

Microsoft Power Point
August 2001

To Load Microsoft PowerPoint

Double click the Microsoft Office 2000 folder on the Windows 95/98 Desktop and double click the Microsoft PowerPoint icon from the folder window.

To Open an Existing Presentation

Select Open an existing presentation from the PowerPoint window as you initially enter PowerPoint, or select File from the menu bar and click Open from the pull down menu to bring up the Open dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Look in box in the top left-hand section of the screen, click the document's name in the middle of the dialog box, and click the Open button on the right-hand side of the window.

To Create a New Presentation

Use the AutoContent wizard to choose from a long list of presentations that PowerPoint has organized based on the type of presentation to be given. Use the Template option to choose from a variety of presentation styles that PowerPoint has already created. Select Blank presentation to start a presentation from scratch.

To Save a Presentation

Select File from the menu bar and click Save As from the pull down menu to bring up the Save As dialog box. If you wish to save your document in a different format (as a PowerPoint 4.0 file for example) select the format from the Save as type option in the bottom left-hand corner of the dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Save in box in the top left-hand section of the screen, click one time in the File name box in the bottom left-hand corner, type the name you wish to give to your document, and click the Save button in the bottom right-hand corner. If you don't have a disk, you can save to the E: drive which will allow you to open the file from any computer in the library, but keep in mind that the K: drive is cleaned off each reboot of the computer. Once you have saved your document, saving can be done by selecting File from the menu bar and clicking Save from the pull down menu. Remember to SAVE YOUR WORK OFTEN! (NOTE: Save As should be used when either saving your work for the first time or when renaming a presentation. Save should be used once the presentation has been initially saved.)

To Select a Slide Style and Layout

To incorporate a slide layout, select Format from the menu bar, click Slide Layout from the pull down menu, and select the slide layout you need. To find a slide design, select Format from the menu bar, click Apply Design Template from the pull down menu, and choose from a variety of slide styles that PowerPoint provides. To change the color scheme of a slide, select Format from the menu bar, click Slide Color Scheme from the pull down menu, and select the color scheme you prefer. To change the background color of a slide, select Format from the menu bar, click Background from the pull down menu, and select the desired background color.

To Format Text

There are several options available to enhance the text in your presentation from the Format menu option in the menu bar. Select the Font menu option to choose a font face (Times New Roman, Arial, etc.), font size (10 pt, 12 pt, etc.), font style (bold, italics, etc.), effects (underline, shadow, etc.) and text color (black, red, etc.). Line spacing, such as double spacing, can be found by selecting Format and Line Spacing. Text can be positioned to the left, center, or right-hand side of the slide by selecting Alignment from the Format menu option. These formatting options can also be found as buttons in the PowerPoint Formatting toolbar.

To Create Headers and Footers

To create a header or footer, select View from the menu bar, click Header and Footer from the pull down menu, choose to have the header or footer on the slides or on the notes and handouts, and select or type in the header or footer you would like to have. Besides

putting in your own header or footer, you can select to have PowerPoint put the date, time and/or slide number as a header or footer.

To Add or Change Bullets

Bulleted items can be added to a slide by either selecting Format from the menu bar, clicking Bullets and Numbering from the pull down menu or by clicking More Buttons (found to the furthest right on the toolbar) in the Formatting toolbar. Going through the menu options will also allow you to select different bullet styles and colors. Using the button in the toolbar will simply toggle the bullet on or off.

To Add Animation to Text

Select the bulleted item you would like to animate by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Select Slide Show from the menu bar, click Preset Animation from the pull down menu, and select the animation effect you would like to use or select the animation from the Animation Effects toolbar. To preview the effect, run the slide show by selecting View from the menu bar and clicking Slide Show from the pull down menu or click the Animation Preview button from the Animation Effects toolbar.

To Add Transitions between Slides

Select Slide Show from the menu bar, click Slide Transition from the pull down menu, select the slide transition from Effect, select how you wish each slide to advance, add sound if you would like, and apply the transition to the current slide or to all slides. To preview the transition, run the slide show by selecting View from the menu bar and clicking Slide Show from the pull down menu.

To Use Spell Check

To spell check your presentation, select Tools from the menu bar and click Spelling from the pull down menu. PowerPoint will search through your presentation for words it doesn't recognize from its own dictionary. Remember that just because PowerPoint doesn't recognize a word doesn't mean the word is misspelled. You are given options to select another word if the word is indeed misspelled or you can skip the word if you know it is not misspelled.

To Print a Presentation

Select File from the menu bar and click Print from the pull down menu to bring up the Print dialog box. Select a printer by clicking on the down arrow next to the Printer Name box. To print to the laser printer nearest your computer, select the printer name containing the same letter identification that your computer has (For example: Printer D). To print to the color printer behind the MAA Help Desk, select Color Printer. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Select what you would like to print under Print what in the bottom left-hand corner of the screen (slides, handouts, notes pages or outline view) and click the Print button to print your presentation. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Express or Eagle Vend Card will be debited \$.20 per printed page.

To Print Slides as Color Transparencies

Select the Color Printer from the Print dialog box and click the Properties button. Under Paper Type in the bottom right-hand corner of the window, select HP Premium Transparency Film. Click OK and print each slide one by one. Take your transparencies to the Help Desk and have the assistant feed them into the color printer.

To Create Hypertext Links

Select the text that you would like to make a hypertext link (enabling you to click on the text and go out to a site on the web or to another slide), select Insert from the menu bar, click Hyperlink from the pull down menu, and type in the filename or full URL of the Web

site you wish to link out to in the Type the file or Web page name box. Click OK to save the link and run the slide show to test its functionality.

To Save a Presentation as HTML

Select File from the menu bar, click Save as HTML from the pull down menu, and select the desired options clicking the Next button to progress through each screen. PowerPoint will ask for a name. It will use that name to create a directory under which all the HTML and graphic files will be saved. Use an FTP program to transfer all of the files in that directory to your World Wide Web directory and change the rights to each file for accessibility on the Internet.

To Exit Microsoft PowerPoint

Click File from the menu bar and select Exit from the pull down menu. If you haven't already saved your document (or the changes to your document), PowerPoint will ask if you would like to save now. If you would like to save, click Yes and refer to the To Save a Presentation section of this handout. Otherwise, click No to exit PowerPoint and you will return to the Windows 95/98 Desktop.

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