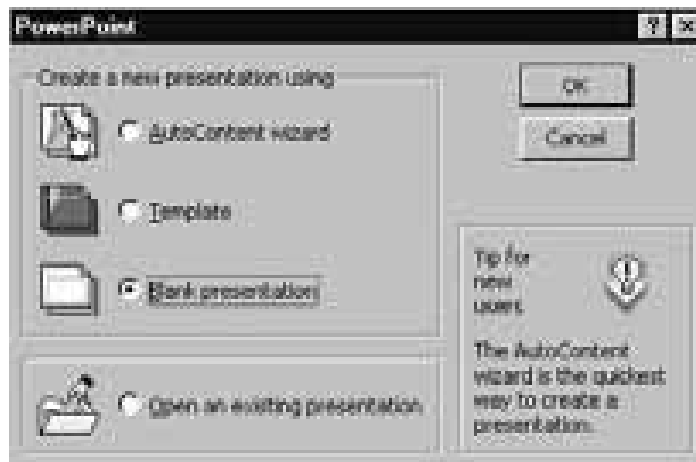


Powerpoint

Lesson 1 – New Presentation

1. When PowerPoint first opens, there are four choices on how to create a new presentation. You can select **AutoContent wizard**, **Template**, **Blank presentation** or **Open an existing presentation**. **AutoContent wizard** will create a presentation for you using your specifications. Once you are finished, you need to substitute the text they have entered with your own text. **Template** gives you the background and formatting for the presentation, and a **Blank presentation** begins with one blank slide. **Open an existing presentation** allows you to open a presentation that has been previously saved.
2. Choose by clicking the bullet to the left of the option you would like to use. For now, select **Blank presentation** and click **OK**.



3. In the next screen, the computer asks you to choose an AutoLayout. The AutoLayout defines the type of slide you are going to insert in your new presentation. There are numerous types of slides including bullet slides, organizational charts, and tables. For now, choose the blank screen and click **OK** (see below).



4. Your screen should now display a blank slide on which you can begin to enter text and graphics.
5. Move on to Lesson 2 which describes how to insert a new slide.

Inserting a New Slide

Lesson 2

Now that you have a blank presentation with one blank slide, let's add another slide.

1. The main menu is located at the top of PowerPoint's screen (and shown below). Go to the main menu and click the **I**nsert menu.



2. Move the cursor down to **N**ew Slide and click. Typing the letter M while holding the **Ctrl** key down will also add a slide. You may use either option.



3. The AutoLayout screen should appear. Choose the blank screen and click **OK**.



4. A blank screen will appear.

Entering text into your presentation

Lesson 3

Part I

Now that you have a blank presentation with one slide, let's enter some text. There are two ways to enter text: text box and word art.

Using the Text Box

The text box is the best option for larger text passages or text which needs to be edited easily.

1. Go to the main menu and select the insert menu. Under the Insert menu, choose text box.



2. After you have chosen the text box option, press the cursor down where you would like the text to appear, and hold the cursor down as you drag the text box longer. Make the box as long as you like.



3. Type in whatever you wish. Now, you are ready to edit your text.

Editing Text

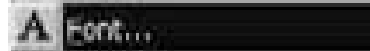
1. To edit this text, highlight it by dragging the mouse over it while holding down the mouse button. The text should appear highlighted as shown below.



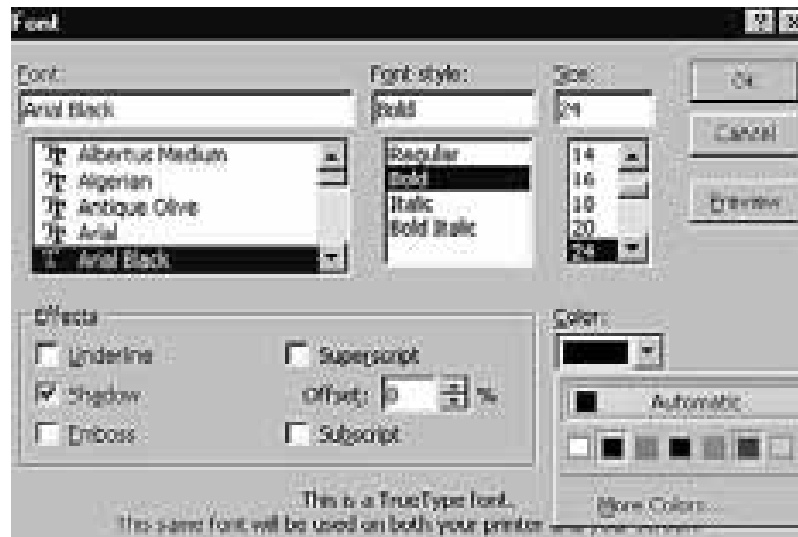
2. In the main menu, select the format menu as shown below.



3. In the format menu, select font.



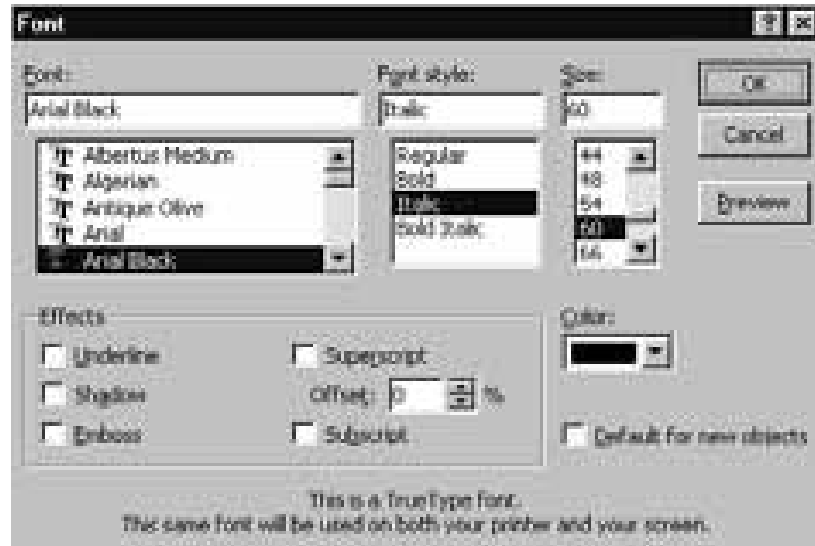
4. The font screen should appear (as shown below). Here, you can choose a font, style, size, effect and color for your highlighted text. Under the **Font** menu, choose **Arial Black** as I have highlighted below. You can choose this font by clicking on it. Once it has been chosen, it will appear highlighted.



5. Under **Font** style, choose **Bold** as I have highlighted above. The bold option will make the text appear darker than any other option.
6. Once you have chosen the Font and Style (Arial Black and Bold), click **OK**.
7. The text should look different now. The text after this editing is shown below.



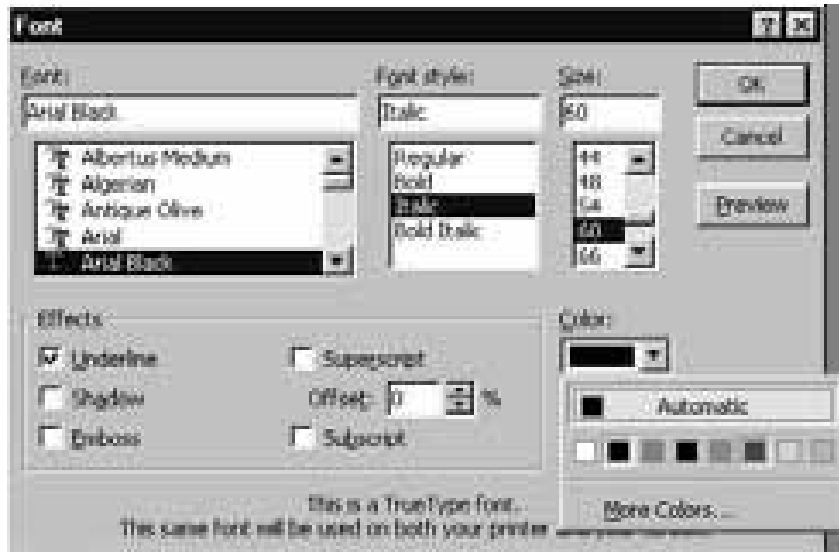
8. In the main menu, go back to the format menu and select Font again. When the Font screen appears, change the style to **Italic** rather than **Bold**.



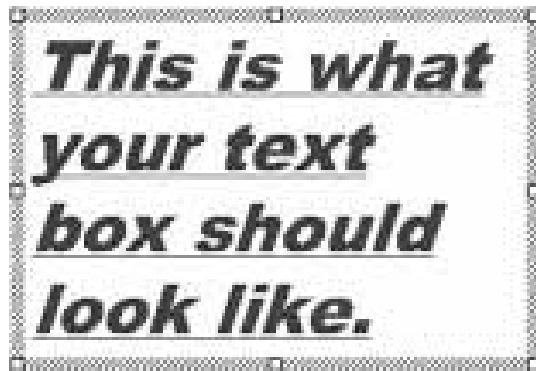
9. Under the Size menu, select 60. Since 60 is larger than our previous font size, the size of our text will increase.
10. Once you have made your selections, click **OK**. The text should appear as shown below.



11. Once more, go to the Font screen (under the Format menu select font). Under effects, select the box next to Underline. A check should appear in it as shown below.



12. Under Color, press the arrow (▼). Choose the color blue by clicking on it.
13. Once you have finished, click **OK**. The text should now look like this:



14. Now, we can move on to adding WordArt.

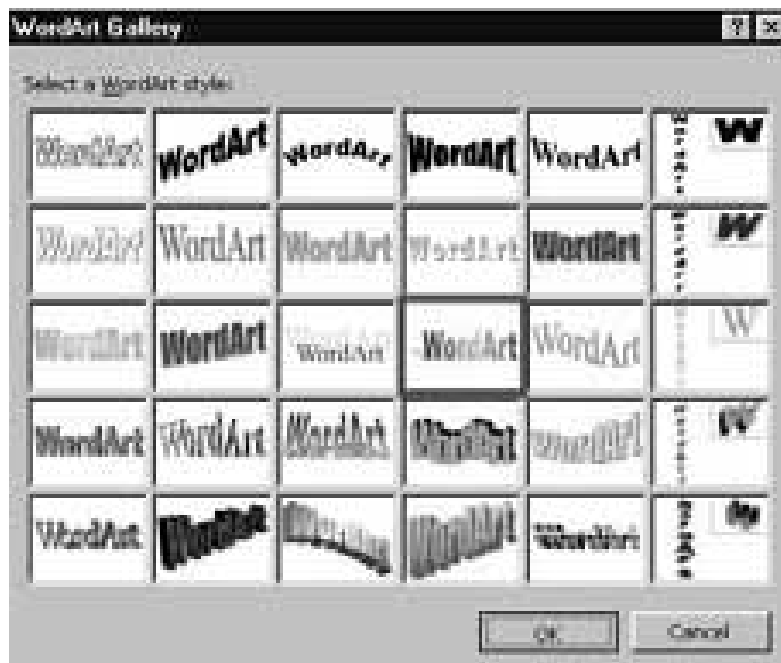
Using WordArt

WordArt can be used to create interesting headings or flashy titles.

1. Under the insert menu, select picture. In the submenu that appears, select **WordArt**.



2. Select a type of WordArt. For this tutorial, choose the rainbow style as outlined in the picture below. Once you have selected it, click **OK**.



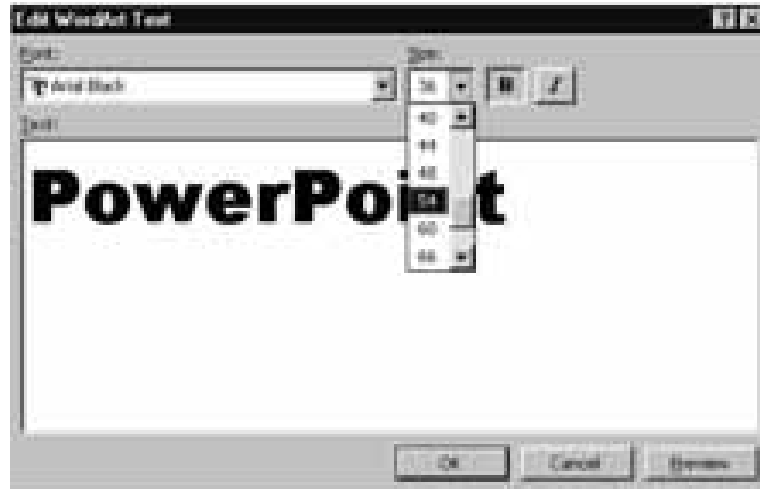
3. In the next screen, type in a word or short phrase. Click **OK** when you are finished. This is what it should look like:



4. Now, you are ready to edit your WordArt.

Editing WordArt

1. Double click on your WordArt to get back to the menu where you added your WordArt text. This is where you can edit your WordArt.
2. To change the font size, click the arrow under the **Size** menu as shown below. From the menu that appears, select the number 54. Now, your WordArt will have font size 54.



3. The bold option is represented by a letter **B** on the button face at the top of the screen. Select this option. You may also use the italic option by clicking the *I* which is next to the **B** button.
4. Now, we can change the font to **Bookman Old Style** by pulling down the menu with the arrow button (▼). Keep the mouse button down until you have **Bookman Old Style**, then release the button.



5. Once you have finished editing your WordArt, click **OK**.
6. You now have two types of text on your screen; text box and WordArt.



7. Now that we have text, we can move on to the next lesson to insert and edit pictures.

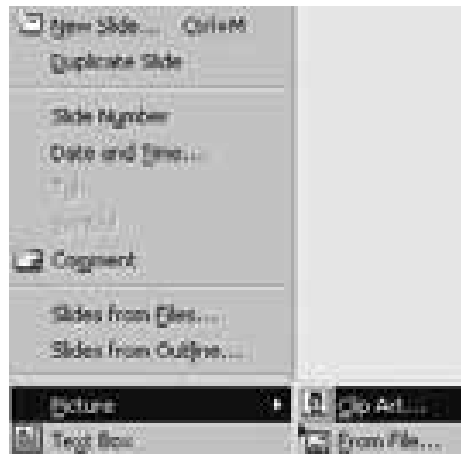
Inserting and editing a picture

Lesson 4

Part I

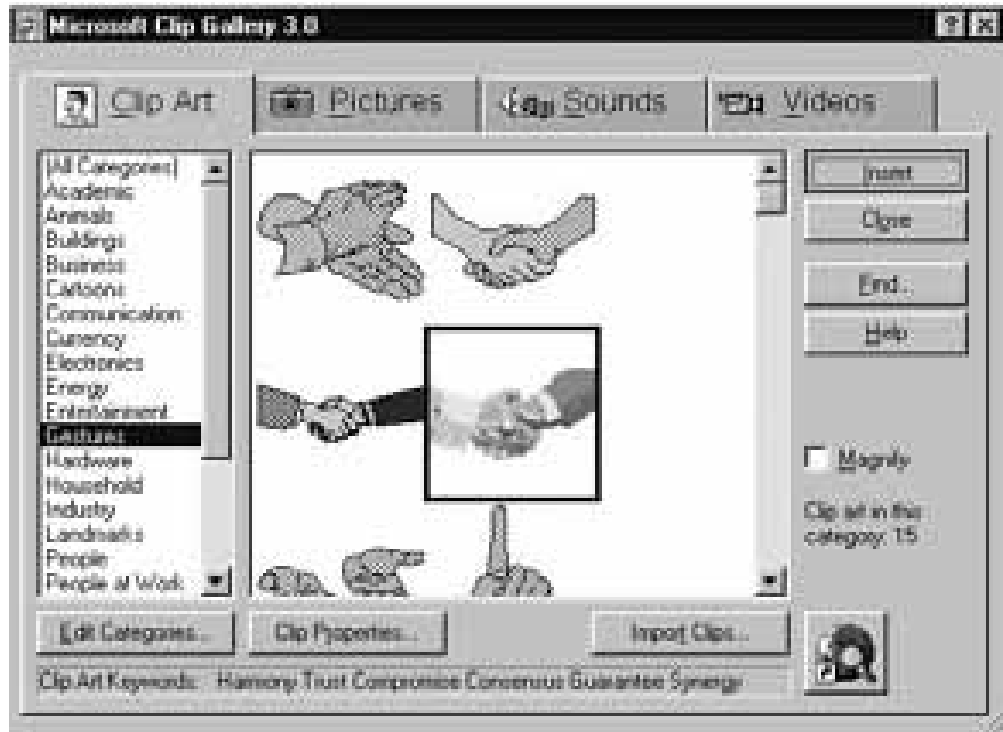
Inserting a clipart:

1. Go up to the main menu and click the insert menu.
2. Under the insert menu, choose picture then clip art.

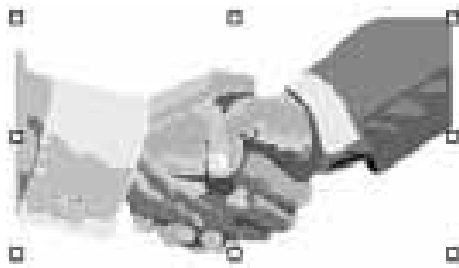


3. In the Microsoft Clip Gallery (shown below) make sure the **Clip Art** tab is selected. Choose a category from the left. Select **Gestures**.

- Now, you can select one of the graphics displayed on the screen. If you would like more options, you can press the world icon. The computer will let you choose an icon from a homepage it brings up. This option is only available if you are connected to the Internet and have access to the web.
- Once you have made your selection, click **Insert**.



- The graphic should now appear on screen.



Inserting and editing a picture

Lesson 4

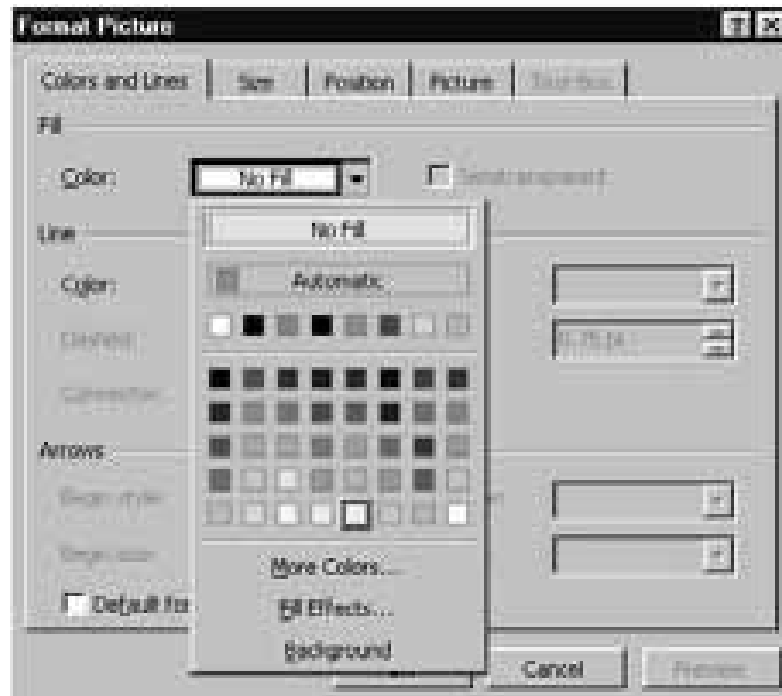
Part II

Editing a picture:

1. Click the right mouse button on the picture and a menu will appear. Select **Format Picture**.



2. In the Format Picture screen, the **Colors and Lines** tab should be selected.
3. The Fill refers to the background behind the picture. Press the arrow (▾) to bring down the possible colors. Select a color by clicking the mouse button on that color.



4. Using the same technique, the line options can be changed. To the right of the word **Color**, the text should say "No Line." Click the arrow (▾) and a menu will appear (as shown below).
5. Select a color by clicking on it.

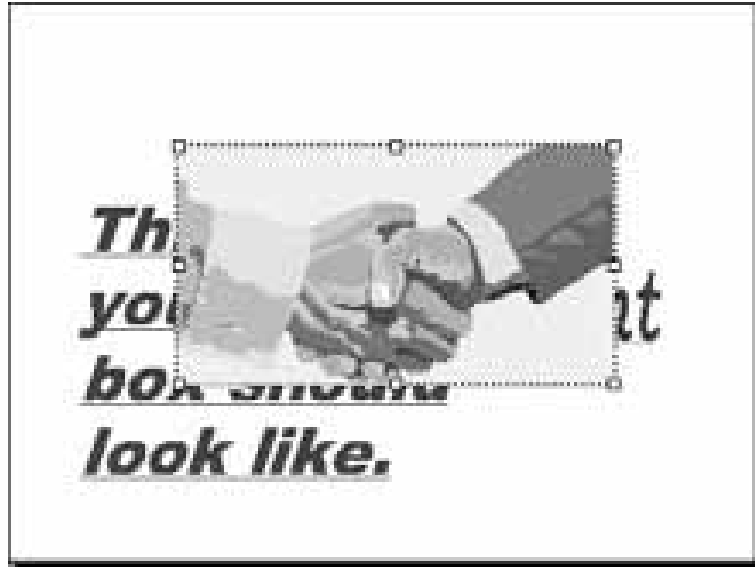
6. You can also change the type of line under the **Dashed** menu as shown below. Select the second one down -- the "Round Dot."



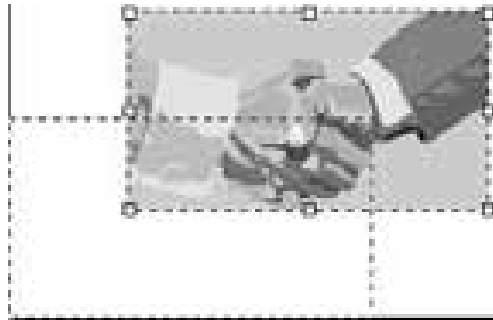
7. Next, the line style can be changed. Click the arrow (▾) next to **Style** and choose **3 pt** as shown below.
8. Once you have made your selections, click **OK**.

Moving and Resizing

1. At this point, it is possible that your text and clip art appears as shown below. To move graphics or text, click the object you want to move. While holding the button down, drag the object to the desired location. Release the mouse button to complete the move.



2. Try to move the clip art to the bottom-left corner of the screen using the procedure illustrated in step one.



3. To resize an object, move the cursor to the edge of the object that you want to change. A two-headed cursor will appear.
4. While the cursor is a two-headed arrow, hold the left mouse button down and drag the cursor to the desired size.
5. Now that we can move and resize objects, we can move on to the next lesson -- animation.

Adding Animation

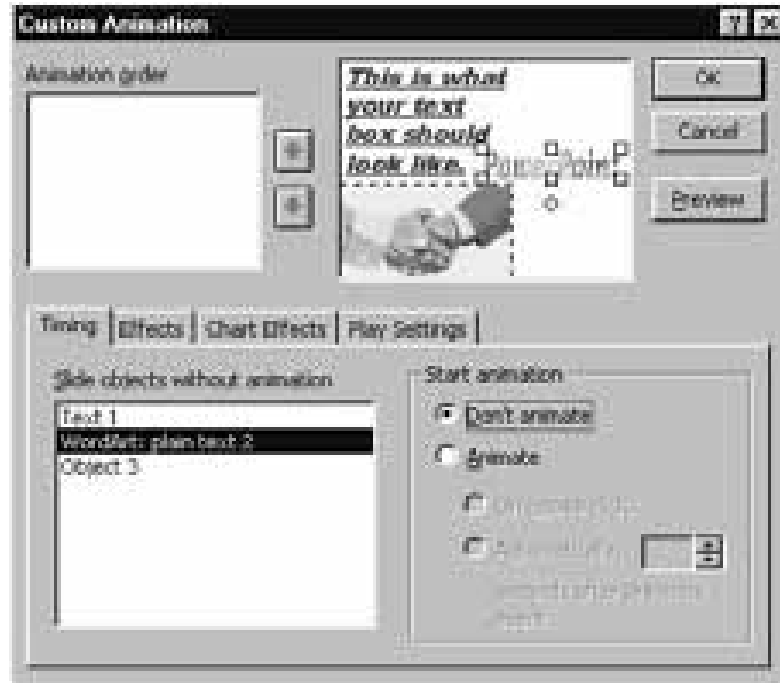
Lesson 5

Part I

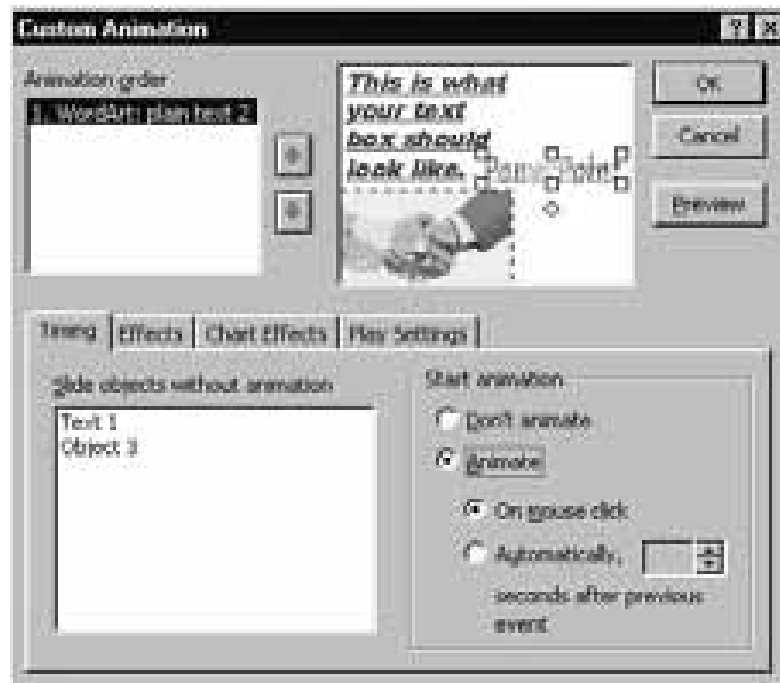
1. In the main menu, click **Slide Show**.
2. Under the **Slide Show** menu, click **Custom Animation** as highlighted below.



3. The **Custom Animation** screen should appear. Click the Timing tab if it is not already selected.
4. Under the section **Slide objects without animation**, click **WordArt**. WordArt is shown highlighted below.



5. Under the section **Start animation**, click the bullet to the left of **A**nimate.



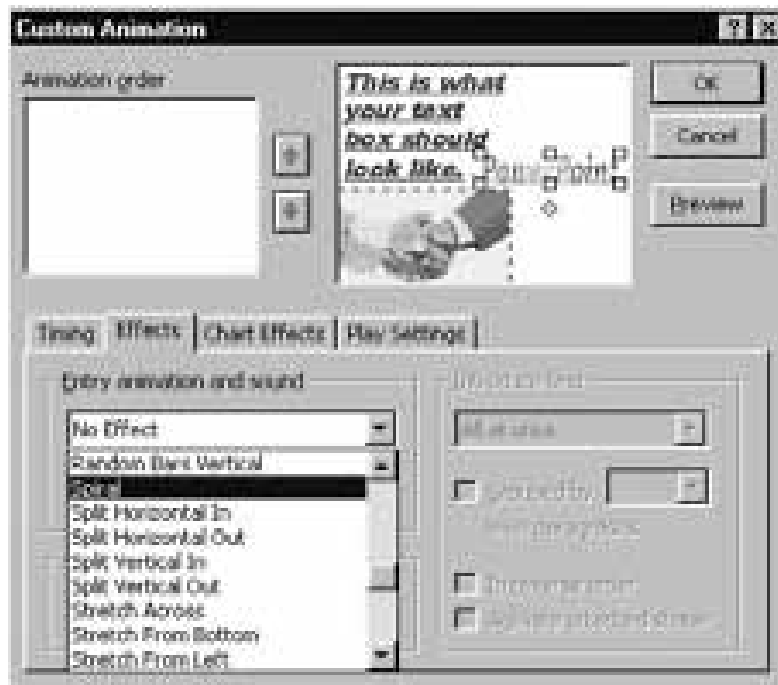
6. Under **Animation order**, you can see WordArt listed as number one. This is the only item being animated, so it is listed as the first item in the animation order. Use the arrows to set animation order.


Adding Animation

Lesson 5


Part II

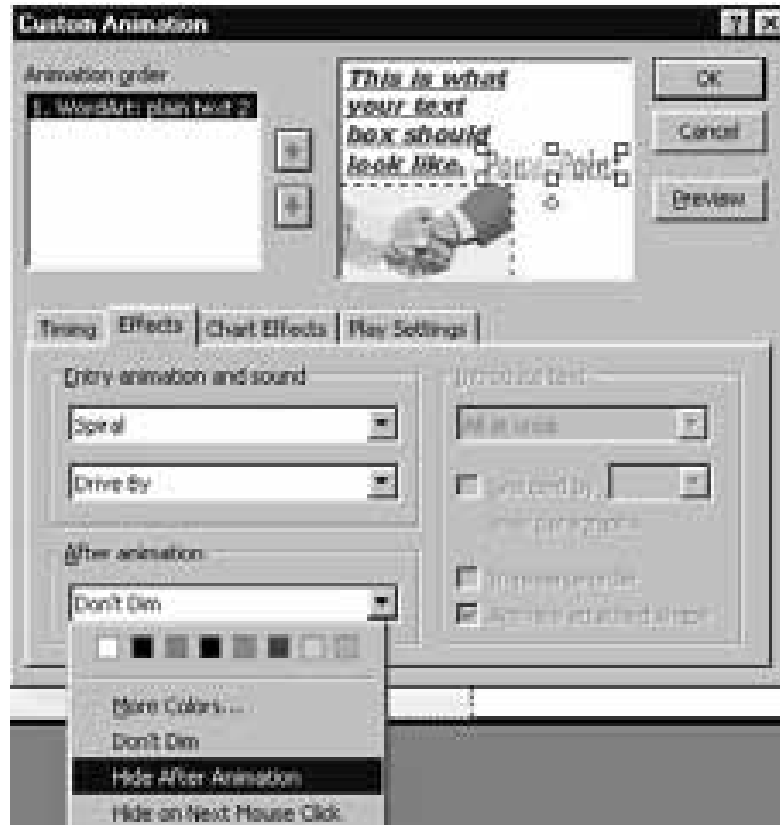
1. Change the tab to the **Effects** tab.



2. Under **Entry animation and sound**, click the first down arrow  as shown above. Click **Spiral**.
3. In the second section under **Entry animation and sound**, click the down arrow. From the list that appears click **Drive By**.



4. Under the **A**fter animation section, click the down arrow button . Click **H**ide After Animation.



5. Click **P**review to see what the animation will do to your WordArt.
6. Once you are finished, click **O**K.
7. Note with PowerPoint XP, the on exit animation is available.

Adding Sound

Lesson 6

Part I

Inserting Sound

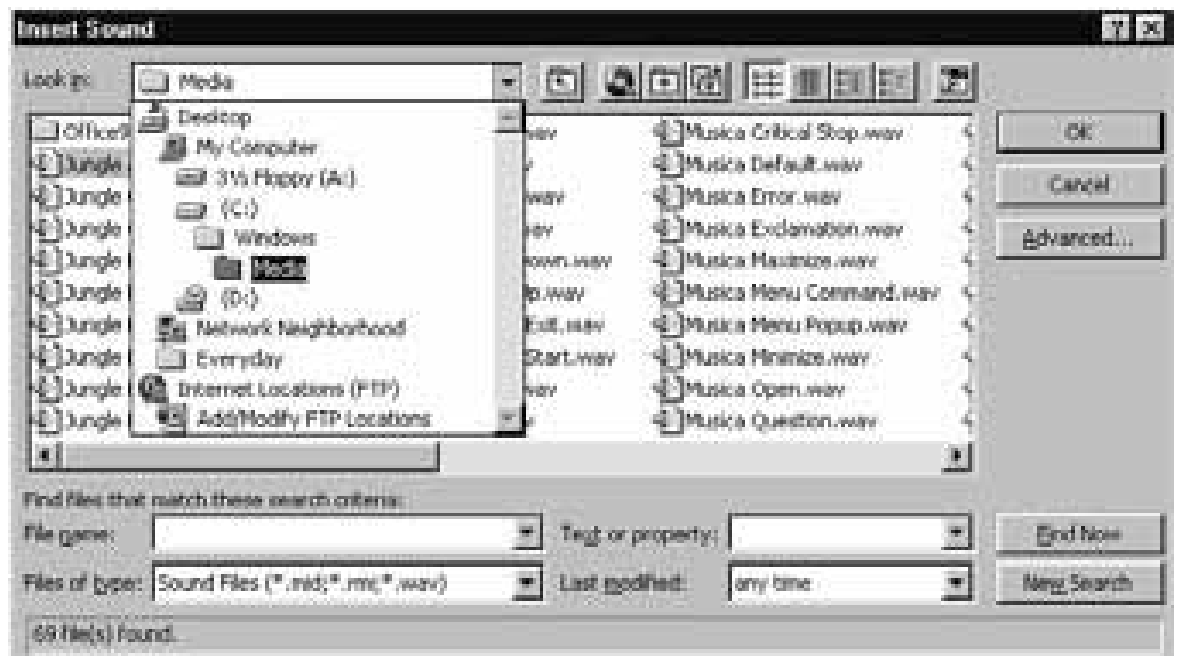
1. In the main menu, click **I**nsert.
2. Under the **I**nsert menu, click **M**ovies and **S**ounds as highlighted below.



3. The **Movies and Sounds** submenu should appear. Click **Sound from File** as highlighted below.

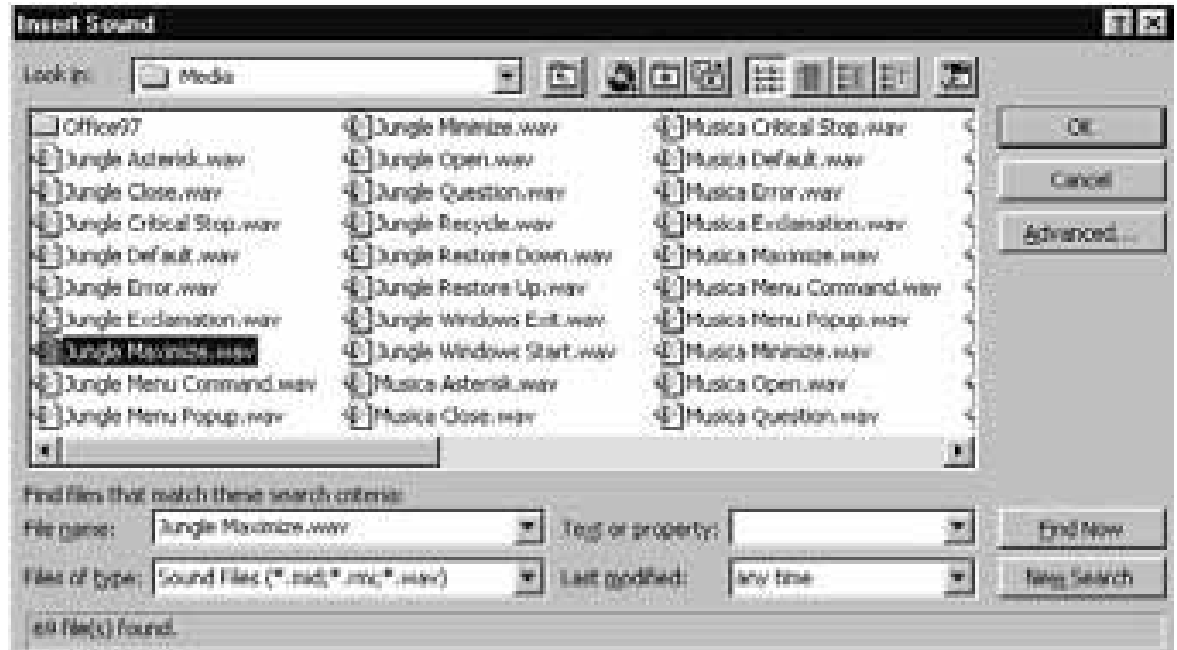


4. The **Insert Sound** screen appears. If you are not already in the Media folder, click the down arrow button () which is located to the right of the text **Look in**.



5. In the C drive, go to the Windows directory and click the Media folder. The screen should look like the one displayed above.

- There are two different ways to select a file. You may double-click **Jungle Maximize.wav** or you may type the name in the box next to **File name** and click **OK**. I suggest simply double-clicking **Jungle Maximize.wav** as highlighted below because it requires less steps. You can tell that **Jungle Maximize.wav** is a sound file because it ends with **.wav**. There are three types of sound files you can use in PowerPoint: **.midi**, **.rmi** and **.wav**.



- After you have double-clicked **Jungle Maximize.wav**, a sound icon should in the center of your screen. The icon is shown circled in black below. You can double-click the sound icon to hear the sound.



Adding Sound

Lesson 6

Part II

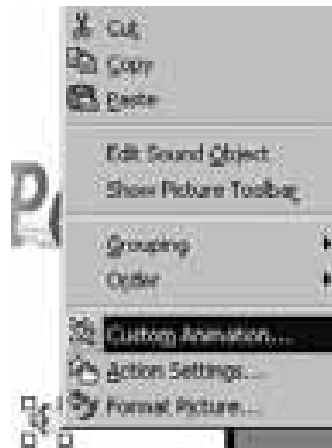
Animating Sound

- Click on the Sound icon. Continue to hold the mouse button down and drag the icon to the bottom right corner of the screen. Now, the icon is not blocking any words or graphics.

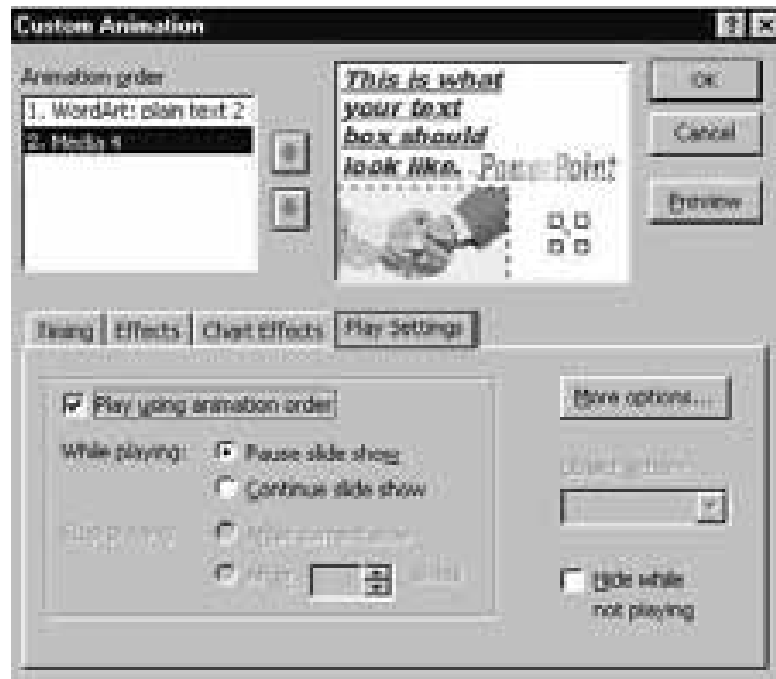
***This is what
your text
box should
look like. PowerPoint***



2. Click the sound icon using the right mouse button. A menu should appear as shown below. Click **Custom Animation**.



3. The **Custom Animation** screen should appear. Make sure the **Play Settings** tab is selected. The tab is boxed in red below.



4. Click the box to the left of **Play using animation order**. This option will allow your sound to begin after the other objects are animated because it is currently last in the animation order.
5. Once you are finished, click **OK**.

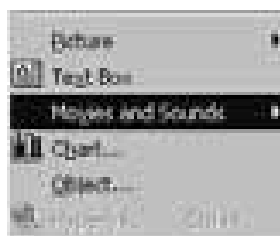
Adding Video

Lesson 7

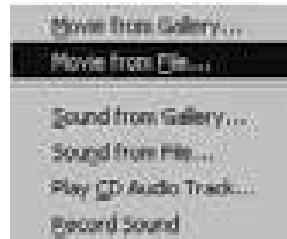
Part I

Inserting Video

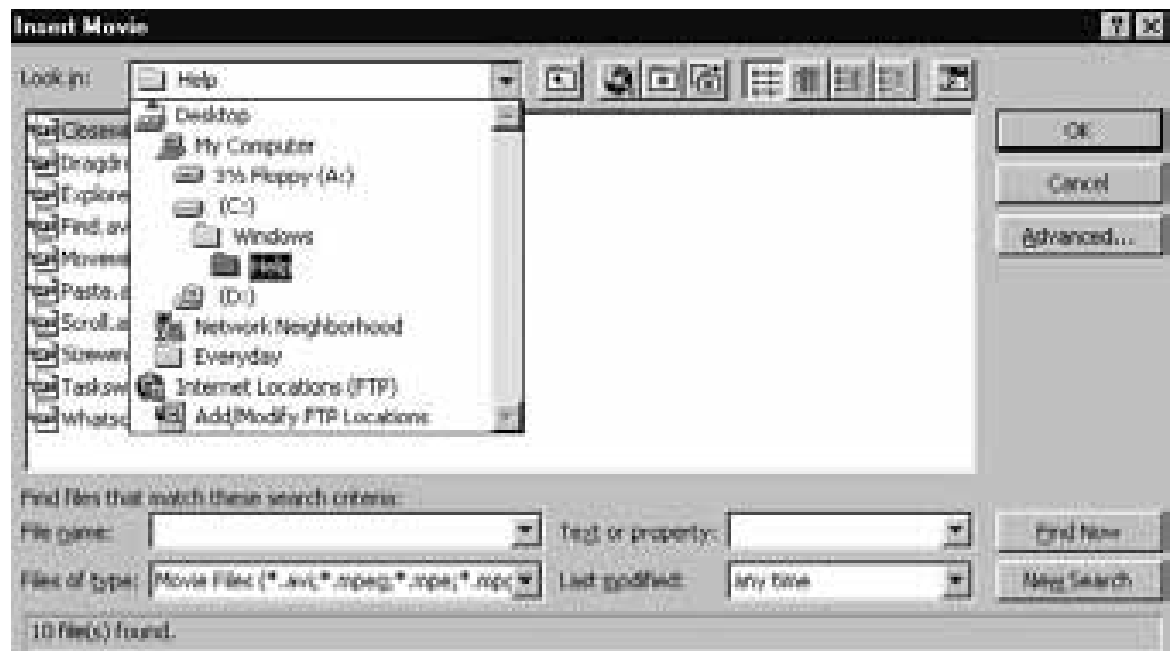
1. In the main menu, click **I**nsert.
2. Under the **I**nsert menu, click **M**ovies and Sounds as highlighted below.



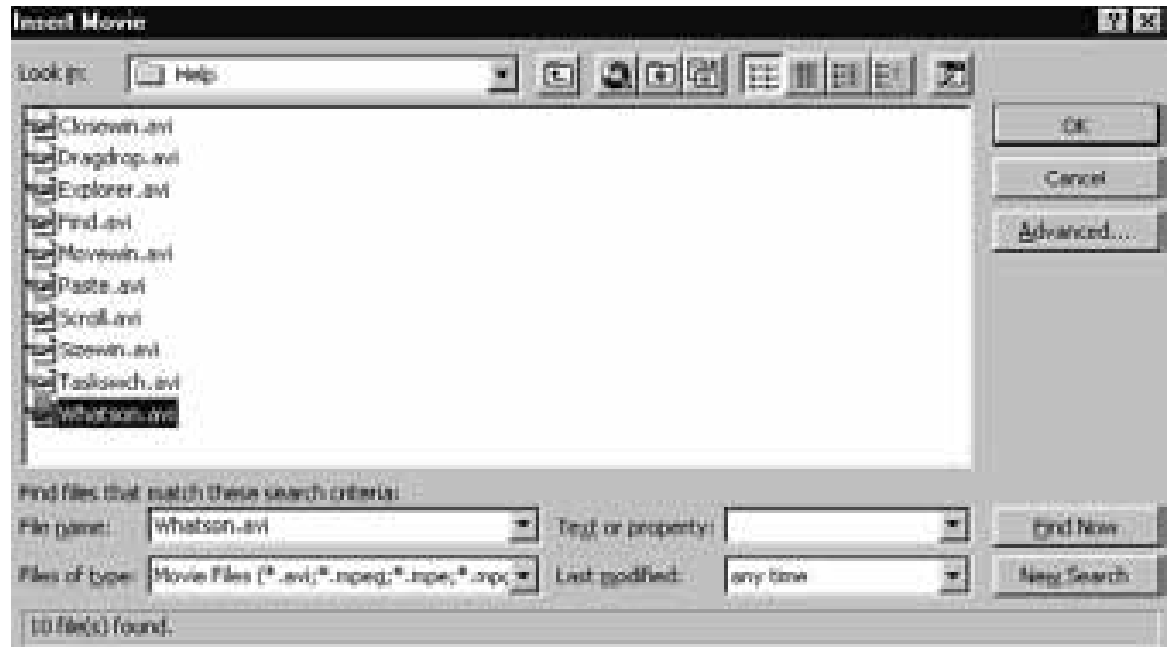
- The **Movie** and **Sounds** submenu should appear. Click **Movie from File** as highlighted below.



- The **Insert Movie** screen appears. If you are not already in the **Help** folder, click the down arrow button (▼) which is located to the right of the text **Look in**.



- In the **C** drive, go to the **Windows** directory and click the **Help** folder. The screen should look like the one displayed above.
- There are two different ways to select a file. You may double-click **Watson.avi** or you may type the name in the box next to **File name** and click **OK**. I suggest simply double-clicking **Watson.avi** as highlighted below because it requires less steps.



7. After you have double-clicked **Whatson.avi**, a movie icon should appear in the center of your screen. The icon is shown below. You can double-click the movie icon to see the movie.



Inserting a chart

Lesson 8

Part I

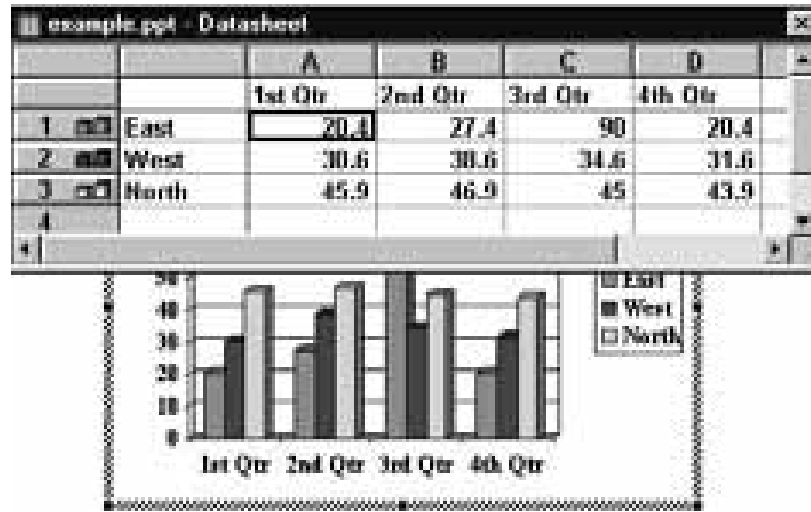
There are two different ways to insert a chart. You can insert object or insert chart. Using the Insert Chart command requires less steps, but the object command is necessary to import a spreadsheet or graph from another program into a PowerPoint document. After the chart has been inserted, it can be edited the same way.

Insert chart:

1. In the main menu, click the **I**nsert menu.
2. Click **N**ew Slide. This will allow the chart we will insert to be on a page by itself.
3. Select **B**lank Page and click **O**K.
4. Under the **I**nsert menu, click **C**hart.




5. A chart and data sheet should appear.



6. Enter data in the Datasheet. Replace their data with numbers and labels of your own. You are welcome to add an extra column or row of data if you would like.

		A	B	C	D	E	F
		Area A	Area B	Area C	Area D	Area E	
1	Low level	50	35	33	58	26	
2	Mid-level	30	45	27	23	24	
3	High level	20	20	40	19	50	
4							

7. Once you have entered the data, click the close box  on the Datasheet screen. This will close your spreadsheet.

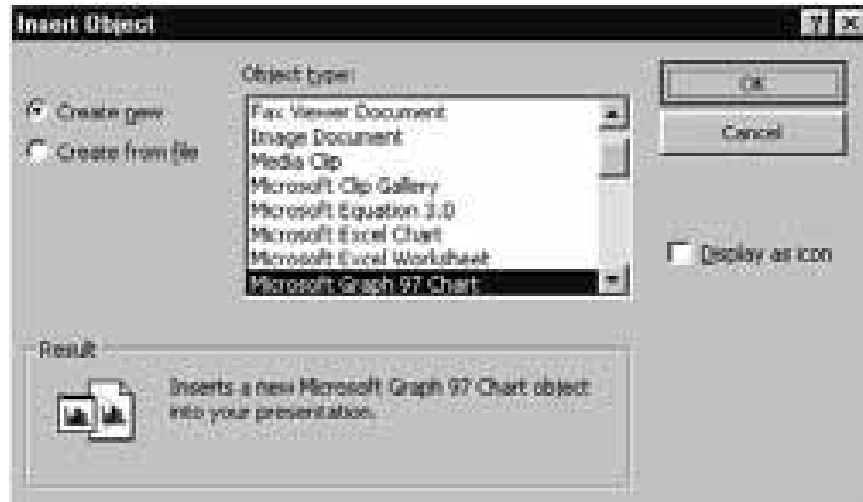
Inserting a chart

Lesson 8

Part II

Insert object:

1. Using a new slide, we can insert a chart using the insert object command. Under the insert menu, choose **Object**.
2. The Insert Object screen will appear. Select the bullet next to **Create new**. This will allow us to create a new graph rather than using previously saved data.



3. Under **Object type**, select Microsoft Graph 97 Chart as shown above. You may have to scroll down in order to find it.
4. Once you have Microsoft Graph 97 Chart highlighted, click **OK**.
5. Close the spreadsheet if you want to use their data rather than replacing it with your own data.

Inserting a chart

Lesson 8

Part III

Editing Your Graph

1. In the main menu, click the Chart menu.



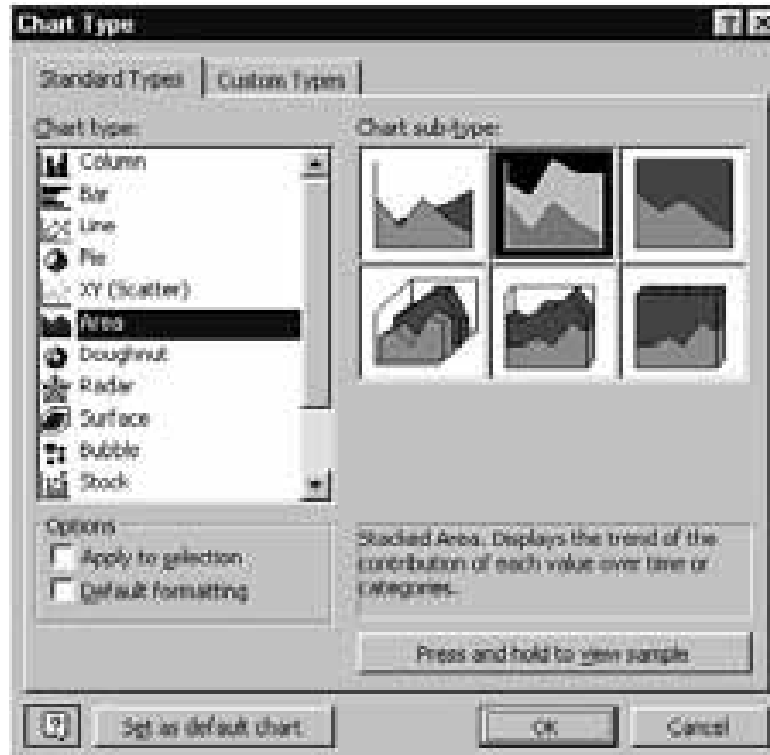
2. You can change the type of graph by selecting **Chart Type** under the Chart menu.



3. In the Chart Type menu, the **Standard Types** tab should be selected.



- Pick the **Area** type of chart from the left column of options (See below).
- On the right, you can choose from the **Chart sub-type** menu. Choose the **Stacked Area**, which is the middle chart in the top row.



- If you press down the **Press and hold to view sample** button, you will see what your graph will look like.
- Once you have selected a type of graph, click **OK**.

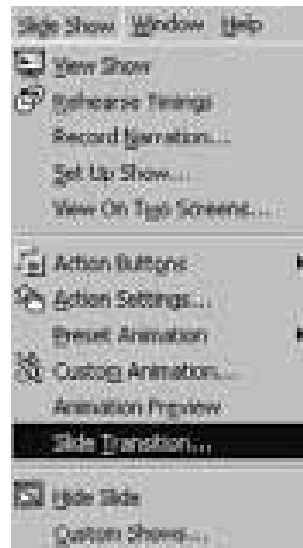
Creating Slide Transitions

Lesson 9

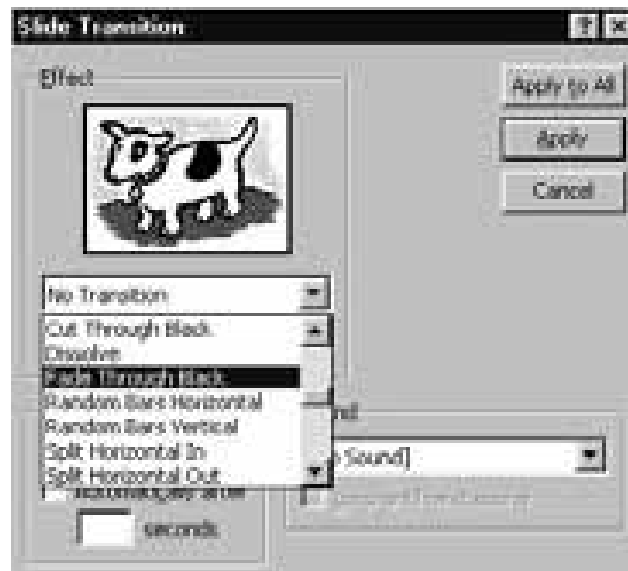
- In the main menu, click **Slide Show**.



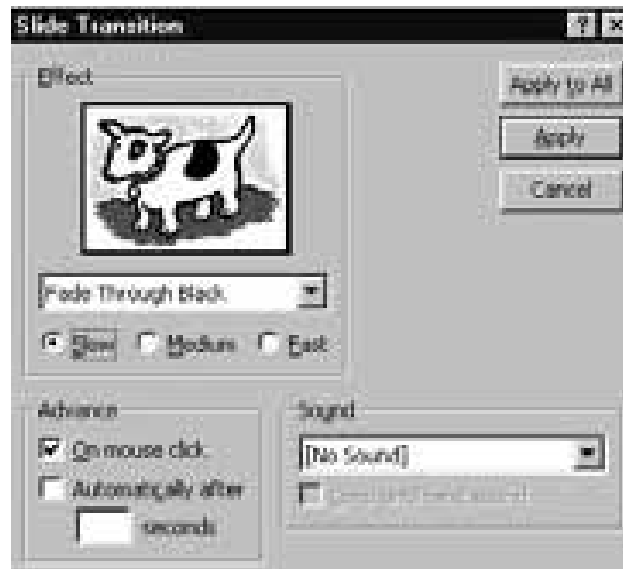
- In the **Slide Show** menu, click **Side Transition**.



3. The **Slide Transition** screen should appear. Under **Effect**, click the down arrow (▾) next to where it says **No Transition**.



4. The transition menu should appear. Click **Fade Through Black** as shown above. You may have to scroll down to find it.
5. When you clicked **Fade Through Black**, the picture on the right side of the screen faded through black to show what the option looks like. Click the picture to see it again.
6. There are three speeds in the middle of the right side of the screen. Click the bullet next to **Slow** as shown below.



7. Under **Advance**, click **Only on mouse click** if it is not already selected. This option will allow you to click the mouse button to activate the slide transition.
8. Under **Sound**, click the down arrow (▾) next to [No Sound].



9. Click **Whoosh** in the **Sound** menu as highlighted above.

10. Click **A**pply. This will apply the transition we have selected to the slide we are on in our presentation. **A**pply **t**o **A**ll will cause all of the slides to have this transition.

Creating a Design Template

Lesson 10

Part I

Defining Design Template A Design Template is a presentation with a consistent appearance in color and form. A design template has the ending .pot in the file name. This type of file can help give future presentations the same consistent look.

Creating a New Presentation

1. In the main menu, click **F**ile.
2. In the menu that appears, click **N**ew.
3. The **New Presentation** screen should appear. Double-click the **Blank Presentation** icon which is highlighted below.



4. The **New Slide** screen should appear. Click the **Title Slide** icon as highlighted below.



5. Click **OK**.
6. The first slide in your blank presentation should have the boxes displayed below.

Click to add title

Click to add sub-title

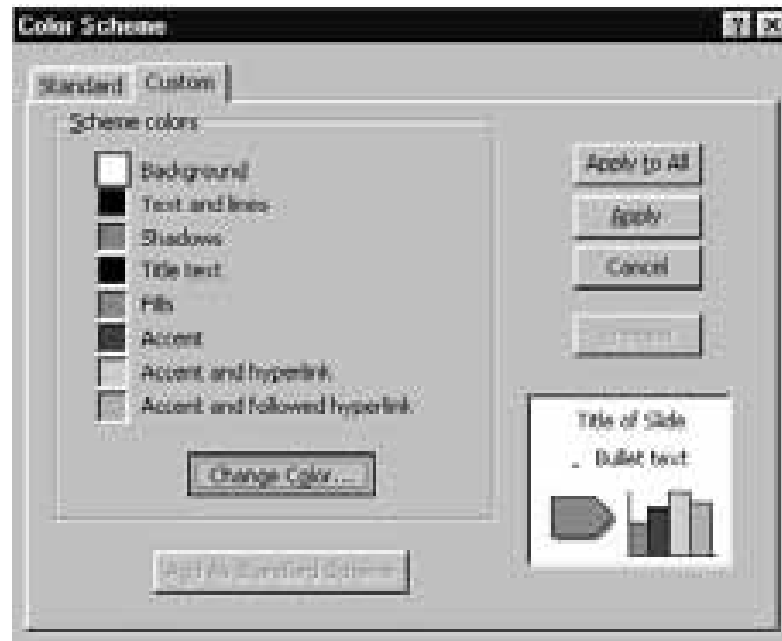
Creating a Design Template

Lesson 10

Part II

Changing the Color Scheme

1. In the main menu, click **F**ormat.
2. In the **F**ormat menu, click **S**lide **C**olor Scheme.
3. In the **C**olor Scheme screen, click the **C**ustom tab.
4. Click the background color box (a white box) as shown below.

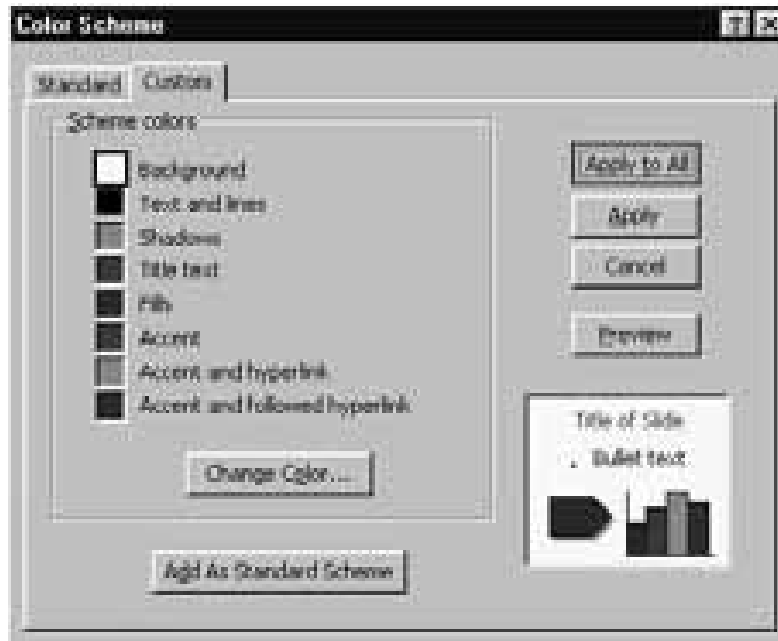


5. Click **Change Color**.
6. Click the background color you would like to use.



7. Click **OK**.

8. Try using this same technique to change other colors for the presentation. Click the color you want to change and click **Change Color**. Remember to click **OK** to get back to this screen.
9. Once you are finished editing the colors, click **Apply to All**. This tells the computer to use the color scheme you created for all of the slides in this presentation.



10. Your current slide now has the new colors that you have specified.

Creating a Design Template

Lesson 10

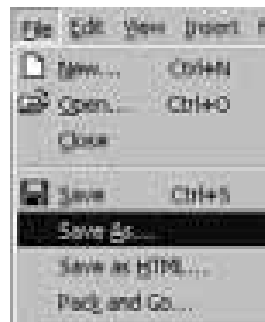
Part III

Naming and Saving Your Design Template

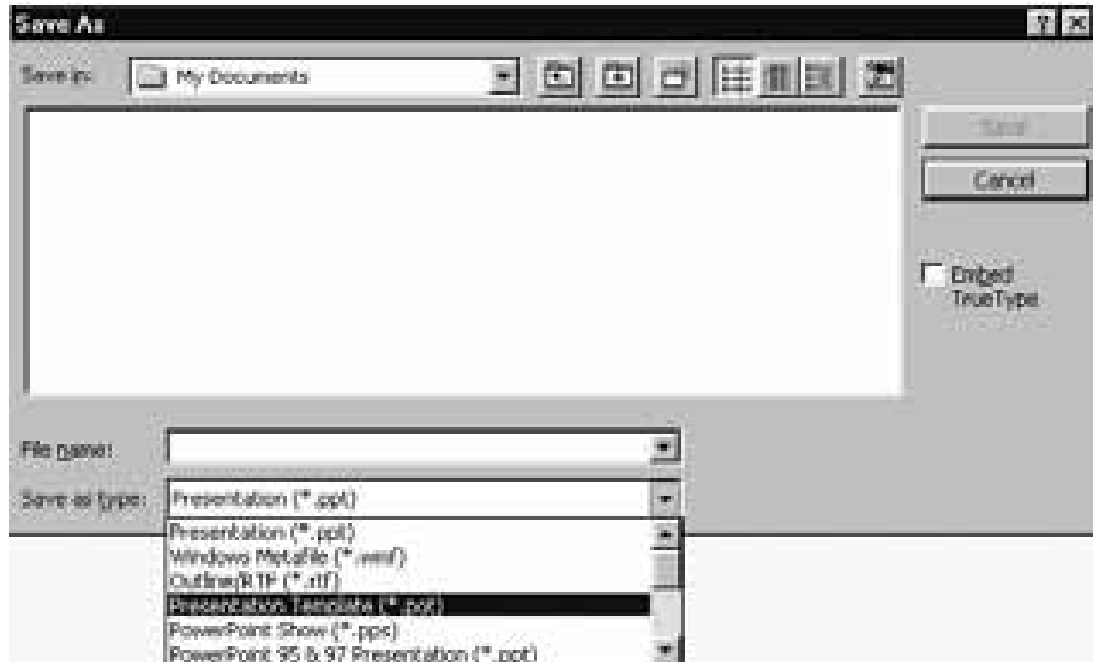
1. Where it says **Click to add title**, type **My Design Template**.



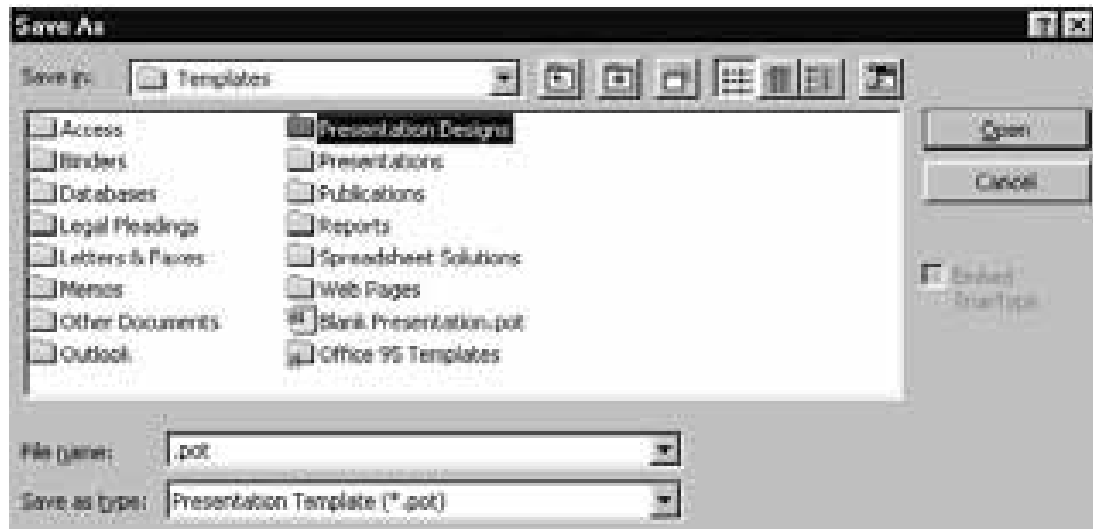
2. Type **Tutorial Color Scheme** where it says **Click to add a sub-title**.
3. Under the main menu, click **F**ile.
4. Under the **F**ile menu, click **S**ave as.



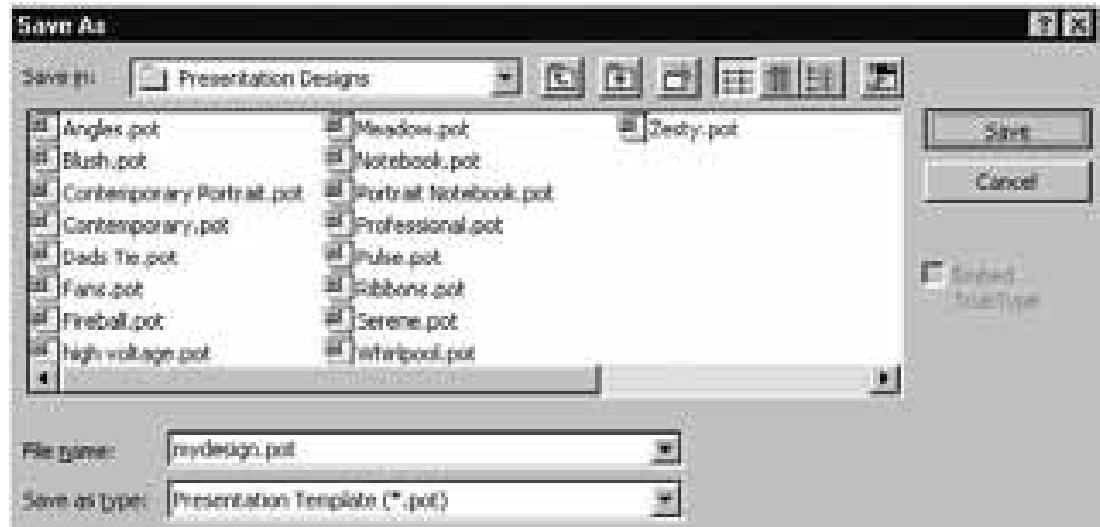
5. The **Save As** screen should appear. Click the down arrow in the section labeled **Save as type**. This section is located at the bottom of the **Save As** screen.



6. In the menu that appears, click **Presentation Templates (*.pot)** as shown above.
7. Double-click the **Presentation Designs** folder. This allows you to save your design template with the rest of the already-saved design templates.



8. Next to **File name**, type **mydesign.pot**.



9. Click **S**ave.
10. Go to the main menu and click **F**ile.
11. In the menu that appears, click **C**lose.

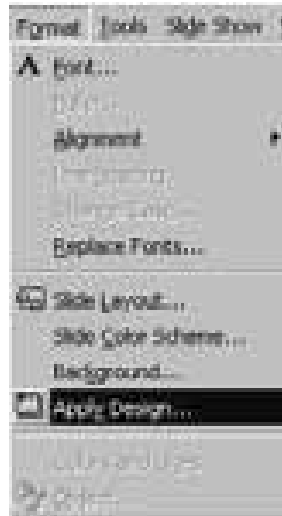
Creating a Design Template

Lesson 10

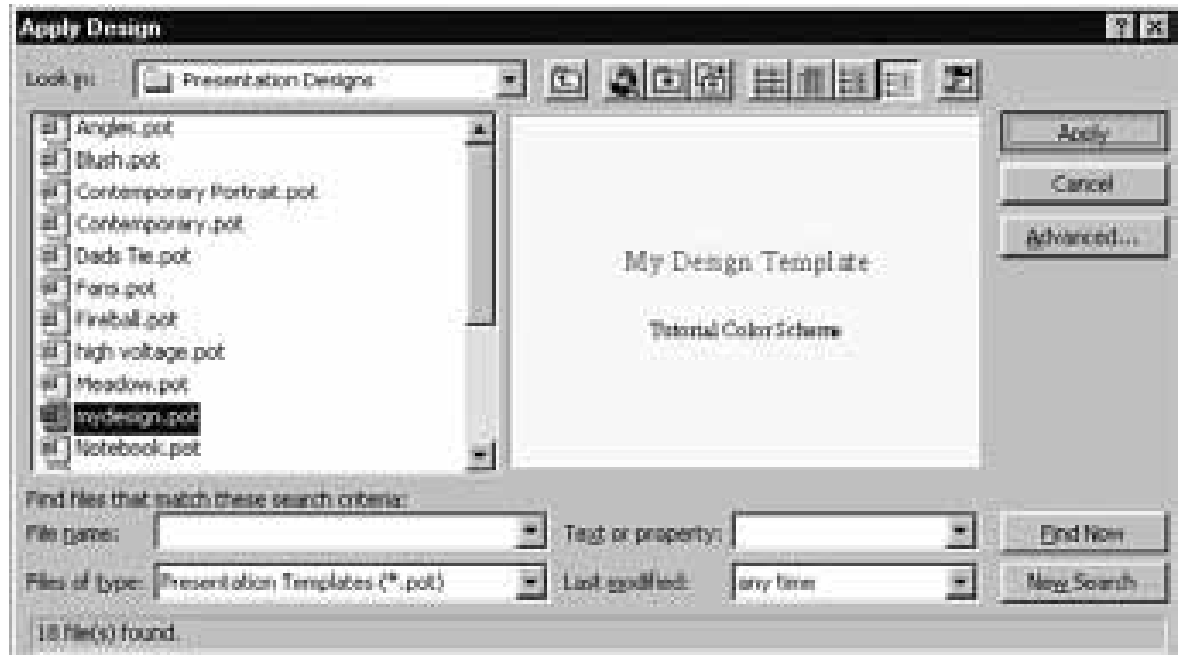
Part IV

Applying a Design Template

1. Your previous presentation should now be on the screen. This is the one you used in the previous lessons. In the main menu, click **F**ormat.
2. From the **F**ormat screen, click **A**pply **D**esign as shown below.



3. In the screen that appears, scroll down until you find **mydesign.pot**. Click **mydesign.pot**, and you will see the slide displayed to the right as shown below.



4. Click **Apply** to apply the color scheme used in **mydesign** to the current presentation.
5. Your current presentation will not lose any of the graphics or text you originally put in. It also will not gain any text or additional slides by applying the design template. The only change you will see is the choice of colors. All of the background and color choices will remain consistent through your entire presentation unless you change the color scheme.



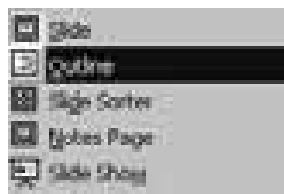
Viewing Your Slides


Lesson 11

There are five different ways to view your slides. So far in this tutorial, we have been viewing them in slide form. These next forms will show the same slides we have created in different ways.

Outline Form

1. Under the view menu, select **Outline**.



2. This is a text view. The  indicates the beginning of the first slide. The number before the slide symbol indicates the slide number. You can add text in outline view and it will appear on your slide.

Slide Sorter

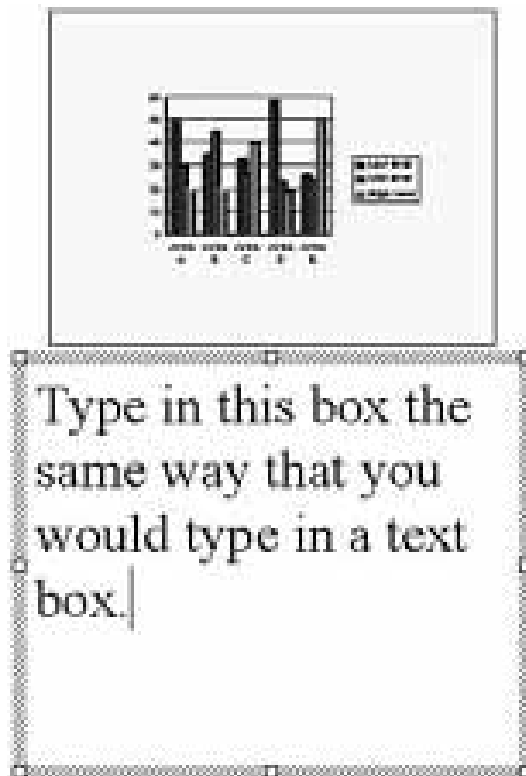
1. Under the view menu, select **Slide Sorter**. This view allows you to change the order your slides are presented in.

2. Click the mouse button on the first slide and hold it down as you move the cursor to the right until a line appears on the right side of the second slide. Release the mouse button, and the slides change places.



Notes Page

1. Under the view menu, select **Notes Page**.
2. Here you can add any notes to your presentation that you may need as a presenter but do not want to appear on the slides. You may want to increase the font size before you type. The notes screen is a reduced view.



Slide Show

1. Under view, select **Slide Show**.

2. The menus and toolbars have disappeared to show a full view of the first slide. Click the left mouse button once to move to the next slide.
3. To end the slide show, click the right mouse button. In the menu that appears, select **End Show** as shown below.



4. Start the slide show again. Press the right mouse button once.
5. In the menu that appears, select **pen**. You may use this pen as a pointer. If you hold the left mouse button down, it will draw. The markings made by the pen will be erased automatically at the end of the slide show.



6. Press the right mouse button. From the menu, choose **End Show**.

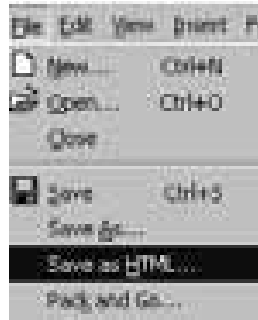
Putting Your Presentation on the Web

Lesson 12

Part I

Saving your presentation as HTML

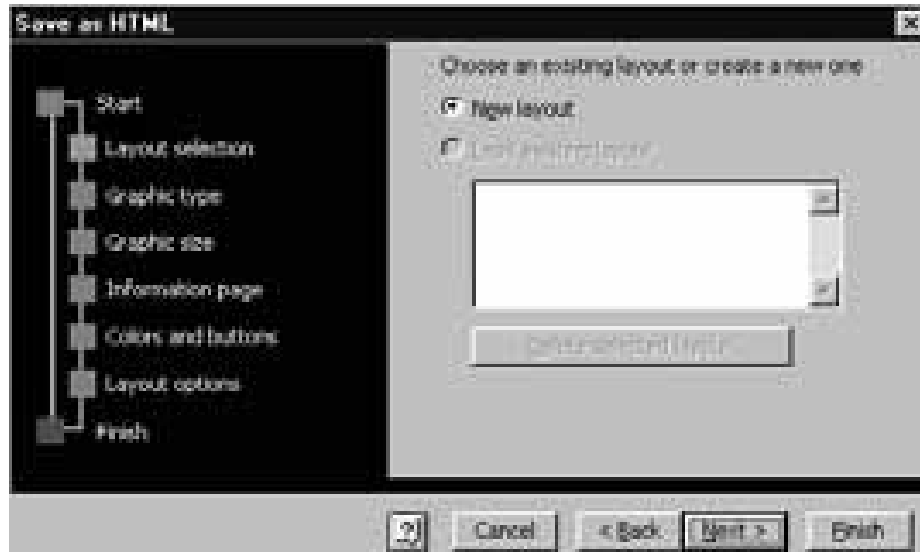
1. In the main menu, click **F**ile.
2. In the **F**ile menu, click **S**ave as **H**TML as highlighted below.



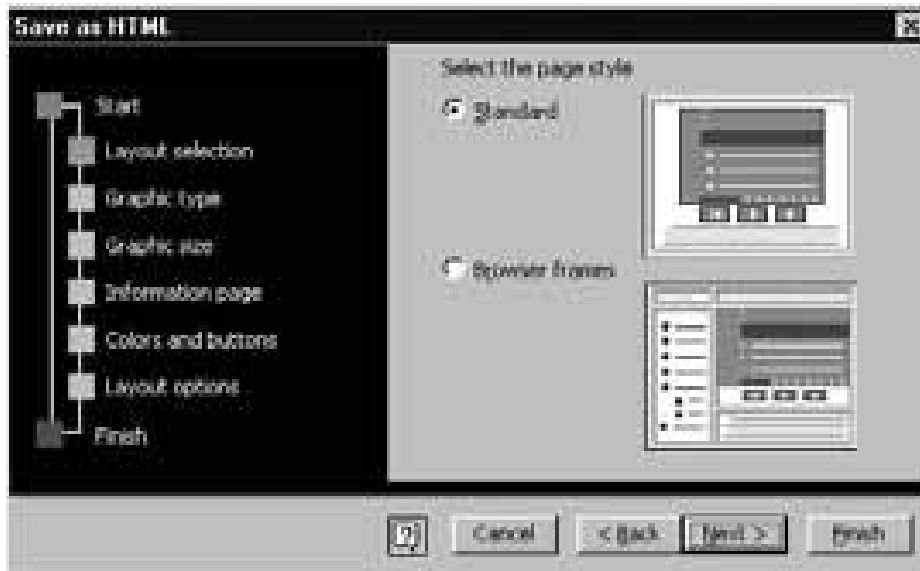
3. The **S**ave as **H**TML screen should appear. The next few screens will prepare your presentation for the internet. This is the introduction screen. Click **N**ext.



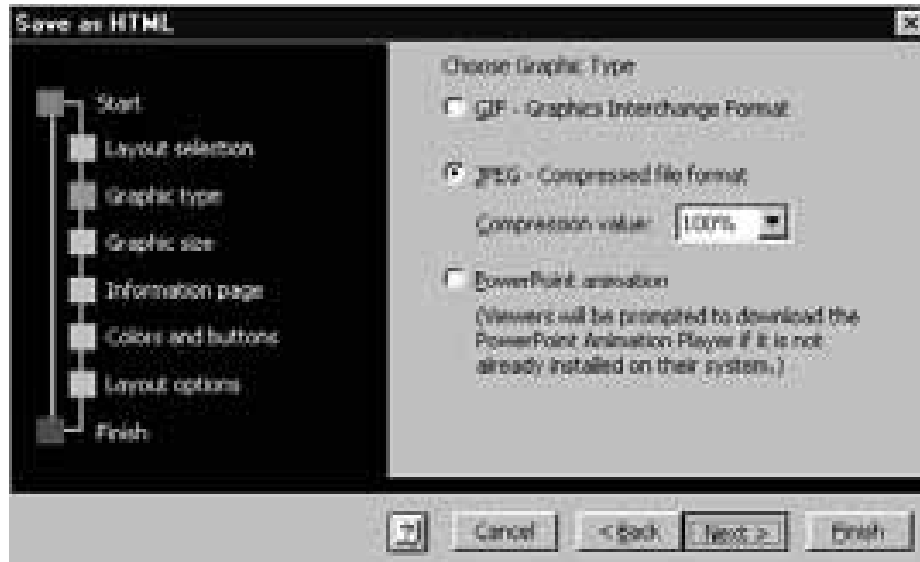
4. This screen allows you to choose a layout to apply to your presentation. Click the bullet next to **N**ew layout. Click **N**ext.




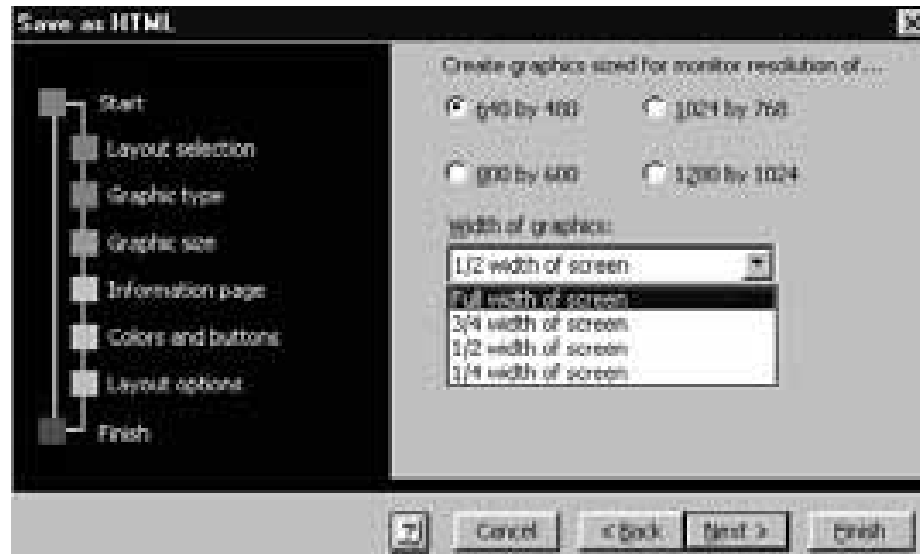
5. Select the page style by clicking the bullet to the left of the word **Standard**. Click **Next**.



6. There are three options for **Choose Graphic Type**. **GIF** graphics often take up more memory than **JPEG** graphics, so **JPEG** is the recommended choice. If you have the PowerPoint Animation Player, **PowerPoint animation** graphics will show your animation and slide transitions. Since most people do not have the PowerPoint Animation Player, click the bullet to the left of **JPEG**. Click **Next**.



7. For monitor resolution, click the bullet to the left of **640 by 480**. This will allow even low-resolution monitors to see your presentation.
8. Under **Width of graphics**, click the down arrow () next to where it says **1/2 width of screen**. In the menu that appears, click **Full width of screen**. This will make your slides the size of your screen. Click **Next**.



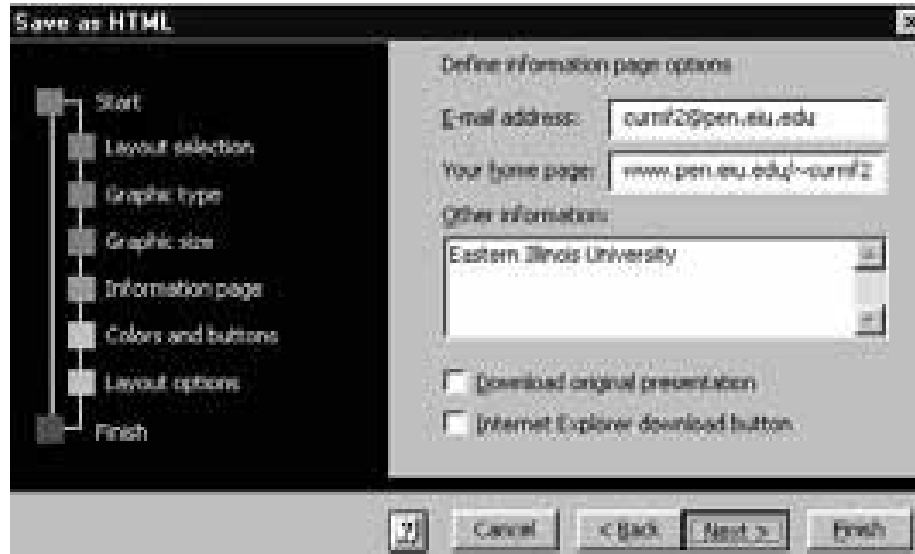
Putting Your Presentation on the Web

Lesson 12

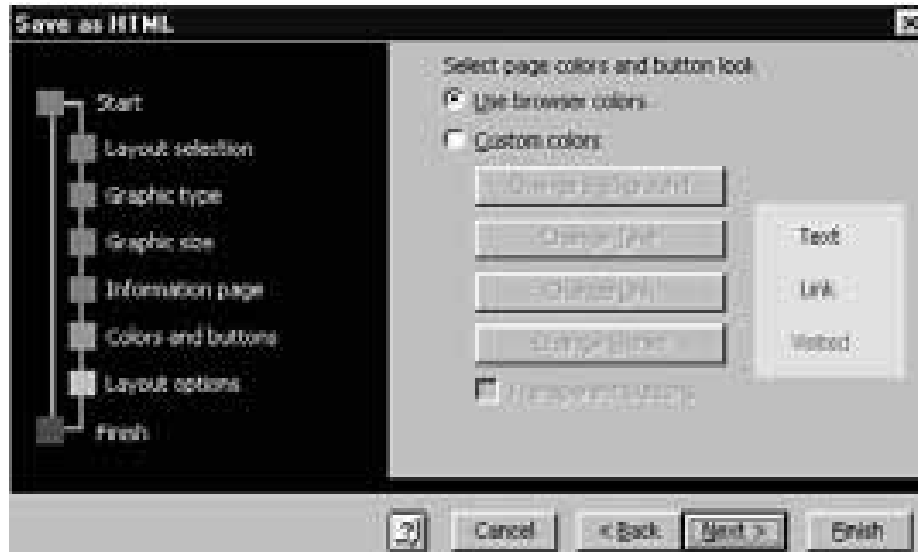
Part II

Saving your presentation as HTML (continued)

1. If you would like your e-mail address, homepage or other information such as the name of your organization to appear in your presentation, type it in this screen. Click **Next**.



2. Click the bullet to the left of **Use Browser Colors**. This will allow the colors set on your browser to be the background and link colors of the page. This does not effect the colors of your slides. Click **Next**.



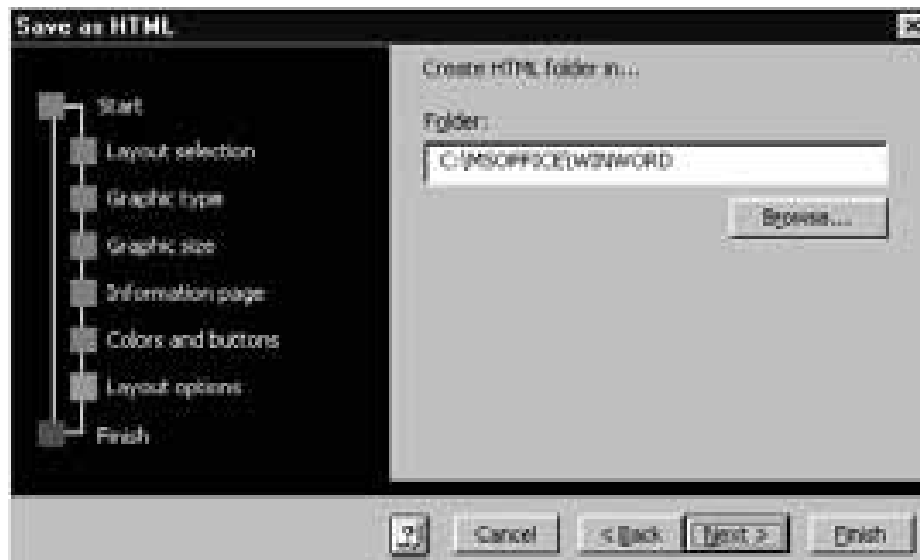
3. Under **Select button style**, click the circle button. This is the shape of the navigation buttons that will appear at the bottom of your presentation. These buttons will allow you to go from one slide to the next. Click **Next**.



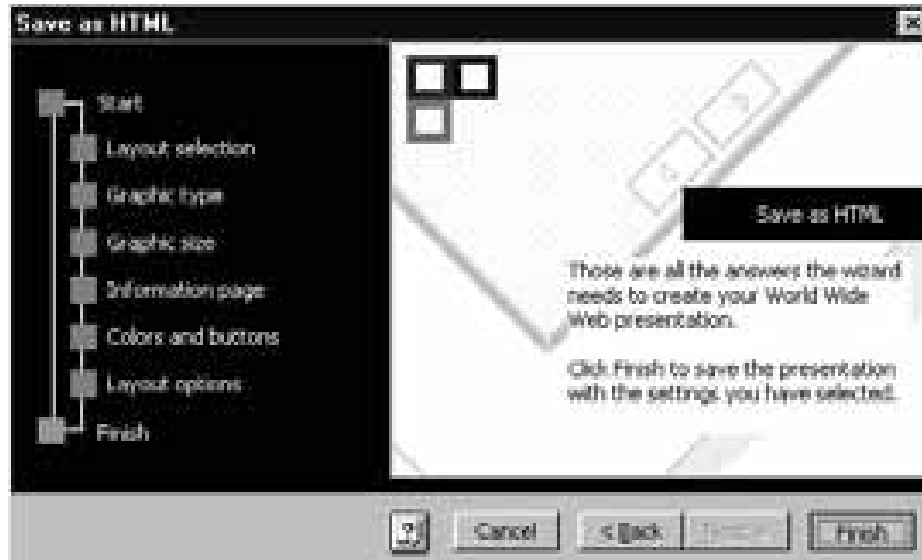
4. This screen allows you to choose where you would like to put your navigation buttons. Find the icon with the buttons located at the bottom of the screen as shown below. Click the bullet to the left of this icon. Once you are finished, click **Next**.



5. In the white box under **Folder**, type in the folder path you would like your presentation to be saved in. If you are unsure, click **Browse** to find the folder you are looking for. I am saving my presentation in the path shown below. Once you are finished, click **Next**.



6. You are finished setting up your presentation, so click **Finish**.



7. Click **Don't Save**. It is not necessary to save the choices we have chosen.



Putting Your Presentation on the Web

Lesson 12

Part III

Viewing your presentation in your browser

1. Close PowerPoint and open your browser such as Netscape or Internet Explorer.
2. Open your file in your browser. It can be found in the directory you saved it in. Your file is not just one document. It is a folder. Open the one which is called **index.htm**. Although the colors may be different, the page should look like the one displayed below.

3. Click **Click here to start** to begin your presentation.

Post your files to a Web site

1. Copy the PPZ (Power Point animation), HTML, and GIF or JPEG files to the same directory on your server. If you are planning on putting up more than one presentation, make sure you put files for each presentation in separate folders.
2. Add a link from an existing page to the HTML file.