

PowerPoint XP

Manual - Foundation Level



SAMPLE

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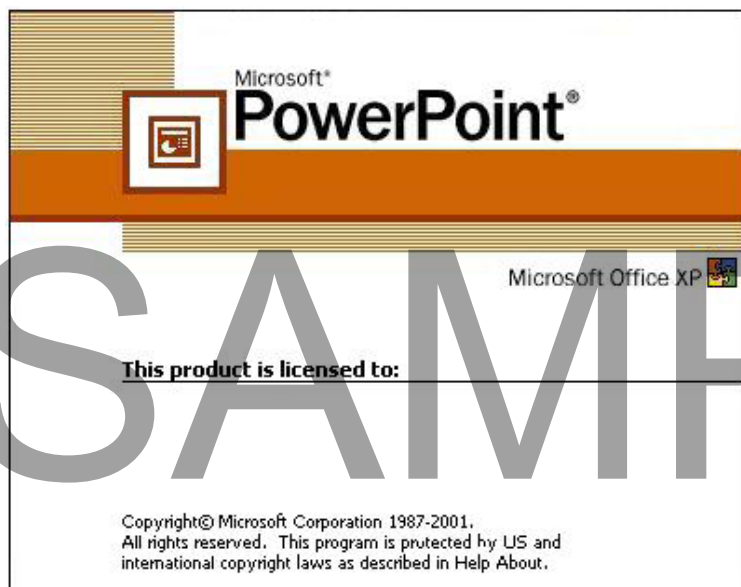
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Introduction to Microsoft PowerPoint 2002

When you have completed this learning module you will have seen how to:

- Choose between Presentation Types
- Use the Slide Pane
- Use the Outline and Slides Tabs
- Use the Task Panes
- Use the Notes Pane
- Use Toolbars
- Show a Toolbar
- Hide a Toolbar
- Move a Toolbar
- Use the Standard Toolbar
- Use the Formatting Toolbar
- Use the Drawing Toolbar
- Use the Ask a Question Box
- Display the Office Assistant
- Display tips through the Office Assistant
- Customize the Office Assistant
- Use Tips of the Day
- Hide the Office Assistant

What is PowerPoint?



Understanding Microsoft PowerPoint 2002

- **PowerPoint 2002** is the presentation graphics program in Office XP. Professionals can create eye-catching slides, handouts, outlines, and notes to deliver an impressive presentation.

Choosing between Presentation Types

- A PowerPoint presentation can be delivered in many ways:

Slide Show Presentation: A slide show presentation can utilize the special effects available in PowerPoint including slide transitions, animations, sounds, timings, and other on-screen features.

Online Presentation: Professionals can edit and review presentations online through Microsoft NetMeeting, broadcast a presentation on the Web, or publish a presentation as a Web page.

Printouts: Slide printouts deliver one slide per page which can be optimized by printing in color, pure black and white, or grayscale. The printed slides can be scaled, framed, or have reviewer comments included.

Overhead Transparencies: A presentation can be printed directly on to transparencies using the same options as paper printouts.

Supplemental Materials: Handouts, Notes Pages, and Outline Views can be printed and distributed to an audience to support the PowerPoint presentation.

Understanding File Types

- The following are some of the file types used in PowerPoint:

Presentation (.ppt): By default, PowerPoint will save your presentation file with the **.ppt** extension.

PowerPoint Show (.pps): Saving a presentation as a PowerPoint Show with the **.pps** extension will always open your presentation as a slide show.

Web Page (.htm, .html, .mht, .mhtml): PowerPoint 2002 allows you to save your presentation as a Web page with the **.htm** or **.html** file extension, with an accompanying folder containing associated files. Alternatively, you can save the presentation as a **Web archive** that encapsulates the text and graphics into a single file. This file format uses the **.mht** or **.mhtml** extension.

Note: HTML files can be viewed by all Web browsers; MHTML files are supported by Internet Explorer version 4.0 or later.

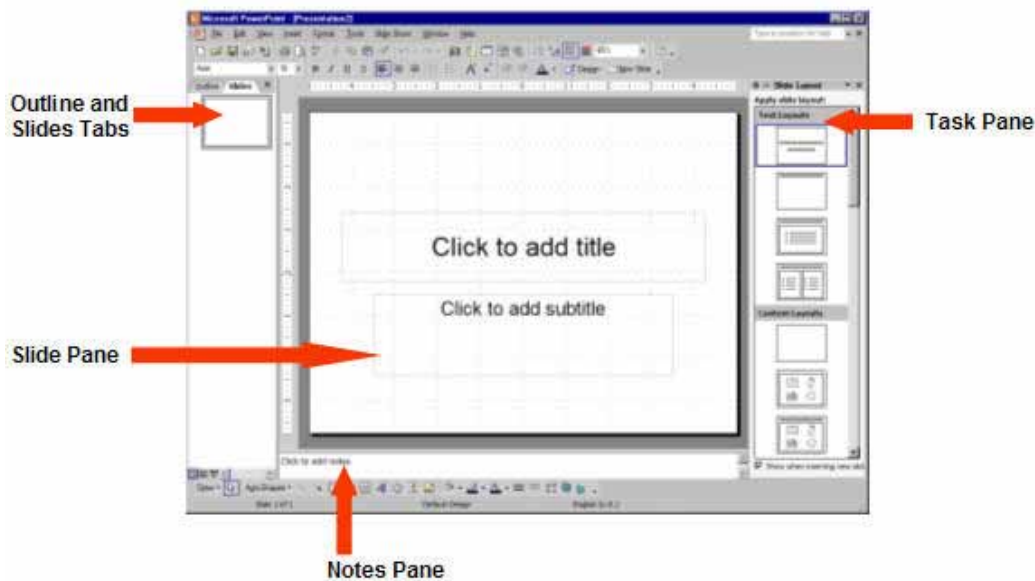
Design Template (.pot): Custom Templates are useful when you often use

the same style in a presentation. You can save a presentation as a Design Template using the **.pot** extension.

Using the Microsoft Web Site

- The **Microsoft Office** Web site provides PowerPoint users with support, downloads, tools, and product documentation. You can visit their Web site at <http://www.microsoft.com/office/powerpoint/>.

The PowerPoint Environment



Working with the PowerPoint Window

- The PowerPoint window can be divided into four distinct areas:

The **Slide Pane** is the main area of the window.

The **Outline and Slides Tabs** are to the left of the Slide Pane.

The **Task Pane** is the panel to the right of the Slide Pane.

The **Notes Pane** is the panel underneath the Slide Pane.

Using the Slide Pane

- The **Slide Pane** is where you do the majority of your work including entering text, inserting pictures and objects, and animating your presentation.

The Slide Pane shows up by default in **Normal View**.

- **To change the size of the slide in the Slide Pane:**
Click the down arrow next to the zoom box on the **Standard** toolbar and specify the percentage you want:



Using the Outline and Slides Tabs

- The **Outline Tab** presents a title and text outline of each slide in your presentation. Slides can be edited in the Outline area or directly on the slide. If you prefer to edit your text and slides in the Outline area, the Outlining toolbar is dedicated to working in this view.

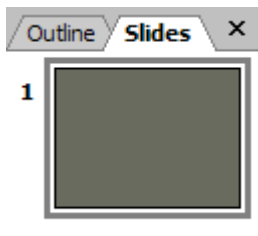
To view the Outlining toolbar:

- From the main menu, select **View > Toolbar > Outlining**:



- The **Slides Tab** displays all slides in your presentation in thumbnail size. The Slides tab area is an easy way to navigate your presentation. You can jump to a slide just by clicking on it.

- The **Outline** and **Slides** tabs show up by default in **Normal View**:



To show the Outline and Slides Tabs (if they have been closed):

- From the main menu, select **View > Normal (Restore Panes)**.

To change the size of the Outline and Slides Tabs:

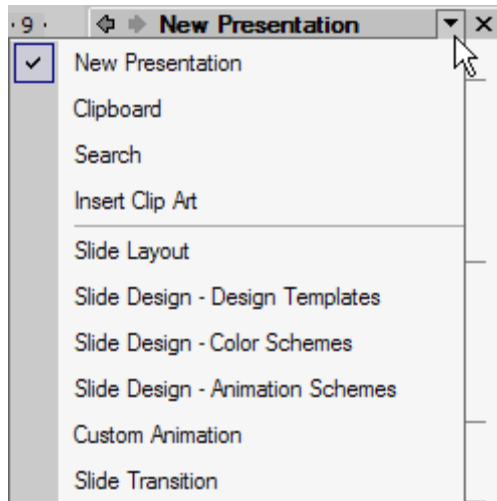
- Click in the **Slides** tab or **Outline** tab area.
- Click the **down arrow** next to the zoom box on the **Standard** toolbar and specify the percentage you want.

Using the Task Pane

- The **Task Pane** lists some of the most common tasks you may want to accomplish in PowerPoint. The task panes are descriptive to help you quickly locate the task you want.

The Task Pane shows up by default in **Normal View**.

- **To display the Task Pane (if it has been closed):**
From the main menu, select **View > Task Pane**.
(You will see a check mark beside it when the Task Pane is visible.)
- **To switch to other Task Panes:**
Click the **Other Task Pane** down arrow and select another Task Pane from the menu:



Note: Each Task Pane is discussed in detail throughout this Manual.

Using the Notes Pane

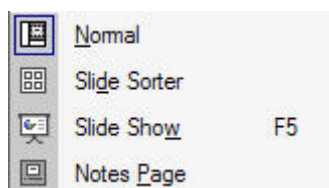
- The **Notes Pane** is located under the Slide Pane. You can enter notes relevant to each slide, which can be printed later.

The Notes Pane shows up by default in **Normal View**.

The Different PowerPoint Views

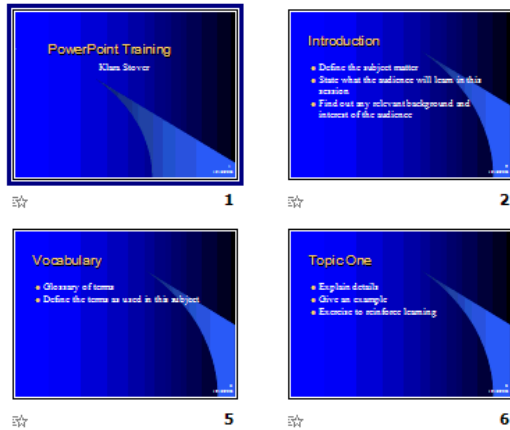
Understanding the Normal View

- The **Normal View** is the default view in PowerPoint. All slide editing is performed in this view. The normal view comprises the **Slide Pane**, **Outline and Slides** tabs and the **Notes Pane**:



Understanding the Slide Sorter View

- The **Slide Sorter** view displays all slides in your presentation as thumbnails. This view is useful to reorder, add, or delete slides. You can also preview animation effects applied to each slide.
- To view your presentation in Slide Sorter view:
From the main menu, select **View > Slide Sorter**:



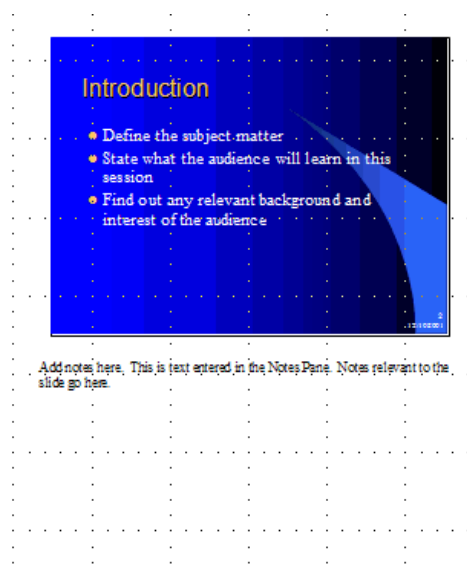
Understanding the Slide Show View

- The **Slide Show** view allows you to view your presentation as a slide show. Your presentation is displayed as a full screen and you can view applied animations.
- To view your presentation in Slide Show view:
From the main menu, select **View > Slide Show**.

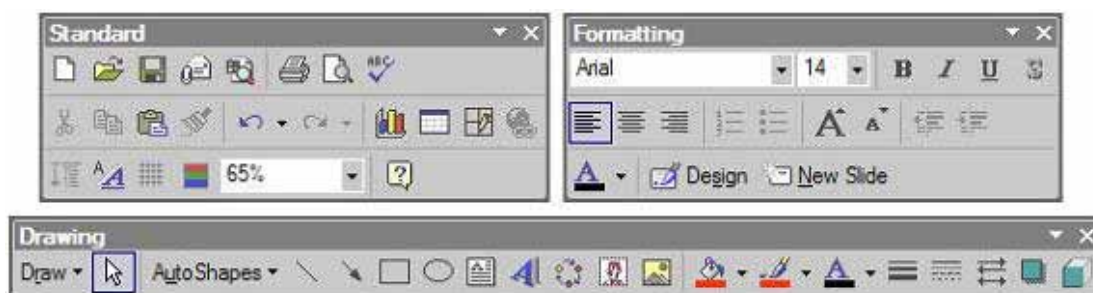
Understanding the Notes View

- The **Notes Page** view displays how notes pages will print. A notes page contains a smaller version of the slide and notes entered from the Notes Pane underneath the slide.
- To view your presentation in Notes Page view:
From the main menu, select **View > Notes Page**:

SAMPLE



Toolbars



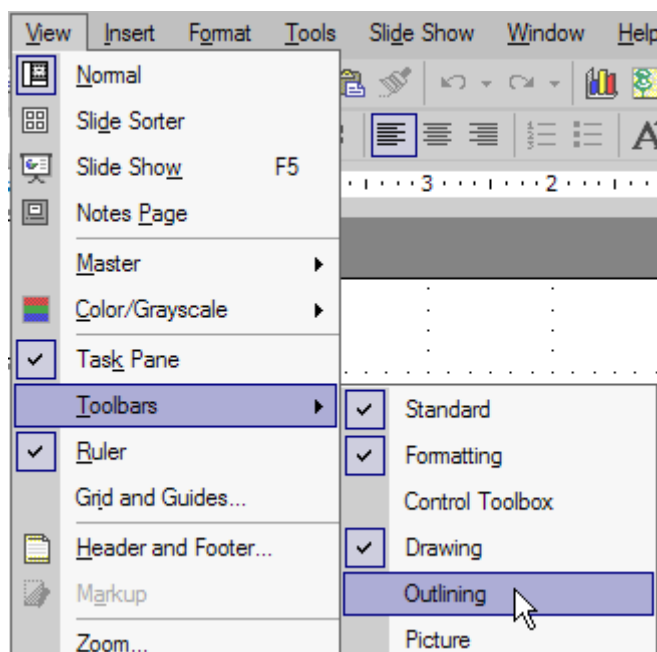
Using Toolbars

- PowerPoint has 13 toolbars including the Task Pane. By default, the **Standard**, **Formatting**, and **Drawing** toolbars are displayed. Most of the other toolbars are used **only** for specific functionality in PowerPoint.

Note: You will learn how to use these toolbars when the specific functionality is covered.

Showing a Toolbar

- **To show a toolbar:**
From the main menu, select **View > Toolbars** and select the toolbar you want to display (you will see a check mark beside a toolbar when it is visible):

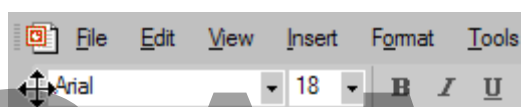


Hiding a Toolbar

- **To hide a toolbar:**
From the main menu, select **View > Toolbars** and select the toolbar you want to hide (you will not see a check mark beside a toolbar when it is hidden).

Moving a Toolbar

- **To move a toolbar:**
Place your mouse over the left side of the toolbar you want to move. Your mouse cursor must change to the move cursor:

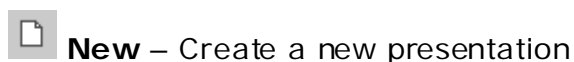






















Click and drag the **toolbar** to where you want to move it.

Using the Standard Toolbar

- The **Standard** toolbar provides quick access to commonly used actions. Each action is represented by an icon. When you put your mouse pointer over an icon, it is highlighted in blue and a descriptive tool tip appears. Click the icon/action you want to use.

The following are icons on the **Standard** toolbar:



-  **Open** – Open a presentation
-  **Save** – Save a presentation
-  **E-mail** – Send the presentation as an e-mail
-  **Search** – Display the Basic Search Pane
-  **Print** – Print the presentation
-  **Print Preview** – Change the display to print preview
-  **Spelling** – Start the spell checker
-  **Cut** – Cut selected text or object to the Office Clipboard
-  **Copy** – Copy selected text or object to the Office Clipboard
-  **Paste** – Paste the last item form the Office Clipboard (Click the arrow to select Paste options from a drop-down list.)
-  **Format Painter** – Copy formatting
-  **Undo** – Undo the last action
-  **Redo** – Redo the last undo action
-  **Insert Chart** – Start the Chart Wizard
-  **Insert Table** – Insert a table
-  **Table and Borders** – Display the Table and Borders toolbar
-  **Insert Hyperlink** – Insert a hyperlink
-  **Expand All** – Expand the title and text for all slides on the Outline tab
-  **Show Formatting** – Show or hide character formatting
-  **Show/Hide Grid** – Show or hide gridlines



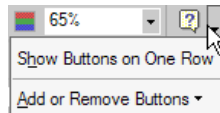
Color/Grayscale – Show the presentation in color, black and white, or greyscale



Zoom – Zoom the Slide, Outline tab area, or Slides tab area



Microsoft PowerPoint Help – Display the Office Assistant



Toolbar Options – Customize the Standard toolbar from the drop-down list

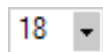
Using the Formatting Toolbar

- The **Formatting** toolbar provides quick access to commonly used formatting actions. Each action is represented by an icon. When you put your mouse pointer over an icon, it is highlighted in blue and a descriptive tool tip appears. Click the icon/action you want to use.

The following are icons on the **Formatting** toolbar:



Font – Select font styles from the drop-down list



Font Size – Select a font size from the drop-down list



Bold – Apply bold formatting to selected text



Italic – Apply italic formatting to selected text



Underline – Apply underline formatting to selected text



Shadow – Apply shadow formatting to selected text



Align Left – Align text or inline objects to the left



Center – Align text or inline objects to the center



Align Right – Align text or inline objects to the right



Numbering – Add or remove numbering from a selected paragraph



Bullets – Add or remove bullets from a selected paragraph

 **Increase Font Size** – Increase font size

 **Decrease Font Size** – Decrease font size

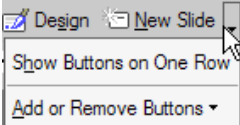
 **Decrease Indent** – Decrease the paragraph indent

 **Increase Indent** – Increase the paragraph indent

 **Font Color** – Change the font color with a drop-down list

 **Slide Design** – Display the Slide Design Task Pane

 **New Slide** – Insert a new slide

 **Toolbar Options** – Customize the Formatting toolbar from the drop-down list

Using the Drawing Toolbar

- The **Drawing** toolbar provides quick access to commonly used drawing actions. Each action is represented by an icon. When you put your mouse pointer over an icon, it is highlighted in blue and a descriptive tool tip appears. Click the icon/action you want to use.


The following are icons on the **Drawing** toolbar:


 **Draw** – Display a menu listing picture editing options

 **Select Object** – Select an object

 **AutoShape** – Display a menu featuring various shapes

 **Line** – Draw a line

 **Arrow** – Draw an arrow

 **Rectangle** – Draw a rectangle

 **Oval** – Draw an oval



Text Box – Insert a text box



Insert WordArt – Insert or format text with WordArt



Insert Diagram or Organization Chart – Insert a diagram or organization chart



Insert Clip Art – Display the Insert Clip Art Pane



Insert Picture – Insert a picture from a file



Fill Color – Change the fill color of an object with a drop-down list



Line Color – Change line color with a drop-down list



Font Color – Change font color with a drop-down list



Line Style – Change the style and thickness of a line



Dash Style – Change a line to a dashed line



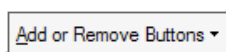
Arrow Style -- Change a line to an arrow



Shadow Style – Add a shadow to an object



3D Style – Add a 3D effect to an object

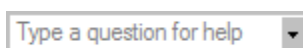


Toolbar Options – Customize the Drawing toolbar from the drop-down list

Getting Help

Using the Ask a Question Box

- The **Ask a Question Box** allows you to type in key words relevant to the topic with which you would like help. It is located in the **menu bar** at the top right of your screen:



Understanding the Microsoft Office Assistant

- The **Office Assistant** will watch what you do and offer tips on how to work more productively. You can also use it to answer questions or obtain help with PowerPoint. The Office Assistant is common among all your Office applications. Any option changes made will be reflected in all Office applications:

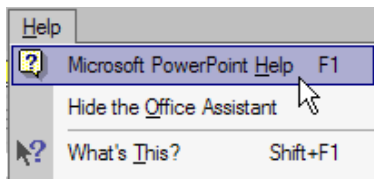


- Occasionally, the Office Assistant will display information on the screen as you work. If you are unsure about how to use PowerPoint, you should always read the help offered.

Displaying the Office Assistant

- Click the Microsoft PowerPoint Help icon located on the Standard toolbar: 

OR from the main menu, select **Help > Microsoft PowerPoint Help**:



Displaying Tips through the Office Assistant

- As you work, the Office Assistant will track your progress and recommend tips by displaying a light bulb.

- To display the tip offering advice:

Click the Office Assistant or light bulb: 

Customizing the Office Assistant

- You can customize the **Office Assistant** by defining when the Office Assistant is used and what types of tips are displayed. You can also change the default image to other images provided in the gallery.

- **To customize the Office Assistant:**

Right-click on the **Office Assistant** and select **Options** from the menu.

OR click the **Options** button on the **Office Assistant** dialog box:

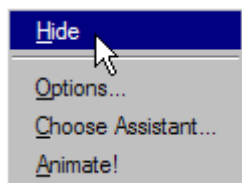


Using Tips of the Day

- PowerPoint 2002 displays a **Tip of the Day** each time you start PowerPoint. If you take the time to read these as they are displayed, you will soon be on your way to becoming a PowerPoint 2002 expert. You can turn this option off in the Office Assistant options.

Hiding the Office Assistant

- To hide the Office Assistant:
Right-click on the Office Assistant and select Hide from the menu:



Review Questions

How would you:

- Choose between Presentation Types?
- Use the Slide Pane?
- Use the Outline and Slides Tabs?
- Use the Task Panes?
- Use the Notes Pane?
- Use Toolbars?
- Show a Toolbar?
- Hide a Toolbar?
- Move a Toolbar?
- Use the Standard Toolbar?
- Use the Formatting Toolbar?
- Use the Drawing Toolbar?
- Use the Ask a Question Box?
- Display the Office Assistant?
- Display tips through the Office Assistant?
- Customize the Office Assistant?

- Use Tips of the Day?
- Hide the Office Assistant?

SAMPLE

Presentations and Slides

When you have completed this learning module you will have seen how to:

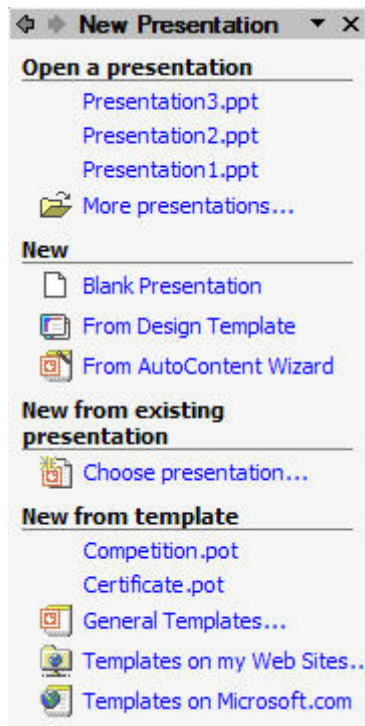
- Open an Existing Presentation
- Create a New Blank Presentation
- Create a New Presentation from a Design Template
- Create a New Presentation using the AutoContent Wizard
- Create a New Presentation from an Existing Presentation
- Create a New Presentation from Templates
- Display the Basic Search Pane
- Search for Files
- Customize Searches
- Use Search Results
- Save a Presentation
- Save a Backup Copy
- Save a Presentation as a Template
- Save a Presentation as a Web Page
- Save Summary Information
- Password Protect a Presentation
- Close a Presentation
- Insert a New Slide
- Insert a Duplicate Slide
- Reorder Slides
- Copy Slides
- Delete Slides

Creating and Opening Presentations

Displaying the New Presentation Pane

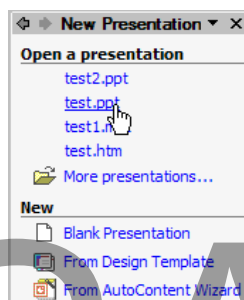
- To display the New Presentation Pane:
From the main menu, select **File** > **New**:

SAMPLE



Opening an Existing Presentation

- You can use the **New Presentation Pane** to open an existing presentation.
- **To open an existing presentation:**
Locate the presentation you want and click the blue link:



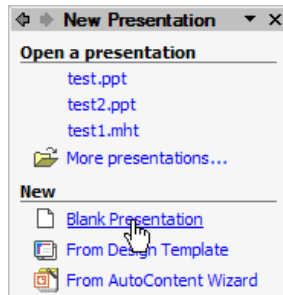
OR from the main menu, select **File > Open** (this will display the **Open** dialog box). Select the file you want. Click **Open**.


OR click the **Open** icon  on the **Standard** toolbar (this will display the **Open** dialog box). Select the file you want. Click **Open**.

Creating a New Blank Presentation

- You can use the **New Presentation Pane** to create a new blank presentation.

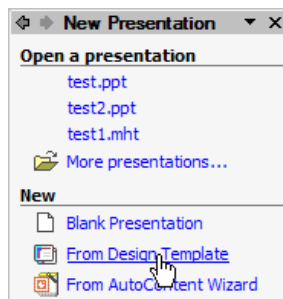
- **To create a new blank presentation:**
Click the **Blank Presentation** link in the **New Presentation** Pane:



OR click the **New** icon the Standard toolbar: 

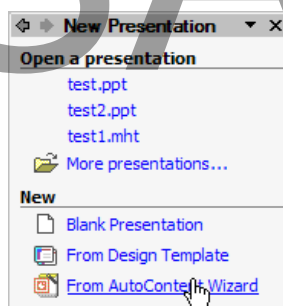
Creating a New Presentation from a Design Template

- You can use the **New Presentation Pane** to create a new presentation from a design template.
- To create a new presentation from a design template:
Click the **From Design Template** link in the **New Presentation** Pane:



Creating a New Presentation using the AutoContent Wizard

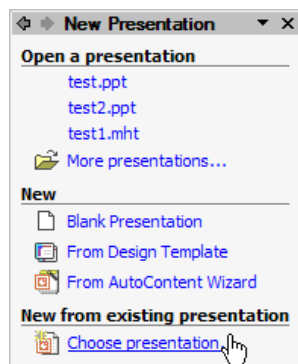
- You can use the **New Presentation Pane** to create a new presentation using the **AutoContent Wizard**.
- **To create a new presentation using the AutoContent Wizard:**
Click the **From AutoContent Wizard** link in the **New Presentation** Pane:



Creating a New Presentation from an Existing Presentation

- You can use the **New Presentation Pane** to create a new presentation from an existing presentation.
- **To create a new presentation using an existing presentation:** Click the **Choose Presentation** link under **New from existing presentation**. This will open a dialog box.

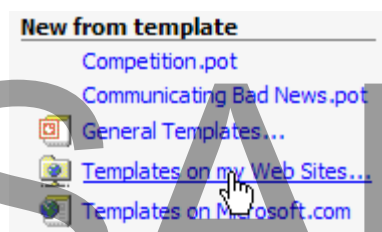
Select the file you want. Click **Open**:



OR open an existing presentation. On the main menu, select **File > Save As** and save your new presentation under a different name.

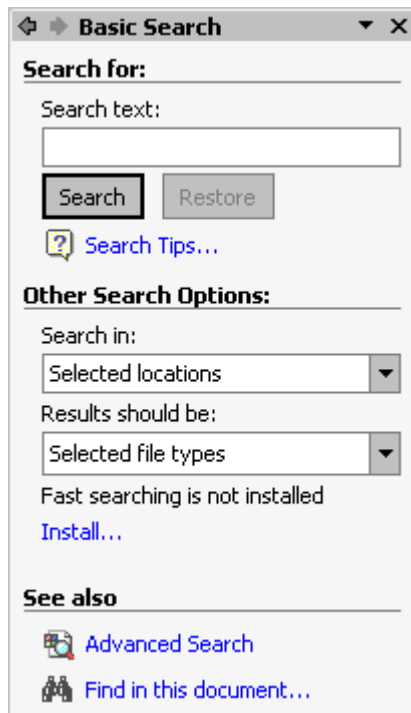
Creating a New Presentation from Templates

- You can also use the New Presentation Pane to create a new presentation from a General Template, Template on the Web, or a Template from Microsoft.com.
- **To create a new presentation from templates:** Click on the template source of your choice in the New Presentation Pane:




Understanding the Basic Search Pane

- From the **Basic Search Pane**, you can search for files on your computer based on the file name or text in the file:



Displaying the Basic Search Pane

- To display the Basic Search Pane:

Click the **Search** icon on the Standard toolbar: 

Searching for Files

- To search for a file:

Enter the text to search for in the **Search text** textbox and click **Search**.

Customizing Searches

- To customize a search:

Click the down arrow next to the **Search in** box and select a location and/or click the down arrow next to the **Results should be** box and select a file type.

Note: You can customize your search further by using **Advanced Search**, and speed up the search process by installing **Fast Searching**.

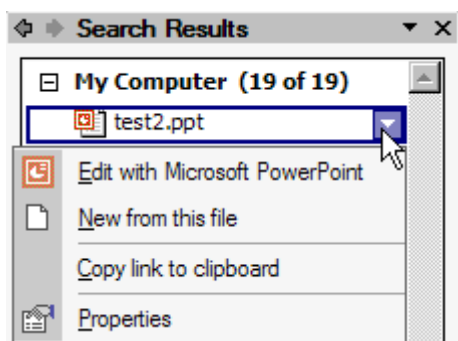
Using Search Results

- To open a file in the search results:

Click on the file.

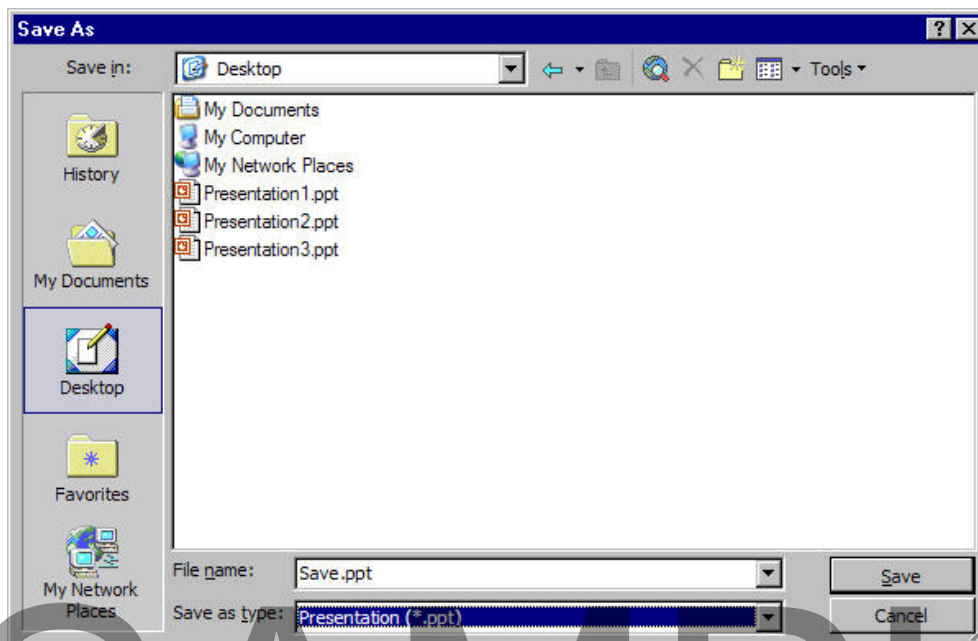
OR click on the down arrow next to the file and select **Edit with Microsoft**

PowerPoint:



Note: By clicking the down arrow next to the file, you are given more file options to work with.

Managing Presentations



Saving a Presentation

- **To save a presentation:**
From the main menu, select **File > Save**.

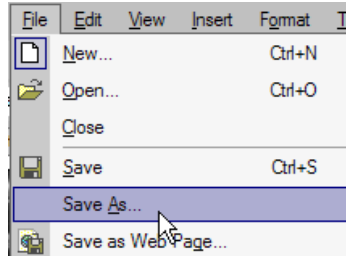
OR click the **Save** icon on the Standard toolbar: 

Note: If you are saving a new file, the **Save As** dialog box will appear. Enter the file name in the **File Name** text box, and click **Save**.

Saving a Backup Copy

- **To save a backup copy of a presentation:**

From the main menu, select **File > Save As** to display the **Save As** dialog box:



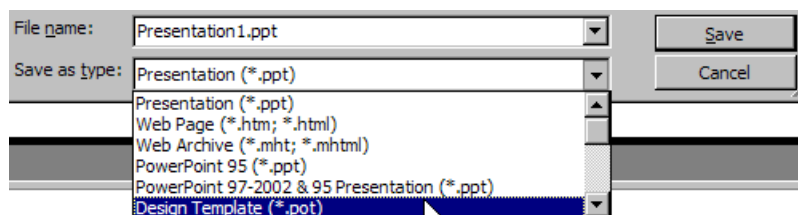
Enter a new file name in the **File Name** text box and click **Save**.

Note: To work with the original file again, select it from the recent file list at the bottom of the **File** menu.

Saving a Presentation as a Template

- From the main menu, select **File > Save As** to display the **Save As** dialog box.

In the **Save as type** drop-down list, select **Design Template (*.pot)**:



Saving a Presentation as a Web Page

- **To save a presentation as a Web Page:**

From the main menu, select **File > Save As** to display the **Save As** dialog box.

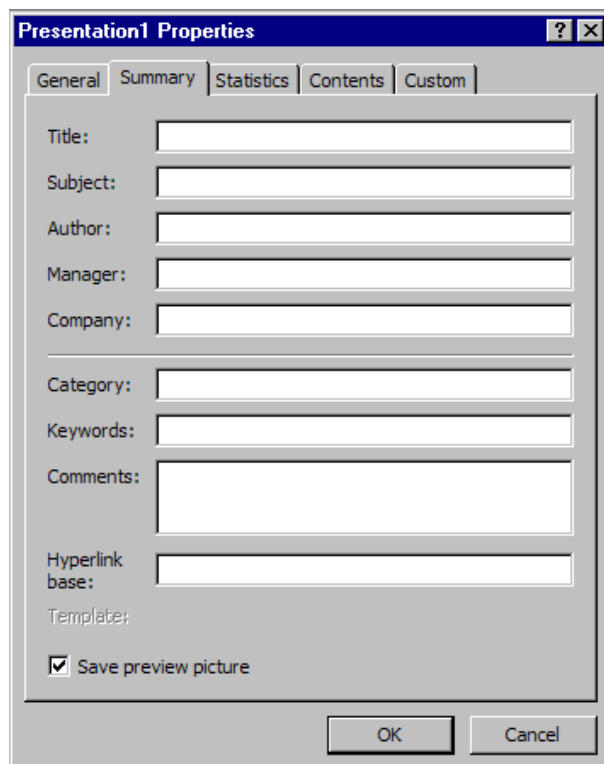
In the **Save as type** drop-down list, select **Web Page (*.htm; *.html)** or **Web Archive (*.mht; *.mhtml)**.

Saving Summary Information

- **To save summary information:**

From the main menu, select **File > Properties** to display the **Presentation Properties** dialog box.

Click the **Summary** tab. Enter the information you want and click **OK**:



Password Protecting a Presentation

- There are two types of **password protection** for a presentation. You can set a password to restrict someone else from **opening** your presentation, or you can set a password to restrict someone else from **modifying** your presentation.

- **To set a password for opening your presentation:**

From the main menu, select **Tools > Options**. Click on the **Security** tab.

In the text box to the right of **Password to open**, type your password.

- **To set a password for modifying your presentation:**

From the main menu, select **Tools > Options**. Click on the **Security** tab.

In the text box to the right of **Password to modify**, type your password.

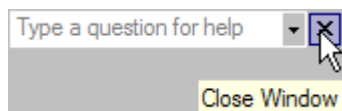
Note: If you forget your password, there's no way of retrieving it and opening/modifying your document.

Closing Presentations

- **To close a presentation:**

From the main menu, select **File > Close**.

OR click the **Close Window** icon to the right of the **Ask a Question** box:



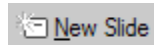
Note: You will be prompted to save your presentation if there are unsaved changes.

Managing Slides

Inserting a New Slide

- From the main menu, select **Insert > New Slide**.

OR click the **New Slide** icon on the **Formatting** toolbar:



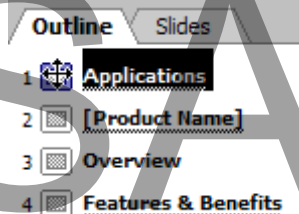
OR click on or between slides in the **Outline and Slides** tab area and press **Enter**.

Inserting a Duplicate Slide

- From the main menu, select **Insert > Duplicate Slide**.

Reordering Slides

- You can reorder slides in Normal View with the **Outline and Slides** tabs or in **Slide Sorter** view.
- **To reorder slides with the Outline tab:**
Click (and hold) the slide **icon** next to the slide number and drag the slide to its new destination:



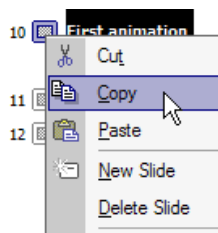
- **To reorder slides with the Slides tab:**
Click (and hold) on a slide **thumbnail** and drag the slide to its new destination.
- **To reorder slides in Slide Sorter view:**
Click (and hold) on a slide **thumbnail** and drag the slide to its new destination.

Note: To reorder multiple slides simultaneously, hold down the **Shift** key while selecting the slides to reorder.

Copying Slides

- You can copy slides in Normal View with the **Outline and Slides** tabs or in **Slide Sorter** view.
- **To copy slides with the Outline tab:**
Click the slide **icon** of the slide you want to copy. Click the **Copy** icon on the **Standard** toolbar.

OR right-click on the slide **icon**. Select **Copy**:



To paste the slide, click the slide icon that you would like the newly copied slide to appear **after**. Click the **Paste icon** on the **Standard** toolbar or right-click on the slide icon and select **Paste**.

- **To copy slides with the Slides tab:**
Click the slide **thumbnail** of the slide you want to copy. Click the **Copy** icon on the **Standard** toolbar

OR right-click on the slide **thumbnail**. Select **Copy**.

To paste the slide, click in between the slide thumbnails where you would like the newly copied slide to appear. Click the **Paste icon** on the **Standard** toolbar, or right-click between the slide thumbnails and select **Paste**.

- **To copy slides in Slides Sorter view:**
Click the slide **thumbnail** of the slide you want to copy. Click the **Copy** icon on the **Standard** toolbar

OR right-click on the slide **thumbnail**. Select **Copy**.

To paste the slide, click in between the slide thumbnails where you would like the newly copied slide to appear. Click the **Paste icon** on the **Standard** toolbar or right-click between the slide thumbnails and select **Paste**.

Deleting Slides

- You can delete slides in Normal View with the **Outline and Slides** tabs or in **Slide Sorter** view.

- **To delete slides with the Outline tab:**

Click the slide **icon** of the slide you want to delete. From the main menu, select **Edit > Delete Slide**.

OR right-click on the slide **icon** of the slide you want to delete. Select **Delete Slide**.

- **To delete slides with the Slides tab:**

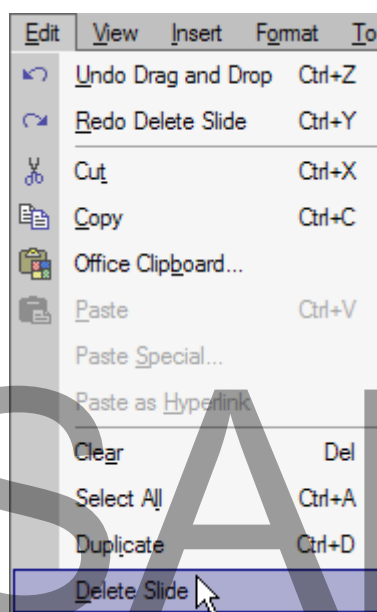
Click the slide **thumbnail** of the slide you want to delete. From the main menu, select **Edit > Delete Slide**.

OR right-click on the slide **thumbnail** of the slide you want to delete. Select **Delete Slide**.

- **To delete slides in Slide Sorter view:**

Click the slide **thumbnail** of the slide you want to delete. From the main menu, select **Edit > Delete Slide**.

OR right-click on the slide **thumbnail** of the slide you want to delete. Select **Delete Slide**:



Review Questions

How would you:

- Open an Existing Presentation?
- Create a New Blank Presentation?

- Create a New Presentation from a Design Template?
- Create a New Presentation using the AutoContent Wizard?
- Create a New Presentation from an Existing Presentation?
- Create a New Presentation from Templates?
- Display the Basic Search Pane?
- Search for Files?
- Customize Searches?
- Use Search Results?
- Save a Presentation?
- Save a Backup Copy?
- Save a Presentation as a Template?
- Save a Presentation as a Web Page?
- Save Summary Information?
- Password Protect a Presentation?
- Close a Presentation?
- Insert a New Slide?
- Insert a Duplicate Slide?
- Reorder Slides?
- Copy Slides?
- Delete Slides?

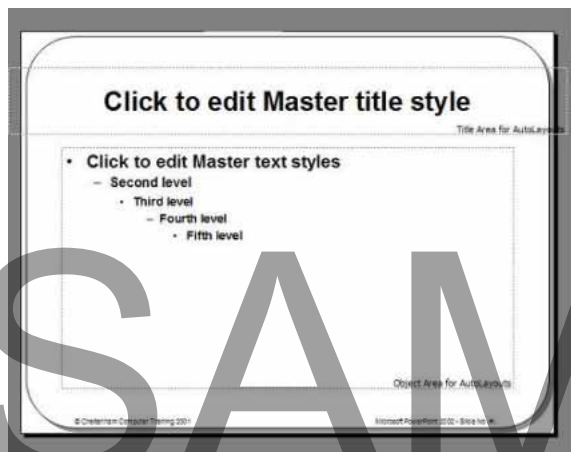
SAMPLE

Using Master Pages

When you have completed this learning module you will have seen how to:

- Display the Slide Master
- Insert a New Slide Master
- Insert a Duplicate Slide Master
- Insert a New Title Master
- Apply Multiple Slide and Title Masters to a Presentation
- Preserve a Slide Master
- Restore Slide and Title Masters
- Delete Slide and Title Masters
- Rename a Slide Master
- Exit the Slide Master View
- Display the Handout Master
- Show the Slide Position on the Handout Master
- Show the Outline Position on the Handout Master
- Restore the Handout Master
- Exit the Handout Master View
- Display the Notes Master
- Restore the Notes Master
- Exit the Notes Master View

Working with Slide Masters



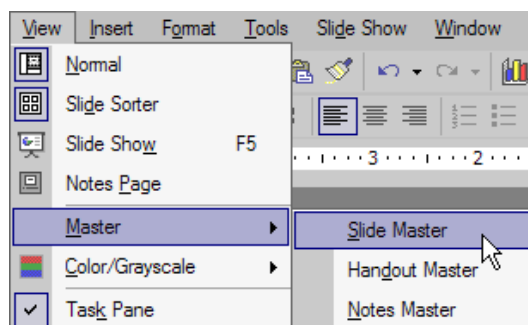
Understanding Slide Masters

- The **Slide Master** contains slide formatting information applied to all slides in your presentation. Elements determined by the Slide Master include **location and size of text placeholders, design templates and/or background colors, and font size and color.**
- When the Slide Master is formatted, changes will appear on every slide in your presentation.

Displaying the Slide Master

- **To view the Slide Master:**

From the main menu select **View > Master > Slide Master:**



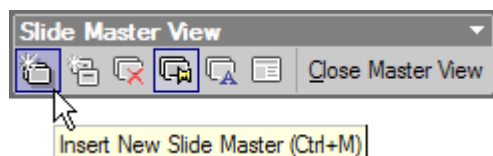
Inserting a New Slide Master

- PowerPoint opens a new presentation with a default **Slide Master**. If you want your presentation to have multiple Slide Masters, you can insert a new Slide Master.

To insert a new Slide Master, you must be in **Slide Master View**.

- **To insert a new Slide Master:**

Click the Insert New Slide Master icon on the Slide Master View toolbar:



Note: The Slide Master View toolbar shows up by default in Slide Master View.

OR from the main menu, select **Insert > New Slide Master**.

Inserting a Duplicate Slide Master

- To insert a **duplicate** Slide Master, you must be in Slide Master View.

- **To insert a duplicate Slide Master:**

From the main menu, select **Insert > Duplicate Slide Master**.

Understanding Title Masters

- The **Title Master** contains Title Slide formatting information applied to all **Title Slides** in your presentation. Elements determined by the Title Master

include **location and size of text placeholders, design templates and/or background colors, and font size and color.**

- Title Slides are usually inserted into presentations to head-off different sections of a presentation.

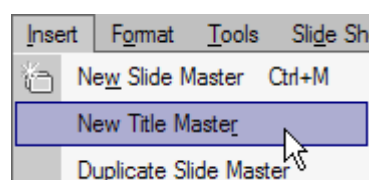
Inserting a New Title Master

- When you insert a **Title Master**, it is automatically linked to the style of your Slide Master. These Masters are called **Slide-Title Master Pairs**. If you change the formatting of the Title Master, the changes will remain independent of the Slide Master.

To insert a new Title Master, you must be in Slide Master View.

- **To insert a new Title Master:**
Click the **Insert New Title Master** icon on the **Slide Master View** toolbar.

OR from the main menu, select **Insert > New Title Master:**



Note: To insert a new **Title Master**, the Slide Master that you wish to make a Title Master for, must be displayed in the Slide Pane. To do this, click the appropriate Slide Master thumbnail on the left of the screen.

Applying Multiple Slide and Title Masters to a Presentation

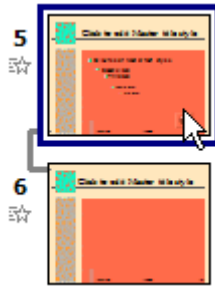
- When you create a new Slide Master, it appears in the **Slide Design Pane** under Design Templates **Used in this Presentation**. The application of Design Templates is discussed in detail, later on in this manual.

Preserving a Slide Master

- If a Slide Master is not being used in a presentation, PowerPoint will delete it. To avoid this, you can **preserve** Slide Masters.

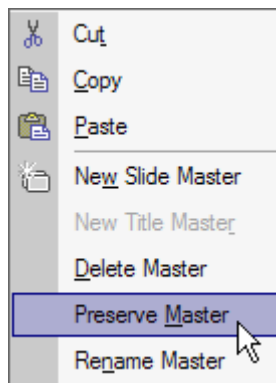
To preserve a Slide Master, you must be in Slide Master View.

- **To preserve a Slide Master:**
Click the **Slide Master thumbnail** on the left of the screen of the Slide Master you want to preserve:



Click the **Preserve Master** icon on the **Slide Master View** toolbar.

OR right-click on the Slide Master thumbnail on the left of the screen and select **Preserve Master**:



Note: In a Slide-Title Master Pair, if you **preserve** the Title or Slide Master, its pair is automatically preserved.

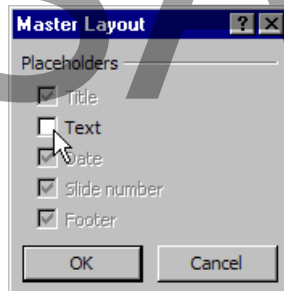
Restoring Slide and Title Masters

- If you delete a **Title**, **Text**, **Date**, **Slide number**, or **Footer** placeholder on your Slide or Title Master, you can restore it.

To restore placeholders:

Click the **Master Layout** icon on the **Slide Master View** toolbar.

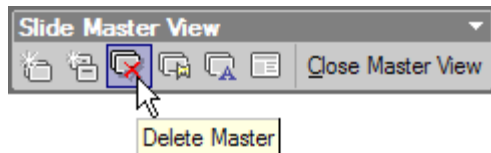
Select the placeholder/s you wish to restore. Click **OK**:



Deleting Slide and Title Masters

- To **delete** a Slide or Title Master, you must be in Slide Master View.
- **To delete a Slide or Title Master:**
Click on the Slide or Title Master **thumbnail** on the left of the screen that you want to delete.

Click the **Delete Master** icon on the **Slide Master View** toolbar:



OR right-click on the Slide or Title Master thumbnail on the left of the screen and select **Delete Master**.

Note: If you delete the **Slide Master**, you will delete the Slide-Title Master Pair. If you delete the **Title Master**, the Slide Master will not be deleted.

Renaming a Slide Master

- To rename a Slide Master, you must be in Slide Master View.
- **To rename a Slide Master:**
Click on the Slide Master **thumbnail** on the left of the screen that you want to rename.

Click the **Rename Master** icon on the **Slide Master View** toolbar.

Enter a new Master name:



OR right-click on the Slide Master **thumbnail** on the left of the screen and select **Rename Master**.

Enter a new Master name.

Note: Whether you rename a **Slide** or **Title Master**, the name will be applied to the Slide-Title Master Pair.

Exiting the Slide Master View

- To exit the Slide Master view:
Click the **Close Master View** icon on the Slide Master View toolbar.

OR from the main menu, select **View > Normal**.

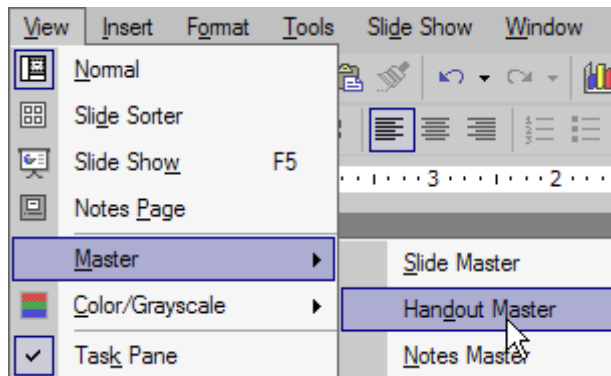
Working with the Handout Master

Understanding the Handout Master

- The Handout Master contains handout formatting information applied to handouts and outline printouts. Placeholders in the Handout Master include location and size of header, footer, date, and page number placeholders and text.

Displaying the Handout Master

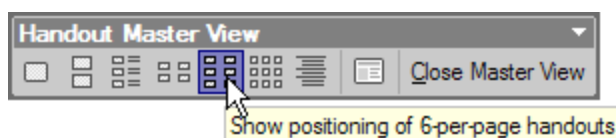
- **To view the Handout Master:**
From the main menu, select **View > Master > Handout Master**:



Showing the Slide Position on the Handout Master

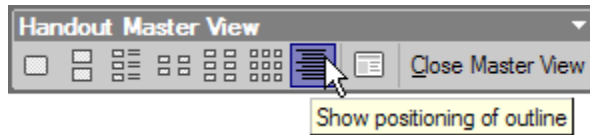
- To show the **position** of slides on handouts in relation to the placeholders, you can select from the various layout icons on the **Handout Master View** toolbar.

• **To show different handout layouts:**
Click one of the Show positioning icons on the Handout Master View toolbar:



Showing the Outline Position on the Handout Master

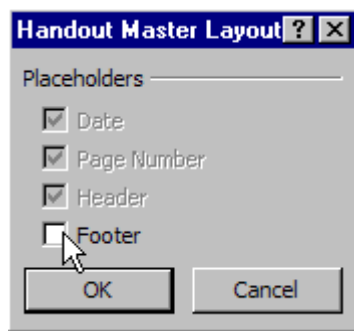
- To show the position of the outline in relation to the placeholders:
Click the Show positioning of outline icon on the Handout Master View toolbar:



Restoring the Handout Master

- If you delete a **Date**, **Page number**, **Header** or **Footer** placeholder on the **Handout Master**, you can restore it.
- **To restore placeholders:**
Click the Handout Master Layout icon on the Handout Master View toolbar.

Select the placeholder/s you wish to restore. Click **OK**:



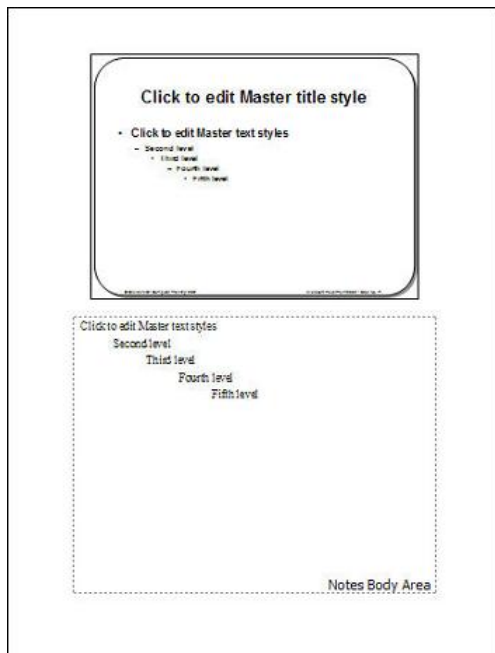
Exiting the Handout Master View

- Click the **Close Master View** icon on the **Handout Master View** toolbar:



OR from the main menu, select **View > Normal**.

Working with the Notes Master

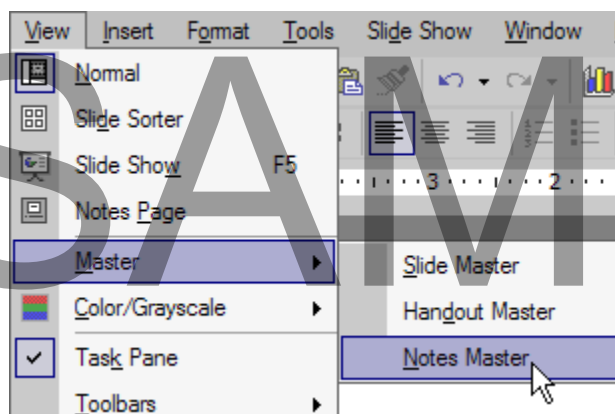


Understanding the Notes Master

- The **Notes Master** contains formatting information applied to all **Notes Pages** in your presentation. Elements determined by the Notes Master include **location and size of placeholders, background colors, and font size and color.**
- When the Notes Master is formatted, changes will appear on every **Notes Page** in your presentation.

Displaying the Notes Master

- **To view the Notes Master:**
From the main menu select **View > Master > Notes Master:**



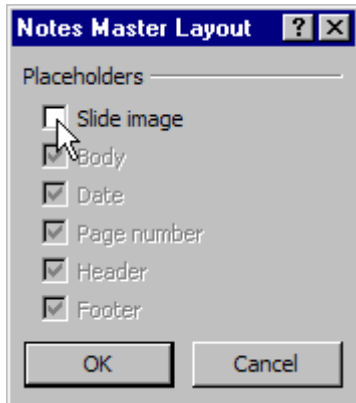
Restoring the Notes Master

- If you delete a **Slide Image, Body, Date, Page number, Header, or Footer** placeholder on the Notes Master, you can restore it.

- **To restore placeholders:**

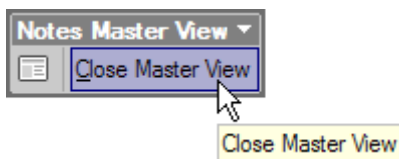
Click the Notes Master Layout icon on the Handout Master View toolbar.

Select the placeholder(s) you wish to restore. Click **OK**:



Exiting the Notes Master View

- Click the **Close Master View** icon on the **Notes Master View** toolbar:



OR from the main menu, select **View > Normal**.

Review Questions

How would you:

- Display the Slide Master?
- Insert a New Slide Master?
- Insert a Duplicate Slide Master?
- Insert a New Title Master?
- Apply Multiple Slide and Title Masters to a Presentation?
- Preserve a Slide Master?
- Restore Slide and Title Masters?
- Delete Slide and Title Masters?
- Rename a Slide Master?
- Exit the Slide Master View?
- Display the Handout Master?
- Show the Slide Position on the Handout Master?
- Show the Outline Position on the Handout Master?
- Restore the Handout Master?

- Exit the Handout Master View?
- Display the Notes Master?
- Restore the Notes Master?
- Exit the Notes Master View?

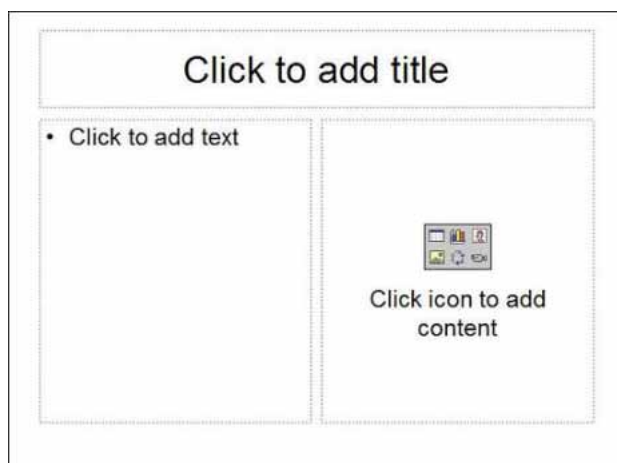
SAMPLE

Formatting and Editing Slides

When you have completed this learning module you will have seen how to:

- Display the Slide Layout Pane
- Apply Text Layouts
- Apply Content Layouts
- Apply Text and Content Layouts
- Apply Other Layouts
- Use Smart Tags – Automatic Layouts
- Select a Slide Background Color
- Select a Slide Background Fill Effect
- Apply a Slide Background Color or Fill Effect
- Select a Handout Background Color
- Select a Handout Background Fill Effect
- Apply a Handout Background Color or Fill Effect
- Select a Notes Page Background Color
- Select a Notes Page Background Fill Effect
- Apply a Notes Page Background Color or Fill Effect
- Omit Background Graphics from the Master
- Alter Slide Placeholders
- Alter Handout and Notes Pages Placeholders
- Insert Headers and Footers
- Insert Slide Numbers
- Add the Date and Time to Slides
- Add Page Numbers and the Date and Time to Handouts and Notes
- Change an Indent
- Change Tab Settings
- Change Paragraph Indentations
- Change Paragraph Alignment
- Set Line Spacing
- Add or Delete Bullets or Numbering
- Change Bullets or Numbering Style
- Change Bullets or Numbering Size
- Change Bullets or Numbering Color
- Change the Starting Number in a Numbering List
- Create Custom Bullets
- Insert a Picture as a Bullet

Working with Slide Layouts



Understanding Slide Layouts

- A **slide layout** refers to how placeholders are arranged on a slide. Each slide layout contains a different combination of **text** and **content placeholders**.

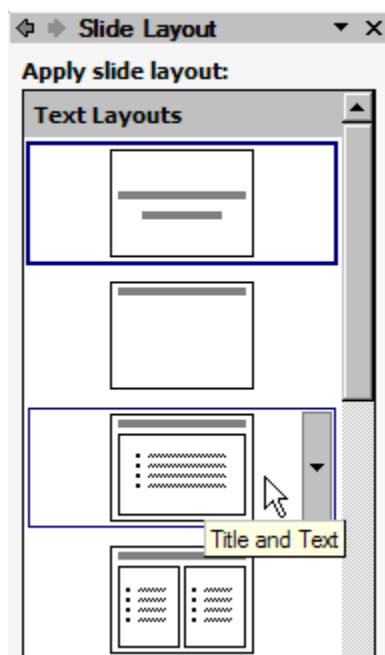
Displaying the Slide Layout Pane

- When you create a new presentation or insert a new slide, the **Slide Layout Pane** will display automatically.
- **To display the Slide Layout Pane (if it has been closed):**
From the main menu, select **Format > Slide Layout**.

Applying Text Layouts

- **Text Layouts** arrange the slide into different configurations of text placeholders. Typically a slide is divided into **title** and **text** placeholders.
- **To apply a text layout to a slide:**
Locate the text slide layout you want from the **Slide Layout Pane** and click on it:

SAMPLE



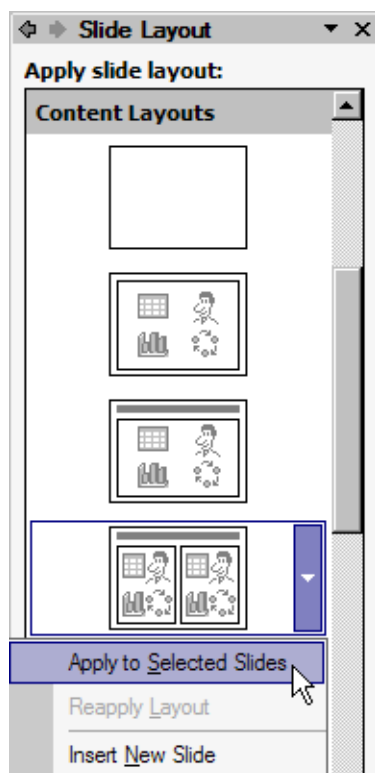
OR click the down arrow next to the text slide layout you want and select **Apply to Selected Slides**.

Applying Content Layouts

- **Content Layouts** arrange the slide into different configurations of content. Content can be classified as **Clip Art, Charts, Tables, Pictures, Diagrams or Organization Charts**, or **Media Clips**. Typically a slide is divided into **title** and **content** placeholders.
- **To apply a content layout to a slide:**
Locate the content slide layout you want from the **Slide Layout Pane** and click on it.

OR click the down arrow next to the content slide layout you want and select **Apply to Selected Slides**:

SAMPLE



Applying Text and Content Layouts

- **Text and Content Layouts** arrange the slide into different configurations of text and content placeholders. Typically a slide is divided into **title**, **text**, and **content** placeholders.
- **To apply text and content layouts to a slide:**
Locate the text and content slide layout you want from the **Slide Layout Pane** and click on it.

OR click the down arrow next to the text and content slide layout you want and select **Apply to Selected Slides**.

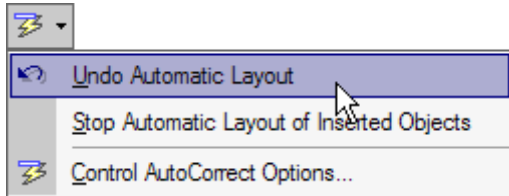
Applying Other Layouts

- **Other Layouts** arrange the slide into miscellaneous configurations of **text** and **content** placeholders.
- **To apply other layouts to a slide:**
Locate the other slide layout you want from the **Slide Layout Pane** and click on it.

OR click the down arrow next to the other slide layout you want and select **Apply to Selected Slides**.

Using Smart Tags – Automatic Layouts

- When you insert content into a slide that doesn't fit into your original layout, such as a picture or diagram, your slide layout will automatically adjust to fit the new content. When this automatic adjustment occurs, the **Automatic Layout Options** button will appear giving you the option to keep or discard the change.
- **To undo Automatic Layout:**
When the Automatic Layout Options button appears, click the down arrow and select **Undo Automatic Layout**:



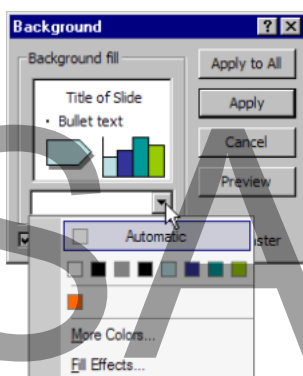
Applying Backgrounds

Understanding Backgrounds

- Backgrounds can be applied to slides, handouts, and notes. Background options include colors, gradients, textures, patterns, and pictures.

Selecting a Slide Background Color

- From the main menu, select **Format > Background** and click the down arrow:

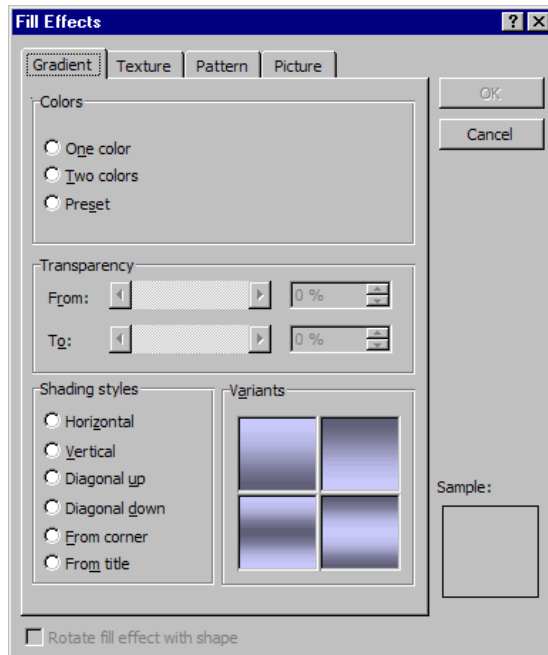


- Select the color you wish to apply to the slide background.

Note: To choose from a wider selection of colors, click on **More Colors**.

Selecting a Slide Background Fill Effect

- From the main menu, select **Format > Background** and click the down arrow. Click **Fill Effects**. This will open a **Fill Effects** dialog box:



- Click on the **Gradient**, **Texture**, **Pattern**, or **Picture** tabs to apply the fill effect you want. Click **OK**.

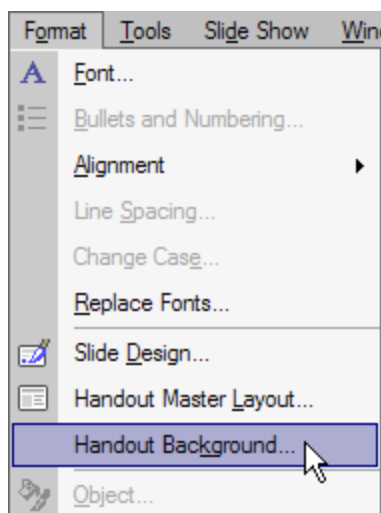
Applying a Slide Background Color or Fill Effect

- Background colors and fill effects can be applied to **individual** or **all** slides.
- **To preview what the slide background will look like:**
Click **Preview**.
- **To apply the background to the current slide only:**
Click **Apply**.
- **To apply the background to all slides:**
Click **Apply to All**.

SAMPLE

Selecting a Handout Background Color

- From the main menu, select **View > Master > Handout Master**.
- From the main menu, select **Format > Handout Background** and click the down arrow:

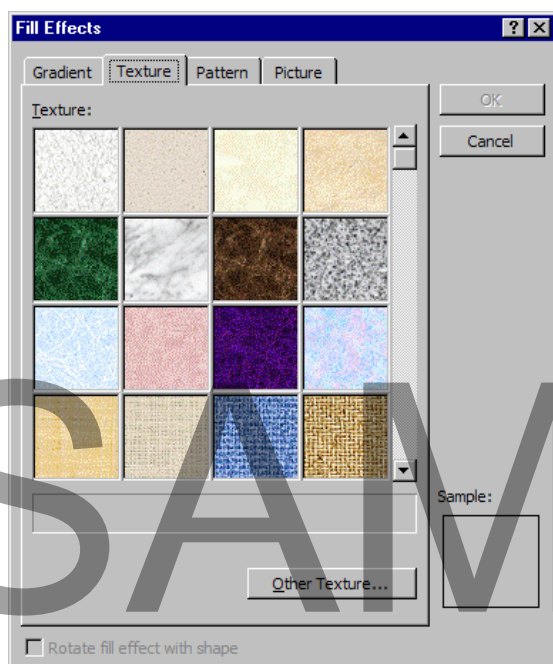


- Select the color you wish to apply to the handout background.

Note: To choose from a wider selection of colors, click on **More Colors**.

Selecting a Handout Background Fill Effect

- From the main menu, select **View > Master > Handout Master**.
- From the main menu, select **Format > Handout Background** and click the down arrow. Click **Fill Effects**. This will open a **Fill Effects** dialog box:



- Click on the **Gradient**, **Texture**, **Pattern**, or **Picture** tabs to apply the fill effect you want. Click **OK**.

Applying a Handout Background Color or Fill Effect

- Applying a background color or fill effect to handouts changes **all** handouts and handout printouts.
- **To preview what the handout background color or fill effect will look like:**
Click **Preview**.
- **To apply the handout background color or fill effect:**
Click **Apply**.

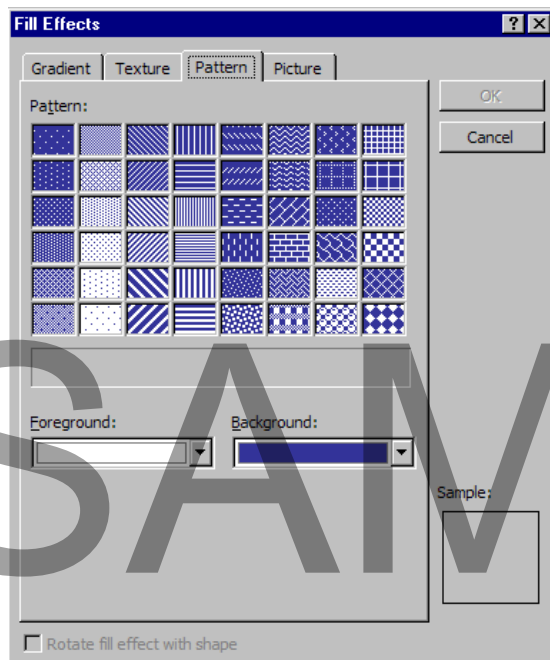
Selecting a Notes Page Background Color

- From the main menu, select **View > Notes Page**.
- From the main menu, select **Format > Notes Background**. Select the color you wish to apply to the slide background.

Note: To choose from a wider selection of colors, click on **More Colors**.

Selecting a Notes Page Background Fill Effect

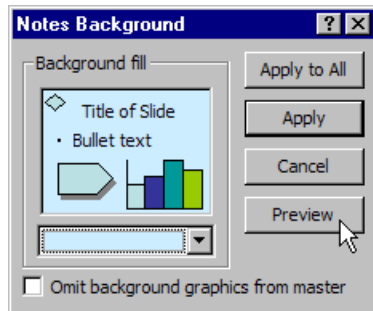
- From the main menu, select **View > Notes Page**.
- From the main menu, select **Format > Notes Background** and click the down arrow. Click **Fill Effects**. This will open a **Fill Effects** dialog box:



- Click on the **Gradient**, **Texture**, **Pattern**, or **Picture** tabs to apply the fill effect you want. Click **OK**.

Applying a Notes Page Background Color or Fill Effect

- Background colors and fill effects can be applied to **individual** or **all** Notes Pages.
- **To preview what the notes page background color or fill effect will look like:**
Click **Preview**:

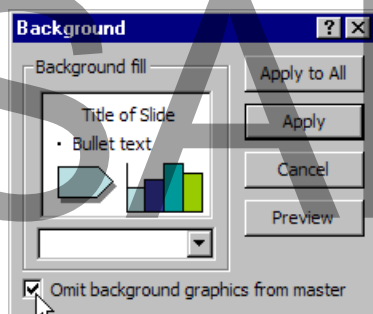


- **To apply the background color or fill effect to the current notes page only:**
Click **Apply**.
- **To apply the background color or fill effect to all notes pages:**
Click **Apply to All**.

Note: You can also change the background color or fill effect for all notes pages with the Notes Master.

Omitting Background Graphics from the Master

- You will notice on the Slides and Notes **Background** dialog box, there is a check box for omitting background graphics from the master. If you have added a graphic to the Slides or Notes Master (subsequently it appears on every slide or notes page), you can omit the graphic from individual slides by checking this box:



Modifying Slide Attributes

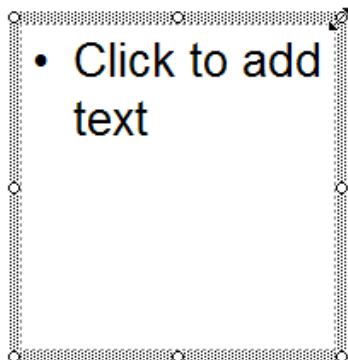


Altering Slide Placeholders

- The positions of **title**, **text**, and **content** placeholders are determined by the Slide Layout. However, placeholders can be moved and resized.

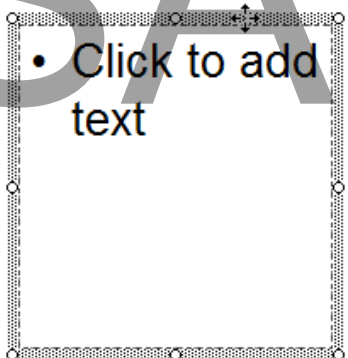
To resize a placeholder for a single slide:

- In **Normal View**, click on the placeholder border.
- Click (and hold) the **sizing handle** and drag the placeholder to the size you want:



To move a placeholder for a single slide:

- In **Normal View**, click on the placeholder border. Your mouse cursor must change to the move cursor:



- Click and drag the placeholder to where you want it.

Note: To alter placeholders for **all** slides, make the placeholder changes on the **Slide Master**.

Altering Handout and Notes Pages Placeholders

- Handouts contain **Header**, **Footer**, **Date**, and **Page Number** placeholders. When handout placeholders are altered, changes are made to all handouts and handout printouts.
- **To alter handout placeholders:**
From the main menu, select **View > Master > Handout Master**. Make placeholder changes.
- Notes Pages contain **Slide Image** and **Body** placeholders.
- **To alter single note page placeholders:**
From the main menu, select **View > Notes Pages**. Make placeholder changes.

Note: To alter placeholders for **all** notes pages, make the placeholder changes on the **Notes Master**. The Notes Master also allows changes to Header, Footer, Date, and Page Number placeholders.

Inserting Headers and Footers

- From the main menu, select **View > Header and Footer**. This will display the **Header and Footer** dialog box.
- Make sure the footer check box is checked. Type in your desired text.
- Click **Apply** to apply to the current slide. Click **Apply to All** to apply to all slides.

Note: To insert headers and footers for **Notes and Handouts**, click on the **Notes and Handouts** tab in the Header and Footer dialog box.

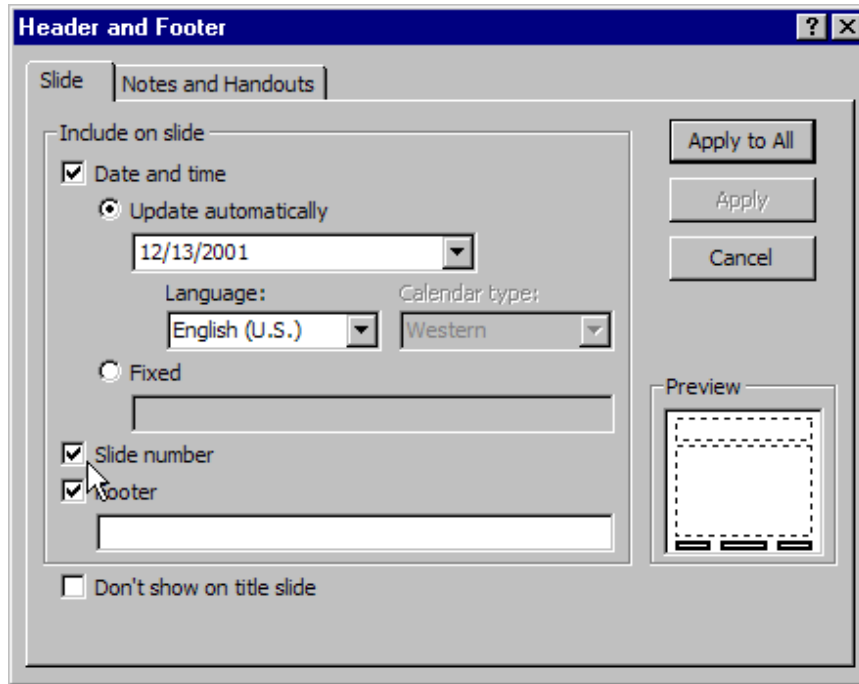
Inserting Slide Numbers

To insert a slide number on a single slide:

- Click in the placeholder where you want the slide number to appear.
- From the main menu, select **Insert > Slide Number**.

To insert slide numbers for all slides:

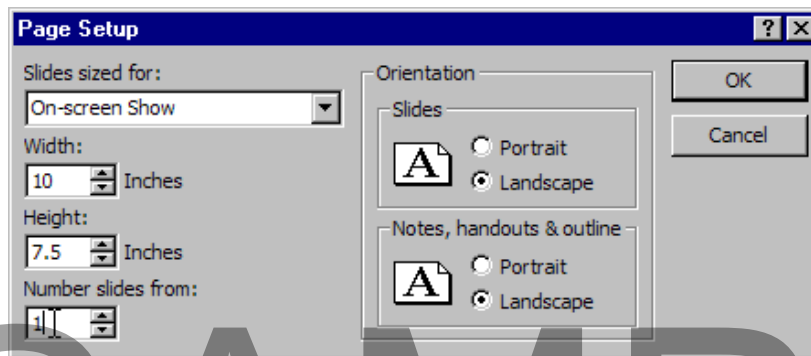
- From the main menu, select **View > Header and Footer**. Click the **Slide number** check box:



Note: The Slide Number will appear where the slide number placeholder is located on the Slide Master.

To change the starting slide number:

- From the main menu, select **File > Page Setup**. Change the number in the **Number slides from** box:



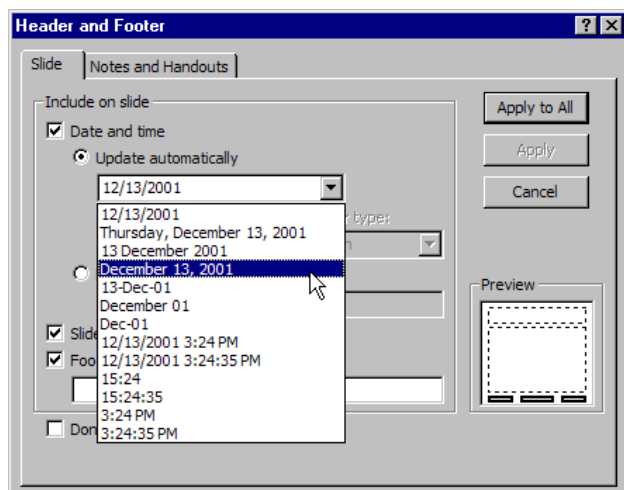
Adding the Date and Time to Slides

To insert the date and time on a single slide:

- Click in the placeholder where you want the date and time to appear.
- From the main menu, select **Insert > Date and Time**.

To insert the date and time for all slides:

- From the main menu, select **View > Header and Footer**.
- Click the **Date and time** check box. Click the **Update automatically** check box and select the date and time format you want by clicking on the down arrow:

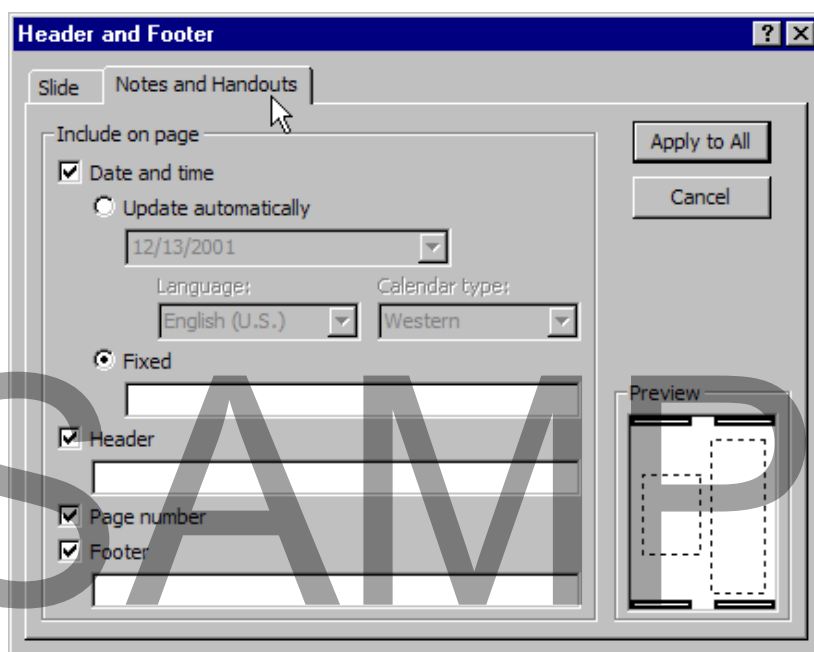


OR click the **Fixed** check box and enter a set date and time.

Note: The Date and Time will appear where the Date and Time **placeholder** is located on the **Slide Master**.

Adding Page Numbers and the Date and Time to Handouts and Notes

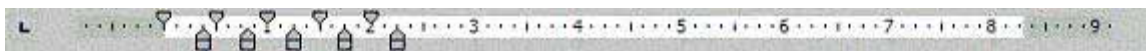
- From the main menu, select **View > Header Footer**. Click the **Notes and Handouts** tab:



- Click the **Page number** check box.
- Click the **Date and time** check box. Select the date and time format you want by clicking on the down arrow.

Note: The Page Number and the Date and Time will appear where the placeholders are located on the Handout and Notes Masters.

Paragraph Settings



Changing Indentation Settings

- To change indents settings, you must use the **Horizontal Ruler**.
- **To display the Ruler:**
From the main menu, select **View > Ruler**.
- By default, the horizontal ruler contains indent settings for five layers (you can see this on the **Slide Master**). Each layer has a **first line indent** and a **left indent marker**.

The **first line indent** dictates where the first line in a paragraph or a bullet or number will begin.

The **left indent marker** dictates where the second line of a paragraph or the text next to a bullet or number will begin.

To change the first line indent:

- Click in the placeholder or highlight the text you want to indent.
- Click and drag on the **first line indent** marker:



To change the left indent marker:

- Click in the placeholder or highlight the text you want to indent.
- Click and drag the **triangle** on the **left indent marker**:



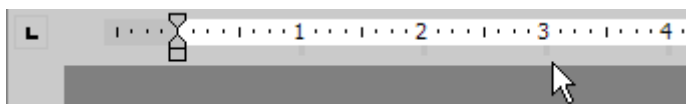
Note: To move both the first line indent and left indent marker together, click and drag the **rectangle** on the left indent marker.

Changing Tab Settings

- To change tab settings, you must use the **Horizontal Ruler**.

To display the Ruler:

- From the main menu, select **View > Ruler**.
- The horizontal ruler contains default tab settings. These are the small gray vertical lines that appear at the bottom of the horizontal ruler:



To insert a left tab stop:

- Click the tab icon (at the very left of the Ruler) until the left tab symbol appears:



- Click the section of the ruler where you want the tab.

To insert a center tab stop:

- Click the tab icon until the center tab symbol appears:



- Click the section of the ruler where you want the tab.

To insert a right tab stop:

- Click the tab icon until the right tab symbol appears:



- Click the section of the ruler where you want the tab.

To insert a decimal tab stop:

- Click the tab icon until the decimal tab symbol appears:



- Click the section of the ruler where you want the tab.

Changing Paragraph Indentations

- You can increase or decrease paragraphs or bulleted text indents.

To increase an indent:

- Select the paragraph you want to increase the indent.
- Click the **Increase Indent** icon on the **Formatting** toolbar:



To decrease an indent:

- Select the paragraph you want to decrease the indent.
- Click the **Decrease Indent** icon on the **Formatting** toolbar:




Changing Paragraph Alignment

- Paragraphs and bulleted text are aligned in relation to the **placeholder**. Text and bulleted text can be **left aligned**, **right aligned**, **centered**, or


justified in the placeholder.

To left align paragraphs and bulleted text:

- Select the text you want to left align. Click the **Align Left** icon on the **Formatting** toolbar: 


OR from the main menu, select **Format > Alignment > Align Left**.

To right align paragraphs and bulleted text:

- Select the text you want to right align. Click the **Align Right** icon on the **Formatting** toolbar: 

OR from the main menu, select **Format > Alignment > Align Right**.

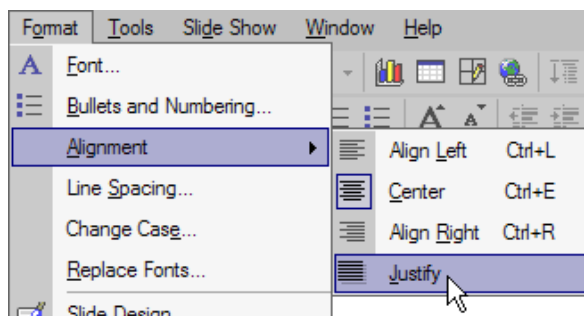
To center paragraphs and bulleted text:

- Select the text you want to center. Click the **Center** icon on the **Formatting** toolbar: 

OR from the main menu, select **Format > Alignment > Center**.

To justify paragraphs and bulleted text:

- From the main menu, select **Format > Alignment > Justify**:

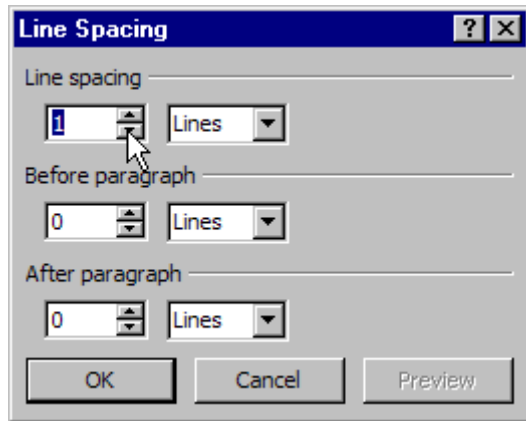


Setting Line Spacing

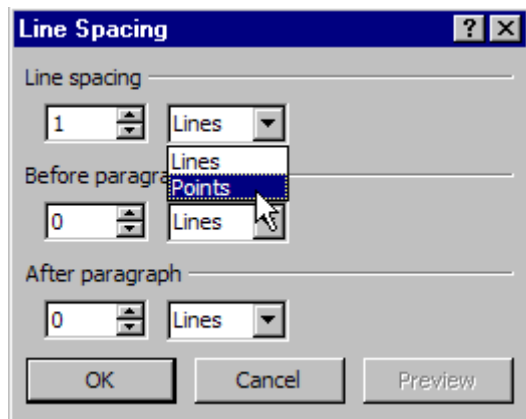
To change line spacing:

- From the main menu, select **Format > Line Spacing**.
- Click the up or down arrow next to the **Line Spacing** box to increase or decrease the line spacing:

SAMPLE



- You can also increase **Line spacing** by points. Click the down arrow on the Lines box and select Points:



To increase or decrease spacing above a paragraph:

- From the main menu, select **Format > Line Spacing**.
- Click the up or down arrow next to the **Before paragraph** box to increase or decrease the spacing.

To increase or decrease spacing below a paragraph:

- From the main menu, select **Format > Line Spacing**.
- Click the up or down arrow next to the **After paragraph** box to increase or decrease the spacing.

SAMPLE

Bullets and Numbering

About Bullets and Numbering

- Bullets and Numbering are useful tools to divide your slide into points. Bullets and numbering come in different **styles**, **sizes**, and **colors**.

- When you format a bullet or number, changes apply only to the **current slide**. To apply bullet or numbering formatting to **all** slides, make changes to the **Slide Master**.

SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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