



# PowerPoint Course

- Given by the Bowie Senior Center
- Tuesdays 2:30-4:00 pm, March – May 2006
- Teacher: Eric Hein ([hein1@verizon.net](mailto:hein1@verizon.net))
- Start up PowerPoint
- >File >Open >PowerPoint\_Course.ppt
- Symbology used in this presentation:  
 feature new with PowerPoint 2002,  new with PP 2003
- You can download the slides from:  
<http://home.comcast.net/~bscclub/training.htm>

# The WinXP Environment


- Everything is configurable! (a blessing & a curse)
- what is a window: resize, move, min, max, close



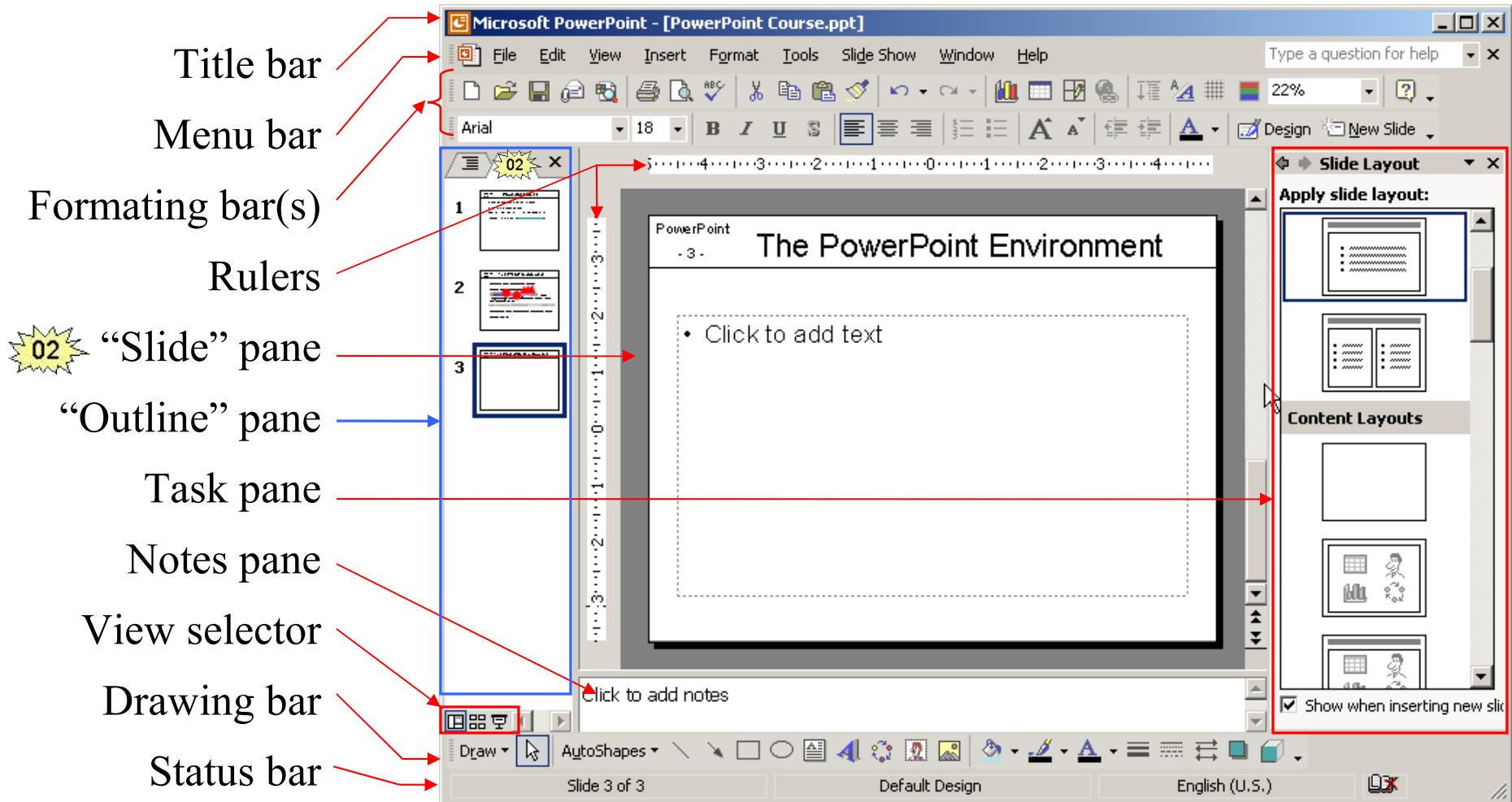
Title bar

- Task bar: “Start”, move, (right-click options) lock, auto-hide, access the “Start Menu”, Alt+Tab



- Cntl+Alt+Del (ONCE!): TABs = applications, processes, performance
- The “Clipboard”: Copy or Cut the “selected” item to a memory buffer, from which it can be Pasted into other applications. 
- Screen Capture with “Print Screen” (the whole screen goes to the Clipboard)

# The PowerPoint Environment

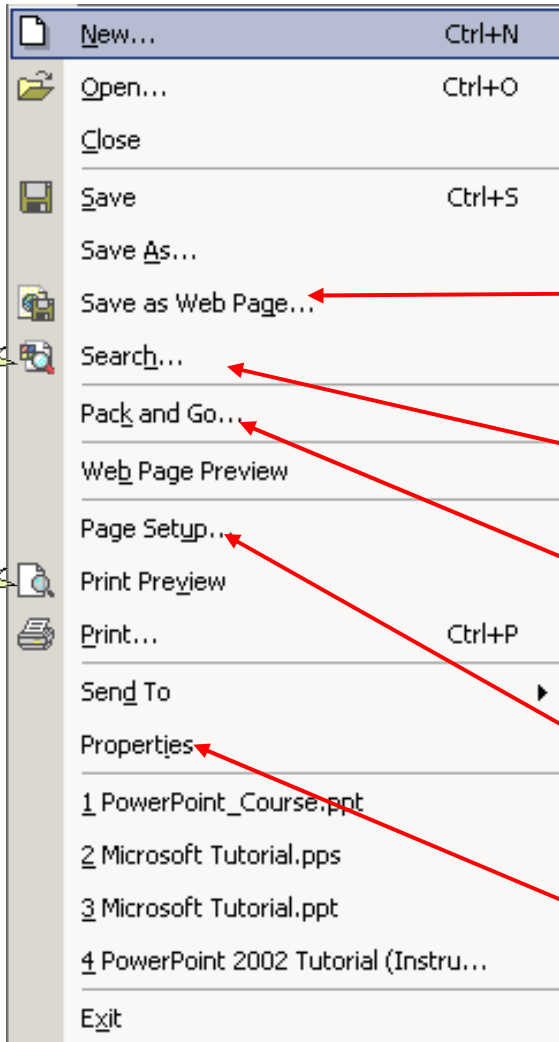


# The PowerPoint Menu Bar



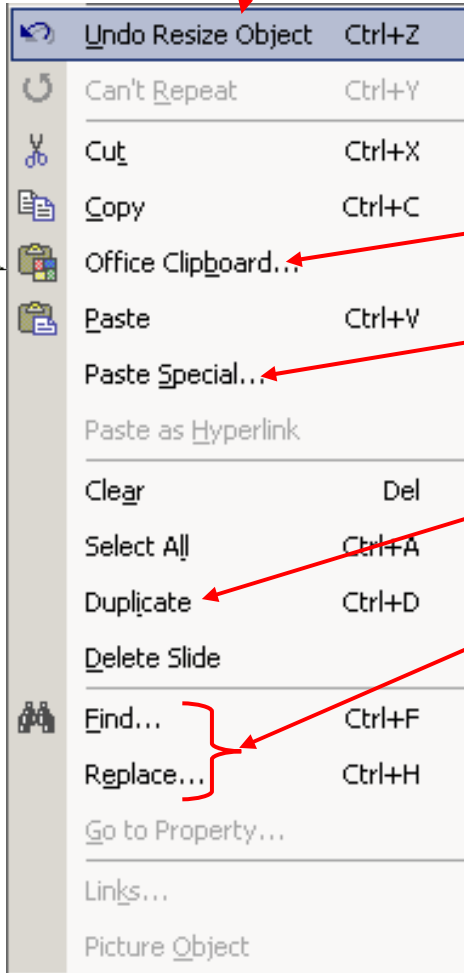
- Select a “top-level” menu by clicking on it, or by pressing Alt+ (underlined letter) – e.g. Alt+O enters the Format menu. This will open a “pull-down menu”.
- On the pull-downs, some items may be greyed-out. The grey out tells you that you are in the right place to invoke that function, but because of some system condition that function is currently not available. For example, if no item is “selected”, the Cut and Copy functions are unavailable. If no item is in the Clipboard, then the Paste function is unavailable.
- Pull-down menu items with a ► have another level of pull-down menu which will be shown offset to the right or left.

# The PowerPoint Menu Bar



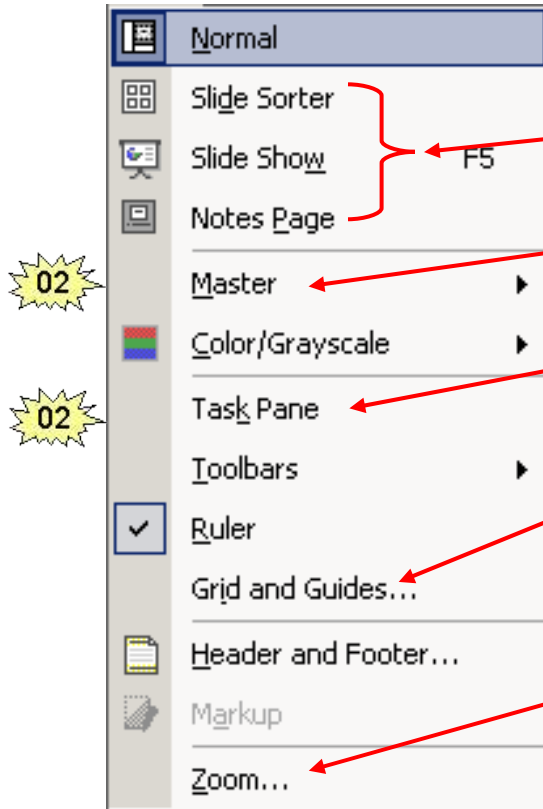
- Creates a set of files that can be viewed with a web browser – and looks like this presentation
- Search the whole computer for files with specific text
- Creates a set of files that can be viewed with the enclosed viewer. Removes most system configuration issues.
- Set margins & Portrait / Landscape – for both slides & handouts.
- Insure this info is accurate before distributing.

# The PowerPoint Menu Bar



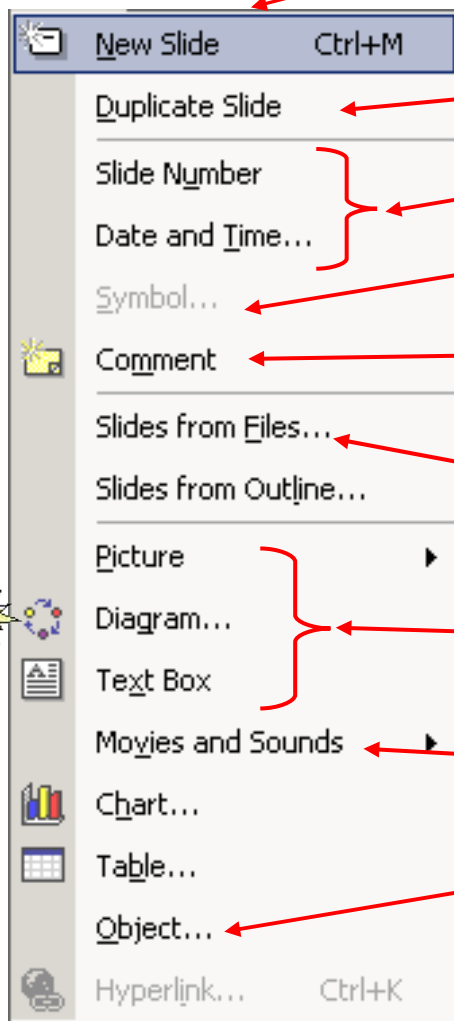
- Shows all items on the Clipboard
- Paste\_Special allows choices for the reformatting that occurs during a Paste.
- Equivalent to a Copy & Paste
- The usual Word Processing functions applied to PowerPoint text


# The PowerPoint Menu Bar



- Another way of setting the viewing mode
- Will use this a lot !!
- New to PowerPoint 2002
- Very useful if doing a lot of vector graphics. Usually accessed from the Drawing tool bar.
- Also on the Standard Toolbar. Large zoom factors facilitate detailed graphics work.

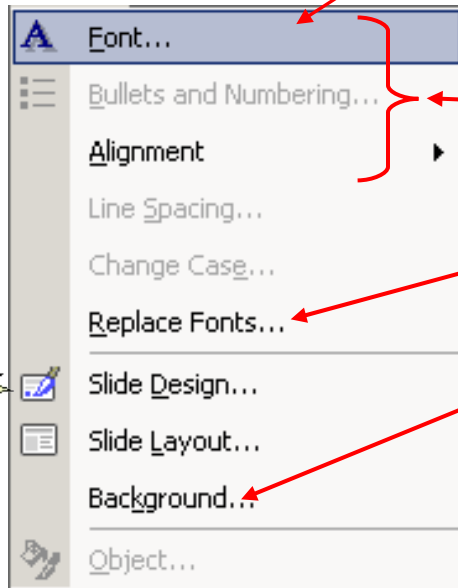
# The PowerPoint Menu Bar



- Same as Copy & Paste in the Outline Pane
- Inserts calculated data into text fields.
- For working with weird fonts and extended ASCII
- Enable viewing with >View >Comments
- 02 Adds an icon  to an object. Upon clicking, it opens a text box with your comment.
- Get slides from other places (e.g. PowerPoint files) without opening them.
- Used often, on the Drawing tool bar. A “Diagram” is sort of a graphics template.
- More on this later.
- From any OLE-capable application [Object Linking & Embedding]

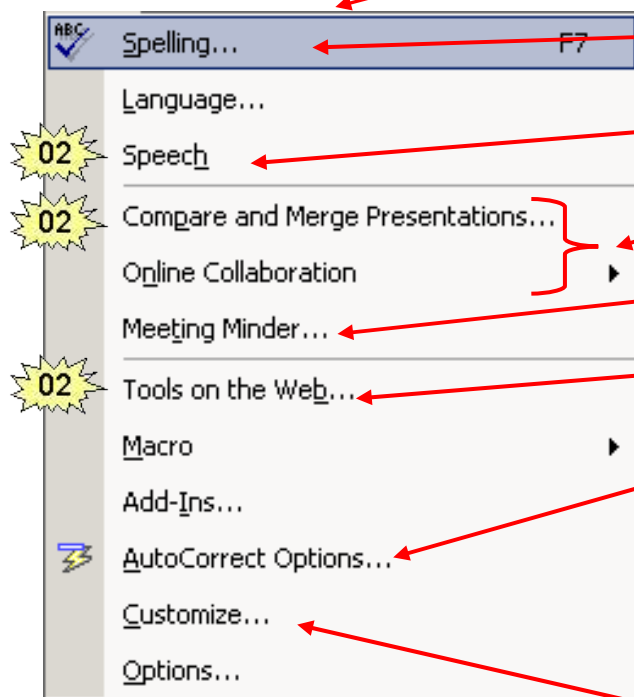


# The PowerPoint Menu Bar



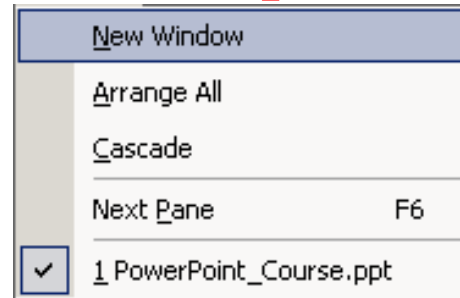
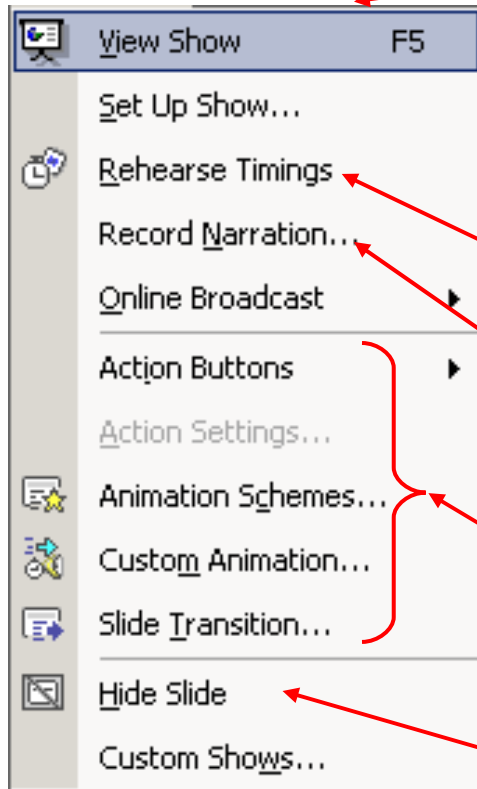
- Used often. On the Formatting tool bar.
- A global replace of one font with another.
- Many Color & Fill options. An “Apply to All” is equivalent to using a Master.

# The PowerPoint Menu Bar



- Can't live without it.
- An attempt at voice recognition.
- Could be handy.
- Usually better to just bring up WORD.
- Get to "Office Update" here.
- Improperly set, this can drive you nuts! Go to >Tools >AutoCorrect Options >AutoFormat As You Type TAB. Uncheck "Automatic layout for inserted objects".
- Go to >Tools >Customize >Options [not >Tools >Options]. Uncheck "Menus show recently used commands first".  
[02] Check "Always show full menus".

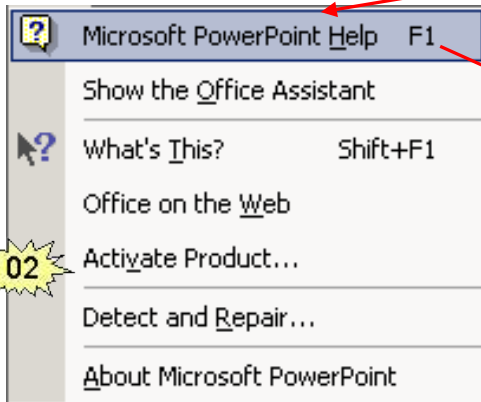
# The PowerPoint Menu Bar



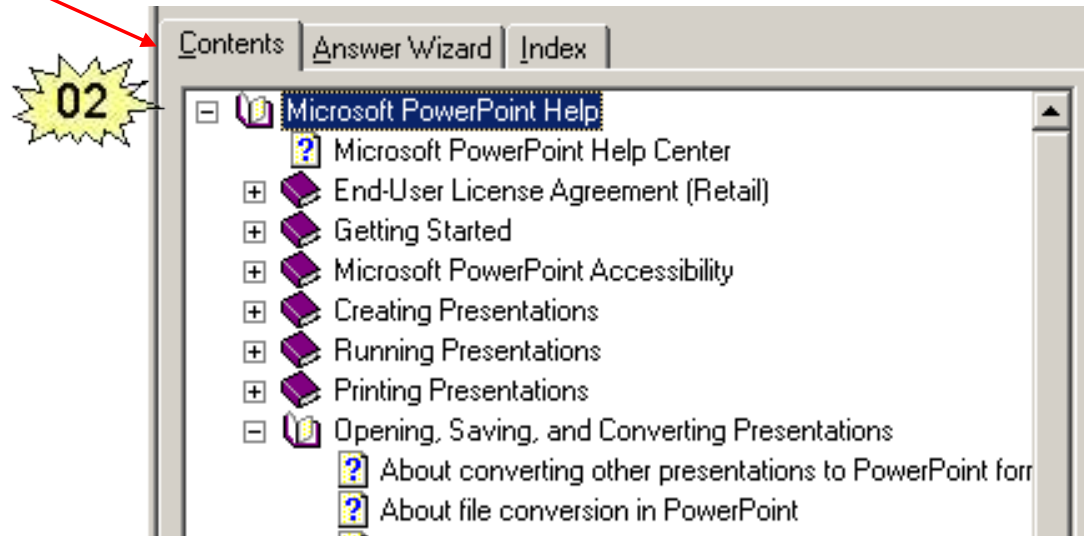
- Practice giving your presentation & record the slide timings.
- Record your narration as part of the slideshow.
- Nice, but don't overuse these.
- Keeps a slide in the \*.PPT file, but Slide\_Show doesn't show it. While developing a presentation, it's good to "Hide" rather than "Delete" slides.

Download the [Customer Satisfaction Survey](#) – a good example of action buttons.

# The PowerPoint Menu Bar



- The HELP function (F1) is a nice, searchable electronic manual.



- Use the Contents tab to “Read the manual”
- Use Index to search for a word
- Use Answer Wizard to ask a free-form question


# Get Tutorials off the Web

Several companies have free, down-loadable, courses / tutorials.

<http://www.presentersuniversity.com/>

<http://www.soniacoleman.com/Tutorials/tutorials.htm> (see HyperSnap)


- Get Microsoft's PowerPoint Tutorial from

<http://www.microsoft.com/education/PPTTutorial.msp> . Note that this looks like a hyperlink, but when PowerPoint is editing it does not work. To make the hyperlink work, you must be in a “Slideshow”. To start Slide\_Show, press F5, or select >View >Slide\_Show, or click the icon  . Note: the 1<sup>st</sup> two methods start at slide 1, the last starts at the current slide – so use it.

- Download the “Instructor Presentation”: Click the hyperlink (this starts IE), once the web page loads, scroll down until you see Instructor Presentation (945 KB Microsoft PowerPoint file), right-click it, then “Save Target As” and call it “PowerPoint2002.pps”.

- Exit IE, then exit the slideshow by pressing the “Esc” key.

# Microsoft's Tutorial

- A “pps” (PowerPoint Slideshow) extension causes a different behavior when a file is double-clicked in an Explore window. PowerPoint is still used, but the file opens in the Slide\_Show view.
- In this 1st lesson, we're only going to look at the 1st two topics (3 slides) of this tutorial.
- Open “PowerPoint2002.pps”: two possible methods
  - from PowerPoint >File >Open (note the different icon  for pps files). Then press F5 to start the SlideShow (use this one)
  - from an Explore window, you also could have just double-clicked “Microsoft Tutorial.pps”.
- In either case, there will be one copy of PowerPoint running, but it's handling two PowerPoint presentations. Each presentation has its own task bar icon. Switch to a presentation by clicking the task bar icon, or from PowerPoint use >Window .



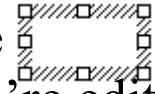


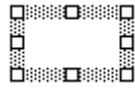
# To Create A Presentation

(Microsoft's Tutorial)

- Open PowerPoint. In the task pane under **New** select **From Design Template**, and then click **OK**.
- In the Slide Design task pane, click the design template you want to use by selecting the appropriate thumbnail (**Global** for this workshop). To see the name of the template, hover your cursor over the thumbnail and a Tool Tip will reveal the name of the template.
- Click in the box that says **Click to add title**, and then type the title for your presentation (for example, *Welcome to Your Online College*).
- Click the box that says **Click to add subtitle**, and then type the subtitle of your presentation (for example, *A Global Educational Experience for Students in Your Career Area*).
- From the **File** menu, click **Save**, and then enter a file name for your presentation (for example *welcome1*). Click **Save** again to save your file.

*For more on templates, see Lesson 1 of "HP\_PowerPoint\_Course.doc"*

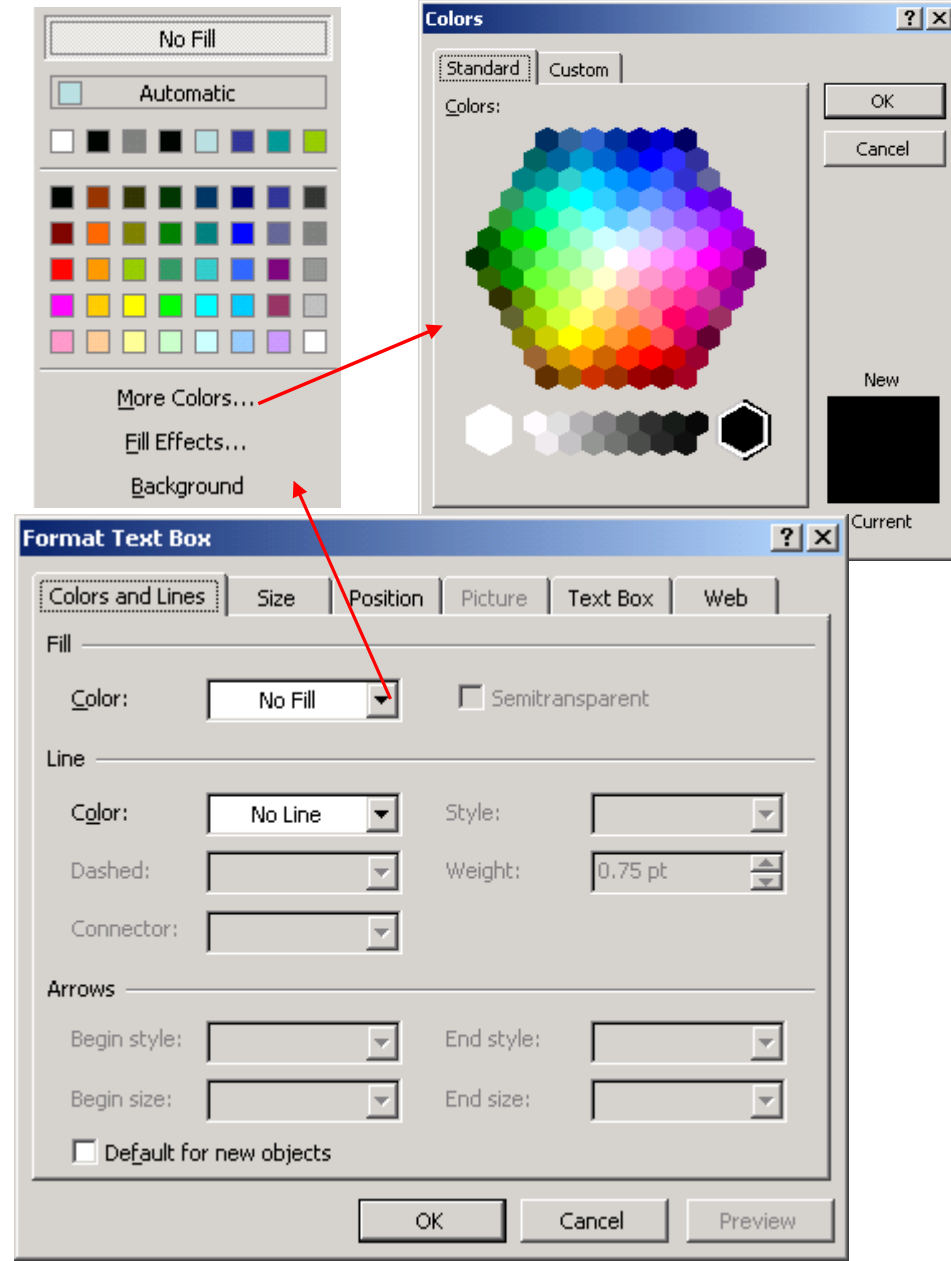
# TEXT Boxes

- The “Add Title” and “Add Subtitle” in the previous slide were examples of Text Boxes. You can add a text box anywhere with >Insert >Text Box (). At that point, the cursor becomes a (  ). Place it where you want a corner of the box to be positioned, then drag to the opposite corner.
- Now you have something that looks like . Note the diagonal cross-hatch of the border. This means that you’re editing the text of the box – and not its other properties. The box has a blinking “text insertion” cursor (  ). Insert text by typing.
- Select text within the box (a subset, or all of it) by clicking & dragging. The selected text is highlighted.  Font “type”, “size”, “color” & “effects” tools now apply only to the highlighted text. Click-and-drag to move highlighted text within the box.
- Clicking on the text box border changes the cross-hatch to a dot-grid.  Font tools now apply to the whole box. The “Delete” key deletes the entire box. Double-click the border (or right-click anywhere in the text box) to access “Format Text Box”.



# Format Text Box – Colors & Lines

- In the “Format Text Box”, the first “Tab” is “Colors and Lines”.
- “No Fill” means that the text box’s background is transparent. Set the background to a color by clicking on that color.
- “More Colors” gives many more options, and the custom TAB allows you to set the color numerically.

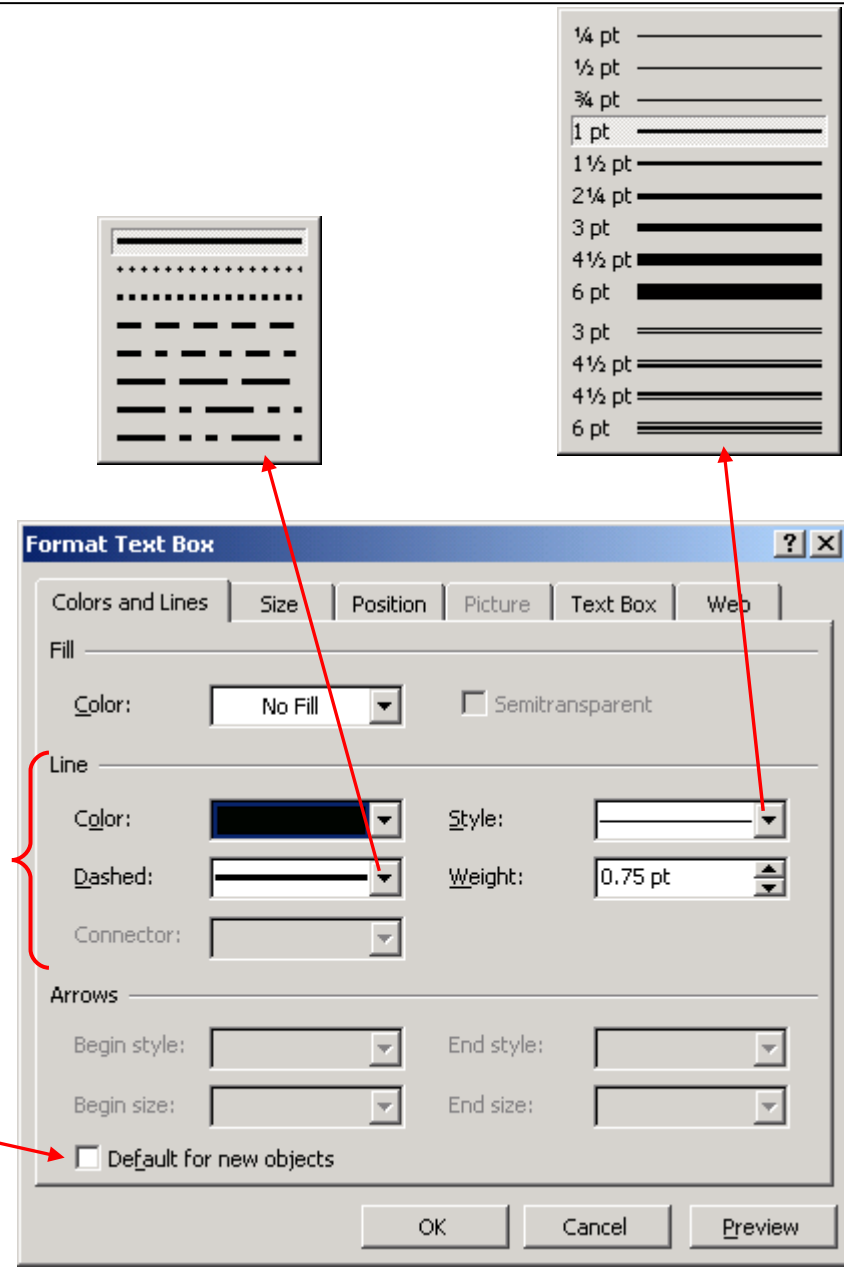


# Format Text Box – Colors & Lines

“Line” controls the box’s border. Color controls are similar to those for Fill.

“Dashed” offers solid / dotted / dot-dash options. “Weight” specifies line thickness. “Style” offers single / double / triple line options (and some Weight choices).

Make the current set of options the default for new text boxes. (???)



# “Default for New Objects” Fails??

A chat-room question concerned this “failure” in PP2003. Microsoft’s response was: The behavior is slightly different depending on the type of shape selected when the command is chosen and the type of tool used to draw objects after the defaults have been changed. For example, for single Arrow lines, you can specify the defaults for the arrowhead, line color, thickness, style, but the basic “nature” of the tools is that, regardless of whether it’s the beginning or ending arrowhead that was defined as the “default”, the arrowhead will ALWAYS be applied at the end of the line when a new arrowhead.

Similarly, if you change the default fill color of shapes using the same procedure it will have no effect on new text objects since, even though they are shapes, the “nature” of text boxes is that they are not filled so they are always created that way (regardless of what the defaults are for object fill color). **You’re simply running into where one of the built-in “natural” behavior for new object creation trumps the default formatting.**



A workaround might be to use the Double Arrow line tool since the “natural” behavior for this tool is to respect both the default begin and end styles. So, for example, you could specify a beginning style with the arrowhead style that you want at one of the larger begin sizes and an end style with the Diamond Arrow style (something OTHER than the “No Arrow” style) with end size of Arrow R size 1 and set that as your default for new shapes and use the Double Arrow tool to draw your arrows.

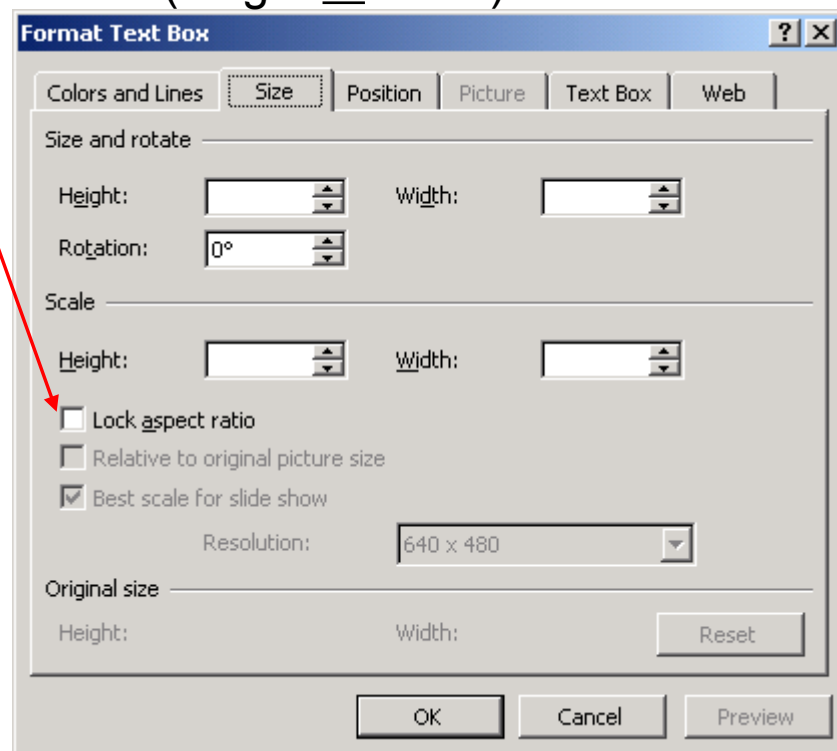
John Langhans - Microsoft Corporation, Supportability Program Manager

# Set Default AutoShape Formatting

- As described by Microsoft in the previous slide, the “Default for new objects” often doesn’t work. Here’s another way to set default formatting for text boxes (or any AutoShape) so that any new boxes you add will automatically be formatted just the way you want them.
- Add a text box (or any other simple shape).
- Format it to taste--change its fill color, line color, line thickness, or any of the other options available in the Format AutoShape dialog box or the Drawing toolbar.
- Once you have the shape formatted just the way you want it (and any shapes you draw afterward), right-click the shape.
- Choose **Set AutoShape Defaults** from the pop-up menu.
- Any new shapes you draw, including AutoShapes, will automatically take on the default formatting you just specified--until you change it again.

# Format Text Box – Size


- A “Text Box” can be re-positioned & re-sized graphically: drag the border to re-position, drag the resize controls .
- The “Format Text Box” Size tab allows you to set it numerically in multiple ways.
  - “Size” lets you set the height & width directly.
  - When “Lock Aspect Ratio” is set, you only set one (height or width). The other dimension tracks the change.
  - “Scale” lets you make changes in %.
- “Rotation” will rotate the entire text box by the specified # of degrees. This can also be done graphically using the  icon.



# I Can't Increase The Height !?!?

- With one of PowerPoint's Callout AutoShapes, no matter how you drag the resize handles, you can't get its height to change, though you can change its width.
- This happens when the Callout shape has the “Resize AutoShape To Fit Text” option enabled, either for the shape itself or because the shape inherited this setting from PowerPoint's defaults for new objects.
- To change this so you CAN resize the shape freely:
  - Double-click the shape to bring up the Format AutoShape dialog box.
  - Click the Text Box tab .
  - Deselect the Resize AutoShape To Fit Text option.
- If you want to make sure that other shapes don't have this option turned on automatically:
  - Click the Colors And Lines tab.
  - Select the Default For New Objects option. Click OK.



# Working with “Fonts”

• Access with >Format >Font [  ]. If a non-text item is selected, Font will be grayed out.

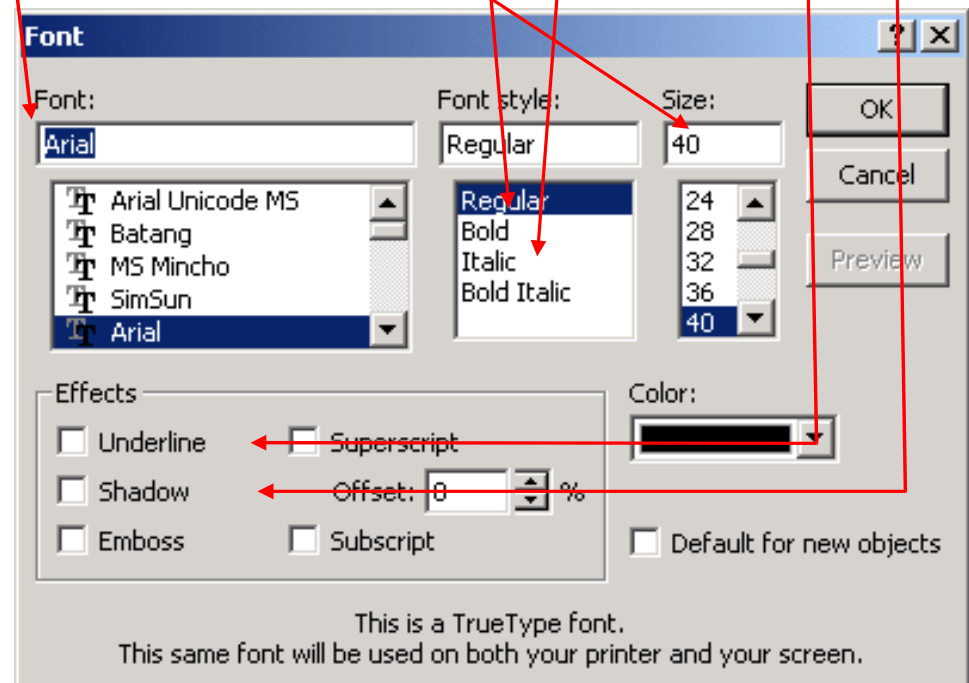
• There are pull-downs for setting the font (type), style, size & color – and check boxes for some “Effects” options. Most of these are also accessible via icons on the “Formatting” tool bar.




• Font size will have to be large to see the “Shadow” effect.

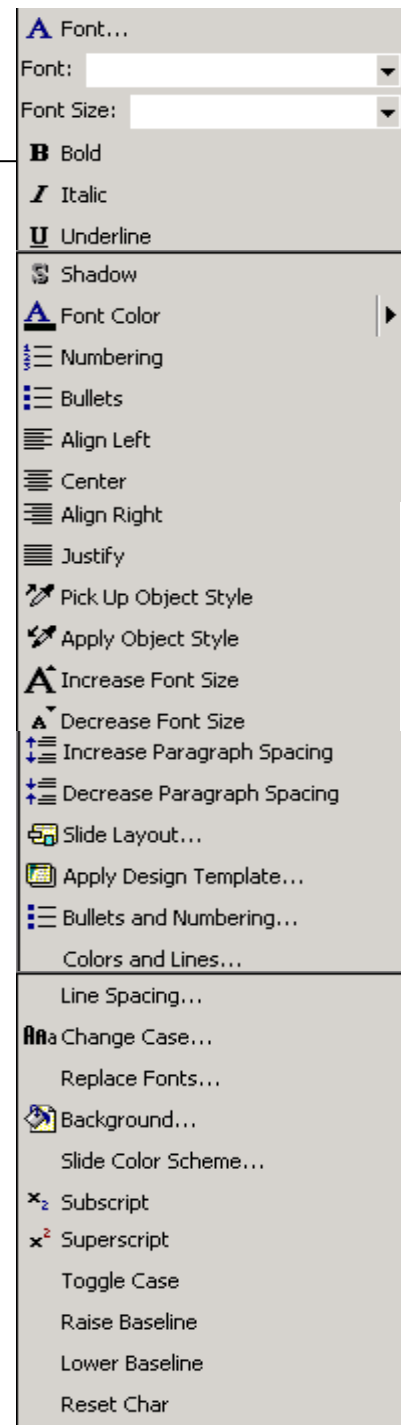
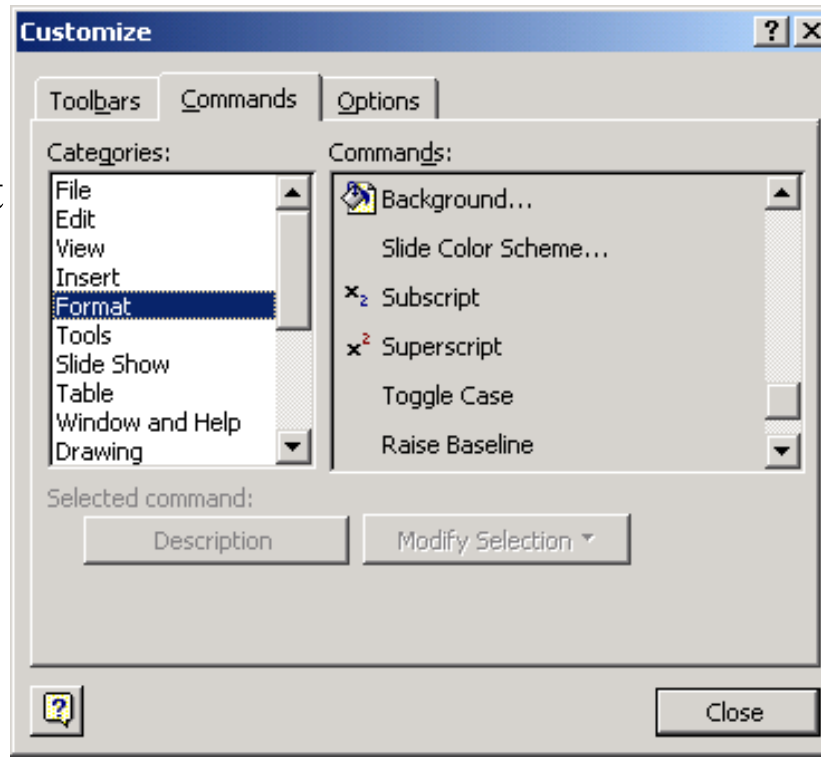
• A common way to set font properties is by cloning those from an existing string of text with the “Format Painter” tool [  ]. Select a string of text and click the Format Painter icon. The cursor changes to . Drag this across another string of text to set its properties.

• Double-clicking  keeps the mode active until pressing Esc.







# Customizing Tool Bars

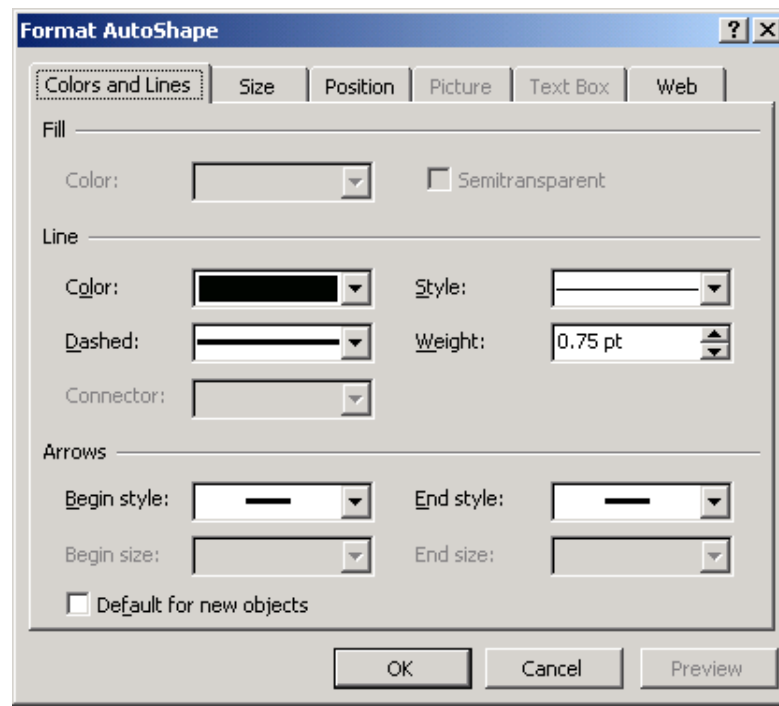
- Some features are used a lot in certain types of presentations (e.g. superscripts in scientific topics). Yet a superscript takes 3 mouse actions (>Format >Font Superscript).
- You can add the superscript icon  to any tool bar with the >Tools >Customize Commands\_tab. Highlight “Format”, then scroll down until “Superscript” is visible (you may have to search through each “Category” before finding that Superscript is under “Format”).
- Drag the Superscript icon to any position on any tool bar. Setting the Superscript font property is now a single mouse click.
- To remove an item from a tool bar, go to >Tools >Customize Commands and then drag the icon off the tool bar.








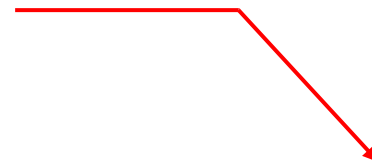
# Working With Lines

- “Lines” are separate objects (unlike an underscore, they are not a property of some other object).
- Add a line to a slide with the Drawing tool bar’s  icon. The cursor becomes . Then click at the “begin” position, and drag to the “end” position.
- Reposition it (maintaining its length and rotation angle) by click-and-drag.
- Change its length and/or rotation by first selecting it, and then click-and-drag on an end handle . As you drag it, the line pivots around the other end. If you also hold down the Cntl key, it pivots around its center.
- Right-click the line, and select “Format AutoShape”. This should look familiar (same as Format\_Text\_Box).
- The “Arrows” controls allow several options for a line’s Begin & End. The arrow icon (  on the Drawing tool bar) is just a standard line with its End defaulting to 1 of 3 arrowhead styles.



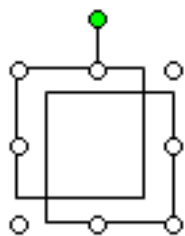
# “Edit-Points”

- **Lines** are actually “vectors” – a set of connected dots or “points”. A **line** initially has just 2 **points**.
- Right-click a line, and select **edit-points**. The line’s end-handle  is now filled in. That’s the “point” symbol.
- When you position the mouse over a point (hence “selecting” an existing point), the mouse icon becomes a . Positioning the mouse over a segment of the line that doesn’t (yet) have a point turns the mouse icon to  showing that you are about to add a new point. In either case, drag the mouse to position the (existing or new) point.
- Once in “Edit-Points” mode, right-clicking a line brings up even more pop-up options.
- You can now make arrows with dog-legs, such as:

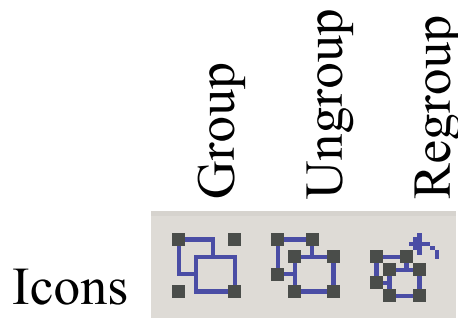


# Working With Groups

- You can “group” objects together into a new single object called a **group**.
- First, select multiple objects. You can do this by click-and-dragging a rectangle over a part of the slide (all objects completely enclosed are selected), or by any of the standard WINDOWS techniques (Shift+clicking, Cntl+A) . Some objects cannot be part of a group (e.g. a Title box).
- With multiple objects selected, Drawing tool bar >Draw >Group.
- With a group defined & selected, most of the functions we’ve covered can now be applied once to the group – affecting all of its member objects (e.g. reposition, resize, color, line width, rotation, ...).
- A group can be **ungrouped**.
- An ungrouped group can be **regrouped** (this is more convenient than you may realize).



a group

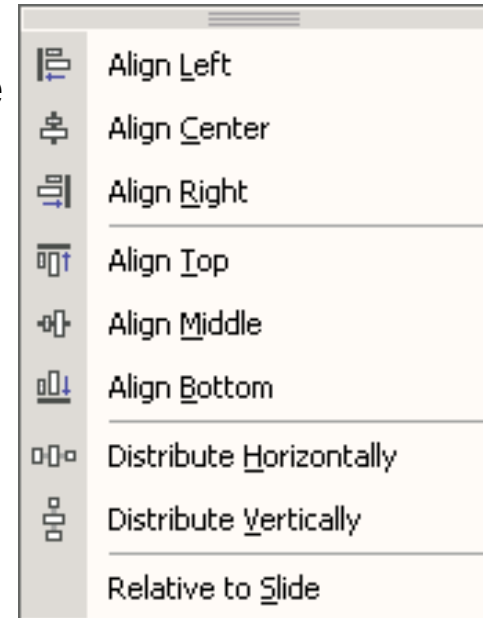


Icons

*You might want to add these to the Drawing tool bar*

# Positioning Groups of Objects

- You can position any object by click-and-drag. However, when working with multiple objects, other tools come into play.
- From the Drawing tool bar, select >Draw >Align\_or\_Distribute
- Horizontally, every **object** has a left-most coordinate, a right-most coordinate, and an average of the two (a center coordinate). With multiple items selected, the Align Left / Center / Right leaves the objects' size & vertical position alone, but changes the horizontal position of each to effect the alignment.
- The equivalent in the vertical axis is Align Top / Middle / Bottom.
- Distribute\_Horizontally leaves the left-most & right-most objects unchanged, but adjusts the horizontal position of all other objects. The distances between objects (not the centerpoints) are equally spaced.



# Adding Graphics

## (Microsoft's Tutorial)

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- Click **New Slide** from the **Insert** menu.    -or-  
Click the **New Slide** button on the Formatting toolbar to add a new slide
- In the Slide Layout pane, click **Title and Text Layout** (formerly Bulleted List). Remember that a tool tip will divulge the auto layout name if the cursor hovers over the object for a second.
- Click on the box that says **Click to add title**, and then type the title for that page (for example, *Education to Fit Your Schedule*).
- Click the box that says **Click to add text**, and then type two or three bullets (for example, *Access classes anytime anywhere, Convenient to your schedule, Education for people ON THE GO*).
- From the **Insert** menu, point to **Picture** and then click **Clip Art** to open the Insert Clip Art task pane.
- Type the name of the type of clip art you want, for example, type *Transportation* in the box under **Search For**, and then click **Search**.
- From the search results, click the thumbnail for the image you want to insert. The clip art will be inserted on the slide. To change the format of the graphic, double-click the image. From the **Format Picture** dialog box, you can adjust the size and position of the graphic. To undo automatic formatting, click the SmartTag in the lower right corner of the image, and select **Undo Automatic Layout**.
- From the **File** menu, click **Save** to save your work.

# Inserting a Picture

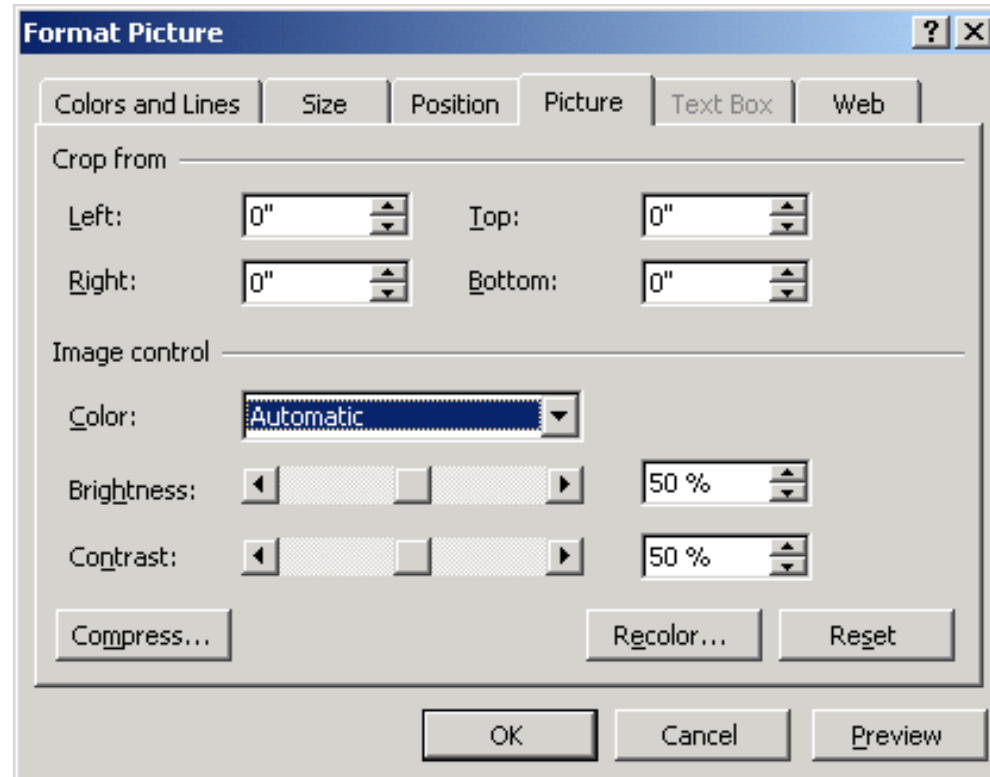
- >Insert >Picture >From File [  ]. Use “Thanksgiving.gif”



- Resize handles work; but to *keep the aspect ratio constant* only use the corners [this works for pictures but not for Text Boxes].
- Right-click, then “Format Picture” to bring up the (now familiar) Format Window. “Arrows” don’t apply, so they are greyed out. “Lines” work as with Text Boxes.
- The “Fill” function is similar to that for a Text Box – i.e. it sets the rectangular region’s background color. However, with a picture this region is usually completely covered with a foreground image. The only time Fill has an effect is if the picture includes the “transparent” color.
- The “Size” and “Position” tabs are the same as with Text Boxes, but the “Picture” tab is no longer greyed out.

# Format Picture – Picture Tab

- Cropping works, but:
  - you must hit “Preview” to see what’s happening; and
  - the cropped piece is merely hidden, it’s still in the PPT file.
- “Color” gives some rarely-used options.
- Brightness & Contrast:
  - must “Preview” to see
  - doesn’t affect the Fill color
- With what you’ve just learned, make the image look like.....





# Working with “Masters”

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- You might want to reference HP\_PowerPoint\_Course.doc, page 8. We’re only going to look at Slide & Title Masters.
- >View >Master >Slide\_Master. This brings up an editor. You may add objects (like new Text Boxes and images), but you only change the properties of the boxes with “Click to edit...”. Any change you make here is reflected on (almost) every slide.
- Change the color of the Title Box, and the bullet style of the Text Box. Then click “Close Master View” and note the effects. All of the Titles were affected, but only some of the bulleted text boxes – only those that were formed from the initial bulleted text box from the “New Slide”.
- Had I created some slides from the “Title Slide” layout, their Title Color would not have been affected. For that, you’ll need a “Title Master”.



# Title Masters

- Bring up the Title Master editor (>View >Master >Title\_Master). [ In  you use the Slide\_Master and then >Insert >New Title Master.]
- Add something distinctive – like a big image. Then “Close Master View”. You now have a layout defined for any slide that came from (or is re-assigned with) a “Title Slide” layout.
- For any slide, >Format >Slide\_Layout, and select “Title Slide”. Note the change. Now go back to layout for Bulleted List (called “Title and Text” in  ). Note that you won’t always get back to the original. Why not??

# ... but not for this slide!

Using “Masters” is a great way to save development time (and final file size). But, what if you don’t want certain slide(s) to have all the objects & properties of the Master? There are two options:

1. Start the slides you don’t want the (Slide) Master to apply to from the “Title” layout. Those slides are affected by the Title\_Master; or
2. Right-click the slide, and select “Background”. If the feature from the Master that you don’t want is the background (often the case), then just check the “Omit Background graphic from the master”. Then click “Apply”.

# Screen Captures

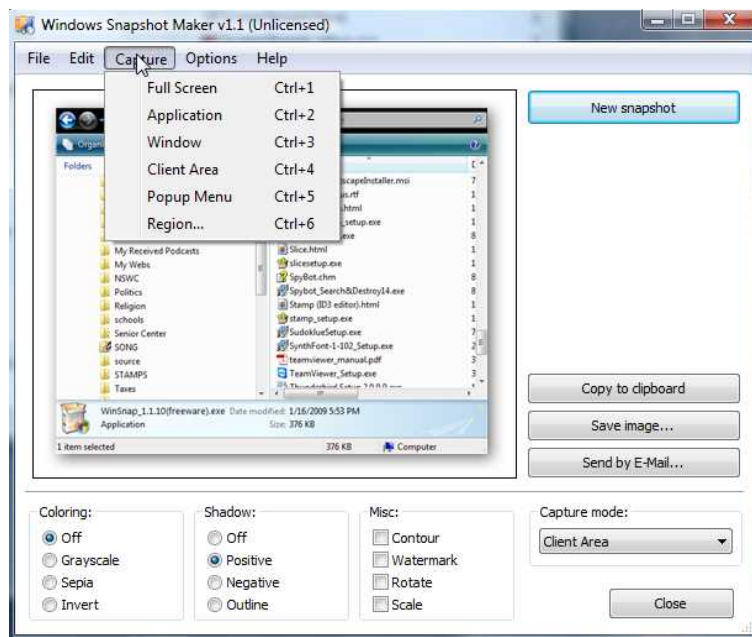
All versions of Windows allow for screen capture via the “PrtScr” key.

Unfortunately, this captures the entire screen – rarely desired.

Vista provides a “SnippingTool”, but this has many limitations.

A better solution is “WinSnap”. Version 1.1.10 is freeware, and is available at:

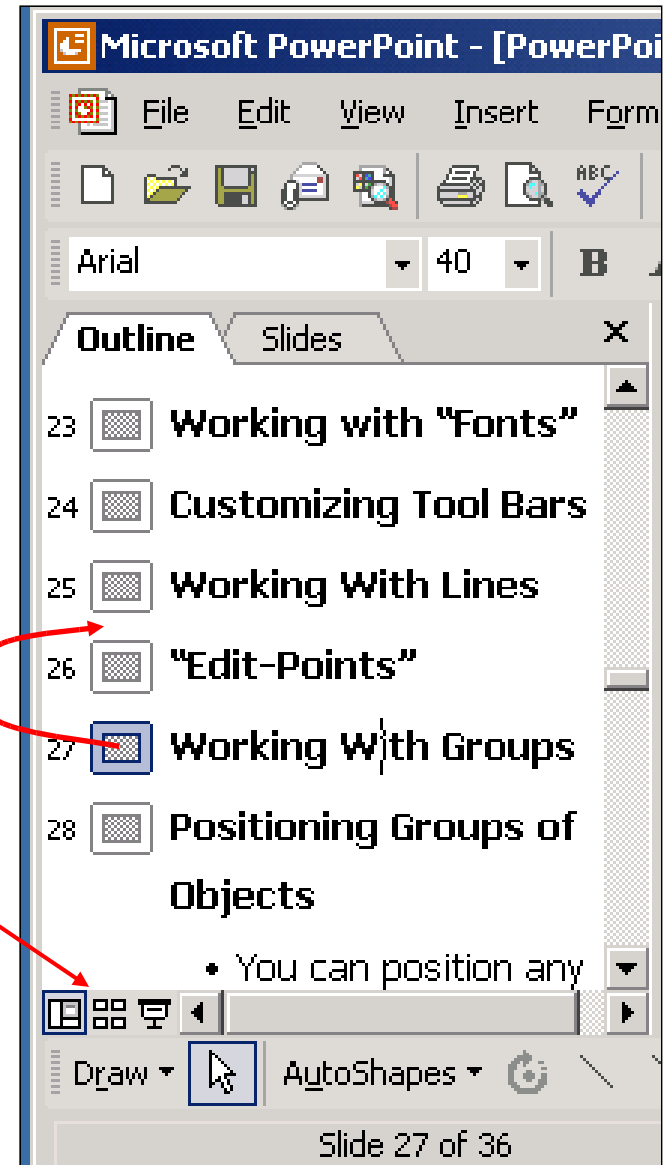
[http://www.filehippo.com/download\\_winsnap/2173/](http://www.filehippo.com/download_winsnap/2173/)



WinSnap has many capturing options, including, Full Screen, Selected Windows, and Arbitrary Region. Captured images can be saved in BMP, JPG, PNG, GIF and TIF formats.

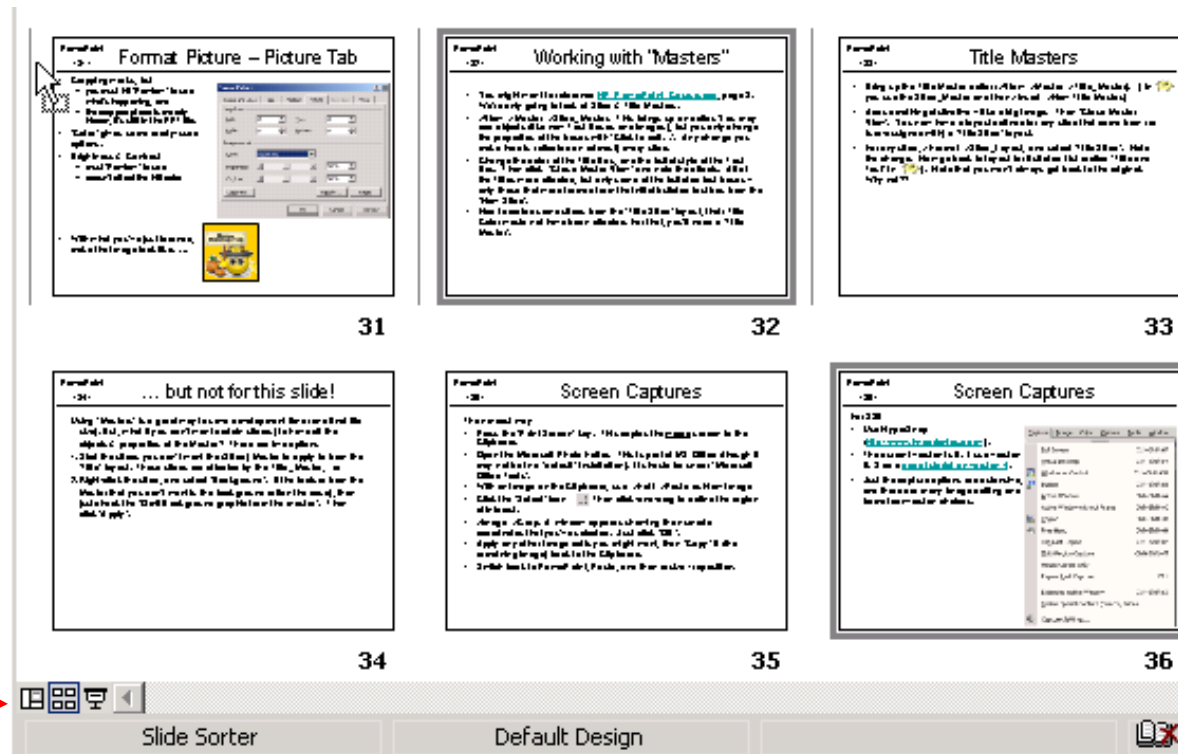
# Arranging Slides

- Use the Outline Pane. Click-and-drag the icon of the slide you want to move to its new position (e.g. drag 27 above 26)
- I prefer to use the Slide Sorter. You get there with >View >Slide\_Sorter, or just click its icon.




# Slide Sorter

- Select the slides (*or slides*) to be moved using any of the Window techniques [e.g. click a single slide, Shift-click, Cntl-click, click & drag a region]. Selected slides need not be contiguous.
- Click & drag the selected region (highlighted) to its new destination. In this example, the new order will be ...30, 32, 36, 31, 33, ...
- You can use the Zoom control to determine how many slides are shown.
- You can right-click a slide, and then “Hide”.
- Return to the “Normal” view by double-clicking a slide, use >View >Normal or the icon.




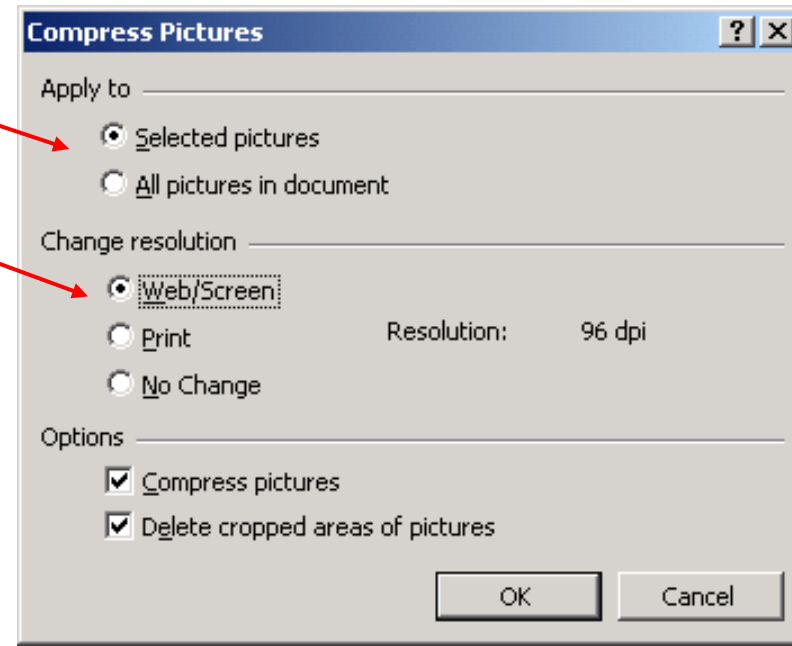
# Photo Albums with PowerPoint

## Suggestions:

- Go to >View >Master, and create a Title (or a non-Title) master.
- Set the background color (BLACK). Set the text size and color (WHITE). Position the text box.
- Delete the other boxes (Date, Page number,...).
- Customize the Drawing toolbar to include .
- Touch up pictures (e.g. with Photo Editor). Crop, brightness, contrast.
- Start building the photo album. For each new slide, just insert the photo, resize & position it, add the annotation, and then bring the annotation to the front.
- If the photo fills the screen, you might try positioning the annotation over some solid-color region of the slide (e.g. clear sky), and then changing the text color to contrast with it.

# Resolution of Inserted Pictures

- Most digital cameras are capable of multi-megapixel resolutions. A 5-megapixel camera (with a 4x3 aspect ratio) has a 2600 x 1900 resolution. But most computer screens only do 1024 x 768.
- You can use freeware such as [XnView](#) to reduce the resolution of all your pictures in a single “batch” operation. Or,...
- After over-sampled pictures are inserted and your PowerPoint presentation is “done”, turn on the Picture toolbar (>View >Toolbars >Picture). Then select the Compress Pictures icon  .
- Select which pictures are effected, and their final resolution.
- Click OK. Your presentation should not look any different, but the \*.ppt file may be much smaller, and slides will advance more rapidly.

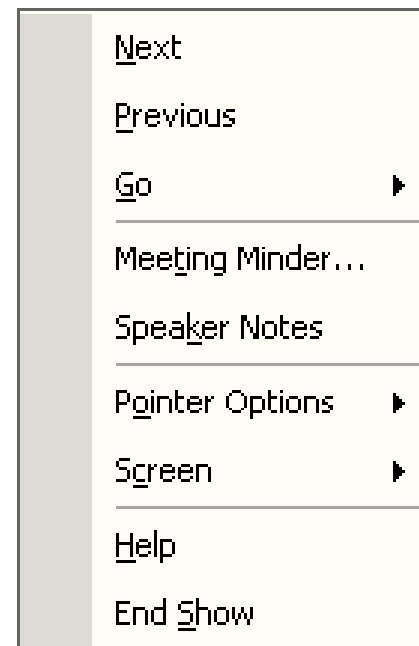


# Slide Show Navigation

see HP\_PowerPoint\_Course Lesson 5



## Navigating through a Slide Show:

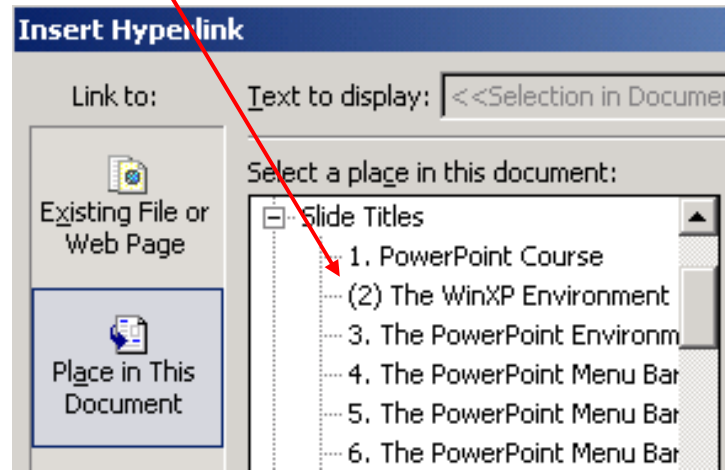
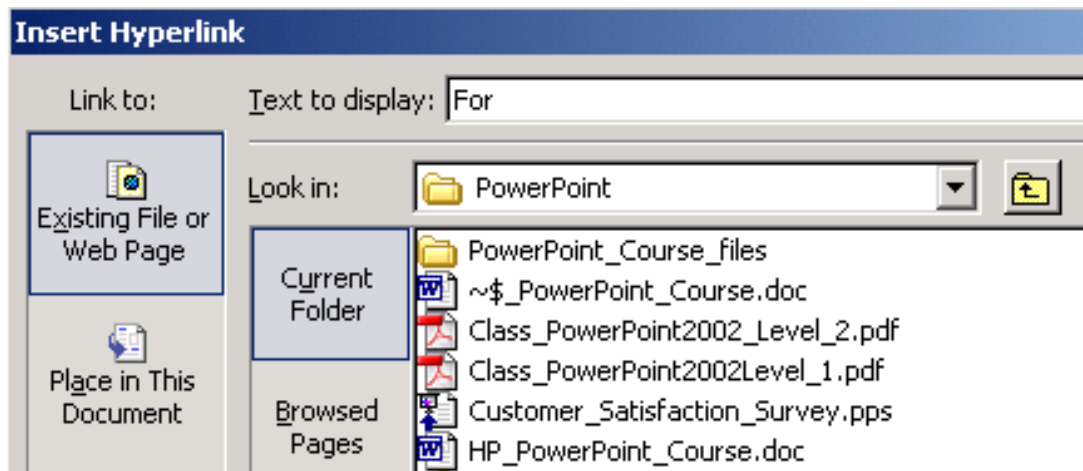
- Click the left mouse button, press Enter, the spacebar, or the right or down arrow to move forward.
- Press Backspace or the left or up arrow to move one slide backward.
- Right-click to display a shortcut menu, from which you can select Next, Previous, or Go to Slide (and then pick a specific slide).
- Press W or comma (,) to make the screen white, press B or period (.) to make the screen black. Press <ESC> to return.
- **Navigational controls:** underlined text, a clickable graphic or an action button that contain hyperlinks. When you click a hyperlink, it displays some other page, slide, or file.





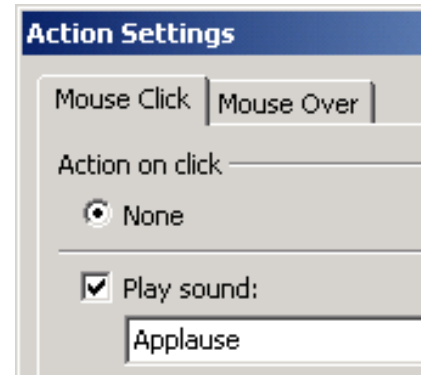
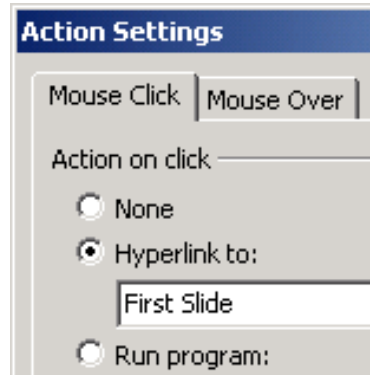
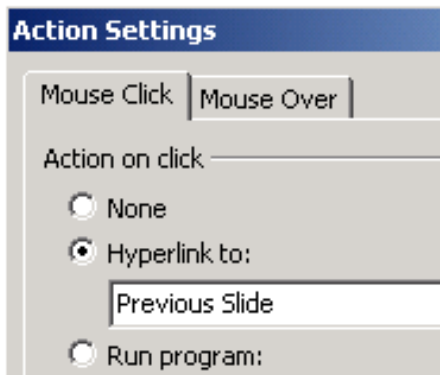
# Navigational Controls - Hyperlinks


- **Underlined text:** for a Web or e-mail address, simply type it, and PowerPoint automatically turns it into a live hyperlink.
  -  >Tools > AutoCorrect Options >Format as you type, checkbox for “Internet and network paths with hyperlinks”
- For a text [hyperlink](#) to something other than a Web or e-mail address, or for a text hyperlink in which the visible text is different from the address, select the item to be linked then use  / >Insert >Hyperlink / (Cntl-K). [do not use >File >Properties >Hyperlink\_Base]. The target can be a **Hidden** slide. You can even add a Screen Tip!



# Navigational Controls - Action Buttons

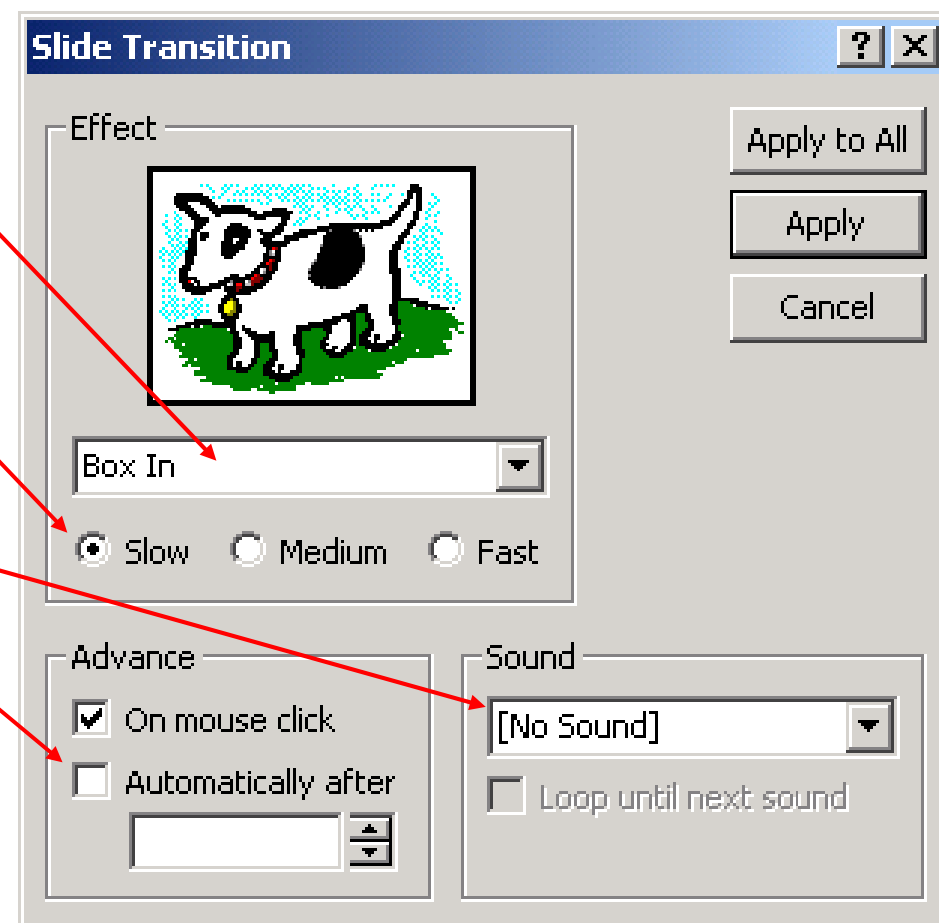
- Invoke with >Slide Show > Action Buttons (or >AutoShapes > Action Buttons). Select a button.
- Click-and-drag a region to place the Action Button. Different buttons have different default actions.




- For viewing slides, options include “Last Viewed” (“Previous Slide” ).
- In addition to “Mouse click”, there are triggers for “Mouse Over”.
- To make any **figure** behave as an **action button**, right-click it and select “Action Settings” (not “Hyperlink”).

# Slide “Transitions”

- “Transitions” set the way a slide is replaced on the screen with the next slide. The default is “No Transition”.
- Invoke with >Slide\_Show >Slide\_Transition (or from Slide Sorter View, right click the slide).
- Pulldown gives many options
- Set the speed of transition
- Optionally add:
  - a a sound (see next slide)
  - an auto-advance  
(Time displays in the Slide\_Sorter)



# Adding Sound

- Adding a sound via “Slide Transition” limits you to the one format PowerPoint can play (\*.wav). The sound will play to completion, even if the slide advances. A later slide can force the sound to stop by setting its sound dropdown menu to [Stop Previous Sound].
- A more flexible approach is >Insert >Movies & Sounds >Soundu from File You then can select a sound from several formats (including \*.mp3). An icon  is placed on the slide and you are prompted if you want the sound to start when the slide appears – or only after you click the icon.
  - The sound is linked to (i.e. is not included in the \*.ppt file). During a slideshow, the sound must be wherever it was when the icon was inserted.
  - The computer running the slideshow must have a playback application installed.
  - If you want the sound to start automatically but don’t want to see the icon, just drag the icon off the slide. It is still part of the slide, but will not display.
  - You can also right-click the icon, >Custom\_Animation. The sound is then treated as one event in a slide’s animation scheme. You can loop the sound indefinitely. [Note: this appears to be a parallel control path, so you might end up triggering the sound twice].

# Adding Video

Add video in a similar fashion:

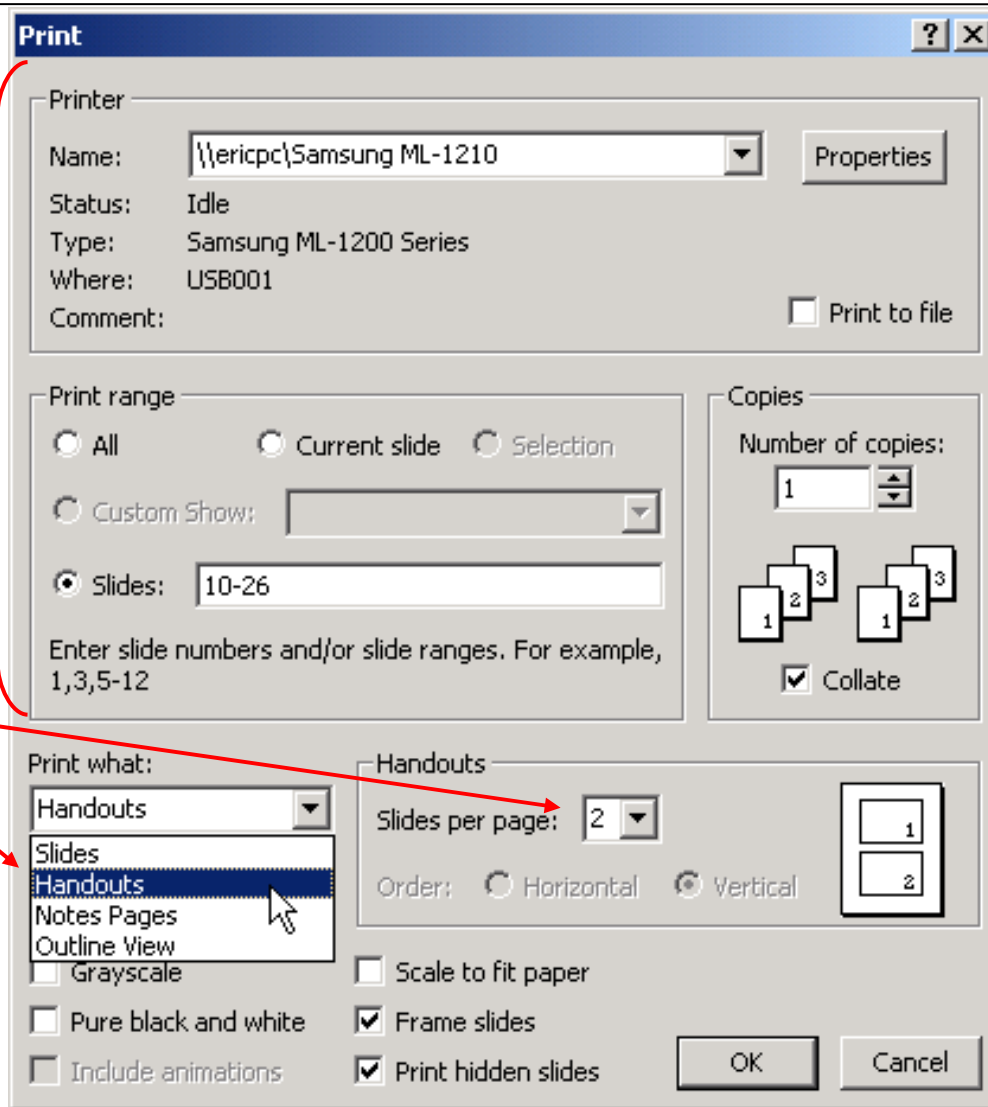
- Insert >Movies & Sounds >Movie from File.
- If PowerPoint plays the video, it will place a box on the slide where the video will play. You can resize this box (and may distort the aspect ratio). Clicking the box will toggle playback (play / pause).
- If an external application (e.g. QuickTime) plays the video, PowerPoint starts the external app, and control is switched to it.
- You can also use the Action Settings on an object (e.g. an Action Button). Set “Run Program” to the video file. When the button is triggered (Mouse Click or Mouse Over), the external player should be launched.



*Note: when relying on an external application to play a sound or video clip, behavior can quickly become “installation dependent”.*


# Printing Handouts

- >File >Print
- Much of the window is common to all MS Office components.
- Select “Handouts”, and then the # of slides per printed page.
- Portrait / Landscape is set under >File >Page Setup
- Other details of the Handout can be controlled with >View >Master >Handout Master



# Play It Elsewhere

To play your Slide Show on another computer:

1. Copy the PowerPoint file and all associated files. This method assumes that you know exactly which files are related, and that the other PC has PowerPoint on it and all the necessary fonts.
2. Use Pack & Go or Package for CD  . This copies all required files (plus a PowerPoint viewer) to any disk.
3. Use Save as Web Page. This creates a new sub-directory and fills it with the HTML & image files needed to make your presentation content viewable with a web browser. With newer versions of PowerPoint, this “web view” is getting pretty close to a “Slide Show” view. This is a great way of using PowerPoint to create a web site.

Data sizes:            original PPT file =            .70 MB

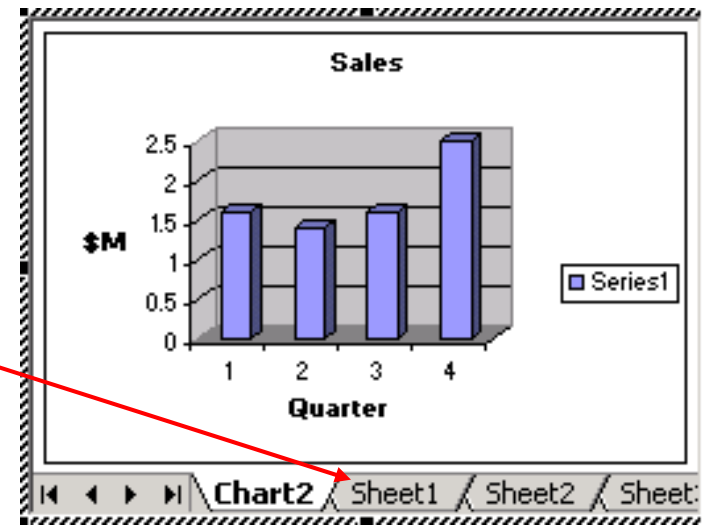
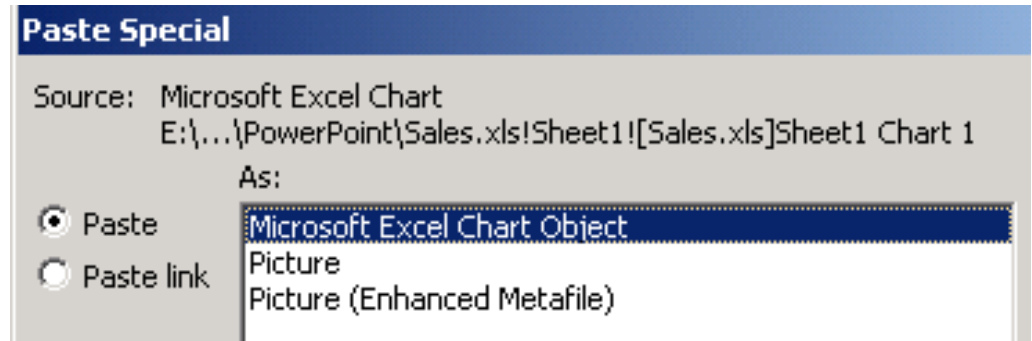
                         Pack & Go = 3.27 MB

                         Web Page = 1.43 MB  (my PP2000 crashed!)

# Inserting Data with “OLE”

(Object Linking & Embedding)

- Start Excel. Open “Sales.xls”. Select (i.e. click on) the chart. Note that the data range is also selected. Copy it to the clipboard (Cntrl-C).
- Return to PowerPoint.  
Do a Paste\_Special.
- Selecting either Picture Option results in a “normal” image being inserted.
- Select “Microsoft Excel Chart Object”. The result looks just like it did when a picture was pasted. But now, double-click the chart.
- You have actually started a piece of Excel, and are operating on the Excel data that was embedded into your PowerPoint slide. You can now (for example) click on the Sheet1 tab, edit the numeric data, and then return to the (newly updated) chart.

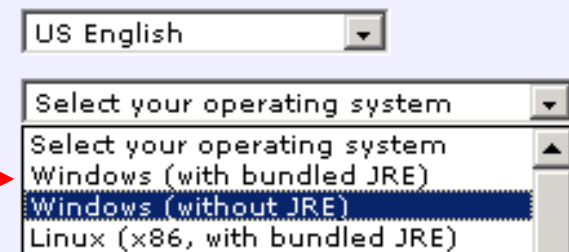




# PowerPoints Costs – and Alternatives

- PowerPoint - and MS Office - are “pricey”. Best Buy’s prices:
  - MS Office Standard 2003 = \$399, Upgrade = \$239.
  - PowerPoint 2003 Upgrade = \$99.
- Alternatives:
  - A PowerPoint viewer is [free from Microsoft](#).
  - Take a look at [Open Office](#) – a fully functional, totally free office suite. Open Office requires that your computer have Sun’s “Java Run-time Environment” or JRE. The JRE can be included in the Open Office download.

3. Select a download site on your computer that does not work, or you don't know how to carry OpenOffice.org.



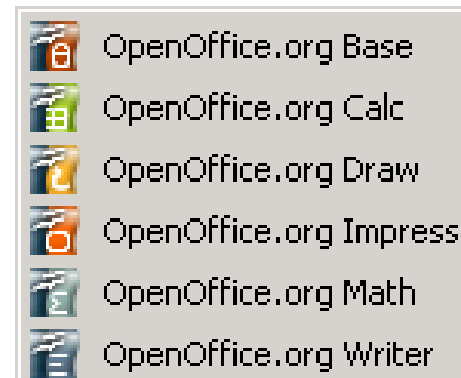
Access <> Base

Word <> Writer

Excel <> Calc

Eq. Editor <> Math

PowerPoint <> Impress Photo Ed <> Draw



# Impress – from Open Office

The screenshot shows the OpenOffice.org Impress application window. The title bar reads "PowerPoint\_Course1 - OpenOffice.org Impress". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar contains various icons for file operations, editing, and presentation controls. The left sidebar shows a "Slides" panel with thumbnails for slides 48, 49, and 50. Slide 50 is selected and shows the current slide content. The main slide area displays the following text:

PowerPoint  
- 50 -

**PowerPoint Costs – and Alternatives**

- PowerPoint (and MS Office) is "pricey". Best Buy's prices:
  - MS Office Standard 2003 = \$399, Upgrade = \$239.
  - PowerPoint 2003 Upgrade = \$99.
- Alternatives:
- A PowerPoint viewer is [free from Microsoft](#).
- Take a look at [Open Office](#) – a fully functional, totally free office suite. Some of its features (?? which ones) also require that your computer have Sun's "Java Run-time Environment" or JRE. The JRE can be included in the Open Office download.
- The entire Open Office installation file is only 78 MB (way smaller than MS Office).

Below the list, there is a table of software equivalents:

Access <> Base	Word <> Writer
Excel <> Calc	Eq. Editor <> Math
<u>PowerPoint</u> <> Impress	Photo Ed <> Draw

On the right side of the slide, there is a small inset window titled "3. Select a download site on your does not work, or you don't know carry OpenOffice.org." with a dropdown menu showing "US English" and a list of operating systems: "Windows (with bundled JRE)", "Windows (without JRE)", and "Linux (x86, with bundled JRE)". Below this, there is a list of download links for various OpenOffice.org components.

The right sidebar shows a "Tasks" panel with "Master Pages" and "Layouts" sections. The "Layouts" section shows several slide layout thumbnails. The bottom status bar displays the coordinates "10.42 / 5.93", the zoom level "52%", and the slide number "Slide 50 / 51".

*If you know how to use PowerPoint, you know how to use Impress.*

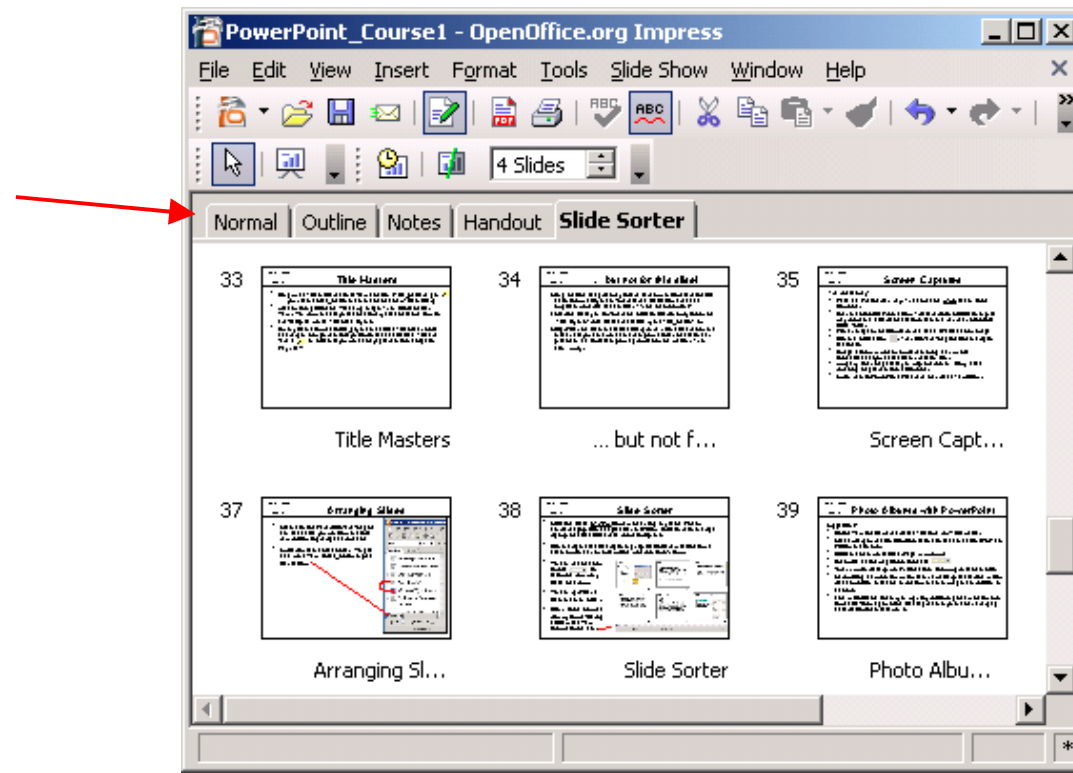
# Impress

- Reads & writes PowerPoint formats. May lag one release behind Microsoft. The current Impress (v3) does handle Office 2007 (the latest MS version).



- The GUI is about as close to PowerPoint as copywrites will permit.

- Use tabs for different views.



# Impress Features not in PowerPoint

Adds several new “tools”.

- >File >Export. The entire presentation can be formatted as an Adobe “Portable Document Format” (\*.pdf) or Shockwave (\*.swf) file.
- >Insert >Special Characters. This integrates what we learned to do with Character Map.
- >Tools >Eyedropper. Can edit the colors of inserted bitmap & metafile images [must save as \*.odp – not \*.ppt].
- >Tools >MediaPlayer: an embedded player
- Upper left handle controls rounding.

