

## **Beginner PowerPoint Workshop**

1. Click the File/New menu command to create a new presentation. Or, click the link “Blank Presentation” on the panel at the right side of the screen.
2. Click the link “From AutoContent Wizard” on the panel at the right side of the screen. PowerPoint will help you build a professional-looking presentation by asking you a series of simple questions. Click the “Next” button until you get to the end of the questions and then click the “Finish” button.
3. To view the different slides, click the Outline tab on the panel at the left side of the screen. Then click the rectangular icons which each represent a different screen. You can also click the Slides tab on the left panel in order to see small thumbnails of each screen in your presentation.
4. On any given screen, double-click inside of a piece of text (i.e. textbox) in order to be able to edit the text using the backspace or delete keys on the keyboard. Of course you can also type new text in each text box. You can use the bold (B), italics (I), and other familiar toolbar icons to format text.
5. To view your show, you can click the Slide Show/View Show menu command. Click the mouse anywhere on the screen to advance to the next slide. At anytime, you can right-click the mouse to see a menu that allows you to go to a previous slide or end the show immediately.
6. Don’t forget to save your presentation as you work on it. I recommend using the File/Save As menu command which allows you to give the presentation a unique name and change the folder in which it is stored.
7. You can print a presentation by clicking the File/Print menu command. The default print settings will print each of your slides on a separate piece of paper.
8. To insert a new slide to a presentation, click the Insert/New Slide menu command. It is best to first highlight one of the available “slide layout” rectangles on the panel at the right side of the screen. Then when you insert a new slide it will be formatted to meet your needs. Various layouts have different combinations of text boxes and graphic/clip art placeholders.
9. To delete a slide, click on the rectangle that represents it in either the Outline or Slides tab on the panel on the left of the screen.
10. To rearrange the order of your slides, click and drag the icons in either the Outline or Slides tab on the left of the screen.
11. Visit the website [office.microsoft.com/templates](http://office.microsoft.com/templates) to find many professional, worthwhile PowerPoint presentation templates that you can download to your computer and then edit. There are many that are related to teaching and others that have to do with your personal needs.

## **Intermediate PowerPoint Workshop**

1. Review downloading a template from [office.microsoft.com/templates](http://office.microsoft.com/templates), editing the presentation & then viewing it.
2. Insert clip art to a presentation by clicking the Insert/Picture/Clip Art menu command. You will be able to search for a suitable graphic on the right edge of the screen. Single or double-clicking a piece of clip art that appears in the panel should place it on the current slide. You can then move the graphic by dragging it. You can also resize the graphic by first clicking it and then dragging one of the sizing handles that appear on the edge of the graphic.
3. You can insert a text box on a slide by clicking the Insert/Text Box menu command and then clicking a dragging your cursor in the position where you want the text box to be placed. Double-click inside the text box to type text into it.
4. You can open up a web browser like Internet Explorer, visit a web site with a graphic (visit the website [images.google.com](http://images.google.com) to find suitable graphics). Right-click on the graphic and click the “Save Picture as” menu command to save the graphic to your hard drive. Then click the PowerPoint menu command, Insert/Picture/From File to locate and add the graphic to your presentation.
5. PowerPoint allows you to turn a word or phrase into a hyperlink so that when the word or phrase is clicked, a web browser like Internet Explorer automatically opens up to a specified web page. To make a hyperlink, highlight a word or phrase inside of a text box. Then click the Insert/Hyperlink menu command. Type a website address in the “Address” area. Be sure to include the “http://” part at the beginning of the website address.
6. To change the background color of your slides, click the Format/Slide Design menu command. Double-click one of the design templates that appear in the panel on the right edge of the screen.
7. To change the transition that appears when moving from one slide to another, highlight the slide in the Outline or Slides panel and click the Slide Show/Slide Transition menu command. To preview a transition, double-click one of the entries that are listed in the panel on the right of the screen. To apply the transition to all of your slides, click the “Apply to All Slides” button at the bottom of the screen. It is recommended to use the same transition on all slides. You can also uncheck the “On mouse click” option under the “Advance slide” option and click the “Automatically after” button to make have your presentation automatically advance to each slide when it is viewed.
8. Create other custom animation effects besides slide transitions by clicking a text box or graphic & then the Slide Show/Custom Animation menu command. Answer the question in the panel on the right of the screen for some interesting effects.
9. Click the Insert/Movies and Sounds/Sound from Clip Organizer in order to add a sound to your presentation. Double-click one of the sounds that are listed in the panel on the right side of the screen. A question will appear that asks if you want the sound to automatically play when you reach the slide where you inserted the sound or whether you want to click on a sound icon on that screen to play the sound.
10. By default a presentation is meant to be linear in nature. That is, the first slide advances to the second slide which advanced to the third slide and so on. But you could include a menu on the first slide that has multiple text boxes. When each text box is clicked, the presentation advances to a different slide just like a home page and web site. To make a link from one slide to another slide that is not the next slide, click on a text box (or graphic). Then click the Slide Show/Action Settings menu command. Click the “Hyperlink to” option and choose the appropriate slide that you want to advance to.
11. You can save a presentation as a web site by using the File/Save As menu command but changing the “Save as type” option to “html”. A collection of files will be saved to your hard drive but that collection of files can be uploaded to a web server. Then anyone can view your presentation on your web site! You can also save any (or all) of your slides as jpg or gif images. Change the “Save as type” option to jpg or gif to take advantage of this possibility. You could email the jpg or gif graphics to other people so they can view your presentation even if they don’t have a copy of PowerPoint on their computer.