

# PowerPoint: Introduction



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**Abstract:** This document introduces users to basic PowerPoint tasks, such as creating new PowerPoint presentations, applying design templates and auto-layouts, using master pages, creating simple graphic objects, inserting images from files and clip art, and so on. It is used in conjunction with the PowerPoint: Introduction workshop.

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## Instructional Services

### PowerPoint: Introduction

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## Introduction

PowerPoint is a presentation graphics package; a program that creates a slide show presentation. The slide show can be output to 35mm slides, to the Web, to a computer screen, or to paper. The presenter can control the pace of the show, the show can run automatically, or be browsed by an individual. This class presents introductory features and commands that are available in PowerPoint 2003.

## Objectives

The goal of this workshop is to introduce participants to the introductory commands and features of PowerPoint. After today's workshop, participants will be able to:

- Create a simple presentation
- Edit slides from the normal view, slide view and outline view
- Apply a slide design
- Rearrange a slide show
- Manipulate the slide master
- Insert and manipulate graphics
- Save a presentation
- Print a presentation
- Pack and Go
- Display a slide show

## Prerequisites

It is assumed that the participants in this workshop know how to use the *Macintosh* or *Windows* operating system to maintain files and directories/subdirectories.

## Related Training Available from Instructional Services

All workshops offered by Instructional Services are free to KU students, staff, faculty, and [approved affiliates](#).

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit [www.lib.ku.edu/instruction/workshops](http://www.lib.ku.edu/instruction/workshops). For further workshop related questions, please email [training@ku.edu](mailto:training@ku.edu).

### **POWERPOINT: INTERMEDIATE**

This three-hour, hands-on workshop introduces the more advanced features of PowerPoint. Participants learn about Action buttons, using hyperlinks, animating text and graphics, inserting or embedding files of other types into their presentation, and creating charts and graphs in PowerPoint.

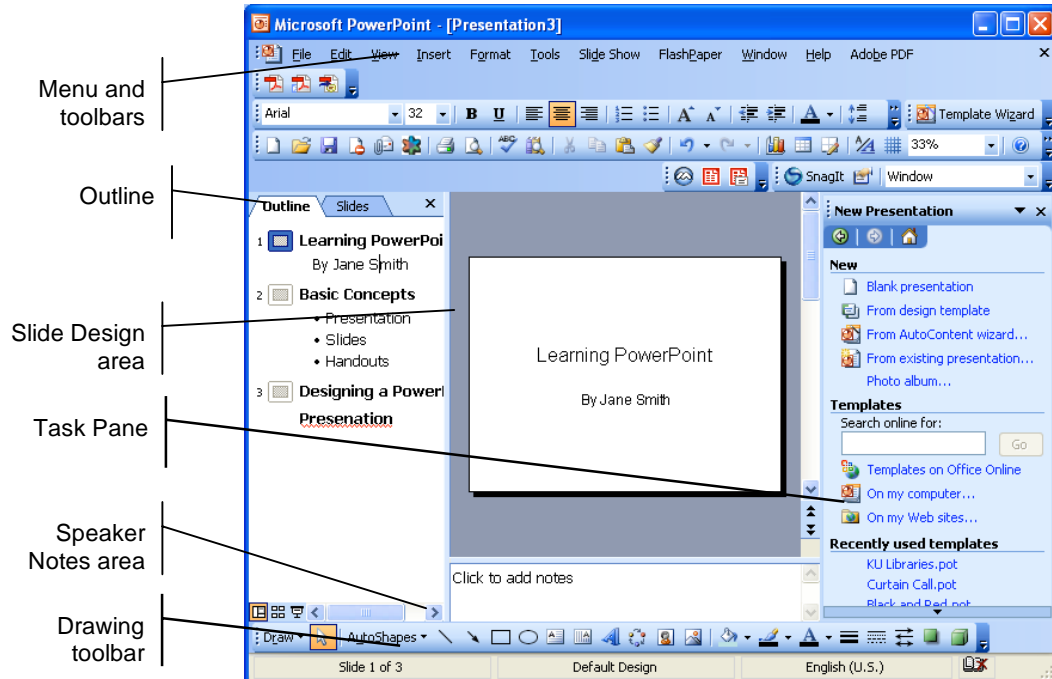
## Definitions

Term	Definition
Slide	Each individual page you design is a slide. The slide metaphor is a natural one since one of the most common output products of programs like PowerPoint is a 35mm slide.
Slide Show	When you group several slides together, you have a presentation. This presentation can be output on screen as an electronic slide show, as overhead transparencies, or as hardcopy (paper).
Handouts	Miniature versions of your slides printed on paper. Two, three, four, six, or nine slides can be printed on one page for audience and/or review copies.
Notes page (Speaker's notes)	You can prepare a notes page for every slide. When printed, the notes display a reduced slide image with speaker's notes just below. Speaker's notes can be referenced from printed copy or from a computer.
Template	A template contains all the formatting for a slide, just none of the information. Templates are handy for creating slides quickly and for maintaining consistency throughout your presentation. There are three types of templates: design templates, content templates (located on the Presentations tab), and a Blank Presentation template.
Design Templates	Presentation Designs are professional layouts that you can apply to your slides. They contain the color scheme, borders, background, graphics, etc. for your presentation.
Presentations	These content templates contain design elements plus suggested content for specific subjects. They are available when creating a new presentation through the Presentations tab in the New Presentation dialog box. Choose AutoContent Wizard for a fill-in-the-blank process for creating a presentation or select one of the many presentation templates.
Master	A Master is similar to a template but contains text or graphics that you want included on every slide such as the date, company name, or page number. There are masters for the title slides (the first slide in a show), normal slides, speaker's notes, and handouts.
User-defined template	If you make similar presentations again and again, you can create a template that includes a basic set of slides, with the design elements you want.

## Getting Started in PowerPoint

A PowerPoint file is a **presentation**, which can contain many **slides** (similar to a word processing document that can contain many pages).

In the **Normal** view, the PowerPoint window is split into several functional areas:



For details on applying and using different views, see “Views in PowerPoint” on page 13.

## Toolbars

Toolbars provide shortcuts to common tasks. If you’ve used Microsoft Office programs before, most of the PowerPoint toolbars will seem familiar to you.

**Standard** – contains basic tools to create a new file, opening an existing file, save, print, check spelling, create a new slide, insert a table, and so on.

**Formatting** – contains tools to change the formatting of an item, such as the font, font size, font style (bold, italic, underlined, shadowed), alignment (left, center, right), turn bullets and numbering on and off, and other tasks.

**Drawing** – contains tools for drawing, such as AutoShapes, WordArt, text box (which allows you to insert a new text box into a slide), fill color, line color, and font color, and so on. This toolbar also contains the insert clipart button.

**Picture** – contains tools to insert and edit pictures (images that have been imported into the presentation). By default, this toolbar only appears when an image is selected.

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**Note:** To view a toolbar, click the **View** menu, choose **Toolbars**, and click the toolbar you wish to display. (Toolbars listed with a check mark next to them are already visible in the PowerPoint window.)

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## Creating a Presentation

You can create a slide show or presentation in a variety of ways. You can use the AutoContent wizard, a blank presentation, a presentation design template, or a presentation template. When you start PowerPoint, the New Presentation panel that is displayed on the right offers the following options:

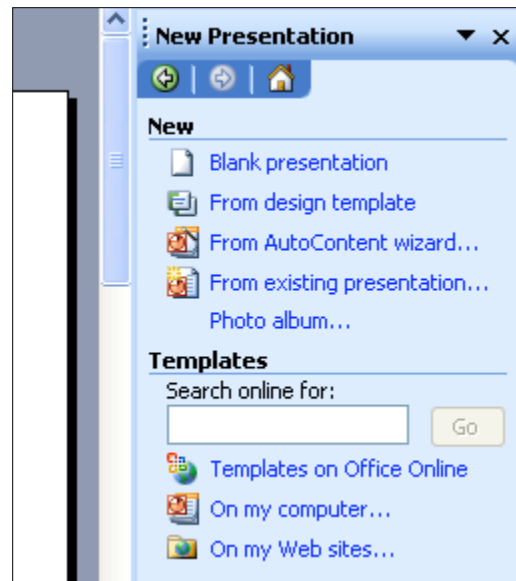
**Blank Presentation:** This option creates a presentation with no predefined design. New slides will have black text on a white background. This is a good choice if you want to define your own colors, fonts, and background images from scratch.

**From Design Template:** This method uses one of a variety of design templates to create a new slide show. These templates, if used, determine “look” of the presentation – that is, the colors, fonts, backgrounds, bullets and/or numbering, and so on that are used in the presentation.

**From AutoContent wizard:** This wizard asks a series of questions and builds a set of slides based on the responses.

**From existing presentation:** Use this method to base a new presentation on a previously created slide show.

**Photo album:** For presentations that are largely image-based; this option allows you to select a number of photos on which to base a new presentation.



## Choosing and Applying a Template

Templates are design tools that you can use to add color and style to your presentations. If you create a new presentation using a template, all of the slides in the presentation will have the same “look” as the template you chose – the same fonts, colors, background images, bullets, and so on. Any template, or presentation made from a template, can be edited if you don’t like the entire design (the color or font choices, for instance).

To view a template, click the template icon or name in the task pane; the template will be applied to the current presentation. When you’ve chosen the template you want to use for this presentation, click **OK** to apply it to your presentation.

## Applying a template to an existing presentation

You can apply a design to all your slides at once using one of the many design templates available, or you can apply different templates to different slides in your presentation.

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**Caution:** If you apply a template to an existing presentation, any formatting changes you’ve already made to your presentation (fonts, bullet types, colors) may be lost.

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To apply a template design to an existing presentation:

Click the **Format** menu, then click **Slide Design...**

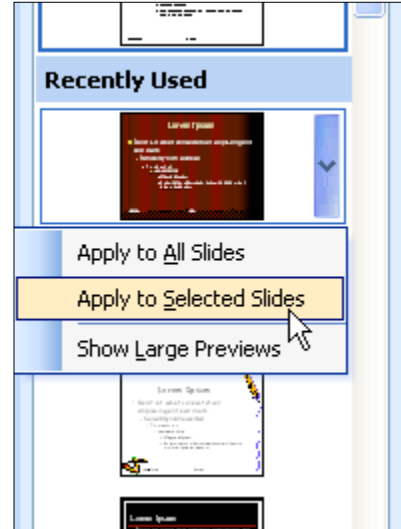
Choose a template from those listed in the right panel.

To apply the design to all the slides in your presentation, simply click the template.

OR

To apply the design to only the current (visible) slide, click the down arrow to the right of the template image, as shown at right, and choose **Apply to Selected Slides**.

Review the formatting of your slides, since applying some designs may reformat text or reposition graphics.



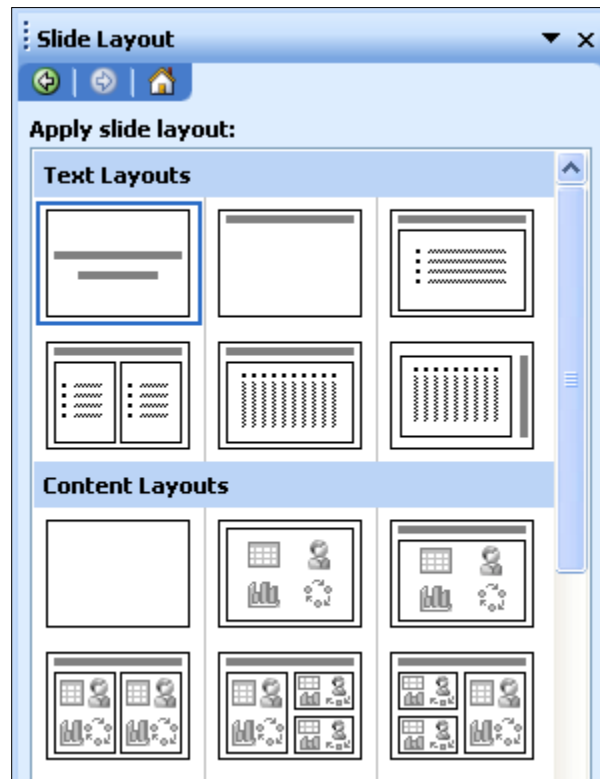
## **Slide Layouts**

The Slide Layout feature is another design tool provided in PowerPoint. Slide Layouts set up the slide for you, adding placeholders for titles, text boxes, tables, organization charts, clipart, charts, and other types of objects.

The default choice for the first slide in a presentation is the **Title Slide** Layout; the default choice for all other new slides is the **Title and Text** layout (shown at right), which creates a title and bulleted list.

To choose a different Slide Layout:

Click the **Format** menu and then click **Slide Layout...** The Slide Layout panel appears at the right of the PowerPoint window.



Click on your layout choice to apply it to the current slide.


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**Note:** If you choose a slide other than the Text, the next time you add a new slide, PowerPoint will choose whichever layout you are currently on.

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## Adding a Slide

There are several ways to add a new slide to your presentation, including:

- Click the **Insert** menu, then click **New Slide**.
- Click the New slide icon () on the toolbar.
- Place your cursor in the last text box of the current slide and press **Ctrl-Enter**.

## Deleting a Slide

To delete a slide in Normal view, click on the **Edit** menu and choose **Delete Slide**. If you accidentally delete the wrong slide, you can click on the Undo button to bring it back.

## Adding Text to a Slide


### In an Existing Text Box


When you select a layout, you select a slide that has positioned text boxes. To enter text:

1. Click in the text placeholder.

Type text or edit existing text as you would in any word processor.

When finished entering text, click outside of the slide with your mouse, select another text box on the same slide with the mouse, or press **Ctrl-Enter** (hold down the **Ctrl** key while you press **Enter**) to make a new slide or move to the next text placeholder.

To make a bulleted list item into a sub-list item, **increase the indent** for that item by placing the cursor in the text and clicking the Increase Indent button () on the Outline toolbar.


To make a sub-list item into a main list item, **decrease the indent** for that item by placing the cursor in the text and clicking the Decrease Indent button () on the outline toolbar.


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**Note:** In PowerPoint 2003, if you have a few extra lines of text that don't fit in the placeholder, PowerPoint will automatically make the text smaller to fit the available space. **To turn this option off:**

1. Click on the **Tools** menu and choose **Autocorrect Options**.
  2. Click on the **AutoFormat As You Type** tab and **UNCHECK Auto-fit body text to placeholder and Auto-fit title text to placeholder**.
  3. Click the **OK** button.
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### In a New Text Box

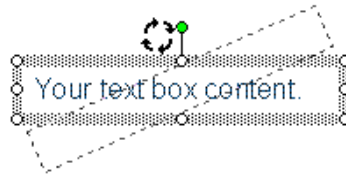
You can add additional text boxes using the text box tool () from the **Drawing Toolbar**.

1. Select the text box tool (.
2. Position your mouse over the slide and click and drag while drawing a box shape.
3. Release the mouse and type in the text box.

## ***Editing a Text Box***

You can move, resize, or rotate the text box on any slide or on the Master slide (see below).

1. Select the text box to display the handlebars.
  - a. To **resize** the box, place the mouse over any of the handlebars and click and drag.
  - b. To **move** the box, place the mouse over the border (*not* the handlebars) and drag. (You can place one text box inside another.)
  - c. To **rotate** the box, click the box once to select it. Click and drag the green dot at the top of the text box to rotate it.



*Rotating a text box.*

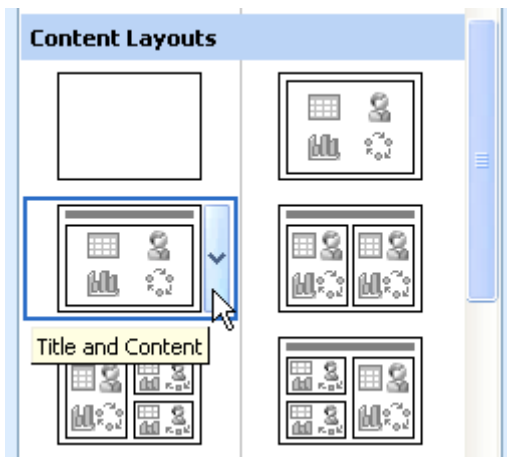
## ***Adding Pictures***

You can add pictures to your PowerPoint presentation from **clip art** (pictures included with Microsoft Office), from **files** (on the hard drive, a disk, or CD), or directly from a **scanner or digital camera** connected to your computer. You can also **create simple pictures** with drawing tools in PowerPoint.

## ***In Placeholders***

Some Autolayouts contain special placeholders for pictures (below left), providing a quick way to add pictures that fit into the slide's layout.

First apply one of those Autolayouts (as shown below, left), then add the picture by clicking on the picture placeholder, and selecting the image you want to insert (below right).

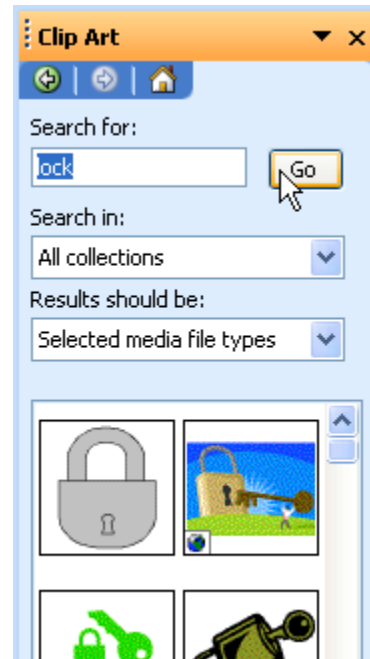


Click icon to add content

## From Clip Art

To insert a piece of clip art,

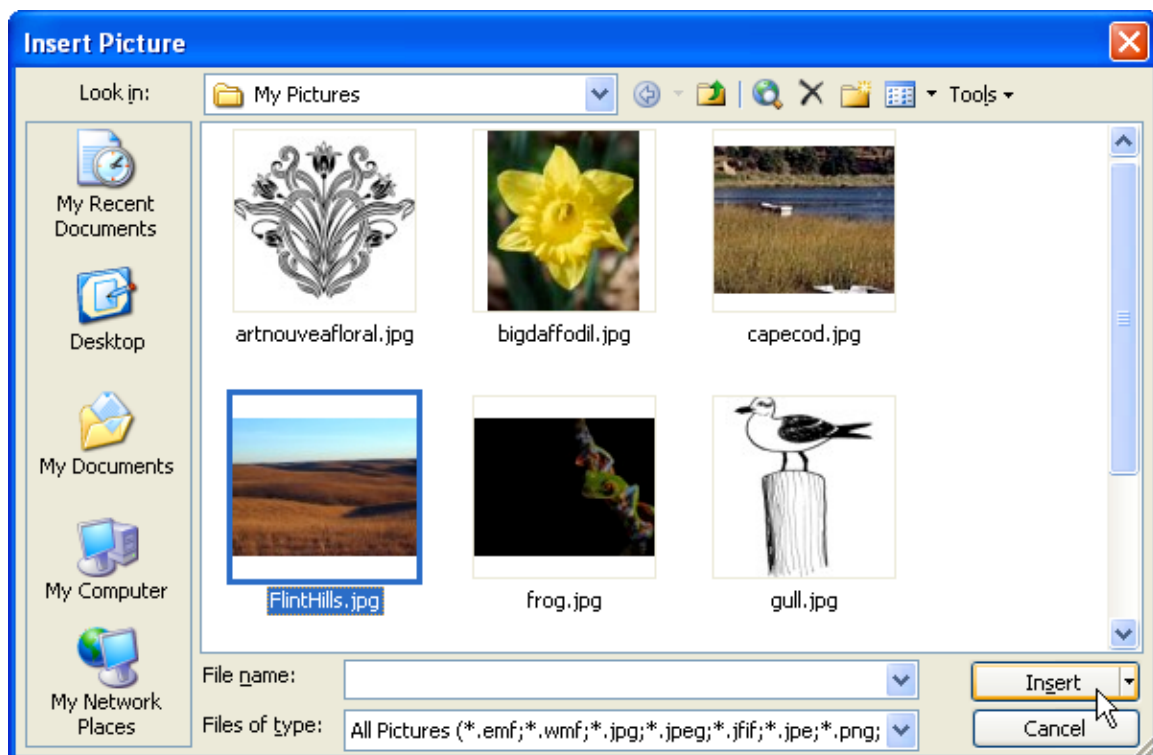
1. Click the **Insert** menu, choose **Picture**, and then click **Clip Art....**
2. In the Insert Clip Art panel on the right, you can
  - a. Search for a picture by keyword, as shown (“lock”),
  - b. Browse available clips by clicking **Clip Organizer** (launches a new window that displays clip previews), OR
  - c. Search for additional clips online at Microsoft’s web site by clicking **Clips Online**.



## From a File

To insert a picture from a file,

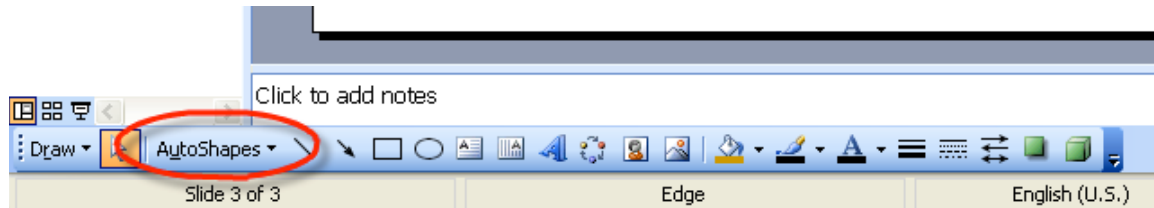
1. Click the **Insert** menu, choose **Picture**, and then click **From File....**
2. In the Insert Picture dialog box (shown below), browse to the picture you want to insert, click it to select it, and then click the **Insert** button.



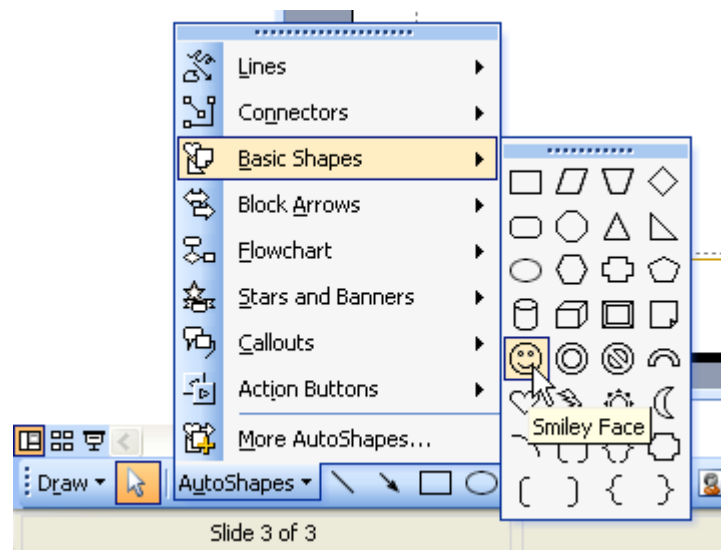
## Drawing in PowerPoint

To draw a simple picture in PowerPoint using Autoshapecs,

1. Turn on the **Drawing** toolbar, if it isn't already displayed (**View** menu > **Toolbars** > **Drawing**). The Drawing toolbar appears at the bottom of the window:



2. Click the **Autoshapes** button, select a category, and click the shape you want to draw, as shown here:



3. On the slide, **click and drag the mouse pointer** to draw the shape you've selected.

## Formatting Pictures

**To resize or move pictures**, click the image to select it, then drag the handlebars to resize or drag the image (using the four-headed arrow) to reposition.

Some slide graphics may appear as one graphic but consist of many images “grouped” together. To see if a graphic is composed of several images, select the graphic, position the mouse over the graphic, and click the right mouse button. Select **Grouping** and if **Ungroup** is an option, then the graphic is composed of several graphics. It is possible to ungroup and regroup a graphic to make changes.

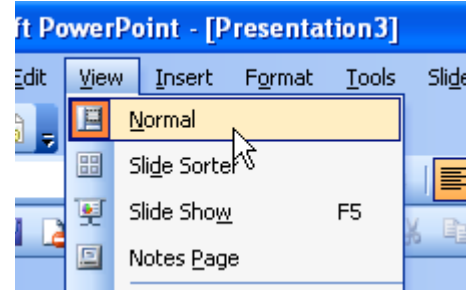
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**Note:** Some graphic images from the design templates may have several “layers” of grouping. You may need to perform the Ungroup task several times in order to completely ungroup all graphic elements.

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## Views in PowerPoint

PowerPoint provides different ways to view your presentation. You can switch between these views using one of the view buttons, located at the bottom of the screen next to the horizontal scroll bar (☐☐☐☐). You can also access the Normal, Slide Sorter, Slide Show, and Notes Page views under the **View** menu (as shown).



### Normal View

The Normal view (☐) is a **combination** display; the outline or slide miniatures appear in the left panel, the current slide appears in the top middle panel, the speaker notes appear in the lower middle panel, and design and editing tools appear in the right panel.

### Slide Sorter View

Slide Sorter view (☐☐) displays a thumbnail of each slide in the same window. Use this view to organize and rearrange your slides. You can also add slide transitions and other effects using this view. A special toolbar displays under the standard toolbar to help you add slide transitions and control other slide show properties.

### Slide Show View

The Slide Show view (☐) displays slides full-screen, one at a time. Use this view to preview your presentation and when you're actually giving your presentation. Use a mouse click, the spacebar, left/right arrow keys or the Enter key to move between slides. To exit the slide show view, press the Esc key.

## Working in Slide Sorter View

Slide sorter view provides an easy way to rearrange the order of the slides in your presentation.

First, access the **slide sorter view** using one of the methods described above.

Using your mouse, click and drag the slide you want to move.

Use the large I-beam to reposition the slide.


## Working in the Outline

The outline provides an easy way to add, edit, and organize slides and slide text in your presentation.


To **work in the Outline**, click the Outline tab in the left panel of the PowerPoint window (as shown).


In this view, the presentation is organized in a multilevel outline format. You can move items from one level to another.


To **increase the indent** for an item (for instance, change it from a slide title to a bullet item), place the cursor in the text and press the Tab key or the

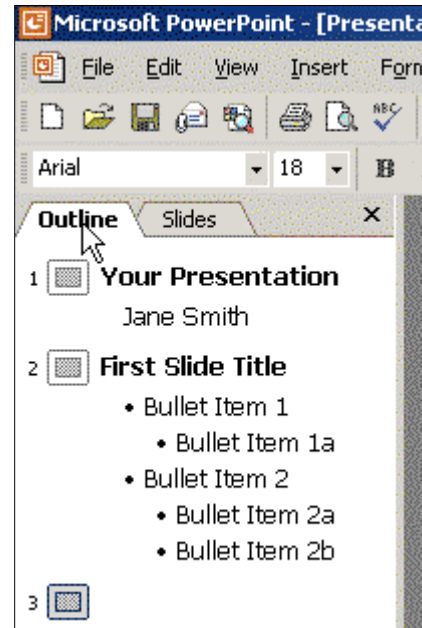
Increase Indent button () on the Outline toolbar.

To **decrease the indent** for an item, place the cursor in the text and press Shift-Tab or the

Decrease Indent button () on the outline toolbar.

To move an item up in the outline (for instance, to the previous slide), select the item and click the Move Up button () or drag\* the paragraph to the appropriate location.

To move a topic down in the outline, select the topic and click the Move Down button () or drag\* the paragraph to the appropriate location.



## Using the Slide Master

The Slide Master allows you to **make changes to formatting in one place that will be applied to your entire presentation**. Common uses for the feature include:

- Changing the font, font size, and font style for every slide title or every bulleted list item;
- Changing the background color or adding a background image to every slide;
- Changing the size and shape of the title and text areas for every slide;
- Adding an object such as a text box, image, or button to every slide.

To make formatting changes to your entire presentation:

1. Access the Slide Master. To do this, click the **View** menu, select **Master**, and then click **Slide Master**.

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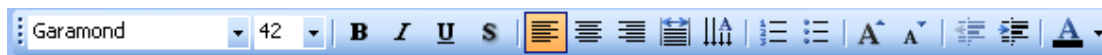
\* To drag a paragraph, move the mouse pointer to the left side of the paragraph until the pointer turns into a four-headed arrow. Hold down the left mouse button and drag the paragraph to the desired position.

2. Choose either the Slide master or the Title master, depending on whether you want to modify the way all title slides in your presentation are displayed, or all other slides.
3. Select any object on the slide (text or graphics) and reformat as needed.
4. When finished, return to the Normal view by clicking the **Close Master View** button, or by clicking the **View** menu, then clicking **Normal**.

## ***Formatting Text***

Formatting text works the same way in PowerPoint as it does in other Office programs:

1. Select the text you wish to format.
2. Make the formatting changes to the text by using either the Formatting toolbar, or by clicking the **Format** menu, then clicking **Font**.



*The Formatting toolbar.*

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**Note:** If you want to change the way text appears on **every** slide in your presentation, make your formatting changes in the **Slide Master**. (Click the **View** menu, choose **Master**, then click **Slide Master**.)

If you want to change the way text appears on only one slide, make the change within that slide in the Normal view.

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## ***Adding date, page numbers, and footers to slides***

Footer areas appear on the Slide Master, but do not contain any data unless you select **Header and Footer** from the **View** menu and enter text or graphics into the Footer areas.

## **Saving Your Presentation**

To save your presentation:

1. Click the **File** menu, then click **Save**.
2. Enter a name and format for your presentation. The default format, Presentation (.ppt), requires PowerPoint be installed on the computer in which you want to display the slide show. Other formats are also available, including

**Outline/RTF** This format allows you to save the text of your slide show so that you can read it in any word processor as an outline.

**Design Template** To save your current presentation as a template, select the .pot format. If you save the template in the default template directory (C:\Windows\Application Data\Microsoft\Templates), it will display on the general tab when creating a new slide show.

**Web Page** You can also save your presentation as an HTML document for display on the Web using **Save as Web Page...** or **Save As...** under the **File** menu. If using **Save As...** be sure to change the **Save as type:** option to Web page. (Saving the PowerPoint file as an HTML document is covered in the Intermediate PowerPoint class.)

**PowerPoint Show** If you save a PowerPoint presentation as a PowerPoint Show (.pps) file to your desktop, when you open the slide show it will automatically start. When the show ends, you return to the desktop.

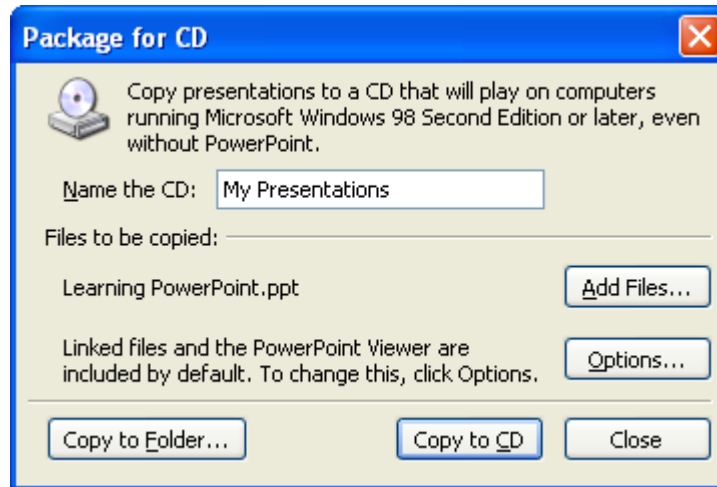
## Special save: “Package for CD”

### Packing

If you want to run a slide show on another computer and you don't know whether that computer has PowerPoint, you can “Pack” your presentation and use the PowerPoint Viewer to display the slide show.

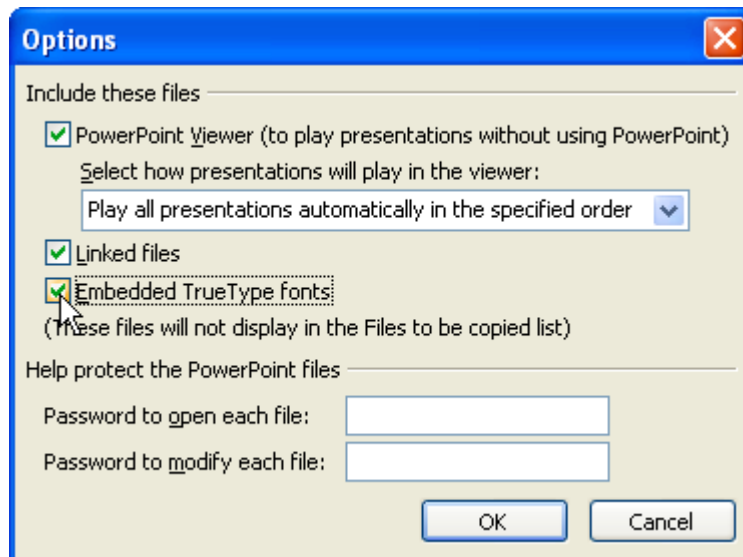
Use Package for CD to prepare your slide show for another computer. You can add all files, fonts, etc. used in the presentation, as well as the PowerPoint Viewer, to the set of saved files. **Note:** Package for CD can be used to package files and place them on a flash drive or other storage device, not just to make a CD.

1. Open the presentation you want to save to a disk.
2. On the **File** menu, click **Package for CD**.



3. Give the CD a name.
4. If you want to include multiple presentations on a single CD, click **Add Files...** and select the other presentations you wish to include.

5. **Important:** Click **Options...** and check the appropriate check boxes to
  - include the PowerPoint viewer. If this box is checked, you can show your presentation on any computer, even if PowerPoint is not installed. You can also choose in the drop-down box below whether the presentation will play automatically when the CD is placed in a computer.
  - include linked files (files, such as sounds and movies, linked spreadsheets, or other types of files that are a part of the presentation)
  - include any specialty fonts used in the presentationand click **OK**.



6. If you make changes to your presentation, you will need to use this feature again to update the files.

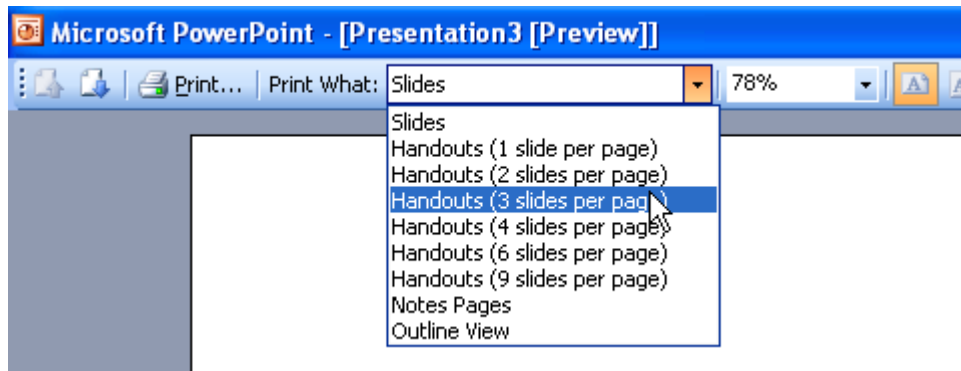
## Printing

You can print your presentation slides, outline, speaker's notes, or audience handouts.

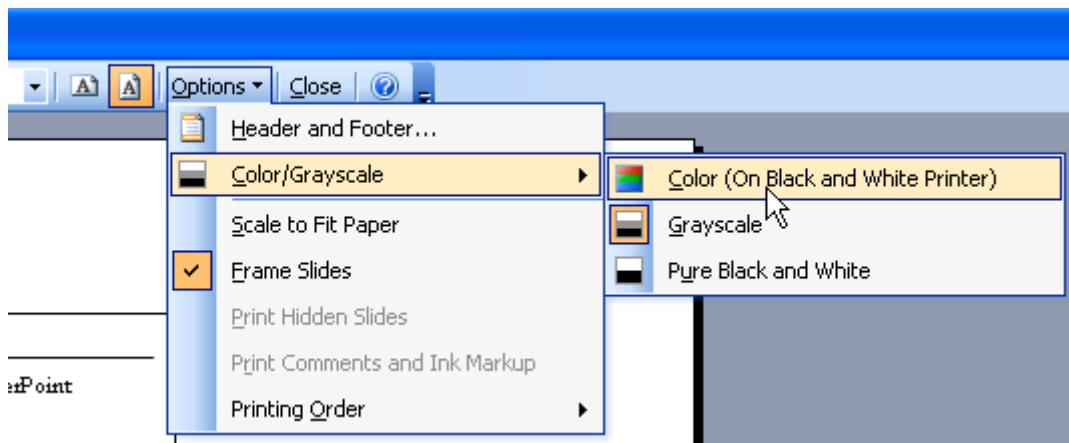
**Important:** To ensure that you're printing what you want, use Print Preview, as described below:

1. Click the **File** menu, then click **Print Preview**.

**Important:** In the **Print what:** menu, select the type of printout you want, as shown below. You can print the presentation slides (which prints each slide as a full page), handouts (with varying numbers of slides per page), notes pages, or an outline.



Make any changes you like to the remaining printing options by selecting from the choices in the Options menu. For instance, you may choose to print in color, grayscale, or pure black and white, as shown below:



Click **OK** to print.

### Notes on Handouts

Handouts (the most commonly used type of PowerPoint printout) can display two, three, four, six, or nine slides per page.

To add headers and footer information to your handouts, go to the Handout Master view (click the **View** menu, then choose **Master**, and **Handout Master**.)

## Printing Options

Several print options allow you to change your printing output:

**Grayscale:** Prints slides in shades of gray, black, and white.

**Pure Black and White:** This option prints all shades of gray in pure black or white.

**Scale to fit paper:** Reduces or enlarges slide size to fill the page. This option does not change the presentation slide size, only the printout.


**Frame slides:** Adds a frame around all slides when printed.

**Print Hidden Slide:** Any slides marked as hidden (this prevents them from displaying during the slide show) would be printed.

## Presenting Your Slide Show

### Viewing the Slide Show

You can preview your slide presentation in the Slide Show view. There are several ways to get to the Slide Show view:

- Click the Slide Show button (  ) in the lower left corner of the PowerPoint window, or
- Click the **Slide Show** menu, and then click **View Show**, or
- Press the **F5** key on your keyboard, or
- Click the **View** menu, and then click **Slide Show**.

### Navigating Keys

Once in the Slide Show view, several shortcut keys are available to help you navigate through a slide show:

To do this task:	Press:
Advance to the next slide	N, <Enter>, mouse click, SPACEBAR, right arrow, PageDN
Return to the previous slide	P, <Backspace>, left arrow, PageUP
Go to first slide	HOME, press both mouse buttons for two seconds
Go to last slide	END
Go to slide <number>	<number> - <Enter>
Display a black/white screen	B or W

<b>To do this task:</b>	<b>Press:</b>
Return to slide show from a black or white screen	B or W
End a slide show	Esc
Change pointer to a pen	<Ctrl> - P
Change pointer to an arrow	<Ctrl> - A
Display the shortcut menu	Shift – F10
Hide the pen/pointer always	<Ctrl> - H
Display a list of controls	F1

## For More Information

For more information about PowerPoint:

**Microsoft Office Online** - [office.microsoft.com](http://office.microsoft.com)

This site is a clearinghouse of free templates, clip art, online training, and other resources for users of PowerPoint and other Microsoft Office applications.

## Getting Additional Help

The Help Desk provides consulting and Q&A help in a variety of ways:

785/864-0200

[question@ku.edu](mailto:question@ku.edu)

[www.ku.edu/~helpdesk](http://www.ku.edu/~helpdesk)

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