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## PowerPoint 102

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Once you are comfortable with the basic parts of PowerPoint, the next step is to figure out how the more advanced tasks can be accomplished. Microsoft PowerPoint can be set up to run automatically, have transitions, include charts and graphs, and much more.

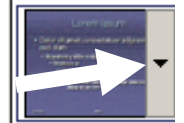
Today, we will be using Microsoft PowerPoint 2003 and 2000 to explore the program. Microsoft PowerPoint 2007 looks different, but works the exact same way. If you have questions about PowerPoint 2007, please let your instructor know

# Microsoft PowerPoint Templates

In PowerPoint 101 we talked about changing the layout of a slide, but you can also change the design and color scheme of slides. To do this, you can either choose a design template that has been made, modify an existing design template, or make one from scratch!

## Design Templates:

Click on **Format** ► and then choose either “**Apply Design Template**” (PowerPoint2000) or “**Slide Design**” (PowerPoint 2003). This will open the Design Template box (either as a pop up or on the right-hand side of your screen). This box offers a list of over 20 templates that you can choose from to apply to the background of your slides. In PowerPoint2003, you have the option of applying the design to all slides or to only the selected slide. You can view these options by clicking on the arrow on the right side of the template.

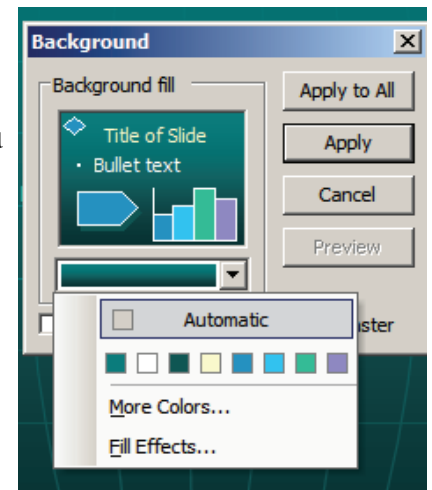


Templates will have a basic background image as well as a color scheme. The color scheme will have a selection of colors that go well together, and different types of Text Boxes will automatically have a particular color. These colors can be changed, and you can always choose a color that is NOT a part of your color scheme by clicking on the “more colors” option.

If you are connected to the Internet, you can also choose to view hundreds of additional templates by choosing ► “**Design Templates On Microsoft Office Online**” on the bottom of the template screen. Keep in mind that the title slide might be a little different than the rest of the slides

## Modifying Design Templates:

If you have chosen a design template but don’t like the background main color or the color scheme, you can easily change them! Once you have chosen your template, click on **Format** ► **Background** and the background and color scheme box will appear. Use these options to change the background and color schemes for your chosen template.



## Designing your own background:

Sometimes you may wish to design your own background. To do this, select **Format** ► **Background** from the Menu Bar. Select the Color Bar on the bottom of the Background window and choose the appropriate color and/or effects that you desire. You can also use the Draw Shapes to make your background. If you do so, it will apply to the first slide, and you can then add “duplicate” slides instead of new ones - or you can choose to make a “Master Slide” (see page 3).

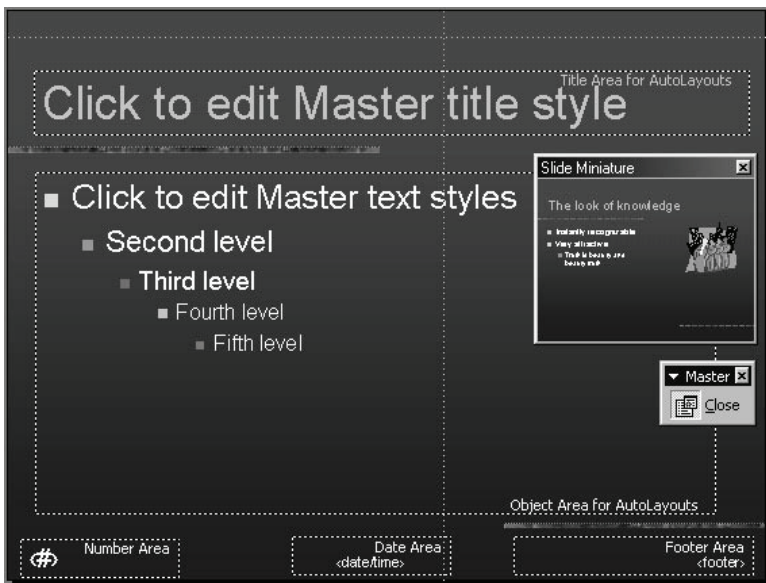
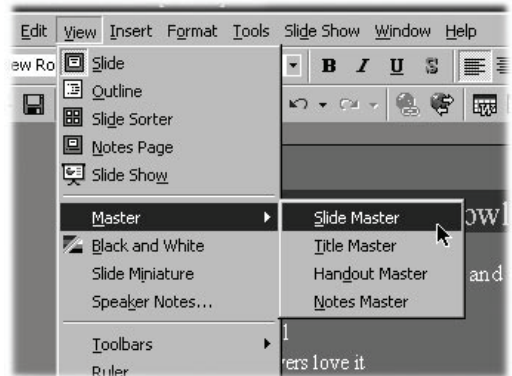
There is no right or wrong way to design your own background, so if you choose this option, have some patience and don't be afraid to experiment.

## Microsoft PowerPoint Templates: Master Slide

If you want most of the slides in your presentation to be similar, you might be interested in setting up a “Master Slide.” With a Master Slide, you can set the text boxes in all the same places, decide on the font, size and color of each box, and even add locations for graphics. Once you are finished with your Master Slide, the changes will be made on all the slides! So you don’t have to change the title font on each slide, or add your company logo to all of them! It’s also handy if you are designing your own background with shapes and/or images. You can create the background on your Master Slide and then save it for the rest!

It’s easy to do. To access the Master Slide, select  
**View ► Master ► Slide Master.**

The Master Slide will be displayed. The Master Slide basically follows the pattern of the Bulleted list slide with areas for the slide title and a bulleted list. There are also areas to add dates, slide numbers and header and footer notes; however, you can remove these and add different items if you wish. The appearance of the type styles used, the background and any graphics that appear on all slides are defined in the Slide Master.



Make changes to this slide just as we did on a single slide, and when you are done, click “close master view” on the Slide Master Toolbar. You should be set to work on your presentation! As always, you can make changes on individual slides - just think of your Master Slide as yet another Template!

### Save your Master Slide as a Template:

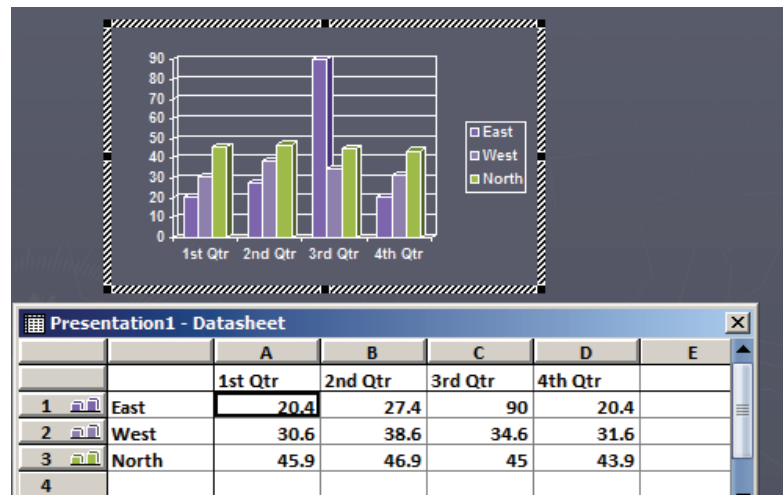
You can save the changes you’ve made to the presentation as a template you can use in future presentations. In order to save your design as an empty design template, make sure the only thing in your presentation is the Master Slide with no information added to it.

Under the **File Menu** choose **Save As**. Be very careful to choose Save As rather than Save! On the **Save As Type** menu at the bottom of the dialogue box, choose **Design Template**. Hit ok and you are done!

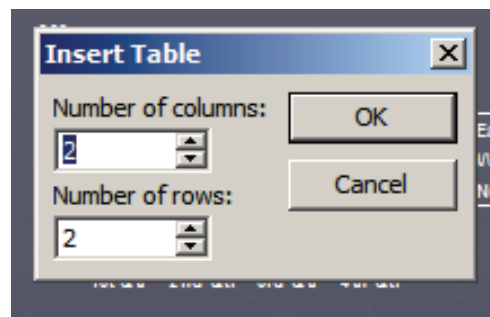
## Inserting Charts and Graphs

There are two ways to insert a graph (which is referred to in PowerPoint as a chart) or table into a PowerPoint slide.

1. The graph or table may already exist in another document or file. If this is the case, then you can simply insert the graph or table as you would a picture. Follow the instructions under Inserting a Picture. Or you could **Cut** and **Paste** a graph or chart from another document or file into your slide presentation.
2. MS PowerPoint can create graphs or tables directly in the slide. From the Menu Bar, select **Insert ► Chart (or Table)**.
  - For the **Chart (or Graph)** option, PowerPoint will present a very simple bar graph. If you wish to use a different type of Chart: once you have inserted the Chart, a new menu option will appear in the main menu bar. Click on **Chart ► Chart Type** and you can choose the type of graph you want to display. You will need to go in and edit the information in the bar graph to conform to the information you wish to represent in a chart. From the Datasheet, you can enter in the appropriate values for the columns and re-name the entities.



- The **Table** option will present you with the window below. Select the appropriate number of rows and columns you wish to have in your table. Click 'OK' to insert the table. Once the table has been inserted you will be able to input information into the table cells.

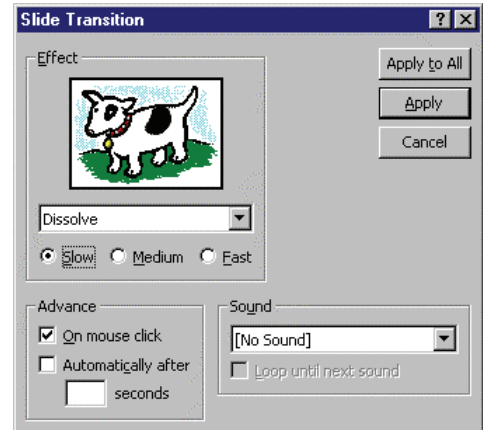


# Slide Animations and Transitions

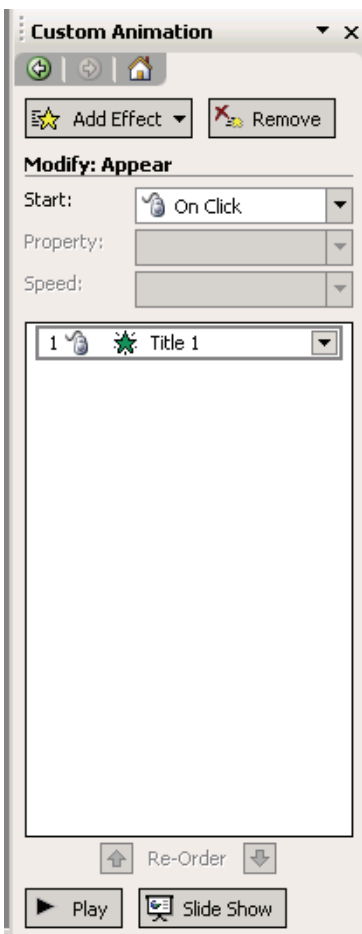
Slide Animations and Transitions are movement effects that you add to a slideshow for emphasis or fun! A **transition** is a special effect used to move from one slide to the next during your slide show. For example, you can fade in to your first slide or dissolve from one slide to another. An **animation** is added motion to a text box or graphic on a particular slide.

**To configure standard transitions, perform the following steps:**

- Choose **Slide Show ► Slide Transition**
- Click on the slide to which you want to add a transition, and then choose the transition you wish to use on the **Slide Sorter** toolbar or the drop-down list.
- Make desired adjustments (such as slowing down transition speed or adding a sound).
- Click to set the transition effects for the selected slide.
- Leave “On Mouse Click” chosen if you want to advance the slides by hand. If you want the show to run automatically, see page 6 for instructions!



**PowerPoint 2000 Slide Transition Box**



**Basic animation can be configured as follows:**

- Choose **Slide Show ► Custom Animation**
- Click on the desired slide and choose the element you want to animate (the text box or graphic, etc).
- Select **Add Animation** (in PowerPoint 2003) or the **Effects Tab** (in PowerPoint 2000) and choose the animation effect from the drop-down list.
- In PowerPoint 2003 - you can then change the **Start** point to *on click* or a certain amount of time (for details on the timing, see page 6 for automatic slide shows!)
- In PowerPoint 2000 - you can make changes on the **Order and Timing Tab** or the **Effects Tab** to customize your animation.
- Click **Play** (PowerPoint 2003) or **Preview** (Powerpoint 2000) to see a demonstration of the animation effect.

**PowerPoint 2003 Custom Animation Box**

## Setting Up an Automated Slideshow

It is possible to set automatic timings for slide transitions so that you do not have to manually advance slides with a mouse click or the keyboard. This is a particularly useful feature if you want the audience to watch some or all of your slides before you begin to present information orally. This also comes in handy when you have made a picture slideshow you want to play by itself.

### To set automatic transition timings:

- Choose **Slide Show ► Slide Transition**
- Choose the “Advance Automatically after” box and set the amount of time you want between the slides changing. If you want it the same for all slides, choose the **Apply to All Slides** option.

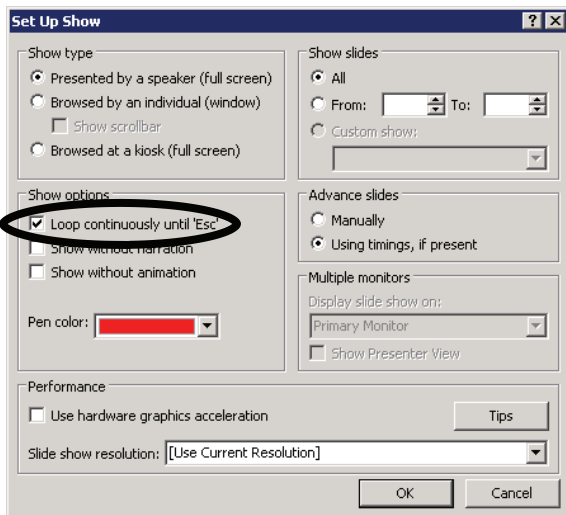
### To set automatic animation timings:

- Choose **Slide Show ► Custom Animation**
- Set your animations as per page 5. Except change the **Start** setting from **On Mouse Click** to **Automatically** and set the time (PowerPoint 2000) or **After Previous** (PowerPoint 2003) to set the timing.

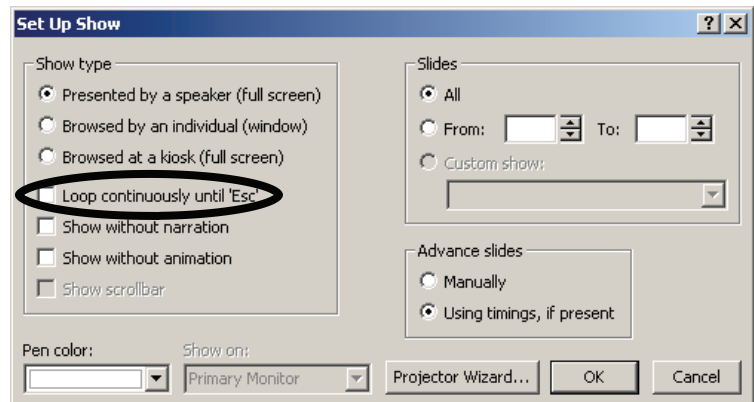
Once you have set your automatic transitions and animations, you can also set your entire slideshow to repeat continuously. This is great for picture slideshows or presentations that you want to run silently again and again.

### To set the repeat slideshow option:

- Choose **Slide Show ► Set Up Show**
- Choose the “Loop Continuously Until Esc” under **Show Options** (PowerPoint 2003) or **Show Type** (PowerPoint 2000).
- Press ok and start your slide show - it will continue to run until you press the escape key!



**PowerPoint 2003 Set Up Show Options**



**PowerPoint 2000 Set Up Show Options**