

## How to Customize Microsoft® PowerPoint®

This tutorial provides instructions for basic editing of text and photos or graphic images in the full versions of PowerPoint® 2000 and 2002 for PCs (Macintosh users may require alternate instructions). The **Help** function in your PowerPoint application provides more detailed instructions to perform other formatting tasks.

### **PowerPoint 2002**

#### **Modify text in slides**

On the **View** menu, click **Normal View**.

- To add text
  - 1) Single-click the mouse arrow at the location where you want to begin to add or delete text.
  - 2) A box with dotted or hatch-mark borders will appear on a new slide or around text on an existing slide. Begin typing, or paste the text from another location or application.

**Note:** If your text exceeds the size of the text box, PowerPoint automatically reduces the font size and line spacing incrementally as you type to make the text fit.
- To delete text
  - 1) Single-click the mouse arrow at the location where you want to begin to add or delete text.
  - 2) A box with dotted or hatch-mark borders will appear around the existing text. Click and hold the mouse button while dragging the pointer over the text to be deleted, then release the button and press Delete on your keyboard.

#### **Modify text in slide show notes**

There are two ways to modify text in the slide show notes.

- From **Normal View**, notes can be added to the slide. Move the pointer to the bottom of any slide, then click and drag the split pane bar up until the notes pane is in view. Begin typing, or paste text.

**Note:** These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu.
- On the **View** menu, click **Notes Page**. Follow the same instructions for modifying text in slides.

#### **Add, delete, move, or resize images in the slide show**

To add a photo or graphic from a file:

- 1) Click where you want to insert the picture.
- 2) On the **Drawing** toolbar, click **Insert Picture From File**.

- 3) Locate the folder that contains the picture that you want to insert, then click the picture file.
  - To embed the picture, click **Insert**.
  - To link the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

### To move or delete images in a slide show:

- 1) Single-click on an image within the PowerPoint presentation.
- 2) Press Ctrl-C on the keyboard to copy, or Ctrl-X to cut.
- 3) Move to the slide where you want to insert the image, then click on an open space in the slide.
- 4) Press Ctrl-V, then click and drag the image for better placement on the slide.

### To resize images:

- 1) Move the mouse pointer over the image, then click once. The image border will appear with small white circles along the edges and corners.
- 2) Move the mouse pointer over a white circle until the black double-arrow pointer appears, then click and hold the mouse pointer.

**Note:** Press CTRL before clicking on the white circle to enable proportional resizing of images.
- 3) Drag the black double-arrow pointer to resize the image.

### Change the order of slides in the slide show

There are three ways to change the order of slides in the slide show:

- On the **Outline** tab in **Normal View**, select one or more slide icons, and then drag the selection to a new location.
- On the **Slides** tab in **Normal View**, select one or more slide thumbnails, and then drag the selection to a new location.
- On the **View** menu, click **Slide Sorter**. Then move the mouse pointer on the slide you want to move. Press and hold the mouse button, and drag the slide to the new location in the slide show.

## ***PowerPoint 2000***

### Modify text in slides

- 1) If the slide layout already includes text boxes, go to step 2.
  - To add a text box to the slide, select the **Insert** toolbar, then **Text Box**, and draw the text box with the mouse. Set text editing options by selecting the **Tools** toolbar, then **Options**, and click the **Edit** tab.

2) On the **View** menu, click **Normal View**.

- To add text
  - i) Single-click the mouse arrow at the location where you want to begin to add or delete text.
  - ii) A box with dotted or hatch-mark borders will appear on a new slide or around text on an existing slide. Begin typing, or paste the text from another location or application.

**Note:** If your text exceeds the size of the text box, PowerPoint automatically reduces the font size and line spacing incrementally as you type to make the text fit.

- To delete text
  - i) Single-click the mouse arrow at the location where you want to begin to add or delete text.
  - ii) A box with dotted or hatch-mark borders will appear around the existing text. Click and hold the mouse button while dragging the pointer over the text to be deleted, then release the button and press Delete on your keyboard.

### Modify text in slide show notes

There are 2 ways to modify text in the slide show notes.

- From **Normal View**, notes can be added to the slide. Move the pointer to the bottom of any slide, then click and drag the split pane bar up until the notes pane is in view. Begin typing, or paste text.
- **Note:** These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu.
- On the **View** menu, click **Notes Page**. Follow the same instructions for modifying text in slides.

### Add, delete, move, or resize images within PowerPoint

To add a photo or graphic from a file:

- 1) On the **Insert** toolbar, select **Picture**, then **From File**.
- 2) Click the down arrow button on the right side of the **Look in:** window to find the image on your computer.
- 3) Highlight the file name from the list and click the **Insert** button.

### To move or delete images in a slide show:

- 1) Single-click on an image within the PowerPoint presentation.
- 2) Press Ctrl-C on the keyboard to copy, or Ctrl-X to cut.
- 3) Move to the slide where you want to insert the image, then click on an open space in the slide.
- 4) Press Ctrl-V, then click and drag the image for better placement on the slide.

**To resize images:**

- 1) Move the mouse pointer over the image, then click once. The image border will appear with small white circles along the edges and corners.
- 2) Move the mouse pointer over a white circle until the black double-arrow pointer appears, then click and hold the mouse pointer.

**Note:** Press CTRL before clicking on the white circle to enable proportional resizing of images.

- 3) Drag the black double-arrow pointer to resize the image.

**Change the order of slides in the slide show**

- In **Slide Sorter View**, click on the slide you wish to move and drag it to the new location.
- In **Normal** or **Outline View**, click the slide icon beside the number of the slide you want to move and drag the icon to a new location.