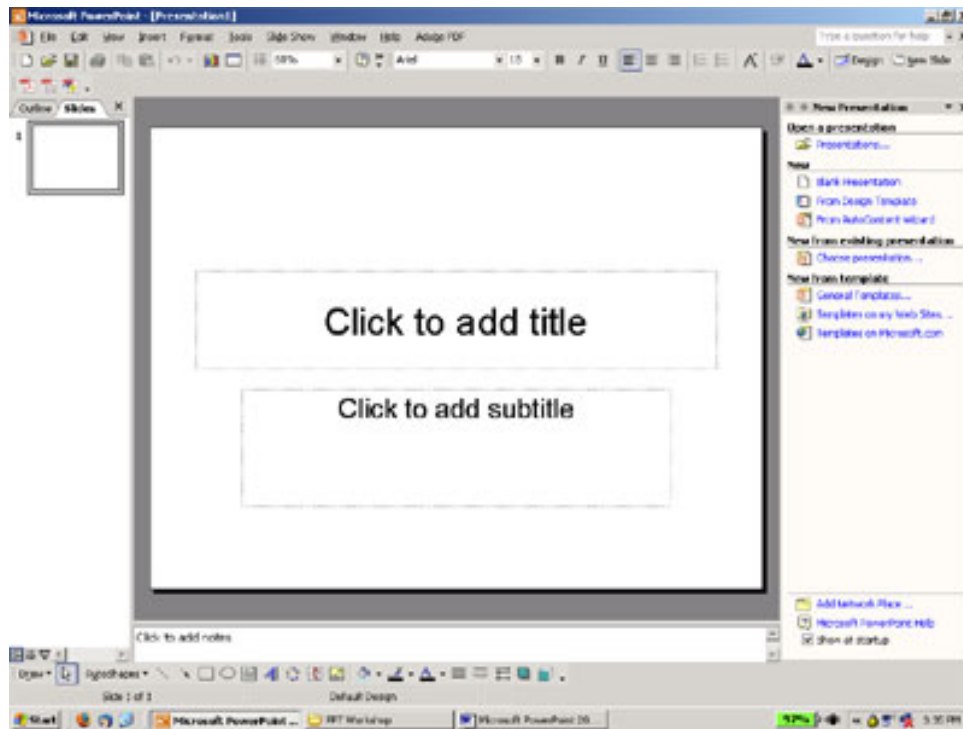


# Microsoft PowerPoint 2002

## 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.



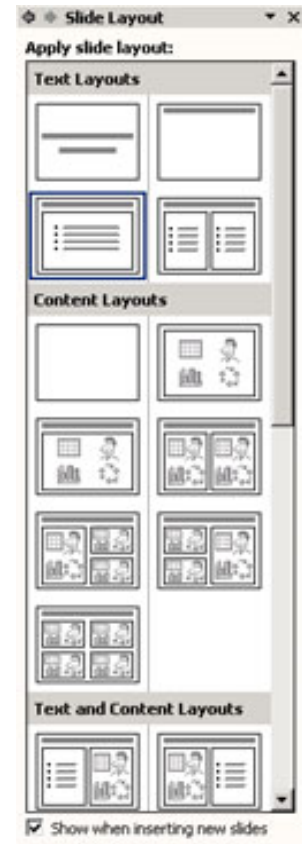
1. Click in either box to add a title or subtitle to this slide

## 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

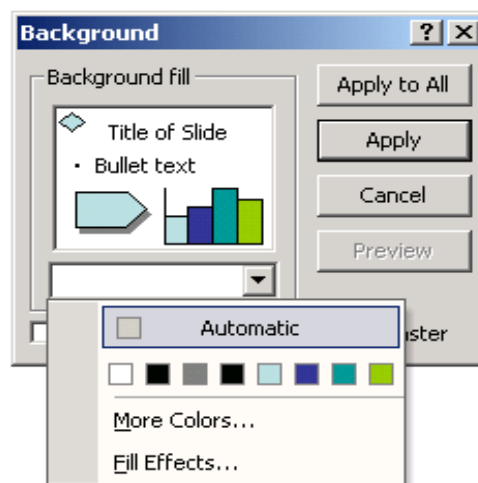
### Applying a Design

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**.



*Fill Effects Window*

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.

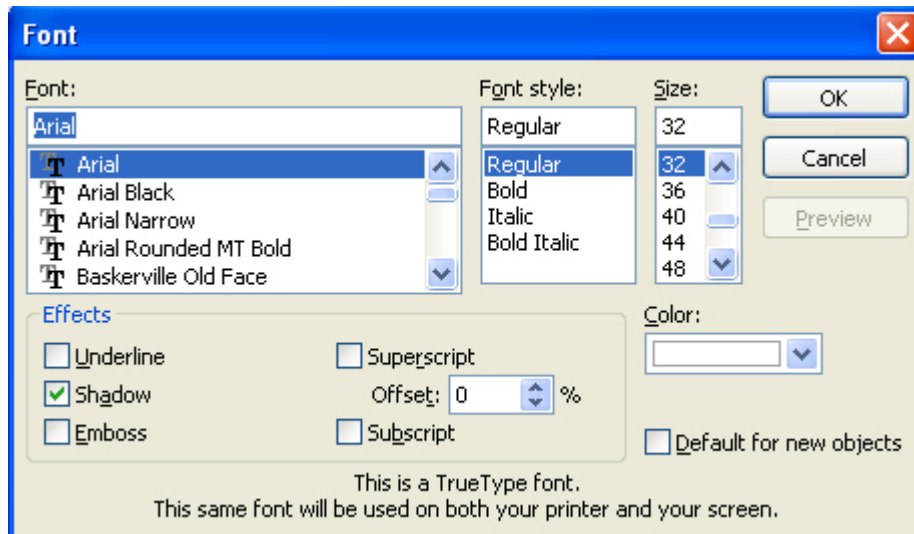
## ***Changing the Color Scheme***

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***

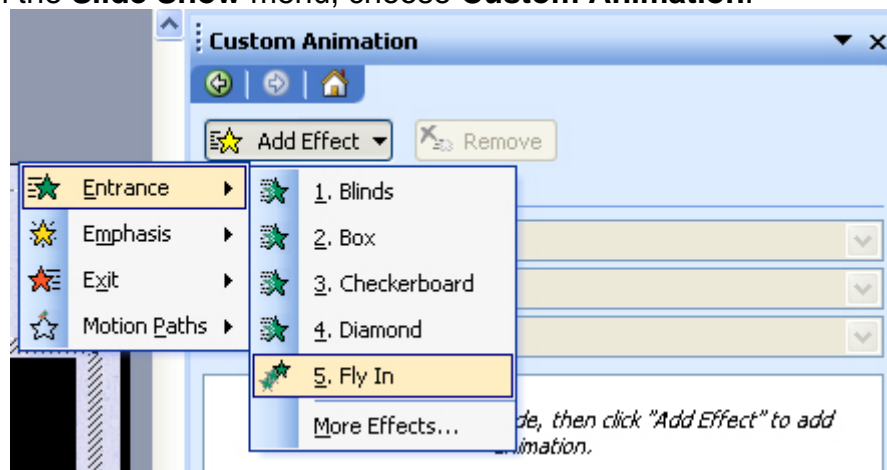
1. Highlight the text that you want to change.
2. From the Format menu, choose Font.  
From here you can change the font, size, style, color, and effect of the text.
3. Click **OK** when you are finished with the changes.
4. To change the alignment of the text, click the **Format** menu, choose **Alignment**, 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**.



*Custom Animation Window*

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.



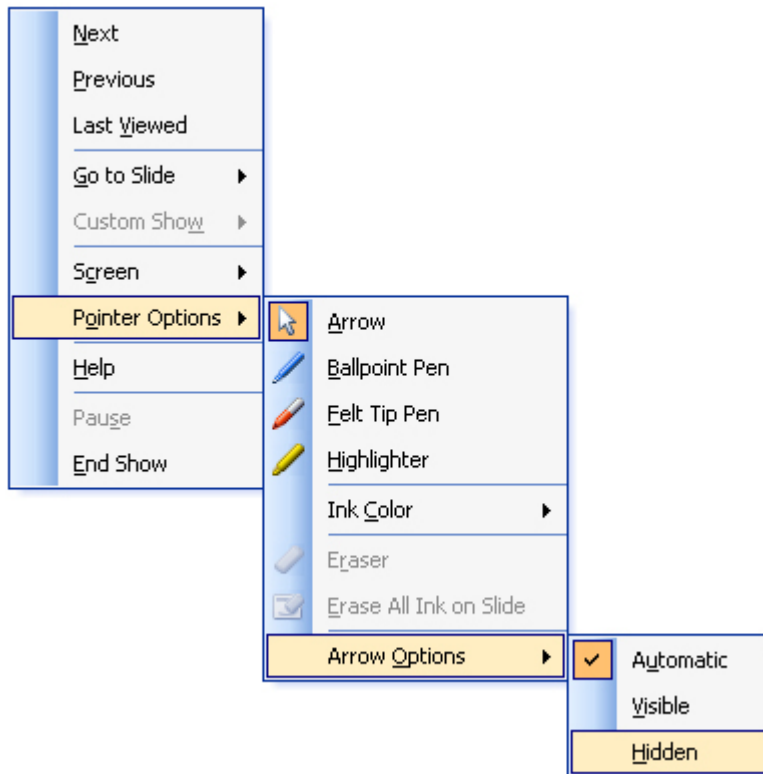
## ***The Slide Show***

### ***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.



*Slide Show Options Menu*

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