

Introduction to PowerPoint 2003

Microsoft PowerPoint 2003 is presentation software that creates electronic slide shows which can include text, graphics, video and more. Many businesses and educational institutes throughout North America use power PowerPoint 2003 to create slide show presentations.

Whether you are a student, government employee, or business professional, PowerPoint has everything you need to quickly create professional looking presentations. PowerPoint also allows you to easily edit, add, or change your slides.

This tutorial was created to help PowerPoint 2003 beginners create their own slide show presentations in a matter of minutes. Before you begin this tutorial you must have a copy of PowerPoint 2003 installed on your computer. If you do not have PowerPoint, you can go to www.microsoft.com to download a free demo version to get you started.

This tutorial assumes you have basic computer skills and are familiar with the Microsoft Office suite which include Microsoft Word and PowerPoint.

To successfully complete this tutorial you must know how to:

- use computers
- open PowerPoint
- save files
- drag files

This tutorial is divided into three lessons that will show you how to create your own PowerPoint presentation. Each lesson takes approximately 3 to 7 minutes to complete and has an exercise to test your knowledge.

At the end of these lessons you will know how to:

1. Create a new slide show presentation with text
2. Rearrange slides and add new slides between other slides
3. Run your PowerPoint slide show

But before we begin, let's take a look at the PowerPoint 2003 interface. This quick overview will get you acquainted the interface and help you complete the lessons.

Overview of the PowerPoint 2003 Interface

PowerPoint 2003 has many basic and advanced features. For the purpose of this tutorial, we're just going to focus on the basic features. This tutorial covers what you need to know to create decent presentations. If you want to give your presentations that extra "Oomph!", just download our other tutorial- Microsoft PowerPoint for Intermediate Users.

There are only three sections and one button you need to understand: (1) the slide palette, (2) the slide layout column, (3) the slide column, and (4) the new slide button (see Figure 1).

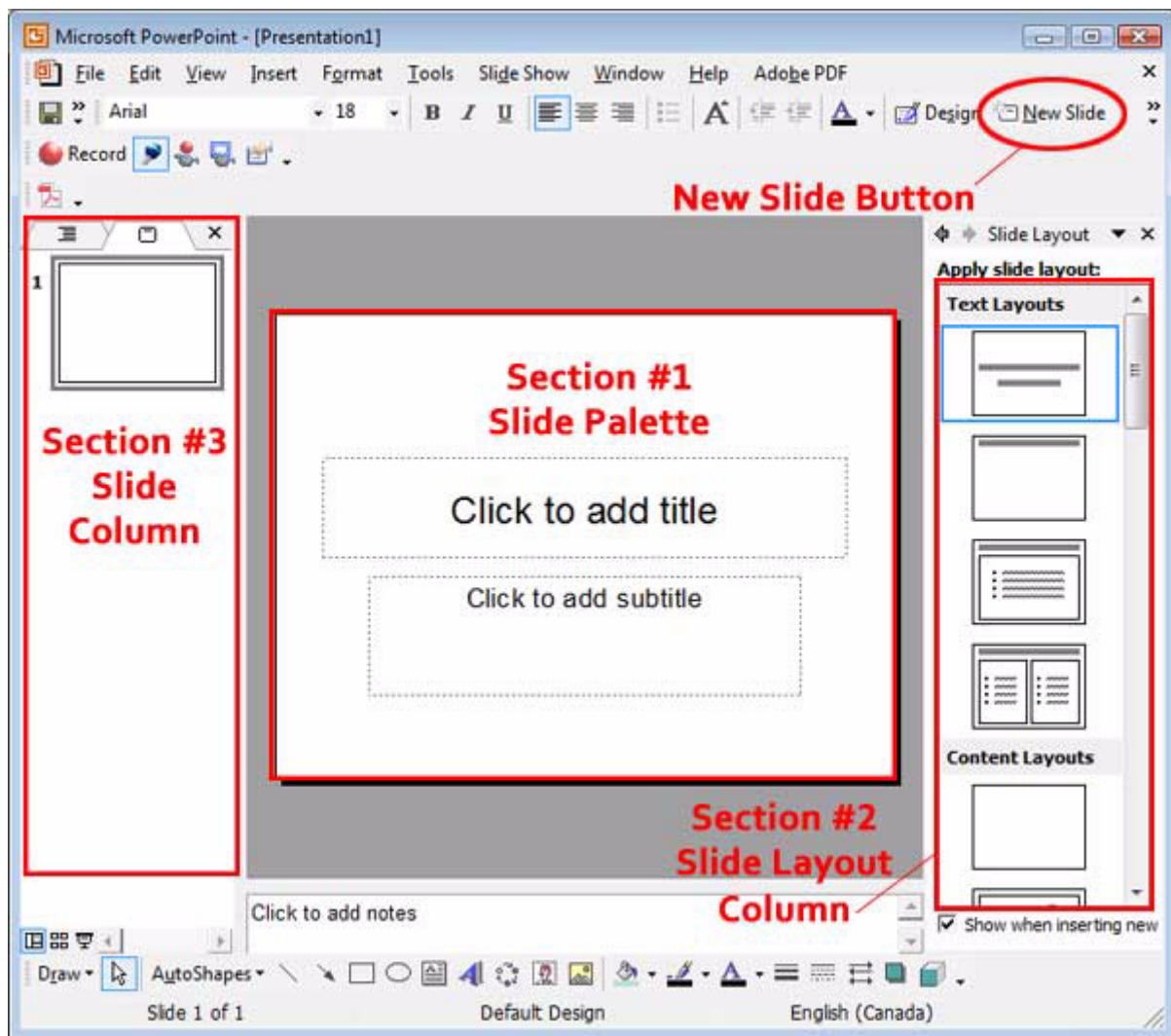


Figure 1: PowerPoint 2003 Interface

1. The Slide Palette

The slide palette (section 1) is the most important section. This is where you create each slide in your presentation. In this section you can view and edit your slides.

2. The Slide Layout Column

The slide layouts column (section 2) allows you to choose different slide layout templates. For example, you may want to create a slide with a title and two columns, or you may want to create a slide with just a title and one column. You can quickly pick, or change, the look and feel of your slide layout using the icon templates in this column.

3. The Slide Column

The slide column (section 3) displays a small icon picture of each slide in your presentation, and their chronological order. You can quickly browse your entire presentation and pick the slide you want to view or work on.

4. The New Slide Button

The new slide button, in the top right-hand corner of the PowerPoint interface, lets you quickly create new slides.

Lesson 1– Creating a New PowerPoint Slide Show Presentation

This lesson will show you how to create a slide show presentation. Slide shows are the perfect tool to help guide you through your oral presentations with co-workers, managers or boss. Not only will a slide show take the pressure off your mind trying to remember key points, it will also help keep your audience focused and on track throughout your presentation.

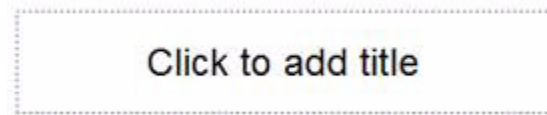
It's human nature for us to daydream. No one is going to follow your presentation in its entirety from beginning to end. With a solid slide show presentation your audience can “drift” in and out of thought and easily pick up where their minds left off. Your slide shows can also include tables and charts that will enhance your professional image and build trust within your audience. After you've gone through this beginners-tutorial you'll want to download a copy of the intermediate tutorial. The intermediate tutorial will show you how to add graphics and backgrounds, and teach you a number of tips-and-tricks to keep your audience's attention.

In this lesson you're going to create three slides. By default, when you open PowerPoint, a slide is loaded and ready for editing. First, you're going to edit the first slide. Second, you're going to create a second slide with a different layout; that you'll choose from the slide layout column. Finally, you'll create a third slide. This third slide will help demonstrate how you can move your slides around; this will be covered in lesson two.

Are you ready? Then lets begin!

To edit the first slide:

1. Click the text that says “Click to add title”.



Your cursor will begin to flash in the textbox.



2. Type “This is my first slide show” in the textbox field.



Note: It is always a good idea to get in the habit of saving your presentation while working on it. You never know when your computer might “go on the fritz”. Also, you may want to save your work throughout this tutorial and come back to it later.

3. Click the text that says “Click to add subtitle” and type “How to create a slide show in PowerPoint 2003”.



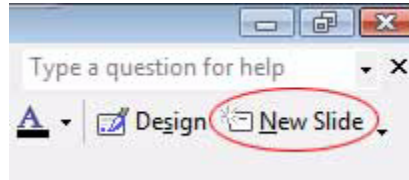
How easy was that? You have now successfully edited your first PowerPoint slide, but you’re not done yet. You still have to add two more slides to your presentation.

PowerPoint lets you quickly create different slide layouts using the slide layout column. This allows to quickly and easily customise your slide show layout to suit your presentations needs.

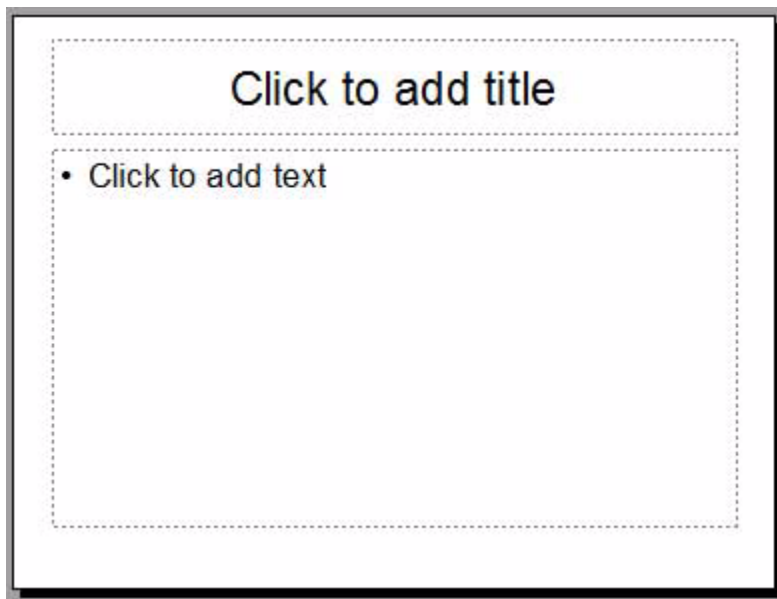
Now you’re going to add a second slide.

To add a second slide:

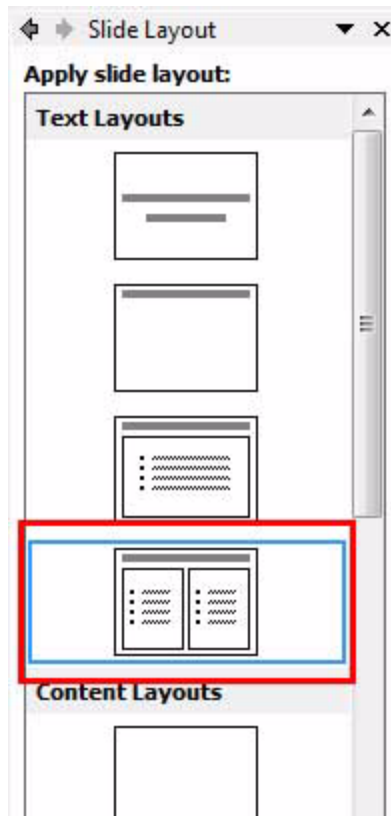
1. Click the **New Slide** button located in the top right-hand corner of your screen.



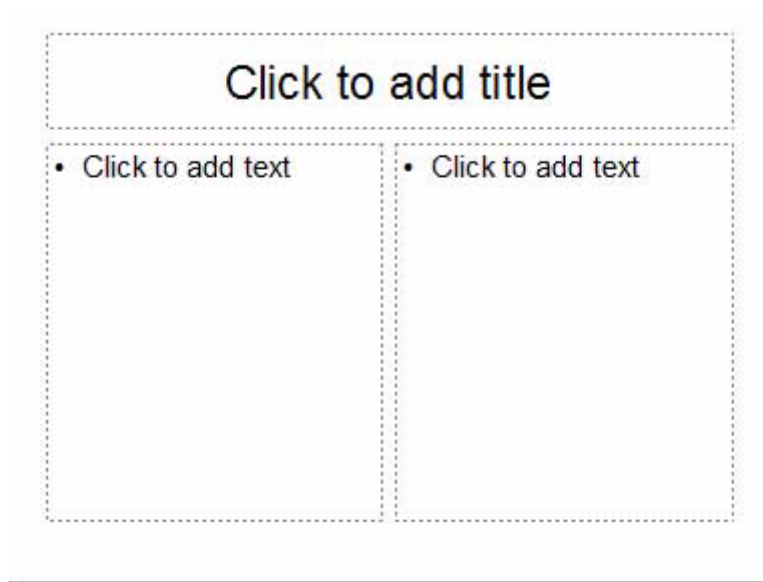
A new slide will appear:



2. Click the **Title and 2-Column Text** icon in the slide layout column.

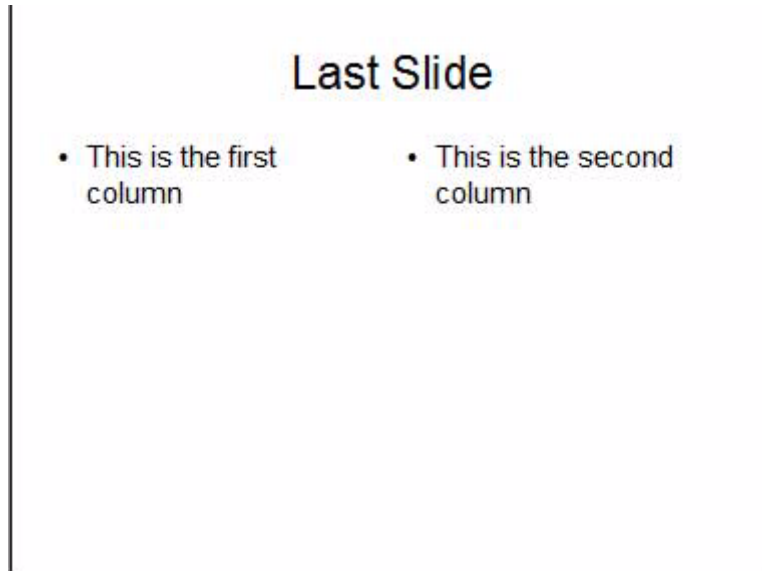


The new slide layout will appear on the slide palette.

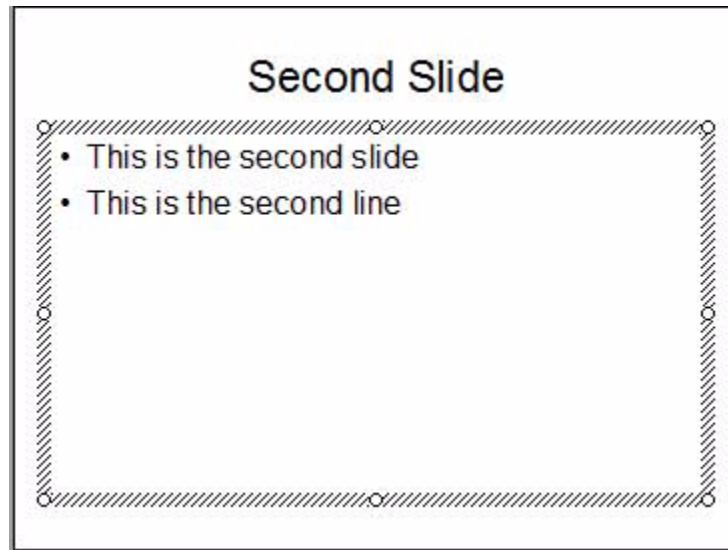


3. Click the “Click to add title” text and type “Last Slide”.
4. Click the “Click to add text” text in the left column and type “This is the first column”.
5. Click the “Click to add text” text in the right column and type “This is the second column”.

Your slide will look like this:

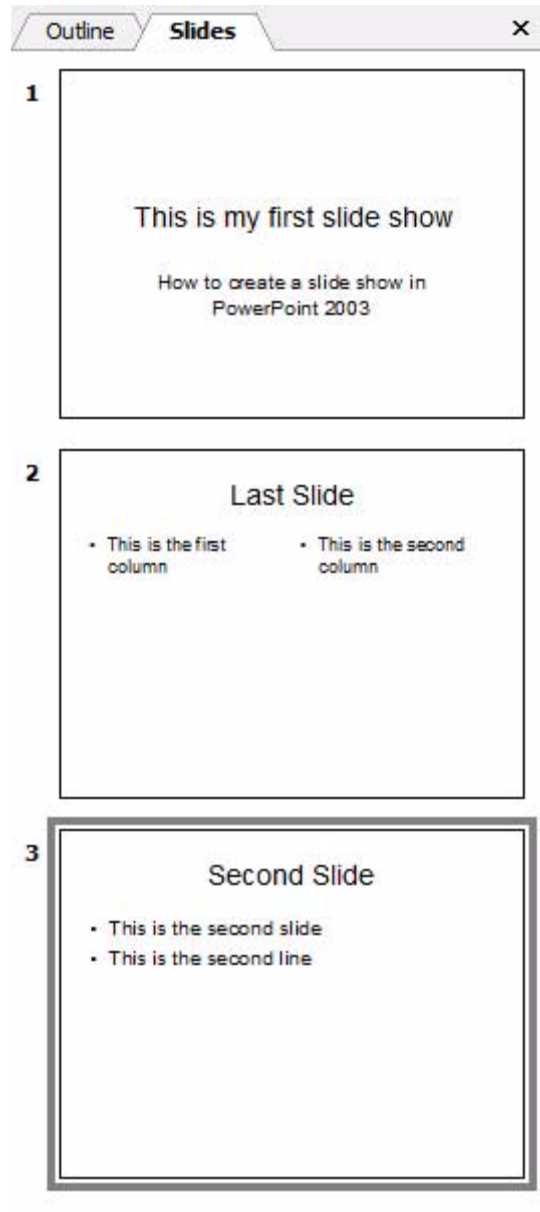


You are almost done! Complete this lesson by adding one more slide. Test your skills and add a third slide that looks like this:



Note: After you finish typing a sentence you can add another bullet to your list by pressing the **Enter** key.

Your slide column now has the following three slides



Congratulations! You have now successfully created your first PowerPoint slide show presentation.

Exercises

1. True or False You can create a new slide by selecting the New Slide button located in the top right-hand corner of your screen.
2. True or False To type text on your PowerPoint slide all you have to do is select the “Enter text button”.
3. True or False To type text on your PowerPoint slide click on the text.
4. True or False You can add a new bullet to your list by pressing the Enter button at the end of a sentence.
5. True or False When you select the “Click to add title” text or the “Click to add text” text, your cursor will begin to flash in the textbox.
6. True or False You must create new slide layouts yourself using the “Create a slide” drawing box.

Lesson 2- Rearranging slides and adding new slides between other slides

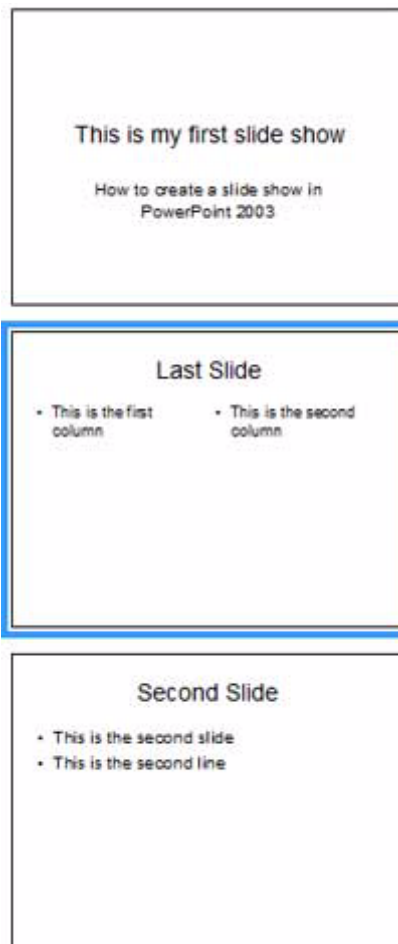
Over time, your slide show will change and evolve. You may want to add a new slide in the middle of your slide show, or rearrange the order of your existing slide show presentation. You can easily do this in PowerPoint. Knowing this will save you countless hours you might have otherwise spent recreating your slide show.

Your slides can easily be rearranged by clicking and dragging them up and down the Slides column, and new slides can be added anywhere in your presentation.

In this lesson you're going to do two tasks. First, you're going to move the second slide underneath the third slide, then you're going to create a new slide between the second and third slide.

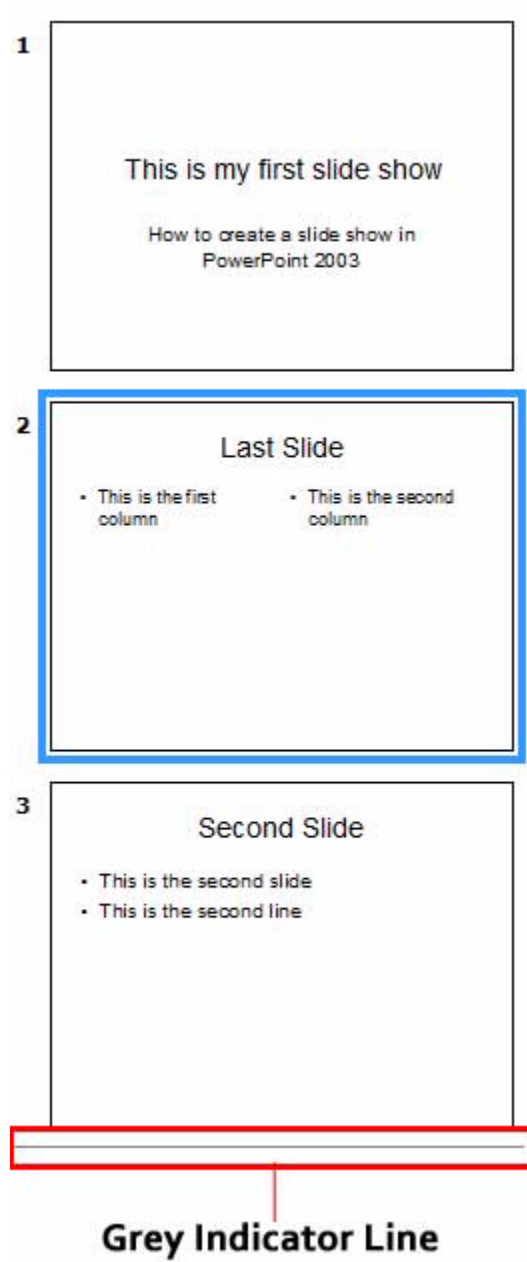
To move a slide:

1. Click the second slide in the Slide column.



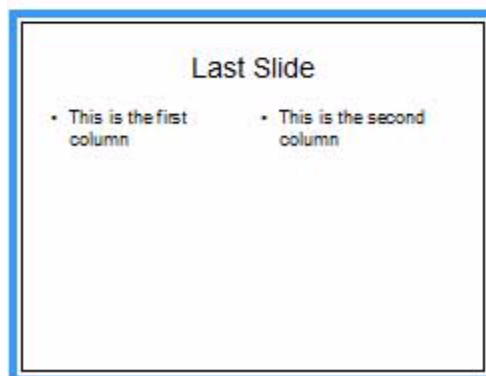
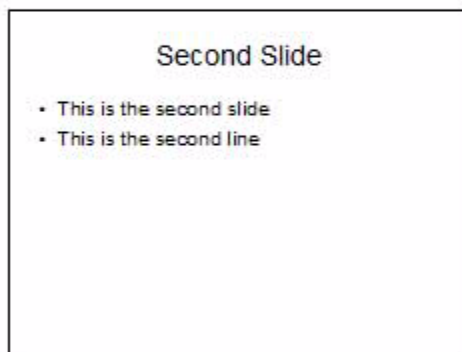
Note: You will know a slide is selected when it appears outlined in a blue frame.

2. Hold down your left mouse button and drag the second slide below the third slide.



Note: A grey line will indicate where the slide will appear.

3. Release the mouse button and the second slide will appear last in the slides column list.



Great! You are almost done. New slides can be added anywhere within your slide show presentation. Adding a new slide between the second and third slide is easy.

To add a new slide between the second and third slide:

1. Click the second slide in the slides column.
2. Click the New Slide button.

A new slide will appear between the second and third slide.

3. Click the **Title and 2-Column Text** slide layout icon.

<p>Note: PowerPoint will always insert the slide layout that is currently selected in the slide layout column.</p>

4. Type “New Slide” in the title field and type “This is a new slide” in the text field.

Your slide show now looks like this:



Congratulations! You have successfully completed lesson two.

Exercises

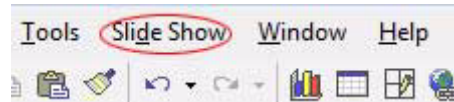
1. True or False Once you have created your slide show, adding new slides between other slides is impossible.
2. True or False The slide that is currently selected is outlined in a blue frame located in the Slide column.
3. True or False PowerPoint allows you to rearrange the order of your slides.

Lesson 3—Running Your PowerPoint Slide Show

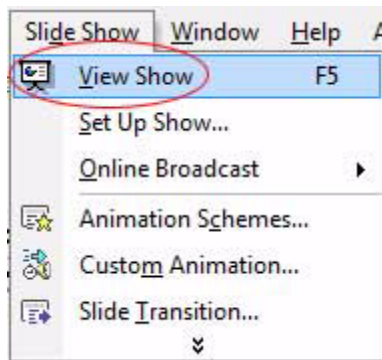
Once you have finished creating your slide show you will want to take it for a test-run to see how it looks. It's good practice to review your slide show presentation. It gives you an idea of how it all fits together and appears in sequence. In this lesson you're going to run your presentation.

To run your presentation:

1. Click Slide Show from the menu bar located at the top of your screen.



2. Select View Show from the dropdown menu list.



Your slide show will begin.



3. Use the left and right arrow buttons on your keyboard to go back and forth through your presentation.
4. To exit your presentation, press the escape button on your keyboard.

Congratulations! You have successfully completed lesson three.

Exercise

1. True or False Pressing the left and right arrow button allows you to go back and forth through your presentation.
2. True or False To Exit your presentation press the F9 button on your keyboard.

Summary

Congratulations on completing the Microsoft PowerPoint 2003 tutorial for beginners. You have learned a very valuable skill that will help you in your career. Now you can start putting together your own presentations and impressing everyone with your skills.

We highly recommend that you go through our other tutorial - Microsoft PowerPoint 2003 for Intermediate Users - that will show you how to create presentations that will dazzle your audience.

The answers to the exercise questions can be found in Appendix A in back of this tutorial.

Now you should know how to:

- Create a new slide show presentation with text
- Rearrange slides and add new slides between other slides
- Run your PowerPoint slide show

Hope you enjoyed the tutorial. Happy slide show creating, and good luck!

Appendix A

Exercises- Lesson 1

1. The PowerPoint 2003 icon can be found in the All Programs menu list. (True)
2. The Start button is located in the top right-hand corner of your screen. (False)
3. Power Point opens with a new slide show presentation ready for you to begin working on. (True)

Exercises- Lesson 2

1. You can create a new slide by selecting the New Slide button located in the top right-hand corner of your screen. (True)
2. To type text on your PowerPoint slide all you have to do is select the “Enter text button”. (False)
3. To type text on your PowerPoint click on the text. (True)
4. You can add a new bullet to your list by pressing the Enter button. (True)
5. When you select the “Click to add title” text or the “Click to add text” text, your cursor will begin to flash in the textbox. (True)

Exercises- Lesson 3

1. Once you have created your slide show, adding new slides between other slides is impossible. (False)
2. The slide that is currently selected is outlined in a blue frame located in the Slide column. (True)
3. PowerPoint allows you to rearrange the order of your slides. (True)

Appendix A

Exercises- Lesson 4

1. Pressing the left and right arrow button allows you to go back and forth through your presentation. (True)
2. To Exit your presentation press the F9 button on your keyboard. (False)