

# Intermediate PowerPoint 2003 for Windows

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## Working with Slide and Title Masters

The Title and Slide masters each have a specific purpose. The Title Master controls the attributes of your presentation's title slide, and the Slide Master controls the attributes of the slides in the body of your presentation. You can use the Slide Master not only to control the look of your presentation, but you can also add objects to the Slide Master that will appear on all the slides in the body of your presentation.

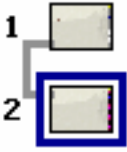
- Click on the **Design** button on the Formatting toolbar and choose a design

To view the masters:

- Choose View> Master> Slide Master



Notice the status line indicates you are on the Title Master and the Title Master slide is displayed. To the left are the icons for the masters.



- Click the top icon to display the Slide Master



PowerPoint displays the Slide Master. The Title Master and the Slide Master are the equivalent of two slides in the same presentation.

The title/slide master toolbar is display. The various buttons can be used to add additional masters and rename and delete the masters. The Master Layout button is used to restore any of the placeholders you may delete.




If you do not want objects you add to the Slide Master to appear on the title slide, you can make changes on the Title Master. The Title Master also allows you to format the title text differently from the title text on the Slide Master.

In the Slide Master you can control the placement of objects. You can move, resize or delete any of the text objects on the master just as you would on any slide.

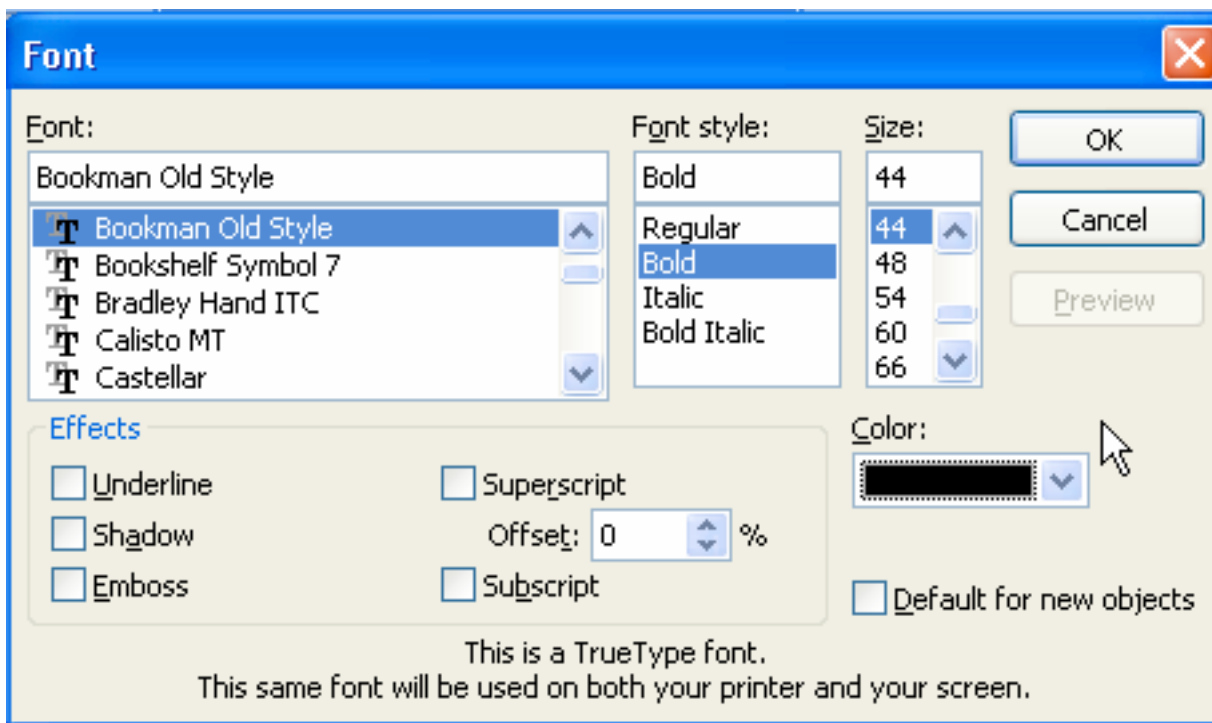
### **Adding Labels to the Slide Master**

If there is text, such as the College name [or your department name] that you want to appear on all the slides, you can add a label to the Slide Master. Labels added to the Slide Master do not appear on the Title Master.

- Click on the Text Box tool on the Drawing toolbar 
- Click and drag on the Slide Master where you want to add the label
- Type in your department name

Let's make some additional changes to our Slide Master, such as font, point size and text color.

- Click anywhere in the “Click to edit Master title style” placeholder
- Choose Format > Font



- Select a different font and point size
- Click on the **Color** pop-up menu; select a color for the text and click the **OK** button

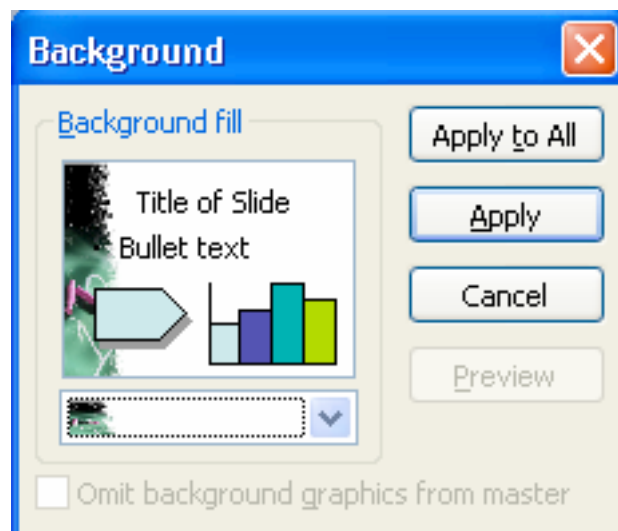
- Click the **OK** button to close the Font dialog box
- Select all the text in the body placeholder area and make formatting changes

## Creating a Color Background

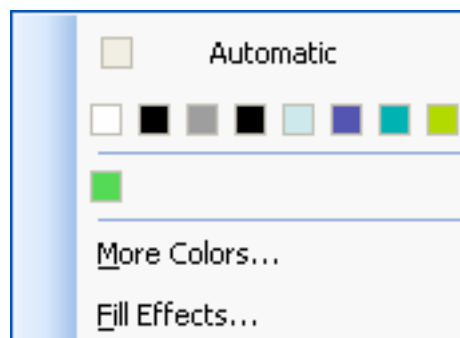
Note: You do not have to be in Slide Master view to change the background color.

- Choose Format > Background

Or you can simply <right-click> anywhere outside the placeholders and choose background.



- Click on the pop-up menu below the Background fill preview box



- Do one of the following:

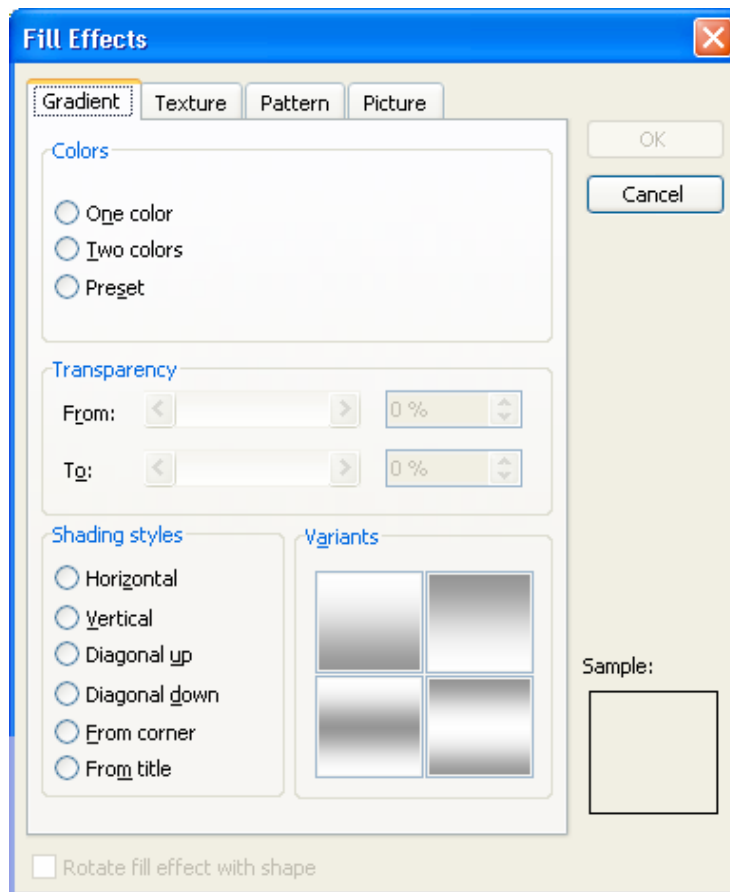
- Click on Automatic to keep the original color scheme
- Click on one of the color boxes below Automatic
- Click on More Colors, click Standard, choose a color and click the **OK** button

Use the Custom tab to create your own color.

When you are returned to the Background dialog box, clicking either the **Apply to all** or **Apply** button will add the color to all slides since we are doing the slide master. But you could change individual slides later by using the **Apply** button.

### Creating a Custom Fill Effects Background

- <right-click> anywhere outside the placeholders and choose Background
- Click on the pop-up menu below the Background fill preview box
- Click on Fill Effects
- Click on the Gradient



You have four tabs to choose from: Gradient, Texture, Pattern, and Picture.

*Gradient* determines the shading of your background fill. Select *One color* to use shades of one color, select *Two colors* to shade between the two colors you specify, or select *Preset* to use predefined color combinations. You can specify the direction in which you want PowerPoint to shade [Horizontal, Vertical, Diagonal up, Diagonal down, From corner and From title].


*Texture* determines the texture of your background fill.

*Pattern* determines the pattern of your background fill.

*Picture* allows you to add a picture to your background fill.

- Experiment with the various features; then click **OK** and select **Apply to all**
- Save the file with your name on the Desktop

Let's add a piece of clip art.

- Double click on the **Insert Clip Art** button on the Drawing toolbar 
- In the "Search for" field, type in a keyword for whatever type of clip art you are looking for
- Click the **Search** button
- Double click on the selected clip art

The Picture toolbar is displayed when the clip art is selected.

- Resize and position your clip art if necessary

The clip art you have added will appear on every slide, but not on the title slide. You can still add other objects to individual slides.

Go ahead and make font, point size and color changes to your Title Master just as you did with the Slide Master. Insert a piece of clip art.

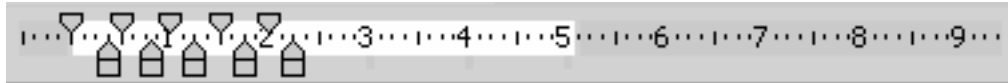
Remember you can still edit the text attributes of an individual slide's title in your presentation, so that it is different from the Title Master. These individual changes will not affect the attributes you selected on the Slide or Title Master.

- Return to the Slide Master

## Changing Indents and Tabs

PowerPoint provides a maximum of five levels of indents. To change the indents:

- Click in the text in the master body text box



PowerPoint displays a ruler at the top of the slide with indent markers. If PowerPoint does not display the ruler, choose View > Ruler.

The upper indent triangle [**First Line Indent Marker**] indicates the indent level of the first line of each paragraph.



The lower indent triangle [**Left Indent Marker**] indicates the indent level for the rest of each paragraph.



Dragging the indent triangles will reset the indent levels for your paragraphs.

Note: If you click on the bottom part of the left indent marker, PowerPoint moves the first line and left indents simultaneously maintaining the distance between the two. If you click on the top part of the left indent marker, PowerPoint moves the left indent independent of the first line indent.

You can set indents to the body text in individual slides without affecting the indents you set in the master body.

To set tabs:

- Make sure you are in Slide Master view
- Click in the text in the master body placeholder
- Click on the Tab Alignment button to display the one you want (located to the left of the Ruler)



Left      Center      Right      Decimal

- Click on the Ruler where you want to create the tab

To remove a tab, click and drag off the ruler. To move a tab just drag it along the ruler.

To begin creating your slides, go to the Slide view

- Click the **Normal View** button in the lower left hand corner

We are going to create three title slides and approximately three or four additional slides associated with each title slide. The purpose of this is to demonstrate how you can create custom slide shows.

You can use the slide information given in this presentation, or use information that applies to you or your department.

The first blank title slide is displayed.

- Click in the Title placeholder and type *CIT Training*
- In the subtitle placeholder, type *Seminars*
- Choose the **New Slide** button on the Formatting toolbar
- Select the “Title Slide” under the Text Layouts category
- Type *Documentation*; for the subtitle, type *Windows XP*
- Choose the **New Slide** button on the Formatting toolbar and select the “Title Slide” again
- For your third Title slide; type *Computer Sales*; for the subtitle, type *Web-Based*
- Move back to your first title slide and choose the **New Slide** button on the Formatting toolbar
- Select the “Title and Text” bullet slide layout under the “Text Layouts” category

Notice your clip art, font, etc now are from the Slide Master rather than the Title Master.

- Type *Topics* for the Title placeholder

- In the text area, type *Word* for your first bullet
- Press <Enter> and type *Excel*
- Press <Enter> and type *Mulberry*
- Choose the **New Slide** button on the Formatting toolbar; the “Title and Text” bullet slide layout should be selected
- Type the following slide information:

*Word*

- *Toolbars*
  - *Fonts*
  - *Tables*
  - *Macros*
- Choose the **New Slide** button on the Formatting toolbar
  - Type the following slide information:

*Excel*

- *Entering Data*
  - *Correcting Data*
  - *Formatting Data*
  - *Charting Data*
- Choose the **New Slide** button on the Formatting toolbar; the “Title and Text” bullet slide layout should be selected
  - Type the following slide information:

*Mulberry*

- *Mailboxes*
  - *Address Books*
  - *Attachments*
- Move to your second title slide [**Documentation**] and create three more bullet slides; one for Word, one for Excel and one for Mulberry

Note: For the Excel slide, choose the 2 Column Text slide.

Remember to press the <Tab> key to insert the second bullet level.

### *Word*

- *Sample Documents*
  - *Beginners*
  - *Merge*
  - *Sort*

### *Excel - Nine Documents*

- *Beginners*
- *Text Formatting*
- *Copy Commands*
- *Formulas*
- *Numerical Formats*
- *Styles*
- *Text Boxes*
- *Charts*
- *Toolbars*

### *Mulberry*

- *Five Documents*
  - *Beginners*
  - *Address Book*
  - *Formatting Text*
  - *Mailboxes*
  - *Filter, Searchings and Rules*
- Move to the third title slide [**Computer Sales**] and create three more Title and Text bullet slides [*What We Sell, Payroll Deduction Plan, Services*]

Note: Use <Shift + Tab> to return to a previous bullet level.

### *What We Sell*

- *Computers*
  - *Macintosh*
  - *Omni Tech*
  - *Dell*

- *Printers*
  - *Hewlett Packard*
  - *Epson*

#### *Payroll Deduction Plan*

- *25 percent down payment*
- *\$75 processing fee*
- *12 monthly (or 24 bi-weekly) payments*

#### *Services*

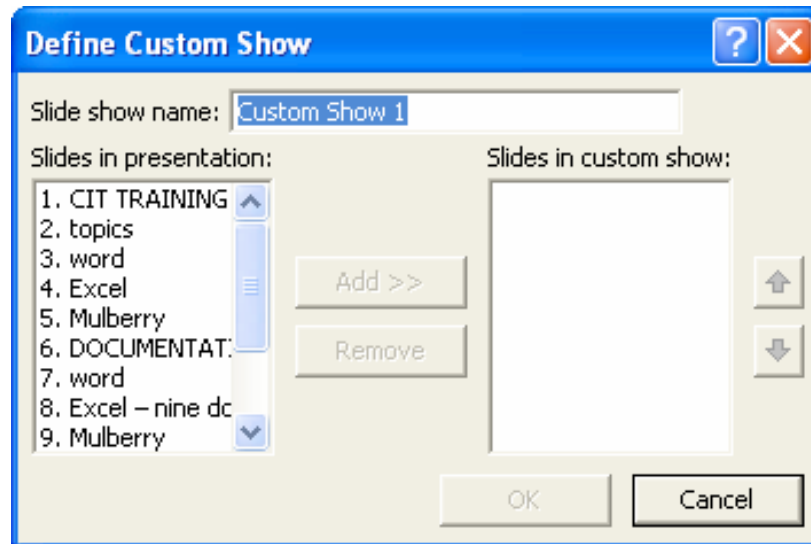
- *Network setup for dorms*
- *Software installation*
- *Warranty repairs*

## **Organizing Your Presentation**

Suppose you are preparing a presentation that covers more than one subject area, or perhaps you need to customize your presentation for multiple audiences. You can create mini-presentations from a master presentation. A custom show is a group of selected slides to which you assign a name for easy reference.

To divide up our current slides into three custom shows:

- Choose Slide Show> Custom Shows
- Click the **New** button



- Type in a name; e.g., *Training*, in the “Slide show name” field
- Click on the appropriate slide, then click the **Add>>** button
- Continue with the appropriate slides [1-5] for the Training mini-presentation

Note: use the arrow buttons to change the position of a selected slide in the custom show sequence.

- Click the **OK** button when all the appropriate slides have been added
- Create a second mini-presentation named *Documentation* [slides 6-9] and a third one for Computer Sales [slides 10-13]

Note: You can use the <Shift> key to select the beginning and end slides and then click the **Add>>** button.

- Click the **Close** button when finished

To run the mini shows:

- Choose Slide Show> Custom Shows and select the appropriate one
- Click the **Show** button

Note: If you need to “hide” selective slides, do the following:

- Display the slide

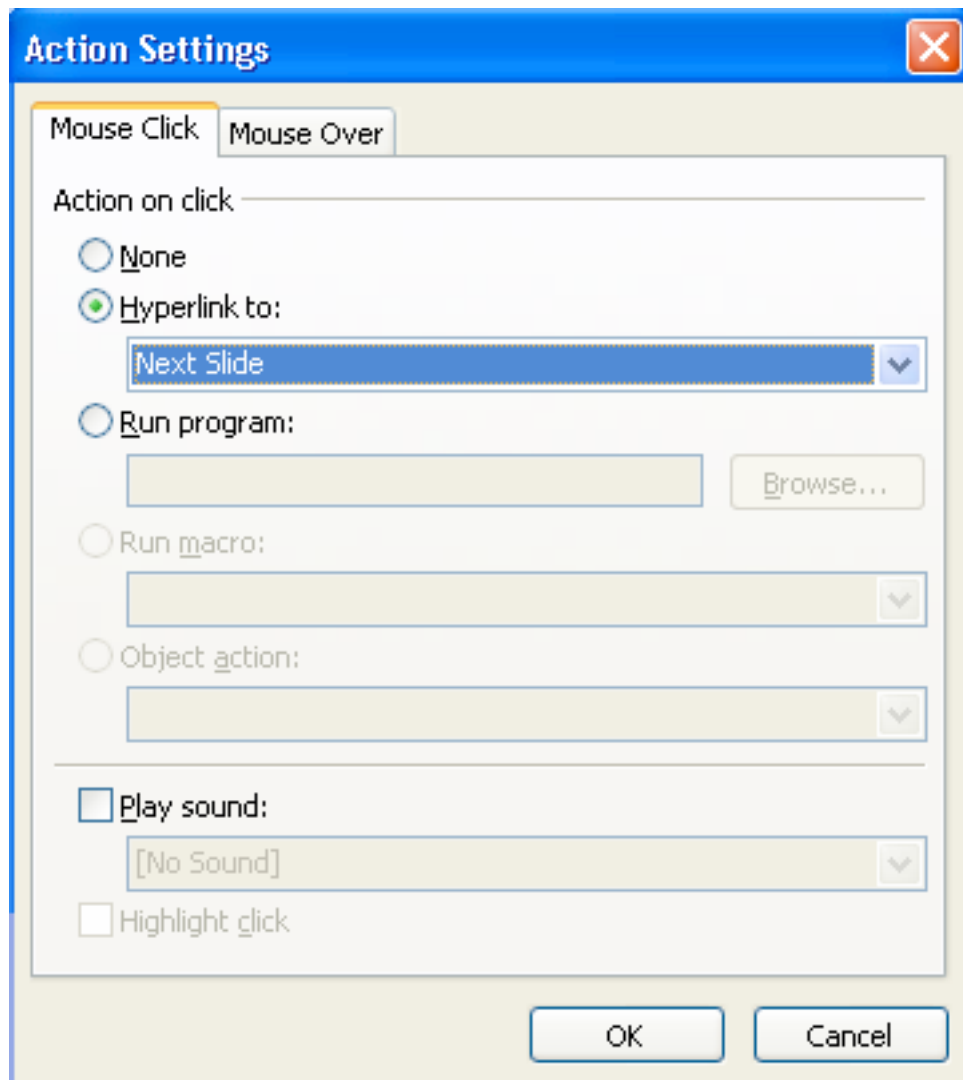
- Choose Slide Show> Hide Slide

In the slide show display to the left , a slash will be drawn through the number beside the slide(s) that you wish to hide. To unhide the slide , select the slide and then choose Slide Show> Hide Slide again.

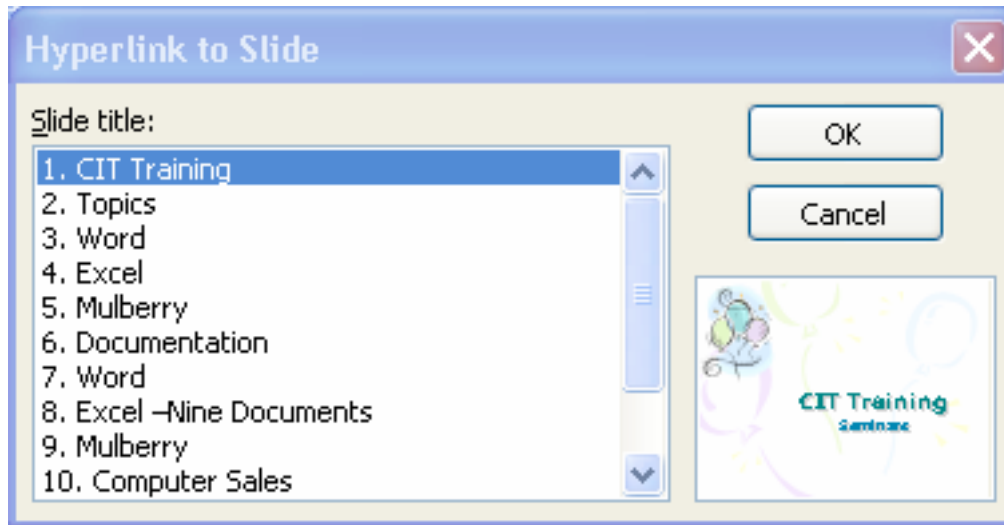
### **Branching to Other Locations**

A presentation does not need to be limited to a single linear path. You can set up ways to branch from one slide to other slides, or to run other applications to display support data. For example, on our Topics slide, we could set up branches for each topic. For example, when the Word bulleted item is displayed on the screen, we could jump to the slide that discusses it in detail and then return back to the Topics slide to display the next bulleted item.

- Select the text “Word” on the **Topics** slide (slide #2)
- Choose Slide Show> Action Settings
  
- Click on the **Hyperlink to** radio button



- Click on the pop-up menu and select “Next Slide”; click the **OK** button
- Select the text “Excel” on the **Topics** slide (slide #2)
- Choose Slide Show> Action Settings
- Click on the **Hyperlink to** radio button
- Click on the pop-up menu and select “Slide”



- Choose “Excel” and click the **OK** button
- Click the **OK** button
- Select the text “Mulberry” on the **Topics** slide (slide #2)
- Choose Slide Show> Action Settings
- Click on the **Hyperlink to** radio button
- Click on the pop-up menu and select “Slide”
- Choose “Mulberry” and click the **OK** button
- Click the **OK** button

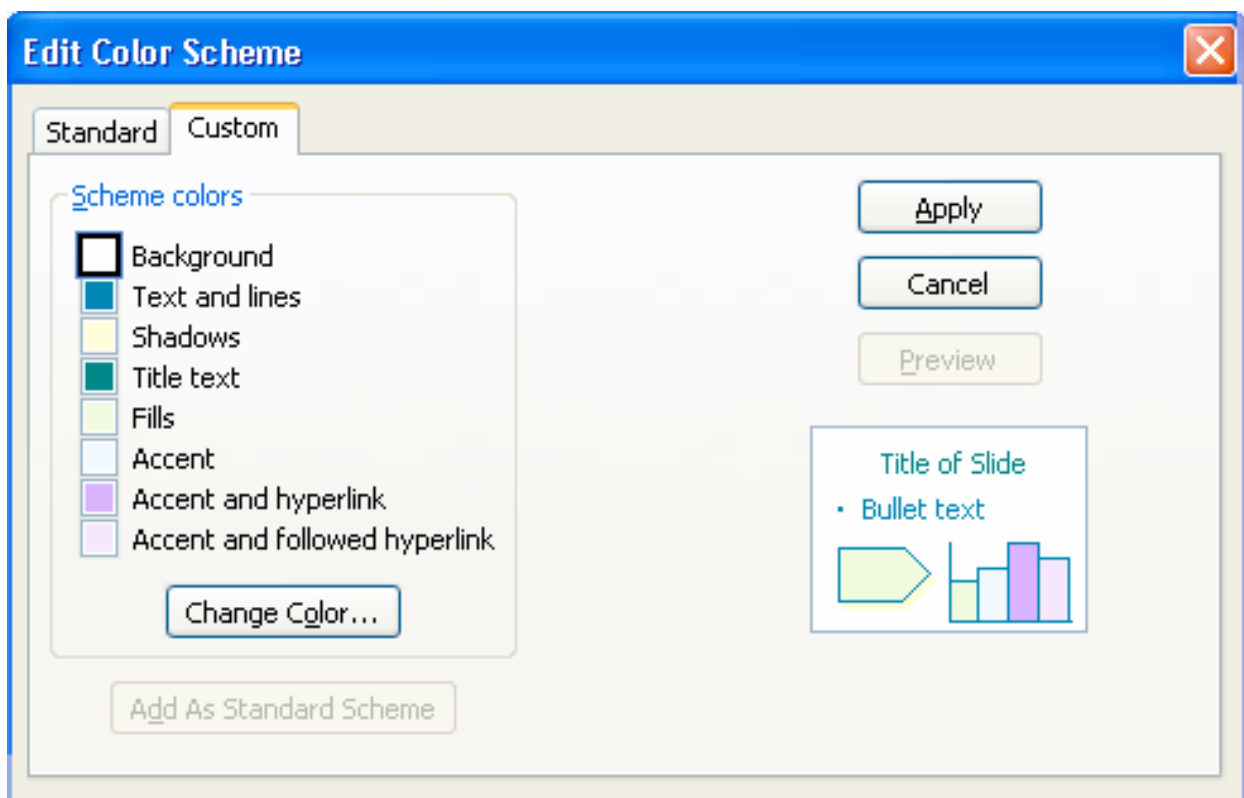
To set up the “returns” to the Topic slide:

- Select “Word” on the **Word** slide (slide #3)
- Choose Slide Show> Action Settings
- Click on the **Hyperlink to** radio button
- Click on the pop-up menu and select “Slide”
- Choose “Topics” and click the **OK** button
- Click the **OK** button

Repeat the above steps for the Excel slide (slide #4) and the Mulberry Slide (slide #5). Except for the Mulberry slide you want to choose the slide that follows (**Documentation**) rather than Topics.

Now go to your first slide and run the slide show. Test your links. Notice the link colors for new and visited links may not blend too well, or worse -- not even show up. You can make adjustments using the Slide Color Scheme menu.

- Select Format> Slide Design
- Click on “Color Schemes” in the Task Pane
- Click on “Edit Color Schemes” in the Task Pane
- Click the Custom tab



Notice the “Accent and hyperlink” and the “Accent and followed hyperlink”. The first one is for unvisited links and the second one is for visited links.

- Select “Accent and hyperlink” box

- Click on the **Change Color** button and choose Standard or Custom tab
- Experiment with the colors
- Do the same for the “Accent and followed hyperlink”
- Click the **Apply** button when finished

## Different Formats

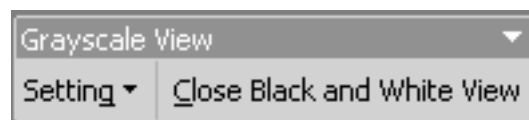
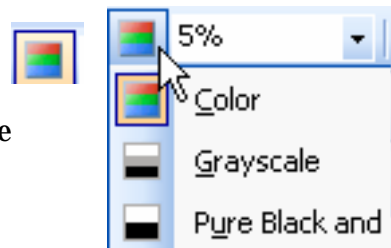
In addition to the on-screen format, you have color overheads, black and white overheads and 35mm slides.

Note: Use light backgrounds for overheads and dark backgrounds for on-screen and 35mm slides.

Black and white overheads and good old paper are still widely used. Not every place has LCD panels or projectors. Or, of course, there is always the possibility that the equipment fails. How often have you seen an overhead projector fail? The most that can usually happen is the bulb burns out. You can create your overheads in color and then by using the **Color/Grayscale** button, you can switch your presentation. Why would you want black and white instead of color? You may not have a color printer available.

To use a color presentation in black and white:

- Click on the **Color/Grayscale** button on the Standard toolbar
- Select the “Pure Black and White” option



The Greyscale View toolbar is displayed.

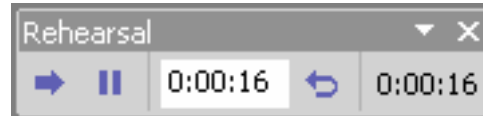
- Click on the **Setting** button
- Select an option to modify the way the selected item prints in black and white without permanently changing it

- Click on the **Color/Grayscale** button and select Color

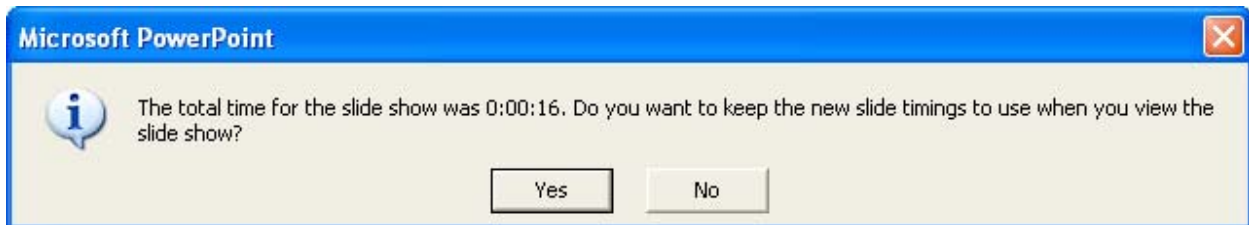
## Timing and Rehearsing Your Presentation

PowerPoint provides a method to time each of your slides. Each time you advance to the next slide, the amount of time the slide was displayed is recorded. After you have gone through all of the slides, you are prompted to save the timings and then placed in slide sorter view. In this view you can see if you have too much or too little material and make adjustments.

- Choose Slide Show> Rehearse Timings



In the upper left corner a timer is visible. Read through each of your slides [providing any additional planned material for each slide]. Press the mouse button to advance to the next slide. When you are finished, you will be asked if you want to record the timings.

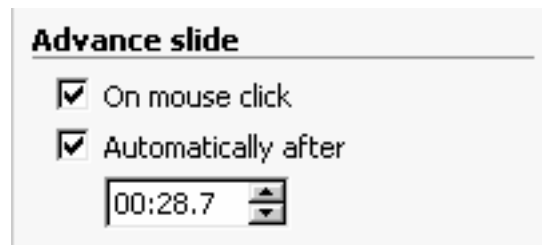


- Click the **Yes** button

In slide sorter view, the timings will be listed below each slide. You can increase or decrease the timing for each slide.



- Click on the slide you wish to change
- Click on the **Slide Transition** button on the Formatting toolbar
- In the Slide Transition Task Pane, change the existing time



Notice that both the “On mouse click” and the recorded time are checked. Each slide will automatically advance based on the scheduled time, or if you want to move on to the next slide before the stated timed, you can click the mouse. You can selectively choose slides for the advancing features.

Notice the Apply to All button if you wanted to apply it to all slides.

- Click anywhere on the slide to apply the change

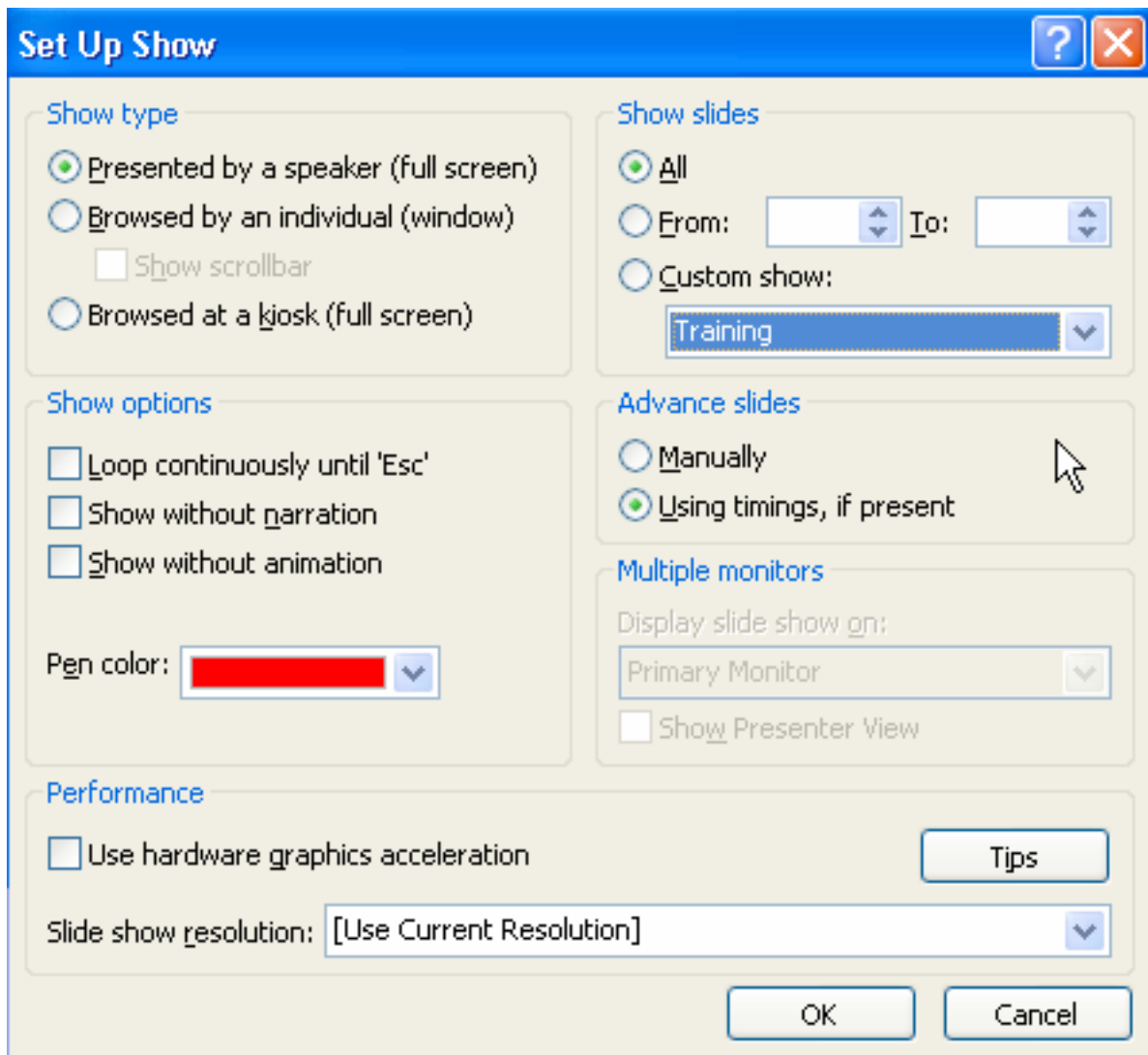
## Methods of Presentation

In addition to just running your presentation by opening the file and clicking on the Slide Show button, you can set up presentations to run continuously, be self-starting or use the PowerPoint Viewer program to run your presentation without actually having the PowerPoint software installed on the computer.

### Unattended Presentation

You may want to have a presentation that runs continuously unattended. Trade shows are an example of where you will see unattended presentations that continuously loop.

- Choose Slide Show> Set Up Show



- Click the “Loop continuously until ‘Esc’” box

If you have set up timed slides, the slides will advance according to the times set.

If the “Presented by a speaker (full screen)” is selected, a viewer can still override the timings, by clicking the mouse. But if “Browsed at a kiosk (full screen)” is selected, the viewer cannot advance the slides. The “Browsed by an individual” displays scrollbars and a Menu bar which allows the individual to print the slide show, move forward and backward, etc.

To avoid viewers from interrupting the show, you can always remove the keyboard.

## Self-starting Presentation

In addition, to running your slide show by clicking on the Slide Show button and using the mouse and timed slides features, you can save your presentation in a file format that starts PowerPoint and runs the slide show automatically.

- Choose File> Save As
- In the “Save as type” list, choose PowerPoint Show
- Select the Desktop location to save your file
- PowerPoint adds the extension “pps” to the file name; click the **Save** button



The file is saved and is represented with a slightly different icon.

- Exit PowerPoint and double click on the file on the desktop

## Presenting Without the PowerPoint Software

If you need to run a presentation on a computer that does not have PowerPoint installed, you can use PowerPoint Viewer (ppview97). This is an application designed to display presentations without PowerPoint. The program can be freely distributed and takes up less hard disk space than the PowerPoint software. The program is available at:

**<http://office.microsoft.com>**

- Click on the **Downloads** link
- Click on **Downloads for Office 2003**
- Click on **Viewers** under “PowerPoint 2003”
- Click on the **PowerPoint 2003 Viewer**
- Click on the **Download** link and save the program on your desktop or hard drive
- Double click the **PPViewer.exe** program file on your desktop or hard drive to start the setup program


To use the program:

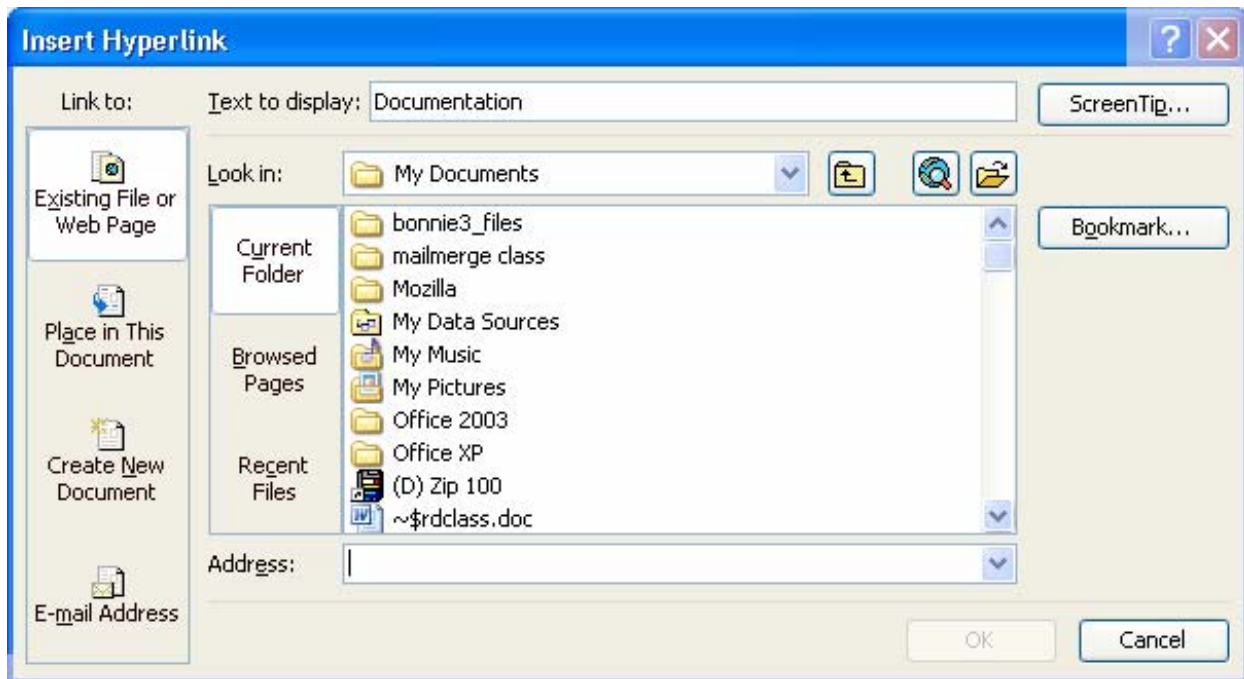
Point to Start> All Programs> Microsoft Office PowerPoint Viewer 2003. Accept the license agreement. In the “Look in” drop down menu, locate your PowerPoint file. Double click on the file. Note: You could make a shortcut to the viewer file [ppviewer.exe] and place it on the desktop. Then you could just drag your presentation onto the shortcut.

## Web Presentation

You can use PowerPoint to create a Web presentation by converting it into HTML format.

Let’s do a couple of links first before we turn our existing presentation into HTML format for the Web.

- Open the first version of your presentation
- Select “Documentation” on slide #6
- Click the **Insert Hyperlink** button 



- Type a web address in the Address text field: for example, *www.maclester.edu/cit/docs*
- Click the **OK** button
- Select “Computer Sales” on slide #10
- Click the **Insert Hyperlink** button
- Type in the URL: *www.maclester.edu/cit/store*
- Click the **OK** button
- Choose File> Save as Web Page

The Save As dialog box is displayed. In the “Save as type” field, choose “Web Page (\*.htm, \*.html)”

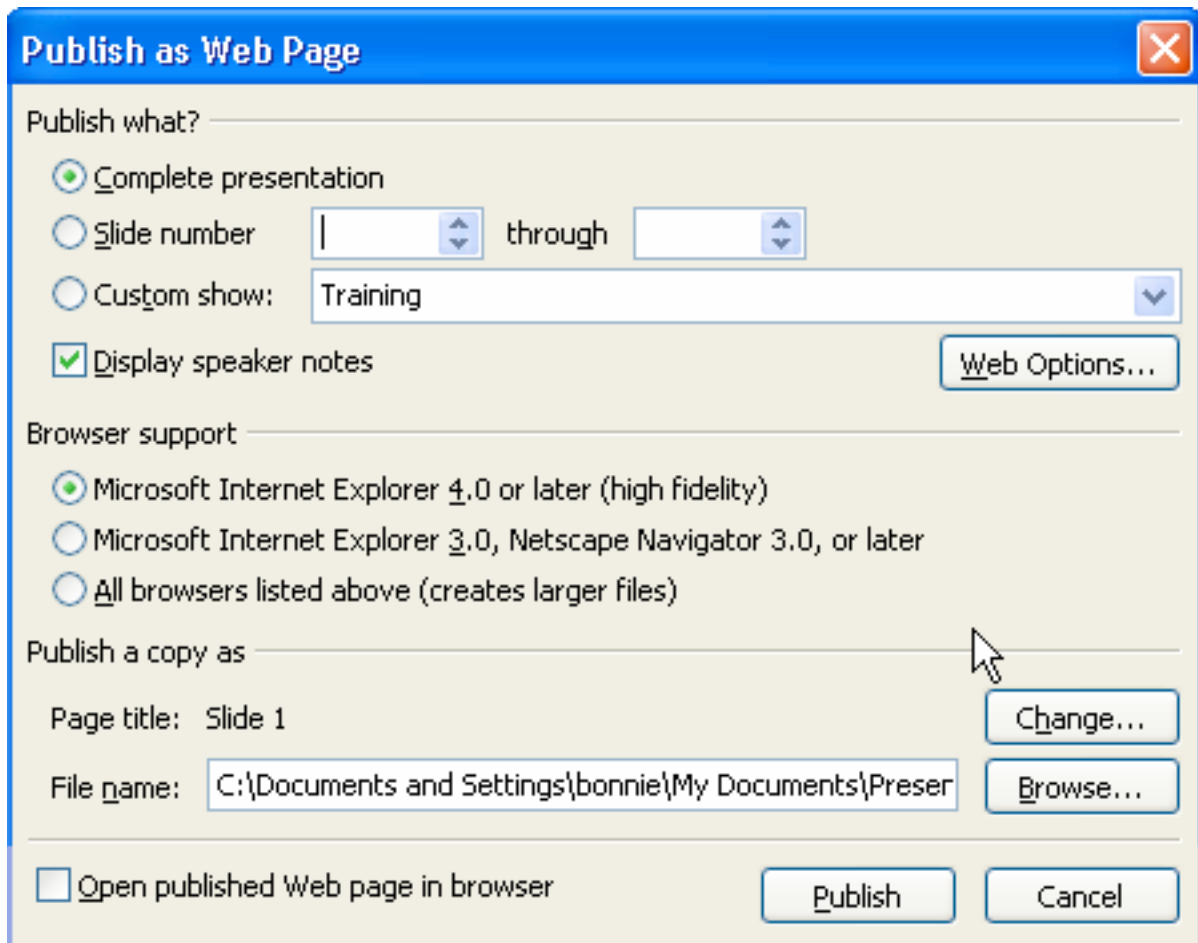
- Click the **Save** button

The files will be saved in the C:\My Documents folder in a folder labeled with the name of your file followed by an underscore and the word **files**. For example: **clements\_files**.

- Open the Save As dialog box

Notice the folder with your filename. This folder contains all the files needed for the Web presentation. PowerPoint makes various decisions on how your presentation is to be displayed. You can override the defaults.

- Close the Save As dialog box
- Choose File> Save As Web Page
- Change the name of your file to *yourname2.htm*
- Click on the **Publish** button



You can selectively choose slides. Notice the Browser support area. Since both Netscape and Internet Explorer are used by the majority of Internet users, select the “All browsers ...” option.

- Click the **Web Options** button

This is where you can over-ride the defaults. For example:

- Click on the **Colors** field to over-ride the white text on black for the navigation guides
- Choose Browser colors
- Click on the **Pictures** tab

You may decide you want to change the screen size to 640 x 480 to target smaller monitors.

- When finished, click the **OK** button and then the **Publish** button

To preview your Web presentation:

- Select File> Web Page Preview

Your browser will open. To the left, each slide is listed with its title text as a link. Clicking on the link will move you to that slide or you can click the **Previous Slide** and **Next Slide** arrows at the bottom [below the slide display].

To put the presentation on the Web, see the *Posting Web Pages* document. Copies have been included as a handout in the class. You will need to include the folder and the **.htm** file.

To access the file in Netscape:

- Choose File> Open Web Location and type in the URL

*www.macalester.edu/~yourusername/yourfilename.htm*

Your fonts and colors may not look too great on the Web. You may want to return to the original presentation and make adjustments.

Admin://groups/citstaff/instruct/windows/intermediate ppt 2003 class.doc  
1/30/04