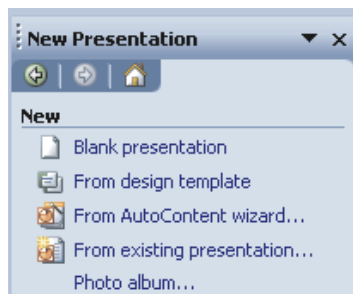


Powerpoint is the presentation program included in the Microsoft Office suite. With Powerpoint, you can create engaging presentations that can be presented in person or online. Your presentations can include links to web pages, graphics, audio, and video clips. You can also create a self-running presentation that can be used to present your student's work during a parent's night.

Creating a New Presentation

To get started with Powerpoint, launch the program by clicking on its icon in the Start menu. Powerpoint will open to a blank title slide. To begin adding content to the new presentation, click on one of the text boxes and begin adding your own text to replace the placeholders. You can then format your text using the options in the Formatting toolbar or using the Format menu. You can change the font used in your slides, or the size, color, or style of your text. Select View > Toolbars > Formatting if the Formatting toolbar is not displayed.

You can create a new presentation at any time by selecting File > New. Powerpoint will display a Task Pane on the right hand side of the screen which will give you four choices for creating a new presentation:

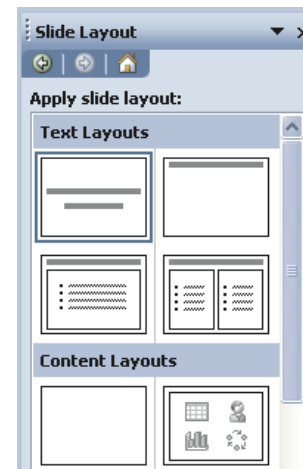


The Task Pane

- **Blank Presentation:** creates a new presentation with no preset graphics or formatting.
- **From design template:** you will see a list of templates you can use to quickly build a presentation with a background and other formatting already applied.
- **From AutoContent wizard:** Powerpoint will build a presentation for you once you make a few choices in a wizard: you will select a presentation type (corporate, sales/marketing, etc.), style (on-screen, web, overheads), and options (title, footer, slide number, and date). Your new presentation will include an outline with text already in it when you use this wizard.
- **From existing presentation:** allows you to open up a previous presentation and use the same options for your new one.

The next step after you create your presentation is to select a slide layout for each slide. To select a layout, you can use the Task Pane. Click on the down arrow at the top of the pane and select Slide Layout. You can then select from text layouts or content layouts. Each layout will have placeholders

for text and bullets (if you choose one of the text layouts) or for graphics, media and other content (if you choose a content layout).



Slide Layout Task Pane

Powerpoint Views

Once you have created your presentation, you can use the different views available in Powerpoint to add and modify slides and content:

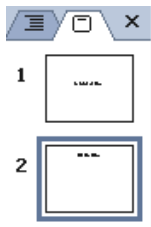


Normal View: the screen is divided into three sections. On the right, you will see the currently selected slide so that you can add graphics and other content, and the bottom section will display any presenter notes

you have added to remind you of key points as you present.

The left column will display two tabs: one shows you an outline of your presentation you can use to quickly edit your text.

The other shows you an ordered list of your slides. You can use the Slides tab to reorder your slides by dragging and dropping.



- **Slide Sorter View:** in this view you can easily reorder your slides by dragging and dropping the thumbnails displayed by Powerpoint.
- **Slideshow View:** this view allows to preview your slide-show as it will display when you actually present.

Working with Slides

To add a new slide to your presentation, select the slide after which you want to add the new one, then choose Insert > New Slide.

To duplicate a slide, select it and choose Insert > Duplicate Slide (or Edit > Duplicate). A quick way to add slides to create a structure for your presentation is by using the Outline tab in Normal View.

In the Outline tab, you can quickly add a title for a slide by clicking next to the icon for it and typing the text you want to use in the title. To create a new slide, press Enter on your key-

board at the end of the title to display a new slide icon. You can then title the new slide as above.

You can change the layout of an individual slide at any time by switching to the Slides tab, selecting it, and then selecting Slide Layout from the Task Pane and selecting a different layout.

To reorder slides in Normal View, click on the Slides tab on the left, then drag the slide you want to move to a different location.

You can also reorder your presentation while working in Slide Sorter view, which will allow you to see more slides. Just click on the Slide Sorter button at the bottom of the Powerpoint window, then drag and drop your slides until they are in the order you want them to be in.

You can delete a slide by selecting it and pressing the Delete key on your keyboard.

If you just want to hide a slide (it will not be displayed when you play your presentation), select the slide, then choose Slide Show > Hide Slide. The slide number will have a box around it to let you know the slide is hidden. To unhide the slide, select it and choose Slide Show > Hide Slide once again. The box around the slide number will disappear to let you know the slide will be displayed when you play your presentation.



Hidden slide

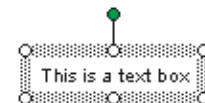
Adding Content

The fastest way to add content in Powerpoint is by selecting a slide layout and entering your content into one of the placeholders. For example, if you select the Title and Text slide layout, you can enter a title for your slide by clicking on the placeholder at the top and entering your own text. Many slide layouts also include bulleted lists which allow you to clearly display the main points of your presentation. Click the placeholder next to the bullet to begin adding text and press the Enter key to return to the next line and add a new bulleted item. To go to the next line without adding another bullet, hold down the Shift key while pressing Enter.

Text Boxes

Another way to add content is by drawing text boxes. To add a new text box:

1. Select Insert > Text Box.
2. Draw a text box by dragging with the pointer. Enter some text in the text box, otherwise, it will disappear once you click outside of it.
3. Once you've entered some text into the text box, you can move it by dragging it to a new location, or you can use the handles that appear when you select it to resize it and even rotate it.



4. You can easily turn a text box into a bulleted or numbered list by selecting it and then choosing Format > Bullets and Numbering. Next, choose one of the formats from either the Bulleted or Numbered tabs.

You can also click on Picture to use an image as your bullet type.

You can quickly add bullets in Outline view as well:

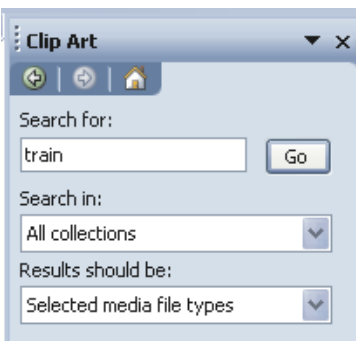
1. First, press Enter at the end of an existing slide's title to create a new slide.
2. Once you're on a new slide, press the Tab key on your keyboard to indent the content and create a new bullet.
3. To further indent, press the Tab key while you're on a bullet. This will indent it one level in. Pressing Shift and Tab together will out-indent your bullet one level out.

Once you've added all the text for your presentation, you may want to perform a spell check by selecting Tools > Spelling or using the F7 key on your keyboard.

Graphics

To add a graphic, you can use the clipart that comes with Microsoft Office:

1. Select Insert > Picture > Clip Art.
2. The Task Pane will display a search box you can use to search the clipart collection for the graphic you need in your presentation.



3. When you find the one you need, click on it and it will be inserted into your presentation.
4. A floating picture toolbar will be displayed.



You can use the controls on the toolbar to change the brightness/contrast, crop, rotate, and perform other edits on your graphic. When you're finished editing, you can close the toolbar by clicking on the X.

To add a picture from your hard drive (such as one you've downloaded or scanned), select Insert > Picture > From File. You can resize the picture by dragging one of the handles (hold down the Shift key while you drag to constrain proportions and keep your image from being distorted).

AutoShapes

You can also add callouts and other geometric shapes (AutoShapes) to your presentation. To add a callout or other type of AutoShape, select Insert > Picture > AutoShapes. Select a category from the AutoShapes category by clicking on it. This will open up a submenu you can use to select the AutoShape you want to add to your presentation.

WordArt

WordArt allows you create striking headlines. To add WordArt to your presentation:

1. Select Insert > Picture > WordArt.
2. Select a WordArt type and click on OK.

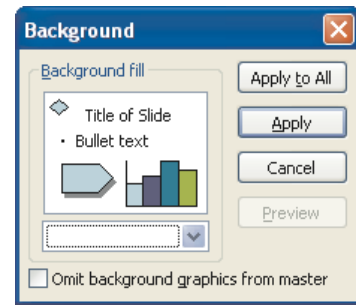
3. Enter your text and select your font type and size, then click on OK to add the WordArt to your slide.

Customizing Slides

You can customize the look of your slides by changing the background or selecting a different color scheme.

To change the background:

1. Select Format > Background.
2. Select the pulldown menu below the Background fill preview box.



3. Click on one of the color swatches if you see the color you want to use, or click on More colors... to open up the Colors window where you will have a few more choices. Select a color and click on OK if you want to use it as your background. You can also click on the Custom tab if you want more control over your color choice. You can enter the exact RGB value of the color you want to use.
4. Click on Preview to see how your slides will look once you apply the new color as a background, or click on Cancel to exit the dialog box without applying the new background.

5. Click on Apply if you're happy with your color selection and want to make it the new background for your slide. If you want to use the same background color for all slides, click on Apply to All.

In addition to solid colors, you can use images and textures as your backgrounds.

Follow the same steps as above, but select Fill Effects... from the pulldown menu below Background fill preview box.

You will see four tabs representing your different options for backgrounds:

- gradient: allows you to create a smooth transition between two or more colors
- texture: allows you to select a number of patterns that simulate textures such as recycled paper, newsprint, and more.
- pattern: allows you to use patterns with lines and grids in them.
- picture: allows you to use any picture on your hard drive as a background image. Make sure the text is still legible after you add your background image if you select this option.

You can quickly select a color scheme for your slides (background color and text color):

1. Select Slide Design from the menu at the top of the Task Pane.
2. Click on the Color Schemes link to display a list of color schemes.
3. Select the color scheme you want to use and click on the bar with the down arrow that appears on the right side of the preview

when you select a scheme.

4. Select Apply to Selected Slides if you only want to apply the new color scheme to one or more slides, or Apply to All Slides to apply the scheme to the entire presentation.

Slide Masters

Another way to customize a presentation is by editing the Slide Master, the template used to create new slides (changes you make to the Slide Master will be reflected on all slides):

1. Select View > Master > Slide Master.
2. Make any changes you need. For example, you can choose a different font style and color for your title text.
3. Once you're finished, click on the Close Master View on the Slide Master View floating toolbar. This will return you to your previous view.

Hyperlinks

You can turn any text or object in your presentation into a hyperlink as follows:

1. Select the text or other object you want to make into a hyperlink and choose Insert > Hyperlink.
2. You can then choose one of the hyperlink options from the Link to menu that appears on the left:
 - Existing File or Web Page: enter the URL of a web page you want to open when you click on the link in your presentation. The web page will be displayed in your default browser when you click on the link. You can also choose to open a file on your computer, such as a Word docu-

ment or another Powerpoint presentation.

- Place in this Document: a list of the slides in your presentations will be displayed to the right. You can then choose a slide you want to link to, or you can link to the first slide, the previous slide, the next slide, or the last slide.
- E-mail Address: enter the e-mail address and subject you want to use when you click on the link.

Action Buttons

Another way to add links to your presentation is by using Action Buttons:

1. Select Slide Show > Action Buttons. Each of the available action buttons will perform an action when it is clicked, such as advance to the next slide, return to the first slide, or quit the presentation.
2. Once you select an action button, you can drag in the slide to set its size.
3. When you release the mouse, a dialog box will open so that you can enter a link for the action button (such as a slide or the URL of a website).
4. You can also have the action button perform an action when you hover over it by selecting the Mouse Over tab.

Sound and Movies

To add sound and movie clips to your presentation, select Insert > Movies and Sounds and choose one of the categories. You can add a movie or sound clip from anywhere on your hard drive by selecting

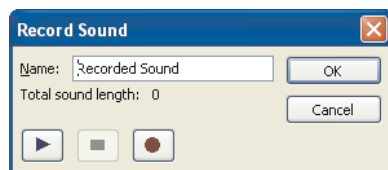
either Movie from File or Sound from File, or you can select to use clips included with Microsoft Office by selecting Movie from Clip Organizer or Sound from Clip Organizer.

When you add a clip to your slide, you should see a popup window asking you if you want to play the clip automatically when you get to that slide, or only when you click on it.

Once the clip placeholder is added to your slide, you can move it to the location where you want it by clicking and dragging (for sounds, you will see a speaker icon). You can right-click on it and select Edit Movie Object or Edit Sound Object to set other options, such as looping.

In addition to adding sound from a file, you can record your own narration by selecting Insert > Movies and Sounds > Record Sound.

A Record Sound window will open with some controls you can use to record and preview your narration. When you're finished, click on OK and a speaker icon for your narration will be added to the slide.



Transitions

You can use slide transitions and animation to make your presentation more interesting. However, use them in moderation so that they do not detract from your message.

To add a transition:

1. Select Slide Transition from the Task Pane.
2. Select a Transition to use.
3. Use the pulldown menu below the transitions list to select how fast your transition will display on screen.
4. Select how you want to advance to the next slide.
5. Click on Play to preview your transition. If you want to apply the same transition to all slides in your presentation click on Apply to All Slides.

Animations

Transitions are only one type of animation you can add to a Powerpoint presentation. You can also animate individual text boxes or other objects:

1. Select the object you want to animate.
2. Select Custom Animation in the Task Pane.
3. Click on Add Effect to open up a submenu where you can select an entrance, emphasis, or exit animation.
4. Select an animation type from the submenu that opens up when you select Entrance, Emphasis, or Exit.
5. Select how you want to start your animation: on click (the default), With Previous (if you want to have more than one thing animate at the same time), or After Previous (if you want to have objects animate in sequence).
6. Select the direction and speed for your animation.
7. The animations will be listed in order in the Custom Animation task pane. You can use the arrows at the bottom to reorder your animations.

8. Click on Play if you want to preview your animation. If you want to remove an animation, click on the down arrow next to its name and select Remove.

Saving and Printing

There are a number of ways to save a Powerpoint presentation so it can be shared with other people:

- As a web page: this option creates a web page as well as a folder with any embedded files (graphics, video, and sound clips). In order for the web page to work correctly you must upload both the web page and the folder with the files to a web host. The web page created by Powerpoint will have navigation bar on the left. Select File > Save as Web Page.
- As a Powerpoint Show: this option creates a new file that will automatically open in Show mode when you double-click on it. Select File > Save As and then choose Power Point Show from the Save as type pulldown menu.
- As a CD: when you choose this option, the CD will include any embedded files as well as a Powerpoint Viewer for those who do not have Powerpoint installed. Select File > Package for CD, then enter a name for the CD and click on Copy to CD.

To print your slides, select File > Print. You can select to print all of your slides, or you can enter a range (1-10), or individual slide numbers separated by a comma (1, 5, 7).

In the Print what pulldown menu select Slides to print your each of your slides on a single page, or Handouts if you want

to print several slides (up to nine) on a page.

You can also print out just the presenter notes by selecting Notes Pages from the Print what menu, or just the outline of your presentation.

Once you've made your selections, click on Preview to see what your presentation will look like when you print it, then click on Print to send your job to the printer.

Presenting

To start your presentation, select Slide Show > View Show or press the F5 key on your keyboard.

While you're playing your presentation, you can right-click and select Pointer Options to display a pointer you can use to highlight points in your presentation or write on-screen notes. To get rid of all on-screen notes, select Pointer Options by right-clicking again and choose Erase All Ink on Slide. To bring back the default pointer, select Arrow from the Pointer Options context menu.

To exit Show mode and return to the editing window, press the Escape key on your keyboard.

Keyboard Shortcuts

- N (also Enter, right or down arrow): Advance to next slide
- P (also Backspace, left or up arrow): Return to previous slide
- Control + P: Show Pen pointer
- Control + A: Show Arrow (default) pointer
- E: erase all pen strokes
- B: Show a blank slide with a black background

- W: Show a blank slide with a white background
- Escape: Exit slideshow
- F7: Perform a spell check

Useful Sites

- [Presentations, ETC](#)
This FCIT web site has 20,000+ backgrounds that can be used under an educator-friendly license (you can use up to 50 items in a single non-commercial project without asking permission). The site also contains a number of templates, as well as links to many online resources for clipart, movie and audio clips, and more.
- [Exploring Florida](#)
Another FCIT website, this one includes many pictures and other resources (maps, movies, sound files) that would be useful for social studies lessons
- [Clipart, ETC](#)
14,000+ pieces of clipart that can be used in your Powerpoint presentations. You can use the clipart under the same friendly license that applies to the Presentations site above (up to 50 items in a single non-commercial project).