

PowerPoint

Manual

For Teachers

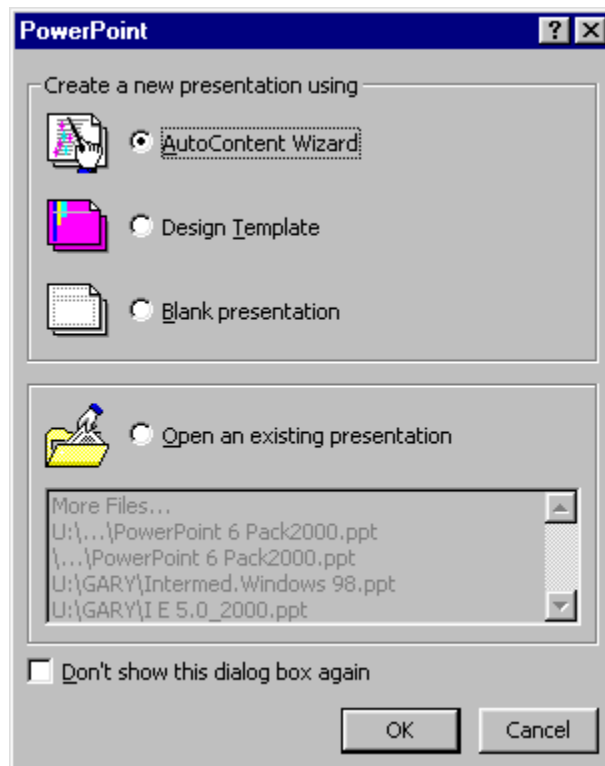


Internet and Technology Training Services
Miami-Dade County Public Schools
Miami, Florida

Activity 1...How to Design Your Presentation

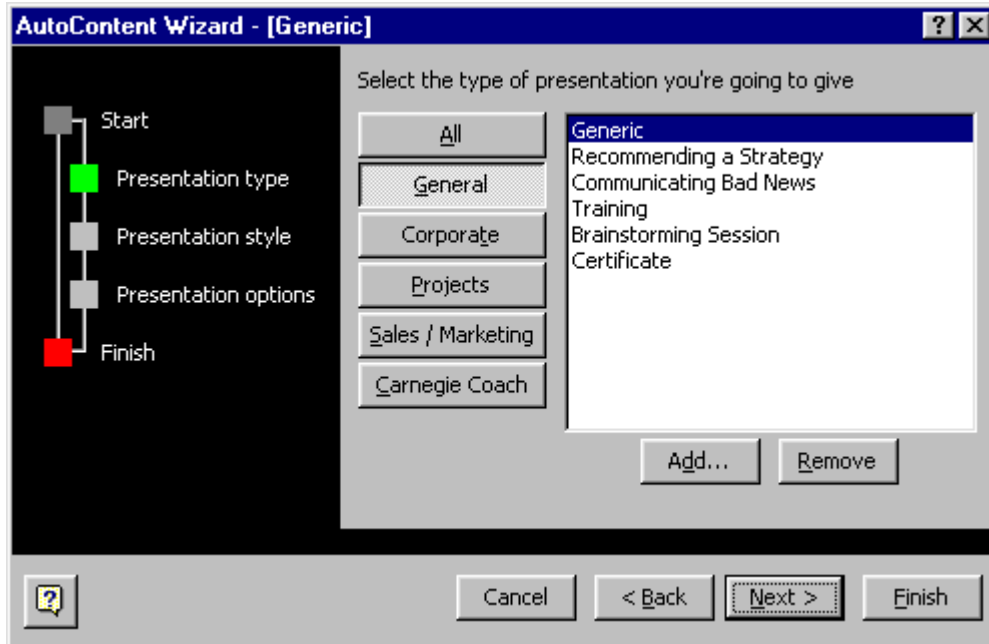
Be your own Instructional Design Specialist with a little help from Microsoft. The PowerPoint AutoContent Wizard does exactly that. You can receive help in order to become informational, persuasive, and make your material into powerful training slide shows.

- When you start PowerPoint, choose the first radio button, “AutoContent Wizard.”

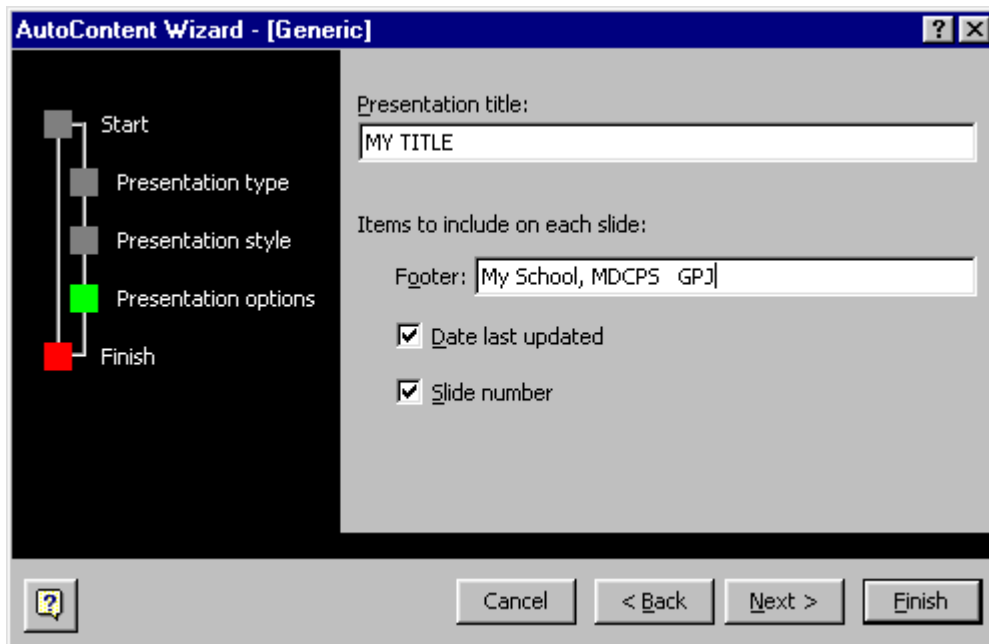


- Click on the <NEXT> button
- Read the introductory screen.
- Click on the <NEXT> button.
- Note that the Progress Indicator now says “Presentation Type” on the left.

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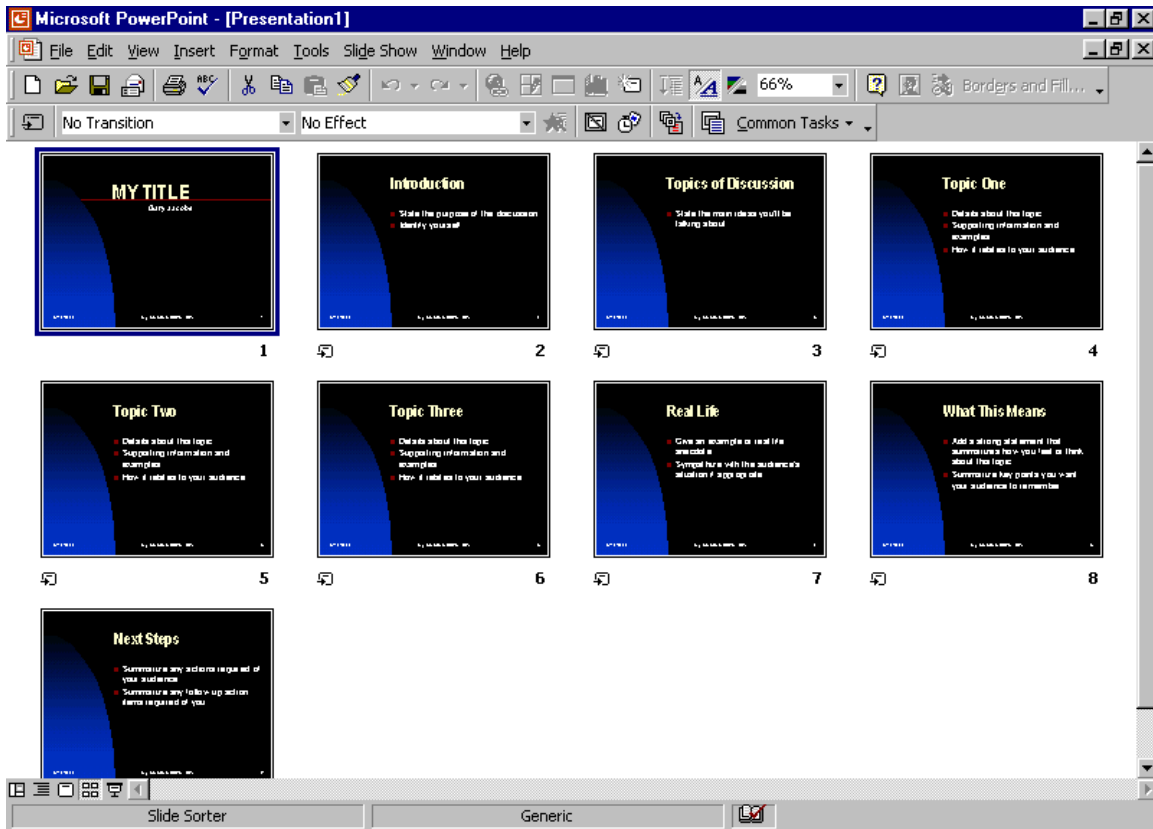
- Push the “ALL” button on the top of the page.
- Choose a category from those in the right column, and make sure that it has not been chosen by another student.
- Click on the <NEXT> button.
- Where it says “Title” type in the name that appeared in the right column of the prior screen.



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- Continue by pressing the <NEXT> button accepting the defaults until the <FINISH> button appears. Choose <FINISH>.
- Go to the top of the page and pull down VIEW to SLIDE SORTER view. Click on SLIDE SORTER.



- When the instructor indicates, play musical chairs and move in a circle to your LEFT examining other types of slide shows.

Activity 2 My Presentation

Now is the time to plan. Think of a presentation that you will be making within the next four to six weeks. You will need a title and at least four main topics covered by that title. You should have at least four SUB topics for each main topic. The last sub topic should have two or three parts (sub-sub topics) to it. Example: Title = Patience. Topics = Observation, Processing, Evaluation, Conclusion, Course of Action. SUB Title of Course of Action could be Controlled Breathing. The sub sub topics could be taking a deep breath, letting it out slowly and repeating it for the next two minutes. Now you fill in your own title and topics.

TITLE: _____

TOPIC 1: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

TOPIC 2: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

TOPIC 3: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

(NEXT PAGE FOR FOURTH TOPIC)

Activity 2 My Presentation – CONTINUED

TOPIC 4: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

SUB SUB TOPIC 1: _____

SUB SUB TOPIC 2: _____

SUB SUB TOPIC 3: _____

TOPIC 5: (A Graphic Concept) To be completed this afternoon after the instructor's coaching.

THIS plus THAT yields AN IDEA

Example:

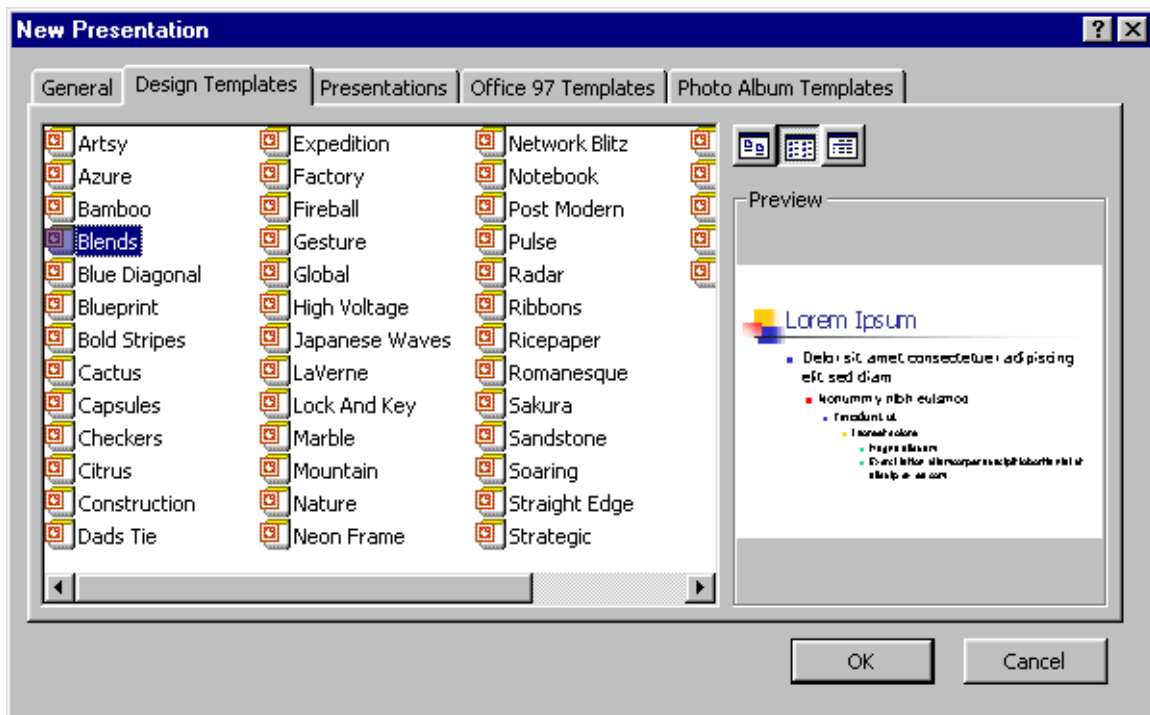
Mother + Father + Children  A Family

A: _____ + B: _____  C: _____

Activity 3. PowerPoint Templates (for Background Themes)

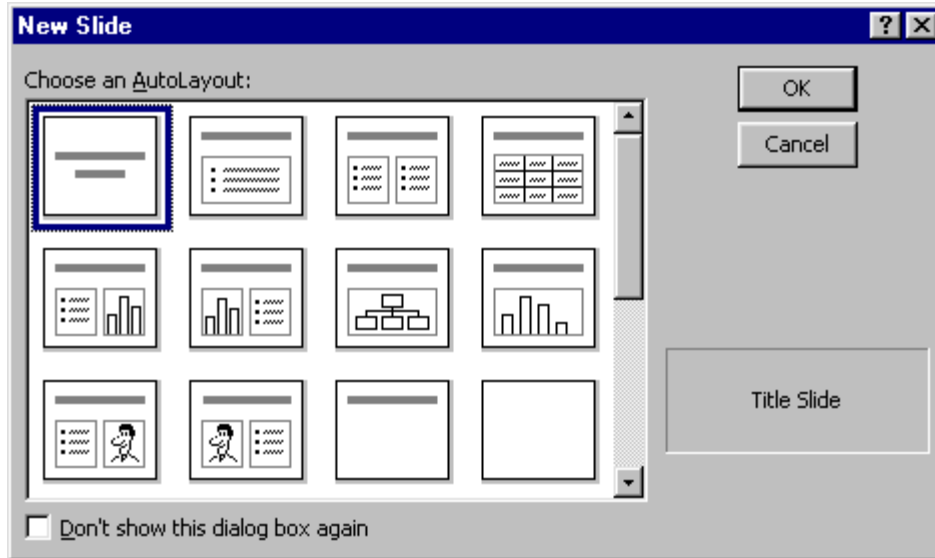
PowerPoint has built-in design and content elements. The Template option of PowerPoint will allow you to choose a basic design and color scheme for your presentation. All of the colors and text are editable. This system is a vast improvement over the old blank page choice on the main menu. Before you pick a theme, keep in mind your presentation setting (room, auditorium, coral, etc.). If projecting the show, make sure that your presentation has a high color contrast. It is now time to choose your backgrounds and theme.

- From the opening PowerPoint Window choose **Template** by clicking on the “**radio button**” to the left of Template.
- Or from the **Format** pull down menu select **Apply Design Template** in PowerPoint



- Preview the different themes by clicking on them **ONCE**. Note the theme in the Preview Window to the right of the selections for a quick view of the selection.
- Choose one of the themes by double clicking on it (or select it and click OK).
- Another Dialog Box will pop up with your choices of **Slide Layouts**. Choose the Title Page slide layout in the upper left hand corner of the popup by **double clicking** on it (or select it and click on the OK button on the right).

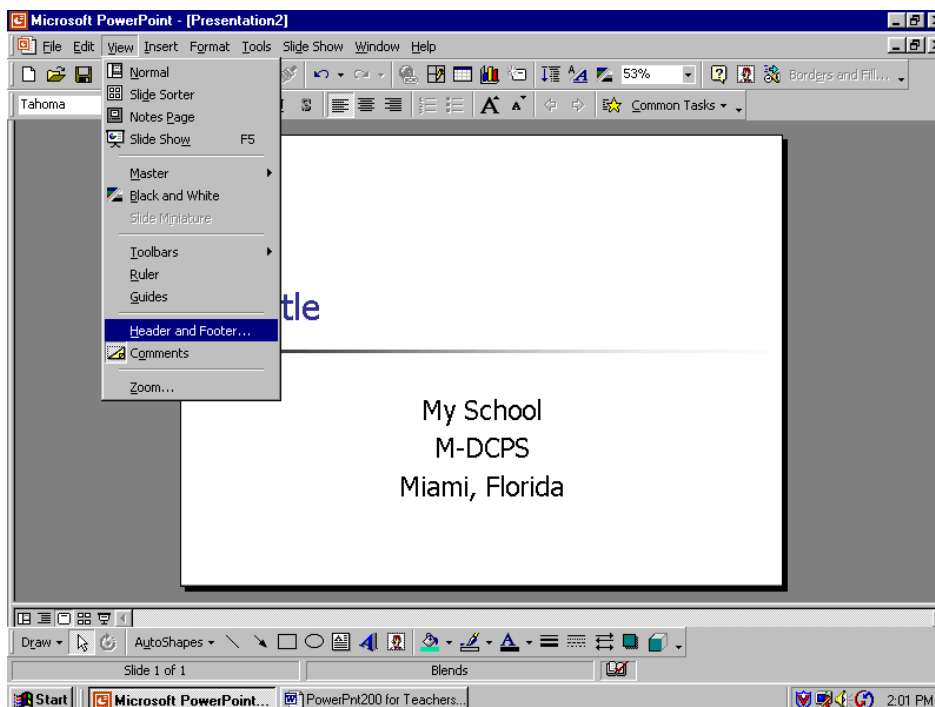
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Activity 4. Formatting Your Slide Show

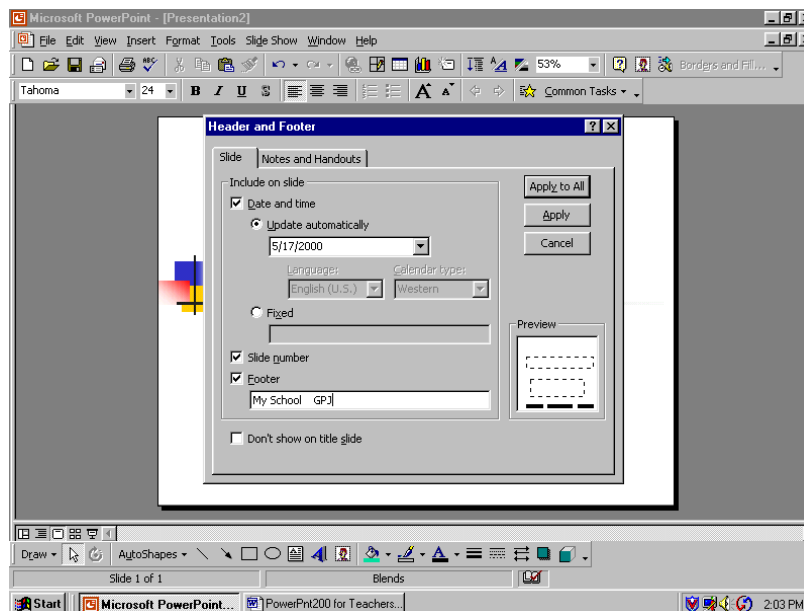
You can now set up your headers and footers on both the slides and handouts. It is also appropriate for you to make any changes in your Master Slide to increase contrast, change font, change colors, or other editing that you desire.

- Go to Normal View by pulling down view to **Normal**. You can also click on the **Normal View** button on the lower left corner of any PowerPoint view screen.
- Click on the **View** pull down menu and go down to **Headers and Footers**. Click on **Headers and Footers**.



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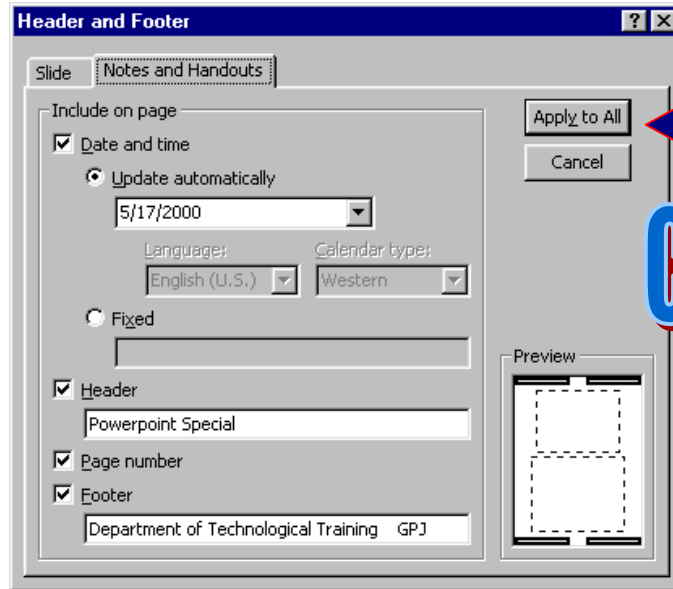
- Choose the **Slide** tab at the top of the page.
- Select **Date and Time** by clicking in the square box next to **Date and Time** if necessary.
- Click on the radio button (white circle) to the left of **Update Automatically**.
- Choose the **Slide Number** box to select it.
- Click in the **Footer** box to select it and the type in a short description of the institution that is paying for you to do this show. Also type in your three initials or your name if you wish.
- Choose the **Don't Show on Title Slide** box by clicking on the empty square.



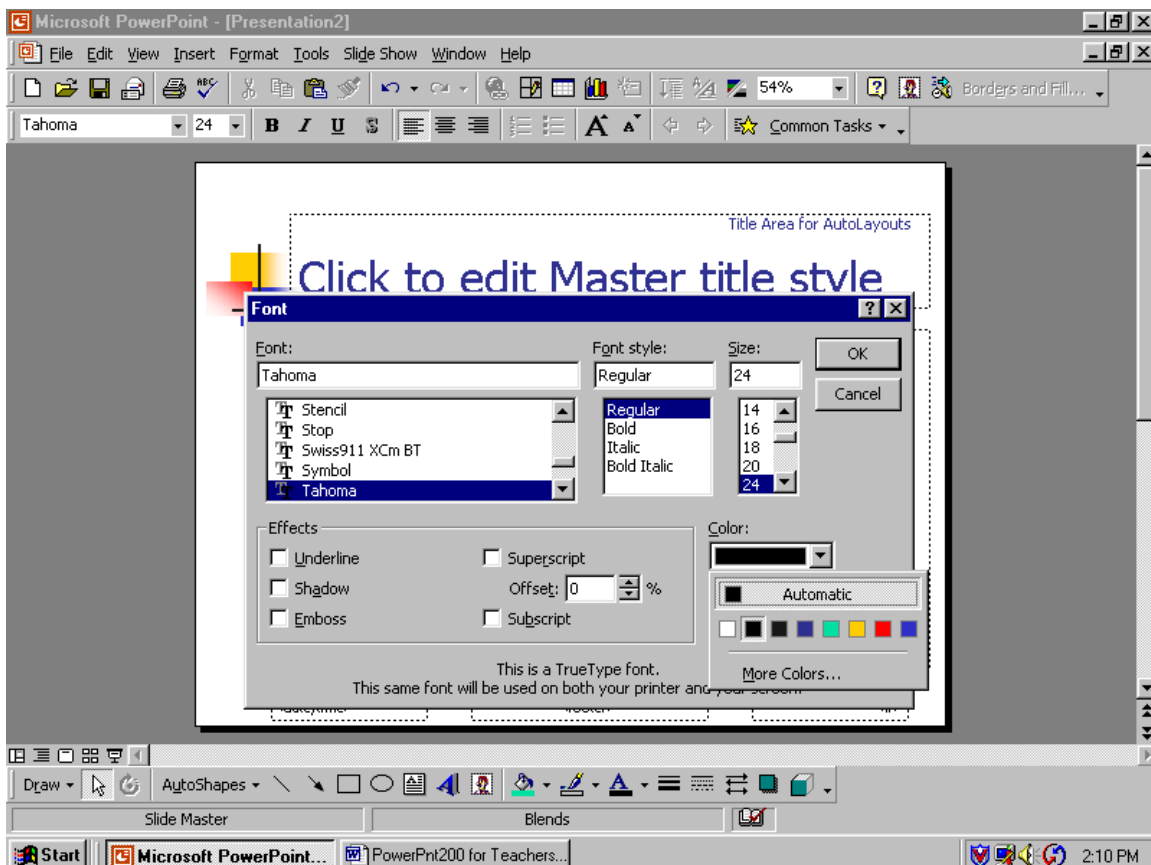
Activity 4. Continued

- Choose the **Notes and Handouts** tab at the top of this dialog box.
- Select the **Date and Time** box if not already selected.
- Choose the **Update Automatically** radio button.
- Check the **Header** box and again fill in a shortened title to your show.
- Select the **Page number** box to turn on page numbering.
- Click on the **Footer** box and type in the institution that is paying you to create this show. Be sure to add your three initials or name in this box.
- Click on the **APPLY TO ALL** button in the upper right corner *or all will be lost*.

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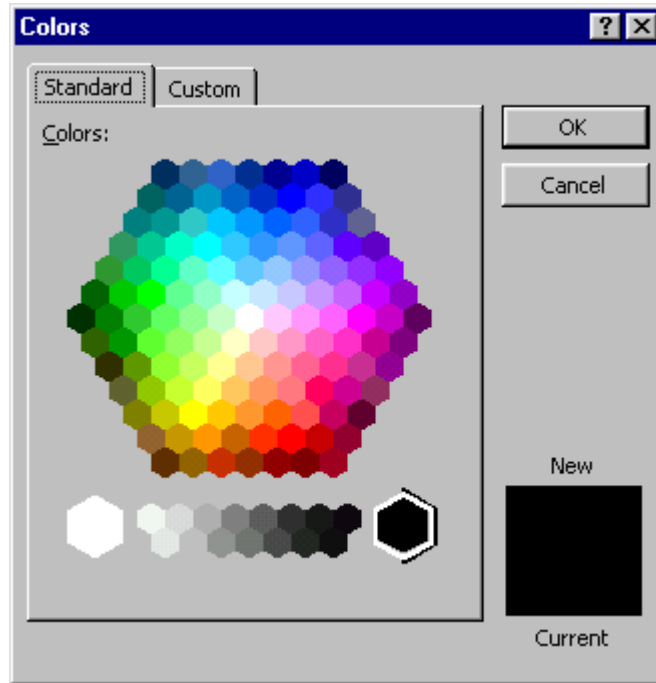


- Click on the **View** pull down menu and go to **Master**.
- Choose **Slide Master**.
- Click on **Click to edit Master title style**.
- Pull down **Format** to **Font**.



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- To change a font style click on the down triangle to the right of the font name and click on a font of your choice. To change items such as style or size simply click on your choice.
- To change colors of font, simply click on the down triangle to the right of the present color and choose one from the graphic now displayed. If this isn't the correct color, click on more colors. Another graphic is displayed. Choose one from this graphic by clicking on it, then click **OK** twice if finished.

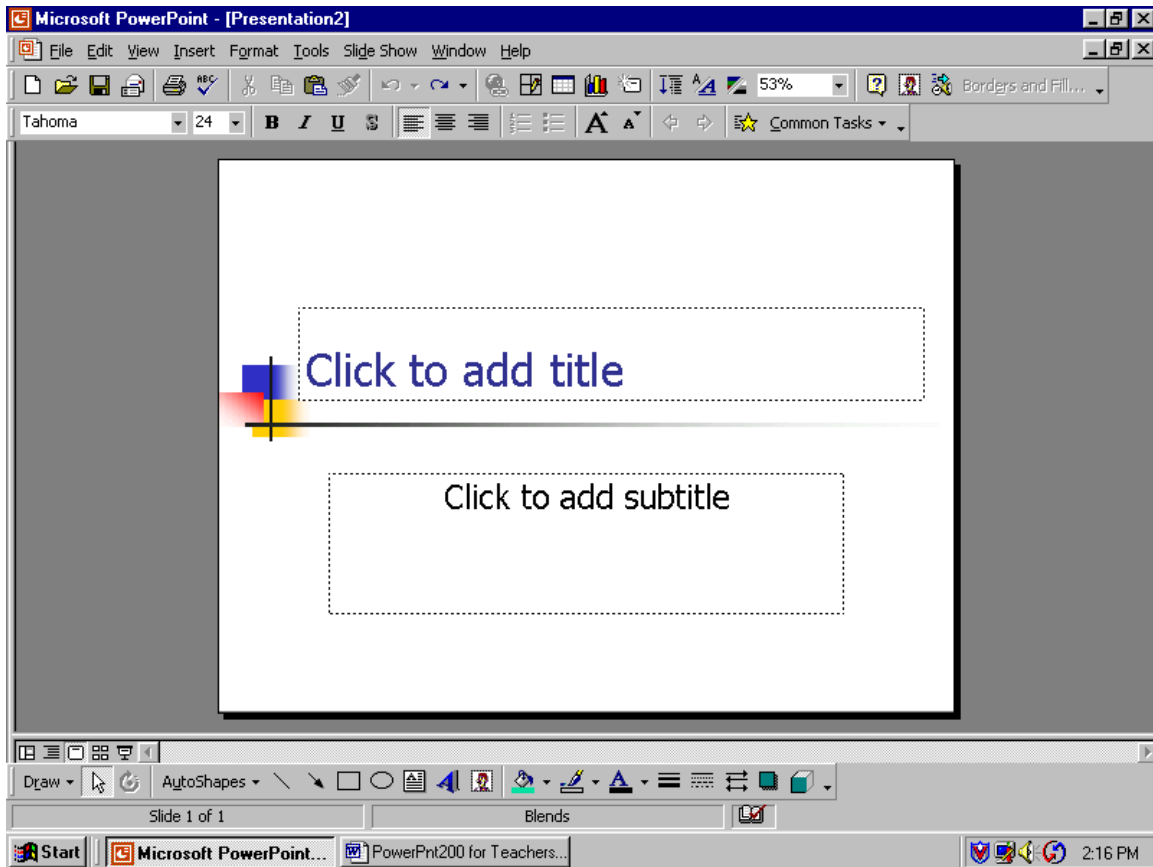


- Click on **Click to edit Master text styles** and repeat the above process. Click on **View** pull down and choose **Normal View** *or your settings will not be saved!*

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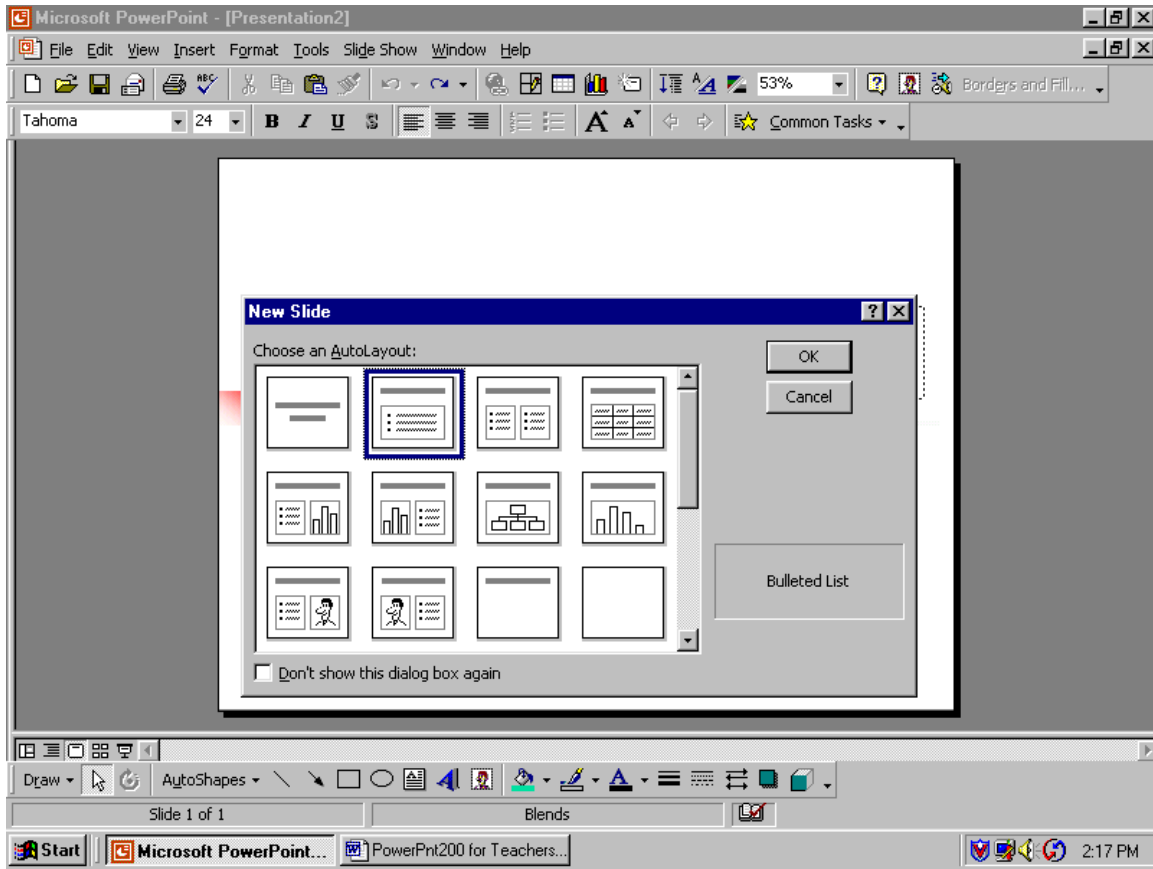
Activity 5. Creating a Title Slide and Agenda Slide

- After you have saved your **Master** settings by clicking on the **View** pull down to **Normal View**, you are ready to start on your slide show.
- Click on **Click to add title** and type in the title of your show as indicated in Activity 2.



- Click in **Click to add subtitle** and type in the organization or individual that will get credit for producing this show.
- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen pick the second one from the left on the top row and *double click* on it.

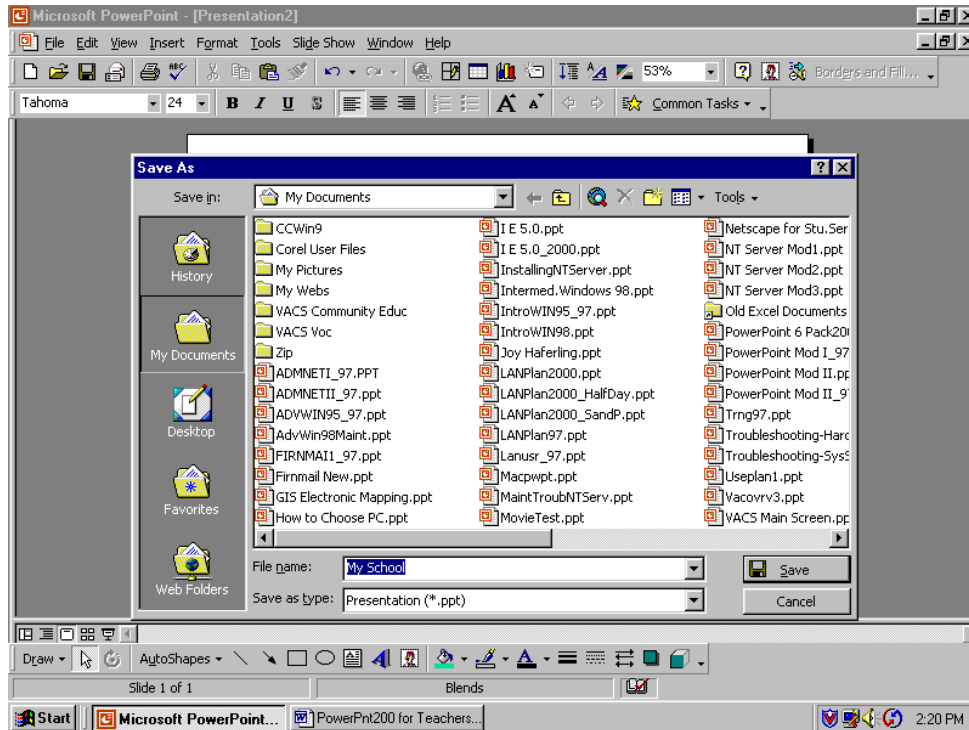
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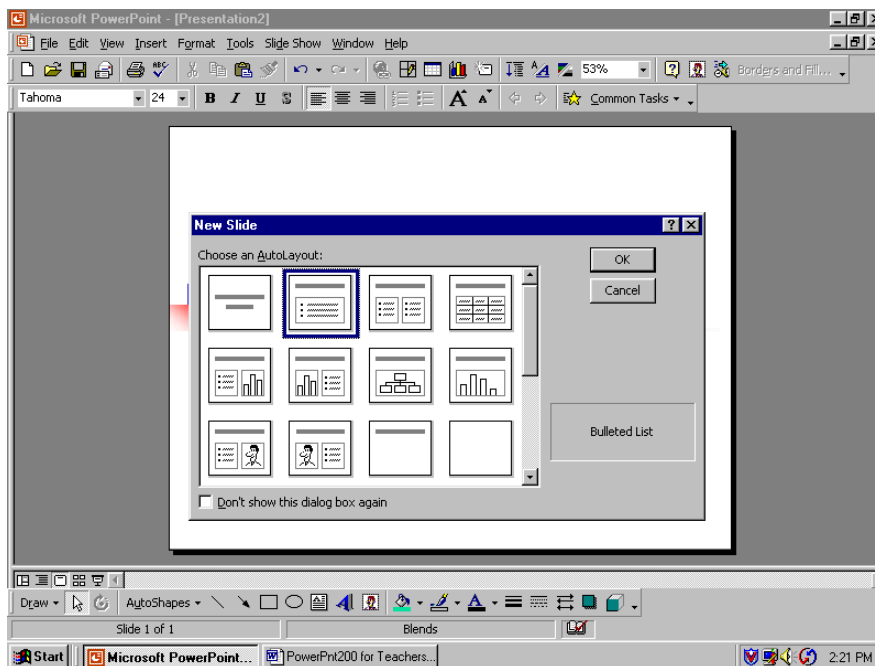
- Click in the Title area and type **AGENDA**
- Choose the text area and **type in** your four topics that you wish to cover
- **Click on the File pull down menu to SAVE AS!**
- Make sure that you are in **My Documents** folder and give the file your first name

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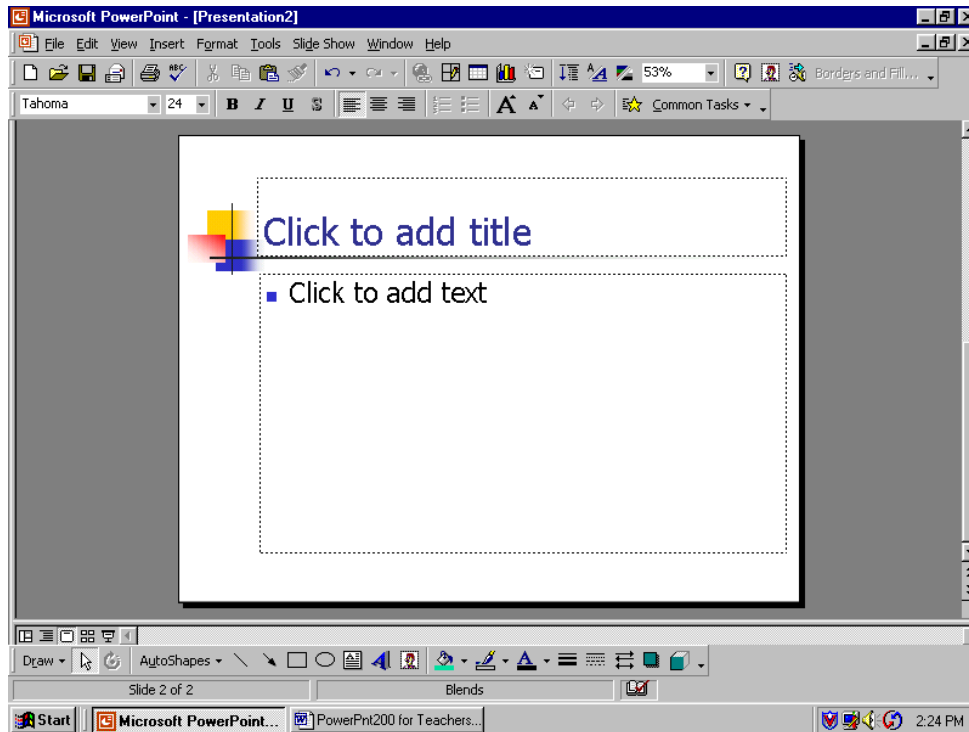


- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen again pick the second one from the left on the top row and *double click* on it. This gives us a title slide and bulleted items.



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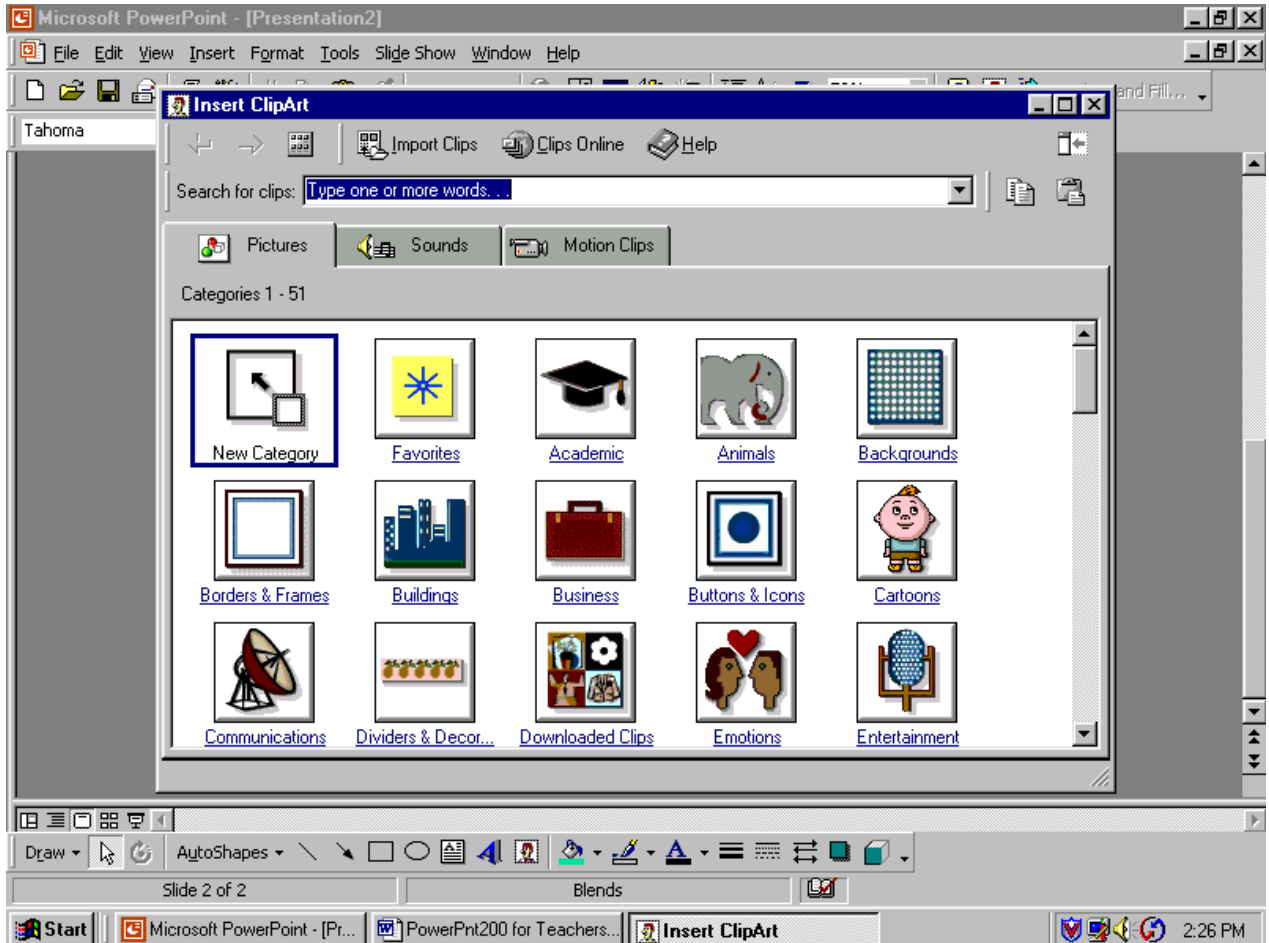
- Click in **Click to add title** and *type in your first topic*



- Now choose **Click to add text**, and add the four sub items you wrote in Activity 2.
 - **Click on the File pull down menu to SAVE!**

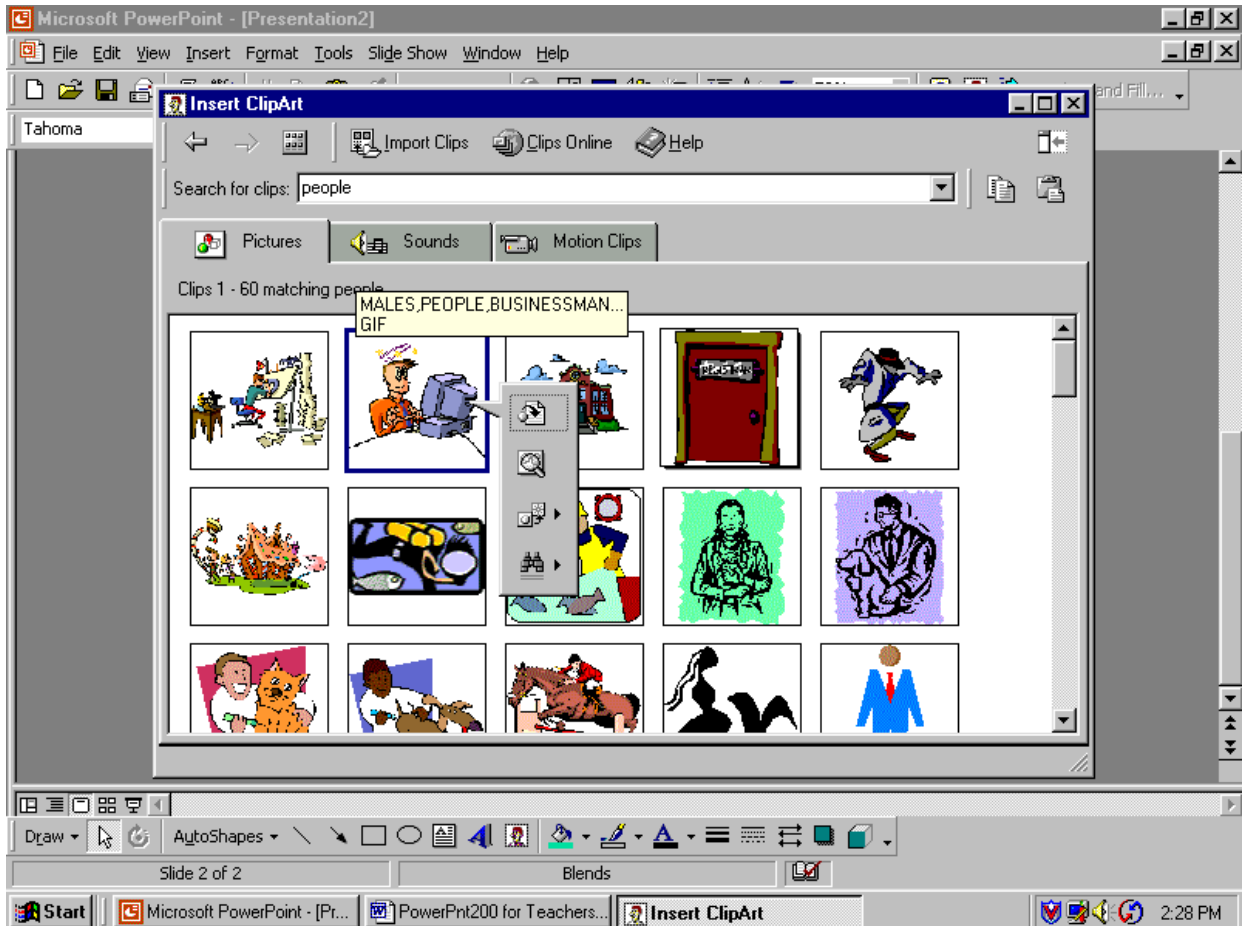
Activity 5. Adding Clip Art to your slide

- Looks plain? Let us add a piece of Clip Art by pulling down the **Insert** menu to **Picture**, then click on **Clip Art**.



- At the top it will say **Search for clips:** type in a very short description of what you are looking for in the box that says, “**Type one or more words.**” You can also pick from the category buttons below this search window.
- When you click on your clip art choice, a sub menu pops up. Choose the top item **Insert Clip**.

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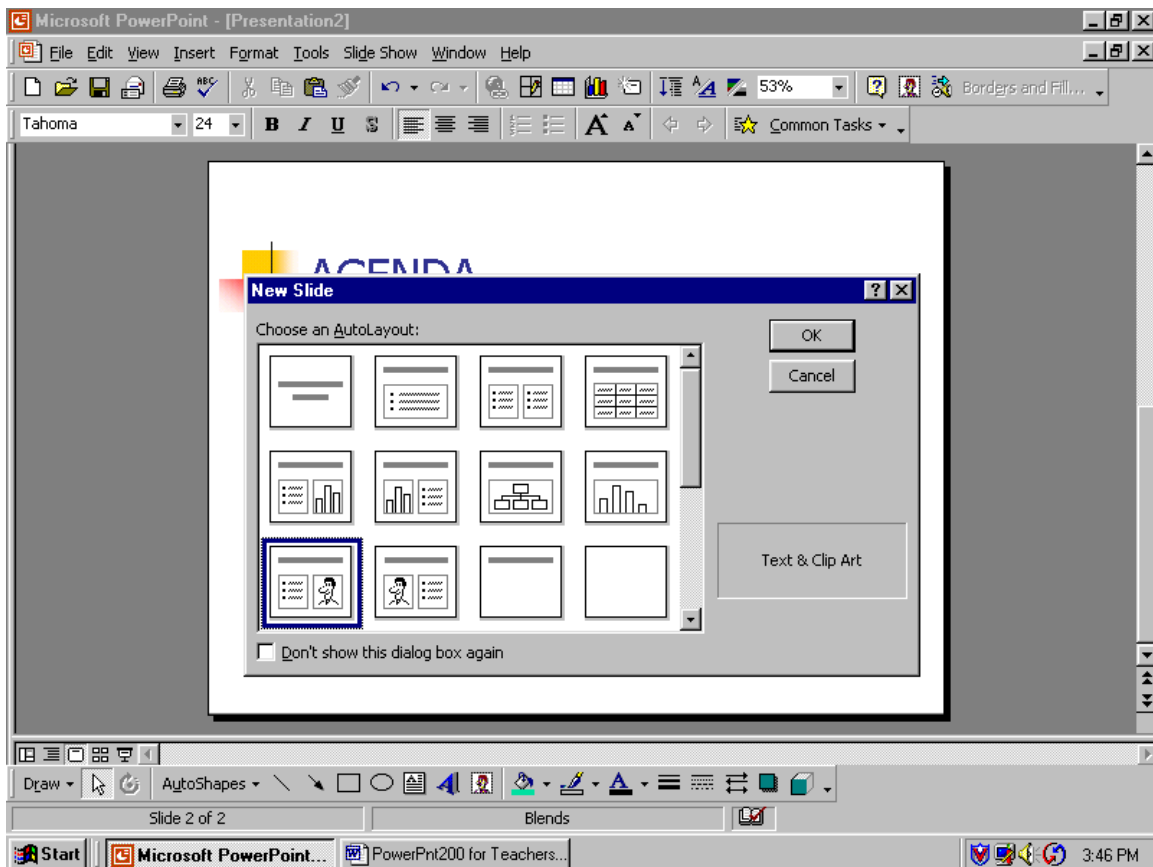


- Close the Clip Art Window with the close box [x]
- If you wish to move the clipart, click on it to get handles (squares on corners), then get the move arrow (four headed cross arrow)
- Want to resize the clip art? Just select the clipart by clicking on it, then click and hold the left mouse button down and drag it in to make smaller and out to make it larger.
- **Click on the File pull down menu to SAVE!**

Activity 6. Preformatted Text and a Graphic

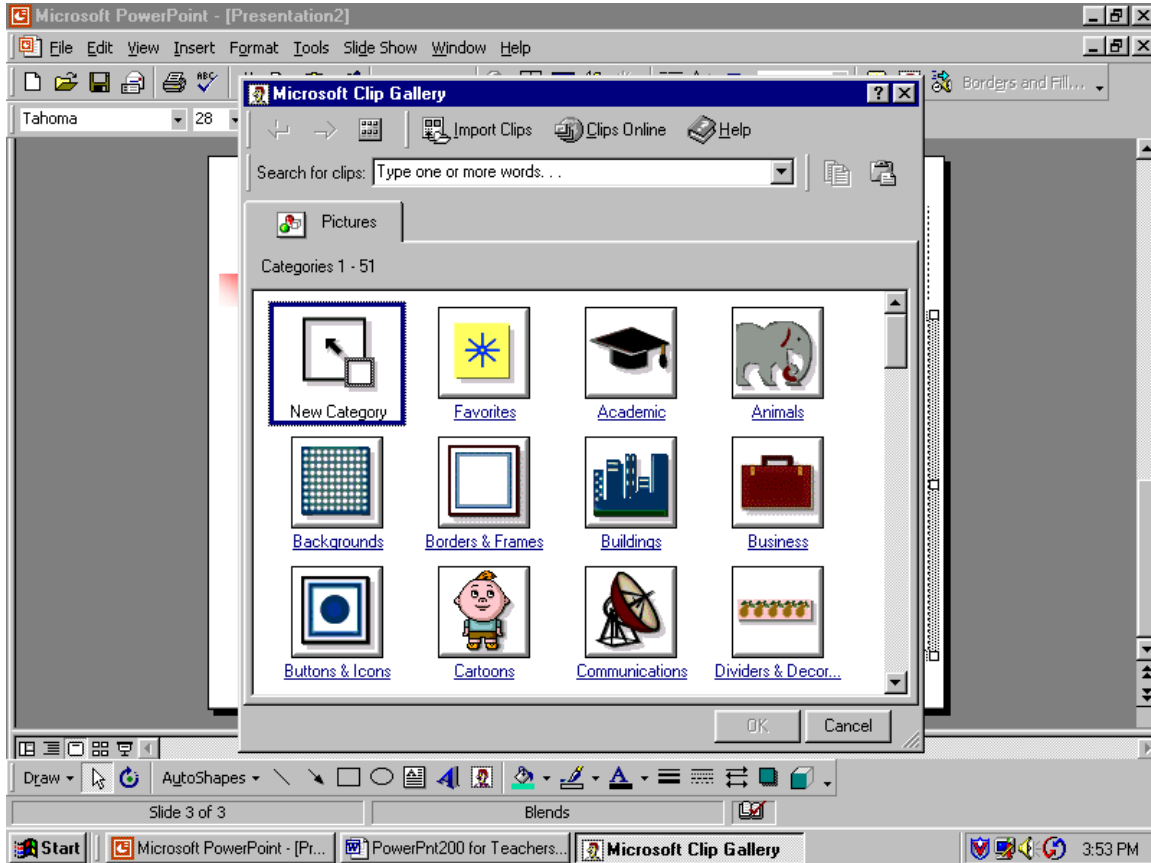
A pleasant and easy way to convey text and graphics together is to use some of the AutoContent Wizard's layouts. Your production speed will increase with this technique.

- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen pick the first one from the left on the third row down and *double click* on it.



- Click on the **Click to addTitle** area to add your second topic from the activity sheet.
- Select the **Click to add text** area and fill in the four subtopics from the same sheet.
- Now *double click* in the **Double click to add Clip Art** box.

Activity 6. Preformatted Text and a Graphic (Continued)

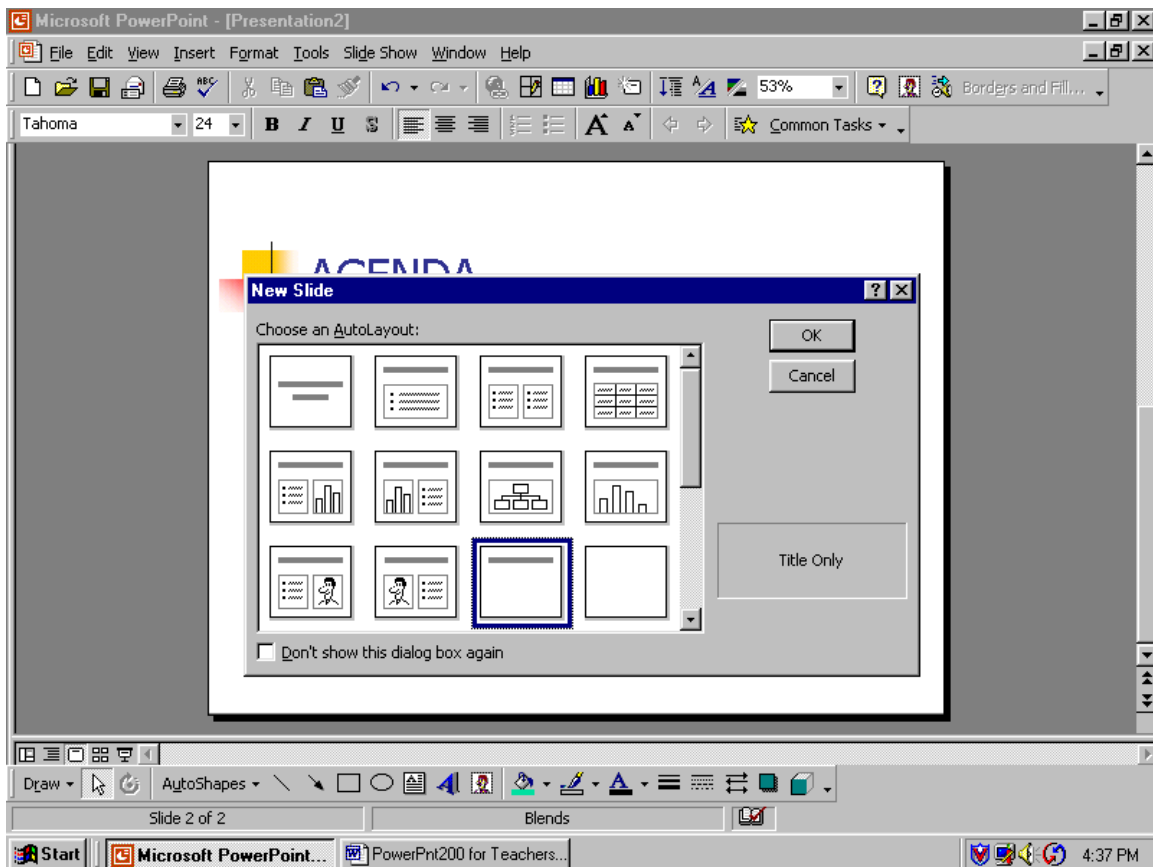


- Choose a topic and open the window with a single click.
- When you click on your clip art choice, a sub menu pops up. Choose the top item **Insert Clip**.
- Close the Clip Art Window with the **close box [x]**
- If you wish to move the clipart, click on it to get handles (squares on corners), then get the move arrow (four headed cross arrow)
- Want to resize the clip art? Just select the clipart by clicking on it, then click and hold the left mouse button down and drag it in to make smaller and out to make it larger.
- **Click on the File pull down menu to SAVE AS!**

Activity 7. Using Special Text

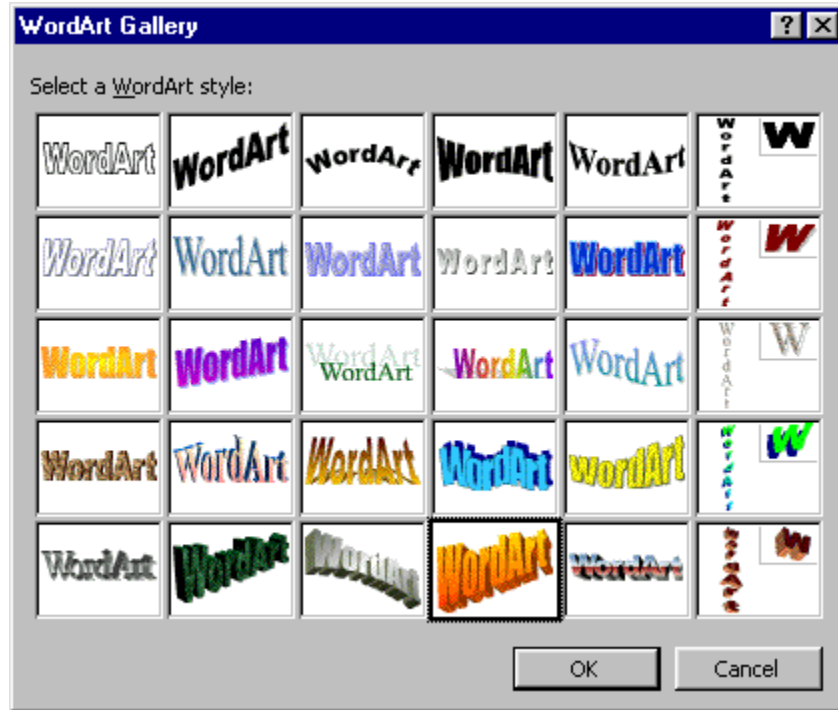
There are times when you may wish to be creative or artistic with your slide presentation. You need words not pictures. Here is a possible solution.

- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen pick the third one from the left on the third row down and *double click* on it.

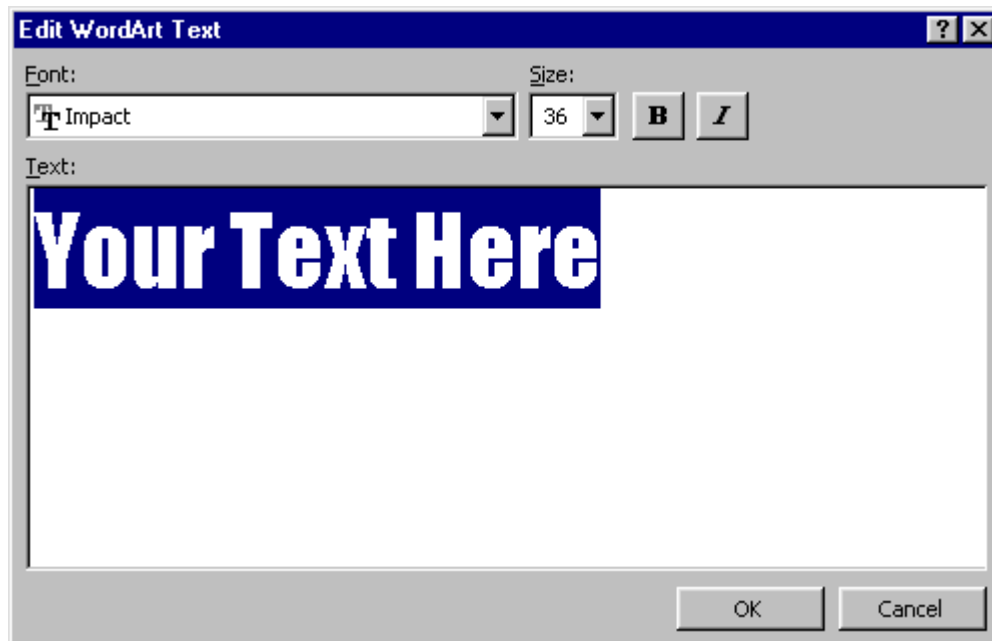


- This slide selection allows you to create a slide with a title and a large open area.
- Place the title for you third topic in the the **Click to add title area**
- Push the **Word Art** button at the bottom of your screen or pull down **Insert** to **Pictures** and choose **Word Art**.

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- Double click on the style of Word Art that you want. Remember to color coordinate your choice, if possible. Push the **OK** button on the bottom.
- Type in the word(s) you want displayed. Use the sub items from your outline.

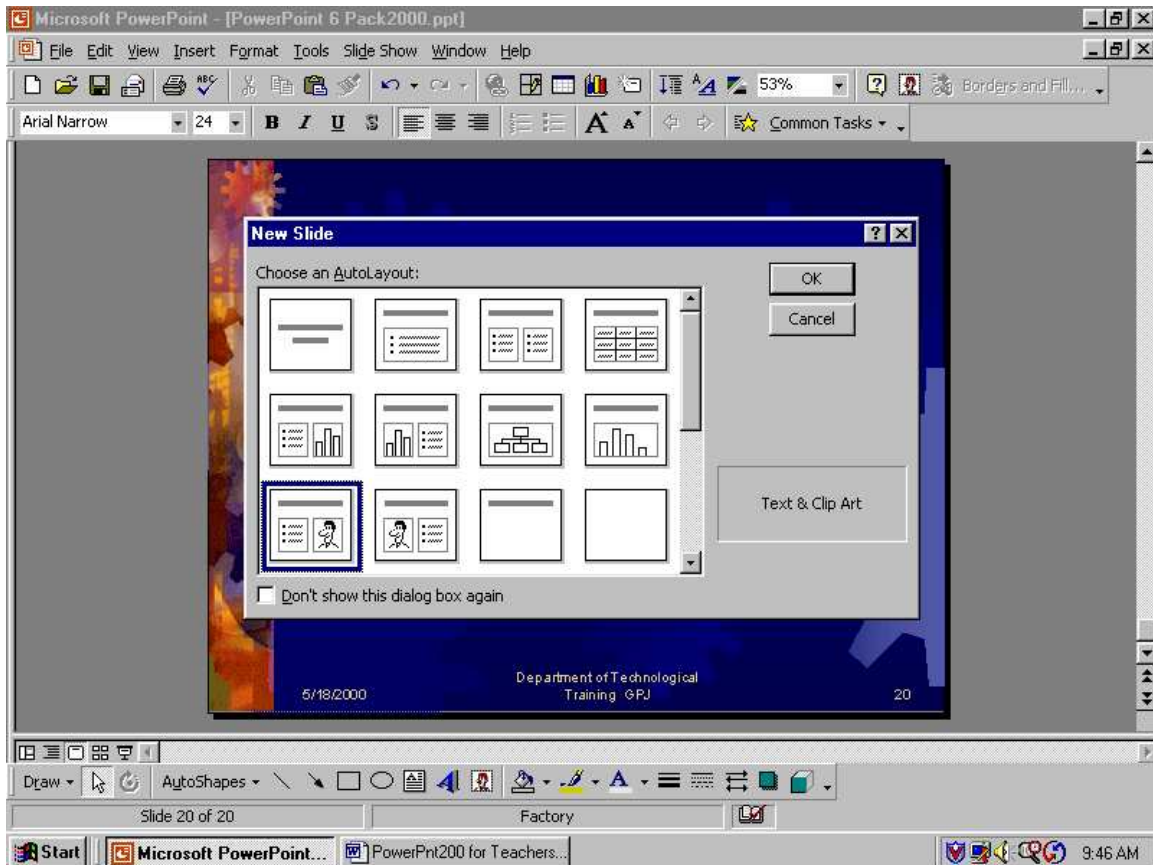


- You may also want to change your font and some of its characteristics here i.e. Bold and Italics. Click **OK** when finished. Repeat these steps for the remaining three items choosing new Word Art styles. **DO A FILE SAVE!**

Activity 7. Text with Sub Topics and Text Boxes

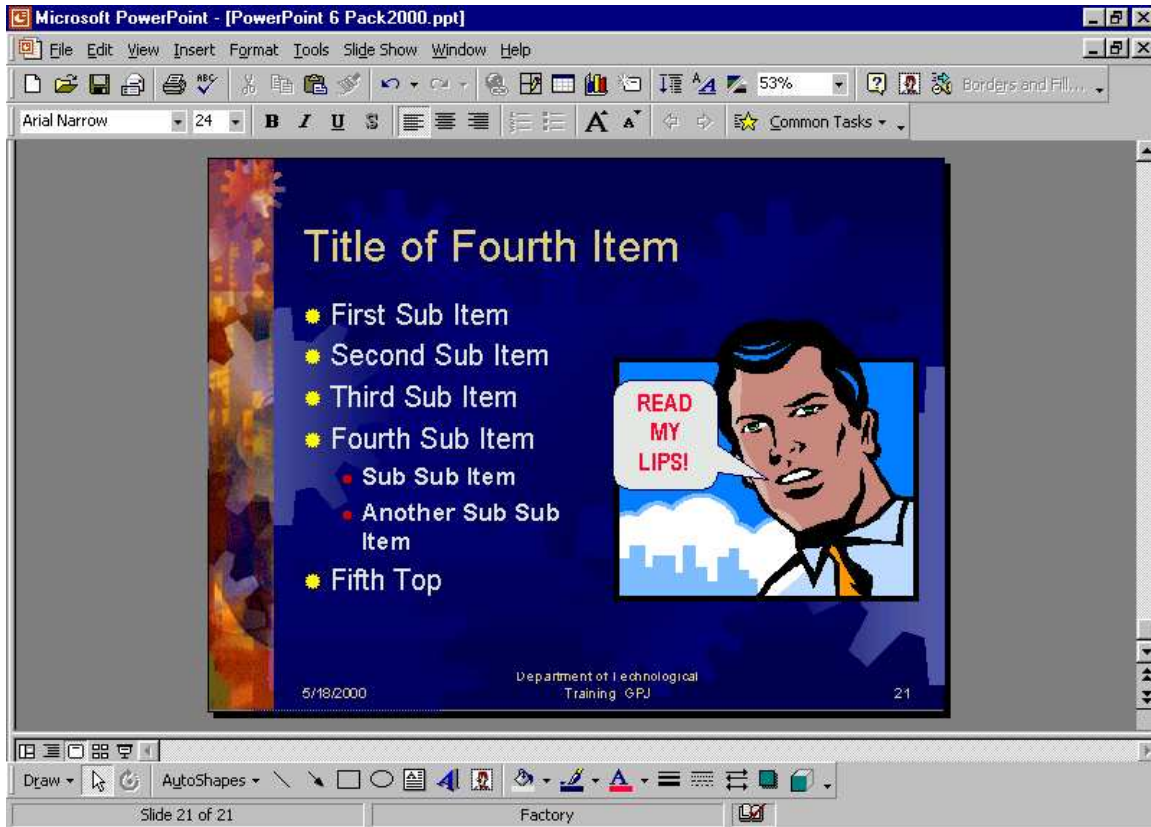
At times you may require indented items. This is accomplished by using the tab and shift + tab keys as described below. You can also add text boxes to screens. It is possible to even put words into peoples mouths!

- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen pick the first one on the left in the third row down and *double click* on it.



- Choose click to add title and type in your title (the fourth topic).
- Type in your sub topics (from the sheet)
- When you reach the sub topic to be indented, press the **TAB** key before typing the item. Note: The **ENTER** key from the prior item must be pressed before pressing the **TAB** key.
- To get out of the sub sub item and back to the regular sub item simply **HOLD** down the **SHIFT** key and tap the **TAB** key. This is the equivalent of the reverse tab key.

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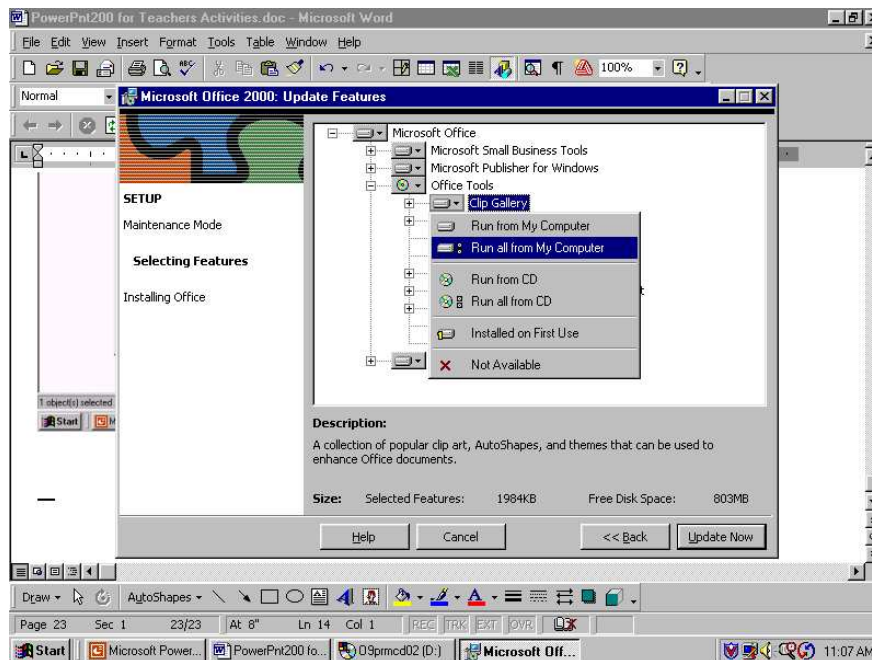
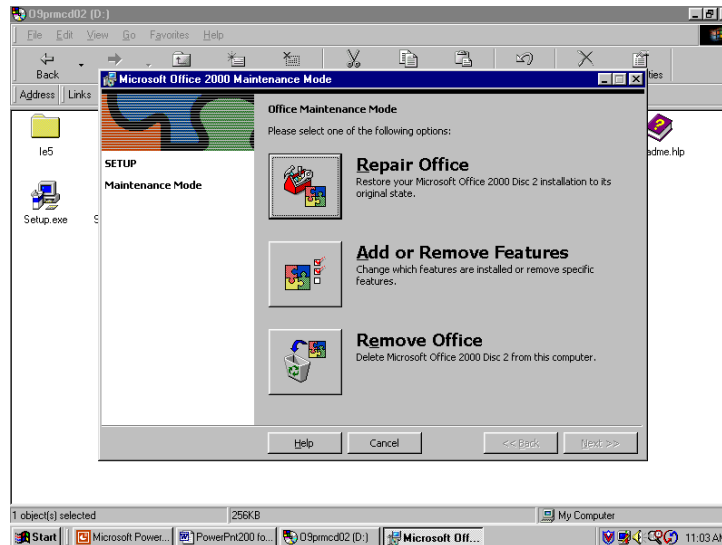


- Double click on the box that indicates the availability of pictures.
- From the topic buttons choose **People** (click once)
- Locate the drawing of a man talking. There is a city in the background.
- **OPTIONAL: Callouts**
- Locate the **Autoshapes** button on the bottom row of buttons. Click on **Autoshapes** and move up to **Callouts**. Slide to the right and pick a straight callout shape by clicking on it.
- Now carefully draw a **diagonal** line to the left of the picture. Wow, a callout appears.
- **RIGHT** click on the callout when the handles are showing (the squares). Choose **edit text**. Type in a couple of appropriate words. While the words are still **highlighted** click on the **Bold** and or **Italics** buttons. Adjust the size of the callout with the **handles** and diagonal arrow heads.
- The **yellow handle** will allow you to adjust the large callout **arrow**, in order to have it point to the man's mouth.
- Note: Text can also be inserted by clicking on the **Text Box** button on the bottom of the screen. Then click in the callout box and type your text. *Unfortunately, if you move the picture this text box will not follow.* You will have to move it manually.
- **Click on the File pull down menu to SAVE AS!**

Activity 8. Acquiring Pictures

If you are working in PowerPoint on a regular basis, you can never have enough pictures. Here are some ways of increasing your collection.

- Additional clipart is available on your compact disk (CD). Locate the Number 2 of Microsoft Office. There are four disks in the Office 2000 Suite. Open your CD Drive in My Computer or Windows Explorer. Open the program Setup.exe by double clicking. Choose Add Remove Features button by clicking on it once.



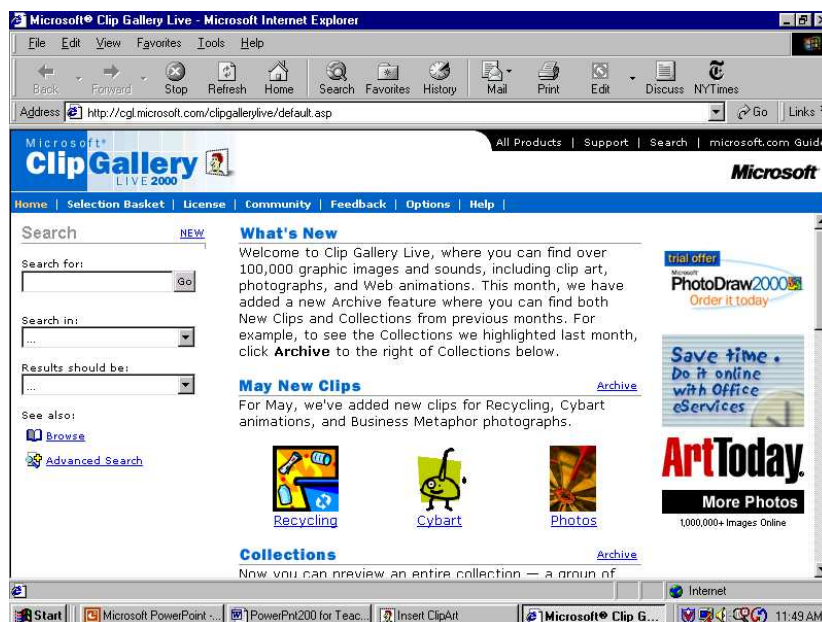
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- Now click on **Office Tools** and select it. Then **RIGHT** click on **Clip Gallery** and choose **Run All from My Computer**. This will put all of the clip art on your hard drive. **ONLY FOR PEOPLE WITH BIG HARD DRIVES!**
- If you have a small hard drive choose **Run All from CD**
- **NEXT:** Microsoft has free clip art available if you have an Internet Connection.
- First pull down the **Insert Menu** to **Pictures**. Click on **ClipArt**.
- In the **Clip Art** dialog box click once on the **Clips On Line** button



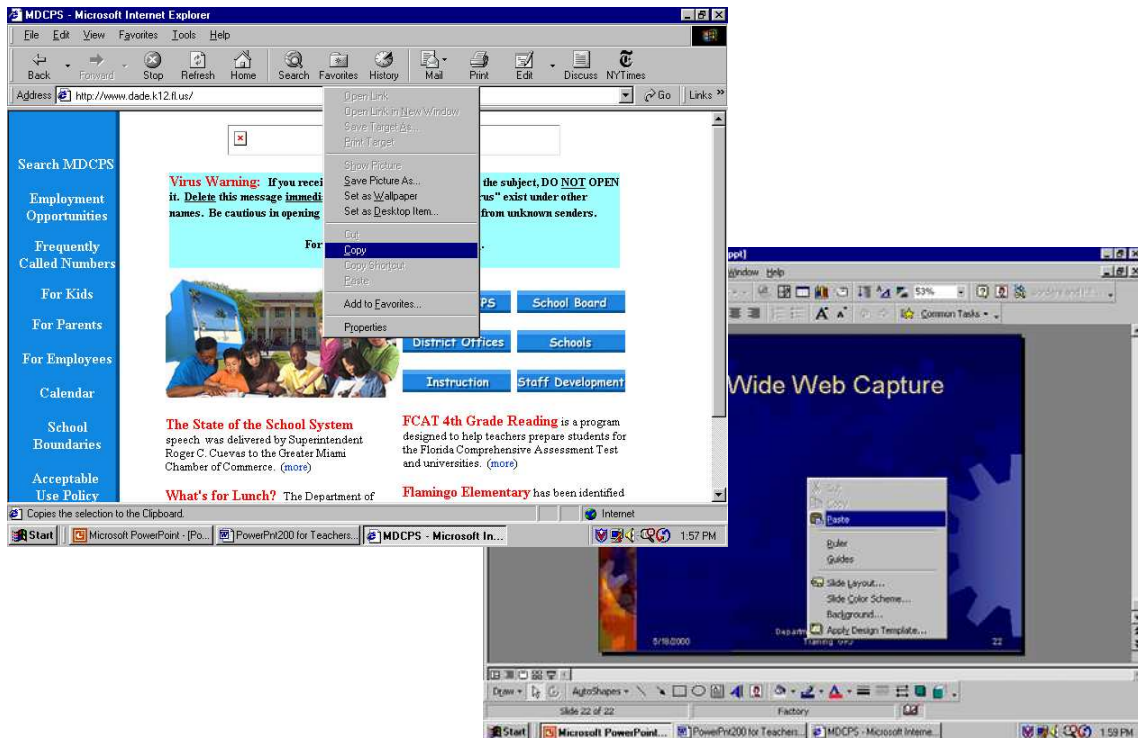
- You must have a direct connection to the web at the time you push the **Clips On Line** button or this will NOT work. With Dial Up connections to the Internet, you must dial up and make the connection first.



Activity 8. OPTIONAL Capture from the Web

Often you see pictures and text appear on the World Wide Web that would be perfect for you Power Point Presentation. You can capture them with a simple copy and paste.

- Minimize Power Point and open a Web Browser such as Netscape Communicator or Microsoft Internet Explorer.
- Locate a picture that you wish to place in PowerPoint.
- RIGHT click on the picture and from the menu that pops up choose Copy.
- On the Task Bar at the bottom click once on the PowerPoint button.
- Click once where you want the picture to be pasted.
- RIGHT click and pick paste. The picture will appear in PowerPoint.
- You can resize it with the two headed arrow or move it with the four headed arrow cursor.

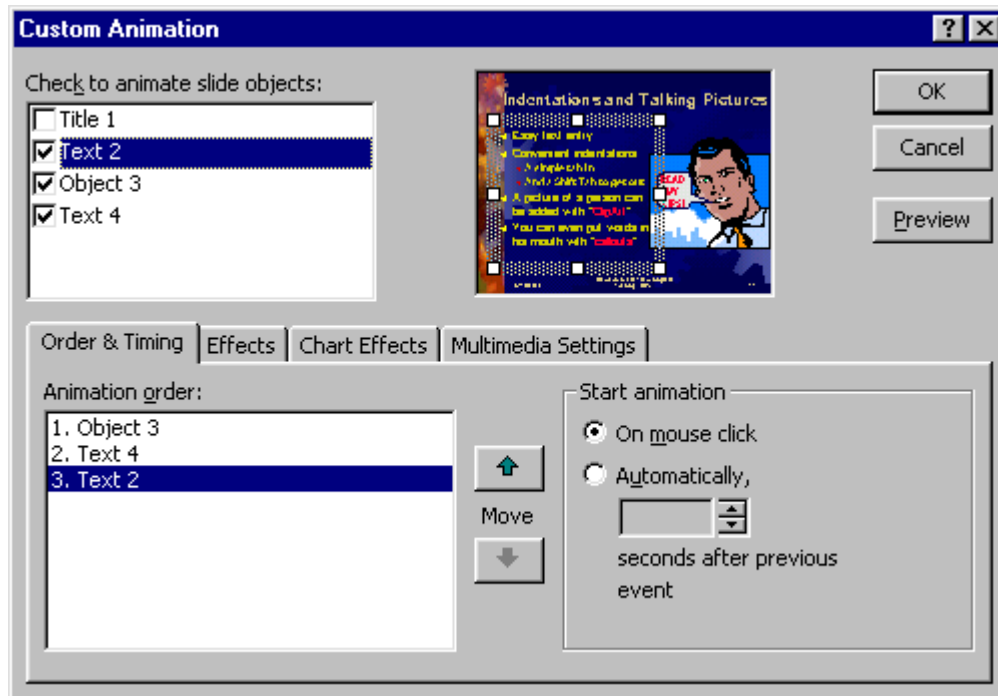


- Text can be lifted the same way, but highlight the text first and use the **EDIT** pull down menu to do the **COPY** and **PASTE** (under some conditions the right click does not produce a popup menu with text). If the text is a link, highlighting becomes tricky. Simply highlight more than you want including the word prior to or after the link and it will all copy, then delete the extra word
- **Click on the File pull down menu to SAVE AS!**

Activity 9. Animating Text and Pictures

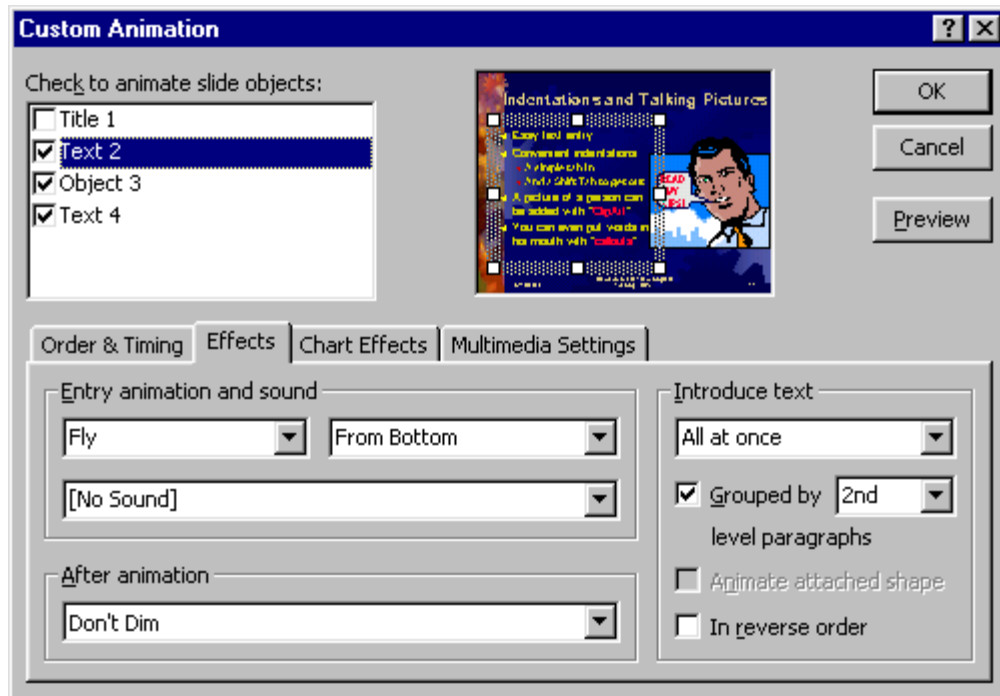
One of the real advantages to using PowerPoint is the ability to breath life into your slide show. Some of this is color, but most of it is the animation of text and graphics.

- Go to your second slide in your show or the slide you wish to animate.
- Pull down **Slide Show** to **Custom Animation** and click on **Custom Animation**.



- In the top left box check the item you wish to animate. It will appear in the bottom box of **Order & Timing**.
- Choose either to animate **On Mouse click** or **Automatically** in the indicated number of seconds.
- Then click on the **Effects** Tab in the middle of the dialog box.

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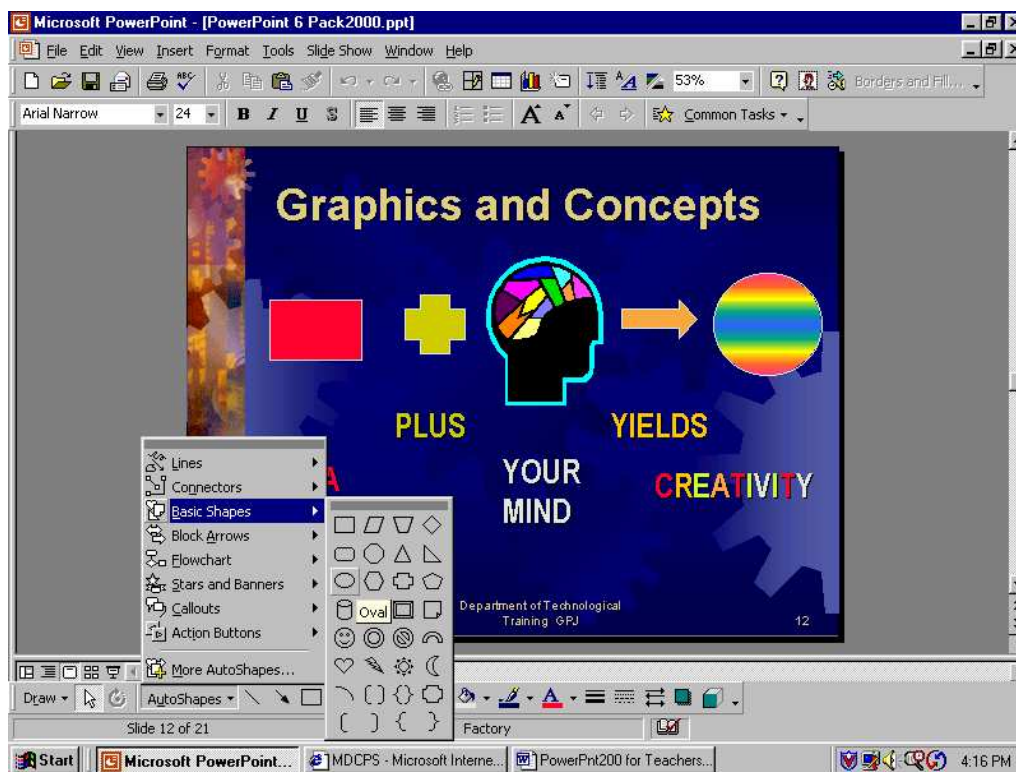


- In the **Effects** tab area choose the **Entry animation** by clicking on the down triangle, then choosing the type of entry.
- To the right of the **Entry** window, use the down triangle and pick the direction of entry.
- If sound is used, pick a sound. **USE SPARINGLY!**
- When using text you may dim the text by selecting a color from the **After animation** area. Click on **Don't Dim** and choose a color that is not contrasting with the background color.
- For text select **Introduce text** to have a whole bulleted item appear at once, by the word, or letter.
- If your text has indented items you must check the **Grouped by** box and change the number **1** box to the number of indentations that you have ie. **2, 3, 4, and 5**.
- You can click on the **Preview** button to see what is happening.
- Use the OK button to save settings to memory and...
- **Click on the File pull down menu to SAVE AS!**
- Make sure that you are in **My Documents** folder and give the file your first name

Activity 10. Explaining Concepts with Graphics

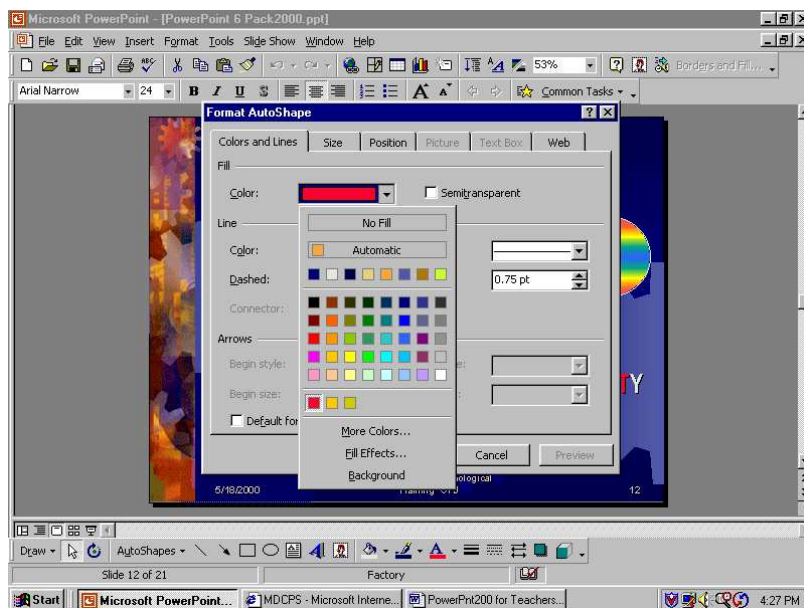
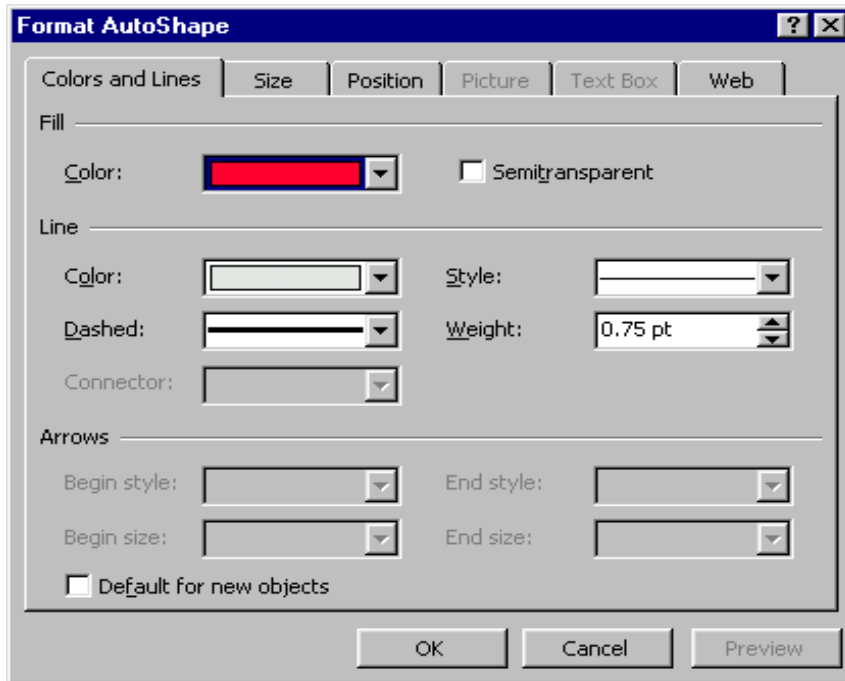
While learning to use geometric objects is obviously an advantage to the elementary level of education, the same tool may be employed to explain abstract concepts.

- Locate the **New Slide** button on the top button bar or pull down insert to **New Slide** and click.
- In the **Choose an Auto layout** screen again pick the third one from the left on the third row and *double click* on it. This gives us a title slide and bulleted items.
- Type in the title area the name that you created for this slide
- Click on **AutoShapes** button on the bottom of the screen.
- Slide up to **Basic Shapes** and click on the rectangle.
- Draw a diagonal line on the left side of the screen about one inch long. A rectangle appears
- Go to **AutoShapes** and **Basic Shapes** again and this time pick a cross or plus sign
- Again draw a diagonal line to the right of your first object and a plus sign appears.
- Again go to AutoShapes and Basic shapes and pick a triangle and draw your line.
- Now go to AutoShapes and Block Arrows and choose an arrow pointing to the right. Draw your diagonal line again.
- This time go back to the Basic Shapes and choose an oval **BUT** hold down the SHIFT key as you draw the diagonal. A symmetric CIRCLE appears.



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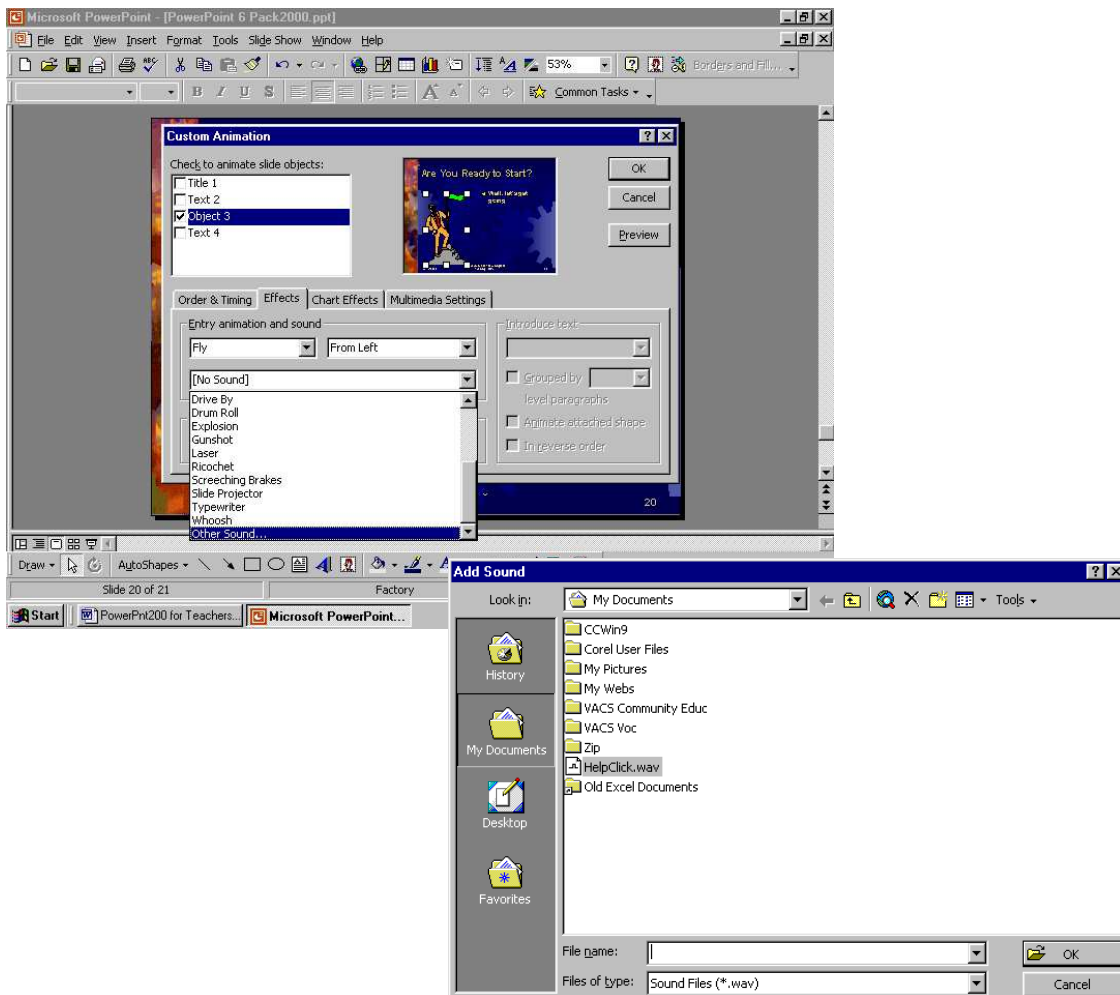
- Placing text under or in the objects gives you the conceptual style.
- Click on the Text Box button on the bottom of the screen or pull down Insert to Text box.
- Click in the desired area to insert text. Type your words. Repeat under each object. See example in slide show.
- To change the color of the object, simply right click on the object and choose Format AutoShape (spilling paint can icon on left)



Activity 11. Introducing Sound Into Shows

On rare occasions you may need sound to make a point, alert the audience to something unique, or just plain get their attention (Dimmed lights are not necessarily a good thing!)

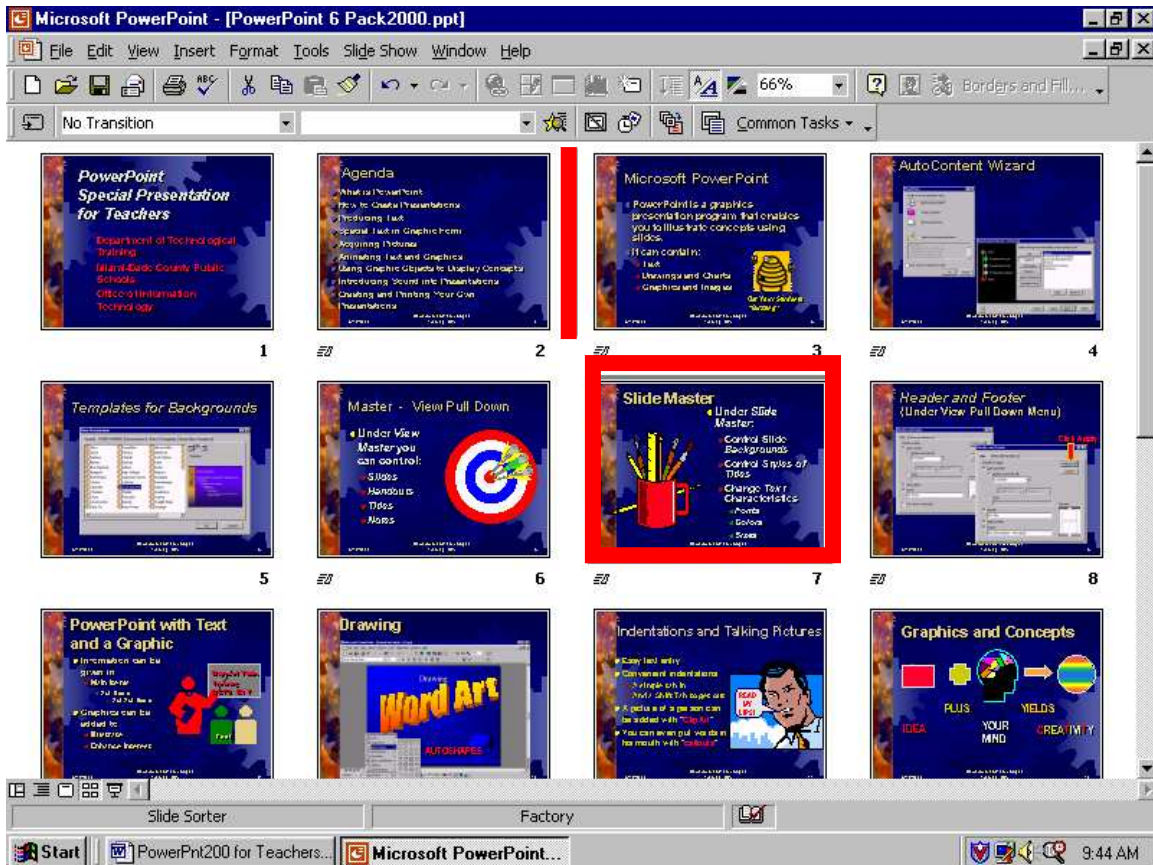
- To associate with either words, clipart, or pictures, simply go to the slide that you want the sound on and pull down **Slide Show** to **Custom Animation**.
- In Custom Animation click on the Order & Timing Tab and choose the item (words or picture that you want the sound associated with). Place a check in the box if you already have not picked it for animation.
- Now click in the Effects Tab and then choose the No Sound window (one click).
- You may now choose one of the sounds included with PowerPoint.
- If you have a sound file that you wish to use other than these, just click on **Other Sound** at the bottom of the list and a Microsoft open dialog box appears
- Direct the program to pick up a sound file from anywhere that your computer can reach ie. Floppy, hard drive, CD, and a network.



Activity 12 Creating and Printing your own shows

It is now time to put this whole show together and print your presentation. The Slide Sorter View allows you to view and sort the order of your slides. The File Print allows you to choose what type of printout you wish to process.

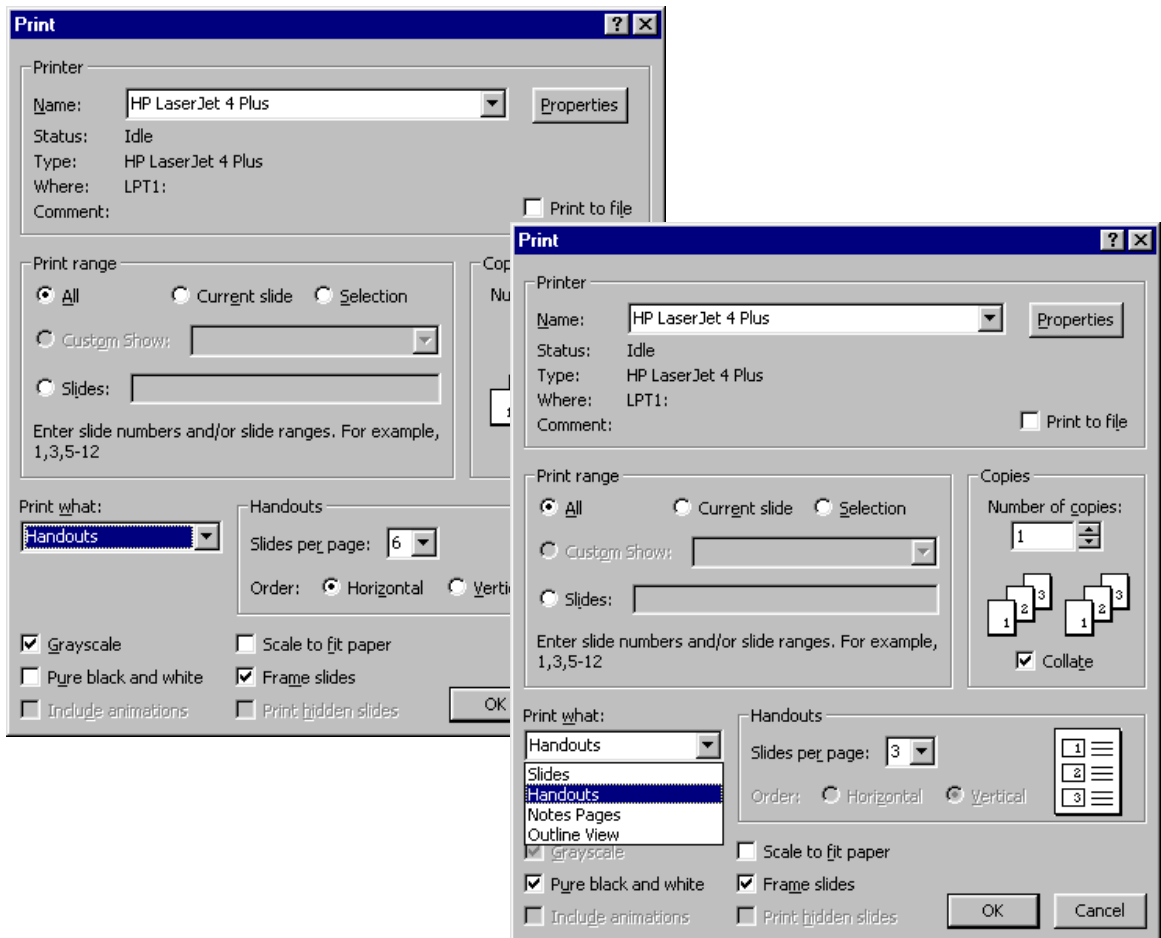
- To view and sort your slides go to the Slide Sorter button on the bottom left of your screen or pull down View to Slide Sorter.
- To move a slide simply click and hold the left mouse button down, then drag the slide to a location between the slides you wish to insert your slide. A vertical line now appears. Release your finger from the left button. It has moved.



Note: When you click on a slide before moving a darkened box appears around it. The new location is always a THIN vertical line. The view has been enhanced!

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- In order to print (get hard copy) your slide show just pull down File to Print. **Never use the Printer Button!** You will have no control if you push that button.
- You now have the usual spaces to choose all of your show to print or only the pages you type in the number(s). You can type in the number of copies if more than one.
- Now you have many views to pick.



- In the Print what: box you can choose between slides, handouts, notes pages, and outline view. The most often used is HANDOUTS and set the Slides per_page to 3 not the default
- In the Handout dialog be sure to check Pure black and white AND Frame slides!

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Activity Sheet

PowerPoint *For Teachers*



Department of Technological Training
Miami-Dade County Public Schools
Miami, Florida

Activity 1

How to Design Your Presentation

- Upon starting Powerpoint choose the AutoContent Wizard p.1
- Choose the All selection on the left frame and a type on the right p.2
- Go through the Wizard's Install process p.2-3
- Change to the Slide Sorter View p.3
- Review with your classmates the different types of preformatted types of PowerPoint presentations



Activity 2 My Presentation

Now is the time to plan. Think of a presentation that you will be making within the next four to six weeks. You will need a title and at least four main topics covered by that title. You should have at least four SUB topics for each main topic. The last sub topic should have two or three parts (sub-sub topics) to it. Example: Title = Patience. Topics = Observation, Processing, Evaluation, Conclusion, Course of Action. SUB Title of Course of Action could be Controlled Breathing. The sub sub topics could be taking a deep breath, letting it out slowly and repeating it for the next two minutes. Now you fill in your own title and topics.

TITLE: _____

TOPIC 1: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

TOPIC 2: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

TOPIC 3: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

(NEXT PAGE FOR FOURTH TOPIC)

Activity 2 My Presentation – CONTINUED

TOPIC 4: _____

SUB TOPIC A: _____

SUB TOPIC B: _____

SUB TOPIC C: _____

SUB TOPIC D: _____

SUB SUB TOPIC 1: _____

SUB SUB TOPIC 2: _____

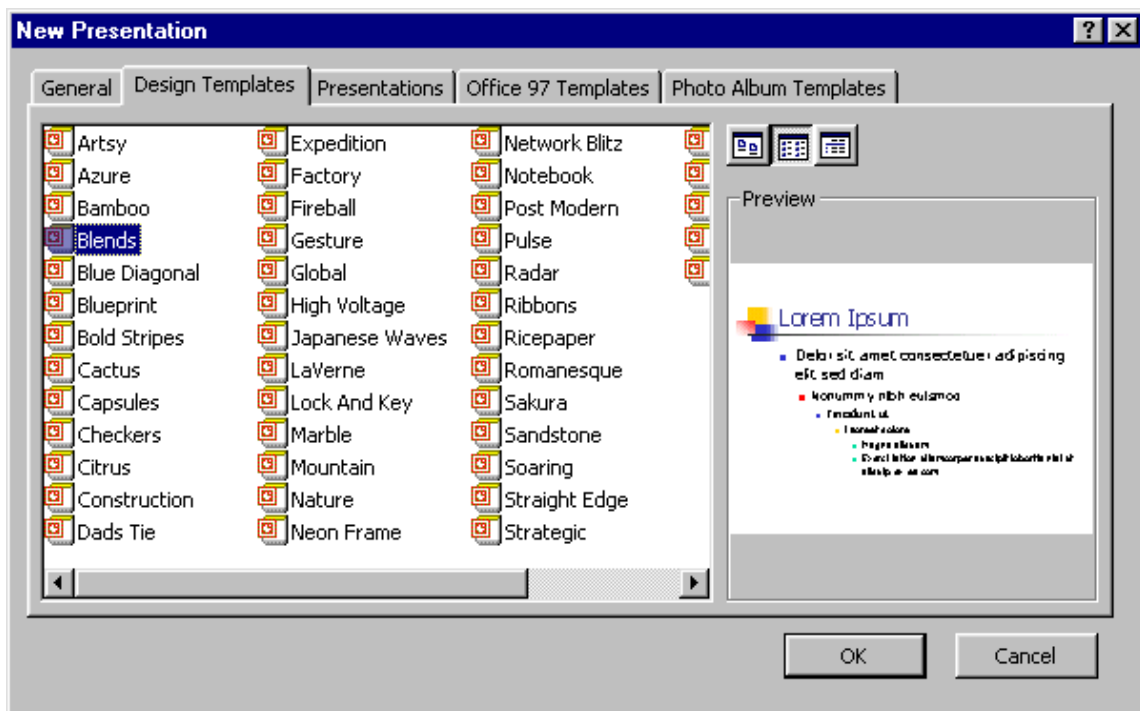
SUB SUB TOPIC 3: _____

P.4-5 of Manual

Activity 3. PowerPoint Templates (for Background Themes)

PowerPoint has built-in design and content elements. The Template option of PowerPoint will allow you to choose a basic design and color scheme for your presentation.

- **From the opening PowerPoint window choose Template or from the Format pull down menu choose Apply Design Template p.6**

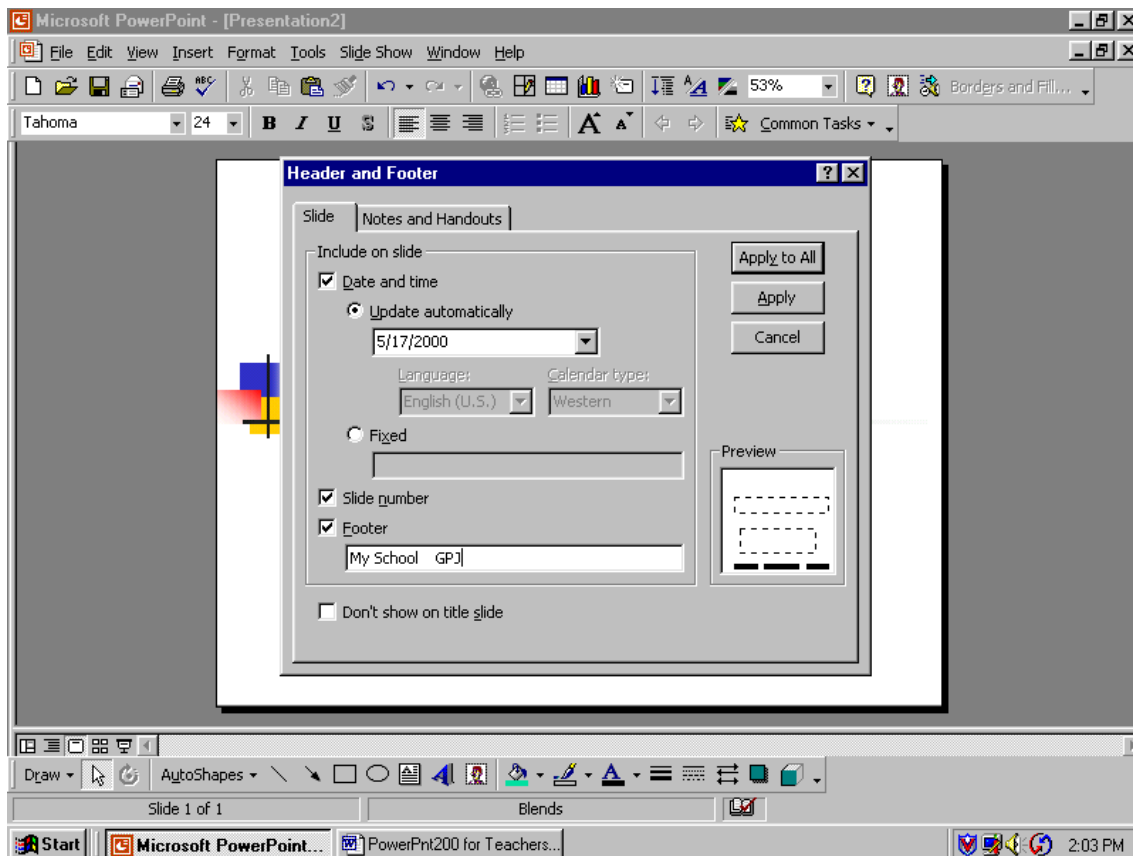


- **Preview the different themes. Note the theme in the Preview Window to the right.**
- **Choose one of the themes**
- **Another Dialog Box will pop up with your choices of Slide Layouts. Choose the Title Page slide pp.6-7**

Activity 4. Formatting Your Slide Show

You can now set up your headers and footers on both the slides and handouts. It is also appropriate for you to make any changes in your Master Slide to increase contrast, change font, change colors, or other editing that you desire.

- **Go to the Normal View**
- **Use the View pull down to enter Headers and footers pp.7-8**
- **Setup the Slide Header and Footer to have Date and Time Update Automatically, have slide numbers, use a footer to display school name and autor's initials. Don't show this on the title slide; it is redundant p.8**

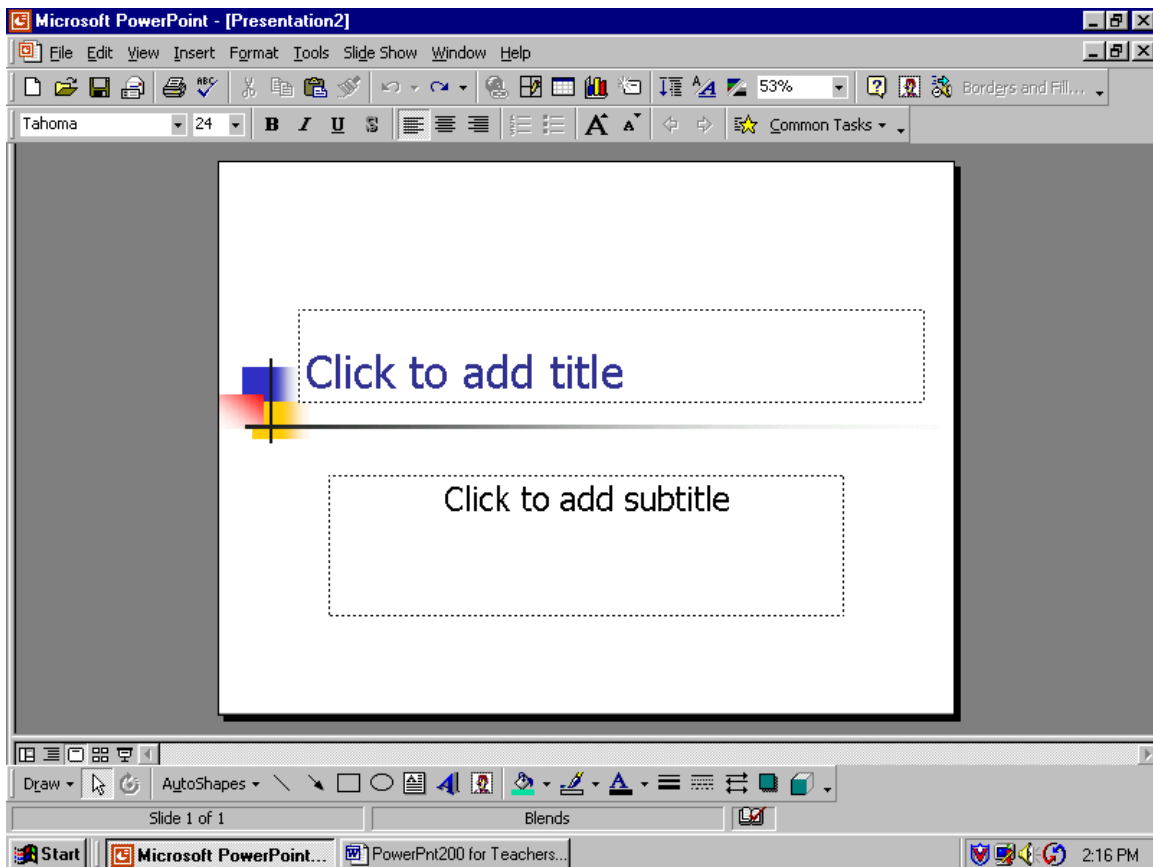


- **Setup the Notes and Handouts in a similar manner and then Apply to All p.9**
- **Return to the Normal View and Save your settings**
- **Go to the Slide Master on the View Menu p.8**
- **Adjust the style of the fonts, colors of the fonts, and characteristics of the fonts pp.9-10**
- **Apply to All and return to the Normal View**
- **Save your presentation with Save AS from the File Menu**

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Activity 4 (Continued). Creating a Title Slide and Agenda Slide

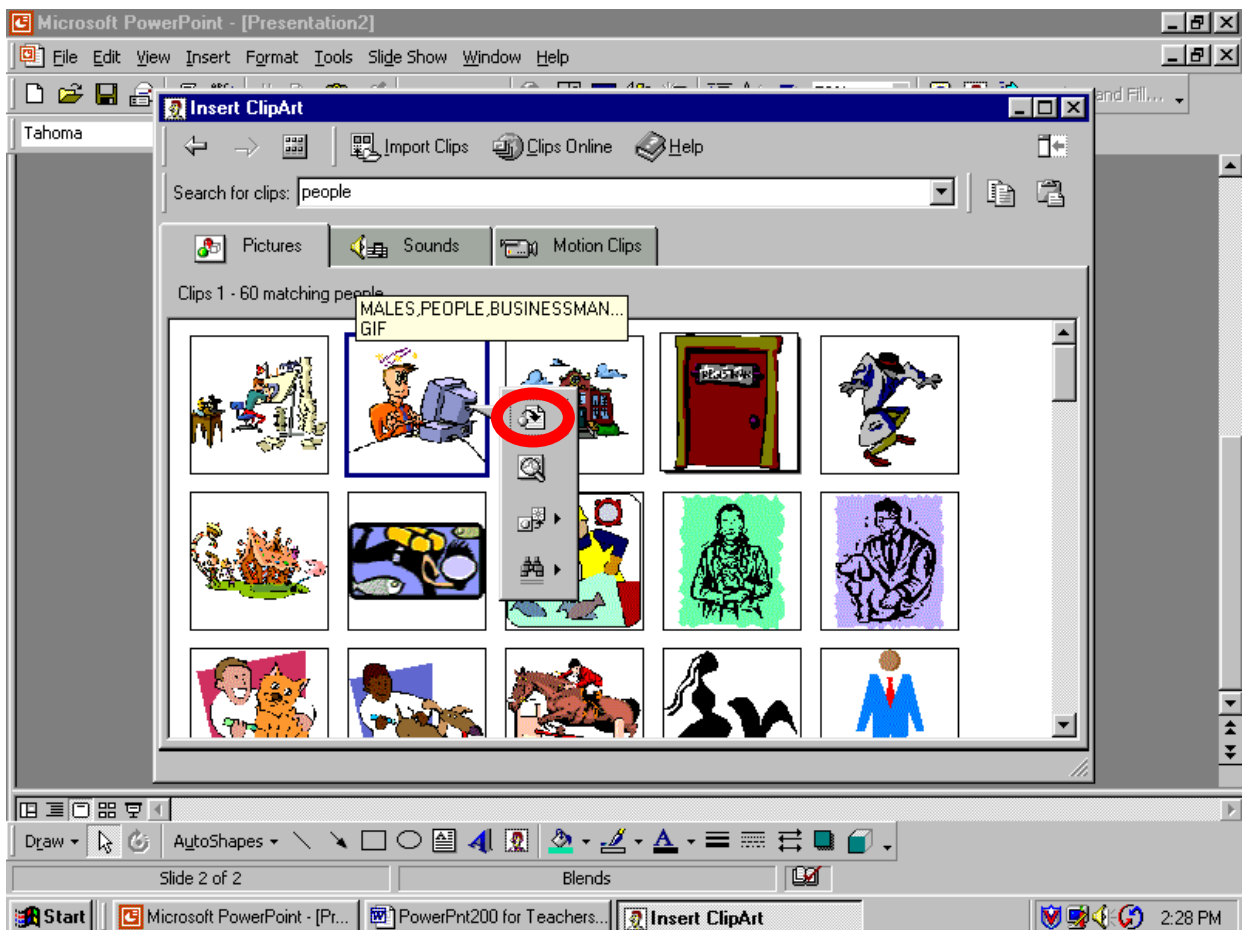
- **Be sure you have saved your Master Slide Settings and are back in the Normal View**
- **Add a new slide**
- **Choose the Title Slide in the upper left corner**
- **Add your Title from your Activity 2 sheet into the Title box**



- **In the Add Subtitle box fill in your schools name and your department p.11**
- **Readjust the size and shape of the box as needed.**
- **Save your presentation pp 12-13**
- **Repeat the above process, but this time when you go to new slide and the Slide Layout dialog box pops up, choose the second box from the left on the top row. It has a place to put the word agenda and a large box under the title to place the items from your outline sheet onto the slide**
- **Click in Click to Add Title and enter the word AGENDA or similar title.**
- **Click in Click to Add Text and enter the four items. pp. 13-14**

Activity 5. Creating a Slide and Adding Clip Art to it

- Click on the New Slide button or pull down Insert to New Slide.
- Again, choose the second box from the left on the top row in the Autolayout screen
- Add the first item from your outline into the title box
- Place the subtitles in the text box below the title box p.14
- Save your work p.13
- Add some Microsoft Clipart to this slide, depending on space and appropriate graphic pp. 15-16



- Save your work

Activity 6. (Continued)

Preformatted Text and a Graphic

- Create a new slide
- In the AutoLayout window select the slide with a title, text box, and a picture of a man with a very big nose pointing to your left. P.17
- Place your title for your second topic in the title box
- Place your work sheet to place in the four sub items for this topic.
- Activate the Graphic box and choose a graphic that is appropriate to your slide, you may be asked to insert CD number 2 form Microsoft Office. p.18
- Be sure to SAVE your slide show NOW!

Activity 7. Using Special Text

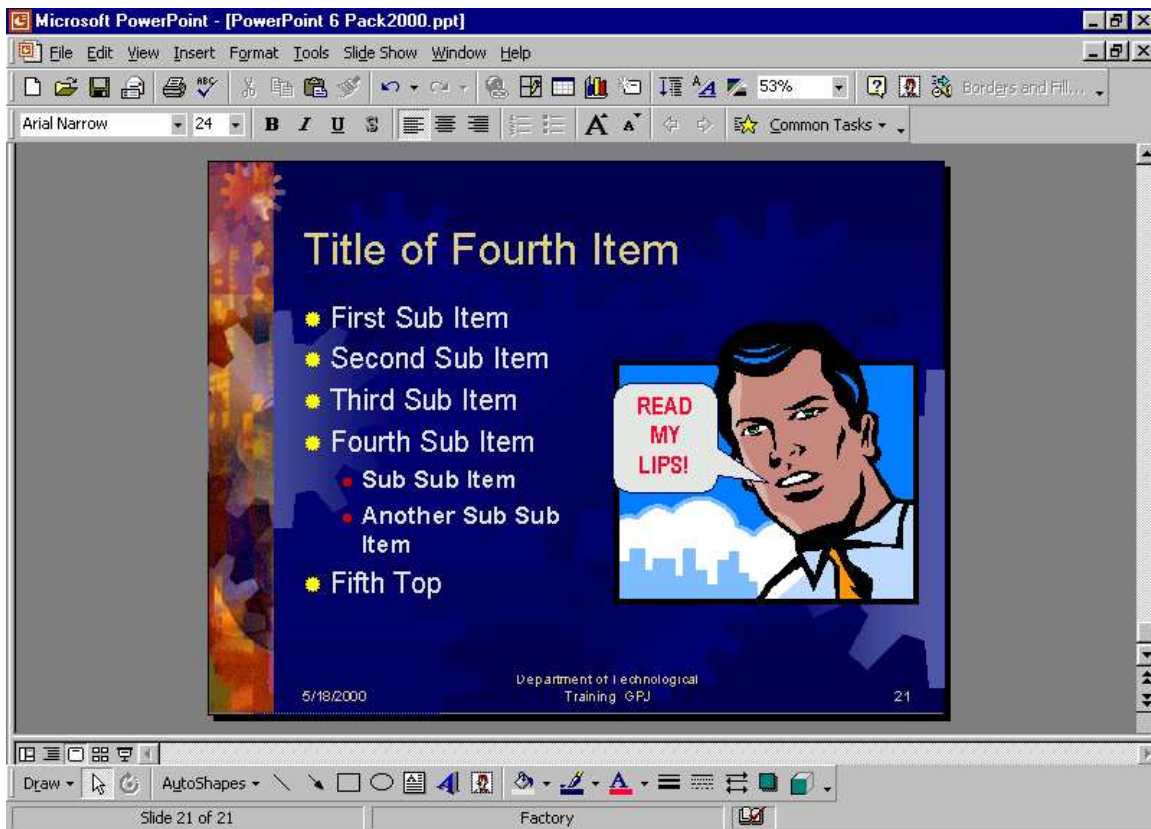
- Create a new slide
- In the AutoLayout window select the slide with only a title p.19
- Type in the title of your third subject in the title box
- Choose the WordArt button, or click on Insert, the Picture, and finally WordArt p.20
- Choose one of the WordArt shapes and select it, a text entry box will pop up
- Type in a short version of your first sub item for this topic
- Do NOT hit the enter key unless you want a second line of text
- Click the OK button
- Move the ClipArt to a desirable place
- Resize the ClipArt to a suitable size
- Repeat the process above for the last three sub items
- Save your slide show



Activity 7. (Continued)

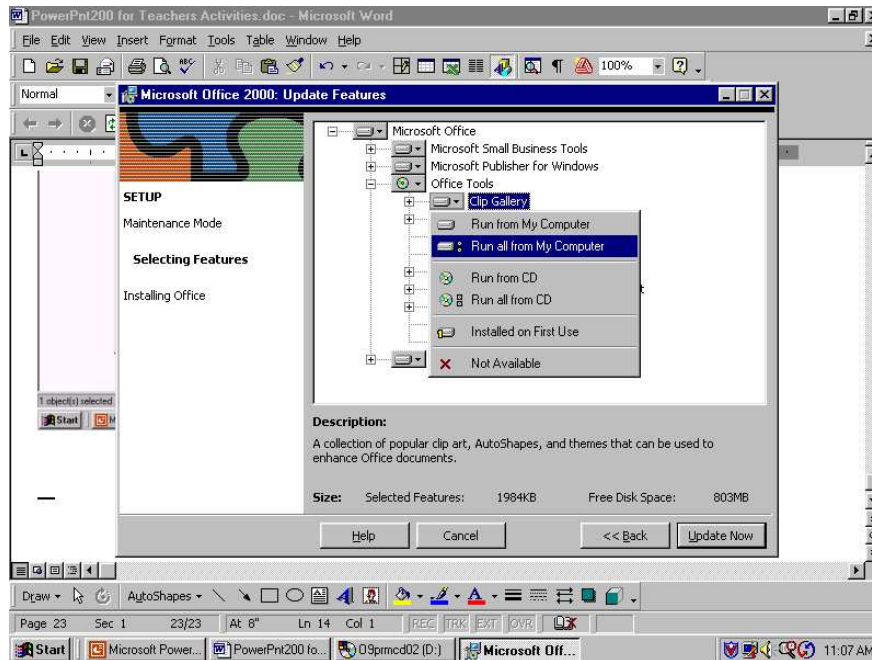
Text with Sub Topics and Text Boxes

- Create a new slide
- In the AutoFormat Wizard choose the style that contains a title, a text entry box, and an man with a big nose, on the left hand side of the text box
- Add the title of your fourth topic in the title box
- Type in your sub topics p.21
- Complete the typing with the sub sub topics pp.21-22
- Add a graphic with a man talking from the ClipArt Gallery p.22
- Place a Call Out box next to him p.22
- Using the Text Box add the words “Read My Lips” (without the quote marks) p.22
- Adjust the size and shape of the Call Out and the graphic as necessary
- Save your slide show.



Activity 8. Acquiring Pictures

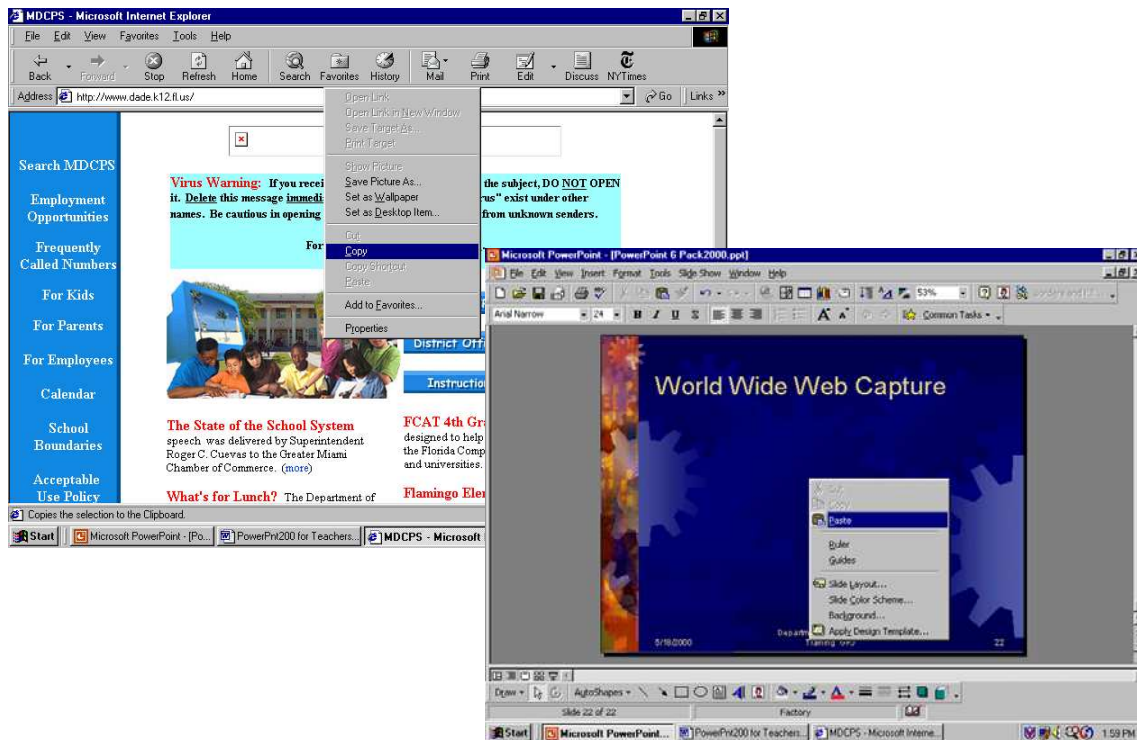
- Use the Microsoft Office Disk number 2
- Set up the Add or Remove Features item p.23
- Go to the Microsoft Office Icon and expand it
- Locate the Clip Gallery p.23
- Set up the system for “Run all from My Computer” p.24
- You will now load the extensive clipart gallery



- Go to the the Insert ClipArt Gallery
- Select the Clips Online feature p.24
- Note: Your Internet connection must be active before you choose Clips Online
- Once on the web, locate the search box
- Type in an item name that you need for your presentation. P.24
- Select the items you desire
- Choose the Download Link (Twice)
- Now these items are available anytime you use the Clipart Gallery.

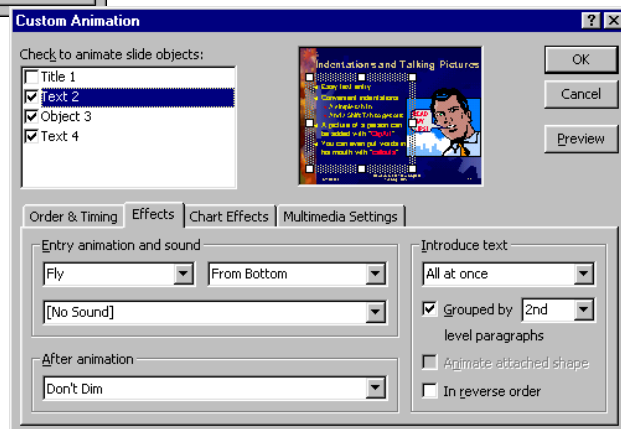
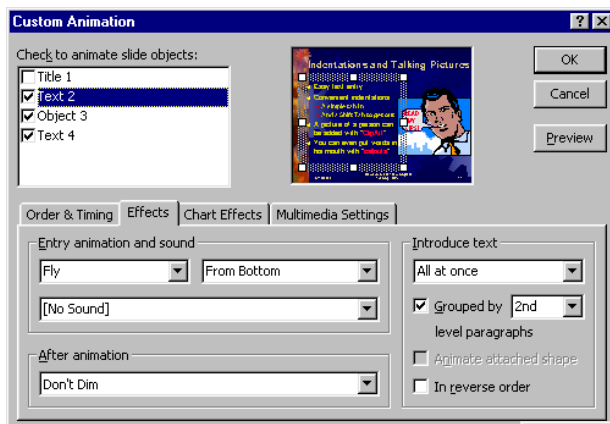
Activity 8. OPTIONAL Capture from the Web

- Create a new slide with a totally blank format
- Do NOT close Powerpoint
- Start your Internet connection
- Go to a web page with a graphic you can use
- Copy the Graphic p.25
- Return to your slide show
- Paste your graphic onto the slide
- Adjust it's size as necessary and place it according to your desires.
- Save your slide show



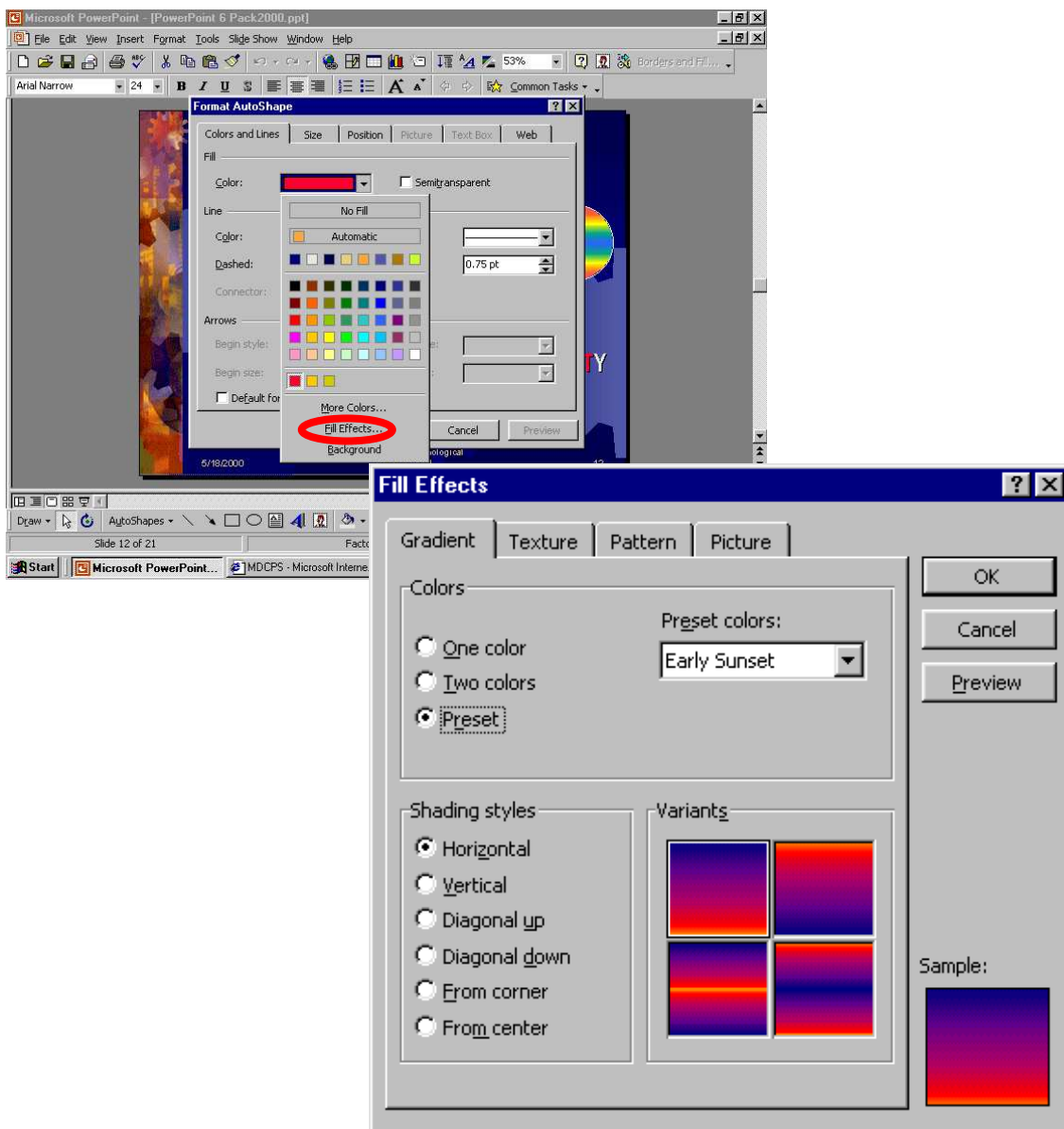
Activity 9. Animating Text and Pictures

- Go to the Slide Sorter View
- Choose your first topic slide (the one after Agenda)
- Pull down the Custom Animation choice on the Slide Show pull down menu
- Go to Order and timing and select your text p.26
- Carefull animate your text on Mouse Click
- Give it the following Effects: Fly from Left, All at Once, Grouped by First.
- Choose the Graphic form Order & Timing p.27
- Give it the animated Effect of Spiril
- Be sure to save your slide show.
- Go to the rest of your slides and animate them in the same way.
- Be sure to save your work after each slide
- STOP where you are animating the indented text. Wait for instructor's procedures.



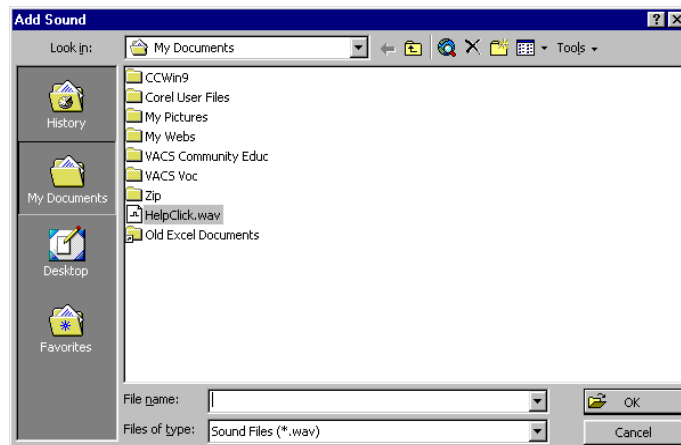
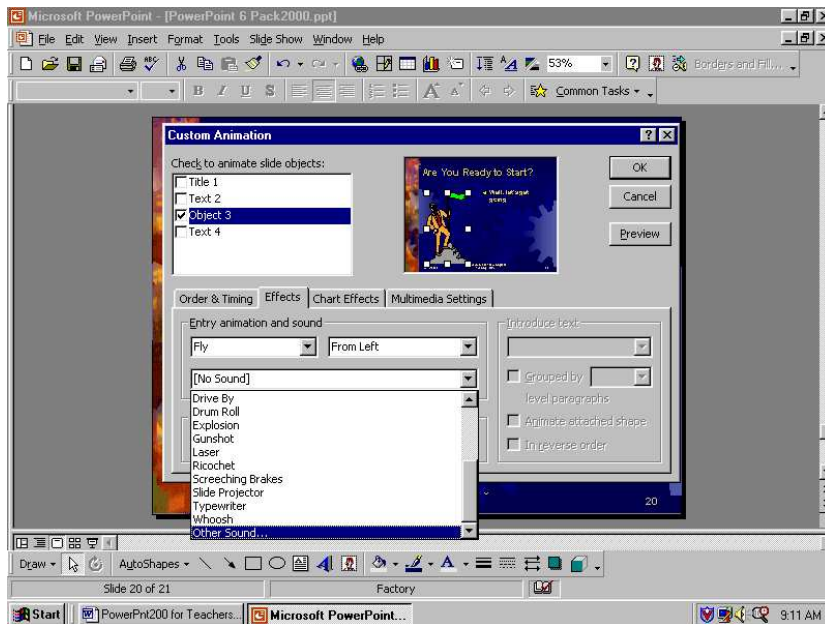
Activity 10. Explaining Concepts with Graphics

- Create a new slide and choose the plain page with just a title on it.
- Using the AutoShapes button create one each, a square, a cross, a triangle, an arrow for yields, and a circle pp.28-29
- Using the text box create a simple addition of ideas from your outline form
- Change the size to suit your tastes
- Using Format AutoShape to change the colors of the shapes. Use more colors and the advanced fill designs of one color, two colors, and preset of *Fill Effects*



Introducing Sound Into Shows

- Go to the slide you wish to have sound added
- Pull down Slide Show to Custom Animation
- In Order & Timing tab, choose where you want the sound add
- Switch to the Effects tab p.32
- Click on the down pointing triangle
- Choose a sound listed p.32
- Click OK to save



Activity 12. Creating and Printing your Own Shows

- Go to the Slide Sorter View
- Move the slides into any arrangement that you like p.31

