

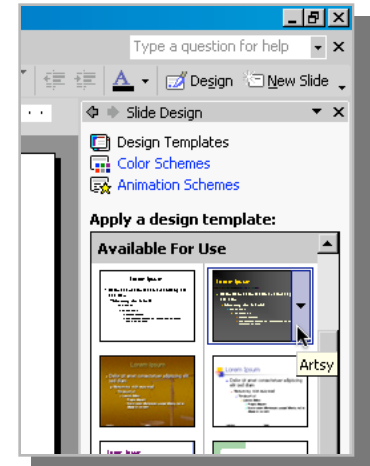


5 Quick Steps to Create a PowerPoint Slide Show (Office XP)

1. Choose a design template.
2. Enter information / create slides.
3. Add graphics. (Optional)
4. Add special effects.
5. Present your slide show.

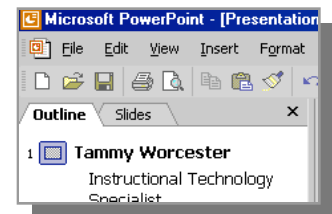
1 Choose a design template

1. Open a new PowerPoint slide show document.
2. Click to choose a design template from the **Task Palette** at the right.
Note (If you don't see the template options, Pull down the Format menu to Slide Design.)



2 Enter information / Create Slides

1. Click the tab in the upper left corner to move to the **Outline** view.
2. Enter the information for your slide show in an outline form:
 - **Tab** - moves cursor to the right
 - **Shift Tab** - moves cursor to the left



3 Add Graphics (Optional)

5 Sources for Graphics:

A. AutoShapes

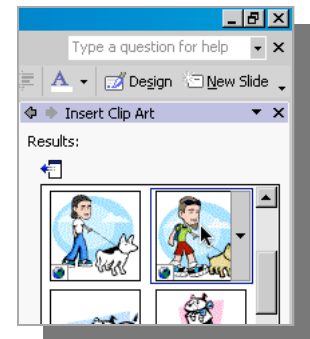
1. Click the **AutoShapes** tool in the Drawing Toolbar.
(Usually at the bottom of the screen.)
2. Pull up to choose a shape.
3. Click and drag to add the shape to the slide.

B. WordArt

1. Click the **WordArt** tool in the Drawing Toolbar.
2. Choose a word shape.
3. Enter the desired text and click OK.

C. Clip Art

1. Click the **Clip Art** tool in the Drawing Toolbar.
2. In the Task Palette at the right:
 - a. Enter a keyword to search for clips.
 - b. Click the Clip Organizer icon to browse for clips.
3. Choose a clip.
4. Click to insert the clip onto the slide.



D. Internet

1. Find an image on the Internet.*
2. Move your cursor over the image and **right-click**.
3. From the pop up menu, choose to **Copy** or **Copy Image**.
4. Return to PowerPoint.
5. Pull down the **Edit** menu to **Paste**.

E. Images from hard drive or CD

1. Pull down the Insert menu to Picture and over to From File.
2. Browse to find the desired image.
3. Click the Insert button.

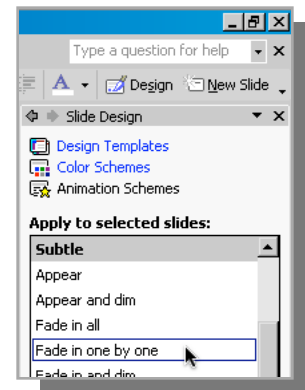
4 Add Special Effects

Slide Transitions:

1. Pull down the **Slide Show** menu to **Slide Transition**.
2. From the Task Palette at the right, choose a transition.
3. Click to **Apply to All Slides**.

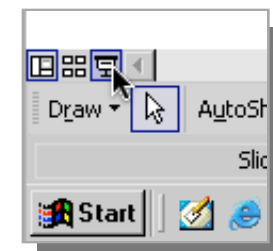
Text Animations:

1. Pull down the **Slide Show** menu to **Animation Schemes**.
2. From the Task Palette at the right, choose an animation.
3. Click to **Apply to All Slides**.



5 Present your Slide Show!

1. Pull down the **Slide Show** menu to **View Show**.
or
Click the Slide Show icon at the bottom left corner of the screen.
2. Click the mouse (or use the arrow keys on your keyboard) to advance through the slides.
3. Press the **Escape** key on your keyboard to exit the slide show.



* Internet Clip Art Sites

- <http://www.kidsdomain.com/clip>
- <http://www.awesomeclipartforkids.com/>
- <http://www.classroomclipart.com/>
- <http://www.school.discovery.com/clipart>



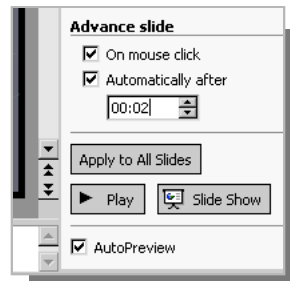
Cool Things to add to a PowerPoint Slide Show (Office XP)

1 Automatic Advancing Slides:

1. Pull down the **Slide Show** menu to **Slide Transition**.
2. In the bottom right corner, choose to advance slide **Automatically After** ____ seconds.
3. Click to **Apply to All Slides**.

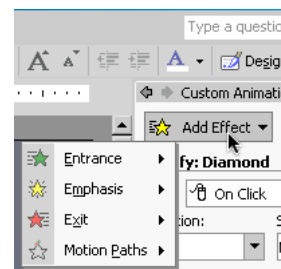
To play the slide show in a continuous loop:

1. Pull down the **Slide Show** menu to **Set Up Show**.
2. Choose to **Loop continuously until 'Esc'**.



2 Custom Animations:

1. Move to the desired slide.
2. Pull down the **Slide Show** menu to **Custom Animation**. (Options will appear in the Task Palette at the right.)
3. On the slide, click to select an object.
4. Pull down the **Add Effect** button and choose the desired effect / path.
5. Use the provided options to change the direction, speed, and order of animations.

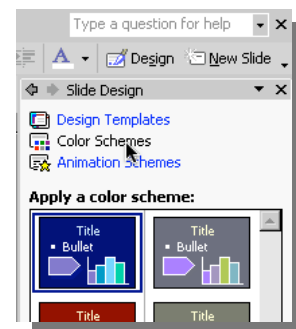


3 Color Schemes:

1. Pull down the **Format** menu to **Slide Design**.
2. At the top of the Task Palette, choose the **Color Schemes** option.
3. Click to choose a color scheme.

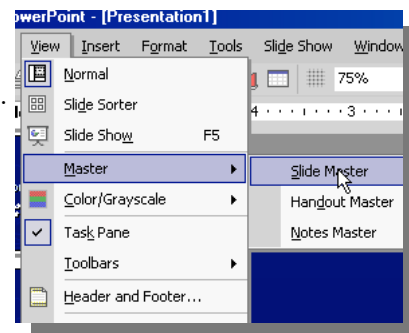
To customize the color scheme:

1. Click the **Edit Color Schemes** option at the bottom of the task palette.
2. Choose an element and click to **Change Color**.
3. Click the **Apply** button.



4 Slide Master:

1. Pull down the **View** menu to **Masters** and pull over to **Slide Master**.
Note - Any changes made to the slide master will affect ALL slides.
2. Use the options under the **Format** menu to change fonts, sizes, alignments, bullets, etc.
3. Add graphics or other elements if desired.
4. To return to the slide, click the **Close Slide Master** button, or pull down the **View** menu to **Normal**.



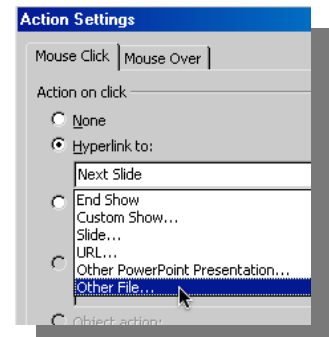
5 Internet Links:

1. Type a web address (URL) beginning with "http://" or "www".
2. Press the **Enter** key on your keyboard.
3. The text will automatically become a hyperlink!

► www.essdack.org/tips

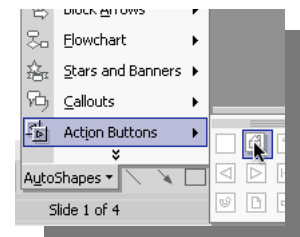
6 Other Links:

1. Select a graphic or some text.
2. Right click the selected item.
3. Pull down to the **Action Settings** option.
4. Choose from the pull down options to link to:
 - Other files
 - Other slides within the slide show
 - Other PowerPoint slide shows
 - Other applications.
5. Click **OK**.



7 Action Buttons:

1. Click the **AutoShapes** tool in the drawing toolbar and pull up to **Action Buttons**.
2. Choose a button type.
3. On the slide, click and drag to create the button. The Action Setting menu will open.
4. Choose the desired options and click **OK**.



8 Adding Sounds:

1. Pull down the **Insert** menu to **Movies and Sounds** and pull over to **Record Sound**.
2. Click the record button (circle) and speak into your computer's microphone.
3. Click the stop button (square).
4. Name the sound and click **OK**.

A sound icon will appear on your slide.
5. In the Slide Show mode, click the sound icon to play the sound.



Other sounds:

You can also add sounds from your hard drive* or from a CD by choosing the appropriate options.

9 Adding Videos:

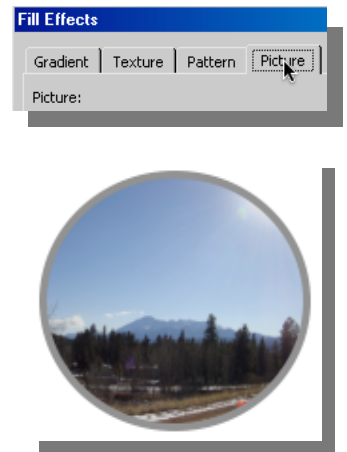
1. Pull down the **Insert** menu to **Movies and Sounds**.
2. Choose a movie from the Clip Organizer or from your hard drive* (from File).
3. In the Slide Show mode, click the movie to play. Double click to stop the movie during the slide show.

** Harvesting a Video or Sound from the Internet:*

1. Browse or search to find a sound or video clip that opens in its own window.
Video - look for .avi or .mov (QuickTime) files.
(Try the video search at www.altavista.com)
Sounds - look for .aiff, .mid, or .mov files.
(Check out www.findsounds.com)
2. Open the video or sound in the browser.
3. Click the **Back** button once.
4. **Right-click** the link.
5. Choose to **Save Link** or **Download Link to File**.

10 Shape Pictures

1. Use the drawing tools to add a shape (circle, star, etc.) or WordArt object to your slide.
2. Click once to select the object.
3. In the drawing toolbar, click the triangle beside the paint bucket; Pull down to select **Fill Effects**.
4. Click the **Picture** tab.
5. Click to **Select Picture** and browse to find the desired image.
6. Click **Insert**; Click **OK**.



11 Additional PowerPoint Backgrounds

1. Go to www.presentersuniversity.com.
2. Click the Free Downloads link.
3. Click the PowerPoint Templates link.
4. Follow the on-screen instructions to download the desired template(s).

12 Saving as a Web Page

1. Pull down the **File** menu to **Save as Web Page**.
2. To customize the pages, click the **Publish** button;
To use the default settings, click the **Save** button.

13 General Guidelines

1. Point to the stage, or the screen!!!
2. Use consistent transitions.
3. Keep bells and whistles to a minimum.
4. Don't go font crazy!
5. Remember the 7 x 7 rule:
No more than 7 words per line - no more than 7 lines per slide