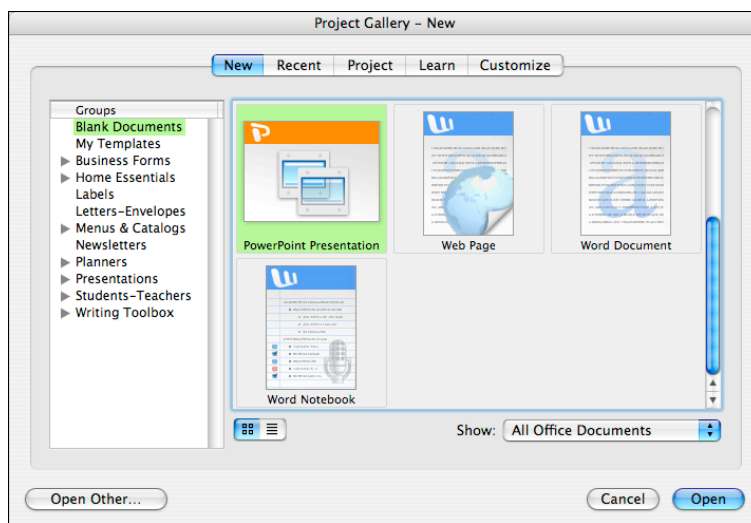# PowerPoint 2004

Launching PowerPointX

1. Start PowerPoint by clicking on the PowerPoint icon in the dock or finding it in the hard drive in the Applications folder under Microsoft Office 2004.
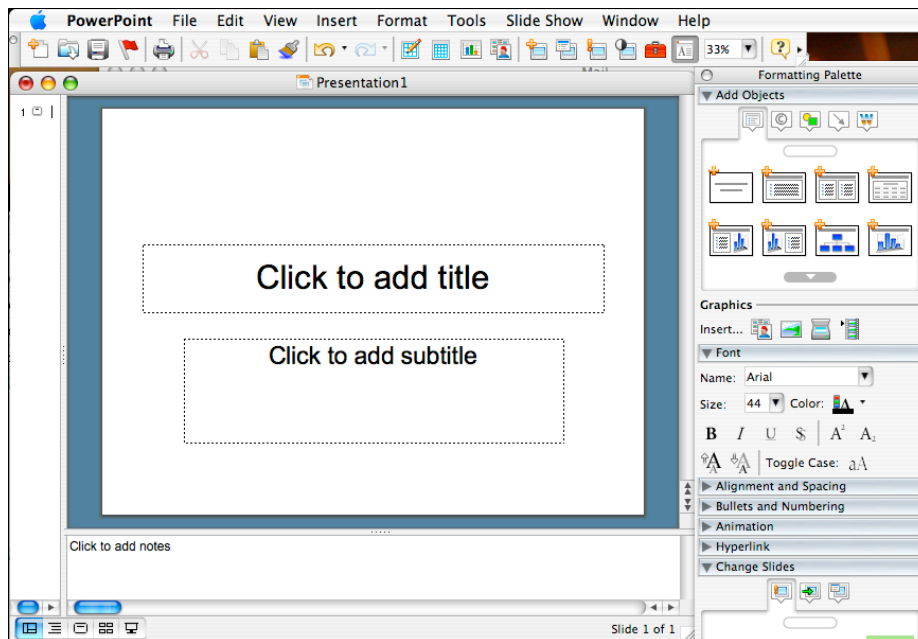
PowerPoint Environment

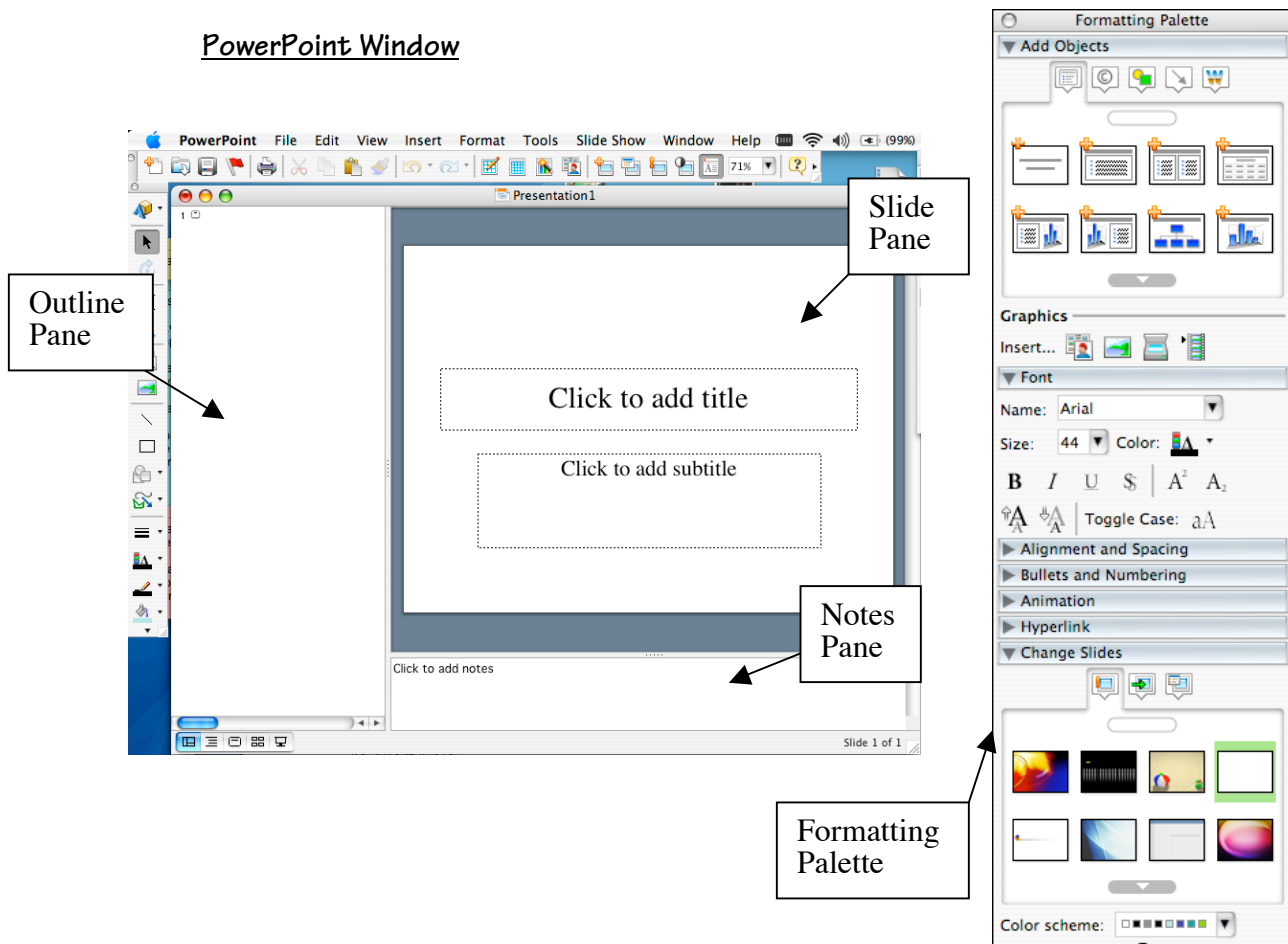When PowerPoint first launches, this is what you will see:

1. The Project Gallery window with the PowerPoint presentation icon already selected.
2. Click on **OK**.

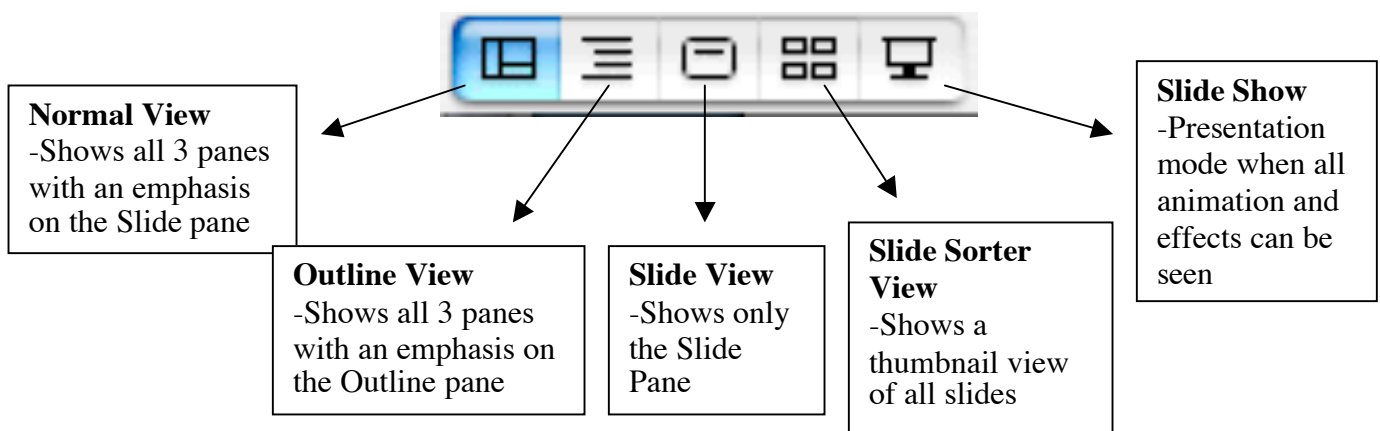3. Your computer should open up to a blank title slide:

PowerPoint Window

Outline Pane

Slide Pane

Notes Pane

Formatting Palette

Outline Pane – View of outline for all slides in the presentation

Slide Pane – View of actual slide that will be presented. This is normally used for inserting graphics, animation, etc.

Notes Pane – Used for inserting speaker notes or additional information that is not included in the slide. This panel is not shown in the slide presentation mode.

Formatting Palette – Used for adding new slide, graphics, changing fonts, changing slide design, and all other formatting.

Normal View
-Shows all 3 panes with an emphasis on the Slide pane

Outline View
-Shows all 3 panes with an emphasis on the Outline pane

Slide View
-Shows only the Slide Pane

Slide Sorter View
-Shows a thumbnail view of all slides

Slide Show
-Presentation mode when all animation and effects can be seen

## Design Template Feature

1. To apply a design template:
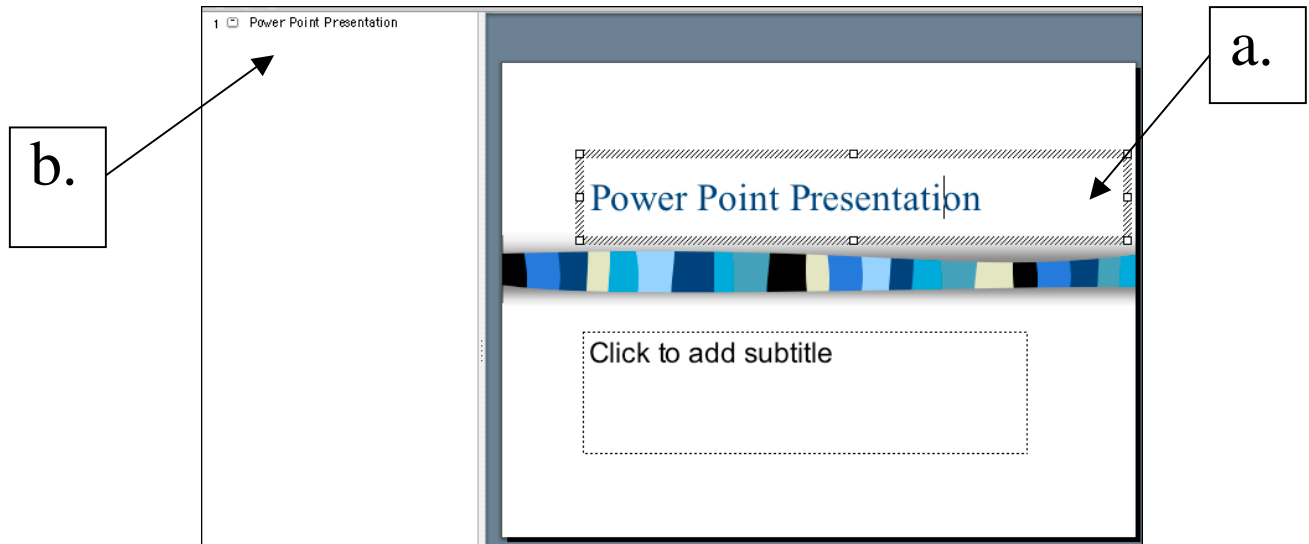   a. Go to the Formatting Palette and select **Change Slides** from the toolbar
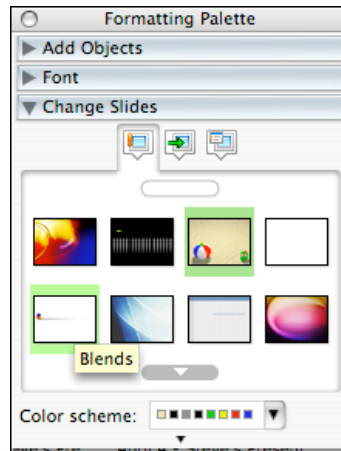
   b. Select the template that you want and click on it once. You can click on the arrow to see more designs. The template you select will also apply to all current slides and those that are inserted later.

   c. The template you have selected should now appear on your presentation.
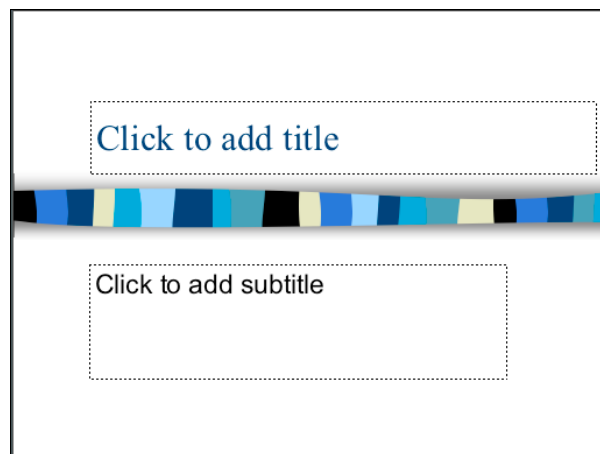
Creating and Inserting New Slides

1. Insert text:
   a. To insert text, click in the box you want to type and type in your text **or**
   b. Click in the outline pane and insert text

2. Insert a new slide:
   a. Go to the Formatting Palette and select **Add Objects** from the toolbar.
   b. Select which layout you want and click on it to add this type of slide. You can click on the arrows to see more options.
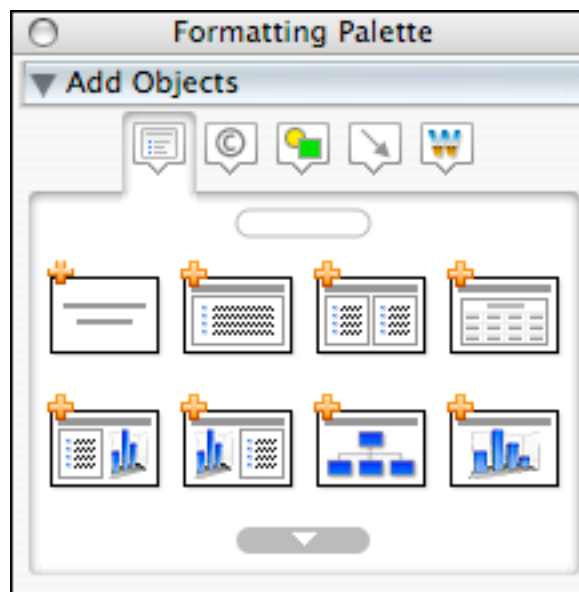
Slide Master

The Slide Master holds the template for all of your slides. To apply a certain type of font size, font style, font color, bullets, and footer to <u>all slides in your presentation</u>, you should use the Slide Master.

1. Open the slide master:
    a. Select **View** from the toolbar.
   b. Select **Master** and click on **Slide Master.**
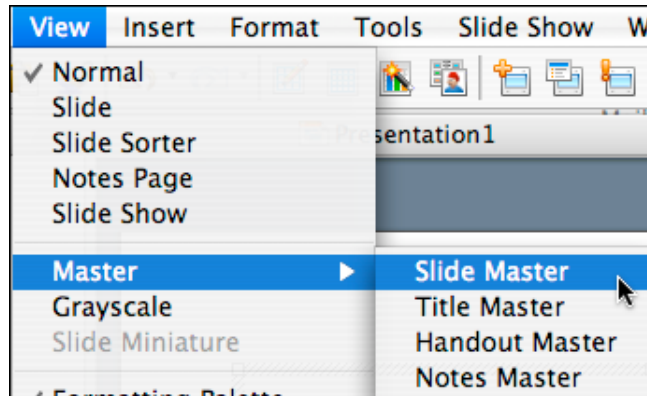
2. Change font style, font color, and font size:
    a. Click on the box or highlight the text.
    b. Use the **Formatting Palette** to change the font style, font size, font color, and alignment of text.
    c. Click **Close Master View** when you are ready to return to the normal slide view.
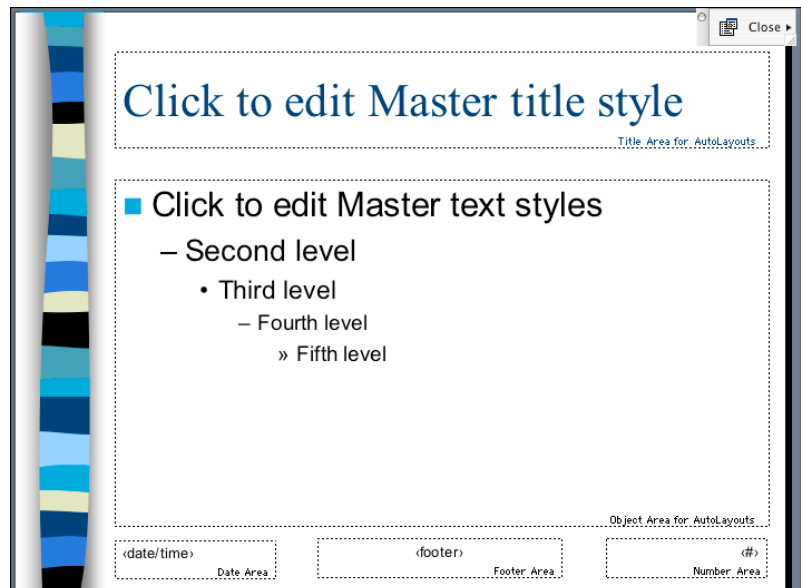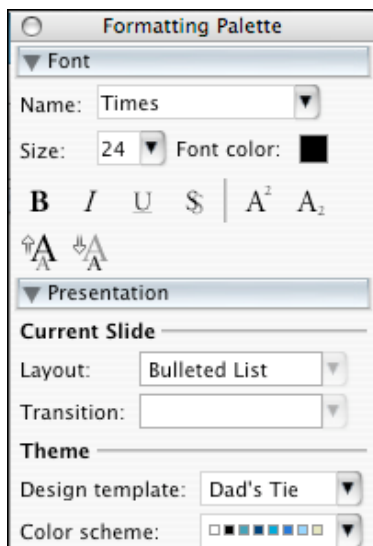
Inserting Images

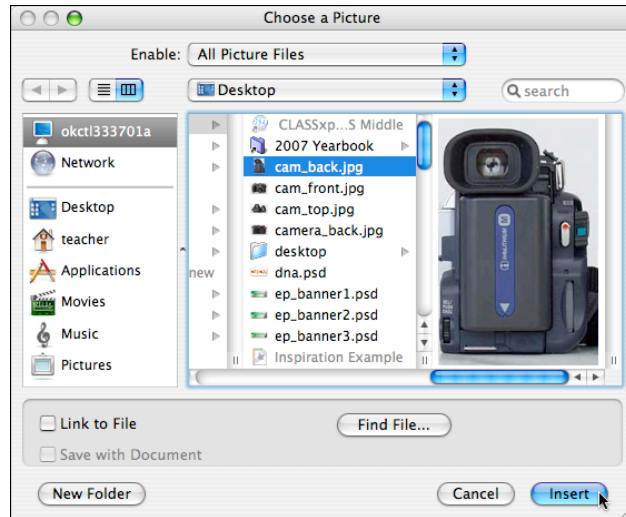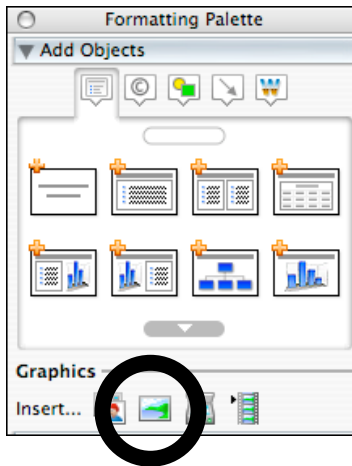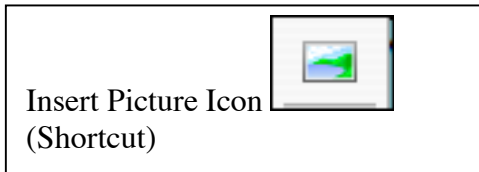You can insert clip art or pictures or draw your own shapes and objects.

1. Insert clip art:
    a. Go to the Formatting Palette and select **Add Objects** from the toolbar and click on the **Insert Clip Art** icon on the drawing toolbar.
    b. Search for your clipart and click on **Insert**.
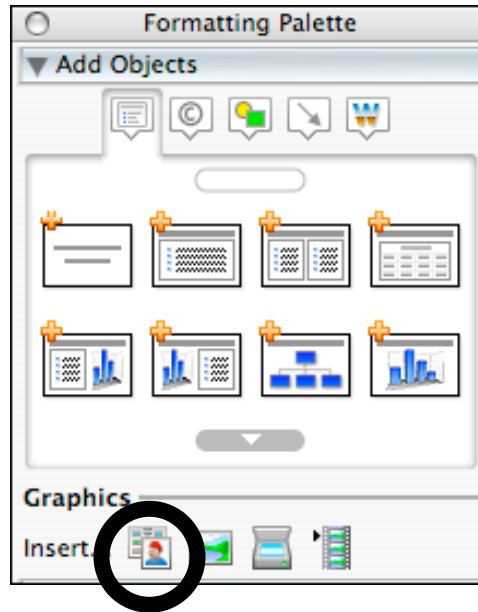
Insert Clip
Art Icon
(Shortcut)

2. Insert Picture (digital images)
   a. Go to the Formatting Palette and select **Add Objects** from the toolbar and click on the **Insert Picture** icon on the drawing toolbar.
   b. Locate your picture file and click on **Insert** to insert your picture on the slide.
   c. **Shortcut:** You may want to place your image files on the desktop first and then drag the pictures directly into the Powerpoint document.

Insert Picture Icon
(Shortcut)

3. Resize image
   a. Select the image by clicking once on the image. Then click one of the corners and drag to resize.

4. Insert Auto Shape to draw your own shapes or objects:
   a. Go to the Formatting Palette and select **Add Objects** from the toolbar and click on the **Auto Shapes** icon.
   b. Choose a category and click on a shape that you would like to insert (You will notice that your cursor is now a "+").
   c. Click and drag your mouse to create your object.
   d. Right click on your object and select **Format AutoShapes** to change the color or double click on the object. Click on the down arrow of the **fill color** and select a new color for your object.
   e. Click **OK** to complete the process.
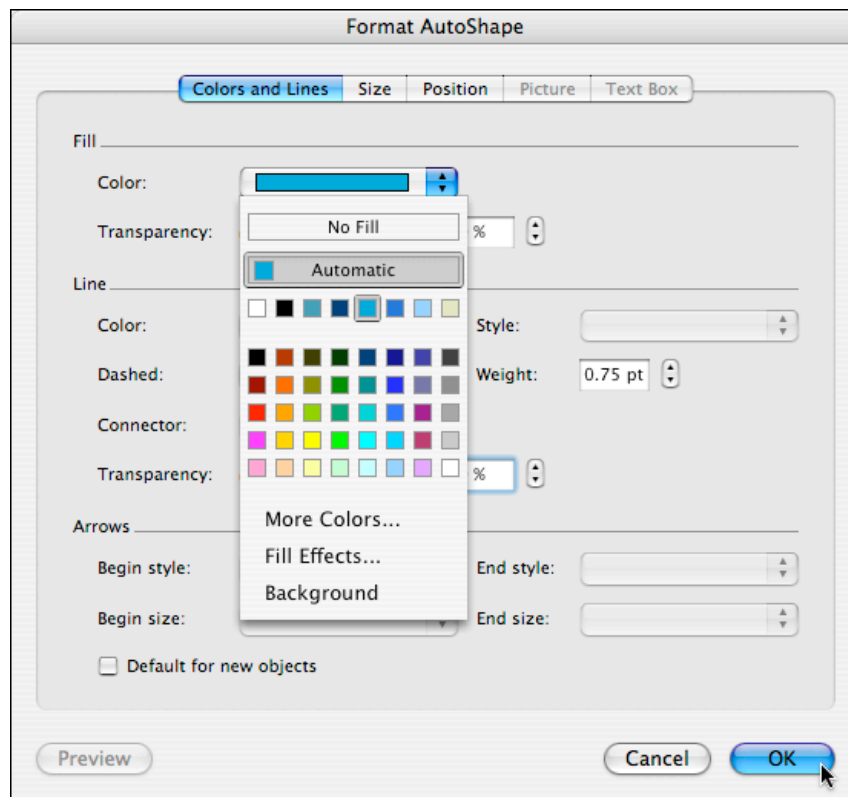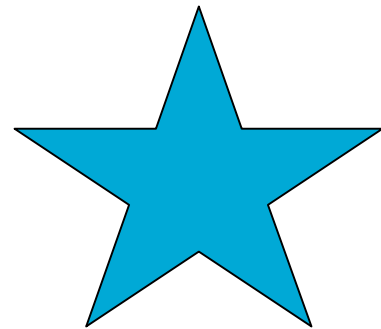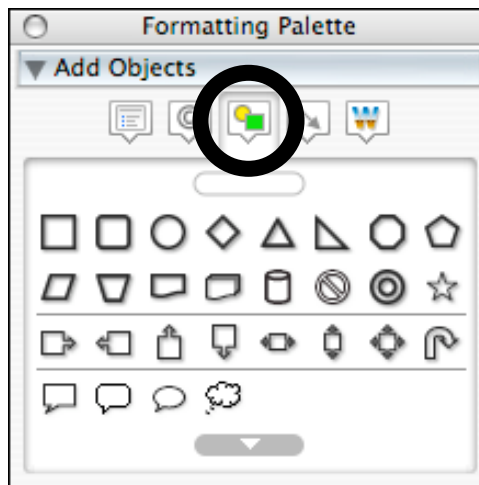
Custom Animations

This feature allows you to animate text, graphics, and objects on your slides to add interest to your presentation.

1. To apply custom animation to your slides:
    a. Go to the Formatting Palette and select **Animation** from the toolbar and click on the **Custom Animation** icon.
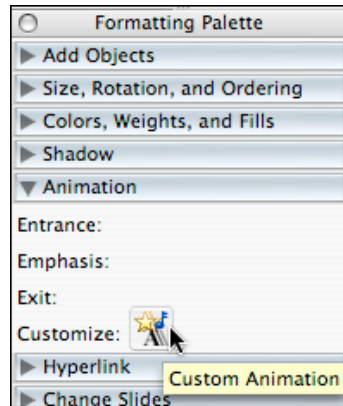

    b. Click on the object that you would like to animate.
    c. Click on **Add Effect** and the Animation Effects window will appear.
    d. Select an **Entrance** Effect. You can click on **Emphasis** to add more details to your animation.
    e. To add an exit effect (optional), click on the **Exit** tab and select an exit effect for your object.
    f. Press **Okay** when you're done and repeat all steps for each object you want to animate.

Select object to animate
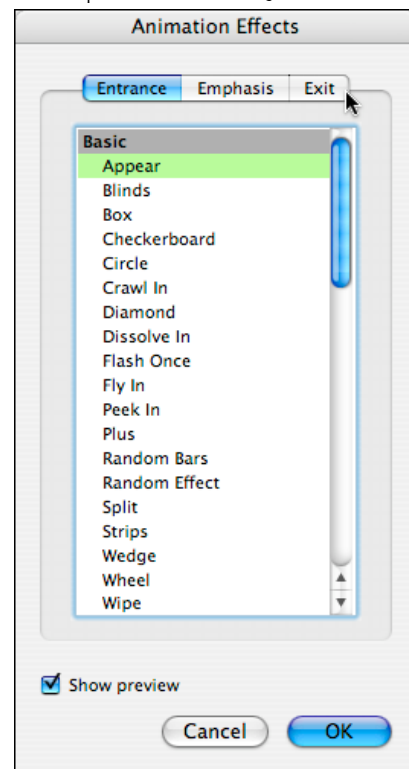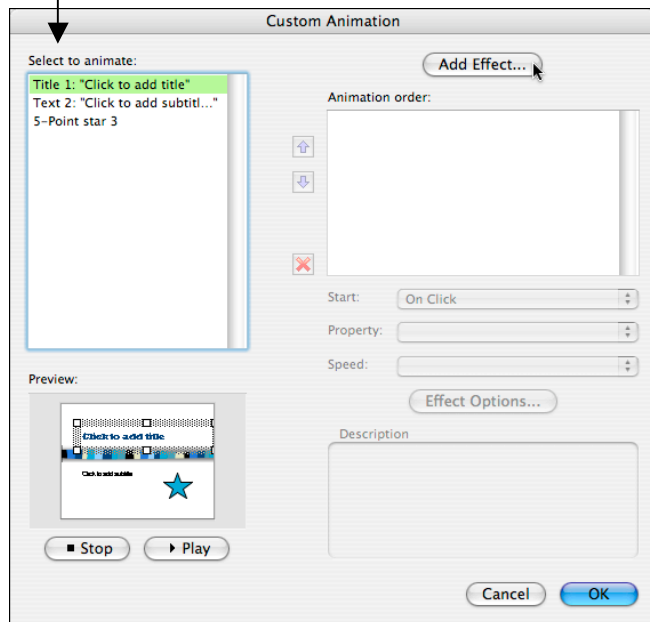
2. Modify Animation Settings:

    a. To change the <u>animation order</u>, select the object by clicking on it once. Then click on the up and down arrow to change the animation order.

    b. To change the <u>timing of the animation</u>, click on the **Effect Options** button and the **Effect Options:Wheel** should appear. Click on the **Timing** tab and adjust the timing as needed.
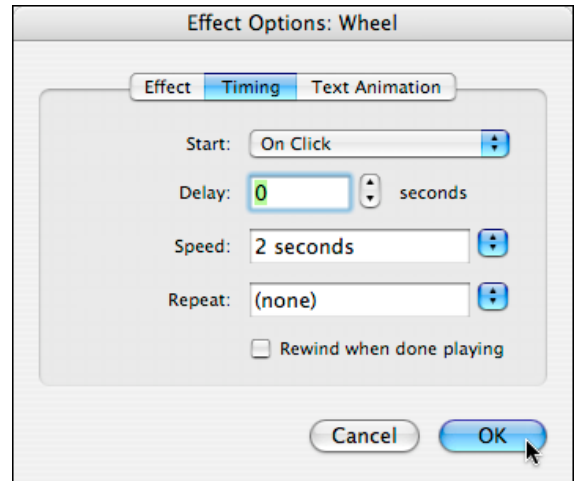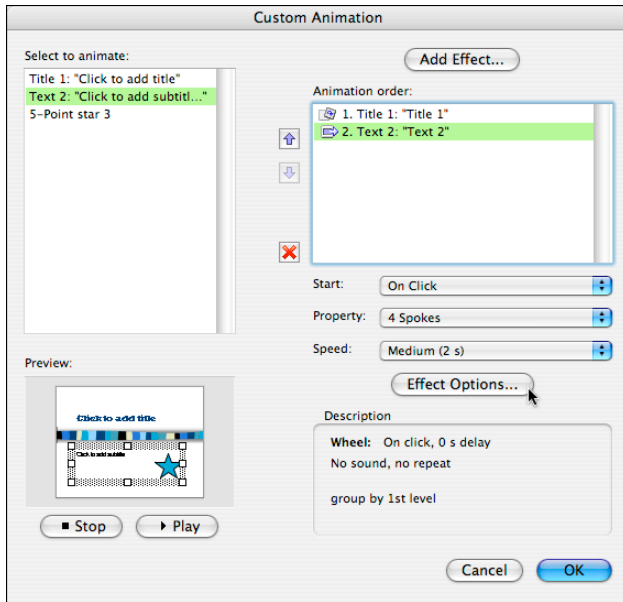

    c. To change <u>text entry and text exit</u>, click on the animation and then click the **Effects Options** button.

    d. Click on the **Text Animation** tab.

    e. Select an option (e.g. entry or exit of text all at once, by word, by letter, etc.)

    f. Click **OK** when you are ready to move on.

    g. You can choose to preview your animation by pressing **Play** in the Custom Animation window.
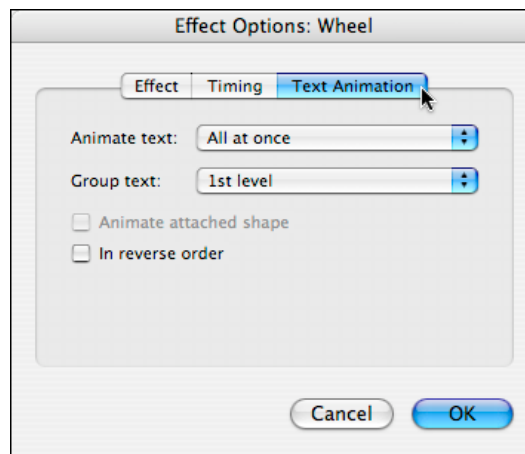
Slide Transitions

This feature allows you to animate transitions between slides.
1. Apply slide transitions to your slides:
    a. Select **Change Slides** from the Formatting Palette and click on the **Slide Transition** tab.
    b. Use the arrows to select the transition of your choice. Click on the transition that you would like to select.
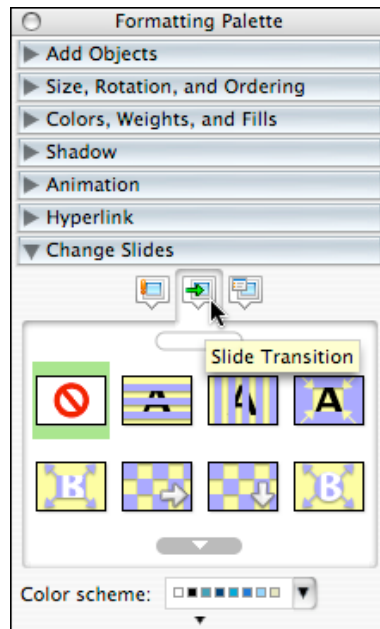
2. Modify slide transitions:
    a. Click on **Slide Show—Slide Transition** to open the slide transition window.
    b. You can choose the speed of the transition, adding sound, and adjusting how you would like the slides to advance.
    c. If you would like to advance your slides automatically (e.g. photo slide show), click on the **automatically after ___ seconds box.**
    d. Click on **Apply to All Slides** <u>only</u> if you would like to apply the same transition to all slides in your presentation.
   e. If you only want it on one slide, click on **Apply** to apply effect to the current slide.
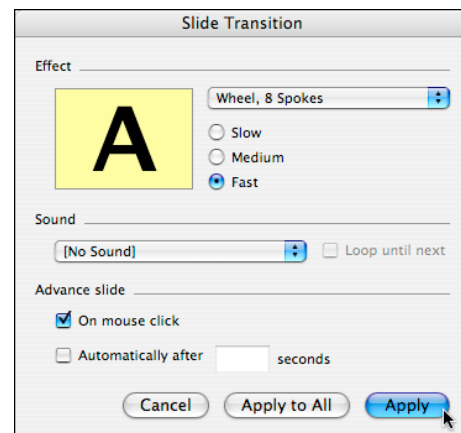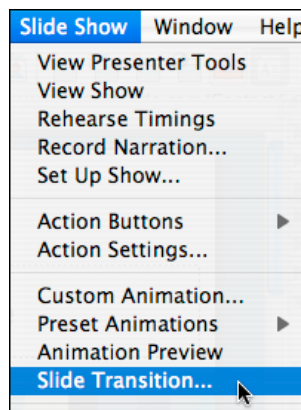
<u>Saving and Printing</u>

1. Saving your presentation:
   f. Select **File** from the toolbar and click on **Save as**.
   g. Select the location (server or jump drive) and give your file a name.
   h. Click on **Save** to save your presentation.

<u>Printing</u>

There are several options for printing:
1. Select **File** from the toolbar and click on **Print**.
2. Click the down arrow and click on **Microsoft PowerPoint** to select print settings.
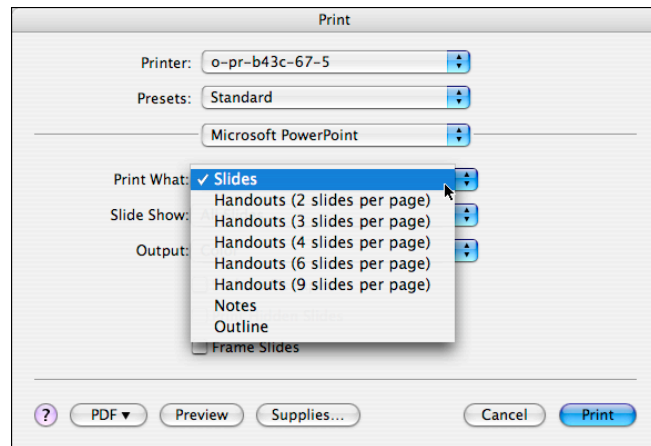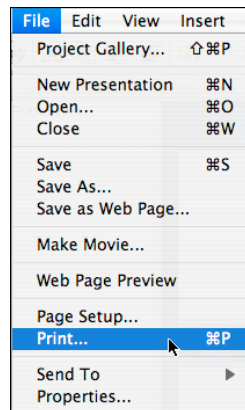
3. Select the down arrow to select a printing format:
   a. **Slides** – Prints 1 slide per page
   b. **Handouts** – prints out handouts with thumbnails of your slides. You can choose the number of slides you would like on each page
   c. **Notes Page** – prints your slide and notes (if you used the notes function in PowerPoint
   d. **Outline View** – prints the main points of your presentation
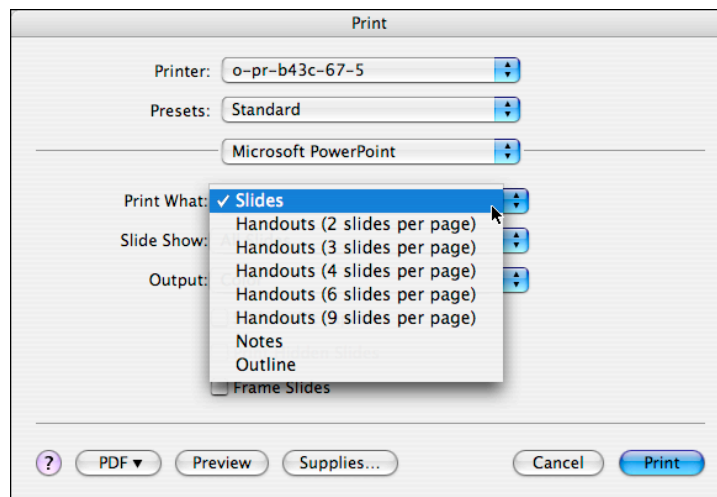
4. Click on **Print** when you are ready to print.