

TASK FORCE on TECHNOLOGY

POWERPOINT

I. Helpful Terms

Text Box— Area where text is typed

Slide Master— A “master” slide that contains the formatting (font style and size) for the title slide and the following slides.

Clip Art— Pictures, shapes, etc. that can be copied and pasted into a document

Animation— The way pieces of information appear in a document

II. Process/Checklist for Microsoft PowerPoint 2007

- To open a blank PowerPoint document, click on the following:
 - “Start” ribbon on the bottom left corner
 - Programs
 - Microsoft Office
 - Microsoft Office PowerPoint 2007
- Basic document settings are all done from the “Home” tab tool bar.
- The first slide is a “title” slide.
- To add a new blank slide, click on “New Slide” icon. The default layout provides title and text boxes.
- A presentation typically is presented in “slide show” mode. Click on the “slide show” tab on the top main tool bar to review options.
- “Notes” can be added to each slide. “Notes” are the words used to describe or convey the information shown on each slide. Access the “Notes” text box under the “View” tab on the top main tool bar.

Miscellaneous

- To add a background to your slide, click on the following:
 - View tab
 - Slide Master View
 - Slide Master tab at top left
 - Background styles
 - Format background, if you want to adjust color; apply to all
- Click on Ribbon (upper left corner); “Save” changes after each step
- To insert a picture, etc., click on the following:
 - Insert tab; options include:
 - Picture from a file; click on the file containing the picture
 - Clip art; type the name of the object you’re looking for in the search field; click and paste
 - Shapes; click on the shape you choose; paste
 - Click on Ribbon (upper left corner) “Save” changes after each step

Process/Checklist for Microsoft PowerPoint 2003

- To open a blank PowerPoint document, click on the following:
 - “Start” ribbon on the bottom left corner
 - Programs
 - Microsoft Office
 - Microsoft Office PowerPoint 2003
- Basic document settings are done from the main tool bar at the top.
- In order to have the necessary editing icons, click on View. (Be sure Task Pane and Ruler are checked.)
- Also, click on View, Toolbars: be sure the following are checked – Standard, Formatting, and Drawing.
- To insert a text box, click on the text box icon on the Drawing tool bar at the bottom of the screen.
- To set a tab, click on the following:
 - Top tool bar, click on “View”— be sure the box for “Ruler” is checked

- Click on the ruler where you want the tab to appear; the type (left, right, center, etc.) of tab can be adjusted by clicking on the “tab” box to the left of the ruler.

Miscellaneous

- To add a background to your slide, click on the following (from the top tool bar):
 - Format, Slide Design
 - Choose the template you wish to use, or
 - Choose the color scheme
- To insert a picture, clip art, shapes, etc., click on the following:
 - Insert, Picture
 - Choose clip art, “from file” (a picture you have saved on your computer), auto shapes, etc.
- There are many other program options available including animation (making items or pieces of information appear at various times and in various ways).

III. Challenges & Solutions

- Risk of losing data already entered ; be sure to “save”—Control “S”

The **important** thing to **remember** with *PowerPoint*
is to **play** with it to **SEE WHAT** can be done!