

Advanced PowerPoint 2003 --Tutorial

Overview

This session will utilize skills acquired in the introductory and intermediate workshops. In addition, it will introduce the following new concepts and provide hands-on practice.

Part 1	Part 2
<ul style="list-style-type: none">+ about master slides+ title master+ slide master	<ul style="list-style-type: none">+ action buttons+ interactive text box+ triggers

Part 1

Master Slide(s)

- + to begin, choose a template (e.g. bluemoon.pot which is a dark blue background with silhouetted evergreens in the foreground)
- + go to **View/Master/Slide Master**
- + in this “view”, the slide sorter allows you to view the:
 - title master
and/or the
 - slide master (think of this as the one used for bulleted info)
- + (note: some templates do not have a title master. If there is not a title master add one, if you would like to modify it, by going to the **Slide Master Toolbar** and clicking the icon for **Insert New Title Master**.
- + notice the order of the slide master and the title master in the slide sorter...the title master appears **after** the slide master

To get ready for this exercise start a new presentation. Use bluemoon.pot for slide design template (it is a dark blue background with black silhouetted evergreens in the foreground). Create several slides. One of your bullets should be a hyperlink.

Modify the Title Master

1. change fill color of moon
2. ungroup “trees” graphic
3. select each individual tree graphic and (using fill color) make a different shade of green (tip: you might need to have to move the body placeholder out of the way so that you can “get hold” of the graphics)
4. move one tree to the right of the slide

5. move the moon so that it is slightly behind the right tree (the “order” is already set for the moon graphic to be “sent to back”)
6. set the transparency to about 50% for the tree that is in front of the moon (dbl. click the tree to get color and transparency options)
7. add a pattern to the background (white foreground, dark blue background) and “apply to all”
8. change the color of the title font to red
9. add an appropriate clip art to your title slide
10. group **all** the graphics then copy

Modify the Slide Master

1. delete the existing graphics group
2. delete the blue moon (tip: you will need to move the body placeholder out of the way so that you can “get hold” of the blue moon graphic)
3. notice the placeholders at the bottom of the slide (date, name, number)
4. paste the graphic group that you copied from the title master
5. change the order so that graphic is behind placeholders
6. ungroup
7. remove the clip art from the slide master
8. put the body placeholder back in place
9. change bullet style: highlight bullets, go to **Format/Bullets and Numbering**; change color of bullets here also
10. edit the slide design’s color scheme so that hyperlinks are red
11. modify date, name, number (these are placeholders at the bottom of the slide): **View/Header and Footer** (Apply to All)
12. **Close Master View** to see the effects of your changes

(remember: once the master slide is created you could save as design template if you want to reuse it. **File/Save As** file type: **Design Template**)

Part 2

To get ready for the remaining exercises open a new presentation. Choose a slide design template.

Action Buttons

1. start with a new presentation
2. choose a slide design template
3. create one title slide and one bulleted slide
4. on the bulleted slide, resize the body placeholder (scrunch to right so that it is about 2/3 of its original width)
5. from the slide sorter copy the bulleted slide and paste twice (for a total of four slides)

6. Edit each slide so they have these titles: Annual Report, Statistics, Progress Chart, Brainstorming Ideas.
7. On one of the bulleted slides, create one plain action button (from draw toolbar AutoShapes/Action Buttons), do not apply an action yet. use copy and paste the action button so you have a total of four buttons. Arrange them neatly using the keyboard arrow keys plus the ctrl key to “nudge” into place.
8. add text to each button (right click, **Add Text**): Annual Report, Statistics, Progress Chart, Brainstorming Ideas.
9. (make sure font is different color than button, change font if you wish by highlighting text)
10. apply Action Settings so that when the button is clicked it will take you to the respective slide: point to (the border of) a button and right click (note: it is important to then get the dotted border rather than the hash-mark border); choose Action Settings then Hyperlink to:, then click on “slide...” to see your list of slides you created. Choose the respective slide for the button you are working on; click O.K., and O.K. again. Repeat for all buttons.

Group the buttons:

11. once you have text in your buttons plus the respective action applied to the buttons you are ready to group the buttons, copy, then paste to other slides.\:
12. select all three buttons by using the shift/click method
13. on the **Drawing** toolbar, click **Draw**, and then click **Group**.
14. Copy the group, then paste to all the other slides.
15. Lighten the buttons that are “off-topic” for each slide. For example, on Slide Two, lighten the buttons for Title One, Slide Three and Slide Four.
16. To do this, dbl click on the button; choose transparency of about 50%
17. Modify the text in each “off topic” button by making it gray; click on the text of the button, highlight the text, choose gray for font color.

Interactive Text Box

Continue using the presentation you have been working on

1. from the slide sorter, choose the “Brainstorming Ideas” slide
2. **View/Toolbars/Control Toolbox**
3. Click text box icon then create a textbox in the slide
4. Right click the new text box **Properties: “Multi-line/True” “Enter Key Behavior/True”**

(note: when you use a text box in a presentation, the text you type in during the presentation is saved to the presentation.)

Triggers

1. Create a fifth slide (enter title as "Thank You!")
2. From the **Drawing** toolbar **Auto Shapes/Action Button** (choose the plain button)
3. Place the button on the slide
4. Right click the button and **Add Text: "Review Slide Show from beginning" (right click, Format AutoShape choose tab for Text Box and select "Word wrap...")**
5. Now add the item you want to be triggered upon clicking the action button, for instance, add a graphic that you want to appear (e.g. **Insert/Picture/From ClipArt**).
6. Select the graphic, right click, **Custom Animation/Effect/Entrance/Fly In**
7. Modify the **Effect Options/Timing/Trigger** and for **Trigger** select the action button you just created

Practice: Create a new slide including advanced features

1. Start a new presentation
2. Choose a slide design template
3. Modify the slide master (change font, etc.) and add a graphic
4. Go back to normal view
5. Animate the title of the title slide
6. Add a new slide
7. Add a clip art
8. Create an action button labeled View Clip Art
9. Create trigger so that clip art enters when action button is clicked
10. Add a new slide
11. Create an interactive text box
12. add a new slide
13. create an action button and corresponding trigger