Quick introduction to Microsoft PowerPoint

A Step-by-step guide to creating a Professional PowerPoint Presentation

Created by Cruse Control creative services
Tel +44 (0) 1923 842 295
training@crusecontrol.com
www.crusecontrol.com

Quick introduction to Microsoft PowerPoint

A Step-by-step guide to creating a Professional Presentation
(These instructions apply directly to PowerPoint 97/98. There may be slight differences when using Office 2000.)

Microsoft PowerPoint may seem a bit daunting to some – but despite the many menu commands and just as many buttons, you can create a Professional Looking presentation with just a few simple commands (using your own backgrounds, layouts and typefaces – not by having to use the templates given to you by Microsoft).

This basic tutorial is not meant to be an in-depth PowerPoint training session, it will just give you enough information to be able to create the type of professional presentations you see on a regular basis. It will also give you hints and tips that you will not get in the PowerPoint help screens, but have been found out by hours of actually using the software to create presentations.

Many commands can be accessed by menus as well as by buttons on toolbars and also by using a right mouse click (ctrl click on a Mac). This tutorial mainly uses Menu based commands, and encourages you to look at the toolbars in your own time to find out other ways of performing the same tasks.

This tutorial is designed to be applied in order whilst you are creating a presentation.

Follow this step-by-step guide to create a presentation:-

To Start:

Double click the PowerPoint icon to open the software

Creating a new presentation

You will usually get a dialog box that says 'Create a new presentation using…' at the top.

Choose the third on the list 'Blank Presentation' then click 'OK'

You will then be presented with a NEW SLIDE screen – select the second slide from the left at the top – it is the standard 'bullet points with a title' slide layout – called a ' Bulleted list'. Then click OK.

(TIP – clicking on any of these slides on this NEW SLIDE screen will show you the name of the slide type in the bottom right of the screen)

If you do not get the 'create new presentation using…' screen – select FILE, NEW and you will then be presented with the NEW SLIDE screen.

Checking the page set-up

You will need to check that your presentation is set to an 'ON-SCREEN Show'.

Choose FILE, PAGE SET-UP.

The dimensions for an on-screen show are 24cm x 18cm (10 inches x 7.5 inches) Orientation should be set to LANDSCAPE for the slides, and preferably PORTRAIT for the Notes, Handouts and Outline.

Clicking the OPTIONS button on this screen will allow you to set up the printer settings – make sure your printer is set to A4 paper size (or US equivalent) and the orientation is Landscape.

If you wish to create a layout for your presentation other than an On-Screen Show, simply pull down the "On-Screen Show" menu and select accordingly. Make sure the slide orientation and the Notes, Handouts and Outline orientation are correct for the layout you have chosen.

Setting up the Master Page

The key to your presentation is setting up the MASTER SLIDE correctly.

The Fonts, colours, background, bullet styles etc. that are set up on this page will be used by the entire document and will help the swift automation of your presentations.

You can, if necessary, override these settings on any individual slide, but setting up the MASTER SLIDE will enable the general look of the presentation of have consistency.

Click VIEW, MASTER, SLIDE MASTER.

Areas on the Master Page

You will notice that you have 5 text boxes on this screen.

They will be called :-

'Title Area for AutoLayouts'	This is where you set the styles for the title of the slides
'Object Area for AutoLayouts'	Set the area and typeface for the main body of the slides (the size of this area will determine the size of the graphs and the space used by the double-column formatted slides that can be seen on the NEW SLIDE layouts)
'Date Area'	Format the date of the slide print-out here if required
'Footer Area'	Put in any footer information
'Number Area'	Can be used for automatic page numbering

In general you will only need the first two boxes, and can delete the 'date' 'footer' and 'number area' by simply clicking on each one and pressing the backspace key to delete.

If you delete any of the boxes in error and want to put them back on the screen – simply click FORMAT, MASTER LAYOUT. You will then be able to select by checking the correct PLACEHOLDER and it will re-appear in its default position on the screen. Click OK when you have finished with this MASTER LAYOUT box.

Setting the Layout on the Master Page

Each area on the Master Page can be moved by clicking on it and dragging it with a mouse.

You can adjust the size of any box by clicking on it and pulling in or out the white boxes that appear on the edge.

To format the boxes you can select the box you wish to format, by clicking on it once with the mouse, then go to FORMAT, AUTOSHAPE. (You can also double click the edge of the shape to get this screen to appear).

In the box that appears you have 5 tabs:-

Colours and lines	FILL: Choose a colour to fill the box, or leave on NO-Fill You can also choose for the fill to be semi-transparent. LINE: Choose a line colour, style and weight, if you want the line dashed or if you want connector styles choose accordingly

ARROWS: if your AutoShape is a 'LINE' you would have the option of using different arrow styles at either end.

Size

SIZE and ROTATE: you can define the actual size of the box in CM or INCHES by adding CM or IN to the end of the numbers entered into each box. You can also rotate certain shapes, such as lines.

SCALE: Define the height and the width in percentages. If you have 'Lock aspect ratio' selected it keeps the proportions of the object in relation to the original proportions. You can scale a picture relative to its actual picture size by selecting the check box 'Relative to original picture size' otherwise it will Scale according to its current size.

ORIGINAL SIZE: This allows you to see the original size of a picture, and you can then decide to re-set it back to its original size.

Position

POSITION ON SLIDE: type in the position of the top left corner of the object in relation to either the 'Top Left Corner" of the slide or the "Centre" of the slide. You can use either CM or IN as measurements again.

Picture

If you have a PICTURE selected, then the picture tab will be active, otherwise it will be greyed out.

CROP FROM: allows you to crop the edges of the image that you have imported

IMAGE CONTROL allows you to adjust the colour settings and the brightness and contrast of images.

The best quality of images to use are PC format TIF files, set to 72 DPI for background images and created at the correct size (i.e. 10 inches by 7.5 inches for all full background image) and 144 dpi for smaller images – to ensure high quality of image on screen. The 144 dpi images will come in at twice the size of the 72 dpi images, regardless of the size they were created, so it is necessary to reduce the SIZE of the image by 50%. For screen shows, all images must be RGB (Red Green Blue) format, not CMYK.

You can adjust the Picture too by select the picture toolbar: VIEW, TOOLBARS, PICTURE, Hold your mouse over each button to see what it does before selecting it.

| Text Box | Text anchor point: choose from the pull-down menu (which starts with Middle), the position that text starts from. |

INTERNAL MARGIN: In the majority of cases it serves well to set the internal margin of the box back to '0' for all settings on the text box, as it will help you to line up your text better. Unless of course, your text box has a FILL and a LINE border in which case you will want the text to be slightly in-set from the outside of the box.

'Word Wrap text in AutoShape' is essential as it stops the text from falling off the side of the slide.

'Resize AutoShape to fit text' will make the box bigger and smaller depending on how much text it has, turn this off if you want the box to stay a set size.

'Rotate text within AutoShape by 90 degrees' turn this on if you want the text to run down the page rather than across.

Setting text bullet points and their hierarchy

In the 'Object Area for Layouts' you can change the bullet point styles for each level of text on your slides, as well as setting the indentations and type style.

To set the indentations

If no ruler is present on the screen select VIEW, RULER.

Click on the bullet point area of the slide and select the first row.

You will notice that on the ruler are silver arrows pointing down and silver arrows pointing up. The top arrows show you where the first line of a bullet point starts, the bottom arrows show you the bullet point indentation.

From left to right on the ruler:- the first set of top and bottom arrows are for the First bullet point, the next set are for the next bullet point and so on. Test moving them from left to right to see the effect they have on the text in the box.

Each level of bullet points must be slightly indented from the previous set, they can not overlap.

Line Spacing

To set the space underneath each bullet point – click on the bullet point line you wish to amend. Select FORMAT, LINE SPACING. Then you can amend the Line Spacing and the space Before paragraph, and After paragraph. To check before confirming, select Preview. When you are happy click OK.

Setting the bullet point style

Select the row that you want to amend the bullet style on.

Select FORMAT, BULLET…

On the top left of this screen you can select whether or not the bullet style is to be based on the font you have selected for the body of the text ([normal text]); or you can use the pull-down menu here and select any of the Symbol or Wingdings styles available. Choose the bullet point style from the large character grid at the bottom of the BULLET screen. You can set the colour and size of the bullet here too. When you are happy, click OK.

You can change the font for each level of the bullet points too by selecting the bullet point row with your mouse and clicking on FORMAT, FONT.

Adding a background image to your Master Page

If you want a photographic background, the image that you select to fill your master page must be created at the correct size. For example: if your page layout is 10 inches x 7.5 inches – the image you use must be this size, set to 72 dpi (dots per inch) to get the best screen resolution. TIFF files in PC format (even if you are using a Mac) are best for this. It must also be RGB, not CMYK.

To insert a picture, select INSERT, PICTURE, FROM FILE. Then search on your machine until you find the image and place it accordingly.

Make sure that the image is positioned correctly at the top left corner of the slide.

To get the image to sit behind the text, check that you have a toolbar at the bottom of the page that starts with 'DRAW' – if you do not, go to VIEW, TOOLBARS, and select the DRAWING toolbar to make it appear. Click on the DRAW box and a menu will appear, chose ORDER, SEND TO BACK.

Now you will be able to use the INSERT, PICTURE command to bring in any Logos and position them on the page correctly. If you need a transparent background on a logo, you can select the 'set transparent colour' tool on the PICTURE toolbar (VIEW, TOOLBARS, PICTURE) is the button second from the right. You then use this to click on the background colour of the logo, and it makes the colour transparent. This only works on flat colours, not graduated backgrounds, as it is selecting just ONE colour to make transparent.

Setting the default colours of the presentation

You can select your own colour scheme to run through the whole presentation. This will affect all your Charts, Text boxes and AutoShapes.

Select FORMAT, SLIDE COLOUR SCHEME.

The Colour Scheme box will appear. You can either select a STANDARD colour scheme by clicking the correct box and selecting APPLY TO ALL, or you can create a CUSTOM colour scheme.

To create a CUSTOM colour scheme select the CUSTOM tab. You can then select each colour individually and using the CHANGE COLOUR button, you can either select one of the 88 standard colours, or create your own colour using the CUSTOM colours. Make sure if you use the CUSTOM colours, that the Projection method of your final presentation, and the computer you will be using, is going to be set to greater than 256 colours, otherwise they will not show correctly and will default to the closest colour available.

On the bottom right of the CUSTOM tab, you will be able to see the new colour scheme in relation to the rest of the slide building up as you change each colour.

Creating a new TITLE SLIDE layout

If you wish, you can also set up a format for your TITLE SLIDES by selecting VIEW, MASTER, TITLE MASTER. Then adjust the layout using the instructions above

Creating each slide

Once you have set up the Slide Master and the Title Master you are now ready to begin building your presentation.

Go to VIEW, SLIDE (or select the far left button at the bottom of the page – it looks like a rectangle with rounded corners)

You can change the style of your current slide at any time by selecting FORMAT, SLIDE LAYOUT, and choosing the slide format you wish to use.

You can begin to type in your text directly on to the slide, or you can go to VIEW, OUTLINE (second button from the left – at base of screen – looks like a list of lines). Here you will be able to type in the copy of each slide and see the content of all the slides on one screen.

The Controls for the OUTLINE are:
Carriage return creates a new slide, unless you have pressed a TAB (which indents to the bullet points), in which case it creates a new bullet point.
Each time you press TAB it goes to the next hierarchy in the bullet point list. i.e if you have pressed TAB TWICE, you will be on the SECOND LEVEL If you do not press tab at all, the text entered will appear as the title of the slide. To get back to a previous hierarchy (e.g. go back to First level bullet from creating a second level bullet) press SHIFT KEY and TAB at the same time.

Creating Picture Slides
If you want a slide to have an image, simply create it to the correct proportions, save as Tiff file as stated above and use IMPORT, PICTURE, FROM FILE.

The title for this slide will still appear in the outline, but you will not see the image in the outline as it only contains text.

Creating Spreadsheet slides
Although there is a facility for including Excel spreadsheets in the slide to create a table of numeric information, (i.e. a balance sheet or profit and loss summary) from experience it is far easier to get used to using the TABS and create the information in a text box on the screen. Make use of the Left, Right, Centre and Decimal Tabs. These tabs are on the top left of the ruler (VIEW, RULER) and become visible when you select the text box.

<u>Tab styles</u>
The first tab (left align) looks like an L-Shape, click on this and the tabs will rotate through Centre Tab, Right Tab and Decimal Tab. When you have the correct tab selected, click on the ruler to place the tab, you can then drag this left and right until you are happy with its position.

<u>To create an additional text box</u>
On the DRAWING toolbar there is a button that looks like a piece of A4 paper with a capital A in the top left corner, this is the TEXT BOX tool. Click it and draw a box on screen. Format the box using the FORMAT, AUTOSHAPE command, or by double clicking on the edge of the box.

<u>NOTE</u>: TABS can only be set for <u>each</u> text box. If you want different tabs for the titles of the columns than you require for the bulk of the table, you must create two text boxes, and position them either by using the DRAW, ALIGN commands or by using the FORMAT, AUTOSHAPE, POSITION commands.

<u>Creating Graph (Chart) Slides</u>
When selecting the INSERT, NEW SLIDE command to create a graph slide, select the second slide down on the right hand side – called CHART.

Double click to add chart as per the instructions on the screen.

You will be presented with a DATASHEET to input your data into. (if the Datasheet is not on the screen select VIEW, DATASHEET)

<u>Chart Styles</u>
Once you have filled in your data select CHART, CHART TYPE. Here you can view all the different options of charts and press the 'Press and hold to view sample' button if you wish to see a preview. You will notice that the colour scheme will be the same as the colour scheme you selected on your MASTER SLIDE layout.

(When you get more experienced you may want to experiment with creating your own CUSTOM CHART styles and saving these for future use. Simply press the CUSTOM STYLES tab in the CHART STYLES box.)

To format the Chart first select CHART, CHART OPTIONS. You can see on the right hand side of the screen the effects of applying any of these formats. This screen only allows you to do basic formatting, to refine further see below.

Refining the Chart format

To refine the format of the chart, on the STANDARD toolbar on the top left there is a pull-down menu that allows you to choose each area of the chart. Once you have selected the area of the chart you wish to amend, select FORMAT, SELECTED CHART AREA. And then you can apply any of the options available on the tabs. (When you get used to using charts you can select each area of the chart with your mouse.)

Text on Charts

The text size that you select does not always reflect the actual size you see on screen. If you have re-sized the chart, the text selected at (for example) 18 point, may only seem to be 16 Point when you come back to the slide, so watch for this.

Also – if you re-size the chart but it is not in proportion to the original size, the text will be squashed or stretched accordingly, so always re-size a chart by dragging one of the corners to ensure that the horizontal and vertical measurements increase by the same percentage.

Legend (Key)

You can turn the legend off and on, by using the LEGEND button on the STANDARD toolbar (fourth button from the right). You can also manually drag the legend to wherever you want on the chart, as well as positioning it using the FORMAT, LEGEND command.

Plot area

You can click on the PLOT AREA of the chart and drag the black boxes on the outside to make the chart fill more of the area available. This will not adjust the size of the fonts so it is quite a good way of customising the size of the chart.

Adjusting the 3D view

Click on CHART, 3D VIEW to adjust the depth of the 3D view if necessary.

NOTE: DO NOT COPY THE CHART to another slide to amend it. Settings such as Text formats etc do not work properly if you do this. Instead, select INSERT, DUPLICATE SLIDE then double click the Chart on the duplicate slide and input the new data. This will ensure that all the formatting is kept identically to the previous slide.

Creating Organisation Chart slides

There is a format for creating automatic Organisation charts, but these can be more frustrating than useful. The best way to create an organisation chart is by Drawing text boxes and aligning them yourself using the tools on the DRAW toolbar.

Chose the TITLE ONLY slide format when creating a NEW SLIDE (second from the right at the bottom)

Choose the TEXT box tool on the DRAWING toolbar.

Draw a text box and amend the style of the box using the FORMAT, AUTOSHAPE commands. Duplicate this box as many times as you need to for each person you need to add to the Organisation Chart. Enter names as appropriate.

Using the DRAW, ALIGN or DISTRIBUTE commands select the relevant boxes and align them on the screen.

You can turn on the DRAW, SNAP, TO SHAPE commands to help you draw the connector lines between the boxes using the LINE tool from the DRAWING toolbar. This will help the lines snap to the boxes.

Using the Drawing tools

Experiment with the tools on the DRAWING toolbar, you have various AUTOSHAPES. ARROWS etc can be adjusted in their style by clicking the yellow diamond that is on the screen when it is selected and most shapes have this facility.

SHADOWS and 3D effects can be added to any shape with the tools on the far right of the DRAWING toolbar.

NOTE: To draw a perfect SQUARE, click on the shift key whilst you draw the rectangle shape, and this will constrain the proportions to a SQUARE, To draw a perfect CIRCLE, use the OVAL tool and click on the shift key whilst drawing the oval.

Changing the order of your slides

To change the order of your slides, you need to go to the SLIDE SORTER VIEW. Either by selecting VIEW, SLIDE SORTER, or by selecting the third button from the left at the bottom of the screen in SLIDE VIEW – (it looks like four mini rectangles).

You can then move the slides around by simply clicking on a slide and dragging it to where you need it to be.

Viewing the presentation

Select VIEW, SLIDE SHOW to watch the presentation. (or select the far right button on the bottom of the slide – it looks like a projector screen). One mouse click will move you forward through the presentation. The UP and DOWN cursors will take you back and forward through the presentation. Escape key puts you back into slide view.

Changing the Transition of slides

You can create blends, bring each bullet point of a slide in separately and also create animation effects for each element of the slide if you wish.

To create general transitions that apply to many slides, go to SLIDE SORTER view and select the slides to which you want to apply the transitions.

Select the pull-down menu on the top left that says NO TRANSITION and choose a transition style. You can also choose an effect for each bullet point by selecting the menu called NO EFFECT and choosing one of the effect styles.

NOTE whilst these effects seem like a good idea, put yourself in the shoes of the audience when deciding what effects to use, they can get a bit overpowering after the first two or three slides. Use selectively for impact.

Animating slides

When you are in SLIDE VIEW you can go to SLIDE SHOW, CUSTOM ANIMATION to change the animation and sound settings for each element of the slide. The PREVIEW button on this screen shows you the animation – but in an accelerated format – so do not expect your final slide animation to be as quick as what you see here. For a proper preview, go to the SLIDE SHOW view and actually play the slide through.

On the TIMING tab on the CUSTOM ANIMATION is a list of all the slide objects that are not currently animated. At the top of the screen is a list of the ANIMATION ORDER. You can drag these items up and down the list by clicking on them and clicking on the arrows to the right.

To animate an object click it in the timing tab (look on the top right of the screen and you will see the portion of the slide you selected) and click on ANIMATE in the START ANIMATION section. Then click on the EFFECTS, CHART EFFECTS and PLAY SETTINGS as necessary to further refine your animation. Once these have been set you will see your selection in the ANIMATION ORDER.

Adding buttons and Hyperlinks

You may wish to add BUTTONS and HYPERLINKS.

You can either draw a shape or write some text and go to SLIDE SHOW, ACTION SETTINGS and choose how you link and where you link to.

You can also just to go SLIDE SHOW, ACTION BUTTONS and this will create a button on screen with the image you have selected. This will then give you the ACTION SETTINGS screen. You can amend the colours and fills of the button using the commands on the DRAWING toolbar.

Speaker Notes

To amend the layout of the speaker notes go to VIEW, MASTER, NOTES MASTER and adjust the size of the slide view, the fonts and the text box size for the speaker notes.

To type text into the speaker notes for each slide go to VIEW, NOTES PAGE on the slide that you want to add text to. Type your notes in the text box.

Handouts

To amend the layout of HANDOUTS go to VIEW, MASTER, HANDOUTS MASTER. You should get a toolbar which allows you to show two, three or six slides on a page.

Printing the Slides

Your page set-up should be correct for printing the slides, as this should have been set up at the beginning. If you wish to amend this – go to FILE, PAGE SETUP.

To print the slides, select FILE, PRINT. For proofing it is a good idea to print out two slides to a page or even four slides to a page, and this will then not waste paper. You can print out SLIDES, HANDOUTS, NOTES PAGES and the OUTLINE.

Each printers software is slightly different but ensure you check all the Microsoft PowerPoint options and the Options button if there is one.

If you choose to print out in black and white, any white text will print black and and black /dark backgrounds will print white. Quite often it is better to let the slides print normally and then they will print in greyscale for proofing.

<u>More about POWERPOINT</u>

The instructions above will help you create a basic professional PowerPoint presentation. You have been introduced to all the main menus you will need in order to create a presentation. It is now up to you to experiment with all the Toolbars and Menu items to see what other enhancements you want to make and what tools you want to use.

A couple more tips:-

<u>Overriding Master Slide settings</u>
You can update the fonts and colours on any slide, but this will not then be reflected on the master page. To update a style so that it affects all slides, you need to go to the SLIDE MASTER and amend the style there.

If you have tried to update a style on a particular slide because you wanted it to be different from the master slide, but then change your mind, you can re-apply the original master settings by going to FORMAT, SLIDE LAYOUT and selecting REAPPLY.

<u>Removing the Background images from a slide</u>
Select FORMAT, BACKGROUND and the select OMIT BACKGROUND GRAPHICS FROM MASTER and select APPLY.

<u>Auto content wizards and Templates</u>
You can also start your presentation by using an AUTO CONTENT WIZARD or a TEMPLATE when you create a new presentation. All the instructions provided above will still help you enhance the look and feel of your presentation.

Happy PowerPointing!