

INTRODUCTION TO POWERPOINT 2003: A STEP-BY-STEP PRACTICE GUIDE

Opening a New/Blank Presentation Slide

1. Locate Microsoft PowerPoint 2003 (PPT) in the following places:
 - Icon on the desktop
 - Go to START (bottom left of your screen), and it should be located on the left column of the menu window
 - Go to START, locate and click on ALL PROGRAMS, locate the MICROSOFT OFFICE button, and move your mouse over to the drop-down menu arrow (right pointing arrow). Locate MICROSOFT POWERPOINT and double click on it
2. Locate the TASK PANE window on the right side of your screen. Click on NEW PRESENTATION. A Title Page will appear. (Note: If your TASK PANE window is not on your screen, go to VIEW on your menu bar, locate and click on TASK PANE The TASK PANE window will appear on the right side of your screen

Saving a New Presentation/Creating a Title

- Go to FILE on the menu bar and click on SAVE, or
 - Locate the Save icon (a DISKETTE on the standard toolbar) and click on the icon
3. Name your file by typing in your file name in the FILE window
 4. Note that your file name is now located and identified on the TITLE BAR

Selecting a Slide Layout

5. Go to the top of your TASK PANE, and click on the drop down arrow
6. Locate SLIDE LAYOUT and click on it
7. Note the various options available:
 - Text Layouts
 - Content Layouts
 - Text and Content Layouts
 - Other Layouts
8. Select the first slide in the Text Layouts option for your Title Slide

Selecting a Slide Design

9. Go to the top of your TASK PANE, and click on the drop down arrow
10. Locate SLIDE DESIGN and click on it
11. Note the various options available
12. Click on the design slides to view slides
13. To select a design, just click on the desired design slide in the task pane

Selecting a Color Scheme

14. Go to the top of your TASK PANE, and click on the drop down arrow
15. Locate SLIDE DESIGN-COLOR SCHEME and click on it
16. Note the various options available
17. Click on the design slides to view color changes
18. To select a color scheme, just click on the desired color scheme slide in the task pane
19. Default font and size already available. These can be changed in the respective windows

Typing in your Title and Sub Title Text

20. Two ways to change font style and size:
 - Go to the Font Style and Size windows located in the FORMATTING TOOLBAR. Click on drop down arrow and make selection
 - Click on FORMAT in the Menu Bar and click on FONT. Make desired changes
21. Type presentation title by clicking on the “Click to add title” prompt in the Text Box on the screen. The cursor will appear. Begin typing.
22. Type subtitle by clicking on the “Click to add subtitle” prompt in the Text Box on the screen

Moving the Text Box

23. Move the Text box on the slide by moving the cursor on the line of the box. When a crossbar arrow appears, left click and drag the text box to the desired location on the slide

Enlarging or Reducing the Text Box size

24. Enlarge or reduce the size of the text box by clicking on any of the handles (dots) located on the four corners of the box. Left click and drag the text box to the desired size. Clicking on a corner handle will enlarge or reduce the box proportionately
25. Clicking on a handle located in the middle of the box line will only enlarge or reduce the box in a single direction

Inserting a New/Content Slide

26. Two ways to insert a new slide:
 - Go to the Menu Bar, click on INSERT, then NEW SLIDE. A new slide will appear on the screen
 - Locate NEW SLIDE icon on the Formatting Toolbar
27. The default slide is the first slide in Slide Layout, Content Option

Creating, Indenting, and Un-Indenting a Bulleted List

28. Bullets will automatically appear as you type text into a content slide
29. To change bullets, go to **FORMAT, BULLETS & NUMBERING**
30. Select the desired bullet style by clicking on the appropriate slide
31. Size and color of the bullet can also be changed at this time
32. Click OK when done
33. Tab right to indent a bulleted list or click on indent icon on the Formatting toolbar
34. Hit the **SHIFT** and **TAB** key to un-indent or click on the un-indent icon on the Formatting toolbar

Inserting Table, Chart, ClipArt, Picture, Diagram/Organizational Chart, or Media Clip

35. Select a Slide Layout in the Content option
36. Click on the desired icon option (table, clipart, picture, etc) to insert the file
37. Go to **LOOK IN** window to select the folder, then select the file in which the file to be imported resides
38. Click the **INSERT** button to complete the import process
39. The content of the imported file will now appear on the slide
40. Use the handles to adjust the size of the image to desired size or shape

Creating shapes and lines

41. Go to the **DRAWING TOOLBAR** located at the bottom of the screen
42. Click on the selected shape
43. Move to the desired location on the slide
44. Click mouse, hold and drag to the desired shape and size
45. Use the handles to resize of the shape or line
46. Use **Paint Bucket** icon to fill shapes with color or texture
47. Use **Line Size** icon to increase the thickness of lines
48. Use **Paint Brush** icon to change line color
49. Use **Font Color** icon to change font color

Creating WordArt

50. Click on **WordArt** icon on the Drawing toolbar
51. Click on the desired style and hit **OK**
52. Type text in the window provided. Font style, size, and format can be changed in the respective windows
53. Click **OK** to complete
54. Left click on the mouse to move the **WordArt** to desired location on the slide
55. Use handles to adjust the size of the image
56. Use **WordArt** toolbar options to change colors, edit text, change shape, etc.

Creating Slide Transitions or Animations

57. Go to Menu Bar and select SLIDE SHOW
58. Select SLIDE TRANSITION or ANIMATION SCHEME
59. Select desired action in the Task Pane
60. Select desired MODIFY TRANSITION options
61. Click Play to view action selected
62. Select desired ADVANCE SLIDE option
63. Click Apply to All Slides if desired for the entire presentation
64. Save file to save action(s) selected

Viewing a Slide Show

65. Go to Menu Bar and select SLIDE SHOW
66. Select VIEW in the drop down menu
67. Left click on mouse to advance slides if the “click mouse” advance slide option is selected. If not, slides will automatically advance at the time interval selected
68. Use next and previous arrows to advance to the next slide or return to the previous slide
69. Hit the Esc key to exit View mode

Printing Slides, Handouts, or Outlines

70. Go to Menu Bar, Print or go to the Printer icon on the Standard toolbar to select print options
71. Go to PRINT WHAT window to select print type, i.e., slide, handouts, note pages, or outline view
72. Go to COLOR/GRAYSCALE window to select print color. Select black/white option to save ink
73. If printing handouts, go to the SLIDES PER PAGE window to select the number of slides per page
74. NOTE: 3 per page option will provide handouts that contain 3 slides per page complete with lines for notes
75. Click PREVIEW button before clicking OK to print