Microsoft PowerPoint Self-Directed Tutorial Aid

A)   **Opening the Microsoft PowerPoint Program**
Step 1:   Click on "Start" (bottom left hand corner) and then select "Programs" then "Microsoft PowerPoint".
Step 2:   On the screen that appears select "Blank Presentation".
Step 3:   Under "Content Layouts", select the blank layout.

B)   **Copying Images to Microsoft PowerPoint from the Internet & Creating Captions + Citing Sources**
Step 1:   Place arrow over the internet image and right click on the mouse. Select "Copy" and then "Paste" it onto your slide.
Step 2:   Proceed to **Part D** to learn how to insert a **Text Box** under your image in which you will **add a caption** and **cite the internet source**. **Note:** You can cut and paste the internet address from the website that you visited. As a space saver for the internet source, use a smaller font size such as 9. If you wish, you may have a separate text box for the caption and the internet source.

C)   **Inserting an Image onto a slide**
Step 1:   Select "Insert" from the top of your screen and then "Picture" and then "ClipArt". From the ClipArt library, choose a picture of your liking. **Note:** If you have a picture in a file, simply choose "From File" under "Insert" and "Picture". **You can also copy and paste an image from the internet onto your slide. It would be prudent as well to save this image in a folder along with your PowerPoint presentation file.**
Step 2:   To move your image around or to change its size, utilize the arrows that appear. Proceed to the next section to add a caption or description for your image with the use of a text box.

D)   **Inserting a Text Box on a Slide**
Step 1:   On the screen at the top, select "Insert" then "Text Box". Click on the desired location on your slide and a text box will appear. You can move the text box around on the slide by utilizing the arrows that appear.
Step 2:   Begin typing in your text. To change the font, size, colour, etc., first highlight the text that you wish to change and then select "Format" at the top then "Font" and make the desired changes.
                Note: To have fancy **"WordArt",** click on the slanted "A" on the bottom of the screen and choose a pattern, click "OK" and follow the directions.

                Note: At this point, you may want to add further images and / or textboxes to your slide; otherwise proceed to inserting a new slide.

E)   **Inserting a new slide**

Select "Insert" at the top of the screen and then "New Slide".

F)   **Viewing Your Slide Show**

Step 1:   Select "Slide Show" at the top and then "View Show".

Step 2:   To advance to the next slide or go back to the previous one, click on the arrow in the bottom left hand corner of your slide and choose the appropriate option. **Shortcut:** Use the arrows on your keyboard or click your mouse.

Step 3:   To end the slide show, press the "Esc." on the keyboard or click on the arrow on the slide and select "End Show".

G)   **Sorting your slides**

If you want to change the order of your slides, you can easily do so.

Step 1:   Select "View" at the top and then "Slide Sorter".

Step 2:   On the screen that appears, click and hold on the desired slide and drag it to its new spot.

Step 3:   To return to the previous view, select "View" at the top and then "Slide".

H)   **Checking Spelling**

Under "Tools" at the top, select "Spelling".

I)   **Saving Your Work**

Under "File" at the top select "Save",
Note: Save your work frequently.

J)   **Adding Background Colour To Your Slides**

Step 1:   Under "Format" at the top, select "Background".

Step 2:   Click on the arrow to see a selection of colours. Notice that you also have the "More Colors" option.

Step 3:   Once you have decided upon a colour, click on "Apply" **or** "Apply to All" if you desire a consistent background for all your slides.

K)   **Adding Transitional Effects Between Slides**

Step 1:   Select a slide that you wish to add an effect to as it comes onto the screen.

Step 2:   Under "Slide Show" at the top select "Slide Transition..."

Step 3:   Click on the arrow to select the effect that you wish.

Step 4:   Select the speed at which you desire the effect to occur.

Step 5:   For "Advance", select "On Mouse Click" as this particular slide show will be viewed by an individual alone rather than being presented

before an entire class. When being presented before a group along with further commentary, timed transitions can be useful with a PowerPoint slide show.

Step 6: Under "Sound", you may select a sound given or select "Other Sound…" at the bottom of the list and add a sound from a file.

Step 7: Decide whether to "Apply" the slide transition to only this slide or to "Apply to All".

Step 8: To see what the transition looks like for a particular slide, under "Slide Show" at the top select "Animation Preview". A box will appear with the transitional effect. To see the effect again, click on the preview box.

Note: A shortcut for quickly adding several different transitional effects for your slides is the following:

Step 1: Get your slides in the "Slide Sorter" view (see **Part F Step 1** for details)

Step 2: Notice the narrow rectangular box with the arrow that appears (likely towards the top left of the screen) indicating the type of transition for the selected slide. Simply click on each slide and add a different transition by clicking on the arrow. The last option under the arrow is a "Random Transition" if you wish to save some time in deciding.

L) Adding Custom Animation to a Slide
Note: This is useful when you want to have images and textboxes appearing in a specific order on a slide with various visual and / or sound effects.

Step 1: Under "Slide Show" at the top select "Custom Animation".

Step 2: Determine the "Timing" of your animation by highlighting a slide object given and then select "Animate". The object will then appear in the "Animation order" box at the top. Add as many slide objects as you wish to the "Animation order" box. You can change the order using the arrows. For each animated object, you can "Start Animation" "On mouse click" or "Automatically" after a desired number of seconds.

Step 3: Determine the "Effects" for each slide object. Click on the "Effects" tab and then highlight an object in the "Animation order" box. Proceed to give the slide object an "Entry animation and sound". You may also wish to give an "After animation" instruction or leave it as the default "Don't Dim". Continue with each slide object as desired.

Step 4: To preview the animation, select "Animation Preview" under "Slide Show" at the top. To replay the animation, click on the preview box.

M) Adding a Movie to a slide
Step 1: Under "Insert" at the top, select "Movies and Sound" and then either "Movie from Gallery" or "Movie from File".

Step 2: Insert the desired movie and position / resize the movie screen on your slide. In slide show mode, clicking on it will play the movie.

N) **Adding an Arrow or other shape to a slide**

Step1: Click on "AutoShapes" on the toolbar (likely towards the bottom of the screen) and make a desired selection.

Step 2: After clicking on your slide to insert the shape you can reposition and resize the shape using the arrows.

Step 3: To change the colour of the shape look for the paint can icon on the toolbar.

Step 4: See **Section K** to add animation for this shape.

O) **Saving your PowerPoint Presentation as HTML for use on the internet**

Step 1: Under "File" at the top select "Save as Web Page" and follow the instructions.

Note: The presentation may not be quite the same especially with respect to animations once it has been converted to HTML.

Special Note

If you create a slide show **with imported images, sounds, and / or movies, keep a copy of them all together in one folder along with your PowerPoint presentation file**. This is particularly useful when transferring your presentation to disk(s) or CD.

Websites for further Tutorial Help

➢ **http://www.actden.com/pp/**
[PowerPoint in the Classroom]
➢ **http://homepage.cs.uri.edu/tutorials/csc101/powerpoint/ppt.html**
[University of Rhode Island Dept. of Computer Science PowerPoint Tutorial]
➢ **http://www.mum.edu/helpdesk/tutorials/powerpoint-tut.html**
[Maharishi University of Management Computer Help Desk]
➢ **http://www.fgcu.edu/support/office2000/ppt/**
[Florida Gulf Coast University Online Tutorials]
➢ **http://www.abacon.com/pubspeak/deliver/ppoint.html**
[A & B Public Speaking: PowerPoint Tutorials]