

PowerPoint 2003: Part II

Stephen Moffat, The Mouse Training Company



PowerPoint 2003

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To see Section 1-8 download
PowerPoint 2003: Part I

9 Tables

Objectives

By the end of this section you will be able to:

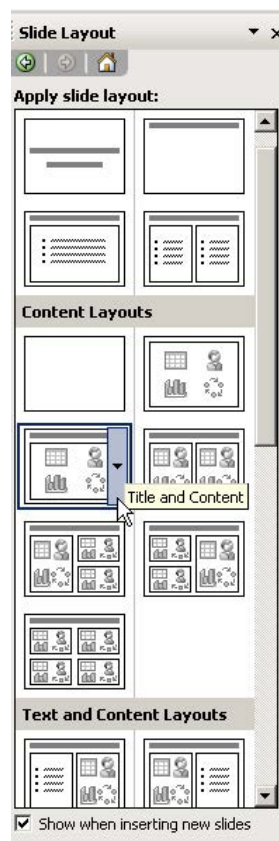
- **Create a Table**
- **Add Text to the table**
- **Insert columns and rows**
- **Enhance a table with formatting**

9.1 Working with Tables

A table allows you to present information in a clear and easily accessible format. PowerPoint makes use of the table feature in its sister application Microsoft Word, so if you are already familiar with using tables in Word, you will find using tables in PowerPoint is very similar.

9.2 Inserting a Table

You can insert a table into your presentation in two ways; insert a new slide with a layout that contains a content pane into which you can insert a table, or insert a table onto your pre-existing PowerPoint slide.




Using a table slide layout


- View the Slide Layout Task Pane.
- Hover on the thumbnail for the type of slide layout you would like.

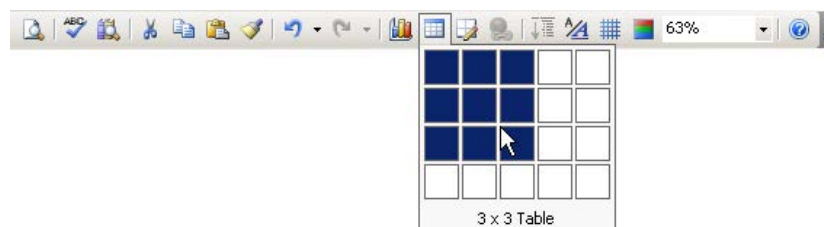
From the drop down arrow on the right of the thumbnail, choose the option to **Insert New Slide**. A new blank slide will be added to the presentation.



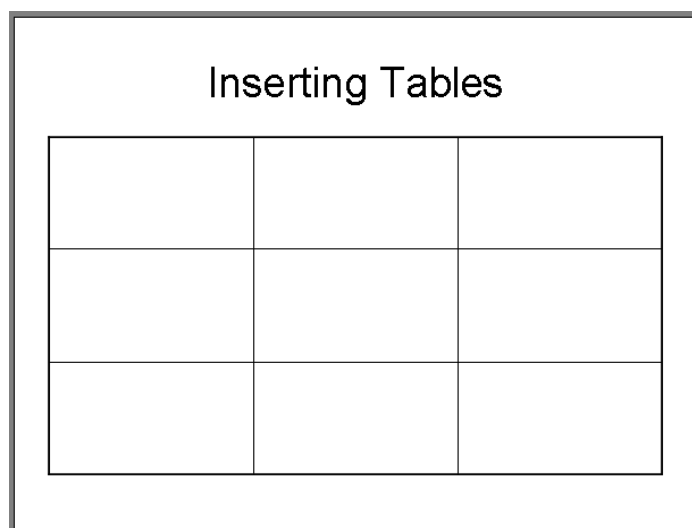
- Click on the table icon  and select the numbers of columns and rows that you need.
- Enter text into the table.

Inserting a table onto an existing slide

- Click on the **Insert Table**  button on your Standard toolbar and select the number of rows and the number of columns required by highlighting the number of cells you require across and down.



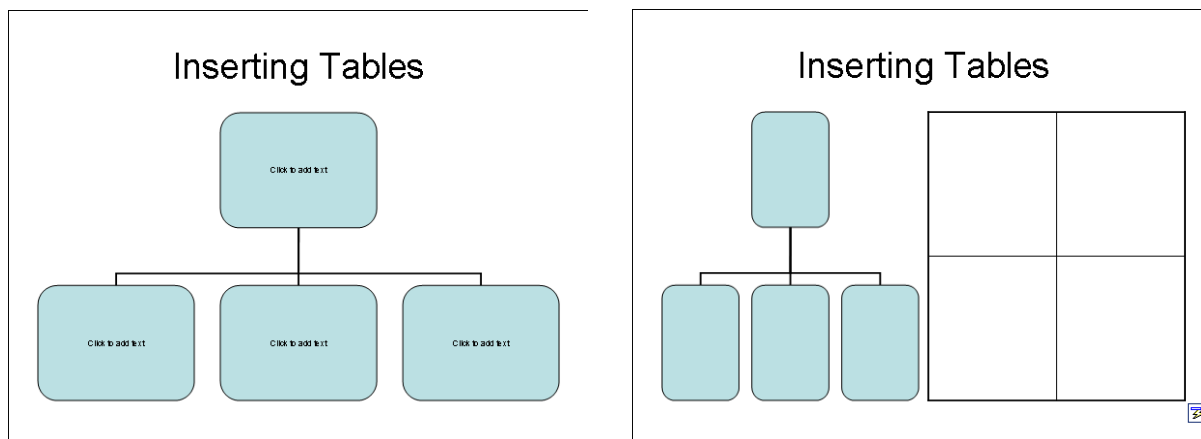
- A table will be inserted onto your slide with the requested number of columns and rows. All columns will have equal width and the table will fill the width of the page (less the margins).



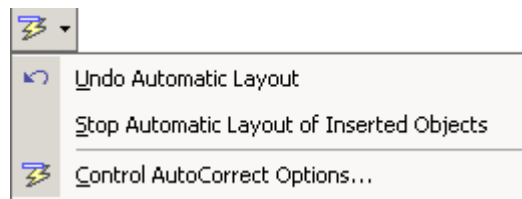
- Insert the text you require.

If you have existing content on the slide, PowerPoint will automatically rearrange the layout of the slide to accommodate the new table.

In the following illustrations the slide already contained an organisation chart. When a table is also inserted, both items are resized to fit onto the slide.



You will notice a Smart Tag at the bottom corner of the inserted table. This Smart Tag can be used to reverse the automatic rearrangement of slide content.



Hover on the Smart Tag and choose the option that suits you best.

9.3 Adding New Columns and Rows

It's always a good idea to try and predict how many columns and rows you will need in your table before you first insert it, but you can add more columns and rows later if you need to or delete out extra columns and rows that you no longer want. Changes to the table are made using the Tables and Borders toolbar.



To view the Tables and Border Toolbar

- Choose View from the menu bar, then Toolbars and select the Tables and Borders toolbar.





- The toolbar may appear floating within the PowerPoint screen. You can dock the toolbar so it aligns with the other toolbars towards the top of your screen by double clicking on the title of the toolbar (i.e. double click on the text Tables and Borders).

To add extra table columns

- Click into your table to the left or right of where you would like the new column.
- From the Table button **Table** on the Tables and Borders toolbar, select  Insert Columns to the Left or  Insert Columns to the Right as appropriate.


To add extra table rows

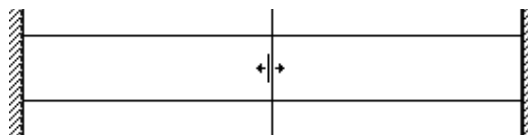
- Click into your table above or below where you would like the new row.
- From the Table button **Table** on the Tables and Borders toolbar, select  Insert Rows Above or  Insert Rows Below as appropriate.

Resizing columns and rows

You may find after inserting new columns and rows that the table does not fit neatly onto your slide any more. You can resize columns and rows to improve your table layout.


Columns and rows are resized by hovering on the vertical border for a column or the horizontal border for a row and then clicking and dragging with your mouse.

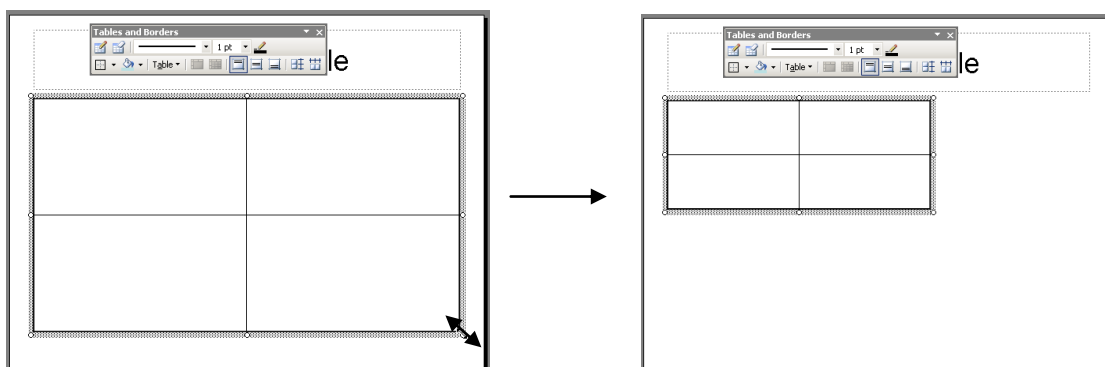
Look for the resizing mouse pointer below: 



9.4 Resizing the entire table

You can resize the entire table at once by using the resizing handle (white circle) at any corner.




Hover your mouse on a table corner and look for this mouse pointer . Click and drag with the mouse to resize the table.



Deleting Columns and Rows

If you insert too many columns or rows it is very easy to delete them.

To delete a column or row

- Click into your table column or row.
- From the Table button  on the Tables and Borders toolbar, select  Delete Columns or  Delete Rows as appropriate.


9.5 Formatting Tables

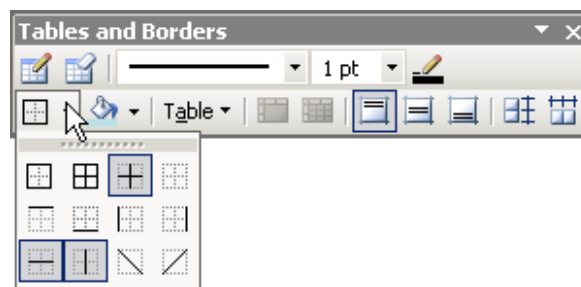
When you insert a table, PowerPoint automatically borders the outline and all the gridlines within – these will appear on a print out and on a slide show. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

Formatting borders

You can decide which borders should appear in parts of the table, or in the table as a whole.

To change your borders

- Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
- Click the drop down arrow on the right of the Border button on the toolbar. 
- From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

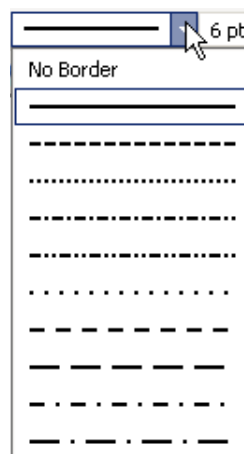


Change border style

You can change the line style, thickness and colour that PowerPoint uses to border the elements that make up your table.

To change the line style:

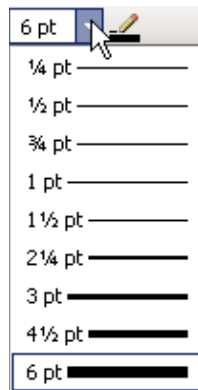
Mouse



- Select the cell(s), row(s) or column(s) whose border style you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the **Border Style** list box on the Tables and Borders toolbar to display a list of line styles.
- Click on the required style to apply it to your selection.

Change the line weight

PowerPoint has different options to control the thickness of the lines used to border tables.



To change line weight:

Mouse

- Select the cell(s), row(s) or column(s) whose border weight you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the **Border Width** list box on the Tables and Borders toolbar to display a list of different line thicknesses.
- Click the required option to apply it to your selection.

Change border colour

You can pick between a variety of different colours for the lines that make up the table borders. The colour will only show on a printout if you have a colour printer.

To change the border colour:

Mouse

- Select the cell(s), row(s) or column(s) whose border colour you want to change or select the whole table if you want to change colours for all the borders.

Click the Border colour button on the Tables and Borders toolbar to display a list of different colours.



- Click the required colour to apply it to your selection.

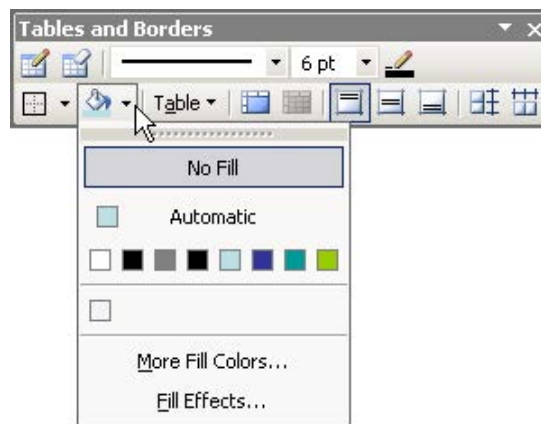
Adding shading

You can apply shading to tables using an option on the Tables and Borders toolbar.

To apply shading:

Mouse

- Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- Click the drop down arrow to the right of the Shading color button on the Tables and Borders toolbar to display a list of different colours.



- Click the required colour to apply it to your selection.

*You can remove shading by selecting the items that are shaded, clicking the Shading Color button and choosing the **No Fill** option*

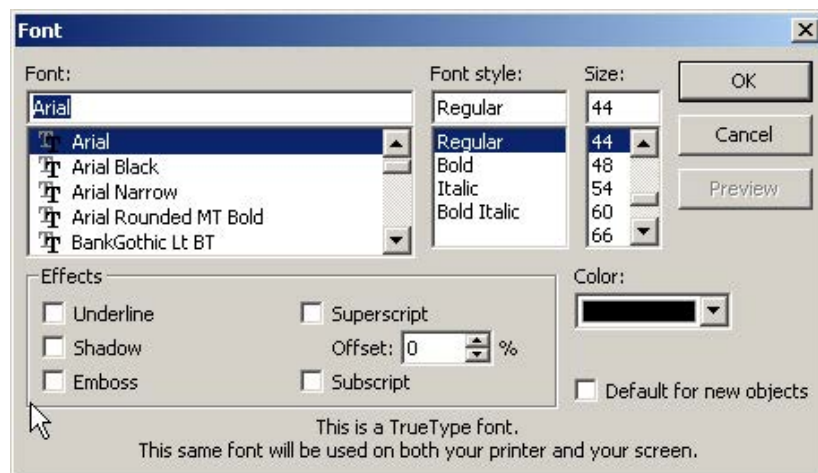
9.6 Formatting Table Text

Text within your table can be formatted in the same way as any other of piece of text within PowerPoint. Text formatting allows you to change the font, size, colour and style of your text. The Format menu contains a variety of different options for formatting text within a table.

To format table text:

Mouse

- Select the text you want to format.
- Select Format, Font.



- Set the options for Font, Size, Colour and Effects. Choose from Effects such as Shadow, Emboss and Underline.
- Click on **OK**.

Note: you are also able to format text using the buttons available on the formatting toolbar.

- Notes

10 Charts

Objectives

By the end of this section you will be able to:

- **Create a chart**
- **Edit the Chart Type**
- **Edit the Chart Options**

10.1 Charts

Charts, also referred to as graphs, are graphic representations of numeric data and can be a dynamic way of displaying information. PowerPoint uses another Microsoft application called MS Graph to create different types of charts and graphs which can be formatted in a variety of ways. MS Graph has been designed for use within main MS applications such as PowerPoint and Word and cannot be used as a standalone application.

When you open MS Graph from PowerPoint, a default chart is created using sample data. The default chart displays the data in 3-D columns, with a legend and standard formatting. You can enter your own data to replace the sample data and add a variety of additional features and formatting to the chart.

10.2 Inserting a Chart

To Insert Chart

- Select Insert, Chart

Or

- Click on the Insert Chart  button

Or

Add a new slide choosing a Layout which incorporates a chart icon and double click on the chart icon.

- Enter your data into the Datasheet (replace sample data).
- Close the Datasheet window.
- Format the Chart Type and elements as desired. (use instructions below).
- Click outside the chart to deactivate the chart and return to the PowerPoint presentation.

10.3 Editing a Chart

The chart is a graphic representation of the datasheet contents and is embedded in your presentation. From PowerPoint you activate the chart and work on it using MS Graph. When the chart is activated different menus and toolbars replace the PowerPoint menus and toolbars and the chart has a thick, stripy border. In order to change any aspect of the chart it must first be activated.

To Activate A Chart

Mouse

- Double Click on the Chart to activate it.

Deactivating A Chart

Mouse

- Click anywhere in the slide outside the chart.

Editing the Datasheet

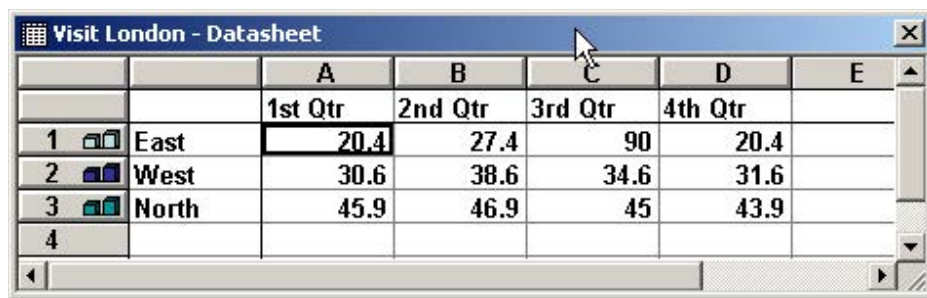
The Datasheet gives you a spreadsheet view of the data displayed in the chart. To edit the contents you must open the Datasheet Window. The datasheet window is normally displayed automatically when you have activated the chart. However, as it is possible to close down the datasheet by using the cross at the top right hand corner, so you may sometimes find it necessary to redisplay the datasheet.

To Display the Datasheet

- Select View, Datasheet.

Or

- Click on the View Datasheet  button.



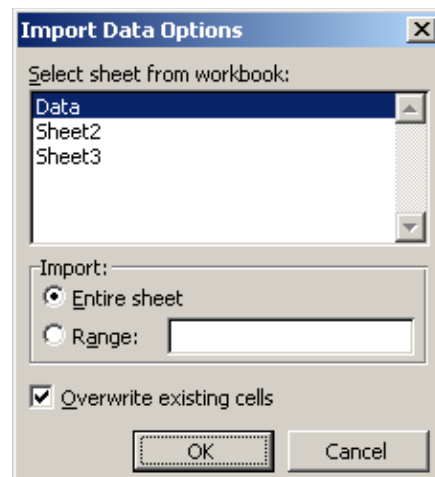
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Editing the datasheet

- Edit the contents by clicking on any cell and typing in the new data.

Importing Data from Excel

- Click into the top left cell of the Datasheet.
- Select Edit, Import File.
- Select the file containing the data.
- Click on **Open**.



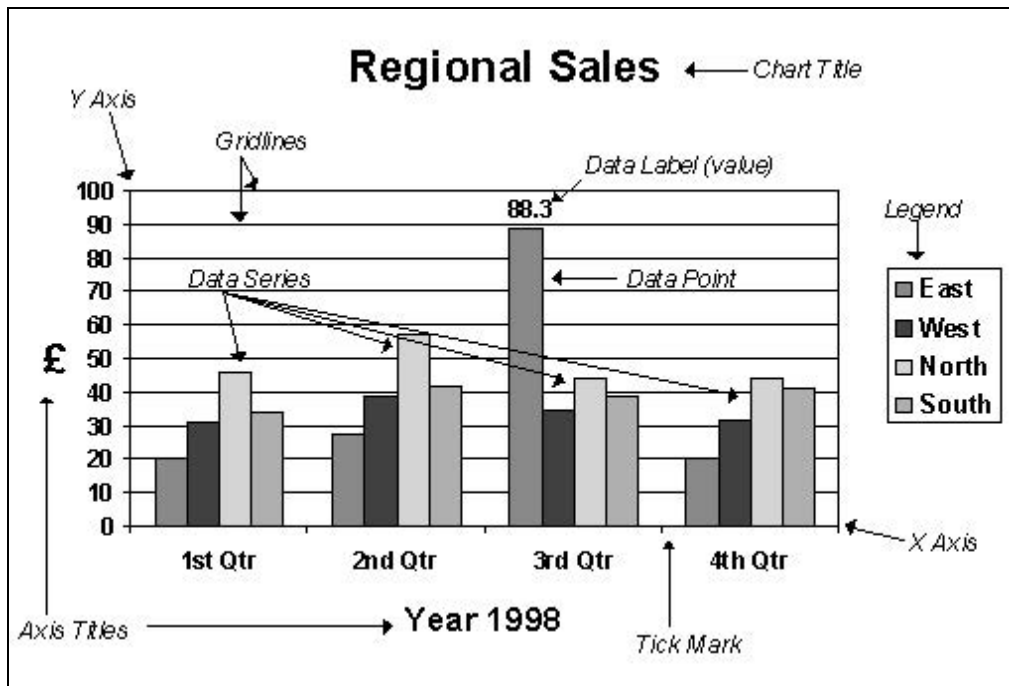
- Specify the sheet containing the data.
- Choose to **Import Entire Sheet**

Or

- Choose to **Import Range** and enter range details.
- Switch on **Overwrite existing cells** to ensure data already in the Datasheet is deleted.
- Click on **OK**.

Adding Chart Items

Once you have created your chart you can add items including Chart Title, Axis Titles, Data Labels, Legend, Gridlines.



Inserting Chart and Axis Titles

- Select Chart, Chart Options.
- Click on Titles tab.
- Enter title text.
- Click on **OK**.

Hiding and Displaying Gridlines

- Select Chart, Chart Options.
- Click on Gridlines tab.
- Switch on/off the gridlines required.
- Click on **OK**.

Hiding and Displaying the Legend

- Select Chart, Chart Options.
- Click on Legend tab.
- Click on Show legend tick box.
- Specify Placement.
- Click on **OK**.

Or

- Click on **Legend**  button.

Inserting Data Labels

- Select a Data Series or an individual Data Point.

Or

- Select Chart Area to add Labels to all Data Series.
- Select **Chart, Chart Options**.
- Click on **Data Labels** tab.
- Select the type of Data Labels required.
- Switch on **Legend key next to label** if required.
- Click on **OK**.

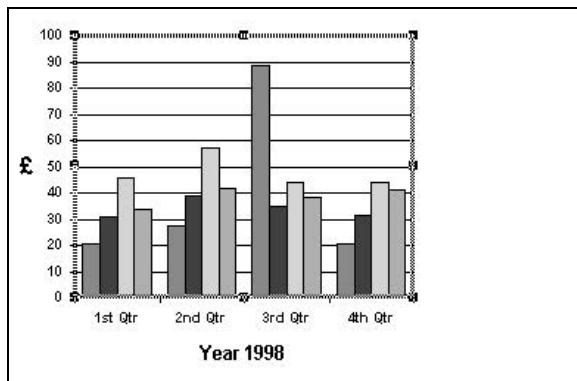


This option tends to be used most often on Pie, Doughnut and Area Chart Types.

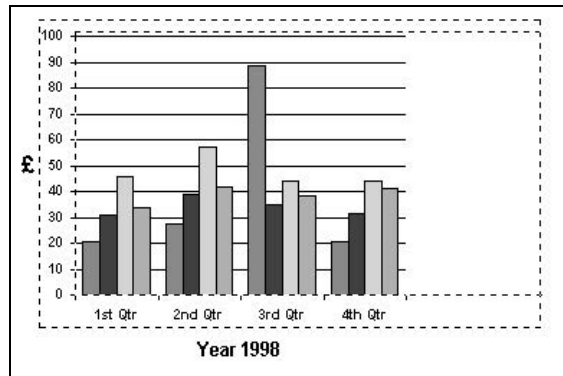
*To hide Data Labels, select the **None** option from the Data Labels tab of the Options dialog box.*

Resizing the Chart

- Select the Plot area.



- Click and drag one of the resizing handles.



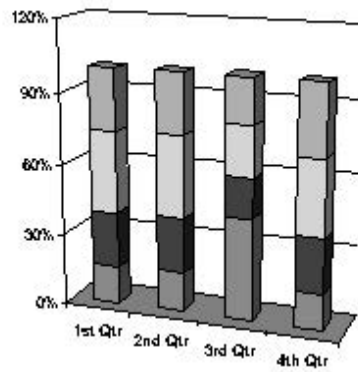
Your mouse pointer will appear as a double headed arrow.

10.4 Changing Chart Type

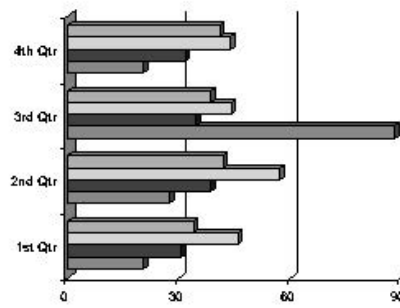
When you create a new chart, by default it is a simple 3-D column chart with a legend displayed and some standard formatting applied. Most Chart types can be applied to just one Data Series or to the whole chart.

You can choose from several Chart Types to present your data in different ways. Following is a representation of chart types available in MS Graph . Each Chart Type has several variations and many are available in 2-D and 3-D. Only one variation for each Chart type is shown.

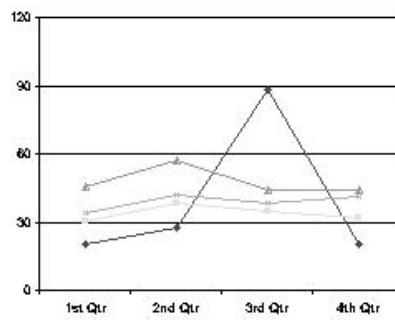
Column



Bar



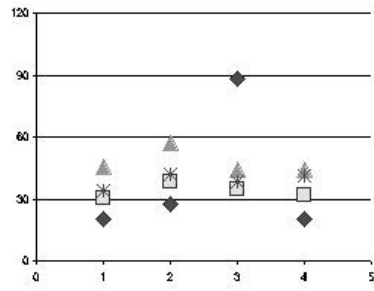
Line



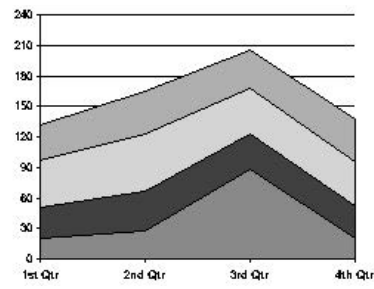
Pie



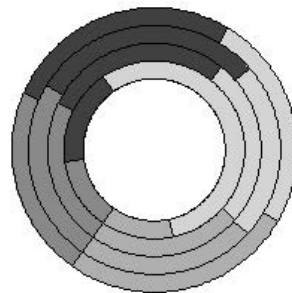
XY (Scatter)



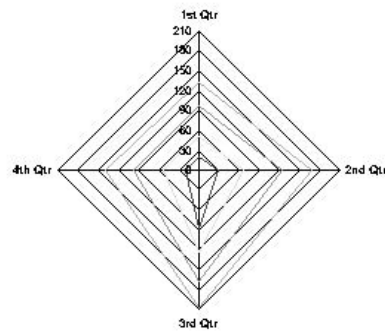
Area



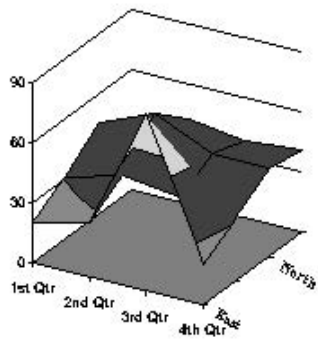
Doughnut



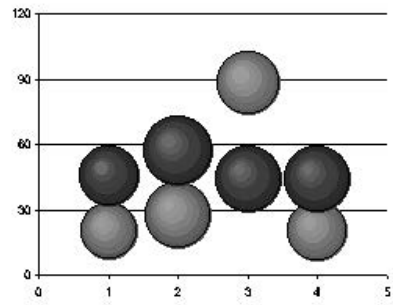
Radar



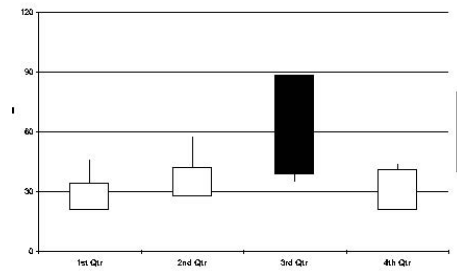
Surface



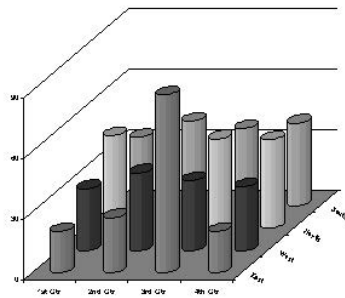
Bubble



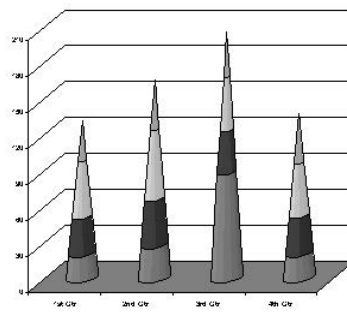
Stock



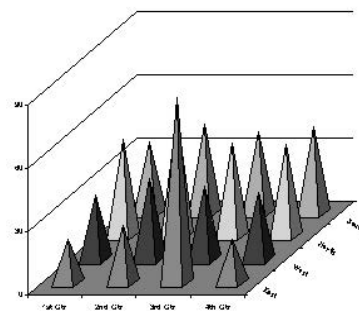
Cylinder



Cone



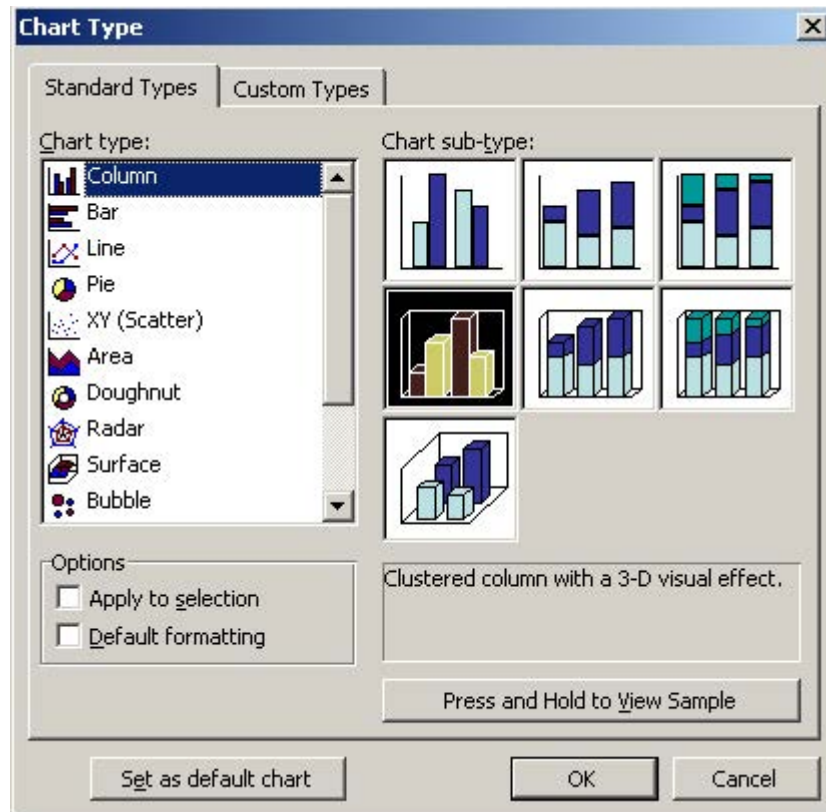
Pyramid



To change the chart type:

Mouse

- To change the chart type of a data series, select the data series. To change the chart type of the entire chart, don't click anything on the chart.
- Select **Chart, Chart Type**.



- Select the chart type you want.
- Choose the sub-type you prefer.
- To apply the chart type to just the selected data series switch on the **Apply to selection** check box
- Click on **OK**.

If you clear the Apply to selection check box, Microsoft Graph changes the chart type for the entire chart even if a single data series is selected.

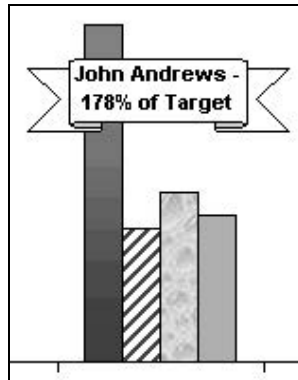
Formatting chart elements


Most elements of a chart can be formatted to suit your needs.

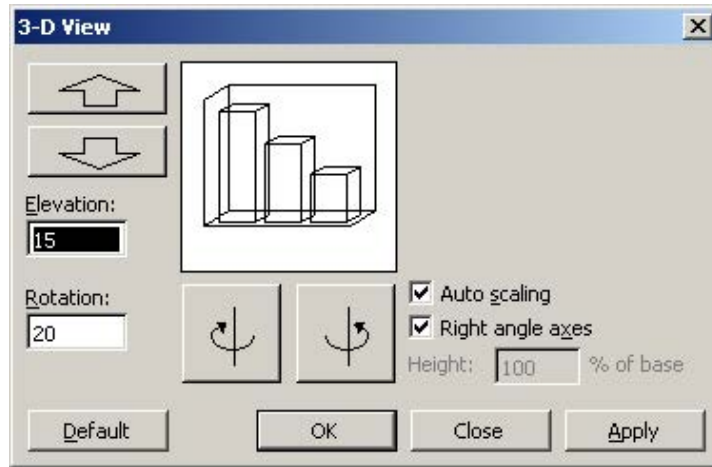
To format Chart Elements:**Mouse**

- Select the object (such as Plot Area, Data Series, Chart Title, Axis).
- Select Format, XYZ (where XYZ is the name of the object you have selected).
- Choose from a variety of options to change colour, font, scale etc.

You can also use the Drawing toolbar to add items such as arrows, text boxes and AutoShapes to the chart.

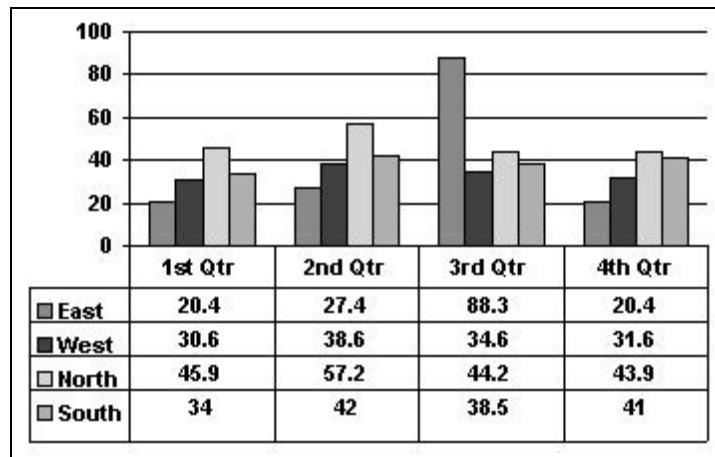


The Drawing toolbar can be opened by clicking on the Drawing  button and is identical to the one in PowerPoint. To adjust the elevation and rotation for 3-D chart types select **Chart, 3-D View**.



Showing Data Tables

- Select Chart, Chart Options.
- Click on Data Tables tab.
- Switch on Show Data Table.
- Choose Show legend keys as an alternative to the Legend.



This option is not available for all chart types.

- Notes

11 Organization Charts

Objectives

By the end of this section you will be able to:

- **Create an Organization Chart**
- **Edit an Organization Chart**

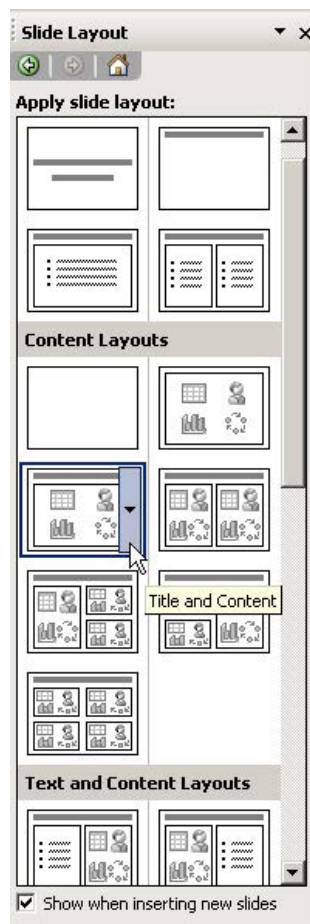
11.1 Organization Charts

Simple organization charts can be quickly created in PowerPoint 2003 using the new Diagram feature.

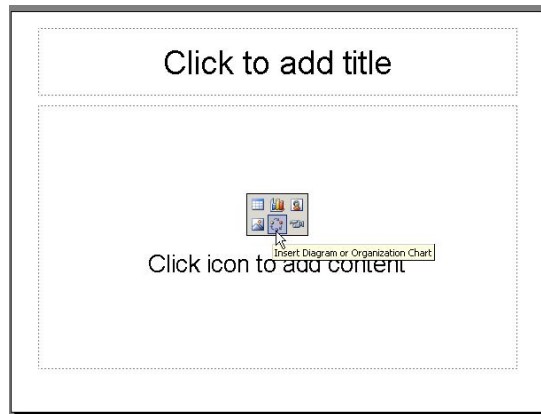
Inserting an Organization Chart


You can insert an Organization Chart into your presentation in two ways; insert a new slide with a layout that contains a content pane into which you can insert a Diagram and then select an Organization Chart, or insert a diagram onto your pre-existing PowerPoint slide.

Using a diagram slide layout



- View the Slide Layout Task Pane.
- Hover on the thumbnail for the type of slide layout you would like.
- From the drop down arrow on the right of the thumbnail, choose the option to **Insert New Slide**. A new blank slide will be added to the presentation.

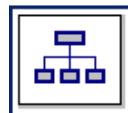


Click on the diagram icon  and select the organization chart option.



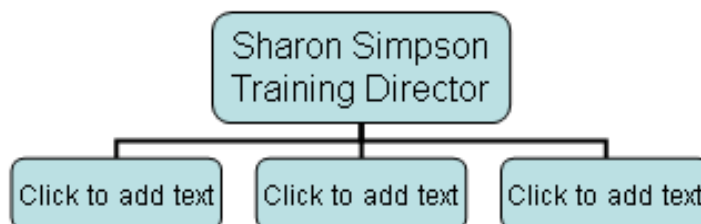
Inserting an organization chart onto an existing slide

- Select Insert from the menu bar.
Choose Diagram and then click on the organization chart option.



Entering Text

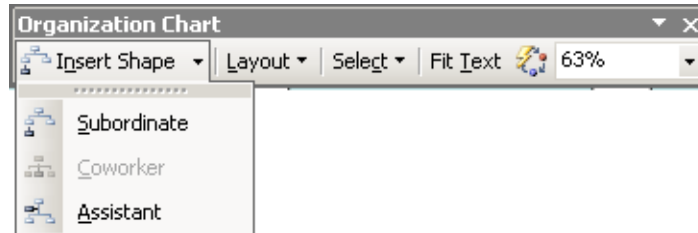
- Click onto a box.
- Enter Name and press [ENTER].
- Enter Job Title and press [ENTER].



- The box will automatically resize to fit your text.
- Repeat for other boxes.

Adding New Boxes

- Click on the existing box you wish the new box to correspond to.



- From the Insert Shape button on the Organization Chart toolbar, select the type of box you would like to add.

Deleting Boxes

- Select a box.
- Press [DELETE].

11.2 Formatting the Organization Chart

Your chart will initially appear with shading and formatting in keeping with your colour scheme. However, you can amend the formatting of the chart to suit your own particular needs using the options on the drawing toolbar. Elements in an organization chart can be formatted in exactly the same way as objects you have drawn yourself e.g. you can change the shading, line style and colour, add shadows etc.

For further useful information on formatting elements in your chart, refer to the Formatting Objects section of Section 7, Drawing Skills (page 65).

Formatting Boxes and Lines

You can format the boxes and lines in your organization chart to change their appearance. To format an area, you will first have to select the area.

Selecting One Box

- Click on the box.

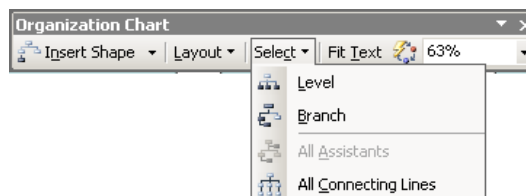
Selecting Several Boxes

- Click on a box.
- Press [SHIFT].
- Click on next box.
- Repeat to select all boxes required.

Selecting Lines

- Click on the line.
- Hold down the [SHIFT] key and then select any subsequent lines.


Lines and boxes can also be selected using the options from the Select button on the Organization Chart toolbar e.g. All Connecting Lines.




Formatting Boxes and Lines

Organization Chart elements can be formatted just like any other drawn object using the buttons on the drawing toolbar. These are some examples of formatting changes you could make.


To change box shading

- Select boxes (see above).
- Use the Fill Colour button to select a new shading colour. 



To add shadow to a box

- Select boxes (see above).
- Use the Shadow button to select a shadow type. 

To change line colour

- Select lines (see above).
- Use the Line Colour button to select a new colour. 

To change line weight and style

- Select lines (see above).
- Use the  button to change the line style and the  button to change line weight.

To format box text

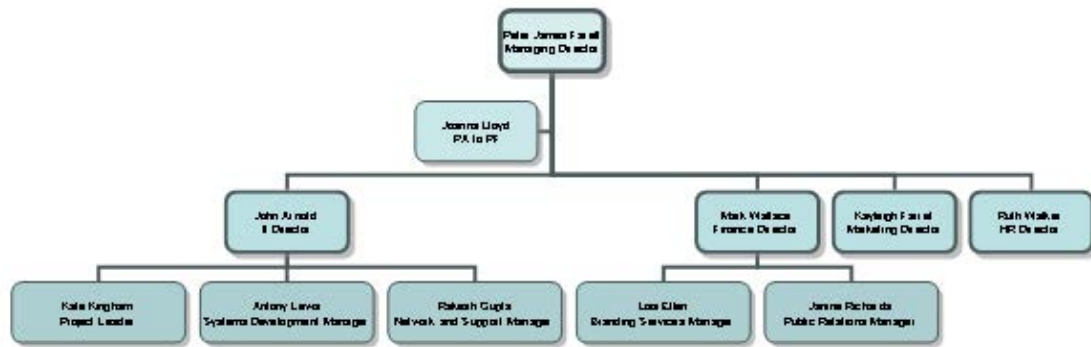
- Select the text.
- Choose options from Format, Font.

The whole chart can also be formatted quickly using schemes from the Autoformat button on the Organization Chart toolbar. These schemes apply shading styles to boxes and lines across the entire chart.



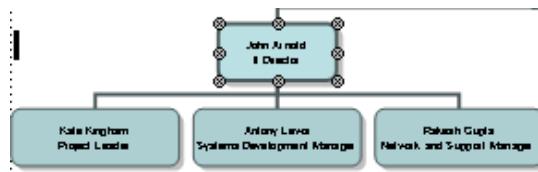
11.3 Changing Organization Chart Layout

If there are too many boxes on any particular level in your chart, the layout style may need to be changed in order to maintain a balanced design.

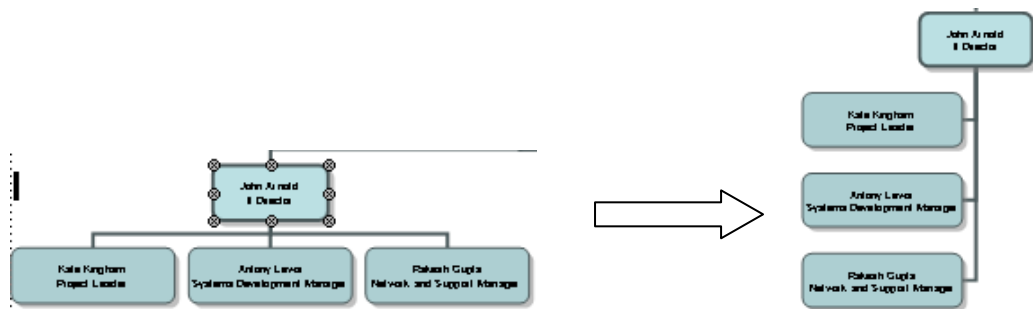
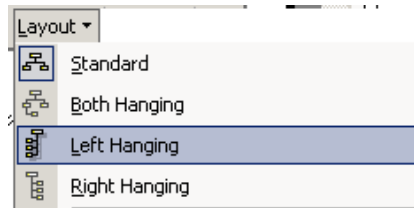


To change box layout

Select an employee whose subordinates need to be rearranged.



- From the Layout button, select the kind of layout you would prefer.



•Notes

12 Slide Masters and Templates

Objectives

By the end of this section you will be familiar with:

- Viewing the Slide Master
- Adding a company logo
- Formatting the background
- Colour Schemes
- Formatting Title Area and Object Area
- Adding Headers & Footers
- Inserting a second Slide Master
- Preserving a Slide Master
- Viewing the Title Master
- Editing the Title Master
- Applying Design Templates
- Creating your own design Template
- Apply your own design template
- Changing the settings of the default design

12.1 Templates

PowerPoint comes with two types of templates: design templates and content templates.

Design Templates are used to give your slide presentations a consistent and stylish appearance. They contain colour schemes, slide and title masters with custom formatting, and some also include background graphics which have been placed into the masters. When you apply a Design Template to your presentation, the slide master and colour scheme of the template will replace the previous slide master and colour scheme of the presentation. Once you apply a Design Template, each slide you add, regardless of the layout, has the same custom look to it. PowerPoint 2003 comes with a variety of professionally designed templates.

Content templates contain formats and colour schemes just like design templates, plus suggested content for specific subjects. These are usually chosen when a new presentation is started from the Autocontent Wizard on the New Presentation Task Pane.

12.2 Applying Design Templates



To Apply a Design Template

- Choose the Slide Design – Design Templates task pane.
- There are three categories of template: **Used in This Presentation**, **Recently Used** and **Available for Use**.
- Click on a template thumbnail. It will be applied to all the slides in the presentation.

It is possible to apply a design template to selected slides, rather than the entire presentation.

To apply a template to selected slides

- Select the slides and then click on a template thumbnail.

OR

- To apply a template to an individual slide, select the slide, hover on the template thumbnail, click on the down arrow, from the menu select **Apply to Selected Slides**.

*When you apply a template to your presentation any logos, graphics and extra text you have previously placed on your Slide Masters will disappear. If you want to use a design template and show your own logo too, you must apply the template **before** adding the logo to the Slide master.*

The change in Colour Scheme will affect the colour of many of the objects you may have drawn. It will also cause charts/ graphs to be re-coloured. For these reasons it is better to apply a Design Template as early on in the creation of your presentation as possible.

Creating Your Own Design Template

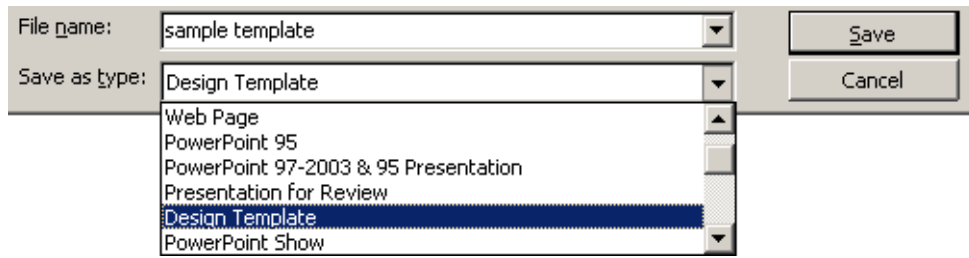
You can modify any of the templates to suit your needs, or you can make a new template based on a presentation you've already created. If you do create a template based on an existing presentation the slide master formatting and graphics, colour schemes and background formatting in that presentation will be applied when the template is applied. Text on the individual slides and footer text will not be carried through.

To create your own design template

- Create a new presentation and change the slide master formatting and graphics, colour schemes and background formatting as required.

Or

- Open an existing presentation which you have already formatted.
- Select File, Save As.
- Change the Save as type field to Design Template.



- Enter a file name for your design template.
- Click on **Save**.

*Apply user created design templates through the Slide Design – Design Template task pane by scrolling to the bottom of the task pane and selecting Browse. Navigate to where your template is stored. Double click on the template name to apply or single click and choose *Apply*.*

12.3 Master Slides

Slide Master

The slide master stores information relating to the underlying formats of the slides in your presentation, including font styles, placeholder sizes and positions, background design, and colour schemes and is used to control the appearance of the presentation. Each presentation has a Slide Master. When you want to apply consistent formatting through all slides in your presentation, you change global attributes by editing the Slide Master. These changes will be automatically reflected through each slide.

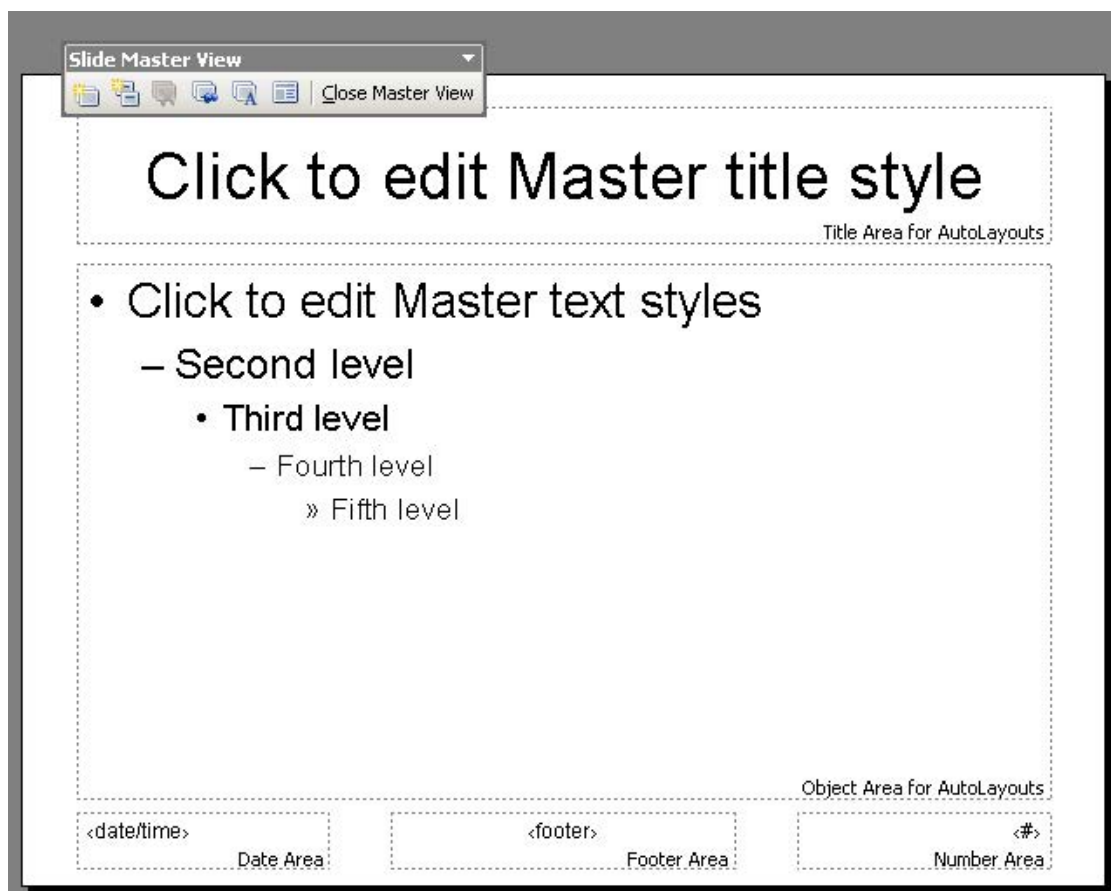
Using the Slide Master


Mouse

- Select View, Master, Slide Master.

Or

- Press [SHIFT] +  (Normal View Button).



- To establish the formatting for title text, body text, bullets and footers select the relevant sample text or bullet and format using the Format menu commands or the Toolbar shortcut buttons.
- Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
- To change the position of any graphic or box of click and drag the object to a new position.
- Return to Normal View. (Click on **Close Master View** button or on Normal View  button).
All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.

To hide Slide Master items such as graphics/ logos on an individual slide use Format, Background, Omit Background Graphics from Master.

If you would prefer the text on any individual slide not to follow the Slide Master format the text of that slide individually.

If you then want to reapply the formatting of the master to the slide, reapply the slide layout using the Slide Layout Task Pane. This will reapply text formats from the Slide Master. Any background colours set in an individual slide will remain until the background colour is set back to Automatic, using Format, Background.

Multiple Slide Masters


In PowerPoint 2003, it is possible to have more than one Slide Master. PowerPoint users can easily create more than one slide master within one file. This makes it possible for users to combine multiple presentations in one file or create separate sections within the same presentation.

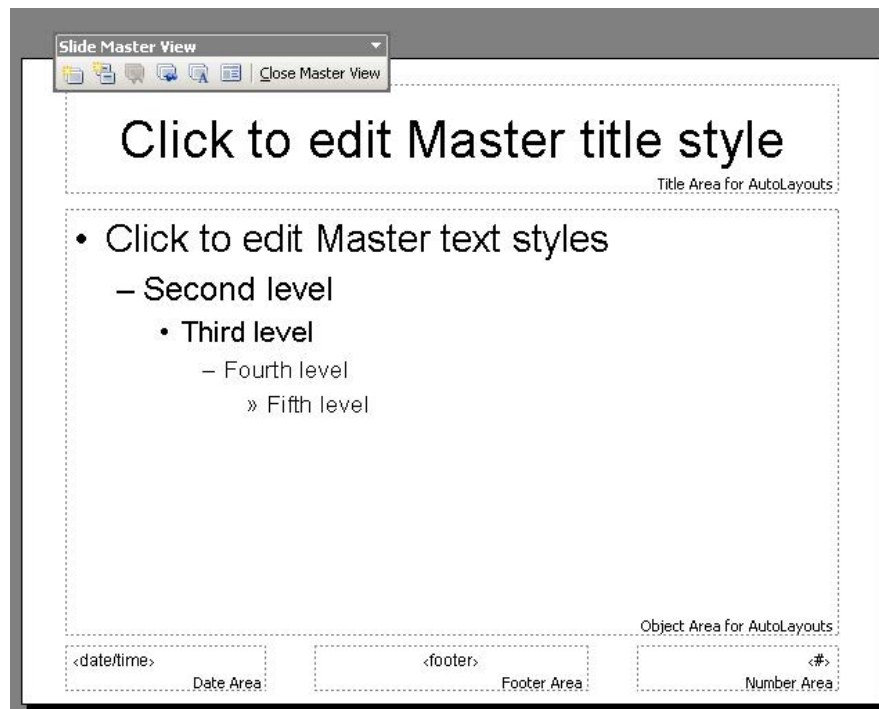
To Insert a second slide Master

Mouse

- Select View, Master, Slide Master.

Or

- Press [SHIFT] +  (Normal View Button).



- Choose **Insert New Slide Master** from the Slide Master toolbar



- To establish the formatting for title text, body text, bullets and footers select the relevant sample text or bullet and format using the Format menu commands or the Toolbar shortcut buttons. (see sections above).

To apply a new slide master

Mouse

- In normal view, view the Task Pane and choose the Slide Design – Design Templates task pane.
- Click on the thumbnail of your new slide master. It will be applied to the entire presentation.

OR

- Select the slides you want to apply the new master to and then click on the thumbnail

OR

- To apply the new master to just one slide, select the slide, hover on the slide master thumbnail, click on the down arrow and choose Apply to Selected slides.
- Changes made to the slide master will now be applied to the slides being controlled by that slide master.
***Warning:** if you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted. See the next section for details*

Preserving a slide master

If you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted. New slide masters that you create are automatically preserved.

To preserve a slide master



Mouse

- Select View, Master, Slide Master.

Or

- Press [SHIFT] +  (Normal View Button).



- Select the slide master you wish to preserve. Click on the Preserve Master button. 
- A thumbtack icon will now appear against the Slide Master in the thumbnails pane.
- You can still delete an unwanted slide master, if it has been preserved using the Delete Master  button. Any slides still using the master will revert back to using the previous master applied.

12.4 The Title Master

The Title Master is similar in use to the Slide Master but controls the appearance of Title Slides only. This allows you to change the look of any title layout slides by changing the Title Master. You need to insert a title master for your presentation before you make changes to it.



Using The Title Master:

Mouse

- Select View, Master, Slide Master.

Or

Press [SHIFT] +  (Normal View Button).

- Click on Insert New Title Master  button.
- Use View, Master to switch between Slide Master and Title Master.
- Apply formatting and insert any required graphics and text.
- Return to Normal View. (Click on **Close** button or on Normal View  button).

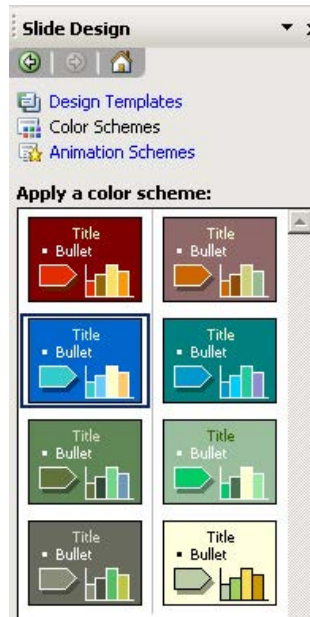
12.5 Slide Colour Scheme

Before starting any formatting you should choose an overall colour scheme. A colour scheme is a set of eight balanced colours. This default palette of colours will automatically be used for text, slide background, and any graphics you create such as charts, graphs and artwork.

Once you have chosen your colour scheme you will always be offered this palette of eight colours first when formatting everything from text to bullets to background to pictures. However you will still have access to the full PowerPoint colour palette which you can choose from at any time.

Using a PowerPoint 2003 standard colour scheme

PowerPoint offers you a gallery of different colour schemes that have been designed with complementary colours, ensuring that the colours throughout your presentation are consistent and suitable (i.e. no navy text on a black background).



To change the slide colour scheme:

Mouse

- Select the Slide Design – Slide Colour Scheme task pane.

- Click on a colour scheme to select it.
- It will automatically be applied to all slides in the presentation

OR

- To apply the colour scheme to a number of selected slides in the presentation, select the slides first (in the thumbnails pane) and then click on your chosen colour scheme.

OR

- To apply a colour scheme to only one slide, select the slide, hover on the colour scheme thumbnail, click on the down arrow and choose **Apply to Selected slides**.

As with slide masters and design templates, it is possible in PowerPoint 2003 to have a number of different colour schemes used within one presentation..

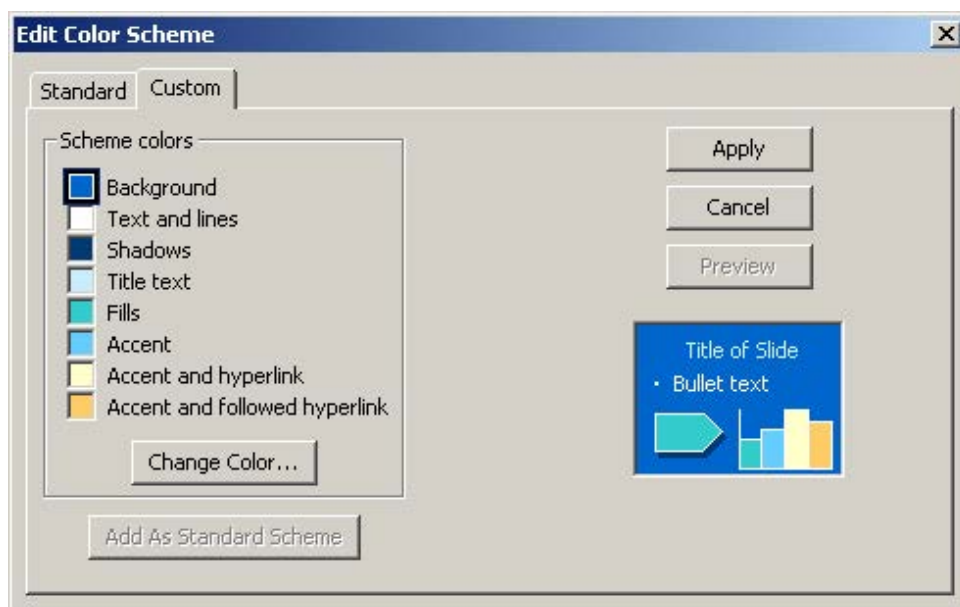
Creating your own colour scheme

If none of the PowerPoint pre-designed colour schemes is quite right, you can create your own combination of colours to use as a custom colour scheme.

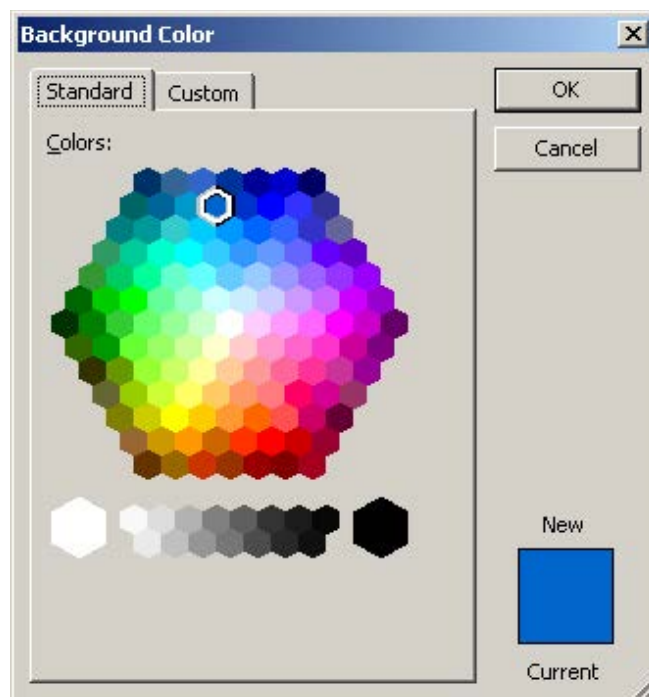
To create a custom colour scheme:

Mouse

- From the Slide Design – Colour Schemes task pane, select Edit Colour Schemes.



- Select the colour to be changed by clicking on it once.
- Click on the **Change Colour...** button.



- Choose a colour by clicking on it once.
 - Click on **OK**.
 - Repeat the above steps for each colour you wish to change.
 - When you have finished click on **Apply**.
- If you change the colour scheme at a later point your document will be re-coloured.*

12.6 Slide Background

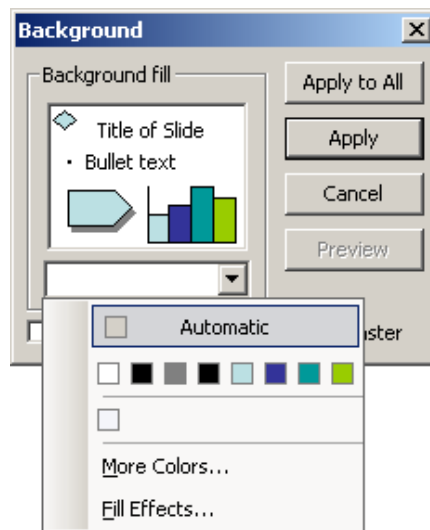
Use this option to colour the background of your slides. Although you could choose to have different backgrounds for each slide it gives a more professional effect if you use the same background on all slides of a presentation.

12.7 Applying Slide Background

You can apply different backgrounds to all or to individual slides.

To apply a plain background:

- Select Format, Background.



- Choose a colour from the dropdown list.
- Click on **Apply to All**.

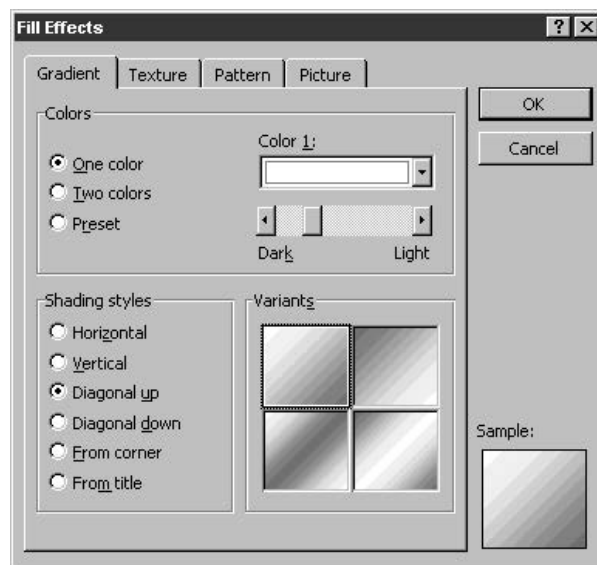
Automatic will allow PowerPoint to use the colour assigned to the background in the *Slide Colour Scheme* (see above).

To use a fill effect for the background:

Mouse

- Select Format, Background.
- Choose Fill Effects from the dropdown list.
- Use the guidelines below to select **Gradient**, **Texture**, **Pattern** or **Picture** fills for the slide background.
- Click on **OK**.
- Click on **Apply to All**.

Gradient



A gradient fill is one where one colour gradually changes into another without any harshly defined edge. You can use gradient fills to mix two or more colours on a slide background.

You have a choice of One Colour, Two Colour or Preset.

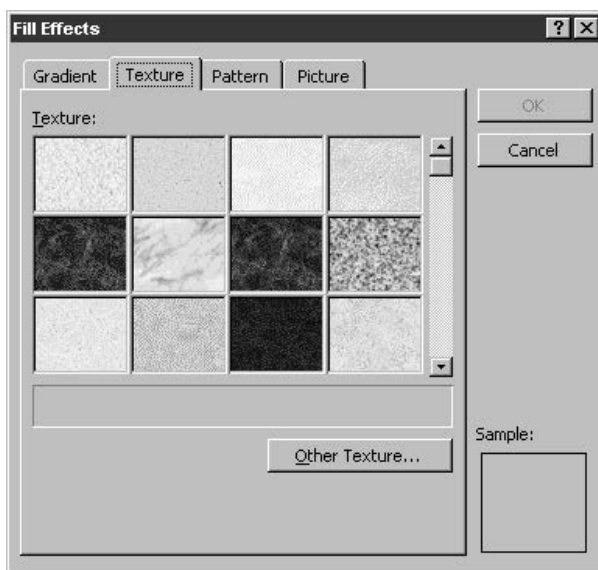
One Colour allows you to choose the main background colour. This can then be merged with either black or white which you set using the Dark-Light scrollbar.

Two colour allows you to choose two colours for the gradient.

Preset offers a range of pre-designed gradients which may include more than two colours, and unusually patterned gradients.

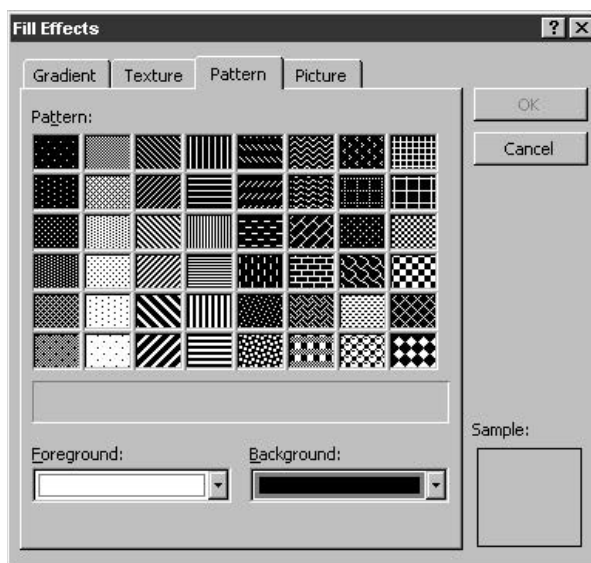
Choose the gradient Shading style from the list and select from the Variants given.

Texture



PowerPoint offers a range of preloaded textured fills including marble, granite, wood, tissue paper and grass.

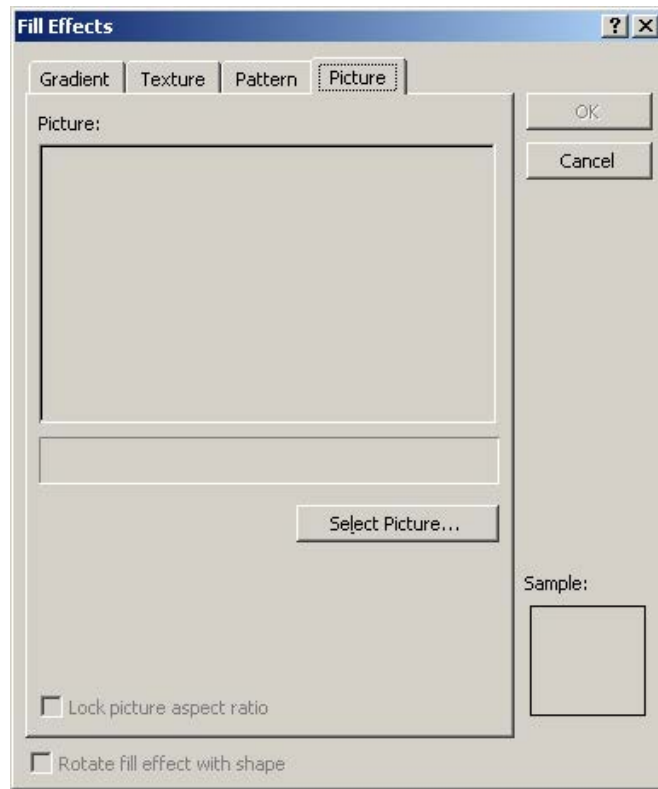
Pattern



PowerPoint offers a range of patterned fills such as confetti, brick and a variety of shaded options. Choose the two colours which are used for the pattern.

Many of the more detailed patterns make it difficult to read the slide text.

Picture



This option allows you to use any digitally stored picture you have saved. Click on the **Select Picture** button to specify the file name and location of the picture.

The picture will be stretched to fill the Slide background. If it is not of suitable proportions it will be distorted.

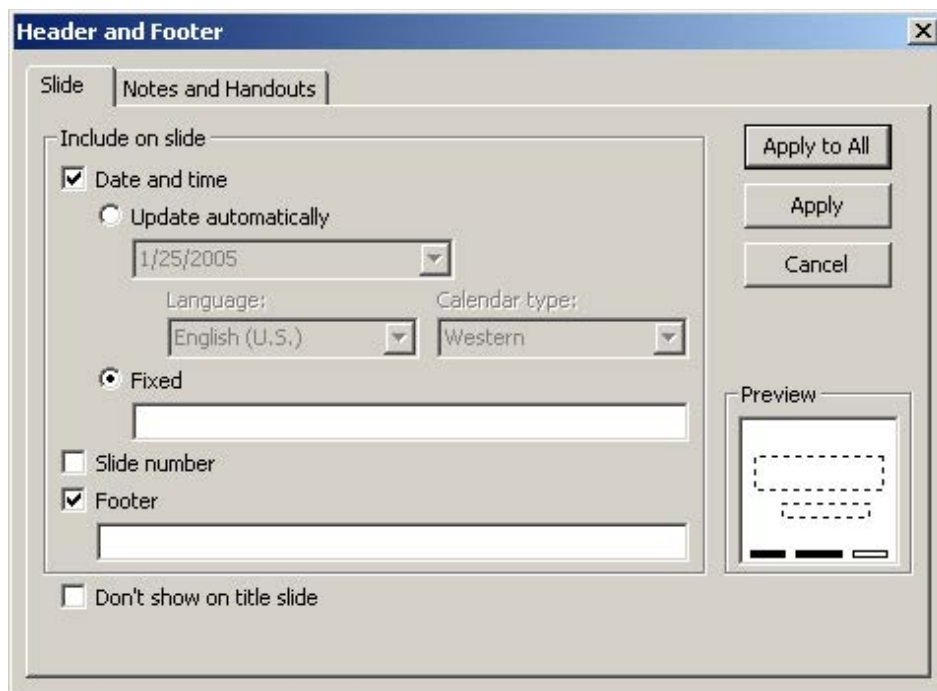
You can insert many popular graphics file formats into your presentation including Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib) and Windows Metafile (.wmf) graphics. To insert other file formats you will need to install additional graphic filters.

12.8 Headers and Footers

A header or footer is text or graphics that appears at the top or bottom of every slide in a presentation. You can add company logos or other pictures, slide numbering and informative text, such as the date or author. To add text use the Header and Footer command. To add graphics and to format the header and footer text use the Slide Master.

Adding Headers & Footers to Slides

- Select View, Header and Footer.



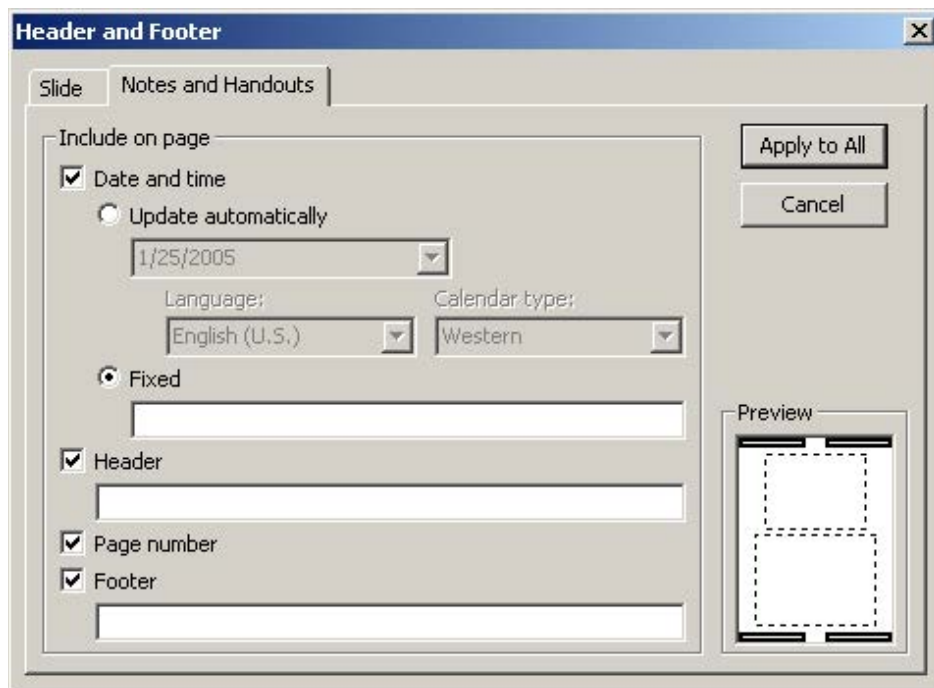
- Click on the **Slide** Tab.
- To include Date, Slide Numbering or Footer text click in the small check box by each option to display a tick .
- For Date, choose **Update automatically** and select a format or enter date text manually for **Fixed**.
- Type in any required **Footer** text.

- Click on **Apply to All** to apply to all the slides in the presentation.

Use the **Don't show on Title Slide** check box to hide headers and footers on your title slide.

Adding Headers & Footers to Notes & Handouts

- Select View, Header and Footer.
- Click on the Notes and Handouts Tab.



- To include Date, Slide Numbering, Header or Footer text click in the small check box by each option to display a tick .
- For Date, choose **Update automatically** and select a format or enter date text manually for **Fixed**.
- Type in any required **Footer** and **Header** text.
- Click on **Apply to All**.

To format the appearance of these headers and footers use the Notes Master and Handouts Master.

- Notes

13 Transition and Animation Effects

By the end of this section you will be able to:

- **Apply Entry (Transition) Effects to slides**
- **Build Bullet Points**
- **Use Animation Schemes**
- **Preview Animations**
- **Use Custom Animation**
- **Use Path Animation**
- **Animate multiple objects simultaneously**

13.1 Animation Effects

There are many levels of animation effects that can be used within PowerPoint 2003 to create movement, excitement and impact within a presentation. Obviously, animation effects applied will not be seen if slides are printed out onto paper or OHP transparency slides, but can be enjoyed when a slide show is delivered from a computer using electronic projection equipment.

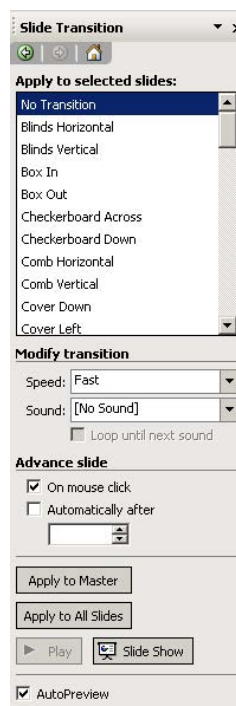
Animation effects can be applied to whole slides to control the way they appear on the screen. Animation can also be added to text (e.g. to make bullet points build up one by one) and drawn objects.

13.2 Slide Transitions

A transition controls the way one slide moves off the screen to make way for the next one during an electronic slide show. You have a choice of transitions for each slide, including Fade through black, Dissolve, Cover Left, Checkerboard Across. You can vary the speed of each one. Transitions can be applied to individual slides, a number of selected slides or across the whole presentation. Slide transitions are applied and modified using the Slide Transition task pane.

Setting Slide Transitions in Normal (Tri Pane) View

Mouse



- If your task pane is not visible, click on View on the menu bar and choose Task Pane. Select the Slide Transition task pane using the drop down arrow next to the title of the task pane.

OR

- Choose, Slide Show, Slide Transition from the menu bar.
- Select the slide(s) you wish to apply a transition to using the slide thumbnails pane.
- Set Transition Effect, Speed and Sound. (As you choose an effect it will be previewed within the slide if the AutoPreview option is ticked).
- Specify whether the slide(s) should be advanced on mouse click or automatically.
- The transition effects chosen have been applied to the selected slides

OR

- Click on **Apply to All Slides** to set the same transition for all slides.

The slides which now have a transition applied will have a small star icon next to their slide number in the thumbnails area. To remove a transition, select the slide(s) and choose No Transition. You can also apply transition effects while working in Slide Sorter view. This may make it easier to select the slides you wish to apply transitions to.

13.3 Animating Text

You can animate the text in your slide to add emphasis to your topics. On a bulleted list slide, animation can be applied to both the title area and the bullets area and is most commonly used to get bullet points to appear one by one. Text animation is applied using the Custom Animation task pane.

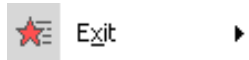
There are four categories of animation effect to choose from in PowerPoint 2003:



Entrance ▶



Emphasis ▶



Exit ▶



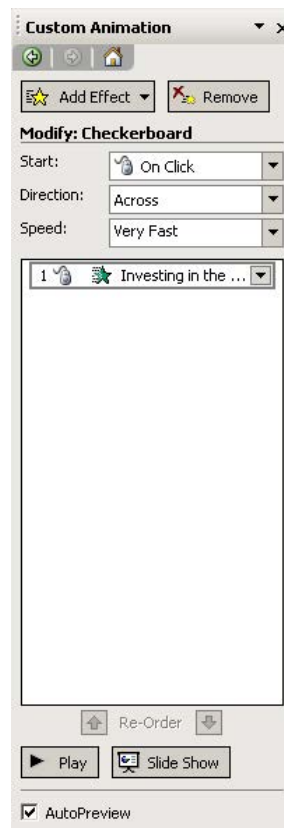
Motion Paths ▶

There are a large number of animation effects within each of the categories above. To help you make your selection, you will find you are offered five common effects within each category first. Under More Effects, the animation effects are divided into Basic, Moderate, Subtle and Exciting to help you gauge which might be more appropriate for your needs

You are able to apply more than one type of animation to an object e.g. you could have an entrance, then an emphasis and finally an exit effect.

However, don't be tempted to apply too much animation into your slides as it can start to look unprofessional. A little animation goes a long way!

To apply text animation



Mouse

- Select the text area you want to animate (click on the shaded border of the slide title area or the bullets area).
- Open the Custom Animation task pane by choosing View, Task Pane and then selecting the Custom Animation task pane

OR

- Choose Slide Show, Custom Animation from the menu bar.
- Click on the **Add Effect** button.
- There are 4 types of animation effect to choose from:



- Select the animation effect you require and either choose one of the five common effects, or select from the More Effects area.
- Choose appropriate options under Start, Direction and Speed.
- The animation effect will be previewed in the slide.

To change animation settings

Mouse




- Select the animation to change in the list on the Task Pane.
- Click on the **Change** button.

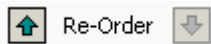
You can also make changes by clicking on the down arrow next to the animation in the list.

Note: be careful to **SELECT** the animation you wish to modify and then use the **CHANGE** button, or you can end up applying a new animation effect by mistake.

Adding another animation effect

Mouse

- Select the area of text you want to apply an additional effect onto.
- Click on the **Add Effect** button and select options as required.
- Use the Play button  to run your animation effects in the slide.
- You can change the order in which items on your slide are animated by using the green re-order arrows



The effects appear in the Custom Animation List, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view or in Print Preview

Removing animation

Mouse

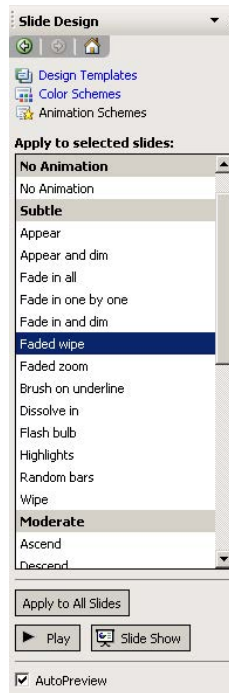


- Select the animation to remove in the list on the Task Pane.
- Click on the **Remove** button.

13.4 Preset Animation Schemes

It can be lots of fun building up your own custom animation for different areas of text in your slides. However, sometimes you may want to create text animation more quickly. You can achieve a professional result easily using a preset animation scheme. Animation schemes contain combinations of animation that apply to the title area, bulleted area or both. There are also some schemes that apply a slide transition.

Animation Schemes are applied using the Slide Design – Animation Schemes task pane.



Applying an Animation Scheme

Method

- Open the Slide Design – Animation Schemes task pane.
- In the thumbnails pane, select the slide(s) you want to apply animation to.
- Animation schemes are divided into groups: No Animation, Subtle, Moderate and Exciting. Hover with your mouse on a scheme name and you will see a yellow tool tip describing any slide transition, title and body affects.
- Select a scheme. It is applied to the slide(s) you have selected.
- To apply the scheme to all slides in the presentation, use the **Apply to All Slides** button.

13.5 Animating Objects

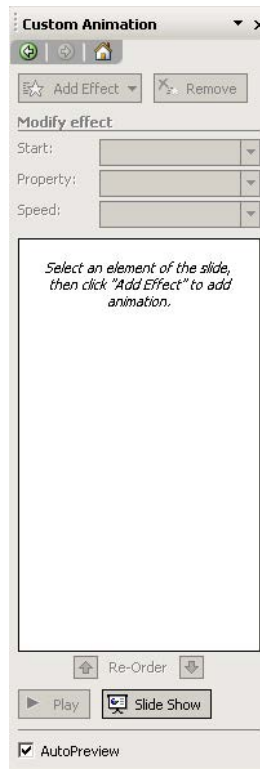
Objects that you have drawn (e.g. autoshapes, squares, circles etc), clipart and images can all be animated to add excitement to a slide.

New in PowerPoint 2003 is the ability to apply more than one kind of animation effect to an object, animate multiple objects simultaneously and use motion paths.

Adding Animation Effects

Adding animation effects to objects is very similar to animating text as described earlier in this section. There are four different categories of animation that can be added: Entrance, Emphasis, Exit and Motion Paths. Animation is applied using the Custom Animation task pane.

To apply animation



Mouse

- Select the item you want to animate.
- Open the Custom Animation task pane by choosing View, Task Pane and then selecting the Custom Animation task pane

OR

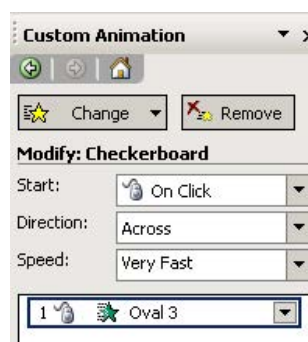
- Choose Slide Show, Custom Animation from the menu bar.
- Click on the **Add Effect** button.
- There are 4 types of animation effect to choose from:



- Select the animation effect you require and either choose one of the five common effects, or select from the More Effects area.
- Choose appropriate options under Start, Direction and Speed.
- The animation effect will be previewed in the slide.

To change animation settings**Mouse**

- Select the animation to change in the list on the Task Pane.



- Click on the **Change** button.

You can also make changes by clicking on the down arrow next to the animation in the list.


Note: be careful to SELECT the animation you wish to modify and then use the CHANGE button, or you can end up applying a new animation effect by mistake.

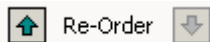
Adding Multiple Animation Effects

It is quite possible to add additional animation effects to one object. You could have an object with an Entry, Emphasis, Exit and Motion Paths effect can you can choose the order in which they occur. You are even able to apply more than one animation effect under each category, so for example, you could have an object with 2 Entrance Effects, 3 Emphasis Effects and then 1 Exit Effect, the combinations are limitless. However, always consider how your audience will view your animations. Excessive animation can detract from your message and look unprofessional. With animation in PowerPoint, less really is more!

Adding additional animation effects

Mouse

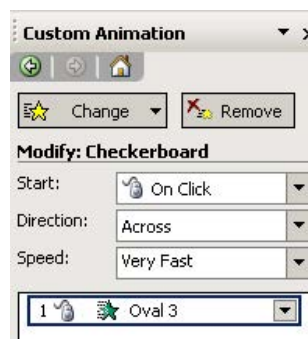
- Select the item you want to apply an additional effect onto.
- Click on the **Add Effect** button and select options as required.
- Use the Play button  **Play** to run your animation effects in the slide.
- You can change the order in which items on your slide are animated by using the green re-order arrows



The effects appear in the Custom Animation List, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view or in Print Preview

Remember: clicking on an object and choosing the *Add Effect* button will add a new animation effect to the object. To make changes to an existing animation effect, select the effect in the animation list, and choose the *Change* button.

Removing animation



Mouse

- Select the animation to remove in the list on the Task Pane.
- Click on the **Remove** button.

Animating Objects Simultaneously


PowerPoint 2003 gives you the ability to animate multiple objects simultaneously. In previous versions of PowerPoint you could only add one animation effect to each object and only one animation effect could be running at one time, so objects had to be animated in turn. Not anymore! As we have seen, you can apply as many animation effects to one object as you like and you can also have all of your animation effects running at once, which does make the possibilities for what you can achieve with PowerPoint animation virtually limitless.

Animating objects simultaneously is achieved by adjusting the Start options for each animation. By default animations start on a mouse click. You can change this to the animation starting at the same time as the previous animation (With Previous) or a short time after the previous animation (After Previous). You can specify the delay for the After Previous setting.

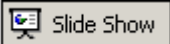
To animate objects simultaneously**Mouse**

- Apply animation to the objects in your slide (see previous instructions for guidance)
- Select an animation in your list.
- Adjust the **Start** options (choosing from On Click, With Previous or After Previous).



- To further control timing options for the After Previous option, click on the down arrow next to the selected animation in the list, and choose Timing.
- Apply options as needed. Choose **OK**.
- You can preview your animation effects by using the Play button  to run your animation effects in the slide.

OR

- You can use the  Slide Show button to see the effects as they will when run as part of the final slide show presentation.

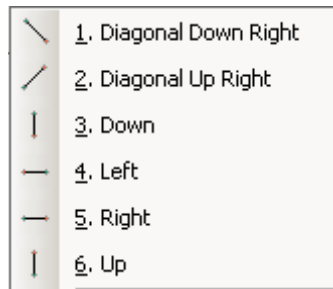
Using motion paths

PowerPoint 2003 allows you to customise the entrance of an animated object by using a motion path. Motion paths can make your object travel around on the slide, rather than appearing (Entrance Effect), being animated in situ (Emphasis Effect) or leaving the slide (Exit Effect). There are preset motion paths to choose from (e.g. Down, Up, Spiral) or you can custom draw a motion path to suit your requirements.

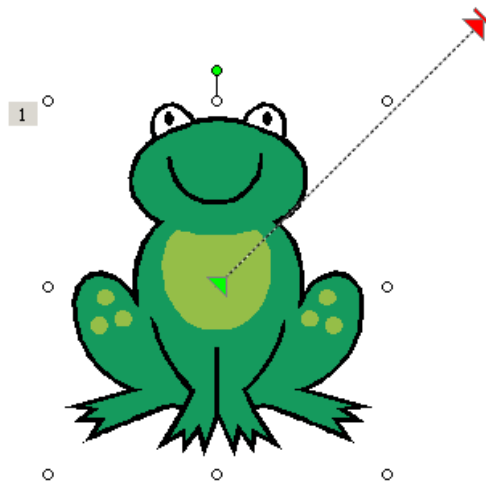
Applying a motion path

Mouse

- Select the object to be animated.
- In the Custom Animation Task Pane, select **Add Effect** and choose Motion Paths.
- Select from one of the six common motion paths:



- The animation will be previewed quickly in the slide.
- A motion path arrow has now been added to your object, indicating the direction of travel. The green arrow is the start point of the movement, the red arrow is the end point of the movement.



- You can adjust the start and end point of the motion path by hovering over the white circle on the red or green arrow and dragging with your mouse to a new location.

You do not need to keep to the original type of movement chosen. In the example above, the movement is initially diagonal, but by adjusting the end point of the movement, you can change the type of movement.

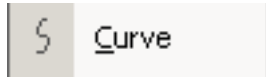
You can add multiple motion paths to one object. Try adjusting the motion path arrows so that the end of one motion path arrow meets with the start point of the next motion path arrow.

Experiment with some of the motion path types listed under [More Motion Paths...](#) . Remember, you can control the order of your animations using the green re-order arrows Re-Order

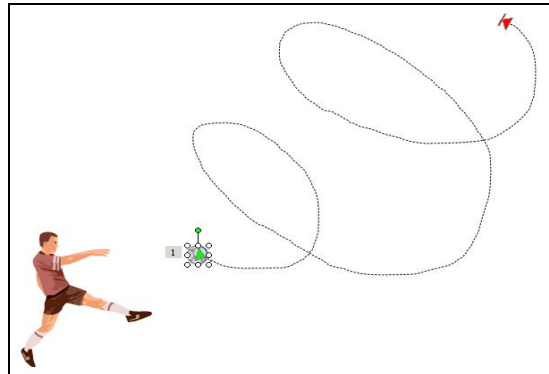
Custom Motion Paths

There are plenty of preset motion paths to choose from but they might not always suit your needs. In these cases, you can draw your own motion path free hand by clicking and dragging with your mouse.

There are four types of custom motion path you can draw:





This motion path applied to the football in this slide was created using the scribble:



To apply a custom motion path

Mouse

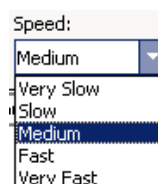
- Select the object to be animated.
- In the Custom Animation Task Pane, select **Add Effect** and choose Motion Paths.
- Choose  Draw Custom Path  and select from Line, Curve, Freeform or Scribble as appropriate.
- Use your mouse to create the motion path by dragging and clicking as appropriate and then do one of the following:
 - If you want to end a freeform or curved path and leave it open, double-click at any time.
 - If you want to end a line or scribbled path, let go of the mouse button.
 - If you want to close a shape, click at its starting point.

To make the path mimic an exit effect, set an effect option after the motion path to fade the item (select the animation in the list, click on the down arrow, choose Effect Options, After Animation, Hide After Animation), or draw the motion path off the slide.

Modifying a Custom Motion Path

After you have drawn your motion path, it is possible to make modifications to it. You can change the speed at which your object moves down the motion path and the direction in which it travels. It is also possible to make adjustments to the path itself by editing points on the path.

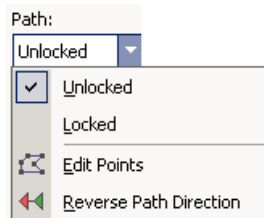
To modify movement speed



Mouse

- Select the animation in the list in the Custom Animation Task Pane.
- Click on the down arrow underneath Speed.
- Pick an appropriate speed.

To modify path direction

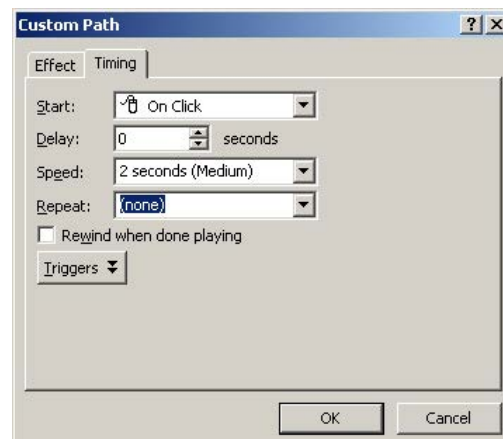
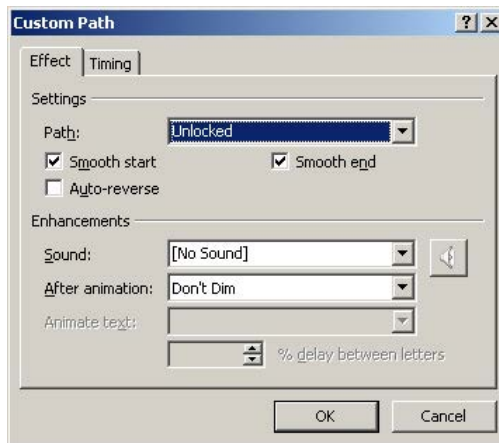


Mouse

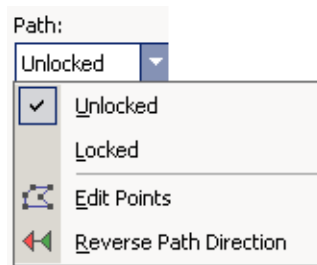
- Select the animation in the list.
- Click on the down arrow underneath Path.
- Select Reverse Path Direction.

You can make other adjustments to the motion path animation by hovering on the animation in the animation list, clicking on the down arrow and choosing from the options in Effect Options or Timing.

Effect Options Dialogue Box

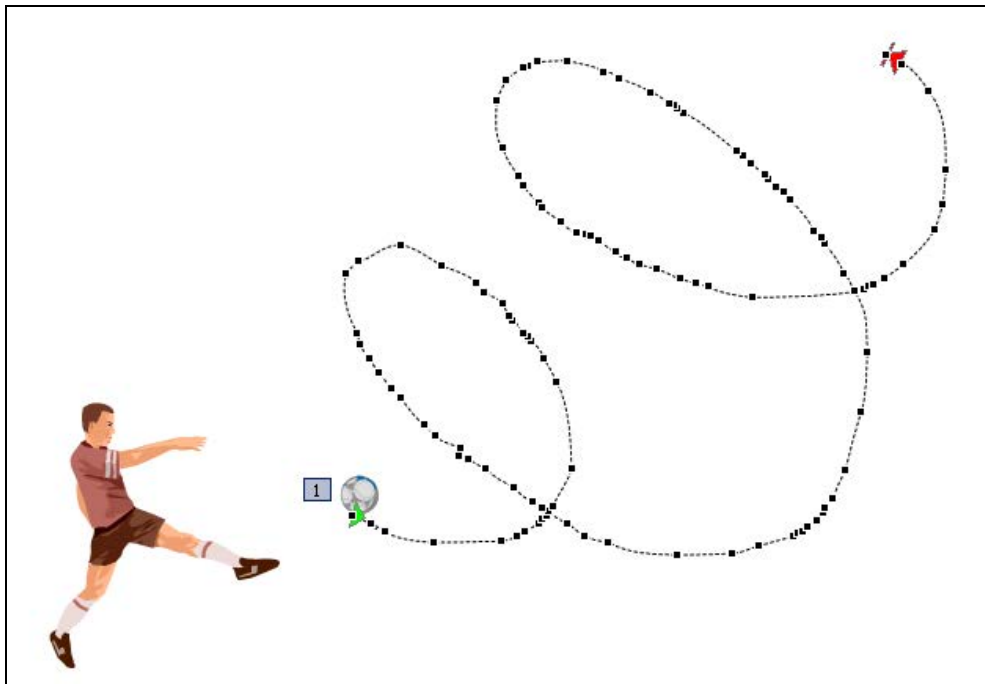


To Edit Points on the Motion Path



Mouse

- Select the animation in the list.
- Click on the down arrow underneath Path.
- Select Edit Points.
- There are now black squares at intervals on the motion path.



- Hover your mouse on a square and click and drag to adjust its position.

If you have many modifications to make, it may be quicker and easier to redraw the motion path.

•Notes

14 Organising and Delivering Presentations

By the end of this section you will familiar with:

- **Running a Slideshow**
- **Automatic Slide Timings**
- **Custom Shows**
- **Branching**
- **Summary Slides**

14.1 Running A Slide Show


When you eventually present your PowerPoint slides, you will want to run the slides as a slide show so the slides occupy the whole of the screen area available and none of the regular PowerPoint toolbars, menu bars and task panes are shown. It is also necessary to run your slides as a slide show to get the full effect of any animation effects you may have applied to your slides.

When presenting a slide show to an audience, you advance your slides by clicking on your mouse or using the [PAGE DOWN] or [ENTER] buttons on your keyboard. [PAGE UP] can also be used to take you back to the previous slide if necessary.

Depending on the purpose and audience of your presentation, you can run a slide show in several ways. One way is to start a slide show from within PowerPoint. Another way is to save a presentation so that whenever it is opened it always starts as a slide show.

You can also set up a self-running presentation that will run in an ever-repeating loop until you press [ESC]. This is useful if the presentation is to run in a kiosk, or on a monitor at an exhibition.

Starting A Slide Show From Within PowerPoint

- Click the Slide Show  button in the lower-left corner of the presentation window. This will start the show at your currently select slide.

OR

- Select Slide Show, View Show.

OR

- Select View, Slide Show.

OR

- Press [F5] on the keyboard. All these options will start the show from the first slide.

To advance slides in the presentation

- Click your mouse.

OR

- Press [PAGE DOWN] or [ENTER] on your keyboard.

To move back to previous slides

- Press [PAGE UP] on your keyboard.

OR

- Right click with your mouse. From the menu that appears, choose Previous.

To end your slide show

- Press [ESC] on the keyboard

OR

- Right click with your mouse and choose End Show.

The show will also end automatically when you have reached the end of all your slides. You will see a black screen and can click with the mouse or press [PAGE DOWN] or [ENTER] to return to PowerPoint.

Saving a Presentation as a Slide Show

Once you have finished creating and editing all your slides, you may always want the presentation to always open as a slide show without giving you the normal PowerPoint screen first. This can be useful when you deliver the presentation as it can look more professional.

When you save your presentation as a PowerPoint show you will end up with two separate files; the original PowerPoint file which is editable and the PowerPoint show which will always open up into slide show view but will not be editable.

Saving A Presentation To Open As A Slide Show:**Mouse**

- Open the presentation you want to save.
- Select File, Save As.
- In the Save as type list, choose PowerPoint Show.
- Enter file name and location to save presentation.
- Click on **Save**.

When this PowerPoint Show is next opened it will automatically launch into a slide show. You can advance the slides as normal by pressing Page Down on the keyboard or clicking with your mouse. Right clicking with the mouse will also bring up a menu of useful options

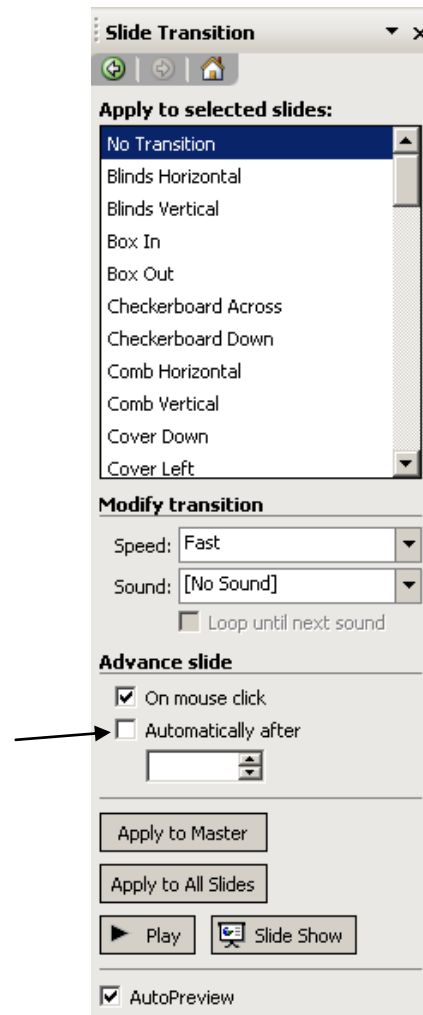
14.2 Slide Timings

You can set timings for your slides which will result in a PowerPoint show that will automatically run. Slides will be shown on screen for the amount of time you specify before the show automatically advances on to the next slide.

There are two different ways you can set slide timings; setting them manually for each slide or using the Rehearse tool.

Setting Slide Timings Manually

It is easiest to work in Slide Sorter view whilst setting slide timings although it can be done using the slide thumbnails in Normal view.



Rehearsing Timings

You can 'rehearse' your presentation, talking through the explanation of each slide and PowerPoint will record the amount of time you spent on each slide. These timings can then be used to run the presentation in future.

Rehearsing Timings:

Mouse

- Select Slide Show, Rehearse Timings.
- Advance the show as you rehearse so that the timings reflect how long you need each slide to be displayed.

- Use the buttons in the Rehearsal dialog box to pause between slides, restart a slide, and advance to the next slide. The timer shows you how long the current slide has been on screen.
- If you wish to start timing again for any slide click on the **Repeat** button. PowerPoint will record only the last timing for each slide.
- When you finish PowerPoint will indicate the total timing for the presentation. If this is acceptable click on **Yes** to save the timings with the show.

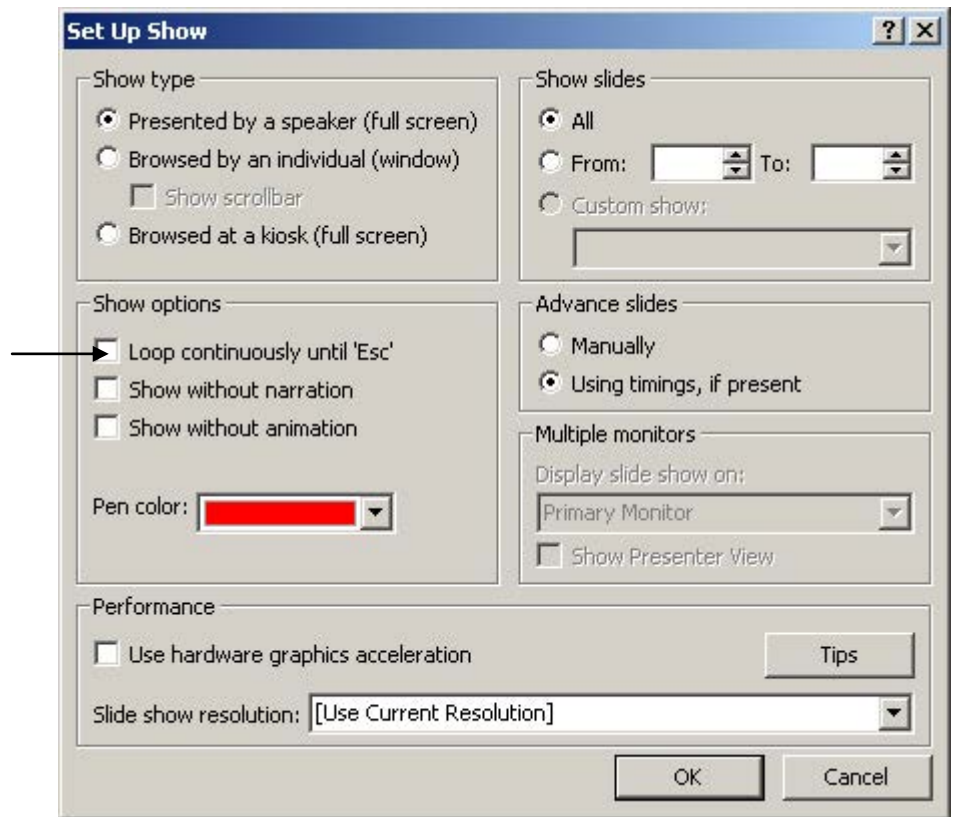
Running A Show Using Timings

When you have entered slide timings either manually or via the Rehearse option, you will want to know how to run the slide show using the timings so the slides advance automatically.

To run a show using timings

- Select Slide Show, Set Up Show.
- In the **Advance Slides** area specify that the slide show should be run **Using slide timings, if present**.
- Click on **OK**.
- Run the Slide show as normal. If timings have been set they will be used.

You can use the Set Up Show dialogue box to set other options for the slide show e.g. running the slide show in a continuous loop.



14.3 Custom Shows

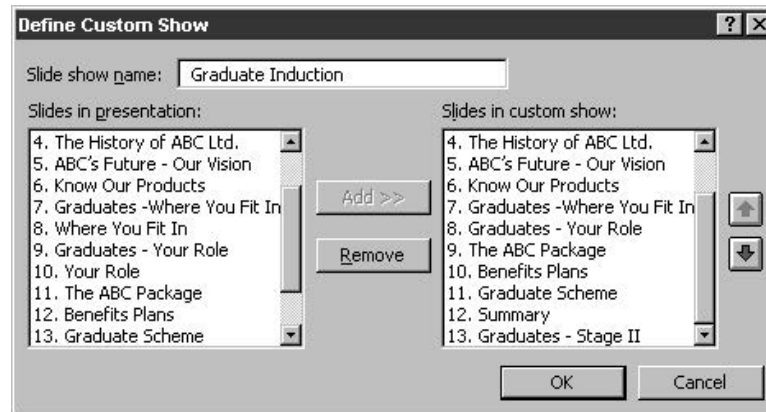
Custom Shows allow you to create presentations within a presentation. Instead of creating multiple, nearly identical presentations for different audiences, you can create one presentation which includes all the slides for all the audience groups. Custom Shows then allows you to save different groupings of these slides under different names. By including all slides in the one presentation you will not need to recreate slides twice but will still be able to offer tailored shows to both groups.

For example, you might want to give a presentation at induction days for new staff and prefer to present slightly different information to your new graduate trainees than to your other recruits. Slides 1 to 5 may be identical for both groups, but slides 6 to 7 may be different, with subsequent slides the same. Once you have created all the slides to be used you can set up two custom shows specifying which slides to be shown in which order for each group.

Creating A Custom Show

Mouse

- Select Slide Show, Custom Shows.
- Click on **New**.
- Type in a name for the show.



- Under **Slides in presentation**, select a slide you want to include in the custom show.
- To select multiple slides, hold down [CTRL] as you click the slides.
- To include the selected slide(s) in the custom show click **Add** or double click on the slide name.
- To change the order in which slides appear, select a slide, and then click one of the arrows to move the slide up or down in the list.
- Click on **OK**.

*To see a preview of a custom show, select the name of the show in the Custom Shows dialog box, and click on **Show**.*

Adding Or Removing Slides in A Custom Show:

Mouse

- Select Slide Show, Custom Shows.
- Select the name of the custom show you want to change.
- Click on **Edit**.
- Add or remove the slides you want.
- Click **OK**.

To remove an entire custom show, select its name in the Custom Shows dialog box, and then click Remove. This removes the custom show, but the actual slides remain in the presentation.

14.4 Branching

You may wish to include slides in your presentation which may or may not be shown depending on the audience reaction or questions. Action buttons allow you to set up hyperlinks between pages so that you can jump to a page out of sequence if you wish.

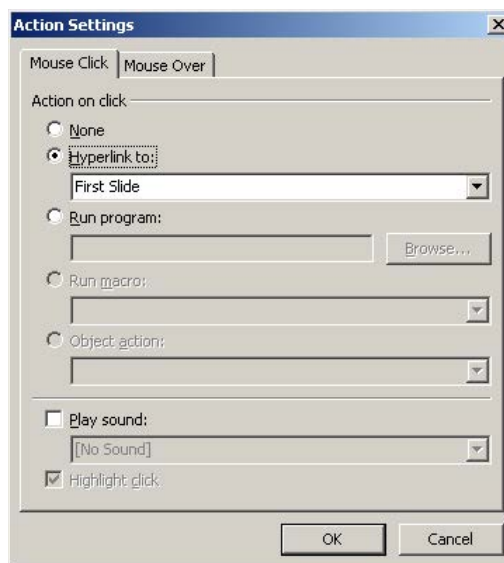
Creating an Action Button Hyperlink:

Mouse

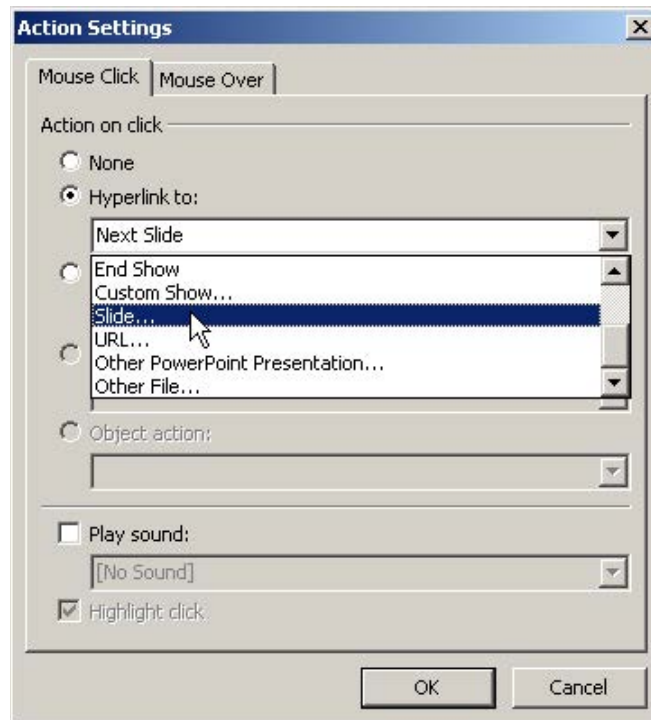
- Switch to Normal View.
- From the Draw toolbar select AutoShapes, Action Buttons and choose the button tool you require.
- Click and drag to create a button on the slide.

Press [SHIFT] to create a symmetrical button.

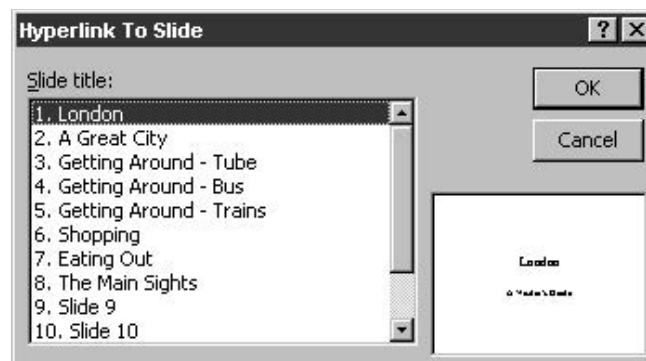
- When you release the mouse button the Action Settings dialog box is displayed.



- Set Action on click as Hyperlink to.



- Choose Slide... and pick from available slides in the presentation.




- Click on **OK**.

14.5 Summary Slides

PowerPoint allows you to quickly create summary slides which you may wish to use at the beginning of the presentation as an agenda of what will be covered or at the end as a summary of the key points. The summary slide lists the titles of all the other slides in bulleted format.

Creating A Summary Slide:

Mouse

- Switch to Slide Sorter View.
- Select all the slides you wish to include in the summary slide. (Click on each one in turn with the [SHIFT] key pressed).
- Click on the Summary Slide  button.
- Move the new slide to a different position if necessary.

Do not include slides without a title text box in the selection.

•Notes

















Appendices

Toolbars Appendix








Standard Toolbar

Formatting Toolbar

Drawing Toolbar

Picture Toolbar

