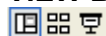


MICROSOFT® POWERPOINT

MACINTOSH QUICK DIRECTIONS

POWERPOINT WORKSPACE

VIEW BUTTONS



↑ Slide Show view
↑ Slide Sorter view
↑ Normal Workspace view

ACTIONS/TOOLS

ACTION BUTTONS

Insert buttons to Master or individual slides to provide navigation icons.

1. Slide Show > Action Buttons
2. Select an appropriate icon
3. The Actions Settings dialog box opens.
4. Follow the steps for linking the icon to a slide or file.

ADD SLIDE

In Normal view or Slide Sorter view, select the slide you want the new slide to follow.

1. Insert > New Slide OR press New Slide icon.

ANIMATING

To animate text and drawing objects:

1. Select text or object.
2. Click Add Effect.
3. Scroll and select desired animation.
4. Click OK.
5. Select property and speed.
6. In dialog box, click Effect Options button.

To add sound or effect after animation:

1. Click down arrow at Sound OR After Animation, if desired.
2. Click OK.
3. Click Play to view.

AUDIO

1. Insert > Movies and Sounds.
2. Select Sound from File.
3. Browse to the sound file.
4. Click Insert.
5. A small "speaker" icon will appear on the slide. Move icon to desired position.
6. In Slide Show mode, click the "speaker" to play the sound.

Note: To delete, select "speaker" in normal workspace. Press Delete key.

AUTOCONTENT WIZARD

1. File > Project Gallery > New > Auto Content Wizard (scroll if needed).
2. Click Open.
3. Select type of template.
4. Follow instructions in Wizard.

AUTOMATED SHOW

To set timings:

1. Slide Show > Slide Transition.
2. Under Advance Slide, check Automatically After.
3. Enter in the number of seconds.
4. Select Apply to all Slides.
5. View in Slide Show mode to see if the timing between slides is too long or too short. Adjust accordingly.

To complete automating show:

1. Slide Show > Set Up Show.
2. Choose Show type.
3. Select Loop Continuously until Escape.
4. Check Using timings, if present.
5. Click OK.

BACKGROUND

1. Format > Slide Background.
2. Click the down arrow and select Fill Effects...
3. Click Picture tab.
4. Click Select Picture...
5. Browse to your image to be used as a background.
6. Click Insert and OK.
7. Click Apply or Apply to All.

BEGIN A NEW PRESENTATION

1. Double-click the PowerPoint icon in the bottom tray on your screen.
2. Click the PowerPoint presentation icon in the dialog box.
3. Click Open.
4. If already in PowerPoint, access File > New Presentation.

BULLETS & NUMBERING

1. Format > Bullets and Numbering to select type of bullet or number.
2. In Formatting Palette, click the down arrow at Bullets & Numbering to select either the bullets or numbers icon, indenting, and color.

BORDERS

1. Select the graphic.
2. On the Formatting Palette, click down arrow at Colors, Weights, and Fills (this option is not visible if graphic is not selected).
3. Select desired line thickness/style.
4. Select the desired color.

CHARTS

1. Select the slide to which a chart will be added.
2. Insert > Chart...
3. Enter information into pop-up Datasheet. Note that corresponding information is reflected in the pop-up chart.
4. Click close icon.
5. Menu bar changes to reflect chart options; so on menu bar, you can select Chart > Chart Type.
6. Select type of chart.
7. Click OK.

To see datasheet again:

1. View > Datasheet.

CLIP ART

1. Insert > Picture > Clip Art OR click Clip Art icon on toolbar.
2. Scroll to selection and click the desired clip art.
3. Click Insert.

COLOR SCHEME

The color and design of a presentation can be easily changed. The default affects all slides.

1. Format > Slide Color Scheme.
2. Make selection.
3. Click Apply OR Apply to All.

For additional selections:

1. Click Custom tab in Slide Color Scheme dialog box.
2. Click background, text, or accent & hyperlink to change color.
3. Click Apply.

COMMENTS

1. Select the slide.
2. Insert > Comment.
3. In yellow box, type your comments or notes. Click outside yellow box to close. The comment marker will remain in the upper left corner.

Remove

1. Click the yellow comment box.
2. Click the border of the comment box to change

from a slashed border to a dotted border.

3. Press Delete.

DELETE SLIDE

In Normal view or Slide Sorter view:

1. Edit > Delete slide OR
2. Select the slide to delete.
3. Press Delete button on keyboard.

DIAGRAMS

1. Click the New Slide icon in menu bar OR Insert > New Slide.
2. Insert > Object.
3. Select object type.
4. Click OK.
5. Click object/diagram to add text.
6. On menu bar, File > Update and Return to Object in Presentation.
7. Click Update.

DICTIONARY

1. Tools > Dictionary.

DRAW ON SLIDES

1. In Slide Show view, click up arrow in lower left corner of screen.
2. Select Pointer Options > Pen. Then drag mouse to draw on the slide screen.
 - a. *Draw straight lines:* Hold down shift key while drawing
 - b. *Erase all lines:* Press the letter "e."
 - c. *Change pen color:* Click up arrow in lower left corner of slide in slide show mode > Pointer Options > Pen Color.
3. To advance to next slide, you must repeat process: Click up arrow in lower left corner of screen. Select Pointer Options > Automatic.

E-MAIL

1. In your e-mail program, select "add attachment" or paperclip icon.
2. Browse to the PowerPoint presentation file.

3. Click Add or OK.

FLAG FOR FOLLOW-UP

1. Tools > Flag for Follow Up...
2. Select desired time for notification.
3. Click OK.

FORMAT

1. Format > Picture.
2. Select your desired choice of Transparency, No fill, Line border, or Arrows.
3. Click OK.

GRAPHICS

Clip Art

Insert > Picture > Clip Art.

In Task Pane, enter search word and click Go OR scroll to make selection

Pictures

Insert > Picture > From File.

Delete

Select graphic and press Delete.

Move

Select graphic.

Place cursor over graphic until you see "grabber" hand. Move graphic where desired.

Resize

Select graphic. Press Shift button to retain proportions of graphic, position cursor over corner handle and push up to make smaller or pull out to make larger.

Rotate

Select graphic. Click rotate icon in Format Picture tool box (Format > Picture). Position cursor over a corner handle. Move to angle or position desired.

Shadow

Select graphic. In the Format Picture toolbox, click Shadow icon. Select shadow desired.

GRAYING OUT BULLETED LIST

1. Select first bullet item.
2. On the menu bar, Slide Show > Custom Animation > Add Effect.
3. Select desired effect.
4. Click OK.
5. Under Animation Order box, click the effect you want to change.
6. Click Effect Options button > Effect tab.
7. From the After Animation pop-up menu, click the color to change the effect to.
8. Click OK.
9. Click OK.
10. Repeat for each item on your bulleted list.

GROUP ELEMENTS

Do this to move elements as one unit.

1. Select first item.
2. Hold down the Shift key and select the remaining items to be grouped as one unit.
3. On Formatting Palette (View > Formatting Palette), click down arrow at Size, Rotation & Ordering.
4. Click Grouping icon.

HIDE SLIDE

1. In Slide Sorter view, Slide Show > Hide Slide. Notice a grey box with a slash around the slide number.

Note: To un-hide, repeat: Slide Show > Hide Slide.

HYPERLINK

1. In Slide view, select text or object to be linked. Insert > Hyperlink OR click Hyperlink button.
2. In Link to box, type the URL.
3. Click OK.

INSERT SLIDES

To insert new slides:

1. Click New Slide icon in menu bar OR Insert > New Slide.

To insert slides from another slide show:

1. Insert > Slides from Files.
2. Browse to file and select file.

3. Select Insert All Slides OR Select Slides to Insert.
4. Click Insert.
5. *Note: If you want to retain the background and formatting, check Keep Design of Original Slides located in the lower left hand corner of the dialog box.*
6. Select slides to be inserted.
7. Click Insert or Insert All.
8. Click Close.

INSERT DUPLICATE SLIDES

To insert a slide(s) that is identical to an existing slide in that presentation:

1. Click the slide you want to duplicate.
2. Click Insert > Duplicate Slide.

LINK TO INTERNET, SLIDES, OTHER FILES

Create a link to an Internet site:

- > Select the text or graphic.
1. Insert > Hyperlink OR click Hyperlink icon on toolbar.
 2. Type URL in Link to text box.
 3. Click OK.

Links can be created to link slides within a presentation:

1. Select the text or graphic.
2. In dialog box, click Document button.
3. Click Locate button.
4. Select Slide to Link to.
5. Click OK.
6. Click OK.

Links can be created to link a portion of a large graphic to another slide: "Invisible Squares."

1. In Formatting Palette, click tiny arrow at Add Objects to expand the menu. *Note: If Formatting Palette is not visible, go to View > Formatting Palette. It will appear as a column of tools on the right side of the screen.*
2. Click the Auto Shapes icon.
3. Click the rectangle box tool. Let your cursor hover over the tools to read the tags if needed. *Note: The cursor changes to a plus sign.*

4. On your slide, click, hold and drag a box around the desired portion of the large graphic. (Leave the box selected.)
5. Click the down arrow at Colors, Weights, Fills.
6. Under Fill, click the down arrow at Color.
7. Select No Fill.
8. Under Line, click the down arrow at Line.
9. Select No Line.
10. On Standard Toolbar, go to Slide Show > Action Settings.
11. Click radio button at Hyperlink to.
12. Click small down arrow at Hyperlink to and scroll to Slide...
13. Select appropriate slide.
14. Click OK. Click OK.

Links can also be created to link to a different presentation or another file type, such as Word or Excel:

1. Follow steps above and instead of selecting Slide..., choose Other PowerPoint presentation OR Other file OR other selection.
2. After selecting file, click OK.

MASTER SLIDES

Use the Master Slide view to make changes that will appear on every slide, such as footers, font and bullet styles, and graphics.

1. View > Master > Slide Master.
2. Click where you want the master items to appear.
3. Add master elements, date, footer information.
4. Click Close button. *Note: To remove item, repeat View > Master > Slide Master. Select item and press Delete.*

Creating master slide from own design:

1. In Formatting Palette, click small down arrow at Change Slides.
2. Click Slide Design icon.
3. Select white design titled Blank Presentation.
4. Then, View > Master > Slide Master.

5. On Master Slide, insert desired images, design, shapes, colors.
6. Click Close button.
7. File > Save As.
8. Click down arrow next to Format text box.
9. Select Design Template.
10. Click Save.
11. The design is automatically saved to your My Templates folder.
12. To use the design, open the My Templates folder, select the desired design, and click Open.

MOVE SLIDE

In Normal view in the Outline pane or in Slide Sorter view:

1. Click and hold the mouse button on the slide to be moved.
2. Drag to the new position.
3. Release mouse button.

MOVIES/VIDEOS

1. On the menu bar, Insert > Movies and Sounds.
2. Select Movie from file... OR Sound from file... OR other option.
3. Browse to the file.
4. Click Choose.
5. A pop-up dialog box will ask if you want the movie (*or sound*) to play automatically in the presentation. *Note: It is recommended that new PowerPoint users select No so that they retain control of when elements come to the attention of their audience in the presentation.*

MUSIC

1. In normal workspace view, Insert > Movies and Sounds > Play CD Audio Track...
2. A dialog box with options opens:
3. To have CD play from beginning to end, in dialog box under Play options, check Loop until stopped.

4. To have a specific track play, under Start and End, enter track number.
5. To set start and end times, in the At text boxes, type time you want track to start and end.
6. Click OK.
7. In alert box, click Yes if you want CD to play automatically OR No if you want music to start on mouse click.

NARRATING A SLIDE SHOW

Connect microphone to computer.

1. In normal workspace view, Slide Show > Record Narration...
2. In dialog box, leave the defaults: Built-in Audio and Line-In (*unless you have added additional equipment to your computer set-up*).
3. If narrations will be large, check box at Link narrations.
4. Click the Set button to browse to folder where you want narrations to be stored.
5. Click Choose.
6. Click the Test button.
7. Two dialog boxes will open in succession. One is a notice that the narrations have been saved. The second asks if you want to review the timings in slide sorter view? Click Yes.
8. Go through slide show, adding appropriate narration.
9. At end of show, an alert box will appear. Click Yes to save slide timings OR click No to save only narration.

NAVIGATE THROUGH A SLIDE SHOW

Advance through slides

Click left mouse button
Use a laser mouse
Press down arrow
Space bar

Go to previous slide

Delete button
Press up arrow

Pause show

Press "b" to turn screen black
Press "w" to turn screen white
To resume, re-click letter, press spacebar or click mouse.

Exit slide show

Press Escape button
Control +click mouse button and select End Show.

Other options

Control +click mouse button, select Help screen to see other options.

NOTES PANE

In Normal view, the Notes pane is located at the bottom center of the screen.

1. To enlarge or reduce the space, place cursor on line between Slide Pane and Notes Pane until cursor becomes a box with up&down arrows and drag up or down with the mouse.

NUMBERING SLIDES

1. Insert > Slide Number.
2. Read text in dialog box.
3. Click OK.
4. The Header & Footer dialog box will open.
5. Place a checkmark in the box at Slide Number.
6. Click Apply to All.

PACKAGE FOR CD

Ensures that your presentation appears identical to your original on any computer.

1. Insert writable CD.
2. File > Save As.
3. In the dialog box, enter name of presentation.
4. Browse to different location to save, if desired.
5. Next to the Format text box, click the up/down arrow.
6. Click PowerPoint Package.
7. Click Save.

POWERPOINT TO PDF

1. File > Save As.
2. In Print dialog box, click up/down arrow at Printer name.




3. Select Acrobat PDF, PDFWriter or Acrobat Distiller.
4. Under Slides, select All OR click the radio button next to From and To and enter the slide numbers desired.
5. Under Print What, click small down arrow and select Handouts and number of slides per page.
6. Next to Output, select Color or Grayscale for printing.
7. Click Print.

PRINT A PRESENTATION

1. File > Print.
2. Click up/down arrow at *Print What*.
3. Choose Slides, Handouts, Notes, or Outline. Note: If you choose Handouts, you will also select the number of slides to print per page.
4. Click Preview to see if that is what you want. Note: To close Preview, go to Preview > Quit Preview.
5. Click Print.

RECORDING SOUNDS

Connect microphone to computer.

1. In normal workspace view, Insert > Movies and Sounds > Record Sound.
2. Type name for sound clip.
3. Click Record icon  at top of dialog box and record the sound.
4. Click Stop icon  when finished.
5. Click Play icon  to play the recording.
6. Click Save. *Note the "speaker" icon that appears on the slide.*

SAVE AS WEB PAGE

See Web Page.

SCREENSHOTS

1. *By default, screen captures are sent to your desktop as PDF files labeled "Picture 1" or 2 or 3, etc.*
2. *If you hold the Control key in addition to the keys below, the captured image will be sent to the clipboard, so you can just do an Edit > Paste.*

To capture an image of the entire screen that can then be pasted into PowerPoint or other applications:

Command + Shift + 3 *Rectangle of portion of screen:*

Command + Shift + 4
(Position mouse pointer onscreen and "draw" a rectangle by pulling across space desired.)

Active window only:

Command + Shift + 4 + spacebar
(The Command key is the one with the "cloverleaf.")

SET UP A SLIDE SHOW

See Automated Show.

SHAPES

1. In Formatting Palette on the right of the screen, click the Auto Shapes icon.
2. Select shape desired. *Note: The cursor changes into a large plus sign.*
3. Press mouse button and hold and drag to size desired.
4. Resize, rotate, move, and/or fill with color as desired.

To add text to a drawing shape:

1. Select shape.
2. Press Control key and mouse click the shape.
3. Type desired text.

SMART CLASSROOMS

Recommendations/requirements:

1. *Test your laptop in the room a day or two prior!*
2. *If you need one-on-one assistance, telephone UMS at x86611.*
3. *You must provide all cables and floppy or zip drives.*

ON:

1. Connect all cables:
 - o Electrical power cord
 - o VGA computer cable
 - o Internet RJ45 cable
 - o Speaker cable
2. Turn ON the computer.
3. Pull down room screen
4. On Smart Classroom panel, push the projector ON button.
5. To get displays on both laptop and room screen:

Hold the "fn" key and press the "LCD/CRT" key one, two, or three times.

OFF:

1. Turn off the laptop.
2. Press the Projector OFF button.
3. Disconnect the computer from the wall connections.
4. Take your cables with you!

SOUNDS

See also Music, Narrating a Slide Show and Recording Sounds.

1. Select text or object on slide if you plan to attach sound to a particular element.
2. On the menu bar, Slide Show > Custom Animations.
3. Click Effect Options button.
4. Click up/down arrow across from Sound.
5. Select sound.
6. Click OK.
7. Click OK.

OR

1. On the menu bar, Insert > Movies and Sounds > Sound from File.
2. Browse to the sound file.
3. Click Insert.
4. Sound icon is added to the slide. Resize and reposition on slide, if desired.
5. To delete, select slide icon and press Delete on keyboard.

SPELLCHECK

Tools > Spelling.

FORMATTING PALETTE

Access design templates, fonts, animations, bullets and numbering, size, rotation & ordering, shadows, color schemes, and hyperlinking.

1. If not open, go to View > Formatting Palette.
2. Click the small down arrow at each section to expand menus and display available features.
3. Select the function desired.

TEXT

Adding

In Slide or Outline pane, select the slide, position cursor, and type.

Deleting

Select text and press Delete.

Font – Change

Select text. Select new font in Formatting palette OR select text already formatted, click paintbrush icon, and brush over text to be changed.

Font – Change case

Select text. Format > Change case. Select case desired. Click OK.

Font - Color

Select text. Format > Font OR click down arrow at Color and make selection.

Indenting

Select text on slide or in Outlining pane. On menu bar, click the Decrease or Increase Indent icon.

Moving

Select item and click and hold mouse button down and drag into position.

Resizing

In Formatting Palette, in Font section, enter smaller or larger typesize number in the Font size text box.

Undoing

Edit > Undo OR click Undo icon OR Ctrl + Z.

TEXT BOXES

1. Insert > Text box.
2. Cursor changes to an A with an insertion I-bar. Click the slide where text box is to be placed.
3. Type desired text.

To move a text box:

1. Position pointer over the text box border until the pointer changes to a grabber hand.
2. Click, hold mouse button down and drag into position.

To rotate a text box:

1. Select the text box.
2. In the Formatting Palette, in the Size, Rotation &

Ordering section, click the Rotation icon.

3. Select rotation desired.
4. If the Free Rotate is selected, the text box corners change to green circle handles. Position the cursor over one of the green circles until it becomes a grabber hand. Click and hold the mouse button down and drag text box into desired position.

TIMING A SHOW

See Automated Show.

TOOLBARS

1. View > Toolbars
2. Click to left of toolbar name to select OR click Customize...
3. Click in boxes to add or hide toolbars
4. Close.

Recommended Toolbars for designing:

- Standard, Formatting, Drawing, Outlining, Task Pane, and Web.

VIDEO

1. Insert > Movies and Sounds.
2. Select Movie from File.
3. Browse to the movie file.
4. Click Choose.
5. To view: In Slide Show mode, click the movie icon.
6. To delete movie: In normal workspace, select movie and press Delete key.

Loop video on slide:

1. On slide, select the movie.
2. On the menu bar, Edit > Movie Object.
3. Select Loop until stopped.
4. Click OK.

VIEW BUTTONS

See page 1.

WEB PAGE

Save as Web Page (HTML)

1. File > Save as Web Page.
2. Type file name.
3. Browse to location to save.
4. Format: Web Page (HTML).
5. Click Save.

WEB PAGE PREVIEW

1. File > Web Page Preview.

WORD ART

1. In Formatting Palette on the right of the screen, under Add Objects, click the Text Shapes icon.
2. Scroll through the choices.
3. Select the design of your choice.
4. In the text in pop-up box, click Edit text. *Note: Additional choices are available here including Word Art Gallery, Vertical Text, Text Shape, Free Rotate, and others.*
5. Type desired text in pop-up box.
6. Click OK.

WORD OUTLINE TO POWERPOINT

1. Open a new or existing PowerPoint presentation.
2. On menu bar, Insert > Slides from Outline.
3. Browse to the Word document file.
4. Click Insert.

ZIPPING

Zippping compresses files to reduce file size and ease transfer. Most computers have a default program for zipping and unzipping. For Mac:

1. Double-click the hard drive icon on the desktop.
2. Scroll to the Stuffit folder.
3. Double click the Stuffit folder to open the program.
4. On the menu bar, Translate > Compress GZip.
5. Click Choose. *Note: The file is saved with a .gz file extension.*
6. To unzip the file, double-click the zipped icon. *Note: Those to whom you send zipped files can download a free expander at: <http://www.stuffit.com/mac/expander/>*

RESOURCES

Sac State Web sites

Copyright

Get permission, create your own graphics/audio/video, or see if your use is Fair Use by clicking on the UT System Four Factor Test at this link:

<http://www.csus.edu/web/copyright.html>

Creating Online Courses site:
Copyright, Graphics, Video, Design

<http://www.csus.edu/uccs/acadtech/pedtech/coc/>

Educational Resources

MERLOT

Multimedia Educational Resource for Learning and Online Teaching
A cooperative designed for higher education. Learning materials in arts, humanities, social sciences, business, mathematics, education and science and technology.

<http://merlot.org>

Images/Audio/Video/Textual & Other Resources Web site

A collection of both free and pay for use images, audio/video linked resources, and on-campus resources for elements for all your projects. Check it out!

<http://www.csus.edu/uccs/acadtech/iav.stm>

Images - Free

Sac State Graphics Library

Direction arrows, banners, backgrounds, bullets, dividers, campus photos, and photos of Sacramento.

<http://www.csus.edu/web/graphics.html>

Design Templates on Microsoft Office Online

A large selection of downloadable PowerPoint backgrounds.

1. In PowerPoint, click the down arrow in the Task Pane.
2. Select Slide Design.
3. Scroll to the bottom of the designs.
4. Doubleclick Design Templates on Microsoft Office Online. (In a moment you'll be taken to the MS site on the Internet.)

5. Click one of the section headings.
6. Browse through the designs by clicking Next.
7. Select a design by clicking it and click Download Now.
8. Click No in dialog box.
9. Slide design automatically appears in your PPT workspace.

Digital Juice

A large collection of PowerPoint backgrounds, photographs, short videos, etc.

This collection resides on the "labapp" drive in the Faculty/Staff Resource Center, available on the PCs. However, once you have perused, selected, and saved the desired materials onto your USB or other media, you will be able to use them on the Mac.

To access Digital Juice:

1. Doubleclick the **My Computer** icon on the desktop.
2. In the **Address** text box, type:
<\\uccslabapp1\DigitalJuice>
3. Doubleclick to open Multimedia folders to see the designs.
4. Copy and paste desired designs/photos onto your storage media.
OR:
5. Create a temporary folder on the desktop, select a desired design, **Edit > Move to Folder** (just created on the desktop). Afterwards, save that temporary folder onto your storage media.

Free Images

Images are free for use in a project, publication or Web site, but may not be redistributed, archived, sold, or sub-licensed. A link to this site must be included. Subject matters include technology, transportation, light, nature, seasonal, space, planets, workplace, home, sports, and medical.

<http://www.freeimages.co.uk/>

MS DesignGalleryLive

Clip art collections with a search feature. Subjects include multiculturalism, animals, transportation, technology, business metaphors, office objects, space technology, and more.

<http://dgl.microsoft.com/>

MSWord Clip Art

Don't forget to look in the clip art collection in the Microsoft Office programs.

PicturesFree

100,000 images available free for use. Images are sub-divided under various indexes such as art collections, virtual zoo, and travel.

<http://www.picturesfree.org>

World Art Web Kiosk

Database of 35,000 images from throughout the world, compiled by faculty, staff, and students in the California State University System. Images are free for non-profit, educational use, but giving credit to the copyright holders is requested.

<http://worldart.sjsu.edu/>

Images - Pay for Use

American Memory materials

Prints, photographs, documents relating to a wide variety of subjects from Ansel Adams, baseball and architecture to daguerreotype photographs and the Civil War.

<http://memory.loc.gov/ammem/nlpedu/start/tech/offline.html>

Animated GIF Images

The Animation Library

<http://www.animationlibrary.com/>

Victorian Animated Gifs

<http://www.victoriana.com/animated/animated.html>

Video and Sounds

Educational Video

Extensive video library covering a wide range of subjects such as language, literature, science, multiculturalism, math, education and business, social studies/history, and religion. Prices start at \$9.95.

<http://www.libraryvideo.com>

The Encarta Sound Library (spoken dictionary words)

<http://dictionary.msn.com/>

Sound Effects Libraries

www.sounddogs.com

www.sound-effects-library.com/

www.wavcentral.com

www.a1freesoundeffects.com