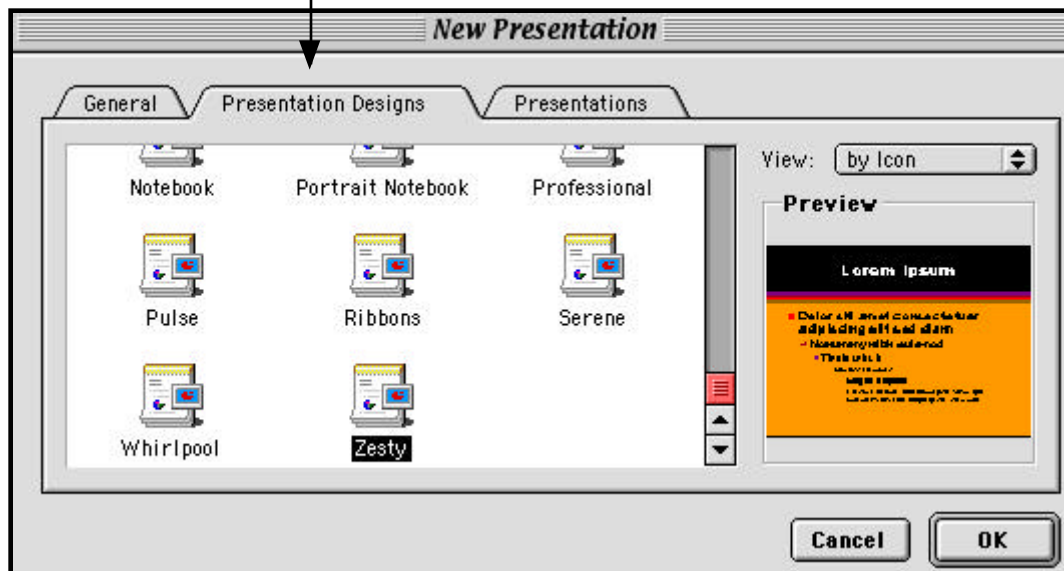
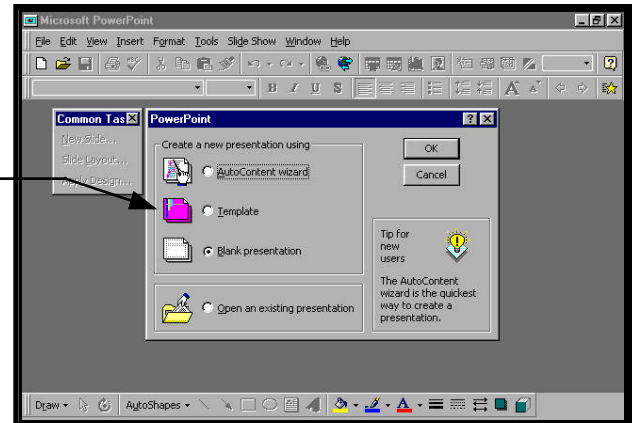


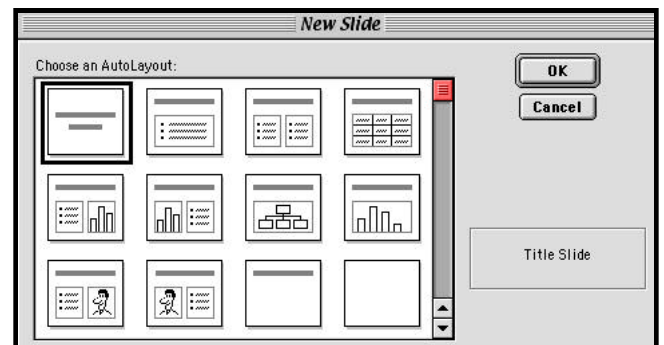
PowerPoint Basics

Getting Started

1. Open up **PowerPoint**.
2. The following window will appear.
3. Select **Template**.
4. Click the **OK** button.
5. A new window appears. Click on the **Presentation Design** tab to bring it to the front.



6. Now you are ready to select a **layout** by selecting from the **New Slide** window. Notice how the first slide would be the logical one to start with because it is a **Title Slide**.



7. When you click the **OK** button, the template for your first slide will appear. Begin replacing text, by highlighting the current text on the slide.

8. When you are done with a slide, go to the **Insert** menu and select **New Slide**. (You may also select **New Slide** from the **Common Task** window. If the window does not show up on the monitor, go to the **View** menu and under **Toolbars**, select **Common Task**.)



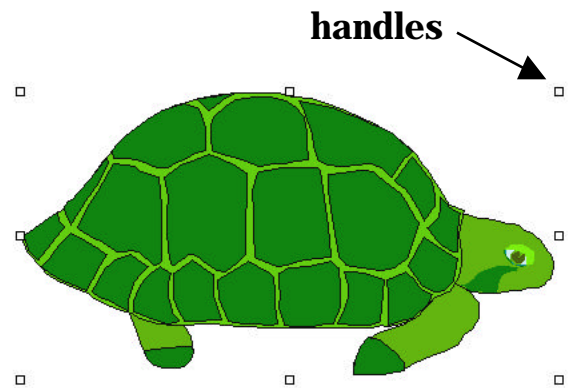
Graphics

1. Adding Graphics

1. If you want to add graphics from the clip art that comes with the program, go to the **Insert** menu; from **Pictures**, select **Clip Art**.
2. If you want to add graphics from other sources (such as digital camera or scanned pictures that have been saved on a disk or hard drive), go to **Insert** menu; from **Pictures**, select **From File**. This is also true when accessing graphics from clip art CDs.

2. Making changes to the graphic

1. To move it, click on the picture (**handles** will appear) and drag it to the desired location. Let's place it in the middle of the paragraph.
2. To size it, click on one of the handles and drag it. Clicking on a corner **handle** will make it easier to size your graphic proportionately. Let's make it a bit smaller.



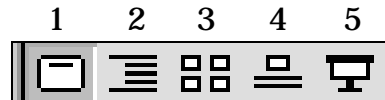
3. More options are also available. When the graphic appeared in the document, the **Picture Toolbar** below also appeared. If it didn't, go to the **View** menu, highlight **Toolbar** and select **Picture** from the pop-up menu.

4. The **Picture Toolbar** offers you several options. Place your mouse over a tool icon and a pop-up window will appear with a brief description of what it can do. In order to use the features of the toolbar, the picture must be selected (surrounded by **handles**).



Views in PowerPoint


So far, we have been working in the **Slide** view mode which allows you to add text, graphics, charts, etc. This is the basic working mode. However, there are four other modes.




1. **Slide** view mode: most of the time you will be in this mode.
2. **Outline** view mode: allows you to add text and to see your slide show in outline form. Good for handouts or planning.
3. **Slide Sorter** view mode: allows you to move slides and add transitions between slides.
4. **Notes** view mode: allows you to type speaker notes to use when presenting your slide show.
5. **Slide Show** view mode: allows you to view your slide show.

Getting Ready for the Slide Show Presentation


1. Rearranging slides

1. Go to the **Slide Sorter** view 
2. Click on a slide and drag it to move it to a new location. If you want to select more than one slide, hold down the **shift** key while clicking on each slide.

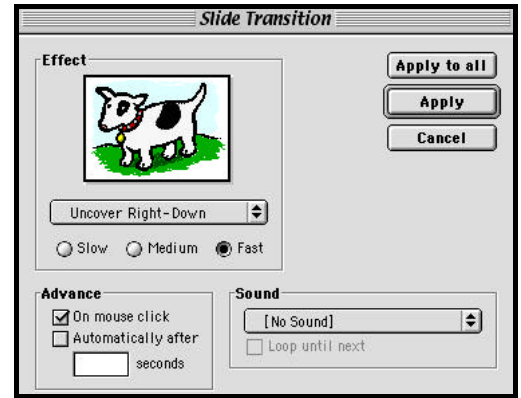
2. Adding Transitions


1. Go to the **Slide Sorter** view 
2. Click on the slide that you want to add a transition. (NOTE: The transition occurs before the slide.)
3. To add the transition, click on the arrow to the right of **No Transition** and make a selection.



4. When you make a selection, you will briefly see the transition on the slide.
5. To edit the transition (speed and time), click on the **Slide Transition** button. 


6. A window appears that allows you to select sound, speed, and advancement.
3. Adding Effects (a bit like animation)
 1. Building the same Effect for all objects on a slide (text and graphics)

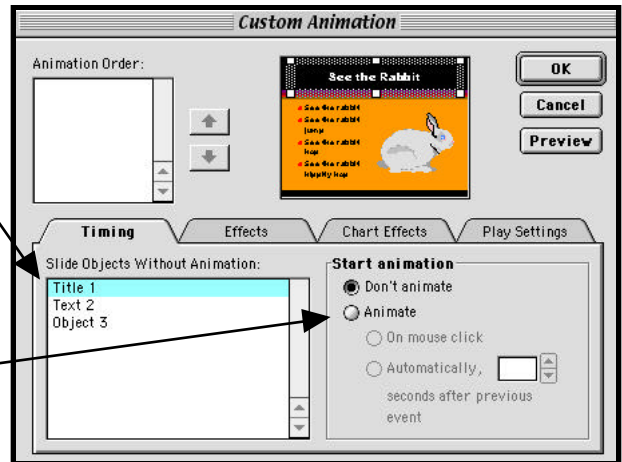


2. Select a slide. 
3. To add the animation, click on the arrow to the right of No Effect and make a selection.

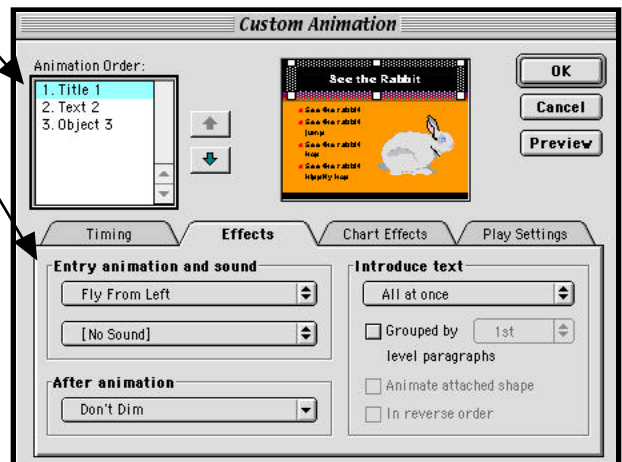


2. Building different Effects for different objects on a slide (text and graphics)


1. Go to the Slide view mode. 
2. Go to the slide that you want to animate.
3. Go to the Slide Show menu and select Custom Animation. The following window will appear.





4. Click on the Timing button.
5. For every object that you want an effect, highlight it and then click on the Radio button next to Animate.
6. Then click on the Effects button to get the following window.



7. Highlight each object and setup its animation, sound, etc.
8. Perform a spell check by going to the Tools menu and selecting Spelling.

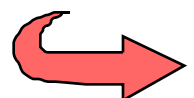
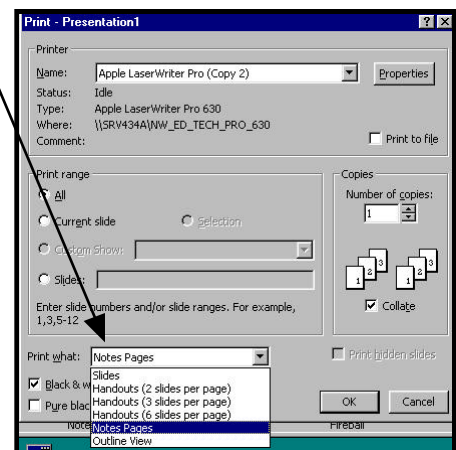
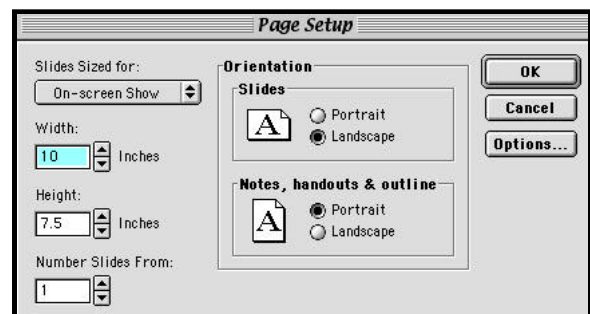
9. Be sure to proofread each slide.
10. Prepare notes for your presentation by going to the **Notes** view mode. 

Presenting the Slide Show

1. Go the **Slide** view mode. 
2. Select the first slide.
3. Go to the **Slide Show** view mode. 
4. Click to activate each slide.
5. If you have **effects** (animation), you must also click to activate each **effect**.
6. To get out of the slide show, finish it and click once.
7. If you want to get out of the slide show before the last slide, click the **ESC** key. (This also works on the last slide.)

Printing

1. Go to the **File** menu and select **Page Setup**.
2. Decide on the orientation for what you are printing.
3. Then, go to the **File** menu and select **Print**.
4. If you are printing from **Windows** or an older **Macintosh**, a window will appear. Select what you want to print.
5. You probably want to print your notes as well as handouts for your audience to take notes. **Three slides per page** is recommended for the handouts.
6. If you are printing from a newer Macintosh, you will have to go to an extra window to select what you want to print. See Page six.



7. With the newer Macintosh computers, you get the following window when you go to the **File** menu and select **Print**. Then you must select **Microsoft PowerPoint** from the pop up menu to select what you want to print.

