



Microsoft PowerPoint

Goshen High School

Presenter: Charline Williams
Technology Teaching Assistant

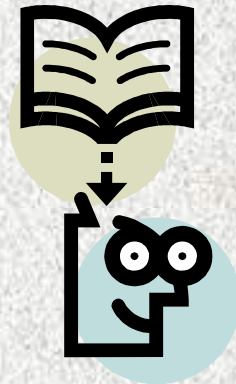
November 12, 2008

Why Use PowerPoint for Instruction?

→ Introduce a unit, focus on an objective, or review.

→ Demonstrate activity steps.

→ Create study guide for an exam.

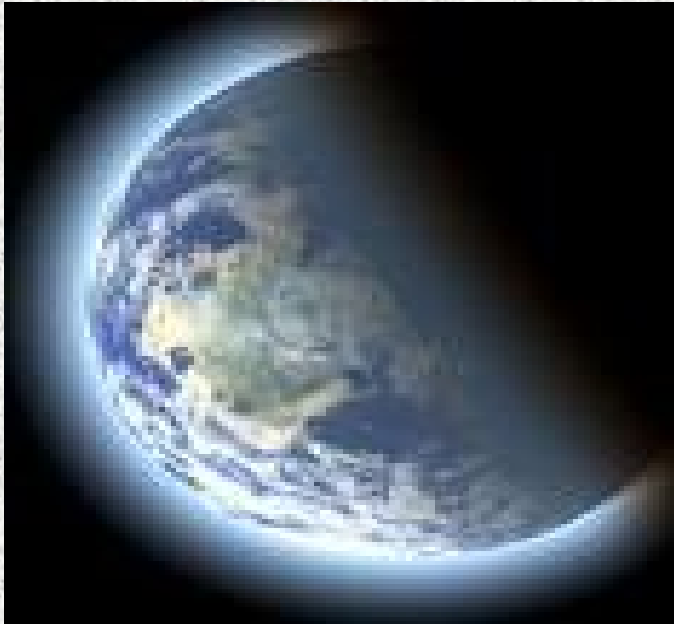
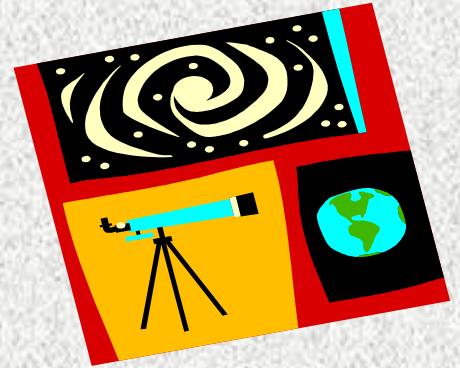


BUT,

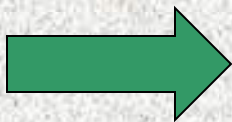
The Number **#1** Reason
To Use PowerPoint is:

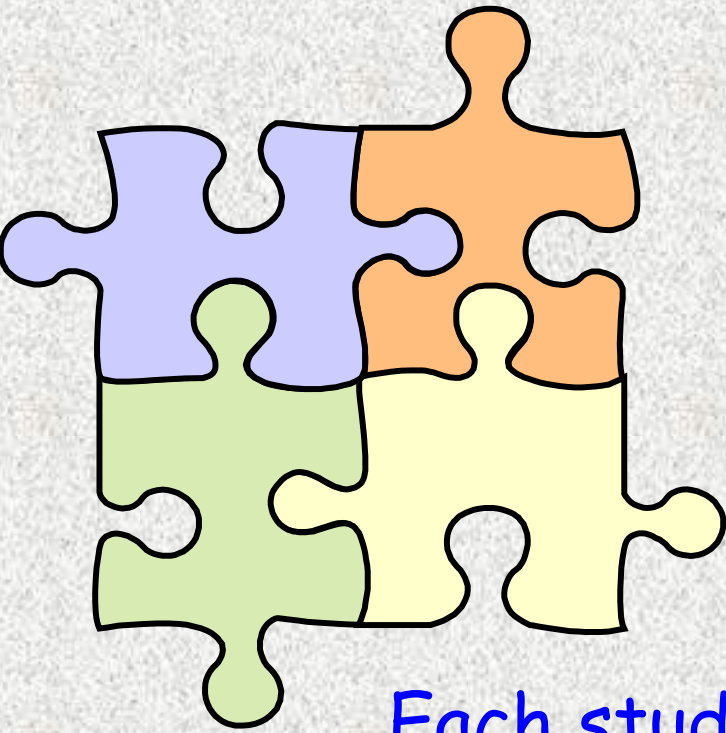


**It is a
visual
medium.**



And
“visual”
is what
they’re
used to.





PowerPoint is great for
student group projects.

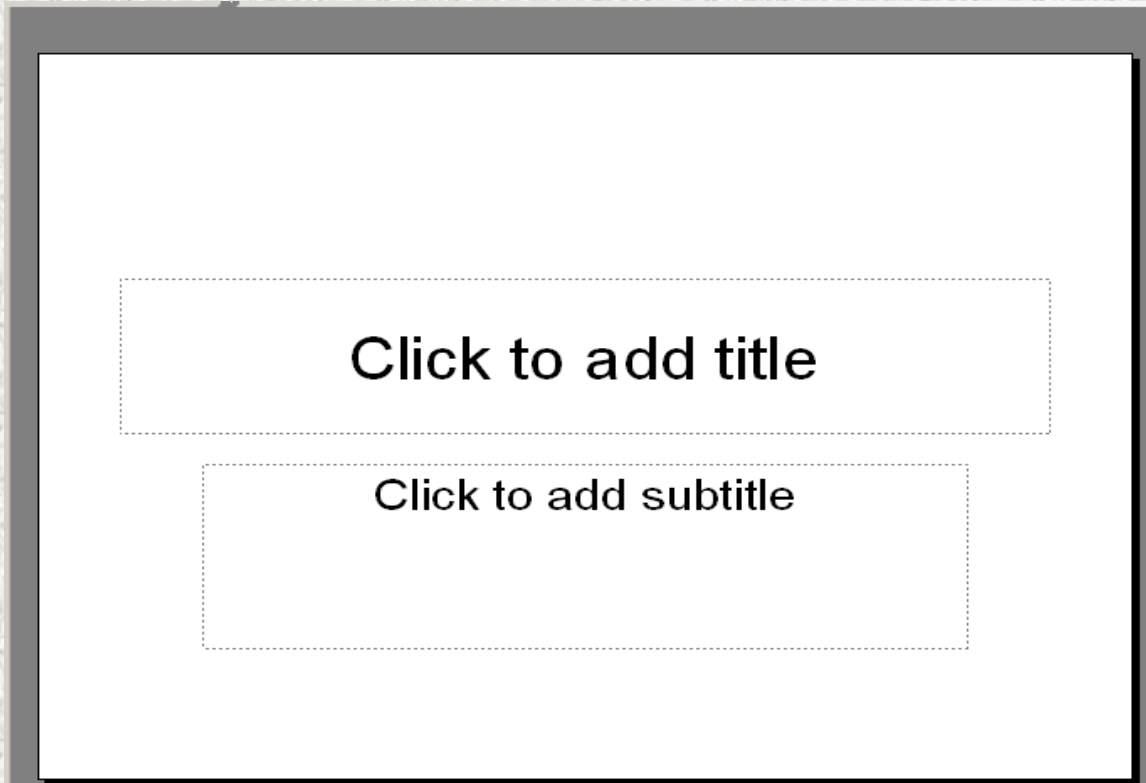
Each student or group researches part of a
presentation that is merged into the
whole.



Starting a New PowerPoint Presentation

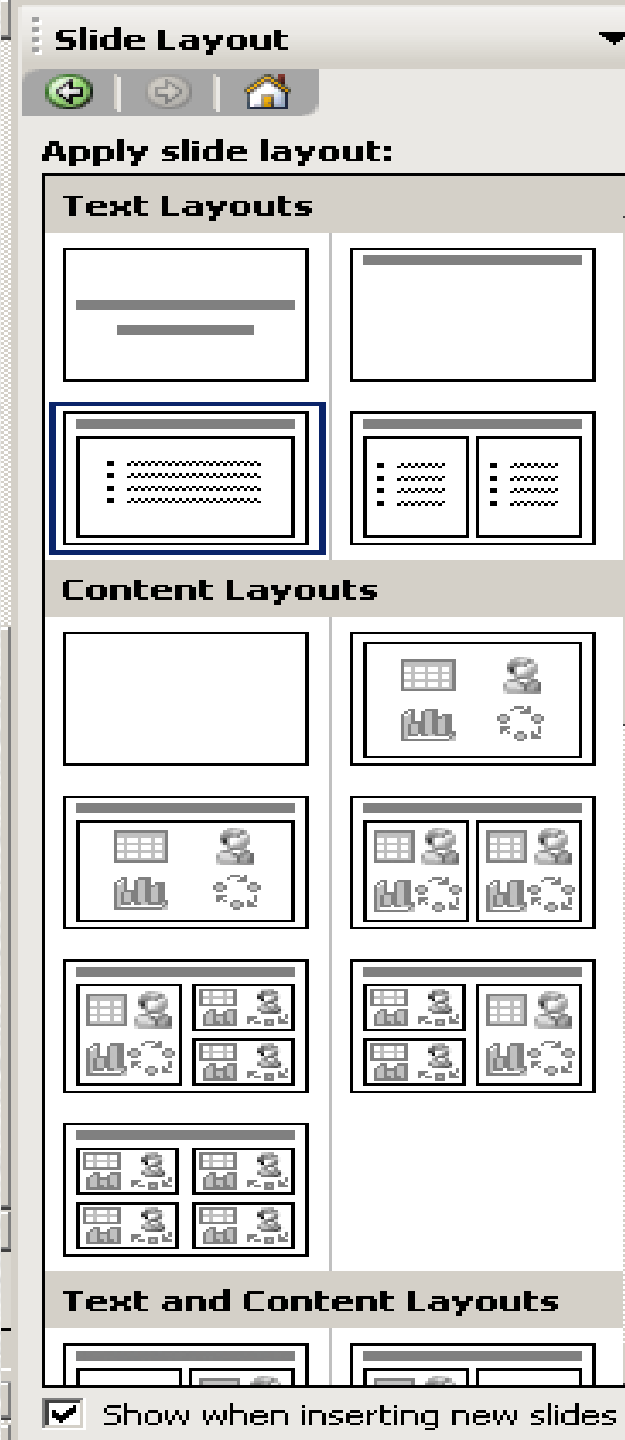
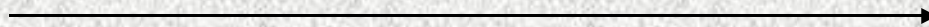
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Double-click the PPT logo.
This slide appears.
(Great title-slide format.)

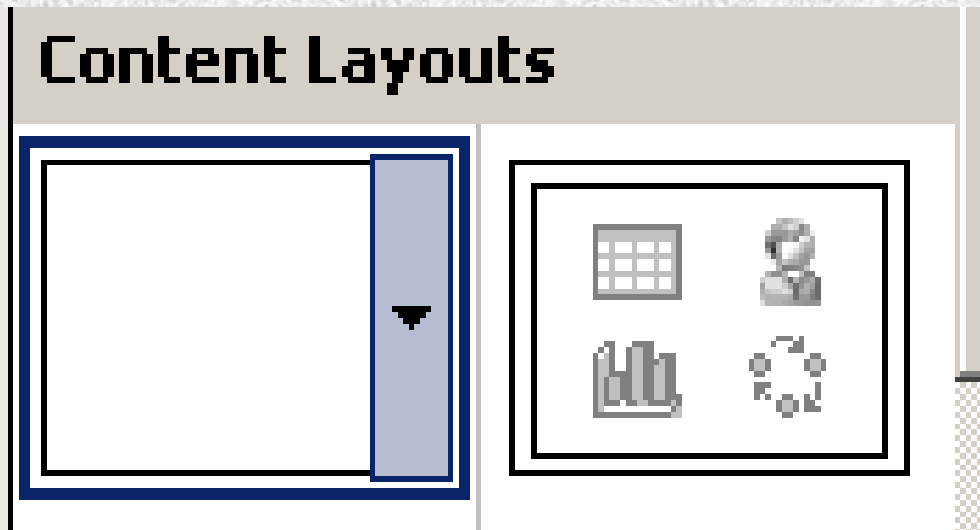


Under Insert, click
"New Slide."

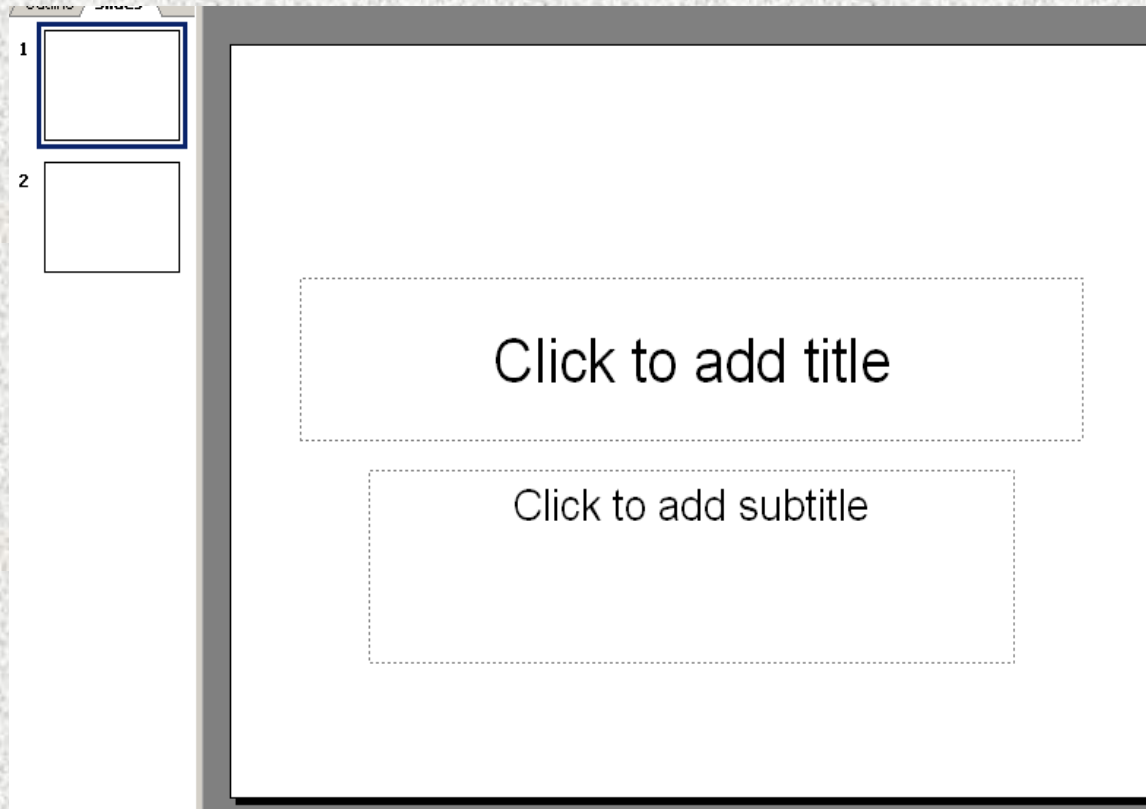
These text and
content layout
choices will appear
on the right side of
the page.



**For maximum
layout
flexibility,
select the
blank slide
under
“Content
Layouts.”**



Now you will see:

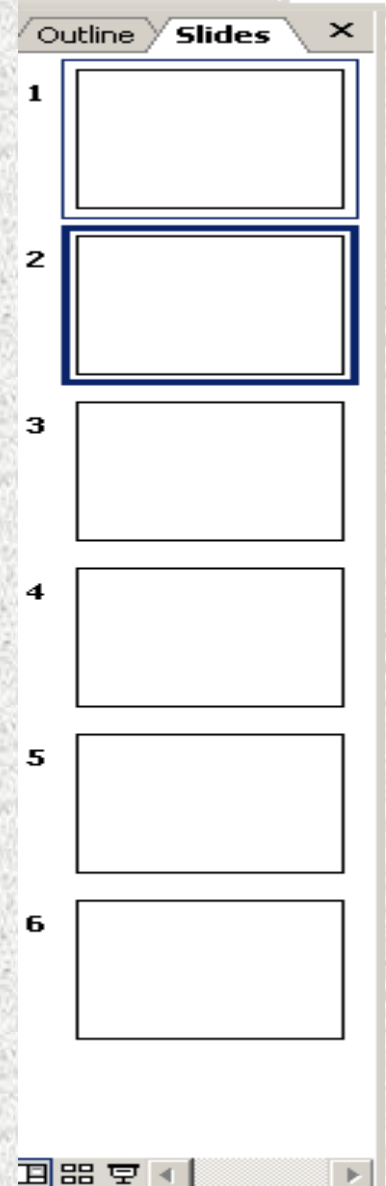


Slide one has the default format.
Slide two is blank.

To create the template for your presentation:

✳️ Click on slide two.

✳️ Under Insert, click on Duplicate Slide (wait for a drop-down choice).



*Repeat this step until you have about **6** slides.

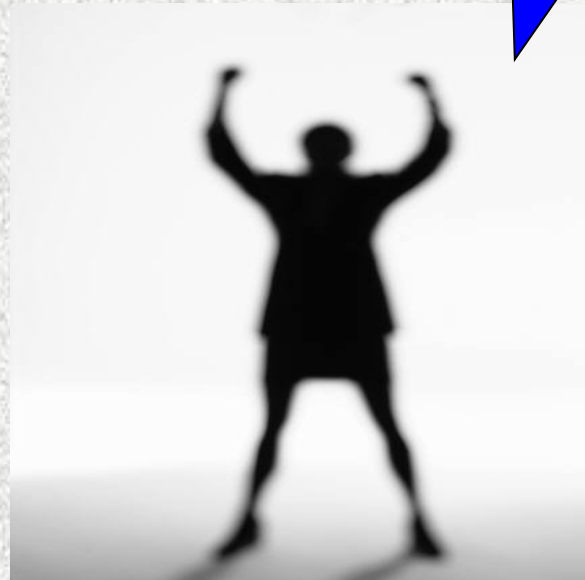
*Note that the **highlighted** slide is the "active slide."

2

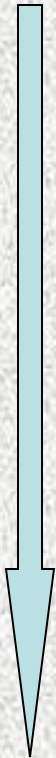
A diagram of a slide. It consists of a white rectangular area in the center, surrounded by a thick blue border. To the left of the slide, the number '2' is written in a bold, black, pixelated font. The slide is positioned on a light gray background.

**CLICK BACK
ON SLIDE
ONE AND
YOU ARE
READY TO
BEGIN!**

Yea!



You will see this Drawing Toolbar
at the bottom of your screen.



**CLICK ON
THE
SLANTED
“A.”**



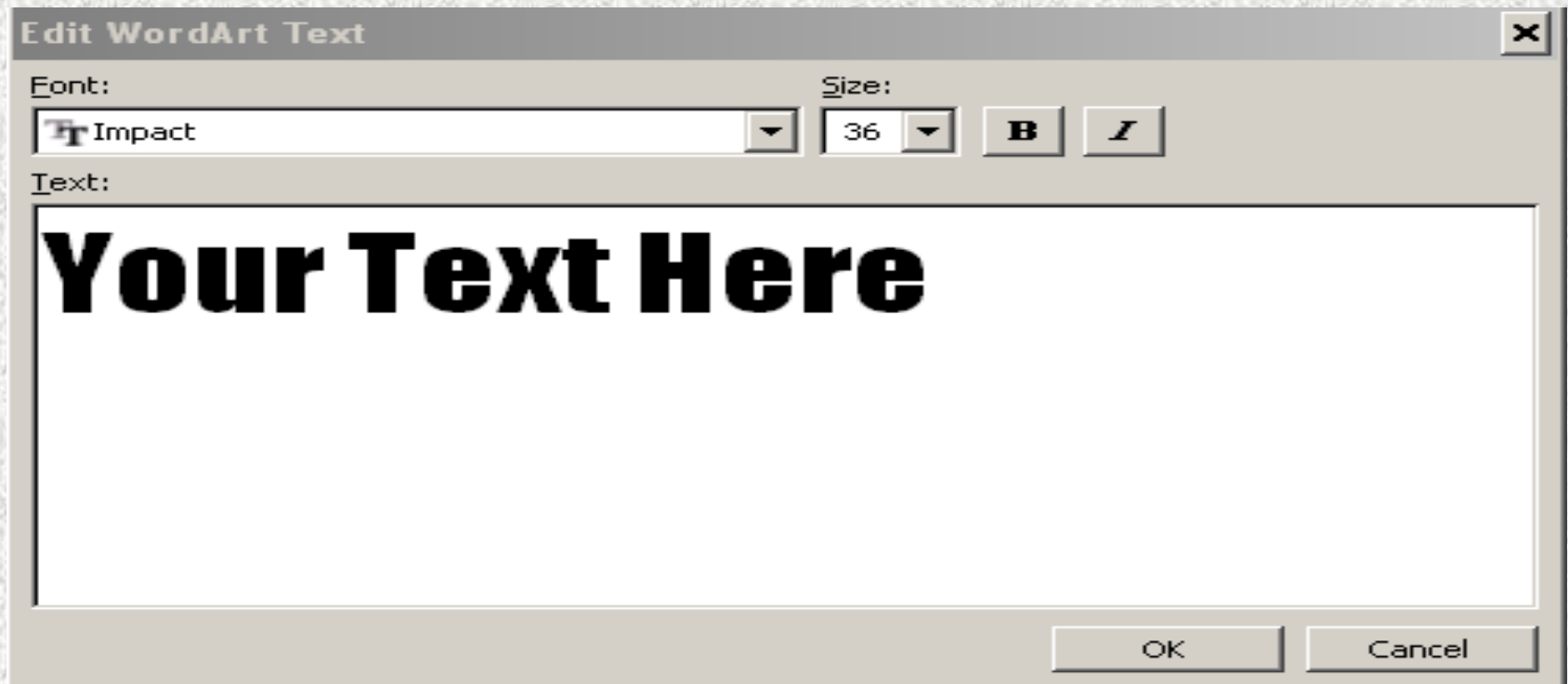
This Word Art gallery appears.



① Select a style of

Word Art

② This box appears.



→ Highlight the words
"Your Text Here" and type headline.

☛ With headline highlighted,
select font, **size**, bold and/or *italic*.

✓ Click "Ok" when complete,
and headline will appear.

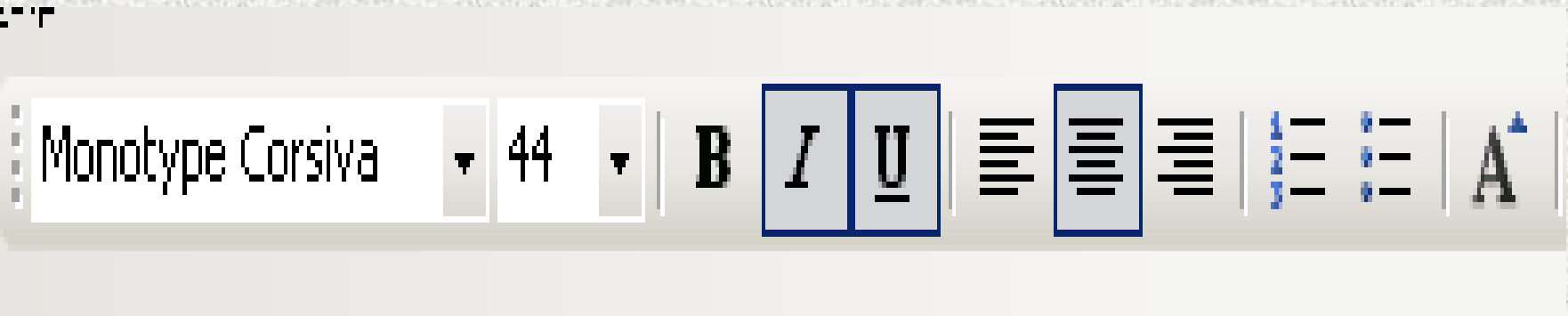
This is what
you will see:

Click to add title
How to Create a PowerPoint Presentation

Click to add subtitle

To view the page as it will really look, go to "Print Preview" under "File," and you will see:

How to Create a PowerPoint Presentation



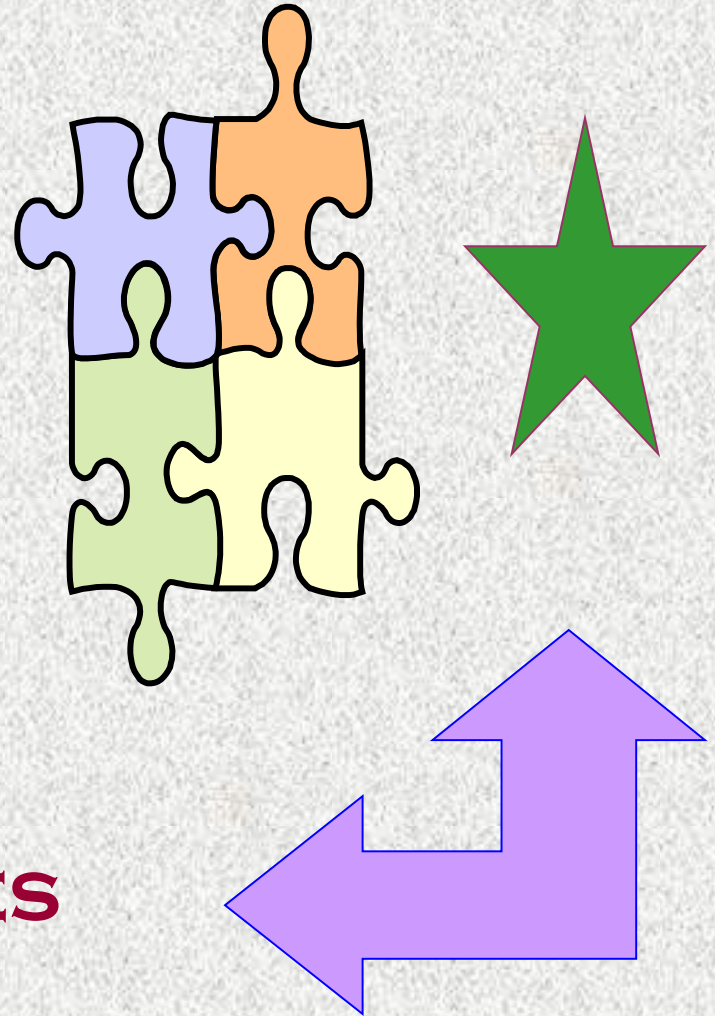
Word Art text-formatting tools include

FONT, **size**, bold, *italic*,
underline, alignment,
and ● bullets & (1) numbering.

Other tools in the drawing toolbar:

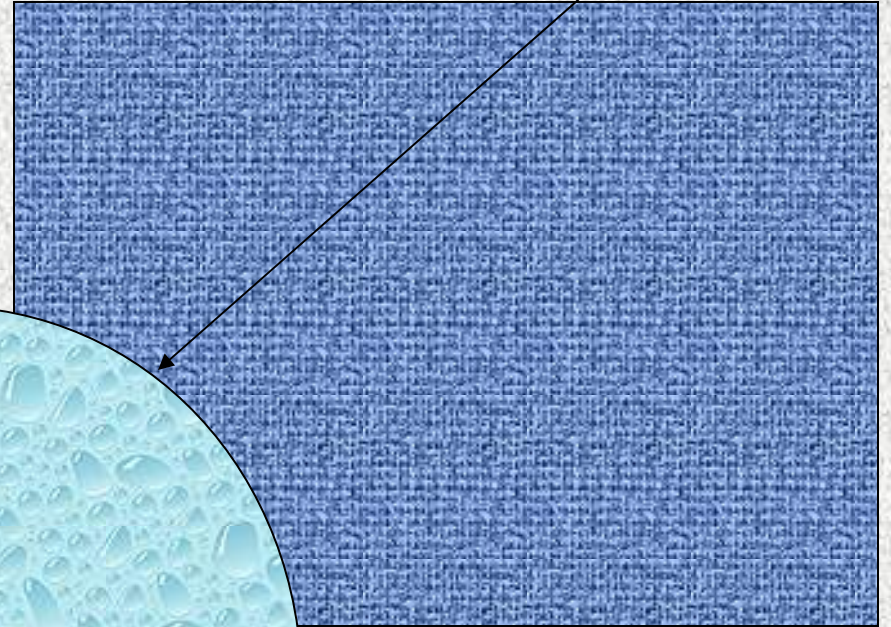
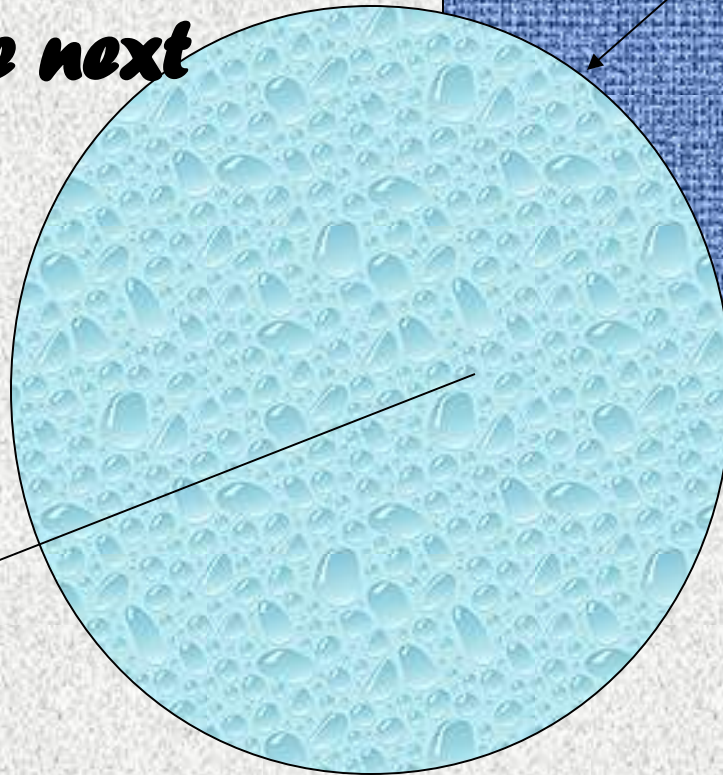


- ☞ **LINES**
- ☞ **CONNECTORS**
- ☞ **SHAPES**
- ☞ **BLOCK ARROWS**
- ☞ **FLOW CHARTS**
- ☞ **STARS & BANNERS**
- ☞ **CALLOUTS**
- ☞ **ACTION BUTTONS**
- ☞ **MORE AUTO SHAPES**



ARE AVAILABLE BY CLICKING “AUTO SHAPES.”

***You will find
lines, arrows,
rectangles and
circles if you
click on the next
four tools.***



As you type in the text box, the text box expands.

As you type in the text box, the **text box expands.**

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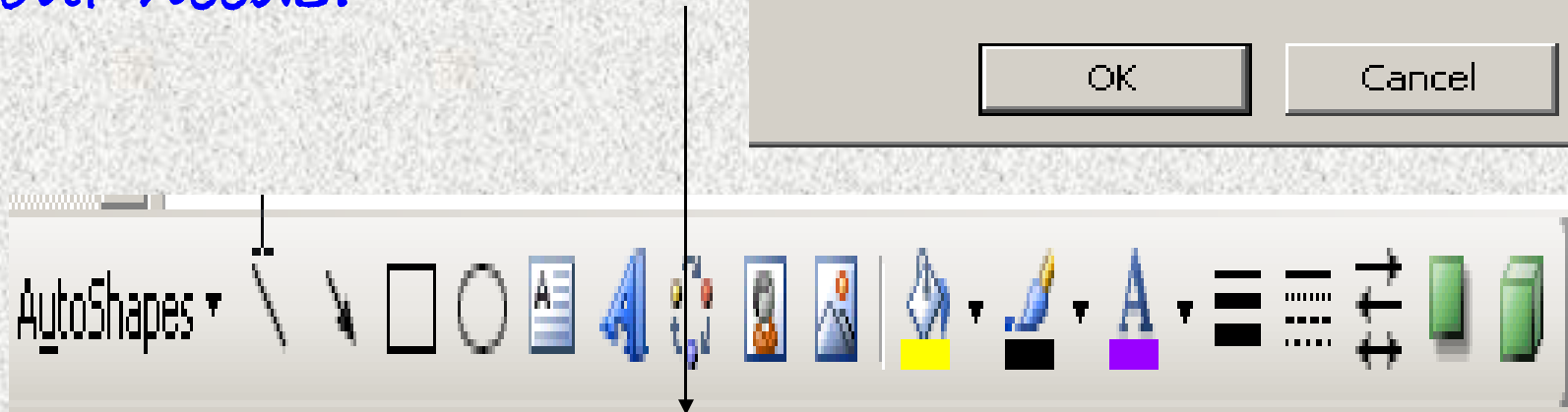
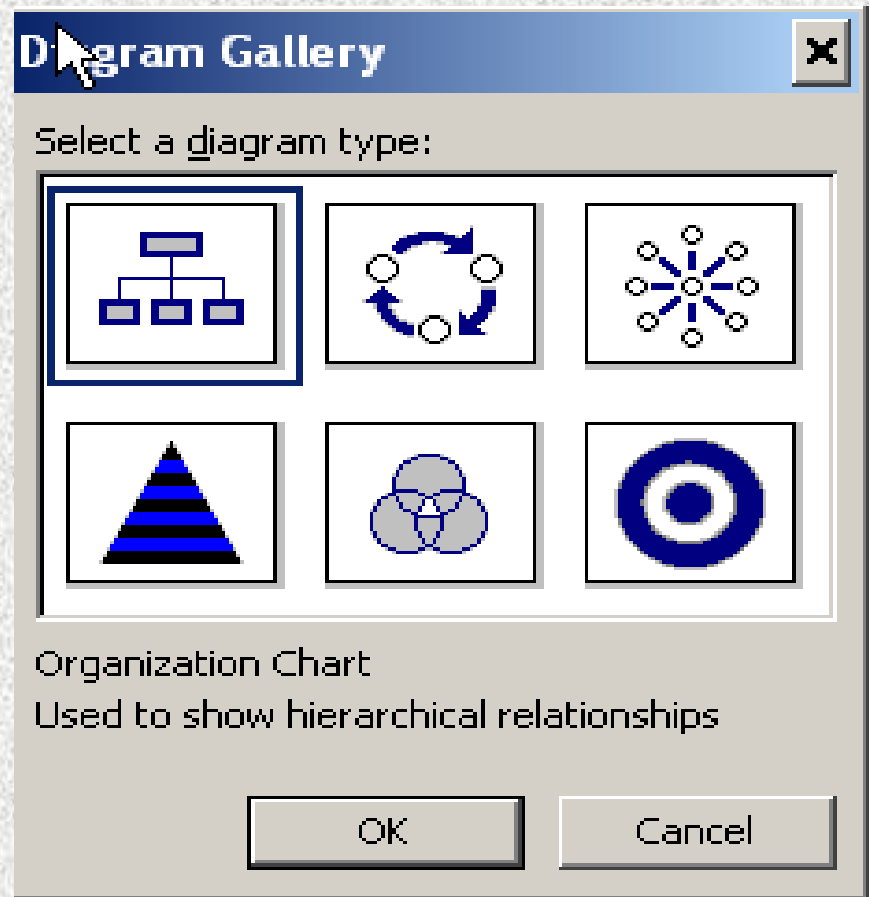
As you type in the text box, the **text box expands.**

As you type in the text box, the **text box expands.**

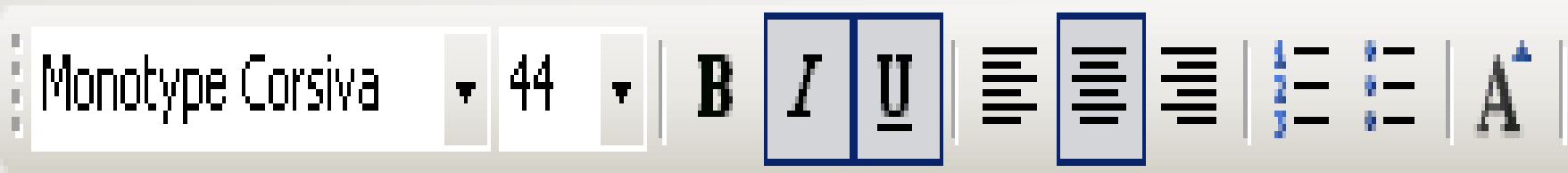
As you type in the text box, the **text box**

expands.

Don't forget the Diagram Gallery, which houses a wide array of diagrams, and tools to customize them to your needs.

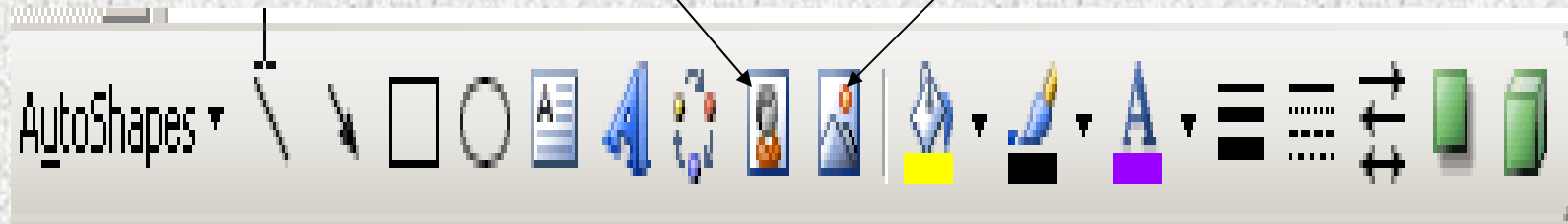


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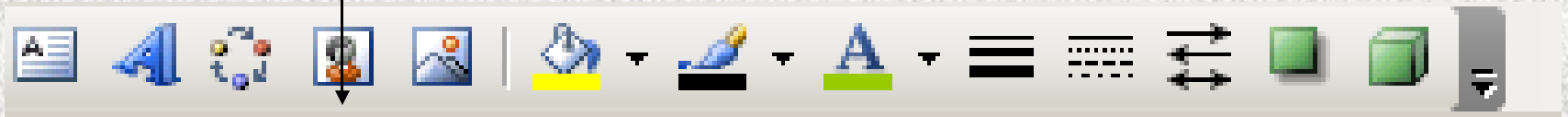


Right-click text for formatting tools
including **FONT**, **size**, bold,
italic, and underline.

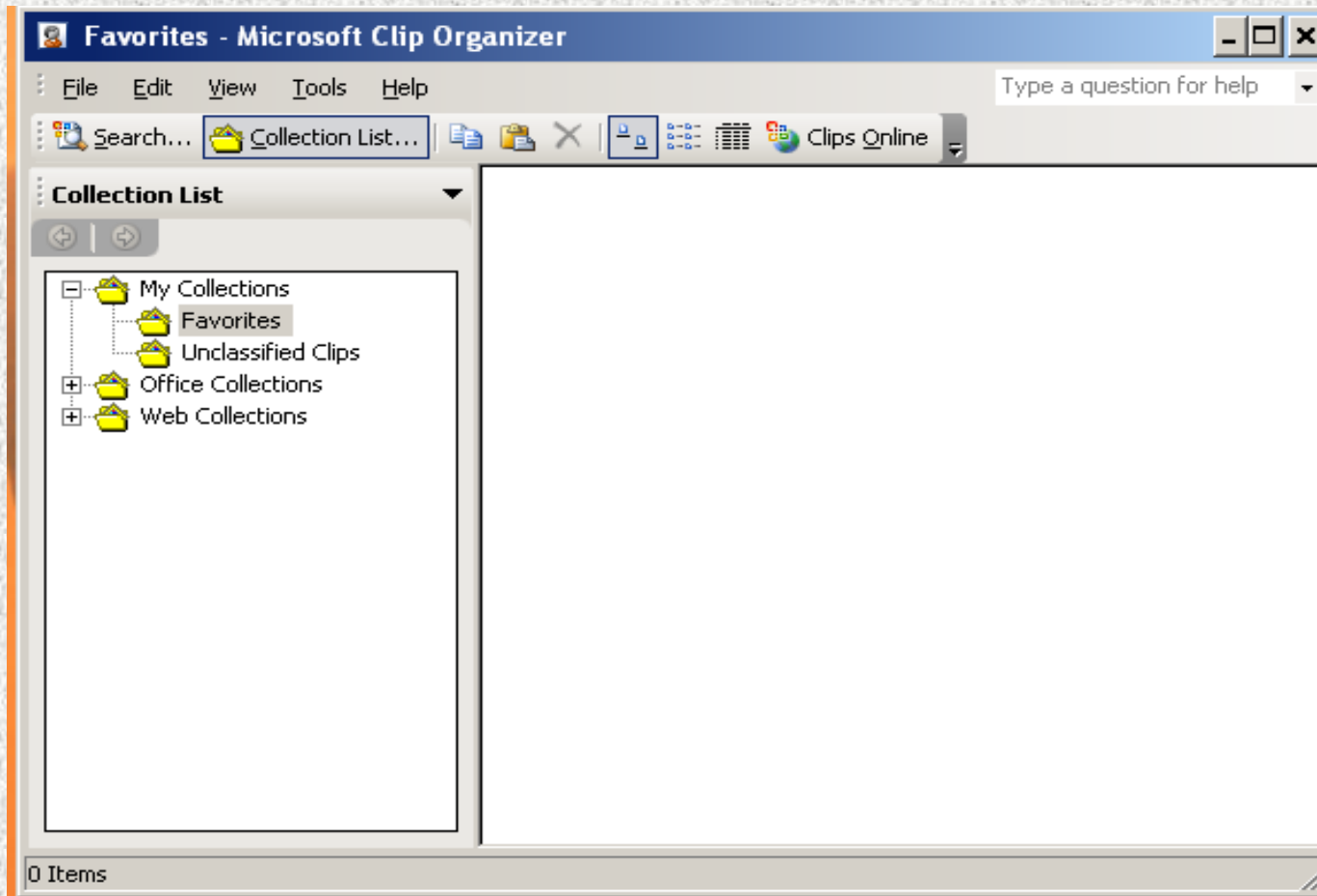
Insert Clip Art and Images Using the Next Two Tools.



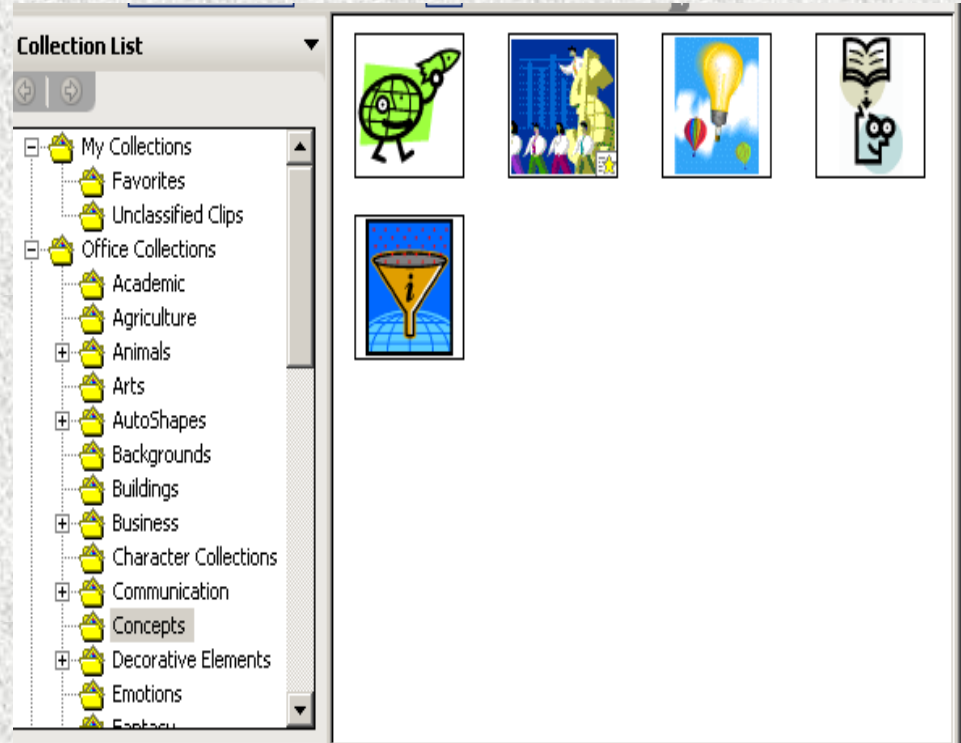
**For clip art, click
on this icon :**

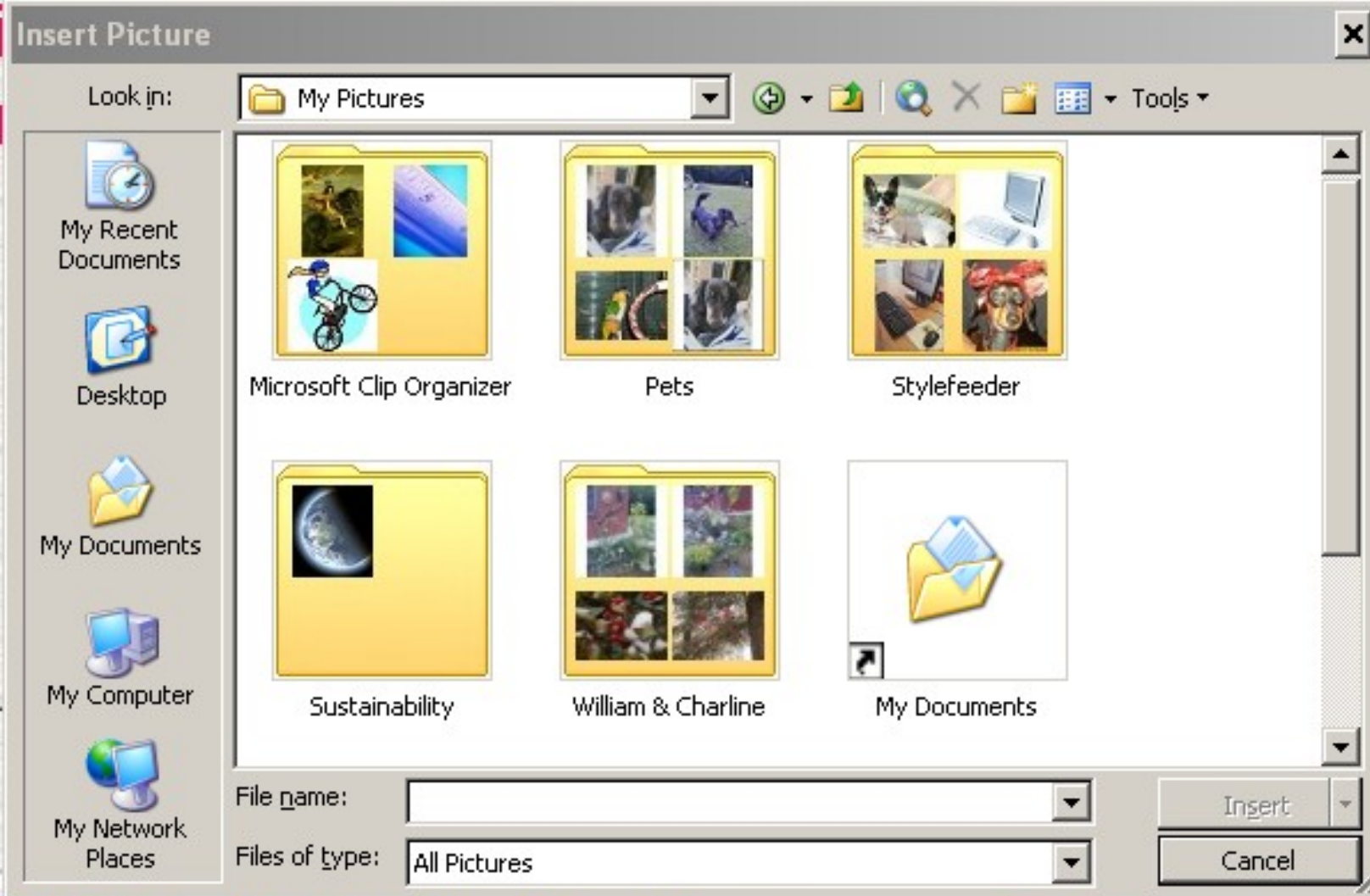


Options appear on the left.
This box appears if you click
“Organize Clips” near the bottom.



**Select “Office Collections”
and a list of folders appears.
Select a folder,
It opens, and
its clip art
is revealed.**





**Navigate to your Pictures folder.
Select the desired image,
click “Insert,” then size and position it.**

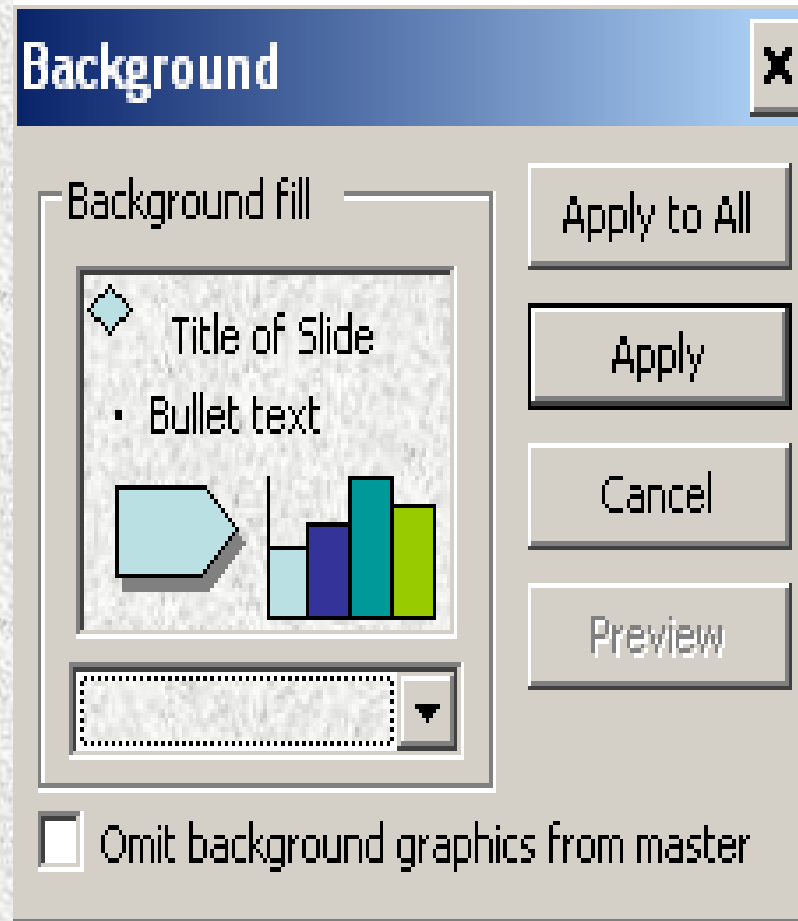
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Insert lines of various weights or dashed lines when boxing elements.

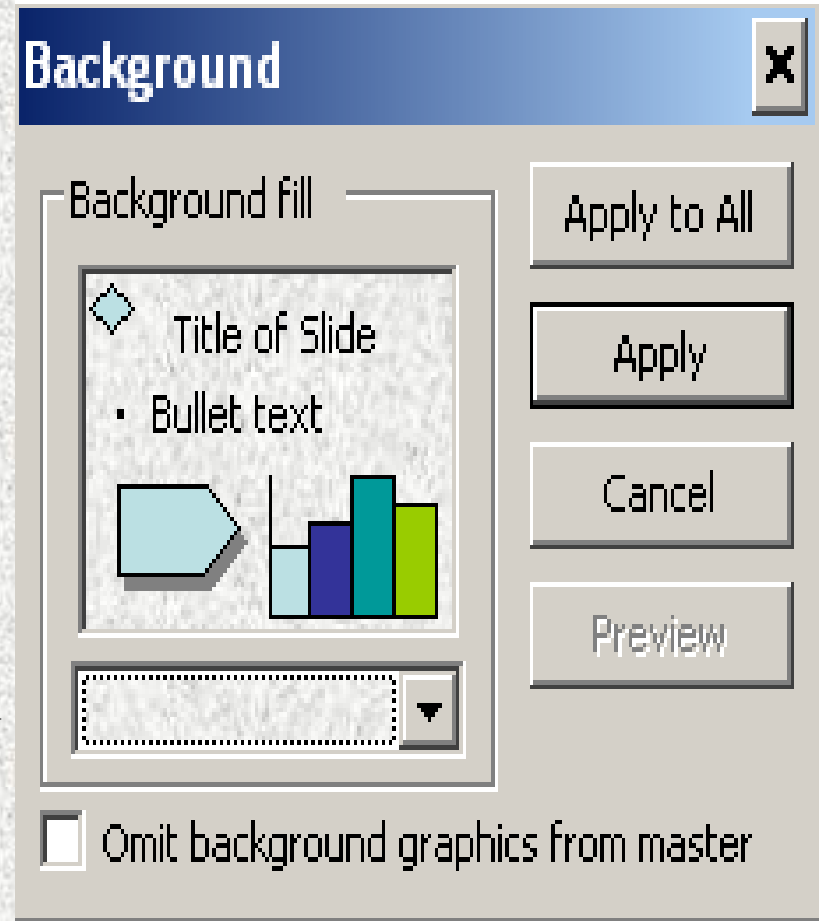


Backgrounds:

**Click on
Background
under Format,
and this box
appears.**

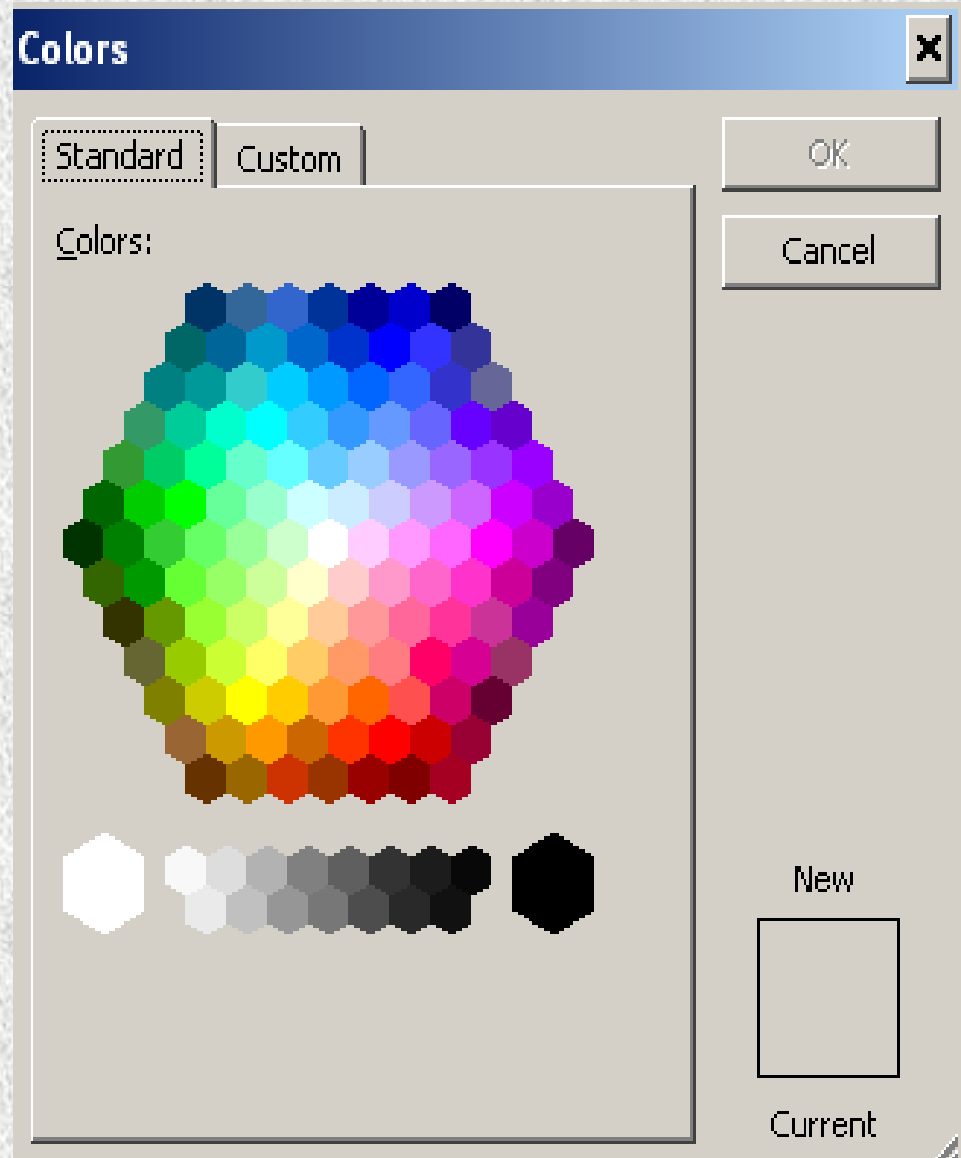


Using this drop-down menu allows you to select solid colors as backgrounds.

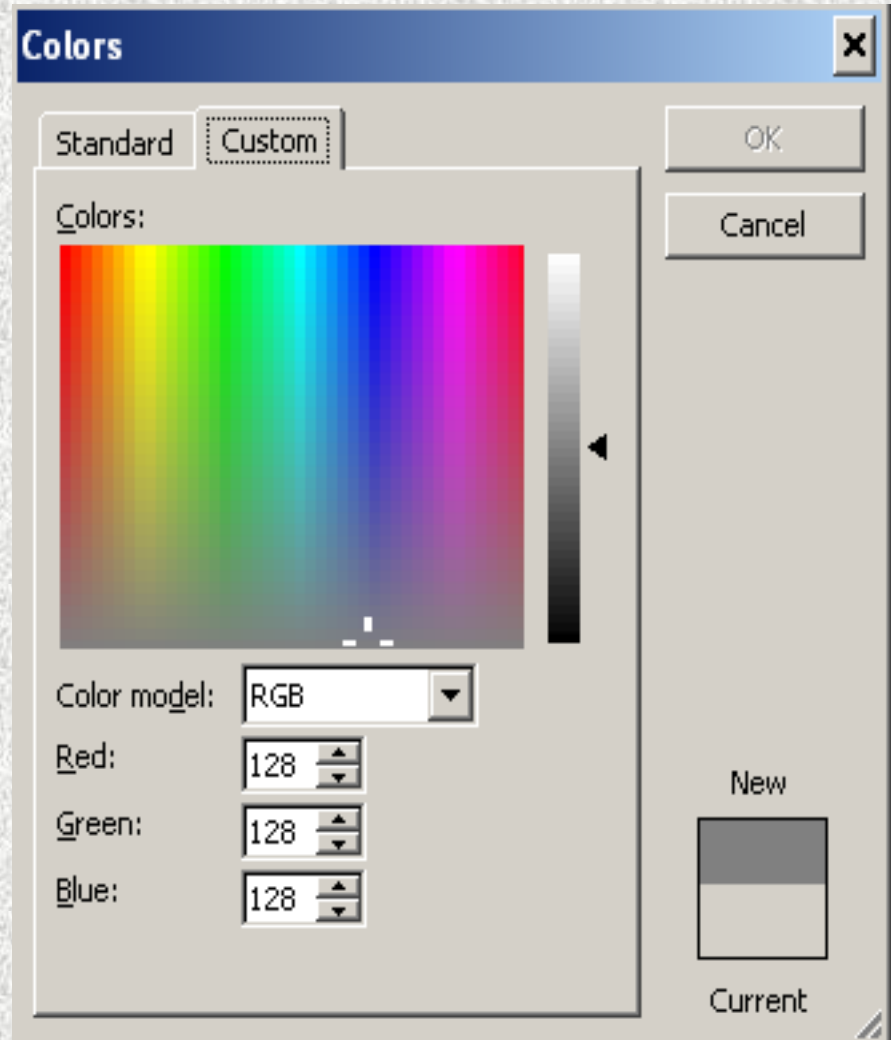


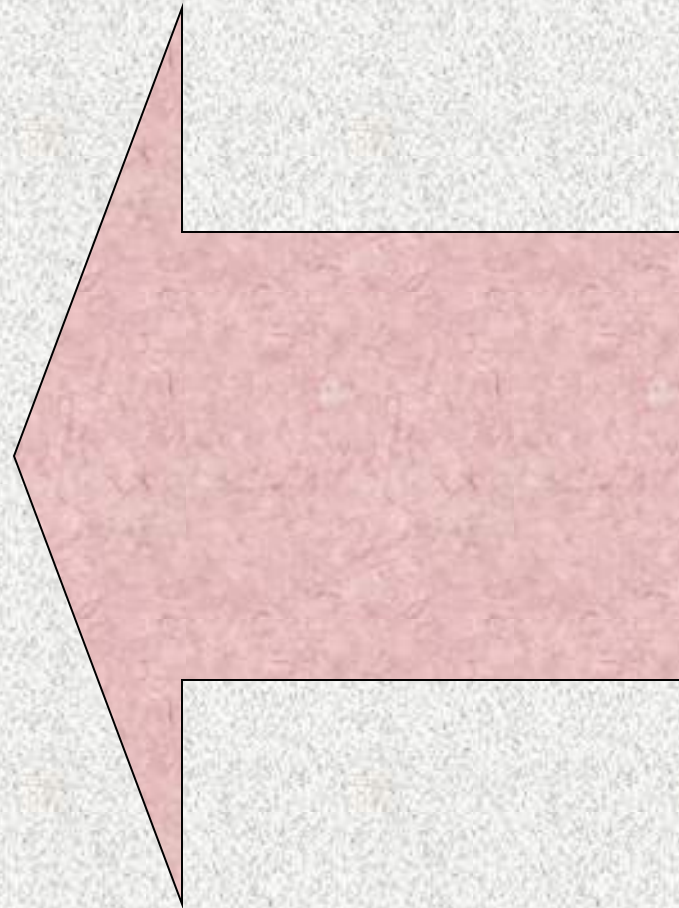
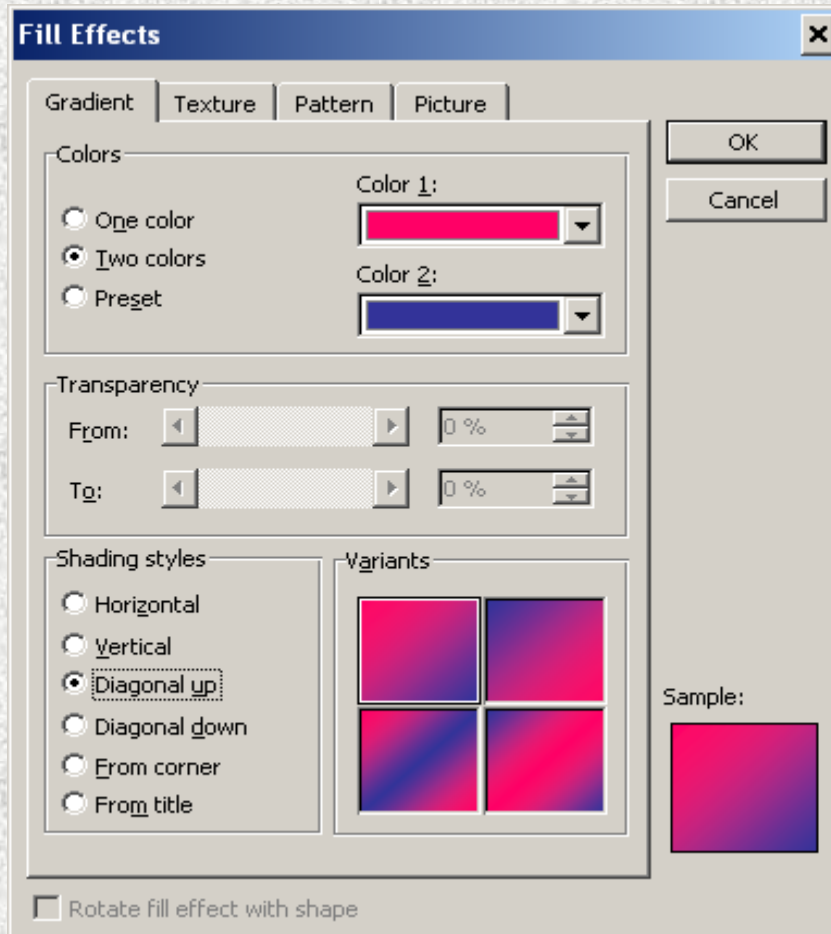
**THIS BOX WILL
APPEAR IF YOU
SELECT “MORE
COLORS, AND
“STANDARD.”**

**THEN, YOU CAN
CREATE YOUR OWN
PREFERRED
BACKGROUND
COLOR.**



This box allows you to select background colors using percentages of red, green and blue.





Selecting the “Gradient” Tab under “Fill Effects” in the drop-down menu lets you select one color; mix two colors; select preset gradients, and different shading styles.

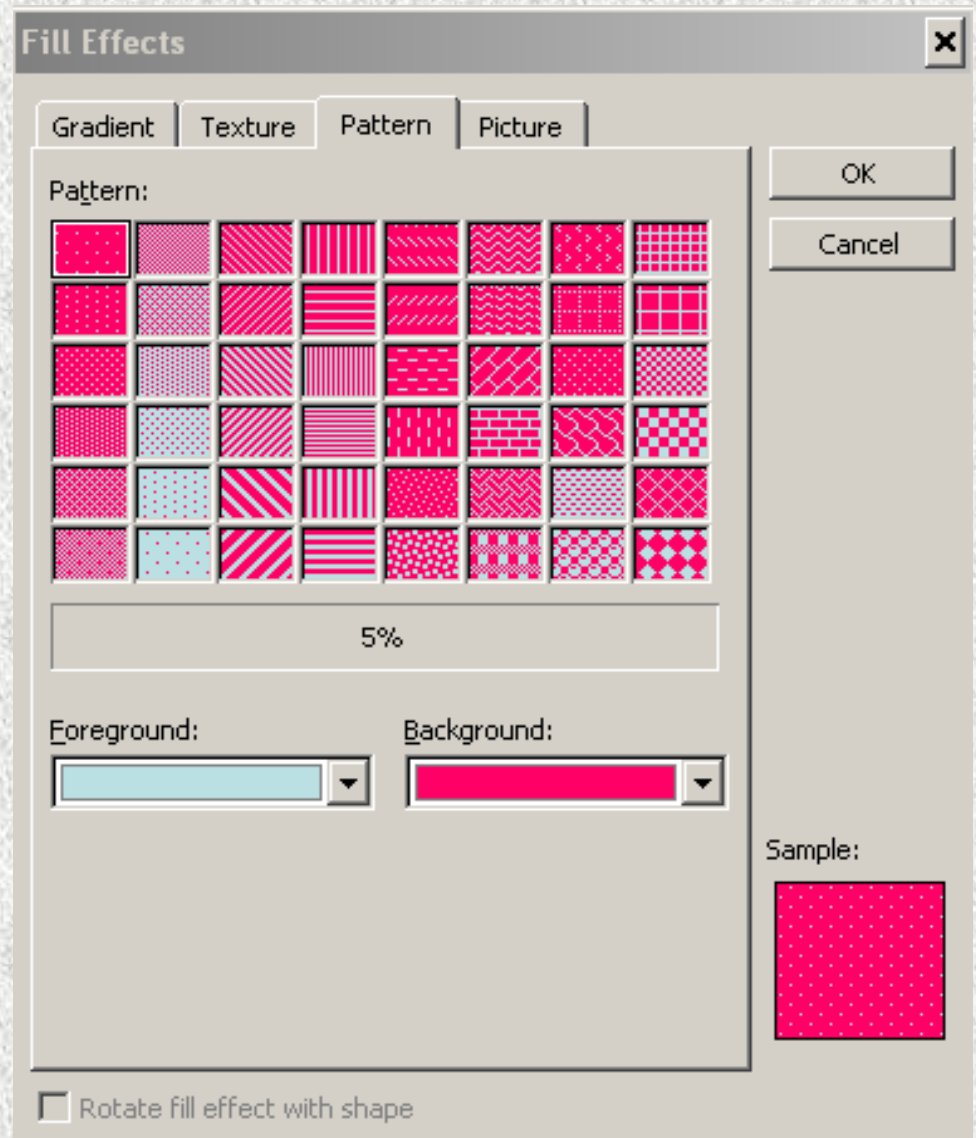
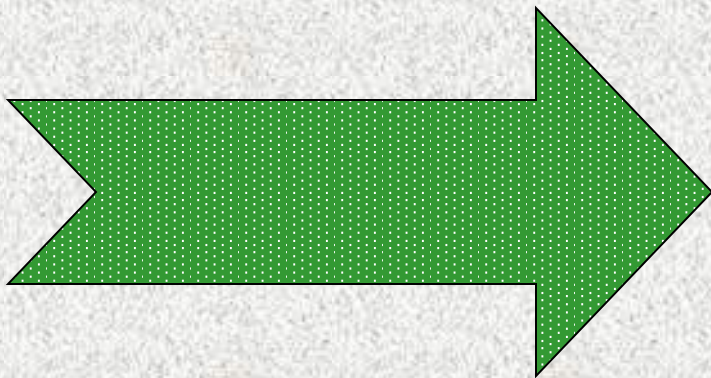
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Textures for backgrounds appear if you select the “Texture” tab. Use the gray slider on the right to see additional textures.



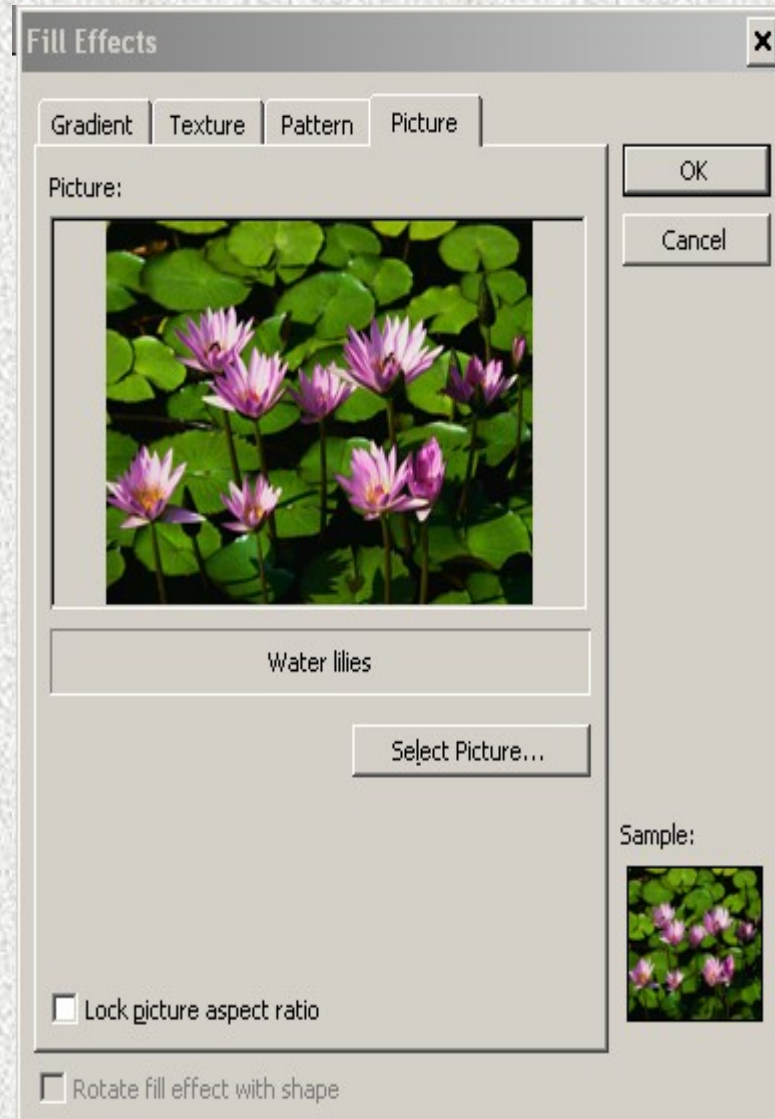
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MIX ANY TWO
COLORS
FOR A WIDE
ARRAY OF
PATTERNS FOR
BACKGROUNDS.



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CLICKING
“SELECT PICTURE”
IN THE
“PICTURE” TAB
BRINGS UP
IMAGES STORED
ON YOUR
COMPUTER.
SELECT THE
DESIRED IMAGE
TO USE AS A
BACKGROUND.



**THESE CHOICES
APPEAR ON THE
RIGHT – USE THE
GRAY SLIDER TO
SEE MORE
CHOICES – IF YOU
SELECT “FORMAT,”
THEN “SLIDE
DESIGN,” THEN
“DESIGN
TEMPLATES.”**

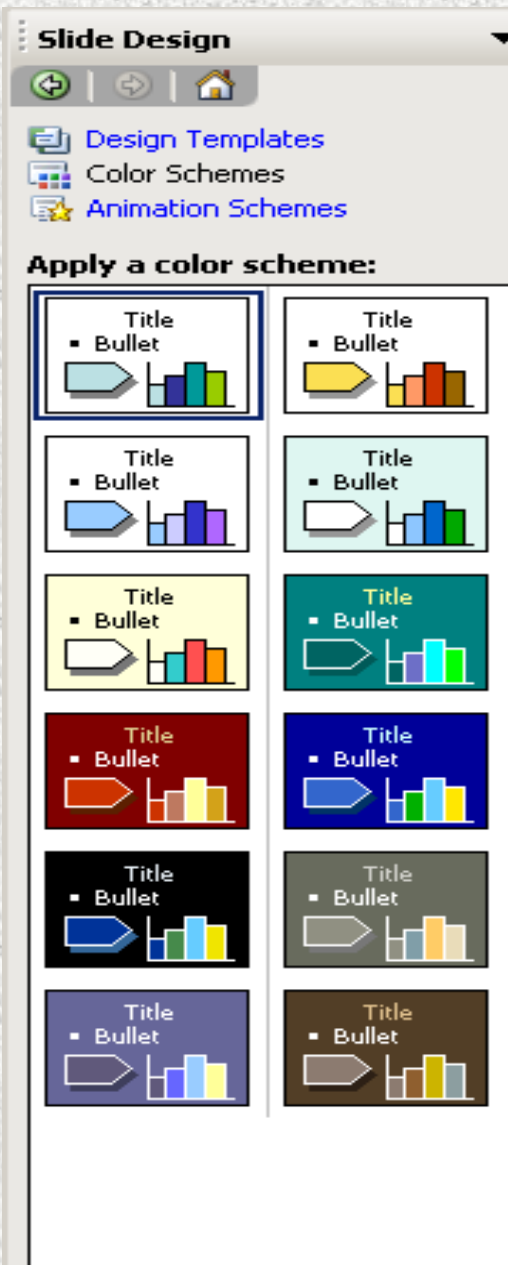
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Slide Design

Design Templates
Color Schemes
Animation Schemes

Apply a design template:

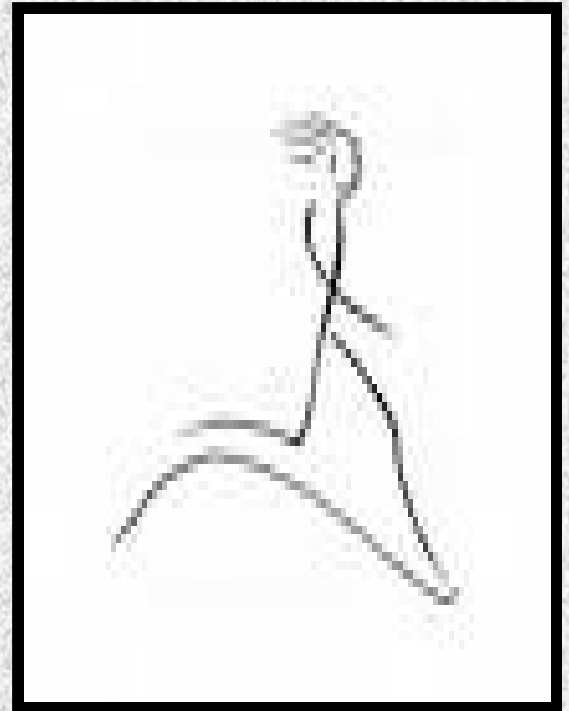
The screenshot shows a grid of 18 slide design thumbnails. The thumbnails are arranged in two columns and nine rows. The first column contains thumbnails with various background colors and layouts, including blue, green, orange, and red themes. The second column contains thumbnails with similar themes but different layouts. A vertical gray slider is visible on the right side of the thumbnail grid, used to scroll through the design options.



Color schemes that can be applied to all slides or to select slides appear on the right if you select “Format,” then “Slide Design,” then “Color Schemes.”

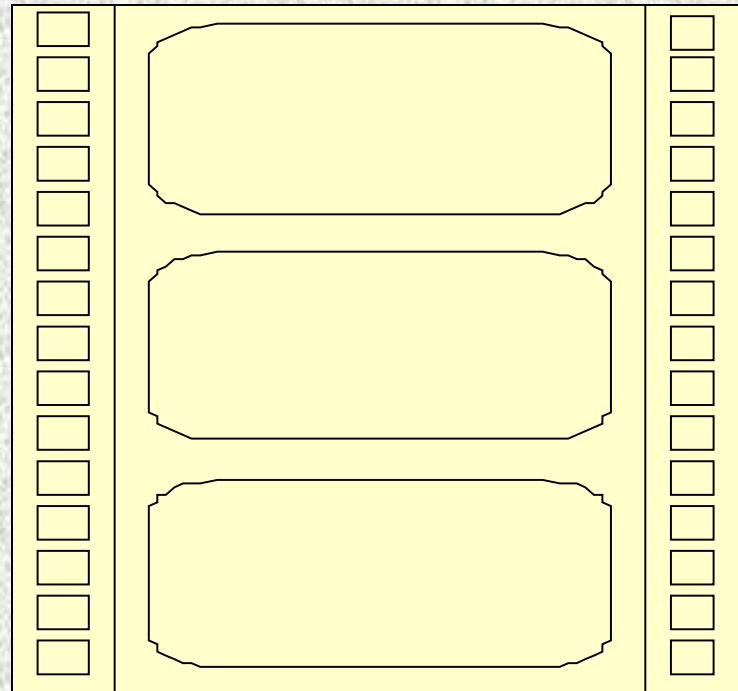
• **NEXT:**

Making slides move



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Between slides (slide transitions)

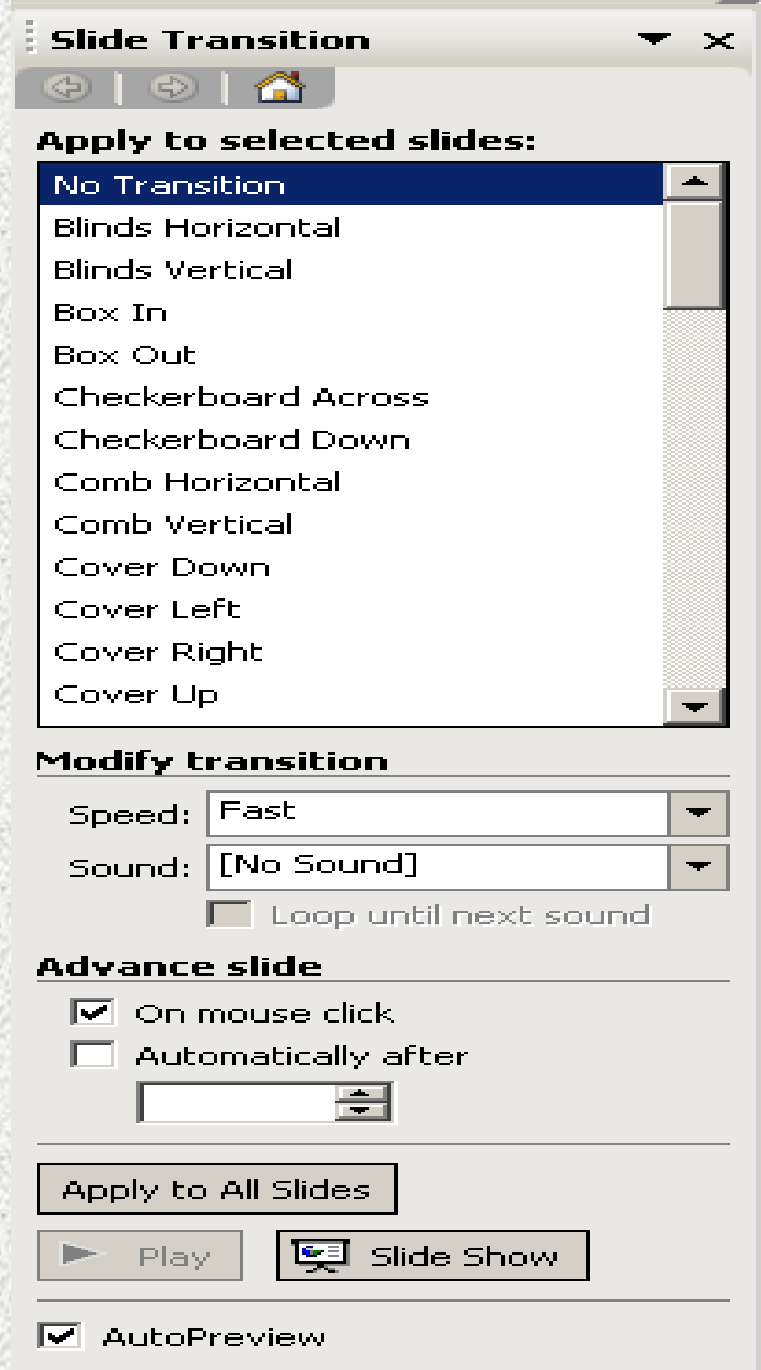


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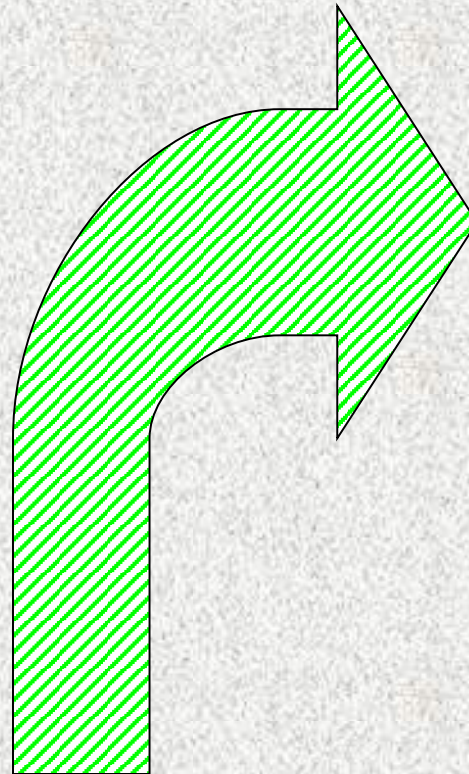
“SLIDE
TRANSITION,”
UNDER “SLIDE
SHOW,” GIVES
YOU THIS LIST
OF OPTIONS
FOR MOVING
FROM ONE
SLIDE TO
ANOTHER.

(THINK OF
SCENE
CHANGES IN A
MOVIE.)

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**First, highlight
the two slides for
which you want a
transition – click
one slide then
hold down “shift”
to highlight a
second one.**





Next, select a transition. It will “play” so you can see what it will look like.

Slide Transition

Apply to selected slides:

- Push Right
- Push Up
- Random Bars Horizontal
- Random Bars Vertical
- Shape Circle
- Shape Diamond
- Shape Plus
- Split Horizontal In
- Split Horizontal Out
- Split Vertical In
- Split Vertical Out
- Strips Left-Down
- Strips Left-Up
- Strips Right-Down
- Strips Right-Up

Modify transition

Speed: Fast

Sound: [No Sound]

Loop until next sound

Advance slide

On mouse click

Automatically after

Apply to All Slides

Play Slide Show

AutoPreview

**Your transitions
can move**

Fast

Medium,

Or Slow.

&

**Sound effects
can be installed
in your home
version of PPT.**

Modify transition

Speed: Medium



Sound: [No Sound]



Loop until next sound

**With or without
Slide Transitions,
you should program
your slide show
here to either
advance
“on mouse click”
(default), or automatically
after a certain (small)
number of seconds.**



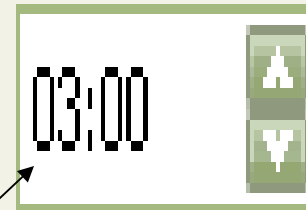
Advance slide



On mouse click



Automatically after



Advancing “on mouse click” works best if you are near the computer and can easily “click” the mouse.

Some types of presentations work best if they are timed to advance automatically.

But, be sure to rehearse these and reset timing if needed.



• **NEXT:**

Movement within slides (custom animation)

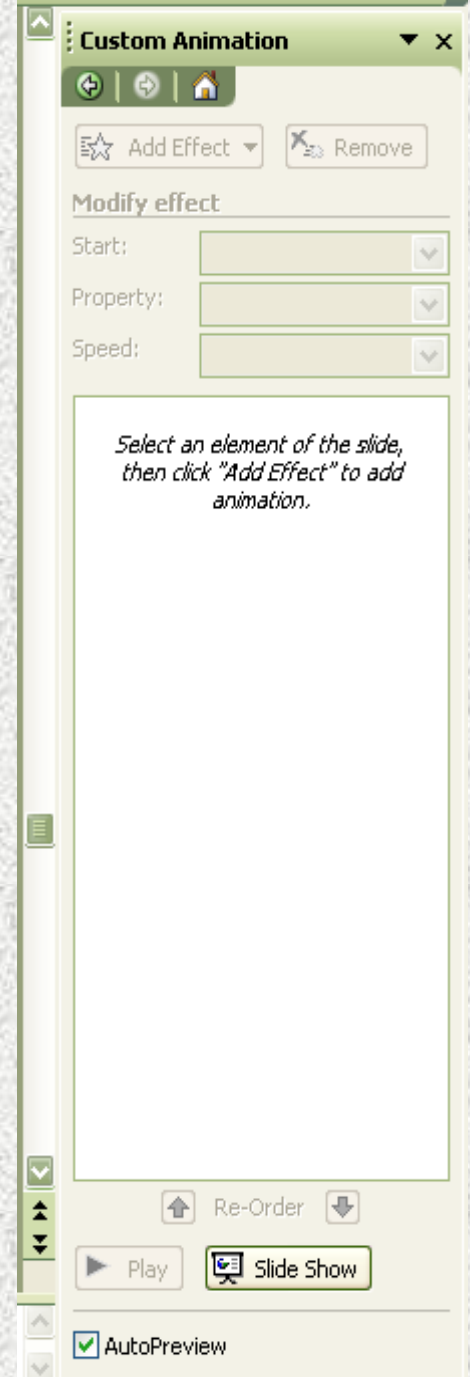
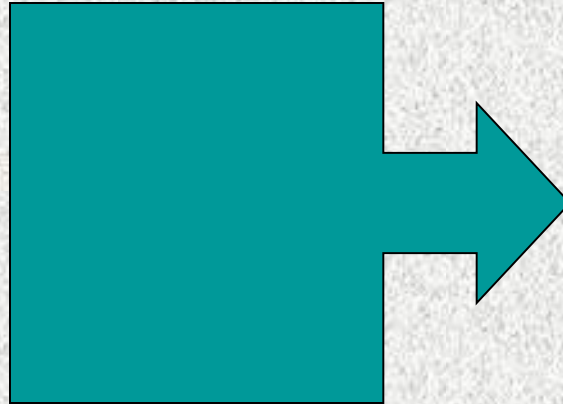


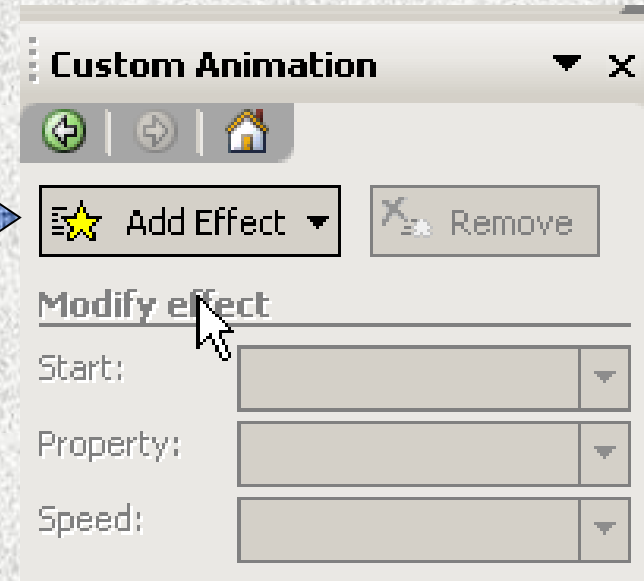
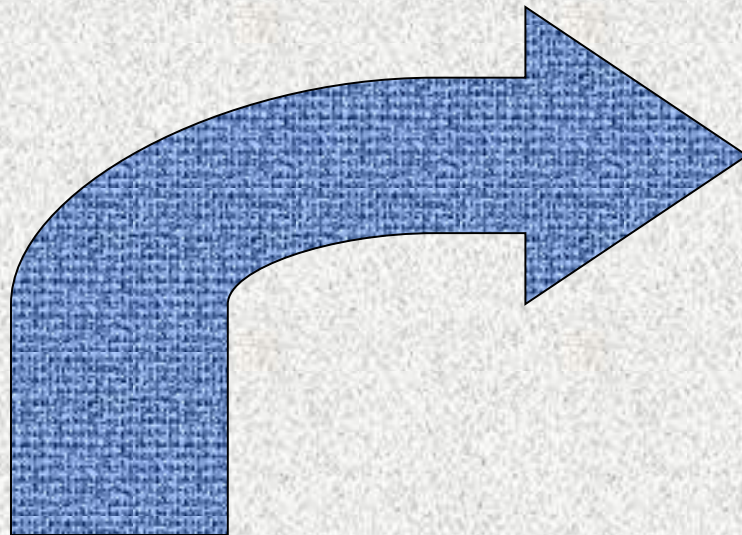
November 12, 2008

**ELEMENTS
THAT
CAN BE
ANIMATED ARE:**

- WORD ART.**
- TEXT IN
TEXT BOXES.**
- PICTURES.**
- DIAGRAMS.**
- AUTO SHAPES.**

This box appears on the right when you select “Custom Animation” under “Slide Show.”



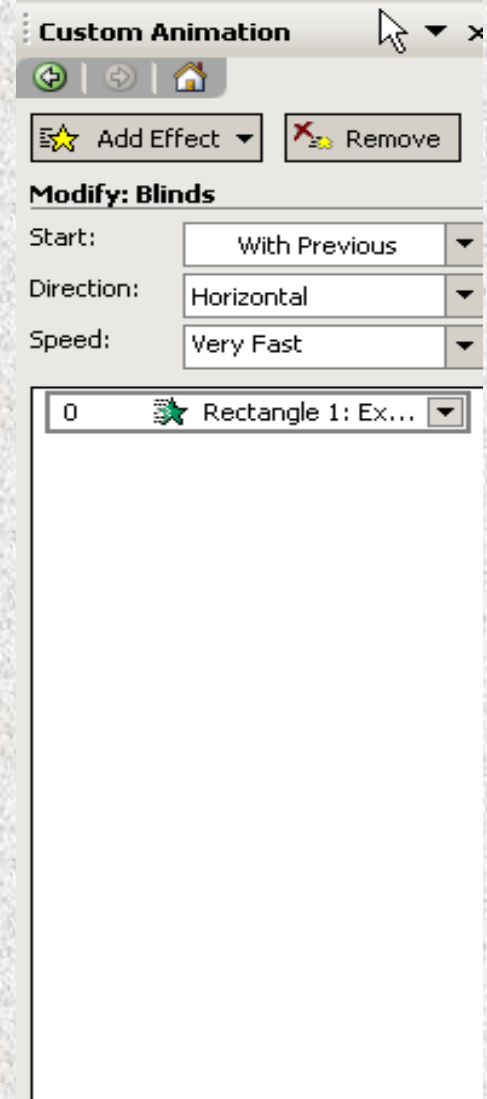
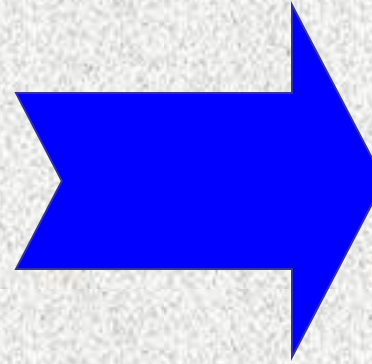


When you click on an element, then on "Add Effect," you can select its entrance, exit, emphasis, and motion path effect.

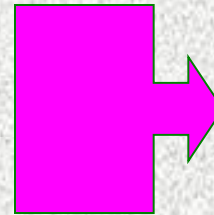
**Extending out from entrance,
exit, emphasis, and motion
path effects are many choices.
You can even draw your own
motion path.**



**WHEN YOU
PROGRAM
AN EFFECT'S
CUSTOM
ANIMATION,
YOU CAN ALSO
PROGRAM THE
WAY IT WILL:
-START.
-ITS
DIRECTION.
-ITS SPEED.**



Once a slide's elements have been programmed, you will see a list like this one when you click on the slide and open Custom Animations. You can delete effects and reorder the list.



Custom Animation

Change Remove

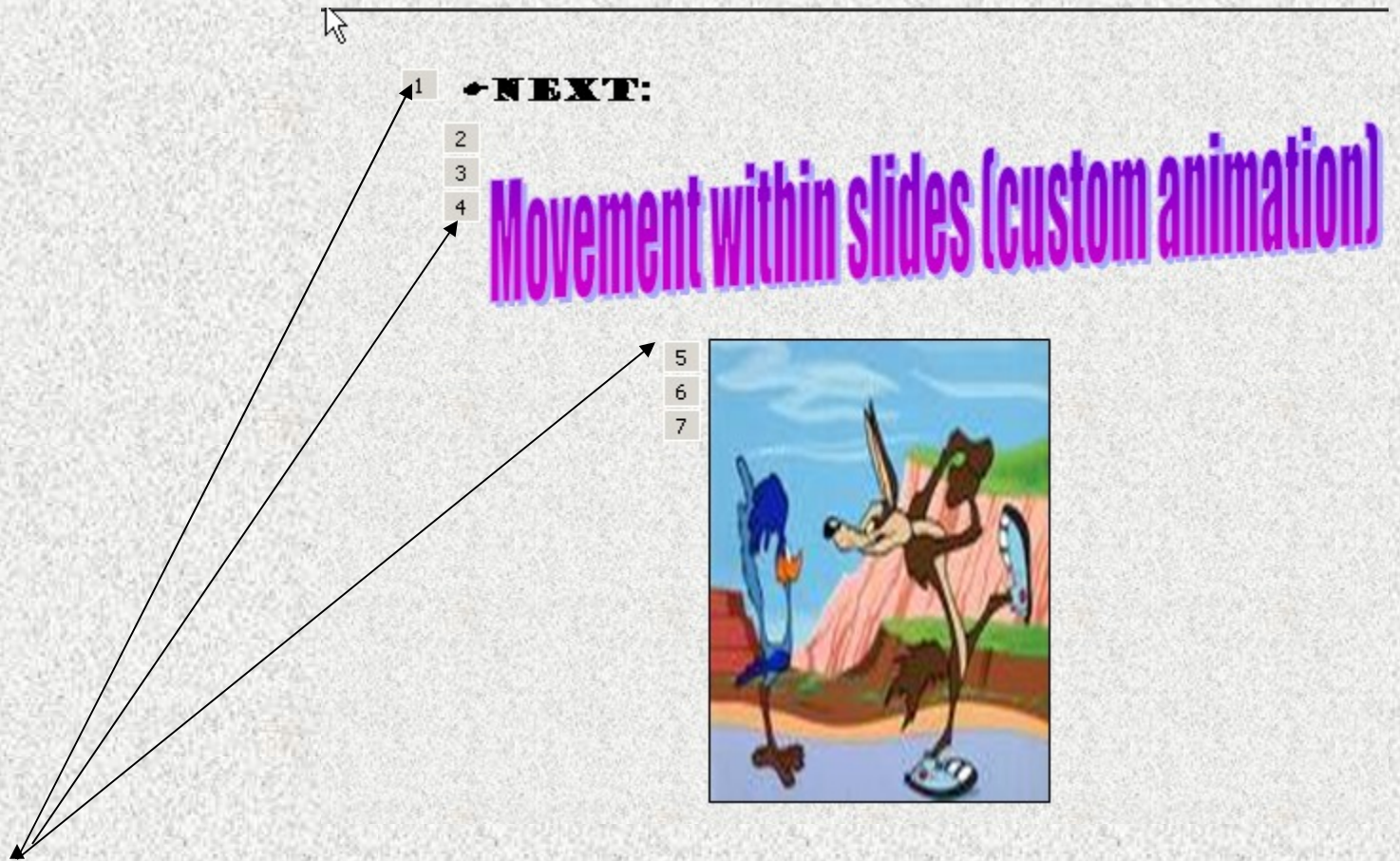
Modify effect

Start:

Property:

Speed:

- 1 Shape 3: □Next:
- 2 Movement within sli...
- 3 Movement within sli...
- 4 Movement within sli...
- 5 Picture frame 1
- 6 Picture frame 1
- 7 Picture frame 1



Click on the slide (in a work mode), and you will see numbers
Showing you the order that effects will appear.