

MS PowerPoint

Goal: To familiarize participants with features of PowerPoint so that they can create their own presentation.

Open PowerPoint (in MS Office)

Slide View

1. Choose **Template** in dialog box
2. Scroll through template designs. When you highlight, you can preview it in the Preview box.
3. Select a template and press **OK**
4. A **New Slide** window will open with options for a layout.
5. Select the **Title Slide/OK**. Put the title of your presentation and your name on the title slide.
6. You are now in *Slide View*.
7. Select **Insert/New Slide** and choose a layout that has a picture box.
8. Use your mouse to select a box to add a title, dialogue and a picture to the slide. See “Importing Graphics into Microsoft PowerPoint” sheet to help you.
9. Continue to insert new slides to complete your presentation.

Slide Sorter View

1. Press **Slide Sorter View** button on bottom of screen.
2. Select **Edit/Select All** - all slides should now be outlined in black.
3. To choose a **transition**, press the button to the left of the words “No Transition” on the toolbar. This is how the slides will move from one to the next. It will preview on the first slide.
4. Choose speed
5. You may also choose to time your slides if you want your presentation to run automatically.
6. Then select **Apply to All**.

7. Next choose a build effect. This is how words will appear on your slides. Use the arrow to the right of the words “No Effect” and select an effect.
8. There will be no preview.

Slide Show View

1. Choose the **Slide Show** button at the bottom of your screen. Use the space bar or left mouse button to show next slide and build effects.

or

2. If you timed your slides, you must select **Slide Show** from the tool bar and select **Use Slide Timings** in the *Advance Slides* dialog box.
3. If you want the slideshow to play repeatedly, also check **Loop continuously until ‘Esc’**
4. While the Slide Show is playing you can pick up a “pen” on the screen with the mouse and draw on the screen to emphasize important points. **Right mouse click**, then select **Pen**.
5. Choose “b” to blackout screen, then choose “b” again to restore **or** choose “w” to whiteout screen and “w” to restore.
6. Pretty cool, huh?

Outline View

Check this out. You can create new slides in this view, too.

Notes View

Will print out a slide and space for notes on each page.

*******Be sure to save all of your work periodically!**