Microsoft PowerPoint is a program that allows you to create slide presentations for business and pleasure.

Task Panes

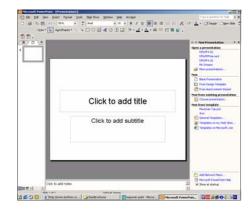
Task Panes pop up on the right of the screen to show you what formatting options are available for the task you are performing. In the example to the right, the **New Presentation** task pane is circled.



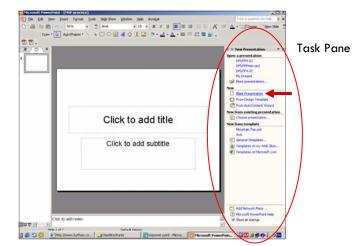
Chilkoot Indian Association Tribal Government and Haines Borough Public Library Technology Awareness Program

Beginner's Guide to Microsoft PowerPoint 2002

- 1. Open **Start Menu**. Place arrow on Start icon and left click once.
- 2. Select **Programs** by moving the arrow to point on the word programs; a menu of programs will appear to the right.
- Move the arrow to point on Microsoft PowerPoint, which highlights the text, then left click once to open the program.
- 4. The program opens showing a series of choices you can use to begin creating your presentation.



- 5. For this exercise, you will create a presentation that consists of a headline, body copy, and images. Look through the templates to give you an idea on how to make your presentation.
- Rather than using the templates, you will be working with a Blank Presentation, which is located under New in the Task Pane as shown in the circled area below.



1

Master Slide Formatting Tip

You can use the header and footer textboxes as textboxes anywhere in your layout. For example, if you want the text "My Dreams" to appear on every slide, use the header or footer textbox. Go to **View** to bring up the header and footer dialog box.

Font

A font is a complete set of characters in a particular size and style of type. This includes the letter set, the number set, and all the special character and diacritical marks you get by pressing the shift, option, or command/control keys.

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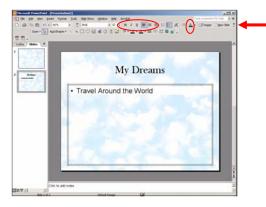
Toolbars

The toolbars let you easily access functions of the program. The **Word** toolbar is always visible. The standard and formatting toolbars, which appear as icons, are located below it.

- 7. PowerPoint lets you create a **Slide Master**. A Slide Master allows you to specify the style of what you want to appear on all the slides in your presentation, including the layout, fonts, bullets, and any objects. You can also create footers and headers with information that you want to appear on all your slides.
- 8. To create a Slide Master, go to the **View** menu and select **Master** then **Slide Master**.

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- 9. As you can see in the screenshot above, PowerPoint presents a Master slide that helps you set up your layout. At this point you may want to begin selecting fonts for the different blocks of information and re-positioning or resizing your text boxes. You can select the font from the **Format** menu by left clicking on **Font** or by using the toolbar.
- 10. You may also want to change the Font size. When thinking about the size and style of the type, use fonts in sizes that are readable, for headlines consider making the font bold.
- 11. You can change the style of your font to **bold**, *italic*, or <u>underline</u> by clicking on the buttons (circled in red) next to the font size. You can change the color of your text by using the type color button on the toolbar next to the paintbrush icon or by clicking the **Format** menu and selecting **Font**.



Standard and Formatting Toolbars where you can select font styles and color, as well alignment.

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Placing Backgrounds To place a background image, select Picture from the **Insert** menu then select the appropriate file source. You can use an image from your files, the Internet, or ClipArt.

To send the image to the background, right click and select Order and Send to Back.

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Arrow Keys

A more accurate way to position text boxes and objects is to use the arrow keys on the keyboard.

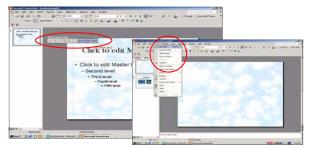
- 12. You can change the line spacing by clicking the **Format** menu and selecting Line spacing. You can change the alignment (right, left, centered, justified) of the type by using the quick buttons on the toolbar.
- 13. You may also want to change the size and position of the text boxes. You can resize



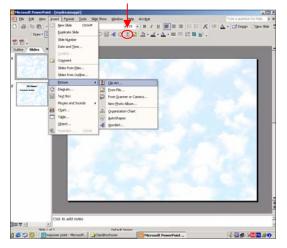
My Dreams the text box by clicking on the white circles and dragging the mouse. To move the text box, move the mouse until the cross with the arrows appears, then click and drag it to wherever you want. To delete a text box, click the

border area, a cross with arrows should appear, then hit delete or backspace on your keyboard.

14. Once you have completed designing the Slide Master, click on Close Master View on the master toolbar then select Insert New Slide form the Insert menu or hit Ctrl-M.



- 15. One way to add interest to your presentation is by using images to illustrate your point. You can insert objects from clip art, the Internet, files on the desktop or by scanning. For this exercise you will learn how to insert images from clip art and the Internet.
- 16. There are two ways to add clip art to your presentation: by clicking on the clip art icon on the toolbar or by selecting Picture from the Insert menu, as shown below.



Clip Art

Microsoft provides a database of clip art that includes graphics and photographs to use when making your presentation.

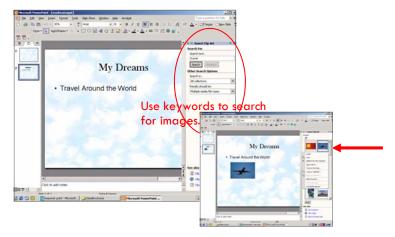


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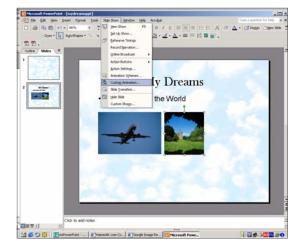


17. In the **Insert Clip Art** task pane you can search for images using keywords. Scroll through the images until you find one that you want then either double click on the image to insert it or click on the arrow and select **Insert**.



- 18. You can resize the object by clicking on the white circles and dragging the mouse. To change the size while keeping it in proportion, hold down "Shift" and drag the corner circle to make it bigger or smaller. You can rotate it by clicking on the green circle and dragging the mouse. To move the object move the mouse until the moving van appears, then hold down the left mouse button and drag it to wherever you want.
- 19. You can also insert objects from the Internet. Single click on the Internet icon on the Task Bar. In this exercise you will learn how to search images using Google.
 - Go to www.google.com
 - In the Google Search dialog box you can search for images using keywords.
 - Select the Image tab then hit Google Search button or the **Enter** key on the keyboard.
 - Scroll through the images until you find one that you like. Click on the image to open the link then click on the hyperlink that says <u>Full Size Image</u>. Once the full size image appears on your screen right click and select
 Copy. Return to your PowerPoint presentation and then to paste the image hold down the Ctrl key and hit V (Ctrl + V) or right click and select **Paste**.

20. Another feature of PowerPoint is the ability to animate slides. First select the text or object you want to animate then go to the **Slide Show** menu and select **Custom Animation.**

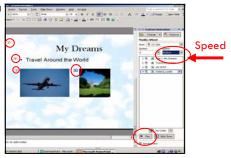


21. There are a number of effects you can use to animate text and objects. Click on **Add Effect** in the **Custom Animation** task pane; a dialog box appears showing four choices.

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- 22. For this exercise select **Entrance**, another dialog box appears showing different animation effects. Browse the animation effects to see how they work.
- 23. PowerPoint numbers each animation by placing a number next to the text or image and logging it in the task pane.

To preview the animation click on the **Play** button at the bottom of the task pane. At this point you can specify the speed by using the pull down menu under **Speed.**



Adding Effects

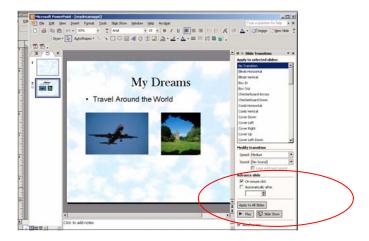
Use the Entrance and Exit commands under the Add Effect menu to customize your animation. You can also use the Emphasis and Motion Paths to further refine the effect.



HELP!

All Microsoft programs come with a Help feature. If you get stuck, click on the **Help** menu and select **Show Office Assistant.** The assistant will prompt you to ask a question and then provide a number of options. You can also type in a question in the box located in the upper right of the screen that says **Type in a question for help.**

The Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning, supports the operating expenses of this project. 24. To animate between slides select **Slide Transition** from the **Slide Show** menu. You can specify transitions between individual slides or for all slides as well as the speed at which you want them to appear under **Advance Slide**.



25. To view your slide show select Slide Show from the View menu or by hitting F5 on the keyboard. Remember to click on the mouse if you're controlling the transitions.

