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# Introduction

If you've taken a basic workshop—or explored *Microsoft PowerPoint* on your own—and can now construct a simple presentation, then it is time to make your presentations and slide shows into something really special. Step up to another level by learning some simple tricks that will make your presentations look professionally created. At the same time gather some tips to make it all a little easier.

The tips and tricks in this book are aimed at educators who are preparing to use *PowerPoint* as a teaching tool or as a productivity tool for their students. No matter what your subject or grade level, use *PowerPoint* to improve the delivery of your curriculum content. In addition, by using *PowerPoint* you can motivate and model the use of technology in the classroom. Whether you are using *PowerPoint* to present information to students for note-taking, or as a one-computer tutorial for delivery of content to enhance student instruction, this book offers ideas and shortcuts to save time in preparing and delivering instructional material.

Today's students are motivated to learn in different ways than previous generations of learners. As a multimedia instruction tool, *PowerPoint* can help teachers cover material quickly and easily in a medium suited to this technologically-oriented generation.

*If you are a teacher who uses PowerPoint on both Windows and Macintosh computers, this book is an excellent cross-platform resource. It has been divided into two sections, one for Windows users and the other for Macintosh users of PowerPoint. The Windows section has been prepared for presentations created with PowerPoint 2000 (part of Office 2000) and PowerPoint 2002 (part of Office XP). These instructions can be found on pages 4--39 of this side of the book.*

If you flip the book over, you will find the Macintosh instructions for *Tips and Tricks for Using Microsoft PowerPoint*. The Macintosh section has been prepared for presentations created with *PowerPoint 2001* (part of Office 2001). If you are using Office: mac v x on your computer, the same instructions will apply. The interface will appear on your screen looking just a bit differently than the screenshots in this book. If you have an earlier version of *PowerPoint*, many of these tips and tricks will still work for you.

The author of this book has a resource page for *PowerPoint* users located at **<http://www.midgefrazel.net/powerpoint.html>**

It is filled with links to current Web resources such as tutorials and multimedia resources appropriate for classroom use.

So, power on your computer, start *PowerPoint*, and start reading.

# Slide Creation Time Savers

## Slide Layouts

Planning and developing each slide in a presentation takes the largest amount of time. Writing and editing the content and planning the delivery are the bulk of the work of presentation design. In this section you will find some timesaving ideas for basic slide creation.



### Tip: Detour Ahead!

Create your title slide first, and then decide on one of the slide layouts for the majority of the rest of your slides. Create several slides with that layout before you add content. You can always change the slide layout later or even delete unneeded slides. Having the slides ready will make adding and editing your content faster.

To quickly create a new slide with the same layout as the one chosen previously, follow the appropriate instructions below:

*PowerPoint 2000* users can hold down the **Shift** key on the keyboard while clicking the **New Slide** icon on the **Standard** toolbar.

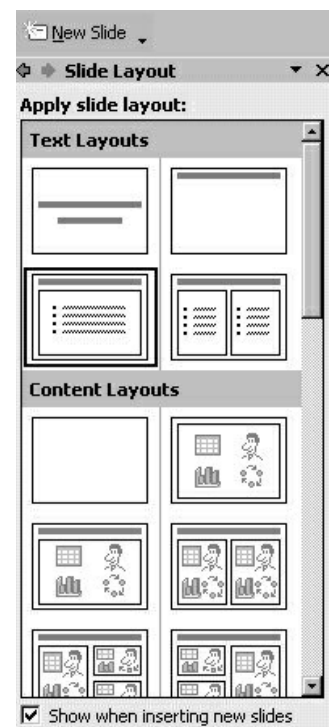
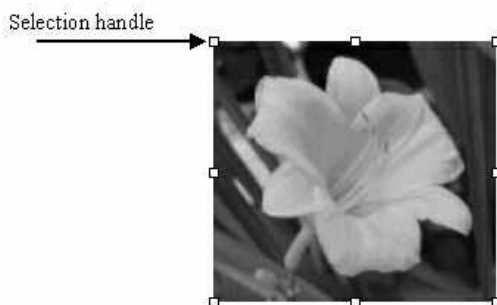


*PowerPoint 2002* users can simply click the **New Slide** icon on the **Formatting** toolbar to have the **Slide Layout** task pane pop into view. The task pane makes choosing the same or different slide layouts an easy click and is new to *PowerPoint 2002*. The slide layout currently chosen will be selected if the **Show when inserting new slides message** is checked.



### Tip: Selecting is Imperative

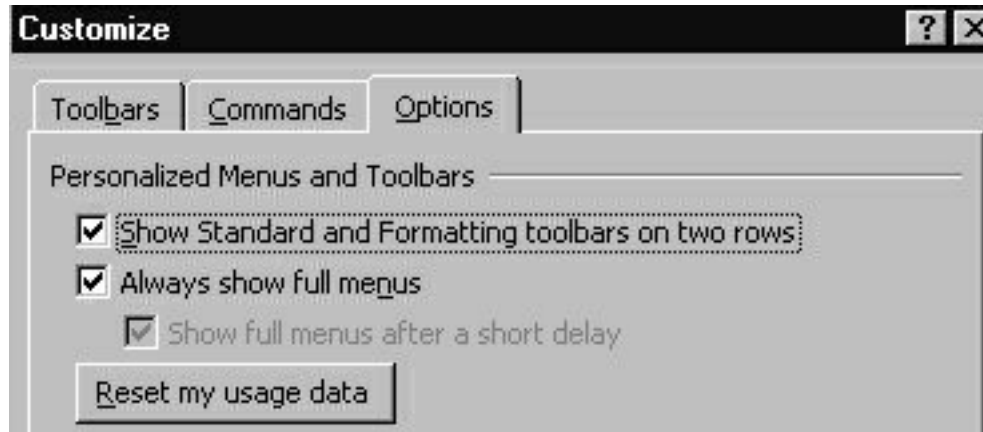
It can't be emphasized enough that items placed on *PowerPoint* slides must be selected in order to make changes to them. Most of the time, you can tell if something is selected by the appearance of selection handles. If you are struggling to manipulate something on a slide, check to see if the object is selected. If not, click on the object to select it and try again.





### Tip: Separate Toolbars

To allow for more room on the screen, the Standard and Formatting toolbars share one row. If you'd like to see the icons on the Formatting toolbar more clearly, click the **Tools** menu and choose **Customize**. Click the **Options** tab and select **Show Standard and Formatting toolbars on two rows**.



### Tip: Adjusting the Panes

If you like creating your slides in Normal view so that you can work on the current slide, the outline, and notes all at once, then learn to adjust the size of these panes to increase or decrease each one as needed. Place your cursor over the heavy line (called the splitter bar) located between panes. The cursor should transform into a two-headed arrow. When you see this arrow, simply click and hold, then drag to resize the pane.



### Trick: Putting Panes Back to Normal

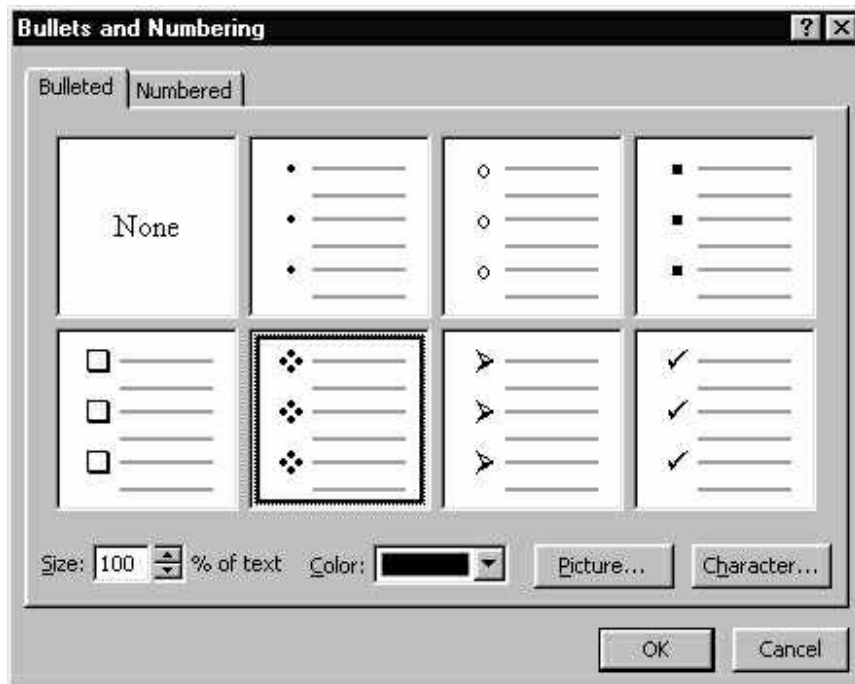
If you are sharing a computer with others or are responsible for a group of computers in a classroom, library, or lab setting, it is inevitable that users will resize the panes and create a maintenance headache.

Users of *PowerPoint 2000* can resize the panes to the default setting by pressing the **Shift** key and clicking the **Normal View** button. Sadly, this handy trick is not available in *PowerPoint 2002*.



### Tip: Change the Bullets

The Slide AutoLayouts that contain bulleted text allow for quick entry of important text and phrases. Jazz them up by changing the way the bullets appear on your slide. First, on a bulleted slide, click within the typed bulleted text. From the **Format** menu, choose **Bullets and Numbering**. In the **Bullets and Numbering** dialog box, click the **Bulleted** tab. Examine the available styles, click on one to choose it, and then click **OK**.



### Trick: Tricky Bullets

If the sample styles for the bulleted text aren't fancy enough, you can change them to tiny "pictures" instead. Customized bullets (often called characters) are made from special symbols in a font. In the **Bullets and Numbering** dialog box with the **Bulleted** tab selected, click on the button labeled **Customize or Character**. In the next dialog box, use the **Font** drop down list to choose an installed font.

