

Gets the 'Point'

November 2000

Application Window

Title Bar	Vertical Scroll Bar
Menu Bar	Horizontal Scroll Bar
Standard Toolbar	Previous Slide Button
Formatting Toolbar	Next Slide Button
Drawing Toolbar	Status Bar
Presentation Window	View Button

Pull-down Menu Items



- ✓ **File** Functions dealing with the ENTIRE document-
New, Open, Close, Save, Save As, Page Setup, Print, Exit
- ✓ **Edit** Functions dealing with SPECIFIC PARTS of the presentation-
Undo, Cut, Copy, Paste, Select All, Delete Slide, Find, Replace
- ✓ **View** Used to change the document's APPEARANCE on the SCREEN-
Slide, Outline, Sorter, Notes, Show, Toolbars, Rulers, Guides
- ✓ **Insert** Used to place SPECIFIC ITEMS in your presentation-
New Slide, Duplicate, Number, Date/Time, Picture, Text, Movies and Sounds, Chart, Object
- ✓ **Format** Used to CHANGE SETTINGS of specific features/items-
Font, Bullet, Alignment, Layout, Color Scheme, Background
- ✓ **Tools** Used to activate SPECIAL FEATURES-
Spelling, Style Check, Language, AutoCorrect, Lookup Reference
- ✓ **Slide Show** Used to configure and manipulate slide shows-
View Show, Rehearse timings, Setup Show, Action Buttons, Slide Transitions
- ✓ **Window** Used to arrange MULTIPLE WINDOWS on your screen
- ✓ **Help** Used to access PowerPoint's On-Screen Help (Office Assistant)

Slide Styles/Layouts

Title Slide	Organization Chart
Bulleted List	Chart
Two Column Text	Text and Clip Art
Table	Clip Art and Text
Text and Chart	Title Only
Chart and Text	Blank

Let's Get Started!

- ✓ Double click on **PowerPoint icon** to open the program
- ✓ From the dialog box that appears select **Template** and click on **OK**
- ✓ From the **Designs dialog box** select which background you desire
- ✓ From the **Auto Layout dialog box** select the first choice (title slide)
- ✓ You will now get a slide with two parts: a title and a subtitle area
- ✓ Type in your presentation **TITLE: Microsoft PowerPoint** and **SUBTITLE: How can I use it?** Adjust the centering and fonts.

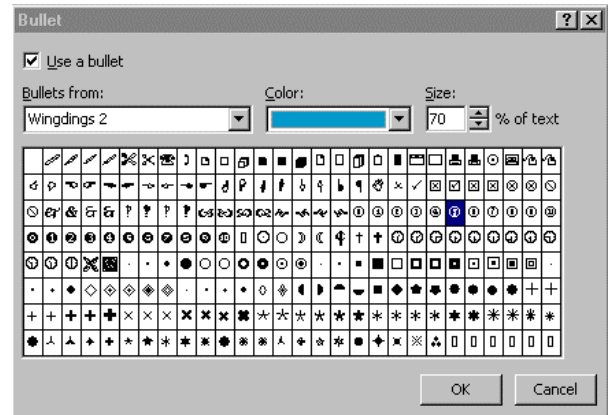


STOP!!!!

- ✓ Go to **Insert** and pull down to **new slide** and click
- ✓ You will now get the dialog box again in which you can select the style of the slide choose the second slide style called **Bulleted List**
- ✓ Add the title **PowerPoint Uses** for that slide at the top and enter the following list in the second box

Warm-up activities
 Open House/Back-to-School night presentations
 Introduction of curriculum concepts
 Student projects and presentations

- ✓ To customize bullets:
 - ✓ Select your text then go to **Format** and scroll to **Bullet**
 - ✓ In the open window, select the bullet style area and choose a specific bullet.
 - ✓ To change bullet size or color, use the pull-down menus in the open window.
 - ✓ Click OK!



STOP!!!!

- ✓ Create another **new slide** (same process as above – Insert – New slide)
- ✓ Select the third slide style called **Two Column Text**
- ✓ Enter the title for the slide **PowerPoint Skills** and the following text in the two columns provided only this time play with the font, style, size, etc. within this card

Opening PowerPoint	Inserting Clip Art and sound
Creating new slides	Adding transitions and timing
Selecting Style and Background	Spell checking your slides
Editing and changing text	Drawing tools, Word Art, etc.
Inserting tables and charts	Printing (different versions)

- ✓ Practice your bullet customization skills on this slide.

STOP!!!!

- ✓ Create a **new slide**
- ✓ Select the fourth slide style called **Table**
- ✓ Enter the Title **Science Curriculum Schedule** for this slide and then double click in the area for the table
- ✓ Set the number of columns (3) and rows (3), then begin entering the following data into your table

MONTH	TOPIC 1	TOPIC 2
September	Human Body	Planets
October	Environment	Rocks/Minerals

If you want to customize the table you have created here's how!

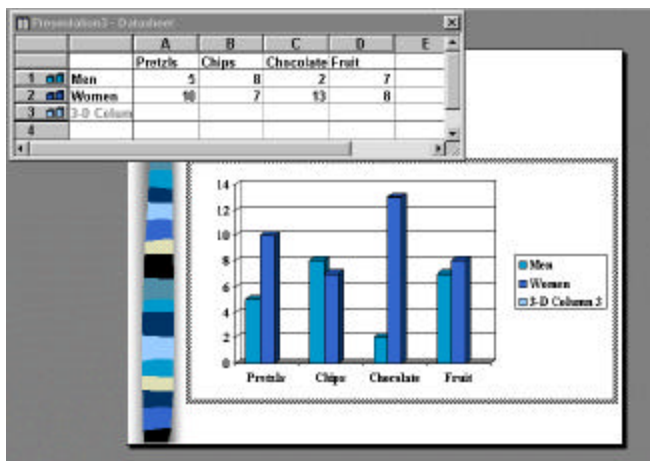
- Left-click on the table to select it



- Right-click on top of the table and a menu will appear
- Select Edit Document object
- Right-click on the cell and you can now choose from the following editing choices
 - ◆ Borders and Shading - try filling the cells with color or using different borders
 - ◆ Text direction
 - ◆ Alignment of text
- ✓ Click outside the table to return to your slide!
- ✓ If you want to change the font (size or style) or adjust the borders, double-click on the table.

STOP!!!!

- ✓ Create a **new slide**
- ✓ Select the **Chart** slide
- ✓ Enter the title **Our Favorite Snacks** for this card
- ✓ Double click in the area for inserting the chart
- ✓ A sample Excel spreadsheet will appear. Highlight everything that you see and press the delete key on your keyboard to remove the sample data.
- ✓ In the area below list your five favorite snacks and we will vote as a group!!!!



- _____ votes _____
- _____ votes _____
- _____ votes _____
- _____ votes _____
- _____ votes _____

- ✓ Now, enter the results of our poll onto your data sheet.
- ✓ Place the food types across the top and the men and women categories down the side
- ✓ HINT: Keep the top left data cell empty!

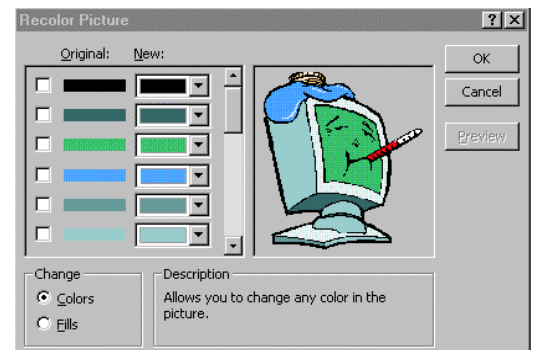
- ✓ To remove the third row (which says 3D-column), select it and press delete on your keyboard.
- ✓ When you have finished entering your data click outside the spreadsheet area and your chart should appear in your slide now
- ✓ If you need to adjust the box size for the chart click on the chart area and grab one of the boxes with your double-head arrow and click and drag to new size.

If you want to customize your chart here's how!

- ◆ Select your chart with a left click (This puts handles on it!)
- ◆ Right-click on top of the chart
- ◆ Go to **Edit Chart Object**
- ◆ Right-click directly on the columns in the chart
- ◆ Select **Format Data Series**
- ◆ Select a new color, add data labels, change the shape, and choose other options here!
- ◆ After the right-click you also have a choice to change the chart type which allows you to change from a 3-D chart to another type
- ◆ By right-clicking behind the columns in your chart, you can select **Chart Options** and change the chart title, axis, gridlines, legend, data labels or data table!

STOP!!!!

- ✓ Create a **new slide**
- ✓ Select either the **Text and Clip Art or Clip Art and Text** style
- ✓ Enter the title **Polish your Presentations** and then click on the area for the text and type in the following data in the text area
 - Add clip art
 - Add sounds
 - Add transitions
 - Add charts
 - Add tables
 - Add drawings
 - Add word art
- ✓ Next, double click on the area marked for clip art. You will now see a dialog box where you can select various clip art categories
- ✓ For now, select the cartoons category and select one of the clip art images by clicking on it then click OK down in the bottom right corner
- ✓ This picture will now appear on your slide in the area marked for clip art
- ✓ If you would like to resize the image, click once and handles appear to resize. Place your cursor over the handle until a double-headed arrow appears and click and drag to desired size
- ✓ To place a frame around your image, using either the picture toolbar or the drawing toolbar, select the **line** shortcut button. Select the line style that you want. To place a colored frame around the image, follow the same process and after the frame has been placed and is still selected, use the **paintbrush** (line color) shortcut button
- ✓ To customize your clip art, right-click on the image and select **Format Picture**
- ✓ In the open window, select the **Picture Tab**, and use the **Recolor** button to customize the colors in your image
- ✓ Click on the **Reset** button to accept the changes that you have made
- ✓ Click on **OK**



You can use clip art images to be "watermarks" on your slides as well!

- Select the image that you want to use
- Place the image on your slide, as you would normal clip art
- Resize if necessary
- Using the **Picture** toolbar, select the **Image Control** button
- Select **Watermark**
 - Use the **Brightness** and **Contrast** features to adjust your image
 - Go to **Draw** then to **Order** then to **Send Backward**
 - Enter your text (You may want to do no text-wrapping to get your text to run over your watermark)

STOP!!!!

Changing Colors, Backgrounds, and Templates

Under the **Format** pull-down menu you can make the following changes:

- ✓ **Color Scheme** – applies different colors to the entire slide
- ✓ **Background** – applies a different color to the background only
- ✓ **Design** – allows you to apply a different template to all your slides

Drawing and Word Art



- ✓ Select the **Word Art** icon from the drawing toolbar (if the toolbar is not across the bottom of your screen, go to **View**, then to **Toolbars**, then click on the **Drawing** toolbar and it should appear)
- ✓ Select the style of **Word Art** you want and click **OK**
- ✓ Type in the text that you want to appear in the word art and click **OK** again
- ✓ Your word art will appear on your slide, click and drag to your desired location
- ✓ You can change your Word Art, using the **Format WordArt** and **WordArt Shape** options on the **Word Art Toolbar**
- ✓ Let's add some **AutoShapes** to our slide! Using the **AutoShapes** option on your **Drawing Toolbar**, choose the category you want. (Basic Shapes has a smiley face!)
- ✓ Select an **AutoShape** and drag to place it on your slide. Want to change it? Use the shortcut buttons on your **Drawing Toolbar**! Or, use the yellow diamond to "tweak" your image (works with WordArt too!)
- ✓ Give your image a "spin" by using the **Free Rotate tool** (they used to charge for this, but now its Free!). Click on your **AutoShape** and then click on the **rotate tool**. Place your cursor over one of the green dots, and click and drag to change the orientation
- ✓ **NEAT IDEA** - Create an object using the Autosshapes and fill it with a digital camera picture to add some style!



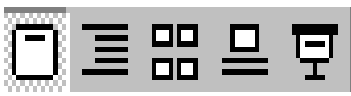
Action Buttons

The following action buttons are available in PowerPoint: Blank, Home, Help, Information, Back, Forward, Beginning, Ending, Return, Document, Sound, Movie

Here's how to use them:

- Select the button you want to use
- Use the crosshairs to click, drag and draw your button
- A pop-up window asks you what you want to do with the button; to take you to the previous slide, send to another slide, link to another document or to the internet.
- You can move the button or fill it with different colors

Views in Slide Show



- ✓ **Slide View** - shows you the full slide and allows you to add, edit, and make changes to the individual slide
- ✓ **Outline View** - shows you the full outline and up in the right hand corner also shows you the slide that the data you are looking at is on
- ✓ **Slide Sorter View** - allows you to edit slides, add/edit/move slides, add transitions, timings, sound and many other things - You will use this view often!!!
- ✓ **Notes Page View** - shows you the slide and any notes that you have added on one sheet. (You are able to add notes to this view simply by clicking in the notes area and typing!!)
- ✓ **Slide Show View** - allows you to view the slide show and test your transitions, timings, etc.

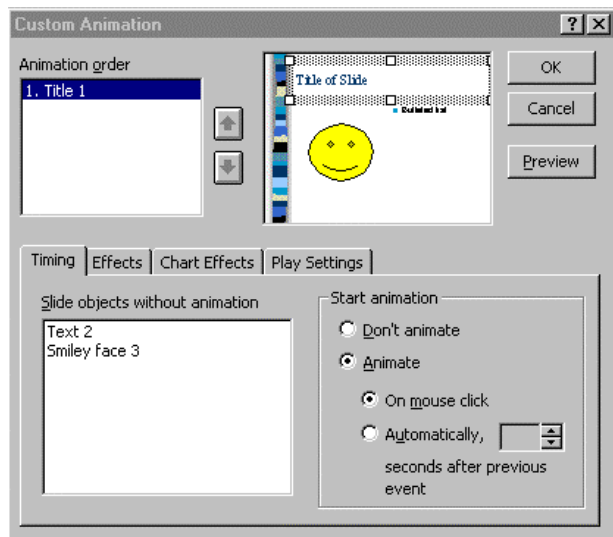
Transitions and Timing

- ✓ Go to the **Slide Sorter View** (On the Menu Bar under View or Use shortcut button on bottom left side of your screen)
- ✓ Go to **Slide Show**, pull down to **Slide Transition**
- ✓ You will get a Transitions dialog box
- ✓ In this box there is a line that currently says **No Transition**
- ✓ Click on the arrow at the end of that line and pull down to the various transitions and try a few
- ✓ Once you have found one that you like, leave that Transition type name on that line
- ✓ You can change the **speed of your transitions** - **Fast, Medium, Slow** - select the speed you prefer by clicking on the radio button beside

- ✓ You may also change when the **slides will advance**. Currently the default is the move the slide on a mouse click. (bottom left corner of box)
- ✓ You may select the other option if you desire and put in a time frame (It says Advance Automatically after ___ seconds)
- ✓ This is also where you can add sounds when the slides are making their transition
- ✓ In the bottom right corner you will see a line that says **No Sound**
- ✓ Click on the arrow next to that statement and pull down to the sound that you desire and leave that name on the line
- ✓ After selecting a transition, speed, and sound, apply your choices to the selected slide by choosing **Apply** or add your choices to all of the slides in your program by choosing **Apply to All**

Animations

- ✓ There are two types of animations: **Preset Animations** and **Custom Animations**
 - *Preset Animations allow you to decide how your bulleted items will appear on the screen*
 - *Custom Animations will allow you to perform such functions as: Entry Animation, Sound upon Entry, Dimming or other effects after the animation*
- ✓ Go to the **Slide Show** menu and pull down to either **Preset** or **Custom Animations** depending on which you want



- ✓ If you choose **Preset**, a pop up box will appear with your entry animation choices, select which option you want
- ✓ If you choose **Custom**, a separate dialog box will appear which allows you to select what to animate and what effects you want performed
 - ☛ Under the **Timings** tab, select the object you would like to animate and make sure the **Animate** radio button is checked
 - ☛ Click on the **Effects** tab and from the pull-down menu select a method of entry, a sound associated with the entry, and any other effects
- ✓ If you would like to **Preview** your selections, click on the appropriate button. Otherwise click **OK**

Grouping and Ungrouping Objects

If the clip art you selected for one of your slides has more than one image or part to it, try ungrouping it! Here's how:

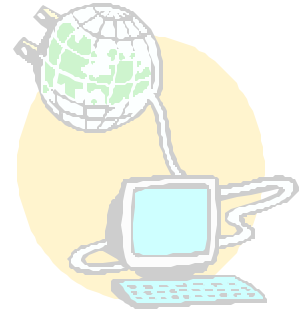
- Select the image
- Go to Draw and select Ungroup
- A pop-up window will appear - say yes
- Click off the image
- Next, click on the part of the image that you want to delete, move, or resize
- OR since the objects are now ungrouped, using the Custom Animation, you can have them appear on your slide at different times.

You can group items you want to appear together on your slide!

- On your selected slide, click on the first item of the new "group"
- Hold down the shift key and select the next item for the group
- Continue until all objects for the new "group" have handles
- Go to **Draw** and select **Group**

Printing various PowerPoint elements

- ✓ Go to **File**, pull down to **Print**
- ✓ A Print Dialog box will appear
- ✓ In the **Print Range** area (center, left), you can select to just print the current slide or a range of slides
- ✓ In the **Print What** area (bottom, left), you can select to print:
 - Slides (without animations)
 - Handouts (2 per page/3 per page/6 per page)
 - Notes Pages
 - Outline View
- ✓ In the **Print What** area you can also tell it to print only in **Black and White**, **Scale to Fit paper**, or **Frame the slides**



PowerPoint Resources on the Net

<i>Presenters University</i> – Unique background templates to download	http://www.presentersuniversity.com/Multimedia/show_powerpoint.cfm?category=all
<i>PresentationPro</i> – PowerPoint background templates to purchase. Free samples to download.	http://www.presentationpro.com/
<i>E-Office</i> – Custom templates and backgrounds from Vancouver.	http://www.vedc.bizland.com/new_page_1.htm
<i>ColorConnection</i> – Xerox provides templates for new Tektronix color printers. “Sign up” to get yours!	http://colorconnection.xerox.com
<i>Muddy Shoes Software, LLC</i> – Make great presentations with these PowerPoint add-on software packages. (Purchase)	http://www.muddyshoes.com/
<i>Website Estates</i> – Free resource for PowerPoint templates. Offers free newsletter to provide e-mailed templates.	http://www.websiteestates.com/ppoint.html
<i>Microsoft PowerPoint Templates</i> – Free templates for you, from Xerox.	http://www.tektronix.xerox.com/partners/office/tt_frames_et.html
<i>Schaefer Design Group</i> – Templates, arranged in categories, to download and use. Free	http://www.schaeferdesign.com/
<i>PC World</i> – Meyer’s PowerPoint Templates - Download free, pre-designed template collection	http://www.pcworld.com/fileworld/file_description/0,1458,5531,00.html
<i>Graphicsland</i> – Free, free, free! Large collection of templates.	http://www.graphicsland.com/powerpoint-templates.htm
<i>Microsoft</i> – 59 PowerPoint templates available in a file, to download to your computer.	http://support.microsoft.com/support/kb/articles/Q150/9/86.asp
<i>Microsoft Office Update: PowerPoint Downloads</i> – Sound and animated template files that you can download.	http://officeupdate.microsoft.com *Click on PowerPoint → Downloads.

