



**IAAP**  
PRESENTS **EFAM 2013**

International Association of  
Administrative Professionals and  
Greg Creech present –



# Creating Powerful PowerPoint® Presentations

Written and Presented by :  
**Greg Creech**

- ✓ Microsoft Certified Application Specialist  
–Instructor
- ✓ CompTIA Certified Technical Trainer +

☀ Sunday, July 28 10:00 AM – 12:00 PM  
and

☀ Tuesday, July 30, 11:30 AM – 12:30 PM





# Power of PowerPoint Oops & Legal Stuff

While I have made every effort to ensure the accuracy of this document, including grammar and instructions, I make mistakes. *(Surprise!)* If you find an error or want to provide constructive feedback, please contact me. Thank you! Enjoy PowerPoint and this document.

**Greg Creech**

**Techedutainment Services, Inc.**

**P. O. Box 1431**

**Pine Lake, GA 30072**

**[www.gregcreech.com](http://www.gregcreech.com)**

## **Association Memberships, Certifications, and Awards:**

- ✓ *International Association of Administrative Professionals– Atlanta Chapter*
- ✓ *American Society of Training and Development Member – Atlanta Chapter*
- ✓ *Society for Human Resources Management– Atlanta Chapter*
- ✓ *Microsoft Office User Specialist Certification – Instructor*
- ✓ *A+ Certified through CompTIA*
- ✓ *Microsoft Certified Technical Trainer*
- ✓ *2007 Top Non-Credit Programs (my Microsoft® Office Suite) by University Continuing Education Associations' Southern Region*
- ✓ *2009 Faculty Award for the Association of Continuing Higher Education (for my work at Emory University)*

***PowerPoint® is a most excellent product from Microsoft® Corporation and is part of the Office® Suite of products and services.***

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## About IAAP and Greg Creech

On January 5, 1981, I entered the world of being an administrative professional as the only male Steno Clerk in Columbia, SC at Southern Bell. As my manager, Becky Davis, introduced me to all of the women, one funny woman exclaimed: "Well, there goes the steno pool; they let a rooster in the hen house!" Later in the day, I used an IBM Selectric typewriter to type a proposal. As it typed, I noticed the silence in the room and looked up to see everyone staring at me. The funny woman said: "I've never seen a man that could type like that. Who would've thought." I could type 70 WPM with no mistakes. I worked in Sales and Marketing at AT&T in many clerical, administrative, and management positions. My longest responsibility for over 10 years was as a Compensation Manager in Sales and Marketing for various sales organizations, and in 1998, I took an early retirement buy out package as an Operations Manager. AT&T supported my comedy, musical, and motivational presentations internally and externally, too, so I had the best of both worlds: administrative position and entertaining presenter. I continue to enjoy at&t as a customer and supplier.

Since 1998, I have pursued my passion and love of technology, education, comedy/humor, music, and administration. In April, 2006 for Administrative Professional Day, I presented my musical, humorous stress management speech at Midlands Technical College with over 650 admins in my home town of Columbia, SC. Four months later, I and Mary Stuckey, my neighbor, were at a neighborhood meeting and she informed me that she was being installed as President - Georgia Division of IAAP. Mary and I have been neighbors for 9 years at that point and we never knew of our administrative connections. I told her about my presentations and programs. In November, 2006 at an IAAP Educational Seminar in Macon, GA I presented my humorous, musical presentation on business communication, stress management, and career development entitled "SMILE". I joined IAAP in 2007. The presentation was a hit and I have been blessed by frequently presenting at chapter meetings, conferences, and other events. Being at EFAM is an absolute dream come true for me and I owe much thanks to my sisters in Georgia chapters for all of the good recommendations, referrals, prayers, and compliments. I hope you enjoy my presentations as much as I enjoy presenting them.

## About the manual

This handout is a sample of a much larger book/manual that I have written and have available for purchase. I concentrate on Office 2007, as many of the features transfer to Office 2010. I am updating all of my manuals, materials, files, and videos to Office 2013/Office 365, so look for my updated materials over the next year (or so) for Access, Excel, PowerPoint, Word, OneNote, Outlook, Windows 8 and combinations of applications. You may view descriptions and purchase my materials through [www.gregcreech.com](http://www.gregcreech.com). I have free videos, handouts, like this one, and other materials available at my website, too.





# Welcome to the Power Of PowerPoint®!

Welcome to your course on the **Power of PowerPoint**®! **PowerPoint** is a great presentation application from **Microsoft Corporation** and is included in the **Office Suite** of products.

**PowerPoint** is an effective and entertaining way of presenting information. Since we are in the Information Age, use **PowerPoint** any time you want to display information. From invitations and greeting cards to education and motivation presentations, **PowerPoint** is for you and our Age of Information. Whether in an auditorium, kiosk, classroom, or courtroom **PowerPoint** is everywhere. There are tons of great applications for using **PowerPoint** and we will examine many of them in this course.

We will have fun and learn – a process I entitle “Flurning”, so we will “flurn” PowerPoint. Of all of the applications in which I work, PowerPoint is the most entertaining and fun that I can have with a computer short of playing Solitaire or other games. You will find that PowerPoint is the most fun you can have and stay in the Office Suite.

This course combines the introductory, intermediate, and the advanced functions of PowerPoint into one handy, dandy document. I’ll provide presentation tips, too.

## Who’s Running The Show, Anyway?

Although **PowerPoint** is powerful, the application does not replace the presenter, trainer, speaker, salesperson, or any other person using **PowerPoint**. **PowerPoint** is a vehicle to accentuate your message and help educate others on your material. I have witnessed too many professionals overwhelm and bore audiences with too much text, animation, shocking colors, and the list can go on. Word is designed for manuals and documents with lots of text; PowerPoint is designed for listing text and using lots of graphics and movement. You tell the story; you relate the information; you are the true power of **PowerPoint**. **PowerPoint** is your assistant, your helper, and your documenter. If **PowerPoint** tells and displays the entire message and information, who needs you? Just give the handout and go home. No way! A machine can never replace your voice, your look, and your original style of presenting; however, a machine can help you strengthen your information and enhance your style of presentation.





I will provide helpful presentation tips and design tips that training materials, fellow presenters, my theatre and presentation history have taught me. Also, I am a member of the **National Speaker's Association** and **American Society of Training and Development**. If you seek training and/or speaking as a profession, please consider joining these outstanding organizations. Both organizations are excellent sources and resources of presentation tools and tips. Here are some design and presentation tips to keep in mind as we build our presentations.

- ✓ *No more than 6 (or so) words per line,*
- ✓ *No more than 6 (or so) lines per slide,*
- ✓ *Use sans serif fonts – fonts without little strokes - (Tahoma, Arial, Moderne) for Titles, Headings – sans serif fonts bring a attention, Notice that most business and road signs are sans serif,*
- ✓ *Use serif fonts (Times New Roman, Georgia) for Bullets and multiple text lines – serif fonts help our eyes read and reduces eyestrain, Notice that most magazine articles and books are written serif fonts,*
- ✓ *Avoid bright colors as backgrounds, use bright colors to accentuate or enhance your presentation,*
- ✓ *Customize – avoid the templates in PowerPoint (Most business people have seen all of these templates) – use your creativity to develop your own template and style. This course is designed to help you accomplish customization,*
- ✓ *Avoid using too many fonts (generally a maximum of 3) in a slide show or presentation,*
- ✓ *Use graphics to re-enforce your message and cartoons to invoke humor,*
- ✓ *Use animation for disclosure – displaying one bullet item at a time,*
- ✓ *Do not use PowerPoint to write a book,*
- ✓ *Do not over use the color Red – people literally see Red and emotionally feel uncomfortable if you use too much Red in your presentation, Green will make people think of money, Bright Yellow will evoke weakness, Orange induces hunger, etc.*
- ✓ *If you provide handouts, wait until the end of your presentation to distribute them – the sound of rustling paper is not pleasant and your audience will concentrate on the written word not your spoken information Slide 2*

We will build several **PowerPoint** presentations in this course. We will build a presentation using many of the types of slides and will learn new items as we build each slide and add



functionality and enhancements as we go. We will begin with a title slide, build a bulleted list, and many other types of slides, including slides with photographs, diagrams, and charts.

We will construct our first presentation with a blank background for us to customize through Microsoft's templates and then our own custom template. I will overview the slides that you will be preparing and they are contained in a PowerPoint file entitled Power of PowerPoint.

The second presentation we will construct will be a design Template that we customize using **Title** and **Slide Master**. I believe that designing your own color schemes, logos, and other customization techniques will help your creativity, impress your audience, and illustrate your presentation and message better. **PowerPoint** is an invaluable branding tool for your organization, too, and knowing how to customize and manipulate **PowerPoint** can help in your branding and creativity. You'll be self-sufficient, too. Also, the world will know you took a class from me and I will be proud of your originality. (Often my students or clients surpass me in their designs and attractiveness of their slides, I applaud them and ask permission to use their backgrounds.)

Our final presentation will be an invitation or electronic greeting card that you design to send to your friends or associates.

Enjoy the process of "**flurning**" the Power of PowerPoint. I know I will enjoy teaching you. Now, as we say in theatre and presenting: **On with the (slide) show!**

*Write your notes here:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Our Presentation

Let's get started with building our own presentation. The *Power of PowerPoint* file is printed for this training package; this shows how using *PowerPoint* as a handout and training document can be effective. I have included the slide presentation file at the end of this document using a feature that we will learn on how to send *PowerPoint* slides to *Word* – a great, easy and very efficient *PowerPoint* feature. *PowerPoint* is much more than a screen or “live” presentation tool.

We will use the items that we previously covered, such as views and task panes, as we build your presentation. So we will review the first 40 or so pages as we learn more about PowerPoint and you may use the first section of this book as a guide and reference as you construct future presentations or get a new computer and new copy of Office.

I encourage you to type in your own information and begin building a presentation to fit your needs and your applications. I will offer text for you to type, of course, but you'll get a lot more out of this course if you use your own imagination and wording. We will use logos, pictures, videos, music, and all types of multimedia for your presentation; you should know where these items are located prior to our inserting, customizing, and displaying them in our slide show. ***So, go ahead and start collecting your logos, pictures, etc. for our time together, now.***

Also, don't worry that your presentation is plain and boring looking. We will change that later in our third slide. We will use some of PowerPoint's design templates and we will design our own design templates later in the course. We will also create our own logos, color schemes, and other nifty PowerPoint formatting and design features, but first we need slides and information in which to work so let's start building the presentation and our fantastic slide show!

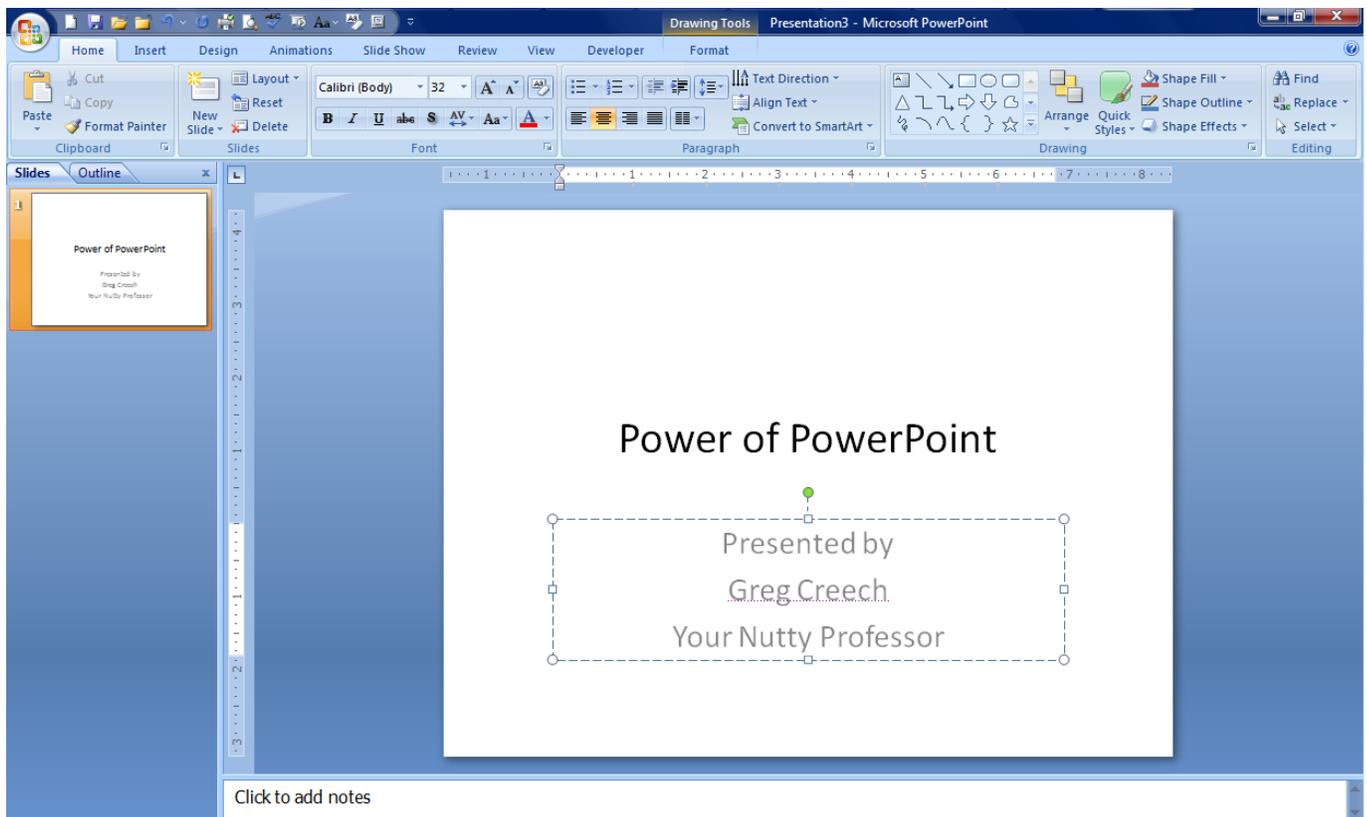
# Title Slide – Slide 1

## What A Great Opening!

### *Step 1: How to create a new presentation and Title Slide.*

At the **Start-up** of **PowerPoint**, you are at the **Title Page** of a **New Presentation**, if you are already in **PowerPoint**,

- 1. On the Microsoft's Office button's Menu click New or Double Click Blank document to start a new presentation. You may press the CTRL + N key to start a new presentation, too.**



***At the Title Page of a New Presentation –***

- 2. Type the title The Power of PowerPoint or type your own title. Click to the Next Title area of the screen. DO NOT PRESS ENTER.**

***⊗ An Important Gotcha! A common and frustrating mistake (and habit) for all of us using PowerPoint is pressing the Enter Key. The Enter Key produces more space in your Text box and does not move you to other areas of your slide. ⊗***

*I click from area to area.*

3. Then Click in the secondary title area and type: Your own sub title or type Your Name on one line, press enter, type your Title on the second line and press enter. Type your slogan or a phrase on the third line, as displayed on the previous page.

## *Step 2: How 'bout That – Time to Format!*

*Let's use the Formatting buttons on the Home Tab. After entering information in the title areas.*

**Click the Main Title Area or Box to receive a solid line around your text as displayed below.**

### *Important Notes About your Text Boxes* 🎵 :

🎵 Small circles surround the area for you to click on to drag in or out to resize the title.

Dragging in will make your text box smaller and dragging out will make your text box larger. I like using the corner circles to change the height and the width of the Text box at the same time.

🎵 You may click the border of the text box to select the entire text boxes – a solid line

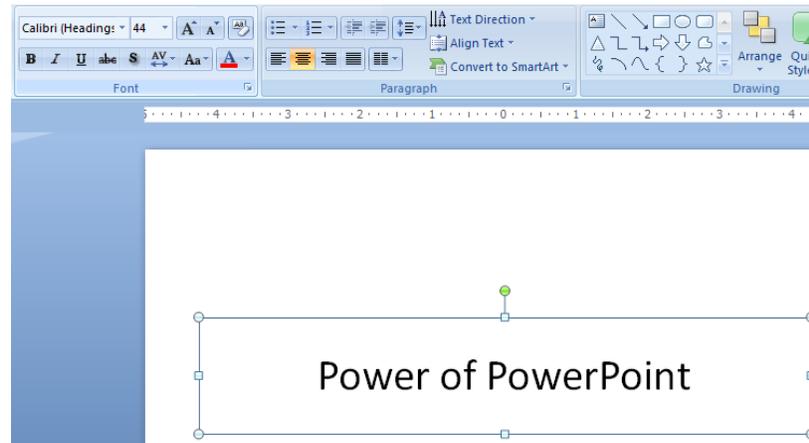
will surround your box. This solid line indicates that your entire Text box is selected and any changed you make effect everything in the text box. This is a convenient tip to know in working with the many objects in PowerPoint.

🎵 A four headed arrow will alert you that you have the text box selected; the four headed arrow allows you to move your text box.

With the four headed arrow you may click and drag the entire text box to another area. Click on the border of your object usually produces the four headed arrow.

🎵 If a solid line surround your text box you can apply formatting to all of the text at once. If a dashed line surrounds your text box, you will need to select the text you wish to format.

🎵 The green circle is free rotate. Clicking and dragging this around allows you to change the position of your text box, Clip Art, picture, and other objects.

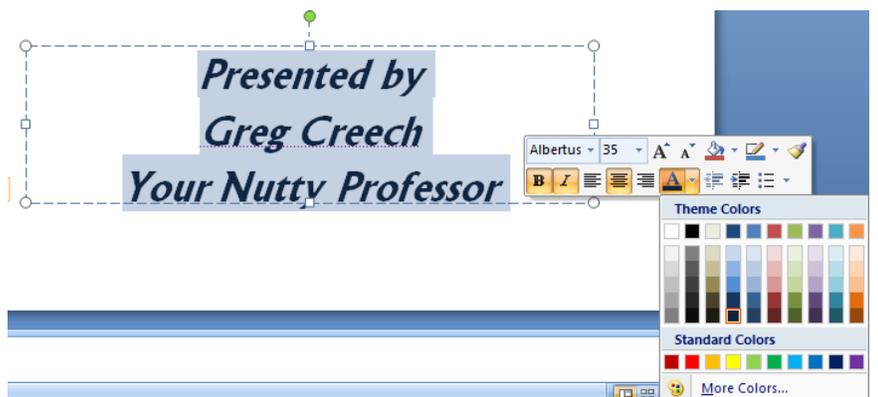
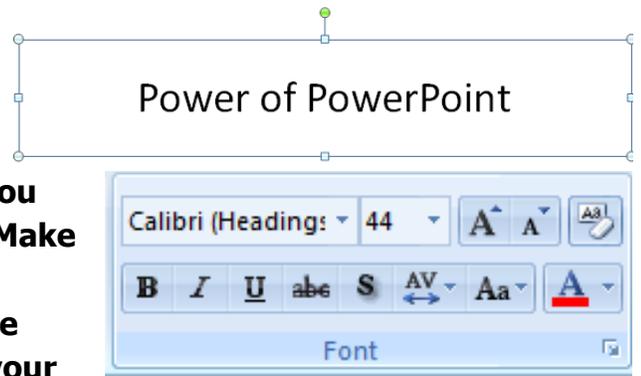


1. With a solid line surrounding your text box Title and using your Home Tab's Command buttons in the Font Group, Click the Bold, the Italic, and Shadow Buttons as pictured here. (ScreenTips will appear as you move

your cursor over the buttons to inform you of the purpose or name of the button). Make other changes as you like.

2. Next click in the sub-title text box, notice that PowerPoint changes the border of your text box to a dotted or dashed line. You will need to select the text you wish formatted. Select all of your text and format the text using the Mini Toolbar. The Mini Toolbar should appear after you select your text and move your cursor upward. If the Mini Toolbar doesn't appear, right click on your text and the Mini Toolbar will appear with your shortcut menu. Using the Mini Toolbar change your font, font size, and color.

3. Move your cursor to the border of the Text Box and use the four headed arrow and click and drag your title box(es) to a new area of your slide. Click the Undo button if you need to put your text box back.



Yeah! The First screen known as the Title Slide is complete. We will animate and enhance this slide later.

Click the save icon or press the CTRL + S keys and save your file as PowerPoint 1.

*Now, onto Slide Two!*



# Slide Two: A Bullet List

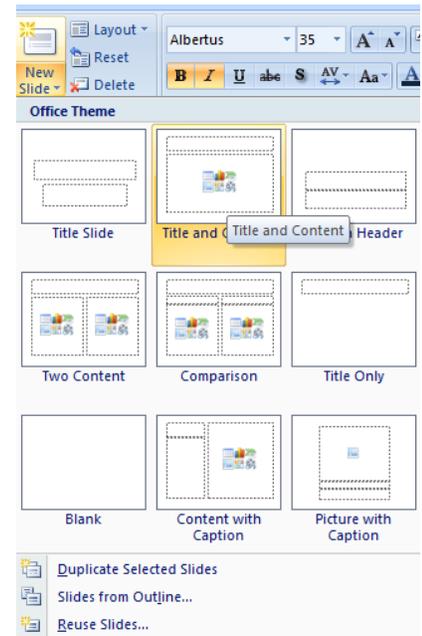
## Dodging the Bullet with Animation

### *New Slide and Layouts*

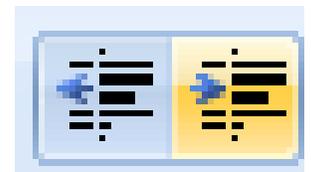
Time for a new slide. Slide Two will be a bullet list in a text box. To create a new slide, we will click the **New Slide command button** and from the menu select the type of slide we wish – we will use **Title and Content** for this slide and subsequent slides for our presentation.

*Here's how to create a bullet – text slide:*

- 1. On the Home Tab, Click the New Slide button and from the menu click the Title and Content slide from the gallery.**
- 2. Click on the Title area and type your own Heading or type "Bullet and List Guidelines".**
- 3. Click in the Bullet area and type a line of information. I have typed: Primary Bullet Level (1st Level).**
- 4. Press Enter.**
- 5. Another Bullet appears, Press Tab key, A Secondary Bullet appears. Type another line of information. I have typed: Secondary Bullet Level (2nd Level).**
- 6. Press Enter**
- 7. Another Secondary Bullet appears, Press Shift AND Tab keys simultaneously, A Primary Bullet Appears.**
- 8. Press tab twice to produce a Third level bullet.**
- 9. Press Shift tab to go up a bullet level to level two and type your own information or type Another Secondary Bullet Level.**



*You can also use the Increase and Decrease Indent Icons (pictured at right) on the Home Tab's Paragraph Group to make various bullet or list levels. ↻*



1. After entering your first three bullets, press enter.
2. Press the Decrease Indent Icon twice OR press the Shift key and keep it pressed and press the tab key twice to return to a Primary (First Level) Bullet.
3. Continue to add Primary (First Level) Bullet items and press enter at the end of each bullet to create a new bullet. Here are my bullet items for this slide:

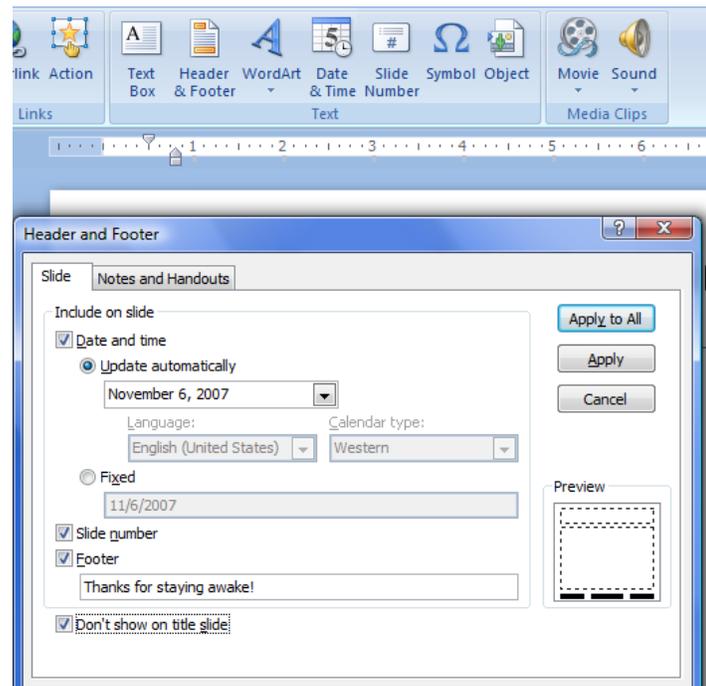
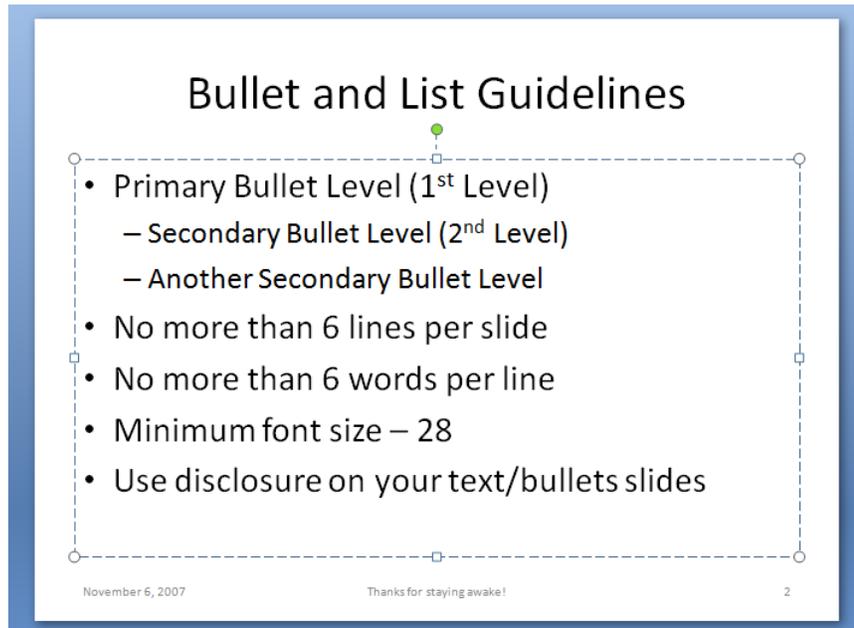
- ✓ No more than 6 lines per slide
- ✓ No more than 6 words per line
- ✓ Minimum font size - 28
- ✓ Use disclosure on your text/bullets slides

### Headers and Footers

Let's add **Footer** information at the bottom of the page. The **Footer** can contain information such as date, time, page number, author, etc. Here are the steps to add a **Header and Footer** with the screen pictured at right.

**Click the Insert Tab and then click the Header & Footer button – the Header and Footer dialogue box opens as displayed at right. Open your Header and Footer Dialogue screens.**

Examine the Dialogue Box and note that you can add a **Header and Footer to Slides (First Tab)** or **Notes and Handouts (Second Tab)** For an example

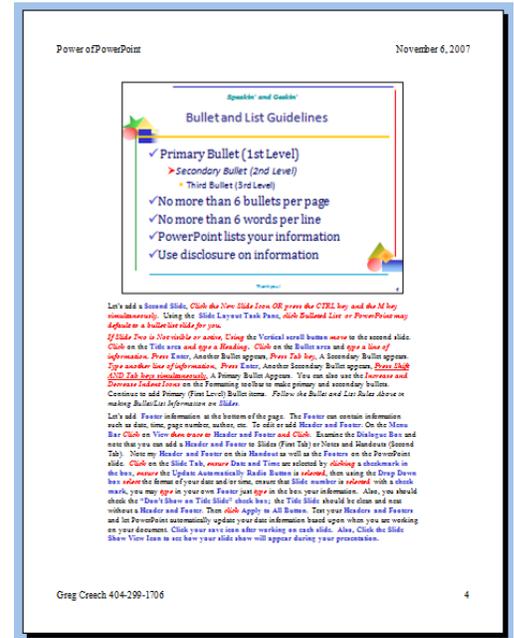
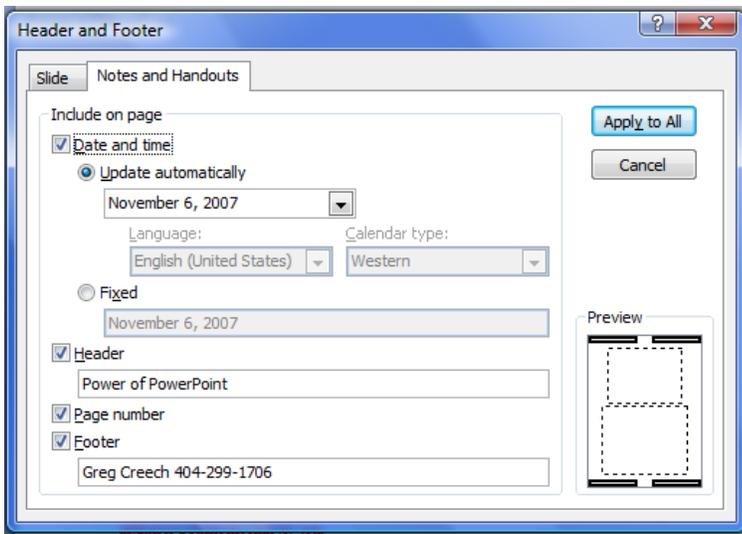




of the Notes and Handouts Header and Footer look at the Handout from PowerPoint that accompanies this manual.

1. Click on the Slide Tab, ensure Date and Time are selected by clicking a checkmark in the box.
2. Ensure the Update Automatically Radio Button is selected so when you show this presentation the current date and time on the computer will display here, then using the Drop Down box select the format of your date and/or time
3. Ensure that Slide number is selected with a check mark.  
 ➤ **A Hot Tip! Having a slide number on your slides is great unless you hide a slide then the slide numbers will skip – we will learn how to hide slides later – Keep in mind that when you hide a slide the slide number displays and doesn't renumber your slides.**
4. You may type in your own Footer just type in the box your information.
5. Also, you should check the "Don't Show on Title Slide" check box; the Title Slide should be clean and neat without a Header and Footer.
6. Then click Apply to All Button.

You should use the Headers & Footers Notes and Handouts Tab too as displayed below. A picture of my presentation as a handout in Notes Pages view appears here with the header and footer.





*Test your Headers and Footers and let PowerPoint automatically update your date information based upon when you are working on your document.*

- 1. Navigate to your Title Slide and notice that Header and Footer is not there.**
- 2. Click your save icon or Press the CTRL + S keys after working on each slide.**
- 3. Also, Click the Slide Show View button on your Status Bar to see how your slide show will appear during your presentation.**
- 4. OK – Not very impressive yet, but we are about to start changing that. Let's use animation to bring the title in automatically and then to bring in each bullet separately.**



*Write your notes here:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Don't Hesitate, Let's Animate

**Animation** is an important and fun feature to learn in **PowerPoint**. We will spend a lot of time on **Animation** and using the various features in **PowerPoint's Animation**. While you can certainly go overboard and drive your audience crazy with all of the dizzying and eye catching animations, I encourage you to use a lot of the animation features and to go "overboard" as you learn. In your "real" presentations, your animations should be appropriate and add to your presentation's movement and practicality. Don't let **PowerPoint's animations** upstage you, your message, or the content of your presentation. You should be consistent in the animations of your titles and other objects that repeat in **PowerPoint** and you should use animations to facilitate the ease of presenting with PowerPoint and not let PowerPoint overpower you and your message.

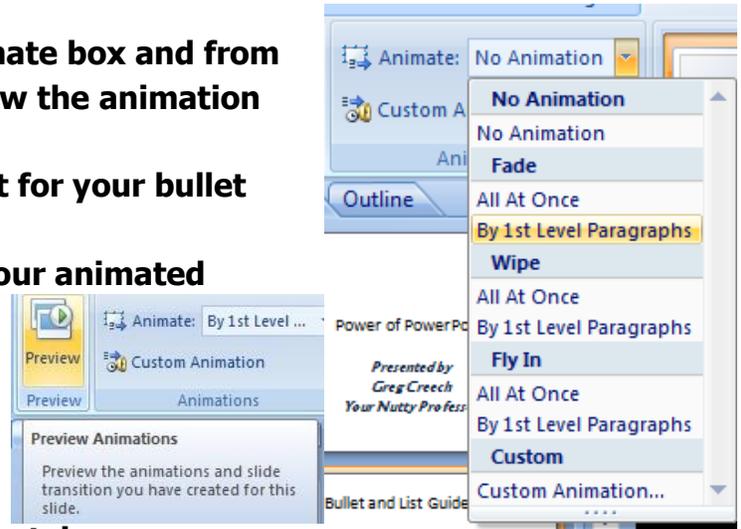
**Animation** is very important to bullet list and text in **PowerPoint**. You want to bring in each bullet item separately. This is termed disclosure. Using disclosure allows to speak on each item and to have the audience focus on that one item as you speak. If you don't animate your bullet list, the audience will be overwhelmed with the amount of information. For the past several years Corporate Americans have been taught to concentrate on the "bottom line" and that is exactly what most of us will do in a presentation that does not use animation. Subconsciously we will pay attention to the last item on the bullet list. Our focus is distracted and your spoken message will not have the impact and the attention that each bullet deserves because of the number of bullets. Animation corrects this and provides a practical, efficient, and entertaining way to keep and enhance your message and the audience's attention and focus.

**Custom Animation** is necessary in not only animating your items and objects in **PowerPoint** and accentuating your message but also in creating and editing multimedia's components of **PowerPoint** such as music, sounds, and videos, which we will learn later. Learning **Custom Animation** early in our education of PowerPoint is important in keeping you awake and interested in PowerPoint, and **Custom Animation** will help us as we continue learning other types of slides and multimedia.

***So, Don't Hesitate, Let's Animate!***

## Animation Schemes

1. Open your PowerPoint 1 file, if it is not already open for you.
2. In the Normal view, click in Slide Two's Bullet List and Click the Animate tab on the Ribbon.
3. As displayed at right click the Animate box and from the menu scroll through the preview the animation effects on your Bullet List.
4. Click your desired effect to select it for your bullet list and its entrance.
5. Click the Preview button to view your animated slide.
6. Next, click the Slide Show view button to view this as you would present it.
7. Press enter or click your mouse button to bring each bullet in separately.
8. Notice that PowerPoint brings the First Level and Second Level bullets in at the same time; this is not good especially if these bullet levels have more text than we have entered.
9. Click the ESC button on your keyboard to end the slide show after your bullets and return you to the Normal view.

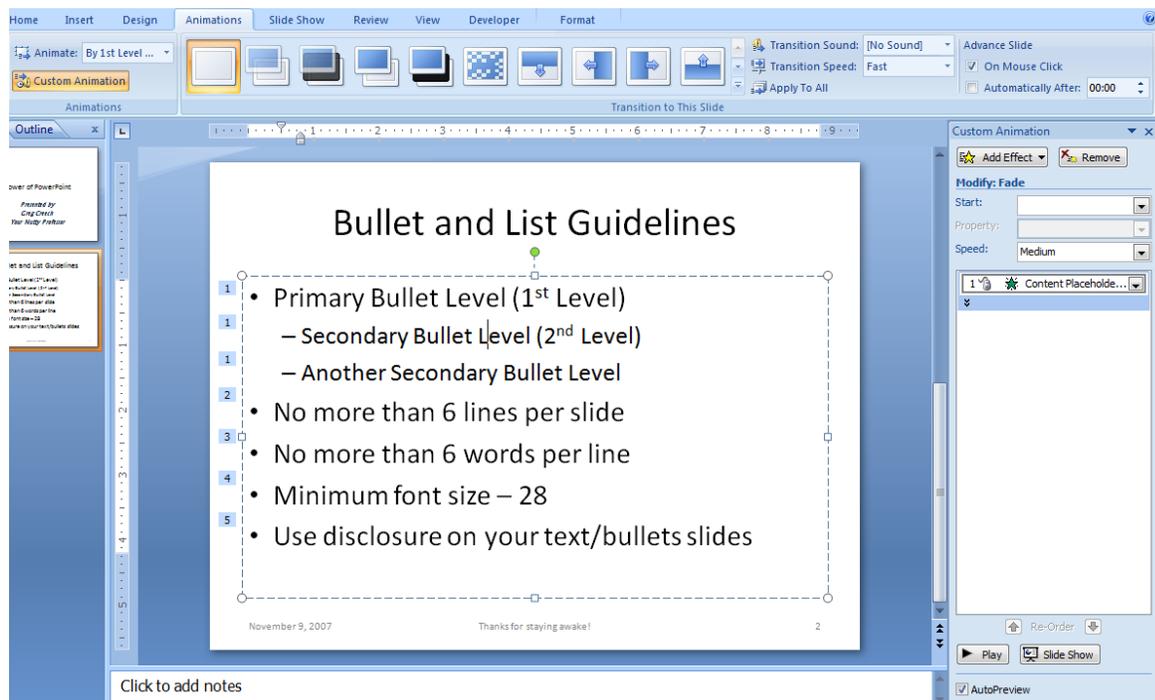


*♪ If you like an Animation Scheme you may apply it to All Slides at once by clicking the Apply to All Slides button. This would ensure consistency in displaying your bullet text. Custom Animation is the way to go, which we will learn later. We'll start in the next section by changing our Animation scheme we inserted a moment ago. ♪*

# Custom Animation

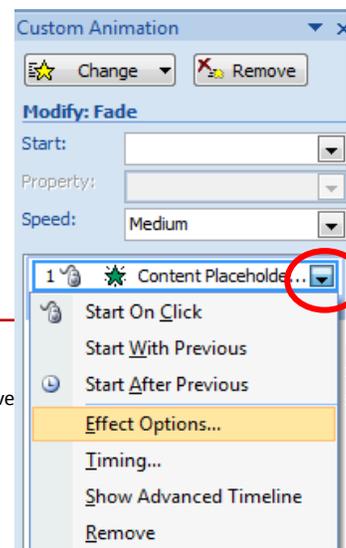
## Task Pane

As we previously noticed the Animation scheme we added brought in the **First and Second level bullets** at once. **Let's change this animation so that each bullet will enter separately.**

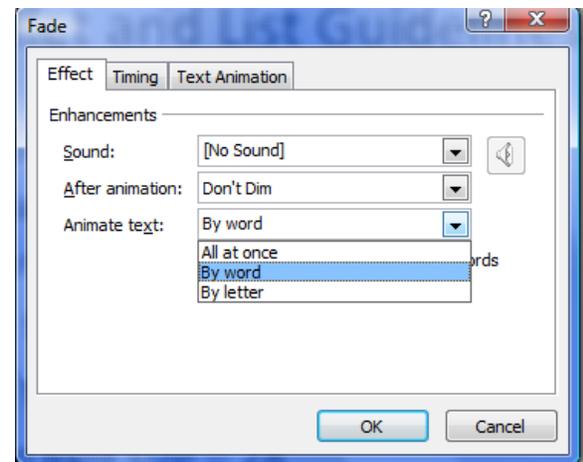
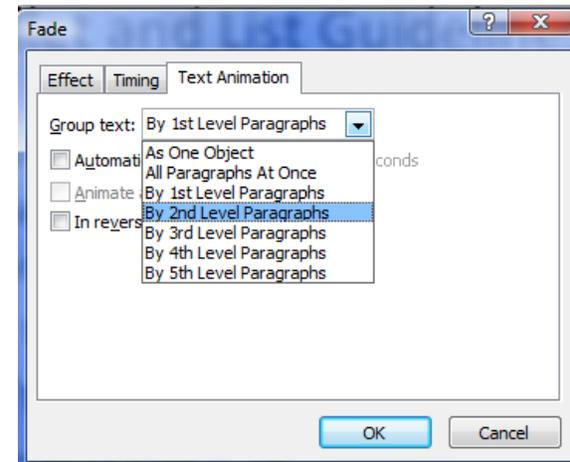


1.

1. Click in the First Bullet area and from the Animations tab click the Custom Animation button.
2. The Custom Animation Task Pane opens at the right of your screen.
3. Also, PowerPoint placed numbers next to your animated items. The numbers are used for manual animation and is the number of clicks or other way of bringing in your slides. For Example, the first click will bring in the Primary and Second bullet.
4. In the Custom Animation Task Pane notice these options as we will be using them extensively throughout our course.
5. Click the arrow next to your animations as displayed above and from the menu scroll to the Effect Options. . . item and Click.



6. At the Next Dialogue box, Click the Text Animation tab.
7. By default, in the Group Text box By 1st level paragraphs displays. Using the Drop Down arrow for this list, scroll and Click By 2nd level paragraphs. Since we are using two bullet levels and want each bullet level to enter independent of the other we need to choose this option.
8. Next Click the Effect Tab.
9. In After animation: Change the color to a light gray.
10. In the Animate Text: Change this to By Word from the pick list.
11. We won't add a sound at this time.
12. Click OK.
13. Why did we change these settings? We want to emphasize each bullet and to ensure that focus remains on that item and changing the After animation color will accomplish this. We changed the Direction and Animated text By word to illustrate the ability to manipulate the animation schemes which we will accomplish many times in this course.
14. PowerPoint should display a preview of your animation, if not Click the Preview Button to view your slide's animation.
15. Click the Slide Show Icon and press enter for each bullet to appear. Notice the 1st and 2nd level bullets are now entering separately and that the text will gray out as you bring in a new item.
16. After the final bullet item, press the ESC key to return to your Normal view of the presentation.

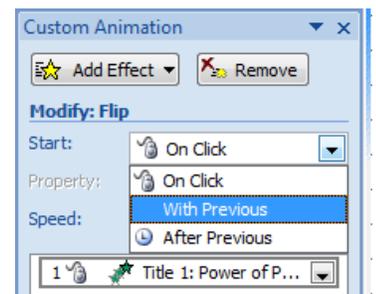
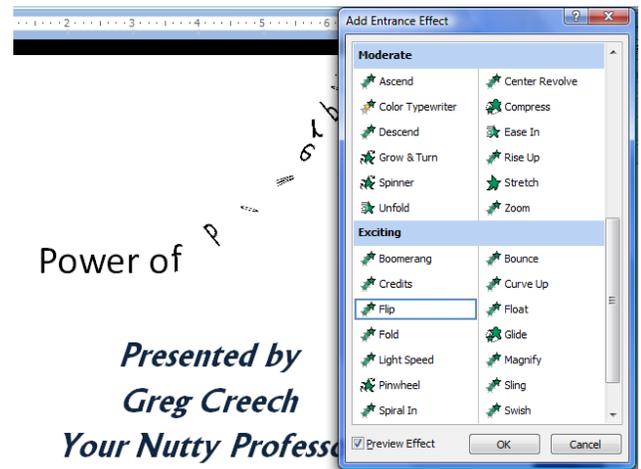
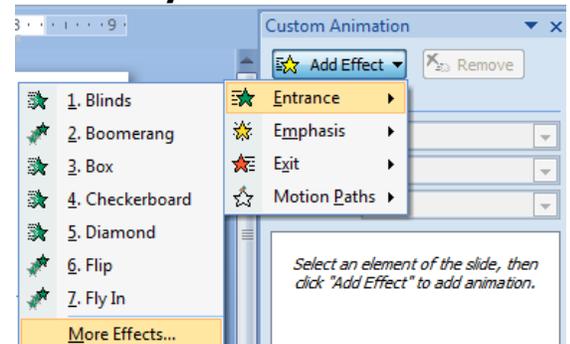


✍ Write your notes here: \_\_\_\_\_

## Custom Animation – Special Effects

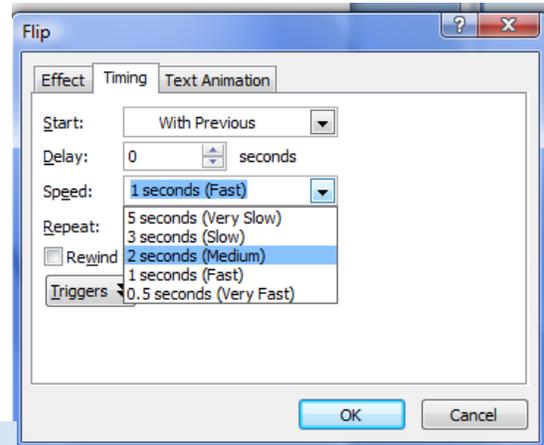
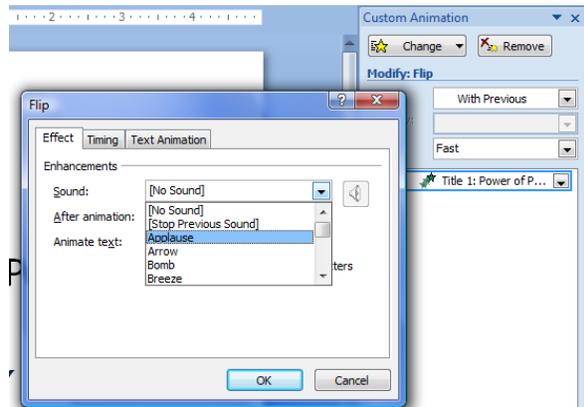
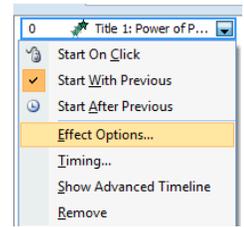
### *Animating a Title Slide – Show Time Folks!*

1. Click your Main Title Text Box on your first slide. On your text box small circles surround the text box signifying it is selected. You can resize your object by getting the double arrow when your cursor is position in a circle and click and drag to make the text box bigger or smaller. The green circle is the rotation circle. You may rotate the object by clicking and dragging the green dot.
2. From our Animations Tab, Activate your Custom Animation Task Pane.
3. With your text box selected, Click the Add effect button. From the Cascading menu trace to Entrance and in the next Cascading menu trace to More Effects.
4. Click the Effect you wish to use. If your Preview box is checked at the bottom of the Task Pane, the effect will play for you.
5. I have chosen Flip in the Exciting section of the Entrance Effect and PowerPoint is displaying the animated text at right.
6. After deciding upon your effect, click OK.
7. Back at the Custom Animation pane, click in the Start box and from the menu Click the Start With Previous – this will animate our text automatically when the slide show begins. We will use the Start After Previous in the next section as we animate the Sub-Title.



### More Effects and Options -

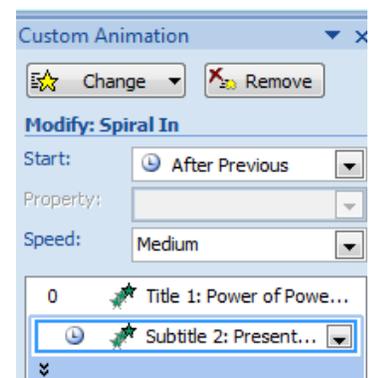
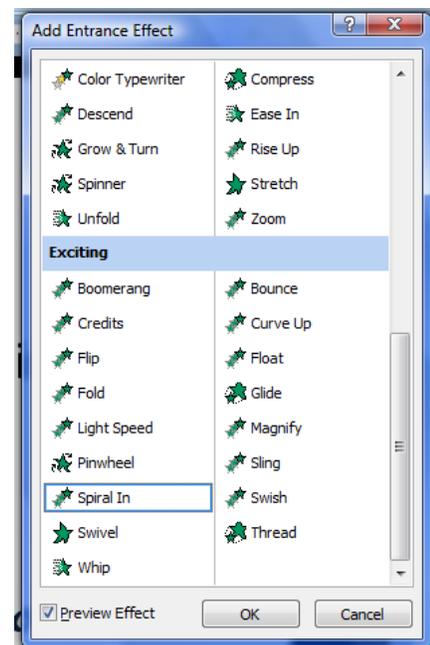
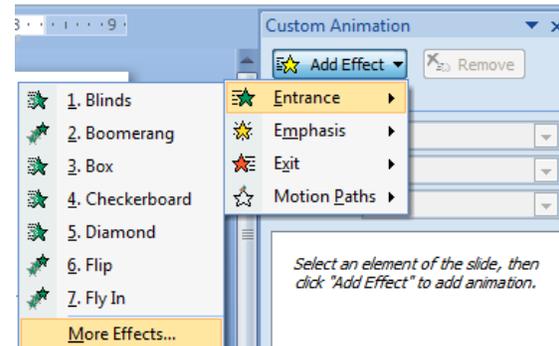
- Next, Click on your drop down arrow for the Title again, and click the Effect Options . . . button. The dialogue box pictured at right appears. Using the drop down arrow for the Sound choose a humorous sound for your title, I have chosen Applause. Unlike the Bullet list we created and animated earlier, I do not want the Title to dim so leave this on Don't Dim.
- Next Click the Timing Tab of this dialogue box; the Timing tab is pictured at right. Our previously selected With Previous item appears in the first Start box. I don't want a delay with this; however, I have changed speed to 2 seconds (Medium) and I do not want this to repeat – I have left this to (none).
- Click OK
- At bottom of the Custom Animation Task Pane, Click the Play button and watch the magic of your animation at work. This is neat, entertaining, and will help keep your audience awake as they begin to watch your presentation.
- After your animation plays, Click the Slide Show icon and notice that your animation begins automatically without a click of a button or pressing enter. Your sound should play, too.
- After the animation is completed, press the ESC key on your keyboard to return to the normal view to animate your sub-title.



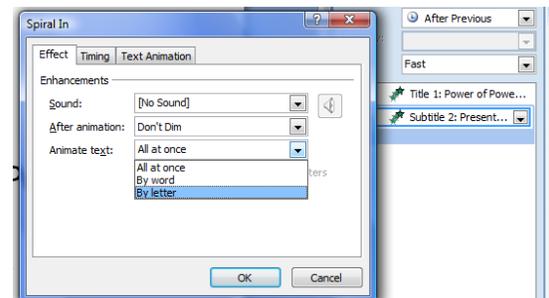
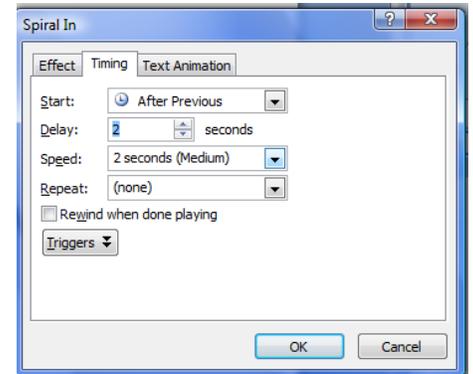
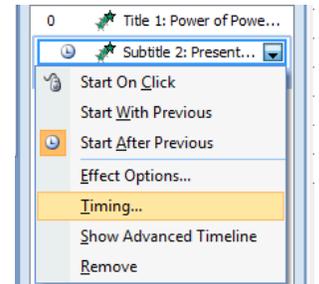
animation begins

### *Even More Effects and Options -*

1. On your Title Slide, Click in your Sub-Title text box and ensure the text box is selected. As we accomplished previously, we will add animation to this text box and have it play automatically for us.
2. With your Custom Animation Task Pane active and your Sub-Title Text box selected, Click the Add Effect Icon. In the cascading menu trace to Entrance and in this Cascading menu click the More Effects item.
3. I have scrolled down to the Exciting area and clicked Spiral In. With the Preview Effect box checked at the bottom of the dialogue box the Effect will play for you when you click it. You may need to move the Add Entrance Effect dialogue box in order to fully view your animation to do this – click on the title bar of this box and drag it away from the area of your animated slide.
4. Click a few of the effects and finally choose one you like and Click OK.
5. Click the Play icon to view your animation.
6. Our newly added animation to the sub-title text will work on Mouse Click or pressing enter, let's change this so that the text will animate automatically after our Title Text.
7. Click the drop down arrow next to your animation and click the Start After Previous item as pictured at right.
8. Change your Speed to Medium.

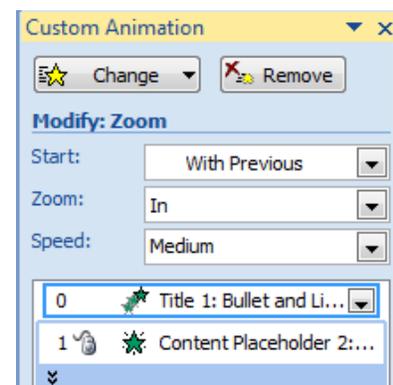


1. Now, Click on the Drop Down arrow for your Subtitle 2 Animation.
2. From the menu, click the Timing. . . option.
3. From the Timing Tab, I have entered a Delay of 2 seconds after the Title Text completes its animation and between each line.
4. Next click the Effect Tab and change the Animate Text by Word.
5. Click OK.
6. Click the Play Icon
7. Watch your Animation and if all is well Click the Slide Show icon and watch your Title Slide play itself automatically.
8. After your title slide completes its animation and is in view. Click or press enter to view your second, bullet list slide.
9. Preview your bullet list.
10. After this completes, press the ESC key to return to your presentation to add our third slide.



I like to have my title slide completely automated and for it to play as the audience prepares for the presentation. I'll show you later how you can set up this slide to repeat endlessly. I like to set-up my laptop with the projection system at least 15 minutes before the presentation begins and have the title slide repeat.

**For Practice and using the above pages as a guide, Animate your Title on your second slide to come in automatically (With Previous) using the animation entrance of your choice. My Zoom Entrance for my second slide's title and its properties are displayed at right. I used my Re Order arrows at the bottom of the screen to change the order my Content being first to the Title 1 being first in my list.**



**Press the F5 key on your keyboard to preview your Slide Show from the beginning. Save your file.**

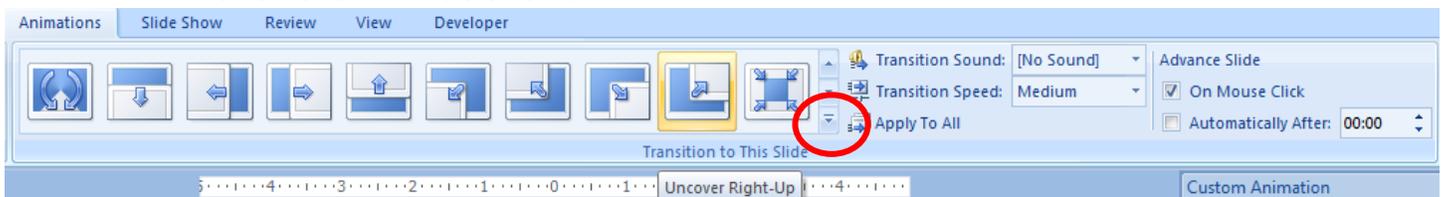


# Slide Transition

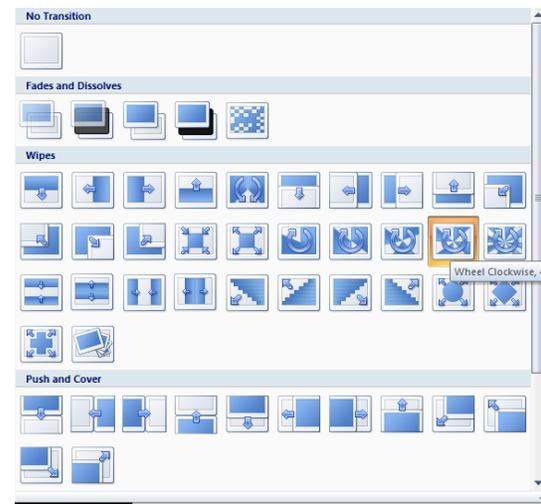
Another type of animation that you will want to use in your slide show is *slide transition*. *Slide transition* is how each slide moves from one to another slide in the *Slide Show View*. *Animation* is movement within a slide, and *transition* is movement between slides. You may apply *Slide Transition* using your *Transition to this Slide Group*.

Here are the steps to add your transition.

## 1. Click the Animations Tab.

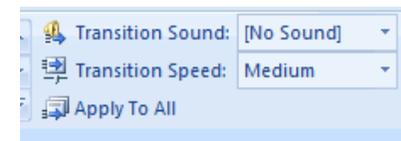


2. Select a Transition Effect from your gallery. If you click the More button – circled above - the extensive menu here appears. As you hover over an effect PowerPoint previews it for you in the background. When you click the effect, PowerPoint adds the transition to this slide only. The very last item in the drop down list is Random Transition – be careful of Random Transition –it may surprise you with a type of effect you are not expecting in the middle of your presentation.

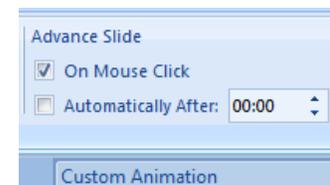


3. Modify your speed if you like.

4. Click Apply to All. This is easy to forget. Apply to all will affect all of your slides and ensure transition throughout. Don't use sound, unless you want to be a comedian – especially for a long presentations - your audience will be annoyed and distracted by the transition movements and sounds.



5. At the Advance slide section - Choose On mouse click, unless you want your slide to automatically progress through the presentation, usually reserved for stand-alone





**or kiosks presentations in which PowerPoint is used without a speaker or presenter.**

- 6. Place your presentation in Slide Show and preview your entire slide show and the transitions from one slide to another.**

*Write your notes here:* \_\_\_\_\_

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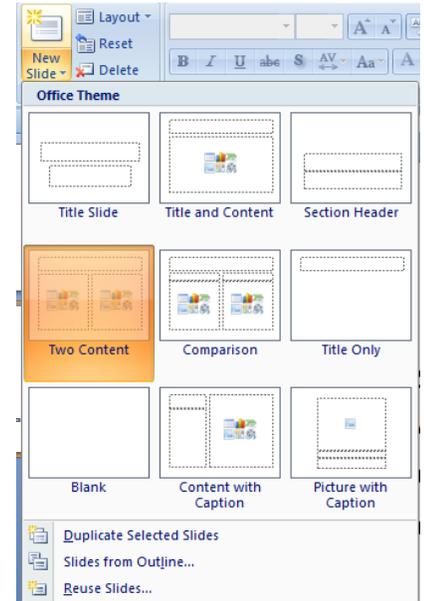
# Slide Three: Title, Text, and Clip Art

## A Whole Lot Going on Here

Let's create our third slide with the familiar *Title* and *Text* items and add *Clip Art* to it.

**First, have your Presentation 1 file open and at the second slide, click the New Slide button on the Home Tab and from the menu choose and click Two Content.**

**PowerPoint creates a slide with a title and two content areas for you.**

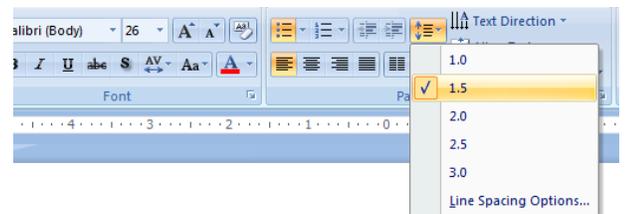


### *First The Title*

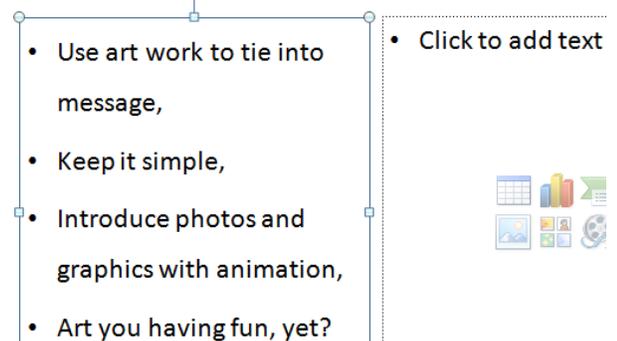
**As we have previously accomplished add your Title. I have entered Title, Text, and Clip Art (How original, huh?!) A picture of this is on the next page.**

### *Second the Text*

- 1. Click and add bullet items as we accomplished on our second slide, please review that slide if you need a refresher on entering a bullet list. My bullet list is displayed below.**
- 2. With this bullet list, I had too much white space at the end of my bullet list. You can space your paragraphs further apart or bring them closer together (if you need more bullets and less space between them) by clicking the Line Spacing command button on the Home Tab and the Paragraph group as displayed at right.**
- 3. Notice I have the solid line surrounding my text box or bullet list by clicking on the border, now when I make a change**



### Title, Text, and Clip Art

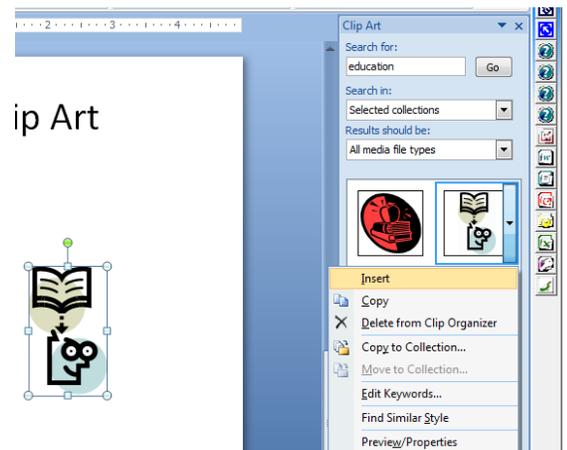


including the line spacing all of the paragraphs and text are effected.

➤ **A Hot Tip: To change the line spacing of only one paragraph, simply click in that paragraph and make your changes. You can click and drag also select any or all paragraphs to format and use Line Spacing. The Line Spacing Options provides further customization for your line spacing and paragraph formatting.** ➤

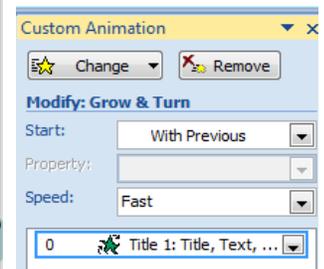
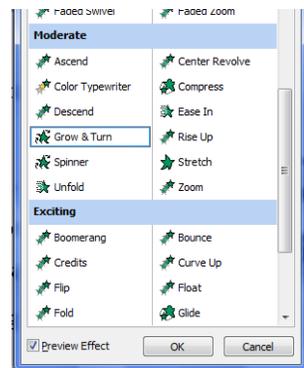
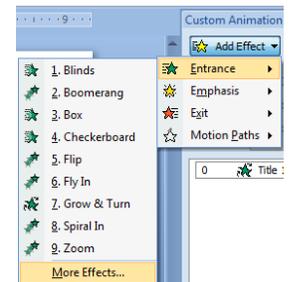
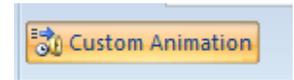
### *Third the Clip Art* *Art Work with Clip Art*

1. At the box on the right of your Slide click the Clip Art button in the content box.
2. The Clip Art task pane activates and I have typed education and then clicked Go to select my clip art Search for box. Locate the Clip Art you like and click the arrow next to your Clip Art and from the menu click Insert.
3. The Clip Art inserts in the appropriate place on your slide. You may need to resize your Clip Art by placing your cursor on a circle and with the double headed arrow displaying click and drag in or out to make your Clip Art larger or smaller. I like using the corner circles to change the height and the width at the same time. This works the exact same as with text boxes, pictures, and other PowerPoint objects and items.
4. Clip Art contains all sorts of pictures, music, sounds, and animated clip art that we will use in our course.

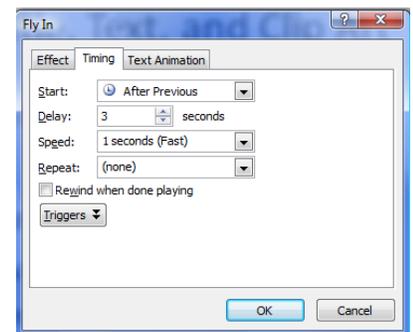
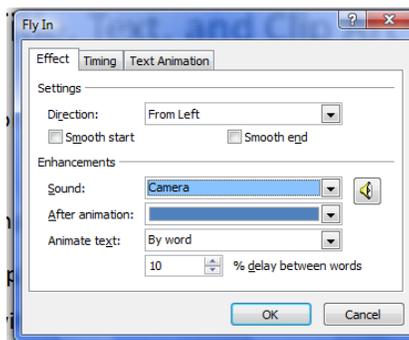
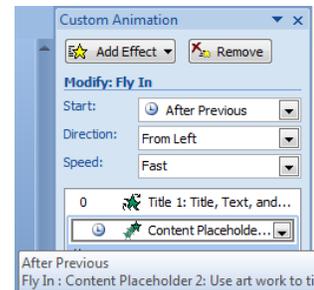
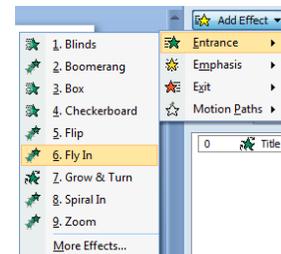


## Time to Animate the Slide

1. Click in your Title Area of your Third Slide and Click the Animations Tab and then Click the Custom Animation button to activate the Custom Animation Task Pane.
2. From the Custom Animation Task Pane click the Add Effect button and from the cascading menu choose Entrance and from the cascading menu choose more Effects.
3. From the Entrance Effects menu, I choose Grow & Turn from the Moderate section.
4. Click OK after selecting your effect.
5. Change your Animation for Grow & Turn to Start With Previous and change the Speed if you like as displayed at right.
6. Click your Play or Slide Show button to view your animated title.



1. Click in the Bullet text area on the left part of your screen,
2. Click the Add Effect Button and from the List or menu choose Fly In.
3. Modify your Fly In Animation as follows:
4. Start After Previous,
5. Direction From Left,
6. Speed: Fast
7. These are displayed at right.
8. Next, click the arrow by the Content Placeholder and click the Effect Options item.
9. At the Fly In dialogue box, choose a sound if you like,
10. Change the color after

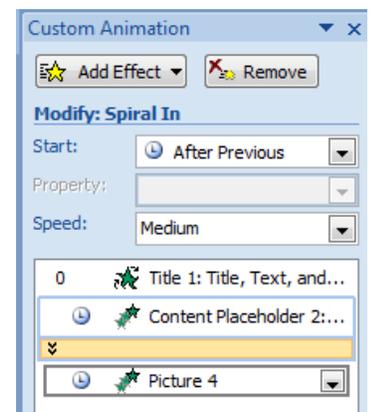


- animation,
11. And Animate text by Word.
  12. Click the Timing Tab and Change the Delay to 3 seconds.
  13. Click OK.
  14. Play or Preview your slide and the animation.
  15. Notice that PowerPoint waits 3 seconds between your buttets.
  16. The sound did not work for me so I went back and removed the sound as it did not work well with animated the text by word.



Now, I'll show you how to animate the Clip Art here and we'll make it Automatic after our Bullet Text completes.

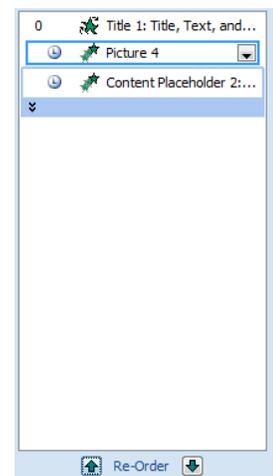
1. With your Clip Art selected, activate the Custom Animation Task Pane.
2. Click the Add Effect Icon.
3. Trace to Entrance.
4. Choose an Animation from the Entrance cascading menu or click More Effects.
5. I clicked on More Effects and chose Spiral In.
6. Pictured at right are my settings for the Clip Art. I have this Starting after the Bullet list with the After Previous selected. My speed (at least for the Clip Art) is Medium.



Click the Slide Show icon and ensure your title, text, and clip art animate correctly. This entire slide is animated and all you have to do is stand there and look pretty and let PowerPoint do all the work!

## Animation Order and Re-Ordering

If your animation is not in the appropriate order you can change the order of your animation by selecting the animation you wish change and click the up or down arrow in the *Re-Order* section at the bottom of the Custom Animation Task Pane as picture here. I have moved my Picture 4 or Clip Art to come in before my bullet list on Slide Three. If your item is at the top of the order the up arrow will be grayed out since you can go no further up. If your item is at the end of the order the down arrow will "gray out" since you can go no further.



## Slide Design

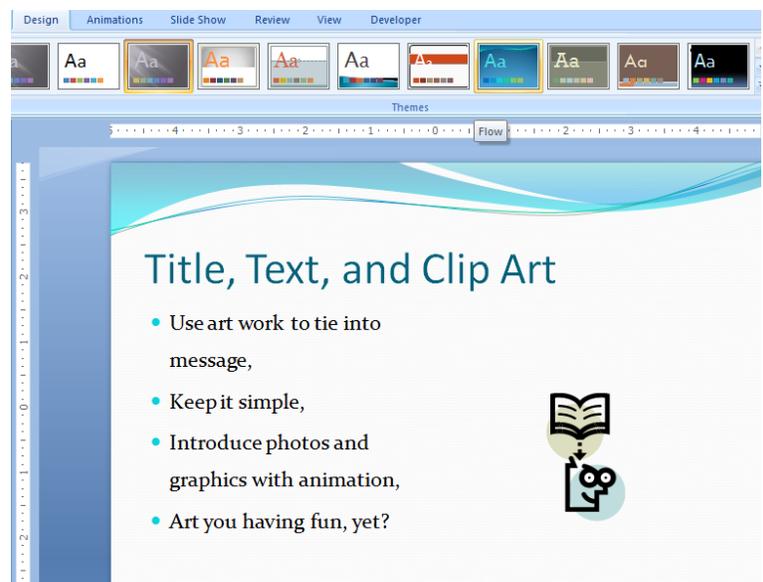
**PowerPoint's Design Tab** allows you to easily and quickly move from one type of design to another. Let's first change your **Design** using the **Slide Design Tab**.

♪ Cautionary Note: While PowerPoint's Design templates are beautiful and professional, many of us have seen these schemes ad nauseam. Use PowerPoint's design templates to get ideas and to use in case of emergencies. You should design your own PowerPoint template and use it to produce custom designs and to help you in branding your products, services, or other educational elements. Your marketing efforts and company/brand recognition will increase dramatically by incorporating your own pictures, logos, and other design elements. For example, three presentations I viewed within days used the same design template; I can't remember much about their presentations and since they used the same scheme – their message ran together. While presenters that used their own design and unique templates, captured my attention more and I remembered the information; their presentations were more distinguishable. We will learn how to create our own backgrounds, logos, design schemes, and color scheme later in the course. We will use PowerPoint's for now and create our own, custom design template later. ♪

Pictured at right is the **Themes for my Design Tab**. You can scroll through your designs and choose your own and you can also download other design templates from the Microsoft Office website or other websites. There are some fantastic designs and color schemes.

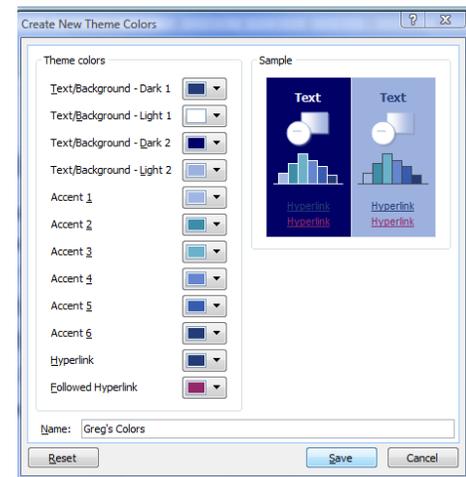
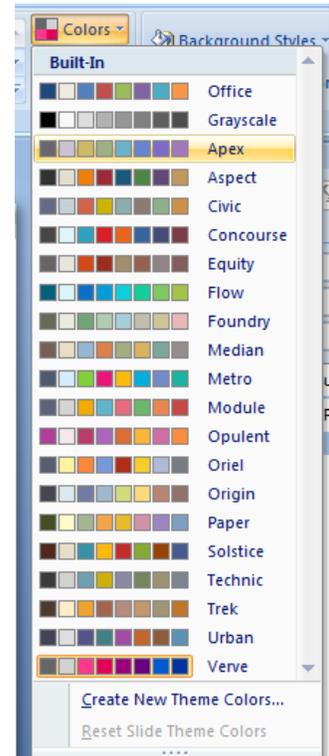
### Themes

- 1. In your Presentation 1 file, Click the Design Tab, Scroll through the Themes/designs and select one.**
- 2. Using the Drop Down arrow next to your slide thumbnail choose Apply to All Slides.**
- 3. All of your slides are updated with the new scheme.**
- 4. Repeat this process selecting a different Design Template.**



## Color Design

1. Now, let's change our color scheme – ↪ Be careful not to choose a color that is close to or the same as your background colors – you won't be able to see your text or other items. ↪ Click the Colors button on the Themes Group in the Design Tab, Scroll through and Select a new color scheme.
2. At the bottom of the Color Schemes Task Pane you will see Create New Theme Colors. . .
3. The Create New Theme Colors dialogue and menu opens for you to select new colors for your elements using the arrows and palettes. Select the item whose color you wish to change and then Click the Change Color button.
4. The color palette activates and you may select your new color using the Custom and Standard Tabs in the Color Palettes. Again, keep in mind other colors of your slides particularly the background color.
5. Name and Save your New Color Scheme. Your new scheme will appear at the top of the Colors menu above the Built-In schemes.
6. Your presentation reflects your new color scheme.





## The Photo Gallery

With the advent of digital photography and the Internet pictures have entered a new and exciting age of sharing, marketing, and displaying. Photography and slide presentations have always been terrific partners; now, PowerPoint with the **Picture Tools** and **Format Tab** and animation effects takes your photographs beyond the static, boring methods of displaying pictures that the old, fashion slide projector did.

### Important Photograph Gotchas!

- ✓ *Know where your pictures are stored on your hard drive, server, floppy, etc.*
- ✓ *Know the size of your file – A large size file of your photo will increase the file size of PowerPoint.*
- ✓ *Use animation to introduce and or exit the picture.*
- ✓ *Ensure the picture ties into your message.*
- ✓ *Be careful using pictures as a background – due to color variations in photographs finding a font size and color that can easily be viewed may be difficult, but not impossible. I have seen some really great pictures as backgrounds that did not have a lot of different colors or variations of shades.*

♪ The Color icon on the picture toolbar will allow you to “color” a photograph as a Washout; this is good to lighten and fade a photo to use as a background. ♪

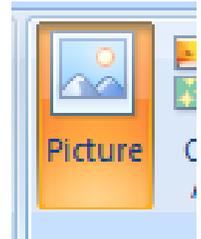
- ✓ *You can Insert a Picture from a Scanner or Camera; however, I encourage you to use software designed specifically for scanning or inserting pictures from a digital camera not PowerPoint to scan or bring a picture into your computer.*
- ✓ *While the Picture Format Tab and Dialogue Box is good, you may find that you would prefer using a full photo editing application rather than PowerPoint’s Format for pictures to enhance and modify your photography. For quick cropping, brightness, and resizing, the Picture Format tab is quick and fine to use.*

## How to add a picture.

The **Picture Command Button** at right is the insert picture icon and is available on the **Insert Tab**. Clicking the button will take you to the **Insert Picture dialogue box** for you to browse and locate the picture to insert.

### **How to add a picture.**

- 1. On the Insert Tab, Click the Picture Button.**
- 2. PowerPoint opens for you to navigate to your pictures or may assume you want to go to Your Pictures folder. Navigate to where to photos for this manual are stored or use your own photo.**
- 3. Select your photo; I am using Pine Lake Autumn.jpg for my picture and Click the Insert Button or double click your photo.**
- 4. The picture appears ready for you to resize, move, and add edit!**



In class we will insert pictures from the **World Wide Web**. If we are not connected to the Web or you want to use another picture, there should be picture files provided with the materials you can use for these picture exercises. Here are the steps of copying or saving a picture from the web; however, some web sites won't allow you to copy or save their photos and graphics.

### **Here's how to Copy a picture from the Web**

- 1. Right Click on a Picture on a Web Site**
- 2. At the Short cut menu, click copy,**
- 3. Return to your document and click the Paste Icon or right click where you want to place the picture and click Paste from the short cut menu.**

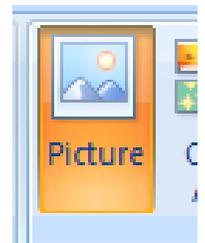
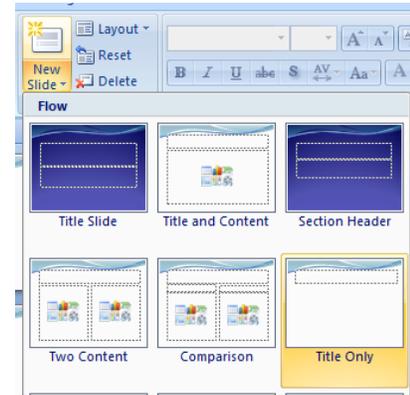
### **Here's how to Save a picture from the Web**

- 1. You can save the picture on your hard drive or other storage device by right clicking on the picture on the Web and in the Short Cut menu Click Save Picture As**
- 2. At the next dialogue box choose the drive and/or folder where you want to store the picture,**
- 3. Name the file,**
- 4. Click Save.**

## Photo Gallery Slide

*Let's create a slide of photos.* If you don't have photographs to use, I have included several pictures JPEG files with this material.

1. **At the end of your slides, click the New Slide Button and from the Menu choose Title Only.**
2. **Enter a title for your slide, I have typed *My Photo Gallery***
3. **Click the Insert Tab and click the Picture Command Button**
4. **Browse to where your pictures are stored**
5. **Select your photo; I am using *Pine Lake Autumn.jpg* for my picture and Click the Insert Button or double click your photo.**
6. **Click the picture on your slide to select it. The Picture Tools tab should appear with a Format Tab.**
7. **Insert a second picture into your slide – I am using *Lake Sunset.jpg*.**



## Format Picture Tab

Office 2007 has a *Picture Contextual Tools Format Tab* that activates when you click a picture.



Displayed above is *the Picture Tools and Format Contextual tab*. When you click or select a picture, this tab activates for you to click and make changes to your photo. We'll examine some of the important parts of this tab and corresponding *Command buttons* and menus. First, we need to move our photos and resize them for our slide.

## Sound, Movies, Action! – Multi-Media

We have studied using simple sounds in *PowerPoint* through *Animation* and we have animated pictures in *PowerPoint*. Now, we learn how *PowerPoint* can display motion pictures and more extensive sound files. We will also look at how *PowerPoint* can automate and animate your tasks during a presentation through items called *Action Buttons* which can act as intelligent hyperlinks to run programs, open files, and display web sites. *PowerPoint* does a good job in allowing you to insert sounds, play specific CD selections, and to play *Videos or Movies* from files. We will play a *CD selection* automatically in *PowerPoint*, so have your favorite music CD available. We will insert an animated GIF file which is an animated Clip Art and we will insert a very quick movie. We will insert Clip Art music and look at other music options.

*PowerPoint* can manage and play various types of multi-media files. These include sound files in the format of wav, midi, mp3, and others. Movie file types include mpeg, avi, wmv, and others.

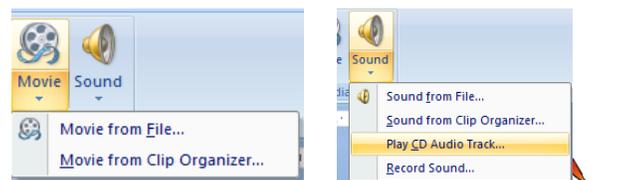
I encourage you to play with your multi-media components of PowerPoint to strengthen and enhance your message. We will use more of the Custom Animation features with Multi Media and will see how *Custom Animation* can change based upon your media sound and movie files.

We studied *Custom Animation* a lot and now you will see a benefit. Learning *Multi Media* after knowing the *Custom Animation* process cuts down tremendously in your learning curve.

Inserting a *Movie* or *Music* is easy; customize when and what the movie or music to play is the tricky part and knowing *Custom Animation* will save you time and frustration in knowing all of the options.

Here are the steps we will use to add *Multi-Media* to our slides and to insert sounds or movies on a specific slide for you to play during a presentation:

**On the Insert tab, click the Movie or Sound button and your options appear. We will use Movie from File and Movie from Clip**



## Organizer and we will play a Sound from Clip Organizer and Play a CD Audio Track.

Your movie or video may play automatically or using an icon that will appear for you to click and have the video run. Sounds operate in the same manner. You insert a sound and you may have the music or sound play automatically when the slide is opened or have it play when you click an icon. You may select sounds from a Gallery, from a file on your computer or server, Play a specific CD Audio Track (Just make sure you keep your CD in the CD Drive for PowerPoint to Play!), or you can record a sound for PowerPoint to play.

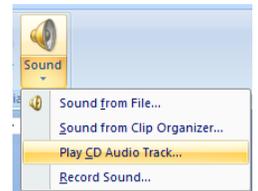
Once you insert a sound or video, you may alter the timing to be automatic, to pause your slide show, and other options through the *Custom Animation* pane we have worked in previously. This is very similar to our previous methods of setting animation.

*Let's have music play when we open our presentation at the Title Slide and then we'll add other music and movies in other slides.*

## Compact Disc – Multi-Media: Sound Bytes

Let's have our first slide, the *Title Slide*, play a CD audio track when we open this slide and the presentation.

1. With your Presentation 1.pptx open, Click on the first slide – the Title Slide.
2. From the Insert Tab, click the Sound button and from Cascading menu choose Play CD audio track. The Insert CD Audio Dialogue Box at right appears.



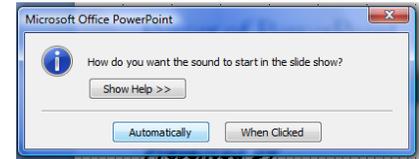
*♪ Note: Please have your CD in the CD player. ♪*

1. In the Clip Selection I have chosen to Start and to End at Track 1 with altered timings. You can play multiple tracks or the entire CD. In the Play options, I do not want this to loop until I stop it – I will have the stop after this slide show. I changed my Sound volume by clicking the icon and increasing the level.
2. In the Display options I have checked Hide sound icon during slide show; in fact this will hide the icon in slide show view – which I like.
3. Once Complete Click OK.



The next screen appears, asking how you want the sound to start in the slide show – I usually click **Automatically**.

**Click Automatically and we will change some of these options using Custom Animation in a moment.**

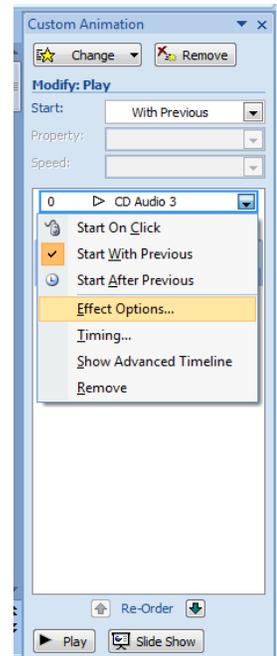


The icon at right will appear on your slide in the center. Your icon will not be as big or as visible as the one picture here is, but it will be there just look for it carefully.

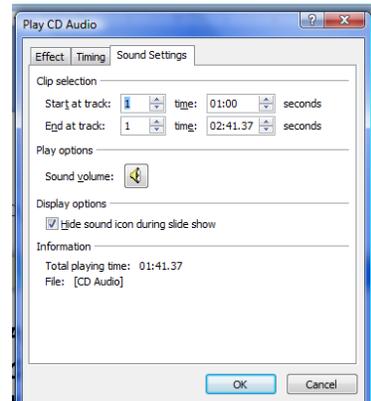


**Put your Title Slide in Slide Show View.** For me, the presentation runs with my title and sub-titles being animated and the last item the music plays. While using and learning **Multi-Media**, including Sounds is important, you will use your **Custom Animation** skills that we have developed with your multi-media items.

- 1. Place your presentation back in Normal View to edit your slide.**
- 2. Activate the Custom Animation Task Pane.**
- 3. Move your Media item to the beginning of your slide's animation using the Up Re-Order button. We want the music to begin playing when the slide opens. As displayed at right, I moved my CD Audio item from the bottom of my animated list to the top using the Re-Order button at the bottom of the pane.**
- 4. Click on the Drop Down Arrow for your Media item and change the time to With Previous so this will play the CD track when the slide opens – just as we have accomplished with other objects and text in previous slides.**
- 5. Using the Drop Down Arrow for your Media item, Click Effect Options and the Play CD Audio Dialogue Box opens at your Effect tab as pictured at right. I have changed my Stop Playing Clip to After current slide, Notice that you can stop playing on click or after a specified number of slides. We will almost always want to review these tabs for all of your Multi-media items, including sounds and CD tracks.**



The **Timing tab** of this dialogue box is the same as previous items we have animated including the ability to delay when the sound/CD track is played. The **Sound Settings** dialogue box pictured at right is the same as when you inserted the Sound at the beginning of this exercise. You need to know this in case you want to change the CD track or have multiple tracks played.



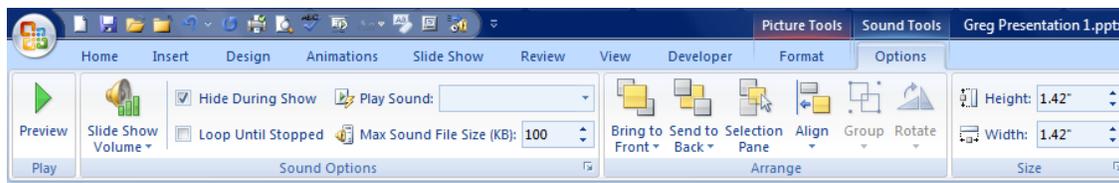
*As with previous items in PowerPoint – Don't Hesitate to Animate including your Sounds and Movies!*

1. Click OK to accept your changes.
2. Click the Slide Show Icon.

**After reviewing the slide in Slide Show, I had to delete the sound from my title animation and make all of my text animation With Previous – since the text would not enter until after the CD track stopped playing.**

Your slide will display and music will start to play. As the music plays from your CD player, your titles and sub-titles should come in as they did previously and the music will play until you click or press enter to advance to the next slide. The slide show will advance and the music will stop.

## Sound Options Tab



As with other objects and items in PowerPoint, when you click your sound or CD icon on your Slide Show in Normal view, PowerPoint as an **Options tab** for **Sound Tools** and is displayed above. We could have used this for some of our changes above, but we needed to make more changes using the **Custom Animation pane** and boxes. The **Sound Options tab** is good for Previewing your sound, changing the volume, and hiding your icon.

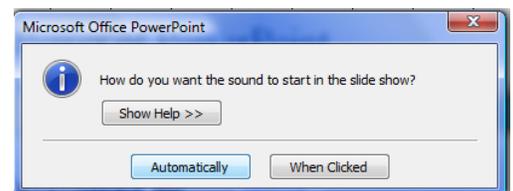
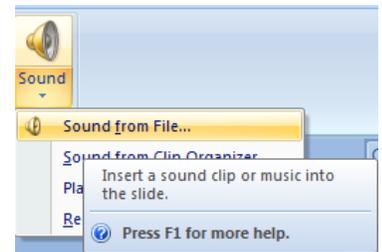
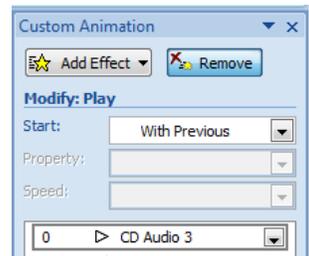
## Music, Narration, or other Sound from a File

Now, if you have music, narration, or other type of sound you wish to play from your computer and in a sound/music file format, such as .wav, .mid, .mp3, etc., we'll use that file for our next section.

**⊗Important Gotcha! When you delete or remove multi-media from your slide, PowerPoint does NOT remove or delete the icon for you music or multi-media file. You'll need to select the multi media icon on your slide and press delete.**

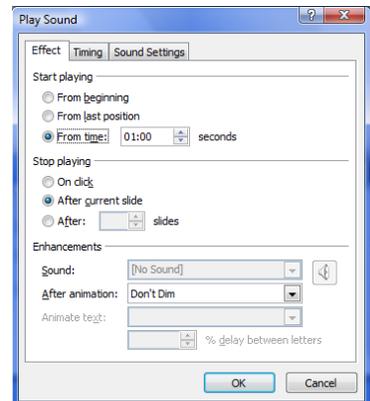


1. Click on your first slide the Title Slide. Select the Media item on your Custom Animation screen and click the Remove button.
2. Next, click the Sound CD Icon on your slide to select it and press the Delete key on your keyboard to delete the Sound placeholder item on your slide.
3. Click the Insert Tab and then the Sound button and from the cascading menu choose Sound from File.
4. Next, navigate to where your musical or other sound file is stored on your computer. Select your sound file and click OK.
5. At the next screen, click Automatically.
6. PowerPoint displays the sound icon



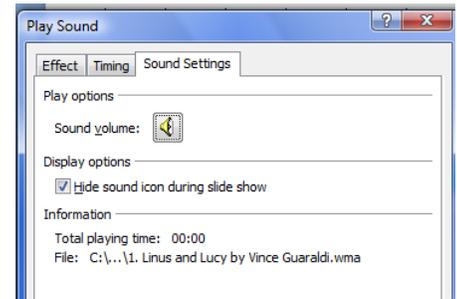
for you as pictured here.

7. Next activate your Custom Animation pane and select your sound media at the bottom of your list and using your Re-Order button, move your sound/media to the top.
8. Change your Start to With Previous so the music will play when the presentation begins.
9. Next using the Drop Down arrow next to your animated media, click Effect Options to open the Play Sound



dialogue box. As displayed at right I am changing from where the music starts and will stop the playing after the current slide.

10. Click the Sound Settings, change your volume if you like and since we are playing this automatically hide the sound icon.
11. Click OK.
12. Preview your Title Slide and Presentation opening in Slide Show View.
13. After the first slide, press the ESC key to end the slide show and return you to Normal view. Save your file.

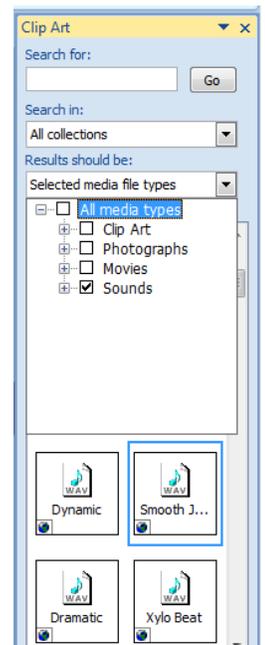
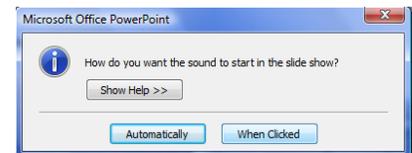
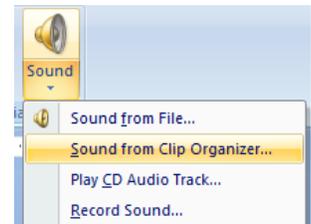


## Clip Art Magic Media

### Clip Art Sound and Music Gallery

Now, let's add a musical or other sound from the *Clip Art Gallery* to our photo slide. You will have many more choices if you are connected online and can use the *Office Online Gallery* for music, sounds, and animated *Clip Art*. We will click to play this music or sound.

1. With your Presentation 1.pptx file open, go to the Photo Gallery slide which should be Slide Seven.
2. Click your Insert Tab and the Sound button and from the menu click Sound from Clip Organizer. . .
3. PowerPoint activates your Clip Art Task and displays all sorts of sounds and music for you – everything from Bach and Vivaldi musical selections to kisses, burps, and horror sounds. Find a sound or music you want and click it to insert it into your slide. I am inserting Smooth Jazz.
4. At the next dialogue box, this time click the When Clicked button to start the sound in your show.
5. Place your presentation in slide show at Slide Seven and notice the Sound icon on your screen. Click it when you are ready for the music or sound to play. You could use your Sound Options Tab, too, to play your music and change your sound levels.
6. Press the ESC key when you are ready to edit your slide show.
7. Save your work.



The *Clip Art task pane* allows you to search specific locations using the *Search in* box and allows you to change the type of *Clip Art* you desire. Since we were inserting *Clip Art sounds*, *Clip Art* only has Sounds checked in our *Results should be* box.

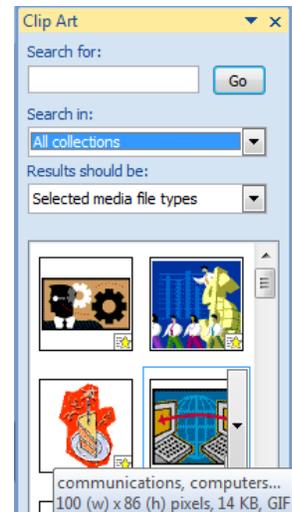


## Animated Clip Art

Now, let's add an animated GIF which is a type of movie file to our *Photo Gallery slide*.

♪ We will use an Animated Clip Art as a mini movie. You may certainly use other types of movie files if you wish which we will accomplish in our next Multi Media movie slide. Being connected online offers more Animated Clip Art. ♪

1. In your presentation, go to the Photo Gallery Slide.
2. Click Insert Tab and Click the Movie Button,
3. From the Cascading Menu Click Movie from Clip Organizer,,
4. Your Clip Art Task Pane will activate and display Animated Clip Art and Movies
5. Click the Animated Clip Art of your choice to Insert it into your presentation or Using the Drop Down Arrow next to the Clip Art – Click insert from the Short cut menu.
6. Like other Clip Art you may resize the Clip Art and move it.
7. Click the Slide Show icon to see your animated Clip Art.



♪ Write your notes here: \_\_\_\_\_

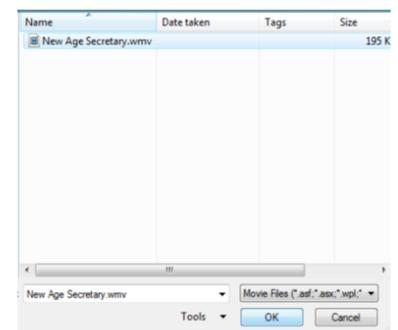
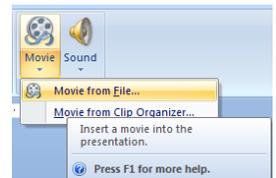
## You're in the Movies

In using a Movie File, the only differences are the *Movie Settings* and the *Effect tab* that can display from your *Custom Animation Task Pane* by using the Drop Down arrow for your selected movie file and *Clicking Effect Options*. Also, the *Movie Tools Option Tab* will help customize the movie after you have inserted it into your presentation.

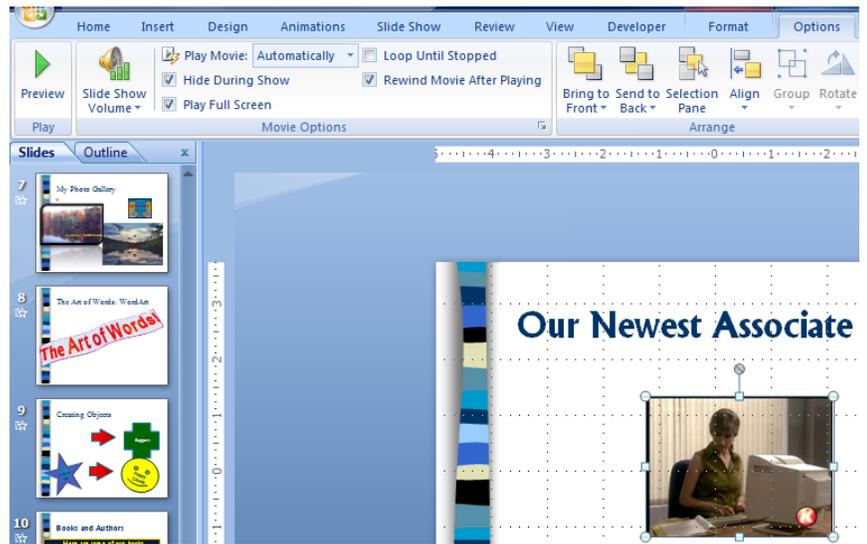
*♪ These are very similar to your Sound File options and are not difficult to use. ♪*

For the movie in your PowerPoint presentation that accompanies this training course, I have used the *Movie Settings tab* and I checked the *Zoom to full screen* as you will notice if you view my Photo Gallery Slide.

1. With your Presentation 1.pptx file open, navigate to the last slide – this should be our Table slide. On your Home Tab, click the New Slide button and from the cascading menu choose Title and Content slide. You can insert a movie as we have accomplished earlier using the Insert Tab and Movie Button as displayed at right.
2. PowerPoint creates our familiar Title and Content Tab which we have used ALL of these in previous slides except for the last item – Insert Media Clip.
3. Give your slide a title; I am entering Our Newest Associate.
4. Click the Movie Reel or Insert Media Clip icon.
5. Navigate to where the files for this course is located and choose the New Age Secretray.wmv file. In the Files of type section notice all of the media and movie formats you may use. Click OK.
6. Click Automatically at the next dialogue box as we have accomplished previously.
7. PowerPoint inserts the movie for you.



9. Using your Movie Options Tab, click Preview to view your humorous short movie within your Normal View.
10. Also in your Movie Options group, check the Hide During Show, the Play Full Screen, and the Rewind Movie After Playing boxes, then click your Preview button.
11. Next open the Slide in Slide Show and view your movie. Press the ESC key to end your show and return to Normal View.
12. Click the Custom Animation button and from the Custom Animation pane notice you have a couple of items to start your movie Automatically. Click the first item that Starts After Previous and from the Drop Down arrow choose Effect Options. My movie options display at right.
13. Click the Movie Settings tab this tab allows you to make changes to your movie, too.
14. Now, Animate your title and save your file.



*Write your notes here:* \_\_\_\_\_

# Action, Action We Want Action - Action Buttons

**Action Buttons** are a form of multi-media by allowing you to run other programs, open files, play sounds, play movies, navigate within your presentation, and perform other automation for you. While you can use these buttons, you can use **any item** in **PowerPoint** to perform an action such as words as a hyperlink, pictures, SmartArt, Shapes, or other **PowerPoint** objects. We will create a button and we will create Action Settings for existing objects.

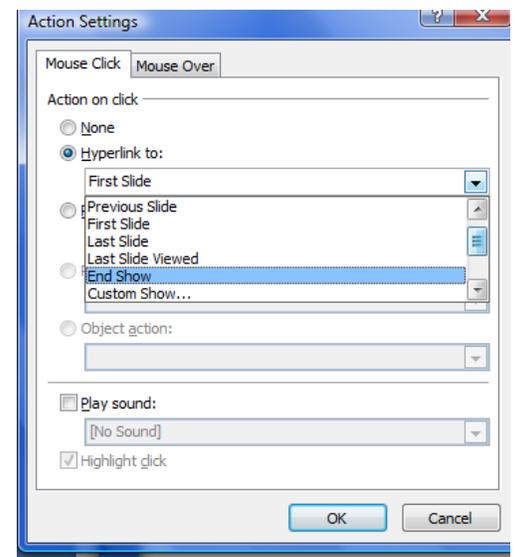
*Here's how to create an action button.*

**On the Insert Tab, Click the Shapes button and from the menu and at the bottom is**

**Action Buttons. Click one of the buttons and drag to draw your button, just like any other type of shape, after drawing your shape and releasing your mouse button PowerPoint provides the Action Settings dialogue box for you to perform your magic.**



The **Action Buttons** allow you to hyperlink to other areas of your presentation, run programs, play movies, play sounds, and other “action items” as you click or move your mouse over the item. **A ScreenTip will display informing you of the type of action that PowerPoint performs with the selected button.** In the **Action Settings** dialogue box you can assign movement/ navigation, to run a program, to play a sound or movie, or a host of other activities, including hyper linking to a web site provided you are connected to the Internet! ♪ ♪ **Notice the action can occur at a Mouse Click or Mouse Over (I'm so spastic with the mouse at times, especially in giving a presentation that I keep mine on Mouse Click).** ♪ ♪ The **Hyperlink to:** will allow you to go to files in your slide show, computer, or the Internet.

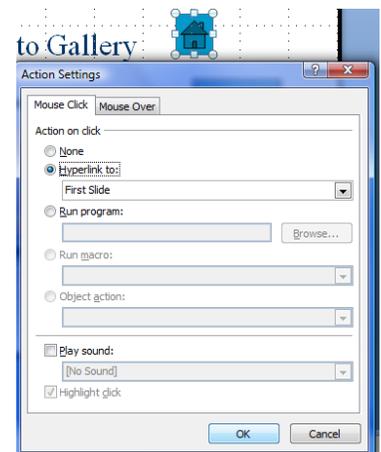


I have so many applications that I use these buttons for – I could write a book. I use this to play videos, recordings, etc during my presentation. I use these to open other documents and to display web pages on the Internet. You can change the icon or draw a new AutoShape, picture, or other item and assign Actions to it using the **Action command button** on the **Insert Tab** and the **Links Group**. *Note: The Action Buttons only work when you are in Slide Show View and during your Presentation.*

*Let's create several type of Action Buttons.*

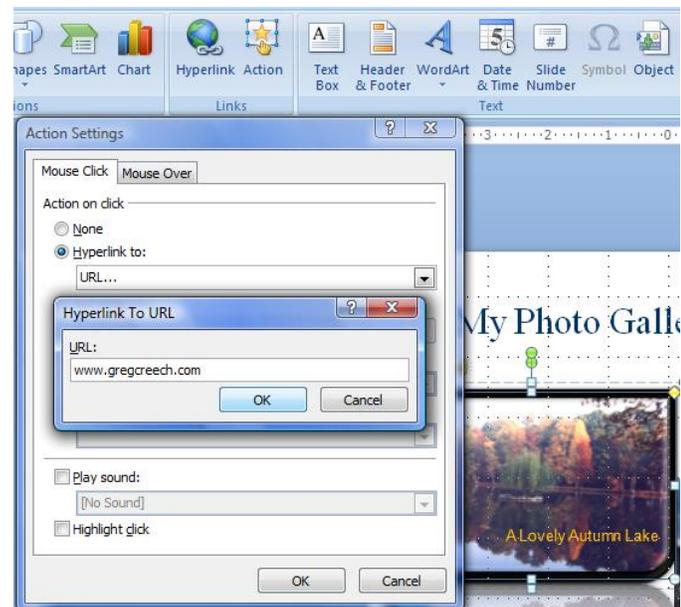
On your **Photo Gallery Slide**, we'll create a button and we'll use some of these pictures to perform actions.

1. **Navigate to your Photo Gallery Slide.**
2. **Click the Insert Tab and click the Shapes button,**
3. **From the Cascading Menu, click the Home Action Button.**
4. **You are back in your slide, Click and drag an area on your slide to create the button.**
5. **After you draw the Button, the Mouse Click Tab appears for you to create your Action Settings.**
6. **I have made my Home Action button to hyperlink to the First Slide in the Presentation.**
7. **Click OK.**
8. **Your Action Button will not work until you place your presentation in Slide View.**
9. **Put this slide in Slide Show view.**
10. **Notice your slide runs as usual and displays the home icon for you.**
11. **As your slide is running, click the Home Action Button and your slide stops and displays your first slide.**
12. **Press the ESC key to end your show.**



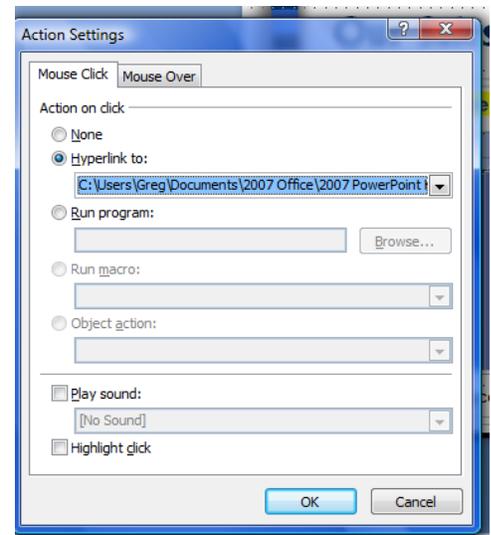
*Let's create an action setting for one of our pictures.*

1. Navigate to your Photo Gallery slide.
2. Click on a photograph to select it (I had to click my photo twice in order for the Action button to become active) and on the Insert Tab click the Action button in the Links group and is displayed at right. Notice the handy Hyperlink button next to this that you may use, too.
3. Your Action Settings Dialogue Box appears. As pictured below I have changed my Action Settings in the Hyperlink to a URL. Once I select URL item, The Hyperlink to URL dialogue box appears.
4. Type in a Website that you would like to hyperlink to (Remember to connect to the Internet to use this in the Slide Show. I have witnessed a presenter try to use this setting in a presentation but forgot that they were not connected to the Internet, OOPS!)
5. Click OK in the Hyperlink to URL box.
6. Click OK at the Action Settings Dialogue box.
7. Put your slide in Slide Show view and as the Slide runs or after the animation is complete, click the picture containing your action setting or URL. If you are connected the Internet, clicking the picture will take you to the website.
8. After viewing the website, you can click the close button, and you return to your slide show.
9. Press ESC to exit Slide Show View.
10. Save your work.



***Let's create an Action from our Chart to an Excel Spreadsheet – Due to changes in PowerPoint 2007 THIS MAY NOT WORK AS DESCRIBED HERE.*** As I related when we created the chart slide using PowerPoint – I like creating my charts in Excel where my data is usually stored. I copy my chart from Excel into PowerPoint and when I need to go to the Excel file to view the actual data I click the chart in PowerPoint and my Excel file opens with the data.

- 1. Navigate to your Chart Slide.**
- 2. In Normal view, Click on the Chart to select it.**
- 3. Click the Action button on the Insert Tab.**
- 4. In the Action Settings Dialogue Box and Mouse Click Tab go to the Hyperlink to section and in the drop down arrow pick list choose Other File ...**
- 5. Next Browse using the Hyperlink to Other File dialogue box to where your course files for this training package are located and Click the Excel file named - *PowerPoint and Excel.***
- 6. After clicking the file you return to your Action Settings Dialogue Box. My directory and path to the PowerPoint and Excel.xls is pictured at right.**
- 7. Click OK.**
- 8. Place your Chart Slide in Slide Show View.**
- 9. After your Chart is completely displayed, Place your cursor over it and the Pointing Hand icon will appear with a screen tip of where your file is located.**
- 10. Click the Chart.**
- 11. The Excel File will open for you to see the information.**
- 12. When you Close the Excel File you return to your presentation (already in progress).**





## Templates and The Master

Since we have learned many of the features and elements of *PowerPoint* and the associated tabs, command buttons, etc., we are ready to develop our own templates and presentation designs. As I wrote, avoid the *PowerPoint Templates*, except to learn, to get ideas, or to edit and change them. Developing your own template can be fun, is creative, and impresses your managers and audience beyond “presentation” belief. The branding and marketing of your organization and products/services increase dramatically when you create your own design template incorporating your logos, color schemes, and slogans. *Let PowerPoint help you with your marketing, branding, and creativity with your own template.*

The *Slide, Handout, and Notes Masters* in PowerPoint allow you to make global changes to all of your slides at one place. For example, if you use the *Slide Master* you can change the color of your title or change a bullet in *Slide Master* and when you close out of slide master the color change and new bullet will appear on all of your slides.

*Templates should only be used for formatting, colors, backgrounds, and other items needed for the slide show. Templates are NOT the slide show.* Templates provide the style of fonts, the type of bullets, the colors for items, graphics that are to appear on every slide, and so on. Templates should NOT contain your words or titles, except for perhaps company name, slogans, or other brief text that you want to appear on each slide.

We will use *Title and Slide Master* to create a *Template* that will contain only two or so slides and then we will use our template on our existing PowerPoint file. Ready? *Let's be creative.*

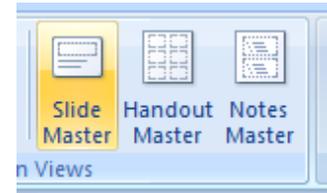
- 1. In PowerPoint, Click the New Presentation button – The piece of paper button usually the first one on your Quick Access Toolbar – or Press the CTRL + N keys to create a new presentation.**
- 2. PowerPoint opens at a blank Title Slide.**
- 3. Click the New Slide button and choose Title and Content from your selections.**



#### 4. Now, we two blank slides.

Like a writer facing a blank piece of paper, we are a graphic artist and a PowerPoint designer facing a blank screen – Pretty exciting, huh? Now, to go see *The Master* to create our *template*.

1. Click the View Tab ,
2. Then Click Slide Master button.
3. PowerPoint opens a new tab in the front of The Ribbon

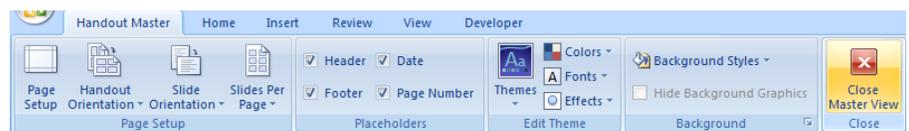


Although, this appears that we are in our presentation – we are in an editor that will globally affect all of our slides. You may use *Slide Master* in any presentation to affect all of your slides, such as changing bullets, adding a graph, including a logo, etc. Any new slides you add will take on the appearance that you change in *Slide Master*. This is very important to change all of your slides at one step and one stop – The All Powerful *Slide Master*. This is how I take an existing *PowerPoint Design* template and customize it to fit my personality and presentation style. The design I use is based upon the *PowerPoint Design* template Flow. I have developed my own templates as well and customize them to fit the audience to whom I am speaking. As a musician I have created a musical design template that I use when playing the piano or entertaining using PowerPoint.

## Master View Tabs

*The Master Tabs* should activate when you click the *Slide, Notes, or Handout Master button*.

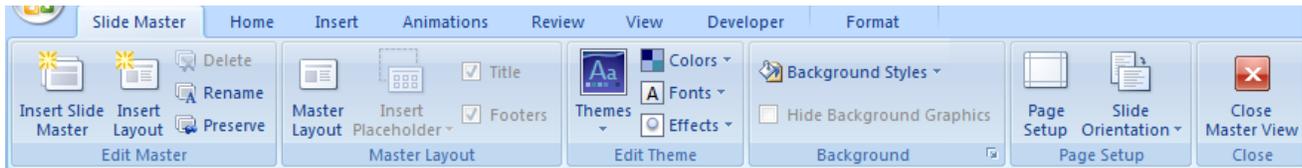
The *Handout and Notes Master Tab* is pictured here. The *Handout Master* will display the number of slides per page of your handout. I used the *Handout and the Notes Master* to create the PowerPoint handout that accompanies this



manual. As we will learn with *Slide Master*, you make changes to your slide in this *Master view* and the changes will affect all of your slides. For example, in my *Notes* and *Handout master* I changed the location and the formatting, such as font, color, etc, of the *Headers and Footers*, but no Background color, since I usually print these using a color printer. Since the tabs are



very similar and you have used many of these features previously in PowerPoint, we will concentrate on the **Slide Master**. You should use the **Notes** and **Handouts Master** for your logos and other elements for your printed views.



The **Slide Master Tab** pictured above contains command buttons that we will be using in the upcoming exercises as we build our custom design template. **Here's a brief description of the Groups and important command buttons.**

**Edit Master Group - Insert New Slide Master and Layouts for you** – Allows you to create another slide master in the same presentation – I usually use only one master for my slide show. I'll leave this to you to create multiple Masters for one presentation.

**Delete Master** – Allows you to delete the selected Master.

**Rename Master** – Allows to rename the selected Master.

**Preserve Master** – Allows you to keep your changes for this master to reuse. As you make changes you can preserve the master so you can have multiple masters within the same presentation.

**Master Layout Group** – Allows you to select or deselect components of your slide such as Title, Date, Text, etc. I usually leave this alone and work with the placeholders that I have on the Slide Master. You can add content using the Insert Placeholder and delete Title and Footers to remove them from the Master.

**Edit Theme** – This is similar to our Slide Design Tab and the Themes we used before.

**Background** – Allows to create your own background including pictures and other fill options.

**Page Setup** – Allow you to change your Portrait and Landscape settings and dimensions for slides, notes, and handouts.

**Close Master View** - Closes you out of Slide Master and returns you to your presentation.



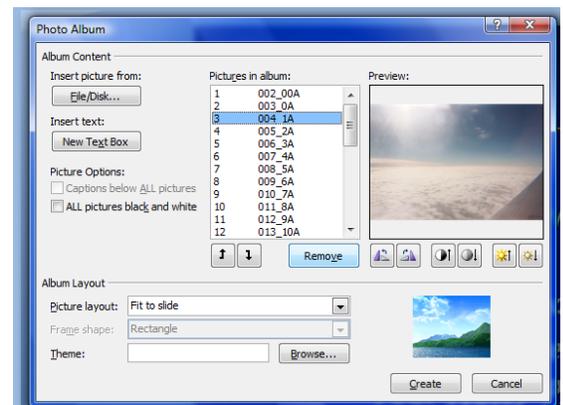
## Photo Album

Want to show your latest traveling adventure at a party? Or create a slide show for the grandparents of the kids that you can e-mail as an attachment? Or have photos of your latest products that you want to show in a continuously loop? *PowerPoint 2007* offers a quick and effective way of creating a photo album.

*Here's how to create a custom PowerPoint Slide Show of your favorite photos.*



- 1. In a blank presentation, click the Insert Tab and Choose New Photo Album from the menu.**
- 2. The Photo Album dialogue box appears as displayed at right.**
- 3. I have Inserted pictures from a File/Disk by browsing to a pictures folder and selecting all of the pictures in the folder by pressing the Ctrl + A key (Select All) and click Insert at the Insert New Pictures Dialogue box.**
- 4. The Photo Album dialogue box allows you to rearrange your photos using the arrow keys or delete (Remove) pictures beneath Pictures in Album section.**
- 5. Similar to the picture toolbar, Notice that you can change the position of your picture using the Flip icons.**
- 6. You may edit the brightness and contrast of your photos here and choose other options, like making all pictures black and white.**
- 7. After reviewing your pictures and making necessary adjustments,**
- 8. Click the Create button.**
- 9. PowerPoint builds your presentation as a photo show with a blank title page ready for you to share your photo album using PowerPoint.**
- 10. You can now add your own text and animation to each slide or photo.**
- 11. Don't forget to save your presentation.**

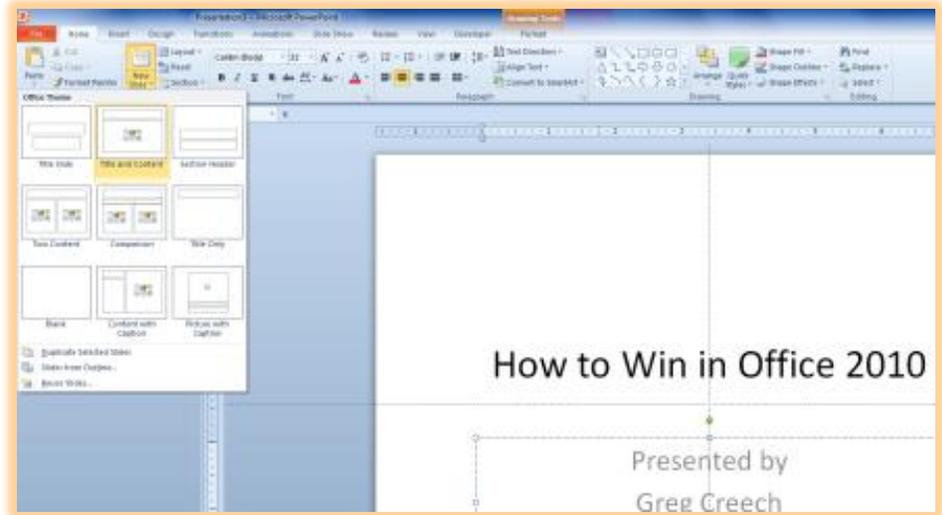


# The New Power of PowerPoint

## Creating a Presentation in 2010

We'll learn the new Power of PowerPoint 2010 by creating a new presentation and looking at some of the new ways of working with PowerPoint.

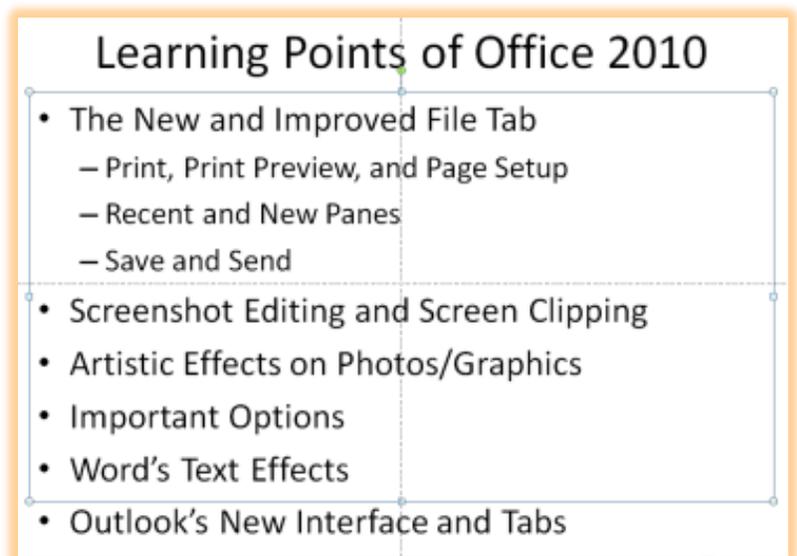
- 1. Open PowerPoint 2010.**
- 2. At the first screen, Click in the Title Text Box and enter a title for your presentation.**
- 3. Next, click in the Subtitle box and type your name, press enter, type your title and other information you want as a subtitle.**



- 4. Click the New Slide Command button on your Home Tab and from the cascading menu choose Title and Content for your new slide.**

The new version of PowerPoint allows you to choose the type of layout you want before you insert a new slide.

- 1. With your new slide 2, type a Title.**
- 2. Click in your Content Area and enter a bullet list.**
- 3. I have used sub-bullets for the New and Improved File Tab items by pressing my tab key at the main bullet to receive a secondary bullet. To return to the primary**

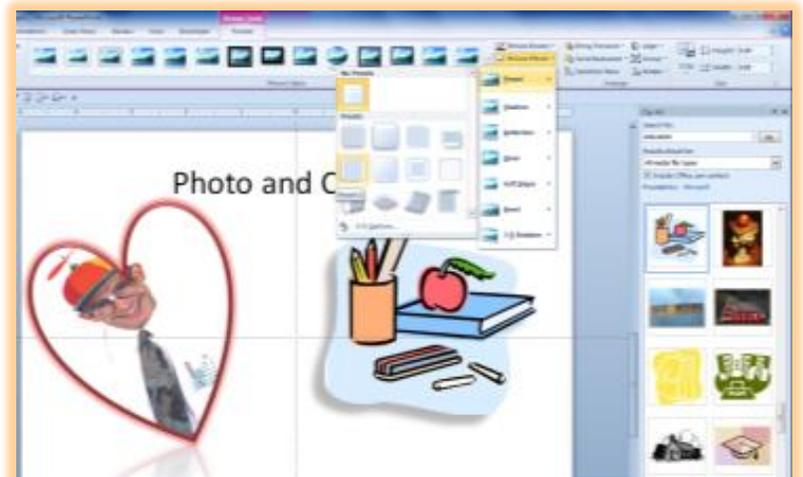


**bullet level after typing Layouts, I pressed Shift + Tab keys to go back you may use your Increase and Decrease Icons on the Home Tab, too.**

**4. After creating your bullet list, Save your Presentation as PowerPoint Practice.**

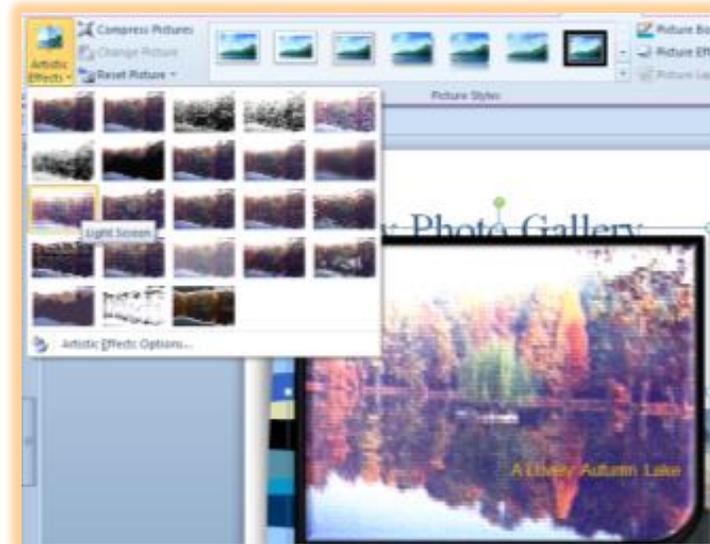
We'll create two more slides with a photo and clip art and then a video slide. Next, we'll change our design and automate our slides..

- 1. Click the New Slide Command Button and Choose a Title Only Layout for your new slide.**
- 2. Click in the Title section and type Photo and Clip Art.**
- 3. Click in the Insert Tab and Click the Insert Picture Command Button, Navigate to where the photos are stored on your computer and insert a picture or use photos accompany this manual.**
- 4. PowerPoint activates your Format Picture Tools with your photo selected.**
- 5. Change the style of your photo, Add a border, and other elements to your picture using the Format Tab.**
- 6. After formatting your photo, Click the Insert Tab and then Click the Clip Art Command Button.**
- 7. PowerPoint activates the Clip Art Task Pane for you to enter a Search for: criteria and locate Clip Art for you. Type in a category in the Search for box and click Go – I have entered education.**
- 8. PowerPoint displays the available Clip Art. Scroll through and find a clip art you like and double click it to insert the artwork into your slide.**
- 9. Resize the art work, rotate and use the Picture Styles Gallery to jazz up your Clip Art.**



## Artistic Effects on Photos

As we learned earlier, Office 2010 adds **Artistic Effects** to the options available to enhance and alter photographs. I have a photo selected at right and with my **Artistic Effects** pane active I can view the various effects on through Live Preview to determine which effect I may want to use.



## Design Tab

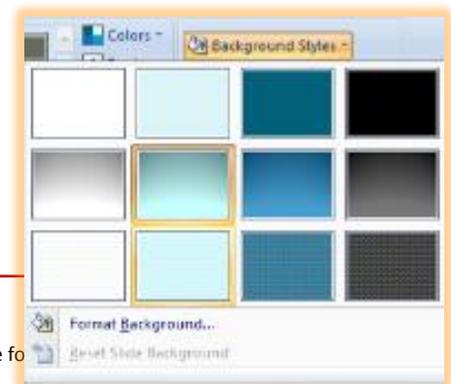
Now, let's apply a design and better formats for our presentation.

1. Click the Design Tab.
2. In the Themes group, scroll

through your gallery of Design Themes. Notice as you move your cursor over your thumbnail themes PowerPoint provides a preview of the design on your presentation. PowerPoint will not apply the design them until you click one of the design thumbnails.



3. Click a couple of themes to see the effects on your presentation and when you find one you want, keep it.
4. Click the Background Styles button and perhaps choose a different background for your presentation theme.
5. Save your Presentation.





## Transition Tab

Let's add transition to our presentation.

1. Click the Transition Tab which is new for PowerPoint 2010. In the Transition to This Slide section scroll through the Gallery and Preview the different types of transitions you may have. There are many new



### selections and Options for the Effects in 2010.

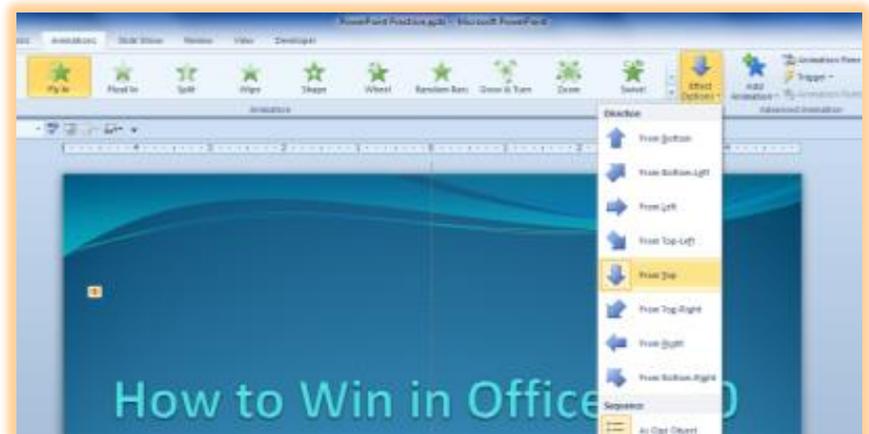
♪ Note: Animations are movements for objects within a slide and transitions are how slides move from one slide to another slide. ♪

2. Choose a transition and click the Apply to All button and perhaps change your speed. For humor, you may give a transition sound; however, I would avoid having a sound transition on every slide.
3. Click your preview icon to see your transition or click the Slide Show View button to see your presentation in slide show and click to advance through your presentation.

## Animation Tab - Improved

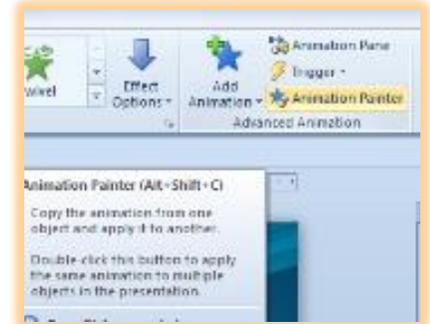
PowerPoint 2010 has taken *Transitions* and placed transitions in its own tab as we have seen. The *Animation Tab* replaces the *Animation Pane* in many areas but not all. We will examine the basics of *Animation* and using some of the new features in the *Animation Tab*.

1. On your title slide, choose your title text box.
2. Click an Animation in the Animation Group – I am choosing the Fly In effect and then I change the direction from the Effect Options menu as displayed above.



## Animation Painter

New to PowerPoint 2010 is the *Animation Painter*. Similar to the *Format Painter* in the Office Suite, PowerPoint 2010 has the *Animation Painter* which allows you to select an Animation and apply the Animation to other items and objects. You simply select an object with the Animation you like, click Animation Painter once to copy the animation once or double click the Animation Painter to paste the animation to multiple items, including charts, bullets, text, and photos/videos. Animation Painter provides a preview of the animation before you click to ensure this is the animation you want to paste.



- 1. Click in your animated Title Box and Click the Animation Painter.**
- 2. Next click you Sub-Title Text Box to apply the Fly In From Top Effect to your Sub-Title.**
- 3. Next click your Slide Show view at the lower part of your screen and Press Enter or Click to see your animated text in the Slide Show.**
- 4. Press the ESC key on your keyboard to return to edit your slide.**
- 5. Next, Animate your Bullet List on Slide Two. I am choosing Wipe and changing my direction to Left.**

On your own Animate your Photo and Clip Art on Slide Three; I am keeping all of my objects On Click for the Start.

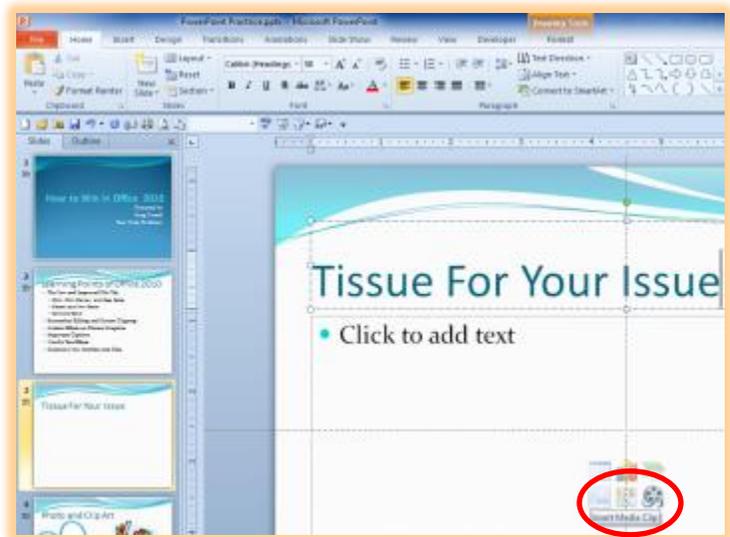


# Video Tools – Format and Playback Tabs in PowerPoint

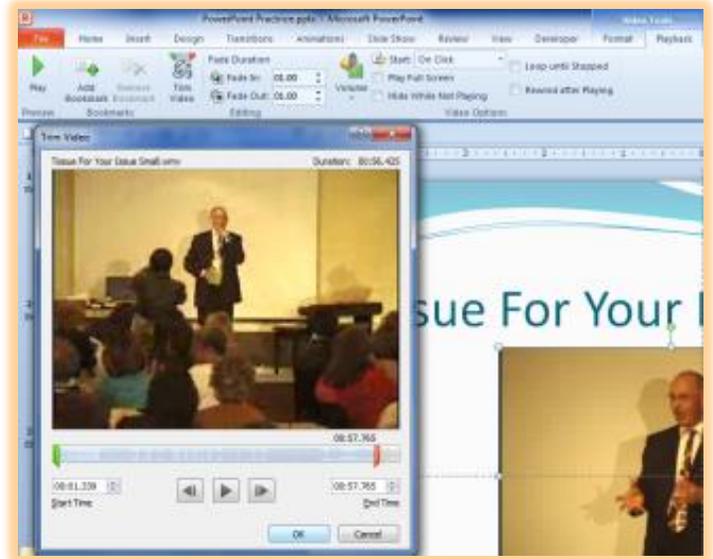
PowerPoint 2010's new **Format** and **Playback Tabs** for **Video** tools allow you to create interesting color, shapes, transitions, and many options for using videos in a presentation. The **Format tab** allows you to present your video in unusual shapes, colors, and effects as displayed at right.

Let's insert a Video and perform basic edits and formatting.

- 1. On the Home Tab, Click New Slide and choose Title and Content.**
- 2. Give your Slide a Title – I have named my Tissue for Your Issue that describes the video.**
- 3. Next Click the Insert Media Clip item in the content gallery – circled for you at right.**
- 4. Navigate to your videos or choose one from the materials including in this manual. I am choosing my Tissue for Your Issue.wmv file. After selecting your video, click Insert. The video inserts into your slide.**
- 5. Resize the video and notice the play button and items you may use without going into the Slide Show – Play your video and adjust the volume using the controls on your slide screen.**



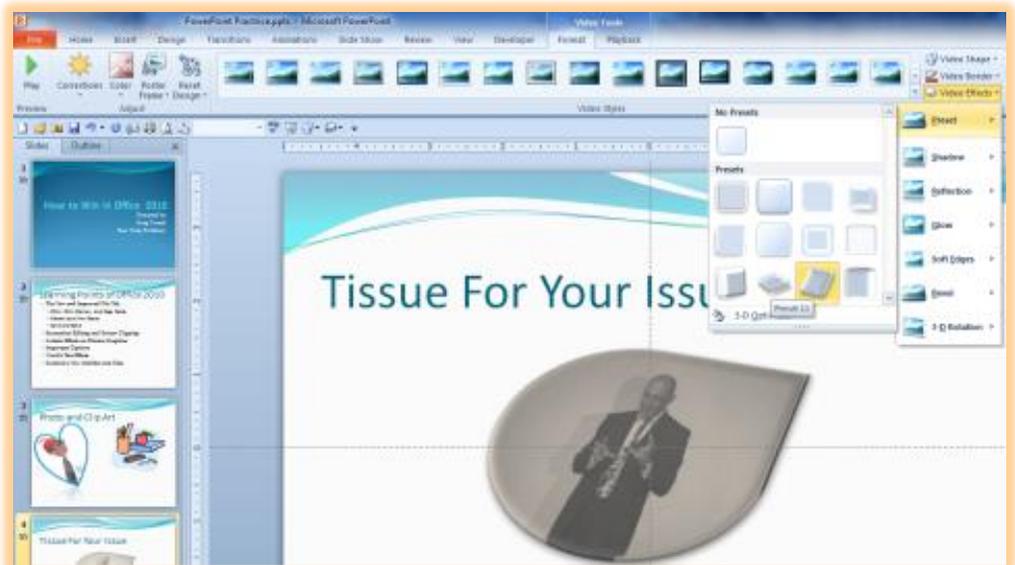
1. Also, new for PowerPoint 2010 is the Video Tools and Playback and Format Tabs. With your Video select PowerPoint activates the Video Tools. Click the Playback tab and notice how you may adjust the volume, determine when and how the video starts, play full screen and other items you should try out. I have clicked the Trim Video to decrease the time by clicking the start slider and moving it in and then clicking the end slider and moving it in to lessen the start and top times of the video. I clicked OK. I have set the Fade In and Fade Out to 3:00 seconds.



Make adjustments to your video and perhaps change the Start to Automatically and click the Play Full Screen item. Finally, view your changes in the Slide Show View.

2. Also, new in PowerPoint 2010 is the Format Tab for Video Tools which is very similar to the Format Tab for Photos.

3. With your video selected, change the color scheme I am using Sepia. Perhaps change the Shape I am using Teardrop and choose other effects to





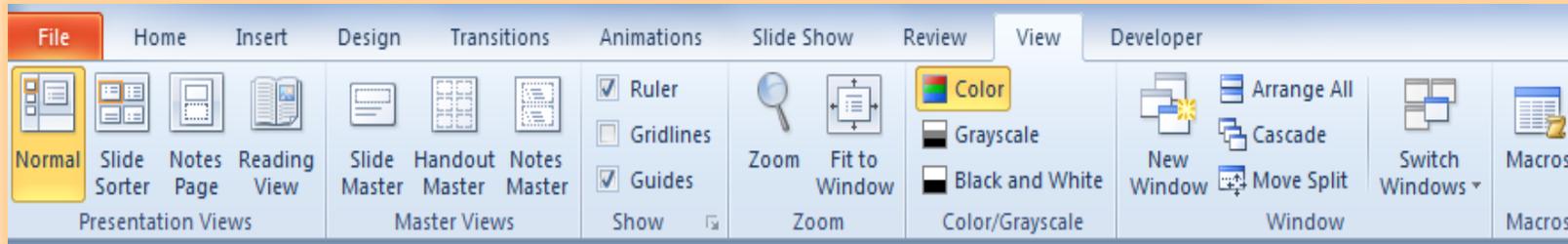
**make your video really tacky!**

- 4. Play your video and look at your changes in the Slide Show View. Save your Presentation.**



## PowerPoint's View Tab

Like Word and Excel, PowerPoint's view tab contains PowerPoint's views, Zoom, Window, and

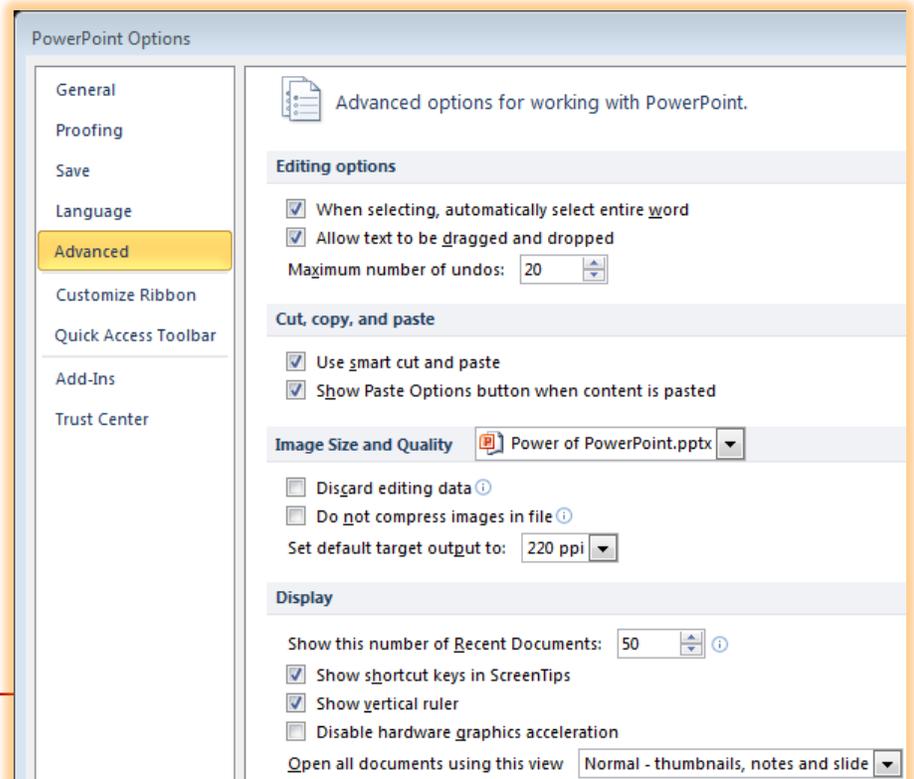


Show groups and work similarly. We'll overview each group and look at the additional Color/Grayscale command button in PowerPoint.

Let's examine the different views in PowerPoint first.

1. **Open the Power of PowerPoint file.**
2. **Click on your view tab.**
3. **Click the Normal view command button, this view has three sections on the left part of your screen is the thumbnails/outline section, the middle section is for editing your slides, and the bottom section is your notes pages.**

➤ **A Hot Tip! You may change your Normal view panes in the PowerPoint Options located in your Microsoft Office Button menu. Clicking the PowerPoint Options button activates the Options menu. As displayed at right and in the Options menu, the Advanced section of your PowerPoint options contains a section entitled Display. In the Display**



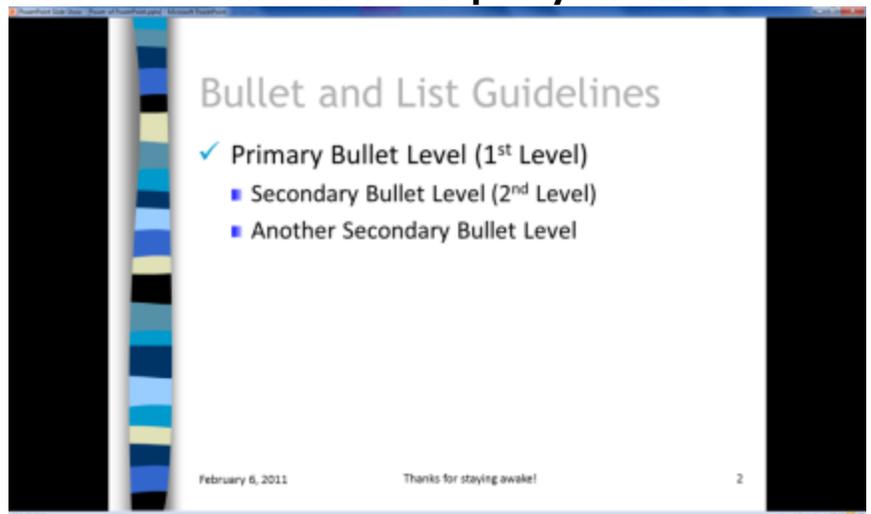
section, you will notice **"Open all documents in this view:"** Mine is set with **Normal: Thumbnails, notes, and slide.** You should set this according to the panes you like in your Normal View.

**Also, notice this is where you may increase your Undos from 20 to 150. I need this very badly and wish we could increase the undos in PowerPoint to 1050! 🗡**

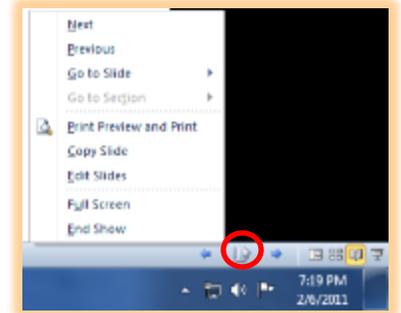
1. Next in your View Tab, click the Slide Sorter view. This view is great for rearranging your slides and adding transitions. Practice this view by clicking on slide 2 and dragging it to between slide 6 and 7 – a line between the slides will display where you are moving slide 2. After dragging slide 2 to its new position, click and drag it back.

**🗡 You may copy a slide to a new location, too by pressing your CTRL key and drag the slide another location. Or you may press your CTRL + D Keys to duplicate the slide - this accomplishes Copy and Paste in one easy to use step! 🗡**

2. Try it. Click Slide 2 and press your CTRL Key and with the CTRL key continuously pressed click and drag slide 2 to between slide 5 and 6. PowerPoint copies the slide to the new location.
3. Click Slide 3 to select it and press your CTRL and your D keys together and PowerPoint duplicates the slide by copy and pasting an exact replica of Slide 3 to the right – creating a new Slide 4 for you.
4. Click your Notes Page view and notice that PowerPoint puts your slides in a view to see all of your Notes formatting. In other views not all of the formatting, such as color, appears in your notes section. The Notes Page view allows you full formatting of your notes sections and provides more space for you to write your notes.

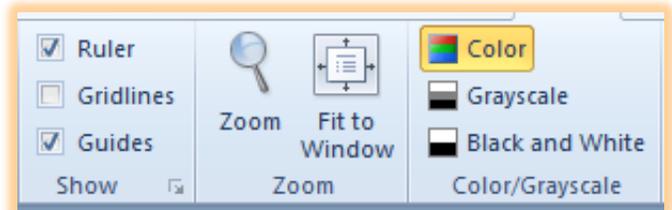


5. Click the New Reading View to Preview your Slide Show. This is a new View for Office 2010. You may use the buttons at the bottom right to navigate through your show and to change views. The Bottom buttons in the Reading Pane View offers not only the ability to navigate but to Edit your slides and to copy slides and other nice features as displayed at right for you. You activate this shortcut menu by pressing the button circled at right.
6. Click the Slide Show View at the end of the Views and – This is the Showtime Folks View! This places your slides in Slide Show for your presentation. To exit this view press the ESC key to end the show.



*The Master Views allow you to make global changes to your slides that in one place you may affect all of your slides, such as putting a logo on all of your slides.*

The Show section of the View tab in PowerPoint allows you to see your rulers at the top and left side of your screen – this is helpful in changing bullets and tabs and in the placement of your objects. Choose this according to how you like to work in PowerPoint – I keep my ruler on and turn on the Gridlines as needed. I keep the Guides on as well to help me center and place my objects in PowerPoint.



The Zoom command button activates a list of percentages to use in viewing your slides or other area of your screen. For example, if you are in the normal view and clicked in the Thumbnails/Outline section, changing the percentage in the zoom box changes the Thumbnails/Outline not the actual slide view.

1. The Color/Grayscale command button changes the slides to different types of color. Click this to view your slides in all of these colors. I don't find Pure Black and White helpful at all in using PowerPoint. But the Grayscale is good for viewing your slides as if printed on a colorless printer. View all of these selections and return to the Color mode.
2. Save your file.



**The Window section of PowerPoint View Tab is the same as Word and Excel allowing you to rearrange and view multiple PowerPoint Presentations in various layouts, such as Side-by-Side and viewing your presentation in multiple windows.**



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