PowerPoint 2003 Tips and Tricks

PowerPoint picture backgrounds

Pictures make great PowerPoint slide backgrounds.  
- Select the slide to add the picture to.  
- Right mouse click the slide and select **Background**.  
- Click the arrow next to the colour box (under the Background Fill picture)  
- Choose **Fill Effects** and select the Picture tab.

- Click the *Select picture* button  
- Locate and Insert an image on your computer.  
- Click OK and then choose **Apply** (or **Apply to All**)  

If you want the prefer to have the picture as a background in **all** of the slides in the presentation, you could add the background to the slide master.  
- From the **View** menu choose **Master** and then **Slide Master**  
- From the **Format** menu choose **Background**.  
- Click the arrow next to the colour box (under the Background Fill picture)  
- Choose **Fill Effects** and select the **Picture** tab.

- Click the *Select picture* button  
- Locate and Insert an image on your computer.  
- Click **OK** and then choose **Apply** (or **Apply to All**)  

PowerPoint animated picture backgrounds

Summary Slide

Visual Identity
PowerPoint animated picture backgrounds

You can animate pictures in PowerPoint background. This example show you how to fade in and move a picture on the background of a slide.

To insert the picture

- Open a new presentation in PowerPoint and place a heading on the first page.
- Add a new slide for the animated background.
- Using the Rectangle tool (on the Drawing toolbar), draw a rectangle on the slide but wider than the slide.
- Move it to the middle of the slide vertically and indent it on the left.

See diagram

- Right mouse click the shape and select Format AutoShape.

- Select the Colors and lines tab.
- Under the Fill area, click the arrow on the Color box.
- Choose Fill effects to open the dialog box.
- Choose the Picture tab.
- Click the Select picture button.
- Locate and Insert an image on your computer.
- Click OK twice and the picture will appear in the bars.

To animate the picture

- Make sure the picture is selected …
- From the Slide Show menu, choose Custom Animation, this will open the Task Pane.
- In the Task Pane click the Add Effect button.
- Choose Entrance and Fade.
- Set the Start to With Previous, so it starts when the slide appears.
• Set the **Speed** to **Medium**

• At this stage you should see a “bar” in the Task Pane. The bar is probably called Rectangle 1 with a “0” preceding it.

• Play it to check that the picture fades in as the slide appears. You should only see part of the picture.

• Make sure the picture is still selected …

• Click the **Add Effect** button.

• Choose **Motion Paths** and **Left**.

• Set the **Start** to **After Previous**, so it starts after the rectangle fades in.

• At this stage you should see a second “bar” in the Task Pane. The bar is probably called Rectangle 1 with a clock icon preceding it.

• Play the effect.

• To slow it down, click the down arrow to the right of the new bar to see the list.

• Choose **Show advanced timeline**

• Drag the coloured rectangle to the right, to make the effect play for longer.

• Go to the first Slide and run the sideshow and click to advance to the second page to see how the effect works. If it isn't exactly how you want it you may need to adjust the settings.

• If you hold the **Ctrl** key as you click the **View slide show** option, it will play in a small window.

**Summary Slide**

In PowerPoint 2003 or earlier, there is a built-in summary slide feature. This feature simply lists the slide headings on a new slide which you can rename or move.

• Go to **Slide Sorter** view.

• Press and hold the **Ctrl** key and click on each slide that you want to include.

• Click on the **Summary Slide** button on the **Slide Sorter** toolbar.

• A summary slide will be added to your presentation.

If you want to link the headings to the individual pages you need to insert each as a Hyperlink.
Visual Identity

The University of Western Sydney has its own “brand”. When creating a PowerPoint presentation there is a UWS Template.

The Template is available from:
http://www.uws.edu.au/staff/visualidentity