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by Doug Lowe

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About the Author

Doug Lowe has written enough computer books to line all the birdcages in California. His most recent books (other than this one, of course) are *Office 2002 Quick Reference For Dummies, Internet Explorer 5.5 For Dummies,* and *Networking For Dummies,* Fifth Edition.

Although Doug has yet to win a Pulitzer Prize, he remains cautiously optimistic. He is hopeful that George Lucas will pick up the film rights to this book and suggests *PowerPoint Episode 1: The Phantom Presentation* as a working title.

Doug lives in sunny Fresno, California, where the motto is "Give Us Electricity or Give Us . . . Uh, No . . . Just Give Us Electricity!" with his wife Debbie, a trio of daughters (Rebecca, Sarah, and Bethany), and a pair of female golden retrievers (Nutmeg and Ginger, the original Spice Girls).

Dedication

To Debbie, Rebecca, Sarah, and Bethany.

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Introduction

Welcome to *PowerPoint 2003 For Dummies,* the book written especially for those who are lucky enough to use this latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Do you ever find yourself in front of an audience, no matter how small, flipping through flip charts or shuffling through a stack of handwritten transparencies? You need PowerPoint! Have you always wanted to take your notebook computer with you to impress a client at lunch, but you don't know what to do with it between trips to the salad bar? Have you ever spent an entire afternoon stuck in an airport, realizing that weather conditions were making you miss a major meeting and that if you could phone in your presentation, you would finally get that promotion you have deserved for the past year? You *really* need PowerPoint!

Or maybe you're one of those unfortunate folks who bought Microsoft Office because it was such a bargain and you needed a Windows word processor and spreadsheet anyway, and hey, you're not even sure what PowerPoint is, but it was free. Who can resist a bargain like that?

Whichever way, you're holding the perfect book right here in your formerly magic-marker-stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here; the whole thing checks in at about the fifth-grade reading level. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable, and maybe even kind of fun.

About This Book

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 27 chapters, each one covering a specific aspect of using PowerPoint — such as printing, changing colors, or using clip art.

Each chapter is divided into self-contained chunks, all related to the major theme of the chapter.

For example, the chapter on using clip art contains nuggets like these:

- ✓ Dropping in some clip art
- ✓ Moving, sizing, and stretching pictures
- ✓ Boxing, shading, and shadowing a picture
- ✓ Editing a clip art picture
- ✓ Getting clip art from the Internet

You don't have to memorize anything in this book. It's a "need-to-know" book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the Slide Master? Pick up the book. Otherwise, put it down and get on with your life.

How to Use This Book

This book works like a reference. Start with the topic that you want to find out about: To get going, look for it in the Table of Contents or in the Index. The Table of Contents is detailed enough that you should be able to find most of the topics that you look for. If not, turn to the Index, where you find even more detail.

When you find your topic in the Table of Contents or the Index, turn to the area of interest and read as much or as little as you need or want. Then close the book and get on with it.

This book is loaded with information, of course, so if you want to take a brief excursion into your topic, you're more than welcome. If you want to know all about Slide Masters, read the chapter on templates and masters. If you want to know all about color schemes, read the chapter on color schemes. Read whatever you want. This is *your* book — not mine.

On occasion, this book directs you to use specific keyboard shortcuts to get things done. When you see something like Ctrl+Z, this instruction means to hold down the Ctrl key while pressing the Z key and then release both together. Don't type the plus sign.

Sometimes I tell you to use a menu command, like this: Choose File⇨Open. This means to use the keyboard or mouse to open the File menu and then choose the Open command.

Whenever I describe a message or information that you see on-screen, it looks like this:

```
Are we having fun yet?
```

Anything you are instructed to type appears in bold like so: Type **a:setup** in the Run dialog box. You type exactly what you see, with or without spaces.

Another nice feature of this book is that whenever I discuss a certain button that you need to click in order to accomplish the task at hand, the button appears in the margin. This way, you can easily locate it on your screen.

What You Don't Need to Read

Some parts of this book are skippable. I carefully place extra-technical information in self-contained sidebars and clearly mark them so that you can give them a wide berth. Don't read this stuff unless you just gots to know. Don't worry; I won't be offended if you don't read every word.

Foolish Assumptions

I make only three assumptions about you:

- You use a computer.
- It's a Windows computer — not a Macintosh.
- You use or are thinking about using PowerPoint 2003.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. Hopefully, you are on speaking terms with such a person. Do your best to stay there.

How This Book Is Organized

Inside this book are chapters arranged in six parts. Each chapter is broken down into sections that cover various aspects of the chapter's main subject. The chapters have a logical sequence, so it makes sense to read them in order if you want. But you don't have to read the book that way; you can flip it open to any page and start reading.

Here’s the lowdown on what’s in each of the five parts:

Part I: Basic PowerPoint 2003 Stuff

In this part, you review the basics of using PowerPoint. This is a good place to start if you’re clueless about what PowerPoint is, let alone how to use it.

Part II: Making Your Presentations Look Mahvelous

The chapters in this part show you how to make presentations that look good. Most important are the chapters about templates and masters, which control the overall look of a presentation. Get the template right, and everything else falls into place.

Part III: PowerPoint Gone Wild

The chapters in this part show you how to spice up an otherwise dreary presentation with drawings, graphs, animations, sealing wax, and other fancy stuff. Not so wild that you would only want to show it on late-night TV, but pretty wild nonetheless.

Part IV: PowerPoint and the Net

The chapters in this part show you how to use PowerPoint’s many Internet features, including how to save and retrieve presentations from a Web site, how to create Web pages with PowerPoint, and how to use PowerPoint’s collaborate features.

Part V: The Part of Tens

This wouldn’t be a *For Dummies* book without lists of interesting snippets: the ten PowerPoint commandments, ten tips for creating readable slides, ten ways to keep your audience awake, ten things that often go wrong, and my all-time favorite: ten things that didn’t fit anywhere else.

Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see the following icons. They appear in the margins to draw your attention to important information. They are defined as follows:

TECHNICAL STUFF

Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket protector firmly attached.

TIP

Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand, perhaps a shortcut or a way of using a command that you may not have considered.

WARNING!

Danger! Danger! Danger! Stand back, Will Robinson!

REMEMBER

Did I tell you about the memory course I took?

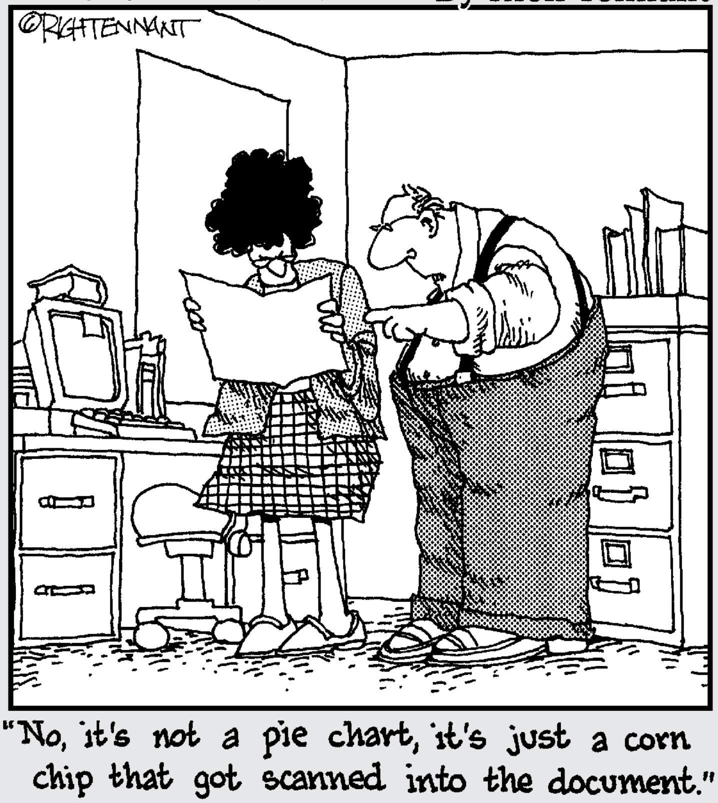
Where to Go from Here

Yes, you can get there from here. With this book in hand, you're ready to charge full speed ahead into the strange and wonderful world of desktop presentations. Browse through the Table of Contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all else, have fun!

Part I

Basic PowerPoint 2003 Stuff

The 5th Wave By Rich Tennant



"No, it's not a pie chart, it's just a corn chip that got scanned into the document."

In this part . . .

Once upon a time, the term *presentation software* meant poster board and marker pens. Now, however, programs such as Microsoft PowerPoint enable you to create spectacular presentations on your computer.

The chapters in this part comprise a bare-bones introduction to PowerPoint. You learn exactly what PowerPoint is and how to use it to create simple presentations. More advanced stuff such as adding charts or using fancy text fonts is covered in later parts. This part is just the beginning. As a great king once advised, it is best to begin at the beginning and go on until you come to the end; then stop.

Chapter 1

Opening Ceremonies

In This Chapter

- Introducing PowerPoint
- Starting PowerPoint
- Working with the AutoContent Wizard
- Making sense of the PowerPoint screen
- Viewing the whole slide
- Editing text
- Navigating from slide to slide
- Adding a new slide
- Viewing presentation outlines
- Printing that puppy
- Saving and closing your work
- Retrieving a presentation from disk
- Exiting PowerPoint

This chapter is a grand and gala welcoming ceremony for PowerPoint. In fact, this chapter is kind of like the opening ceremony for the Olympics, in which all the athletes march in and parade around the track waving their flags and famous people (who you've never heard of) make speeches in French. In this chapter, I parade the features of PowerPoint around the track so you can see what they look like. I may even make a few speeches. Let the games begin!

What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office (although you can buy it separately, as well). Most people buy Microsoft Office because it's a great bargain: You get Word and Excel for less than it would cost to buy them separately. As an added bonus, you get a bunch of extra stuff thrown in: Outlook, Access, PowerPoint, a complete set of Ginsu knives, and a Binford VegaPneumatic Power Slicer and Dicer (always wear eye protection).

You know what Word is — it's the world's most loved and most hated word processor — perfect for concocting letters, term papers, and great American novels. Excel is a spreadsheet program used by bean counters the world over. But what the heck is PowerPoint? Does anybody know or care? (And as long as we're asking questions, who in Sam Hill was Sam Hill?)

PowerPoint is a *presentation* program, and it's one of the coolest programs I know. If you've ever flipped a flip chart, headed over to an overhead projector, or slipped on a slide, you're going to love PowerPoint. With just a few clicks of the mouse, you can create presentations that bedazzle your audience and instantly sway them to your point of view, even if you're selling real estate on Mars, season tickets for the Mets, or a new Medicare plan to Congress.

Here are some of the many uses of PowerPoint:

- **Business presentations:** PowerPoint is a great timesaver for anyone who makes business presentations, whether you've been asked to speak in front of hundreds of people at a shareholders' convention, a group of sales reps at a sales conference, or your own staff or coworkers at a business planning meeting.
- **Sales presentations:** If you're an insurance salesman, you can use PowerPoint to create a presentation about the perils of not owning life insurance, and then show it to hapless clients on your laptop computer.
- **Lectures:** PowerPoint is also great for teachers or conference speakers who want to back up their lectures with slides or overheads.
- **Homework:** PowerPoint is a great program to use for certain types of homework projects, such as big history reports that count for half your grade.
- **Church:** PowerPoint is also used at churches to display song lyrics on big screens at the front of the church so everyone can sing or to display sermon outlines so everyone can take notes. If your church still uses hymnals or prints the outline in the bulletin, tell the minister to join the twenty-first century.
- **Information stations:** You can use PowerPoint to set up a computerized information kiosk that people can walk up to and use. For example, you can create a museum exhibit about the history of your town or set up a trade-show presentation to provide information about your company and products.
- **Internet presentations:** PowerPoint can even help you to set up a presentation that you can broadcast over the Internet so people can join in on the fun without having to leave the comfort of their own homes or offices.

Introducing PowerPoint Presentations

PowerPoint is similar to a word processor like Word, except that it's geared toward creating *presentations* rather than *documents.* A presentation is kind of like those Kodak Carousel slide trays that your father used to load up with 35mm slides of your family trip to the Grand Canyon. The main difference is that you don't have to worry about dumping all the slides in your PowerPoint presentation out of the tray and onto the floor.

Word documents consist of one or more pages, and PowerPoint presentations consist of one or more *slides*. Each slide can contain text, graphics, and other information. You can easily rearrange the slides in a presentation, delete slides that you don't need, add new slides, or modify the contents of existing slides.

You can use PowerPoint both to create your presentations as well as to actually present them.

You can use several different types of media to actually show your presentations:

- **Computer monitor:** Your computer monitor, either a tabletop CRT monitor or the LCD display on a laptop computer, is a suitable way to display your presentation when you are showing it to just one or two other people.
- **Computer projector:** A computer projector projects an image of your computer monitor onto a screen so larger audiences can view it.
- **Web pages:** Web pages on the Internet or on a company intranet can allow you to display your presentation to a larger audience.
- **Overhead transparencies:** Overhead transparencies can be used to show your presentation using an overhead projector.
- **Printed pages:** Printed pages allow you to distribute a printed copy of your entire presentation to each member of your audience. (When you print your presentation, you can print one slide per page, or you can print several slides on each page to save paper.)
- **35mm slides:** For a fee, you can have your presentation printed onto 35mm slides either by a local company or over the Internet. Then, your presentation really is like a Kodak Carousel slide tray! (For more information, refer to Chapter 27.)

Presentation files

A presentation is to PowerPoint what a document is to Word or a worksheet is to Excel. In other words, a presentation is a file that you create with PowerPoint. Each presentation that you create is saved on disk as a separate file.

PowerPoint presentations have the special extension `.ppt` added to the end of their file names. For example, `Sales Conference.ppt` and `History Day.ppt` are both valid PowerPoint filenames. When you type the filename for a new PowerPoint file, you don't have to type the `.ppt` extension because PowerPoint automatically adds the extension for you. PowerPoint often hides the `.ppt` extension, so a presentation file named `Conference.ppt` often appears as just `Conference`.

PowerPoint is set up initially to save your presentation files in the My Documents folder, but you can store PowerPoint files in any folder of your choice on your hard drive. You can store a presentation on a diskette if you want to take it home with you to work on it over the weekend or if you want to give the presentation to other people so they can use it on their computers. (If the presentation is too large to squeeze onto a diskette, you can store it on a CD-ROM if your computer has a CD-RW drive.)

What's in a slide?

PowerPoint presentations are comprised of one or more slides. Each slide can contain text, graphics, and other elements. A number of PowerPoint features work together to help you easily format attractive slides:

- **Slide layouts:** Every slide has a slide layout that controls how information is arranged on the slide. A slide layout is simply a collection of one or more placeholders, which set aside an area of the slide to hold information. Depending on the layout that you choose for a slide, the placeholders can hold text, graphics, clip art, sound or video files, tables, charts, graphs, diagrams, or other types of content.
- **Background:** Every slide has a background, which provides a backdrop for the slide's content. The background can be a solid color; a blend of two colors; a subtle texture, such as marble or parchment; a pattern, such as diagonal lines, bricks, or tiles; or an image file. Each slide can have a different background, but you usually want to use the same background for every slide in your presentation to provide a consistent look.
- **Color scheme:** PowerPoint has built-in color schemes that make it easy for anyone to create attractive slides that don't clash. You can stray from the color schemes if you want, but you should do so only if you have a better eye that the design gurus that work for Microsoft.