



Tom Snyder Productions®

Microsoft PowerPoint® WalkThrough

Goal

To create a slide show presentation.

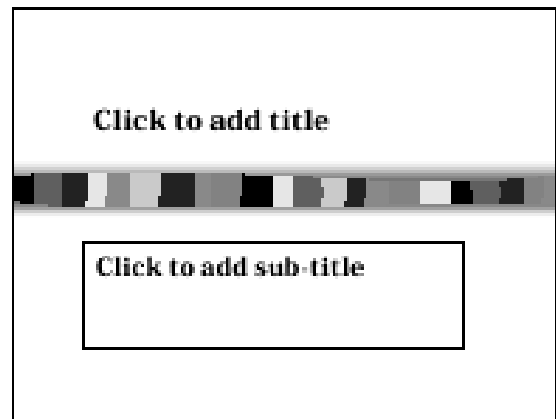
Get Started

1. Open *Microsoft PowerPoint*. If a window appears named Tip Of The Day, click OK.

2. A window appears named *PowerPoint*. Click in the circle next to Template. Click OK.

3. A window appears named New Presentation. Under the Presentation Designs tab, there are many backgrounds from which to choose. Click any design and a preview will appear on the right. Take a moment to scroll through the choices. When you've made your choice click it once, and then click OK.

4. A window appears named New Slide. In the box are pre-designed Autolayouts from which to choose. Click the slide in the upper left-hand corner (Title Slide) and click OK.



5. Your first slide will be the title slide of your presentation. In the Click to add title box, click once and type "Welcome to my Class".

6. In the Click to add sub-title box, click once and begin typing "By (your name)".

7. Add a new slide to your slide show. New slides can be added in two ways:
From the Insert menu, choose New Slide

-or-

Click on the New Slide button in the tool bar.








8. The New Slide window appears. Click the slide in the top row, second from the left (Bulleted List), and click OK.

9. In the Click to add title box, click once and type "This year we will study many interesting topics..."
10. In the Click to add text box, click once and type one of the topics which your class will cover this year. Press Enter/Return on your keyboard, and type another topic which you will cover. Repeat this process adding several more topics - you should be creating a bulleted list.
11. From the Insert Menu choose New Slide. On the New Slide window, click the first slide in the third row (Text & Clip Art). Click OK.
12. In the Click to add title box, click once and type "The best thing(s) about my classroom is (are)..."
13. In the Click to add text box, click once and type a paragraph about the thing(s) that you like the best about your class (most fun, interesting, or challenging).
14. In the Double click to add clip art box, double-click the picture icon. This opens a menu of graphics. Scroll through all the categories of clip art and choose a graphic that will compliment your text. Click the graphic once and select Insert.


Quick Tour of Tools and Options

Notice in the bottom left hand side of the screen there are five square buttons with small pictures in them. Please click once on each to view.



-  **Slide View.** Click to view how your slide will look. You can also edit or change your slide show in this format.
-  **Outline View.** Click to view your slide show in outline form. You may edit or change your slide show in this format.
-  **Slide Sorter View.** Click to view all the slides you have created at the same time tiled on one page. You may go to any slide in your show from here by double-clicking on the slide. You may not edit or change your slides in this view. However, you may change the order in which your slides will appear by dragging slides over one another.
-  **Note Pages View.** Click to view your slide with a space for notes. You may use this to print your lecture notes. You may not edit or change your slide in this view.
-  **Slide Show.** Click to run or rehearse your slide show. You may not edit or change your slides in this view. (NOTE: To have your slide show start from the beginning you must select the Title Slide in any of the four previously mentioned modes). To exit the Slide Show mode press the ESC key on your keyboard.

Viewing or Presenting Your Slide Show

- Click the Slide Show icon to view your slide show. 
- To advance to the next slide, click the mouse or press the Arrow keys.
- To end your slide show, simply press the ESC key.

Saving Your Slide Show

- Choose Save as from the file menu.
- Type the name of your slide show and click Save.
- *Remember to save frequently!*

Additional Features of PowerPoint:

Adding an Image

There are two basic ways to add an image to your slide show. The easiest way is to select an image from PowerPoint's Clip Art Gallery. The second way is through an outside source such as the Internet.

Adding Clip Art

- While in Slide View Mode, select Insert from the menu bar and choose Picture and then Clip Art.
- PowerPoint launches its clip art gallery. You can view all categories at once or click an individual category to view by itself.
- Click the image of your choice. A square appears around it. Select Insert.
- The image appears on your slide. Using the graphic handles, resize the image and move it to the location on the slide of your choice.

Adding a Picture from the Internet

- With PowerPoint open, launch your Internet browser. Find an appropriate image or go to <http://www.tomsnyder.com> to get one.
- Place your mouse directly over the image. If you are using a Macintosh, click and hold. If you are using a PC, right click and hold.
- A menu appears with an option to save. You can save to your desktop, a graphic folder, or a disk. Internet pictures can have some funny names. Be sure to rename the image so that you recognize it!
- Navigate back to PowerPoint. Choose Picture from the Insert menu. This time, you want to select From File.
- Locate the image from where you saved it, and click its name. Choose Insert. The image appears on your slide.

Adding a Hyperlink

You can add a HyperLink to your slide show which connects to another file on your computer or an Internet address.

- Highlight the text or object that you wish to make into the link.
- Choose HyperLink from the Insert menu. A dialogue box may appear, asking you to save your slide show. Select Save.
- If you are linking to a Web page, type the correct URL into the text box beneath Link to File or URL. Select OK.
- If you are linking to a document on your hard drive, click Select. Navigate to the location of the appropriate file. Click OK.
- To activate your HyperLink, you must be in Slide Show mode.

Adding Animation

You may want to animate text and graphics in your slide show to call attention to important points or to control the flow of information. In order to animate words or pictures, you must highlight them first by clicking them.

- Choose Custom Animation from the Slide Show menu.
- Click the Effects tab if it is not already active.
- Next to No Effect, click and hold the pull-down menu. A list of effects appears. Select Spiral.
- Click Preview to watch your animation.
- You may also choose to add sound by selecting one from the pull-down menu besides No Sound.
- Before exiting the Custom Animation dialogue box, be sure to select OK.
- To view your animation, launch your slide show. Enjoy!