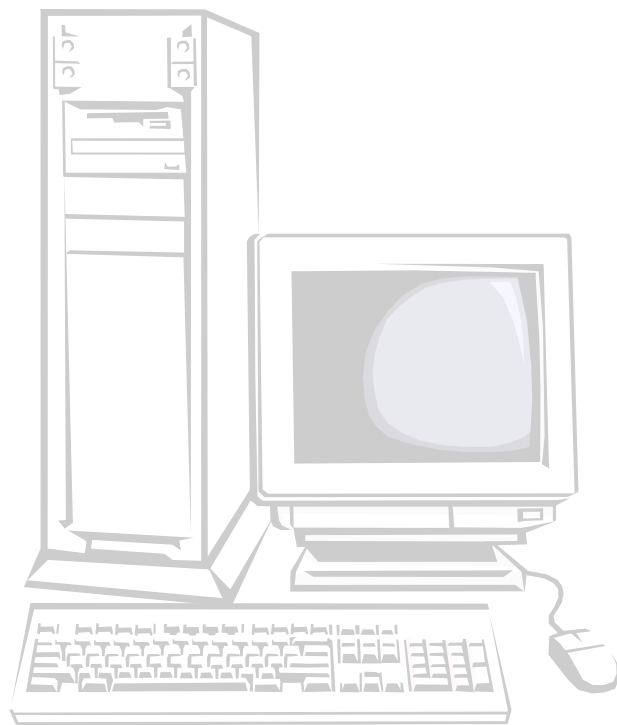


# **Omaha Public Schools**

## **IMS/User Support**



## **Technology Training**

### **Microsoft PowerPoint XP - Level III**

# PowerPoint Guidelines

For almost 20 years, **PowerPoint** has been used to communicate ideas and reinforce learning. Surveys and audience feedback confirm that **PowerPoint** presentations can be effective communications tools. However, it has also been conclusively shown that poorly conceived **PowerPoint** presentations are at best, ineffective, and at worst, counterproductive.

Multimedia presentations can be useful educational tools or elaborate and “gimmicky” time-wasters. **PowerPoint** includes features that permit the use of full-motion digital video, digital photos, and audio clips, but these features should be used sparingly to support the presenter’s message, otherwise they may become distractions.

## Presentations Must Have:

- Audience appeal
- A clear purpose
- Consistency

## Make Your Presentation Appealing

Audiences of all ages expect to be entertained, no matter what the purpose of the presentation. PowerPoint provides features that will help you attract and hold your audience’s attention, but remember: don’t overdo it!

## Have a Clear Purpose

PowerPoint has been used since the 1980s to communicate ideas and enlighten audiences. Unfortunately, bad PowerPoint presentations have confused, annoyed, and confounded audiences for almost as long as the program has been in use. Expressions such as, “Death by PowerPoint,” “PowerPoint Induced Sleep,” and “PowerPoint Poisoning” are the result of the misuse of the program.

Good presentations can consist of any number of slides and can also be fairly brief. If your purpose is to provide a welcome and orientation, very few slides will be required to do the job. If your purpose is to convey complex ideas requiring many slides, you should consider breaking your presentation into smaller segments in order to avoid “information overload.”

## Use a Consistent Style

Your audience will be better able to understand your message if you maintain a consistent style throughout your presentation. Use a consistent presentation design and writing style to help your audience focus on your ideas. PowerPoint has a built-in style-checker to help you maintain a consistent writing style and a consistent presentation design.

# PowerPoint Rules of Thumb

## Text

- Capitalize every bullet point
- Use eight words or less for each bullet point
- Avoid complete sentences
- Use a simple font
- Do not use end punctuation for bullet points
- Never use all capital letters

**Note:** To use PowerPoint's built-in style manager, select **Tools > Options > Spelling and Style > Style Options**.

## Graphics

- Use to aid understanding
- Face towards middle of slide

## Transitions

- Use one transition type per presentation
- Avoid using sound effects

## Effects & Animation

- No more than three effects for bulleted text
- Use animation for emphasis

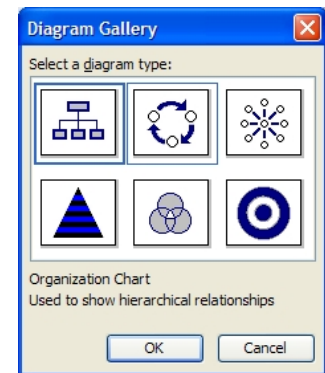
## Background Sounds

- Instrumental music only
- Play throughout presentation or groups of slides




# Insert Organization Charts & Files into a Presentation

## Insert an Organization Chart

1. Open the file **Art Club Tour** and click on **Slide 3** to edit it.
2. Double-click the icon in the middle of the slide.
3. When the **Diagram Gallery** appears, select the organization chart as the diagram type.
4. Click in the first box and type "President."
5. Press **Enter**, and type "Nick Popolus."
6. Click in the bottom-left box and type "Cindy Chen."
7. Press **Enter**, and type "Vice-President."
8. In the center box, type "Maria Chavez," and "Secretary."
9. In the last box, type "Jeremy Hopkins," and "Treasurer."




## Enhance Your Organization Chart

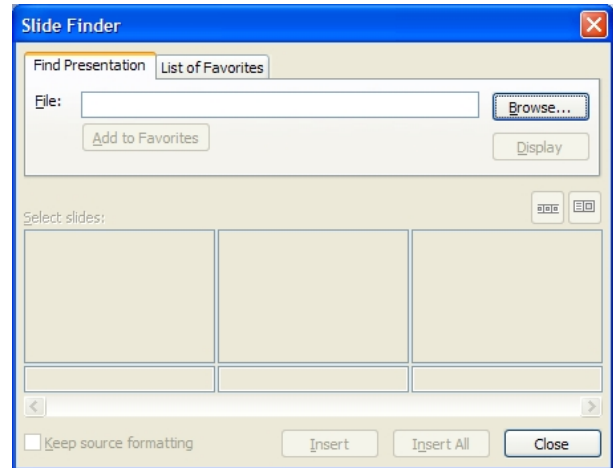
1. Click on the top box of the organizational with Nick Popolus' name.
2. Change the fill color of the box by doing one of the following:
  - Right-click to open the shortcut menu, and then select **Format AutoShape > Colors and Lines**,
  - Click the **Fill Color** icon  on the **Drawing Toolbar**.
3. Change the fill color for each box in the chart.
4. Click on the top box to select it, and then hold down the **CTRL** key and click on the other three boxes in the chart to select them.
5. Use the shortcut menu or the **Line Style** button  on the **Drawing Toolbar** to select a bold line style.
6. Use the shortcut menu or the **Line Color** button .
7. With all of the chart boxes selected, go to the **Main Menu**, and click **Format > Font**.
8. Select **Arial 18 pt. Bold** as the font.
9. Press the **Shift** key, and click on the lines connecting the boxes in the chart.
10. Right-click to open the shortcut menu, or click the **Line Style** button on the **Drawing Toolbar** to select a thicker line.

**Note:** The default settings for your organizational chart will vary, depending on the version of PowerPoint you are using.

## Insert Slides from a File

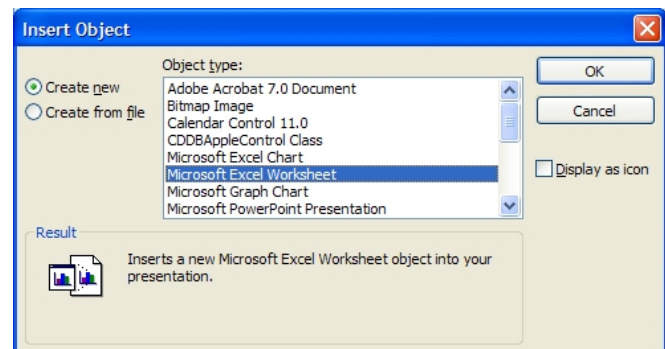
Another presentation already exists to describe the various fundraising activities of the Art Club. You will insert that slide show into this one.

1. Click the **Slide Sorter** icon  in the lower-left corner of the window, or click **View > Slide Sorter**.
2. Double-click Slide 4, entitled “**What Have We Done to Raise Money?**”
3. Click **Insert** on the **Main Menu**, and then click **Slides from Files**.
4. When the **Slide Finder** opens, click the **Browse** button.
5. Open the “**Learning to Use PowerPoint**” folder on the CD Drive (PowerPoint Works D:).
6. Open the “**Art Tour**” folder, and then double-click “**Art Club Fundraiser.**”
7. The **Slide Finder** window will show previews of all of the slides in the presentation. Click **Insert All**, and then click **Close**.
8. Click the Slider Sorter icon to see the new slides.



## Insert an Excel Worksheet from a File.

1. Scroll to **Slide 10**, entitled “**Earnings,**” and double-click to select it.
2. Click **Insert** on the **Main Menu**, and choose **Object**.
3. Select **Microsoft Excel Worksheet** in the **Object Type** box.
4. Click **Create from file**.
5. Click **Browse**.
6. Open the “**Learning to Use PowerPoint**” folder on the CD Drive
7. Open the “**Art Tour**” folder, and then double-click “**Art Club Earnings Sheet.**”
8. Click **OK**, and the worksheet will be inserted into the slide. Click and drag to enlarge or move the worksheet.



## Insert an *Excel* Chart from a File.

1. Scroll to **Slide 11**, entitled “**Earnings.**”
2. Click **Insert** on the **Main Menu**, and choose **Object**.
3. Select **Microsoft Excel Chart** in the **Object Type** box.
4. Click **Create from file**.
5. Click **Browse**, and Open the “**Learning to Use PowerPoint**” folder on the CD Drive
6. Open the “**Art Tour**” folder, and then double-click “**Art Club Earnings Chart.**”
7. Click **OK**, and the chart will be inserted into the slide. **Note:** Double-click on the chart to edit it in PowerPoint.

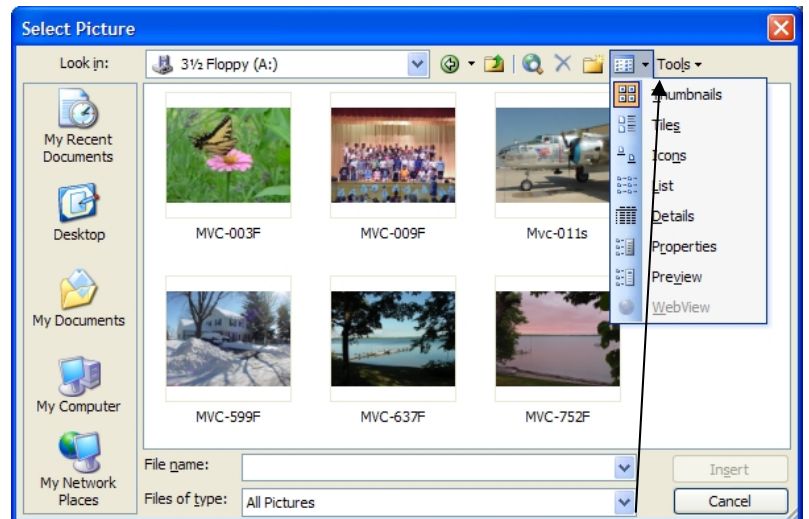
## Insert a *Word* Document from a File.

1. Scroll to **Slide 12**, entitled “**Schedule.**”
2. Click **Insert** on the **Main Menu**, and choose **Object**.
3. Select **Microsoft Word Document** in the **Object Type** box.
4. Click **Create from file**, and use the above steps to insert the file “**Art Schedule.**”
5. Click and drag slide objects as needed for the best arrangement.

## Use Photos with WordArt

You can make **WordArt** more interesting by using photographic backgrounds that create a cut-out appearance resembling an old-fashioned postcard.

1. Right-click on the **WordArt** text to open the shortcut menu.
2. The window will open to the default tab, **Colors and Lines**.
3. In the **Fill** section, click the down-arrow next to the **Color** frame, and select **Fill Effects** near the bottom of the menu.
4. When the **Fill Effects** window opens, click on the **Picture** tab.
5. Click the **Select Picture** button, and select the **Sample** folder.



6. For a preview of the images on the disk, click the **View** button and select **Thumbnails**.
7. Click on a photo to select it, then click the **Insert** button, and click **OK** twice.

# PowerPoint Tips

## Take a Break During a Presentation

If you need a break in the 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 all 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.


**TIP:** Before your presentation, **Alt+Tab** to the application you want to go to, then **Alt+Tab** back to your slide show. This way, you know that first **Alt+Tab** will take you to the desired application.

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


# Create a Physics Demonstration Movie

Some concepts are best understood when they can be seen in action. The next exercise will help demonstrate **Newton's Third Law Of Physics** regarding force, i.e., "For every action, there is an equal and opposite reaction."

## Create a Horizon

1. Open a new, blank presentation, and start with a **blank** slide.
2. Click the **Line** tool  on the **Drawing** toolbar.
3. Hold down the **Shift** key, and **drag** the mouse to draw a straight line across the *bottom third* of the slide.

## Create a Ball

1. Select the **Oval** tool on the **Drawing** toolbar, and press the **Shift** key to draw a ball in the bottom-left corner
2. Use the **More Fill Colors** option to find a bright color for the ball.
3. Click down-arrow on the **Line Color** button  on the **Drawing** toolbar .
4. Choose the same color used as the fill color on the ball, or select **No Line**.

## Duplicate the Slide

1. Click the **Slide Sorter** icon in the lower-left corner of the screen.
2. Select **Insert > Duplicate Slide** from the **Main Menu**.
3. Double-click the duplicate slide to enlarge it.
4. Drag the ball **up** slightly and to the **right**.
5. Duplicate the slide by selecting **Insert > Duplicate Slide** from the **Main Menu**.
6. Click on the icon for **Slide 3** on the left-hand side of the screen.
7. Drag the ball up slightly and to the right.
8. Repeat the slide-duplication process and continue to drag the ball across each new slide until it has bounced off the screen.
9. Choose the **Slide Sorter** view to see all of the slides.
10. Choose the **Normal** view, and use the scroll wheel on the mouse to simulate the animation you have created.
11. Make any necessary adjustments to the ball's motion.
12. Save the presentation to the desktop as **Physics Demo**.

## Set Slide Transitions

1. Select **Slide Show > Slide Transition** from the **Main Menu**.
2. In the lower-left corner, select **Automatically after**, and enter "0" seconds.
3. Click **Apply to All**.
4. Select **Slide Show > Set Up Show**, and choose **Loop continuously until 'Esc.'**
5. Click **OK**, and save the presentation to the desktop
6. **Run** the presentation from the desktop.

## Navigate Through the Slide Show

1. To advance to the next slide, press the **spacebar**, click the mouse, or press **N**.
2. To go back to the previous slide, press **P**.
3. Press **Esc** to end the slide show.

## Add a Movie or Animated GIF to a Slide

Video clips and animated clip-art can add emphasis, help illustrate complex ideas, or simply add entertainment value to a presentation. "Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .mov, .qt, .mpg, and .mpeg. An animated **GIF** file always has a .gif file extension.

To add a movie or animated GIF from an existing file:

1. Display the slide in which you want to add a movie or animated GIF.
2. On the **Insert** menu, select **Movies and Sounds > Movie from File**, locate the folder that contains the file you want, and then double-click the file.

**Note** A movie or .gif file that you've added to [Clip Organizer](#) is found in the **Clip Organizer** folder within the **My Pictures** folder on your hard disk.

3. When a message is displayed, do one of the following:
  - To play the movie or GIF automatically when the slide appears, select **Automatically**.
  - To play the movie or GIF only when you click it, select **When Clicked**.
4. On the **Insert** menu, point to **Movies and Sounds**, and click **Movie from Clip Organizer**.
5. In the **Clip Art task pane**, scroll to find the clip you want, and click on it to insert it into the slide.
6. Select whether to play the GIF automatically or manually

For more resources, including free video downloads and clip-art, search online for **Windows media** or use the built-in help feature for more information.

Write on slides during a presentation....