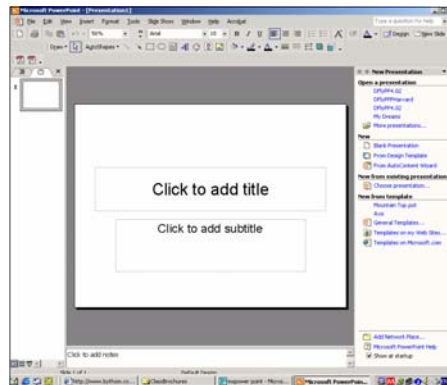# Beginner's Guide to Microsoft PowerPoint 2002

Microsoft PowerPoint is a program that allows you to create slide presentations for business and pleasure.

1. Open **Start Menu.** Place arrow on Start icon and left click once.

2. Select **Programs** by moving the arrow to point on the word programs; a menu of programs will appear to the right.

3. Move the arrow to point on Microsoft PowerPoint, which highlights the text, then left click once to open the program.

4. The program opens showing a series of choices you can use to begin creating your presentation.

5. For this exercise, you will create a presentation that consists of a headline, body copy, and images. Look through the templates to give you an idea on how to make your presentation.

6. Rather than using the templates, you will be working with a **Blank Presentation**, which is located under **New** in the Task Pane as shown in the circled area below.

Task Panes
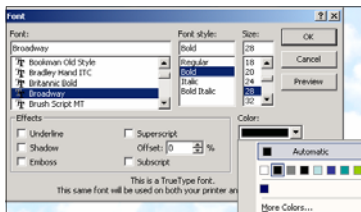Task Panes pop up on the right of the screen to show you what formatting options are available for the task you are performing. In the example to the right, the **New Presentation** task pane is circled.
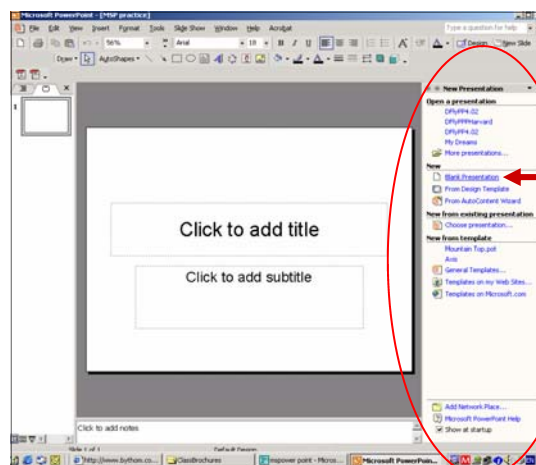
Task Pane

The Dragonfly Project

Chilkoot Indian Association Tribal Government and Haines Borough Public Library Technology Awareness Program

7. PowerPoint lets you create a **Slide Master.** A Slide Master allows you to specify the style of what you want to appear on all the slides in your presentation, including the layout, fonts, bullets, and any objects. You can also create footers and headers with information that you want to appear on all your slides.

8. To create a Slide Master, go to the **View** menu and select **Master** then **Slide Master.**
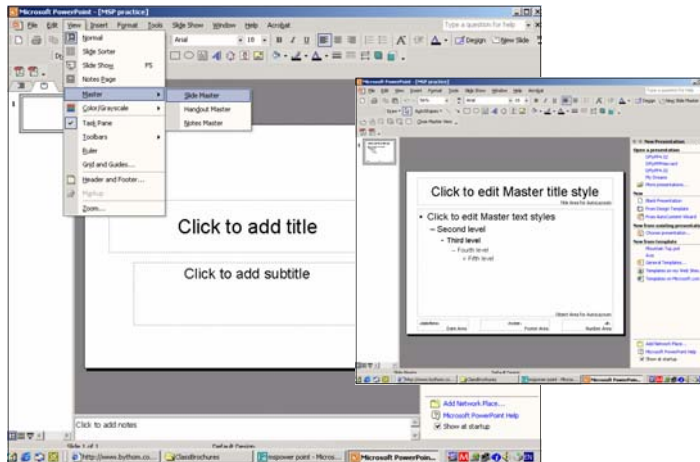
9. As you can see in the screenshot above, PowerPoint presents a Master slide that helps you set up your layout. At this point you may want to begin selecting fonts for the different blocks of information and re-positioning or resizing your text boxes. You can select the font from the **Format** menu by left clicking on **Font** or by using the toolbar.

10. You may also want to change the Font size. When thinking about the size and style of the type, use fonts in sizes that are readable, for headlines consider making the font bold.

11. You can change the style of your font to **bold,** *italic,* or underline by clicking on the buttons (circled in red) next to the font size. You can change the color of your text by using the type color button on the toolbar next to the paintbrush icon or by clicking the **Format** menu and selecting **Font.**
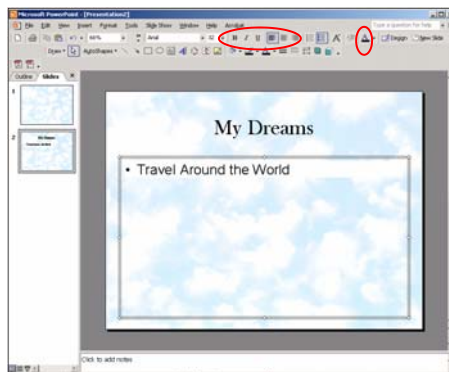
Standard and Formatting Toolbars— where you can select font styles and color, as well alignment.

Line Spacing dialog box
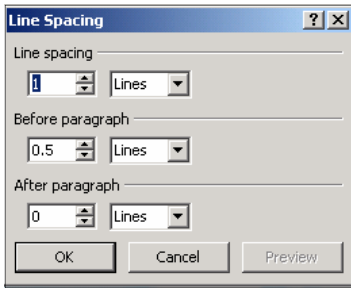
12. You can change the line spacing by clicking the **Format** menu and selecting **Line spacing**. You can change the alignment (right, left, centered, justified) of the type by using the quick buttons on the toolbar.

13. You may also want to change the size and position of the text boxes. You can resize the text box by clicking on the white circles and dragging the mouse. To move the text box, move the mouse until the cross with the arrows appears, then click and drag it to wherever you want. To delete a text box, click the border area, a cross with arrows should appear, then hit delete or backspace on your keyboard.

My Dreams
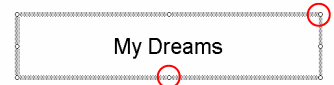
14. Once you have completed designing the Slide Master, click on **Close Master View** on the master toolbar then select **Insert New Slide** form the **Insert** menu or hit Ctrl-M.
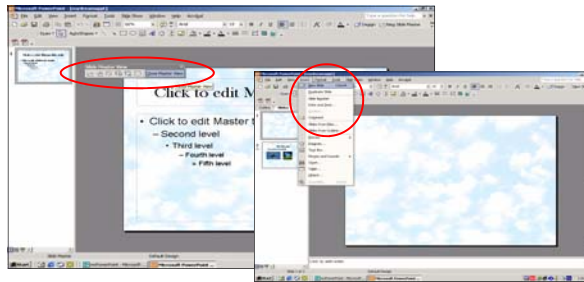
15. One way to add interest to your presentation is by using images to illustrate your point. You can insert objects from clip art, the Internet, files on the desktop or by scanning. For this exercise you will learn how to insert images from clip art and the Internet.

16. There are two ways to add clip art to your presentation: by clicking on the clip art icon on the toolbar or by selecting **Picture** from the **Insert** menu, as shown below.
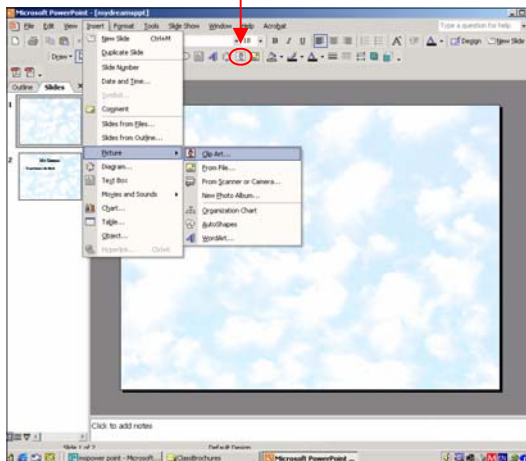
Placing Backgrounds
To place a background image, select **Picture** from the **Insert** menu then select the appropriate file source. You can use an image from your files, the Internet, or ClipArt.

To send the image to the background, right click and select **Order** and **Send to Back**.
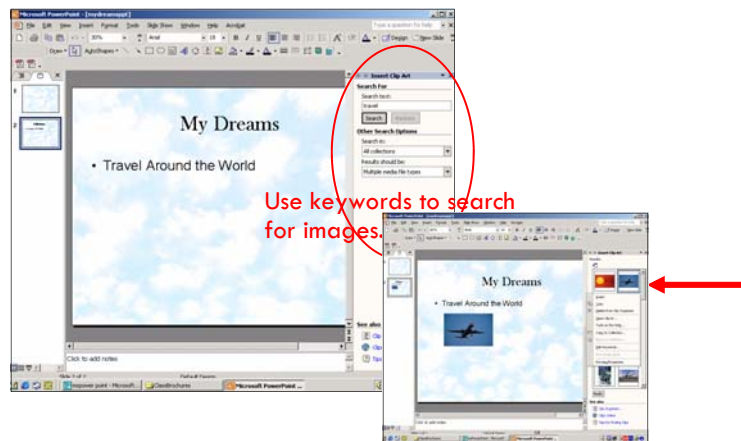
Arrow Keys
A more accurate way to position text boxes and objects is to use the arrow keys on the keyboard.
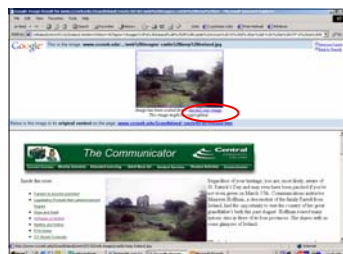
17. In the **Insert Clip Art** task pane you can search for images
using keywords. Scroll through the images until you find one
that you want then either double click on the image to insert
it or click on the arrow and select **Insert.**
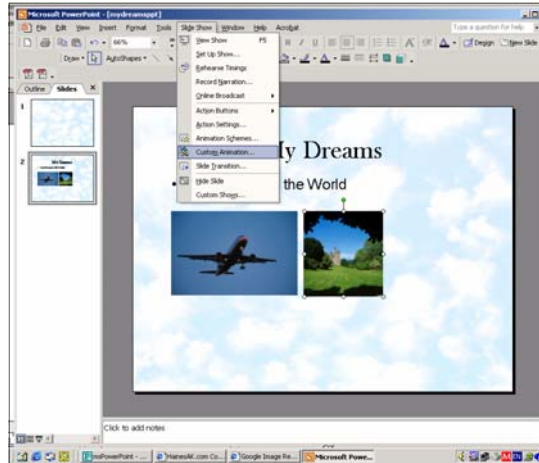

Use keywords to search
for images.

18. You can resize the object by clicking on the white circles and
dragging the mouse. To change the size while keeping it in
proportion, hold down "Shift" and drag the corner circle to
make it bigger or smaller. You can rotate it by clicking on the
green circle and dragging the mouse. To move the object
move the mouse until the moving van appears, then hold
down the left mouse button and drag it to wherever you
want.

19. You can also insert objects from the Internet. Single click on
the Internet icon on the Task Bar. In this exercise you will
learn how to search images using Google.

- Go to www.google.com

- In the Google Search dialog box you can search for
images using keywords.

- Select the Image tab then hit Google Search
button or the **Enter** key on the keyboard.

- Scroll through the images until you find one that you like.
Click on the image to open the link then click on the
hyperlink that says *Full Size Image.* Once the full size
image appears on your screen right click and select
Copy. Return to your PowerPoint presentation and then to
paste the image hold down the Ctrl key and hit V (Ctrl +
V) or right click and select **Paste.**

20. Another feature of PowerPoint is the ability to animate slides. First select the text or object you want to animate then go to the **Slide Show** menu and select **Custom Animation.**

Adding Effects
Use the Entrance and Exit commands under the **Add Effect** menu to customize your animation. You can also use the **Emphasis** and **Motion Paths** to further refine the effect.
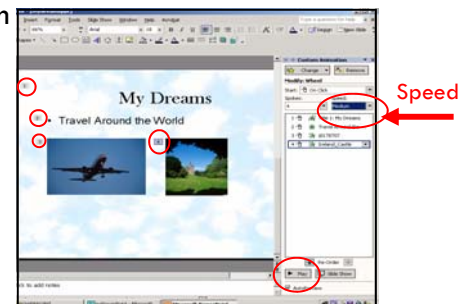
21. There are a number of effects you can use to animate text and objects. Click on **Add Effect** in the **Custom Animation** task pane; a dialog box appears showing four choices.
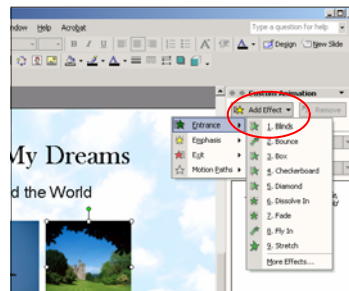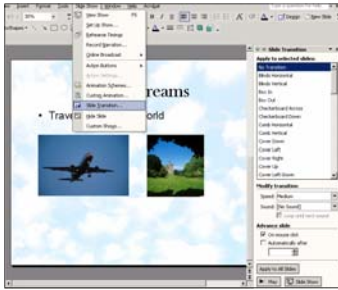

22. For this exercise select **Entrance,** another dialog box appears showing different animation effects. Browse the animation effects to see how they work.

23. PowerPoint numbers each animation by placing a number next to the text or image and logging it in the task pane. To preview the animation click on the **Play** button at the bottom of the task pane. At this point you can specify the speed by using the pull down menu under **Speed.**
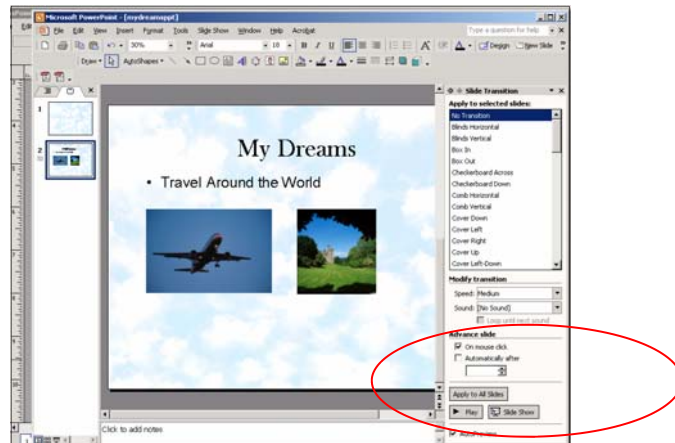

Speed

24. To animate between slides select **Slide Transition** from the **Slide Show** menu. You can specify transitions between individual slides or for all slides as well as the speed at which you want them to appear under **Advance Slide.**

25. To view your slide show select Slide Show from the View menu or by hitting F5 on the keyboard. Remember to click on the mouse if you're controlling the transitions.
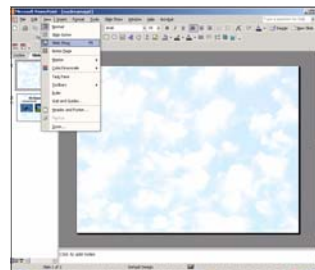
HELP!
All Microsoft programs come with a Help feature. If you get stuck, click on the **Help** menu and select **Show Office Assistant.** The assistant will prompt you to ask a question and then provide a number of options. You can also type in a question in the box located in the upper right of the screen that says **Type in a question for help.**