Using Microsoft PowerPoint 97: Selected Documentation
RISP 611, Spring 1999

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INTRODUCTION

Microsoft PowerPoint is a presentation software application. The primary function of a presentation program is to assist users communicate clearly with various audiences. PowerPoint 97 provides numerous tools -- e.g., incorporating audio/video clips, templates, various formatting capabilities -- that can assist presenters get their message across. This documentation explores some of these tools and techniques. Those desiring to learn more should consider a variety of books about using PowerPoint. A few are listed below:

Lowe, Doug. (1997). *PowerPoint for Dummies*. IDG Books, ISBN 0-7645-0051-1.

Murray, Katherine. (1997). *Mastering PowerPoint 97*. Sybex, ISBN: 0-7821-2154-3.

Weadock, Glenn E., and Weadock, Emily Sherrill. (1997). *Creating Cool PowerPoint 97 Presentations*. IDG Books, ISBN 0-7645-3017-8. NOTE: I use this one and find it to be quite good.

For 611, we will concentrate on the use of PowerPoint for creating basic presentations -- both slide and laptop/computer.

BASIC VOCABULARY

PowerPoint 97 has a certain vocabulary with which you should be familiar. Key definitions are:

- **Slide Masters** - PowerPoint has numerous "master slides" that enable you to format a presentation, handouts, etc.:

  - ➢ *Slide Master* - formats all the slides in the presentation -- date, page number, backgrounds, etc.
  - ➢ *Title Master* - by default, these are set to those of the Slide Master, but you can format title slides differently if you so choose.
  - ➢ *Handout Master* - handouts are printouts of the slides that you can distribute to the audience. You can print handouts with 2, 3, or 6 slides per page. You can format these as well.
  - ➢ *Notes Master* - these are for the presenter and show a small picture of the slide with room below for you to add notes.

- **Templates** - Templates are pre-formatted PowerPoint slides/presentations. You can either create your own or use one of the pre-existing templates available in PowerPoint. Each PowerPoint template is pre-formatted for font, color, background, etc. By creating your own template, you can set all the formatting to styles that you want without always changing those that PowerPoint gives you. PowerPoint also has Content Templates, that are pre-defined presentation types -- e.g., business plan, financial overview, etc. The idea here is that PowerPoint is helping you get a certain type of message across.
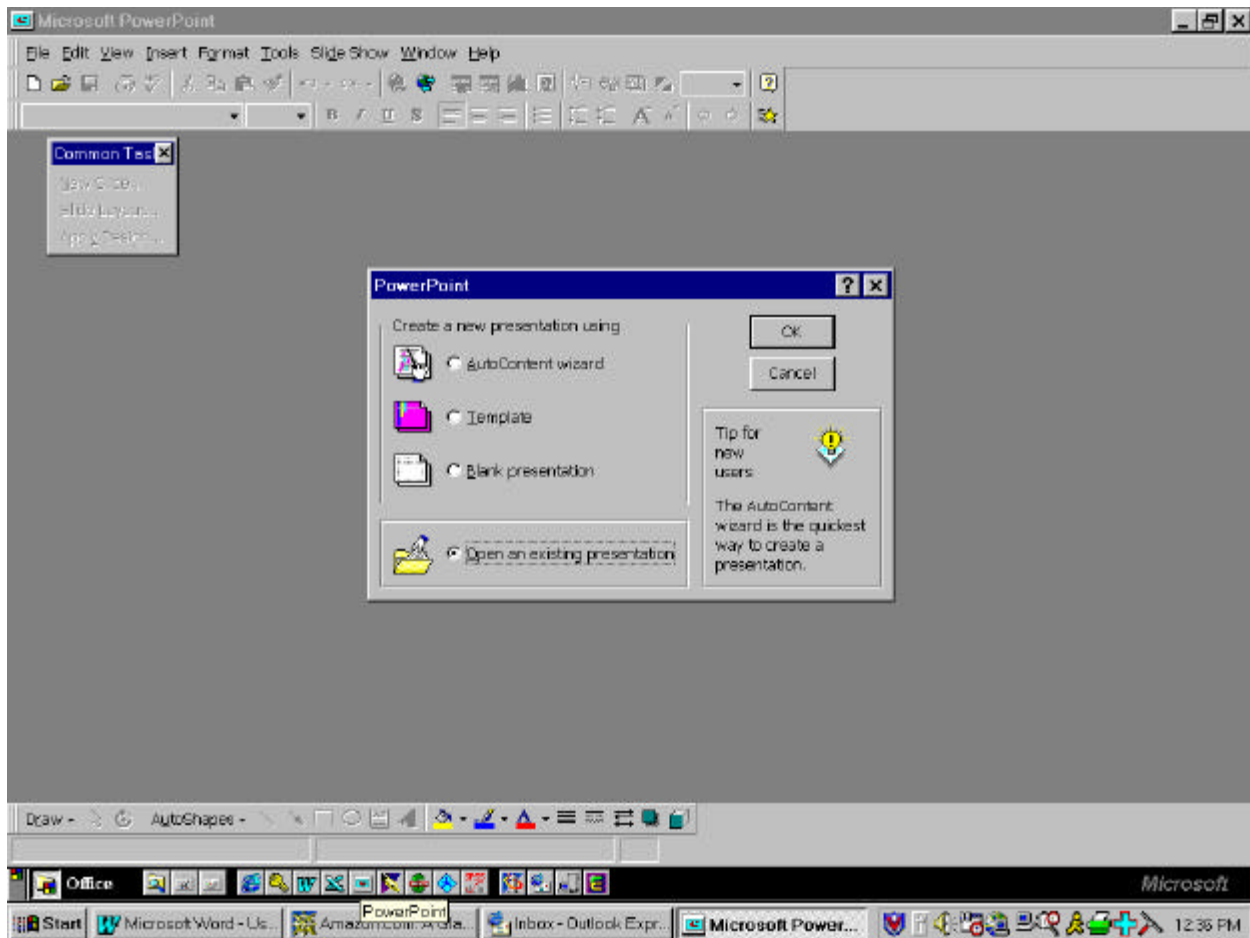
BASIC OPERATIONS

This section covers several basic operations of PowerPoint such as choosing a slide template and formatting a slide/master.

When you first go into PowerPoint, you need to select whether you want to use a Template (either one that you have created or one of the existing PowerPoint templates), AutoContent Wizard (for canned presentations), a Blank Presentation (no formatting -- you create it all), or an Existing Presentation (one that you've already created previously). The following assumes that you will be creating a new presentation using one of PowerPoint's templates.

- Click on the TEMPLATES button and click on OK.
- Click on the PRESENTATION DESIGNS or OFFICE 95 (for those of you who have this option - some may not) TAB. By doing so, you will see a list of different presentation templates available to you. By clicking on one, you will be shown a preview of that slide template. Click on the one you want, and then click on OK. In this example, we will be using the CONTEMPORARY template. Once you click on OK, you will be taken to the NEW SLIDE screen. PowerPoint expects you to select which slide type you want to use for your presentation.
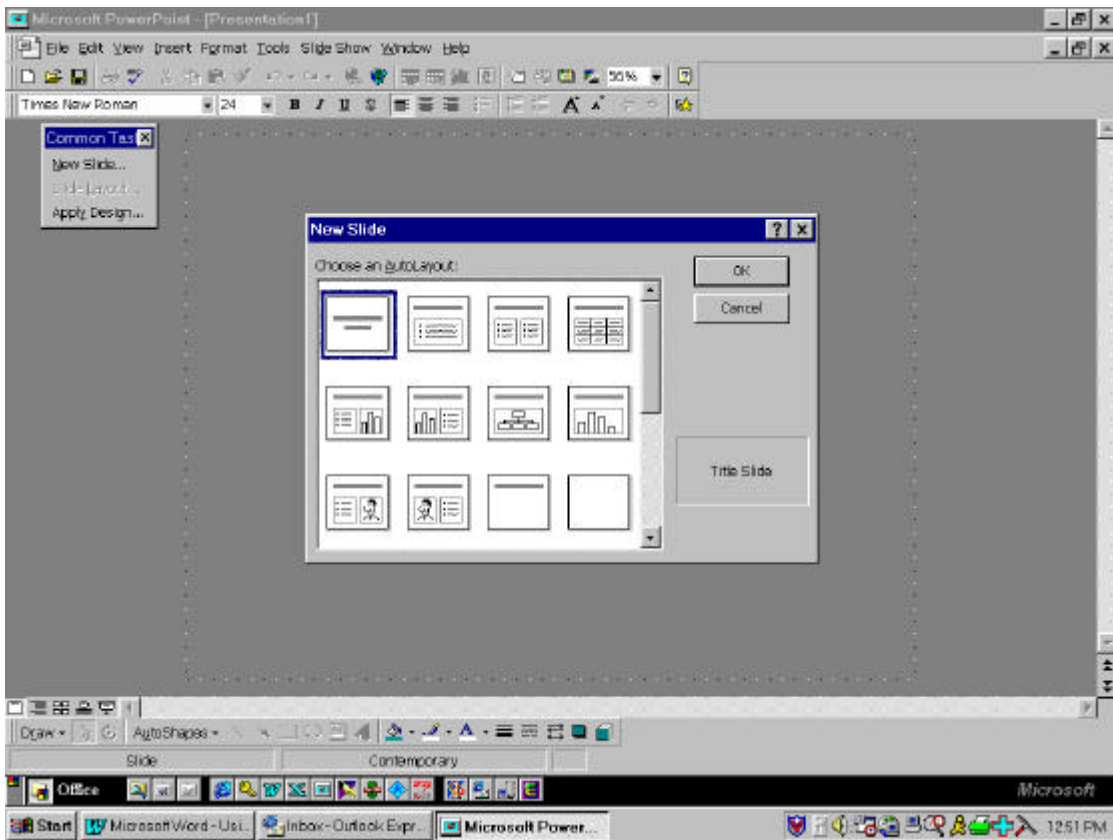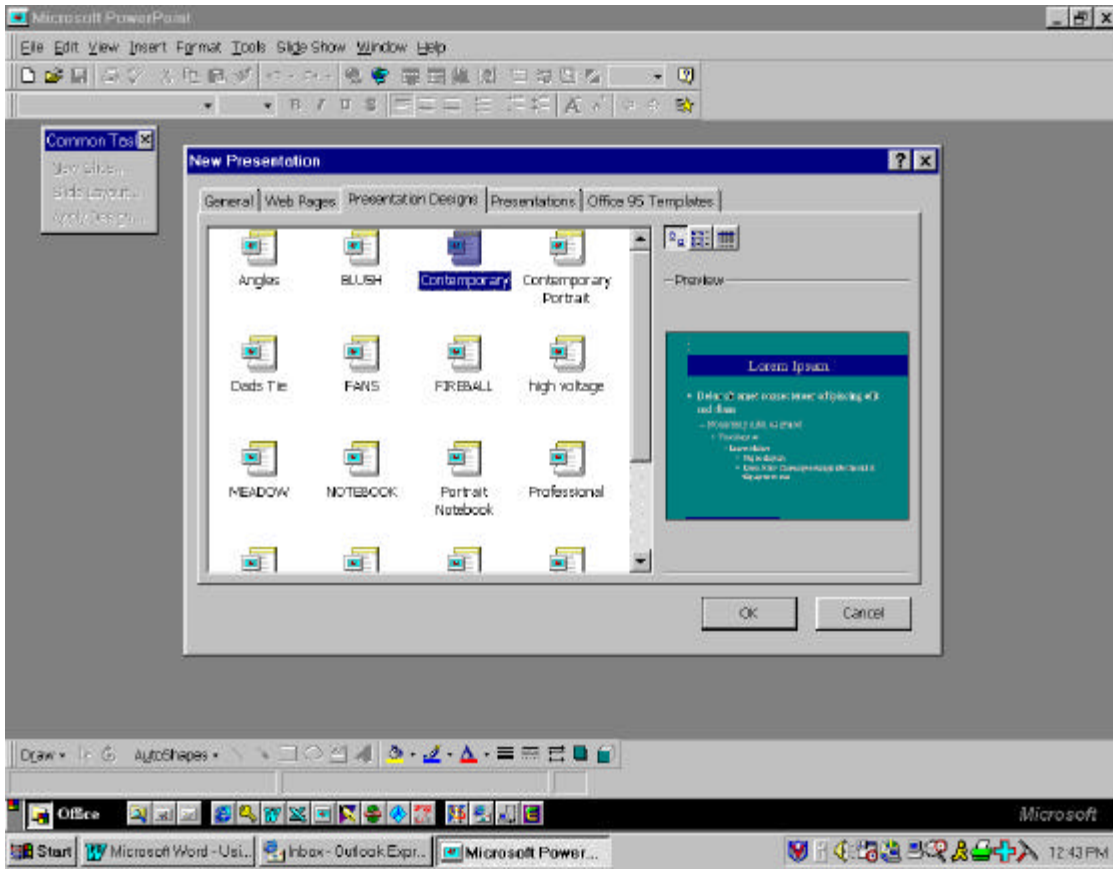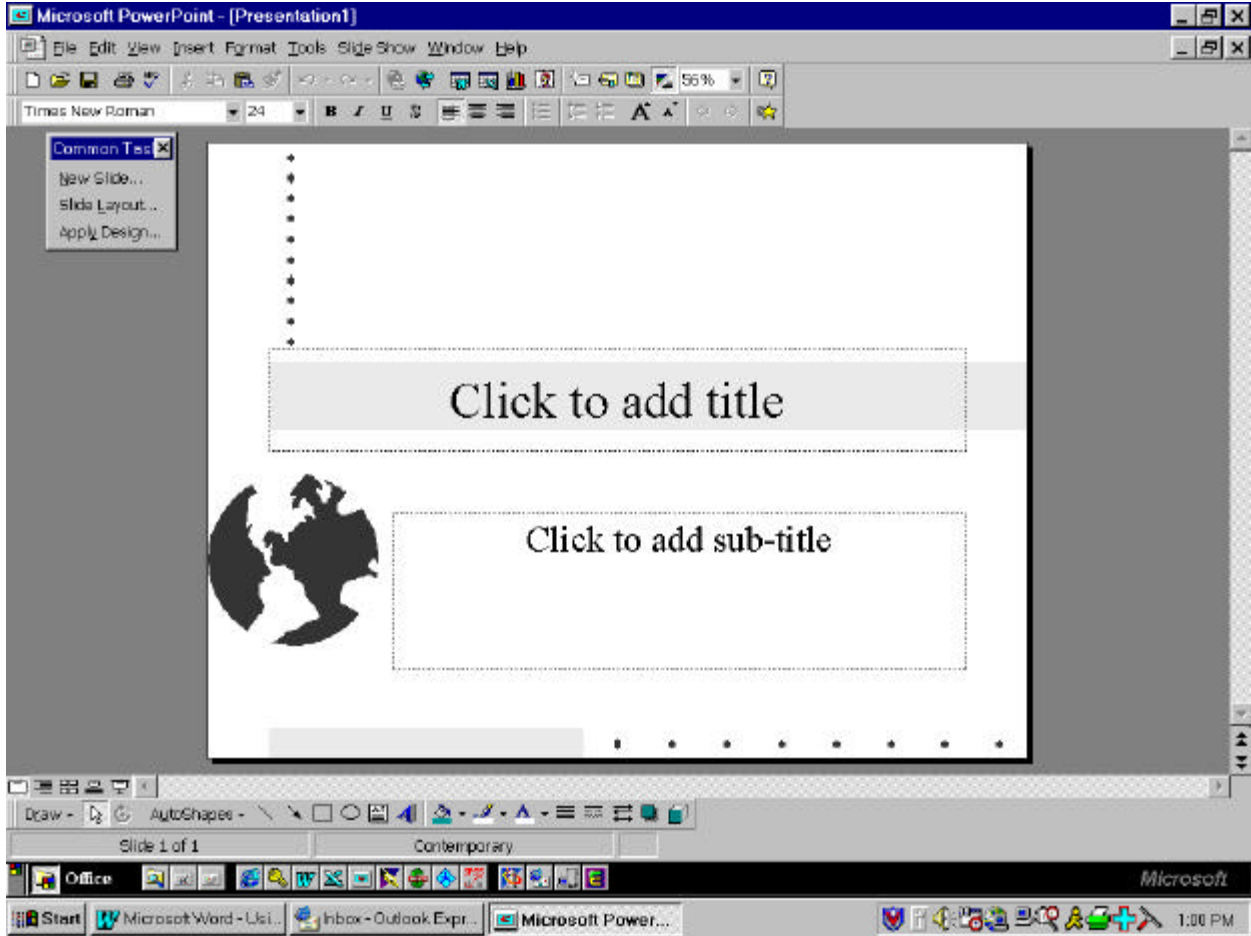
- Take a look at the NEW SLIDE screen. You have the option of selecting one of several default slide layouts -- title slide, a bulleted list slide, a slide with a picture, a slide with a chart, etc. Whenever you click on NEW SLIDE, this is the screen you will see. Chose which slide template you want to use by double clicking on the slide. Shown above is the TITLE SLIDE.
- To enter text, simply click on one of the existing text boxes and begin typing. Formatting the text is just as it is in Word. You can left, center, or right justify the text; bold, italicize, and change the font/font size; or make a variety of other formatting changes.

- Below is the BULLETTED LIST slide. Notice that you can create numerous bullets and sub-bullets to create a slide. To create a sub-bullet, you simply press the TAB key to indent. The bullet automatically moves to the next level down.
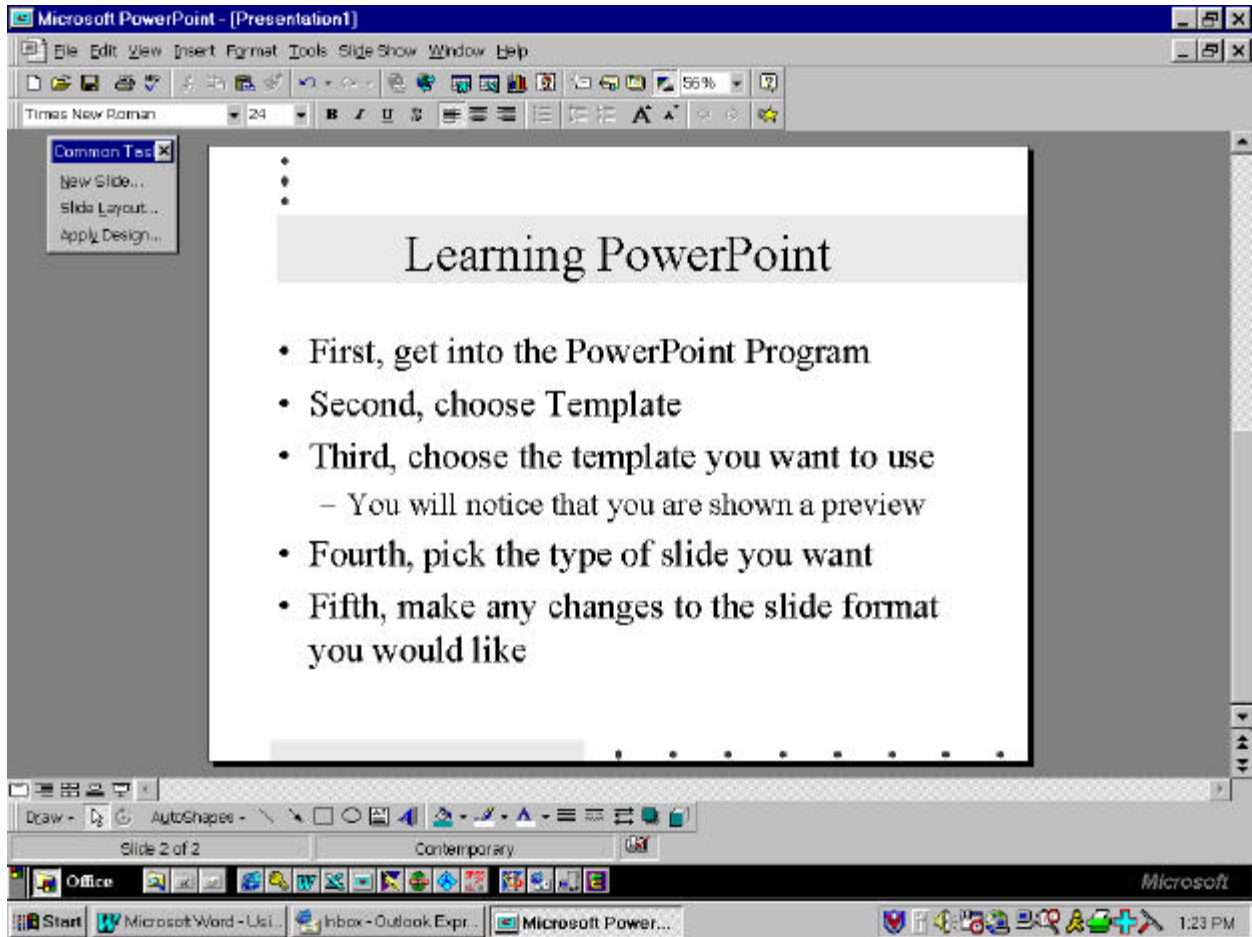
BEYOND THE BASICS

In PowerPoint, you can do a variety of things to make a presentation standout. You can add graphics, pictures, charts, and sound/video clips. You can even build in Web-based URLs so that you can go directly from a presentation out to the Web for a live demonstration. Discussed below are ways to add graphics, pictures, and charts.

Adding Graphics and/or Pictures

There are three ways (at least) that you can add an image/chart to a PowerPoint Presentation: (1) Create the chart/graphic in another software application and COPY and PASTE it into PowerPoint (just like you do when you create a graph in Excel and import it into Word); (2) Import an already existing image into PowerPoint (e.g., a graphic image that you download from the Web and save on your hard drive); and (3) Create the graphic/chart in PowerPoint directly.
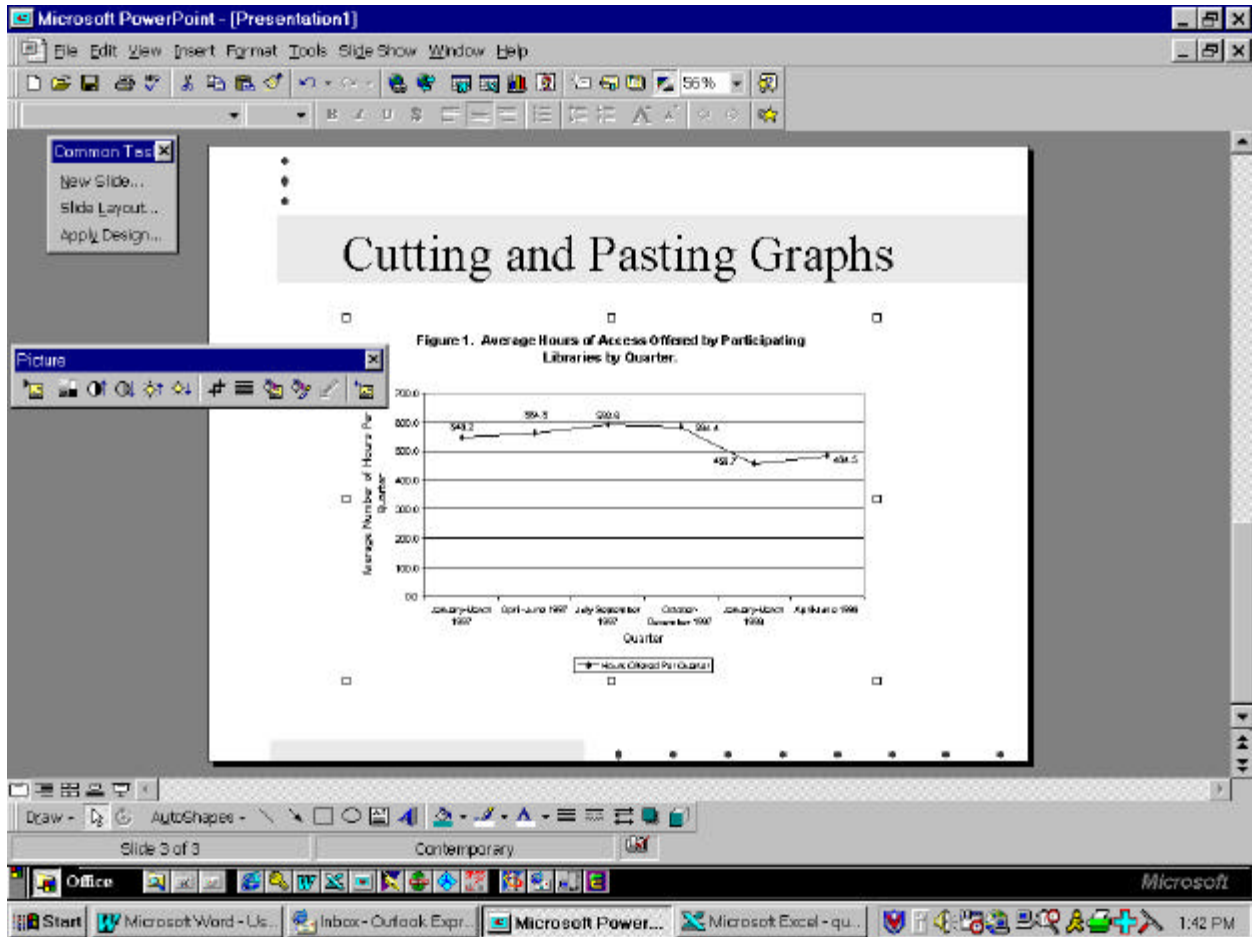
Importing from Other Software

- Create the chart/graphic in another software program. For this example, we'll assume that you have created a chart in Excel and want to bring it into PowerPoint.
- Make sure that nothing on the chart is highlighted. Hold down the SHIFT key while pulling down the EDIT menu. Drag to the COPY PICTURE sub-menu. From the COPY PICTURE screen, choose the AS SHOWN WHEN PRINTED option and click on OK.
- Next, go to PowerPoint. Go to the area on the slide that you want the chart to appear and PASTE the chart.
- The chart will likely be too large for the area you want to fit it into, so you will need to resize it. You do this by clicking and dragging on the chart corners to make the chart smaller. You can then move the chart to where you want it. You can then format the chart so that it has a border and that text wraps around it.
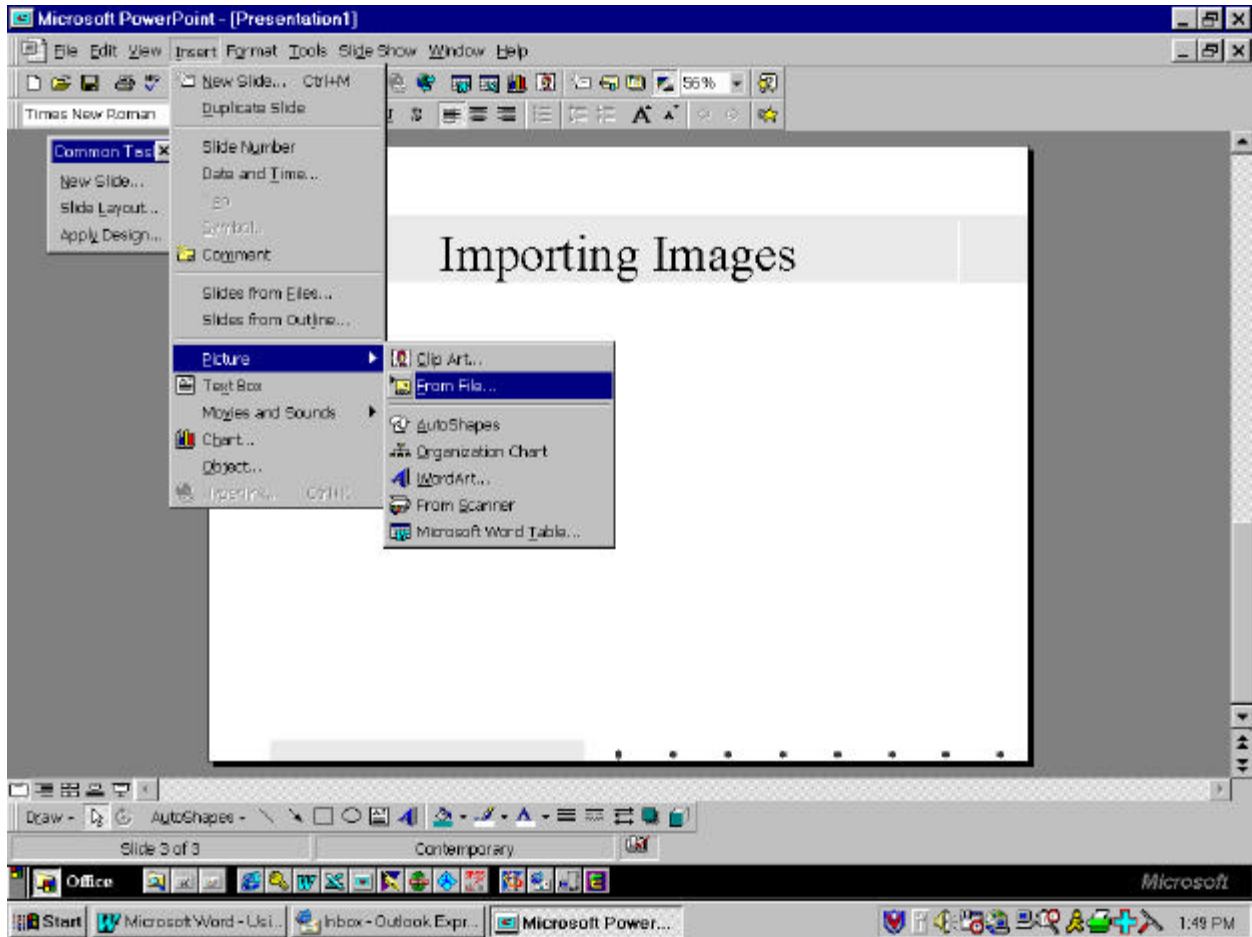
Importing an Existing Image

- To import an image that you've downloaded or saved to a file, choose INSERT, PICTURE, FROM FILE. At that point, PowerPoint will ask you where the file is that you want to import.
- Excel can read a number of different image types -- JPEG, GIF, TIFF -- most of which are the type you will find on Web sites.
- The image may be too large for the area you want to fit it into, so you will need to resize it, as described above.

Creating a Chart in PowerPoint

- Creating a chart in PowerPoint is almost identical to creating a chart in Excel. PowerPoint users essentially the same charting module, so you will notice substantial similarities. The real difference is that in PowerPoint you have to enter manually all of your data as opposed to, say, creating the chart in Excel where you have all of your data and labels from which you can create a chart. SO, if the data you have are Excel-based, you are better off creating the chart in Excel and then CUTTING and PASTING as described above.

Chart Type

Data/Label Entry
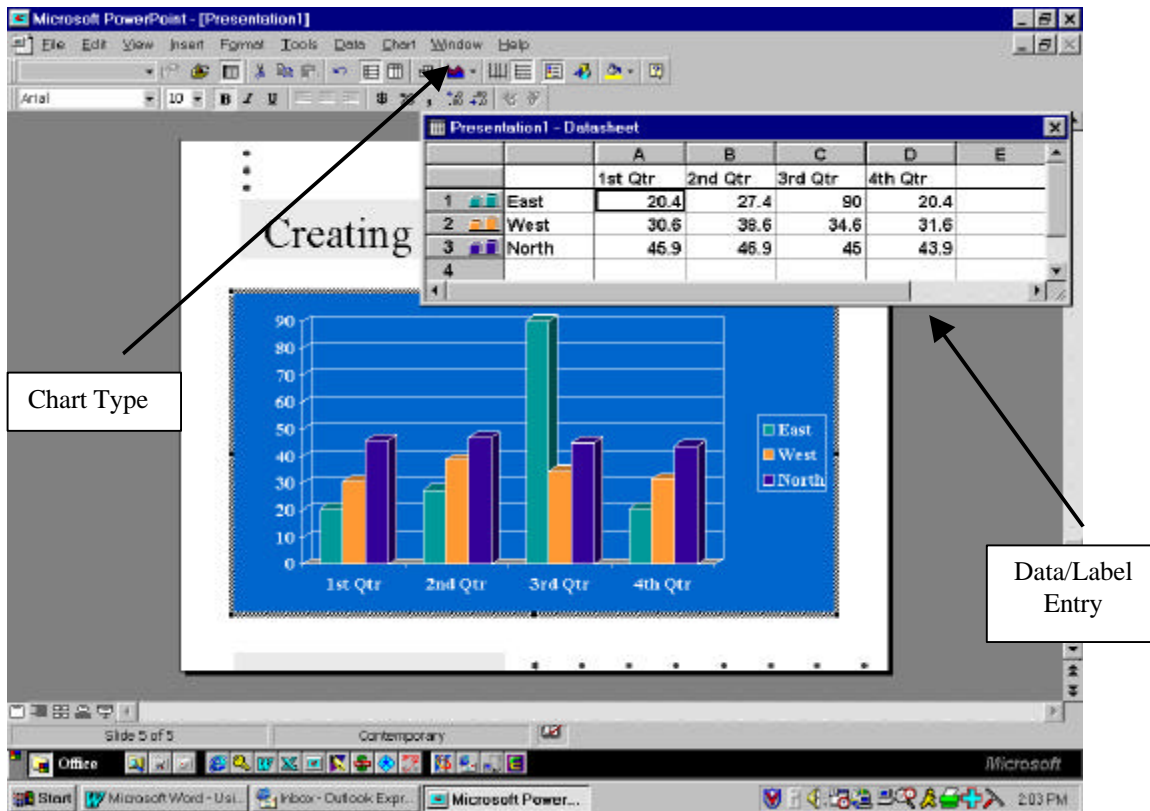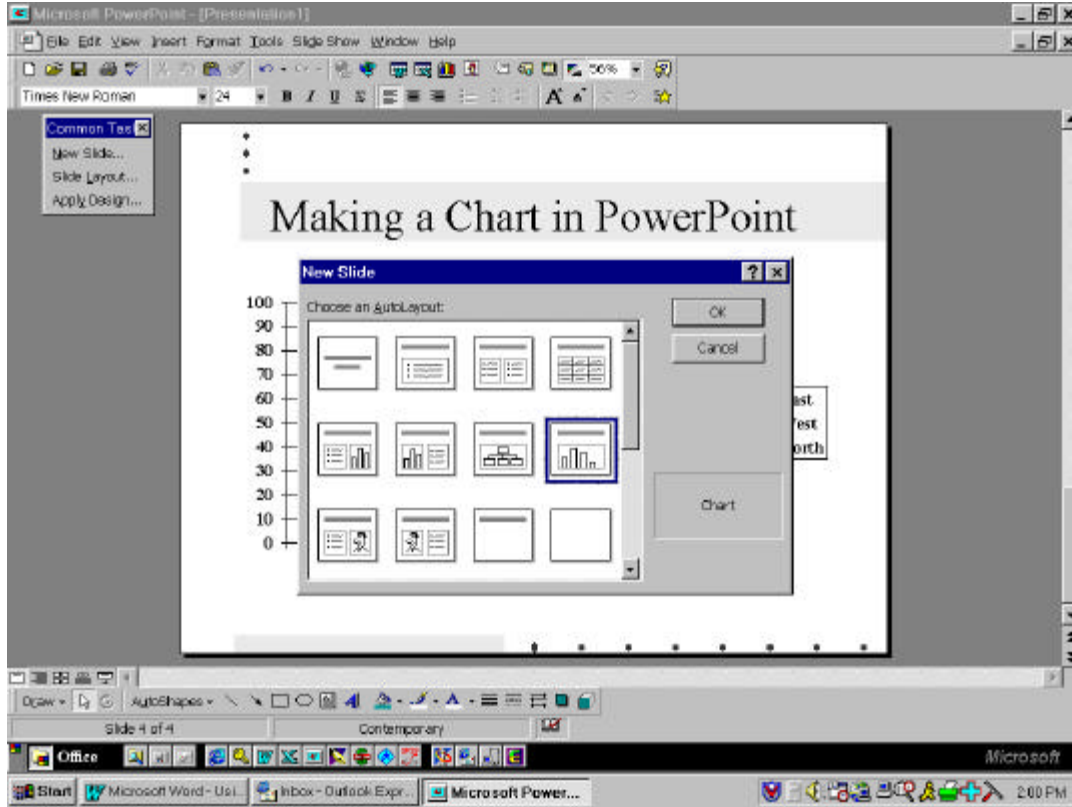
- If, on the other hand, you need to make a quick graphic, using PowerPoint's graphing feature may be your better option.
- The above screen is what you will see if you choose the CHART slide, and then double-click where it says DOUBLE CLICK TO ADD CHART.
- Once you double click, PowerPoint wants you to enter the data labels and values. This should look very familiar, as it is essentially designed as an Excel spreadsheet.
- Choose the type of chart you want to create, and then enter the labels and data you desire.
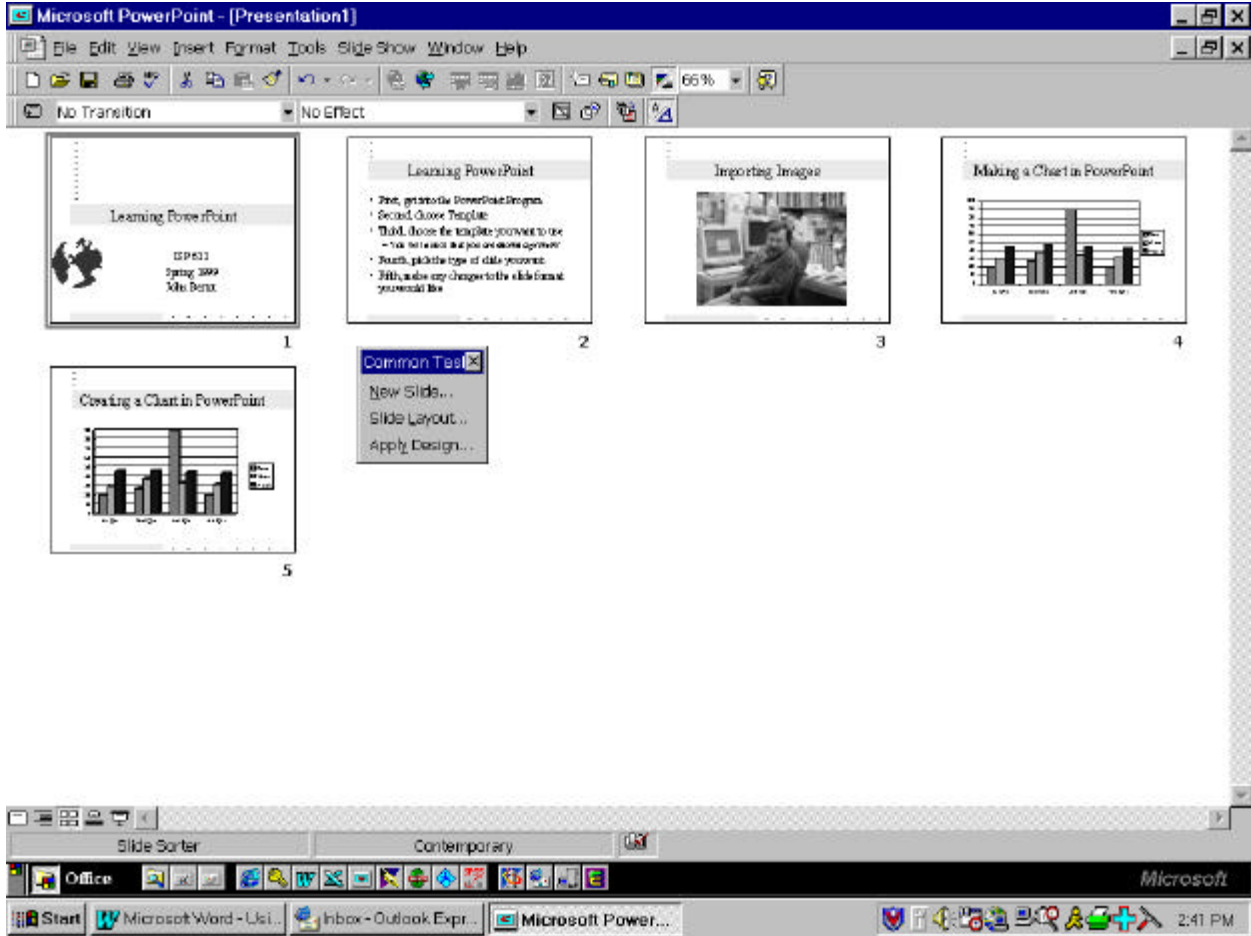
EDITING YOUR PRESENTATION

Once you have created your slides, you will probably want to review the material contained in them. During your review, you will probably decide to move slides around, change the formatting of selected slides, or even change the format of all slides to include the date, page number, etc.

Editing the Master Slide

To edit the SLIDE MASTER:

- Choose VIEW, MASTER, SLIDE from the pull-down menus.
- From here, you can change GLOBALLY (for all slides) the fonts that are used for each level; and add a footer, date stamp, page number. To do so, click on the text area and then make your changes/add your text. When done, click on CLOSE.
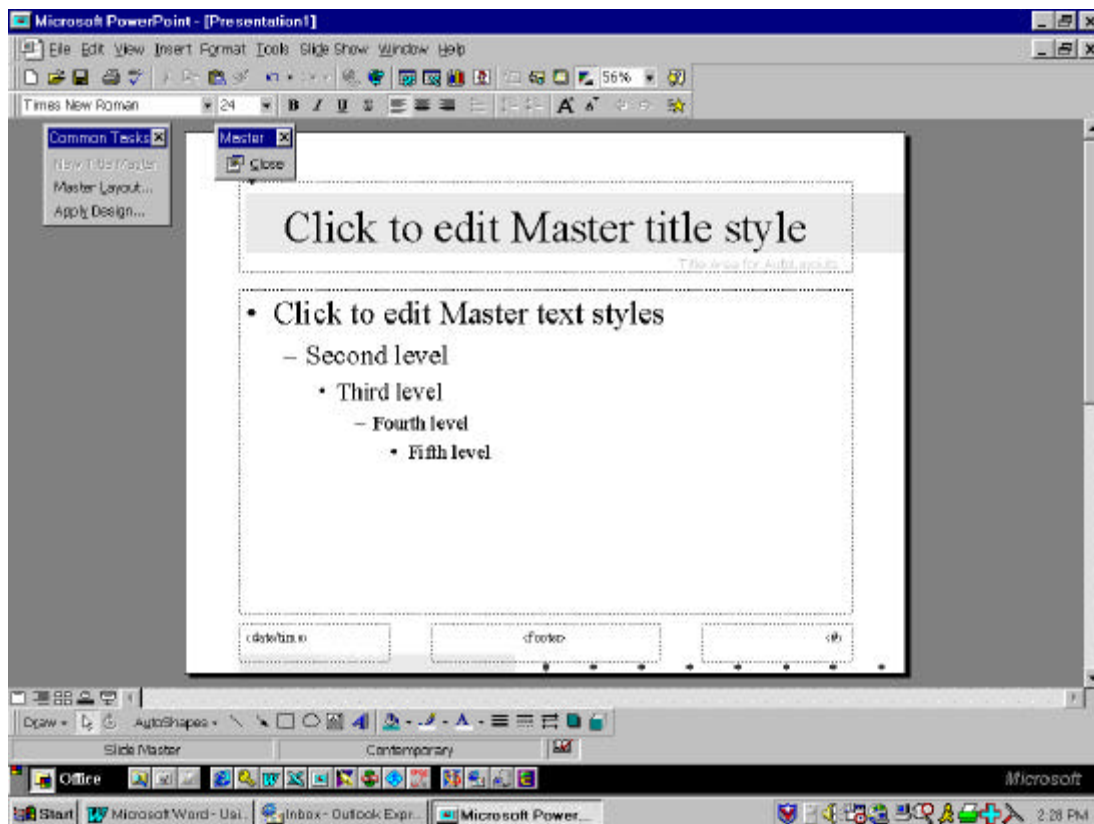
Headers and Footers

An easy way to automatically add a date, footer, and page number to all of your slides in a presentation (without editing the Master Slide) is to:

- Click on VIEW, HEADER AND FOOTER from the pull down menus.
- Click on the SLIDE tab and check off the features you want -- DATE AND TIME (either UPDATED AUTOMATICALLY if you want the date to change each time you access/print the file, or FIXED if you want the date to stay the same). Under the UPDATED AUTOMATICALLY, you can select from a number of date styles you may want; SLIDE NUMBER if you want slide (page) numbers; FOOTER to create a running footer for which you will need to enter the text; and DON'T SHOW ON TITLE SLIDE if you don't want the footers to appear on the title slide.
- When done, click on APPLY TO ALL so that the footers are on each slide (minus the title slide if you selected the DON'T SHOW box).

Editing/Moving Slides

- PowerPoint allows you to move slides around and review your presentation in a number of ways:
  - **Slide View** - one slide at a time.
  - **Outline View** - an outline of your presentation with just the text.
  - **Slide Sorter** - (shown above) shows you all of your slides in order. You can click and drag the slides to move them around and change the order in which they appear.
  - **Notes Page** - lets you view each slide with its corresponding notes page. This is the "view" you would use to add notes for your use during a presentation.
  - **Slide Show** - transforms your presentation to a slide show for presentation from a computer.

GIVING A PRESENTATION

Once you have created all the slides for your presentation and are ready to go, you have several options of how to actually give your presentation and what to provide the audience. You can:

- **Use overhead slides**. If you chose this option (always the safest, since most places will have a working overhead as opposed to trying to get an LCD panel or other type of equipment to work with your laptop), you will need to consider which slide layout is best for
  - Your specific presentation.
  - The type of printer you have (have access to) -- if you have a low-end inkjet, the color slides may not print well. On the other hand, if you have access to a good laser printer, or will be printing to black and white, choose a slide layout that works well in black and white.

- **Present directly from a computer/laptop**. For this option, make sure that:
  - You know how to set up your equipment to work properly with the display equipment you will use. They all work differently enough so that you will want to check things out ahead of time.

- **Provide your audience with handouts of your presentation**. To do this:
  - You need to print out the handouts. You have the choice of 2, 3, or 6 slides per page.
  - Choose FILE, PRINT, and then select what to print out -- slides (for presentation), handouts, notes pages, or outline view.
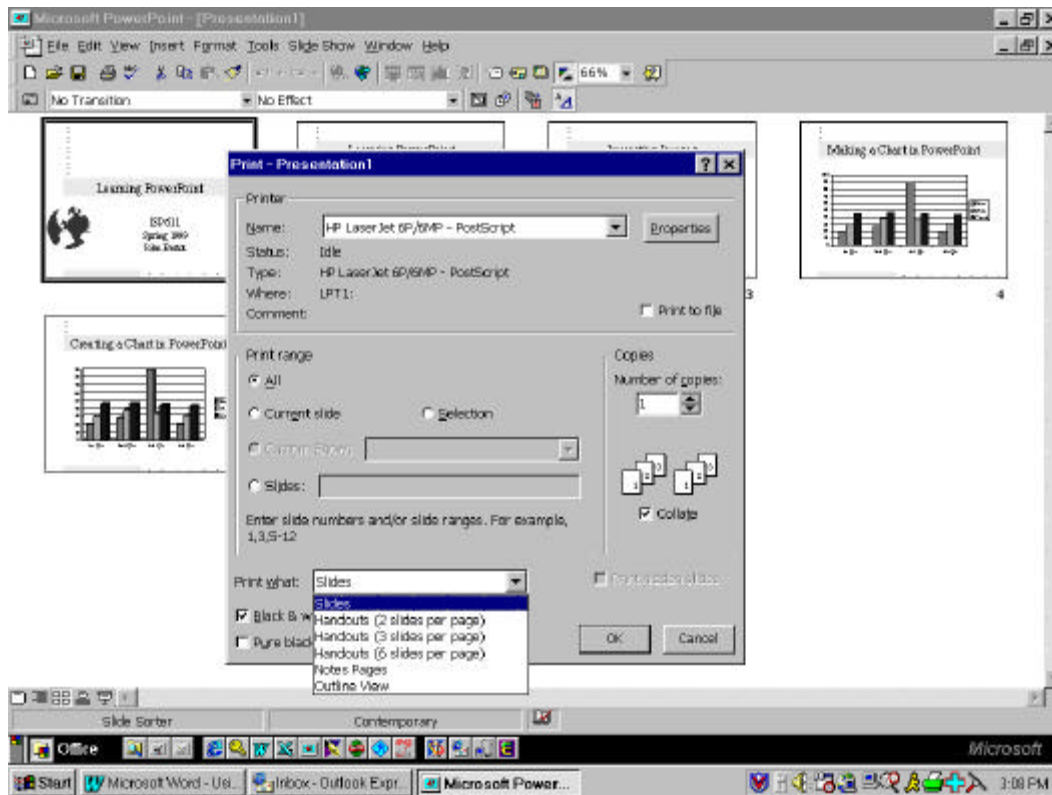
OTHER CONSIDERATIONS

Some other things to think about when creating/giving presentations:

- Use as few as possible items per slide, but enough to make your point(s). Cluttered slides are often difficult to read -- both from overheads as well as computer displays.
- Incorporate even more advanced features to your presentation (such as video clips, animation) only when they actually enhance the presentation.
- Once you have experimented with PowerPoint, get comfortable with its features, and how YOU like working with it, consider creating your own presentation templates so that you are not always changing the formats on existing PowerPoint templates. This gets time consuming, particularly when you create lots of presentations.
- You can program PowerPoint to change slides during an on-screen presentation in many different ways (e.g., a slide appears from the top or bottom of a screen, or it fades in). This can help make a presentation more lively. You need to program each slide of the slide show to do this, however.