

Introduction to PowerPoint 2003

This handout is on the web at <http://www.rtlibrary.org/powerpoint2003.pdf>



Microsoft Office
PowerPoint 2003

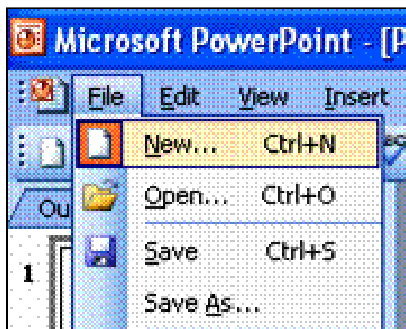
What is PowerPoint? It is a Microsoft Office program that makes it easy to create presentations or reports on your computer with text, tables, graphics, animation and video.

To Open PowerPoint:

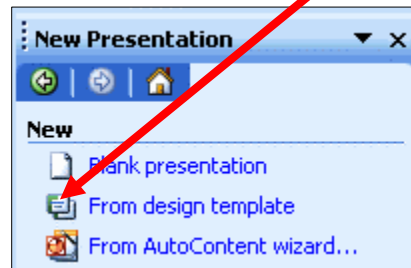
1. Click the green **Start** button in bottom left corner of screen
2. Point to **All Programs**. Select **Microsoft Office**.
3. From the **Microsoft Office** submenu, select **Microsoft Office PowerPoint 2003**

Practice Creating a Presentation from a design template

In top left corner open [File]
click [New]



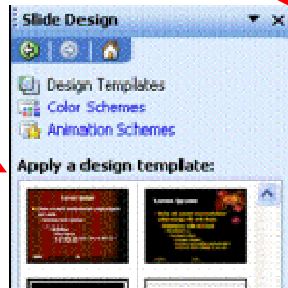
On "New Presentation" menu on right,
click [From Design Template]



1

In "Slide Design" click on [Design Templates]

Then click "Apply a Design Template"



Scroll down on the right side of the screen

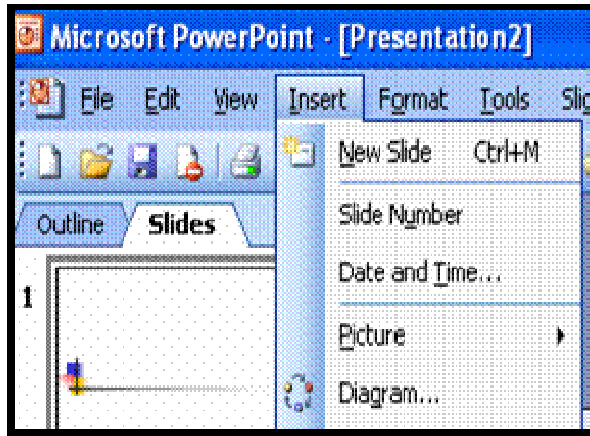
On the bottom left, click on tiny picture of the Blends template

This is the Title or First Slide of a Powerpoint presentation using the Blends template



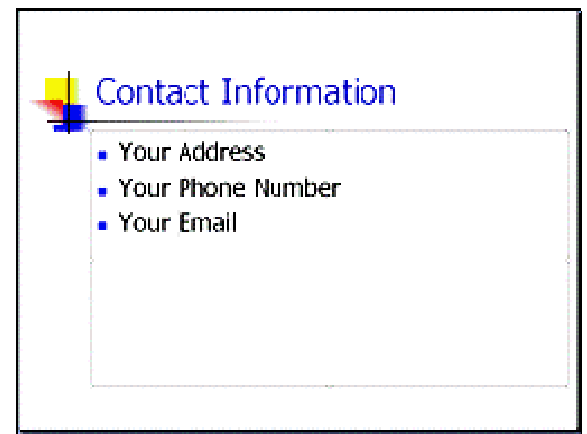
In [Click to add title] Type “Your Name”
In [Click to add subtitle] Type “Today’s Date”

On top toolbar, click [Insert] and [New Slide]



In [Click to add title] Type “Contact Information”

In [Click to add text] Type 3 things
Your Address
Your Phone Number
Your email

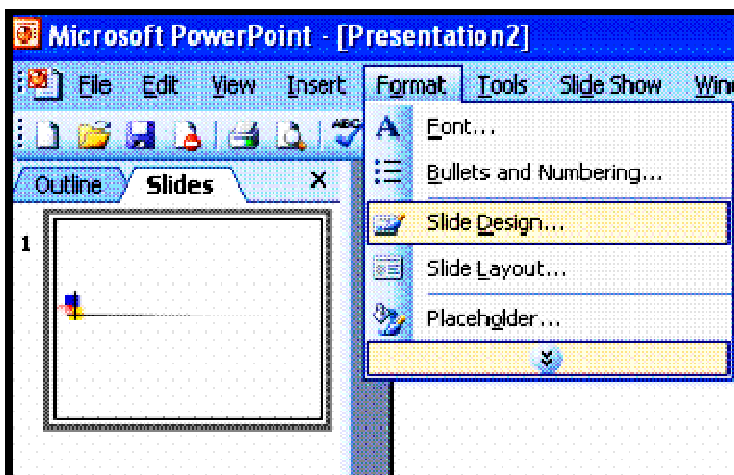


Click [File] [Save as] name your file “Your Name” and close Powerpoint

Practice 2 Changing the Color Scheme of your presentation

We will now change the colors of the text and background on your Powerpoint
Open [File] menu, look for the presentation you created in Practice 1 and select it

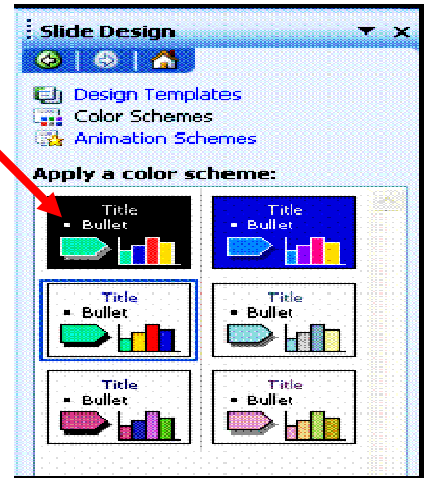
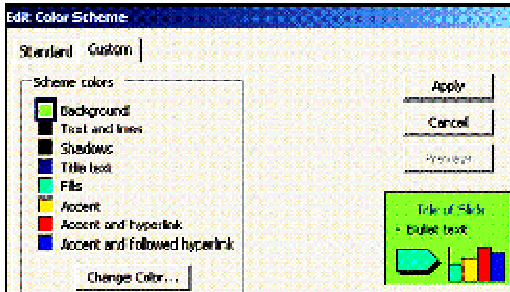
Go to [Format] and click [Slide Design]



In Apply a color scheme Click on BLACK background

On Bottom Left corner of Apply Color scheme box

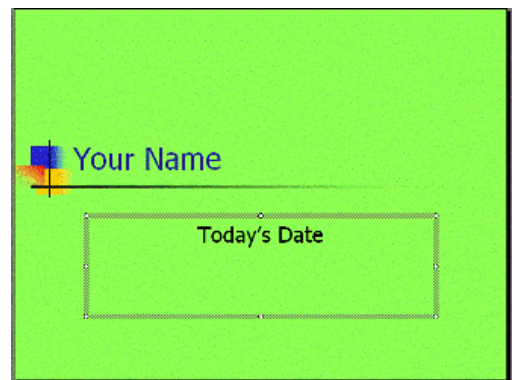
Click "Edit color scheme"



Change background color to green

Change color of
Title Text from Blue to Red

TIP Check that the text color you pick can be read on your background color

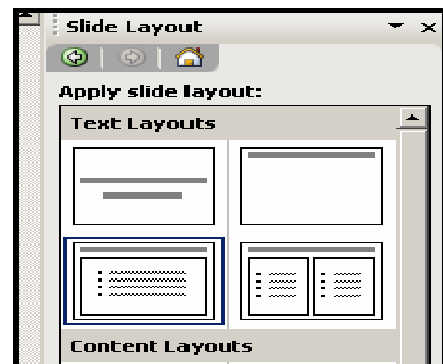


Practice 3 Using Different Slide Layouts in one Presentation

We will create slides with different layouts

Go to [Format] [Slide Layout]

[Insert] [New Slide]



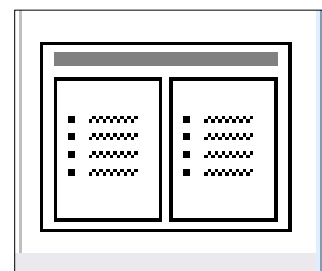
Slide Layout 1: Two columns of text

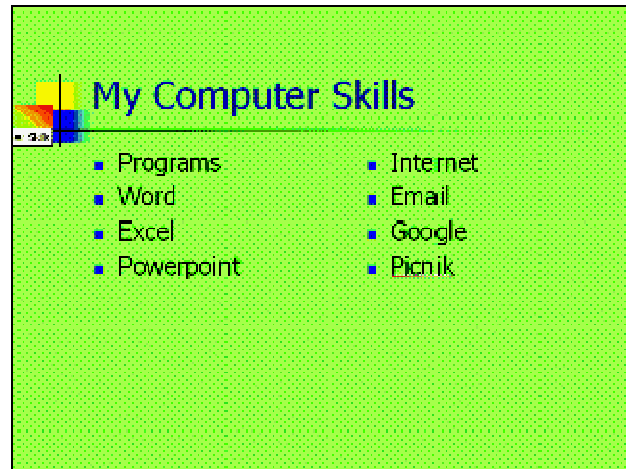
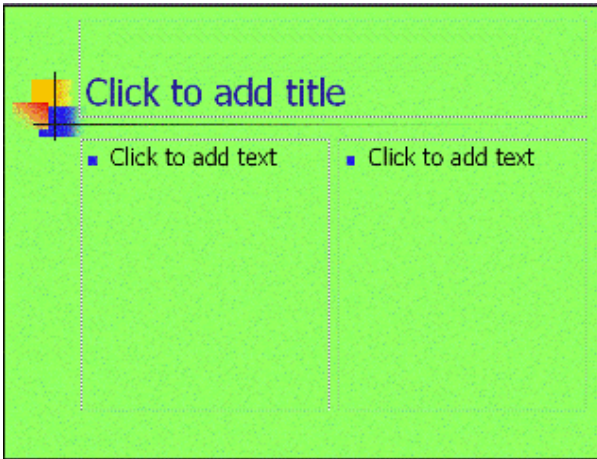
Text Layouts, "Text and 2 column layout"

Type the title "My Computer Skills"

In left column, Type "Programs"

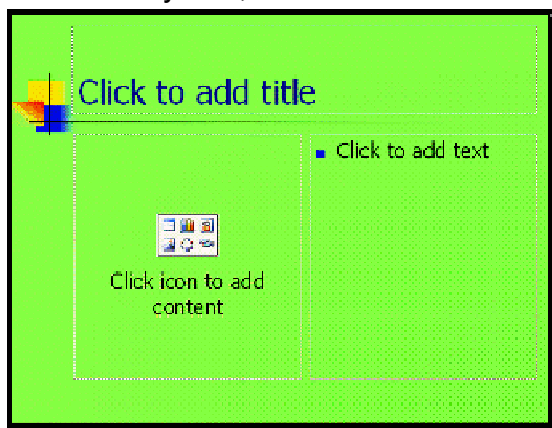
In right column, Type "The Internet"





[Insert] [New Slide]

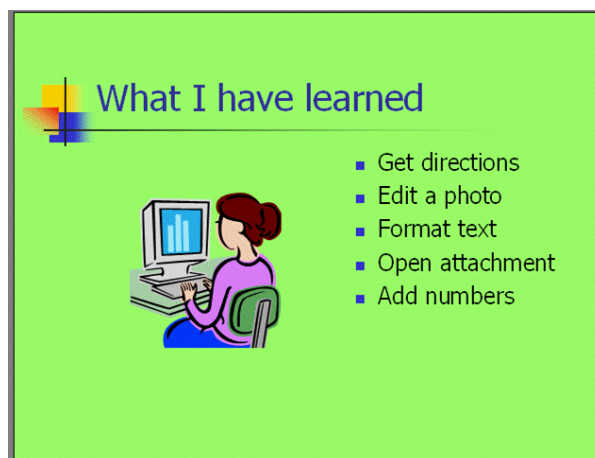
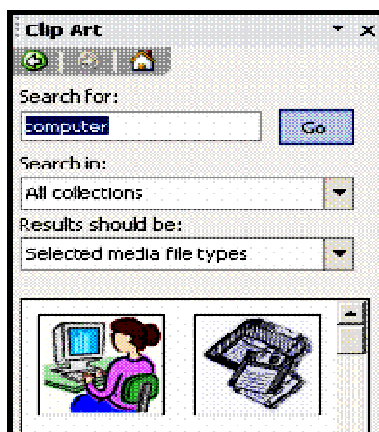
Slide Layout 2: Title and Picture
Content Layouts, select "Text and Content"



Click icon top right to Insert Clip Art



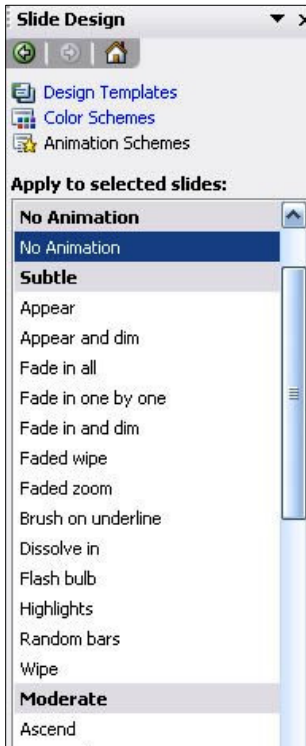
In Search for box type Computers to get pictures of computers for slide



Practice 4 Adding Motion 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

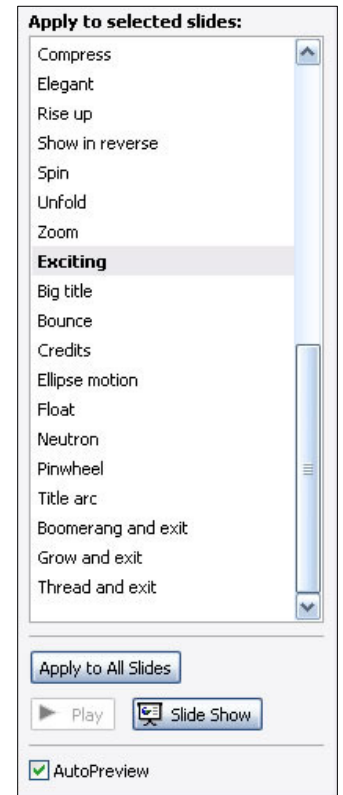
MODERATE - Zooming or unfolding

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



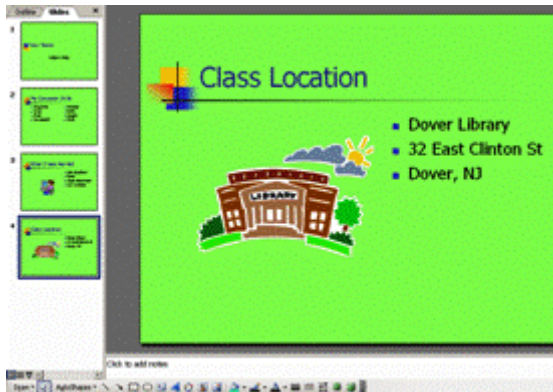
EXAMPLE TO TRY--

Select the “My Computer Skills” slide Click [Format] [Slide Design] [Animations Scheme] [Rise Up] and [Play]

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

Practice 5 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.



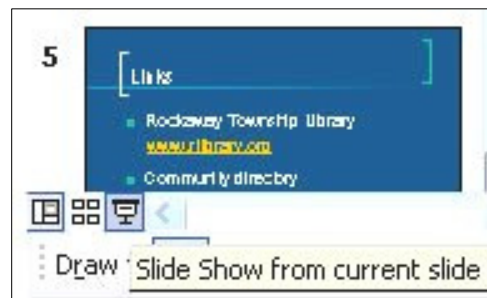
Snapshot view on left of all the slides we've created

The one we're editing is the large screen view

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



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

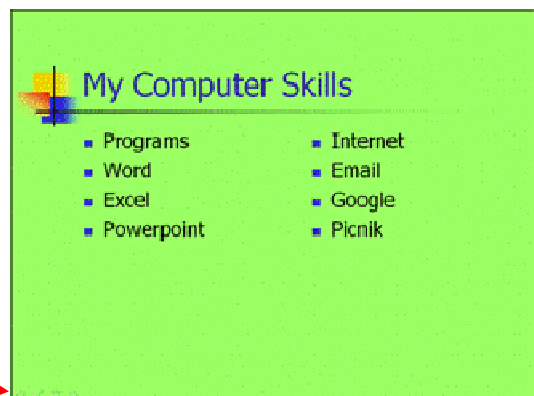


OR

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.

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

Practice 6 Printing your Slides as Notes Pages Handout (3 slides per page)

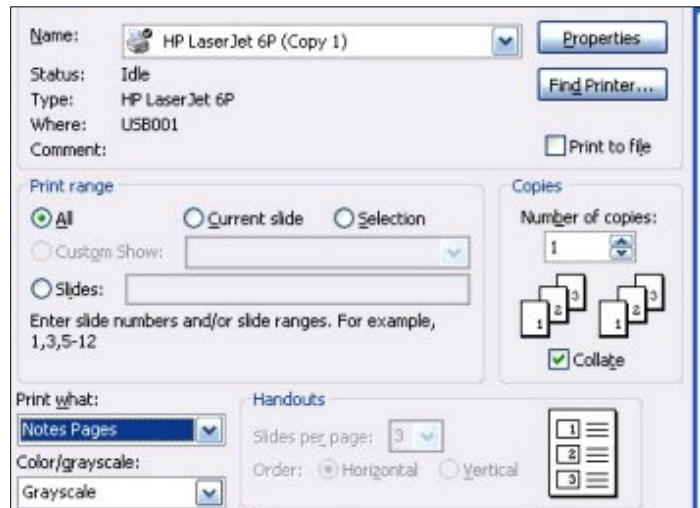
[File] [Print] Select [Handouts]

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



**NOTE-- You can send the powerpoint to yourself as an email attachment
BUT, you can only open the powerpoint file on a computer that has the
Microsoft Office programs on it.**

Free online tutorials on PowerPoint 2003

Microsoft Online tutorial: Create your first PowerPoint presentation

<http://office.microsoft.com/en-us/powerpoint-help/create-your-first-presentation-RZ001129842.aspx>

Rutgers Get it tutorial PowerPoint 2003

<http://getit.rutgers.edu/tutorials/powerpoint/index.html>

Goodwill Community Foundation--GCF learn free for PowerPoint 2003

<http://www.gcflearnfree.org/powerpoint2003>