# Microsoft PowerPoint Tutorial

**You will learn the following:**

**Lesson 1.** Getting started, selecting slide templates, slide master
**2.** Creating slides in slide view and outline view
**3.** Creating graphics and graphs
**4.** Inserting images, clipart and movies
**5.** Builds, transitions and onscreen shows

Helpful hints for PowerPoint users

## Special notes

If you do not have your own copy of PowerPoint:

- The Department of Biochemistry currently has three general use Macintosh computers in room 302 of the Biochemistry Addition. They are available to all Biochemistry students via fob access.

- DoIT maintains a list of computer labs on campus that are open to all students. You can view the list at http://www.doit.wisc.edu/computerlabs/labs.asp.

- If you would like to purchase Microsoft PowerPoint, it is available at a substantial discount from DoIT ($81) as part of the Microsoft Office Suite, see http://wiscsoftware.wisc.edu/wisc/.

## Need more help?

The Media Lab staff in rm 401 is there to help. They can teach you how to make, or consult and help you make, or completely create your PowerPoint talk for you. You can find out more information on the web at http://www.biochem.wisc.edu/medialab. The Media Lab's web site contains many "How to's" on popular problems you will run in to as you create your PowerPoint presentations, Posters and Research articles.

## Ready to give your talk?

The Biochemistry auditoriums in rooms 175 & B1118, have built-in computers. These Macintosh computers have drives for floppies, CDs, zip discs, pen drives, and are also on the Department's network. Feel free to bring your personal laptop in and connect it to the built-in projection system in either of these rooms. Remember, to be safe, test your talk **IN ADVANCE** of your presentation date. The rooms are fob accessible.

Whenever you intend to "show" your presentation on a computer other than the one it is developed on, it is a good idea to place a copy of the file, AND a copy of any included movies, into a special transfer folder, then use that folder to move the files to the second computer.
- Place a folder called "Movies" in the same transfer folder as your presentation.
- Place the movies you want to include into this "Movies" folder.
- Use the Insert/Movies mode of PPT to place those movies into your presentation.
- Now, when you move the transfer folder to any other computer, a copy of each required movie goes too, AND, they are in a folder (relative path) that your presentation can recognize and use.

For security reasons, the computers in rooms 175 and B1118 do not appear on the Macintosh Chooser Appletalk menu. Instead, there is a separate server called "Maitre d" in the Biochemistry AppleTalk zone. Log on as "guest" via the chooser (no username or password required), or as "maitred.biochem.wisc.edu" via ftp (username: transfer, password: bioshow). Place a copy of your transfer folder (label with your name, please!) into the "pub" subdirectory of this server. You can retrieve it onto the auditorium Mac before your presentation. **OR…** go directly to one of the auditoriums and link to your computer from there and then transfer your files.

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## Note:

The images and screen dumps throughout this tutorial are from Microsoft Office X on a Macintosh. The specific screens you see on YOUR computer will depend upon the version of PPT you are running and the current preference settings… Don't panic! The menus and options are pretty much similar for any PPT version on Mac and PC.
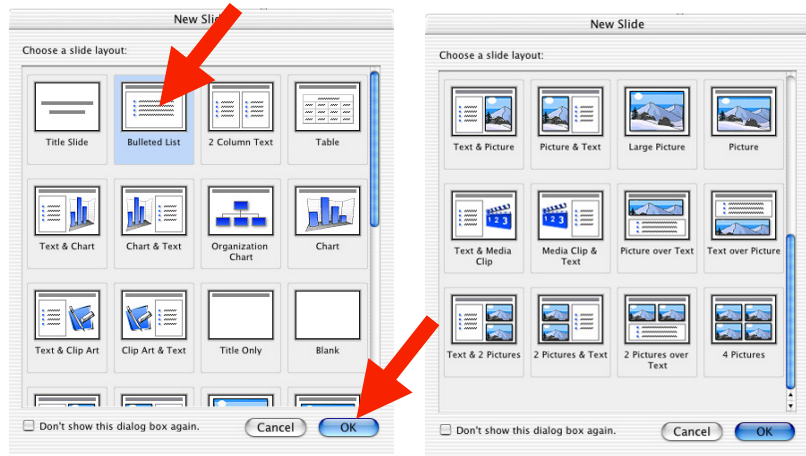
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# Lesson 1. Getting started | Master & Template

## 1) Open PowerPoint.

Double click on the **HardDrive** folder icon
Double click on the **Applications** folder then the **Microsoft Office X** folder
Double click on the **Microsoft PowerPoint** program

**2) Starting a new presentation**. When you first open PPT, the program will show you the project gallery, choose PowerPoint and a blank presentation will open.

**3) Selecting a slide layout**. The next window to pop up will ask you about the general layout of the slides that you wish to use in this presentation. Although there are many options here (title slides, slides with or without additional text, slides with graphs, slides with clipart, etc) don't let this bother you! Any particular slide can be changed later, and you can insert images, graphs, or movies at any stage on any kind of slide. You can see all 24 possible layouts by scrolling within this dialogue box.

**Select** a generic slide layout with title and text called "**Bulleted List**", as shown above.
**Click** on the indicated slide template, then click **OK**. The chosen slide (blank) will now fill your screen.

**Note:** depending upon how PPT is configured when first installed, and the settings in the PPT customize folder (Tools/customize), the various toolbars and menus may look different from platform to platform.

Don't panic! All PPT functions are available *somewhere* in the menus and toolbars, you may just have to hunt a bit to find them.
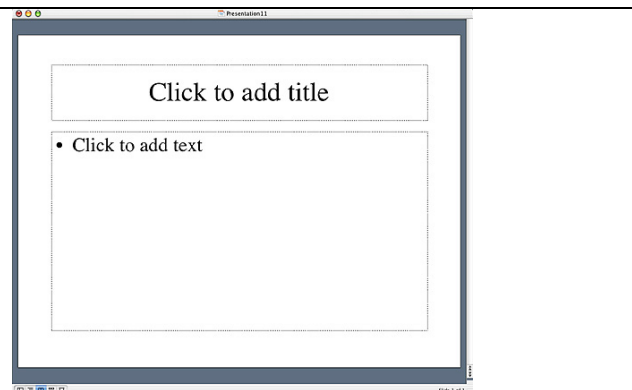
**Key point:** PPT can "work" with text in several different modes. If text is added into the title object box ("click to add title"), the program will forever recognize the particular information you placed on this slide as a "title object", which means that it and all other similar title objects can be collectively and uniformly formatted by the Master Slide (see below). Likewise, any outline text added to the "body object" box ("click to add text") can be collectively formatted for style, color, bullets, etc, on the master slide.

**4) Use the Master Slide!!!** You may set the background color, text size, font and style for each slide in your presentation by using the various menus at the top of the screen but it is much easier to pick a common format by specifying your preferences on the Master slide. This format will automatically be followed for all slides in your presentation, unless you turn it off for particular slides or chose to change any elements for a particular slide.

Choose the "**View**" menu, then "**Master**" then "**Slide Master**"

Choose the "**Format**" menu, and then explore the various options in the "**Master layout**", "**Slide color scheme**", "**Background**" and "**Apply design**" menu.

**Install** any of these "looks" as your Master Slide, or chose your own fonts, colors, backgrounds and styles from among the many selections (e.g., Format menu, Fonts).



**Contextual Menus** are little menus that pop up when you click the mouse to show you many useful shortcuts. The Menu changes to fit whatever you click on.

**Windows users:** The "right-click" on a Windows computer is achieved by clicking and holding down the control key on a Macintosh.

**Macintosh users:** Start using the second mouse button! Hold down the control key and click on something with the mouse. You will find many useful shortcuts!

# Lesson 2. Creating slides SlideView & OutlineView

The presentation you are going to create is one that you and your colleague, Christopher Columbus, will use to convince Queen Isabella to finance your new venture, called New World Expeditions.

There are three views one can use to create PPT slides: Normal, Outline and Slide. In Slide View you see one slide at a time as you type the text and draw the graphics. In Outline view you see the outline of all the text on your slide. In Normal View, you see the outline, the slide and a place for speaker notes.

**1) Return to the first blank slide** in your presentation (NOT the Master slide), by **clicking on the Slide icon** in the views button in the lower left corner of your screen (or select **Slides** from the **View** menu)
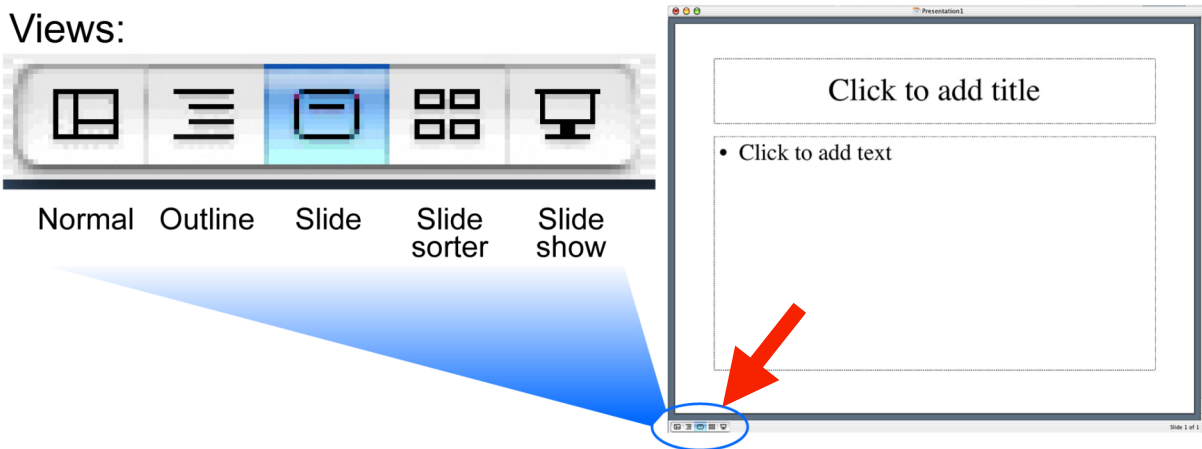


**2) Type the title of the first slide into the title box**

Click in the title box, then type: **We must act soon**

Click inside the Body text box, then type the following short list, pressing return as indicated:

> **Favorable weather <rtn>**
> **Increase in competition <rtn>**
> **Available crew** (don't press <rtn>!)

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**Note:** within a body box, the <rtn> key takes you to the next line, and also creates the bullet for the next outline entry. If you ended up with an extra bullet, place the cursor after it, then press the delete key.

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**Click** anywhere outside of the body or title boxes to deselect them.

**3) Save your work** by choosing "**Save**" from the File menu, and selecting an appropriate file name (e.g. **Practice_1.ppt**).

**4) Now we will make 2 more slides from the Normal View.** This method is a really slick way to enter lots of nicely formatted text. You can easily use it to create a lot of slides for a lecture.

Choose **Normal** from the **View** menu, or click the **Normal icon** in the lower left corner of the screen.



(Screen in Normal view)

New slide

Promote or Demote
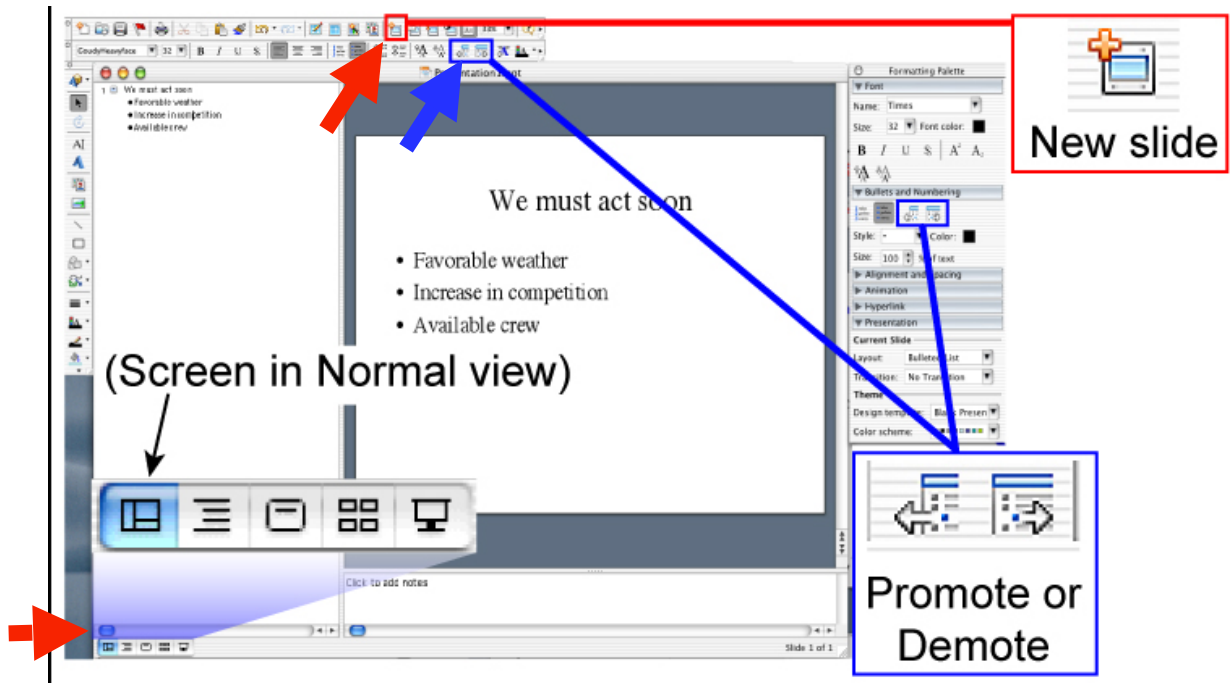
Now click the **New Slide** button, or select **New Slide** from the **Insert menu.** This will create another "slide icon" in your outline and place the cursor next to it.

Type the title of slide 2: **Expedition plan** then press **<rtn>**

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**Note:** when you press return in Outline View, PPT moves to the next line, and keeps you at the same level in the outline in which you were working (in this case, since you are at the title level, PPT presents the new slide icon, and is ready for you to type a new title).

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Click the "Demote" arrow (see image), to indent, or demote one level in the outline.

Type the two bullet items:
      **Prepare a fleet of three ships <rtn>**
      **Hand-select a staff of able officers and sailors** (press **Option + <rtn>**)

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**Note:** Option + <rtn> is equivalent to the "Promote" button. If you had just hit return at this point, you could have added more bullets to slide 2, but now you are ready to begin slide 3, instead.

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Type in the following title for slide 3: **Benefits to Spain <rtn>**

Now press the **Tab** key to indent one level and type the following the same way you typed the bulleted items above.

**Note:** The Tab key is the keyboard equivalent of the "demote" function

**Significant rise in trade <rtn>**
**More revenue for the crown** (don't press <rtn>!)
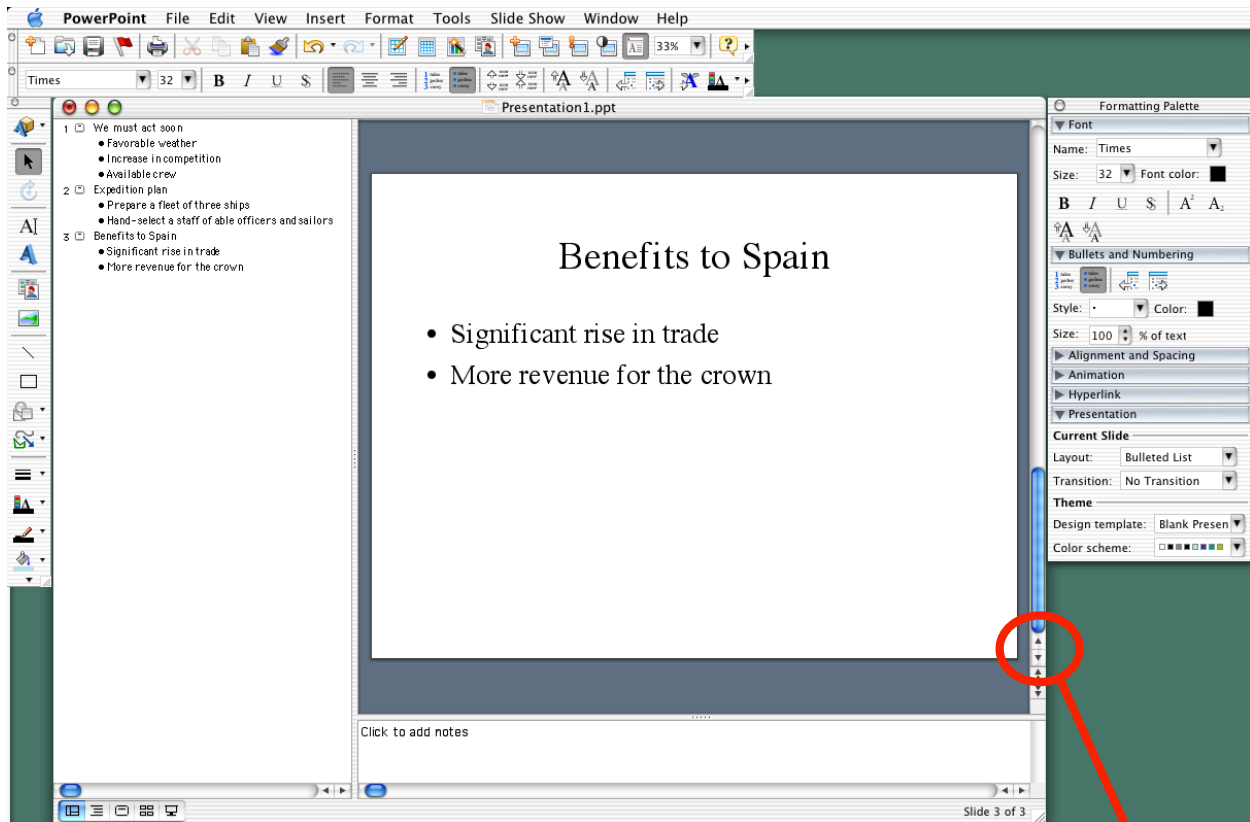


Your outline should look something like this.

**5) Go back to Slide view** to see the new slides you have made. If you click on the thick double-arrow icons at lower right of screen, you can shuffle back and forth among your slides.

**6) Reordering slides in SlideSorter view.**

**Click** on the **SlideSorter** icon (lower left), or select SlideSorter from the View menu.

**Click** on the picture of slide 3, hold down the mouse button and **drag this slide** to position 2 of your presentation. Note how the slide content remains exactly the same but the slide order is now different.
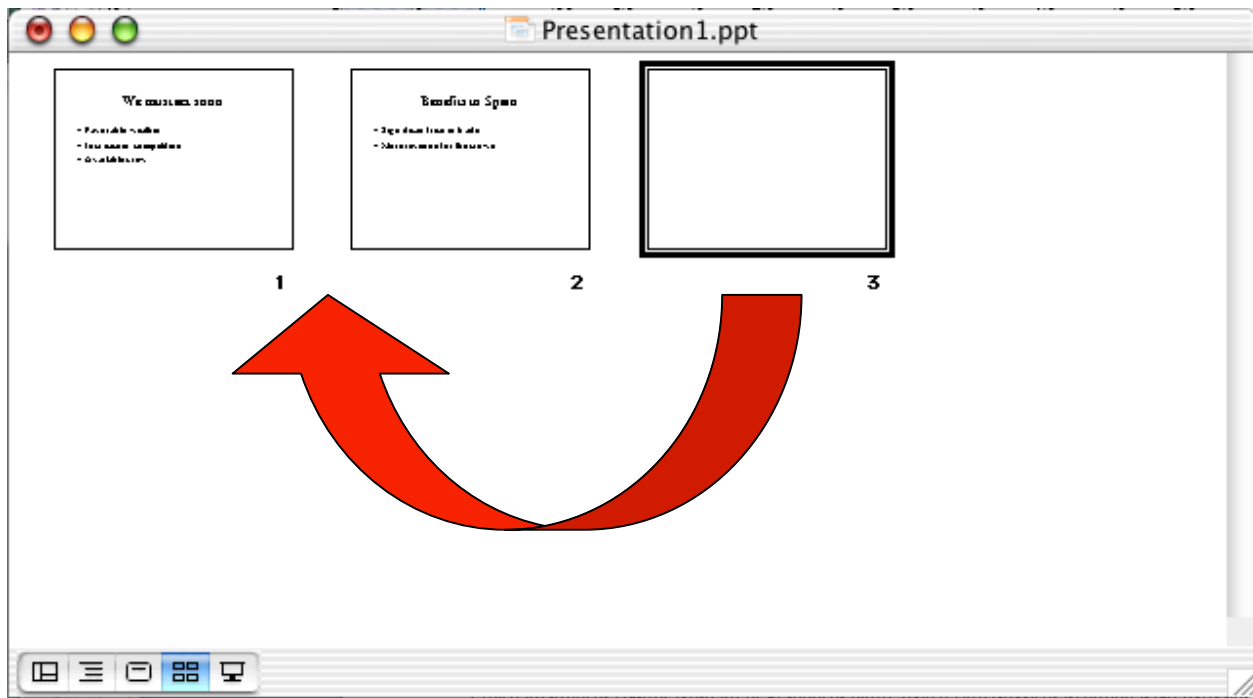
**Note:** the SlideSorter view is an excellent way to cut and paste slides from one presentation into another, or to reorder and/or delete slides from within a presentation. Just remember that each presentation will take its master format from its own master slide, and if you transfer in slides from another PPT file, they will assume the <u>new</u> master's format in font, size, color and background. Therefore, it may be a good idea to pick a layout and master slide "look" that you like, and stick with it for many of your (and your lab-group's) presentations. That way, you can mix and match slides from various presentations without messing up their carefully chosen color schemes!

# Lesson 3. Creating  Graphics and Graphs

PPT contains text and drawing tools so you can create your own graphics to illustrate your presentation. In these Lessons, we will draw some simple pictures, then create a graph for inclusion on a slide. In subsequent Lessons (D) we will expand these processes by importing pre-existing graphics that you might already have prepared in another graphics program, or perhaps downloaded from the web.

**1) Return to Slide view**, then **insert a new slide** after slide 3.

Click the **New Slide** button at the top of the screen (or Insert menu New Slide)
Select a slide format "Title Only", but with no other body or insert boxes (see next figure).
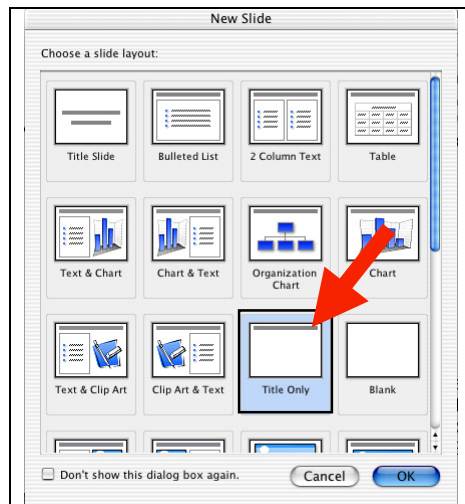


**2) Use the PPT drawing tools** and drawing toolbars at the left or bottom of the screen to create some images that Christopher C. can use to help convince the Queen that his ships are seaworthy and can cross the ocean. These drawing tools are standard for most graphics programs. Explore a bit, and ask for help if you have NEVER done anything like this before. A sample slide is shown below.
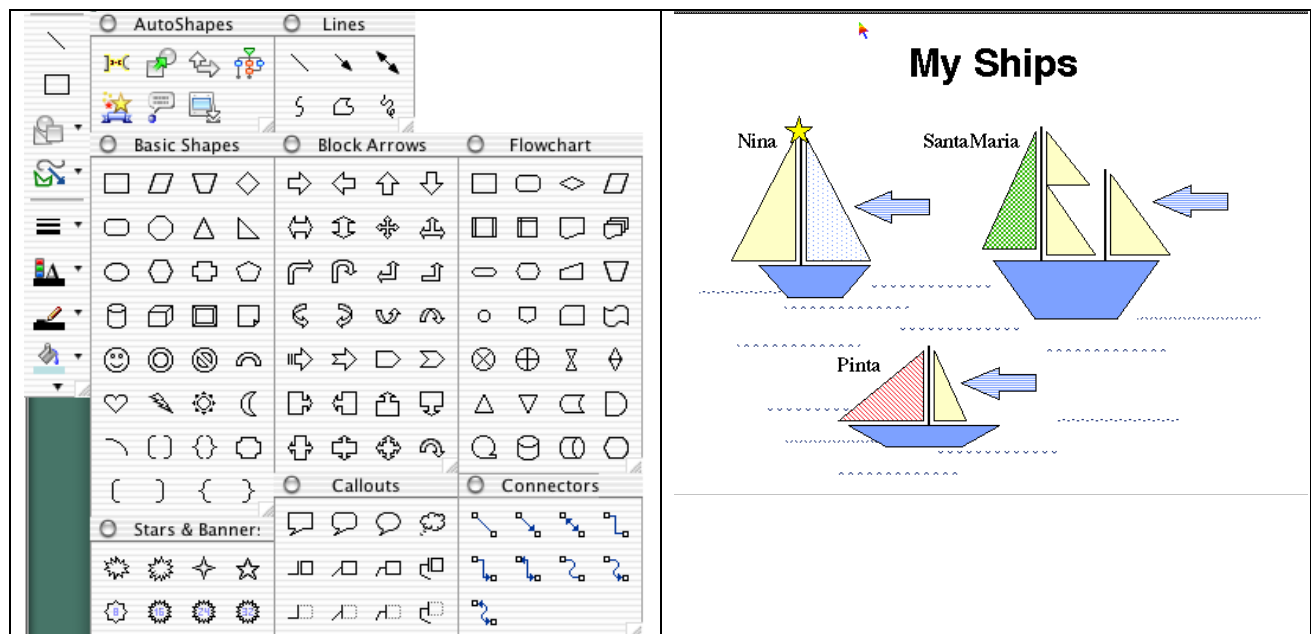
**Save your file again**, so this elegant piece of work is properly enshrined on the hard drive.

**Special note:** it is a GOOD piece of advice to save your file frequently, especially when working on irreplaceable artwork. Some systems can crash, and many a potential Picasso has ended up in electronic vapor-land, when the file wasn't properly saved!

**3) Now insert another slide** (#5), in which <u>we will create a graph</u> to show the Queen how her costs vs profits may stack up during the next 4 quarters of the fiscal year.

**Select** "Text and Chart" from the new slide window.

When the slide opens, **click twice on the graph box**, to initiate the spreadsheet/graphing power of PPT.
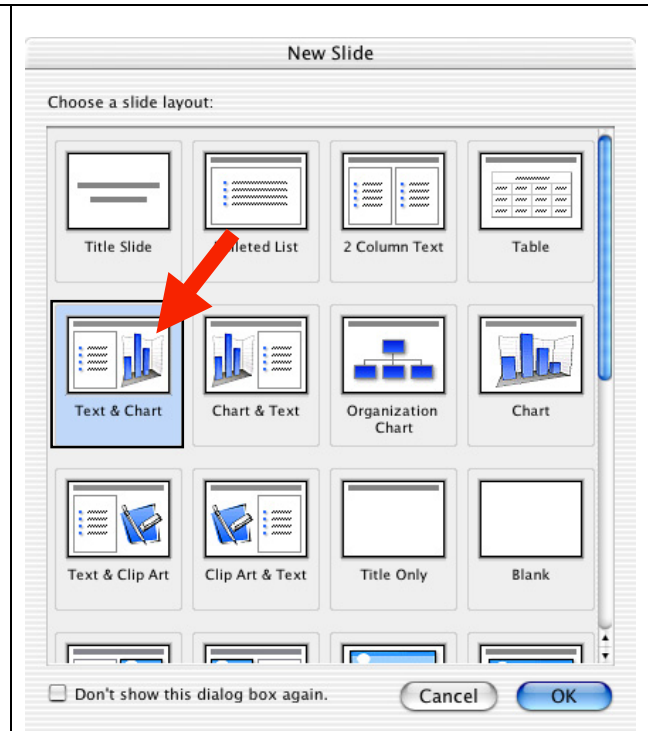


**Note:** PPT contains several automatic graphing, clipart, and organizational chart functions that make it easy to create these types of aids in your presentation. The chart function essentially contains a small spreadsheet and the projected chart is drawn from the data in this sheet. If you wish, you may link the data to an external spreadsheet (preferably Microsoft Excel), or copy existing data into the PPT sheet. Either way, when you update the data in the spreadsheet, the displayed chart is automatically updated too. The chart menu bar which appears when you initiate a chart (Insert a new slide, with a chart function, or choose "Chart" from the Insert menu) allows you to choose the type of chart, color it, label the axis, title the graph, etc.

**Change** the default data in the chart spreadsheet to indicate how much profit in gold and silver the Queen might expect, vs her costs for this voyage. To do this, just select each spreadsheet cell in turn, and change its label or value. Note how the graph changes too, when you enter new values. (Example values, below left)
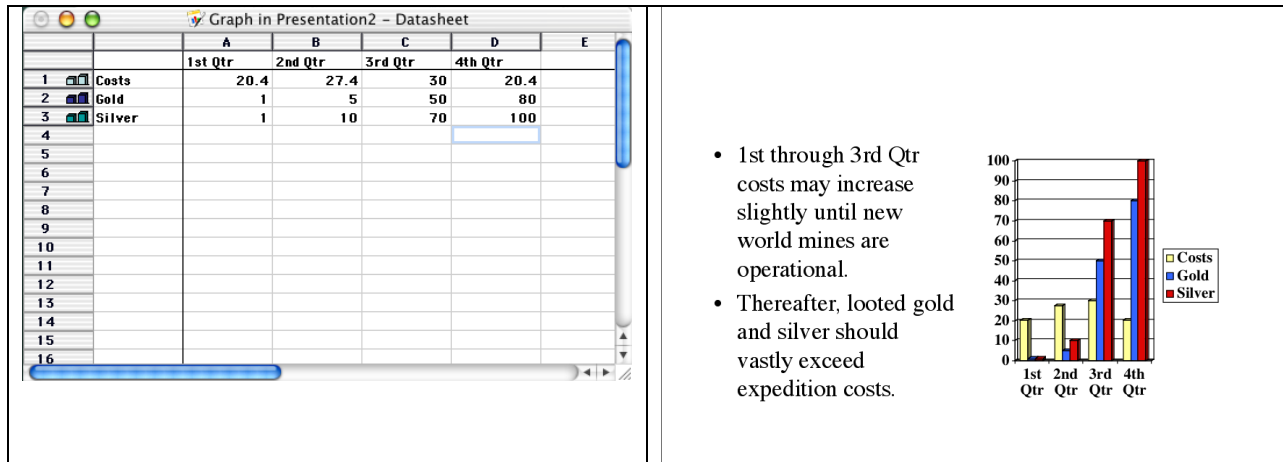


When you are finished playing with the data and the chart, **choose Quit (Command or Control Q)**, to return to SlideView.

Now you can **add a title** into the title box:

Profit *vs* Costs

Also **add some text to the body box** to explain your data:

1st through 3rd Qtr costs may increase slightly until New World mines are operational <rtn>

Thereafter, the looted gold and silver should vastly exceed expedition costs.

**Note** how the program automatically creates bullets to start each new body text object. If you wish to turn off the bullets, select the appropriate text with your mouse, then select the Bullet option in the Format Palette or Format menu. This is also how you can change the shape of the bullets, or their size and color.

# Lesson 4. Inserting  Graphics, Clipart and Movies

## 1) Inserting PPT clipart

If you have not already done so, **Save** your file again.

In Slide view, **scroll back** to the "My Ships" graphic slide you created earlier.

In the **Insert** menu, select **Picture** then **Clipart.** The Microsoft Clipart Gallery will open. You may wish to explore the various categories and clipart figures so you know what is available here.

Select the category "**weather**" then highlight "**the storm**" to add to your presentation. (This may help convince the Queen that your voyage will be exceedingly dangerous!).

Your selected clipart will appear on the slide, and sometimes be too big or too small.

**To Resize** click once on it to highlight it, then use the mouse to grab and move one of the corner boxes in or out. If you hold down the Shift key while doing this, the picture's height and width proportions will remain unchanged.

Alternatively, double-click the image and the **Format Picture** window will appear so you can scale your object by a defined percentage. Type **120** in the dialogue box (120% of current size) then "**OK**". Your clipart will grow in proportion. **Drag** the storm with your mouse to a menacing position above your boats.

Click once on the storm to select it. Then **click and drag** it with the mouse **while you hold down the option key**, the storm will duplicate when you let go of the mouse. When using the **option drag** you must begin dragging the object before you hold down the option key **AND** you must let go of the mouse button first and then the option key.

Add a bunch of rain clouds, draw some lightning, create a thunderstorm on your slide!

**Note:** as with most computer programs, pictures, clipart or movies inserted into PPT can be resized by clicking on their corner boxes and dragging to an appropriate shape. However, this method can distort the figure's proportions, display the pixels of the image or in the case of movies or .pict files, can also impair their ability to be displayed in OnScreenShows. We recommend that you only use the Object/Scale method of resizing for clipart, **NOT** for images or movies. You may also use this feature to enlarge things by choosing a % that is >100 (e.g. 150%).

## 2) Inserting Movies

**Note:** Ann Palmenberg has provided some sample QuickTime movies for use in your tutorial PPT presentation. Go to http://virology.wisc.edu/acp and click on Public Data, Class Resources to download a quicktime movie file.

**Note:** If you highlight an inserted movie you can select Loop from the Movie tools in the formatting palette. This way your movie will play over and over during your onscreen show.

**Note:** PPT will use the QuickTime movie player that is installed on your Macintosh or PC. It does NOT have its own internal movie player. Moreover, unlike images that can be inserted into your PPT presentation, when you tell PPT to insert a movie, the program only really inserts a pointer to the location of that movie on your harddrive. That is, PPT remembers where you told it to find that movie and goes back to that location whenever you want to play the movie. This is an IMPORTANT concept, because if you transfer your PPT presentation to another computer, you must also transfer the inserted movie files too, or the program can't find them or play them.

## 3) **Inserting pictures** into PPT is similar to the insertion of clipart.

**Create a new slides** at the end of your presentation that contains only a title box. (Just like Lesson 3.1 above).

**Open** this new slide in Slide view, then select "**Picture/ From File**" from the "**Insert**" menu. In the dialogue box choose an image from your hard drive or download one from the web.

**Select** a file then click **OK**. The picture will appear in your slide, where it can be dragged to a favorable location.

**Note:** You can insert many popular graphics formats into your PPT presentation: Joint Photographic Experts Group (JPEG), Macintosh Picture (PICT), Macintosh paint (PNTG), Portable Network Graphics (PNG), Windows Bitmap (BMP), Portable Document Format (PDF), Encapsulated postscript (EPS), Graphics Interchange Format (GIF), and Tagged Image File Format (TIFF).

**Note:** Images should be inserted into PPT at the correct size. You should not have to scale them up or down in size. Scaling images up in size may show their pixels and scaling them down in size means the files are too large in size (bytes of information). There is a separate tutorial at http://www.biochem.wisc.edu/medialab under "How to" that goes over "getting images into PPT correctly".

**Note:** In the "Picture Palette" under "Tools" is a very useful element for working with pictures, called "Crop" (  ). Should you only require a small portion of a figure, the rest can be removed by judiciously cropping the edges of the inserted picture with this tool. You can also duplicate the picture and crop different portions from each image.

# Lesson 5. │ Builds, Transitions & OnScreen Shows

## 1) Slide to slide transitions.

Use Slide View to go back to the first slide of your presentation. Then click on the "**OnScreen**" icon (the one that looks like a movie screen) in the lower left corner of your screen. The slide should FILL your Macintosh screen.

Click **<rtn>**, or click the mouse button, OR press the down-arrow key, to advance to the next slide.

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**Note:** There are 3 different ways to advance your slides sequentially during an "OnScreen" show: (1) by pressing the <rtn> key, (2) by pressing the "down-arrow" key, and (3) by clicking on your mouse. As you advance through your presentation, you can reverse the direction with the up-arrow key. Remember, some of these slides contain a lot of material, and each time you advance by any of the 3 modes, the computer must think a bit. Be patient.

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When you reach your movie slide, click twice on the movie to make it play. When you reach the end of your presentation, PPT will kick you out of OnScreenView and place you back into SlideView. You can end the OnScreen show at any time, by pressing the Escape (esc) key. Fun, isn't it!

If you wish, **rearrange the order of your slides** using the SortViewer .

While you are in the SortView mode, you can easily add animated transitions for the slides, so they appear to morph into one another during your On Screen show. To do this, **click** on any slide, or group of slides to highlight it (them), then select a "**Slide transition**" from the **SlideShow** menu. Select "**BoxIn**" "Checkerboard" or whatever else seems interesting.

**Save** your file, then run it through the **OnScreenShow** again, to see what effects the various transitions have.

 If you like, you may select a different transition between every slide... but if you actually do this for a REAL presentation, your audience will probably find it distracting to the information flow.

## 2) Building "body object" text.

The entry of text into the "body-object" boxes that we practiced in Lesson 3, has two practical purposes. First, body-object text can be very easily entered in OutlineView, so it is directly formatted on new slides with almost no hassle. The second purpose for body text, is so text itself can be "built" or appear to be phased in, line by line, or point by point, during an OnScreenShow.

Return to **SlideView**, and select any of the 1st three slides we made (the slide should include a title and also several lines of body-text). Click on the body text to highlight it.

In the **SlideShow** menu, select **Animation** then **Wipe Right** or any other effect, then return to SlideView.
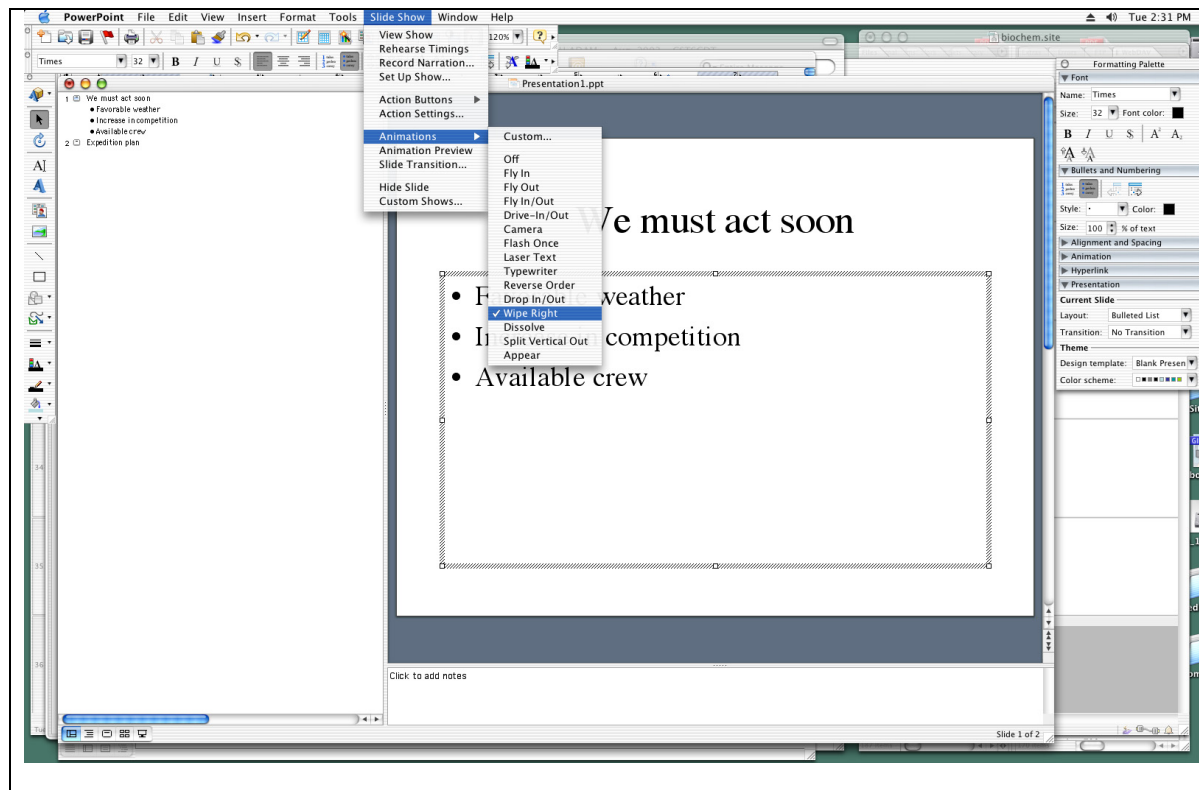


Now rerun your **OnScreenShow** and watch what happens when you hit this slide. Each click of the mouse should have an effect.

**Note:** When the text of a slide is "built" the first click of the mouse will launch the slide. The title and any graphics will appear according to the "transition" mode that is selected. The next click of the mouse will launch the first key point of the body text, and each subsequent click will launch the subsequent points, so they appear on the screen one at a time, even though in reality they are all part of the same slide.

## 3) Building graphics, movies and other objects.

PowerPoint will also allow you to "animate" virtually any text, pictures, graphics, charts or movies on your slides and play them with desired effects during your presentations. If you have several objects you want to link as a unit, be sure to "group" them before doing the following Lesson.

Go to any of your slides that contains a few items of text, and perhaps some graphics, like your boat slide.
Open the **SlideShow Custom animation** menu.
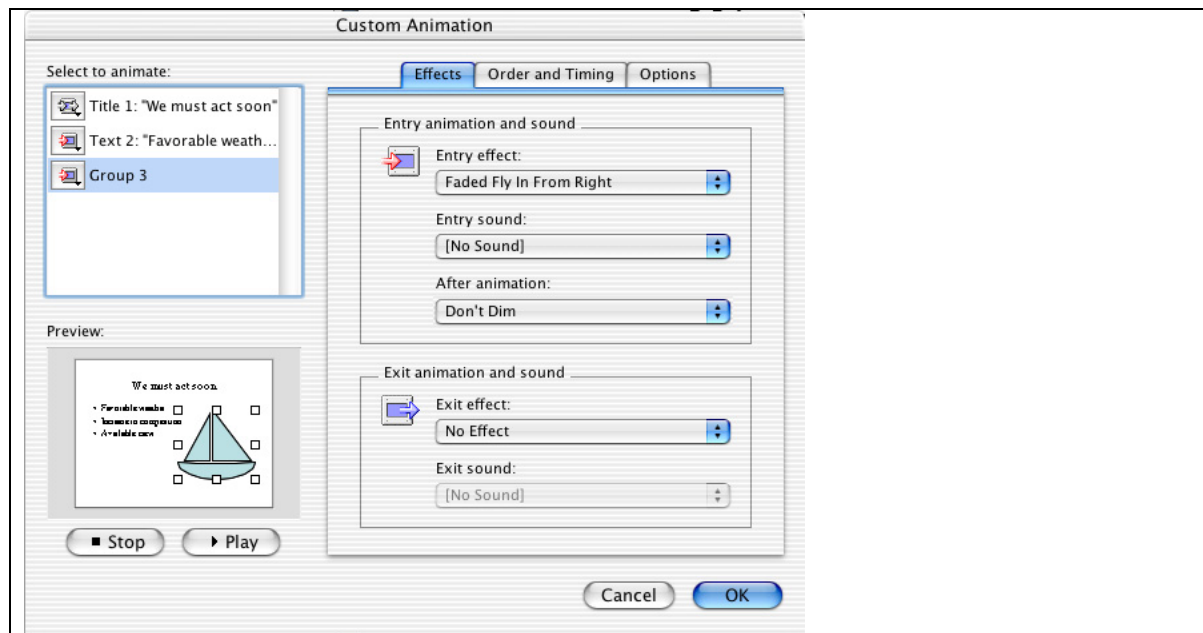


**Choose** an item on this slide (Group 3) that you wish to animate and then choose an **Entry Effect:** for that item.

If you choose to animate more than one object make sure you **select the order for each animation** in the **Order and Timing Tab.** Decide whether you want that event to happen at a specified timed interval, or at the next sequential mouse click.

Remember also that you can **test the effects you have created,** by clicking on the **Play** button.

# Helpful hints for PowerPoint users

1.    Another way to "build" graphics is make successive slides, each with another part of the figure. Actually, it is easier to make the last slide (or the most complex slide) first, copy it successively in the Slide Sorter, then "erase" stuff from the initial slides so that it seems as if you are gradually adding more figures or text.

2.    Slide titles should never be less than 32 pt, for visibility. Text should <u>never</u> be less than 20 pt, and preferably larger.

3.    Remember the "Rule of 5 & 5". In general, no more than five lines of text on a slide and no more than five words in each line of text on the slide! Think about it… if you use five lines of text and five words in each line that is 25 words for an audience to read and comprehend when they should be paying attention to you!

4.    Although PPT will allow the use of millions of colors, in truth there are few colors that make effective slides. Dark backgrounds (blue or black) are OK if the projection room is dark. In this case, yellow, white or light blue text will show up better. Other darker colors like green, orange, red may detract from your talk. Be careful if you use red text on a dark background. It may look fine on your computer but will project with poor contrast on the screen. Light backgrounds (white, grey) with dark text (black, dark blue, dark green), will always project nicely. Hint: the PPT default color schemes in **Format/ Color Schemes** are effective, attractive and easy to use.

5.    If your movies don't play right. Delete them then reinsert them. Sometimes, the PPT path pointers get screwed up.

6.    OnScreenShows require an LCD projector that can hook up to your computer. Properly installed, whatever you then see on your computer screen will be projected for the audience. Several campus halls, including Biochem 175 and B1118 are equipped for this. If you are planning to do a presentation elsewhere though, make sure you check out the equipment ahead of time in the Media Lab (rm 401 Biochem 98 Addition) http://www.biochem.wisc.edu/medialab.