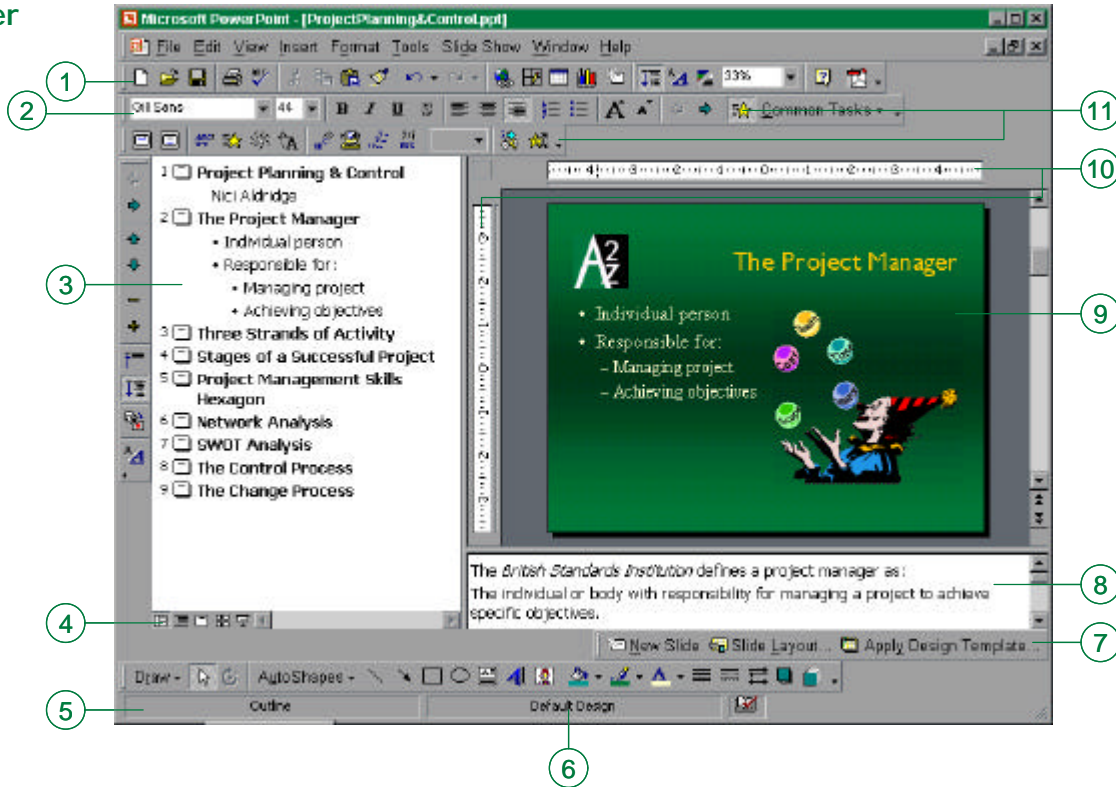




Training &
Consultancy for
Business People

PowerPoint 2000

Computer Services



THE POWERPOINT 2000 WINDOW

1. Standard toolbar
2. Formatting toolbar
3. The Outline Pane—Shows outlines of all the slides in a presentation. Slides can be expanded to show all text or collapsed to show only headings. Can also be used to promote or demote bullet points
4. The View Buttons—Allow the presentation to be viewed in different ways
5. Drawing toolbar
6. Template— Shows which template is applied to the presentation
7. Common Tasks— The Common Tasks toolbar can be dragged off the Standard toolbar and anchored elsewhere on the screen for quicker access
8. The Notes Pane— Can be used to add speaker notes to a presentation. Can be printed
9. The Slide Pane— Shows the slide currently being edited

10. Rulers— Horizontal and vertical rulers can be used to accurately place objects on the slide
11. Animation Effects— this tool activates the animation effects toolbar

POWERPOINT 2000—NEW FEATURES

- Normal View has changed so that three views (Slide, Outline and Notes) are incorporated in one window. Each pane can be resized by clicking and dragging on the dividing bar between panes
- Bullets and Numbering has been enhanced so that automatically numbered and bulleted lists can be created. Graphical images can also be used as bullets
- In addition to the standard lines, PowerPoint now contains Connectors, which can be attached to other shapes so that the connector moves automatically with its connected shape

- You can now create tables directly in PowerPoint
- Web Compatibility—Presentations can be saved in HTML and previewed or presented easily in the browser

WORKING WITH TEXT

- Text placeholders are supplied with most slide layouts and are designed to keep presentations looking consistent. To add text to a placeholder just click and type
- To format text, select the text and make changes to the colour, size, font etc. by choosing **Format**, **Font**, or by using the Formatting toolbar. Alternatively, with the text selected, right click with the mouse and choose **Font** from the shortcut menu
- Add text boxes by clicking on the text tool in the Drawing Toolbar. Click and drag across the slide to draw the box. Release the mouse and begin typing—the depth of the text box adjusts automatically to accommodate the text.
- Other objects can be used to hold text e.g. rectangles, circles, triangles etc. Draw the object and, while it is still selected, begin typing. To format the text within the object, select the object and right click. Choose **Format AutoShape** from the shortcut menu and then the **Text Box** tab from the dialog box. Alternatively, select the object and use the tools on the Formatting toolbar
- Paragraph spacing can be adjusted using the **Increase Paragraph Spacing** and **Decrease Paragraph Spacing** buttons
- The fonts shown in the drop down font box are displayed as WYSIWYG (what you see is what you get)

TIPS

Hold down the shift key while drawing or resizing AutoShapes to keep the horizontal and vertical proportions the same.




DRAWING TOOLBAR

Draw ▾Access Drawing menu
Selection pointer
Free Rotate Tool
AutoShapes ▾AutoShapes Menu
Line Tool
Arrow Tool
Rectangle Tool
Oval Tool
Text Box Tool
Insert WordArt
Insert ClipArt
Fill Colour
Line Colour
Text Colour
Line Style
Dash Style
Arrow Style
Shadow Tool
3D Tool

ANIMATION EFFECTS

Animate Title
Animate Slide Text
Drive-in Effect
Flying Effect
Camera Effect
Flash Once
Laser Text Effect
Typewriter Text Effect
Reverse Text Order Effect
Drop-in Text Effect
Custom Animation
Animation Preview

WORKING WITH OBJECTS

- To draw a single object, click once on the appropriate tool and then click and drag on the slide to draw the object. Double clicking on a tool allows multiple objects to be drawn
- Multiple objects can be aligned by first selecting them all and then choosing **D**raw, **A**lign or **D**istribute
- Objects can be resized by clicking and dragging on the sizing handles that appear in each corner and along each side when an object is selected. NB: Dragging the corner sizing handles keeps the object in proportion
- Objects can be grouped together to become one object by selecting them and choosing **D**raw, **G**roup
- Change a drawn object's attributes by first selecting it and then right clicking and choosing **F**ormat **A**uto**S**hape from the shortcut menu
- Inserted ClipArt can be re-coloured by choosing the **R**ecolour  **P**icture tool from the **P**icture **T**oolbar. The toolbar is automatically activated when **C**lip**A**rt is selected. NB: If a **C**lip**A**rt image has previously been ungrouped it cannot be re-coloured even if it has later been regrouped
- Using **D**raw, **U**ngroup with a **C**lip**A**rt objects allows the object to be manipulated. For example, this image of a dog with skis can be edited to remove the skis
 - Select the object and choose **D**raw, **U**ngroup. The object is then broken down into a number of objects 
 - Select and delete each element to be removed
 - When complete, select all the remaining objects and choose **D**raw, **G**roup to group them all back together 

WORKING WITH MASTERS

Master slides determine the overall look of a presentation. Fonts, bullets, layout and even background graphics can all be changed/ added in the Masters.

Each Master has several colour schemes, which can be used to change the colours used in the presentation

Any alterations made to the Masters are reflected throughout the presentation. For instance, a company logo inserted onto the Slide Master will appear on every slide in the presentation

PowerPoint has separate Masters for Titles, Notes and Handouts

- Choose **V**iew, **M**aster and then select the appropriate Master
- Make any changes and switch back to Normal view

ANIMATION


Animation features can be used to enhance a presentation. They should, however, be used in moderation as using too many effects can make a presentation confusing.

- **T**ransitions can be added by choosing **S**lide **S**how, **S**lide **T**ransition. Select the effect, the transition speed and the advance option (either on mouse click or automatically after so many seconds). Sounds can also be added. Select the **A**pply or **A**pply to **A**ll button as required
- **C**ustom **A**nimation on the **S**lide **S**how menu can be used to build slide text and objects. The dialog box displays a variety of tabs; the **O**rders & **T**iming tab allows the user to determine the order in which each object appears and also the method of advancing to the next object; the **E**ffects tab allows each object to have its own entry animation and sound effects set individually
- **P**reset **A**nimation, also on the **S**lide **S**how menu, allows a number of effects to be applied to both text and picture objects
- **T**he **A**nimation **E**ffects **T**oolbar duplicates many of the features that are available through the **S**lide **S**how menu.
- **S**lide **S**orter **V**iew can be used to apply various animation effects to a number of slides at once

TIPS

Page **N**umbers– Add page numbers to slides by choosing **V**iew, **H**eaders and **F**ooter. Change options as required and choose **A**pply to add to the current slide, or **A**pply to **A**ll to add to the whole presentation

Copy **M**ultiple **S**lides– In **S**lide **S**orter view select multiple slides by holding down the shift key while clicking on the slides. It is then possible to copy (**C**trl **C**) and paste (**C**trl **V**) them into another presentation which should also be viewed in **S**lide **S**orter view while pasting

Set **T**ransparent **C**olour **T**ool– This tool allows a background colour to be eliminated from an image. Click on the **S**et **T**ransparent **C**olour tool and then click on the colour to be removed. This will only work for one colour. 

PowerPoint users do it with the Master

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