

Introduction to Powerpoint



Purpose:

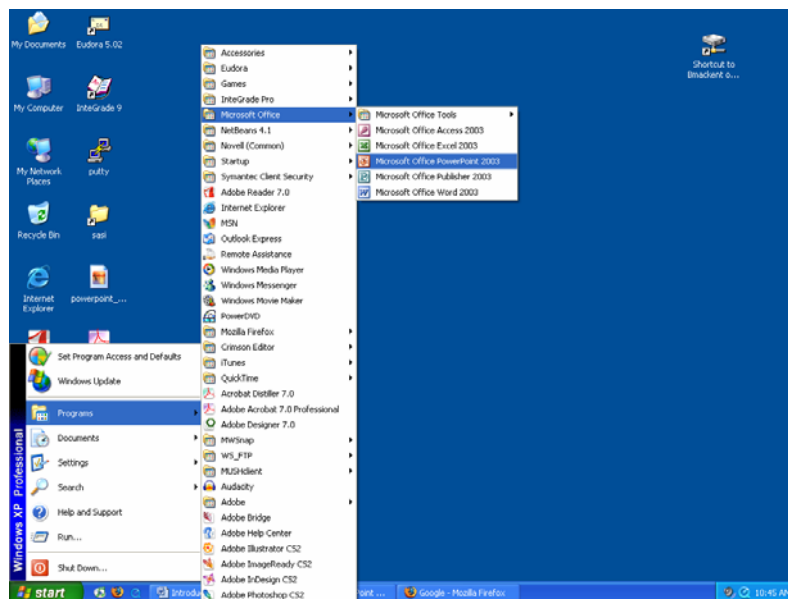
To assist new and beginning users to create a simple powerpoint presentation. Please make sure to read the advanced HOWTO, as there really is a lot of neat stuff you can do with powerpoint.

Considerations

This HOWTO is for Powerpoint 2003 running Windows XP pro at Hunter College Campus Schools. Although powerpoint is ubiquitous, and you should have no trouble using these directions elsewhere, please be aware every system is different. ☺

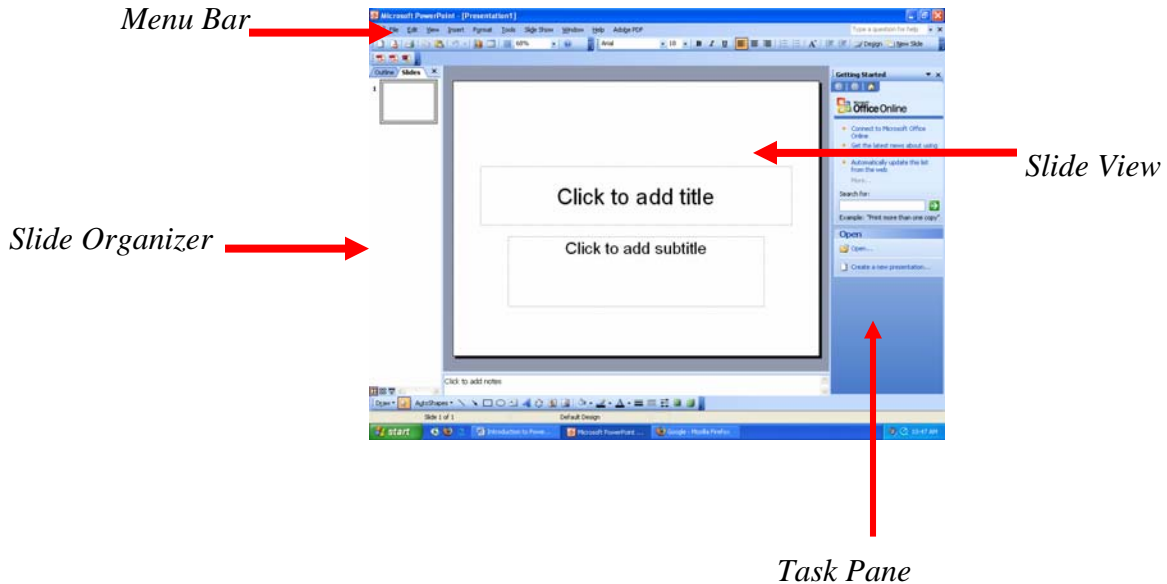
HOWTO:

Starting powerpoint is easy. Simply click start -> Programs -> Microsoft Office -> Microsoft Powerpoint 2003



Parts of powerpoint

Once started, you will see the screen below. Let's take a look at some of the parts of Powerpoint 2003.



The **menu bar** holds all the familiar menus; File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help

The **slide organizer** lists all your slides. If you have one or two slides, you don't have to worry about this part. If you have 20 or 30 slides, you will certainly want to pay attention to this.

The **slide view** is the currently selected slide. This lets you see the current slide you are working on.

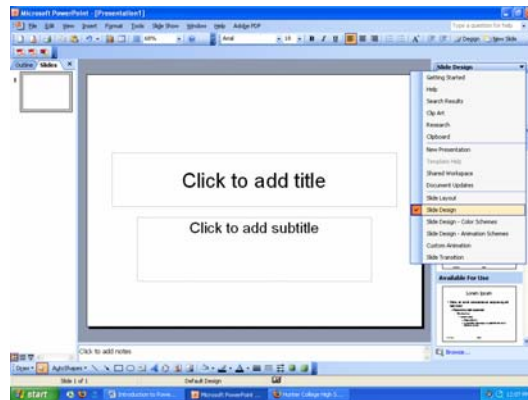
The **task pane** changes depending what you are doing. We will be using the task pane for just about everything, so it's a good idea to pay attention to this area of powerpoint.

Setting up your slides and using templates

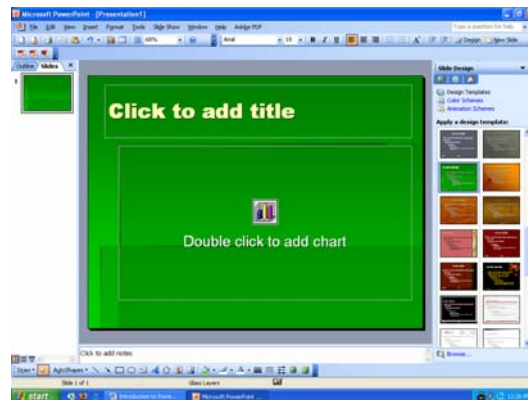
There is a difference between slide layout and slide template. A template is how a slide looks (color, background picture, bullet color, etc). A layout is how the text and/or pictures are arranged on the slide.

One of the fun parts of using powerpoint is using templates. Templates give your presentation a “look and feel”.

To change your template, click on the task pane **Getting Started** and choose **Slide Design**.

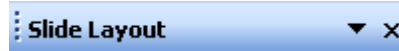


You should see a list of different slides designs. Simply click on the template you want, and it will be applied to your presentation.

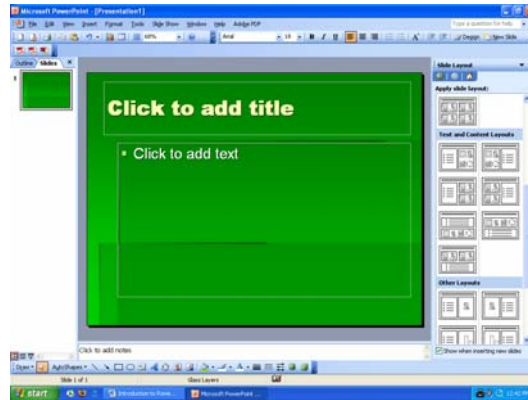


Setting up a slide layout

While your template will probably be the same for every slide, the **layout** will likely be different. Once again, click on the task pane and this time, choose Slide Layout.



You should see a list of different slides layouts. Simply click on the layout you want, and it will be applied to the active slide.



Each layout lends itself to a different type of content delivery. Experiment with a layout you like!

Changing and adding text

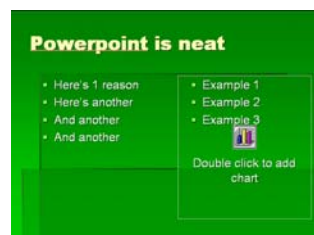
Thankfully, changing and adding text in powerpoint is really easy. See where it says click to add text? Just do that.



If you want to add a bullet to your presentation, simply push enter after each idea.

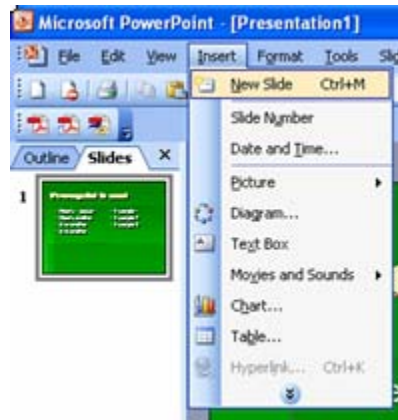


Keep in mind, if you change the **layout** of a slide after you've typed something, powerpoint will try to fit your writing in the slide – it may not look quite right.



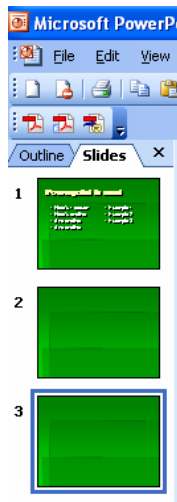
Adding, deleting, and moving slides

To add a new slide, simply click on the Insert menu, and click on New Slide.



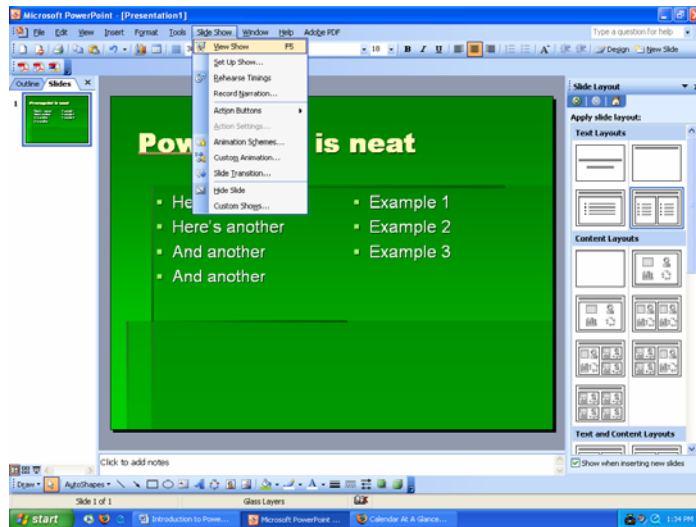
You can then change the layout as described above.

To delete a slide, simply click on the slide organizer and push the delete key on your keyboard.



To move a slide from one place to another, simply click and drag the slide to another place. It's pretty easy!

Presenting your slideshow



Click on the Slide Show menu, and then view show. Alternatively, you can hit F5 on your keyboard. If you want to start the slideshow from the slide you are on, push shift and F5.

Don't forget to save
your work!!