

Intro to PowerPoint 2003- Rockaway Twp Library Computer Class



What is PowerPoint? It is a Microsoft Office program that provides a wealth of tools to create presentations on your computer with text, tables, graphics, animation and video.

Familiarity with Microsoft Word, Excel and picture editing recommended

NOTE For Microsoft Office 2007, all versions (Home, Student, Business) include PowerPoint. Not all Office versions (2003 or earlier) include PowerPoint.

Link to RT Library computer tutorials on Microsoft Office

<http://www.rtlibrary.org/computerclasses.html>

Example of a PowerPoint presentation- RT Library talk on “Fabulous Freebies”

(PowerPoint files are big-allow time to download –Below is 3.87 MB)

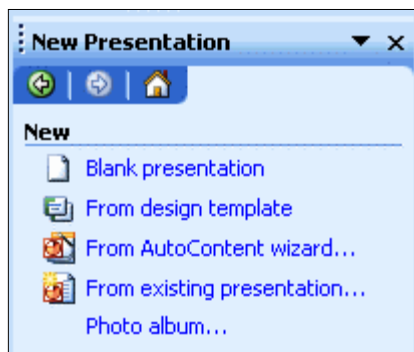
<http://www.rtlibrary.org/consumersavings.pdf>

To Open PowerPoint:

1. Click the green **Start** button in bottom left corner of screen
2. Point to **All Programs**. Select **Microsoft Office**.
3. From the **Microsoft Office** submenu, select **Microsoft Office PowerPoint**

Exercise 1 Creating a Presentation with Auto Content Wizard

To create a presentation, click toolbar in top left corner open [File] click [New] On “New Presentation” menu on right, click [From AutoContent wizard]

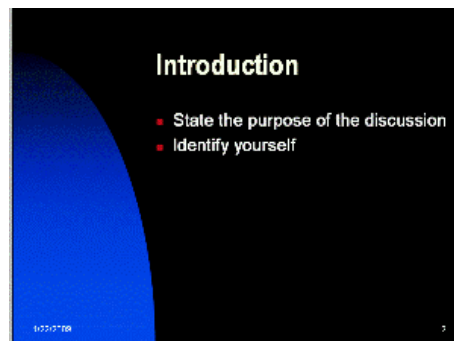


Click [Presentation Type] [General] [Generic] Select “On screen presentation”
Type in Presentation title “1st presentation”
Click through to “Finish” button

Click “Slides” tab on left (next to “Outline”)

Edit slide bullet points

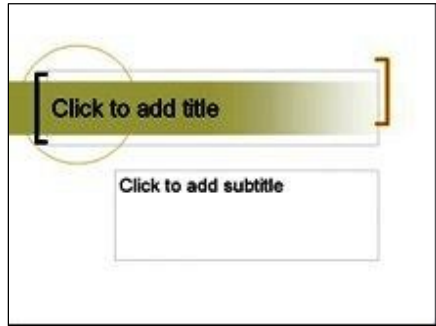
“Sales Results” and “Your name”



Exercise 2 Creating a Presentation Using a Design Template

Top toolbar left [File] click [New]
On “New Presentation” menu on right, click [From Design Template]

In “Slide Design” click on [Design Templates]



“Apply a Design Template”

select the template design at left called “axis.pat

Type in new title “Rockaway, NJ ”
Subtitle “Places of Interest”

On top toolbar, click [Insert] [New Slide]
Type in new title “For Shopping”
Type in 2 bullet points of text (your choice)

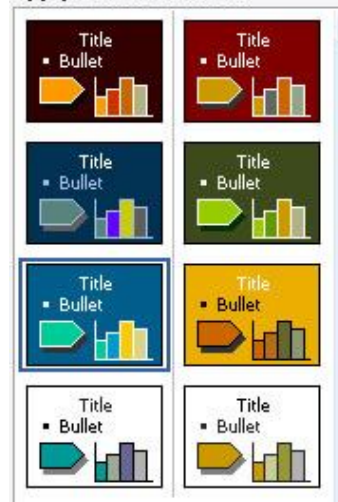
Click [File] [Save as] name your file and close

Exercise 3 Changing the Color Scheme of your presentation

We will select and edit your slide’s color scheme from background to text

Open [File] menu, look for the presentation you created in Exercise 2 and select it

Apply a color scheme:

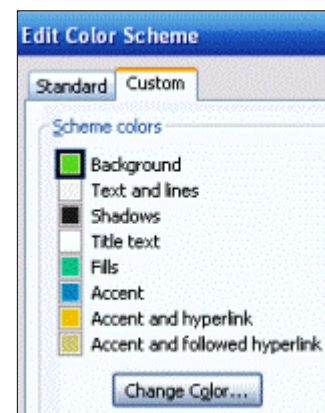
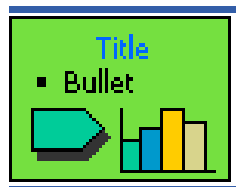


[Format] [Slide Design] and on right [Color Schemes]

Click on BLUE background thumbnail in “Apply color scheme”

Click “Edit color scheme”
Change background to green

Change text from white to black



Try another color change and save

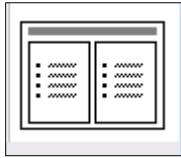
TIP PowerPoint templates use different colors for Title text versus Regular text
Always check that the text color is readable and a good contrast with your background

Exercise 4 Using Different Slide Layouts in one Presentation

We will create 4 slides with different layouts

[File] [rockaway] [Format] [Slide Layout] [Insert] [New Slide]

Slide Layout 1: Two columns of text



Text Layouts, “Text and 2 column layout”

Type the title “Dining ”

Type some Restaurants in left column

Tab over and type some Fast Food in

right column



INSERT NEW SLIDE THEN



Slide Layout 2: Title and Picture

Content Layouts, select

“Text and Content”

Point at icon to see content types

Click [Insert Picture] and select one to insert



INSERT NEW SLIDE THEN



Slide Layout 3: Text and 2 types of Graphics in one slide

Under Text and Content Layouts,

select 2 Content and text

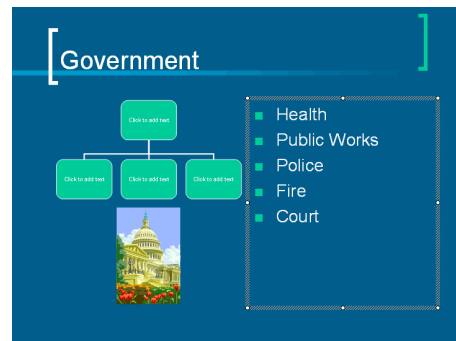
Click icon for “Insert diagram or Organizational Chart”

Insert Organizational Chart –Click in box to add names

Click icon in lower box for “clip art”

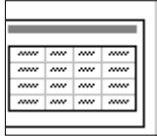
Search for “government” picture

In the text box, type a list of four municipal departments



INSERT NEW SLIDE THEN

Slide Layout 4: Text and Table one slide



“Other Layouts”, select “Title and Table”

Double click on icon, do a 4 column, 5 row table

Q1	Q2	Q3	Q4

Exercise 5 Inserting Hyperlinks

In PowerPoint, you can insert a link to a webpage, to another slide in your presentation, or to a blank email form.

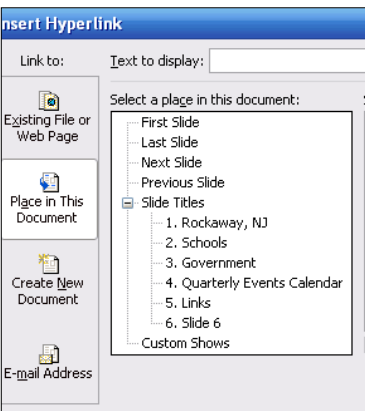
When you are presenting (and have internet access) you can click on the hyperlinks and go to the webpage listed on the slide

1) Insert a New Slide and type www.rtlibrary.org

Notice computer automatically changes it to a hyperlink



TIP Always test your hyperlinks in Slide Show mode to confirm they're working before the presentation



2) Expand [Insert] on toolbar to reveal [Hyperlink] at bottom

Select [Place in the document] and select another slide you'd like to link back to

Quarterly Events Calendar



Exercise 6 Adding Animation to a Presentation

Animation is movement in PowerPoint. Use animation sparingly to add emphasis to a point, or to regain the audience's attention in a presentation.

There are many ways to have text and objects move around on your slide.



Example—Animate text in bullet points to slide in and display one point at a time.

Three Categories of Animation are offered:

SUBTLE - Fading, Appear, Wipe and Dim

MODERATE - Zooming or unfolding

EXCITING - Big actions like bouncing, pinwheels, boomerangs

Click “Apply to All Slides” to have the same animation effect on all slides OR

Apply the animation to one slide at a time

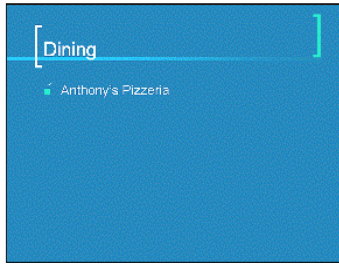
TIP Leave AutoPreview box checked and always preview the animation selected



EXAMPLE TO TRY--

Select the “Dining Slide” Click [Format] [Slide Design] [Animations Scheme] [Rise Up] and [Play]

What you should see- First the Title text “Dining” will appear and rise up to position, then the first bullet point on the left, etc.

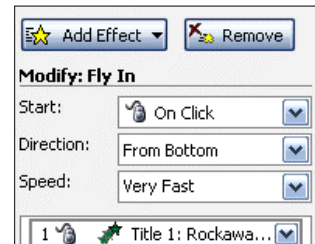
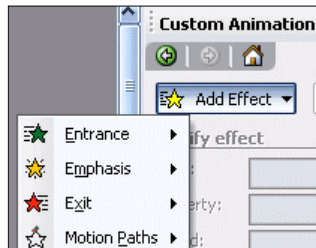
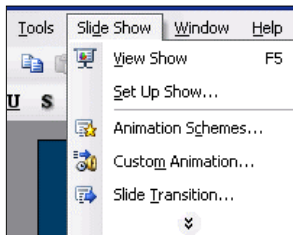


Exercise 7 Add a Custom Animation to One Slide

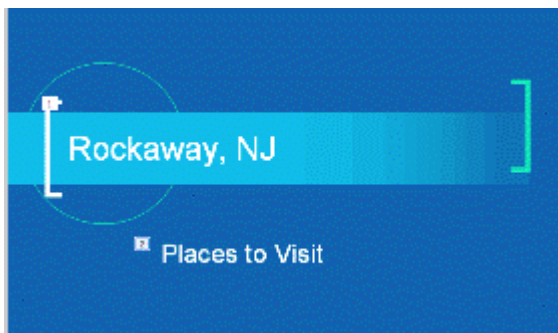
A custom animation can be applied to a selected element of a slide. It provides more control over the animation effect.

We will add a Custom Animation to the First Slide

Click [Slide Show] [Custom Animation] Select text 1 Rockaway,NJ [Add Effect][Entrance] [Fly In]



Select Same slide text 2 Places to visit [Entrance] [Fly in] Change speed to [Slow] Click [Play] to preview the 2 animation effects



TIP Click Reorder button below the Effects box to change the order of effects on a slide

Exercise 8 Preview your Presentation as a Slide Show

Once you've created your slides and selected animations, switch to Slide Show view to run the show. You can end the show anytime or wait for the end slide.



Snapshot view on left of all the slides we've created

The one we're editing is the large screen view

On top toolbar, Click [View] [Slide Show]



OR

Lower left Click 3rd icon from left [Slide Show]





This is the **Slide Show** view of the Schools slide in the Rockaway presentation

Note the navigation arrows and pointers in the lower left corner for moving to next or previous slide.

The navigation tools also include a choice of colored pens for circling points of interest on the slide as you speak.



In **Slide Show** mode, use the **arrows** in the bottom left corner to open up the menu options.

Note that each slide is numbered and named for reference

To end the slide show, click End Show

Exercise 9 Printing your Slides as Notes Pages Handout (3 slides per page)

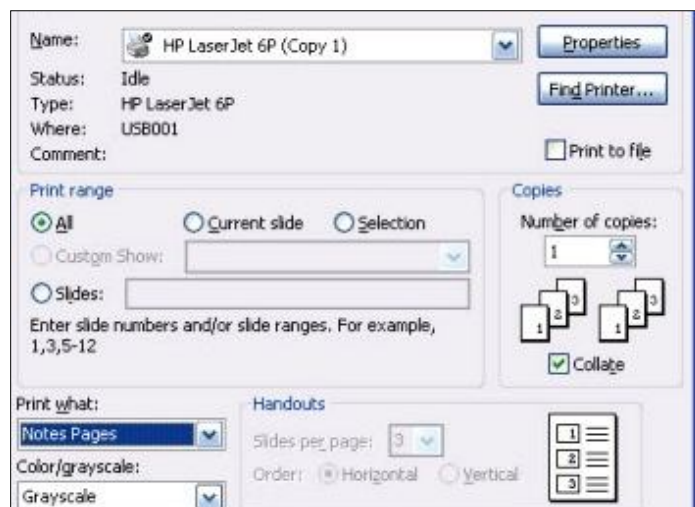
[File] [Print] Select [Handouts]

In Print What menu

Select 3 slides per page

Change to [Notes pages]

This shows that 3 slides with lines for notes will be printed on each page



Suggested Next Steps

1) Go to SlideShare to see examples of PowerPoint presentations

Browse by category, topic, Avoid re-inventing the wheel

<http://www.slideshare.net/>

2) Go to Microsoft Office Online to browse and download more template designs

(Link is to Design Slides section)

<http://office.microsoft.com/en-us/templates/CT101172621033.aspx>

Access this tutorial on the library website

<http://www.rtlibrary.org/computerclasses.html>

Free online tutorials on PowerPoint 2003

Microsoft Home Page for PowerPoint 2003 training

<http://office.microsoft.com/en-us/training/CR061832731033.aspx>

Queens Library Home Page for PowerPoint tutorials (2003 and 2007)

http://www.queenslibrary.org/index.aspx?page_nm=PowerPoint+Tutorials

Wellesley College Getting Started with PowerPoint 2003

<http://www.wellesley.edu/Computing/Office03/Powerpoint03/general.html>

Education Online for Computers (scroll down to 20 Powerpt tutorials)

http://www.educationonlineforcomputers.com/blogs/post/microsoft_office_training_tutorial/796/20-PowerPoint-Tutorials-and-How-Tos

Moving from PowerPoint 2003 to 2007 (Microsoft tutorial)

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx?pid=CH100668131033>