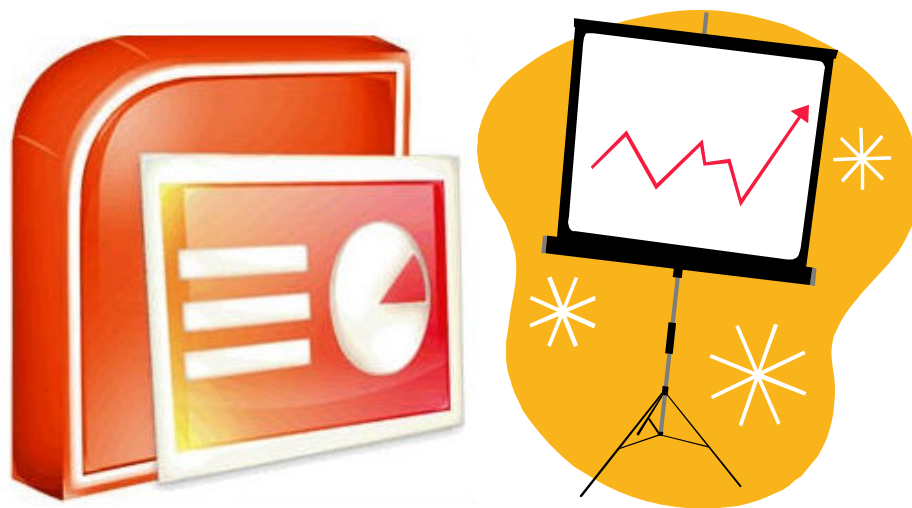


**The  
New York Society Library  
Presents:**



**Introduction to PowerPoint 2003**

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2:00 pm

# Introduction to PowerPoint



## INDEX

### **GETTING STARTED:**

What is PowerPoint and why is it useful?.....	Page 03
Tips for effective presentations.....	Page 04

### **CREATING AND EDITING SLIDESHOWS**

New slideshow and choosing templates.....	Page 05
Creating new slides and entering text.....	Page 06
Re-ordering slides.....	Page 06
Adding images, graphs, sound, etc.....	Page 07
Animation and transitions.....	Page 08

### **PRESENTING SLIDESHOWS**

Running and viewing a slideshow.....	Page 09
Projectors and remotes.....	Page 09
Handouts and printing options.....	Page 10

# Introduction to PowerPoint

## GETTING STARTED:

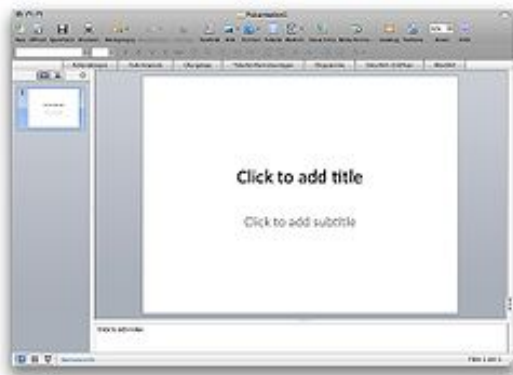
### What is PowerPoint?

Microsoft Office PowerPoint is a digital slideshow presentation editor. It is part of the Microsoft Office suite of productivity applications, along with Word and Excel.

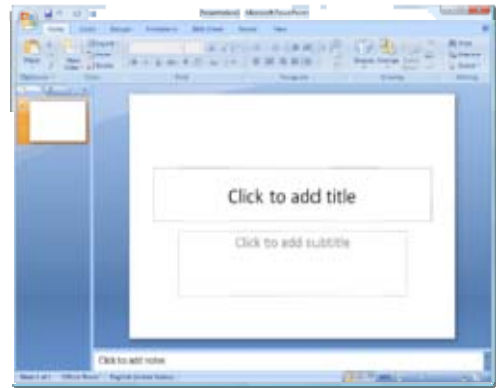
The most recent version available for Windows operating systems is a part of Office 2007, but 2003 and 2000 editions are still commonly used.

Also, Microsoft offers a free Powerpoint Viewer which allows computers to view a slideshow but not edit it. Search for "Powerpoint viewer" on [www.microsoft.com/downloads](http://www.microsoft.com/downloads)

*Macs:* The most recent version for Mac OSX is the 2008 version. Or, A similar program called "Keynote" exists in the Apple iWork productivity suite. See [www.apple.com/iwork/keynote/](http://www.apple.com/iwork/keynote/)



Office PowerPoint 2008 for Mac



Office PowerPoint 2007 for Windows

### Why is it useful?

PowerPoint is essentially a tool for creating versatile and customized visual aids. It works along with a projector screen or large monitor to enhance your delivery.

It is widely used by educators, students, businesspeople to present a sequence of slides along with a lecture or presentation. Other personal uses include slideshows of travel photos, or a running slideshow of photos at a wedding or graduation party.

Slides can include:

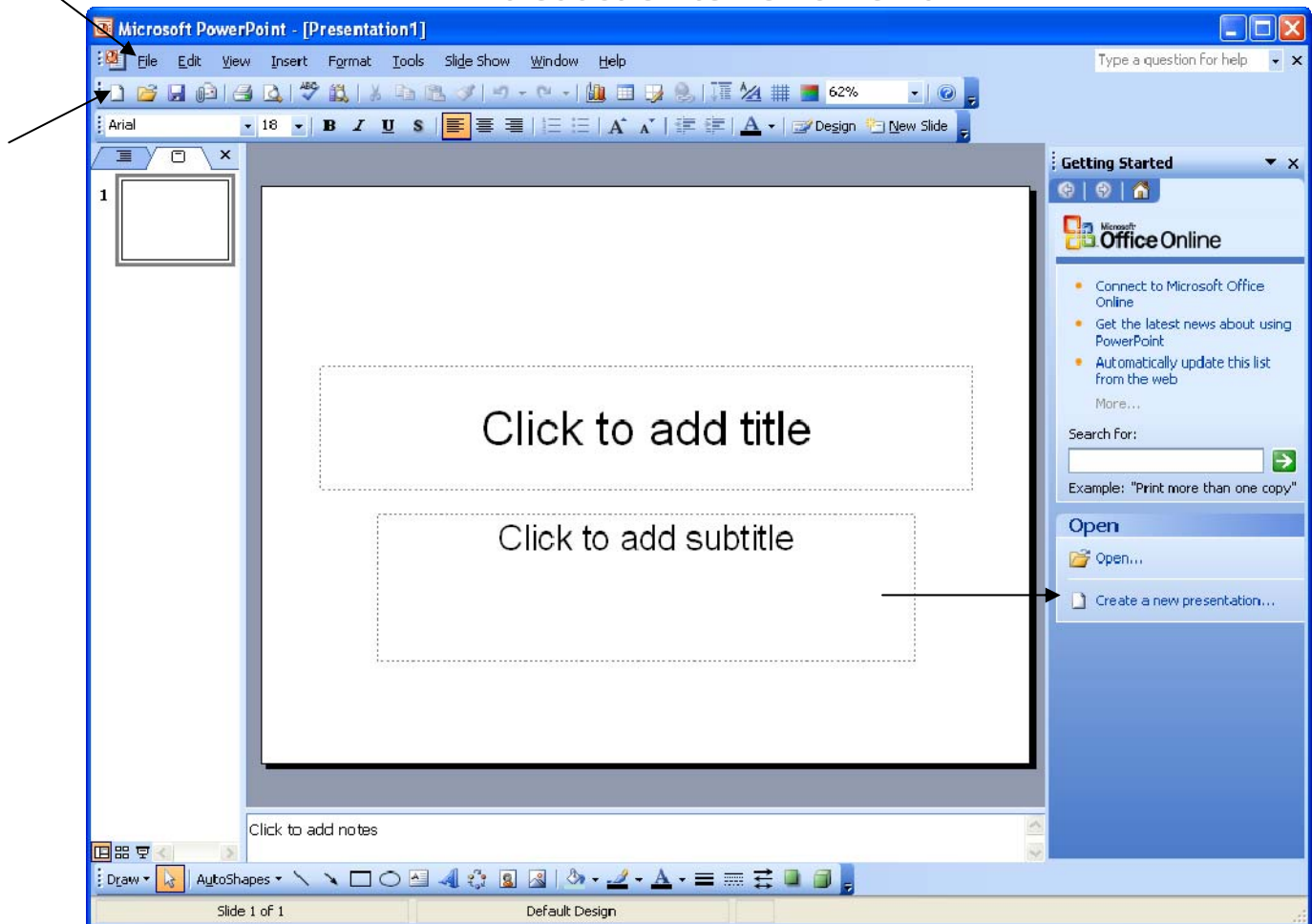
- \*Text: Titles, Bullet Points, quotations, key phrases and definitions, etc.
- \*Pictures: photos, logos, maps, etc.
- \*Data: Tables, Charts, and Graphs
- \*Animation effects
- \*Color schemes and backgrounds

**Tips for Effective Presentations:**



1. **Less is more:** PowerPoint includes a lot of customizable features, and you can arrange content freely on each slide, but this takes time. Too much animation, clutter, or visual inconsistency can distract your audience and obscure your message. Stick with templates, and you'll save time, and your presentation will look more unified.
2. **Consider legibility:** Too much text, small fonts, complicated charts, and clashing or low-contrast color schemes can make your slideshow difficult to read.
3. **Consider your purpose:** whether simple and formal, or fun and glitzy, you can choose fonts and templates to match.
4. **A visual aid is not a replacement for a lecture:** Putting your script verbatim in the slideshow can distract from rather than enhance the key points of your presentation.
5. **PowerPoint presentations can take some time and preparation,** and are better suited to scripted presentations than to impromptu delivery.

## Introduction to PowerPoint



### **Creating and saving a new Slideshow in PowerPoint 2003:**

- 1. Open PowerPoint.exe
- 2. A new blank slideshow should open. Or, click the “New” Icon in the toolbar, or select “New” from the File dropdown menu.
- 3. Save your new presentation with the Disk icon or by using “Save” from the File dropdown menu. PowerPoint slideshow files have the extension .ppt
- 4. Open a previously saved presentation by clicking on the file where you saved it, or by choosing “Open” from the File dropdown menu.

### **Choosing a Template:**

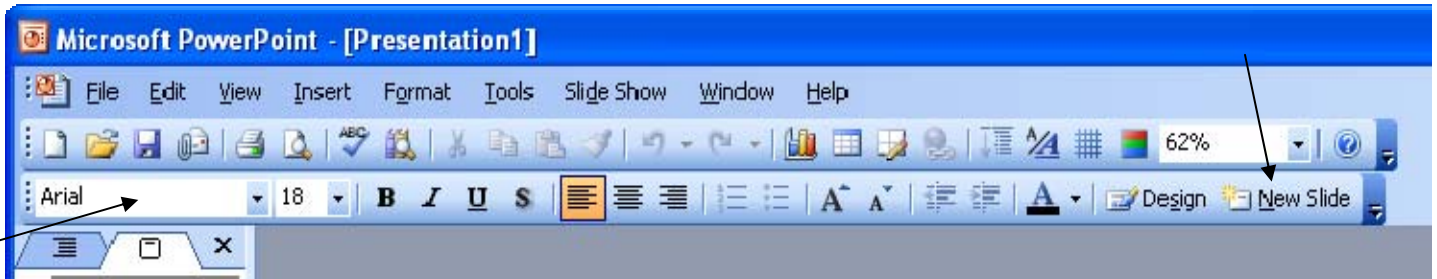
- 1. Click “Design” on the toolbar.
- 2. Click “design templates” and choose from the menu of options below.
- 3. Then click “Color schemes” to choose colors.
- 4. Last, click on “Animation schemes” to choose slide effects. You may need to enter some text first so that you can see what the effect looks like.

Note that all of the features of a template can be replaced or customized later.

## Introduction to PowerPoint

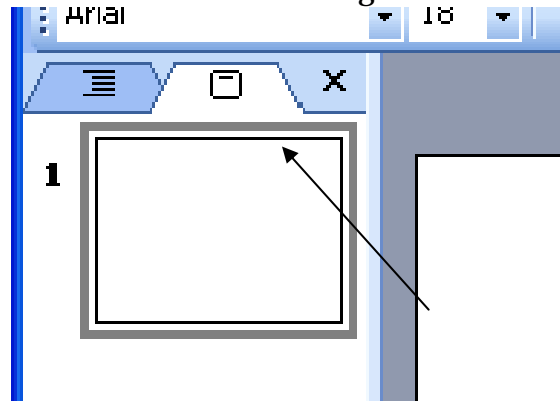
### Creating slides and entering text:

- 1. Click “New Slide” on the Toolbar.
- 2. Choose the layout of the slide, and enter a heading, bullet points, and other information.
- 3. As you enter more text, it will begin to automatically shrink to fit the slide.
- 4. Use the toolbar options to customize the font and text size, layout, etc.

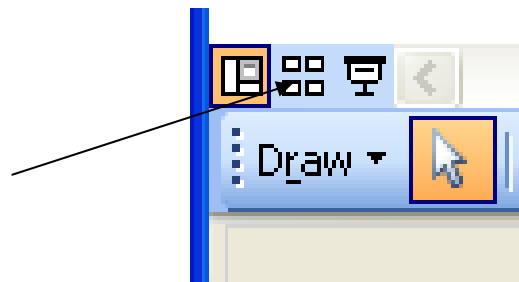


### Reordering and deleting slides:

- 1. Use the “Slides” outline on the left side to drag the slides into the correct order.



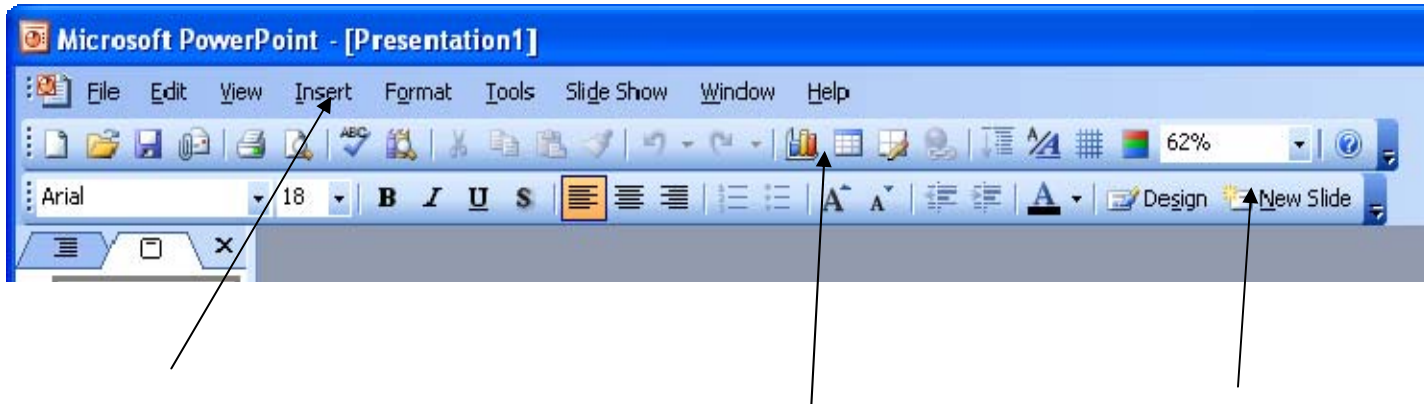
- 2. Or, Use the “slide sorter” button on the bottom to view all the slides on one page.



## Introduction to PowerPoint

### Creating a slide with graphics, charts, photos, and video:

1. Click “New Slide” to create a new slide.
2. Choose a slide layout under the “Content layout” or “Content and text layout” options
3. Or, manually insert objects using the toolbar options at the top and bottom, or the “Insert” dropdown menu.



#### 1. Picture options in the “Insert” dropdown menu include:

- Clipart loaded with Microsoft Office
- Choose from your own files
- Scan or load a new photo from a camera.
- choose an autoshape (arrows, boxes, etc.)
- Choose word-art
- Organizational charts

**Photo album slideshows:** Select “New Photo Album” in the “Picture...” submenu under the Insert dropdown menu. Select all the photos you want (e.g. a folder of travel pictures), and PowerPoint will automatically create a slideshow of your photos.

#### Chart/Graph options include:

Bar graphs, pie charts, line graphs, data plots, and other custom charts.  
Organizational diagrams and charts.  
Data tables

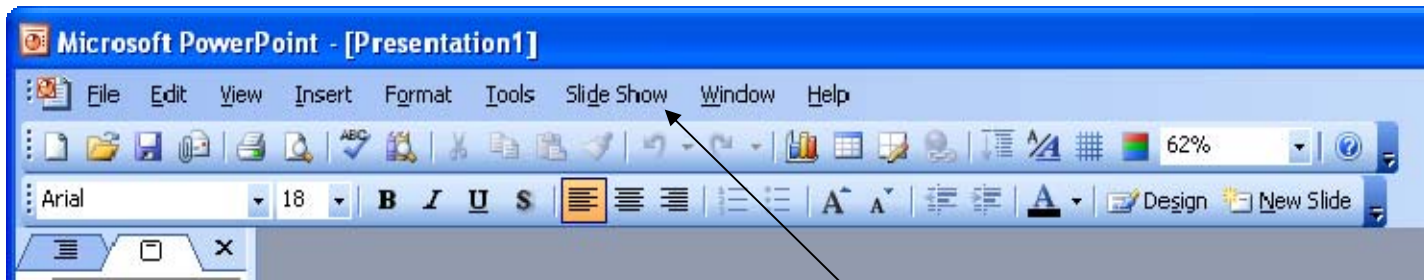
Graphs are based on data you input manually or import from a Microsoft Excel (.xls) file.

Customize the appearance of your chart by selecting Chart Type and Chart Options from the “Chart” dropdown menu, which only appears when you are editing a chart.

## Introduction to PowerPoint

### **Animating slide elements and transitions:**

1. If you want to change the animation of a slide from the defaults you selected in the animation scheme, click “Custom animation” from the “Slideshow” dropdown menu, or by right-clicking on the object you want to animate.
2. Click “Add effect” on the right-hand side, and choose the style and settings of the animation you desire.
3. Edit the Entrance, Emphasis, and Exit of individual slide elements.
4. Edit the speed at which the animation occurs.
5. Edit whether the animation is automatic or manual.
6. Set the sequencing of multiple animations. Animations can be set to happen in sequence when you click the mouse or remote, or in an automatic timed sequence before or after other scheduled animation effects.
7. Click “Play” to preview the animation you selected.
8. A star icon appears next to slides which contain animations.



### **Slide Transitions:**

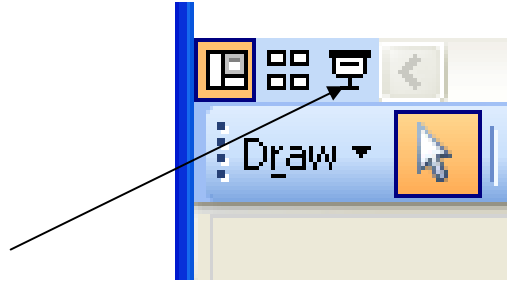
To customize slide transitions, choose “slide transition” from the Slideshow dropdown menu to choose a custom slide transition. Like animation, a panel on the right side opens. Here, you can control the visual effects, speed, timing, and control of the transition from one slide to the next. You can choose to apply this effect to the single slide or to all slides, and click “Play” to preview.



## Introduction to PowerPoint

### Running and Presenting a Slideshow:

1. You may choose to insert a blank black slide at the beginning of your slideshow to create a blank screen before you begin by advancing to the title slide.



2. Use mouse clicks or a remote to advance through slides in sequence. The mouse cursor will be hidden from view.
3. During a slideshow, if you move the mouse around, the cursor will appear and you will notice the faintly visible control icons on the lower left of the screen.

These controls allow you to:

Go back and forward through the slides.

Pause any animations or sounds.

Use the mouse as a highlighter or pen to annotate a slide

Erase annotations and highlighting

### Projectors and Pointers:

Small, portable projectors are commercially available at around \$250 and up.

Pocket-sized LED projectors like the “Pico” projector do not have hot lightbulbs so they don’t need bulky fans, but the distance they project is limited. Larger, bulky projectors have a larger range and resolution but can be immobile and expensive.

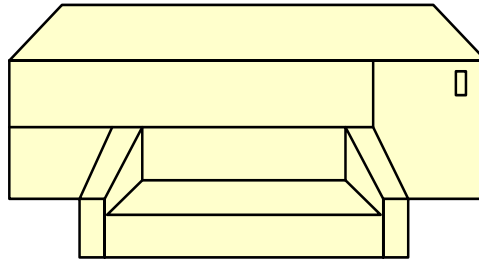


Remote control devices allow you to navigate slides without needing to stand at the computer or mouse. Some include laser pointers.

Follow the manufacturer’s instructions to set up these devices.

## Introduction to PowerPoint

### Printing handouts and outlines



A useful aid to presentations is the ability to print slide handouts for your audience, and annotated outlines which the presenter can use as a script.

Choose “Print” under the “File” drop down menu.

See the options under “Print What” to choose: Notes, Outline View, and Handouts.

Handouts: choose the number of slides per page.

Outline view: includes annotations and the slide text.

Notes pages: includes 3 slides per page accompanied by blank lines for writing in notes.

Typically, printouts leave out colored backgrounds for legibility.