

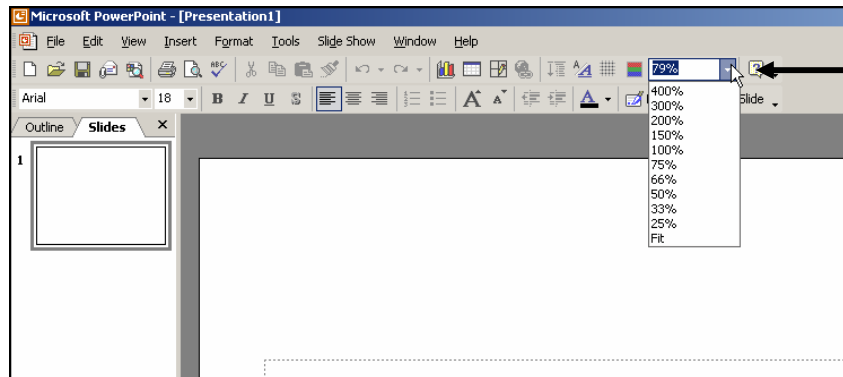
PowerPoint XP: Tips

Viewing Slides



There are five ways in which to view your slides.

1. **Normal View**—used for creating and editing your slides. You can change the size of the slide on screen by changing the percent selected in the box on the right-hand side of the menu bar.



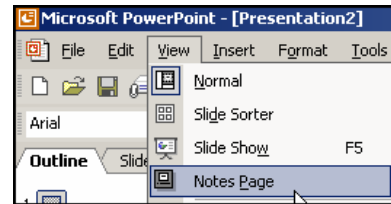
2. **Outline View**—contains the text of each slide. You can use outline view to change the order of slides. You can toggle back and forth between outline view and slide view to see how the text will appear on the slides. Outlining occurs with text in the Auto Layouts text boxes. Text boxes that you add yourself will not automatically be included in the outline.



3. **Slide Sorter View**—contains a thumbnail view of all slides. Use this view to rearrange the order of your slides (drag and drop), add / delete / copy and paste slides. For editing long presentations, this view is the easiest way to move to a new location. Simply locate the thumbnail of the slide you want and double-click on it.

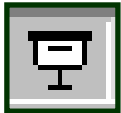


4. **Notes Page View**—has an area where you can put notes/comments to print out and use when you are giving a presentation. These notes do not show on the computer screen. If you plan to print out slides with notes attached, remember to use a font size in the notes large enough to be seen in low light. What works best is to put these printouts in a notebook and place the notebook on the podium or table to refer to as you give your presentation.



In a school situation, printouts from notes page view would be an excellent way for doing handouts with illustrations or diagrams that have information attached or blank lines for the students to fill in.

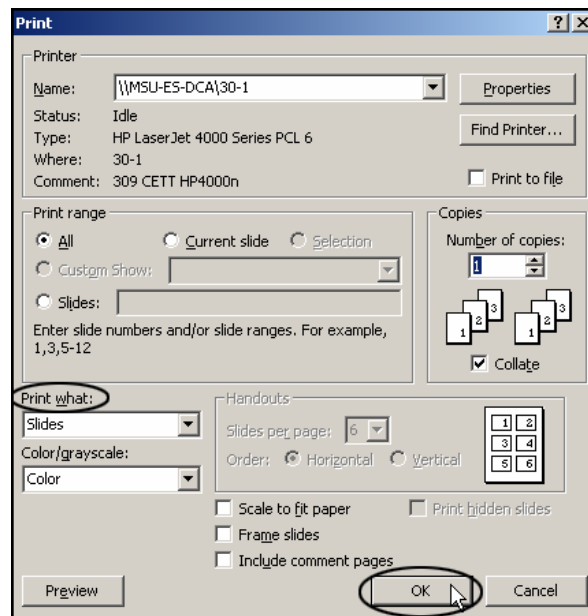
5. **Slide Show View**—what you see on the monitor / screen when you run the presentation. Always preview each slide to check for errors in typing, animation order, or transition. To get out of this view, right click on the screen and select **END SHOW**.



Printing Slides

Select slides to print:

- You can print **all** the slides.
- You can print only the **current slide**, the one your cursor is on at the time you choose File / Print.
- You can specify a specific range of **slides** (e.g., 5-12).



Black and White / Color

- The default option is color if you have a color printer. Be advised that colors on the computer monitor are RGB colors and print colors are CYMK. Your presentation rarely looks the same in both media.
- Black & White—will print dark backgrounds in gray tones
- Pure black & white—gives a crisper, easier to read look; some definition may be lost using this method
- Frame sides—defines the area of the slide with a line border.

Print What

- Slides—fills an 8½ x 11 sheet of paper; will use a lot of ink if you print in color
- Handouts (2 slides per page)
- Handouts (3 slides per page)—puts lines on the page for note taking
- Handouts (6 slides per page)
- Notes pages—does not put lines unless you type them in
- Outline View

Deleting Slides

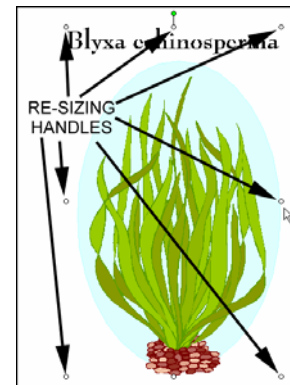
In **SLIDE VIEW**, move to the slide to be deleted. Go to **EDIT > DELETE SLIDE**. Another option is to use **SLIDE SORTER VIEW**. Click on the thumbnail images of the slide to be deleted, and press the **DELETE** key on the keyboard.

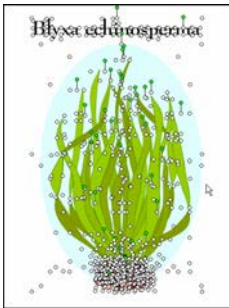
Adding Graphics to a Slide

Go to **INSERT > PICTURE > SELECT THE SOURCE**. Use the **CLIP ART** option for objects or pictures that are part of the software package. Use the **FROM FILE** option for graphics that are saved on diskette, CD, or hard drive.

Changing Graphics

Resize the object when it is selected by using re-sizing handles that are located at all the corners and sides of the object.





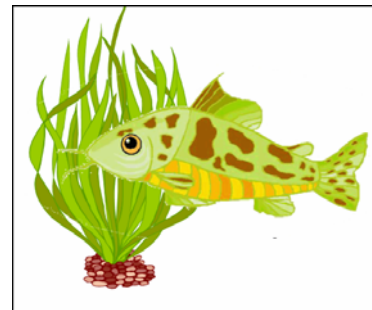
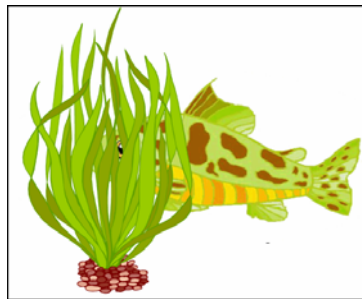
You can ungroup an object to change colors under the **DRAW** menu. In the image on the left, each set of 4 re-sizing handles denotes a separate part of the clip art object. When changing colors, you must be careful to click on specific parts of the graphic object. If you accidentally color something you did not intend to re-color, use the **EDIT > UNDO** option or **CONTROL + Z** keys.

In *PowerPoint*, you can regroup the object by anchoring the cursor above and to the left of the object and dragging across and down. When all of the white handles reappear, use the **DRAW > GROUP** option.

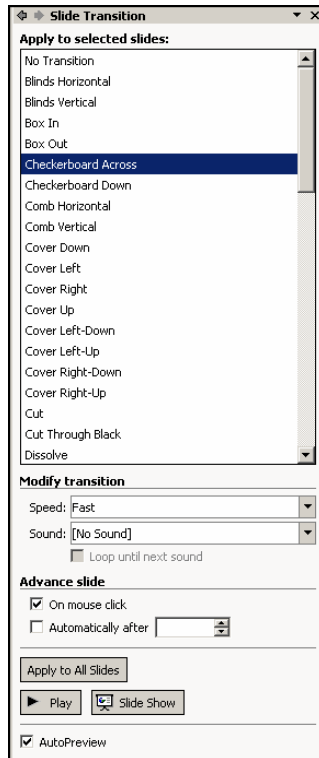
Bringing Graphics to Front / Sending to Back

Select one of the options under the **DRAW > ORDER** menu.

On the slide pictured below on the left the grass is in the front of the fish. On the slide pictured on the right, the fish is in the front. The **ORDER** option can be used with clip art objects, pictures, and text boxes.



Animating a Slide



Slide Show / Custom Animation /

- **Timing**—Highlight the item to be animated.
- **Effects**—Select the effect you want for that item.
- **Introduce text**—Select the option you want (all at once, by word, by letter).

Please note the “Group by level paragraphs” box. For text boxes with sub-bullets, you must select 2nd and 3rd to get those levels to animate separate from the main bullet.

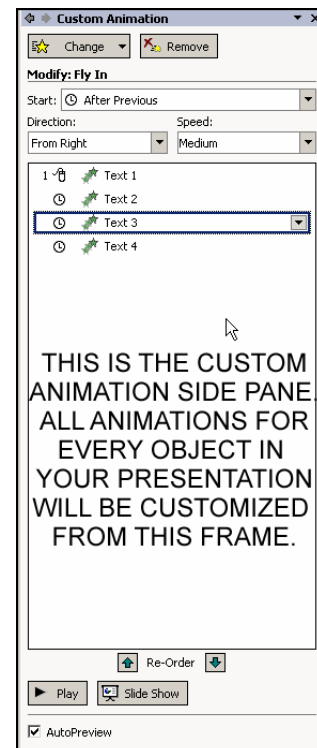
Slide Show / Slide Transition

A slide transition occurs when you arrive at the slide for which it is selected.

Slide transitions are separate from any **CUSTOM ANIMATION** option.

When selecting a slide transition, clicking on **APPLY TO ALL** will result in every having the same transition, which may or may not be what you want to occur. If you only want a particular transition to occur for one slide, click **APPLY**.

You can also set the speed of the transition by clicking **SLOW**, **MEDIUM**, or **FAST**.



Master Views

Master views allow you to format all slides at the same time as far as color selections, font size and style, graphics, headers/footers, etc. **Be advised** that there is a difference between the Title Master and the Slide Master. Changing something on the title master does NOT necessarily change it on the slide master and vice versa.

To get to the Master Views, go to **VIEW > MASTER** and select **SLIDE MASTER**, **HANDOUT MASTER**, or **NOTES MASTER**. When you have made the selections that you want, click on the shortcut menu to **NORMAL VIEW**, or select one of the options under **VIEW** on the menu bar.

Moving Slides between Presentations

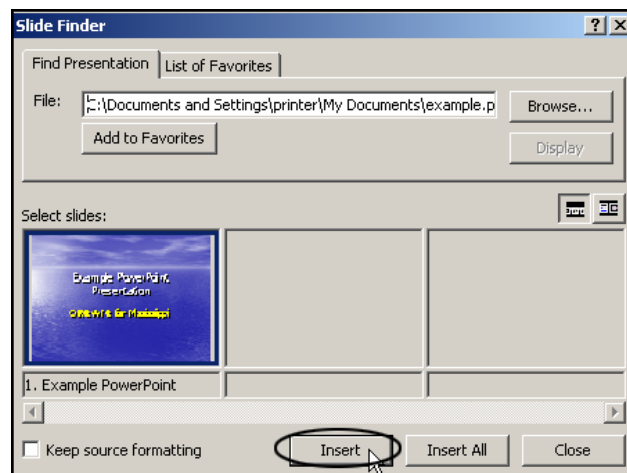
You can avoid having to rebuild slides you have created in one presentation but want to use in another in more than one way.

Open each presentation. This will bring up what you would consider to be two separate PowerPoint programs. Each program will be located on the Windows taskbar.

You can use the **ALT + TAB** keystroke combination on your keyboard to cycle through the programs. Select one slide and click **EDIT > COPY** to copy that slide(s) that you want to copy to the **OFFICE CLIPBOARD**.

Switch to the other *PowerPoint* presentation using the **ALT + TAB** keystroke. Click **EDIT > PASTE** to paste the slide(s) to paste the slides into the other presentation.

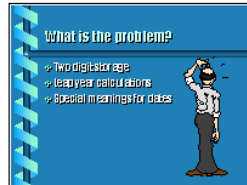
You can also insert slides from existing presentations by going to the Insert menu. **INSERT > SLIDES FROM FILES > BROWSE**. Highlight the presentation that contains the slide you want to use and click **OPEN**. Highlight the slide you want to use, and click the **INSERT** button or **INSERT ALL** button if you want to use them all.



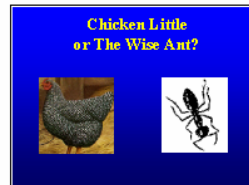
Changing Presentation Designs



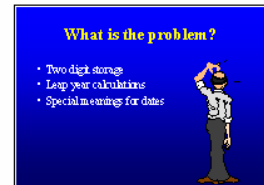
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The presentation design of the two slides on the right above changed by going to **FORMAT > SLIDE DESIGN**.

FORMAT > BACKGROUND allows you to change the color of the background.

FORMAT > BACKGROUND and clicking the **COLOR SCHEME** option in the right menu pane changes the color of text, highlight, bullets, etc.

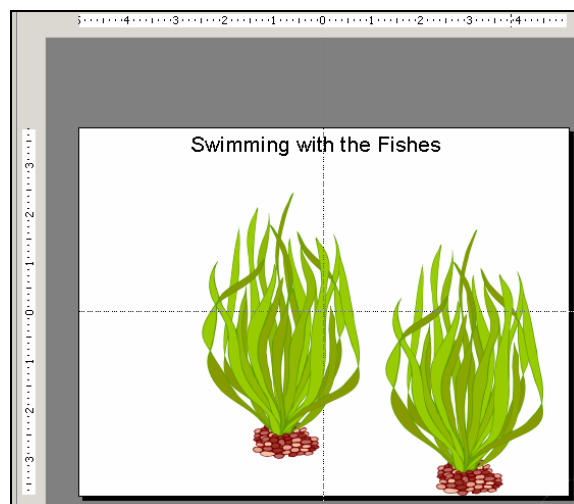
Using the **APPLY TO SELECTED SLIDES** option changes one slide; using the **APPLY TO ALL SLIDES** option changes all slides at the same time.

Extras

Guides

- **VIEW > RULER**—Helps when you need to realign text for some reason (e.g., indent)
- **VIEW > GRID/GUIDES**—Helps you place text and graphics consistently from slide to slide; guides are both vertical and horizontal. To move the guides, place the cursor on top of a guide and click once. A box with numbers should appear. This tells you where the guide is currently located.

NOTE: If you have the cursor on a text box or a graphic object, you may not be able to select the guide as easily. Move to a spot on the slide where the guide is in blank space in order to grab it.



Nudge

The four arrow keys on the keyboard can be used to move graphics and text boxes. If you want to place something very carefully, use the nudge option. (The word nudge does not appear in a menu, so do not look for it.) To get even more refined in your “nudging,” hold down the **CONTROL** key while you use one of the **ARROW** keys, and you can move your item precisely where you want it positioned.

Group / Ungroup

Under the **DRAW MENU** (bottom left-hand side of screen), you have the option of grouping or ungrouping items. You may want to do this after you have several things on the slide that you want to maintain a certain relationship. Select each item while holding down the shift key. When you have all the items selected, go to the **DRAW > GROUP** menu option to group the objects. If you later want to change something, you can select the item and go to **DRAW > UNGROUP** to ungroup the objects. You can do this procedure as many times as you wish.

Hide Slide

You may want to hide a slide(s) in a presentation rather than delete it. For example, you may have a long presentation that you use over and over. Depending on the situation, you may show just a small portion of the slides. You can hide the slides that you do not need by choosing **SLIDE SHOW > HIDE SLIDE**.

In the **SLIDE SORTER VIEW** you will be able to tell which slides are hidden and which are not by looking at the slide number under the thumbnail picture of that slide. Numbers of hidden slides will have a line through them.

