



Introduction to PowerPoint

Using the Wizards



Creating a presentation with the AutoContent Wizard

1. Select **AutoContent Wizard** and click **OK**
2. Click **Next**
3. At the *What are you going to talk about?* box, type **Buying Your First Computer** and press [**TAB**]
4. At the *What is your name?* box, type your name and press [**TAB**]
5. At the *Other information you'd like to include?* box, type **Tennessee Tech University**
6. Click **Next**
7. For the type of presentation, select **Training**
8. Click **Next**
9. Click **Next**
10. Click **Finish**

Editing Slides in Outline View

1. Select the Outline view.
2. To edit an entry, select the text you want to replace, and type your own text.
3. For slide 2 (Introduction), select the text for bullet 1, then type: **Buying your first home computer can be overwhelming.**
4. 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 bullet, then press **[DELETE]**. Repeat for bullet 3.
5. For slide 3 (Agenda), select the text for bullet 1, then type: **Learning the terminology**
6. Select the text for bullet 2, then type: **Apple or IBM?**
To add an additional bullet, press **[ENTER]**
7. For bullet 3, type: **Choosing a seller**
8. To delete slide 4 (Overview), move the mouse to the left of the slide until the mouse pointer becomes a four-headed arrow. Click the left mouse button to select the entire slide, then press **[DELETE]**.
9. Note that slide 5 moves up to the 4th position, and the remaining slides are automatically renumbered.
10. For slide 4, select Vocabulary, then type: **Terminology**
11. Select the text for bullet 1, then type: **CPU**
12. Press **[ENTER]** to add an additional bullet, then press the Demote icon on the button bar to demote the entry one level.
13. Type: **486** and press **[ENTER]**
14. Type: **Pentium** and press **[ENTER]**
15. Type: **PowerPC** and press **[ENTER]**
16. Select the text for bullet 2, then type: **Memory**
17. Press **[ENTER]** to add another bullet, then press the Demote icon on the button bar to demote the entry one level.
18. Type: **Primary** and press **[ENTER]**
19. Type: **Secondary** and press **[ENTER]**
20. To promote the next entry one level, press the Promote icon on the button bar
21. Type: **Input** and press **[ENTER]**
22. Type: **Output** and press **[ENTER]**
23. Edit the remaining slides as shown below:

-
- 5 Apple or IBM?
 - Identical software
 - Similar pricing
 - Hardware differences
 - 6 Choosing a reseller
 - 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

Saving the Slide Show

1. Select **File-Save**
2. Type **computer** as the filename
3. Select **OK**


View the Slide Show

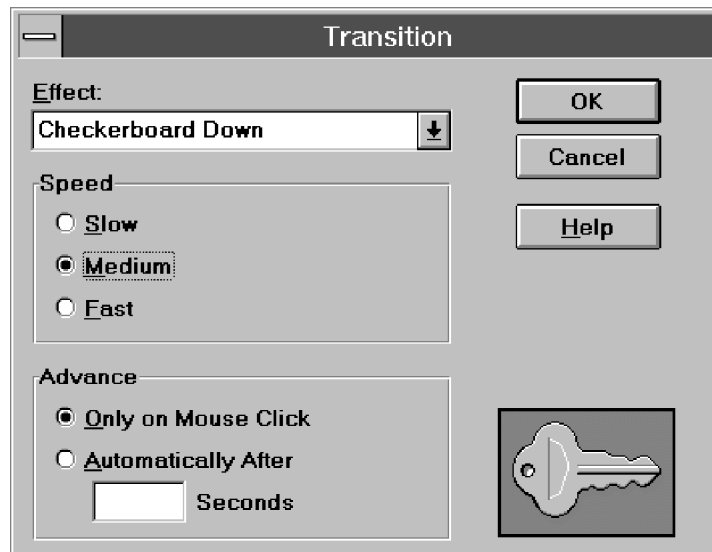
1. Move to Slide 1 (CTRL-HOME)
2. Select the slide show icon
3. Click the left mouse button to move forward
4. Click the right mouse button to move backward

Changing the presentation's look

1. Select **Format–Apply Design Template**
2. Select **azures.ppt**; note the thumbnail sketch
3. Select **twinkle.ppt** and click **Apply**

Add special effects

1. Select the slide editor icon
2. Use the scroll bar to move to slide 3
3. Select **Tools–Slide Transition**
4. Click on the drop-down arrow, and use the  to view the different transitions
5. Select **Checkerboard Down** for the Effect
6. Select **Medium** for the Speed, and click **OK**



7. Select **Tools–Build**
8. Select **Build Slide Text**
9. Select **Other**
10. Select **Build Options – By 1st Level Paragraphs**
11. Select **Effects–Fly From Left**
12. Select **After Build Step**–choose color Green
13. Click **OK**

1. Go to the Slide Gallery/Sorter
2. Select all slides (CTRL-A) and apply transitions and build.s to all slides

Editing a slide

1. Return to the Slide Editor and use the scroll bar to move to slide 2
2. Select **Insert-Clip Art**
3. Using the scroll bar, locate a graphic of someone looking confused
4. Select the graphic, then click **OK**
5. Use the mouse to move the graphic to an appropriate location on the slide
6. Use the handles to resize the graphic if necessary

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

View the Slide Show

1. Use the scroll bar to move to slide 1
2. Select the slide show icon
3. Use the pointer tool to draw attention to a slide onscreen

