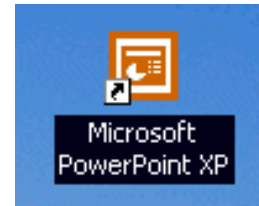# Creating a PowerPoint XP Presentation
Using Windows 98/2000/Me/XP

Created: 25 April 2002

Starting PowerPoint XP

Double click on the **PowerPoint XP** icon on the Windows desktop (see **right**), or click-on the **Start** button in the lower left corner of the screen, then **click**-on **Programs,** and then on **Microsoft PowerPoint**.

In this tutorial, whenever we indicate that you need to **click** a **mouse button**, it will mean to **click** the **left mouse button** – unless we indicate that you should click the right mouse button. So, always move the cursor over the "place" we indicate and "click left" unless we tell you otherwise.

If you have used PowerPoint 97 or 2000, XP will be a whole new adventure. Almost everything is now "graphical." So, when PowerPoint loads, the appearance of the monitor screen will be very different. Once you get used to the new XP/2002 features (which apply to all the Office modules) we think you'll find it much easier to use as you create and edit your PowerPoint slides.
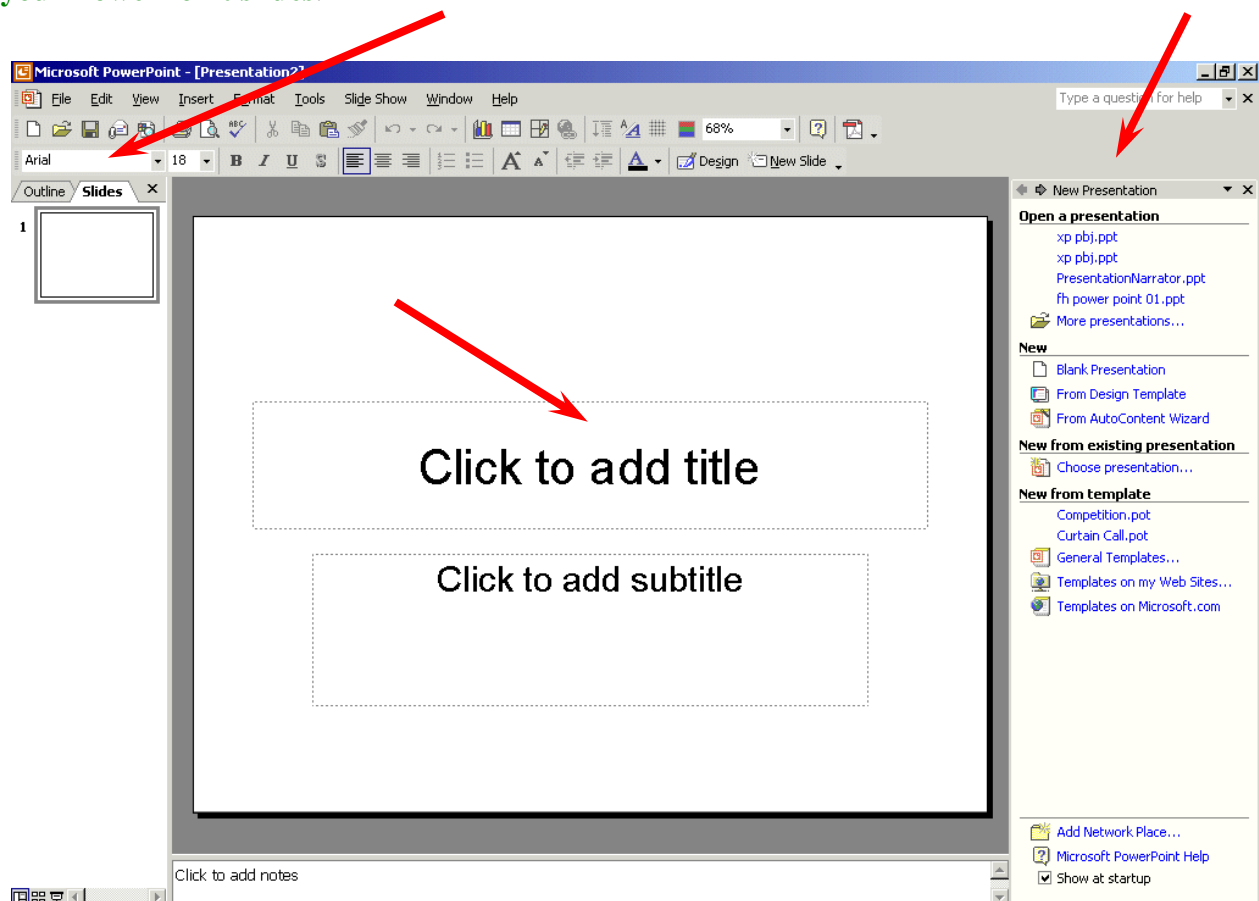
Notice that in **the image on the last page** that the **screen** is "sort of" **divided** into **three sections**. On the **left (left arrow),** you'll see an **area** that indicates **Outline and Slides** at the **top**. When you first open PowerPoint XP you'll **notice** that the **Slides Tab** is "**white**." This means that you'll be able to **see a small version of each slide** as we create it.

In the **center** of the screen (**center arrow**) you'll **see** a **PowerPoint Design Template**. We'll be using these templates to create our slide show. We'll come back to this in more detail in a few minutes.

On the **right** side of the screen (**right arrow**) you'll see a **New Presentation Area**. **This is "really" new in PowerPoint XP.** This is where you'll **select and edit** all of the various screen templates, images, and sounds that you'll use to create your slide show.

Take a few moments to look over each of these three areas.

The **image** on the **right** is an **enlarged view** of this **New Presentation** portion of the screen (on the right side of your screen).

In the **image** on the **right** (New Presentation) **especially notice** the **Blank Presentation** icon in the **New** group (**see arrow at right**).

Move your cursor over the small white image to the left of Blank Presentation. When you do, you will **see** the "**small pointy hand**" that **indicates** that this is a **link** to the **Template Pages**. When you see the pointy hand, **click** the **left mouse button**.

The right side of your screen should look similar to the one on the next page.
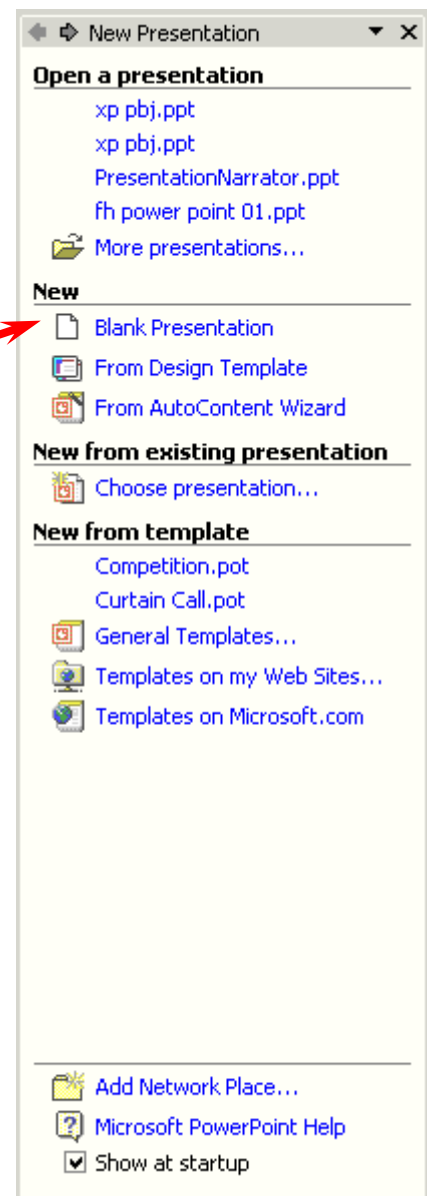
This **Apply slide layout** – **Text Layouts** will be the screen we will use to **select different templates** for each of our slides. As we move along through this tutorial, you'll see how to do this.

You'll **notice** in the **Text Layouts** area that the **top left slide** has a **blue line around it**. This **marks** this **Title Slide** as the **first slide in your presentation.**

In PowerPoint XP the **Title Slide always appears first**. PowerPoint "thinks" that you want to start your presentation with a title. So, the Title Slide appears in the middle section of the screen.

After you understand PowerPoint a bit more, you can choose any of the templates in the Apply slide layout area to be your first slide.

Beginning the presentation

Slide 1

You will notice, in the **lower left corner of the screen, Slide 1 of 1** is indicated. You will also see that your **screen looks like the one below**.

Click to add title

Click to add subtitle
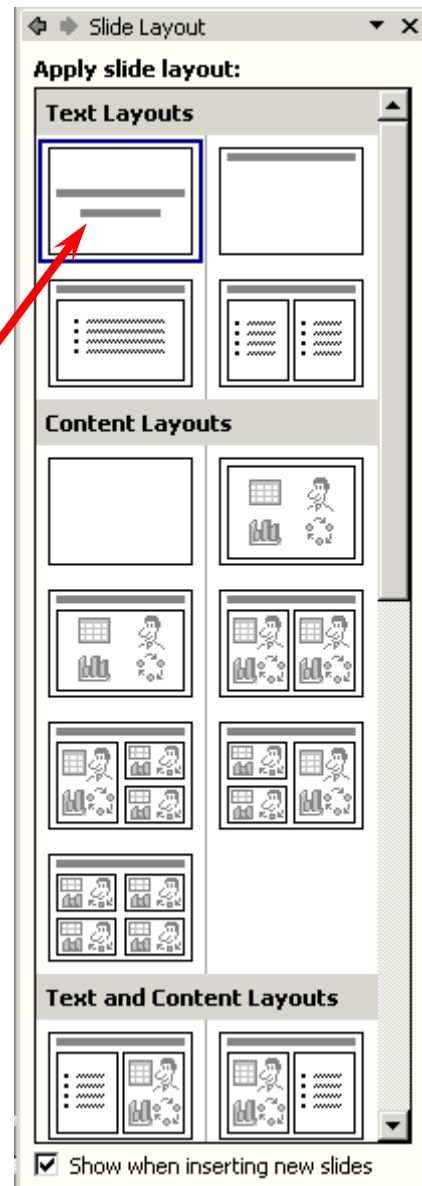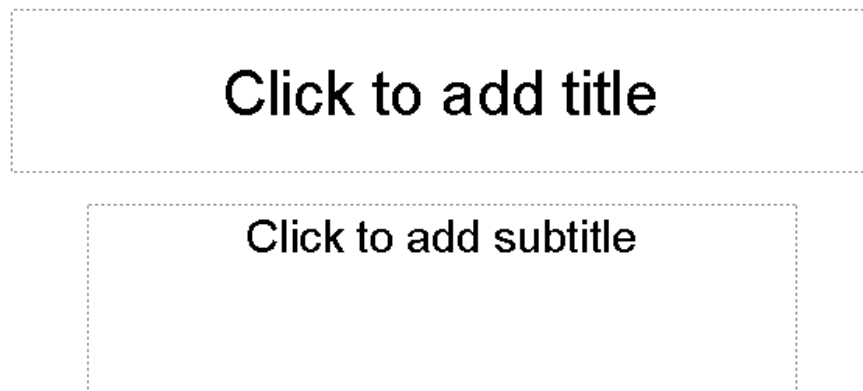
Now we'll have some fun and create a PowerPoint 2000 presentation on how to make a Peanut Butter and Jelly sandwich.

Point cursor in the "**Click to add title**" box and **Click the** left mouse button. The text box, after you click, will look similar to the one below.

```
┌──────────────────────────────────────────────────────┐
│                                                        │
│                                                        │
│                          |                             │
│                          |                             │
│                                                        │
│                                                        │
└──────────────────────────────────────────────────────┘
```

To place the text we want in this formatted text box, simply enter (**type-in**) the title: **How to Make a Great PBJ**

Now**, Click** on the second box "**Click to add sub-title"** and **type**:

A Gourmet Recipe (tap the **Enter** key**)**
From (tap the **Enter** key**)**
Your Name (type in your name like Janie Schwark & Greg Butler)

New Slide Button

Now it's time to go on to the next slide in your show. To do this we'll need to **find** the **New Slide** button.

At the top of the screen, in the lower **button bar** you will see a **New Slide "button" which looks like this** (see the button on the **right**)**:**

When you **move** your **cursor arrow over** the button you will **see** that a **Microsoft Help Text box** appears that says **New Slide**. **Click-on the New Slide Button** to create your **next** slide.

A **new slide will appear** in the **center section of your screen**. It will **resemble** the **slide** at the **top of the next page**. Later, when we don't want to use this Title and Bulleted List slide, we'll use the Slide Layout area on the right to choose the template we want to use.

Slide 2

> # Click to add title
>
> • Click to add text

Click in the **Click to add title** box and type: **Ingredients.**
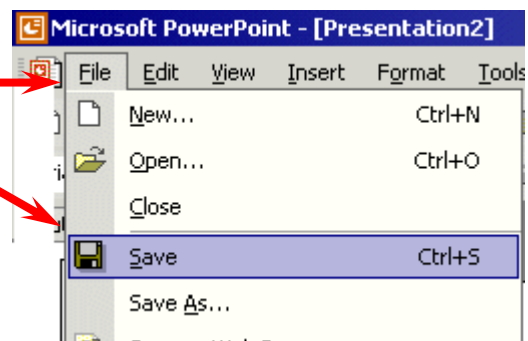
Click in the ● **Click to add text** box and type:

> **Crunchy peanut butter** (tap **Enter**)
> **Homemade strawberry jam** (tap **Enter**)
> **Two slices of white bread** (tap **Enter**)
> **Milk**

**Notice how each line appears with a "bullet" (●) in front of it.**

Saving your work

Now would be a good time to save your work for the first time. Point to and **click**-on **File** in the **Menu** bar. Next, click-on **Save** in the **Drop Down Menu that appears**.

When you **click**-on **Save**, will **see** a **Menu Screen** like the one at the top of the **next page**.

Microsoft PowerPoint - [Presentation2]

File	Edit	View	Insert	Format	Tools
New...					Ctrl+N
Open...					Ctrl+O
Close					
Save					Ctrl+S
Save As...					

In the **upper left corner** of the Menu Screen that appears, you will see a **Save in**: (see **arrow**). Click-on the **small triangle** on to the right of the area next to Save in: (see **arrow**)**.** and it will show you the various **disk drives available** on which you can save. Point to the **one you want,** and **click-on it**. If you choose the **3½ Floppy** (**A:**) – like we did for this tutorial - make sure you have a **formatted disk in the A drive**. If you choose the C:, choose the folder in which you want to save by double clicking on the folder.
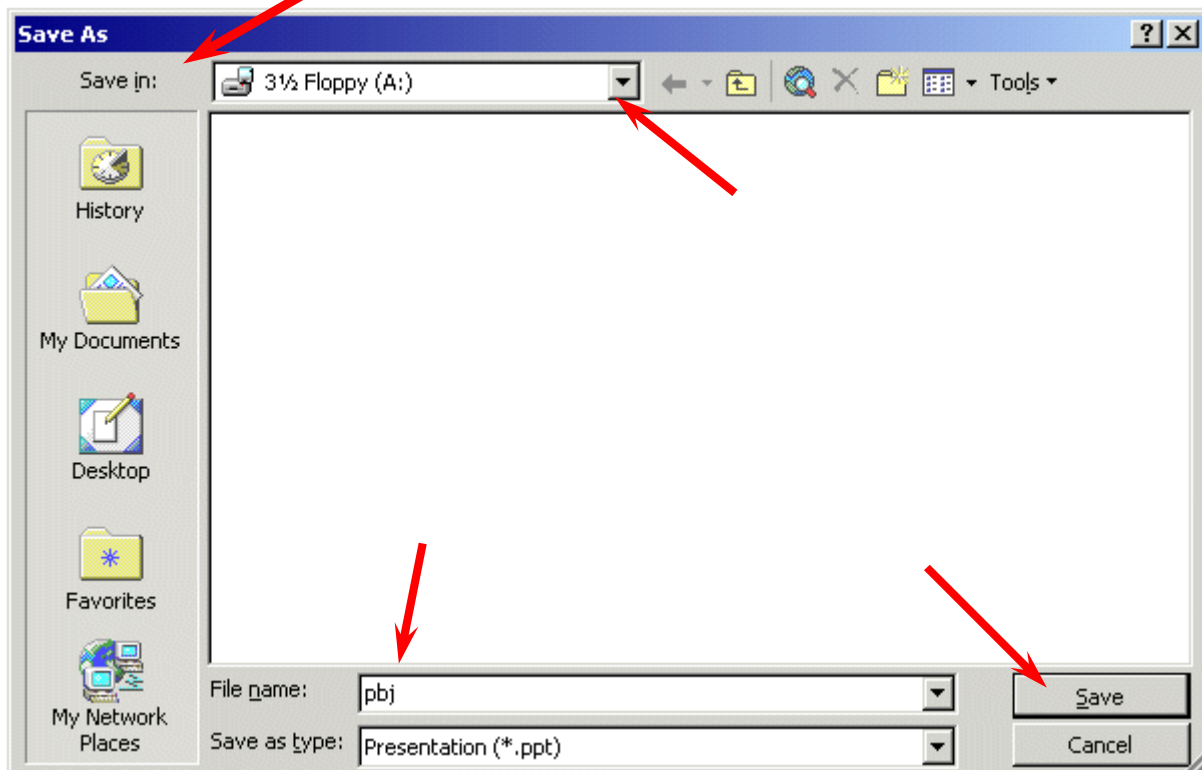
Now click in the box to the right of **File name**: and **delete** everything in the box. Then type in **pbj** and click-on **Save** (see **arrows above**).

Since PowerPoint XP does not have an auto-save feature, we think it's a good idea to **save** your **PowerPoint presentation after each slide**. So we'll remind you to do this.

Other Slide Views

You probably **noticed**, as soon as you saw the PowerPoint view screen, the **area running down the left side of the screen**, which contained "**little**" **views** of your slides as you were creating them. This first "default view that you see is called **Normal View**.

In the **lower left corner** of the screen you will see some "**buttons**" the look like this:

Slowly point (move) your cursor arrow over each box and **pause** a **moment** (*don't click*-on any of the box's yet). Note what the Text Help boxes indicate. The first box (which looks "depressed") indicates: **Normal View**. The next: **Slide Sorter View**. Then, **Slide Show**.

Each button has its own unique use.

The **Normal View** gives you a view of the entire slide as well as the "mini-previews" of each slide in the area on the left. This is the one we have been using so far. You'll **also notice** a **Click to add notes** section at the **bottom** of the Normal View **screen**. In this area you can type "speaker notes" for each slide in the lower portion of the screen. When we get to printing you will see that there is a print selection so that you can print your notes for each slide so that you can refer to them later while you are making your presentation.

Click-on **Slide Sorter View.**

In **Slide Sorter** View you can see small versions of your slides. **In this view** you can left **click**-on a **slide** and, while **holding down the left mouse button, drag your slide to any position in your show that you desire**. This view assists you in arranging your slides in the order that you desire for your presentation. This view is sort of like the old, round 35mm slide show trays where you pulled out and stuck in slides in the order you desired.

Click-on **Normal View** to return to your slide creation area. We'll work with Slide Sorter View a bit later.

Save your work!

The Undo Button

One of the really handy "things" about most Microsoft programs is the **Undo Button** (it looks like the **image** on the **right**). If you **make a mistake** – no need to panic – **click** the **Undo button** and this will remove 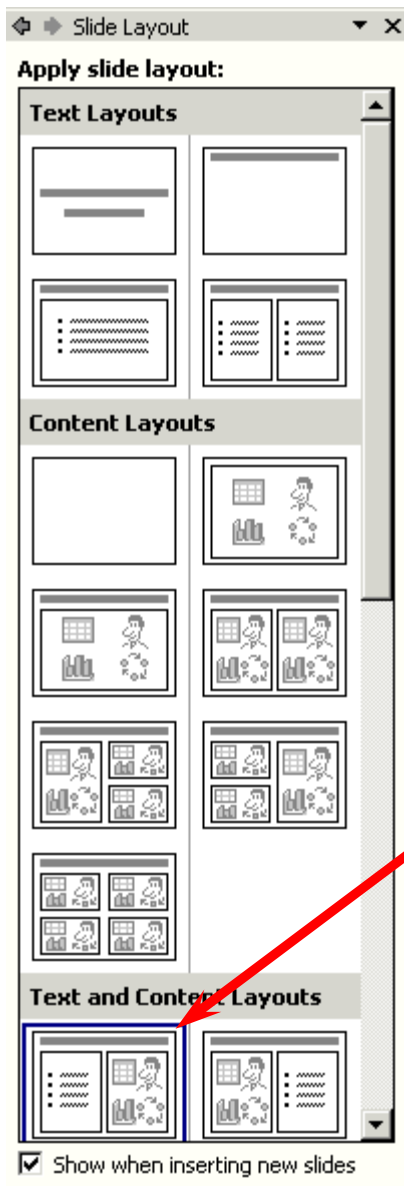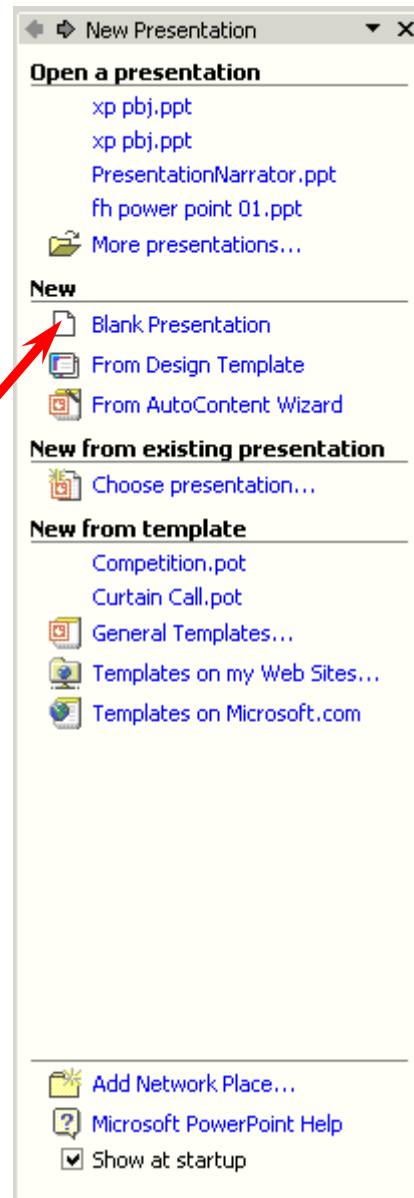your mistake. Then you can try again. The Undo Button is found in the **Button Bar** on the **top** of the screen. Each time you click-on the button PowerPoint will "go back" one change. If you "click too far, there is a "Redo button" that will "undo the undo." They are both very handy when you need them.

Slide 3

Click on the **New Slide button** once again**.**

`New Slide`

When you click the button, you will **once again see** the **Title and Bulleted List Template Slide** (in the center portion of the screen). As indicated before, we may not desire to use this slide all the time. So, we're going to now select a template that has a Title, Bulleted List and a space for a picture (image). **Look at the right side of the screen**. If you screen look like the one to the right, **click**-on the **Blank Presentation** button and the **image below will appear**.

New Presentation

Open a presentation
- xp pbj.ppt
- xp pbj.ppt
- PresentationNarrator.ppt
- fh power point 01.ppt
- More presentations...

New
- Blank Presentation
- From Design Template
- From AutoContent Wizard

New from existing presentation
- Choose presentation...

New from template
- Competition.pot
- Curtain Call.pot
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

- Add Network Place...
- Microsoft PowerPoint Help
- ☑ Show at startup

Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Text and Content Layouts

☑ Show when inserting new slides

The **image to the left** will now **appear** on the **right side of your screen**. **Look at the bottom left** of this screen. We're going to **choose** a **Title, Bulleted List and Image Slide Template** for our next slide. At the **bottom** of **this image** you will **see** an area titled: **Text and Content Layouts**. **Click**-on the **slide indicated** by the **arrow** to the **left**. As soon as you click on this choice the center portion of your screen will change to the new slide template we selected.

The center of your screen should look like the image at the top of the next page.

Click-in the **Click to add title** box and type: **Tools Needed**

Click in the ● **Click to add text** box and type:

> **Knife** (tap **Enter**)
> **Spoon** (tap **Enter**)
> **Plate** (tap **Enter**)
> **Glass**

Notice the **small image** in the **lower right portion** of the new **slide** – the **image above** indicates to **Click icon to add content**. There are **six "tiny" icons in this box** that will allow you insert a table, chart, clip art, picture, diagram or a media clip. For this slide we want to insert a **clip art image** in this area. So, **carefully**, **move your cursor over the tiny image in the upper right corner** of this little box (see **arrow above**). When you do, the box will be highlighted in blue and you'll see a small text help box appear which indicates – **Insert Clip Art**.
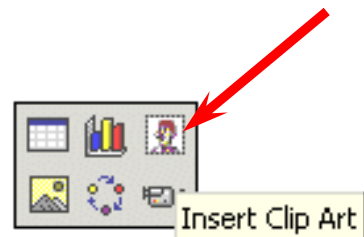
Click-on the **image** in the **top right corner of the box** (next to the **arrow above**). An **image similar** to the one on the **top of the next page** will appear.

Since our presentation tells how to make a peanut butter and jelly sandwich, we **typed sandwich** in the **Search text: box**. Then we **clicked**-on the **Search** button (**see arrows at the left**). The **Microsoft Clip Art** then **appeared** as you see it on the **left**.

Notice that there are **a lot of clip art sandwich images** available. You can **"run down" the choices** by **using** the **"elevator bar"** on the **right side** of the Select Picture box.

Move up and down the selections until you **find one you like**. Don't worry that there aren't any selections that look just like a peanut butter sandwich. We'll show you how to find a lot more clip art as we go through this tutorial.

We moved down the selections until our Select Picture screen looked like the one on the right. We chose the "happy-smiley hamburger" because we thought it was cute. To **select your picture click-on it** and you will **see** a "**blue square**" **outline** your selection. Next, **click**-on the **OK** button.
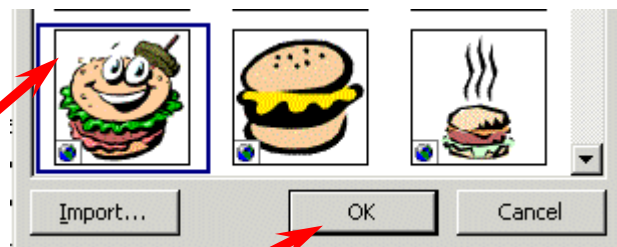
The menu will disappear and you will see the image you selected on the right side of your slide.

Note: if your **clip art selection does not appear**, and you receive an **error message**, please **read** on **below** (where an explanation is given).

Microsoft XP Clip Art

As you've just noticed, Microsoft Clip Art XP Selection Screen is a lot different than "old" Microsoft Clip Art. There are a lot more pictures and some other unique features.

As we continue through this tutorial we'll be using additional methods to insert images in our PowerPoint presentation. Once you "get used to" the "XP way," you'll see that the folks who created this neat product were trying to assist you by having everything you need in the right side area of the screen.

If you choose a slide and

Insert CD-ROM or other removable volume

message appears, this means that when the Clip Art Gallery was installed on your computer, not all of the images were loaded (to save hard disk drive space). So, if you have your installation CD you can place it in the CD drive and click a Retry button that will also appear. If you don't have the CD, then choose another image and try again. **We'll show you a way to "get around this" dilemma later in the tutorial.**

Don't forget to save your work!

Click on **New Slide button** once again**.**

Slide 4

Slide 4 will be another **Title and Bulleted List** slide. So, when you clicked-on the New Slide button you should have again retrieved the template for this format.

Click on the **Click to add title** box and **type**: **Directions**

Click on the ● **Click to add text** box and **type**:

    Open jars of peanut butter and jam (tap **Enter**)
    Spread peanut butter on one slice of bread with a knife (tap Enter)
    Use a spoon to get jam and spread it on the other slice of bread (tap **Enter**)
    Put two slices together and cut the sandwich in half (tap **Enter**)
    Put the sandwich on a plate (tap **Enter**)
    Pour a glass of milk (tap **Enter**)
    Enjoy

If your **text won't fit** in the box completely, click-on the **box** and a **border** will appear around the box. You will notice "**little circles**" at the **four corners**, and in the **middle** of the **top** and **bottom**, and on **each side of you text box**. Point to either the **center top** or **center bottom** circle. **Click-on either circle and hold down the left mouse button** and **drag** the **top** circle **up** or the **bottom** circle **down** a little to **enlarge** the larger text area so that text fits on the screen. If your "**Directions**" are now "**mixed-in**" with the text below, click-on **Directions**. Then click-on the "**edge**" of the "**box**" (a **small up-down-left-right arrow** will appear), **hold down the left mouse button**, and **drag the box up a bit**.

Time to save your work!

Click on **New Slide button** once again**.**
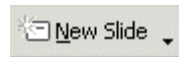
Slide 5

For this slide we'll be **creating a bar chart** of what jam/jelly folks like the most in their peanut butter sandwiches. To create this type of slide we'll **start** by **clicking**-on the **same image** we did for **Slide 3**. In the lower right corner of your screen you should still **see** the **image** to the **right**. **Click**-on the **left image** as you did before.
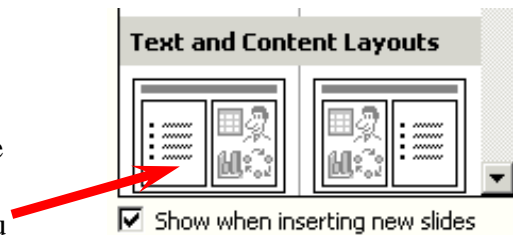
The **center portion** of your **screen** should **look like** the one at the **top of Page 9**.

Click on the **Click to Add title** text box and type: **Why use strawberry jam?**

Click on the ● **Click to add text** box and type:

100 Children and adults were surveyed to find out what goes best with peanut butter. 33 Selected grape jelly, 11 honey, 46 strawberry jam and 10 sliced bananas (you don't have to tap enter, as this is one long statement).

Now we'll make a graph to show the survey data.

In the **right side** area of the **slide** we'll **click** on the **center small icon in the top row** (it **looks like a bar chart** – see **arrow** at **right**). When you click-on this icon the images on the next page will appear.

At the top of the **slide** you will **see** an **image that looks like the one below**. This is called a **datasheet**. If you have used any spreadsheet (like Microsoft Excel) you will be familiar with this format. If not, it won't be a problem for what we are going to do.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

pbj.ppt - Datasheet

Below the above image you will **see** an **image** like the one on the **right**. The data in the above image created the bar chart you see to the right. **As you enter data you will see the chart on the right change to reflect our data entries.**
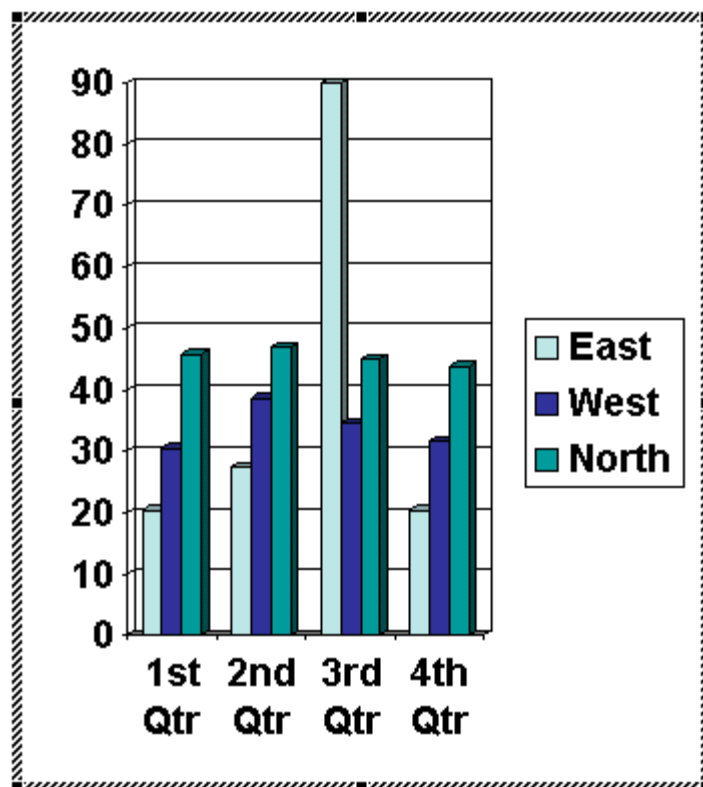
We are going to **enter data** for our graph **in** this **Datasheet** (at the top of this page). **Your Datasheet should now look like the one at the top of the next page. Click-on the box** with "**East**" and replace "**East**" with (**type-in**) **Grape**, then "**West**" with **Honey**, "**North**" with **Straw**, and in the **blank cell (box) below Straw** enter **Banana**. Now, **click** on "**1st Qtr**" and type-in **Best.** Now **click-on** the **cell (box)** in the "**A**" **column** next to **Grape** and enter **33**, then by **Honey** enter **11**, by **Straw** enter **46**, and by **Banana** enter **10**. After you have entered the 10, click at the top of your datasheet on the word Best.

Note: As you are changing the labels and numbers you'll see the graph that appeared with this datasheet changing to reflect the changes. This is an interactive graph. Really neat – you can see your graph "forming" as you type.

We want a **simple graph** that "fills" our graph area, so we need to **delete the rest of the columns**. To do this, put your cursor **on the B** in the **Gray area at the top** of the Datasheet. **Click and hold down the left mouse button and drag right (over the Gray B, C and D) until B, C and D are highlighted** (as shown **below**). Release the mouse button. Your Datasheet should now look like this:

Now tap the **Delete** key **on the keyboard** and the columns you have highlighted will **disappear**.

Your Datasheet should now look like this:

Click the small "**X**" in the **upper right hand corner** of the Datasheet.

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If you did everything right, your graph should look like this:
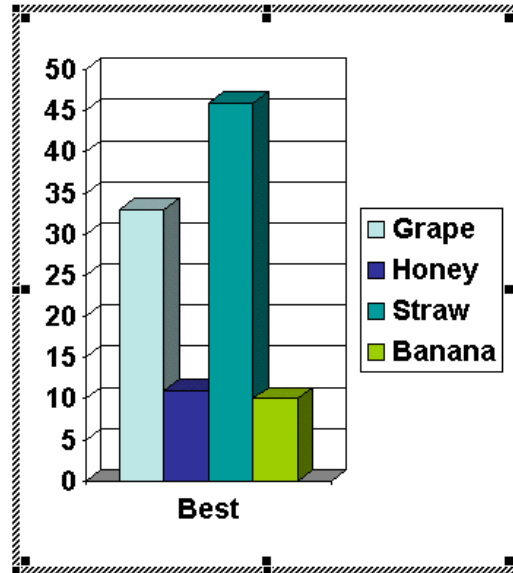
Every now and then you might make a **mistake** in the Datasheet. If you have "**closed**" the datasheet, as we did above (when we clicked-on the small X), you can get it back by clicking-on the **Datasheet button** below the Menu Bar.

This is the Datasheet button
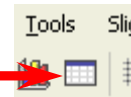
You may or may not desire to alter the appearance of your graph. **It should be OK.** However, the graph may need some adjusting, so that all of the "words" show completely. You may want to change the size of the box the graph is in, so click-on the graph. Click-on the side, using the "grabber" boxes on the side like you did previously, and drag the side until the graph gets larger. If you make the graph wider, the word "Best" will move to one line. Click-on the legend (the box with the grape, honey, etc. inside) and move that whole box to the top right hand part of the graph figure to make it more legible. Work with the various parts of the graph until it looks OK. **If you make any changes, click-away from the graph to "turn off" the "box" around the graph – so you can see the new slide button.**

Save your work!

Click on **New Slide button** once again**.**

Slide 6

We'll use the Title and Bulleted List Template again.

Click on **Add title text box** and type: **Occasions for Eating PBJ's**

Click on the ● **Click to add text** box and type:

> **School lunches** (tap Enter)
> **Birthday parties** (tap Enter)
> **Picnics** (tap Enter)
> **Visits from persnickety grandchildren** (tap Enter)
> **Late night snacks** (tap Enter)
> **At the pool**

Save your work!

Another "WOW" feature in Microsoft PowerPoint XP – Animated Images and Sounds!

In PowerPoint XP you can now have images that "**move**!" These are called **animated images**. On any slide you can insert an animated Clip Art image. Most of the time, when you get comfortable with PowerPoint, you'll want to insert an image and then move and size the image as you desire. **To do this** you'll need to click-on **Insert** in the **Menu Bar**, and then on **Picture** in the drop down menu, and them move over **Clip Art** and **click on Clip Art.** Your screen should look like the one below.
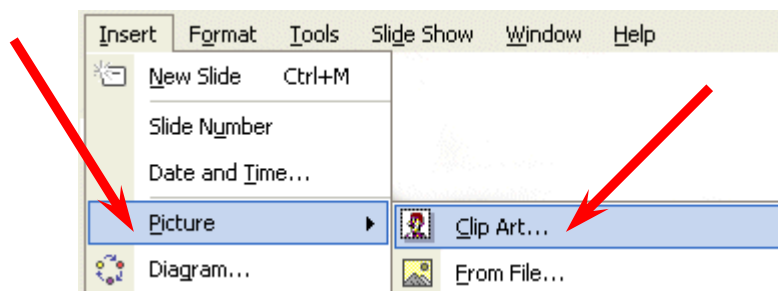
When you **click**-on **Clip Art** the **first time** you **may see** a **screen** that **asks if you want to organize your Clip Art**. This is a good idea. So, click-on **OK**. You will see a series of screens that indicate that this is being done.
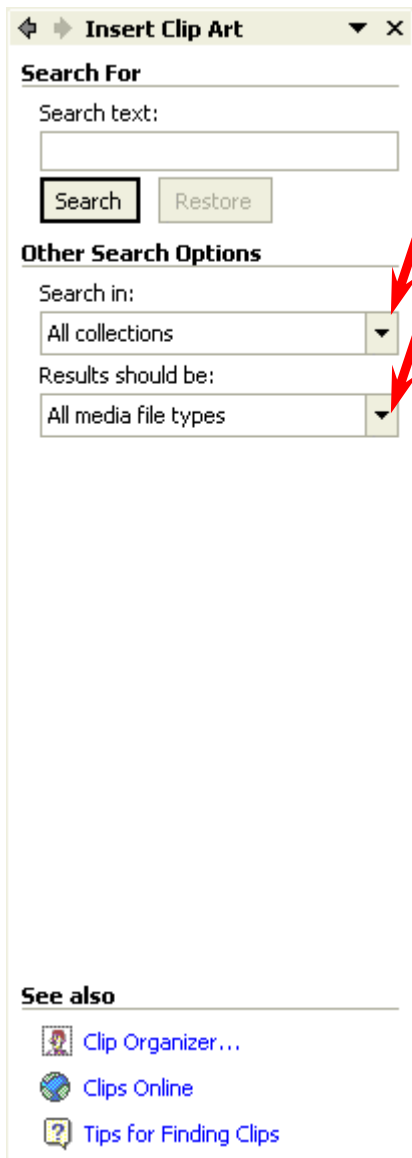
Once again you'll **notice** that the **area** on the **right side of the screen** has **changed** to carry out the task in which we are engaged. **Notice** that the **image** on the **left** indicates **Insert Clip Art at** the top.

For those of you that have used Microsoft Clip Art 2000 this will be a noticeable change.

Notice the **two selections** under **Other Search Options**: **All collections** and **All media file types**. **Click**-on the **small down pointing triangles** on the **right**.

When you **click** on the **triangle** for **All collections** you will **see**:
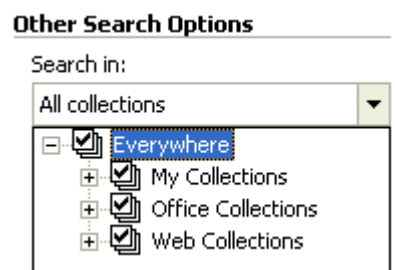
When you **click** on the **triangle** for **All media file types** you will **see**:

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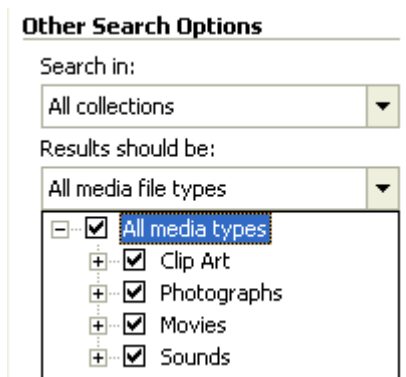
We'll "get into" sounds later, but now is a good time to learn about **Motion Clips** or **Animated Clips**. First we'll do a **search** to see if we can find a cartoon motion clip that might fit into our Peanut Butter and Jelly theme. **Look** at the **upper portion of the right side of the screen** again. First, we'll do a Clip Art **search for cartoons** and "hope" we get a motion/animated image.

So, **type**-in **cartoons** in the **area under Search** text:

Then **click**-on the **Search** button.
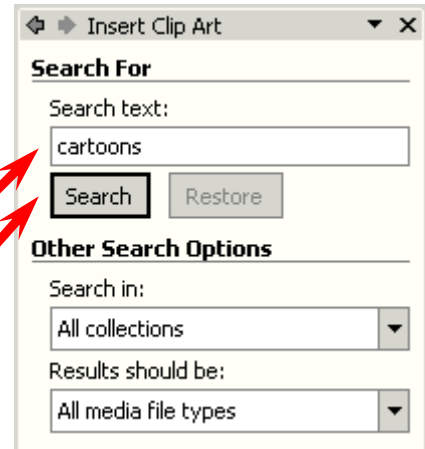
A **screen** similar to the **one on the left will appear** on the **right side** of your screen.

Notice in the **lower left corner** of **each image** that there is **either no "symbol"** or there is a **"small earth symbol."** This **indicates** that the clip art that the search found are **not animated**. If you saw a "**yellow star**" this would **indicate** that the clip art is **animated**.

To "**see**" **more about an image**, **move your cursor over the "right edge" of an image**. We chose the person holding the heart (as **indicated below**). You will **see** a **light blue bar appear on the right edge of the image** with a **small down pointing triangle**. **Move** your **cursor over the triangle and click-on it.**
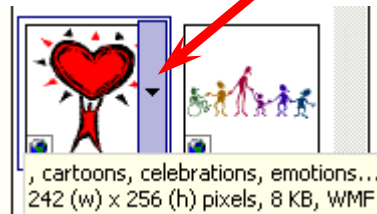
When you click-on the triangle, the **image at the top of the next page will appear**.

From the **image** on the **right** you can **see** that the **drop down menu** furnishes you with a number of selections.

Insert
Copy
Delete from Clip Organizer
Open Clip In...
Tools on the Web...
Copy to Collection...
Move to Collection...
Edit Keywords...
Find Similar Style
Preview/Properties

Move your **cursor** over **Preview/Properties** and **click**-on this selection.

Preview/Properties

Name: so02000_.wmf
Type: Paint Shop Pro 6 Image
Resolution: 242 (w) x 256 (h) pixels
Size: 8 KB
Created: 1/31/2002 9:58:08 AM
Orientation: Portrait
Open with: Paint Shop Pro 6

Keywords:
cartoons
celebrations
emotions
hearts
holidays
love
persons
special occasions

Caption:

< Refresh > Edit Keywords...

Paths
File: C:\Documents and Settings\murray_t\Local Settings\Temporary Internet Files\Cont
Catalog: http://mgn.microsoft.com

Close

This image gives specifics on the Clip Art picture you chose. If this had been an animated image, you would see the animation moving in the left preview area.

This is a handy feature where you can check the many details of any image you select.

When you are **finished** looking at Preview/Properties, **click**-on the **Close** button in the lower right corner.

Another "Golly Gee" feature in Microsoft PowerPoint XP – Clips Online!

Since we **did not find an animated image** for this slide, let's try something else – Clips Online.

You can **go online** from the **Insert ClipArt Menu** Screen and get even more clip art. Not only is **everything** in the ClipArt Gallery available – **but even more**!

If you **look** at the **bottom right** of your screen in the **Insert Clip Art** area you will see the **image** to the **right**. Notice that one of the selections is **Clips Online**. Move your cursor over Clips Online and **click-on it**.

You **may see** an **information screen similar** to the **one below**, or you may go directly to the Clips Online Microsoft web page.

If you do see the above screen it is simply **reminding** you that you **need to be on the Internet**. When you click-on **OK** the browser you are using will go to the Microsoft Clips Online web page.

It will take a few moments, but the Clips Online screen below will load.
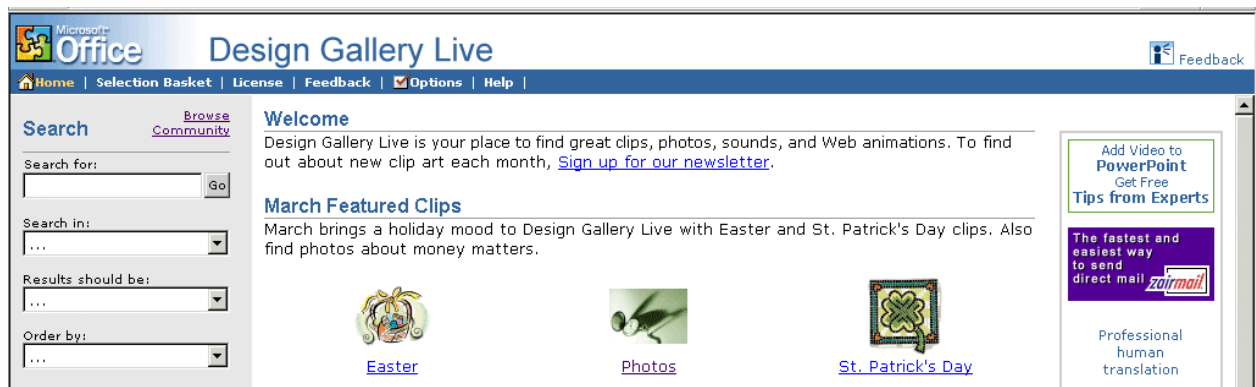
Notice that one of the **arrows in the image at the right** points to **Search**. To search for **cartoons** that are **animated/in motion**, we **filled in** the **Search for**: and **Search in:** boxes as **indicated** in the image on the **right**. To do this we **clicked-on** the **small down triangles** and selected the choices you see.
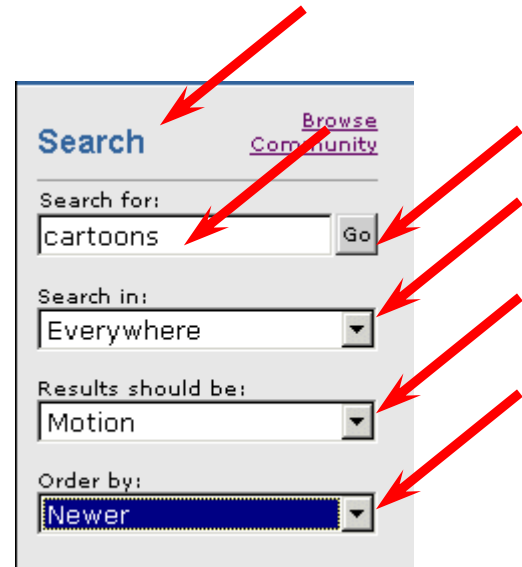
We then **clicked-**on **Go.** We **received seven pages** – 7 **!** - of **animated cartoon images – they all move**! The **top** of the **Design Gallery** web page **should look something like the one below**. You can **view each page** by **clicking** on the **>>** at the **top right** of the **page**.

Notice the **small "boxes" below each image**. **If you see an image**, as you move through the pages, that **you would like to save** for your "image collection," **click-in the small box** and a **check mark will appear**.

We chose a "small beaming sun" on one of the other pages for our selection. When we **clicked-in the little box** our screen **looked like** the **image at the right**. When we **clicked-in the box** the **check mark appeared** and it **indicated Download 1 Clip at the top** of the screen.

If you select (click) several images, you will see the Download Clip increase as you click-on each box.
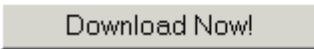
When you have selected all of the clips that you desire, click-on the Download Clips link.

Download 1 Clip

Your monitor **screen should now be similar to the one on the left.** It indicates how many clips you selected, how much disk space they require, and how long it will take to download them over a modem.

▶ Total number of clips selected: **1**

Total combined file size: **3 KB**

Estimated time to download: **1.56 sec over 28.8**

▶ Format type: **MPF**

▶ Download Now!

Click-on **Download Now**!

When the download is complete, a **screen** similar to the one on the **right** will appear. There are several things to notice here.

First, **look at the top of the screen** it indicates: **Weather-Microsoft Clip Organizer**. This is important – you'll see why in a few minutes.

Next, you **see** the **images** that you **downloaded**. Since these are **animated** images, **notice** the "**yellow star**" in the **lower right corner of the images**. This indicates that the image is animated.

Last, **notice** that the **Weather folder** is **highlighted** in **gray**. This **indicates** that this **downloaded image will be placed in the Weather folder** under **Downloaded Clips**.
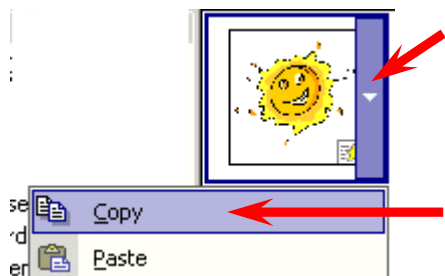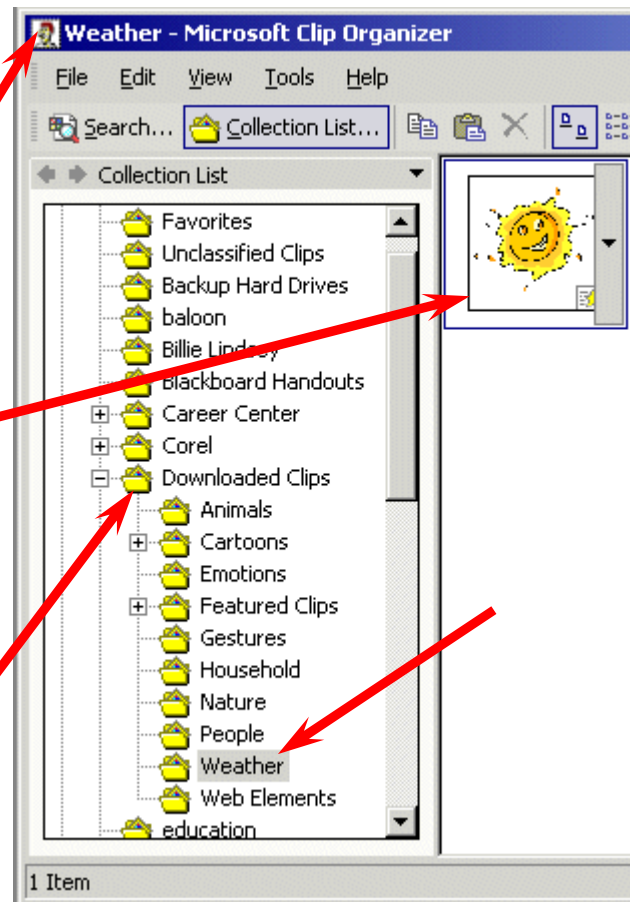
When you are **ready to insert a clip** in your presentation, **move your cursor over the right side of the animated image** you wish to insert and **click**-on the **small down triangle**.

Then, **in the drop down menu** that appears, **select Copy**.

One more "thing" about Clips Online

If you don't want to go to Clips Online and go through the "hassle" of downloading clips you can use the procedure below. This procedure "connects" to Clips Online through the Collection List.

Make sure that you are "on-line" and logged in through your modem on network cable.

Move to the **bottom** of the **Insert Clip Art Task Pane** on the **right side** of your **screen** and **click**-on **Clip Organizer**.
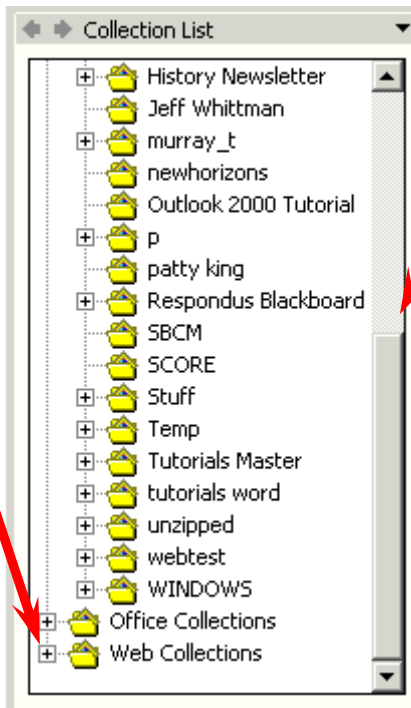
The **Collection List** at the **left** will **appear** on the **left side of the Microsoft Clip Organizer Menu** Screen. **Use** the **elevator bar** on the **right side** of the **Collection List** to **move down** to the **bottom** of the **Collection List** area.

At the **bottom** of the **Collection List** area you will **see** a **Web Collections** Folder. **Click**-on the **little plus sign (+)** to the **left** of the **Web Collections folder**.

When you click, the **Collection List folder will "open"** and the collection list will **look like** the **left side** of the **image below**.

Notice below the **Web Collections** that a **folder** named **Design Gallery Live** now **appears**. And, under this folder, you see a number of selections (Academic, Animals, etc.).

We **clicked** on **Animals** in the image above and the **Clip Art images on the right appeared**. **You can insert these images just like you did on page 22**. In essence, you are "live" in the Clip Gallery since you are online. Some find this easier to use that downloading a specific clip. You choose the one you like best.
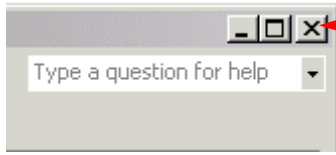
After you have clicked-on Copy, **close the Microsoft Clip Organizer** by **clicking on** the small "**X**" in the **upper right corner** of the **Clip Organizer screen**.

You **may see** a Microsoft Clip Organizer **information screen appear** (like the one **below**) which asks if you desire to retain images on your Clipboard.
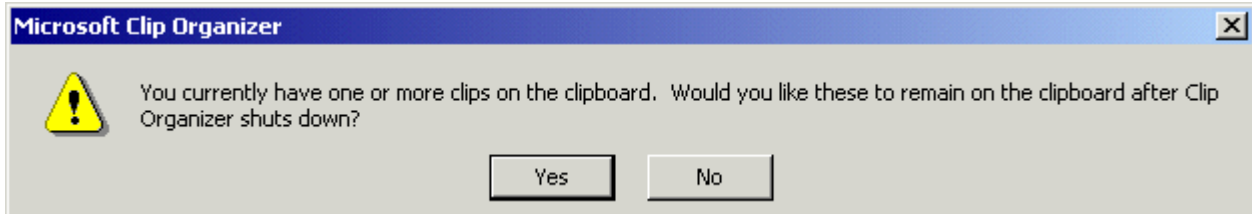

Answer "**Yes**" if this screen appears.

You should now be back in the last slide we worked on – Slide 6.

Move your cursor anywhere in the lower area of the Template slide (Occasions for eating a PBJ) and **click** the **RIGHT** mouse button (this simply causes a **menu** to **appear**). **Click Paste**. The **picture you selected** will now be a **part of the slide**. You could **also click** on **Edit** in the **Menu Bar** and then select **Paste**. The image you selected will now appear in your slide.

Our **image** looked like the **one on the far right** when we first **pasted** it into the **slide**. To **move** your **image around** on the slide **move** the **cursor over the image** until your cursor becomes a "**four-arrow cursor**." When you see the four-arrow graphic (**sort of like the one on the right**), **click and hold down the left mouse button** and **move (drag)** the image **to a place on your slide where you think it looks best**.
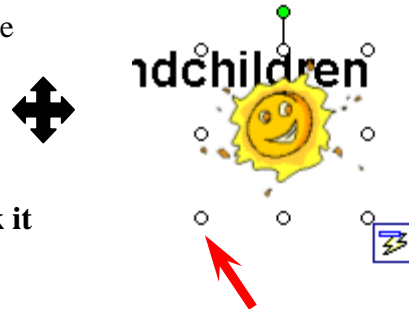

To **make** the **image larger**, or **smaller**, **move your cursor over one of the small circles on one of the corners of the image**. When your **cursor is over a corner** you will **see** a **two-arrow cursor** (**similar** to the **one on the right**). When you see this two-arrow cursor, **click and hold down the left mouse button** and **move (drag)** the cursor **out** or **in** until you have the **size you desire**. If you "grab" the circles in the middle of the top, bottom and left or right sides of the image, and move them, you will either make your image "skinny" or "fat." So, most of the time, it's best to use the corner circles.

Save your work!

Click on **New Slide button** once again**.**
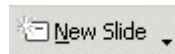
An Important Note: **Anytime you desire to insert Clip Art into your presentation look** at the **bottom of the right side of the screen** and you'll **see** the **image to the right**. You can go to your clips in the Clip Organizer, or go to Clips Online.

Anytime you are in the **Normal View** screen, and you **desire to move "back and forth" between Slide Layout and Insert Clip Art** views in the right area of the screen, you can **click**-on the **back** and **forward arrows** at the **top** of the **right side** of **Slide Layout**.

Slide 7

For **Slide 7** we'll be using a **Title Only** Template.

So, **click**-on the slide **template in the upper right corner** of the **Apply slide layout** screen (**see arrow at right**)
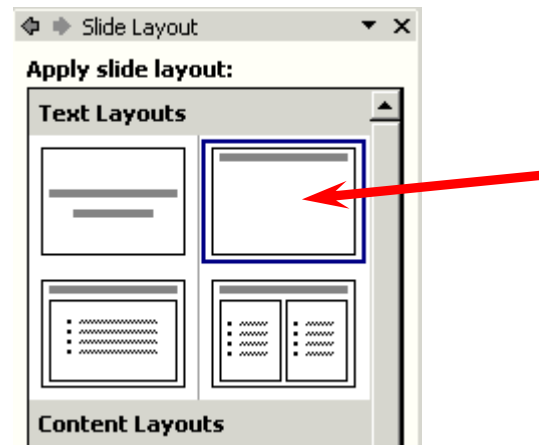
Click in the **Click to add title** box and type: **Enjoy your sandwich!**

Now, let's **make** the **letters larger**. **Highlight** your title (**Enjoy your sandwich!**) by **placing** your **cursor** at the **beginning of the first word**, **click and hold down** the **left** mouse button and **drag** it **across the words**, then **release** the **left** button. The **Title** should be **highlighted** it should **look like** the picture **below**. Since you are "really" in Microsoft Word when you are working with text in PowerPoint XP, you can **also place your cursor on Enjoy your sandwich!** and quickly **click the left mouse button three times** and you will notice that the phrase is highlighted (just like the ruby slippers in Wizard of Oz!)

First, we'll **change the font** of the **text**.
Click-on the **down triangle** next to
Ariel in the **button bar at the top of
the screen**. **Use** the **elevator bar** on
the **right of the font screen** that
appears and **move down** and **select
Times New Roman** (see **picture** and
arrow at **right**).
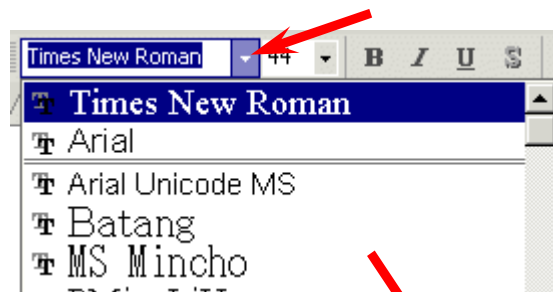
Next, place your **cursor** on the box under the tool
bar that has a **number in it** (when your cursor is on
it the **Text Help** box will **indicate Font Size – see
the image on the right**). **Click** on the down
triangle and **scroll** down to **60** and **click on 60**.
You should **now see larger text** than you had
before. You can do this to any text in your
PowerPoint presentation.
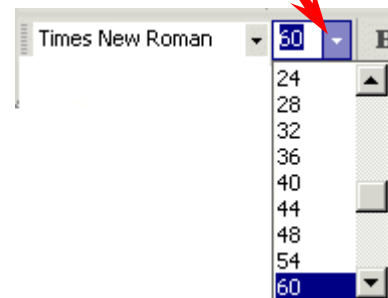
Save your work!

AutoShapes

We're now going to **try something new** – a **technique** for **adding clever shapes** and a few
"secret" things to our slides.

First, point the cursor **away from** the **Title box** and click the left mouse button. This is called
"**clicking away**." This will "turn-off" the square "**box**" around the Title.
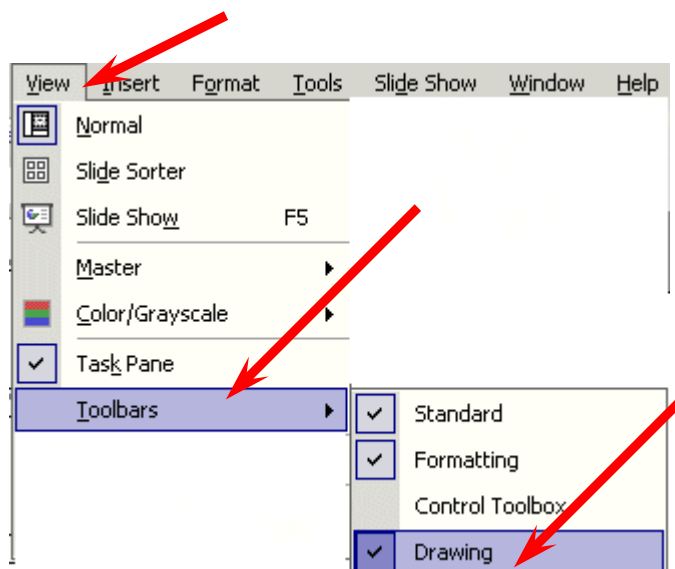
Next, point to **View** in the **Menu Bar**
and **click**. When the **menu list
appears**, **move** the cursor **down** to
Toolbars. Look at the Toolbars drop
down list. Notice that, normally, the
first two selections **(Standard and
Formatting)** have a **small check
mark in front of them**. This
indicates that these **toolbars are
visible on the screen**. **Look further
down** the list until you see **Drawing**.
If you see a check mark (like in the
picture on the left), then simply **point
away** from the drop down menu, **click**
the **mouse**, and **look for** the **Drawing**

Tool bar (normally at the bottom of your screen).

If you **do not see a check mark**, click-on **Drawing**. The Drawing toolbar will **appear** at the top, side or bottom of the screen. **It will look like the tool bar below**.


Now click-on **AutoShapes** and a small box of shapes will appear.
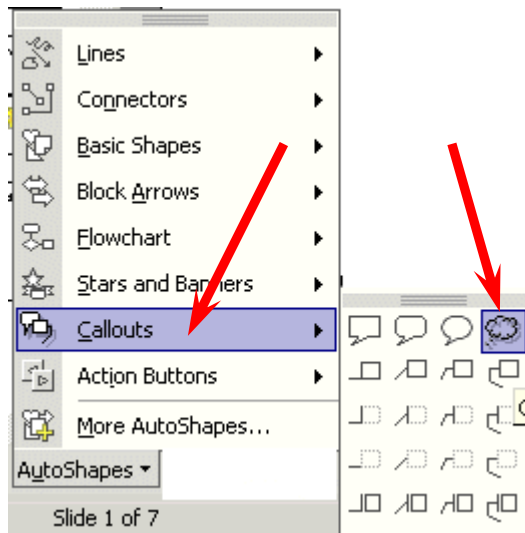
Move up and **down** the **pop up menu** box and notice the different shapes that appear next to each choice. Then, click-on **Callouts**. **Click**-on the **far right callout (cloud callout) in the top row**. When you have clicked, the cursor will change to "**cross hairs**" when you **move** it **into** the **slide area**.

Now **move** the **cross hairs up** into the **area just below** the title. **Click and hold down the left mouse button, and drag down and to the right**. **Release** the button. A cloud shape should appear similar to the one **below**.

Drag this **Cloud callout** to the **upper right corner** of your screen **just under your title** (**move** your **cursor over the Cloud** until you **see** the **four arrow shape**, **click and hold down the left mouse button and drag the cloud**).
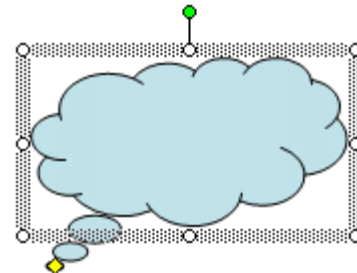

Enhancing the presentation:

Not too spectacular? Let's spice it up!

Click-in the cloud. Then, **type** the word **WOW!** You will **see WOW! appear in the cloud**. It's sort of **like** a **"hidden" text box (this is the secret!)**. Click the **left** mouse button in front of WOW!, **hold down the left mouse button**, and **drag across WOW!** to **highlight** the word. Or, since you are in Word, **triple-click quickly** on **WOW**! and WOW! will be highlighted. **Click-on Format** in the Menu Bar and then click-on **Font**.

The **Font Menu screen** at the **top of the next page** will **appear**.
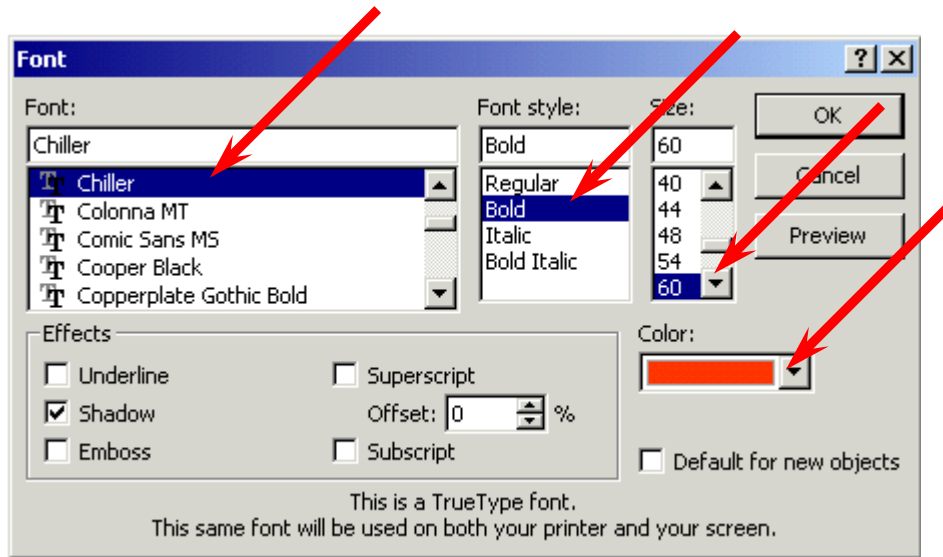
Change the **Font, Font style**, **Size**, and **Color**. **Bold** or **Italicize** if you want. Be as creative as you desire and then click-on **OK**. **If WOW! is "too big" for your Cloud**, simply "grab" one of the corners (as we **explained on Page 23**) and **make the cloud larger**.

**From now on you can "change" any of your text using this method.**

Save your work!

Now that we have a cartoon cloud box (like in the comic-funny papers) that says WOW!, we need to add a comic character (clip art) to be saying this phrase. So, back to add clip art.

Click-on **Insert** in the **Menu Bar** and then **click**-on **Picture** and then on **Clip Art**. The **Insert Clip Art screen (that we've used before - Page 16) will again appear** on the **right side** of the screen. We're going to go down to the **bottom** of the screen and **choose Clips Online again**. We thought we'd **search for animated people**, so we **typed-in people** in the **Search for**: and then chose **Everywhere** and **Motion** (as you can **see in the image on the right**). We then **clicked**-on **Go** and got 51 pages of images. We then went through the pages as we did before and chose several images we liked. You do the same and choose several that you like.
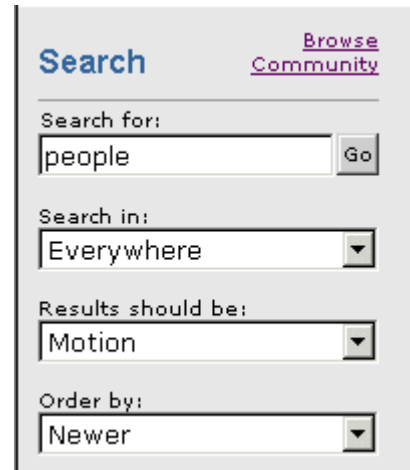
We then **clicked** on **Download (so many) clips** (like **picture** at the **left**), then **clicked**-on **Download Now**, we were again taken to the **Microsoft Clip Organizer** screen. **Please look at your Clip organizer screen carefully**. On the **left side** it **will indicate** the **folder** in which the clips will be saved.
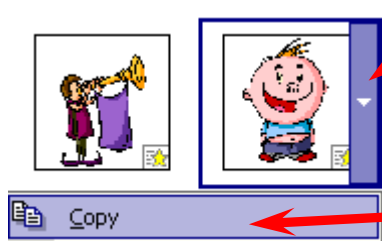
Choose a **clipart image** that you like and **click** the **small down triangle on the right side of the image**. When the drop down menu appears, **click**-on **Copy**.

Then **close** the **Microsoft Clip Organizer** by **clicking** on the small "**X**" in the **upper right corner** of the Microsoft Clip Organizer screen.

Next **move** your **cursor over your slide** and **click** the **RIGHT** mouse button. In the pop-up **menu** that **appears**, select **Paste**. Your image will now be somewhere on your screen. You'll probably have to drag it down and to the left and make it larger (like we did on Page 23). Go ahead and do that now. When we finished, our slide looked like the one below.

Enjoy your sandwich!

WOW!

Don't forget to save your work again.

Click on **New Slide button** once again**.**
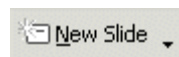
Slide 8

For this slide choose the **left slide** in the **third row** – **Blank**.
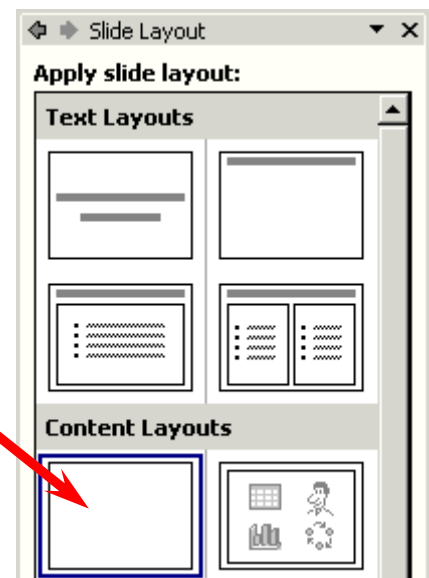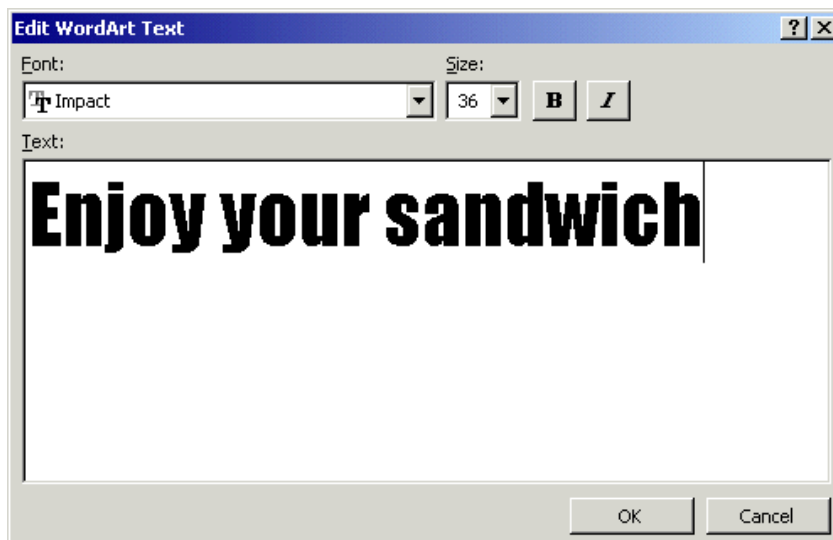
Text Art:

Now we'll use some **Text Art**. In the **Drawing Bar**, which should be open, find a **"blue A"** that is slightly tilted (**like** the one on the **right**). When you pass your cursor over this "button," it will indicate: **insert WordArt**. If the Drawing Bar is not available, click-on **View** in the **Menu Bar**, then click-on **Toolbars** and select **Drawing** by clicking-on it. Click-on the **Insert WordArt** button. The following WordArt Gallery menu screen will appear. **Select one** of the WordArt patterns by **clicking on it**. We **chose** the one **indicated** by the **arrow below**. Next, click-on **OK**.
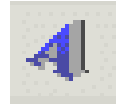
The following **Edit WordArt Text** screen will **appear**. Where the screen indicates **Your Text Here**, **type-in**: **Enjoy your Sandwich**. Select a different font and size, if you desire, then click-on **OK**.

You will return to **Slide 8** and **see** the **WordArt** you created. You may **use** the "**grabbers**" (little circles on the corners) to make the text **larger** (like we did on **Page 23**). It would be a **good idea to make your Text Art about three times this size**. You may also move your text as you desire.

If you want to change the "**look**" of your **WordArt**, you'll need to be able to **see** the **WordArt toolbar**. It **looks like** the toolbar **below**.

Most of the time the toolbar **appears** when you **click** on **OK** and the WordArt you selected appears. **If** the toolbar **does not appear**, point to the **center** of the **WordArt** and click the **RIGHT** mouse button. A **WordArt** drop down screen will appear. A **choice** will be: **Show WordArt toolbar**. **Click** on **Show WordArt toolbar** and the toolbar will appear.

We'll click-on the different "buttons" in the WordArt toolbar to edit our text.

Insert WordArt and Edit WordArt Text

Starting from the left (in the WordArt toolbar) you already know what the first two buttons will do. The **blue A** will allow you to **add another WordArt**. The **Edit Text** button will allow you to **change** the **text** in **your WordArt**.

If, for some reason, you accidentally "click-away" from your WordArt, you'll **loose** the **grabbers** and your WordArt **toolbar**. Not a big deal. To "**activate**" both, simply place the **cursor over** the **WordArt** and **click** the **left** button **on the WordArt**. Both will re-appear.

WordArt Gallery

The **third button** in **from** the **left** will bring up the **WordArt Gallery** again. If you **do not like the WordArt "style" you chose**, you can **choose another by clicking-on this button**.
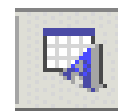
Format WordArt

The **fourth button** in **from** the **left** will allow you to change a number of "**things**" in WordArt, and in other PowerPoint features. When you click on this button the menu screen to the **below** will **appear**.
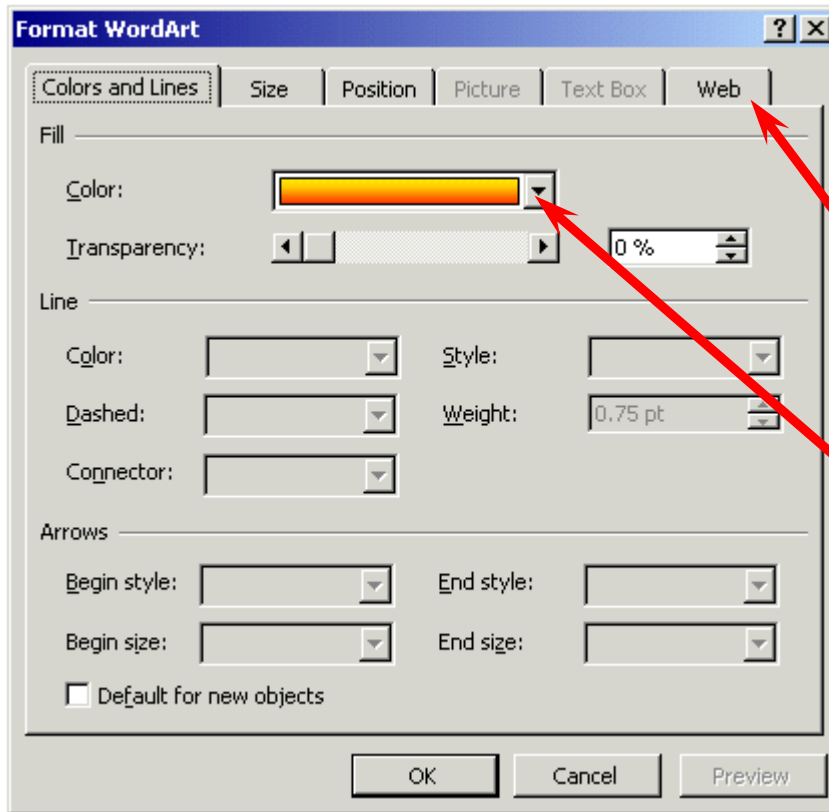
Notice that there are a number of "**tabs**" at the **top** of the menu. You can **click-on the tabs** and get a "**feel**" for **what each will do**. We'll just **click**-on the **Color** choice for now (see **arrow at left**). We'll click-on the **small "down triangle"** to bring up the **menu below.**

When you click-on **Color** the drop down **menu** to the **left** will **appear**. We'll work with a similar menu later. For now, just **move** your cursor **down** to **More Colors** and **click** on it. The **Colors** menus will **appear** similar to the one at the **top of the next page.**
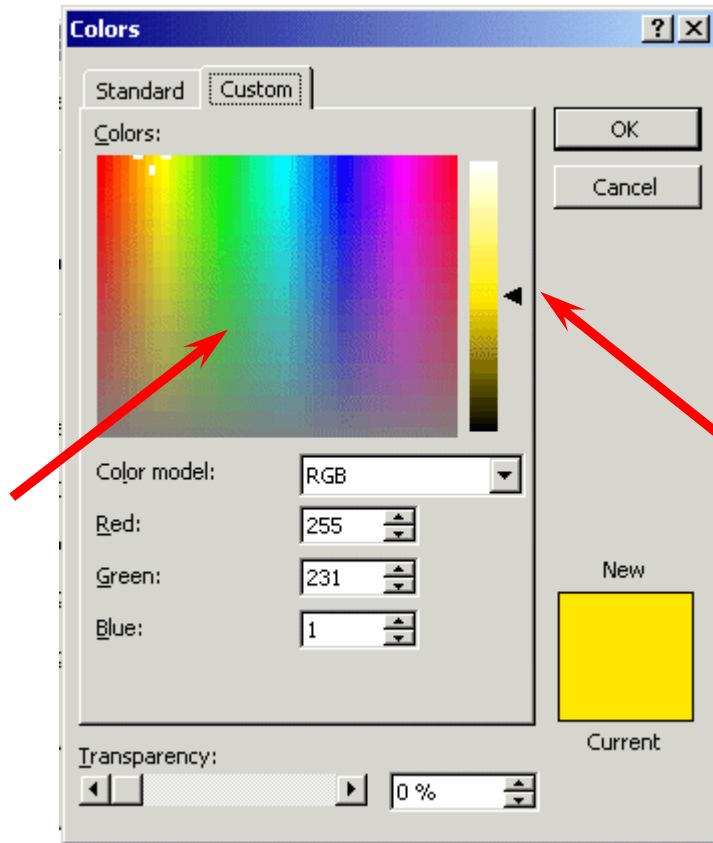
There are a **lot** of really **unique features** with the **color palettes** in Microsoft software. The **Custom** color **pallet,** which you **see** on the **left**, has **two** "neat" features. The first feature is that you can **click anywhere** in the pallet and the **color** in the area where you click will be **shown** in the **lower right** corner. **After** you have **selected** a color you can "**drag**" the **small arrow "triangle"** on the right of the screen **up and down** to **lighten** or **darken** the color you chose. We've **marked** where you can click to choose a color, and the "up and down" **triangle,** with **arrows** in the **image** on the **left**. Select a color and give it a try.

Once you have selected a color, click-on **OK**. You will see the changes in your WordArt.

WordArt Shapes

When you **click**-on the **fifth** button from the left (it has an "**Abc**" on it), the **image** at the **right** will drop down. If you would like to **change** the **shape** of your **WordArt text** to a **new shape**, **click**-on **one of the shapes** in the choices chart to the **right**. You will see your WordArt change to that shape. Give it a try.
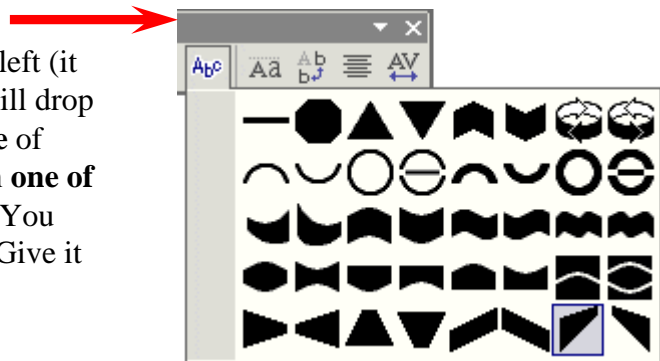
The last four buttons on the right adjust text spacing, alignment, etc. Work with them, as you desire.

When you have finished your editing, you can **close** the **WordArt edit toolbar** by **clicking**-on the little "**X**." in the **upper right corner of the toolbar**.

Save your work!

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Text Box

The last "tool" we'll work with is the **Text Box**. The Text Box is also in the
Drawing toolbar. The **Text Box** button will allow you to **insert text** in your
slides if the template you chose does not have the desired Title and Bullet
boxes. To **insert text**, click on the **Text Box button**. It has an "**A**" in the
upper left corner of the button with **some text** below (**it looks like the button above on the
right**). After you click-on the Text Box button, move the cursor into an "**open**" area of Slide 8.
It will look like a "**little sword.**". When you get to an appropriate place, **click**
the **left** mouse button and a "**text entry area**" will appear (**it looks like the
image on the right**)**.**

Don't worry about its size. Just **type** the following: **THE END**. The text box will
automatically resize to the text entered. You may now **highlight** this text, and by **clicking**-on
Format in the **Menu Bar** and **Font**, as you have done before.   Edit this text – make it larger,
change the font and pick a color that you like.

Our Slide 8 looks like the one below.


Save your work!

Slide 9

PowerPoint XP has some really **neat new features** that you might like to try. You can "**trace a path**" for **an image to follow around or across the slide**. You can have a porpoise jumping in and out of the water at the bottom of the slide, or maybe a bee flying around in the top portion. **If you want to do this we'll show you how. If not, skip to Page 37**.

Click the **New Slide Button**.

For this slide choose the **left slide** in the **third row** – **Blank**.
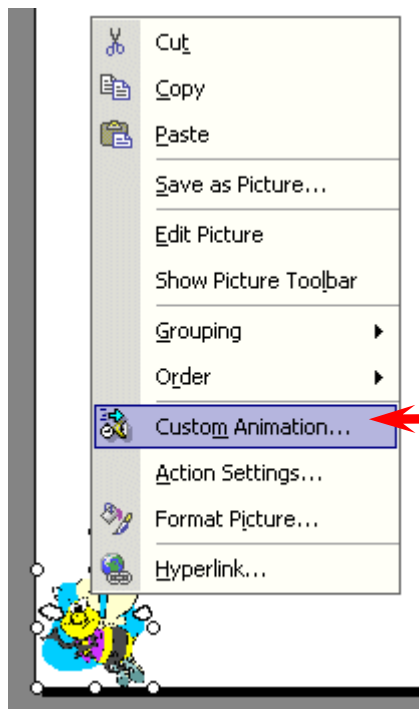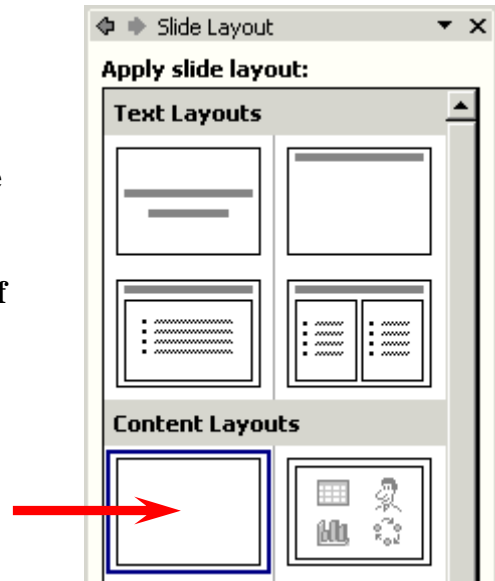
First, following the process outlined for several other slides, we went to **Clips Online** and found a **cute bee**. We then **downloaded** the **bee** into our **Clip Organizer**. Then, we **copied** the **bee** from **the Clip Organizer** and **pasted** it onto the **blank slide** template. We **made** the **size** of the bee **fairly small** and then **moved the bee** to the **lower left corner** of the blank slide template. We then **placed our cursor over the bee and clicked the RIGHT mouse button** to bring up a menu which includes Custom Animation. We then selected Custom Animation (see image at left).
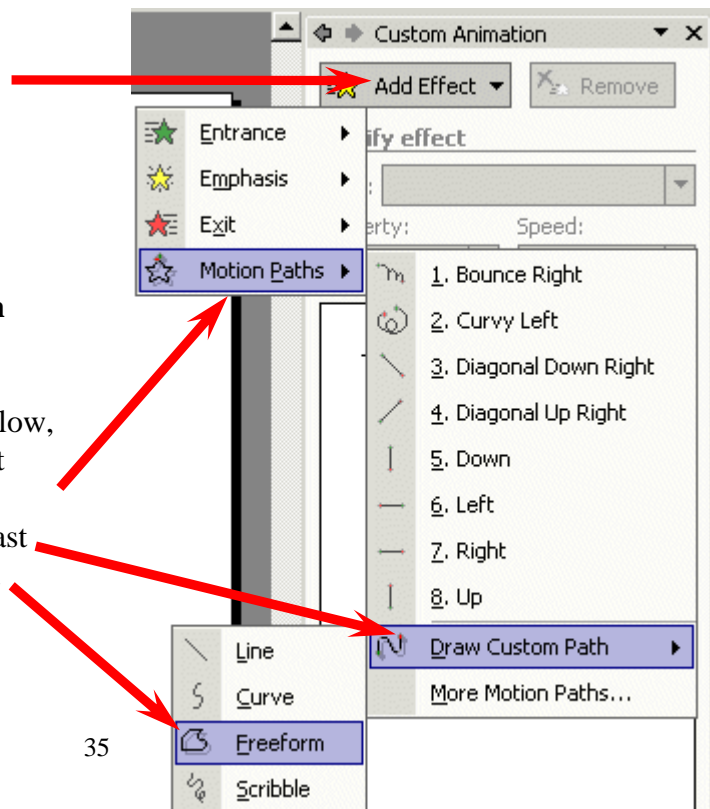
When we clicked-on **Custom Animation** (**above**) we saw the **Add Effect Button appear**. We clicked on the **Add Effect** button, and in the **menu** that appeared below, we clicked-on **Motion Paths**. In the next menu that appeared we moved down and clicked-on **Draw Custom Path**. In the last menu to appear we clicked-on **Freeform**.

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After clicking-on Freeform, we **moved** our **mouse** into the **template slide** and **noticed** that our **cursor image had changed to "cross hairs."** We moved the **crosshairs over the bee** in the **lower left corner** of the slide template and **held down the left mouse button**. With the left button held down we **slowly** began to **move the cursor** to the top of the template. We noticed that the **cursor now looked like a little pencil**. As long as we held down the left mouse button the **pencil traced a path around the slide**.

To turn off the pencil, we simply clicked the left mouse button twice – quickly – and the pencil went away. As soon as we quickly clicked twice, we also **noticed** that our **bee flew very, very fast around the path** we had drawn.

**Below** is what **our slide looked like** when we finished.
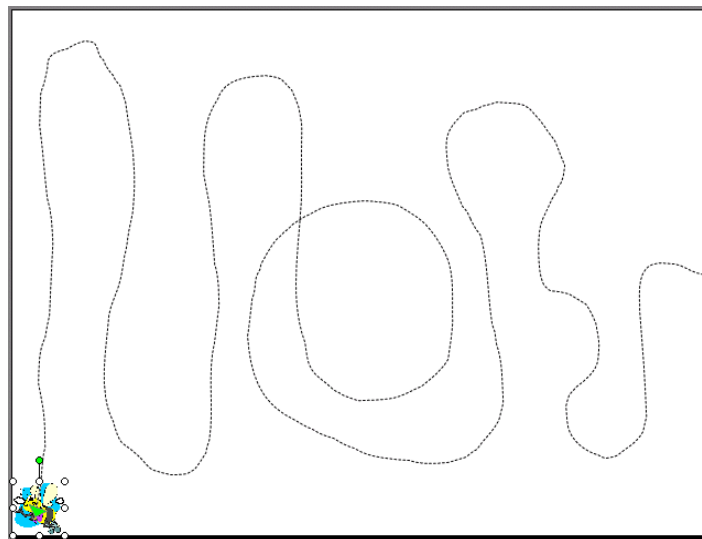
You can **see** the "**flight path**" for our bee **begins** in the **lower left corner** and goes up and down around the slide and **exits at the right**.

Now we'll **slow** our **bee** down a lot and **insert** a **buzzing sound** as the bee flies around.

On the **right side** of the **screen,** in the **Custom Animation** portion of the screen, we **noticed** that when we completed that bee flight path that **something new appeared**.

When we **clicked**-on the **small triangle** on the **right** of **this image** selection, we saw a **drop down menu** similar to the one on the **right**. We clicked-on **Effect Options** and the **image** at the **top of the next page** appeared.
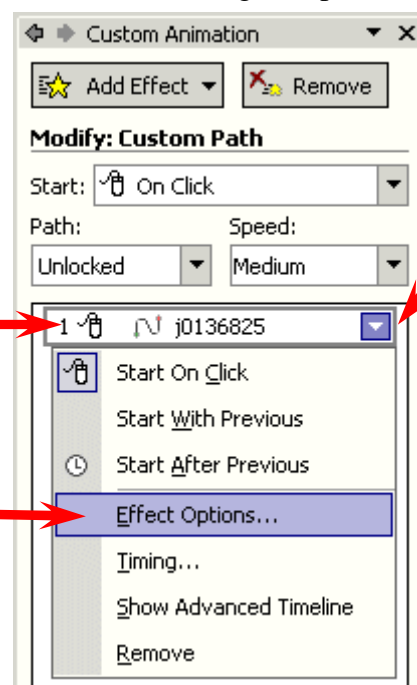
Since we selected **Custom Path** to create our flying bee effect, the **menu screen** at the **right** appeared when we clicked-on **Effect Options**. **Notice**, at the top of the menu, there are **two tabs**. We are "on" the **Timing** tab. Our bee flew very fast and we would like to slow it down. So, we **chose 5 seconds (Very Slow)**. We also wanted our bee to **wait** a few seconds after we moved to Slide 9 to begin its flying. So, we also **chose a delay of three seconds** (**see arrows** to the **right**). To complete this menu screen click **OK**.
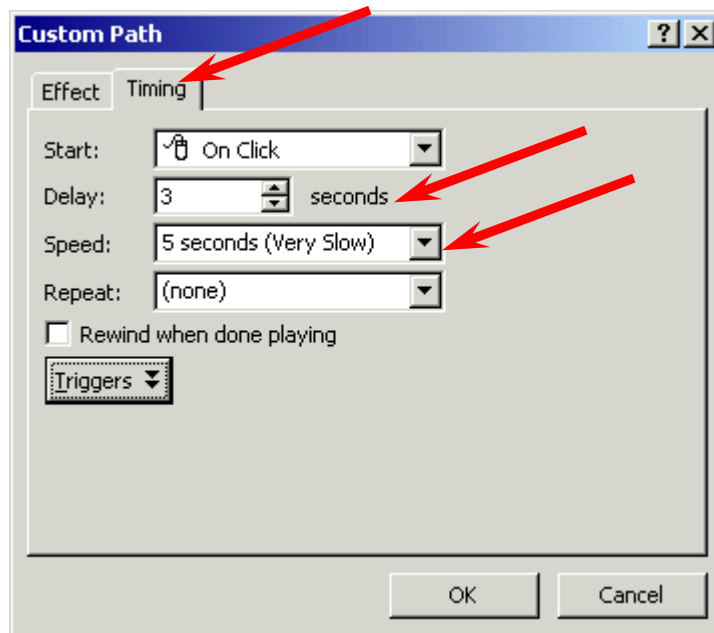
To **slow our bee down even more we can again chose Effect Options and typed in 20** (seconds). This will really slow the path. Experiment and choose a time that you like.
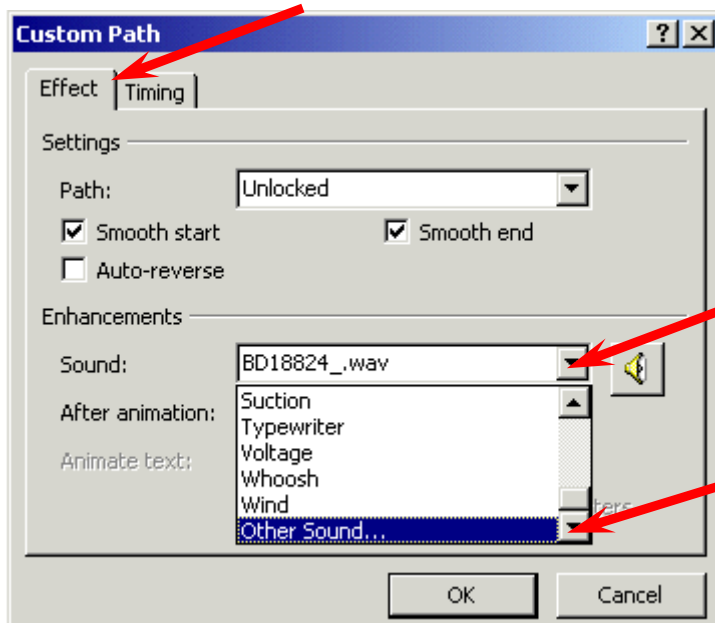

To **insert a sound** with our **bee image** (**buzzing**), we went to **Clips Online** once more and for our **search topic** entered "**buzzing**" and found a number of buzzing sounds. We downloaded these as we've done before.

To **add a sound** to your image is a **bit tricky**. You again **click**-on **Event Options** (bottom right Page 35) as you did before. When the menu screen appears (like the one to the left) **choose** the **Effect** tab.

Then **click**-on the **triangle to the right of Sound** and **move down** the menu until you see **Other Sound**. **Click**-on **Other Sound**. A menu screen will appear similar to the one at the **top of the next page**.

Click the **small triangle** to the **right** of **Look in**. When the drop down screen appears, **select My Documents** (**double-click twice quickly** on **My Documents** or **click**-on **Open**), then select **Pictures** (double-click or Open) and then select **Microsoft Clip Organizer** (double-click or Open).
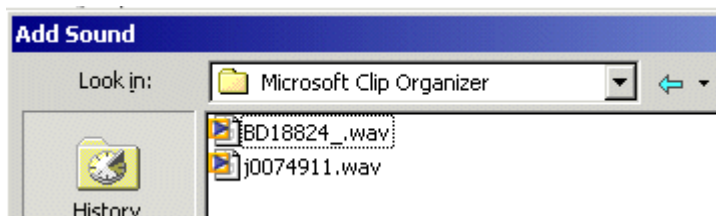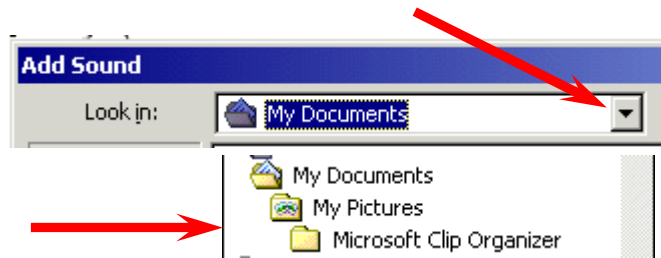
You should then **see** a **menu screen** similar to the one on the **left**. The **"goofy" numbers** you **see** are the "**names**" of the **sounds you downloaded**! We said this was **tricky**. So, **click**-on **one of the sounds** and then click-on **OK**. This will take you back to the menu screen at the bottom of **Page 36 above**. You will hear your sound play if your volume is set high enough.

To complete your menu screen click **OK**.

Note: if you "**loose or don't see the path**" that you drew for your image, **RIGHT click**-**on the image** and choose **Custom Animation** like you did before. This will cause the path to reappear and the right side of your screen to again show the Custom Animation area.

At the **bottom** of the **Custom Animation** area on the **right** side of the screen you will notice that the area looks like the **image** to the **right**. Anytime you are working with animation you will see this image. Notice that you can **Play** (again) your animation effects **anytime** you desire by **clicking**-on the **Play** button. If you desire to **see this how this slide will "look" when you present your PowerPoint slide show**, **click**-on **Slide Show** (we're going to get to this next for the entire show).

Viewing your Slide Show

You have just completed the first stage of your presentation. **Go back to Slide 1**. You can **do this** by **using** the "**elevator bar**" on the **right edge of your screen**. If you **click** at the **top** of the **elevator bar** you will **keep moving up**, from Slide 8 until you come to your first slide. It

will **indicate Slide 1 of 9** in the **status area** in the **lower left corner** of your screen. You should recognize this slide as your first slide on how to make a PBJ.

If you would like to **view how your slide show will look** when you **project** it onto a screen or a monitor, **go to the tool bar** at the **top** and **click** on **Slide Show** and **click** on **View Show** (like the **image on the right**).
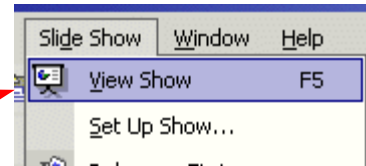
Or, you can **click**-on the small **Slide Show** button in the **button bar at the lower left of the screen**.

There are **several ways** to **advance through** your **slide show**. You can **tap the space bar, tap the Enter key, tap the right arrow key,** or **click** the **left mouse button** to **move forward** from one slide to the next during the show. When you **get to the end** of the "show" the presentation will **return** to your **slides**. **Anytime you want to end** the show, simply tap the **Esc** key in the **upper left corner** of the **keyboard** or **click** the **right** mouse button and **click** on **End Show** in the pop up menu that appears. If you **end your show "early"** you will **be on the slide** you were **viewing** when you tapped Esc or clicked-on End Show.

To "**go backward**" to a previous slide, in your show, you can **tap** the **Backspace key**, or the **left arrow key**. **If you are using the mouse** to "**click**" through your presentation and **desire to go back**, **click** the **RIGHT mouse button** and you will **see** a **menu screen** appear that allows you to choose a **Previous** slide or **Go** to any slide.

Transitions:

Now we'll **add some pizzazz** to our presentation. When you viewed your slide show, a few moments ago, it was simply like "flopping down" plastic transparencies on an overhead projector. Nothing really fantastic. Now we'll add some motion, animation, sound, and color and really make our presentation something to view.

Go to the **Slide Sorter** button at the **bottom left** area of your screen. **Click** on the **button** with **four white squares**.
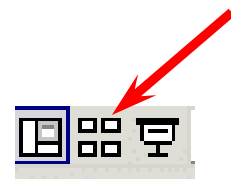
You can **now see all nine slides** (as shown **below**). Notice that Slide 9 (the one with the flying bee) does not show the path of the bee. This is because of the motion path – not a big deal. **Lightly, click once** on the **first** slide **to highlight** the slide (a heavy **blue border** will surround the slide – **see arrow below**). Now point in the **middle** of the slide and **click** on your **RIGHT** mouse button
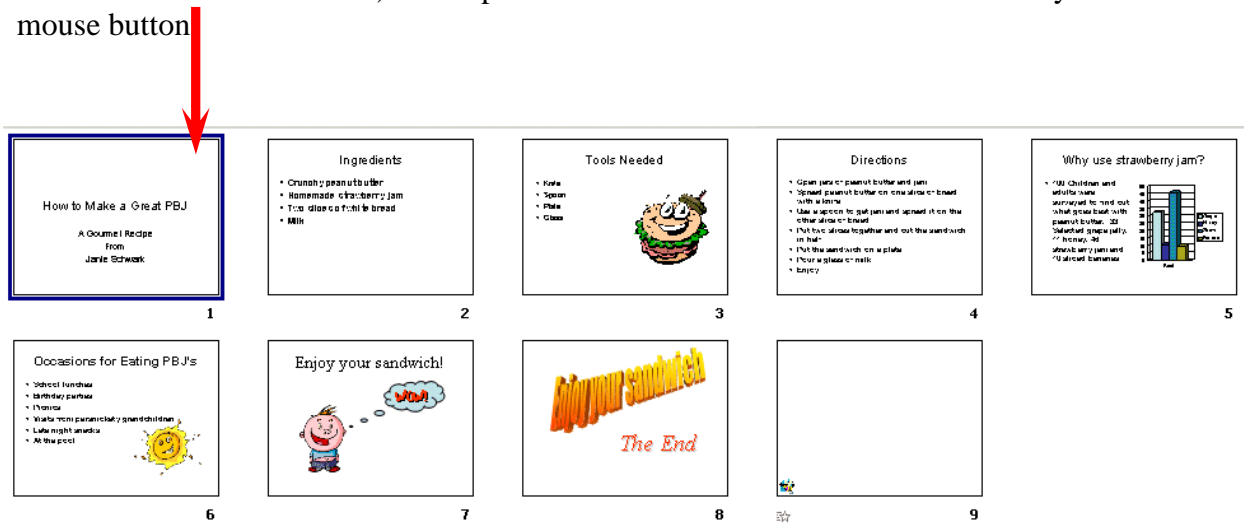
The **right click** will "**always bring up**" a **menu** that is "**tailored**" to the "**place**" where you click. This will work in any Microsoft Office product. You can always tell "where" you click the right mouse button because the cursor arrow will always be in a corner of the menu that appears. From the **menu** that appears, select **Slide Transition** (**click**-on it – **see arrow below** and to the **right**).
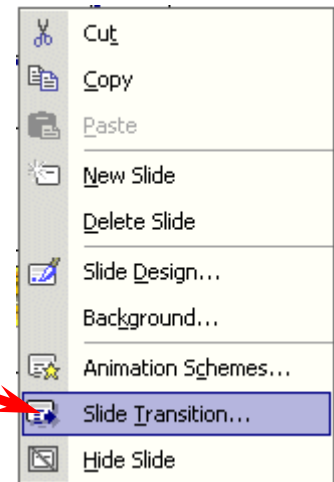
At the top of the next page you will **see** the new **menu box** that appears on the **right** side of the PowerPoint screen **- Slide Transition.** This menu box will allow us to **create "transitions"** as we go from one slide to the next.

For "old" PowerPoint users, this is another "totally new" screen. It takes the place of the "old dog and key screen."

So, let's get started in **creating** some **movement (transitions)** as we **enhance** our PowerPoint **slide show**. Remember that we clicked-on Slide 1 to begin this process.

Notice, in the **image** to the **right**, that you have a **lot of transition choices** under **Apply to selected slides**. Go ahead and **click-on one of the choices**. **Notice** that there is an **"elevator bar"** on the **right** side of **Apply to selected slides** – many more choices are below.

**When you click, keep your eyes on Slide 1** on the left of the screen. **Each time you make another selection you will see that transition effect on Slide 1.**

Also **notice** that there is a **Modify transition** area below the transition choices. You may change your transition from **Fast** to **Slow** (as we have done). You may also add a **Sound** (as we have done – a **Chime**).

Finally **notice** at the **bottom** of the **Apply to selected slides** area that there are **three additional choices**.
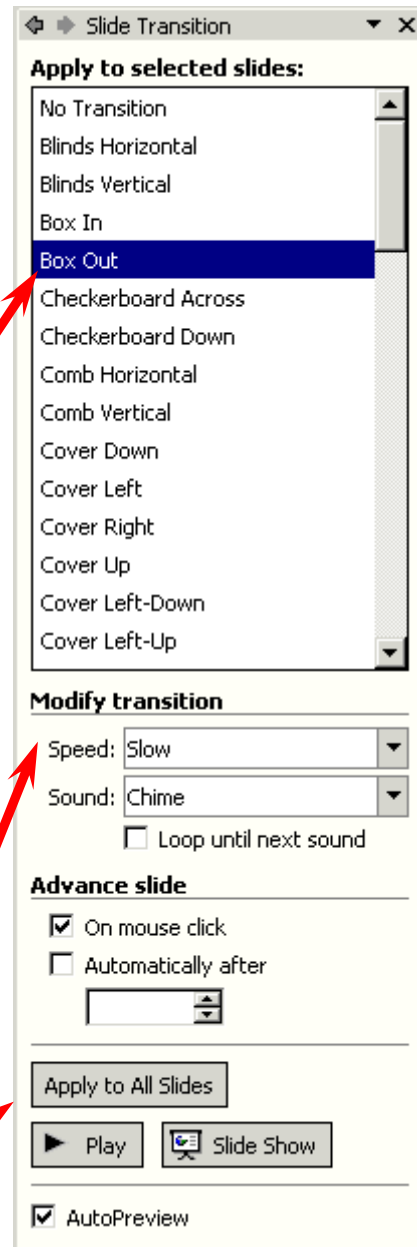
If you like your transition, you can Apply to All Slides. **We used the elevator bar to move to the bottom of all the selections** and **chose Random Transition**. We then **chose Apply to All Slides**. So, when we show our slides, each slide will **transition** with a **different effect** between slides. Also, they will all "Chime" as they transition.

Note: many audiences do not like a lot of "sound" when watching a PowerPoint presentation. So, you may desire to use sound "sparingly" in your presentation.

When you return to **Slide Sorter View**, you will notice a **small box with a star at the lower left corner** of each slide. This **indicates** that a **slide will transition**. If you want to **see** how a **certain slide will transition**, **click-on that slide** and then **click**-on **Play**, and you will see the effect each time you click Play. You can also click-on the small star to see the transition.

Build:

Building is a **term** indicating **how each line of the text**, on a slide, will **enter** the screen. The **lines, words, letters, pictures and charts** can **move in** or **appear** from almost any direction. To **Build** the **text** on each slide, follow these directions.

Go back to **Normal View**. You can do this in **Slide Sorter View** by **double clicking**-on the **first slide** or by **Clicking on** the **Normal View button** on the **lower left** corner of the screen. When the **Normal View** screen appears, **click-on the first line of text**. The "**box**" you saw, when you first typed text in this **box**, will **appear**. This indicates that the box is "active." It will appear as **below**.

How to Make a Great PBJ
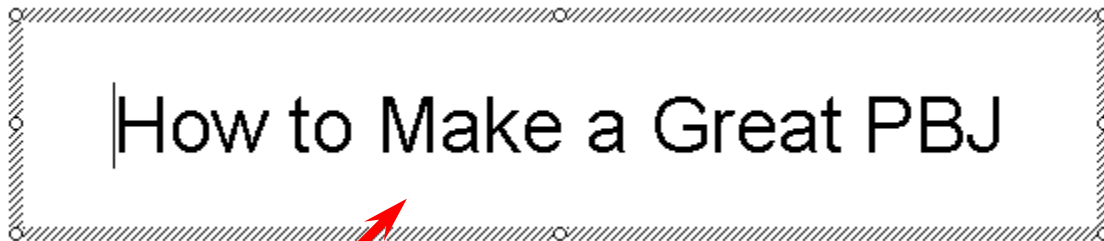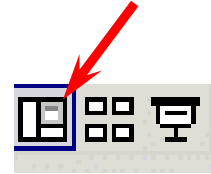
Now, **RIGHT** click in the box.

When you **right-click**, the following **menu** will **appear**. Click-on **Custom Animation**…
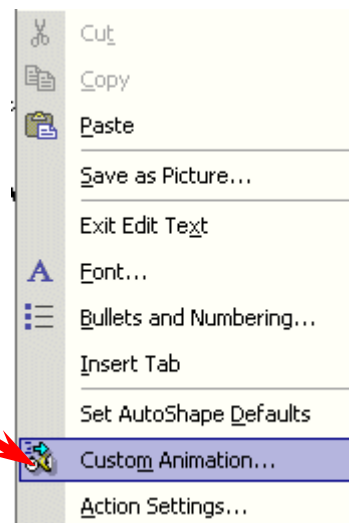
The following screen will appear in the **right** side area of your screen (very similar to the one we used for Slide 9). When this screen appears, **first click**-on **Add Effect**, then **click**-on **Entrance**, and finally **click**-on **More Effects** (because we want ALL of the effects).
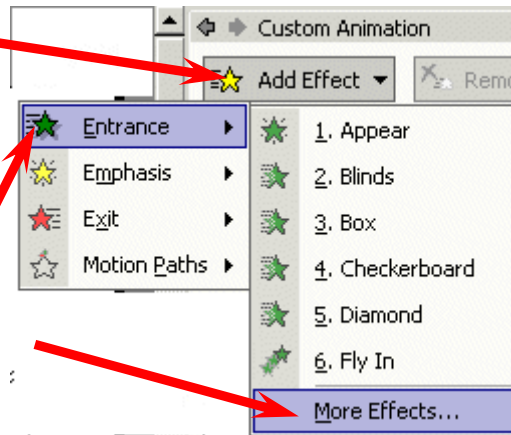
The **Add Entrance Effect** menu screen will now appear (like the one on the **left**).
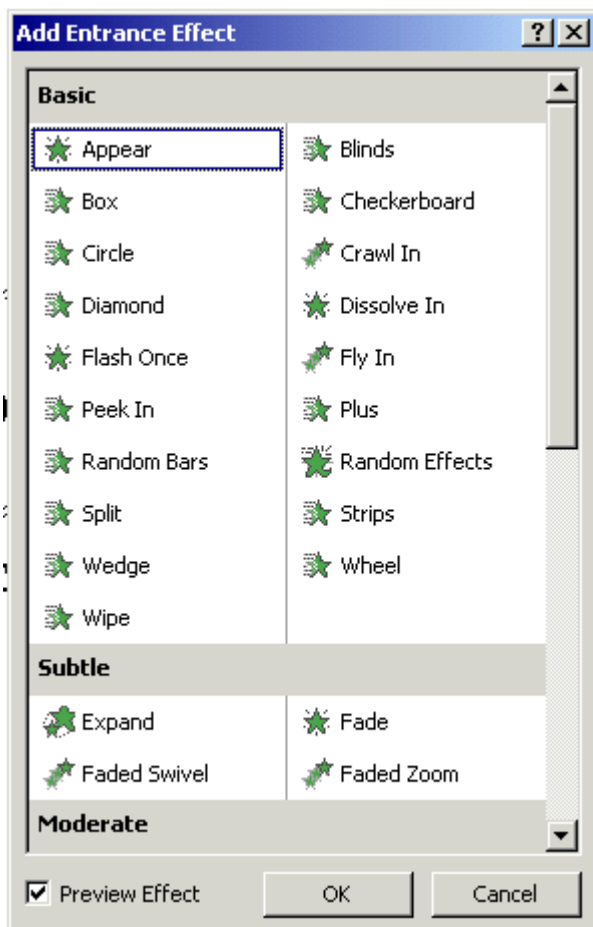
Move your cursor over the blue Add Entrance Effect "bar" at the top of the menu screen. Click and hold down the left mouse button and drag the screen to the right of your screen so that you can **see** the **text** in the Title text box. After you have moved this box **raise** your **finger** from the **left mouse button**.

Now, **choose one of the effects** by **clicking-on it.** You will now be able to **see** the **effect** work in the text box. You may hear a Chime sound that is "part" of the Slide Transition. We'll show you how to put in sounds for your text in a little while.
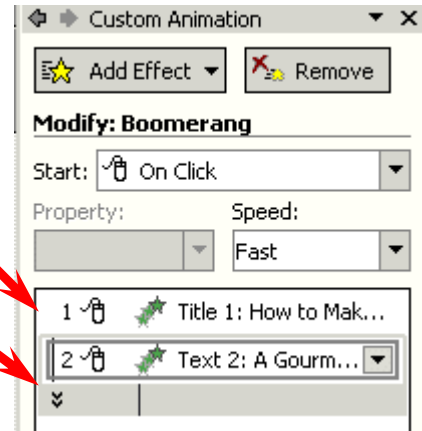
Try a lot of different effects. **Notice** that there is an **elevator bar** on the **right side** of this menu. As you **move down** the **Add Entrance Effects** menu screen you will **notice** that there are "**groups**" of effects – **Basic, Subtle, Moderate, and Exciting**. Try a "bunch" of these to see how they work. **When you have an effect you like**, **click**-on the **OK** button at the bottom of the menu screen.

Now **click**-on the **lower text box** and **repeat the steps we outlined on the last page**.

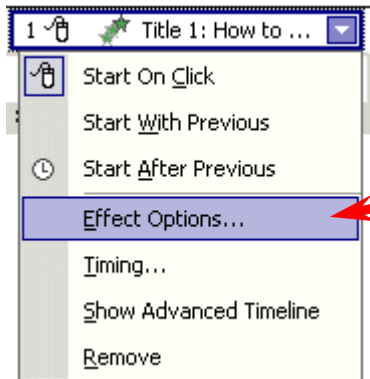A Gourmet Recipe
From
Janie Schwark & Greg Butler

Notice – on the **right side** of the screen - under **Custom Animation** – that the **Titles** (on which we added effects) are **shown** as a **part of this screen** (just like when we created our flying bee on Slide 9).

Also **notice** that **under** our **second title** there is a **small, down pointing arrow**. If you **click**-on this **arrow** it **will show you each line of text** that you **animated** in the lower sub-title box.

Now we'll **enhance** our text some more.

Custom Animation

Add Effect ▾   Remove

Modify: Boomerang

Start: On Click

Property: Speed:
                   Fast

1   Title 1: How to Mak...
2   Text 2: A Gourm...

1   Title 1: How to ...

Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Show Advanced Timeline
Remove

If you **move** your **cursor** over the **first title** and **click**-on the **small triangle** on the **right side**, you will **see** a **menu screen** appear that will let us **enhance** our title (just like we did in Slide 9). Choose (click-on) **Effect Options** and the menu screen **below** will appear.
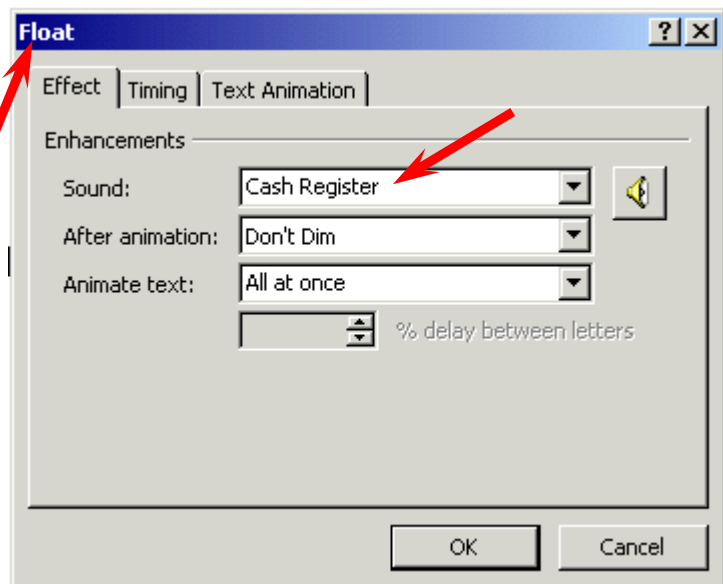
This screen is **similar** to the one in **Slide 9**, but a little different. **Notice** that we chose **Float** for our **text effect** and then **chose Cash Register** for our **sound**.

We'll **cover Dimming** and **All at once** when we **animate text** in **Slide 2**.

Go ahead and experiment with Entrance Effects and Sounds for your first Slide.

Float   ? X

Effect | Timing | Text Animation

Enhancements

Sound: Cash Register

After animation: Don't Dim

Animate text: All at once

                % delay between letters

                        OK   Cancel

## Entrance Effects and Sounds for Slide 2

The **question** we **receive the most** is: **"How do you get the text to enter one letter at a time and have it sound like a typewriter is typing the text?"**

We'll now show you how to do this.

You should be on Slide 1 in the Normal View screen. We need to **move to Slide 2**. Look at **left portion** of the **Normal View** screen. You will **see** that this area looks **like** the **image** to the **right**. Click-on **Slide 2** in this area. A **blue line** will go around the slide and you will **see Slide 2** in the **center portion** of your screen.
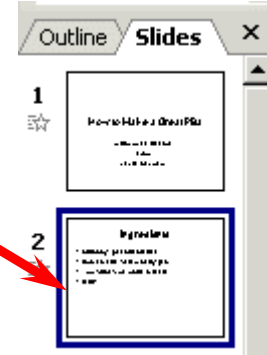
You will **see** a **bulleted list** of the ingredients for a PBJ. **Move** your **cursor anywhere over the list** of ingredients and **click** the **RIGHT** mouse button (to bring up a menu). Move down the menu and **select Custom Animation.**
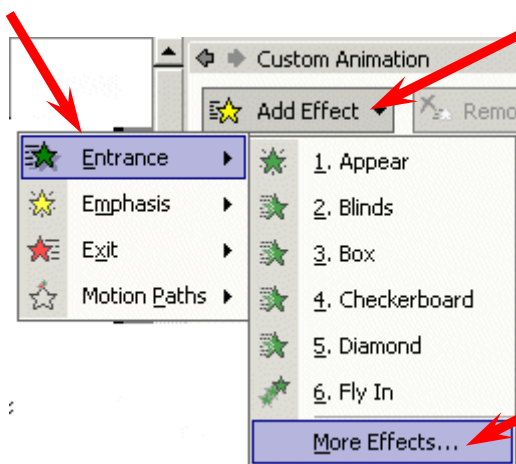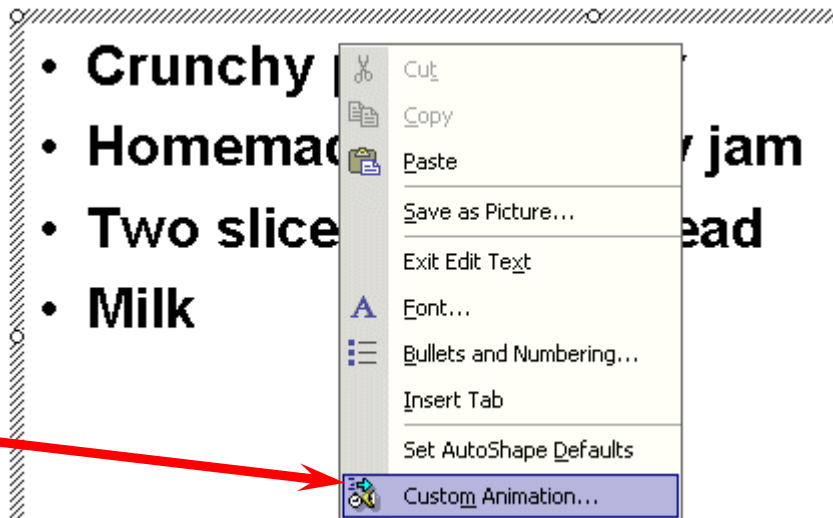
You will **see** the **Custom Animation** area appear again on the right (as you did in Slide 1).

Select Add Effect, then **Entrance** and **then More Effects** (as you did in Slide 1).

This may not seem like much, but the **choice of the Entrance Effect is very important here**. **Notice**, in the **image** to the **right**, that we **chose Appear**. We need the text to enter, letter-by-letter, very quickly. Appear will take care of this. Other choices may "look funny" when the animation is "running." When you become more accomplished with PowerPoint – try all kinds of effects. **Click**-on **OK** at the bottom of this menu screen when you have selected **Appear**.
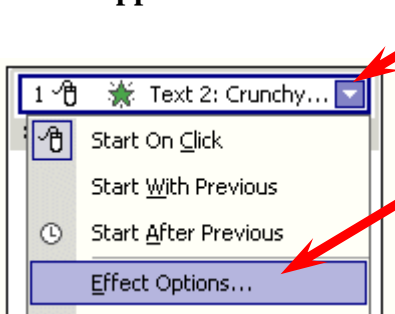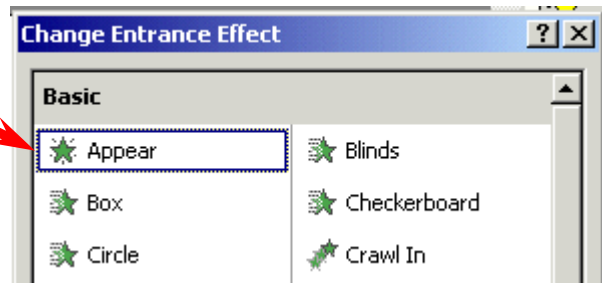
Now **look further down the Custom Animation area** on the **right** side of the screen until you see an area that looks like the **image** on the **left**. **Click**-on the **small triangle** and then **select Effect Options.**

When you click-on Effect Options an **Appear menu** screen similar to the one on the **right** will materialize. We've gone ahead and **entered the effects** to make our text **look** and **sound** like an "old timey" **typewriter** is typing it.

We **clicked**-on the **down triangles** to the **right** of **each feature** and did the following:
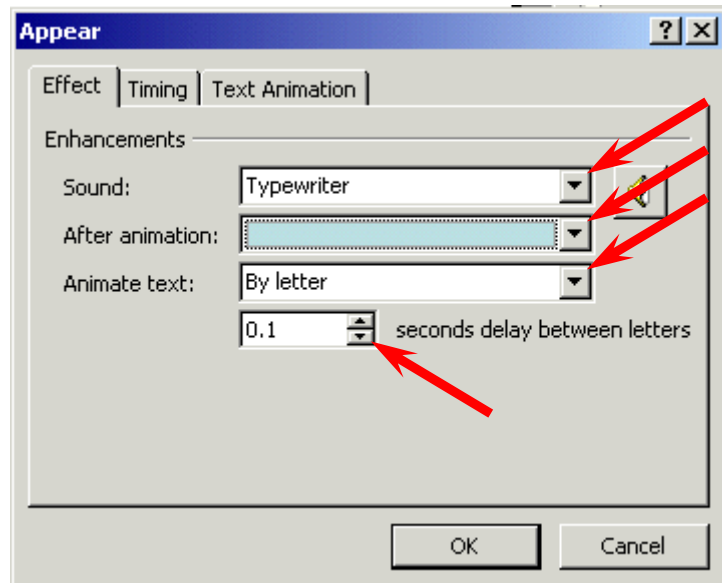
Sound:

We **clicked**-on the **triangle** and **chose Typewriter**.

After animation (Dimming):

We noticed that before we clicked-on the triangle that the words "**Don't Dim**" **appeared** in the area to the **right** of **After animation**. When we **clicked** on the **triangle** we **chose** the **light blue** color that appeared. When you are making your PowerPoint presentation, you might like to have the bullet, to which you are speaking, be more noticeable that the bullets about which you have already explained. By choosing the light blue color, as you move through the bulleted items, you will see the last bullet dim and the new bullet be more noticeable. In a moment, when we complete this Appear Effect menu, we'll **Play** our slide and you'll **see what we mean.**

Animate text:

We **clicked**-on the **triangle** and chose **By letter**.

Seconds delay between letters

We used the small "up and down" triangles to indicate 0.1 seconds between letters.

When you **complete** your **Appear menu screen** it **should look like** the one at the **bottom of Page 46**. Click **OK**.

Now, **click**-on **Play** at the **bottom right** of your screen. You will see the text enter like it's being typed, hear the typewriter sound, and see the bullets dim as you proceed on to the next bullet.
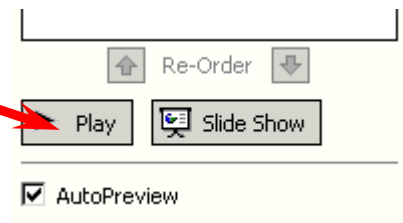
Sound

Be Careful with Sound

Be careful when using sound for transitions and text animation. Sometimes, **too many** effects can **overwhelm** and **detract** from a presentation. As you become more experienced with sounds and web pages you will find many web pages devoted to sounds and clip art. In the Front Page 98, 2000 and 2002 tutorials there is a section on WAV sounds. If you desire a copy of either of these tutorials, simply e-mail the addresses at the end of this tutorial. You may want to experiment with some other sounds you "download and save" form the internet.

Don't forget to keep saving your presentation often as you enhance it with these effects.
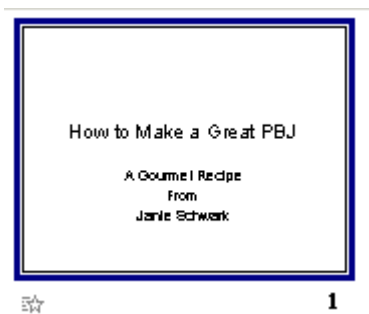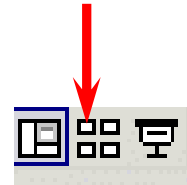
Add color

## Slide Color Schemes

Now for some color!

There are a **number of different methods** you can use to **add color**. First we'll use some basic methods and then try some "exotic" effects.

First go to **Slide Sorter View** by **clicking**-on the **Slide Sorter button** in the **lower left corner** of your **screen**.

Then click-on **Slide 1**. **By being in Slide Sorter View you'll be able to see the different color effects in several slides at the same time.**

Now, click-on **Format** in the **Menu Bar** and then **click**-on **Slide Design**.
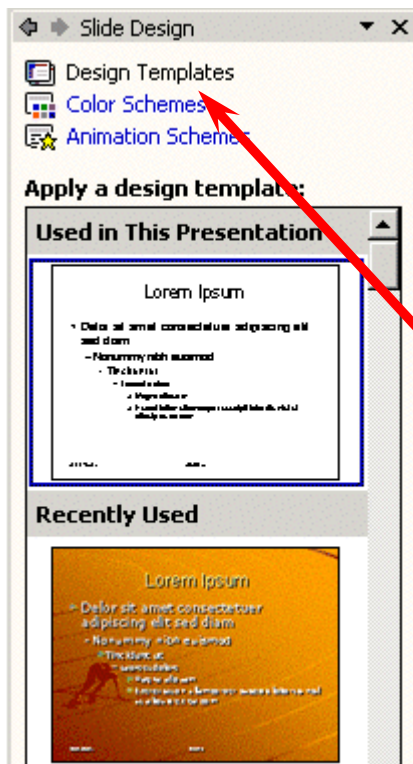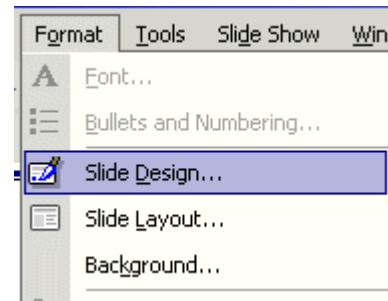
The following **Slide Design menu screen** will appear in the **right** area of your PowerPoint screen. As you can see, PowerPoint XP uses the right side of the screen for just about anything on which you're working.

Notice at the **top** of this Slide Design area that it indicates Design Templates, Color Schemes, and Animation Schemes.

We'll choose Color Schemes to begin our slide coloring process. So, **click**-on **Color Schemes** and the right area of your screen will **change** to the **screen** at the **top of the next page.**
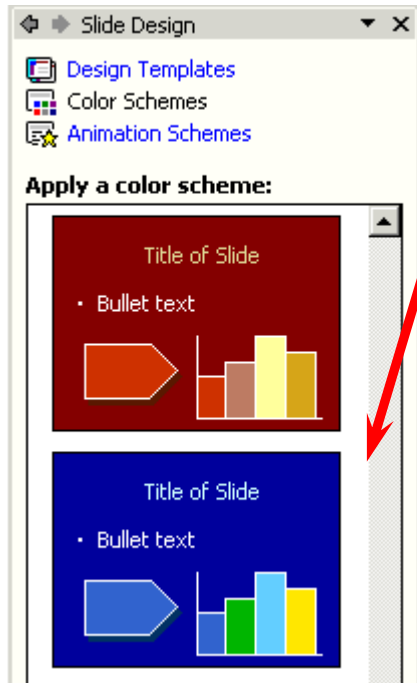
As you can see in the screen to the left, there are **several color schemes** from which you can choose (**notice** the **elevator bar** on the **right** side of the **Apply a color scheme** choices). **We** moved down the list of color schemes and are going to **choose** the **dark blue** scheme you see at the left and below. **Be careful and follow the instructions just below this blue slide selection**.
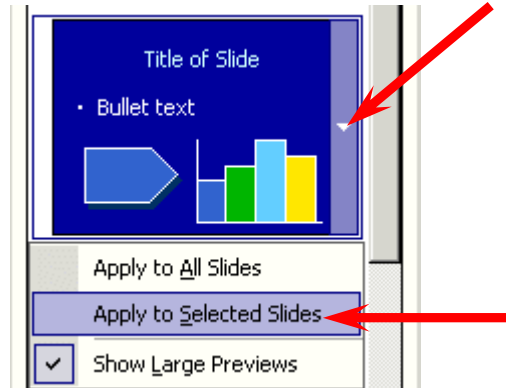

Look at the **image** to the **upper right**. **Notice**, once again, when you **move your cursor over** the **right side** of the **blue slide**, you see a **small triangle**. **Click**-on this **triangle** and **select Apply to Selected Slides** (in our case Slide 1). **Notice** in **Slide Sorter View** that **Slide 1** now **has this Color Scheme**.

Note: If you **accidentally clicked**-on the blue selection **Apply to all Slides** in Slide Sorter view were colored with this Color Scheme. To "**undo**" this **mistake** (you may wish to do this in the future), **click** the **Undo button** at the **top of the screen** in the **button bar**. It **looks like** an arrow pointing in a counter clockwise direction (**like the one to the right**). **One click**-on it and you're **ready to try coloring just Slide 1 again**.

**Don't forget to Save your work every now and then!**
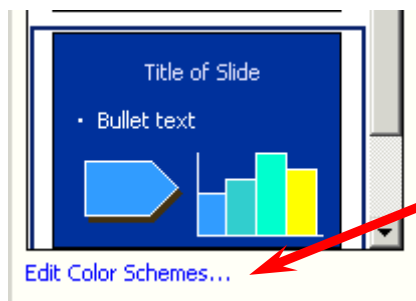
Changing Colors in Color Schemes

If you do not **like the color of the blue background** (or the text color, bar fill colors or arrow color) **you can change them** by **moving your cursor over Edit Color Schemes…** at the **bottom** of the **Slide Design Task Pane. Click-**on **Edit Color Schemes**.

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In the **Edit Color Scheme menu** that **appears (see below image)**, **select Background** (or any of the other Scheme colors) by **clicking**-on the "**color square**" to the **left** of the **item** you **desire to change.** Then **click**-on the **Change Color** button. Choose a color you like from the color "chart" and then click-on OK.
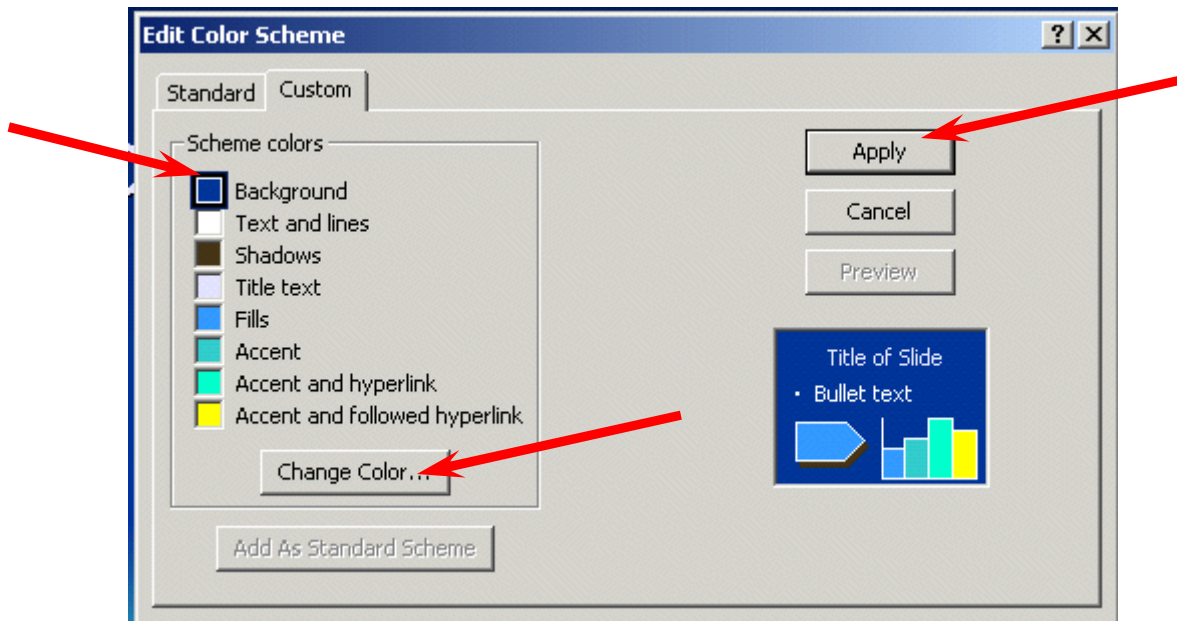
Click-on the **Apply button** and you will return to Slide 1 and your new colors will be visible.

Note of Caution: **Be very careful when you are working with background colors**. Many times color changes **will make the text on the slide hard to read against a background**. All of the templates in PowerPoint are OK with color and text, but when you start changing the either the background or text color, you may create a slide where the text is hard to see. So, again be careful – and remember the Undo Arrow.

You can try this on several slides, if you want. Once you have the hang of it, there are several ways you can enhance these effects.
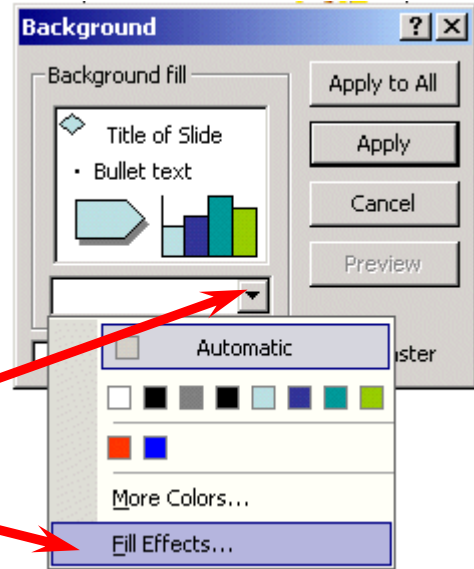
Backgrounds

You should still be in Slide Sorter View. **If you are not, click**-on the **Slide Sorter button** at the **bottom left** of the screen. Then **click**-on **Slide 2**. We'll do something different to place a colored background in this slide.
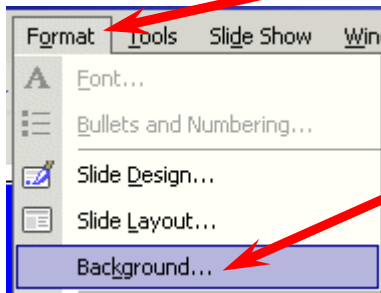
Now click-on **Format** in the Menu Bar again. Next, click-on **Background**.

The **Background Menu Screen** (**like** the one **on the right**) will appear. **Click**-on the small **triangle** in the bottom portion of this screen. Now **click**-on **Fill Effects**.

Notice, in the **Fill Effects Screen Menu below**, that there are a **number of choices (tabs at the top) – Gradient, Texture, Pattern and Picture (see arrows below)**.
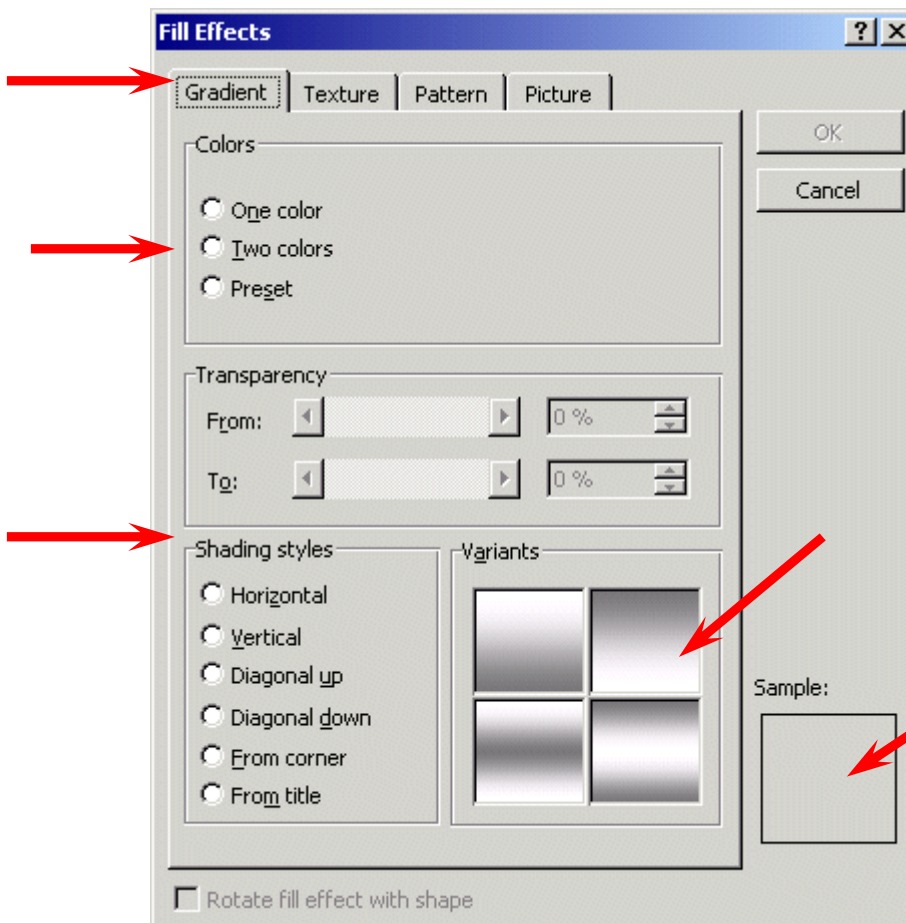
Gradient

Click-on **several** of the **Shading Styles** (Horizontal, Vertical, etc.) and **observe** the **effects** in the **lower right** in the **Variants** and **Sample** areas. **Notice** that there are four **choices** in the **Variants** area. As you **click**-on each of the **individual "squares"** the **choice will appear** in the **Sample** area. If you **click** on **OK** at any time, the **Background** you **see** in the **Sample** will be the **background** on the **slide**. You will **return** to the **Background Menu** screen when you click-on **OK**. You will **see** a **miniature** version of **what your slide will look like** in the **lower right corner** of the Background menu screen. **Click** the **OK** button to **see a miniature preview** of your slide. To **return to the Fill Effects** menu screen follow the **instructions** at the **top of Page 51**.

Note there are **three color choices**: **One color, Two colors** and **Preset**. If you click-on one of these, you will **see** the **same color choices** that you saw when you used them for **text**. So, have some fun and "click-away."

Texture and Pattern

Also, **note** the other **tabs** at the top. Click-on **Texture** and **Pattern** and observe the effects. In **Texture** you **use** the "**elevator bar**" to the **right** of the **textures** to see all the selections. You then **click**-on the Texture of your **choice**. In **Patterns**, you simply **click**-on the Pattern of your **choice**. **Click** the **OK** button to **see a miniature preview** of your slide. To **return to the Fill Effects** menu screen follow the **instructions** at the **top of Page 51**.

Picture

If you want your **entire slide** to have a **picture as its Background**, this is what the last tab is for. You need to click-on **Select Picture**. This will take you to the Windows "Open File" menu screen and then you can select a picture you have saved. The FrontPage 2000 tutorial goes into this in great detail. When you have the picture you like, click-on **OK** and then click-on **Apply**.
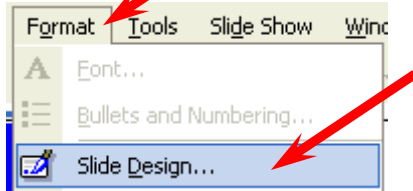
Design Templates

Now we'll do something that's **awesome**. We'll **apply Design Templates** to our slides.

If you have used an older version of PowerPoint you will see something really neat about PowerPoint XP – you can save individual Design Templates to individual slides if you desire. Something that was really tedious to do in the older versions.

For those using PowerPoint for the first time we'll show you how to use Design Templates on individual slides or on all of the slides in your presentation.

You can be in any View (Normal View or Slide Sorter View) when you **select Design Templates**. **Click**-on **Format** in the **Menu Bar**, and then **Click**-on **Slide Design** (as shown **below**).

Once again the **right side** of your screen will look like the **image** to the **right**. **Click-on Design Templates**. The **Apply a design template** area **shows** you **views** of the **various designs** that you may use in your presentation.

We **used** the **elevator bar** on **the right side** of the **Slide Design** area to **move up and down** until we **found** a **design** that we liked.
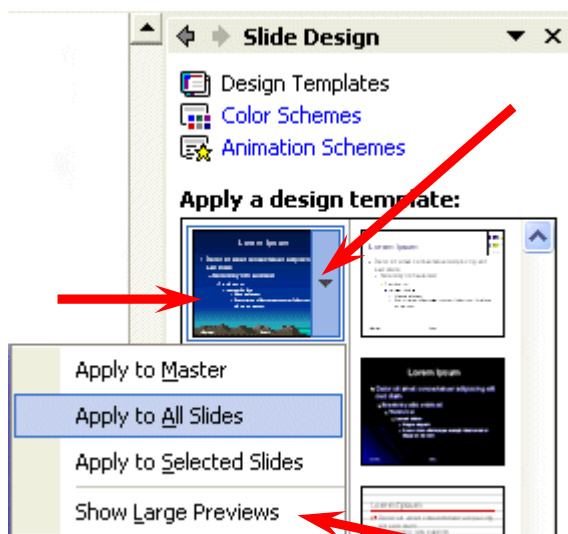
The **image** on the **left shows** our **choice** (see **left arrow**). We then **moved** our **cursor** over the **right side** of our design **choice** until we **saw** the **small triangle** (see **right arrow**). We **clicked**-on the **triangle** and the drop down **menu** to the left **appeared**.

You'll **notice** that there are **several choices**. The main choices are **Apply to All Slides** and **Apply to Selected Slides**. **If you are in Slide Sorter View** you can **click**-on **a slide** and then **click**-on **Apply to Selected Slides** and you will **see** this **design** appear **on that single slide** (or multiple selected slides). **If you are in Normal View** and **click**-on **Apply to Selected Slides**, you will **see** the **design** appear on the **slide on your screen**.

This is the BIG difference that we mentioned on the last page to "old" PowerPoint users.

You can choose the view you like best when you are applying Slide Designs (Normal or Slide Sorter View).

Notice, in the **image on the last page**, that **we selected Apply to All Slides**. When we clicked-on this selection, our slides appeared (in Slide Sorter View) as you see them below.

Notice that **when** the **design** was **applied** that in addition to the background changing, the **text, formatting and colors of some of our objects also changed**. In a minute we'll look at our entire slide show again. **As you go through your show, you might want to make a note of color changes that do not enhance your presentation**. Most notably, when you choose **Dimming** for text, the **Dimming often is more noticeable than the text**. So, you might want to change your dimming color to work with your slide show.

Run the show:

Well, now you have a real presentation. Make sure you are on Slide # 1. **Go to Slide # 1 either in Slide Sorter View or Normal View.** If you would like to **view** your show, either go to the **Menu Bar** at the **top** and **click-on Slide Show,** then **click** on **View Show**
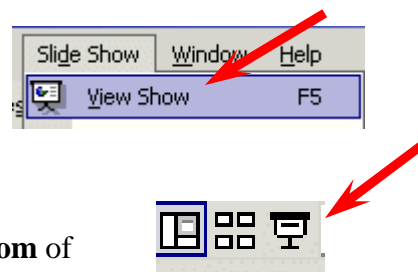
Or, you can just **click** on the **Slide Show button** at the **bottom** of the **screen** (on the **lower left side**).

Then, **to advance** (go **forward**), either **tap** the **left** mouse button, **Space Bar, Right Arrow key** or **Enter** key. If you want to "go **back**" to a previous slide (or effect), **tap** either the **back arrow key** or the **Backspace** key on the keyboard. You can also click the RIGHT mouse button at any time and a menu will appear that will assist you to move between the slides.

If you desire to **end** the show, either tap the **Esc** key, in the **upper left portion of the keyboard**, or click the **right** mouse button and then click-on **End Show.**

Practice moving through your slide show a number of times to get the "feel" of how PowerPoint XP works.

If you have **set times** for your slides and desire to have the show **run** in "**automatic," click**-on **Slide Show** in the **Menu Bar** and then on **Set Up Show** in the **Menu Bar.** The following menu screen will **appear**.
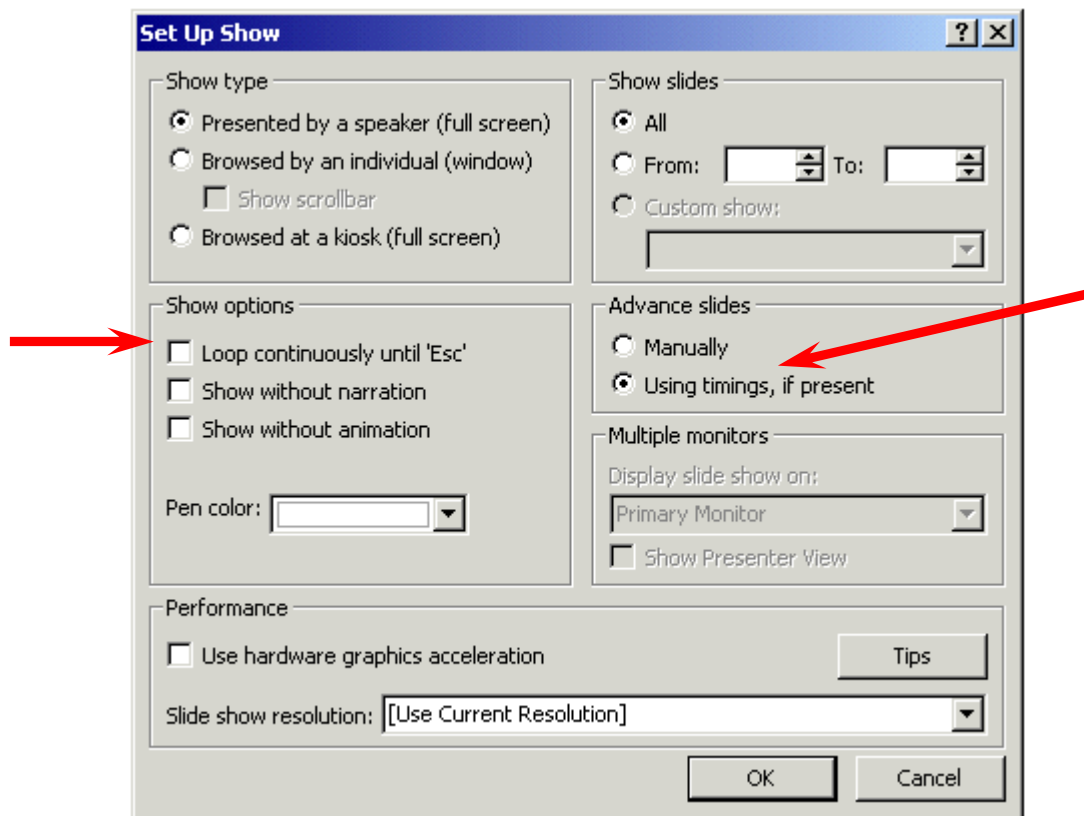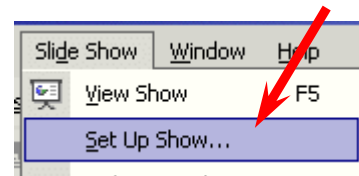
In the **Advance slides** box (in the **image** on the **last page** – see **arrow**), click-in the **circular area** to the left of **Using timings, if present**. This will then run the show with the timings you selected.

Notice that there are a **lot** of **enhancements** in this **Set Up Show** menu screen. **Experiment**, as you desire. **You can always come back and change them**. **Click**-on **OK** when you have made your changes. One thing people find **most helpful**, if they **desire to have the show repeat continuously**, is the **Loop continuously until 'Esc' selection**. This is **indicated** by an **arrow** to the **Show options** area.

To **really get precise timing for each slide transition**, **sound** and **build** you can use a **feature** to **set each movement precisely**. **Click**-on **Slide Show** in the **Menu bar** and then select **Rehearse Timings**.
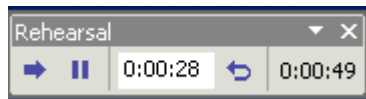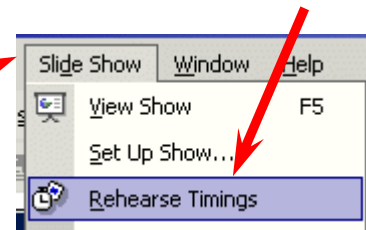
A **small, rehearse timings "box" will appear(like the one on the left)**. It will "**show**" a **running clock** on the **right side** of the menu – that **indicates** the **time for the entire show**. In the **center** you will see another **time** for **each "click"** – **transition, build**, etc. **When you click through your show**, as indicated above, the **timings will be recorded**. When you then **run the show,** it **will run** at the **recorded pace. You can do this as often as you like, and change the timing anytime you desire**.

Now **save the presentation** as you did before.   Then **File, Exit** Power Point.

These are the **basics** for a PowerPoint presentation. You may want to try tinkering with the color menus and the timing options.

If you have any **comments** on this tutorial, send an e-mail to the internet address below.

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Thank you for your time, effort, and patience. Good luck!