

Microsoft PowerPoint 2002 (PC)

An Introduction to the Basics

Quick Guide

Created 11/02
Updated 6/05

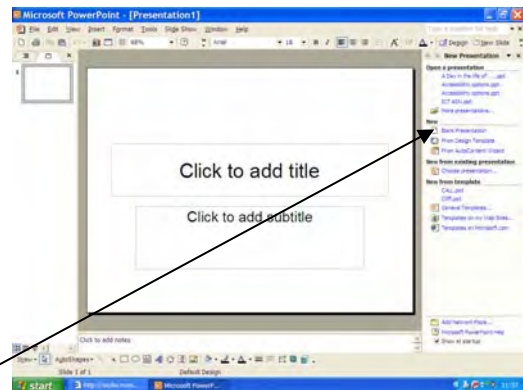
PowerPoint is a very versatile tool, which can be easily used to create multimedia presentations and printed handouts.

Locating the PowerPoint Folder

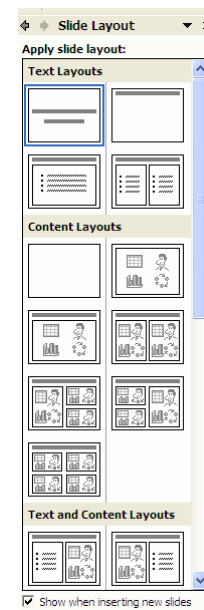
1. Click on the **Start Menu**; go up to **Programs**, open **Microsoft Office**, then **Microsoft PowerPoint**.
2. Look in **Program Files in My Computer** if it isn't in the Start Menu.

Creating a new presentation or document

3. When the program opens a blank slide is on the screen.
4. Your presentation or document will be composed of a series of separate slides; you can choose which layout you want for each slide depending on whether it's going to have text, a picture or both.
5. If you click on **Blank Presentation** under **New** you will be presented with the same title screen but a set of other slide formats appear.



6. Use the scroll bar to view all the layouts.
7. Those with a squiggly line are for text and with a wee man for a graphic.
8. For the front screen it is likely that you will want to stick with a title page so leave the first page as it is.



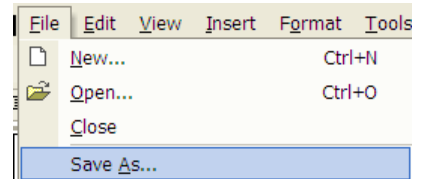
CALL Centre
University of Edinburgh, Paterson's Land,
Holyrood Road, Edinburgh, EH8 8AQ
Tel: 0131 651 6236
<http://www.callcentrescotland.org.uk>

CALL Centre

Copyright © CALL Centre 2005

Saving your presentation

9. It would make sense to save at this point then regularly save as you go through. Go to the **File** menu, click and drag down to **Save As...**



10. You will be prompted to save into the **My Documents** folder. If you are happy to save it direct into there then enter a suitable **filename** and click on **Save**.

11. You may wish to make a folder for presentations or a folder for that particular presentation. Click on the **new folder** icon.



Enter a folder **Name**



Then save the presentation into that folder. Remember to regularly go to **File** and **Save**.

Adding text to a slide

12. Click in the title text box – a grey border will appear around it to show that it has been selected. Key in your title.

13. Click on the subtitle (below) and key in your name/the author/presenter.

Adding another slide

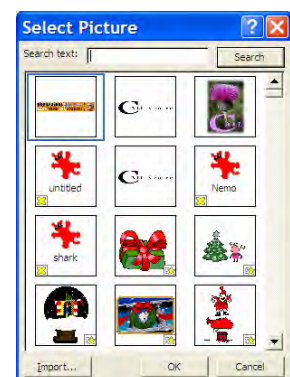
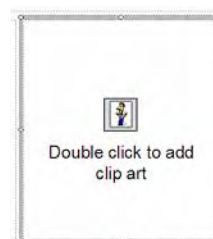
14. Go to **Insert** on the menu and select **New Slide**.

15. Click to highlight which slide layout you want and it will appear on the screen.

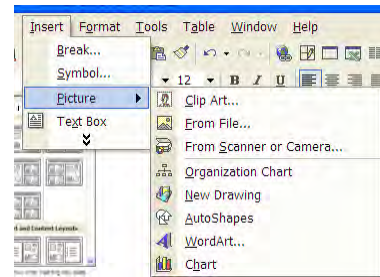
16. Type what you want in the slide and continue to add new slides as above.

Inserting pictures into your slide


17. When you are adding a new slide you may want to choose one of the layouts that have a blank space for a graphic. If you want to use a graphic from Microsoft's clip art then double click and you can search or scroll to find a suitable picture.



18. If you have a specific picture you wish to use then single click to highlight the box, delete it then go to **Insert** on the tool bar, select **Picture** and **From File**.



19. You will be taken to **My Pictures** folder where you can scroll through to select the picture you want. Click on **Insert** and the picture will be placed on your slide.

20. A picture toolbox  will appear which allows you to edit the picture. Only use **Rotate** and **Border** if necessary at the moment.

21. If you need to adjust the size, you can click on one of the little white circles on the edges of the picture then hold and drag to size.

Moving between slides

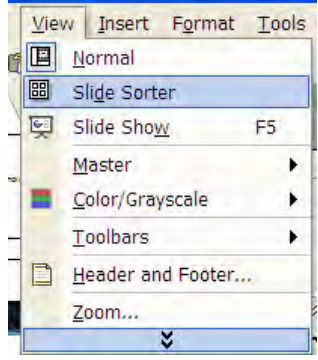
22. To move between slides, click on the arrows on the scroll bar at the lower right hand corner of the screen. Clicking on the upper double-arrow button will take you to the previous slide and on the lower one to the next slide.



Reviewing your slides

23. Once you have completed adding the slides that you require, you will want to review your presentation. Go to the toolbar, click on **View** then **Slide Sorter**.

24. You can do the same thing by clicking directly on the four square symbol at the bottom left-hand side of the screen.



25. Double click on any slide you want to change, make the changes then go back to the slide sorter if you want to change any others or review the slides again. (To return to normal view at any time, select **Normal** from the **View** menu.)

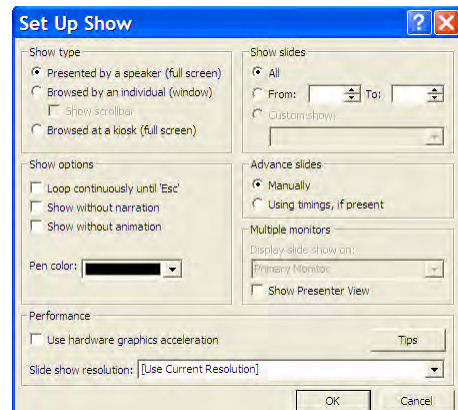
Deleting, adding and moving slides around in the slide sorter

26. If you want to remove one of your slides just click on it to highlight and press delete.
27. To add a new slide, click to the right of the slide it is to follow then go to **Insert> New Slide**. Double click on the new slide to edit then go back to the slide sorter.
28. To move a slide – single click to highlight it then still holding down the mouse, **drag** it to the position you want it to go.

Putting your show together

29. Go to **Slide Show** on the menu and then **Set Up Show**. You can experiment with the settings in here but these are generally fine – click **OK** when done.

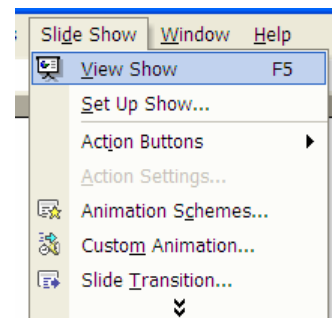
- Show type: **full screen**
- Show slides: **All**
- Advance slides: **Manually**



Running your show

30. When you have finished reviewing your slides, select **View Show** from the **Slide Show** menu in the toolbar. The screen will now be filled completely by the first slide of your presentation or document.

31. To move to the next slide, press the left mouse button or the space bar. To move backwards or forwards use the left or right arrow keys.

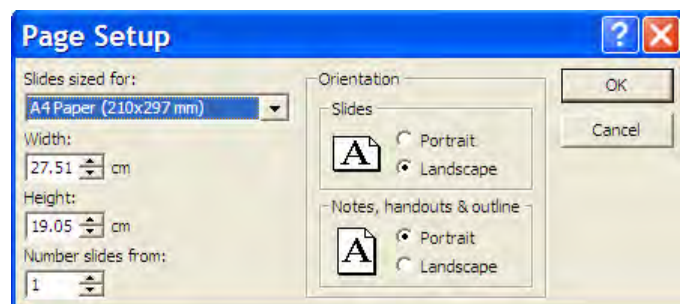


32. If you spot anything you want to change you can stop the show at any time by pressing **Esc**. Double click on any slide you want to change and make the changes but this time choose the wee projector screen at the bottom left-hand side to restart the show at that slide.



Printing your presentation

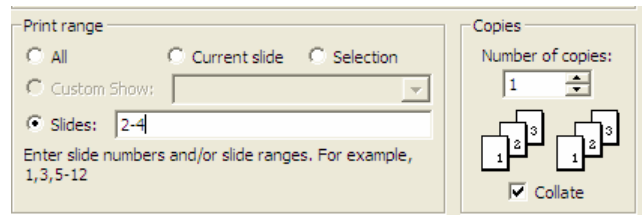
33. Go to the **File** menu and select **Page Setup**. If you look at the top left-hand corner you will see **Slides sized for:** Click and drag down there to see the range of printing formats and select the one you want.



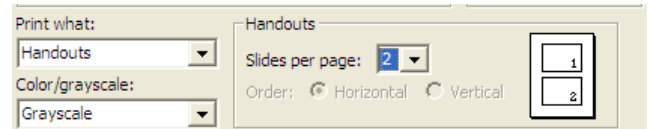
34. Generally, you will be printing on A4 paper which is one of the standard options. If the one you need is not there, then go the bottom and select **Custom** so that you can state your own printing size. Click and drag across the measurements there and enter the width and height

you require. Notice too that you can change the **orientation** to portrait (tall) or landscape (wide). Click on **OK** when done.

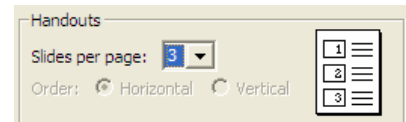
35. Now go back to the **File** menu and choose **Print**. If you are going to print all the slides then click on **OK**. If you only wish to print some of the slides then click on the **Print Range Slides:** button, enter the slides you want and the number of copies then click **OK**.



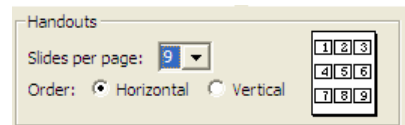
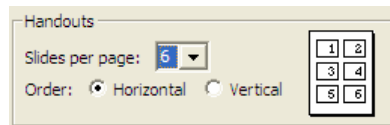
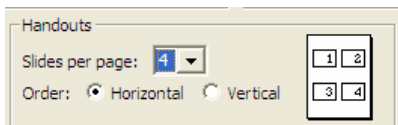
36. PowerPoint has an option to print more than one slide on a page. This is particularly helpful when you want to give others a copy of your presentation or keep a printed copy yourself. To do this select **Handouts** in the **Print what:** box.



37. If you are expecting notes to be taken during your presentation you may wish to choose 3 slides per page.



38. Other options are 4, 6 or 9 with options to print horizontal or vertical.



Additional features of PowerPoint

39. This guide has introduced you to the basics of making a presentation with PowerPoint. If you wish to find out how to how to add movies, animations, make talking books and use the range of features that this program has then please refer to our other quick guides. In particular, you may find our **Shortcuts** sheet a help.