

# MICROSOFT® POWERPOINT: PRESENTING

## ***WORKSHOP DESCRIPTION***

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This workshop introduces advanced techniques such as linking images, creating screenshots, animating objects, and saving PowerPoint to zip, PDF, and html file formats. We will also evaluate the effectiveness of slide designs by comparing the use of backgrounds, colors, and text versus graphics. This will be followed by an opportunity for participants to work in teams of two or three to review, critique, and re-design a slide show. The workshop will culminate in hands-on cabling of a laptop in a Smart Classroom and possibly volunteering to give short presentations.

## ***PREREQUISITES***

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- Some knowledge and experience in using the Windows operating system and PowerPoint is recommended.

## ***OBJECTIVES***

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- Gain a familiarity with more advanced techniques such as:
  - Sequencing bulleted lists with graying out
  - Making screen shots
  - Motion paths
  - Sequencing graphic elements
  - Sending Word outlines to PowerPoint
  - Creating PDFs from PowerPoint presentations
  - Saving PowerPoint presentations to Web format
- Critique *before* and *after* comparisons.
- Participate in team review, commentary, and re-designs.
- Become familiar with attaching a laptop to a Smart Classroom panel.

*The exercises in this handout require the use of prepared files.  
Please check with the instructor to obtain a copy of these files.*

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## Advanced PowerPoint Techniques

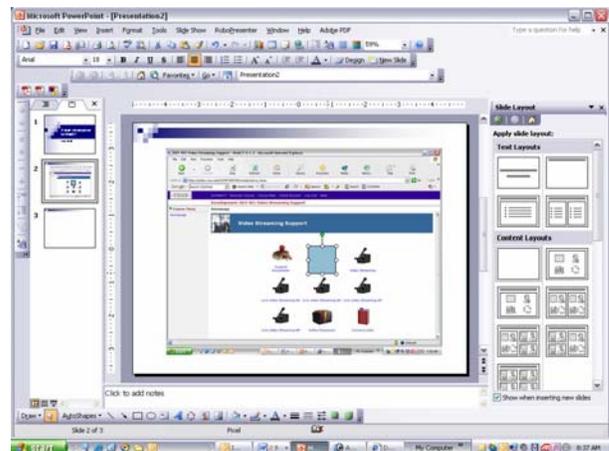
In this section of the workshop, you will learn some advanced techniques that can increase the impact and effectiveness of your presentations. These animations and effects will enable you to adapt your presentations to a variety of needs and situations.

As usual in our Training Room, we have to redo the settings for our preferred Normal workspace view. Your preferences at your own workstation probably will retain their settings. To begin, we recommend that you open the Task Pane (View > Task Pane) and the following toolbars: Standard, Formatting, Drawing, Outlining, and Web (View > Toolbars > Customize...).

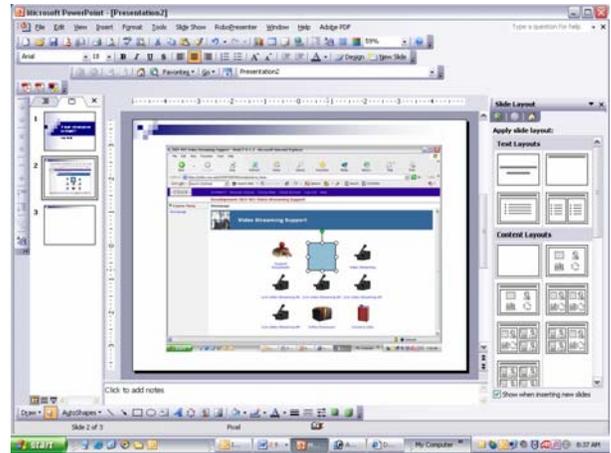
### A. Linking with “invisible squares”

*Note: For this exercise, assume that you are demonstrating some aspects of WebCT to students. You're showing how clicking an item on the WebCT screen, takes you to that page. However, since you're working in PowerPoint, and not on the Internet, you need to provide a transparent link to “fake” hyperlinking to demonstrate your point.*

1. Open PowerPoint. On the Menu Bar, go to **File > New**.
2. In the Task Pane, click on **Blank Presentation**.
3. Click on the small down arrow in the Task Pane and select Slide Design.
4. Click **Browse...** at the bottom of the Task Pane. Select **Presentation Designs**. Click **Open**.
5. Scroll to the design titled **Pixel**. Click **Apply**.
6. Then on the menu bar, **Insert > New Slide** OR click the New Slide icon until you have **three slides**.
7. Select slide #1. Click to add title and type: “A brief introduction to WebCT.”
8. In the subtitle text box, type (*Very brief*).
9. Select slide #2.
10. In the Task Pane, select Blank layout.
11. On the menu bar, go to **Insert > Picture > From File**.
12. Browse to the workshop files, double-click to open the PowerPoint 3 folder.
13. Select the file titled `webct_video_streaming.jpg` and click **Insert**.
14. Place the cursor over the corner “handles” of the screenshot image until your cursor becomes a two-pointed arrow and drag the image to the size you desire.
15. Select slide #3.
16. In the Task Pane, click the Blank layout.
17. On the menu bar, go to **Insert > Picture > From File**.
18. Browse to the workshop files, select the file titled `webct_discussions.jpg`, and click **Insert**.



19. Again, place the cursor over the corner “handles” of the screenshot image until your cursor becomes a two-pointed arrow and drag the image to the size you desire.
20. Click again on slide #2.
21. If your image is selected, deselect it by clicking anywhere outside the image.
22. In the Drawing Toolbar on the bottom of your screen, click the rectangle box titled **Rectangle**.  
*Note: Your cursor will change to a large plus sign.*
23. Click, hold and drag a box around the word “Discussions” in the center of the screen. The box will be filled with a color, hiding the words. (*Leave the box selected. Do not mouse click.*)
24. Click the down arrow at the Fill Color icon (*paint bucket*).
25. Select **No Fill**. *Note: Now you can see the words in the box you drew.*
26. Do not mouse click yet – leave the box selected.
27. Click the down arrow at the paint brush line tool.
28. Select **No Line**.
29. On the toolbar, go to **Slide Show > Action Settings**.
30. Click the radio button at **Hyperlink to**.
31. Click the small down arrow at Hyperlink to and scroll to **Slide...**
32. In the dialog box that appears, select slide #3.
33. Click **OK**. Click **OK**.  
*Note: A faster way to link is to right-click the element, select Hyperlink, enter the URL or document location, and click OK.*
34. **File > Save**.
35. Select slide #1, then click the **Slide Show** icon OR **View > Slide Show** and test your “invisible” link – clicking on the Discussions icon on slide #2 should take you to slide #3.
36. **File > Close**.



**Possible Applications:**

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**B. Sequencing bulleted lists with graying out**

You may have seen PowerPoint presentations where bullet items gray out when a new bullet comes in. That's what we'll be doing in this exercise. We'll also access a Web site for additional design templates.

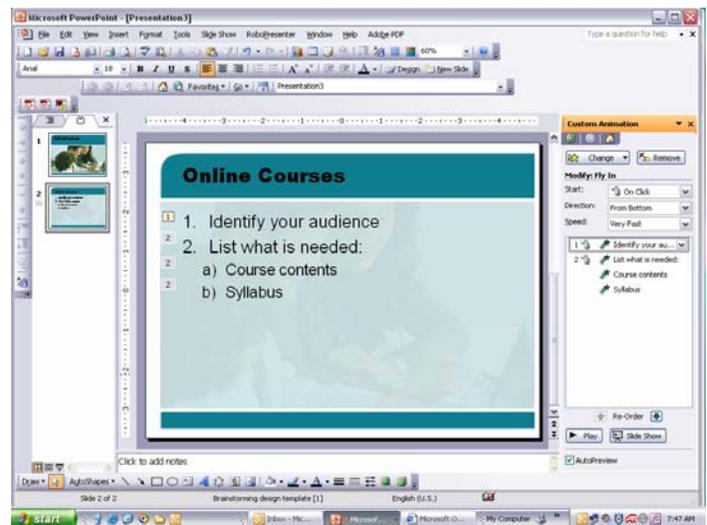
1. On the menu bar, go to **File > New**.
2. In the Task Pane, click **Blank Presentation**.
3. Click the small down arrow in the Task Pane and select **Slide Design**.

4. Scroll to the bottom of the designs.
5. Double-click **Design Templates on Microsoft Office Online**.
6. Click one of the sections; i.e., Business, Whimsy, or Education.
7. Click Next to view some of the design templates.
8. Select a design by clicking on it.
9. Click **Download Now**.
10. If a dialog box appears, click **Continue**.

*Notes: 1) When PowerPoint is already open, the template comes directly into PowerPoint. 2) Templates are automatically saved to C:\Documents & Settings\your ID name\Application Data\Microsoft\Templates. 3) Templates are added to your available Design Templates in the PowerPoint Task Pane. 4) Notice file sizes when you view templates on the Microsoft site, and selectively add only those you would like to use repeatedly, so you don't fill up your hard drive space.*

11. A Microsoft dialog box appears asking if you want to download and display additional assistance. You can click No.
12. On the toolbar, **Insert > New Slide**.
13. In the PowerPoint workspace, click the small down arrow in the Task Pane, and select **Slide Layout**. Select **Title and Text**.
14. Type *Online Courses* in the title space.
15. Click in the text box and type the following list:

- 1) Identify your audience
- 2) List what is needed:
  - a. Course contents
  - b. Syllabus



*Notes:*

- a) *Bullets can be changed to numbers. On the Menu Bar, click **Format > Bullets and Numbering**. Click the **Numbered Tab**, make a selection, and click **OK**.*
- b) *To indent sub-bullets, select the text and click the **Demote** arrow on the Outlining Toolbar. Click **Format > Bullets and Numbering**. Click the **Numbered Tab**, make a selection, and click **OK**.*
- c) *If you need to add another bullet later, select and click the **Bullets** icon.*

**Animation: Step 1**

16. Select the first line of text to be animated: *Identify your Audience. (You can't select the bullets or numbers on your list – PowerPoint will automatically include those.)*
17. In the Task Pane, click the small down arrow and select **Custom Animation**.
18. Click the small down arrow at **Add Effect**.
19. Choose **Entrance (or other effect)**.

20. On the pop-out menu, choose **Fly In** (or other effect).

21. Select the next item on the bulleted list.

### Practice 1 – Part One: Sequencing Bulleted Lists with Graying Out

Repeat steps 16-21 for the additional item with sub-bullets on your list. Upon completion, you will have small numbered squares visible next to each item on your bulleted list AND you will also have a list of each of your bulleted items in the Task Pane as shown on page 5.

*Note: Choose the same or complementary custom animation effects in a bulleted list for consistency in your presentation.*

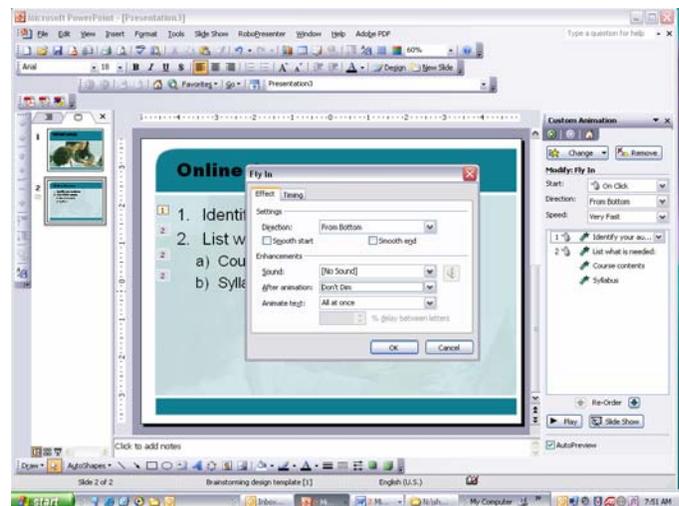
#### Animation: Step 2

22. The second step in this process is to select again the first bulleted item in your list. Notice the white rectangle in the Task Pane around the first item (*Identify your au...*) in the bulleted list. Click the small down arrow at the right end of that white rectangle. A pop-down list appears.

23. In the pop-down list, select **Effect Options**.

24. A dialog box appears as shown. In the Enhancements section, click the small down arrow next to the **After Animation** box. Select **More Colors**, if you need to and select a medium gray.

25. Click **OK**.



### Practice 2 – Part Two: Sequencing Bulleted Lists with Graying Out

Repeat steps 22 through 25 for the other bulleted items. To make all the sub-bullets enter with item #2, select them all together as one unit, then add effect.

26. Click the Slide Show mode icon in the lower left corner of the PowerPoint workspace OR go to **Slide Show > View Show**.

27. Notice that the bulleted items come in with each click of the mouse and prior items gray out as each new item comes onscreen.

28. **File > Save**.

*Note: To fade out a bulleted item instead of graying out: 1) Select the text to fade out, 2) In the Task Pane, click **Add Effect > Exit > Fade**.*

## Possible Applications:

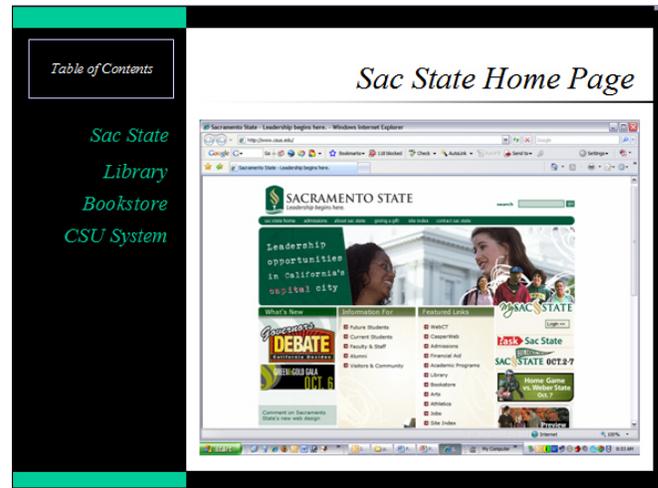
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### C. Making screen shots

1. Open a PowerPoint file in the menu bar by going to **File > New**.
2. In the Task Pane under **New Presentation**, click **From design template**.
3. At the bottom of the Task Pane, click **Browse**. In the Apply Design Template dialog box, double click on **1033**, scroll down and select Group Home Page.pot. Click **Apply**.
4. In the Task Pane, click Slide Design – Color Schemes. Select the white with green.
5. In the Title box, type *Sacramento State*.
6. In the subtitle box, type *Web Sites*. Adjust title and subtitle so both are right-aligned.
7. **Insert > New Slide**.
8. In the Task Pane, click the down arrow, click **Slide Layout**, and under Content Layouts, select **Title & Content**.
9. **File > Save**.
10. Open a Web Browser and type *http://www.csus.edu/*. Adjust the page, if necessary, to full screen size before you make your screen shot OR press F11 to get full screen mode..
11. Click the **Print Screen** key. *This keystroke takes a “picture” of what is showing on the monitor screen and places the screen shot on the clipboard.*
12. Minimize the browser OR press F11 again, and select slide #2. Click on the border of the content box to select it. Paste the picture by clicking **Edit > Paste** OR **Ctrl+V**.
13. In the Title text box type *Sac State Home Page*. Adjust above horizontal design line if needed.
14. **File > Save**.

*Note: To take a screen shot of only the active window, hold down the **ALT** key and continue to hold it down while pressing the **Print Screen** key.*



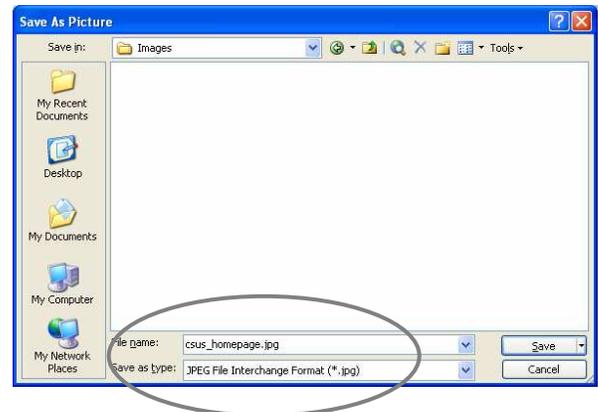
## Possible Applications:

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## D. Saving screen shots as a file

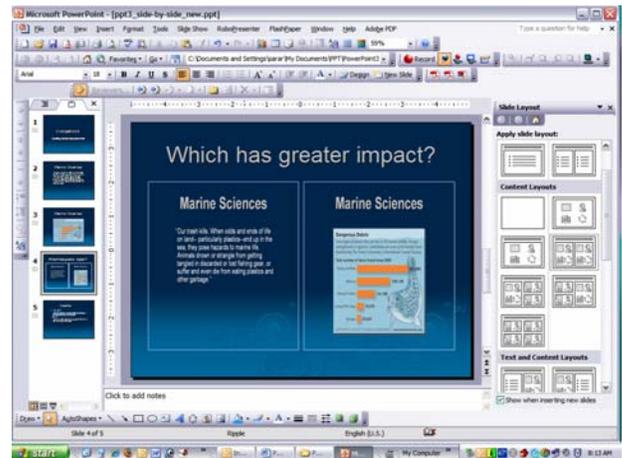
1. Using the same file, select slide #2, Sac State Home Page.
2. Right-click the screenshot and click **Save as Picture**. In the Save As dialog box, save to the Desktop. Type the file name *sacstate\_homepage*.
3. In the **Save as type** box, click the down arrow and select JPEG.
4. Click **Save**.



## Possible Applications:

## E. Creating side-by-side screen shots

1. Go to **File > Open** and browse to the workshop files.
2. Double-click to open the file *ppt3\_side\_by\_side\_new.ppt*.
3. Scroll to view slides, then select slide #3.
4. On the Formatting toolbar, click the **New Slide** icon.
5. In the Task Pane, click **Slide Layout**.
6. Under **Content Layouts**, select **Title & 2 Content**.
7. Click in the title box and type *Which has greater impact?*
8. Select slide #2.
9. Click the Slide Show view icon OR on the menu bar, click **View > Slide Show**.
10. Press the **Print Screen** key on the keyboard to make a screen shot and place the picture on the clipboard.
11. Return to **Normal View** by pressing the **Escape** key OR right-click and select **End Show**.
12. Select slide #4 and click the border of the left text box.
13. On the menu bar, press **Edit > Paste** to paste the screen shot OR press **Ctrl + V**.
14. Repeat this process to capture a screen shot for slide #3. Click to select slide #3 and follow steps 9 through 11.
15. Select slide #4 and click the border of the right text box.



16. On the menu bar, press **Edit > Paste** to paste the second screen shot.
17. Place a border around the text box by selecting the text box, clicking the Line Style icon in the Drawing toolbar, and selecting  $\frac{1}{4}$  pt.
18. Then click the Line Color icon in the Drawing toolbar, and select a light blue color.
19. Repeat steps 17 and 18 for the second text box.
20. Click slide #1 and then click the **Slide Show** icon to view your slide presentation..
21. **File > Save.**

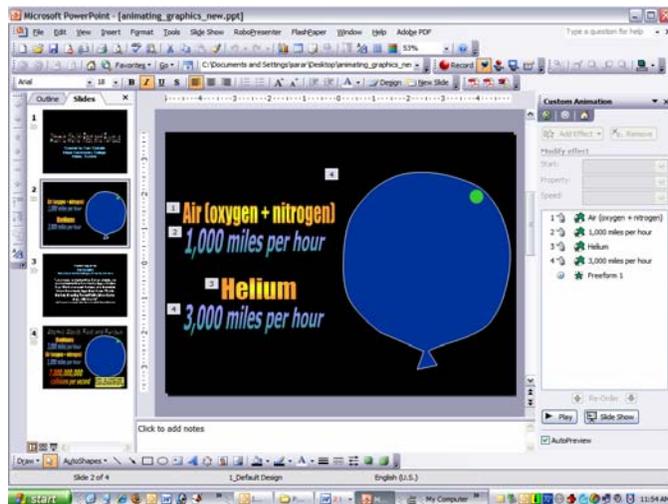
**Possible Applications:**

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**F. Motion Paths—Animating elements**

1. Go to **File > Open** and browse to the workshop files.
2. Double-click to open the file ppt3\_motion\_paths\_helium.ppt.
3. Click the Slide Show icon to view slides, then press the **Esc** key to return to the normal workspace view.
4. In the Task Pane, click the down arrow and select **Custom Animation**.
5. Click slide #2 and click the green ball in the balloon.
6. Click **Add Effect > Motion Paths > Draw Custom Path > Freeform**.
7. The cursor changes to a plus sign.
8. Click, without holding mouse down, about eight different points, crisscrossing the balloon.
9. Click **Play** to view the effect.
10. In the Task Pane, in the rectangle #5 for the green ball, click the down arrow and select **Timing**.
11. Click the Timing tab and across from Repeat, select **Until Next Click**.
12. Click **OK**.
13. **File > Save.**



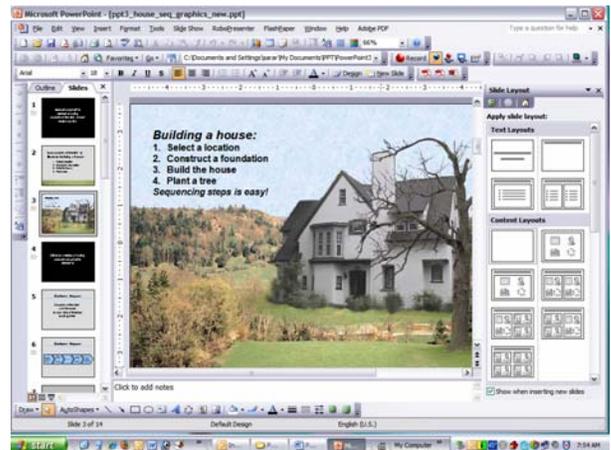
**Possible Applications:**

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## G. Sequencing graphic elements

1. Go to **File > Open** and browse to the workshop files.
2. Double-click to open the file `building_house_sequencing_new.ppt`.
3. Select slide #2.
4. In the Task Pane, select **Custom Animation**.



### To animate the text:

5. Highlight the first line of text: *Select a Location*.
6. Click **Add Effect > Entrance > Fly In**.
7. Click the **Direction** drop down arrow, select **From Left**.
8. In the **Speed** drop down menu, select **Fast**. (Notice a number "1" appears before the effect).

### Practice 3 – Sequencing Graphic Elements

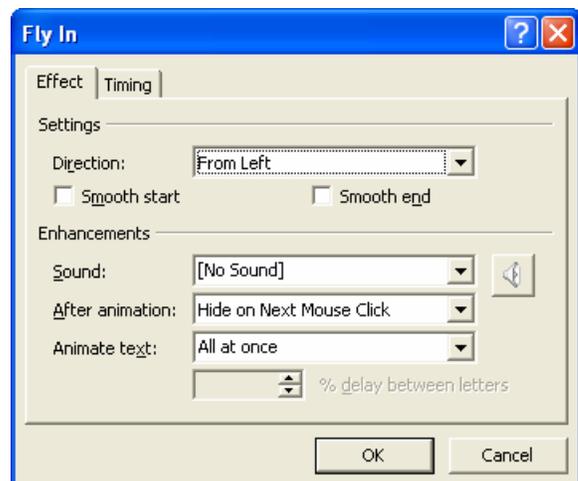
Repeat steps 5-8 to animate each of the lines of text.

Repeat steps 9-13 below to animate each of the images.

You can alternate animating a line of text and its corresponding image OR you can animate all the lines of text, then all the images, and rearrange the animation rectangles in the Task Pane afterwards.

### To animate the drawing objects:

9. Select the property.
10. Click **Add Effect > Entrance > Fly In**.
11. Click the Direction drop down arrow, select **From Bottom**.
12. In the **Speed** drop down menu, select **Fast**.
13. Click the **Slide Show** icon to view. **File > Save** (to desktop).



The following directions are for hiding text, if desired, on the next mouse click:

1. Click the drop down arrow next to effect #1 and select **Effect Options...**
2. In the Fly In dialog box, click the **Effect** tab.
3. Under Enhancements in the After animation: click the drop down arrow and select **Hide on Next Mouse Click**. Click **OK**.

## Possible Applications:

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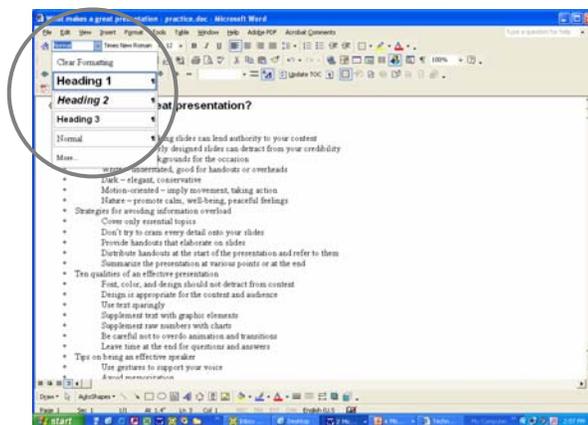
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### H. Sending Word outlines to PowerPoint

Outlines can be created in Microsoft Word for a PowerPoint presentation, but first styles need to be assigned. PowerPoint uses the heading styles that are assigned in Word to determine the text to be used for slide titles and text. **Heading 1** style becomes slide titles; **Heading 2** style becomes top level bulleted text; and **Heading 3** becomes secondary bulleted text, and so on.

#### **To assign heading styles to a Word outline:**

1. Open Microsoft Word. Go to **File > Open**. Select Desktop and open the file named `great_presentations.doc`.
2. Go to **View > Outline**.
3. Select the text to be assigned to a slide title. On the Formatting toolbar, click the Style drop down arrow. Select **Heading 1**.
4. Select the text to be assigned as top level bullet text and select **Heading 2**.
5. Repeat steps 3 and 4 throughout the document.
6. **Save** to the Desktop.
7. **File > Send to Microsoft PowerPoint**.
8. Close the file and Microsoft Word.



#### **To open a Word outline in PowerPoint:**

9. Open a new PowerPoint presentation.
10. Choose **Insert > Slides from Outline**.
11. In the Insert Outline dialog box, browse to the Desktop, select `great_presentations.doc` and click **Insert**.
12. **Save**.

### I. Sending PowerPoint to Word

1. Using the same PowerPoint file, click the Outline tab. To copy the text in the PowerPoint file, go to **Edit > Select All > Edit > Copy**.
2. Open a blank document in Word. Go to **Edit > Paste**.
3. View and close the document.

### J. PowerPoint to PDF

Instructors may want to have their PowerPoint slide presentations accessible to their students through their Web pages and/or through WebCT courses. Presenters may also want to provide handouts to their audiences. In either case, converting PowerPoint to PDF files is one option. *Note: PDFs do not retain animation.*

1. Open a PowerPoint file that you have saved to the Desktop. Any will work for this exercise.
2. Go to **File > Print**.
3. In the Print dialog box next to the printer selection, click the small down arrow.

4. Select **Adobe PDF**. *Note: Older versions may list Acrobat PDFWriter or Distiller.*
5. Under **Print range**, select **All** OR click the radio button next to Slides and enter the numbers of the slides to be converted to PDF files.
6. Under **Print what**, click the small down arrow and select **Handouts**.
7. To the right of the **Print what** box, the area for further selections will now be active.
8. Select **6 slides** to a page and **horizontal**.
9. Under **Color/Grayscale**, select **Grayscale** since most printing will be done on black and white printers and the printing will be less expensive than color.
10. Click **OK** or **Print**.
11. In the dialog box that appears, select Desktop as the location to save.
12. Click **Save**. *Note: This may take a few moments. By default, Adobe will automatically open the file for viewing.*
13. To see the converted PDF file on your desktop, minimize the PowerPoint window, double-click the PDF icon on the desktop to open the PDF file and view the results.

### **Possible Applications:**

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### **K. Zipping Files**

*There are numerous software products for compressing and decompressing files so that file sizes are smaller and transferring files then is easier. The process is commonly referred to as “zipping” files. The one we will use is a default program that is part of the Microsoft Windows operating system. Stuffit and Ziplt are two products that are commonly used to “stuff” or “zip” files with Macs.*

#### **Windows Default Zip program:**

1. Minimize the PowerPoint window by clicking the Minimize button (*the minus sign*) in the top right corner of the screen.
2. Double-click the My Computer icon to open the My Computer window.
3. Click My Documents in the left column. Click Desktop. Open workshop files folder.
4. Click the Views icon and select Details.
5. Right click on the name of the file to be compressed.
6. Click **Send to > Compressed (zipped) folder**.
7. In the dialog box that appears, click Yes.
8. The program then zips the file, and a “zipped” icon appears on the desktop or directory of the file you compressed.
9. Notice the difference in file size of the original file and the “zipped” file.

10. Double-click the “zipped” icon to view the file OR right-click the file and select Open with Compressed (zipped) Folder.

## Possible Applications:

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## L. PowerPoint to Web format (HTML)

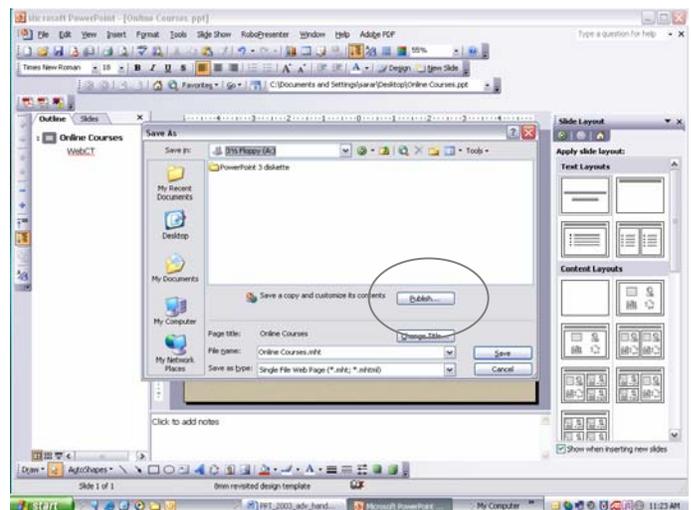
Microsoft® PowerPoint® has a Save as Web Page feature under the File menu. This is useful for converting PowerPoint presentations to HTML – the background language of the World Wide Web. HTML code or “language” tells browsers how to present the content information onscreen. The Save as Web Page feature has not proven to be consistent in always making the conversions complete. Images are sometimes missing and/or other problems may occur. If you have a particular use for having a presentation in the HTML format, it is worth trying to see if your presentation converts in its entirety.

In PowerPoint Basics, we went through this process briefly. Today, each of you will explore this process more fully, at your own pace.

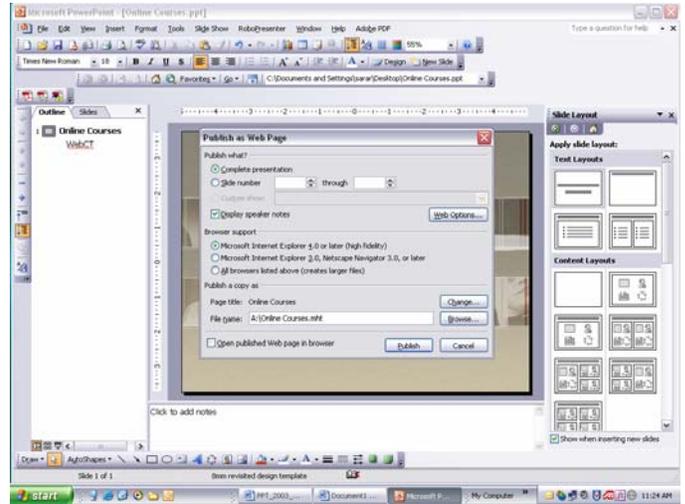
### Practice 4 – PowerPoint to Web (HTML)

Open the presentation you want to publish to the Web. You might want to choose a presentation that you have been working on. Follow the directions below. You will be clicking to open several dialog boxes relating to choices to make prior to converting the file. Screenshots are provided to aid you through the process and instructors will provide assistance as needed.

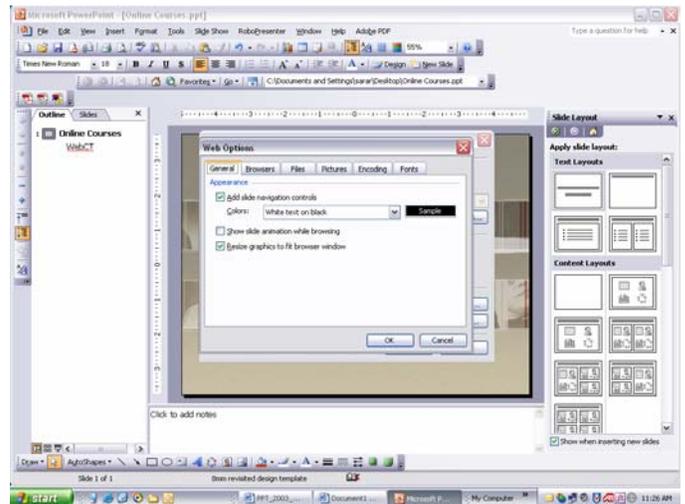
1. On the **File** menu, click **Save as Web Page** to display a screen similar to the one below.
2. Click the **Publish** button in the center of the Save As dialog box.



3. The **Publish as Web Page** dialog box opens.
4. Select **Complete presentation** radio button to save all slides in the presentation. *Note: For longer PowerPoint slide shows, you might want to publish only slides #50-100, for example.*
5. Under Browser support, verify the default selection of: *Microsoft Internet Explorer or Netscape Navigator 4.0 or later.*
6. Click the **Web Options** button at the center right of the dialog box.



7. Click the **General** tab,
  - a. Under Appearance, check **Add slide navigation controls** so users will be able to navigate through the slide show online.
  - b. Click the down arrow across from **Colors:** and select the color combination you prefer.
  - c. Select the box: **Resize Graphics to fit browser window.**



8. Click the **Browsers** tab,
  - a. Click the down arrow under Target Browsers and select **Microsoft Internet Explorer 4.0, Netscape Navigator 4.0 or later.**
  - b. Under the Options section, uncheck **Save new Web pages as Single File Web Pages.**

14. Click the **Pictures** tab,

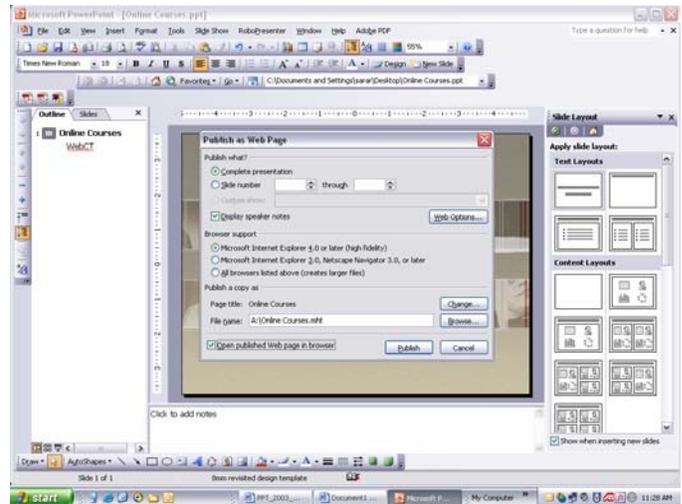
- a. Click the down arrow at Screen Size: and select 1024 x 768 for best results with newer computers.

*Notes:*

- *If you know that your target audience may have older computers, you need to select a smaller screen size.*
- *Leave the default selections on the other tabs.*

15. Click **OK** to return to the Publish as Web Page window.

*Note: Be sure that the page title is exactly how you want it displayed on the Web. Use the **Change** button to enter a more descriptive HTML title to be used in the browser window, if desired.*



16. Click the **Browse** button and save to the Desktop (or other drive and folder). If desired, change the name for the beginning Web page of your presentation.

17. Under **Save as type**: Click the down arrow and select Web Page (\*.htm; \*.html).

*Notes:*

*\*Using the .htm extension is preferable because it is supported by more browsers. The .mht extension is a Microsoft proprietary extension and may not work well in Netscape or in older browsers.*

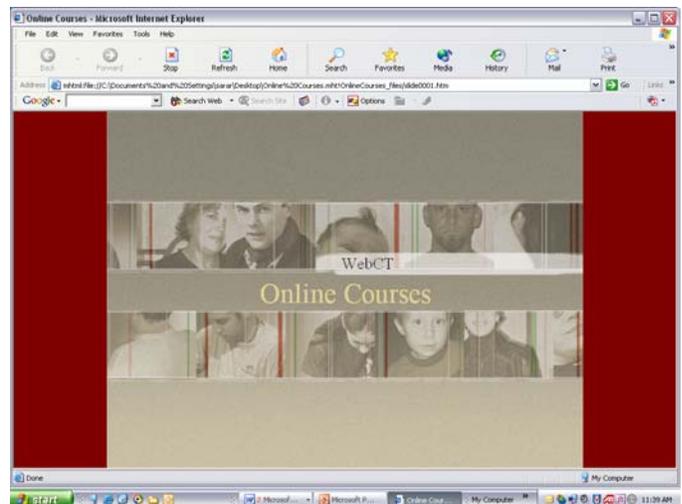
*\*The .htm extension results in two files: the Web page and a supporting file. The .mht extension results in a single file.*

14. Check **Open published Web page in browser** to have the Web page displayed in your browser.

15. Click **Publish**.

*Notes:*

- *View the sample page opened in a browser similar to the image shown. If you have several pages, navigate through each page to check that each slide/page appears as you intend.*
- *If you click the View Slide Show button, press the Esc key to exit the slide show mode.*



16. Click **X** to close the browser window.

17. Minimize PowerPoint by clicking the Minimize (minus sign) button in the upper right corner.

18. Look on your desktop for the file created by PowerPoint with the .htm extension and its accompanying folder—the PowerPoint icon with a globe—and double click to open. Check every slide to make sure they appear as you intend.

*Note: It is advisable that you create a new folder and place both files within that folder to keep them together.*

## M. Presenting with two monitors

*Note: Your computer must have the capability of using dual monitors. Check your operating system manual or ask your department ITC.*

1. Save the presentation to be “set up.”
2. Click **Slide Show > Set Up Show**.
3. In the **Set Up Show** dialog box under the Multiple Monitors section, click the small down arrow and select **Monitor 2 Default Monitor**.
4. Underneath that, place a checkmark in the Show Presenter View box. This selection will provide the presenter with onscreen tools that facilitate moving between the slides. If you do not want these onscreen tools, do not place a checkmark in this box.
5. Click **OK**.

## Slide Comparisons & Designs

In this section of the workshop, we will view slides in “before” and “after” states and look at what works and what doesn’t in terms of effectiveness. We will discuss topics such as capturing audience attention, readability of text on slides, and appropriateness of graphics. In addition, we will look at some additional designs that can be obtained online. *Note: You can also create your own designs, or go to the Faculty/Staff Resource Center and ask the lab attendant for “Digital Juice.”*

### A. Teamwork

Following the “before and after” presentation, you will work in teams of two or three to view, critique, and modify a five-slide presentation.

This activity will provide workshop participants with an opportunity to discuss design considerations, strengths and weaknesses, and overall effectiveness of the presentations with their team members. Think in terms of content, colors, fonts, graphics, and presentational elements (*such as the possible use of charts, graphs, and animations*). Ask for help if you aren’t sure how to use any of the PowerPoint tools for changes your group would like to make. After improvements have been made to the presentation, your group will share the changes with the other workshop participants.

1. Begin by opening the original five-slide presentation. With the presentation open, go to the menu bar and click **File > Save As...**
2. In the **Save As** dialog box, browse to the Desktop.
3. Save the presentation with a different name to distinguish it from the original. In the Filename box, type a new filename (such as *powerpoint\_revised.*) Click **Save**.
4. Use this new file to experiment with making suggested revisions.
5. When finished, click **File > Save**.

## Hands-on Presentations

### Connecting Laptop Computers in Smart Classrooms:

1. Test your laptop in the room a day or two PRIOR to your presentation! This will allow time for you to become acquainted with the Smart Classroom panels in that room and to change your design or colors if they are not suitable for display in the lighting of that room.

*If you need assistance or would like a tutorial with a UMS staff person, telephone UMS at x86611. They will be happy to assist you.*

2. The presenter must provide all cables and any necessary external drives that are not on the laptop; for example, floppy drives or Zip drives. *Note: In the workshop, cables and floppy drives will be provided.*

*The bookstore has a package of "SmartPak" cables for purchase for PCs for around \$25.00 for this purpose, and UMS can provide a temporary loan of cables. Mac users will need to have or purchase the Apple VGA Display adapter – DVI to VGA or mini-VGA to VGA adapter (it's white and about 8" long).*

### ON:

3. Connect all cables:
  - Plug the computer into the electrical outlet. *Do NOT turn the computer on yet!*
  - Connect the laptop computer to the Video/Audio Input port on the interface panel on the wall, using the male-to-male VGA cable.
  - *Optional:* Connect the laptop to the Internet outlet (it looks like a large telephone jack), using the RJ45 cable. *Note: The computer must have a LAN network card already installed for Internet connection to be made.*
  - *Optional:* Connect the speaker cable to the speaker port on the side of the computer (near microphone and headphones jack) and to the Interface Panel (directly under the VGA port).
4. Turn **on** the computer.
5. Pull down the room screen. *Note: In some Smart Classrooms, the room screen will come down automatically when the projector ON button is pressed.*
6. Push the Projector ON button on the Smart Classroom panel. *(The green connection light and volume LEDs should light up.)*
7. Press the Laptop button on the Smart Panel.
8. VERY IMPORTANT!! If you do not have "simultaneous" displays on both laptop and room screen:

***Hold the function "fn" key down and press the "LCD/CRT" key (F3, F8, or other) once, twice, and three times to toggle between 3 choices (laptop screen, room screen, or both screens simultaneously).***

### OFF:

9. Turn off the laptop, then turn off the projector by pressing the **Projector OFF** button.  
*Notice that the projector fan continues to run. The fan will shut off when the projector lamp cools down.*

10. Disconnect the computer from the wall connections.

*Don't forget to take your cables with you!*

**Notes:**

*If you are using a room that has not yet had a Smart Classroom panel installed, instead of Steps 6 and 8 above, use the following directions:*

- Turn on the projector using the black remote control attached by a cable in the room:
  - Aim the remote at the projector.
  - Hold down the “on” button until you hear the machine turn on.
  - Release the button and wait about 25 seconds.
  - *You may have to change your aiming direction if the projector doesn't readily respond or you may have to turn out the room lights (they are on the same frequency as the projector remote and could interfere).*
  - Press the “mode, input or computer” button to select the source (*on the projector screen, you will see: Computer 1 or Computer 2*).
  - *(If there are two buttons for the projector toward the bottom of the remote, use “RGB1/2” for the computer connection.)*
- Turn off the laptop, then turn off the projector by pressing the POWER button.

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## Final Discussion

Can you see how PowerPoint can provide you with a compact, dynamic, interactive audio and visual environment for presenting ideas, a project plan, a lesson, or a training session?

## Resources

### **Faculty/Staff Resource Center** ARC 3012

- \* Assistance available on walk-in basis
- \* Open lab on Fridays 1-4pm
- \* Open lab on Thursdays 1-4pm

<http://www.csus.edu/uccs/fscenter/>

(Fall, Winter, Spring)  
(Summer)

### **Appointments with consultants**

- \* Phone: 278-7337 or x87337
- \* E-mail: [helpdesk@csus.edu](mailto:helpdesk@csus.edu)

<http://www.csus.edu/uccs/helpdesk/itc.stm>

### **Academic Technology & Creative Services**

- \*Links for course development, support personnel, training
- \*Training workshops

<http://www.csus.edu/atcs>

<http://www.csus.edu/atcs/training.htm>

### **Information Providers Resource page**

- \* Guidelines, Tutorials, Templates, Graphics, Accessibility, Other Resources

<http://www.csus.edu/web/>