

Formatting PowerPoint Presentations

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Slide Presentation Basics

KISS (Keep It Short and Simple)






- ▶ Cover main points simply in the slides
 - 7 words per line
 - 7 lines per page
- ▶ Use variety, but maintain consistency
- ▶ Change format, fonts, or sounds when you change the subject, not at random
- ▶ Establish a pattern for each main section
- ▶ Use pre-set design templates for a consistent looking slides (background, color, font, font size, layout)

Font / Font Size

- ▶ Use a font size that is easy to read: 24, 36, 48, 72
- ▶ Keep the font consistent within sections of the presentation
- ▶ Change font size only when you want to attract attention to the change

Easier to Read	HARDER TO READ
Sans serif fonts: Arial	Serif fonts: Times New Roman
Plain or Bold fonts	<i>Italics</i>
Lowercase	UPPERCASE

Using View Buttons (Bottom Left Hand Corner of the PowerPoint Window)

Normal		Shows outline, slide, and notes.
Outline		Shows presentation text in outline format.
Slide		Shows a single slide at a time.
Slide Sorter		Shows miniatures of all the slides in your presentation.
Slide Show		View your presentation in one place.

PowerPoint Objects

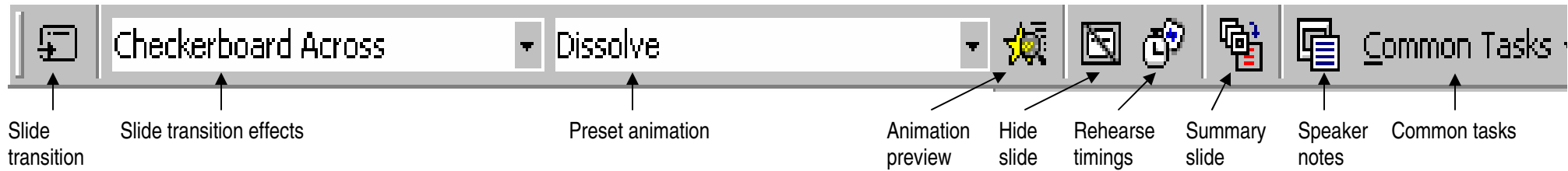
Keep in mind that PowerPoint slides are made up of objects:

- ▶ Slide title
- ▶ Slide text (bulleted items)
- ▶ Action Buttons
- ▶ Graphics
- ▶ Charts
- ▶ Tables
- ▶ Graphs

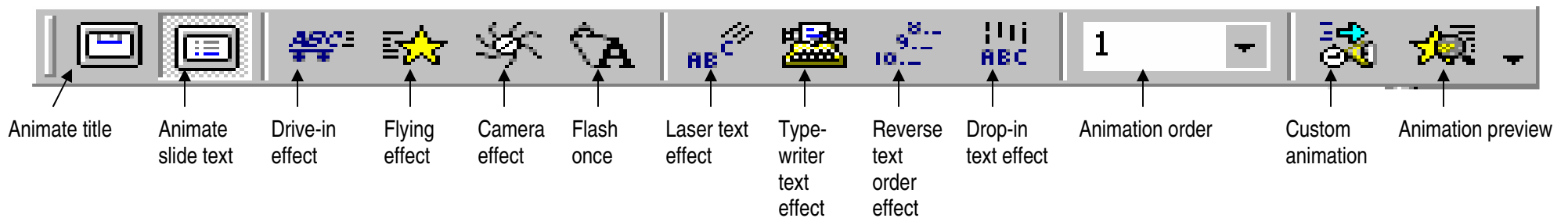
PowerPoint Toolbars

Slide Sorter Toolbar

(Visible in the Slide Sorter View)



Animation Effects Toolbar



Working with the Slide Master and Title Master

What is the Slide Master?

The slide master is a tool that allows you to make changes to the look of your slides without changing each slide individually. Make changes on the slide master and PowerPoint automatically updates the existing slides and applies the changes to any new slides you add.

Use the slide master to make changes to text and styles:

- ▶ font type, size, and color
- ▶ background color
- ▶ apply pre-set design templates
- ▶ bullets and numbered lists

The slide master contains text and footer placeholders that can be re-sized. Placeholders are good for inserting:

- ▶ text for your presentation
- ▶ the date and time
- ▶ slide number

Accessing the Slide Master

- ▶ Open the slide master by going to the **View menu / Master / Slide Master**

Tip: A miniature version of the slide you were viewing when you accessed the slide master can be displayed by going to the **View menu / Slide Miniature**. This mini slide will allow you to see what the slide will look like as you change the slide master.

Note: There is a separate master slide for the title, handouts, and notes pages.

Slide Master

The diagram illustrates the Slide Master layout with the following components and annotations:

- Title Area for AutoLayouts:** A dashed box at the top containing the text "Click to edit Master title style". An arrow points to this area with the label "Placeholder for the slide title".
- Text Area:** A large dashed box in the center containing a list of text styles: "Click to edit Master text styles", "Second level", "Third level", "Fourth level", and "Fifth level". An arrow points to this area with the label "Placeholder for the slide text".
- Text Box:** A dashed box at the bottom left containing the text "This text will appear on every slide". An arrow points to this box with the label "Text box from drawing toolbar for inserting default text on every slide".
- Footer Area:** A dashed box at the bottom right containing three placeholders: "5/13/03" (labeled "Date Area"), "<footer>" (labeled "Footer Area"), and "<#>" (labeled "Number Area"). An arrow points to this area with the label "Footer placeholders for date/time and slide number".

Apply a design template:

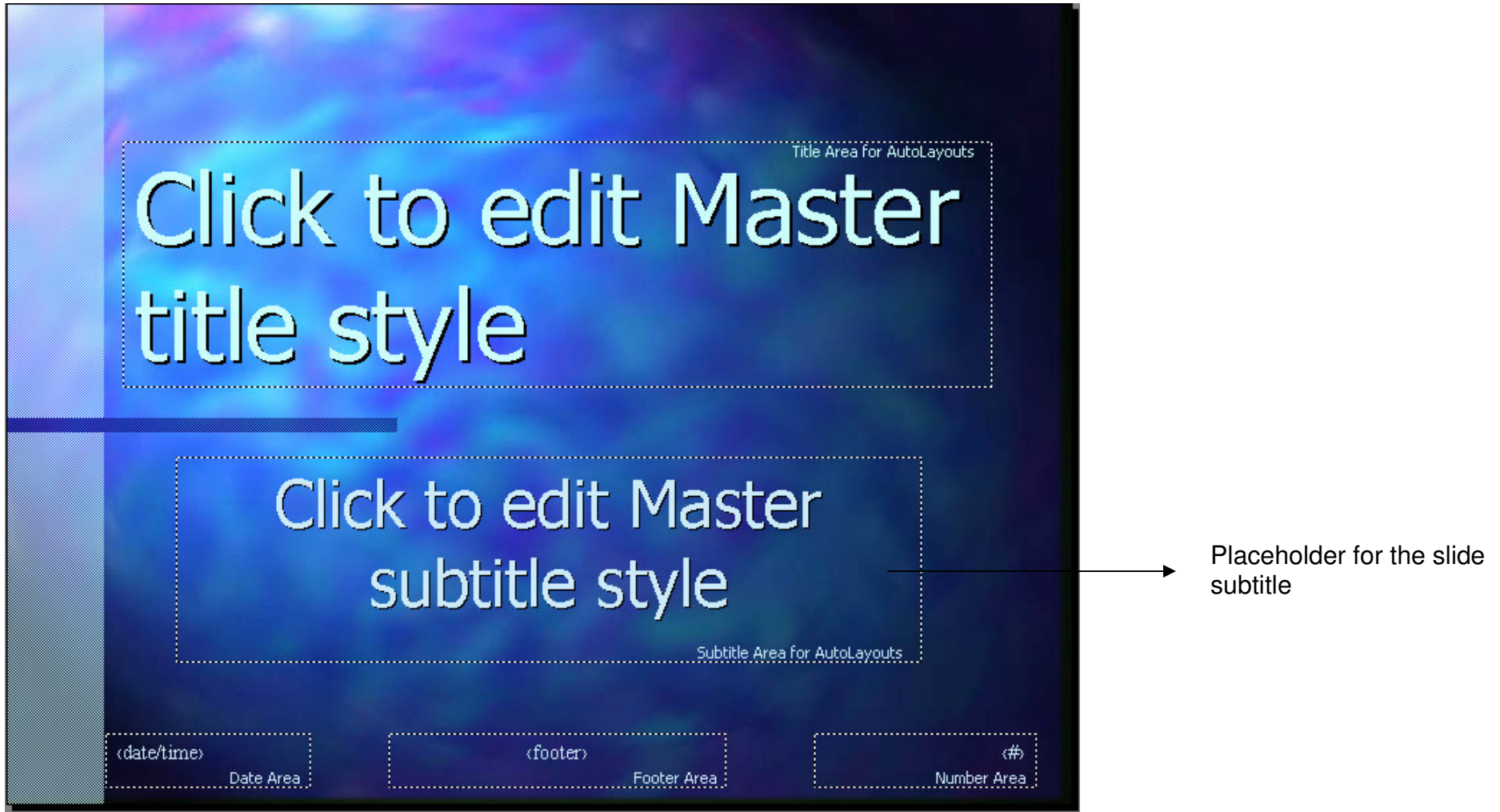
The Azure design template will appear on every slide

(The design template effects the background color, font, font colors, font size, and bullet style and placement)

Title Master

Use the Title Master to create a different look for your title slides. The title master affects only slides that use the Title Slide layout.

- ▶ To access the Title Master: Go to **View menu / Master / Title Master**



Tip: Finish working on the slide master before changing the title master. Any formatting that's changed on the slide master also changes the title master.

Apply a Design Template

PowerPoint comes with a variety of design templates. Design templates contain preset color schemes, slide and title masters with custom formatting and styled fonts. When you apply a design template to your presentation, the slide master, title master, and color scheme of the new template replaces the slide master, title master, and color scheme of the original presentation. After you apply a design template, each slide you add has the same custom look.

- ▶ Change the design template by going to the **Format menu / Apply Design Template**

Tip: If you create a special look for one of your presentations, save it as a custom template.

Changing the Slide Background

- ▶ To change the background color of the slide go to **Format menu / Background**

There are many choices for filling in the background of your slide. A small window previews how your choice will look in the current color scheme of the presentation.

You can choose to fill the background with one of the colors defined in the current template or you choose **More Colors...** to pick a new color with the **Standard** or **Custom** tabs. Other choices for the background are available with **Fill Effects...**

- ▶ Click **OK** when you have finished making changes to the background
- ▶ Click **Apply** to change the background on an individual slide
- ▶ Click **Apply to All** to change the background on all slides of the presentation, including the slide master

Fill Effect	Description
Gradient	Fills the background with: <ul style="list-style-type: none">▶ A blend of one color and a shade of that color▶ A blend of one color to another color▶ A series of preset blends <p>Tip: In order for text to be legible it needs to be light on a dark background or dark on a light background. If your background varies from light to dark, somewhere on the slide your text will be difficult to read.</p>
Texture	Fills the background from a choice of textures such as: stone, cloth, wood, paper, etc.
Pattern	Fills the object with a pattern in two colors.
Picture	Fills the background with a picture imported from a file. PowerPoint will enlarge or reduce the picture size to fit in the screen. <p>Note: Image quality will change when enlarging or reducing a picture.</p>

Changing Bullets and Numbered Lists

- ▶ To change bullets go to **Format menu / Bullets and Numbering**

You have a choice of several styles of bullets and numbered lists. Change the font, size and color of the bullets. Remember you are able to change bullets on individual slides or opt not to use bullets at all.

Use the slide master to change the font, style, color, and line spacing on all your bullets and numbered lists.

- ▶ Place the cursor in the line of text you want to change
- ▶ Highlight multiple lines and change all of them at one time
- ▶ Add your own bullet graphic by using the Picture button at the bottom of the Bullets and Numbering dialog box to find a picture from a clip gallery

Tip: Wingdings fonts are good to use for bullets since they consist mainly of symbols.

Insert a Graphic

There are a couple ways to insert a graphic into a slide:

1. Go to **Insert menu / Picture / Clip Art...** to search the clip art gallery for graphics.
2. Go to the **Insert menu / Picture / From File...** to search your computer or a disk to find a saved graphic. This graphic could be a logo or a graphic scanned from a magazine that you want to use in your presentation.

Resizing a Graphic


Move or resize the graphic as necessary. Keep in mind that you can alter the shape and position of the text boxes to make room for the inserted graphics. Be careful that the size and nature of the graphic are appropriate for use as a bullet or picture to support your presentation.

- ▶ Click once on the graphic to activate the sizing handles

To size...	
Proportionally from all sides.	Hold down the CTRL key and drag one of the corner sizing handles in or out
Vertically or horizontally from the center. Caution: This could distort the graphic.	Hold down the CTRL key and drag a sizing handle in or out.

Adding Default Text or Graphics to Each Slide

Adding the same text or a logo to each slide in your presentation is easy.

1. Open the slide master: **View / Master / Slide Master**
2. Insert a **Text Box** from the **Drawing Toolbar** 
If the Drawing toolbar is not visible: Go to **View menu / Toolbars / ✓ Drawing**
3. Type text in the text box
4. To insert a graphic in the box, make sure your cursor is in the text box
 - Go to **Insert menu / Picture** / choose from **Clip Art...** or **From File...**

Note: The look of the text you've added with the **Text Box** button is not controlled by the slide master.

Create Slides that are Different from the Slide Master

Create unique slides by modifying individual slides. These slides retain their uniqueness even when you change the slide master or apply a new design template.

- ▶ In **Normal View**, simply select the slide object and make changes

Note: Objects appear on slides in the same location as they do on the slide master.

Creating a Custom Design Template

Save your custom design as a template and use it in future presentations.

1. Open an existing presentation, or use a design template to create a presentation as a basis for your new design template
2. Change the template or presentation to suit your needs
3. On the **File** menu, click **Save As**
4. In the **File name** box, type a name for your design template
5. In the **Save as type** box, click **Design Template**

Tip: Save your new custom design template in the **Presentation Design** folder with other design templates for easy access.

Custom Animation

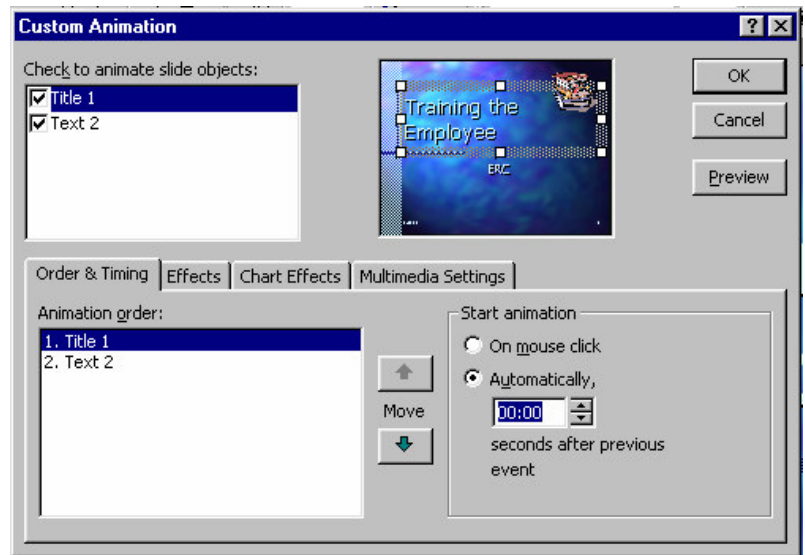
Customize the Order & Timing of Slide Objects

Choose to animate any, all, or none of the slide objects

Order & Timing of Animation

- ▶ Mouse click
- ▶ Automatically after X number of seconds

Preview the custom animation



Customize the Effects

Choose custom effects for each slide object by clicking on the object to select it

Choose entry animation and sound

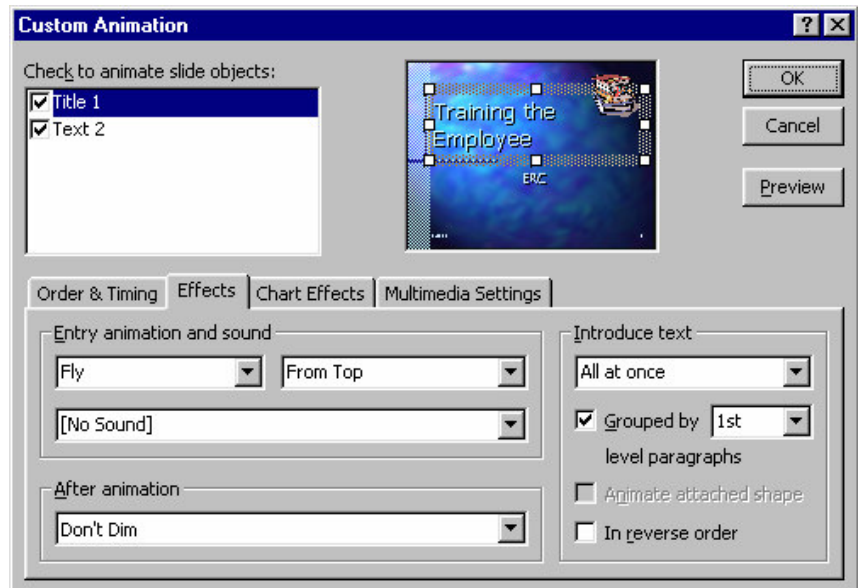
- ▶ Transition
- ▶ Entry into the slide
- ▶ Sound

After animation

- ▶ Hide or dim the bulleted title or bulleted points to de-emphasize

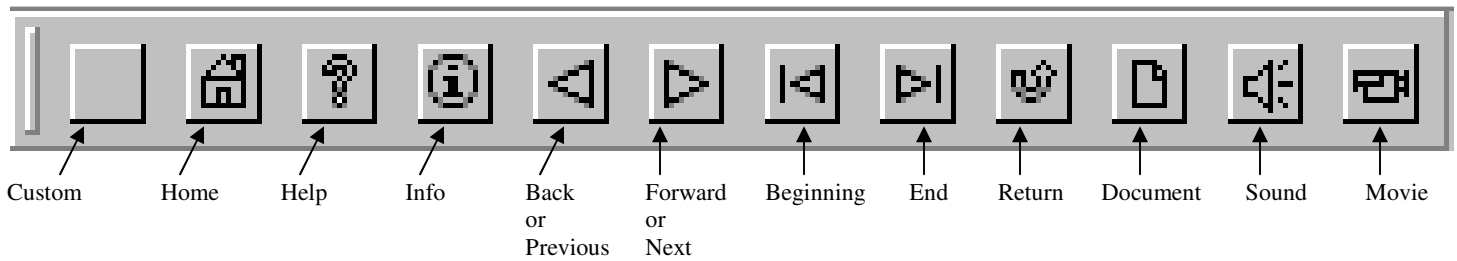
Introduce text

- ▶ All at once
- ▶ By Word
- ▶ By Letter
- ▶ Group by levels
- ▶ In reverse order



Action Buttons

Inserting action buttons into your slides allows you to navigate your way through a presentation. If you want the same action buttons to appear on every slide, put them on the slide master.



- ▶ Select the slide you that you would like to have action button(s)
 - Place buttons on every slide by going to **View / Master / Slide Master**
- ▶ To insert buttons go to **Slide Show / Action Buttons** and select the button you want to use

Tip: The footer is a good place to put action buttons

- ▶ Insert a button by clicking the slide
- ▶ Resize the button by dragging it to the size you want

Tip: To maintain the shape's width-to-height ratio, hold down SHIFT key as you drag one of the corner sizing handles.

- ▶ When the **Action Settings** dialog box appears, click **OK** to accept the proposed hyperlink in the **Hyperlink to** list, or specify the action and link you want.

- Activate action buttons during the presentation by **single clicking** on the button or moving the **mouse over** the button.

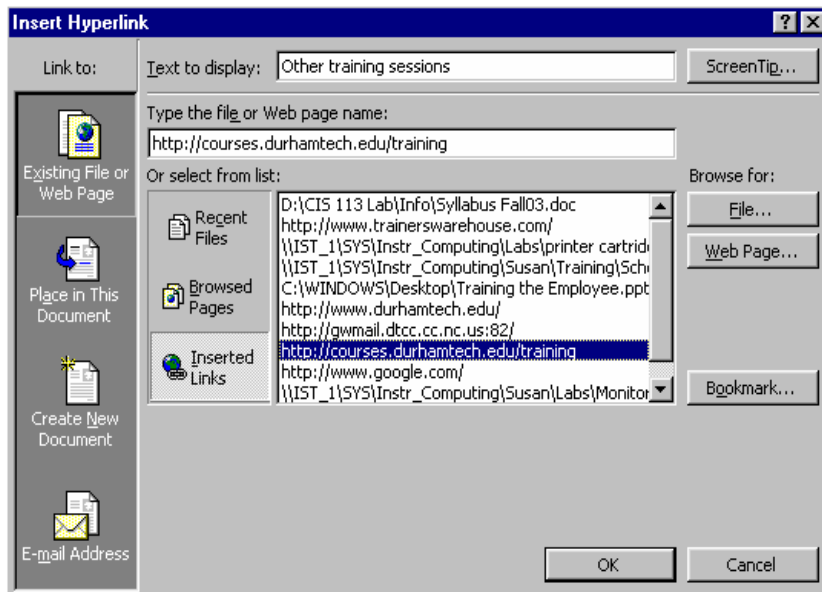
Be careful when using the mouse over option!

Tip: Use **Action Settings** to link any PowerPoint object (action button, slide title, slide bulleted item, graphic, chart, table, graph, etc.) to a slide, file, or web site.

Hyperlinks

Use hyperlinks in your presentation to quickly access web sites, files, or other PowerPoint presentations.

Note: You can only access web sites via hyperlinks if your computer has access to the internet.



Highlight the text or picture that you want to set up the hyperlink for

Go to **Insert menu / Hyperlink** (or right click)

Find the file or web page for linking:

- ▶ Type in the web address
- ▶ Browse for saved files
- ▶ Choose from the list

Click OK

Action Settings

The screenshot shows the 'Action Settings' dialog box with the 'Mouse Click' tab selected. The 'Action on click' section has 'Hyperlink to:' selected, with 'Next Slide' chosen in the dropdown. The 'Play sound:' checkbox is checked, and 'Applause' is selected in the sound dropdown. The 'Highlight click' checkbox is also checked. The 'OK' and 'Cancel' buttons are at the bottom.

Activate action buttons during the presentation by **single clicking** on the button

Choose to hyperlink each action button separately to a slide, file, other PowerPoint presentation, or web site:

This is a list box showing available hyperlinks. 'Next Slide' is highlighted. Other options include 'First Slide', 'Previous Slide', 'Last Slide', 'Last Slide Viewed', 'End Show', 'Custom Show...', 'Slide...', 'URL...', 'Other PowerPoint Presentation...', and 'Other File...'.

Play a sound (or not) when the button is activated

Click **OK**

The screenshot shows the 'Action Settings' dialog box with the 'Mouse Over' tab selected. The 'Action on mouse over' section has 'Hyperlink to:' selected, with 'Next Slide' chosen in the dropdown. The 'Play sound:' checkbox is checked, and 'Applause' is selected in the sound dropdown. The 'Highlight when mouse over' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom.

Activate action buttons during the presentation by simply moving the **mouse over** the button.

Be careful when using this option!

Choose to hyperlink each action button separately to a slide, file, other PowerPoint presentation, or web site:

This is a list box showing available hyperlinks. 'Next Slide' is highlighted. Other options include 'First Slide', 'Previous Slide', 'Last Slide', 'Last Slide Viewed', 'End Show', 'Custom Show...', 'Slide...', 'URL...', 'Other PowerPoint Presentation...', and 'Other File...'.

Play a sound (or not) when the button is activated

Click **OK**

Slide Transition

The slide transition determines the way the slides flow one after another in the presentation.

Effect

- ▶ Allows you to preview the slide transition
- ▶ Choose an effect from the list
- ▶ Choose a speed (slow, medium, fast)

Advance

Two ways to advance to the next slide:

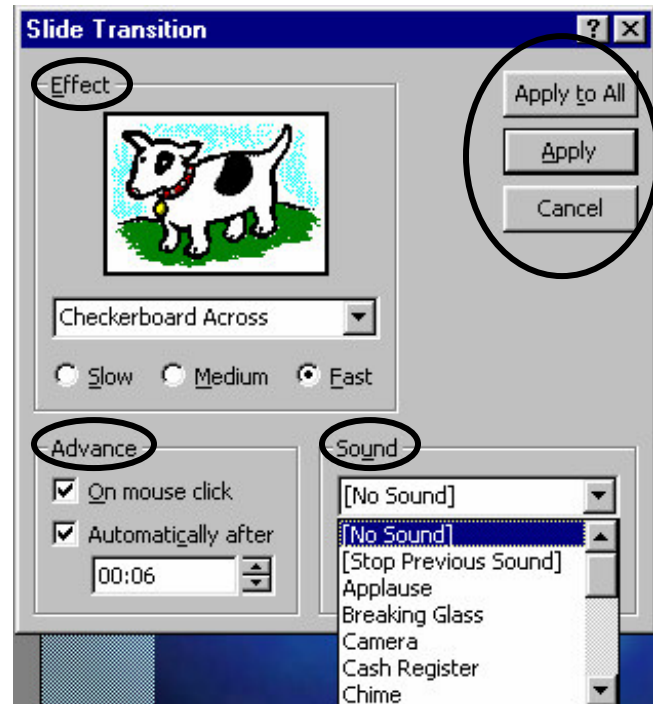
1. Click the mouse
2. Automatically after a set amount of time

Sound

Choose sounds or no sound from the list

Apply

- ▶ Click **Apply to All** to apply the transition to all the slides in your presentation
- ▶ Click **Apply** to apply the transition to the selected slide



Preset Animation

Preset animation is a quick way to create basic animation for your slide objects and text. It allows you easy access to use some of the most popular animations.

- ▶ Simply select the object you want to animate
- ▶ Go to the **Slide Show menu / Preset Animation** and then click the option you want to use

Tip: Use preset animation to animate charts.

Preset Animation	Animation The object or text...	Sound
Off	Removes any preset or custom animation settings from the selected text or object	
Drive-in	Flies in from the right side of the slide	Car
Flying	Flies in from the left side of the slide	Whoosh
Camera	Appears like a camera shutter is opening	Camera click
Flash Once	Appears briefly, then disappears	
Laser Text	Flies in from the top-right corner of the slide	Laser Text: Characters appear one at a time
Typewriter	Appears one character at a time	Typewriter
Reverse Order	Appears from the bottom up Note: If you apply the effect to a bullet list, the last item in a bullet list appears first.	
Drop-in	Drops in from the top of the slide, text appears one word at a time	
Fly from Top	Flies from the top	Whoosh
Animate Chart	Animates the selected chart	
Wipe Right	Appears from left to right	
Dissolve	Appears gradually on the slide, starting out at low resolution	
Split Vertical Out	Appears from the center to the left and right	
Appear	Simply appears at its time in the animation order	

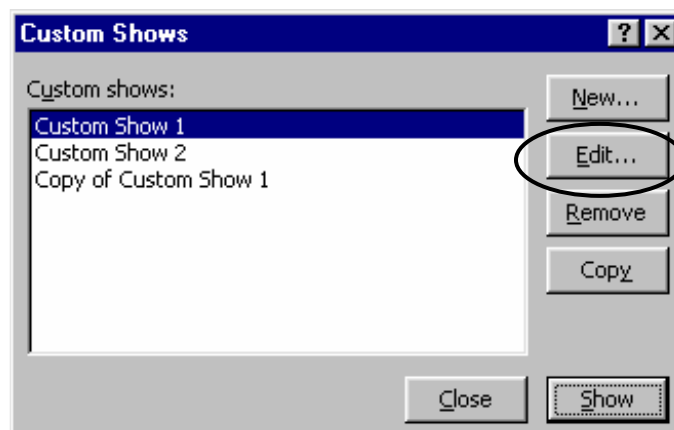
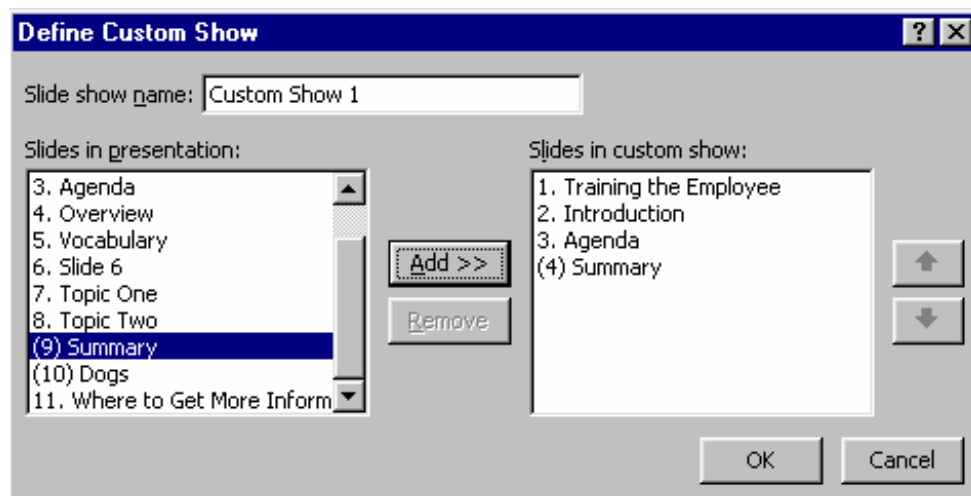
Custom Shows

The custom shows feature allows you to create a presentation within a presentation. In order to create a custom show, the slides that make up the custom show must be a part of the original presentation. Custom show is useful when creating multiple, almost identical presentations for different audiences. Group the slides that differ together, name the show, and then go directly to these slides during your presentation.

Setting up a Custom Show

- ▶ Go to the **Slide Show menu / Custom Shows...**
- ▶ Define a custom show
 - Name the show
 - Add the slides in the custom show
 - Change the order of the slides by using the up and down arrows
- ▶ Click **OK**
- ▶ Access the custom show
 1. Before the presentation begins, set up a hyperlink to the custom show
Slide Show menu / Action Settings / Hyperlink to: / Custom Show...
 2. During a presentation
Right-click to access the **shortcut menu / Go / Custom Show** / click the show you want to run

Tip: After creating a custom show, edit it by adding or removing slides from the show.

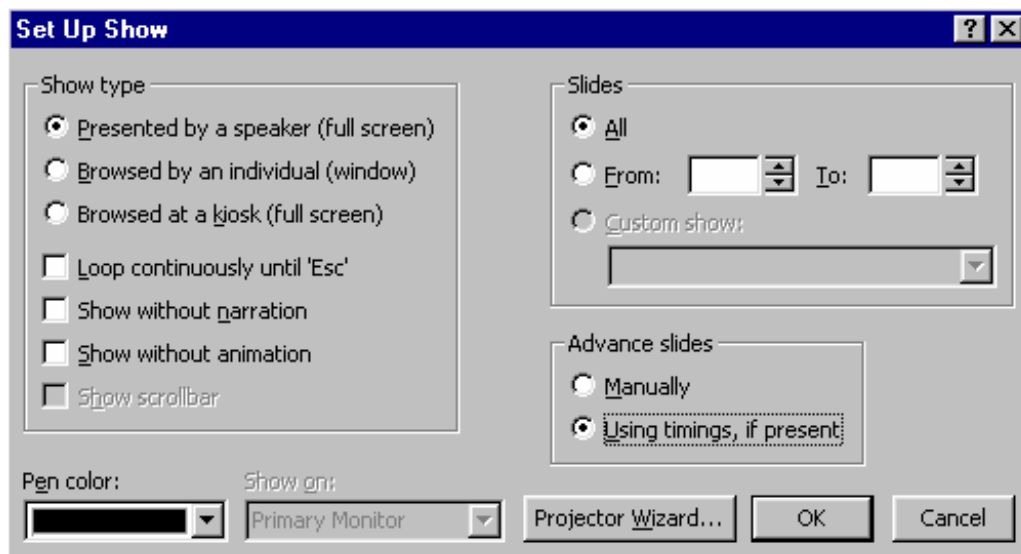


Set Up Show

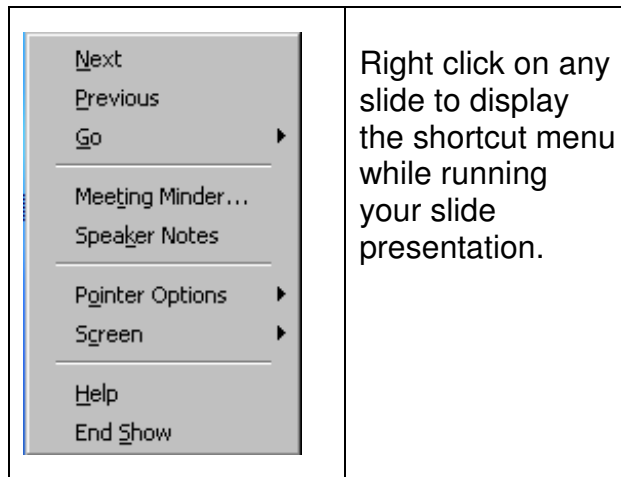
Set up Show allows you to manage the way you present your slide show as a speaker, to an individual, or at a trade show kiosk.

- ▶ Choose your show type and appearance on the screen
 - ▶ Loop the slide show until the Esc key is pressed
 - ▶ Show without narration or animation
 - ▶ Choose the slides you want to show: all, range of slides, or a custom show
 - ▶ Advance the slides manually or after a length of time
 - ▶ Choose your pen color for making marks on slides
- The pen feature will only work with **Presented by a speaker (full screen)**

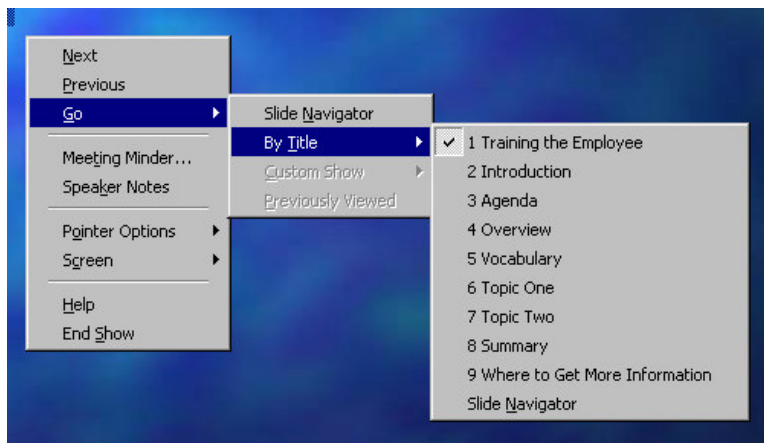
Note: Show scrollbar can only be used with **Browsed by an individual (window)**



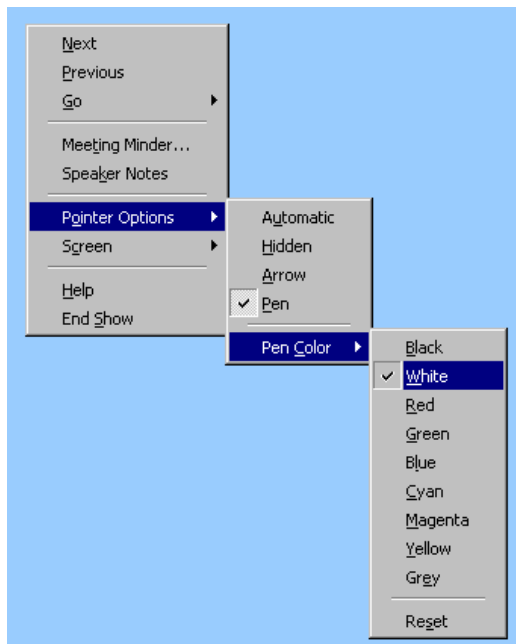
Using the Shortcut Menu While Running Your Slide Presentation



Right click on any slide to display the shortcut menu while running your slide presentation.



Use **Go / By Title** to display a list of all your slide titles. This enables you to navigate your way through the slides (forward or backward) without stopping your presentation.



Use **Pointer Options / Pen** to activate a writing tool for making comments or drawing on slides. All marks made on the slides are temporary. Change the pen color so markings will show up on the slide background color.