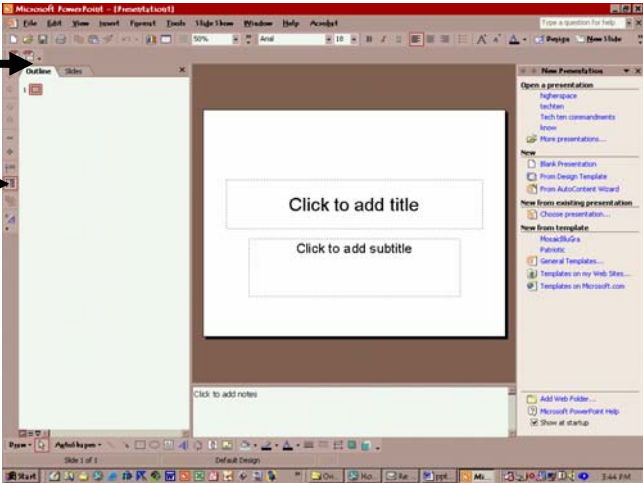
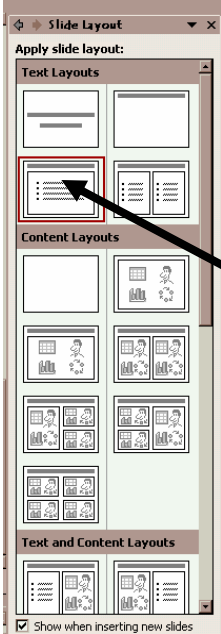





PowerPoint XP: A Teacher's Tutorial

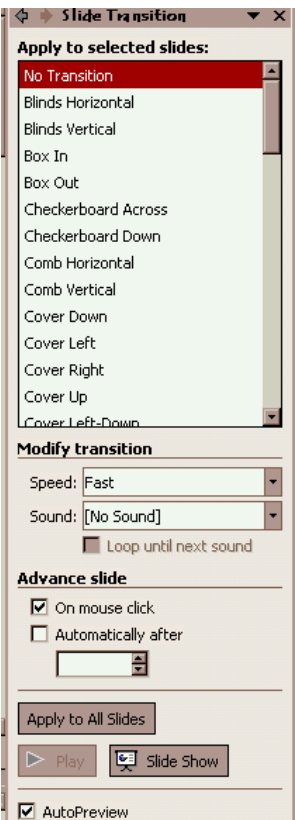
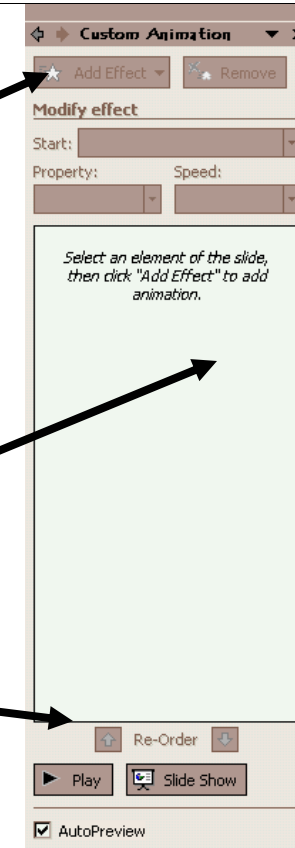
Technology for Classroom Teachers
Marilyn Western

Starting PowerPoint XP	1. Click the PowerPoint Icon on the Desktop or go to Start, Programs, Microsoft PowerPoint
Using the Outline View	<p>1. Click on the Outline View tab.</p>  <p>2. Click to the right of the slide icon in the Outline window and type in <i>All About Your Teacher</i>. Hit Enter. This will give you a new slide. BUT you don't want that – you want to type in the subtitle box on Slide 1. Use the right arrow icon on the left of your screen. This will get to the 'subtitle' box. Type in your name.</p> <p>3. Hit Enter and you'll get a new line in the Subtitle box. For a new slide, click on the left arrow icon on the left of your screen. Your title for this slide is <i>Did you know that your teacher...</i> Type in <i>something interesting about yourself</i>.</p> <p>4. Hit Enter and the right arrow to get to the bulleted box. Type in 1 interesting fact about you.</p> <p>5. Hit Enter and write a 2nd interesting fact. Hit Enter and write a 3rd fact.</p> <p>6. Click once on the 1st slide so you are at the beginning of your slide show.</p> <p>7. To see what your slide show will look like, click on the Slide Show icon (the 3rd icon from the left in the lower left of the screen). The icon looks like a portable movie screen.</p> <p>8. To advance to the next slide, just click your mouse once.</p>
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).
Change the background of your slides	<ol style="list-style-type: none"> 1. Click on Format and Slide Design 2. Click on Browse. You'll be in the Template folder. Click on Presentation Designs folder to see lots of cool backgrounds. 3. Choose a background you like by clicking on the Apply button. Notice that all your 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 Pg Up button on the keyboard to go back one slide and Pg Dn 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 middle button in the lower left of the screen). The icon looks like a set of four squares. This view will show you all your slides.
Add a slide	<p>Click in the white space between the 1st and 2nd 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)  <p>You have lots of layouts to choose from. For now, click on the 3rd layout - a title and bulleted list. Click OK.</p>

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) OR click on View and Normal. 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 learning goals</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 the New Slide icon (the 'shiny' slide). This time, select the 1st slide under the Text and Content Layouts section. 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. Click on the clipart icon (looks like a man's portrait) to add clip art. 5. Type in the words <i>school</i> and hit Enter. 6. Choose the 2nd clipart in this series. 7. Click on 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. 2. Choose the blank layout. 3. Click on the WordArt icon (the tilted, shadowed, blue A in the lower tool bar).  <ol style="list-style-type: none"> 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. <p>7. Click on it and click Insert. You can size your picture by clicking and dragging on any corner.</p> <p>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)</p> <p>9. Arrange both your name and your picture in a pleasing format.</p>
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 <i>font</i> (click the triangle in the Times New Roman box to see other fonts) & the <i>size</i> (click the triangle in the 24 box) <p>Bold italicize underline are all in the Toolbar.</p> <p>6. More tools can be found by clicking on the double arrow under the minimize/maximize buttons top right of screen.</p> <p>7. Change the <i>color</i> 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.</p>
Save your slideshow	Save your slideshow
Cleaning up your slideshow	<ol style="list-style-type: none"> 1. Go to Slide Sorter View (middle icon in lower left) 2. The 5th slide has your name and picture. It really shouldn't be the last slide. 3. Click on this slide and drag it to the space between the 1st & 2nd slides (right after the title slide.) 4. 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>	

<p>Slide transitions</p>	<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. 4. Choose a different transition. You will see a preview of that transition. 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. 	
<p>Save your slideshow</p>		
<p>Title animation</p>	<p>Make sure you're in the Slide View of your first</p> <p>Entrance. Choose an effect for the way the title will come into your slide. Watch the preview.</p> <p>5. Click on your name. Click on the Add Effect button and Entrance. Choose a different effect.</p> <p>6. Notice both <i>Title 1</i> and <i>your name</i> are now listed in the Animation Order box. If you want to have your name appear first, click on your name to select, then click on the up arrow below the box.</p> <p>7. Click once on <i>Title 1</i> in the Animation Order box. Click the drop down arrow.</p>	

8. Click on **Timing**.



9. Change the **0** seconds to **1** second. It will animate 1 second after the slide comes up. Click **OK**.

Save your slideshow

Save your slideshow

1. Go to the next slide. (**PgDn**) It should be the photo of you.
2. Go to **Slide Show** and **Custom animation**.
3. Animate your name and your picture.

Save your slideshow

Save your slideshow

Bulleted list effects

Your third slide contains a bulleted list. 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.

1. Click your bulleted text box.
2. Click on **Add Effect**.
3. Click on **Emphasis**.
4. Click on **More Effects** and **Change Font Color**.
5. If you want a different color, use the **drop down arrow** next to the **color bar** in the **Custom Animation** box.

Save your slideshow

Save your slideshow

Animate the rest of your slides.

Save your slideshow after each slide is animated. You don't want to lose anything!

Play your slideshow.

Congrats! You've created a fine project!!