Applied Computing/Interactive Arts and Science 1P01
Lab 3 — Microsoft PowerPoint

This lab represents a basic introduction to PowerPoint. You'll be getting practice with some trickier aspects of the software in the next lab, so consider this one to be simply reinforcing the fundamentals.

Exercise 1 – Slides, layouts, and basic presentation

First, let's start with the simplest task: Creating slides, and adding information to them.

When you first create a new presentation, you'll already see a slide. By default, it's a Title Slide. On the *Home* tab, in the *Slides* group, click *Layout*. You'll see several other options, but we really don't normally need anything else for the *first* slide, so don't bother choosing a different one.

The Title Slide layout has two *placeholders*. One is for the Title; the other, the subtitle. Click on them and add text to each. If you keep typing, you'll notice that it automatically employs word wrapping, and also adjusts the font size as necessary. One small note: If you start the slideshow before entering anything, you'll see that it doesn't actually treat them as boxes that say, "Click to add text"; if there's no content, it simply shows nothing, so there's no need to delete them if you don't want any content in them yet.

Let's make a new slide. The New Slide button actually has two components:

- The top half (with the graphic) will create another slide of the last type you chose (if you haven't yet chosen one because you've just started making the presentation, it defaults to the *Title and Content* layout)
- The bottom half (with the text) will show you the available layout options for the new slide. Let's try *Two Content*!

The *Two Content* layout has three placeholders: A text box for the title, and two multiuse boxes for either bulleted text or embedded objects.

For the right placeholder, click on *Click to add text* and start typing. If you hit the *Enter* key, you'll create a new bullet point. If you hit *Tab*, you'll increase the bullet level (indenting). If you press Shift+Tab, you'll outdent (that is, you'll push it one indentation level back to the left).

For the left placeholder, you can click the photograph icon on it (the hovertext will say, "Insert Picture from File") to insert a picture. Alternatively, if you click the *Picture* button on the *Insert* tab and choose an image file, it'll automatically be placed into the first available placeholder (note: if there isn't an available placeholder, the image will simply fill up the slide. Of course, you can choose to resize it, if you like).

As one final step for this task, try adding a shape. It doesn't matter *which* shape; just use the *Shapes* button in the *Illustrations* group of the *Insert* tab (after you've chosen your shape type, you'll need to left-click and drag on the slide to set its size). Once you've put down your shape, note that you can move it, resize it, and even rotate it (via the small green handle extending off the top of the shape). Also, depending on the shape, you may have additional yellow diamonds for adjusting it (e.g. for changing how rounded rounded boxes are, or for adjusting how skinny or blunt an arrow is). Additionally, note that, while the shape is selected, we now have a *Format* tab. If you take a look at it, you'll see that you can view the *Selection Pane* (discussed in class; hope you were paying attention…), change the relative ordering of objects on the slide, align objects with each other, and even rotate/flip them. We'll be returning to this in a moment, so don't worry too much about it for the moment.

Exercise 2 – It's the little things…

Create several slides. It doesn't matter what you put in them; just make sure that each slide somehow looks different from the previous one.

The first thing we're going to add is *transitions*. As discussed in class, transitions are a special type of animation that's used when changing from one slide to the next.

When you add a transition to a slide, you're indicating how you want that slide to appear, rather than how you want the slide to exit (i.e. if you add a wipe to Slide 3, that means the wipe will happen between slides 2 and 3; not between 3 and 4). Try adding a few transitions. Depending on the transitions you chose, you may have the option of choosing different *Effect Options*. Similarly, you can set the duration for the transition (i.e. how much time it spends introducing the new slide). If you wanted to, this is also where you'd set it to automatically advance after some length of time instead of (or in addition to) clicking the mouse.

Themes (in the *Design* tab) in PowerPoint have precisely the same usage as in Word; it's just slightly more dramatic, as it's also setting things like the background, and applying more exotic text formatting (like rotation, in some of them). Note that, if you prefer, you can instead change the different elements separately (e.g. *only* change the backround). However, changing the background usually requires changing the font colour to something complementary, so you might find it simpler to just change the theme. Note that changing the background and/or theme is one of the tasks you'll have to demonstrate you've done to your TA, so you may as well change it now.

Finally, consider slide numbers. Slide numbers may seem like a mostly insignificant issue, but they can actually be incredibly essential for some types of presentation. Take, for example, a conference where you may be presenting your work. If someone in your audience wishes to ask a question at the end, they'll want to refer to the precise slide number (so you aren't stuck flipping through each slide asking, "is this it? Is this it? Is this it?"). If you don't have slide numbers, they may not even bother asking. If they don't ask, you don't get the chance to answer, which means (in their mind) you've failed to adequately communicate the results of your work. Luckily, turning on page numbers is trivial:

On the *Insert* tab, under *Text*, click on *Slide Number*. It'll actually bring up the Header/Footer dialog, asking for details. Simply check *Slide number*; also check *Don't show on title slide* if you think it's silly to bother labelling the first slide as '1'. Click *Apply to all* to accept the change. It doesn't matter whether you choose to display them on the first page or not, but you're required to show slide numbers for submission.

Exercise 3 – Customization for consistent presentation

There are three things we're going to address in this exercise: The slide master, custom layouts, and arranging by grid.

The slide master is what PowerPoint uses as the prototype for each newly created slide. In actuality, it's actually a family of master slides (with each layout inheriting basic properties from the master, and further customizing the elements and positioning). To view the slide master, simply click its button on the *View* tab.

When it switches to the Master View, rather than displaying the true master, it automatically jumps to the specific slide corresponding to the layout of the slide you were viewing when you clicked the button (e.g. if you were on the Title Slide when you clicked for the master view, it would start you off viewing the Title Slide layout).

On the left, you should see the various different layouts currently available. **Be very careful about changes you make here!** If you, for example, change the background on the Title Slide layout, that will only propagate the change to all Title Slides! If you want to make a change that should apply to *all* slides, first click on the Slide Master, at the top of the left panel. Note that it shows footer items that you probably aren't seeing. The page number field on the Slide Master, for

example, doesn't indicate that you want to see page numbers; rather it shows where page numbers should be placed *if requested*.

Let's try creating a *Custom Layout*. Custom layouts can have different uses, but they generally hold the same basic property in common: they're used when you want to create multiple slides in your presentation that all share a common unique trait or layout. One logical custom layout to make would be a *Three Content Layout* (to supplement the *Title and Content Layout*, and the *Two Content Layout*). However, that would be slightly advanced for our first PowerPoint lab. Instead, let's do something a bit less practical (but which still gets the point across).

We're going to create a variation of the *Title and Content Layout*, so (while in the Slide Master view) right-click the *Title and Content Layout* entry in the left pane, and choose *Duplicate Layout*. This creates a copy for modification (called *1_Title and Content Layout*). It has a silly title, so either right-click it and choose to rename it, or simply click the corresponding button in the tool ribbon, and name it something else (I'm calling mine *Important Content*).

Anything we add to this layout will also be added to *all* slides created based on that layout. Let's demonstrate by adding a right-facing arrow (it's a *Shape*) to our layout. Position it just to the left of our content placeholder. Make another (either by creating another, or by *copying and pasting*, or by *duplicating* with ctrl+d). Drag the copy to the right of the slide. Using the grid (check *Snap objects to grid* in the dialog brought up for the *Show* group on the *View* tab, if it isn't already enabled), line up the copy vertically with the original one (that is, make them both be at *precisely* the same height). If you don't want to use the grid, an alternative is to select both arrows (shift+clicking lets you select multiple items at a time), and (on the Format tab) choose Align -> Align Middle. There are lots of other ways to play with alignment; feel free to play with them a bit.

The only remaining problem is that both arrows are facing right; we want the right one to face left! Select (only) the right arrow, click *Rotate*, and choose *Flip Horizontal*. Close the Slide Master view (the button for closing the view is on the *Slide Master* tab).

Try creating a new slide with your new layout. You should find that it's just like a normal slide, but now has spiffy arrows pointing to your text (indicating that said text clearly must be important).

If you've followed along with the entire exercise to this point, you're done!

Submission Guidelines

To receive credit for this exercise, you must show your TA that you can create a new slide with your custom layout, complete with correct arrows, and that you have changed the background and/or theme. Note that slide numbers (at least, after the first page) **must** be enabled.

Note that you do not need to demonstrate your use of transitions, but it's still something you should know, and may better prepare you for the next lab.