Microsoft PowerPoint 2002

Creating a New Presentation

Upon opening, PowerPoint 2002 will display a blank title slide for a new presentation. You can begin creating a PowerPoint presentation by typing the title of your presentation at this point.

1. Click in either box to add a title or subtitle to this slide

Views

PowerPoint has a number of viewing options, but for basic slide creation, you will find the outline and slide views the most useful. Normal view allows you to view and edit slide text quickly, it is available under the View menu.
Creating and Editing a New Slide

1. From the **Insert** menu, choose **New Slide**.

2. Note the **Apply slide layout** dialog box on the right side of the screen. This will allow you to choose the type of slide you would like to enter.

3. Try selecting the **Title** and **Text** slide at the bottom left of the first group of Text Layout options by double clicking on the slide image. This will add a slide with a title and bulleted list to your slideshow.

4. Note that there are many slide layouts available that allow you to insert images, or create charts and graphs.
Changing Slide Appearance

Applying a Design

5. From the **Format** menu, choose **Slide Design**.

6. Note the **Slide Design** dialog box on the right side of the screen. This will allow you to choose a design for your slide show.

7. Click on a slide design under the heading **Available For Use** to apply the design to your slide show.

Changing the Background

1. From the **Format** menu, choose **Background**.

2. Click the pull-down menu below the preview window and select **Fill Effects**.
3. Select between the Gradient, Texture, Pattern, or Picture

4. Make your selection and click OK.

5. Click Apply or Apply to all. The latter will apply the background to all of your slides.

Changing the Color Scheme

1. From the Format menu, choose Slide Design and then Color Schemes on the top right. You can choose from a standard scheme or create a scheme of your own.

2. Choose a scheme by double clicking on the image at right

3. To create a scheme, click the Edit Color Scheme

4. Click a color and click Change Color.

5. Click Apply or Apply to all.

Changing Text Appearance

1. Highlight the text that you want to change.

2. From the Format menu, choose Font. From here you can change the font, size, style, color, and effect of the text.

3. Click OK when you are finished with the changes.

4. To change the alignment of the text, click the Format menu, choose Alignment, and select an alignment.
Adding Animation

Basic Animation

1. Select the object or text box to which you want to add animation.

2. From the Slide Show menu, choose Custom Animation.

3. Click the Add Effects tab.

4. Select an effect from the drop-down menu.

5. Click the Play button at bottom to view the animation in the preview window.

6. Your animation is added automatically. Click the Remove button to delete your animation.
Changing Animation Order
When you are finished animating your slide, you can change the order in which the animations occur.

1. From the Slide Show menu, choose Custom Animation.
2. Click an entry in the Animation Order field.
3. Click the Re-Order arrows to change the entry's order.

The Slide Show

Displaying a Slide Show

1. From the Slide Show menu, choose Slide Show.
2. Press the left mouse key or click to move forward through animations and slides. Press the right mouse key activate Slide Show Options.
Slide Show Options

1. While in Slide Show view, move your mouse so that your pointer appears.

2. Click the button in the bottom left corner. A menu with several options will appear.

3. To change the pointer to a pen, from the Pointer Options menu, select a Pen options (Ballpoint, Felt Tip or Highlighter). To write with the pen, click and drag on the slide area.

4. To return to PowerPoint, from the Slide Show menu, select End Show.

Help
For help contact the Alumni Medical Library Reference desk at (617) 638-4228