POWERPOINT HOW TO GUIDE
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GETTING STARTED:

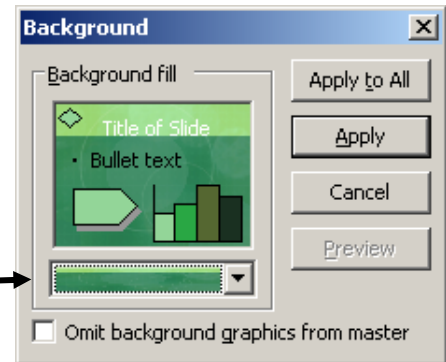1. Start
2. Programs
3. Microsoft Office
4. MS PowerPoint

CHOOSING SLIDE STYLE

1. Format
2. Slide Design
3. Select ONE design for all slides

OR

1. Format
2. Background
3. Select down carrot
4. Fill effects
5. Choose color schemes, patterns, textures, etc.
6. **APPLY TO ALL**

ENTERING INFORMATION

1. Click in text box
2. Begin typing in information

INSERTING TEXT BOXES

1. Insert
2. Text box
3. Click and drag to draw box
4. **OR**
5. Click on text box icon
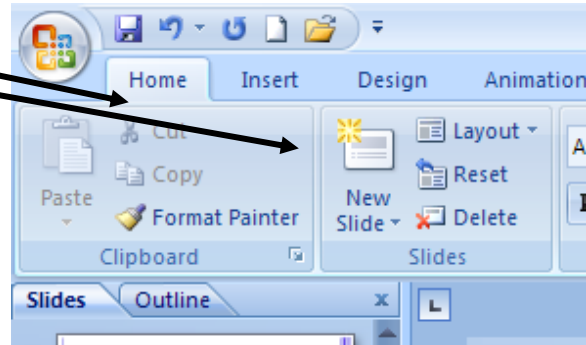6. Click and drag to draw box

POWERPOINT HOW TO GUIDE
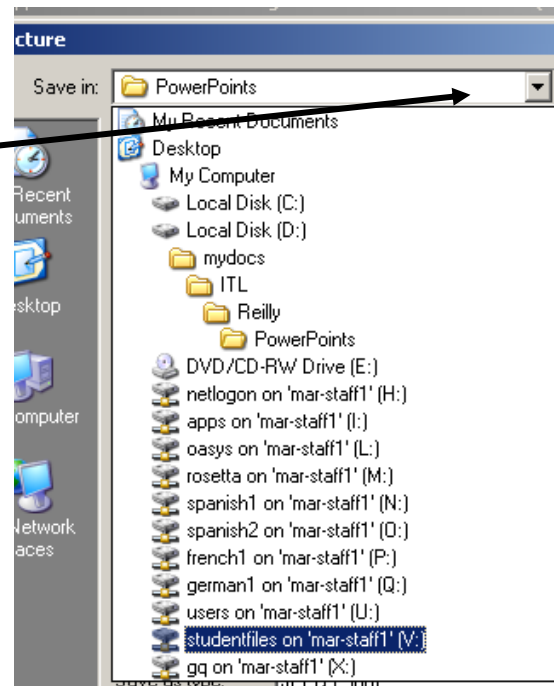Created by Ms. Cheryl L. Williams
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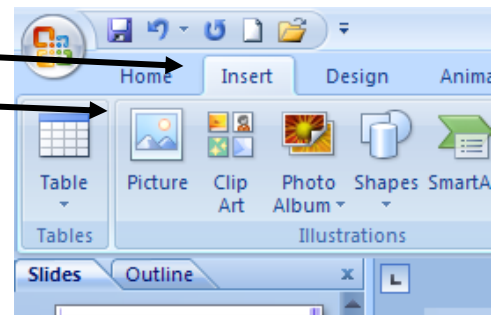
ADDING SLIDES

1. Home tab
2. New Slide

COPYING & SAVING PICTURES

1. Internet Explorer
2. Click on "enlarge image" (if available)
3. Right click on image
4. **Save as picture**
5. Click on down carrot
6. Select U:drive
7. Choose **own folder**
8. Name picture
9. Save

INSERTNG PICTURES

1. Insert tab
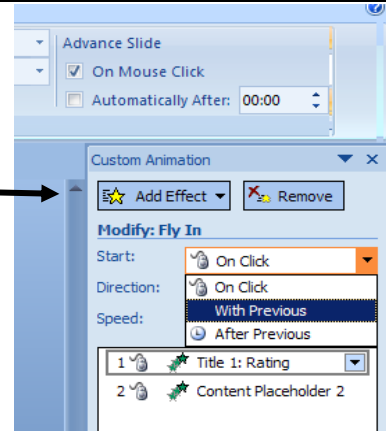2. Picture
3. From File
4. Open U:drive

5. Open own folder (where picture is saved)
6. Select picture
7. Insert
8. Resize and reposition picture on slide

CUSTOM ANIMATION -- MOVEMENT

1. Slide Show
2. Custom Animation
3. Select item to be animated
4. Add Effect
5. Choose desired effect

CUSTOM ANIMATION – SIMULTANEOUS MOVEMENT

1. Animations tab

2. Custom Animation

3. Select item #1 on slide

4. Hold down shift key

5. Select all other items to be animated simultaneously

6. Add Effect

7. Choose desired effect
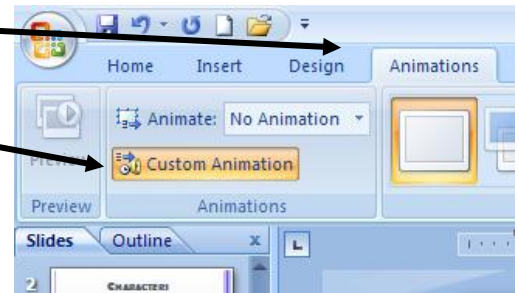
   OR

1. Animate items individually

2. Click on down carrot to right of item

3. in animation box

4. Select "Timing"

5. Click on down carrot after "Start"
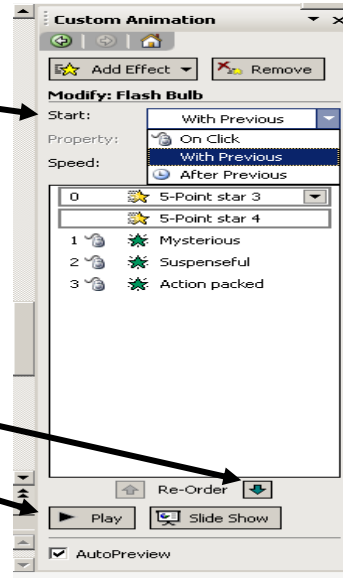
6. Select "With Previous"

7. OK
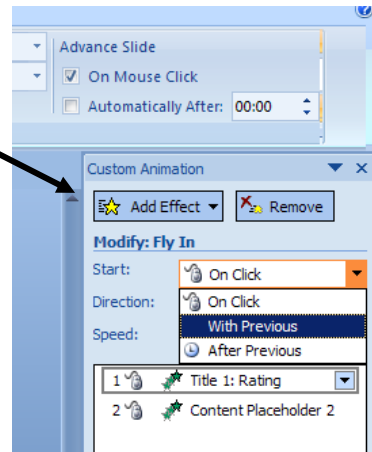
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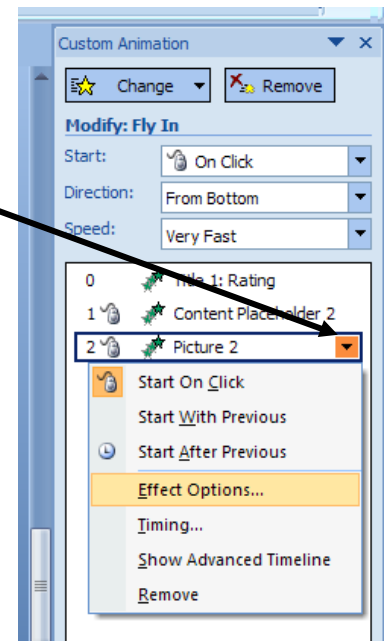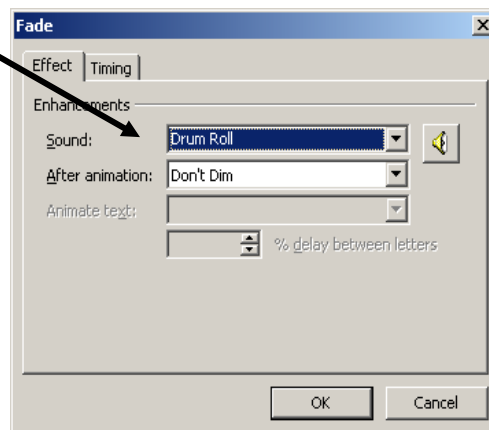

CUSTOM ANIMATION -- TIMING

1. Select "Start"
   - With previous or
   - After previous

2. Reorder animations
   - Select animation from list
   - Click on arrow up or down
   - Click on "Play" to preview

CUSTOM ANIMATION -- SOUNDS

1. Slide show
2. Custom Animation
3. Select an item already animated from list on right
4. Click on the down carrot right of the item

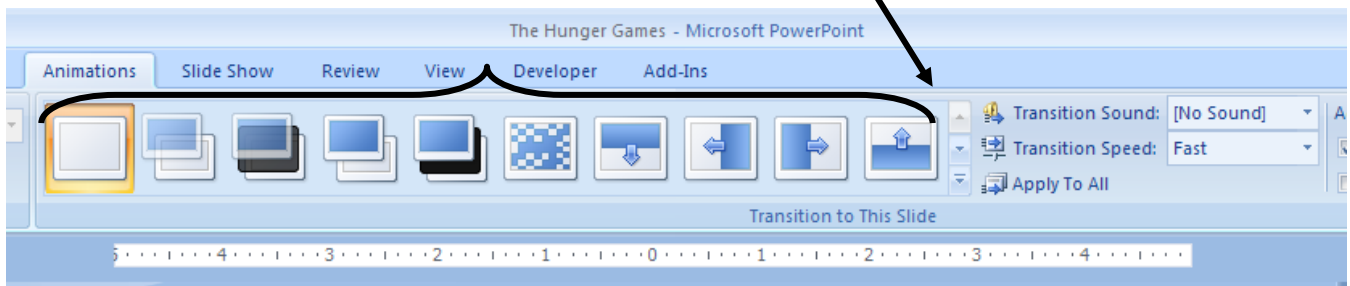5. Select "Effect Options"
6. Select sound OK

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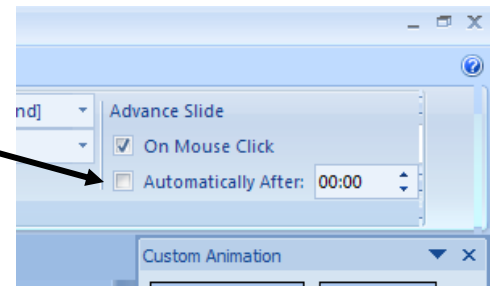Copyright © 2009

SLIDE TRANSITION

1. Animations tab
2. Select from display or click on drop down arrow for more choices.
3. Select desired transition style
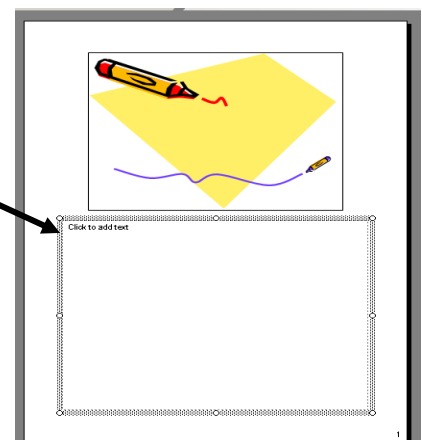   - limit to **two** styles
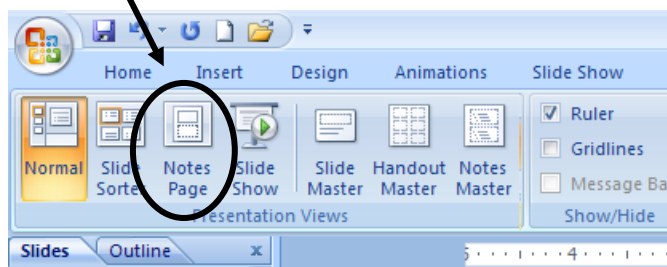

AUTOMATIC SLIDE ADVANCE

1. Animations tab
2. Select "Automatically after"
3. Set number of seconds
4. Play to test settings
5. Select "Apply to All Slides"
   - You may adjust individual slides later

For an advanced presenter!!

ADDING NOTES TO SLIDES

1. View tab
2. Notes page
3. Enter notes in lower half of display

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SLIDE SHOW SET UP – SELF LOOPING PRESENTATION

1. Slide Show tab
2. Set up show

3. **Show Type**
   - Presented by speaker
   - Browsed by kiosk

4. **Show Options**
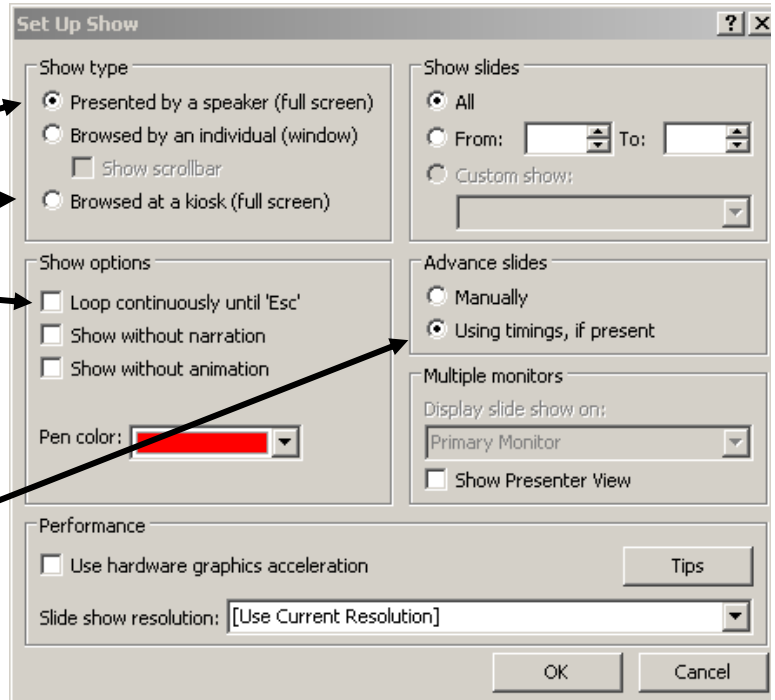   - Loop Continuously until Esc

5. **Show Slides**
   - All

6. **Advance slides**
   - Using timings, if present
7. OK
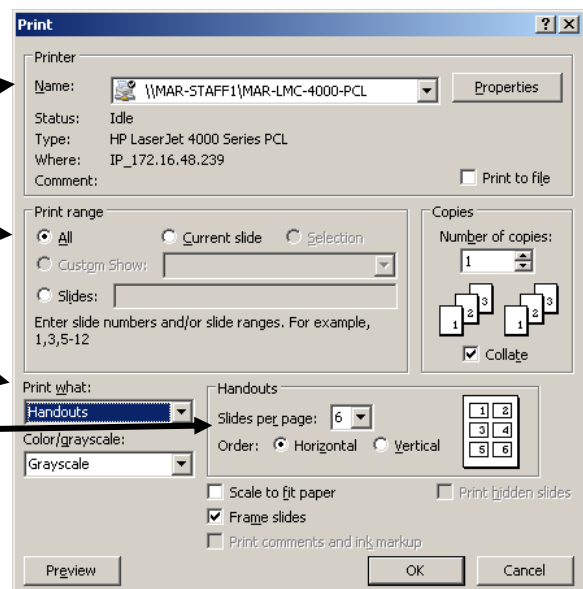
PRINTING HANDOUTS

1. File
2. Print
3. Select printer

4. Print range – All

5. Print "Handouts"

6. Slides/pg = 6

7. OK

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CITATIONS

1. Refer to citations sheet for resources formatting
2. Copy URL for website pictures obtained
3. Paste in text box below image on slide
   - URL print size may be as small as 4pt.

www.freeclipart.com/mt/9NlNe.cgi?entry_id=2188

SAVING WORK   SAVE FREQUENTLY!!!!!!!!!!

1. File
2. Save As
3. My Computer
4. Select U:drive
5. Follow teacher's instructions for specific location