

Introduction to PowerPoint XP



Online Course

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Welcome to the Western Region Education Service Alliance Online .

This is an **Introductory** level online course consisting of activities and tutorials designed for **PowerPoint XP**. If you have an earlier version of PowerPoint, you may notice a few differences in the views and toolbars. The basics however, are the same.

CEU Credit: To receive CEU credit from your LEA, you must **register, receive confirmation, complete and submit** all course assignments. Upon completion of the course you will be given a certificate which you may send to your Central Office for the equivalent CEUs. **Important!** Some LEAs require prior approval of workshops and courses to be submitted for CEUs.

Course Requirements: Basic familiarity with computers and the Windows operating system, PowerPoint XP installed on your computer, Javascript enabled, the ability to send and receive email (including attachments), and completion of all course assignments.

Course Contents: To the left you find a list of course modules.

Time needed to complete this course: 10 hours

CEUs awarded by LEA: 1(One)

Assignments to be submitted: 2

[Click here to download the manual for this course in pdf format](#)

If you need Acrobat Reader to open pdfs you can get it [here](#)

Introduction to PowerPoint XP

Module 1

Starting PowerPoint

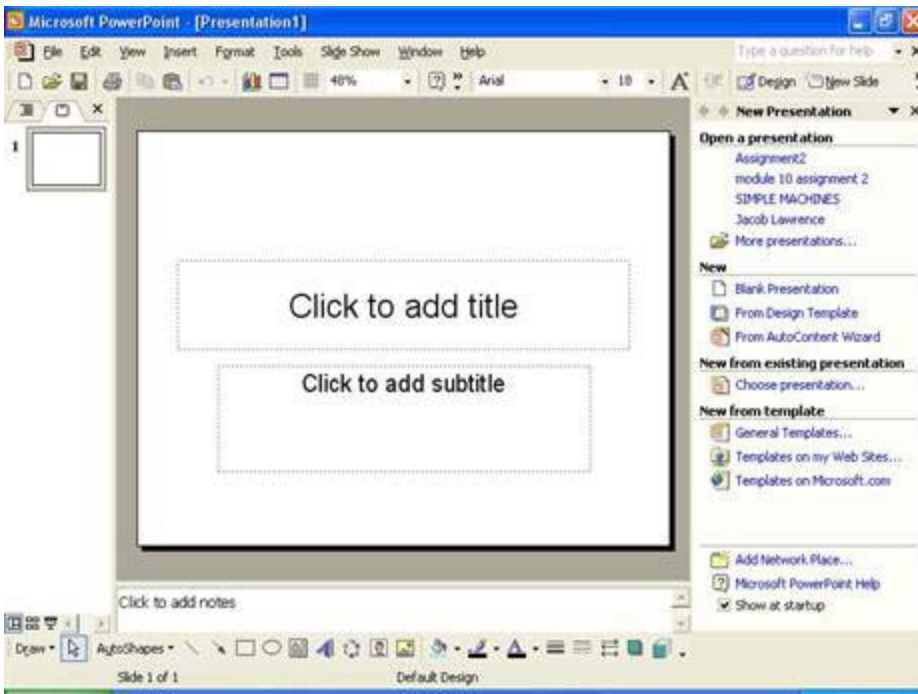
There are several ways to start PowerPoint. This module covers the following:

- Launching PowerPoint from Start→Programs→Microsoft PowerPoint
- Creating a Shortcut to PowerPoint on the Desktop
- Creating a Shortcut to PowerPoint on the Quick-Launch Toolbar
- Launching PowerPoint from The New Presentation Menu on the Task Pane

Launching PowerPoint from Start→Programs→Microsoft PowerPoint

Activity 1: Launching PowerPoint from Start→Programs→Microsoft PowerPoint

1. Start **PowerPoint** by clicking on the **PowerPoint** icon in the **Start-Programs** menu.
2. **PowerPoint** opens to a blank title slide layout.



To change the layout of an existing slide, follow these steps

1. In normal or slide sorter view, select the slide you want to change.
2. On the **Formatting** toolbar or in the **Task Pane**, click **Slide Layout**.
3. Use the scroll bar to view all layouts, then click the one you want.
4. Rearrange any overlapping or hidden objects to fit the new layout.



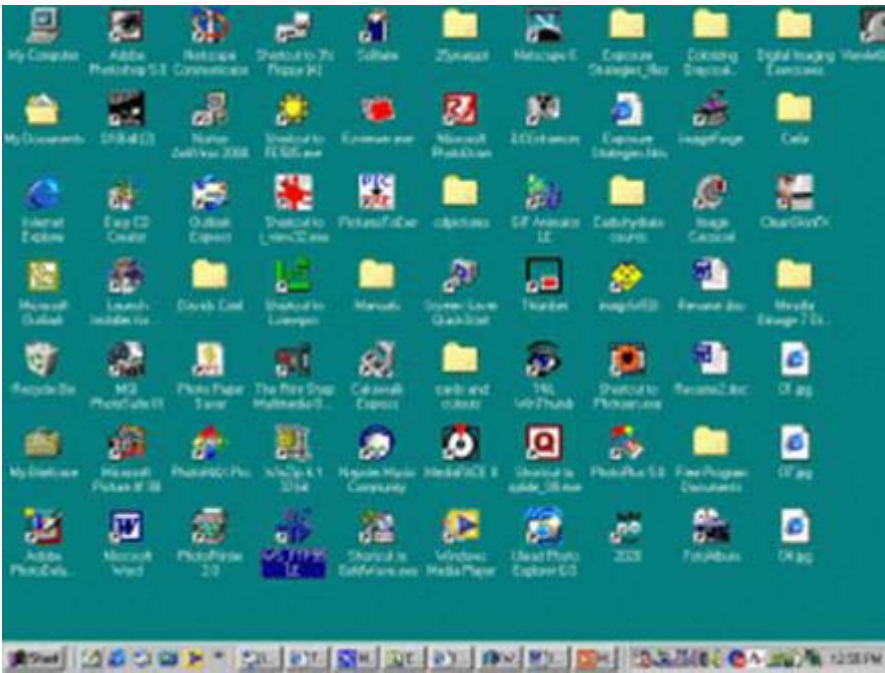
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Creating a Shortcut to PowerPoint on the Desktop

Activity 2: Creating a Shortcut to PowerPoint on the Desktop

It is easy to create a Shortcut icon to any program, folder, or file and place the shortcut on your desktop.

1. Go to **Start - Programs** and find the folder or icon you want (you may also open the **My Computer** window and navigate to the file location)
2. Right click and hold, then drag and drop onto the desktop
3. In the resulting pop-up menu choose "**Create shortcut here**"
4. To start PowerPoint from the desktop icon, double click



A shortcut is a quick way to start a program or open a file or folder without having to go to its permanent location in Windows Explorer. Shortcuts are especially useful for programs, files, and folders you use frequently.

To delete a shortcut, drag it to the **Recycle Bin**. The original item still exists on the disk.

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Creating a Shortcut to PowerPoint on the Quick-Launch Toolbar

Activity 3: Creating a Shortcut to PowerPoint on the Quick-Launch Toolbar

1. Go to Start - Programs and find the folder or icon you want (you may also open the My Computer window and navigate to the file location)
2. Right click and hold, then drag onto the desktop (do not drop yet)
3. Drag "Ghost" icon down into the QuickLaunch toolbar and drop
3. In the resulting pop-up menu choose "Create shortcut here"
4. To start PowerPoint from the QuickLaunch toolbar, click



If the QuickLaunch toolbar is not showing, right click on the Taskbar, point to Toolbars, and then check "QuickLaunch"

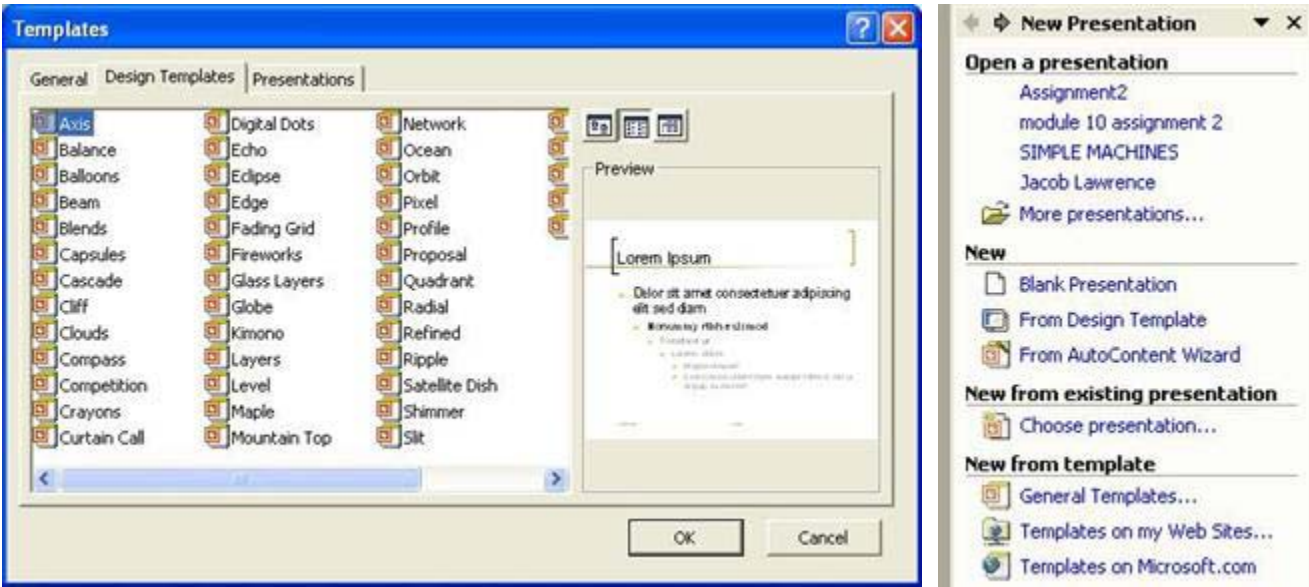
In Windows 98 the QuickLaunch toolbar is located on the Taskbar (just to the right of the Start button). Shortcut buttons to any folder, file, or program can easily be created on this toolbar and the folder, file, or program can be launched with a single click.

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Launching PowerPoint from The New Office Document Menu

Activity 4: Launching PowerPoint from The New Presentation Menu on the Task Pane

1. To start a PowerPoint presentation from a template, click on the General Templates button on the **Task Pane**.
2. Choose a tab at the top of this window to see the available templates.



Any Office program can be started from a template. Templates for PowerPoint are located in the New Presentation menu of the Task Pane.

The General tab contains templates for blank presentations using default settings (slide size, fonts, font sizes, colors, etc). It also

contains the AutoContent Wizard. Wizards are step by step processes which help you create customized documents

■ The Presentations tab contains templates to help you create a presentation based upon generic topics such as "Brainstorming Session", "Communicating Bad News", "Introducing a Speaker", etc. To use these templates, you simply open them up and replace the placeholder text and images with your own content.

■ The Design Templates tab allows you to begin a blank presentation by choosing from several professionally created designs which include fonts, page designs, and matching color schemes.

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You have now completed this module. Take a few minutes to review and practice what you have learned.

Introduction to PowerPoint XP

Module 2

Getting Oriented

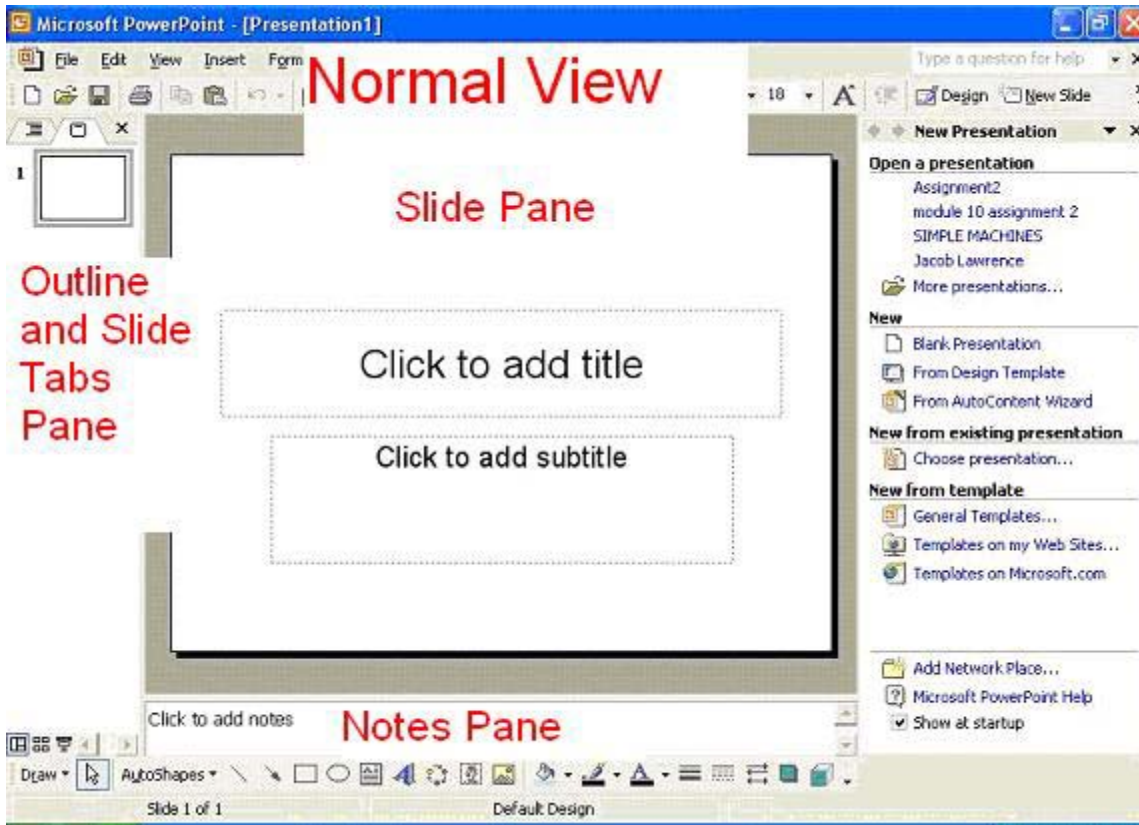
In this module, we will explore the various views, menus, and toolbars found in PowerPoint XP.

- Normal View - working panes
- Slide Sorter View
- Outline View
- Slide View
- The Menus
- The Standard Toolbar
- The Formatting Toolbar
- The Drawing Toolbar

Normal View - working panes: Microsoft PowerPoint comes with different views to help you while you are creating a presentation. The two main views you use in PowerPoint are normal view and slide sorter view. To easily switch between views, you click the buttons at the lower left of the PowerPoint window.

Activity 1 - Normal View - working panes:

1. Start PowerPoint by clicking on the PowerPoint icon in the Start - Programs menu.
2. PowerPoint opens a presentation in the **Normal View**. Explore the three panes in Normal view. When you are through, close the presentation.



Normal view

Normal view contains three panes: the outline pane, the slide pane, and the notes pane. These panes let you work on all aspects of your presentation in one place. You can adjust the size of the different panes by dragging the pane borders.

You will also see the Task Pane on the right side. We will talk more about this later.

Outline pane: Use the outline pane to organize and develop the content of your presentation. You can type all of the text of your presentation and rearrange bullet points, paragraphs, and slides.

Slide pane: In the slide pane, you can see how your text looks on each slide. You can add graphics, movies, and sounds, create hyperlinks, and add animations to individual slides.

Notes pane: The notes pane lets you add your speaker notes or information you want to share with the audience. If you want to have graphics in your notes, you must add the notes in notes page view.

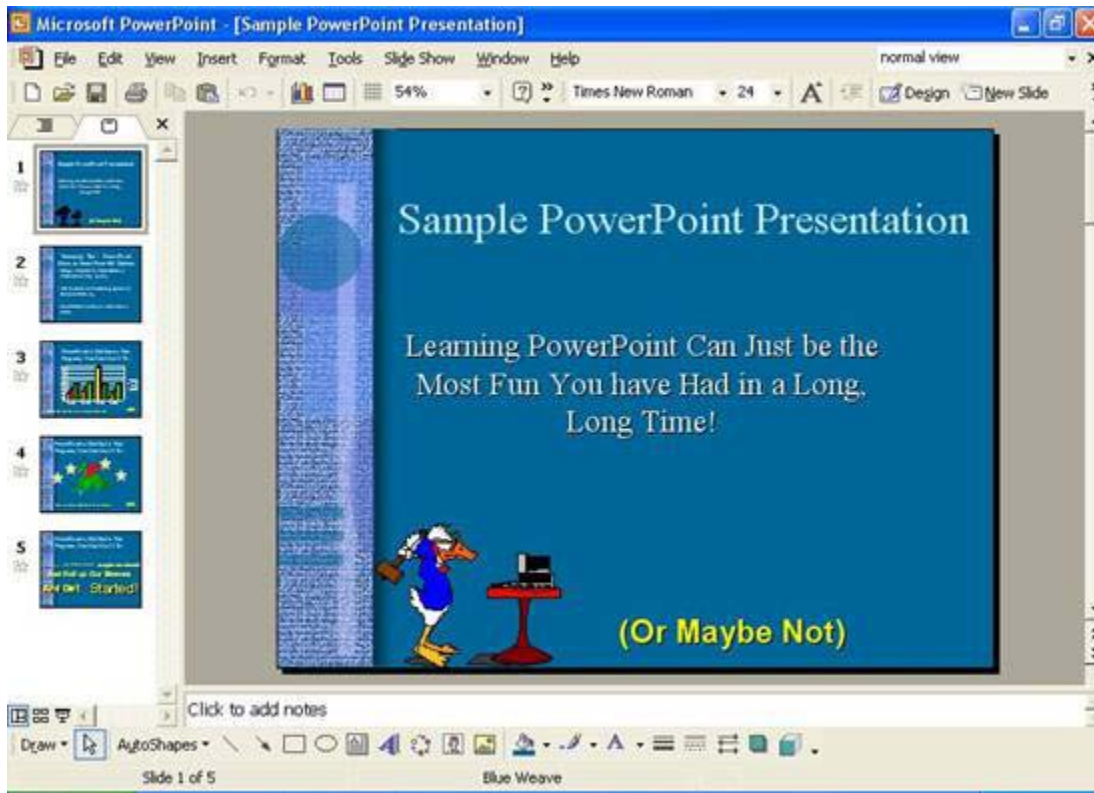
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Normal View - working panes

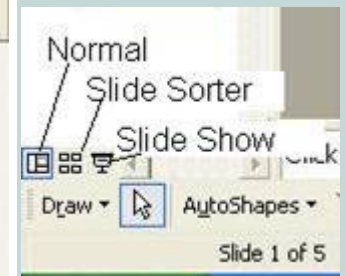
Activity 2 - Normal View - working panes:

1. Start PowerPoint by clicking on the PowerPoint icon in the Start - Programs menu. PowerPoint opens to a blank slide.
2. Choose **Open a Presentation – More Presentations from the Task pane**. If the task pane is not visible, go to the view menu and click **Task Pane** to show it.
3. Open the practice file [Sample PowerPoint Presentation.ppt](#) (Right click and choose *save Target As*)

We will use this sample presentation to demonstrate several PowerPoint navigation techniques, views, menu options, toolbars etc.



In the lower left-hand portion of the Outline pane, you see the following toolbar



This is called the **Views** toolbar. The first button is applied by default and indicates the **Normal** view. Moving right, you see **Slide Sorter** view, and **Slideshow**. If you click on a button, your working view changes.

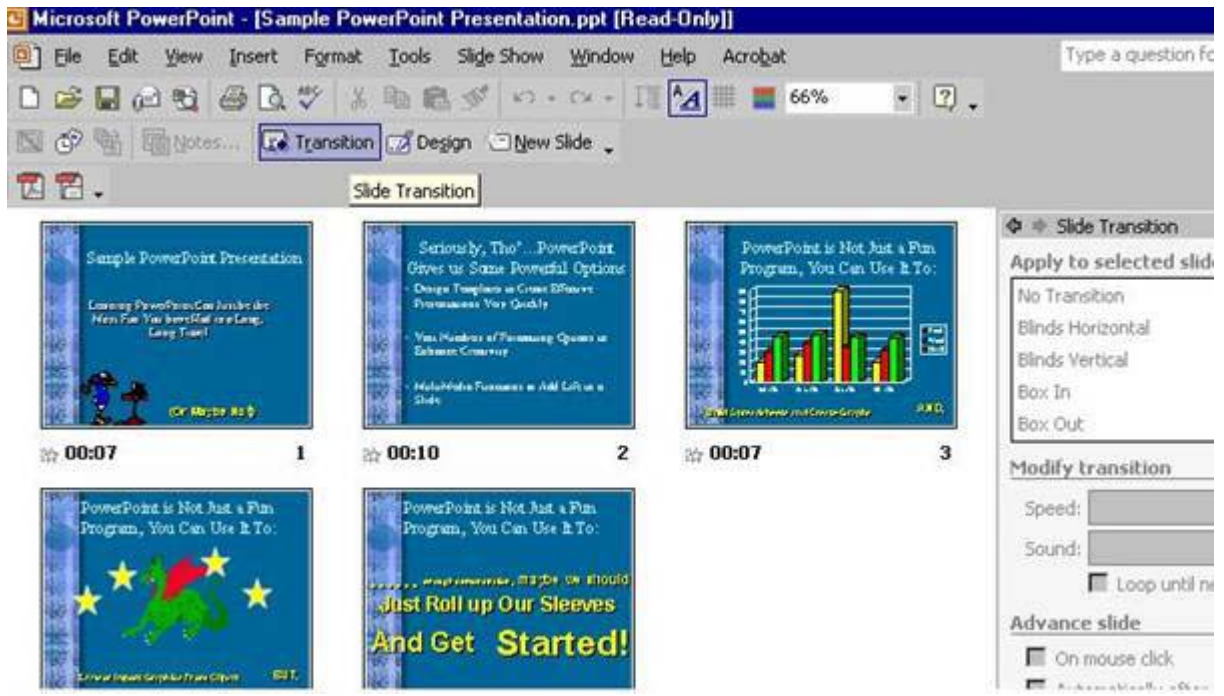
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Slide Sorter View: In Slide Sorter View, you can see all the slides in your presentation. This view is useful when you are putting the finishing touches on your presentation.

Activity 3 - Slide Sorter View:

Switch to Slide Sorter view. (You may also do this from the View menu at the top of your page).

In slide sorter view, you see all the slides in your presentation on screen at the same time, displayed in miniature. This makes it easy to add, delete, and move slides, add timings, and select animated transitions for moving from slide to slide.



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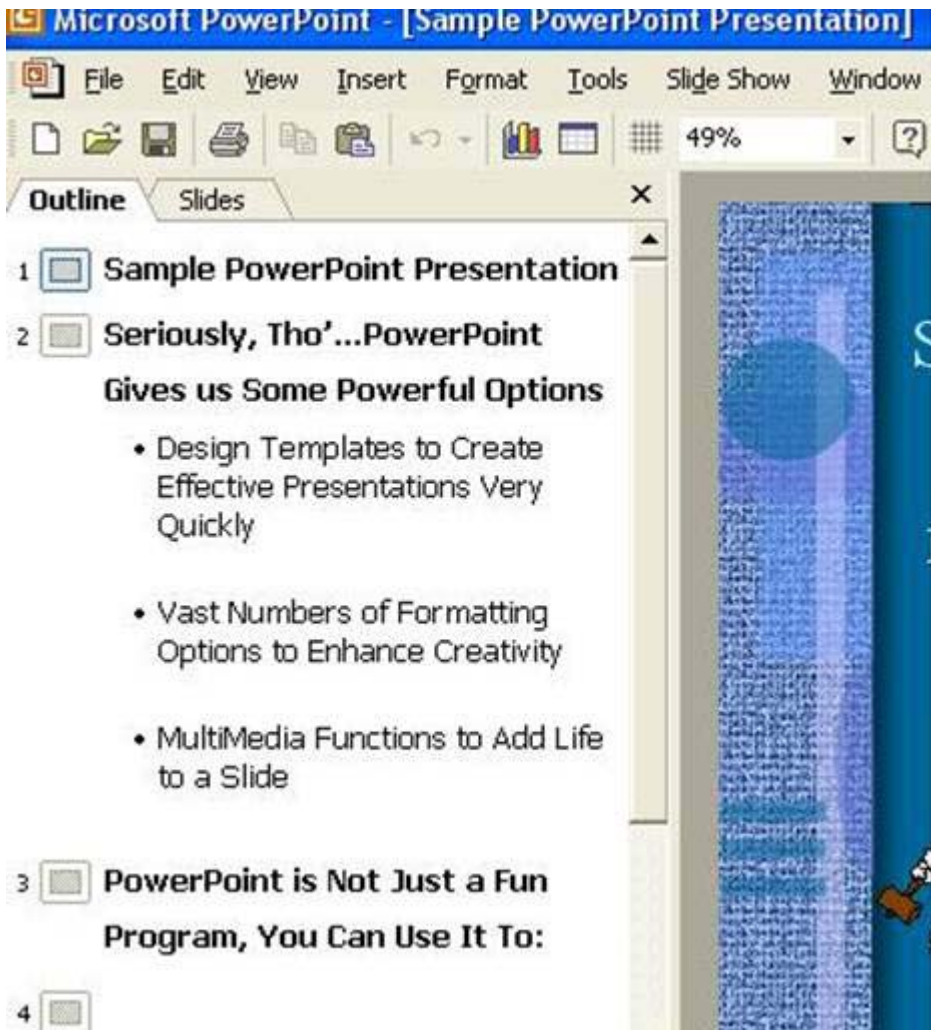
Activity 4 - Slide Sorter View:

Rearrange the slides in your presentation by dragging and dropping. Click and hold slide 4 and then drag it to the beginning of the presentation. When you drop (release the mouse button) it becomes slide 1 and all the other slides move to their new positions.

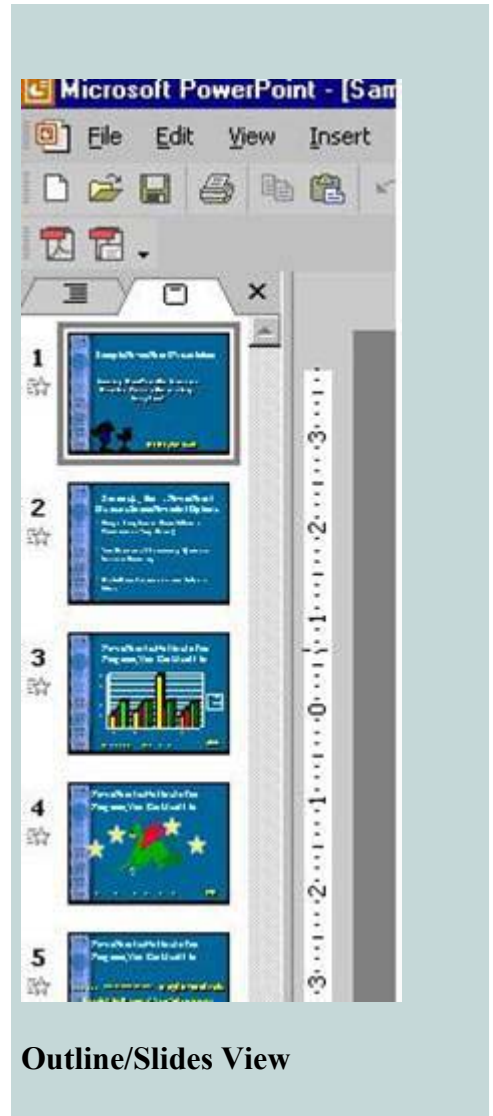
Outline View: Working in Outline view allows you to concentrate on the content of the slide instead of the appearance. Slide View is better when you are concerned with design and visual characteristics.

Activity 5 - Outline View, Slide View:

Practice toggling between the different working views: **Normal** , **Slide Sorter**, **Outline**, and **Slide**.



Outline View



Outline/Slides View

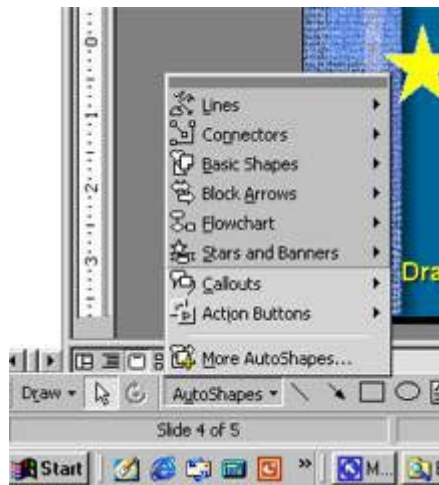
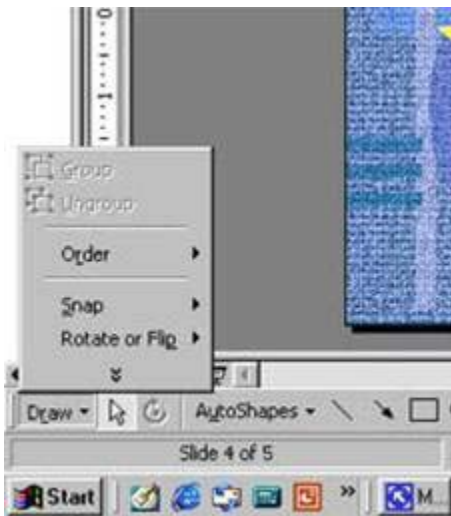
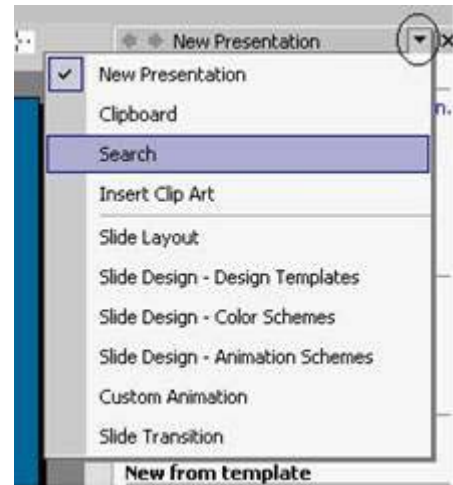
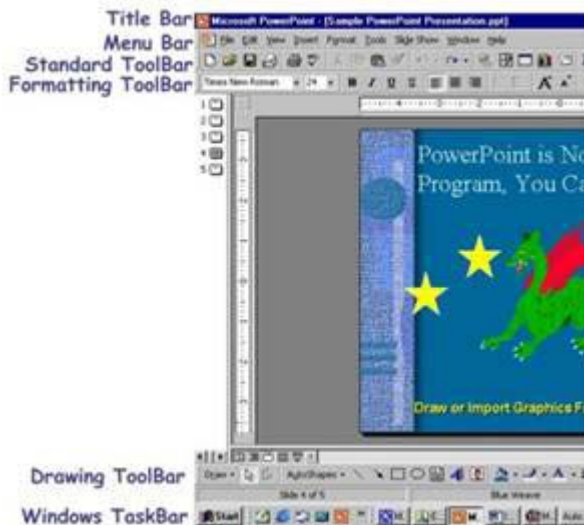
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The Menus, The Standard Toolbar, The Formatting Toolbar, The Drawing Toolbar: Microsoft Office uses standard menus and toolbars in all their programs (PowerPoint, Word, Excel, etc). Once you are familiar with one of these programs, learning others is much easier.

Activity 6 - The Menus, The Standard Toolbar, The Formatting Toolbar, The Drawing Toolbar:

1. Change to Slide View, if necessary.
2. Examine the menus, File, Edit, View, Insert, and Format.

3. Move your mouse pointer over each of the buttons on the Standard, Formatting, and Drawing toolbars.
4. When you are through, close PowerPoint. Do not save any changes.



You will learn more about the **drawing toolbar**, **autoshares**, the **picture toolbar**, **tables and borders** toolbar and the **wordart** toolbar as you progress in the course.



You have now completed this module. Take a few minutes to review and practice what you have learned.

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Module 3

Opening and Saving Presentations

PowerPoint files are opened and saved just like any other file. In this exercise you will open the file you downloaded in the previous module and then save it under a different name.

- Opening a PowerPoint Presentation

- Saving a PowerPoint presentation

Opening a PowerPoint Presentation :

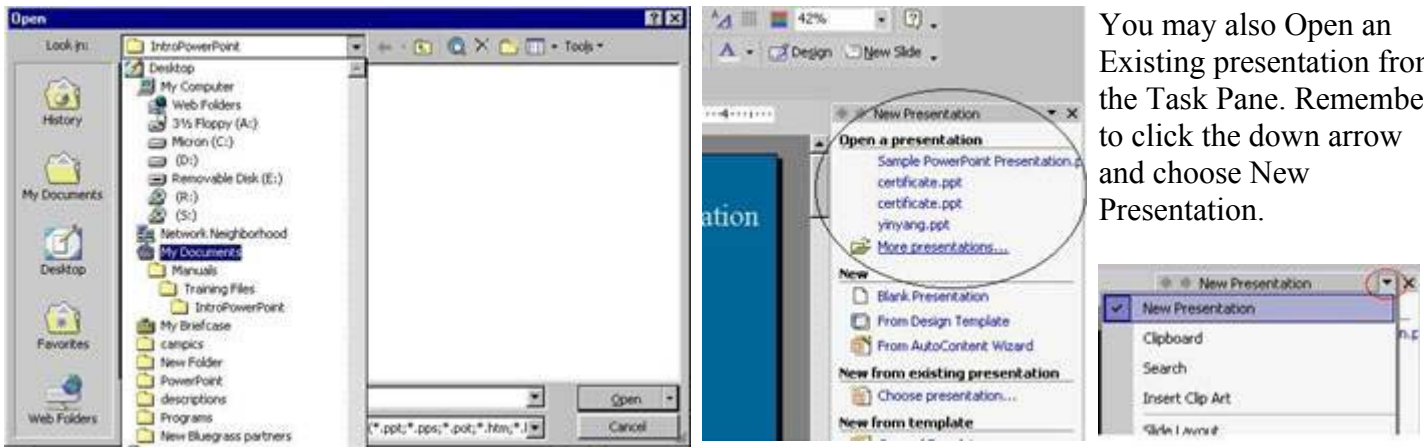
Activity 1 - Opening a PowerPoint Presentation

1. On the **Standard** toolbar, click **Open** .
2. Click a shortcut on the Places Bar or, in the **Look in** box, click the drive, folder, or Internet location that contains the presentation you want.
3. In the folder list, locate and open the folder that contains the presentation.

If you can't find the presentation in the folder list, you can search for it.

5. Double-click the presentation you want to open.

Tip To open a file you've used recently, click **History** on the Places Bar. You can also click the file name at the bottom of the **File** menu. If the list of recently used files isn't displayed, click **Options** on the **Tools** menu, click the **General** tab, and then select the **Recently used file list** check box.



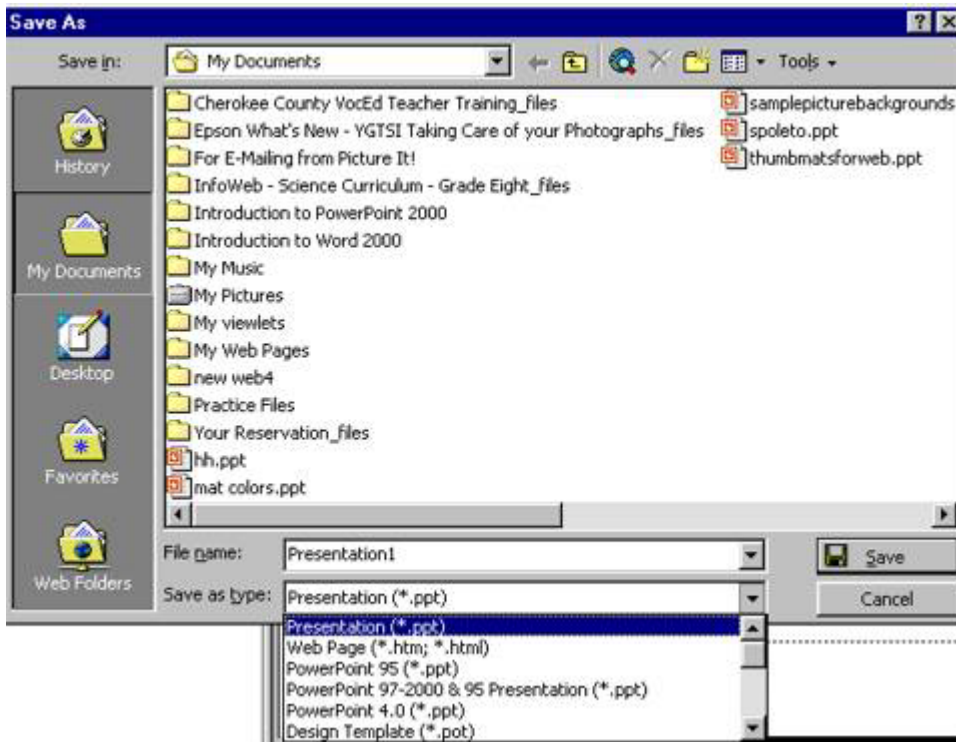
You may also Open an Existing presentation from the Task Pane. Remember to click the down arrow and choose New Presentation.

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Saving a PowerPoint presentation

Activity 2 - Saving a PowerPoint presentation

1. To save a presentation, go to the file menu and choose "Save As".
2. In the **Save As** dialogue box, click on the **My Documents** button to switch to that folder.
3. Create a new folder by clicking on the "New folder" button
4. In the **New Folder** dialogue box type a name for the folder, in this case, "My Folder" and click **OK**.
5. In the **Save As** dialogue box, in the "File Name" box, select the current file name and type "My Sample"
6. In the "Save as type" box, click the down arrow and select "presentation"
7. Click the "Save" button
8. PowerPoint saves the presentation to the "My Presentations" folder and renames it "My Sample"



Save a copy of a presentation

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the presentation.
3. Click **Save**.

Tip To save the copy in a different folder, click a different drive in the **Save in** box or a different folder in the folder list, or both. To save the copy in a new folder, click **Create New Folder** .

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You have now completed this module. Take a few minutes to review and practice what you have learned.

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Module 4

AutoContent Wizard and Templates

PowerPoint features two ways to create presentations without having to spend a lot of time designing and formatting—the **AutoContent Wizard** and **Presentation Templates**.

- Create a presentation based on suggested content and design
- Create a presentation based on a design template

Create a presentation based on suggested content and design :

Activity 1 - Create a presentation based on suggested content and design :

1. On the **File** menu, click **New**, and then click the **General** tab.
2. In the Task pane click **From AutoContent Wizard**, and then follow the instructions in the wizard.
3. **PowerPoint** opens a sample presentation that you can add your own words and pictures to.
4. Change the sample presentation to suit your needs.
5. For example, type your text in place of the sample text, add or delete slides, and add pictures or other items that you want.
6. When you finish, click **Save** on the **File** menu.
7. Name your presentation, and then click **Save**.



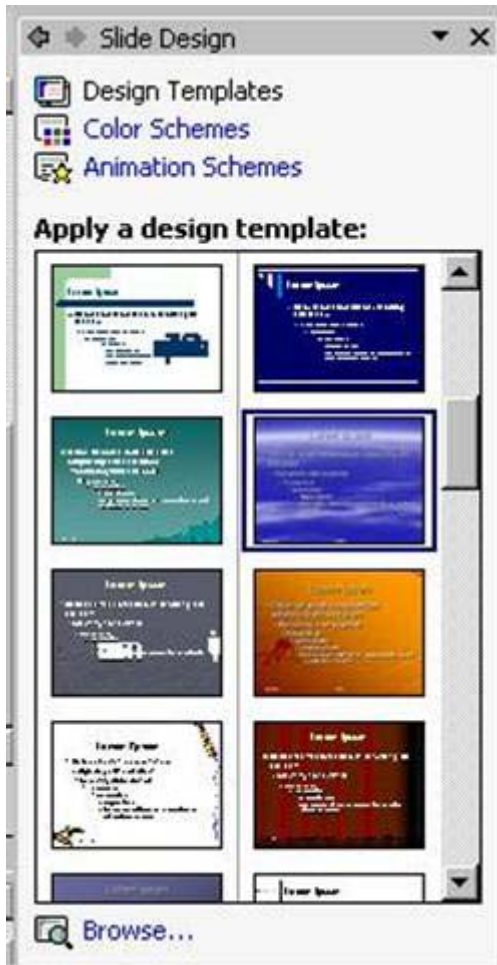
Use the **AutoContent Wizard**. If you do not have **PowerPoint** Open, open it from the **Start-Programs** menu and choose **AutoContent Wizard** from Task Pane: On the first screen of the wizard, click **Next**. On the second screen, choose the **General** button and **Generic**; click **Next**. On the third screen, choose **On-screen** presentation and click **Next**. On the fourth screen, type a title and click **Finish**. PowerPoint creates your presentation. You may modify the slides by adding your own content.

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Create a Presentation Based on a Design Template

Activity 2 - Create a Presentation Based on a Design Template:

1. On New Presentation tab of the Task Pane, choose **From Design Templates**.
2. Scroll to see all the **design templates**, click the one you want, and then click the down arrow of the template and choose Apply to All Slides.
3. By default, the first slide in a presentation uses the **title slide layout**. If you want to use a different layout, switch to the Slide Layout tab of the Task Pane.
4. Type the title and any other content you want on the **title slide**.
5. On the **Formatting** toolbar, click **New Slide**, and then select a **layout** for the next slide.
6. Add the content you want.
7. Repeat steps 5 and 6 for each new slide.
8. When you finish, click **Save** on the **File** menu.
9. Name your presentation, and then click **Save**.

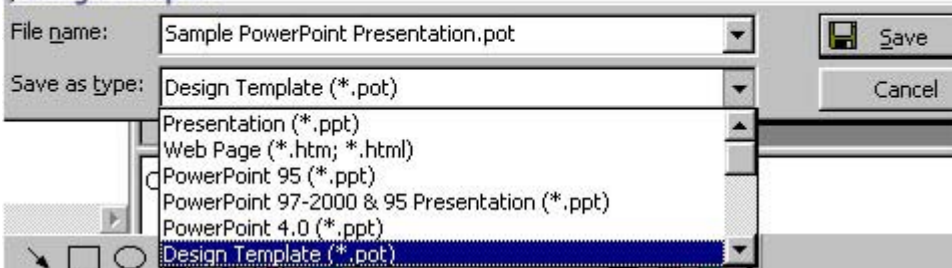


Another way to start a presentation is by selecting a design **template** that determines the presentation's design but doesn't include content. You can also begin with an **outline** you import from another application or with a **blank presentation** that has neither suggested content nor design



Go to the File menu and choose "Save As".

In the "Save as type" box, choose Design Template



You can create your own **Presentation Templates** on which to base future presentations. Simply save your model as a **PowerPoint template (.pot)**

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You have now completed this module. Take a few minutes to review and practice what you have learned.

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Module 5

Slides: Layouts, Text, and Formatting

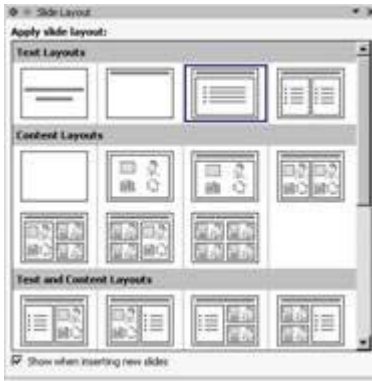
In this module, you will learn about using slide layouts, entering, editing, and formatting text, and selecting and formatting backgrounds in PowerPoint XP.

- Selecting and Changing Slide Layouts
- Creating Text Boxes with the Text Tool
- Entering Text
- Formatting Text
- Formatting the Background (and the text) Using Presentation Designs
- Changing the Slide Color Scheme
- Changing the Background Fill (Colors, Shading, Patterns, Picture)

Selecting and Changing Slide Layouts: In PowerPoint, text is entered in text boxes. Various layouts contain pre-formatted text boxes with placeholder text. Clicking in a layout text box allows you to replace that text with your own.

Activity 1 - Selecting and Changing Slide Layouts:

1. Start PowerPoint by clicking on the PowerPoint icon in the **Start - Programs** menu. By default, PowerPoint creates a Tile layout slide. Thereafter, each time you insert a new slide, the Bulleted List layout is used.



Available slide layouts include Title Slide, Bulleted List, 2 Column Text, Table, Text & Chart, Chart & Text, Organizational Chart, Chart, Text and Clipart, Clipart & Text, Title Only, Blank, etc.

2. You may change the **Slide Layout** at any time by going to the **Task Pane > Slide Layout** tab to bring up the **available layouts**.

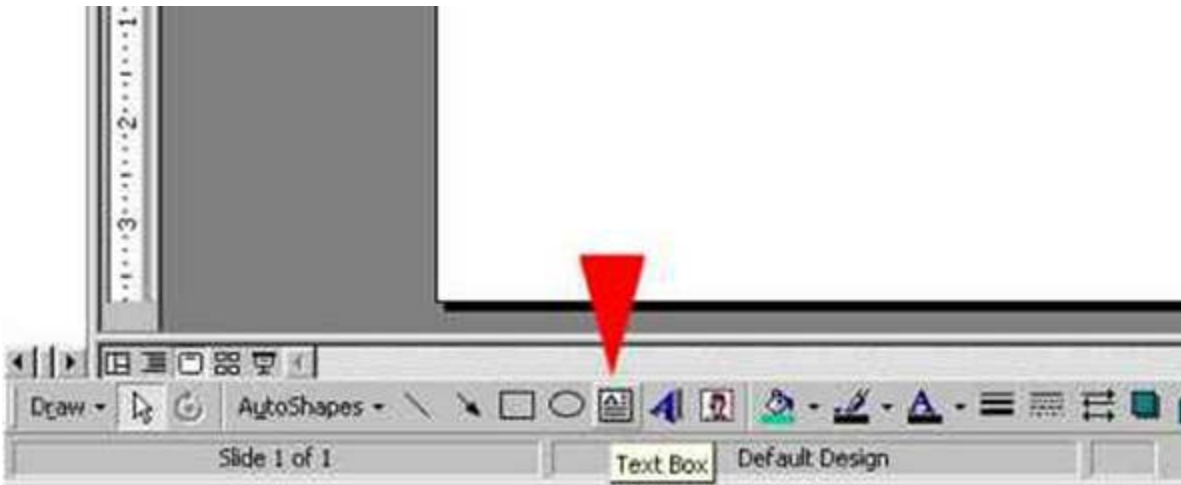
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Creating Text Boxes with the Text Tool: Most often, the easiest way to add text to a slide is to type it directly into any placeholder on the slide. If you want to add text outside a placeholder or shape, you can use the Text Box button on the Drawing toolbar. You can also add text to an AutoShape or add a WordArt drawing object for a special text effect.

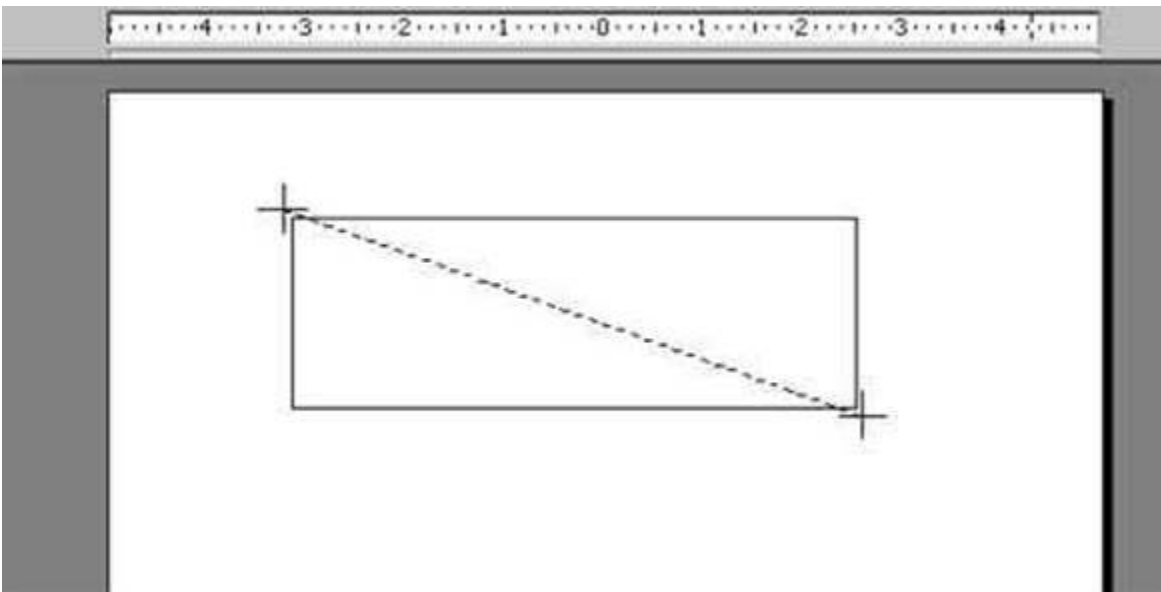
Activity 2 - Creating Text Boxes with the Text Tool:

1. On the **Drawing** toolbar, click **Text Box**.
2. To add text that doesn't wrap, click where you want to add the text, and start typing. To add text that does wrap, drag to where you want to add text, and then start typing.

Note: To change the shape of a text box to any AutoShape, select the text box, click **Draw** on the **Drawing** toolbar, point to **Change AutoShape**, point to a category, and then click the shape you want. (You must choose a line color from the drawing toolbar to see the box).



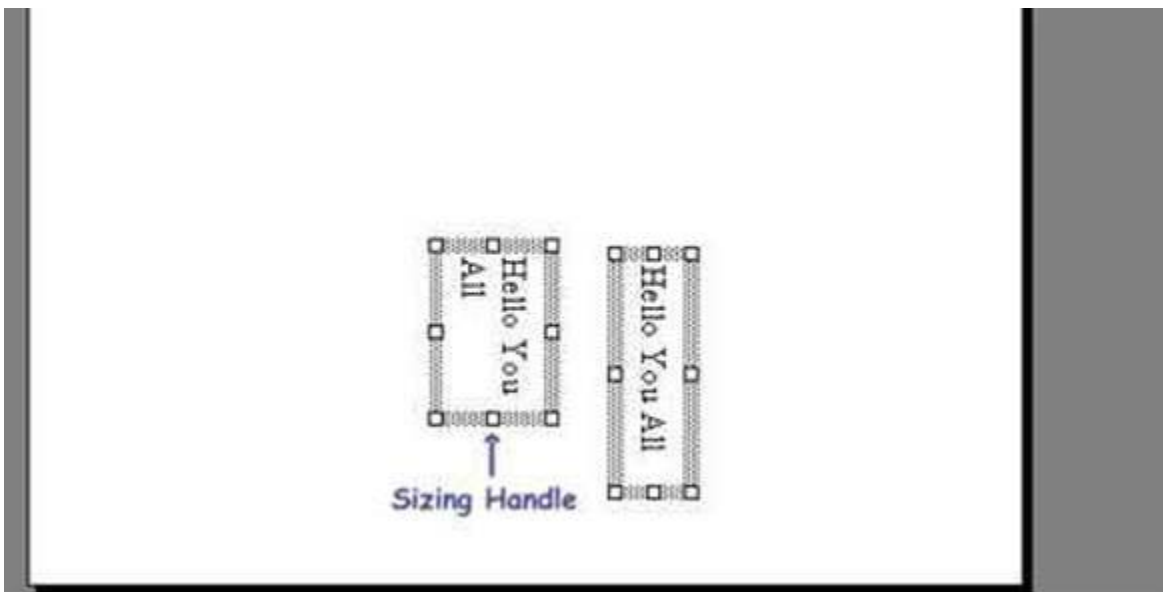
Text boxes are objects – just like clip art or pictures. They may be resized or moved to any position on a slide. Resizing a text box changes the text wrapping to fit the text box size. Text that normally is presented on one line may wrap to two lines or more if the text box is made smaller.



Text boxes of specific sizes (width) may be created by clicking and dragging. Text typed inside one of these boxes will wrap within the boundaries of the box.



To rotate text, select the text box and choose "Text Box" from the **Format** menu. Click on the **Text Box** tab and check the box labeled **Rotate text within AutoShape by 90***.



Text boxes are objects – just like clip art or pictures. They may be resized or moved to any position on a slide. Resizing a text box changes the text wrapping to fit the text box size. Text that normally is presented on one line may wrap to two lines or more if the text box is made smaller.

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Entering Text: To enter text into a placeholder text box, click in the box and then type.

Activity 3 - Entering Text:

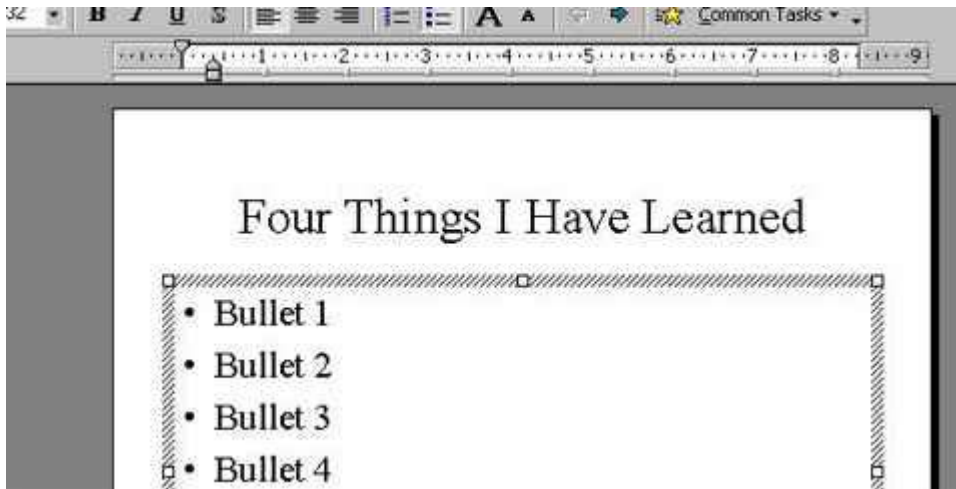
1. In the **Title** box, type "PowerPoint" (without the quotes).

2. In the **subtitle** box, type your name.

3. On the **Insert** menu, click on **New Slide**

4. On this slide, type the title **Four Things I Have Learned**.

5. Finally, add four bullets. Click in the bulleted list box, type your first bullet, and hit the **Enter** key to go to the next bullet. **Backspace** to remove a mistake.



Text can be positioned within a text box by using the alignment buttons on the toolbar:

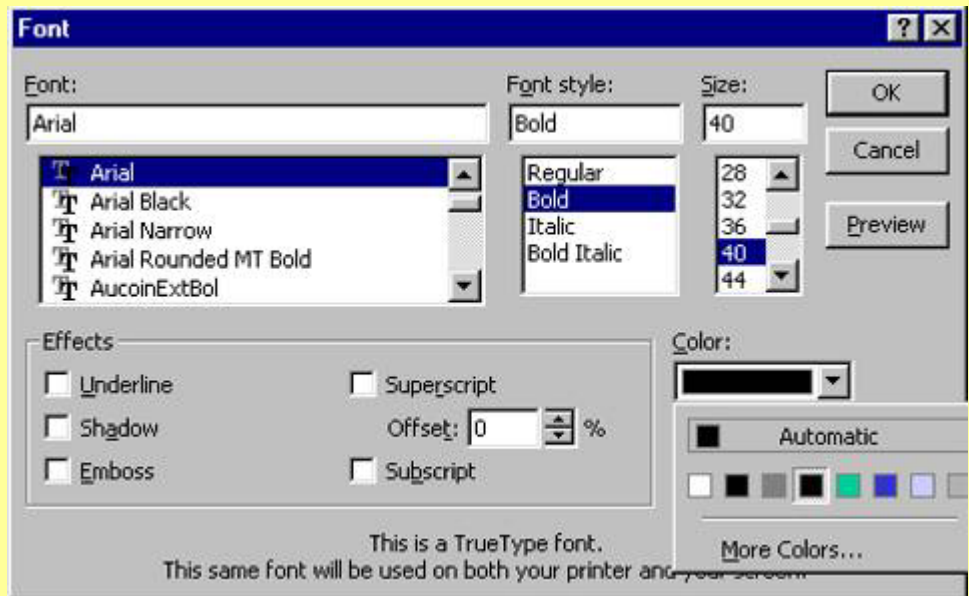


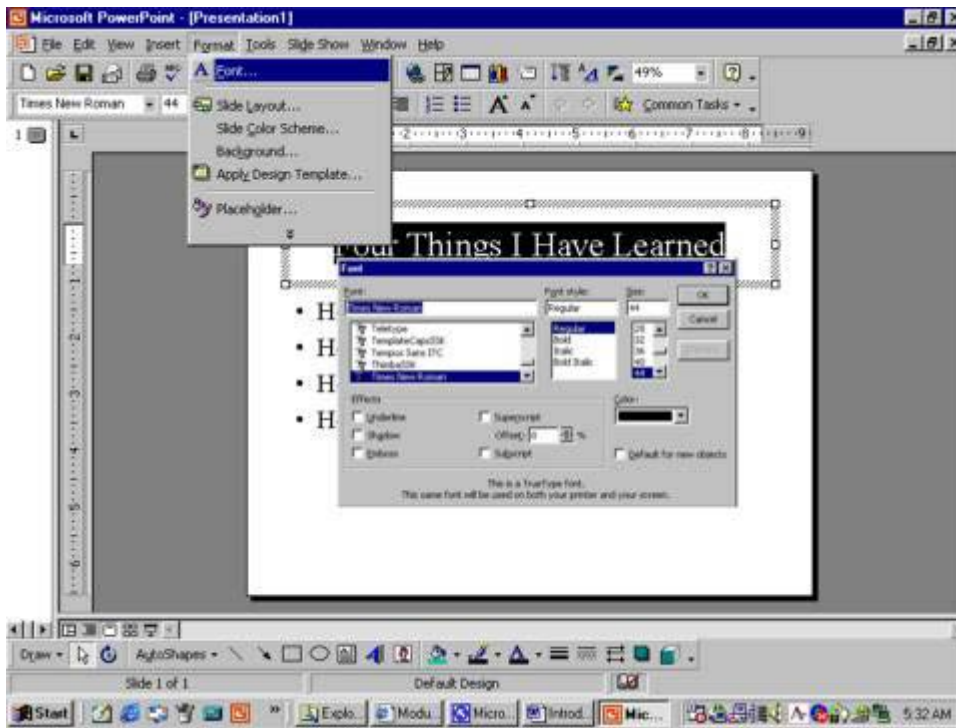
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Formatting Text: Text may be formatted by choosing Font from the Format menu.

Activity 4 - Formatting Text:

1. Select the text you wish to format.
2. From the **Format** menu, choose **Font**.
3. You will see the **Font** dialogue box.
4. Scroll up in the Font window to choose Arial. In the Font Style window choose Bold. In the size window choose 40. Click the down arrow in the color box to see colors in use in your selected color scheme. You may choose different colors by clicking on the More Colors... option. Notice the different effects (underline, shadow, etc. that are available.
5. Many formatting options are available from the Formatting Toolbar .
6. Practice formatting the text on your slide(s). Use the **Undo** arrow on the **Standard Toolbar** to reverse any changes that you apply





To format any object, including text, you must first select it. A shortcut: when you select an object, right click it and choose **Format... Object (Text)** from the pop-up menu. To select all the text in a text box, click on the hash mark border (it will change into a spotted, or “fuzzy” border. A picture or piece of clip art can be selected by clicking anywhere on the picture. (Sizing handles –little boxes—will appear at the corners and midpoints of the object)

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Formatting the Background (and the text) Using Presentation Designs: Design templates contain color schemes, slide and title masters with custom formatting, and styled fonts, all designed to create a particular look. When you apply a design template to your presentation, the slide master, title master, and color scheme of the new template replace the slide master, title master, and color scheme of the original presentation. After you apply a design template, each slide you add has the same custom look.

Activity 5 - Formatting the Background (and the text) Using Presentation Designs:

1. From the **Format** menu, choose **Slide Design**.
2. Preview available designs, choose one and click **Apply**.

Four Things I Have Learned

- ◆ How to Open PowerPoint
- ◆ How to Use Presentation Templates
- ◆ How to Use Presentation Designs
- ◆ How to Create Text Boxes

There are several ways to format the background; one of them is to apply a **Presentation Design**. This will not only format your background, but also apply formatting to text that you have typed into the layout fields. It is important to remember that when you choose a design template, it is applied to each slide in your presentation.

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Changing the Slide Color Scheme: Color schemes are sets of eight balanced colors designed for use as the main colors of a slide presentation—for text, background, fill, accents, and so on. Each color in the scheme is used automatically for a different element on the slide. You can pick a color scheme for an individual slide or for an entire presentation. When you apply a design template to a presentation, you can choose from a set of pre-designed color schemes made to go with that design template. This makes it easy to change color schemes for a slide or an entire presentation and know that the new color scheme will harmonize with the rest of the slides in your presentation.

Activity 6 - Changing the Slide Color Scheme:

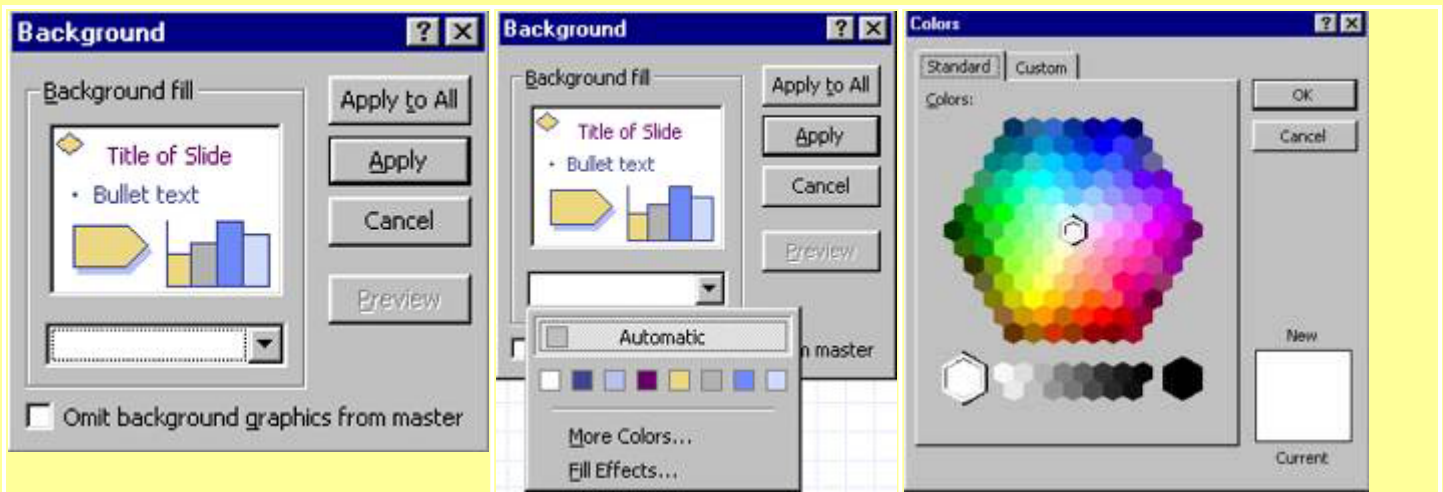
1. Display the slide you want to change.
2. On the **Task Pane – Slide Design** tab, choose Color Schemes.
3. Click the color scheme you want, and then click **Apply**. You may also choose to apply the scheme to all slides in the presentation.

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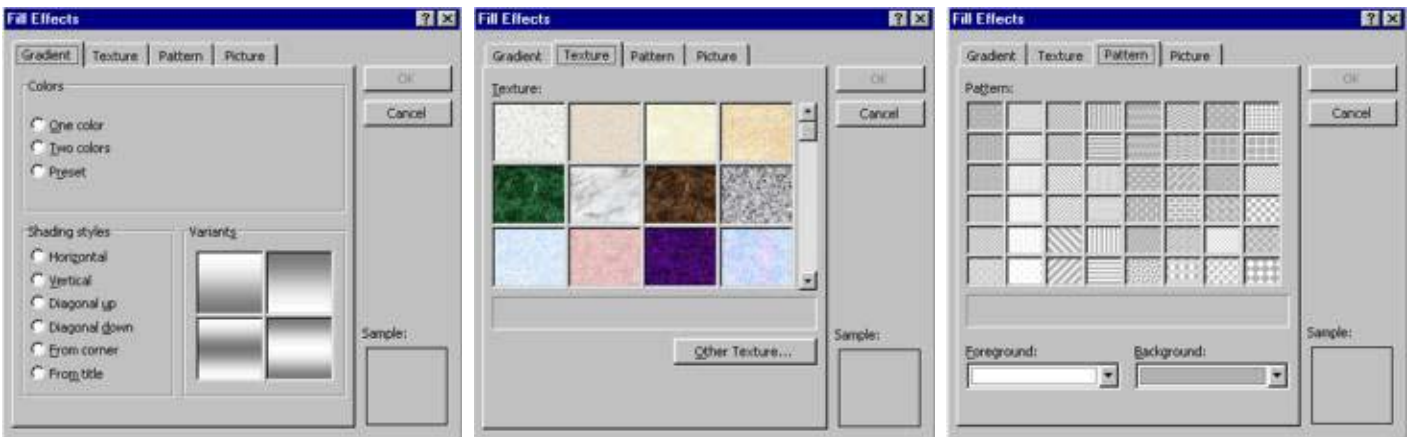
Changing the Background Fill (Colors, Shading, Patterns, Picture): You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.

Activity 7 - Changing the Background Fill (Colors, Shading, Patterns, Picture):

1. Display the slide you want to change.
2. On the **Format** menu, click **Background**. The Background dialogue box appears, showing you the current color scheme and the current background in a drop box.
3. There is an option to omit the background graphics that may have been applied when you chose a design template.
4. Click the down arrow beside the colored box representing the current background. You may choose another color in the current color scheme or click on **More colors...** to choose a different color. Practice omitting the background graphics and changing the background color.



5. From the drop down arrow choose **Fill Effects**. Explore the different options under the **Gradient**, **Texture**, **Pattern**, and **Picture** tabs.



The **Fill Effects** options may also be used when formatting drawing objects and **WordArt**.

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You have now completed this module. Take a few minutes to review and practice what you have learned.

Introduction to PowerPoint XP

Module 6

Creating a Presentation from Outline View

In this module, you will learn how to create a presentation from Outline View in PowerPoint XP.

- **Creating a Presentation From Outline View**
- **Formatting Your Presentation**

Creating a Presentation From Outline View: Working with an outline is the best way to organize and develop the content of your presentation.

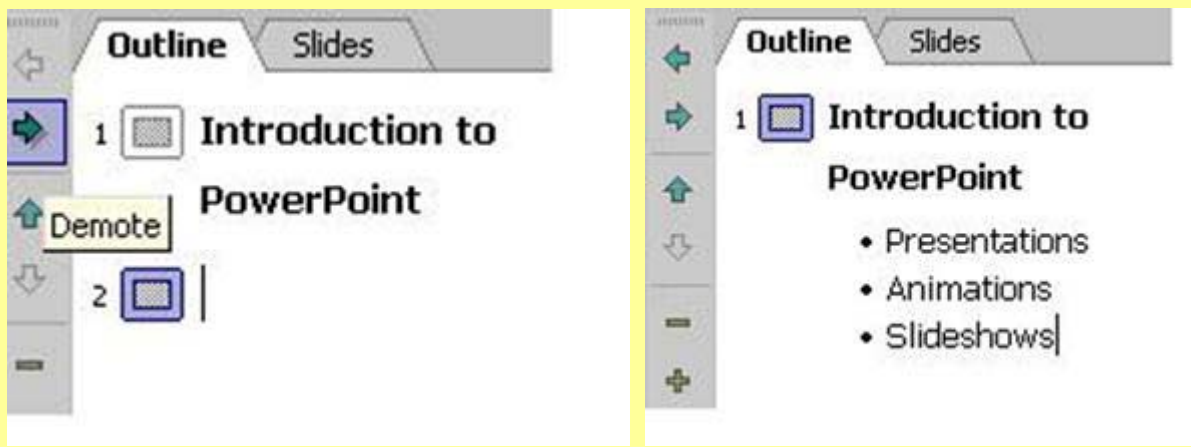
Activity 1 - Creating a Presentation from **Outline** View

1. Open PowerPoint to a **Blank Presentation**, selecting a **Blank** layout.

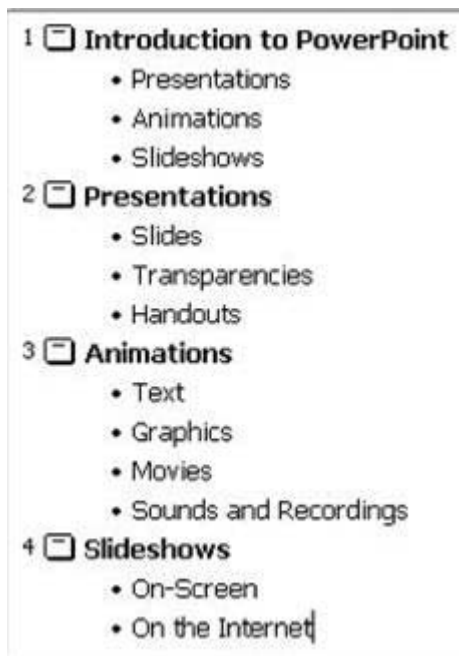
This is the Outlining Toolbar

2. From the View – Tools menu, click the Outlining toolbar. Click the Outline tab and then click beside the icon of your first slide. The blinking cursor appears.



3. Type the title of your slide (**Introduction to PowerPoint**) and press the “**Enter**” key



4. Click on the greenish-blue, right pointing arrow, type your first bullet (**Presentations**), and press “**Enter**”.
 5. Type your second bullet (**Animations**) and press “**Enter**”.
 6. Type your third bullet (**Slideshow**) and press “**Enter**”.
 7. Click on the greenish-blue, left pointing arrow to create your second slide.
 8. Create three more slides, experimenting with the arrows and formatting buttons to create slides without titles and without bullets. Try selecting text and changing fonts, sizes and colors.
- Your Outline should look like the one in the screenshot below.



You can rearrange points within a slide, move entire slides from one position to another, and edit titles and body text. For example, to rearrange slides or bullet items, just select the slide icon or bullet for the text you want to move, and then drag it to its new location.

When you select text in the outline pane, buttons for working with outlines become available on the **Standard** and **Formatting** toolbars. You can use these buttons to quickly organize your presentation — for example, click **Promote**  or **Demote**  to increase or decrease the indent level of a bullet. You can also display all the buttons for working with outlines on a single toolbar. On the **View** menu, point to **Toolbars**, and then click **Outlining**.

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Formatting Your Presentation: You may format your presentation in any of the ways you learned in the last module. The following activity reviews design templates and background formatting.

Activity 2 - Formatting Your Presentation

1. Go to Format – Slide Design, and preview the Design Templates
2. Select one of the templates and click “Apply”.
3. Go to Color Schemes on the Task Pane and look at the color scheme options for the design template you chose.
4. Select one of the options and click either “Apply” or “Apply to All”.
5. Go to Format - Background and click on the arrow beside the colored box to view background color options
6. Click on “More Colors” and examine the “Standard” and “Custom” color palettes
7. Go to Format - Background and click once more on the arrow beside the colored box.
8. Click on “Fill Effects” and check out each of the tabs in the dialogue box
9. In the Format - Background window, notice the check box option that allows you to omit background graphics from your slide.

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You have now completed this module. Take a few minutes to review and practice what you have learned.

Introduction to PowerPoint XP

Module 7

Creating a Presentation from Scratch

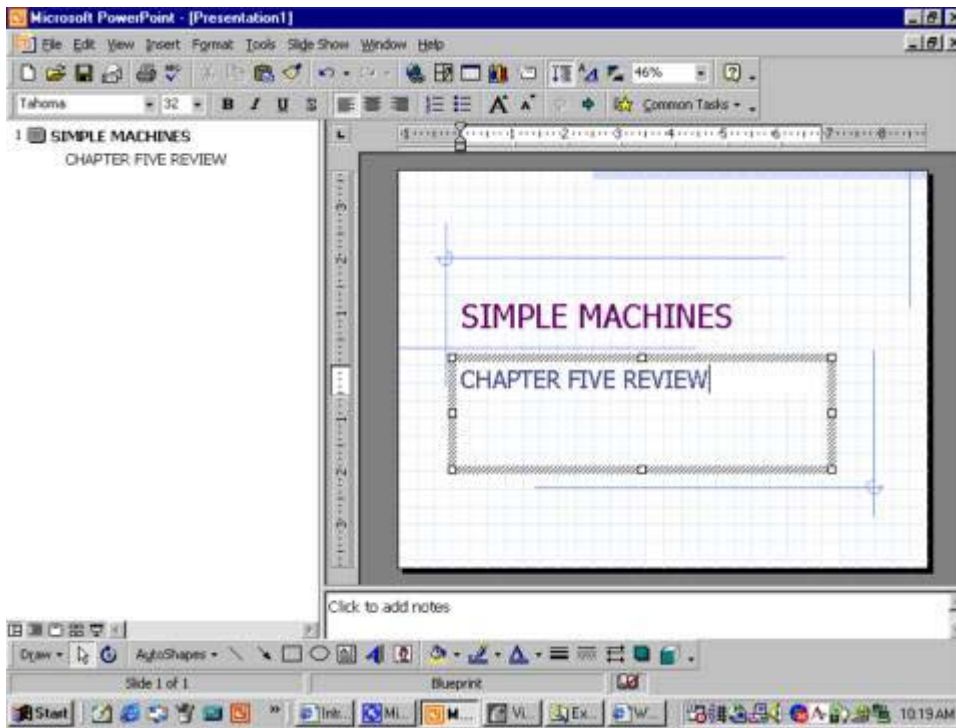
In this module, you will follow step by step directions to create a presentation. During the exercise you will complete the following activities:

- Start PowerPoint; Apply a Design Template; Enter Text
- Insert a New Slide; Create a Bulleted List
- Save Your Presentation
- Insert a New Slide; Enter Text; Navigate From Slide to Slide; Preview Your Presentation in Slideshow View
- Create a New Slide; Insert Clipart
- Create and Format a Drawing Object
- View in Slide Sorter; Apply Slide Transitions

Start PowerPoint; Apply a Design Template; Enter Text

Activity 1 - Start PowerPoint; Apply a Design Template; Enter Text

1. Open **PowerPoint** from the “**Start**” button
2. Select a design template of your choice and click “**Apply**”
5. Type **SIMPLE MACHINES**
6. Click in the subtitle area and type **CHAPTER FIVE REVIEW**



At the end of this activity your presentation should look similar to this one. Notice that there is only one slide at this point.

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Insert a New Slide; Create a Bulleted List

Activity 2 - Insert a New Slide; Create a Bulleted List

1. Click on the “**Insert New Slide**” button or use the **Insert - New Slide** menu command
2. Select the “**Bulleted List**” slide layout and click “**OK**” (you could double click the “**Bulleted List**” option)
3. Type **SIX SIMPLE MACHINES**
4. Click in the text area and type the following, pressing the “**Enter**” key after each entry except the last:

Lever

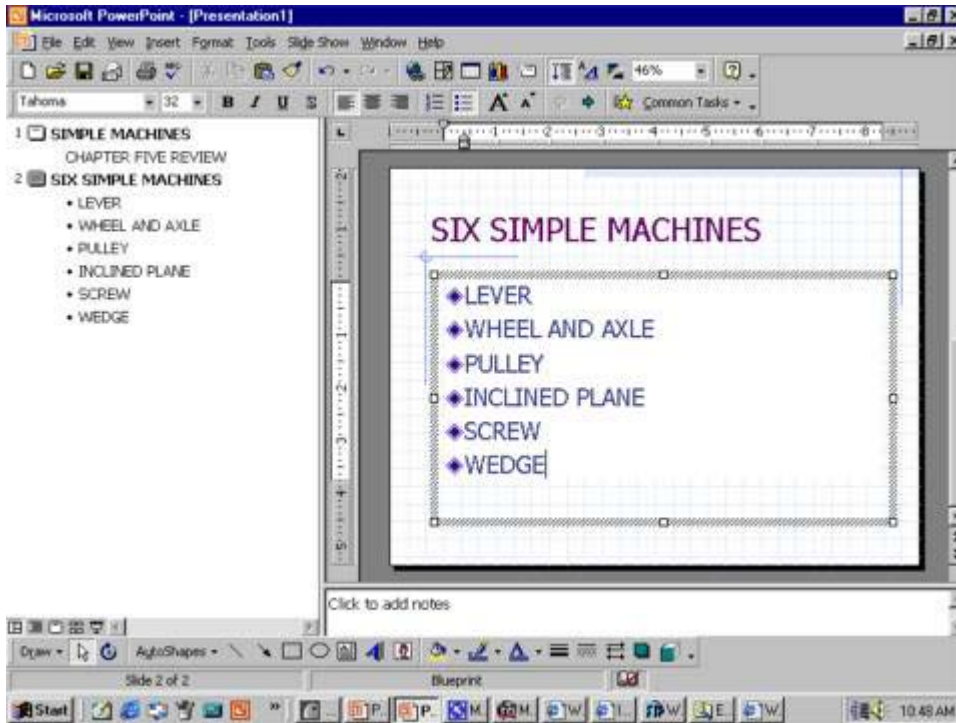
Wheel and Axle

Pulley

Inclined Plane

Screw

Wedge



At the end of this activity your presentation should look similar to this one. You now have two slides in your presentation.

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Save Your Presentation

Activity 3 - Save Your Presentation

1. Save your presentation as **SIMPLE MACHINES** (if the computer asks if you want to replace the existing **SIMPLE MACHINES**, click **YES**)

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Insert a New Slide; Enter Text; Navigate From Slide to Slide; Preview Your Presentation in Slideshow View

Activity 4 - Insert a New Slide; Enter Text; Navigate From Slide to Slide; Preview Your Presentation in Slideshow View

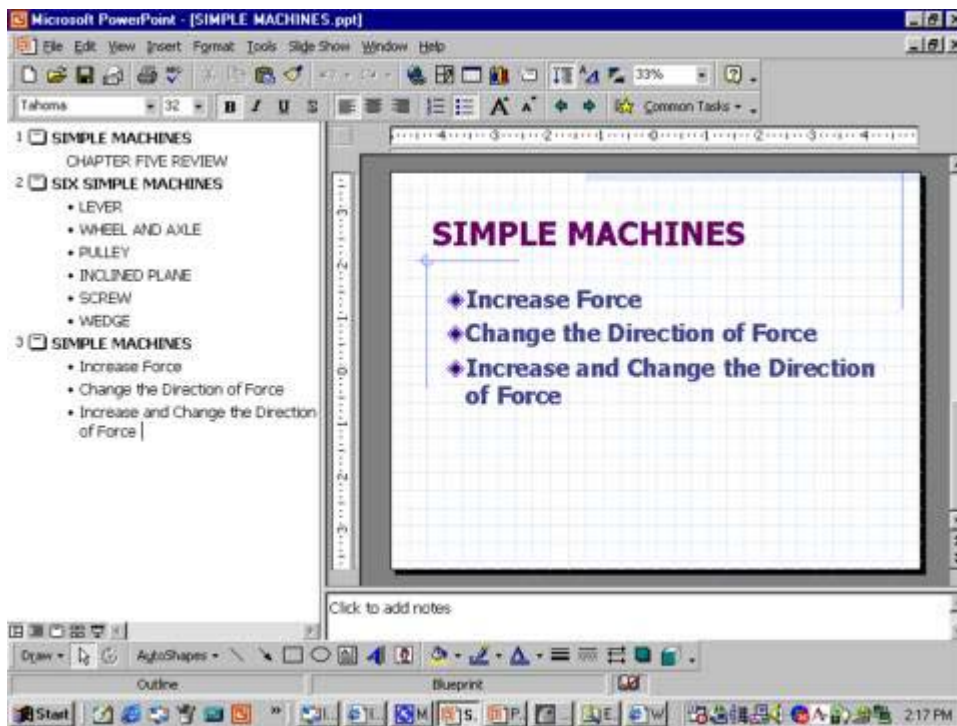
1. Create a third slide by clicking on the “**New Slide**” button, selecting “**Bulleted List**” and clicking “**OK**”
2. Type **SIMPLE MACHINES** in the title area
3. Click in the text area and enter the following bullets:

Increase Force

Change the Direction of Force

Increase and Change the Direction of Force

4. Use the double arrow buttons on the scroll bar to move back to slide one
5. Click on the “**Slide Show**” button on the bottom scroll bar
6. Click the mouse button repeatedly to view each slide until PowerPoint exits the slide show
7. Save your work in progress by clicking on the “**Save**” button on the **Standard Toolbar** (looks like a diskette)



At the end of this activity your presentation should look similar to this one. You now have three slides in your presentation.

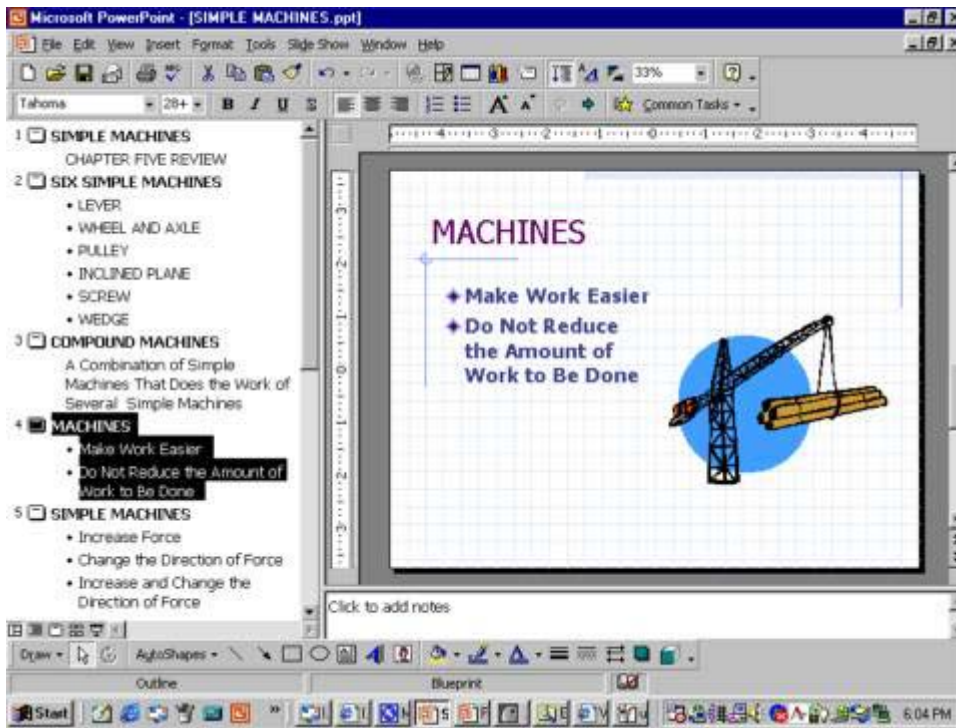
Activity 5 - Create a New Slide; Insert Clipart

1. Use the scroll bar to move to slide 2, and insert a new slide by clicking on the “**New Slide**” button
2. Select the “**Title Slide**” layout and click “**OK**”
3. Type **COMPOUND MACHINES**
4. Click in the subtitle area and Type: “**A Combination of Simple Machines That Does the Work of Several Simple Machines**”
5. Insert a new slide (select the “**Text and Clip Art**” option)
6. Type **MACHINES**
7. Click in the text area and enter the following bullets:

Make Work Easier

Do Not Reduce the Amount of Work to Be Done

8. Double click on the clip art area
9. Scroll through the available clip art and select an appropriate picture
10. Click on “**Insert**”. Close the Clip Gallery.



At the end of this activity your presentation should look similar to this one. You now have five slides in your presentation.

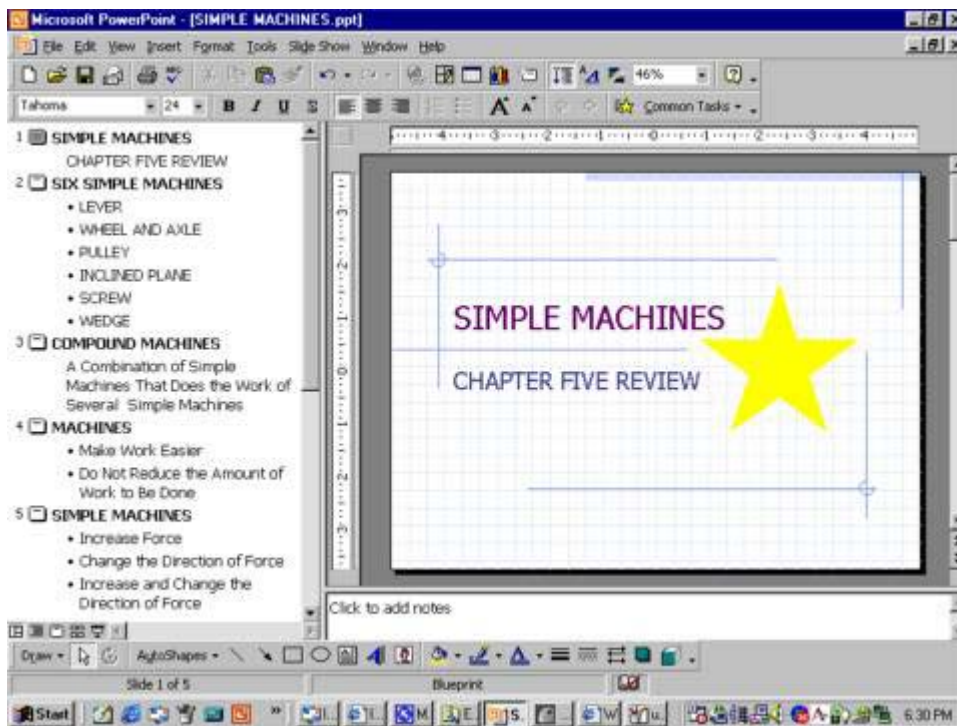
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Create and Format a Drawing Object

Activity 6 - Create and Format a Drawing Object

1. Move back to slide 1
2. From the drawing tool bar select the “AutoShapes” button
3. Point to “Stars and Banners” and click on the **5-Pt. Star tool**
4. Move your pointer back to the slide (notice that it changes into a crossbar or drawing tool)
5. Position the drawing tool just under your title, press and hold the “Shift” key, then click, hold and drag the drawing tool to create a star (holding down the “Shift” key will make the star proportional)
6. If necessary, reposition the star by clicking, holding, and dragging
7. Resize the star, if necessary, by clicking on it to produce sizing handles, then placing your pointer on a corner handle, then clicking and dragging
8. Make sure the star is selected (click once on it to select it) and go to **Format - AutoShape**

9. On the “Colors and Lines” tab, in the “Fill” section, click on the arrow beside the colored bar and choose a yellow color
10. In the same area, choose “Fill Effects” and select one of the gradient options
11. In the “Lines” area, choose “No Line” (click on the arrow beside the colored bar) and click “OK”
12. Save your changes



At the end of this activity your presentation should look similar to this one. You still have five slides in your presentation.

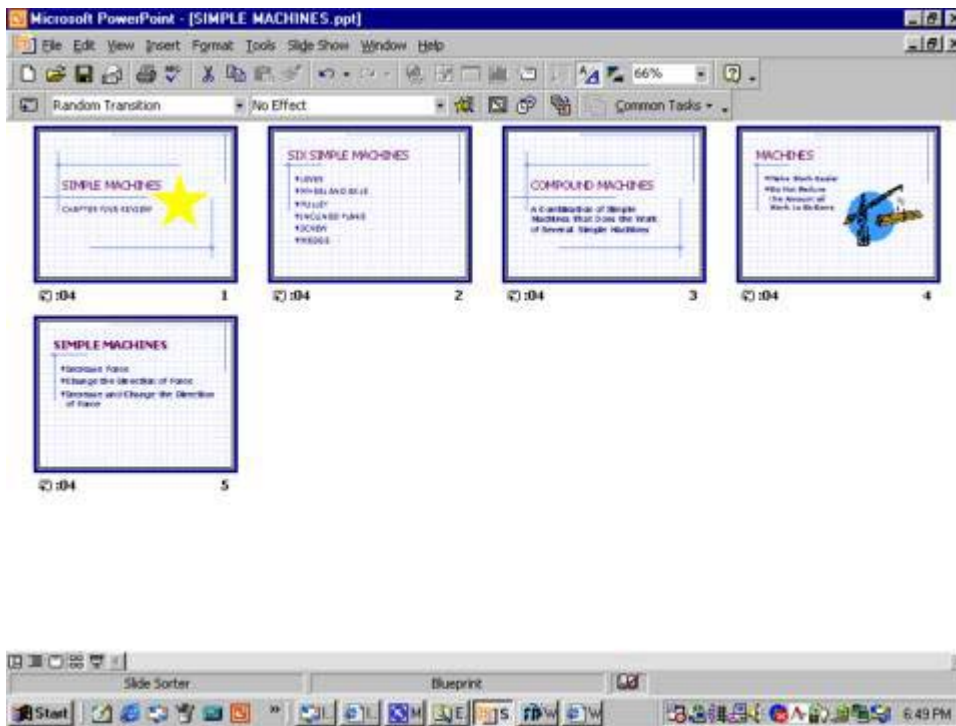
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View in Slide Sorter; Apply Slide Transitions

Activity 7 - View in Slide Sorter; Apply Slide Transitions

1. Click on the “Slide Sorter View” button on the bottom scroll bar
2. From the “Edit” menu, choose “Select All”
3. From the “Slide Show” menu, select “Slide Transition”

4. Select “**Random Transition**” from the bottom of the drop down menu
5. Select “**Automatically After _ Seconds**” and type **4**, then click “**Apply**”
6. Under “**View**”, select “**Slide Show**”!



Congratulations! Your presentation should look like this in Slide Sorter View. You may rearrange the order of the slides by clicking and dragging. You may want to practice this and return them to the correct order when through.

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You have now completed this module. Take a few minutes to review and practice what you have learned.

Introduction to PowerPoint XP

Module 8

Adding Animation, Sounds, & Music

In this module, you will build upon the presentation that you created in the previous module. You will learn how to use preset animations, insert and configure background music, and apply custom animation.

- Applying preset animation to your presentation
- Download, insert, and configure a background music file
- Applying custom animation to objects in your presentation

Applying preset animation to your presentation

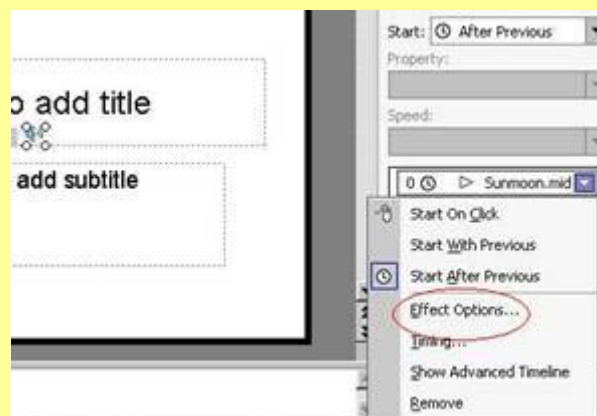
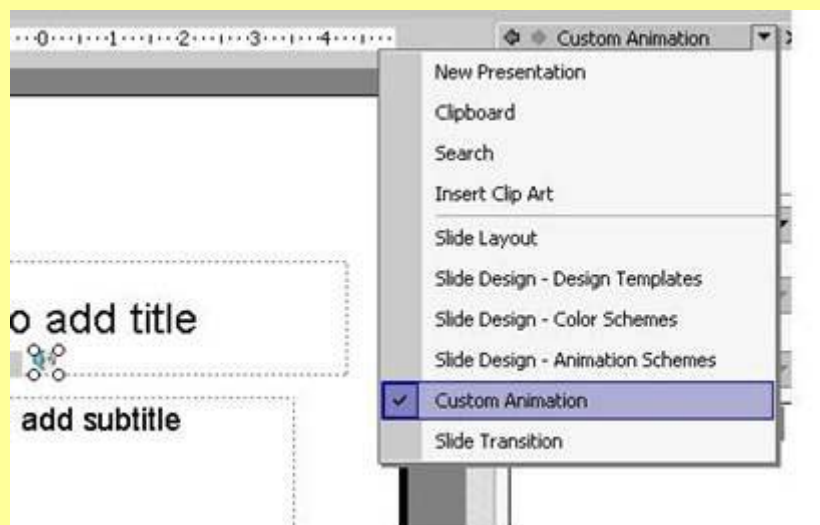
Activity 1 - Applying preset animation to your presentation

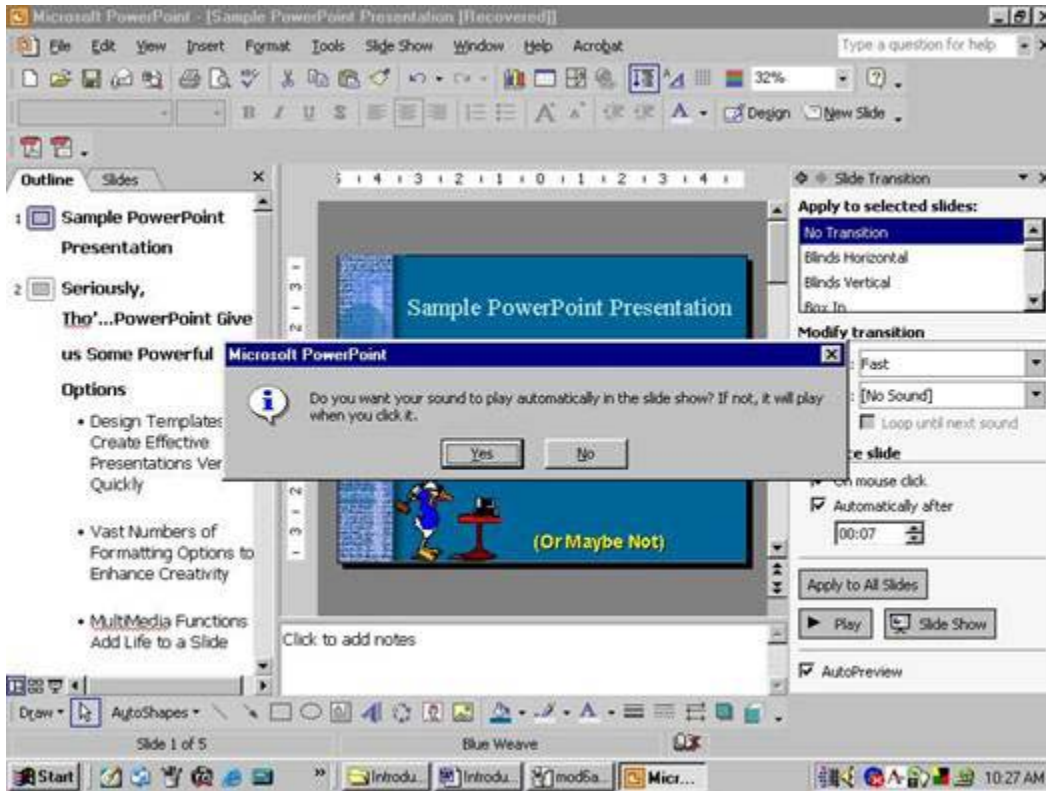
1. Open "SIMPLE MACHINES" if necessary
2. Switch to **Slide Sorter View**
3. Go to **Edit - Select All**
4. Go to **Slide Show – Animation Schemes** and select one of the presets. Apply to all.
5. Click on the **Slide Show** button on the bottom Scroll Bar
6. Practice applying other preset animations (Use the **Esc** key to stop a slideshow)
7. When you are through, remove any preset animation by selecting **Slide Show – Animation Schemes – No Animation**

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Activity 2 - Download, insert, and configure a background music file

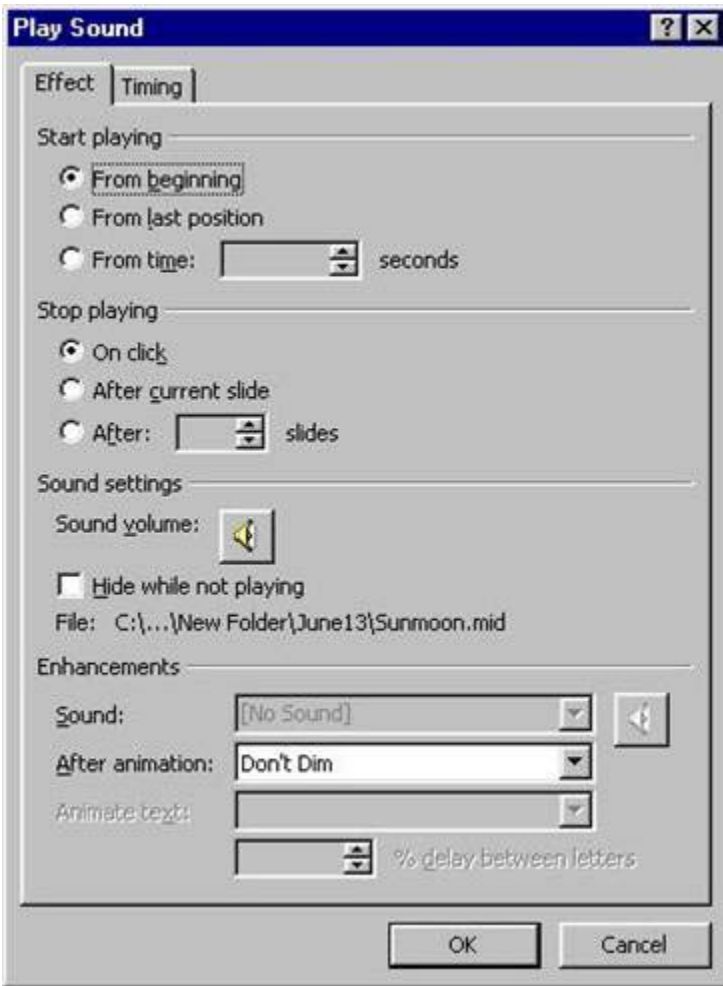
1. If necessary, download the music file "[Sunmoon.mid](#)". You will be given the file path.
2. Double Click on the first slide to switch to **Slide View**
3. Go to **Insert - Movies and Sounds - Sound From File**
4. In the “**Look In**” box, go to the directory where your resources are stored
5. In the “**Files of Type**” box, click on “**All files**”
6. Double Click on the midi file **Sunmoon.mid**
7. You are asked if you want the file to play automatically. Click Yes.
8. On the slide Transition task Pane, click on the “**Custom Animation**” button. Then click the down arrow beside the media clip and click on Effect options





You insert a music, sound, or video clip on a slide where you want it to play during a slide show. You can choose either to have the sound or video start automatically when you move to the slide, or to have the sound or video start only when you click its icon during a slide show. To change how the clip starts or to add a hyperlink to the clip, click **Action Settings** on the **Slide Show** menu.

You can also add animation effects and change play settings by clicking **Custom Animation** on the **Slide Show** menu. For example, you can set a sound or video



to play automatically in an animation sequence.

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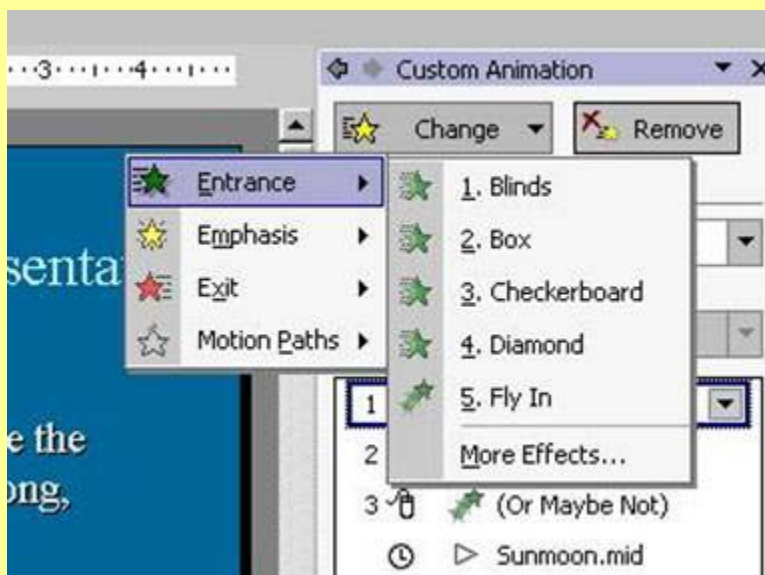
Applying custom animation to objects in your presentation

Activity 3 - Applying custom animation to objects in your presentation

1. Go to Slide Two
2. Select the text box containing the list of simple machines
3. From the Slideshow menu click the **Custom Animation** button



4. Select an object, either text or picture and click the **Change** button



5. Make your choices and click the **“Play”** button to preview, then click **“OK”**

6. When you are finished, save your work and exit PowerPoint.

ASSIGNMENT ONE DUE!!!

Save your work! This completed document will be used as your first assignment. In order to receive a certificate for course completion, you must send this document as an email attachment to the following address: cgeorge@wresa.org. **Be sure to include your name and LEA and the name of the course in the body of your email.**

You have now completed this module. Take a few minutes to review and practice what you have learned.

Introduction to PowerPoint XP

Module 9

Creating Your Own Presentation

In this module, you will create your own original presentation. This presentation should be a minimum of ten slides and should include formatted text, clipart, music, animations, slide transitions, and custom backgrounds. The subject matter is your choice.

- Creation of an original presentation

Creation of an original presentation

Activity 1 - Creation of an original presentation

Using all the skills you have developed, create a presentation for on-screen viewing. The presentation should be a minimum of 10 slides.

ASSIGNMENT TWO DUE!!!

Save your work! This presentation will be used as your second assignment. In order to receive a certificate for course completion, you must send this presentation as an email attachment to the following address: cgeorge@wresa.org. **Be sure to include your name and LEA and the name of the course in the body of your email.**

Congratulations! You have now completed this course!