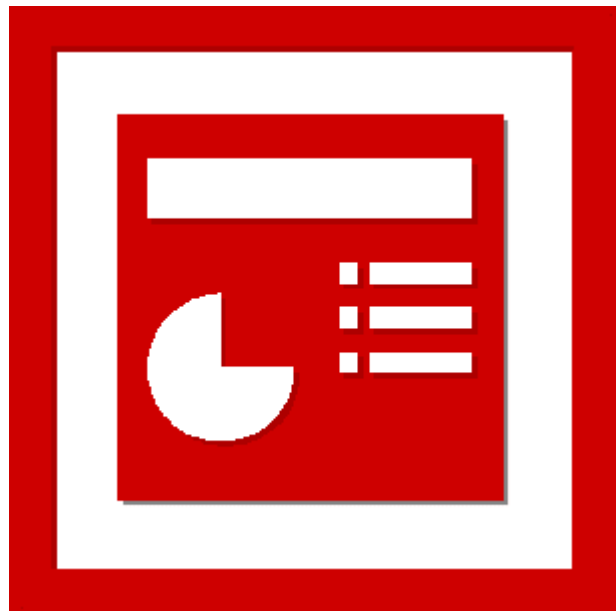


Steps for Creating A PowerPoint Presentation



PowerPoint Basics

1. **Set up the Slides:**
 - a. Log onto the computer
 - b. Click on Microsoft PowerPoint
 - c. Click on Slide One on left side and hit enter to get more slides

2. **Put Titles on Each Page:**
 - a. Slide 1 – Title and your name
 - b. Slide 2 –
 - c. Slide 3 –
 - d. Slide 4 –
 - e. Slide 5 – Credits

Add more slides, if needed!

3. **Slide Design**
 - a. Click on Format – Slide Design
 - b. Choose a layout from the right side and click on it
 - c. Click on Animation Schemes
 - i. Just above the design templates
 - ii. ~ or ~ Click on Slideshow – Animation Schemes
 - d. Choose a scheme that you like (Keep it simple to avoid distractions)
 - e. Click on Apply to All Slides

4. **Entering Information**
 - a. Click inside of the text box
 - b. Type in the information
 - c. The information you type should be brief details that relate to the title
 - d. Be sure your information is correct and readable
 - i. Type in phrases
 - ii. Use the bullets
 - iii. Make sure Font is readable (Preferably Manuscript – at least size 18 font)

5. **Putting Pictures on a Slideshow**
 - a. From ClipArt
 - i. Click on Insert -- Picture -- Clipart
 - ii. Type in a search word
 - iii. Double-click on picture you want
 - iv. Resize and Move
 - b. From the Internet
 - i. Put the mouse arrow on the picture from the internet
 - ii. Right click, then click on COPY
 - iii. Go to your PowerPoint and the slide where you want the picture to go
 - iv. Right click, then click on PASTE [Make sure that no box is highlighted!]
 - v. LABEL EACH PICTURE
 - vi. Paste the address where you got the picture onto Slide 8 – Credits

6. **Inserting Scanned images**
 - a. Place image on the scanner (Check the placement of the image)
 - b. Click on Insert – Picture – From Scanner or Camera
 - c. Click on Insert
 - d. Resize image from *the corner*
 - e. Move image to the desired location

7. **Insert Picture as a Background**
 - a. Save a picture to your MY DOCUMENTS folder
 - b. Click on FORMAT -- BACKGROUND
 - c. Click on pull-down arrow and choose FILL EFFECT
 - d. Click on PICTURE – SELECT PICTURE
 - e. Locate Saved picture to be used as Background
 - f. Click on OK -- APPLY

The Extras That Really Make Slideshows Fun!!!

8. **Slide Design** – changes color scheme and background
 - a. Click on “Format”
 - b. Click on “Slide Design”
 - c. Choose a “Design Template” that you like by clicking on it

9. **Animation Scheme**
 - a. Click on “Format”
 - b. Click on “Animation Scheme”
 - c. Choose a scheme
 - d. Click on Apply TO ALL

10. **Slide Transition** – adds movement to each slide
 - a. Click on “Slide Show”
 - b. Click on “Animation Schemes”
 - c. Choose an animation scheme that you like by clicking on it
 - d. Click on APPLY TO ALL

11. **Custom Animation** – adds movement to text and pictures
 - a. Click on the first slide
 - b. Click on “Slide Show”
 - c. Click on “Custom Animation”
 - d. Check the box of the item you want to animate [Choose only one box per slide]
 - e. Click on the tab that says “Add Effects”
 - f. To choose an action, there are 4 types to choose from
 - i. Entrance
 - ii. Emphasis
 - iii. Exit
 - iv. Motion Paths
 - g. Click on Play to see the action

12. **Creating a Hyper-link**
 - a. Click on object or highlight text that you want to hyper-link
 - b. Right-click
 - c. Click on Hyperlink
 - i. Web-Page
 1. Click on Existing File or Web-Page
 2. Open internet site you want to link to
 3. Click on Address bar
 4. Right-click -- Copy
 5. Go back to PowerPoint
 6. Click on OK
 - ii. Place in this Document
 1. Click on Place In This Document
 2. Select Slide you want to link to
 3. Click on OK

13. **Removing a Hyper-link**
 - a. Click on object or highlight text that you want to hyper-link
 - b. Right-click
 - c. Click on Remove Hyperlink

14. **Adding Sound**
 - a. Click on Insert – Movies and Sounds
 - b. Click on Sound from Clip Organizer
 - c. Search for file type
 - d. Double click – Play Automatically

Adding Music to Create a Slideshow

1. Convert music to a .wav file
 - a. Open Audacity program
 - b. Click on File – Open
 - c. Choose song from file (double-click on it)
 - d. Click on File – Export a WAV
 - e. Choose where you want to save the music file
 - f. Click on Save
2. Insert song in PowerPoint presentation
 - a. Inserting Sound
 - i. Click on Insert
 - ii. Click on Movies and Sounds
 - iii. Choose song from file (double-click on it)
 - iv. Click on Automatically
 - b. Setting Song up to play through the slideshow
 - i. Click on Slide Show
 - ii. Click on Custom Animation
 - iii. Click on Speaker
 - iv. Double-click on song title in right column
 - c. Effect Tab
 - i. Put a dot in Start Playing – from beginning
 - ii. Put a dot in Stop Playing – After (Type last slide number in this slot)
 - d. Timing Tab
 - i. Use this to section to set the timing between slides
 - e. Sound Settings Tab
 - i. Click on Hide sound icon during slideshow

Other Uses for PowerPoint

Go to <http://lincolnjhs.com/pages/TechTraining09.html> to find this document on-line.
Links are available for the underlined topics.

Instructional Tool

- Create a file of commonly used Instructional tools that you use often with students
 - o [Math Jeopardy](#)
 - o [Graphic Organizers](#)

Lesson Presentations

- Create PowerPoints about class topics that you can present to students
 - o Book Talks / Novels
 - o [Math Concepts](#)
 - o Historical Events
 - o Science Units

Vocabulary

- Create a slideshow of commonly used Vocabulary Words
 - o Flash Cards
 - o Quiz Game
 - o Four Square

Spelling Flash Games

- Create Spelling activities that can be adapted or saved for use each year
 - o Word Parts (at, it)
 - o [Flash Word Show](#)

Sing-Alongs / Karaoke

- Create sing-along activities that teach songs you use for lessons
 - o [Math](#)
 - o [Science](#)
 - o [Sing-Along Song Ideas](#)

Research Organizer

- Create slides to organize thoughts
 - o [4-Square Writing Using Rubric Design](#)
 - o 3 Question Handout - Graphic Organizer
 - o Easy to create Charts and Graphs