

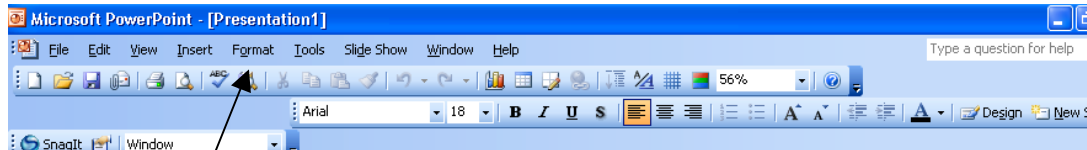
Simple PowerPoint Instructions

To get started in PowerPoint:

- Double click the PowerPoint icon on the desktop

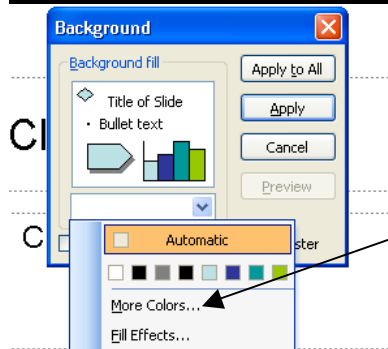


To use a template for all pages to look the same:



- Click Format and choose Slide Design
- Click on the template in the right tool pane you want to use or scroll down and click on Design Templates on Microsoft Online to download a different template to use

To have a solid (or patterned) color background for each slide:



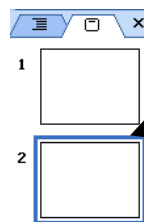
- Click Format and choose Background
- Click the down arrow under Background Fill and choose color (click More Colors to see all color options)
- Click Apply to apply only to selected slide; Click Apply to All to have all slides with same background color

To have Background textures, patterns, multicolored effects:

- Click the down arrow under Background Fill and choose Fill Effects.
- Select gradients, textures, patterns.
- Click Apply to apply only to selected slide; Click Apply to All to have all slides with same background color

To go to the next slide:

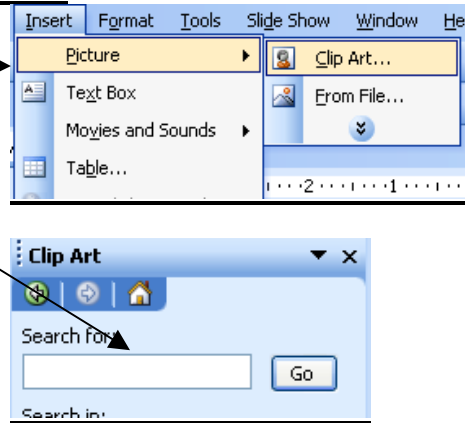
- In the left pane under "Slides," click under the current slide and a new slide will appear
- Or click Insert and choose New Slide



Click between slides to go to a new slide

To use Clip Art images for backgrounds or in slides:

- Click Insert
- Choose Picture
- Choose Clip Art
- In the right tool pane, type in the kind of image and click "Go"
- Double click on the image you want to use
- Move image by dragging it
- Resize image by clicking on it and then dragging on any corner when the cursor is diagonal



To change the layout template of words and images:

- Click Format and choose Slide Layout
- In the left tool pane, click on the slide layout you prefer

To use Internet images for backgrounds or in slides:

- Minimize PowerPoint
- Go onto the internet (google images or yahoo images)
- Do a search for the type of image you want to use
- Click on the image; click See Full Size Image
- Right Click on the image and choose copy
- Minimize the internet and open the PowerPoint document
- Right Click on the PowerPoint slide where you want the image and choose Paste
- Move image by dragging it
- Resize image by clicking on it and then dragging on any corner when the cursor is diagonal



Right-click means to click on this side of the mouse

To insert photos or other images on disk, CD, or flashdrive:

- Click Insert and choose Picture
- Choose From File
- Locate the file and double click to insert
- Move image by dragging it
- Resize image by clicking on it and then dragging on any corner when the cursor is diagonal

To superimpose words or images:

- Right click on words (in text box) or images and choose Order
- Choose Send to back or Send to front, depending on how you want the images/words layered

To insert animation:

- Some clip art in PowerPoint is animated – choose clip art that have a star
- You can download animations to insert into a PowerPoint presentation from websites such as <http://www.animationlibrary.com>

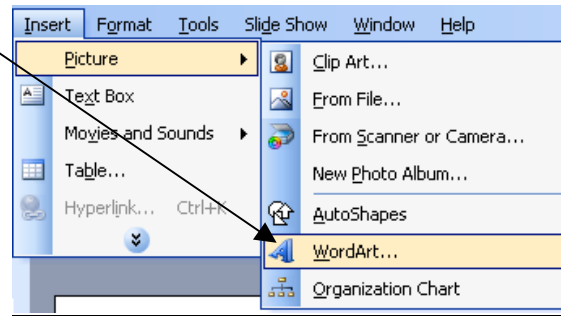


This clip art is animated

To insert Word Art:

- Click Insert and choose Picture
- Choose Word Art
- Select Word Art design
- Type in the words and choose the font
- Resize words by clicking on them and then dragging on any corner when the cursor is diagonal
- To change the color or shape of Word Art, use the little tool box that pops up when you insert the word art (click on the Paint can/paint brush to change colors, patterns, etc.; click on the left

slanted A to change the shape of the word art)



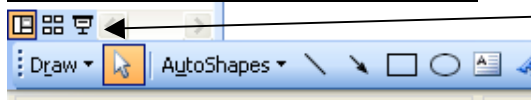
To add sounds or music:

- Click Insert and choose Clip Art
- In the Search For area, type what type of sound you want
- Make sure that the “Sounds” box in the Results Should Be area is checked
- Choose sound you want to insert and then choose whether you want sound to play on click of mouse or automatically
- You can also download music tunes from sites such as bravenet.com and play music from a CD – see the instructor for assistance

To move, reorder slides:

- Click View and choose Slide Sorter
- Drag slides to the preferred positions
- Click View and Normal to go back to normal view

To show slide show presentation:



- Click on or go to the first slide
- Click on the small tile in the bottom left corner that looks like a screen
- Or Click View and choose Slide Show
- Or push F5

To move from slide to slide during a presentation:

- Simply click anywhere or click on the right arrow that appears on the bottom left corner of the screen

PowerPoint Tutorials Online

<http://www.adultedteachers.org/lswanson/pptutorials.htm>

http://www.atomiclearning.com/ppoint_2003_intro
<http://www.electricteacher.com/tutorial3.htm>
<http://office.microsoft.com/en-us/training/CR061832731033.aspx>
<http://einstein.cs.uri.edu/tutorials/csc101/powerpoint/ppt.html>
<http://www.awesomebackgrounds.com/powerpointtutorials.htm>
<http://www.soniacoleman.com/Tutorials/tutorials.htm>
<http://www.llrc.pitt.edu/llab/techworkshops00/ppt.html>
<http://www.uis.edu/ctl/training/handouts.html> (See Student Training Section)
<http://www.otan.us/training/pdfs/2005powerpoint.pdf>
<http://www.techtrainteam.com/jit/jitsearchAll.asp>