



# POWERPOINT

*A PowerPoint presentation has a consistent look from slide to slide with respect to its overall design and color scheme.*

## **A PowerPoint Presentation...**

A PowerPoint presentation consists of a series of slides. Each slide may contain different elements, including text, clip art, and/or a chart.

You can show the presentation on a computer using animated transition effects as you move from one slide to the next, or you can convert it to 35-mm slides or overhead transparencies.

## **Views...**

PowerPoint has five different views of a presentation.

The **SLIDE VIEW** displays one slide at a time and enables all operations for that slide. You can enter, delete, or format text. You can draw or add objects such as a graph, clip art, or an organization chart.

The **SLIDE SORTER VIEW** displays multiple slides on the screen and lets you see the overall flow of the presentation. You can change the order of a presentation by clicking and dragging a slide from one position to another. You can delete a slide by clicking the slide and pressing the Del key. You can also set animation effects on each slide to add interest to the presentation. The Slide Sorter View has its own toolbar.

The **OUTLINE VIEW** shows the presentation in outline form. You can see all of the text on every slide, but you cannot see the graphic elements that may

be present on the individual slides. The Outline view is the fastest way to enter or edit text, in that you type directly into the outline. You can copy and/or move text from one slide to another. You can also rearrange the order of the slides within the presentation. The Outline view has its own toolbar.

The **NOTES PAGES VIEW** lets you create speaker's notes for some or all of the slides in a presentation. These notes do not appear when you show the presentation, but can be printed for use during the presentation.

The **SLIDE SHOW VIEW** displays the slides one at a time as an electronic presentation on the computer. The show may be presented manually or automatically.

## **Adding and Deleting Slides...**

Slides are added to a presentation by clicking the **Insert** button on the standard toolbar. Choose **New Slide**, then the type of slide you want.

You can delete a slide from any view except the Slide Show view. To delete, select the slide by making it the current slide. Pull down the Edit menu, and choose the Delete Slide command.

To delete a slide from the Slide Sorter or Outline view, select the slide, then press the Del key.

### **Moving Around...**

Use the scroll bar on the right as an elevator to move up and down within the presentation. Click and drag the elevator to go to a specific slide. Release the mouse when you see the number of the slide you want.

### **Choosing a Design...**

Apply a design that enhances the presentation without calling attention to itself. Background colors may vary, but maintaining the same look and feel throughout a presentation is very professional.

### **Slide Content...**

It is much more important to focus on the content of the presentation than to worry about how it will look.

### **Adding Clip Art...**

The easiest way to add clip art is to change to the **Slide** view and move to the slide where the clip art will be placed. Click on the **Insert Clip Art** button, then select the desired image from the **Clip Art Gallery**. Click on the image, then the Insert button. Images may be resized by clicking on them to select, (squares will appear in the corners and along vertical and horizontal planes), then clicking and dragging one of the small squares. Proportion can be maintained if one of the corner squares is dragged towards (or away from) the opposite corner.

### **Drawing Toolbar Features...**

**Flip and Rotate...** You can rotate an object 90 degrees to the left or right, or you can flip an object on its vertical or horizontal axis. Not all clip art can be rotated. Select the object by clicking on it. Choose the **Rotate** tool from the Drawing toolbar, and click and drag on the green circles that replaced the little squares around the object.

**WordArt...** Dramatize titles on PowerPoint slides using this feature. Choose the WordArt button on

the Drawing toolbar. (It is the tilted letter “A”). A window will open with many WordArt choices. Make a selection by clicking on the image, then click on OK. The next window that opens is where font type and size are selected, and the text to be used in the WordArt is entered. Click OK. The WordArt will appear on the slide. WordArt looks best with just a few words.

### **Understanding Masters...**

The Slide Master allows you to control the global font styles, formatting, and placement of text on a slide. A slide Master, for example, may place all titles in the top center of each slide and use a 48-point Univers font to represent the titles. The text formatting and placement appears on the Slide Master. You can select one Presentation Template to obtain an overall look for your slides; then you can modify the slide master to change a particular element of that template. For example, you might like to reconfigure where all titles will appear on your slides after you’ve applied a template. Using Slide Masters creates consistency within a presentation.

For every presentation created, PowerPoint makes a set of masters available: a Slide Master, Title Master, Notes Master, and Handout Master. Masters correspond directly to the slides, speaker’s notes, and handout components of a presentation. Masters contain the elements that you want to appear on every component page.

To display a master, choose **View, Master**, which displays a submenu. From the submenu, select the Master of your choice. Notice that the left end of the status bar indicates which master is currently displayed. The Slide Master includes areas for master title, bulleted text, date, and footer text. Additionally, a company’s logo can be added to the master slide, and therefore to all the slides in the presentation.

Computing Services can be reached...

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