



The Starting "Point"

January 2001

Opening PowerPoint

- ✓ Double Click on icon
- ✓ Select how you want to create your presentation:
 - AutoContent Wizard – requires you to enter specific information regarding your presentation prior to beginning
 - Template – allows you to select your background and slide style prior to beginning
 - Blank Presentation – allows you to select your slide layout style prior to beginning

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 and more.....	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 **AutoLayout dialog box** select the first choice which is a title card
- ✓ 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?**
- ✓ **Play with the centering and font size and style**

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** at the top and enter the following list in the second box
 - Warm-up activities
 - Open Hous/Back-to-School night presentations
 - Introduction of curriculum concepts
 - Student projects and presentations

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
Creating new slides
Selecting Style and Background
Editing and changing text
Inserting tables and charts

Inserting Clip Art and sound
Adding transitions and timing
Spellchecking your slides
Drawing tools, Word Art, etc.
Printing (different versions)

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 and you may now experiment with resizing, moving, adding a border, etc. to the picture

STOP!!!!

Other PowerPoint features to consider –



- Changing colors, backgrounds, and templates
- Drawing, Word Art, etc.
- Spell check
- Various views in Slide Show
- Transitions, Timings, and Sounds
- Printing various elements

Changing Colors, Backgrounds, and Templates

- ✓ **Color** – applies different colors to the entire slide
- ✓ **Background** – applies a different color to the background only
- ✓ **Template** – 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** (you can change the style, font, etc.)
- ✓ Your word art will appear on your slide, click and drag to your desired location
- ✓ Proceed with your slide as normal to add other text, clip art, etc.
- ✓ The same can be done to add lines, rectangles, Ovals, and other drawing shapes

~~Spell Czech~~ ~~Spill Chek~~ Spell Check

- ✓ Is done in PowerPoint the same as in word
- ✓ Go to **Tools**, pull down to **Spelling**
- ✓ The Spell Checker will go through all slides and pull out words that it does not recognize and give you the opportunity to change or ignore them
- ✓ Remember that PowerPoint (as does Word) will underline spelling/grammar mistakes with red/green (Also remember our right click trick!!!)

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.



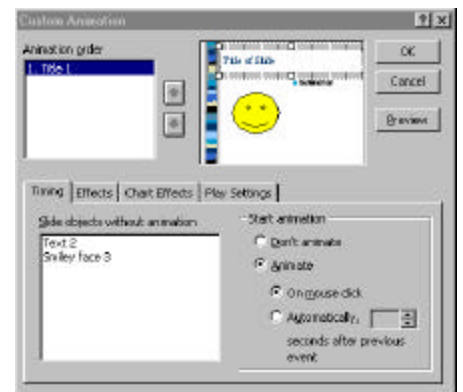
Transitions and Timing

- ✓ Go to the **Slide Sorter View**
- ✓ Go to **Slide Show**, pull down to **Slide Transition**
- ✓ You [TS1]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 you have made all of your transition, timing and sound changes select the **Apply to All** button (You can make changes to individual slides but you need to highlight that slide prior to going in to this area and then you would just click on Apply)

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 chose **Preset** a pop up box will appear with your entry animation choices, select which option you want.
- ✓ If you chose **Custom** a separate dialog box will appear which allows you to select which text to animate and what effects you want performed.
- ✓ If you would like to **Preview** click on the appropriate button, otherwise click **OK**



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**