PowerPoint Demonstration  
Chris Quirk  
M620, Spring 2007

I. Toolbars, etc.  
A. My favorites  
1. Standard  
2. Formatting  
3. Drawing  
4. Picture  
5. Customizing a toolbar  
B. Grids and Guides (under draw button on drawing toolbar)  
1. I don’t like snapping anything to grid  
2. Display drawing guides on the screen  
   a. Making extra drawing guides by holding down the CONTROL key while you drag off a guide line  
   b. Get rid of extra guide lines by dragging them off the edge of your template  
   c. Can measure using guide lines by holding down the SHIFT key at your starting point

II. Choose the best canvas for your needs  
A. Canvas size  
1. File ● Page Setup ● Slide Size  
2. on screen is the default setting and it works well for computer presentations  
3. 35 mm for shooting slides  
4. 8½ x 11 for printing handouts  
5. Changing the canvas size after you have started making your presentation will result in a change in the dimensions of everything you have drawn  
B. Slide Master  
1. View ● Master ● Slide Master  
2. Format ● Background  
   a. Black or blue-to-black gradient for background is easiest on the eyes  
   b. Black or white are easiest to contrast against if lighting conditions are poor  
3. Choosing text  
   a. Some fonts are difficult to read from a distance because the lines are not of even thickness. An example of this is Times New Roman. Arial or something similar is usually safe.  
   b. Title: yellow is standard with font size typically between 28 and 44 pt  
   c. Other text on slide: white is standard with font size between 16 and 28 pt  
   d. Red text is difficult to see on nearly all dark backgrounds  
4. Format ● Bullet  
   a. Large and colorful bullets are easiest to see  
5. Saving It

III. Drawing objects  
A. Aligning and arranging objects  
1. Draw ● Grids and Guides  
   a. Guide lines can help you align or arrange objects as well as measure the precise distance between objects  
   b. To add another guide, hold down CTRL and drag an existing guide  
   c. To delete a guide, drag it off the slide  
   d. Be sure to turn off the “snap to grid” or it will drive you nuts
2. **Draw * Align or Distribute**
   a. Allows you line up many selected objects with a click of the mouse

3. **Fine movement of your objects**
   a. Select the item(s) to move and hold down the CTRL key while using the arrows to move the object(s) only small increments
   b. Select the item(s) to move and hold down the ALT key and move the object(s) around with the mouse

**B. Selecting multiple objects/text**
1. Left mouse click on text opens the text box (so you can add more) and another left mouse click on the box surrounding the text selects the entire text - OR – you can just hold down the Shift Key while you left mouse click on text to select entire text
2. Holding down the shift key while you left mouse click on objects allows you to select (or deselect) multiple objects/text at once – OR – hold down the left mouse button and sweep the mouse over the objects you want to select (anything within the square will be highlighted)
3. To group selected objects (so you don’t have to select each individual one again), on the drawing toolbar, the ‘Group’ (and ‘Ungroup’) buttons are under the ‘Draw’ Option

**C. Autoshapes (on drawing toolbar)**
1. Many shapes to choose from; including circles, squares, caption bubbles, etc.
   a. To change the size, grab a ‘selection circle’ at the edge of the object with left mouse and drag to desired size/shape
   b. To change size but maintain proportions of the object, hold down the ‘shift’ key when dragging a corner ‘selection circle’ to the desired size (larger or smaller)
2. Drawing a straight line of the correct length
   a. Easily draw a straight line by holding down the shift key as you draw it
   b. To make a line exactly as long as you want it, hold down the ALT key as you draw it (ALT key gives fine control to everything you draw)
   c. To find out exacting how long objects are or how far apart they are, place a guide at the beginning point and hold down the SHIFT key until you reach the end point (notice that the measurement starts at 0)
3. **Freeform Shapes**
   a. Do not use the ‘scribble’ line choice because editing it to change the shape is not fun (you get many, many edit points). Instead, use the “freeform” or “curve” lines and then edit the individual points to make the lines curve the way you want them to look
   b. Edit points to change the shape of a line (option under ‘Draw’ or by right-clicking on line)
   c. To add a point to the freeform, hold down the left-mouse where you want to add the point and drag
   d. To delete a point, press CTRL and click the point you want to delete
   e. For greater control over the shape of a curve, after you click Edit Points, right-click a point. A shortcut menu appears with options for other types of points you can use to refine the shape of the curve

**D. Filling in and coloring shapes, lines, and text**
1. Paint can (fill in), paint brush (line color), and ‘A’ (text color) are located on the drawing toolbar
   a. Many pre-set shading patterns and gradients are available to color your objects
   b. WARNING: making a color ‘transparent’ looks great on screen but it rarely works if you print it out
E. Adding text to objects
   1. Right-click on shape and choose ‘add text’
   2. You can also type the text separately and lay it over the shape
   WARNING: Sometimes the text will go behind the object instead of on top of it.
   Select the item and change the ‘order’ using the option in the ‘Draw’ button of the
   Drawing Toolbar

IV. Inserting New Slides, Pictures, Movies, Other Slides, and Hyperlinks
   A. Insert ● New Slide
      1. Layout will probably match your ‘Slide Master’
         a. Change the layout of the slide by selecting an option on the right (if your
            computer is set up this way). You can also change the layout by choosing
            Format ● Slide Layout and options will come up
         b. If no layout is exactly how you want to set up you slide, you can simply delete the
            stuff you don’t want on your template
      2. IMPORTANT! If bulleting text on a slide, I recommend using a text layout instead of
         adding bullets to a simple text box
         a. This layout will make it easier to adjust margins
         b. This layout will allow bullets to hang left without text wrapping under them
         c. This layout will let you animate more easily
   B. Insert ● Picture ● From File
      1. I have separate folders in which I keep pictures I have scanned in or have pulled
         from the internet
      2. I find it easiest to manipulate the pictures when I can view the PICTURE TOOLBAR
      3. Editing pictures
         a. To change the picture proportionally, grab and move a corner-point while holding
            down the SHIFT key – OR – Double-click on the picture and change the size in
            the format picture menu that pops up (make sure to ‘lock aspect ratio’)
         b. To crop a picture, use the ‘cropping tool’ and hold down the ALT so that you can
            fine-tune the cropping
         c. Turn pictures from color to grayscale using the ‘image control’ on the toolbar
   C. Insert ● Movie ● From File
      1. Be sure you are happy with the location of the movie file in your hard drive because
         moving it around your computer will likely mess up the ability of your movies to work.
   D. Insert ● Slides From Files
      1. Can put a bunch of your favorite presentations in your ‘list of favorites’ for easy
         access
      2. I recommend clicking the ‘keep source formatting’ in the lower left corner to keep the
         slide looking exactly as you expect
   E. Inserting a Hyperlink
      1. Draw an object on template
      2. Right-click on the object and chose “Hyperlink…”
         a. Can Hyperlink to web pages or other documents
      3. During slide show, left-click on the object to be directed to the other document or
         website
      4. Close the hyperlinked document or web page to be directed back to same slide in
         show

V. Animation
   A. Makes it easier for people to follow your presentation if you build on to your story instead
      of overwhelming all at once
B. Once of have selected an object(s) to animate, you can either right-click on it and choose ‘Custom Animation’ or you can use the menus; Slide Show ● Custom Animation
   1. This is a user-friendly site that allows you to change the order of your animation easily
C. Animating text
   1. Multiple, multi-level bullet points
      a. Once you have chosen how you want to animate your text (appear, fly in, etc), right-click on the carrot to the right of your selection in the Custom Animation view and choose ‘Effect Options’
      b. You will be able to manipulate how you want your text to appear and also have the option of making previous text change color to accent the current point

VI. Slide Sorter
A. View ● Slide Sorter –OR– Press the button with ‘4 boxes’ that is located toward the lower left corner of your screen
B. Animate the arrival of a slide using Slide Show ● Slide Transition Effects

VII. Slide Show
A. Slide Show ● View Show –OR- Press the button with ‘screen’ that is located toward the lower left corner of your computer screen
B. Each click of the mouse, press of the space bar, or press of the right or up arrow advances you one slide
C. The down and left arrows move you back one slide for each click
D. Be patient if you have some big pictures in your presentation. They may take a while to appear and you may get nervous and press the buttons too much, causing you to advance right passed your picture once it does appear.
   1. Hint: Before a big presentation, run through all of you slides quickly before everyone arrives so that they are saved in your cache
E. To turn the screen dark/blank without changing slides or losing your place, just hit ‘B’ on keyboard. Toggle ‘B’ to see slides again.
F. Hitting the ‘escape’ button or reaching the end of your slides will get you out of the slide show
G. While your mouse cursor (typically an arrow) works well as a pointer, you can also utilize a pen to draw on your slide. Don’t worry, nothing you draw is permanent unless you want it to be.
   1. To change the pen color during a slide show: Right-click ● Pointer Options ● Pen Color ● choose the color you want
   2. To change the pen color before a slide show: Slide Show ● Set Up Show ● Pen Color ● choose the color you want

VIII. Graphs and Charts
A. Personally, I find it easiest to make my graphs in Excel and then ‘copying’ and ‘pasting’ them into powerpoint. After I have enlarged a graph to the size I want, I ungroup it so I can make changes to enhance the image. When you ungroup, you will get a message that this is an imported image and not a group – converting (which I choose YES for) will cause me to lose embedded data or linking information (I have never lost anything).
B. Alternatively, you can draw your graph right in powerpoint by clicking the ‘insert chart’ button (with blue, yellow, and red bars) on the standard toolbar. The steps are pretty self-explanatory and user-friendly (just replace their values for yours) but you still end up having to convert. Also, you can’t add error bars this way unless you draw them in by hand.
IX. Other Tricks
A. Grouping
   1. Grouping Objects by holding down the SHIFT key as you select all of the items that you want to group together ● Draw (on drawing toolbar) ● Group
   2. Ungroup grouped objects by selecting the already-grouped objects ● Draw (on drawing toolbar) ● Ungroup
   3. Hint: Animation corresponding to any of the objects that you just changed the grouping of may disappear
B. Bring to front/move to back option ● Draw ● Order ● choice of options
C. Change the orientation of an object/picture/text
   1. Draw ● Rotate or Flip ● choose the orientation you want
   2. Grab green dot of selected item and move it around to change orientation. If you hold down SHIFT while you do it, the movements have grosser movements with obvious stopping points at right angles, 180°, etc.
D. Word Art is available on the drawing tool bar and is nice for fitting words into curved shapes (such as cartoons of DNA vectors) and for accentuating info.

X. Notes and Handouts
A. Space for typing notes is located below the single-slide view
   1. These notes will not show during the Slide Show
   2. You can print ‘Notes Pages’ so you have a copy
B. Change the number of slides per page printed on the print menu