

Microsoft® PowerPoint 2007

Intermediate

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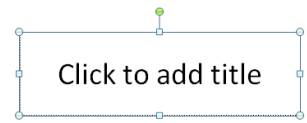
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Lesson 1: Altering the look of text boxes

Changing the shape of an existing text box

You can also change the shape of the text boxes if desired. Click on the edge of the relevant shape so that it has “handles” around it as shown right



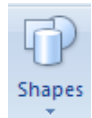
Click the **Drawing tools** **Format** tab, and click  in the **Insert shapes** group.

Click  **Change Shape** to see a submenu of shapes. Click to select a shape.

You must also change the text box so it so that it has a border colour. (see **Changing the border colour** below)

Inserting new Text boxes with different shapes

Click the **Insert** tab, click the **Shapes** icon (shown right) and click the desired shape.



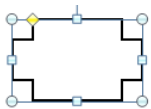
Now move your cursor onto the slide and click where you wish the top left corner of the shape to be, hold the left mouse button down and drag to the bottom right corner of the shape. Release the mouse button. You can now enter text. A text box inserted in this way will automatically have a border and a fill colour.

Don't forget to make sure that the AutoShape has a line around it.

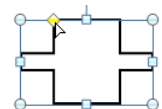
Note: If you add text into a **new** Text box that text will not be shown in the **Outline**. Only text in the standard Text box is included in the Outline.

Changing the shape of the shape!

Many shapes will have a small diamond somewhere on the edge when selected (some shapes have more than one!). Click and drag on the triangle to alter the shape.



e.g. in the example shown left we can drag the diamond to the right to change the size of the central box area.



Changing the border colour


Select the shape, click the Drawing tools **Format** tab - you see  **Shape Outline** ▾

Click  to use the colour shown under the pencil, or click **Shape Outline** ▾ to choose another colour


Note that you can also use  **Shape Effects** ▾ to alter the appearance of the text box.

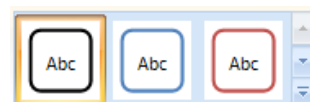
Changing the fill colour

Select the shape, click the **Drawing tools** **Format** tab and you see  **Shape Fill** ▾

Click  to use the colour shown under the paint pot, or click **Shape Fill** ▾ to choose another colour.

Using the shape style Gallery

Select the shape, click the **Drawing tools** **Format** tab and in the **shape tools** group view the area shown right. Click  to see more options.



Changing the default border, fill colour and effect

Select an existing textbox and change the outline and fill to those you want to use as defaults.

Right click the text box and select **Set as Default Shape**. Any future text boxes (of any shape) will have the border and fill that you defined

Lesson 2: Working with Themes

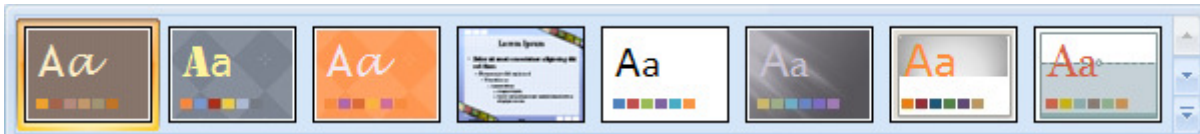
What is a Theme?

A theme is a general look, incorporating text colour, background etc, and also layouts for different kinds of slides

Applying a theme

To all slides

Click the **Design** tab, and look at the Theme gallery. Click  to see more themes.



Rest your cursor over a theme and your slides will temporarily change to give you a preview of what that theme will look like. Click when you are ready to apply a theme.

The theme is applied to all slides in the presentation by default

To selected slides

Select the slides and right click the desired theme. Click [Apply to Selected Slides](#)

Changing the theme for all slides based on a theme

If you have formatted several slides using a theme and you wish to change the theme for those slides, first select one of the slides, then right click the desired theme and select [Apply to Matching Slides](#)

Changing the default theme

If you want all new presentations to use a theme, right click the desired theme and click [Set as Default Theme](#)

Lesson 3: Working with Theme colours

What are theme colours?


Theme colours consist of a basis palette of eight colours. Each of the eight defines the colour of one item. E.g. background, text, accents, and hyperlinks. You choose an appearance of the slides with a theme, but you can vary the look of the theme by changing the theme colours. It is possible to apply one set of theme colours to one slide and another to a different slide.

Applying a different theme colour set

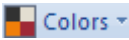

To all slides

Rest over a colour set to see a preview of how it affects your slides. Click the desired colour set to apply it to all slides

To selected slides

Select the slide, or slides. Click the **Design** tab and click . Right click the desired colour set and click [Apply to Selected Slides](#)

Creating a new colour set

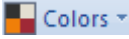
Click the **Design** tab and click . Click [Create New Theme Colors...](#). You can then click  for each option to change the colour.

Click in the **Name** box and enter a name for your colour set e.g. **Name:**

The new colour set will show at the top of the list of theme colours, under **Custom**

Deleting a theme colour set

You can only delete the theme colour sets in the **Custom** group.


Click the **Design** tab and click . Right click the theme colour set you want to delete and click [Delete...](#)

Lesson 4: Changing the Slide Background – Solid Fill

The slid fill option will give a background of a single even colour.

To change the background for all slides change to **View the Slide Master**, otherwise select the relevant slide or slides.


Click the **Design** tab and click  to the right of the **Background** group title.

Click the  at the right of the box underneath
Background fill

(Note – depending on the theme used these will affect all or part of the slide)

Click  **Solid fill**

Colour

Click  to select the colour. Note that you can choose from Theme colours or standard colours, but if none of these show the colour you want you can click [More Colors...](#) to see a full spectrum of colours. If even this is not enough for you, click the **Custom** tab to create your own colour.

Transparency

You can also alter the transparency to change the solidity of the colour.

Transparency:  **0%**

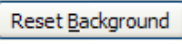
The background will change immediately as you alter this, so you can see how it looks. 0% means that the picture will be full colour and strong. 100% will probably meant that the picture is so faint that it is invisible, or nearly so.

Hide background graphics

If the slide master has objects that you have put there, e.g. a logo that appears on every slide, you can choose not to show that object on a slide, maybe because you want to use that space on this slide. Click to select **Hide background graphics**

Note this will not affect items which are part of a theme.

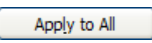
Reset Background

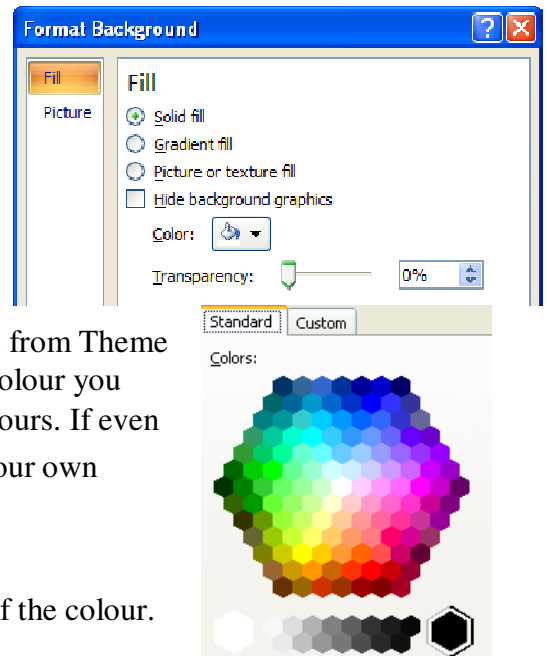
Click  to set the background back to that defined by the theme you chose for the slide

Close the dialogue box

Click  to apply the changes you have made to the selected slide(s)

Apply to All


Click  to apply the changes you have made to all slides in the presentation



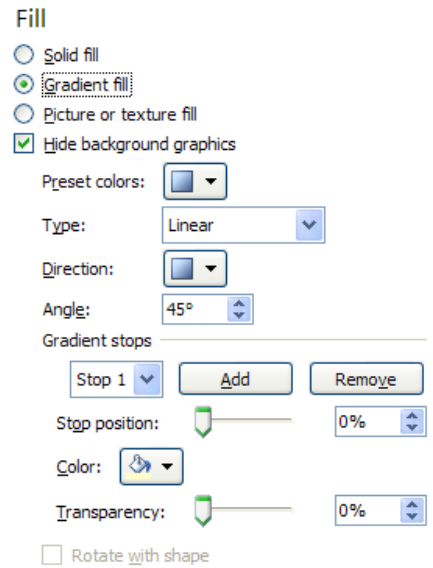
Lesson 5: Changing the Slide Background – Gradient Fill

This allows you to set up shading across the background using up to 10 colours.


To change the background for all slides change to **View the Slide Master**, otherwise select the relevant slide or slides

Click the **Design** tab and click  to the right of the **Background** group title.

Click to select  Gradient fill



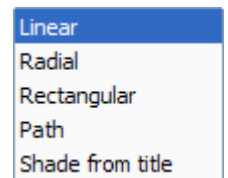
Preset Colours

Click  to select from preset shading options. You can alter these using the options below if you choose to do so.

Type

Use this to change the type of the shading changes.

- Linear* there are straight lines of shading across the slide
- Radial* the shading areas are curves rather than straight lines
- Rectangular* the shading areas are L shaped
- Path* the shaded areas form a square
- Shade from title* the shaded areas form a square, with the centre colour around the title text box



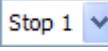
Direction

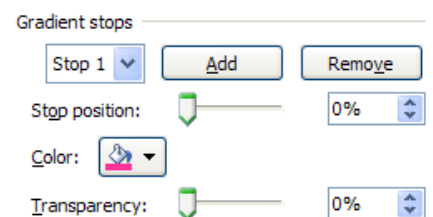
This only applies to *Linear*, *Radial* and *Rectangular*, and allows you to alter which side the colouring starts from, and which direction the shading goes across the slide

Angle

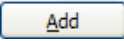
This applies only to *Linear* and allows you to define the angle at which the lines cross the slide

Gradient Stops

The gradient stops define the start, end or middle of a colour in the shading. Select the stop from the  box, and then make the necessary changes for that stop. The options below must be set for each Stop



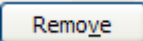
Add

Click  to add a new stop. This has the effect of copying the currently selected stop details to a new stop following that one. i.e. you will have two identical stops following one another.

You can have up to 10 stops

The options below must be set for each Stop

Remove


Click  to delete the currently selected stop

Stop Position


This defines the point at which the colour chosen begins to shade into the next colour. You can either use the slide, or type in a percentage.  

The further apart stops are the more gradual the shading is. The first stop (Stop 1) will always be at 0% and the last at 100%. There is no real hard and fast rules as to precisely what happens with the stops in between, you may have to play with the percentages to get the effect you require.

Colour



Use the **Color:**  to select the colour for the defined stop. Note that you can use *more colours* as before.

Transparency

Either use the slide, or type a number in. **Transparency:** 

A transparency of 0 will show the colour at its full strength, while 100 will not show the colour at all. You can use this to lighten the effect of a colour


Notes:

1. The **Rotate with shape** option is greyed out because it is only relevant when you apply background gradients to a shape. (select the shape and on the **Drawing tools, Format** tab click , , **Gradient**, **More Gradients...**, **Gradient fill**)
2. If you have created a gradient that will be the default gradient until you close and reopen PowerPoint. (The standard default is a 3 stop gradient based on Accent 1 of the Theme colour set)

Lesson 6: Changing the Slide Background – Picture

Picture or texture fill

Texture

Choose background textures from **Texture:** 

Picture

You can use a picture, photo etc as a background by selecting it using **File...**. You can also find a picture you like, select it and copy it to the clipboard, and then click **Clipboard** to paste it as a background. Use a Clip Art by clicking **Clip Art...**

Tiling

Selecting **Tile picture as texture** will repeat the picture you chose in small tiles over the slide.

If not selected there will be one picture, or one piece of texture, filling the screen.

If you chose to tile you can change the options below.

Offset

Offset refers to the positioning of the picture, or tiles, on the slide. The offsets allow you to position the picture on the slide.

Offset X deals with the position from the left, while Offset Y deals with the position from the Top.

In the examples shown right, Durers hands have been tiled on the screen. On the left the offsets are 0, on the right the Offset Y has been altered to -124 points – to take it up so the bottom of the picture is shown

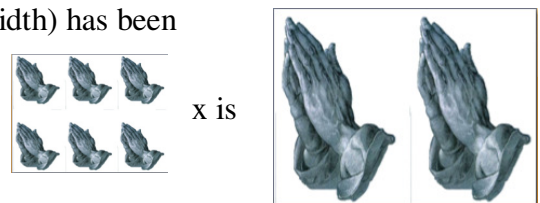


Scale

Use this to change the size of the picture. Scale X refers to the width and scale Y the height.

In the example shown right the Durer hands Scale X (the width) has been scaled to 77% so that two full sets of hands appear

You can scale both X and Y to fit more repeats, e.g. Scale now 50% and Scale Y 47%

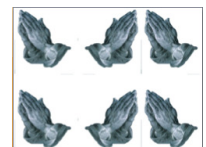


Alignment

You can use alignment to position the picture on the slide

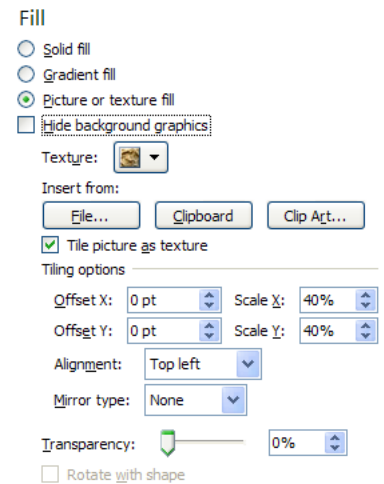
Mirror Type

This will turn alternate pictures horizontally, vertically or both. The example shown right is set to **horizontal**



Transparency

This allows the “fading” of pictures so that writing place over the top can show up well. 0% transparency shows the picture at full strength, while 100% is complete transparency, i.e. you will probably not see the picture at all. In the example shown right the transparency is 75%



NOTE: The **rotate with shape** option is only available when you are applying the background to a shape – do this by first selecting the shape, then from the **Drawing Tools, Format** ribbon click **Shape Fill**, click **Texture** and **More Textures** to see these same options.

Lesson 7: **Create a new presentation from an existing one**

Why would I want to do this?

There are two main reasons:

1. You may want to give a previous presentation again, but with changes, while keeping the original untouched.
2. You may have created a presentation which uses the Company colours, has the logo on it etc etc. The next time you create a presentation it would be nice not to have to do all that work again! Creating a new presentation from an existing one allows you to use the existing layout in your new presentation. In this case you would want to delete the original slides

Creating the presentation

Click  and  **New** (or click  from the Quick Access toolbar)

Click **New from existing...**

Find and click the required presentation and click .

A new file is created, containing all the content from the existing file.

Once you have made any necessary changes you can save the file, which will require a new name.

Lesson 8: Setting up Custom Shows

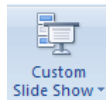
What is this about?

You may have a long presentation, say for a half hour talk, and then be asked to give a 10 minute talk on the same subject. It is quite possible that you can use a selection of slides from the long talk to create the shorter talk. Rather than create a new presentation you can create a Custom Show within the file for the larger talk, which selects those few slides, in the order you define. You can then choose to show just the Custom Show. You can create many different Custom Shows in one file – and you can connect them together using an index slide as will be demonstrated in Lesson 10:

Creating a Custom Show

Create all the necessary slides first.

Click the **Slide Show** tab and click the **Custom Slide Show** icon (shown right)

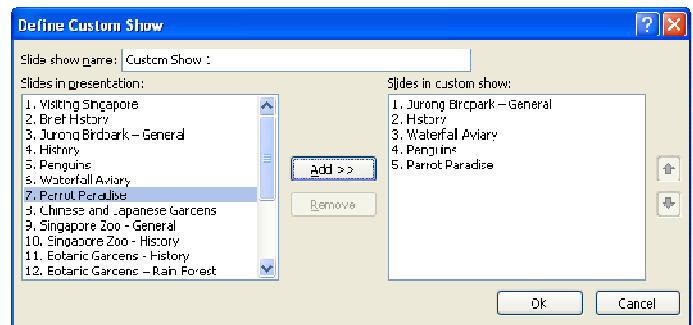


Click **Custom Shows...** and click **New...**

Type a name for the Custom Show in the **Slide show name** box

Click on each slide which you want in that particular show and click **Add**. (You can hold down the **Ctrl** key as you click to select several slides at once)

The slides contained in the show will be listed in the box on the right.



If you add a slide by mistake click on it in the box on the right and click **Remove**.

Once all the required slides are shown click **OK**

Note: Make sure that the slides are shown in the order in which you want them to appear. If you have added them in the wrong order you can click a slide in the **Slides in custom show** box and click to move it up the list or to move it down

Presenting a Custom Show

There are two ways to view a Custom Show.

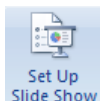
Viewing a Custom Show quickly

Click the **Slide Show** tab and click the **Custom Slide Show** icon and click the name of the Custom Show you want to see

Setting a Custom Show as the default show

To show a specific Custom Show by default when you click the button or press **F5**

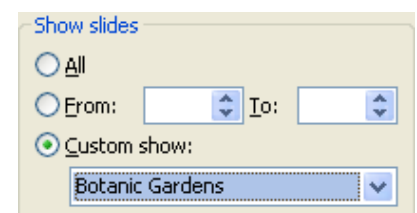
Click the **Slide Show** tab and click the **Set Up Show** icon (shown right)



In the **Show slides** section click **Custom Show** and select the name of the Custom Show

Click **OK**

After this every time you click the defined Custom Show will be shown.



Please note that if you want to view the whole slide show again you must return to **Set up Show** and select the **All** option

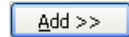
Lesson 9: Altering and Deleting Custom Shows

Adding or removing slides from a Custom Show

From the **Slide Show** ribbon, click **Custom Slide Show, Custom Shows** and click 

Adding

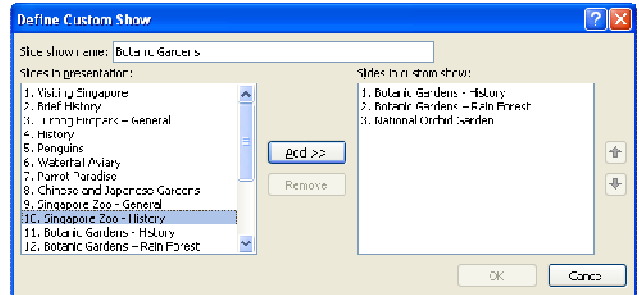
Click on a slide in the left-hand box and click



Note that the slides are always added at the end of the list.



Removing

Click on a slide in the right-hand box and click



Changing the order of slides within a Custom Show

From the **Slide Show** ribbon, click **Custom Slide Show, Custom Shows** and click 

In the right-hand box click the slide which you wish to move and click  to move it up or  to move it down.

Changing the name of a Custom Show

From the **Slide Show** ribbon, click **Custom Slide Show, Custom Shows** and click 

Edit the name in the **Slide show name** box, or simply type a new one

Creating a new Custom Show based on an existing one

If two Custom Shows are very similar it may be worth creating one, copying and then editing it.

To make a copy of a Custom Show, from the **Slide Show** ribbon, click **Custom Slide Show, Custom Shows** and click 

The new Custom Show will automatically be called **Copy of the old name**. Edit the Custom show to add, remove slides and change the name

Deleting a Custom Show

We are talking about deleting, or removing the grouping of the slides, the Custom Show, only. The slides themselves will not be deleted!

From the **Slide Show** ribbon, click **Custom Slide Show, Custom Shows**, click the name of the Custom Show and click  and click 

Lesson 10: Action settings

What is this about?

Suppose you regularly give presentations to prospective clients. The company covers several different aspects of work, and has different locations. Your presentations may cover a general introduction to the company, a review of facilities at the location the client is going to be associated with, and details of the particular work aspect in which the client is interested. You could create a presentation for the general company introduction, one for each location, and one for each different aspect of work. Then create a presentation with one slide, with links to all the presentations, and click the particular links you need in the order you want to use them.

You can also have many custom shows within one presentation, one for each subject, and then have an index slide with links to the custom shows, as shown right – where this links to Custom Shows set up for Accommodation, Gardens, Central Singapore etc.



Action settings enable you to define an action that will happen when you click a certain item on a slide, or maybe even when the mouse pointer moves over an item.

E.g. when you click **Accommodation** the Accommodation Custom Show is shown and then the presentation returns to the index slide. You could now click on **China Town** to see the China Town Custom show, and so on. Thus you have the freedom to cover things in any order. This type of action setting is called a *Hyperlink*

Other action settings you can use are playing sounds and starting another application. In this course we will cover **Hyperlink** and **Sound** actions. These two actions are not mutually exclusive, i.e. you could jump to a Custom Show and play a sound at the same time.

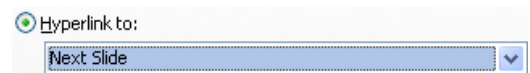
Setting up Hyperlink action settings

Highlight the text, or picture, you wish to attach an action to.



Click the **Insert** tab, then click the **Action** icon (shown right)

Click the **Hyperlink to** option and click on the down arrow on the right



You have many choices, which are detailed below. Once you have selected the option click **OK**

Next slide, Previous slide, First slide, Last slide, Last slide viewed: these will all allow you to jump to the defined slide.

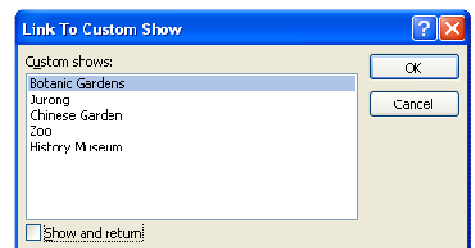
End Show: When you click the defined point the presentation will close.

Custom Show, Slide, URL (a web location), **Other PowerPoint presentation** and **Other File** all require more information as detailed below:

Custom Show

If you click this option you will be required to select the required Custom Show.

Before you click **OK** notice the **Show and return** option at the bottom of the dialogue box. This means that when the custom show ends you will return to the slide from which you started the custom show.



e.g. If you are coming from an index slide and wish to return to the index slide once the Custom Show is finished make sure you click to add a tick to this option.

If the custom show is the end of the presentation then you can leave the option un-ticked.

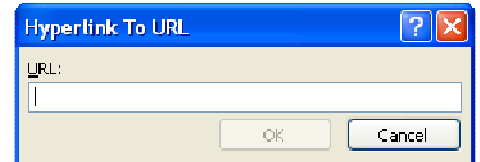
Slide

You will be required to define the slide you wish to jump to. Note that the Slide show will then carry on showing the slides following the one you have jumped to.



URL – Web Location

You must type the relevant web location (e.g. www.bbc.co.uk)



Note that your Internet Browser will be started and the address stated will be found – if you are connected!

The PowerPoint Slide show will still be open and you can change back to view the slide you left at any time

Other PowerPoint Presentation

You will be required to select the required PowerPoint presentation.

Note that once all the slides in the presentation have been shown you will automatically return to the slide in the original presentation from which you came

Other File

Again, you will be required to define the file. This could be a Microsoft Word file, a Microsoft Excel file or any other file. If it is a file from a recognised application that application will automatically be started. You could also use a .exe file to start an application (e.g. winword.exe to start Word)

Note that the PowerPoint Slide show will still be open and you can change back to view the slide you left at any time

Setting up Sound Actions

Highlight the text, or picture, you wish to attach an action to.

Click the **Insert** tab, then click the **Action** icon

Click to add a tick to **Play sound**. Click on the down arrow to select a sound and click **OK**



Make sure your speakers are plugged in, switched on and working!

Lesson 11: Adding Animation to text and objects

Animation refers to the way that items on the slides can appear, disappear or move. You can define animations for all or any items on your slide. There are several different kinds of animation.

Entrance defines when and how the item appears.

Exit defines when and how an item disappears

Emphasis allows you to define a change that occurs when it is on the screen (e.g. text grows larger)

Motion defines movement of an item on the slide. This is covered in Lesson 13:.

Explanation of "Items" on a slide

Looking at the slide on the right you can see there are various items. You may think that there are 6 items, the heading **Singapore Zoo – General**, each bullet point, and the picture. In a sense this is true, and each of those items can be brought onto the slide separately.

However, the bullet points are all contained in one box (or *place holder*) so there are some complications in the way in which these are handled.

In fact there are *three* items that you could animate: the title, the box of bullet points and the picture.



Custom animation

Click the **Animations** tab. Click **Custom Animation** and note the task pane that appears at the right of the screen.

Click the item that you want to animate (the specific anomalies of bullets are covered in the next section)

Click **Add Effect**.

You can now select **Entrance**, **Emphasis** or **Exit** and these are detailed below. Note that you can have any or all of these animations on any one item.

Click **Play** to see a preview of the animations

Entrance

Initially there is a list of basic animations to choose from, as you use animations these will change to show the most recent used. Click the animation of your choice and watch the immediate preview to see if you are happy

To select something a little more exciting click **More Effects** at the bottom of the list of animations to choose from 52 animations! Click the animation you want to watch the preview (if you do not see a preview for **More effects**, click to add a tick to **AutoPreview**). Click **OK** once you are happy with your selected animation.


The animation is now listed in the task pane. E.g 1 Title 1: Singapore – Note that there are several symbols here which tell you different things. The **1** says that this is the first animation that will occur on the slide, the mouse indicates that the animation will occur when the mouse button is clicked, the *green star* indicates it is an *Entrance* animation, **Title 1** says that it is the first *Title place holder* on the slide, and finally you can see the beginning of the text.

Note that you will also see a number appear on the slide itself (in the above case the number 1) by the side of the item to indicate the order of animation. This number will neither print nor show in the Slide Show.

Emphasis

There are several simple effects on which you can click. Again, you can click **More effects** to find more. (if you do not see a preview for **More effects**, click to add a tick to AutoPreview) The effects are very different from those under *Entrance* since with *Emphasis* the text is already on the slide. Thus the options are for increasing font size, brushing on colour etc.

Emphasis animations are indicated in several ways, including yellow stars, yellow and blue stars, **A**, **A*** and **B**.

E.g.  **A*** Title 1: Singapore This indicates that it is animation number 2 which will happen on a mouse click, it is an emphasis animation which changes the font size and affects the text contained in the first Title place holder.



Again, a number representing the animation order will appear next to the item on the slide – so you can have more than one animation order number next to the same item.



Exit

Initially there are several basic animations to choose from, which will change to reflect recent animations used. Click the animation of your choice and watch the immediate preview to see if you are happy

Click **More Effects...** at the bottom of the list of animations to choose from 52 animations. Click the animation you want and watch the preview (if you do not see a preview for **More effects**, click to add a tick to AutoPreview). Click **OK** once you are happy with your selected animation.

The animation is now listed in the task pane. E.g.   Title 1: Singapore This is animation number **3** which will occur when the mouse button is clicked, the *red star* indicates it is an *Exit* animation, **Title 1** says that it is the first Title *place holder* on the slide, and finally you can see the beginning of the text.

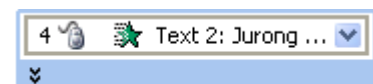
The animation order number will again appear on the slide itself beside the item.

Bullets and animations

When your cursor is in a bullet point and you add an animation that animation will be added to all the bullet points in that place holder box. However, each bullet point is given its own animation number.

If you select a single bullet point and add an animation, the animation will be applied only to that bullet point.


Animations involving bullet points are indicated in task pane by showing the first bullet point with a down arrow below it. Click the down arrow to edit bullet points individually, changing the animation, or order etc as in the next lesson



Lesson 12: **Manipulating Animations**

Change the animation used

Make sure the Custom Animation task pane is showing (**Animation** tab, **Custom Animation**)

In the task pane click the animation you want to change and click .





Make the changes you require and click **OK**

Note that when you click an animation in the task pane you will see, just below the buttons at the top of the task pane, something like **Modify: Fly In** which reminds you what animation has been used.

Change the sequence of animations

Every time you add an animation it goes to the end of the sequence. You may well wish to slot it in earlier. You may wish a certain item (for example a picture) to appear when a particular bullet point appears. To do this, animate the item and then expand the bullet points. You can then follow the process explained below to move the item into the bulleted list, just below the particular bullet you wish it to follow.

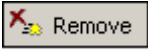
Make sure the Custom Animation task pane is showing (**Animation** tab, **Custom Animation**)

In the task pane click the animation you want to move and use the  Re-Order  buttons at the bottom of the **Custom Animation** task pane. Click  to move the item up one and  to move it down one.

Remove an animation effect

If you no longer wish to animate an item you can remove the animation – the item itself, of course, will remain on the slide.

Make sure the Custom Animation task pane is showing (**Animation** tab, **Custom Animation**)

In the task pane click the animation you want to move and click  at the top of the **Custom Animation** task pane.

Selecting more than one animation at a time

If you wish to move several animations to the same place, or you need to remove several animations you can make a selection of animations and then deal with them as a group.

Neighbouring animations

To select animations which are next to one another, click the *first* animation and then hold down the **Shift** key (on the keyboard) while you click on the *last*. This should select all the animations in between as well.

Non- neighbouring animations

If the animations are not next to one another click the first animation and then hold down the **Ctrl** key (on the keyboard) while you click the 2nd and the 3rd and so on.

Lesson 13: Motion paths

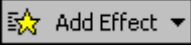
What is a motion path?

A motion path allows you to define movement of an item around the slide.

Add a pre-set motion path

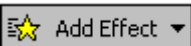
Make sure the Custom Animation task pane is showing (**Animation** tab, **Custom Animation**)

Click on the object which you wish to move.

Click  and then click **Motion paths**. Select one of the pre-set paths shown, or one from **More Motion paths**

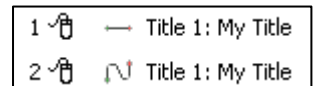
The object will follow the line shown on the slide (which will not be printed or be visible in a slide show) and will finish at the finishing point of the motion path.

Draw a Custom Motion path

Click  and then click **Motion paths**. Select **Draw Motion path** and choose *Line*, *Curve*, *Freeform* or *Scribble*. You must then draw the motion path on the slide. How you do this varies with the option you chose – details are given below.

The motion path will be shown as a dotted line with a green arrow at the start and a red arrow at the end. Both arrows point in the direction the object will follow the path.

In the Custom animation pane the motion path is shown with a symbol demonstrating the type of motion path (two examples shown right)



Line


Click and hold down the left mouse button at the point at which you want the motion to start. Drag to the point at which you want the motion to stop and release the mouse button.

Curve and Freeform

Click and release the left mouse button at the point at which you want the motion to start. Move the mouse pointer to the point at which you want to change the direction of the line and click again. Carry on clicking at every change of direction you want. Double click the last point to finish the line. The shape does not have to finish where it began.

Curve creates a curve at every change of direction, while *Freeform* creates a sharp point at each change of direction.

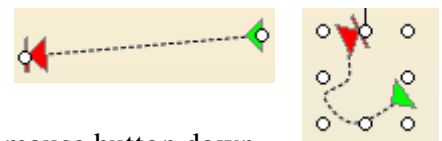
Scribble

When you choose *Scribble* the cursor changes to a pencil . Hold the left mouse button down and drag around the screen to draw the required shape. Release the mouse button to finish the line.

Change a motion path

Changing the length or direction using handles

Click to select the motion path and note that it has small white circles around it. (The white circles are called handles)



Move the mouse pointer to one of the handles, click and hold the mouse button down and drag to lengthen or shorten the path.

In the case of a line you can also drag to move the position of the end of the line.

Changing the shape of the line

Where you have a Curve, Freeform or Scribble path (i.e. anything but a straight line!) you may need to adjust the shape of the path.

Click the path to select it and then click with the right-hand mouse button (right click). Select **Edit Points**. A small black point will now be shown at each change of direction of the shape, and you can click and drag each of these points to a new position to change the line.



Click on the back ground of the slide to move the selection away from the shape and finish editing. (Remember the **Undo** option if you have made a mess!)

Motion path options

When you right click on the path you will notice that there are two other options beside **Edit Points**. These are explained below.

Reverse Path

The path will be altered so that the current start of the path becomes the new end. i.e. the object will travel along the path in the reverse direction.

Close path

You may have drawn a path that ends at a different point from where it began. (as shown left). If you select **Close path** the end of the path is joined to the start so that the object finishes where it began. (as shown right)



Lesson 14: **Altering the way animations work: Effect tab**

There are many ways in which you can adjust the animations and these depend on the animation type that you have chosen. Some of these adjustments are explained below. To change animation options, first make sure the **Custom animation** task pane is visible.

In the task pane click the animation you wish to alter. Click the down arrow ▼ to its right and click **Effect Options** and click on the **Effects** tab.

Direction (for only Entrance and Exit)

This is only available for *Entrance* and *Exit* animations on Title place holders, and on text place holders where all bullet points have the same animation.

Click the down arrow beside **Direction** to select the direction from which the item will appear when it comes onto the slide, or in the case of *Exit* the direction in which it will disappear.

Options available may be **In, Out, Up, Down, Across, From Top, From Right, From Top Right** etc, though which of these you see will depend on the particular animation you have selected, and some animations will not have the **Direction** option at all.

In and **Out** mean that the shape of the text will build up from the outside or the inside respectively

From Bottom, From Top, From Left, From Right all indicate that the text will travel across the slide in the direction indicated.

Up and **Across** apply to situations where the letters appear gradually.

Animating text (for only Entrance, Exit, Emphasis and Motion path)

Normally the text will appear on the slide *all at once* but you can also choose to have it appearing *by word* (the first word appears, then the second and so on) or *by letter* (each letter will appear separately, rather as if the text is being typed)

Note that you can also define the time between each word or letter appearing by changing the amount in % delay between letters. This example means that when one letter is 10% of the way through its animation the next letter will begin its animation. The larger the number the longer the total animation will take!

Create a smooth start and/or finish (for only Entrance, Exit and Motion path)

This is available on all Title place holders, but only on text place holders where all bullet points have the same animation and where the animation chosen is one which involves the text moving across the slide (e.g. **fly** where the text flies onto the slide to its position). It stops the entrance or exit from beginning or ending with such sharpness.


Auto reverse (for only some Emphasis and Motion path)

You can use this to immediately reverse the emphasis you selected. E.g. if you defined that the text should grow bigger and you use **auto reverse** then the text will grow bigger and then slowly decrease to its original size.

Click the **Auto reverse** button to add a tick to remove the emphasis (or remove the tick if you wish the emphasis to remain in force)

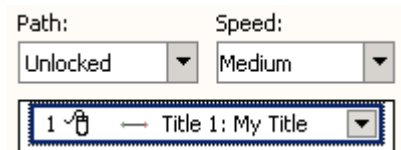
Sound (for only Entrance, Exit, Emphasis and Motion path)

You can define a sound that will occur when the animation occurs. This may be a feature which you will have to specifically install if you wish to use it.

Click the down arrow on the **Sound** option to select a sound from the list. Click  to test the sound. Click **OK** when you are happy.

Path (for only Motion path)


This option is shown at the top of the **Custom Animation** pane when you have clicked on a motion path animation. (as shown right)



Locked: If you move the object to which the path applies the path itself does not move at all.

Unlocked: When you move the object the path moves at the same time.

Lesson 15: Altering the way animations work: Text Animation tab

In the task pane click the animation you wish to alter. Click the down arrow  to its right and click **Effect Options** and click the **Text Animations** tab

Grouping text – Bullet points (Entrance, Exit, Emphasis and Motion path)

You can have more than one level of bullet point, as shown right. If you choose to animate these the first point and all its sub points will appear at once. To alter this:





In the option **Group text:**  select the **By 2nd level paragraph** (or whatever is the lowest level you wish to use!)

Click **OK** and each paragraph will then enter alone, without its sub points

Animate Attached shape (Entrance, Exit, Emphasis and Motion path)

This option will only be available for an item containing text (i.e. not a picture) which has a border or line showing around it, and behaves in a different way for Title place holders and for Bullet point place holders

(To add a border, click the shape, click **Drawing tools, Format** and click on

 **Shape Outline** .Click  to use the colour shown, or click **Shape Outline** to choose another colour)

The way this behaves is explained below for Titles and Bullet points.

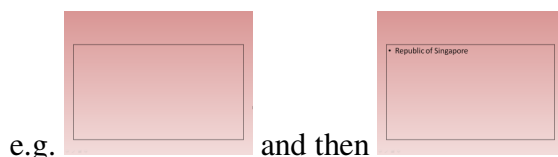
Title place holders

If the option has a tick **Animate attached shape** then the border is animated in the same way as the text inside the border. To animate only the text within the border remove the tick.

Bullet point place holders

If the option has a tick **Animate attached shape** then the border is automatically treated as a separate item, is listed as a separate item and can have its own animation.

Thus you could have the empty border appearing first followed by the text



In reverse order (Entrance, Exit, Emphasis and Motion path)

Click this to make bullet items appear last one first!

Lesson 16: **Altering the way animations work: Timing tab**

The options covered in this section are all to do with setting the animations to run for a specific length of time, or to start at a certain time (relative to other events) and are available for all types of animations.

Click the animation in the **Custom animation** pane and select **Effect Options** from the list. Click the **Timing** tab

Start

Click the down arrow beside **Start** (You can also use the **Start** option at the top of the Custom Animation pane)

On Click

This is the default situation where the animation occurs when the mouse button is clicked (or the space bar is pressed)

With Previous

Sets this animation to start at the same time as the previous animation starts

After Previous

Allows you to set a time delay after the previous animation before this one occurs (see Delay)

Delay

This works in varying ways, depending on the setting for **Start**

Start set to On Click

If **Delay** is set to **0** then the animation will start immediately the mouse button is clicked. If you wish there to be a pause after you click the mouse button and before the animation starts type a number representing the number of seconds for which you want the pause to last.

Start set to After Previous

If **Delay** is set to **0** then the animation will start immediately the previous animation has finished. If you wish there to be a pause after the previous animation has finished and before the animation starts type a number representing the number of seconds for which you want the pause to last.

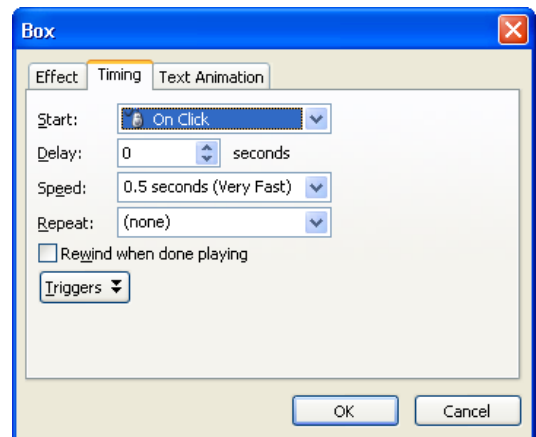
Start set to With Previous

The **Delay** option is ignored in this case since the animation starts immediately the previous animation starts

Speed

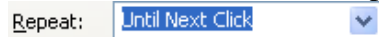
Click the down arrow beside **Speed** to choose the speed at which you would like the animation to occur.

The speed given is the time it takes from the moment the animation starts to the moment it finishes.



Repeat

You can select the number of times you wish the animation to repeat itself (2, 3, 4, 5 or 10). You can also choose to have it repeat, say, 6 times by typing **6** into the box.



If you select **Until next click** the animation will continue occurring until the mouse is clicked again

If you select **Until End of Slide** the animation will continue occurring all the time the slide is on screen.

Rewind when done playing

In the **Effect Options** dialogue box click the **Timing** tab and click the **Rewind when done playing** option.

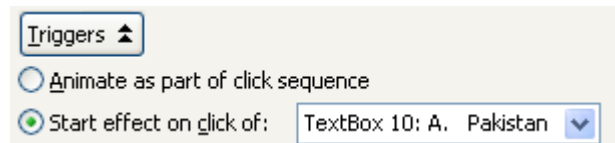
If this is ticked the text will return to its original state as soon as the animation has finished. E.g. if you defined that the text should grow bigger and you use then the text will grow bigger and then immediately go back to its original size.

This differs from **Auto Reverse** (on the **Effect** tab for emphasis) in that the return to its original size happens as a jump in size.

Triggers

A trigger is an animation option that can be set up so that the animation plays when a specified item is clicked

Click **Triggers** and options will open up as shown right. You can then define what item you wish to click to start the animation



This can be used for, say, a quiz. If the right answer is clicked you can show a text box saying it is correct, if the wrong answer is shown you can show a text box saying it is incorrect

e.g.

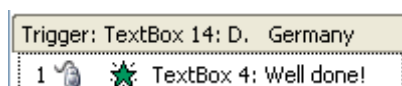
We will use the slide shown right.

Note that each answer is in its own text box, and we have a text box for the right answer, and another for the wrong answer.

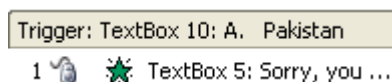
First, click the **Well Done** text box and set an *entrance* animation. Then Right click the animation in the **Custom animation** pane, and click **Timing**.

Click **Triggers** and click **Start effect on click of** and select the **Germany** text box.

The animation will now be shown as



Now click the **Sorry, you are wrong** text box and set an *entrance* animation. Go to **Timing** and click **Triggers** and **Start effect on click of** and select the **Pakistan** text box.




Repeat this for the other two wrong answers.



Lesson 17: **Advanced Time Line**

To keep tabs on how long the slide show is taking, and for how long each slide, or each bullet point, is on screen you can use the Advanced time line.

Switching the Advanced Time line on and off

Start by making the **Custom Animation** pane wider (move the mouse pointer to the left border of the pane until you see the pointer change to  and drag to the left)

In the **Custom Animation** pane click a down arrow to the right of any animation and select **Show Advanced Timeline**. When the Advanced Time Line is showing this option will read **Hide Advanced Timeline**.

At the bottom of the animation list area you will see a "ruler" appear marked in seconds



In the animation list area, as you click each animation in the list you will see a shaded block

These blocks represent the time the particular animation will take.

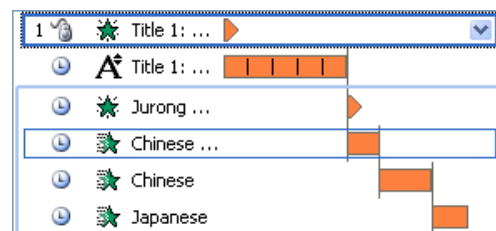


In the example shown right the animation for **Title 1** is a repeated animation, which is represented by the black lines within the block.




If you rest your mouse pointer anywhere over the block a little yellow box will appear with details of the timing of the animation e.g. Start: 2.6s, End: 5.3s

If the animations are all set as **After previous** then the shaded boxes will be shown as spread along the time line




Changing animation times

Start


To delay the start of the animation, and make the animation last for a shorter time, move the mouse pointer to the start of the block, until you see the pointer change to . You can then drag the start to the right, while a small yellow box appears to tell you what the timing you are changing to is.

If a delay exists before the start you will also be able to drag the start to the left so that the delay is less and the animation lasts longer. You will not be able to drag the start earlier unless a delay exists and you can only drag it as far as the beginning of the delay.

End

To shorten or lengthen the time the animation takes to run move the cursor to the end of the block until the cursor changes to . You can then drag to the left to shorten the animation running time, or to the right to lengthen the running time.

Delays

If you move over the block so that the mouse pointer changes to  you can drag the animation to the right without changing the amount of time it takes to run. This will create a delay before the animation.

If a delay already exists you can drag the animation to the left to decrease the delay period.

Lesson 18: Photo Albums

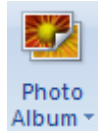
What is a Photo Album?


A photo album is a way of using a large group of pictures to create a presentation swiftly, without needing to customize each picture.

Creating a simple Photo Album

This will create a completely new presentation!

Click the **Insert** tab and click the **Photo Album** icon shown right (if you click the arrow on the bottom you will need to click **New Photo Album**)



Click  and change to view the correct drive and/or folder.

Select all the pictures you require (use the **Ctrl** key while clicking pictures in order to select more than one) and click 



Click 

This gives a presentation with one picture per slide and no text.

Adding a picture

Click the **Insert** tab, click the lower part of the **Photo Album** icon (where the down arrow is) and select **Edit Photo Album**

Click on the picture after which you wish to insert the new picture

Click , select the picture(s) and click 

The picture(s) will be *after* the selected picture. See **Moving pictures** to alter their position.



Deleting a picture

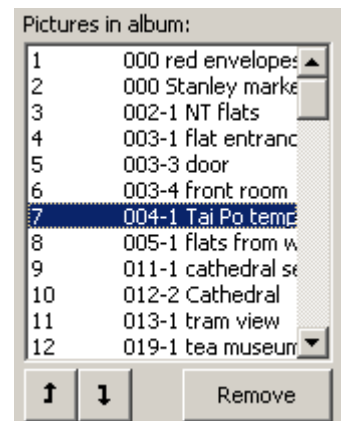
On **Insert**, click the lower part of the **Photo Album** icon and select **Edit Photo Album**

In the **Pictures in album** section in the centre of the dialogue box click on the specific picture(s) (use the **Ctrl** key to allow multiple selection) and click **Remove**

Moving pictures

On **Insert**, click the lower part of the **Photo Album** icon and select **Edit Photo Album**

In the **Pictures in album** section in the centre of the dialogue box click on the specific picture and click  to move the picture up one position and  to move down one position.

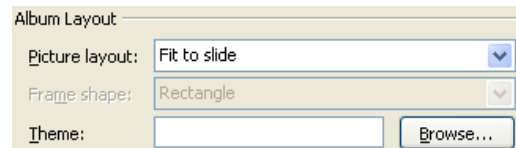


Lesson 19: **Altering the layout of Photo Albums**

Altering the number of pictures to a slide

On **Insert**, click the lower part of the **Photo Album** icon and select **Edit Photo Album**

Under the **Album Layout** section select **Picture Layout**



You can now choose to select the following:

Fit to slide

This is the default, and will make the slide as big as possible on the slide, touching at least two edges. It does not allow any text

1, 2, or 4 pictures

You can decide to have 1, 2 or 4 pictures per slide. Remember that the more pictures on a slide the smaller they are. This does not allow text as it stands, although you can use *captions* with this

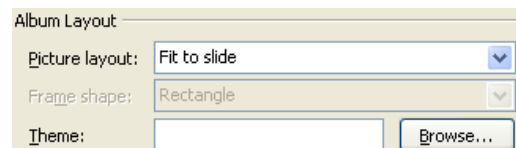
1, 2 or 4 pictures with Title

Again, you can decide to have 1, 2 or 4 pictures per slide. The pictures will be smaller than the equivalent choice in the previous option because a Title text box will be placed at the top of the slide so that you can add text into it.

Adding captions

On **Insert**, click the lower part of the **Photo Album** icon and select **Edit Photo Album**

Check in the **Album Layout** section that **Picture Layout** is set to something *other* than **Fit to slide**.



Under **Picture Options** (just above **Album Layout**)

click to add a tick to **Captions below ALL pictures**

When you return to view the slides you will see that each picture has a text box beneath it with the file name in. This can be edited as desired.

Adding/ Deleting text boxes

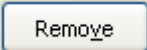
To insert a text box into which you can type a larger amount than a Title box or a caption (e.g. bullet points), (These text boxes can also be used to space the pictures)

On **Insert**, click the lower part of the **Photo Album** icon and select **Edit Photo Album**

Click the picture after which you wish to insert the text box

Click .

The text box is shown in the Picture list as if it were a picture. To delete it, click the text box and

click . You can also move it as if it were a picture.

Lesson 20: **The PowerPoint viewer**

This is a facility that allows you to show a presentation even if the computer you are showing it on does not have Microsoft PowerPoint. The necessary files come as standard with PowerPoint, and you will probably find it in c:\Program Files\Microsoft Office\Office 12. It is called pptview.exe

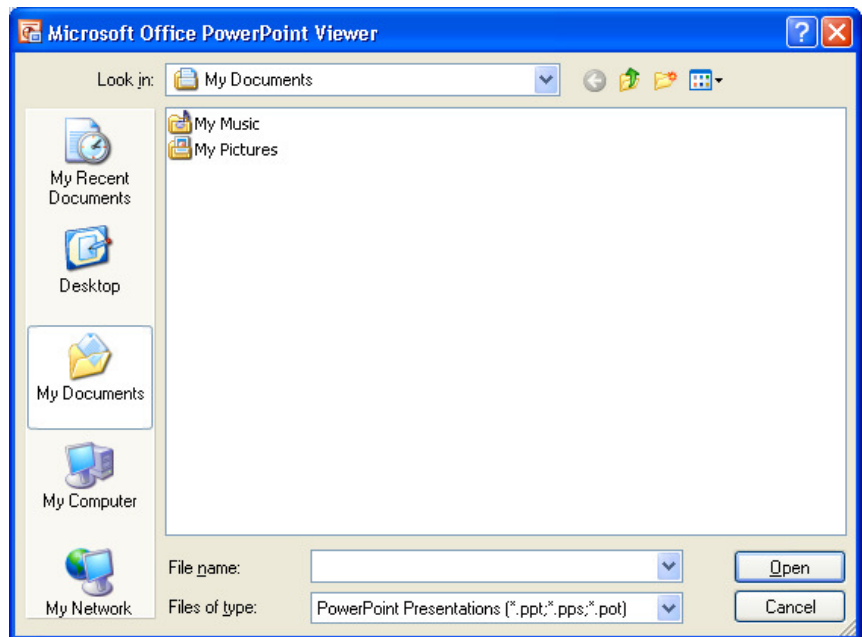
To use the viewer, find the pptview file and double click to run it

Use the **Look in** box to find the file you wish to show and the click **Open**

The presentation will immediately start in slide show mode.

You cannot use the viewer to change the presentation in any way.

The pptview file will easily fit onto a memory stick and is worth taking with you anywhere you take a presentation to show.



Lesson 21: Packaging a presentation to run on another computer

This allows you to package a large presentation,(or linked presentations, or presentations using linked sounds etc) in a way that will minimize the file size, and also ensure that linked files are not left behind. It will include PowerPoint Viewer in the package in case the computer on which you hope to run the presentation does not have Microsoft PowerPoint, or does not have the correct version of PowerPoint.

Note: You **must** have a CD writer in order to use this to copy to a CD, otherwise **Copy to Folder**.

Warning: If you use this method to write to a CD-RW with existing content that existing content will be overwritten

Packing the Presentation

Select **File, Package for CD**

Note that any files the presentation is linked to, and the PowerPoint viewer itself, will be included.

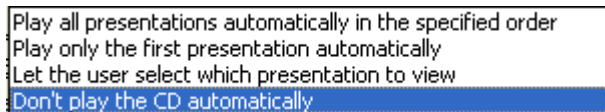
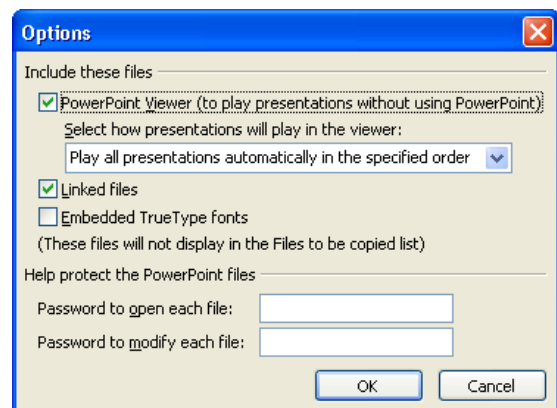


To avoid including the Power Point viewer or any other files, click the **Options** button.

You can also use this to define an order in which to play the presentations

Select how presentations will show in the viewer

By default, the CD is set up to play all presentations automatically in the order you specify (sometimes referred to as an Autorun CD), but you can change this default setting to automatically play only the first presentation, to automatically display a dialog box from which people can select the presentations they want to play, or to disable the automatic features and require people to manually start the CD



Choose from one of the four options

Linked Files

These are files which the original presentation uses, such as where you have used action settings to jump to another file, or you have linked a video or sound

Embedded True Type files

True Type fonts vary with the operating system used on the PC. If you are likely to show the presentation on a PC with a different operating system you should make sure that True Type fonts are *embedded* which means that they will be saved within the presentation (which will, of course, increase in size). If you have bought extra True Type fonts it is possible these will not be embedded because of their copyright status.

Help protect the PowerPoint files

You can also add a password to prevent unauthorized access to your presentation

Lesson 22: Transferring information between PowerPoint and Word

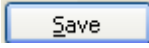
You may wish to use the PowerPoint presentation you have created as a basis for a report you will write in Word. The Slide Titles will become first level headings; first level bullet points will become second level headings and so on.

There are two ways of doing this

Saving Presentation as an RTF file

With the presentation open in PowerPoint, click , **Save As**

In the **Save As Type** at the bottom of the dialogue box select the last option, **Outline/RTF(*.rtf)**

Make sure you are happy with the file name (and note what it is!) and the location to which you are saving the file (and note where that is!!) click .

You can now open Microsoft Word and select **File, Open**.

In the **Files of Type** box at the bottom of the dialogue box select **Rich Text Format (*.rtf)**



At the top of the dialogue box, under **Look in** choose the location in which the file was saved and then click on the file name.

Click **Open**.

You can now add text to the file, remember when you next save the Word document to select **File, Save As** and change the **Files of Type** box to **Word document (*.doc)**

Sending a Presentation to Word

You can choose to send the file directly to Word. As well as the *outline* this option also gives the opportunity to send the *slides* and/or *notes* to Word – which means that you then have the power to alter the layout before printing.

Click , click  **Publish** and click **Create Handouts in Microsoft Office Word**.

Choose what you want to send to Word

Paste Link

Note the **Paste** and **Paste Link** options at the bottom.

If you are sending slides to Word and intend saving the file for future use you need to consider whether you wish the slides in the Word file to change if and when you make changes to the original slides in the PowerPoint presentation. If you do wish them to update, click the **Paste Link** option.

You cannot use **Paste Link** when you are sending the *Outline only*

When you are happy with your choices click **OK**

Microsoft Word will open with the information for which you asked in a document. Remember to save the file as required.

Notes next to slides and **Blank lines next to slides** will be converted to a table in Word.

