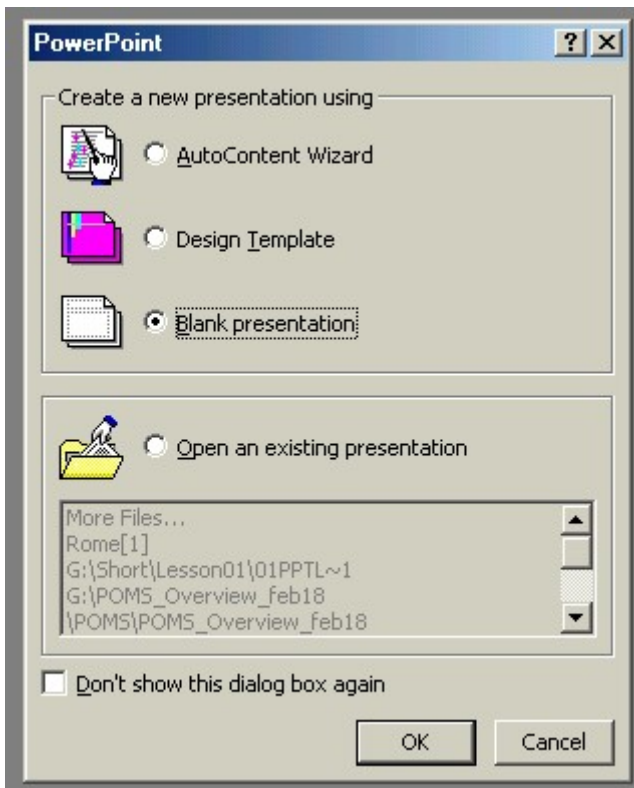


PowerPoint is what's called presentation software. The goal of a presentation is the effective communication of ideas. PowerPoint lets you present your ideas clearly and concisely, augmented by pictures, sound, animation—even video. We will look at some of the basic tools

START POWERPOINT – Click on PowerPoint Icon

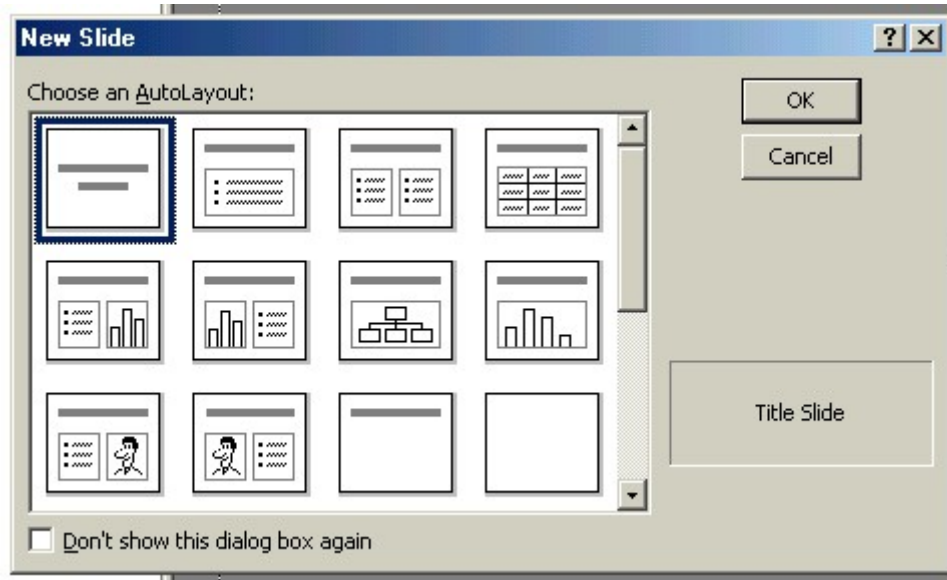
Choosing a Slide Layout

When you first start PowerPoint, it offers you three ways to begin a presentation: AutoContent Wizard, Design Template, or Blank Presentation. For now, click Blank Presentation; we'll look at the other two options later.



Using Auto Layout

Once you've chosen Blank Presentation and clicked OK, PowerPoint offers you a number of AutoLayouts to choose from. These are pre-designed slides whose placeholder contents you can replace with your own.



The New Slide dialog box shows you thumbnail-sized previews of each AutoLayout to help you make your selection. The title of each AutoLayout also tells you exactly what it's designed for, e.g., Title Slide, Chart, Organization Chart, etc. Choose a slide format to work with, click OK

Working with Normal view

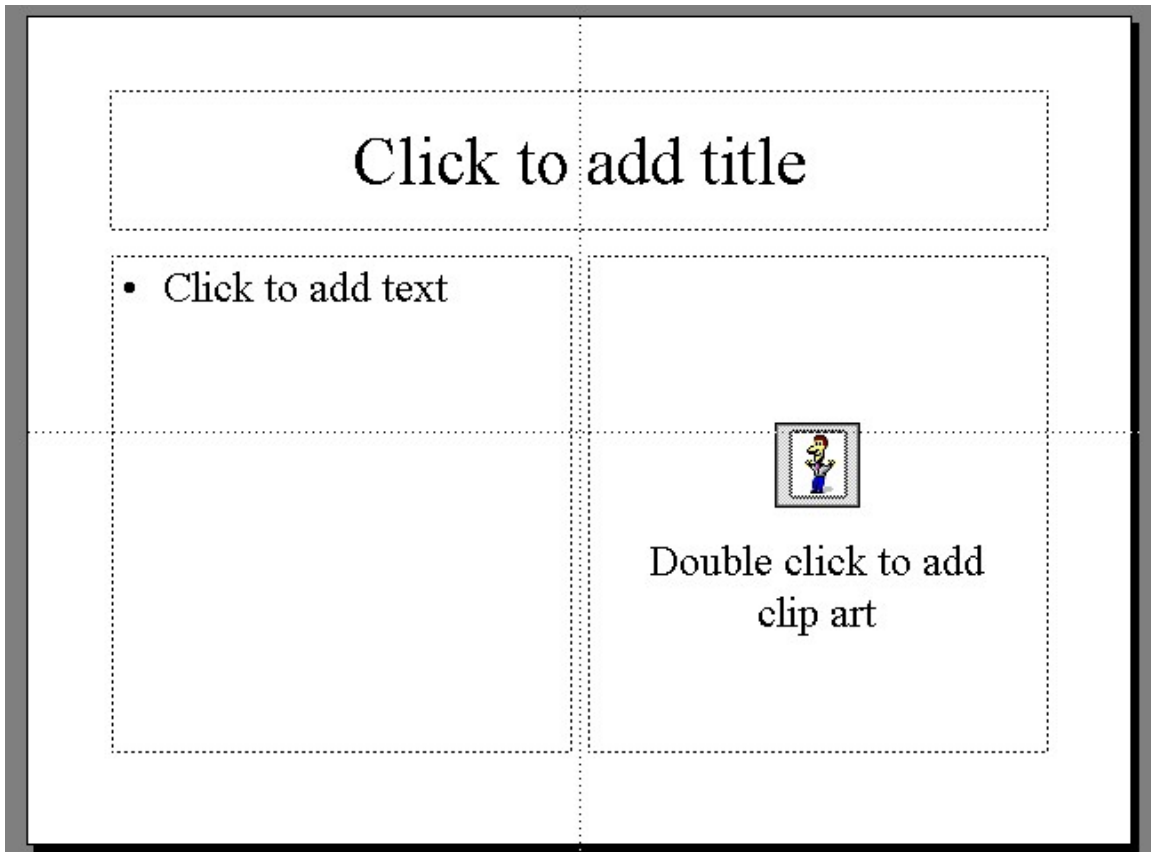
Once you've chosen an AutoLayout, you'll see PowerPoint's Normal view. The section, in the leftmost pane of the Normal View window, displays your presentation as an outline, with the titles of slides as the main headings and the text on the slides as subheadings.

Outline View can really help you create a well-organized presentation.

Slide view. This pane shows you the slide you're working on.

Notes view. Notes are textual information related to the current slide. They don't appear when the presentation is displayed on a screen, but they can be printed out as handouts or to serve as speaker notes for the presenter.

Slide Sorter. Shows your presentation in a miniature view in the order the slides will appear in.



PowerPoint 2000's Normal view combines Outline view, Slide view, and Notes view.

Once you've chosen an AutoLayout for your first slide, you're on your way. Enter text, graphics, charts, and tables as you see fit; apply backgrounds, slide transitions, animation and more, and you'll soon have a presentation to be proud of.

Creating an outline in PowerPoint

To type in an outline in PowerPoint:

1. Turn on the Outlining toolbar. Select View-Toolbars-Outlining. If you don't turn on the Outlining toolbar, the buttons in it will still be available to you in the Standard and Formatting toolbars as soon as you start working in the Outline pane; however, the Outlining toolbar places them right next to the pane, making them easier to access.
2. Click inside the Outline pane. Your insertion point appears to the right of the small icon of a slide in the upper-left corner.
3. Type the first main heading of your outline. Notice that it appears at the same time in Slide view.
4. Press Return. This creates a new slide; type the second main heading of your outline.
5. Continue adding main headings until the top level of your outline is complete.

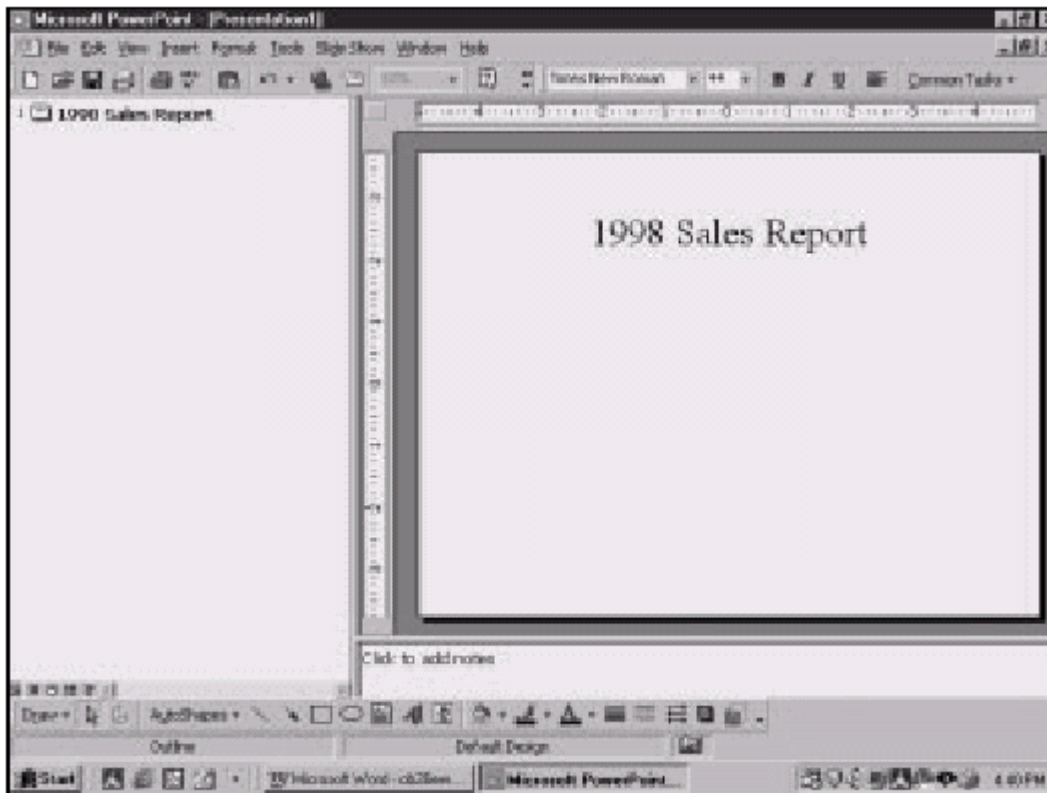


Figure 20-4: The first main heading of your outline also appears as the heading of the first slide in Slide view.

Adding subheads

To add subheads, type the text for the subheads underneath the main head, pressing Return after each subhead. Don't worry about the fact that this creates a lot of new slides.

Once the subheads are typed, select them, and then click the Demote button on the Outlining toolbar (see Figure 20-5). This turns them into subheads on the same slide as the main head above them (see Figure 20-6). You could select one or more and click Demote again to create sub-subheads; you can also turn a subhead back into a main head (creating a new slide in the process) by selecting it and clicking the Promote button on the Outlining toolbar.

Inserting a New Slide

Click **Insert** (Alt + I)

Click **New Slide** button

From New Slide dialog box, select layout

Click **OK**

Adding Summary Information about your Presentation

Click **File** (Alt + F)

Click **Properties**

Add the desired information

Click **OK**

Saving your Presentation

Click **File**

Click **Save As**

The Save In box opens with a default title from your first slide

Click the down arrow to get to the "C" drive

Choose, The folder where your documents are stored

Click **Open**

Highlight the default name and put your first initial and last name in the box. This will be your file name

Click **Save**

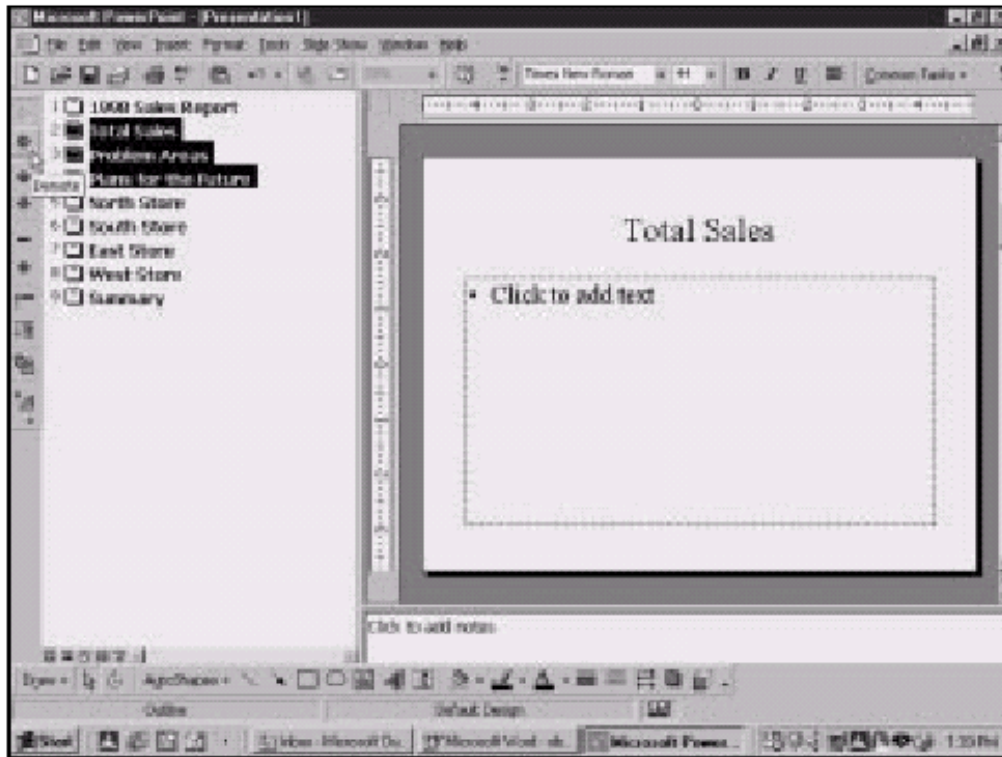


Figure 20-5: Type in subheads just as if they were main heads, then select them and click Demote.

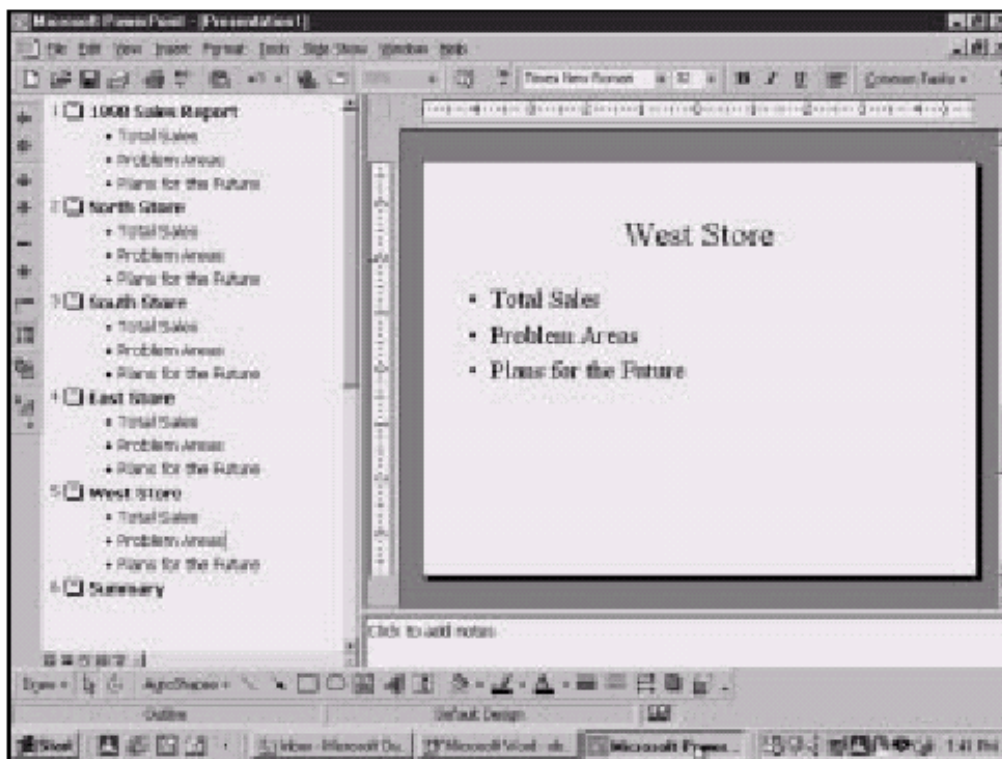


Figure 20-6: Using main heads and subheads creates outlines and slides that look like these.

Changing color schemes and backgrounds

Every master includes a number of ready-made color schemes you can choose from; you can also create your own. Open whichever master you want to apply a color scheme to, and then open the Format menu. You'll always see the same three options:

Master Layout. This dialog box lets you activate or deactivate standard placeholders on the master: for example, Title, Text, Date, Slide Number, and Footer. (Note that these options change depending on which master you're working on.)

Color Scheme. Choose this to select one of PowerPoint's standard color schemes, or design your own.

Background. Choose this to add a background to the master, anything from a solid color to a photograph.

Changing the color scheme

To apply one of PowerPoint's standard color schemes to your master:

1. Choose Format- Slide Color Scheme and make sure the Standard tab is selected.
2. From the dialog box shown in Figure 22-16, select the color scheme that appeals to you.
3. Click Apply. The colors of your master change to match the color scheme you selected.

You can also apply color schemes to individual slides or a group of selected slides.

In the Outline Pane of Normal view, click on the slide or slides you want to apply the color scheme to, choose Format- Slide Color Scheme, click on the color scheme you like, and click Apply. To change your entire presentation's color scheme, including the master, select any slide in the presentation, choose Format- Slide Color Scheme, choose the scheme you want, and click Apply to All.

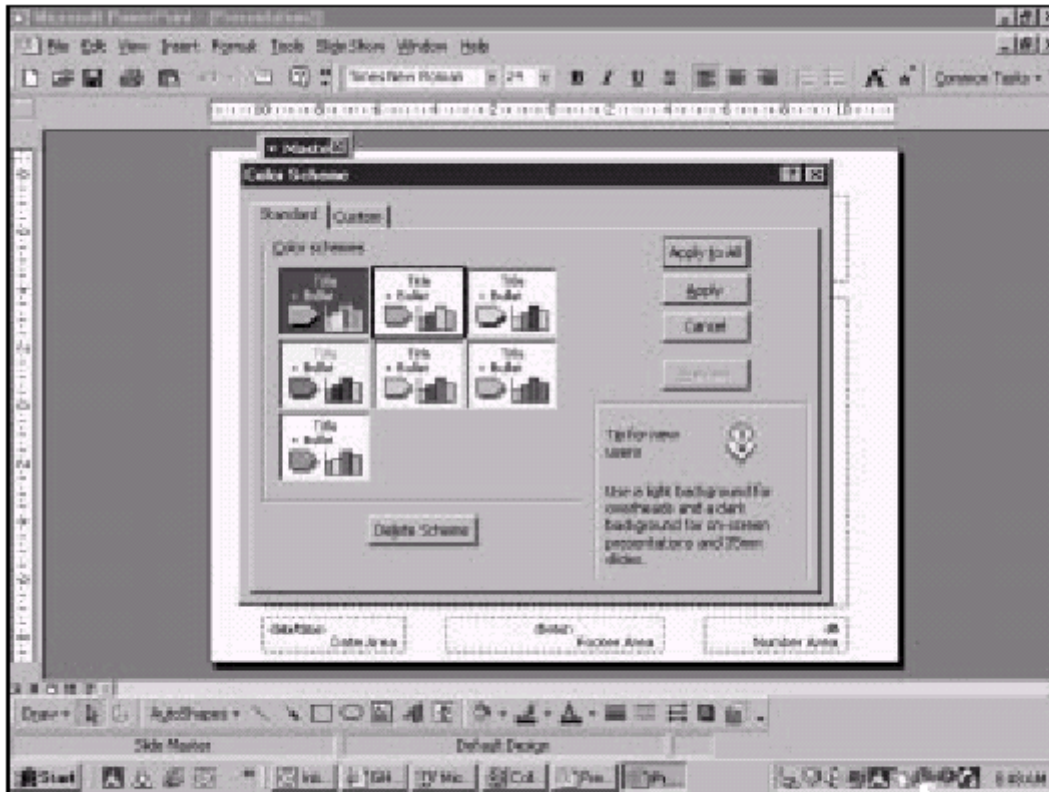


Figure 22-16: PowerPoint provides a number of standard color schemes for presentations.

Creating a custom color scheme

To create a custom color scheme and apply it to your master:

1. While viewing the master, choose Format-Slide Color Scheme and click the Custom tab.
2. From the list of Scheme Colors shown in the dialog box, click on the element of the slide whose color you want to change.
3. Click Change Color, and select the color you want from the palette provided.
4. Click OK to return to the Color Scheme dialog box.
5. Repeat the process until you've changed the colors of all the elements you want.
6. If you want to save your new Color Scheme as a Standard Color Scheme, click Add as Standard Scheme.
7. Click Apply to apply your new color scheme to your master.

Changing the background

To change the background to any of your masters:

1. Choose Format-Background to open the dialog box.
2. Choose a background color from the drop-down list at the bottom of the Background Fill area. PowerPoint displays a number of commonly used colors; if you don't see a color you want, click More Colors to open a palette from which you can choose others.
3. If you want something more complicated than just a solid color, click Fill Effects instead of More Colors. This opens the Fill Effects dialog box, which has four tabs. In the first one, Gradient, you can choose from a variety of effects created by shading one color into another. Choose one color, two colors, or a preset effect; select the colors or the effect you want to use; choose a shading style from the list at bottom left, and then choose the variant you like from the list at lower right. When you're satisfied, click OK.
4. If you'd prefer to use a texture instead of a gradient, click the Texture tab. Textures are small graphics that are tiled together to create the illusion of paper, rock, wood, or some other surface. Choose the texture you want from those provided and click OK. If you have a texture stored on your computer you'd prefer to use instead, clicking Other Texture lets you browse for it.
5. Another option for your background is a pattern. Click the Pattern tab to see a display of PowerPoint's patterns. Choose the pattern that appeals to you and the colors you want to create it with, and then click OK.
6. Finally, you can choose to use a picture as a background. Click the Picture tab, and then click Select Picture to browse your computer for graphics files. Choose the one you want and click OK.
7. Once you've selected the background you want, and clicked OK, you'll be returned to the Background dialog box. Click Apply to apply the background you've selected to the master .

Creating and Saving Your Own Templates

Any time you make changes to any of the masters, you're essentially creating your own template. If you come up with a design you really like, you'll probably want to save it so you can use it in future presentations.

To save your current presentation as a template:

1. Choose File Save As.
2. In the Save As Type list box, select Design Template.
3. Type a name for your new template into the File Name box.
4. Click Save.

The template, which includes all of the masters you've formatted plus all of the slides currently in the presentation, is automatically saved in the default file folder for templates. The next time you start a presentation using a design template, or choose Format- Apply Design Template, your new template will appear under the General tab of the New Presentation dialog box (not under the Design Template tab).

Adding Graphics and Special Effects

Multimedia can bring your presentation to life. Slide transitions can be created to bring your slide onscreen with a variety of special effects. You can also work with actions, which allow you to put buttons on slides to show them in a random fashion, rather than in a linear sequence, or to run other programs, macros, sounds, or video clips.

Using preset animations

Creating customized animation effects

Adding Images and Multimedia

Image is another word for picture. Most of the images you use in PowerPoint will be bitmap images. The term multimedia covers pictures, video, and sound in any combination. PowerPoint provides many sample images for your use. You can also create your own images using PowerPoint, a scanner, a graphics program, or a digital camera. You can edit your images to a certain extent within PowerPoint, but there is usually far more editing power in a graphics program. Most scanners also provide software with which you can edit your image.

Importing images with the Clip Art Gallery

To add an image from the Clip Art Gallery to your slide:

1. Make sure you are in Normal view. If you want to use tools, rather than the menu, check that the Drawing toolbar is showing. If not, select it from the View-Toolbars menu.
2. Click the Insert Clip Art tool on the Drawing toolbar, or choose Insert-Picture-Clip Art. The Insert ClipArt dialog box appears. It has its own toolbar and three tabs: Pictures, Sounds, and Motion Clips. Make sure you have the Pictures tab selected.
3. Scroll down until you can see the category of your choice and click on it. If you change your mind about the category and want to look at another one, click on the All Categories tool on the toolbar or press Alt+Home. You'll see the categories again and can choose a different one.
4. When you place your mouse over a thumbnail of a picture, PowerPoint gives you information about its name, file type, and size. Select your image by clicking on it. A small menu appears.
5. To see a larger version of the picture, select the second item on this menu, Preview Clip.
6. To select your picture click on the first item on this menu, Insert Clip.
7. Close the Insert ClipArt dialog box.
8. Your clip art image is placed in the center of your slide. You can move it by dragging or resize it by dragging its white handles. (If you want your image to appear on all slides, you need to put it on the Slide Master.)

Importing images using the Insert File menu

Use this method to import images that don't currently appear in the Clip Art Gallery.

1. Make sure you are in Normal view.
2. Choose Insert-Picture-From File. The Insert Picture dialog box appears.
3. Locate and select the picture of your choice and then click Insert.
3. Your picture is placed in the center of your slide. Drag it to move it, and use the white handles to resize it.

The Picture toolbar

When you have a picture on the slide and you select it (you can tell when a picture is selected because it has white handles around it), the Picture toolbar is automatically displayed. This toolbar is for editing your picture and contains some very useful features, as described in the following list:

Image Control. You can change the type of image from automatic to grayscale, black and white, or watermark. A watermark is a pale version of the image that is most often used as a background.

Brightness and Contrast. You can adjust brightness and contrast using these four tools.

Crop. This is used to hide part of the picture, so that only the most important part shows. To use the Crop tool, drag any of the white selection handles toward the center of the picture.

Line Style. This adds a border to your picture.

Recolor. This tool lets you pick out certain colors and replace them with others. For example, you could change all the red in a picture to blue. It is available only for certain types of pictures. In the Recolor dialog box, select the color to be changed in the Original color column and the new color in the second column.

Format Picture. This opens a dialog box that gives you full control over the size and placement of the picture, as well as borders and other features from the Picture toolbar.

Set Transparent Color. This is a very useful tool. When you import certain images, they include a background, which hides anything underneath. For example, your company logo might include a white background. If your design template has a blue background and you place your logo on top of it, you'll see a white block behind the logo. To get rid of that white block, click the Set Transparent Color tool and then click on the white block. This will make anything that was white turn transparent and the block will disappear.

Reset Picture. This tool changes all settings back to the original ones for this picture.

Using Slide Transitions

Slide transitions are special effects used when moving from one slide to another in a slide show. Adding slide transitions makes a presentation more interesting. You may be tempted to use a different transition for each slide, but this can confuse the audience. Your presentation is more effective if you use the same transition between each pair of slides in a series of slides. You could use one transition for each logical section. When you change to another section, change to another transition. This is a subtle way of telling the audience that you have changed to a new subject.

You can assign transition effects in Slide Sorter view or in Normal view. However, in Normal view you can only add transition effects to one slide at a time.

Selecting the slides

To select the slides you want to add transition effects to:

1. Make sure you are in Slide Sorter view and that the Slide Sorter toolbar is showing. If it is not, select it from the View-Toolbars menu.
2. To apply a slide transition to an individual slide, click to select the slide (a black border appears around it).
3. To apply a transition to a group of slides, click on the first slide and then hold down the Shift key and click on the last slide. The group of slides should now all be selected.

Adding transitions

There are two main methods of adding transitions. A small icon appears below a slide to show that it has a transition effect. The following sections describe how they work.

The Slide Transition tool

When you have selected the slides you want to apply a transition to, click on the Slide Transition tool or choose Slide Show-Slide Transition. The Slide Transition dialog box appears (see Figure 24-7).

To create a transition, use the following steps:

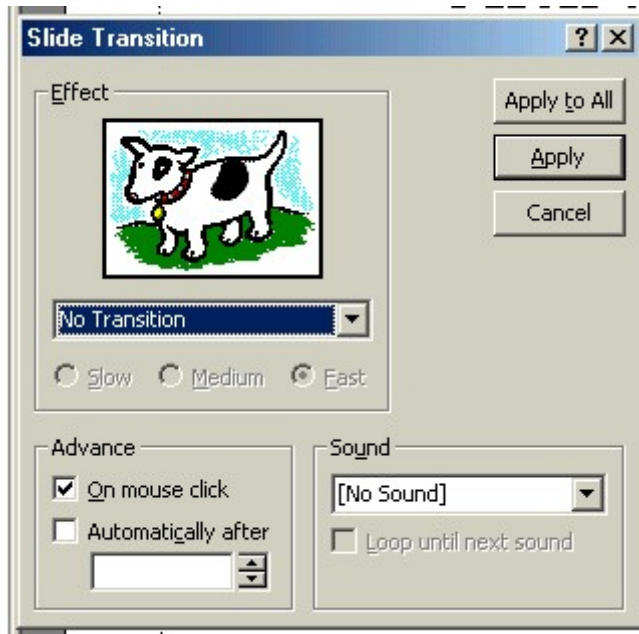


Figure 24-7 The Slide Transition dialog box

1. Choose the transition effect you want from the drop-down list. When you make a selection, the Effect window shows you a preview of the effect.
2. To control the speed of the transition, choose Slow, Medium, or Fast.
3. When giving a presentation, you normally want to advance from one slide to the next by clicking the mouse. If you are creating a rolling demonstration, however, you can choose to move from one slide to the next automatically. Select Automatically After and enter the length of time the slide must be on the screen before moving on to the next slide.
4. You can choose to play a sound when the slide is shown. Choose the sound you want from the drop-down list. You can also decide whether the sound is to be played once or over and over again (loop), stopping only when you play the next sound. If you choose to loop, and want the sound to stop when the next slide appears, you have to add the sound called Stop Previous Sound to the next slide.
5. This dialog box also allows you to click Apply, which adds the transition effect only to the selected slides; or Apply to All, which adds the effect to all the slides in the presentation at once.

The Slide Effects tool

This is a shorter version of the Slide Transition tool. It adds the chosen effect but does not give you any additional options. Choose the effect you want from the drop-down list.

Using Preset Animations

You may have heard of using a build effect with a bulleted list. This is when you show a slide and reveal one point at a time in a list as you give your presentation.

The list appears as one slide; sometimes the previous point fades to a softer color when you bring up the next point. PowerPoint has taken this effect many steps further with the Preset Animations. You can add sound as well.

PowerPoint lets you customize these animations to make them happen in any sequence you choose. If you have a multilevel bulleted list, with topics and subtopics, you can choose whether you want a bullet with all its sub-items to appear at once or individually, and also whether to fade the previous bullets when new ones appear.

Applying preset animations in Slide Sorter view

If you are in the Slide Sorter view, the preset animation control is restricted in some ways but more powerful in others. Many more animation effects are available in Slide Sorter view than in Normal view or from the menu. You can also select several slides to change at once. In Slide Sorter view you cannot choose which element of the slide is to be animated. PowerPoint assumes you want to animate the main element of the slide (for example, the bulleted list or table).

Also, you cannot choose any of the text animation effects, such as Laser Text Effect, that are available when in Normal view.

To add a preset animation:

1. Select the slide to be animated and click the Preset Animation drop-down list on the Slide Sorter toolbar.
2. Select the animation effect; PowerPoint immediately shows you a preview. It also puts a small icon below the slide to show there is animation.

3. If you want to see the animation again, click the Animation Preview tool. If it appears too quickly to see, click the Slide Show tool to play the current slide.

Press Esc to return.

Working with preset animations in Normal view

If you want more options for animation, switch to Normal view. You can choose which element of the slide to animate. This is useful if, for example, you want to animate each column of a two-column bulleted list separately.

Applying effects

Basically, here's how it works:

- * Select the element of the slide to be animated—for example, a bulleted list or an object such as a picture.
- * Choose Slide Show-Preset Animation. (You can also click the Animation Effects tool on the Formatting toolbar, which switches on or off the Animation Effects toolbar. However, this toolbar shows only the first eight preset effects. Animate Title, Animate Slide Text, Animation Order, Custom Animation, and Animation Preview are extra tools.)
- * Only the animation effects available for the selected object are shown. The text-only animation effects—Laser Text, Typewriter Text, Reverse Text Order, and Drop-In Text—are available only if you have selected a text object.
- * Some of these animation effects also have an accompanying sound: For example, the Typewriter effect also sounds like someone typing. (Removing sound from the slide is covered in the following section on customizing your animation.)
- * You can use animation effects to bring ordinary clip art to life. Suppose you've inserted an image of a car. If you select it, choose Slide Show-Preset Animation-Drive-In. When you preview the slide in Slide Show view, the car will appear to drive onto the screen and screech to a halt.

Previewing your effects

You have several ways to preview your animation effect. On the Animation Effects toolbar is an Animation Preview tool. This puts a miniature preview window on the screen and shows a brief sample of the animation—for example, you don't hear the complete sound. The best way to preview your animation is to go to the Slide Show view. This shows the slide in full with all the sounds and movements. To return from Slide Show view, press Esc.

Creating Customized Animation Effects

You can control the way your slide is animated in many ways. You can choose the sequence in which things happen on the screen, and which elements have sounds attached to them. You can control the sequence in which the elements appear. You can decide how a multilevel bulleted list is displayed and whether lines of text must be faded once a new line appears. Use your imagination to make good use of animation effects.

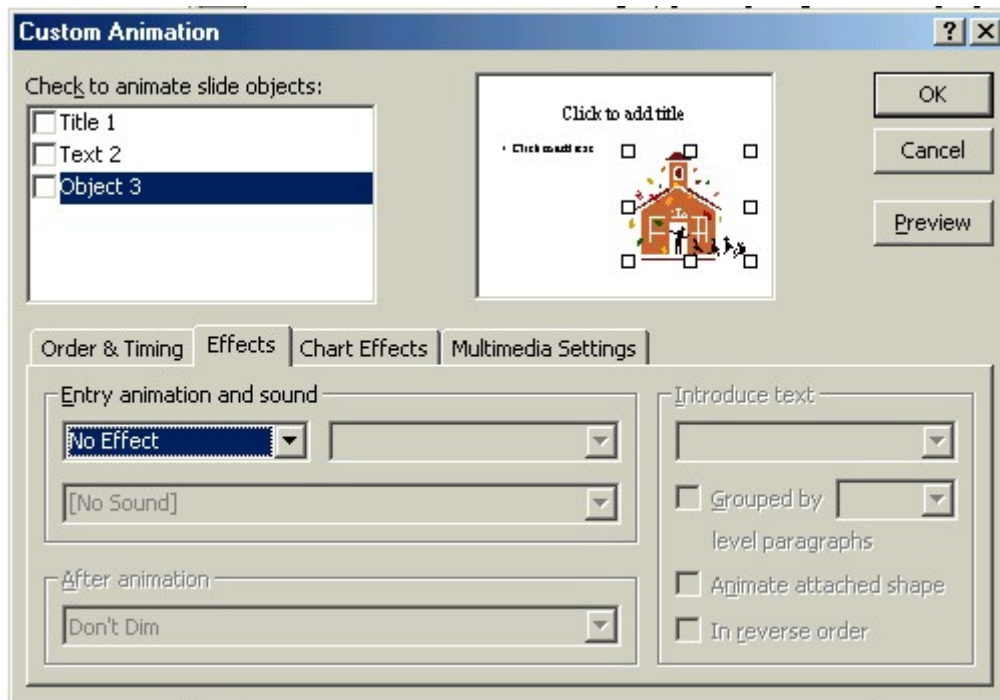
Here are a couple of sample ideas:

* On the first slide in your show, have a video playing repeatedly while a CD provides appropriate background music. When your audience is settled and you are ready to start, press Enter to move onto the first slide of your presentation.

* Introduce a new product with an image coming onto the screen with a drum roll.

To create customized animations it is best to be in Normal view, and then follow these steps:

1. First, design your slide with all the elements on it that you want to use.
2. Once you're happy with your slide, choose Slide Show-Custom Animation or click the Custom Animation tool on the Animation Effects toolbar. This opens the Custom Animation dialog box (see Figure 24-8).



3. There are four tabs: Order & Timing, Effects, Chart Effects, and Multimedia Settings. The top section lists the elements on your slide that are available for animation. Each one to be animated should have a tick in its box. Here's how to use those tabs:

- **Order and Timing.** This tab controls the order in which the objects come onto the screen. To change the animation sequence, click on the element and then on the up or down arrow to move it higher or lower in the sequence. You can also decide whether the animation starts when the mouse is clicked or automatically after a certain time. If you want it to happen immediately, choose automatically, but leave the time as 00:00.

- **Effects.** The Effects tab of the Custom Animation dialog box (see Figure 24-9) is in three sections. The first section covers how the object comes onto the screen—the effect it uses, the direction it comes from, and the sound that plays. Below it are options covering what happens after the animation. You may like the object to fade to a color (this won't work with all objects—video, for example). This feature is often used with bulleted lists where previous bullets are faded to a softer color. The object can also disappear after the animation or be hidden by a mouse-click. The other half of the dialog box covers how text is animated. The text can come onto the screen all at once, by letter, or by word. This section is also used to specify how to bring bulleted lists onto the

screen. Where there are several levels of bullets, i.e., bullets with additional points under them, a whole group can come in at once: select Grouped By and choose the level. Alternatively, the individual bullets can come onto the screen one at a time: simply unclick the Grouped By option. (Note that the Preview button does not show this effect accurately.) Bullets can also come onto the screen in reverse order.

• **Chart Effects**. You can also make charts more effective with animation, using the controls in the Chart Effects tab of the Custom Animation dialog box. For example, you could have the bars of a bar graph appear one at a time, giving you time to explain the details of each bar, and choose whether the bars appear by series or by category. The first section of this tab is used to specify which parts of the chart should be animated. Your options are: all at once, by series or category, by element in series, or by element in category. In addition, you can choose to animate the grid and legend. The rest of the dialog box is identical to the Effects tab.

• **Multimedia Settings**. The last tab of the Custom Animation dialog box is called Multimedia Settings . This is only active when a sound or video clip is selected under the Order and Timing tab. The Multimedia Settings tab controls how sound and video clips are played. Use Multimedia Settings to specify how an object should be played. For example, you can choose to have a video and a CD soundtrack play simultaneously.

The More Options button offers the option of replaying a video in a loop, over and over again until stopped. You may have difficulty stopping a slide with a looping video on it using a mouse-click—it may just pause the video. If so, use the Enter key or the PgDn key to move to the next slide.

4. When you have finished with the Custom Animation dialog box, go to the Slide Show view to see how your slide works. It may take a few attempts to achieve the effect you originally imagined. There is a Preview button on the dialog box, but I find it more effective to go to the Slide Show and play the slide. The preview shows only a fraction of what is happening.

To add an action button to your slide:

1. Make sure you are in Normal view.
2. Choose Slide Show-Action buttons or click the AutoShapes tool on the Drawing toolbar and choose Action buttons. A set of Action buttons is displayed.
3. Click the Action button of your choice.
4. Click on the slide where you would like to place the button. The Action Settings dialog box appears .
5. Decide whether you want the action to be taken when you click on the button or when the cursor moves over the button. Click on the relevant tab: Mouse Click or Mouse Over. It is far safer to take an action by clicking on the button, as it is easy to move your mouse over a button by mistake!
6. Select what is to happen when you click on the Action button:
 - Hyperlink to. This allows you to go to a specific slide in the current slide show, e.g., first, last; to go to another slide show, run it, and return to the same place or run it and continue; to go to an URL (an Internet address); or to go to any other file.
 - Run program. Choose Browse to locate the program.
 - Run macro. This is not available from Action buttons.
 - Object action. This is not available from Action buttons.
7. You can also have a sound played when you click on an Action button by selecting Play Sound. Select the sound you want to be played from the drop down list.
8. If you select Highlight Click, then when you click on the button in the slide show, the button is highlighted for a moment, to acknowledge you have clicked on it. This is only available for certain objects.
9. To test your Action button, click OK on the dialog box and run the Slide Show Click the Action button and check what happens.

Creating a sample Action

Suppose you want to place a button on a slide that restarts the slide show by going to the first slide:

1. Go to the slide on which you want to put the Action button and make sure you are in Normal view.
2. Click the AutoShapes tool and select the Action buttons.
3. Click the Action Button: Beginning tool and then click on your slide to place it where you would like it.
4. Select First Slide from the Hyperlink to drop-down list.

5. Click Play Sound and select a sound from the drop-down list.
6. Click OK to close the dialog box.
7. Test the action button by clicking the Slide Show View tool. You should see your Action button on the screen. Click it, and you should see the Action button change color, hear the sound you selected, and be taken to the first slide in your presentation.

Action settings

If you do not use one of the built-in Action buttons, you can use other objects to link to actions. You could use some text, a video clip, a sound, an AutoShape, a macro button, etc. The dialog box is the same as the one for Action buttons, but some extra features are available, depending on which type of object you selected.

To create an action based on an object:

1. Place your object on the slide—a text box, an AutoShape, an image, a sound, a video, or a macro button—and select it. It should have white handles around it.
2. Choose Slide Show-Action Settings to open the Action Settings dialog box.
3. Decide whether you want the action to be taken by moving the mouse over the object or by clicking on the object (preferred) and select the appropriate tab.
4. Choose whether you want to create a Hyperlink, run a program, run a macro, or take an object action. If you have a sound or video clip selected, you can select Object Action and choose Play. This means that when you run the slide show and click on the video or sound clip, the video or sound starts.

Writing on slides (Annotations)

During a slide show you may want to write on the slide or circle an important item.

To do this, right-click on the slide while running the slide show, to call up the shortcut menu. Select Pointer Options-Pen or press Ctrl+P. The cursor shape changes to a pen. Drag the mouse on the screen to draw. You can hold down the Shift key while drawing to keep your lines horizontal or vertical. You can also move the mouse around until you see a button at the bottom, left corner of the screen and click the button to view the shortcut menu. The following list covers some additional features:

- * To choose a different pen color, right-click and choose Pointer Options-Pen Color from the shortcut menu.
- * The highlighting is temporary and disappears when you move on to the next slide. To erase it while it is on the screen, press E or right-click and choose Screen-Erase Pen.
- * To continue with the slide show, right-click and choose Pointer Options-Automatic. When you choose Automatic, the pointer automatically disappears if it is not used for 15 seconds. You can also press Ctrl+A to change the pointer back into an arrow.

Summary slides

A summary slide takes the titles of selected slides and puts them on one slide. This is useful for producing an introductory slide to tell the audience what subjects you'll be covering, or a closing slide to reinforce your main points. Select the slides in Slide Sorter view by holding down the Ctrl key and clicking on each slide in turn. Click the Summary Slide tool on the Slide Sorter toolbar to insert a new slide with the title Summary Slide. The titles of each of the selected slides are listed as bullets.

Rearranging the slide show

Click the Slide Sorter View tool, which is at the bottom of your window at the left, or choose View-Slide Sorter
In this view, you can drag the slides from one position to another to change the sequence in which they will appear. Use the Zoom tool on the Standard toolbar to see more or fewer slides on the screen. To delete a slide, click on it and press Delete. There is no prompt to ask if you are sure, so be careful when deleting slides. If you make a mistake, click the Undo tool to get it back immediately.

Playing the Slide Show

To play your slide show, simply click the Slide Show tool at the bottom left of your screen. This will run the slide show, allowing you to move from slide to slide manually. Following are alternative methods to run the show:

- * Choose View-Slide Show
- * Choose Slide Show-View Show
- * Press F5

Moving between slides

To go to the first slide press Home. To go to the last slide press End. To end the slide show before it is finished, press Esc. To see a list of the controls you can use in a presentation, press F1 during the slide show.

Using Recorded Narration

You can record narrations to accompany a self-running slide show. Narrations are also useful to store the verbal part of your presentation so that you can put the whole presentation on the Web, or to make the presentation available to someone who was not able to attend, or to simply store your presentation complete with the speech. You can also use the feature to store comments made during a presentation. You'll need a microphone and sound card to create a narration, and anyone who wants to hear it must also have a sound card in his or her computer. The quality of the speech will vary from system to system. You can record your narration at various levels of quality; the higher the quality, the more disk space it will require.

A noisy room may ruin a recording. And narrations are not good for people who are hard of hearing.

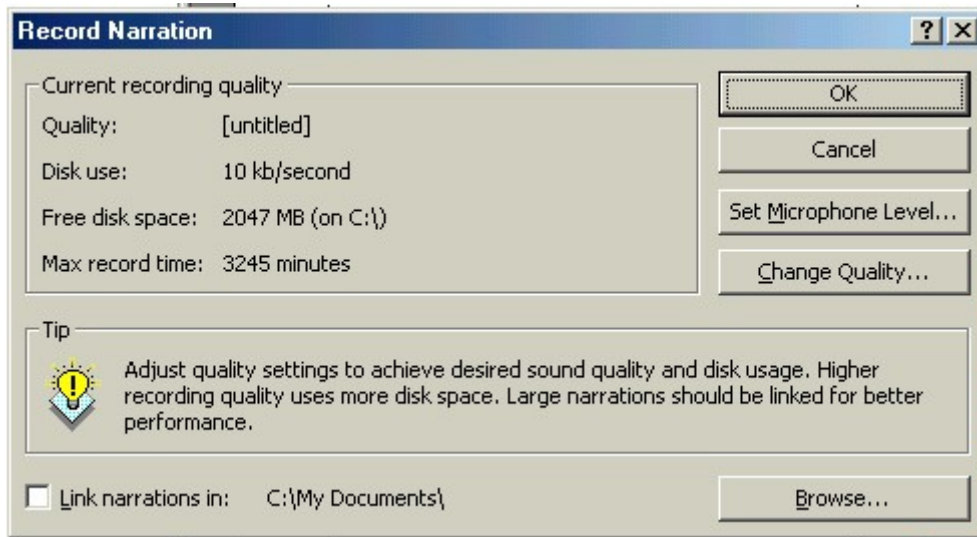
An alternative to recording sound is to use speaker notes to type the speech. It uses far less space and avoids the hardware and sound quality problems

You can record the narration before or during the presentation, and you can record the narration for the entire show, or for individual slides. The narration will take precedence over all other sounds attached to a slide, so only the narration will be played. When you record a narration, a sound icon appears on each slide (in views other than Slide Show view).

When you play the slide show, you can choose to run it with or without the narration. Choose Slide Show-Set Up Show and select Show Without Narration if you don't want the narration to play.

Recording a narration

To record a narration, choose Slide Show-Record Narration. The Record Narration dialog box appears



The Record Narration dialog box gives you an idea of how much space you will use on your disk. Choose Change Quality to change how much space is needed.

- * Notice the figures regarding disk use and maximum record time. You probably don't want to fill your hard disk with a sound file.
- * Choose Set Microphone Level to ensure the volume is appropriate.
- * Choose Change Quality and find an appropriate combination of Format and Attributes. Choose the best quality you can use with the disk space you have available. The preset qualities are CD quality, radio quality, and telephone quality. You can save a new combination of Format and Attributes under another name.
- * If you are recording a large narration, choose Link narrations in and select an appropriate folder. The default folder for linked narrations is the same folder as your presentation. When you link narrations, the narrations are stored in a separate file with the name: presentation name narration slide number.wav. If you don't link narrations, the audio is stored within the presentation file.

* Click OK and you will be prompted, “You can start recording narration on any slide. Do you want to start recording at the Current Slide/First Slide?” Make your selection for starting the slide show and record the narrations by speaking into the microphone.

* To pause recording narrations, right-click and select Pause Recording from the shortcut menu.

To resume recording, right-click and select Resume Recording from the shortcut menu.

* At the end of the show, or when you stop the show, you will be prompted, “The narrations have been saved with each slide. Do you want to save the slide timings also? Yes/No.” Select Yes so that the person playing back the slide show will automatically move from one slide to the next after the same length of time.

* When a narration is saved, a sound icon is placed in the lower right corner of each slide. This icon does not show up in Slide Show view.

*To remove a narration from a slide, click on the sound icon to select it and press Delete.

Rerecording narrations

To rerecord narrations, select the slide and choose Slide Show-Record Narration and click OK. Record your new narration and press Esc when you want to stop. Be careful which slide you stop on. Go on to the slide after the one you want to stop on. For example, if you want to stop on slide 8, then go to slide 9 to stop— otherwise, the new recording will not be saved to slide 8.

Using Pack and Go Wizard

Many people create their presentations on one computer, but want to run the slide show on another computer. The presentation computer might not even have PowerPoint loaded and the screen may be a different type and have projection equipment linked to it. Pack and Go Wizard puts all the files you need onto a disk(s) and compresses them. You can take the presentation to another computer and load the slide show onto the hard disk. It is automatically decompressed at the same time. When you want to run the slide show, you can use the PowerPoint Viewer, which is covered in the next section of this chapter, or you can run the slide show from PowerPoint, if it is installed.

To run Pack and Go Wizard:

1. Choose File-Pack and Go. The first of six dialog boxes appears. See Figure 25-9. Click Next.
2. You can select the currently active presentation and you can also browse to find other presentations. Click Next.
3. Select the floppy drive (A:) unless you want to send the presentation to another destination. Click Next.

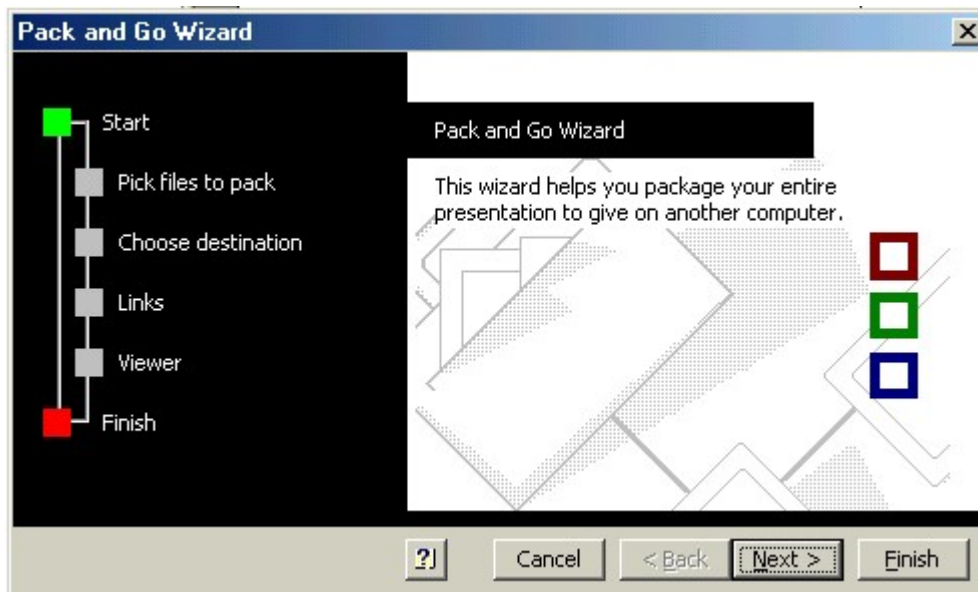


Figure 25-9 The first of the Pack and Go Wizard dialog box

4. Select Include Linked Files and Embed TrueType Fonts to make sure all files and fonts are included. Click Next.

5. If you are going to run your slide show on a computer that does not have PowerPoint included, you can include PowerPoint Viewer with the presentation. To do so, select Viewer for Windows 95 or NT. Click Next.

6. The final dialog box confirms your options, states that it will compress the presentation, and will call for more than one floppy if required. Click Finish. Here are some additional guidelines:

- * Your slide show and the PowerPoint Viewer, if requested, will be saved on your floppy disk. If more than one disk is required, you will be prompted.

- * To run your presentation on another computer, put the floppy in the drive and open Windows Explorer. Browse to the floppy drive and run PNGsetup. Select a folder on the computer where you would like to put the presentation. The files will be expanded and copied onto the computer.

- * When the copying is complete, you can run the slide show either using PowerPoint or the PowerPoint Viewer.

Using the PowerPoint Viewer

The PowerPoint Viewer is provided with PowerPoint as a separate program. If you want to present a slide show on a computer that does not have PowerPoint installed, you can use the viewer instead. To take a presentation to another computer that does not have PowerPoint installed, you will need to include the PowerPoint Viewer when using the Pack and Go wizard for your slide show. The viewer can also be downloaded from the Microsoft Web site at www.microsoft.com. You are allowed to copy and distribute it freely. To install the PowerPoint Viewer from a floppy disk containing a packed presentation, insert the disk in the drive. Choose Start-Run. Browse to the A: drive and run the program called Setup. Select a folder for the viewer.

When you run the viewer, it lets you browse for a presentation. Click Open to run the slide show. Right-click on any slide to bring up the pop-up menu, which offers you a number of options regarding the way the show is presented.

Creating an Organization Chart

PowerPoint's organization chart feature takes the agony out of trying to draw these charts, by making it easy to add and remove people without having to totally redraw the chart

1. Start a new presentation by clicking the New tool on the Standard toolbar. This creates a new, blank presentation.
2. Choose the Auto Layout called Organization Chart.
3. Click on the Title placeholder and type Organization name.
4. Double-click on the Organization Chart area. This takes you into Microsoft Organization Chart (see Figure 26-3).

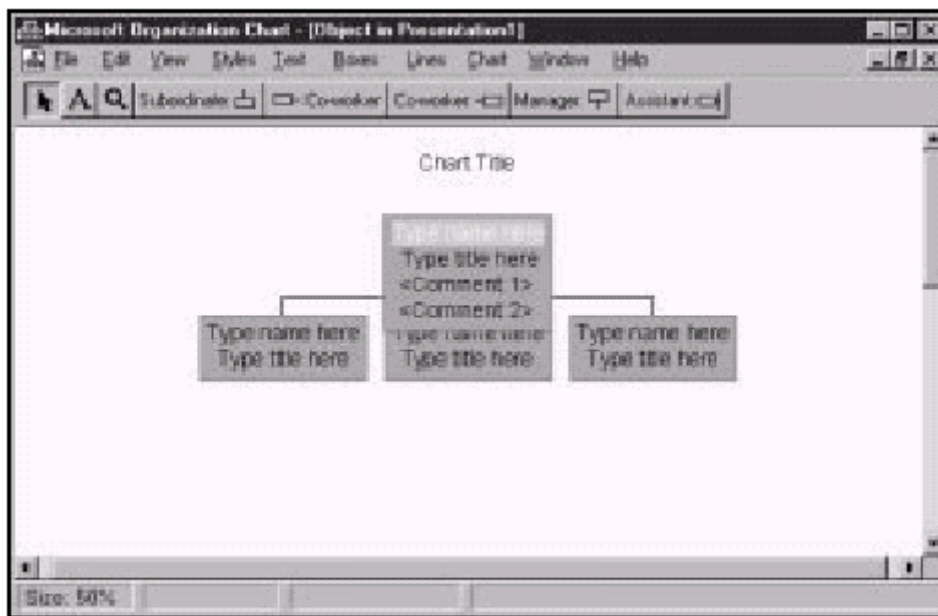


Figure 26-3: Microsoft Organization Chart is a separate program. You must update your chart and exit before returning to PowerPoint.

5. In the top box of the chart, type Rob Jones. Press Enter. Type Division Captain on the second line of the box. Press Enter, Tab, or the down arrow key to move from line to line in this box.
6. Click on the first box of the second row. Type the following names and titles in the boxes on the second row:
John Simpson, SO/MT
Gail Williams, SO/CS
Dave Steel, SO/CM

7. You are now going to add three subordinates in the SO/CM department. Click the Subordinate tool on the toolbar and click on Dave Steel. Repeat this two more times so there are three people under Dave Steel. Type the following information in the boxes:

Mary Phillips, Eastern

Mike Jacobs, Western

Jane Brown, Southern

8. You can now add two subordinates under the SO/CS. Click the Subordinate tool and click on Gail Williams. Repeat this again and fill in the following information:

Christine Grant, ADSO/Eastern

Peter Davis, ADSO/Western

9. Finally, add a Vice Captain to the Division Captain. Click the Assistant tool on the toolbar and click on Rob Jones. Type the following in the new box:

Isabel Kent, PA

10. To insert the chart into PowerPoint, choose File-Update <Presentation> and then File-Exit and Return to <Presentation>.

11. To make your chart larger and more readable, drag the corner handles of the chart area outward.

12. Choose File - Save and name your presentation.