

ED596: Technology for Teachers



PowerPoint Tutorial

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*Created by Mark L. Merickel
Oregon State University
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Technology for Teachers

Creating Presentation and Teaching
Materials Using PowerPoint



Next

ED596: Technology for Teachers

PowerPoint Tutorial - Introduction

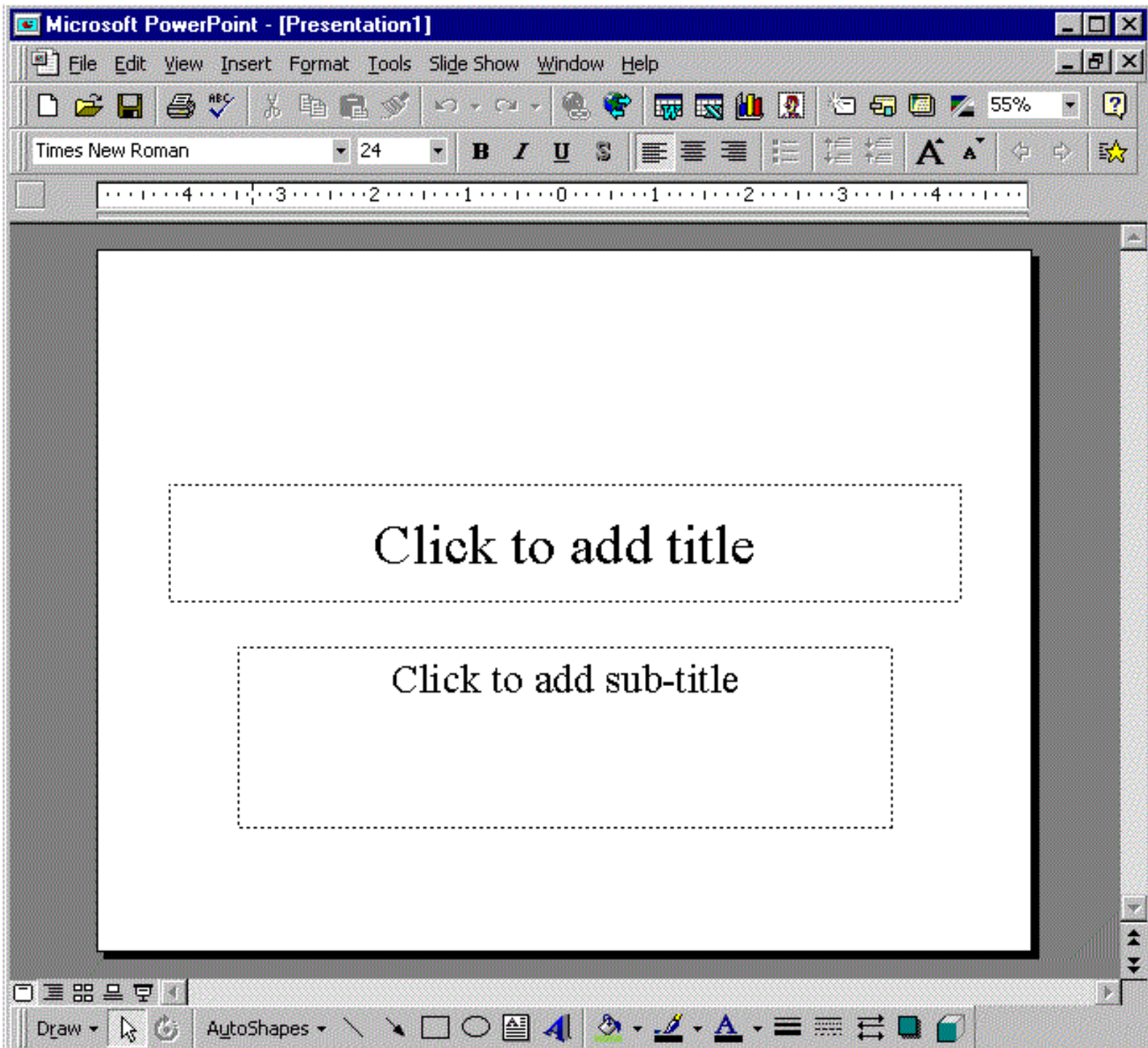
About This Tutorial

This tutorial is designed to assist students in the course, ED596: Technology for Teachers, with completing their Presentation Learning Task. The tutorial is designed to support PowerPoint on both the **PC and Macintosh platforms**. It is not a complete tutorial for PowerPoint. For a complete tutorial, refer to the on-line Training supplied with the software or, refer to the various published works on the PowerPoint software.

Introduction

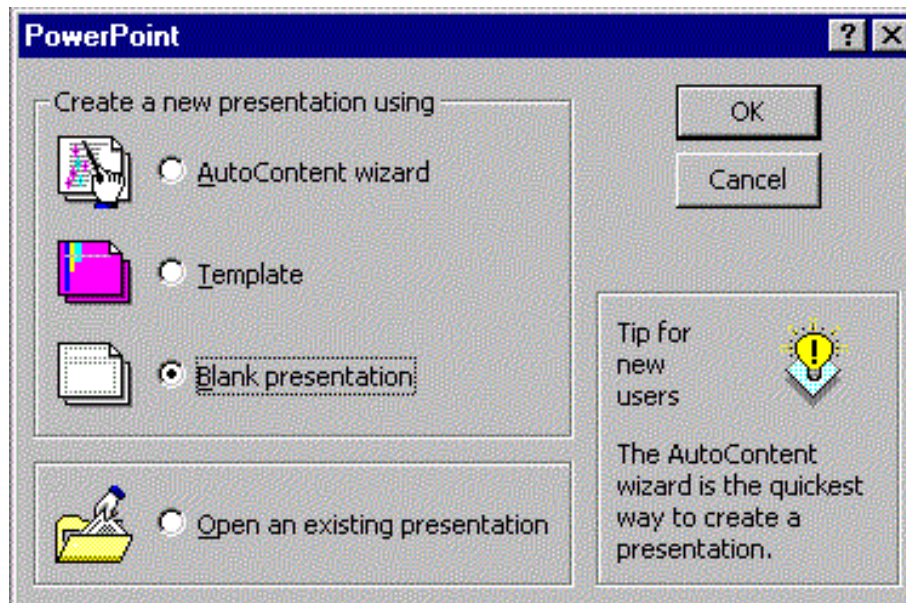
PowerPoint is a versatile presentation tool. This software has an outliner to help organize your presentation to an on-screen slide show complete with special effects. You should find this tool useful for both your presentation and your students' presentations.

Let's take a look at the PowerPoint screen:



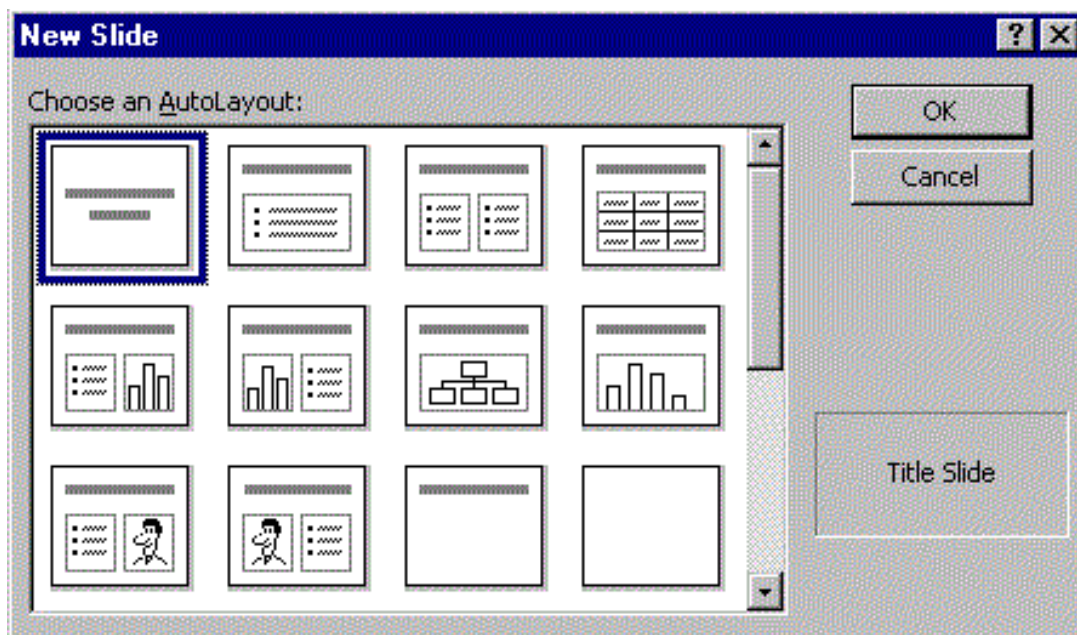
When you start PowerPoint, you will be presented with some options. These include:

The *Create a New Presentation Using* window.



You may select the appropriate option.

After clicking **[OK]**, you will be presented with the **Choose an AutoLayout**

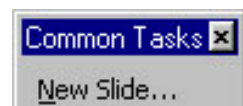


Click on the AutoLayout of your choice. The default first slide is the Title. Notice that the default is highlighted with a dark border (in this example it is the Title slide). You may select any of the nine AutoLayouts by simply double clicking on the layout of your choice, or click once to select and then click on the [OK] button.

After you have gone through these introductory steps, you will be presented with the PowerPoint editor page shown at the top. You will now be ready to create your presentation.

Using the Common Tasks Menu

When you enter PowerPoint you are also presented with a "floating" Common Tasks menu



palette. This palette contains three commonly used functions: *New Slide, Slide Layout, and Layout Design*. You can position this "floating" menu to a location of your choice.

Simply click on one of the choices with your mouse and PowerPoint will begin the operation.



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PowerPoint Tutorial - Buttons



Most PowerPoint options can be found in the Pull-Down Menus. But for this tutorial we will concentrate mostly on the button controls. Let's examine just a few of the basic buttons and their functions.

 *New / Open / Save*

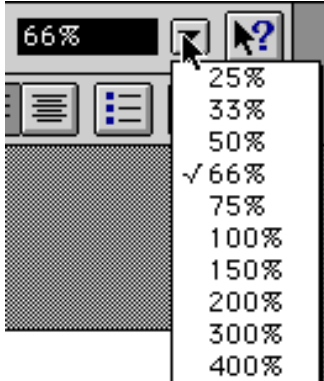
 *Print / Spell Checker*

 *Cut / Copy / Paste / Paste Special*

 *Undo*

 *Word Table / Excel / Graph / Chart / Clip Art*

 *New Slide / Slide Layout / Apply Design / Black and White View*

 *Screen Size by Percentage*

 *Font Style*

 *Font Size (Pull-Down or Type)*

  *Font Size Buttons (Proportional)*

    *Bold / Italic / Underline / Shadow*

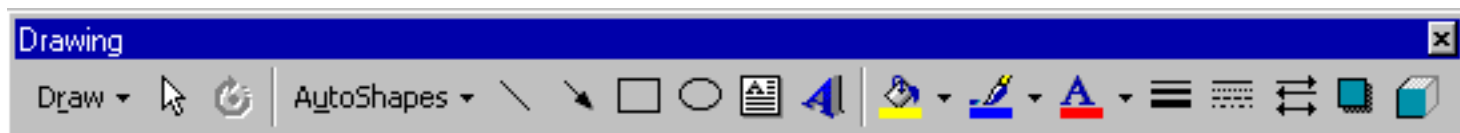
  *Justify Left / Justify Center*

   *Bullets On/Off / Demote / Promote*

Drawing With Office97/PowerPoint


Drawing Toolbar

Office97 shares functions between programs. For example, both PowerPoint and Word use the same drawing functions. These functions are controlled by the drawing toolbar. This tutorial will address most of these functions.



The drawing toolbar is loaded automatically when you start PowerPoint or Word. But, if the drawing toolbar is not visible for some reason, then you can display it by selecting [View] [Toolbars] [Drawing] and it will be displayed. This toolbar can also be repositioned by using the click and hold on the left-hand edge of the bar (designated by the two vertical lines). You can then move the toolbar to any position within the window.

Draw

The "Draw" pulldown menu  contains a number of operations which will assist you with managing your drawings. These include Grouping, Order, Grid, Nudge, Align or Distribute, Rotate or Flip, Edit Points, and more.

Grouping

Often when you are developing drawings they will be made up of various entities. When it comes time to move the entities you will need to select all of these you wish to move at the same time. You could window all to select all, or, you could select all the entities and then group them. This will group all the separate entities into one. When you need to edit just one entity of a group, you will need to ungroup... and then edit.

- Group
- Ungroup
- Regroup

Order

You will often need to order the position of entities in relation to forward or backward. This is the case if you want to position one entity on top of another, or establish the order of multiple entities in relationship to forward and backward. Order contains the following options:

- Bring to Front
- Send to Back
- Bring Forward
- Send Back
- Bring to Front of Text
- Send Behind Text

Nudge


If you just want to move an entity a little bit, try the nudge option. Select the entity you wish to nudge and then use one of the following options:

- Up
- Down
- Left
- Right

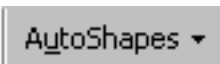
Rotate or Flip

You can rotate or flip entities by first selecting the entity and then one of the following options.

- Free Rotate
- Rotate Left
- Rotate Right
- Flip Horizontal
- Flip Vertical


The Free Rotate tool  is also available on the draw toolbar. To use the free rotate tool, select the entity you wish to rotate. Then click on Free Rotate and move the rotate cursor to one of the handles. Click and hold, then rotate the entity.

AutoShapes

AutoShapes  contains a number of shape options on a selection palette. Click on the shape you want and move your cursor to the first position of the shape. Click once to establish the starting position. Then move your cursor to the size you want the shape to be.


NOTE: If you want the shape to be proportional, hold down the [Shift] key as you move your cursor.

Lines, Arrows, Rectangles, and Ovals

The draw toolbar contains buttons for drawing lines, arrow lines, rectangles or squares, and ovals or circles .


NOTE: If you want to draw a horizontal or vertical line, a square, or a circle, hold down the [Shift] key as you move your cursor.

Text Box

When you want to add text to your drawing, use the text box . This will create text in the form of a drawing entity and make manipulation of that text as easy as other drawing entities. Click on the text box button and then select the size of your text box. Once you have created the box you can enter text.

NOTE: You can resize the box by grabbing a handle and moving it.

WordArt


You can also create "fancy" text by using the WordArt function. When you select the WordArt button , you will be presented with a palette of WordArt style options. Select the WordArt style you want.

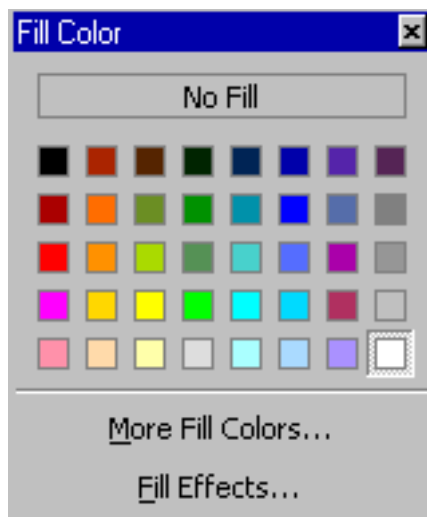


After you make the selection, an Edit WordArt Text box will popup. You can change the font, size, or make it bold or italic. Then enter your text and click [OK]. Your WordArt will be displayed on your drawing.


NOTE: You can change the size or location of the WordArt by repositioning or selecting a handle and resizing.

Fill and Line Color

You can change the color of your lines, rectangles or ovals. To change the color of a rectangle or oval you will need to select the Fill Color  pull-down button. You will then be presented with the Fill Color palette (shown below).



Select the color or effect you want for your object.

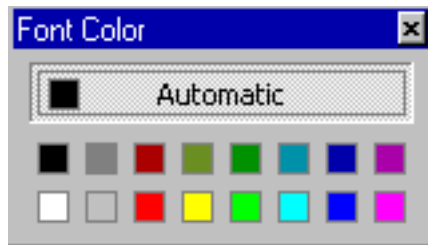
Line color can be changed in the same way. Only you will need to select the Line Color  pull-down button. You will then be presented with the Line Color palette (shown below).



Select the color you want for your line.


Font Color

You can also change the color of your font (i.e. graphic text). Select the Font Color  pull-down button. You will then be presented with the Font Color palette (shown below).




Select the color you want for your text.

Line Style, Dash Style, and Arrow Style

You can change the style for lines and arrows by using the  buttons. Each of these will popup a control/options box. Change the style to your desired configuration.

Shadow

You can add a shadow to entities by selecting the  button. When you select this button you will be presented with a popup shadow style options palette. Choose the shadow effect you want to add to your rectangle, oval, or autoshape.

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PowerPoint Tutorial - Slide Control Buttons

Additional function buttons are located at the bottom-left of the screen. These include:



Slide View / Outline View / Slide Sorter / Notes View / Slide Show

Slide View - Displays the selected slide in the PowerPoint editor.

Outline View - Displays all slides in outline (text only) format.

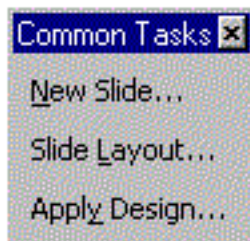
Slide Sorter - Displays all slides and provides the opportunity to sort, re-arrange, copy, or delete slides.

Notes View - Displays a notes page. The slide is shown on top and a text box is provided for presentation or handout notes.

Slide Show - Begins the full-screen slide show with the current selected slide.

Adding Slides, Changing Layout, and Applying Templates

The buttons are located on a "floating menu" when you start a new slide show. These buttons allow you to create a new slide, change your slide layout, and select a template (design) for your slides.



Tips

- When you want a new slide in the same series of slides, select the [New Slide...] button.
- When you want to set or change the layout properties of your slides, select the [Slide Layout] button.
- When you insert a template, the template will always be applied to all slides. You may change your template at any time, but once you have applied a template you will always have a template.

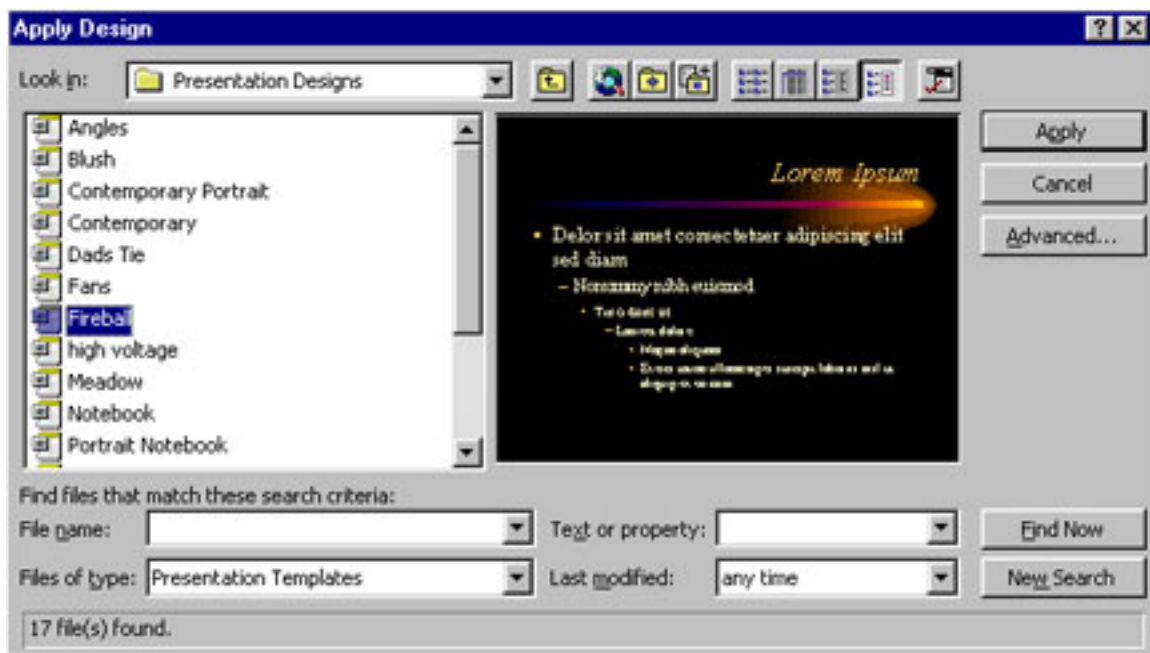
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PowerPoint Tutorial - Apply Design

PowerPoint comes equipped with a number of designs or background "templates." Designs assist you with creating your presentations. When you select the design you will find that this presents the user with more than just a background. In fact, the design will control many different features of the slides. This includes the background image, text size, text location, text color, and more.

Apply Design

When you pick **Apply Design**, you will be presented with a window of design options:



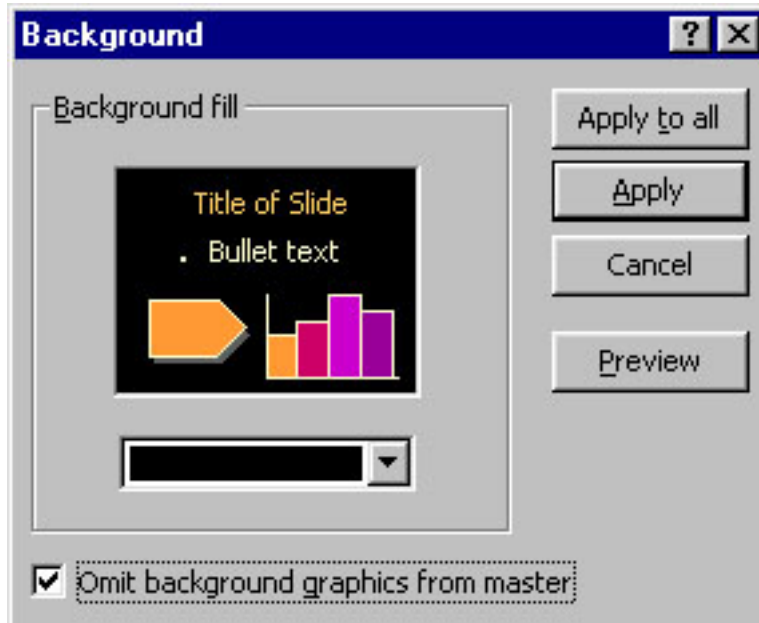
You can preview the "template" of choice by clicking ONCE on the name of the design. For example, the design shown above is "fireball". When you click on the name of the design, an example of the template/design will be displayed in the right-hand window.

If you would like to apply the design to ALL slides, then click [Apply]. SPECIAL NOTE: once you apply a design, you will always have a design on your slides. You can change the design (template), but you will always have a template. You can also turn the background graphics off by using the following operations:

Select [**Format**]

Select [**Background**]

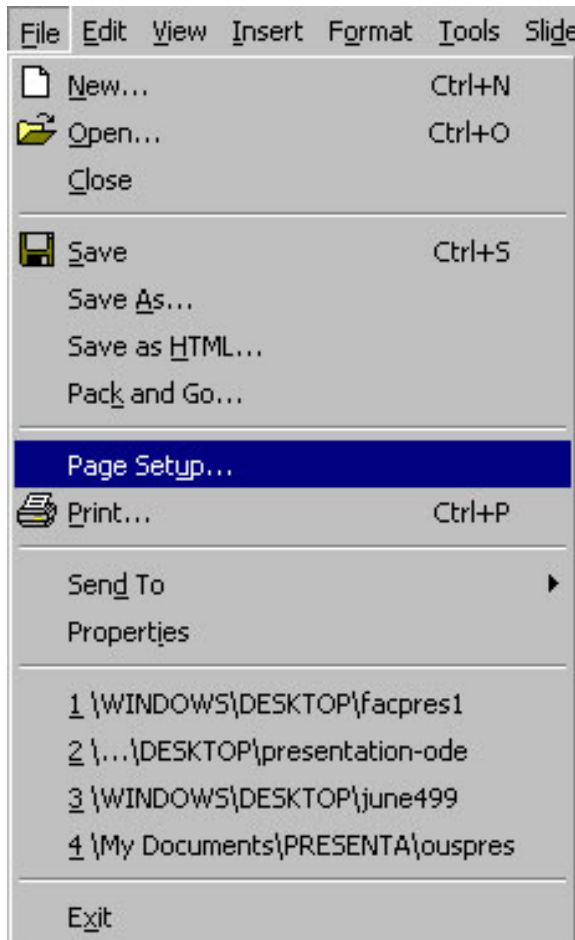
Click on [] **omit background graphics from master** (shown below)



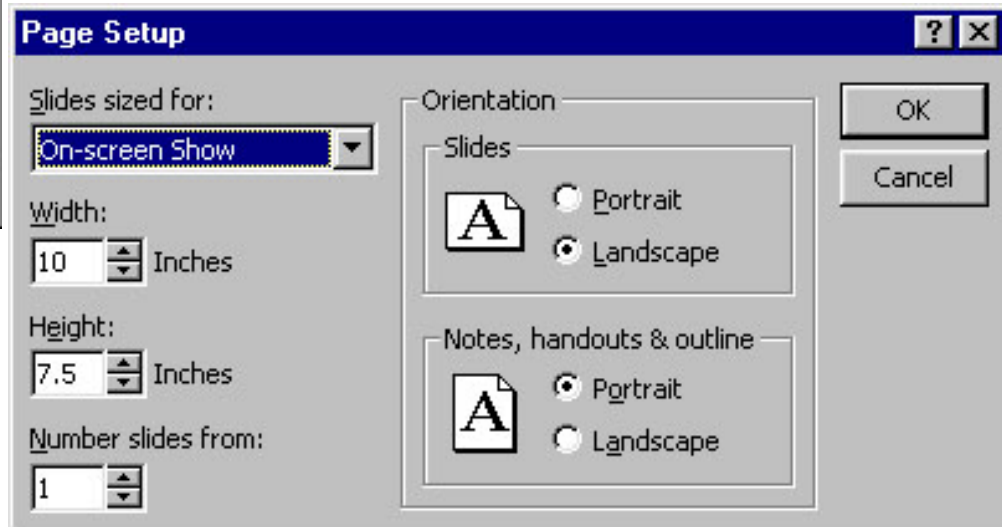
Some presentation designers like to select a design/template when they begin a series of presentation slides. Others like to add their design after building the initial slides. But it is important to note that when you add a design/template after you have built the slides, the text, location of text, and color of text will probably change.

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PowerPoint Tutorial - Page Setup



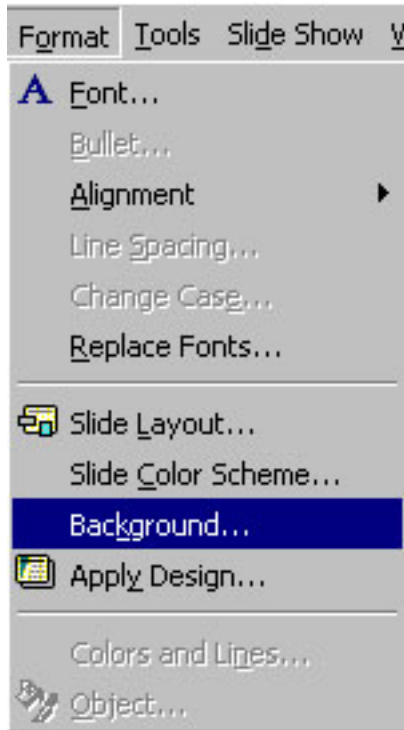
You can control the page setup parameters of your PowerPoint presentation by selecting **[File] ... [Page Setup]**. The page window (shown below) will be displayed.



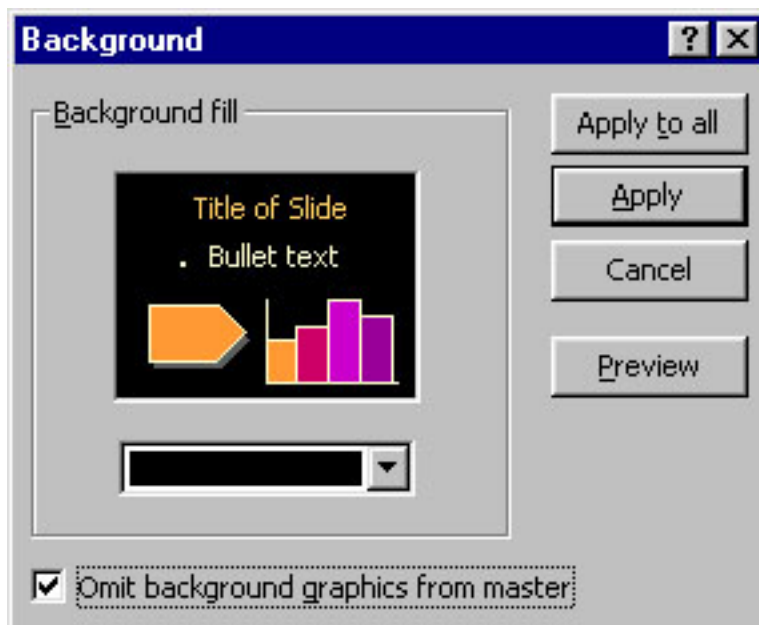
Tips

- PowerPoint can be used to create cover pages for reports, etc. by setting the Page Orientation to *Portrait*.
- or maybe you want your slides to be vertical (Portrait).
- and, this is where you set PowerPoint for the specific type of presentation that you are creating (e.g. On Screen, Letter Paper, A4 Paper, 35mm Slides, Overheads, etc.).

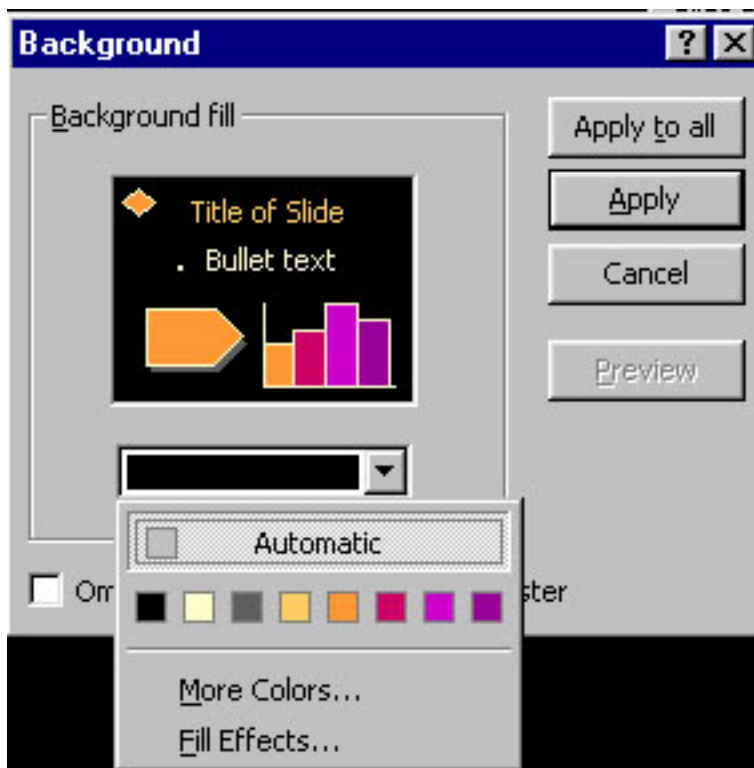
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*PowerPoint Tutorial - Background and Color Scheme***Slide Background**

After you have selected a Template, you can control the "background" for that template by selecting **[Format] ... [Background]**. The slide background window (shown below) will be displayed.

**Background Colors**

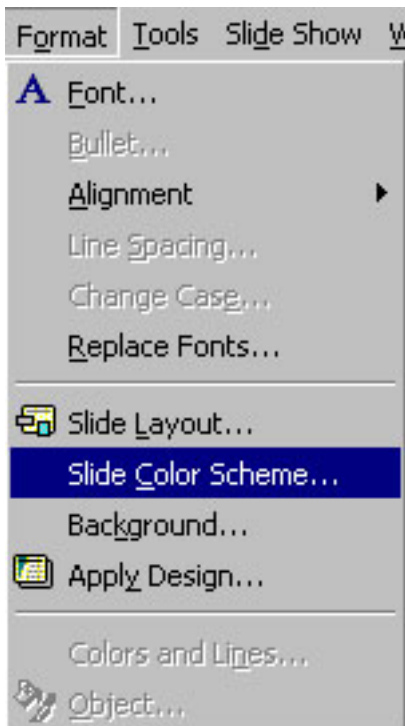
You can easily set or change the background color by clicking on the pulldown color menu (shown below). You can also set the background for a "fill pattern."



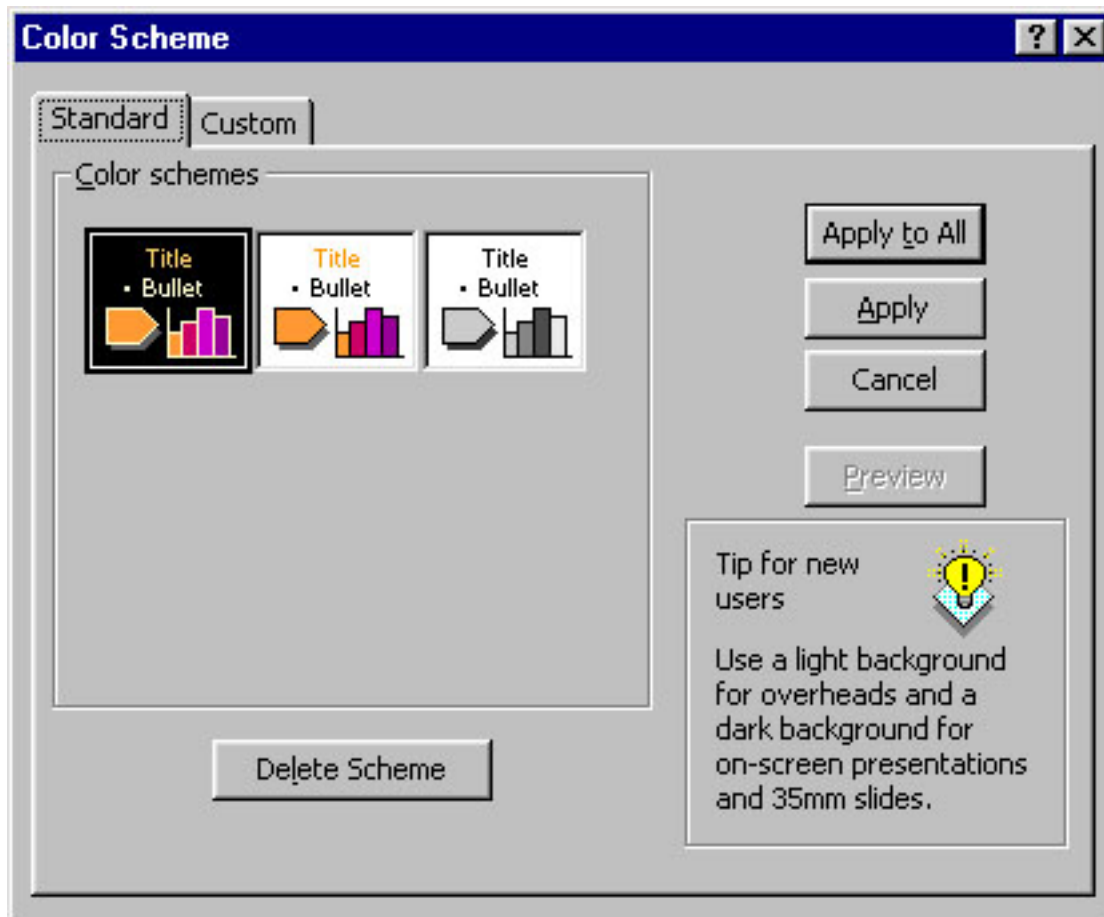
Tips

- You can apply the background to **[Apply to All]** slides or,
- Select the **[Apply]** button to apply the background to just the current slide.

Slide Color Scheme



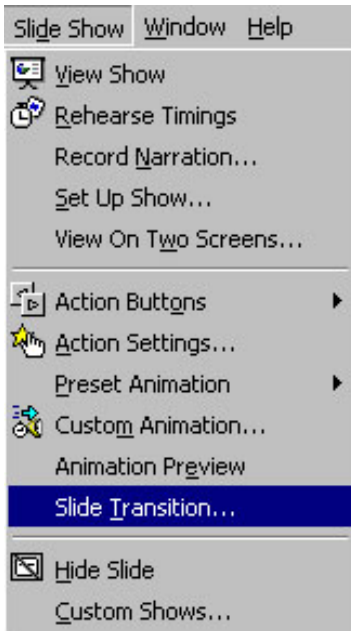
You can also control the "color scheme" for that template by selecting **[Format] ... [Slide Color Scheme]**. The slide color scheme window (shown below) will be displayed.



Tips

- You can control the color scheme (*Shadows, Background, Text & Lines, Title Text, Fills, and Accent*) for your slides from this window.
- Click on the Custom tag if you want to control each of the scheme elements individually.
- Once in the Custom menu double click on the colored element "box" and a palette will be displayed. Click on the new color for that scheme element.
- You can apply the color scheme to all slides [*Apply to All*] or you can [*Apply*] the scheme to just the current slide.

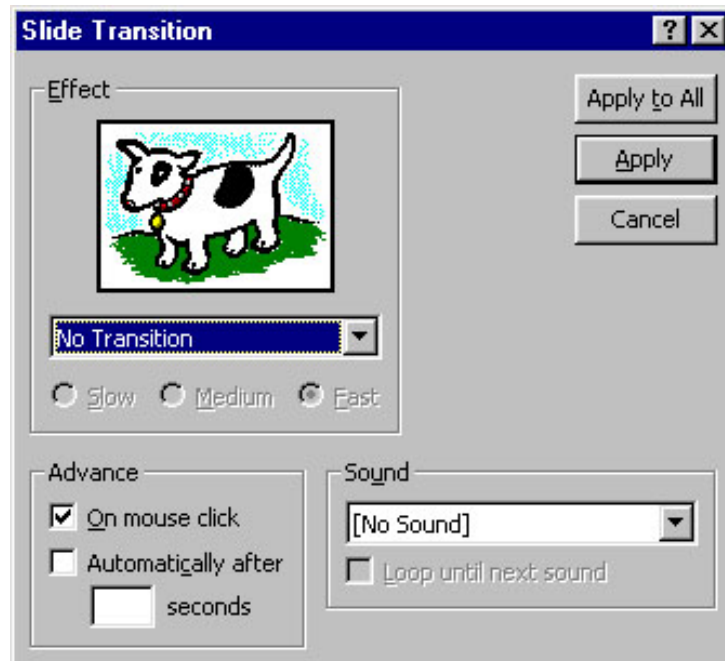
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PowerPoint Tutorial - Transitions and Animations

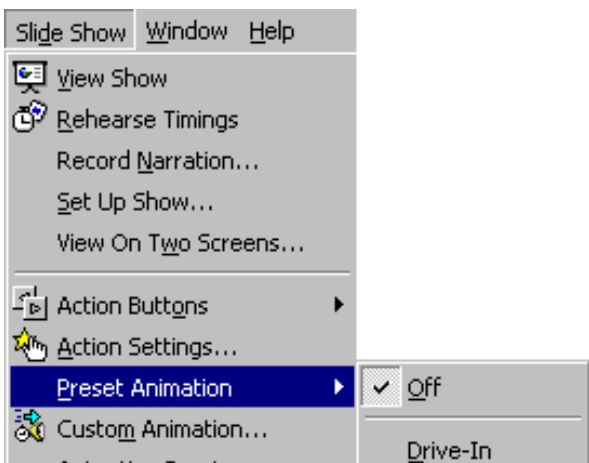
Transitions

You can create special effects on PowerPoint On-Screen Presentations. You do this by selecting *[Slide Show]* and *[Slide Transition...]*

- You can set the transition effect by clicking on the **Effect** Pull-Down and select any of the available effects.
- Set the **Speed** of the transition (Slow, Medium, or Fast).
- Set whether the transition is **Manual** (Mouse Click) or **Automatic** after a specified number of seconds.

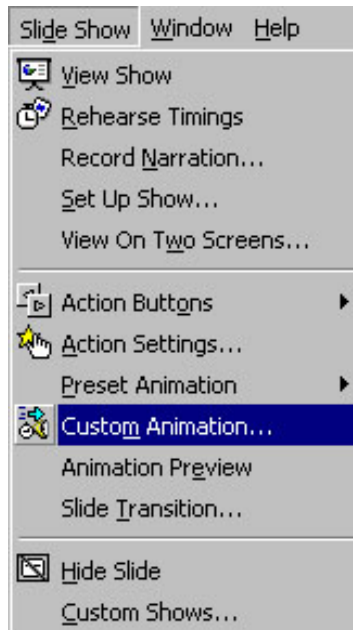
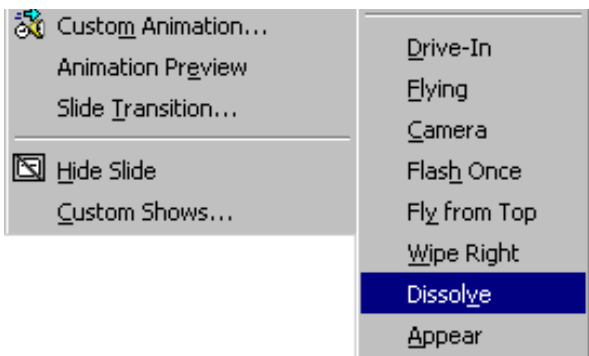
*Tips*

- You can also view the transition you selected. The picture in the lower-right will go through the transition you selected. If you want to see it again, click on the picture.
- You can add a transition sound by clicking on the Sound pulldown menu and selecting one of the options.
- You can apply the transition to all slides *[Apply to All]* or you can *[Apply]* the transition to just the current slide.



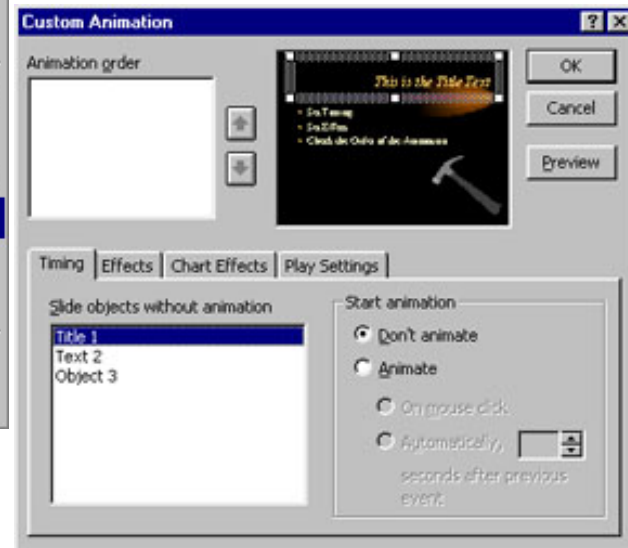
Preset Animation

Preset animation provides a number of "quick pick" animation effects. You will need to first select the image or entity that you wish to animate. Then just pick the Preset Animation effect you wish to use.

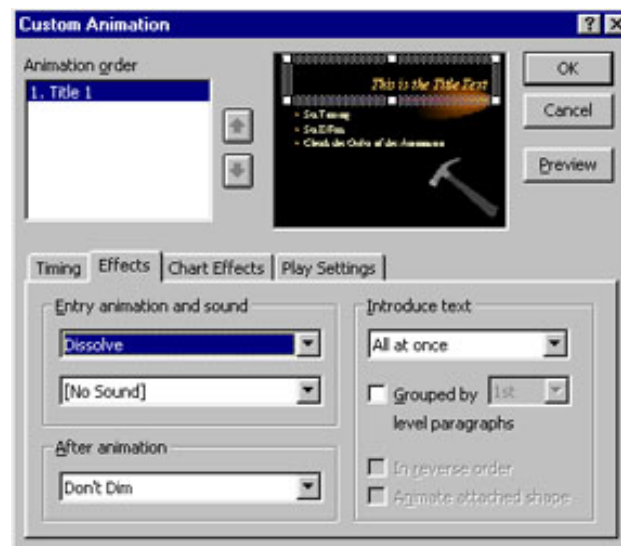


Custom Animation

Custom animation provides an extensive number of animation variations.



- The image above shows the [Timings] tag selected. When Timings is selected, you will see the various slide elements labeled in the lower-left frame (e.g. Title 1, Text 2, Object 3).
- To animate the element (text, image, etc.) click ONCE on the element name. When it is highlighted, click on the [Effects] tab.
- The following Effects window will now be displayed:



- After selecting an Effect from the pulldown menu...
- You can select sounds, control the text color intensity and other effects after the animation process takes place. This is useful for creating the effect commonly called "progressive disclosure" (previous line of text is dimmed when next line of text is the focus point).
- You can also introduce text in various ways. For example using the "Introduce Text" settings you can animate text so that

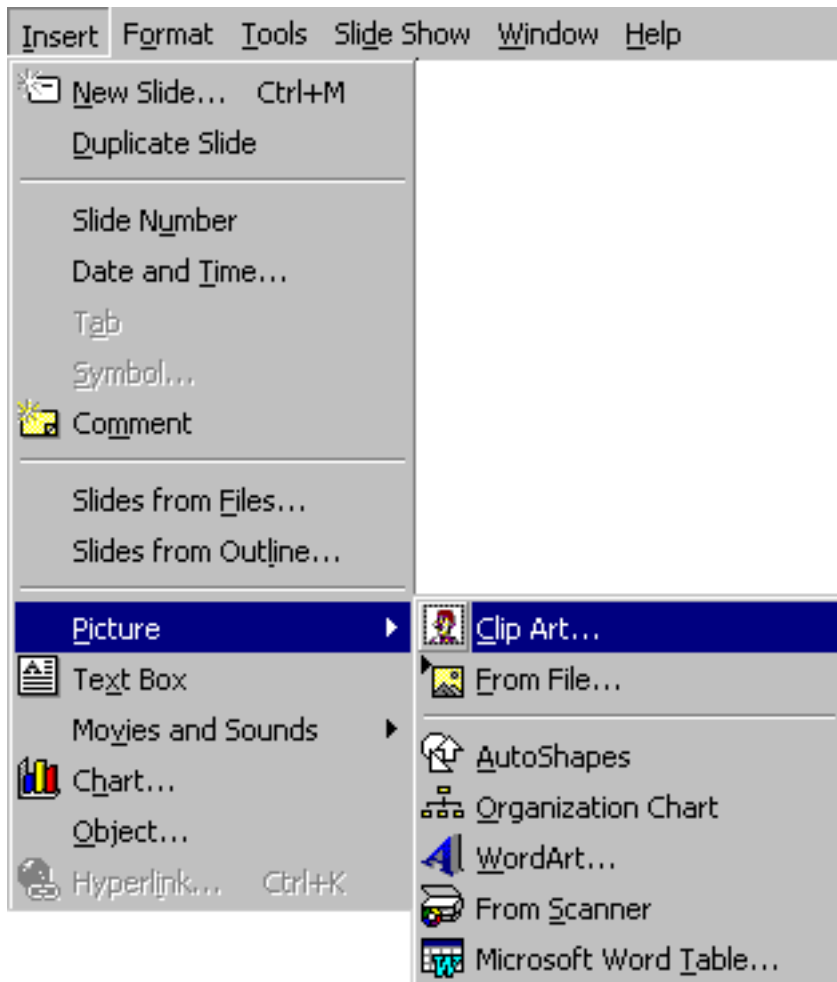
it appears all at once, by word, or by letter.

Tips

- Do not let animations dominate the content/information.
 - Some animations are difficult to track with the eye when viewing a presentation. Always test your animations before your final presentation.
 - The speed of the machine you are working on will dictate the speed of the animation. If you are using a "fast" machine to create the slides and setting the animations, and then use a slower machine for presentation...the animation effects may not be what you had expected.
-

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PowerPoint Tutorial - Inserting Clip Art, Pictures and Other Media



Inserting Clip Art

PowerPoint and Office 97 come with a quite extensive supply of clip art. You can freely use this clip art in your presentations in any way that you choose.

- Select **[Insert]** from the pull-down menu.
- Select **[Picture...]**
- Select **[Clip Art...]**

The following Clip Art Gallery Window is now Displayed



- You may select any clip available. The clips are organized into thematic categories (e.g. Academic, Animals, Buildings, etc.).
- After selecting the clip, you can insert it into your slide by clicking on [Insert].

Inserting a Picture

If you have a digital picture on disk and you want to insert it into your PowerPoint project, use the following simple procedure.

- Select **[Insert]** from the pull-down menu.
- Select **[Picture...]**
- Select **[From File...]**
- Select your picture file from the folder.
- You may modify the size of your picture or the location. Modify the size by selecting the picture and then grabbing a "handle/grip" and dragging it.
- Move the picture (when grips are on) by clicking and hold the mouse button...then reposition the picture.

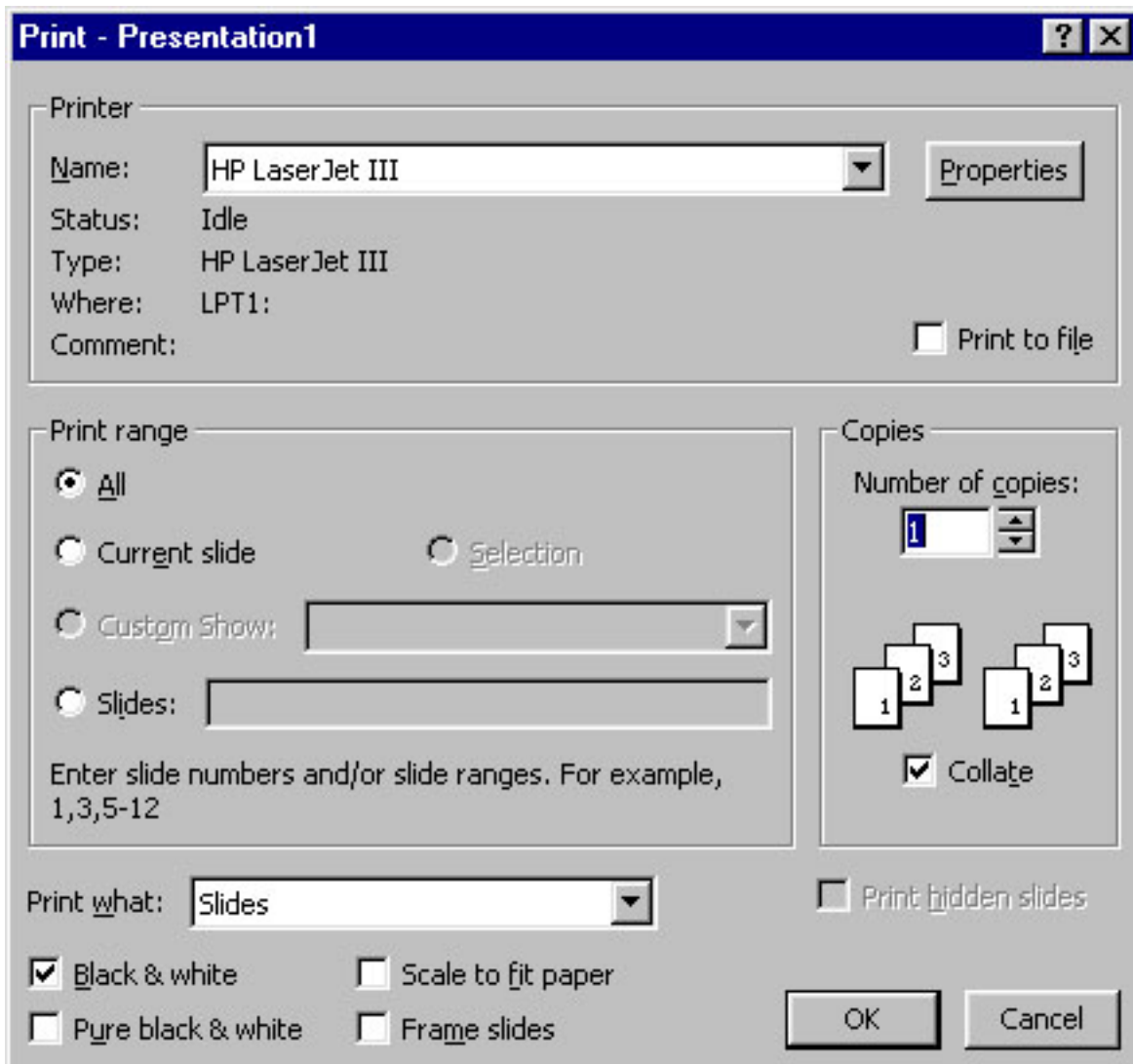
Inserting Other Media

You can also insert Movies, Tables, Graphs, and Objects (sound files and other fun stuff) from the **[Insert]** pull-down. If time permits, give them a try.

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PowerPoint Tutorial - Printing Slides

When you are ready to make hardcopies of your presentation, you will need to select **[File] ... [Print]**. You will be presented with the window shown below.



Tips

- Unless you are using a color printer, select **Black and White** to save on toner.
- To print certain pages, select **Slides** and enter the beginning and ending page numbers.
- If you want to print handouts of your slides (with multiple slides per printed page), select your options from the pull-down menu as shown below.

