

Microsoft PowerPoint 2003 Tutorial

By: Daniel Lewis, TUNED IN @ HGP (November 2007)



NOTE: This tutorial only works for Microsoft PowerPoint 2003. Some features may or may not be applicable to Microsoft PowerPoint 2007.

Overview

Microsoft PowerPoint is an application used to assemble professional looking slides for oral presentations. Slides can contain text, pictures, sounds, colorful backgrounds, and transitions.

Helpful Hints

1. Content: Make your content logical, simple, and clear. Figure out what your audience needs and wants to know and tailor your content for the audience.
2. Design: Keep it legible. Do not put too much text on a slide and keep it large enough to read easily. The text color should contrast highly with the background color.
3. Delivery: Keep the audience engaged by using hand gestures and a varied tone.

Create Transitions

1. Right-click a slide and click *Slide Transition*.
2. In the windows pane that appears on the right side, select a transition.
3. To customize the transition, change the default selections.

Put a Frame around a Picture

1. Right-click the picture and click *Format Picture*.
2. Under the “Colors and Lines” tab and below the “Lines” column, change the color from the dropdown menu titled “Color.”

Use Hyperlinks

1. Be sure that the target of the hyperlink is available.
2. If you are giving the presentation offsite using a laptop, all the targets need to be on the laptop as well, unless your laptop is actively connected to the Internet.

Create a Template Background

1. To use the template for a new presentation, choose *Format* then *Slide Design*.
2. Click *Browse* at the bottom of the “Slide Design” task pane.
3. Choose your template and click *Apply*.

Create a Watermark

1. Insert a rectangle and size it as appropriate.
2. Double-click it to open the “Format AutoShape” dialog box.
3. In the “Line” section, choose *No Line* from the “Color” drop-down list.
4. In the “Fill” section, choose *Fill Effects* from the “Color” drop-down list.
5. On the *Gradient* tab, choose *One Color* and choose *white* as the color. (You could experiment with other colors, too). The “Dark-Light” slider has no effect, but if you have the slider box in the middle, you will not know which variant to choose.
6. Set *From transparency* to 100% and *To transparency* to 0%.

7. Set the shading style to vertical and pick the variant with the darker shade on the left. You may have to experiment with these settings to get the results you want in your situation.

Use Motion Path Animation Effects

1. Insert the image that you want to animate and select it.
2. Choose *Slide Show*, then *Custom Animation* to open the “Custom Animation” task pane.
3. From the task pane’s menu, choose *Add Effect, Motion Paths, Draw Custom Path*, and then *Freeform*. For a straight line, choose *Line*.
4. Draw the path you want the object to take. Then you see the animation; just wait until the object returns to its original place.
5. With the object still selected, choose *Add Effect, Emphasis*, and then *Grow, Shrink, or Spin*

Create a Master Slide

1. Create a new presentation.
2. Choose *View, Master*, and then *Slide Master* to open the slide master.
3. Choose *Format* and then *Slide Design*. The “Slide Design” task pane opens.
4. Choose *Color Schemes* and choose the one closest to the colors you want.
5. Then click *Edit Color Schemes* at the bottom of the task pane and change the colors as necessary. Click *Apply*.
6. To create a background, choose *Format* then *Background*. In the “Background” dialog box, click the drop-down arrow and choose *Fill Effects*.
7. Choose the tab for the type of effect. Design a gradient or insert a picture.

Design a Template

1. Add any graphics that you want to appear on every slide. These can be part of the background, a logo, or both. If you add AutoShapes, format them as desired.
2. To change globally the font, choose *Format* then *Replace Fonts*.
3. To change the font color and size, select the placeholder text and choose from the “Font” and “Font Size” drop-down lists on the Formatting toolbar. To change the text alignment, select the text and choose one of the options from the “Formatting” toolbar.
4. To format the bullets, choose *Format* and then *Bullets*. To change the indents, use the *Ruler*. If you do not see the ruler, choose *View* and then *Ruler*.
5. To resize or move the text placeholders, select them. Use the grips to resize; drag to move.
6. To create footers, choose *View* and then click *Headers and Footers*. Choose the options that you want. Alternatively, delete footers that you do not want.
7. To create a title master (for a title slide), choose *Insert* and then *New Title Master*. Format the title master as in the previous steps.
8. Choose *View* and then click *Normal* to exit the slide master.
9. Choose *File* then *Save As*. In the “Save as Type” drop-down list, choose *Design Template* (*.pot).
10. Enter a name for the template in the “File Name” text box and click *Save*.

Rehearse Timings

1. Go the “Slide Show” menu, and click *Rehearse Timings*.
2. Time the presentation by going to the next slide.

NOTE: Use this technique only for the introduction.

Put Flash into PowerPoint

1. Write down the location of the SWF file you want to use.
2. Choose *View*, *Toolbars*, and then *Control Toolbox*.
3. Click the *Hammer* button (More Controls).
4. Choose *Shockwave Flash Object* from the menu.
5. Drag a box across the screen to get the desired size and location.
6. Right-click the box and choose *Properties*.
7. In the “Properties” window, click the top line, *Custom*. Then, click the ellipsis at the right.
8. In the “Property Pages” dialog box, type the location of the SWF file that you wrote down earlier. Use the full path.
9. Set the other parameters, if you wish; for example, “Quality”: best; “Scale”: show all; “Window”: window.
10. Click *Embed movie* if you want to make sure it is always included with the presentation, and click *OK*.
11. Close the “Properties” window using its close box.
12. Choose *Slide Show* view to see the movie.

For More Help...

1. Do not hesitate to ask for help from other TUNED IN members or use the contact form on the TUNED IN website: <http://www.tunedin.holyghostprep.org> or click on the icon on the desktop.
2. You can always use Microsoft Office Help by clicking Help, Microsoft Office PowerPoint Help, and then typing in a question.
3. There are always in-depth online courses at:
<http://office.microsoft.com/en-us/training/CR061832731033.aspx>.