

Intermediate Microsoft PowerPoint

(Demonstrated using Windows XP)

Creating Computer Presentations!

Adapted from Taskstream *PowerPoint Tutorial* (2005) < <http://www.taskstream.com> >
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What Can *PowerPoint* Do For Teachers?

Microsoft *PowerPoint* is an application for creating presentations. A *PowerPoint* presentation is formatted like a slide show, and accordingly, the basic unit of the *PowerPoint* presentation is called a "slide." As you make an oral presentation, you can click through the slides to reinforce your ideas. *PowerPoint* presentations can also be presented without accompanying oral discussion or printed out as briefing books for a meeting.

- Present Ideas to Accompany a Lecture

PowerPoint may have been designed for the business world, but it is a great tool for educational presentations as well, often better than using a blackboard to get across ideas and information. It is especially useful when you need to run through lots of ideas several times; it's better than having to write up and erase the same things over and over for each new class!

- Students Presentations

With *PowerPoint* it is easy for students to teach other students what they have learned, or display a portfolio of their own work and accomplishments.

- Parent-Teacher Conferences

Show parents what their children have been learning and accomplishing. You can put together a presentation for perusal by all of your students' parents, or work with students on individualized presentations.

What's In This Tutorial?

This tutorial will guide you through:

1. Designing a single slide in *PowerPoint*.
2. Working with multiple slides: creating, editing, ordering, and viewing them in various formations.
3. Adding style to your presentations: adding motion animation, and text in various forms.

Requirements

The following must be submitted for partial credit to meet the multimedia presentation technology standards set by California for educators:

An electronic or hard copy of a *PowerPoint* document demonstrating usage of:

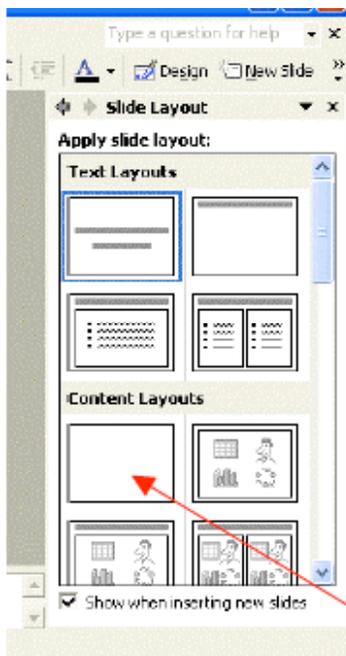
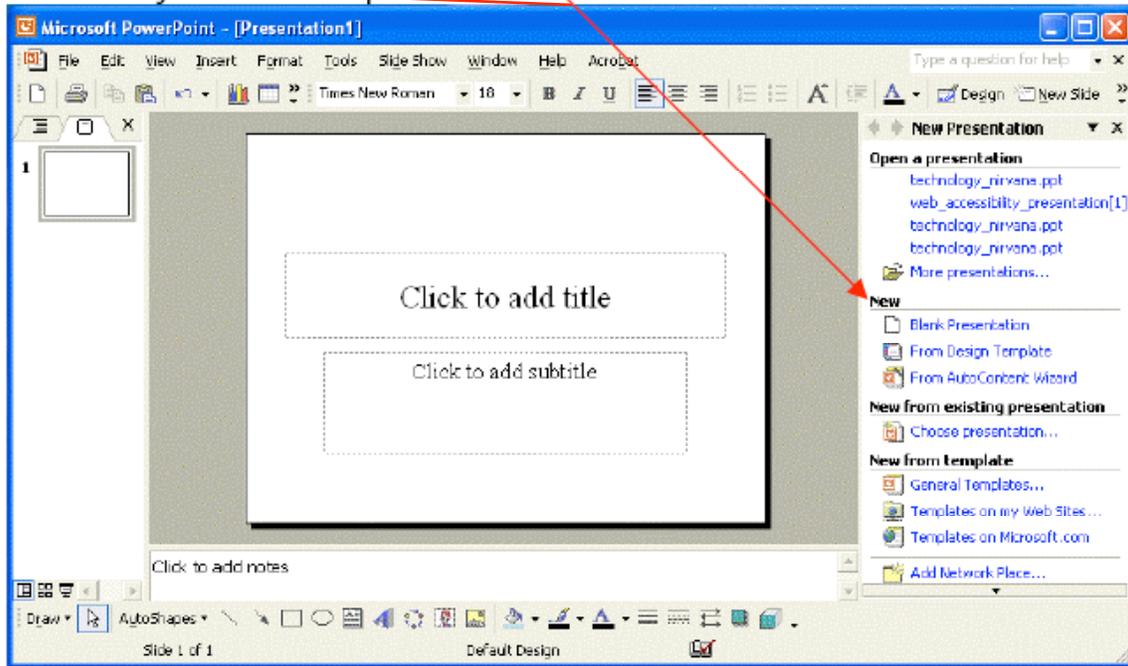
1. Minimum of six slides in a lesson
2. Use of transitions between slides
3. Use of an inserted
 - clip art graphic
 - picture
 - sound
 - hyperlink.
4. Options including *Word Art* and animation.

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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.

Look at the **New** section of the **Task Pane** and you will see three ways to start a new presentation.



Blank Presentation allows you to design each slide of your presentation.

From Design Template allows you to pick from a library of slide designs.

From AutoContent Wizard suggests content and design for your presentation, based on some ready-made presentations contained in the application (e.g. a meeting agenda or a marketing plan)

For the purposes of this tutorial, you will be working with **Blank** layouts, because most of the preset programs apply more to the business or home context than the school setting. Click on **Blank Presentation**. The **Task Pane** will now display the **Slide Layout** information.

As you can see, you have many layout options! For now, please choose the entirely blank slide layout – the first entry under **Content Layouts**. Select that layout by clicking on it.

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You can now start to add text and images to your main slide and begin designing your presentation.

II. Inserting Text

Before you can add text to a **PowerPoint** slide, you have to first create a **Text Box** for the text to reside in. To create a text box, click once on the **Text Box** icon pictured here.



Note: The **Text Box** icon should be in a toolbar either on the top or bottom of your screen. If you do not see it, you can insert a text box with your pull-down menus: Insert _ Text Box.

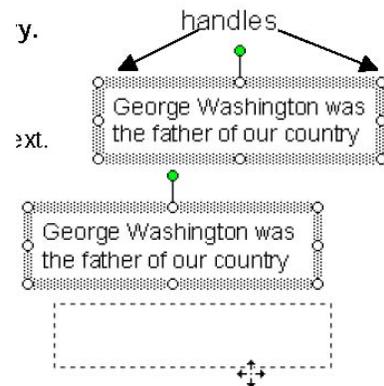
After you have chosen the **Text Box** icon, your cursor changes shape to over the **Slide Pane**. Place your cursor where you would like the text to be and click it – it turns to a cross. Hold the mouse button down while “drawing” a small box. It will have shaded borders, and the blinking cursor is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

Type: **George Washington was the father of our country.**

Then, click anywhere else on the screen.

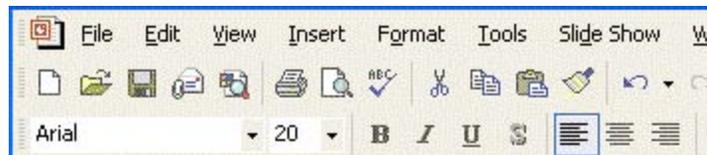
You can move or resize the **Text Box**. Click once on the text.

The shaded box will return, and you will see small white circles around your image (they are called **handles**). Click and drag on one of these; this is how you make the **Text Box** larger or smaller. Try resizing the box – you’ll notice that it snaps to the right size to accommodate the amount of text in your box. If you click and drag on the shaded box itself, you can move the text box as a whole.



Change the size or appearance of text

It's easy to change the appearance of the text. Practice using the formatting toolbar pictured below to change the text's size, font, spacing, justification within the box, etc.



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Word Art

Word Art is a feature that allows you to create colorful text based graphics for your presentations.

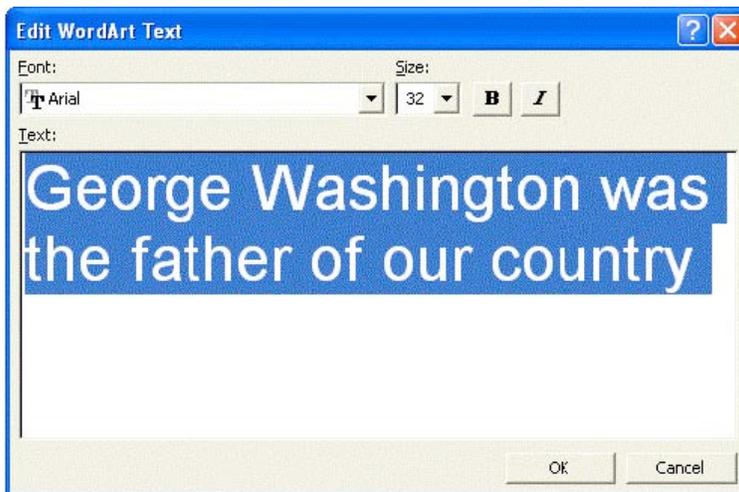


To create a piece of **Word Art**, click on the **Word Art** icon on your drawing toolbar. The icon looks like the tilted, colorful “A” below:

The dialog box to the right will appear:

This shows you the entire **WordArt Gallery**. Choose a style and click **OK**.

The dialog box similar to below will pop-up.



You can type your text in the box. Once your text has been typed in you can format it in anyway you wish. When you are finished, click **OK**.

Now you've got a piece of text art! You can resize it just as you resized the text box, and you can do lots and lots of other things to change its appearance.

You may have noticed the new floating **Word Art** toolbar on your screen (or it may appear as part of the toolbar) that looks like this:



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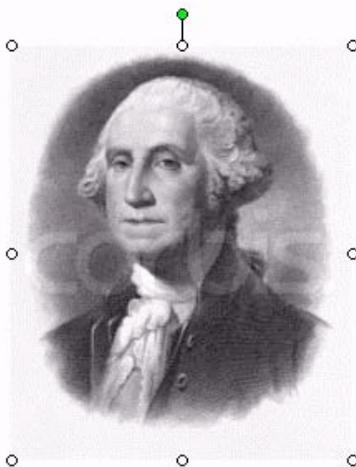
There are many ways to change the appearance of your text using this toolbar. Just to try one, click on the **WordArt Shape**, pictured here. Click on one of the shapes shown to use it.



III. Insert Clip Art and Image Files

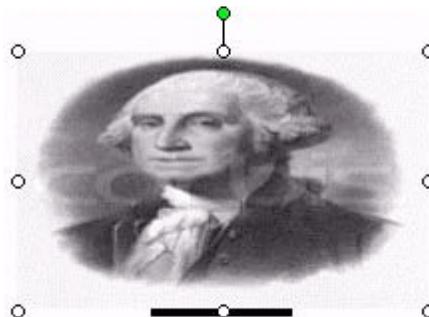
PowerPoint allows you to add pictures to individual slides as either **Clip Art** or **Image Files**. First, try **Clip Art**:

Choose from your menu: **Insert _ Picture _ Clip Art**. This brings up the **Insert Clip Art** pane on the right-hand side of the screen. Enter a search term, for example, George Washington. (You may be asked to insert a CD depending on the version you purchased.) You can move the **clip art** by selecting the image, and then clicking on it and dragging it; and you can resize it by clicking and dragging on the **handles**, the white circles that appear on the four corners and midpoints on the image



Next, try an **Image File**: Here you import a picture that you've got saved on a diskette or on your computer's hard drive. This time choose from your menu, and find the image you want to use from among your files. When the image appears on your slide, you can move or resize the image the same way you did above.

*Note: Use only the corner **handles** to resize pictures, or you will distort the image as seen below:*



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IV. Use Images from the World Wide Web

If you don't find the image you want in the **Clip Art Gallery** or in your own files, one good option is to take images off the World Wide Web. Most images on the web are stored as image files, either in the .jpeg (pronounced "JAY-peg") or .gif (pronounced "jiff" with a soft "g") format. You can copy these files and insert them into your documents.

Let's get a picture of George Washington off the World Wide Web!

First, be sure you're connected and open your browser. Usually people use either Netscape **Navigator** or Microsoft **Internet Explorer**. Once your browser window opens, type this URL into the Address bar: <http://www.yahoo.com/>.

When Yahoo! comes up, type **George Washington** into the search box, and click the Search button. Yahoo! brings up a list of "hits," one of which is **Pictures:** find [George Washington Pictures](#) on Yahoo! Picture Gallery.

INSIDE YAHOO!



Reference: [George Washington](#) - 1st President of the United States... [more](#)
 Pictures: find [George Washington Pictures](#) on Yahoo! Picture Gallery

Categories: • [U.S. Presidents > George Washington](#) • [More...](#)

Click on the link, and choose a picture that you like. Right mouse click on the picture. A menu will appear. Select the **Save Image as ...** option if you're using Netscape Navigator. Select the **Save Picture as ...** option if you're using Internet Explorer.

Save the image on your desktop. (You may change the name if you desire.) Be sure that you note the location and the name of the image. You will need to find it in a moment.

Now, return to **PowerPoint** by either closing your browser or using the **ALT** and **TAB** keys on the keyboard. Once you're back in **PowerPoint**, choose: **Insert _ Picture _ From File**, and find the image you just copied from the web. Your image of George Washington will now appear in your slide. You may change the image's size and location as you did above.

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V. Multiple Slides

Adding Slides

You can add slides by using the New Slide option in the Insert menu. Click on the New Slide option, and the Slide Layout task pane will appear, allowing you to choose the layout of your new slide.

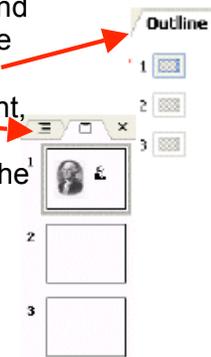
When you then click on the OK button, *PowerPoint* will create a slide and put it into your presentation. Without getting too fancy, try adding two new slides, and put some text and an image on each of them.

How can you tell where your new slide will slip in, exactly? Well, it always comes in right after the active slide. How can you tell which is your active slide? This depends on your View.

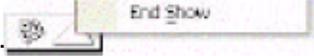
Views

Notice that the View toolbar and menu show several options for how to View your slides. Once you have added one or two new slides, try choosing these different Views to see what they each look like.

Here is a brief description of the Viewing options in *PowerPoint*:

1. Normal view. This is the main editing view, which you use to write and design your presentation. The view has three working areas: on the left, tabs that alternate between an outline of your slide text (Outline tab) and your slides displayed as thumbnails (Slides tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane. You may also have a pane open at the far right.
 
 - a) **Outline tab** – showing your slide text in outline form, this area is a great place to start writing your content — to capture your ideas, plan how you want to present them, and move slides and text around. In this view, the slide icon is a different shade and the text (if any) is highlighted.
 - b) **Slides tab** — Switch to this tab to see the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of your design changes. You can also rearrange, add, or delete slides. The active slide has an extra square around it.
 - c) **Slide pane** – With the current slide shown in this large view, you can add text, insert pictures, tables, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.
 - d) **Notes pane** – Add notes that relate to each slide's content, and use them in printed form to refer to as you give your presentation, or create notes that you want your audience to see either in printed form or on a Web page.
 - If you select a **Text** or **Text or Content Layout** in the **Slide pane**, you may type text directly onto the slide when you are in **Normal** view.
 - If you open the **View** menu and select **Notes Page (View _ Notes Page)** you will see what the **Notes page** would look like printed.

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2. **Slide Sorter View:** This view gives you an overall picture of your presentation, making it easy to reorder, add, or delete slides and preview your transition and animation effects.
3. **Slide Show view:** This view allows you to run through the slides as they will appear in your presentation. **Note:** *In Slide Show view, you'll need to click your mouse once to move forward one slide. When you have viewed all the slides in the selected Slide Show view. To exit Slide Show view before the end of the presentation, look at the lower left-hand corner of the screen.*  You should see a graphic like this. Click the mouse button. A menu will appear that includes an **End Show** option.

Now you can see what we mean by the **active** slide.

Deleting Slides

Don't like a slide? No problem. In the **Slide Sorter** view, select the slide you want to delete and press the delete key on your keyboard. **PowerPoint** will delete the slide and reorder your presentation.

VI. Slide to Slide: Editing Slides

When you are editing a multi-slide presentation, you will need to move from slide to slide to edit. The method of movement and editing depends on the view you are in.

Adding Slides with New Layouts:

To add a slide, go to **Insert _ New Slide**. The **Slide Layout** pane should open. Choose the second Text Layout.

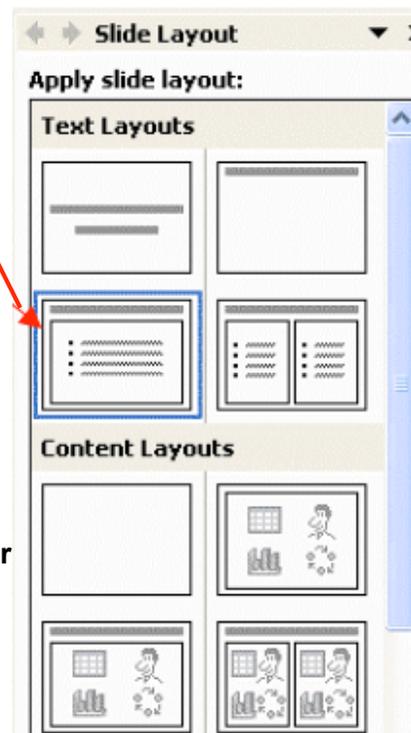
Click where it says **Click to Add Title** and type in: **First Semester Requirements**

Where it says **Click to Add Text**, type in: **George Washington Biography Book Review** for your first bullet point. Hit the Enter button on your keyboard to get to the next bullet.

Add in the following as bullet points:

- 4) **Analysis of the Causes of the Revolutionary War**
- 5) **Presentation on the Life of a Founder**
- 6) **Standards for Review of Material**

Just for practice, change the title of the first slide to something else, such as "Things I Like to Do with My Time" – let your imagination get the better of you.



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VII. Slide Sorter View

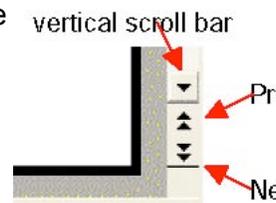
To move from slide to slide in the **Slide Sorter** view, click on the desired slide. A border will appear around the selected slide. Double-click on a slide to switch to the **Normal** view of that slide. You cannot edit the content of slides in the **Slide Sorter** view. You can, however, change the order of your slide in your presentation. Here's how: Select the **Slide Sorter** view from the **View** menu. Let's say you want to move **Slide Three** in front of **Slide Two**.

First, select **Slide Three** by clicking on it and holding. While holding, move your pointer over between the first two slides, until a thin vertical line appears where you want the slide to go.

When you see the thin line, let go of the mouse button, and **PowerPoint** will place your slide where you want it. For practice, move a few slides around using this method.

VIII. Editing in Normal View

In **Normal** view, you'll want to familiarize yourself with the double-arrowed **Previous Slide** and **Next Slide** buttons pictured at right, which are located on the bottom right side of the Slide pane, just below the vertical scroll bar. You can also change slides by moving box inside the scroll bar up or down Next slide or pressing the **Page Up** and **Page Down** keys.



For practice, scroll through your presentation in **Normal** view.

To edit in **Normal** view, click on whatever text you want to edit. You can write yourself speaker notes to go along with your presentation by using the **Click to add notes** section below the Slide pane. Don't forget that you can also use the **Insert** menu to get to the **Notes Page** view. Just click once inside the lower box, and type away.

Hyperlinks

One of the main advantages of the new technology is the freedom to create non-linear experiences. You can use **PowerPoint** to create linear presentations to accompany speeches, or you can create non-linear presentations to be reviewed by your audience on the computer.

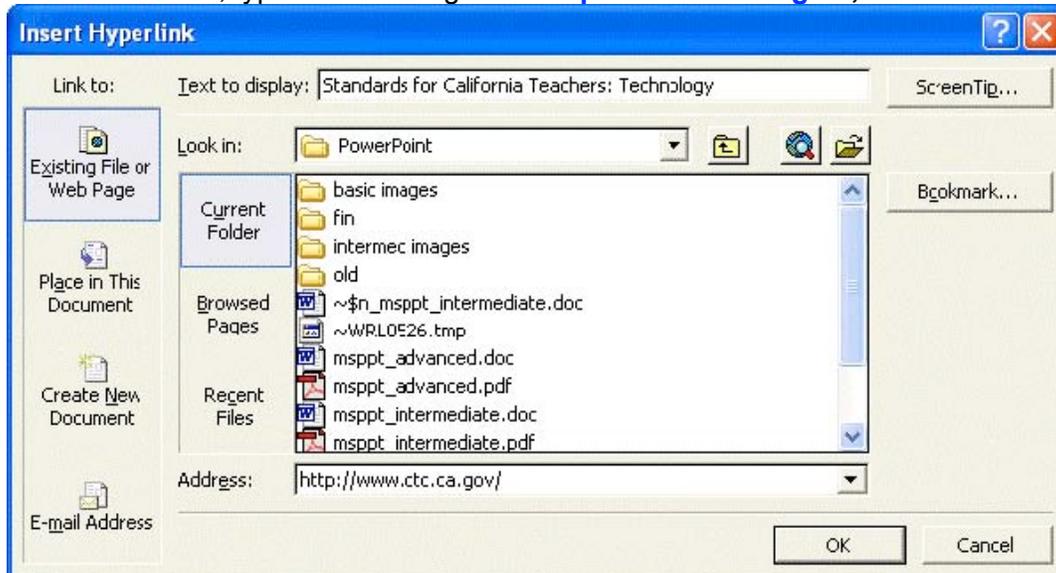
To create a document that can be experienced in different orders, you will use hyperlinks ("links") to Web pages or to other slides within your presentation.

You may choose to insert a hyperlink to a Web site so that a person viewing your presentation can review a Web site immediately. To do so, in **Normal** view, go to the slide that used to be called "**First Semester Requirements**" (and that you changed to something else, when you exercised your imagination).

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We are going to add a hyperlink regarding standards, so select the text in the fourth bullet point and change it to "**Standards for California Teachers: Technology.**" Once the text is selected, open the **Insert** menu and select **Hyperlink**. The following dialog box will appear. Make sure that **Link to: Existing File or Web Page** is highlighted, as it is here.

In the **Address** box, type the following URL: <http://www.ctc.ca.gov/>, then click **OK**.



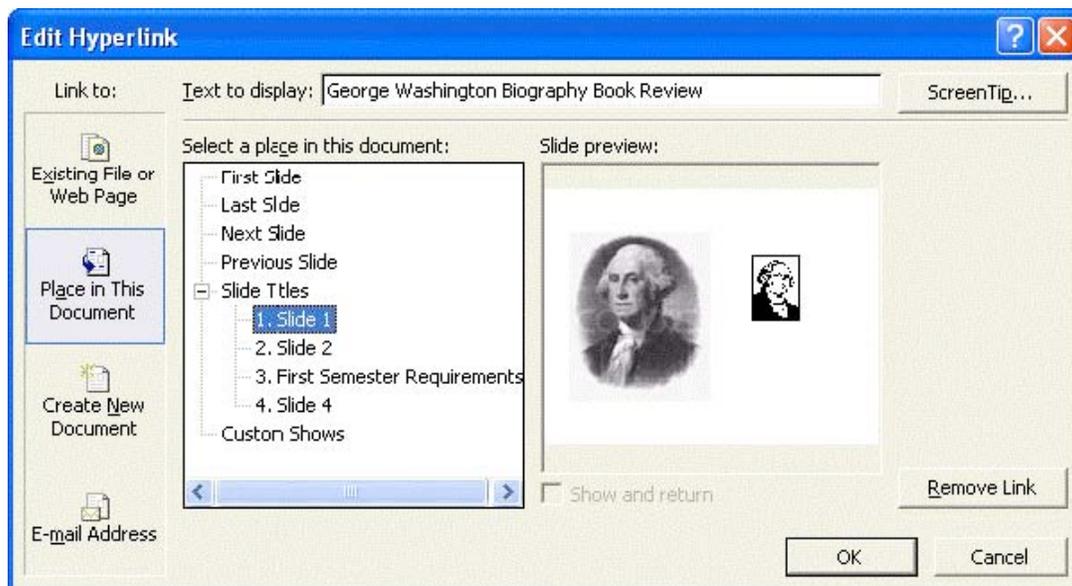
PowerPoint will return to **Normal** view and you will notice that the text that you had selected has changed color and is underlined. That text is now hyperlinked to the **California Commission on Teacher Credentialing (CTC)** page on the web. To test the link, change to **Slide Show** view. Once you are at the "First Semester Requirements" slide, click on your hyperlink. If your Internet connection is open, your browser will open and take you to the CTC site.

Now, look back at the **Insert Hyperlink** dialog box above. Did you notice choices on the left-hand side of the box? This second choice is used to create a link to another slide in your presentation, and it works just the same as your hyperlink did.

Choose a piece of text in one of your slides to create a hyperlink to another slide in your presentation. Select the text, open the **Insert** menu, and click on the **Hyperlink** button. The following dialog box will appear.

It works just the same as your hyperlink did. Select the slide to which you wish to link, and press **OK** in the **Edit Hyperlink** dialog box. You have now created an internal link. Go to the **Slide Show** view to test it.

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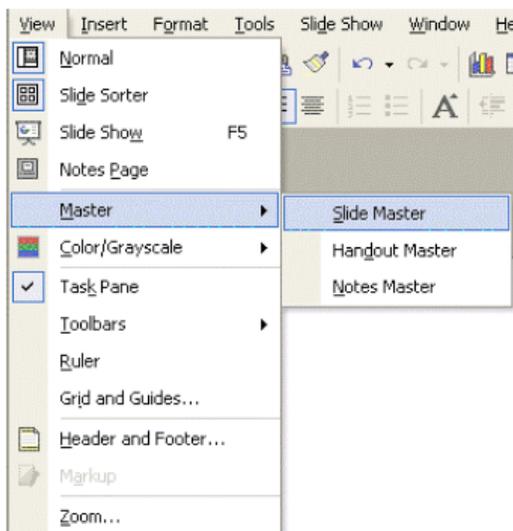
Now create links to go back and forth from one page to another. Practice saying, "Now, remember what we had here..." and then click back, and say, "...and see how that is completely explained by this."

IX. Spiffing It Up

Global Changes to Your Presentations

There will be times when you will want to make global changes to every slide in your presentation. For example, you may want to change the color or design of the slides' backgrounds, or you may want to add a piece of clip art to every slide. There are two ways of doing this: the **Slide Master** and the **Presentation Design Template**.

Slide Master



The **Slide Master** looks like a regular slide, but it's not. Any changes you make to the **Slide Master** will be made to every slide. For example, you can change the font of the lettering of all your slides, or you can insert an image that will appear on every slide in your presentation (except your title slide, see below). Try inserting a piece of clip art into every lower left hand corner of your presentation.

First, open the **Slide Master** by opening **View** menu, click on **Master**, and then click on **Slide Master**.

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Once the **Slide Master** is open, insert a picture as you did with individual slides: click on **Picture** in the **Insert** menu, then click on the **Clip Art** option in that menu, and finally, select the image you like and click on **Insert**. Change the size and location of the image as discussed above. (Remember to use the **handles**.)

To exit **Slide Master**, simply click on **Close Master View** button on the Slide Master Toolbar, which automatically opened with the Slide Master. If you go into either **Normal** or **Slide Sorter** view, you will see that the changes you have made appear on every slide in your presentation.

Presentation Design Template

PowerPoint allows you to change the overall look of your presentation at any time, regardless of whether you use a pre-set presentation or create it yourself.

To change your presentation design, select **Slide Design** in the **Format** menu. The **Slide Design** pane will appear on the right-hand side of the screen.

You can preview the designs by clicking once on the design names. You will see that every slide in your presentation has been changed to the new design you chose from the menu.

Presenting Your Slide Show

There are some fairly sophisticated methods of presenting your slide show, including adding narration, using an electronic "pen" to circle items during the presentation and adding hyperlinks to your presentations. You should explore these possibilities on your own. Here are some basics on preparing your slide show.

Slide Transitions

As you know, any time you choose **Slide Show**, your entire screen will display your slide, and you need to click your mouse once to get from slide to slide. If this seems unclear, try it out now. To go back or to end the show, click **End Show** from the menu that appears when you click the icon at the bottom left-hand side of the screen.

Now, if you do not want to have to click through your presentation, you can have it run automatically by using the **Slide Transition** option from the **Slide Show** menu. The **Slide Transition** pane pictured below will appear.

You will notice that the Slide Transition is currently set to advance each slide **on mouse click**. If you want the slides to advance automatically, click on the **automatically after** box and set the number of seconds that each slide will appear before **PowerPoint** displays the next slide. Then press the **Apply to all Slides** button. This will apply the transition timing to all slides.



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You could also have set different timing for each slide individually, by pressing the **Slide Show** button rather than the **Apply to all Slides** button.

If you plan to do that, you should know that you will only apply the transition options to the arrival of the slide you were working on when you opened the **Slide Transitions** pane. If you want to work on a slide's disappearance, you can click onto the slide that follows it, and then open **Slide Transition**.

The **Slide Transition** pane does a number of things in addition to setting the timing of the presentation. Poke around and explore the different **Slide Transition** effects and, if your computer has the capability, the transition sounds.

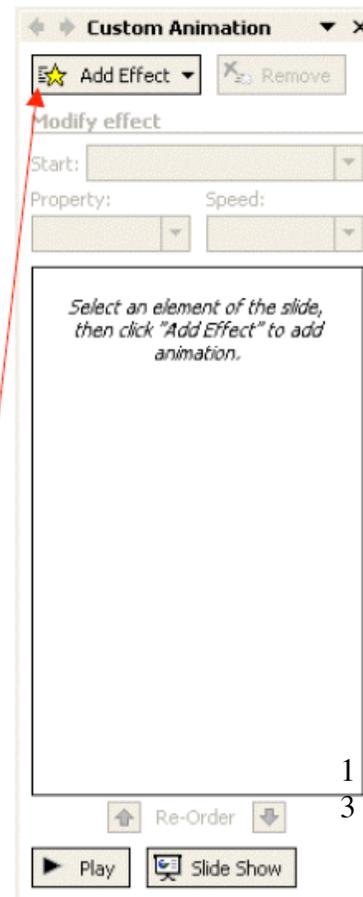
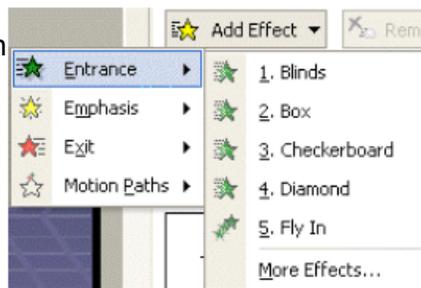
Once you have set the timing, the transition effects and the transition sounds (if you want any), run the presentation to see if you like what you have done. If you don't like it, return to the **Slide Transition** pane to change it.

Animation Effects

PowerPoint makes it very easy to bring your presentations alive by animating either text or images. By "animation," we mean having the text or images arrive in different ways onto the slide. Let's give it a try.

Go to the slide in which you placed an image or piece of clip art. Right mouse click on the image. The menu pictured to the left will appear. Once it does, click on **Custom Animation**. The **Custom Animation** pane will now appear on the right-hand side of the screen.

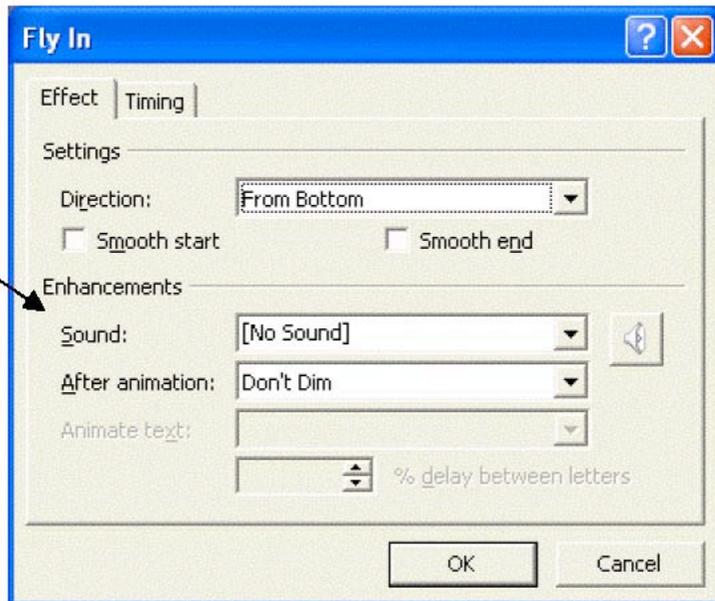
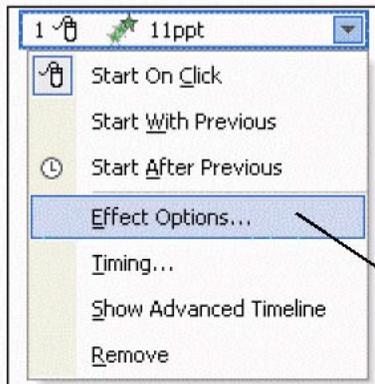
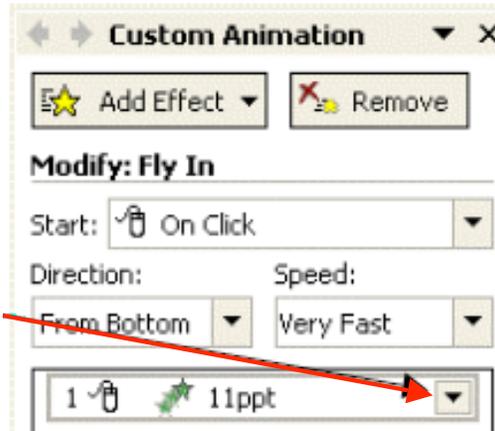
To choose how your picture will arrive on the slide, click on the **Add Effect** button. Select **Entrance**, and then one of the options.



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Just below **Modify:** there are several boxes: **Start**, **Direction**, and **Speed**. Under **Start**, you can choose whether you want your animation to run automatically, or to run on your mouse click. Choose one, and then also choose a direction and speed. Try out your handiwork by running your slide show.

Please note that by pressing the down arrow next to the effect you just added, you can add sounds and other effects. If you would like to add a prerecorded sound or music, you will scroll down the list to Other Sound and then navigate to it.

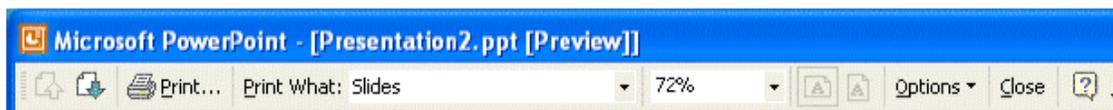


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X. Printing

There are at least two ways to print out your work. We recommend that you go first to the **File** menu and select **Print Preview** to see what the work will look like printed out. You may view and then print slides, handouts, outlines and notes pages:

- **Slides:** (watch out – this uses a large amount of ink to print!) You might choose to print only the slides and use them as handouts. Slides print one per page and can be sized to fit a variety of paper sizes. Slides can also be sized to fit standard transparencies (for overhead projectors), 35mm slides, or you can customize the fit and orientation.
 - To see what your slides will look like when they print, on the **File** menu, click **Print Preview**, and make any changes you want.
 - On the **Print Preview** toolbar, in the **Print What** box, click **Slides**.
 - On the **Print Preview** toolbar, click **Print**.



- **Note:** If you want to print out slides in color, on the **View** menu, point to **Color/Grayscale**, and then click **Color**. You must have a color printer selected as your default printer to preview the slides in color in Print Preview.
- **Handouts:** You can design and create handouts similarly to the notes pages. However, you can choose from many layout options for printing: from 1 slide per page to 9 slides per page. The 3-slides-per page option includes lined space for note-taking by the audience. For additional layout options, you can send the presentation to Microsoft Word. Headers and footers on handouts are separate from the headers and footers on the slides.
 - On the **File** menu, click **Print Preview**.
 - On the **Print Preview** toolbar, in the **Print What** box, click the **Handout** layout option you want.
 - To choose the page orientation, click on **Portrait**  or **Landscape**  on the toolbar.
 - On the **Print Preview** toolbar, click **Print**.
 - **Note** If you want to print handouts in color, on the **File** menu, click **Print Preview**. Then on the **View** menu, point to **Color/Grayscale**, and then click **Color**. You must select a color printer as your default printer to do this.
- **Outline:** You can choose to print all the text in your outline or just the slide titles, in either landscape (horizontal) or portrait (vertical) orientation. The printout might look different from the screen display; while you can show or hide formatting (such as bold or italic) in the **Outline** pane on screen, on the printout the formatting will always appear.
 - In **Normal** view, click **Expand All** button to show just the slide titles or all levels of text.
 - On the **File** menu, click **Print Preview**.
 - In the **Print What** box, click **Outline View**.
 - On the **Print Preview** toolbar, click **Print**

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- **Notes Pages:** Print your notes pages either for your own use when delivering a presentation or to include as handouts for your audience. Notes pages can be designed and formatted with colors, shapes, charts, and layout options. Each notes page includes a copy of the slide it refers to and prints one slide per page, with the notes printed under the slide image.
 - On the **File** menu, click **Print Preview**.
 - On the **Print Preview** toolbar, in the **Print What** box, click **Notes Pages**.
 - To choose the page orientation, click **Portrait** or **Landscape** on the toolbar.
 - On the **Print Preview** toolbar, click **Print**

A second way to print your work is to choose **Print** from the **File** menu. (**File _ Print**)

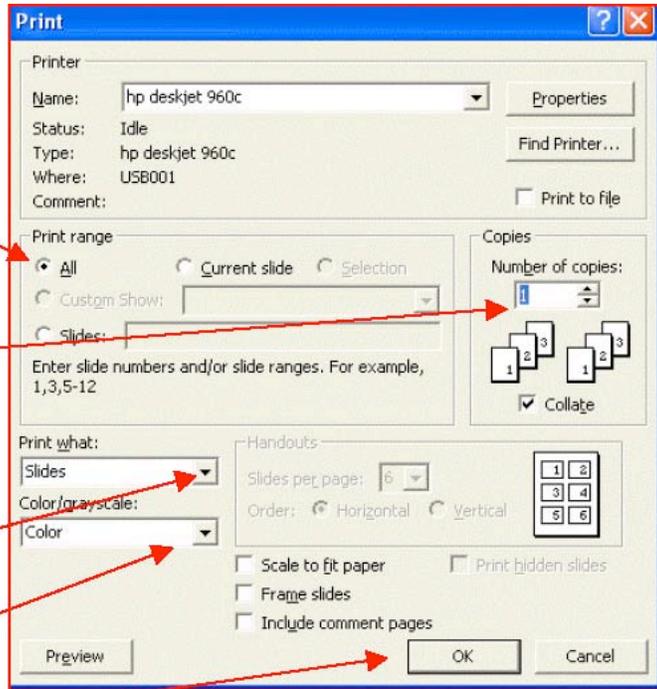
The **Print** dialog box will appear, see below, and you can print as you would in any other Microsoft Office program.

You can print specific slides, handouts, notes pages, or outline pages.

You can also determine the number of copies you want printed.

In addition, you can print your entire presentation — the slides, outline, notes pages, and audience handouts (in the **Print what** drop-down box) — in color, grayscale, or pure black and white (in the **Color/grayscale** drop-down box).

In order to begin the printing, press the **OK** button.



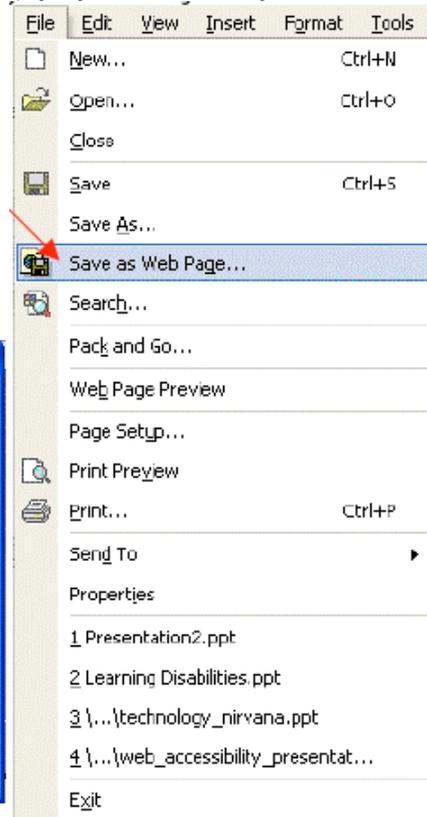
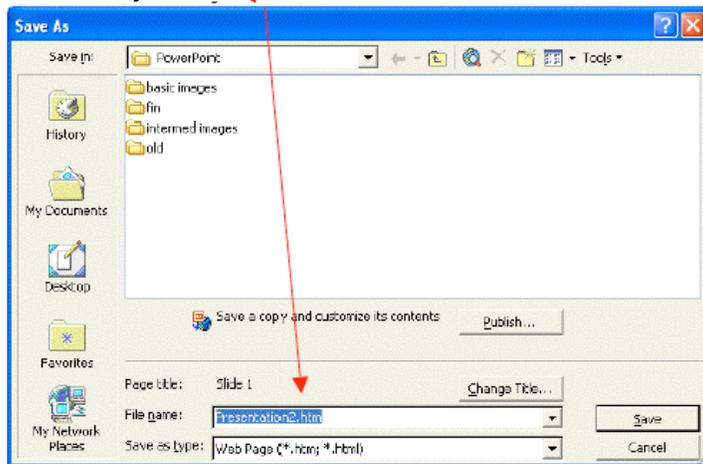
Intermediate Microsoft PowerPoint

XI. Saving PowerPoint as a Web Page Document [Bonus Activity]

For more advanced users, you may wish to try and save your **PowerPoint** document for use as an internet web page. You can do this rather simply by the function you use under the **File** menu.

Open up **File** and scroll down to **Save as Web Page**. Select this option.

You will then see a screen that looks like the following. You'll notice that Word saves your document file name followed by **.htm**.



Notice that the **Save as type:** selected for you is automatically **Web Page**.

Just click on **Save** to complete.

That's it!

A note of caution: Microsoft **PowerPoint** does not always save your web document exactly like it appears as a regular word-processed file. Spacing, graphics, fonts, transitions, animations, etc., can appear differently on viewing computers using different browsers. It is recommended you "clean-up" the saved web page by opening your saved **.htm** in a web page editor (e.g., **FrontPage, Claris Homepage, and Dreamweaver**).



That's plenty. Congratulations on completing this activity!

Special thanks to Jane Tillis for her invaluable assistance in developing this tutorial.