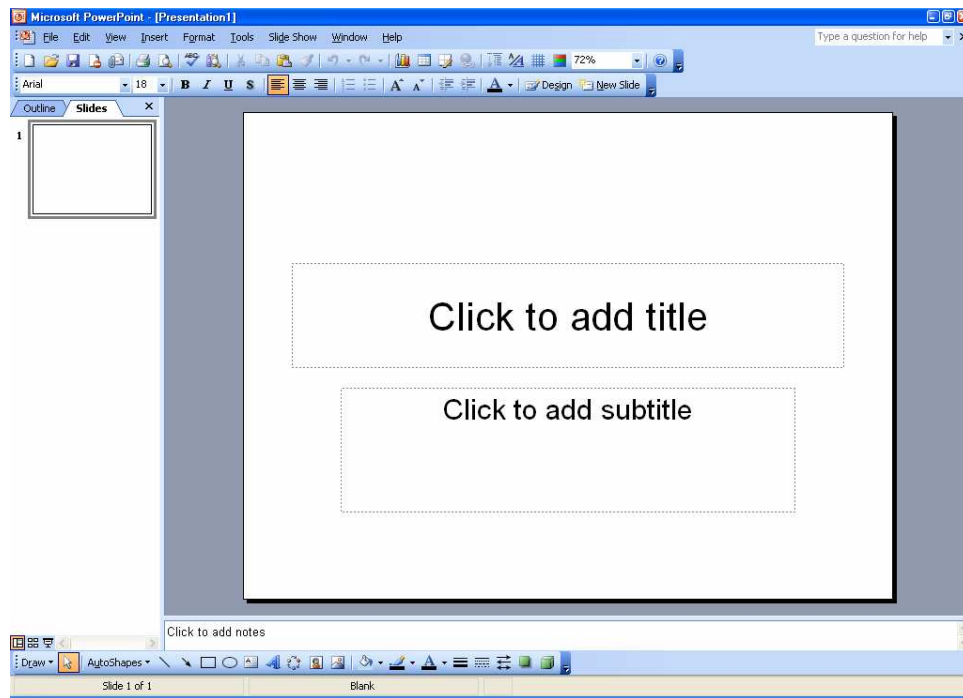# What is Microsoft PowerPoint?

Microsoft PowerPoint is a powerful presentation builder. In PowerPoint, you can create slides for a slide-show with dynamic effects that will keep any audience's attention.

Some basic concepts and terminology

The screen is basically divided into three panes. The main interior portion of the window contains the currently selected slide and is your actual working area. Along the left side of the window is the Outline/Slide Pane listing all of the slides within the current presentation. This allows you to quickly get an overall view of the presentation you are working on. A Notes Pane runs along the bottom where you can type comments that will only be visible for others working on the construction of the presentation (not the audience who sees it play).

Towards the bottom of the screen are the Viewing Icons. These icons allow you to switch to the various views depending on what you are currently doing. For example, slide view is best for adding graphics or editing existing objects while the slide sorter view is used to quickly rearrange or delete slides within your presentation. The differences between the various views are only in the size of their respective panes.


Slide Sorter View

At the bottom of the screen are the Drawing Tools which can be used to enhance your slides.

PowerPoint provides a slide counter along the Status Bar (located at the bottom of the screen) which lets you know what slide number you are currently viewing/working on. To quickly move to the next or previous slide, PowerPoint provides buttons in the lower right side of the vertical scroll bar.

Changing the slide layout

If you are working with one type of slide layout and decide you would rather use a different layout (i.e., change from a title chart to a bullet list), you can easily switch the layout of an existing slide by following the steps outlined below:

1. Select the slide to be modified.

2. Click on the New Slide button (located to the far right of the standard and formatting tool bars) this will display the Slide Layout on the right side of your screen.

3. Select the new layout for the current slide from the list.

4. When done, click on Apply to Selected Slides. PowerPoint will change the layout to match the one selected.
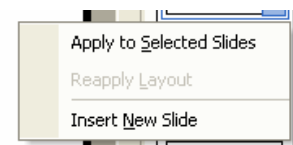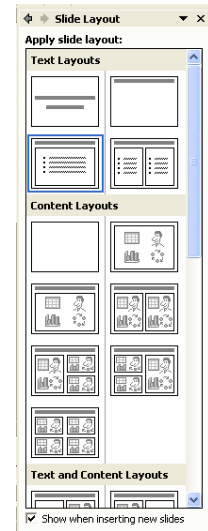
Select, move or copy objects

Once objects have been added to a slide, you must select them before modification is possible. PowerPoint allows you to move, copy, resize, delete and change the color of the selected object. If the object contains text, you may also edit the font and size of the text, as well as any attributes that may have been applied.

You can move objects around on the slide by dragging them from one location to another using your mouse, as outlined in the steps shown below:

1. Click and hold onto the object.

2. Drag the mouse until the object is positioned in the desired location and then let go of the mouse button.

Rather than moving an object, you may wish to make a copy of it to another location within the slide or presentation, as shown in the steps outlined below:

1. Click on the object, the click on Edit on the menu bar and click on Copy.

2. Select the position that you want to copy the object to, and then click on Edit again, then click on Paste.
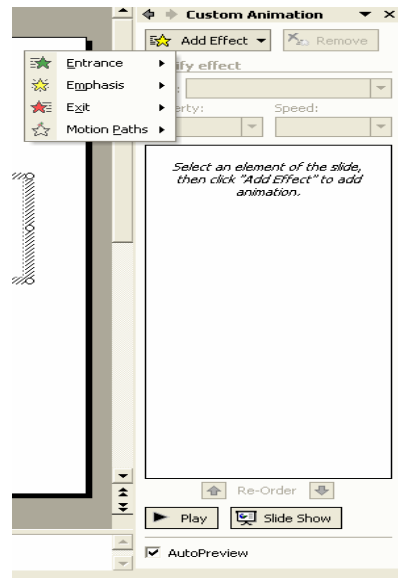
Working with text

You can change the attributes of text such as the font, size, color, and style.

Select the text to be edited by clicking the pointer on the text item that you wish to edit. You can also select a single word or group of characters from within a text object. To select an entire text object,

click on it once. The first time you click, you will be able to edit the text or highlight just a portion of the text to be modified. If you click a second time (this time on the border surrounding the text), you will select the entire text object. Do not click the second time until you see the pointer change shape to a four-way arrow.

To add custom animation to the text select Slide Show on the Menu Bar and then select Custom Animation. On the right side of your work area a list will display allowing you to select custom animation for the information on each of your slides.

Custom animation allows you to determine the order and style in which your information will be displayed on your slide. It also allows you to add sound effects as the information is displayed and you may set the time for the information to be presented on the slide.

Working with design templates

PowerPoint allows you to customize your presentation by applying a design template. Design templates contain predefined color schemes, font styles, custom formatting, and slide masters that are designed to create a particular look and feel. You can use one of PowerPoint's many design templates or create your own.

1. Click on the Design button (located to the far right of the standard and formatting tool bars).

2. The list box to the right will be displayed; you can then scroll through the available templates and preview them by clicking on a template. You can not apply different style designs to your presentation. Only one design will be applied to ALL your slides.

Printing

If it is necessary to print your presentation, you have a choice of how to print your slides. In the Print Menu area of Print what select the arrow next to Slides and select what you would like to print: Slides, Handouts, Note Pages, or Outline View. By using the Outline View you can save both paper and toner.
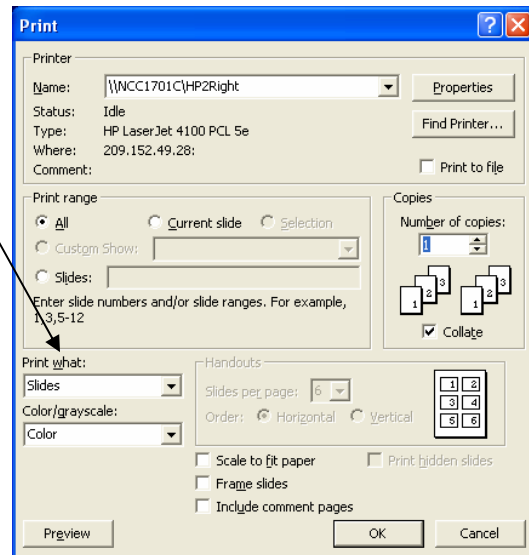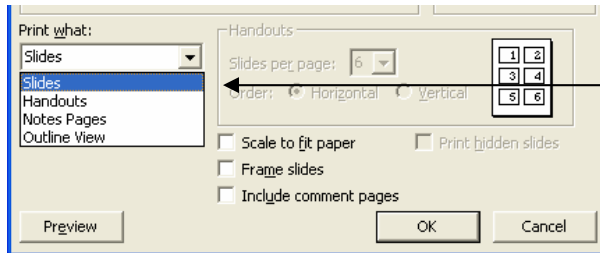
If you select Handouts you may choose how many slides are printed to a page (up to 9).

NOTE: If you select 3 slides per page it will also print lines next to the slides so you or your audience will have space to write notes. This feature is frequently used for presentations.
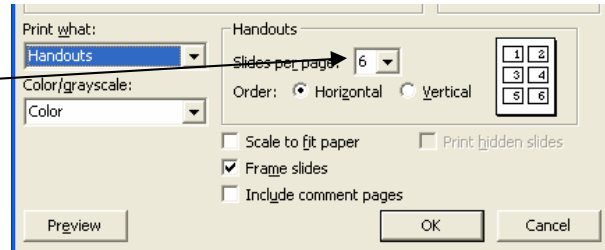
Adding transitions effects

PowerPoint allows you to add special effects to each slide within the slide show, as outlined in the steps below:

1. Highlight the slide(s) you wish to change.

2. Click on Slide Show located on the Menu Bar then select Slide Transition from the drop down menu. Along the right side of your work area a list box will be displayed similar to this one

3. Select a Transition Effect from the list. Once the effect is selected it will display a sample of how the effect will appear. If you wish to see the effect again, click on the play button at the bottom of the list box.

4. Select a Speed. Changing the speed at which the transition takes place can also vary the effect displayed.

5. Select a Sound. You may select a sound effect to be played during the transition of the selected slides.

6. In the Advance slide area of the list box you can choose how the slide will advance; either manually by leaving the advance option set for the On mouse click, or Automatically after where you enter the number of seconds to wait before the next slide is displayed.

7. Click on the button shown below in order to set your own custom timings. PowerPoint will begin displaying your presentation (one slide at a time) with a Rehearsal tool bar displayed on the screen. Use this screen to rehearse your speech and set the timing for each slide
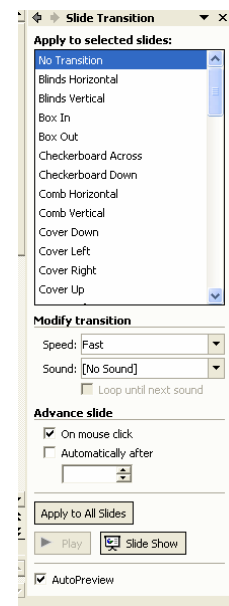
within the presentation. There are two timers which show you the display time for the current slide and the total presentation. To specify when a slide should be removed from the screen, click the mouse once.

Running a Slide Show

A slide show is a desktop presentation. They are most often used when presenting information to an audience. Slide shows can be instrumental in conveying your message to a group of people since graphics can help make it more understandable.

When a PC is connected to an overhead projector you can display the show to a large group of people or it can be used on the PC in front of a small group (i.e., a sales presentation). It can either be running in the background as you speak to the group or you can add enough special effects that the show itself is sufficient in conveying the point you are trying to make. Adding animation and special effects can give the presentation added appeal.
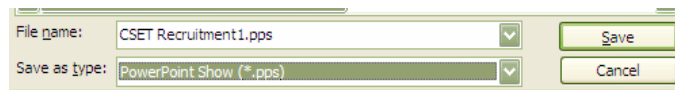
Running a slide show displays each of the slides contained within a presentation file one at a time on the computer screen. You can set an automatic time interval between slides being displayed on the screen or you can instruct PowerPoint that you want to manually set the speed each of the slides is displayed. If you run the slideshow manually, you can use the mouse or keyboard to move between slides.

Another nice feature is the ability to rehearse the times between slides by previewing the show and setting individual times for each slide of the presentation (described above).
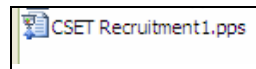
Automatically Running a Slide Show

To automatically run a PowerPoint slideshow, save the document as a PowerPoint Show (.pps) when you save the completed presentation.

1. Click on File on the menu bar

2. Click Save As

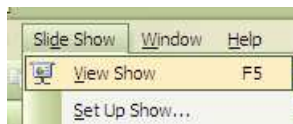3. Then change the Save as Type to PowerPoint Show (*.pps).
   This will allow you to start the slide show without having to open PowerPoint.

To start the slideshow, open the drive where the slideshow is saved (floppy, zip, cd-rom) and then double click on the filename with the .pps extension.

Manually Running a Slide Show

Open PowerPoint and click on Slide Show then click on View Show on the menu bar or on the lower left hand side of the presentation work area (just above the drawing tool bar).