



Introduction to PowerPoint for Macintosh

Course Description: This class introduces Microsoft PowerPoint, a presentation graphics program for Macintosh users. Topics covered include creating presentations and slides, placing and editing text, and adding visual objects to slides.

Prerequisites: Working knowledge of the Macintosh operating system or completion of "Introduction to the Macintosh" course.

This document has been prepared for you by W&MF staff so that you can familiarize yourself with the basics of Microsoft PowerPoint for Macintosh (version 4.0). This document is meant to serve as a future reference for you – covering from the very basic to the fairly detailed. Not all the information mentioned in this document will be covered in the *Introduction to PowerPoint* class.

What is Microsoft PowerPoint?

Microsoft PowerPoint is a desktop presentation software capable of creating many different types of presentations such as slides, handouts, or even on-screen computer projection. It is simple to use and provides powerful features for creating presentations.

GETTING STARTED

Launching Microsoft PowerPoint

In our facilities, PowerPoint is located under *Programs > Presentation > Powerpoint 4.0*. Once you open the program, it will present you with the following menu:

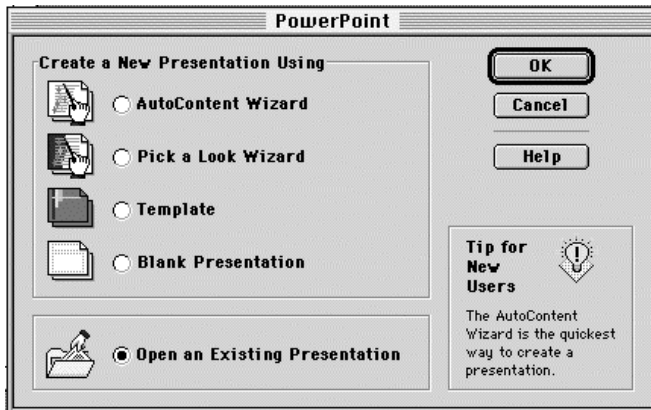


Fig. 1 - Starting Menu

This menu introduces you to 4 different methods of creating a new presentation and an option to open an existing presentation.

The first two methods of creating a new presentation, **AutoContent Wizard** and **Pick a Look Wizard** will ask you some simple questions about your presentation.

The **AutoContent Wizard**, shown later in **Figure 3**, focuses more on the type of presentation you want to give, while the **Pick a Look Wizard** mainly deals with the backgrounds and color scheme you wish to use.

Selecting **Template** will give you the following menu:

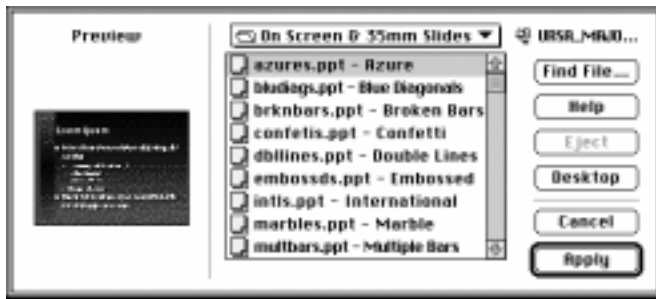


Fig. 2 - Template Selection

The menu gives you a list of prepared templates. These templates simply provide you with professionally designed backgrounds for your presentation. The preview window gives you an idea of what the background looks like.

If you choose, you can also create your own template. However, that will not be covered during this class.

Launching Microsoft PowerPoint (continued)

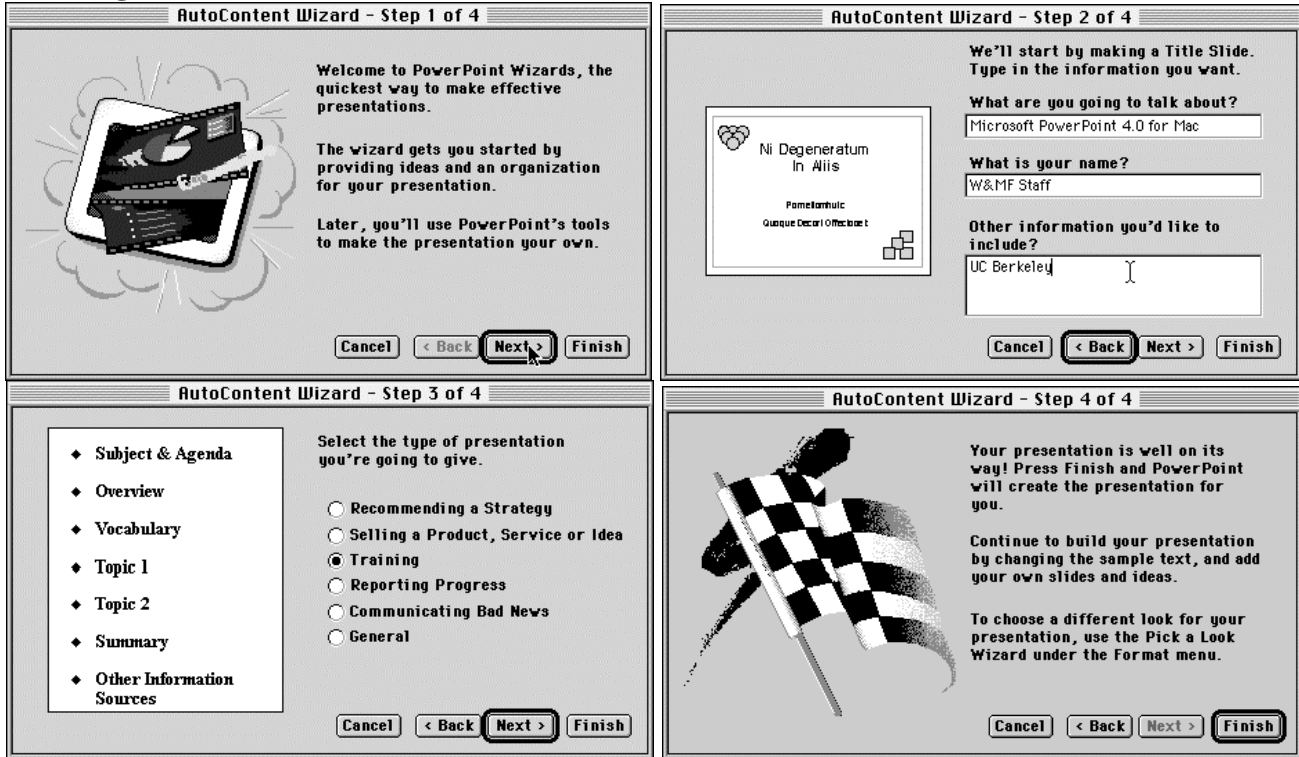


Fig. 3 - AutoContent Wizard

When you click on the **Apply** button in the template window or choose to create a new presentation using the **Blank Presentation** method, PowerPoint will prompt you with the **AutoLayout** window as in **Fig. 4**. PowerPoint will also prompt you with the **AutoLayout** window every time you add a slide to your presentation. Below the **Help** button is a short description of the selected layout.

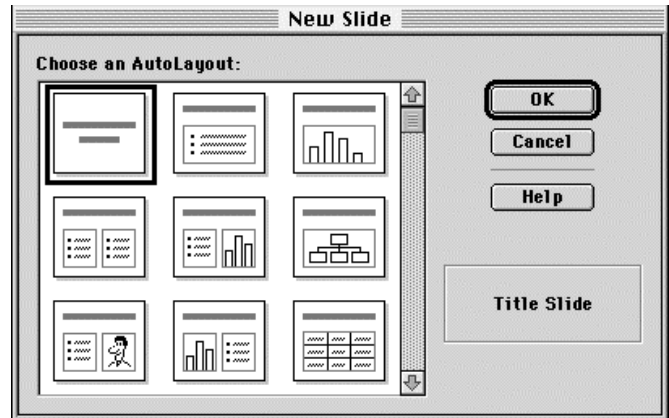


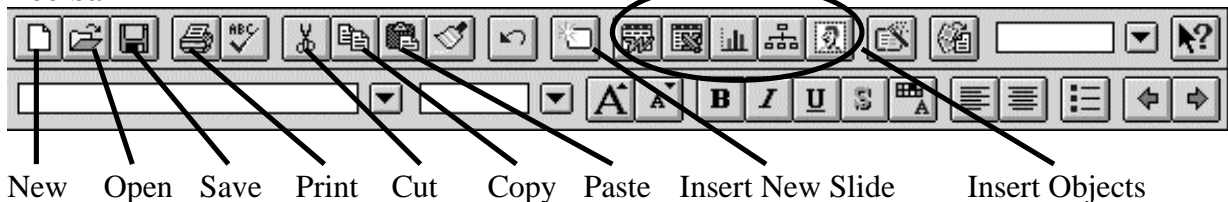
Fig. 4 - AutoLayout Window

Choose from among the layouts and press **OK**.

USING MICROSOFT POWERPOINT

Important Items on Screen

Toolbar



View Buttons



Slide, Outline, Slide Sorter, Notes, and Slide Show in order

Creating a New Presentation

Click on the **New** button or select **New** from the **File** menu. The menu from **Fig. 1** will come up. Select one of the four methods of creating a new presentation. All of these choices are identical to the ones outline in the previous pages.

Inserting a New Slide

When you first create a new presentation, Powerpoint will only give you the first slide. You can create an additional slide by pressing the **Insert New Slide** button in the status bar at the bottom, selecting **New Slide** under the **Insert** Menu, or by pressing **⌘-M**. When you insert a new slide, it inserts itself between the current slide and the following slide. In other words, if the current slide is the third slide in the presentation, the new slide will fall between the third and the fourth slides. You can move back and forth between the slides by moving up and down on the scroll bar.

Working With a Slide

If you selected a layout with some objects (any the layouts except for the “blank” layout) from the **AutoLayout** window, there will be various boxes on the slide with “**Click to add...**”

You can add texts and titles simply by clicking on the box to type. If you double-click on boxes for objects besides text, such as clip art or graph, appropriate dialog boxes will show up.

You can also add more objects or delete existing objects. To delete an object, simply select the object and press **delete**. To delete a text object, you need to click on the edge of the object box to select it. To add an object, select the appropriate option under the **Insert** menu.



You can move an object by dragging it with your mouse. To drag a text object, click on the edge of the object box and drag. When you overlap different objects, especially a text object with a picture object, part of an object may not show. For example, a picture may lay on top of some text preventing you from reading the text. You can change the order of the object by choosing the appropriate **Bring Forward/Send Back** option from the **Draw** menu. If you want the text to show over the picture, you can either **Bring Forward** the text or **Send Back** the picture. Make sure that you have the correct object selected before changing the order of the object.

Changing the Orders of Slides

This is especially important if you are creating a computer presentation. Click on the **Slide Sorter** button right below the slide. This will show you all of the slides in smaller rectangles. You can now change the orders of the slides by dragging a slide to the place you want to move it to. If you want to move a group of slide, you can select them by holding down the shift key. You can go back to the regular slide view by clicking on the **Slide** button.

Showing the Slides

You can show the slides by pressing the **Slide Show** button below the slide. During the slide show, you can click the mouse button or press the space bar to move on to the next slide. To go back to the previous slide, press the delete key. If you added transitions to your slides (this will be discussed in Intermediate PowerPoint), pressing the space bar or clicking the mouse button will show each object one at a time. If you move your mouse during the slide show, a little pencil icon will show up on the lower right hand corner. If you click on the icon, you can “draw” onto the slide using your mouse. Notice that the icon changes to a mouse pointer. If you wish to move on to the next slide, you need to click on the icon again. Notice that the icon will change back to a pencil. You can also quit the slide show anytime by pressing `escape`.

CONCLUSION

By this time we hope that you have a fairly good idea of some of the commonly used features of Powerpoint. Even though there were plenty of features that were not covered, we hope that you will find all of the information presented useful. If you have any questions, please ask the Instructor or Roamer. Also, try to experiment with the topics covered, and see what you can create as well.

Remember to fill out an evaluation before you leave, and thank you for attending Introduction to Powerpoint.

(Revised by HG, 7/10/98)