

Information Partners Can Use to Customize PowerPoint® Presentations

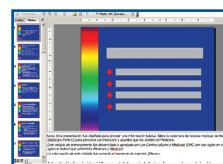
Based on Microsoft® Office PowerPoint® 2003

PowerPoint® is a software program widely used by educators and trainers to create slides, handouts, notes, and outlines. The following information is intended to help you customize **PowerPoint®** training materials provided by the National Medicare Training Program.*

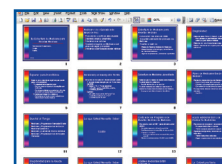
PowerPoint® Views

Microsoft PowerPoint® comes with different views to help you while creating a presentation. The two main views are:

1. **Normal** view
2. **Slide Sorter** view

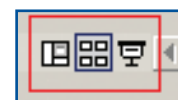


Normal View



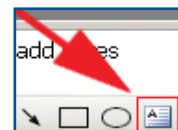
Slide Sorter View

To switch between views, click the buttons at the lower left of the PowerPoint window. **Normal** view contains three panes—the outline pane, the slide pane, and the notes pane—that let you work on all aspects of your presentation in one place. In **Slide Sorter** view, all slides in your presentation are displayed in miniature on screen at the same time, making it easy to add, delete, and move slides.



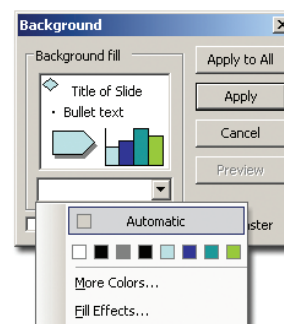
Adding Text Boxes *Text boxes can be used to add speaker and event information to the title slide.*

1. On the Drawing toolbar click **Text Box**.
2. On the slide, point to where you want the text box, click, and then type or paste text.



Changing Background

1. If you want to apply a background change to selected slides only, select the slide in **Slide Sorter** view. While holding down the **Control** key, click on each slide to select it.
2. Go to the **Format** menu, click **Background**. Under **Background fill**, click the arrow below the image, and do one of the following:
 - To select a color from the color scheme, click one of the colors displayed.
 - To select a color outside the color scheme, click **More Colors**.
 - Click the color you want on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.
 - If choosing **Fill Effects**, there are several options including:
 - Change shading under the **Gradient** tab, select a texture with the **Texture** tab, change background pattern using the **Pattern** tab, or insert a picture with the **Picture** tab.



If you want to apply the background to selected slides, click **Apply**.

If you want to apply the background to all slides, click **Apply to All**.

Changing Headers and Footers *Headers and footers can be used on single slides or all slides to identify an organization or event.*

1. In **Normal** view, open the **Insert** menu, and click either **Slide Number** or **Date and Time**.
2. Click **Slide** or **Notes and Handouts**.
3. Check and type or paste date and/or text in the appropriate boxes.
4. Click **Apply** or **Apply to All**.

*There are multiple ways to perform most editing tasks in PowerPoint®. This tip sheet provides one commonly-used way to perform each of the tasks featured.

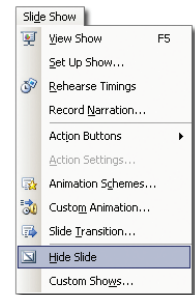
Adding or Inserting Slides

- To insert a new blank slide, on the Formatting toolbar, click **New Slide**.
- To copy and paste slides from one presentation into another, in **Slide Sorter** view, copy the slide you wish to insert (select slide; then go to **Edit** and click **Copy**). Go to the presentation where the slide will be inserted. In **Slide Sorter** view, insert cursor where you want to insert the slide, go to **Edit** and click **Paste**.



Hiding a Slide

- In any view, select the slide or slides you want to hide.
- Go to the **Slide Show** menu, click **Hide Slide**.
In **Slide Sorter** view, the hidden slide icon appears with the slide number inside, next to each slide you have hidden. *Note:* The slide remains in your file, even though it is hidden when you run the presentation.

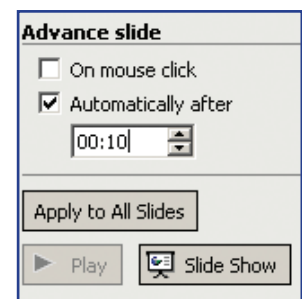


Changing Slide Order

- In **Slide Sorter** view, select one or more slides. (To select multiple slides in a row, click the first slide, hold down the **Shift** key, and click the last slide you want to move.)
- After you make the selection, you can either:
 1. Drag the slides to the new location.
 2. Right-click on one of the selected slides to bring up the shortcut menu, giving you the option of moving or copying the slides.

Setting up a Presentation to Run in a Continuous Loop

- On the **Slide Show** menu, click **Set Up Show**.
- Select the **Loop continuously until 'Esc'** check box.
- For a self-running presentation, without any intervention from either the presenter or the viewer:
 - Select a slide.
 - Open the **Slide Show** and click **Slide Transition**.
 - Under Advance Slide, click **Automatically After** and enter the number of seconds to display each slide.
 - Click **Apply to All Slides**.



Print

Most presentations are designed to be presented in color, but slides and handouts are usually printed in black and white or shades of gray (grayscale mode).

- To print your presentation, go to the **File** menu and click **Print**. In the **Print Menu** and choose **Print What**.
- Use the drop down menu to select **Slides**, **Handouts**, **Notes Pages** or **Outline View**.
 - Choose **Slides** to print your presentation one slide per page.
 - When selecting **Handouts**, you are given the option of printing 2, 3, 4, 6 or 9 slides per page.
 - Use the **Notes Pages** option to print your presentation along with the speaker's notes.
 - **Outline View** will print the presentation in an outline format.
- Presentations may be printed in three formats: color, grayscale or pure black and white.

