Microsoft PowerPoint 2003

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Revised November 17, 2004

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Introduction

Microsoft PowerPoint 2003 is a presentation graphics program for creating computer screen slide show, transparencies, printed handouts, or for posting a presentation to the web. This workshop is designed to help new and existing PowerPoint users get a basic to intermediate understanding of the newly-designed PowerPoint interface for 2003. Participants will learn how to insert text, graphics (including using the Drawing Tools and inserting images and WordArt), movies, tables, transitions, animations, hyperlinks to web pages, printing presentation handouts, and converting the final product to HTML so that the presentation may be viewed from a web page or from Blackboard. Tips will be presented for creating professional-looking presentations, such as using a slide master to create consistency and speed up your efforts in working with fonts, styles, and colors.

Prerequisites

Some experience in the use of computers and the Windows-based environment is a helpful prerequisite, but not essential.

Starting a New PowerPoint Presentation

1. Click on the **Start** button on the taskbar of Windows.
2. Click on Programs and find the **Microsoft Office** folder.
3. Highlight **Microsoft PowerPoint** and release your mouse to open the program.

   Note: If the Microsoft PowerPoint icon is already in your Windows taskbar, you can simply click once on the icon to open the software.

Setting Up the Workspace

PowerPoint 2003 contains all sorts of toolbars, panes, and icons to make access to all the tools easier. Since there are many different options for setting up your workspace, we will make our lives easier by setting up our workspace uniformly for class purposes.

1. Locate the **Standard toolbar** (right below the Menu Bar) that contains icons such as Open, Save, Print, etc. (If you place your mouse over the icons, PowerPoint will tell you what they are.)

2. About half way across the **Standard toolbar**, click on the **down arrow** and select **Show Buttons on Two Rows**. This will separate the **Standard toolbar** from the **Formatting toolbar** so that they reside on two separate rows.

3. On the **Menu Bar**, go to **View > Task Pane** and make sure that it has a checkmark next to it so that it is selected (This will open a pane on the right of the screen).

4. Go once again to **View** in the **Menu Bar**, but this time select **Toolbars**. Verify that the following selections have checkmarks next to them: **Standard, Formatting Drawing, Outlining, Task Pane,** and **Web**.

Navigating Through the Workspace

THE VIEW BUTTONS:

PowerPoint 2003 has three VIEW BUTTONS in the bottom-left corner. From left to right, these buttons represent **Normal View**, **Slide Sorter View**, and **Slide Show View (from current slide)**. You may either click on these buttons to change views or go to the **View** menu in the Menu Bar.

In Normal View, you will see two tabs, the OUTLINE and SLIDE tabs just above the View Buttons. These tab selections allow you to view your slide presentation in either an outline version or a thumbnail view of your slides. Click back and forth between the two tabs to see the difference.

In Slide Sorter View, you can get an overall look at the order of your slides, you can re-arrange the order and add/delete slides.

In Slide Show View, your presentation can be seen in full-screen size as it would be when you present your slide show to your audience. This button is used to start a slide show from the current slide. To start a slide show from the beginning of your presentation, select **Slide Show > View Show** or press **F5**.

THE TASK PANE:

The Task Pane allows you to access many functions such as : Help; Search Results; Clip Art; Research; Clipboard; New Presentations; Template Help; Shared Workspace; Document Updates; Slide Layout; Slide Design; Slide Design – Color Schemes; Slide Design – Animation Schemes; Custom Animation; and Slide Transitions. Click on the **down arrow** next to **Getting Started** in the upper right of the Task Pane to see what the choices are. Once you make a choice, it will appear in the Task Pane.
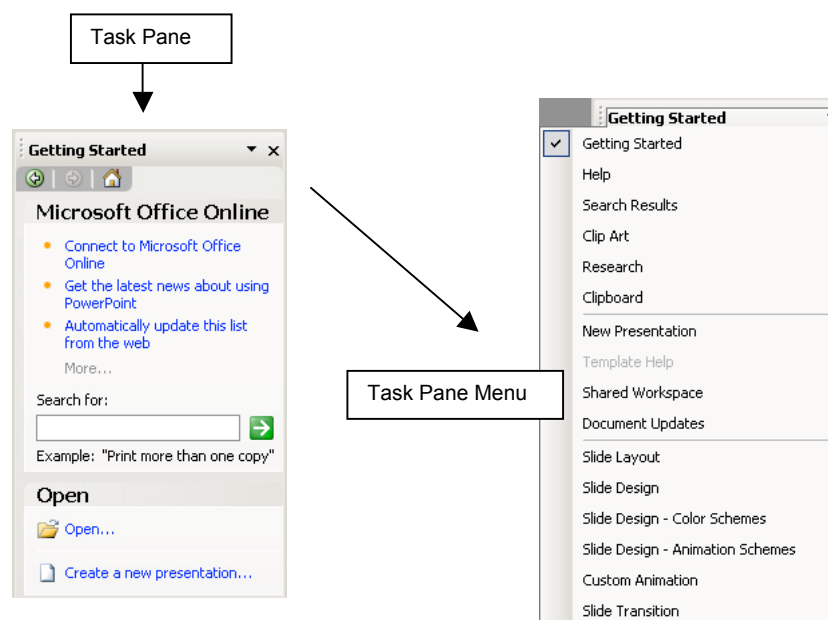
Figure 1: Task Pane

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Getting Started with a New Blank Presentation

1. Go to the **Task Pane** and click on **Create a new presentation**…
2. PowerPoint immediately changes to the **New Presentation** area of the Task Pane**.**
3. In the **New Presentation** area, click on the link that says **From design template** (Figure 2). The **Slide Design** area will then appear.
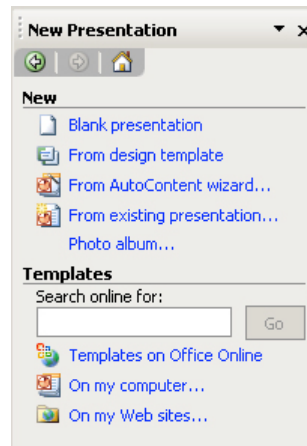
Figure 2: New Presentation Area

Applying a Design Template

PowerPoint is packaged with a variety of design templates that you may use to set the background of your slides and also to provide suggested color schemes. Follow the instructions below to apply a design template:

1. From the **Slide Design** area of the Task Pane, scroll down within this area and look at the various design templates available to you (Note: Choices may vary depending upon how many you installed during the installation of PowerPoint). If you want to see a larger preview of the design templates than what you can see in the two columns, place your mouse over any template and click on the arrow that appears attached to that design template and select **Show Large Previews**. (If you wish to return to the normal-size previews, select **Show Large Previews** once again.)
2. If you want to see how a particular design template will look when assigned to your PowerPoint presentation, click on a specific design template and you will see the slide design applied to the slide.
3. If you don't like the way the design template looks, just click on another choice in the **Slide Design** area. Another way to assign a design template is to place your mouse over the specific design template and click on the arrow attached to it; then select either **Apply to All Slides** or **Apply to Selected Slides**. (If you choose for PowerPoint to apply the design template to selected slides, make sure you have **Shift-selected** the slides you want the design template assigned to in the **Slides** tab of **Normal** View before trying to apply them.)
4. When you position your mouse over a slide design, you can see the name of that particular template. PowerPoint uses the extension of **.pot** to denote its design templates. PowerPoint could assign any of these design templates to your slides; however, for the purpose of this tutorial, please select the slide design labeled **Mountain Top.pot**.

Creating the Slide Master & Title Master

To create consistency in screen elements such as font types, font size, font styles, and font colors, you can create a Slide Master, which will help to make your slides more consistent and look more professional. Once you set these elements in the Slide Master, they remain the same for additional slides unless you choose to change the elements on the individual slide itself. The Slide Master also allows you to add something to every slide. If you add something to the Master, it will automatically show up on every slide. The Slide Master also includes placeholders for three objects that appear at the bottom of each slide: the Date Area, the Footer Area, and the Number Area.

1. To create a Slide Master, go to the **View** menu and select **Master > Slide Master**.
2. A thumbnail of all the Slide and Title Masters in your presentation is shown on the left side of the screen. Normally, you'll see just two thumbnails here: one for the Slide Master and one for the Title Master; however, if you wanted to, you could create two or more slide masters so that you could mix a variety of slide designs in your presentation.
3. Click on the first slide thumbnail (the one that says **Mountain Top Slide Master**). In the slide area, click on the top text box and highlight the text where it says **Click to edit Master title style**; then right-click and select **Font**.
4. Select **Verdana**, **Regular**, **44** and click **OK**.
5. Click on the second text box and highlight the text where it says **Click to edit Master text styles**; then right-click and select **Font** again.
6. Select **Verdana**, **Regular**, **32** and click **OK**.
7. Click in the second text box and highlight the text where it says **Second level** and change to **Verdana**, **Regular**, **28** and click **OK**.
8. Continue changing **Third level** to **Verdana**, **Regular**, **24** and change both the **Fourth** and **Fifth levels** to **Verdana**, **Regular**, **20** and click **OK**.
9. Click on the **Number** text box; right-click to select **Font** and select **Verdana**, **Regular**, **14** and click **OK**. Go to **View > Header and Footer** and when the **Header and Footer** dialog box appears, click on the **Slide** tab and click on the checkbox next to **Slide number** and then click on the **Apply to All** button.

Now let's create a Title Master:

1. Click on the second slide thumbnail (the one that says **Mountain Top Title Master**). We don't need to change the font sizes of the top text box because **44** is the size we want for the title of the Title Master. Highlight the text where it says **Click to edit Master subtitle style**; then right-click and select **Font** and change to **Verdana**, **Regular**, **28**, and click **OK**.
2. To leave the Slide Master area, click on the **Close Master View** button of the Slide Master View Toolbar (Figure 3).

Figure 3: Slide Master View Toolbar

Creating the Title Slide

The first slide that PowerPoint opens when you create a new presentation is the title slide. If you click in the areas of the slide, you can type the text for the title of your presentation.

1. Make sure you're in **Normal View** and that the **Slides tab** has been selected.
2. Click on the title slide itself and type the following title in the top textbox: *"Morro Bay:"* (press **Enter**) After the paragraph return, type: *"A Birdwatcher's Paradise"*
3. In the subtitle box, type your name, university, and city/state (e.g., *Luanne Fose, Ph.D.* (**Enter**) *Cal Poly State University* (**Enter**) *San Luis Obispo, CA*)

Customizing the Title Slide Background

Although we may want to use a PowerPoint design template for the majority of our presentation, let's change the background of our title slide to incorporate an image of Morro Rock.

1. Go to the **Menu Bar** and select **Format > Background**. (Note: If you don't see Background as a choice, place your mouse over the down arrow that appears in the **Format** menu and you will see other selections. This is because PowerPoint 2003 remembers what selections you use the most and places the unused selections below the arrow.)
2. Select **Fill Effects**… from the pull-down menu.
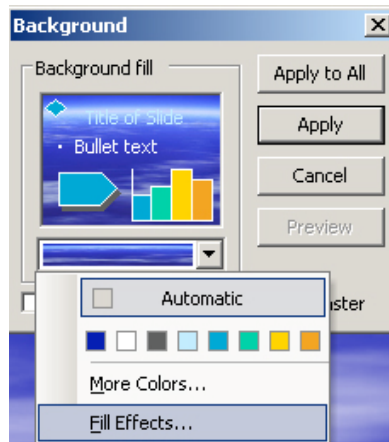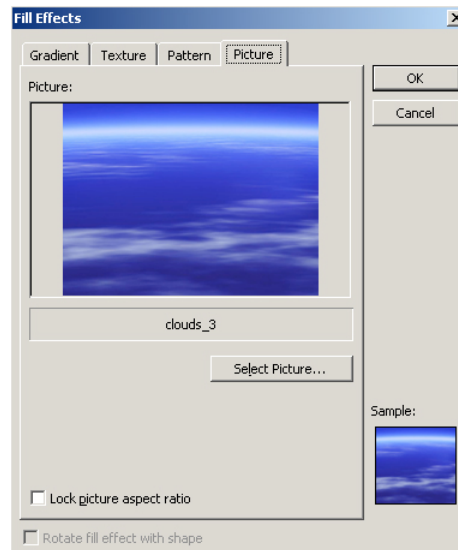

Figure 3: Background Dialog Box

Figure 4: Fill Effects Dialog Box

3. When the **Fill Effects** dialog box appears, make sure the **Pictures** tab is chosen and then click on the **Select Picture**… button.
4. Navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Images** and click on the image called **morro_rock1.jpg**. Click the **Insert** button.

5. When PowerPoint returns to the Fill Effects dialog box, click on the **OK** button.
6. When PowerPoint returns to the Background dialog box, make sure there is a checkmark next to **Omit background graphic** and click on the **Apply** button. This will cause the Morro Rock image to be applied <u>only</u> to the title page.
7. Let's use the guides supplied by PowerPoint to move the text boxes and make sure they are centered. Go to the **View** menu and select **Grid and Guides**. Under the section of **Guide settings**, select **Display drawing guides on screen**.
8. Click on the <u>border</u> of the **top text box** to select it and use the **up arrow key** on your computer keyboard to move the textbox up to the top of the page. The guides can help you keep the text box centered horizontally.
9. Click on the <u>border</u> of the **subtitle text box** to select it and use the **down arrow key** on your computer keyboard to move this textbox down slightly, creating more distance between the two textboxes for aesthetic purposes. Again, use the guides to help you keep the text box centered horizontally.

Placing Additional Text on Title Slide (Text Boxes)

You may place additional text on any page (outside of its typical slide layout) by inserting a text box and typing within it. Let's add a text box to this title page so that we can provide a photo credit.

1. From the **Insert** menu, select **Text Box**. You'll notice that your cursor changes into an up-side down cross. Move your mouse to the lower right-hand side of the title slide and then click and drag to make a text box on the slide.
2. The cursor will blink in the text box, waiting for you to type. Begin typing: *"Morro Bay at Sunrise Photo by Scott J. Hein"*
3. Highlight the text and change the font to **Verdana** and change the size of the text to **10** by selecting these choices in the **Format Toolbar** (this is an alternative to right-clicking and selecting **Font**).
4. Click on the <u>border</u> of the text box and nudge it with the arrow keys into the position you desire at the lower right-hand corner of the title slide.

Saving Your File

It's always good to save your file every once in a while...

1. Go to the **File** menu.
2. Select **Save As**...
3. Select a location to save your file from the **Save In:** pull-down menu or click on one of the icons to the left in this dialog box. For the purpose of this class, save the PowerPoint file to the **My Documents** folder.
4. Type a name for your file (e.g., **Morro Rock.ppt**) in the text box next to **File Name:** and click the **Save** button.

Adding a New Slide

As with a lot of other commands in PowerPoint there are several ways to add a new slide to your presentation.

1. Choose **Insert > New Slide**. (You could also choose to click on the **New Slide** button in the **Standard toolbar** of PowerPoint or to use the shortcut command of **Ctrl + M**)
2. Notice that PowerPoint displays the new slide with the slide design we selected earlier (**Mountain Top.pot**).
3. PowerPoint will display the **Slide Layout** pane in the **Task Pane** area. This pane allows you to pick from 27 different types of slide layouts. As the default, PowerPoint will give you the slide layout of **Title and Text**. Each slide layout has a name, which you can see by hovering the mouse pointer over the layout for a moment. The layout name tells you which types of objects are included in that particular layout. If you wish to choose another layout, simply click on the slide layout you desire from the **Slide Layout** pane.
4. For the purpose of this tutorial, go to the **Text and Content** section of the **Slide Layout** pane and click on the slide layout called **Title, Text and Content** (i.e., first row, first column)**.** You'll see the slide layout of Slide 2 change so that there is a title box at the top of the slide, a text box on the left of the slide and an area to the right of the slide to add an object (such as a table, diagram, image, etc.).

Adding Text and an Image to Slide 2

Let's add some content to Slide 2:

1. Click on the title area of the second slide and type: *"Where is Morro Bay?"*
2. In the text box on the left side of the slide, type: *"Morro Bay is located on the Central Coast of California"*
3. In the object box on the right, click on the icon for **Insert Picture** (Figure 5) Note: You can see the names of these icons by hovering with your mouse over them.

Figure 5: Insert Picture Icon

4. Navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Images** and select the image called **centralcoastmap1.jpg** and then click on the **Insert** button. PowerPoint will resize the image to fit inside the object box.
5. After the image is inserted on the slide, click on it to select it and use the arrow keys to move it down the page a bit.
6. Now click on the text box to select it and grab the bottom right-corner of the text box and stretch it out horizontally and shorten it vertically so that on the first line of the text box it says *"Morro Bay is located on"* and on the second line of the text box it says *"Central Coast of California"*.

Adding a Border to an Image

Let's spice up the map image a bit by adding a border to it:

1. Right-click on the image of the Central Coast map and select **Format Picture**…
2. When the **Format Picture** dialog box appears, click on the **Color and Lines** tab.
3. In the section labeled **Line**, select the **light blue/grey color** from the **Color:** pull-down menu (this is one of the color selections from the slide design color scheme – the same color that the title text box uses.)
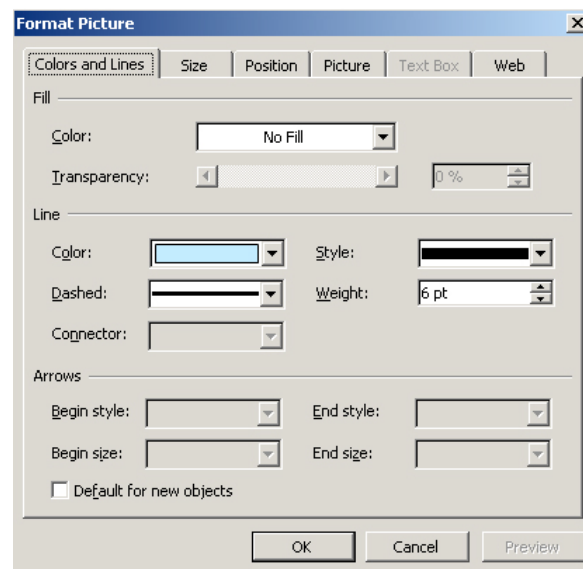

Figure 6: Format Picture Colors and Lines Tab

4. Next to **Dashed:**, select the solid line.
5. Next to **Style:**, select the 6 pt solid line.
6. Click **OK** and a blue/grey border should appear around the image of the Central Coast map.

Making Your Images ADA Compliant

If you plan at a later time to post your PowerPoint on the web or in Blackboard, you should make sure that it follows the guidelines for accessibility so that everyone can access and enjoy your presentation. One way you can make your PowerPoint accessible to those who might require a screen reader to review your document is to make sure that all of your images have an alternate tag. By taking just a minute to add this tag, you will make your presentations accessible to everyone and fulfill the laws of Section 508 and Senate Bill 302 which are required of all state and federal institutions. Besides, it's the "right thing" to do!

1. Right-click on the image of the Central Coast map and select **Format Picture**… one more time.
2. This time, select the **Web** tab (see Figure 7).
3. In the area labeled **Alternative text:**, type in a short description of what the image represents such as *"Map of the Central Coast of California Highlighting Morro Bay"*
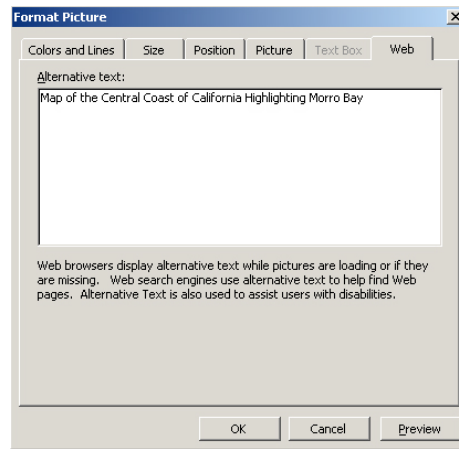
Figure 7: Format Picture Web Tab

4. Click the **OK** button to close the Format Picture dialog box.

Slide 3 - Changing the Text Color

Let's add a third slide now, add some text and change some of the text color:

1. Press **Ctrl + M** (or select **Insert > New Slide**) to add a third slide.
2. From the **Text and Content Layouts** area of the **Slide Layout** pane, click on **Title, 2 Content, and Text** (i.e., second column, second row). You will see the slide layout change on the third slide.
3. Click in the **title text box** and type: *"Why Visit Morro Bay?"*
4. Click in the bulleted text box to the right of the slide and type: *"MB is listed as one of the TOP 10 locations for birdwatching in California"*
5. Press **Shift + Enter** to cause a paragraph return without a bullet; then press **Enter** to get the second bullet and type: *"The wilds of Morro Bay Estuary is a haven for hundreds of sea birds"*
6. Let's accentuate the words **Top 10** with a different text color. Highlight the words **Top 10** and click on the down arrow next to the **Font Color** icon in the **Formatting Toolbar** near the top of the PowerPoint screen. Select **More Colors**… and then select the **Standard** tab. Click on a bright **red** color and click **OK**.
7. Click with your mouse <u>outside</u> of the text box. When the text is no longer highlighted, you will see that the text color changed to red.
8. Highlight the word **hundreds** and click on the **U** and the **I** in the **Formatting Toolbar** to underline and italicize this word. With it still highlighted, click on the **Font Color** icon (which is now red) and the text for the word **hundreds** will turn red.
9. Click with your mouse <u>outside</u> of the text box to view the changes.

Slide 3 - Modifying Images

Let's add some images and modify them:

1. In the top object box, click on the **Insert Clip Art** icon. When the **Select Picture** dialog box appears, type: *"pelican"* in the **Search text:** text box and click the **Go** button.
2. PowerPoint will bring up quite a few pictures of pelicans – some of them will be jpegs (photos) and others will be gifs (clip art illustrations). Select the <u>4th picture</u> (i.e., second

row, first column), which is a photo of two pelicans on a post (Figure 8) and click on the **OK** button.

Figure 8: Select Picture Dialog Box for Clip Art

3. PowerPoint will insert the jpeg of two pelicans in your PowerPoint.
4. Now in the bottom object box, click on the **Insert Picture** icon and navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Images** and select the jpeg called **whitepelicans.jpg**.
5. The **whitepelican.jpg** may come into your PowerPoint slide looking quite small. Let's stretch it to a bigger size. Grab the lower right-hand corner of the image and drag the mouse to enlarge it to a size that looks aesthetically-pleasing with its placement under the two pelicans image. Use the arrow keys to nudge it into place.
6. Look for the **Picture Toolbar** floating somewhere on the page (Figure 9). Another way to add a border is to click on the **Line Style** icon in the **Picture Toolbar** and select a border style size (e.g., 3 pt, 6 pt, etc.). If you wish to change its color, click on **More Lines**… from within the **Line Style** icon and then select the **Color and Lines** tab as you did before. For the purpose of this tutorial, make the border color **white**.

Figure 9: Picture Toolbar

7. Let's crop the image of the two pelicans. Although, in general, it is best to crop pictures outside of PowerPoint in a program such as Adobe Photoshop (in order to keep down the file size of your PowerPoint), PowerPoint 2003 allows you to crop the image "on the fly" right within PowerPoint. Click on the image of the two pelicans and click on the **Crop** button in the **Picture Toolbar**. You'll see that the selection handles change to special crop marks. You can drag the crop marks around to cut off part of the picture. Place your mouse over the lower left-hand corner crop mark and when it changes to an "L," drag it to the right to crop off the pelican on the left. Keep cropping the various edges until you have a single pelican in the picture. When you're satisfied with your cropping, click outside of the picture.
8. If you decide that you don't like the cropping, you can click on the **Reset Picture** icon in the **Picture Toolbar** and the image will return to its original state. If you decide you like your cropped picture and you want to delete the cropped area of the picture for good, you can select the picture and then go to the **Picture Toolbar** and select **Compress Pictures.** When the **Compress Pictures** dialog box appears (Figure 10), in the section

where it says **Apply to**, click on the radio button next to **Selected pictures**. In the section where it says **Change resolution**, select **No Change** and under the **Options** section, turn off the checkmark next to **Compress pictures** and turn on the checkmark next to **Delete cropped areas of pictures** and click on the **OK** button.
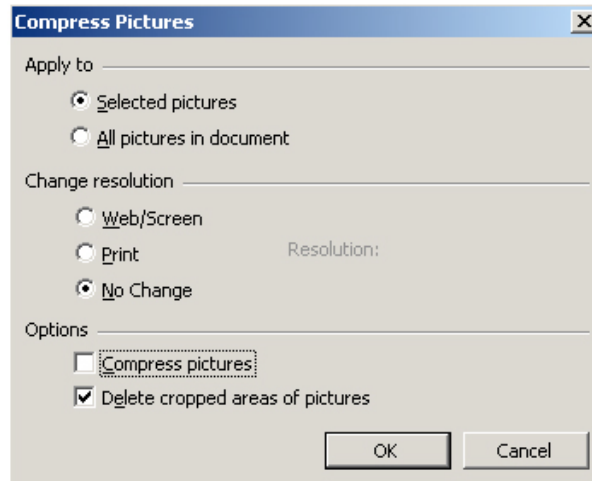

Figure 10: Compress Pictures Dialog Box

9. Click on the picture of the lone pelican that you have cropped and add the same size and color of border to it as you had in the bottom image by clicking on the **Line Style** icon in the **Picture Toolbar**.

Slide 4 - More Manipulations of Images

Let's add a fourth slide and continue to manipulate some images:

1. Add a new slide by clicking on the **New Slide** button up in the **Formatting Toolbar** (or use **Ctrl + M**). As the default, PowerPoint will use the slide layout of **Title and Text**.
2. For the title of the slide, type the following: *"Peregrine Falcons"*
3. Next to the first bullet, type: *"The Peregrine Falcon is a common resident at Morro Rock"*
4. Now we are going to insert an image without using the slide layout icons. Select **Insert > Picture > From File**… and navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 images > peregrine_falcon_transparent.gif**
5. Drag the falcon image to the right of the screen and resize the text box by grabbing from the lower right-hand corner so that the text encompasses two lines above the falcon image.
6. Since this is a GIF, we can make it transparent and eliminate the white edges so the image blends into the page better. To make the GIF transparent, click on the falcon image and click the **Set Transparent Color** icon in the **Picture Toolbar**. Click with your mouse on the white edges around the falcon image and the white area will become transparent.
7. Now drag the image down to the bottom of the slide above the mountains and make the falcon image smaller by dragging from the lower right-hand corner. With the falcon image still selected, choose **Shadow Style** from the **Draw Toolbar** at the bottom of the screen and select **Shadow Style 2** (Figure 11). You'll see a shadow outline added to the right-side of the falcon image.
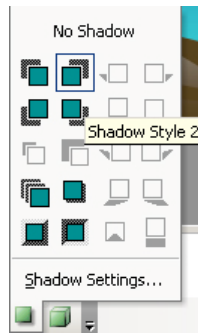
Figure 11: Shadow Style in Drawing Toolbar

8. Let's flip the falcon image so that the falcon appears to be looking off the mountain toward the ocean. Select the falcon image and from the **Draw** menu at the bottom of the screen, select **Rotate or Flip > Flip Horizontal**.
9. Let's rotate the falcon image a little toward the right so it looks more like the falcon is leaning forward a bit. Select the falcon image and drag the **rotate handle** (green handle connected to the image with a line) in the direction you want to rotate it (in this case, to the right a bit). Click outside the object to set the rotation.

Slide 4 - Drawing Autoshapes

With the drawing tool, you can create all sorts of shapes from the AutoShapes menu. Let's create a cloud callout above the falcon's head and write some text in it to create a cartoon bubble. Then we will also draw an arrow, which will contain text within it as well.

1. Go to the **Drawing Toolbar** at the bottom of the screen and from the **AutoShapes** menu, select **Callouts > Cloud Callout**.
2. Your cursor will change into a **plus** sign. To the upper right of the falcon, drag your mouse and as you do, the cloud will grow larger and larger. Make the cloud large enough to type a sentence within it.
3. The cursor will blink waiting for you to type within the cloud. Type: *"I'm the KING of the Rock!"*
4. Drag the lower right-hand corner to resize the cloud callout to fit the text.
5. To move the cloud callout, click on it and then click on the border of this object. Use the arrow keys on your keyboard to nudge it into place.
6. Now let's go to the **AutoShapes** menu and select **Block Arrows > Right Arrow**.
7. Again, the cursor will change into a **plus** sign. Drag with your mouse to the right and make a fairly large arrow. Type: *"Click to hear falcon"*. Resize the arrow you created by dragging from the lower right-hand corner so that the text fits perfectly upon the arrow.
8. Change the color of the arrow by clicking on the arrow located next to the **Fill Color** icon and select the **bright turquoise** color that matches the color on the lower-right corner of the slide background.
9. Let's make the arrow into a 3-D shape. With the bright turquoise arrow you just created selected, go to the **Drawing Toolbar** and click on the **3-D Style** icon and select **3-D Style 2** from the list (Figure 12). Your arrow will change into a 3-D shape. Cool, eh?
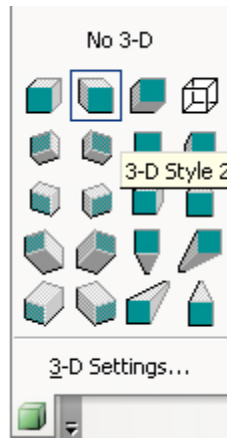
Figure 12: 3-D Styles in the Drawing Toolbar

Slide 4 - Add a Bird Sound File

PowerPoint 2003 includes quite a few .WAV sound files that you can access within PowerPoint's Media Gallery. Let's add a falcon sound to this page from PowerPoint's Clip Organizer.

1. Select **Insert** > **Movies and Sounds** > **Sound from Clip Organizer**. You'll see the **Clip Art** area appear in the **Task Pane**. However, because you selected that you want to insert a sound, if you were to click on the arrow in the section labeled **Results should be: Selected media file type**, you would see that only **Sounds** has a checkmark next to it.
2. In the **Search for:** text box in this area, type *"falcon"* and click on the **Go** button.
3. PowerPoint will bring up a falcon sound icon. Click on the **falcon sound icon** to insert it on the slide. A dialog box will appear that asks: **"How do you want the sound to start in the slide show?"** with the options of **Automatically** or **When Clicked**. For the purpose of this tutorial, select **When Clicked**. (Note: For sounds and movies within PowerPoint to work in Blackboard, you must always set this setting at **Automatically**.)
4. Drag the sound speaker icon closer to the turquoise arrow and drag from the lower right-hand corner to resize it to a larger size.
5. To listen to the sound, press **Shift** + **F5** (or click on the **Slideshow from current slide** icon in the View area at the bottom left of the PowerPoint screen). Once Slideshow View appears, click on the **speaker icon** in Slideshow View to hear the falcon sound (Note: You must have your computer speakers on or use headphones to hear the sound).
6. To exit Slideshow View, press the **Esc** key.

Slide 5 - Inserting a Video File

PowerPoint allows you to insert a video to play within your presentation. However, if you choose to do this, be careful to select short videos because a video within your PowerPoint can greatly increase its size. What's the problem with that you ask? If you place your PowerPoint on the web or within Blackboard, a larger-size PowerPoint can greatly increase download time. For longer videos (above 2 minutes)that you want to insert in a PowerPoint presentation, have the video placed on the streaming server in Media Distribution Services (Bldg. 2, Room 9) and access the video through your PowerPoint with a hyperlink to the streamed video (We'll learn how to insert a hyperlink later in this tutorial).

1. Press **Ctrl + M** to insert a new slide. The **Task Pane** will change to **Slide Layout**. In the section of Slide Layout called **Text Layouts**, select the Title Only layout scheme (i.e., first row, second column).
2. For the title of this slide type: "Morro Bay's Own"
3. Go to **Insert > Movies and Sounds > Movie from File**... and navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Videos > mb_peregrine_falcon.wmv** and select it.
4. PowerPoint will bring up a dialog box that asks: **"How do you want the sound to start in the slide show?"** with the options of **Automatically** or **When Clicked**. For the purpose of this tutorial, select **Automatically**. (Note: Remember, for movies within PowerPoint to work in Blackboard, you must always set this setting at **Automatically**.)
5. Note that PowerPoint 2003 is very restrictive on the movie formats it will accept for insertion. Earlier versions of PowerPoint(before PowerPoint 2002) would accept QuickTime and Real Player movie formats but now PowerPoint will only allow insertion of Windows Media Player formatted video files (.wmv) to be inserted in your presentation. (If you need help converting a QuickTime or Real Player movie file into Windows Media Player format, please contact Technology and Learning Services for assistance.)
6. PowerPoint will insert the movie and place the image of the first frame on the PowerPoint.
7. <u>Right-click</u> on the movie and select **Edit Movie Object** and select the checkbox next to **Rewind movie when done playing**. This is also where you may select to loop your movie or to have it zoom to full screen. Click **OK** to close the **Movie Options** dialog box.
8. If you wish, you can place a border around your movie by <u>right-clicking</u> and selecting **Format Picture** and then using the **Color and Lines** tab to set a border as you have done previously to images. Place a **dark turquoise** border of 9 pts. on this video.
9. Your movie will play when you view it in Slideshow View. However, if you wish to play it in normal slide view, <u>right-click</u> upon it and select **Play Movie**.

Slide 5 - Word Art

Word Art is a fun way of adding text with a more interesting "graphical" nature.

1. Make sure that the Drawing tools are available (usually at the bottom of your PowerPoint screen). If you don't see Drawing tools there, go to **View > Toolbars > Drawing** and make sure a checkmark is there.

2. Click on the **Insert WordArt** icon. When the **WordArt Gallery** dialog box appears, select the box in the <u>**fifth row, fifth column**</u> (Figure 13) and click **OK**.
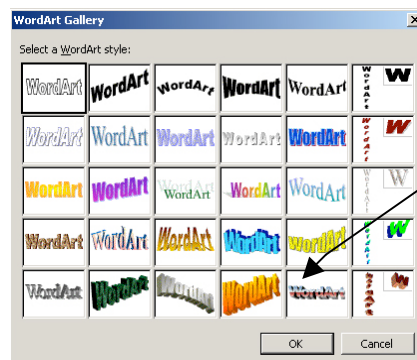

Figure 13: WordArt Gallery Dialog Box

3. When the **Edit WordArt Text** dialog box appears, select **Impact** as the font and **28** as the size. In the box under **Text:** type "**Watch the Video**" and click **OK**.
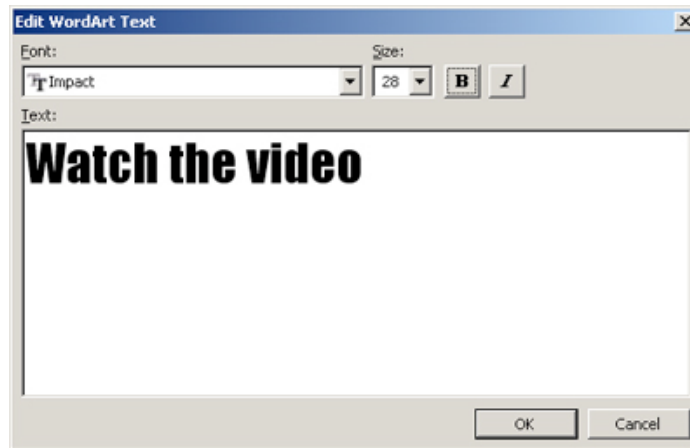

Figure 14: Edit WordArt Text Dialog Box

4. Drag the WordArt and move it so it is located below the falcon video. (Move the video up if you need to).
5. Right–click on the WordArt and select **Format WordArt**…
6. When the **Format WordArt** dialog box appears, click on the **Colors and Lines** tab and then click on the arrow next to **Color:** and select **Fill Effects**… as shown below.
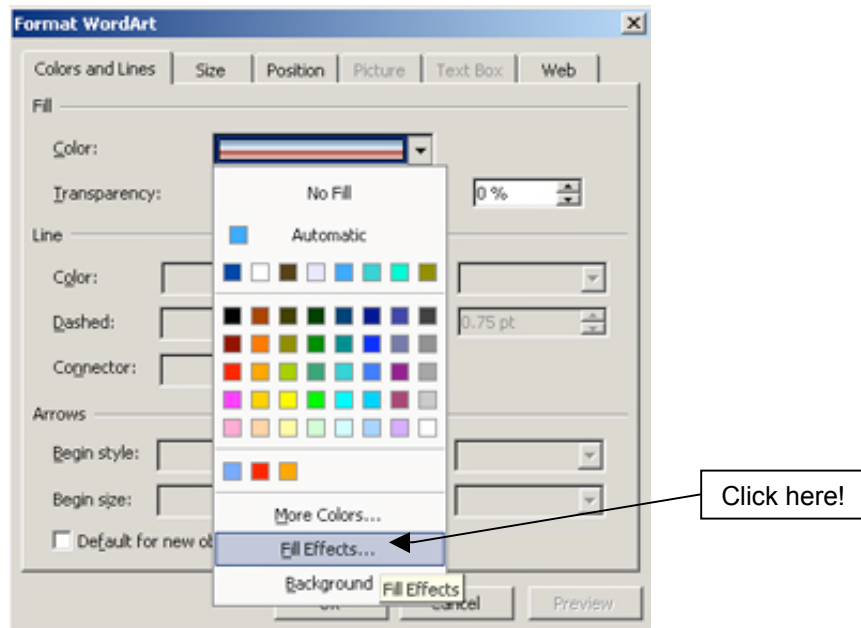

Figure 15: Format WordArt Dialog Box

7. When the **Fill Effects** dialog box appears, click on the **Gradient** tab.
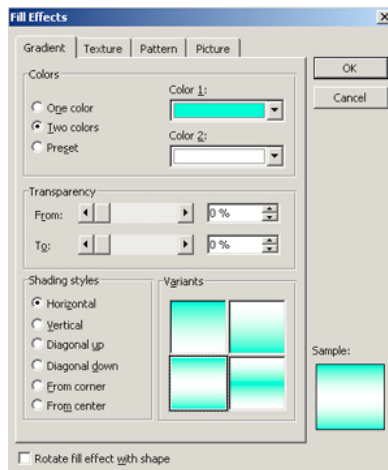
Figure 16: Fill Effects Dialog Box

8. Select the radio button next to **Two colors**. From the **Color 1:** pull-down menu, select the **bright turquoise** color. From the **Color 2:** pull-down menu, select the color **white**.
9. From the **Shading Styles** section of the **Fill Effects** dialog box, select the radio button next to **Horizontal** and select a **Variant** by clicking upon it (e.g., second row, first column). Click **OK** to close the **Fill Effects** dialog box and then click **OK** again to close the **Format WordArt** dialog box.

Now, let's change the shape of this WordArt.

1. In the **WordArt Toolbar**, click on the **WordArt Shape** icon and from the submenu, select a shape (e.g., Wave 2).
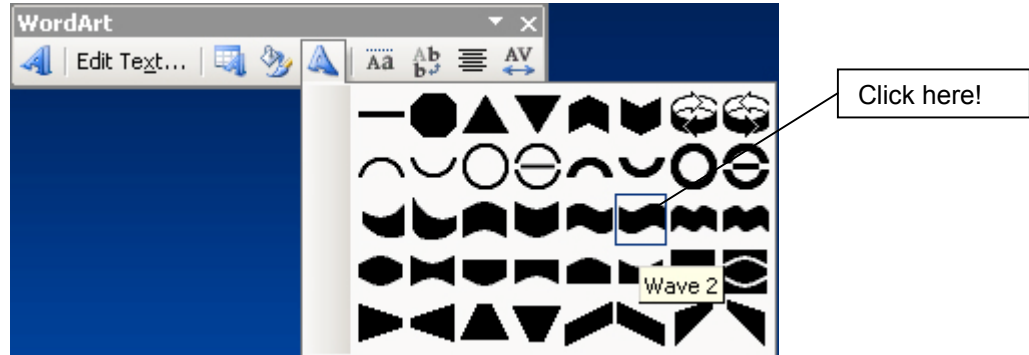

Figure 17: WordArt Shapes

2. PowerPoint will change the WordArt to emulate the shape you have chosen.

Slide 6 - Inserting a Table

Now let's learn about adding a table to a slide:

1. Insert a new slide (e.g., **Ctrl + M**). When the **Task Pane** changes to **Slide Layout**, from the section labeled **Other Layouts**, select **Title and Table** (i.e., fourth row, first column).
2. Type the following title: *"Two Popular MB Birds"*

3. Double-click on the icon in the center of the slide that says: **Double-click to add table**. When the **Insert Table** dialog box appears, create a table with **3 columns** and **2 rows** and click **OK**.
4. Click on the <u>border</u> of the table to select it and nudge it with the arrow keys up the page above the mountains in the footer.
5. Select **Insert > Picture > From File**… and navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Images** and select the image called **egret1.jpg**. Drag the image into the top row, first column and resize the image. Nudge it into place as desired.
6. Select **Insert > Picture > From File**… again and navigate to **My Documents > Class Materials > Fose PowerPoint 2003 > Fose PowerPoint 2003 Images** and select the image called **greatblueheron2.jpg**. Drag the image into the bottom row, first column and resize the image. Nudge it into place and center it in the cell as desired.
7. In the top row, second column, type: *"Great White Egret"* In the bottom row, second column, type: *"Great Blue Heron"*
8. With your mouse, drag and select both rows of the third column. From the **Table Toolbar** that is floating on the screen, select **Merge Cells**. |
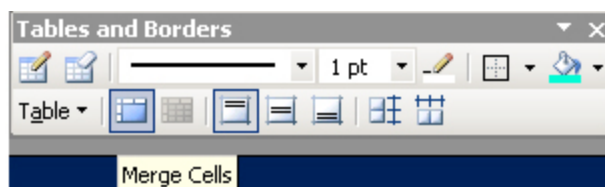

Figure 18: Tables and Borders Dialog Box

9. In this newly-merged third column, type: *Both of these birds can be found in the dune area of Morro Bay near the Cloisters Estuary."*

Slide 7 - Using Outline View

The Outline View is an excellent view to use when you mostly want to quickly type text into a slide (e.g., when you are brainstorming ideas for your PowerPoint and you just want to quickly get them down). Be aware that you cannot insert an image onto the slide in Outline View but you can go back later and do it if you wish. Let's work on adding some bullet-point text to Slide 7 using the Outline feature:

1. Insert a new slide (e.g., **Ctrl + M**). Keep the default slide layout of **Title and Text**.
2. Click on the **Outline** tab in Normal View.
3. Next to Slide 7 in Outline view, type *"Other Morro Bay Birds***"** Press **Enter** and then press **Tab**. Pressing **Enter** gives you another slide but by pressing the **Tab** key, you are telling PowerPoint to stay on the current slide and add a bullet point. (Pressing the Tab key causes the function known as **Increase Indent**, which can also be accessed with the **Increase Indent** icon in the **Formatting Toolbar**),
4. At the bullet point, type: *"Snowy Plovers"* Press **Enter** and PowerPoint will give you another bullet point. Type: *"Sandpipers"* and press **Enter**. At the next bullet point, type: *"Loons"* and press **Enter**. Continue in this fashion to add the bullet points of *"Marbled Godwits" "Pied-billed Grebes"* and *"Western Gulls"*.
5. Press **Enter** one last time after typing "Western Gulls". When the bullet point appears, press **Shift-Tab** and PowerPoint will decrease the indent and provide you with a new slide (Note: Using **Shift-Tab** here is the same as using the **Decrease Indent** icon in the **Formatting Toolbar**).

6. If we wanted to continue typing more information in Outline View, we could continue typing on the new slide (Slide 8). However, for the purpose of this tutorial, let's leave Outline View by clicking on the **Slides** tab in the Navigation pane and return to **Slide View**.

Using the PowerPoint 2003 Research Pane (New)

The new **Research task pane** offers a wide variety of reference information and expanded resources if you have an Internet connection. You can conduct research on topics using an encyclopedia, Web search, or by accessing third-party content. You can even ask for an immediate translation of a word from English to another language or vice-versa. Also available from the Research task pane, and new to PowerPoint, is support for the thesaurus. This feature is an outstanding tool for finding synonyms to enhance the quality of your presentation without even leaving PowerPoint.

Let's use the Research task pane to find out more information about the Winter Bird Festival in Morro Bay:

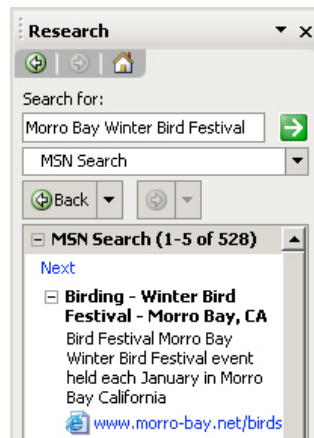1. From the Task Pane pull-down menu, select **Research**.

Figure 19: Research Pane

2. In the text box under the section labeled **Search for:**, type the following: *"Morro Bay Winter Bird Festival"*
3. From the pull-down menu next to **All Reference Books**, select **MSN Search**.
4. Instead of having to leave PowerPoint to go out to your browser to do a web search, PowerPoint did it for you in the Task Pane. Click on the blue link under the first listing: **Birding – Winter Bird Festival – Morro Bay, CA**
5. Internet Explorer should open up and display the web site http://www.morro-bay.net/birds/ about the Morro Bay Winter Bird Festival. Make a bookmark of this page in Internet Explorer by going to **Favorites** > **Add to Favorites**.

Slide 8 - Inserting a Hyperlink

In PowerPoint, a hyperlink is a text or graphic image that allows you to summon another slide, another presentation, another type of document (e.g., a Word or Excel document), or even a page from the World Wide Web. In extremely long presentations or presentations that might be used for multiple purposes, you might even choose to create a table of contents slide, which hyperlinks to other sections of your presentation. Let's insert a hyperlink on a slide to the Morro Bay Winter Bird Festival website you just found:

1. Insert a new slide (e.g., **Ctrl+M**). Keep the default slide layout of **Title and Text**.
2. For the title, type the following: "*MB Winter Bird Festival*"
3. At the first bullet, type: "Are you interested in visiting Morro Bay and joining other birdwatchers? Check out the Morro Bay Winter Bird Festival web site at:
4. Press **Shift-Enter** <u>twice</u> to move down the page without adding another bullet.
5. Go to the bookmark of the Morro Bay Winter Bird Festival that you made in Internet Explorer within the **Favorites** menu and bring up the web site you saved. Highlight the URL with your mouse and then press **Ctrl+C** to copy it to the computer's Clipboard.
6. Return to Slide 8 in PowerPoint and press **Ctrl+V** to copy the URL onto your slide.
7. Highlight the URL text on the PowerPoint and select **Insert > Hyperlink** (**Ctrl+K**). When the dialog box appears (Figure 20), you will see the URL listed in the upper box where it says: **Text to display:** (Note: If you didn't want the URL to display in the slide, you could change this text to whatever you desire but most people like to have the URL displayed for the audience's reference on handouts, etc.) In the area that says **Address:** in this dialog box, paste the URL address once more (by pressing **Ctrl + V** again). Click the **OK** button to close the dialog box and apply the URL to the slide.
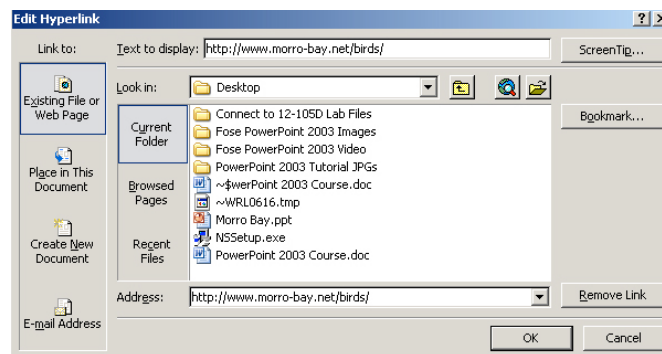

Figure 20: Edit Hyperlink Dialog Box

8. Now when you go to **Slide Show** view (**Shift+F5**), you can click the URL on the slide and it will open the proper web page in your browser.
9. To remove a hyperlink, <u>right-click</u> the hyperlink that you wish to remove and then choose **Remove Hyperlink** from the menu that appears. To change a hyperlink, <u>right-click</u> it and choose **Edit Hyperlink**.

`

Setting the Color Scheme

The advantage of applying a design template is that a color scheme is already set up. However, if you make your own design or want to change a design template's color scheme, you will need to know how this is done.

1. To change the slide color scheme, select **Task Pane > Slide Design – Color Schemes**.
2. Select a color scheme in the area that says **Apply a color scheme:** by placing your mouse over it and clicking on the arrow; then pick **Apply to All Slides** or **Apply to Selected Slides**. PowerPoint will place that color scheme on all your slides. Try it and then select **Edit > Undo Color Scheme**.
3. If you wish to edit the color scheme, click on **Edit Color Schemes** at the bottom of this Task Pane area.
4. When the **Edit Color Scheme** dialog box (Figure 21) appears, click on the color block next to any of the listings in the **Scheme colors** area (e.g., Title text, Accent and hyperlink, etc.) and then click on the **Change Color**… button.
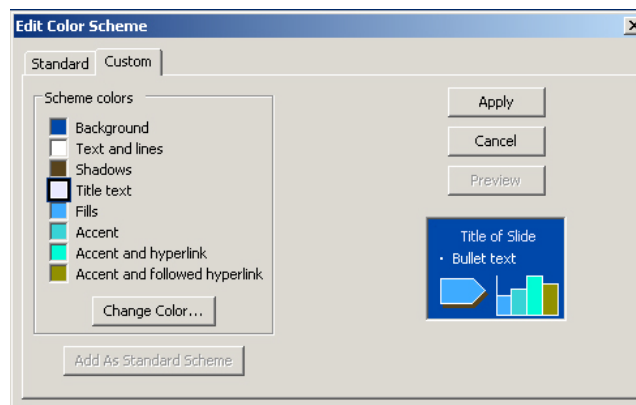

Figure 21: Edit Color Scheme Dialog Box

5. Select a color from the palette in the **Standard** tab and click **OK**. Click the **Apply** button in the **Edit Color Scheme** dialog box to apply the color to your slides. (Note: You can also click on the button labeled **Add As Standard Scheme** to add this as a permanent future choice in the **Slide Design – Color Scheme** area.)

Slide Transitions

You can choose for PowerPoint to place transitions between your slides. This is usually a bit distracting and not used very often but there might be some occasions you would like to use it. A slide transition is how PowerPoint gets from one slide to the next during an onscreen slide show. PowerPoint enables you to assign any of more than 50 different special effects to each slide transition (but please, don't do it!)

1. In the **Task Pane**, click on the **down arrow** and select **Slide Transition**.
2. Experiment with the transitions by clicking through the selections to see the available choices.
3. Choose a speed for the transition: Fast, Medium, or Slow.
4. If you really want to be obnoxious, add a sound to your slide transition. Click on the **down arrow** at **Sounds** and scroll through those choices (again, often distracting in your presentation but can be used occasionally for effect).

5. Select **On mouse click** under **Advance slide** to have the transition occur when you click your mouse to change slides in Slideshow View. However, if you wish to have the slide change automatically, you may click on the checkbox next to **Automatically after** and then choose the number of minutes/seconds you wish to transpire before it the transition occurs.
6. If you wish to apply the transition to all the slides at once, click on the **Apply to All Slides**.
7. Note: You can also preview your transitions in **Slide Sorter** view by clicking on the little star icon beneath each slide. Also, the automatic slide timing is shown beneath the slide in **Slide Sorter** view if you have set the slide to advance automatically.

Slide Animations

A slide transition adds movement from one slide to the next. A slide animation adds movement to a *selected object* on a slide. You can add this effect to all slides using "Animation Schemes" or you may effect selected slides using "Custom Animation.

Using Animation Schemes:

1. In the **Task Pane**, click on the **down arrow** and select **Slide Design-Animation Schemes**.
2. Select one of the schemes (e.g., **Fade in all**) and if the checkbox is on next to **AutoPreview** you can see the effect take place immediately or you may click on the **Play** button or even on the **Slide Show** button. Notice there are many schemes ranging from Subtle to Extreme and in general the subtle choices tend to be less irritating to your audience.
3. After you have selected an animation, click on **Apply to All Slides** and the animation is automatically placed on every slide.
4. To turn the animations off, click on **No Animation** and then click on **Apply to All Slides**.

Using Custom Animation:

1. Navigate to **Slide 3 – Why Visit Morro Bay?**
2. In the **Task Pane**, click on the **down arrow** and select **Custom Animation**.
3. Click on the single pelican image on the <u>left</u> side of the slide and then click **Add Effect > Entrance > Appear**. (Note: If **Appear** is not a choice, select **More Effects** and then select it from the **Add Entrance Effects** dialog box.
4. Click on the text box on the <u>right</u> side of the slide to select it and click on **Add Effect >Entrance > Fly In**
5. From the pull-down menu under **Direction:** select **From Right**
6. Select a speed (e.g., **Fast**) from the choices under the **Speed**: pull-down menu.
7. Click on the multiple pelicans image and then click **Add Effect > Entrance > Appear**. You should now see numbers in boxes attached to the objects (1, 2, 3 and 4).
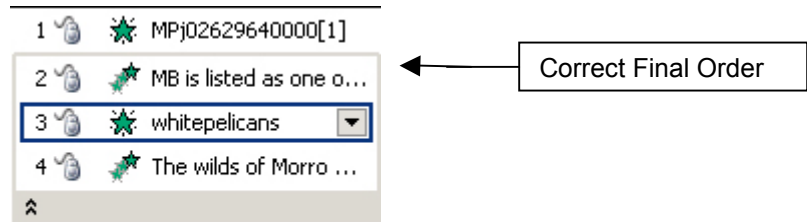8. Rearrange the ordering so it looks like the order in Figure 22.

Correct Final Order

Figure 22: Animation Ordering

9. To reorder the list, click on an effect in the list to highlight it and then click on the up and down arrows next to **Re-Order**. Click on the **Play** button and watch to make sure the effects occur in the correct order. In this example, you want the left single pelican image to appear first; upon the next mouse click the first bullet of text should fly in from the right; upon the next mouse click the bottom multiple pelicans image should appear; and upon the next mouse click the second bullet of text should fly in from the right. You may also wish to click on the **Slide Show** button to view the succession of entries that take place with each mouse click. The Slide Show view will show you the animations at the proper speed whereas the **Play** button performs the animation quickly for a preview.

Watching Your Presentation in Slide Show View

Slide Show View is the view you will use to display your presentation to your audience. It is also the view you will use to check how your show really looks.

1. From the **Slide Show** menu, select **View Show (F5)**. Using this method will ensure that the Slide Show begins from the first slide no matter where you are in the slide order. If you wish to move immediately to Slide Show view of the slide you are residing upon, click on the **Slide Show View** button in the lower-left corner of the PowerPoint screen.
2. Once you are in Slide Show View, begin clicking your mouse to move through the slides and through animations you have added.
3. Right-clicking in Slide Show View will give you some options for navigating such as **Next**, **Previous**, **Go to Slide** (which allows you to choose the exact slide by title that you wish to navigate to). You can also select **Help** (also available by pressing the **?** key on your computer keyboard), **Screen** (to switch quickly to Black or White screen – click again to leave it), **Pointer Options** (e.g., Arrow, Ballpoint Pen, Felt Tip Pen etc.), which allows you to mark your slide, erase the marks, and even choose the **Ink Color**, and finally, you can also select **End Show**.
4. You may also quit the show at anytime by pressing your **Esc** key on your computer keyboard.

Changing the Order of Your Slides

In Slide Sorter view you can view your slide order, change the order of your slides, copy and paste slides or easily delete slides.

1. Go to the **View buttons** at the bottom left area of the screen and click on the second icon that looks like a waffle -- this is the **Slide Sorter** icon.
2. To move a slide: select and drag it to a new location.

3. To copy and paste a slide: select the slide, press **Ctrl-C** to copy it. Now click with your mouse in front of the slide where you wish to place the copied slide (you will see the cursor change into a very long line) and press **Ctrl-V** to paste it there. Sometimes slides are so similar to one another it will save time to copy/paste a slide and just change a few things on the pasted slide.
4. To delete a slide: select the slide and press the **Delete** key on your computer keyboard.

Adding Notes to Your Slides

You can add notes to your presentation that only appear when you are in **Normal View**.

1. Click on the **Normal View** button at the lower-left side of the screen.
2. Notice that right below the slide there is a place to type your notes where it says **Click to add notes**.
3. Click in that location and type yourself a note.
4. If you need to enlarge the area where the notes are typed, you can click on the bar above it and drag to make it larger; however, you don't really need to do this because as you type the text wraps in the Notes view and up/down scroll controls are available for you to the right of this area.

Printing Your PowerPoint Files

You have several options when printing your file: You may print the slides themselves; print handouts with options of several handouts per page; print each slide with your notes attached; or print the outline view.

1. To print your PowerPoint file, go to **File > Print**…
2. When the **Print** dialog box appears (Figure 23), make sure the proper printer is selected from the pull-down menu**.**
3. Select the **Print range** (**All**, **Current slide**, etc.), select the **Number of Copies** desired, and whether or not you want to **Collate** the copies.
4. Under the area **Print what:** select from the pull-down menu the options of **Slides**, **Handouts**, **Notes Pages**, or **Outline View**. If you select **Handouts**, be sure and choose the number of slides per page you desire (the default is six) and also choose the **Order** of the multiple slides on a page (i.e., **Horizontal** or **Vertical**).
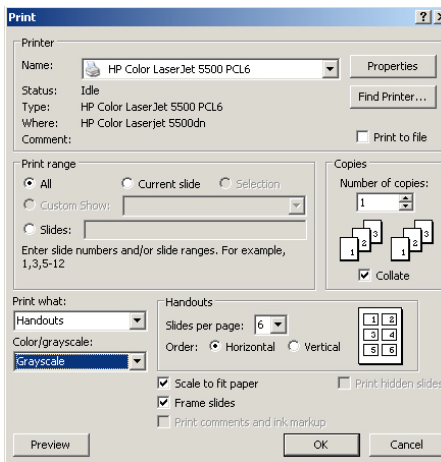

Figure 23: Print Dialog Box

5. Choose from **Color**, **Grayscale**, or **Pure Black and White**.
6. Select **Scale to fit paper** for best results.
7. Click the checkbox next to **Frame slides** to add borders to the slides.
8. Click the **Preview** button if you wish to see a preview before you print.
9. Click **OK**.

Saving as HTML & Uploading to Blackboard

One of Blackboard's most useful features is its ability to import existing files into the course site. With this document you'll be able to convert existing Microsoft PowerPoint 2003 documents to HTML and upload them to Blackboard. It is important to note that when converting documents special characters and some types of formatting will be lost. Typically, superscripting, subscripting, formulas, and footnotes will be lost because HTML code can't handle this type of formatting. Any sound and/or animation will also be lost when converting your presentation to HTML. If it is critical that audio be included in your presentation, please contact Technology & Learning Services for instructions on creating a work-around.

CONVERTING POWERPOINT 2003 DOCUMENTS:

1. Create a new folder on your desktop by clicking anywhere on the desktop with your RIGHT mouse button and select **New>Folder** (Figure 24). After the folder is placed on your desktop, type a new name for the folder. This folder should have a descriptive name, such as "lecture1," and should not have any spaces or capitalization within the name.

Figure 24: New Folder

2. Open your PowerPoint file. From within your PowerPoint presentation, choose the **Save As Web Page**... option from the **File** menu. If this option is not visible, choose **Save As**...

3. From the Save In drop down menu, choose your newly created folder that resides on the desktop (e.g., the folder you named "lecture1").

4. In the File <u>n</u>ame: section, name your file and remember to include the ".htm" extension.

5. Choose **Web Page (*.htm; *.html)** from the "Save as type:" drop down menu (Figure 25). DO <u>NOT</u> select **Single File Web Page**, which has a .mht extension.
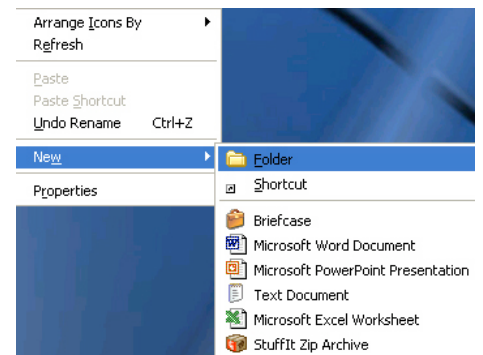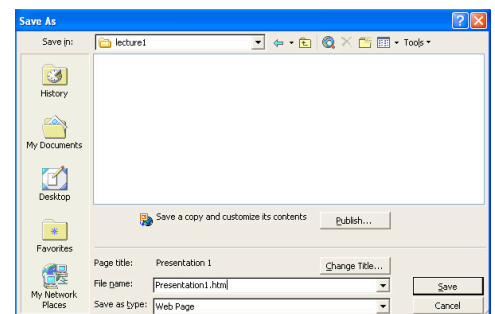
Figure 25: Save As Dialog Box

Note: DOS naming conventions are required when saving HTML documents. Keep the file names short. These files cannot have any spaces, slashes, or hyphens in their names but underscores are acceptable. A three- letter extension, such as .htm, is also necessary for the file to be uploaded and read correctly.

6. **If this is the first time that you have saved a PowerPoint presentation as HTML at the computer you are currently working from, please follow steps A-E below; otherwise, skip steps A-F and go directly to Step 7 below.**

   After you have followed steps A-F once, the correct settings will be considered the defaults for the computer you are using:

   A. Click the **Publish** button.
   B. Select the third option **All browsers listed above (creates larger files)** in the "Browser support" section shown in the center of the window. (Figure 26).
   C. Now click the **Web Options**… button on this page.
   D. In the Web Options dialog box (Figure 27), click on the **Pictures** tab.
   E. From the **Screen size:** drop-down menu, choose **800 x 600** and click the **OK** button.
   F. Now you will be returned to the Publish as Web Page dialog box. Click on the **Publish** button and your presentation will be saved as HTML into your new folder on the desktop. Skip Step 7 below and go to Step 8.
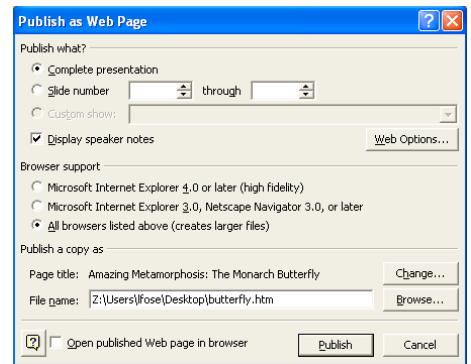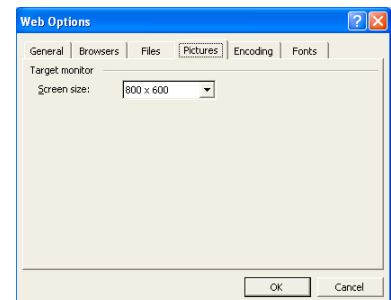

Figure 26: Publish as Web Page

Figure 27: Web Options

7. Click **Save** to save your presentation as HTML to your new folder on the desktop.

8. Your presentation will be saved in your new folder. The HTML version will consist of a document and another folder. The document will be titled "name_of_file".htm and the folder will be called "name_of_file"_files. (For example, if you named your HTML file "presentation1.htm" and you have saved it in the newly created folder on the desktop named "lecture1," then the lecture1 folder will have the file "presentation1.htm" and the folder "presentation1_files" that PowerPoint created when you selected **Save As Web Page**.

VERY IMPORTANT: These two items that PowerPoint created (presentation1.htm and presentation1_files) **MUST** reside in the same folder (lecture1) and **MUST** be the **ONLY** items in the folder when you zip the folder for the purpose of uploading it into Blackboard.

ZIPPING YOUR NEWLY CREATED HTML FILES USING MICROSOFT'S ZIP FEATURE:

To zip your folder, **RIGHT-click** on your newly created folder (i.e., lecture1 folder) on the desktop that contains the file "name_of_file".htm and the folder "name_of_folder"_files. When the menu appears from right-clicking, select **Send To** and from the submenu select **Compressed (zipped) Folder** (Figure 28). If this is the first time you have compressed a folder or file on your computer, you may see a dialog box that asks you "Do you want to designate Compressed (zipped) Folders as the application for handling ZIP files? (Figure 29) Click on the **Yes** button. Your computer will take a moment to compress (zip) the folder. You will find the zipped folder on your desktop with the same name as the folder you zipped and with a zip icon that looks like a folder held in a vise.
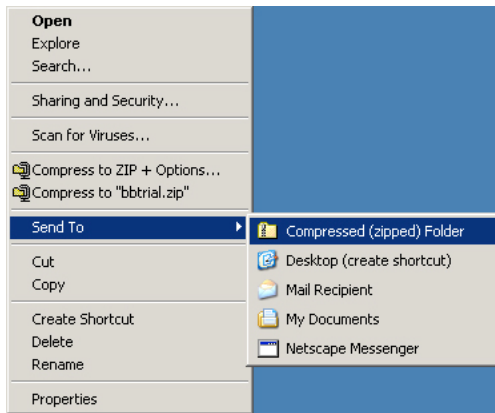
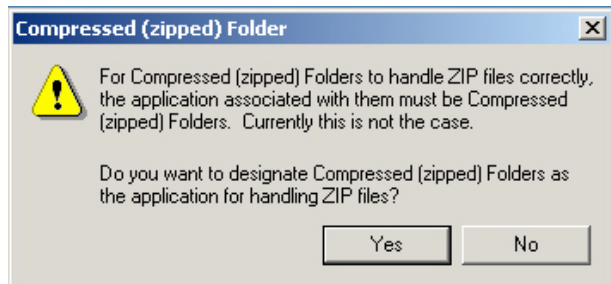Figure 28: Send To: Compressed (zipped) Folder

Figure 29: Compressed (zipped) Folder Dialog Box

4. You are now ready to upload the zipped folder into Blackboard.

UPLOADING YOUR ZIPPED ARCHIVE TO BLACKBOARD:

1.   Open your web browser.

2.   Go to the Cal Poly portal at http://my.calpoly.edu and log in.

3.   Open the Blackboard course you wish to place the file in by clicking on the course's link.

4.   In Blackboard, click on the **Control Panel** button within your course.

5.   Under the **Course Content** category, select the area in which you want to upload the file (e.g., Course Materials, Assignments, etc.).

6.   Click on the **Add Item** button.

7.   In Section 1 – Content Information of this page, name your document and add any appropriate text, such as a brief description of the file. Select the radio button for **Smart Text**, **Plain Text**, or **HTML**. (The typical choice is **Plain Text**.)

8.   In Section 2 – Content Attachments, next to **File to Attach:** click the **Browse**… button (Figure 30) and locate your newly created folder that had the ".zip" extension. (**Do NOT upload the non-zipped version of the folder**).
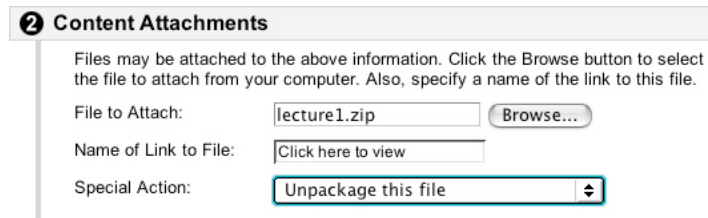

Figure 30: Section 2 – Blackboard Add Item

9.   Next to **Name of Link to File:** type a link for the students to click upon (e.g., Click here to view) **Note: This step is very important! If you don't name the link, the students will have nothing to click upon to open the file.**

10.   Next to **Special Action:** select **Unpackage this file** from the drop down menu.

11. In Section 3 – Options, select the options you desire (Figure 31) and set the **Date(s) of Availability** (Note: If you do not select any dates, the file will display from the time you hit the **Submit** button until the end of the quarter).

12. Click the **Submit** button.

13. A window will open titled "**Content Options**." You will need to choose the entry point from the list of files. The entry point is the starting place for the presentation and is often, but not always, at the top of the list. Select the "name of file".htm (e.g., presentation1.htm) file as your entry point.

Figure 31: Section 3 Options

14. Click the **Submit** button. Blackboard will provide a Content Receipt to tell you that the file was uploaded correctly. Click on the **OK** button.

15. Return to the student view in Blackboard (by clicking on the breadcrumb of the course's name) to make sure that the PowerPoint file was properly uploaded.

Adding Narration to Your Slide Show

Whenever you give a presentation, you may find yourself modifying a talk in relation to your audience. In most cases, this dynamic interplay between speaker and audience is beneficial; in some situations, however, it may not be possible or advisable. You can add narration to your slide show and have the presentation play automatically. Note: Because audience needs and equipment varies, consider adding notes to the slides that relay the narrative thread. Notes will assist anybody with a hearing disability and those whose computer lacks a sound card.

Adding narration to a slide show is especially helpful in the following situations:

• When you want to deliver course materials online. You can record class lectures, including the question–and–answer period, so that students taking an online course or students who simply miss class can enjoy the complete classroom experience.

• When you want to create a self–running slide show presentation. This is useful when you have a scripted set of information that you want to provide to your audience, and your plan is to engage them in discussion after the slide show.

• When you want to include other voices in your presentation. You can record on selected slides a speech by or an interview with a person who can't be present for the presentation.

• All you need to record narration for your slide show is a sound card, microphone, and speakers. (Most computers now come with sound cards and microphones.) As you record the narration, PowerPoint records on each slide the amount of time that you take. You can choose to save these slide timings with the narration, or you can set slide timings separately. You can also pause and resume recording at any time.

To Record a Narration

1. Select the first slide.

2. On the **Slide Show** menu, click **Record Narration**.

3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.

4. When the first slide appears, begin recording the narration. Speak normally and as clearly as possible. When you have completed the narration for the first slide, press ENTER to advance to the next slide. (**Note**: If at any time you want to pause and then resume the narration, right–click the slide, and on the shortcut menu, click **Pause Narration**. To resume, click **Resume Narration**.)

5. Repeat Step 4 until you have completed the narration for each slide, and then click the **Black Exit** screen.

6. Click **Save** to save the slide timings and review the slide timings.

7. Return to the first slide by clicking it in the **Slide Sorter** view, and then, to play your presentation, select **View Show**, or click the **Slide Show from Current Slide** button at the lower left corner of the presentation window.

8. If you do not like your narration and want to rerecord it, on the **Edit** menu, click **Undo Record Narration** and record the narration again. (**Note**: If you record the narration without clicking **Undo Record Narration**, you will record a second narration on top of the original recording.)

9. When you are satisfied with the recording, click **Save** from the **File** menu to save your presentation and narration. (**Note:** The recording quality you select can affect the size of your file. Higher recording quality uses more disk space. One option for decreasing the size of the file is to link the narration to the slideshow instead of embedding it. A linked file will also play faster but be sure to remember that a linked file won't play properly when placed on a different computer.)

Package for CD Feature (New)

A cool new feature in PowerPoint 2003 is the ability to **save** your PowerPoint 2003 presentation to a CD and take it anywhere. And guess what? When you take it "anywhere," you won't need PowerPoint 2003 to show the presentation! When the CD is created it includes the PowerPoint Viewer that will show your CD, regardless of the computer you're using! And if you have ever had problems with pesky fonts not appearing on a different computer, this is a great feature because it actually embeds the True Type fonts in the PowerPoint so it looks like you planned no matter where it displays!

1. To use this feature, choose **File** > **Package for CD**.
2. The **Package for CD** dialog box will appear (Figure 32). This Package for CD dialog box will allow you to package the presentation to copy to a folder or directly to a CD (if your CD creation program allows for this).
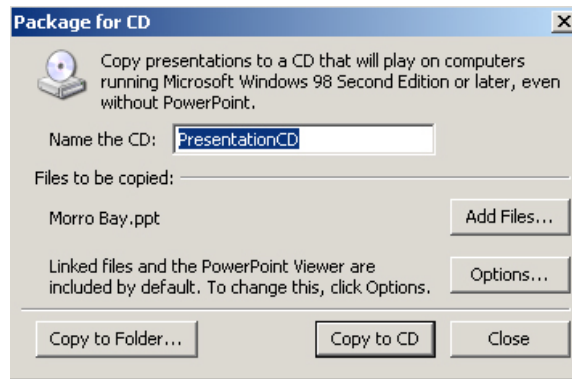
Figure 32: Package for CD

3. Type a name for the CD in the text box next to **Name the CD:**
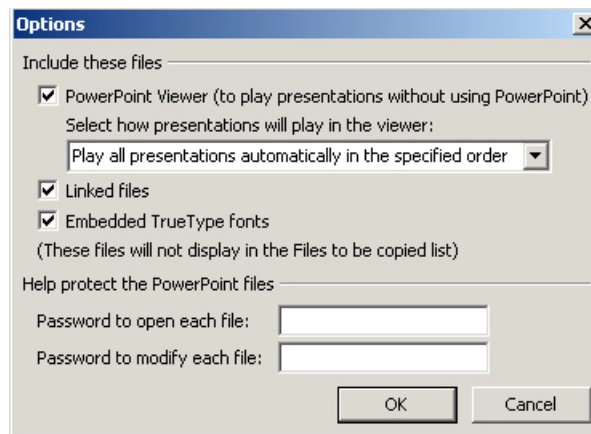4. Click on the **Options**… button to bring up the Package CD Options dialog box (Figure 33).

Figure 33: Package CD Options Dialog Box

5. Study the options and change any that aren't set the way you desire:

> **PowerPoint Viewer:** Check this option to include the PowerPoint Viewer on the CD. This allows you to play your presentation on computers that don't have PowerPoint on them already.

> **Linked files:** Check this option to include any linked files (such as videos or large audio files).

> **Embedded TrueType fonts:** Check this option to ensure that the fonts you used in your presentation will be available to you when you show the presentation on another computer.

> **Password to open each file:** Enter a password if the presentation contains top-secret information.

> **Password to modify each file:** Enter a password if you want to prevent unauthorized people from changing the presentation.

6. Click **OK** to return to the Package CD dialog box.
7. If you want to add other presentations to the CD, click the **Add Files**... button and select the files that you wish to add and then click **Add**.
8. Click on either the **Copy to CD** button or on the **Copy to Folder** button. If you click on the **Copy to CD** button, the computer will ask you to place a CD in the CD–ROM drive. If you selected **Copy to Folder**, PowerPoint will ask you to select the location where you wish to place the folder. It is usually easiest to save it to the Desktop but you can also save the folder to somewhere on your **C:** drive.
9. When you have settled on your selections, click **OK**. After you click OK, your computer will process the files for a few minutes and then return to the **Package for CD** dialog box. When this occurs, simply click the **Close** button and the menu screen will go away.
10. If you burned the files to CD, click on the CD icon and review the files within it. If you copied it to a folder, go to the C: drive or Desktop where you saved your folder. Double–click quickly on the folder to open it. When your folder opens, you will be able to see the files created by PowerPoint Package CD. You could also burn this folder to a CD or place it on a Zip Disk for portability. If you go to another computer that has PowerPoint 2003, your PowerPoint presentation will be available to you. Even if the computer does not have PowerPoint 2003 installed, you can use the **pptview.exe** file to show your presentation if you chose to include the PowerPoint Viewer when you selected your options.

Congratulations!
You're on Your Way to Being a PowerPoint Expert!
Have Fun!