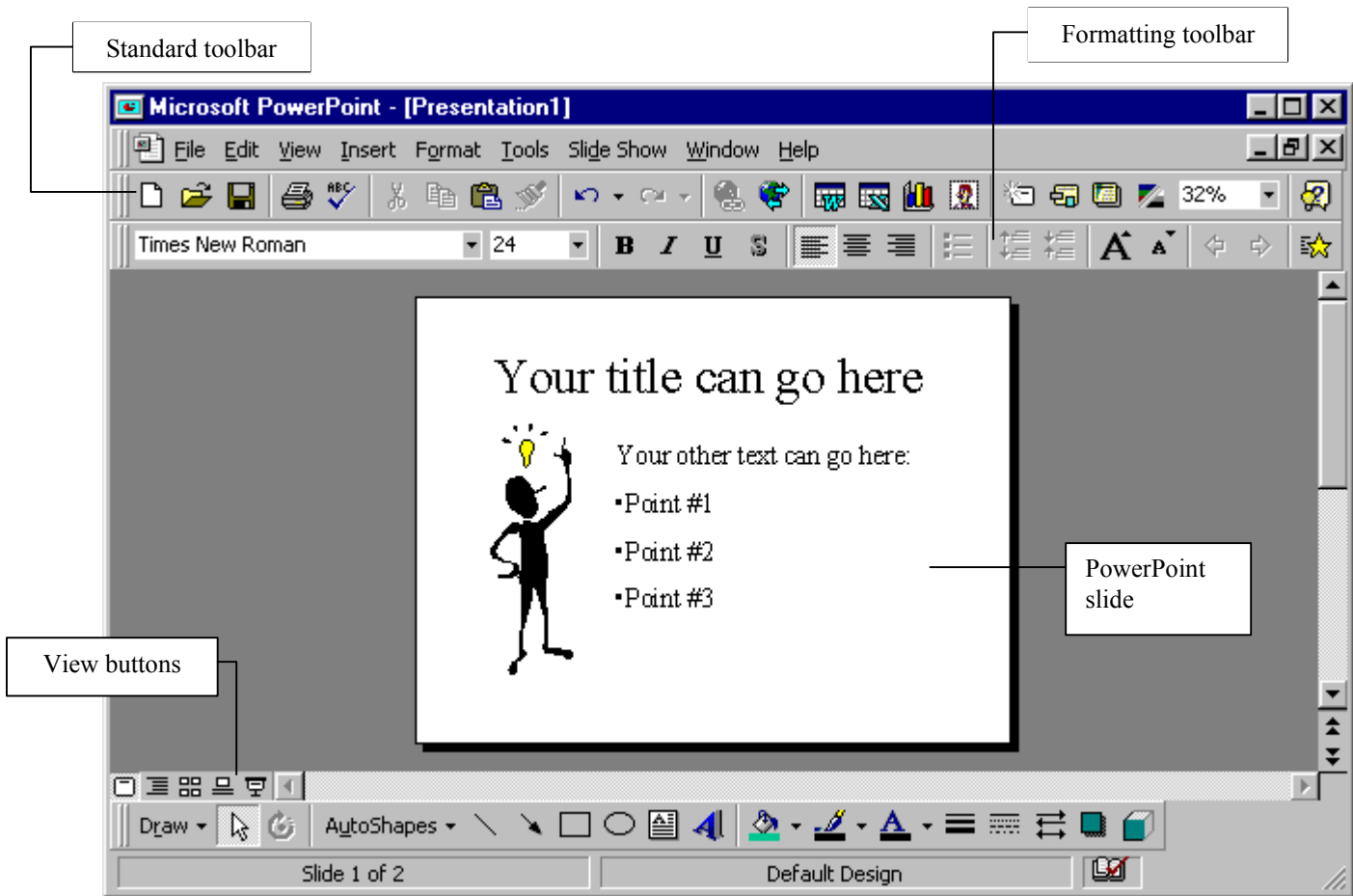


PowerPoint - Basics

Microsoft PowerPoint is a wonderful presentation tool. It is like an electronic slide show, with a lot of extras. As a teacher you can use it to help make **presentations**, or as a “**computer tutor**” to help students review lessons you have developed.

The PowerPoint Screen





Although there are many views available, the most common is below:




The Toolbars

There are many toolbars to make accessing PowerPoint’s features easy. The most commonly used buttons are explained below:


The Standard Toolbar:


-  **New** – Use this to begin a new blank presentation.
-  **Open** – Use this to open a slide presentation you already have saved.
-  **Save** – Use this to save your presentation.
-  **Insert ClipArt** – Use this to choose ClipArt to be inserted in your slide.


 **New Slide** – Inserts a new slide into the presentation.


 **Apply Design** – Lets you choose a pre-made background and color scheme for your slides.

The Formatting Toolbar:


 Bullets – Use this to put bullets into lists on your slides.


 Increase Font Size – Use this to make your text bigger.


 Decrease Font Size – Use this to make your text smaller.


 Animation Effects – Click this to add cool animation effects to parts of your slide.


The Drawing Toolbar


 Draw Menu – Access advanced drawing options here.


 AutoShapes Menu – Choose tons of neat shapes to insert in your slide.


 Line – Use this to add a line to your slide.


 Arrow – This will add arrows.


 Rectangle – Use this to draw rectangles and squares.


 Oval – Use this to make ovals and circles.

 Text Box – This is used to insert text into your slide.

 WordArt – Choose this to add neat effects to your text.

 Fill Color – Change the color of your shapes.

 Line Color – Change the colors of borders and lines.

 Font Color – Change the color of your text.

 Line Style – Alter how the lines look.

 Dash Style – Alter how the dashes look.

 Arrow Style – Alter how your arrows look.

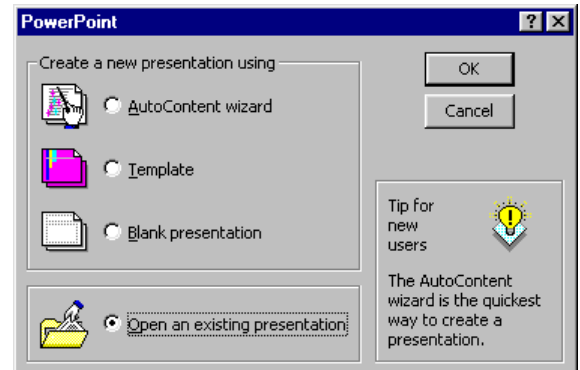
 Shadow – Add cool shadows to text and shapes.

 3D – Make shapes look like they are 3D.

Getting Started

When you first begin PowerPoint you will be greeted with the following window:

- Choose the **AutoContent Wizard** if you want PowerPoint to help you make a presentation based on a pre-designed format.
- Choose the **Template** option to use a pre-made background for your entire presentation. This is probably the most common approach as it gives you a quick way to get a nice attractive background and color scheme.
- Choose the **Blank Presentation** option to make your own slide show from scratch.
- Choose **Open an Existing Presentation** to work with a slide show you have previously saved.

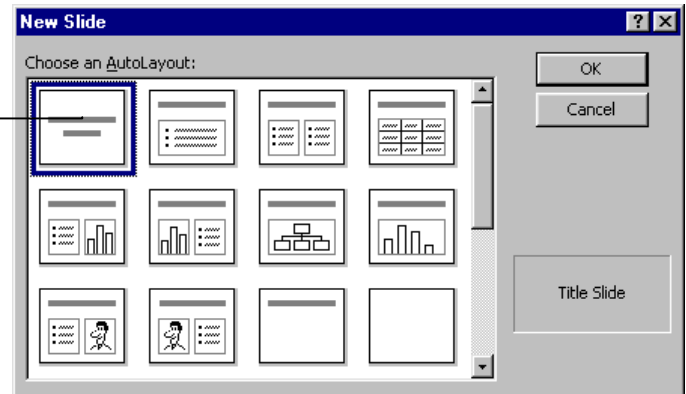


If you choose the “**Template**” option you will get a window where you can browse through many pre-made designs and color schemes for your presentation. Choose “**OK**” when you find one you like. You can change the design later if you wish.

If you are feeling adventurous, you can choose to start with a “**Blank presentation**”. By doing that you will be free to pick your own background for each slide and the colors you want to use.


Either way you go, your next step will be to choose your slide layout. This allows you to have preset areas where you will put a title, text, clipart, a chart, or more.




Choose a format if you wish or choose the blank slide in the bottom right corner.



Now you will have a nice new blank slide to begin filling with all your neat ideas!

Adding Text

Easily the most important content you include will be words. If you do not have a text box on your slide already, you can add text to your slide by clicking on the **Text Box** button  in the bottom drawing toolbar. Now click your mouse anywhere on the slide to get a blinking cursor where you can begin typing in your message. To make a text box you need to click and hold down the mouse button, and then drag the mouse. A box will open up as you move your mouse.

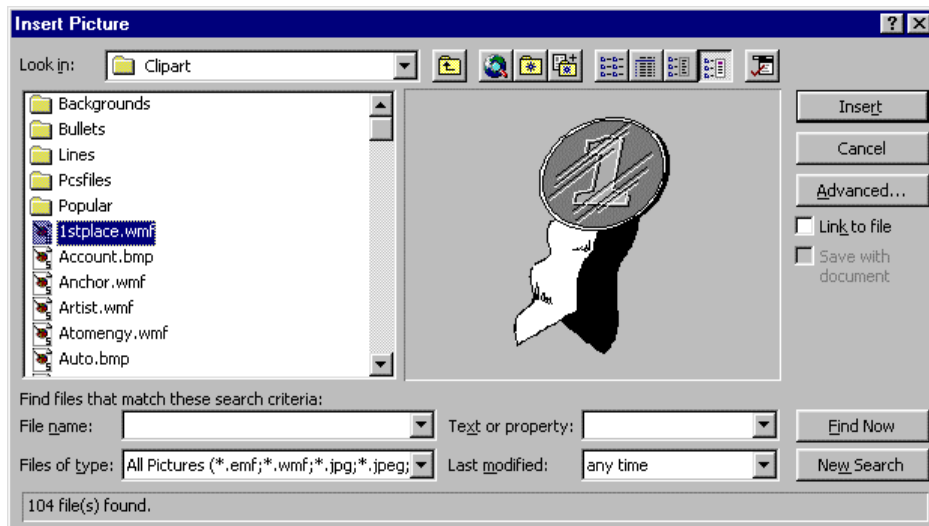
Once you get the text entered you can format it in many ways. By highlighting the text you can choose formatting buttons to make it **bold**, *italicized*, underlined, and shadowed. You can also increase its size , decrease its size , and change its color .

You can also move the text box by clicking and dragging it to a new location.

Inserting Pictures

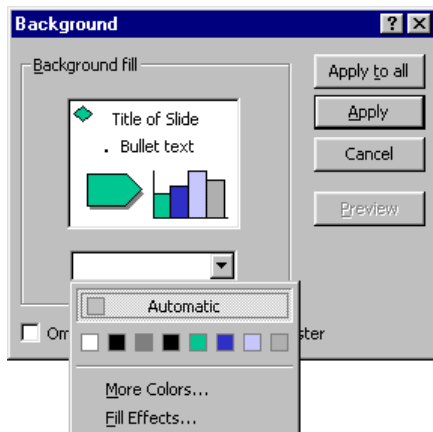
A picture may be the focus of your presentation or can be added just to make it more enjoyable. PowerPoint allows you to include all types of clip art and pictures as well as video and sound.

- To add clipart to your slide, click **Insert** in the top menu bar, and then **Picture** from the drop down menu, and then **Clipart** from the side menu.
- To add any other type of picture, simply click on the **Insert** option in the top menu bar, then choose **Picture** and then **From File...** You will now be able to look through your hard drive, floppy drive, or CDROM drive for an appropriate image.



Changing the Background


In addition to adding pictures to your slide, you can even change the entire background to create a totally new feel for your presentation. To access this feature simply choose **Format** from the top menu bar, then choose **Background** from the drop down menu.



- Click on the black down arrow to pick a new color for the background.
- If you need more color choices, then choose **More Colors** from the drop down menu.
- Neater effects can be created by choosing **Fill Effects**, such as adding textures, patterns, or any other picture you wish.
- When done choose **Apply** to make this change to your present slide, or choose **Apply to all** to make this change to every one of the slide in the presentation.

Animation!!!

Since a slide show is a live event, amazing effects can be added to really spice it up. Although you don't want to overdo it, some animation can really grab the attention of your audience. You can also use it to make information appear on your slide in a predetermined sequence to make a presentation more understandable. To add animation...

- Use the mouse to select the text or picture you wish to animate
- Now click on the **Animation Effects** button .
- You will now get a pop up window that gives you the most common animation effects. To choose an effect just click on its icon. The animation effects include...






- **Drive-in** – the object races in and squeals brakes to stop.
 - **Typewriter** – your text appears one letter at a time with a typing sound.
 - **Laser** – your text flies down from the top of the slide with a ZAP sound.
 - **Camera** – the item opens up from its center like a camera shutter.
 - And many more!
- To make advanced changes to the animation choose the **Custom Animation** button at the bottom right corner of the **Animation Effects** window.

Adding More Slides

Well your one slide may look pretty nice now, but it is going to be a very short show if we stop there. You now will want to add more slides to the presentation.

To add a new slide click on the **New Slide** button . You will get a blank slide to work with.

As you add more slides you may wish to change your screen view. In the bottom left corner of the screen you will find several buttons that let you do that. The three most important are:

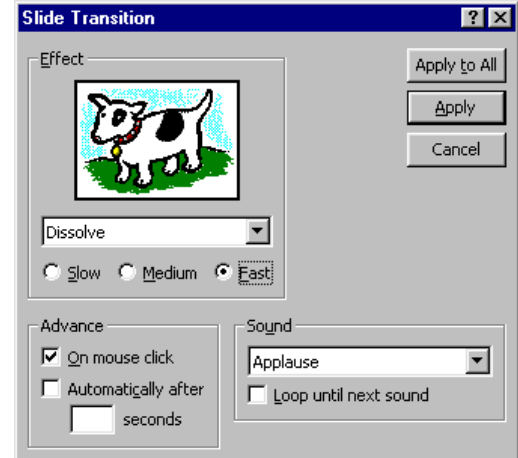
-  **Individual Slide View** – this is the view you began with in which one slide is seen at a time.
-  **Slide Sorter View** – this lets you see multiple slides at once in smaller sizes. This is a great view for rearranging your slides if needed. Just click and drag the slides around to change their order.
-  **Slide Show** – this actually runs your slide show!

Making Neat Transitions



Instead of having each slide simply replace the previous one during a presentation (like in a real slide show ... yawn!), you can have amazing transformations from one slide to another. You can make a new slide zip in from any side, pop out from the middle, open like blinds, or gradually dissolve in.

To set a transition...

- If you are in **Slide Sorter View** choose the slide you wish to affect.
- Now choose **Slide Show** from the top menu bar.
- Then choose **Slide Transition...** from the drop down menu.
- You will get a window where you can choose the type of effect and sound you wish to occur while your slide loads in.
- You can also choose whether the slide will wait for you to click the mouse to move on to the next (which is normal), or if it show automatically move on after so many seconds.



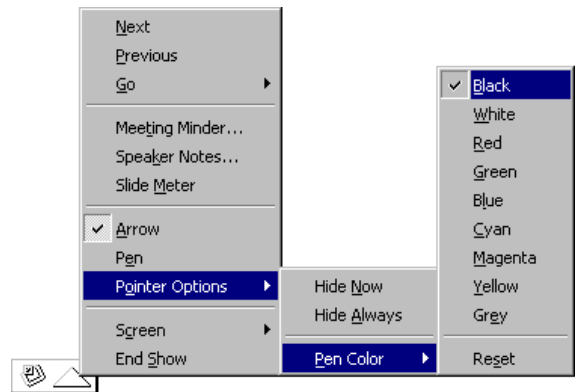
Running the Show!

So you can't wait to see what you have created? OK, settle down. First you ought to save your creation with the **Save** button . Now just get back to your first slide and click the **Slide Show** button  at the bottom left corner of your screen.

Your slide show will begin running. It will pause at the end of each slide and wait for you to click the left mouse button before it moves on to the next slide, unless you set it up to cycle after so many seconds, or if you have added action buttons and text. Also, it will pause after each neat animation effect you included. You will need to click the left mouse button to move on, unless you changed that in the **Custom Animation** settings.

If you click in the bottom left corner of your slide show you will bring up a menu that allows you extra control over the presentation. A useful feature here is to bring up a pen that lets you draw right on the slide (with no permanent changes). This lets you highlight items you are discussing.

- To turn on the pen simply choose **Pen** out of the menu.
- To alter it choose **Pointer Options**, then **Pen Color**, then choose a color.
- Return to the arrow by choosing **Arrow**.



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