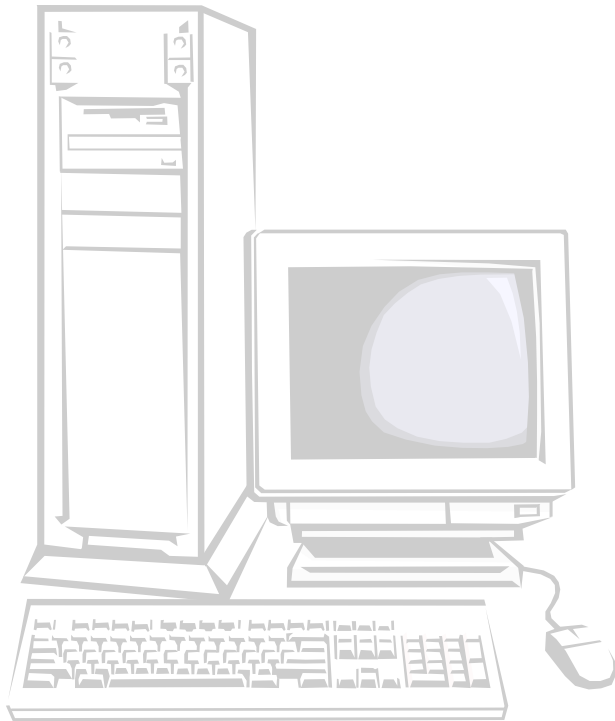


# Omaha Public Schools

## IMS/User Support



# Technology Training

## Introduction to Microsoft® PowerPoint 2003

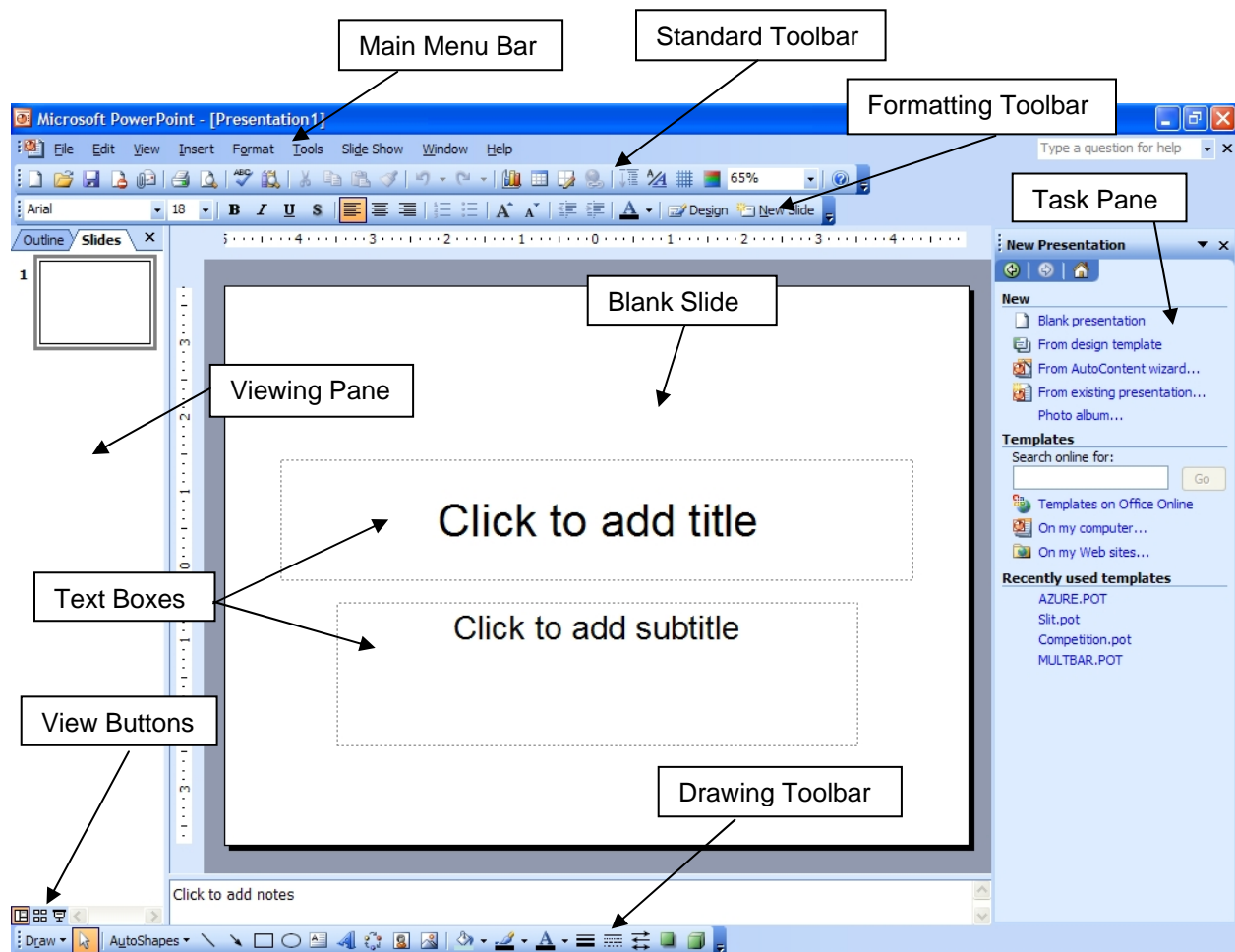
## Overview

PowerPoint is a **multimedia presentation program** that allows you to produce presentations consisting of a series of screens called **slides**. Slides can contain text, charts, graphics, photographs, and video, and they can be viewed on computer displays, projected onto large screens, or viewed via the Web.

## Starting PowerPoint

To launch PowerPoint, click the **Start** button, and select **Programs > Microsoft Office > Microsoft Office PowerPoint 2003**. You can also create a shortcut that will launch PowerPoint from your Windows desktop. With **PowerPoint 2003**, the start-up screen usually resembles the example below:

## PowerPoint Desktop



## Views

There are three basic presentation viewing formats, accessible by clicking on the view icons in the lower left-hand corner of the screen next to the horizontal scroll bar. The three view options are:

- **Normal** view shows the text of your presentation in a traditional outline format.
- **Slide Sorter** view shows you a miniature of each slide in your presentation.
- **Slide Show** view runs a slide show, starting from the currently selected slide.

The PowerPoint **task pane** box includes the following options:

<b><u>A</u>utoContent wizard</b>	Automatically creates a presentation with a suggested outline, layout, and style.
<b><u>T</u>emplate</b>	Opens a new blank presentation using an existing color scheme, text style, and layout.
<b><u>B</u>lank Presentation</b>	Opens a blank presentation with no colors or layout.
<b><u>O</u>pen an Existing Presentation</b>	Opens a saved presentation.

## AutoContent Wizard

The **AutoContent wizard** simplifies presentation-creation by providing an outline, and a ready-to-use presentation design. To use the **AutoContent wizard**, follow the steps below.


1. Select **File > New**. The **New Presentation** task pane will appear.
2. Click **From AutoContent wizard**, and the **AutoContent wizard** dialog box (right) will appear.
3. Click **Next** and then **All** to see the full list of ready-made presentations. For this exercise, select **Generic**.



4. Click **Next**, and you will be asked, "What type of output will you use?"
5. Click **On-screen presentation** and **Next**.

6. You will then be asked to enter the following information for your title slide:
  - Presentation title: ***Open House***
  - Your name: ***your first and last name***
  - Additional information: ***your address, city, state, and Zip code***
7. Click **Next**, and then click **Finish**.
8. Press the **F5** key to start your slide show.

## Creating a Presentation Using a Template

1. Click **File**, **New**, and then **From design template**.
2. Use the scroll bar to view thumbnail previews of each design template. A larger preview will appear to the left when you click on a design.
3. For this exercise, select the **Layers** design. A blank **Title Slide** will appear.
4. Click anywhere in the **Click to add title** box and type: ***PowerPoint Presentation***.
5. The **New Slide** box will appear with several slide layouts in the **AutoLayout** window. Click on **Title Slide**, and then click **OK**.
6. Click anywhere in the **Click to add sub-title** box and type:  
***Created by: (Your first and last name)***
7. Clicking **Insert > New Slide**, and select **Title, Text & Clip Art** slide layout.
8. Click in the **Click to add title** box, and type: ***Get your point across...***
9. Click in the **Click to add text** box and type: ***Simplify Concepts  
Save Time  
Stimulate Interest***
10. Double-click on the box labeled **Double click to add clip art**. When the **Select Picture** box appears, scroll to view the available images.
 
11. Click in the **Search text** window and type **screen beans**. Select a **screen bean** by clicking on it, and then add it to the slide by double-clicking on it.
12. Add a new **Bulleted List Slide** from the **Text Layouts** section.
13. Click in the **Click to add title** box and type: ***PowerPoint will help you...***
14. Click in the **Click to add text** box and type: ***Communicate Ideas  
Create Visual and Audio Effects  
Stimulate Audience Interest.***
16. Click **Slide Show** on the menu bar and then **View Show** (or press the **F5** key).

## Creating a Blank Presentation

1. Click **File > New > Blank presentation**.
2. Click inside the **Title** box, and type: ***Omaha Public Schools.***
3. Click inside the **Sub-title** box, and type: ***3215 Cuming Street  
Omaha, NE 68131***
4. Add a **Bulleted List** slide.
5. In the **Title** box, type: ***Our Mission***
6. In the **Text** box, type: ***The mission of the Omaha Public Schools is to provide educational opportunities which enable all students to achieve their highest potential.***
7. Add a **Bulleted List** slide, and click **OK**.
8. In the **Title** box, type: ***Aims***
9. In the **Text** box, type: ***High Student Achievement  
Safe Learning Environment  
Effective & Professional Work Force Partnerships  
Effective & Efficient Use of District Resources***
10. Press the **F5** key to see the slide show.

## Enhancing Your Presentation

PowerPoint makes it easy to transform your presentation's design with a few mouse clicks:

1. Click **Format > Slide Design**. All available slide design templates will appear.
2. Click on a design template to apply it to your presentation.
3. Press the **F5** key to see your new presentation design in the full-screen mode.

You can change your presentation design any time by following these steps, and you can download more design templates from the Microsoft Office Web site at no cost.

## Slide Transitions

**Transitions** move one slide off the screen and bring the next slide on. You have a choice of transitions for each slide.

To set a **slide transition**:

1. Select **Slide Show** from the menu bar, and then select **Slide Transition**.
2. Select a transition in the **Slide Transition** dialog box.
3. Choose whether to apply that transition to all slides (**Apply to All**) or only to the current slide (**Apply**).

To add a **sound** to a slide transition:

1. Under **Modify Transition**, select a sound.
2. Choose whether to **Loop until next sound**, and whether to apply the sound to all slides (**Apply to All**) or just the current slide (default).

To set a **time** for each slide to appear:

1. Under **Advance slide**, select **Automatically after \_\_\_\_ seconds**.
2. Type the number of seconds for each slide to appear before advancing.
3. The default setting to advance a slide is **On mouse click**.
4. If both boxes are selected, the slide will advance automatically, unless the mouse is clicked first.