



PowerPoint is a software program that allows users to create professional looking presentations through integration of text, graphics, animation, sound, video, charts, and transitions. It is also fairly easy for users to convert any PowerPoint presentation into a handout or a web page.

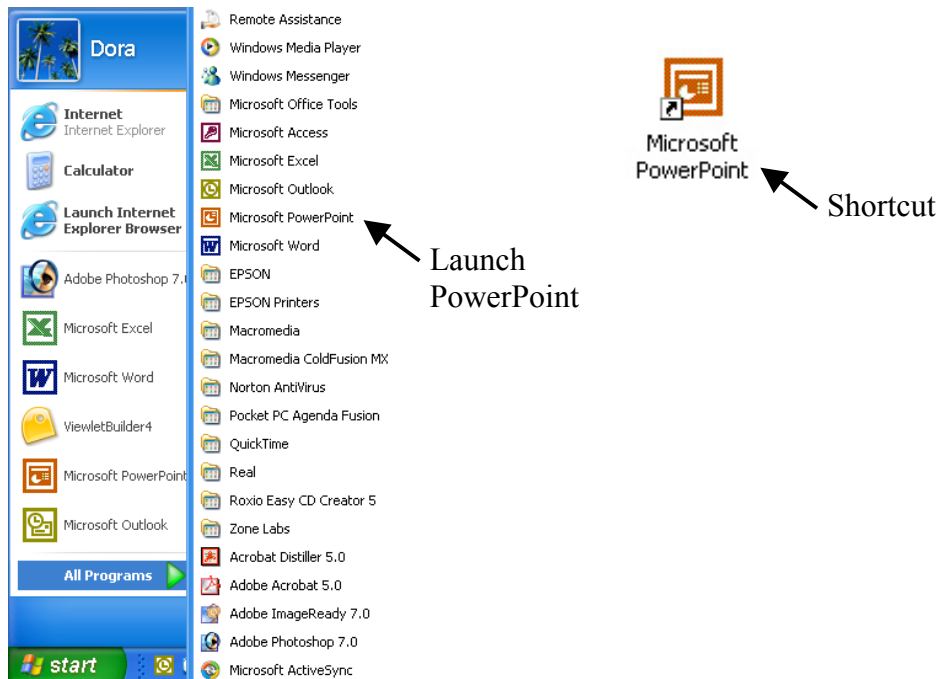
This tutorial covers:

- Launching PowerPoint XP
- PowerPoint XP Environment
- Design Template Feature
- Creating & Inserting Slides
- Slide Master
- Inserting Images
- Custom Animation
- Slide Transitions
- Inserting a Movie or Sound
- Saving Your Presentation
- Saving Presentation as a Web Page
- Pack and Go (PC Only)
- Printing

* Prerequisite: PowerPoint (XP version) should already be installed onto your PC computer.

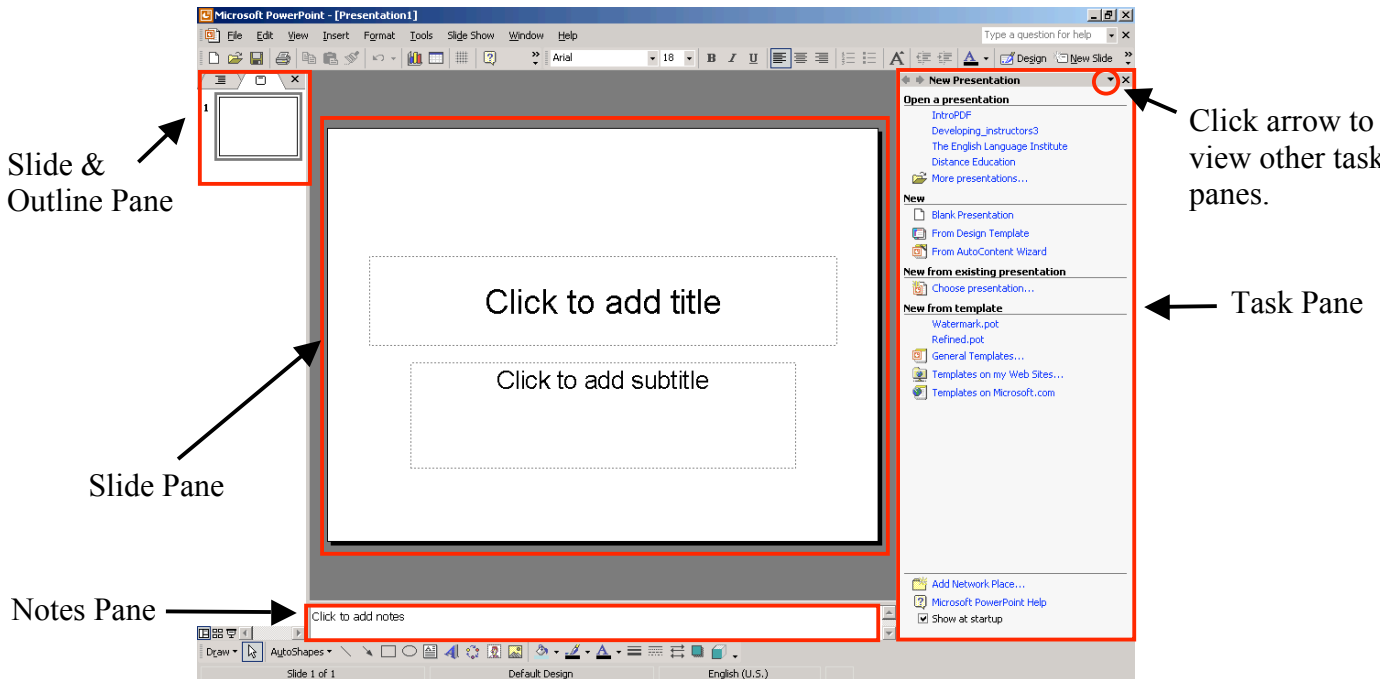
Launching PowerPoint XP

1. Launch PowerPoint XP by selecting it from the Programs menu (Start | All Programs | Microsoft PowerPoint) or by double clicking on the PowerPoint icon if it is on your desktop.

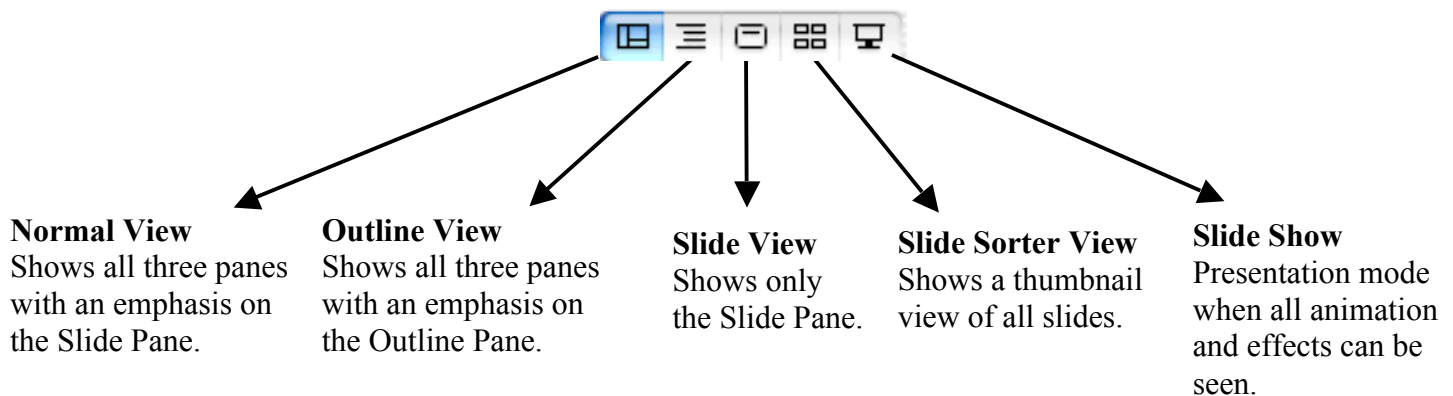


PowerPoint XP Environment

When PowerPoint first launches, this is what you will see:

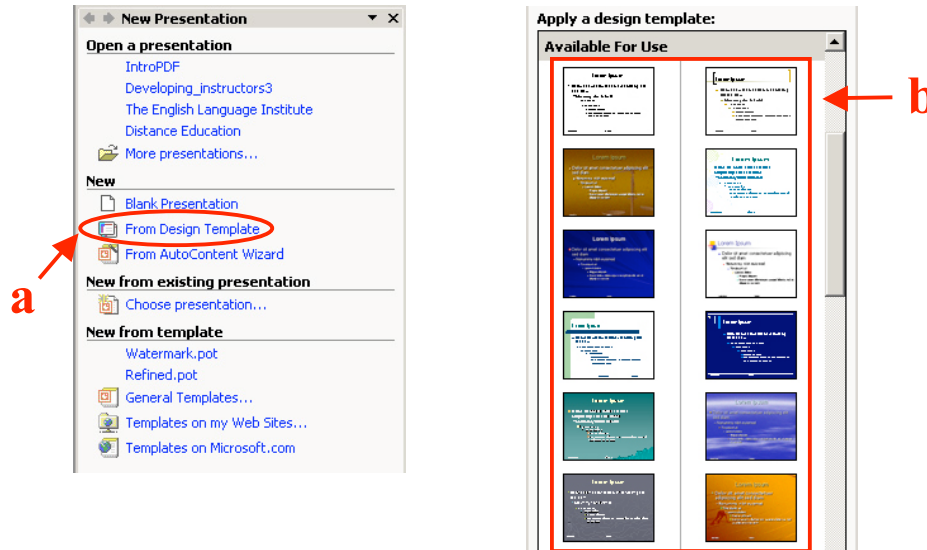


- **Slide & Outline Pane** – Click on the tabs to toggle between slide view (thumbnails) and outline view.
- **Slide Pane** – View of actual slide that will be presented. This view is normally used for inserting graphics, animation, etc.
- **Notes Pane** – Used for inserting speaker notes or additional information that is not included in the slide (this panel is not shown in the slide presentation mode).
- **Task Pane** – PowerPoint XP includes several task panes to help create a new presentation, select layout for slides, insert template designs, and much more. Task panes change according to the user's needs.




Design Template Feature

1. To apply a design template to your presentation:
 - a. Click on the **From Design Template** link on the task pane (the Slide Design task pane should appear).
 - b. Select the template that you prefer and click on it. The template you select will also apply to new slides that are inserted later.

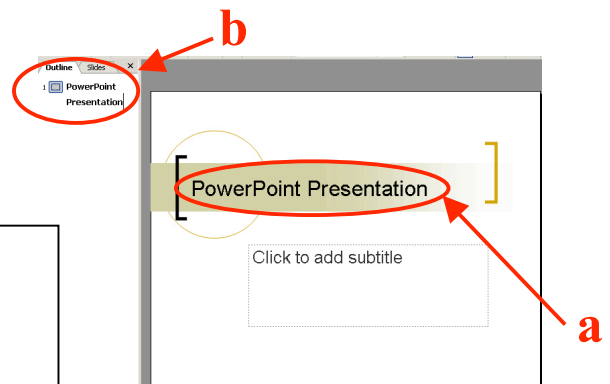


Creating & Inserting New Slides

1. Insert text:
 - a. To insert text, click in the place holder and type in text **or**
 - b. Click in the outline pane and insert text.

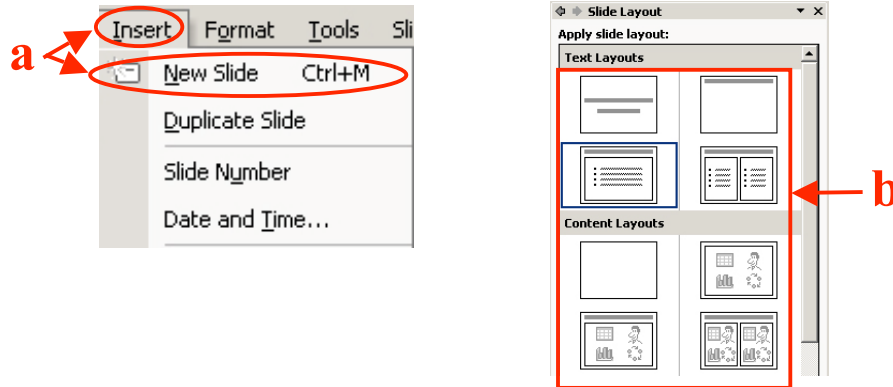
 If you choose to use the outline pane:

- Press **Enter** to create another slide.
- Press **Shift + Enter** to create more content on the same slide.
- Use **Tab** to promote & **Tab + Shift** to demote text.



2. Insert a new slide:

- a. Select **Insert** from the toolbar and click on **New Slide** (shortcut: Ctrl + M).
- b. Select a slide layout by clicking on the task pane.

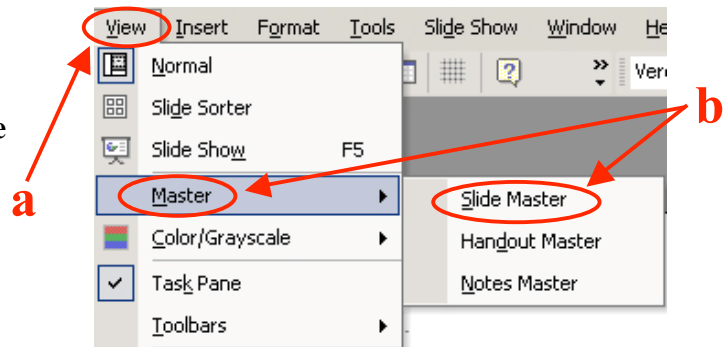


Slide Master

The Slide Master holds the template for all of your slides. To apply a certain type of font size, font style, font color, bullets, and footer to all slides in your presentation, you should use the Slide Master.

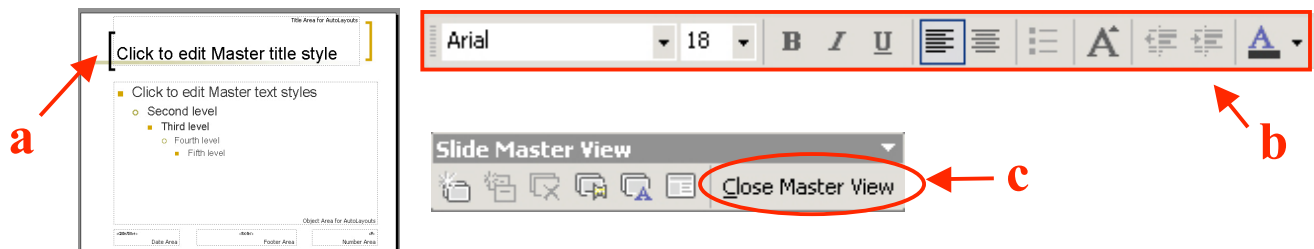
1. Open slide master:


- a. Select **View** from the toolbar.
- b. Select **Master** and click on **Slide Master**.



2. Change font style, font color, and font size:

- a. Click on the box or highlight the text.
- b. Use the **formatting toolbar** to change the font style, font size, font color, and alignment of text.
- c. Click **Close Master View** when you are ready to return to the normal slide view.



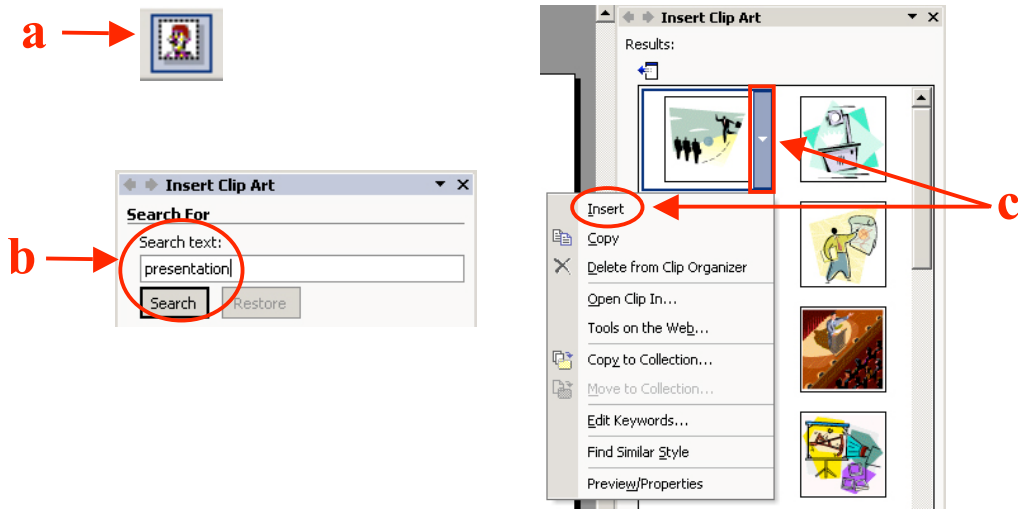
 Don't forget to use sans-serif fonts for on-screen presentations.


Inserting Images

In PowerPoint, you may insert clip art, pictures, or draw your own shapes and objects.

1. Insert clip art:

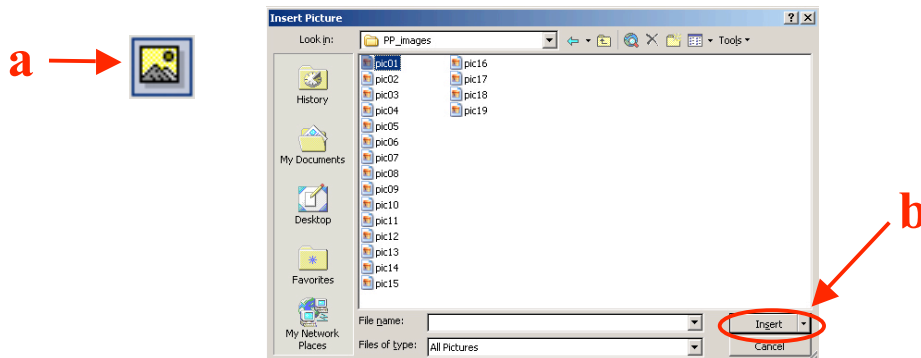
- Click on the **Insert Clip Art** icon on the drawing toolbar (located on the bottom of your screen).
- Type in your search word and click on the **Search** button (located in the task pane).
- Select the one of your choice and click on the **down arrow** and **Insert** to add the clip art onto your slide.



 There are many more pictures in the Microsoft Online Gallery. If you have an Internet connection, click on the [Clips Online](#) link (located on the bottom of the task pane). New clip arts are constantly being added to the gallery. To download clips into your gallery, click on the check box below the clipart of your choice. Then click on the red arrow download link.

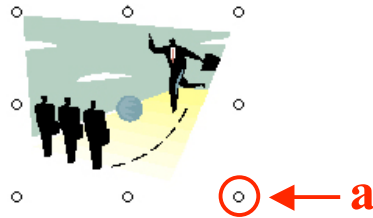
2. Insert picture (e.g. digitized images):

- Click on the **Insert Picture** icon on the drawing toolbar (located on the bottom of your screen).
- Locate your picture file and click on **Insert** to insert your picture onto the slide.



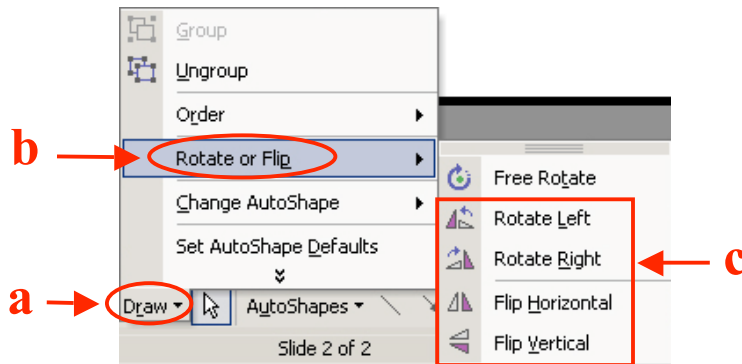
3. Resize image:

- a. Select the image by clicking once on the image. Then click on one of the corners and drag to resize.



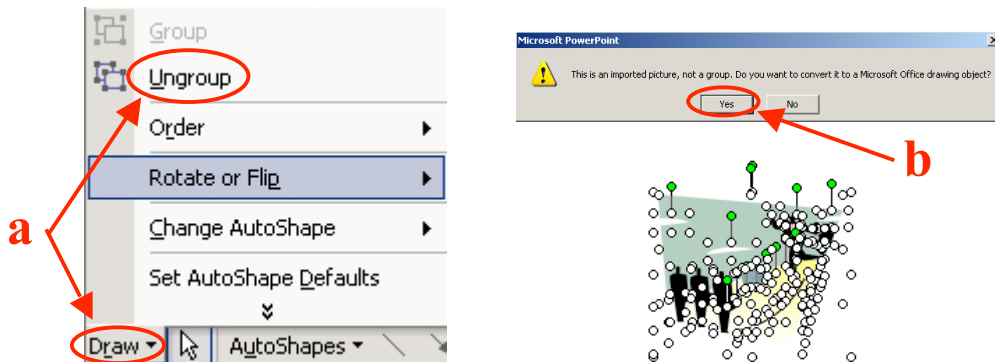
4. Rotate or flip image (change direction of image):

- a. Select **Draw** from the drawing toolbar.
- b. Select **Rotate or Flip**.
- c. Click on a rotate or flip function.
- d. If the choices in the Rotate or Flip menu are gray, complete step #5 first.

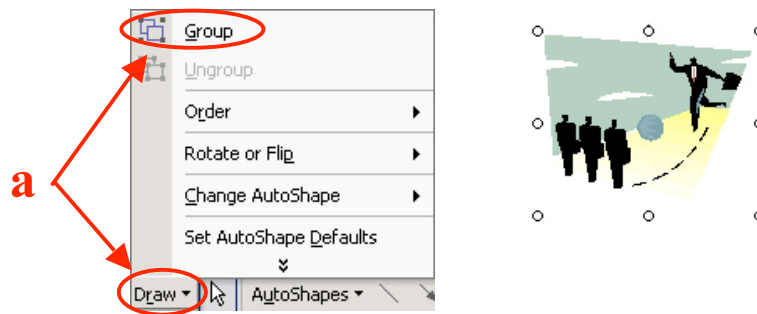


5. Ungrouping and grouping images:

- a. Select **Draw** from the drawing toolbar and click on **Ungroup**.
- b. When a message box appears, click **Yes** to convert the image to a Microsoft object.

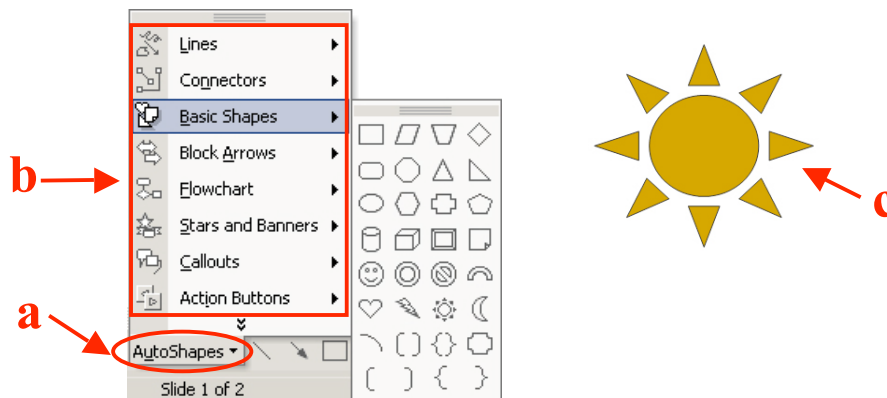


- c. Select **Draw** from the drawing toolbar and click on **Group** to group the object.

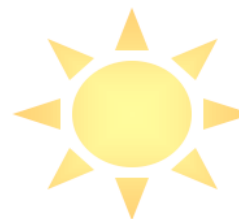
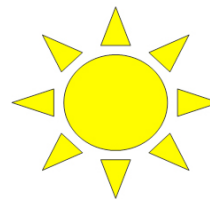
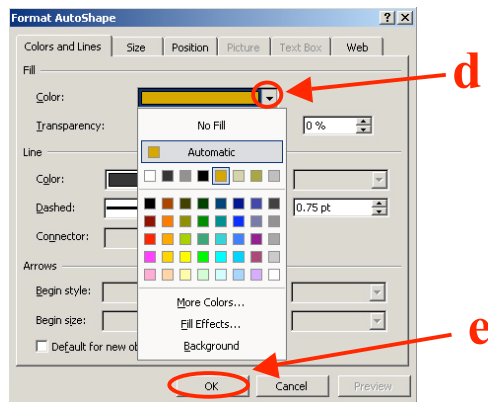



6. Insert AutoShape to draw your own shapes or objects:

- Select **AutoShapes** from the drawing toolbar.
- Choose a category and click on a shape that you would like to insert (You will notice that your cursor is now a “+”).
- Click and drag your mouse to create your object.



- Double click on your object to change the color. A dialogue box will appear. Click on the down arrow of the **fill color** and select a new color for your object.
- Click **OK** to complete the process.



 If you would like to be creative and add different shades or patterns to your object, select **Fill Effects**.

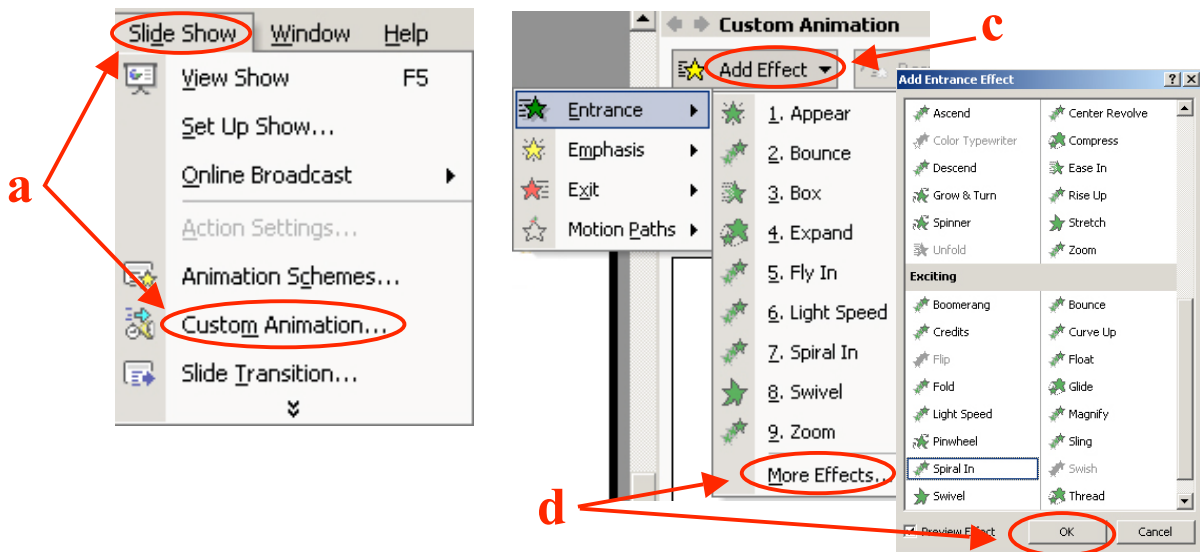
Fill effects function using a two color gradient.

Fill effects function using a picture as fill.

Custom Animation

This feature allows you to animate text, graphics, and objects on your slides so that you can focus on important points, control the flow of information, and add interest to your presentation.

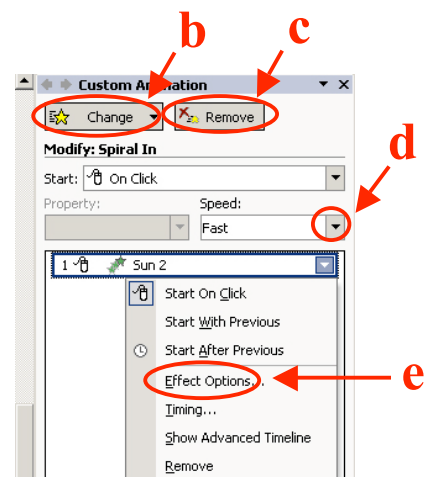
1. Apply custom animation to your slides:
 - a. Click on **Slide Show** from the menu toolbar and click on **Custom Animation** (the Custom Animation task pane should appear).
 - b. Click on the object that you would like to animate.
 - c. Click on the **Add Effect** tab and select an **Entrance, Emphasis, or Exit** effect for your object (It is also possible to have more than one type of effect per object).
 - d. For more animation effects, click on **More Effects** and **OK** when you have made your choice.



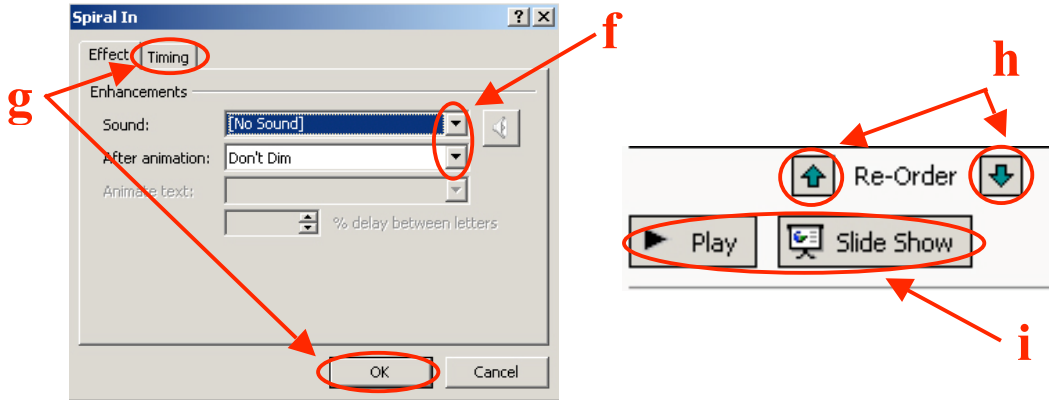
It is also possible to create your own motion paths to animate your object. This is a new feature available only in PowerPoint XP.

2. Modify animation settings:

- a. Click to highlight animation effect that you would like to modify.
- b. To change the animation effect, click on **Change**.
- c. To remove the animation effect, click on **Remove**.
- d. To change the speed of the animation, click on the down arrow to select a setting.
- e. To modify timing and add sound to your effect, click on **Effect Options**.



- To add a sound or set the after animation setting, click on the down arrows and select your choice.
- To set the timing of your animation effect, click on the **Timing** tab and make your selections. Click **OK** to proceed.
- If you have two or more animations and would like to change the order, click once on the animation and click on the appropriate **Re-order buttons**.
- To preview your animation settings, click on the **Play** or **Slide Show** button.

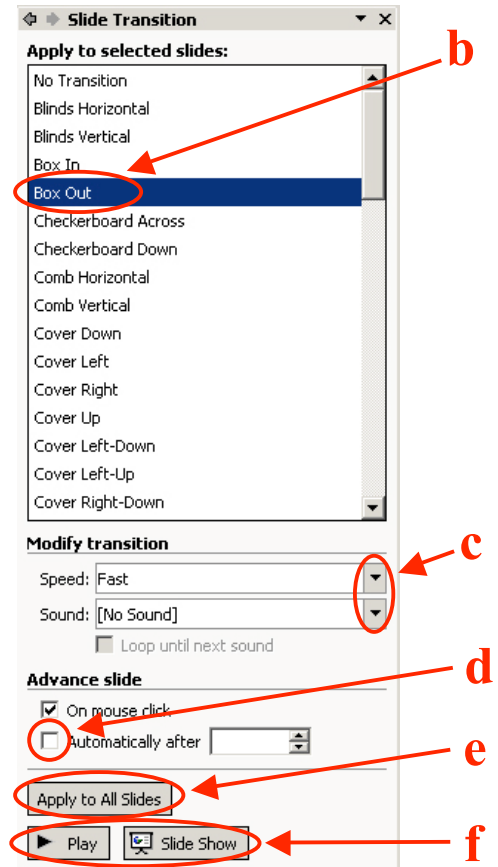
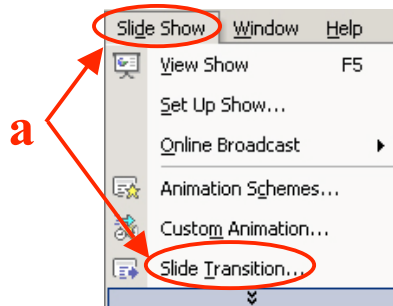


Slide Transitions

This feature allows you to animate transitions between slides.

- Apply slide transitions to your slides:

- Select **Slide Show** from the toolbar and click on **Slide Transition**. The Slide Transition Task Pane should appear.
- Select the transition of your choice and click on it.
- Modify the speed and include a sound (optional) by clicking on the down arrow to select options.
- If you would like to advance your slides automatically (e.g. photo slide show), click on the **automatically after** box.
- Click on **Apply to All Slides** only if you would like to apply the same transition to all slides in your presentation.
- Click on the **Play** or **Slide Show** button to preview the transitions.

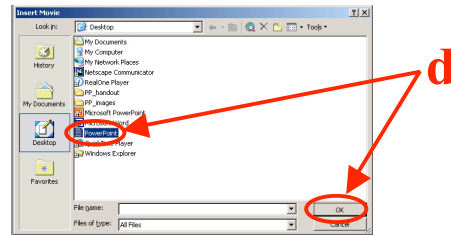
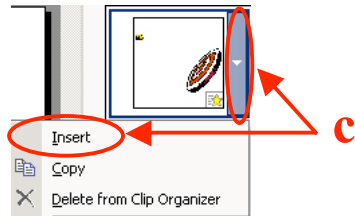
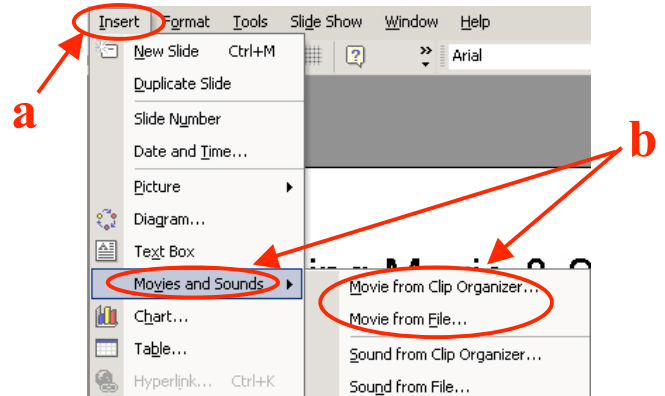


Inserting a Movie or Sound


It is also possible to insert a movie or sound clip into your presentation to captivate your audiences.

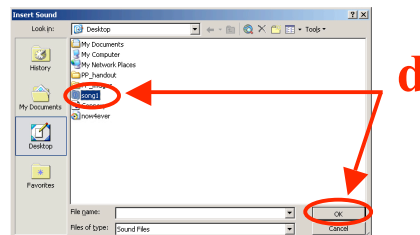
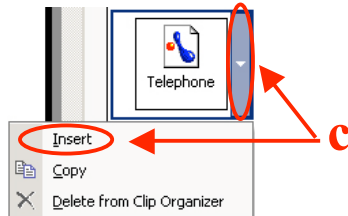
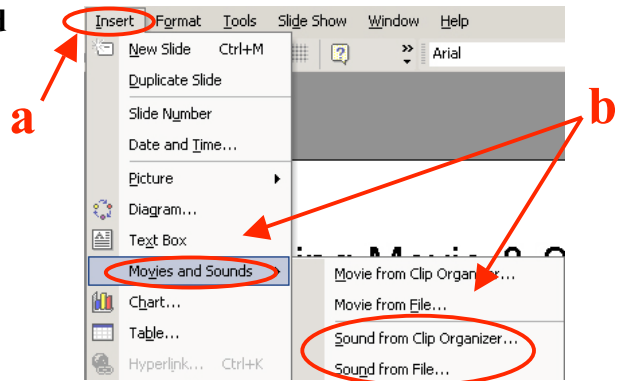
1. Insert a movie clip:

- a. Select **Insert** from the toolbar.
- b. Select **Movies & Sounds** and click on **Movie from File** or **Movie from Clip Organizer**.
- c. If you click on **Movie from Clip Organizer**, select the down arrow on the clip of your choice and click on **Insert**.
- d. If you click on **Movie from File**, locate the movie file and click **OK** to insert your movie (Not all movie files will work in PowerPoint. Try to use “.avi” formatted files).



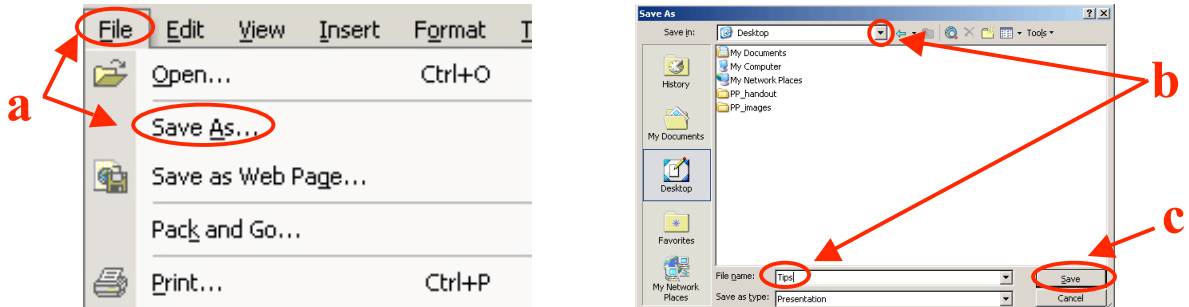
2. Insert a sound clip:

- a. Select **Insert** from the toolbar.
- b. Select **Movies & Sounds** and click on **Sound from Clip Organizer** or **Sound from File**.
- c. If you click on **Sound from Clip Organizer**, select the down arrow on the sound of your choice and click on **Insert**.
- d. If you click on **Sound from File**, locate the sound file and click **OK** to insert your sound file.
- e. You should be able to see a  on your screen.



Saving Your Presentation

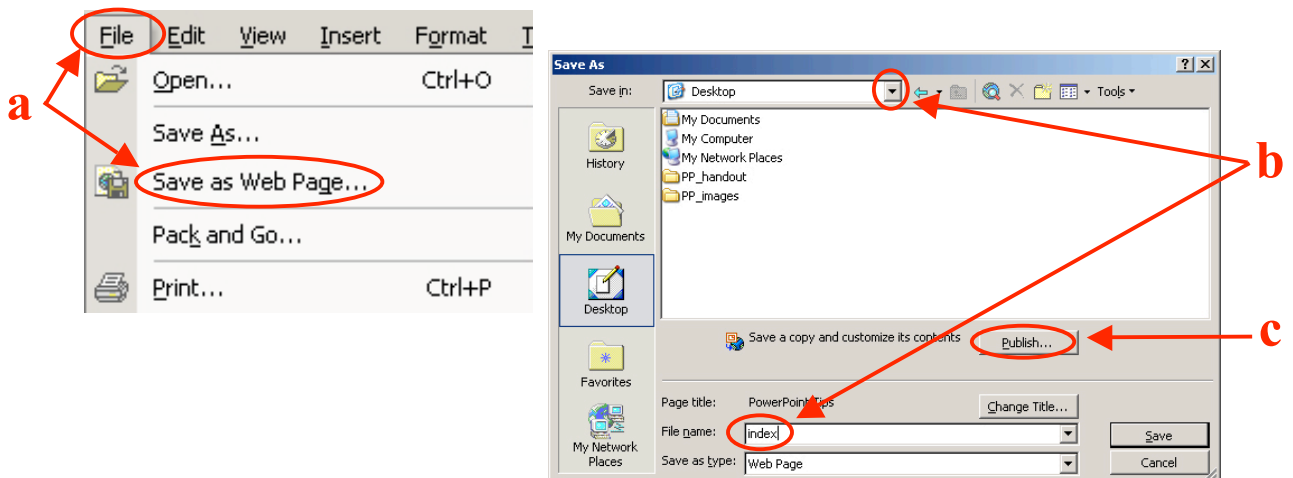
1. Save your presentation:
 - a. Select **File** from the toolbar and click on **Save as**.
 - b. Select the location and give your presentation file a name.
 - c. Click on **Save** to save your presentation.



Saving Presentation as a Web Page

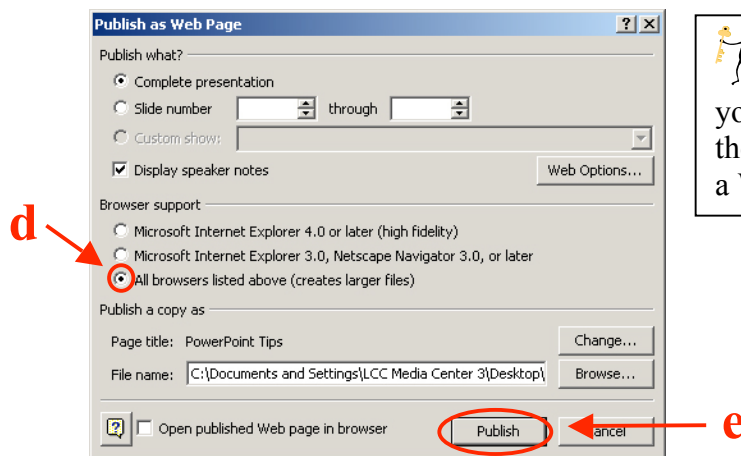
If you are interested in converting your presentation to a Web page, PowerPoint has a function that will allow you to do this fairly easily.


1. Save as Web page:
 - a. Select **File** from the toolbar and click on **Save as Web Page**.
 - b. Select the location to save your Web Page and give your file a name (If this is the first page in your Web site, name the file “index.htm”).
 - c. Click on **Publish**. Another dialogue box will appear.




Be sure your file name is “web-ready” and does not have any spaces or special characters. For more information on “web-ready” names, go to <http://projects.edtech.sandi.net/staffdev/tpss98/filenaming.html>.

- d. Select **All Browsers Listed Above** to ensure that everyone will have access to your Web page (if they are using older Internet browsers).
- e. Click on **Publish** when you are ready to convert your PowerPoint to a Web page.
- f. You should be able to see the Web page and a folder with all your images included in the presentation.



 Click on **Web Options** if you would like to customize the looks of your Web page in a Web browser.



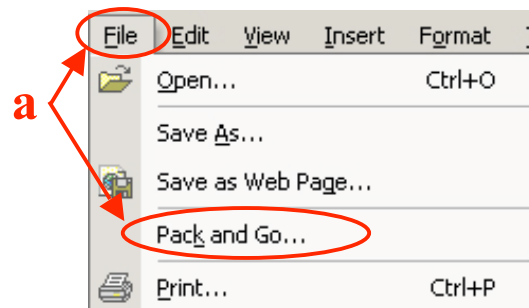
 Don't forget to drag both of these to the server when you publish your presentation on the Web.


Pack and Go

Use this feature if you are planning to run your presentation on another computer. When you package your presentation, you have the opportunity to include linked files and embed fonts. You also have the capability to include the PowerPoint viewer if the computer you are presenting on does not have the PowerPoint application installed.

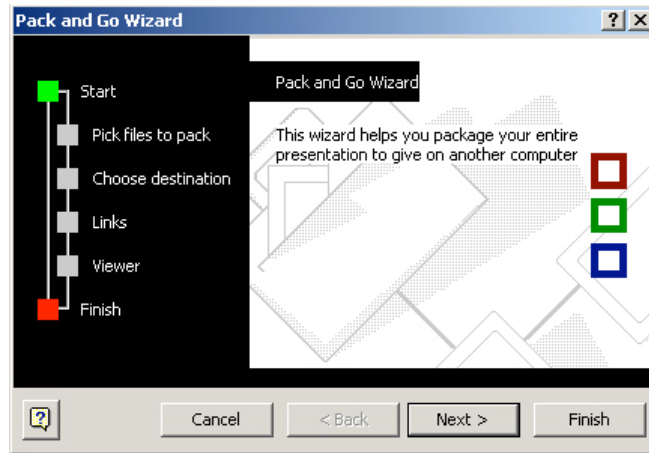
1. Pack your presentation:

- a. Select **File** from the toolbar. Click on **Pack and Go**.



 If your program asks for the CD to run the Pack and Go function, insert the Microsoft Office CD before proceeding.

b. Follow the commands prompted by the wizard until you complete the process.

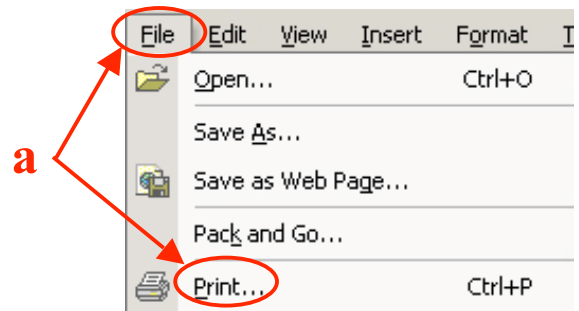


Printing

There are several ways to print your presentation.

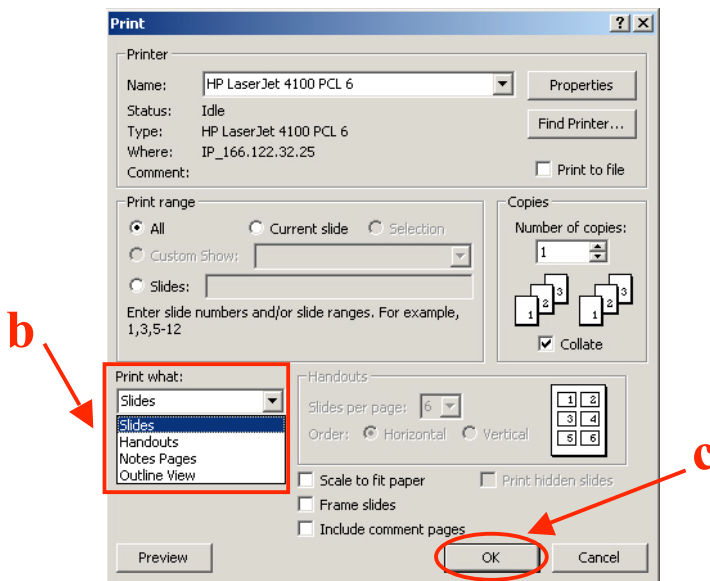
1. Print your presentation:

a. Select **File** from the toolbar. Click on **Print**. A dialogue box will appear.



b. Click on the down arrow to make a selection of the printing format.

c. Click on **OK** to print.



Printing Formats:

Slides – prints out one slide per page (You may use this option to print out flyers or overhead transparencies).

Handouts – prints out handouts with thumbnails of your slides. You can choose the number of slides you would like on each page (Use this option to print out handouts for your audience or for yourself to take notes on before presenting).

Notes Page – prints your slide and notes (if you used the note function in PowerPoint).

Outline View – prints the main points of your presentation.