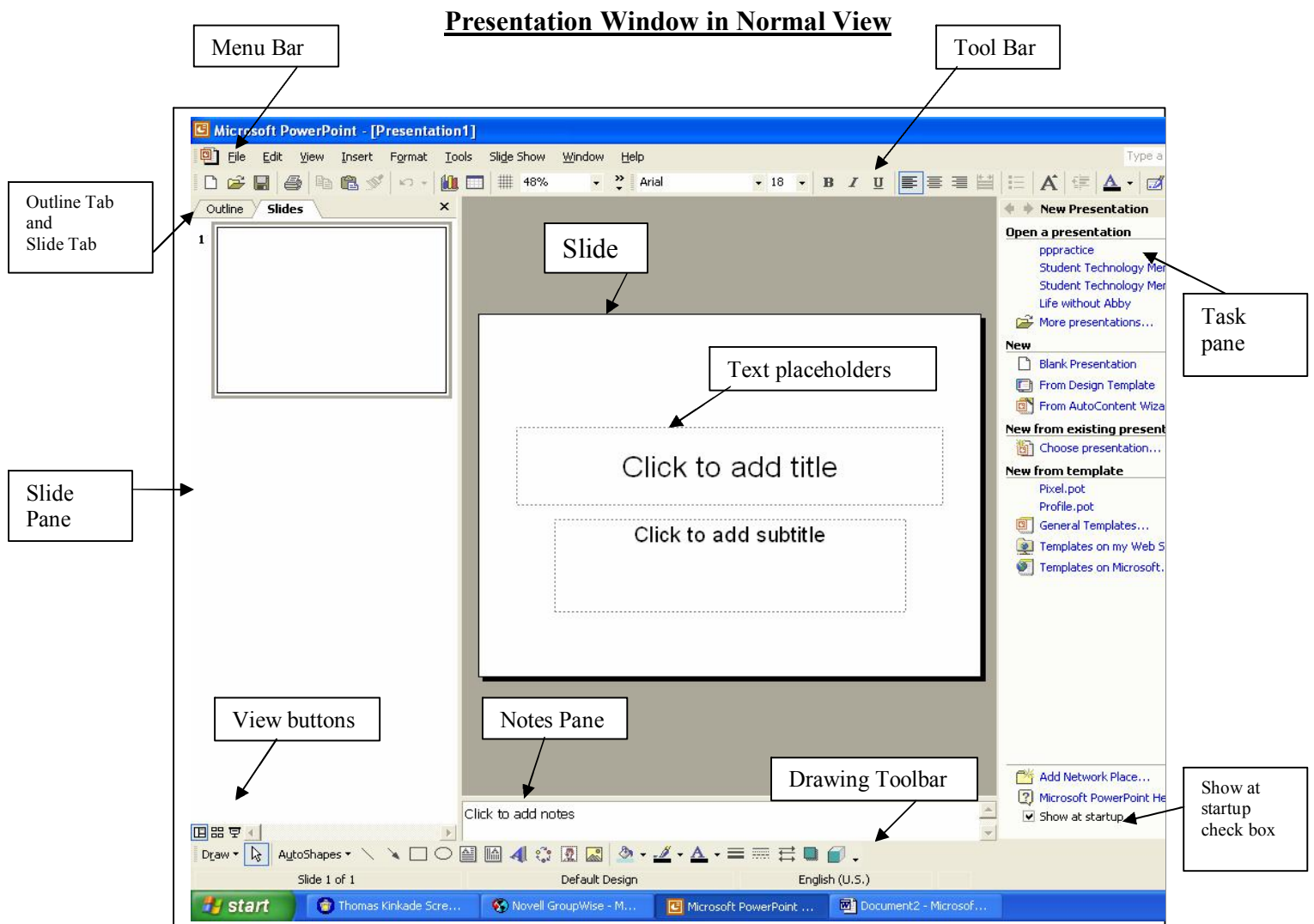


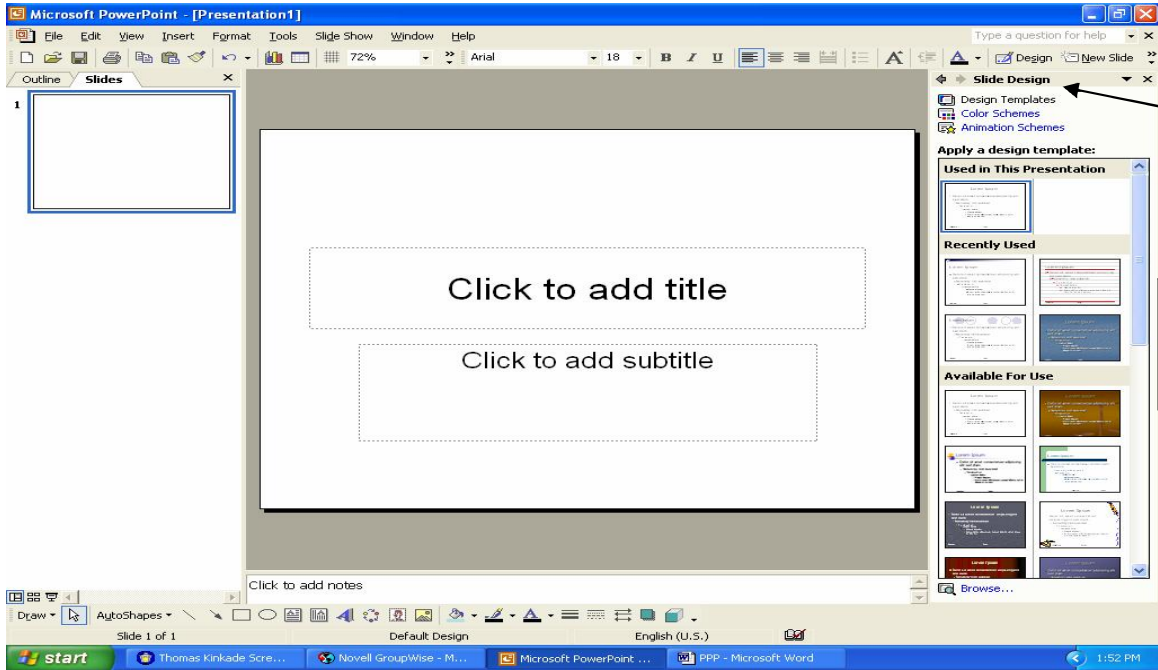
PREPARING A POWERPOINT PRESENTATION

PowerPoint is a presentation graphics program that combines images, graphics, sound, text and animation.

It can be used to ...

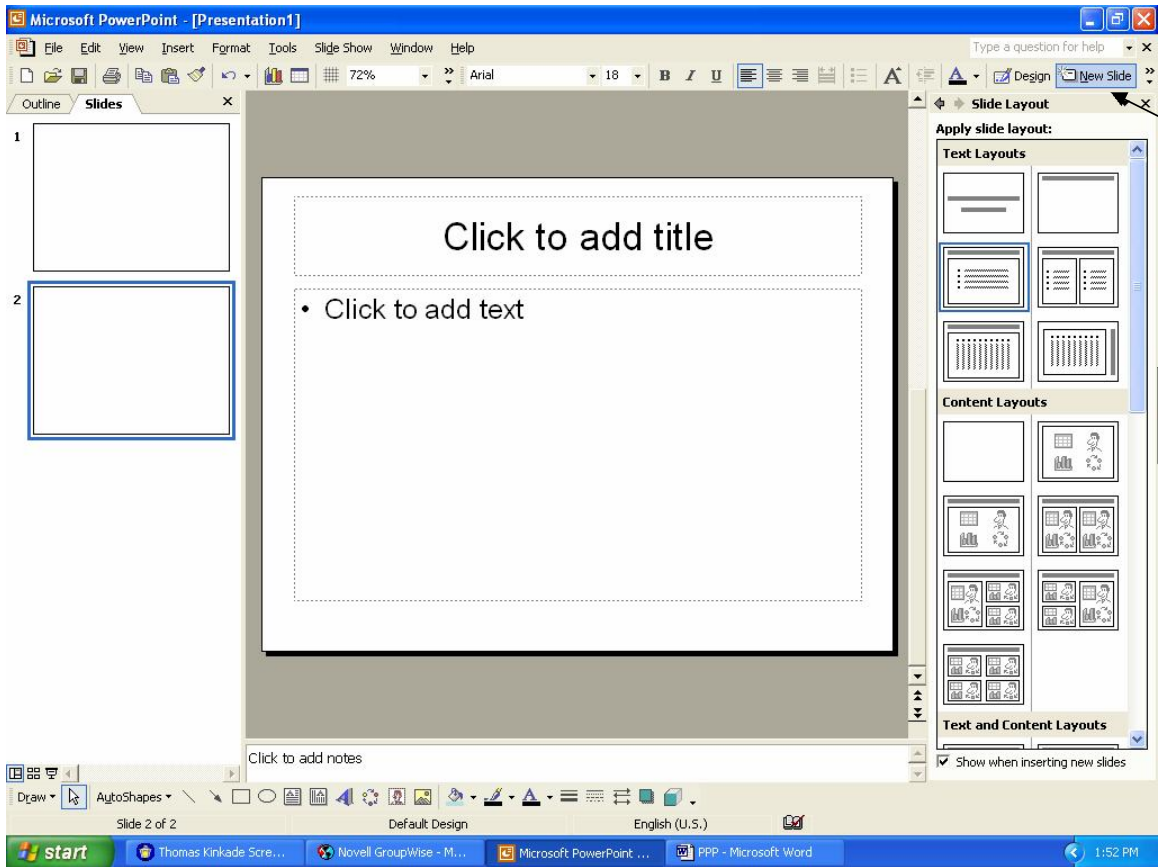
- outline a topic of discussion or presentation
- create a visual presentation of a topic
- direct attention to key points
- As a teaching and learning tool





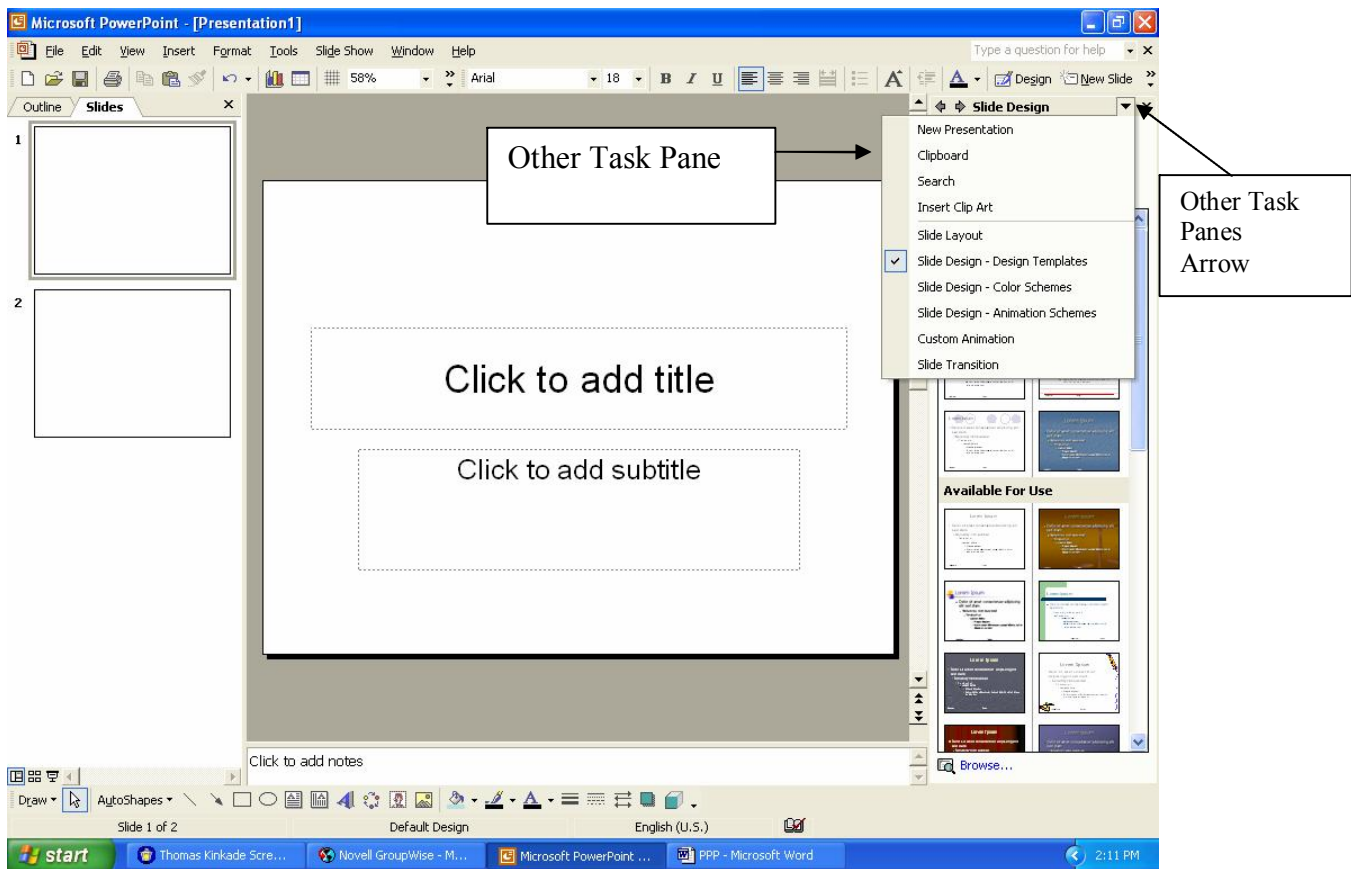
Design button

Task pane displays design templates



New slide Button

Task Pane displays slide layouts



Getting Started

1. Create a folder in your floppy disk or hard drive for the presentation.
2. Start PowerPoint
3. On the formatting tool bar, click on the Design button. Select a Design Template and click on OK.
4. On the formatting tool bar, click on the New Slide button. Select a slide from the AutoLayout (begin with the Title slide).
5. Enter a Title for your presentation and a subtitle by clicking inside the title placeholder.

Insert a New Slide

1. On the Pull-down Menu, click on Insert and New.
2. Select the two-column text slide from the slide layout pane.
3. Click in the Title placeholder and enter the title for this slide.
4. Click in the left-hand column and enter the bulleted items.
5. Click in the right-hand column and enter the additional bulleted items.

Insert a New Slide with Clipart

1. On the Pull-down Menu, click on Insert and New or select the New Slide button.
2. Select the clipart and text slide.
3. Click in the title placeholder and enter the title for this slide.
4. Click in the picture place holder.
5. On the Menu bar, select Insert, Picture, and Clip Art
6. In the Search textbox on the task pane, type in the name of the item to search for.
5. Scroll through the list of picture.
6. Click on the picture to insert to the slide.
7. Click in the text placeholder and enter the bulleted items.

Add Animation

1. Select the text in the place holder and right mouse click.
2. Choose custom animation.
3. Click the add effects button on the task pane (located on the right).
4. Choose the animation effect.
5. Click on the play button to preview the effect (located at the bottom of the task pane).

Add Sound

1. Select insert from the menu tool bar.
2. Choose movies and sound.
3. Choose sound from clip organizer.
4. Click on the sound effect located on the task pane.
5. Answer the prompt to automatically or manually activate the sound effect.
6. Click on sound selection.
- 7 On the menu tool bar and click on **slide show** and then click on view show to test the sound effect.

Add a Hyperlink

1. On the Pull-down Menu, click on Insert and New.
2. Select the Title slide.
3. Enter the title in the title placeholder.

4. Click in the title placeholder and right-mouse click (or select any text or image on the screen).
5. Select Insert from the menu bar, and select Hyperlink.
6. In the “Text to Display” box, type in a descriptive word, phrase, or title for the web site that you are linking to, or keep the one that is already there.
7. In the box under “Type the file or Web page name” enter the URL (web address) and click OK.

Insert Images from the Web

1. Access the web site containing the image to be used.
2. Point and right-mouse click on the image.
3. **Click on Save Image As Picture**, enter a file name and click on Save.
4. Insert the image into the presentation by selecting
 - Insert, Picture, From File
 - Navigate to where the image is saved
 - Select the image and click Insert.

To View the Slide Show

- On the pull-down menu, click on View and select Slide Show.
- Click the mouse button to move from slide to slide.
- When you get to the slide with the animation, click the mouse button to activate the animation effects and have each word display one at a time.
- On the last slide, to get to the web site, click on the hyperlink.
- Once the slide show is started, click on the menu button (bottom, left-hand corner) to move through the slide show or end the show.

To Save

1. To Save the presentation, click on **File and Save as**, or Save to resave it if you have already named it.
2. In the Save in dialogue box, indicate the drive to save to (drive A for floppy disk, drive C for the hard drive).
3. In the File name box, type a file name and click OK.

Annotating Slides

You can annotate or draw on your slides during a presentation to draw attention to a particular area on the slide or in response to audience questions/comments.

To annotate slides:

1. In Slide Show view, click the right mouse button for the shortcut menu.
2. Select Pen. (The mouse pointer change from an arrow to a pen.)
3. Drag the pen to annotate the slide.
4. To change the pen back to a mouse pointer, Press the **Esc** key once.

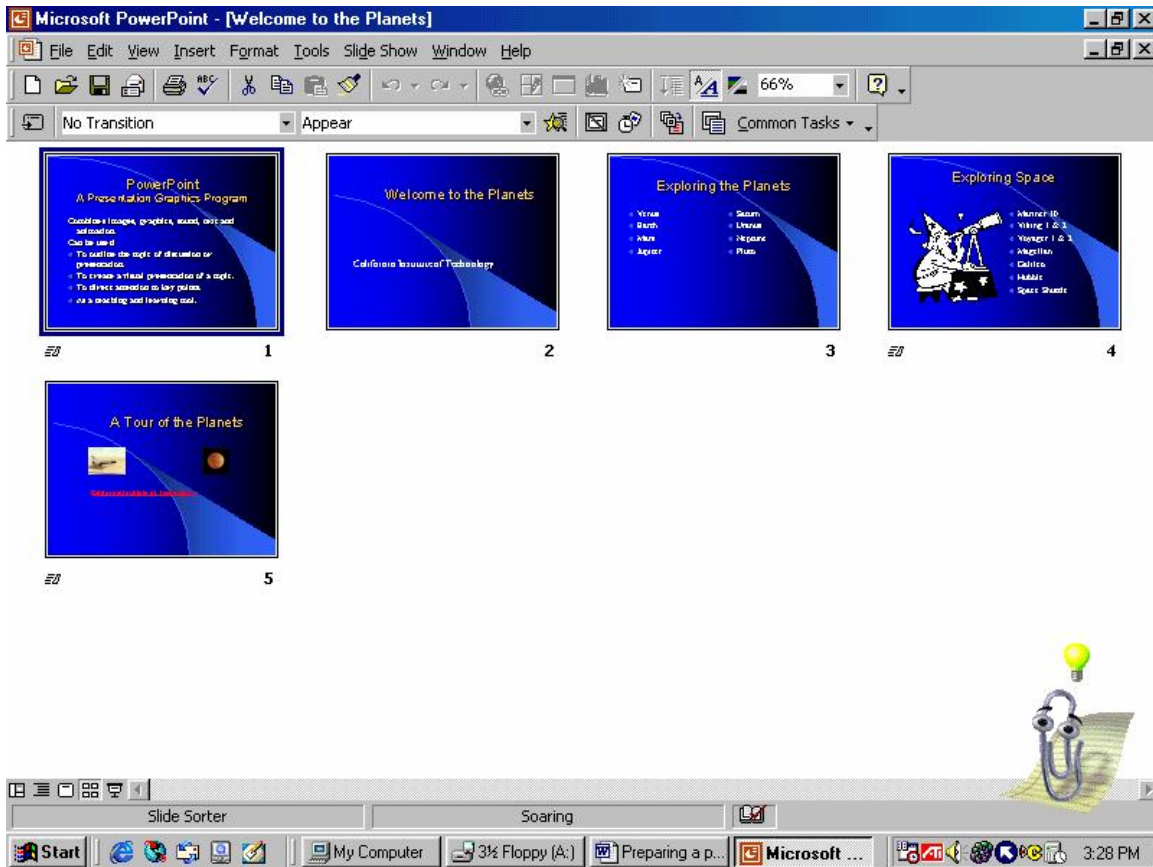
Adding Notes in the Notes Pane

The notes pane lets you add notes or information you want to share with the audience.

1. Click the notes pane, and then type your notes for the current slide.
2. Use the outline pane to move to other slides you want to add notes to.

Notes can be viewed during a slide presentation by clicking on the right mouse button for the shortcut menu and selecting **Speaker Notes**. (Note that the notes window will appear on the screen during your presentation.)

PowerPoint Presentation in Slide Sorter View



To Edit, Delete, or Reposition a Slide

Click on the **Slide Sorter View** button located at the bottom, left of the screen.

To **Delete** a slide, click on the slide to be deleted and press the Delete key on the keyboard.

To **Edit** a slide, double-click on the slide to open it in the edit screen. Make the changes. (Remember to save your changes.)

To **reposition/reorder** a slide, click and drag the slide to the new position.
Remember to save your changes.

Printing

1. On the menu bar, Click on File, Print.
2. From the Print What? Drop down menu, select the type of printout:
Print Slides (indicate the number of slides per page)
Handouts
Notes Pages or
Outline

Make other selections as needed and click the Print button.

