Microsoft PowerPoint 2003
Tutorial: The Basics

Part 1: Creating a Series of Slides

1. Start PowerPoint
From the Start menu click on
> Programs > Microsoft Office >
> Microsoft PowerPoint PowerPoint 2003

2. Note the Getting Started task pane on the right side of your screen.
Click on the Create a new presentation link.

3. From the New Presentation task pane select Blank presentation.
The initial slide that displays in the center of the screen is a title slide.
• Click in the Click to add title area and type in *PowerPoint Basics*.
• Click in the Click to add subtitle area type *your name, title
and email address*.

4. The Slide Layout pane is available on the right-side. Scroll
through the pane noting the various options for slide layout.
• Text Layouts
• Content Layouts
• Text and Content Layouts
• Other Layouts

5. To add a new slide
• Under Text Layouts, select the bulleted list layout.
Click on the pull down list and select Insert New Slide
• Click in the Click to add title area at the top of the slide
and type *What is PowerPoint?*
• Click in the Click to add text area to create a bulleted list
• TYPE a bulleted list
o *Presentation software that uses text* (Press the Enter key)
o *Graphics* (Press the Enter key)
o *Video* (Press the Enter key)
o *Sound*

6. Add a new bulleted list slide. (Use Slide Layout OR
Insert > New Slide OR Ctrl+M OR New Slide from icon menu)
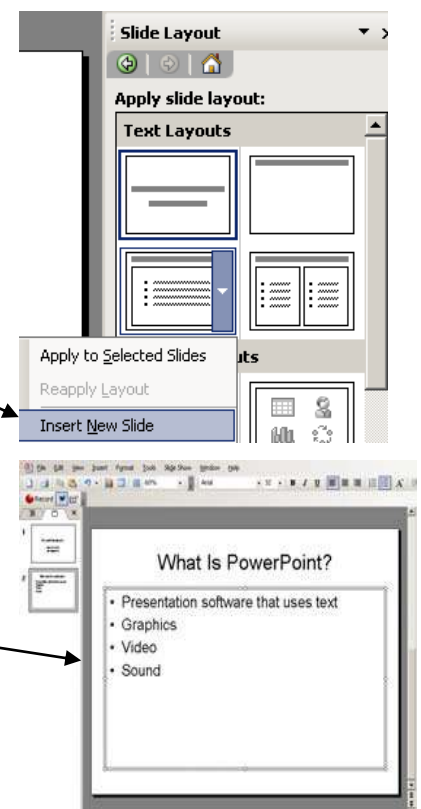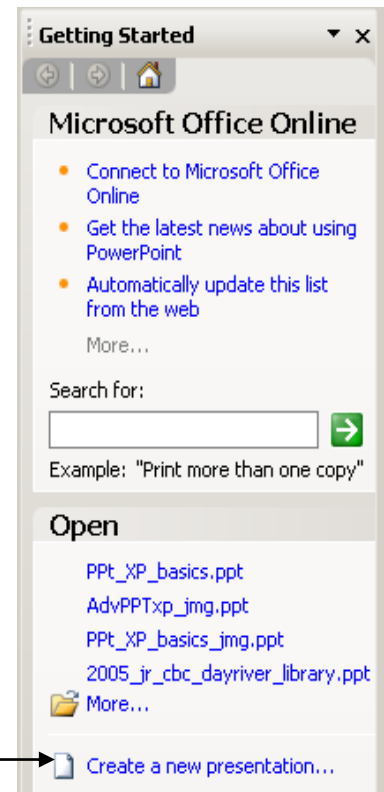
7. From the left task pane select Outline and enter you next slide using the outline view.
This slide will be a bulleted list with sub-points.
• Title: *Why use PowerPoint?* (press Enter)
• Tab to type bulleted point: *To communicate* (press Enter)
• Tab to type sub-point: *Effectively* (press Enter)
• Type second sub-point: *Appropriately* (press Enter)
• Hold down the Shift key and press the Tab key to return
to a bulleted point (OR use the Decrease Indent icon)
• Bulleted point: To enhance the presentation
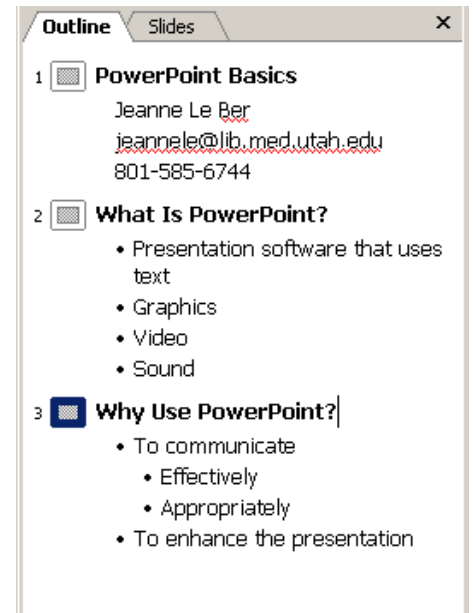
8. Create a new slide. From the Insert menu select New Slide.
Or press CTRL-M (a short cut for creating a new slide.)
Use the Slides or Outline view – your choice.
• Title: *Text*
• Bulleted points:
The Good (press Enter)
The Bad (press the Enter)
The Ugly (Do NOT press Enter)

9. Save presentation
• File > Save
• Name presentation and save to the Desktop

10. Create three more slides

11. Practice manipulating the outline slides and bulleted points by using TAB and
SHIFT-TAB. Practice selecting items and dragging them to different locations in the
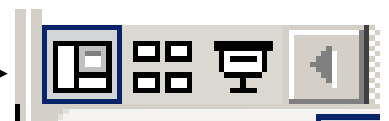outline.

12. Save and review your work.
View a Presentation Icons (from left to right)
Normal View – the working view
Slide Sorter View – view entire presentation with thumbnails
Slide Show from current slide – to view slides filling screen
Press ESC key to end slide show

Part 2: Apply a Design Template to the Slide Presentation

1. Start in Normal View. From the right task pane, click on the pull down menu and select Slide Design

2. Scroll through the Apply a design template examples and select one.

3. To apply the design to you PowerPoint presentation click on the sample design. The design template determines the background color, font sizes, styles and colors and any other creative elements.

4. If you decide that you don't like that design template, select another by clicking on it.

5. The design template can be altered using the Slide Master.
View > Master > Slide Master

6. You can select font type, style, size and color; you can change the background color and fill effect; you can change bullets and sub-bullets.
a. Format > Font
b. Format > Background
c. Format > Bullets and numbering
> Customize >
use the Webdings, Wingdings
fonts and select symbol
Note: You can mix and match slide templates within the same presentation.
PowerPoint Templates from the Web:
Click on the Design Templates on Microsoft Office Online template. (At the bottom of the design templates list.)
• Under Design slides, browse by category and select a topic
• Select desired template
• Download – this will run a validation process and open the template in PPT on your computer
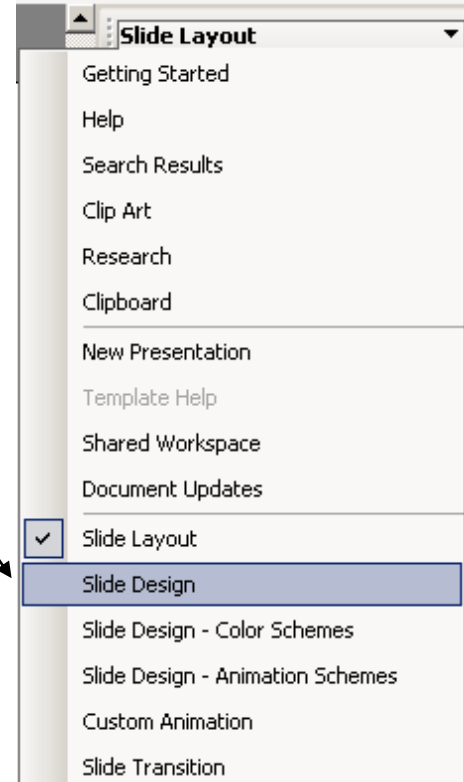
Part 3: Refining Your Slides

1. Format text in Slide View
• Select the slide titled Text. Practice changing the size, font, and color of the text.
o Go to Format > Font
o Increase font size using the Size pull-down menu
o Change font style using the Font pull-down menu
o Change font color using the Color pull-down menu
o Select Format > Line Spacing to change the spacing for the bulleted points
o To change bullet style select Format > Bullets and Numbering > Customize
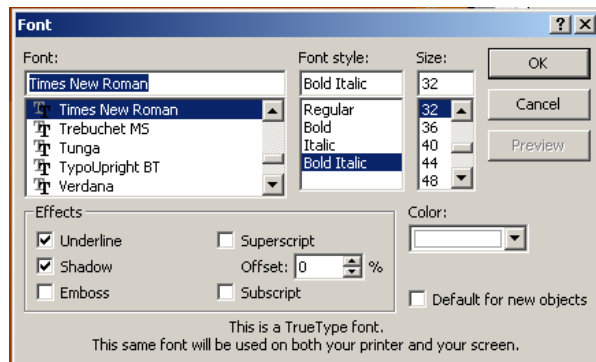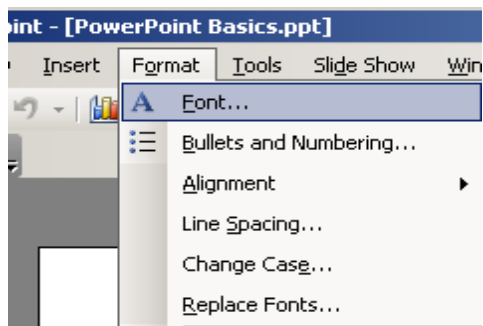
2. Add Clip Art to your slide while in Slides
• From the Insert menu, select Picture, then Clip Art…. OR you can use the Clip Art icon from the Draw Toolbar OR use the right task pane pull down menu and select Clip Art.
• Search for: enter a word for the desired image
• Search in: pull-down menu options: my, office or web collections
• Results should be: pull-down
All media file type options: clip art, photographs, movies or sounds
• Click Go to activate the search.
• Click on the desired clip art item
• Practice moving and resizing the Clip Art. Click once on the item to select it, then drag the "handles" (boxes at corners and sides); to resize the object proportionally use the corner handles.
Click and hold cursor over image to select and move.
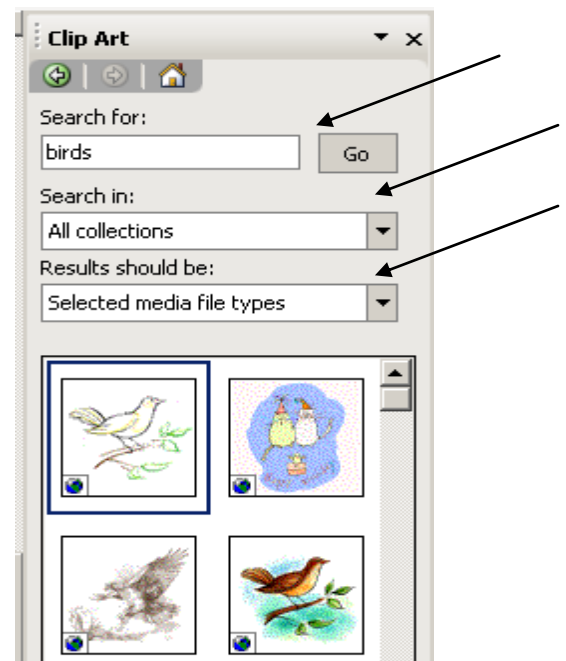
3. Add an external photograph or picture to slide.
• Minimize PowerPoint. (Click on dash button in the upper right corner.)
• Open Web browser (Internet Explorer or Mozilla).
• Surf the net to find a picture. (For example, find a Pathology slide at
http://library.med.utah.edu/WebPath/webpath.html or use
http://www.healcentral.org/ or http://images.google.com or
http://www.photostock.com/ (may incur a cost)
• Move cursor over the image and hold down the right mouse button until the
pop-up menu appears.
• Select Save Image As... from the pop-up menu. Save to the desktop.
• Return to PowerPoint. (Click on Microsoft PowerPoint button in TaskBar.)
• Go to the slide where you wish to add the picture.
• From the Insert menu, select Picture > From File.....
• Find the saved image and double click on it.
• Resize the image as necessary.

4. Add a line drawing using the PowerPoint graphics tools.
• Click on AutoShapes menu from the Draw Toolbar
at the bottom of the window.
• Choose Stars and Banners, and then pick a shape.
Return to the slide and use the mouse to click and drag
the shape to desired size.
• Fill the shape with a different color.
o Click on the shape to select it.
o Click on the Fill Color menu in the
Drawing toolbar.
o Click on the desired Fill Color.
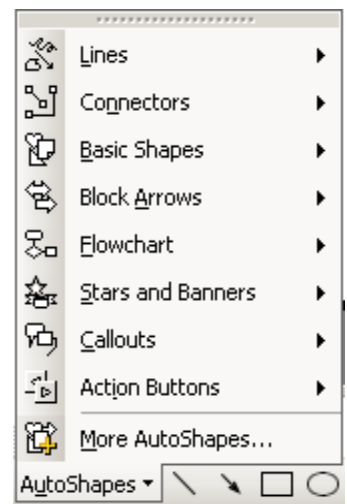
Part 4: Adding Graphs to Your Presentation

• From the Slide Layout pane select the Title and Chart layout.
• Change the labels (East, West, 1st Qtr, 2nd Qtr, etc) to
labels matching your data.
• Enter the values to match your data.
• To change the chart style; Chart > Chart Type
• Explore Chart > Chart Options
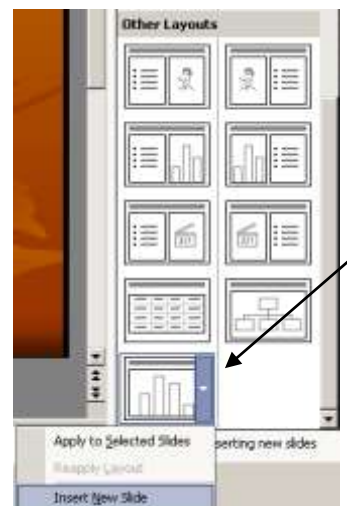
Part 5: Adding Dates and Numbers to Your Slides
• From the View menu, select Header and Footer
• Click on the Slide tab (if necessary)
• Check the box labeled Date and time; select Updated automatically if desired
• Check the box labeled Slide Number
• Click Apply to All
• Review your slides to see that they are
now dated and numbered.

Part 6: Printing Your Slides
• From the File menu, select Print.
• From the Print what: pull down menu select
o Slides – one slide per page
o Handouts - 1, 2, 3, 6 or 9 slides per
page; slides can be ordered vertically
or horizontally
o Note Pages – one slide per page, with
additional notes
o Outline View –the text of slides in outline format
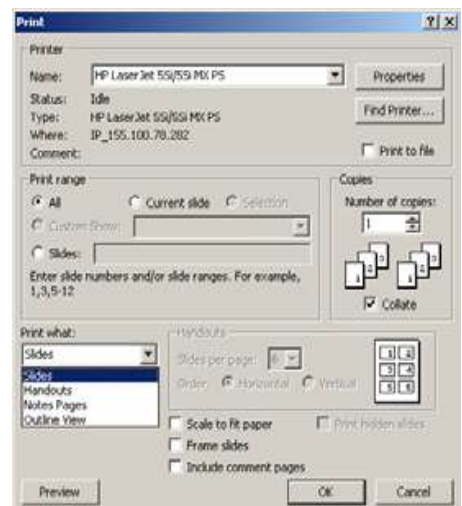
Running Your Slide Show
To run your slide show, click on the
Slide Show menu and select View Show.
• Press any key or the mouse to advance slides
• Use the backspace key to view a previous slide
• Use the right click button to bring up a menu
that allows you to select the specific slide you
want to navigate to. Select Go then
Slide Navigator or By Title
• While in Slide Show, pressing the B key will cause
the screen to go black; pressing the W key will cause
the screen to go white
To View Your Slides and Note Pages in Slide Show
It is possible to view the notes while running your
slide show, if you have Windows 98 or higher, which
support dual monitor (a hardware configuration).
In addition, your software must also support dual monitors.
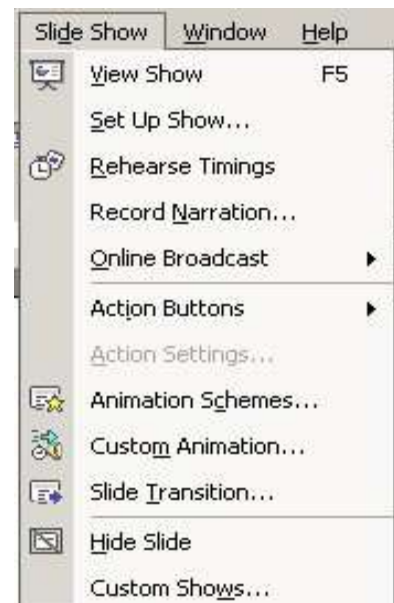
Part 7: Creating a Slide Show with Transitions and Builds

(transitions = how you move from slide to slide; builds = text animation or progressive disclosure)
TRANSITIONS

1. While in the Slide Sorter view, go to Slide Show >
Slide Transition

2. From the Slide Transition pane,
explore the various options
Note: you can Modify transitionSpeed or add a Sound.
You can also Advance slide on mouse click or automatically
after so many seconds.

3. Transitions can be applied to selected slides or all slides

4. To view a preview of the transition, click on the Play button

5. While in the Slide Sorter, a small transition icon appears beneath
and to the left of each slide that indicates a transition has been
applied.

6. To run the Slide Show
• Click on the Slide Show icon or from the menu bar, select
Slide Show > View Show
• Click on the left mouse button, space bar, enter key, etc.
to advance one slide
• Press ESC key to exit the slide show
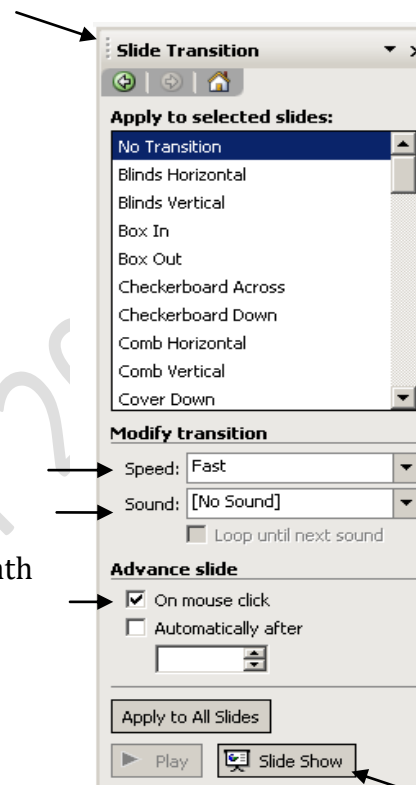
BUILDS – Custom Animation

1. To apply a build to a specific slide
• Select slide and the text area or graphic to be
animated
• From the Custom Animation pane select v
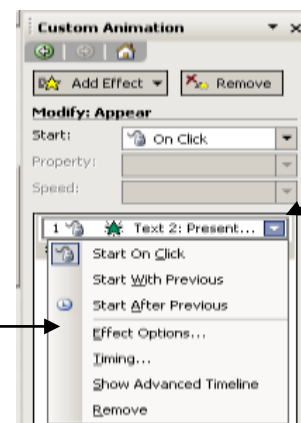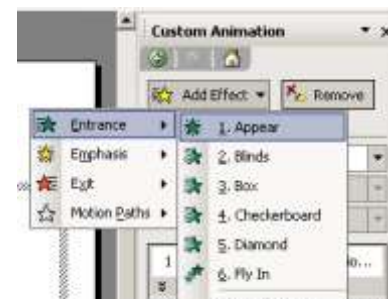Add Effect; then select one of four options:
☐ Entrance
☐ Emphasis
☐ Exit
☐ Motion Paths
• Then select an effect
• For our example, select Entrance then Appear
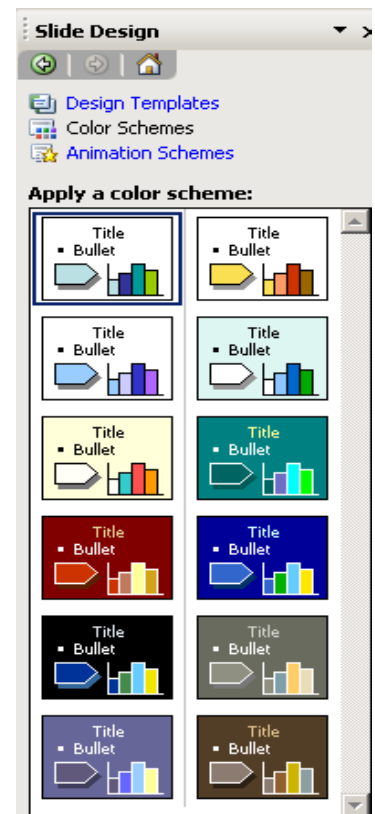☐ Use the pull down menu for the animation
☐ Select Effect Options

• In the Appear window, under the Effect
tab Enhancements include
o Sound (none or what kind)
o After animation, whether you
Don't Dim or select color to dim
to
o how you want the text to be appear
(all at once, by word or by letter)
• Take a look at the Timing tab
• Take a look at the Text Animation tab
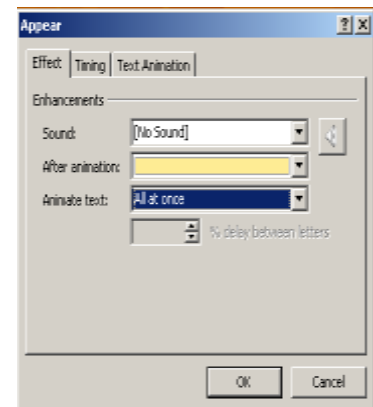
Part 8: Using Color Schemes

1. Begin a new presentation

2. File > New > Blank Presentation

3. Format > Slide Design

4. From the Slide Design task pane select Color Schemes

5. The color scheme can be adjusted using the Slide Master.
Add a graphic, line or other designs to the slide in the Master.

6. In addition, you can change font, font style, font size,
font color, etc.

7. You can also select Animation Schemes from the Slide Design
task pane

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