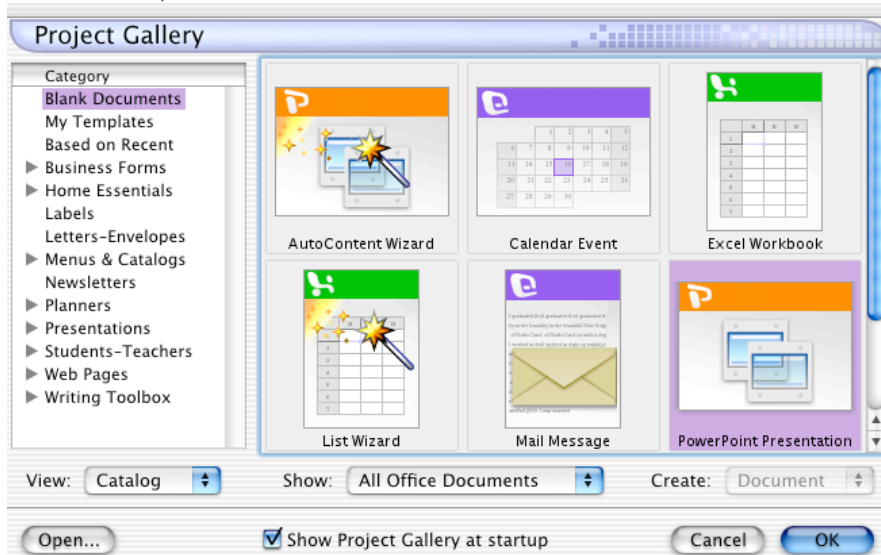
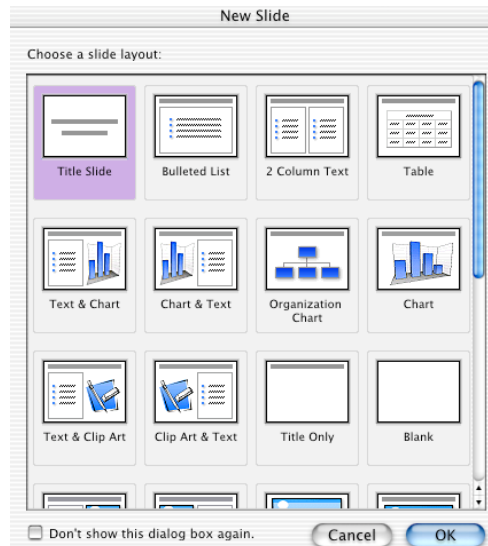


# Creating a PowerPoint Presentation

Open PowerPoint. (It's in the Hard Drive, in the Applications folder, in the Microsoft Office folder)



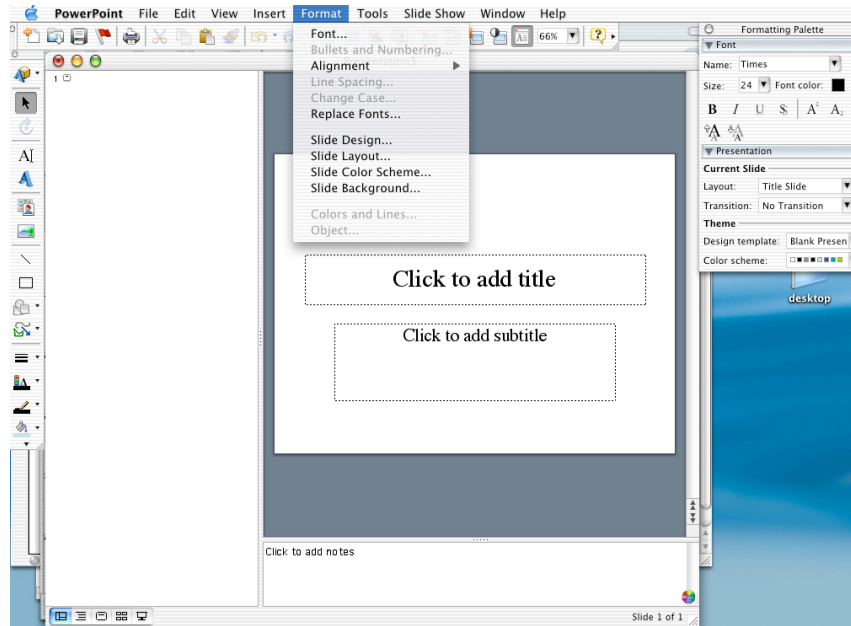
You will see the Project Gallery. Click on PowerPoint Presentation. Click OK. This is the next screen you will see:



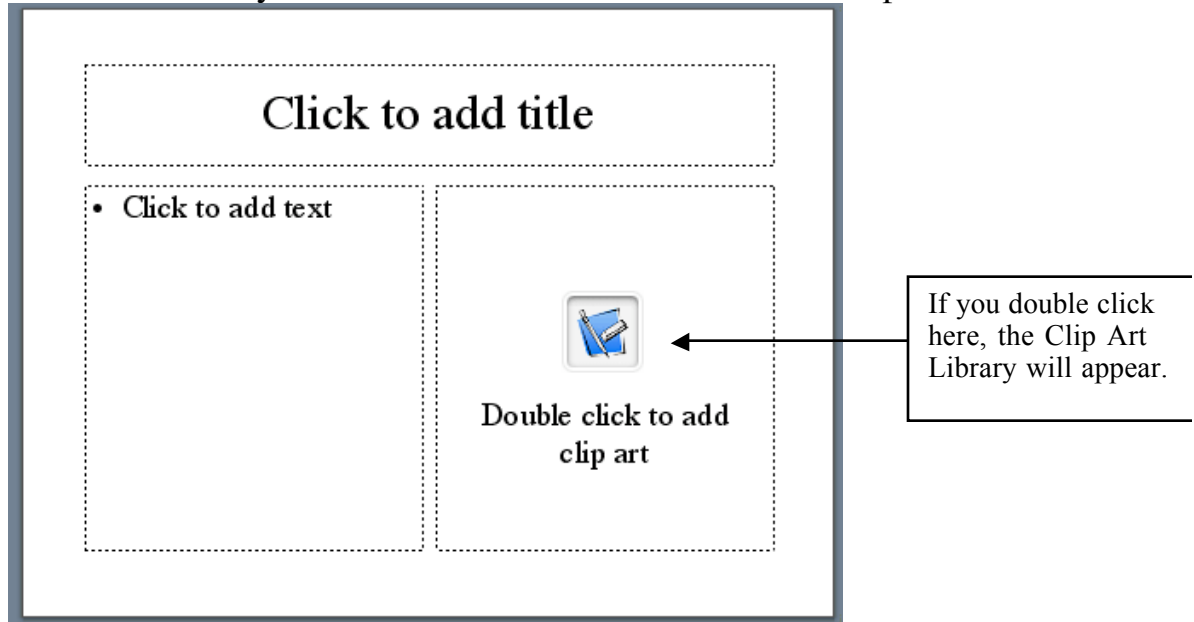
Choose the slide layout you want to use: Title, Bulleted list, Columns, Tables, Graphs, Organization, Clip Art, Blank, etc.

Create a Title Slide by clicking on the Title Slide Layout, then OK. Start typing where the program prompts you to. Change the font, style, size, color, etc. as you would in a word processing application.

The color scheme of the slides may be changed at any time. Go to Format: Design, Format: Slide Layout, Slide: Format: Color Scheme or Format Slide: Background. These changes can apply to one or all of the slides in your presentation.

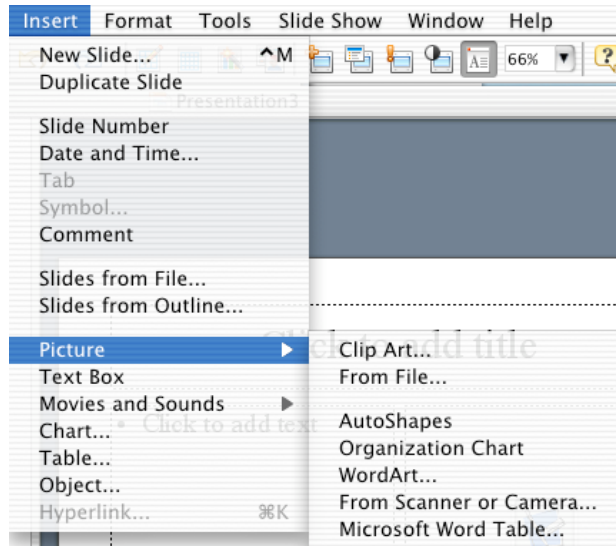


When you are ready to add another slide go to Insert: New Slide.  
 You will be asked to select a layout for the new slide. Choose: Text & Clip Art.

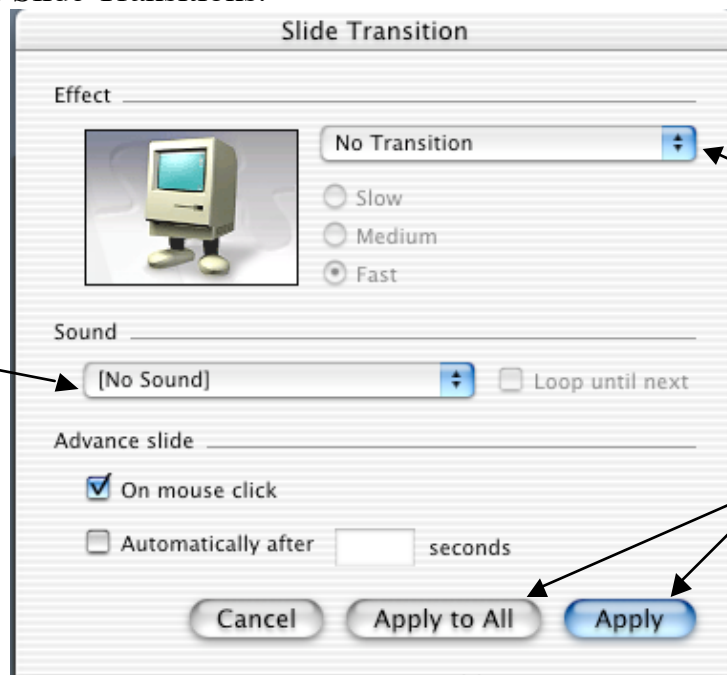


For this layout choose to insert a picture. You have several options for this selection.

- Use a picture from clip art (from the library, CDs, servers, etc.)
- Insert a picture from a file. (previously scanned or a digital pic)
- Copy a picture from the internet and paste the image directly into your presentation.
- Draw a graphic using the drawing tools. Go to View: Toolbars: Drawing.
- Import directly from a scanner or digital camera.



**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 type of transition.

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

**Views**

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

**Slide View**- shows the slides as they appear when printed. View your slide show, rehearse the timings (if it is on automatic play), customize animations or sound, hide a slide you do not want. Many views are shown in this view.

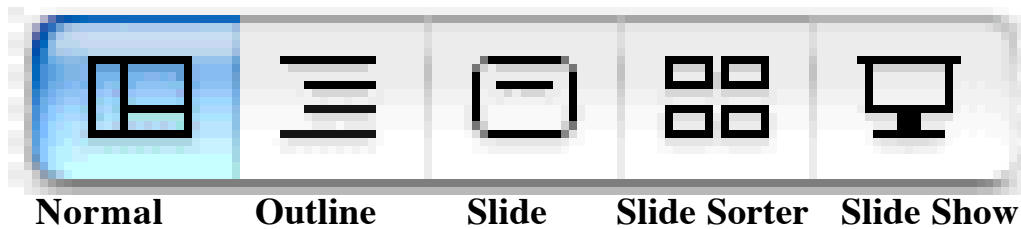
**Outline view**- enables you to focus on the content of your presentation rather than its appearance. Changes you make in Outline View are automatically reflected in the presentation when you return to Slide View and visa versa.

**Slide Sorter View-** enables you to easily to rearrange the slides in your presentation. Shows you the slides in a small view- transition times, the type of animation and transitions you used are shown. You can drag your slides around to change the order.

**Notes Pages View-** enables you to add speaker notes so that you can remember what you want to say.

**Slide Show View-** displays your slides in an on-screen presentation.

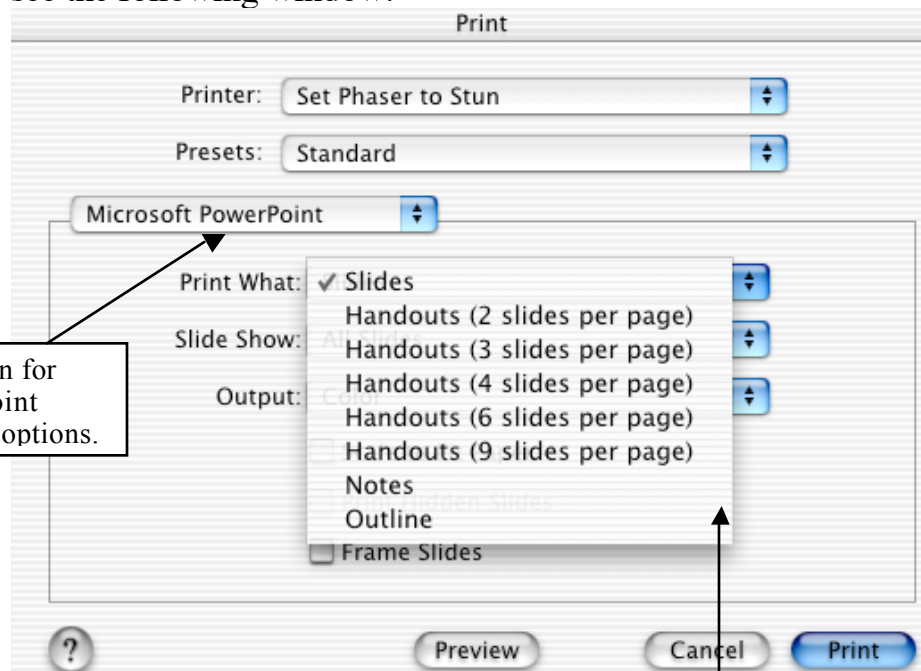
Buttons can be found on the bottom left of the window that do the same thing as the View menu.



These same features can be accessed using View from the menu bar.

### Printing your presentation

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



Select printer here.

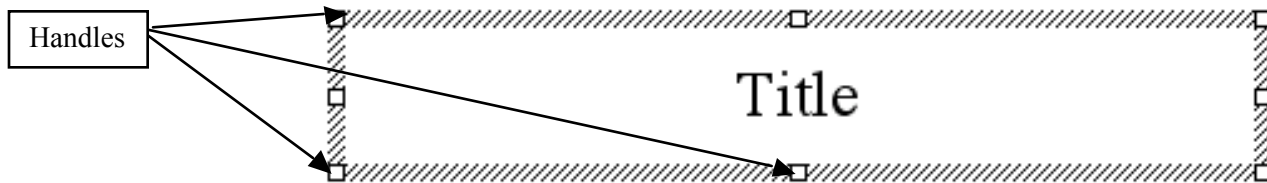
Pull down for PowerPoint printing options.

These are your printing options.

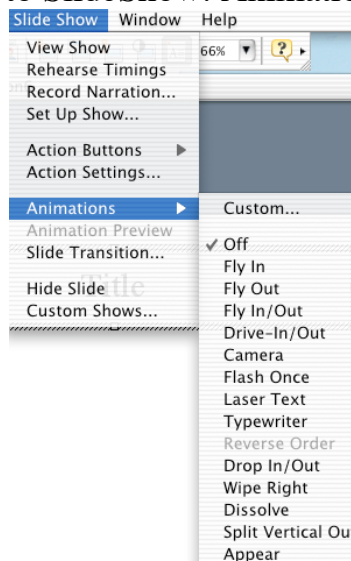
## Applying Effects

Adding effects to slides creates interest. You can have words, graphics, tables, etc. animate. They can “fly in”, “zoom in”, “spiral”, etc.

Click on the text or object you want to apply an effect to. When you click on the object, it will have handles around it.



With your object selected, go to SlideShow: Animations. Choose a preset animation.



Or choose Custom . You can customize your effects here.

Make sure you are animating the correct object.

Preview the effect.

You can choose an effect and decide from which direction it should animate.

Want sound?

Do you want your animation to exit?

## Order and Timing Tab

Choose which object to animate.

Place your objects in the correct order to animate.

Preview the effect.

Choose when you want your animation to occur.

You shouldn't have too many effects on a slide. It is distracting!

### Add an Internet link:

Select the text to be linked. (highlight)

Go to Insert: Hyperlink.

This window will appear. Type in the web address in the Link to field.

Type the entire web site address here.

This is what will be displayed on the Powerpoint slide.

## 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 a 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, ie. Animation or Common Task.

PowerPoint is a powerful program with many components. The only way to feel comfortable (and to take advantage of it all it can do) is to play around with the program and create something! Have fun!

# Power Point

- Open *Microsoft Office*.
- Click on *Microsoft Power Point*.
- The *Slide Layout* window will open. For your first slide select the first layout.
- Go to *Format* and highlight *Apply Design Template*.
- Click on *Click to Add Text* to type you title. Before you type you can change the font type and size. To change the font type and size after you type, highlight the text and then make the changes.
- Look to the right side of the screen. Open the *Animation* triangle. Click on the *Customize* icon.
- Choose an effect and sound. Click on *Play* to preview your choices.
- Click on *Okay* when you are satisfied.

## **Add a slide**

- Go to *Insert* then click on *New Slide*.
- Select any layout you want for you next slide.

## **Add Clip Art**

- Pull down the *Insert* menu. Highlight *Picture*, and then highlight *Clip Art*.
- You can search by category or keyword.

## **View your work**

- Click on the *Slide Show* menu and highlight *View Show*.
- Use the space bar to go from slide to slide and to make your work appear.

# Advanced Tips and Tricks for Power Point

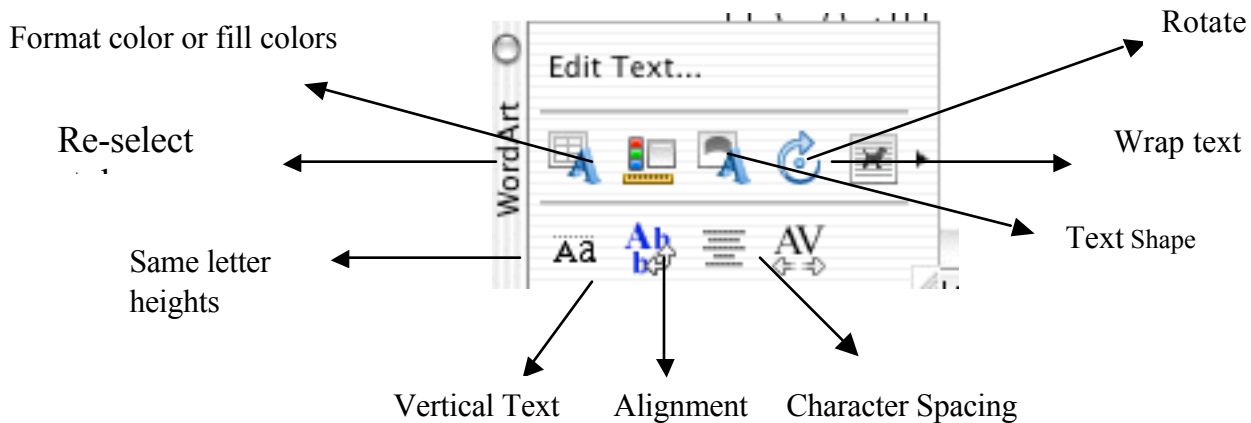
## Word Art is Cool

### Add Word Art to your presentations:

- 🍏 Choose **Insert** from the menu bar. Highlight **Picture** then **Word Art**.
- 🍏 Select a style then click OK.



- 🍏 Type your text to replace the sample text.
- 🍏 Select a Font, Size and style, then click OK
- 🍏 Use the Word Art toolbar and explore the many options

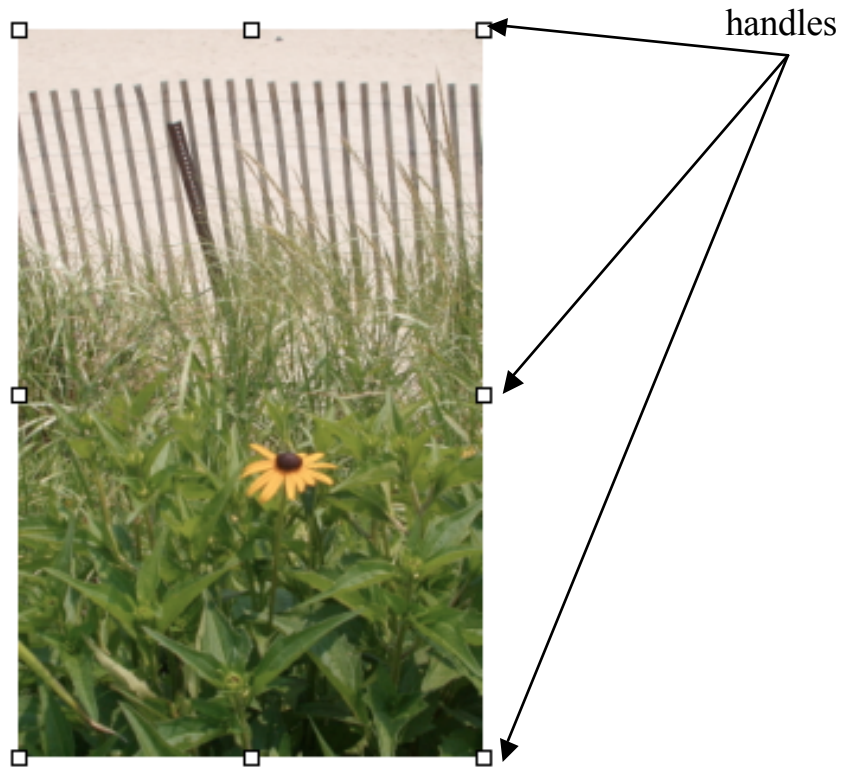


## Advanced Feature of WordArt

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 **Okay** to see the picture applied to your WordArt.

# Working with Pictures:



Format picture: colors, lines, size, position.

Free Rotate: rotate the picture to any angle.

Picture effects: gallery of art effects

Image control: automatic, grayscale, black & white, watermark

Set transparent color

Color adjustment

Red eye reduction

Cutout

Format Picture...

Free Rotate

Shadow: place a shadow behind a picture.

Contrast: increase/decrease

Brightness: increase/decrease

Scratch removal

Crop

Marquee tools

Lassos

## Looking for pictures? Try...

<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>

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.

Inserting Images from the Internet (be sure to follow all copyright and fair use laws)

- ✿ Locate the image you want to use.
- ✿ Place your cursor on the image.
- ✿ Hold down the mouse button.
- ✿ A menu will appear.
- ✿ Highlight Copy this Image.
- ✿ Return to Power Point.
- ✿ Pull down the Edit menu.
- ✿ Highlight Paste.