Beginning PowerPoint

Microsoft Office Version XP

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Microsoft PowerPoint is a multimedia presentation program. It can be used to create dynamic presentations that include graphics, animation, sound, video and more. This class presents basic skills and ideas for using the software in the classroom.

Getting Started

Customize the PowerPoint Window
If the New Presentation task pane displays in your PowerPoint window, click the **Show at startup** check box to remove the check mark, and then click the **Close** button in the upper-right corner of the task pane title bar.
Creating a New Presentation Using a Design Template

1. Click Format < Slide Design.
2. In the task pane, scroll down to find the design you like and click on it.
3. If you change your mind, simply continue scrolling through the designs and click on a new template.
Creating a New Presentation by Selecting Your Own Background

1. Click **Format > Background**.
2. Click the drop-down menu under **Background fill**.
3. Choose a color from the samples or select the **More Colors** option.
4. Choose between the **Standard tab** or create an original color by clicking on the **Custom tab**.
5. After selecting the color for the background, click on **OK** and then decide whether the background color should appear on the current slide only (**Apply**) or on all slides (**Apply to All**).

Using Fill Effects

1. Click on **Format > Background > Fill Effects**.
2. The **Fill Effects** dialog box creates a color gradient background. Chose One color, Two colors, or Preset.
3. Experiment with other **Fill Effects** by clicking on the **Texture**, **Pattern** and **Picture** tabs.
Add a New Slide to a Presentation
1. Click Insert > New Slide.
2. The Slide Layout task pane opens. The Title and Text slide layout is selected.
3. Click the Show when inserting new slides check box to remove the check mark.
4. Click the Close button on the Slide Layout task pane.
5. Change the layout for a slide at any time during the creation of a presentation by clicking Format on the menu bar and then clicking Slide Layout.
6. Click View on the menu bar and then click Task Pane.
7. Double-click the slide layout of your choice from the Slide Layout task pane.

Add Text
To make creating a presentation easier, any text you type after a new slide displays becomes title text in the title text placeholder.
1. Click the label Click to add title located inside the title text placeholder.
2. The mouse pointer changes to an I-beam.
3. A selection rectangle displays around the title text placeholder.
4. If you make a mistake typing, press the Backspace key.
5. The default setting allows you to reverse up to the last 20 changes using the Undo button.

Changing Font ~ Always highlight the text
Click the arrow to change font or font size
Click the box to change font style
Bold
Italics
Underline
Shadow
Click on the arrow to increase or decrease the size of the font.

Click on the arrow to choose a new color for the font.

To change the bullets or numbering on a slide choose Customize.

Choose a font like Windings by clicking on the arrow. Click on a symbol and choose OK.

Moving a Text Box
1. Select the text box by clicking one time on the box.
2. Click on the border of the box so “handles” appear.
3. Click on the border and drag the box to a new place on the screen.
4. Re-size a text box by moving your cursor until it becomes a double-sided arrow and drag it to a new size.
Add Clip Art

1. Choose **Insert > Picture > Clip Art** and the **Clip Art** menu appears.
2. Type the subject of what you are looking for in the Search text box and click on the Search button.
3. Click once to select the piece of clip art. The sizing handles allow you to resize the picture by dragging on the border of the picture.

Add WordArt

1. Choose **Insert > Picture > Word Art** and the **WordArt Gallery** menu appears.
2. Click once on the box of your choice and click on **OK**.
3. Type your words in the **Edit WordArt** menu box.
4. You may also change the font and font size (remember to highlight first) then click **OK**.
Click on Insert > Picture > WordArt

Click on the box of your choice and choose OK.

Add Animation
1. Click on Slide Show > Custom Animation.
2. Click the Add Effect button and choose an effect.
3. You can apply a variety of effects to the clip art, including how it enters and exits the slide.
4. The best way to learn how to use effects is to experiment and soon you will get the hang of it! There are many options at your fingertips.
Add Transitions to a Slide

1. Click the Slide Sorter button in the lower left corner.
2. Choose one slide or hold down the Shift key and choose several slides.
3. Click on the animations of your choice in the Slide Transition pane.
Click on Slide Show > Slide Transition.

Choose one or more slides to transition.

Notice timing in seconds for a rehearsed presentation.

To Rehearse Timings so a slide show can run on its own, click on Slide Show > Rehearse Timings. Click once with the mouse button to advance each section of the slide.
Add Music or Sounds

Choose Insert > Movies and Sounds > then your choice.

Always choose Yes if you plan to start the music at the beginning of the presentation.

This symbol will appear in the middle of the slide. Click with your mouse to move it to a place where it will not be seen on the slide (lower left corner is most often where it is placed).

Right click on the sound symbol and choose Custom Animation. Choose Effect Options.

Make your choices from the Play Sound screen.
Set Up Show
This menu will allow you to loop the presentation continuously until the Escape key is pushed. Set the other options based on how you will be using the slide show.

Click on Loop continuously until “Esc” if you want to show this presentation unattended.

Viewing Your Slide Show
Normal Slide View — Slide Show View
Slide Sorter View

Saving Your Work
When you are finished making changes, save your presentation by going to File, Save As and choose My Documents if you are saving to Drive C. Choose Drive H if saving at school and Drive A if saving it to a floppy disk. If you have several slides with lots of graphics in your slide show, you should consider burning it to a CD for safe keeping and easy transportation.

Other Helpful Hints
To find more pieces of clip art and design templates, go to www.microsoft.com and click on Office. Then click on Clip Art and Media. Sort the media according to what you are looking for. Follow the on-line directions for inserting the clip into your presentation.
To find free music files on the Internet, search for midi, wav, and mp3 files. A good starting place for thousands of free music files is [www.mididb.com](http://www.mididb.com). Right click on the file and choose Save Target As to save it to a drive on your computer.