

PowerPoint in the Classroom

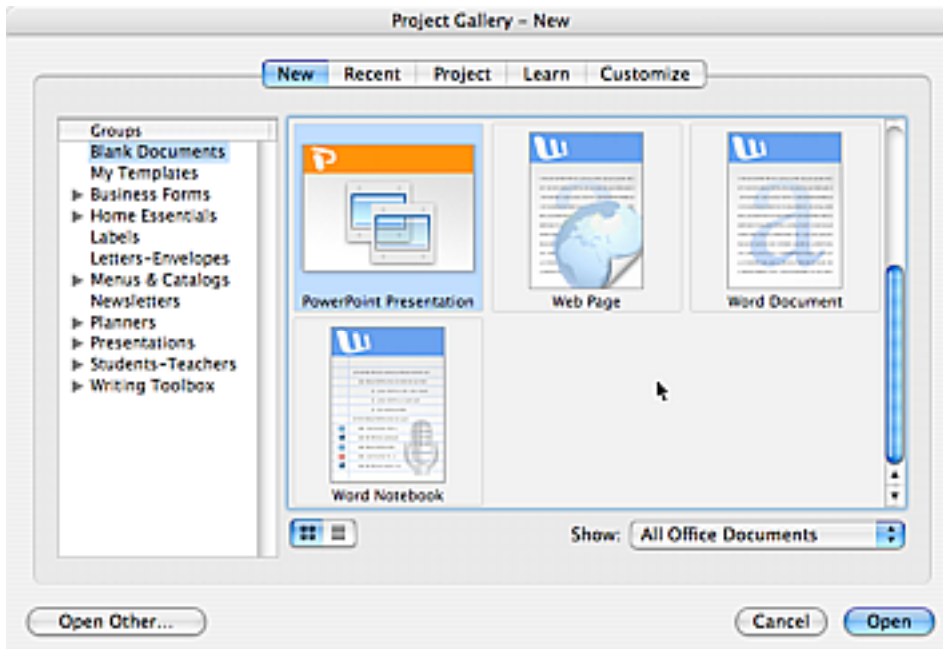
PowerPoint Mac 2004

Create a Presentation

Open PowerPoint. If it is not in your Dock, go to Hard Drive/Applications/Microsoft Office. Double Click the orange P.



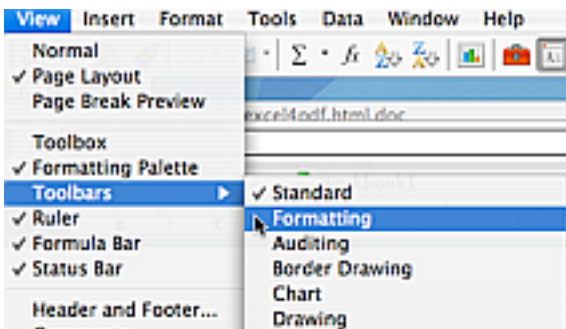
You will see the Project Gallery.



- If necessary, click the New tab at the top of the screen, and Blank Documents on the left.
- Click PowerPoint Presentation
- Click Open

About Toolbars and Palettes

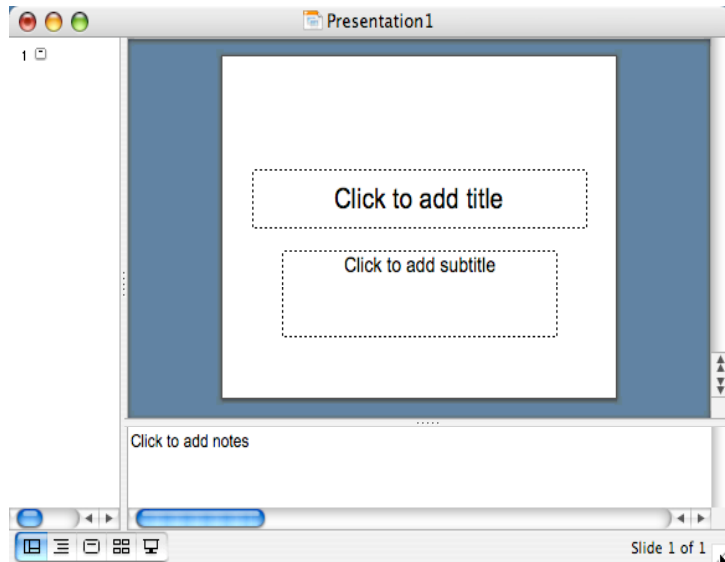
Microsoft Office applications may not have all the necessary toolbars and palettes showing at any given time. It is important to make sure that all the necessary items are available before work is started.



- Go to View/Toolbars and make sure that the Standard and Formatting Toolbars are selected. Notice that there are many Toolbars available in PowerPoint. If these items are checked, they are already selected.
- Select Formatting Palette from the

View Menu. The Formatting Palette is context sensitive, which means that it will change as different objects are selected in your document. For example, if text is selected, it will give options for text only. If a graphic is selected, it will give options for graphics only. The formatting palette will be discussed later in greater detail.

The Normal View of the Presentation



The new presentation opens up in the Normal View. The Normal View has 3 sections:

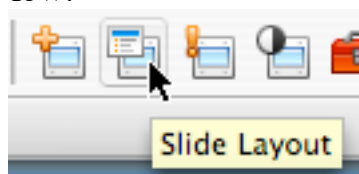
- The Outline section (left), in which you will be able to see your text.
- The Notes section (bottom), in which you can add any notes.
- The Slide section (center), which previews the current slide.
- Add a title and subtitle by clicking in the appropriate boxes. Change the font, style, size, color, etc. as you would in a word processing application.

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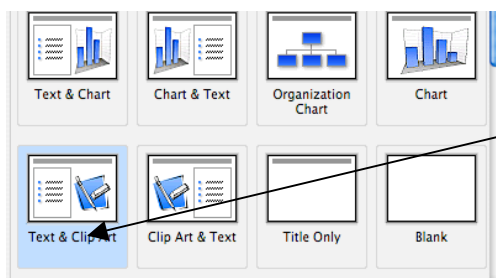
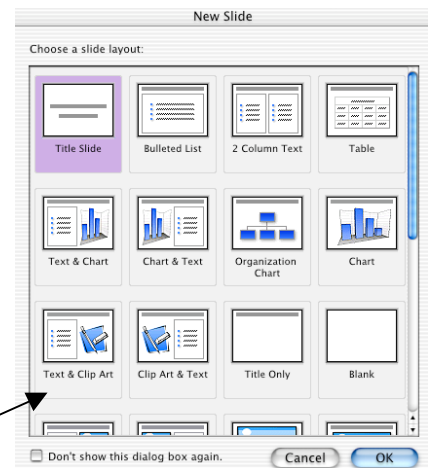
Insert a New Slide and Choose a Layout



- Either click the New Slide button or go to the Insert Menu and select New Slide. Notice that another slide appears in the Outline section of the Normal View.



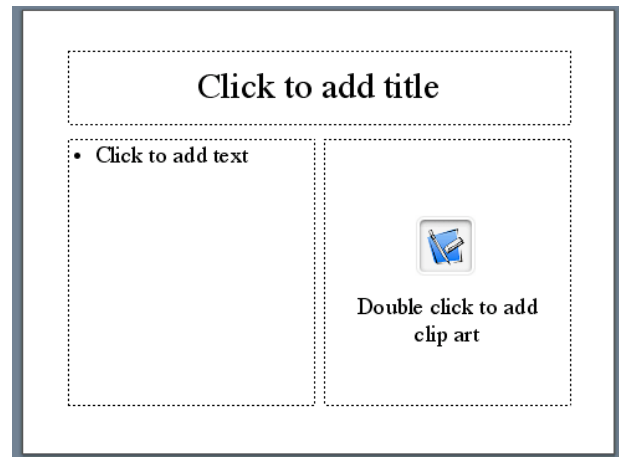
- Click the Slide Layout button to choose a layout for the new slide.
- You will see the screen to the right.



- Choose Text and Clip Art, then click apply.

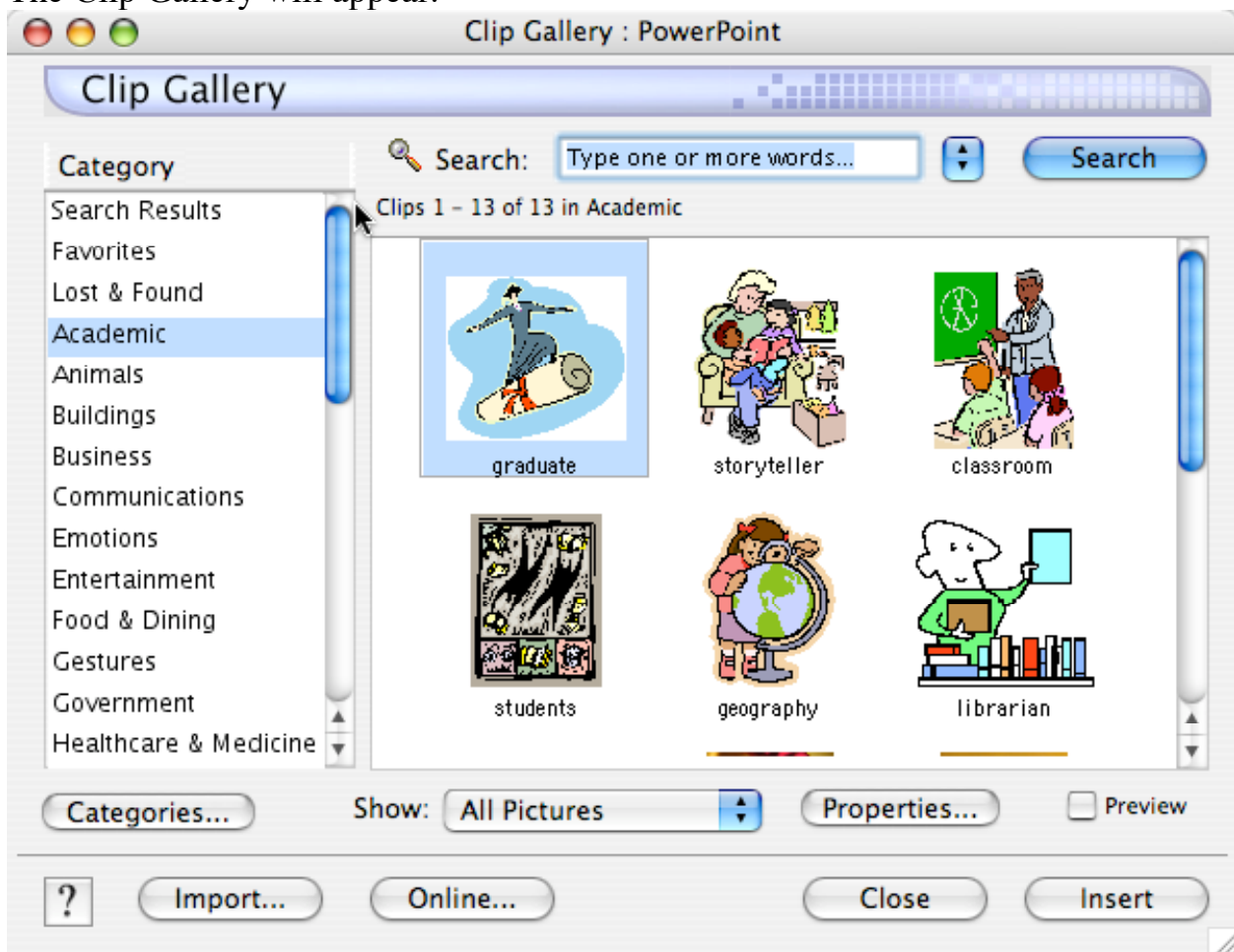
- The slide below will appear.
- Double click to add Clip Art.

Note: Layouts can be edited at any point by clicking the Insert Layout button and choosing a new layout and clicking Apply. Just be careful not to remove important text boxes.



The Clip Gallery

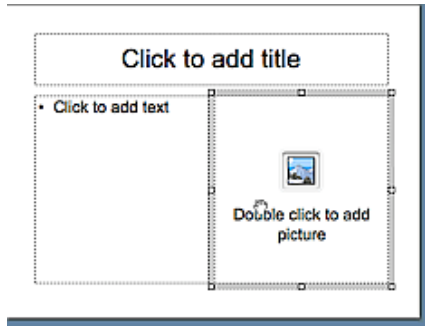
The Clip Gallery will appear.



You can either:

- Select a category from the left hand side and then insert a graphic from the right hand side.
- Click Import (bottom left) and point to a graphic on the hard drive.
- Click Online and go to the Microsoft Office Clip Gallery to insert a web graphic of your choice.

Add a New Slide with A Different Layout



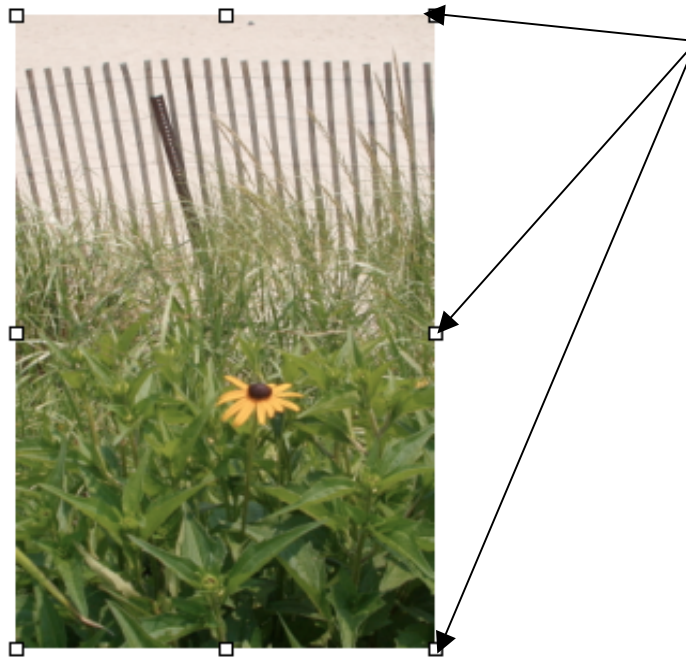
- Double click to add a picture. You will be asked to locate a picture on your hard drive.

You can also go to Insert/Picture and choose from several options such as from Clip Art, WordArt, File or elsewhere.

*Move an image by placing the cursor over it and dragging. Size an image by selecting one of the handles on its perimeter and dragging. Shift-drag a handle to maintain proportions.

*You can also drag a graphic directly into the PowerPoint slide section from anywhere on the hard drive as well as from the iPhoto Library.

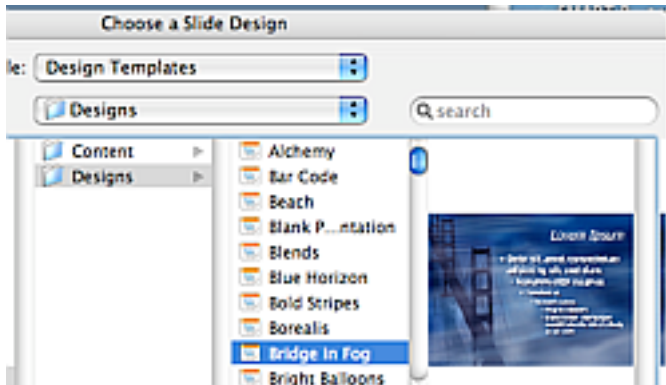
*More information about importing graphics can be found at the end of this handout, *More with Graphics*.



Add a Design or Background

Add a Design

- Go to Format/Design or click the Slide Design button on the Toolbar.

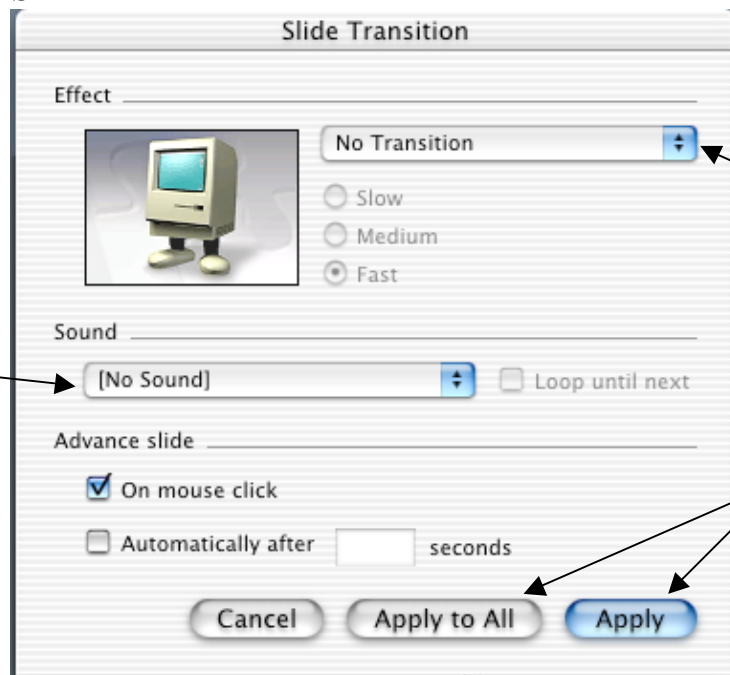


- To see a design, click its name once.
- To apply a design, choose Apply to All Slides or Apply to Current Slide.
- Click Apply.
- To remove a design, click the Slide Design button, choose and apply a Blank Presentation.

The color scheme of the slides may be changed at any time. Go to Format/Slide Color Scheme and click Custom to change the colors in a design. Go to Format/Slide Background to add a background color. These changes can be applied to one or all of the slides in a presentation.

Transitions (How your presentation moves from slide to slide.)

Go to Slideshow/Slide Transitions

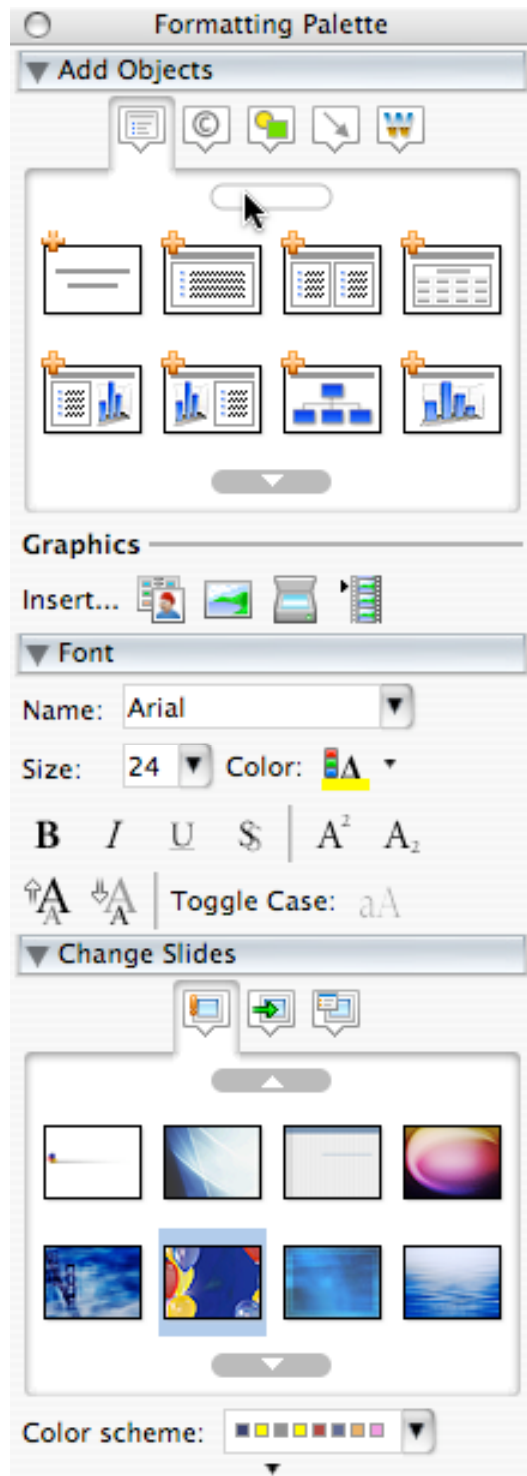


Select sound effects or choose No Sound.

Pull down to select transition type.

You can apply the transition to the entire presentation or just to one slide.

The Formatting Palette



If you are used to using the Formatting Palette, then you are in luck. It will help streamline your work when adding Layouts, Designs and Transitions. In addition, there are some brand new items available from the Formatting Palette.

To access the Formatting Palette, go to View/Formatting Palette.

PowerPoint's Formatting Palette now includes two new sections:

- Objects- Add slides, Symbols, AutoShapes, Lines, WordArt and Graphics.
- Change Slides- Add or change Designs, Transitions and Layouts.
- If graphics are selected, then options to change shadows, colors, weights and fills are easily accessible through this palette.

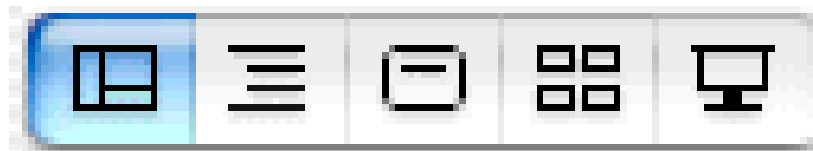
The Formatting Palette is *context* sensitive. This means that it will change according to what is selected. So if text is selected, it will look different than if an image is selected. Click on an object to see what it can do!

Views

Pull down the View Menu to see the presentation in different formats.

- *“Normal view is used when you are designing a presentation slide by slide. In Normal view, you see the outline in the left pane, the slide in the upper right pane, and the notes in the lower right pane. Normal view makes it easy to organize a presentation in outline format and to add notes to each slide.*
- *Outline view shows the content of your presentation. From Outline view, you can rearrange text and add or delete content. Outline view is available only by clicking the Outline View icon from the lower left corner of the PowerPoint 2001 screen.*
- *Slide view shows you the content on each individual slide. With Slide view, you can add graphics, movies, sounds, hyperlinks, and animation to slides. Slide view is available only by clicking the Slide View icon from the lower left corner of the PowerPoint 2001 screen.*
- *Slide Sorter view shows the entire set of slides on the screen, so that you can check the order and consistency of the slides.*
- *Slide Show view puts the presentation together as a slide show, so that you can view the finished presentation complete with sound and animation”.*¹

****Buttons that navigate between views can be found on the bottom left of the PowerPoint window. However, clicking the Slide Show button will take you to the *current* slide, while selecting Slide Show from the View Menu will take you to the *first* slide.**

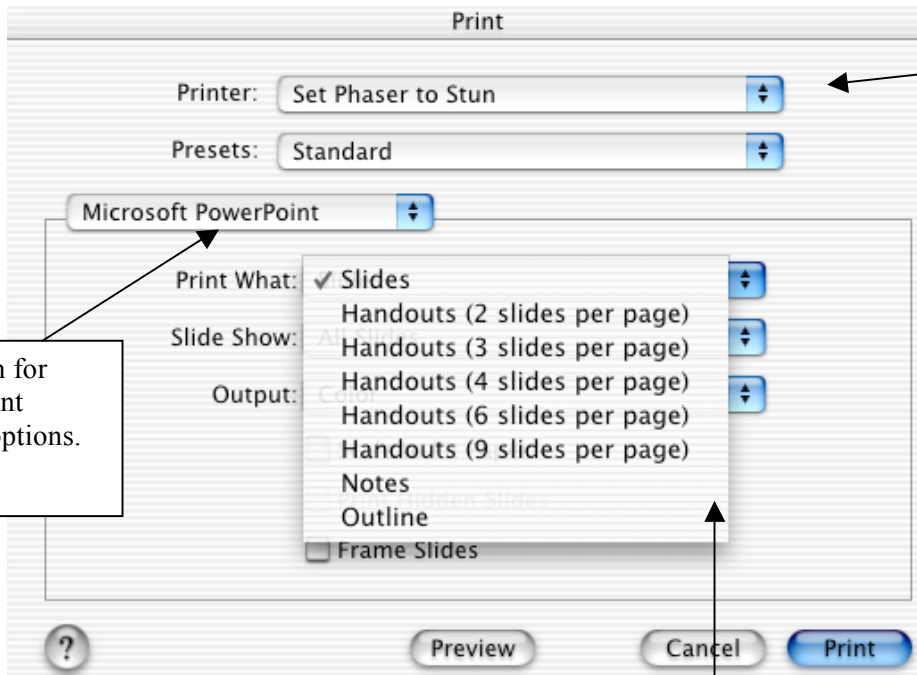


Normal | Outline | Slide | Slide Sorter | Slide Show

¹ <http://download.microsoft.com/download/f/e/3/fe31fcae-d85f-4bcd-a4f2-989dbb01907e/Tutorial.PowerPoint.doc>

Printing your presentation

PowerPoint gives you several options for printing. Go to the File: Print. You will see the following window:



Select printer here.

Pull down for PowerPoint printing options.

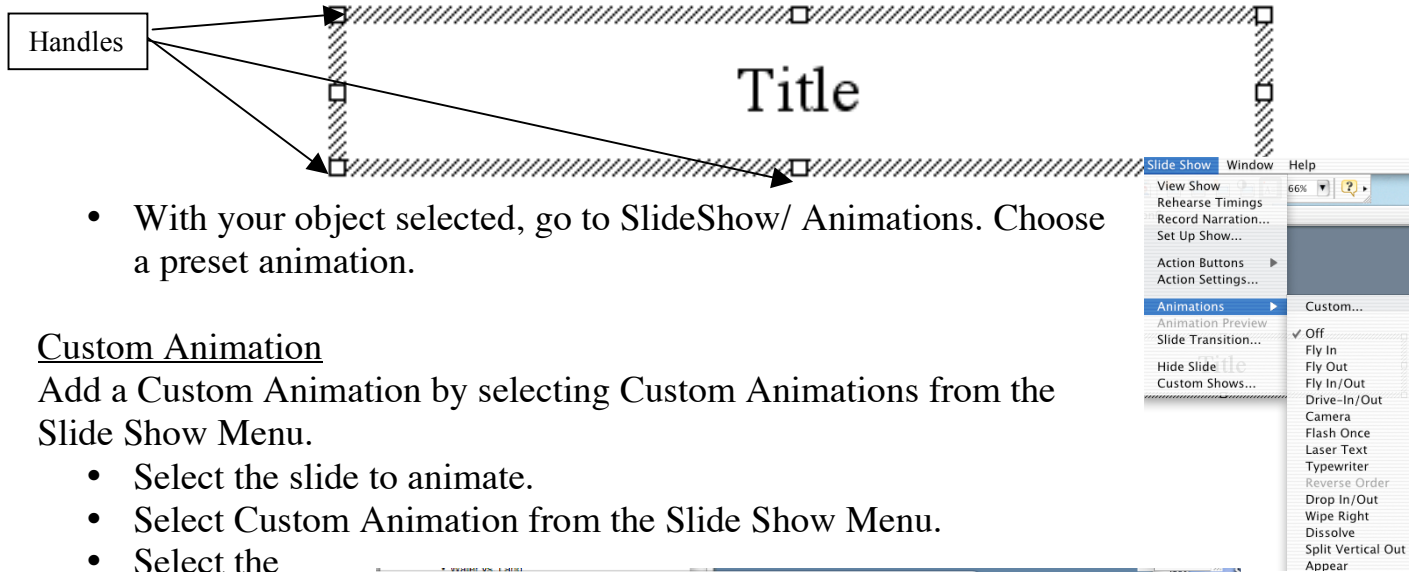
These are your printing options.

Applying Animations

Adding animations to slides creates interest. Animations can be applied to objects such as graphics, tables and charts. They can “fly in”, “zoom in”, “spiral”, etc.

Preset Animations

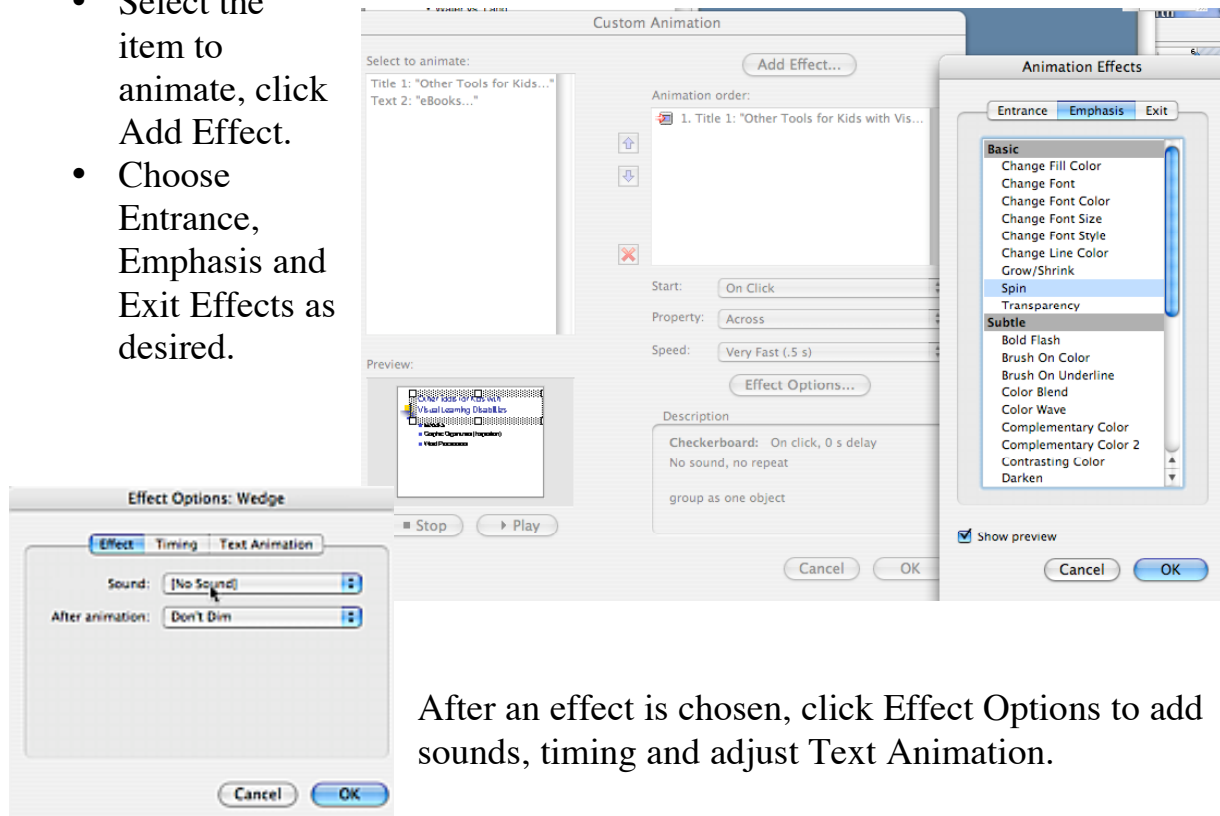
- Click the desired text or object. Clicking an object will reveal ‘handles’ around its perimeter.



Custom Animation

Add a Custom Animation by selecting Custom Animations from the Slide Show Menu.

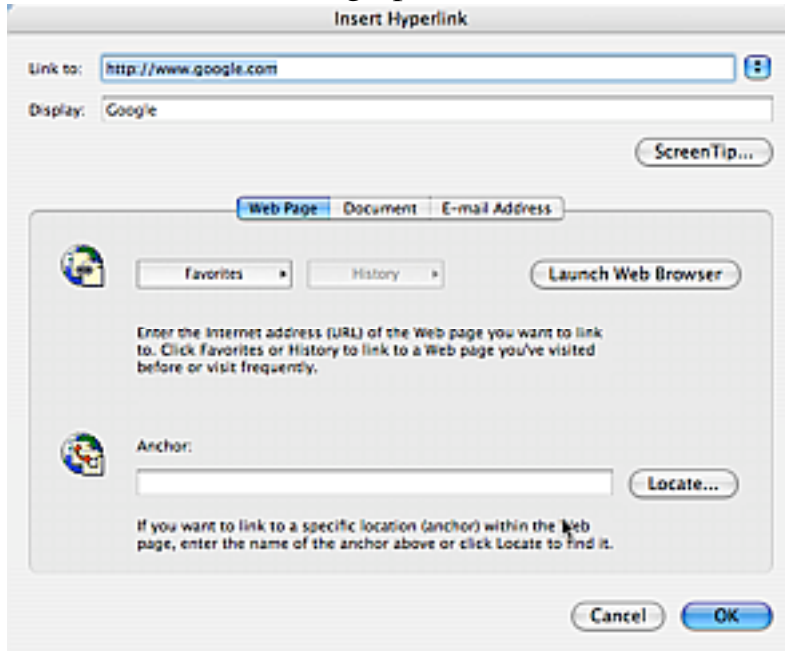
- Select the slide to animate.
- Select Custom Animation from the Slide Show Menu.
- Select the item to animate, click Add Effect.
- Choose Entrance, Emphasis and Exit Effects as desired.



Add Links

Link to a Web Page

Select the text or graphic to be linked.

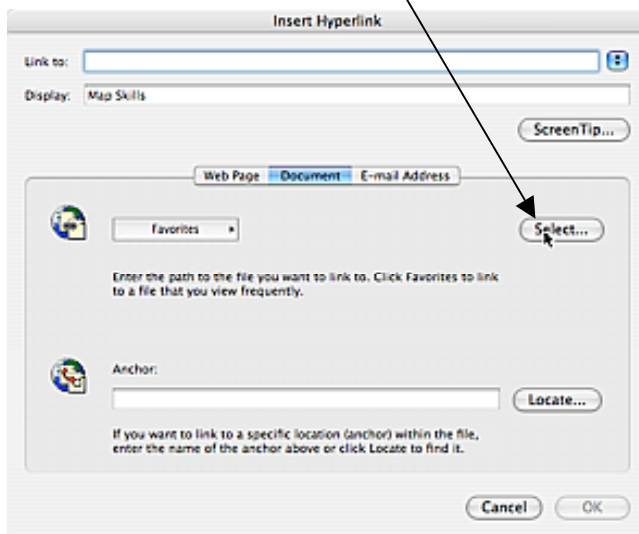


- Go to the Insert Menu and select Hyperlink (or use the Formatting Palette). Make sure that the Web Page tab is highlighted.
- Type the web address in the Link to field.
- Adjust the displayed text, if desired.

Link to a Document

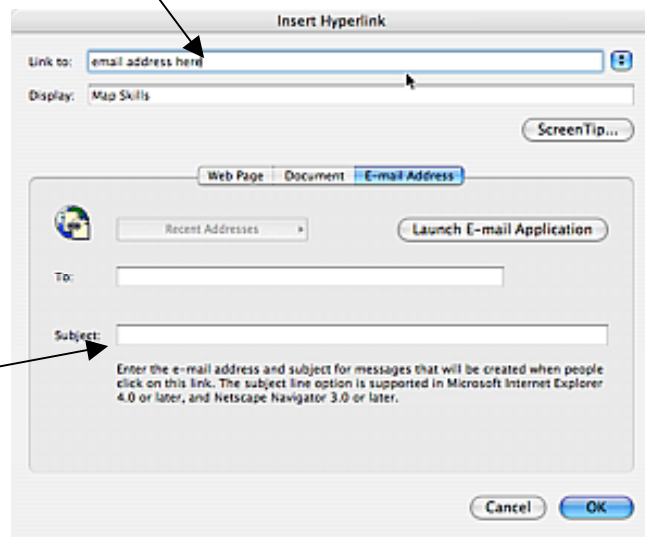
- If you wish to link to another document, go to Insert/Hyperlink and click the Document Tab.

- Click the Select button to select the desired document.



Create and E-mail Link

- Click the E-mail tab. Enter the E-mail Address and the appropriate field.



- Type a Subject to be automatically entered into the e-mail.

More About Layout

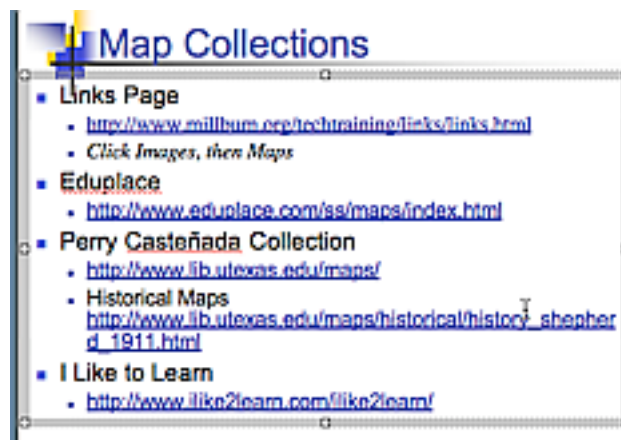
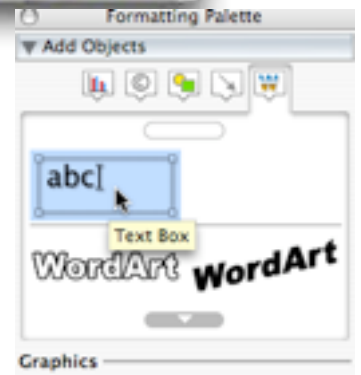
Text Boxes

Text Boxes allow you to place text in a box that can be moved anywhere on your page. Each box of bulleted text in PowerPoint is actually a text box. Text boxes can be created, moved, sized and formatted in various ways.

Creating, Moving and Sizing a Text Box



- Go to View/Toolbars, Drawing. Click the Insert Text Box button on the Draw Toolbar. The cursor becomes a crossbar that be dragged across the document to create a text box. Alternatively, use the Objects section of the Formatting Palette or the Insert Menu.
- Type a few lines in your box. Notice that the perimeter of the text box is made up of small striped lines. This means that the computer is allowing you to add and edit text. At this point, hitting the delete key would delete text.
- Move the mouse along the perimeter of the box. Notice that the cursor becomes a hand. Move the box by dragging its perimeter.
- Move the mouse over one of the white handles on the perimeter of the box. Notice it becomes a rectangle with two small arrows. Drag the handle to size your box.
- After clicking the perimeter, the stripes turn to dots indicating that the computer is now treating the box as a graphic, allowing it to be moved and sized. If you were to hit the delete key, the box would be deleted. If you wish to continue editing text, click inside the box.



Guidelines For a Good PowerPoint Presentation

Don't forget the **3 C's** of a PowerPoint Presentation:

- **Communication** ... Does the presentation effectively tell the audience your message? Every component of the presentation should add to the communication.
- **Creativity** ... Does the presentation appeal to the audience? Have the color choices, graphics, and background design been wisely used?
- **Consistency** ... Does the presentation have a similar style from slide-to-slide? Have the guidelines for text, graphics, transitions and special effects been followed?

Text

1. No more than two fonts on a slide
2. At least 36 point font for titles
3. No more than 6 words in a line
4. No more than 6 lines on a slide
5. Use upper and lower case letters

Colors

1. One color for the background
2. No more than two contrasting colors for the text

Visuals

1. Images are to add to the presentations
2. A minimum of special effects

There are three ways to use the features of PowerPoint, use the one that is most comfortable for you:

1. Pull down menus from the menu bar.
2. Place the cursor on the object you want to work on and press the control button, the same menus from above will appear here.
3. Use the View menu to display the toolbars you want to use, i.e. Animation or Common Task.
4. Use the Formatting Palette.

Advanced Tips and Tricks

Add WordArt to your presentations:

- ❖ Choose **Insert** from the menu bar. Highlight **Picture** then **WordArt**.
- ❖ Select a style then click OK.

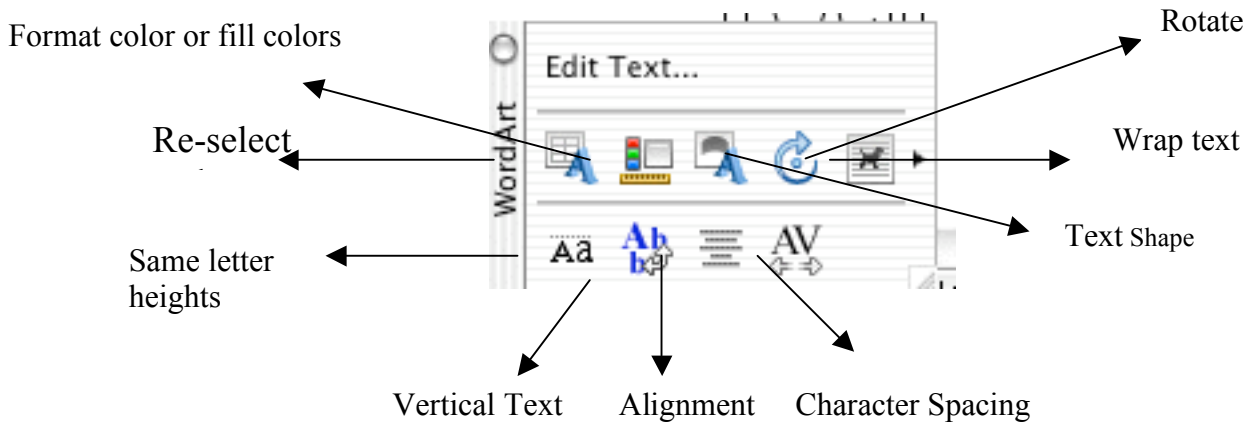


- ❖ Type your text to replace the sample text.
- ❖ Select a Font, Size and style, then click OK.
 - Alternatively, click a WordArt object on the Add Objects section of the Formatting Palette.



The WordArt Toolbar

Clicking on WordArt should reveal the Toolbar below. It can also be accessed by going to the View Menu and going to Toolbars/WordArt.



Advanced Feature of WordArt

To make WordArt look super cool you can place a picture across the WordArt. The picture can come from anywhere!

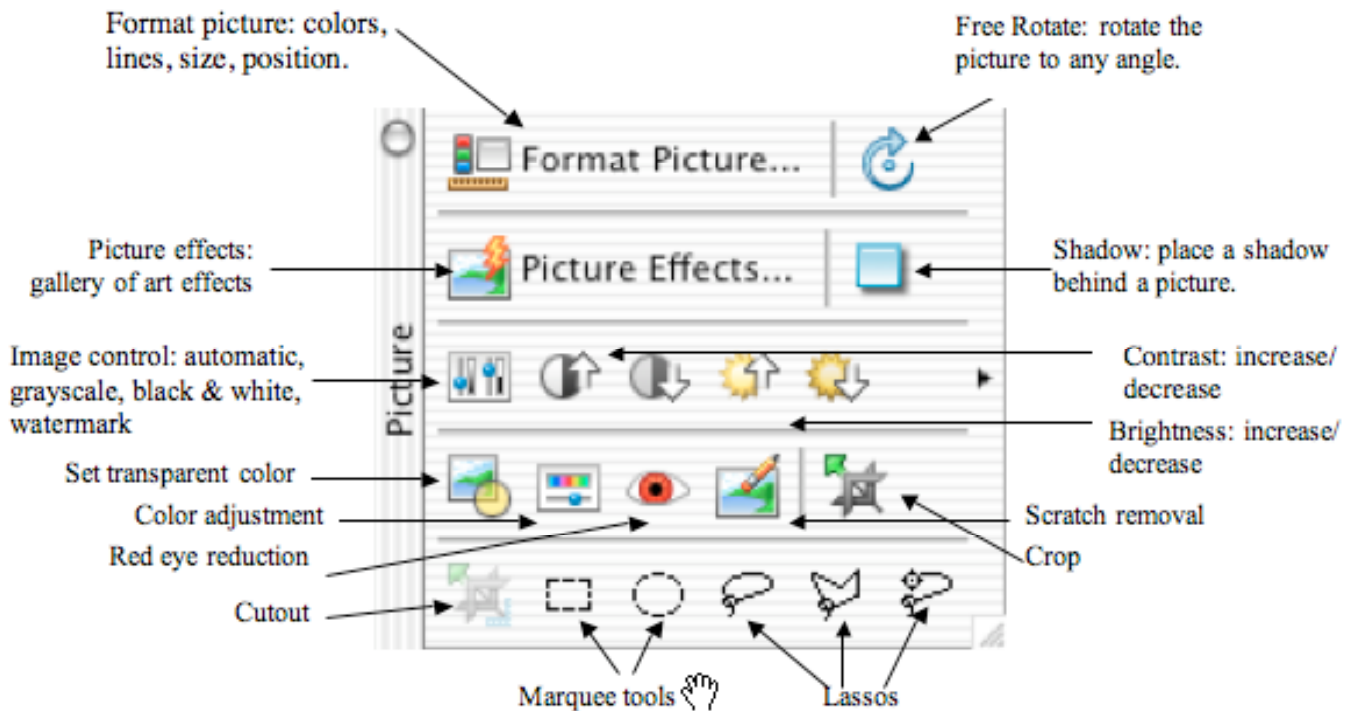
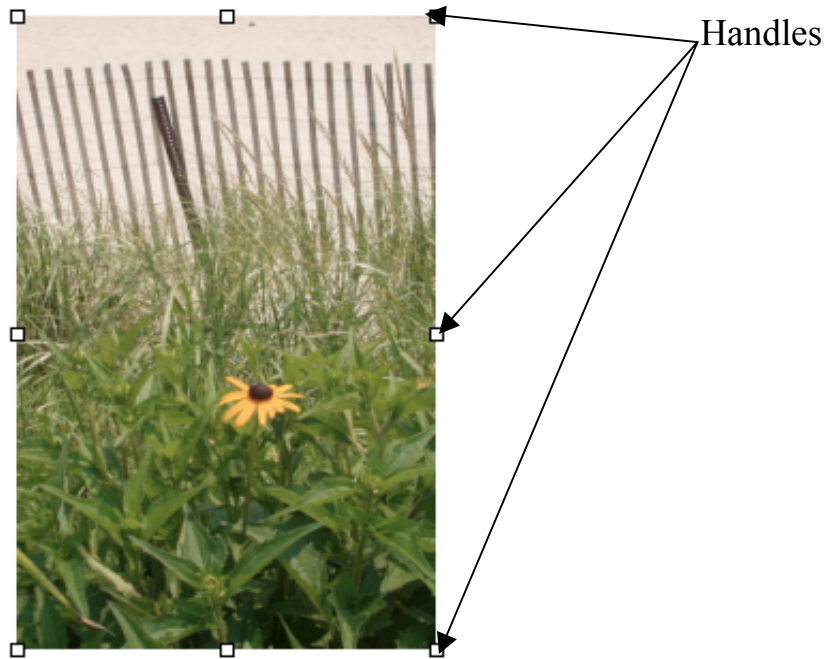
- ❖ After creating WordArt, make sure your WordArt is selected. Apply a picture to the WordArt by first clicking the **Format WordArt** button to the WordArt.
- ❖ Select **Fill Effects** from the Fill color pop-up list. Click the **Picture** tab across the top of the dialog box.
- ❖ Click the **Select Picture** button and choose the picture you would like to use.
- ❖ Click the **Insert** button and click **OK** to see the picture applied to your WordArt.

Add Arrows and Other Shapes

- ❖ Using the Object section of the Formatting Palette, Draw Toolbar (View/Toolbars/Drawing) or the Insert/Picture Menu, many useful shapes can be found. Each one can be formatted individually.

More with Graphics

- Drag a graphic to move it.
- Size a graphic by dragging its handles.
- Shift-drag a graphic to size it proportionally.



The Picture Toolbar can be accessed by going to the View Menu and selecting Picture from the Toolbar section. Many of these options can also be found in the Formatting Palette.

Using Images from the Web

Copy an Image

Using Explorer:

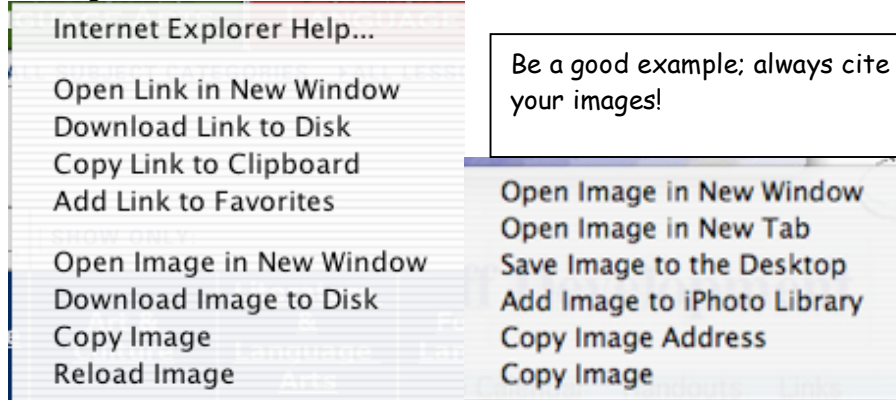
- Locate the image you wish to use.
- Drag the image to your document.

Using Safari:

- Position your mouse over the image you wish to download. Hold down the control key and then hold the mouse button down on the image.

You will get a menu that is similar to the one of the pictures below; each browser is slightly different.

- Select Copy Image.
- Open the target document. Select Paste from the Edit menu.



Download an Image

- Position your mouse over the image you wish to download.
 - If you are using a Mac, Control-Click the image.
 - If you are using a PC, Right-Click the image.

You will get a menu that is similar to the one of the above; each browser is slightly different.

- Select Download Image to Disk (Explorer), or Save Image to the Desktop (Safari).
- If you are using **Explorer**: point to where you wish to save your image. Rename your image if desired, maintaining the three-digit extension (.jpg .gif, etc.). Click Save.
- If you are using **Safari**: the image will download to your desktop. You can rename it by clicking the image (on the desktop) once, then hitting Return or Enter. Always keep the three-digit extension (.jpg, .gif). Hit Return or Enter again when you are done naming the file.

To locate copyright free and other images go to <http://www.millburn.org/links/links.html> and click images.

Looking for pictures? Try...

<http://web.mac.com/bagish/links/links.html> Click Links, then Images.

<http://www.google.com>

Google is a wonderful search engine for all your needs, but is especially has a great database for all sorts of pictures. To use Google:

- ✿ Key in the URL above
- ✿ Click on Images tab
- ✿ Enter a keyword(s) for what you want
- ✿ Usually, Google will return multiple pages of pictures

<http://memory.loc.gov/>

The American Memory Page from the Library of Congress is a great resource for historical photos.

<http://www.si.edu/>

Smithsonian Institute

<http://dgl.microsoft.com>

This is a great database for clipart.

<http://www.archives.gov>

US National Archives and Records Administration. This site has digital images of our nations most historic documents as well as photographs from the past century.

<http://www.pics4learning.com> A site with educational copyright-free pics.