

Intro to PowerPoint



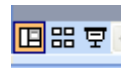
By: Lisa Newton

OPENING THE POWER POINT PROGRAM:

- Click on the Start Menu
- Select All Programs
- Select Microsoft Office
- Select Microsoft Office PowerPoint

VIEWS:

At the bottom of the window there are 3 view buttons:



Normal View: Clicking this button shows the current slide being worked on to the right of the screen and thumbnails of all the slides in the show to the left of the screen.

Slide Sorter View: Clicking this button will show all of the slides in the show. Rearranging the order of the slides is done in this view.

View Show: Clicking this button will run the slide show on a full screen.

SAVING THE SLIDESHOW:

Saving the slide show is just like saving any other file on the computer.

- Click the File Menu and select Save As.
- Select where you want to save the file. All the slides save as one file.
- Give the file a name. Keep the file name simple.

CHOOSING A LAYOUT:

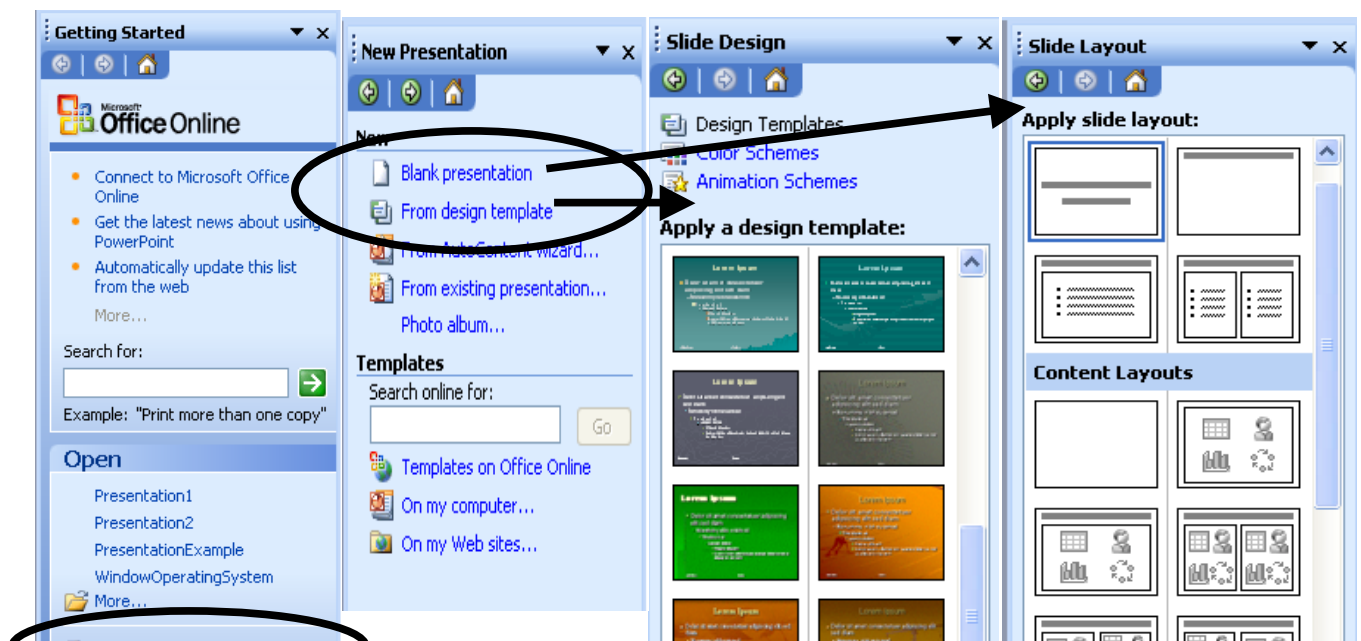
When the slide show is opened choices of layout are available. In the Getting Started Pane click Create a New Presentation. A blank presentation (background and color choices can be customized) or template (all colors and backgrounds are already chosen) may be selected.

Template Layout:

- From the New Presentation pane click the From Design Template.
- Select the layout from the thumbnails that appear. Color Schemes can also be applied as layouts.
- The theme will be applied to every slide in the slide show.
- The theme includes a title slide and bulleted lists.

Blank Presentation Layout:

- From the New Presentation pane click the Blank Presentation.
- Select the layout from the thumbnails that appear. Color Schemes can be your choice and each slide can be a different color.

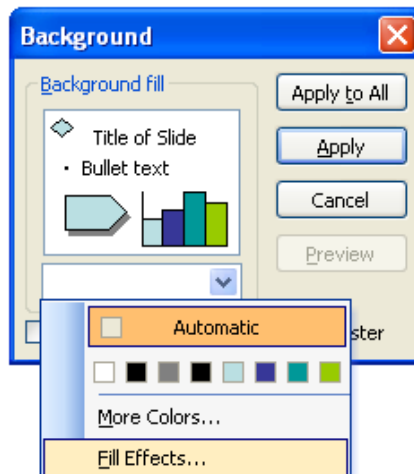


CHOOSING A BACKGROUND:

If a theme is not used, background color can be chosen and customized.

Creating a Background:

- Click the Format Menu and select Background.
- In the Background window that comes up, use the pull down menu to make selections. You can choose from the colors that are already there, click More Colors (this allows you to select from many colors or create your own color), or select a Fill Effect (this allows you to pick from a variety of patterns and colors).
- When a color is selected you can either choose to apply it to the current slide only (click the Apply button) or apply it to every slide in the show (click the Apply to All button).



INSERTING WORD ART:

Word art is lettering styles that are available and work really well for titles and headings.

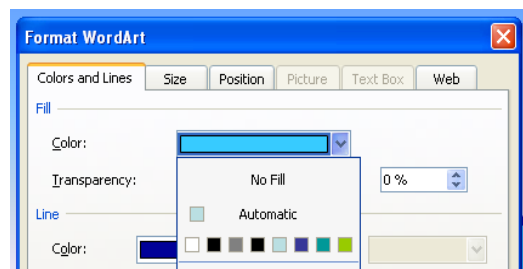
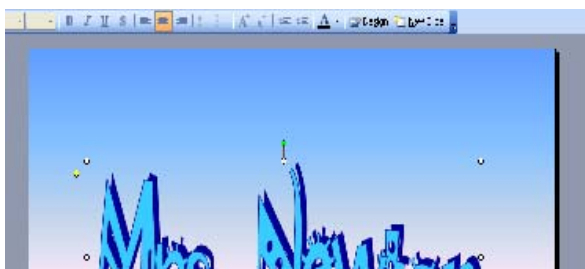
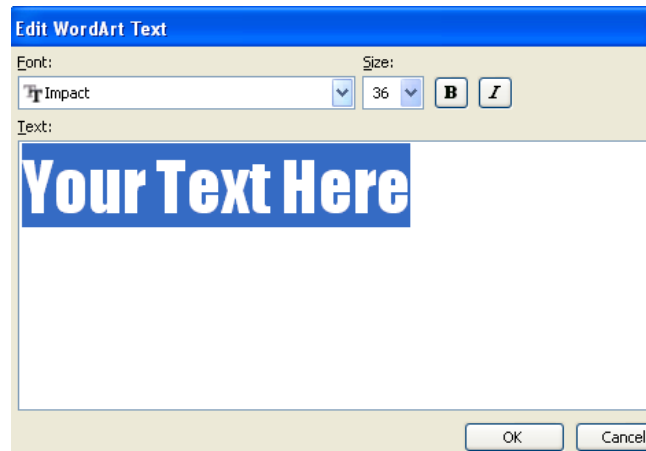
Inserting Word Art:

- Click the Insert Menu and select Picture then select Word Art.
- Select "Word Art" from the Word Art Gallery window.
- In the Edit Word Art window select size and font then click OK.
- Resize and position the word art where you want it on the slide.

Changing the Word Art:

The color of the Word Art can be customized just like the background color.

- Click once on the Word Art to Select it.
- Either right click on the Word Art or click the Format Menu then select Format Word Art.
- The same color choices will be available as for the background.



Finished Word Art

INSERTING A NEW SLIDE:

- To add a new slide to the slide show, click the Insert Menu and select New Slide.
- The same layout choices will be presented as when you started.
- Choose a template or a color for the background.

INSERTING A TEXT BOX:

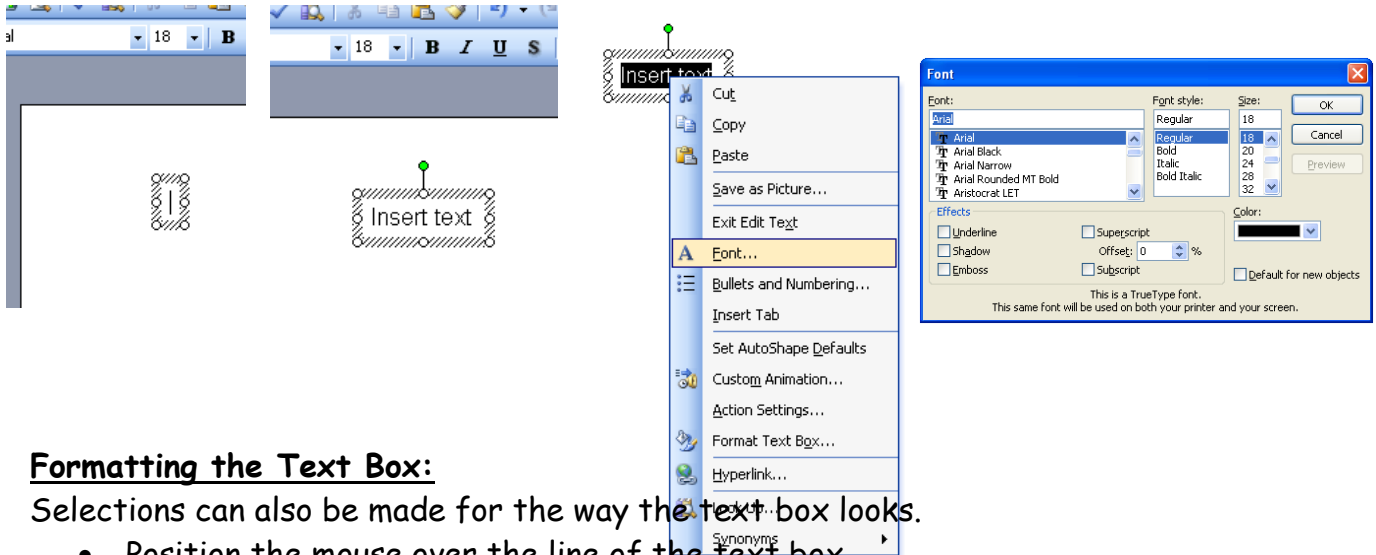
To write in the slide a text box must be used. A text box is a moveable, resizable box that holds text.

Creating the Text Box:

- Click the Insert Menu and select Text Box.
- Click anywhere in the slide (you will be able to move it later). A box with a cursor in it will appear, this is the text box.
- Write out the text for the slide.
- Move and resize the text box.

Formatting the text:

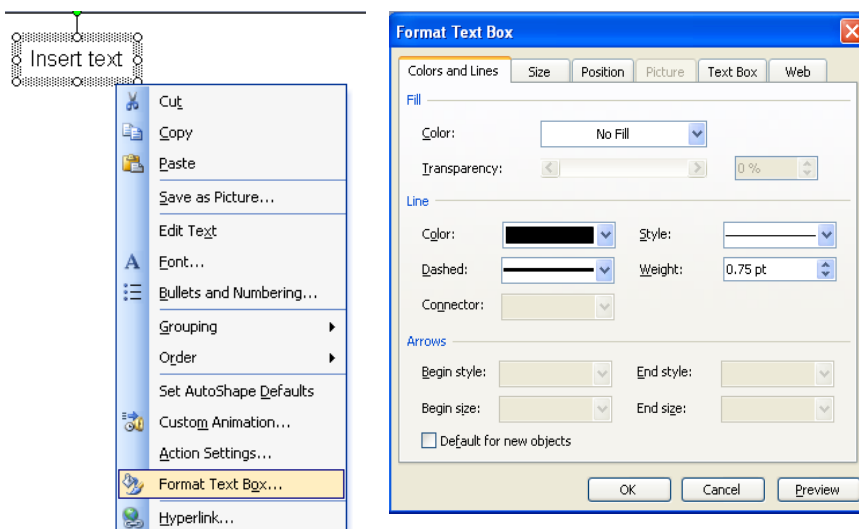
- Highlight the text in the text box.
- Right click the text and select Font or click the Format Menu and select Font.
- From the Font window make selections.



Formatting the Text Box:

Selections can also be made for the way the text box looks.

- Position the mouse over the line of the text box.
- Right click the mouse and select Format Text Box.
- Selections can be made to determine the fill color, line color, and line style of the text box.
- Click OK.



INSERTING CLIP ART:

Adding clip art on PowerPoint is very much like adding clip art on Microsoft Word. Clip art can be added from the PowerPoint program or from the Office Online web site.

Inserting the ClipArt from the PowerPoint program:

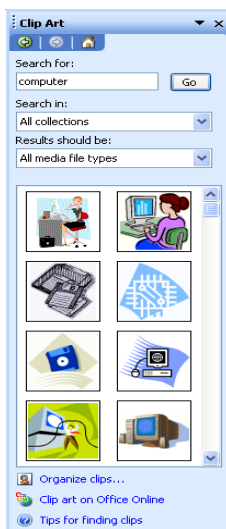
- Click the Insert Menu and Select Picture then select Clip Art.
- In the clip art panel that opens type what you are looking for in the box that says Search For.
- When you find a clip art you like double click it.
- Move and resize the clip art.



INSERTING CLIP ART (continued):

Inserting Clip Art from the Office Online web site:

- Click the Insert Menu and Select Picture then select Clip Art.
- In the clip art panel that opens click on Clip Art on Office Online.
- Your browser will open to the Office Online page.
- On the web page click where it says Clip Art and Media.
- Selections can be made by typing in the search box at the top of the window or choosing from the lists provided.
- When you find what you are looking for you can either copy and paste it or download it into the Microsoft Clip Art so it is there every time you use Word or PowerPoint.



Type in what you are looking for.

OR

Pick from a category



INSERTING CLIP ART (continued):

Copying a clip art from Office Online:

- Right click the mouse on the chosen clip art.
- Select Copy from the menu that opens.
- Go back to the PowerPoint program
- Make sure you are on the correct slide where the picture is to be inserted.
- Right click the mouse and select Paste from the menu that opens.

Downloading Clip Art from Office Online:

- Click to checkmark the box below the clip art.
- In the panel on the left side of the window click Download 1 Item.
- Click Download Now.
- Click Open
- The selected clip art is now downloaded for use in any Microsoft program on your computer. It can be accessed from the clip art panel under Downloaded Items.

Steps to download clip art

Selection Basket
 Selected items: **1**
 Download size: **52 KB**
 (<1 min @ 56 Kbps)
[Review basket](#)
[Download 1 item](#)

Download Instructions
 1. Click the **Download Now** button.
 2. If prompted, click the **Open** option.

File Download
 Do you want to open this file?
 Name: ClipArt.mpf
 Type: Clip Organizer Media Package File, 12.3 KB
 From: office.microsoft.com

 Always ask before opening this type of file

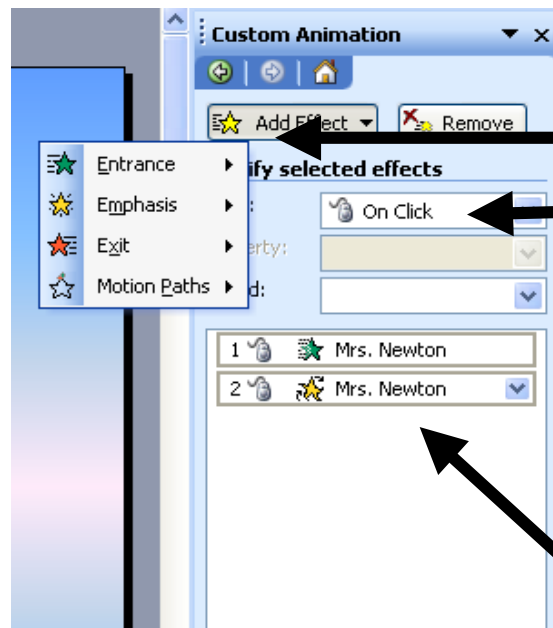
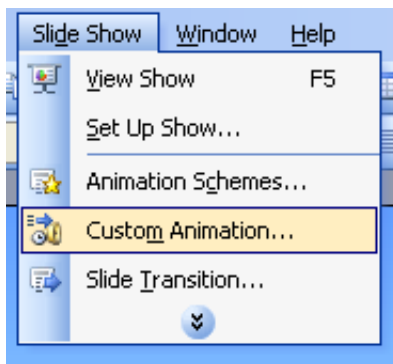
Technology - Microsoft Clip Organizer
 Collection List
 My Collections
 Favorites
 Unclassified Clips
 Admin
 All Users
 DELL
 Downloaded Clips
 Business
 Colorful
 Food
 Occupations
 People
 Realistic
 Technology
 WINDOWS
 Office Collections
 Web Collections

Clip Art
 Search for: computer
 Search in:
 All collections
 Everywhere
 My Collections
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 Unclassified Clips
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 WINDOWS
 Office Collections
 Web Collections

ANIMATIONS:

Any Text Box, Word Art, or graphic can be animated - this means it will move around when the slide comes up or on a mouse click.

- Select the Text Box, Word Art, or graphic that you want to animate by clicking once on it.
- Click the Slide Show Menu and select Custom Animation.
- In the Custom Animation panel click Add Effect and a list of animated effects will appear.
- Make your selections and click Play to preview.



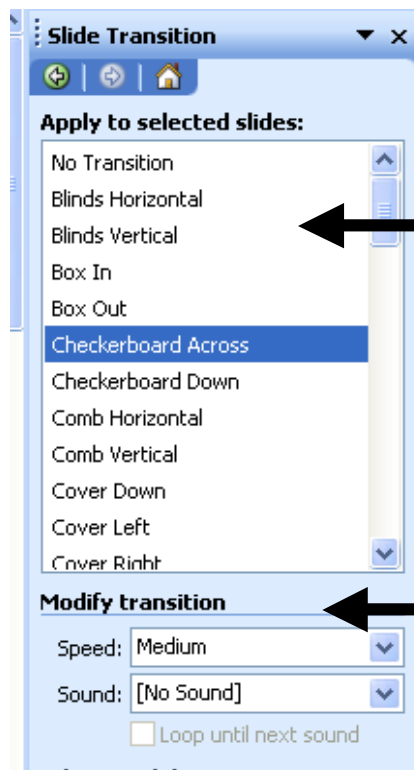
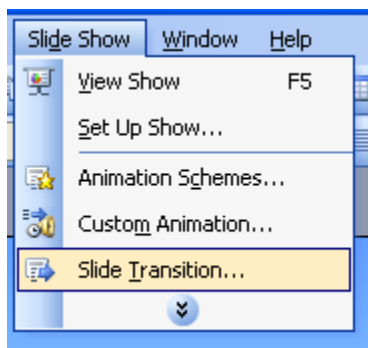
Make your selections here - Don't be afraid to experiment!

Your animation selections appear here

SLIDE TRANSITIONS:

Slide transitions are special effects between slides. Transitions move your slide show from one slide to another with a special effect.

- Click the Slide Show Menu and select Slide Transition.
- In the Slide Transition panel make your selections and click Play to preview.



Select the transition here.

Select the speed of the transition here.