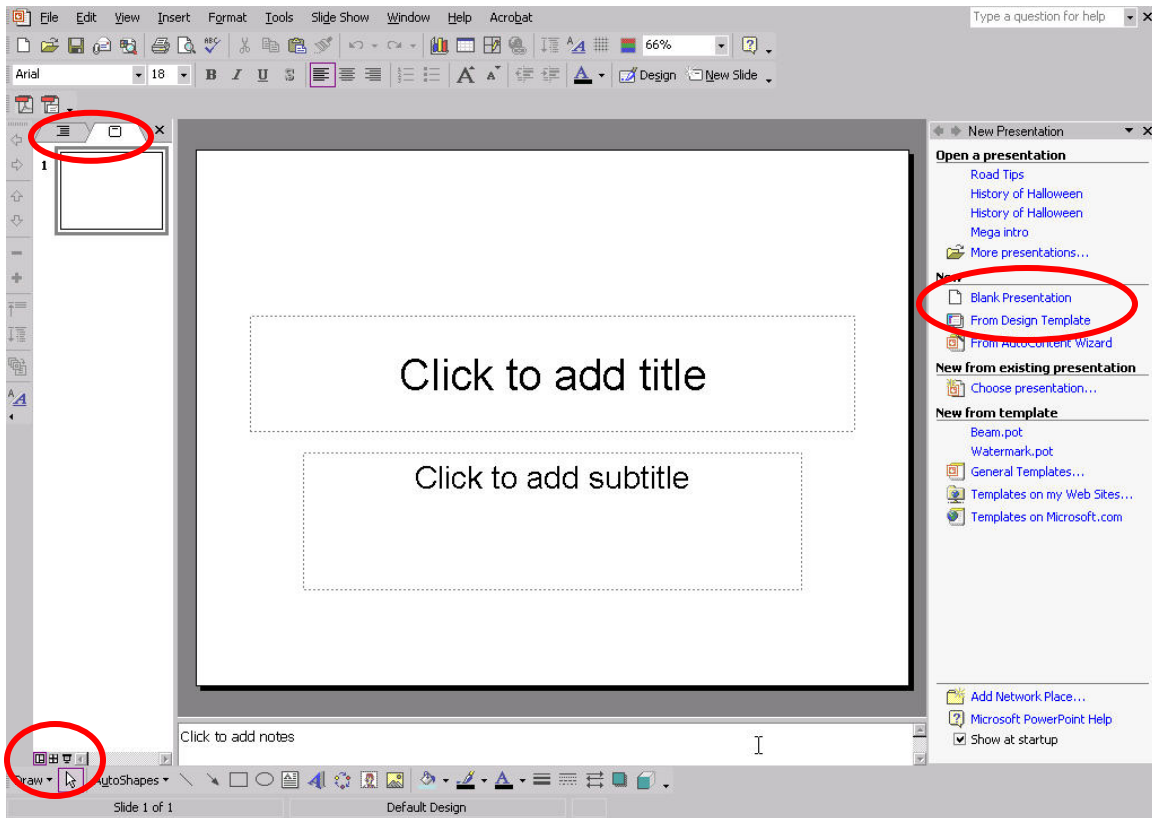


The very basic basics of PowerPoint XP

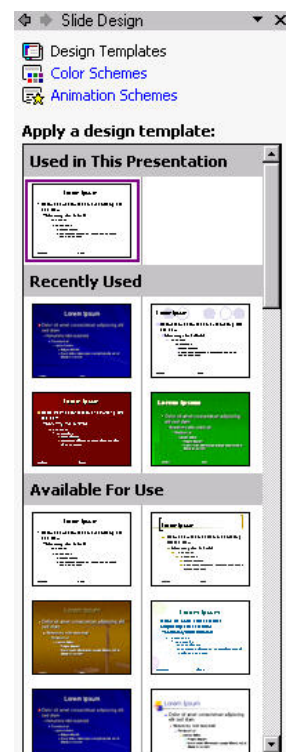


TO START

The above window automatically shows when you first start PowerPoint. At this point, there are several options to consider when you start:

- 1) Do you want to create a blank presentation or add a background right away?
- 2) Do you want to type your content in outline view or slide view?
- 3) Do you want to show the normal view, slide sorter view, or slide show view?

Most people will want to choose a colorful background from PowerPoint's wide selection of design templates. To do this, select "**From Design Template**" on the right hand panel. *NOTE: This panel is new to PowerPoint XP. If you are using an older version of PowerPoint, these directions will not apply.*

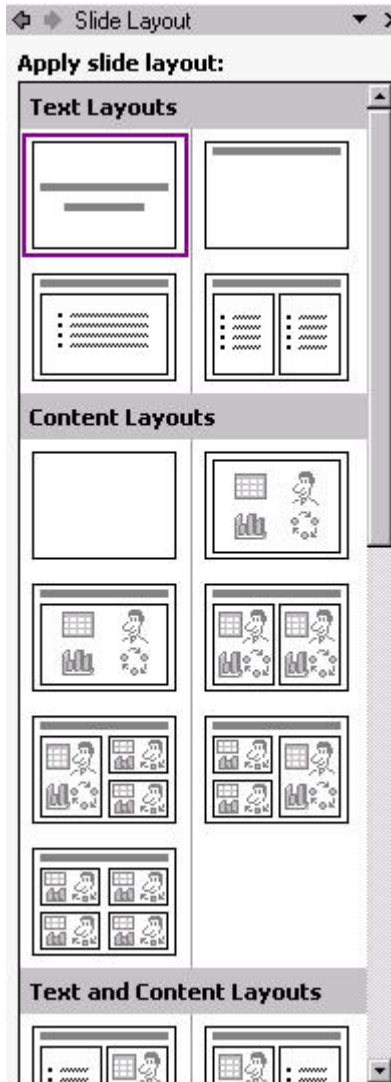
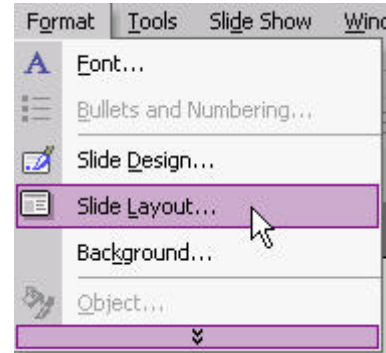


CHOOSING A LAYOUT

The layout option tells you how you want the slide to be formatted (such as title, text with bullet points, columns, etc.). PowerPoint XP organizes the layouts into different categories.

To view different choices for layouts, go to the **FORMAT** menu and choose slide layout.

PowerPoint automatically starts you out with a title slide, and will then default to text with bullet points. If you want something different, select your choice and click **OK**.



Something **NEW** with PowerPoint XP is the fact that slide layout selections are categorized into the following different areas:

1) TEXT LAYOUTS

These are formats that have only text placeholders for typing.

2) CONTENT LAYOUTS

These are formats that have only placeholders for putting in graphics, charts, tables, and movies.

3) TEXT AND CONTENT LAYOUTS




These are formats that combine placeholders for both text and other types of content.

4) OTHER LAYOUTS

These are formats that have specifically designated placeholders for tables, charts, movies and graphics, sometimes combined with text placeholders.



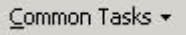

POWERPOINT VIEWS

These are located at the bottom left corner of your screen and are VERY important to know!

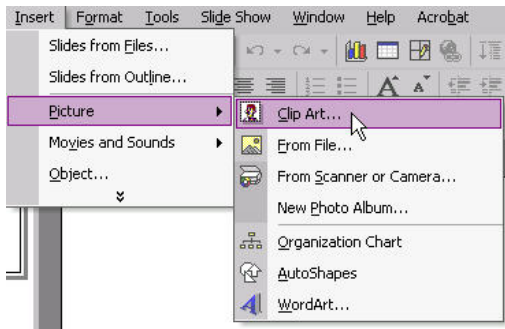
- Normal View** —lets you see your slide view, outline view and notes all together
- Slide Sorter View** --you must be in this view to rearrange slides, create transitions, or include text effects.
- Slide Show View** --you must be in this view to show your presentation.

TYPING IN THE SLIDES

Simply click once with your mouse where it prompts you and type away! At this point, it is very similar to typing in a word processor. You can change fonts and sizes, and edit your text.

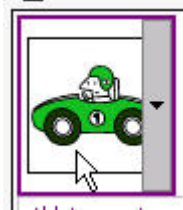
- When you are creating bullet points, each time you hit the “enter” key, you will get a new bullet.
- To indent bullets, you can use the “Tab/Shift-Tab” keys, or use the Promote/Demote icons ()
- To create a new slide, go to **Insert**→**New Slide**, or click on the New Slide  icon. There is also a “Common Tasks”  icon to help find the most commonly used areas in PowerPoint.
- To go back and forth between slides, use the arrows on the lower right hand side of your screen. 

TO ADD PICTURES TO A SLIDE



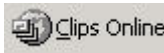
From the menu bar, choose **Insert**→**Picture**, and choose the type of picture you would like. Your main choices are: clip art, files, AutoShapes, organizational charts, and WordArt. **Clip art files** come with Microsoft Office. There is also a link where you can find additional clip art on the Internet. **Files** are pictures that you have saved to your computer. **AutoShapes** are standard shapes (stars, callouts, banners, arrows, etc.) **Organization Chart** will let you create such a chart. And, **WordArt** is a Microsoft Office feature that lets you create fancy graphical fonts.

PowerPoint XP lets you search for clip art from Microsoft's clip art library. If you are unable to find a clip art from your search you can search with a new topic by clicking on the **Modify** button.




To insert clip art files into your presentation, simply click on the icon you want.

The picture will appear on your slide, but you will still have to close out of the Clip Art box.

If you have Internet access, you can select the Clips Online icon  to see many more graphic possibilities. You can then download these pictures to your Clip Art Gallery.

Moving Pictures

First select the picture by clicking on it once. You should see tiny white boxes surrounding the picture to indicate it is selected. Then, put your mouse in the middle of the image and it should turn into a crosshair . Click and drag your picture to the desired location.


Resizing Pictures

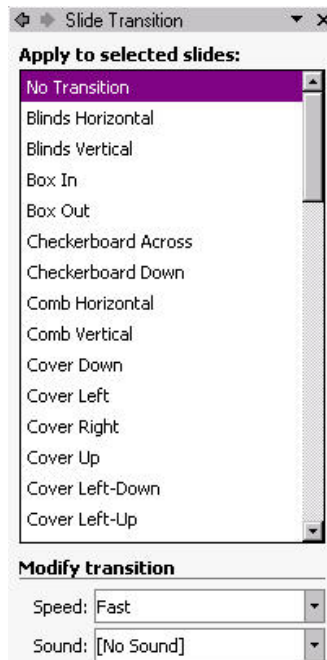
To resize a picture, you must first have it selected (the white boxes will appear). To keep the dimensions proportional, put your mouse over any of the white boxes on the corners, and your cursor will turn to a diagonal arrow. Click and drag to resize the image. Be aware that images that are small to begin with will become jagged and pixellated if you try to make them larger in PowerPoint. Similarly, a large image can be made smaller, but the file size of the image will remain the same.

Deleting Pictures


Select the picture so the white boxes appear and hit the DELETE key on your keyboard.

TO ADD SLIDE TRANSITIONS

Slide transitions are effects that are seen when you bring up new slides in your presentation (such as slides fading from one to another or sliding in from one side of the screen). Select a slide for which you would like to apply a transition. To do this, simply click on the slide, and it will appear outlined in black. Go to the Slide Sorter View  and select the transition icon.

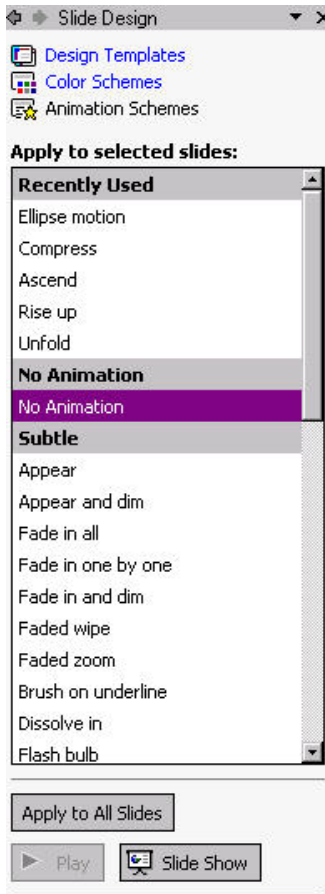


Select a transition that you'd like to use. When you click on the name of the transition, the effect will be demonstrated on the slide you have selected in slide sorter view. You can then choose to apply the transition to the slide you selected or to all of your slides.

When transitions are selected for slides, an icon  will appear underneath the slide thumbnail in the slide sorter view.

TO ANIMATE TEXT WITHIN YOUR SLIDES

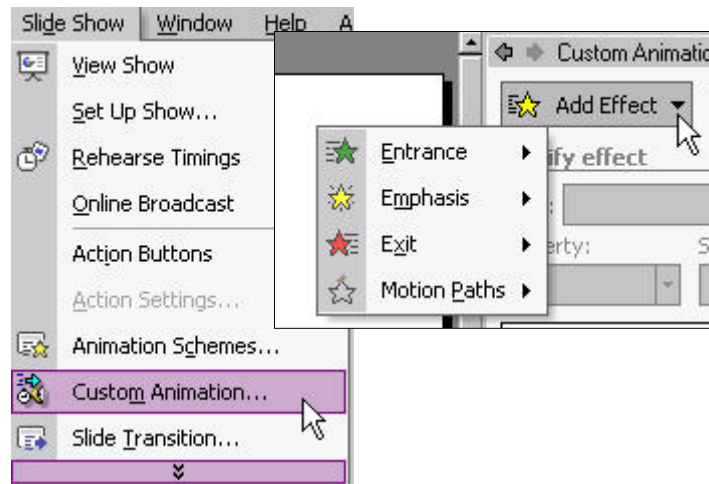
Text can be animated within each slide to add some motion to your presentation (the default is to have all text appear at once on each slide).



Something new within PowerPoint XP is **Animation Schemes**. These are preset animations for slide text and titles that are characterized into 3 groups:

- ✓ Subtle
- ✓ Moderate
- ✓ Exciting

When selecting an animation scheme, it will demonstrate the look of the animation on your slide. You can then apply it either just to one slide or to all your slides.



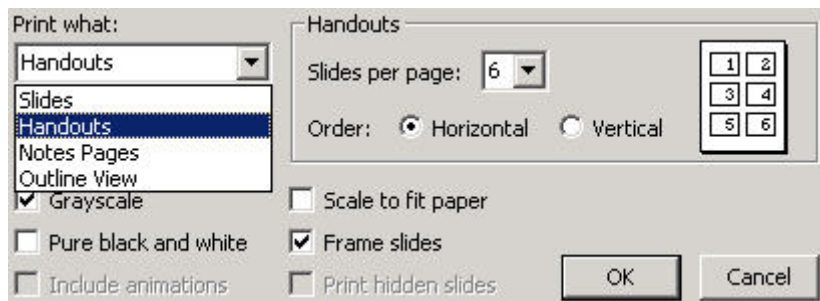
You can also choose to custom animate both text and graphics by going to the SLIDE SHOW menu and selecting CUSTOM ANIMATION. Here, you can select different animations for objects to enter the screen, exit the screen, and be emphasized on the screen. You can even select motion paths for them to move around on the screen!

TO PRESENT YOUR SLIDE SHOW

Click on the Slide Show View (do you remember where that is)? Here, you have to be sure you are on the slide you want to start with. Another option in the menu bar is **Slide Show**→**View Show**, which will take you to the beginning of your presentation automatically.

Once in the slide show, click your mouse to advance your slide and individual points. You can also use the arrows on your keyboard. To exit your slide show, hit the **ESC** button on your keyboard.

PRINTING SLIDES



To print your PowerPoint presentation, go to the **File** menu and select **Print**. A print window will appear with providing choices of what to print.

Printing **SLIDES** will allow you to print each of your individual PowerPoint slides to a full page. You would choose this option if you were wanting to make transparencies of your slides.

Printing **HANDOUTS** is the most common option in PowerPoint. When this option is selected, you will see a choice of how many slides you would like to appear on each handout. You can print 2,3,4,6, or 9 slides to a page. If you select the option for 3 slides to a page, the handouts will appear with a space for learners to take notes by each slide.

Printing **NOTES** will allow you to print additional notes for yourself for each slide to assist you in your presentation. Your printout will include a picture of your slide with your notes underneath.

Printing **OUTLINE VIEW** will show you the text from your slides in an outlined format.

When printing slides you also have the option to print them in grayscale or pure black and white.