



INTRODUCTION TO POWERPOINT 2003

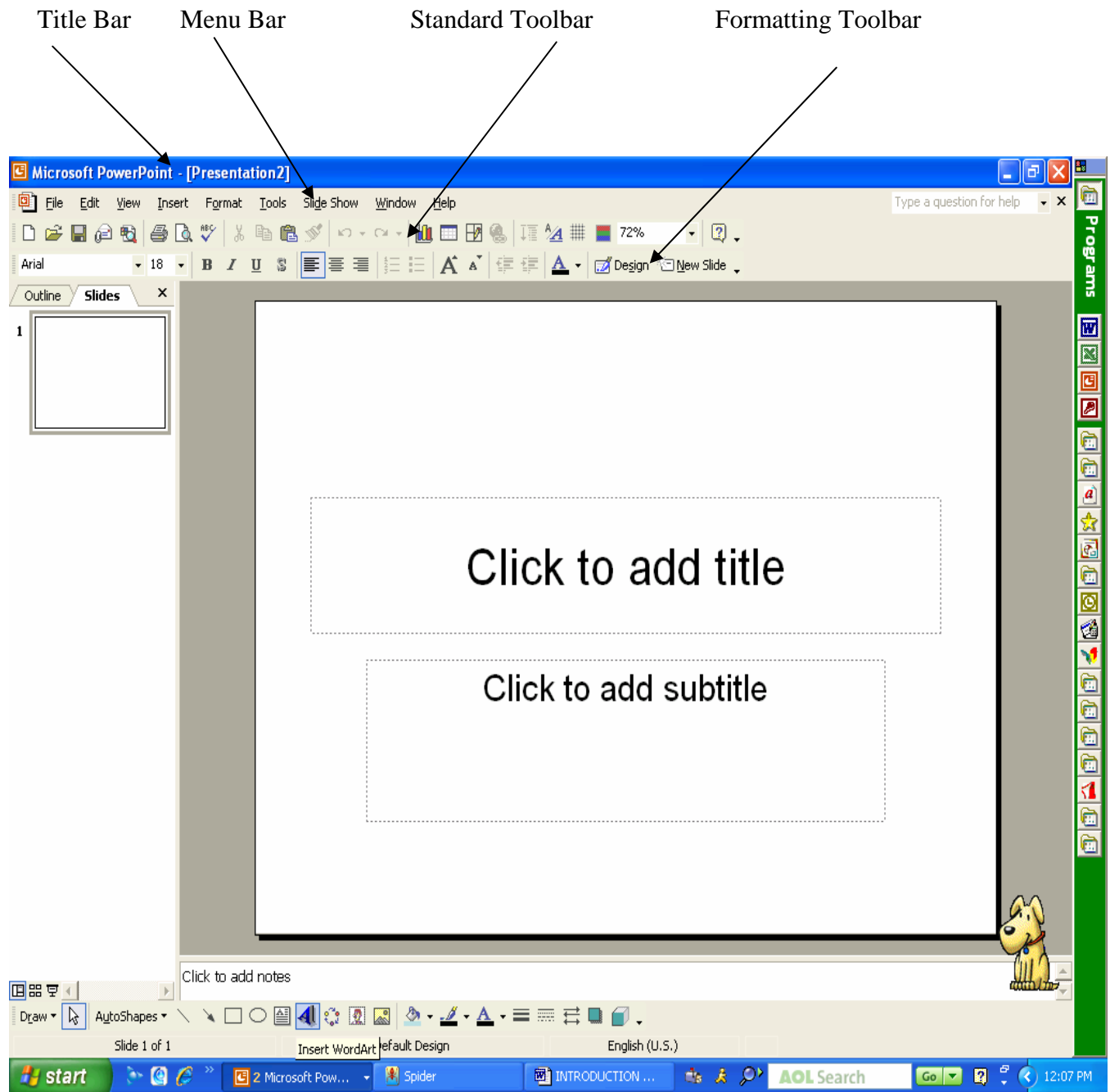
Objectives:

- Examine the opening screen
- Create a New Presentation
 - Using a Title Page slide
 - Using a Bulleted slide
 - Using a Bulleted slide with clip art
 - Apply clip art to a slide.
- Add animation to the slides
- Add a transition to the slides
- Add a design template to the slides.
- Use the Slide Sorter
- Run a slide show

Microsoft PowerPoint is a powerful and easy-to-use program that helps you prepare high-quality presentations. A presentation is a group of slides that you create. The slides are stored together in a file. Each slide illustrates a point that contributes to the overall subject of the presentation.



OPENING SCREEN



Title Bar	The title bar is the area at the top of a window that contains the name of the application and the active file.
Menu Bar	The menu bar is a list of commands across the top of the screen that may be opened to reveal additional commands.
Standard Toolbar	The Standard toolbar is located beneath the menu bar and contains buttons that provide quick access to commonly used tools and options for the application.
Formatting Toolbar	The Formatting toolbar is located beneath the Standard toolbar and contains Buttons that provide quick access to commonly used formatting tools and options for the application.

To show standard and formatting toolbars on two rows: Click on Tools on the Menu Bar, click on customize, put a check mark in the box for Show Standard and Formatting toolbars on two rows.

Open an Existing Presentation	The File Open option allows you to open a presentation that already has been created and saved. The Task Panel will show the last four presentations you opened. & more presentations will take you to the File Open dialogue box.
Blank Presentation	The Blank Presentation option opens PowerPoint's default presentation. You can design or save any presentation as the default so that presentation will open every time you select the blank Presentation option.
Design Template	A template is a slide or presentation that provides a predefined format and color scheme that can be applied to another presentation. PowerPoint provides over 40 professionally designed templates.
Auto Content Wizard	Is a series of dialog boxes that steps you through the creation of a presentation based on the subject of your presentation.

Creating a new presentation:

Open the PowerPoint program.

In the opening window, Click in the space where it says to Click to add Title, and type your first name and then Movie House.

In the box below, type Movie Rentals and then press the enter key and type DVD's and VHS.

From Text Layouts section of the new slide Task Pane, choose the slide Title and Text. Click on the down arrow and Click on Insert Slide.

In the Click to add title box, type Children's.

Click in the Click to add text box, type a name of a movie, press the enter key twice, and repeat for two more movie names.

From the Text Layouts section of the new slide Task Pane, choose the slide Title and Text. Click on the down arrow and Click on Insert Slide.

In the Click to add title box, type Adventure.

In the Click to add text box, type a name of a movie, press the enter key and then the tab key and type in the star's name. You can add up to five levels of text to the text area. Enter two more stars' names.

From the Text and Content Layouts section of the new slide Task Pane, choose the slide Title, Text & Content slide. Click on the down arrow and Click on Insert Slide

In the Click to add title box, type Comedy.

In the Click to add text box, type a name of a movie, press the enter key and repeat for two more movie names.

Click on the insert clip art icon, when the select picture dialogue box comes up, type in a subject, i.e. car, plane, flowers, Christmas etc. and choose a picture. Click OK. Resize the Clip art to fit the slide.

Click on the *Title slide*. Click on Insert on the Menu bar. Click on Picture and then Clip Art, in the search box, type comedy, choose the double masks. Resize the masks and move it to the lower left hand corner.

Run the Slide Show: Click on the slide show button in the lower left corner. Move through the slides by clicking the left mouse button.

Adding Animation: Animation is a special effect that is added to a slide; it can be a visual or sound effect.

- ◆ Select the *Children's Slide*.
- ◆ Click on Slide Show on the Menu bar,
- ◆ Click Animations Schemes.
- ◆ Choose the Elegant Effect or any animation of your liking.
- ◆ Click on the play button on the bottom of the panel. This is a preview of the animation.

- ◆ Select the *Adventure Slide*.
- ◆ Click on Slide Show on the Menu bar.
- ◆ Click Animations Schemes.
- ◆ Choose the Bounce Effect or any animation of your liking.
- ◆ Click on the play button on the bottom of the panel. This is a preview of the animation.

- ◆ Select the *Comedy Slide*.
- ◆ Click on Slide Show on the Menu bar.
- ◆ Click Animations Schemes.
- ◆ Choose the Ascend Effect or any animation of your liking.
- ◆ Click on the play button on the bottom of the panel. This is a preview of the animation.

Adding a Transition: A transition is just the moving between one slide and the next. PowerPoint's default is to have no transition when you move from one slide to the next.

- ◆ Select the Title slide
- ◆ Click on Slide Show – on the Menu Bar
- ◆ Click on Slide Transition

- ◆ Click on Blinds Vertical
- ◆ In the Modify transition box, Change the speed to slow.
- ◆ Change sound to applause.
- ◆ Under advance slide, take the check mark out of on mouse click and choose automatically after: & type: 05 seconds.
- ◆ Click apply to all slides.
- ◆ Click on Play.
- ◆ Close the Slide transition panel by clicking on the X.

Adding a Design: A design is a predefined format that includes, color, size and font style, placeholders, bullet style. Etc.

- ◆ Select the Design icon - on the Toolbar
- ◆ Choose a template of your liking.
- ◆ When you select a design, a box will appear around the template, click on the down that appears and choose either apply to all, or apply to selected slides.
- ◆ On the bottom left hand corner of the screen click on the Slide Show button. Be sure you are on the first slide.

Using the Slide Sorter: The slide sorter allows you to change the order of the slides. Once you are in slide sorter view, you can move, copy, delete and add new slides.

- ◆ To display the slide sorter view, click on the slide Sorter View button at the bottom left of your screen. It looks like four little boxes.

Moving Slides:

- ◆ Click on the slide you want to move.
- ◆ Hold the left mouse button down.
- ◆ Drag the slide to the position you want.
- ◆ Release the mouse button.
- ◆ PowerPoint inserts the slide in the new position.

Copy a slide

- ◆ Click on the slide to copy.
- ◆ Hold the control key down.
- ◆ Hold the left mouse button down.
- ◆ Drag the slide to the position you want the copy to appear.
- ◆ Release the control key and the left mouse button.
- ◆ Or click on the slide to copy.
- ◆ Press the right mouse button.
- ◆ Click on copy.
- ◆ Move to where you want the new slide to appear.
- ◆ Press the right mouse button and click on paste.

Adding a new slide

- ◆ Click in the space at which you want to add a new slide.
- ◆ PowerPoint displays a line to indicate the slide's position.
- ◆ Click on the New Slide button on the toolbar.
- ◆ Choose the slide layout of your choice.

To work with the new slide you must return to Normal View. Click on the new slide and then click on the Normal View button at the bottom of the screen. It is next to the Slide Sorter button. Or double click on the slide.

Deleting a Slide

- ◆ Click on the slide to delete.
- ◆ Press the delete key