

PowerPoint X

Launching PowerPointX

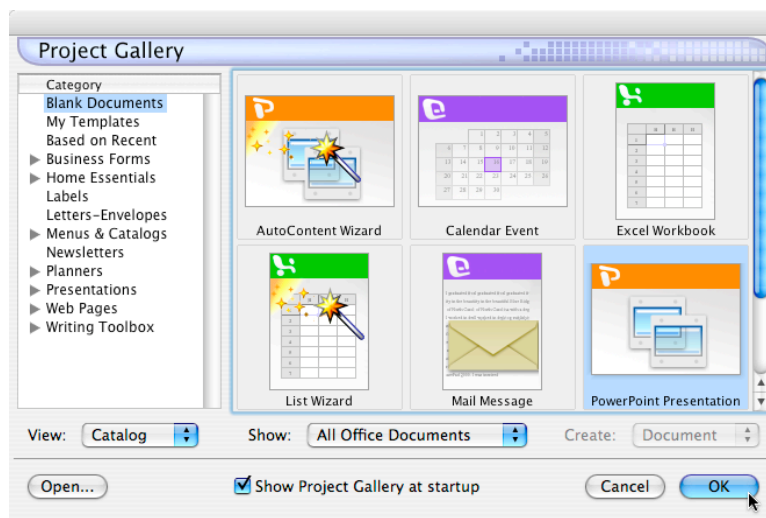


1. Start PowerPointX by clicking on the PowerPoint icon in the dock or finding it in the hard drive in the Applications folder under Microsoft PowerPoint.

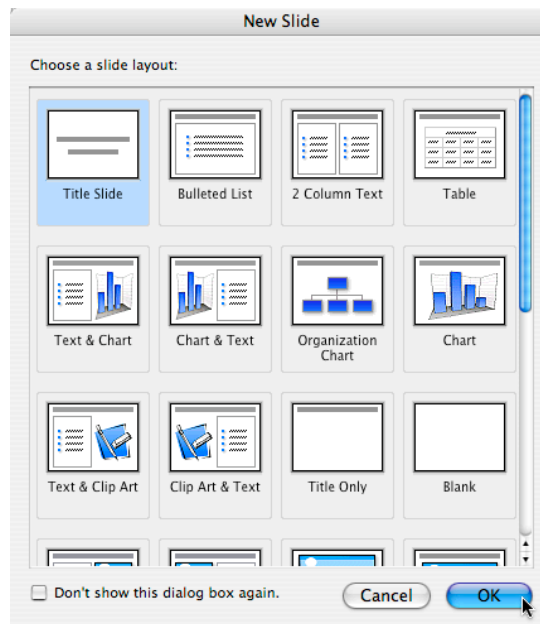
PowerPoint Environment

When PowerPoint first launches, this is what you will see:

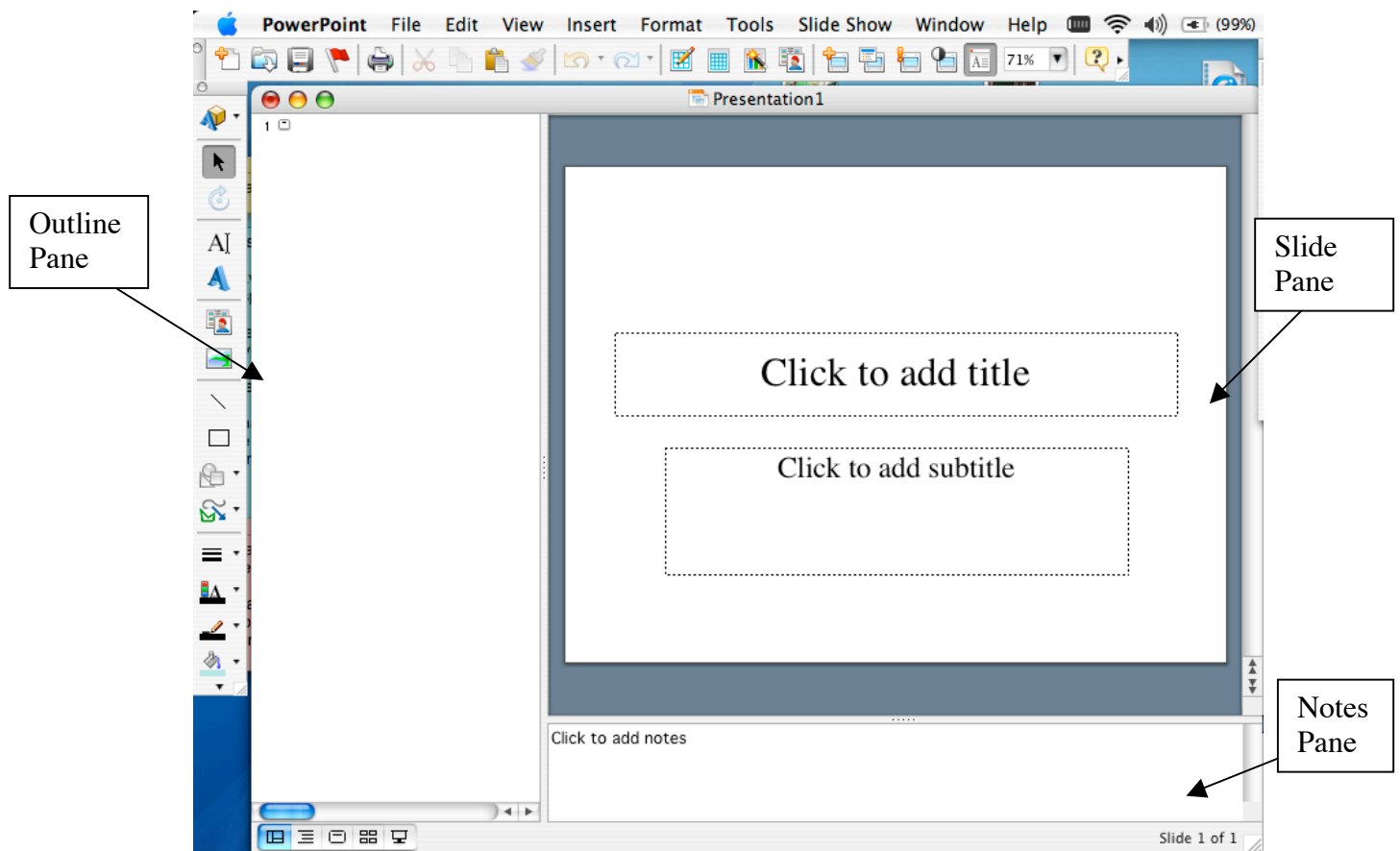
1. The Project Gallery window with the PowerPoint presentation icon already selected.
2. Click on **OK**.



3. Click **OK** to start with the Title Slide.



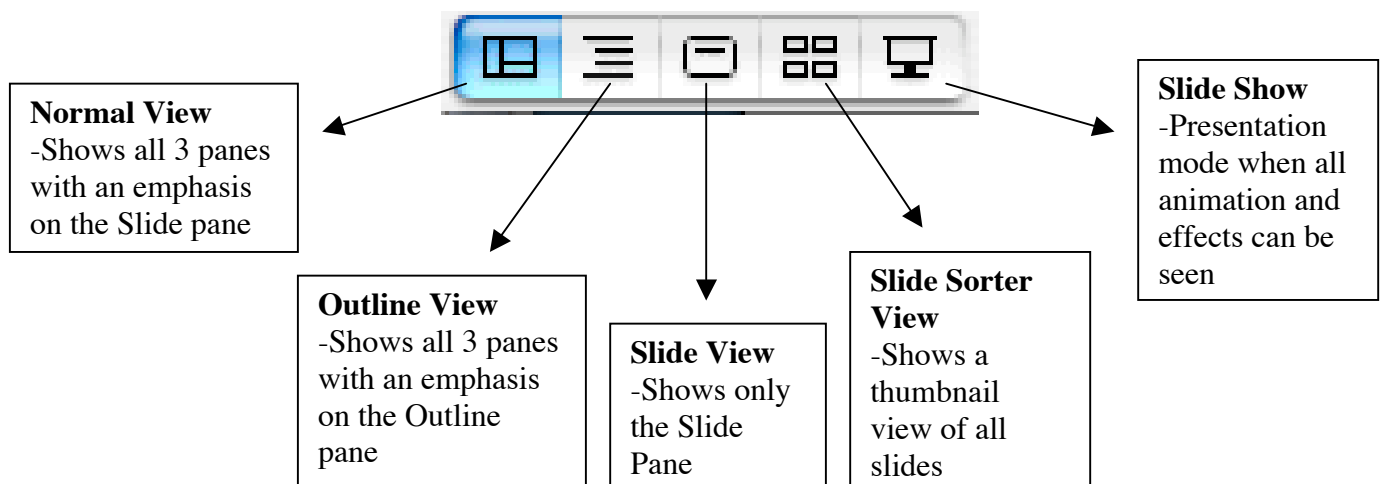
PowerPoint Window



Outline Pane – View of outline for all slides in the presentation

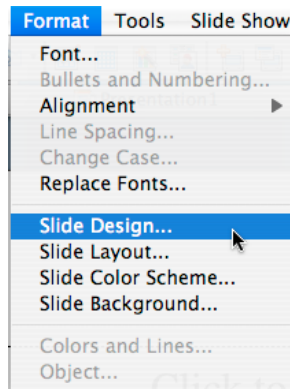
Slide Pane – View of actual slide that will be presented. This is normally used for inserting graphics, animation, etc.

Notes Pane – Used for inserting speaker notes or additional information that is not included in the slide. This panel is not shown in the slide presentation mode.

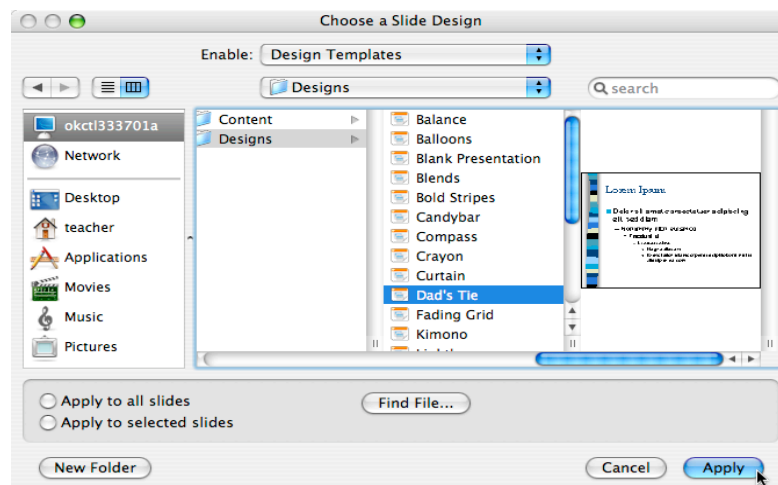


Design Template Feature

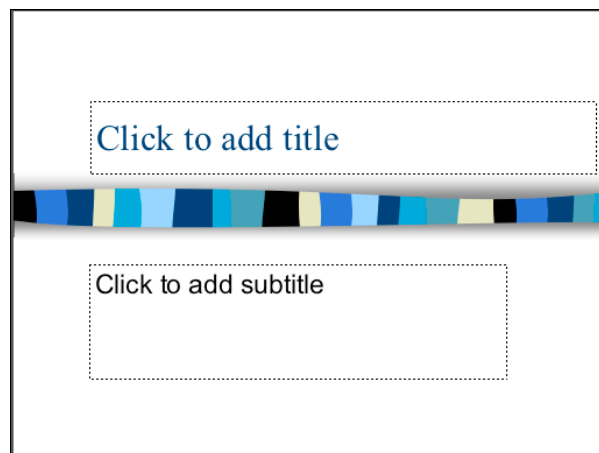
1. To apply a design template:
 - a. Select **Format** from the toolbar and click on **Slide Design**



- b. Select the template that you want and click on it once. Then click **Apply**. The template you select will also apply to all new slides that are inserted later.

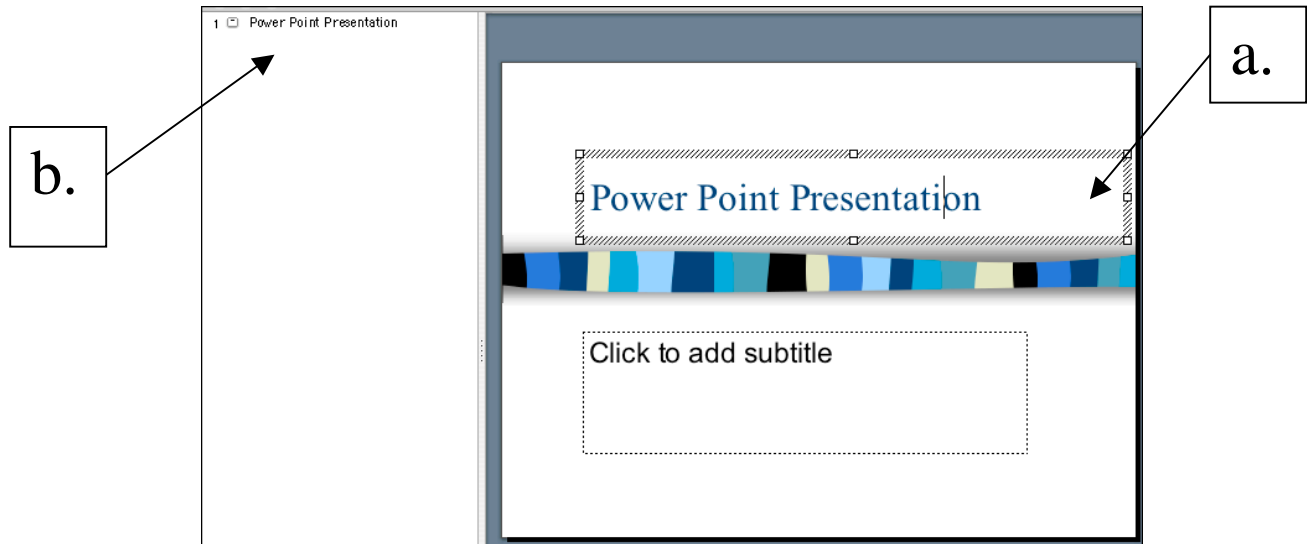


- c. The template you have selected should now appear on your presentation.

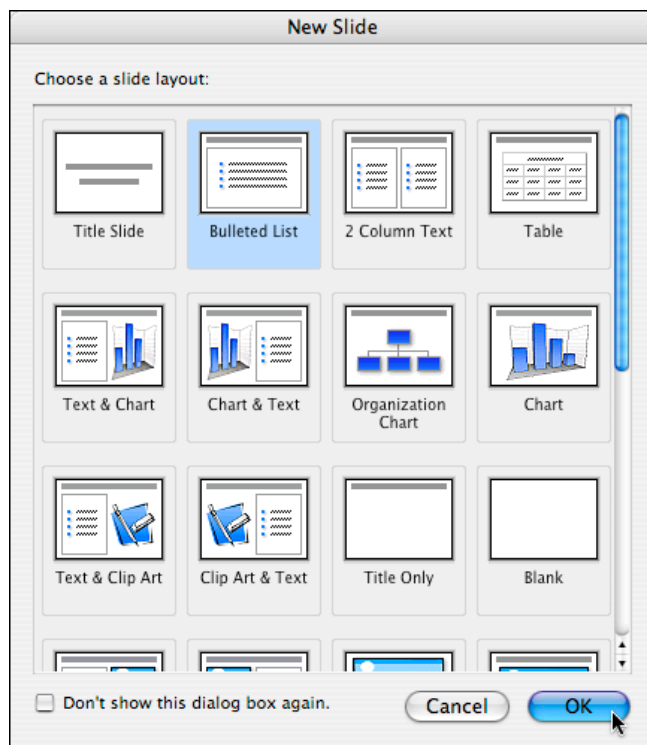
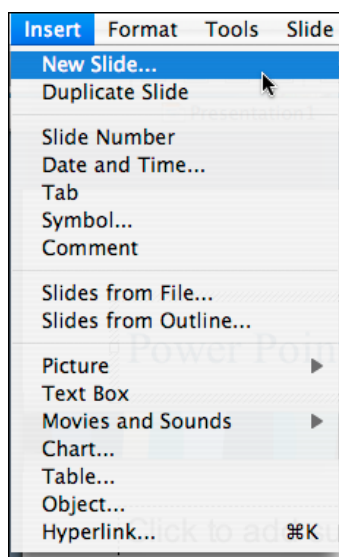


Creating and Inserting New Slides

1. Insert text:
 - a. To insert text, click in the box you want to type and type in your text or
 - b. Click in the outline pane and insert text



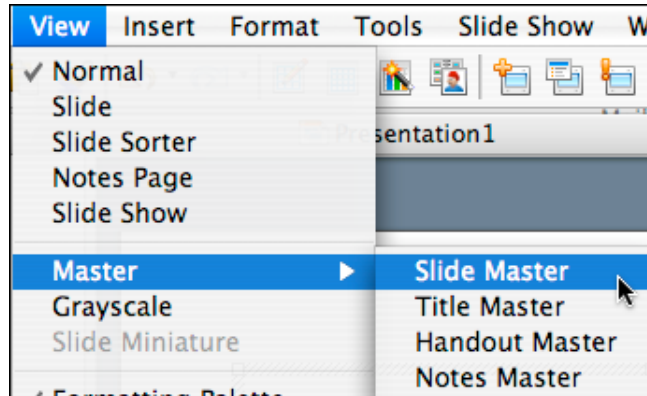
2. Insert a new slide:
 - a. Select **Insert** from the toolbar and click on **New Slide**.
 - b. The New Slide box will appear. Select which layout you want and click **OK**.



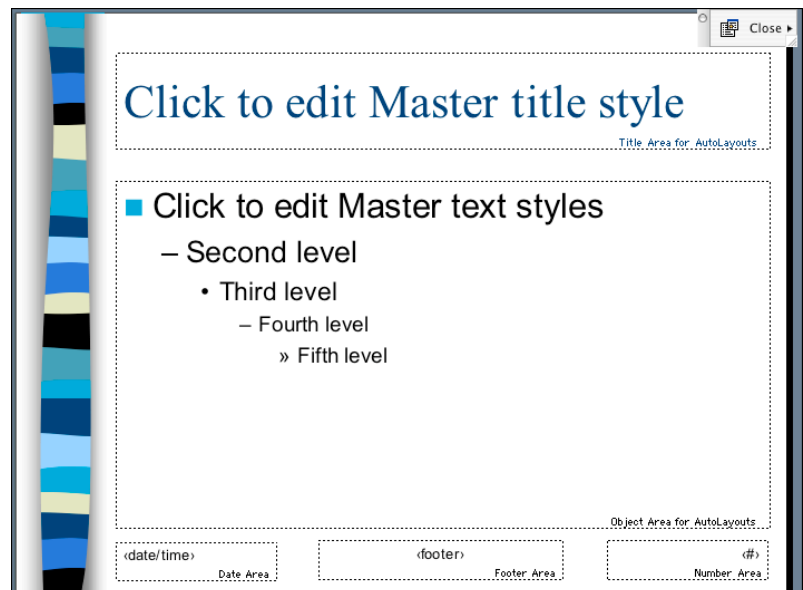
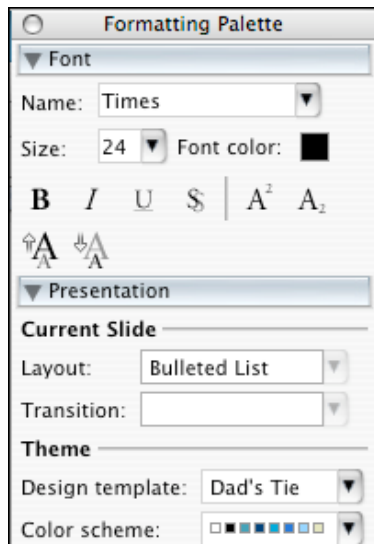
Slide Master

The Slide Master holds the template for all of your slides. To apply a certain type of font size, font style, font color, bullets, and footer to all slides in your presentation, you should use the Slide Master.

1. Open the slide master:
 - a. Select **View** from the toolbar.
 - b. Select **Master** and click on **Slide Master**.



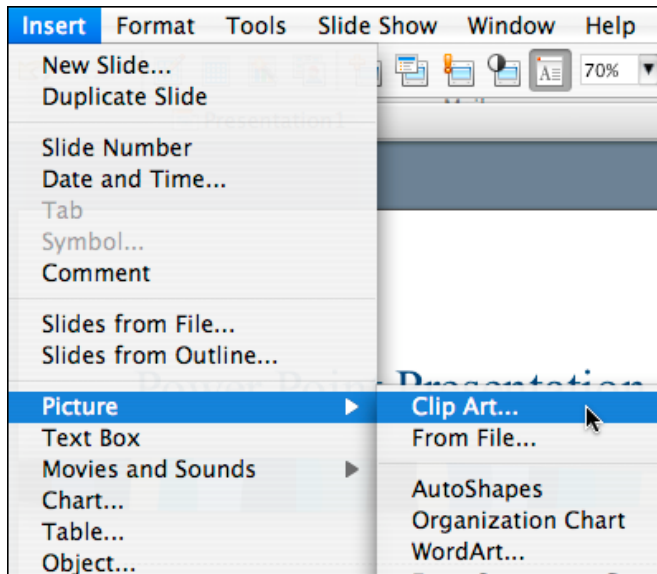
2. Change font style, font color, and font size:
 - a. Click on the box or highlight the text.
 - b. Use the **Formatting Palette** to change the font style, font size, font color, and alignment of text.
 - c. Click **Close Master View** when you are ready to return to the normal slide view.



Inserting Images

You can insert clip art or pictures or draw your own shapes and objects.

1. Insert clip art:
 - a. Select **Insert** from the toolbar and click on **Picture** and **Clip Art** or click on the **Insert Clip Art** icon on the drawing toolbar.
 - b. Search for your clipart and click on **Insert**.

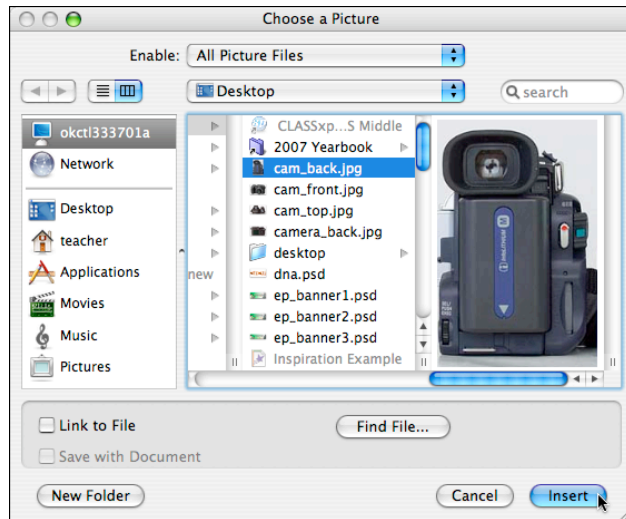
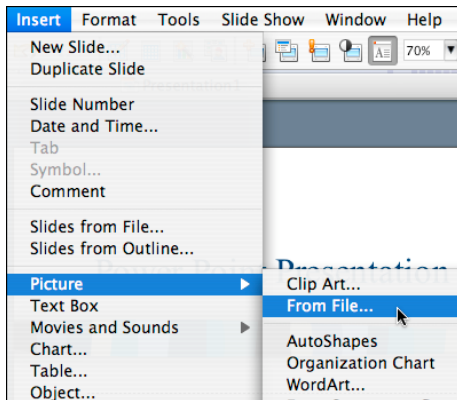
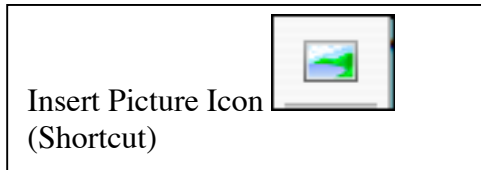


Insert Clip
Art Icon
(Shortcut)



2. Insert Picture (digital images)

- Select **Insert** from the toolbar and click on **Picture** and **From File** or click on the **Insert Picture** icon on the drawing toolbar.
- Locate your picture file and click on **Insert** to insert your picture on the slide.
- Shortcut:** You may want to place your image files on the desktop first and then drag the pictures directly into the Powerpoint document.

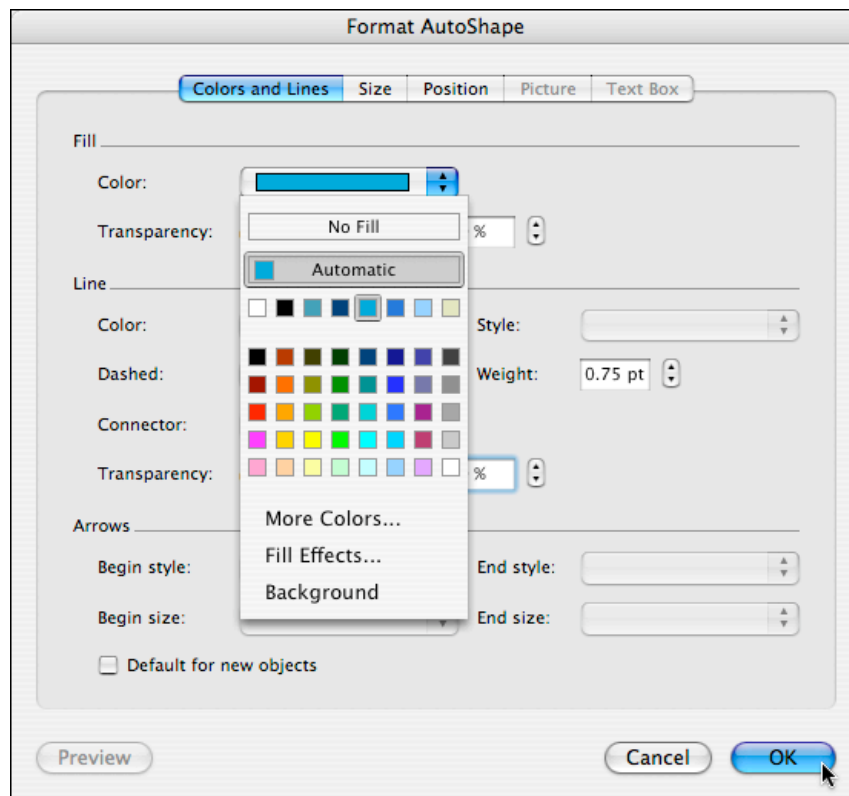
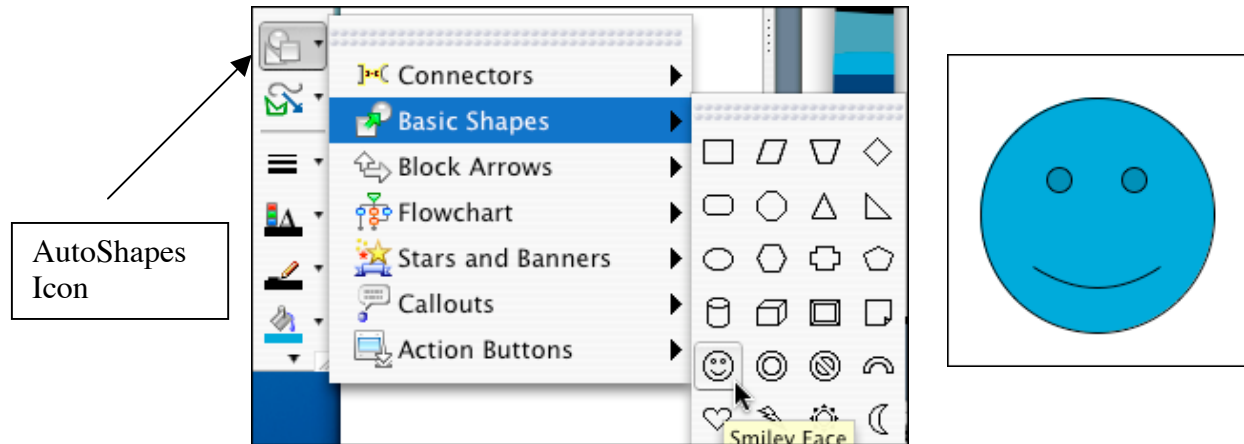


3. Resize image

- Select the image by clicking once on the image. Then click one of the corners and drag to resize.



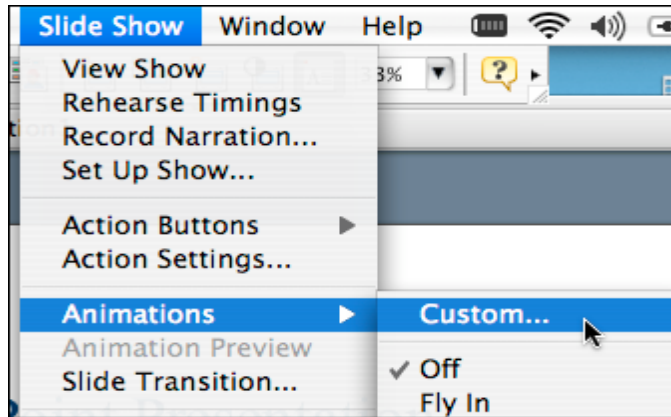
4. Insert Auto Shape to draw your own shapes or objects:
 - a. Select **AutoShapes** icon from the drawing toolbar.
 - b. Choose a category and click on a shape that you would like to insert (You will notice that your cursor is now a "+").
 - c. Click and drag your mouse to create your object.
 - d. Right click on your object and select **Format AutoShapes** to change the color or double click on the object. Click on the down arrow of the **fill color** and select a new color for your object.
 - e. Click **OK** to complete the process.



Custom Animations

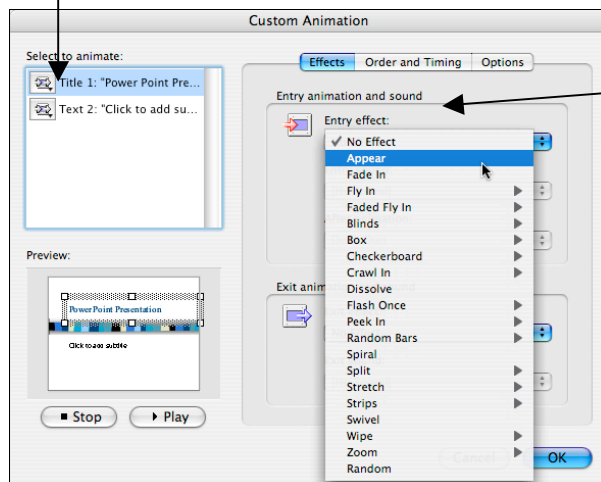
This feature allows you to animate text, graphics, and objects on your slides to add interest to your presentation.

1. To apply custom animation to your slides:
 - a. Select **Slide Show** from the menu toolbar and click on **Animations** and **Custom**.

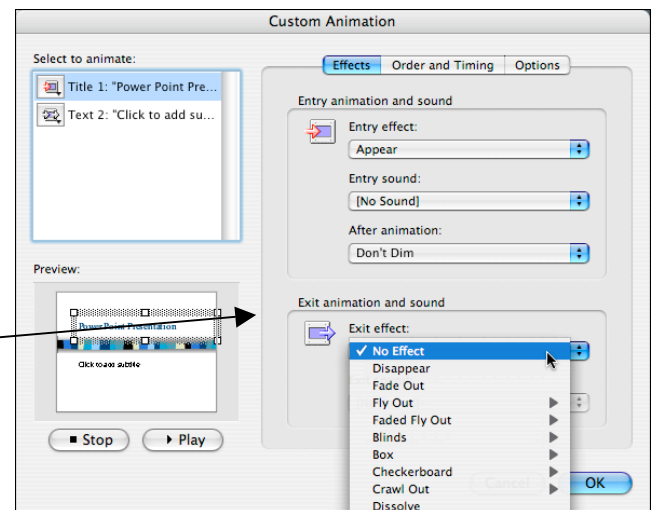


Select
object to
animate

- b. Click on the object that you would like to animate.
- c. Click on the **Entry Effect** down arrow and select an entry effect for your object.
- d. To add an exit effect (optional), click on the down arrow and select an exit effect for your object.
- e. Repeat all steps for each object you want to animate



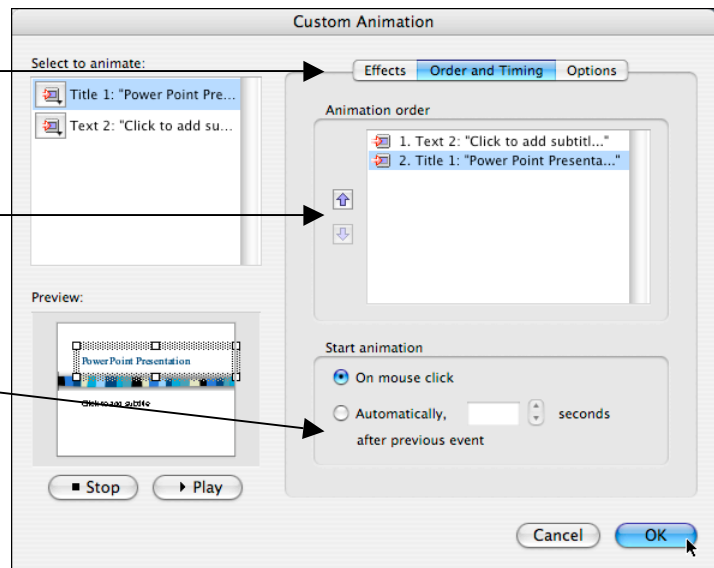
Entry Effect



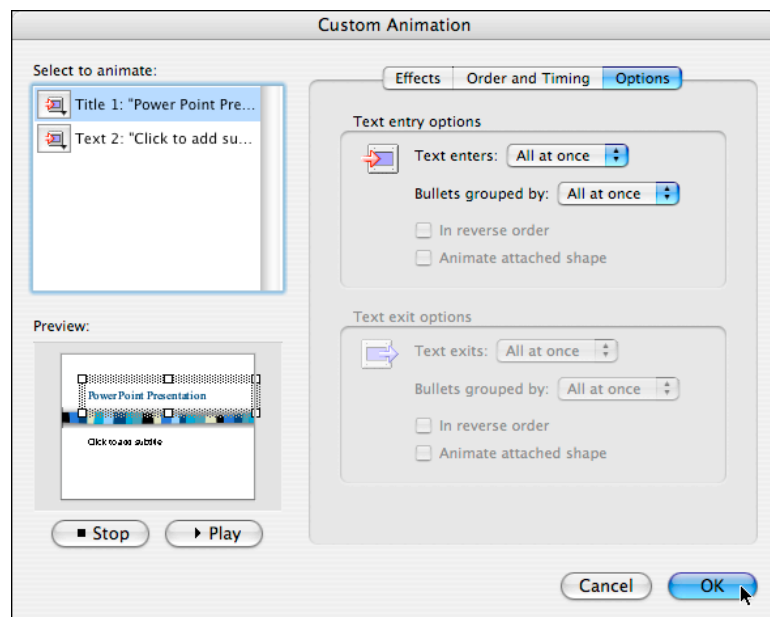
Exit Effect

2. Modify Animation Settings:

- To change the animation order, click on **Order and Timing** tab.
- Select the object by clicking on it once. Then click on the up and down arrow to change the animation order.
- To change the timing of the animation, click on **Automatically**, and indicate the timing.



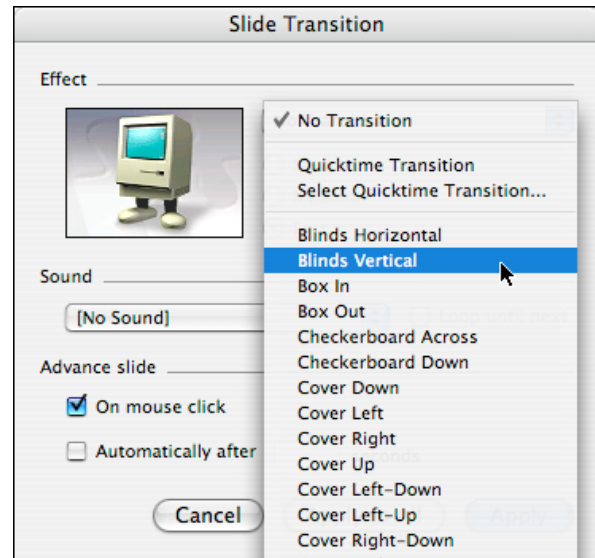
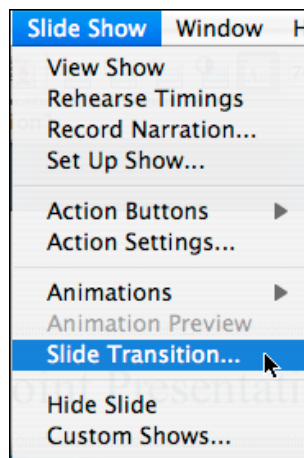
- To change text entry and text exit, click on the **Options** tab.
- Select the object by clicking on it once.
- Click on the down arrow for text entry or text exit and select an option (e.g. entry or exit of text all at once, by word, by letter, etc.)
- To preview your animation settings, click on the **Play** button.
- Click **OK** when you are ready to move on.



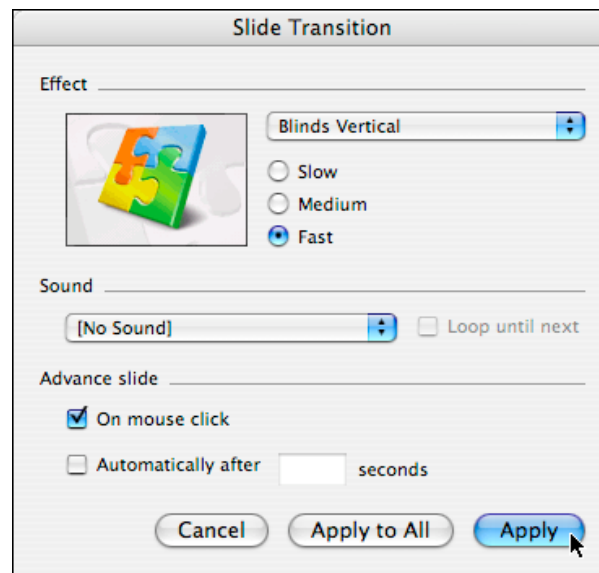
Slide Transitions

This feature allows you to animate transitions between slides.

1. Apply slide transitions to your slides:
 - a. Select **Slide Show** from the toolbar and click on **Slide Transition**. The Slide Transition Task Pane should appear.
 - b. Use the pull down menu to select the transition of your choice.



- c. Modify the speed and include a sound (optional).
- d. If you would like to advance your slides automatically (e.g. photo slide show), click on the **automatically after** ___ seconds box.
- e. Click on **Apply to All Slides** only if you would like to apply the same transition to all slides in your presentation.
- f. If you only want it on one slide, click on **Apply** to apply effect to the current slide.



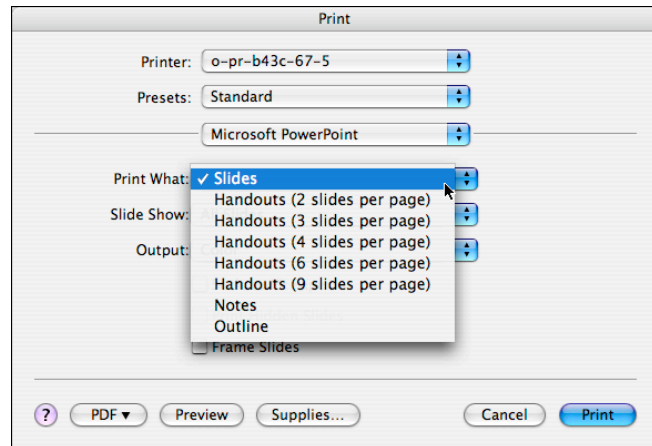
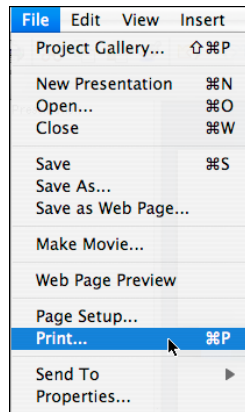
Saving and Printing

1. Saving your presentation:
 - a. Select **File** from the toolbar and click on **Save as**.
 - b. Select the location (server or jump drive) and give your file a name.
 - c. Click on **Save** to save your presentation.

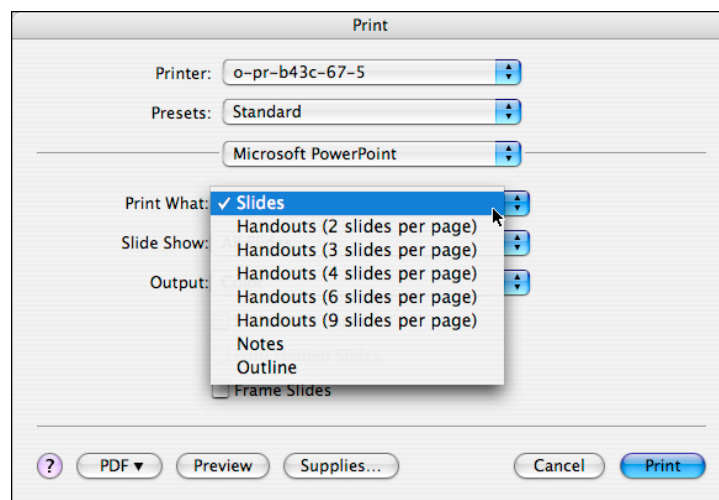
Printing

There are several options for printing:

1. Select **File** from the toolbar and click on **Print**.
2. Click the down arrow and click on **Microsoft PowerPoint** to select print settings.



3. Select the down arrow to select a printing format:
 - a. **Slides** – Prints 1 slide per page
 - b. **Handouts** – prints out handouts with thumbnails of your slides. You can choose the number of slides you would like on each page
 - c. **Notes Page** – prints your slide and notes (if you used the notes function in PowerPoint)
 - d. **Outline View** – prints the main points of your presentation



4. Click on **Print** when you are ready to print.