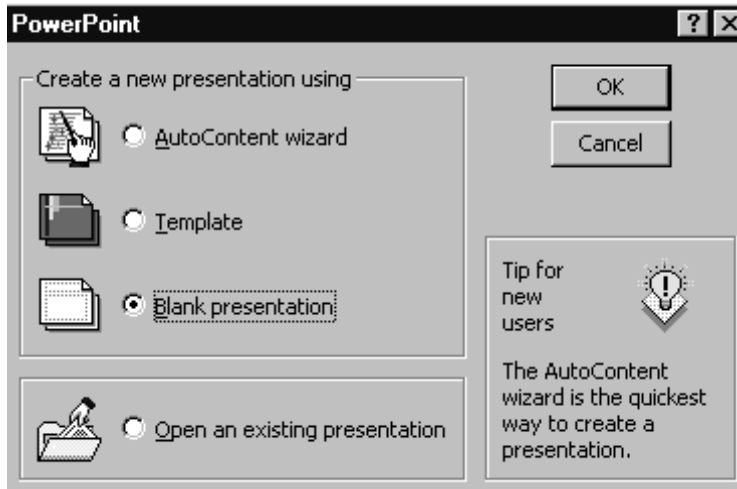


Introduction to Powerpoint

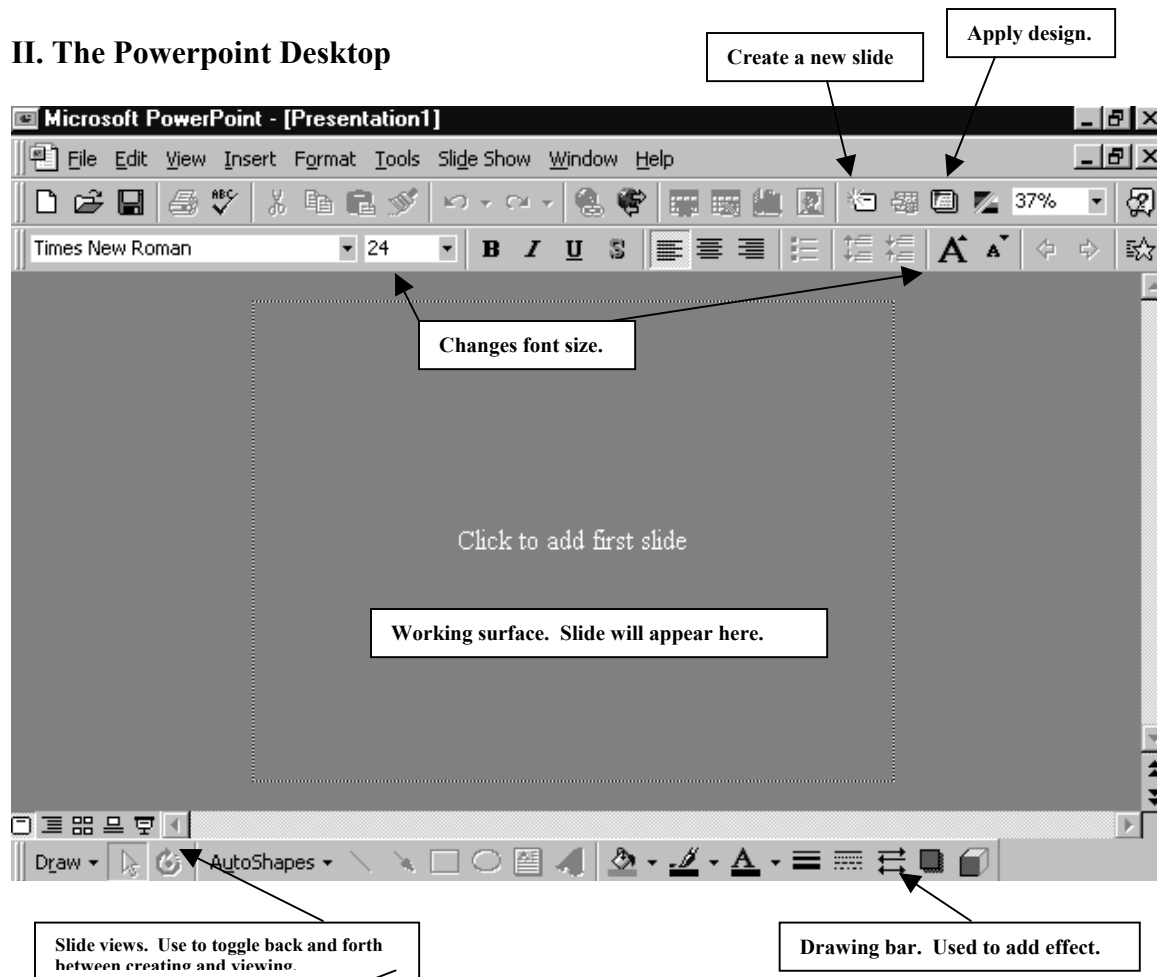


I. The Powerpoint Start-Up Dialog Box



AutoContent	Helps you by suggesting the content, outline and topics of your presentation based on the type of presentation you are giving.
Template	This wizard allows you to specify the look of your presentation (including templates). You can then specify the information you want to add.
Blank Presentation	This lets you have complete control of your presentation. Here you get a blank screen and some slide templates.
Open an Existing Presentation	Opens a presentation you have previously saved.

II. The Powerpoint Desktop



PowerPoint Views:

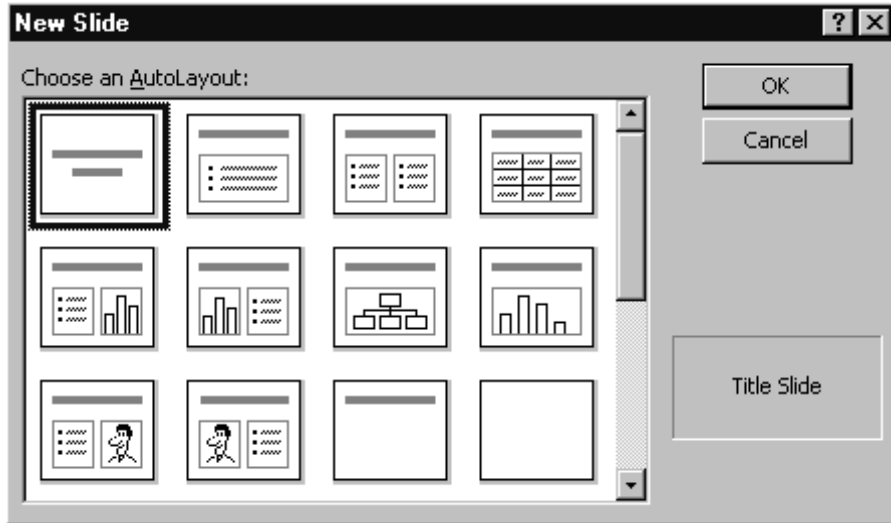


As you create a presentation, use these buttons to switch back and forth between views.

View	Purpose
Slide	Work with only one slide at a time.
Outline	Work with slide titles, and main text.
Slide Sorter	See a miniature of each slide complete with graphics/text. Use to arrange/change slide order.
Notes Page	Create speaker's notes for any or all slides in your presentation.
Slide Show	See your slides as they appear on screen for your show.

III. Creating and Saving a Presentation

- Open up a blank presentation.
- Select a layout from the Auto-layout guide.
- Click OK.



A. To enter text:

1. Click on the text placeholder.
2. Start typing.

B. To add text on a bulleted slide:

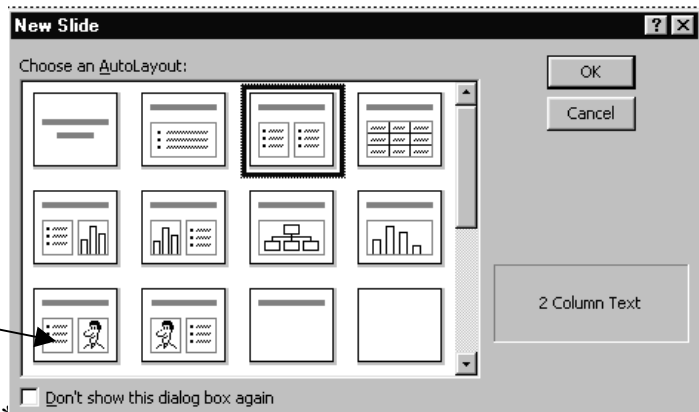
1. Click on the bullet list placeholder.
2. Type the bullet text for the first bullet and press enter.
3. Continue typing bullet items.
4. Click anywhere outside the placeholder to deselect it.

C. To add clipart to the slide:

1. Either go to the **Insert** menu and choose clipart or double click on the **insert clipart**



2. Click OK.
3. **OR** You can select the slide with clipart from the Auto layout selection.



D. To change the background or apply a design.

1. Go to the **Format** menu.
2. Choose Slide Background
3. Choose Color and Style.
4. Click Apply. (If you want this color on all of your slides, choose **Apply to All.**)

To apply a design.

1. Go to **Format** menu.
2. Click on apply design. **OR**

3. Click on **Apply Design** button on the toolbar.

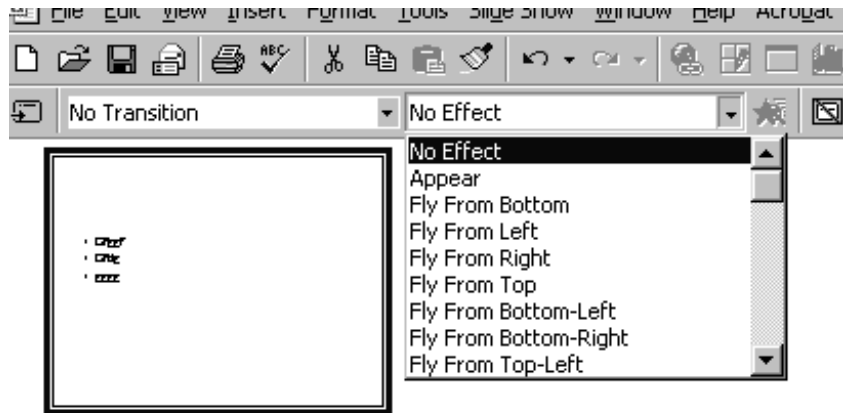


E. To create transitions between slides.

Transitions are how slides move from one to another. To do this, you will need to be in the Slide Sorter view. Get there by clicking on the slide sorter button on the Slide view toolbar.



1. Select the slide.
2. On the slide sorter toolbar, click the transition button.
3. From the effects drop-down menu, select a transition effect.
4. Select a speed and advance option.
5. Click OK.



F. To create a Build Effect.

Builds are how bulleted lists are moved into your slide show.

1. In slide sorter view, select a bulleted slide.
2. Check the effect box.
3. Select a build effect.
4. Click OK.

G. To save a presentation:

1. Go to the File menu. Choose **Save As**.
2. Select a directory and drive to save your presentation to.
3. Type the name of the file under the File list box.
4. Click OK.

H. To show a presentation:

1. Open a saved presentation.

2. Select Slide Show from the Views bar.



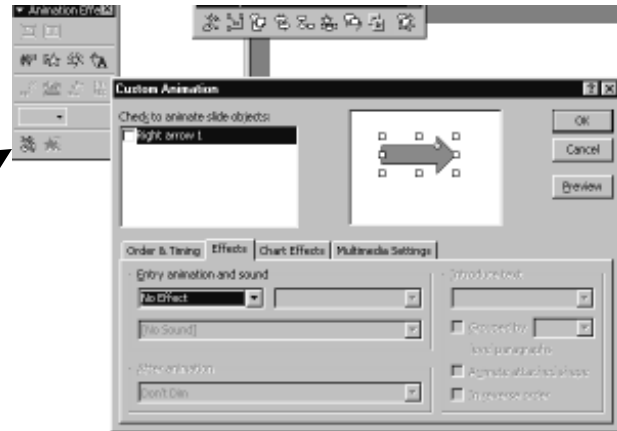
3. The slide moves when you click the mouse.

PowerPoint Extras for the “power user”

I. Animations

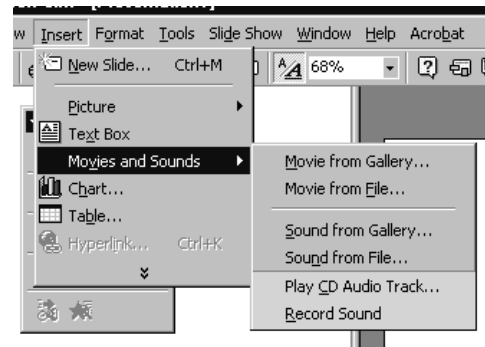
Animations control the movement of text and pictures on the screen. You can make your text “fly” in one letter or sentence at a time. You can animate a picture so that it emphasizes a point.

To create a custom animation, open the Animation toolbar. Click on the Custom Animation button to bring up the tool window. Click on an object (text, picture, etc) and set an animation effect from the menu. You can click preview to see what your animation will look like.



II. Adding movies

Movies can be downloaded from the Internet and placed in your presentation. To do, click on Insert, Movies and Sounds. Insert your movie from the MS collection, or from a file you’ve downloaded from the Internet.



III. Connect multiple presentations together by adding hyperlinks to your presentation.

To do:

1. Place all of the presentations you want to link to in one folder/directory.
2. Create a blank presentation to act as a “main menu”.
3. Create a title slide.
4. On the second slide, create a menu using either pictures or words.
5. Highlight the word you want to link (this will be where the user “clicks” to get to another presentation/slide.
6. Click on the link button or under the Insert menu, highlight Hyperlink.
7. Type in the name of the presentation you want to link to, or **Browse** to find it.
8. Save your work.

IV. Save your presentation as an HTML document and display on a web page.

To do:

1. Under the File menu, select Save as HTML.

V. Create “Notes” pages to use in your presentation.



To do:

Go to Notes page view. Type your notes in the box under each slide.

VI. Create a self-running slideshow.

To do:

1. On the Slide Show menu, highlight **Set Up Show**.
2. Select “**Loop continuously until Esc.**”
3. Select **Advance slides with timings.**
4. Select OK.

