

PowerPoint Tips

R. Craig Collins

Overview

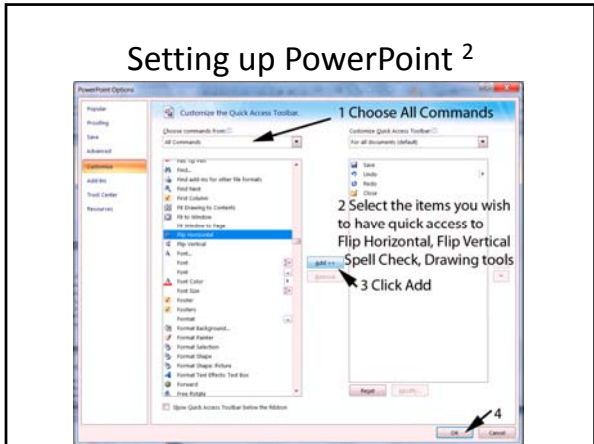
- Setting Up PowerPoint
- Starting a new presentation
- Adding text and images
- Modifying a presentation
- Running a presentation
- Saving and Printing
- Getting help

Setting up PowerPoint

- Add spell checker
- Add flip horizontal
- Add flip vertical
- Add drawing tools

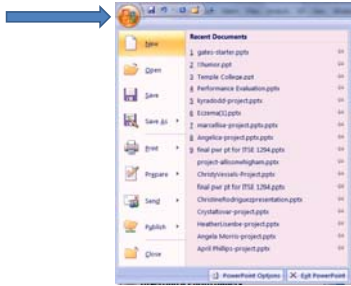


Setting up PowerPoint 2

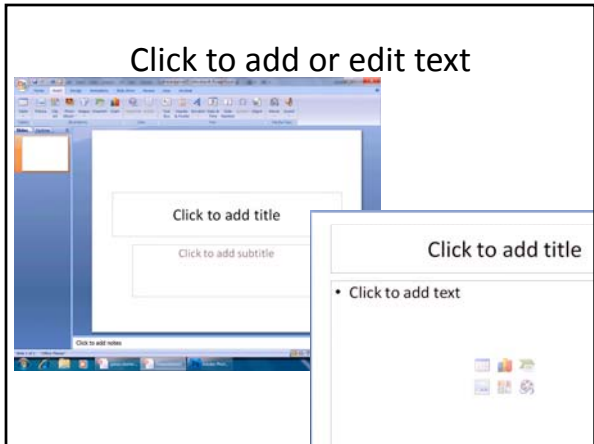


Starting a new presentation

- Click the Office Button, and choose New

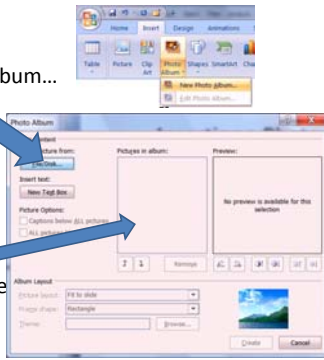


Click to add or edit text



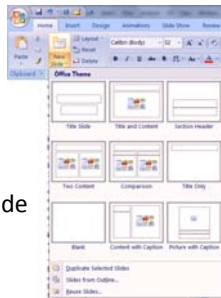
Inserting a Photo gallery

- Click Insert
- Select New Photo Album...
- Choose location
After locating files
in browse window...
- Select images
 - Click [OK]
- Choose images
from selection to use
- Create



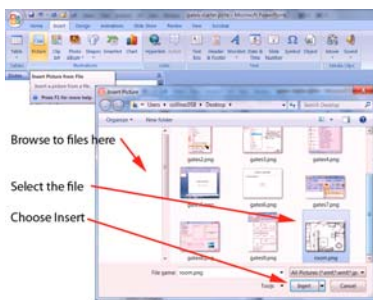
Insert additional slides

- Click Home
- Click New Slide
or
Click **New Slide**
to choose type of new slide



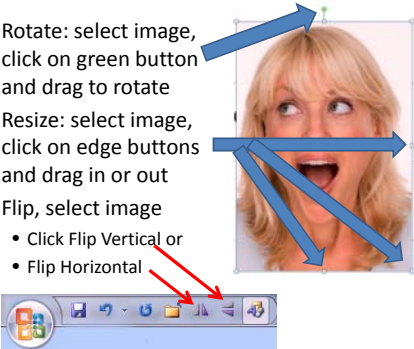
Inserting individual images

- Click Insert
- Click Picture



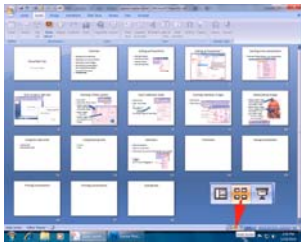
Manipulating images

- Rotate: select image, click on green button and drag to rotate
- Resize: select image, click on edge buttons and drag in or out
- Flip, select image
 - Click Flip Vertical or
 - Flip Horizontal



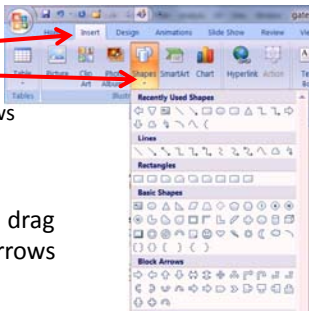
Using the slide sorter

- Choose the Slide sorter (4 boxes)
- Right click a slide to hide
- Left click and drag a slide to rearrange



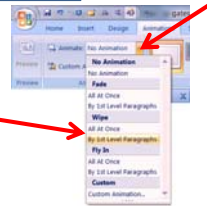
Using Drawing tools

- Click Insert
- Click Shapes
 - Can choose Arrows
 - Can choose Lines
- Choose tool
- Click on slide, and drag to draw lines or arrows



Animation

- Click Animations
- Click on some text
- Click arrow next to **No Animation** and choose
- Suggest
By 1st Level Paragraphs



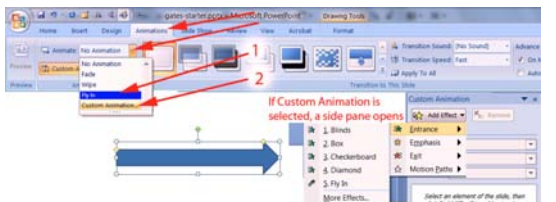
Animating lines

- Click on a previously added line or arrow
- Click Animations
- Click arrow next to **No Animation** and choose
 - 1) Fly in or 2) Custom Animation



Animating lines ²

- If you choose Custom Animation...
 - A side pane will open;
 - choose Add Effect,
 - choose Entrance, and pick an effect



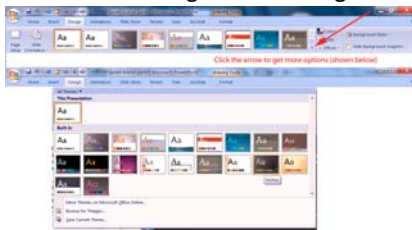
Transitions

- In 'slide sorter' choose a slide by clicking it or choose all slides (Ctrl+A)
- Click Animations
- Choose a transition
 - Suggest fade smoothly



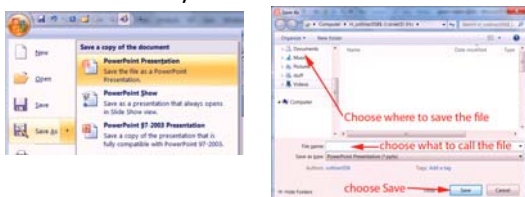
Add a Design Theme (Style)

- Choose Design
- Click the to get more options
- Select a dark background with light text



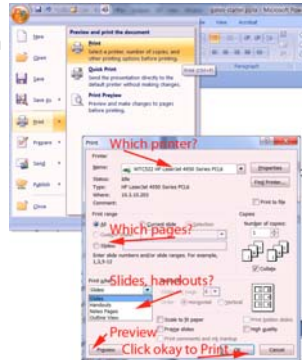
Saving presentations

- On the Office button point at Save As
- Indicate where the presentation should be saved
- Indicate what you wish to call the file



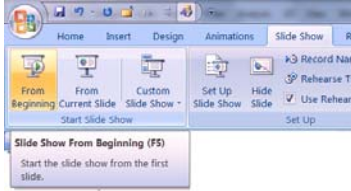
Printing Presentations

- On the Office button point at Print
- Choose handouts, slides, notes
- May Preview
- Print



Running presentations

- Click Slide Show
- Typically select 'From Beginning'



Getting help

- Click the question mark in the right top corner

