

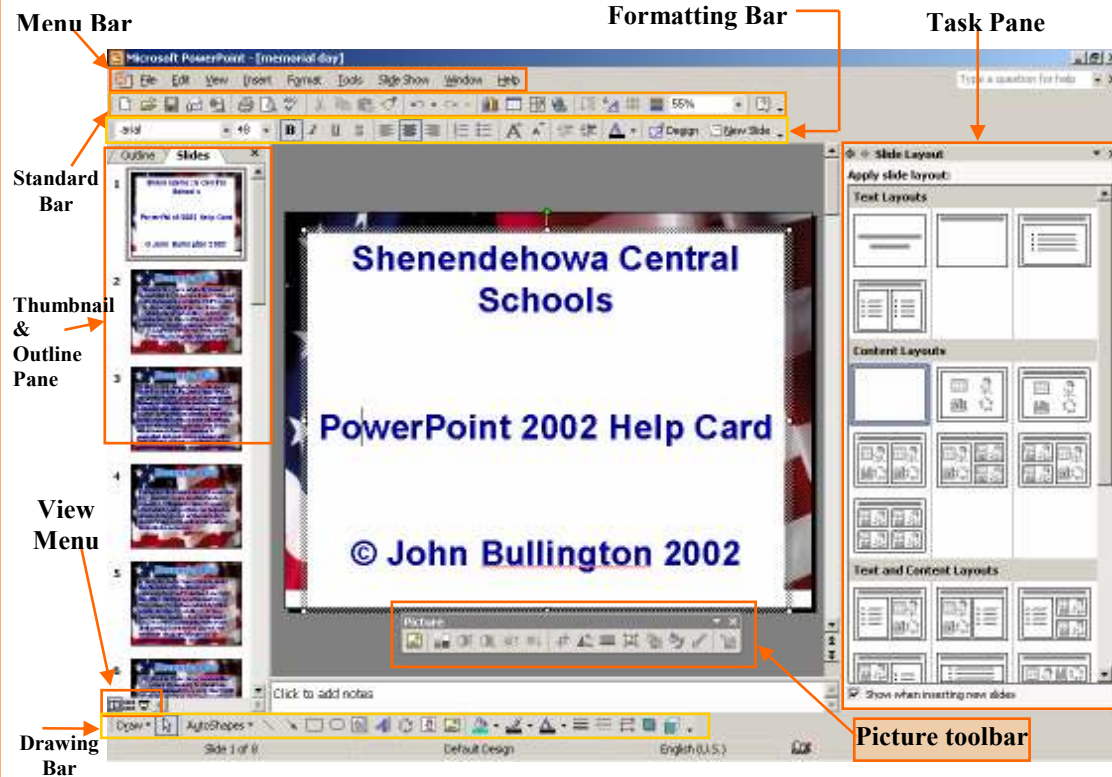
PowerPoint 2002

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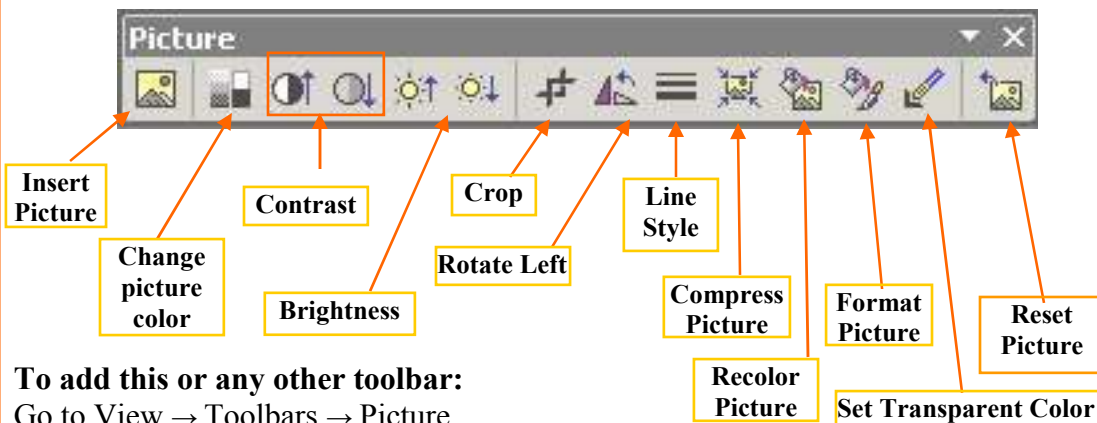


Shenendehowa Central Schools

PowerPoint 2002 Layout Screen



Picture Toolbar



To add this or any other toolbar:
Go to View → Toolbars → Picture

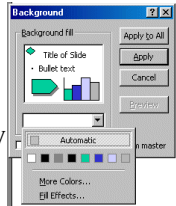
Getting Started

Starting up...

Open Microsoft PowerPoint by clicking on its icon or use the Start Programs menu. In the **Task Pane** click on new presentation. Choose a blank slide layout (upper left of content layouts).

Putting in a Background

Right click on the slide, choose the **Background** option. Click on the pull down menu with the arrow (as illustrated). Choose a color or **Fill Effects**. Fill effects include gradient, texture, pattern or pictures for your background. Click “apply” or “apply to all.” “Apply to all” uses the same background on all slides. Apply uses that background for only the current slide.



Inserting & Manipulating a Picture

From the **menu bar** at the top, select **Insert** → **Picture** → **From File**. Use the dialog box to select the drive and location of the picture. If the picture is large it may entirely cover your slide. **Resize the picture** by clicking and dragging when the cursor turns to a double sided arrow (on corner of pic). **To dramatically shrink file size** of the picture with little or no change in picture quality, use the **compress picture** icon on the picture toolbar. **To move the picture's** location on the slide, move the cursor over the picture until it turns to a four sided arrow, click and hold mouse button, drag the picture to where you want it, then release the mouse button.

Placing text on your slide

Click on the **Insert** pull down menu, and choose **Text Box**. The cursor should turn into a text cursor. Click and hold where you want the box to begin then drag to where you want it to end. Type your text in the box; make any changes using the formatting toolbar. The text box will expand to fit additional lines of text. You may move text boxes in the same manner as pictures; however you need to click on the frame to get the four way arrow. ()


Adding additional slides

Again, from the **insert** pull down menu select **New Slide**. Choose the blank slide from the task pane and click **OK**.


Saving your Presentation

From the **File** pull down menu choose **Save As**. In the Save As dialog box, use the drop down menu to choose the A: drive or floppy or the F: Drive. In the file name box type a name for your presentation.

To view your Slide Show

Use the **Slide Show** menu to select **View Show**. To advance to the next slide, click the mouse button. To start the show from the current slide, click  in the lower left corner of the screen.

Fill Object with Color

Click frame of the text box. Go down to the drawing toolbar and click the arrow by the fill tool. Choose a color that contrasts well with the text color in that box. Don't forget fill effects. 

Add Links

A hyperlink in PowerPoint is slightly different than on the Internet. A hyperlink can take you to the Internet or it can also link to another file in another program or to another slide in the presentation. Any object including pictures, text or buttons can be linked in PowerPoint.


Right-click on the object you wish to link. Choose **Action Settings** from the pull down menu. Click the "Hyperlink To" button and choose the type of link you would like the object to have. "Slide..." allows you to direct the link to a specific slide in the presentation. "URL" allows you to link to a website.

Action Buttons

Select **Slide Show** from the menu bar and choose **Action Buttons**. Draw the button to the desired size and shape. ("Custom button" allows you to select the action for the button...see above section.)

Right-click on the button and choose **Add Text** or **Format** (change color) to customize button..

Reorder Slides

In the **View** menu click on . You will see all of your slides on the screen as thumbnails. To move a slide, click and hold down the left mouse button, drag the slide to where you want it, and let go. To delete a slide simply click on the slide and choose delete.

Slide Transition

Transitions allow options for advancing from one slide to the next. The default transition is set for "on mouse click" and "no effect." You can automatically advance the slide show and transition slides with different effects. To change transitions, click on **Slide Show** from menu bar and choose **Slide Transitions**. Look at the right hand task pane and make changes in the **Advances Slide** section.

Transition Options:

On mouse click advances to the next slide when the mouse is clicked.
Automatically after advances slides after a specified amount of time. Selecting both options allows you to click or wait for time to expire to advance. Select neither if you want a non-linear presentation that allows choices and different branches through navigation buttons.

You can also choose a sounds and effects for slide transitions.

Animating Objects

To animate any object in PowerPoint, right-click on that object and select **Custom Animation**.

Choose an animation effect for that object...Each has >25 sub-sets:

Entrance – Object enters slide with this effect.

Emphasis – Object on screen will perform this animation.

Exit – Object on slide leaves slide using this effect.

Motion Path – Object will follow a path you specify.

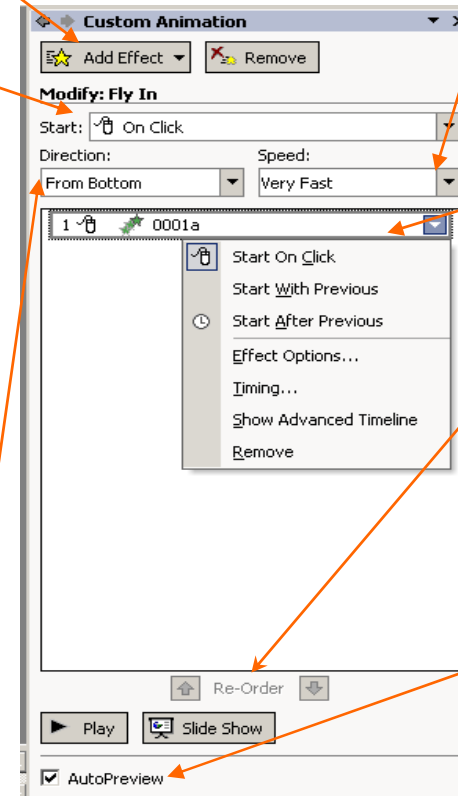
2 When the slide starts, this action must be taken before the animation will occur.

"**On Click**" – waits for user to click mouse

"**With Previous**" – animates at same time as previous object in object list

"**After Previous**" – waits until previous animation is done before starting this one

3 **Direction:** This allows you to set the direction that the animation will move to/from. There are 8 directions in which you can have the animation move.



4 **Speed:** You can adjust the speed at which the effect occurs. Options are: Very Fast, Fast, Medium, Slow, and Very Slow.

5 **Animation List:** This allows you to set the characteristics for each animated item. If you click on **Effect Options**, you can control the timing for effects that start automatically, as well as options for sound effects.

6 **Re-Order:** Select an object that is currently animated and move it up or down in the animation order.

7 **Auto-Preview:** Turning off the auto-preview picture when using a slower computer will speed up the process of setting animations.

Insert Video & Sound

Use the **Insert** menu to select **Movies and Sounds**, then...

Movie from file: Navigate to and select an .avi / .mpg / .mov file. Resize the video frame by clicking and dragging on one of the corners, but remember-- the larger the box the poorer the quality of the video.

Sound from Gallery - sound effects that come with PowerPoint

Sound from File – Choose any .wav/.mp3 file that you have on your computer

Play CD Audio Track - Play a track you select off any normal CD. In order for this function to work you need to have the CD in the drive at the time of the presentation.

Record Sound - This will record voice using a microphone plugged into the back of your computer. Use this option to narrate your slide show.

IMPORTANT NOTE - When adding sound or video to a presentation you must copy the sound and video files to a disc with the PowerPoint presentation or they will not be available the next time you use it.