

PowerPoint



Creating Interactive Presentations

PowerPoint Beyond the Basics

Agenda

- 1. Graphics Workshop**
 - a. where to get graphics
 - b. animation tricks
 - c. animated charts and graphs
- 2. Linking to other objects**
 - a. slides
 - b. other presentations
 - c. other applications
 - d. web sites
- 3. Printing out presentations**
- 4. Stump the Presenter !!!???**


Using Animation

Animation refers to the movement and sound accompanying text or slides as they are introduced. Using animation with your bulleted lists and slides can often add excitement to your presentation by displaying text at crucial moments and making smooth transitions between topics. You can use preset animations or customize your own animation to achieve your goals.

The Animation Schemes Task Pane

The *Animation Schemes* task pane provides easy application of animation effects to your slides.

To open the Animation Schemes Task Pane:

1. From the *Slide Show* menu, select **Animation Schemes...**
OR
From the *Other Task Panes* pull-down list, select **Slide Design - Animation Schemes**

The *Slide Design - Animation Schemes* task pane appears.

The animation schemes are organized by type of animation: subtle, moderate or exciting. Each scheme includes a combination of a specific animation for the title of the slide and the body of the slide and maybe even a slide transition. To see what is being applied to these elements of the slide, simply hold your mouse over the desired choice and the alternate text will tell you what effects will be being applied for that scheme. You may also get a preview by clicking the effect.

Subtle

Appear
Appear and dim
Fade in all
Fade in one by one
Fade in and dim
Faded Wipe
Faded zoom
Brush on underline
Dissolve in
Flash bulb
Highlights
Random Bars
Wipe

Moderate

Ascend
Descend
Compress
Elegant
Rise up
Show in reverse
Spin
Unfold
Zoom

Exciting

Big Title
Bounce
Credits
Ellipse motion
Float
Neutron
Pinwheel
Title arc
Boomerang and exit
Grow and exit
Tread and exit

Adding Animation to Slides

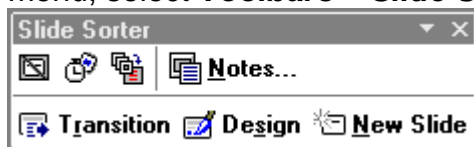
Adding animation to your bulleted lists and slides can increase interest and excitement by displaying text at crucial moments and making smooth transitions between topics. You can add animation while in the Normal or Slide Sorter views. For an alternate method of adding animation, see [Custom Animation](#).

Adding Animation to Slides: In the Normal View

1. With your presentation open, from the *View* menu, select **Normal**
2. Select the slide to which you want to apply animation
3. [Open the Slide Design - Animation Schemes task pane](#)
4. Click the desired animation scheme you want to apply
For a list, see [The Animation Schemes Task Pane](#).
To have your selection automatically preview when you make a selection, select **AutoPreview**
5. **OPTIONAL:** Repeat steps 2-4 for each slide to which you want to apply animation
To have the selected animation scheme applied to all the slides in your presentation, click **APPLY TO ALL SLIDES**
6. To remove animation, select **No Animation**

Adding Animation to Slides: In the Slide Sorter View

1. With your presentation open, from the *View* menu, select **Slide Sorter**
The *Slide Sorter* toolbar appears.
NOTE: If the *Slide Sorter* toolbar is not displayed, from the *View* menu, select **Toolbars » Slide Sorter**.



2. Select the slide to which you want to apply animation
3. From the Slide Sorter toolbar, click **DESIGN**
The *Slide Design* task pane appears.
4. At the top of the *Slide Design* task pane, click **ANIMATION SCHEMES**
The *Slide Design - Animation Schemes* task pane appears.
5. Click the desired animation scheme you want to apply
For a list of available schemes, see [The Animation Schemes Task Pane](#).

6. **OPTIONAL:** To have your selection automatically preview when you make a selection, select **AutoPreview**
7. **OPTIONAL:** Repeat steps 2-4 for each slide to which you want to apply animation
To have the selected animation scheme applied to all the slides in your presentation, click **APPLY TO ALL SLIDES**
8. To remove animation, select **No Animation**

Custom Animation

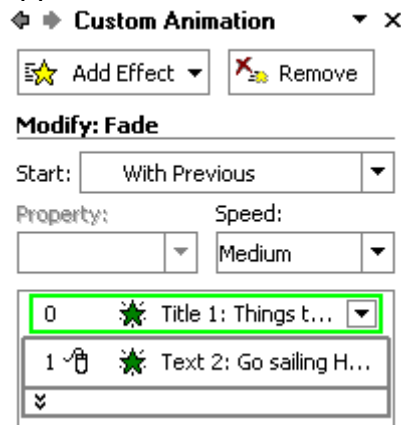
If you want an effect not listed in the *Animation Schemes* list, the *Custom Animation* option may help.

1. With your presentation open, from the *View* menu, select **Normal**
2. Click the mouse within the slide you wish to animate
3. From the *Slide Show* menu, select **Custom Animation...**

OR

From the *Other Task Panes* pull-down list, select **Custom Animation**

The *Custom Animation* task pane appears and each line of text appears with a number before it.



4. In the selected slide, select the area or text box you would like to animate
5. From the *Add Effect* pull-down list, select desired effect from the submenus



6. To remove custom animation, select desired area and click **REMOVE**

7. From the *Start* pull-down list, select when you want the slide animation to be activated
8. From the *Speed* pull-down list, select what speed you want applied to the animation
9. **OPTIONAL:** To have your selection automatically preview when you make a selection, select ***AutoPreview***
10. Repeat steps 4-8 for each object you wish to apply animation to

Adding Transitions to Slides

1. From the *Slide Show* menu, select ***Slide Transition...***
OR
 From the *Other Task Panes* pull-down list, select ***Slide Transition***

☞ ➤ Slide Design ▼ ×

OR

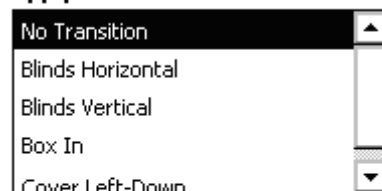
In the *Slide Sorter View*, from the *Slide Sorter* toolbar, click

TRANSITION

The *Slide Transition* task pane appears.

☞ ➤ Slide Transition ▼ ×

Apply to selected slides:



Modify transition

Speed: Fast ▼

Sound: [No Sound] ▼

Loop until next sound

2. Under *Apply to selected slides*, select your desired transition
3. Under *Modify transition*, from the *Speed* and *Sound* pull-down lists, make the desired selections
4. **OPTIONAL:** To have your selection automatically preview when you make a selection, select ***AutoPreview***
5. **OPTIONAL:** To have the selected animation scheme applied to all the slides in your presentation, click **APPLY TO ALL SLIDES**
6. To remove a transition from your slide, select ***No Transition***

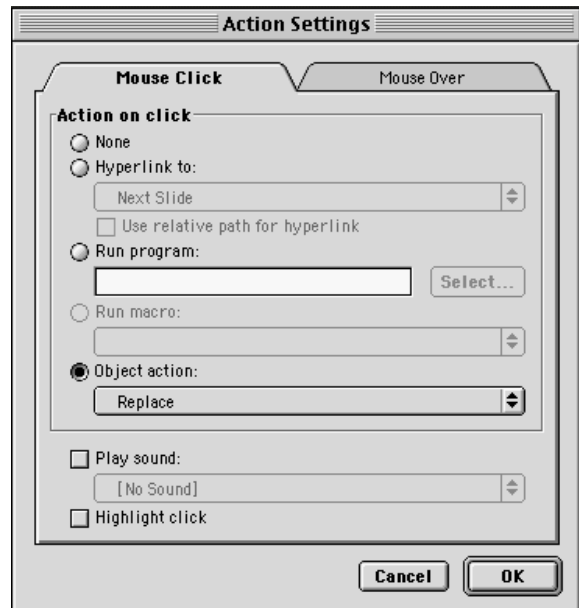
HYPERLINKING IN POWERPOINT

PowerPoint has the ability to create non-linear presentations through use of the hyperlink tool. The hyperlink tool allows you to create buttons within a presentation that will switch you to different slides, presentations, application files or web addresses with a single click or mouse over.

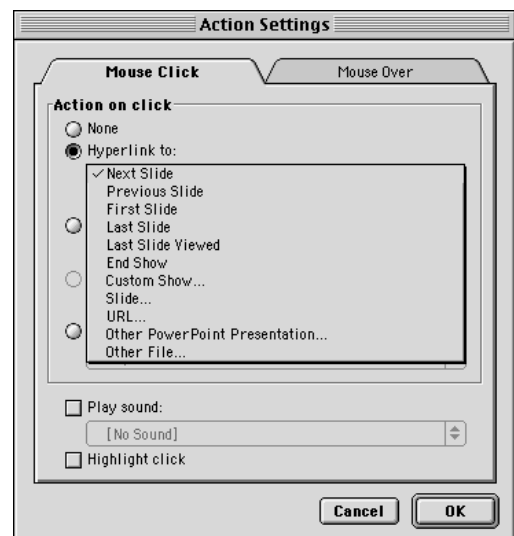
STEP 1: You must have the slides, presentation, files or URL's ready to be linked to before you create the hyperlink in your presentation.

STEP 2: Decide what graphic or text you wish to use as your hot spot (you can you either).

STEP 3: Go to the *Slide Show* menu and pull down to *Action Settings*.

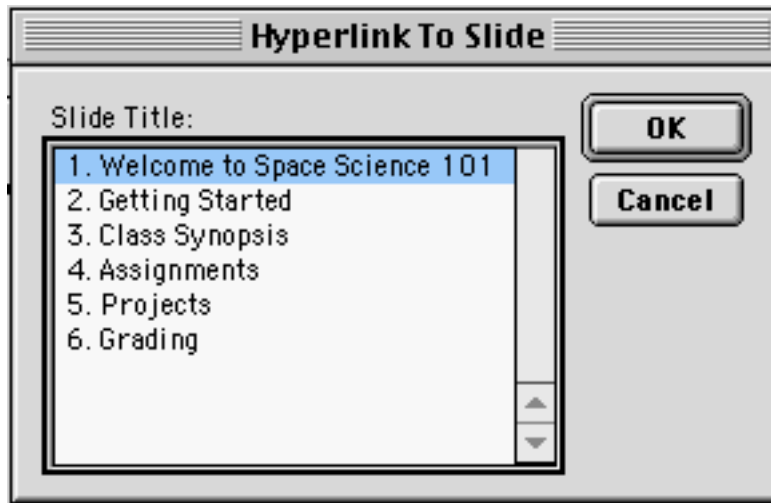


STEP 4: Click on the *Hyperlink to:* button and use the triangles to the right of the option window to pull up the hyperlink options.

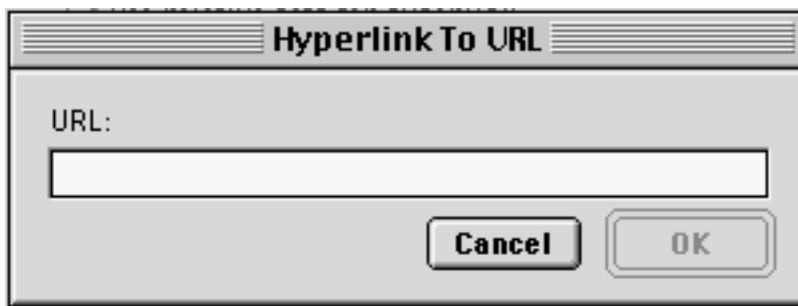


STEP 5: Depending on which type you choose you will be presented with a second box for determining exactly how and where the link should be established.

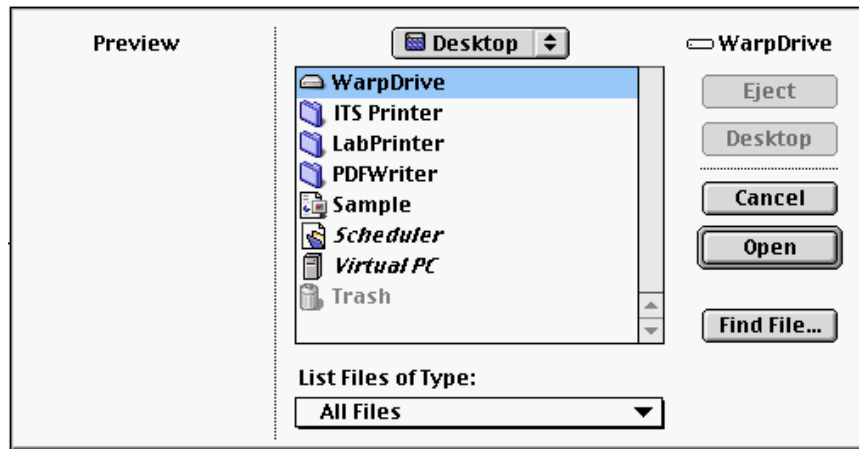
If you are linking to another slide in the same show you will get the following window showing you the current slides.



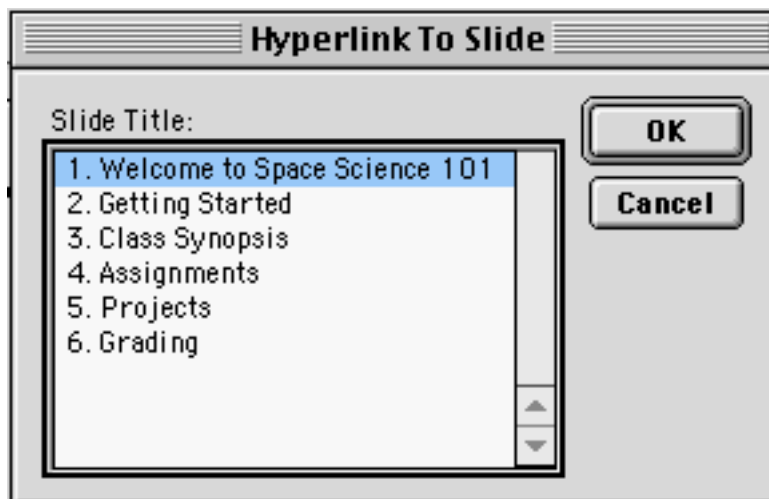
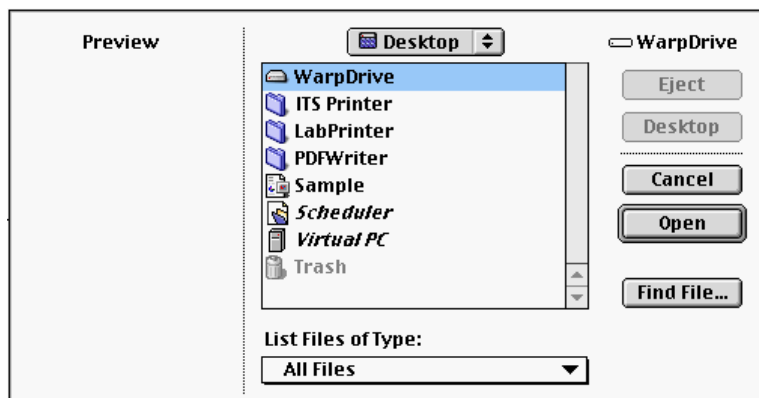
If you are linking to a web address you will get the following window.



If you are linking to a file created by another application you will get the following window to locate the file you are linking to.



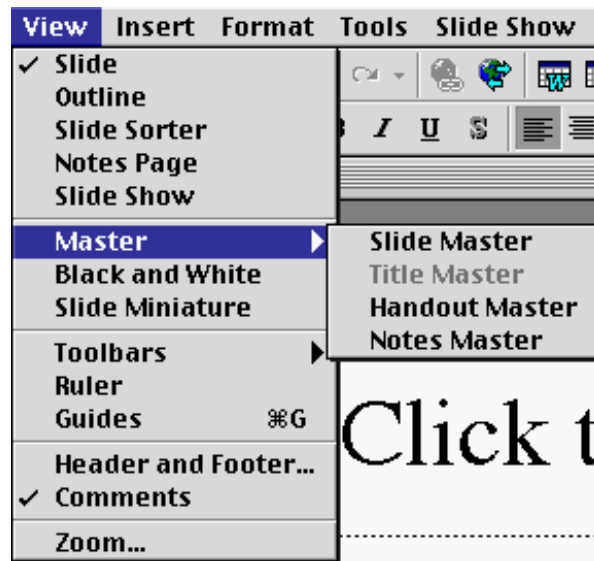
If you are linking to another PowerPoint presentation you will get the following windows. The first one you will select the presentation file and the second you will select the slide within that presentation.



MASTER SLIDES

If there are text boxes or graphic elements you wish to appear on every single slide in a presentation, you may wish to place that item on the master slide for the presentation. This allows you to be sure that the text box or graphic element will appear at precisely the same location on each slide without having to manually place it on each individual slide.

STEP 1: Go to the View menu and pull down to Master option. In the pop up menu that appears move over to Slide Master.



STEP 2: the following blank slide will appear where you can insert your graphics that appear on each slide. You can also set backgrounds on this slide if you have a theme you wish to use in your presentation.



Printing Your Presentation

When you are giving a PowerPoint presentation, you may wish to print out your slides, outlines, or lecture notes. PowerPoint offers many format options for printing. This document contains information on the following topics:

Exploring Printing Options

With PowerPoint, you can produce a variety of presentation media. The simplest way, requiring no special equipment other than your printer, is to print your slides on paper. You can also print your outline, speaker's notes, and audience handouts on paper.

Presentation Options

Before you print your slides, you need to prepare them. You can prepare your slides by using the *Page Setup* option from the *File* menu. The *Page Setup* option is discussed in [Setting up Slides to Print](#). Other presentation options include the following:

Overheads


If you have a laser or inkjet printer, you can load it with transparencies that are specially made for laser printers. The results are high-quality transparencies you can project by using an overhead projector. [Black and White](#) is the recommended choice when printing slides for overhead transparencies and even handouts.

Slide Show

A slide show is an electronic presentation that uses your computer. Your slides fill the screen, and you can use a variety of special effects, such as timing, transitions, and builds. To display your slide show, you can use a desktop computer or screen show.

Grey Scale vs. Pure Black and White

You can print your slides quickly by using one of the black and white options. To easily toggle between color and black and white, click

COLOR/GRAYSCALE  » **Color**, **Grayscale** or **Pure Black and White**. After you have made your selection, the **COLOR/GRAYSCALE** button on the toolbar changes appearance to reflect your choice.

Grayscale

This option allows you to print your slides quickly by displaying your text in black and white, and your images in gray. The *Grayscale* option can be selected within the *Print* dialog box.

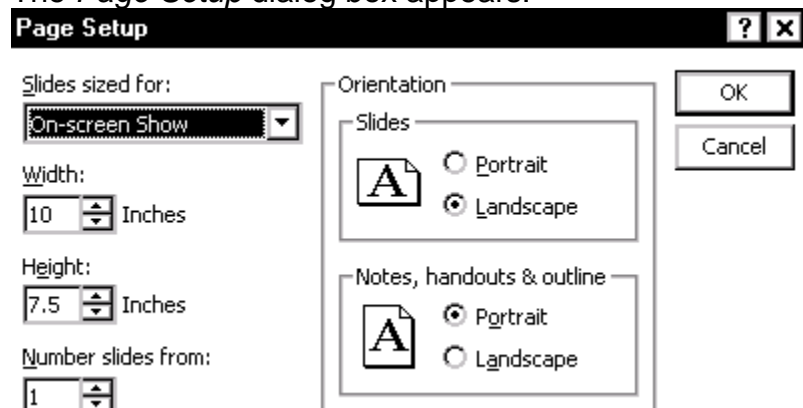
Pure Black and White

This option also allows for rapid printing and may help your images to become clearer. Colors do not always translate well into grayscale, so the *Pure black and white* option will display them, and all other components of your slides, in black and white. The *Pure black and white* option can be selected within the *Print* dialog box.

Setting Up Slides to Print

Before you print your slides, you need to set them up. You can identify your output medium (e.g., *A4 Paper*, *On-screen Slide Show*, *35mm Slides*) as well as the orientation (e.g., *Portrait*, *Landscape*) of slides, notes, handouts, and outlines.

1. Open the presentation you want to set up
2. From the *File* menu, select **Page Setup...**
The *Page Setup* dialog box appears.



3. From the *Slides sized for* pull-down list, select the output medium you plan to use
Each choice comes with a default width, height, and orientation:

Option	Width	Height	Orientation
On-screen Show	10 in	7.5 in	Landscape
Letter Paper (8.5 x 11 in)	10 in	7.5 in	Landscape
Ledger Paper (11x17 in)	13.32	9.99	Landscape
A3 Paper (297x420 mm)	14	10.5	Landscape
A4 Paper (210x297 mm)	10.83 in	7.5 in	Landscape
B4 (ISO) Paper (250x353 mm)	11.84	8.88	Landscape
B5 (ISO) Paper (176x250	7.84	5.88	Landscape

mm)

35mm Slides	11.25 in	7.5 in	Landscape
Overhead	10 in	7.5 in	Landscape
Banner	8 in	1 in	Landscape
Custom	10.67 in	8.17 in	Landscape

4. If necessary, change the orientation

HINTS:

In *Landscape* orientation, the slide is wider than it is tall. In *Portrait* orientation, the slide is taller than it is wide. Notice that you can choose one orientation for slides and another for notes, handouts, and outlines. The default settings—*Landscape* for slides and *Portrait* for notes, handouts, and outlines—are good choices, with one exception: overhead transparencies. For transparencies, select **Letter** or **A4 Paper** and **Portrait** orientation.

5. If you want to change the width and height, in the *Width* and *Height* text boxes, type a specific number, or use the arrow buttons to select a number

HINT: If you make a change here, the *Slides sized for* text box automatically changes to the *Custom* option.

6. If you want to start slide numbering with a number other than 1, in the *Number slides from* text box, type a specific number, or use the arrow buttons to select a number

7. Click **OK**

Printing Your Presentation

When printing with PowerPoint, you can choose the format of your printed page. PowerPoint offers eight formats:

- Slides
- Notes Pages
- Outline View
- Handouts—1 slide per page
- Handouts—2 slides per page
- Handouts—3 slides per page
- Handouts—4 slides per page
- Handouts—6 slides per page

- Handouts—9 slides per page

Setting a Default Printer

Before you begin printing, it is often best to set a default printer so that your presentation will automatically be sent to the printer you want.

1. From the *Start* menu, select **Printers and Faxes**
The *Printers and Faxes* dialog box appears.
2. Select the printer you wish to set as your default printer
3. From the *File* menu, select **Set As Default Printer**
The selected printer is now the default printer.
4. From the *File* menu, select **Close**
OR
Click the **X** in the upper right corner of the dialog box

Printing Slides, Outlines, Notes, or Handouts

1. Open your presentation
2. In the *Slide Sorter* view, from the *File* menu, select **Print...**
The *Print* dialog box appears.

Print [?] [X]

Printer

Name: \\print\CITI04 [v] [Properties]

Status: Idle [Find Printer...]

Type: HP LaserJet 4100 PCL 6

Where: IP_137.28.94.140

Comment: [Print to file]

Print range

All Current slide Selection

Custom Show: [v]

Slides: [v]

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies

Number of copies: [1]

Collate

Print what:

[Slides] [v]

Color/grayscale: [Color] [v]

Handouts

Slides per page: [6] [v]

Order: Horizontal Vertical

Scale to fit paper Print hidden slides

Frame slides

Include comment pages

[Preview] [OK] [Cancel]

3. To print more than one copy, in the *Number of copies* text box, type the number of copies
4. From the *Print what* pull-down list, select the presentation format you want to print
HINT: If you are printing handouts, three slides per page is often the best choice; slides are printed large enough to be easily read, and there is space on one side of the page for your audience to take notes.
5. If you want to print a specific slide(s), in the *Slides* textbox, type the slide number(s)
HINT: To print a range of slides, type the beginning number, a hyphen, and the ending number (e.g., to print pages seven **through** twelve, type **7-12**).
To print non-consecutive slides, type their numbers separated by commas (e.g., to print pages seven **and** twelve, type **7,12**).
6. To print, click **OK**