

Microsoft PowerPoint
Manual básico

Copyleft Septiembre 2007

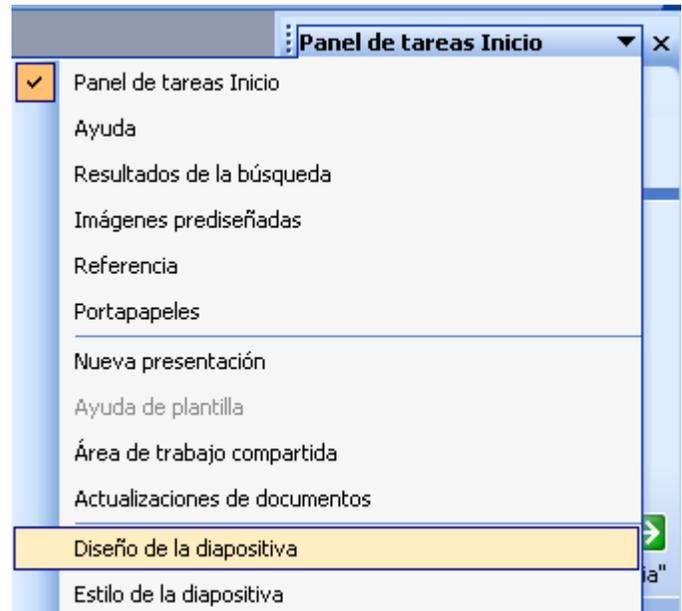
Microsoft PowerPoint 2003

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Diseño de diapositiva

Para elegir un diseño de diapositiva nos dirigimos al panel de tareas, (menú ver, barras de herramientas, panel de tareas), y seleccionamos diseño de la diapositiva.

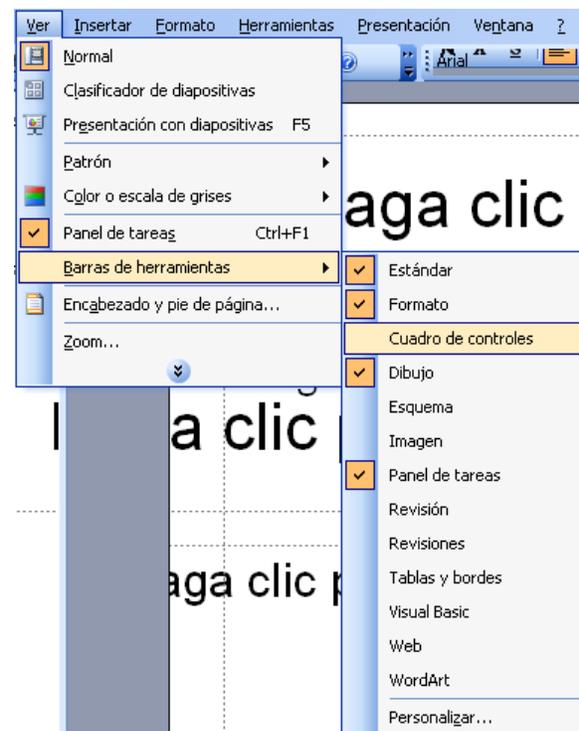


Podemos elegir entre unos 27 diseños distintos de diapositivas.

Cuando hemos elegido nuestro diseño a utilizar le damos clic izquierdo con el ratón y veremos como el diseño pasa a la diapositiva que tenemos en el área de trabajo.

Barras de Herramientas

Para seleccionar las barras de herramientas que queremos tener a la mano nos dirigimos al menú ver > barras de herramientas y damos clic izquierdo sobre la barra que deseamos tener a la vista o quitar de la vista en el área de trabajo.



Diagramas

Los diagramas son gráficas que representan una serie de datos tabulados, Microsoft PowerPoint nos permite trabajar con ellos de una variedad de diapositivas.



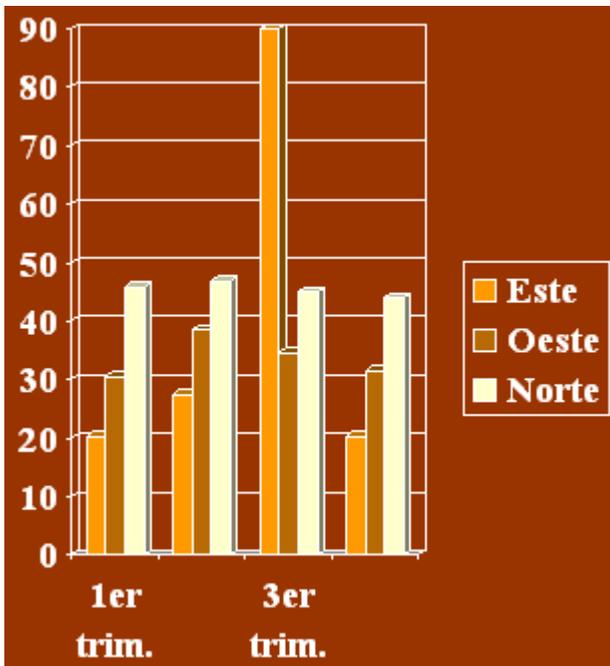
Para agregar el gráfico damos doble clic donde nos indica PowerPoint por medio del recuadro que se puede ver a la izquierda.

Al
que
a la
La
1er

		A	B	C	D	E
		1er trim.	2do trim.	3er trim.	4to trim.	
1	Este	20.4	27.4	90	20.4	
2	Oeste	30.6	38.6	34.6	31.6	
3	Norte	45.9	46.9	45	43.9	

hacerlo nos
abrirá la
ventana
vemos aquí
derecha.
primer fila
(donde dice
trim. 2do
trim.)

representa los títulos de las barras al pie de las mismas; cada fila representa un tipo distinto de datos(norte, este) que serán graficados en la misma columna o columnas paralelas juntas sobre el mismo titulo al pie de las mismas.

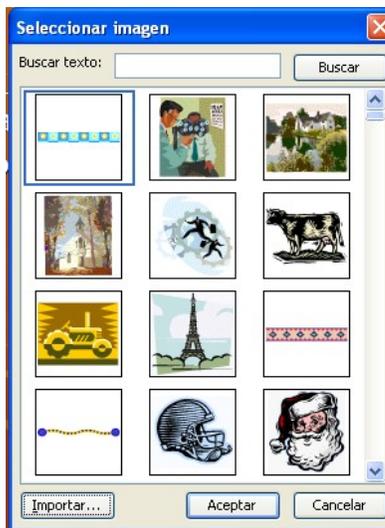


Como se puede observar en la gráfica, las filas Este, Oeste, Norte son graficadas en distintas barras con colores diferentes pero en la misma columna (1er trim; 3er trim) donde cada trimestre es la columna A, B, C, etc. De la ventana de la hoja de datos, y cada barra de distinto color es cada fila de la hoja de datos.

Imágenes

PowerPoint nos permite insertar imágenes en nuestras diapositivas. Para insertar una imagen debemos primero elegir un diseño de diapositiva que nos permita hacerlo.

Damos doble clic izquierdo sobre el recuadro indicado para agregar imágenes. Al hacerlo se nos abrirá una galería con imágenes prediseñadas que Office guarda al momento de instalarlo.



También podemos importar una imagen de nuestros archivos como una fotografía o una imagen descargada de Internet con anterioridad presionando el botón Importar.

Efectos y animaciones

Los efectos y animaciones nos son de gran utilidad para explotar nuestra creatividad permitiéndonos personalizar



nuestras presentaciones tanto como queramos gracias a la gran variedad de efectos y animaciones que nos permite colocar en las diapositivas PowerPoint.

Para agregar los efectos y animaciones nos dirigimos al panel de tareas y seleccionamos la opción “personalizar animación”, esto nos colocará en la barra de tareas las opciones que vemos a la derecha.

Seleccionamos el objeto al que le queremos agregar el efecto o animación (ya sea una imagen o un párrafo) y presionamos el botón Agregar efecto; nos extenderá un menú con más opciones de efectos como énfasis, entrada, salir, etc. Seleccionamos el efecto que deseemos y si no está el que queremos pues damos clic sobre el botón que dice “más efectos”.



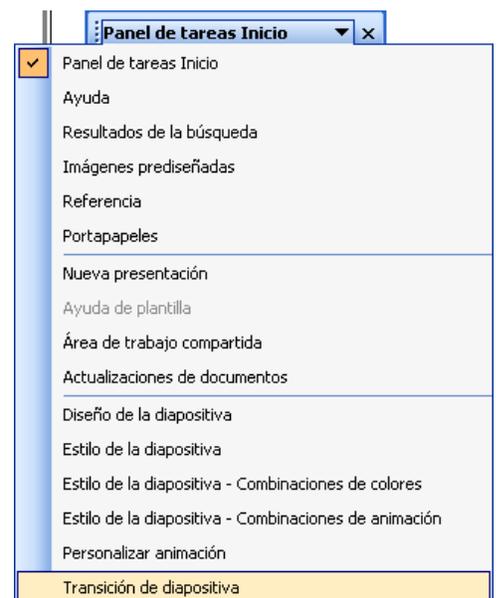
Al agregar un efecto nos habilitará las opciones de Inicio que sirve para indicar cuándo debe iniciar la animación, podemos elegir entre: al hacer clic (iniciará al dar clic con el ratón), con la anterior (iniciará junto con la animación anterior) y después de la anterior (iniciará al terminar la animación anterior).

En el campo velocidad podemos elegir la velocidad a la que queremos que se mueva la animación.

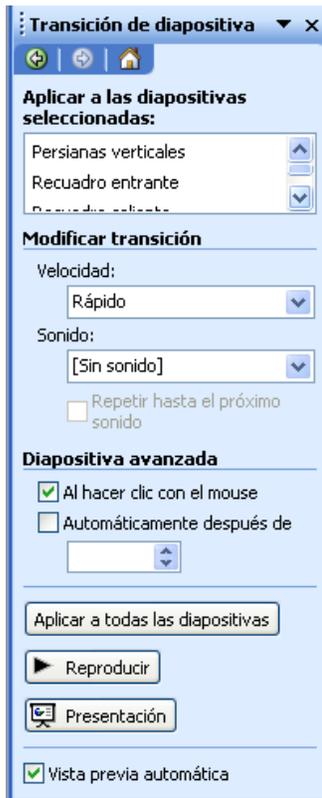
Cada vez que agregamos una animación en una sola diapositiva, esta animación o efecto se lista en el recuadro inferior de la barra de tareas pudiendo así cambiar el orden de los efectos a nuestra conveniencia.

Transición de diapositivas

Se refiere al cambio de una diapositiva hacia otra. Las opciones de transición de diapositivas las encontramos en el panel de tareas.



Podemos elegir entre varios estilos de presentación entre los que podemos mencionar: persianas verticales y persianas horizontales, recuadro entrante, recuadro saliente, cuadros bicolors, etc.



Cuando ya hemos elegido el estilo de transición podemos modificar ciertos aspectos como la velocidad, podemos también agregar un sonido el cual podemos hacer repetir hasta el próximo sonido.

El avance de diapositiva lo podemos controlar eligiendo entre avanzar al hacer clic con el Mouse o automáticamente después de determinado tiempo. Podemos elegir aplicar esta configuración a todas las diapositivas o solamente a las diapositivas seleccionadas.

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