

## 8



## Microsoft PowerPoint 2000

# Designing a Presentation

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### Prerequisites

- “Getting Starting on the Computer” lesson or familiarity with the Windows operating system.
- “Choosing the Right Office Program” lesson or familiarity with Office programs.

### Objectives

*You will be able to:*

- Create a PowerPoint presentation.
- Add clip art and animations.
- Save and print a PowerPoint presentation.

# BEFORE YOU BEGIN

## Gather Supplies



- You will need a separate sheet of paper to write your answers to the review questions.
- ▶ ■ In order to save your work, you will need a floppy or Zip disk.

## Photocopy Worksheets and Fact Sheets



▶ Worksheets and fact sheets are designed to be photocopied so that you can refer to them during the lesson, write directly on them, and take them home. If a lesson includes worksheets or fact sheets, you'll find them at the end of the lesson. Check now to see if this lesson includes any. Photocopy them before you start the lesson.

## Copy Working Files to a Disk



▶ If a lesson includes an electronic working file, you'll find a printed copy at the end of the lesson to use as a reference. You will work directly in the electronic copy during the lesson. Check now to see if this lesson includes a working file. If it does, copy the electronic working file to a floppy or Zip disk. You can copy the working file from the desktop or download it from the Bill & Melinda Gates Foundation Web site <http://www.gatesfoundation.org/libraries/uslibraryprogram/granteesupport/trainingcurricula/default1.htm>.

### To Copy a Working File from the Desktop

1. Insert a floppy or Zip disk into the appropriate disk drive of the computer.
2. Double-click the **Computer Companion** folder on the desktop.
3. Double-click the folder of the lesson you want to use. The files in each lesson folder include the working files that are used with the lesson.
4. Click the working file you want to use.
5. Click **Edit** on the menu bar, and select **Copy**.
6. Click the downward-pointing arrow on the **Address** bar, and select **3½ Floppy** to save to a floppy disk or select **Removable Disk (E:)** to save to a Zip disk.
7. Click **Edit** on the menu bar, and select **Paste**. The file is copied onto the disk.
8. Double-click the file to open and begin using it.

## Printing Your Work

You might or might not be able to print from the computer you are working on. Consult a staff member for instructions. None of the lessons require printing.

See the *Printing, Saving, and Opening Files Quick Guide* for more information.

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## Introduction

You can use PowerPoint to create slide presentations. A slide presentation is a useful tool to present a topic to a group of people. The presentations can be printed, projected, displayed on a monitor, or saved and published as Web pages.

## Defining PowerPoint Terms

A PowerPoint *presentation* is a collection of PowerPoint slides. An *electronic slide show* is the display of a PowerPoint presentation. This generally requires the use of a projection device, such as a video-data projector or an overhead projector with an LCD (liquid crystal display).

Common *objects* include items that you create using the drawing tools and pictures imported from other programs (such as scanned images).

The *AutoContent Wizard* automates many of the design elements necessary to create an effective presentation. If you choose this option when you begin using PowerPoint, the wizard leads you through the creation of a presentation. Once you have answered all the questions, a presentation is created. You can then enter your specific information.

A *design template* contains default slide settings. These characteristics include colors, fonts, bullet types, and special elements, such as graphics.

A *transition* is the effect that takes place when you advance to the next slide. This feature is available only with electronic slide shows.

You can use a *build* to have one line of text appear on the screen at a time, presenting the opportunity for you to pause and discuss each point. As the next line appears, the previous lines are dimmed. This feature is available with printed presentations but is most effective (both cost and impact) with electronic presentations.

*Clip art* is the collection of pictures available in the PowerPoint clip art gallery.

### REVIEW QUESTIONS

(Use a blank sheet of paper to write down your answers. You can check your answers against those provided at the end of the lesson.)

1. What are some ways PowerPoint can be used?
2. What is a transition?

## Creating Your Presentation

In this activity, you create your own 4-to-6-slide PowerPoint presentation. Think about a theme you want to incorporate into the show. Some suggested themes include:

**POWERPOINT TIP**


The **PowerPoint** dialog box appears only when you first start the program. If you are already working in PowerPoint and want to create a new blank presentation, click the **New** button on the **Standard** toolbar.

**POWERPOINT TIP**

The text boxes on the title slide are just guides. They will not show up on your presentation. You can delete the text boxes by clicking the box and clicking **Delete**.

- Your family history (siblings, place of birth, and so on).
- Your hobbies.
- Your state or town.

**To Create a Title Slide**

1. Double-click the Microsoft **PowerPoint** icon  to start the program. The **PowerPoint** dialog box appears.
2. Select **Blank Presentation**, and click **OK**. The **New Slide** dialog box appears.
3. Click **Title Slide**, and click **OK**. A title slide appears.
4. Click **Format** on the menu bar, and select **Apply Design Template**.
5. Select a design template, and click **Apply**. After you apply a design template, each slide you add has the same custom look.
6. Click **Slide Color Scheme** on the **Format** menu. Color schemes are sets of balanced colors designed for use as the main colors of a slide presentation—for text, background, fill, accents, and so on. You can pick a color scheme for an individual slide or for an entire presentation.
7. Select a color scheme, and click **Apply** or **Apply to All**.
  - **Apply to All** applies the color scheme to your entire presentation.
  - **Apply** applies the scheme only to the title slide.

**To Add Text to the Title Slide**

1. Click **Click to add a title**. A thick gray border appears around the text box, indicating that it has been selected.
2. Type a title.
3. Click the text in the subtitle text box, and type a subtitle.
4. Make the following style changes to the text on the title slide:
  - Change the title's font size and style (bold, italic, and so on).
  - Click **Font** on the **Format** menu, and change the color of the title or subtitle.

**To Use WordArt**

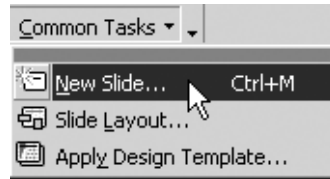
You can replace the title text of your presentation with a WordArt version of the title.

1. Select the text in the title text box.
2. Click **Insert** on the menu bar, point to **Picture**, and select **WordArt**. The **WordArt Gallery** appears.
3. Click a WordArt style, and then click **OK**. The title is displayed in the **Edit WordArt Text** dialog box.
4. Click **OK**. The WordArt is inserted into your title slide.
5. Delete your previous title.

6. Drag the WordArt into position on the slide. You might want to change the color of the text.

### To Insert Additional Slides

1. Click the **Common Tasks** menu on the right side of the toolbar, and select **New Slide**. The **New Slide** dialog box appears.




NOTE: You can also click **New Slide**  on the toolbar.

2. Select a layout for your new slide, and click **OK**.
3. Add two or three more slides. Make sure one of your slides has a list with at least three bullet points.

### To Rearrange Slides

You can use Slide Sorter View to rearrange the slides in your presentation. There are two ways to switch to Slide Sorter View:

- Click the **Slide Sorter View** button  in the lower-left corner of the window.
- Click **Slide Sorter** on the **View** menu.
  1. Switch to Slide Sorter View.
  2. Click the slide you want to move. A bold border appears around the slide.
  3. Drag the slide to its new position. A vertical line appears where the slide will be placed. The slide appears in its new position.
  4. Click **Normal** on the **View** menu to return to Normal View.

### To Save Your Work

While you are working on a presentation, it is a good idea to save your work often.



1. Insert a disk into the appropriate disk drive.
2. Click **Save As** on the **File** menu. The **Save As** dialog box appears.
3. Select the appropriate disk drive on the **Save in** list.
4. Type a name for your presentation in the **File name** text box.
5. Click **Save**.



### POWERPOINT TIP

Once you have saved the presentation for the first time, periodically save it again by clicking **Save** on the **File** menu or by clicking **Save** on the Standard toolbar.

### REVIEW QUESTIONS

(Use a blank sheet of paper to write down your answers. You can check your answers against those provided at the end of the lesson.)

1. Can you use a different color scheme for the title slide than for the rest of the slides?
2. How do you add slides?

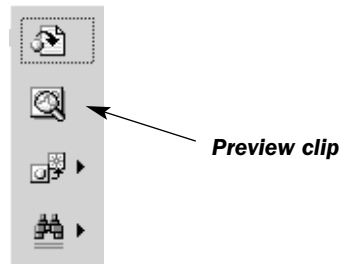
3. If your title slide has a box for a subtitle, do you have to have a subtitle?
4. When is a good time to save your work?
5. How do you move your third slide to the fourth position?

## Adding Clip Art and Animation

Multimedia—pictures, animation, video, and sound—can add interest to your presentation. PowerPoint has a library of images (called *clip art*) you can choose from. You can add a picture that amuses, such as a cartoon character, or a picture that relates to your topic, such as a dollar sign in a budget presentation.

### To Add Clip Art

1. Select the slide you want to add clip art to.
2. Click **Insert** on the menu bar, point to **Picture**, and select **Clip Art**.
3. Browse through the categories and pictures, and select one you like.
4. To preview the picture, click the picture, and select **Preview clip**, the second button on the menu that appears.



5. Click the picture you want to insert, and select **Insert clip**, the top button on the menu that appears.
6. Close the **Insert ClipArt** dialog box.
7. Drag the picture to the desired position on the slide.
8. Add more pictures and text to your presentation.




### POWERPOINT TIP

You can search the Microsoft Clip Art Gallery for pictures, or browse by category.

### To Animate Clip Art

With PowerPoint's animation effects you can do all sorts of high-tech special effects. For example, you can make a pig fly at the click of a mouse or stream your text bullets so they look and sound like typing from a typewriter.

1. Select a slide with clip art.
2. Click **Slide View**  in the lower-left corner of the window.
3. Click the cartoon or image you want to animate.



**Instructor Note**

*Have the trainees walk around and view each other's presentations.*

**To Print a Presentation**

Using PowerPoint, you can print your entire presentation, an outline, presentation notes, or audience handouts. You can print in color, grayscale, or black and white.

1. Select **Page Setup** on the **File** menu to change the page setup prior to printing.
2. Select **Print** on the **File** menu. The **Print** dialog box appears.
3. Select what you want to print in the **Print what** list box at the bottom of the dialog box.
4. Click **OK**.

## Wrapping Up

**Key Points to Remember**

Presentation software like PowerPoint helps you communicate your ideas to an audience, whether it's an audience of one in your own office or an audience of millions on the World Wide Web. You can use wizards and templates to make creating a presentation easy.

**Answers to Review Questions****DEFINING POWERPOINT TERMS**

1. You can use presentations at conventions and for school reports.
2. A transition is the effect that takes place when advancing to the next slide.

**CREATING YOUR PRESENTATION**

1. Yes, your title slide can have a different color scheme than the rest of your slides. When applying a color scheme to a slide show, you can apply the color scheme to the current slide or the entire presentation.
2. Click **New Slide** on the **Common Tasks** menu to add a slide.
3. No, you do not have to have a subtitle. You can delete the **Subtitle** text box or simply leave it blank. The text box is not visible when you print your presentation.
4. You should save your work as often as possible.
5. To move a slide to a new position, in Slide Sorter View, drag the slide you want to move to the new position.

**ADDING CLIP ART AND ANIMATION**

1. Animating text or clip art can make your presentation more visually appealing and more interesting to viewers.
2. To search for dog clips in the Clip Art Gallery, type `dogs` in the **Search for clips** text box or search visually in a related category, such as animals.

**Additional Resources**

- *PowerPoint 2000 Quick Guide*
- PowerPoint 2000 FAQ  
<http://support.microsoft.com/support/powerpoint/ppt2000/FAQ.asp>
- PowerPoint Layout Tips  
<http://www.pcworld.com/howto/article.asp?aid=9084>
- How to Create an Agenda Slide in PowerPoint  
<http://www.peachpit.com/features/0599off2k/off2k.pptut1.html>
- PowerPoint Tutorial  
<http://einstein.cs.uri.edu/tutorials/csc101/powerpoint/ppt.html>

