

## Start creating your first show


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### Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:


- ↓ To move this window, click the title bar of the window (as shown below) and drag it to a new location:



- ↓ To resize this window, drag the resize handle  in the lower-right corner.

### Check your view

To make sure that you have the correct PowerPoint view for this practice session, do the following:

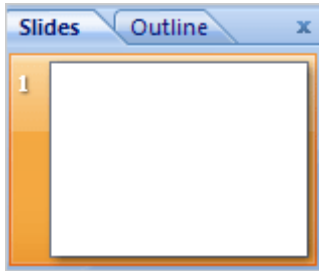
1. Click the **Microsoft Office Button** .
2. At the bottom of the menu, click **PowerPoint Options**.
3. Click **Advanced**, in the left of the window. Under **Display**, look for **Open all documents using this view**, and be sure the selection there is **The view saved in the file**. Click **OK**.

### Exercise 1: Look at the areas of the PowerPoint window

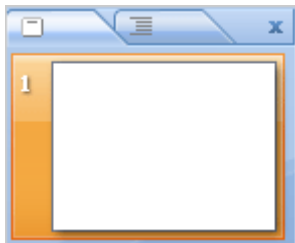
1. PowerPoint opens in its default view, called Normal view. There are several panes in this view.

There's the main slide pane in the middle, where you add text and other content to the slide. Its placeholders have default text, such as **Click to add title**, which disappears when you type.

2. On the left, you see the area with the single slide thumbnail in it at the top. This is the **Slides** tab, which looks either like this, with tab labels:



or, if this tab area has been narrowed, like this, with symbols instead of labels:



**About the Outline tab** This tab is another place you can type slide text, if you want to organize your textual content off the slide, as part of an outline. Text you type on the **Outline** tab is also added to the slide.

3. At the bottom of the window you see the notes pane, which has the default text **Click to add notes**.

## Exercise 2: Type text

1. Make sure the **Slides** tab is the one that's on top in the left of the window.

On this tab, you see one slide thumbnail, and it's selected. This single slide, always added by default to a new presentation, is a **title slide**. It has areas for a title and subtitle.

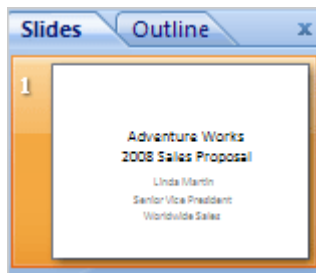
It's ready for editing in the main slide pane in the center.

2. Start by typing a title and subtitle: On the slide, click in the top text area (the title placeholder), which has a dashed border and the text **Click to add title**.

The text disappears. In the title placeholder, type **Adventure Works** and press ENTER. Then type **2008 Sales Proposal** as the second line within the same placeholder.

Click in the placeholder below this one (or press CTRL+ENTER on the keyboard to get to the next placeholder), and type a subtitle. For this exercise, you'll put the subtitle on three lines: Type **Linda Martin** and press ENTER, type **Senior Vice President** and press ENTER, and then type **Worldwide Sales**.

3. Look at the slide thumbnail on the **Slides** tab, on the left side of the window. While the text there is small, you can see that text has been typed on the slide, something like this:



### Exercise 3: Add new slides

In this exercise you'll add a slide and see the default slide layout for it. Then you'll add a slide and choose the layout yourself first. After that, learn another way to insert a slide and learn how to change a layout.

1. The slide that's in the show is a title slide; its Title Slide layout includes a title placeholder and a subtitle placeholder, as you saw. When you add a new slide, PowerPoint uses a different default slide layout that's geared for the main slides in the show.
2. On the Ribbon, in the **Slides** group, look for the **New Slide** button and click it at the top, next to the icon:



A new slide is added below the title slide. It becomes the selected slide on the **Slides** tab, so you see its large version in the slide pane.

3. The new slide (slide 2) has the layout you saw in the lesson: a title placeholder plus a big placeholder that has both text and a bunch of icons, and that supports a whole range of content.

This layout is what PowerPoint adds by default for a slide following the title slide.

4. Now add a slide and choose the layout yourself. On the Ribbon, in the **Slides** group, click the arrow next to **New Slide**.



You see a gallery of layouts for the new slide, with the **Title Slide** and **Title and Content** layouts being the first two. The latter is the default layout that's on your current slide.

5. Study the layouts for a minute to see what's there. Click the **Comparison** layout.

The new slide has this layout, which has two content placeholders that you can use for text or non-text items. Each has a placeholder above it where you'd put heading-type text.

6. Insert a new slide another way. With the third slide still selected, press ENTER.

You get a fourth slide. Note that this one inherits the slide layout of the slide that precedes it.

7. Now change the layout of the slide you just inserted. Right-click the slide 4 thumbnail in the **Slides** tab, point to **Layout** on the menu, and click the **Content with Caption** layout, near the end of the gallery.


Slide 4 now has the Content with Caption layout, which has a content placeholder (the one with the icons) on the right. The slide title for this one is at the top on the left, and there's an additional text placeholder below that, for body text.

#### Exercise 4: Navigate and add more text

Put more text on the slides. As you do so, you'll move from slide to slide and learn some ways of navigating within the window.

1. Move to slide 2 by clicking its thumbnail on the **Slides** tab. (You can click any slide thumbnail to move to that slide.)

Click in the title placeholder of slide 2, and type **Agenda**.

2. To move to slide 3, click the slide 3 thumbnail on the **Slides** tab, or try another way: Click the **Next Slide** button  at the bottom of the scroll bar on the right side of the slide.

The slide 3 thumbnail is selected, and that slide shows in the slide pane.

3. Click in the title placeholder of slide 3, and type a title: **Our current products**.

This time, move to the next slide by pressing the PAGE DOWN key.

4. On slide 4, type a title; in this layout, the title sits in the top left of the slide. Type **The happy customer**.

You now have the beginnings of a slide show, and a sense of how to move from slide to slide while starting to add text.

#### Exercise 5: Use text indents and formatting

Add more text and work with it.

1. Display slide 2 (navigate there in the way you find comfortable: press PAGE UP twice, or click slide 2, for example).
2. On the slide, click the big placeholder below the title, in the text that says **Click to add text**.

The default text disappears so that you can type your own text.

3. For the first bullet, type **Review of products, profits**. Press ENTER.

A second bullet appears.

(Note that the icons you'd use to insert pictures and other things disappeared when you typed.)

4. To indent this bullet to a second text level, a subpoint, press TAB.

The second bullet is further indented, and the bullet character changes from a dot to a dash. Type **Camping inventory** for this subpoint.

5. Press ENTER again.

This puts the pointer at a new line for a second subpoint. Press TAB so that you indent the text to a third level (the bullet is now a gray bullet), and then type **2007 sales research**.

You now have three levels of text, each with a unique bullet style and a different text size.


6. But let's say you want this third point to be a top-level bullet, not a third-level subpoint. How do you get it into that top-level text position?

Put the pointer at the start of the text, and press SHIFT+TAB. The text moves outward one level. Press SHIFT+TAB again to move it all the way left.

7. You can also drag text to indent it or decrease its indent. Point to the bullet for the text you just moved left. Look for the four-headed pointer:



Drag this pointer to the right, until it's under the C in "Camping," and you'll see a gray vertical bar that marks the first text indent to the right. Release the button, and the text is now a second-level bullet point. (Don't worry, you'll move it back in the next step.)

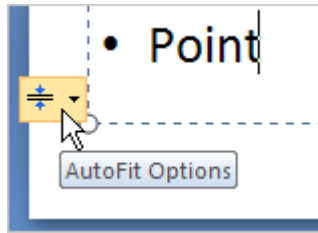
8. Here's one more method, using a button on the Ribbon. In the **Paragraph** group, click the **Decrease List Level** button  once to bring the second-level bulleted item back left, so it's a top-level bullet again.

#### Exercise 6: Work with text AutoFit

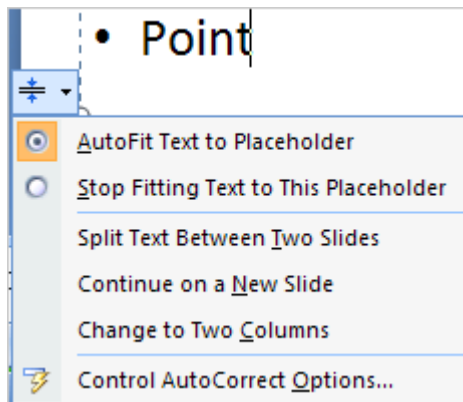
PowerPoint automatically shrinks text to fit it into the placeholder if paragraph length starts to exceed available space. In these steps, see how **AutoFit** works.

1. On slide 2, your second main bulleted point should now be **2007 sales research**. Click at the end of that text, and press ENTER.
2. Add some more main bullet points: Type **Point 3** and press ENTER, type **Point 4** and press ENTER, type **Point 5** and press ENTER, and so on. Keep typing new points until you see all the text inside the placeholder shift upward to make room for the next bullet. (Depending on how much text you type, the font size for the text may decrease as well as the list spacing.)

After the text shifts, you'll see a button to the left of the placeholder. This is the **AutoFit Options** button. When you point to it, its ScreenTip appears.



3. Click the button and view its menu. You have several alternatives here if you don't want PowerPoint to reduce the list's font size or line spacing.

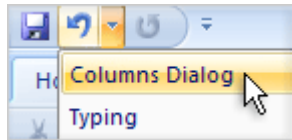


You can click **Stop Fitting Text to This Placeholder** to undo the adjustment PowerPoint just made. The list will revert to its original spacing and size.

You can also choose to split the list across two slides or into two columns, and keep the original font size and spacing. On the menu, click **Change to two Columns**. If your text items are briefly worded, this might be your solution.

4. Note, too, that you can turn off AutoFit altogether, so it won't apply to any of your lists. You may wish to do this if you want to keep the font size and line spacing exactly the same on every slide. You can do this and still get the options to help you manage text that spills over.

To do so, let's work with the **AutoFit Options** button again. On the Quick Access Toolbar, in the top left of the window, click the arrow next to **Undo**, and click **Columns Dialog** as the thing to undo. This will take you back to the point where the button was displayed.



The list reverts to a single column, and the **AutoFit Options** button is there, on the left of the list's placeholder. It will stay until you've taken an action to fit the list into the placeholder.

Click the **AutoFit Options** button, and this time choose **Control AutoCorrect Options** at the bottom of the menu.

5. In the **AutoCorrect** dialog box, look at the section called **Apply as you type**. It shows you all of the automatic formatting that's currently activated (the selected check boxes).

To turn off text AutoFit for all body text (as opposed to title text) placeholders, clear the check box next to **AutoFit body text to placeholder** by clicking it. Click **OK**.


6. Back on the slide, the **AutoFit Options** button is still there. Display its menu. You still get all those options to split the list into two and so on, but what's gone are the top two, the one to apply text AutoFit and the other to stop text AutoFit. No automatic reduction happens now because you've turned the feature off.

However, anytime text spills outside a placeholder, you'll get the **AutoFit Options** button with the menu options you see now.

7. On the **AutoFit Options** button menu, click **Change to Two Columns**.


Slide 2 is unfinished, but that's OK: Right now you're practicing.


**Tip** You can change options in the **AutoCorrect** dialog box at any time. To open it, click the **Microsoft Office Button**

 (upper-left corner of the PowerPoint window); click **PowerPoint Options** at the bottom of its menu; click **Proofing**, and click **AutoCorrect Options** in the top portion of the window.

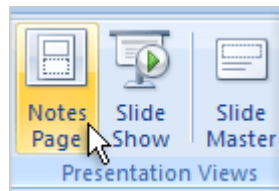
## Exercise 7: Type and view notes

1. Type speaker notes, now. Below the slide pane is the notes pane. Its default text says **Click to add notes**.

To make the notes pane bigger so it's easier to see what you're typing, point to the top of the notes pane and look for the pointer to change to a double-headed arrow . This is called the split bar. Drag the split bar upward to make the notes pane a little bigger.

2. Click in the notes pane and type: **The bottom line: what do the numbers tell us?**. Press ENTER.
3. On the new line, type **How do we keep happy customers?**
4. Turn this text into a bulleted list. First, select it. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button .
5. Now see how the notes look in Notes Page view.


To open Notes Page view, on the Ribbon, click the **View** tab and then in the **Presentation Views** group, click **Notes Page**.



This view gives you an idea of what to expect when you print the notes. Check this view as you work to see all your notes formatting and make sure your text is fitting into the notes page. (You'll get more detail about printing in the lesson "Proof, print, prep for the show.")

On the notes page, the slide is reproduced at the top and your notes appear in the placeholder below that. You can type text here and apply formatting, too.


6. On the notes page, click within the notes text you've already typed; the text placeholder's border appears (dashed border in

the bottom half of the page). To see your notes text a little better, zoom in on it. Use the **Zoom** slider in the lower right of the PowerPoint window, dragging it toward the **Zoom In** button :




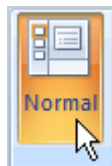
(You get the same result by repeatedly clicking the **Zoom In** button.)

7. Put the pointer at the end of the second line and press ENTER. Type a third bullet point: **What do we need to do differently?**

To restore the zoom to what it was, click the **Fit slide to current window** button  to the right of the **Zoom** slider.

**Important** The placeholder on the notes page marks how much room you have for the notes. If your text exceeds the placeholder, it will get cut off when you print. In the notes page, you can shorten it until it fits.

8. To return to Normal view, click the **Normal** button , to the left of the **Zoom** slider.
9. Back in Normal view, in the notes pane you'll see the additional text that you typed on the notes page while in Notes Page view.
10. Earlier you dragged the split bar to make the notes pane larger. Now reset the panes in Normal view so they are at their original sizes. On the Ribbon, the **View** tab should still be displayed. Click and hold the **Normal** button,



and press CTRL at the same time. The panes will be resized.

**Tip** PowerPoint has a view called Presenter View, which is available when you have dual monitors. It allows you to view your notes on-screen

on a separate monitor as you present. See the Quick Reference Card for additional resources that describe this view.