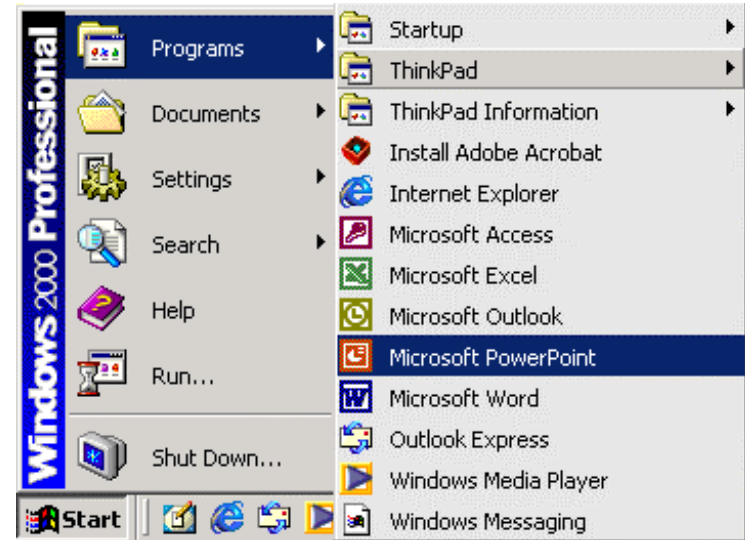


Microsoft PowerPoint Proficiency Training

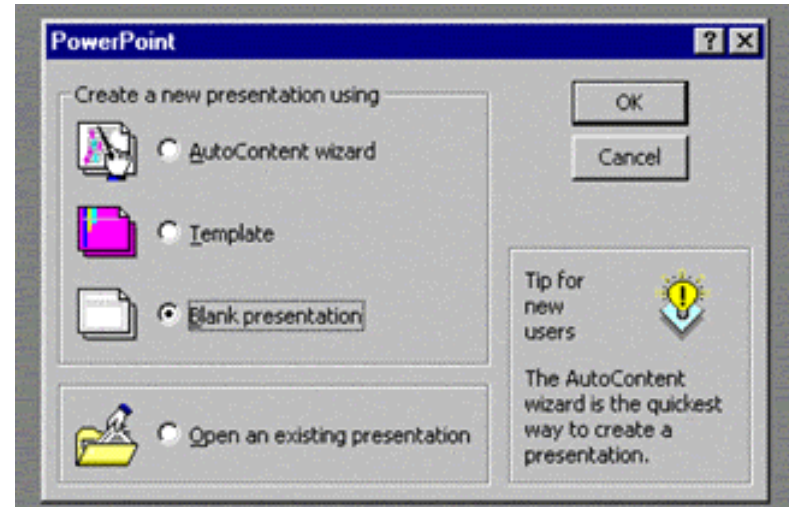


Opening PowerPoint

- Open Microsoft PowerPoint by either clicking on Start, Programs and Microsoft PowerPoint or
- Click on the PowerPoint shortcut icon on the Microsoft Office Shortcut bar.

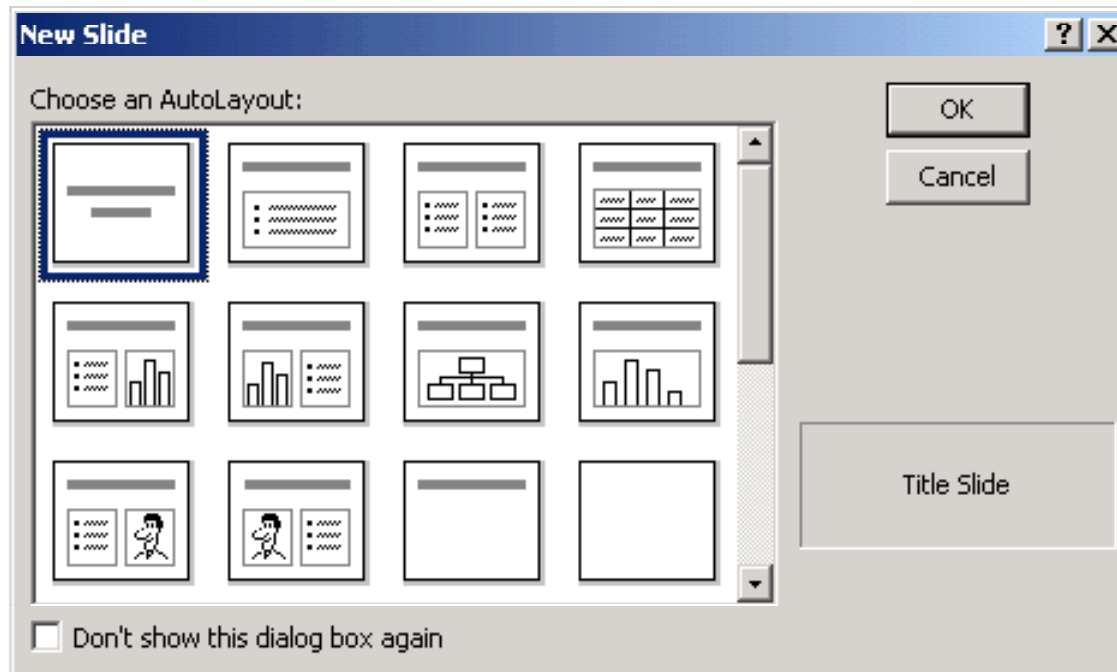


- Next you will choose to begin either with a Template, which will allow you to choose a predetermined theme, or
- Blank Presentation, which has no pre-existing formatting.





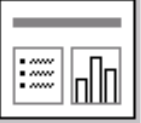
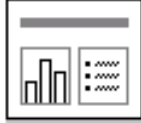

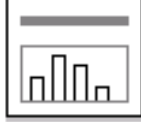






Slide Layout

- This window allows you to choose an Auto Layout or a blank slide to design as you wish.

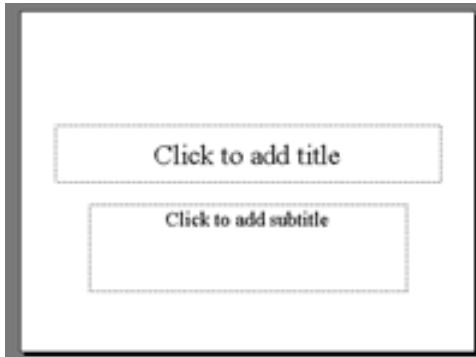


Slide Layout (continued)

 <p>•Title Slide – Formatted to insert a title and sub-title.</p>	 <p>•Bulleted List - Formatted to insert a title and a bulleted list</p>
 <p>•2 Column Text - Formatted to insert a title and two columns of bulleted text</p>	 <p>•Table - Formatted to insert a title and a table</p>
 <p>•Text & Chart - Formatted to insert a title, bulleted list (left) and a chart (right)</p>	 <p>•Chart & Text - Formatted to insert a title, a chart (left) and a bulleted list (right)</p>
 <p>•Organization Chart - Formatted to insert a title and a organization/flow chart</p>	 <p>•Chart - Formatted to insert a title and a chart</p>
 <p>•Text & Clip Art - Formatted to insert a title, a bulleted list (left) and a clip art picture (right)</p>	 <p>•Clip Art & Text - Formatted to insert a title, a clip art picture (left) and a bulleted list (right)</p>
 <p>•Title Only - Formatted to insert a title</p>	 <p>•Blank - Allows user to completely format slide</p>

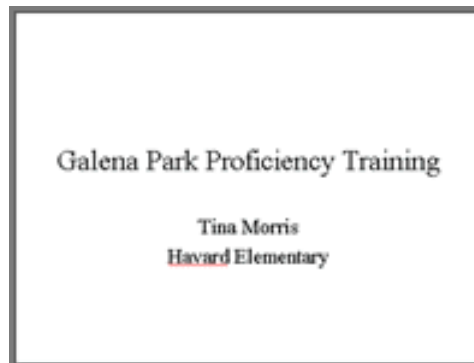
Title Slide

- From the New Slide window, click on the Title Slide button.



- Click on title box to enter title of your presentation
- Click on subtitle box to enter your name and campus

Example:



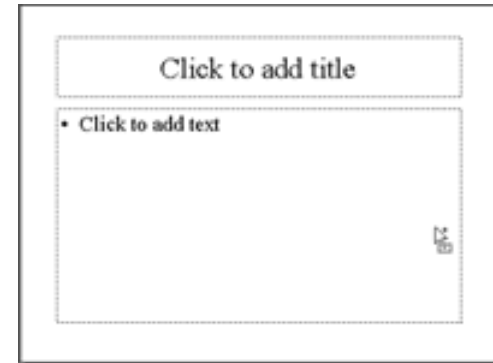
Inserting a New Slide

- From the menu bar, click on Insert and select New Slide or use the shortcut New Slide button on the Standard Toolbar.

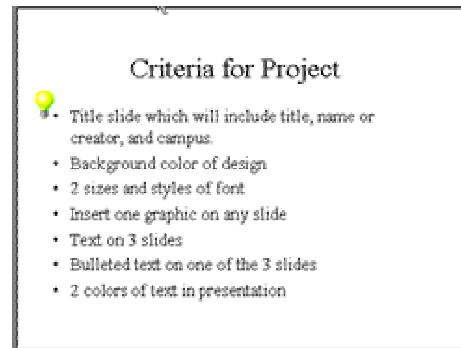


- Choose the Bulleted List AutoLayout slide.

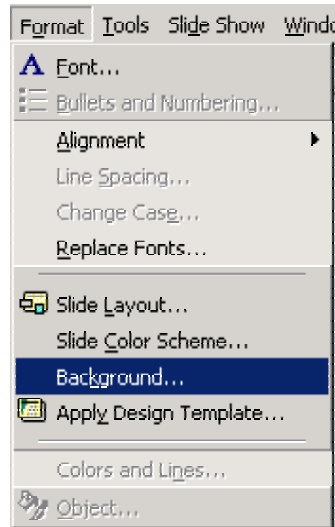
- Click on the title box and enter a title for the slide.
- Click on the text box and type in bulleted information



Example:

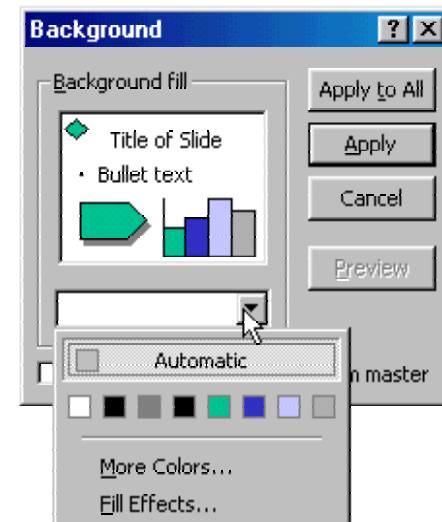


Changing the Background



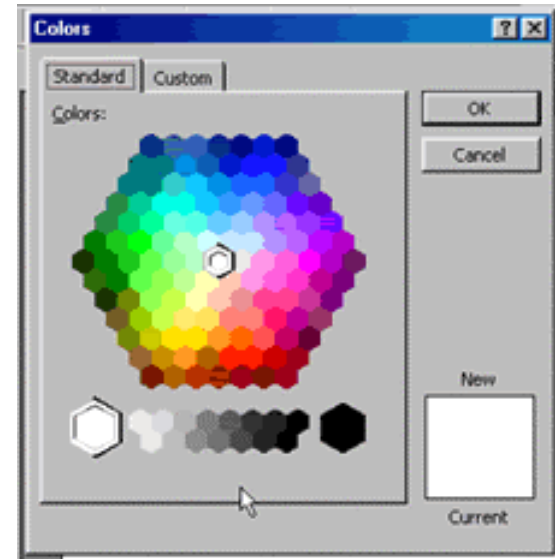
- From the menu bar click on Format and choose Background.

- Click on the down arrow and select a color that is available or click on More Colors or Fill Effects.

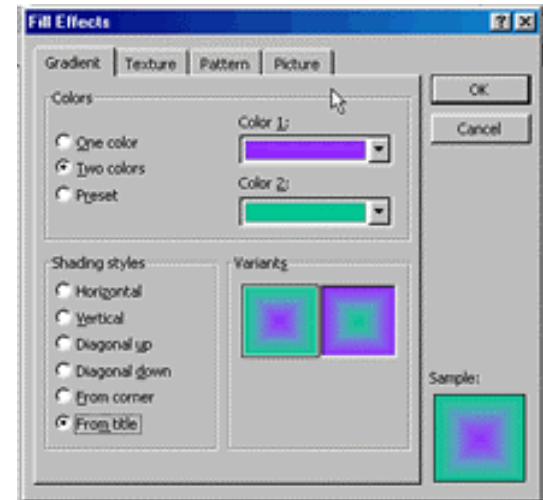


Background (continued)

- This is the window for More Colors. You may choose a color that is available or click on the Custom tab and choose a color from that window.

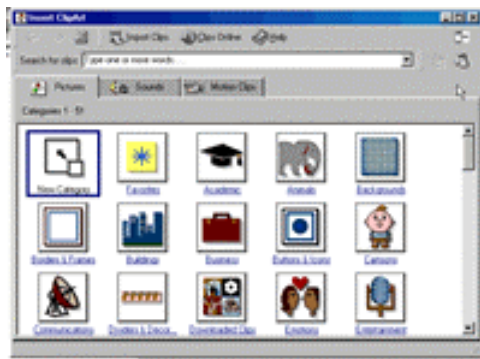
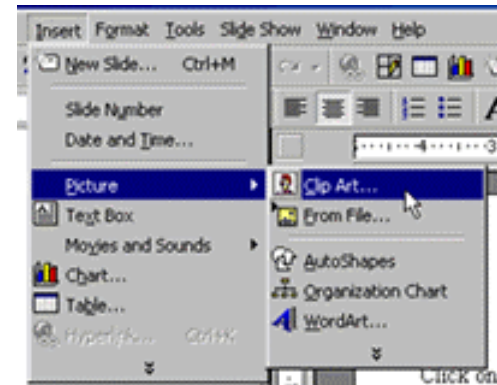


- This is the window you will see if you choose Fill Effects. You may select a gradient (with up to two different colors), a texture, a pattern, or use a picture from a file.



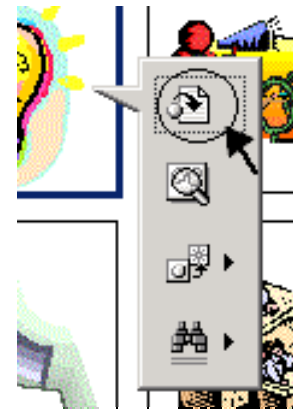
Inserting Graphics

- Click on Insert, Picture and select Clip Art.



- Select a topic to view the clip art available or type in a keyword to search for a picture.

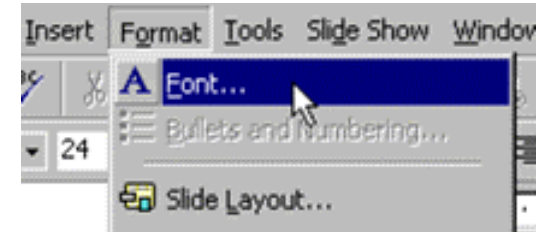
- Choose the graphic you want and click on it. A box appears; click on the first icon choice to insert the graphic into your presentation.



Text

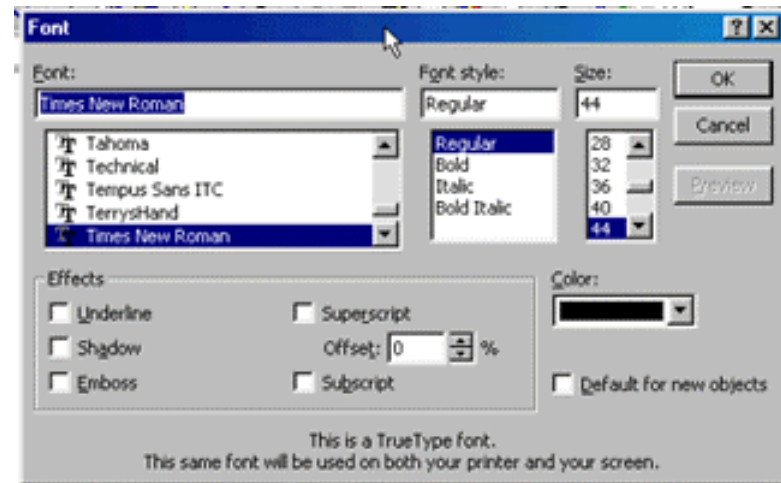
Font, Size & Color

- From the menu bar click on Format and select Font.



From this box you can change many attributes of your font:

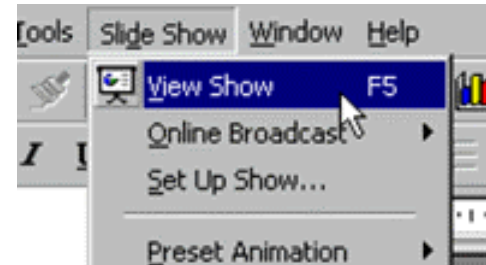
- Font (Ariel, Courier, Times New Roman, etc.)
- Font Style (Bold, Italic, etc.)
- Size
- Color
- Effects (Underline, Shadow, Emboss, etc.)



Click on OK when your choices have been made.

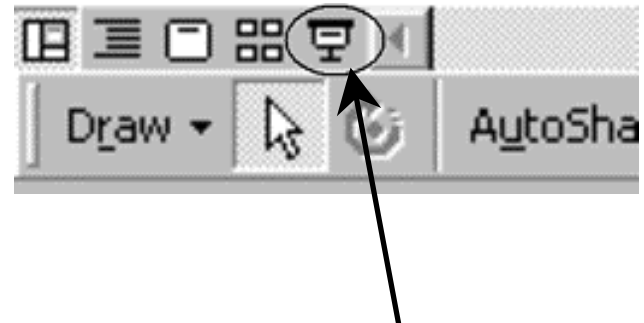
Viewing the Presentation

- From the menu bar click on Slide Show and select View Show.



Shortcuts to view the presentation are:

- Click on the Slide Show icon on the bottom left corner of the screen, or
- Press F5 on the keyboard



Reminders

- Once the title page has been created -- Click on File
- Click on Save As
- Choose a location appropriate for your campus, such as, Desktop, My Documents, or a folder on your server.
- Once a location is selected, name the file as your first name, last name, -campus abbreviation. (ex.: Tina Morris-HAV)
- Click Save
- Continue creation of project, but **SAVE OFTEN!**

Additional Information

This training was a BASIC overview to accomplish the criteria for the GPISD PowerPoint proficiencies. For more advanced training, you can visit one of the following web sites or speak to someone in the Technology Department for training schedules.

[PowerPoint in the Classroom](http://www.actden.com/pp) –

<http://www.actden.com/pp>

[University of Maryland - PowerPoint 2000 Tutorial](http://www.education.umd.edu/blt/tcp/powerpoint.html) -

<http://www.education.umd.edu/blt/tcp/powerpoint.html>

[Office97 PowerPoint Tutorial](http://sun3.lib.uci.edu/~mclweb/ppt1.htm) –

<http://sun3.lib.uci.edu/~mclweb/ppt1.htm>

[IUPUI PowerPoint Tutorial](http://www.science.iupui.edu/SAC98/ppt.htm) –

<http://www.science.iupui.edu/SAC98/ppt.htm>

[Lynchburg College Microsoft PowerPoint97 Tutorial](http://www.lynchburg.edu/docs/ppt%2097%20Revision%20Web/index.htm) -

<http://www.lynchburg.edu/docs/ppt%2097%20Revision%20Web/index.htm>