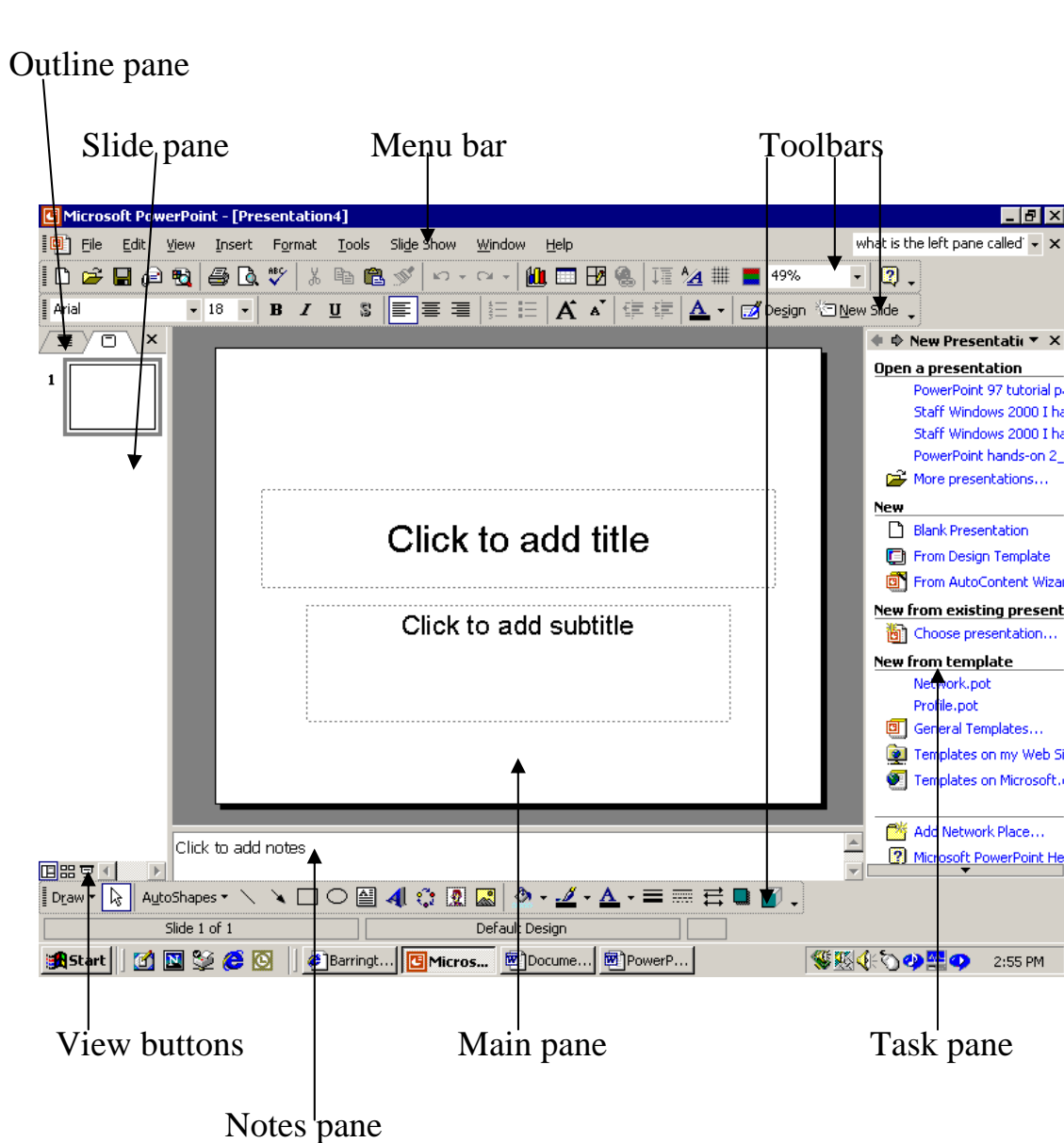


# PowerPoint XP Basics I

## The PowerPoint Screen

The PowerPoint screen includes a Menu bar, Toolbars, Slide and Outline panes on the left, a main pane in the center with Notes pane below, and a Task pane on the right.



## Three ways to start a presentation:

### Blank Presentation

A blank title slide is provided when you open the program. Type title and subtitle (optional) in the placeholder boxes and click on **New Slide** to insert a new slide.

### Design Template

Click **From Design Template** in the Task pane and click on a design.

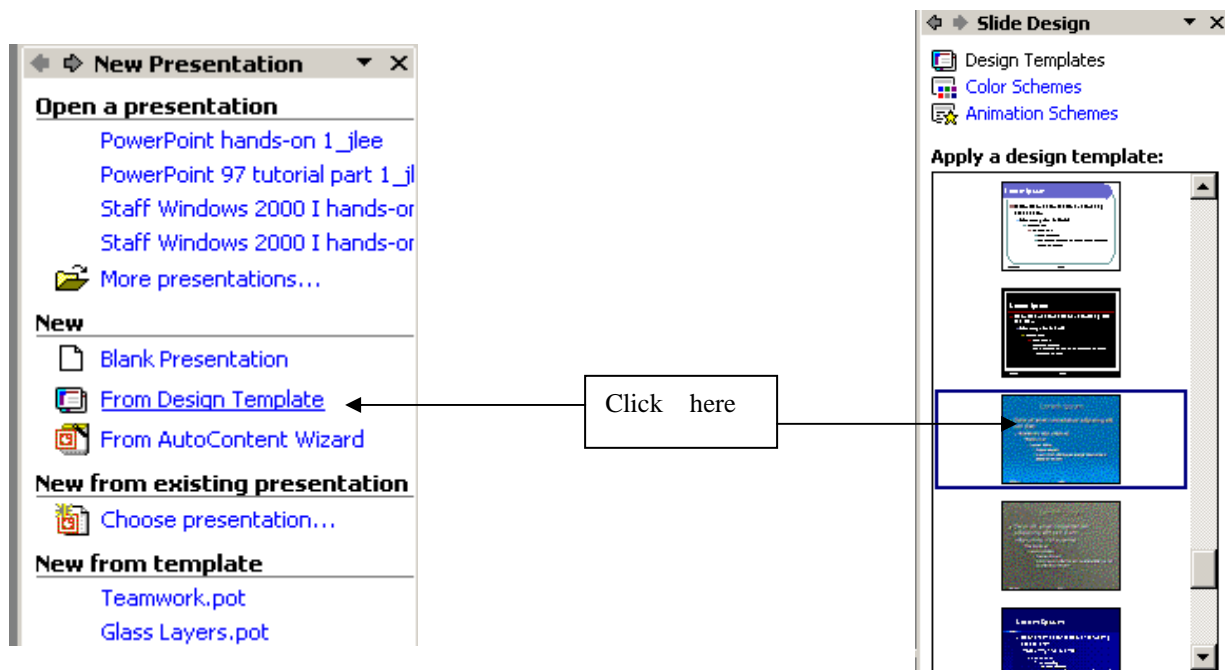
### AutoContent Wizard

Click on **From AutoContent Wizard** in the Task pane and follow the steps.

## Create a PowerPoint Presentation

### Start a presentation from a Design Template

1. Click on **New/From Design Template** in the Task pane on the right.
2. Scroll down in the Task pane and click on the blue design called **Ocean**.

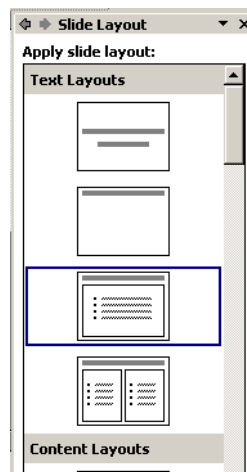


## Title slide

1. Click in the title placeholder area of the slide.
2. Type *Creating a Presentation*.
3. Highlight the title words (triple-click) and click on the large **Black A** in the Formatting toolbar to increase the font.
4. Place the mouse pointer over the dotted line surrounding the title area and drag the box upward to move the title higher.
5. Click outside of the title box to remove the placeholder box outline.
6. Click in the **subtitle** placeholder.
7. Type *your name* and push enter.
8. Type *today's date*.
9. Click on the **white circles** in the dotted line surrounding the text area and drag down and then drag right to position the text in the lower right area of the slide.
10. Click outside of the text box to remove the box outline.

## Topics to be discussed or agenda slide

1. Click on **New Slide** button in the Formatting toolbar.
2. Select a layout with a title and text area.



3. Click in the title placeholder box and type *Agenda*.
4. Click in the text placeholder box and type *Working with Text*.
5. Press Enter and type *Working with Images*.

## Working with text slide

1. Create a new slide with the same layout as the previous slide.
2. Click in the title placeholder box and type *Working with Text*.

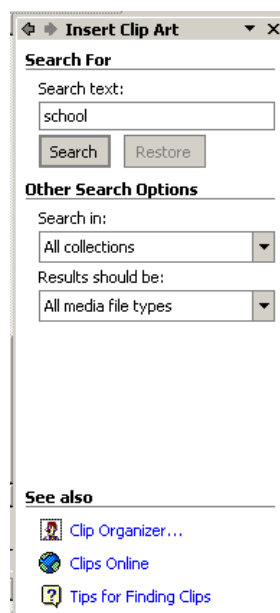
3. Highlight the words you just typed. Click on the **arrow** next to the large **blue A** in the Formatting toolbar and select an orange color.
4. Click outside the highlighted text to remove the highlighting.
5. Click in the text box and type ***Change the color of text.*** Press **Enter** and type ***Text Box.***
6. Right click on any toolbar and make sure there is a check mark next to **Drawing** so that the Drawing toolbar is open. In the **Drawing** toolbar, click on the **white box** with an A in it (text box).



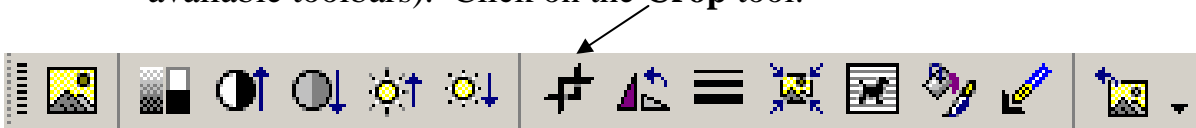
7. Click in the blank area of your slide and type ***type text anywhere on your slide.***
8. Put your **mouse pointer** over the outline around the text box, hold down the left mouse button, and **drag** the text box to the lower right corner of the slide.

## Working with Images slide

1. Click on the **New Slide** button in the Formatting toolbar to create a new slide with title only layout.
2. Click in the title placeholder and type ***Working with Images.***
3. Click on the **Insert Clip Art** button in the Drawing toolbar. Type ***school*** in the Task pane Search box, click **Search**, and click on a picture.



1. Place your mouse pointer over the little **green circle** at the top of the picture until it becomes a circular arrow, hold down your left mouse button, and move the mouse to rotate the picture.
2. Click on a corner of the picture until a double-sided arrow appears and drag outward to make the picture larger. Do the same with the opposite corner.
3. Try dragging the picture until it covers the title (hold down left mouse button over the picture and move the mouse).
4. To put the title on top of the graphic, select the picture. Click on the word **Draw** in the **Drawing** toolbar, and then click on **Order/Send to Back**.
5. To remove a portion of the picture, select the picture. Open the Picture toolbar (right click on a toolbar and select **Picture** from the list of available toolbars). Click on the **Crop** tool.



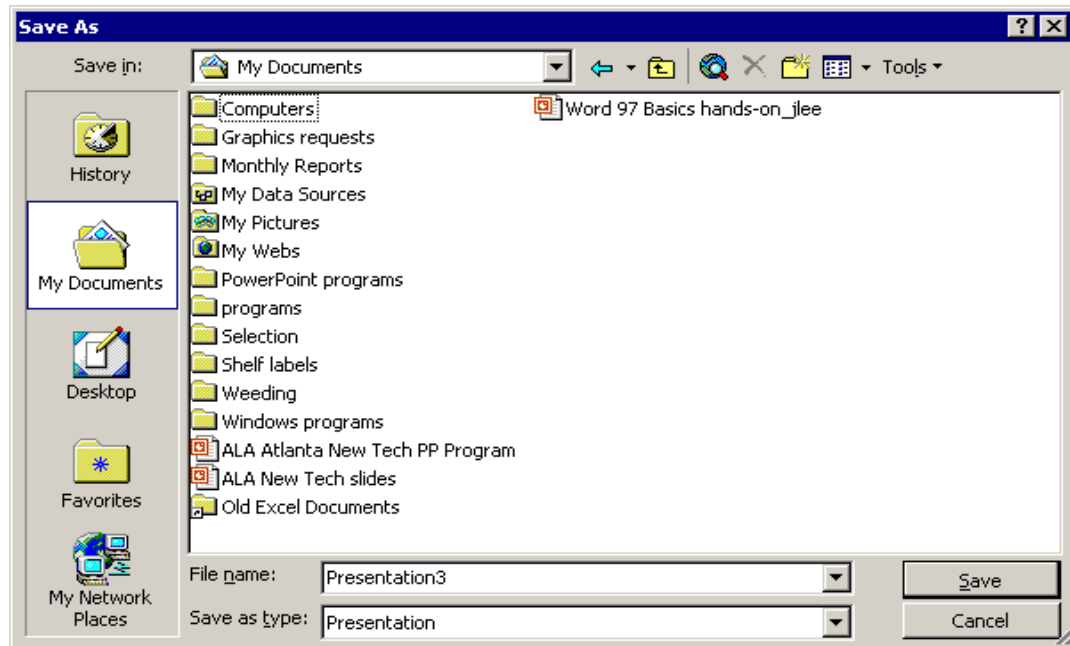
6. Position the crop symbol that your pointer turns into over one of the black lines along the outside of the picture, and **drag** inward. When you release the mouse the picture remains cropped. Click outside the picture to change your pointer back.

### Summary slide

1. Create a new slide choosing the title and text layout again.
2. Click in the title placeholder box and type *Summary*.
3. Click in the text placeholder box and type *Text*.
4. Press **Enter** and type *More text*.
5. Click under the summary slide where it says **Click to add notes**.
6. Type *Speaker notes*. Notes can be added to each slide in your presentation and printed to be used by the speaker when giving the presentation.
7. Your presentation is now complete. Look at the Slide pane (on the left side of the screen) or click on **Slide Sorter** view (lower left of screen) to see all your slides.

## Saving

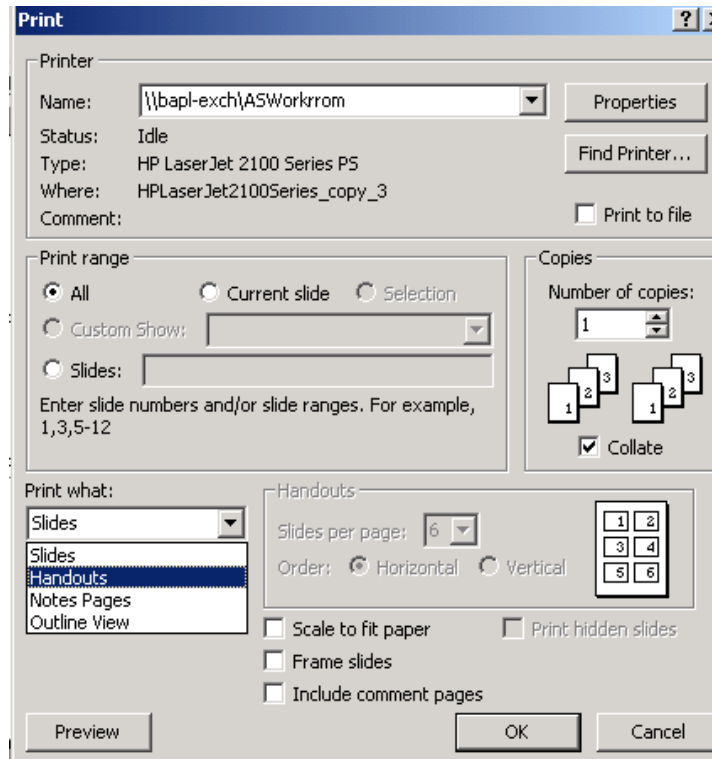
Click on **File** in the menu bar, then select **Save**. Click on the down arrow next to the **Save in** box to select the folder you want to save to. Usually you would save to My Documents or to a disk in the Floppy (A) drive. Name your file and click on **Save**.



## Printing

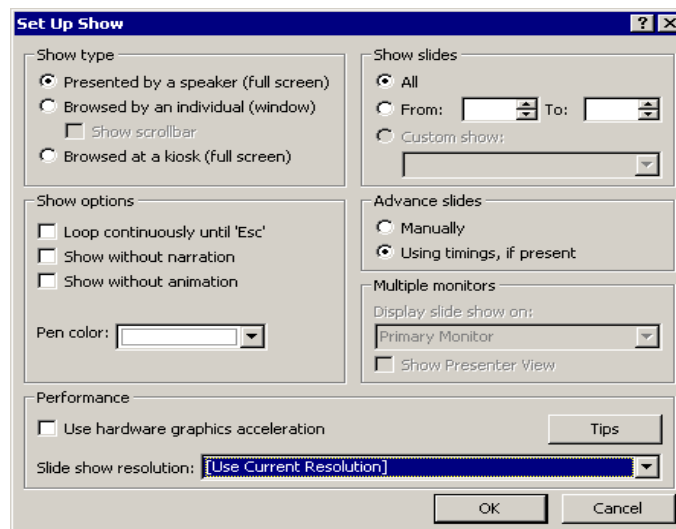
You will not be able to try this today, since the classroom computers are not connected to printers.

On your home computer or the Adult Services Department terminals you would click on **File** in the menu bar, and then select **Print** (do not use the Print button in the toolbar). On the next page is a picture of the PowerPoint Print dialog box. Note the different types of printer output available in PowerPoint under **Print what**: slides, speaker notes, handouts. You can also choose black and white or color and specific slides to be printed.



## Showing your presentation

1. Return to Normal view.
2. Click on **Slide Show/Set Up Show** in the Menu bar.

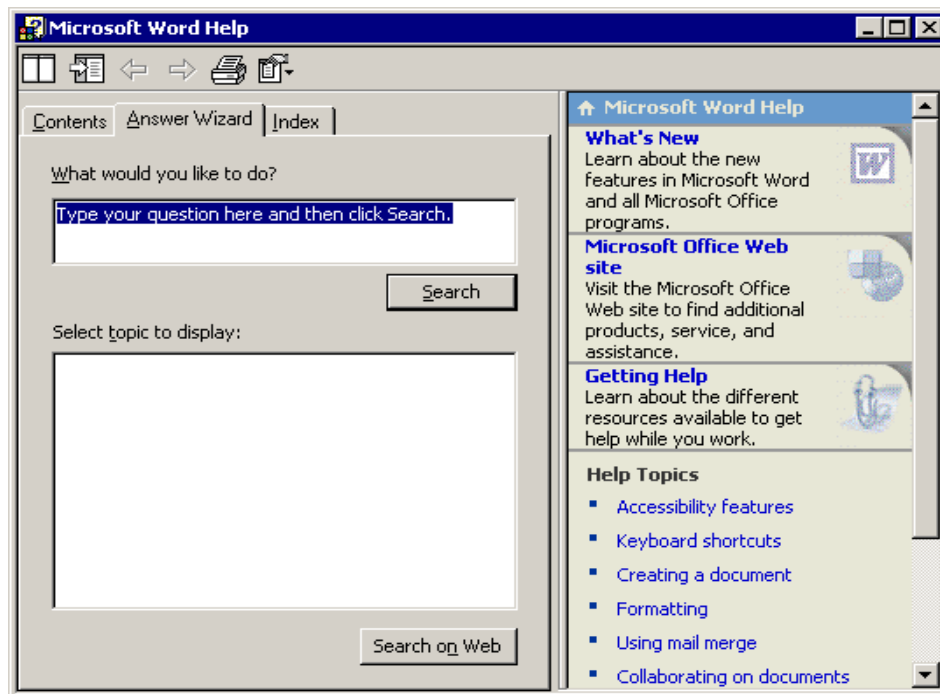


3. Select **Presented by a speaker** under Show type, **All** under Slides, and **Manually** under Advance slides.
4. Click **OK**.

5. Return to the first slide, then click on the **Slide Show** view button, and watch your show by clicking your left mouse button to advance the slides. Press the **Escape** key to exit the show at any time.

## Getting Help

1. What's This? Hold down the **Shift** key and press **F1** at the top of your keyboard. Notice there is a question mark next to your mouse pointer. Click on any toolbar button to get an explanation of what that button does.
2. Click on the **Help** button in the Standard toolbar (balloon with a question mark) to view the Help dialog box.



3. Click on the **C**ontents tab to view a list of broad topics. Double-click on any topic to see a list of narrower topics, and then click on a topic title to view that topic.
4. Click on the **A**nswer Wizard. Type a question in the **What would you like to do?** box (How do I create speaker notes?) and click on **S**earch.
5. Click on the **I**ndex tab to search for specific words or phrases. Type *print* and then click on **S**earch. Click on a topic to view it.