

HOW TO . . .



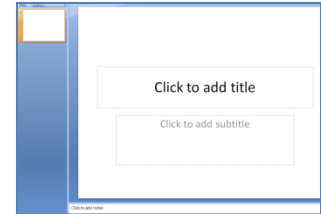
Create Presentations with PowerPoint

PowerPoint is Microsoft's presentation application. It is a powerful tool you can use to create professional looking presentations and slides that can be used at meetings, conferences, and in your classes.

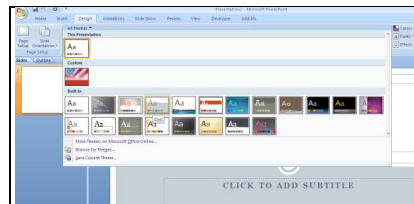
Creating the Slides / Adding Text

1. Open PowerPoint. A new blank presentation will open displaying a "title" slide. All presentations begin with this title slide.

2. The default view when creating a PowerPoint presentation is the "normal" view. The main window displays the current slide (and is the largest area). The area to the left of the current slide displays miniatures of all the slides OR an outline of the content (click the corresponding tab to display either). Below the main window you will see a "notes" area where you can click and type some comments (only you will see these).

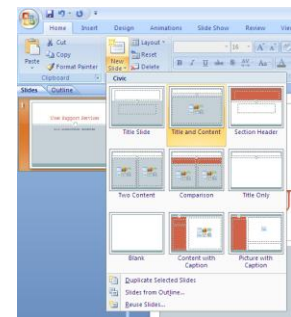


3. To choose a design for the slides, click on the **Design** tab. Point to the different **Themes** and when you find one you like, click on it. (You can also click on the *More* arrow to see even more themes.) That will set the colors, fonts, and background graphics of the slides.



4. On the title slide, click on "Click to add title" and type the title of the presentation. Click on "Click to add subtitle" and type any additional information. Your first slide is complete.

5. To add a second slide, click on the **Home** tab. Click on the *bottom* part of the **New Slide** button (where the "arrow" is). Choose the layout (or type) for the next slide by clicking on it (*Title and Content* is probably the most popular). The next slide is inserted and displays in the main window. You will also notice that there are now two miniature slides in the left pane.



6. Add a title to the second slide by clicking on "Click to add title."
7. Add the first bulleted item by clicking on "Click to add text."
8. Tap the **Enter** key and type the second bulleted item. Repeat until finished typing the bulleted list.



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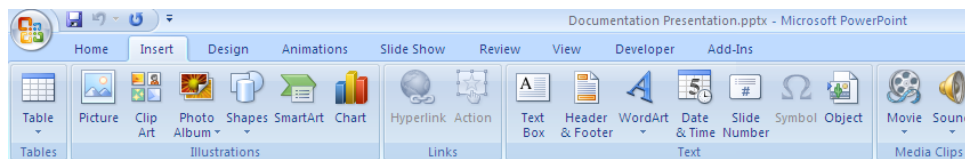



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9. Add a third slide by again clicking on the *bottom* part of the **New Slide** button. Choose the layout for the slide and click on it. Repeat for each additional slide you need.
10. You can easily move back and forth through your growing list of slides by using the “up” and “down” arrows on the keyboard or by simply clicking on the corresponding slide miniature in the left side of the screen.
11. Save the presentation at this point if you have not already done so.

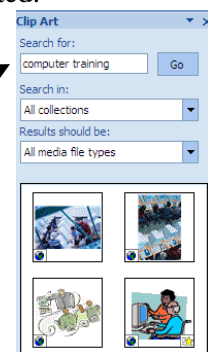
Creating the Slides / Adding Graphics, Sounds, Hyperlinks, and Footers

1. Pictures, clipart, shapes, sounds, or hyperlinks can be added to ANY slide in your presentation. This can be accomplished by accessing the *Insert Ribbon*. Click on the **Insert** tab.




2. Navigate to the slide. *To insert your own picture or graphic*, click the **Picture** icon. 
3. Locate the picture on your PC, click on it then click **Insert**.
4. The picture will most likely be placed in the middle of the slide. You can now edit or move the picture to where you want it to appear. To move, simply click and drag from the middle of the picture and let go of the mouse when it is in the location you want.
5. If the picture is too large, you can resize it by placing your cursor over a corner “circle” and dragging diagonally towards the center (to resize proportionally). Try NOT to use the “squares” when resizing or you will just make it wider or taller (not both at the same time). NOTE: If you drag outwards rather than towards the center of the picture it WILL make the picture larger but will eventually become distorted.

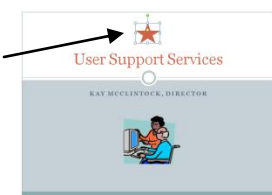
6. *To insert built-in clip art*, click on the **Clip Art** icon. 
7. The Clip Art Task Pane opens. You can search for a specific graphic by typing a keyword in the “Search for” box. Click **OK**.



8. Find the graphic you want and click on it.
9. The graphic will appear in the center of the slide. Resize and move as needed.

10. *To insert a shape*, click on the **Shapes** button. 

11. Choose a shape by clicking on it. Move your cursor to the slide and click and drag to create the shape on the slide. Resize and move as needed.



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12. To insert a sound, click the bottom half of the **Sound** button (on the arrow).

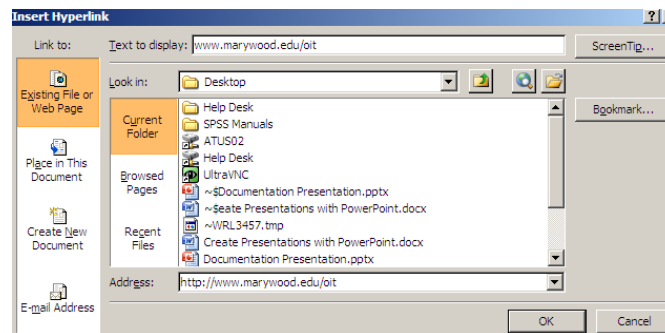


13. You can now choose to insert a sound from: (1) a file, (2) the built-in clip organizer, (3) a CD, and even (4) record your own. Click on your choice. You will see a sound “icon” on the slide (which you can move around the slide). You can also choose to have the sound play automatically or on a mouse click.

14. To insert a *hyperlink* (web address), click on the **Hyperlink** button.



15. Type the text you want to appear as a hyperlink (in the “Text to display” box) and then the actual Web address/URL (in the “Address” box). Click **OK**.



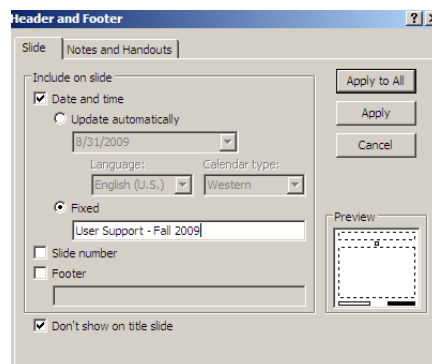
16. To insert a footer (or header), click on the **Header & Footer** button.



17. In the Header and Footer dialog box, make sure the Slide tab is activated. Click into the *Date and time* box then choose *Update automatically* or *Fixed*. You can also delete the inserted date and type one of your own.

18. To insert Slide numbers (like page numbers) click into that dialog box.

19. You can also choose whether or not the footer should appear on the title slide by clicking (or not clicking) into that box.

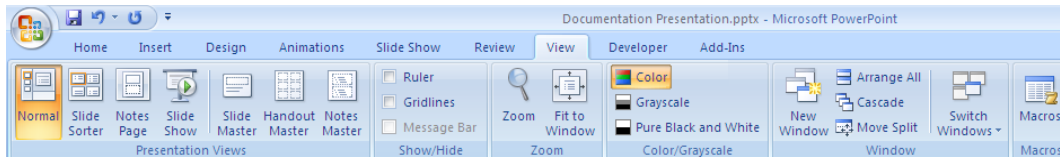


20. Click **Apply to All**. Scroll through the slides to see the footer.

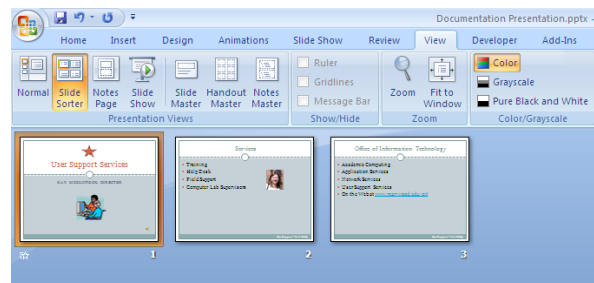
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Creating the Slides / Editing, Moving, Inserting and Deleting Slides

1. The default view for a PowerPoint presentation is the **Normal View**. To see and switch to the other views, click on the View tab to display the **View Ribbon**.



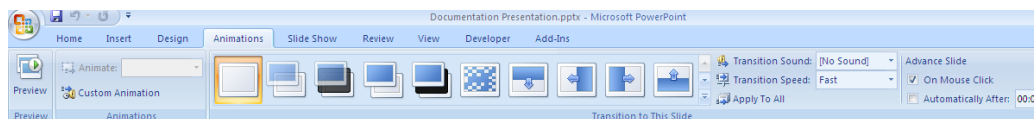
2. **Slide Sorter View** is particularly useful if you want to see all of the slides at once. You can also move, insert and delete slides easily in this view. Click on the **Slide Sorter** button to switch to this view.



3. To *move* a slide, click and drag it to its new location (a “line” will guide you).
4. To *delete* a slide, click once on it (you will see an outline around it). **RIGHT** click on the slide and choose **Delete Slide**. You can also tap the **Delete** button on the keyboard as well.
5. To *insert* a slide, **RIGHT** click a slide and choose **New Slide**. The new slide will appear **AFTER** that slide.
6. **Notes Page View** will display the slides, one at a time, with the notes below it.
7. **Slide Show View** will run the presentation.

Creating the Slides / Adding Transitions and Animations

1. Switch to **Normal View** and go to Slide 1.
2. Click on the **Animations** tab to display the **Animations Ribbon**.

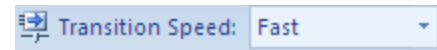


3. In the *Transition to This Slide* section, put your mouse over (do not click) the different transitions to get a “live” preview. You can also click on the *more* arrow to get additional transitions.

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4. Click on the one you want.

5. Set a speed for the transition from the drop-down box next to the *Transition Speed* setting.



6. Click the **Apply to All** button to apply the transition to all slides (recommended).

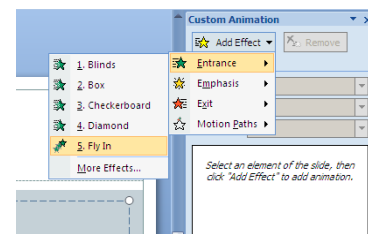
7. You can *animate* just about anything on a slide. However, the most common items to animate are bulleted items and graphics. Navigate to a slide that contains a bulleted list.

8. Click on the bulleted list. You will notice a “text box” around the list.

9. Click the **Custom Animation** button.



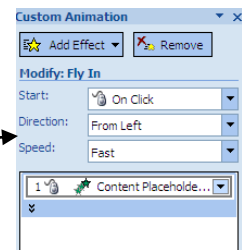
10. A *Custom Animation Task Pane* appears on the right side of the screen.



11. To have your bullets come in one at a time, click the **Add Effect** button, then **Entrance**, then the effect, **Fly In**.

12. Your bulleted list will now animate, using the default settings—which you can change.

13. Choose the **Direction** and **Speed** by clicking into the corresponding drop-down boxes and making your selections.



14. Repeat this process for each bulleted list you wish to animate.

15. Navigate to a slide which contains a picture, graphic or other shape and click on the object.

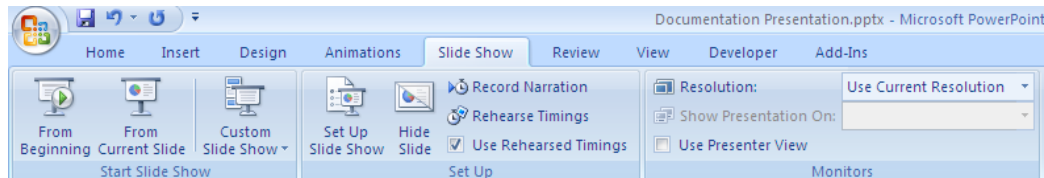
16. Click the **Add Effect** button, then **Entrance**, then **More Effects**. Choose an effect then click **OK**. This will animate the graphic.

17. Clicking the **Play** button at the bottom of the Custom Animation Task Pane will give you a preview of how the slide will look with the animation.

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Running a Presentation

1. Click the **Slide Show** tab to display the **Slide Show Ribbon**.



2. Click on the **From Beginning** button to start the presentation.
3. To move along, you can click the mouse, tap the **Enter** key or tap the **Right Arrow** key. Any time you wish to stop the presentation, tap the **ESC** key.

Printing Handouts

1. Click the **Office Button** and then **Print**.
2. Change the setting for *Print what* to **Handouts**.
3. Set a number for *Slides per page*.
4. Click **OK**.

