

Microsoft PowerPoint 2001 (Mac)

An Introduction to the Basics

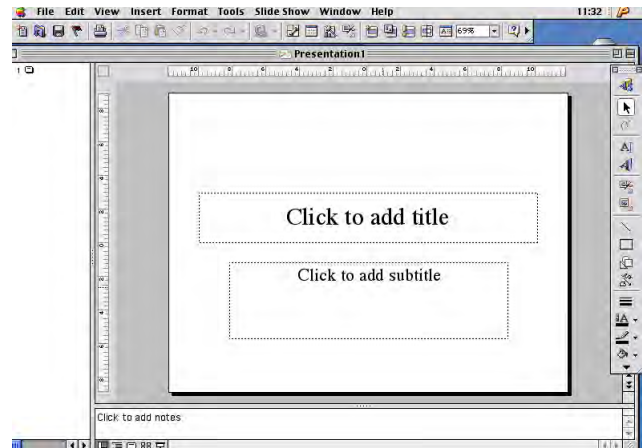
Quick Guide

Created 11/02
Updated 6/05

PowerPoint is a very versatile tool, which can be easily used to create multimedia presentations and printed handouts.

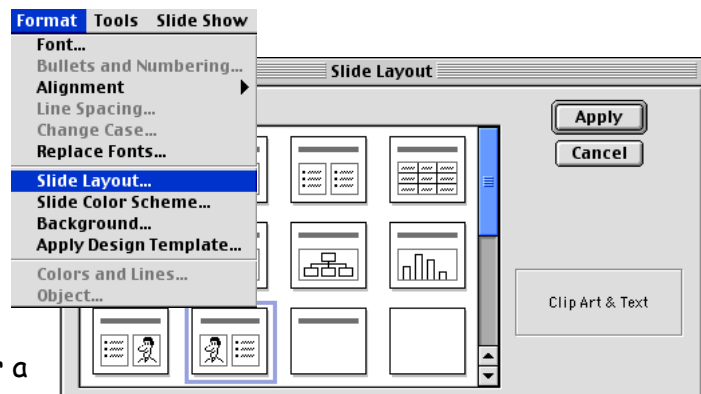
Creating a new presentation or document

1. Load the program by opening the **Microsoft Office 2001** folder in the **hard disk** and double clicking on **PowerPoint**.
2. When the program opens a blank slide is on the screen. Depending on how your version has been set up it may look like this.



3. Your presentation will be composed of a series of separate slides; you can choose which layout you want for each slide depending on whether it's going to have text, a picture or both.

4. If you click on the **Format** menu and choose **Slide Layout** you are given a view of the layouts available.
5. Use the scroll bar to view all the layouts. Those with a squiggly line are for text and with a wee man for a graphic. If you click on a slide a description is given at the right-hand side.



6. For the front screen it is likely that you will want to stick with a title page so leave the first page as it is.



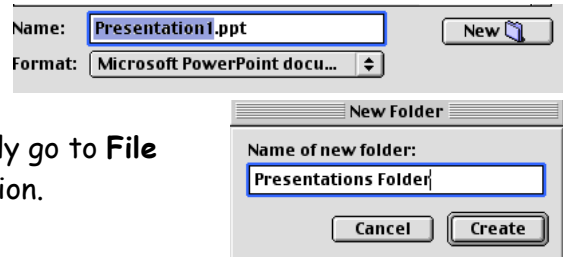
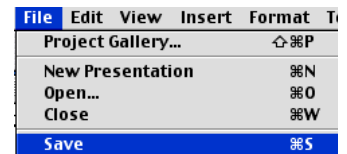
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Saving your presentation

7. It would make sense to save at this point, then regularly save as you work. Go to the **File** menu, click and drag down to **Save**.
8. You will now need to choose which folder to save the presentation into then enter a suitable **filename** and click on **Save**.
9. If you wish to make a new folder for presentations, click on **New**, enter a folder **name** and click on **Create**. Now enter a suitable **filename** and click on **Save**. Remember to regularly go to **File** and **Save** as you progress through your presentation.

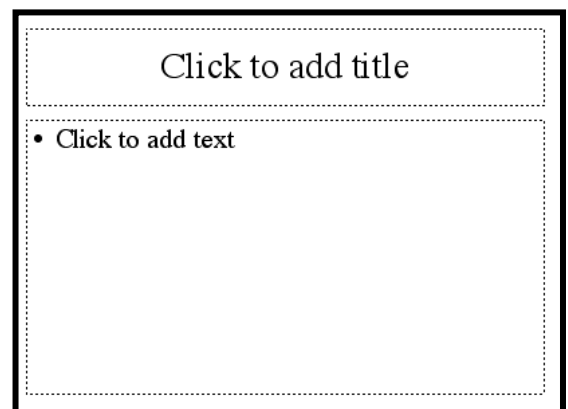


Adding text to a slide

10. Click in the title text box - a grey border will appear around it to show that it has been selected. Key in your title.
11. Click on the subtitle (below) and key in your name/the author/presenter.

Adding another slide

12. Go to **Insert** on the menu and select **New Slide**.
13. Unless you go to **Format** and choose another **Slide layout** you will get a title and bulleted list box. Should you want another layout then click to highlight and then click on **Apply** to accept.
14. Type what you want in the slide and continue to add new slides as above.

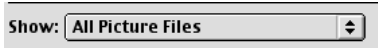


Inserting pictures into your slide

15. When you are adding a new slide you may want to choose one of the layouts that have a blank space for a graphic. If you want to use a graphic from Microsoft's clip art then double click the **graphic icon** and you can search or scroll to find a suitable picture. Click on **Insert**.



16. If you have a specific picture you wish to use then single click to highlight the box and delete it then go to **Insert** on the tool bar and select **Picture >From File...** If you know you have graphic files in a folder but none are showing then click on the arrows at the side of **Show: All Picture Files** and select **All Files**. You will now need to locate the file you wish to use then click on **Insert** when you highlight it.



17. If you need to **adjust** the **size**, you can click on one of the little white boxes on the edges of the picture then hold and drag to size. To **move** into position click inside the graphic and you will see a white fist, hold and drag into place.

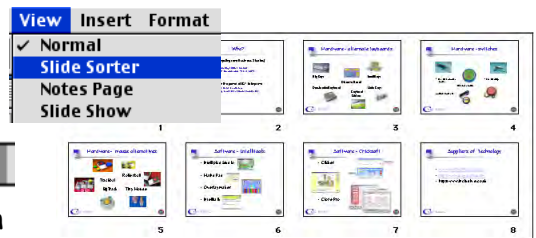
Moving between slides


18. To move between slides, click on the arrows on the scroll bar at the lower right-hand corner of the screen. Clicking on the **upper** arrow will take you to the **previous** slide and on the **lower** one to the **next** slide.



Reviewing your slides

19. Once you have completed adding the slides that you require, you will want to review your presentation. Go to the toolbar, click on **View** then



Slide Sorter or click on the four square symbol  at the bottom left-hand side of the screen. You can now see all the slides you have created displayed in order. Double click on any slides you want to change, make the changes then go back to the slide sorter if you want to change any others or review the slides again. (To return to the normal view at any time, select **Normal** from the **View** menu.)

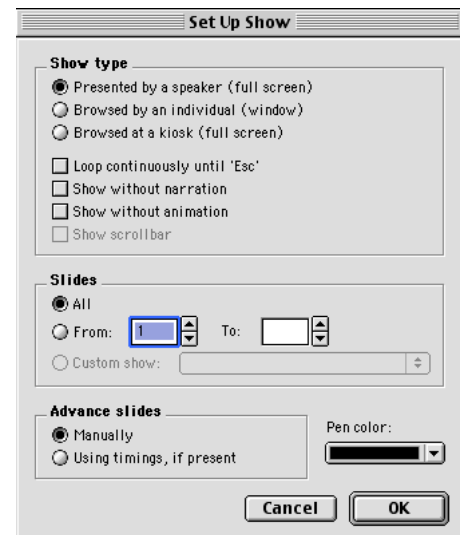
Deleting, adding and moving slides around in the slide sorter

20. If you want to **remove** one of your slides just click on it to **highlight** and press **delete**.
21. To add a **new** slide, click to the right of the slide it is to follow then go to **Insert > New Slide**. Double click on the new slide to edit then go back to the slide sorter as before.
22. To **move** a slide - single click to **highlight** it then still holding down the mouse, **drag** it to the new position.

Putting your show together

23. Go to **Slide Show** on the menu and then **Set Up Show**. You can experiment with the settings in here but these are generally fine - click **OK** when done.

- Show type: **full screen**
- Slides: **All**
- Advance slides: **Manually**



Running your show

24. When you have finished reviewing your slides select **View Show** from the **Slide Show** menu in the toolbar. The screen will now be filled completely by the first slide of your presentation or document.

25. To move to the **next** slide, press the **mouse** button or the **space bar**. To move backwards or forwards use the left or right arrow keys.

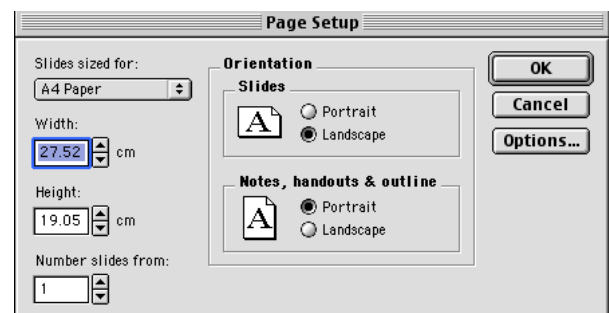
26. If you spot anything you want to change you can **stop** the show at any time by pressing **Esc**. Double click on any slide you want to change and make the changes but this time choose the wee projector screen at the bottom left-hand side to restart the show at that slide.



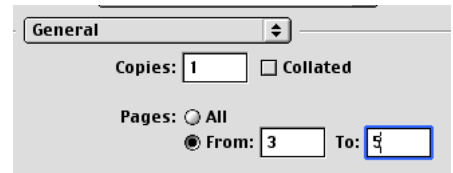
Printing your presentation

27. Go to the **File** menu and select **Page Setup**. If you look at the top left-hand corner you will see **Slides sized for:** Click and drag down there to see the range of printing formats and select the one you want.

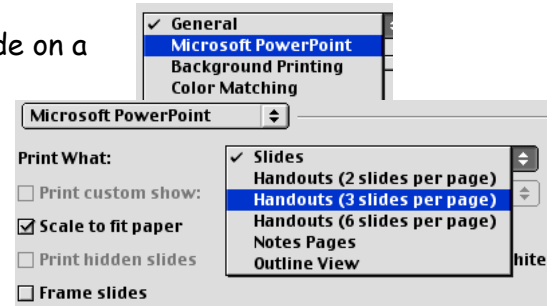
28. Generally, you will be printing on A4 paper which is one of the standard options. If the one you need is not there, then go the bottom and select **Custom** so that you can state your own printing size. Click and drag across the measurements there and enter the width and height you require. Notice too that you can change the **orientation** to portrait (tall) or landscape (wide). Click on **OK** when done.



29. Now go back to the **File** menu and choose **Print**. If you only wish to print some of the slides then click on the **Pages From:** button, enter the slides you want and the number of copies.



30. PowerPoint has an option to print more than one slide on a page. This is particularly helpful when you want to give others a copy or to keep a printed copy yourself. To do this click and drag down from **General** to **Microsoft PowerPoint** then select from the **Print what:** box.



31. If you are expecting notes to be taken during your presentation you may wish to choose **Handouts (3 slides per page)** as this puts 3 slides down the left side of the page and lines at the right of each one.

32. You also have the option of having **Scale to fit the paper** and to **Frame Slides**.

Additional features of PowerPoint

33. This guide has introduced you to the basics of making a presentation with PowerPoint. If you wish to find out how to how to add movies, animations, make talking books and use the range of features that this program has then please refer to our other quick guides. In particular, you may find our **Shortcuts** sheet a help.