

ISSInfo



PowerPoint XP Tips from the Help Menu

Adding Text

To add text to a formatting slide, click inside the text placeholder and type or paste text.

Note: If text exceeds the size of the placeholder, PowerPoint reduces the font size and line spacing incrementally to make the text fit.

To add text in the absence of a text placeholder, on the **Drawing** toolbar, click the **Text Box** icon, and choose one of the following:

- To add text that stays on a single line
 - On the slide, locate where the text box is to start, left click once, and type or paste the text.
- To add text that wraps
 - On the slide, locate where the text box is to appear, drag the text box to the desired size and then type or paste the text.
- To add text that becomes part of a shape (e.g., circle, rectangle, other) and moves when moving the shape, select the **AutoShape** and start typing.
- To add text that is independent of the shape, add a text box and position it over the shape.

Using WordArt

WordArt contains many different effects that can be applied to text.

To add **WordArt**, select the slide and do the following:

- On the **Drawing** toolbar, click **Insert WordArt** icon.
- Click **WordArt** effect and then click **OK**.
- In the **Edit WordArt Text** dialog box, type the text and format as desired.

Add an Image

To add an image, click where it is to be inserted and do the following:

To insert an image from a file:

- On the **Drawing toolbar**, click **Insert Picture from File** icon.
- Locate the folder that contains the desired picture to insert, then click the picture file.
- Do one of the following:
 - To embed the picture, click **Insert**.
 - To link, click the arrow next to **Insert**, and then click **Link to File**.

Apply a Slide Layout

To apply a slide layout, do the following:

- On the **Format** menu, click **Slide Layout**.
- On the **Slides** tab in normal view, select the slides to which the layout will be applied.
- In the Slide Layout task pane, point to the desired layout, and then click it.

Tip: A new slide can also be inserted from within the task pane. Point to the desired layout for the slide, click the arrow, and then click **Insert New Slide**.

Design Templates

To create a new **PowerPoint** presentation using a design template, do the following:

- If the **New Presentation** task pane isn't displayed, on the **File** menu, click **New**.
- Under **New**, click **From Design Template**.
- In the **Slide Design** task pane, select a design template.
- If the default title layout for the first slide is to be kept, skip this step. If not, on the **Format** menu, click **Slide Layout**, and then click the desired layout.
- On the slide or on the **Outline** tab, type the text for the first slide.
- To insert a new slide, on the toolbar click **New Slide** and select the desired layout.
- Repeat above steps to assign design elements.

Note: If a template has been created, it will appear in alphabetical order according to how it was named among the templates in the **Slide Design** task pane.

Tip: To apply a different design template to selected slides, select **Design Template** on the **Slide Design** task pane, point to the desired design template, click the arrow, and then click **Apply to Selected Slides**.

Color Schemes

Color schemes can be created and used on multiple slides or presentations.

- To Create a **Color Scheme**, select a slide, then, in the **Format** menu, click **Slide Design**.
- In the **Slide Design** menu, click **Color Schemes**.

To use the color scheme of another slide or presentation, do the following:

- Open both presentations and on the **Window** menu, click **Arrange All**.
- In both presentations, display the **Slides** tab in normal view.
- Select the slide that has the desired color scheme.
- Do one of the following:
 - Recolor one slide
 - Click **Format Painter**, click in the window of the second presentation, and then click the slide to which the scheme will be applied.
 - Recolor multiple slides
 - Double-click **Format Painter**, click in the window of the second presentation, and then click each slide to which the color scheme will be applied.
- To apply the scheme to slides in a row, press **SHIFT**, and then click the first and last slide in the range.
- Press **ESC** when finished to cancel Format Painter.

Note: When copying a slide's color scheme to another presentation, the color scheme becomes available in the **Slide Design-Color Schemes** task pane in the destination presentation.

Animation

To animate text and objects:

- Open the presentation and do one or both of the following:
 - Apply a preset animation scheme.
(To apply it only to a few slides, click the **Slides tab**, and select the slides you want.)
 - On the **Slide Show** menu, click **Animation Schemes**.
 - In the **Slide Design**, under **Apply to selected slides**, click an animation scheme in the list.
(To apply the scheme to all slides, click the **Apply to All Slides** button.)

To apply a custom animation:

- In normal view display the slide that has the text or objects you want to animate.
- Select the object you want to animate.
- On the **Slide Show** menu, click **Custom Animation**.
- In the **Custom Animation** pane click, and do one or more of the following:
 - To make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
 - To add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
 - 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 applied to 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 previewing animations for a slide using the **Play** button on the **Custom Animation** task pane, it is not needed to click to trigger any animation sequences. To preview how animations work, click the **Slide Show** button instead.

**More
Information**

For questions regarding PowerPoint, contact the Help Line at (805) 493-3698 or help@clunet.edu