

PowerPoint Presentations

1. In this unit you will create a power point presentation that includes at least five slides. The instructions on how to create a Power Point Presentation are included in this packet on a print out from a Power Point Presentation.
 - a. To view the slide show, double click on the PowerPoint icon or click on start, then programs, Microsoft office, then PowerPoint.
 - b. Then click on File, then Open.
 - c. Next, save the empty PowerPoint under your name.
2. First, read all of the slides on how to create a PowerPoint Presentations.
3. Next, create a presentation. There are a few basic instructions on what is required in the presentation. You may add more to the presentation than what is required to make the presentation more interesting. Backgrounds, charts, more slides, animations or any other PowerPoint function may be added.
4. The requirements for the presentation are:
 - a. It must be at least five slides
 - b. The first slide must be a title slide
 - c. The second slide must be a favorites slide
 - d. The third slide must be a hobbies slide
 - e. The fourth slide must be "what I want to be when I grow up"
 - f. And the fifth slide is a slide of your choice
 - g. The presentation must have:
 - i. Sound

- ii. Transitions
 - iii. Clipart or a graphic
 - iv. Picture or graphic to represent yourself
- h. The presentation must be presented to other members of the group
- i.
5. You will not get the whole presentation done in one day, so you will need to save it. To do this follow these instructions:
- a. Click on FILE
 - b. Name the file: All About (Your Name)
 - c. Click on Save
6. From now on, when you save all you have to do is go to File, Save, OK.
7. A sample presentation is attached.
8. Here is a check list to make sure all of the required elements are in the presentation:

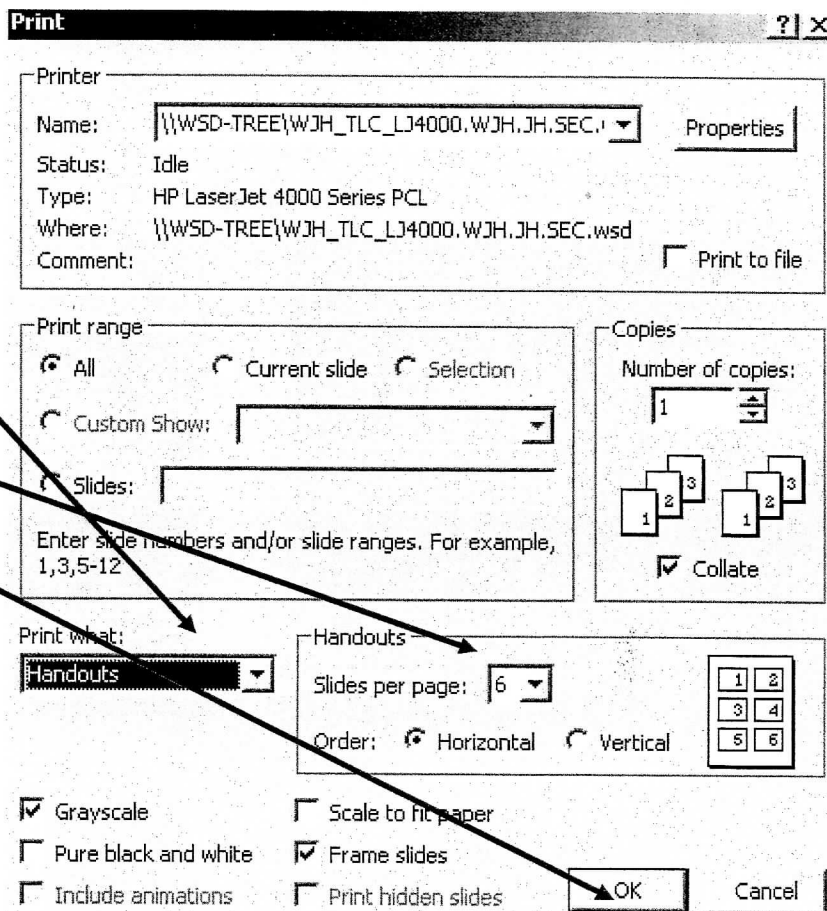
Slide #1- Title Slide	
Slide #2 - Favorites	
Slide #3 - Hobbies	
Slide #4 - What I want to be when I grow up	
Slide #5 - Slide of your choice	
Sound	
Transition	
Clipart or Graphic	
Picture of yourself or graphic	
Present to other members of the group	

9. Have another member in the group watch and check off the presentation by initialing in the box next to the requirement.
10. When the presentation is finished, has been presented to the group, and checked off by a group member, print it off in handout form, and turn it in at the end of the week with a check list.

11. To print in hand out form:

- a. Click on File
- b. Then on Print
- c. Under Print what, select Handouts
- d. Under Handouts make sure it is 6 slides per page and horizontal
- e. Then click on ok

12. Now, keep the printout in your folder, and have it ready to turn in at the end of the week.



All About Me!

By Mr McDonald

My Favorites



- Color-Blue except in football
- Food-Italian
- Sport-Football at Notre Dame
- Subject-TLC
- Movie-GWTW
- Places Traveled-World wide
- Holiday-Summer



My Favorite Hobbies Traveling and Traveling



- Southeast Asia
- Washington, D.C.
- Alaska
- England
- Canada



What I want to be when I grow up- Educated

Graduated/attended

- Rahway High School
- Kean University NJ
- UAA, Utah, SUU, USU, SLCC, BYU



Teach at-

- BRYANT

And, a Teacher! Subjects I teach / taught

TLC-Business Section



Computer
Literacy

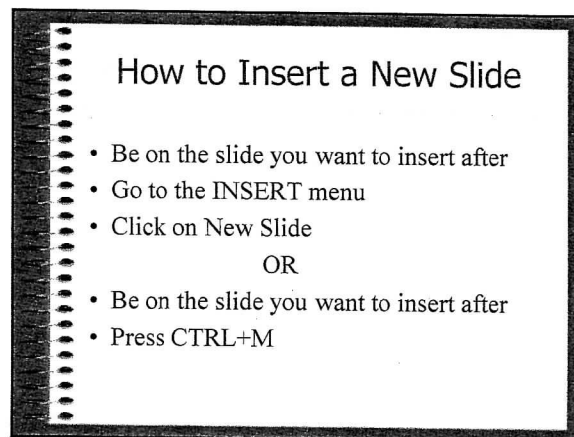
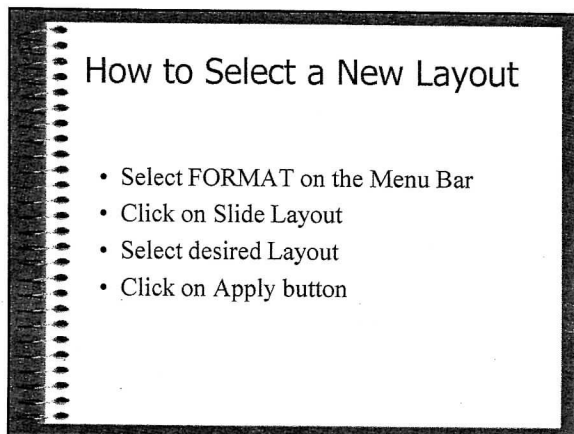
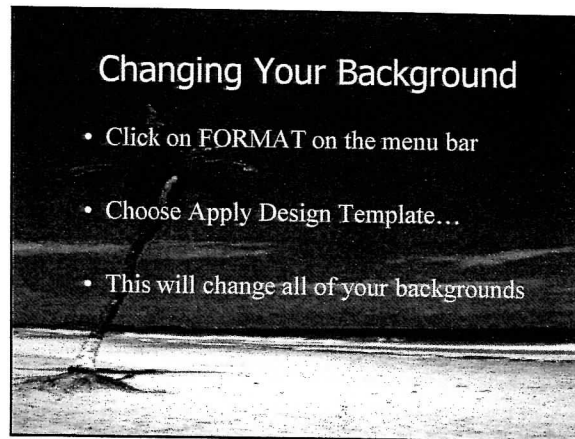
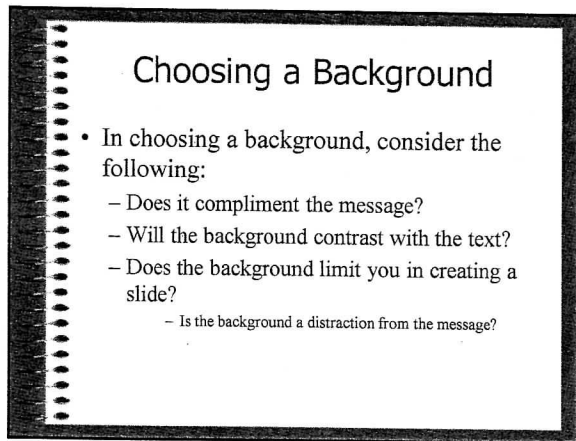
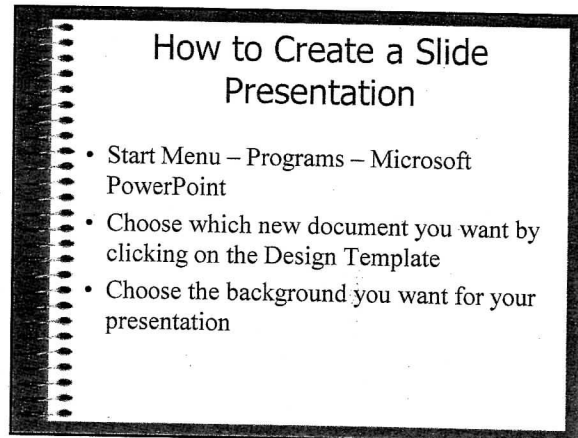
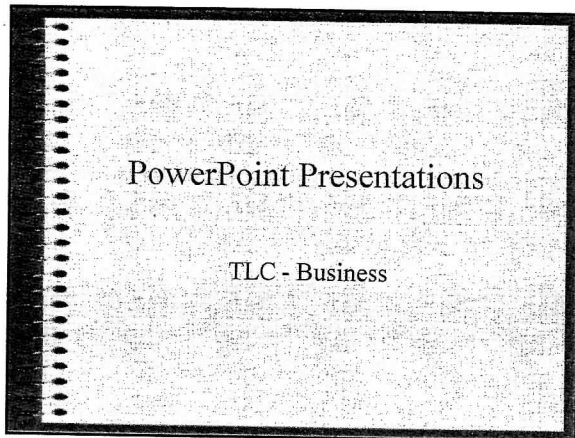
Social
Studies



Mathematics

Student Government





How to Delete a Slide

- Be on the slide you want to delete
 - Go to the EDIT menu
 - Choose Delete Slide
 - It will automatically erase it
- Be Careful!!

Text

Things to keep in mind

- Ease of viewing and projections
- Short, to-the-point sentences
- Uniformity in capitalization and grammar
- Never should be more than 2 font styles on a slide
- You should stick to the same font styles throughout your presentation

Change Text Color ~ Step by Step

- Double click on text
OR
- Highlight text you want to change
- Click on FORMAT menu
- Select FONT
- Click on the Text Color button and select a color.

Change Title Font

- Click on the title
- Highlight your title
- Go to the FORMAT menu and choose Font
- You can also change the font size/style here
- Click on the color button and choose the color you want.

Bullet Basics

- Limit to four or five per page
- Limit to two lines
- Order of creation determines order of presentation

Bullet Basics, Continued

After choosing Bullets and Numbering

- Select your text and right click
- Choose Bullets and Numbering
- Select the style and color of Bullets
- You must change for each level of Bullet

Text Boxes

- Go to the INSERT menu
- Choose Text Box
- It will let you draw your box where you want it on the slide
- You can now write whatever you want
- It won't have bullets in front of it!

This is a Text

Text Boxes, Continued

TEXT BOXES DO NOT JUST APPEAR ON THE PAGE. YOU MUST HAND CREATE THEM!!!

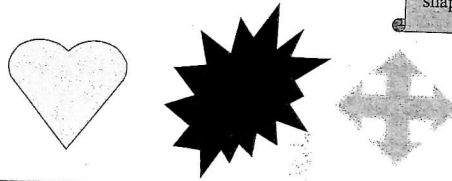
Basic Shapes

- On the bottom of your screen, you should have a toolbar
- There is a group of tools that are different shapes
- These are the different shapes you can use to create background boxes
- If you want to see more shapes, click on the arrow by AutoShapes

Basic Shapes, Continued

- Click on the shape you want
- Move your cursor onto the screen
- Draw the shape where you want it

Here are some basic shapes



Basic Shapes, Continued

- To change the color or pattern, Click on the shape
- Right click with the mouse
- Choose Format AutoShape
- Change colors and borders

Graphics

- May cover text or be annoying
- May be colored and modified
- May originate outside of presentations

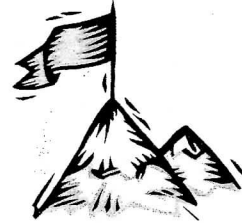


Importing Graphics

- To import a graphic from the Internet or a scanned picture:
 - Click on the INSERT Menu
 - Select Picture
 - Choose From File
 - Make sure you are under your name and TLC
 - Double click on the picture you want (or click on it once and then click on Insert)

Clip Art ~ Step by Step

- Click on INSERT menu
- Select Picture
- Choose Clip Art
- Locate Desired Clip Art
- Insert the picture



Transitions

- You should select transitions for effect, not for diversity
- Consistency adds to presentation
- Use to end presentation

Slide Transitions

- Pull down the SLIDE SHOW menu
- Select Slide Transition...
- Choose how you want the slide to transition (under Effects)
- You can also choose if you want it to happen when you click your mouse, or after so much time has passed

Animating an Object

- Click on the desired object
- Go to the SLIDE SHOW menu
- Choose Custom or Preset Animation
 - Animate the object in place
 - Animate the object across the screen
 - Choose the animation you want

THE END