THE VISIBOOKS GUIDE TO
PowerPoint 2003
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Creating a Presentation

In this section, you’ll learn how to:

• Create a presentation
• Add new slides
• Insert pictures
• Format text
• Format pictures
• Preview a presentation
Create a presentation

1. On your computer's Taskbar, click the button.

2. In the menu that appears, click All Programs, Microsoft Office, then Microsoft PowerPoint 2003.
PowerPoint should open, and your computer screen should look like this:
Create a slide

1. On the blank slide, click the words **Click to add title**.

A blinking cursor should appear:
2. Type:

Let’s Go to the Movies!

3. Click the words **Click to add subtitle**.
4. Type:

**Lights! Camera! Action!**

Let's Go to the Movies!

Click in blank white space outside the box to deselect it.
The slide should look like this:

Let’s Go to the Movies!

Lights! Camera! Action!
Save the presentation

1. On the Toolbar, click the icon.

Tip: Some icons may not show up on the Toolbar. To see all of the icons available, click the drop-down arrow at the far right of the toolbar, then Show Buttons on Two Rows.
2. In the **Save As** window, click the icon.

3. When the **New Folder** window appears, type:

   **PowerPoint Practice Files**

   in the **Name** box.

4. Click the **OK** button.
The folder **PowerPoint Practice Files** should appear in the **Save in** box:

![Image of Save As dialog box]

**5.** In the **File Name** box, type:

**Movies**

![Image of Save As dialog box with file name selected]

Then click the **Save** button.
The file name of the presentation, **Movies**, should now appear in the Title Bar at the top of the PowerPoint window:
Add new slides

1. On the Toolbar, click the ![New Slide] icon.

2. In the **Getting Started** pane, click the drop-down arrow to open the submenu.
When the menu appears, click **Slide Layout**.
The **Slide Layout** pane will appear:
4. In the **Slide Layout** pane, scroll down in the **Other Layouts** section.
5. Rest the cursor on the icon.

**Tip:** *A box should appear that says Title, Text and Clip Art.*
6. Click the icon.

When the new slide appears, click the words **Click to add title**, then type:

**Types of Movies**
7. Click the words **Click to add text**, then type:

**Comedies**

Press the **ENTER** key on your keyboard.

The slide should look like this:
9. Type the text for your second bullet:

Dramas

10. Press ENTER.

11. Type the third bullet:

Action

12. Press ENTER, then type the fourth bullet:

Animation

The slide should look like this:
13. Click the icon.

14. Minimize the PowerPoint window.
Insert pictures

Save pictures from the Web

1. Open a Web browser and go to:
   www.visibooks.com/books/ppt2003

2. Right-click projector.jpg.

3. When the menu appears, click Save Picture As.

4. When the Save Picture window opens, navigate to the My Pictures folder within the My Documents folder.
5. Click the [Save] button.


7. Copy the remaining pictures at:

   www.visibooks.com/books/ppt2003

   into the My Pictures folder on your computer.

8. After all the pictures have been copied, close the Web browser.
Add pictures to the Clip Organizer

1. Open the PowerPoint window.

2. Double-click the **Double-click to add clip art** icon.
3. When the **Select Picture** window appears, click the **Import** button.
4. When the **Add Clips to Organizer** window appears, navigate to **calendar.gif**, then click it.
5. Hold down the **CTRL** key on your keyboard, then click

- cat.gif
- dinosaur.gif
- film.jpg
- piano2.gif
- piano.gif
- piano.jpg
- projector.jpg

Click the **Add** button.

All the clip art is added to the clip gallery.
Add clip art to a slide

1. In the **Search** box, type: **projector**

   Then click the **Go** button.
2. Double-click `projector.jpg`. 
3. On the Toolbar, click the icon.

The slide should look like this:

**Types of Movies**

- Comedies
- Dramas
- Action
- Animation
Format text

1. Click in the bulleted list.

2. Drag the cursor over the words in the bulleted list to highlight them:

3. On the Toolbar, click the icon twice.
The text should get larger:

4. Click in white space to deselect the text.
5. Double-click the word **Comedies** to highlight it.

6. Click the **B** icon.

7. Click the drop-down arrow beside the Font Size box.
8. When the menu appears, click 40.

9. Click the drop-down arrow next to the Font box.
10. When the menu appears, scroll down to find **Impact**, then click it.

11. With the word **Comedies** still selected, click the ☑️ icon.
12. Drag the cursor over the words **Dramas**, **Action**, and **Animations**.

This should apply the formatting of the word **Comedies** to them.

The slide should look like this:
13. Click in white space to deselect the text.

It should look like this:

Types of Movies

- Comedies
- Dramas
- Action
- Animation
Format pictures

Rotate

1. Click the Movie Projector picture.

Types of Movies

- Comedies
- Dramas
- Action
- Animation
2. Place the cursor on the green sizing handle at the top. The cursor should turn into a rotating circle:

![Types of Movies](image)

3. Click and drag counterclockwise to rotate the picture a quarter-turn.
It should look like this:

4. Rotate the picture back to its proper orientation:
Crop

1. In the **Picture** toolbar, click the icon.

   ![Crop Icon](image)

   **Types of Movies**
   - Comedies
   - Dramas
   - Action
   - Animation

2. Click the bottom border of the picture and drag halfway up the picture.

   It should look like this:
3. Click the bottom border of the picture, then drag downward to show the whole picture again:

Types of Movies

- Comedies
- Dramas
- Action
- Animation

4. Click the icon.

The slide should look like this:
Resize

1. Click the Movie Projector picture.

2. In the Picture toolbar, click the icon to de-select it.
3. Move the cursor over a corner sizing handle. It should change to a double-headed arrow:

Types of Movies

- Comedies
- Dramas
- Action
- Animation
4. Drag outward until the picture expands to about two inches square:

Tip: Using the corner sizing handle will preserve the picture’s proportions.

The handles at the sides or top stretch or squeeze the picture when moved.
Move

1. Move the cursor to the center of the picture.

It should turn into a four-headed arrow:

Types of Movies

- Comedies
- Dramas
- Action
- Animation
2. Drag the picture so it’s aligned with the top of the bulleted words.

![Types of Movies](image)

The slide should look like this:

![Types of Movies](image)

3. Click the icon to save the presentation.
Preview a presentation

1. Click the first slide in the Slides pane.

2. Click the icon.
The first slide should appear full-screen:

Let’s Go to the Movies!

Lights! Camera! Action!
3. Click your mouse button.

The slide show should advance to the next slide:

Types of Movies

- Comedies
- Dramas
- Action
- Animation
4. Click your mouse button again.

You should get a black slide:
5. Click your mouse button again.

PowerPoint should return to Normal View:

Tip: You may also press the ESC key on your keyboard to return to Normal View.
6. Click the ✗ icon in the PowerPoint window.

![PowerPoint window with a slide titled "Let's Go to the Movies!"
Lights! Camera! Action!](image-url)
Practice: Creating a Presentation

1. Open PowerPoint.

2. Give the first slide the title Seasons.


4. Save the presentation in the PowerPoint Practice Files folder as Seasons.ppt.

5. Add a new slide using the Title and 2-column Text layout.

6. Title this second slide Four Seasons.
7. Add text to make the slide look like this:

```
Four Seasons

- Winter
- Spring
- Summer
- Fall
- Dec / Jan / Feb
- Mar / Apr / May
- Jun / Jul / Aug
- Sept / Oct / Nov
```

8. Click **Clip Art** in the Task Pane drop-down list.
9. In the **Search for** box, type:

`calendar`

10. Click the picture of the calendar.

11. Resize the picture to fit in the slide.

12. Click and drag the picture to center it in the white space.

13. Color the word **Winter** red.

14. Make the word **Spring** green, the word **Summer** orange, and the word **Fall** brown.
15. Save the presentation.

It should look like this:

Four Seasons

- Winter
- Spring
- Summer
- Fall

- Dec / Jan / Feb
- Mar / Apr / May
- Jun / Jul / Aug
- Sept / Oct / Nov

16. Close the presentation.

17. Close PowerPoint.
Customizing Presentations

In this section, you’ll learn how to:

• Insert tables and charts
• Employ design templates
• Employ a master slide
• Rearrange slides
Insert tables and charts

Insert a table

1. Start PowerPoint.

2. On the Menu Bar, click File, then Open.

3. In the Open window, navigate to the PowerPoint Practice Files folder, then double-click Movies.
4. Click the second slide in the Slides pane.

5. On the Toolbar, click the New Slide icon.
6. In the **Slide Layout** pane, click the **Title and Content** layout.
7. In the Title box, type:

Famous Examples

8. In the Content box, click the icon.
9. When the **Insert Table** window appears, type:

4

in the **Number of columns** box.

10. Type:

2

in the **Number of rows** box.

11. Click the **OK** button.

12. Click in the upper left cell, then type:

   Comedy

13. Press the **TAB** key on your keyboard, then type:

   Drama
14. Fill in the other cells so the table looks like this:

<table>
<thead>
<tr>
<th>Comedy</th>
<th>Drama</th>
<th>Action</th>
<th>Animation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Chaplin</td>
<td>Gone with the Wind</td>
<td>Jurassic Park</td>
<td>Dumbo</td>
</tr>
</tbody>
</table>

15. On the toolbar, click the icon.

The slide should look like this:
Insert a chart

1. Click the New Slide icon.

2. In the Layout pane, under Other Layouts, click the icon.
3. In the Title box, type:

**Favorite Movies Survey**

4. Double-click the Chart placeholder.
The **Movies - Datasheet** window should appear:

![Movies - Datasheet window](image)

5. Click in the upper left cell in the datasheet to select all of the cells.

The datasheet should look like this:

![Presentation1 - Datasheet](image)
6. Press the **DELETE** key on your keyboard to clear its contents.

Enter this information into the datasheet:

<table>
<thead>
<tr>
<th></th>
<th>Comedy</th>
<th>Drama</th>
<th>Action</th>
<th>Animation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Women</strong></td>
<td>100</td>
<td>50</td>
<td>92</td>
<td>87</td>
</tr>
<tr>
<td><strong>Men</strong></td>
<td>120</td>
<td>97</td>
<td>77</td>
<td>34</td>
</tr>
</tbody>
</table>

7. Close the **Movies - Datasheet** window.

8. On the Menu Bar, click **Chart**, then **Chart Type**.
9. When the **Chart Type** window appears, make sure **Column** in the **Chart Type** list is clicked.
10. In the Chart sub-type list, click this one:
11. Click the OK button.

The slide should look like this:
**Tip:** To see all the categories in the chart—Comedy, Drama, Action, and Animation—double-click it, then stretch the chart using the handle on its right side.

12. On the Toolbar, click the icon.
13. In the slide, click in the bulleted text box.

14. On the Toolbar, click the icon to de-select it. This should turn off the bullets:
15. Type:

Which types of movies do men and women prefer?

16. Click outside the text box to deselect it.
17. Click the icon.

The slide should look like this:

Favorite Movies Survey

Which types of movies do men and women prefer?
**Tip:** To align the text, click **View**, then **Ruler** on the Menu Bar.

When the ruler appears, slide the lower arrow over so it's flush with the upper arrow:
Employ design templates

1. On the Toolbar, click the **Design** icon.

2. When the **Slide Design** pane appears, scroll down to the **Fading Grid** icon, then click it.
3. In the Slide Design pane, click Color Schemes.

4. Under Apply a color scheme, click the different options.

The color scheme should change.
5. Click the icon with the medium blue color scheme.

6. On the Toolbar, click the icon.
7. In the Slides pane, click the first slide.

8. Click the icon.

9. Press the **ENTER** key on your keyboard three times to advance through the slides.
10. Press the **BACKSPACE** key on your keyboard three times to go backwards through the presentation.

   Each slide in the presentation should have the Fading Grid look:

   ![Fading Grid Example](image)

   **Tip:** Dark backgrounds are best for electronic slide shows. Color schemes with light backgrounds are best for printed presentations or transparencies.

11. Press the **ESC** key on your keyboard to return to Normal View.
Employ a master slide

1. In the Slides pane, click the first slide.

2. On the Menu Bar, click View, Master, then Slide Master.
3. Highlight the words **Click to edit Master title style**.

**Tip:** *You may need to move the floating Slide Master View toolbar out of the way.*
4. Click the icon.

5. Click the Footer Area box.

6. Highlight `<footer>`, then type your name.

7. Click in blank space on the slide to deselect the footer box.
Insert a graphic in the master slide

1. With the master slide still open, click **Insert**, **Picture**, then **Clip Art**.

2. In the **Search for** box, type:

   `film`

3. Then click the **Go** button.
Double-click the film graphic.

This will insert it in the slide:
5. Resize the image to approximately ½” square.
6. Drag the image to the lower right-hand corner of the slide. (in the box labeled **Number Area**)

7. In the **Slide Master View** toolbar, click **Close Master View**.
The screen should return to Normal View:

8. Click the icon.

9. Click the icon and preview the presentation.

Each slide should have its title in Italics, show your name at the bottom, and include the film graphic:

10. Press ESC to return to Normal View.
Rearrange slides

1. Click the icon.

2. Click the third slide.

3. Drag the slide to the left until the vertical line lies between the first and second slides.
4. Release the mouse button.

The slides should be in this order:

5. Click the first slide.
6. Click the icon to preview the presentation.

The slide you moved should now come second, after the Title Slide:

![Famous Examples table]

7. Click the icon to save the presentation.
Practice: Customizing Presentations

1. Open the Seasons presentation in the PowerPoint Practice Files folder.

2. Insert a new slide with the Title, Content and 2 Content layout.

3. Create a table in the large box with 2 columns and 5 rows.

4. Enter this information in the table:

<table>
<thead>
<tr>
<th>Season</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Cold</td>
</tr>
<tr>
<td>Spring</td>
<td>Moderate</td>
</tr>
<tr>
<td>Summer</td>
<td>Hot</td>
</tr>
<tr>
<td>Fall</td>
<td>Cool</td>
</tr>
</tbody>
</table>

5. Color the top row black.

   **Tip:** Right-click in it, then click Borders and Fill.

6. Color the text in the top row white.

   **Tip:** Use the icon.

7. Insert a picture of a snowflake in the top right content box.

8. Center all the text in the table.
9. Title this slide *Seasonal Weather*.

10. Insert a new slide using the Title and Content layout.

11. Insert an organizational chart in the slide.

   **Tip:** *Click Insert Diagram in the Content pane.*

   *Then click the Organizational Chart.*

   ![Diagram Gallery](image)

   Then click the **OK** button.

12. In the top box of the organizational chart, type:

    *Seasons*

13. In the bottom three boxes, add the text *Winter, Spring, and Summer.*
14. Click the box with the word **Seasons** in it.

15. Add a new box to the chart.

**Tip:** *Click the Seasons box, then click the [Insert Shape] icon on the Organization Chart toolbar.*

*Then click Subordinate:*

16. In this new box, type:

   **Fall**

17. Add a ½” picture of a clock to the lower left corner of the master slide.

18. Change the presentation’s template to Mountain Top.
19. Preview the presentation.

The new slide should look like this:

![Diagram of Seasons: Winter, Spring, Summer, Fall]

20. Save and close the presentation.
Working with Animation

In this section, you’ll learn how to:

- Animate text
- Animate graphics
- Create slide transitions
- Advance slides automatically
Animate text

1. In the **Movies** presentation, make sure the ![icon](image) icon is clicked.

2. Open the third slide in the Slides pane, titled **Types of Movies**.

3. Highlight the bulleted text, then right-click on it.
4. When the menu appears, click **Custom Animation**.
5. When the **Custom Animation** pane appears, click the **Add Effect** button.
6. When the drop-down menu appears, click **Entrance**, then **Fly In**.
7. In the **Speed** drop-down menu, click **Medium**.

8. Click the ![icon](image)

9. Click the ![icon](image) or ![button](image)
10. Press the **ENTER** key on your keyboard.

The bulleted text should fly in.

**Tip:** Be careful not to overdo animation in a presentation: it exhausts your audience.

You can adjust the settings to animate text in different ways: experiment with the options in the **Custom Animation** pane.

11. Press **ESC** to return to Normal View.
Animate graphics

1. In the Slides pane, click the second slide, titled *Famous Examples*.

2. In the bottom toolbar, click the icon.

The **Insert Clip Art** pane should appear.
3. In the **Search for** box, type:

**dinosaur**

Then click the **Go** button.
4. When the pictures appear, click this picture:
5. Click the picture of the dinosaur to select it.
In the **Picture** toolbar, click the icon.

The cursor should become a wand.

Click the white background around the dinosaur.
The picture background should disappear.

8. Drag the dinosaur to the lower left corner of the slide:
9. Right click on the dinosaur, then when the menu appears, click **Custom Animation**.
10. In the **Custom Animation** pane, click the **button, then** **Motion Paths, Draw Custom Path, and Curve.**
11. Click the lower left side of the slide and draw a curving line upward to the right, clicking where each bend should fall in the line.

12. End the line in the upper right corner of the slide.
13. Double-click to stop drawing the curve. The dinosaur will automatically move along the drawn curve.

14. Click the **Speed** drop-down arrow, then click **Very Slow**.
15. Click the icon to preview the slide, then click your mouse button.

The dinosaur should follow the curving path you drew:

16. Press ESC to return to Normal View.

17. Click the icon to save the presentation.
Create slide transitions

1. Click the icon.

2. On the Menu Bar, click Edit, then Select All.

3. On the Toolbar, click the Transition icon.

4. In the Slide Transition pane, click Cover Left-Up.
5. Click the \( \text{Slide Show} \) icon, then click your mouse button to view through the presentation.

The slides should move up and to the left as they enter the screen.

6. Press ESC to return to Slide Sorter view.

7. Save the presentation.
Advance slides automatically

1. On the Menu Bar, click Edit, then Select All.

2. In the Slide Transition pane, under Advance Slide, click the Automatically after checkbox.
3. Click the up arrow five times until the box shows **00:05**.

4. Preview the presentation in Slide Show view.
   The slides should progress every five seconds.

5. Save the presentation.
Practice: Working with Animation

1. Open the Seasons presentation.

2. Select the Seasonal Weather slide.

3. Right-click the snowflake picture and animate it with a Wheel effect.

   **Tip:** Click Add Effects, Entrance, then More Effects.

4. Give the presentation a Fade Smoothly transition between slides.

5. Make all slides advance automatically after 4 seconds.

6. Save, preview, then close the presentation.
Preparing Live Presentations

In this section, you’ll learn how to:

• Add speaker notes
• Create handouts
• Make presentations portable
Add speaker notes

1. Open the *Types of Movies* slide in Normal View.

2. Below the slide itself, click the words **Click to add notes**.

3. Type:

   **Animated movies are often underrated.**
In the Slides pane, click the **Famous Movies Survey** slide.
5. Click the words **Click to add notes**, then type:

Comedy was popular with both men and women, but the others differ by gender.

6. On the Menu Bar, click **View**, then **Notes Page**.
**Tip:** *If Notes Page doesn’t appear in the menu, click the double down arrow at the bottom of the menu.*
The speaker notes should display:

7. Click the icon.

8. Save the presentation.
Create handouts

1. On the Menu Bar, click **File**, then **Print**.
2. When the **Print** window appears, click the drop-down arrow under **Print what**.
3. When the menu appears, click **Handouts**.

![Handouts menu](image)

4. Under **Color/grayscale**, click the drop-down arrow.

When the menu appears, click **Pure Black and White**.

![Color/grayscale menu](image)
5. Under **Slides per page**, click the drop-down arrow, then 3.

**Tip:** Choosing 3 slides per page automatically creates handouts with lines for taking notes.
6. Click the **Preview** button. The handouts should look like this:

7. Click the **Close** button.
8. In the menu bar, click View, then Header and Footer.

9. When the Header and Footer window appears, click the Notes and Handouts tab if it isn’t selected.
10. Type:

My Practice Presentation Handouts

in the **Header** box.
11. Click the **Apply to All** button.

To print the handouts, click the **Print** icon.
Make presentations portable

1. Click the icon to return to normal view.

2. On the Menu Bar, click File, then Package for CD.
3. When the **Package for CD** window appears, type:

My Movies

in the **Name the CD** box.

**Tip:** *The PowerPoint Viewer allows you to run presentations on computers that don't have Microsoft PowerPoint installed.*

*The PowerPoint Viewer is included by default in this process.*

4. Insert a CD into its drive, then click the **Copy to CD** button.
**Tip:** To save the full presentation with the viewer on your computer, so it can be emailed, etc., click the **Copy to Folder...** button.

*Click the **Browse...** button, then navigate to the desired location.*

*Click **Select**, then the **OK** button.*

5. Close the presentation.
Practice:
Preparing Live Presentations

1. Open the Seasons presentation.

2. On the first slide, add the following speaker’s note:

   Officially, winter begins on December 21, Spring on March 21, summer on June 21, and fall on September 21.

3. Add the following note to the Seasonal Weather slide:

   Note—These pictures come in one by one. You need to click to advance each one as you talk about it.

4. Print out the speaker’s notes pages in grayscale.

5. Save the presentation to CD.

Glossary

Chart
A visual representation of data which may be in several formats, including line, bar, pie, etc.

Clip Organizer
Microsoft’s search and store place for clip art, pictures, sounds and animations. Varies from computer to computer, depending on installation.

Clip Art
Colorful, cartoon-like pictures, available for insertion into your presentations. There are no copyright issues using the clip art included with the software.

Content icon
An icon composed of a group of smaller icons that are pre-programmed to allow quick insertion of a table, chart, clip art, picture, diagram, or media clip.

Diagram Gallery
A group of tools that make it easy to insert various diagrams: Cycle, Target, Radial, Venn, and Pyramid.

Drawing Toolbar
A bar with buttons and options for carrying out drawing-related commands.

Handouts
Automatically produced creations to accompany PowerPoint presentations showing miniature versions of the slides. May be 1, 2, 3, 4, 6 or 9 slides per page. The 3 per page view automatically creates lines for note-taking.

Master slide
The template for the slide presentation. Contains font styles, graphics, dates, or other footer information which will appear on every slide in the same place.
Normal View
The main editing view for writing and designing your presentation.

Pack and Go
PowerPoint’s ability to compact a presentation for download to disk and brought to another machine. Adding PowerPoint Viewer to the process allows the program to be used on a PC that does not have PowerPoint installed on it.

Presentation
Series of PowerPoint slides.

Slide
Single “page” of a PowerPoint presentation.

Slide Layout Pane
An arrangement of pre-formatted slide layouts that allows you to select the layout of a slide.

Slide Show View
A view of all the slides in the presentation the way an audience would see it.

Slide Sorter View
A thumbnail view of all the slides in a presentation. May be used to rearrange slide order or add transitions and animations.

Table
Grid used to contain information in rows and columns.

Template
Pre-set layout. In PowerPoint there are slide templates, and presentation templates. The presentation templates contain suggested content.
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