

Class Outline – Microsoft PowerPoint

1. Bring headphones/ear buds for next week
2. PowerPoint presentation demonstration
 - a. New> Installed templates> Quiz Show
 - b. Play slideshow (F5)
3. Office button
 - a. Notice Screen Tip by hovering
 - b. Click Office Button to open Office menu – commands for managing whole documents rather than document content
 - i. New
 1. Templates
 - ii. Open
 - iii. Convert
 - iv. Save/Save As
 - v. Close
 - c. Close menu by clicking somewhere else on your screen
4. Quick Access Toolbar – contains frequently used commands and can be customized using the drop-down menu
 - a. Hover over icon to reveal its function
 - b. Minimize the Ribbon
 - c. Move Quick Access Toolbar below Ribbon
5. **Ribbon (2 handouts)**
 - a. Top level – Tabs
 - b. Second level – Groups
 - i. Launcher button to show related but less common commands
 - ii. Arrows (See font color) to display a list of options
6. Status Bar
 - a. Left – information about the presentation (slide #, theme)
 - b. Right – presentation views, zoom
 - c. Right click the status bar to customize
7. Creating a document
 - a. New
8. Saving
 - a. Save vs. Save As
 - b. Saving as you work – use “Save” to save in the same place
9. Open new
 - a. Gives you a default slide with two text boxes
 - b. You need only click on the boxes to enter text
10. Type some text into the title and subtitle boxes
 - a. Text will autofit to your text box if it is too long (to some extent)
11. Text attributes
 - a. Highlight
 - b. Home>Font>Bold, Italic, Underline
 - i. Buttons change colors when active
 - ii. Font Launcher Button
 1. Check boxes
 - c. Home>Font>Font, Font Size
 - i. Text will “Live Preview” changes before you click the button
 - d. Home>Paragraph

- i. Alignment buttons
 - ii. Text Direction> More Options> Format Text Effects
 - iii. Align Text> More Options> Format Text Effects
 - iv. Smart Art
 - 1. Perfect for business presentations
 - 2. Used for organizing hierarchies, groupings or steps in a process
- 12. Change location of text
 - a. Highlight – put pointer on highlighted area; click, drag and drop
- 13. Insert>Shapes
 - a. Shapes in PowerPoint can all contain text
 - b. Home>Drawing>Arrange>Send to Back or Bring to Front
 - c. Home>Drawing>Arrange>Group/Ungroup/Regroup
 - i. To select multiple objects to group, hold CTRL while clicking other objects to select
 - d. Drawing Tools>Format
- 14. Insert>Photo or Clip Art
 - a. Picture Tools>Format
- 15. Slides
 - a. New Slide
 - i. Drop down to change layout
 - b. Layout – changes layout of current slide, text will be fit into boxes automatically
 - c. Reset – moves text boxes back to their original positions on the slide
 - d. Delete slide
 - e. Add a “title and content” slide
- 16. Design
 - a. Themes
 - i. Right click on theme to apply to single slide vs. entire presentation
 - b. Colors
 - c. Fonts
 - d. Effects (look at a shape to see how the effect looks)
- 17. Background>Background Styles>Format Background
- 18. Animations
 - a. Animations
 - i. Apply to any object, text or image (not all effects will work on all pictures or clip art)
 - ii. Custom Animation
 - 1. Add effect
 - a. More effects
 - 2. If you choose a Custom Motion Path>Curve, hit Esc to stop the path
 - iii. Modify: Custom Path
 - 1. Start
 - 2. Path/Direction
 - 3. Speed
 - iv. Pull down on animation
 - v. Effect options
 - 1. Effect
 - 2. Timing
 - 3. Text animation (if a text box)

- vi. Reorder to select which order the animations in which the animations will happen
- vii. Play/Slideshow
- b. Transition to this slide
 - i. Transitions
 - 1. Hit arrows to the right to see expanded options. Use the scrollbar to see all the options
 - ii. Transition Sound
 - iii. Transition Speed
 - iv. Apply to all
 - v. Advance to next slide
 - 1. On mouse click
 - 2. Automatically after (enter time)

Part II

- 19. Animations>Transition to this Slide>Transition Sound
 - a. Check or uncheck Apply to All
- 20. View>Slide Master
 - a. Notice a new Slide Master tab appears on the far left of the ribbon
 - b. Click on areas to edit the master formatting for your program
 - c. Highlight text then click to the home tab to edit text attributes
 - d. Click Animations to apply Animations, Transitions, and Sounds
 - e. When done editing, you must go to Slide Master>Close>Close Master View
- 21. Home>Editing
 - a. Find and Replace
- 22. Review>Proofing>Spelling & Grammar
 - a. Change/Change All
 - b. Ignore One/Ignore All
 - c. Add to Dictionary
 - d. Auto Correct
 - e. Type it yourself in the red text area
 - f. Spellcheck will begin where your cursor is positioned
- 23. Insert>Text>Header & Footer
 - a. Header
 - b. Footer
 - c. Page Number
- 24. Slide Show Options
 - a. Slide Show>Start Slide Show
 - i. From beginning
 - ii. From current slide
 - iii. Custom Slide Show>Custom Shows
 - b. Slide Show>Set up
 - i. Set up slide show
 - 1. Show Type
 - a. Presented by a speaker = deliver before a live audience (full screen)
 - b. View presentation on hard drive, CD, Internet = Browsed by and individual (window)
 - c. Scroll through self-running presentation from unattended computer = Show scrollbar check box

- d. Self-running presentation at a kiosk = Browsed at a kiosk (full screen)
 - 2. Show slides
 - a. All
 - b. From _ to _
 - c. Custom (must have created a Custom Show first)
 - 3. Show options
 - 4. Advance slides
 - ii. Hide slide
 - iii. Record Narration
 - iv. Rehearse Timings
 - 1. Used Rehearsed Timings
- 25. View>Presentation Views
 - a. Normal
 - b. Notes Page
 - i. You may insert notes on this sheet or in Normal View at the bottom of the slide
 - c. Slide Show runs your slide show from the beginning
 - d. Handout Master
 - i. Page Setup
 - 1. Page Setup
 - 2. Handout O
 - 3. Orientation
 - 4. Slide Orientation
 - 5. Slides Per Page
 - ii. Placeholders
 - iii. Remember to exit using Handout Master>Close>Close Master View
 - e. Notes Master
 - i. Page Setup
 - 1. Page Setup
 - 2. Notes Page Orientation
 - 3. Slide Orientation
 - ii. Placeholders
 - iii. Remember to exit using Notes Master>Close>Close Master View
- 26. **Running Your Slide Show**
 - a. Slide Show>Start Slide Show>From Beginning OR F5
 - b. Right Click>Go To Slide OR Hold down slide Number and hit Enter
 - c. Right Click>Screen>Black Screen OR B OR .
 - d. Use the same to return to your presentation
 - e. Right Click>Screen>White Screen OR W
 - f. Use the same to return to your presentation
 - g. Right Click>Pointer Options
 - h. CTRL + P – Redisplay hidden pointer or change the pointer to a pen
 - i. CTRL + A – Redisplay hidden pointer or change the pointer to an arrow
 - j. Right Click>End Show OR ESC
- 27. Presentation logistics