

Getting Started with

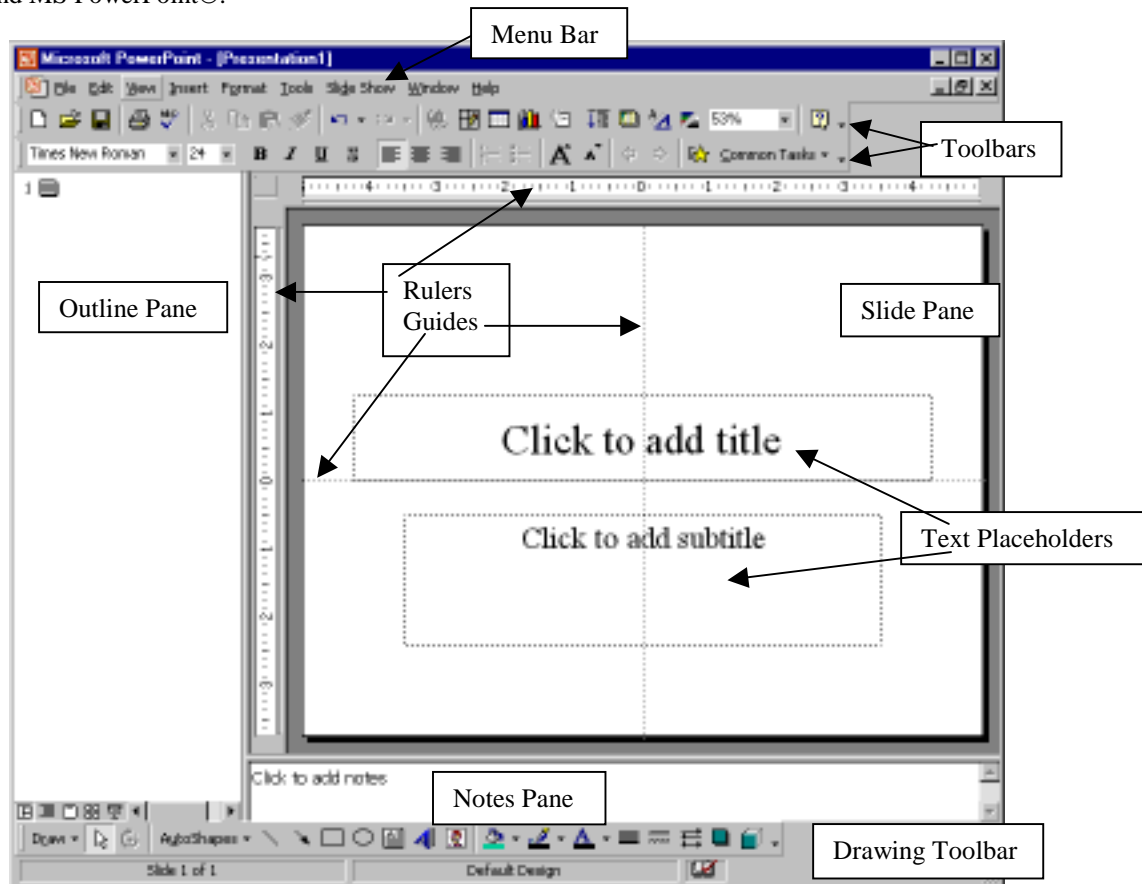
**Microsoft
PowerPoint 2000®**

By

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Effectively communicating your ideas, points, proposals, or positions is critical in today's information overload environment. Effective communications encompasses clarity of thought and focus developed for a specific audience. Microsoft's PowerPoint 2000® provides a means to rapidly and easily develop presentation aids to assist or facilitate the potential for effective communications.

Based on the techniques, tools, and procedures common to all Microsoft Office® products, the integrated nature of MS Office provides you an easy transition to PowerPoint®. The screen you see is the PowerPoint® window in normal view. As you can see, many of the features are functionally identical between MS Word®, MS Excel®, and MS PowerPoint®.



Now that you can see the similarity of the PowerPoint® desktop to the other integrated applications in Microsoft Office® we can start from the beginning creating a multi-slide presentation. To the greatest extent possible, you should use the preformatted slide layouts as this will enable you to take advantage of advanced presentation features of PowerPoint® with minimal effort.

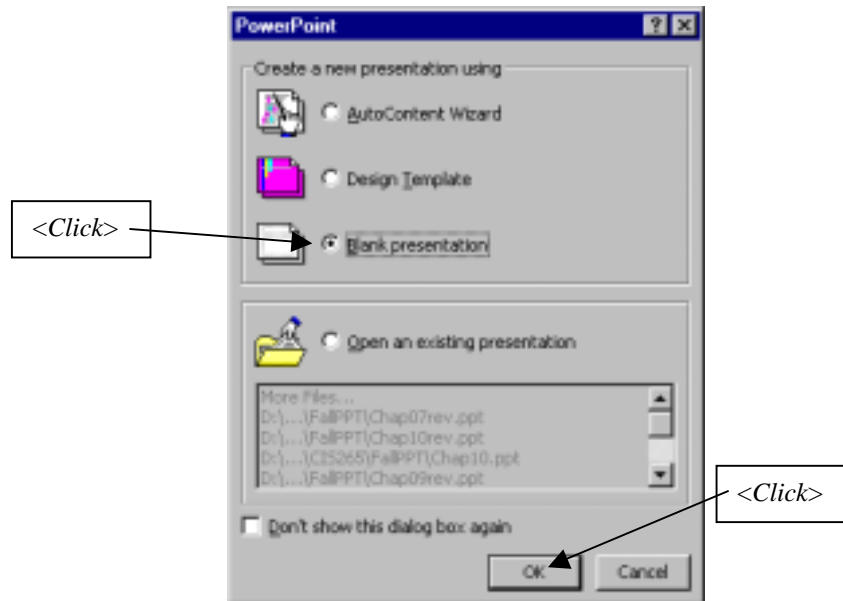
When you start PowerPoint®, the application gives you the option of opening a previously created presentation, creating a new blank presentation, or using a presentation wizard to create a new presentation. Selecting the Presentation Wizards starts a series of steps where PowerPoint® creates for you a multi-slide presentation with suggested content slides and the types of information you should address.

Selecting the Blank Presentation option enables you to begin creating your presentation in a plain, uncomplicated mode, where you must provide all input. The first slide format you will be offered is the Title Slide as PowerPoint has been programmed to start each new presentation with a Title Slide.

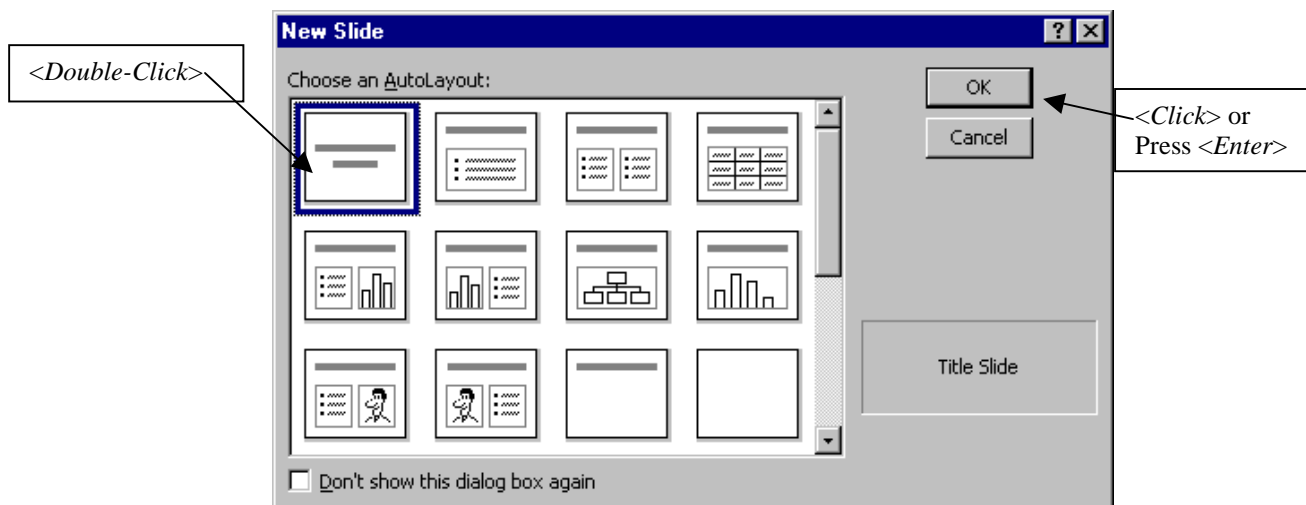
At this point it is probably useful to express a caution to you as a new PowerPoint® user. Less is more. While PowerPoint® has all the necessary tools to create incredibly sophisticated slides, simple, uncluttered, direct and to the point slide are often much more effective in communicating without the user getting overwhelmed or lost in the mechanics of your presentation. A good technique to use in determining just how much you put on a single slide while you are learning the software is to write out your slides on 3x5 index cards before you type them on the computer. After you have written on the card what you want on the slide, hold the card at arm's length. Can you

read all of the text you have written? If you can, then you probably are OK. If you have written so much material that you had to write very small and cannot read the words at arm's length, you are probably trying to put too much on one slide.

After you start PowerPoint®, the first decision you have to make is how start your new presentation, by choosing a Wizard or blank presentation. <Click> on Blank Presentation to select it and then <Click> on <OK>.

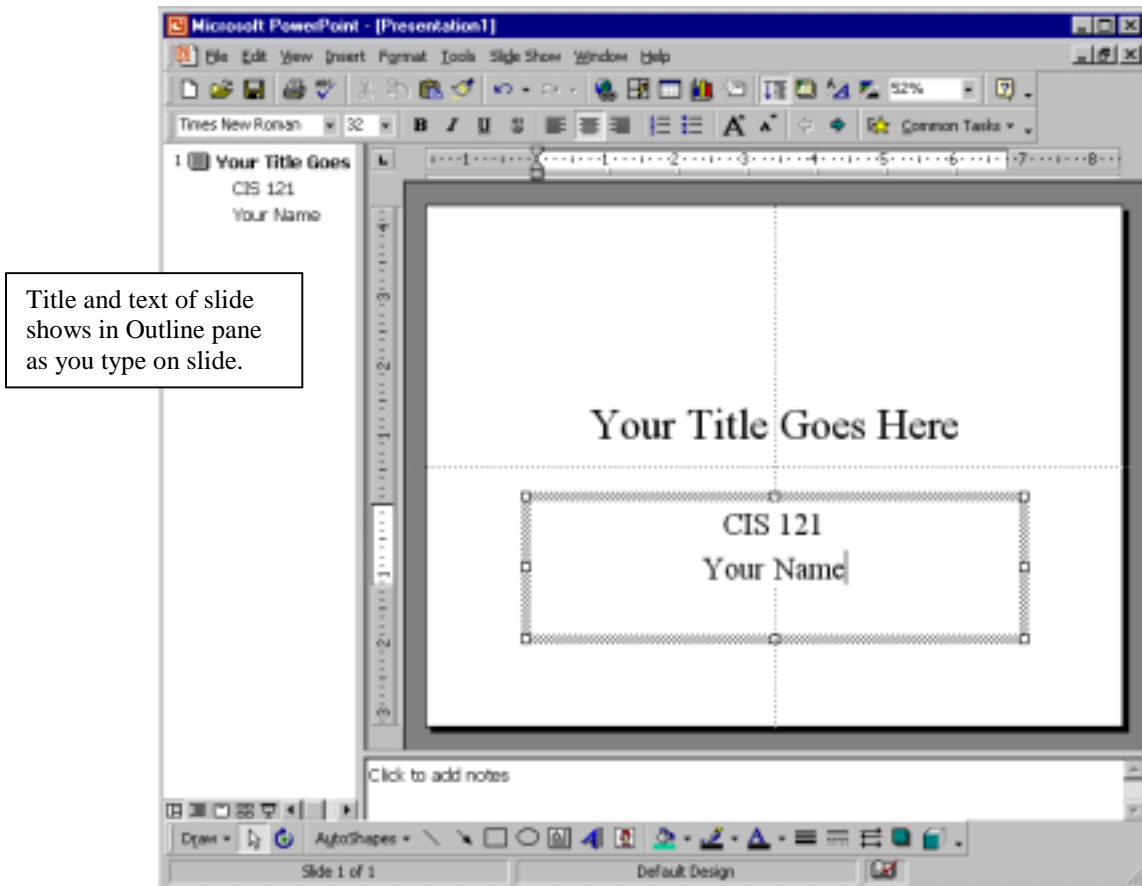


After you <Click> on the <OK> button, PowerPoint provides you the New Slide dialogue box allowing you to select which slide layout you want for the first slide. The default slide layout for the first slide in a new presentation file is the Title Slide format.

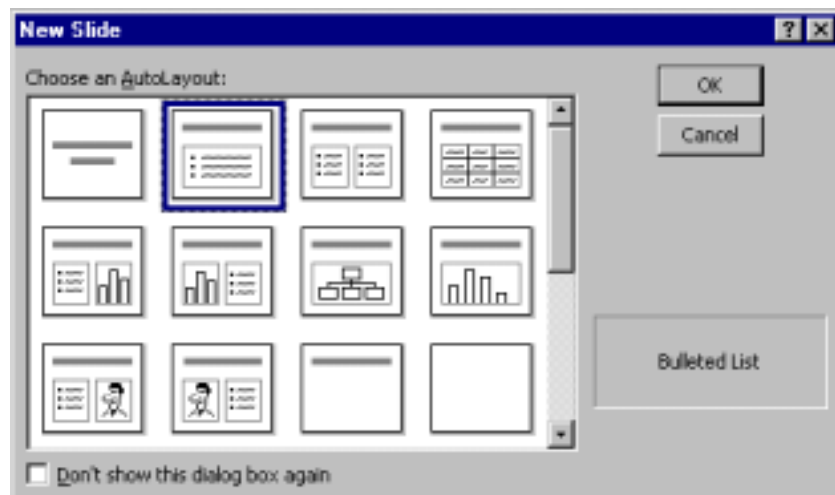


At this time you can either <Double-Click> on the selected slide layout, or <Click> on the OK button, or just press the <Enter> key and PowerPoint will bring up the first slide in your presentation, the Title Slide.

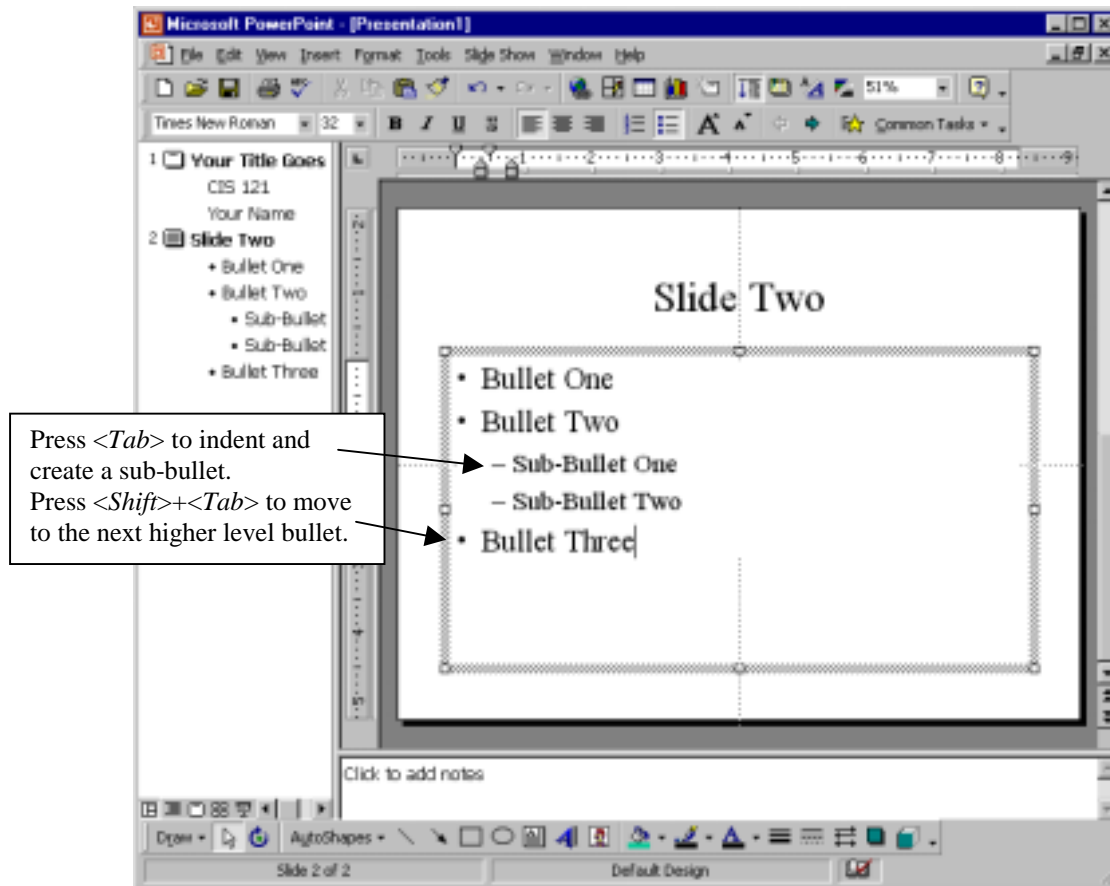
To begin creating your Title Slide, all you have to do is follow the cues on the slide inside the text placeholder rectangles, i.e. <Click> to begin typing your Title and then <Click> in the Sub-Title placeholder to begin typing your subtitle. Formatting within the placeholders are set by the Master Slides, which we will explore after the initial slides have been created.



After you finish typing your Title and Sub-title, either <Click> on the *Common Tasks* button on the Formatting Toolbar and then <Click> on *New Slide...* or <Click> on *Insert/New Slide...* on the Menu bar to open the New Slide dialogue box. Notice the "Bulleted List" AutoLayout is the default selection since the vast majority of presentation slides are bulleted lists.



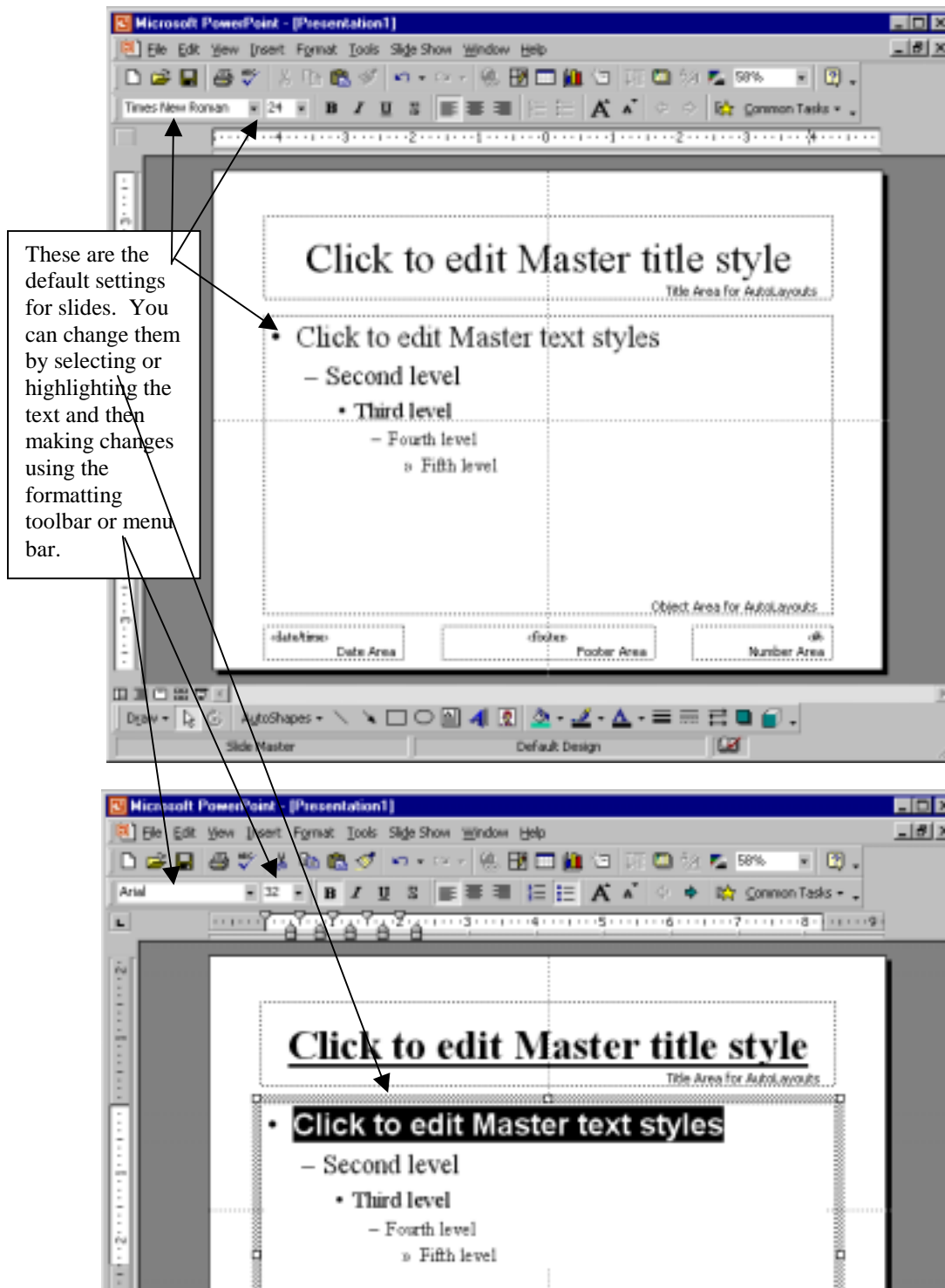
Using procedures similar to adding text to the Title slide, add a title and text to this bulleted list slide. In order to create sub-bullets, press the <Tab> key. To move back to the left from a sub-bullet, press <Shift>+<Tab>. Create 3-4 more slides using various AutoLayouts, such as Two Column List, Text and ClipArt, etc. Create additional slides similar to the examples in your course syllabus booklet.



When you have finished creating your slide presentation, save it using standard *File/Save As* procedures common to all Windows compliant applications software like you initially saved files for MS Word® and MS Excel®.

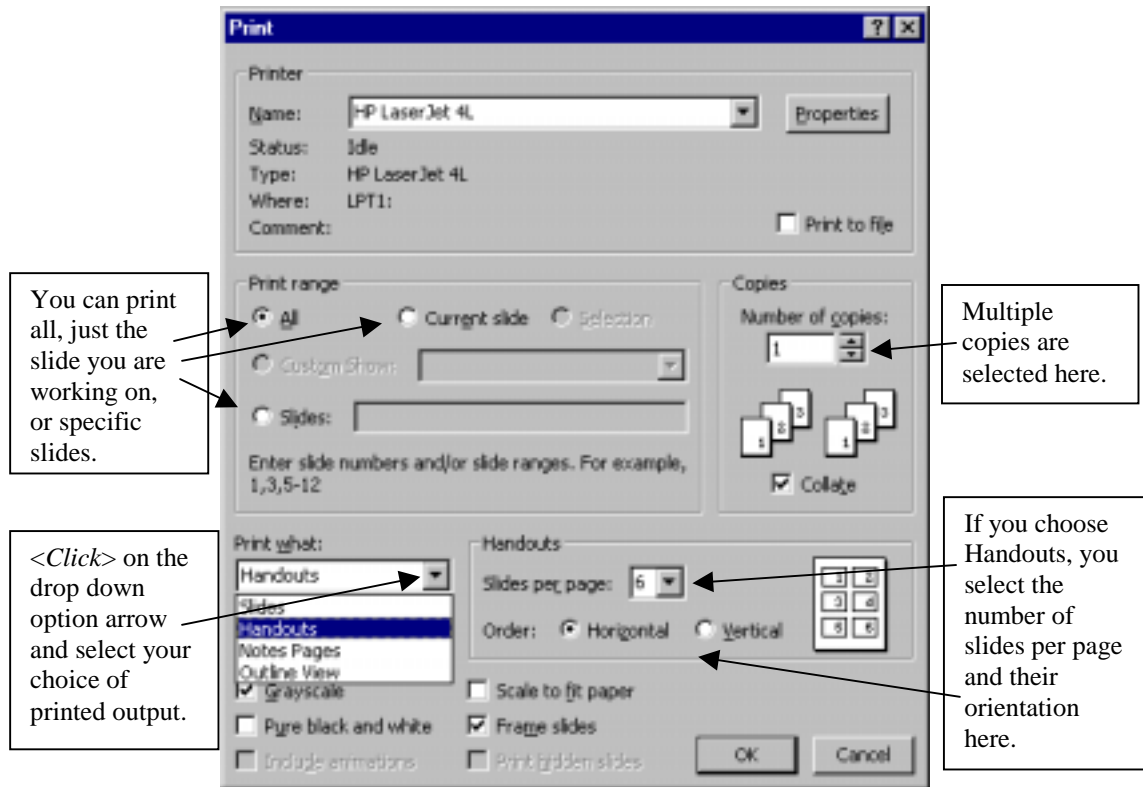
If you have used the AutoLayouts to construct your PowerPoint® presentation slides, you can take advantage of the Master Slides to handle global formatting, i.e. formatting affecting all the slides in your presentation, thereby saving time. By using the Master Slides, you can change the font styles, sizes, text color, alignment, etc., for the title and text placeholders for all of your slides. To view the Master Slides, <Click> on *View/Master/Slide Master...*, from the Menu Bar.

The Master Slide will have placeholders for the Title and Text. <Drag> the mouse pointer to select the level of text, i.e. 1st level, 2nd level, etc., for the bulleted text. Once highlighted/selected, you can use either the Formatting toolbar or the *Format/Font...* or any one of a number of items. After you execute the changes on the Master Slide, change back to the slides by <Clicking> on *View/Normal* on the Menu Bar and you will see how your changes are implemented on the slides.



Once your slide are finished, you can review them by <Clicking> on *Slide Show/View Show* on the Menu bar. Alternatively, you may need to print copies of your slides. PowerPoint® allows you to print your slides in any one of several formats, depending on your requirements.

If you <Click> on the Print button on the Standard toolbar, the default setting is to print all of the slides in the presentation to the default printer in a one slide per page format. To print other than all of the slides one per page, you need to use the *File/Print...* sequence from the Menu bar in order to access the File Print... dialogue boxes and all of the printing options.



The tools and techniques shown thus far will enable you to complete the minimum requirements for the PowerPoint® lab homework exercise. If you are using an older version of PowerPoint®, like PowerPoint97® or PowerPoint for Windows 95®, the fundamentals are essentially the same with slight differences in the appearance of the toolbars and lack of a “Normal” view, i.e. you will work primarily in the Slide view.

When you complete your PowerPoint® lab homework, attach the file to an email to submit it.