

Basic Microsoft *PowerPoint*

(Demonstrated using **Windows XP**)

Your First Slides

Adapted from *Taskstream Word Tutorial* (2003) < <http://www.taskstream.com> >

Revised and updated 4/05 by Dr. Bruce Ostertag

What Can *PowerPoint* Do For Teachers?

Microsoft *PowerPoint* is an application for creating presentations. The basic unit of the *PowerPoint* presentation is called a "slide." You can make an oral presentation using the slides to reinforce your ideas. *PowerPoint* presentations can also be used when you need to run through lots of ideas several times.

What's In This Tutorial?

This tutorial will guide you through:

1. You will learn to open the Microsoft ***PowerPoint*** program.
2. You will learn how to customize your Toolbar.
3. You will learn to design a slide and add text.
4. You will learn how to view your slides in different ways.

Requirements

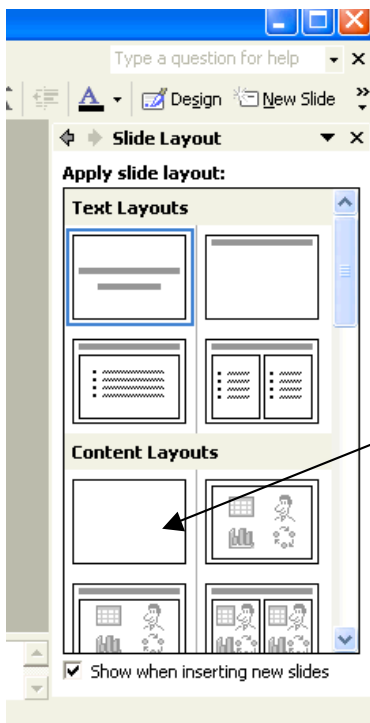
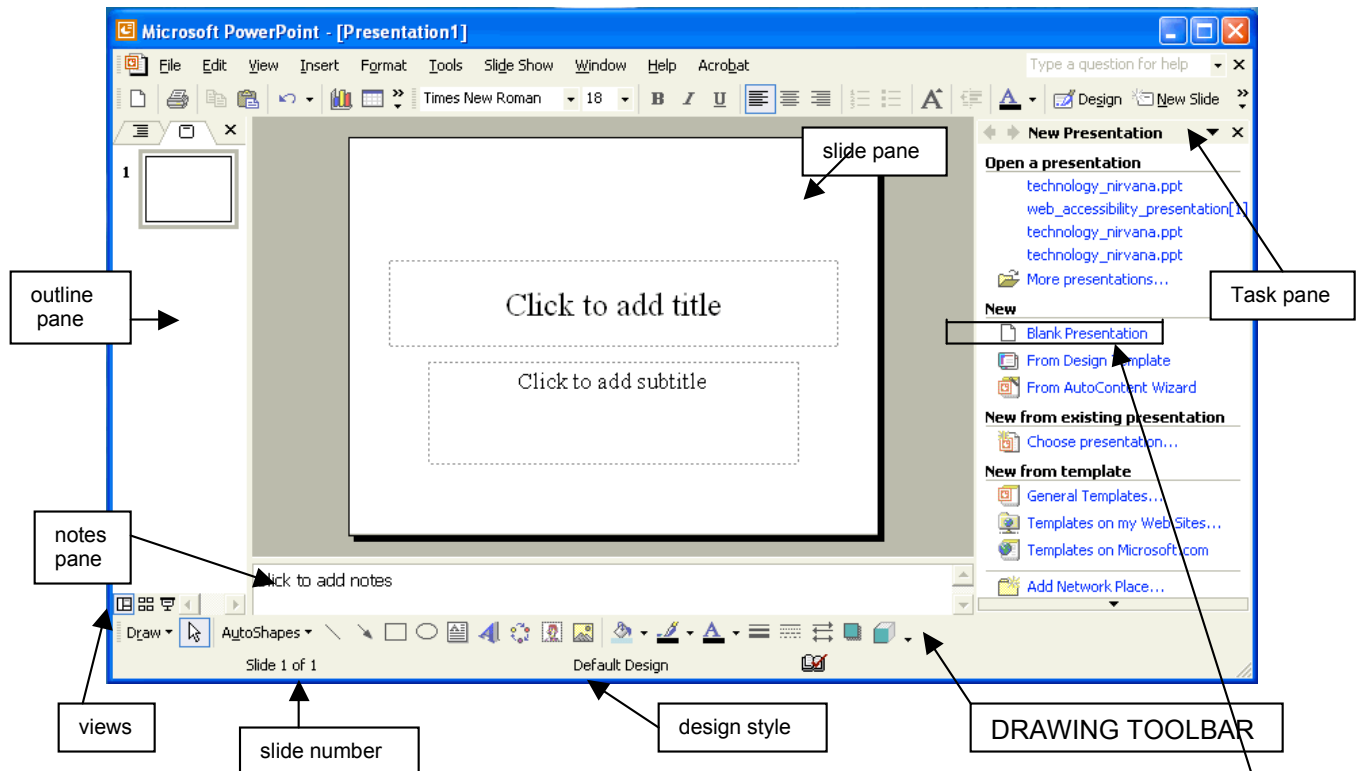
Hard or electronic copies of *PowerPoint* (or equivalent) documents must be submitted for partial credit to meet the multimedia presentation technology standards set by California for educators demonstrating the usage of:

1. Minimum of six slides in a lesson
2. Varying fonts
3. Varying font sizes
4. Options including **Boldface**, *Italics*, **Color**.

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I. Getting Started

Open Microsoft **PowerPoint** from the icon on your desktop or from **Start → All Programs → Microsoft PowerPoint**. You should see a screen like below:



For the purpose of this tutorial, you will select **Blank Presentation** under **New** in the **New Presentation** section of the screen.

Microsoft **PowerPoint** will now display the **Slide Layout** pane in place of the **New Presentation** section, as seen to the left.

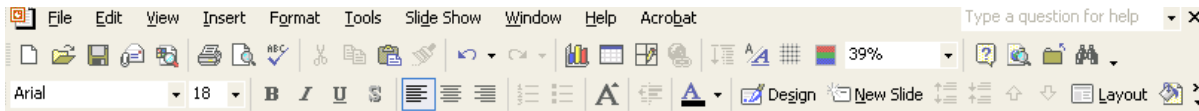
This pane shows many layout options!

For now, select the entirely **blank slide layout**, which is the first entry under **Content Layouts**. Click on the layout image to apply it to the current slide.

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II. Setting the Toolbar

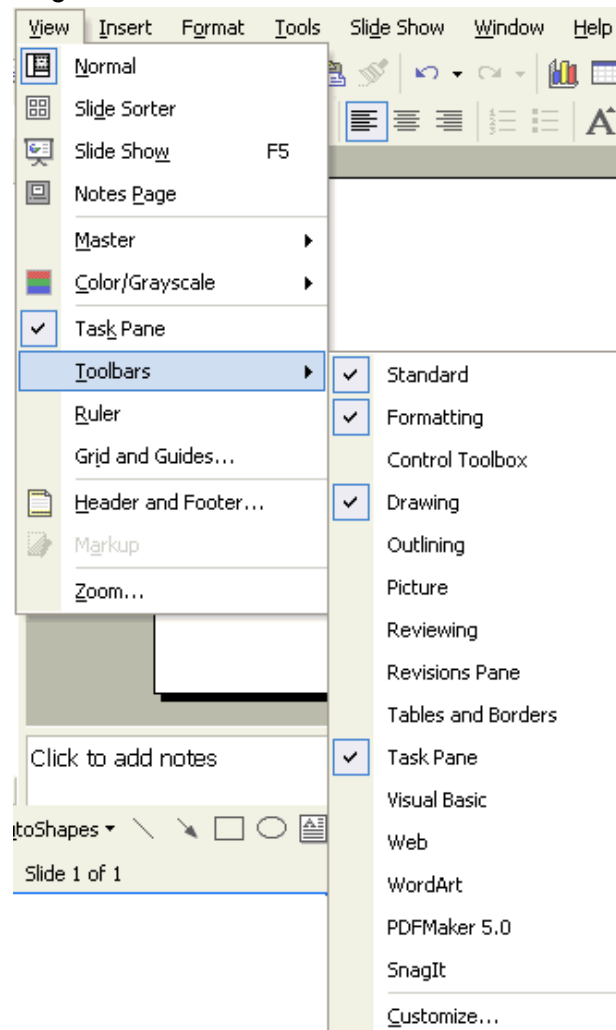
Look at the **Toolbar** at the top of your page, just below the **Menu**. It may look somewhat like the below. (A few additions have been added by the instructor on this sample.)



Also, please note that the Drawing toolbar may open at the bottom of the screen, as shown in the first image of this workshop.

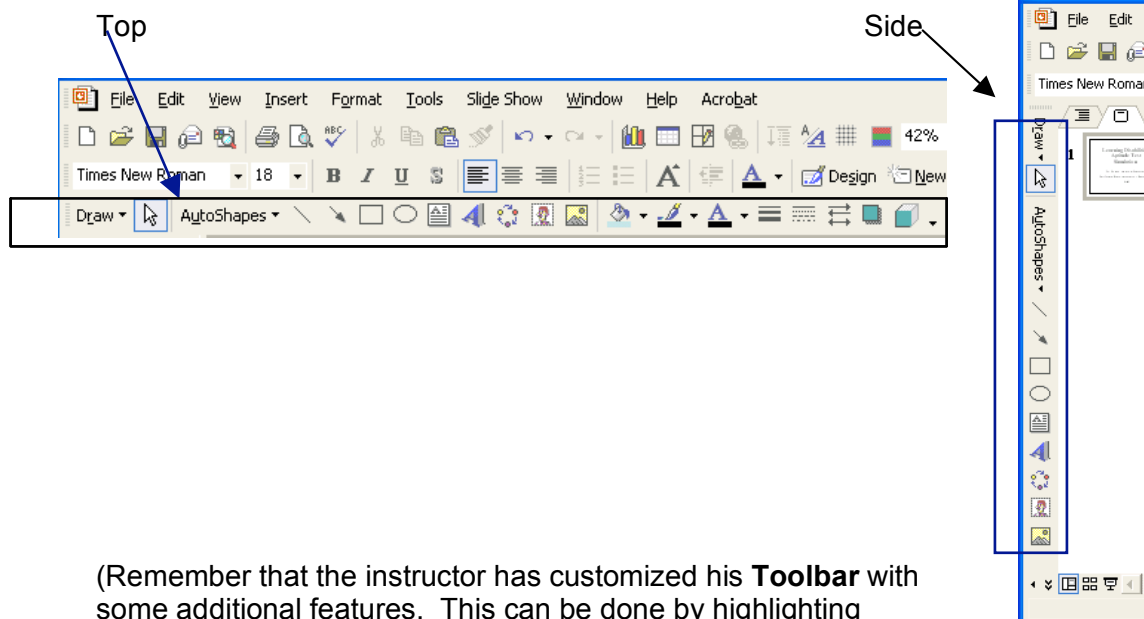
How to **customize** your own **Toolbar** will be shown immediately below. It is possible that several of the tools you will want to work with do not appear on your **Toolbar**. It is recommended that you add some viewing features [you'll only have to do this once] to make **PowerPoint** more convenient for your usage.

Go to **View** on your **Menu**. Scroll down to you see **Toolbars**. When that appears, you'll have a list of viewing options appear. Check the minimal options of **Standard**, **Formatting**, and **Drawing**. **Task Pane** is also selected here, as you can see at the left-hand side of the screen above. See the sample to the right:



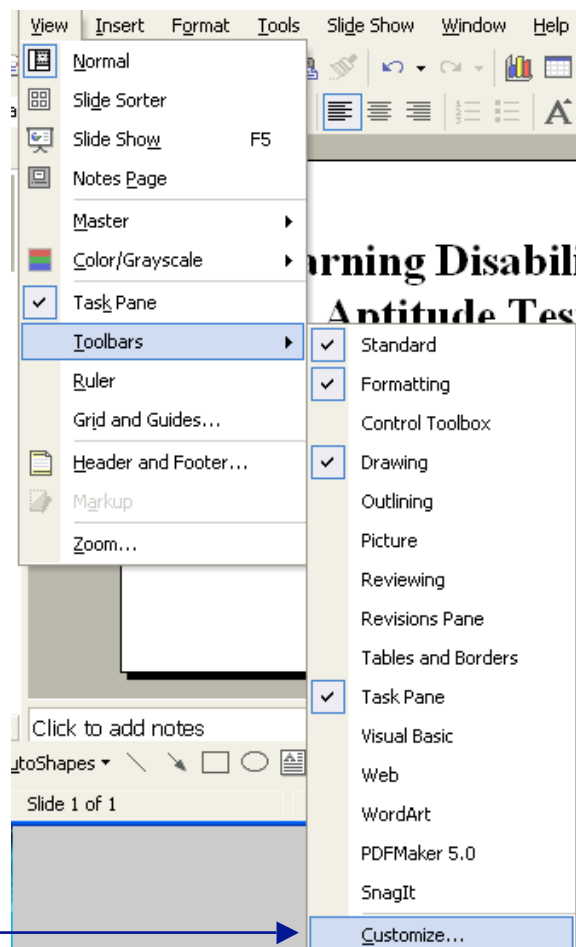
Since the **Draw** toolbar opened on the bottom of the **PowerPoint** screen, it is recommended you move it to the location in your document where you find it most comfortable. You can put it on the top of the screen, to the side, or beneath it. Please see the following samples.

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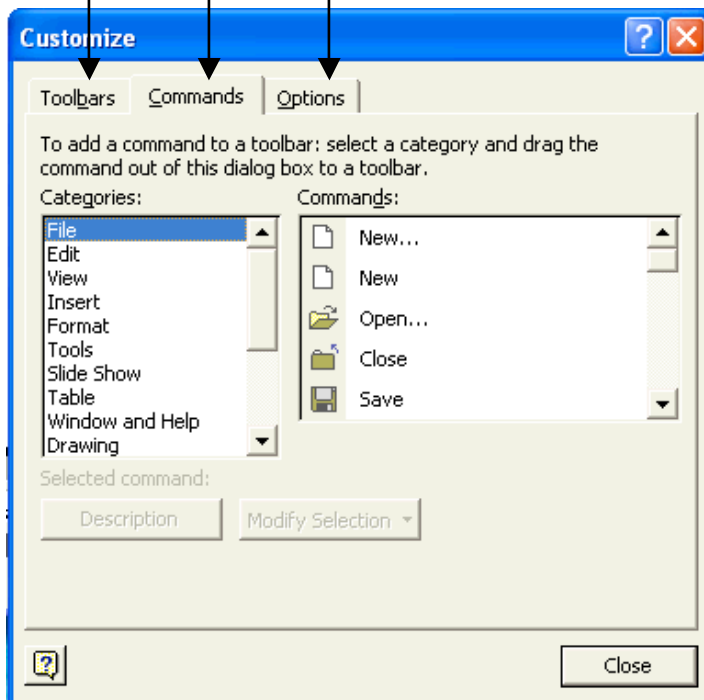
(Remember that the instructor has customized his **Toolbar** with some additional features. This can be done by highlighting **Customize** and following the directions to add features.)

To **Customize** your **Toolbar**, go back to the **Menu** and select **View**. Scroll down to **Toolbars** and then highlight **Customize**.



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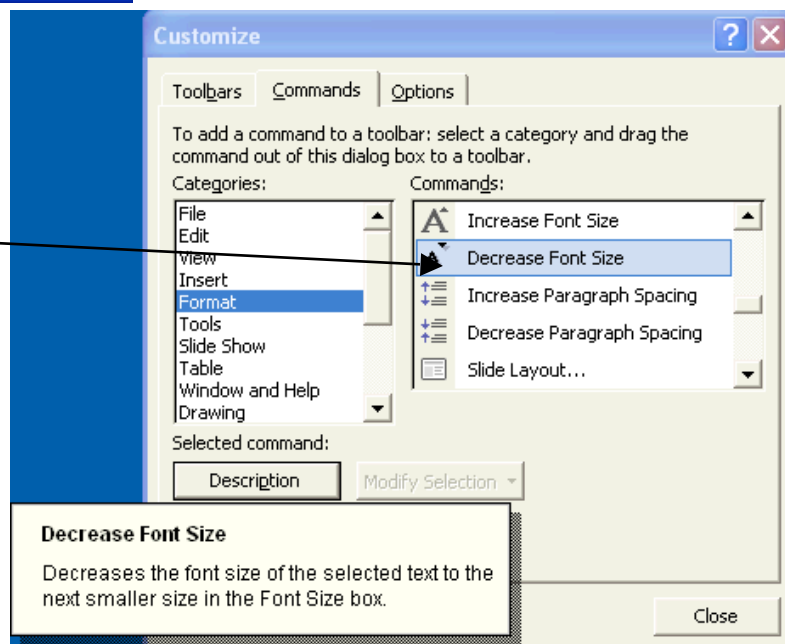
A screen will appear looking like this. You have three selections you can make (**Toolbars, Commands, Options**).



You can then choose **Commands** and then one of the options under **Categories**.

In this sample, **Format** was chosen. You can then select which command you wish to add to your **Toolbar**. Highlighting the desired tool in the right-hand side of this screen can do this. In this case, **Decrease Font Size** was highlighted. Note that under **Description** you are given... well, a description of the tool you have selected. Now, just drag this highlighted command to where you want to locate it on your **Toolbar**.

This customized **Toolbar** will save you time looking for editing features under the **Menu** function.

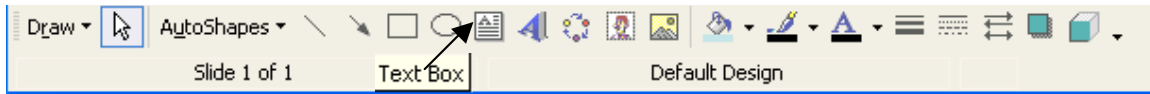


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III. Inserting Text

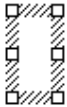
In order to add text to a **PowerPoint** slide, you have to first create what is called a “text box” for the text to reside in.

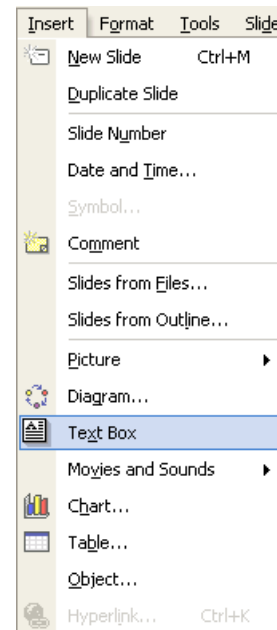
To create a text box, you need to go to the Drawing toolbar at the bottom of your screen.



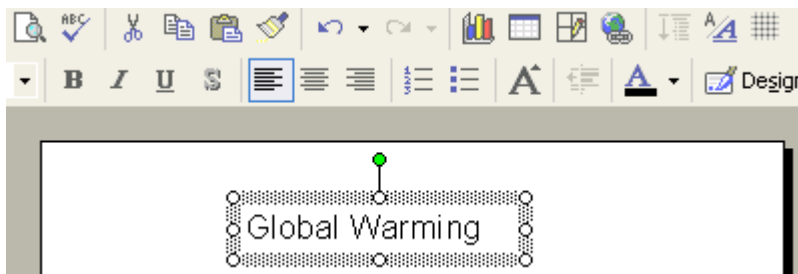
Once you are at the tool bar, click once on the **Text Box** icon

Alternatively, you can create a **Text Box** from the pull down menus at the top of your screen. Just choose **Text Box** from the **Insert** menu.

After you have chosen the **Text Box** icon, your cursor changes shape to  over the **Slide Pane**. Place your cursor where you would like the text to be and click it – it turns to a cross. Hold the mouse button down while “drawing” a small box. It will have shaded borders, and the blinking cursor is inside the box.



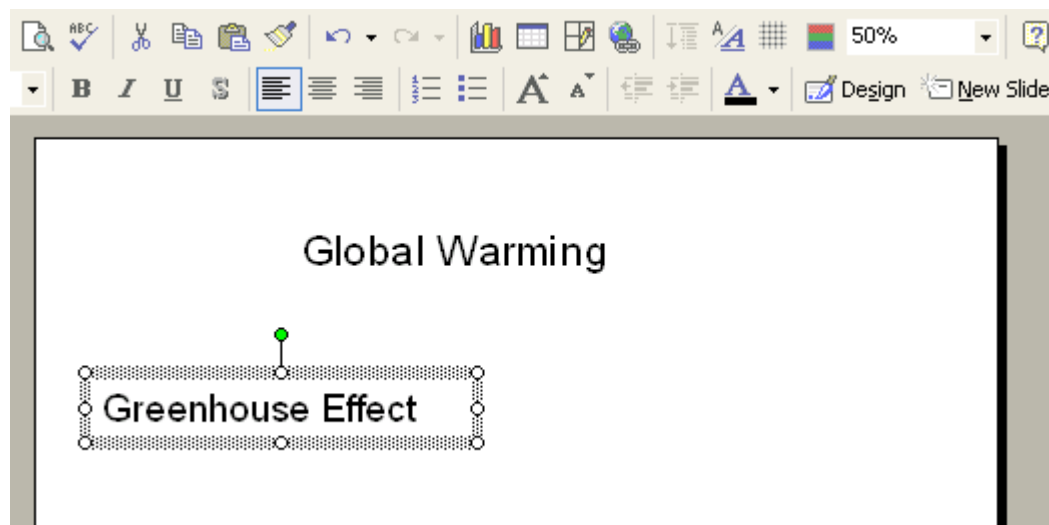
In the text box, type in the following title: **Global Warming**. The result should look like this:



Below the title that you have just typed in, create a new text box, on the left side of the slide.

Within this textbox, type: **Greenhouse Effect**.

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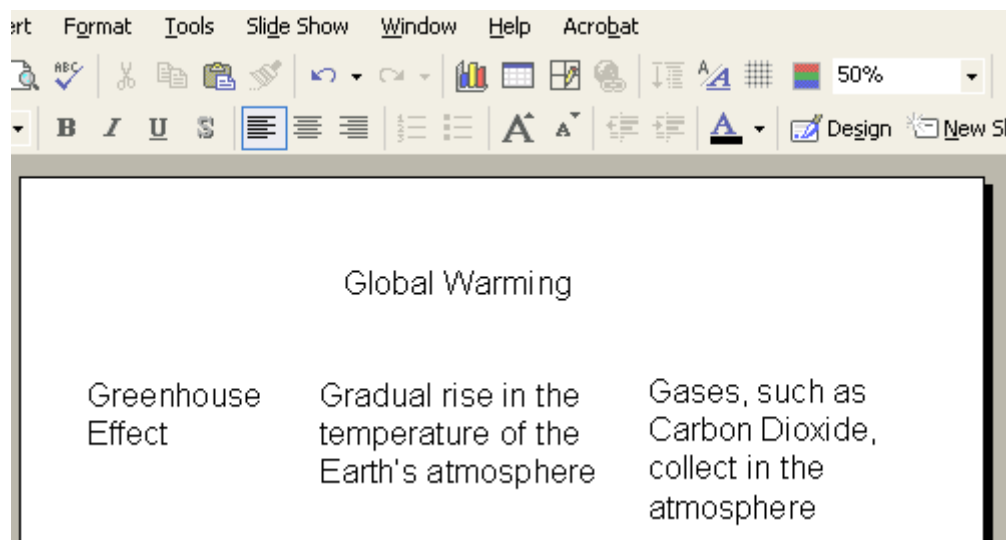


Then click anywhere on the screen and the shaded borders will disappear.

Now, repeat the above steps and type: **Gradual rise in the temperature of the Earth's atmosphere.**

Create another textbox and type: **Gases, such as Carbon Dioxide collect in the atmosphere.**

Your slide should now resemble the image below.



Now you are ready to edit the text.

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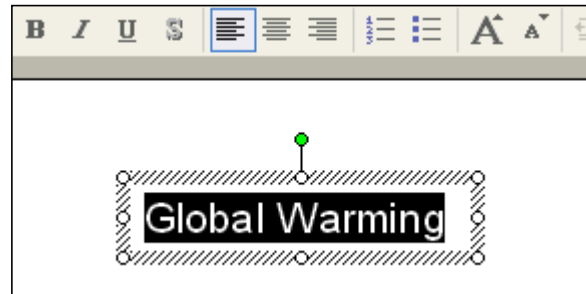
IV. Editing text

Editing text in a textbox on a **PowerPoint** slide is very similar to editing text in a word processing document.

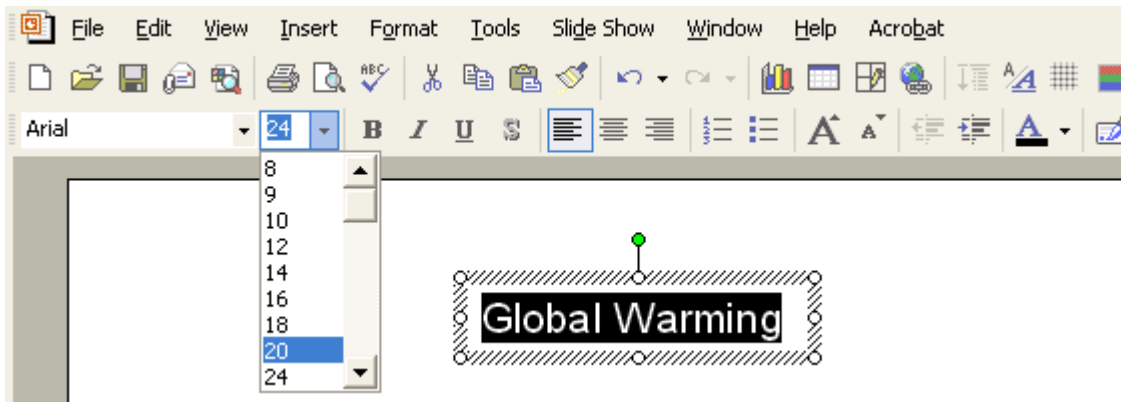
Experiment with editing the title **Global Warming**.

In order to edit text on a **PowerPoint** slide, the text box should be visible.

Click once on the text and the text box should reappear. Then click and hold the left mouse button and drag the cursor over the text, so that it is now highlighted.



Once the text is highlighted you can now change the font, style, size or color, using the formatting bar located on the top of the page.



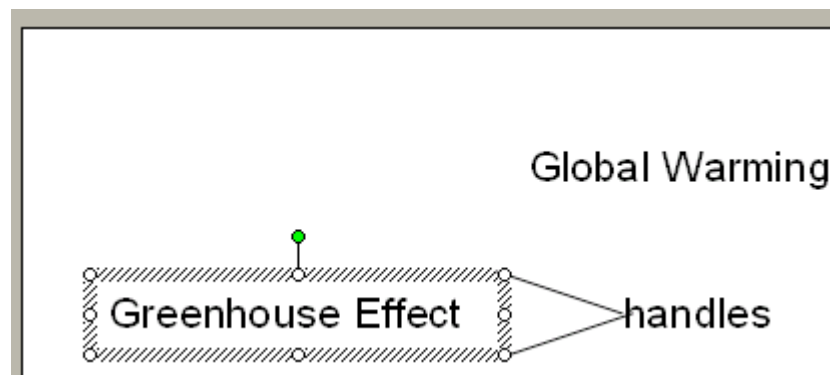
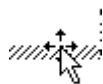
V. Manipulating a Text Box

Resizing the Text Box

Click once on the text. The text selection box will appear, and you will see small circles around your image.

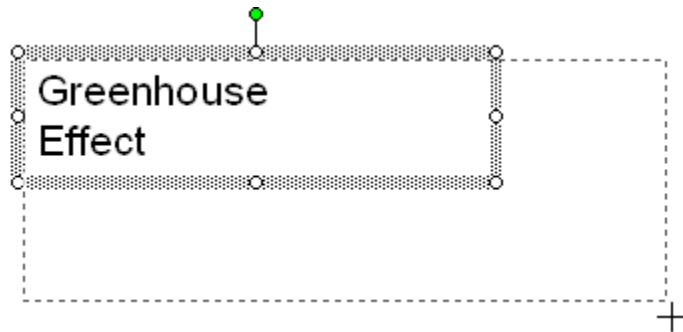
These circles are called **handles**.

Place your mouse cursor on any of the handles and the cursor should now have arrow-like pointers on each end.

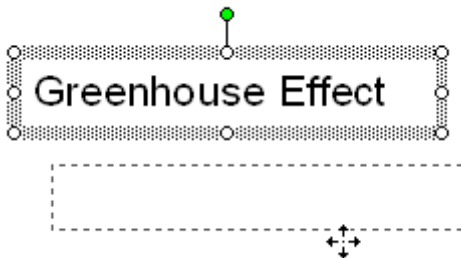


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If you now drag your cursor toward the text selection box, the box becomes smaller. If you drag the cursor away from the text box, the text box becomes larger. Also notice that the selection box style changes when you are working with it (see the two images on this page). When the text selection box has the dotted (rather than striped, as above) box, you may move the box by using the arrow keys on your keyboard, or move as directed below.



Moving the Text Box

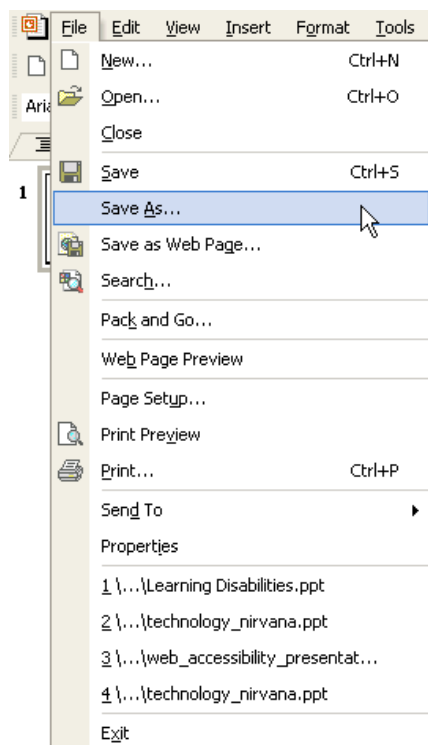


If you roll the mouse button on the selection box between any of the handles, your cursor should now have 4 arrow-like pointers.

Click once on the selection box and drag the arrow-cursor to any area of the slide and the text box should move.

Try this now!

V. Saving your Work



To save your work, click on the **File** menu on the main toolbar at the top of your screen, and select the **Save As** option from the dropdown menu.

The **Save As** dialog box will now open, displaying a variety of locations of where you can save your file.

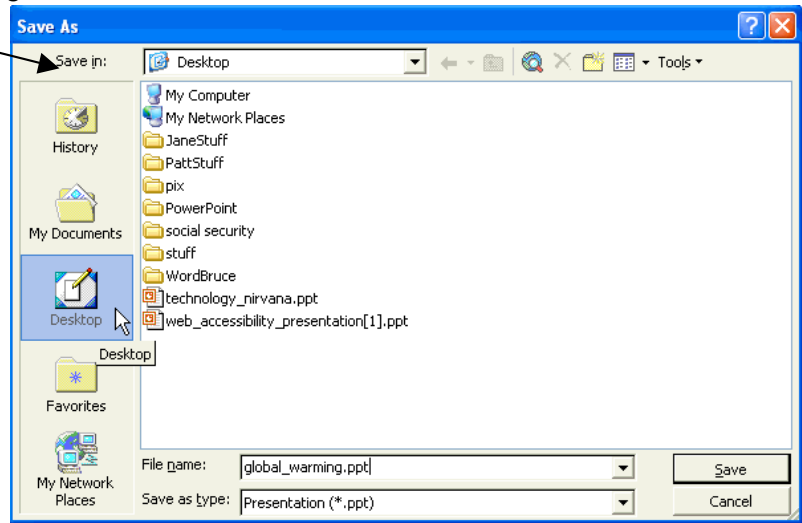
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Choose **Desktop**, by either selecting it from the items on the left-hand side of the **Save As** dialog box or from the **Save in** pull-down menu at the top of the dialog box.

In the **File name** field, located on the bottom of the **Save As** dialog box, name your file.

In the image to the left, the PowerPoint presentation file has been named **global_warming.ppt**.

ALWAYS save your files using underscores instead of spaces AND ending with **.ppt** so people using older Windows-operating computers can read your files.



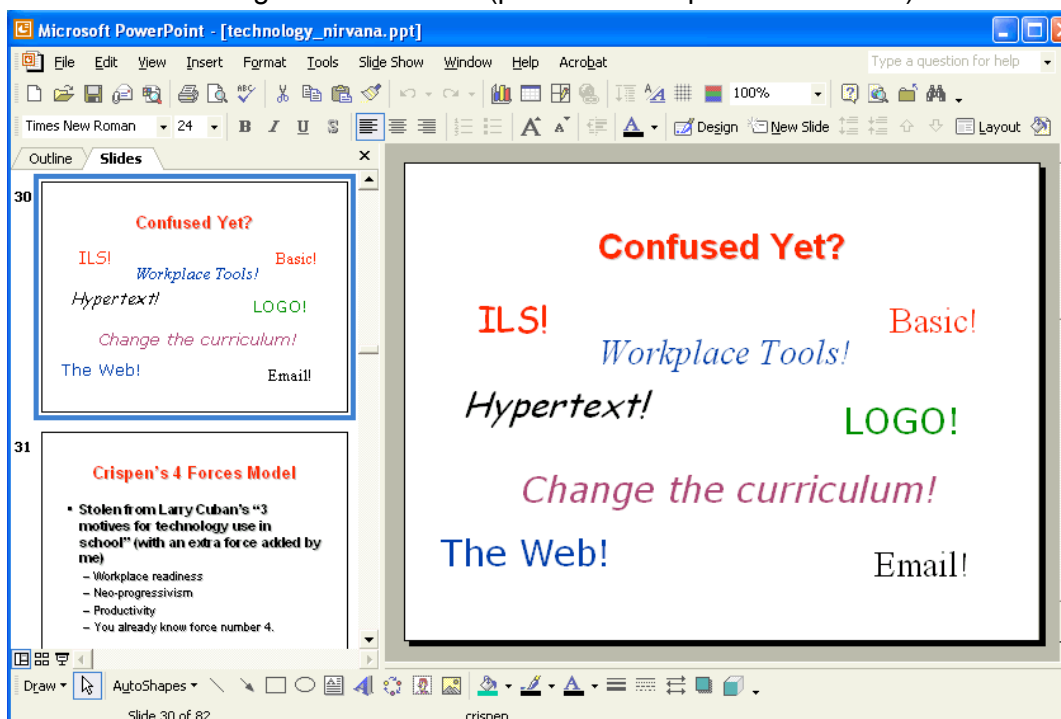
To complete the saving process, click on the **Save** button.

Congratulations, you have just created and saved your first **PowerPoint** slide!

VI. Viewing Your Work

There are several ways to view your work. The **Views** toolbar, on the lower left-hand side of the **PowerPoint** window, gives you three options in this order: **Normal View**, **Slide Sorter View**, and **Slide Show**. The **View** menu gives the same three options, plus **Notes Page**.

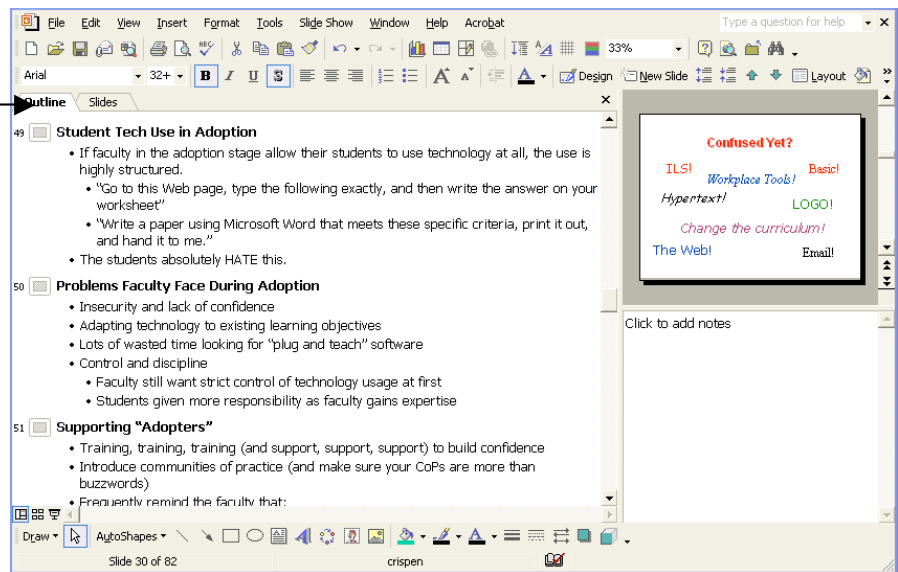
The current view being used is **Normal** (pre-made sample shown below).



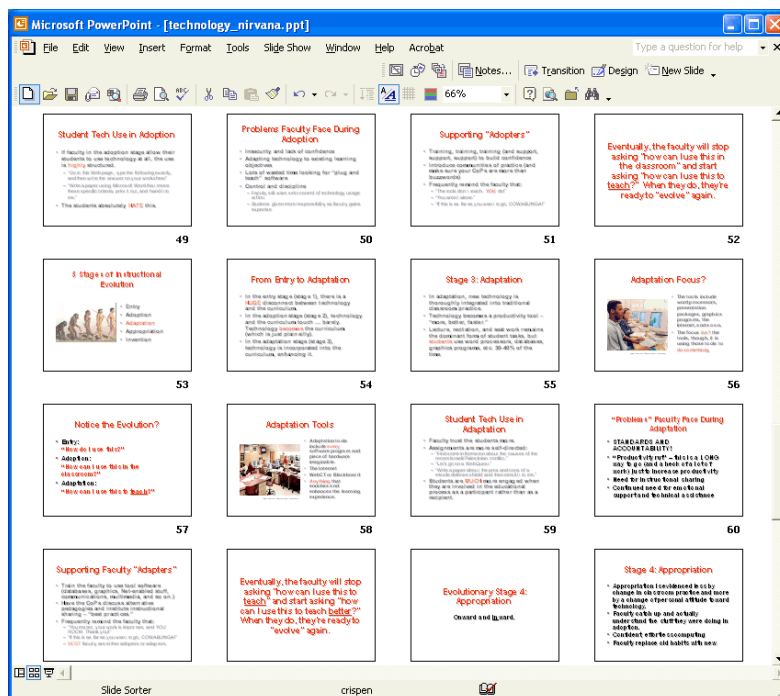
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This **View** is the one preferred by your instructor. However, you should you the **View** you find the most useful/comfortable. See some other options below.

Another **way** to see your **PowerPoint** work is by clicking the **Outline View Tab** on the left-hand side of the screen. You can change the size of the panes. Slowly move your mouse over the screen between the two panes. When the mouse icon changes to this symbol,  click your left mouse button and move the mouse to enlarge the outline side.



Your view would now look similar to the sample above.



Another option would be the **Slide Sorter View**.

This is a way to see how possible printed handouts may look for your students. Ways to make hardcopies of a **PowerPoint** presentation will be discussed in a more advanced lesson.

The **Slide Sorter View** would look similar to the left.

The last viewing option would be **Slide Show View**.

This is the view you would use to actually have a preview of your slide show. Transitions, animations, etc. would be demonstrated on the full computer monitor screen.

Whew, that's a lot of information! Now you have some of the rudiments of putting together a **PowerPoint** presentation program.

[Thanks to Jane Tillis for her invaluable assistance in developing this tutorial.]