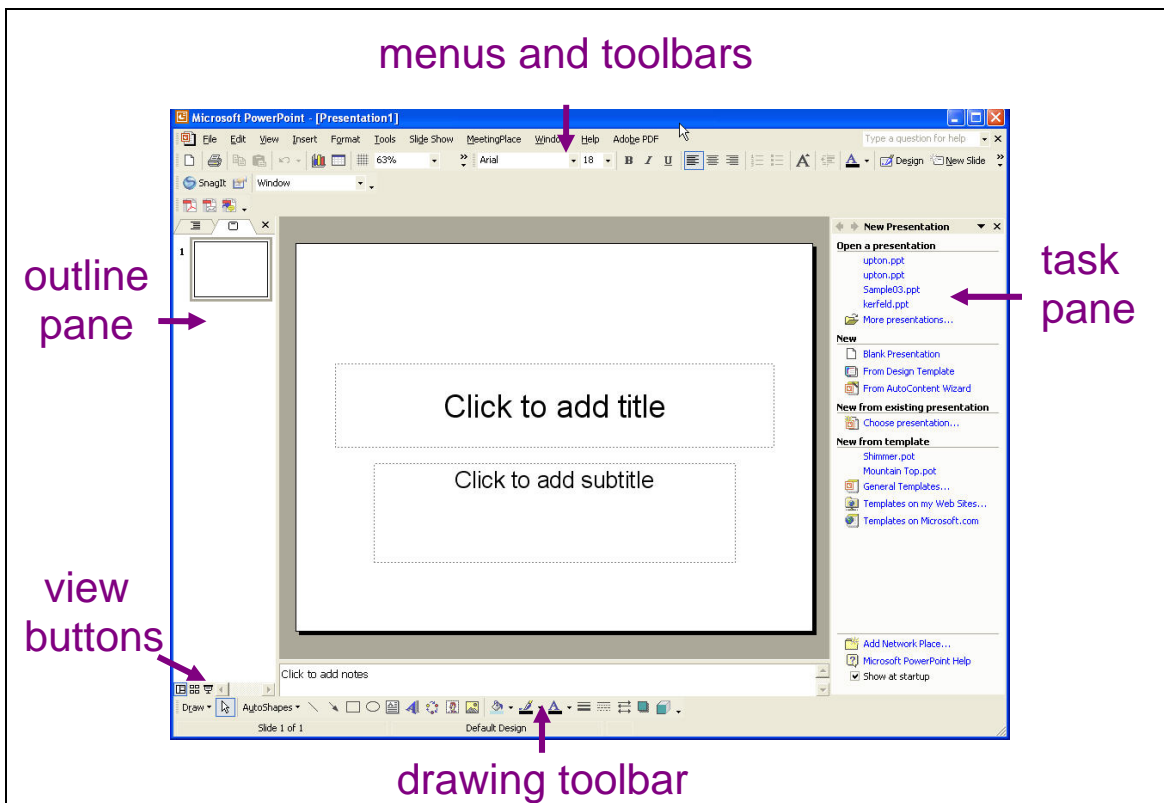


What is PowerPoint?

PowerPoint is software that you can use in your lectures to present text, graphics, audio, video, and web links in an integrated format. It's simple to learn, especially if you already use MS Word.

Why use PowerPoint?

- You can use several media types in one streamlined presentation, instead of switching between using the chalkboard, VCR, overhead, CD player, etc.
- The process of creating a PowerPoint presentation can help you organize your lecture and identify places where visuals, audio, or other resources may enhance learning.
- Presentations can easily be updated and displayed on a course web site.
- Handouts for students can facilitate note-taking and reviewing/previewing of content.



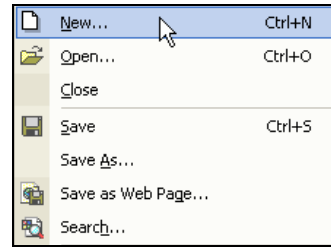
When you first launch PowerPoint, you will be in the **Normal** view (see below):

- The **menus** and **toolbars** are used to create, edit, save, view and print slides.
- The **outline pane** shows either slide thumbnails or a text outline of the presentation.
- The **task pane** displays options for slide layouts, designs, templates, clip art, and more.
- The **view buttons** switch between **Normal** (for editing slides), **Slide Sorter** (for organizing slides), and **Slide Show** (for giving your presentation).
- The **drawing toolbar** is used to add lines, shapes, and other graphic elements.

Note: PowerPoint menus, panes, and toolbars can be moved around or closed so the interface may look slightly different on your computer. If you don't see a menu or toolbar you need, look under the **View** menu to find it.

To start a new presentation:

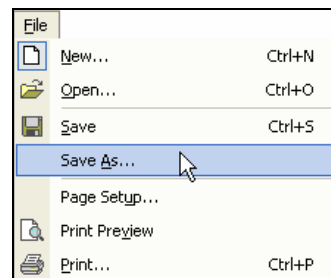
1. Select **File > New...** from the menu bar.
2. In the task pane, click **Blank Presentation**.



PowerPoint files should normally be saved as the file type "Presentation" which has the extension **.ppt**. You may learn more advanced options later on.



To save your presentation:

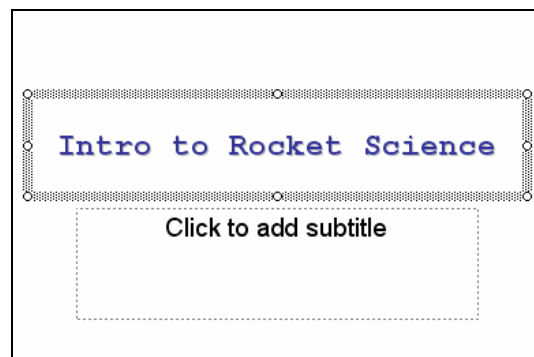
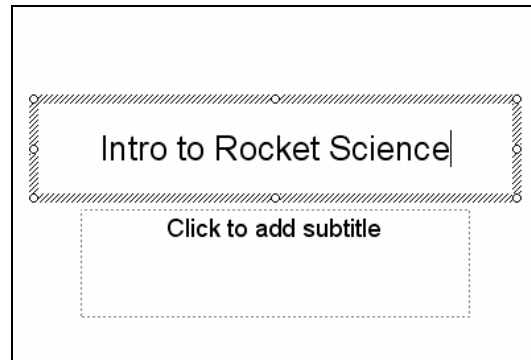
- Select **File > Save As ...** then select location, choose "Presentation" as the file type, name the file, and click **Save**.



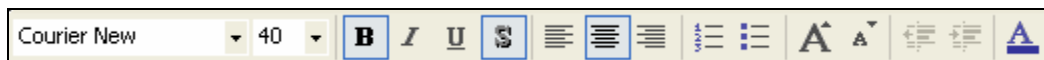
By default, a new presentation starts with a title screen containing placeholder text.

To edit the title text:

- Click on the placeholder text in a text box to select it. Notice the border of the text box changes to a diagonal pattern  which means the text has been selected for editing.
- Type your title text.
- To change the font, color, size, or style of the text, click on the border of the text box. The border of the text box changes again to a dotted pattern  which means the formatting changes you make will be applied to all of the text within the box.
- Use the buttons in the formatting toolbar (see below) to format the text.

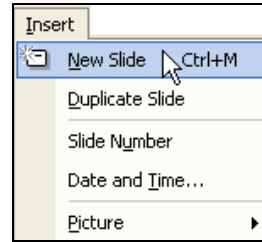


Use at least a font size 20 to make sure your text is readable onscreen for your class.



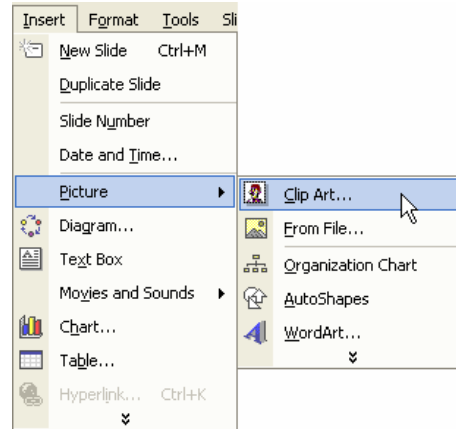
To add a new slide:

- Select **Insert > New Slide** then click on slide format in the task pane.



To add a Clip Art picture:

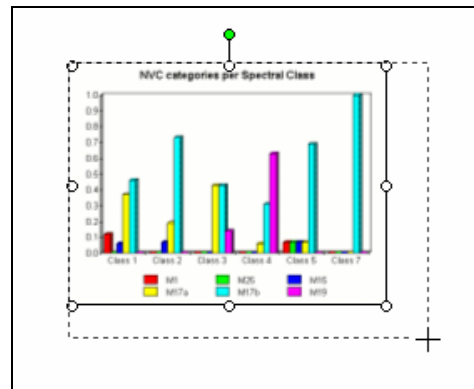
1. Select **Insert > Picture > Clip Art...**
2. In the task pane, search for clip art by keyword or browse through the clip organizer to find the right image.
3. Drag the clip art onto your slide.



PowerPoint can be used to display scanned images, digital pictures, images saved from the web, and images created in graphics programs such as PhotoShop.

To add a picture from a file:

1. Select **Insert > Picture > From File...**
2. Then browse to the file you want to insert and click **Insert**.



To change the image size:

- Click and drag the round handles in the corner of the graphic. This will keep the image proportional. You can also drag the edges of the graphic but the image may become distorted.

Slide designs combine preformatted font colors, sizes, and styles with background graphics to create a professional-looking presentation. PowerPoint comes with many built-in designs to choose from.

To apply a slide design:

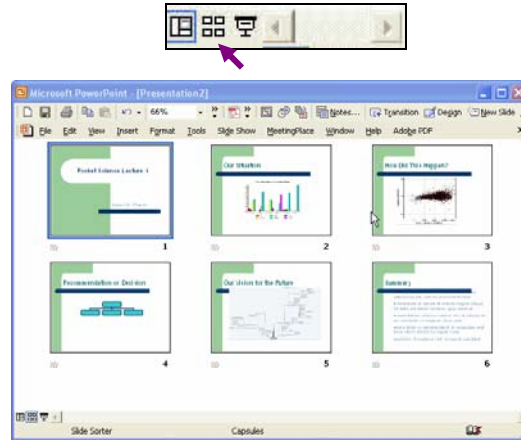
1. Select **Format > Slide Design...**
2. Then click on a design from the slide design options in the task pane.



After creating several slides, you can rearrange or delete some slides using the Slide Sorter.

To organize your slides:

1. Click the **Slide Sorter** view button to see thumbnails of all your slides.
2. Click on a slide and drag it to move it to a new position in the slide order.
3. Click on a slide and press **Delete** to remove the slide.



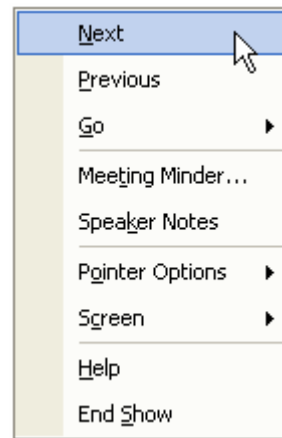
When the PowerPoint editing is completed and saved, you will display the presentation to your class using the Slideshow view.

To start your presentation:

- Click the **Slide Show** view button or **Slide Show > View Show** to open your first slide in full-screen mode.

To navigate through your presentation:

- Click the mouse to move to the next slide.
- OR use the keyboard arrows to move forward and backward through your slides.
- OR right-click (PC) or ctrl-click (Mac) to bring up a context menu and click on the available navigation options (**Next**, **Previous**, **Go > By Title**)



Depending on your computer and printer, your printing options may vary. Use Print Preview to verify you are printing in the right format.

To print student handouts:

1. After saving your changes, select **File > Print...**
2. In the print dialog box that opens up, select **Print What: Handouts**.
3. To print slides with lined note sections, you need to select **Slides per page: 3**.
4. Choose the number of copies and click **Print**.

