



PowerPoint 2000: A Teacher's Tutorial

Technology for Classroom Teachers

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Starting PowerPoint 2000	1. Click the PowerPoint Icon on the Desktop or go to Start, Programs, Microsoft PowerPoint
Using the Autocontent Wizard	<ol style="list-style-type: none">1. On the File menu, click New.2. On the Presentations tab, click AutoContent Wizard. Click OK.3. Click the Next button.4. Click Generic5. Click On-screen presentation.6. Click Next. 7. In the Presentation title box, type <i>Welcome to Fall Open House</i>. 8. In the Footer box, type in the <i>name of your school</i> and the <i>class</i> you teach. 9. <i>Date last updated</i> and <i>Slide number</i> can be checked. Click Next, and then click Finish. 10. On the left, your presentation is in Outline View. The Slide View is on the right, and the Notes View is on the lower right.
Using the Outline View	<ol style="list-style-type: none">1. Click on the Outline View icon (the 2nd icon in the lower left of the screen).2. Highlight the word Introduction and type in <i>All About the Teacher</i>. This is slide two.3. Highlight "State the purpose of the discussion" and type in <i>something interesting about yourself</i>.4. Do the same for "Identify yourself".5. Hit Enter and you'll have one more line to write a <i>3rd interesting fact about you</i>. 6. Click once on the 1st slide one more time so you are at the beginning of your slide show. 7. To see what your slide show will look like, click on the Slide Show icon (the 5th icon from the left in the lower left of the screen). The icon looks like a portable movie screen. 8. To advance to the next slide, just click your mouse once.
To get out of a slideshow	Hit the Escape button to end your slideshow.
Save your slideshow	<ol style="list-style-type: none">1. Click File and Save As.2. In the Save in: bar, click on Desktop.3. In the File Name: bar, type in <i>PowerPoint Sample</i>.4. Click the Save button.

Go to the Slide View	Click on the Slide View icon (the 1st button from the left in the lower left of the screen).The icon looks like a rounded square.
The Yellow Light bulb	PowerPoint has a media clip (a picture, sound, or motion clip) that can help illustrate the suggested concept. Click on it to see more.
Change the background of your slides	<ol style="list-style-type: none"> 1. Click on Format and Apply Design 2. Click once on the name of a template and you see a preview of it. 3. Choose a background you like by clicking on the Apply button. Notice that all slides have the same background.
Go from one slide to another in Slide View	<p>You can do one of the following:</p> <ol style="list-style-type: none"> 1. Press the PgUp button on the keyboard to go back one slide and PgDn to go to the next slide OR... 2. Mouse click just under the button on the right scroll bar to go to the next slide and just above the button to go to the previous slide.
Save your slideshow	Go to File and Save .
View all of your slides	Click on the Slide Sorter icon (the 4th button from the left in the lower left of the screen).The icon looks like a set of four squares.
Add a slide	<p>Click in the white space between the 2nd and 3rd slides. Now you can either:</p> <ol style="list-style-type: none"> 1. Click Insert and New Slide or 2. Click on the New Slide icon (a white rectangle with a sparkle in the corner) or 3. Click on the words New Slide in the tool bar 4. You have 12 layouts to choose from. For now, click on the 2nd layout - a title and bulleted list. 5. Click OK.
Creating a new slide	<p>You can only work on a slide in the Slide View mode.</p> <ol style="list-style-type: none"> 1. Click on the Slide View icon (1st button, lower left) 2. Click on Click to Add Title and type in the words: <i>5 Things You'll Learn This Year</i> 3. Click on Click to add Text and type in <i>one thing your students will learn</i>. 4. Hit Enter and type in a second <i>new thing they will learn</i>. 5. Hit Enter. Repeat until you have a <i>list of 5 items</i>.
Save your slideshow	Hold down Ctrl and press S (for save).
Add clipart to your slide	<ol style="list-style-type: none"> 1. Click on New Slide. This time, select the 9th layout (lower left corner).You'll have a title, a graphic, and a bulleted list on your page. 2. Click OK. 3. Your title is: <i>Suggested supplies</i> 4. Double click on the right rectangle to add clip art. 5. Type in the words <i>Screen Beans</i> and hit Enter. 6. Choose the juggling Screen Bean. 7. Click on Insert (the top icon) and OK. 8. You can make your graphic larger or smaller by clicking on any corner and moving diagonally. 9. Click on the text box and enter several items your students will need in class.

Save your slideshow	Click on the floppy icon (under Edit)
Add WordArt	<ol style="list-style-type: none"> 1. Click on New Slide and choose the blank layout. 2. Click on OK. 3. Click on the WordArt icon (the tilted, shadowed, blue A in the lower tool bar). 4. Choose a word style you like. Click OK. 5. Type in your name in the Text Box. Leave the Font & Size at <i>Times New Roman</i> and 36 for now. Click OK. 6. Grab a corner of your WordArt and make it larger. If you have a yellow diamond, click on it and slowly drag – it will change the angle of your name in some way. 7. Notice you have a WordArt toolbar. Take a few minutes to see what each button can do to your name. 8. You can move your name by placing your cursor on your name (you should have a 4 arrow cursor). Click and drag.
Add your own photo	<p>Make sure your floppy is in the drive</p> <ol style="list-style-type: none"> 1. Click on Insert. 2. Click on Picture. 3. Click on From File. 4. Select 3 ½ Floppy (A:) in the Look in: box. 5. Files of type: should be All Files 6. Your picture will be the last one on the list. 7. Click on it and click Insert. You can size your picture by clicking and dragging on any corner. 8. Click and drag to place it so it doesn't cover your name (clicking on your name allows you to move the text box) 9. Arrange both your name and your picture in a pleasing format.
Add your own text box	<ol style="list-style-type: none"> 1. Click on Insert. 2. Click on Text Box. 3. Notice your cursor has changed. Click below your picture and type in the words: <i>A techie teacher</i>. 4. Highlight your text. You can now edit your words: Change the font (click the triangle in the Times New Roman box to see other fonts) & the size (click the triangle in the 24 box) Bold italicize underline are all in the Toolbar. 6. More tools can be found by clicking on the double arrow under the minimize/maximize buttons top right of screen. 7. Change the color by clicking on the triangle next to the A with a color bar under it (toolbar on bottom of screen). Click on More Font Colors. Choose something you like that compliments your background.
Save your slideshow	Save your slideshow

Cleaning up your slideshow	<ol style="list-style-type: none"> 1. Go to Slide Sorter View (4 box icon in lower left) 2. You have a lot of slides you don't really need. 3. Click on one of the unneeded slides and hit the Delete button. Continue on till you have your own 5 slides. 4. The 5th slide has your name and picture. It really shouldn't be the last slide. 5. Click on this slide and drag it to the space between the 1st & 2nd slides (right after the title slide.) 6. Move the <i>5 Things You'll Learn</i> slide to the last position.
Save your slideshow	Save your slideshow
<p>Run your slideshow (click on the slideshow icon - lower left corner).</p> <p>Looks pretty good, huh?</p>	
Slide transitions	<ol style="list-style-type: none"> 1. Double click on the first slide. You're now in the Slide view. 2. Click on Slide Show on the Toolbar. 3. Click on Slide Transition. This will spiff up the transition from slide to slide. Click on the triangle next to No Transition. 4. Choose a different transition. You will see a preview of that transition in the box above it. Find one you like. 5. Choose slow, medium, or fast (watch the preview). 6. Choose to go from slide to slide either by mouse clicks or in a timed slideshow. 7. You can choose a sound for each transition. 8. Click the Apply to All button and you'll have the same transition for all of your slides. 9. Run your slideshow. If you don't like it, do it again.
Save your slideshow	Save your slideshow
Title animation	<p>Make sure you're in the Slide View of your first slide (the Title Slide).</p> <ol style="list-style-type: none"> 1. Go to Slide Show on the Toolbar. 2. Click on Custom Animation. 3. The first box contains all the items on this first slide. Nothing is currently animated. 4. Click on the words <i>Title 1</i>. Preview shows you what Title 1 looks like on your slide. 5. Click on the box in front of Title 1 to Animate. 6. Click on the box in front of Text 2 to Animate your name. 7. Notice both <i>Title 1</i> and <i>Text 2</i> are now listed in the Animation Order box. If you want to have your name appear first, click on Text 2 to select, then click on the up arrow above the word Move. 8. Make sure that <i>Title 1</i> is selected in the Animation Order box.

	<p>9. Click on Automatically.</p> <p>10. Change the 0 seconds to 1 second. It will animate 1 second after the slide comes up.</p> <p>11. <i>Title 1</i> is still selected.</p> <p>12. Click on the Effects tab. Now you will tell it how you want the title to animate.</p> <p>13. Click on the triangle next to Fly. Choose a different animation. Also select a direction in the box to the right. You can see what it will look like by clicking on the Preview Button. Find an animation for the title that you like. You can add a sound also.</p> <p>14. (For a classier presentation, limit the sounds – they become annoying very quickly).</p> <p>Click OK when you like what you see. You can always change later.</p>
Save your slideshow	Save your slideshow
	<ol style="list-style-type: none"> 1. Go to the next slide. (PgDn) It should be the photo of you. 2. Go to Slide Show and Custom animation. 3. You should have 2 objects without animation. 4. Animate both.
Save your slideshow	Save your slideshow
Bulleted list effects	<p>Your third slide contains a bulleted list.</p> <p>When you get to Effects, you can do something new. Each line of the bulleted list will come up one at a time. When a new line appears, the old line will change color. This places a subtle emphasis on the new material.</p> <ol style="list-style-type: none"> 1. Click on the triangle next to Don't Dim. 2. Click on More colors... 3. Choose a complementary color. 4. Under Introduce text, make sure the Grouped by line is checked. Since you only have 1 level of bullets (1 indentation) leave it grouped by 1st.
Save your slideshow	Save your slideshow
<p>Animate the rest of your slides.</p> <p>Save your slideshow after each slide is animated. You don't want to lose anything!</p> <p>Play your slideshow.</p> <p>Congrats! You've created a fine project!!</p>	