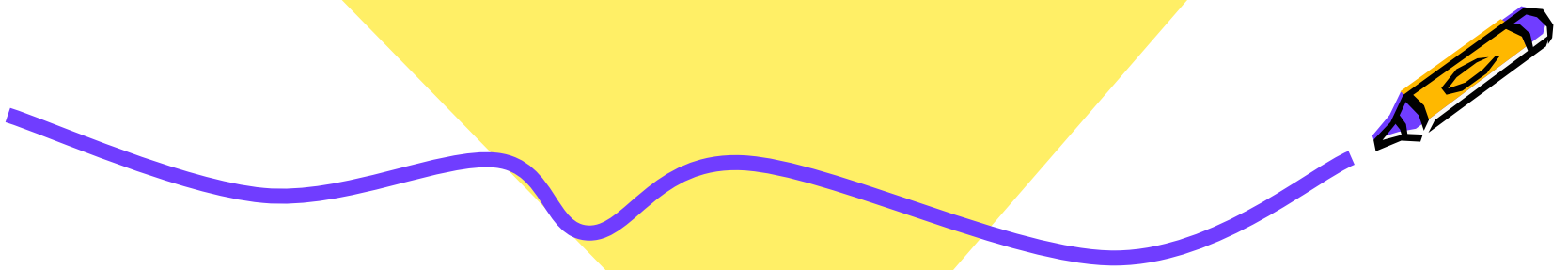
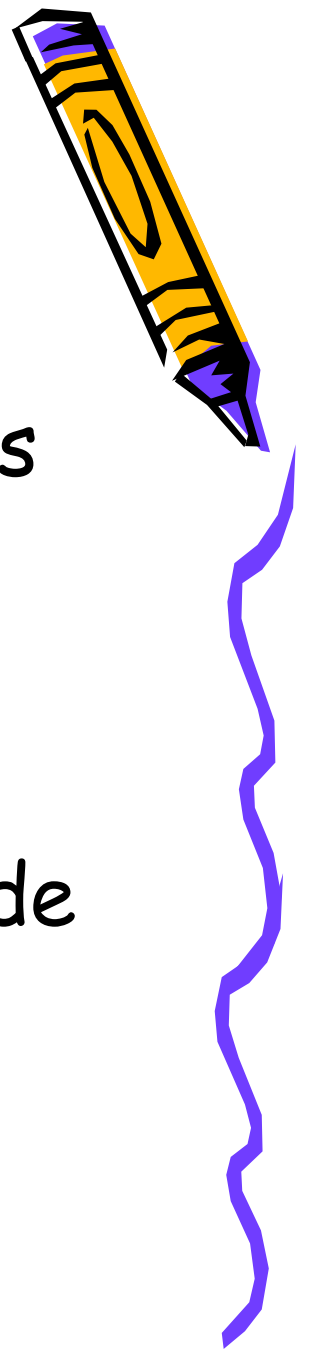


PowerPoint for Beginners



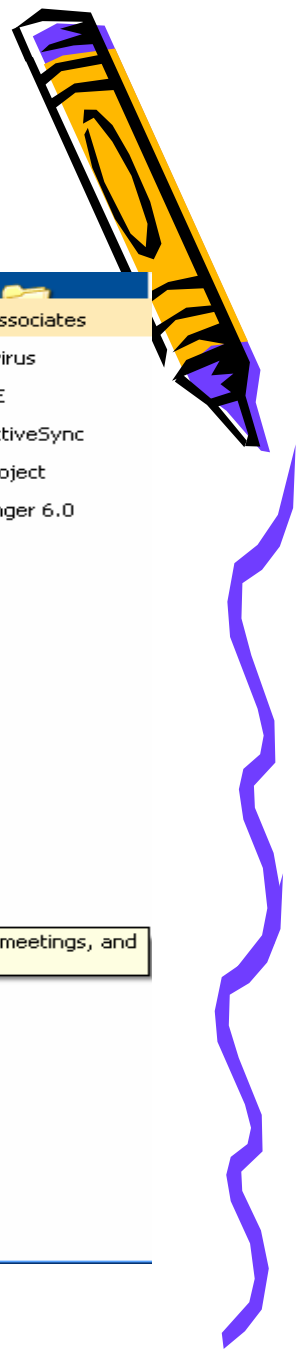
Starting PowerPoint



- Click the Start button on Windows taskbar and point to Programs
- On the Programs submenu, click Microsoft PowerPoint. (Slide #1)
- A blank presentation will open (Slide #2)



Demo Slide #1



Suzy Eckert

Internet
Internet Explorer

E-mail
FirstClass

FirstClass®

Microsoft Access

Notepad

Microsoft Excel

Visual dBASE

Windows Messenger

All Programs

- New Office Document
- Open Office Document
- PaperPort
- RealOne Player
- Windows Catalog
- Windows Update
- WinZip
- Accessories
- Administrative Tools
- Dell Accessories
- FFRS2002
- FirstClass®
- Follett Applications
- Games
- HP LaserJet 4100
- HP LaserJet Print-to-Mail
- hp photosmart
- Microsoft Office Small Business Tools
- Microsoft Office Tools
- Microsoft Reference
- MindGate
- NJ SRC Companion SE
- PaperPort
- Pretty Good MahJongg
- QuickTime
- Real
- Sierra
- SRC Companion
- Startup
- The Print Shop
- User's Guides
- WinZip
- Acrobat Reader 5.0
- DellTouch Programmable Keys
- Delltouch Programmable Keys Readme
- Internet Explorer
- Microsoft Access
- Microsoft Excel
- Microsoft FrontPage
- Microsoft Outlook
- Microsoft PowerPoint**
- Microsoft Publisher
- Microsoft Word
- MSN Explorer
- nj_src_setup.exe
- RealOne Player
- Remote Assistance
- Windows Media Player
- Windows Messenger
- Citrix ICA Client
- Computer Associates
- eTrust Antivirus
- Visual dBASE
- Microsoft ActiveSync
- Microsoft Project
- MSN Messenger 6.0

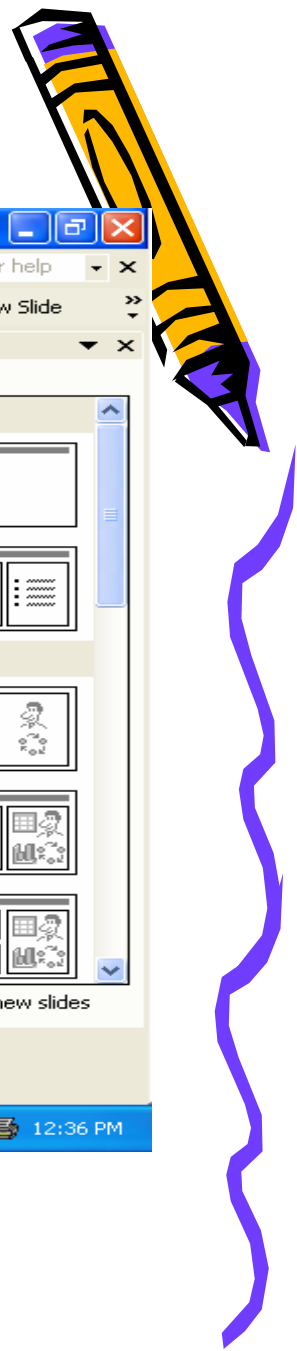
Create and edit presentations for slide shows, meetings, and Web pages by using Microsoft PowerPoint.

start

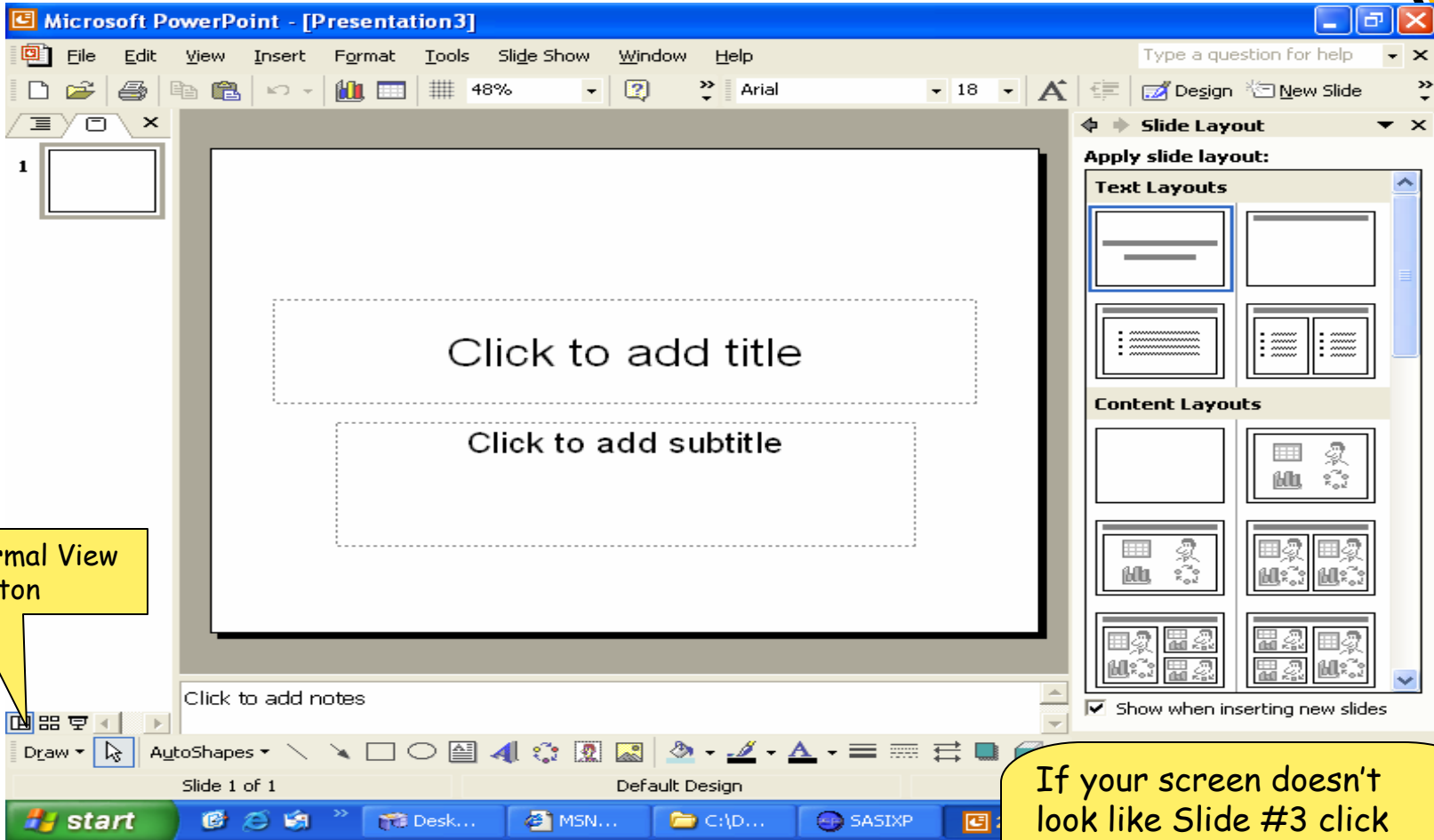


Demo Slide #2

The screenshot displays the Microsoft PowerPoint 2003 application window. The title bar reads "Microsoft PowerPoint - [Presentation2]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar shows various icons for file operations, editing, and presentation control. The main slide area contains two dashed rectangular boxes with the text "Click to add title" and "Click to add subtitle". The Slide Layout task pane on the right is open, showing "Apply slide layout:" with "Text Layouts" and "Content Layouts" sections. The status bar at the bottom indicates "Slide 1 of 1", "Default Design", and "English (U.S.)". The Windows taskbar at the very bottom shows the Start button, taskbar icons for Desktop, PowerPoint for..., and Presentation2, along with the system clock showing 12:36 PM.



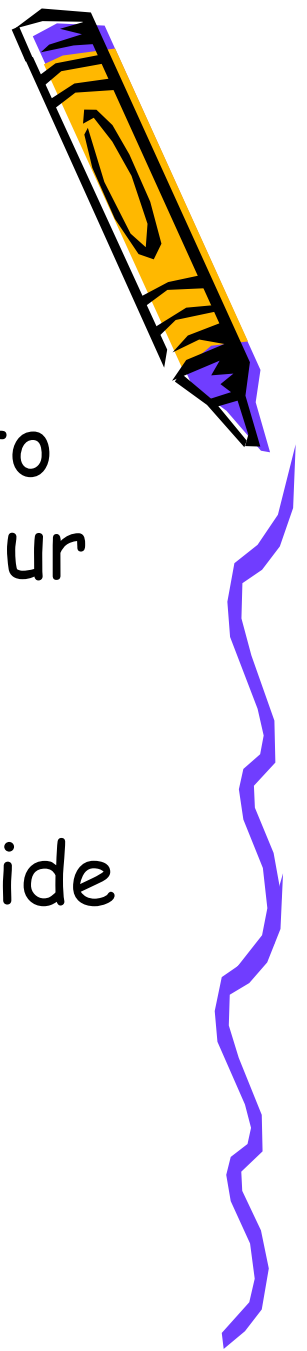
Demo Slide #3



Normal View
button

If your screen doesn't
look like Slide #3 click
Normal View button in the
lower left corner of the
window.

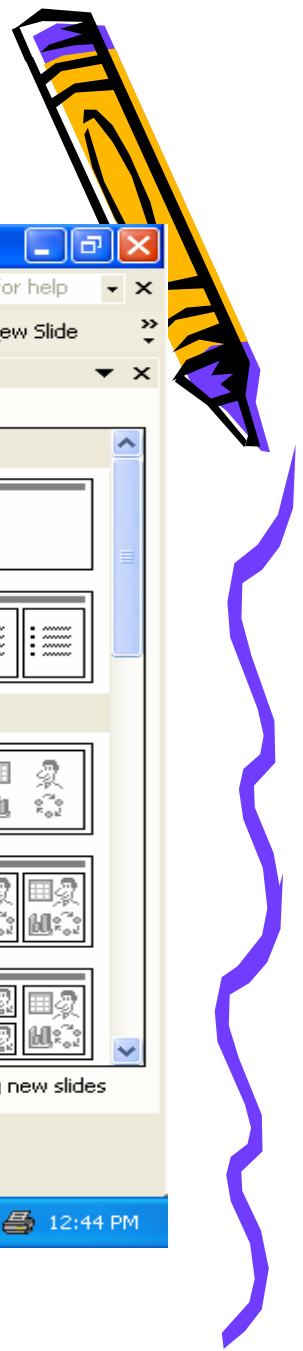
Starting a Presentation from Scratch



- First - click the title placeholder to activate it and key in a title for your presentation (Slide #4)
- Second - click the subtitle placeholder and key a subtitle. (Slide #4)



Demo Slide #4



The screenshot displays the Microsoft PowerPoint 2003 interface. The title bar reads "Microsoft PowerPoint - [Presentation2]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The toolbar shows icons for file operations, editing, and formatting, with the font set to Arial and size 18. The main slide area contains the text:

For the Pleasure of
Your Company
Plan Your Next Event with
Good 4 U

The Slide Layout task pane on the right is open, showing "Apply slide layout:" with sections for "Text Layouts" and "Content Layouts". The "Text Layouts" section has four options, with the first one selected. The "Content Layouts" section has eight options. A checkbox at the bottom of the task pane is checked and labeled "Show when inserting new slides".

The status bar at the bottom indicates "Slide 1 of 1", "Default Design", and "English (U.S.)". The Windows taskbar at the very bottom shows the Start button, several application icons, and the system clock displaying "12:44 PM".



Adding New Slides



- 1. Click New Slide on the Formatting toolbar. A new slide appears, containing a title text placeholder and a body text placeholder. The Slide Layout task pane appears on the right side of your screen. (Slide #5)
- 2. Key in the info for the title placeholder which will appear automatically
- 3. Press ctrl + Enter or click the body of the text placeholder to activate it and key the information for the body of text and press enter at the end of each line to add new info: (Slide #6)
- 4. Press ctrl + M to create a new slide.
- 5. Continue to key in information for each slide you create: (Slide #7)

When you insert a new slide in a presentation, it uses the same layout as the previous slide (unless the previous slide was the title slide). You will learn how to change slide layouts later in this lesson.



Demo Slide #5

The screenshot displays the Microsoft PowerPoint 2003 interface. The main window shows a slide with a title box containing the text "Click to add title" and a text area containing a bullet point "• Click to add text". The Slide Layout task pane is open on the right, showing various layout options under "Text Layouts" and "Content Layouts". A yellow callout bubble points to the task pane with the text "Slide Layout Task pane". The status bar at the bottom indicates "Slide 2 of 2", "Default Design", and "English (U.S.)". The Windows taskbar at the very bottom shows the Start button and several open applications.

Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

46% Arial 18

Slide Layout

Apply slide layout:

Text Layouts

- Text Layout 1
- Text Layout 2
- Text Layout 3
- Text Layout 4

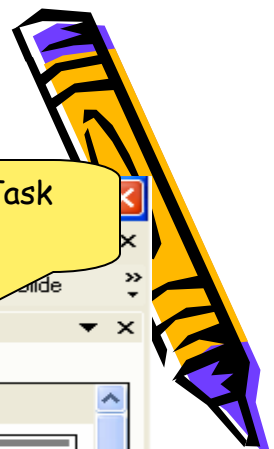
Content Layouts

- Content Layout 1
- Content Layout 2
- Content Layout 3
- Content Layout 4
- Content Layout 5
- Content Layout 6
- Content Layout 7
- Content Layout 8

Click to add notes

Slide 2 of 2 Default Design English (U.S.)

start Desk... MSN... 2 W... SASIXP 2 M... 1:48 PM



Demo Slide #6

Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

46% Arial 32 Design New Slide

Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Show when inserting new slides

Click to add notes

Slide 2 of 2 Default Design English (U.S.)

start Desk... MSN... 2 W... SASIXP 2 M... 2:03 PM

Excellent Service

- We put your employees and guests at ease
- We make your company look good
- We adhere to promised schedules
- We provide a professional and courteous staff
- We guarantee customer satisfaction



Demo Slide #7

Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Design New Slide

46%

Arial 32

1

2

3

A Delightful Menu

- High-quality, healthy food
- Variety to appeal to a broad range of tastes

Click to add notes

Slide 3 of 3

Default Design

English (U.S.)

start

Desk... MSN... 2 W... SASIXP 2 M... 2:23 PM

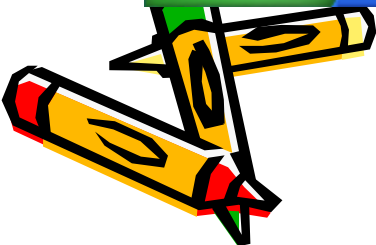
Slide Layout

Apply slide layout:

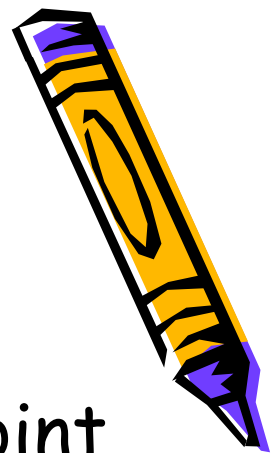
Text Layouts

Content Layouts

Show when inserting new slides



Adding New Slides-cont.



- Another way to add a new slide is to point to the first layout thumbnail in the second row on the Slide Layout task pane. The ScreenTip Title and Text appears below the thumbnail and a down arrow button appears on its right edge.
- Click the down arrow button; then select Insert New Slide from the drop-down list. (Slide #8)



Demo Slide #8

Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Design New Slide

46%

Arial 32

1

2

3

A Delightful Menu

- High-quality, healthy food
- Variety to appeal to a broad range of tastes

Apply to Selected Slides

Reapply Layout

Insert New Slide

Slide Layout

Apply slide layout:

Text Layouts

Charts

Click to add notes

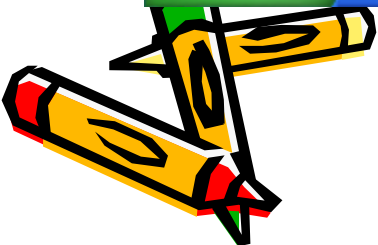
Slide 3 of 3

Default Design

English (U.S.)

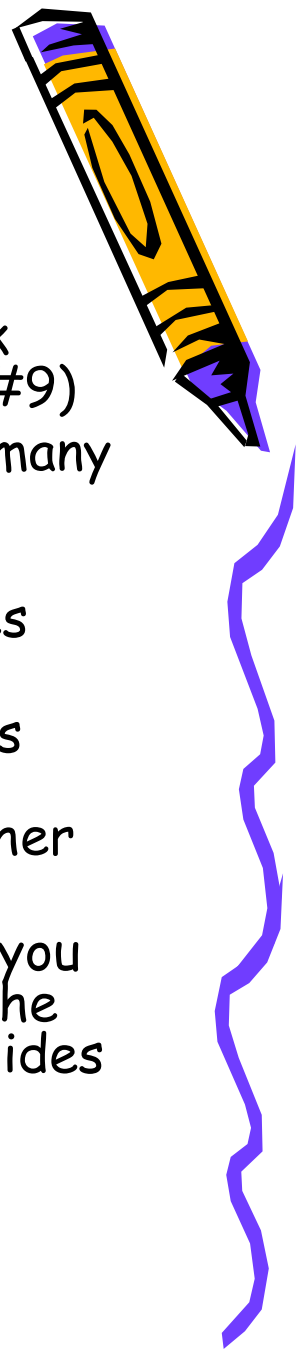
start

Desk... MSN... Z W... SASIXP 2 M... 2:08 PM



Apply a Design Template

- You select a design template from the Slide Design task pane. To display the Slide Design task pane (see Slide #9)
- Use the vertical scroll bar in the task pane to view the many design template thumbnails.
- Point to one of the design template thumbnails. A ScreenTip indicates the template's name. The templates are arranged alphabetically by name.
- Click any template thumbnail. The design you selected is applied to all the slides in your presentation. Sample several other design templates by simply selecting another template.
- If you would like a different background for each slide you would go to format and choose background and choose the effects you want and whether you want to apply to all slides or to the one you are working on.



Demo Slide #9



Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Design New Slide

Slide Design

- Design Templates
- Color Schemes
- Animation Schemes

Apply a design template:

Recently Used

Available For Use

Browse...

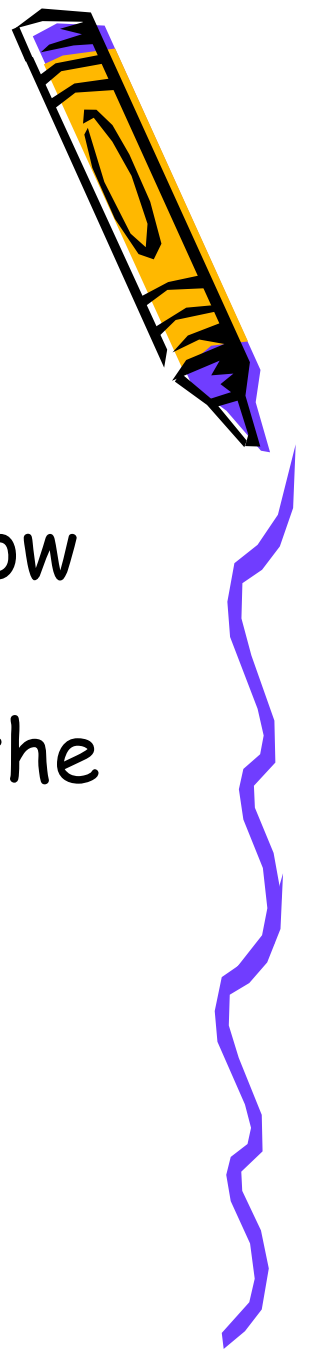
Click to add notes

Slide 2 of 4 Default Design English (U.S.)

start Desktop MSNBC C... 2 Wind... 2 Micro... 2:31 PM



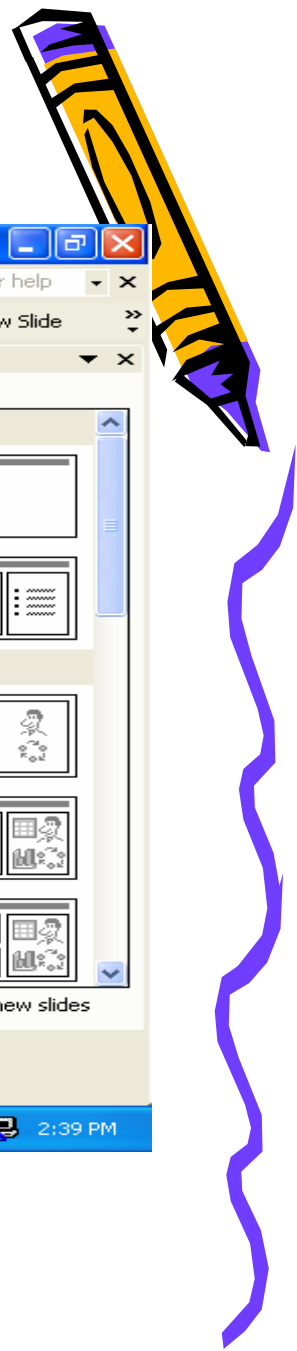
Viewing Your Presentation



- To view your presentation click on slide 1 and either choose Slide Show from the menu bar (Slide #10) or click on the Slide Show button in the lower left corner of the screen (Slide #11).



Demo Slide #10



Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Design New Slide

Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Show when inserting new slides

Click to add notes

Slide 2 of 4 Default Design English (U.S.)

start Desktop MSNBC C... 2 Wind... 2 Micro... 2:39 PM

1

2

3

4

Exo

- We put your ease
- We make yo
- We adhere t
- We provide
- We guarantee customer satisfaction

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View Show F5

- Set Up Show...
- Rehearse Timings
- Record Narration...
- Online Broadcast
- Action Buttons
- Action Settings...
- Animation Schemes...
- Custom Animation...
- Slide Transition...
- Hide Slide
- Custom Shows...



Demo Slide #11

Microsoft PowerPoint - [Presentation3]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

24% Arial 18 Design New Slide

Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Click to add notes

Slide Show (from current slide) Slide 2 of 4

Default Design English (U.S.)

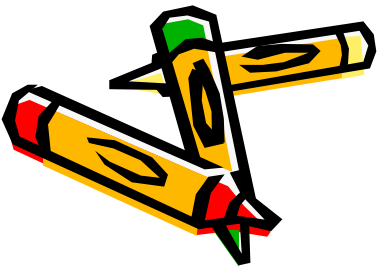
start Desktop MSNBC C... 2 Wind... 2 Micro... 2:39 PM

- We put your employees and guests at ease
- We make your company look good
- We adhere to promised schedules
- We provide a professional and courteous staff
- We guarantee customer satisfaction



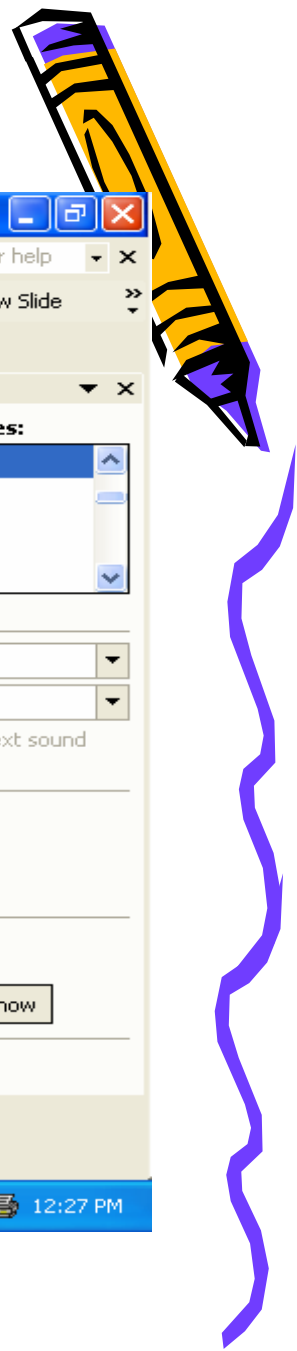
Choosing Slide Transition

- Choose the Slide Show menu bar and click on Slide Transition from the drop down. Use the down arrow to pick the transition you would like. You can also choose the speed and sound at the transition of each slide. This is also where you choose whether you want the slide to automatically advance or advance when you click the mouse. You can go to individual slides and have a different transition for each slide or you can choose Apply to All Slides from the Slide Transition task pane.
- If the AutoPreview is checked when you choose a transition it will show you what it will look like. You can also click on the first slide of your presentation and choose Slide Show from the Slide Transition task pane to view your slide show. (Slide #12)



Demo Slide #12

The screenshot displays the Microsoft PowerPoint 2003 interface. The title bar reads "Microsoft PowerPoint - [PowerPoint for Beginners.ppt]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The Slide Show menu is open, showing options: View Show (F5), Set Up Show..., Rehearse Timings, Record Narration..., Online Broadcast, Action Buttons, Action Settings..., Animation Schemes..., Custom Animation..., Slide Transition... (highlighted), Hide Slide, and Custom Shows... The Slide Transition task pane is open on the right, showing "Apply to selected slides:" with "Cover Right" selected. Other options include Cover Up, Cover Left-Down, Cover Left-Up, and Cover Right-Down. The "Modify transition" section has Speed: Fast and Sound: [No Sound]. The "Advance slide" section has "On mouse click" checked and "Automatically after" unchecked. The "Apply to All Slides" button is visible. The "Play" and "Slide Show" buttons are at the bottom of the task pane. The "AutoPreview" checkbox is checked. The main slide area shows slide 18 of 19 with the text "Choosing...". The slide content includes "Choose the...", "click on S...", and "drop down". The status bar at the bottom shows "Slide 18 of 19", "Crayons", "English (U.S.)", and the system tray with the Start button, Desktop icon, and the time 12:27 PM.



Printing Handouts



- To print handouts of your slide show for your audience choose file then print on the menu bar.
- You would choose handouts from the print screen and then you can pick how many slides to print on one page.
- You can also choose to include comments for your audience's convenience. (Slide #13)



Demo Slide #13

