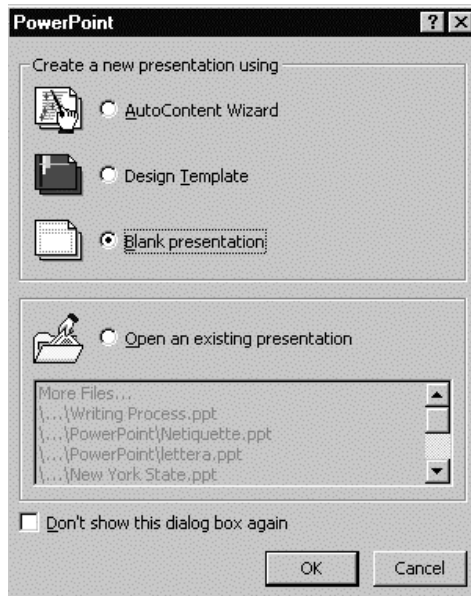



MICROSOFT POWERPOINT

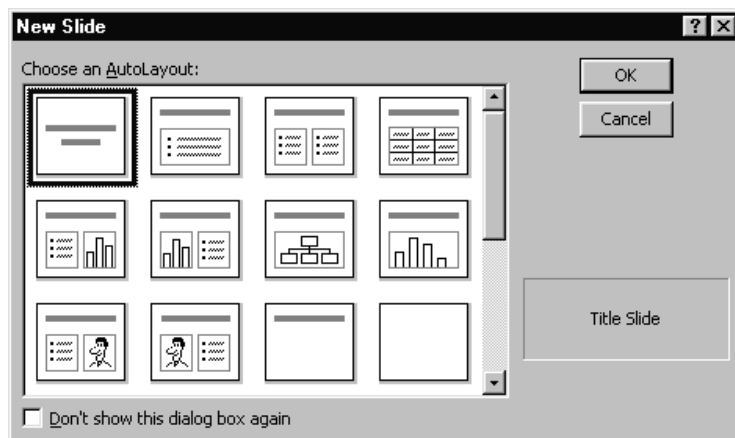
Starting Powerpoint

1. Open up PowerPoint.
2. A PowerPoint dialog box will open.
3. Click in the radio button that says blank presentation.
4. Click OK.
5. Your new presentation will open. Choose the first layout (top left) and click OK.



Inserting a New Slide

1. While in slide view or normal view click on the new slide icon from the standard toolbar.  **OR** Go to Insert on the menu bar and choose new slide.
2. The Slide layout dialog box will open.
3. Choose one of the two slides for pictures. Click on OK.



4. Your new slide will be added.
5. In the “Click to Add Title” box, type your name.
6. In the “Click to Add Text” box, type a short autobiography.
7. Add as many new slides as you wish.

Adding Images From Clipart

One task you will be performing often would be to add images to your page. You can bring in images that you have saved or you can use Microsoft's Clip Gallery which has thousands of images, photos, and animations. It is also searchable making it easier to find the type of image you want to use. To use the clip gallery follow these steps:

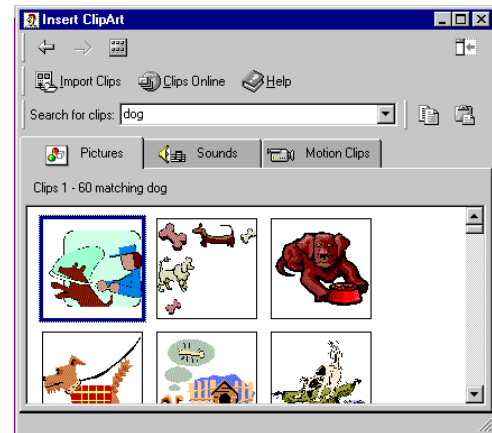
1. Go to Insert on the menu bar and choose Picture Clip Art or you can click on the Clip Gallery icon from the drawing

toolbar.



The Clip Gallery will open.

2. Either click on the category you want to look through or type in a keyword for what you are looking for and hit enter.



3. The images will appear. When you find the one you like click on it and click on the insert icon.

4. You can at this point add additional images or if you are done close the clip gallery window and your image will be placed on your slide.

⇒ Click “Clips Online.” This will take you to Microsoft’s Design Gallery

Images from the Internet



1. Right click **on** the picture you choose.
2. Once the options box appears, Click on Save Picture As.
3. Save the picture to your desktop.

Inserting a Picture from a File

- Highlight the clip art box so it has handles around it. Hit the backspace button to delete this box.
1. In slide view go to Insert on the menu bar and then Picture and click on From File.
 2. Select 3 ½ Floppy from the “Look In” box.
 3. Choose the picture that you have saved.
 4. Click on Insert.
 5. Don’t panic!!! The picture might be rather large.
 6. You can then resize your image if you need to and move it to the appropriate location.

Applying Slide Transitions

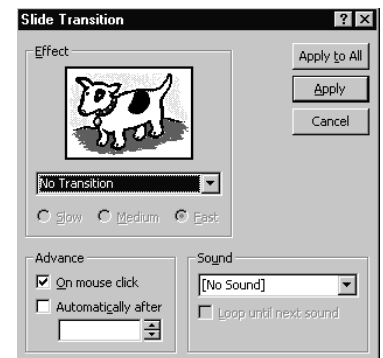
1. Click on Slide Show on the Menu Bar, then Slide Transition. You will see the Slide Transition Box appear.
2. Click on the transition and speed you like.
3. Click “Apply” or “Apply to All”

To make the slides move automatically:

4. Check “Automatically After” and select the desired seconds.
5. Click “Apply to All.”

To add sound to the transition:

7. Use the drop down to pick the sound.



Looping the Show

Slide Show | Set Up Show | Loop Continuously until Esc

Adding Backgrounds

You can create your own backgrounds when working in FrontPage. If you start a new presentation choosing blank when you start you can build and design your own background instead of using the design templates. You can add a solid color, gradient, texture, pattern, or even a picture for your background. To design your own background follow these steps:

1. Open up PowerPoint and choose blank presentation.
2. Right click on the slide and choose Background or go to Format on the menu bar and choose Background.
3. The background dialog box will open.

Follow the set of directions that pertain to the type of background you want to add: color, gradient, texture, pattern or picture

handout by

Shawn Fitzpatrick

sfitzpatrick@burltwpsch.org

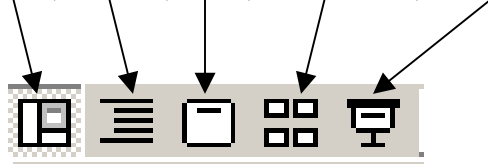
Viewing the Show and Various Views

To view the show:

Click on SlideShow | View Show

Various Views

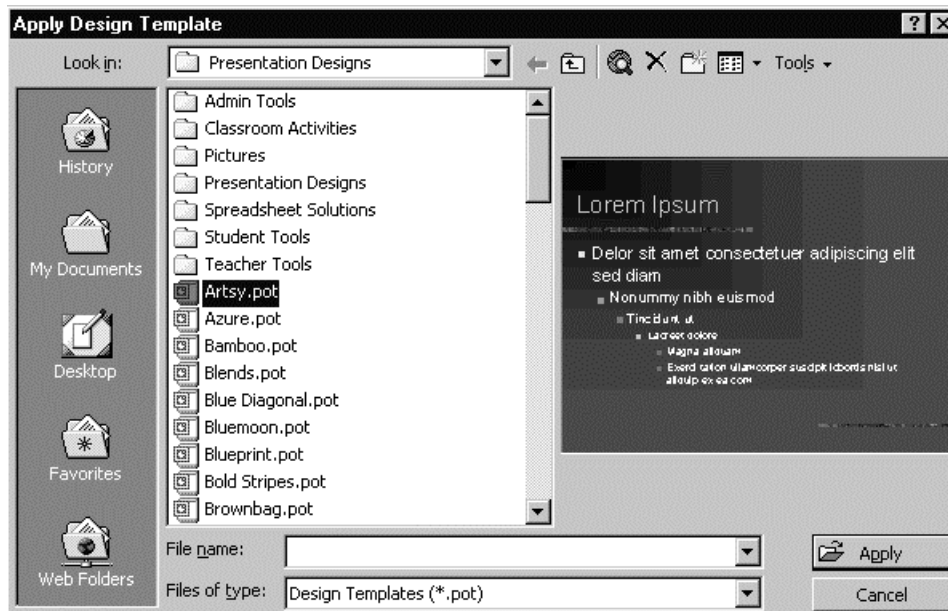
Bottom left corner: Normal, Outline, Slide, Slide Sorter, Slide Show



Applying Design Templates

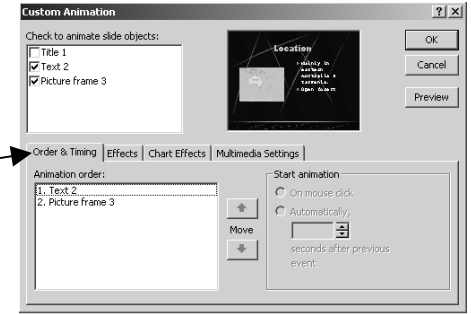
If you are working on your presentation and at any given time you decide that you would like to apply a design template or change the one you are currently using follow these steps:

1. Right click on the slide you are working on in either the slide view or normal view.
2. Click on Apply Design Template. (You can also just click on the down arrow for common tasks and choose Apply Design Template.)
3. Click on the design you would like to use and click on the Apply button.
4. Your new design will be applied.



Custom Animation

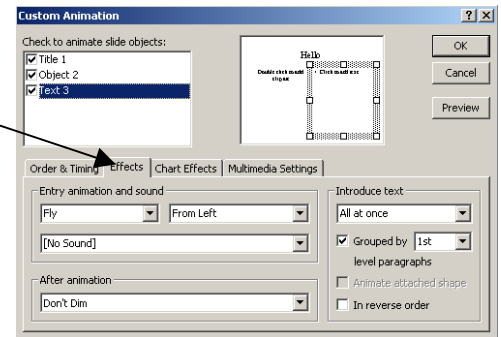
1. Click Slide Show from the toolbar.
2. Select Custom Animation.
3. Choose the Ordering and Timing Tab. Select the
4. object and use the arrows to move the order of your objects.
5. Choose the Effects Tab. Select the effect you want for each object.



⇒ Slide Show | Animation Preview

⇒ Take some time to play!

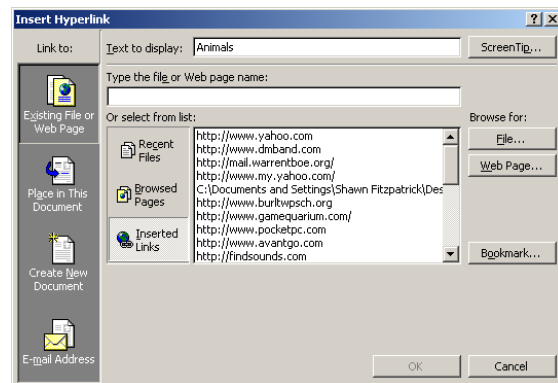
⇒ Using the drawing toolbar



Inserting Hyperlinks

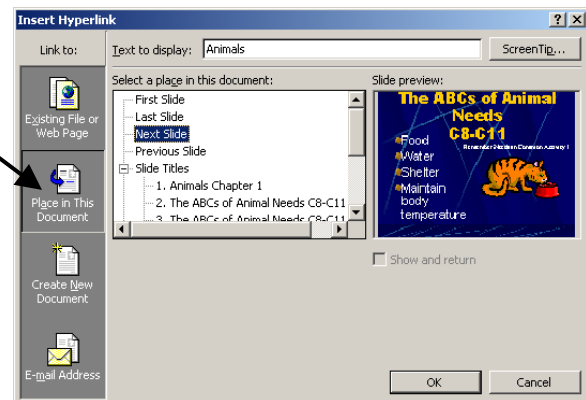
To a web address:

1. Highlight the text you want hyperlinked
2. Insert | Hyperlink
3. Type the web address in the box.



To another slide:

1. Highlight the text you want hyperlinked
2. Insert | Hyperlink
3. On the left of the Insert Hyperlink dialogue box, click on **Place in this Document**.
4. Select the slide you want to hyperlink to



Using Action Buttons

Slide Show | Animation Button



Recording Narration

You will need a microphone!!!

Slide Show | Record Narration | Click OK | Record your narration | Yes

Inserting Sound

1. Go to Insert on the menu bar and choose Movies and Sounds and then sound from gallery if you want to pick a sound file from Microsoft's Gallery or choose from file if you have a saved sound file you want to use.
2. Find the sound file that you have access to and double click on it.
3. A dialog box will open up and ask you if you want your sound to play throughout the whole show.
4. Click Yes if you want it to play automatically and no if you do not.
5. An icon will be inserted into your presentation.
6. Get into Slide Show mode and your sound should automatically start if you choose that or click if you did not and your sound should play.

Some sites for sounds:

<http://www.soundcentral.com>

<http://wavcentral.com/>

<http://findsounds.com>

⇒ Right click on the link and select “**Save Target As**”

Adding Animated Gifs

1. Go to Insert on the menu bar and choose clipart if you want to find animated gifs that are in the Clip Gallery. They are listed under the motion tab. You can also choose from file and find your own animated gif.
2. Get into the slide show view and you can see what the animation will look like.

Some sites for animated gifs:

<http://www.animfactory.com>

<http://www.pixelplace.com/>

<http://www.freegraphicland.com/>

Adding Movie Clips

1. Click on Insert.
2. Select Movies and Sounds.
3. Choose Movie from Gallery or Movie from File
4. Find the file and double click on it.

Some sites for movies

- <http://www.altavista.com/sites/search/svideo>
- <http://multimedia.lycos.com/>
- <http://www.mamma.com/>
- <http://hotbot.lycos.com/?query=>
- <http://plato.acadiau.ca/sandbox/ppt/video/video1.htm>
- http://www.vcu.edu/idc/selfstudy/monographs/pp-video-00/pp-video_00.htm
- <http://www.msnbc.com/modules/theweekinpictures/>

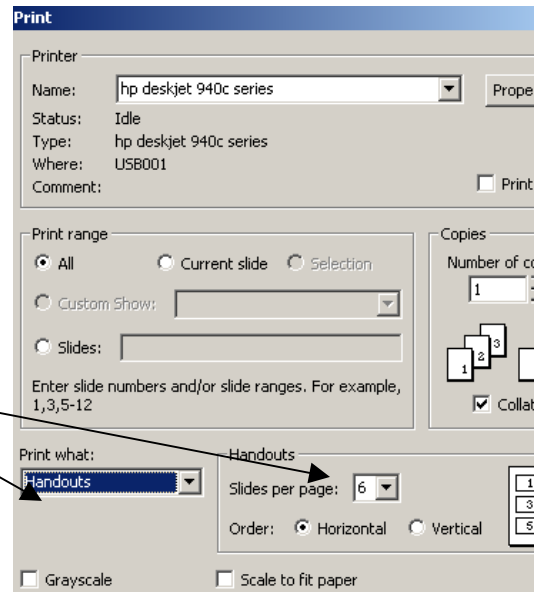
Printing the Slides

Print What

Slides per page
(only for Handouts)

Saving Your Presentation

- PPT
- PPS
- Webpage
- JPEG



Pack and Go

This is for someone to view a presentation that doesn't have PowerPoint. Follow the wizard!! Make sure "Include PowerPoint Viewer" is selected.

Resource:

<http://www.electricteacher.com/tutorial3.htm>



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