



**HILLSBOROUGH**  
Community College

Microsoft PowerPoint 2003  
Module 2

<http://pds.hccfl.edu/pds>



# Microsoft PowerPoint 2003: Module 2

October 2006

The material contained in this training material is copyrighted ©2006 Hillsborough Community College Department of Professional Development Services and may not be reproduced without express, written permission. Other trademarks, trade names, logos, designs, brand names, and product services mentioned in this publication may be trademarks or registered trademarks of third parties.

# Table of Contents

Background Standard and Custom Color . . . . .	2
Gradients . . . . .	3
Texture . . . . .	4
Pattern . . . . .	5
Insert Shadow Effects . . . . .	6
Insert 3-D Effects . . . . .	7
Insert Fills . . . . .	8
Line Style . . . . .	9
Rotate . . . . .	10
Dash Style . . . . .	11
Group . . . . .	12
Order . . . . .	13
Slide Transition . . . . .	14
Custom Animation . . . . .	15



# Objectives

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

1. Apply a standard or custom color, style or picture to selected slides;
2. Apply a slide background color, style, or picture;
3. Apply a texture background to all or select slides;
4. Apply a pattern background to all or select slides;
5. Insert shadow effects to text, shapes, and WordArt;
6. Insert 3-D effects to text, shapes or WordArt;
7. Insert fills to text boxes, AutoShapes, WordArt, and Pictures;
8. Apply Line effects to text, shapes, and WordArt;
9. Rotate text, shapes, ClipArt and WordArt;
10. Apply a dash style to text, shapes, and WordArt;
11. Group objects as one piece;
12. Order objects;
13. Create slide transitions;
14. Create custom animations.

## Background: Standard and Custom Color

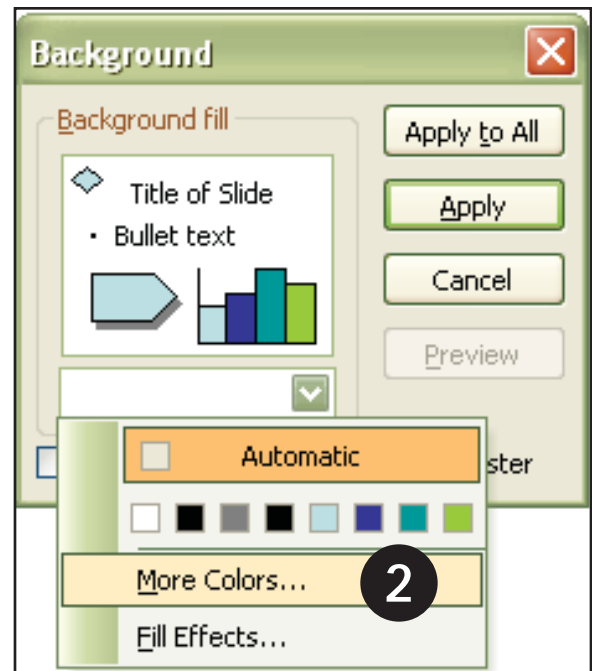
A standard and custom color, style, or to picture can be applied to all slides or selected slides.

1. From the menu bar, click on **Format>Background**.
2. Under **Background** fill, click on the down arrow and choose **More Colors** for a larger selection of colors.
3. Click on the **Standard** or **Custom** tab to select a color.

To customize a color using the **Custom** tab, move the color picker and color slide up or down. If the red, green, and blue (RGB) is known, it can be entered.

4. Select a color and click **OK**.
5. Click on **Apply to All** or **Apply** to add the background color of choice.

To view the background color, click on **Preview**. If the color is not acceptable, press the **Cancel** button and choose another color.



## Background: Gradients

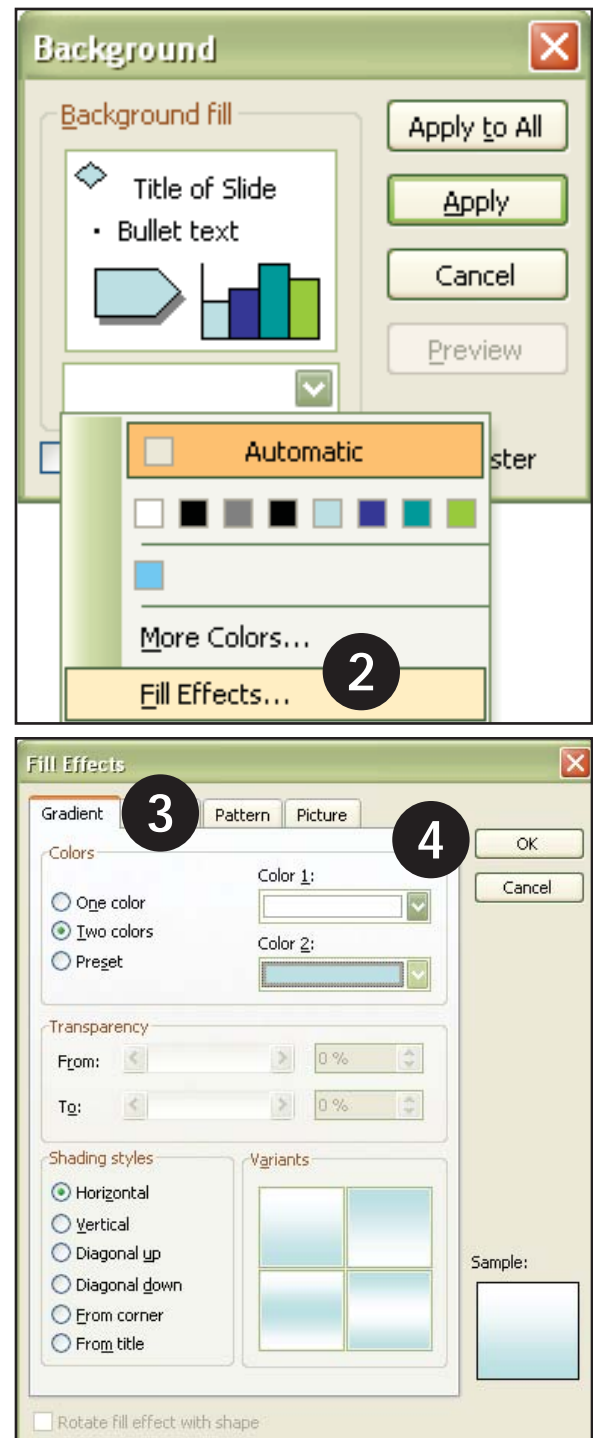
A slide background color, style, or picture can be applied to all slides or to selected slides.

1. From the menu bar, click on **Format>Background**.
2. Under **Background fill**, click on the down arrow and choose **Fill Effects**.
3. Select the **Gradient** tab.
4. After you choose the **Colors, Transparency, Shading styles,** and **Variants**, click on **OK**.

A **Sample** appears on the lower-right corner of the **Fill Effects** dialog box.

5. Choose **Apply to All** or **Apply** to add the gradient to the background.

To preview the gradient, click on **Preview**. If the gradient is not acceptable, press the **Cancel** button and choose another gradient style.



## Background: Texture

A texture background can be applied to all slides or to selected slides.

1. From the menu bar, click on **Format > Background**.
2. Under **Background** fill, click on the down arrow and choose **Fill Effects**.
3. Select the **Texture** tab.
4. Select a texture and click on **OK**.

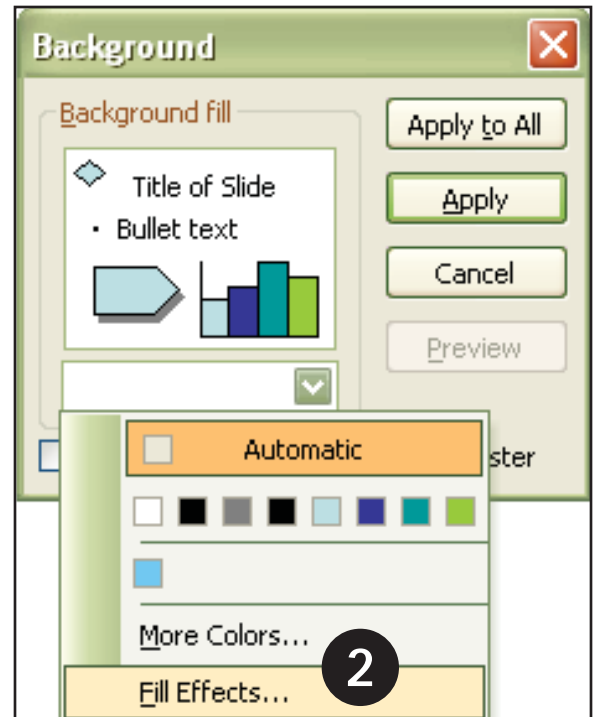
A **Sample** appears on the lower-right corner of the **Fill Effects** dialog box.

5. Choose **Apply to All** or **Apply**.

To preview the texture, click on **Preview**. If the texture is not acceptable, press the **Cancel** button and choose another texture style.



Choose texture backgrounds that will not distract from your presentation. A quick fix for dark or busy textures is to draw a box over the background and bring the transparency down to show some of the textured background.



## Background: Pattern

A patterned background can be applied to all slides or to selected slides.

1. From the menu bar, click on **Format**>  
**Background**.
2. Under **Background fill**, click on the down arrow and choose **Fill Effects**.
3. Select the **Pattern** tab.
4. Select a pattern, foreground and background colors, and click on **OK**.

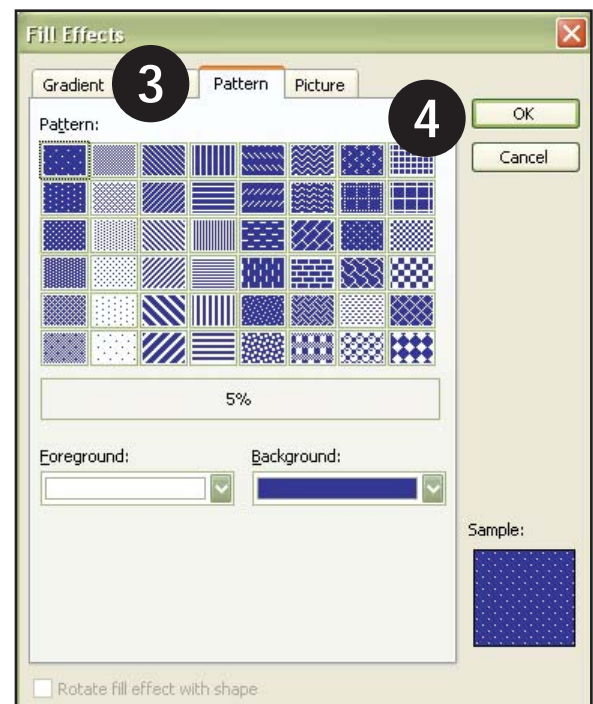
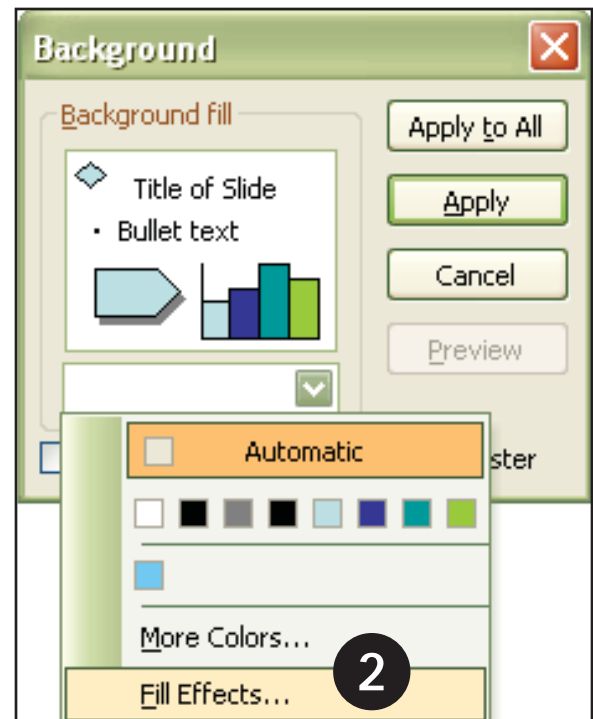
A sample appears on the lower-right corner of the **Fill Effects** dialog box.

5. Choose **Apply to All** or **Apply**.

To preview the pattern, click on **Preview**. If the pattern is not acceptable, press the **Cancel** button and choose another pattern style.



A pattern background can be an eyesore rather than complimentary. Therefore, use the pattern background feature sparingly and make appropriate color choices.



## Insert Shadow Effects

Shadow effects can be added to text, shapes, and WordArt.

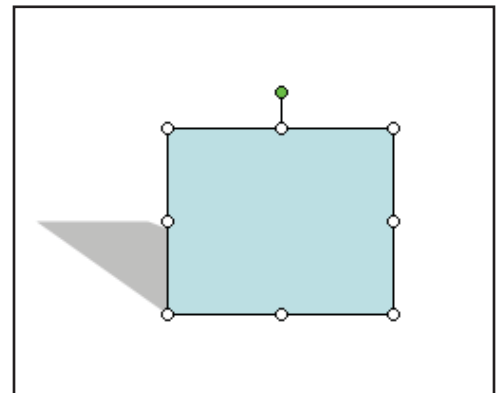
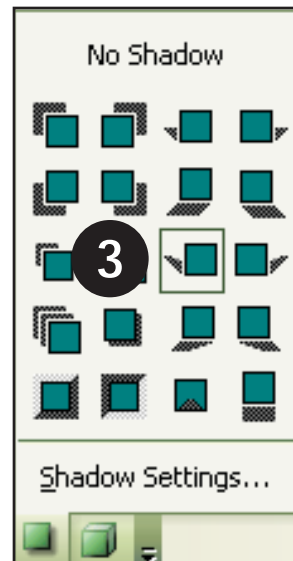
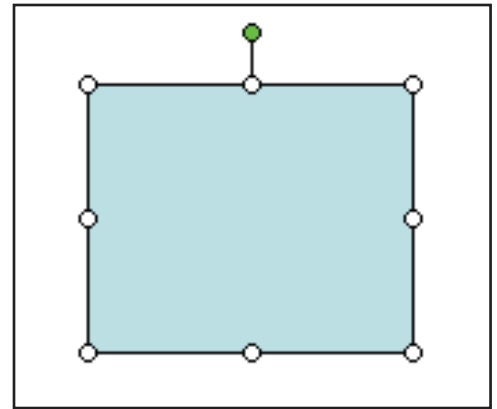
1. Select the object to which you want to add shadow effect.

Verify that the object's handles are visible. If they are not, click on the object.

2. From the Drawing toolbar, point to and click on the  **Shadow Style** icon.

3. Select and click on the **Shadow Effect**.

To remove a shadow effect, click on **No Shadow**.




## Insert 3-D Effects

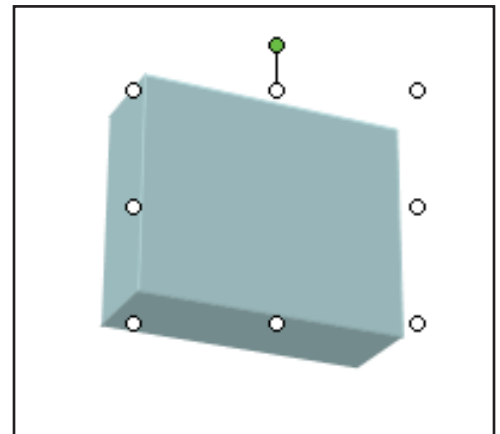
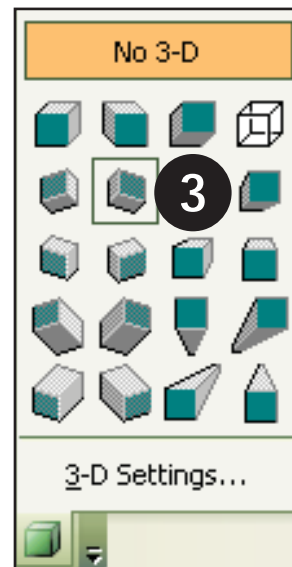
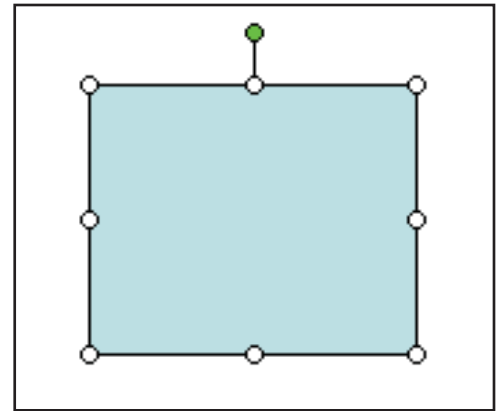
3-D effects can be added to text, shapes, and WordArt.

1. Select the object to which you want to add the 3-D effect.

Verify that the object's handles are visible. If they are not, click on the object.


2. From the Drawing toolbar, point to and click on the  **3-D** icon.
3. Select and click on the **3-D effect**.

To remove a 3-D effect, click on **No 3-D**.

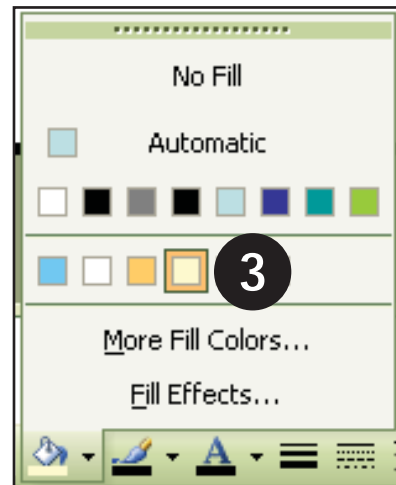
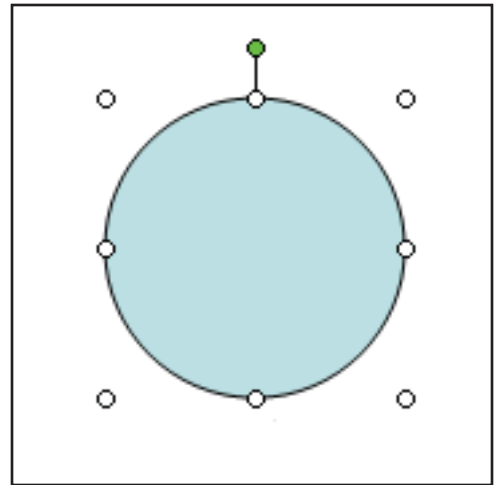


## Insert Fills

Fills can be added to any of the following: text box, AutoShapes, WordArt, and Picture (except for animated GIFs).


1. Select the object to which you want to add a fill.  
Verify that the object's handles are visible. If they are not, click on the object.
2. From the Drawing toolbar, point to and click on the  **Fill Color** icon located on the bottom of the menu bar.
3. Select a color.

To remove a fill, click on **No Fill**, or to add a fill effect, click on **Fill Effects**.



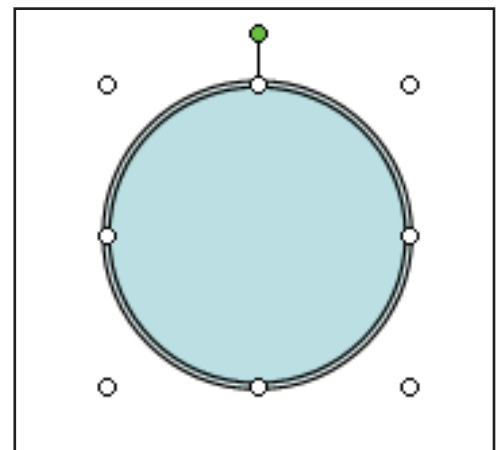
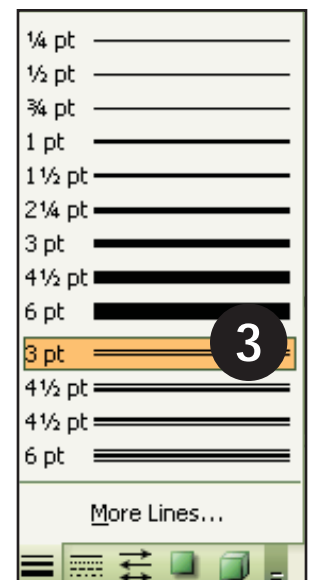
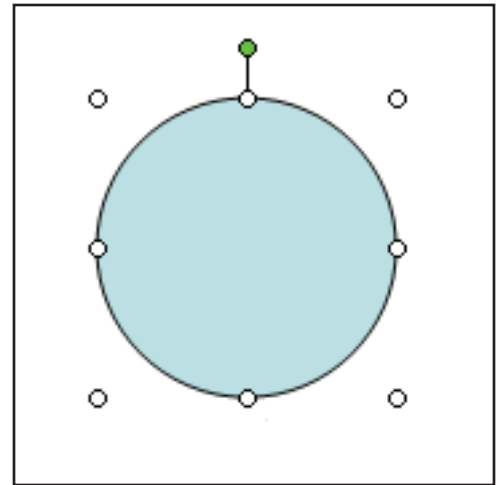
## Line Style

Line effects can be added to text, shapes, and WordArt.

1. Select the object to which you want to add line style effect.  
  
Verify that the object's handles are visible. If they are not, click on the object.
2. From the Drawing toolbar, point to and click on the  line style icon.
3. Select a **line effect**.

To choose more line styles, click on **More Lines** or double-click on the object. The **Format AutoShape** dialog box appears.

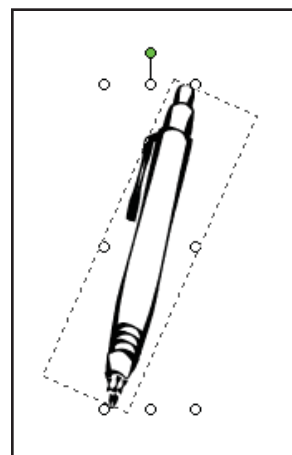
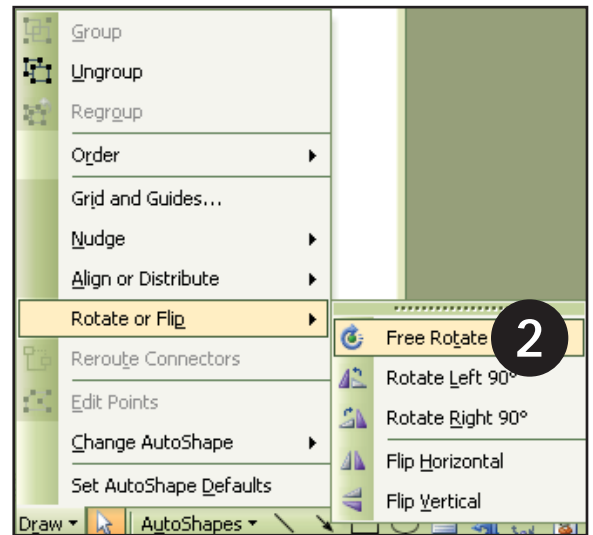
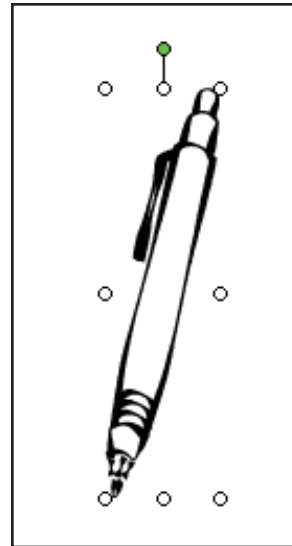
Click on the down arrow to change line color, style, or dash. You can also click on the up and down arrows to specify line weight.



# Rotate

A user can apply rotate to text, shapes, ClipArt and WordArt.

1. Select the object to which you want to add to rotate.  
  
Verify that the object's handles are visible. If they are not, click on the object.
2. Click on **Draw>Rotate or Flip** and select a rotate or flip mode .  
  
e.g. **Free Rotate**
3. Left click and drag the object's rotate handle in any direction to rotate.
4. Click outside the object to finalize rotation.




## Dash Style

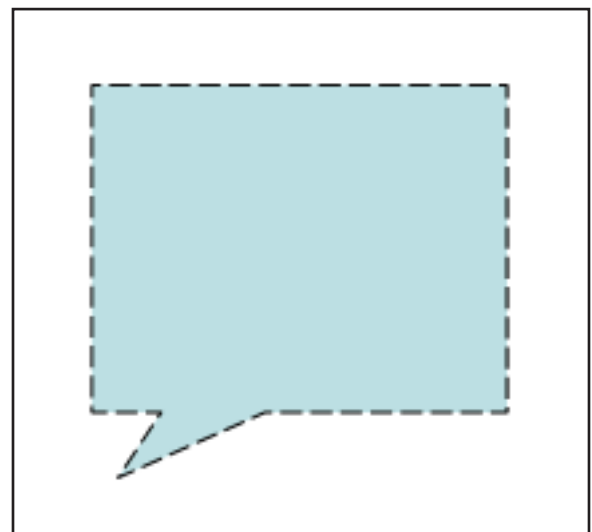
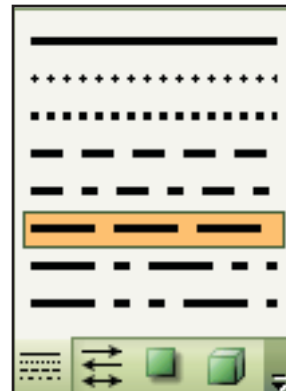
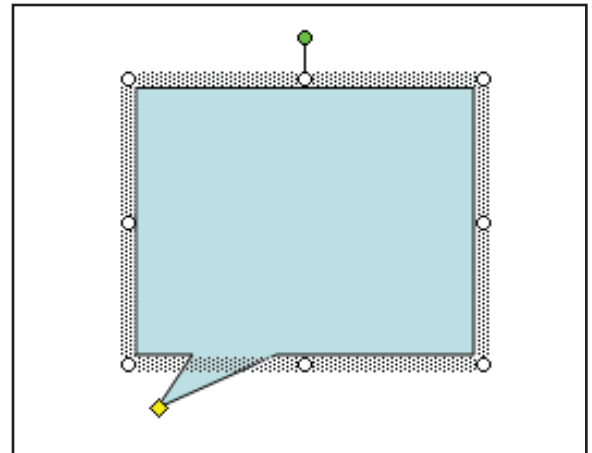
Dash style can be added to text, shapes, and WordArt.

1. Select the object to which you want to add the dash style.

Verify that the object's handles are visible. If they are not, click on the object.

2. From the Drawing toolbar, point to and click on the  **Dash Style** icon located on the bottom of the menu bar.
3. Select a dash style.

To change the dash style, double click on the object and the **Format AutoShape** dialog box appears.



## Group

Objects in PowerPoint can be grouped as one piece. This feature is helpful when resizing or moving objects.

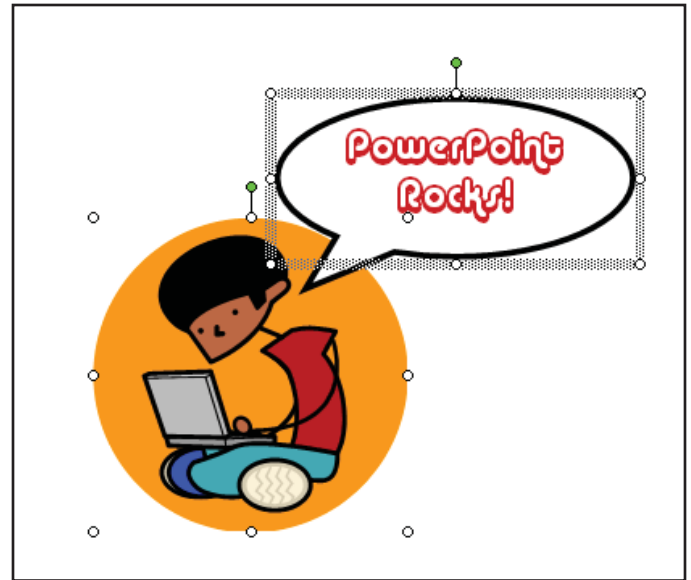
1. Select the objects to group.

To select more than one object, **Shift+Left** click until all items are selected.

2. Click on **Draw>Group**.

The objects are now grouped together as one object.

To ungroup the objects, select the object to ungroup and click on **Draw>Ungroup**.



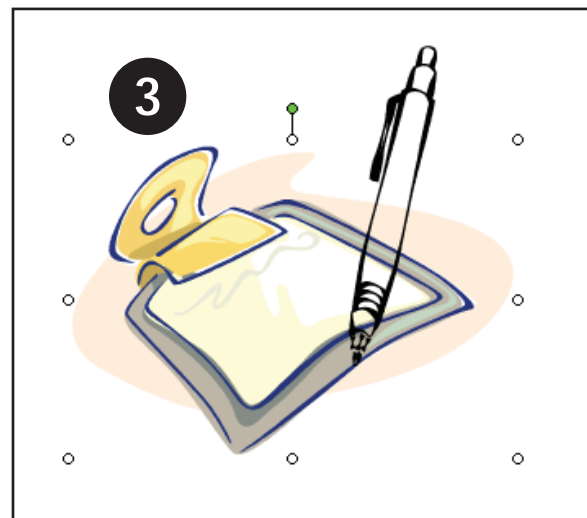
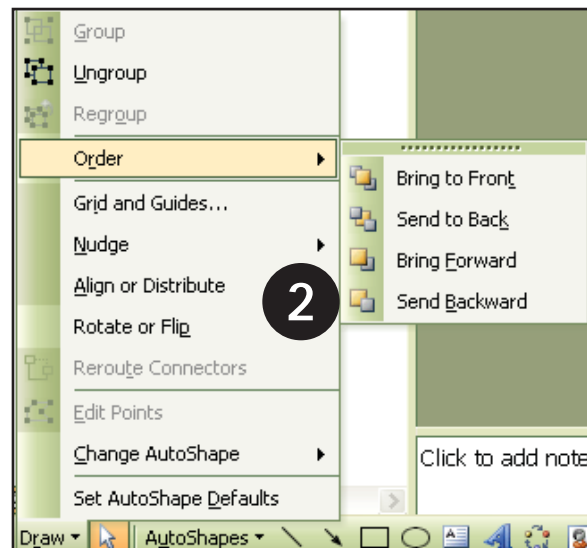
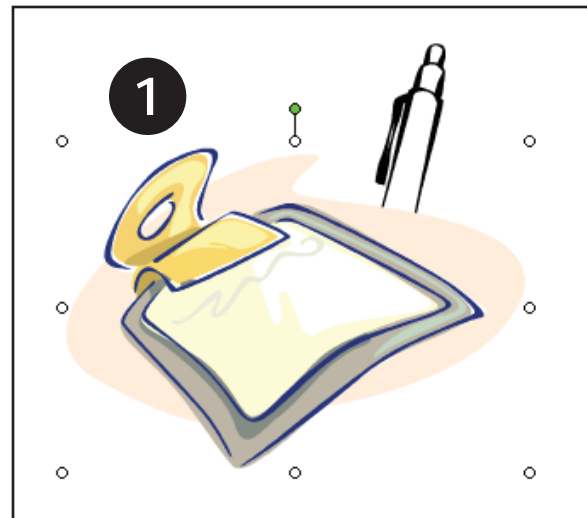
## Order

Objects can be ordered to:

- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

Ordering the placement of objects is helpful when layering multiple objects on a slide.

1. Click on the object(s) to arrange them so that handles are visible.
2. Click on **Draw>Order** and then select order preference.  
e.g **Send to Back**
3. The object is now sent to the back.



## Activity

You learned how to insert fills, line styles, dash styles, rotate, order and group objects. Create a person using AutoShapes and use the skills you have just learned.


Requirements: Use fills, line styles, dash styles, order and grouping.

## Slide Transition


Slide Transition is an effect that can be added between all slides or between specific slides.

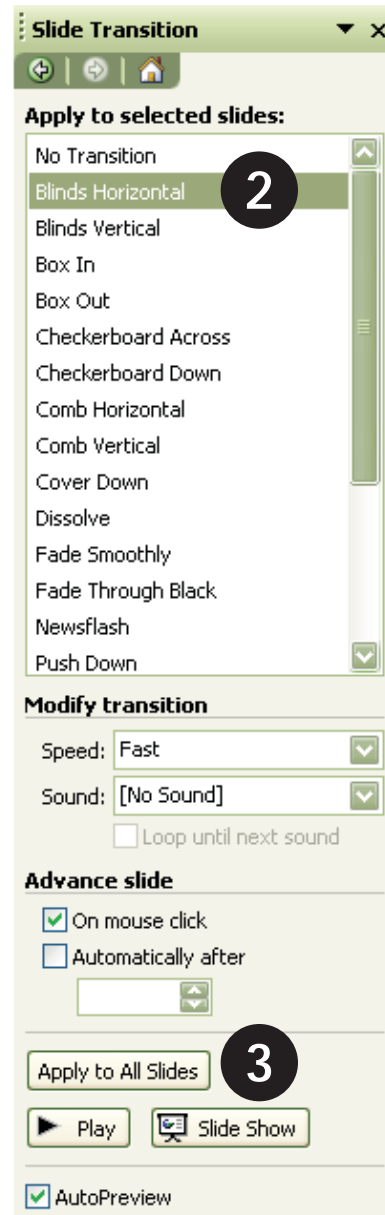
1. From the menu bar, click on **Slide Show>Slide Transition**.
2. In the task pane, under **Slide Transition** select a transition, for example,

### Comb Horizontal.

 Choose **Speed** and **Sound** to slide transitions as needed. You can also set a slide to advance **On mouse click** or **Automatically after**. If you select **Automatically after**, enter the number of seconds you want the slide to be visible before advancing to the next slide.

3. Click on **Apply to All Slides**.

 To add different transitions to individual slides, point to the **Slides** tab in **Normal view**. Next, click on the slide(s) to add the transition(s). From the menu bar, click on **Slide Show** and select a transition style. Repeat the steps to add transition to other slides.



## Activity

Add a transition effect to the first slide and set it to advance **Automatically after** 4 seconds. Next, add a different transition effect to slides 2, 3, and 4 and set it to **On mouse click**.

Discuss when it would be most appropriate to have a presentation advance slides automatically.

Discuss what will happen if you do not set the transitions to **On mouse click** or to **Automatically after**.

## Custom Animation

Animations can be applied to text and objects. There are four types of animation: Entrance, Emphasis, Exit, and Motion Paths.



1. Select the object or text to add custom animation.
2. From the tool bar, click on **Slide Show> Custom Animation**.
3. In the task pane, under **Custom Animation** click on the **Add Effect** button and select an effect.

 In the **Modify** section, select the **Start**, **Direction** and **Speed of the Animation**.

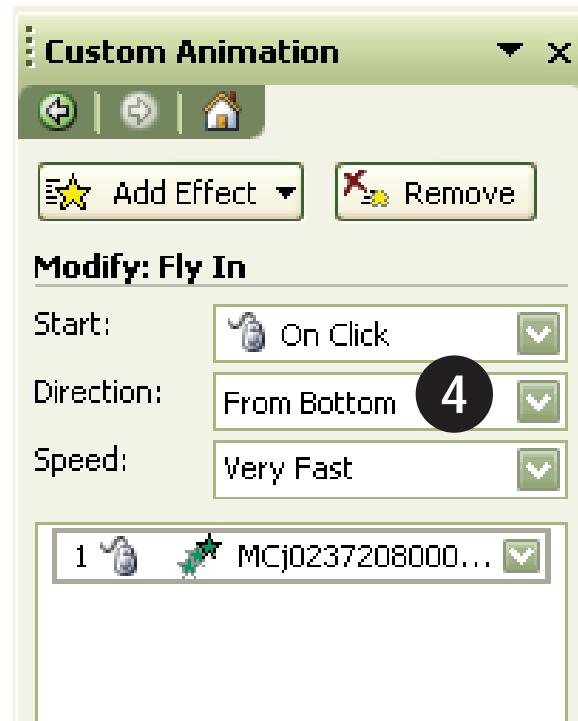
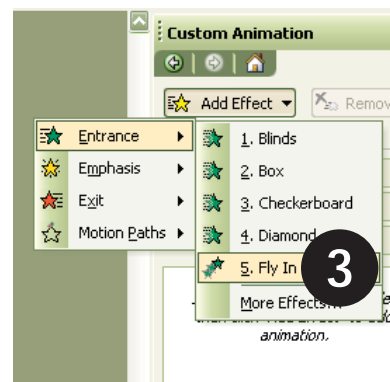
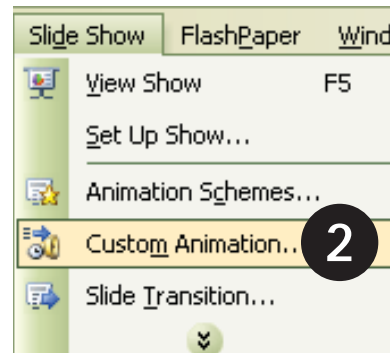
It is important to note that the Property is different for each animation.

or

1. Click on the object or text so that the handles are visible.
2. Right click on the object or text.
3. Point to and click on **Custom Animation**.

Follow steps 3-4 from above.

To remove the animation, click on **Remove** button.



## Activity

Add custom animation effects to three objects. Use the **Entrance**, **Motion Paths** and **Exit**.

Copy, paste and resize the “person” from the activity on page 13 you created using **AutoShapes** and have him/her follow a motion path.