

Information Services

PowerPoint 2003

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Introduction

PowerPoint 2003 is a presentation package used in the production of overhead transparencies, 35mm slides, on-screen presentations, speaker notes and audience handouts.

Starting PowerPoint


PowerPoint can only be run from within Windows. Select **Start, Networked Applications, General Software, Images and Presentations, Microsoft PowerPoint 2003**.


*If this is the first time the Microsoft Office XP (2003) suite of applications (Word, Excel, Access etc.) has run on the PC you are using you will have to run the Office XP Installer. Click on the **Start** button and choose the following menu options **Networked Applications, General Software, Utilities, Office XP Installer**.*

Exiting from PowerPoint

To leave PowerPoint, select **File** menu, **Exit**. You will be asked if you want to save changes that you have made to any presentations. Choose the **Yes** button to save the changes. Choose the **No** button to quit PowerPoint without saving any changes. Choose the **Cancel** button to return to PowerPoint without quitting.

How to get help

To open the Help topics window, choose **Help, Contents and Index** or press the **F1** key. If you need assistance on using the Help facility itself, select **Microsoft Powerpoint Help**, within the Help menu. Or, click on  in the **Standard Toolbar**.

An alternative way to get help on a command or window element is to select **What's This?** in the Help menu or press **SHIFT + F1** to change the mouse pointer to . Then, click on the command, tool button or window element you require help on.

If you are only looking for the function of an icon on the screen, simply place the cursor over the button in question and after a short pause, a tooltip will appear stating the button's function. The status line at the bottom of the screen displays messages about what you are seeing and doing whilst you work.

Drawing Toolbar

Along the bottom of the screen is the Drawing Toolbar. The Drawing toolbar provides tools to produce a variety of objects such as lines, circles and boxes. It also provides tools to alter objects once they have been drawn.

Other toolbars are available through **View** menu, **Toolbars**, or you can customise your own by selecting **Tools** menu, **Customise**. You can reposition a toolbar by clicking on a part of the toolbar which is not a button and dragging it to a new position. Some toolbars are dependent on the type of view currently being used.

PowerPoint Views



To aid the production of a presentation and its delivery, there are five different views that can be used. The different views can be selected by either using **View** menu or by selecting the buttons at the bottom left of the Main PowerPoint window.

Slide View



Displays one slide at a time. Text, graphics, pictures and clipart can be added at this point.

Outline View



Displays slide titles and main text without the slide layouts or graphics. This is the simplest method for adding slides to a presentation or editing existing text.

Slide Sorter View



Displays multiple miniatures of the slides enabling easy viewing for continuity and change to the order of the slides. Also allows the applying of build effects and transitions from one slide to the next. A build effect allows the displaying of bullet points one at a time and in different formats. A time delay between one slide and the next can be applied for use in electronic presentations. Within the Slide Sorter View the order in which the slides are displayed can also be altered.

Notes Page View



Allows the setting out of speakers notes with the corresponding slide. The notes pages can also be printed for the audience to take away with them giving an expanded explanation on the content of the slides.

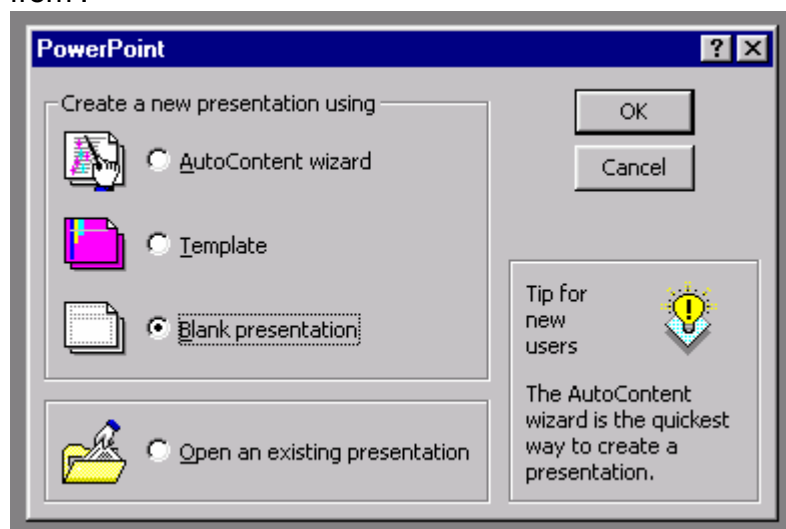
Slide Show View



Displays the slides as an electronic presentation in the format that would be seen by an audience (see section 'Running a presentation').

Creating a Presentation


When you start PowerPoint you are given a window with four options to choose from :



AutoContent Wizard

Aids the creation of a presentation by asking a series of questions and building a presentation automatically around the responses given.

Template

Enables the use of predefined styles stored as a template. PowerPoint has over 100 predefined templates, in addition to this, new templates can be created and added to the list. To apply a template to an existing presentation choose the **Apply Design** button  from the **Standard Toolbar**. This window can also be opened from the **Format** menu. If there is a problem accessing the templates it may be necessary to verify the package. This can be achieved by double clicking on the Networked Applications icon on the desktop. In the Networked Applications window, double click on UK-AC-JCCS, double click on Networked Applications, General Software, Images and Presentation.

Then on the Microsoft PowerPoint icon, right click and choose verify. After this is complete it will be necessary to restart the computer.


Blank Presentation

Creates a blank presentation without the use of wizards. Selecting this option provides a screen displaying 24 predefined slides from which an appropriate layout can be chosen. The layout of a particular slide can be changed at any time using the **Slide Layout** button on the **Standard Toolbar** or by choosing Slide layout from the Common Tasks menu that appears when PowerPoint is opened.

Open an Existing Presentation

Allows the opening of a presentation that has been created and saved previously.

Saving Files

To update a previously saved file with the current version of the document, select **File** menu, **Save** or select the button .

To save the document under a different name, select **File** menu, **Save As...**

Slide Master


The Slide Master contains the format on which the titles and text of all slides will be based. In addition to this, the background and any graphics or text to be displayed on all slides can be set. The Slide Master can be changed at any time. Individual slides can be set to differ from the slide master if desired. The Slide Master can be accessed from the **View** menu.

Inserting Objects into a Presentation

A variety of objects can be inserted into a PowerPoint presentation, such as simple shapes and pictures, extracts created in other software packages or video and audio clips. Using the **Drawing Toolbar** simple shapes or text can be placed in a presentation by selecting the appropriate shape and 'dragging' an area within the slide. From the **Standard Toolbar** objects can be created using other packages such as Microsoft Word or Microsoft Excel, and from the Clipart library of graphics. Additional options for inserting objects can be found using the **Insert** menu.

A shortcut for editing can be achieved by clicking on the object or text using the right hand mouse button. This will open a window on the screen enabling the changing of the selected object's characteristics. Clicking on an object using the left mouse button enables it to be moved or resized.

Printing the presentation

Clicking on  button will print the slides using the current printing settings. To print in a different way, from the **File** menu, choose **Print**. Within the **Print What** section it is possible to print the presentation in different formats.

Running the presentation

Instead of producing overheads to be shown on a projector, a presentation can be shown electronically using a computer by selecting Slide Show view. The computer does not need to have PowerPoint installed on it.

Pack and Go Wizard

Pack and Go allows you to compress your presentation and includes a PowerPoint viewer for use on a machine without PowerPoint installed.

If your presentation is too big to fit on one floppy disk it will allow you to span the presentation over a number of disks.

When an electronic presentation is run the slides take up the full screen with all tools and menus hidden from view. With this type of presentation it is possible to set the way in which the bullet points are shown on the screen and how a slide changes to the next slide. The progression of slides can be controlled using the mouse buttons or by setting a time delay between each slide.

Controlling slide show

The progression of slides can be controlled in the following way:

Next slide	Left mouse button, space bar, right arrow, down arrow, page down or type N
Previous slide	Right mouse button, backspace, left arrow, up arrow, page up or type P
Displaying a particular slide	Type the required slide number then press RETURN
End slide show	ESC, CTRL + BREAK, or -
Return to first slide	hold down both mouse buttons for two seconds or press HOME

Documentation

More details about PowerPoint can be found in the *Microsoft PowerPoint User's Guide*. This is available for reference in the Computing Advisory Offices.

Information Services User Guides

**This is one of a series of User Guides produced by
Information Services.**

**Our User Guides are available free of charge to our
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