Microsoft PowerPoint for Windows

Desktop presentations are a great way to share words, pictures, sounds, and videos as part of classroom instruction, a speech, or public presentation. Before creating your own presentation, it's a good idea to explore a presentation to see how the Microsoft PowerPoint software works. These directions should be generic enough to be used on the newest versions.

Exploring PowerPoint
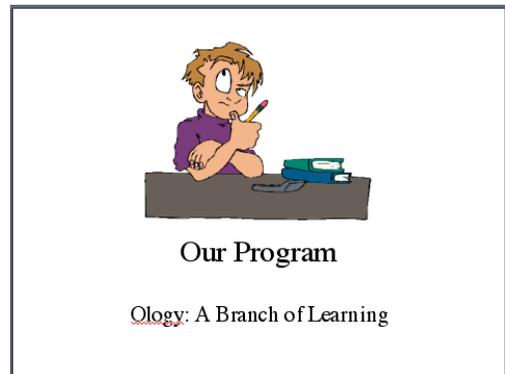
Open Internet Explorer.
Enter the following address
    http://www.geocities.com/tipt3/ology.ppt
Choose Save.
Quit Internet Explorer.
Open Ology.
Pull down the Slide Show menu, select View Show.
Press ESC key to leave the show.

Our Program

Ology: A Branch of Learning

Getting Started

To launch PowerPoint:
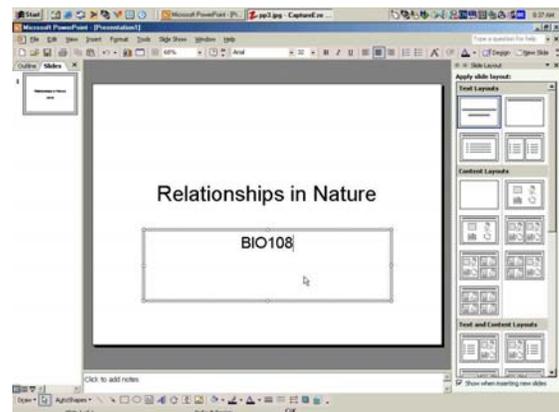   Select Start, Programs, and PowerPoint.
        A new blank screen will appear.

To enter text:
    Click in the box that says "Click to add title".
    Enter your title or the words
    "Relationships in Nature".

To create a new slide:
    Select the Insert menu and choose New Slide.
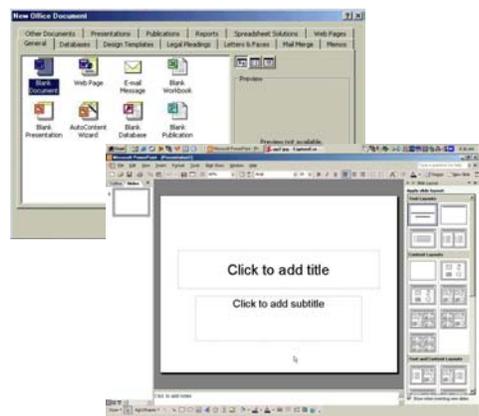   Click in the title area and enter the title,
        "Symbiosis" or your own title and text.
    Click in the body and type each line.
    Use the Enter key to move to each line.
        The bullets will appear automatically.
        • Living together
        • A partnership
        • Two different species
        • Both partners benefit - mutual benefit

To run the slide show:
    Go to the first slide in the presentation.
    Click the slide show icon at the bottom of the page.
        Or, pull down the View menu, select Slide Show.
    Press the ESC key to exit the Slide Show.

Single Slide   Slide Sorter   Slide Show

Outline   Speaker Notes

Adding Graphics and Web Links

You can find pictures in many different places. You can use the clipart that comes with PowerPoint, use clipart CDs, or copy pictures from the web. For web-based clipart, use *Teacher Tap: Visuals* at http://eduscapes.com/tap/topic20.htm

To add a graphic:

Use the slide bar to choose a particular slide.

Pull down the Insert menu, select Picture and choose From File.

Locate the picture on your hard drive. Click OK.

Move the picture by dragging from the middle.

Resize the picture by dragging from the "handles" on the edge of the picture.

Hold down the Control key as you drag to keep the picture proportional.

Adjust the text box by dragging from the "handles".

To copy a picture from the Internet:

Minimize Powerpoint, then open your web browser.

For ideas, use Google at google.com or Yahoo Gallery at gallery.yahoo.com
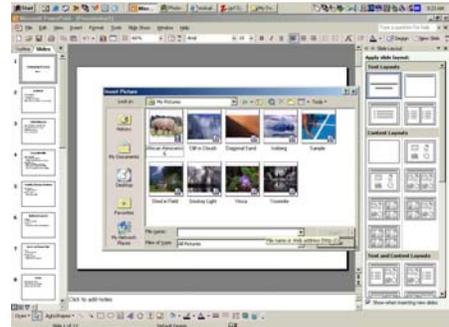
Locate the picture.

Right-click on the graphic. Select copy.

Minimize the web browser.

Open PowerPoint and find the correct slide.

Pull down the Edit menu, select Paste.

Be sure to cite the source.
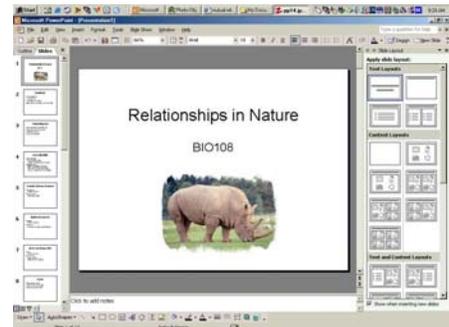
To cite a web source:

Open your web browser and find the website.

Select the URL in the web address location area.

Pull down the Edit menu, select Copy.

Open PowerPoint and find the correct slide.
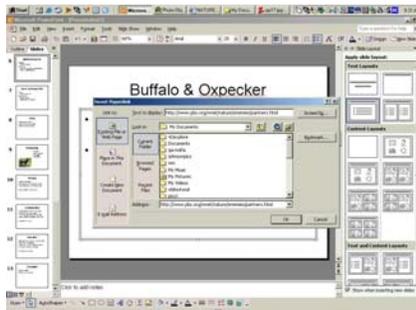
Pull down the Edit menu, select Paste.

To make this text an active Hyperlink:

Select the web address or picture to become "hot".

Pull down the Insert menu, select HyperLink.

Click in the address link, press Control-V to paste the web address. Click OK.

The link will be active on the slide.

Creating Transitions and Animations

A transition is related to the movement between slides. You can add visual and auditory elements to a transition. Progressive disclosure is a way to show elements on the screen one at a time.

To create a transition:
  Click on the slide sorter icon.
  Pull down the Edit menu, select Select All.
   All the slides will be selected.
  Click the long button above the slides that says
   "No Transition" and select a transition.

To add animation:
  Pull down the Slide Show menu,
   select Custom Animations.
  Explore options for effects, order, and timing on particular slides and the presentation.

Enhancing Your Presentation

You can customize your presentation in two ways. First, you can choose from dozens of templates. Second, you can change the background and colors yourself. You can even add audio, video, and animation elements.

To add a template:
  Pull down the Format menu, select Slide Design (or click Design in the menu bar).
  Select a template from the options in the PowerPoint folder. Click Apply.
   If you don't like the results, Edit, Undo.

To change fonts, colors, and style on the Master slide:
  Pull down the View menu, select Master, and choose Master Slide.
  Make changes in fonts, colors, and styles using Format menu or Tool bar.

To add audio:
  Pull down the Insert menu, select Movies and Sounds, and choose Sound from File.
   You can also choose a sound from the gallery.
  Choose a sounds from the hard drive.

To add video:
  Pull down the Insert menu, select Movies and Sounds, and choose Movie from File.
   You can also choose a video from the gallery.
  Choose a video from the hard drive.

Exploring Other Options

Some people prefer to enter their presentation in the outline mode rather than in the slide mode. Others, like to use the speaker notes for planning class discussion and interaction.

To use the outline mode:
> Click the outline option at the bottom of the screen.
> Click in the outline and add each point.
> Use the Enter key between lines.
> Use the tab to indent.

To use the speaker notes mode:
> Click the speaker notes option at the bottom of the screen.
>> Or, pull down the View menu, select Notes Page.
> Click the box below the slide. Enter your notes.

To print your presentation:
> Pull down the View menu, select Master, choose Handout Master.
> Select the format you prefer. Enter any information that should be found on each page.
> Pull down the View menu, select Normal.
> Pull down the File menu, select Print. Review the print options before printing.

Individual Slides

Speaker Notes