



HILLSBOROUGH
Community College

Microsoft PowerPoint 2003
Module 1

Microsoft PowerPoint 2003: Module 1

October 2006

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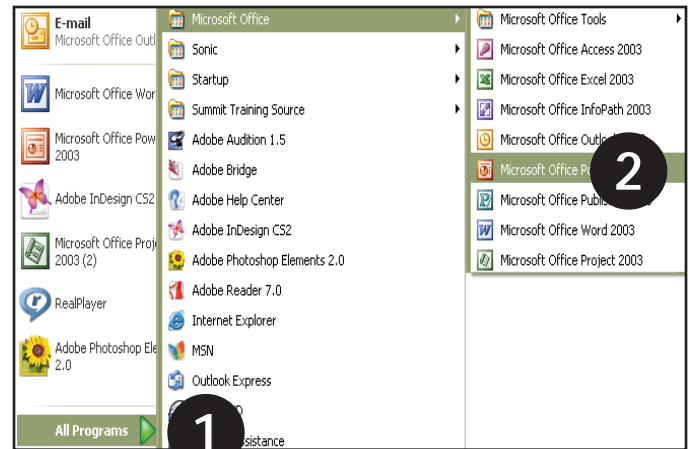
Objectives

Upon completion of this module, participants will be able to:

1. Open and save PowerPoint files;
2. Use the page setup feature;
3. Design a master slide (title master and slide master);
4. Use the slide design templates;
5. Use the slide layout templates;
6. Select various views (normal, slide sorter, slide show);
7. Insert a new slide;
8. Insert a text box;
9. Format font (type, style, size, color, effects, alignment);
10. Insert graphics (clip art and pictures);
11. Insert sound files (from the clip organizer and custom sounds);
12. Insert movie files (from the clip organizer and custom movies);
13. Use autoshapes to create custom graphics;
14. Use WordArt to create custom text.

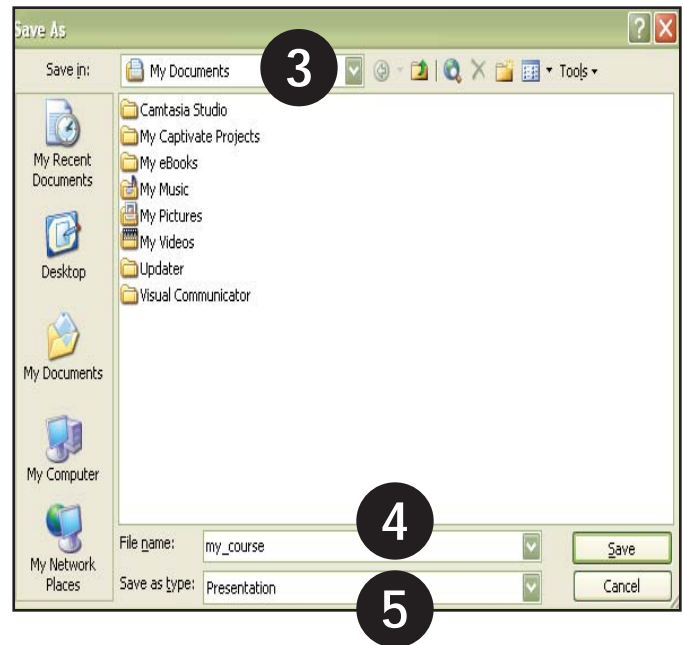
Opening PowerPoint

1. From the desktop, click **Start**.
2. Click **All Programs>Microsoft Office>Microsoft PowerPoint**.



Saving a PowerPoint File

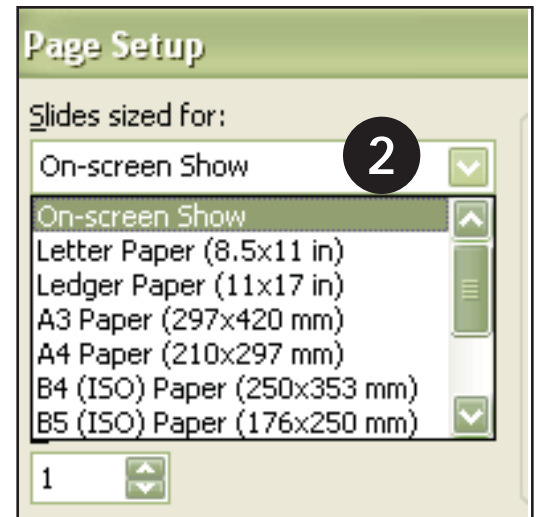
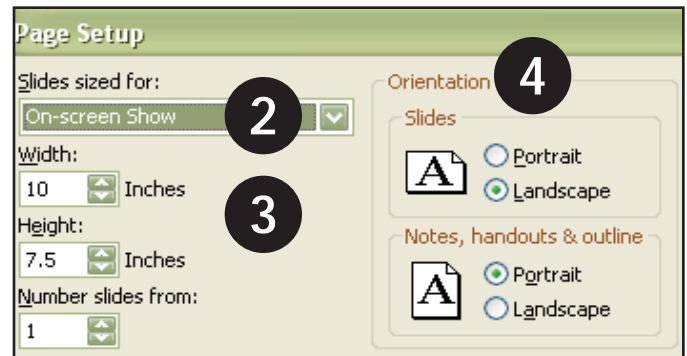
1. From the Microsoft PowerPoint menu bar, click **File>Save As**.
2. The **Save As** dialog box appears.
3. Select the location where you wish to save your presentation.
4. Name your presentation.
5. Select the **Save as type**.
6. Click **Save**.



Slide Set-up

PowerPoint slides can be formatted to meet specific needs. From page setup, you can select the slide size and orientation.

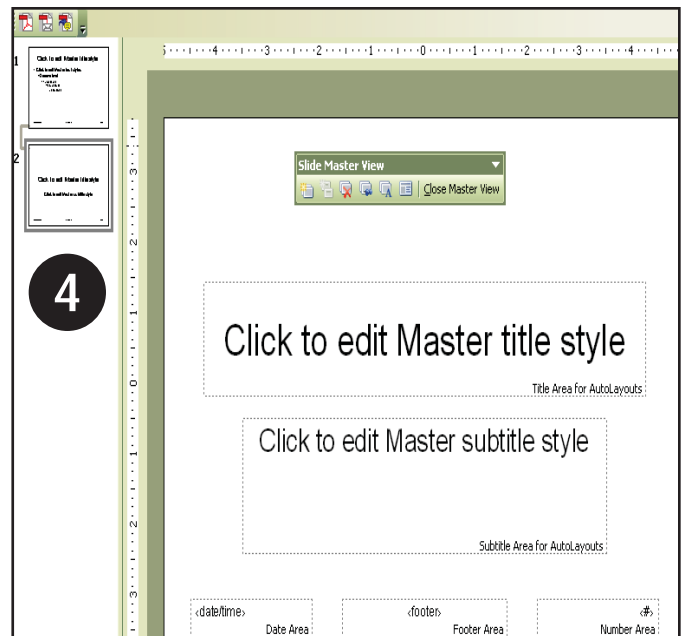
1. From the Microsoft PowerPoint menu bar, click **File>Page Setup**.
2. From the **page setup** dialog box, select the **Type** of slide.
3. Select the desired slide **Width and Height**.
4. Select the **Slide Orientation**.
5. Click **OK**.



Master Slides

Master slides allow you to create and save design template features such as backgrounds, font styles, colors, graphics, etc. Using master slides creates uniformity throughout the presentation.

1. From the Microsoft PowerPoint menu bar, click **View>Master>Slide Master**.
2. The slide master screen appears.
3. From the Microsoft PowerPoint menu bar, click **Insert>New Title Master**.
4. The master slide appears below the slide master and is linked to the slide master.
5. You can now customize the title master and slide master.
6. When you have finished customizing your master slides, click **Close Master View**.



6

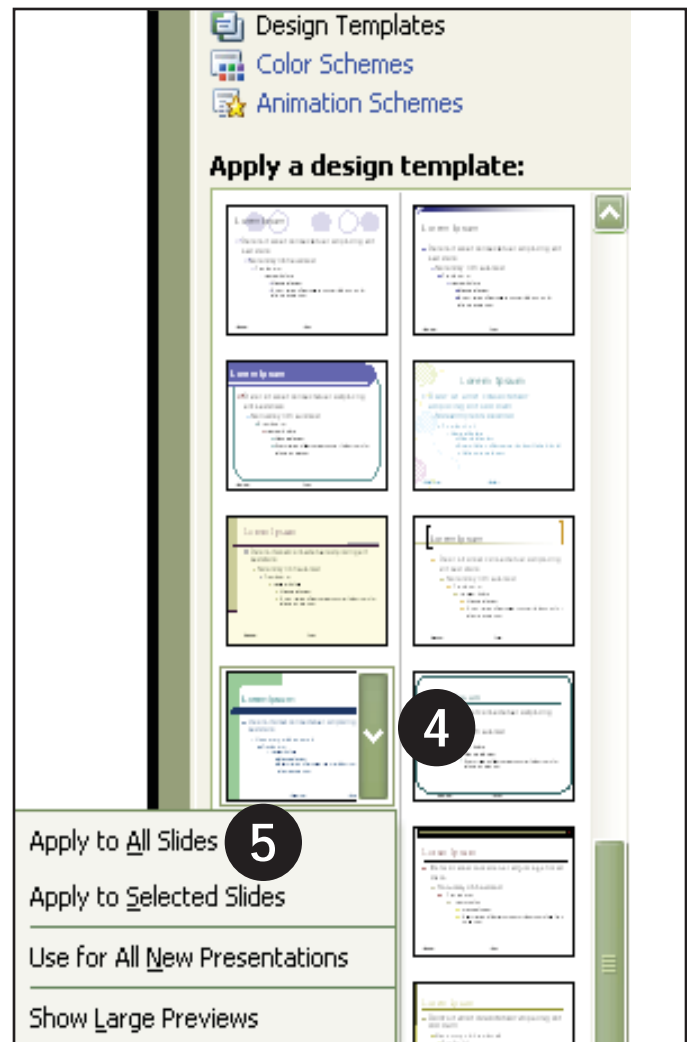
Activity

Open a blank PowerPoint presentation. Set up the slides for 8.5x11, portrait orientation. Then create a title master and slide master. Minimize your presentation.

Slide Design

PowerPoint's slide design feature allows you to choose from a variety of pre-made design templates to create a presentation.

1. From the Microsoft PowerPoint menu bar, click **Format>Slide Design**.
2. The slide design display panel appears.
3. Select the desired **design template** and double-click the template to add it to the presentation. The template will automatically be added to all of the slides.
4. If you want the design template to apply only to specific slides, click the down arrow next to the template.
5. Then click **Apply to Selected Slides**.

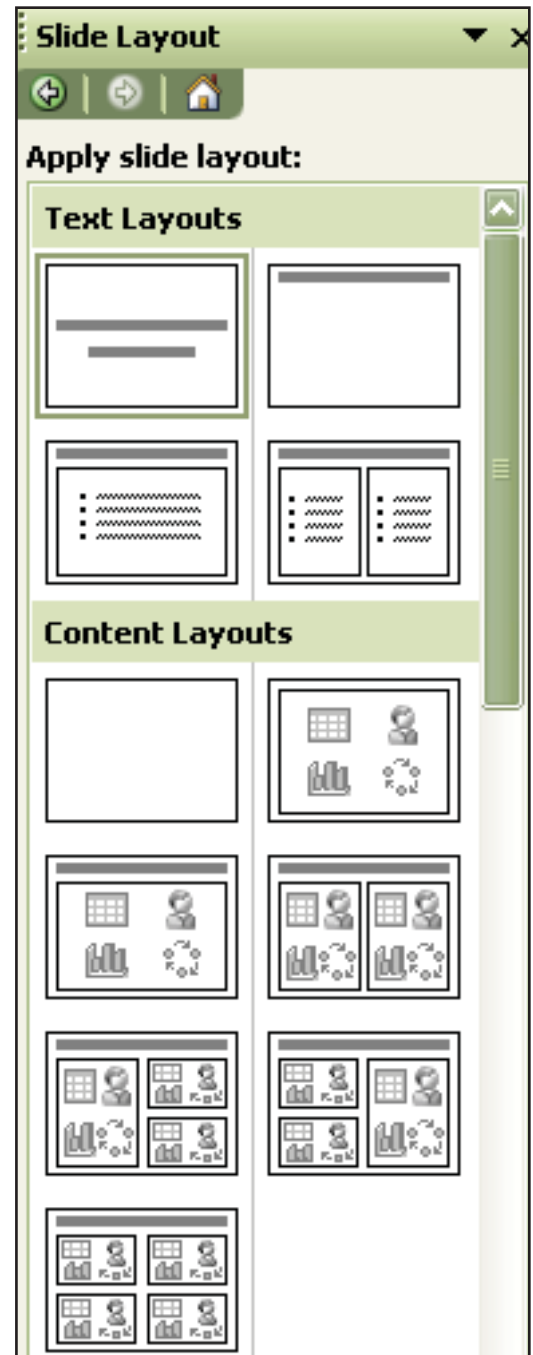


Slide Layout

PowerPoint's slide layout feature allows you to choose from a variety of pre-made text layout templates to create a presentation.

1. From the Microsoft PowerPoint menu bar, click **Format>Slide Layout**.
2. Double-click the desired **layout template** to add it to your presentation. The text layout template will only be added to the selected slide.

2



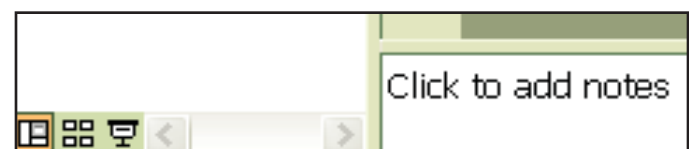
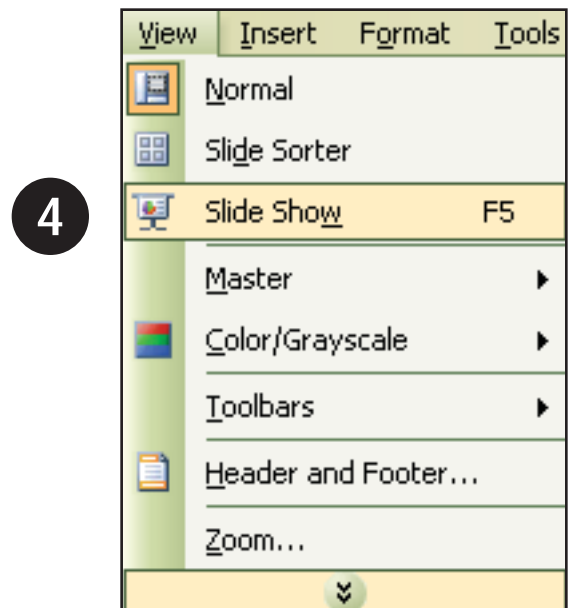
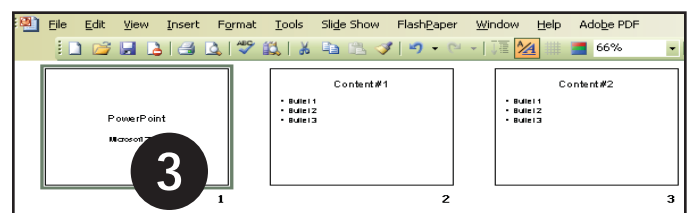
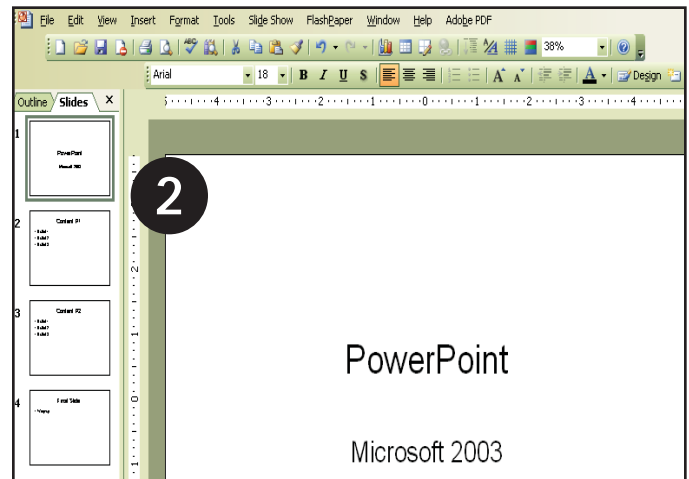
Activity

Open your master slide presentation. Apply a slide design template and slide layout templates to your master slides. Minimize your presentation.

Views

PowerPoint has three views available: normal view, slide sorter view, and slide show view.

1. From the Microsoft PowerPoint menu bar, click **View** to access the view options.
2. **Normal** view allows you to edit slides.
3. **Slide Sorter** view provides thumbnail images of all the presentation slides. You can re-arrange slides in slide sorter view.
4. **Slide Show** view allows you to view your presentation.
5. The shortcut icons for the different view modes are located on the bottom left of the screen.



Insert a New Slide



1. From the Microsoft PowerPoint menu bar, click **Insert>New Slide**.

Shortcut:



2. From the Microsoft PowerPoint formatting tool bar, click **New Slide**.

or

Use the shortcut **Ctrl + M**.

Insert a Text Box

Customized text boxes allow you to place text on a slide without using a text layout template.

There are two ways to add a text box to a slide.

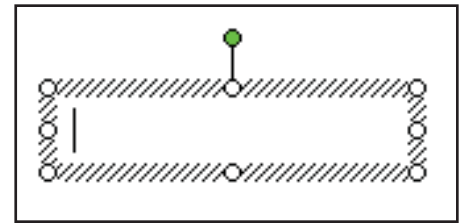
1. From the Microsoft PowerPoint menu bar, click **Insert>Text Box**.
2. **Click and drag the mouse** to the place on the slide where you want the text to appear.

Shortcut:



3. From the Microsoft PowerPoint drawing tool bar, click the **text box icon**.
4. Click and drag the mouse to the place on the slide where you want the text to appear.

2

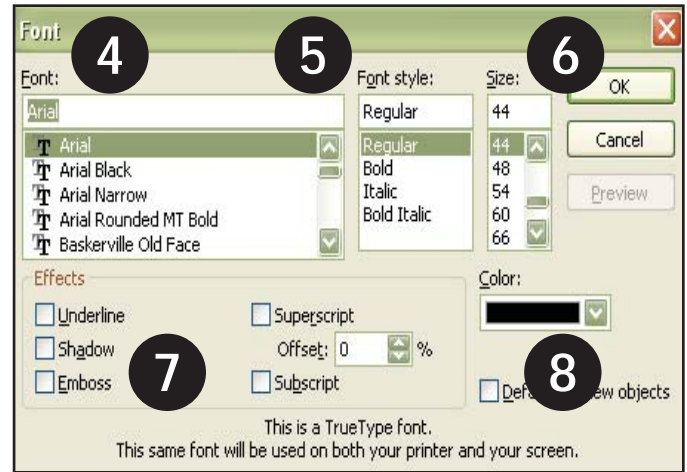


3

Font Format

Font formatting features allow you to provide a variety of visually interesting effects to typed text.

1. Highlight the desired text by clicking and dragging the mouse over the text.
2. From the Microsoft PowerPoint menu bar, click **Format>Font**.
3. The **Font** Dialog box appears.
4. Select the desired **Font**.
5. Select the desired **Font style**.
6. Select the desired **Size**.
7. Select the desired **Effects**.
8. Select the desired **Color**.
9. Click **OK**.



Font Alignment



1. From the Microsoft PowerPoint menu bar, click **Format>Alignment**.
2. Select the desired alignment (left, centered, right, or justified).

Shortcut:



3. From the Microsoft PowerPoint formatting tool bar, click the desired alignment style (left, centered, right, or justified).

or

The shortcut keys for font alignment are:

Align Left = **Ctrl+L**

Align Center = **Ctrl+E**

Align Right = **Ctrl+R**

Activity

Open your master slide presentation. In the slide layout templates, format the font type, font style, font size and color. Also, align the font appropriately. Minimize your presentation.

Clip art

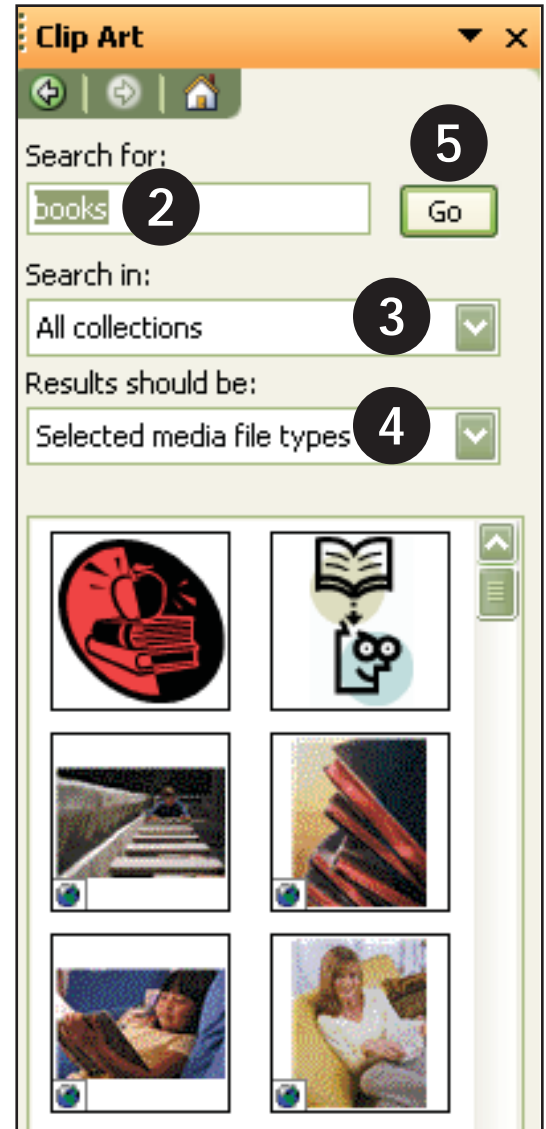
Microsoft PowerPoint contains a library of available clip art.

1. From the Microsoft PowerPoint menu bar, click **Insert>Picture>Clip art**.
2. In the **Search for** box, type a word or phrase that describes the clip art you wish to access.
3. Select the **collections** that you wish to search.
4. Select the desired **media file types**.
5. Click **Go**.
6. Once you have found the desired clip, **double-click the clip** to insert it into your PowerPoint presentation.

Shortcut:



7. From the drawing tool bar, click the **clip art icon** to access the clip art search dialog box and follow steps 2-6 above.



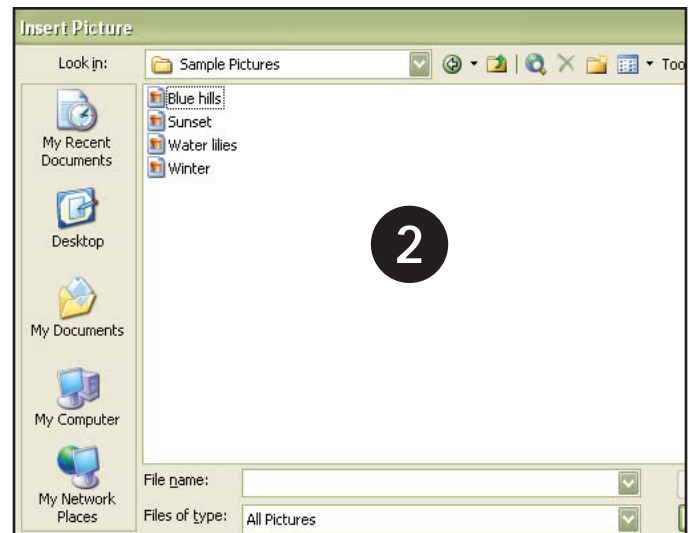
Pictures

1. From the Microsoft PowerPoint menu bar, click **Insert>Picture>From File**.
2. The **Insert Picture** dialog box appears.
3. Locate the picture that you wish to insert.
4. Click **Insert**.

Shortcut:



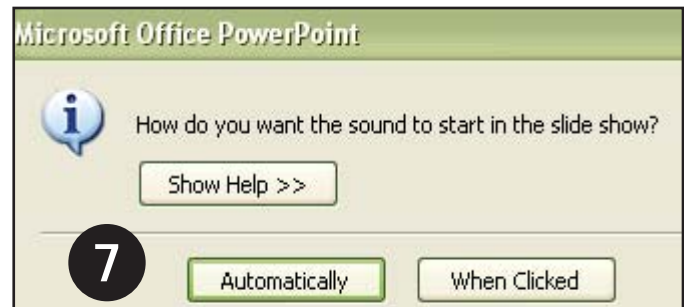
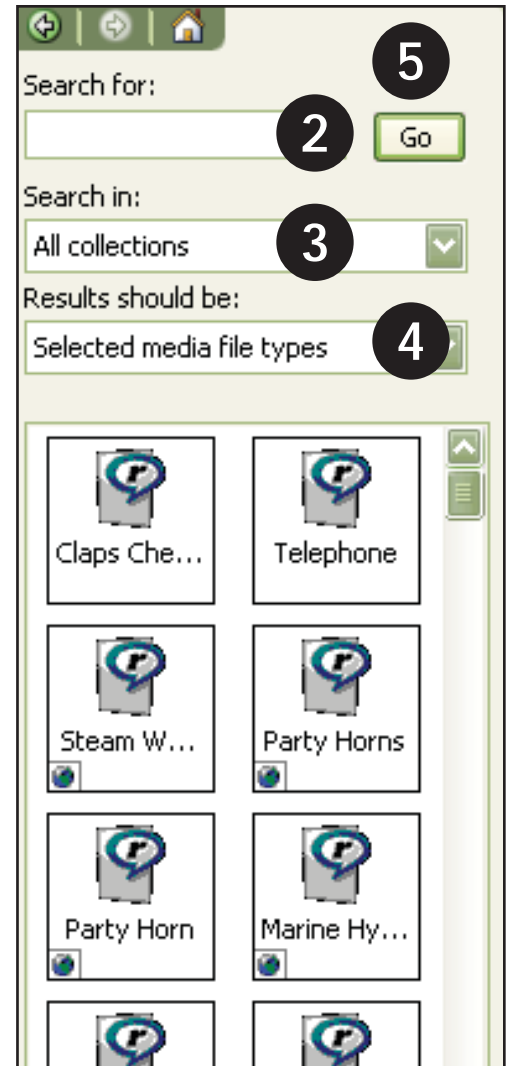
5. From the drawing tool bar, click the **Picture icon** to access the Insert Picture dialog box.



Sound from Clip Organizer

Microsoft PowerPoint includes a library of sound files to use with your PowerPoint presentations.

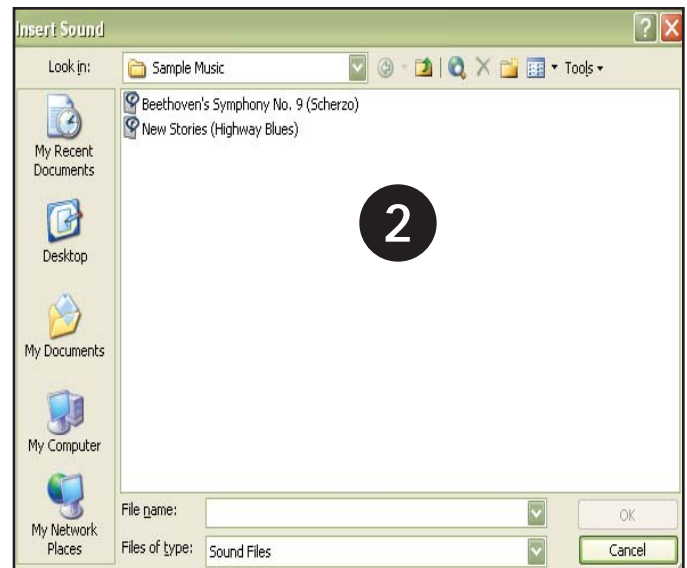
1. From the Microsoft PowerPoint menu bar, click **Insert>Movies and Sounds>Sound from Clip Organizer**.
2. In the **Search for** box, type a word or phrase that describes the sound you wish to use.
3. Select the desired **collections** that you wish to search.
4. Select the **media file type**.
5. Click **Go**.
6. Once you have selected a sound, double-click the sound file to insert it into your PowerPoint presentation.
7. A dialog box appears prompting you to select a sound start choice.
8. The sound will play only in **slide show** view.



Sound from File

External sound files can be used in PowerPoint presentations. PowerPoint will recognize and play only .wav, .mid, or .cda sound file types.

1. From the Microsoft PowerPoint menu bar, click **Insert>Movies and Sounds>Sound from File**.
2. Locate and select the desired sound file.
3. Click **OK**.
4. A dialog box appears, prompting you to select the **sound start** choice.
5. The sound will only play in **slide show** view.



Activity

Open your master slide presentation. Add a clip art graphic to the title master. Add a picture graphic to the slide master. Add a sound file to the slide master. Minimize your presentation.

Movie from Clip Organizer

Microsoft PowerPoint contains movie files ready for you to use in your presentations.

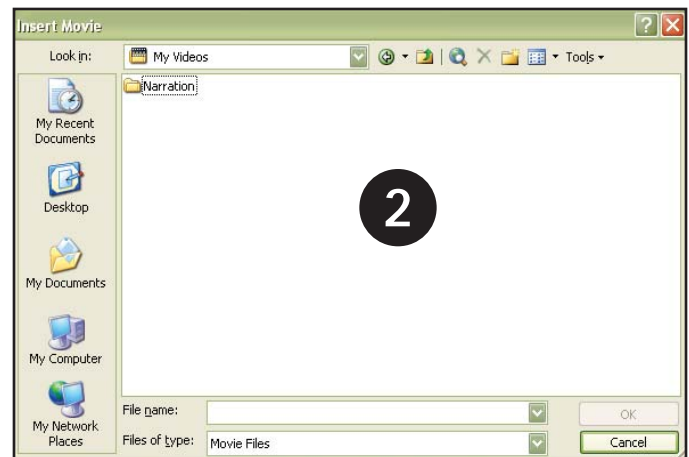
1. From the Microsoft PowerPoint menu bar, click **Insert>Movies and Sounds>Movie from Clip Organizer**.
2. In the **Search for** box, type a word or phrase that describes the movie you wish to use.
3. Select the **collections** that you wish to search.
4. Select the **media file type**.
5. Click **Go**.
6. Once you have located the desired movie, double-click the movie file to insert the file into your PowerPoint presentation.
7. The movie will play only in slide show view.



Movie from File

External movie files can be used in Microsoft PowerPoint presentations. PowerPoint will recognize and play only .avi, .mov, .qt, .mpg, or .mpeg movie file types.

1. From the Microsoft PowerPoint menu bar, click **Insert>Movies and Sounds>Movie from File**.
2. The **Insert Movie** dialog box appears.
3. Locate the movie file that you wish to use in your presentation. Click **OK**.
4. The movie will only play in slide show view.



AutoShapes

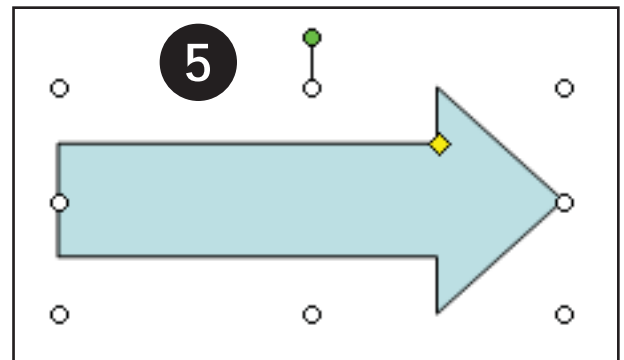
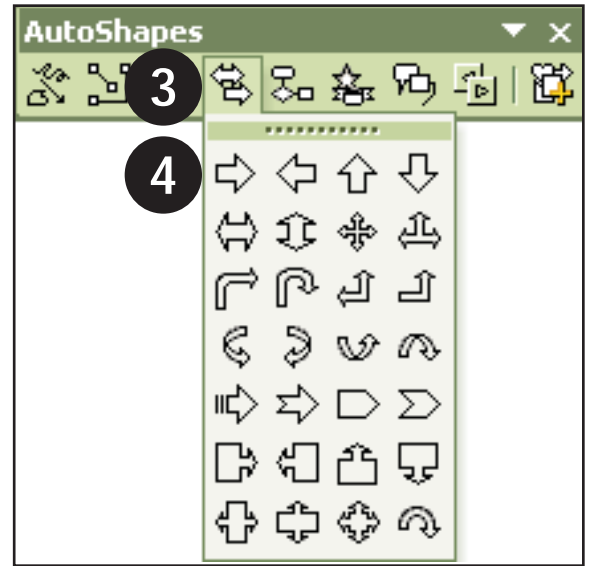
Included with Microsoft PowerPoint is a library of shapes that are available to use in your PowerPoint presentations.

1. From the Microsoft PowerPoint menu bar, click **Insert>AutoShapes**.
2. The **Auto Shapes** dialog box appears.
3. Select the desired shapes **category**. (Example: block arrows)
4. Select the desired **shape**. (Example: right arrow)
5. Click and drag the mouse to create the shape.
6. To add text to a shape, right-click the mouse inside the shape.
7. Click **Add Text**.

Shortcut:



8. From the drawing tool bar, click the **AutoShapes** icon to access the **AutoShapes** dialog box.



WordArt

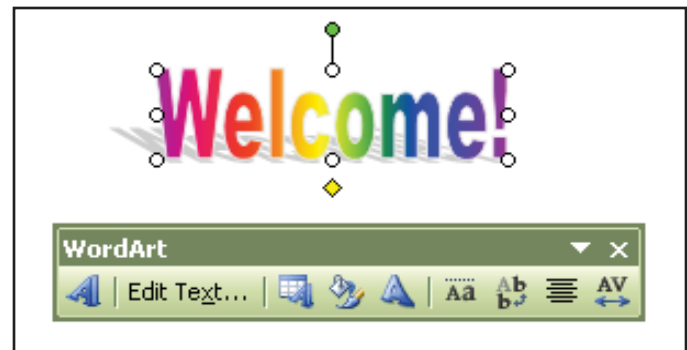
WordArt allows you to convert text into creative, graphic images. Included with Microsoft PowerPoint is a library of WordArt styles for you to use in your presentations.

1. From the Microsoft PowerPoint menu bar, click **Insert>Picture>WordArt**.
2. The **WordArt Gallery** dialog box appears.
3. Select the desired **WordArt style**. (Example: rainbow)
4. Edit the text, font, and font size.
5. Click **OK**.
6. If you wish to edit your WordArt, click the **WordArt** image in your presentation. When the **WordArt** tool bar appears, click **Edit Text**.

Shortcut:



7. From the drawing tool bar, click the **WordArt** icon to access the *WordArt Gallery* dialog box.



Activity

Open your master slide presentation. Add WordArt to the title master. Add an AutoShape to the slide master. Save your presentation to the desktop. Name the presentation using your last name.