

PowerPoint

Introduction

This two-hour course will give you the skills you need to create professional presentations using PowerPoint. During the class, you will first open a sample PowerPoint slide show to learn how to navigate through a presentation. Next, you'll learn the five PowerPoint views and their uses. Finally, you will create your own short PowerPoint presentation using a PowerPoint Wizard.

Prerequisites

Each participant should be familiar with the operating system she or he is using. The following skills are assumed:

- Mouse operation
- Menu usage
- File saving and retrieval
- Window operations (close, resize, scroll, etc.)

Objectives

At the end of the two-hour course, you will be able to:

- navigate a presentation, moving forward and backward through the slides, and stopping and starting the presentation. Use the pencil tool to add emphasis during the presentation.
- name all five PowerPoint views and explain how they are used.
- get online help by using both the PowerPoint help and the PowerPoint cue cards.
- use Wizards to create a new presentation. Explain what Wizards are used for.
- create an organized and visually appealing presentation on a self-chosen topic.
- use color in a balanced and effective way to promote communication and visual interest.
- insert clip art and other non-text material on a slide.
- create graphic elements using the drawing tools. Control size, coloring and shadowing.
- check a presentation for spelling errors.
- create and use a master slide.
- adjust printout format to suit hard copy needs.
- define progressive disclosure and use it in a presentation.

Overview

The purpose of PowerPoint is to provide you with a means to easily and professionally disseminate information for a presentation. PowerPoint will assist you with creating slides, overheads, handouts and speaker notes. The best part is that creating all of these media can be as simple as creating a single outline.

At this point, it would be a good idea to review the PowerPoint quick preview. Choose Quick Preview from the Help menu.

Navigating

One of the most appealing attributes of PowerPoint is its simplicity. Navigation is very intuitive. Press the right arrow to move ahead to the next slide. The left arrow returns you to the previous slide. Commonly used keyboard controls are listed in the table below.

Next slide	Right arrow Mouse click
Previous slide	Left arrow Command (Open Apple) mouse click
Exit slide show view	Escape
Clear screen to black	B
Clear screen to white	W

Getting Help

The online help available through the Help menu is quite comprehensive.

PowerPoint Contents links you to the three major reference areas within the PowerPoint help system

PowerPoint Search for Help On... is an alphabetical list of keywords a phrases linked to online help.

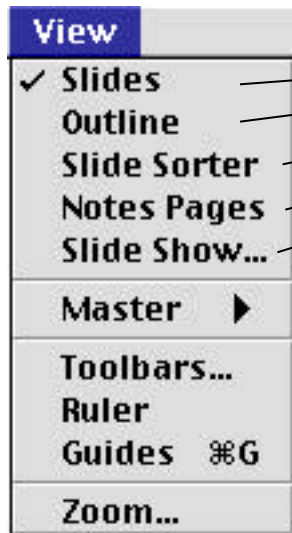
PowerPoint Index is like looking in the index of a book. Each of the keywords is hyperlinked to other areas of the help system.



Five Views

Understanding the five PowerPoint views is the key to making effective use of this software. You can move between views either by using the View menu or by clicking one of the five view icons.

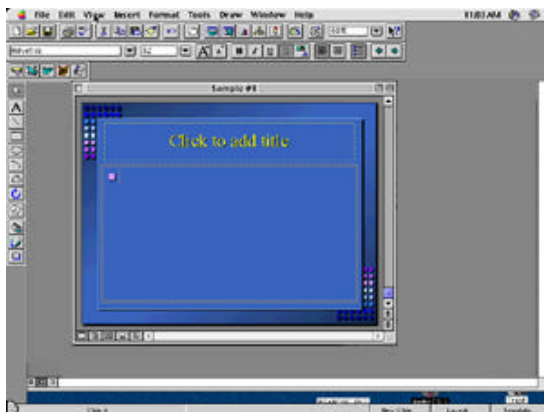
View Menu



View Icons

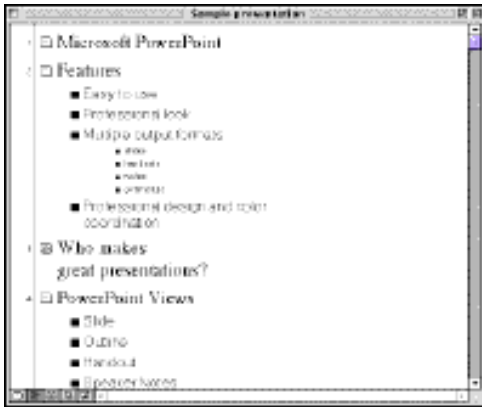


View icons are found in the bottom right corner of each screen except the Slide Show. Clicking a view icon produces the same result as making a corresponding selection in the view menu.



Slide View

The slide view is where you construct and edit slides. The slide size is reduced to allow room on the screen for various toolbars. Each object on the slide can be moved, resized and recolored.



Outline View

Shows your presentation in outline format. Great for creating new slides, organizing existing ones, and importing data from external sources

Slide Sorter View

Use this view to reorganize your presentation. Simply drag and drop slides into the order you want.

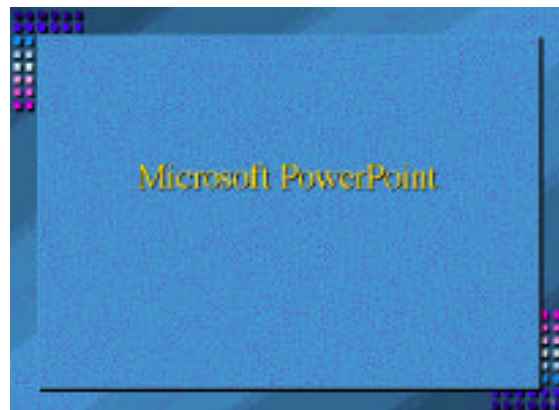


Speaker's Notes View

This is the layout for the note pages for the presenter. Add details and important background information that would be too much for the slides.

Slide Show View

Use this view for your actual presentation. Each slide completely fills the screen. Slides are not editable in slide show view.



Screen Design

Here are a few simple design principles that will help you create useful and powerful presentations.

- **Less is more.** If a slide starts getting crowded, carry some of the information over to a new slide.
- **Make it visible.** For group presentations, do not use a point size smaller than 18. This size will also work better on handout pages.
- **Colors count.** High contrast is not necessarily enough to make text visible on the screen. You also need a difference in brightness.
- **Simple background.** If your background is very busy, text will be difficult to read.
- **Logical line breaks.** If a particular concept requires more than one line, create line breaks that match phrases or meaning units.

Wizards

The easiest way to create a new presentation is by using a Wizard.

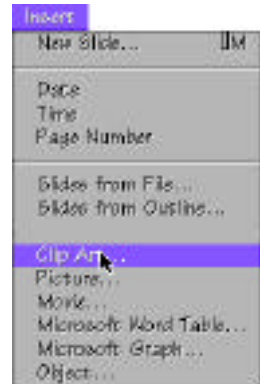
- Choose New from the File menu.
- Click the Pick a Look Wizard button, then click OK.



Continue making choices as prompted by the Wizard. Add some slides and be sure to save to your disk.

Insert Clip Art

PowerPoint provides an extensive supply of artwork that you can use to enhance your presentations. From the Insert menu, select Clip Art.



Select a category, then choose the picture you want on your slide.

Evaluation

Your feedback is very important in determining the need for and effectiveness of workshops. Please complete the online evaluation. Thank you.

1. Return to the *ACT Now!* Staff Development page by selecting it from bookmarks or by typing the following URL in your web browser

<http://www.suhsd.k12.ca.us/actnow/staffDEV/staffdev.htm>

2. Click on the  link.

3. Click on the  link.

4. Select today's' class and site from the pull-down menus

Class = PowerPoint

Site = _____

5. Respond to each question by clicking on the radio button that best describes your feelings.
6. For questions #11-13, type your response in the text boxes below each question.

7. Click only one time on the  button.