

## “How To” in PowerPoint

- Ø Remember: You must first select something on the screen before you can give commands or make changes to the object.
  - Ø If you lose the borders of an object, click on it again until you see its borders. This is true for text boxes, graphic images, charts or videos.
1. Resize an object
    - a. Select the area
    - b. Move your cursor near a dot on a border until it becomes a two-headed arrow
    - c. Click and drag the border to resize
  2. Move an Object
    - a. Click on the object to select it
    - b. Move your cursor until it is a four-headed arrow
    - c. Click and drag the object to the desired location
  3. Work with Bullets
    - a. Add or take away bullets by clicking on the **Bullet** button on the toolbar
    - b. Change the bullet style by right-clicking next to a bullet and choose **Bullet...**
  4. Increase or Decrease Paragraph Spacing
    - a. Click in paragraph, then click on the appropriate spacing button on the toolbar
  5. Promote or Demote text (similar to using the Tab key)
    - a. Click in paragraph, then click on the promote or demote button on the toolbar
  6. Copy formatting of text to other text
    - a. Click on the Format Painter button that looks like a paint brush
    - b. Double-click on the Format Painter button to copy formatting multiple times.
  7. Alter Font Type and Size
    - a. Select text to be altered
    - b. Change setting in toolbar

OR

    - a. Right-click on selected text and choose **Font...**
    - b. Make desired changes in dialog box then click **OK**
  8. Change Slide Layout or Color Scheme
    - a. Right-click on area of slide that is NOT an object
    - b. Choose Slide Layout or Color Scheme
    - c. Make choices in the dialog box and click OK
  9. Slide Transition

You can alter the way each new slide appears on the screen using PowerPoint’s preset transition options.

    - a. Click on the **Slide Show menu**, choose **Slide Transition...**
    - b. Click in the box below the picture to see your transition choices.  
(If no transitions have been added to this show yet, it will say **No Transition.**)
    - c. Watch the preview of the transition you choose in the small screen above the box
    - d. Choose whether the slide will advance on either a mouse click or automatically after a specified number of seconds
    - e. Choose whether to play a sound or not
    - f. Click the Apply to All button to apply the choice to all slides in the slide show OR click the **Apply** button to have your choices affect the current slide only

## 10. Insert Movies and Sounds

- a. Click the **Insert** menu, choose **Movies and Sounds**
- b. Choose where the file will come from
  - § **Movie from Gallery** or **Sound from Gallery** to get to PowerPoint's collection
  - § **From File** to use a file from a disk or elsewhere on your computer
- c. Double-click on an item in the Gallery or browse for your target file and click **Insert**

## 11. Insert Pictures

- a. Click the **Insert** menu, choose **Picture**
- b. Choose where the file will come from
  - § **Clip Art** to get to PowerPoint's multimedia collection
  - § **From File** to use a file from a disk or elsewhere on your computer
- c. Double-click on an item in the Gallery or browse for your target file and click **Insert**

## 12. Hyperlink

You can create hyperlinks in a presentation so you can jump to specific slides in the presentation, to another presentation, to a Word document, or to an address on the Internet. You can create a hyperlink from any text or object, including a shape, table, picture, or action button.

- a. Click on the **Slide Show** menu and choose **Action Settings...**
- b. Click the **Hyperlink to:** radio button
- c. Choose what you want to hyperlink to in the box below
- d. Click the **OK** button

## 13. Action buttons

PowerPoint includes a set of built-in 3-D buttons for actions such as Forward, Back, Home, Help, Information, Sound, and Movie. You click these buttons during a slide show to start another program, play a sound or movie, or link to other slides, files, or Web pages.

- a. Click on the **Slide Show** menu and choose **Action Buttons**
- b. Choose the appropriate button for the action you want
- c. Click and drag on the screen where you want the button to appear
- d. In the resulting **Action Settings** dialog box, choose the action you want to associate with the button and click the **OK** button

## 14. Animate

All items on a slide can be animated by going to the Custom Animation dialog box.

- a. Right click on an object within a slide
- b. Choose **Custom Animation**
- c. Click the **Timing** tab
- d. Select the object in the lower display window that you would like to animate first
- e. Click the **Animate** radio button and choose either **On mouse click** or **Automatically**. If you choose automatically you can determine how long PowerPoint will wait to start animating this object in relation to the previous event that happened on the slide.
- f. Click the **Effects** tab
- g. Choose the desired effect
- h. Choose a desired sound
- i. Choose what should happen to the object when it is finished animating.
- j. If the object is text choose whether it should appear: **All at once**, **By Word** or **By Letter**. You can also decide whether text appears by paragraph level.
  - Ø The **Play Settings** tab is used when playing a sound or video
  - Ø The **Chart Settings** tab is used when animating a chart