

Introduction to PowerPoint

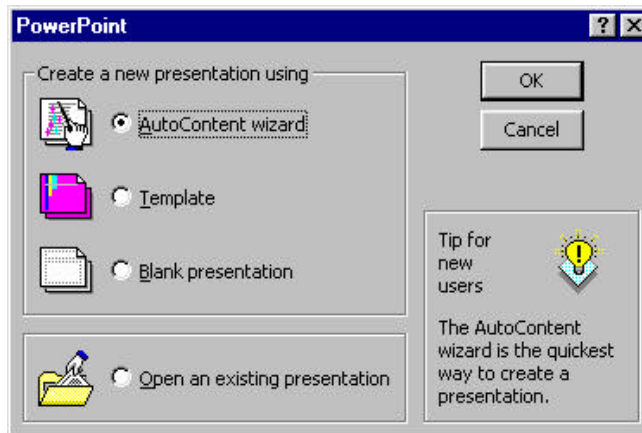
Academic
Computing
Support



D.W. Mattson Computer Center
Tennessee Technological University
Revised July 1998

Version: 97

1. Creating a Presentation Using the Wizards



1. Select **AutoContent Wizard** and Click **OK**
2. Click **Next**
3. At *Select the type of presentation you're going to give* select **Generic**
4. Click **Next**
5. At *How will this presentation be used?* select **Presentations, informal meetings, handouts**
6. Click **Next**
7. At *What type of output will you use?* select **On-screen presentation**
8. At *Will you print handouts?* select **No**
9. Click **Next**
10. In the *Presentation title* box type **Buying Your First Computer** and press TAB
11. In the *Your name* box type *[your name]* and press TAB
12. In the *Additional Information* box type **Tennessee Tech University**
13. Click **Next**
14. Click **Finish**

2. Editing Slides in Outline View


2.1 Editing Slide 2

1. If the Outline view is not the default select **View** → **Outline**
Note: To edit an entry, select the text you want to replace, and type your own text.
 2. For **slide 2 (Introduction)**, select the text for bullet 1, then type:
Buying your first home computer can be overwhelming.
 3. To delete bullet 2, move the mouse to the left of the bullet until the mouse pointer becomes a four-headed arrow. Click the left mouse button to select the bulleted text and then press DELETE
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2.2 Edit slide 3

1. For **slide 3** (*Topics of Discussion*), select the text for bullet 1, then type:
Learning the terminology
2. To add an additional bullet, press ENTER and then type: **Apple or IBM?**
3. For bullet 3, type: **Choosing a seller**

2.3 Edit slide 4

1. For **slide 4** select **Topic One**, then type: **Terminology**
2. Select the text for bullet 1, then type: **CPU**
3. Press ENTER to add an additional bullet, then click the **Demote** icon  in the button bar to indent the bullet one level.

Note: This will also change the type of bullet used.

4. Type: **486** and press ENTER
5. Type: **Pentium** and press ENTER
6. Type: **PowerPC** and press ENTER
7. Select the text for bullet 2, then type: **Memory**
8. Press ENTER to add another bullet, then click the **Demote** icon  in the button bar.
9. Type: **Primary** and press ENTER
10. Type: **Secondary** and press ENTER
11. To promote the next entry one level, press the **Promote** icon  in the button bar
12. Type: **Input** and press ENTER
13. Type: **Output** and press ENTER

2.4 To delete a slide in outline view

1. Move to **slide 8** (*What This Means*)
2. Move the mouse to the left of the slide until the mouse pointer becomes a four-headed arrow.
3. *Left-click* to select the entire slide
4. Press the DELETE key

Note: Slide 9 moves up to the 8th position. If there were more than one slide after the deleted slide all of the slides would automatically be renumbered.

2.5 Edit the rest of the slides as shown below

- 5 ☐ **Apple or IBM?**
 - Identical software
 - Similar pricing
 - Hardware differences
- 6 ☐ **Choosing a Seller**
 - Local vs. Mail Order
 - Support
 - Warranties
- 7 ☐ **Summary**
 - Know your expectations
 - Talk to people
 - Read magazines
- 8 ☐ **Where to get more information**
 - University Resources
 - ◆ Library
 - ◆ Computer Center
 - PC Magazine, Computer Shopper

2.6 Save the slide show

1. Select **File** → **Save As**
2. Type `c:\temp\computer` for the file name
3. Click **Save**

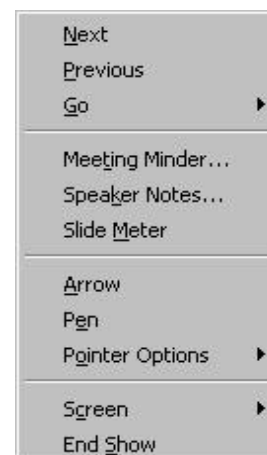
3. Change View to Slide Layout

1. Select **View** → **Slide**

Note: This view allows you to view and edit the slide as it is seen in the presentation.

4. View the Slide Show

1. Press CTRL + HOME to move to **slide 1**
2. Select **View** → **Slide Show**
3. *Left-click* to advance to the next slide
4. *Right-click* and select **Previous** to view a previous slide
5. *Right-click* and select **Go** → **By Title** → Choose the title of the slide you want to view




5. Changing the Presentations Look

5.1 Changing the appearance





1. Select **Format** → **Apply Design**
2. Click on different selections one time to view a thumbnail to the right
3. Select **Contemporary.pot**
4. Click **Apply**

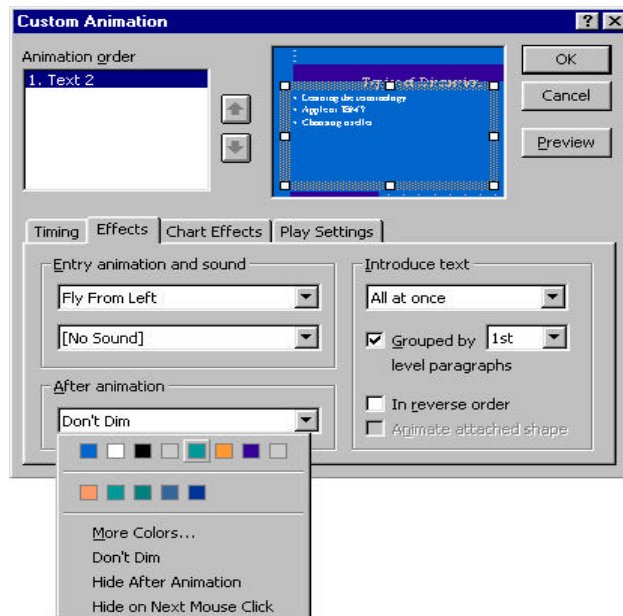
5.2 Adding special effects

5.2.1 Slide transitions


1. Use the vertical scroll bar to move to **slide 3**
2. Select **Slide Show** → **Slide Transition**
3. Click on the drop-down arrow and use the  to view different transitions
4. Select **Checkerboard Down** for the Effect
5. Select **Medium** for the Speed
6. Click **Apply**

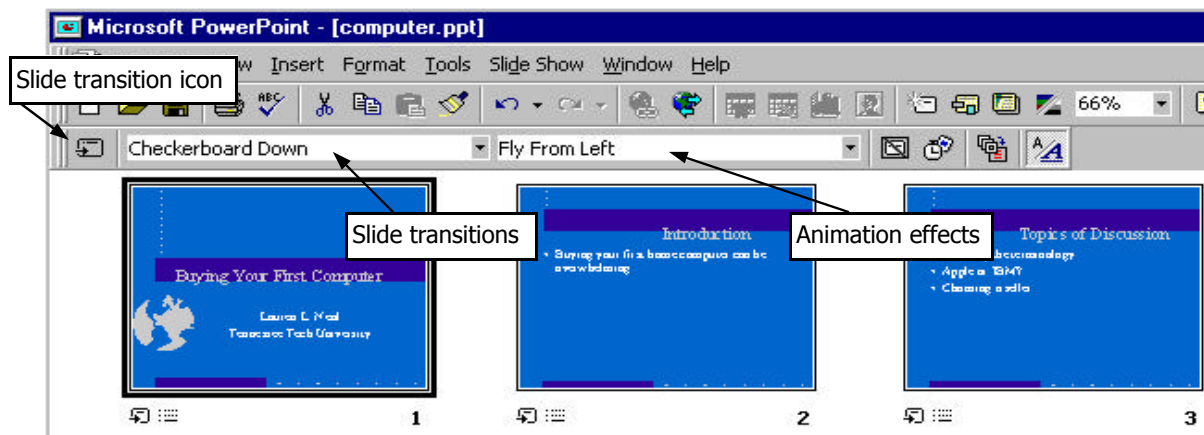
5.2.2 Animation Effects

1. Click on the **Animation Effects** icon  in the button bar
2. Select the bulleted text 
3. Click on the **Animate Slide Text** icon  in the floating Animation toolbar (figure to the right)
4. Click on the **Custom Animation** icon 
5. Select the **Effects** tab
6. Select **Fly From Left** under Entry animation and sound
7. Use the drop-down box and choose a green color under After animation
8. Select **All at once** and **Grouped by 1st level paragraphs** under Introduce text
9. Click **Preview**
10. Click **OK**



6. Applying Effects to All Slides


1. Select **View** → **Slide Sorter**
2. Press CTRL + A to select all slides
3. Click on **Slide Transition** icon  in the button bar
4. Choose **Checkerboard Down**
5. Click **Apply to All**
6. Click on white space to deselect all the slides
7. Select **slide 1**
8. Use the drop-down box to choose the animation effect **Fly From Left**




Note: The view above is the slide sorter view


7. Editing a slide

7.1 Adding clip art

1. Return to the slide view
2. Select the **Slide View** icon  in the lower left corner of your screen
3. Using the vertical scroll bar move to **slide 2**
4. Select **Insert** → **Picture** → **Clip Art**
5. Use the scroll bar to locate a graphic of a duck hitting a computer with a hammer.
6. Select the graphic and click **Insert**
7. Use the mouse to move the graphic to an appropriate location on the slide
8. Use the corners of the picture to resize the graphic as necessary


7.2 Editing slide 8

1. Use the vertical scroll bar to move to **slide 8**
2. Select the text in the bulleted list
3. Select **PC Magazine, Computer Shopper**
4. Click on the **Italics** icon  in the button bar

Save your work by clicking on the **Save** icon  in the button bar

8. View the Final Presentation

8.1 View the slide show

1. Use the vertical scroll bar to move to **slide 1** (or Press CTRL + HOME)
2. Click on the **Slide Show** icon  in the lower left corner of the screen

8.2 Use the pointer options on the screen

1. *Right-click* and select **Pointer options** → **Pen color** → *Choose a color*
2. *Left-click* to draw on the screen

Note: You can use this to point out important information

8.3 Erasing the pen and going back to the presentation

1. *Right-click* and select **Screen** → **Erase pen**
2. *Right-click* and select **Arrow**

8.4 To end the slide show

1. Run the slide show until it is over
 2. *Right-click* and select **End Show** if you want to stop in the middle of the show
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