MICROSOFT POWERPOINT 2002/3 (PC)
INTERMEDIATE FEATURES

I: Working with Design & Layout
   A. Color Scheme 2
   B. Design Templates 2
   C. Masters: Slide, Title, & Handout 3

II: Working with Objects -- Intermediate
   A. Inserting Clip Art or Images 4
   B. Repositioning, Resizing, Rotating, & Cropping 5
   C. Image Editing 6

III: Quick Topics
   A. Transitions 6
   B. Customizing Toolbars / Menus 7
   C. Connectors 8
   D. Printing Handouts 9
   E. Autorecovery 9
   F. Help 10

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Materials may be downloaded from our website at: http://meded.ucsd.edu/edcom/about_edcom/workshops/
PART I: WORKING WITH DESIGN & LAYOUT

IA – CHANGING THE COLOR SCHEME OF YOUR PRESENTATION

1. Select SLIDE DESIGN – COLOR SCHEMES from the list of available TASK PANES.

   Note: This TASK PANE is also available from MENU BAR -> FORMAT -> SLIDE DESIGN. Choose COLOR SCHEMES from the list of links at the top of the pane.

2. Each COLOR SCHEME changes BACKGROUND & the TEXT COLORS in a coordinated fashion.

3. Even more color choices are possible using EDIT COLOR SCHEMES link, located at the bottom of the SLIDE DESIGN – COLOR SCHEMES TASK PANE.

   Note: PowerPoint assigns a specific color in the PALETTE to a particular function (e.g., background, TEXT, shadows, title, fills, accents, hyperlinks, etc). These are the default settings, but in many cases they can be overridden.

Exercise IA - Changing the Color Scheme of Your Presentation:
Use the steps described above to change the COLOR SCHEME of your PRESENTATION using either a STANDARD or CUSTOM PALETTE.

IB – APPLYING A DESIGN TEMPLATE TO YOUR PRESENTATION

1. Click on the link DESIGN TEMPLATES near the top of the TASK PANЕ.

2. Each of the DESIGN TEMPLATES changes the BACKGROUND (sometimes adding a GRAPHIC element), the FONT and TEXT COLOR, the BULLET, and the position of the TEXT PLACEHOLDERS.

3. Many of the DESIGN TEMPLATES also have a variety of COLOR SCHEMES from which to choose.

Exercise IB - Applying a Design Template to Your Presentation:
Use the steps described above to change the DESIGN of your PRESENTATION. Try a variety options to better understand how this feature works.
IC – WORKING WITH SLIDE, TITLE, & HANDOUT MASTERS

The SLIDE MASTER controls TEXT CHARACTERISTICS (e.g., font type, size & color), BACKGROUND color, LINE SPACING, and special effects (e.g., SHADOWS & BULLET type).

The SLIDE & TITLE MASTERS contain PLACEHOLDERS for TEXT and FOOTERS (date, time, and SLIDE number).

To change the appearance of all SLIDES in a PRESENTATION, make the change just once on the SLIDE MASTER. PowerPoint then automatically updates any existing slides and applies the change to any new slides that are associated with a specific SLIDE MASTER.

Not all SLIDES have to follow the SLIDE MASTER in every detail. On any individual SLIDE, you can make changes to the colors, textures, shading pattern, pictures, graphics, headers, and footers.

To open the SLIDE MASTER (choose one):
- MENU BAR -> VIEW -> MASTERS -> SLIDE MASTER.
- SHIFT-CLICK on the SLIDE ICON (while on any SLIDE in your PRESENTATION).

To close the SLIDE MASTER (choose one):
- MENU BAR -> VIEW -> SLIDE.
- CLICK on the SLIDE ICON on the VIEW MENU.

The FORMAT MENU (or DRAWING TOOLBAR) contains most of the options needed to work on the SLIDE MASTER.

Note: PowerPoint also offers a HANDOUT MASTER, a NOTES MASTER, and a TITLE MASTER. Each operates in a similar way to the SLIDE MASTER described in this section. To modify one of these MASTERS, select it from VIEW menu.

Exercise IC - Make changes to the SLIDE MASTER:
1. Move to the SLIDE MASTER for your PRESENTATION.
2. Select the TEXT in the MASTER TITLE STYLES PLACEHOLDER and make changes to the FONT STYLE, SIZE, COLOR and TITLE ALIGNMENT.
3. Select the TEXT in the MASTER TEXT STYLES PLACEHOLDER and make changes to the FONT STYLE, SIZE, COLOR, BULLETS and LINE SPACING.
4. Change the BACKGROUND COLOR.
5. Add a FOOTER, DATE or PAGE NUMBER.
6. Close the SLIDE MASTER.
PART II: WORKING WITH OBJECTS

An OBJECT is something added to a slide that can be selected, such as CLIP ART, photos, a graph or chart, a table, a drawing, or text. It can be EMBEDDED or LINKED (more later). There are two basic types of GRAPHICS that you can use to enhance your PRESENTATION:

- OBJECTS such as AUTOSHAPES, CURVES, LINES/ARROWS, and WORDART are part of the PowerPoint program and can be accessed using the DRAWING TOOLBAR.
- CLIP ART and digital IMAGES are PICTURES created from another program. While PowerPoint does not use these terms consistently, the menu choices are typically clear.

IIA – INSERTING CLIP ART OR IMAGES

To insert PICTURES (choose one method):

a. MENU BAR (right): INSERT -> PICTURE -> Choose either CLIP ART or FROM FILE....

b. SLIDE LAYOUT PANE (left): Choose LAYOUT with IMAGE PLACEHOLDER (CLIP ART or PICTURE). DOUBLE CLICK to add.

c. DRAWING TOOLBAR: Select insert CLIP ART or insert PICTURE ICON.

If you select CLIP ART, you will be taken to the CLIP ART TASK PANE where you can search by KEYWORD. Select the CLIP, and then click the INSERT button.

Note: If you set SEARCH IN to ALL COLLECTIONS, it automatically searches in MICROSOFT’S online collections at: http://office.microsoft.com/clipart.

If you select PICTURE FROM FILE..., a BROWSER WINDOW will open that enables you to locate and INSERT the IMAGE.

Note: Dialog box automatically opens My PICTURES. If the image you are looking for is saved elsewhere, browse the files until you find it.

Suggestion: Use JPEG IMAGES to ensure CROSS-PLATFORM compatibility.

Exercise IIA- Inserting IMAGES and CLIP ART:

1. On one of your two BULLET SLIDES, add a CLIP ART PICTURE.

2. Add a new SLIDE with a PICTURE PLACEHOLDER and insert any PICTURE from the folder entitled “Pictures4PPT_Int_07-08” (on the Desktop in the folder “Student_PPT_Intermediate07-08”). Give the SLIDE a TITLE according to the PICTURE you selected.

3. Add a new TITLE ONLY SLIDE and insert two additional PICTURES (from the CD). Add a TITLE.
IIB – REPOSITIONING, RESIZING, ROTATING, & CROPPING OBJECTS

**To reposition an object on a slide:**
1. Click on the object & the cursor changes to a **fouR-HEADED ARROW**.
2. The **PICTURE TOOLBAR** appears.
3. Click-drag the object to the new position.

**To resize an object on a slide:**
1. **Approximation Method**
   a. Click on the object & a **BOUNDING BOX** appears.
   b. Place the cursor over the **BOUNDING BOX**’s edge and it changes to a **TWO-HEADED ARROW** indicating the direction in which the object will enlarge.
   c. Click-drag the **BOUNDING BOX** to the new position.
2. **Precise Method**
   a. Click on **FORMAT OBJECT BUTTON** on **PICTURE TOOLBAR**. (For images, you may also double-click on the image.)
   b. The **FORMAT OBJECT DIALOG BOX** appears.
   c. Select the **SIZE TAB**.
   d. Enter the values for height and width or scale by %.

   *Note: If you want to ensure that there is no distortion in your image during resizing, be sure to select the **LOCK ASPECT RATIO** checkbox.*

**To rotate an image:**
1. Click on the **IMAGE** and select the **ROTATE LEFT 90° ICON** on the **PICTURE TOOLBAR**.
2. Or, put the cursor over the green dot at the top of the image and it changes to a **ROTATE CURSOR**.
3. When you are done, click anywhere off of the **IMAGE**.

   *Note: You may also rotate an **IMAGE** precisely by using the **SIZE AND ROTATE** section of the **SIZE TAB**.*

**To crop an object:**
1. Click on the **OBJECT** & select the **CROP ICON** on the **PICTURE TOOLBAR**.
2. Cursor changes to **CROP SYMBOL / ARROW** and a **CROP BOUNDING BOX** appears around **OBJECT**.
3. **CROP /UN-CROP** by dragging edges of the **BOUNDING BOX** until the desired effect is obtained.
4. When done, click anywhere off of the **OBJECT**.

**Exercise IIB – Repositioning, Resizing, Rotating, & Cropping Objects:**
1. **REPOSITION CLIP ART** and **IMAGES** inserted into your **PRESENTATION**.
2. **ROTATE** those as needed.
3. **RESIZE** one using the **APPROXIMATION METHOD** and another using the **PRECISE METHOD**.
4. **CROP** one **IMAGE** to remove any unwanted portion.
IIC – Image Editing Tools

The following options are available through the DRAWING TOOLBAR.

**IMAGE EDIT:** Various options are available through the DRAWING and PICTURE TOOLBARS. For example:

1. Color adjustment.
3. BORDERS (LINES) around IMAGE.
4. DROP SHADOW behind IMAGE.

**UNDO – REDO:**

1. TOOLBAR button used to move back and forth through changes.
2. Maximum number of UNDOS set in OPTIONS (EDIT TAB).

Exercise IIC - Image Editing:
Take a few minutes to explore the variety of EDITING OPTIONS and apply them to your IMAGES.

Part III – Quick Topics

IIIA. Transitions

Applying TRANSITIONS between SLIDES: TRANSITIONS are a special effect used to introduce a SLIDE during a SLIDE SHOW. For example, you can use a TRANSITION to FADE IN from black or DISSOLVE FROM one SLIDE to another.

To add TRANSITIONS to a SLIDE SHOW:

1. In SLIDE SORTER view, select all SLIDES.
2. Locate SLIDE TRANSITION MENU (choose):
   - In MENU BAR under SLIDE SHOW.
   - In TASK PANE.
   - Right click on a SLIDE.
3. Run SLIDE SHOW to see the effect.
4. Repeat process until desired TRANSITION is applied.

Exercise IIIA - TRANSITIONS:
Apply a TRANSITION to your slides. If you don’t like it, select another until you get the desired effect.
IIIB. CUSTOMIZING TOOLBARS/MENUS

1. To customize toolbars/menus (choose one method):
   - Tools menu -> customize... -> toolbars/menu.
   - View menu -> toolbars -> customize....
   - Right click just off the end of any toolbar -> customize....

2. The customize dialog box appears.

3. Using the toolbars tab, place a check next to the toolbars and menus that you want to appear on screen.

4. Using the commands tab, click a category from the list and do any of the following:
   - To add an item to a toolbar, drag it from the commands list to the toolbar.
   - To add an item to a menu, drag it from the commands list to rest over the menu. When the menu displays, point to where you want the item to appear, and then release the mouse button.
   - To remove an item from a toolbar, drag it off the toolbar.
   - To remove an item from a menu, click the menu, and then drag the item off the menu.

   - You can also use the rearrange dialog box, to customize the look of your menus and toolbars.

   - When you've finished adding or removing items, click ok.

Exercise IIIB – Customizing Toolbars/Menus:
Take a few minutes to explore the customize toolbars/command dialog box.
There are three types of CONNECTOR LINES to join objects – STRAIGHT, ELBOW (ANGLED), and CURVED. Each comes with /without arrows at one/both ends.

ELBOW and CURVED CONNECTORS have YELLOW DIAMONDS that can be used to modify their PATH. To move the line, hold onto the YELLOW DIAMOND and click-drag.

These CONNECTORS can be accessed from the AUTOSHAPE MENU on the DRAW TOOLBAR.

After you select a CONNECTOR from the MENU, blue CONNECTOR SITES appear wherever the cursor ROLLS OVER. These points indicate where you can attach a CONNECTOR.

When a CONNECTOR is correctly attached to an AUTOSHAPE, the CONNECTOR SITE turns red. It is LOCKED.

If you move OBJECTS joined by LOCKED CONNECTORS, the lines stay attached to the OBJECT. Note: the objects can move in the editing mode but are fixed when the SLIDE SHOW begins.

Exercise IIIC - CONNECTORS:
Add a few AUTOSHAPES to one of your slides and use CONNECTORS to join them.
IIID. PRINTING PowerPoint Handouts

The complete PRINT MENU is found in the MENU BAR. Look under FILE -> PRINT.

IIIE. Auto-recovery

It is critical that you set up PowerPoint’s Auto-recovery process to back-up your work frequently. The resultant file will not be saved unless your computer has a problem and you do not exit cleanly from the application.

To set the frequency for the Auto-recovery, go to the TOOLS MENU and select OPTIONS. Click on the SAVE TAB and fill in the dialog box using the figure on the left as an example.
**IIIF. Help**

Accessed from the **menu bar** or the **PowerPoint help task pane**.

a. Type your question in the box.

b. Use the **search function**.

c. Browse the **table of contents**.

d. **PowerPoint** is basically the same for all **MS Office** products.