



INTRODUCTION TO POWERPOINT

WHAT IS POWERPOINT 2000?

STARTING POWERPOINT

- To start PowerPoint using the Start Menu
- To start PowerPoint using a Desktop Shortcut
- To start PowerPoint via Start Menu Office commands

THE OPENING POWERPOINT SCREEN

- To start PowerPoint and use the AutoContent Wizard
- To start PowerPoint and use the Design Template
- To start PowerPoint with a Blank Presentation

POWERPOINT AND MICROSOFT OFFICE

- To start PowerPoint using the Microsoft Office Shortcut Bar

SLIDES AND PRESENTATIONS

OPENING AN EXISTING PRESENTATION

- To open a recently used PowerPoint file
- To increase the list of recently opened files
- To open an existing presentation
- Tools to help you with opening files

SAVING A PRESENTATION

- To save a presentation

CLOSING A PRESENTATION AND EXITING

POWERPOINT

- To close PowerPoint
- To exit PowerPoint

THE POWERPOINT SCREEN AND VIEWS

THE STANDARD TOOLBAR

THE FORMATTING TOOLBAR

STATUS BAR

THE VIEW ICONS

NORMAL VIEW

OUTLINE VIEW

SLIDE VIEW

SLIDE SORTER VIEW

SLIDE SHOW VIEW

USING AUTOLAYOUT

CHOOSING AN AUTOLAYOUT

- To add a new slide to a presentation

THE TITLE SLIDE

- To add a new line/paragraph within a text box
- To move from the title text box to another text box

BULLETED LIST

- To enter bulleted text

- To indent or demote a bullet

TWO COLUMN TEXT

TABLE

TEXT AND CHART

ORGANIZATION CHART

CHART (I.E. GRAPHS)

TEXT AND CLIPART

BLANK (SLIDE)

USING THE AUTOCONTENT WIZARD

STARTING THE AUTOCONTENT WIZARD

- To use the AutoContent Wizard when you open PowerPoint
- To use the AutoContent Wizard if you have already opened PowerPoint

SELECTING A PRESENTATION TYPE WITHIN THE AUTOCONTENT WIZARD

PRESENTATION TYPE

PRESENTATION TITLES, FOOTERS AND SLIDE NUMBERS

COMPLETING THE WIZARD

THE FINISHED PRESENTATION

THE PRESENTATION CONTENT

CREATING A SIMPLE TEXT SLIDE

CREATING A NEW BLANK PRESENTATION

- To create a new presentation when you start PowerPoint
- To create a new presentation once PowerPoint is 'up and running'

SELECTING A SLIDE LAYOUT

- To select a slide layout

SIMPLE TEXT SLIDE

- To enter title and primary bullets
- To enter a new line that is not preceded by a bullet point
- What is demotion and promotion of paragraphs?
- To demote bullets using the Tab key
- To promote sub-level bullets using the tab key
- To demote bullets using the Demote icon
- To promote bullets using the Promote icon

TO INSERT A NEW SLIDE

- To insert a new slide using the keyboard
- To insert a new slide using the mouse

DELETING AND RE-ORDERING SLIDES WITHIN A PRESENTATION

- To delete a slide
- To re-order the slides within a presentation



MANIPULATING SLIDE INFORMATION WITHIN NORMAL AND OUTLINE VIEW

- To reduce the display of a slide to title only
- To expand a collapsed slide
- To collapse all slides
- To expand all slides
- To create a Summary Slide
- To toggle 'Show Formatting' display

CREATING NOTES FOR YOUR SLIDES

- To create notes for a page

FORMATTING AND PROOFING TEXT

FORMATTING OPTIONS

SELECT THEN DO!

- To select a word
- To select characters using the mouse
- To select characters using the Keyboard
- To select all text within a text box

TEXT FORMATTING

- To change font or typeface
- To change font size
- To format text as bold
- To format text as italic
- To format text as underlined
- To format text as shadowed
- To format text as with a color
- To adjust text alignment
- To format text using the Format drop down menu
- To set the default text formatting for all new objects

PICTURES AND BACKGROUNDS

THE DRAWING TOOLBAR

- To use the drawing toolbar

USING THE DRAWING TOOLS

- To draw a line
- To format a line
- To draw rectangles and ovals
- To draw a Freeform shape

AUTOSHAPES

- What is an AutoShape?
- To add an AutoShape
- The AutoShape menus

USING CLIPART

- To insert Clipart
- To search for clipart pictures
- To insert sounds or motion clips

SELECTING OBJECTS

- To select a single object
- To deselect a selected object
- To select more than one object at a time
- To select objects using the Select Objects icon
- To select all the objects on a slide

TO cycle round all the objects within a slide

GROUPING AND UN-GROUPING OBJECTS

- To group objects
- To un-group objects
- To un-group using a pop-up menu
- To regroup objects

RE-SIZING OBJECTS

- To re-size an object
- To re-size an object to exact percentages
- To constrain objects when you re-size them
- To re-size a line

ALIGNING OBJECTS

- To align objects using the Draw menu
- To align objects using guides

MOVING OBJECTS

- To move an object
- To enable 'Snap to grid'
- To disable 'Snap to grid'
- To temporarily disable 'Snap to grid'

ROTATING OBJECTS

- To rotate objects
- To rotate an object using the Drawing toolbar
- To rotate an object using the Draw menu

CUTTING, COPYING, PASTING AND DUPLICATING

- To copy and paste an object
- To cut and paste an object
- To duplicate an object
- To duplicate an object by dragging

MOVING OBJECTS FORWARDS OR BACKWARDS

- To bring objects forwards or send them backwards

APPLYING AND CREATING COLOR SCHEMES

- To apply a different color scheme
- To create a color scheme

ADDING A CUSTOM BACKGROUND

- To add a shaded background

THE FORMAT PAINTER

- To copy a Color Scheme from one slide to another

PRINTING A PRESENTATION

HOW DO YOU WANT TO PRINT YOUR PRESENTATION?

- Printing Acetates
- Printing Delegate handouts
- Printing Presenters Notes
- Printing a Presentation Outline

THE PRINT DIALOG BOX

- To print acetates
- To print delegate handouts
- To print presenters notes
- To print a presentation outline

CREATING AND RUNNING A SLIDE SHOW



WHAT IS A SLIDE SHOW?

NAVIGATING THROUGH A SLIDE SHOW

- To start a slide show
- To move to the next slide
- To move to a previous slide
- To return to the first slide
- To blank the screen to black
- To blank a screen to white
- To exit a screen show
- The slide show 'right click menu'

SLIDE SHOW TRANSITIONS

- To add transitions to a slide show

SLIDE SHOW TIMINGS

- To set timings for a slide show
- To see the timing for each slide

SLIDE SHOW ANNOTATIONS

- To add annotations during a slide show

HIDDEN SLIDES

- To hide slides in a slide show
- To see which slides are formatted as hidden
- To display a hidden slide during a slide show

WHAT ARE ANIMATION EFFECTS?

- To display the animation toolbar
- To make a slide title drop in during a show
- To make text build one paragraph at a time

- To make text 'drive' into the slide
- To make text 'fly' into the slide
- To make text 'shutter' into the slide
- To make text or object flash
- To make text/objects appear from the top right of a slide
- To make text appear one character at a time
- To reverse the order of a build
- To make text 'rain' from the top of a slide
- To alter the order of a build
- To open the Animation Settings dialog box
- To preview an animation effect

ANIMATIONS EFFECTS

MEETING MINDER

- To display the Meeting Minder dialog box while editing a slide
- To display the Meeting Minder dialog box while running a slide show

SLIDE SHOW SHORTCUTS

- To display the slide show shortcuts
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