

Using Microsoft PowerPoint



Introduction

Microsoft PowerPoint is becoming the standard for professional presentations. You can create a simple three-slide show, or a self-timed presentation with sounds, animations and transitions.

Topics to Be Covered

1. Terminology: slides, transitions, backgrounds and color schemes
2. Creating a new presentation, including templates
3. Using clip art and word art
4. Animations and transitions
5. Classroom Uses

1. Terminology: slides, transitions, backgrounds and color schemes

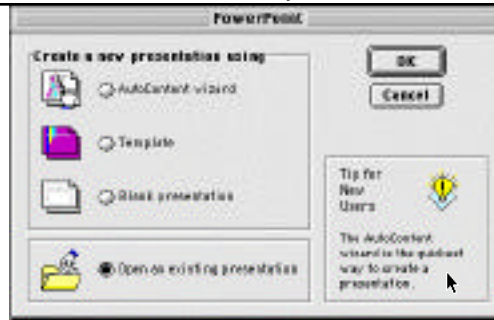
slides: A slide is one part of your presentation. It is like a page in a multi-page report. It is about the same as a card in HyperStudio.

transitions: A transition is how one slide moves to the next slide. When you do a slide show in KidPix, you can also choose a transition between slides.

backgrounds and color schemes: When you create your presentation, you can use predetermined color schemes, with the background and text colors coordinated. You can use these or create your own.

2. Creating a new presentation, including templates

When you begin PowerPoint, you are given a dialogue box with four options:



You can either open a presentation or start a new one. There are three ways to begin.

Option 1: The first is the AutoContent Wizard. If you choose this option, you decide what type of presentation you want to give, and then fill in the information.



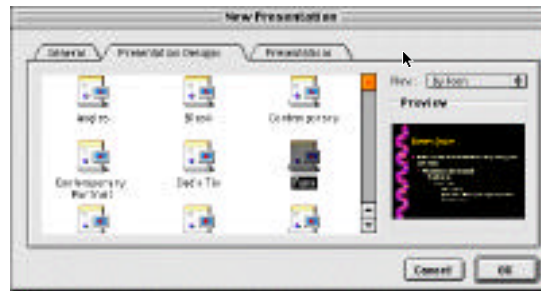
Click through the Wizard windows and you will eventually get an outline. To complete your presentation, you enter the pertinent information on each line.



If you want to see the final presentation, either click on the first or fifth button on the bottom left of the screen.

Option 2: The second is the Template. If you choose this option, you decide what

style/color scheme you want and then fill in the information.



After you click okay, the program sets up the cards for you, and you click in the boxes to add text or pictures.



Option 3: The third is starting a Blank Presentation. If you choose this option, you get to make all of the choices!

You can start with a general format for a slide or build your own. When you click OK, you get this dialogue box:



Once you decide upon the slide layout, you can begin to enter your information.

You can do this through the AutoLayout option or through the outline option. Click on the second button on the bottom left, and you can add information that

way. 

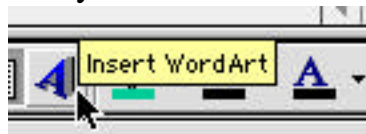
3. Using clip art and word art

When you use PowerPoint, you can add clip art, pictures and movies. Let's take a look at the clip art first. Go to **Insert ... Picture ... Clip Art**. You will see this dialogue box:



Choose a category on the left. Click on a picture and press the Insert button. You will see the picture pop into your presentation. You can resize the pictures or move it as needed.

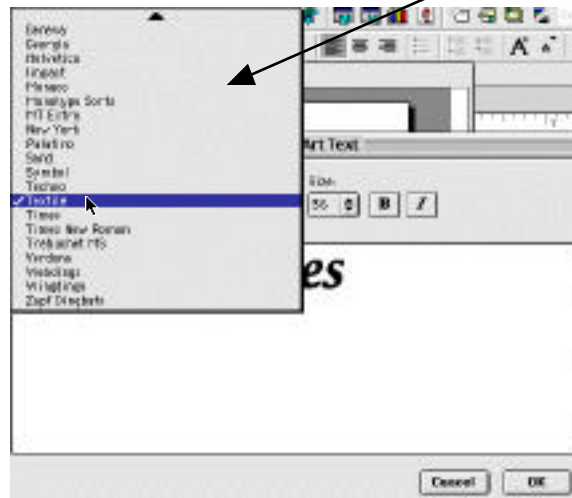
Adding WordArt also makes a presentation exciting. To add Word Art, find the “A” along the bottom of your screen.



Click on the “A”, and you will get a window that looks like this:



Click on a style that you like and click “OK”. On the next screen, type the words you want to make into Word Art. Then, change the font and size, if you want.



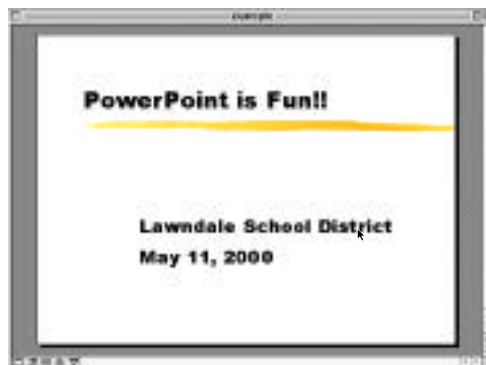
Then, click “OK”. The word art will show up on that slide like a picture (with little boxes around it). Move it where you want it and resize it.

example: 

4. Animations and transitions

Animations are when an object on a slide moves onto the slide or off of the slide. To create an animation, you need to have all the elements of your slide placed, such as text and pictures.


example:



Then, click on one set of text to highlight it.



Go to **Slide Show ... Preset Animation** and choose from the list. There are many choices, such as Drive-In, Camera, Dissolve, etc. Follow the same process with any other object on the slide you want to animate. To see what it looks like, click

on the fifth button on the bottom left:  That is the presentation format. If you don't like the animation, click on the text again. Go to **Slide Show ... Preset Animation** and choose Off.

Transitions are how one slide changes to the next slide. Go to the first slide of your presentation. Go to **Slide Show ... Slide Transition**. You will get a dialogue box like this:



You can choose a type of transition and see an example. You can also change the speed as well as add a sound.

5. Classroom Uses

PowerPoint is an excellent tool for both teachers and students. You can use it to create exciting presentations for your students, parents or school community. Your students can use PowerPoint just as they would HyperStudio--to demonstrate and share information with others.