

# 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

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

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

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

<b>Manipulating Graphic Objects</b>	
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

<b>Viewing and Managing Slides</b>	
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

<b>Running Slide Shows</b>	
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

<b>Saving</b>	
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.

