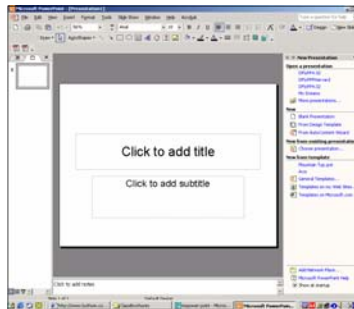


Create a Presentation with PowerPoint 2002 Templates

Microsoft PowerPoint is a program that allows you to create slide presentations for business and pleasure.

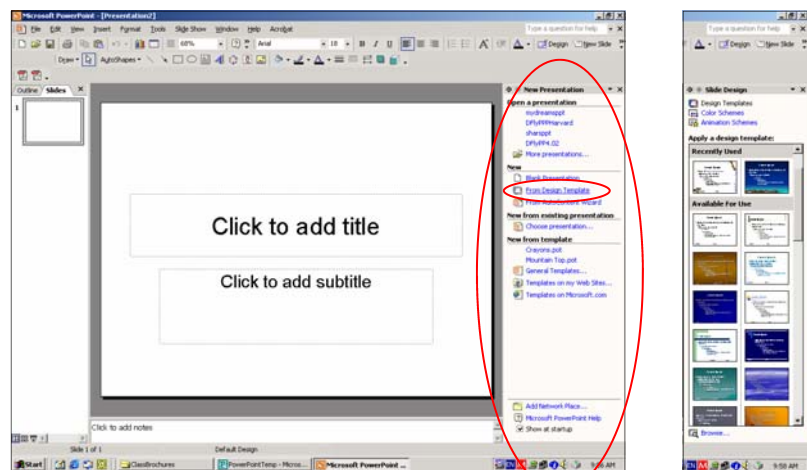
1. Open **Start Menu**. Place arrow on Start icon and left click once.
2. Select **Programs** by moving the arrow to point on the word programs; a menu of programs will appear to the right.
3. Move the arrow to point on Microsoft PowerPoint, which highlights the text, then left click once to open the program.
4. The program opens showing a series of choices you can use to begin creating your presentation.



Task Panes

Task Panes pop up on the right of the screen to show you what formatting options are available for the task you are performing. In the example to the right, the **New Presentation** task pane is circled.

5. For this exercise, you will create a presentation using one of the templates. Click on **From Design Template** in the **Task Pane** on the right of the screen. A number of templates will appear. Browse the designs to give you an idea of what is available then select one you like by clicking on the template.




The Dragonfly Project

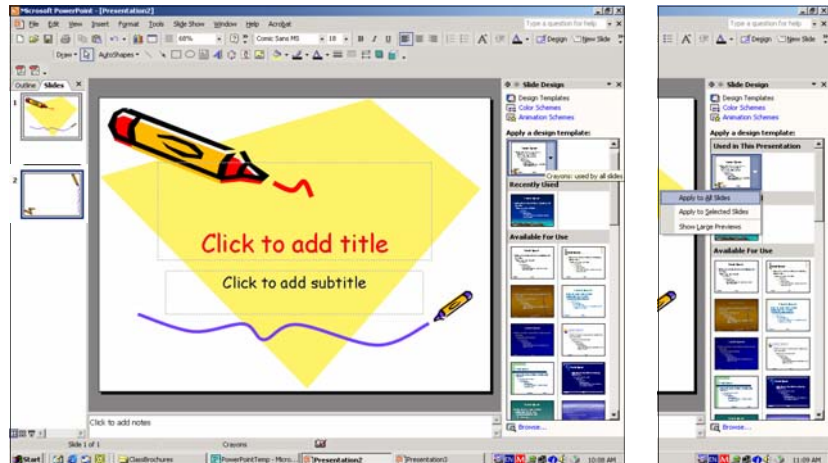
Chilkoot Indian Association Tribal Government
and Haines Borough Public Library
Technology Awareness Program

Working from a Template

One of the advantages of using a template is that the slide layout and fonts are selected for you, which includes a title slide.

However, you can change the font and layout by selecting **Font** from the **Format** menu or clicking on a different slide layout from the **Slide Layout** templates.

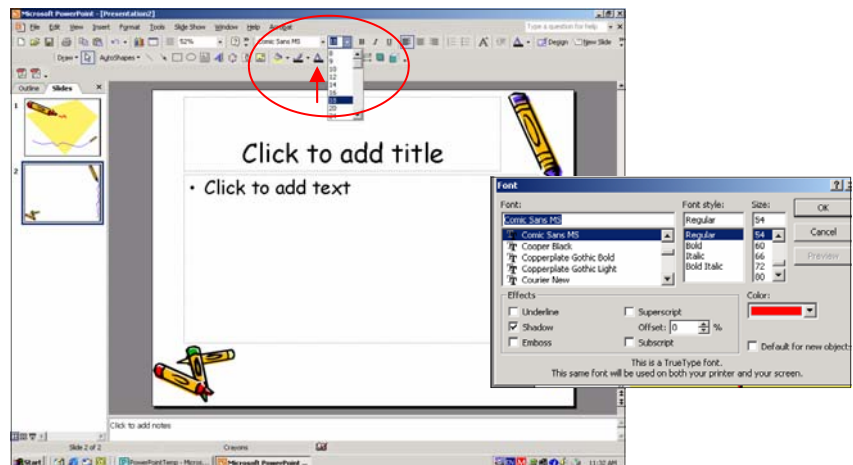
- Once you have selected a design template, (for this exercise select the template Crayons), you can choose to apply it to all your slides or just to individual slides. For this exercise, select **Apply to All Slides** by moving the mouse to the left side of the design icon and holding down your left mouse button. This provides a title slide and slides for the body of your presentation. To insert slides for the body of your presentation go to the **Insert** menu and select **Insert New Slide** or hit **Ctrl + M** from the keyboard.



- Although the advantage of working with templates is that everything is done for you, you can change the fonts and layout. To change the size, color and style of the type click on the buttons (circled in red) on the toolbar or select **Font** from the **Format** menu.

Font

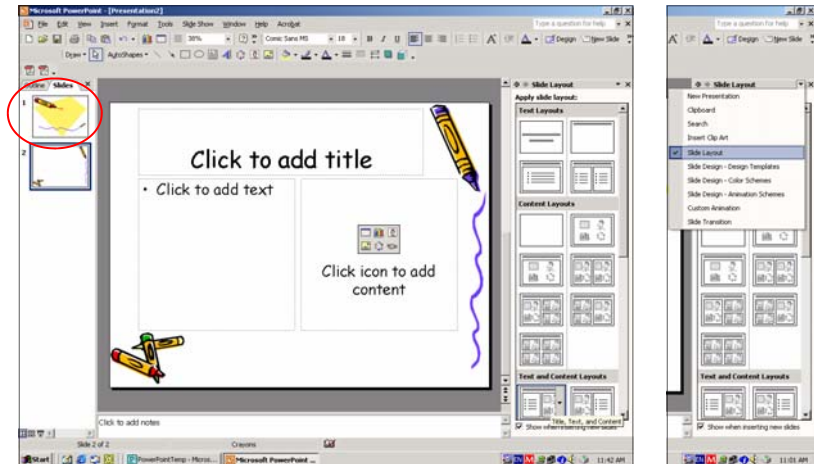
A font is a complete set of characters in a particular size and style of type. This includes the letter set, the number set, and all the special character and diacritical marks you get by pressing the shift, option, or command/control keys.



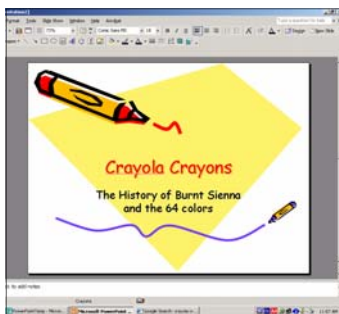
Toolbars

The toolbars let you easily access functions of the program. The **Word** toolbar is always visible. The standard and formatting toolbars, which appear as icons, are located below it.

- You can also change the layout of the slide by selecting **Slide Layout** in the task pane. Click on a design that you like and you'll see the template change to the new design. As you can see in the screenshot below, the new design takes on the font style of the template.
- Now it's time to enter the content of your presentation. Select the title slide by clicking on the top slide icon on the left side of the screen (circled in red in the screenshot above). Type in

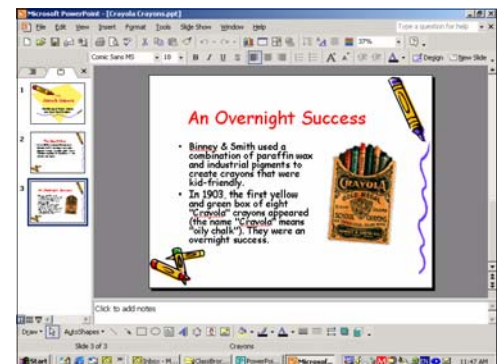
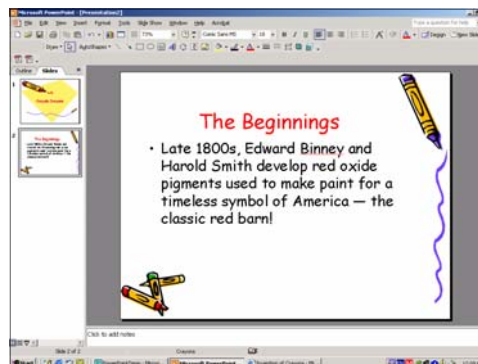


the title of the presentation which is "Crayola Crayons" and in the subtitle textbox type "The History of Burnt Sienna and the 64 colors."



- Select the first slide of the body of the presentation and type in what appears in the screenshot below.

- Next, insert a new slide. Go to the **Insert** menu and select

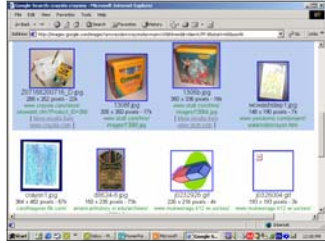


Insert New Slide or hit **Ctrl + M** from the keyboard. Enter the text as shown in the screenshot on the left above..

- Adding images to a presentation helps create interest and also lets you illustrate a point. For this presentation we're

Arrow Keys

A more accurate way to position text boxes and objects is to use the arrow keys on the keyboard.

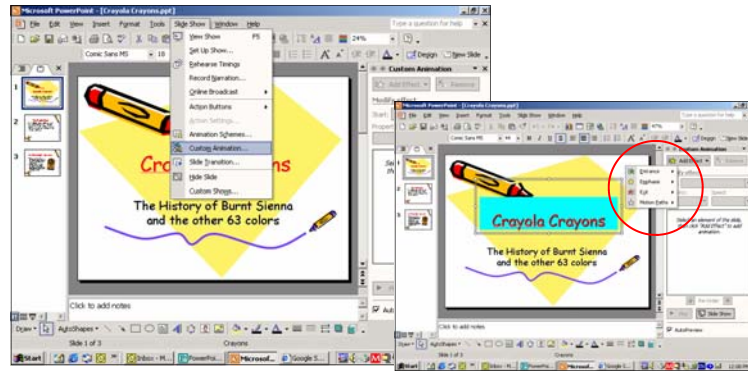


going to get an image from the Internet using Google.

13. You can animate your slides at any time in the process.

- Go to www.google.com
- In the Google Search dialog box you can search for images using keywords.
- Select the Image tab then hit Google Search button or the **Enter** key on the keyboard.
- Scroll through the images until you find one that you like. Click on the image to open the link then click on the hyperlink that says [Full Size Image](#). Once the full size image appears on your screen right click and select **Copy**. Return to your PowerPoint presentation and then to paste the image hold down the Ctrl key and hit V (Ctrl + V) or right click and select **Paste**.

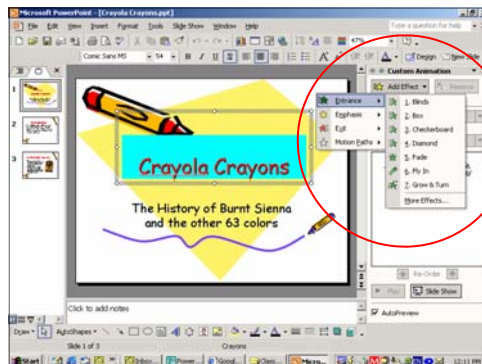
However, most people wait until each slide is finished. There are a number of effects you can use to animate text and objects. First, select the textbox or object you want to animate. Click on **Add Effect** in the **Custom Animation** task pane; a dialog box appears showing four choices.



Adding Effects

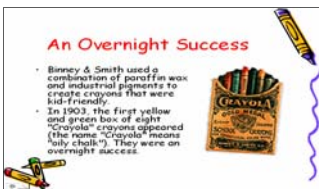
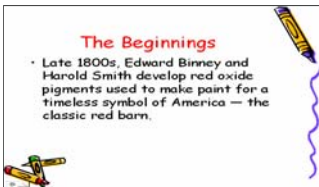
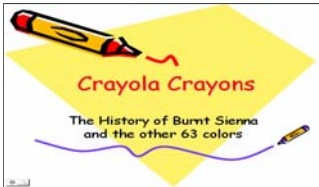
Use the Entrance and Exit commands under the **Add Effect** menu to customize your animation. You can also use the **Emphasis** and **Motion Paths** to further refine the effect.

14. For this exercise select **Entrance**, another dialog box appears showing different animation effects. Browse the animation effects to see how they work.



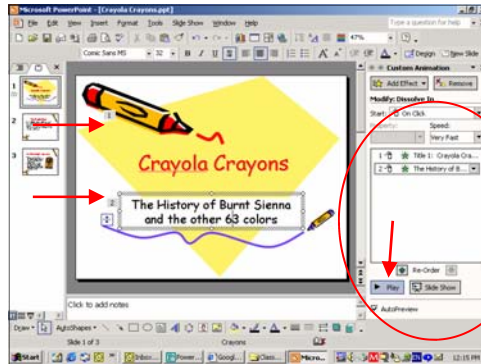
HELP!

All Microsoft programs come with a Help feature. If you get stuck, click on the Help menu and select **Show the Office Assistant**. The assistant will prompt you to ask a question and then provide a number of options. You can also type in

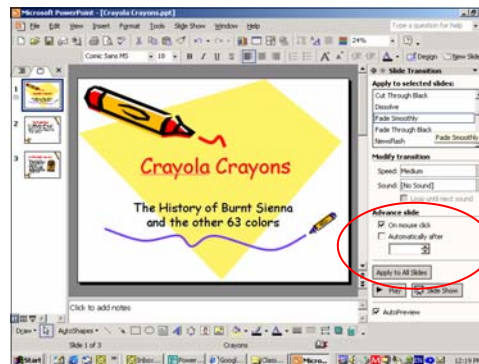


The Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning, supports the operating expenses of this project.

- PowerPoint numbers each animation by placing a number next to the text or image and logging it in the task pane. To preview the animation click on the **Play** button at the bottom of the task pane. At this point you can specify the speed by using the pull down menu under **Speed**.



- To animate between slides select **Slide Transition** from the **Slide Show** menu. You can specify transitions between individual slides or for all slides as well as the speed at which you want them to appear. You also set the slideshow to run automatically, specifying the number of seconds between slides in the box below **Advance Slide**.



- To view your slide show select Slide Show from the View menu or by hitting F5 on the keyboard. If you are controlling the slideshow using the mouse you will need to click to prompt each slide and effect.

