



Microsoft PowerPoint

User Reference Guide

Part 2 of 2

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Section 1: Working With Outline

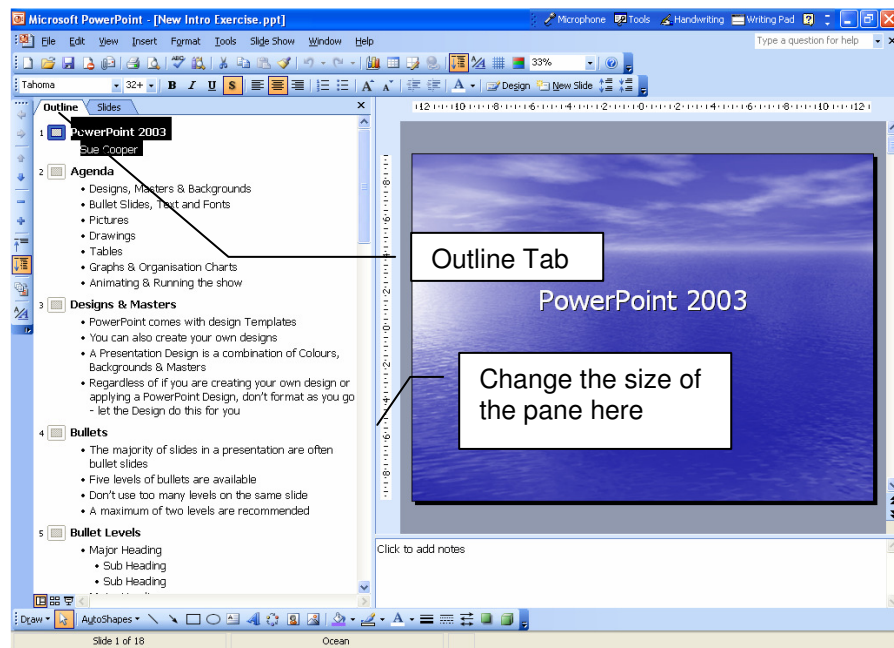
Overview

Outline view offers these advantages:

- In Outline view you see only the presentation text – you don't see graphs, tables, or the design elements of the presentation, such as the colour scheme and the background design. This way you can concentrate on the content of the presentation – what it says – without being side tracked by its appearance.
- In Outline view you can easily enter the list of main topics of the show. Entering the topics generates all the slides you need because each main topic becomes the title of a slide.
- It is easy to rearrange the topics in Outline view, therefore changing the order in which you will address issues in the show.

Switching to Outline View

To change to Outline view, click on the Outline tab at the left of the screen.



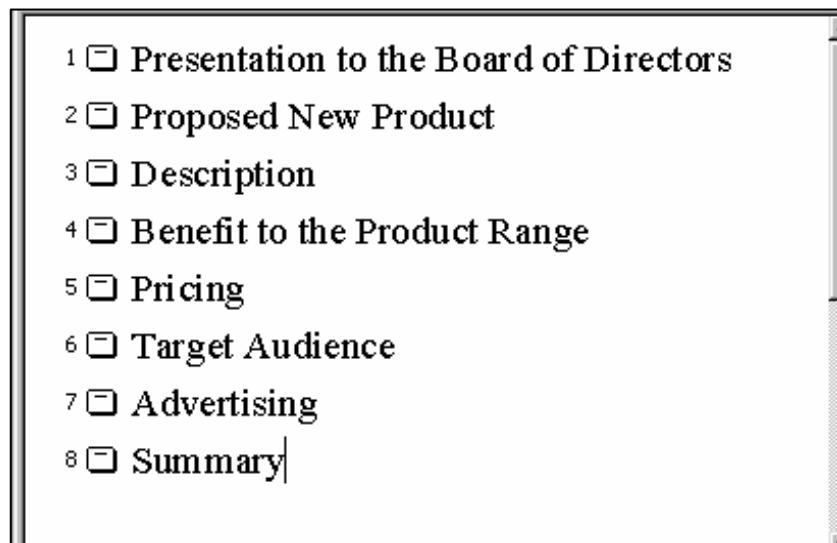
Entering the Main Topics

When you change into Outline view you enter a title for the presentation and a list of the topics you plan to discuss. The title and topics will become your preliminary slide titles. Don't worry about getting the order exactly right, you can always rearrange them later.

To enter topics for your presentation, follow these steps:

1. Type the presentation title and press Enter.
2. Type the first topic and press Enter.

3. Type the next topic and press Enter, carrying on typing the topics for each successive slide pressing Enter after each one, except the last.



Adding Bulleted Items

After entering a list of items you are ready to add the supporting statements. To add bulleted items under a topic, follow these steps.

1. Move the insertion point to the end of the topic that needs the bulleted items.
2. Press Enter to create a new line. PowerPoint adds a slide icon and renumbers the existing topics.



3. Click the Demote button on the Outlining toolbar or press the TAB key to move the insertion point one level to the right. Type the first bulleted item. Press Enter to start another bulleted item. Carry on typing each bulleted item pressing enter at the end of each one except the last one.



Promote

Demote

If you add bulleted items below a topic on your outline and you want to add a new topic, press ENTER at the end of the last bulleted item and then click the Promote button on the outline toolbar or press Shift+Tab to move the insertion point one level to the left.

You can have five levels of items on a slide. Each level is indented from the previous one and has its own bullet style.

Reorganising Text in Outline View

You can really start to appreciate the power of Outline view when you have to start reorganising the text of your presentation.

Selecting Topics and Bulleted Items

Before you can reorganise the presentation you must select the element you want to work with. See the table below for information on selecting:

To select	Do This
An entire topic	Click the slide number or Click the slide icon or Triple click the topic text
Multiple Slides	Hold down the Shift key while click each slides icon.
Bulleted Item	Click in the space to the left of the bullet or Triple click a word in the bulleted item

Reordering Topics and Bulleted Items

After you select a topic or a bulleted item, you can move it up or down in the outline to enhance the logic of your presentation.

To move an entire topic, follow these steps:

1. Point to the slide icon for the selected topic.
2. Hold down the mouse button and drag up or down. The pointer becomes a double-headed arrow and a horizontal line indicates where the topic will drop when you release the mouse button.
3. Release the mouse item. The topic and its bulleted items move to the new position.

You can also use the Move Up and Move Down arrows on the Outline Toolbar to move a topic.

To move a bulleted item up or down:



Move Up

Move Down

1. Select the bulleted item.
2. Click the **Move Up** or **Move Down** button until the bulleted item is where you want it.

Hiding and Revealing Detail

Sometimes you need to skip back to the big picture when working on a presentation. If you are displaying the whole presentation sometimes the sheer size of it can muddle the big themes. By *collapsing* bulleted items you can temporarily hide them from view and show only the larger topics. To redisplay the bulleted items you *expand* them.



Collapse

Expand

To collapse bulleted items under a topic:

1. Click anywhere within the topic and then click the **Collapse** button on the Outline toolbar.

To expand bulleted items under a topic:

2. Click anywhere within the topic and then click the **Expand** button on the Outline toolbar.

To quickly collapse and expand all bulleted items in the presentation, click the Collapse All, or Expand all icons on the Outline toolbar.



Collapse All

Expand All

Importing Outlines

You can create a presentation outline in Microsoft Word and then easily export the outline to PowerPoint.

Because PowerPoint imports Word outlines so easily, anyone can create an entire text presentation in Word and hand the file over to you. You can then import the outline, give the presentation a distinctive look, and generate slides in no time.

To import a Word outline:

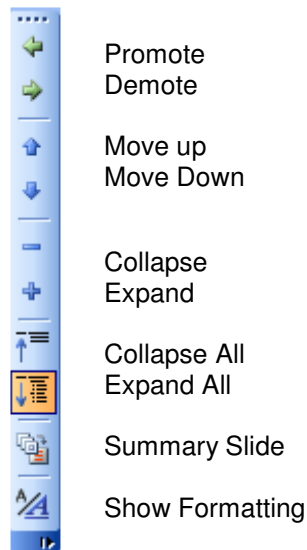
1. Open the outline in Word.
2. From **Word's** file menu choose **Send To**.
3. From the **Send to** submenu choose **Microsoft Office PowerPoint**. Word opens PowerPoint if necessary, opens a new presentation in Outline view, and exports the outline to PowerPoint.

To export a PowerPoint outline to Word:

1. Open the outline in PowerPoint.
2. From PowerPoint's **File** menu choose **Send To**.
3. From the **Send to** submenu choose **Microsoft Office Word**. Choose the layout you require and choose **OK**.

Outline Toolbar

When in outline view, the Outline Toolbar will be displayed on the left of the screen. The toolbar enables slides to be re-ordered, titles just to be displayed for the slides and formatting to be displayed.



Section 2: Creating a Design Template

Applying a Different Template

The easiest – and most sweeping – step you can take when you want to change the look of a presentation is to apply a different template. Changing the template makes a wholesale change to just about every aspect of the presentation's appearance.

The template is the most powerful of the central controls. Among other things, changing the template:

- Changes the colour scheme that controls the colours used in the presentation.
- Changes the title master and the slide master, which in turn changes the background design and default text formatting.

Professional artists created the templates that come with PowerPoint so they produce polished attractive presentations. You may soon find, however, that you want to create your own templates in your company's corporate style.

Creating a New Template

To create a custom look for future presentations, you can create your own template based on the changes you have made to a presentation's colour scheme and its title and slide masters. The easiest way to create a template is to model it on an existing one.

To create a template, follow these steps:

1. Open or create a presentation that you want to use as the basis for a template.
2. Make any changes to the presentation that you want to save in the new template:
 - ✓ Changing the Colour Scheme
 - ✓ Edit the Title Master or Slide Master
 - ✓ Change the fonts and text formatting for the slide titles and bulleted text.
 - ✓ Place any graphic objects on the Master that you wish to appear on each slide.
3. From the **File** menu, choose **Save As**.
4. Locate the folder in which you want to save the template.
5. In the Save As. type box, select **Design Template**.
6. In the File name edit box, type a name for the template and then click **Save**.
7. Design Templates are saved with the extension ***.pot**

Changing the Colour Scheme

Every template you apply contains a colour scheme that provides the various parts of a presentation with a co-ordinated set of eight default colours. The most distinctive part of the presentation is the background, so the first colour in the scheme is the background colour. The other seven colours tastefully match the background colour and are applied to text, charts and other objects that appear against the background.

Selecting a Standard Colour Scheme

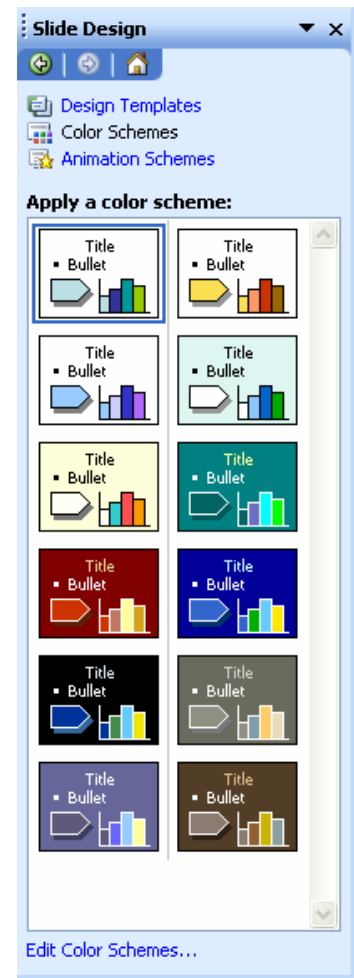
The easiest way to change the colour scheme of a presentation is to select one of PowerPoint's standard colour schemes which were created by professional artists.

1. To select a predefined colour scheme:
2. Click **Color Schemes** in the **Slide Design** task pane.
3. Select a color scheme from those displayed in the task pane.

If you previously applied a colour to a specific element in your presentation, that element will not be affected by the new colour scheme.

Applying a Colour Scheme to Selected Slides

1. In the Slides pane, select the slides you wish to change by holding down Control as you click on each slide.
2. Choose a colour scheme in the task pane.
3. Only the selected slides are affected.



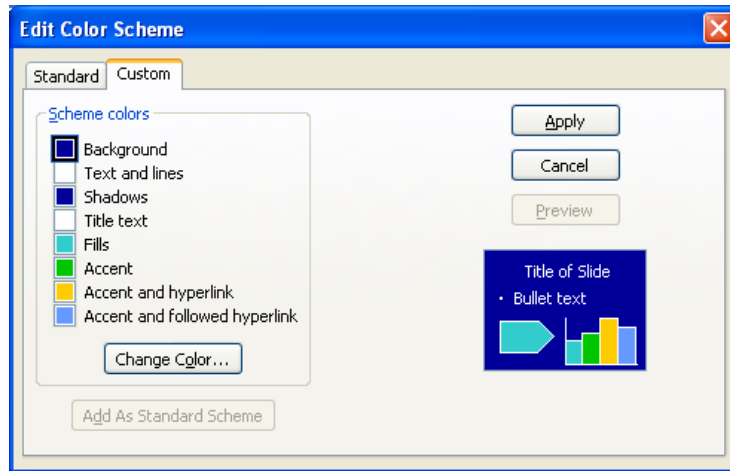
Points to remember when choosing colours

- The background colour is used for the “canvas” of the slide. All other colours must show up against it.
- The “Text & Lines” colour must contrast with the background colour so that the text shows up easily.
- The Shadows colour is generally a darker shade of the background so that it produces a shadowed effect behind objects.
- The “Title text” colour must also contrast with the background colour because the slide titles need to stand out.
- The Fill colour is used to fill objects and must contrast with both the background colour and the colour used for text and lines.
- The primary Accent colour is designed to complement the colours of other objects in the presentation.

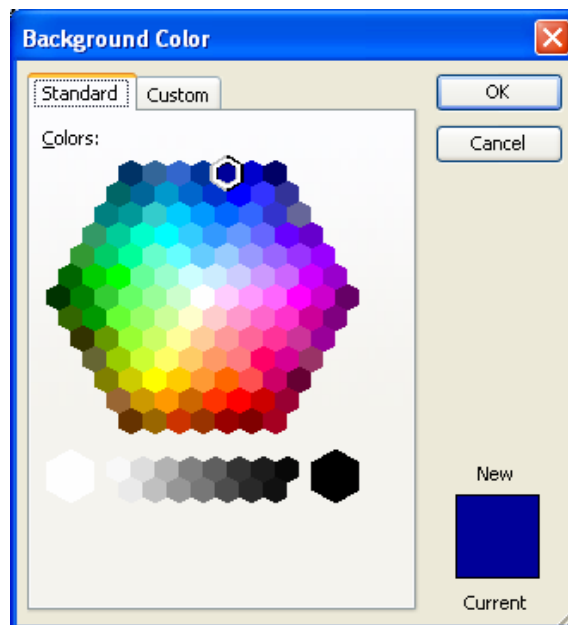
Creating a Custom Colour Scheme

To create a custom colour scheme, follow these steps below:

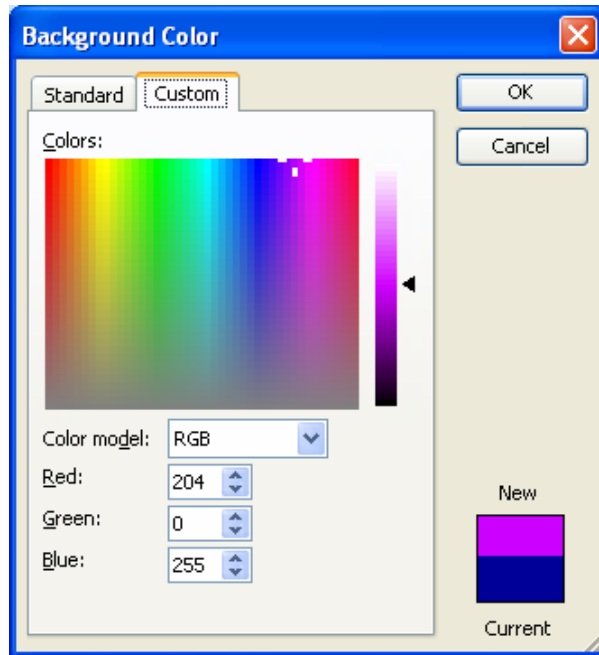
1. Display the Slide Design task pane
2. Choose Colour Schemes.
3. Click [Edit Colour Schemes](#) at the bottom of the task pane.



4. Click the **Custom** tab
5. To change one of the eight scheme colours, double-click the corresponding box, or click the box once and then click Change Colour. The Fill Colour dialog box displays dozens of colours and several shades of grey from which you can select a new colour.



6. Select a colour by clicking its pane, and then click OK. If you do not see the colour you want click the **Custom** tab shown here:



7. You can use the two controls in the upper part of the Custom tab to select a colour. The large box has a cross hair that identifies the general colour. (the hue) and the intensity of the hue (the saturation level) when you drag it across the box. The vertical strip to the right of the box has a triangular marker that indicates how much black or white is mixed with the colour (the luminance of the colour) when you drag it up or down the strip. Two colour boxes in the lower right corner show the new colour and the currently selected colour.
8. When you are satisfied with the new colour click **OK** to return to the Colour Scheme dialog box.

Making a Custom Colour Scheme into a Standard Scheme

After you have created a custom colour scheme you may want to add it to the presentation as a standard scheme. To do this:

1. Display the Slide Design task pane
2. Choose Colour Schemes.
3. Click [Edit Colour Schemes](#) at the bottom of the task pane.
4. Click the **Custom** tab
5. Click **Add as Standard Scheme**. PowerPoint copies the custom colour scheme to the Standard Tab.

Note: You cannot save a colour scheme in its own file. The colour scheme is always part of a template, so you must save the template with a new name in order to save the revised colour scheme.

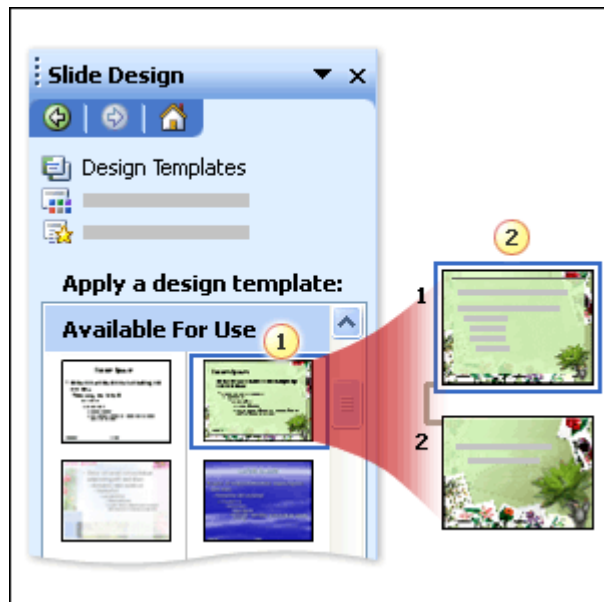
PowerPoint's Colour System

Although PowerPoint provides a broad pallet of colours to choose from, it does not follow the commonly used colour matching systems for selecting and specifying colours, such as the Pantone system or the Trumatch system. To match a colour, such as the dominant colour in your company's logo you must go through the trial-and-error process of selecting a colour, sending it to your colour printer, examining the output, and then adjusting the colour in PowerPoint.

The process can be time-consuming because most output devices produce colours that are lighter or darker than they appear on your screen. In addition, the number of colours you see on the screen and the precision with which they are displayed depend on the colour capabilities of your hardware. Even the brightness control on your monitor affects how a colour looks. When you do find the correct colour, you might want to make a note of its HSL or RGB numbers so that you can reproduce it later.

Masters

Every time you apply a new design template to your slides, a slide master is included in your presentation. Actually, a pair of masters — because a slide master typically comes in with a related title master.



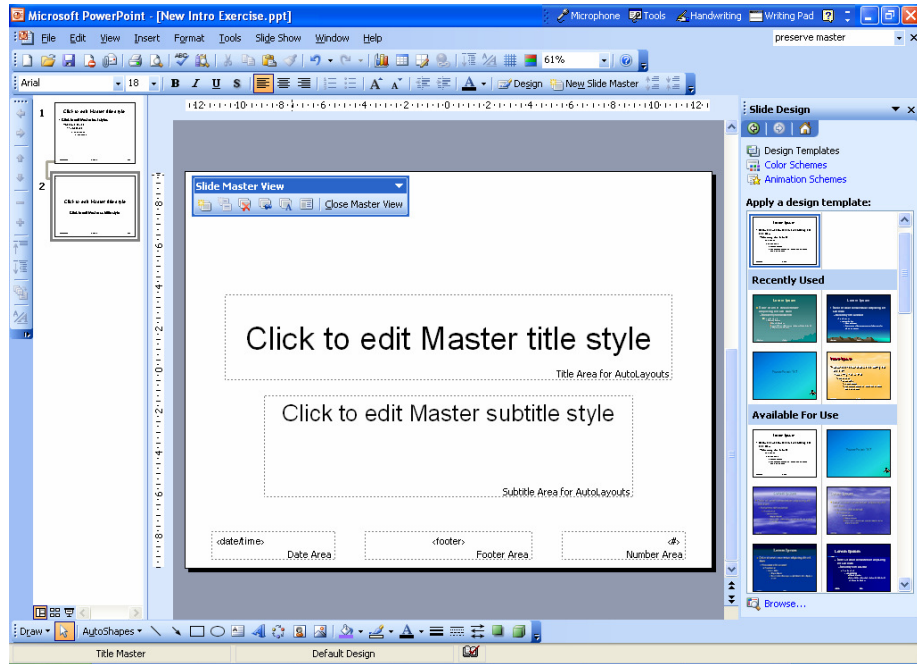
1. Your Design Template
2. The Slide Master and Title Master, containing the styles, layout and colours for your presentation.

Opening the Title Master or Slide Master


Before you can edit either of the Masters, they must be displayed on the screen.

To display the Title Master,

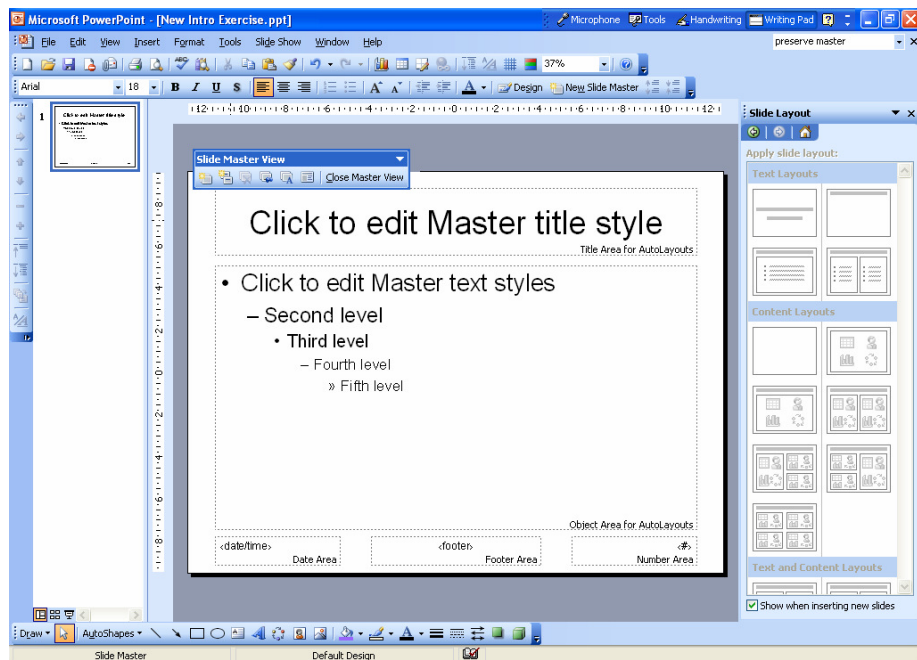
1. Make sure that a title slide is displayed
2. Hold down the Shift key and click the Normal view button at the bottom left of your screen. You can also choose Master, and then Title Master from the View menu.



Title Master

*Note: If PowerPoint will not display the Title Master, even though a title slide is active, choose the **Insert New Title Master** button  on the Slide Master View toolbar.*

To display the Slide Master first make sure that a slide other than the title slide is displayed then hold down the **Shift** key and click the **Normal View** button or choose **Master** and then **Slide Master** from the **View** Menu.



Slide Master

Editing the Title Master or Slide Master

The title master and the slide master are the other elements you can modify in the presentation.

Changes you make to the Title Master affect only the slides that you add using the Title Slide Layout; changes you make to the Slide Master affect all the other slides in a presentation. Both masters contain:

- A background colour that can be shaded
- A scheme of fonts and text formatting for the slide titles and bulleted text
- An optional group of graphic objects placed on the background and arranged to form a design.

The Title Master and the Slide Master give the presentation an overall look, by providing the background and the design of the text, as well as saving you the tedium of having to format each slide individually.

Formatting the Masters

Any changes made to the formats of the Master Slides will affect every other slide in the presentation. Changes made to the Title Master affect only the title slide; changes made to the Slide Master are applied to all other slides in the presentation.

If you wish to change the font of the Title Placeholder, select the text within the placeholder and make the required changes. Change back to slide view by choosing the Normal view button at the bottom left hand corner and you will see that the change has been made to every slide.

Bullets through out a presentation should be standardised. Instead of changing the bullet on each slide you create, change the bullet on the Slide Master and that change will be applied to every slide.

Using the Masters offers you quick, consistent formatting across the entire presentation.

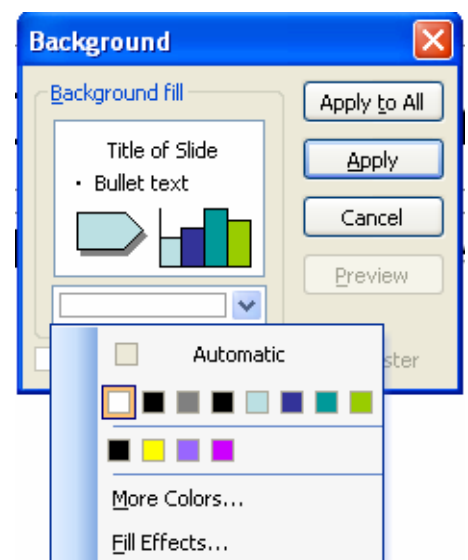
Altering the Custom Background

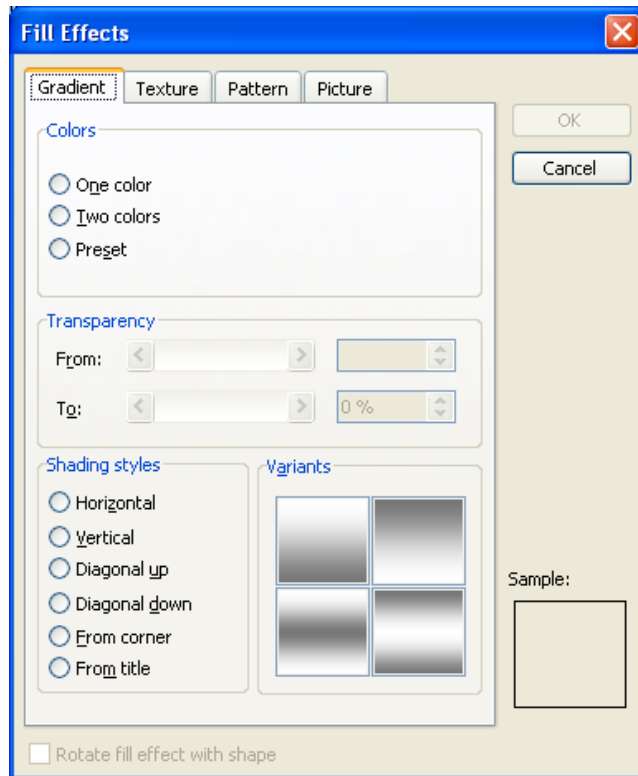
Although the colour scheme supplies a background for a presentation you can modify the background colour when you change the slide background for the master. You can apply shading, patterns, textures and even insert pictures into the background.

Applying Shading, Patterns and Textures

To apply shading, patterns or textures:

1. Choose the **Format** menu and then choose **Background**.
2. Select **Fill Effects** from the drop down list in the Background dialog box.
3. Choose Gradient, Texture or Pattern from the top of the dialog box and choose the required settings.





Inserting a Picture in the Background

If you prefer you can insert a picture into the background of a master.

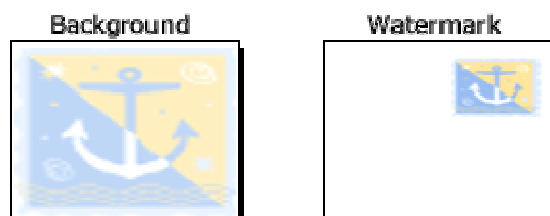
Select **Fill Effects** from the drop-down list in the **Background** dialog box and then click the **Picture** tab at the top. Click the **Select Picture** button to choose a background picture. PowerPoint will scale the picture to fit the entire background area of the slide.

You may prefer just to insert a picture onto the Master and not the background of the master. This way you can control the size and positioning of the picture yourself and perhaps format the picture as a Watermark.

Inserting a Picture onto the Master as a Watermark

By adding a transparent image to one or all of your slides, you can make a PowerPoint presentation uniquely your own or clearly identify your presentation sponsor.

A transparent background covers the entire slide. A watermark offers more flexibility, in that you can change its size and position on the slide. Either one can be applied to every slide in your presentation or only to slides you choose.



Add a transparent background

1. Open a blank PowerPoint presentation, or a completed presentation to which you want to add a background.

Note *If your completed presentation contains master slides, you might not want to apply the background to the master slides and risk unwanted changes to your presentation. The alternative is to add the background to one slide at a time.*

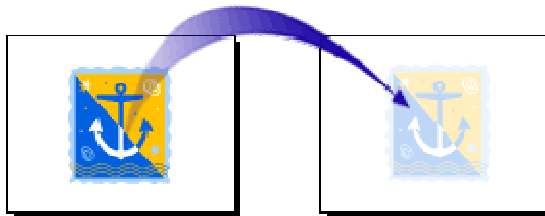
2. To add a background to all the slides in a blank presentation, point to **Master** on the **View** menu, click **Slide Master**, and perform the following steps on the slide master. To add a background to a single slide, simply select a slide and follow the same steps.
3. Choose the logo or clip art you want to use as a slide background. On the **Insert** menu, point to **Picture**, and then click **Clip Art** to create a background from a new picture, or click **From File** to use a picture you have in your files.

Keep in mind that not all clip art makes an appropriate background. You might have to experiment a little.

4. Select the logo or clip art you want and insert it in the presentation.

The logo or clip art appears on the slide master, but is not yet transparent.

5. Right-click the logo or clip art on the slide, and then click **Format Picture**.
6. On the **Picture** tab, click the arrow next to the **Color** box, click **Washout** (**Watermark** in PowerPoint 2000), and then click **OK**.



7. With the logo or clip art still selected, right-click and then click **Save as Picture**. Save the image where you can find it. This image can now be used over and over again and be inserted as a background.

Delete the original image from the slide. You'll replace it with the transparent version you just prepared and saved.

8. On the **Format** menu, click **Background**.

In the **Background** dialog box, click the arrow in the box under **Background fill**, click **Fill Effects**, and on the **Picture** tab, click **Select Picture**.

9. Find and select the picture you formatted as a transparent background, click **Insert**, click **OK**, and then click **Apply**.

Your transparent image has been added to the master slide as a background, and the new background will appear on every new slide you add to the presentation. If you selected a single slide, the background has been added to the slide you selected.

Add a watermark

1. Open a blank PowerPoint presentation, or a completed presentation to which you want to add a watermark

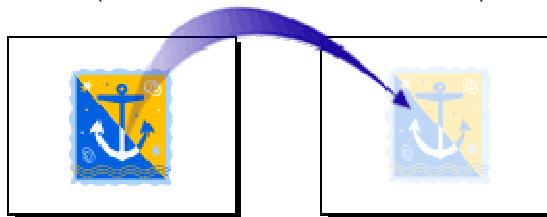
Note *If your completed presentation contains master slides, you might not want to apply the watermark to the master slide and risk unwanted changes to your presentation. The alternative is to add the watermark to your slides one slide at a time.*

2. To add a watermark to all the slides in a blank presentation, point to **Master** on the **View** menu, click **Slide Master**, and perform the following steps on the slide master. To add a background to a single slide, simply select a slide and follow the same steps.
3. Choose the logo or clip art you want to use as a slide background. On the **Insert** menu, point to **Picture**, and then click **Clip Art** to create a watermark from a new picture, or click **From File** to use a picture you have in your files.

Keep in mind that not all clip art makes an appropriate watermark. You might have to experiment a little.

4. Select the logo or clip art you want and insert it in the presentation.

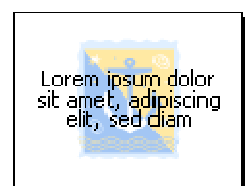
The logo or clip art appears on the slide master where you will make it transparent.
5. Select the logo or clip art on the slide, and on the Right-click menu, click **Format Picture**.
6. You might want to change the size of the picture as it appears on the slide. On the **Size** tab, under **Size and rotate**, increase or decrease **Height**.
7. To center your picture on the slide, on the drawing toolbar, click **Draw**, click **Align and Distribute**, and then click **Relative to Slide**.
8. Click **Draw** again, click **Align or Distribute**, and then click **Align Center** and **Align Middle**.
9. On the **Picture** tab, click the arrow next to the **Color** box, click **Washout** (**Watermark** in PowerPoint 2000), and then click **OK**.



At this point, you can either place the watermark in the background of a slide that already has text, or you can add text to the slide or slides.

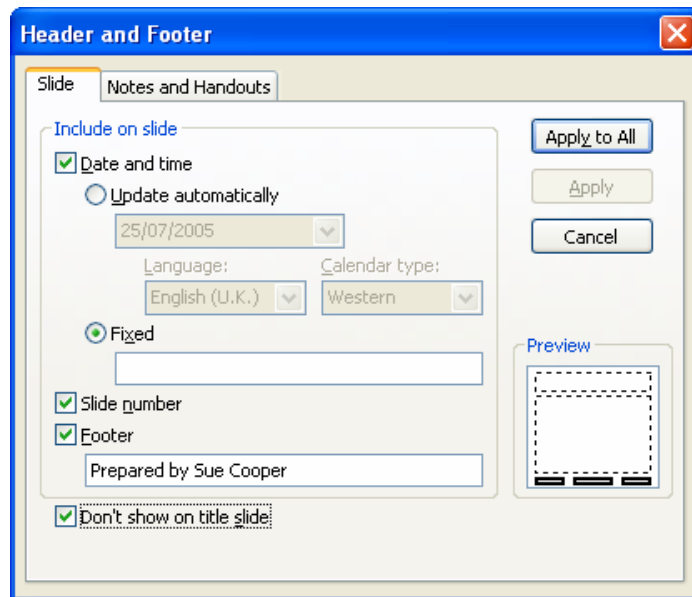
10. When you are done editing and repositioning the watermark and are satisfied with its appearance, to send the watermark to the back of the slide, right-click it, point to **Order**, and then click **Send to Back**.

Note After you send it to the back, you can no longer edit or reposition the image.



Adding a Header or Footer


To add a header or footer to your presentation, choose **Header and Footer** from the **View** menu and then click the Slide Tab. The Header and Footer dialog box appears.

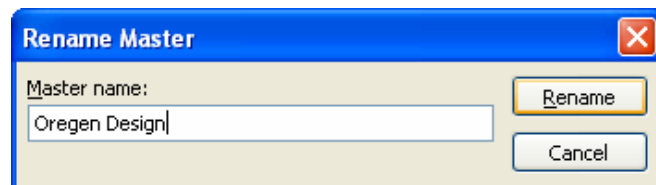


Make your choices in the dialog box and when you are satisfied with your choices click **Apply to All** to apply the Header or Footer to the entire presentation.

The Slide Master controls the positioning of the elements in the Header/Footer. The date and time, Footer and slide number areas all appear outside the main bullet placeholder. You may move, format or delete these placeholders as you wish.

Rename a slide master


1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. In the thumbnails on the left, select the slide master you want to rename.
3. On the **Slide Master View** toolbar, click **Rename Master** .



4. Type a new name under **Master Name**, and then click **Rename**.

Prevent a slide master from being deleted

In some cases, Microsoft PowerPoint automatically deletes a slide master when all the slides that follow that master are deleted, or when another design template is applied to all the slides that follow that master. You can "**preserve**" a master so it isn't automatically deleted in these cases.

1. On the **View** menu, point to **Master**, and then click **Slide Master**.
2. In the thumbnails on the left, select the slide master you want to preserve.
3. On the **Slide Master View** toolbar, click **Preserve Master** .
4. If you don't want to preserve the master, just click this button again.

Notes

- A master can be deleted manually even when it has a "preserved" setting.
- In a slide-title master pair (slide-master title pair: The slide master and title master for a given design template that you have applied to a presentation.), preserving one master automatically preserves the other.
- A slide master is preserved by default in some cases: when you insert, copy/paste, or drag a slide master into master view or when you add a new design template in master view (which automatically inserts a new slide master).

Note *In a slide-title master pair renaming one master automatically renames the other.*

Closing the Slide Master View

When you have completed your redesign of the slide masters click the

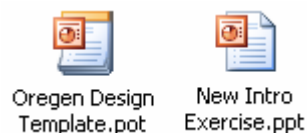


button on the Slide Master View toolbar.

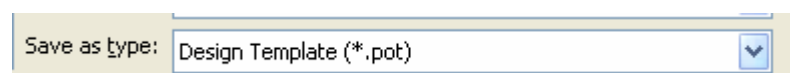
Saving the Master as a Design Template

You can make the Master into a Design Template. This design and colour scheme can then be used over and over again on all presentations created by yourself or others that have access to the template.

PowerPoint Design Templates are saved in the Template area (which is determined by Word) as a **.pot** file.



1. Choose **Save As** from the **File** menu




2. Change the file type to Design Template
3. Type a filename and click the **Save** button

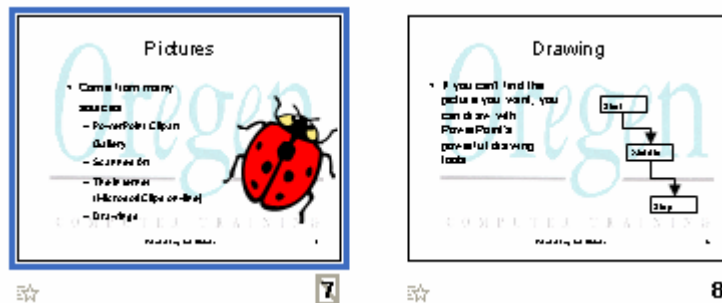
Section 3: Managing Your Presentation

Hiding Slides

Sometimes when preparing a presentation you may wish to have slides available with background information that may or may not be required during the show. In this case you may want to make the slides **Hidden** slides.

To hide one or more slides during a slide show:

1. Select the slides in Slide Sorter view, and
2. Click the Hide Slide button  on the Slide Sorter toolbar or choose Hide Slide from the Slide Show menu.
3. A slash appears through the slide number in Slide Sorter view to indicate that the slide is hidden.

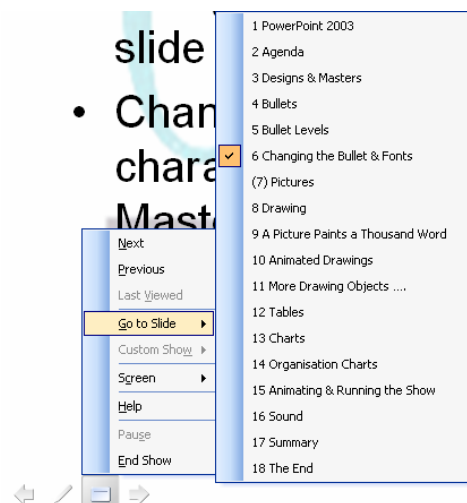


Although the hidden slide continues to display in Slide Sorter view, it does not appear during a slide show unless you call it up.


To show a hidden slide during a slide show

1. Move the mouse pointer over the current slide
2. When the Pop-up button appears in the lower left corner of the slide, click the button to display the pop-up menu.
3. Choose Go to Slide from the pop-up menu
4. The hidden slide is shown in Brackets.

A quicker way of doing this would be to use the keyboard shortcut. When you are showing the current slide just type **H** on the keyboard and the hidden slide will show.



To unhide a slide

1. Select the slide in Slide Sorter view
2. Click the Hide Slide button .

Adding Drill-Down Documents

If you have data in another Windows application that can support an assertion you have made in a presentation or provide additional information, you can embed the data as an object on a slide so that it appears as an icon. During the slide show you can double-click the icon to “drill down” to the information and display the data in its original form. For example, you can embed a Word document or an Excel spreadsheet as a drill-down document.

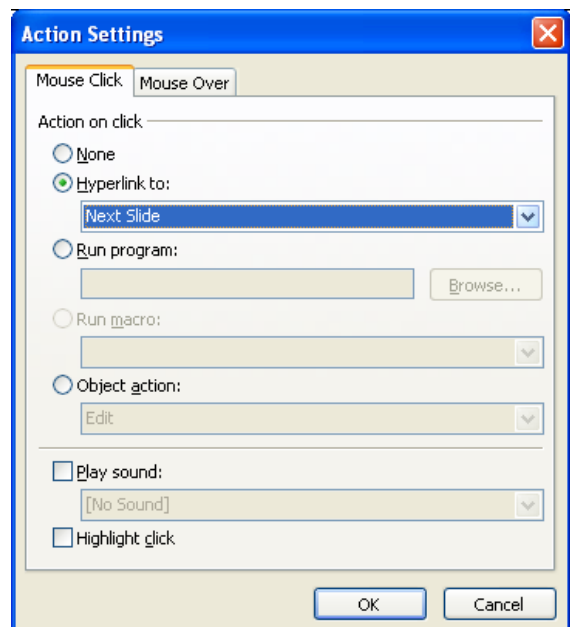
To embed an existing object:

1. Choose **Object** from the **Insert** menu,
2. Select **Create From File** and click the **Browse** button.
3. In the Browse dialog box select the file you want
4. Activate the Display as Icon option
5. Click **OK**.

The object appears on the current slide as an icon that you can open by double-clicking.

To use a file in the slide show

1. Right click on the icon
2. Click **Action Settings**
3. Click **Hyperlink to**
4. Choose **Other File** from the drop-down list
5. Select the File, click **OK**



Using Comments

If you are preparing a presentation with colleagues in a Workgroup, you may wish to use comments to add a temporary annotation for one of your colleagues.

Comments appear like yellow sticky notes on slides. When each comment is created, PowerPoint adds the name of the person creating the comment automatically. Comments can be deleted, or easily hidden from view so they do not appear when the presentation is given.

To add a Comment

1. Choose **Comment** from the **Insert** menu.
2. Type your comment after your name, and then click outside the comment when you have finished. (Notice the Reviewing toolbar appears)




To delete a Comment

To delete a Comment, click on the comment to select it and press Delete.

To hide/show all Comments


If you have not deleted your comments and you are going to run the show the comments can be hidden.

1. Make sure the Reviewing Toolbar is active, (to switch it on choose the View menu and then Toolbars and click to switch on Reviewing).
2. Choose the Show/Hide Comments button .

Summary Slides

PowerPoint has the ability to quickly and easily create a summary slide from a series of slides. A summary slide shows the slide titles of other slides as bulleted text items. You can place a summary slide at the end of a series of slides, or place it before the series, so it will act as an agenda for the upcoming presentation.

Create a new slide from titles of other slides

- 1 In Slide Sorter view or Outline, select the slides whose titles you want to use.
- 2 On the Slide Sorter or Outlining toolbar click Summary Slide .

A new slide, with bulleted titles from the selected slides, appears in front of the first selected slide.

Note: This is a quick and easy way to create an agenda slide.

Hyperlinks

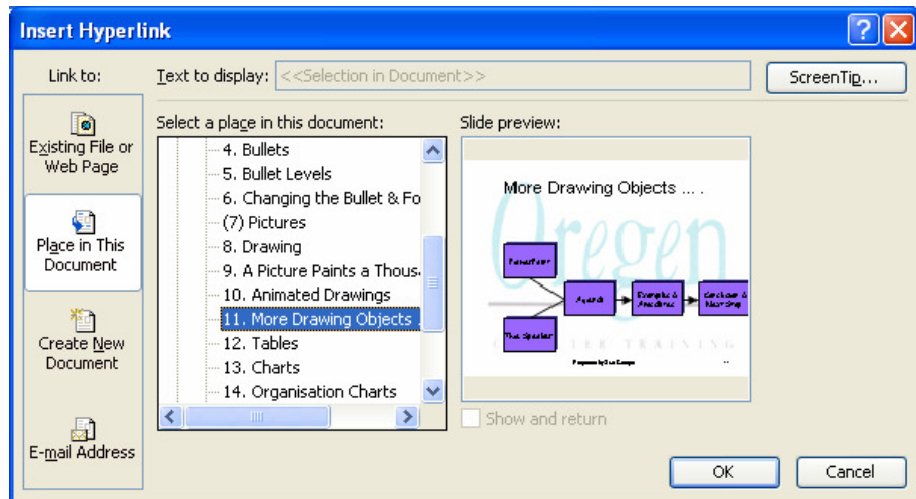
A hyperlink is a command to go to another location. That other location can be another slide in the same presentation, a slide in another presentation, a file in another application, or a location on a Web site or intranet. You can even go to an e-mail address. In other words, you can go anywhere.

You attach a hyperlink to an existing object – text, AutoShapes, a table, a chart or a picture. Click the hyperlink to go to the specified location. When you attach a hyperlink to text, PowerPoint underlines the text and displays it in the accent and hyperlink colour of the presentation's colour scheme. When you click a text hyperlink, PowerPoint changes the colour of the text to the accent and followed hyperlink colour of the colour scheme.

Creating a hyperlink to another slide in your presentation

A common use for hyperlinks is to let you jump around in a complex presentation. To attach a hyperlink to an object that connects to a location in your current presentation:

1. Select the object to which you want to attach the hyperlink.
2. Choose **Insert, Hyperlink** to open the Insert Hyperlink dialog box. In the Link to bar on the left of the dialog box click **Place in this Document** to display the options show below:



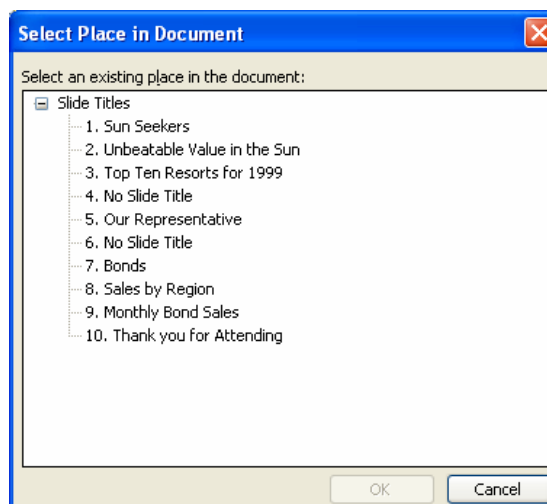
3. Choose the slide you wish to go to and click **OK**.

It is a good idea to now switch to Slide Show view and test the Hyperlink. When you test the Hyperlink you will end up in the new location. Usually you will then want to create a complimentary Hyperlink to bring you back to the original location.

Creating a Hyperlink to a slide in another presentation

You can create supporting presentations that contain information that you think you may need. You can then hyperlink to those presentations as long as they are available from the computer you are using.

1. Select the text or object you want to attach the hyperlink to. Choose **Insert Hyperlink** to open the Insert Hyperlink dialog box.
2. In the Link to Bar choose **Existing file or Web Page**. Click the **File** button under "Browse For", choose the presentation you want to hyperlink to and choose **OK**.
3. Click the **Bookmark** button to display a list of slides in the presentation you are hyper linking



4. Choose the slide you want to go to and choose **OK** twice to return to your presentation.

Creating a Hyperlink to another file or Web Page

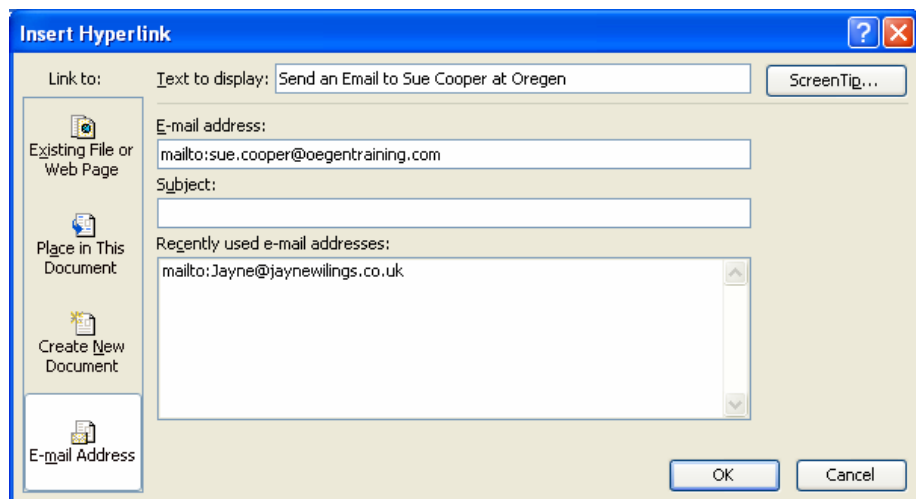
You can hyperlink to any other file, even in another application. For example, you can hyperlink to a Word document, an Excel spreadsheet or an Access database. Hyperlinking to another file or Web page is similar to hyper linking to another slide in a presentation.

1. Select the text or object you want to attach the hyperlink to.
2. Choose Insert Hyperlink to open the Insert Hyperlink dialog box.
3. In the Link to Bar choose existing file or Web Page.
4. Either click the **File** button under “Browse For”, choose the file you want to hyperlink to and choose OK or type in the URL of the Web Site you want to go to in the “Type File or Web name page” dialog box and then choose OK.

Creating an e-mail from a slide

You may have seen Web sites that let you instantly e-mail the sponsoring company. You click an image on the Web page, and your e-mail software opens with the correct e-mail address already in the message dialog box. You can do the same on a PowerPoint page. You would use this technique for self-running presentations when you want potential customers or others viewers to e-mail you with questions or for further information.

1. Select any object on a slide.
2. Choose **Insert Hyperlink**.
3. In the Insert Hyperlink dialog box choose E-mail address from the Link To bar. You see the dialog box show below:



4. In the E-mail Address text box, type the e-mail address you want the e-mail to go to. In the Subject box type a subject and click OK.

Editing Hyperlinks

To edit a hyperlink, right click it in **Slide View** and choose **Insert, Hyperlink**. PowerPoint opens the Hyperlink dialog box which is the same as the Insert Hyperlink dialog box. Make any desired changes and choose OK.

Using Action Buttons

Action buttons are graphics on a slide that control actions you specify. You can use them to create hyperlinks, to play movies or sounds, or to open applications. You would use Action buttons to create hyperlinks in your presentation when you want navigation in a presentation to be obvious.

Action buttons have the following advantages:

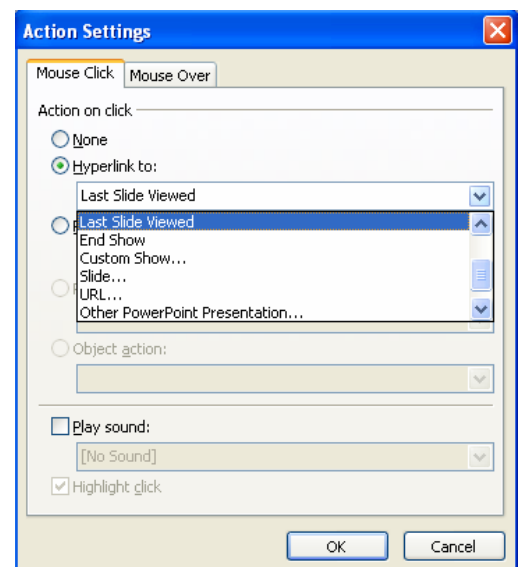
- They include graphic symbols that are familiar to users from Web sites for going back, forward to the first slide and so on. Action buttons are therefore ideal for self-running presentations.
- They often look more professional than graphics you would create yourself.
- You can play a sound while executing an action.
- You can use action buttons to run movies or play music.
- You can use action buttons to run macros or programs.

To add an action button:

1. Display the slide where you want to place the action button.
2. Choose **Slide Show, Action Buttons**. On the submenu shown next, choose one of the buttons. Each button has a screen tip so that you can tell its intended purpose.



3. To insert a button in the default size, click the slide. Otherwise drag to the shape you require.
4. PowerPoint opens the Mouse Click tab of the Action Settings dialog box, with a suggested hyperlink based on the action button you inserted.
5. If necessary, click the Hyperlink To drop-down list and choose another option.
6. Click **OK**.



When you use the Hyperlink To drop-down list, not only can you choose another slide option, but you have all the options you would have if you attached a hyperlink to an existing object as explain earlier in this section.

Slide	Choose any slide in the presentation by its number and title.
URL	Type a URL
Other PowerPoint Presentation	You can locate any other presentation and can then choose any slide from that presentation.
Other File	You can choose any file you have access to.

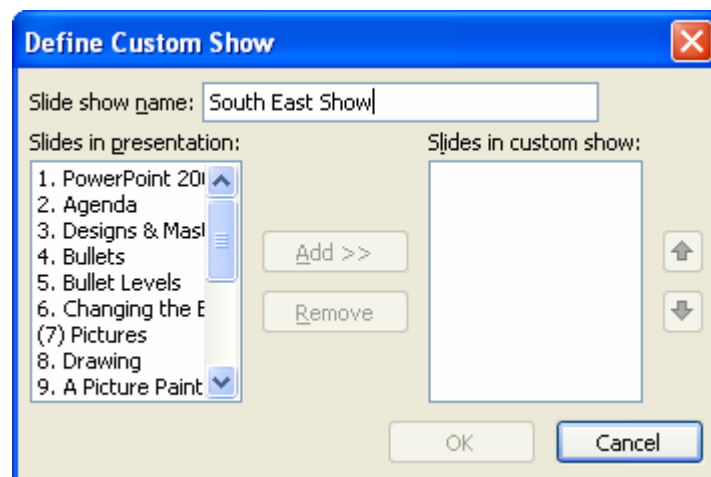
Custom Shows

Overview

Within a single file, you can create mini-presentations that are tailored for different audiences. Each presentation file contains a core set of slides, and the Custom Shows feature keeps track of multiple versions of that presentation, eliminating the need for additional disk space to store and maintain numerous versions. You simply select the slides you want to include in each custom show, as well as the order in which you want to show them to a specific audience. Because PowerPoint tracks the slide identification of specific slides in a custom show, you can freely reorder slides or add slides to the core presentation without the fear of ruining any custom shows you defined previously.

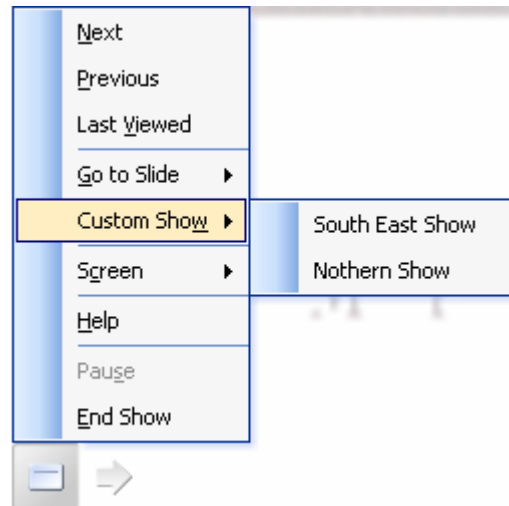
Creating a Custom Show

1. Choose Custom Shows from the Slide Show menu.
2. In the Custom Shows dialog box choose New.
3. Enter a name for the Slide Show.
4. Select the slides you want in the custom show and click Add. When all slides are added click OK and then choose OK to close the Custom Show dialog box.



Running a Custom Show

To branch to a custom show during a slide show, click the button at the lower left corner of the current slide and choose **Custom Show** from the pop-up menu. Choose the show name.



Creating an Agenda Slide and using Custom Shows

You can create a slide that lists agenda items or the main sections of your presentation, or that you can use as your home page on the Internet. With an agenda slide, you can jump to a related section in your presentation and then automatically return to the agenda slide when you are ready to move on to the next item when you reach the end of the section.

- 1 Open the completed presentation you want to add an agenda slide to.
- 2 Create a custom show for each topic you want on the slide. For information about creating custom shows, see above.
- 3 In slide sorter or outline view, select the first slide in each custom show.
To select multiple slides, hold down **Control** and click the slides you want.
- 4 On the Slide Sorter or Outlining toolbar, click Summary Slide.
A new slide, with bulleted titles from the selected slides, appears in front of the first selected slide.
- 5 Select the new slide, and then switch to slide view.
- 6 To create a hyperlink from a bulleted item to a custom show, select the bulleted item, and then click Action Settings on the Slide Show menu.
- 7 Click Hyperlink to, click Custom Shows, and then select the show you want to jump to.
To return to the agenda slide after the last slide of the custom show, select the Show and return check box.
- 8 Repeat steps 6 and 7 for each bulleted item on the agenda slide.

For managing large presentations and flexibility the Agenda slide show on the previous page is probably the easiest and most flexible approach.

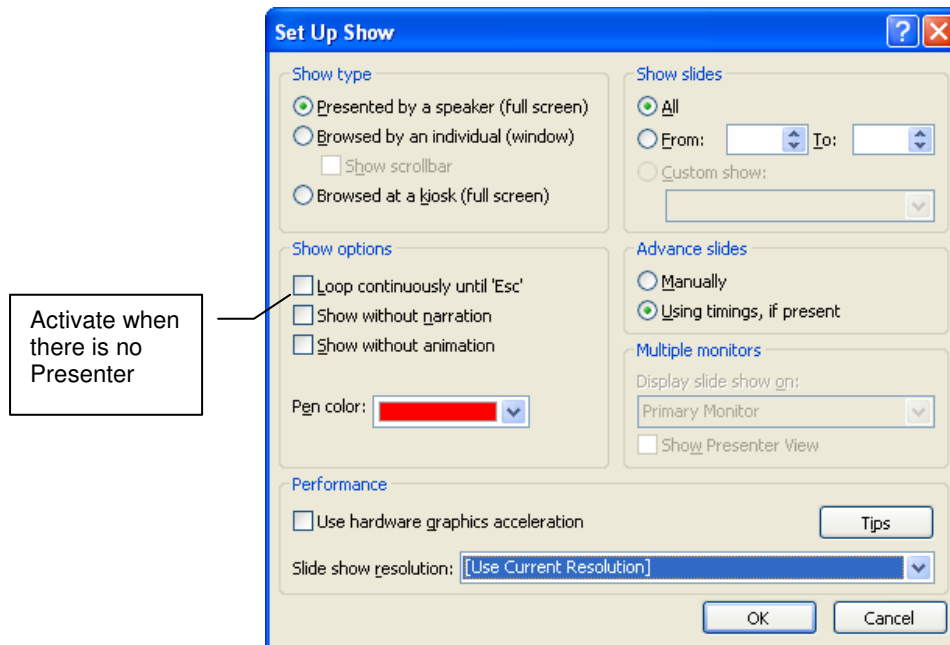
If you want to move quickly from one part of a presentation to another, don't forget that you can also create your own Action Button and use Hyperlinks to skip about.

Section 4: Creating a Slide Show

Overview

A Slide Show is a way of presenting slides electronically on the computer screen. The presentation doesn't have to be designed as a slide show. To set up a slide show:

1. Open the presentation that you wish to display as a slide show.
2. From the **SLIDE SHOW** menu choose **Set up Show**.



3. Choose the slides to include in the show.
4. Choose the method to use to advance the slides.

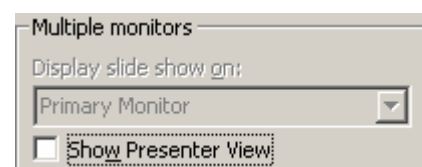
Manual Advance	click the mouse button to advance to the next slide
Use Slide Timings	use the timings you set using the Transition command.

5. Set whichever other options are desired.
6. Click on **OK**.

Presenter's view for slide shows

If you are working with a computer that supports multiple monitors, you can use this feature during a slide show to view speaker notes, but keep them hidden from your audience, jump to specific slides out of sequence, keep track of time, and more.

1. Select **Slide Show** on the **menu bar**,
2. Select Setup Show.



Some Guidelines for Slide Shows

When you give a slide show, the content should be centre stage, use the tools such as animations and transitions to emphasise your points, not draw the audience's attention to special effects.

If your audience reads from left to right, you might design your animated slides so that your points fly in from the left. Then to emphasise a particular point, try bringing it in from the right. The change will grab the audience's attention and reinforce your point.

The same principle works with sound. An occasional burst of music or sound during a transition or animation will focus the audience on the slide show. However, frequent use of sound effects can draw attention away from your main points.

The pace of your presentation also affects audience response. Going too fast can exhaust audience members, and going too slow puts them to sleep. You can use PowerPoint features to rehearse your pace before you give a presentation.

While you rehearse, you can also check your slides visual impact. Too many words or pictures can distract the audience. If you find yourself using too much text, try turning one slide into two or three, and then increase the font size.

Adding Transitions, Timings and Sound Effects


A transition refers to the way one slide moves off the screen and the next slide appears. When you set transitions, you can also set timing - how long you want each slide to appear on the screen.

Each slide can have only one transition. You can set transitions for slides one at a time or apply the same transition to a group of slides by first selecting the slide or slides in Slide Sorter view or on the Slides tab in Normal view. You can then use the Slides Transitions task pane to apply the transition.

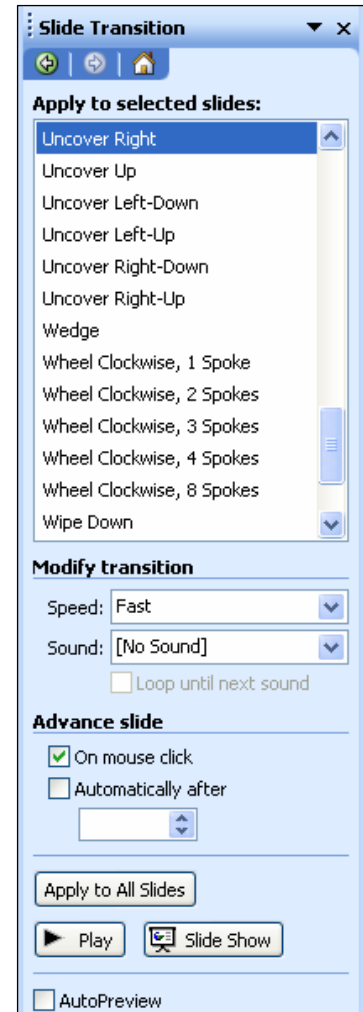
You can also specify the following:

- The transition speed
- The sound of the transition
- The direction of the transition
- When the transition takes place

Adding Transitions

1. Select the Slide Sorter View
2. From the toolbar select the **Transition** button

3. Choose a transition effect from the Slide Transition task pane.
4. Choose how fast you want the transition to take place (slow, medium, fast).
5. Select your choice of sound
6. Choose how to control when the next slide appears on the screen, either manually by clicking with the mouse or automatically by typing in how many seconds the slide is to be displayed on the screen.
7. When you Apply to All Slides it will override any other transitions set..
8. Click on **OK**.

Note: *If you have different transitions for every slide the presentation becomes confusing. It is better to have consistency throughout the presentation.*




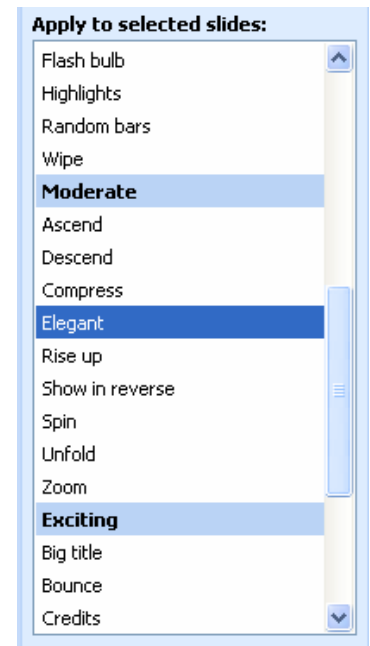
Standard Animations

You can make a slide show more interesting by animating the text and graphics on your slides. Common types of animation include the following:

- You can apply text animations so that the text appears on the screen one paragraph, word or letter at a time.
- If a slide has more than one level of bullet points, you can animate different levels separately.
- You can animate objects, such as shapes.
- If an object has text, you can animate the object and the text together or separately, or you can animate one but not the other.
- You can change the order of appearance of text or shapes.
- You can animate charts created within PowerPoint or imported from Excel. For example you can animate each data series in a chart to appear at a different time.

There are three section to choose from in Animations; Subtle, Moderate and Exciting, depending on the mood of your presentation.

1. Click on the Design button  to display the **Slide Design** task pane.
2. Click on the third option down – Animation schemes.
3. Create a slide that includes several bulleted points in the main text area.
4. From the toolbar in Slide Sorter view select a build effect of your choice.



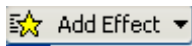
Custom Animations

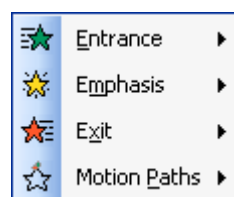
If you would rather create your own animation scheme, you can use the Custom Animation command on the Slide Show menu. You must be in **Normal View**. Custom Animations include moving multiple objects simultaneously, moving objects along a path, and sequencing all the effects on the slide. You can add your animation scheme to each slide individually or, with one click, you can apply it to all the slides in a presentation. This is called a Build Effect.

Build Effects for Slides

A **Build Effect** can be used to show just the title on a slide when you run the slide show, then the subtitle or a picture can appear when you click. It can also make very effective bullet charts, with each bullet point being introduced separately - each bullet point can be dimmed or hidden as the next appears on the screen.

Building Custom Animation on a Bullet Slide

1. Ensure that you are in Normal view and click on the slide you wish to Animate.
2. Select the placeholder you wish to effect.
3. Choose Custom Animation from the Slide Show Menu.
4. Click on the Add Effect button .
5. Choose when you would like the effect to take place and what effect you would like to happen.



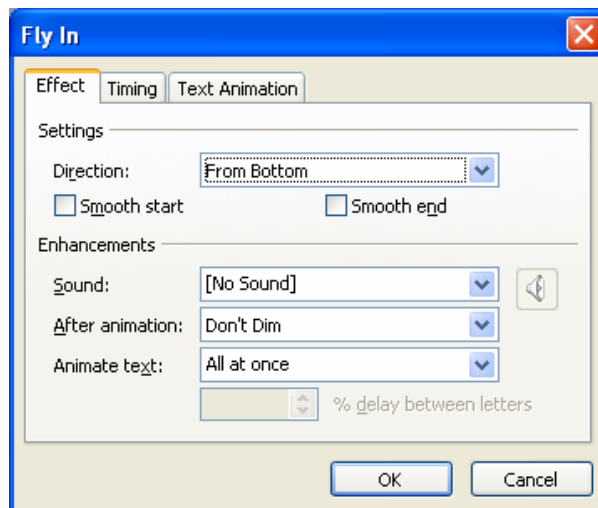
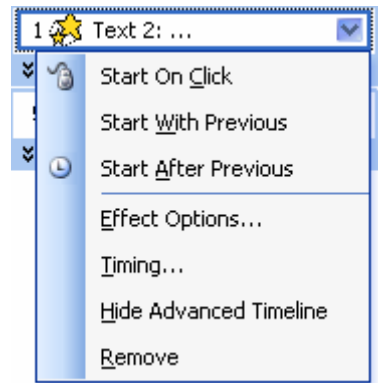
6. Click the Play button  at the bottom of the task pane to view your effect.

Effect Options

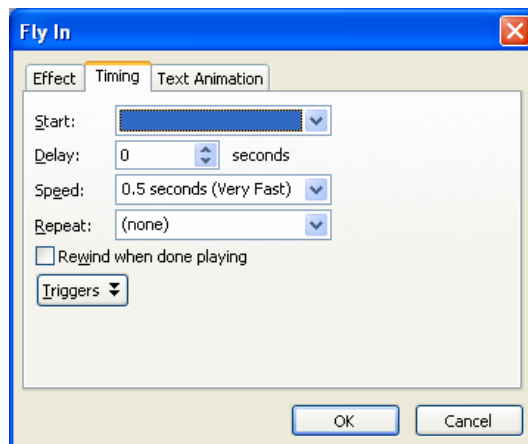
For more sophisticated effects, use the **Effect Option** dialogue box.:

In the Custom Animation task pane, click an item and click the down arrow that appears to the item's right, and click Effect Options.

This options in this dialogue box change depending on the Object you are animating and the Animation Effect that you have chosen. The animation chosen below was **Fly in**



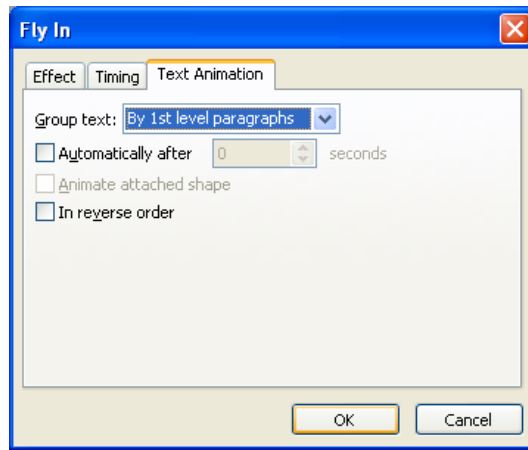
Timing Options



Start the animation by clicking **On a mouse click**, at the same time as the previous object, or a number of seconds after the previous object.

To start the animation automatically, enter the number of seconds you want to elapse between the previous animation and the current one.

Animate text and objects

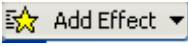


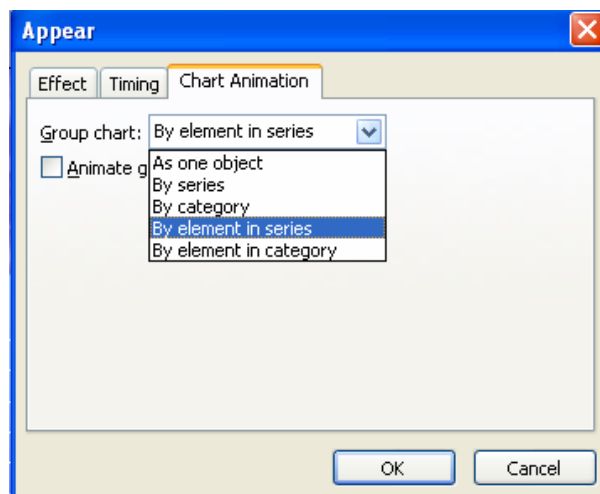
Bulleted slides can appear on the slide all at once, one level at a time or each level with associated levels.

They can appear on a click or a number of seconds after each other.

Animating Charts

By defaults when you animate a chart it effects the entire object as one. However you can also animate elements of a chart.

1. Select the chart you want to animate.
2. On the Slide Show menu, click Custom Animation
3. Click on the Add Effect button 
4. Select **Entrance** and only choose one of the options with a green star – that is the first 4 options.
5. Select the effect in the task pane and click the down arrow that appears to the item's right, and choose **Effect Options**.
6. Choose the Chart Animation tab.



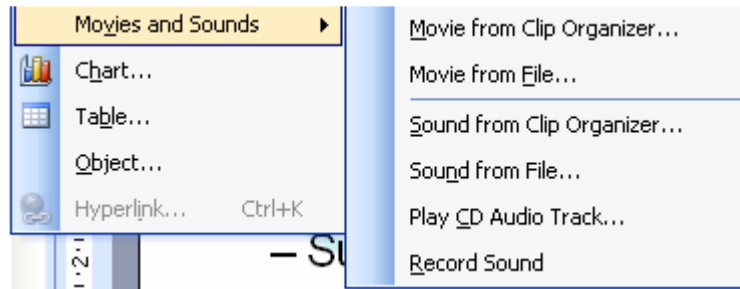
7. Select how you would like the separate elements of the chart to appear.

Insert a video clip on a slide

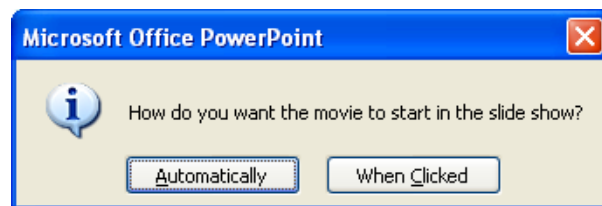
Video Clips and Sound can come from a number of areas.

- Movies and sound installed with PowerPoint within the Clip Organizer
- Movies or Sound create by you and saved in a file on the computer.
- A CD Audio track or DVD inserted in the CD drive

1. In slide view, display the slide you want to add the video to.
2. On the **Insert** menu, point to **Movies and Sounds**.



3. To insert a video from the **Media Gallery**, click **Movie from Clip Organizer**, and then double-click the video you want.
4. To insert a video from another location, click **Movie from File**, locate the folder that contains the video, and then double-click the video you want.

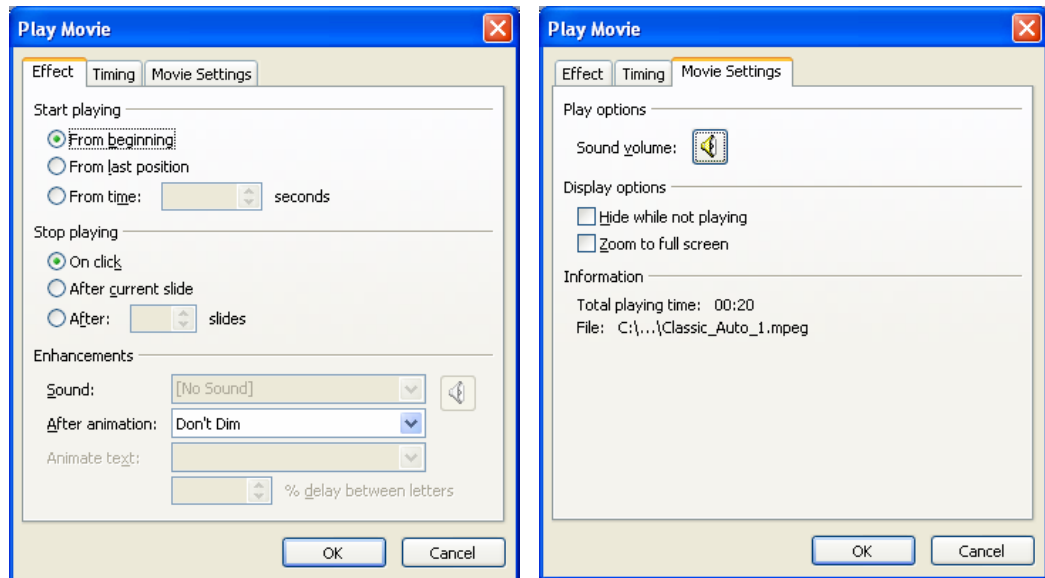


5. Decide whether you want the movie to start automatically or when you click the movie icon.

*Note: To change how you start a video for example, by positioning the mouse over the icon instead of clicking it click **Action Settings** on the **Slide Show** menu.*

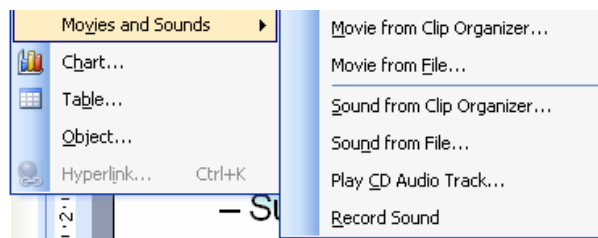
Use **Custom Animations**, Effect Options to set further effects on the Movie, for example:

- When to Start
- When to Stop
- Timings
- Volume
- Zoom to Full Screen
- Hide when not playing

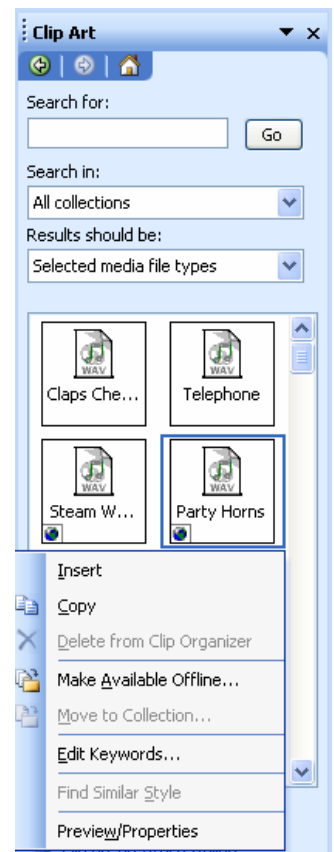
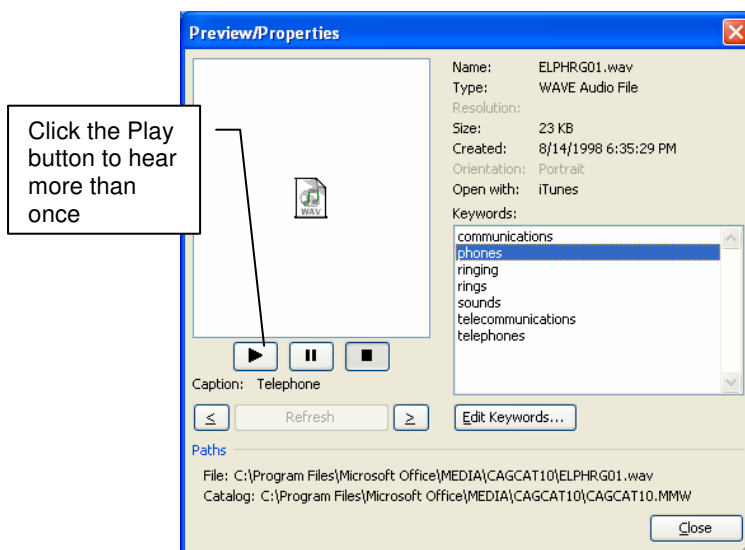


Inserting a Sound

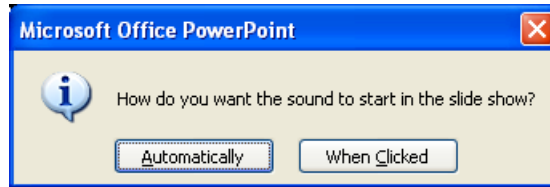
1. In slide view, display the slide you want to add the video to.
2. On the **Insert** menu, point to **Movies and Sounds**.



3. To insert a sound from the **Media Gallery**, click **Sound from Clip Organizer**. The **Clip Art** task Pane will appear.
4. Right-click on a sound and choose **Preview**



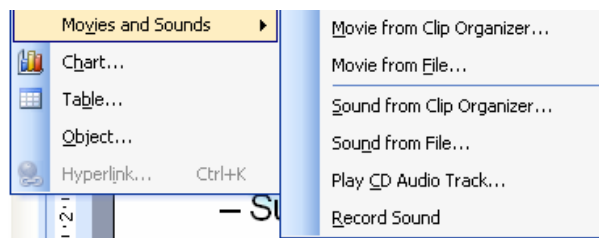
5. Right-click on an icon in the task pane and choose insert to insert on the slide.



6. Decide when the sound should be played.
7. To insert a sound from another location, click **Movie from File**, locate the folder that contains the sound, and then double-click the sound/file you want.

Playing a CD Track

1. In slide view, display the slide you want to add the video to.
2. On the **Insert** menu, point to **Movies and Sounds**.



3. Choose **Play CD Audio Track**



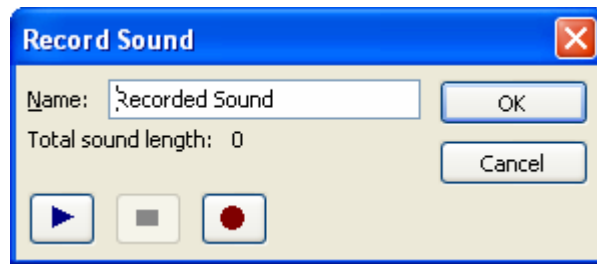
4. Type the track number that you want to play and set any other options required.
5. Choose **OK**.



Note: Make sure that you remember to insert the CD in the CD drive.

Recording a Sound

To record and hear a sound or comment, you need a sound card, microphone, and speakers.

1. Display the slide you want to add a sound or comment to.
2. On the **Insert** menu, point to **Movies and Sounds**, and then click **Record Sound**.



3. To record the sound or voice comment, click **Record** .
4. When you are finished recording, click **Stop** .
5. In the **Name** box, type a name for the sound, and then click **OK**.

A sound icon  appears on the slide.

Change the default setting for linking sound files

Sound files can be extremely large and will significantly increase the size of your presentation. By default sound files are inserted into the presentation. However, you can reduce the size of your presentation by linking the sound files.

A linked object is created in a file on the hard disk and inserted into a PowerPoint file, while maintaining a connection between the two files. The linked object in the presentation can be updated when the sound file is updated.

1. On the **Tools** menu, click **Options**, and then click the **General** tab.
2. In the **Link sounds with file size greater than** box, click the arrows to change the minimum kilobytes required for sound files to be automatically linked to your presentation.

Section 5: Delivering Presentations

Shortcuts to use during the Slide Show

Slide show controls

You can use the following shortcuts while running your slide show in full-screen mode.

To	Press
Advance to the next slide	N, ENTER, or the SPACEBAR (or click the mouse)
Return to the previous slide	P or BACKSPACE
Go to slide <number>	<number>+ENTER
Display a black screen, or return to the slide show from a black screen	B
Display a white screen, or return to the slide show from a white screen	W
Stop or restart an automatic slide show	S
End a slide show	ESC
Erase on-screen annotations	E
Go to next hidden slide	H
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M
Return to the first slide	Both mouse buttons for 2 seconds
Change the pointer to a pen	CTRL+P
Change the pen to a pointer	CTRL+A
Hide the pointer and button temporarily	CTRL+H
Hide the pointer and button always	CTRL+L
Display the shortcut menu	SHIFT+F10 (or right-click)

Note: You can press F1 during a slide show to see a list of controls.

Annotating Slides

The speaker may like to write or draw (annotate) on slides during a slide show

- 1 Right-click anywhere on the slide, and then click **Pointer Options** and choose **Pen**.
- 2 Hold down the mouse button as you write or draw on your slide.

Alternatively the second symbol at the bottom left of the screen is the **Pen**.



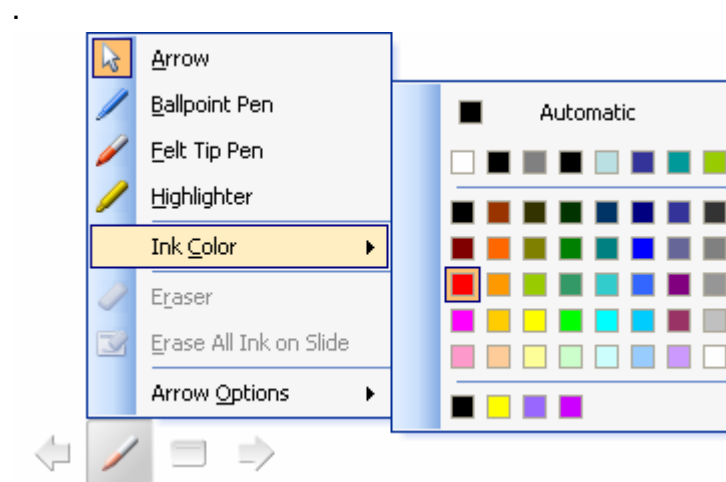
Note Participants in a presentation conference can also use the pen to write and draw on slides. The annotations are visible to all.

Erase annotations during a slide show

- Press the letter **E**.

Note Annotations not erased while the slide is showing disappear automatically when you move to another slide.

Change the annotation pen colour during a slide show



Click the **Pointer Options**, point to **Ink Color**, and then click the colour you want.

Change the annotation pen colour before starting a slide show

- 1 On the **Slide Show** menu, click **Set Up Show**.
- 2 In the **Pen colour** box, click the colour you want.

Speaker Notes

Record minutes

Previous version of PowerPoint had a feature called Meeting Minder. This feature has disappeared in 2003.

If you don't want to switch to another program during your presentation, but still want to record participant comments for related slides, you can use the Speaker Notes feature in PowerPoint. To record comments during your presentation, right-click the slide you want to add comments to, point to **Screen**, and then click **Speaker Notes**. Type the comments in the box, and click **Close**. Your comments are recorded in the Notes Pane of your slide.

Assuming that you have set the **Multiple Monitors** to **Show Presenters View**, if you take notes during a presentation, the Speaker Notes appear only on your screen other participants see only the slide show.

Rehearse the Slide Show

You can set timings for your slides before you rehearse, or you can set them automatically while you rehearse. If you set them before you rehearse, you will find it easiest to work in slide sorter view where you see miniatures of each slide in your presentation.

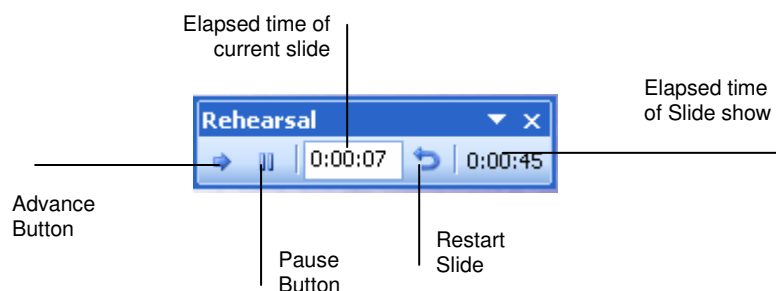
You can set the timing for one or more selected slides by clicking **Automatically after** on the **Slide Transition** task pane, and then entering the number of seconds you want the slides to appear on the screen.

You can also set a different timing for each slide ^{3/4} for example, you can have the title slide appear for 10 seconds, the second slide for 2 minutes, the third for 45 seconds, and so on.



To rehearse your timings

- 1 Click **Rehearse Timings** on the **Slide Show** menu.
- 2 You can use the buttons in the Rehearsal dialog box :



- to pause between slides
 - restart a slide
 - advance to the next slide.
- 3 PowerPoint keeps track of how long each slide appears and sets the timing accordingly. If you display the same slide more than once, the last timing is the

one PowerPoint records. When you finish, you can accept the timings or you can try again.

*Note: If you know the timing you want for a slide, you can enter it directly in the **Slide Time** box of the **Rehearsal** toolbar*

Turning Slide Timings on or off for a presentation

Turning off timings does not delete them; you can turn them back on at any time without having to recreate them.

1. On the **Slide Show** menu, click **Set Up Show**.
2. Do one of the following:
 - To turn timings on, under **Advance slides**, click **Using timings, if present**.
 - To turn timings off, under **Advance slides**, click **Manually**.

Voice Narrations

You might want to add narration to a slide show for any of the following reasons:

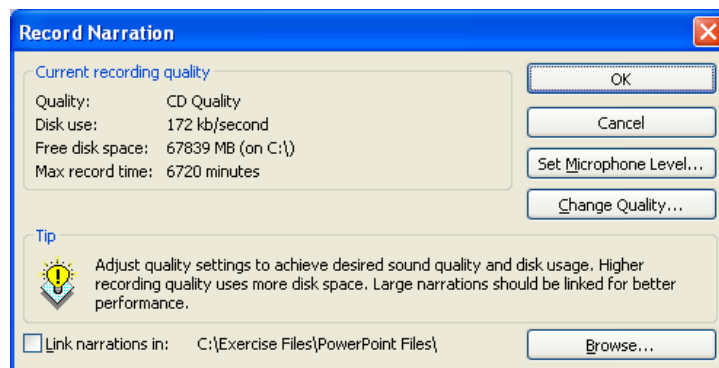
- For individuals who can't attend a presentation
- For self-running slide shows
- For gaining access to a slide show on the Internet
- For archiving a meeting so presenters can review it later and hear comments made during the presentation

To record a narration, your computer needs a sound card and a microphone. You can record a narration before you run a slide show, or you can record it during the presentation and include audience comments. If you do not want narration throughout the entire slide show, you can also record separate sounds or comments on selected slides or objects.

If you decide to change something in the narration you have recorded, you will need to delete the entire narration and rerecord it. Because voice narration takes precedence over all other sounds, if you are running a slide show that includes both narration and other sounds, only the narration will be played.

Record a voice narration

1. On the **Slide Show** menu, click **Record Narration**.

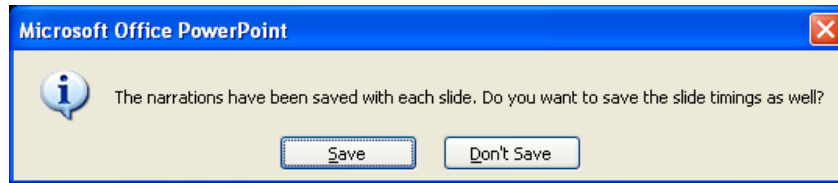


2. First check that your microphone is working correctly and adjust the quality if needs be.

- 3 To insert the narration on your slides as an embedded object and to begin recording, click **OK**.

*To insert the narration as a linked object, select the **Link narrations** in check box, and then click **OK** to begin recording. If you link the recording is held in another file and is not stored in the presentation. Narrations can be very large files.*

- 4 Advance through the slide show and add narration as you go.



- 5 To save the timings along with the narration, click **Save**. To save only the narration, click **Don't Save**.



A sound icon appears in the lower-right corner of each slide that has narration.

Points to Remember

- When you run the slide show, the narration will automatically play with the show. To run the slide show without narration, click **Set Up Show** on the **Slide Show** menu, and then select the **Show without narrations** check box.
- Because you can not record and play sounds at the same time, while you are recording you will not hear other sounds you inserted in your slide show.

Pause or stop voice narration during recording

- During recording, right-click, and then click **Pause Recording** on the shortcut menu.

To resume recording, right-click, and then click **Resume Recording**.

Kiosk Presentations

You can set up your presentation for viewing in a kiosk situation that is, where people can go through a presentation by themselves, or where a presentation is self-running and automatically replays when it reaches the end. You can also add voice narration so viewers can listen to the presenter's own words as the presentation runs.

Kiosk Presentations runs the slide show full-screen as a self-running show that restarts after 5 minutes of inactivity. The audience can advance the slides or click hyperlinks and action buttons but cannot modify the presentation. When you click this option, PowerPoint automatically selects the **Loop continuously until "Esc" check box**.

To Set a Kiosk Presentation

- Click Slide Show on the main menu, click Set Up Show, click the Browsed as Kiosk option button.

Section 6: Transporting your Presentation

Package for CD

The Package for CD feature in Microsoft Office PowerPoint 2003 allows you to copy one or more presentations along with supporting files onto a CD. The Microsoft Office PowerPoint Viewer is included by default on the CD and will run the packaged presentations on another computer even if PowerPoint is not installed.

Customizing the package

When you package your presentation, linked files are included automatically, although you have the option to exclude them. You can also add other files to the presentation package.

Before you give others a copy of the presentation, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove comments, ink annotations, and markup before you package your presentation.

The PowerPoint Viewer is packaged with your presentation automatically, but you can exclude it if you know that the computer you will use to run the CD has PowerPoint installed, or if you are copying presentations to an archive CD.

By default, the CD is set up to play all presentations automatically in the order you specify (sometimes referred to as an autorun CD), but you can change this default setting to automatically play only the first presentation, to automatically display a dialog box from which people can select the presentations they want to play, or to disable the automatic features and require people to manually start the CD.

Using Package for CD with Microsoft Windows XP or later

You can also use the following procedure to package one or more presentations into a folder on your computer or at a network location instead of onto a CD. Instead of clicking **Copy to CD** in step 8, click **Copy to Folder**, and then provide the appropriate folder information.

1. Open the presentation that you want to package. If you are working with a new presentation that has not been saved, it is recommended that you save the presentation.
2. Insert a CD into the CD drive.
3. On the **File** menu, click **Package for CD**.

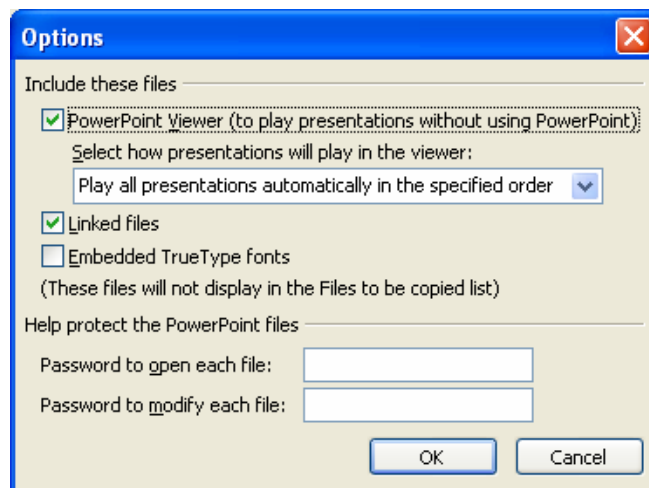


4. In the **Name the CD** box, type a name for the CD.

5. To specify the presentations that you want to include, as well as the play order, do any of the following:
 - To add more presentations or other files that are not included automatically, click **Add Files**. Select the files that you want to add, and then click **Add**.
 - By default, the presentations are set up to run automatically in the order in which they are listed in the **Files to be copied** list. To change the play order, select a presentation, and then click the arrows to move it to a new position in the list.

Note *By default, the presentation that is currently open is already in the **Files to be copied** list. Files that are linked to the presentation, such as graphics files, are included automatically but won't appear in the **Files to be copied** list. In addition, the Microsoft Office PowerPoint Viewer 2003 is included by default, so that you can run the packaged presentation on a computer that does not have Microsoft PowerPoint installed.*

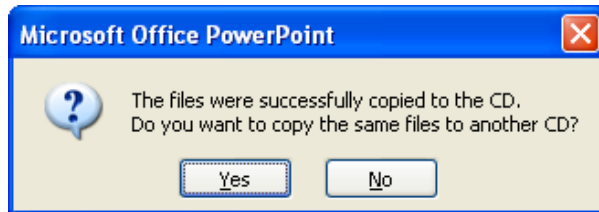
- To remove a presentation, select it, and then click **Remove**.
6. To change the default settings, click **Options**, and then do any of the following:



- To exclude the PowerPoint Viewer, clear the **PowerPoint Viewer** check box.
- To prevent presentations from playing automatically, or to specify a different automatic play option, click an option in the **Select how presentations will play in the viewer** list.
- To include TrueType fonts, select the **Embedded TrueType fonts** check box.
- To require a password to open or edit all packaged presentations, under **Help protect the PowerPoint files**, enter the password that you want to use.

When you set passwords in **Package for CD**, those passwords apply to .ppt, .pot, .pps, and PowerPoint .mht files that have been converted to .ppt files, in the package. If any of the files that you are packaging already have passwords assigned, PowerPoint prompts you either to keep the previously assigned passwords for those files or to override them. If you choose to override the previously assigned passwords, they will no longer be accepted for the packaged versions of the files. However, they will still be accepted for the original versions.

7. Click **OK** to close the **Options** dialog box.
8. Click **Copy to CD**.
9. On completion the following dialogue box will appear



Operating system requirements

Copying packaged presentations onto a CD requires Microsoft Windows XP or later. If you have an earlier operating system, you can use the Package for CD feature to copy packaged presentations only to a folder on your computer, a network location, or a floppy disk if you do not include the viewer. After you have packaged the files, you can use a CD burning program to copy the files to CD.

Section 7: Precision Drawing

Using the Grid, Guides and Ruler

You can position objects precisely by using the **Guides** command on the **View** menu. When an object gets close to a guide, the object snaps to the guide. To add a guide, press **CTRL** while you drag an existing guide. You move a guide by dragging it. If the grid is on, a guide moves from gridline to gridline and may appear to jump. If you want a guide to move smoothly, one pixel at a time, hold down **ALT** as you drag. When an object is almost in place but needs a nudge, click the object, and then press an arrow key on the keyboard in the direction you want to nudge the object.

The drawing ruler

You can use the horizontal and vertical rulers to move and align objects precisely. If the rulers are not displayed, click **Ruler** on the **View** menu. When displayed, the rulers appear in slide and notes page view, at the top and left side of the slide window. When you move the pointer or a drawing tool, its movement traces on the rulers to show you precisely where you are on the slide.

The appearance of the ruler changes depending on what you select on the slide. When you select a picture or an AutoShape, the ruler's origin is at the centre. When you select text, its origin is at the left. When you select text inside a text box, the ruler displays the indent markers and tabs for the text. Each text box has its own ruler and its own indentation and tab settings.

Measure the precise distance between objects

- 1 Position a guide where you want to begin measuring.
- 2 Press **SHIFT** as you drag the guide to where you want to stop measuring.

The number you see is the precise distance between the objects.

Show or hide guides

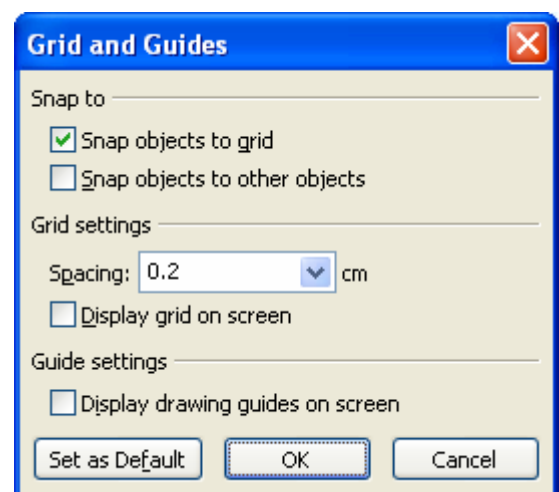
On the **View** menu, click **Guides**.

Visible grid

To make aligning placeholders, shapes, and pictures easier, you can display a drawing grid and adjust the spacing of the gridlines. The guides still remain.

Choose **Draw** on the Drawing toolbar and then **Grid and Guides**

You can now save your settings as default.

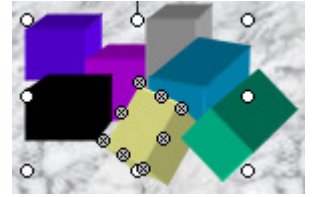


Automatic layout for inserted objects

PowerPoint adjusts the slide layout automatically to accommodate pictures, diagrams, charts, and other items that you add. When you choose a new slide layout, PowerPoint can automatically rearrange the existing items on the slide to fit the new layout.

Easy selection of an object in a group

This new feature lets you select a single AutoShape in a group, without ungrouping. This is useful when you want to make certain types of formatting changes, for example, changing the colour of a single shape in a group.




Insert multiple pictures

When you insert pictures from files on your hard disk drive, you can select multiple pictures and insert them all at once.

Picture compression

If selected, may reduce the file size by applying JPEG compression to high colour picture, which may result in loss of image quality. If cleared, no changes in the compression method will be made.

Picture Compression  is available on the Picture toolbar

Picture Rotation

You can rotate and flip any type of image file in a PowerPoint presentation — including bitmaps.



Multiple design templates per presentation

PowerPoint 2002 supports having more than one design template in your presentation. This is great when you want to combine several presentations into one file, but have each section maintain its distinct look.

Save Background or Selection as Picture

When you create a drawing using the drawing tools in PowerPoint, you can save it as a picture by right-clicking it. You can also save a texture or picture background from a slide in the same way, making it easy to reuse these graphic elements.

Section 8: Customise PowerPoint

Toolbars

Toolbars allow you to organise the commands in PowerPoint the way you want so you can find and use them quickly. You can easily customise toolbars for example, you can add and remove menus and buttons, create your own custom toolbars, hide or display toolbars, and move them. In previous versions of PowerPoint, toolbars contained only buttons. Now toolbars can contain buttons, menus, or a combination of both.

The menu bar is a special toolbar at the top of the screen that contains menus such as File, Edit, and View. You can customise the menu bar the same way you customize any built-in toolbar for example, you can quickly add and remove buttons and menus on the menu bar, but you can not hide the menu bar.

A menu displays a list of commands. Some of these commands have images next to them so you can quickly associate the command with the image. You can make a command easier to switch to by using the Customise dialog box (Tools menu) to create a toolbar button for the command.

To Add a Button to the toolbar

- 1 On the **Tools** menu, click **Customise**, and then click the **Toolbars** tab.
- 2 Click the **Commands** tab.
- 3 To add a button to the toolbar, click a category in the **Categories** box, and then drag the command you want from the **Commands** box to the displayed toolbar.

To add a built-in menu to the toolbar, click Built-in Menus in the Categories box, and then drag the menu you want from the Commands box to the displayed toolbar.

Move or copy a toolbar button

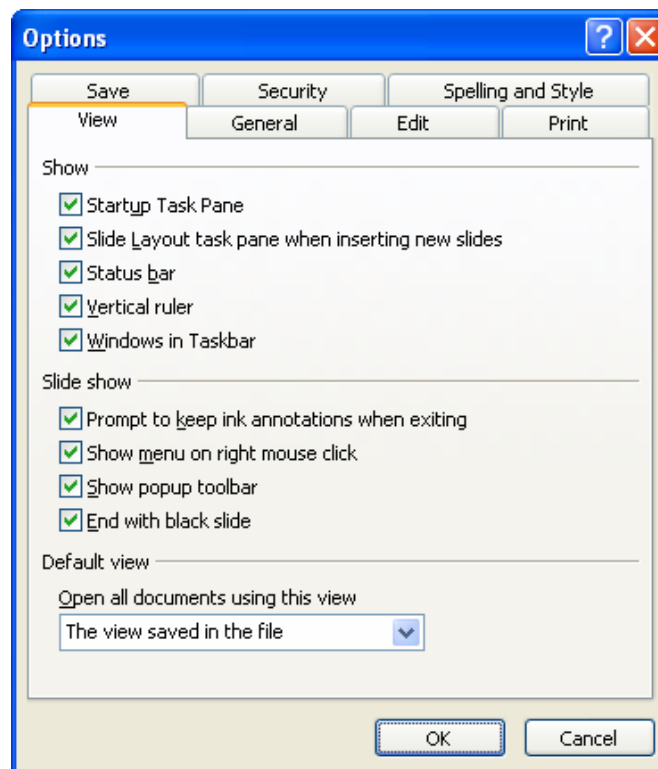
If moving or copying a toolbar button from one toolbar to another, you must show both toolbars.

To move a toolbar button, hold down ALT and drag the button to its new location.

To copy a toolbar button, hold down ALT+CTRL and drag the button to its new location.

Setting Options and Defaults

- Click **Tools** on the main menu, **Options**



- Click on the tabs at the top and change any options. Click **OK**