

Hands-on Activities for InTech Workshop “PowerPoint Basics 2”

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This workshop is to introduce users to the basics of PowerPoint 2002/2003 presentations from information presented in the accompanying PowerPoint presentation and the following hands-on activities.

Goal: Create an PowerPoint presentation slide show with advanced techniques

Upon completion of this workshop, users should become familiar with:

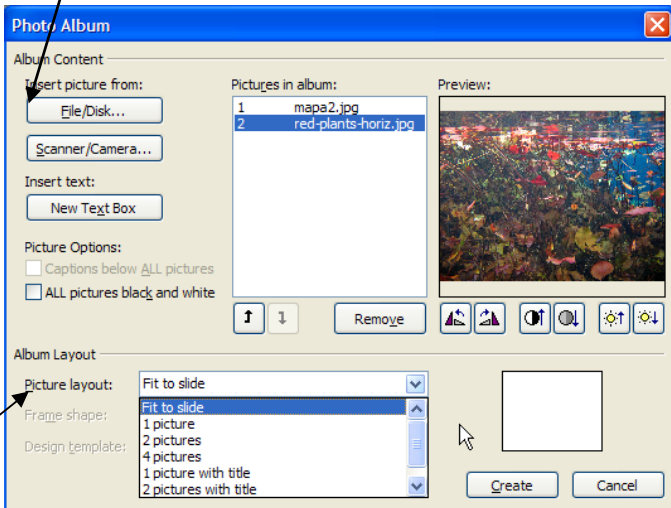
- Photo Album feature to create multiple-image slideshows in minutes
- Animating objects
- Recolor Clip art
- Image compression feature that minimizes overall file size to avoid the show stalling between slides
- Inserting QuickTime (.mov) movie files
- Embedding Flash (.swf) animation files
- CTSS Tips for creating a poster
- Saving a presentation as web pages for viewing on screen
- Creating handouts as PDFs for posting in WebCT or on the Web

Exercise 1 - Photo Album Feature

PowerPoint's Photo Album feature easily adds a large group of your pictures to a presentation without the hassle of individually inserting each picture.

It is best to have your images already properly resized in pixel dimension. Inserting an image with pixel dimensions larger than approx. 960x768 will artificially inflate the file size of entire presentation, possibly causing the presentation to choke between slides.

Please note that Photoshop files with the .psd extension are not supported file types. You will need to convert your .psd files to .jpgs or another supported image file type.

1. Insert > Picture > New Photo Album
2. In the Photo Album dialog box, click on **File/Disk** button under "Insert Picture from:"
3. This will open the Insert New Pictures dialog box, allowing you to browse to a folder of image files. In this exercise, choose c:\UserData\PowerPointAdvanced\hands-on\photo-album\

4. When you return to the Photo Album dialog box, select your Album Layout choices. In this exercise we will choose **Fit to slide** under "Picture Layout" so our image is enlarged to fill the screen. Other picture layout choices offer Frame shape options and design template options.

Note if you insert a picture with a different aspect ratio than the slide, it will "fit on the slide" with the long sides possibly exposing the slide's background color from behind the picture. A black background works well in this case.

5. Other options include "Picture Options" to allow for captions and a choice to turn all pictures black and white, although there are more sophisticated methods in Photoshop.

New Text Box allows you to insert a slide with an empty text box that you can type in later after the photo album is generated.

6. Click "Create"
7. Note that a title slide is automatically generated with the word Photo Album by . . . (whatever name is associated with the computer, in Clark C143 it might be something cryptic like computer1). To make changes, select the text and re-type or delete as needed.
8. If you inserted a slide with a text box, you can type or copy and paste your content into the text box.
9. File > Save As Photo-Album.ppt

Exercise 2 – Animating Objects

1. Start a new blank presentation
2. Insert the image hands-on\radiograph.jpg
3. Add a Block Arrow Autoshape
4. Once the block arrow is drawn, resize, rotate and move as necessary.
5. Verify the object you want to animate is selected.
6. From the Task Pane drop down arrow choices, choose Custom Animation.
7. In the Custom Animation task pane, click Add Effect, and do one or more of the following:
 - o If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
 - o If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
 - o If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.

Note: The effects appear in the **Custom Animation list**, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.

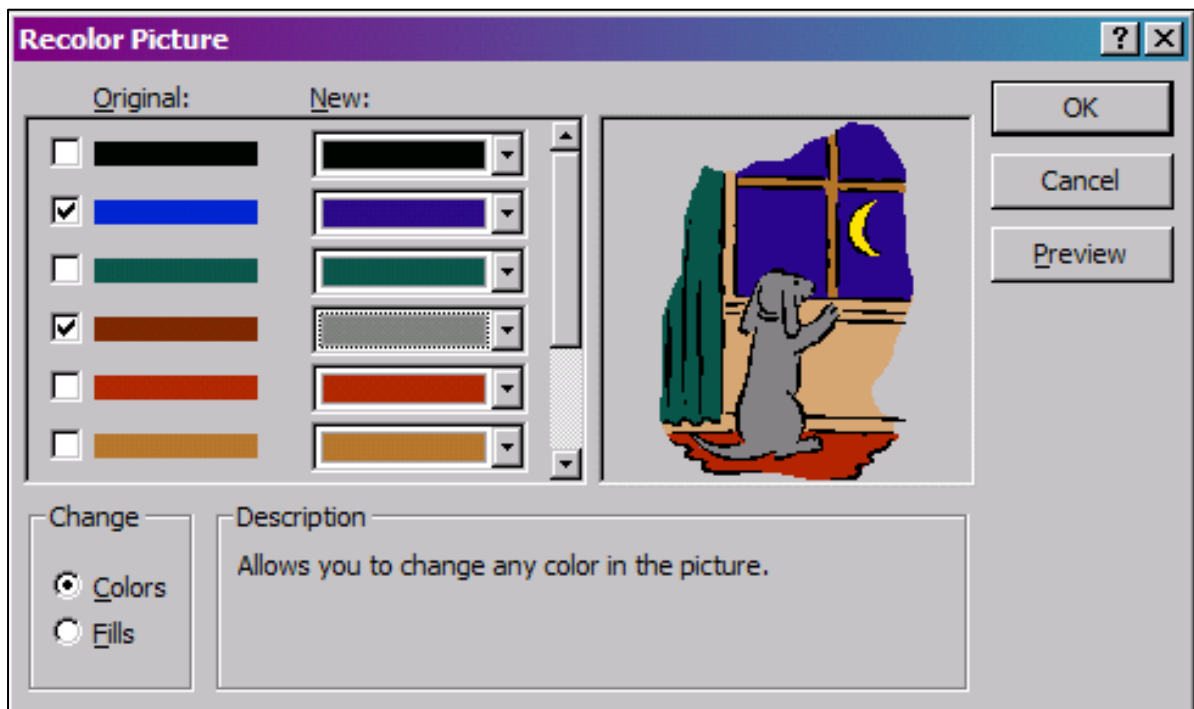
Tip: If you preview animations for a slide using the **Play** button on the **Custom Animation** task pane, you do not need to click to trigger any animation sequences. To preview how triggered animations work, click the **Slide Show** button instead.

Exercise 3 – Recolor Clip Art

1. This feature is a nice way to color-coordinate clip-art to other elements of your presentation.
2. Select a piece of clip art in your presentation.
3. Verify the Picture Toolbar is showing (If not, choose View → Toolbars → Picture)



Using the Recolor Picture Option from the Picture Tool Bar, change a few of the original colors to something new. In the sample below, I changed the dog from a dark red-brown to gray and the sky to a darker shade of blue.



Note: some images cannot be recolored. If so, you will get a prompt to modify the image in an image-editing program such as Photoshop.

Exercise 4 - Compress Pictures

To save disk space and minimize download time, use the Compress Pictures feature from the Picture Tool Bar to reduce the resolution to 96 dpi for the Web/Screen. This can be done on specific pictures or all the pictures in the presentation.

I like to use this feature when I'm done inserting all my pictures. Then all images can be compressed at once. You can significantly reduce your file size with this method. If you apply this feature twice, please note that the file size will not be reduced again.

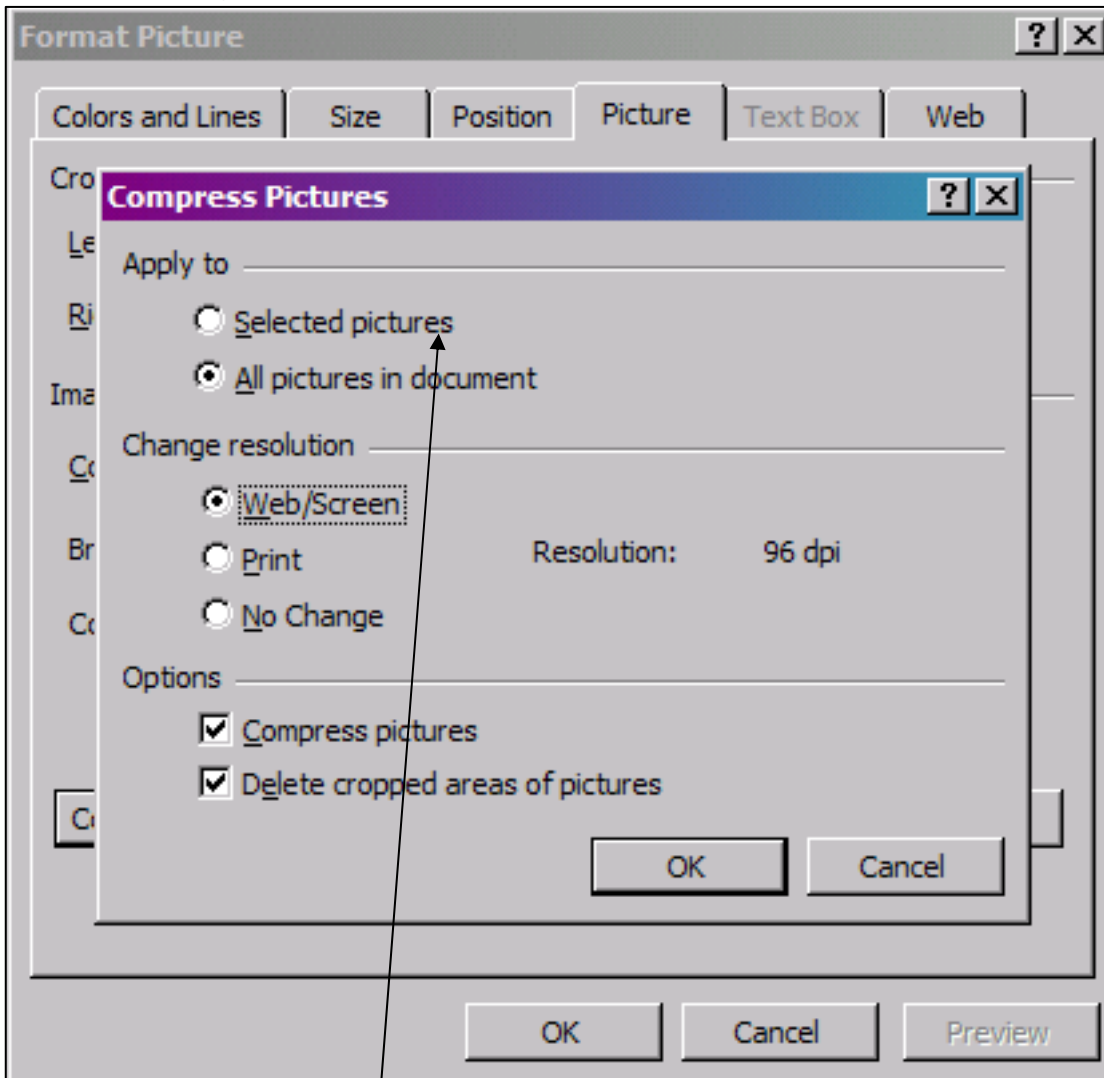
Tip: Save a copy of the uncompressed original just in case one or more of the images gets too compressed and looks pixilated or blocky. Return to the original file and compress "selected" images or edit the slide by re-insert the original image (Insert > Image > From File).

Name	Size	Date Modified	Date Created
EM_Workshop_200311_.ppt	38,123 KB	12/16/2003 11:53 AM	12/17/2003 2:09 PM
test_compressed_all_EM_Workshop_200311_.ppt	3,706 KB	12/17/2003 2:19 PM	12/17/2003 2:19 PM
test_compressed_all_2x_EM_Workshop_200311_.ppt	3,706 KB	12/17/2003 2:21 PM	12/17/2003 2:21 PM



1. Save a copy of the presentation with a new name!
2. This feature may be accessed from the Picture Tool Bar or may also be accessed from the menu commands **Format > Picture**
3. Under the Picture tab you will see the desired settings in the dialog box shown on the next page.

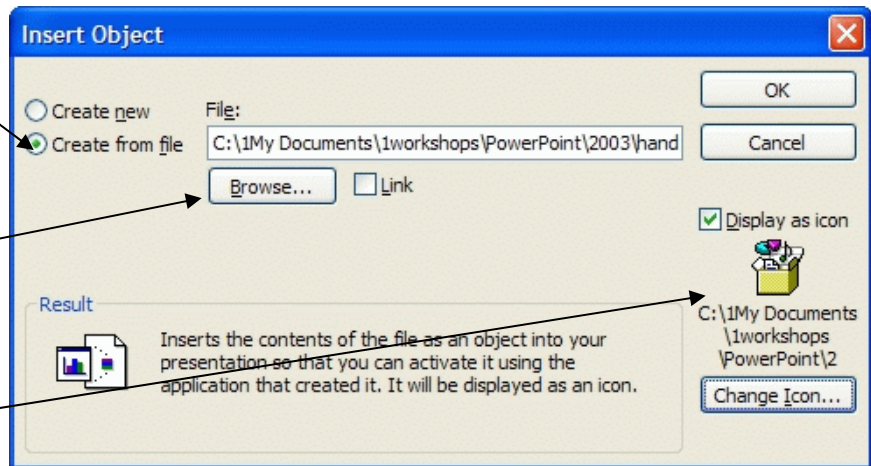
4. Under "Change resolution" choose **Web/Screen**, click OK.



5. File > Save. Carefully review each picture in the presentation and make sure it didn't get compressed so much that you experience quality loss. If you did, return the original, save a copy, then select picture (or multiple pictures per slide) and compress "Selected pictures". Don't select the one(s) that experienced quality loss. Unfortunately, you can't pick and choose and select multiple pictures from multiple slides and apply the compression to all at once.

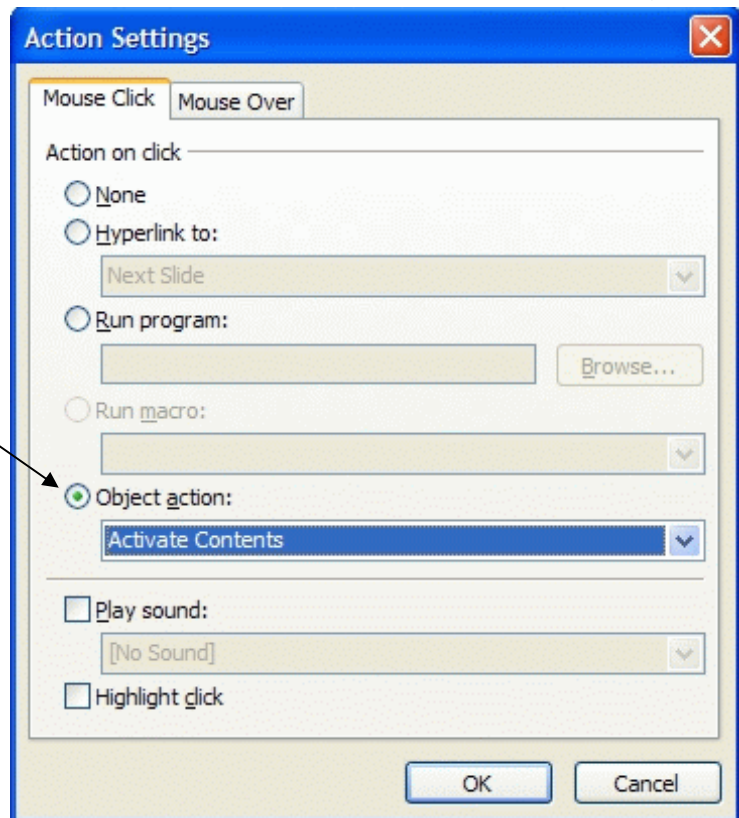
Exercise 5 - Add QuickTime MOV

1. Insert > Object
2. In the Insert Object dialog box, choose "Create from file".
3. Then click the "Browse" button to find any **.mov file** from



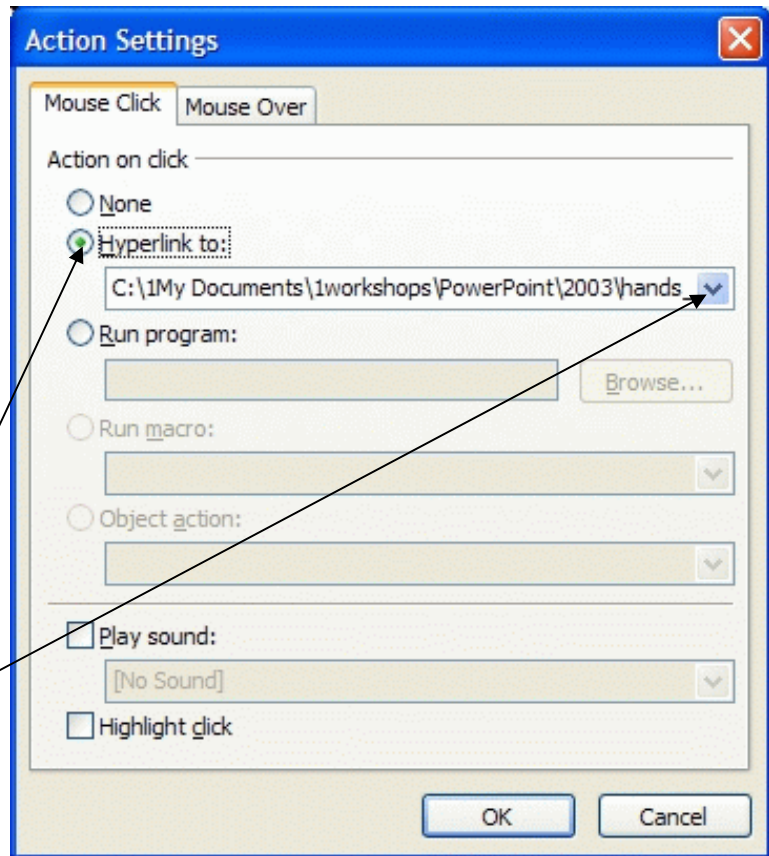
c:\UserData\PwerPointAdvanced\hands-on\movies

4. After selecting your file, check the box "Display as icon" then click OK.
5. The icon appears in the slide. Right click on the icon and choose "Action Settings".
6. In the Action Settings dialog box, under the Mouse Click tab, choose "Object action: Activate Contents" and click OK.
7. View in presentation mode.
8. A click on the icon will open the QuickTime Player
9. Use the QuickTime Player controls to start the movie.



Alternate Method Using a Still Image vs. PowerPoint's Default Icon

1. Insert the movie as previously instructed.
2. Insert > Picture from File, browse to your desired image and click OK. For this exercise, look in



- c:\UserData\PowerPointAdvanced\hands-on\movies\. You can choose from 3 generic movie icons or screen shot captures from the provided movies. Pick one and click "Insert".
3. It should be on top of your movie icon. Position as needed.
 4. With the image selected, right click on the image and choose "Action Settings".
 5. In the Actions Settings dialog box under the Mouse Click tab, choose Hyperlink to:
 6. Click on the drop down arrow and choose "Other file" from the list. This will allow you to browse to your desired movie (.mov) file then click OK twice. Your image is now hyperlinked to your movie file
 7. Go into Slide Show View (Shift + F5) and click on the image which will link to the movie file and open QuickTime player.

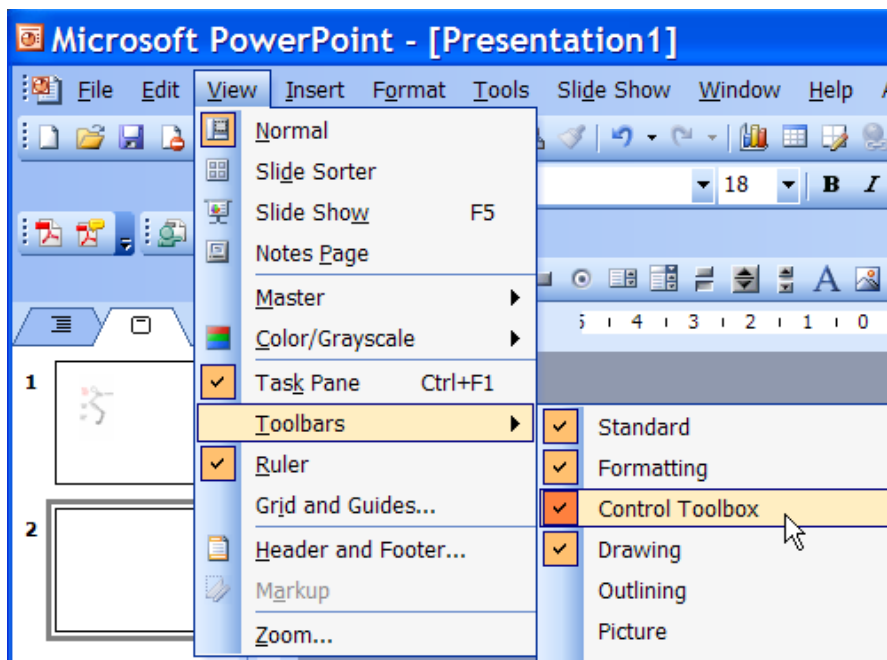
With a .mov movie file, you will need to click on the icon to start the movie. You may get a warning that you are about to activate contents that may harm you computer, click OK. You may also get a QuickTime prompt to upgrade, click Later. Allow a few seconds for the QuickTime movie player to start up then you have access to move the player, controls to start, pause, forward, rewind and change player size.

For all presentations with movies, it is recommended that you

- save the movie files and the .ppt file in the same folder or
- save using the PowerPoint Package for CD feature under the File Menu. Read more about it in the Help Menu.
- Always test before presenting on the computer you will present from.

Exercise 6 – Embedding Flash Objects

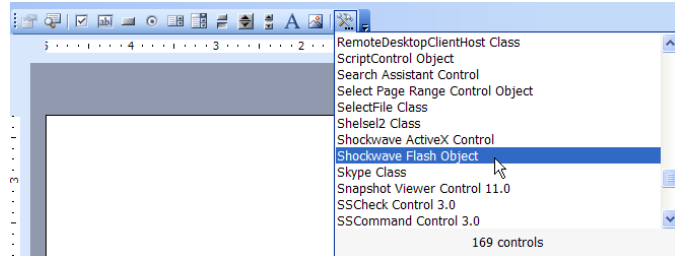
1. Create or otherwise locate your Flash file. It should be a .swf file.
2. Change your slide layout to Blank slide from the Task Pane (F1 function key displays the Task Pane). In SLIDE VIEW, go to the upper menu and choose VIEW > TOOLBARS > CONTROL TOOLBOX.



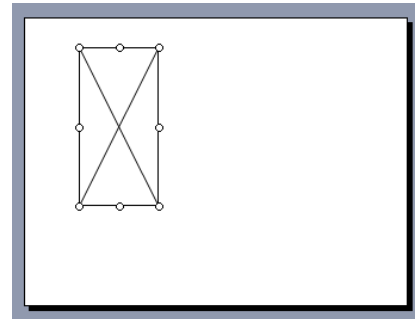
3. On the Control Toolbox Toolbar, press the "More Controls" button, the last icon.



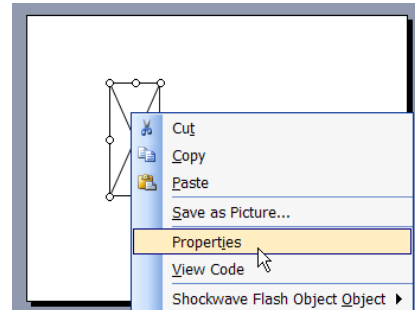
4. From the menu of controls, scroll down and select "Shockwave Flash Object."



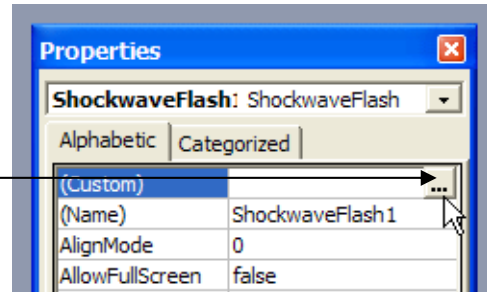
5. The menu disappears and your pointer is now a plus sign. Click and drag to draw a square on your slide. Size and placement doesn't matter right now, you can do this once the file is inserted.



6. Right-click on the shape you're just drawn. This brings up a new menu. Choose "Properties."



7. In the Properties window, click on the top line that reads "Custom". A new tiny button appears at the top right corner with an ellipse in it. Click on this button.



8. In the "Property Pages" control box that appears, type the path to your file. For this exercise, it is s:\jill\biceps.swf. Select "best" for Quality, "Show All" for Scale and "Window" for Window Mode. Check "Play" and "Embed Movie." If you want your animation to loop, check "Loop." Click "Apply."



9. Click the menus closed until you are back to your slide. The box will still be empty on the slide. *Go to Slide Show View to see the animation.*
10. If the animation isn't playing, right-click on the picture, choose "Properties" and make sure the "Playing" line reads "true."
11. If you animation still isn't working, double-check the path and repeat.
12. Once the Flash file plays, you can resize and move it on the slide or even copy and paste it to another slide. You don't need to include the original .swf file in a folder as you do with movie files, because it is now embedded into your presentation.

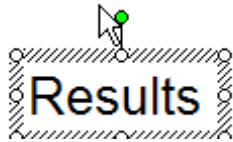
Exercise 7 - Posters

We will be using documentation from a CTSS workshop. A printed copy titled "Creating Large Format Posters Using PowerPoint" is included in your workshop handouts for reference.

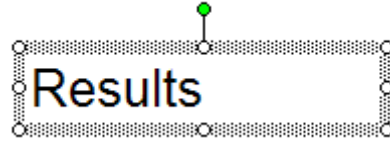
Experts in our college on poster printing are Charlie Kerlee and Jenger Smith in the VTH CATS Lab, Room B-203, 297-1296. Here are some general guidelines for a 4x3' poster.

1. Open a new presentation
2. Start with a blank slide
3. Under File > Page Setup, choose "Slides sized for" and choose "Custom"
 - Set width to 48 inches
 - Set height to 36 inches
4. For the background, you may use a solid color, pattern or background image (for details on images, refer to the corresponding section of the CTSS handout, pages 2-3). Avoid gradient fills which may look good on the screen but lousy in print. Also keep in mind how much ink will be needed for the background. White backgrounds take up the least amount of ink and printing time.
5. Begin adding text boxes with the Insert > Text Box commands. Text boxes can be clear, semi-transparent or color filled and with or without borders. Here are some suggested font sizes from CTSS.
 - Title 72-120 points
 - Subtitle/Authors 48-80 points
 - Section headers 36-72 points
 - Body Text 24-48 points
 - Figure Legends 20 points
6. Add a text box for your title and enter text at 72-120 points.

7. In the same box, hit the Enter key at the end of the line to move down a line and type in your author/affiliation information at 48-80 points.
8. To format the text box, select the text box and right click on it, choose Format Placeholder.
9. The default **fill** color is "no fill" but you can click on the drop down arrow and pick a color to fill the text box. Transparency options are available using the slider or a numerical value.
10. The default **link** color is "no line" but you can click on the drop down arrow and pick a color to outline the box and the line's style and weight if desired.
11. Add additional text boxes with Section header information at 36-72 points. Some examples include a box each for Objectives, Methods, and Results. Keep the text boxes snug around the words to make the next steps easier.



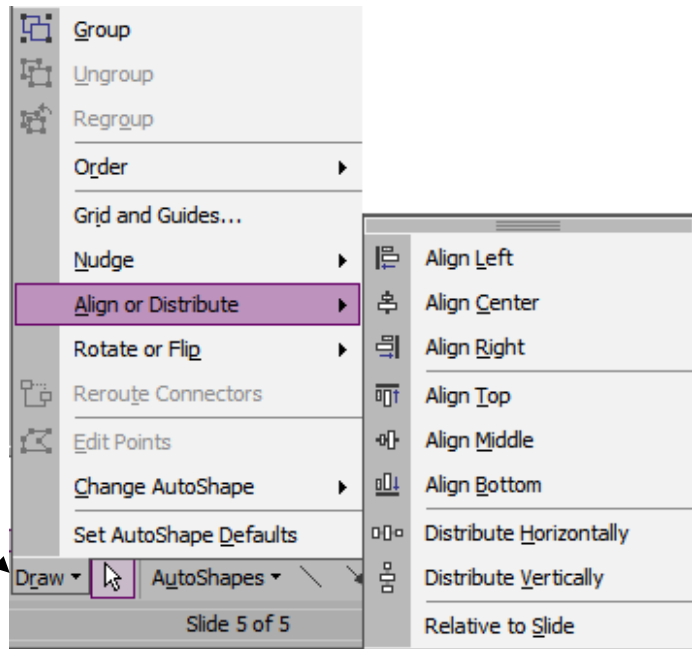
Easier to move, align, etc.
when the text box is tight



More difficult to move with the extra
space at the end.


12. Align and/or Distribute text boxes as needed. Select all the text boxes you want to effect, in this exercise it's the 3 you just created. To select multiple items, click on one item then hold down the Shift key as you click on additional items to select.

13. Click on **Draw**, then from the drop down arrow choose **Align or Distribute**.



14. In this exercise, choose **Distribute Horizontally**.

15. The repeat the process in step 8 but choose **Align Top**.

16. The Format Painter  applies the same formatting from one text box to another. Select the text in a text box, click on the Format Painter icon once to format one items, or double-click to format multiple items, then click on the item(s) and the formatting should be applied.

17. Print poster at the VTH CATS Lab in Room B209 (college employees and students get a discount) or the Weber Building for a nominal charge per linear square foot. Both facilities are much cheaper than Kinko's. If desired, get laminated at Kinko's.

Exercise 8 – Save as Web Page

We will be using documentation posted at http://www.cvmb.colostate.edu/intech/webct/Posting_PowerPoint/Powerpoint_200X_Saveas_html_revised_3-04.pdf titled "PowerPoint Save as Web Page". A printed copy is included in your workshop handouts for reference.

Problems encountered with PowerPoint Save as Web Page

- Make sure you don't have text boxes or images hanging off the page or very close to the page edge. This may cause problems.
- Spacing problems.
- Sometimes images will not transfer from the ppt file. Most likely due to the format or the method used to capture the image.
- Animations do not transfer

Exercise 9 – Create Handouts as PDFs for printing

We will be using documentation posted at http://www.cvmb.colostate.edu/intech/webct/Posting_PowerPoint/PowerPoint_to_PDF_Handout_Format.pdf titled "PowerPoint to PDF Handout Format". A printed copy is included in your workshop handouts for reference.

Quiz Yourself - Learn more about text

Adjusting and Manipulating Text in PowerPoint

Work with a partner to answer the following questions about text

1. You can adjust the size of your text by adjusting the number in the Font Size menu or by:
(Hint: learn by trial and error – try it and see if it works)
 - A. Choosing Format/Font and adjusting the number in the Size text box
 - B. Highlighting your text and pressing the [ALT] key repeatedly
 - C. Stretching your text with its bounding box
 - D. Clicking the Increase Font Size or Decrease Font Size Button
2. PowerPoint has an option that lets you emboss your type.
True or False? (Hint: look under Format | Font)
 - A. True
 - B. False
3. When you click on the Font Type dropdown list, up to six fonts are separated from the remaining fonts by a double line. Why?
 - A. These fonts have been deemed the most popular by PowerPoint users.
 - B. These fonts don't print well.
 - C. PowerPoint recommends these fonts based on your presentation.
 - D. These are the fonts most recently used.

Other online quiz available at <http://office.microsoft.com/en-us/assistance/QZ010552861033.aspx>

Brand your slides with a background or watermark
<http://office.microsoft.com/en-us/powerpoint/HA010797741033.aspx?pid=CL100626991033>