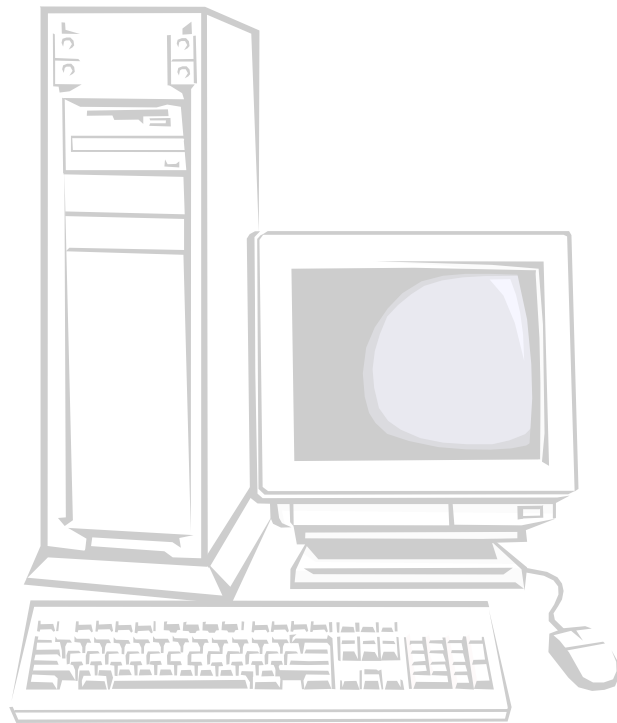


Omaha Public Schools

IMS/User Support



Technology Training

Microsoft PowerPoint - Level II

PowerPoint Review

PowerPoint allows you to produce professional-looking electronic presentations to show on your computer, project onto a screen, or share via the Internet. It can also help you create overhead transparencies, audience handouts, presentation outlines, and speaker's notes. With PowerPoint, you can include clip art, eye-catching text, shapes, graphs, charts, pictures, sounds, and movies.

Create a Presentation with the AutoContent Wizard

The AutoContent wizard simplifies the creation of a presentation. Your presentation is created based on your answers to a series of questions regarding the type of presentation, setting, style, and other options.

Create a Presentation with a Template

Templates allow you to apply the format and color scheme of an existing presentation model. Several professionally-designed templates are included with PowerPoint, and you can also download templates from the Internet.

Create a Blank Presentation

Starting with a blank presentation allows you the freedom to create your own presentation, including page layout, background, text style, and other attributes.

Open an Existing Presentation

Open an existing presentation in order to modify it, to use it as the basis for a new presentation, or to simply review it.

Presentation Views

- **Outline View:** Shows presentation text in standard outline format.
- **Slide View** Shows a single slide.
- **Slide Sorter View** Shows a miniature of each slide in your presentation.
- **Notes Page View** Lets you create speaker's notes.
- **Slide Show View** Runs a slide show starting with current slide.

Slide Show Enhancements

When you display your presentation on-screen, each slide fills the whole screen. Menus, tools, and other screen elements are hidden to prevent them from being distractions, and your computer becomes the equivalent of a slide projector. PowerPoint offers several features to use when running a slide show.

- **Transitions** move one slide off the screen and bring the next slide on. Fading from black and dissolving from one slide to another are two examples of transitions. When you set transitions, you can also apply a sound effect or set a duration for each slide to appear on the screen.
- **Animation** allows you to have the various elements of your slide show appear on-screen in a specific sequence and with a specified type of movement or visual effect. Bullet points, clip art, and text can be made to appear and disappear according to a pre-set animation scheme.

Outline Your Ideas

- View and enter text in outline view
- Change the view of an outline
- Edit and rearrange text in outline view
- Format text

Add and Modify Text

- Select and de-select objects
- AutoCorrect text while typing
- Add text to your slide
- Adjust and format text
- Check spelling
- Check presentation styles

Make Your Ideas Communicate

- Use a color scheme
- Change colors in a color scheme
- Create a color scheme
- Add other colors to color menus
- Add a background
- Copy a color scheme

Add Clip Art, Photos, and WordArt

- Insert clip-art images
- Scale an object
- Re-color a clip art image
- Insert a picture
- Crop a picture
- Insert **WordArt**

Produce a Slide Show

- Navigate in a slide show
- Set slide transitions
- Animate slide text
- Animate slide objects
- Hide a slide during a slide show
- Insert sounds and movies
- Play sounds or movies in a slide show
- Set slide timings

PowerPoint Activities

1. Personal PowerPoint Presentation

- Create a five-slide personal presentation.
- Always begin with a title slide.
- Give some information about yourself.
 - A little history about you, where you work, or your family.
 - Describe a hobby or interest.
- Use different slides for different topics.
- Include an end slide.

2. Instructional PowerPoint Presentation

- Create a multi-slide lesson (8 to 10 slides).
- Start with a title slide.
- Develop from six to eight content slides.
- Create a concluding slide.
- Include a blank end slide.

Requirements:

- Use **slide transitions**.
- Insert some examples of **clip-art**.
- Use a graphic from the **Internet**.
- Use **Custom Animation** to create effects.

Possible Topics:

PowerPoint Tips

Take a Break During a Presentation

If you need a break in your slide show for some reason (a discussion, or a coffee break, for example), you can stop the show without losing your place. With the show stopped, you can have a blank screen, and you can do it with a single keystroke.

You can freeze your PowerPoint presentation and insert a *white* or a *black* screen at any point. For a *black* screen, press the **B** key. For a *white* screen, press the **W** key. To resume your presentation from the last slide, **click the left mouse button**.

You can also use the **period** key to toggle between a *black* screen and the current slide, or the **comma** key to toggle between the *white* screen and the current slide.

Switch Applications During a Presentation

There may be occasions during a PowerPoint presentation when you need to switch to another application in order to show an example (i.e., switching between PowerPoint, Word, Excel, or Internet Explorer). There is an easy way to do this, by using the **Alt+Tab** key combination.

Hold the **Alt** key down and “tap” the **Tab** key. Release the **Alt** key when you get to the application you want. Each time you press the **Alt+Tab** key combination, it switches to the next running application and will keep switching in a circular order each time.

If you need to switch applications during a presentation, this method will make your presentation more professional.

NOTES: