

# Enhancing Your PowerPoint 97 Presentation

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## Highlighting Text to Make Changes

To make formatting changes to text (i.e. bold, line spacing) you can either highlight just a word or group of words. Or select all text in the placeholder by clicking twice on the box that surrounds the text so that it gets the sizing handles.

## Changing Fonts and Sizes

Highlight the text you want to change.

**Click Format** on the menu bar

**Choose Font**

Make your desired selections

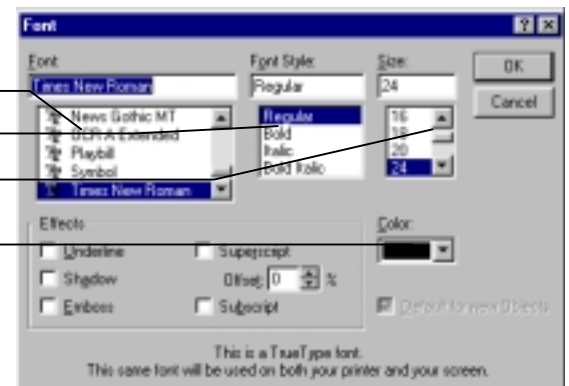
**Click OK**

Change font types

Change font styles

Change font size

Change font color



## Aligning Text

Select the **text** you wish to align

Click the **alignment button(s)** on the toolbar

OR

Select the **text** you wish to align

Click **Format** from the menu bar

Click **Alignment**

Click the **alignment style** you want

## To Add More Text to a Slide



Click on the **text box icon** in the drawing toolbar.

Left mouse click or draw a box with your left mouse on the slide where you want to insert the text.

Start typing.

## To Change Line Spacing on a Slide

Click on the placeholder of the text you want to change.

On the Menu bar, **select Format**, slide down and **select Line Spacing**.

Make your choices and **click OK**.

## Modifying a Bullet

Select the bulleted lines of text you want to change

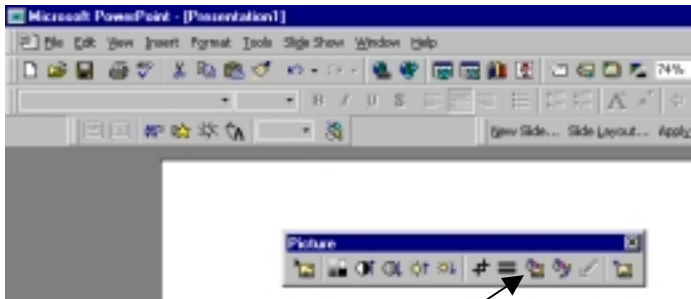
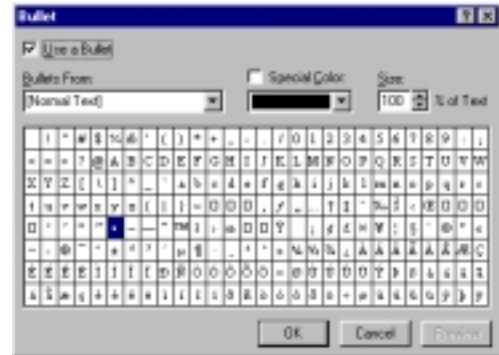
Click **Format** from the menu bar

Choose **Bullet**

Click the **symbol** you want to use for your new bullet

You can also change the bullet size and color if you want to

Click **OK**



## Recoloring Clip Art

Click on the **Recolor Clipart** icon on the picture toolbar.  
Make your changes in this window.

## Creating an Organizational Chart

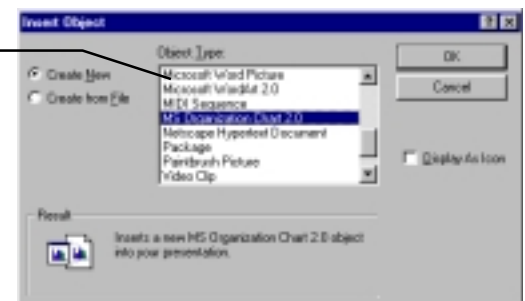
### To Add an Organizational Chart

1. Select slide layout that includes an Organizational Chart.
2. Double click on the **Add Organizational Chart** placeholder.
3. Select **placeholder** to enter text.
4. Type all appropriate information in the box and press **Enter**.
5. Repeat process until all desired boxes are filled.
6. Click on **File** on the Menu Bar.
7. Pull down to **Exit and Return to Presentation**.

**Or...**

Select  
MS Organizational

1. **Open** the **Insert** menu
2. **Choose Object**
3. **Select MS Organizational Chart 2.0** from the Object Type list



### ***Adding New People to Your Chart***

*If it is not already open,*

**Double Click** the Chart to open the organizational chart dialog box

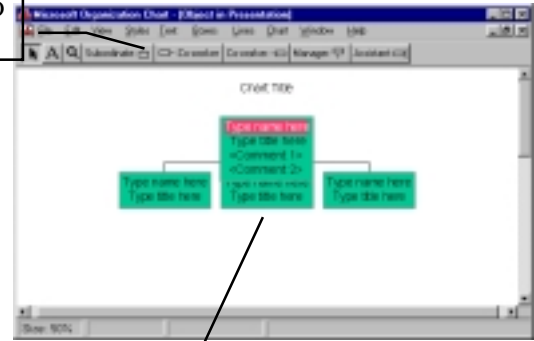
**Click** the **toolbar button** to add the type of position you want to add to the chart

**Click** the **placeholder** for the person related to the new position you are adding to the chart

A placeholder appears for the new position

**Enter** the **name and title** for the new person

Use this toolbar to add new people to your chart



Use the placeholders to begin entering people onto

### ***Deleting a Person from a Chart***

1. **Click** on the **position** you want to delete
2. **Open** the **Edit** menu
3. **Choose Cut** or press the **delete** key

### ***Moving People in a Chart***

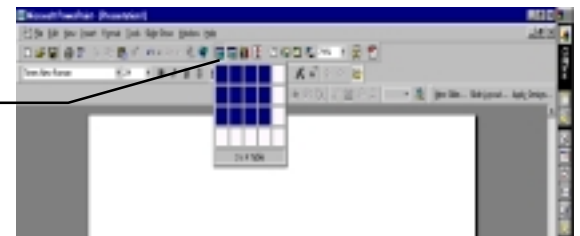
1. **Click** on the **position** you want to move
2. **Drag** the **position** and place it on the placeholder to whom the person reports
3. **Release** the **mouse** when the position is in its new location
4. **Press** the **Esc** key to deselect the position

### **Inserting a Word Table**

Insert a Microsoft Word Table Icon

*While in Slide View:*

1. **Click** the **Insert Microsoft Word Table** icon from the Standard toolbar
2. **Click and drag** over the grid to define your table
3. **Release** the **mouse** a table grid appears on-screen
4. Notice as you are working in the table your toolbars are the Word toolbars, when you click out of the table your toolbars go back to the PowerPoint toolbars. You can format the table as you would any table in Word. Keep in mind that you don't want to decrease the font too much otherwise people will not be able to see the information.
5. **Enter titles** for the columns, **pressing Tab** after each one to advance to the next cell
6. You can highlight the table to make borders similar to how you would make them in Word.
7. You can adjust cell size by using either the horizontal or vertical rulers.



### **Inserting an Excel Spreadsheet**

*While in Slide View:*



1. **Click** the **Insert Microsoft Excel Worksheet** icon from the Standard toolbar
2. **Click and drag** over the grid to define your table
3. **Release** the **mouse** a table grid appears on-screen
4. Notice as you are working in the spreadsheet your toolbars are the Excel toolbars, when you click out of the spreadsheet your toolbars go back to the PowerPoint toolbars. You can format the spreadsheet as you would any spreadsheet in Word. Keep in mind that you don't want to decrease the font too much otherwise people will not be able to see the information.
5. **Enter** information that you want included in your spreadsheet.

## Adding a Chart

*In the Slide View,*

**Open** the **slide** on which you want to insert the chart  
**Click** the **Insert Graph** button on Standard toolbar

The data grid opens default data

Notice how the toolbars change to Charting icons

**Delete** the **default data**

**Enter** the **information** you want charted on your slide

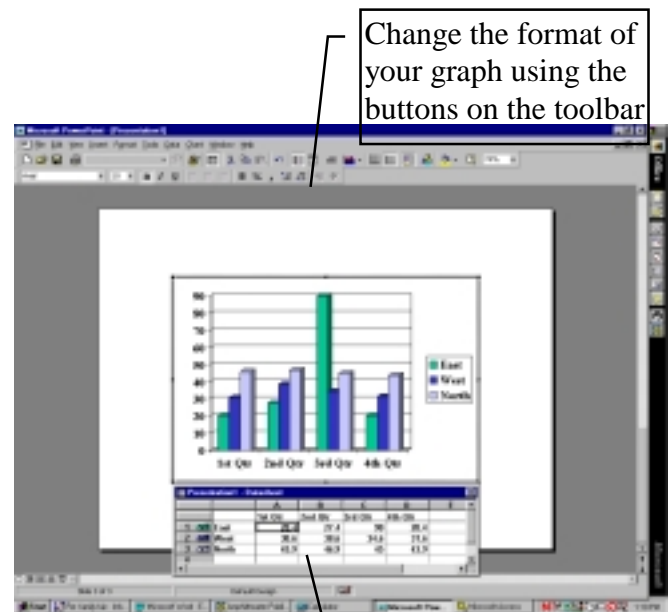
Tab will move you across the data sheet cell-to-cell

Enter will move you down the data sheet cell-to-cell

After entering all of your data **Click** the **View Data Sheet** button

You can make changes to your graph in the graphing toolbar

**Press Esc** twice to return to the slide



# Inserting Word Art

## Inserting a WordArt Object

*In the Slide View,*

**Click** on the **WordArt Icon** on the drawing toolbar

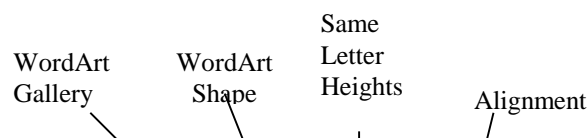


**Select** a WordArt Style

**Enter text** in the Enter Text Here dialog box then **Click OK**

**Move** the WordArt to where you want it to go

Make any other changes to the WordArt using the WordArt toolbar that appears



## Inserting Pictures

You can insert pictures from a digital camera, scanner, the Internet, or a clip art gallery into your PowerPoint presentation.

Go to **Insert** and click on **Picture** and pull to **From File**.

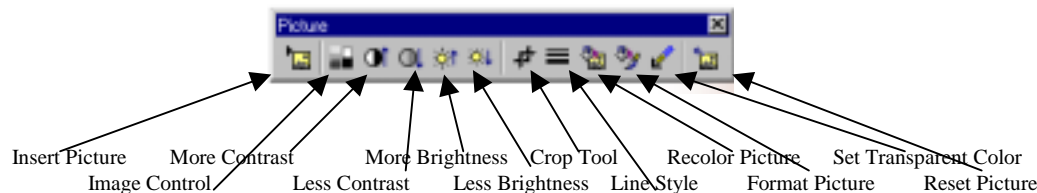
Change to the location you saved it from above (i.e. desktop, my documents or a folder you created).

**Click on the picture.**

Click **Insert**.

Now you can move it around and change the size.

To change features of the picture, click on the picture and the picture toolbar should appear (*Note: If the toolbar does not appear, **Right click** on the **picture** and **left click** on **Show picture toolbar***).



### ***Copying an image from the Internet for your presentation***

1. First of all make sure the image is not copyright protected.
2. Have your mouse cursor on top of the image you want to copy.
3. Right mouse click on the image and select Save Image As with your left mouse button.
4. In the Save As Window, select the folder or disk where you want to save the image.
5. Give the image a new filename if you want, then click Save.

## Inserting Sound Clips to a Presentation

1. Go to the **Insert** Menu Bar.
2. Click on **Movies and Sounds** and pull to **Sound from File**
3. In the Insert Sound window, navigate to the folder with the sound clip.
4. **Double click** on the desired **sound clip file**.

## Inserting Movie Clips to a Presentation

5. Go to the **Insert** Menu Bar.
6. Click on **Movies and Sounds** and pull to **Movie from File**

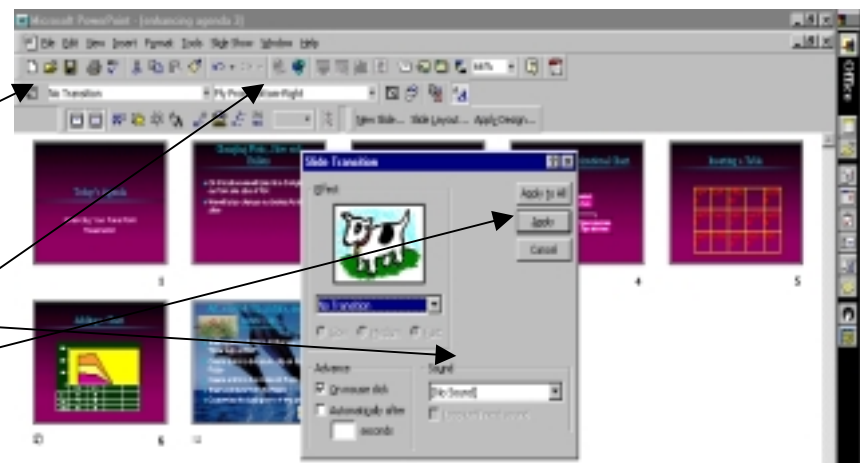
1. In the Insert Movie window, navigate to the folder with the movie clip.
  2. **Double click** on the desired **movie file**.
- If you can't see the movie files in the folder type in \*.mpg (or the extension of the movie, it might be \*.avi also) where it asks for the filename.

## Inserting a Custom Background to a Presentation

1. In the slide view, **click on Format** on the Menu Bar, and slide down to and **select Background**.
2. **Click on the down arrow** in the middle of the window, and **Fill Effects**.
3. Click on the **Picture Tab**.
4. Click on **Select Picture**.
5. Navigate to the folder with the picture file.
6. Double click on the desired **picture file**.
7. Click **OK**.
8. Back in the Background window, click on Omit background graphics to master to place a check in the box.
9. **Select Apply** (to apply to one slide) or **select Apply to All** (to apply to all slides in the presentation).

## To Apply Slide Transition and Text Effects

1. Go to Slide Sorter View.
2. Be on the slide where you want to apply the transition and/or sound.
3. Click on **Transition Tool**.
4. Choose desired transition and sound.
5. Click on the desired effect for text.
6. Click **Apply**.



## To Apply a Text or Object Animation

1. From Slide Sorter View, double click on the slide you wish to work with. This will take you to slide view.
2. Click on the **text** or **object** to be animated.

3. On the Menu Bar select **Slide Show**, slide down and **Preset Animation** and pull to the desired animation (drive-in, flying, camera, etc.). Or select the desired preset animation on the Animation Effects Toolbar.

## Custom Animation Settings

Allow you to change the order of your animations, timings, the effects, chart effects or the play settings.

**Select Slide Show** from the Menu bar, slide down and **select custom animation**. Click on the various tabs to make your changes.

## Interactive Settings

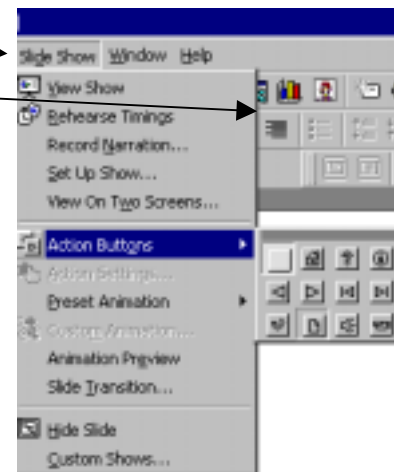
Interactive settings let you build interactions into your slides that will take you to other slides or allow you to run a program by clicking on the icon (text) during a presentation.

### *Branching to Another Slide or Embedded Program*

Allows you to create branches in your presentation to another slide or another embedded presentation (maybe has different slide orientation). When you branch to a presentation you automatically return to the original presentation; when you branch within a presentation you can you Slide Navigator or create another button to return to the first slide.

### *Set up a branch to another slide or Web Page*

1. Go to Slide Show and pull to **Action buttons**.
2. **Select the button**.
3. Draw the **shape of the button** on your slide, when you let go of the button, the Action Settings window will appear.
4. **Select Hyperlink To**, then select the slide you want to branch to on the drop down list: you can also select another PowerPoint Presentation or URL (type the entire address <http://www.amphi.com>).
5. **Click OK**.

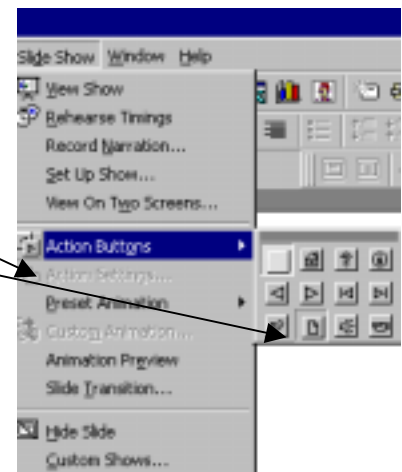


To return to the first slide create a button on the branch slide that returns you to the first slide.

### *Set up a branch to a Program*

You can also branch to another program like Word or a specific page on the Internet to use while in your presentation.

1. Go to Slide Show and pull to **Action buttons**.
2. **Select the button**.
3. Draw the **shape of the button** on your slide, when you let go of the button, the Action Settings window will appear.
4. **Select Run Program**, then click on **Browse**.
5. Navigate to Find the program. **Double Click on the program**.
6. **Click OK**.



## **Pack and Go**

Saving Power Point Presentations that are too large to copy directly on a disk

### ***To Save a Presentation to Floppy Disks***

1. Open the presentation you want to save to disks.
2. On the Menu Bar, go to File, select Pack and Go.
3. Follow the directions in the Wizard.
4. It will ask you to insert another disk when needed.

### ***Opening a Pack and Go Presentation***

1. Put floppy disk one of your presentation in the floppy drive.
2. Double click on the My Computer icon on the desktop.
3. Double click on the 3½ floppy disk icon.
4. Double click on the Pngsetup.exe file.
5. Select the location you want to extract the file (you may want to create a folder prior to doing this)
6. Once it is done it will ask you if you want to run the presentation now. If you do not you can later go to the folder where you extracted the presentation to and open the presentation like you normally would.

Last modified 7/12/00