click the Insert tab, then, click the SmartArt button in the Illustrations group; Choose a SmartArt Graphic dialog box opens
- Click Hierarchy in the pane on the left side of the dialog box to select the type of SmartArt graphic you want



# Building and Modifying an Organizational Chart

Figure 3-25 Slide 8 with completed organization chart



# Applying Special Effects

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- **Special effects**—such as fading out of one slide as another appears, animated (moving) text, and sound effects to accompany actions—can liven up your presentation, help hold your audience's attention, and emphasize key points
- Special effects can also distract or even annoy your audience



# Adding Slide Transitions

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- Switch to Slide Sorter view, then select the slide(s) to which you want to add a transition
- Click the **Animations** tab on the Ribbon
- In the Transition to This Slide group, click the More button to display the gallery of transition effects
- Click the desired transition effect in the gallery



# Adding Slide Transitions

Figure 3-26 Presentation in Slide Sorter view after applying transition effect

The screenshot shows the PowerPoint 2007 interface in Slide Sorter view. The ribbon includes Home, Insert, Design, Animations, and Slide Show. The Animations ribbon is active, showing the 'Wipe Right' transition effect selected. The Slide Show ribbon shows 'Transition Sound' set to '[No Sound]' and 'Transition Speed' set to 'Fast'. The slide sorter displays eight slides, with slide 2 ('Our Products') highlighted. Annotations include:

- Wipe Right transition effect:** Points to the 'Wipe Right' icon in the Animations ribbon.
- Transition Sound setting:** Points to the 'Transition Sound' dropdown menu.
- Transition Speed setting:** Points to the 'Transition Speed' dropdown menu.
- special effects icon indicates sound clip:** Points to the speaker icon on slide 1.
- special effects icon indicates slide transition:** Points to the star icon on slide 5.

Slide 2 content (Our Products):

- Fresh flowers
- Wholesale, medium, large (minimum of 100)
- Regular
- Wholesale, small, medium, large (minimum of 50)

Slide 3 content (Our Services):

- Delivery
- Setup and display
- Recyclable disposal of expired flowers
- Special orders
- Complete accounting services

Slide 5 content (Making the Right Move):

- Best products available
- Best service in the industry
- Low wholesale prices
- High profitability
- No the right move!

Slide 6 content (Base Wholesale Prices):

Product	Small	Medium	Large
Regular	\$9.99	\$14.99	\$19.99
Wholesale	\$14.99	\$19.99	\$24.99

Slide 7 content (Volume Discounts):

Product	Small	Medium	Large
Regular	\$9.99	\$14.99	\$19.99
Wholesale	\$14.99	\$19.99	\$24.99



# Animating Bulleted Lists

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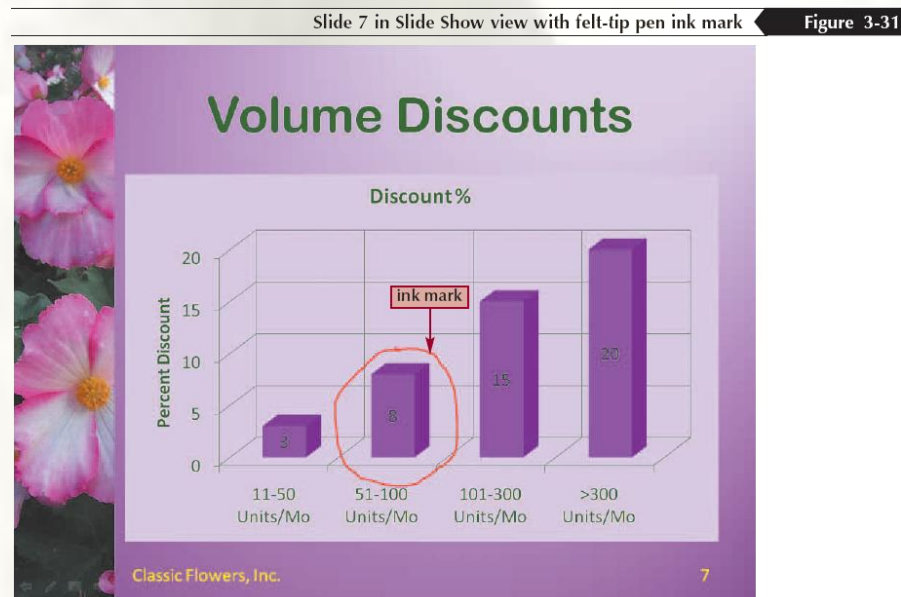
- In Normal view, select the object to which you want to add an animation effect
- Click the Animations tab on the Ribbon
- In the **Animations group**, click the **Animate button arrow** to display a menu of animations, then click the desired animation

*or*

- In the **Animations group**, click the **Custom Animation** button to open the Custom Animation task pane

# Marking Slides During a Slide Show

- Right-click anywhere on the screen, point to **Pointer Options on the shortcut** menu, then click **Felt Tip Pen**
- Click the left mouse button, then drag to mark the slide



# Hiding Slides

- Go to the slide you want to hide
- Click the **Slide Show** tab on the Ribbon
- In the Set Up group, click the **Hide Slide** button

Figure 3-32 Slide 7 after hiding slide

