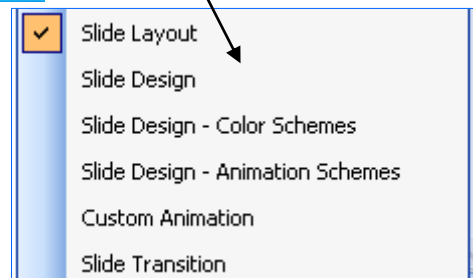
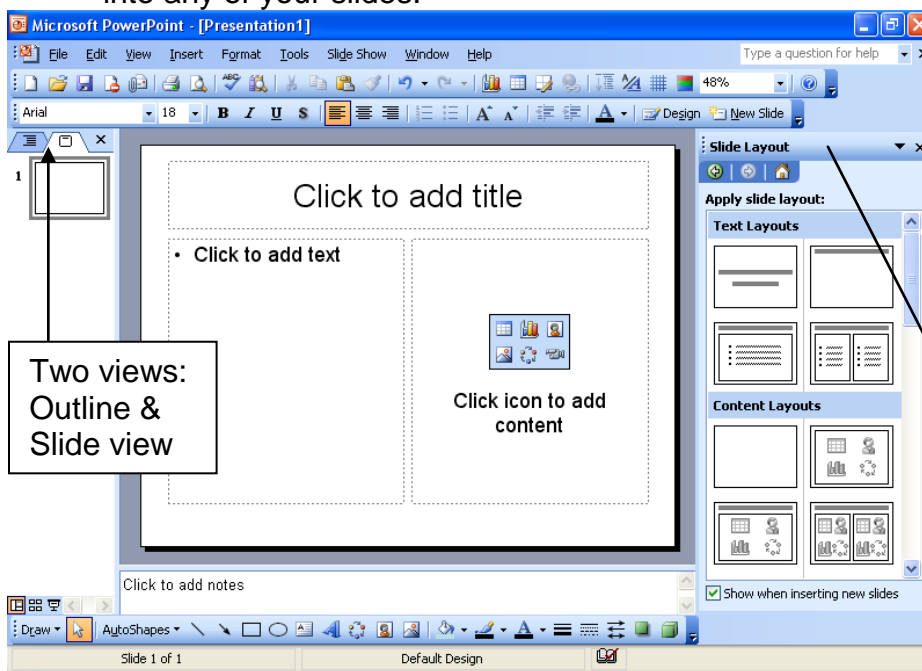


WHAT IS POWERPOINT?

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools--all designed to be easy to use and learn.

Overview

- When you create a presentation using PowerPoint, the presentation is made up of a series of **slides**.
- In addition to slides, you can print audience handouts, outlines, and speaker's notes.
- You can format all the slides in a presentation using the powerful **Slide Master**.
- You can keep your entire presentation in a single file--all your slides, speaker's notes, and audience handouts.
- You can import what you have created in other Microsoft products, such as Word and Excel, into any of your slides.



Normal View

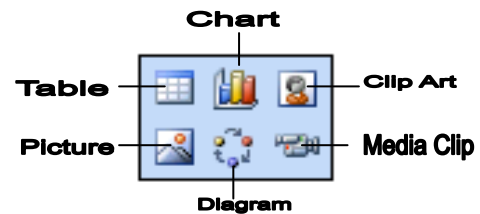
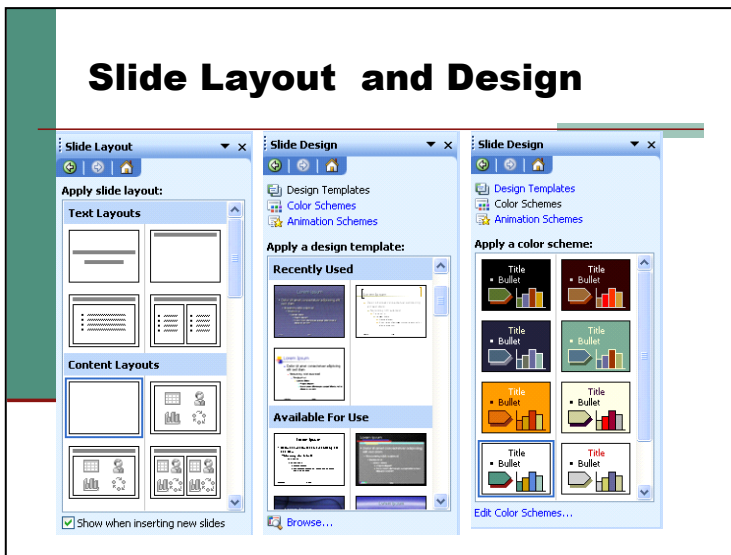
At the top of the window, see the following:
Title bar, Menu bar, Standard toolbar and Format bar.
In the center of the window is the active slide.

On the left is the **view pane** with two tabs. Click a tab to switch views.

Slide view shows thumbnail views of the slides in the presentation. Click on any slide to view it. You can also click and drag a slide to a new position.

Outline view shows only the text added to each slide.

In the **Task Pane** area on the right, you can switch between several tasks. Click the down arrow on the title bar of this pane to access those tasks. If the Task Pane does not appear, click **View, Task pane**.



SLIDE LAYOUT

Choose from **Text Layouts**, **Content Layouts**, **Text and Content Layouts** or **Other Layouts**. After inserting a new slide, click on a layout to apply it to that slide.

Content Layouts allow you to insert a choice of six objects: **Tables**, **Charts**, **Clip Art**, **Pictures**, **Media Clips** and **Diagrams**. Click on an icon to open a dialog box from which to choose appropriate contents.

SLIDE DESIGN

Choose from several **Design Templates**. Slide templates have the backgrounds, fonts, font sizes and colors already created. The first two slides will also have a layout chosen.

Choose from several **Color Schemes**. After choosing a Design Template, you can change the Color Scheme. Click **Color Schemes** at the top of the **Slide Design** task pane. Click a color scheme to see the changes to the Design Template.

The Design Template is applied to all slides.

If you want to change that on some slides,

- select the slides you want to change
- hold the [Ctrl] key down and click on each slide
- click the down arrow button on the right side of the thumbnail
- choose **Apply to Selected Slides**.
This will not work for only one slide.



To change the **Background** on a slide, click **Format, Background**. Click the down arrow under the Background fill layout. Choose from **More Colors** or **Fill Effects**. Take the check out of **Omit background graphics**. Click **Apply**.

SLIDE MASTER

Make format changes that apply to all the slides in the presentation.

To use the Slide Master, click on **View** in the Menu bar. Click **Master**. Click **Slide Master**.

Click in the **Title** box to choose the font for all titles. Click in the **Text** master box and choose fonts for each level. Click **Close Master View** on the Slide Master Toolbar to set these changes. These changes will appear on all the slides. This is most often used when starting with a Blank Presentation

If you create a slide from a Design Template, the fonts are already formatted for each slide. You can choose your own fonts for the template by using the Slide Master and setting the first two slides. If you want the first slide to be different, click slide 1 (Title Master) in the View pane and set the fonts. Click slide 2 (Slide Master) to set the fonts for the rest of the slides.

SLIDE TRANSITIONS

Click **Slide Show** in the menu bar. Click **Slide Transition** Transitions specify how the display changes from slide to slide.

The **Speed** of transition can be modified and a **Sound** effect can be added.

The transitions can happen **On mouse click** or set to **Automatically after** a certain time.

You can choose **Apply to All Slides** and every slide will have that transition or pick a different transition for any slide.

With **Auto Preview** you will see the transition happen on the slide. To see it again, click **Play**. To see this one slide as it would appear on the screen click **Slide Show**. Press **ESC** on the keyboard to return.

CUSTOM ANIMATION

You can add a special visual or sound effect to text or an

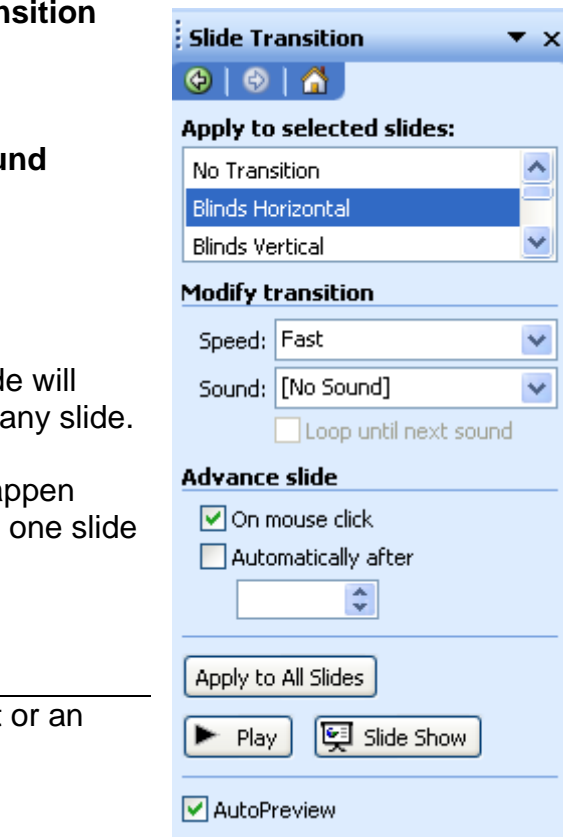
Click **Slide Show** in the menu bar. Click **Custom Animation**. Then follow these steps.

- Select the object or text you want to animate.
- Click **Add Effect**; choose from Entrance, Emphasis, Exit, or Motion Paths.
- Choose when to **Start** the effect, on the click or with another animation
- Choose **Direction**. Choose **Speed**.

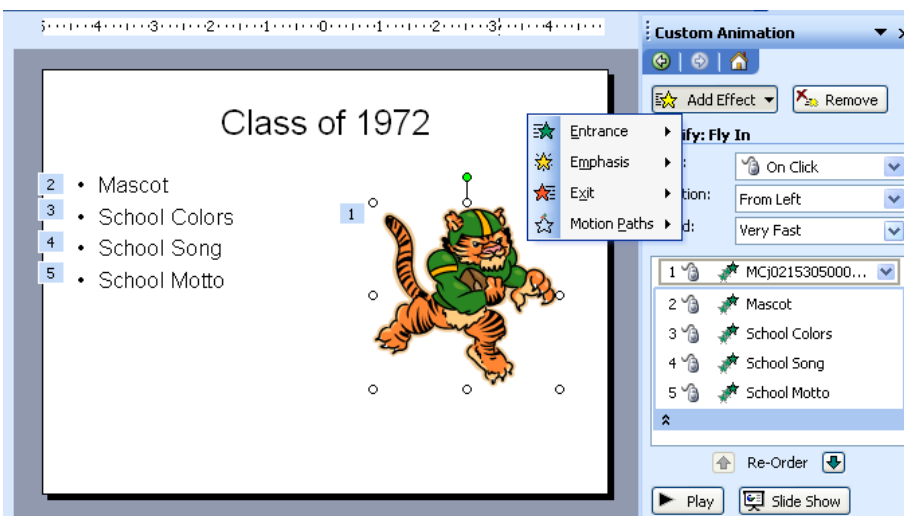
Each animation is assigned a number. This list is viewed on the task pane, and the objects on the page will also have these numbers.

If you need to reorder an animation, for example you want the tiger to come on the slide first, click on the object and click the up or down **Re-order** buttons to change the order.

- Click the **Play** button to view the animation on the slide
- Click the **Slide Show** button to see this slide as your audience would.



object.



To remove an animation click on the number of that animation in the task pane and click the **Remove** button at the top of the task pane.

ACTION SETTINGS

Any text, pictures, or shapes can be linked to another slide, another presentation or a web page.

Click on a picture, text, or object on the slide to select it.

Click **Slide Show** in the menu bar

Click **Action Settings**

Click **Hyperlink to**

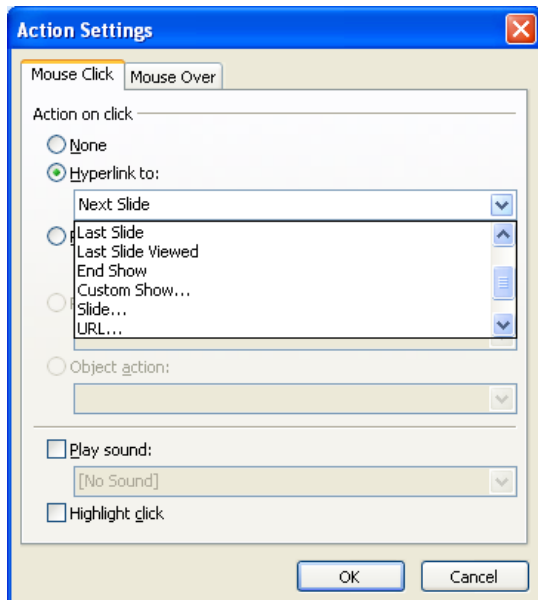
Scroll down and choose from slides in the presentation, other files or a URL.

If choosing URL, type in the name of the web address such as www.tscpl.org,

Click **OK, OK**.

Press F5 to view the slide show. When you see the picture, object, or text that you linked, point at it.

A hyperlink hand will appear. Click to go to the designated web address, slide, or file. Close the newly opened window to return to your slide show.



The Action Settings can also link your graphic to a sound. Check the box next to **Play sound**. Scroll through the sounds and choose one. Click **OK**.

When viewing your slide show, click on the picture you linked and the sound will play.

PICTURES

Resize

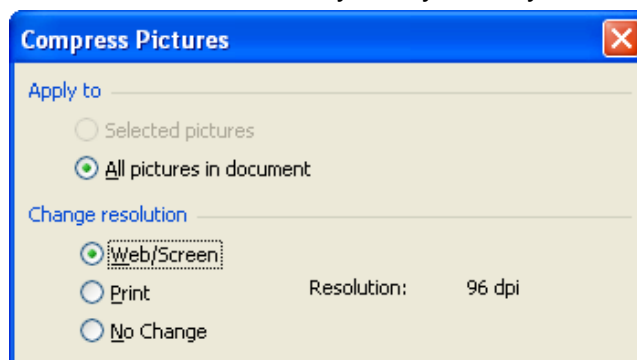
Click on a picture to select it. Each picture will have 8 resizing handles. Always use the corner handles to resize a picture. Using the side handles or top and bottom handles will distort the pictures. Place your mouse pointer on a corner resizing handle. When the pointer changes to a 2-headed arrow, click and hold down the left mouse button to resize.

Move

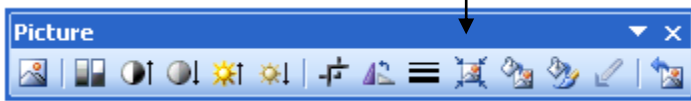
To move a picture, point at the picture. When you see a 4-headed arrow, click and hold down on the left mouse button and drag to reposition the picture, or use the arrow keys on your keyboard.

Compress Picture Files

Photos from a digital camera or scanner can be very large files. It is a good idea to compress the size of the pictures in your presentation. Select one of the pictures



(click on it). A picture toolbar appears.
Click the **Compress Pictures** button.
Make the choices shown in the example
to the right.



NOTES PAGES

Notes can be added to slides to assist you in a presentation. Notes can include an entire speech or just reminders. The Notes do not appear in the presentation but can be printed from Print Preview (see page 7).

Add Notes

In the Normal View, click on **Click to add notes**. However, it is easier to type from the Notes Page View. Click **View**. Click **Notes Page**.

The slide appears at the top of the screen with a text box below. Click in the text box to type your notes. In this view, there is more space to type and easier access to formatting tools.

Click **View**. Click **Normal** to return to the slides. To reopen the task pane click View, click Task Pane.

SAVE

Click **File**. Click **Save As**. Give your presentation a **File name**. Choose the folder or drive you will **Save in**. Click **Save**. If you will show this presentation on another computer, if possible, save your presentation to a flash drive. Flash drives are more compatible with more computers than CDs.

If you plan to show the presentation on a computer that does not have PowerPoint, you will need to **pack** the presentation. The **Pack and Go** Wizard for PowerPoint 2002 or **Package for CD** Wizard for PowerPoint 2003 will package the entire presentation and include all files and fonts so it can be shown on another computer. You cannot edit or modify a presentation in **Packed** file format.

PowerPoint 2002: Pack and Go

1. Click on **File** in the menu bar. Click **Pack and Go**. Click **Next**.
2. Checkmark **Active presentation**. Click **Next**.
3. Choose the **A:\ drive** to save to a floppy disk. Choose **D:\ drive** to save to a CD drive or click on **Browse** to select another drive. Click **Next**.
4. Checkmark **Include linked files** and **Embed TrueType Fonts**. Click **Next**.

If you will show the presentation on a computer *with* PowerPoint, choose **Don't include the Viewer**. Click **Next**. Click **Finish**.

If you will take the presentation to a computer *without* PowerPoint, click **Download the Viewer** which leads to the Microsoft web page. Click on **United States**. Click on **Download**. Click on **Save**. Close the web page. Click **Next**. Click **Finish**

Note: A floppy disk holds 1,440 kb (1.44 MB). The PowerPoint Viewer is 2,789 kb and will not fit on a floppy disk. It will need to be saved on a flash drive or a CD. A flash drive is the best choice because it is more stable.

PowerPoint 2003: Package for CD

1. Click on **File** in the menu bar. Click **Package for CD**.

Hint. Save some ink! For printing handouts that contain slides with very dark backgrounds follow these instructions:

- Click **Options** in the Print Preview toolbar
- Point at **Color, Grayscale**
- Choose **Pure Black and White**
- Click **Print.**

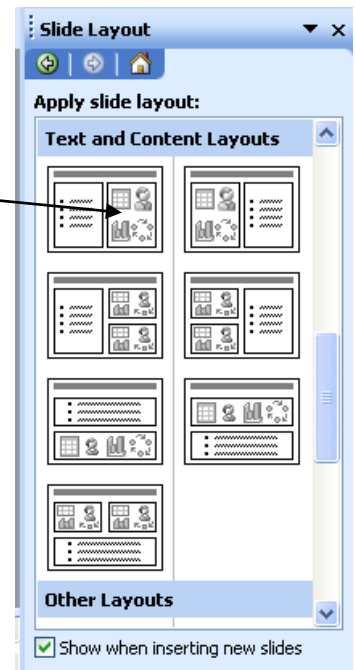
Practice Lesson: Create a PowerPoint Presentation (example, a class reunion)

1. Slide One

- Click **File**. Click **New**
- In the Task Pane click **Blank Presentation**
- On the first slide **Click to add title** - type (Welcome)
- **Click to add subtitle** - type (class of 19??)
- In the **Menu** bar click **Insert, New Slide** (or click the button on the standard toolbar or type [Ctrl]+M).

2. Slide Two

- On the **slide Layout** task pane choose another layout for this slide
- Click on one of the top two **Text and Content layouts**. (Title, Text and Content or Title, Content and Text)
- **Click to add title** - type (school name)
- **Click to add text** - type a list such as
 - Mascot
 - School song
 - School colors
 - School slogan
- Click the **Insert Clip Art** icon in the content box
 - Type a key word in the **Search text** box (tiger)
 - Click on your choice
 - Click OK
 - Move or resize the clip art



Slide Design

- Click Format, click Slide Design
 - From the Slide Design task pane click on a slide design template
 - The new template will be applied to all the slides



3. Slide Three

- In the standard toolbar click **New Slide** or press [Ctrl]+M
- Click **Format**. Click **Slide Layout**
- Under **Content Layouts** choose the **Title Content** slide
- Click **Add Title**, and type -- your graduation year or any year you like.
- Click the **Insert Picture icon** in the Content Layout box
 - this will open the **My Pictures** folder
 - Find a picture. Click on it
 - Click **Insert**
 - Move and resize the picture if needed.



4. Slide Four

- In the standard toolbar click **New Slide** or press [Ctrl]+M
- In the Slide Layout task pane choose a **Text and 2 Contents** layout
- Click and type the title (present year)
- Click the **Insert Media Clip** icon (movie camera icon) in the right box
- Type your search (such as *tiger*)
- Insert and move the icon to the top right of the screen and resize
- Click the Insert Picture icon (mountain) in the left box.
- Insert a picture from the My Pictures folder.
- Resize and move to the center of the slide under the title.
- **Press F5** to see this slide show with the animated media clip.

ADD SOME ACTION:

On Slide Two:

Animate the clipart

- Select the clip art
- Click **Custom Animation**
- Click **Add Effect**
- Point at **Entrance**
- Click **Fly In**
- Choose **Direction** (from left)
- Choose **Speed** (Medium)
- Choose **Start** (on click)

Animate the bulleted list

- Select the list
- Click **Add Effect**
- Click **Fly In**
- Choose **Direction** (from left)
- Choose **Speed** (Fast)
- Choose **Start** (on click)
- Click **Slide Show** and Click to start the animation
- Each Animation will be numbered
- Access them in the Custom Animation task pane.

ADD SLIDE TRANSITIONS:

To slides 1. and 4.

- Click on slide 1.
- Click **Slide show** in the menu bar,
- Click **Slide Transition**
- Scroll down through the transitions in the Transitions task pane
- Click one to view it

Modify the transition

- Change the **speed**
- Choose a **sound** if desired
- **Advance the slide** on the click
- Click on slide 4. and follow the same steps.
- Press F5 and click to see the slide show with its two transitions.

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