



Introduction to PowerPoint

Overview	1
The PowerPoint Working Workspace	2
About PowerPoint Slides.....	2
Creating a Basic Presentation.....	3
Moving from slide to slide with in your Presentation Workspace	4
Adding a Design Template.....	4
Working with Bulleted Lists	5
Applying / Removing Bullets and Indentation.....	5
Adjusting the spacing of Bullets and Indentation	6
Editing, Copying, Moving and Deleting Slides	6
Adding Transitions to a Presentation	7
Animating Text.....	7
Viewing your Presentation	8
Saving Your Presentation.....	8
Options for Printing Your Presentation.....	9
Frequently Asked Questions	10
Instructional Technology at the University of Hartford.....	14

Overview

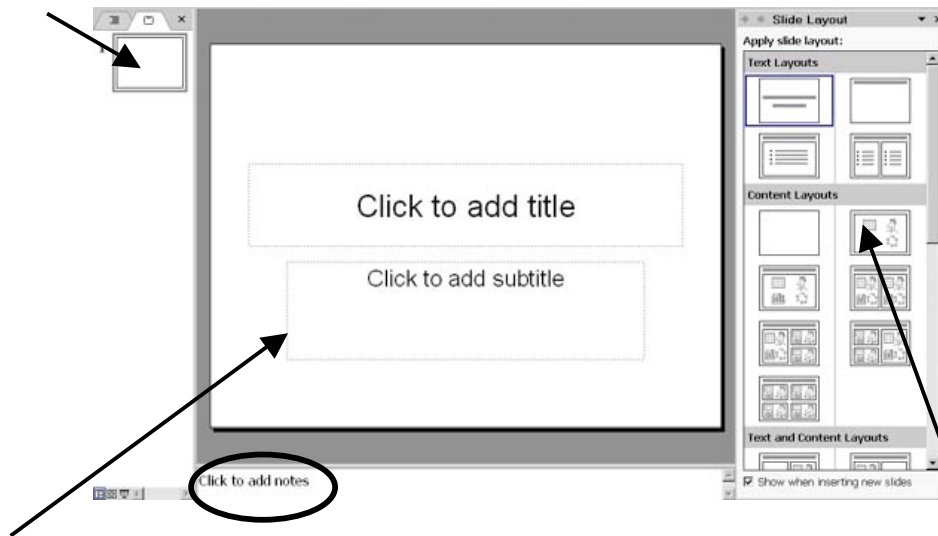
PowerPoint is a program that creates presentations or slide shows and is essentially an update to the overhead projector and/or the slide projector. Some things to note about it are as follows:

- **File Format** – the file extension for PowerPoint presentations is (.ppt).
- **Presentation Composition** – PowerPoint presentations are composed of slides. One PowerPoint presentation is composed of many slides.

The PowerPoint Working Workspace

PowerPoint menus are similar to other Microsoft applications, so you should see similarities in them such as File, Edit, View, etc. There are 4 basic working areas within the PowerPoint window. They are pictured as follows:

1. The **Slide Outline** – shows a list of all the slides in your presentation. This window runs along the left side of the screen.



2. The **Slide Design Area** – this is the area where you will create your slides

3. The **Task Pane** – the contents of this area are dependent on the current task. This task pane runs down along the right side of the page. For example, if you are creating a new slide, you will see all possible slide formats listed here. You can switch task panes by clicking on the drop down arrow and selecting the task you want to perform.

4. The **Notes Area** – (see circle above) use this area to add personal notes to a slide. These notes can be printed so that you can refer to them during a presentation. The Notes area can be made smaller or larger by clicking on the divider and dragging it up or down.

About PowerPoint Slides

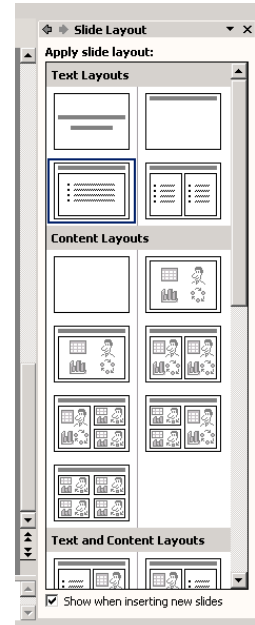
PowerPoint provides you with pre-formatted slides each one suited for a specific purpose. Some are for adding simple text, others for bulleted lists, and others are for adding pictures and charts. All you have to do is find the one you like and then type in the text, add the picture, etc.

Slide templates. All you need to do is choose the style for your slide and enter content. Typically, a PowerPoint presentation starts with a title slide.

Slide text boxes. Click into text boxes and type text. The fonts and font sizes for these boxes are preset. You do not need to change them. However, if you add more text than a text box can hold, PowerPoint will, by default, use an “Autofit” feature to shrink the text and make it fit the text box. Some slides have more than one text box. You do not have to use all of the text boxes, or delete them if you do not use them. The “Click to add text” prompt will not appear in your slide show.

Creating a Basic Presentation

1. **Open PowerPoint** from either your desktop or your Start menu.
2. **Type title in the textbox** where it says “Click to add title”. When PowerPoint opens, you are given a blank slide by default. This slide is formatted by default to be your title slide. Enter a title for your slide by left-clicking into the top text box and typing the title of your presentation.
3. **Enter a sub-title** if you wish in the second text box. If you do not enter a subtitle the words “click to add subtitle” will NOT appear in your slide show.
4. **Select Insert → New Slide** to add another slide to your presentation. From the menu, or click on the New Slide button on your toolbar. A new slide is added to your presentation pre-formatted with a bulleted list. Type in your title and the bulleted content.
5. **Add new slides as needed.** If you don’t want a bulleted list, you can choose an alternate layout. Look on the right side of the Task Pane. All possible slide layouts are shown in this area. If you do not like the current slide layout, explore this pane for another layout. To change the slide layout, click once onto the desired layout in the Task Pane.



The new layout will automatically appear within the slide you are currently working on.

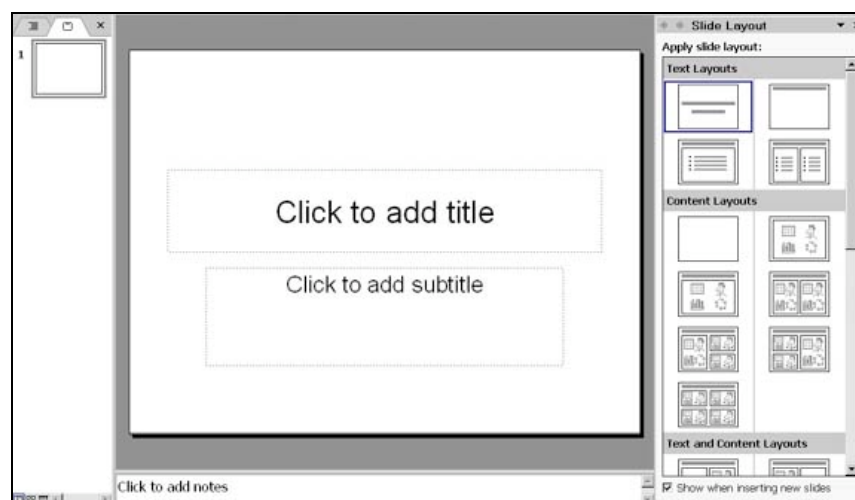


Figure: Title Slide with Text Boxes

Moving from slide to slide with in your Presentation Workspace

Along the left side of the screen, you are given an outline view of your presentation; all slides are listed in numeric order.

If you select any of the slides in this window, you will be able to “jump” to the slide you selected. That slide will appear in the main window for you to view and edit.

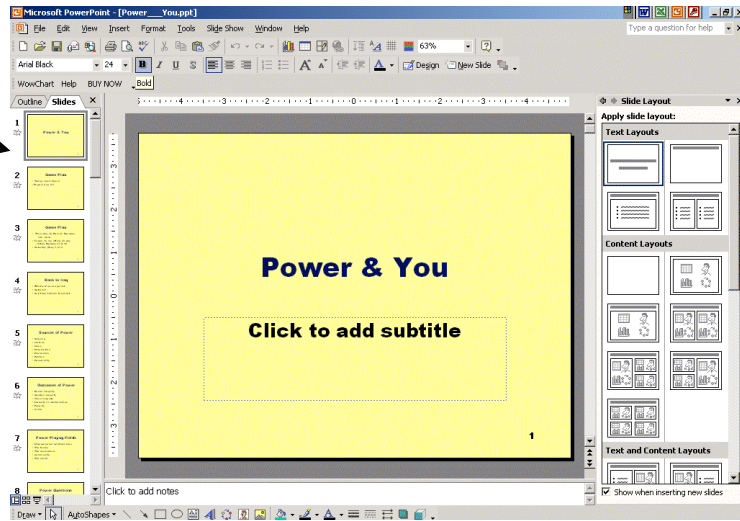


Figure: Slide Outline View in Task Pane

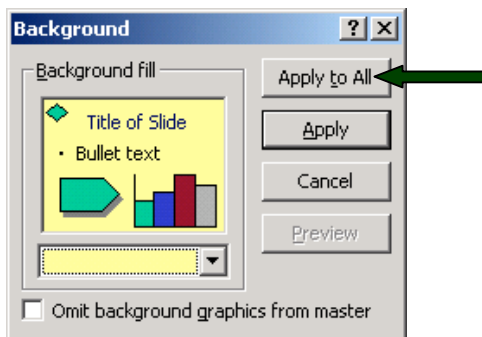
For example, if you are currently viewing the 5th slide in your presentation and you want to go back to the first, click onto the first slide in the outline list of slides. You will see the first slide appear immediately within the main window.

Adding a Design Template

Design Templates help to add some visual appeal to your presentation by applying pre-set color schemes for text and backgrounds that fit well together. This is helpful for those who don't have a graphic design background. PowerPoint has many designs you can choose.

To use a design template, do the following:

1. **Format → Slide Design.**
2. In the Task Pane, you will see all of the available design templates in PowerPoint.
3. Choose a Template by clicking onto it once. You will notice that all of your slides are now using that template.
4. If you ever want to change the template design, go back to **Format → Slide Design** and select another template from the template list.

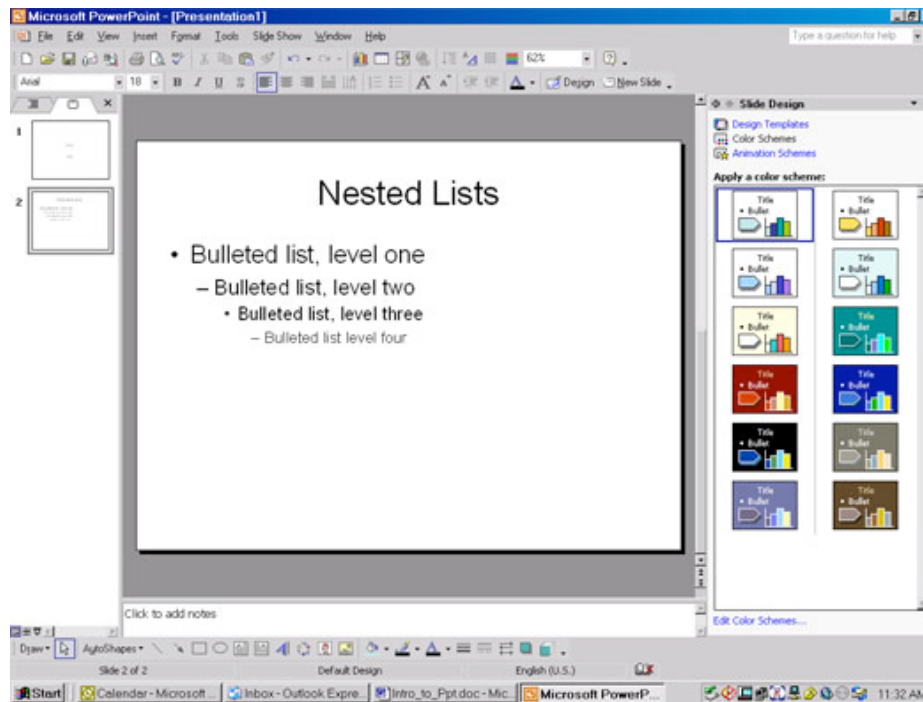


Some tips on working with Design Templates:

- The color scheme of any template can be modified by clicking on the “Color Scheme” link at the top of the Slide Design Task Pane.
- If you prefer something simpler, apply the “Blank” Design Template and go to **Format → Background**. Here you can choose a color for you background and apply it to all slides in your presentation.





Working with Bulleted Lists

If you are using the insert menu to insert slides, the text will be bulleted by default. Just as in Microsoft word, you can nest bullets. Each nested bulleted text will automatically be formatted with a different bullet style than the text above it. PowerPoint Design Templates determine the look and color of bullets for up to five levels of text.



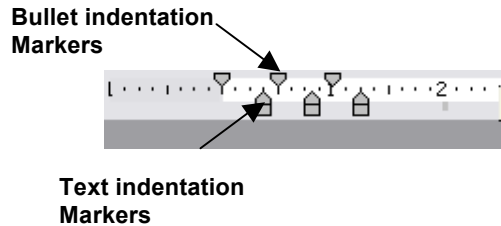
Applying / Removing Bullets and Indentation

You can easily adjust your bullet style, eliminate bullets, or change the indentation. To do so, select the line of text for the bullet you wish to change, then locate **Bullets and Numbering** under the **Format** menu. Here are detailed instructions for altering bulleted list.

 <p>To add or remove a bullet, click into the line of text where you want the bullet applied/removed, click on under the formatting toolbar.</p>	 <p>To change your bulleted list to a numbered list, click on the numbered bullet button on the formatting toolbar</p>
 <p>To indent or demote text to the next level, click on the increase indent button</p>	 <p>To remove and indent or promote text, click on the decrease indent button in the formatting toolbar</p>

Adjusting the Spacing of Bullets and Indentation

You can also adjust the spacing of your bullets or indents by using the ruler at the top of your slide. If the ruler is not visible, turn it on by going to **View → Ruler**. Click into your text box and the ruler will display markers for every level of bullet and indentation in that text box, which can be dragged to adjust spacing. The top three markers denote the position of the bullets and the bottom triangular markers denote the position of the text next to the bullets.



- To move an individual bullet or level of text, click on the appropriate marker and drag it to the right or left.
- To move both the text and bullet of a level together, click and drag the rectangle below the corresponding text indent marker for that level.

Editing, Copying, Moving and Deleting Slides

To edit an Existing Slide, do the following:

1. Find the slide you want to edit within the Slide Outline. Click onto the slide you want to edit. The slide you selected should now appear within the Slide Design Area.
2. Click into the text boxes to change the text on the slide.

Sometimes it is easier to copy and edit a slide that has a lot of formatting than to recreate and reformat a new slide. To copy a slide, do the following:

1. From the Slide Outline on the left side of the screen, select the slide you want to delete by clicking on it.
2. Go to **Insert → Duplicate Slide**.
3. A duplicate slide is inserted and ready to be edited.

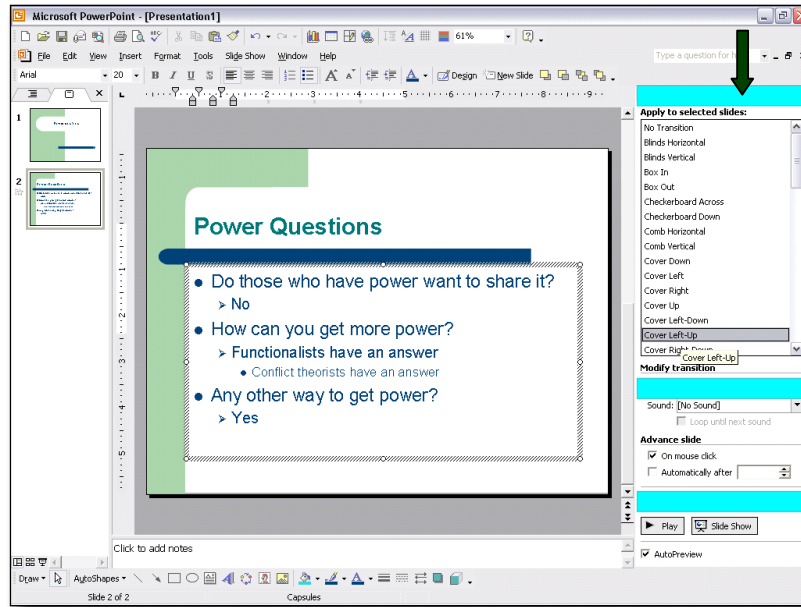
To move a slide to a new position in the slide show, do the following:

1. From the Slide Outline on the left side of the screen, click on the slide you want to move. When you click, do not let go of the mouse button.
2. Drag the slide up or down to its new position, holding the mouse button down. You will see a line above the pointer that indicates the new position of the slide.
3. When the slide is in the position you want it, let go of the mouse button.

To delete a slide, do the following:

1. From the Slide Outline on the left side of the screen, click on the slide you want to delete.
2. Go to Edit → Delete Slide.

Adding Transitions to a Presentation



Slide transitions are an easy way to make your presentation look polished and professional. For most purposes, it is best to apply the same transition to all slides, as this will enhance the visual consistency provided by the design templates.

Try to keep slide transitions simple or they will distract from the content.

1. To apply a slide transition, go to **Slide Show → Slide Transition**.
2. A list of transitions appears in the task pane on the right side of your screen. Click the transition effect you want. (a preview of the transition will play in the slide pane).
3. Under Modify Transition, set the transition speed (a preview of the transition speed will play in the slide pane).
4. Click Apply to All Slides.

Note: By default, slides are set to default on mouse click. Change this only if you are setting up a self playing kiosk or interactive presentation.

Animating Text

Controlling the timing of the appearance of text on a slide allows you to direct your audience's attention and prevents them from reading ahead while you speak. PowerPoint uses a feature called "Custom Animation" to give you precise control over when and how your text lines appear on screen.

1. Click on the slide you want to animate.
2. Click on the text box you want to apply an animation to...
3. Go to **Slide Show → Custom Animation**.
4. In Custom Animation task pane that appears on the right, click on **Add Effect → Entrance → (choose effect from list)**.


Note: If your text box has several levels of indented text, and you want more precise control over when each level appears, see the FAQ section at the end of this document for information on how to do so.

Viewing your Presentation

After you have finished creating your presentation, you are ready to view it.

To view your presentation as a slide show, do the following:

1. Go to **Slide Show → View Show** OR press **F5** on your keyboard.
2. Your presentation will now appear as a series of slides in a show.
3. Use the arrows on the keyboard to move through the slides.
 - a. Press the up arrow to move forward.
 - b. Press the down arrow to move backward.
4. When you are done viewing your presentation, press Esc to return to PowerPoint.

Tip: To start your presentation at a point other than the beginning, click on the slide you wish to begin at and then click on the “view presentation from current slide” button at the bottom of the slide pane. 

Note: You cannot edit your presentation in View mode. To edit, exit the presentation. This will return you to your edit mode. Never show a presentation in the edit mode!

Saving Your Presentation

To save your presentation, do the following:

1. Go to **File → Save As** (or **Save** if you have already saved it).
2. Choose a location to save your file and enter a name for in within the “File name” area.
Note: It is best to save your presentation in its own folder along with copies of any images or supporting files you may have used in the presentation.
3. Choose a file type. You have the following options:
 - a. Presentation – this is the default file type. The extension is .ppt.
 - b. Web page – save your presentation as a web page.
 - c. PowerPoint 97-2002 and 95 Presentation – save it in this format if you want to share your presentation with someone who is user an older version of PowerPoint.

Note: *There are other options for saving a presentation, but those options will not be discussed here. The one cited here is the most commonly used saving method.*

Options for Printing Your Presentation

Printing from within PowerPoint

To print your presentation, do the following:

1. Go to **File → Print**.
2. You now have to specify what you want to print. Here are your choices:
 - Slides – print one slide per page. This can potentially use a lot of paper if there are many slides within your presentation.
 - Handouts – print your slides into handouts. You can choose to have up to six slides per page. You can also select the order the slides are presented on the page. **Tip:** If you select 3 slides per page, PowerPoint automatically prints three slides vertically with lines to the right of the slide for your audience or class to take notes during your presentation. This is the only print layout that does this.

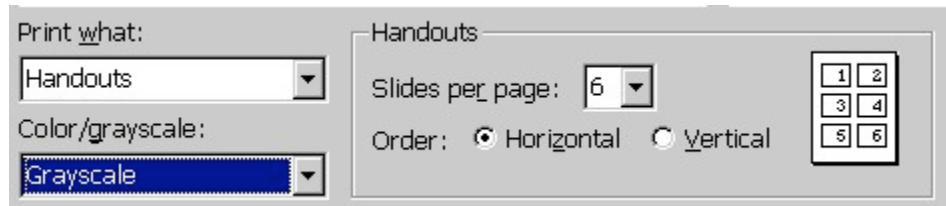


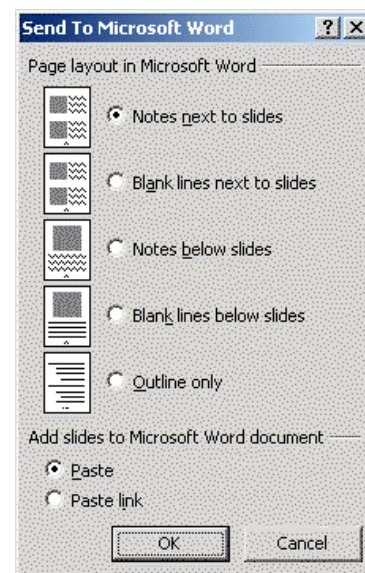
Figure: Printing Handouts from a presentation

- Notes Pages – if you decide to add notes to your slides, you can opt to print these out and refer to them while presenting.
- Outline View – print your slides in outline format with the title of the slide and each bulleted point listed below. If you have used images in you presentation, they will not be included.

Sending a presentation to Microsoft Word for printing

To bypass PowerPoint's printing restrictions (such as 1 slide per page, or only getting blank lines for note taking with the three slide handout layout) You can send your PowerPoint presentation to Microsoft word for printing. To do this:

1. Go to **File → Send To**, and then click Microsoft Word.
2. The Send to Microsoft Word Dialog box appears with several options.
3. Choose the layout that you want.
4. Microsoft Word opens with your document ready to edit and print.



Printing on a Macintosh

1. Go to **File** → **Print**. A small window opens.
2. Select “Microsoft PowerPoint” from the “Copies & Pages” drop down menu. See image below:

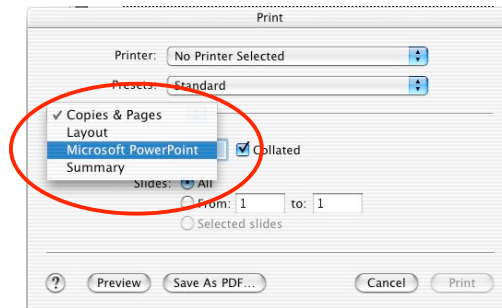


Figure: Selecting “Microsoft PowerPoint” from the “Copies & Pages” menu.

3. From the “Print What” section of the form, select the drop-down menu. See image below:

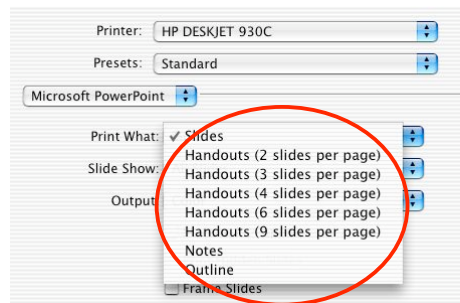


Figure: Selecting the “Print What” drop-down menu for Handouts options.

4. Select the Handouts option with the number of slides you want.
5. Click “Print” to finish.

Frequently Asked Questions

Working with Text

How can I keep my text from resizing as I type?

Turn off text AutoFit (this is on by default). When resizing is turned off, Microsoft PowerPoint will not reduce your font size and line spacing to fit spillover text into a placeholder.

1. On the Tools menu, click AutoCorrect Options.
2. Click the AutoFormat As You Type tab.
3. Under Apply as you type, do any of the following:
 - To turn off AutoFit for title text, clear the AutoFit title text to placeholder check box.

- To turn off AutoFit for body text, clear the AutoFit body text to placeholder check box.

I have text AutoFit on, but my title text is not fitting to one line.

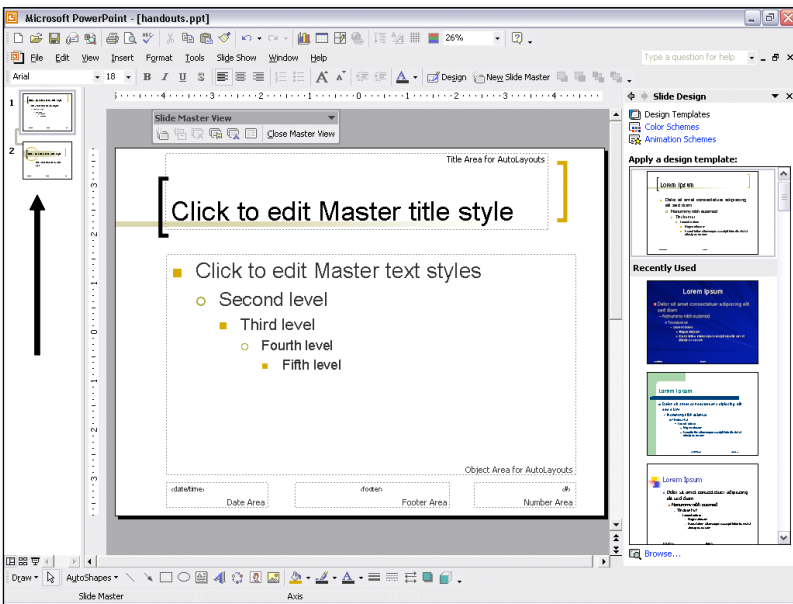
When title text resizing is on, title text is reduced by one font size level to bring spillover text onto one line. If the title text is too long, one reduction in font size might not bring all the text to one line, and text will spill over to the next line. In this case, you would have to shorten the title.

I have text AutoFit on, but text in my text box doesn't resize to fit as I type.

Text AutoFit applies to placeholder text only—title text and body text such as bulleted lists. It doesn't apply to text boxes, AutoShapes, or WordArt.

Working with Design Templates

Is there a way to make global changes (such as changing fonts or bullets) to the Design Template so that I don't have to edit every slide individually?



Design information is stored on a Master Slide, not on each individual slide. Therefore global changes to fonts, bullets, colors, etc must be made on the slide master. Individual changes (this slide only) can be made on the actual slide itself.

- To access the Master Slide, go to **View → Master → Slide Master**.
- When you change view the slide master, two Master appear in the left slide pane: Slide Master and Title Slide Master. The first one displays the design to be applied to all slides in the presentation EXCEPT the first slide. The second one is the TITLE slide master, which is applied to the title (first) slide only.
- To make global changes to the Design Template, select the portion of the slide (Slide Title, Text levels, bullets, etc) and reformat as desired. To apply the changes and return to working on your slide either click on the Close Master View button on the floating Slide Master View Toolbar or go to **View → Normal**.

Working with Animations

Since there is a way to apply the same transition to all slides, is there also a way to apply the same animation to all slides?

- PowerPoint offers preset animation schemes that can be applied globally to your presentation. To access them, go to **Slide Show → Animation Schemes**.
- An Animation Scheme task pane appears on the right side of your screen. Hold your cursor over the name of each animation scheme to see a tool tip explaining the combination of transitions/title/body animations in each scheme.
- Clicking on the animation scheme in the task pane applies it to the current slide only. Click on the “Apply to all slides” button at the bottom of the task pane to apply the Animation Scheme globally.
- To remove a global animation scheme, in the Animation Scheme task pane, select “No Animation” and click on “Apply to all slides”.



Figure: Animation Scheme Menu

How do I make each line of multi-level , nested bullet text appear individually on click, instead of having text grouped?

By default, when you click into a text box and apply an entrance animation, PowerPoint will have “level one” text and all sublevels of that text appear at the same time.

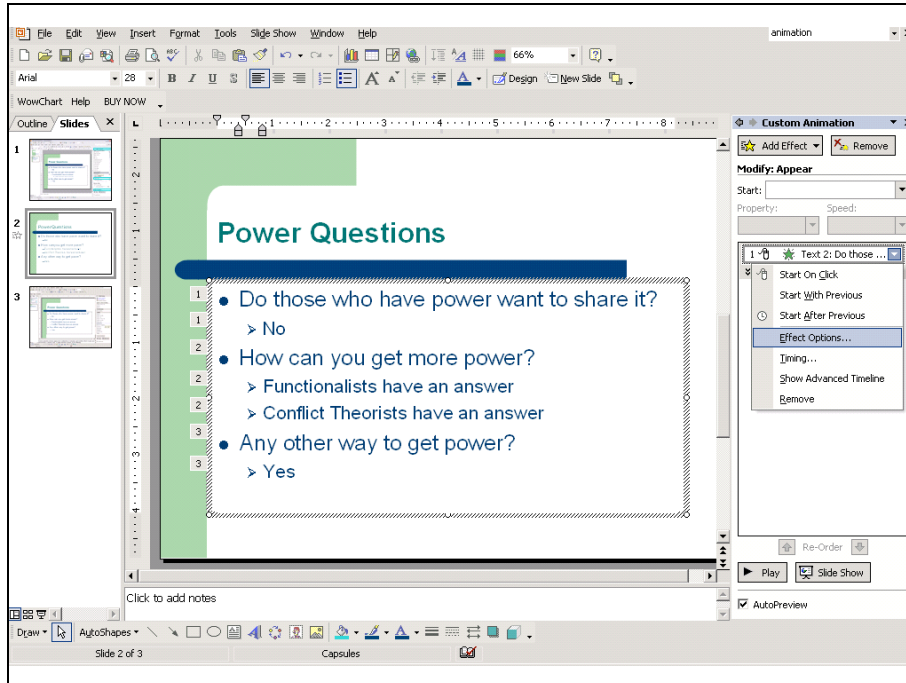


Figure: The Effects Options Menu

To adjust this, apply the animation and then do the following:

1. Click on the drop down arrow next to the first effect.
2. Select **Effect Options**
3. In the effect options dialog box, click on the third tab, “text animations”.
4. Select the highest level of text in your text box
5. Click **OK**.

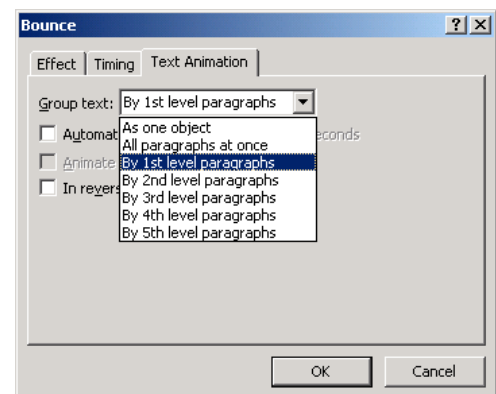


Figure: Text Animation Window

Instructional Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and support to faculty and staff who are using technology in instruction. FCLD administers the Blackboard Course Management System. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Please call 768-4661 to schedule appointments. **Director:** Lorelle Wilson

Phone: 768-4253

Email: fclد@hartford.edu

Website: <http://uhaweb.hartford.edu/fclد>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts