

Fundamentals of Microsoft PowerPoint



Tutorial #2

Step One: Opening a previously made presentation.

1. Start up Microsoft PowerPoint.
2. On the first window, click the “Open an existing presentation,” then click OK.
3. On the next window, change the “Look in:” box to the location where you saved your tree presentation from Tutorial #1 (see Step Five in Tutorial #1 for help).
4. Double-click your presentation.
5. You should see your slide in the “Slide View” mode. If not, click the “Slide View” button.

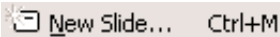
Step Two: Adding more slides.

So far, your presentation only has one slide. For most presentations, each slide should be on the screen for a maximum of 10 to 15 seconds. Therefore, a half-hour slideshow would contain anywhere from 120 to 180 slides. Let’s add more slides to your presentation.

1. Click the “Slide Sorter View” button. You will see your first slide in the upper left corner with a “1” next to it. Recall that the “Slide Sorter View” shows you small versions of all the slides in your program.
2. On the top menu, click **Insert**. Then click **New Slide**.



1



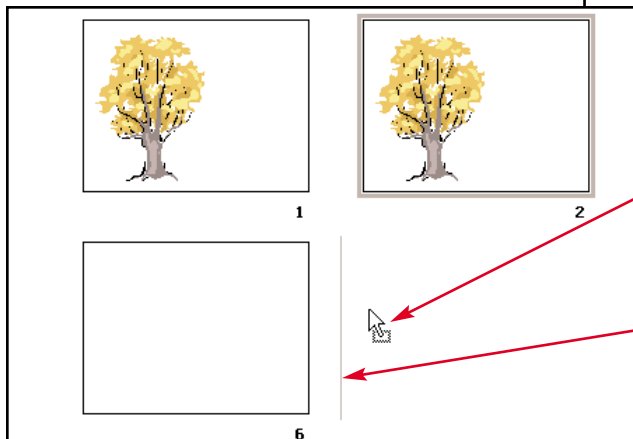
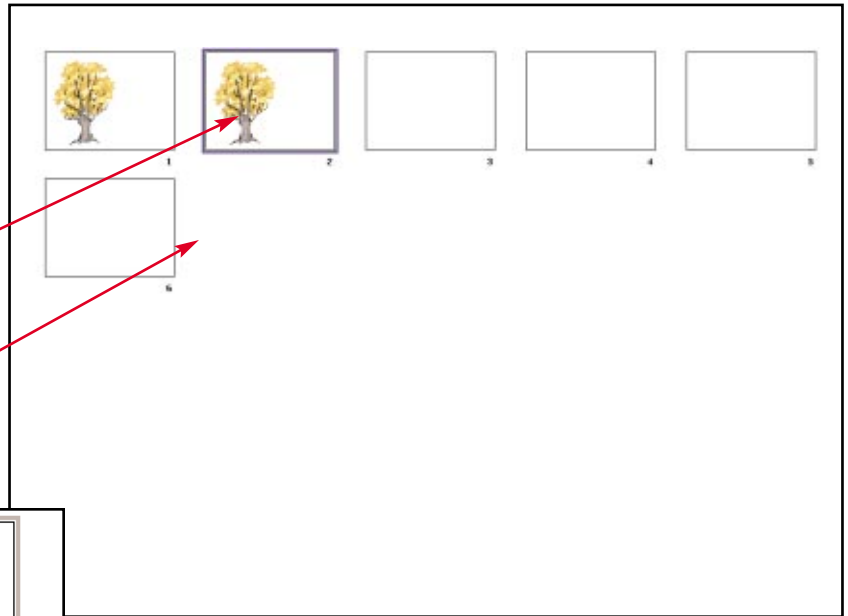
3. You’ve seen this window before. (See Step Two, Tutorial #1). Click on the blank slide, and click OK.
4. Now you see your inserted slide on the outline view labeled with a “2”. Follow items 2. and 3. above to insert three more slides.

Step Three: Adding duplicate slides.

1. A faster way to insert new slides, and one you can use to keep your program unified, is to add duplicate slides. Click on your first slide, which contains the tree picture.
2. On the top menu, click **Insert**. Then click **Duplicate Slide**. You added a copy of the selected slide. Now your first and second slides should be the same.

Step Four: Moving slides

1. Your screen should look like the picture to the right. We're going to move the second tree slide to the end of the presentation.
2. Click the second tree slide and hold down the mouse button.
3. Move the mouse cursor to a spot just after slide #6.



The cursor adds a box to show that you're moving the slide.

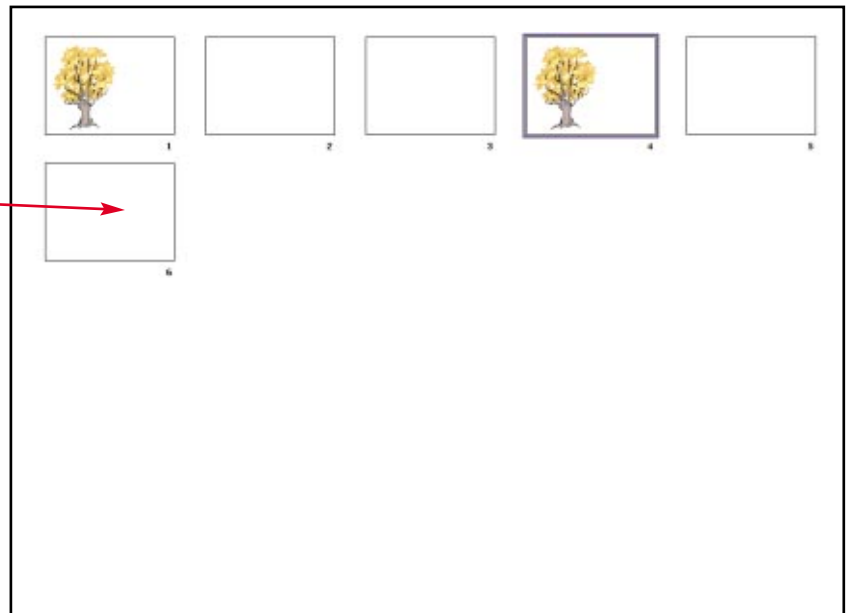
A vertical line indicates where the slide will be inserted.

4. Let go of the mouse button, and the second tree slide will be at the end of the presentation.

5. Using the previous steps, move the last tree slide (now slide #6) in between slides #3 and #4.

Step Five: Deleting slides

1. Your presentation should now look like the picture on the right.
2. We would like to delete slide #6. Click on slide #6.
3. Press the "Delete" or "Backspace" key on the keyboard. The "Delete" key is found right above the arrow keys.
4. The slide disappears. Your presentation has been cut down to five slides.



Step Six: Undoing mistakes

One of the most useful tools in PowerPoint is the ability to undo mistakes. Let's say you accidentally deleted the first tree slide in your presentation. A simple command can bring the tree slide back to life.

1. Click the first tree slide.
2. Hit the "delete" key on the keyboard. Woops! You wanted to keep that slide.
3. Click **Edit** on the top menu. Then click **Undo Delete Slide**. Your first tree slide reappears once again, and you can sigh in relief.
4. In the future, whenever you make a mistake (moving a picture the wrong way, resizing wrong, typing in the wrong text, deleting items), always remember to undo the mistake right away. In fact, you can undo multiple mistakes by repeating item 3. above.

Step Seven: Editing the slides in your presentation

When you're in the Slide Sorter View, you *cannot* edit your slides. This means that you will not be able to add or change pictures, text, and animation. To edit your slides, you need to be in Slide View.

1. Click on the first tree slide.
2. Click the "slide view" button (see Tutorial #1).
3. Now you can edit your slide.


For even a quicker way...

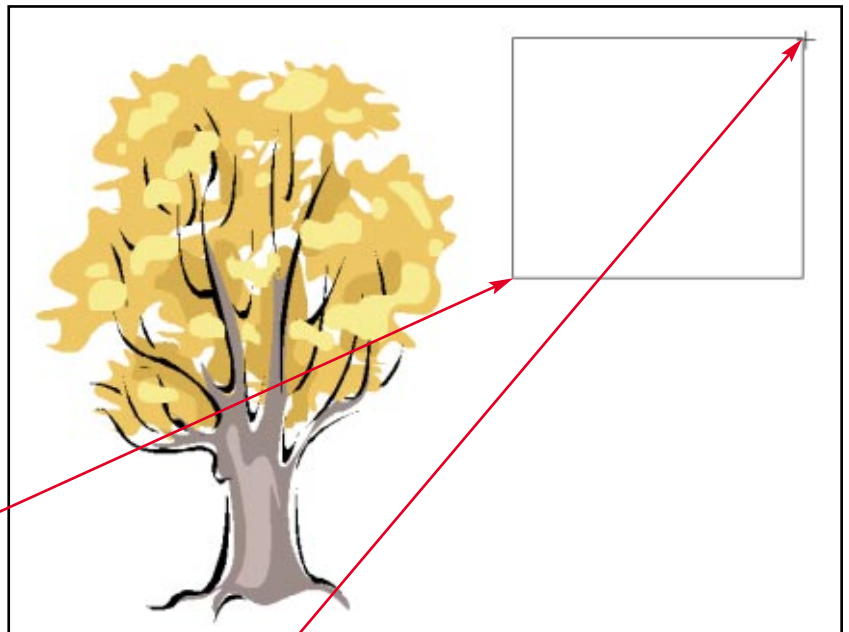
1. Click the "slide sorter view" button. You should be able to see all of your slides again.
2. Double-click the first tree slide.
3. You're back in the "slide view" again.

Using the Slide Sorter View you can quickly and easily navigate through all your slides.

Step Eight: Adding text to the slide

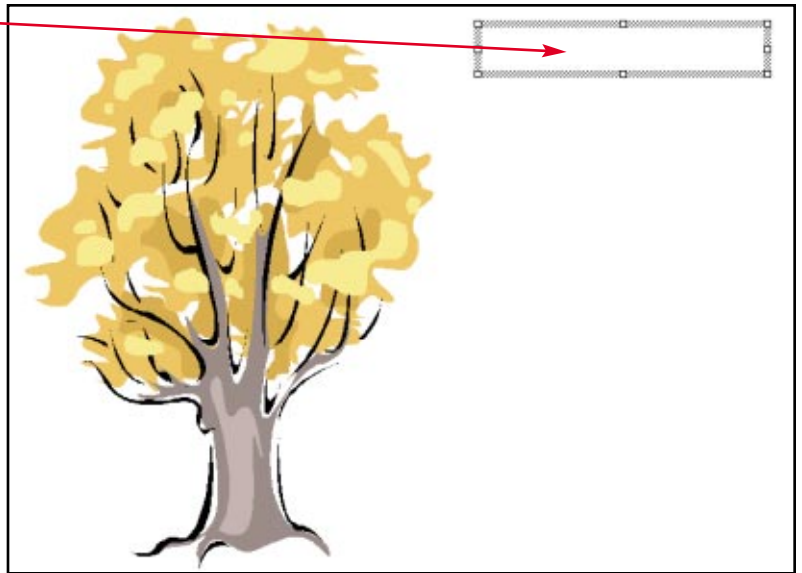
We're going to add a title to your first slide. Text should be used sparingly in your presentation, but a few words can have a huge impact on the audience.

1. Click the "text box" button on the bottom toolbar. 
2. The mouse cursor changes to a downward arrow. ↓
3. Move the mouse button to this location. 
4. Click and hold down the mouse button. The mouse cursor changes to a plus. +




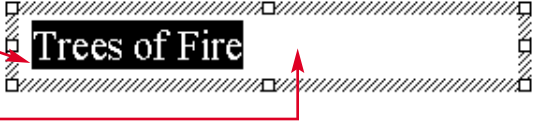
5. Move the mouse to the upper right area of the screen.

6. Let go of the mouse button, and a text box appears.
7. You will see a flashing line inside the text box. This means whatever you type on the keyboard will end up in the text box.
8. Type any title for your presentation. We'll call our presentation "Trees of Fire."
9. Click anywhere off the text box.
10. The text box frame disappears. This is what the title will look like in your actual presentation.



Step Nine: Changing the text

The most important thing to remember when changing the shape, size, or color of text, is to highlight the text or part of text that you want to change.

1. Click on the title. A frame and 8 handles should appear around the title.
2. Move the mouse cursor just to the left of the title, but **not** on the frame of the text box. The cursor should look like an elongated I. 
3. Click and hold the mouse button. Move the mouse cursor to the right side of the text box. Your title will be highlighted. 
4. Release the mouse button. Everything highlighted can now be changed. If you didn't get your entire title highlighted, click anywhere off the text box, and try these steps again.
5. Both the top toolbar and the bottom toolbar have options that can change the text. Become familiar with the following buttons and menus. Try them out to see how your text changes.

Top Toolbar

Bold:
Makes the text **darker**.

Italics:
Makes the text *slanted*.

Underline:
Puts a line under the text.

Shadow:
Adds a shadow to the text

Lists: Add bullets (dots) or numbers to your text.

Font type:
Changes the way the text looks.

Font size:
Changes the actual size of the letters.

Left justify:
Moves text to left side of box.

Center justify:
Moves text to center of box.

Right justify:
Moves text to right side of box

Bottom Toolbar

Box fill:
Fill in your text box with color.

Font color:
Choose any color for your text.

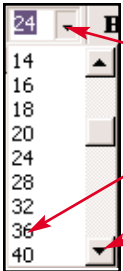
Box border:
Add a frame around your text box.

Box shadow:
Add a shadow behind the text box.

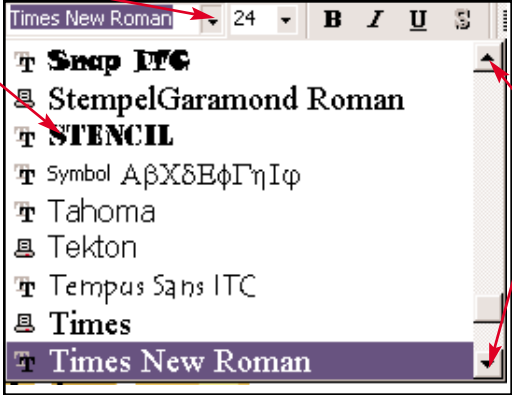
Border color:
Change the color of your frame.



6. Change the font type on your title to something more interesting. Make sure your title is highlighted. Then, click on the arrow next to the font name (top toolbar). On the menu that appears, click on another font.



7. Make the font size larger. Click the arrow next to the current font size (top toolbar). Then choose "36" from the menu that appears. You may need to scroll down to find the number.



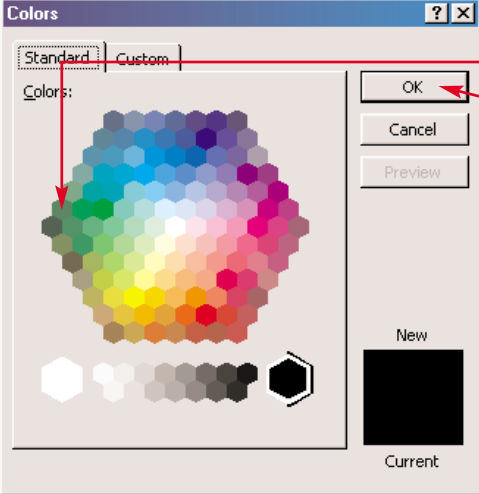
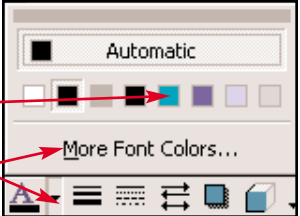
Use the **scroll buttons** to see more fonts. They are arranged alphabetically.

8. Center the title. Make sure the entire title is highlighted, and click the center button (top toolbar).




9. Make your text green. Make sure the entire title is highlighted, then click the triangle next to the current font color (bottom toolbar).

- If you click on one of the colored boxes, your text will change to that color.
- If you want more color options (the default ones are very limited), click on "More Font Colors..."
- After clicking on "More Font Colors..." a window like the one below appears.



- Click on any of the colored hexagons to select that color. A dark green would work well for the title.
- Click "OK" and your text will change to the selected color.
- You'll have to click anywhere off the text box to actually see the color change.

Advanced hint: For even more color choices, click the "Custom" tab on the Colors menu (picture at left). You can choose from thousands of colors.

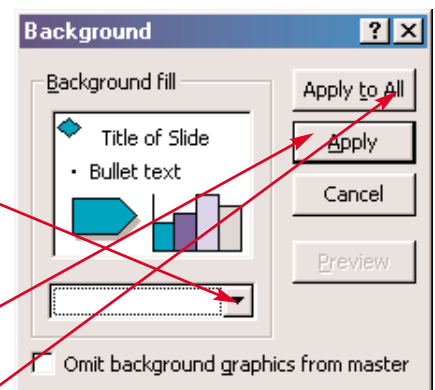
10. Your title should now be dark green. To practice changing colors, we will now make one of the words in the title orange.
- Highlight the word you want to change (see items 1.-4. above). In our sample, “Fire” will be highlighted.
 - Click the “Font color” button on the bottom toolbar (item 9.)
 - Choose “More font colors...” (item 9.)
 - Click an orange color, and click “OK” (item 9.)
 - Your title should similar to this... 



Step Ten: The background

The background color of your PowerPoint presentation is a very important component of the experience. A brilliant background can cause headaches. Colors with low contrast can make pictures and words difficult to see. Changing the background color of one or all slides is easy.

1. Click “Format” on the top menu.
2. Click “Background...” on the menu that appears.
3. Click the arrow next to the current color.
You’ve seen this menu before (see Step Nine).
4. Choose “More colors...” and select a sky blue color.
Click “OK”
5. Click “Apply” to change the *current* slide’s background color.
or
Click “Apply to All” to change *all* of your slides’ background colors.



Advanced hint: After clicking the arrow next to the current color, you’ll notice another choice on the menu: “Fill effects...” Use these effects to add gradients, color blends, patterns, and graphics to the background. These can be attractive and effective alternatives to solid colored background.

Step Eleven: Review

Use what you learned in this tutorial and the previous one to do the following. Use the “Slide Sorter View” to navigate between your slides.

1. Add an image of your choice to slide #2. Make it fill up the whole screen, but keep it proportional.
2. Add a poem of your choice to slide #3. Make it right-justified. Everything else is up to you.
3. Change the background of slide #4 to black. Move your tree image to the center of the slide.

4. On slide #5, add a large, centered “The End” in a text box. By using the buttons identified in Step Nine, change the **text color** to red, the **box color** to yellow, and add a “6 pt” **box border**. Make sure the text box is selected (has been clicked) before clicking on the buttons. The final text box should look something like this.



5. Switch to Slide Sorter View. Move your slide #4, in between slide #2 and #3. The slide sequence should be title, big picture, centered picture, poem, and end.
 6. View your slide show. Click on your first slide and click the “Slide Show” button. Click the mouse to advance through the slides. To stop at any point, right-click the mouse, and choose “End Show.”
 7. Save your presentation with a new name.
 - Click “File” on the top menu, and choose “Save as...” (instead of Save).
 - Refer to Tutorial #1 for instructions on choosing where to save the file (Private drive or Zip drive).
 - Name this new file “Tree Show 2”.
 - Click the “Save” button.
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Assignment:

1. **Create a new e-mail message** (see Tutorial #1)
Make sure to send it to my mailbox: *jbuch209@uwsp.edu*
2. **Answer the following questions in the e-mail.**
 1. What is the “Slide Sorter View” used for?
 2. What must be done to your text before it can be changed (size, color, type)?
 3. List three ways the background color(s) or graphic(s) can influence your PowerPoint presentation. At least one of the ways should not be taken directly from the tutorial.
 4. Which sections of this tutorial did you have the most trouble with?
3. **Insert your presentation in the e-mail.** (see Tutorial #1)
4. After you insert your Tree presentation and answer the questions, click the “Send” button on the “top toolbar.”

Congratulations! You have completed PowerPoint Tutorial #2.