



## Chapter Seven: Beginning Powerpoint Tutorial

**Microsoft PowerPoint** If you do not have experience using Powerpoint, you will want to begin by creating a basic presentation. You will need to know how to insert slides, graphics, links, buttons, etc. This tutorial is based on an older version of Office, but some newer version screenshots are included. You will want to locate a tutorial that meets your needs for your particular version of Powerpoint. Microsoft provides design templates that are "ready to use." You may choose to use one of the presentation designs provided, or you may wish to create your own design by selecting a fill, pattern, or picture background. layout, fonts, etc. When you select "new" from the file menu, the presentation design menu will generally open by default. If not, you will need to locate those designs in the Microsoft Office program or application folder on your hard drive. Some Office installations may not include all of the Powerpoint options, but you can add the missing features by using your original program CD.

### Website Resources - Tutorials on How to Create a Powerpoint Presentation

- Powerpoint in the Classroom - <http://www.actden.com/pp/>
- Microsoft Step by Step Tutorials - Microsoft - <http://www.microsoft.com/enable/training/default.aspx>
- Powerpoint Knowdule - <http://isds.bus.lsu.edu/cvoc/learn/introit/ppoint/index.htm>
- XP and 2000 Help - <http://office.microsoft.com/assistance/offhelp.aspx>
- Powerpoint Microsoft XP - <http://www.microsoft.com/education/PPTTutorial.aspx>
- Powerpoint Tutorials - <http://www.abacon.com/pubspeak/deliver/ppoint.html>
- Powerpoint Basics - [http://www.iupui.edu/~webtrain/tutorials/powerpoint2000\\_basics.html](http://www.iupui.edu/~webtrain/tutorials/powerpoint2000_basics.html)
- Microsoft Tutorials - <http://www.microsoft.com/education/?ID=Tutorials>
- Microsoft Powerpoint from Dynamic Zone - [http://www.dzfx.com/workshops/list/2/Microsoft\\_PowerPoint-Office\\_2000-XP/](http://www.dzfx.com/workshops/list/2/Microsoft_PowerPoint-Office_2000-XP/)
- St. Phillips College - <http://www.accd.edu/spc/it/ttc/powerpt/default.htm>
- Florida Gulf Coast University - <http://www.accd.edu/spc/it/ttc/powerpt/default.htm>
- Download XP 2002 Tutorials from Course Technology - [http://www.course.com/downloads/newperspectives/officexp/powerpoint\\_main.html](http://www.course.com/downloads/newperspectives/officexp/powerpoint_main.html)
- Electric Teacher - <http://www.electricteacher.com/tutorial3.htm>
- MAC Tutorials from Atomic Learning - <http://www.atomiclearning.com/ppoint2001.shtml>
- MACTopia - <http://www.microsoft.com/mac/>

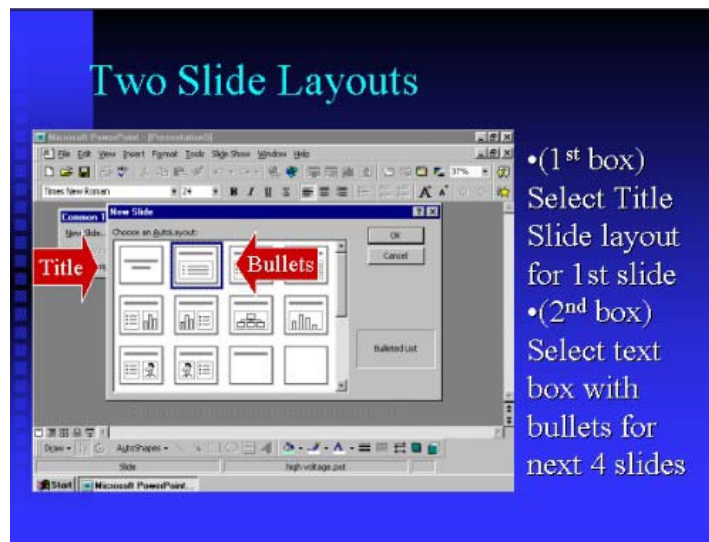


## Powerpoint Presentations

- Combination of "slides"
- Go to insert top file menu bar
- Select "insert slide"
- Continue to insert slides
- Type text first
- Add graphics, animation, and sound

## Multimedia Elements

- Title of Project – 1<sup>st</sup> slide
- Additional slides with subtopics and bullet points
- Final slide to include subject matter content standard and technology standard.
- 4-5 Bullet points per slide
- Insert graphic on each slide
- Create slide transitions with sound
- Animate bullets and graphics



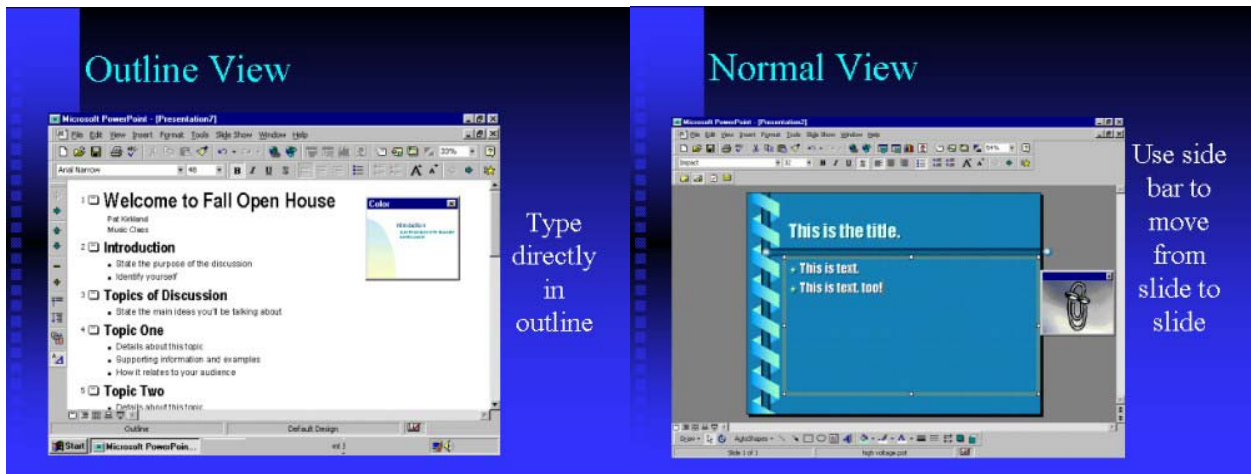
- Add sound to animation/slide transitions
- Select a presentation template design

## Slide Layouts

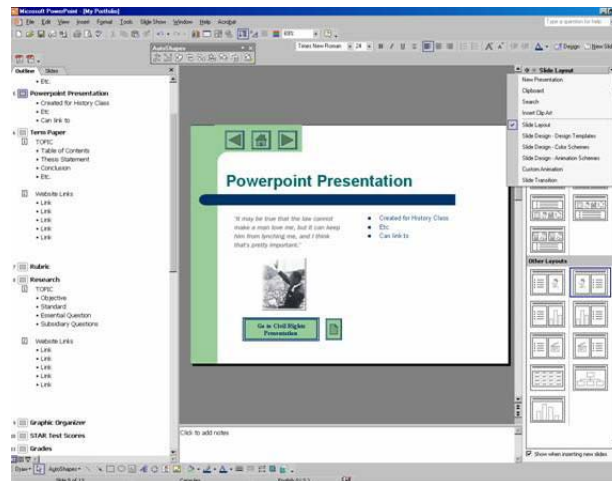
- There are many choices, but you will primarily use only use two main screens - the title screen and the first screen of text bullets with top title.

## Typing Text

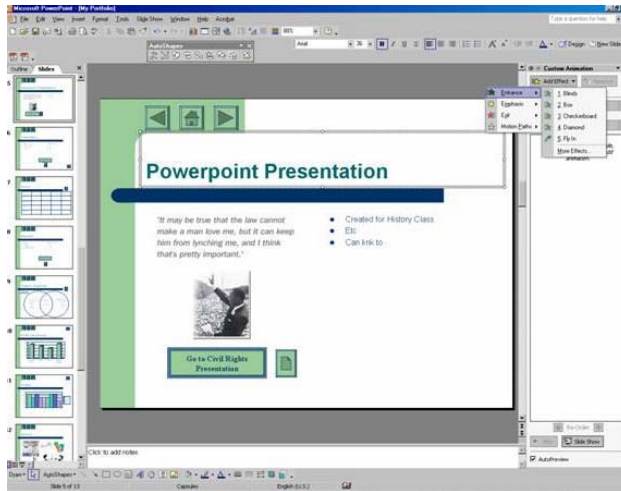
- Use key words
- Don't use complete sentences
- Use capital letters consistently
- Type in normal or outline view
- Use animation on bullets
  - One bullet at a time
  - Easier to read
  - Choose auto time or mouse click



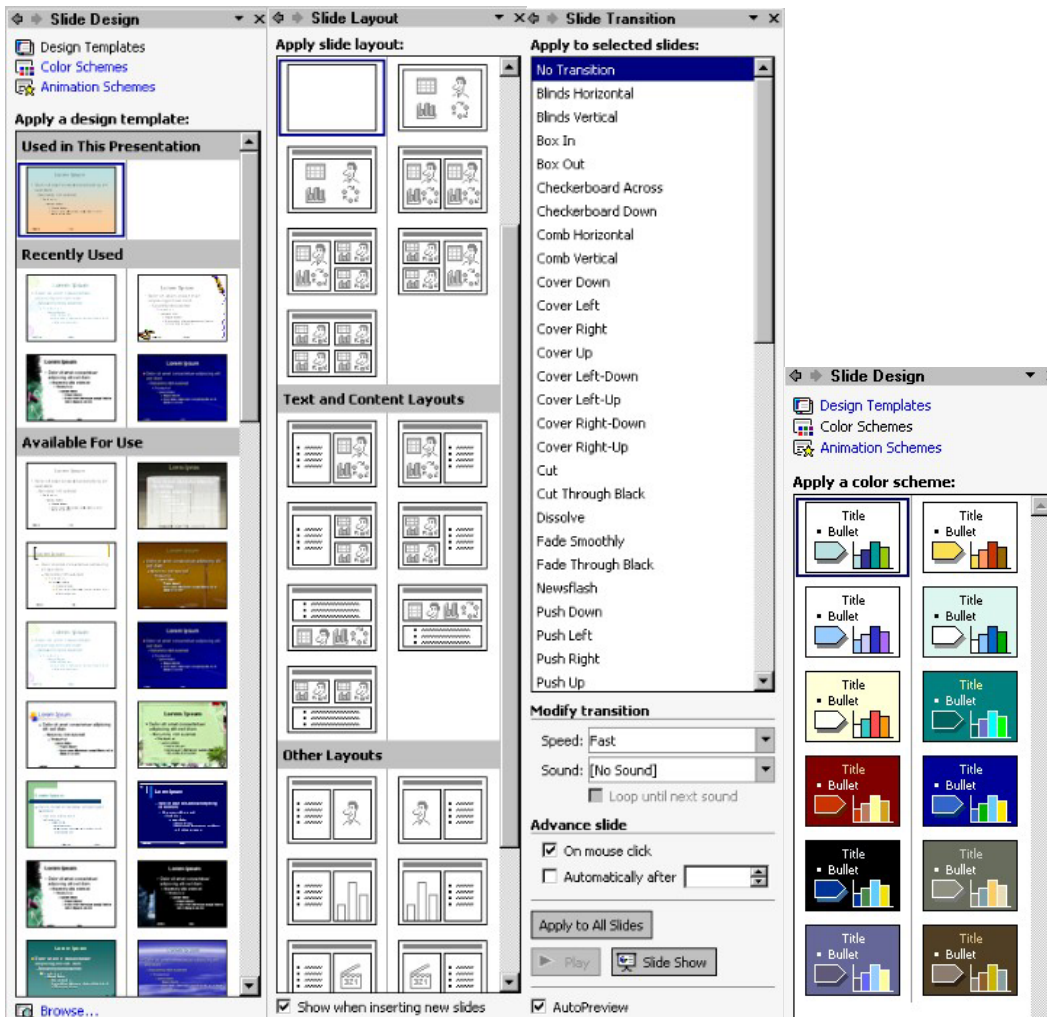
## XP Screenshots



Outline of presentation text on left with slide layout on right of screen



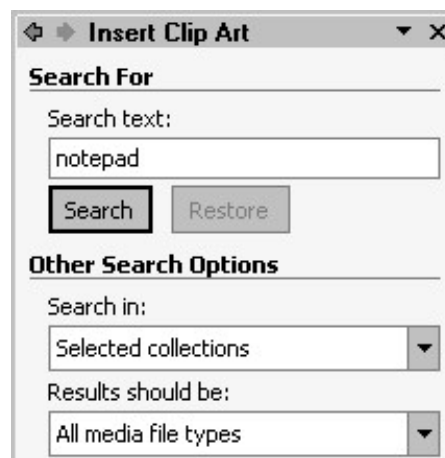
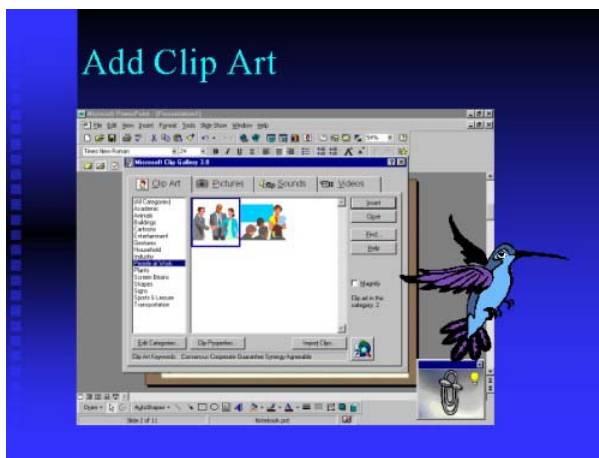
XP allows you to choose the slide view rather than the outline view on the left.



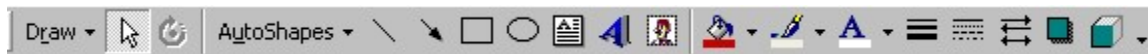
Windows XP Screenshots for Slide Design, Slide Layout, and Slide Transition

## Insert Graphics

- From insert menu on top file bar or in the right window in XP (See below)
- Insert picture
  - Clip art
  - From file (your own graphic/photo)
  - Include pictures from your primary source websites. Right click (hold down mouse button on MAC) and select "save image as" to save the image to your disk or hard drive. Insert "from file" by locating your photo or graphic.
- Size and drag graphic object where you want it
- Resize text boxes if necessary (drag handles)



## Add Clip Art



## Other Graphics

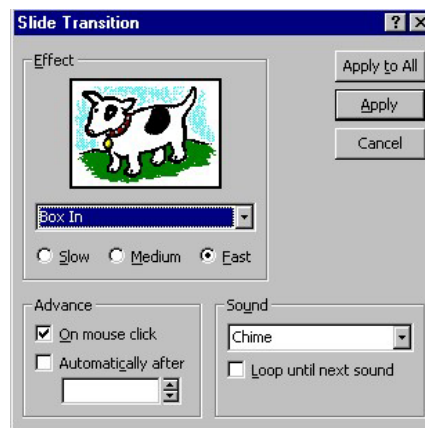
- Pictures and photos from web
  - Right click or hold down button
  - Save as image
- Word Art
- AutoShapes
- 3D and Shadow
- Animated gifs
- XP includes a Window on the right where you select insert your clipart.





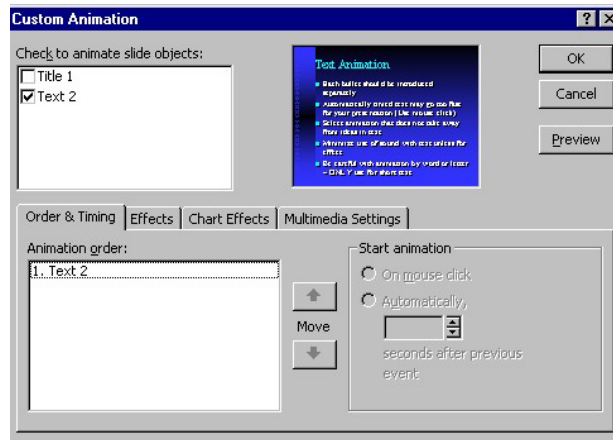
## Adding a Link to a Webpage

- Type the name of the web you wish to link to.
- Highlight the name with your mouse
- Go to the top file bar and insert the hyperlink (or click on the globe/link icon).
- Type the correct <http://etc>.
- Some later versions will automatically create a link if you type the full address on your slide.
- Include a final slide with resource links or link to websites within your presentation.
- A useful link might be to a website relating to your topic or the link to the California subject matter standard.
  - California Standards - <http://www.cde.ca.gov/standards/>
  - California Frameworks - <http://www.cde.ca.gov/cfir>



## Slide Transitions

- Go to Slide Show
- Select slide transition
- Select a transition effect
- Select a sound to go with effect
- Select transition for ALL slides
- Determine if slides will change:
  - With mouse click
  - Automatically (timed)
- See Slide Transition Screenshot for XP below. XP has placed many of the tools and features in a menu at the right of the screen.

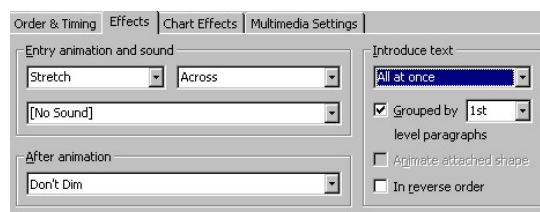


## Animation

- Apply to each slide individually
- Go to Slide Show
- Select Custom Animation
- Click box next to object you want to animate
- Select desired effect for each object
- Determine timing and order of each
  - Mouse click
  - Automatic (timed)

## Order of Text/Graphics

- In determining order
- Title – generally not animated
- To determine order – decide:
  - Will the graphics take attention from the text?
  - Will the graphics lead into the text?
  - Would word art be a good effect for presenting idea



## Text Animation

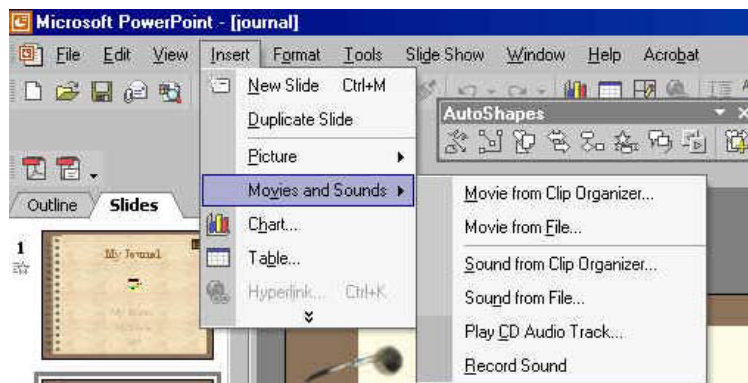
- Each bullet should be introduced separately
- Automatically timed text may go too fast for your presentation (Use mouse click)
- Select animation that does not take away from ideas in text
- Minimize use of sound with text unless for effect
- Be careful with animation by word or letter – ONLY use for short text

## Graphics and Sound Animation

- Automatically timed graphics work well
- Attaching sound to a graphic animation generally effective
- Don't overdo sound effects!
- For graphics behind text – select graphic and determine order (send behind text)



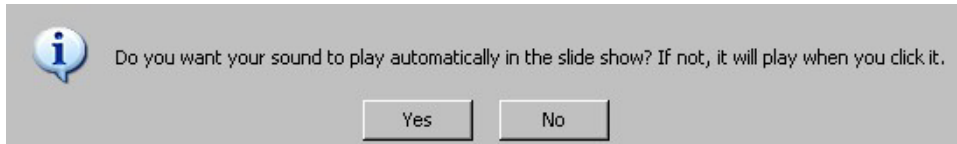
### Audio and Video



You can add sounds, narrations, and movies to your Powerpoint presentation. You will need a microphone or audio output. With MP3s, wave audio files, MIDI music, and video files, you will need to store the files in the same folder as your Powerpoint. These are not automatically embedded in the Powerpoint file. You will be asked if you want the sound to play automatically when the slide opens. You may select the sound, or you may expect the viewer to click on the speaker icon to listen to the sound.

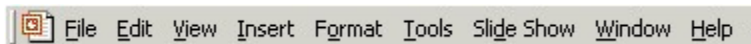
You can choose to loop the sound from the edit command. To select details on how you want the sound or video to be played, you would highlight the speaker and go to custom animation. You can make changes under both the effect and timing menus. You can choose to have the sound repeated by selecting the number of repeats desired. You can choose to have the music or narration start playing at the beginning and continuing until the final slide. See additional material on types of audio and video technologies.





## Save and Print

- Save as presentation (Powerpoint 95/97/98/2000/XP)
- Extension for Windows - .ppt
- Can be saved as a web page (many files in one folder)
- Print Options – under print what?
  - Slides (full page)
  - Handouts
    - 6 on a page - Default
    - 3 on a page - Great journaling format with slides on the left and lines for note-taking on the right of the page.
  - Outline (can be copied to or copied from Word)
  - Overhead transparencies
  - On MAC OSX – Can print to pdf (Acrobat Reader files)



## Viewing your Presentation



Go to "Slide Show" on the top file bar and select view. This will begin your slideshow at the first slide. You can also click on the small screen at the bottom left to view your presentation from the slide you are currently viewing. You can share your Powerpoint presentation with those who do not own Microsoft Office. Download the Powerpoint Viewer for your operating system. You can not edit the presentation, but you can view it full screen.

- Powerpoint Viewers - <http://office.microsoft.com/officeupdate/category.aspx?CategoryID=CD010225551033&CTT=4&Origin=CD010224911033>
- All About Me Template - <http://www.microsoft.com/education/aboutme.aspx>