

The New PowerPoint: How To Hit Your Target Without Bullets



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How did we do that?

Throughout these instructions, the choices we made for the sample presentation will appear in parenthesis () following the instructions.

Getting Started

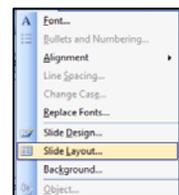
When starting the new PowerPoint, select “**Blank presentation**” instead of one with a theme.

Note: These instructions are created using the menu bar selection. However, most of these commands can also be done by right-clicking or selecting a toolbar icon.

Change the slide layout

You can then remove the default **title** and **text** boxes by changing the layout.

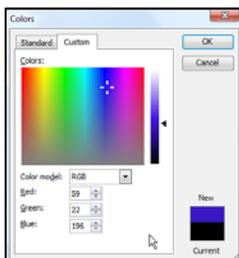
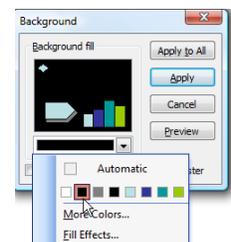
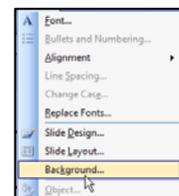
1. Click on **Format** on the Menu bar.
2. Click **Slide Layout...**
3. The **Slide Layout** sidebar will open on the right side of the screen.
4. Select **Blank** under the **Content Layout** section. You can now add just the items you need for each slide.



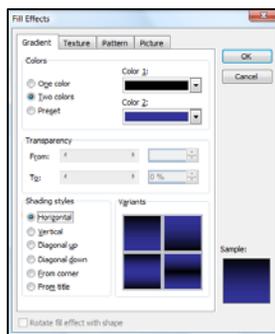
Change background color

To set a background color on one or all of your slides, it can be done individually or all at once.

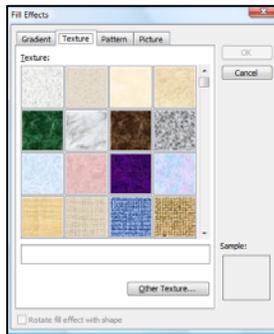
1. Click on **Format** on the Menu bar.
2. Click **Background...**
3. Click the  **background down arrow**. You can select one color or add Fill Effects such as two color gradations, patterns or even a picture. (Black)
4. If the color you desire is not showing, click **More Colors...** to select colors from **Standard** colors or **Custom** colors where you can enter the RGB (red/green/blue) numbers



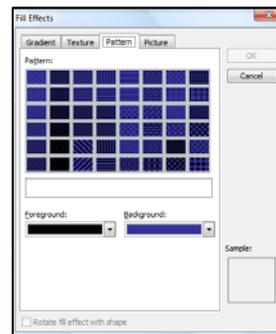
5. If you wish to add a gradation, pattern or picture, click **Fill Effect...**select from **Gradient**



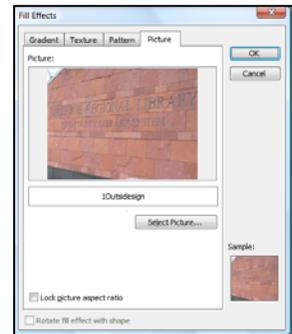
Texture



Pattern



Picture



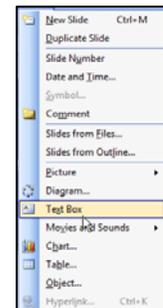
6. To have this background apply to just this slide, select **Apply** **Apply**. To have this background apply to all current and future slides in this presentation, select **Apply to All** **Apply to All**. (apply to all)

Caution: When selecting any background, make sure that all text, charts and pictures will show up clearly. If possible, test this with the projector you will be using in the room with the light settings to see if they all appear clearly.

Adding text boxes

Since we have removed all fields from the presentation, when you want one, you will need to insert the type of box you want.

1. Click **Insert** on the Menu bar.
2. Click **Text Box...**
3. Click on the slide where you would like the text to appear.
4. Type your text. You will see a box with resize handles and rotation button (green dot)

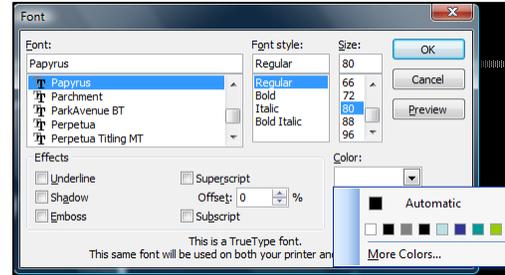


Tip: If you are making a number of text boxes that will be the same size and use the same font settings, create the first box and set everything as you would like it. Then copy and paste that box and just modify the text, that way you do not have to insert the font settings over and over –you can even set the automation before copying and it will be copied along with the box.

Modify the text

Select the text in the text box that you wish to change.

1. Click **Format** on the Menu bar.
2. Click **Font...**
3. Click in the **Font** box to change font styles, if you know the font you wish to use, begin typing it and the list will pop to that section of the font list. (Papyrus)
4. Select the **Font Style** you wish to use. (regular)
5. Select the **Font Size** you wish to use. If the font size does not appear in the drop down list, click into the **font size box** and type the number you wish. You can enter a 3-digit number. So if you wanted 100 you can do that. (72 is roughly 1-inch per character) (80)
6. Click the  **Color down arrow** to select the color you wish to use. (white)



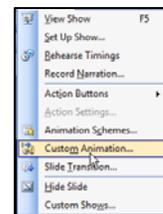
Custom Animations

For this slide, we have 3 text boxes. The first text box "flexibility" appears automatically when the slide is displayed. The second box "adaptability" appears with a mouse click. The third box "new learning" zooms in with a mouse click and overlays the first 2 text boxes.



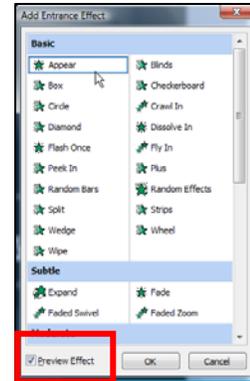
Note: You may want to build the animations as you construct the slide, if not, you may need to move boxes out of the way to create the animations when items are layered, as they are here.

1. Click **Slide Show** from the Menu Bar.
2. Click **Custom Automation...**. The custom automation side bar will open.
3. Select the first item you wish to animate. (adaptability – Appear, mouse click; new learning – Zoom in, Fast, mouse click)
4. Click  **Add Effect**. A drop down menu will appear with 4 choices. Entrance and Exit are self explanatory.



Emphasis – once the items is on the slide, how to make it stand out.
Motion Paths – create your own movement of items. (entrance)

- Select the animation for the item.
Not sure which one to select? Drag the dialog box out of the way of the item to be animated. Make sure there is a **checkmark** in the "Preview Effect" box. Select one of the animations, the item will move showing how that animation will work. Once you find the one you like...



- Click **OK**.

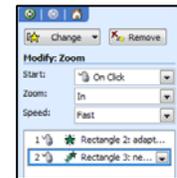
- Set the **Start**. When do you want the item to start? Click the **Start down arrow**.

On Click will start the animation when the mouse is clicked.



With Previous will start the animation *with* the last animation or slide transition.

After Previous will start the animation *after* the last animation or slide transition.



- Set the **Property** (if applicable). For many of the animations, you can choose the direction of the movement. The word **property** will change depending on the animation. For example, our 3rd box is using the **Zoom** animation; therefore, the title is **Zoom**. Click the **property down arrow** and select the movement desired. (in)

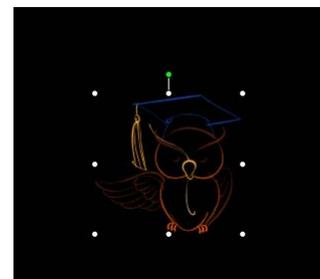
- Set the **Speed**. Select how fast you want the item to move.



Inserting ClipArt

Note: Prior to inserting a picture or clip art. Make sure **nothing** is selected on your slide. If there is a box around any item, it will be replaced when the picture is inserted.

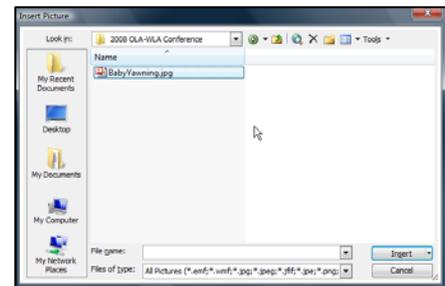
- Click **Insert** on the Menu bar.
- Rest of **Picture** a drop down menu will appear
- Click **Clip Art**.... The clip art side bar will open.
- Enter a **keyword** for the type of picture.
- Double-click on the picture to insert the picture. It will appear in the center of the slide.



Inserting a Picture

Note: Prior to inserting a picture or clip art. Make sure ***nothing*** is selected on your slide. If there is a box around any item, it will be replaced when the picture is inserted.

1. Click **Insert** on the Menu bar.
2. Rest of **Picture** a drop down menu will appear
3. Click **From File...** The Open dialog box will open.
4. Locate the picture on your computer.
5. Select the picture and click  **Insert**. OR Double-click the picture title.



Editing Clip Art, Pictures and other Graphics

Moving and Resizing Graphics

When you see the dots around an item, it is selected.

To Move: Place your mouse on the item – the mouse pointer will change to  **four-pointed arrow**. Hold down the left mouse button and drag the picture to the location desired.

To Resize: Place your mouse pointer on one of the resize handles (dots around the edge of the picture); the mouse pointer will change to a  **double-pointed arrow**. Hold down the left mouse button and drag the picture to increase or decrease the size of the picture.

Note: For best results when resizing, select a corner handle, this will resize the picture both vertically and horizontally at the same time. It is easier to keep the proportions so the picture does not appear thin or fat.

Cropping Graphics

Sometimes you do not want the entire picture. Cropping is the same as getting out your scissors and cutting it.

1. Click on the graphic.
The **Picture** toolbar should open.
2. Click  **Crop**. The Resize Handles will change to thick black lines.
3. Hold down your left mouse button and drag the crop handle to the point that you want to cut off of the graphic.



Layering Graphics and/or Text

In the photo of the downtown Seattle Public Library, the flags are actually other pictures on top of the photo.

Set the order

1. Right-click on the item
2. Rest over **Order...** a second drop-down menu will appear, select "Bring to Front" if you want it to be the **top** most item or "Bring Forward" if you want it to move just **one** layer.



Group Layered Items

If you want to easily move the items together, you can group them so they will move and resize as one item.

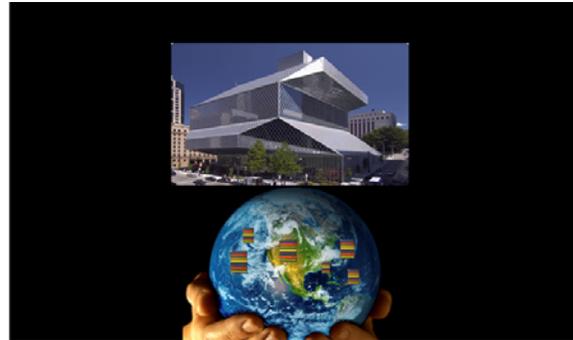
1. Select the first item.
2. Hold down the [**Shift**] key while **selecting** the other items, you will see resize handles around all of the items.
3. Right-click on the items (don't left click or you will un-select all but the one item you are one!)
4. Rest over **Group...** and second drop-down menu will open.



5. Select **Group**. Notice you can “ungroup” from this menu as well, if you need to do that to adjust the items. “re-group” will put them back together.

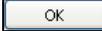
Creating Motion for Items

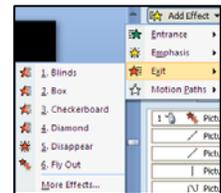
Once you have created animation for an item to come in, you can then create motion as an item leaves or just have it move. In some cases, it also involves a little “sleight of hand” to make it appear that the item is doing what we want it to! On this slide, we have the large photo of the library look like it is



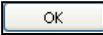
shrinking and the flags moving to the globe. In actuality, we **exited** the large photo (a smaller picture was already hidden behind it!) and we did **move** the flags to the globe.

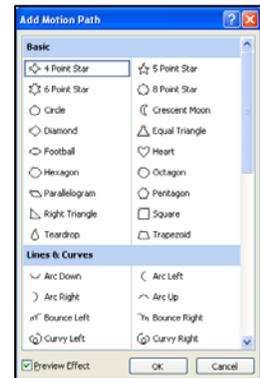
Exit an Item

1. Select the item you wish to animate as it moves out of the screen.
2. Right-click and select **Custom Animation**, or select **Custom Animation** from the **Slide Show** Menu.
3. Click **Add Effects**
4. Select  **Exit**. If you have used exits before, the most recently used will appear in the drop-down menu. If the effect you are looking for does not appear...
5. Select **More Effects...** You may want to move this box out of the way of your slide (Click and hold your left mouse key down on the Title bar of the dialog box and drag it out of the way), if there is a **checkmark** in “Preview Effects”, the item will exit using the effect you select just so you can see it before selecting it. (We used Faded Zoom)
6. Click  **OK**. When you have selected your exit motion.
7. You can adjust the settings of **Start** (on mouse click), **Property** (N/A) and **Speed** (medium) as well.



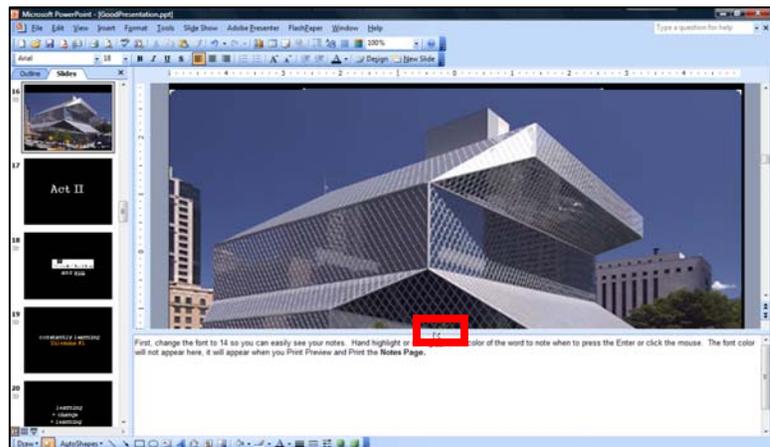
Moving an Item

1. Select the item you wish to move.
2. Right-click and select **Custom Animation**, or select **Custom Animation** from the **Slide Show** Menu.
3. Click **Add Effects**
4. Select  **Motion Paths**. If you have used exits before, the most recently used will appear in the drop-down menu. If the effect you are looking for does not appear...
5. Select **More Effects...** You may want to move this box out of the way of your slide (Click and hold your left mouse key down on the Title bar of the dialog box and drag it out of the way), if there is a **checkmark** in "Preview Effects", the item will exit using the effect you select just so you can see it before selecting it. (We used Diagonal Up, Up, Custom)
6. Click  **OK**. When you have selected your exit motion.
7. You can adjust the settings of **Start**, **Property** and **Speed** as well.



Notes Page

1. Rest your mouse on the line between the slide and the notes portion of the screen, your mouse pointer will change to  double-headed arrow with a thick line between the arrow heads.
2. Hold down your left-mouse button and drag up toward the slide. This will increase the **Notes** section of the screen so you can enter your notes.



To print Notes Page

The view to the right is the **Print Preview** view which shows the changes in the font (color and size) that you do not see in the normal view.

1. Select **File** from the Menu bar.
2. Select **Print...**
3. In the **Print what** section, click the  Down Arrow.
4. Select **Notes Pages**.
5. Click  **Ok**. These are the pages you can 3-hole punch and put into a notebook or otherwise secure them so you can have them with you when you give your presentation.



First, change the font to 14 so you can easily see your notes. Hand highlight or change the font color of the **word** to note when to press the Enter or click the mouse. The font color will not appear here, it will appear when you Print Preview and Print the **Notes Page**.

