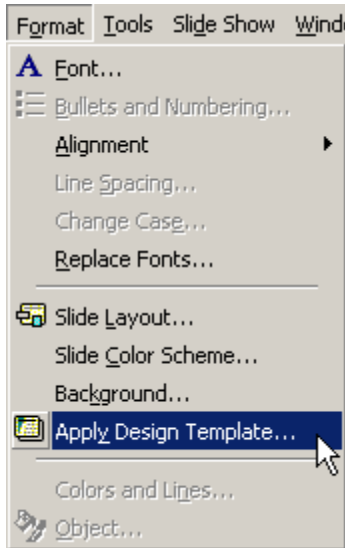


PowerPoint Help from Kelly Tribble

Changing the Design...

Sometimes you'll want to change the overall look of your slide show. This is most easily accomplished using Design Templates. To select a Design Template, select "Apply Design Template..." under the "Format" menu.

[Hint: In PowerPoint 2003, these menus will look slightly different... But look for the word "DESIGN" under the "FORMAT" menu. That'll get you what you need.]

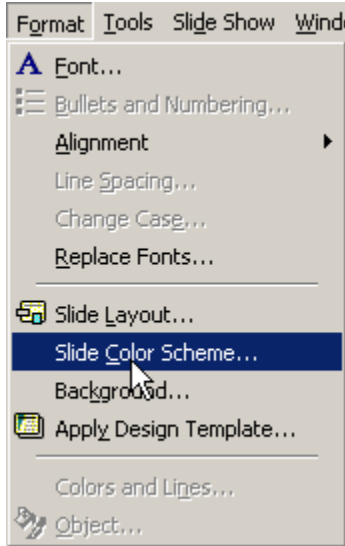


In PowerPoint 2000, you'll be presented with a dialogue box asking you to choose which design template you'd like to use. As you select each file, you'll see a thumbnail preview of that template. When you see one you like, click the "OK" button and the dialogue box will disappear, and you'll see your slide show with the new template.

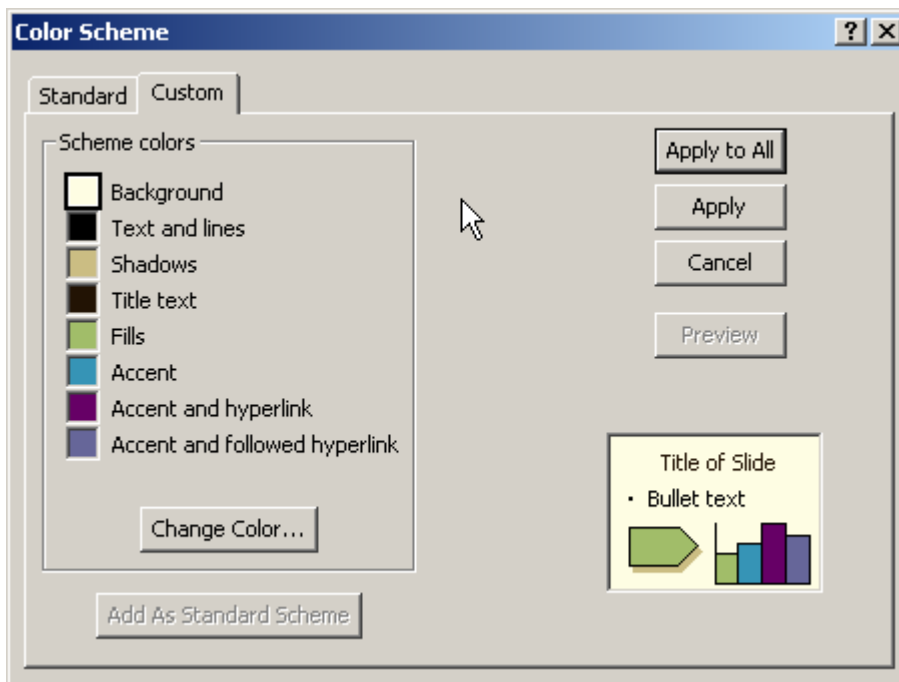
In PowerPoint 2003, the Designs will appear on the right-hand side of the screen (as they did in our lab work). You'll be able to see a lot of thumbnail versions and if you click a particular thumbnail, you'll change the slide show to the new design template.

Remember: Design templates are made up of background images, font colors, styles, and types, as well as text placement and sizing. By applying a new design template, you will be changing a lot of your presentation. Therefore a good rule is to select a design template before you get too far into developing the presentation or formatting the text.

Changing Color Scheme...



Again, in PowerPoint 2000, you'll select "Slide Color Scheme" under the "Format" menu. This will call up a dialogue box of "sets" of color schemes. Make sure that you select the "Custom" tab at the top of the dialogue box. Then you'll see this:



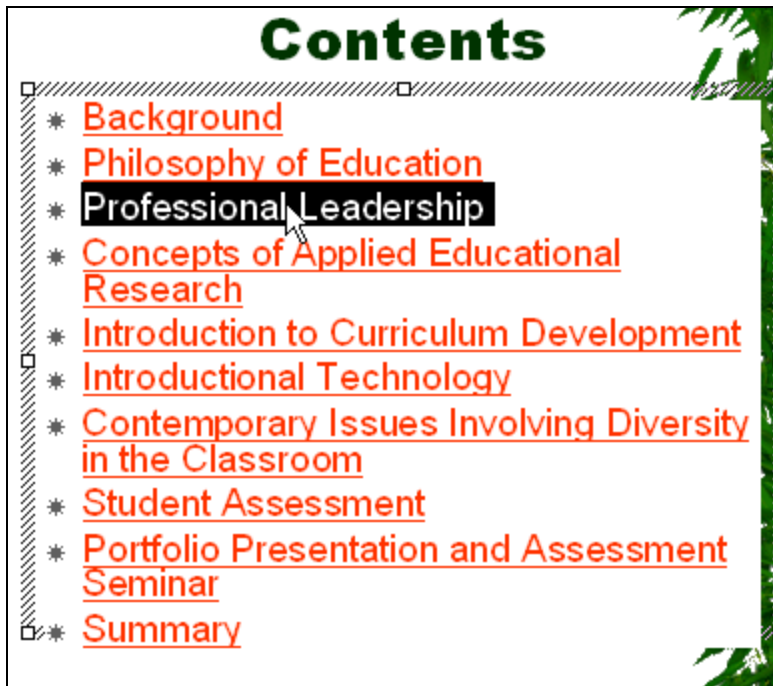
To change a color, select the appropriate item (background color? Text color? Hyperlink color?) and click the "Change Color..." button. You'll be able to select the color you want. Once your color scheme is complete, you can either apply this color scheme to the current slide by clicking the "Apply" button, or to ALL SLIDES by clicking the "Apply to All" button.

In XP, you'll need to call up the Design templates (see above) and on the right-hand side of the screen you'll see those templates. You'll also see a link for "Color Schemes...". Click that and you'll see the various pre-created color schemes available. To edit your own set of color schemes, click the "Edit Color Scheme..." link at the bottom of that help bar. You'll see a dialogue box similar to that above, you can select your various colors for your slides, and apply them to just the current slide, or all slides.

Linking text to another slide...

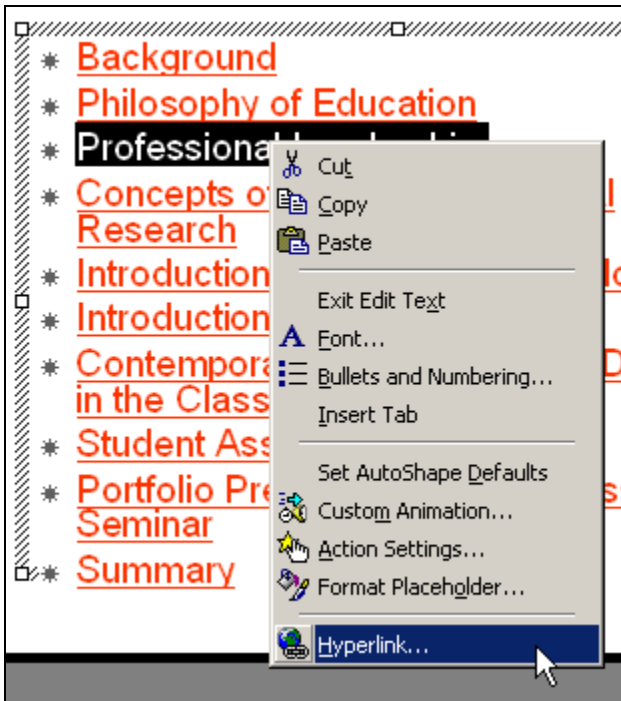
Okay, let's say that you have built a kind of table of contents for your slide show, and want to link each item in the table of contents to that particular slide. Here's how...

First, highlight the text that you wish to link:

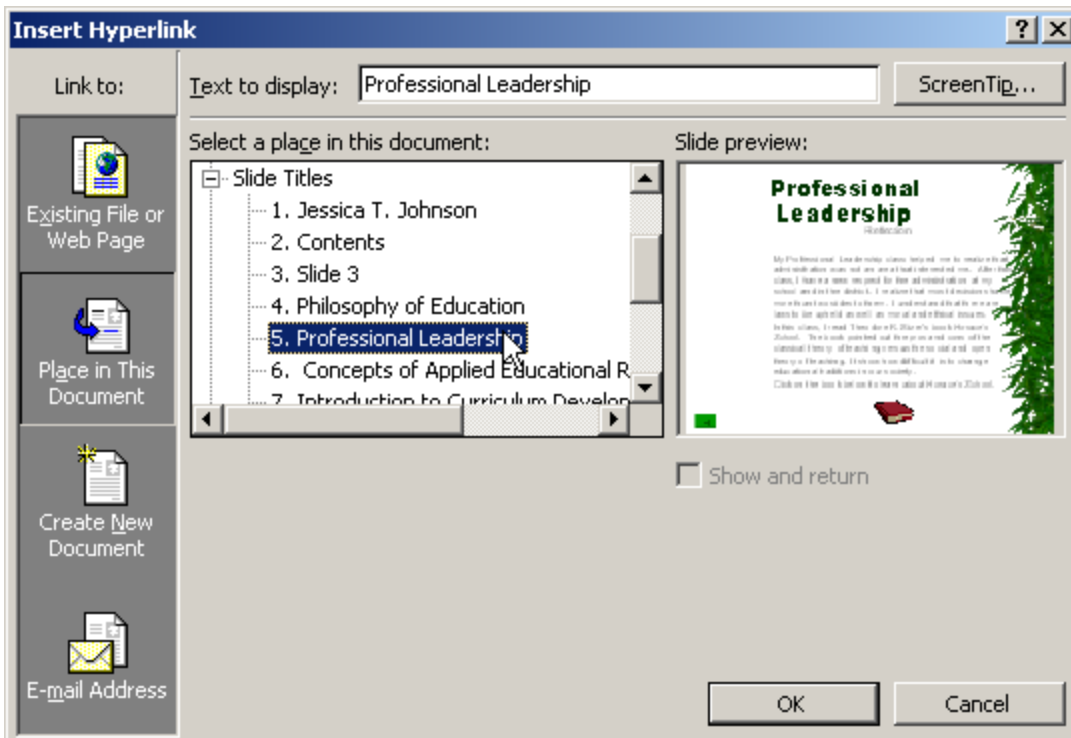


Then RIGHT-CLICK that highlighted text, and choose "Hyperlink" from the pop-up menu.

(Hint: if the text is already linked to something, you'll choose "Edit Hyperlink" from the pop-up menu.)



Now you see the Insert Hyperlink dialogue box...



Here's an important point about this dialogue box... it is designed to accommodate several different types of linking. In order to not have TONS of things available and on the screen all at once, it is designed into four sub-screens. These are accessible from

the left-hand “link to:” bar. To link to a slide in the current slide show, make sure that you have selected the “Place in This Document” tab.

Now you simply select the slide that you wish the text to link (or “point”) to. In this case, it is slide “5”. You’ll note that when you select a slide, it is previewed for you. Select the appropriate slide and click the “OK” button. That’s it!

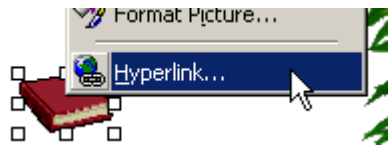
Linking an image to another file...

Now let’s say that you have inserted an image into your PowerPoint presentation, and now you wish to make it “clickable.” That is, you wish that someone could click it to get to a completely different document (such as a Word document). Here’s how:

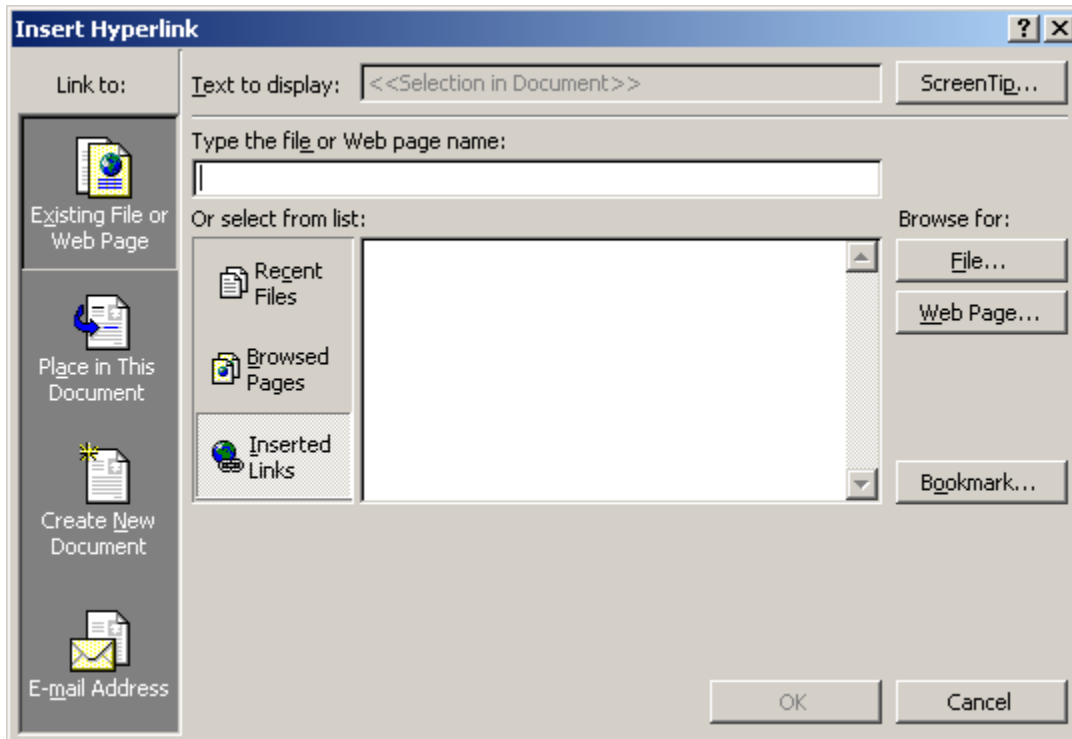
First, select the image by simply clicking on it once. It will highlight with little “handles” (boxes) around it like this:



Now RIGHT-CLICK on this image, and choose “Hyperlink” (Hint: if the text is already linked to something, you’ll choose “Edit Hyperlink” from the pop-up menu).



You'll see the Insert Hyperlink dialogue box appear. This time, make sure that you select (from the "Link to:" bar on the left) "Existing File or Web Page." This tell PowerPoint that you wish to select a file or website (not a slide from the current show) to link to.



To select a file, click the **File...** button. You'll be able to navigate to where your files are (all in the same folder, RIGHT???) and select the appropriate file. Then click the "OPEN" button. You'll return to this dialogue box where you'll click the "OK" button.

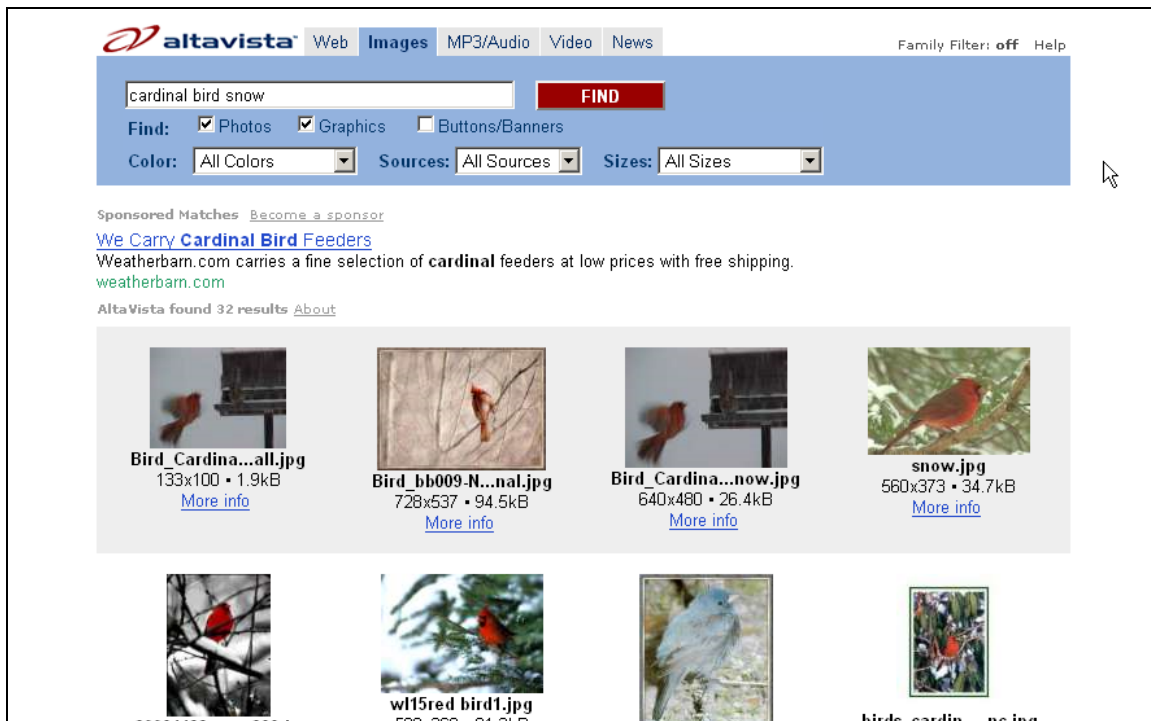
That's it! The image now links to the file.

Finding an image on the web...

There are many, many tools to help you locate images online, but my favorite is altavista (at www.altavista.com). So, for example, point your browser to altavista.com and click on the “Images” tab so that you are searching for images.



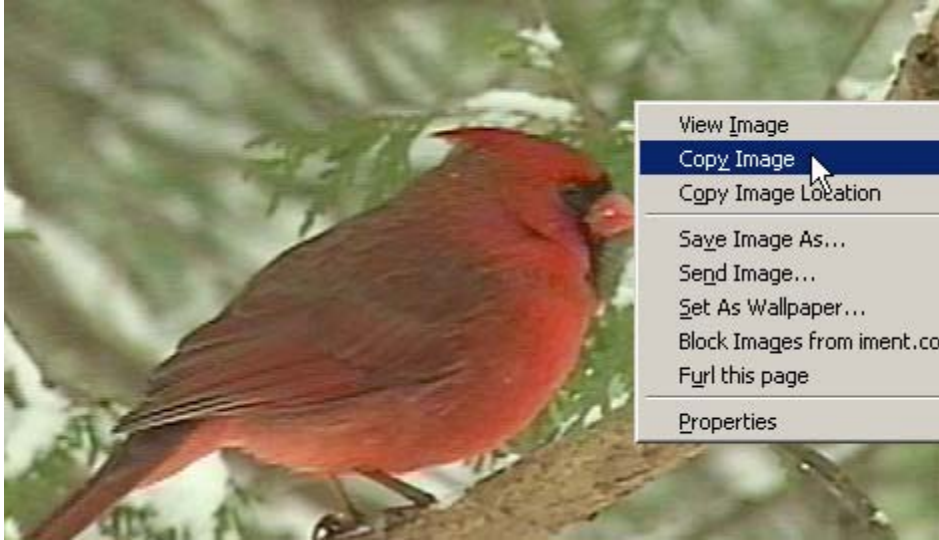
Enter your keywords into the field and click the “FIND” button. Altavista will return many results.



Clicking any of these images will take you to the web page with that image on it.

Getting an online image from the web to your PowerPoint

Once you have the image you want, RIGHT-CLICK it and Choose “COPY” (or, in some browsers “Copy Image”). You have just copied the image to your computer’s “clipboard” and it is ready for pasting.



To paste the image into your PowerPoint slide, view the current slide, RIGHT-CLICK, and select “Paste” (alternatively, you can choose “Paste” from the “Edit” menu).

One last note: to get an image to appear in the same place throughout your PowerPoint presentation, place it where you want it, select it (click on it), and COPY it. Then move to the slides where you also want it, and PASTE it. It will paste into the same location as it was copied from.

Keyboard shortcuts:

Cut	Control + X
Copy	Control + C
Paste	Control + V