

Welcome to *Teach Yourself: Intermediate Microsoft PowerPoint*

This *Teach Yourself* tutorial explains the advanced features of Microsoft PowerPoint 2003, a program for designing presentations. It builds on the lessons in *Teach Yourself: Introduction to Microsoft PowerPoint*. This is the same tutorial we use in our Intermediate Microsoft PowerPoint class, but it has been adjusted so you can take the course on your own. If you would like to attend Intermediate Microsoft PowerPoint or any other class offered by LFPL, just go to the LFPL website www.lfp.org and click on 'Events' on the left side of the screen to find when and where the next class meets.



Intermediate Microsoft PowerPoint

By the end of the class, participants should be proficient in the following:

- **Adding and customizing multi-media and other objects**
 - [Tables](#)
 - [Charts](#)
 - [Diagrams](#)
 - [Motion Clips](#)
 - [Sound Clips](#)
 - [Hyperlinks](#)
- [Inserting headers, footers, and slide numbers.](#)



Creating a Multi-Media Presentation

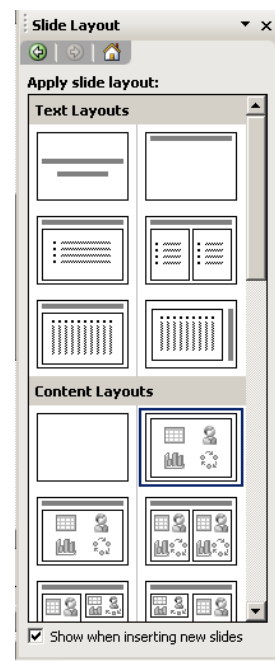
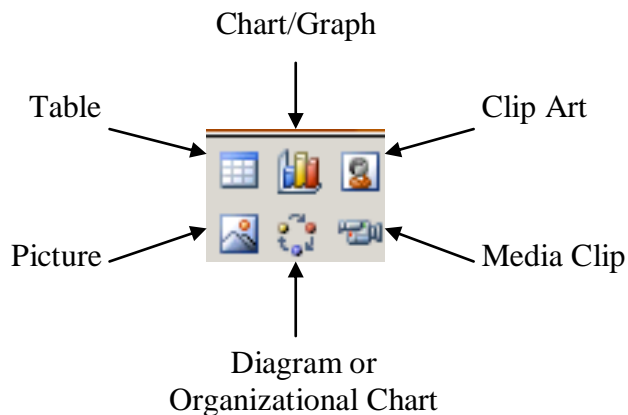
In this class we will go beyond the basics of creating a design template presentation with text and clip art. We will create a slide presentation with a table, a chart, a diagram, a motion clip, a sound clip, a hyperlink, and a word art. We will also learn how to customize these objects.

Let us start by opening Microsoft PowerPoint and clicking on **Create a new presentation** in the task pane. Select **From design template** at the top of the task pane. Select the design template you wish to use.

Adding Slides to the Presentation

When you first create a presentation, PowerPoint automatically gives you a title slide. To add additional slides:

1. Click on **Insert** → **New Slide**.
2. By default, the new slide has a heading area and a bulleted list area, which is the most commonly used layout. To select a different layout, click on one in the task pane. You will notice that different symbols represent the types of content you can include on the slide. The dark bars are title areas. The dots followed by squiggly lines are bulleted list areas. The content layouts allow you to choose any of the following types of objects:

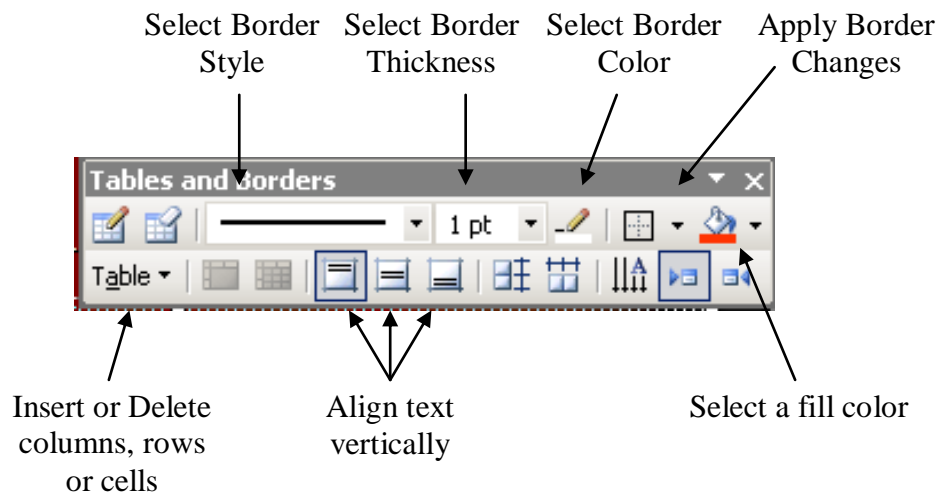


We will add slides as we need them through out the class.

Adding and Customizing Tables

1. Click on **Insert** → **New Slide**.
2. Select a **Title and Content Layout** in the task pane.
3. On the slide, click on the table symbol.
4. Enter the number of columns and rows desired and press **OK**.
5. Enter information into the cells by clicking inside the cell and typing.

You can further customize the table by using the Formatting toolbar to customize the text. The Tables and Borders toolbar can be used to customize the table borders and make other adjustments to the table.



To adjust the width of columns, rest your cursor on the border between two columns until you get a vertical line with arrows pointing out the sides. Then click and drag left or right.

Additional tables can be added to a slide by clicking on **Insert** and **Table**.

The image shows a slide with a dark red background and a white border. The title 'Core Beginner Classes' is centered at the top. Below the title is a table with three rows and two columns. The first column lists the class names, and the second column lists the course descriptions.

Core Beginner Classes	
Computer Basics	Lecture based course on the parts of the computer.
Windows Basics	Hands on course on using the mouse, saving, printing and operating in a Windows environment.
Internet Basics	Hands on course on locating information online.

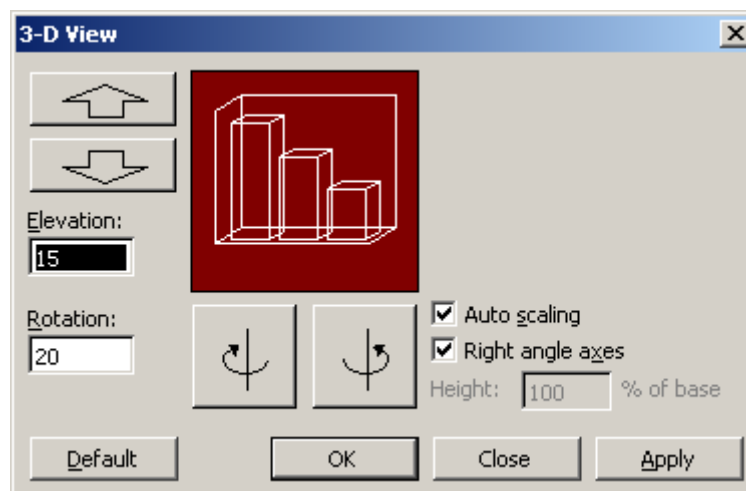
Adding and Customizing Charts

Charts and graphs are wonderful methods of conveying information visually.

1. Click on **Insert** → **New Slide**.
2. Select the **Title and Content Layout** under **Content Layouts** in the task pane.
3. On the slide, click on the chart symbol.
4. When the data sheet appears, enter the data you want to graphically display. Delete any columns or rows you do not need by right clicking on the column or row heading (ex. D) and selecting **Delete**.

		A	B	C	D
		Computer Basics	Windows Basics	Internet Basics	
1	Morning	15	11	7	
2	Afternoon	14	11	4	
3	Evening	12	5	6	
4					

5. Different charts are suitable for different types of data. To change the chart type, click on **Chart** → **Chart Type**. Make your selections and click **OK**.
6. To label chart axes, add grid lines, adjust the placement of the legend, show data labels or show the data sheet along with the graph, click on **Chart** → **Chart Options**. Make your selections and click **OK**.
7. Right clicking on different parts of the chart will give you other methods of customization. For example, you can format an axis by changing the scale. You can format a data series by change the fill color.
8. For 3D charts, you can click on **Chart** → **3D View** to adjust the elevation and rotation of the 3D view.

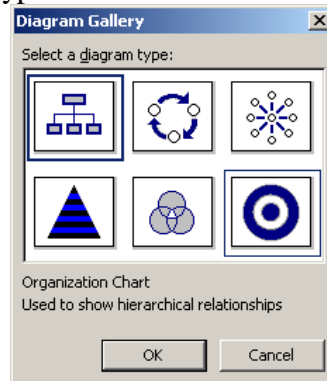


Additional charts can be added to a slide by clicking on **Insert** and **Chart**.

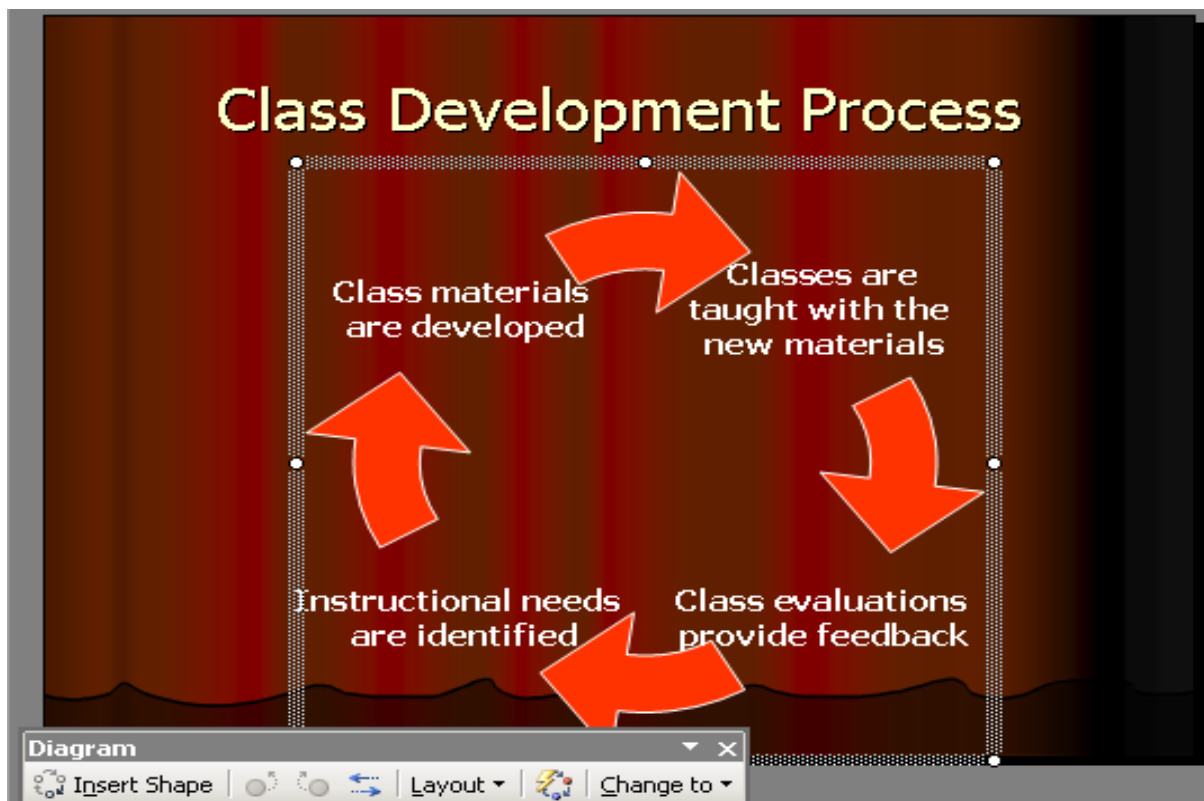
Adding and Customizing Diagrams

Diagrams can be used to show steps in a process, organizational structures, and levels of priorities.

1. Click on **Insert** → **New Slide**.
2. Select a **Title and Content Layout** in the task pane.
3. On the slide, click on the diagram symbol.
4. Select the desired diagram type and click on **OK**.



5. Enter the desired information into the diagram. Text can be formatted using the formatting toolbar.



Insert additional arrows and steps

Adjust the order of steps

Change to a different type of diagram

Adding Media Clips

Adding Motion Clips from the Clip Organizer

1. Click on **Insert** → **New Slide**.
2. Select a **Title and Content Layout** in the task pane.
3. On the slide, click on the media clip symbol.
4. Enter a search term and press **Go**. Example: Gears.
5. Click on the desired motion clip and click on **OK**.
6. You can resize and move the motion clip as you would a clip art. To view the clip in action, click on **Slide Show** → **View Show**.



Additional motion clips can be added to a slide by clicking on **Insert** → **Movies and Sounds** → **Movies from clip organizer**. Use the search field in the task pane to locate the desired motion clip.

Adding Sound Clips from the Clip Organizer

1. Select the slide to which you would like to add a sound clip.
2. Click on **Insert** → **Movies and Sounds** → **Sound from clip organizer**.
3. In the task pane find and select the desired sound clip. Click on it once to insert it.
4. Select whether you would like the sound to play automatically when you reach the slide or whether you would like it to play when you click on the mouse.
5. A speaker image will appear on your slide. It represents the sound added. You can move and resize the image like a piece of clip art.

You also have the options to

- Insert a saved movie from a file.
- Insert a saved sound from a file.
- Play an audio CD track
- Record a sound to play with the slide.

Click on **Insert** → **Movies and Sounds** and select the desired option.

Hyperlinks

PowerPoint allows you to create hyperlinks to existing files or web pages. After you are finished adding the hyperlinks to the slides in the normal view, switch to the slide show view to use them. Hyperlinks are only active (clickable) in the slide show view.

Hyperlink Short Cuts

When you are entering text into your slides, PowerPoint will automatically recognize [www.](#) and [http://](#) as indicators that what follows is a web page and will create a link to the web page. Examples: www.google.com or <http://mail.yahoo.com>

1. Click on **Insert** → **New Slide**.
2. Select a **Text and Content Layout**.
3. From the bulleted list area of your new slide, type www.lfpl.org. Notice how it becomes a hyperlink after you press enter. The link is only active when viewing the slide show.

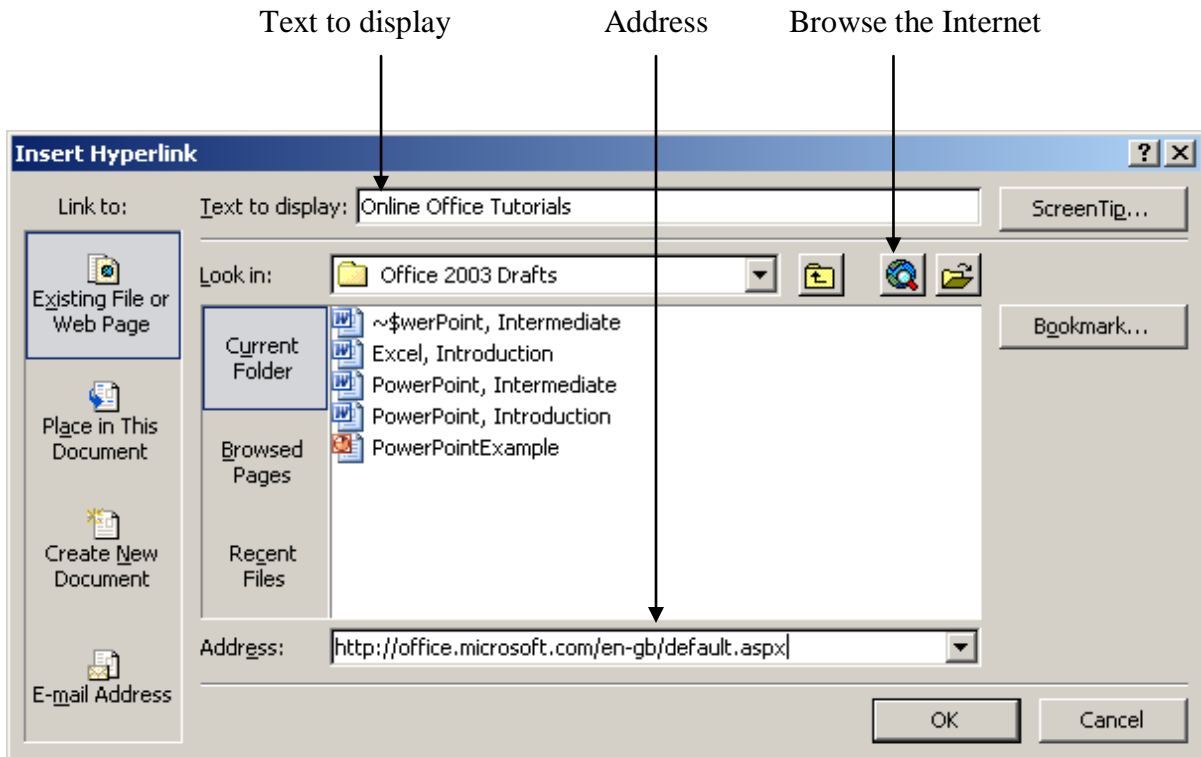


Creating Your Own Hyperlink Labels

Sometimes the addresses of web pages become very long and presenters want to shorten the name of the link. Some presenters might also want pictures or images to act as links. To substitute your own label for a link or to make an image a link:

1. Type the text that you want to act as a link on the slide.
2. Select the text by clicking and dragging over it until it is highlighted.
3. Click on **Insert** and **Hyperlink**.
4. A dialog box will appear. The selected text will be displayed in the **Text to display:** field. In the **Address:** field type the web page address to which you want to link. If you need to browse for the web page, click on the button showing a globe and a magnifying glass. An internet browser will open, allowing you to locate the desired page. Once you locate the page, switch back to PowerPoint on your task bar.

5. Click on **OK**. The link will be active and clickable when you view the presentation in slide show view.



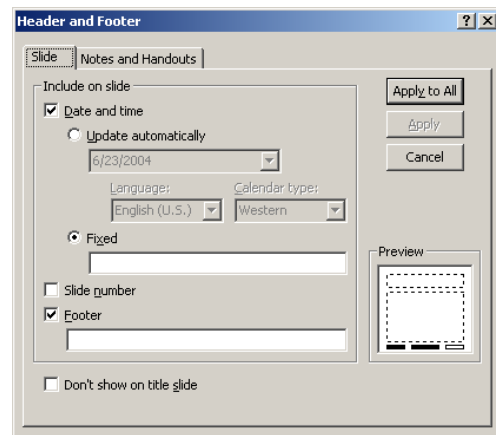
Making Images into Hyperlinks

1. Insert the image you want to act as a link onto the slide.
2. Select the image by clicking on it.
3. Click on **Insert** and **Hyperlink**.
4. A dialog box will appear. If you are using an image, the **Text to display:** field will say <<Selection in Document>>. In the **Address:** field type the web page address to which you want to link. If you need to browse for the web page, click on the button showing a globe and a magnifying glass. An internet browser will open, allowing you to locate the desired page. Once you locate the page, switch back to PowerPoint in your task bar.
5. Click on **OK**. The link will be active and clickable when you view the presentation in slide show view.

Hyperlinks can lead to outside websites, as well as, other files or documents saved to your computer. Notice you have the option to browse through files and folders on your computer. For instance you might be presenting a summary of a report written in Microsoft Word. You might create a link to that report in your presentation.

Headers, Footers, Slide Numbers

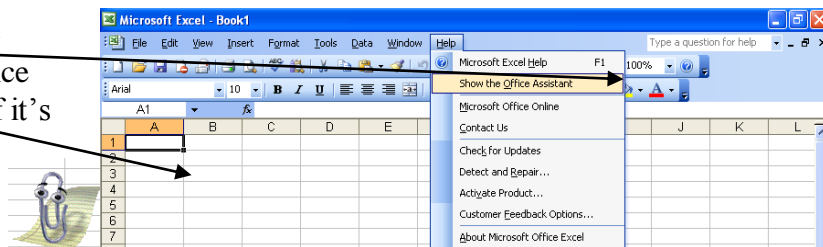
1. Click on **View** and **Header and Footer**.
2. To include the date and time on the slide check the “Date and time” box and select whether you want the date and time updated automatically or if you want a fixed date and time. Type the fixed date and time in the field provided.
3. To include a slide number, check the box next to “Slide number.”
4. To include a footer, check the box next to “Footer” and type the information into the field provided.
5. To have this information appear on all slides except for the title slide, check the box next to “Don’t show on title slide.”
6. Click on **Apply to All** when finished



The Help Menu

If you have a question about Excel that you need answered right away, you might want to consult the Help menu. The help menu has two interfaces: the Office Assistant and the standard Help menu. Let’s examine the Office Assistant first. You’ve probably seen it before—it’s a little dog, cat, paperclip, etc that you can click on to get help. If you don’t see it, click **Help** on the main menu bar. Then click **Show the Office Assistant**, and the Office Assistant will appear. Once it appears, or if it was already visible, click on it to begin interacting with it.

Click **Show the Office Assistant**, and the Office Assistant will appear if it’s not already visible.

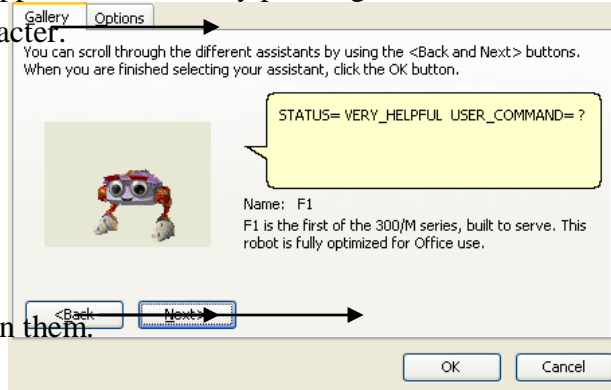


Clicking on the Office Assistant opens up a search bar into which you can type your help topic. Type “create a chart” (without the quotes) into the search bar, and click **Search**. You will see a task pane appear on the right side of the screen listing (usually) 30 results. You should see your help topic at or near the top of the list. Click on it to open another task pane with the solution to your problem. Close the two task panes when done.

Customizing the Office Assistant

Click on the Office Assistant again and click **Options**. Here you can change the look and behavior of the Office Assistant. You will see two tabs: **Gallery** and **Options**. Click on the **Gallery** tab. Here you can change the look of the Assistant. Click the **Back** and **Next** buttons to move back and forth between the selections. If one of these two buttons becomes grayed out, you must go in the opposite direction by pressing the other button.

Click **Gallery** to choose another character.

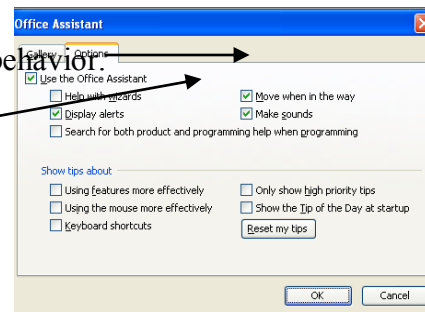


Click **Back** and **Next** to cycle between them.

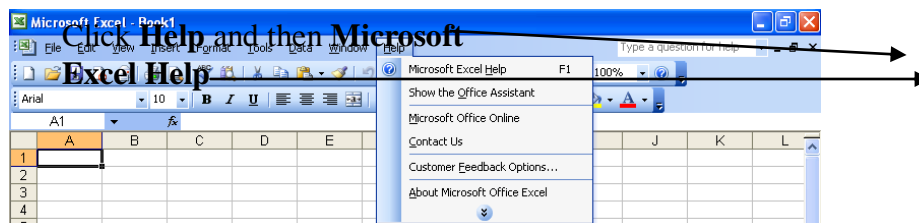
Once you've examined the different characters, click the **Options** tab. **Options** presents several checkboxes with which you can customize the Assistant. Scan these over, and then uncheck the one at the top left that says **Use the Office Assistant**, and then click **OK**. The Office Assistant will disappear.

Click the **Options** tab to customize the Assistant's behavior.

Uncheck **Use the Office Assistant** to turn it off.



Now let's take a look at the standard Help menu. Click **Help** on the **Main Menu Bar**. Next, click **Microsoft Office Excel Help**. This will open a task pane on the right side of the screen. Type "create a chart" into the search bar provided, and then click the white arrow. You will see another task pane with the same 30 results you saw earlier. In other words, you get the same level of help whether or not you use the Office Assistant.



Thank you for attending Intermediate Microsoft PowerPoint. Please consider building your research and/or technological skill sets by taking another class with us.

Learn more about upcoming classes on the library's website www.lfpl.org or in the Computer Learning Center brochure.

If you have any questions or comments, please contact:

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