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- Inserting images (Internet & clip art)
 - Adjusting text boxes (size & position)
 - Annotating slides

PowerPoint 2010/part 2

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STEP 1: Open PowerPoint

Click PowerPoint (PPT) icon on desktop

Note: If no icon, click start button (lower left screen), All programs, MSOffice, PowerPoint.

Step 2: Duplicating slides

Create slide 1: Slide layout, select "Title only"

Click text box, type: Here is a food that I love

Right click preview slide (on left); click "Duplicate Slide"

Click text box, type: Here is a food that I hate

Step 3: Finding pictures on the Internet

Start, Explorer "E" to access Internet.

In address bar on top of screen, type: google.com, select images.

Type in keywords describing the picture you want

Google returns "thumbnail" images for you to choose. Actual picture sizes vary. They can be resized & repositioned.

NOTE: copyright issues; get permission

Step 4: Copy & paste Internet pictures to slides

Select picture by putting cursor on top.

Right click opens action box, left click "copy."

Open PowerPoint from bottom, place cursor where you want picture to land.

Right click to open action box, left click "paste."

To eliminate pictures, right click on picture, "cut."

NOTE: you can put several pictures on a slide. More is not always better. Keep it simple.

Step 5: Adding pictures stored on your computer (or flashdrive)

New Slide, "title & content"

Click "insert picture from file icon" (bottom left, looks like mountains and sun)

Select picture from "my documents" or "my scans" or "my pictures", click picture to select.

Step 6: Combining text & content (clip art, charts, graphs etc.)

New slide, two content.

Click in title box, type: Places I have visited

Click left box, type some places. Bullets automatically appear after hitting enter.

NOTE: changing bullets: highlight list, "Paragraph" section top screen, click bullets or numbers; down arrow opens options.

Step 7: Adding clip art

Content box, click "insert clip art." [Select all media types]

Search for box, type key words describing the art you want.

Click art to select it.

Modify art: click on picture "picture tools/format" [change color, brightness, add border, rotate etc.]

NOTE: clip art comes with MS Office. It is copyright-free. Includes photos, drawings, illustrations, graphics.

Step 8: Change size of image

Left click on the image.

Resize from corners retains perspective.

Resize from top, bottom, or sides distorts image.

Step 9: Change position of image

Click on the image, hold left mouse button down (drag) and release mouse when repositioned (drop).

It is possible to cover text with image.

Step 10: Change position of text box

Click text box, resize same as image.

Step 11: Slide design (review)

Backgrounds: Click "Design" tab; samples appear. Change color & font if desired.

Step 12: Slide transition (review)

Default=no transition.

Click "Transitions" tab; click down arrow for all choices. Mouse-over for transition name for preview.

Click off "On Mouse," set advancement timer (in seconds). Click: APPLY TO ALL SLIDES.

Step 13: Preview presentation (review)

Click "Slide Show" tab; select "from the beginning."

Hit enter (or space bar, right arrow, remote control) to advance slides.

When slide show is finished, black screen appears. Hit esc(ape) button to return to PPTX.

Step 14: Adding "notes to self"

Below each slide is box labeled "click to add notes." Your notes will not appear in the slide show. Use this to remind yourself of specific examples, invitations etc. enhancing your presentation.

Step 15: Annotating your slides during the presentation

While slide is presented, place mouse on left bottom screen.

Icons for pen & highlighter appear; click choice. You may now draw on your slides!

At end of presentation, you will be prompted to save or discard annotations.

Step 16: Printing handouts (review)

File, Print Default=one slide/page

To change number of slides on page, click down arrow next to "Full Page Slides."

Standard handout is three slides with accompanying lines. 9 slides max/page.

NOTE: save paper! Print double side or upload/ e-mail slides.

CRITERIA FOR EVALUATING POWERPOINT PRESENTATIONS

Purpose: what is my message?

Audience: who is this for?

Format: titles/text/images convey the message?

Text: too much, too little, perfect? One picture can be work a thousand words.

Design: did the background help convey the message?

Color: did the color scheme make the presentation easy or difficult to view?

Images: pictures convey message & easy to see? Too small, too large, just right?

Transition: automatic movement too fast or too slow?

Handouts: waste of paper or useful for sharing?

Overall: did the PPT enhance the presentation?

