

## Advanced PowerPoint Version 2003

### Graphics

You can insert pictures from clip art into your PowerPoint presentation. Go to **Insert – Picture – Clipart**, or click on the **Clipart** button in the drawing toolbar. The clip art is arranged by category. Once it is in your document, there are several things you can do with it.

- ❖ **Moving it** – To move the picture, left click on it and hold down your left mouse button. Then drag it to a new location.
- ❖ **Changing size** – To change the size, put your left mouse pointer on one of the squares until you see the double-sided arrow. Hold down the left mouse button and move your mouse in or out to resize the object. The picture can become distorted if you make it really tall or wide. To force the object to keep its original shape and just change the size, use the corner squares.
- ❖ **Formatting** – Right click on the picture and choose **Format Picture**. **Colors & Line** tab: This is where you can choose a fill color and line color. This will create a box around your picture and fill in the background color. **Size** tab: can change the size here. Leave the boxes checked to keep your picture proportionate. **Picture** tab: Can crop the picture, **color** (watermark, black & white), and brightness & contrast. Click on the **Recolor** button at the bottom to change the colors of the clip art.
- ❖ **Send to Back** – Right click on the picture and choose **Order – Send to Back** if you want text to be on top of a picture.

### Charts

Choose a slide with a chart. Double click on the chart side to add a chart. Click on the **Chart** menu and choose **Chart Type**. Select the type of chart you want. Type your data into the Datasheet and click on the **X** to close it when you are done. You can change the size of the chart and move it just like you can with pictures. Right click on single pieces of the pie, and choose **Format Data Point** to change the color of that piece.

### Transitions

For each slide, you can set a different transition effect and choose how fast it goes. To set transition effects:

- ❖ **Select the slide.**
- ❖ Click on **Slide Show** in menu.
- ❖ Choose **Slide Transition**
- ❖ From the slide transition pane on the right hand side, select a **transition effect**
- ❖ Select a **speed**.
- ❖ Select a **sound** if you wish.
- ❖ **Advance the slide on mouse click** or **advancing automatically**.
- ❖ The transition is **applied to THIS slide**.
- ❖ Choose **Apply to All** to **apply this transition to all slides**.

## Animating Text and Objects

Animation is when you add a special visual or sound effect to text or an object. Use it in a presentation to focus on important points, and to add flare.

To add animation:

- ❖ On this slide select **the object/text box** by clicking on it.
- ❖ From the **menu** select **Slide Show – Custom Animation**
- ❖ In the **right hand pane** the effects available will display
  - each **object** you select to animate will appear in the **display** pane here at the right, with a drop **down arrow** beside it.
  - **Select the effect: entrance or exit** effect and select the **effect type**.
  - Select the **speed** and start **direction**.
  - **When you select an object (text box)** that has text in it – you will also be given the choice of how to **introduce the text** – one letter, one word at a time, or all at once – select **One Word At A Time**.
  - **Advance the slide on mouse click** – we will keep this selection and look later at advancing animated objects automatically after xxx seconds later (when we look at this option for transitioning screens)
- ❖ **Repeat these steps for every other object, you wish to animate, on this slide.**
- ❖ You can **change the order these objects animate** on the screen by using the **up and down arrows** below the right hand pane display area:
  - **Select the object by highlighting it. Click on the up (or down) arrow.**
- ❖ Select **PLAY** to preview your slide show.
- ❖ Press **ESC** on your **keyboard** to return to our outline view of our presentation.

## Downloading Sounds

PowerPoint comes with a few sounds. The easiest way to find more sounds is to go to the Microsoft Clip Organizer..

- ❖ Go to the **Insert** menu – **Movies and Sounds – Sound from Clip Organizer**
- ❖ Click on the **Clips Online** button at the top of the box.
- ❖ In the **right hand side pane**, type in your search terms and select a sound by clicking on it..
- ❖ You will be asked whether to **start the sound automatically** or when you **click on it**.

## Running the Slide Show

To start the slide show, click on the **Slide Show View** button in the lower left corner, or go to the **View** menu and choose **Slide Show**.

When you are viewing the slide show, the slide will take up your entire screen – you won't see any menus or other buttons. Press the **ESC key** on your **keyboard** to **exit** the slide show.

### **Navigating in the Slide Show**

Next slide or animation	Click the left button on your mouse, Press the <b>Enter</b> key, or Press the <b>Spacebar</b> .
Previous slide or animation	Press the <b>Backspace</b> key, or <b>Left Arrow</b> key on your keyboard.
Display a black screen, or return from a black screen	Press the letter <b>B</b> on the keyboard.
End the slide show	Press the <b>Esc</b> key on the keyboard.
To see a menu of options including: ❖ <b>Slide Navigator</b> – move to any slide ❖ <b>Pointer Options</b> – choose a pen to draw on the slide. ❖ <b>End Show</b>	<b>Right click</b> on the slide.

### **Printing Options**

You can print slides, notes pages, handout pages, or outlines.

When you are printing handout pages, you can print 2, 3, 4, 6, or 9 slides per page.

- Just click on the **File** menu and choose **Print**.
- Then select what you want to print from the drop down menu.



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Reasonable accommodations will be made for access to programs for people with disabilities. Please call 221-6680 for assistance.