Introduction to Microsoft PowerPoint 2000
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Introduction to Microsoft PowerPoint 2000

Accessing PowerPoint 2000

- Double-click on the PowerPoint icon on the desktop.

Starting a Presentation

- From the Main Menu, choose Blank Presentation.
- Click OK.
- In the New Slide menu, click on the Title Slide picture (top left corner).
- Click OK.

You've now arrived at the Editing screen, where you will begin creating your slide presentation.
About the Editing Screen in Normal Screen View

The normal screen view in PowerPoint displays three different windows, or “panes,” on the screen simultaneously: the slide pane, outline pane, and notes pane. These panes allow you to organize different aspects of the presentation on the same screen, from slide text to speaker notes.

Slide Pane:
- The large white typing area that features “Click to add…” text prompts.
- This is the area where you’ll type your slide text.

Outline Pane:
- Located to the left of the slide pane.
- Displays all text from slide typed inside the “Click to add…” boxes.
- You can type and rearrange text inside the outline pane.
Notes Pane:
- Located beneath the slide pane.
- Lets you type speaker notes for each slide.
- When printed out, the slide image and notes for that slide appear together on the same page.

Text Placeholders:
- Located inside the slide. (Look for "Click to add..." prompts)
- When you click inside the placeholder, a blinking text insertion point—or cursor—appears, and you can enter text.

The pointer/cursor:
- It moves on-screen in the direction you move your mouse.
- When pointed at text, the pointer becomes a cursor, assuming the shape of an I-beam.
- When pointed outside of the text area, the pointer becomes an arrow.

The title bar:
- Located across the top of the screen.
- Displays the program title as well as the filename you assign your presentation upon saving it.

The menu bar:
- Located beneath the title bar. (Displays File, Edit, etc.)
- Provides access to all of the program's functions.

Toolbars:
- Located in one or more rows beneath the title bar and in other areas of the screen (along the sides or at the bottom of the screen).
- Their appearance is optional—toolbars can be displayed or hidden using the View menu, so you may or may not see them on your screen.
- The buttons they display offer shortcuts for carrying out a number of functions, such as printing and saving your presentation.
The Status Bar:
- Located at the bottom left side of the screen.
- The status bar displays the number of the current slide in the presentation (e.g., Slide 1 of 1, Slide 2 of 2, etc.).

The vertical and horizontal scroll bars:
- Located to the right of and beneath the slide pane.
- The vertical scroll bar allows you to scroll through your slides.
  - Dragging the elevator (the button located between the up and down arrows) moves you quickly through the presentation. A slide indicator box to the left indicates each slide number as you pass by it.
- The horizontal scroll bar appears when you zoom in on part of the slide so that the entire slide doesn't fit within the viewable area. This scroll bar lets you see parts of the slide not currently displaying on-screen.

The page up/page down buttons:
- Located beneath the vertical scroll bar. (Look for the buttons that display double-arrows, one set facing up [page up] and the other facing down [page down].)
- Moves you slide-by-slide in either direction.

About Menu Displays in PowerPoint 2000
When you use the Menu Bar, PowerPoint 2000 does not display the entire list of menu options at once. Instead, it shows the most recently used options. A pair of double-down arrows appears at the bottom of the menu list to indicate that more options are available. To access these additional listings, click once on the arrows. A full menu listing should appear.

If you want to display the entire list of menu options rather than the most recently used ones:
- Choose Tools from the menu bar.
- Choose Customize.
- Select the Options tab.
- De-select the Menus show recently used commands first box.
Formatting Your Background, Text, and Bullets for the Entire Presentation

- Choose View from the menu bar.
- Choose Master.
- Choose Slide Master.
The Slide Master appears on-screen.

Changing the color of the background:

- Choose Format from the menu bar.
- Choose Background...
- Click on the down arrow beneath the Background fill window.

To choose from the pre-selected list of colors:

- Click on one of the color squares and click Apply to all (to change the background for all slides in your presentation).

or

To choose another color:

- Click on More Colors...
- Click on a color choice and click OK.
- Click on Apply to all (to change the background for all slides in your presentation).

Creating a shaded background:

- Choose Format from the menu bar.
- Choose Background.
- Click on the down arrow beneath the Background fill window.
- Choose Fill Effects...
- Select the Gradient tab, if it isn’t currently displaying.
- From the Colors menu, choose One color, Two color or Preset.
- Next, choose a color/color pair/preset color fade.
- Choose a shading style and a variant style (sets the direction of the fade) from the bottom of the dialog box.
- Click OK.
- Choose Apply to all (to apply the background to your entire presentation).
Formatting text & bullets:
Depending on the color scheme you have selected, you may now need to make changes to the color of your text and/or bullets in the Slide Master in order to restore lost contrast.

Changing the color of the title line,
- Click once on the line: Click to edit Master title style.
- Choose Format from the menu bar.
- Choose Font.
- Click on the down arrow by the Color window.
- Select a color from the colors listed, or click on More colors to choose from the color palette.
- You may make other formatting changes while in the Font menu. When done,
- Click OK to leave the Font menu.

Changing the color of text in the body of your slide:
- Click once where it reads: Click to edit Master text styles.
- Choose Format from the menu bar.
- Choose Font.
- Click on the down arrow by the Color window.
- Select a color from the colors listed, or click on More colors to choose from the color palette.
- You may make other formatting changes while in the Font menu. When done,
- Click OK to leave the Font menu.

Changing the color/style of the bullets in your bulleted list:
- Click once where it reads: Click to edit Master text styles.
- Choose Format from the menu bar.
- Choose Bullets and Numbering.
- Click on Character…
- Click on the down arrow by the Color window.
- Select a color from the colors listed, or click on More colors to choose from the color palette.
- To change the bullet style, click on the down arrow by the Bullets from: window.
- For the best variety of bullet styles, choose Symbols or Wingdings from the list.
- Click once on a bullet choice to preview it.
- Once you’ve picked a bullet, click OK.
NOTE: If you will be using second, third, fourth, or fifth level bulleted, click on each of those levels that you plan to use and follow the same procedures for formatting the text and bullets as is outlined above.

When done:
- Choose View from the menu bar.
- Choose Normal.

NOTE: Any formatting changes made to an individual slide will override the changes you make in the Slide Master.

Making the Title Slide
- Follow PowerPoint’s on-screen prompts to enter text ("Click to add...").

NOTE: All "Click to add..." prompts are optional. If you don't type a sub-title, for instance, the Click to add… sub-title prompt won't appear when you present your slide.

Viewing the Current Slide in Slide Show View
- Click on the Slide Show icon in the lower left corner of the screen.
- Click inside the slide when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Saving Your Presentation
- Choose File from the menu bar.
- Choose Save.
- Click on the down arrow by the Save In window.
- Scroll until you find the drive to which you wish to save.
- Click once on that designation.
- Next, click in the Filename window.
- Enter a filename for the presentation.

NOTE: To save your presentation in a previous version of PowerPoint:
- Click on the down arrow by the Save as type window.
- Select the version in which you’d like to save the presentation.
- Click Save.
Inserting Your Next Slide

- Choose Insert from the menu bar.
- Choose New Slide.

Creating a Bulleted List

- In the New Slide menu, click on the picture representing a Bulleted List (top row, 2nd from left).
- Click OK.
- Follow PowerPoint's on-screen prompts to enter text.

*About entering bullets:*

- Bullets appear automatically on each line.
- Pressing Enter brings up the next bullet.
- To erase an unwanted bullet, click next to that bullet and press the Backspace key.
- To indent a bullet (to make a sub-point), press Tab.
- To undo an indent, press Shift together with the Tab key.

Auto-Building the Bulleted List

You can build the bulleted list one bullet at a time rather than display the entire list at once. (This would require multiple slides for a 35mm slide presentation.) *If the bullet list doesn't have a selection box around it, click anywhere on the bulleted list.*

- Choose Slide Show from the menu bar.
- Choose Custom Animation.
- Click on the Effects tab, if its menu does not currently display.
- Click on the down arrow by the Entry animation and sound window.
- Scroll through the list and click on any of the effects.
- Preview the chosen effect by clicking on the Preview button on the upper-right side of the dialog box.

*NOTE:* Choose the Appear effect if you’re preparing 35mm slides.

To dim previous bulleted points, while still in the Custom Animation window:

- Click on the down arrow by the After Animation window.
- Click on a color choice for the dimmed bullets/text.
- Click OK.
Viewing the Current Slide in Slide Show View

- Click on the Slide Show icon in the lower left corner of the screen.
- Click inside the slide when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Resaving Your Presentation

- Choose File from the menu bar.
- Choose Save. (Your presentation will automatically be resaved, with no further prompts.)

Inserting Your Next Slide

- Choose Insert from the menu bar.
- Choose New Slide.

Creating a Chart

- In the New Slide menu, click on the picture representing a bar chart (2nd row down, far right) and click OK.
- Follow PowerPoint's on-screen prompt to enter a title.
- In the chart region below, follow the instruction, "Double click here to add chart."

The Datasheet appears in which you will enter the chart's data. Notice that sample data appears on the Datasheet.
You should also see a chart that corresponds to the sample data in the Datasheet. Comparing the information in the Datasheet to its layout in the chart should help you see where to enter each of the components of your data.

**NOTE:** You may wish to relocate the Datasheet if it covers your graph. To do so,

- Click and hold down the mouse pointer over the Datasheet’s blue title bar.
- Drag it to a different location.
- Release the mouse.

**Entering data labels (horizontal axis labels):**

- Enter the categories you are measuring directly beneath the cells labelled A, B, C, and so on.

**NOTE:** As you begin typing data in each cell, the sample data from that cell disappears automatically.

- Enter your first label in the cell just below the cell labeled A and then continue across (horizontally) cell-by-cell until all labels have been entered. (Press the right arrow key or Tab to move from cell-to-cell or click on a new cell using the mouse.)

**If any columns of sample data remain that need to be removed.**

- Click once on the gray cell containing the letter that heads the column you wish to delete. This highlights the entire column.
- Press Delete.
- If more than one column requires deletion, click and hold down the mouse in the gray cell directly above the first column you wish to delete and then drag the mouse over the gray cells of all remaining columns to be deleted until all columns are highlighted.
- Release the mouse button and press Delete on the keyboard.

**Entering legend headings:**

- Enter legend headings in the column just to the right of the column containing the gray cells numbered 1, 2, 3, and so on. Sample legend
headings will disappear in each cell as you begin typing your own. *Don’t worry if some of your text appears cut-off; it should display!*

- Use the down arrow key or press Enter to move downward cell-by-cell.

**About legends:**

You only need to include a legend when you are plotting sets of values for more than one group. A bar chart with different color bars, for instance, would need a legend to state what group each bar color represents. *The legend cannot be deleted inside of the Datasheet; you’ll be shown how to delete it outside of the Datasheet.*

**If any rows of sample data remain that need to be removed,**

- Click on the gray cell containing the number that begins the row (on the left side of the Datasheet). This highlights the entire row.
- If more than one row requires deletion, click and hold down the mouse over the gray cell that begins the first row, and then drag the mouse over the numbered gray cells of all remaining rows until all rows to be deleted are highlighted.
- Release the mouse and press **Delete** on the keyboard.
Entering values (numeric data):

Before entering values, you can specify the kind of values you are entering (percentage, dollar amounts, etc.).

- Click on the upper left gray cell of the Datasheet. (This highlights the info in your Datasheet.)
- Click with the right mouse button on the same cell.
- Choose Number from the pop-up menu.
- Choose the type of values being represented from the Category listing at left.
- Click OK.

**NOTE:** If you choose Percentage, you will need to enter your values in the datasheet using decimal points in front of the numbers (e.g. for 23%, enter .23 [not 23]).

Entering your values:

- Enter values (numbers only--don't include %, $, etc) in the rows located beneath those in which you entered your data labels. Sample values appear in each cell, but will disappear as you begin typing over them. Pressing the right arrow key or Tab moves the cursor horizontally cell-by-cell. (Or you can simply click in each new cell using the mouse.)

When done entering data:

- Click on the x in the upper right corner of the Datasheet.

Returning to the Datasheet to edit data (if necessary):

- If a striped selection box doesn't currently frame your chart, double-click inside the chart region. The striped selection box should appear.
- Choose View from the menu bar.
- Choose Datasheet...

When done editing data:

- Click on the x in the upper right corner of the Datasheet.
Changing the chart type (to a line chart, area chart, etc.):

- If your chart does not already have a striped selection box around it, double-click inside the chart region and one should appear.
- Choose Chart from the menu bar.
- Select Chart Type...
- Choose from the list of chart options.
- Click on a chart sub-type.
- Click OK when done.

Relocating the legend:

- If a striped selection box doesn't currently frame your chart, double-click inside the chart region. The striped selection box should appear.
- Click and hold down the mouse anywhere inside the legend.
- Drag the legend to a new location and release the mouse button.

Deleting the legend (if you are not including one):

- If a striped selection box doesn't currently frame your chart, double-click inside the Chart region. The striped selection box should appear.
- Click anywhere inside the legend.
- Press Delete on keyboard.

Resizing the chart:

- If a striped selection box doesn't currently frame your chart, double-click inside the Chart region. The striped selection box should appear.
- Position the mouse pointer tip just outside the chart itself until you see a Plot Area indicator appear beneath the arrow.
- Click once and a thin gray box should now surround the chart.
- Click on the middle right handle bar and drag it to stretch (or shrink) the chart.

Resizing your data (horizontal axis) labels if they do not all display on the chart:

- If a striped selection box doesn't currently frame your chart, double-click inside the chart region. The striped selection box should appear.
- Click once directly on one of the labels. (The Category axis label should appear beneath the pointer.)
- Choose Format from the menu bar.
- Choose Selected Axis...
- Click on the Font tab.
- Choose a smaller size in the **Size** window.
- Click **OK**.

**Applying a contrasting color to the chart’s background:**
- If a striped selection box doesn’t currently frame your chart, double-click inside the Chart region. The striped selection box should appear.
- Position the mouse pointer tip in a blank area of the chart until a **Chart Area** indicator appears beneath the arrow.
- Click once with the **RIGHT** mouse button. A pop-up menu should appear.
- Select **Format Chart Area**.
- In the **Area** section of the menu, select a color to contrast to with the colors in the chart.
- Click **OK**.

![Format Chart Area](image)

**Changing the color of the line in a line chart:**
- If your chart does not already have a striped selection box around it, double-click inside the chart region and one should appear.
- Position the mouse pointer tip directly over the line (anywhere *except* where it intersects a gridline).
- Choose **Format** from the menu bar.
- Choose **Selected Data Series**...

In the **Patterns** section of the menu,
- Click on the down arrow by the **Color** option and click on a color that will provide better contrast to your chart's background.
- Click on the down arrow by the **Weight** option and click on a thicker line choice.
- In the **Marker** section, click on the down arrow by the **Foreground** menu.
- Select a color.
- Click on the down arrow by the **Background** menu.
- Select the same color as you did for the foreground.
- Click **OK**.
Viewing the Current Slide in Slide Show View
- Click on the Slide Show icon in the lower left corner of the screen.
- Click inside the slide when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Resaving Your Presentation
- Choose File from the menu bar.
- Choose Save. (Your presentation will automatically be resaved, with no further prompts.)

Inserting Your Next Slide
- Choose Insert from the menu bar.
- Choose New Slide.

Creating a Flowchart Using AutoShapes
- In the New Slide menu, choose the Blank Slide option and click OK.

Drawing the shapes used in a flowchart:
- Click on AutoShapes from the Drawing toolbar, usually located at the bottom of the screen.

If the Drawing toolbar does not appear on-screen:
- Choose View from the menu bar.
- Choose Toolbars...
- Click on Drawing.
- Click OK.
From the Autoshapes menu:

- Choose **Basic Shapes**.
- Click on any of the shapes that appear.

The mouse pointer changes shape to that of a crosshair.

- Position the crosshair where you want to begin drawing the shape.
- Click and hold down the mouse button as you drag to create the shape.
- Let go of the mouse when done.

**Relocate/resize/recolor the shape as you wish.**

*To relocate:*

- Click and hold down the mouse button anywhere inside the shape.
- Drag it to a different location and let go of the mouse button.

*To resize:*

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the shape, and let go of the mouse button.

*To recolor:*

- Click anywhere inside the shape.
- Click on the down arrow by the **Fill Color** icon on the **Drawing** toolbar.
- Click on any of the colors listed, or choose **More Fill Colors**…
- In the **More Fill Colors**… menu, click on a color and click OK.

**Drawing the arrows used in a flowchart:**

- Click on **AutoShapes** from the **Drawing** toolbar, usually located at the bottom of the screen.

**If the Drawing toolbar does not appear on-screen:**

- Choose **View** from the menu bar.
- Choose **Toolbars**…
- Click on **Drawing**.
- Click OK.
- Choose **Block Arrows**.
- Click on any of the arrows that appear.

The mouse pointer changes shape to that of a crosshair.
- Position the crosshair where you want to begin drawing the arrow.
- Click and hold down the mouse button as you drag to create the arrow.
- Let go of the mouse when done.

**Relocate/resize/recolor the arrow as you wish.**

*To relocate:*
- Click and hold down the mouse button anywhere inside the arrow.
- Drag it to a different location and let go of the mouse button.

*To resize:*
- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

*To recolor:*
- Click anywhere inside the arrow.
- Click on the down arrow by the **Fill Color** icon on the **Drawing** toolbar.
- Click on any of the colors listed, or choose **More Fill Colors**...
- In the **More Fill Colors**... menu, click on a color and click OK.

**Adding text to the flowchart shapes**

- Click on the **Text Box** icon on the **Drawing** toolbar.
The mouse pointer changes shape to that of a cursor.
- Click inside the shape to which you are adding text and start typing.

**Recolor/resize the text as you wish.**

- Highlight the text using the mouse.
- Choose **Format** from the menu bar.
- Choose **Font**.
- Click on the down arrow by the **Color** window.
- Select a color from the colors listed, or click on **More colors** to choose from the color palette.
- To change the size of text, choose a size from the size window.
- Make any other formatting changes you wish to in the **Font** menu.
- Click OK when done.

**Viewing the Current Slide in Slide Show View**
- Click on the **Slide Show** icon in the lower left corner of the screen.
- Click inside the slide when done viewing.
- A black screen appears, with the message: *End of slide show, click to exit.*
- Click once more to return to the editing screen.

**Resaving Your Presentation**
- Choose **File** from the menu bar.
- Choose **Save**. (Your presentation will automatically be resaved, with no further prompts.)

**Adding Additional Text to Your Slide**
- Click on the **Text Box** icon on the **Drawing** toolbar.
The mouse pointer changes shape to that of a cursor.
- Click on the screen where you want to add text and start typing.

**Recolor/resize the text as you wish.**
- Highlight the text using the mouse.
- Choose **Format** from the menu bar.
- Choose **Font**.
- Click on the down arrow by the **Color** window.
- Select a color from the colors listed, or click on **More colors** to choose from the color palette.
- To change the size of text, choose a size from the size window.
- Make any other formatting changes you wish to in the **Font** menu.
- Click OK when done.
Adding Clip-Art to a Slide

- Move to the slide in which you plan to add Clip-Art.
- Choose Insert.
- Choose Picture.
- Select Clip-Art.
- Scroll through the list of Clip-Art categories.
- Click on a category to select it.
- Next, scroll through the pictures in that category. (If you need to return to the list of Clip-Art categories in order to select a different one: Click on the back button in the upper left corner of the Clip-Art window.)
- Click on an image to select it.
- From the pop-up menu, click on the Insert button.
- Click on the x in the upper right corner of the Clip-Art window to close it.

The image will appear with "handles" around it. (If a Picture toolbar suddenly appears on-screen, you can click on the x button in the upper right corner of the toolbar to remove it.)

Relocate/resize/recolor the image as you wish.

To relocate:
- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

To resize:
- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

Using Microsoft ClipGallery Live

Microsoft’s web site offers an enormous gallery of clip-art that you can use to supplement the images in PowerPoint’s clip-art gallery. Access to Netscape is required on the computer you are using.

- Move to the slide in which you want to insert a graphic.
- Choose Insert from the menu bar.
• Choose Picture.
• Choose Clip Art...
• At the top of the Clip-Art window, click on the Clips Online button. This connects you to Microsoft’s web-based clip-art gallery.

**NOTE:** Microsoft Clip Gallery Live should launch automatically. If it does not,
• Open Netscape and enter the following web address: http://dgl.microsoft.com/
• Enter a keyword in the Search for: window and press Enter.

A series of thumbnail-sized images appears to the right.

**NOTE:** If you get the message “There were no clips found matching your request...,” try typing in a different—and possibly broader—keyword in the Search for window.

To preview the clip-art at a larger size:
• Simply click once on an image and it will appear in a larger size on the left side of the screen.

To select an image for downloading into the regular PowerPoint clip-art gallery:
• Click in the box beneath the image.
• Repeat for any other images you’d like to download.

**NOTE:** If more images are available than currently appear on-screen, a pair of right-facing, blue arrows will appear above the top right thumbnail image on the screen. If you click on those arrows a new screenful of images will appear, available for downloading. Repeat steps to preview and to select images for downloading, and look for arrows indicating additional screens of images to view.

Once you’ve highlighted all the images you plan to download,
• Click on the Download Clips prompt above the top left image on the screen.
• Click on the Download Now! prompt on the following screen.

When prompted to choose between opening or saving the image(s):
• Choose Open it and click OK.

The images are automatically added to your computer’s standard PowerPoint clip-art gallery. The gallery should appear at the front of your screen and you can either close it out or find your image by choosing (Downloaded Clips) from the Category list.
NOTE: When you return to PowerPoint, the web-based clip-art gallery minimizes to a button on the status bar. It doesn’t actually close out until you formally exit Netscape.

When you access the clip-art gallery in PowerPoint, the images from the Web gallery will appear under the category listing called **Downloaded clips**. Images will also be automatically inserted into all appropriate categories in the category list.

**Relocate/resize the image as you wish.**

*To relocate:*
- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

*To resize:*
- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

**NOTE:** If the **Picture** toolbar is in the way of your image, you can either:
- Move it aside by clicking and holding the mouse pointer tip on the blue strip across the top of the toolbar, dragging it, and letting go of the mouse where you want to relocate the toolbar.

*or*
- Close it by clicking on the **x** button in the upper right corner of of the toolbar.

**To layer the clip-art behind text on your slide:**
- Click once on the clip art image to highlight it. (**NOTE:** if you can’t highlight the image because text or other graphics are in the way, you may need to drag the text/other image out of the way temporarily.)
- Click on the clip-art image using the RIGHT mouse button.
- Choose **Order** (LEFT mouse-click) from the pop-up menu.
- Choose **Send to back**.

**Importing an Image from the World-Wide Web**

If you find an image on the Web that you want to include in your PowerPoint presentation, **At the website:**
- Position the mouse on the image and click on it with the **right** mouse button.
- Choose **Save Image As...** from the pop-up menu. (Use your **left** mouse button this time!)
- Select the drive to which you intend to save the image from the **Save In** window.
If you wish, you can overwrite the given filename listed in the **File name** window, or you can stick with the given filename already assigned to the image.

Click on **Save**.

**In PowerPoint:**

- Bring up the slide in which you plan to insert the graphic.
- Choose **Insert** from the menu bar.
- Choose **Picture**.
- Choose **From File...**
- Access the drive to which you saved the image, using the **Look in** window.
- Click once on the file and click **Insert**.

**Relocate/resize/recolor the image as you wish.**

*To relocate:*

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

*To resize:*

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

**Adjusting Images Using the Picture Toolbar**

- The **Picture** toolbar pops up when an image is highlighted (has handles around it). Click once on the image if no handles appear.

![Picture toolbar]

*NOTE:* If the **Picture** toolbar does not appear,

- Choose **View** from the menu bar
- Choose **Toolbars**.
- Choose **Picture**.

The **Picture** toolbar allows you to crop your image, and to adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons and a description box appears, identifying each one.

Some common **Picture** toolbar tasks:
To create a watermark effect:

- Click on the **Image Control** icon on the **Picture** toolbar.
- Select **Watermark** from the pop-up menu.

To crop the image:

- Click on the **Crop** icon on the **Picture** toolbar.
- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a crop tool.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping.
- To turn off the **Crop** tool, click again on the **Crop** icon.

**NOTE:** You can undo any cropping mistakes immediately afterward.

- Choose **Edit** from the menu bar.
- Choose **Undo Crop Picture**.

**Inserting a Scanned Image**

If you’ve scanned and saved an image from a page that you’d like to include in your presentation,

**In PowerPoint:**

- Bring up the slide in which you plan to insert the graphic.
- Choose **Insert** from the menu bar.
- Choose **From File...**
- Access the drive to which you saved the image, using the **Look in** window.
- Click once on the image and click **Insert**.

**Relocate/resize/recolor the image as you wish.**

**To relocate:**

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

**To resize:**

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.
Adjusting Images Using the Picture Toolbar

- The Picture toolbar pops up when an image is highlighted (has handles around it). Click once on the image if no handles appear.

NOTE: If the Picture toolbar does not appear,
- Choose View from the menu bar.
- Choose Toolbars.
- Choose Picture.

The Picture toolbar allows you to crop your image, and to adjust image contrast, brightness, etc.
- Place the mouse pointer tip over the various icons and a description box appears, identifying each one.

Some common Picture toolbar tasks:

To create a watermark effect:
- Click on the Image Control icon on the Picture toolbar.
- Select Watermark from the pop-up menu.

To crop the image:
- Click on the Crop icon on the Picture toolbar.
- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a Crop tool.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping.
- To turn off the Crop tool, click again on the Crop icon.

NOTE: You can undo any cropping mistakes immediately afterward.
- Choose Edit from the menu bar.
- Choose Undo Crop Picture.

Importing a Video Clip from the World-Wide Web into Your Presentation

If you find a video clip on the Web that you want to include in your PowerPoint presentation,

At the Website:
- Click with the right mouse button on the video link (may be highlighted text, an icon, or a thumbnail video still).
• Choose Save Link As…
• Save the file to the desired location and click Save.

**NOTE:** If the option to save the link doesn’t exist, then you would need to create a hyperlink to the website (explained later).

**In PowerPoint:**
• Bring up the slide in which you plan to insert the video clip.
• Choose Insert from the menu bar.
• Choose Object…
• In the Insert Object menu, click on the Create from file radio button.
• Click on the Browse… button
• Use the Look in Window to find the video clip.
• Double-click on the file.
• Then, click OK in the Insert Object menu.

The icon representing the video file should appear highlighted (handles surround it). If not, click once directly on the object and handles will appear.
• Choose Slide Show from the menu bar.
• Choose Action Settings… (If prompted to save file, then do so.)
• In the Action Settings menu, under the Mouse Click tab, click on Object action (Activate Contents or Play appears in window), if it is not already activated.
• Click OK.
To see the video clip:
- Click on the Slide Show icon in the lower left corner of the screen.
- To activate the clip, click on the video clip icon.
The video player controls appear on-screen, permitting you to pause/fast-forward/rewind/stop the video mid-stream.
- Click inside the slide, but outside of the video clip icon, when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

To hide the video icon from the screen before running the clip in Slide Show view,
- Make sure the video icon is highlighted (has handles around it). Click once on the icon if necessary to highlight.
- Choose Slide Show from the menu bar.
- Choose Custom Animation…
- Click on the Multimedia Settings tab.
- Under Object action, choose Activate Contents.
- Select Hide while not playing.
- Click OK when done.

To see the video clip:
- Click on the Slide Show icon in the lower left corner of the screen.
- Click on-screen to activate the video clip.
The video player controls appear on-screen, permitting you to pause/fast-forward/rewind/stop the video mid-stream.
- Click inside the slide, but outside of the video clip icon, when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Importing a Video Clip from the World-Wide Web into Your Presentation (Alternative Method)

NOTE: This method does not recognize all video file formats. Additionally, video player controls do not appear as the clip plays.

If you find a video clip on the Web that you want to include in your PowerPoint presentation,

At the Website:
- Click with the right mouse button on the video link (may be highlighted text, an icon, or a thumbnail video still).
- Choose Save Link As…
- Save the file to the desired location and click Save.
NOTE: If the option to save the link doesn’t exist, then you would need to create a hyperlink to the website (explained later).

In PowerPoint:
- Bring up the slide in which you plan to insert the video clip.
- Choose Insert from the menu bar.
- Choose Movies and Sounds.
- Choose Movie from File…
- Use the Look in Window to find the video clip.
- Double-click on the file.

To see the video clip:
- Click on the Slide Show icon in the lower left corner of the screen.
- To activate the clip, click on the video clip icon.
- Click inside the slide, but outside of the video clip icon, when done viewing.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Hyperlinking to a Web Site Containing a Video Clip
- Click once directly on an object, or highlight a segment of text, that will serve as the link to the web page housing the video clip.
- Choose Slide Show from the menu bar.
- Choose Action Settings... (If you are prompted to save your file, then do so.)
- In the Action Settings menu, under the Mouse Click tab, click on the Hyperlink to radio button.
- Click on the down arrow in the window beneath it.
- Choose URL...
- A Hyperlink to URL menu appears in which you will enter the URL.
- Click OK.
- Then click OK in the Action Settings menu.

To see the video clip:
- Click on the **Slide Show** icon in the lower left corner of the screen.
- Click directly on the video icon to open up the URL.
- Run the video clip from the web site.
- **NOTE:** when done, **CLOSE OUT** Netscape! It doesn’t close automatically.
- Click inside the slide, but outside of the video clip icon, when done viewing.
- A black screen appears, with the message: **End of slide show, click to exit.**
- Click once more to return to the editing screen.

**Importing an Audio Clip from the World-Wide Web into Your Presentation**

If you find an audio clip on the Web that you want to include in your PowerPoint presentation,

**At the Website:**
- Click with the right mouse button on the audio link (may be highlighted text, an icon, or a thumbnail audio still).
- Choose **Save Link As**...
- Save the file to the desired location and click **Save**.

**NOTE:** If the option to save the link doesn’t exist, then you would need to create a hyperlink to the website (explained later).

**In PowerPoint:**
- Move to the slide in which you want to incorporate the audio clip.
- Choose **Insert** from the menu bar.
- Choose **Object**...
- In the **Insert Object** menu, click on the **Create from file** radio button.
- Click on the **Browse...** button.
- Use the **Look in Window** to find the clip.
- Double-click on the file.
- Then, click OK in the **Insert Object** menu.

The icon representing the audio file should appear highlighted (handles surround it). If not, click once directly on the object and handles will appear.
- Choose **Slide Show** from the menu bar.
- Choose **Action Settings**... (If prompted to save file, then do so.)
- In the **Action Settings** menu, under the **Mouse Click** tab, click on **Object action** (**Activate Contents** or **Play** appears in window), if it is not already activated.
- Click OK.

**To hear the audio clip:**
Click on the Slide Show icon in the lower left corner of the screen.

To activate the sound, click on the sound icon.

The audio player controls should appear on-screen, permitting you to pause/fast-forward/rewind/stop the audio clip mid-stream.

Click inside the slide, but outside of the audio clip icon, when the clip is over.

A black screen appears, with the message: End of slide show, click to exit.

Click once more to return to the editing screen.

To hide the audio icon before running the clip in Slide Show view,

- Make sure the audio icon is highlighted (has handles around it). Click once on the icon if necessary to highlight.
- Choose Slide Show, Custom Animation…
- Click on Multimedia Settings tab.
- Under Object action, choose Activate Contents.
- Select Hide while not playing.
- Click OK when done.

To hear the audio clip:

- Click on the Slide Show icon in the lower left corner of the screen.
- Click on-screen to activate the audio clip.
- The audio player controls appear on-screen, permitting you to pause/fast-forward/rewind/stop the audio clip mid-stream.
- Click inside the slide, but outside of the audio clip icon, when the clip is over.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Importing an Audio Clip from the World-Wide Web into Your Presentation (Alternative Method)

NOTE: This method does not recognize all audio file formats. Additionally, audio player controls do not appear as the clip plays.

If you find an audio clip on the Web that you want to include in your PowerPoint presentation,

At the Website:

- Click with the right mouse button on the audio link (may be highlighted text, an icon, or a thumbnail audio still).
- Choose Save Link As…
- Save the file to the desired location and click Save.
NOTE: If the option to save the link doesn’t exist, then you would need to create a hyperlink to the website (explained later).

In PowerPoint:
- Bring up the slide in which you plan to insert the audio clip.
- Choose Insert from the menu bar.
- Choose Movies and Sounds.
- Choose Sound from File…
- Use the Look in Window to find the audio clip.
- Double-click on the file.

To hear the audio clip:
- Click on the Slide Show icon in the lower left corner of the screen.
- To activate the sound, click on the sound icon.

The audio player controls do NOT appear on-screen. The clip CANNOT be paused/fast-forwarded/rewound/ stopped mid-stream.
- Click inside the slide, but outside of the audio clip icon, when the clip is over.
- A black screen appears, with the message: End of slide show, click to exit.
- Click once more to return to the editing screen.

Hyperlinking to a Web Site Containing an Audio Clip
- Click once directly on an object, or highlight a segment of text, that will serve as the link to the web page housing the audio clip.
- Choose Slide Show from the menu bar.
- Choose Action Settings… (If you are prompted to save your file, then do so.)
- In the Action Settings menu, under the Mouse Click tab, click on the Hyperlink to radio button.
- Click on the down arrow in the window beneath it.
- Choose URL…
- A Hyperlink to URL menu appears in which you will enter the URL.
- Click OK.
- Then click OK in the Action Settings menu.

To hear the audio clip:
- Click on the Slide Show icon in the lower left corner of the screen.
- Click directly on the audio icon to open up the URL.
- Run the audio clip from the web site.
NOTE: when done, CLOSE OUT Netscape! It doesn’t close automatically.

- Click inside the slide, but outside of the audio clip icon, when the clip is over.
- A black screen appears, with the message: **End of slide show, click to exit.**
- Click once more to return to the editing screen.

**Animating Text/Graphics in Your Slide**
- Move to the slide whose text/graphics you want to animate.

*For text:*
- Click once anywhere inside the text.

*For images:*
- Click once anywhere inside the image.

- Choose **Slide Show** from the menu bar.
- Choose **Custom Animation**.
- Click on the **Effects** tab.
- Click on the down arrow by the **Entry animation and sound** window.
- Scroll through the long list of animation effects and click on your choice.

**NOTE:** Choose **Appear** if you are preparing a 35mm slide presentation.

- Preview the effect, if you wish, by clicking on the **Preview** button near the upper right corner of the dialog box.
- Click OK when done.

**To view the animation:**
- Click on the **Slide Show** icon in the lower left corner of the screen.
- Click on the mouse to make the animated text/object appear.
- Continue to click until the entire slide is displayed.
- Click inside the slide when done viewing.
- A black screen appears, with the message: **End of slide show, click to exit.**
- Click once more to return to the editing screen.

**Re-arranging Slides in Your Presentation Using the Slide Sorter**
- Choose **View** from the menu bar.
Choose **Slide Sorter**.

The **Slide Sorter** displays the slides of your presentation side-by-side in miniature. Depending on the number of slides, some or many of the slides may be out of view. (If so, you’ll notice the vertical scroll bar on the right, which you can use to navigate through the presentation.)

- Position the mouse pointer over the slide you wish to relocate, and then click and hold down the mouse.

As you drag the mouse around the screen, a thin, gray vertical line moves between slides.

- When the gray line is in the location you wish to move the slide to, let go of the mouse button.

To restore single slide view:

- Click on the slide you wish to view.
- Choose **View** from the menu bar.
- Choose **Normal**.

**Creating Slide Transitions**

- Choose **View** from the menu bar.
• Choose Slide Sorter.
• Choose Edit from the menu bar.
• Choose Select All.

This highlights all your slides.

• Choose Slide Show from the menu bar.
• Choose Slide Transition.
• Click on the down arrow beneath the Effect window.
• Scroll through the list of transitions and click on your choice (the sample image in the Effect window above automatically previews the effect).
• Select a transition speed in the area directly below the Effect list.
• Click on Apply to All to apply the transition to your entire presentation.

**Viewing the Entire Presentation**

• Move to the first slide of your presentation, using the vertical scroll bar.
• Click on the Slide Show icon in the lower left corner of the screen.
• Click on the mouse button to advance from slide to slide.
• A black screen appears, with the message: **End of slide show, click to exit.**
• Click once more to return to the editing screen.

**Using Pack-and-Go to Save Your Presentation**

Once you have saved your presentation to a diskette, you then have an option to save the viewing, or Slide Show, portion of PowerPoint to that diskette as well. This feature—called Pack-and-Go—is considered "shareware" and takes up very little disk space. It even allows you to show a presentation using a computer that doesn't have PowerPoint installed.

• Choose File from the menu bar.
• Choose Pack-and-Go.

A Pack-and-Go Wizard appears on-screen.

• Simply follow the Wizard's instructions to add this abbreviated version of PowerPoint.

**Printing Your Presentation**

• Choose File from the menu bar.
• Choose Print. *(If you are using a black and white printer, the Grayscale option in the lower left corner of the print menu should be check-marked.)*
Click OK.

**Printing Audience Handouts**

PowerPoint allows you to print handouts of your slides for your audience. The handouts include reductions of your slides; you can choose to display 2, 3, or 6 slides per page. (Choosing 3 slides per page allows room for people to take notes beside each slide.)

- Choose **File** from the menu bar.
- Choose **Print**...
- Click on the down arrow by the **Print What** window.
- Choose **Handouts**.
- Click on the down arrow by the **Slides per page** window.
- Select the number of slides you want to appear on each page.
- Below the **Slides per page** window, you can select whether you want the slides to scroll horizontally or vertically.

**NOTE:** If you are using a black and white printer, the **Grayscale** option in the lower left corner of the print menu should be check-marked.

Click OK.

**NOTE:** Although you'll probably want to make photocopies of your handouts, you can print multiple copies by adjusting the number of copies chosen in the window labeled **Copies** in the **Print** menu. To do so:
- Click inside the window and type in the number of copies.
- Click OK.

**Printing Speaker Notes**

- Choose **File** from the menu bar.
- Choose **Print**...
- Click on the down arrow by the window labeled **Print What**.
- Choose **Notes Pages**.

**NOTE:** If you are using a black and white printer, the **Grayscale** option in the lower left corner of the print menu should be check-marked.

Click OK.
A reduction of your slide appears at the top of the printed Notes Page and your typed speaker notes appear underneath.

**Spell-Checking Your Presentation**

- Choose **Tools** from the menu bar.
- Choose **Spelling...**
- MS PowerPoint stops at the first misspelled (or unrecognized) word, if any. Here, you can:
  - Scroll through the **Suggestions** list and click on the correct spelling OR
  - Type your own correction in the **Change To** window.
  - Then click on **Change** or **Change All** (instances of that misspelling). The word's spelling is automatically corrected.

  **OR:**
  - Choose **Ignore** or **Ignore All** (instances of that spelling) if the word is correctly spelled.
  - When the Spell-check is complete, you are prompted to 'Click OK'.

**Getting Online Help**

To look up a topic:

- Choose **Help** from the menu bar.
- Choose **Microsoft PowerPoint Help**.
- Type a topic (no need to click anywhere first).
- Choose **Search**.
- Click on an item from the list of topics that **Online Help** displays.
- Read the information in the **description box** and click on the x in the upper right corner of the description box when done.

**Exiting PowerPoint**

- Choose **File** from the menu bar.
- Choose **Exit**.

**NOTE:** If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.
Closing Your Presentation, without Exiting PowerPoint

- Choose File from the menu bar.
- Choose Close.

*NOTE:* If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.

Retrieving a Presentation from Your Diskette

- Choose File from the menu bar.
- Choose Open.
- Click on the down arrow by the Look In window.
- Scroll until you find the location of your file.
- Click once on that designation.
- Click on the file in the window below.
- Click Open.