

PowerPoint Quickstart

PowerPoint is popular in part because it is “wizard based” and allows presentations to be created relatively quickly using menu choices. General guidelines for using PowerPoint with students are:

- 1- Require students to create a storyboard / planning document first (their rough draft)
- 2- Require students to insert their textual content FIRST before adding any special effects or multimedia
- 3- Require students to summarize points as they will be used in a presentation
- 4- Limit the number of sound effects and animations students can use (refer to TA-TEKS, avoid distracting effects)
- 5- Have students deliver the presentation to classmates
- 6- Grade the projects with a rubric

Creating a Presentation

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| Create a blank presentation | File > New > General > New Presentation |
| Create a new presentation using a presentation design template | File > New > Presentation Design > Choose Design |
| Open an existing presentation | File > Open > Choose File |
| Working with Slides | |
| Creating new Slides | Insert > New Slide |
| Choosing and Changing a Slide Layout | Format > Slide Layout |
| Duplicating, Deleting a Slide | Edit > Duplicate or Delete |
| Moving from Slide to Slide | Scroll Bar |
| Modifying a Presentation | Format Menu |
| Applying the Design from an Existing Presentation | Format > Apply Design |

Working with Text

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| Working with Text Objects | Highlight or Select > Modify |
| Formatting, Finding, and Replacing Text | Format or Edit > Find, Replace, Format |
| Cut, Copy, Paste | Edit |

Working with Tables

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| Creating a Table | Format > Slide Layout > Choose Table |
| Entering Data in a Table | Double Click > Add Text in Word |
| Adding the Table to the Slide | Close Word |
| Editing Table Entries | Double Click > Add Text in Word |

Working with Clip Art and

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| Pictures | |
| Inserting | Insert > Picture > From File |
| Moving | Select and Drag |
| Resizing Clip Art | Format > Object > Size |

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| Manipulating Graphic Objects | |
| Adding Text to Objects | Insert > Textbox |
| Cut, Copy, Paste, Delete an object | Edit |
| Using Word Art | Insert > Picture > Word Art |
| Using the drawing tools | Draw Menu |
| Line, box, Ellipse, AutoShapes | Tool Bar |
| Fill, line, font colors | Tool Bar |
| Shadow and 3D options | Tool Bar |
| Grouping, ungrouping, and ordering objects | Draw Menu |
| Flip, rotate, align, and distribute objects | Draw Menu |

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| Viewing and Managing Slides | |
| Working with Views | View Menu or Menu Bar |
| Viewing a Slide Miniature | View > Slide Miniature |
| Changing the View Size | View > Zoom |
| Change slide orientation (portrait/landscape) | File > Page Setup |

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| Running Slide Shows | |
| Running Slide Shows | Slide Show > View Show |
| Adding Slide Transitions | Slide Show > Slide Transition |
| Exit Slide Show but not the program | Escape |
| Close current document without quitting the program | Close Show |

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| Saving | |
| Save to a disk, folder, network | File > Save (Choose Destination) |

Custom Animations (sounds and movement)

- 1- Select the slide first
- 2- From the Slideshow menu, choose Custom Animation
- 3- Select the object, then select desired effect(s)

Creating a Hyperlink (clickable text linking to a webpage)

- 1- In Internet Explorer or Netscape, navigate to the webpage you want to link to in the presentation
- 2- Highlight and copy the URL (internet address) at the top of the screen on the address line. (Choose EDIT-COPY or press CONTROL – C)
- 3- Switch into your PowerPoint presentation using the task bar.
- 4- Move to or create the slide you want to make a hyperlink on.

- 5- Type text that will become your hyperlink, or insert a graphic that will become the hyperlink.
- 6- Select the object or highlight the text.
- 7- From the INSERT menu choose HYPERLINK.
- 8- While clicked on the Address line, press CONTROL – V (to paste the URL you copied in step 2.)
- 9- Click OK.

