

# PowerPoint 2003 Advanced Techniques



## Tutorial will cover:

- I. Statistical Chart (using PowerPoint with Excel)
- II. Diagram or Organization Chart
- III. Table
- IV. Drawing with AutoShapes
- V. Clip Art
- VI. Applying Custom Animation
- VII. Inserting text from Word into PPT
- VIII. Movies and Sound
- IX. Publishing Presentation to the Web
- X. Summary Slide

## I. Statistical Chart

- Creating a chart slide
- Editing data
- Selecting a chart type
- Types of charts
- Animating the chart for slideshow
- Using the data from Microsoft Excel

### Creating a chart slide

There are 14 standard and 20 custom chart types available in PowerPoint.

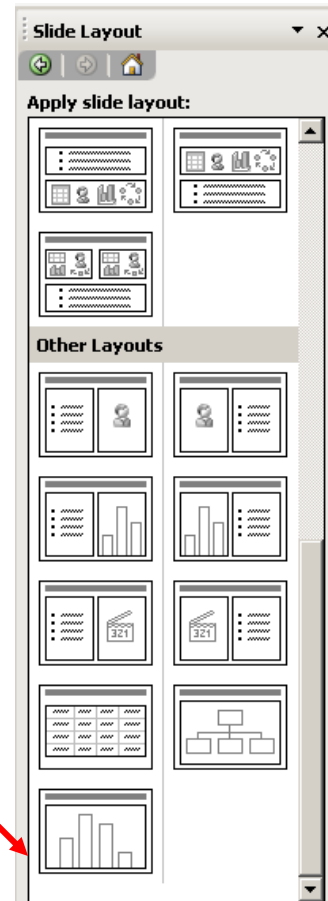
1. From the **Slide Layout** task pane  
    **Scroll** to bottom of list  
    Select **Title and Chart**
2. Click in the **Click to add title** area; add chart title
3. Double click in the **Double click to add chart** area

### Editing data

1. Use the sample datasheet (see p.2) to enter your data.
  - a. Cells
  - b. Rows
  - c. Columns

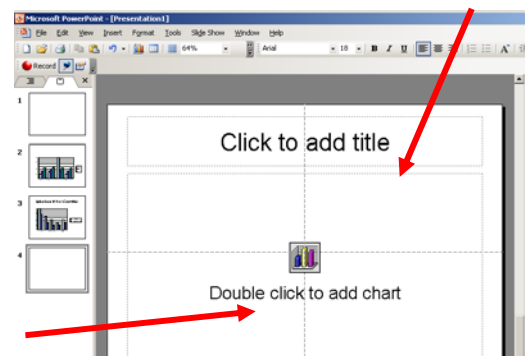
### Selecting a chart type

- a. **Chart > Chart Type**
- b. Use the Chart Type pull down menu to select chart style, etc.



### Microsoft Graph Exercise:

- Select the **Title and Chart** slide; double click
- Replace labels and enter data on the data sheet
- Change column width, add/move row, column
- Explore **Data, Tools, Chart** menus
- Format font and numbers
- Animate chart
- Customize



		A	B	C	D	E	F
		India	Kenya	Vietnam	Philippines	Mexico	
1	S/R Meats	9	5.9	4.3	3.2	4.3	
2	S/R Vegetables	6.5	3.2	1.7	2	2.8	
3							
4							
5							
6							

Sample Datasheet

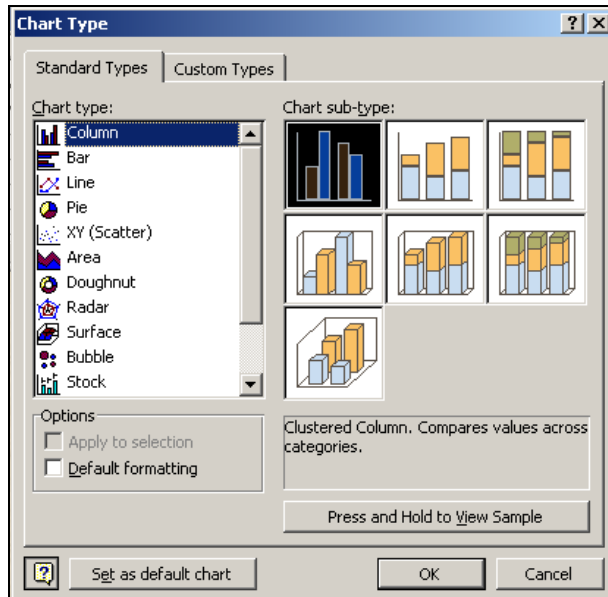
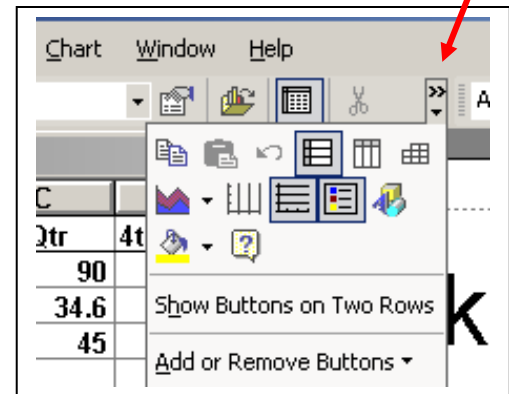


Chart Type options



**Toolbar Options** pull down menu  
 Note—use of the **By Column** and **By Row** icons will change the arrangement of the X and Y/Z axis.

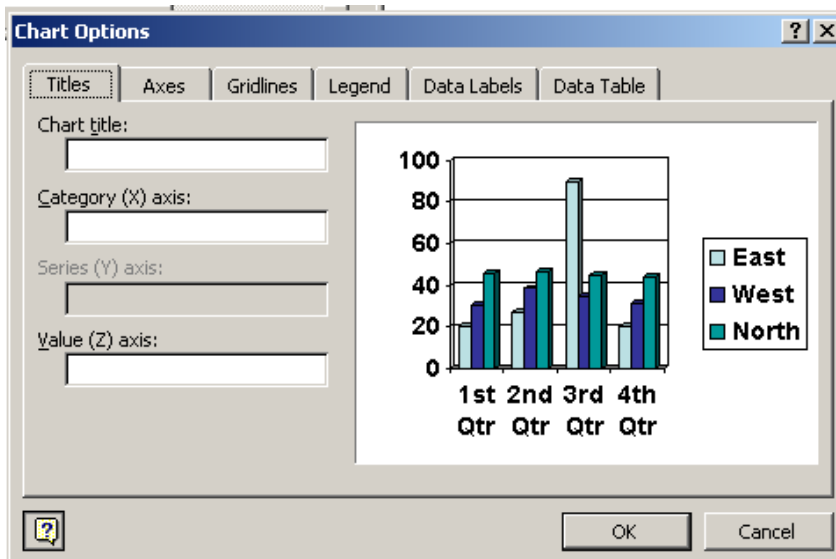


Chart Options

**Y Error Bars**

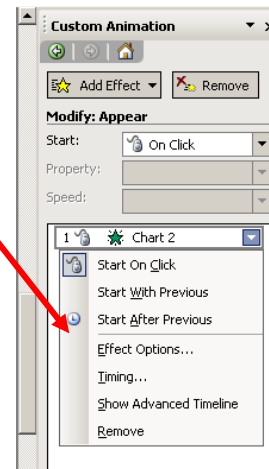
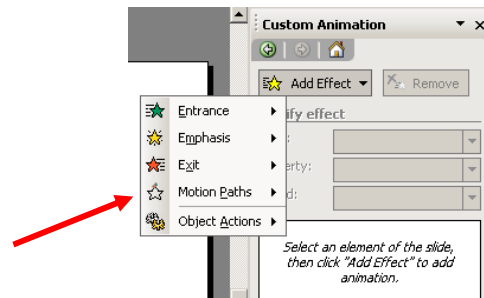
1. Create chart in **Excel**
2. Include Y Error Bars or not  
 (Format Data Series > Y Error Bars)
3. Copy chart and paste into a PowerPoint slide
5. Double click on this chart in PowerPoint
6. Edit the chart; you can add the Y Error Bars (select bar > right click a bar > Format Data Series > Y Error Bars), change colors and animate this pasted chart.

## Types of charts

- **Bar Charts** – compare measurements at intervals; bars run horizontally
- **Column Charts** – compare measurements at intervals and provide snap shot views of data; bars run vertically
- **Line Charts** – show changes in data or trends over time; lines emphasize change
- **Pie Charts** – show the breakdown of a total; data in a single series
- **XY (Scatter) Charts** – degree of correspondence between two series of numbers; used for scientific data
- **Area Charts** – ; show the amount of changes in a set of values during an interval of time; emphasize amount of change
- **Doughnut Charts** – show breakdowns of totals and let you depict several series of data in successive rings around a doughnut hole
- **Radar Charts** – compare change in values of several series; each value is plotted on axes that radiate from the center of the chart. Series of values are connected by a line that runs from axis to axis and circles the center of the chart
- **Surface Charts** – depict the best and worse combinations of numbers. Colors or patterns designate areas with the same value
- **Bubble Charts** – like an xy (Scatter) chart with the addition of different-sized bubbles at the data points to indicate the value of a third number
- **Stock Charts** – show the values of stocks or other financial investments; they can also depict scientific data
- **Cylinder, Cone and Pyramid Charts** – just like 3-D column or 3-D bar charts, except they use more interesting and dramatic shapes to display values

## Animating the Chart for Slideshow

1. If you are in the chart view, return to slide view
2. Select the chart by clicking on it once
3. From the Task Pane select **Custom Animation**
4. Add an effect from the **Add Effect** pull down menu  
Use **Entrance > Appear**  
**Note:** Not all effects work well with chart animation.
5. From the **Chart** pull down menu, select **Effect Options**
6. In the **Appear** window select the **Chart Animation** tab; the use the **Group chart** pull down menu to select **By series** or **By category**



## Using Data from Microsoft Excel

### 1. Transfer your Excel data to PowerPoint

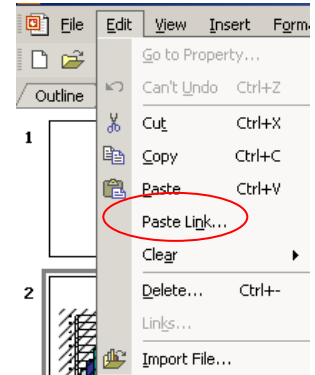
- Create a new Chart slide
- Open the datasheet
- Click the cell located in the upper-left corner
- Select: **Edit>Import File**
- Navigate to the Excel file where the data resides and double click
- Select the sheet from the workbook
- Click **OK** to import

### 2. Creating a Link Between Excel and PowerPoint Graph

- In Excel select the range of data you want to link to PowerPoint
- From the Excel Edit menu, choose **Copy**
- Switch to the PowerPoint datasheet and select the cells of the area into which you want to paste the data
- From PowerPoint's Graph Edit menu, choose **Paste Link**
- When you change a number in Excel, you can immediately see the number change in PowerPoint. The link updates automatically
- **NOTE:** This is a one-way link. Changes made in Excel are updated in PowerPoint, but changes made in PowerPoint's Graph do not update the original Excel spreadsheet

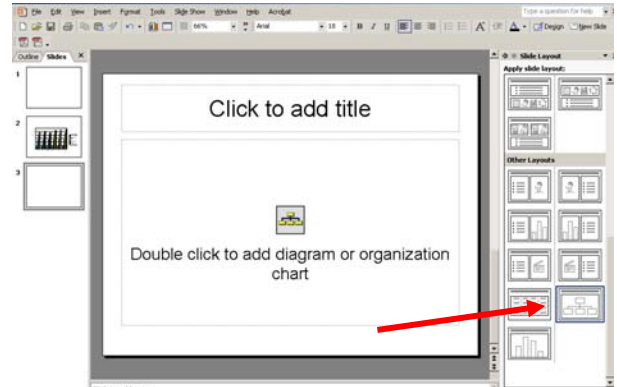
### 3. Import an existing Excel chart into PowerPoint

- Create a chart in Excel
- Select chart then Edit > Copy
- Return to PPT and use Edit > Paste
- You can resize the chart; otherwise it cannot be edited

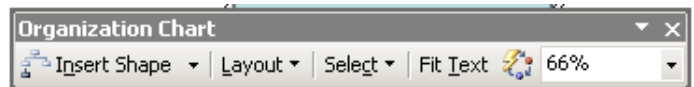
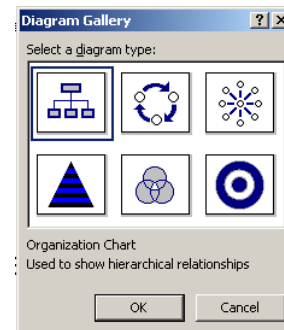


## II. Diagram or Organization Chart

1. From the Task Pane select **Slide Layout** and scroll to bottom to select the **Title and Diagram or Organization Chart** and then **Insert New Slide**
2. **Click to add title** <Slide Title>
3. Double click to add diagram or organization chart
4. From the **Diagram Gallery** select the first diagram type **Organization Chart** (upper left corner). Other choices include:
  - a. Cycle Diagram
  - b. Radial Diagram
  - c. Pyramid Diagram
  - d. Venn Diagram
  - e. Target Diagram



5. The **Organization Chart** toolbar has a variety of features including:
  - a. **Insert Shape** – Subordinate, Coworker, Assistant
  - b. **Layout** -- Standard, Both Hanging, Left Hanging, Right Hanging, AutoLayout
    - i. **Turn AutoLayout off in order to resize a box manually**
  - c. **Select** – Level, Branch, All Assistants, All Connecting Lines
  - d. **Fit Text** – will size text to fit box
  - e. **Autoformat** – Diagram Style
  - f. **Zoom** – viewing size



6. **Adding Boxes**
  - a. Use the **Organization Chart** toolbar
  - b. Select a shape on the chart
  - c. From the **Insert Shape** pull down menu select an appropriate level (subordinate, coworker, assistant) and click to add a new box
7. **Moving Boxes**
  - a. Boxes can be moved by clicking on them and then dragging to a new location
8. **Adding and Editing Text**
  - a. Click in the box and start typing to add text
  - b. To edit text; click in the box and then click on the text to position the insertion point where you want to edit.
9. **Deleting Boxes** – click on the box and press backspace or delete

**10. Organization Chart > Layout –**

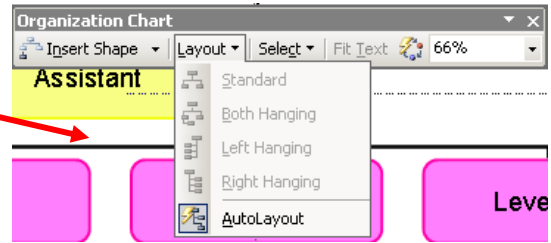
use to select a style of layout

- a. Standard
- b. Both Hanging
- c. Left Hanging
- d. Right Hanging
- e. AutoLayout

Use to change box color

Right click a box > turn **Use AutoFormat** off

Select **Format AutoShape** – and there are a variety of options

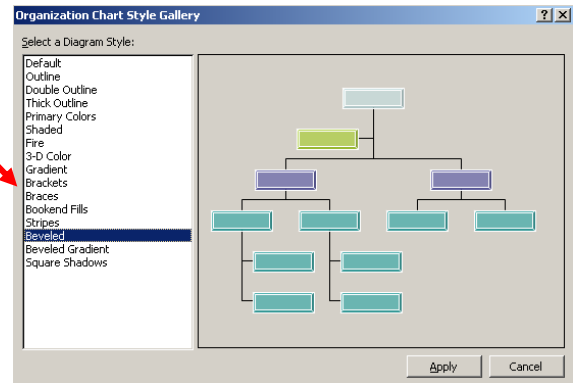


**11. Autoformat icon**

- a. Use to select a **Organization Chart Style:**
- b. Experiment with the various selections

**12. Custom Animation**

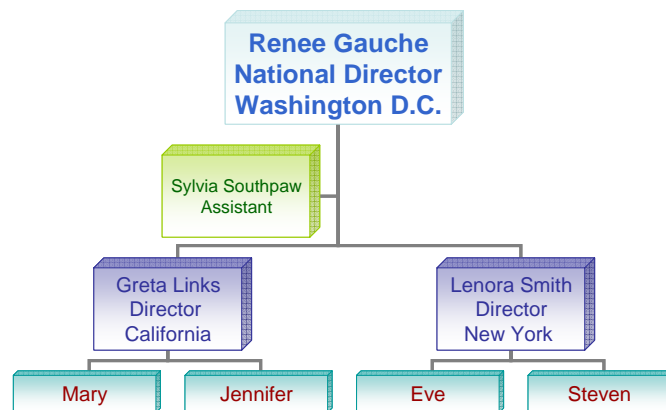
- a. **Slide Show > Custom Animation**
- b. Select an effect
- c. Click on the effect then **Effect Options > Diagram Animation**
- d. **Choices include:**
  - i. **All at once**
  - ii. **Each branch, shape by shape**
  - iii. **Each level, shape by shape**
  - iv. **Level by level**



**Exercise:** Create an organization chart for your organization or a group you are familiar with or use the included example (below). Use the various tools demonstrated in this tutorial.

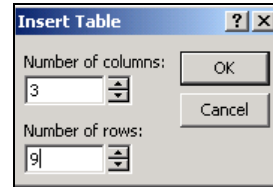
Renee Gauche  
National Director  
Washington DC

Sylvia Southpaw  
Assistant

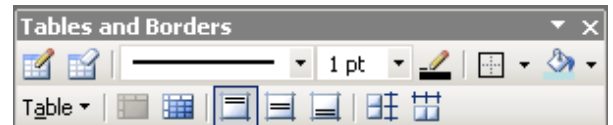


### III. Table

1. From the Task Pane select Slide Layout; scroll to the bottom and select **Title and Table** slide
2. Use the pull down menu to select **Insert New Slide**
3. Double click to add table
4. From the **Insert Table** box type in number of columns and number of rows needed for the table (this can be adjusted later on)



5. Use the **Tables and Borders** toolbar
  - Draw table. Eraser, Border Style
  - Border Width, Border Color, Outside Borders
  - Fill color
  - Table pull down menu to add, delete rows, etc.
  - Merge cells; split cells; alignment to top, middle, bottom
  - Enter text in the table boxes
6. **Modify the table**; you can easily modify table structure by adding, deleting, moving and copying cells, columns and rows  
Use the various commands from the table pull-down menu to insert columns and rows; or delete

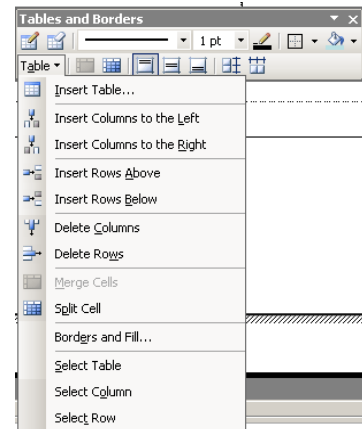


**Note:** to automatically fit the column text to the widest text contained in the column, position the pointer anywhere on the column's right border until the pointer changes to a double line and arrow, and then double-click. The column width increases or decreases to the size of its widest text.

To change the table size, use the resize handles. The corner handles resize proportionally. The internal handles affect the height or width of the table.

#### Positioning text in a table

Use the Align Top, Center Vertically, and Align Bottom buttons available from the Tables and Borders toolbar.

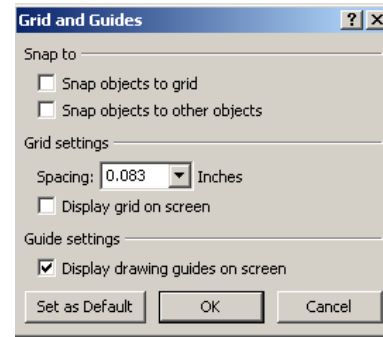


#### Exercise:

Create a table from the given information.

## IV. Drawing with AutoShapes

1. From the Task Pane, select the **Title Only** slide (it's the top slide on the right)
2. Use **AutoShapes** to draw
3. **Grid and Guides** – to help with placement of objects  
Path: View > Grid and Guides



### Drawing Toolbar



### Tools from left to right:

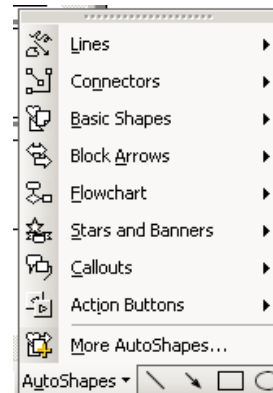
Draw menu, Select Objects, AutoShapes menu, Line, Arrow, Rectangle, Oval, Text box, Insert Word Art, Insert Diagram or Organization Chart, Insert Clip Art, Insert Picture, Fill color, Line color, Font color, Line style, Dash style, Arrow style, Shadow, 3-D

### Rectangles and Squares / Ovals and Circles

- To draw a perfect square or a perfect circle, hold down shift while dragging the object
- To draw a rectangle or square, select then click and drag

### AutoShapes

- Explore the various shapes.
- Drag the adjust handle to adjust size and shape.
- An AutoShape can be filled and outlined, just like any other object you draw. You can also move, resize, copy and paste, rotate and duplicate.
- **Action Buttons** (see page 9)



### AutoShapes Lines: Curves and Freeform / Scribble and Connectors

- To draw a straight line, hold down the control when you click the second point
- Double-click to end a freeform line where you want
- Connectors are lines and curves whose ends are attached to other drawn objects
- After you have added a connector between two objects, those two objects remain connected. If you move one, the other moves as well

### Switching Shapes

- Click the shape you want to replace
- From Draw > Change AutoShape > click on a new shape

### Shadow Style

- Use the Shadow tool to give an object a shadow
- Use the Shadow Settings tool to nudge the shadow in desired direction or change color.

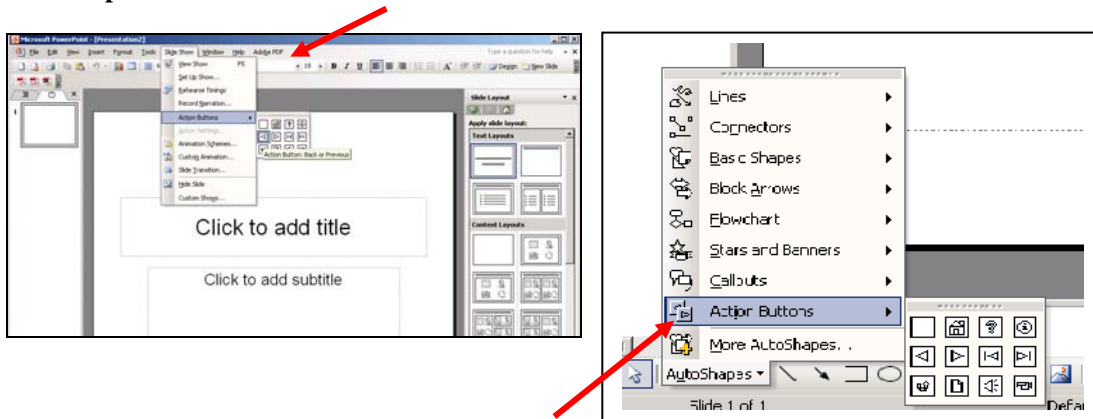
### 3-D Style

- Use the 3-D tool to give an object a three dimensional look
- Use the 3-D Settings tool to make changes to the effect

**Exercise:** Create a drawing from the given information. Or feel free to draw something of interest to you.

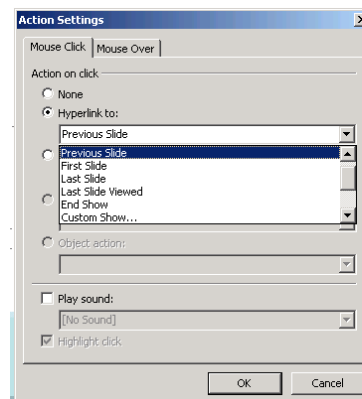
## Action Buttons

Action Buttons are a special **AutoShape** that can be used to hyperlink to different places. Places can include another slide in the presentation, to another slide show, to a file on your computer or to a website. Action Buttons can be selected from **Slide Show > Action Buttons** or from the **Draw toolbar > AutoShapes > Action Buttons**.



Once you have selected and drawn the Action Button, the **Action Settings** window provides options for determining where you want to hyperlink to:

1. Previous Slide
2. First Slide
3. Last Slide
4. Last Slide Viewed
5. End Show
6. Custom Show ...
7. Slide ...
8. URL ...
9. Other PowerPoint Presentation ...
10. Other File ...



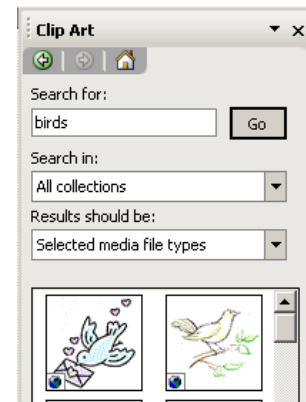
For options 6-10 you will need to navigate to the specific file you want to link to (highlight the file Name and click OK) or enter the website URL.

When displaying the slide in **Slide Show**, just click on the **Action Button** to go directly to the hyperlinked item.

**NOTE:** Using the Action Button to link to other files on your computer results in a specific path to that file. In other words, if you move the PowerPoint file or the linked files to another folder, another computer, to a memory stick, CDRW, etc. the path will be lost. You will need to redo the hyperlink. Right click on the **Action Button** and **Edit Hyperlink** and redo the **Hyperlink to**.

## V. Clip Art

1. From the Task Pane select a slide style of your choosing
2. From the Task Pane select **Clip Art**
3. **Search for** clip art by a subject or topic
4. From the **Search in** pull down menu select collection:
  - a. My Collections
  - b. Office Collections
  - c. Web Collections
5. From the **Results should be** pull down menu Select media file types
  - a. Clip Art
  - b. Photographs
  - c. Movies
  - d. Sound



Clip art can be re-sized, re-colored, rotated, ungrouped, and enhanced. Click on the picture to use the **Picture toolbar**. (If the toolbar does not display, click on clip art.)

### Picture Toolbar: Icons from left to right:

Insert Picture; Color; More Contrast; Less Contrast; More Brightness; Less Brightness; Crop; Rotate; Line Style; Compress Pictures; Recolor Picture; Format Picture; Set Transparent Color; Reset Picture

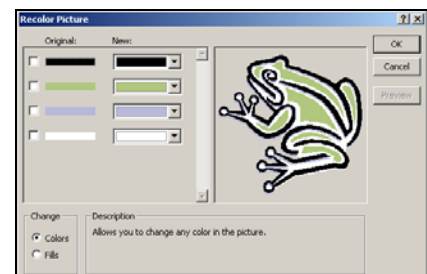


### Resize Picture

- To resize the picture **proportionally** use the corner handles. Click, hold and pull out to enlarge. Click, hold and push in to reduce size.
- To distort the picture use the internal handles. Click, hold and pull out to enlarge and distort vertically or horizontally; push in to reduce size and distort vertically or horizontally.
- Use the **Reset Picture** icon to restore the picture to its original state.

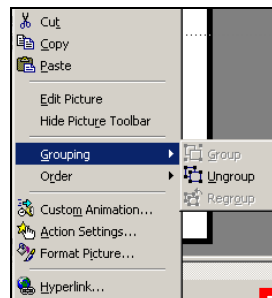
### Recolor Picture

- Use the **Recolor Picture** icon to recolor picture.
- From the Recolor Picture window, use the pull down menu to select and apply a different color.



### Ungroup Picture

- Place the cursor over the picture
- Right click
- Select **Grouping > Ungroup**
- Answer **Yes** to the question
- Click off the picture
- Then click on the various pieces of the Clip art to move, resize, recolor, etc.



### WordArt

Use the WordArt icon to create color and wildy shaped text.

### Clip Art Exercise:

- Select and insert a Clip Art on a slide
- Resize and recolor the clip art
- Ungroup the clip art and remove pieces
- Add text to the Clip Art slide

## VI. Applying Custom Animation

### Applied to Slide Master

- Provides a uniform build for all slides
- Fast and simple way to effect all slides

### Applied to an Individual Slide

- To give each slide a unique look and feel
- To animate charts or diagrams

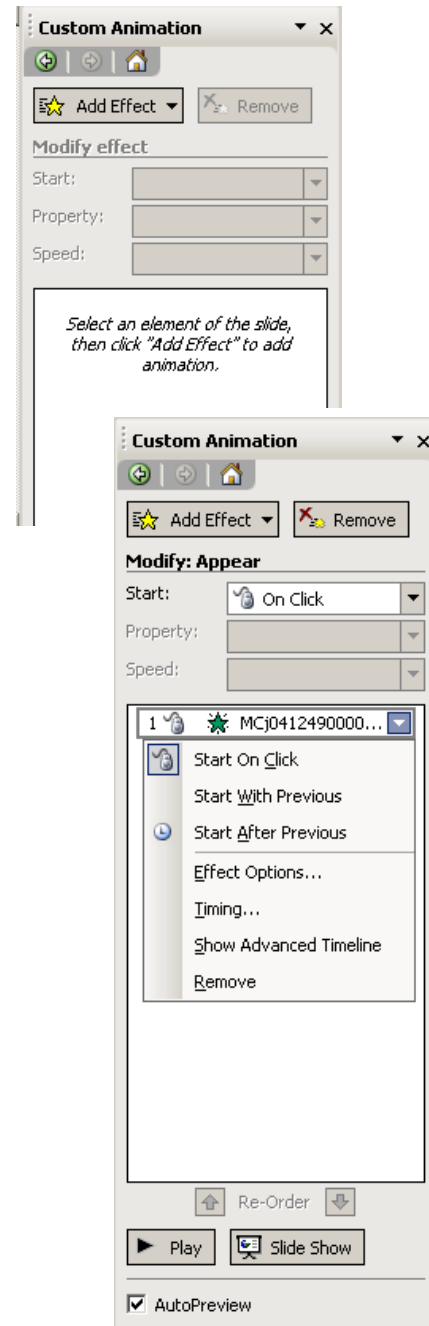
### Add Effect

- **Entrance > Appear**
  - **Effect Options**
    - **Effect:** Sound, dim, animate text
    - **Timing**
    - **Text Animation:** paragraph levels
- Emphasis
- Exit
- Motion Path

### To change order of animation:

Click and drag to desired position.

**Exercise:** Add custom animation to three of your slides. Try a number of different combinations and techniques. What works? What doesn't work?



## XI. Inserting text from MSWord into PPT

You can insert text from another program into a PowerPoint presentation. The text can be in MSWord format (.doc), Rich Text Format or RTF (.rtf), or plain text (.txt). You can also insert a Web document in HTML format into a presentation.

### 1. Inserting Word or Rich Text:

PowerPoint creates an outline of slide titles and bullet points based on heading styles in the inserted document.

### 2. Inserting Plain Text:

Paragraphs not preceded by tabs become slide titles.

Paragraphs preceded by tabs become bulleted points.

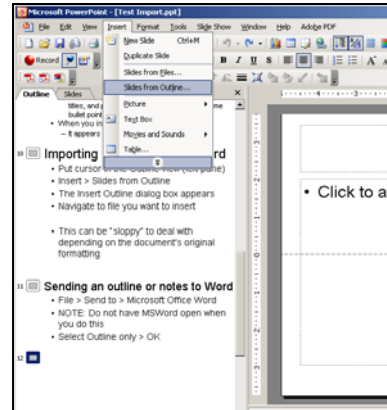
### 3. Inserting HTML:

Text appears in the text box on the slide.

### Process for Inserting a Word outline into PowerPoint

**NOTE:** MSWord cannot be open when you start this process.

- Place your cursor in the **Outline** pane on the left
- **Insert > Slides from Outline >**
- Navigate to the desired file > **Insert**

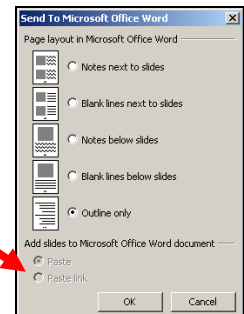
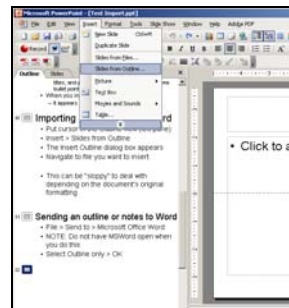


### Sending an Outline or Notes to MSWord

You can export a presentation outline or speaker notes directly from PowerPoint into an MSWord document.

### Process for Sending an Outline or Notes to MSWord

- **File > Send To > Microsoft Office Word**
- Select Outline only > **OK**
- PPT starts Word and inserts the presentation outline into a blank Word document



## 1. Movies, Sound and CDs

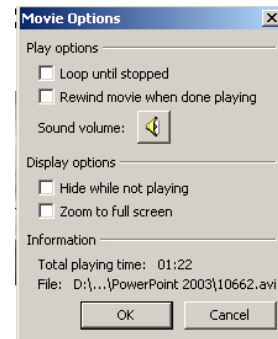
PowerPoint inserts sounds and movies as objects, which can be changed and edited.

### Insert Movies

PowerPoint provides several ways to insert video into your PowerPoint slideshow. The use of video requires more memory. Short clips work best for viewing within a PowerPoint slide. PowerPoint primarily supports **.avi (Video for Windows)** files. The **.mov (QuickTime for Windows)** file can be used when the computer is configured properly to recognize the file. (PowerPoint does not play DVDs.)

#### Process:

1. **Insert > Movies and Sounds > Movie from File**
2. Navigate to the movie, select it and then click **OK** button.
3. You will be given the choice **How do you want the movie to start in the slide show?**
  - a. **Automatically**
  - b. **When Clicked** (in Slide Show click on movie to play)
4. The movie image can be resized and moved for placement on the slide
5. Right click on the movie and select **Edit Movie Object** to affect Play and Display options in the **Movie Options** window
  - a. **Play options**
    - i. Loop until stopped
    - ii. Rewind movie when done playing
  - b. **Display options**
    - i. Hide while not playing
    - ii. Zoom to full screen



The video file must travel with the .ppt file within the same folder for the video to function properly. Copy the folder that stores the .ppt file and all linked videos used in the presentation. PowerPoint may ask you to update the links in the .ppt file when the folder is copied. You will need to update the links for the videos to play.

### Insert Sound

#### Process:

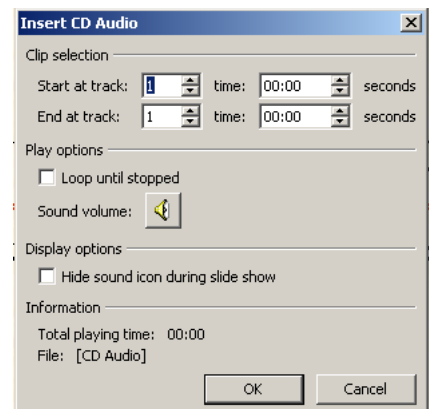
1. **Insert > Movies and Sounds > Sound from File**
2. Navigate to the sound, select it and then click **OK** button.
3. You will be given the choice **How do you want the sound to start in the slide show?**
  - a. **Automatically**
  - b. **When Clicked** (in Slide Show click on movie to play)

### Play CD Audio Track

Use the Play CD Audio Track feature if you want to play music from a CD while running the slide show.

#### Process:

1. **Insert > Movies and Sounds > Play CD Audio Track**
2. Select start and end track
3. Select **Loop until stopped**
4. Click **OK**
5. How do you want the sound to start in the slide show?
  - a. **Automatically**
  - b. **When Clicked**
6. Right click on CD icon on slide and select **Custom Animation**; Go into **Effect Options > Effect** and select **Stop playing clip** after the number of slides in the show or after the slide number where you want the CD to stop playing

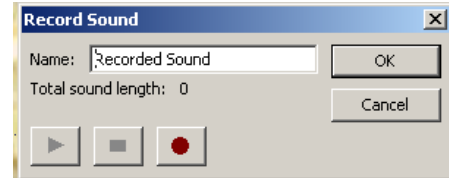


**Note:** Video and sound will play on the Web with **PowerPoint Viewer**.

### Use Microphone to record voice

#### Process:

1. **Insert > Movies and Sounds > Record Sound**
2. The **Record Sound** window asks you to **Name** the sound
3. Press **circle to record** and speak into your microphone
4. Press **square to stop recording**
5. Click **OK**
6. The sound will be associated with the slide it was created on  
OR you can cut and paste the sound to another slide.

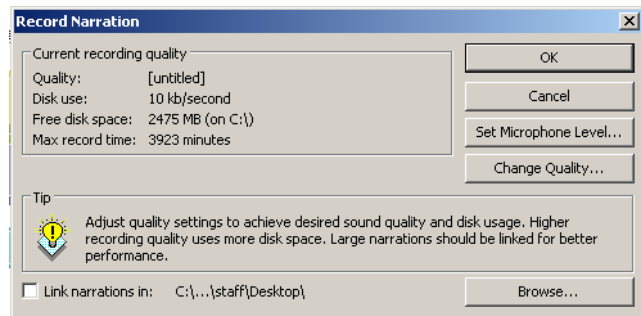


### Recording a Narration for a PPT Slide Show

A PowerPoint presentation can be narrated for later viewing or archiving with the speaker's voice. In order to record a narration, your computer must have a sound card and microphone. Ensure that there is no background noise that might interfere with the recording of the narration.

#### Process:

1. **Slide Show > Record Narration**
2. Quality: (n/a)
3. Disk use: (n/a)
4. Free disk space: (n/a)
5. Max record time: (n/a)
6. Link narration in: check box to **link** or not



#### **NOTE: Embedding versus Linking**

- Embedding the narration increases file size.
- Linking the narration stores the sound in separate files

7. **Set Microphone Level...**(perform the microphone check as instructed)
8. **Change Quality...** (n/a)
9. Click **OK**
10. Start recording the narration
11. Advance slides and keep talking; if you need to pause – use the right mouse button and click **Pause Narration**. To resume recording, use the right mouse button and click **Resume Narration**.
12. At the end of the slide show click ESC; a message indicates that ...  
**The narration has been saved with each slide. Do you want to save the slide times as well? Save OR Don't Save**

#### **NOTE:**

- **You can re-record the narration by starting over again from the beginning.**
- **Sound can be deleted from individual slides – click the sound icon and press delete.**

### Resize Pictures

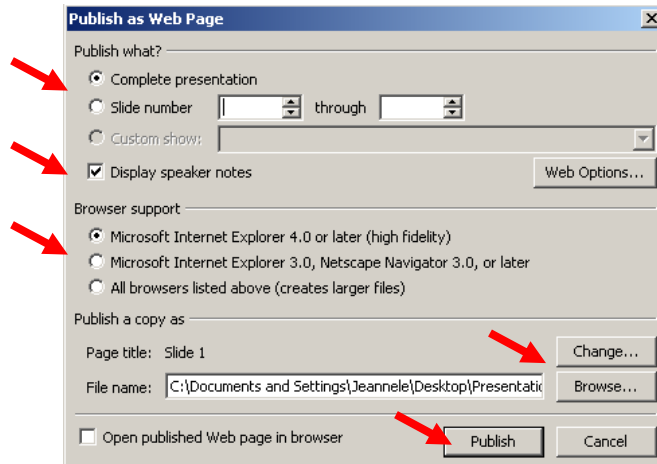
The ability to import multiple images in a batch and set default picture import size is a feature that is not offered in MS PowerPoint.

Shyam Pillai, has developed a wizard to perform this function. The Image Import Wizard is available for \$35 at the following website: <http://skp.mvps.org/iwv.htm> You can give it a "test drive" before purchasing to see if it will do what is needed. Installing is easy and there is a nice tutorial that steps you through the importing process.

## Publishing Presentation to the Web

To convert a PowerPoint presentation to a web page for posting on a website do the following:

1. File > Save a Web Page >
2. Select the **Publish** button
3. Select appropriate choices from the Publish as Web Page window
  - a. Click the **Browse** button to save the file where you want it



4. Click **Publish**
5. The resulting **mht** file can be up loaded to a server and then linked on a Web page. This file type can only be read in a Internet Explorer browser.

## Summary Slide

A summary slide is a list of the titles, formatted as bullet points, from selected slides in your presentation. The summary slide can be used as an agenda slide.

### Process:

1. Select the slides you want to use from the **Slide Sorter**
2. Click the **Summary Slide** button on the **Slide Sorter toolbar**
3. The Summary Slide is inserted at the beginning of the list of slide
4. Change the slide title from Summary Slide to something more appropriate

