

# PowerPoint 2003 Basics

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This handout explains how to create presentations using PowerPoint 2003. For Office 2003 installation instructions, and information about general features common to all Office 2003 programs, see the handout *Getting Started with Office 2003*, available at <http://www.snc.edu/techsupport>.

## PowerPoint startup

PowerPoint 2003 startup is different than in PowerPoint 97 in that it starts with the title slide of a new blank presentation. On the left side of the screen is a pane that shows either thumbnail images of the slides (default) or the presentation outline, and on the right side of the screen is the “Getting Started” task pane. Since the “Getting Started” task pane is not very useful, you may want to change it to the “New Presentation” task pane – click the drop-down arrow next to the words “Getting Started” and choose “New Presentation.”

To open an existing presentation, just go to File – Open. To create a new presentation, you can just start working on the blank title slide that’s already displayed, or choose an option from the “New Presentation” task pane.

## Design Templates

Design templates allow you to choose from several pre-designed styles, including backgrounds, colors, and fonts. To view the templates, click the Design button on the toolbar\* or choose Slide Design from the Format menu or the task pane menu. The templates will appear in the task pane. To apply one, just click once on it. If you want more design choices, scroll to the bottom of the templates and click on “Additional design templates”; wait a moment while they are installed. To see other templates that you can download from Microsoft’s web site, scroll to the bottom of the templates and click on “Design Templates on Microsoft Office Online.” You can change the design template at any time by simply clicking on a different design template.

## Creating slides

To add a slide, click the New Slide button on the toolbar or go to Insert – New Slide. A new slide will appear, and the Slide Layout task pane will open on the right showing the available slide layouts. To choose or change the layout of a slide, just click once on the desired layout in the task pane. (If the Slide Layout task pane is not already open, choose Slide Layout from the Format menu or the drop-down menu at the top of the task pane.) To enter text on a slide, just click in the text box (where it says “Click to add text” or “Click to add title”) and start typing. To spell-check your presentation, from the Tools menu, choose Spelling.

**Slide readability tip:** Make sure your text is big enough! A 1-inch character is readable from 10 feet, a 2-inch character from 20 feet, and so on (the font size will vary).




## Adding pictures, charts, etc.

In PowerPoint 2003, slides that include pictures, charts, diagrams, tables, or media clips are called “Content Layout” slides. When you choose a layout that has this type of “content,” you will see the words “Click icon to add content” along with a box containing 6 small icons (pictured at right). Each one of those icons will add a different type of content – just hold your cursor over them to see what they do.



## Switching Views

In the lower left corner of your PowerPoint window, there are tiny icons that allow you to change views. 

-  Normal View: see the current slide in the middle, with the task pane on the right and the slide thumbnails on the left
-  Slide Show View: runs your slide show, as you would during a presentation
-  Slide Sorter View: see all of your slides at once (useful for rearranging slides)

## Adding Animation Effects

Animation allows you to have your bulleted points appear on the screen one at a time, in various ways. This prevents your audience from reading ahead, and keeps them focused on your speech. To add animation effects:

1. Select the slide you wish to animate.
2. From the Slide Show menu, choose Animation Schemes, or from the task pane menu, choose Slide Design – Animation Schemes.
3. Click on a type of animation to preview it.
4. Whichever one you leave selected will be applied to the current slide. To apply the same animation to all slides in the presentation, click the Apply to All Slides button at the bottom of the pane.
5. To change the speed of the animations, choose Custom Animation from either the Slide Show menu or the task pane menu.
6. Click the Slide Show button to preview the slide show full screen.

**Tip:** Don't use too many different animation effects in a slide show, as it can be distracting to your audience.

## Adding Slide Transitions

Slide transitions are visual effects for moving from one slide to the next. To add slide transitions:

1. From either the Slide Show menu or the task pane menu, choose Slide Transition.
2. Click on a transition to preview it.
3. Whichever one you leave selected will be applied to the current slide. To apply the same transition to all slides in the presentation, click the Apply to All Slides button at the bottom of the pane.
4. Click the Slide Show button to preview the slide show full screen.

**Tip:** Don't use too many different transitions in a slide show, as it can be distracting to your audience.


## Printing a presentation

1. From the File menu, choose Print.
2. Select which slides you want to print (you don't have to print them all).
3. From the "Print what" drop-down menu, select how you want the slides to print. The "Handouts (6 slides per page)" is a common format for presentation handouts, and "Outline View" is a good format for presenter's notes.
4. Choose other options as desired, then click OK.

## Self-running presentations

When creating a self-running presentation, you need to add the timings. In the Slide Transition pane, under "Advance slide" check the "Automatically after" box and choose a number of seconds. For other options, go to the Slide Show menu and choose Set Up Show.

## Running the slide show

To preview what the show will look like, click on your first slide, then either click on the Slide Show icon  in the lower left corner or select Slide Show from the View menu. Once the show starts, you can simply click the mouse to activate the next slide or next text animation, or use the keyboard commands listed at right.

## Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at [helpdesk@snc.edu](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.

Keyboard commands for running the show:

- Next slide/animation: Page Down, n, Enter, or right arrow
- Previous slide/animation: Page Up, p, Backspace, or left arrow
- Toggle to/from a black screen: b or period (.)
- Go to slide <number>: <number>+Enter
- Hide the mouse pointer: Ctrl+h
- Change the pointer to a pen, so you can write or draw with the mouse: Ctrl+p
- Exit slide show & return to PowerPoint: Esc