

# Basic PowerPoint 2000

University Computing and Communications Services  
February 2002

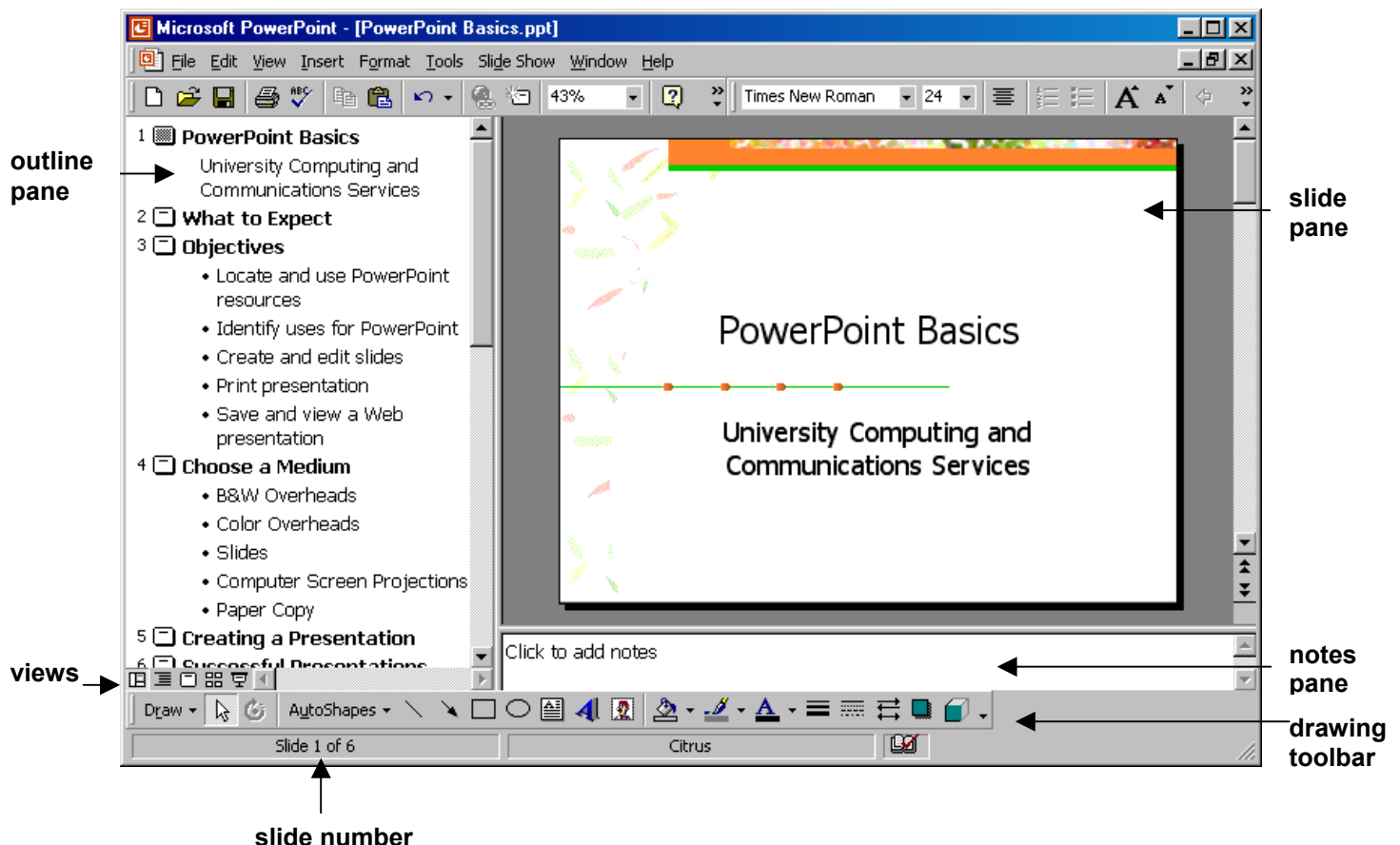
Microsoft PowerPoint 2000 creates presentations for overheads, screen slide shows, or printed handouts. Slides can include text, graphics, sounds, movies, and links to the Web. Software features help you create professional presentations with consistent style and colors. Presentations can be used for lectures, research reports, meeting handouts, speaker introductions, and flyers. This handout covers:

## Objectives

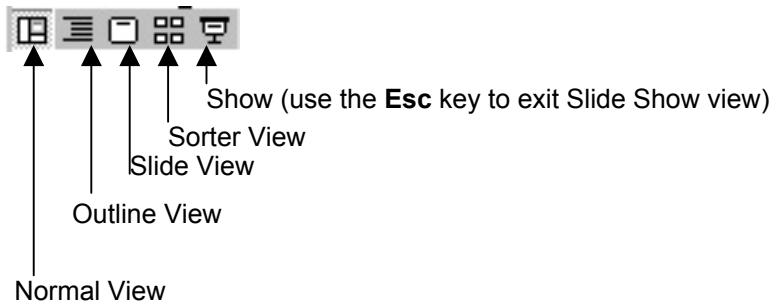
- Introduction to PowerPoint 2000, the user interface, and terminology
- Create a slide presentation using the AutoContent Wizard
- Discuss Working With Slides
- Create a slide presentation using a DesignTemplate
- Learn about Printing Options
- Open and Edit an Existing Presentation
- Apply On-screen Presentation Techniques

## Introduction to PowerPoint 2000

### PowerPoint 2000 Screen



## Views



**Normal View** displays the three panes shown on the first page.

**Outline View** enlarges the outline pane.

**Slide View** shows individual slides.

**Sorter View** displays miniature slides of the entire presentation.

**Slide Show View** displays the slides full screen.

## Moving Between Slides

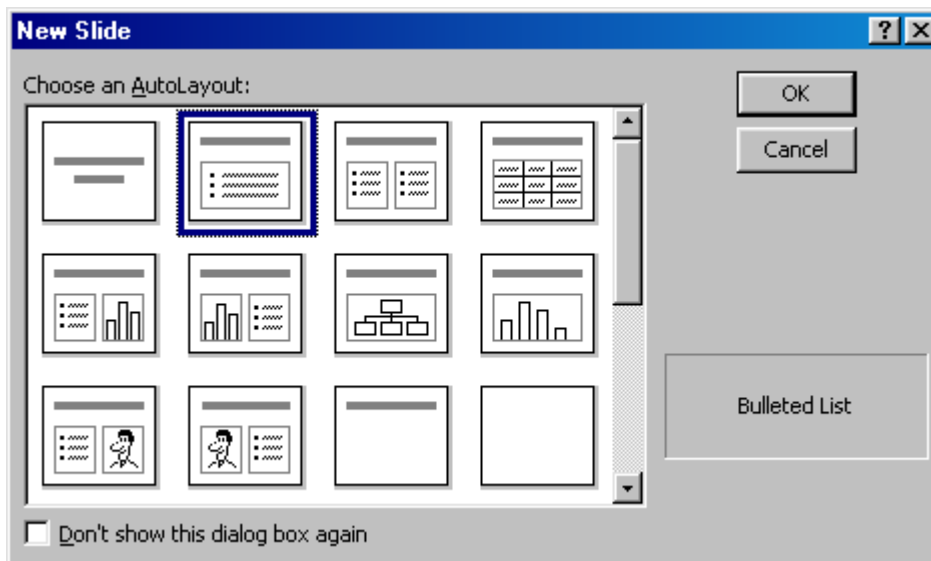
In normal view you can move to a new slide by moving the pointer to a new text area in the Outline pane or you can use the Previous Slide or Next Slide buttons in the Slide View pane. Moving the vertical scroll bar in the Slide View pane can also be used to move to a specific slide.

## Changing Text

You can edit text on a single slide from the Normal View, Outline View, or Slide View.

## Adding a New Slide

Single click the New Slide button on the Standard toolbar to add a slide and then select from one of the 24 different slide layouts. **NOTE: Ctrl + N** is the short-cut key to create a new slide.



# Open PowerPoint 2000

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## Open PowerPoint 2000

### For IBM PCs and Compatible Computers:

1. Click **Start**.
2. Select **Programs**.
3. Select **Applications**.
4. Select **Microsoft PowerPoint 2000**.

### For Macintosh Computers:

1. Double-click the **Hard Drive** (i.e., SQU6A-29).
2. Double-click the **Applications** folder.
3. Double-click **PowerPoint 2001**.

**NOTE:** The location of **Microsoft PowerPoint 2000** may be different on your home or office computer.

## Create a New Presentation

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### Exercise 1: Create a New Presentation Using the AutoContent Wizard

**Note:** Steps 1 through 12 are different on PowerPoint 2000 for IBM and PowerPoint 2001 for Mac.

#### For IBM PC

1. Select **AutoContent Wizard** radio button.
2. Click **OK**.
3. Click **Next** in the Start Wizard dialog box.
4. For Type of Presentation, click the **Sales/Marketing** button, and select **Marketing Plan** from the list.
5. Click **Next**.
6. Select the **Colored overheads** radio button for the type of output.
7. Click **Next**.
8. In the **Presentation Title** textbox, type *Innovative New Product*.
9. In the **Footer** textbox, type *CSUS*.
10. Select the **Date last updated** and **Slide number** check boxes.  
**NOTE:** These may already be selected.
11. Click **Next**.
12. Click **Finish**.

#### For Mac

1. Click **Cancel** to close the New Slide dialogue box.
2. **Close** default presentation.
3. Select **File >> Project Gallery . . .**
4. Select **Presentations** in the Name Column.
5. Select **Content**.
6. Select **Marketing Plan** from the available options in the right-column.
7. Click **Ok**.

#### NOTE:

When you first start PowerPoint you have four selections:

**AutoContent Wizard** – PowerPoint asks questions on the purpose and style of your presentation

**Design Template** – Selections of blank, styled templates

**Blank presentation** – Blank presentation with no background image or color

**Open an existing presentation** – Opens an existing file

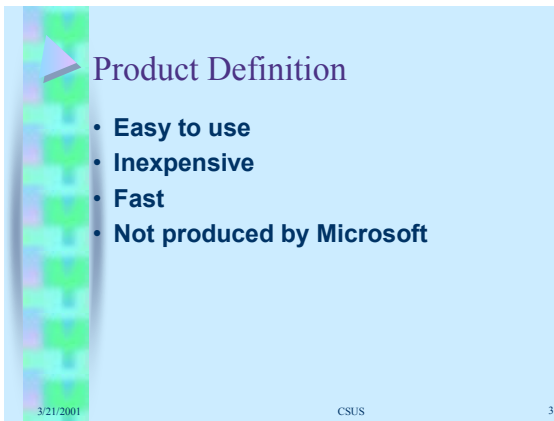
The AutoContent Wizard offers an assortment of pre-designed presentations. PowerPoint will automatically create the first few slides, and you can then edit the text and/or insert new slides, delete slides, or change the slide order.

If you do not want to use the AutoContent Wizard, there are over 40 design templates to select from. Templates can also be applied or changed after a presentation has been created.

8. Highlight [Product Name], and type *Innovative New Product*.
9. Highlight [Name], and type *Your Name*.
10. Select **View >> Header and Footer . . .**
11. In the Footer box, type *CSUS*.
12. Click **Apply to All**.

**NOTE:** The remainder of the steps are the same for both IBM and Mac.

13. Save the presentation as `product.ppt`. (The system will automatically add the .ppt extension.)
14. Switch to **Slide Show View** and use the left mouse button or the **N** key to view the entire presentation.
15. When you are finished viewing, return to your presentation, and select **Normal View**.
16. Select **View, Headers and Footers . . .** to open the Headers and Footers Dialog Box.
17. In the **Footer** textbox at the bottom of the **Slide** Tab, change *CSUS* to *California State University, Sacramento*.
18. Click **Apply to All**.
19. Select the first slide of your presentation.
20. Switch to **Slide View** and click **Next Slide** twice to move to slide three.



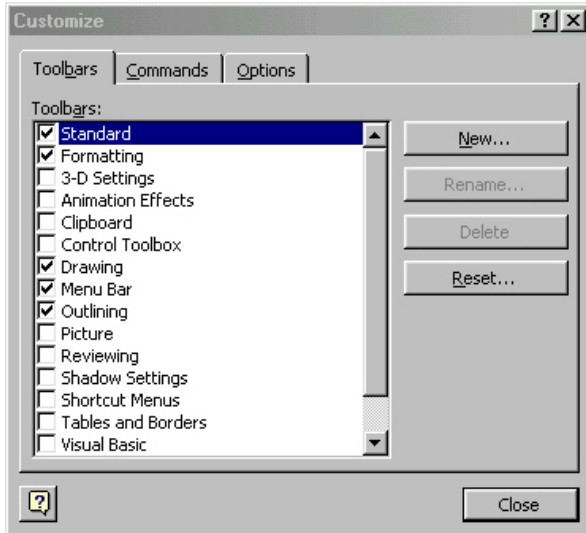
21. Under Product Definition (Edit on the Screen), delete the first bullet and add four bullets of your own describing your product.
22. Save your changes.
23. Change to **Slide Sorter View**.
24. Select and delete Slide 2, Market Summary, using the Delete key.
25. Select Slide 5, Communication Strategies, and move it between slide 2 and 3 (use select, drag and drop).
26. Change to **Normal View**.
27. Save your changes.

## Tool Bars

You can customize the toolbars in your display:

1. From the Menu bar, select **Tools**.

2. Click **Customize**.
3. Select the **Standard, Formatting, Drawing, Menu Bar, and Outlining** check boxes.
4. Click **Close**. (**OK** on Mac).



## Working with Slides

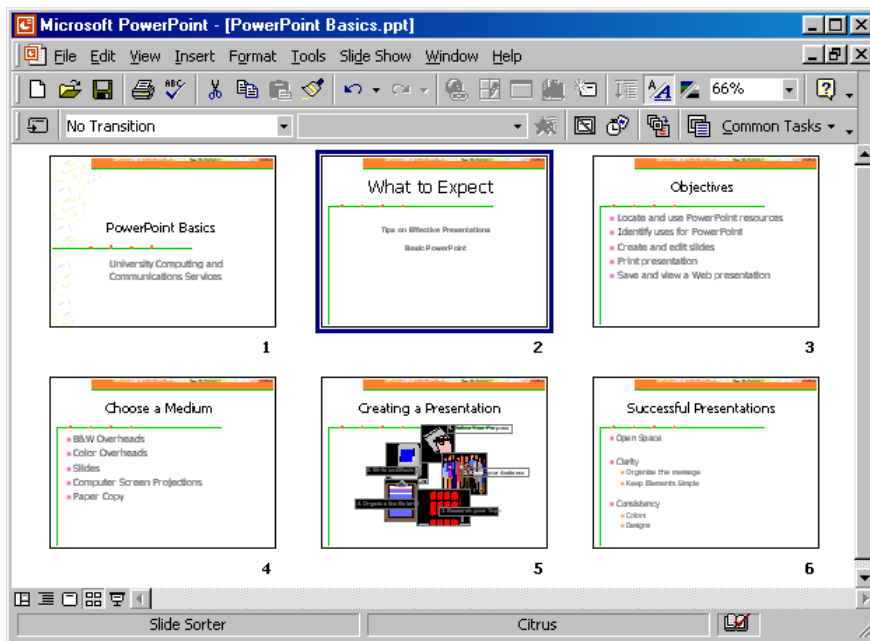
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### ← Promote and Demote →

Text entries on bullet slide can be indented using the Tab key or the Demote arrow on the formatting toolbar. Use Shift-Tab or Promote to return to the left margin.

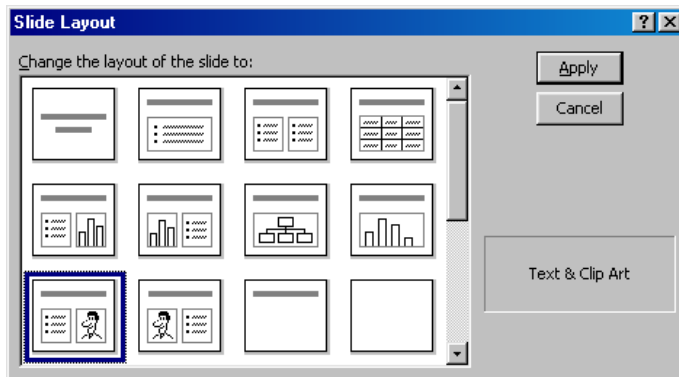
### Reorganize Slides

Use the Slide Sorter View to select a slide and then move the slide to a new location. The selected slide has a blue outline. Hold down the left mouse button and drag the slide to a new position. The slide numbers will automatically change.




## Changing Slide Layout


You can change the format of a slide after the slide has been created. Select **Format, Slide Layout** from the menu. For example, you might decide to add a graphic to the right of a bullet slide by changing the layout to Text and Clip Art.

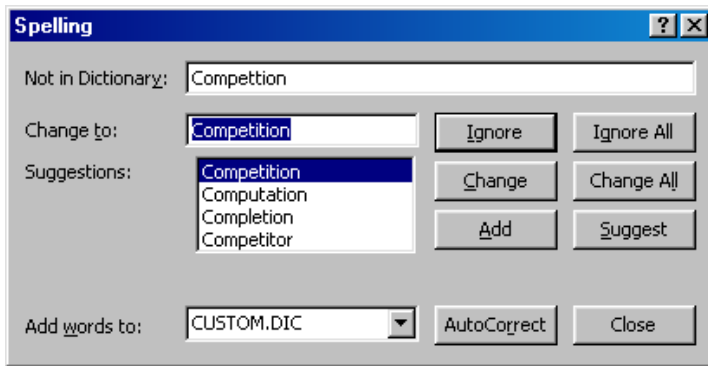


## Adding an Image

 Clip Art images can be added to any slide by single clicking on the Insert Clip Art or selecting Insert, Picture, Clip Art from the menu. The Microsoft Clip Gallery dialog box displays. Browse the images and select the desired image. Click Insert Clip to add the image to your slide. Close the dialog box when complete. The graphic can be moved or resized once it has been added to the slide.

## Spell Checking Slides

 It is not uncommon to see spelling errors in presentations. Many of these spelling errors can be corrected by using the spelling tool in PowerPoint. The wavy red line also identifies words not found in the spelling dictionary. To run the spell check, single click the Spelling button or select Tools, Spelling.



## Starting a New Presentation with a Design Template

### Exercise 2: Starting a New Presentation with a Design Template

1. From the menu, select **File**, then **New**.
2. Select **Design Template**.
3. Select a **Design Template** from the list of file names.
4. Click **OK**.
5. Select the Title Slide layout type.
6. Click **OK**.
7. Type your name for the title and today's date in the subtitle area.
8. Add a new bulleted slide. Select **Common Tasks, New Slide**.
9. Choose **Bulleted List Layout**.
10. Click **OK**.
11. Use the Tab key to add sub items to the list. Use the following information to create the slide.

**For Mac users, replace steps 1 –3 with the following:**

1. Select **File >> Project Gallery**
2. Select **Presentations** in the Category column.
3. Select **Designs**
4. Select a Design Template from the list of file names.



### *Good Presentations*

- ✦ Fit the audience
  - ▣ tone
  - ▣ words
  - ▣ graphics
- ✦ One main idea per slide
- ✦ Limit text on each slide
  - ▣ No more than six or seven bulleted items

12. Add a third bulleted slide. Select **Common Tasks, New Slide**.
13. Choose **Bulleted List Layout**.
14. Click **OK**.
15. Use the Tab key to add sub items to the list. Use the following information to create the slide.



## Consistency

- ✦ Capitalization
- ✦ Punctuation
- ✦ Text
- ✦ Fonts
- ✦ Colors

16. Edit the third slide so **Fonts** and **Colors** are subheadings under the word **Text**.
17. Select **File, Save**. The first time you save a file, it will open the **Save As** dialog box.
18. In the **Save in** drop-down menu, select the **My Documents** folder.
19. In the **File name** text box, type *great*.
20. In the **Save as** drop-down menu, select **Presentation**. **NOTE:** PowerPoint 2000 will automatically end the filename with a `.ppt` extension.
21. Click **Save**.

**NOTE:** **Ctrl + S** is the short-cut key to save a presentation.

22. Return to Slide 2.
23. Select **Format, Slide Layout** to change the Bulleted Layout to Text and Clip Art.
24. Double click to open the Clip Art Gallery.
25. Select and insert an image on Slide 2.
26. Position and size the image on the slide.
27. Select **File, Save** to save your presentation.
  
28. Select **Tools, Spelling** to spell check your slides. Make any necessary changes.
29. Select **File, Save**.
30. Use the **File, Print** option to select Handouts with six slides per page.
31. Click **Cancel**. (Normally, you would Click **OK** to print your presentation.)

**NOTE: DO NOT PRINT YOUR PRESENTATION.**

## Printing Options

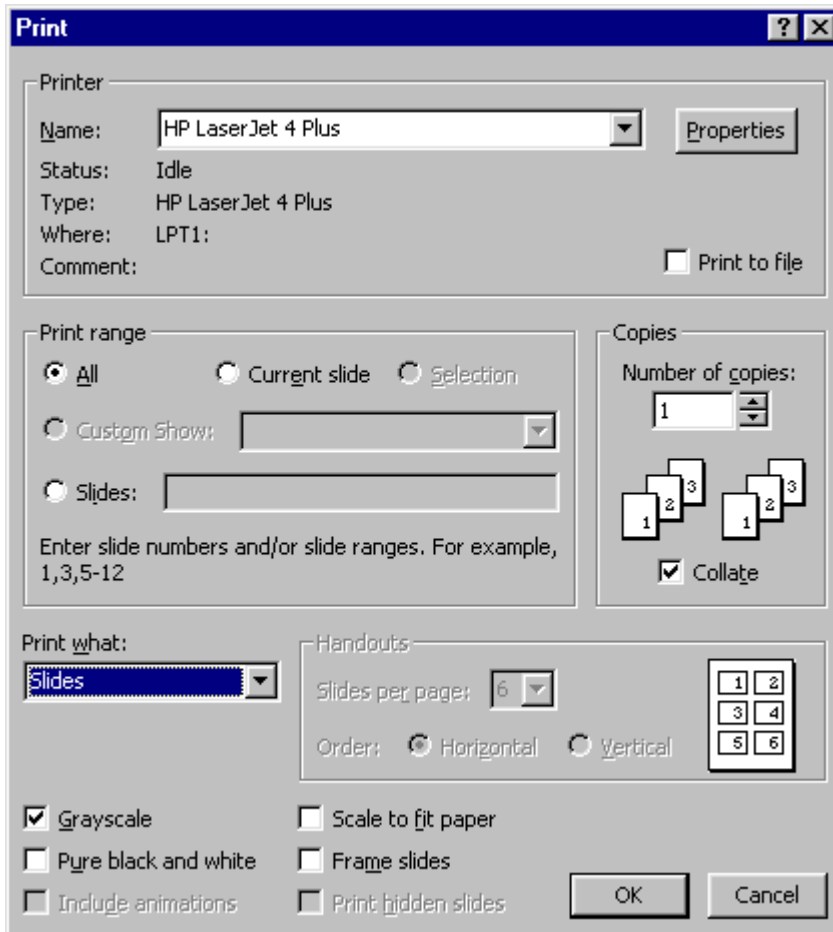
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The AutoContent Wizard gave you an option in the beginning to select your output options from On-Screen Presentation, Black and White Overheads, Color Overheads, and 35mm Slides to help decide on the appropriate Design Template. You may find that an On-Screen Presentation style does not print well on a standard laser printer or on even on a color printer. At times you may need to change the template to match your print requirements.

Selecting Print from the toolbar selects the first option to print one slide per page. To select another print option, choose **File, Print** from the menu.

You may be giving an on-screen presentation yet printing Notes Pages with speaker notes for yourself and Handouts to give to your audience so they can follow along during your presentation.





**PowerPoint 2000 Printing Options:**

**Slides:** One slide per printed page

**Handouts:** 2, 3, 4, 6 or 9 slides per printed page

**Notes:** Slide on the top half of the page with the notes below

**Outline:** The Outline pane without the slide

## Open an Existing Presentation

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### Exercise 3: Open and Edit an Existing Presentation

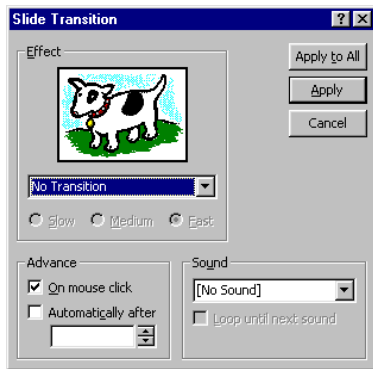
1. From the menu, select **File**, then **Open**.
2. Browse the **My Documents** folder for the file `great.ppt`.
3. Click **Open**.
4. Customize your PowerPoint 2000 slides you have already created for your specific course presentation to your specific application. Apply the tools that we will discuss in the On-Screen Presentations.

## On-Screen Presentations

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### Transition

A transition effect is a special effect used to introduce a slide during a slide show. The transition can be applied from the Slide Show menu. For example, you can *Dissolve* in or play a sound when the slide appears. Refer to the online article at <http://officeupdate.microsoft.com/2000/articles/pptanimationoverview2.htm> for further information.



Transitions can also be added from the Slide Sorter View. You can select all slides and then apply Random Transitions from the Transition drop down list.

To apply a transition:

1. Select the slide that you want to apply a transition.
2. Select **Slide Show, Slide Transition** from the menu.
3. Select the transition effect from the drop box list.
4. Click **Apply** or **Apply to All** if you want to add the effect to all slides.

## Animation

An animation effect sets up the way you want text or an object to appear on your slide during a slide show presentation. You can set text to appear by the letter, word, or paragraph. Other options are to make text or objects look dimmer or change color when you add another element. Refer to the online document <http://officeupdate.microsoft.com/2000/articles/pptanimationoverview3.htm> for further information.

Animations can be selected in the Slide Sorter View or from the Slide Show menu. One or more slides must be selected to apply an animation effect. The More Buttons option on the Formatting toolbar can be selected to display the Animation Effects button.

To apply a preset animation or build effect to bulleted slides:

1. Select the bulleted slide that you want to animate.
2. Select **Slide Show, Preset Animations** from the menu.
3. Select an animation type from the list (i.e., **Fly From Top**).
4. Switch to Slide Show view to see the animation effect.

To remove a present animation:

1. Select **Slide Show, Preset Animations**.
2. Select the transition effect from the drop box list.
3. Select the first option, **off**.

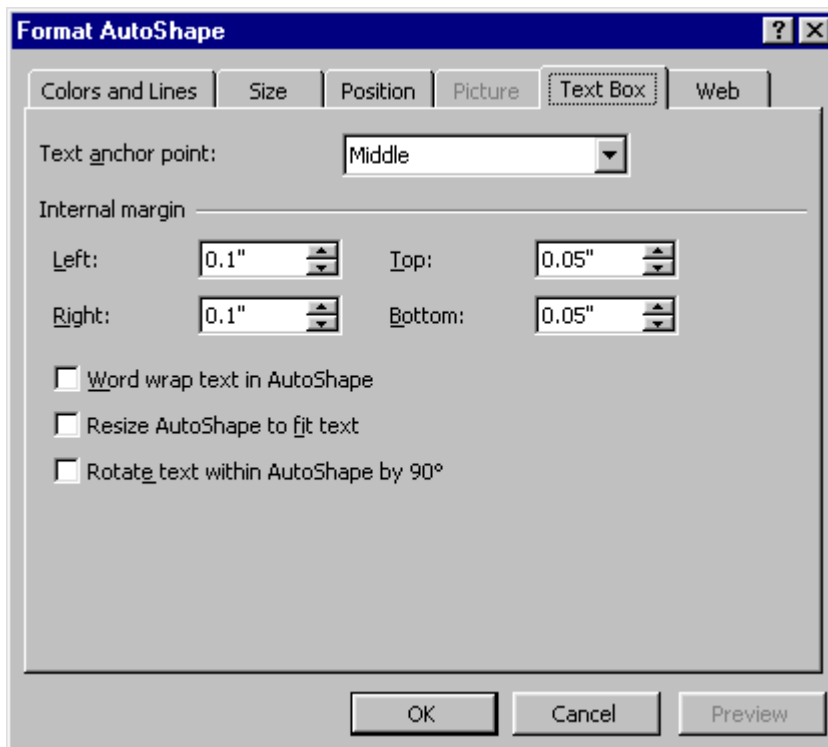
## Drawing Tools



Use the tools on the Drawing toolbar to help you make your point. The AutoShapes option may have just the right object for your presentation. The presentation color scheme will apply to objects you add from the Drawing toolbar. You can also change an objects fill color by using the Fill Color tool and change a line color using the Line Color tool.

- Guides can be added from the expanded View menu to display horizontal and vertical lines to help position your drawings.
- When you draw a shape on the slide and then begin typing with the shape selected, text is inserted inside the object.
- Select **Format, AutoShape** to display the Text Box options if you want text to wrap in the shape or if you want the shape to resize to fit the text.

NOTE: See the Screen Shot on the next page.



**NOTES:**

## Self-Test

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- |  |    |    |   |
|--|----|----|---|
| 1. I am familiar with the PowerPoint 2000 user interface and terminology.  | Y  | or | N |
| 2. I can create a slide presentation using the AutoContent Wizard.   | Y  | or | N |
| 3. I can organize and rearrange slide order.   | Y  | or | N |
| 4. I can promote and demote bulleted information using two different controls.   | Y  | or | N |
| 5. I can create a slide presentation using a Design Template.  | Y  | or | N |
| 6. I learned about Printing Options and will experiment with the printing formats.   | Y  | or | N |
| 7. I can open and edit an Existing Presentation.   | Y  | or | N |
| 8. I have successfully applied On-screen Presentation Techniques to my presentation.   | Y  | or | N |
| 9. How would you rate your abilities with PowerPoint 2000 on a scale of 10 to 1?<br>(10 = extremely proficient, and 1 = not proficient at all) | 10 | to | 1 |
| 10. How often do you plan to use PowerPoint 2000 on a scale of 10 to 1?<br>(10 = all the time, and 1 = never again)                            | 10 | to | 1 |

## Appendix 1.

### Mouse and Keys for a Slide Show

When you select Slide Show View the presentation displays on the full screen. The mouse pointer can be changed to a pen option where you can draw on your slides to emphasize certain parts. Speaker notes can be displayed on the screen by clicking the right mouse button and then selecting Speaker Notes. Meeting Minder can be used to record meeting minutes or action items.

<i>Mouse</i>	<i>Key</i>	<i>Action</i>
Left Mouse Button	N, space, Enter	Displays the next slide
	P, Backspace	Return to previous slide
	Number followed by Enter	Go to the specific slide
	B	Toggle to black screen, press B again to return to slide
	W	Toggle to white screen, press W again to return to slide
	A	Toggle to show and hide the arrow pointer
	ESC	End slide show
	Control+P	Change pointer to pen
	Control+A	Change pen to pointer
	E	Erase drawing on screen
	H	Go to hidden slide
Right Mouse Button		Option menu

## Skills Covered

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- Screen layout
- Navigation
- Normal, Outline, Slide, Sorter and Show views
- AutoContent Wizard to create a new presentation
- Selecting Design Templates
- Creating, editing, and printing presentations
- Changing text on bulleted slides
- Adding new slides
- Changing the order of slides in Slide Sorter View
- Using the Promote and Demote option on bulleted slides
- Working with Clip Art (inserting, moving and resizing)
- Using the Spell Check
- Changing the layout on a slide using Format, Slide Layout from the menu
- Selecting print options
- Adding transition effects for on-screen presentations
- Adding animation effects for on-screen presentations
- Drawing a shape and adding text.

## Other Resources

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- PowerPoint 2000 Tour  
[www.microsoft.com/office/powerpoint/PptTour.htm](http://www.microsoft.com/office/powerpoint/PptTour.htm)
- Download Photo Album Template  
<http://office.microsoft.com/assistance/2000/PPTPhotoAlbum1.aspx>