

Part I

The Big Picture Design

CHAPTER 1

PowerPoint in a Nutshell

CHAPTER 2

Working with Templates and Color Schemes

CHAPTER 3

Working with Masters and Layouts

COPYRIGHTED MATERIAL

P1: FRU

WY017-01 WY017-M&T July 21, 2004 11:3 Char Count= 0

Chapter 1

PowerPoint in a Nutshell

IN THIS CHAPTER

- ◆ Why use PowerPoint?
- ◆ The PowerPoint interface
- ◆ Working with views
- ◆ Controlling the display
- ◆ Using content placeholders
- ◆ Selecting and manipulating slides
- ◆ Managing presentation files

NEW TO POWERPOINT? Start here. Before diving head-first into some of the more advanced topics in the rest of the book, let's spend a few pages reviewing some of the basic "must-knows" about the application.

Why Use PowerPoint?

I was talking to a new acquaintance recently at a party who had just discovered PowerPoint. As a graphic artist back in the 1980s for one of the "big three" TV networks, she had spent many years creating presentation graphics and overlays for commercials and TV shows. She was so excited about PowerPoint's capabilities! "With PowerPoint, I can do in 2 minutes by myself what it would take a staff of 20 people a whole week to do," she told me.

That's PowerPoint's appeal, in a nutshell. It does all these amazing graphical things that make presentation graphics really shine, and it does them so easily and quickly that it puts the power of creation in almost anyone's hands.

PowerPoint is a very popular tool among people who give presentations as part of their jobs, as well as for their support staff. With PowerPoint, you can create visual aids that will help get the message across to an audience, whatever that message may be and whatever format it may be presented in. The following are just a few of the types of presentations you can have:

- ◆ *Speaker-led*: The most traditional kind of presentation is a live speech presented at a podium. For live presentations, you can use PowerPoint to

4 Part I: The Big Picture Design

create overhead transparencies, 35 mm slides, or computer-based shows that can help the lecturer emphasize key points.

- ◆ *Self-running*: Over the last several years, advances in technology have made it possible to give several other kinds of presentations, and PowerPoint has kept pace nicely. You can use PowerPoint to create kiosk shows, for example, which are self-running presentations that provide information in an unattended location. You have probably seen such presentations listing meeting times and rooms in hotel lobbies and giving sales presentations at trade show booths.
- ◆ *Internet*: The Internet has also made several other presentation formats possible. You can use PowerPoint to create a show that you can store on a Web or intranet server so that people can watch it at their own leisure from anywhere in the world.

Can you create presentation support materials without PowerPoint? Certainly. You could make a Word document where each page was a “slide,” or you could create a Web-based presentation with Web page creation software like Microsoft FrontPage or Macromedia Dreamweaver, for example. But it wouldn’t be nearly as easy as it is with PowerPoint, and the results would probably not be as professional. PowerPoint is somewhat of a one-trick pony in the business software arena. It does one thing really well: *make presentation materials*.



PowerPoint 2003 is a member of the Microsoft Office 2003 suite of programs. A *suite* is a group of programs designed by a single manufacturer to work well together. Like its siblings Word (the word processor), Excel (the spreadsheet), Outlook (the personal organizer and e-mail manager), and Access (the database), PowerPoint has a well-defined role in the family. Because PowerPoint is so tightly integrated with the other Microsoft Office 2003 components, you can easily share information among them. For example, if you have created a graph in Excel, you can use that graph on a PowerPoint slide. It goes the other way too. You can, for example, take the handouts from your PowerPoint presentation and export them to Word, where you can dress them up with Word’s powerful document formatting commands. Virtually any piece of data in any Office program can be linked to any other Office program, so you never have to worry about your data being in the wrong format.

The PowerPoint Interface

PowerPoint is a fairly typical Windows-based program in many ways. It contains the same basic elements that you expect to see: title bar, menu bar, window controls, and so on. And like all Office 2003 applications, it has a task pane that provides

shortcuts for common activities. Here's a quick rundown of some basic elements, which are shown in Figure 1-1.

- ◆ **Toolbars:** The Standard and Formatting toolbars appear at the top, and the Drawing toolbar at the bottom, by default. Other toolbars come and go automatically as needed, and they can also be displayed or hidden by right-clicking any visible toolbar and choosing from the menu that appears.
- ◆ **Task pane:** This pane pops up on its own for certain activities as well as when PowerPoint starts. You can also display or hide it manually from the View menu.
- ◆ **Slide pane:** This is where the PowerPoint slide(s) that you are working on appear.
- ◆ **View buttons:** Near the bottom left corner of the screen are some tiny icons for switching back and forth between the various views. (More on views shortly.)
- ◆ **Tabs:** In Normal view (which is shown in Figure 1-1), the left-hand pane has two tabs: Outline and Slides. (In this book I refer to that pane as the Outline/Slides pane.) Each shows a different view of the list of slides in the presentation.

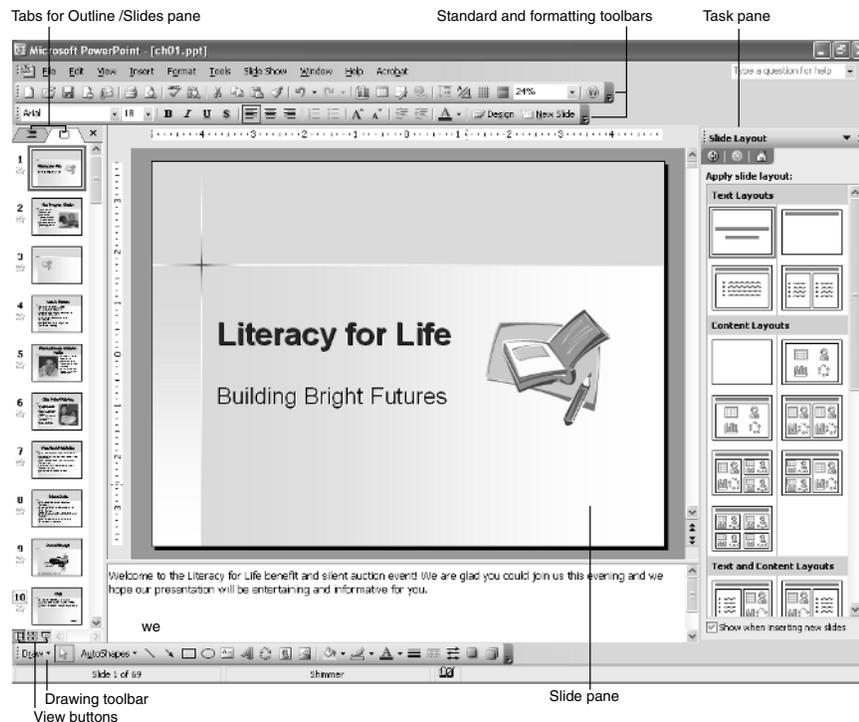


Figure 1-1: Parts of the default PowerPoint display.

6 Part I: The Big Picture Design



If you have only a single row of toolbar buttons at the top of your screen, the Standard and Formatting toolbars are probably all bunched up on a single row together. That's the default for PowerPoint (unfortunately, in my opinion). To place them on two separate rows, choose *Tools_Customize*, and on the *Options* tab, mark the *Show Standard and Formatting toolbars on two rows* checkbox. Another default setting you will probably want to change before going much further is to turn off the *Personalized Menus* feature. It's the one that hides some of the menu commands when you first open menus. To turn that off, choose *Tools_Customize* again, and on the *Options* tab, mark the *Always show full menus* checkbox.

Working with Views

A *view* is a way of displaying your presentation on-screen. PowerPoint comes with several views because at different times during the creation process, it is helpful to look at the presentation in different ways. For example, when you are adding a graphic to a slide, you will want to be able to work closely with that individual slide, but when you need to rearrange the slide order, you will want to see the entire presentation as a whole.

PowerPoint offers the following views:

- ◆ *Normal*: This is a combination of several resizable panes, so you can see the presentation in multiple ways at once. Normal is the default view and was shown in Figure 1-1. Each of the panes in Normal view has its own scroll bar, so you can move around in the outline, the slide, and the Notes panes independently of the other panes.
- ◆ *Slide Sorter*: This is a light-table type overhead view of all the slides in your presentation, laid out in rows, suitable for big-picture rearranging (see Figure 1-2).



Here's a funny little quirk. Even if you choose to show the Standard and Formatting toolbars on two rows, the two toolbars in Slide Sorter view will still appear on a single row by default. In Slide Sorter view, the toolbars at the top are Standard and Slide Sorter. To make them appear on two rows as shown in Figure 1-2, drag the Slide Sorter toolbar down below the Standard toolbar by dragging its "handle"—that is, the vertical row of dots at its left end.

- ◆ *Notes Page*: This is a view with the slide at the top of the page and a text box below it for typed notes to yourself. (You can print these notes pages to use during your speech.) See Figure 1-3.

Chapter 1: PowerPoint in a Nutshell

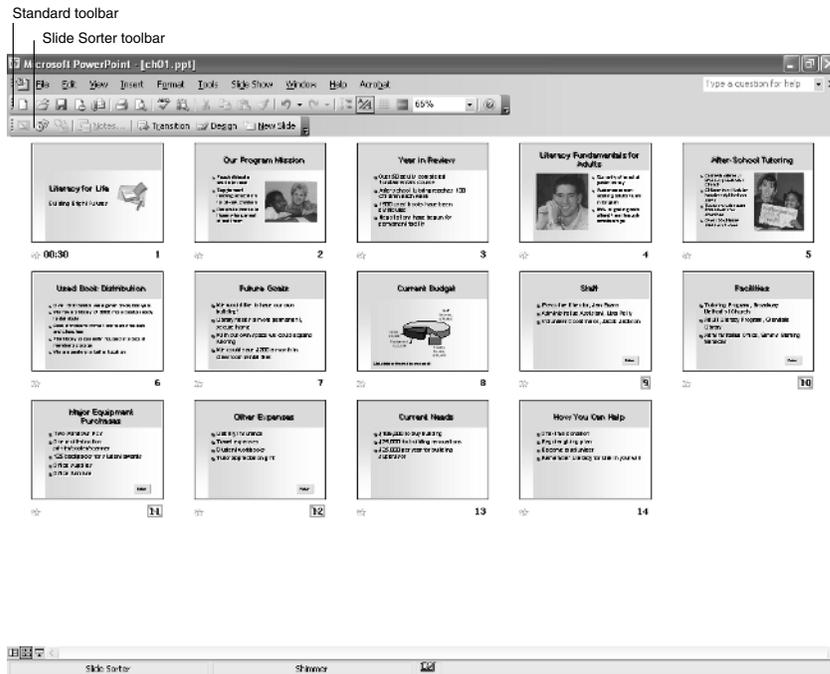


Figure 1-2: The Slide Sorter view.

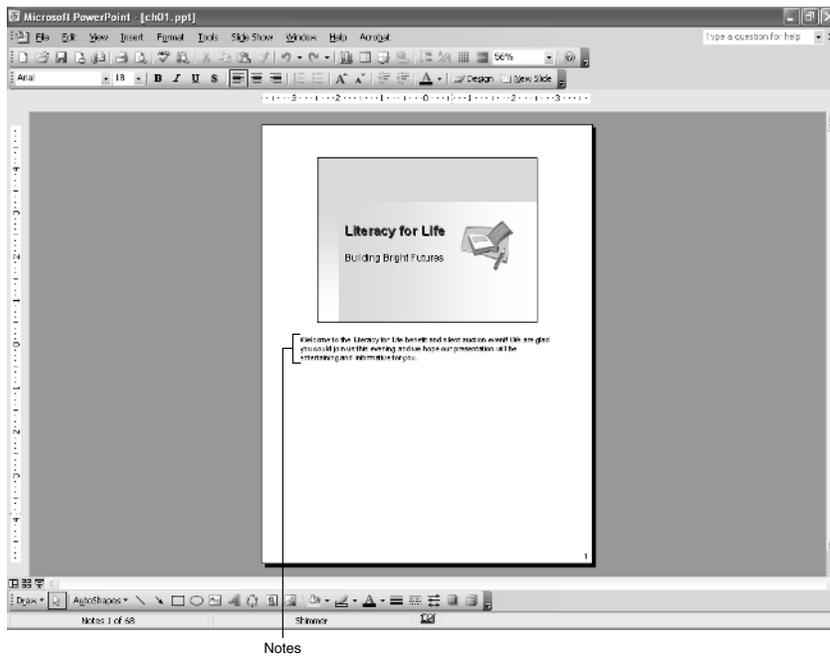


Figure 1-3: The Notes Page view.

8 Part I: The Big Picture Design

- ◆ *Slide Show*: This is the view you use to show the presentation to an audience on a computer screen. Each slide fills the entire screen in its turn.

In some earlier versions of PowerPoint there were also Outline and Slide views, but these have been combined into Normal view. The tabs in the Outline/Slides pane in the Normal view switch back and forth between viewing the presentation's text outline and viewing thumbnail images of the slides, and these serve the same purpose as those older views did. You can resize the space allocation among the panes by dragging the borders between them.

There are two ways to change the view: open the View menu and select a view, or click one of the View buttons in the bottom left corner of the screen, as pointed out in Figure 1-1. All of the views are available in both places except Notes Page; it can be accessed only from the View menu.

Controlling the Display

As with anything, it's easier to work with PowerPoint when you can clearly see what you're doing. Here are some tips for making the display show the elements you want to see.

Customizing the Normal View Panes

In Normal view, you can adjust the sizes of the panes relative to one another by dragging the borders between them. To get rid of one of the panes entirely, drag the border between it and the adjacent pane so that it is as small as possible. For example, in Figure 1-4 I've dragged the bar between the Slide pane and the Notes pane down all the way to the bottom, so the Notes pane is completely hidden, and I've increased the width of the Outline tab's section. The Outline/Slides pane also has an X in its top-right corner that you can click to close it.

To restore any panes you've hidden, reselect Normal view from the View menu. This does not restore the sizes of any panes you resized, nor does it reopen the task pane. (Choose View>Task Pane to do that.)

Setting the Zoom

If you need a closer look at your presentation, you can zoom the view in or out to accommodate almost any situation. For example, if you have trouble placing a graphic exactly at the same vertical level as some text in a box adjacent to it, you might zoom in for more precision. You can view your work at various magnifications on-screen without changing the size of the surrounding tools or the size of the print on the printout.

In a single-pane view like Notes Page or Slide Sorter, a single zoom setting affects the entire work area. In Normal view, each of the panes has its own individual zoom. To set the zoom for the Outline/Slides pane only, for example, select that pane first by clicking inside it, and then choose a zoom level. Or to zoom only in the slide pane, click it first.

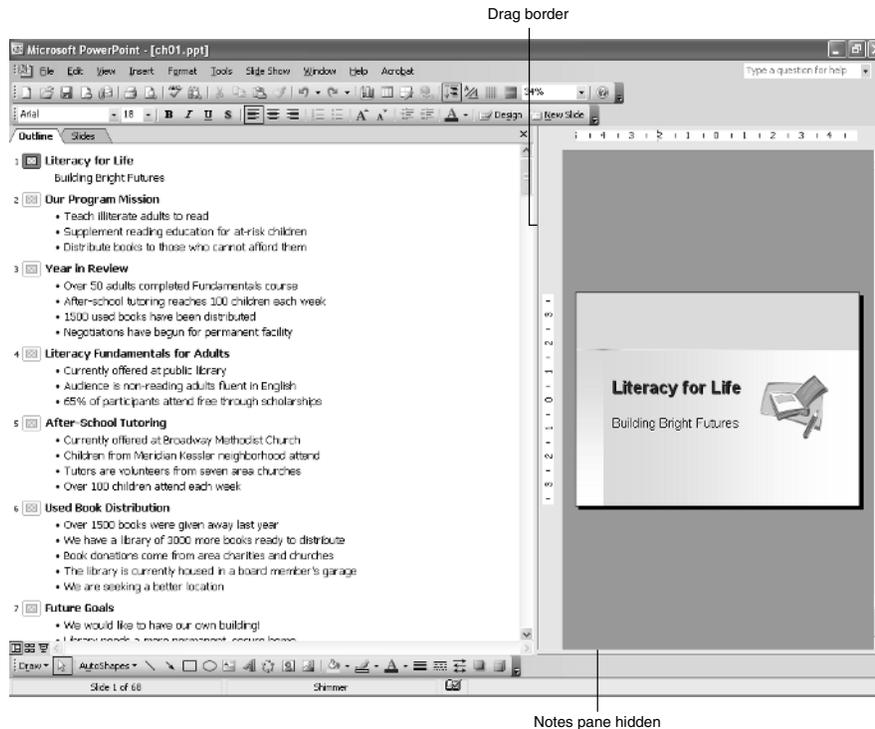


Figure 1-4: You can customize Normal view by dragging the dividers between panes.



Instead of clicking a pane in the Normal view to switch to it, you can press F6 to move clockwise among the panes or Shift+F6 to move counterclockwise. You can also use Ctrl+Shift+Tab to switch between the Slides and Outline tabs of the Outline/Slides pane.

The easiest way to set the zoom level is to open the Zoom drop-down list on the Standard toolbar and choose a new level, as shown in Figure 1-5. You can also type

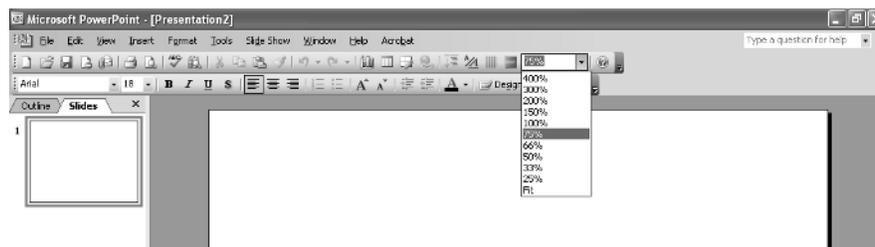


Figure 1-5: Choose a zoom percentage from the Zoom drop-down list.

10 Part I: The Big Picture Design

a specific zoom percentage into that box; you aren't limited to the choices on the list. (However, some panes do limit you to 100% as the highest zoom level.)

The default zoom setting for the Slide pane (Normal view) is Fit, which means the zoom dynamically adjusts so that the entire slide fits in the Slide pane and is as large as possible. If you drag the dividers between the panes to redistribute the screen space, the size of the slide in the Slide pane adjusts too, so that you continue to see the whole slide. You can change the zoom to whatever you like and then return to the default by choosing Fit as the zoom amount.

The larger the zoom number, the larger things appear on-screen. A zoom of 10% would make the slide so tiny you couldn't read it. A zoom of 400% would make the slide so big that a few letters on a slide would fill the entire pane. The main advantage to zooming out is to fit more on the screen at once. For example, if you're working with a lot of slides in Slide Sorter view and normally can see three slides per row, zooming out to 33% might let you see eight or more slides on each row. The disadvantage, of course, is that if the slides get too small, as shown in Figure 1-6, you can't read the text or tell the slides apart from each other.

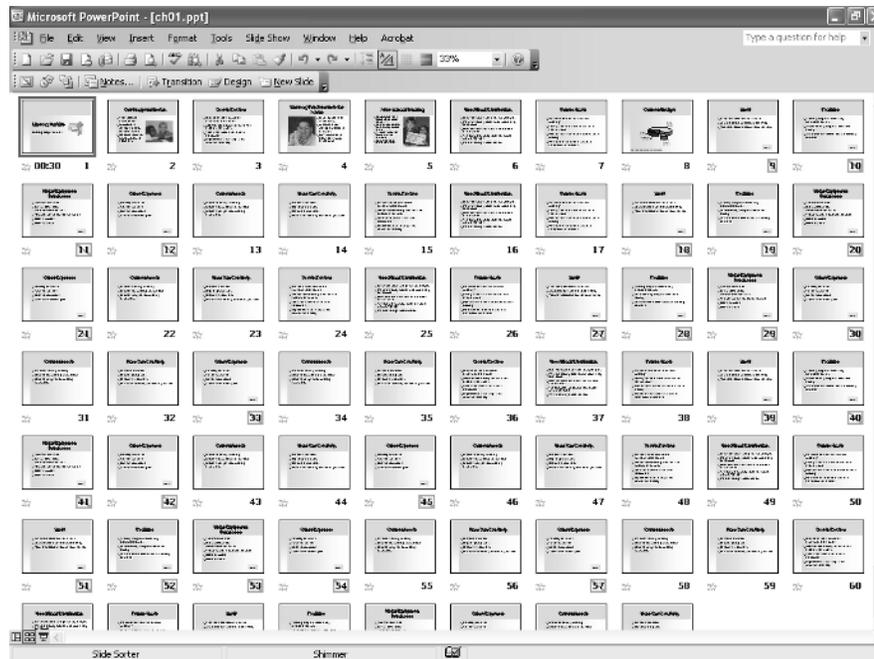


Figure 1-6: Zooming out lets you see more at once, but at the cost of readability.

Another way to control the zoom is with the Zoom dialog box. Select View_Zoom to open it. Make your selection, as shown in Figure 1-7, by clicking the appropriate button, and then click OK. Notice that you can type a precise zoom percentage in the Percent text box. This is the same as typing a percentage directly into the Zoom text box on the Standard toolbar.

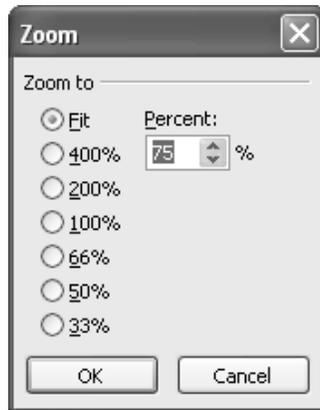


Figure 1-7: You can control the zoom with this Zoom dialog box rather than the list on the toolbar, if you prefer.

Displaying and Hiding Screen Elements

PowerPoint has a lot of optional screen elements that you may (or may not) find useful, depending on what you're up to at the moment. In the following sections I'll show you the most common ones and explain how to toggle them on and off.

RULERS

Vertical and horizontal rules around the Slide pane can help you place objects more precisely. The rulers aren't displayed by default, however; you have to turn them on. To do so, select View_Ruler. Do the same thing again to turn them off. Rulers are available only in Normal and Notes Page views.

Rulers help with positioning no matter what content type you are working with, but when you're editing text in a text frame, they have an additional purpose as well. The horizontal ruler shows the frame's paragraph indents, and you can drag the indent markers on the ruler just like in Word (see Figure 1-8). Control those indents more precisely by holding the *Ctrl* key while dragging them.

Notice in Figure 1-8 that the rulers start with 0 as the spot in the top-left corner of the selected frame, and they run down to the right from there. When an object other than a text frame is selected, or when no object is selected at all, the ruler's numbering changes. It starts with 0 at the center of the slide vertically and horizontally and runs out in both directions from those midpoints.

GRID AND GUIDES

Guides are on-screen dotted lines that can help you line up objects on a slide. For example, if you want to center some text exactly in the middle of the slide, you can place the object exactly at the intersection of the guide lines. With the ruler alone you would have to eyeball it, but with the guides you can be very precise. Guides are available in the same views as rulers: Normal and Notes Pages. Figure 1-9 shows one vertical and one horizontal guide line.

12 Part I: The Big Picture Design

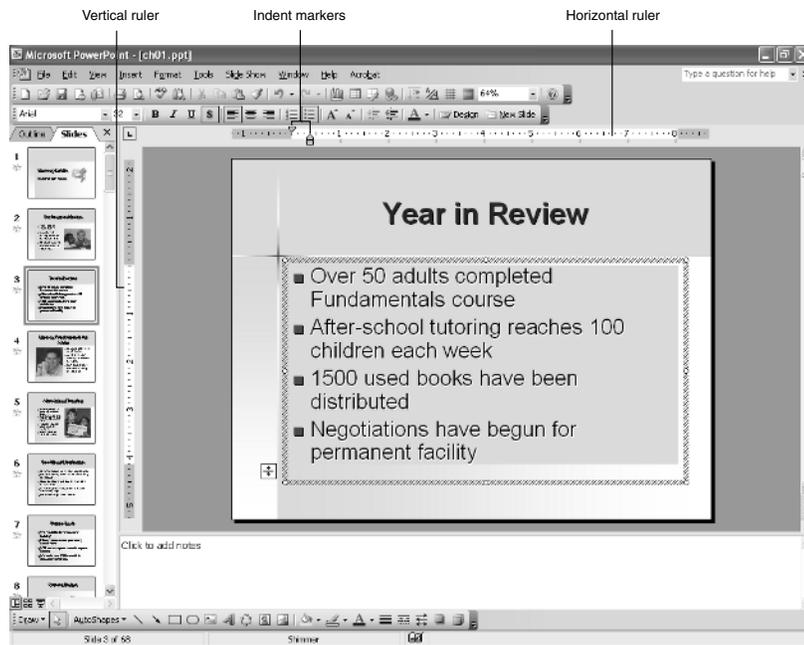


Figure 1-8: Rulers can help you place objects precisely and can also help set and change paragraph indents in a text frame.

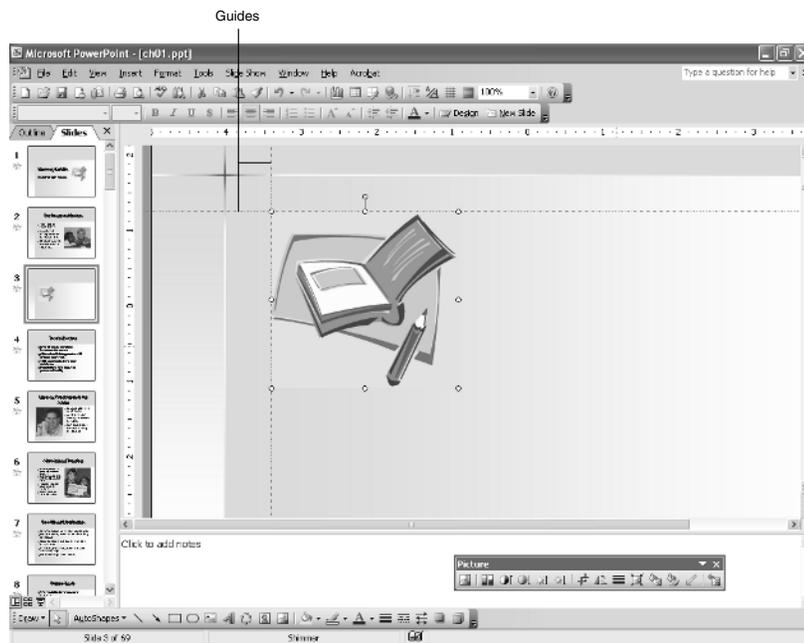


Figure 1-9: Guides help you position objects precisely.

The *grid* is a group of evenly spaced lines like those on a piece of graph paper. When you drag objects around on a slide, they snap to this grid automatically, to help you get things aligned with one another. The Snap feature is on by default, although, by default, the grid's lines are invisible.

The settings for both guides and the grid are controlled from the Grid and Guides dialog box. Choose View_Grid and Guide (or press Ctrl+G) and then use the settings there to turn the features on/off and change their settings (see Figure 1-10).

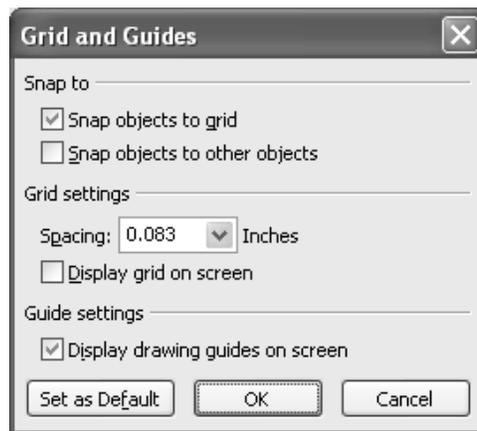


Figure 1-10: Adjust grid and guide settings in this dialog box.



TIP

A shortcut for displaying or hiding guides is to press Alt+F9. To use more guides than just the default two, hold down Ctrl as you drag one of the guide lines; a duplicate will be created of it, up to eight in total in either direction.

DISPLAYING OR HIDING COLORS

Most of the time you will work with your presentation in color, but if you are eventually going to present the presentation in black and white or grayscale (for example, on overhead transparencies or black-and-white handouts), you might want to check to see what it will look like without color. To do so, choose View_Color/Grayscale and then choose Color, Grayscale, or Pure Black and White.



TIP

This Pure Black and White option is especially useful when you are preparing slides that will eventually be faxed, because most fax machines fax only in pure black and white. Something that looks great on a color screen could look like a shapeless blob on a black-and-white fax.

14 Part I: The Big Picture Design

When you choose Grayscale or Pure Black and White, a Grayscale View toolbar appears. From it you can open a drop-down list of various types of grayscale and black-and-white settings. Select an object, and then choose the setting that shows the selected object to best advantage; PowerPoint will remember that setting when printing or outputting the presentation to a grayscale or black-and-white source (see Figure 1-11). When you are finished, click the Close Grayscale View button on the Grayscale View toolbar, or choose View.Color/Grayscale-Color. Changing the Black and White or Grayscale settings doesn't affect the colors on the slides; it only affects how the slides will look and print in black and white or grayscale.

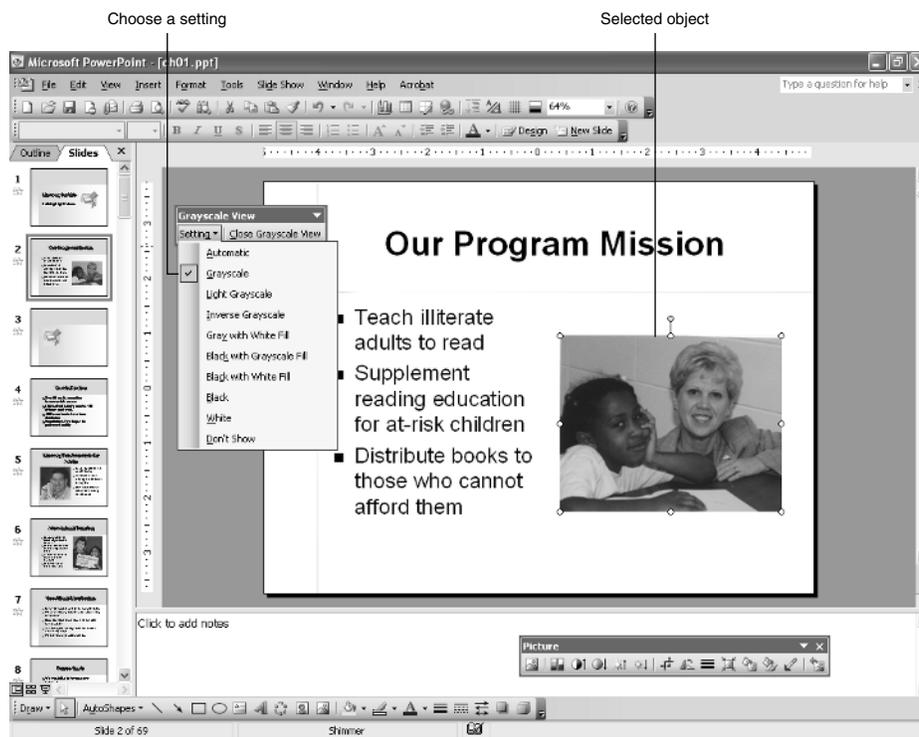


Figure 1-11: Select a grayscale or black-and-white option for individual objects.

DISPLAYING OR HIDING THE TASK PANE

The task pane is a separate pane that sometimes appears to the right of the other PowerPoint panes. Its content depends on the activity you are performing. Many activities that used to be contained in dialog boxes in earlier versions of PowerPoint are now accessed from the task pane instead, such as changing the design template and the slide layout.

To display the task pane, choose View.Task Pane or choose a command that requires it to be open (such as Format.Slide Layout). To hide the task pane, click the Close (X) button in its upper-right corner.

Once the task pane is open, you can switch among all the available task pane pages by opening its menu. As you can see in Figure 1-12, there are many task pane pages, and just like with any other panes in PowerPoint, you can resize the task pane to take up more or less space on-screen; just drag its border.

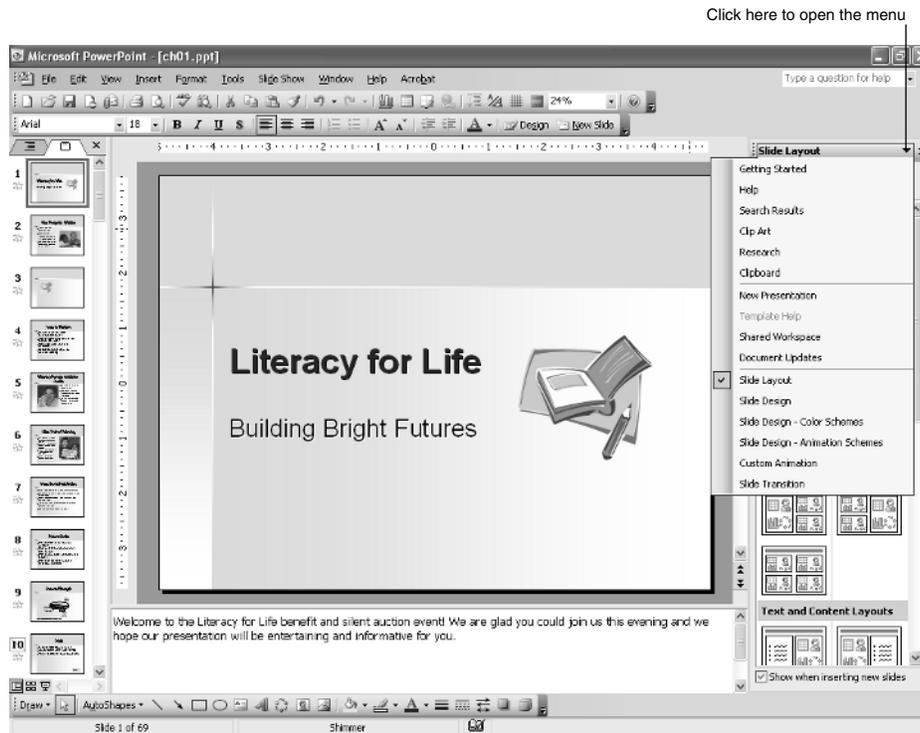


Figure 1-12: Switch among the different task pane pages from the menu at the top.



The Getting Started task pane opens automatically each time you start PowerPoint. If you want to suppress that, choose Tools>Options and on the View tab, deselect the Startup Task Pane checkbox. While you're there, check out some of the other viewing options you can control there, such as whether or not to show the status bar and vertical ruler.

Using Content Placeholders

Slides are based on *layouts*. The default layout for the first slide in the presentation is Title; the default layout for all subsequent slides is Title and Text.

16 Part I: The Big Picture Design

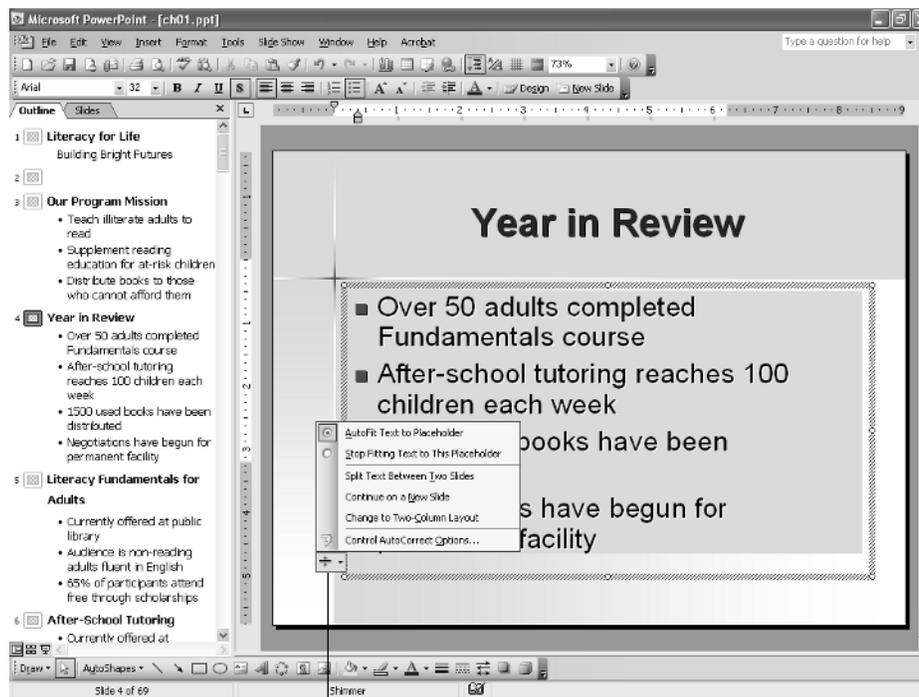
You'll learn more about layouts in Chapter 3; I'm bringing them up now only because the layout controls the type and positioning of the *content placeholders* on the slides. Whenever you see a dotted-line box with something in it like “Click to add...” something, that's a text placeholder. There are other kinds of content placeholders too, such as placeholders for graphics, charts, tables, and so on.

Text Placeholders

To use a text placeholder, just click in it and type the text. Anything you type in them will appear on the Outline tab, and vice versa. (That is, anything you type on the Outline tab will show up on a slide in a text placeholder.) When you delete all the text from a text placeholder, the default message “Click here...” returns. (The placeholder text does not appear in Slide Show view.)

Text placeholders have an AutoFit feature that's enabled by default. If you type more text in a placeholder box than will fit, PowerPoint will automatically decrease the size of the text and change the line spacing so that it will all fit. If you then delete some of the text later, it will reenlarge the text.

For a text placeholder that has been AutoFitted, an AutoFit icon appears in the bottom left corner. You can click that icon to change the AutoFit behavior (see Figure 1-13).



AutoFit icon

Figure 1-13: Click the AutoFit icon to control the AutoFit setting of a text placeholder.

A text placeholder box is not the only kind of text box you can have on a slide. You can also manually add a text box using the Text Box tool on the Drawing toolbar. The text in such a text box does *not* appear on the outline.



Chapter 5 discusses the pros and cons of using text placeholders versus manual text boxes.

Graphic Object Placeholders

Some slide layouts have placeholders for graphic objects. Of these, some have a placeholder for one specific type of graphic, such as clip art, while others have a grid of six icons and enable you to insert any of the six different object types. Figure 1-14 shows one of these multi-purpose placeholders.

To use the graphic placeholder shown in Figure 1-14, you would click one of the six icons. From there, a task pane or a dialog box appears asking for the specifications or settings for that object. Just follow the prompts.

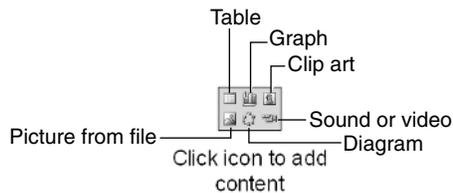


Figure 1-14: Some layouts have a multi-purpose graphic object placeholder like this one.

You can also place graphics of all kinds on a slide manually, independent of any placeholder. You'll learn those techniques in Part III of the book. When you do manually insert a graphic on a slide, PowerPoint's AutoLayout feature tries to be helpful by changing the slide's layout to one that includes a placeholder for that type of graphic, and placing the manually inserted graphic into that placeholder. If that's what you want, great. If not, you can reverse the action by clicking the AutoLayout icon (which shows up automatically in the bottom-right corner of the inserted object) and choosing Undo Automatic Layout, as shown in Figure 1-15.

Adding and Deleting Slides

You can type slide text in the Outline pane to add new slides to the presentation. To promote a line of text to be its own slide, press Shift+Tab; to indent text to be subordinate to the text above it, press Tab. All new slides added using this method have the default Title and Text layout.

18 Part I: The Big Picture Design

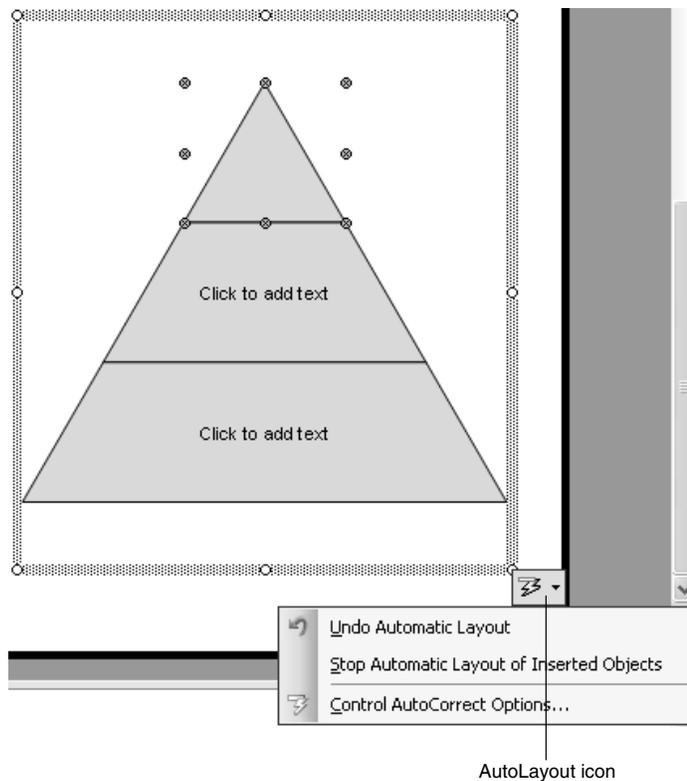


Figure 1-15: You can undo an AutoLayout, if desired.



Chapter 4 discusses text manipulation in the Outline pane in more detail.

You can also add new slides with the New Slide button on the Formatting toolbar. Clicking this button opens the Slide Layout task pane, from which you can select any layout desired (see Figure 1-16).

To delete a slide, display or select the slide and then choose Edit>Delete Slide. (There are other methods too; you can select it in the Slides pane or in Slide Sorter view, and press the Delete key on the keyboard, for example. You can also right-click it and choose Delete Slide.)

Selecting Slides

PowerPoint has three broad types of commands: those that operate on a single slide, those that operate on a selected group of slides, and those that operate on the entire

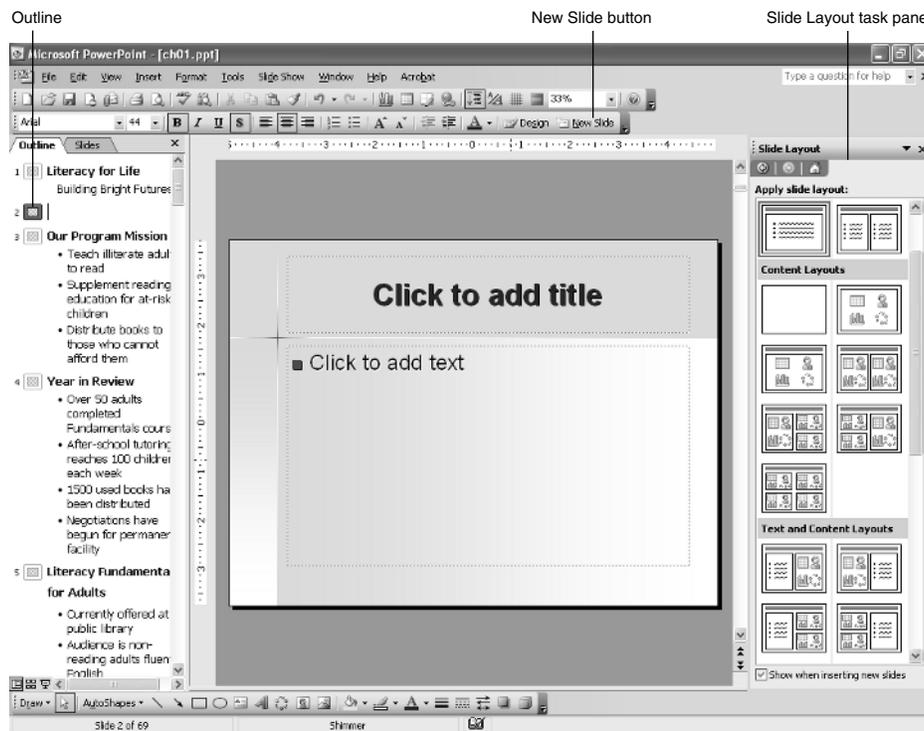


Figure 1-16: Add a new slide either by typing in the Outline pane or by clicking the New Slide button.

presentation file. Most of the single-slide commands, such as a command that inserts an object on a slide, are executed from Normal view. In Normal view you see only a single slide at a time, so selecting the slide is not an issue. The selected slide is simply the one that is displayed.

Most of the “group of slides” commands, such as deleting, moving, and applying a transition effect, are best performed in Slide Sorter view. Because you see multiple slides at a time in that view, you must select the slides you want to affect. (You can do this from the Slides pane in Normal view too, but it’s a little more awkward.)

Here are the options for selecting slides in Slide Sorter view (or the Slides pane in Normal view):

- ◆ To select a single slide, click it.
- ◆ To select multiple slides, hold down the **Ctrl** key as you click each one. A selected slide will show a shaded border around it.
- ◆ To select a contiguous group of slides, click the first one and then hold down the **Shift** key as you click the last one. All the slides in between will be selected as well.
- ◆ To cancel the selection of multiple slides, click anywhere away from the selected slides.

Saving Presentation Files

In PowerPoint, the standard operations, such as saving work, are just like in any other Office application. To save, click the Save button on the Standard toolbar or choose File_Save. To save the presentation under a different name or location, or as a different type, use File_Save As. No surprises there.

In most cases you'll want to save PowerPoint presentation files in the default format: Presentation (*.ppt). There are lots of alternatives available, though, and Table 1-1 summarizes them. If you decide you want to save in PowerPoint format, you have three choices:

- ◆ Presentation (PowerPoint 2003) format is very versatile. It is compatible with all PowerPoint versions 97 and above (97, 2000, 2002, and 2003), and it preserves all features.
- ◆ PowerPoint 97–2003 and 95 format adds compatibility for PowerPoint 95 to the mix, but it also greatly increases the file size. That's because in 97 and higher, graphics are compressed, but in 95 they are not. Therefore, the presentations saved in this format must support both. All features are preserved, although many of them will not be visible in the earlier PowerPoint versions.
- ◆ Presentation for Review format is not an option when you first save the file, but if you use Save As to save it again, you will have access to it. It's almost exactly the same as Presentation format, but it keeps track of changes made to e-mailed copies so you can merge the changes later. Don't use this unless you need to, because the file size grows until you merge the changes each time someone else's revisions are added.

Although all of these formats retain all features of PowerPoint 2003, other people using earlier versions of PowerPoint to view them might not see things exactly the same as they were created. See Appendix A for a complete analysis of what doesn't work in which earlier version.

TABLE 1-1 FORMATS IN WHICH YOU CAN SAVE POWERPOINT SLIDES

Format	Extension	Notes
Presentations		
Presentation	PPT	The default. Use in most cases. Can be opened in PowerPoint 97 and higher.
PowerPoint 97-2003 & 95	PPT	For use in a variety of earlier versions of PowerPoint, including PowerPoint 95. Results in a large file because it contains the uncompressed images needed to support PowerPoint 95. Retains all PowerPoint 2003 features.

Format	Extension	Notes
Single File Web Page	MHT, MHTML	Web-based, but all elements in a single file. Suitable for use as an e-mail attachment. May lose some animation effects.
Web Page	HTM, HTML	Creates a plain-text HTM file and pulls out each graphic element in a separate file. Suitable for posting on a Web site. May lose some animation effects.
Presentation for Review	PPT	Creates a normal PowerPoint file but sets it up to track revisions from multiple revisers. Not an option when saving initially.
Design Template	POT	Creates a template that can be used for formatting future PowerPoint presentations you create.
PowerPoint Show	PPS	Just like a normal presentation file except it has a different extension and opens by default in Slide Show view instead of Normal view.
Graphics/Others		
PowerPoint Add-In	PPA	Stores any Visual Basic for Applications (VBA) code associated with the presentation as an add-in.
GIF Graphics Interchange Format	GIF	Static graphic. GIFs are limited to 256 colors.
PNG Portable Network Graphics Format	PNG	Static graphic. Similar to GIF except without the color depth limitation.
JPEG File Interchange Format	JPG, JPEG	Static graphic. JPEG files can be very small, making them good for Web use.
Tagged Image File Format	TIF, TIFF	Static graphic. A high-quality file format suitable for slides with high-resolution photos.
Device Independent Bitmap	BMP	Static graphic. BMP is the native format for Windows graphics, including Windows background wallpaper.

Continued

 22 Part I: The Big Picture Design

 TABLE 1-1 FORMATS IN WHICH YOU CAN SAVE POWERPOINT SLIDES (*Continued*)

Format	Extension	Notes
Windows Metafile	WMF	Static graphic. A vector-based format, so it can later be resized without distortion. Not Mac-compatible.
Enhanced Windows Metafile	EMF	Enhanced version of WMF, not compatible with 16-bit applications. Also vector-based and non-Mac-compatible.
Outline/RTF	RTF	Text and text formatting only; excludes all non-text elements. Only text in slide placeholders will be converted to the outline. Text in the Notes area and in manually placed text boxes is not included.



The MultiSave add-in by Shyam Pillai allows you to save a PowerPoint presentation in many formats simultaneously; this can be useful if you need to make copies in different formats and keep all the copies synchronized. Download it from <http://officeone.mvps.org/multisave/multisave.html>.

At that same Web site is a Sequential Save add-in that creates a backup of the last saved version of a presentation before overwrites it with changes. See www.mvps.org/skp/seqsave.htm.

Presentation Basics: Some Tips

Before you start diving into the multimedia presentation building in the rest of the book, you'll need some basic presentation-building skills. I'm assuming that many of you already came to this book with those, and I hope that this chapter has helped the rest of you come up to speed.

Following is some related info I haven't touched on here that might be useful to a beginner:

- ◆ You're not completely alone in this presentation-building thing. PowerPoint comes with lots of templates that give you a jumpstart on a presentation; see Chapter 2 to learn more about them.
- ◆ For almost every type of content, you have a choice of using a layout with a placeholder or inserting the object manually. It's usually best to use the placeholder. See Chapter 3 for more information about layouts.

- ◆ If you find yourself making the same changes to every slide in the presentation, save yourself some time—use the Slide Master. Anything you do to the Slide Master automatically trickles down to every slide in the presentation. Chapter 3 explains the Slide Master.
- ◆ PowerPoint may not be your favorite program for text editing, and it need not be. You can create the presentation text in some other program, like Word, and then import it into a presentation. See Chapter 4 to learn how to do that.
- ◆ Slide content exists in frames that float over the top of the slide. There are text frames, graphics frames, and so on. Every framed object can be moved (drag it by its middle, or by its border but not on a selection handle), resized (drag it by a selection handle), or deleted (select the frame and press Delete). Chapter 7 explains manipulating graphics, and the information there applies to most other types of objects as well.

