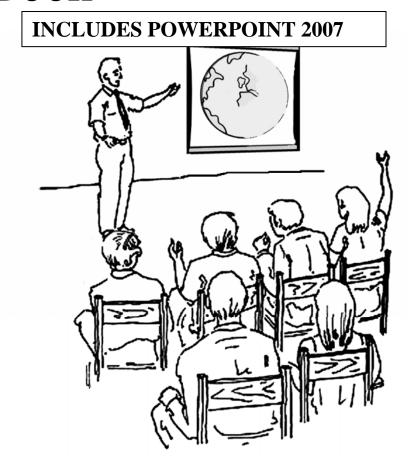# The Little PowerPoint®

Book

INCLUDES POWERPOINT 2007

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To promote recreational boating safety through education and civic activities
while providing fellowship for our members

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The Little PowerPoint® Book

A Five Part Booklet:

Part A – Getting Started
Part B – Running a Presentation
Part C – PPT 2003 – Basic slide customization
Part D – PPT 2007 – Basic slide customization
Part E – Design Considerations

System and software requirements

To see if a computer meets the system requirements of a particular version of PowerPoint, check the System Requirements panel on the software package.

PowerPoint Compatibility

Not all versions of PowerPoint are compatible with each other. Presentations written in PowerPoint 2002, 2003, or 2007 may not run properly on older versions, such as PowerPoint 97. The latest version is PowerPoint 2007. This will generally run any presentation written in an older version. When saving a PowerPoint 2007 file to run in an earlier version, follow the instructions in the instructions in Section D.

Free Microsoft PowerPoint Viewer

If you only want to view or present a PowerPoint presentation, a free viewer is available from the Microsoft Website. The current version is PowerPoint Viewer 2007. To change or edit a presentation, you must have the full version of PowerPoint installed on your computer.

To download the Viewer, go to the USPS Educational Department Home Page and then select from Free Viewers list: http://www.usps.org/national/eddept/

Part A – Getting Started

Using a projector

Test Drive the System

This may seem obvious, but it is amazing how often it is overlooked. Connect the computer and projector and run a test before the presentation begins. Suggestions for starting and stopping the projector and starting the presentation follow. However, as there are many brands of computers and projectors, some may differ. It is suggested that the operating manuals for both the computer and projector be available to the operator.

Setting up the Projector

> NOTE: REFER TO THE PROJECTOR AND COMPUTER MANUALS FOR SPECIFIC INSTRUCTIONS.

Most laptops allow secondary monitors to be connected. Basically, the computer 'sees' the projector as just another monitor. Sometimes it takes a few steps to get the image from the computer, to the projector, and onto the screen. Following these steps, in the order written, will usually be the easiest procedure:

- Connect the power cable to the projector and the power adapter to the computer before turning anything on. (It is usually better to run the computer plugged into the building power rather than operating on the computer's battery).
- Connect the computer to the projector. With newer computers and projectors, the cable and the connector on the computer and projector will be color-coded blue. If not, look for the 15-pin connector on the back of the computer and the projector. On some computers and projectors there may be two connectors, be sure to connect to the 'monitor' output

Part E – Design Considerations

Following is a list of a few design basics to follow when working with slides:

- Stick with a single background throughout presentation.
- Contrast is important.
  - For projection – Light text on a semi-dark background (the eye is attracted to light).
  - For paper – use dark text on a light background.
- Balance:
  - Do not center bullet points.
  - Placing graphics off center leaves more room for text.
  - Left placement leads the eye to text.
- Capitalization:
  - AVOID ALL CAPS – VERY HARD TO READ.
  - First Cap – More Formal – Harder To Type And More Decisions
  - Capitalize the first word – Less formal – Easy to type and fewer decisions.
- Too much information on the screen causes reader to be distracted.
- Keep it Simple:
  - Make bullet points easy to read
  - Keep text easy to understand.
  - Use concise wording.
  - Bullets are focal points.
  - Numbered lists are procedure steps.
- Use animations sparingly.
- Keep font size proportional to the room size and screen distance:
  - Never smaller than 14 pt.
- Add Speaker notes.
- Create handouts.

connector on the computer and to the 'computer in' on the projector (check the computer and projector manuals if there are any questions).

- Turn the projector on first and allow it to warm-up. With most projectors a 'splash-screen' will be projected showing the equipment maker. In addition it is often the case that a search dialog will display saying that the projector is 'Searching' for a computer signal.
- Once the projector is ready, turn on the computer. If the image appears on the screen, skip the next step.
- Often everything works just as it should, but not always. Sometimes the initial screen displays, but then the image goes black. Sometimes nothing happens and the screen remains black. If either of these happens, you should try resetting the computer video output option. This is normally done by holding down the function key (**Fn**, usually located near the space bar) while at the same time tapping the appropriate function key (see your computer manual if you have specific questions since the procedure varies depending upon the manufacturer – usually either f3, f4, f5, or f8).
- If nothing happens shut everything down and try again, often the equipment needs to reinitialize itself. Repeat the above steps as necessary.

Shut Down the Projector and Computer

When finished, turn off the projector first and let it cool down before disconnecting the power supply. On some projectors the fan will continue to run until the projector reaches a safe temperature. Turn the computer off as always.

> WARNING: DO NOT UNPLUG THE PROJECTOR FROM THE BUILDING POWER UNTIL THE FAN STOPS – SEE OWNER'S MANUAL FOR SPECIFIC INSTRUCTIONS.

A Look At PowerPoint

PowerPoint is a component of Microsoft Office® and shares many of the features across this product family. Functions basic to Office work similarly in PowerPoint (drag and drop, double-clicking, etc). To just show a presentation, the free Viewer can be used. However, to perform many of the changes to your presentation detailed in this book, the full PowerPoint program must be installed. PowerPoint has many 'tools' built-in to allow the user to create presentations from the very simple to the elaborate. It is beyond the scope of this document to present all the capabilities of PowerPoint

In PowerPoint 2003 (also in all Office 2007 products), across the top of the PowerPoint window is the **Menu Bar**. This comprises the control elements for PowerPoint and are titled **File, Edit, View, Insert, Format, Tools, Slide Show, Windows,** and **Help**. To access any of these drop-down lists, click on the title with your mouse. Move the cursor down the list and click on your selection. PowerPoint 2007 uses a new graphical interface and basic procedures as outlined in Section D of this manual.

In this brief look at PowerPoint we will use only a few of the tools available. To turn on various PowerPoint 2003 toolbars, click on **View** in the Menu Bar and then click on **Toolbars**. Click on the toolbar you want to turn on (or turn off).

Start PowerPoint and open the presentation you want to work with. It should open in the **Normal** view. To check this, or change it, click **View** on the Menu Bar and then click **Normal.** Also, view-select icons are displayed in the bottom left of the PowerPoint screen. Click on the icon for the view you want: Normal, Slide Sorter, or Show. With a few exceptions, as noted, most of the following procedures are accomplished in Normal view. In PowerPoint 2007 **Normal** is the initial view.

Add or Replace a slide from another presentation or web site

From time to time, corrected or newer versions of course material slides may be posted on the Eddept Web Site committee pages. These may be downloaded and incorporated into your presentation.
1. If the slides are on a web site, download the slide(s) by saving to a directory on your hard drive
2. On the **Home** tab in the slides partition, click on the small arrow next to **New Slide**.
3. Select **Reuse Slides** and follow the instructions in the Tool Box to the right.

Custom Animation

PowerPoint offers many animation tools. It is beyond the scope of this booklet to cover custom animations in any detail. However, with a little practice, some basic techniques can be learned (it is best to experiment on a practice presentation).

To get you started:
1. Select the slide where you want the animation to appear, then click **Animations on** the toolbar.
2. Click on Custom Animation
3. Select the element in the slide you want to animate.
- There are three categories of animations: Enter, Emphasis, Exit.
- Click on the element in the slide you want to animate and click on **Animations**.
- On your practice slide experiment with the various features.
- To move an animation higher or lower in the order, use the move arrows beneath the list.

the object size is reduced in only the one dimension and distortion occurs.

- To move an element within a slide, click on the object and when the crossed arrows appear, drag it to the new location.
- To copy an element, click on it and then click on the **Edit** menu. Next click on **copy.** Then click on **Edit** again and finally click on **Paste**. The new copy will appear close to the original element. Move the element to the desired location.

Add new text to existing text in a slide

PowerPoint is a graphics program, so text is added within a textbox. To add text to an existing textbox, place the cursor within the text box.

1. On the **View** tab click on **Normal View**
2. Click on the existing text where you want new text to appear. A gray box will appear around the text.
3. Type the new text and delete the old text as desired. If you type a word of your new text before removing all of the old text, you will keep the font formatting intact.

Add a New Textbox

As mentioned, all text exists within a textbox.

1. On the **View** tab click on **Normal View.**
2. Click on the slide or create a new slide as described previously.
3. Select the Insert **tab** on the toolbar
4. In the **Text partition** click on **Textbox** and then click on your slide and add text.
5. Resize the textbox by clicking and dragging the control circles, then type your text. Font size and color can be changed by in the **Font** partition on the **Home Tab.**
6. Note, from this partition other text elements may be added

Part B – Running A Presentation

Presentation Tips

The following are a series of tips to make your presentation professional:

- Don't just read the slides to your class.
- Face and talk to the class - the slide is a talking point for you to elaborate upon.
- Don't sit or stand in back of the computer facing the screen, use a remote control device.
- If your projector doesn't have a remote for controlling slides, an inexpensive, wireless mouse will allow the presenter to stand away from the computer.
- Add appropriate personal stories that emphasize your point (but don't over do).
- Use a laser pointer rather than pointing with a finger.
- Stand to the left of the screen, as seen from the audience. We are trained to scan from left to right because that is how most of us read.
- Don't hide behind a podium. Stand in full view of the audience and move about a bit (but don't pace back and forth).
- If the room is darkened for the presentation, be sure the lights are on at the beginning and the end of the presentation, so the audience can see you.
- Consider projecting the slide on a white board and making notations on the board – for instance, project a blank tide table and fill in the entries, or project a chart and draw course or bearing lines.
- Customize the presentation to make it yours – see suggestions in later section of this booklet.
- Always have backup in case of mechanical failure. This could include printed handouts or overheads.

- Even seasoned teachers are nervous at first. The best thing is to just start and 'get into' the class. Again, rehearsing always helps.
- Relax and enjoy yourself! Your enthusiasm is infectious.
- Finally, Rehearse, Rehearse, Rehearse – in advance of your class.

Copy the Presentation to the computer

PowerPoint presentations run faster if they are downloaded from the distribution CD to the local hard drive. This also allows customization of the presentation. Some distribution CDs have an Autorun feature enabled. This feature automatically starts the presentation from the CD. Press the **Esc** key to exit the presentation, then go to My Computer and copy the presentation files from the distribution CD to a folder on the computer's hard drive.

Start the PowerPoint Presentation

There are two basic ways a PowerPoint presentation can be started: directly by double-clicking the .ppt or .pps filename or from within the PowerPoint program itself.

To start a presentation from within PowerPoint 2003, click **File,** then **Open**, and then browse the list for the file name and click on it. Finally click on the **Slide Show** and then **View Show**. To end a PowerPoint Slide Show and go back to previous (working) view press the **Esc** key on your keyboard.

In PowerPoint 2007, click the Windows Office Button to access **Open.** Then in the Presentation Views partition, click **Slide Show.**

Running a Presentation – Shortcuts

When running a presentation you may wish to pause it for a while to discuss something else. Pressing the **"B"** key on your keyboard

Add a New Slide

To customize a presentation, you may want to add a new slide. This allows you to add a local photograph or other artwork to add interest to your presentation.
1. On the **View** tab click on either **Normal** or **Slide Sorter view.**
2. Position the curser on the slide before the desired location of the new slide.
3. In the Slides Partition, click on the slide icon in the upper left.

Add Photo or Artwork (i.e. local interest photograph)

Once the new slide is created (or the existing slide selected), you can add a new photograph or other artwork.
1. On the **View** tab click on **Normal View**.
2. Click on the slide in which you want to place the new graphic.
3. In the Illustrations Partition select the type of graphic you want from the icons.
4. After the graphic is inserted, you may change the size, position, or orientation with the appropriate control circles.

Move, resize, or copy an Element in a Slide

Elements within a slide can be moved or resized similar to the method in PowerPoint 2003. Listed below are some general methods; all are done in **Normal** View. When the cursor is moved within a textbox or on a graphics element, a sizing arrow appears (double-headed arrow) or a move arrow appears (crossed arrows).
- To resize an object, click on the element and then click on the control circle and drag the double-headed arrow to the new size. If a corner control point is selected the object size is reduced proportionally. If a side control point is selected

Move a Slide

Slides can be moved from one position to another in a presentation. This can be used to rearrange a presentation to your liking, or after you add a duplicate slide as described later.

1. On the **View** menu click on either the **Normal** or **Slide Sorter** view.
2. Click on the slide you want to move with the left mouse button and drag the slide to the new location by holding the left mouse button down and moving the mouse. An insertion line appears indicating the desired location of the slide.
3. Release the left mouse button to insert the slide into the new location.

Duplicate or Delete an Existing Slide

Sometimes you may want to duplicate a slide. This is allows you to make a change to an existing slide and add as a new step in a presentation.

1. On the **View** tab click on either **Normal** or **Slide Sorter view.**
2. Click on the slide you wish to duplicate.
3. On the Home tab, go to New Slide in the Slides Partition and click on the small down arrow to the right of New Slide and then click on **Duplicate Selected Slides**. A copy of the chosen slide (s) appears next to the existing slide.
4. To delete a slide, follow the above steps, but click on **Delete Slide** in the Slides Partition (to the right of **New Slide).**

acts as a toggle to black out the screen. Pressing it again will resume the show where you left off. Pressing the **"W"** key acts the same way except it turns the screen white.

Use **PageUp**/**PageDn** or ↑↓ keys to move forward or back through the animation or slides in the presentation. If you need to jump quickly to a specific slide, type the slide number on your keyboard and press **Enter**.

Part C: Changing the Presentation – PowerPoint 2003

The following procedures are for

Create a Slide Show File

If you want your presentation to open directly to a slide show rather than opening in PowerPoint itself, you can save it as a PowerPoint Show.
1. From PowerPoint open the presentation.
2. On the **File** menu click **Save As**.
3. In the **Save as type** list, use the arrow scroll down the list and click on **PowerPoint Show**. Your presentation will be saved with a .pps file extension. You can open and edit your slide show file by clicking **Open** on the **File** menu in PowerPoint. Your original .ppt file still exists and is not changed.

Print PowerPoint Slides

There are several printing options available for a PowerPoint presentation. The most versatile is through Print Preview.
1. On the **File** menu click **Print Preview.**
2. In the new Print toolbar, to the right of **Print**, **Print What** appears. Click on your printing choice from the drop-down list. You can print handouts of slides for your students and also your Notes.

Create New File from an Existing File

Whenever changing an existing presentation you should save the original presentation with a different file name by using **Save As**. This will allow you to always go back to the original. This will clear the read-only attribute if it was set on the original file.
1. From the **Microsoft Office Button** menu click **Save As** from the drop-down menu
2. Type in the new file name you choose and click **Save**.

Clear read-only attribute

If you don't save the original presentation to a new file name, you may find it is 'protected' with a read-only attribute.
1. Find the .pptx (or .ppt) file on your hard drive by using My Computer
2. Right click on the filename
3. Left click on **Properties** at the bottom of the menu
4. Clear the check mark next to the Read-Only attribute

Hide/Slides

Often a presentation will have slides that are hidden or you will want to hide slides. This PowerPoint feature allows you to keep a slide from showing, but still keep it in the presentation for later use. The easiest way to hide/unhide slides is by using the **Slide Sorter** view, though it can also be done in **Normal** view. This view gives a thumbnail of each slide, hidden or not. Beneath the slide shown in Slide Sorter is the slide number. A slash through it, means the slide is hidden.
1. On the **View** tab click on either the **Normal** or the **Slide Sorter** view.
2. Position the cursor over the slide you wish to change. Click the **Right** mouse button to open the drop-down menu and then left click on **Hide Slide**.
3. Clicking **Hide Slide** repeatedly will toggle hide/unhide on and off.

Create a Slide Show File

To open directly to a slide show rather than opening in PowerPoint itself, you can save it as a PowerPoint Show.

1. From PowerPoint open the presentation. (Click the Microsoft Office Button in the upper left-hand corner and select the document you want to open).
2. On the **Microsoft Office Button** menu click **Save As**.
3. In the **Save as type** list, use the arrow scroll down the list and click on **PowerPoint Show.** Your presentation will be saved as PowerPoint 2007 show (.ppsx)..

Print PowerPoint Slides

There are several printing options available for a PowerPoint presentation; all are accessed from the Microsoft Office Button, **Print**. The most versatile is through Print Preview.

1. On the **Microsoft Office Button** click Print Preview..
2. To the right of the **Print** and **Options** buttons is the **Print What** selection drop down. Select how you want to print from the list.
3. You may close Print Preview with the **Close Print Preview** button on the right of the tool bar.

Speaker Notes

One of the features of PowerPoint is to include notes with the slides. This can eliminate keeping two separate files. Notes can be entered in the panel immediately below the slide in Normal view or on in the **Notes Page** view, just type your note.

1. The Home View (Normal) automatically included a notes area.
2. To gain further access to note, click on the **View** menu and then click **Notes Page**.
3. To print a note, select and print from Print Preview as previously described.

Speaker Notes

One of the features of PowerPoint is to include notes with the slides. This can eliminate keeping two separate files. Notes can be entered in the panel immediately below the slide, just type your note.

1. Click on the **View** menu and then click **Notes Page**.
2. To print a note, see the description of printing previously described.

Create New File

Whenever changing an existing presentation you should save the original presentation with a different file name by using **Save As**. This will allow you to always go back to the original. This will clear the read-only attribute if it was set on the original file.

1. On the **File** menu click **Save As** from the drop-down menu
2. Type in the new file name you choose and click **Save**.

Clear read-only attribute

If you don't save the original presentation to a new file name, you may find it is 'protected' with a read-only attribute.

1. Find the .ppt file on your hard drive by using My Computer
2. Right click on the filename
3. Left click on **Properties** at the bottom of the menu
4. Clear the check mark next to the Read-Only attribute

Hide/Unhide Slides

Often a PRESENTATION you receive will have slides that are hidden. This PowerPoint feature allows you to keep a slide from showing, but still keep it in the presentation for later use. The easiest way to hide/unhide slides is by using the Slide Sorter view. This view gives a thumbnail of each slide, hidden or not. Beneath the slide shown in Slide Sorter is the slide number. A slash through it, means the slide is hidden.

1. On the **View** menu click on **Slide Sorter**.
2. Position the cursor over the slide you wish to change. Click the **Right** mouse button to open the drop-down menu and then left click on **Hide Slide**.
3. Clicking **Hide Slide** repeatedly will toggle hide/unhide on and off.

Move a Slide

Slides can be moved from one position to another in a presentation. This can be used to rearrange a presentation to your liking, or after you add a duplicate slide as described later.

1. On the **View** menu click on **Slide Sorter**.
2. Click on the slide you want to move with the left mouse button and drag the slide to the new location by holding the left mouse button down and moving the mouse. An insertion line appears indicating the desired location of the slide.
3. Release the left mouse button to insert the slide into the new location.

Duplicate or Delete an Existing Slide

Sometimes you may want to duplicate a slide. This is allows you to make a change to an existing slide and add as a new step in a presentation.

1. On the **View** menu click on **Slide Sorter**
2. Click on the slide you wish to duplicate.

Part D: Changing the Presentation – PowerPoint 2007

PowerPoint 2007 is the new version of PowerPoint. All PowerPoint 2003 files will run in PowerPower 2007. However when creating presentations in PowerPoint 2007 you will need to save a PowerPoint 2007 file as a PowerPoint 1997-2003 file for the file to run on older versions. PowerPoint 2007 files are named with a letter "x" added to the file extension "filename.PPTX." rather than "filename.PPT" as in PowerPoint 2003 and older.

One big change is the elimination of **File** from the tool bar. Press on the Microsoft Office Button to access all these features. The Microsoft Office Button is the colored button at the extreme left-hand upper corner.

Saving a PowerPoint 2007 file to run in PowerPoint 97-2003

1. From PowerPoint open the presentation. (Click the Microsoft Office Button in the upper left-hand corner and select the document you want to open).
2. Click the **Microsoft Office Button** menu click **Save As**.
3. In the **Save as type** list, use the arrow scroll down the list and click on **PowerPoint 97-2003 Presentation**. Your presentation will be saved with a .pptx (or .ppt) file extension. If you change the file name, your original file still exists unchanged.

- There are three categories of animations: Enter, Emphasis, Exit.
- Click on the element in the slide you want to animate and click on **Animations**.
- On your practice slide experiment with the various features.
- To move an animation higher or lower in the order, use the move arrows beneath the list.

3. Click on the **Edit** menu and then click on **Duplicate**. A copy of the chosen slide appears next to the existing slide.
4. To delete a slide, follow the above steps, but click on **Delete Slide** in the edit menu**.**

Add a New Slide

To customize a presentation, you may want to add a new slide. This allows you to add a local photograph or other artwork to add interest to your presentation.

1. On the **View** menu click on **Slide Sorter**
2. Position the curser on the slide before the desired location of the new slide.
3. On the **Insert** menu click on **New Slide**.

Add Photo or Artwork (i.e. local interest photograph)

Once the new slide is created (or the existing slide selected), you can add the new photograph or other artwork.

1. On the **View** menu click on **Normal View**.
2. Click on the slide in which you want to place the new graphic.
3. On the **Insert** menu click on **Picture** from the drop down list. Picture gives additional options. Choose **Clip Art** or **From File**.
4. Find and click on **Clip Art** from list in the Dialog box that opens. If your graphic is a photograph or art work, choose **From File** and browse for the image file.
5. After the graphic is inserted, you may change the size, position, or orientation with the appropriate control circles.

Move, resize, or copy an Element in a Slide

Elements within a slide can be moved or resized. Listed below are some general methods; all are done in Normal View. It is beyond the scope of this booklet to go into complete detail. However,

PowerPoint is intuitive and you should try experimenting on practice slides. More details are available in commercial books.

- When the cursor is moved within a textbox or on a graphics element, a sizing arrow appears (double-headed arrow) or a move arrow appears (crossed arrows).
- To resize an object, click on the element and then click on the control circle and drag the double-headed arrow to the new size. If a corner control point is selected the object size is reduced proportionally. If a side control point is selected the object size is reduced in only the one dimension and distortion occurs.
- To move an element within a slide, click on the object and when the crossed arrows appear, drag it to the new location.
- To copy an element, click on it and then click on the **Edit** menu. Next click on **copy.** Then click on **Edi**t again and finally click on P**aste**. The new copy will appear close to the original element. Move the element to the desired location.

Add new text to existing text in a slide

PowerPoint is a graphics program, so text is added within a textbox. To add text to an existing textbox, place the cursor within the text box.

1. On the **View** menu click on **Normal View**
2. Click on the existing text where you want new text to appear. A gray box will appear around the text.
3. Type the new text and delete the old text as desired. If you type a word of your new text before removing all of the old text, you will keep the font formatting intact.

Add a New Textbox

As mentioned, all text exists within a textbox.

1. On the **View** menu click on **Normal View.**
2. Click on the slide or create a new slide as described previously.

3. On the **Insert** menu click on **Textbox** and then click on your slide.
4. Resize the textbox by clicking and dragging the control circles, then type your text. Fonts and color can be changed by first clicking **Format** and then clicking **Font**.

Replace a slide with an updated version

From time to time, corrected or newer versions of course material slides may be posted on the Eddept Web Site committee pages. These may be downloaded and incorporated into your presentation.

1. Download the slide(s) by saving to a directory on your hard drive
2. From the **View** menu click on **Slide Sorter** view.
3. Find the slide you wish to replace and click on it.
4. On the **Insert** menu click on **Slides from Files**
5. Browse to the directory and double click on the .ppt file containing the new slides.
6. When the slide(s) display, click on the one(s) you wish to add and click on **Insert**. Then click on **Close**.
7. The new slides will appear in your presentation after the slide you selected in step 3 above.
8. Delete the old slide(s) as described previously.

Custom Animation

PowerPoint offers many animation tools. It is beyond the scope of this booklet to cover custom animations in any detail. However, with a little practice, some basic techniques can be learned (it is best to experiment on a practice presentation).

To get you started, select the text or a graphic element you want to animate, then on the **Slide Show** menu click on **Animations**. From the animation dialog box select the animation you want and choose its properties. Note, while many of these animations are quite exciting, even spectacular, it is easy to go overboard and add too many.