

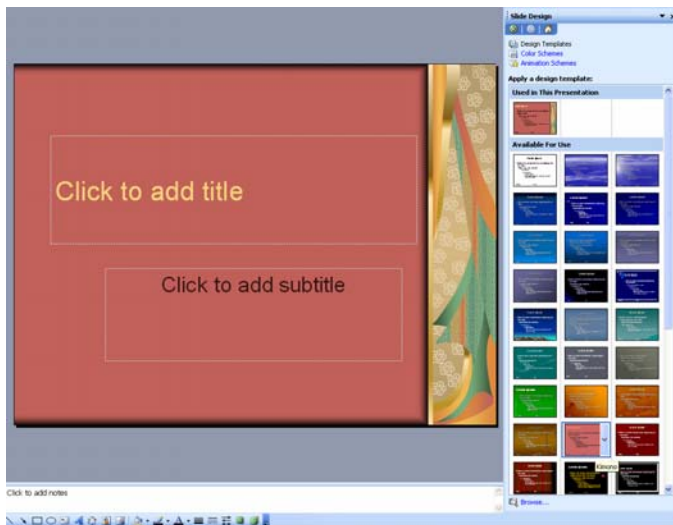
MICROSOFT POWERPOINT 2003 COMMON TASKS

Creating a presentation based on a design template

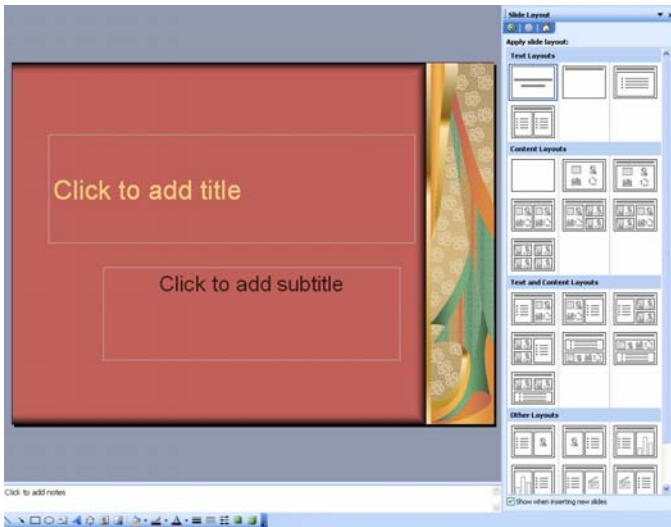
Step 1: Double click the Microsoft PowerPoint icon on the desktop. When PowerPoint opens select create a new presentation using a Design Template.



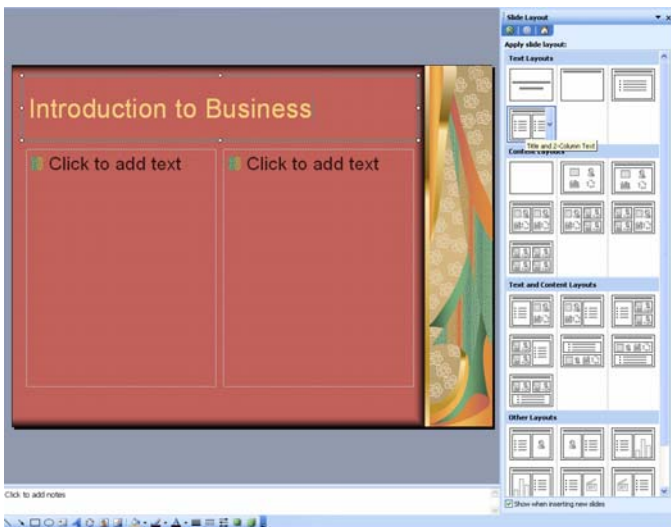
Step 2: Scroll to see all the design templates, click the one you want, and then click OK.



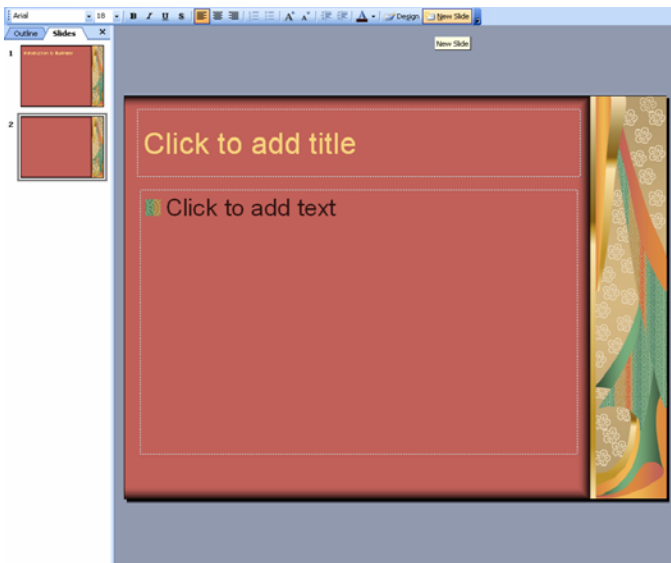
Step 3: Scroll to see the design layouts, and then select a layout for your title slide.



Step 4: Type the title and any other content you want on the title slide.



Step 5: On the Common Tasks toolbar, click New Slide, and then select a layout for the next slide.

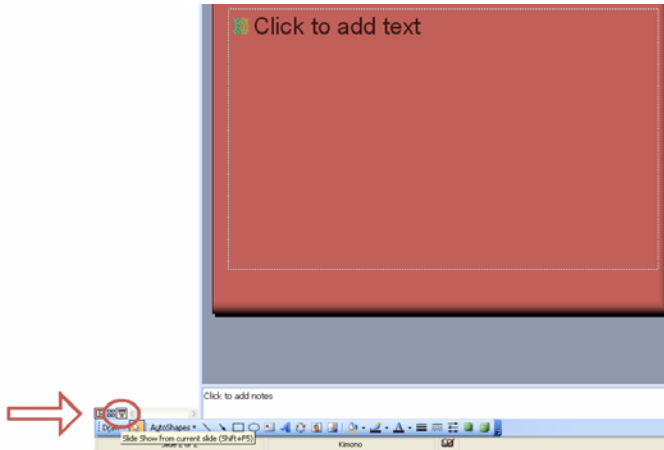


Step 6: Add the content you want, and then repeat steps 5 and 6 for each new slide.

Step 7: When you finish, click Save (As) on the File menu.

Step 8: Name your presentation, and then click Save.

Tip: To see how your slide show will look, click Slide Show at the lower left the PowerPoint window.

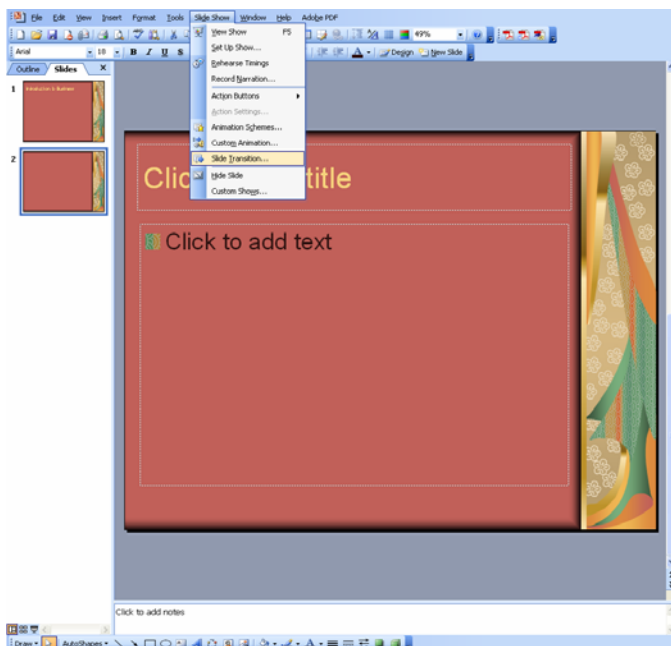


Changing transitions

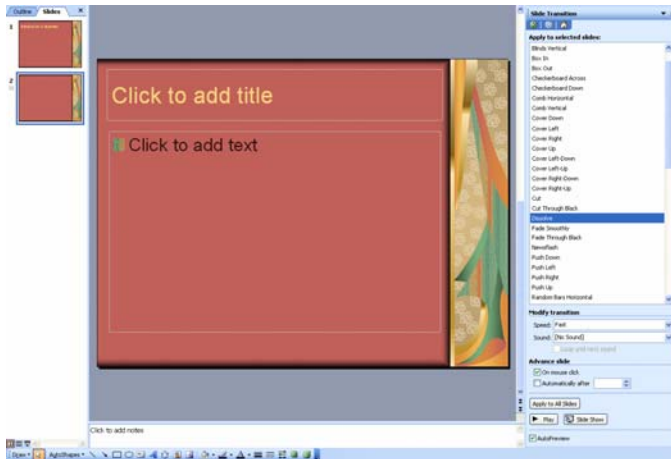
A transition is a special effect used to introduce a slide during a slide show. For example, you can fade in from black or dissolve from one slide to another. You can choose the transitions you want and can vary the speed of each.

Step 1: While in either Normal or Slide Sorter view, select the slide or slides you want to add a transition to. To select slides, hold shift and click on slide.

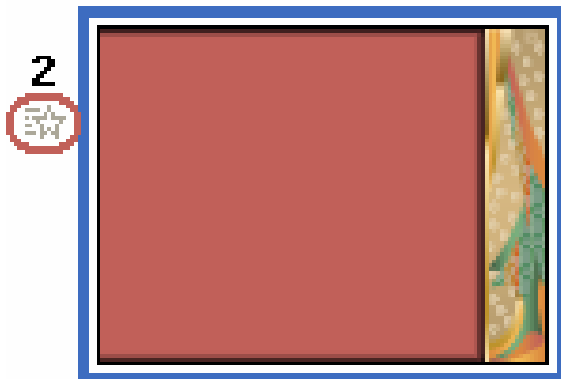
Step 2: On the Slide Show menu, click Slide Transition.



Step 3: In the Effect window, apply the transition you want to selected slide(s) by click. To apply the transition to all the slides, select all slides first.



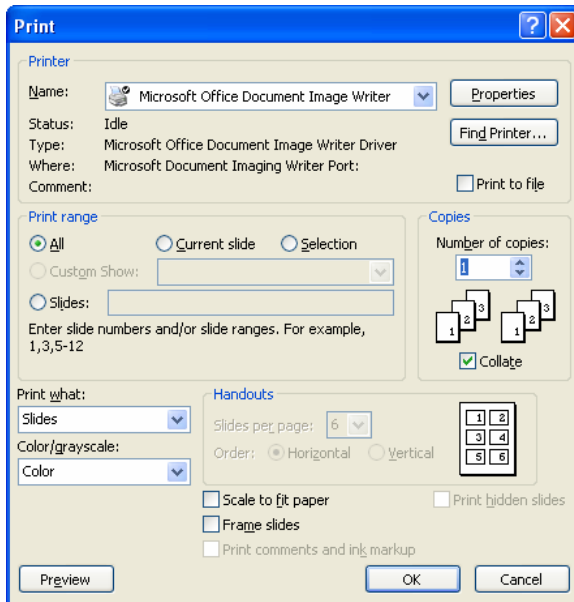
Tip: A star-shape sign under the number of slides indicate the transition is successfully applied to it.



Step 4: To view the transitions, click Slide Show

Printing X number of slides per page

Step 1: Under the file menu, select Print. The following window will display:



Step 2: In the 'Print range' area you can select to print all slides, the current slide or you can specify which slides you wish to print

Step 3: Under 'Copies', select the number of copies you wish to print and select if you wish to collate them

Step 4: Under 'Print what' select how you wish to have the slides printed. For example you may wish to print 6 slides per page

Step 5: At the bottom, select whether you want the slides printed in 'Black & White', 'Pure Black & White', and 'Scale to Fit' or 'Frame Slides'

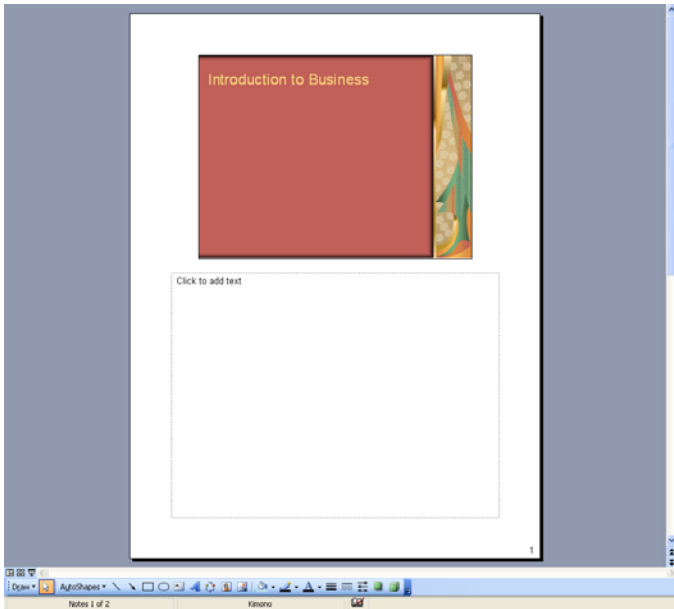
Using notes

You can create notes pages while you're creating your presentation and then use them as speaker notes when you give a slide show.

To type notes while working on a presentation:

Step 1: On the View menu, click Notes Page.

Step 2: Click the notes box, and then enter your notes for the current slide.

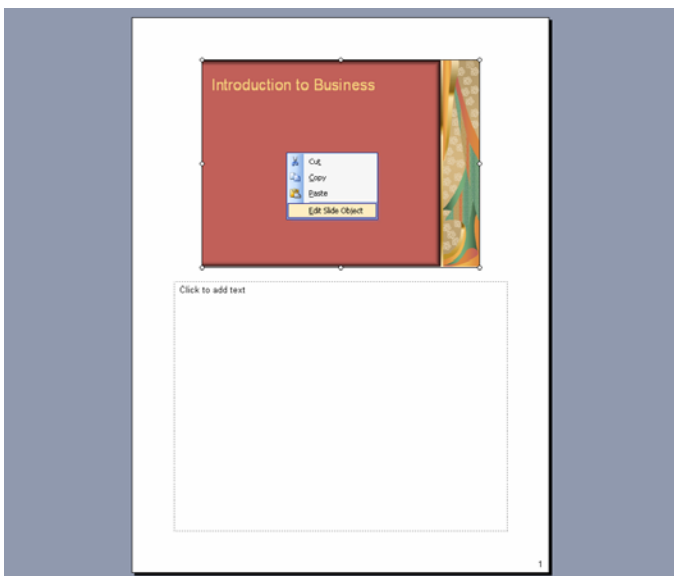


Notes Box

Step 3: To enlarge the view of the notes box, click the Zoom box

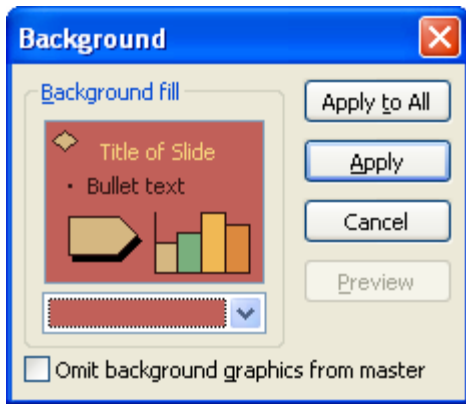
Step 4: Use the scroll bar to move to other slides you want to add notes to.

Step 5: To go back, right-click on the slide area and choose Edit Slide Object.



Changing background

Step 1: In slide view, go to Background from the Format menu.



Step 2: Under Background fill, click the down arrow.

Step 3:

To change to a color in the colour scheme, click one of the eight colors below Automatic.

To change to a color that isn't in the color scheme, click More Colors. Click the color you want on the Standard tab, or click the Custom tab to mix your own color, and then click Ok.

To change the background color back to its default, click Automatic.

Step 4: To apply the change to the current slide, click Apply.

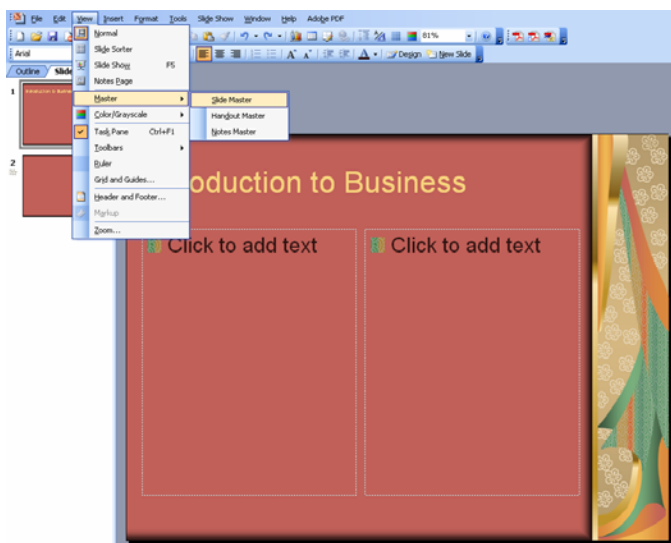
To apply the change to all slides and the slide master, click Apply to All.

Working with Slide Master

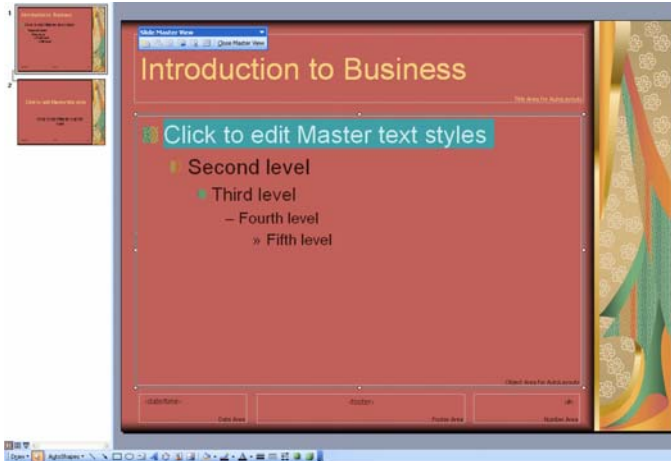
A slide master is the slide that holds the formatted placeholders for the titles, main text, and any background items you want to appear on all slides in a presentation. If you make a change to the slide master, the change affects all slides in your presentation based on the master.

The slide master gives you the option to change all of the font size, font color and bullet types throughout your entire presentation.

Step 1: Under the View menu, select Master, Slide Master



Step 2: When the window appears containing the slide master, click in the appropriate area and perform the necessary changes



Step 3: When the necessary changes are complete, Under the View menu, select Slide. This will change the view to slide view and will display the appropriate changes that you just made.