

# Using Microsoft PowerPoint 2003

Open PowerPoint from the Start Menu: Programs > Microsoft Office Products > Microsoft PowerPoint

- When the program opens, a dialog box will pop up asking how you want to create your new presentation. You can use the AutoContent Wizard or a Design Template, or you can start with a Blank presentation. Choose **Blank presentation** for now, then click **OK**.

## Creating your first slide:

- Click on **Format > Slide Layout**. The default first slide layout is a simple Title Slide, which will work fine. Click **OK**.
- You will start out in **Normal** view. (The buttons near the bottom left of the screen allow you to change between **Normal, Outline, Slide, and Slide Sorter Views**, or to begin a **Slide Show**.) In Normal view, the box on the left of the screen shows the text outline of your entire presentation. To the right is the slide you are currently typing in. Below the slide is a small area with the words "Click to add notes."
- It's never too early to save! Go to **File > Save** and name your new presentation.



## Starting your PowerPoint presentation: Content is the most important thing.

- Once you have typed in the content of your presentation, PowerPoint will allow you to manipulate it endlessly, so don't worry too much about the formatting at the start.
- On the left side of the screen, you will see a "1" with a small slide graphic. Click next to this and start typing.
- To create a new slide, click **Insert > New Slide**. You can select a layout by clicking **Format > Slide Layout**. Continue in this manner until you have input all of the content of your presentation.

**Got Content? At this point, you can save and be done, or you can begin to play.**

- To change the layout of an existing slide: At the top of the window, go to **Format > Slide Layout...** and click. A Slide Layout dialog box will appear, allowing you to choose a different layout (e.g. changing from Title Slide layout to Object layout).
- To play with the colors of an individual slide or of the whole presentation: At the top of the window, go to **Format > Slide Design** and click. A Color Scheme dialog box will appear; you can choose one of the standard color schemes as shown, or click on the **Design Templates** tab to select a background theme.
- To apply an existing design template to your presentation: Even if you do not begin by using a design template, it is possible to apply one later on. Go to **Format > Apply Design Template...** and click. An Apply Design Template dialog box will appear, with a list of the various templates on the left and a preview box on the right. To see a particular design template (e.g. Lock And Key), click on it. Most design templates consist of a background and maybe a simple graphic, with text formatted in a certain way. Design templates are applied to your entire presentation. To choose a design template, click on the name, then click the **Apply** button.
- To rearrange the order of the slides in your presentation: At the top of the window, go to **View > Slide Sorter** and click. You will now see all of your slides before you on the screen, in numerical order. To move a slide, click on the slide (a box will appear around it), drag it to its new position (the new location will be indicated by a vertical line) and release. With this feature, you can, for example, instantly have Slide 5 become Slide 2.
- To add a picture to a slide: Click on the slide, either in outline view or in slide view. At the top of the window, go to **Insert > Picture**. You can choose from Clip Art that comes with the program, or you can insert your own picture by choosing **From File...** and clicking. A dialog box will then appear, allowing you to choose an image file from the hard drive or a floppy disk.
- The notes area allows you to input text that only you can see. What you type in the notes area will not show up in your actual presentation. This feature is useful if, for example, you want to add speaking notes for yourself which you can then refer to during a presentation (e.g. "Remember to turn off the lights at this point.")

- PowerPoint offers many, many other features (such as text animation and sounds) for customizing presentations. To learn about them, ask a lab assistant, or just play around with the program on your own.

**To view your PowerPoint presentation:**

- At the top of the window, go to **View > Slide Show**, or hit the F5 button. Move through the slides in the presentation by left clicking with the mouse or by hitting Enter.
- You have now created a PowerPoint presentation. Congratulations. Don't forget to save.