

PowerPoint – Next Steps

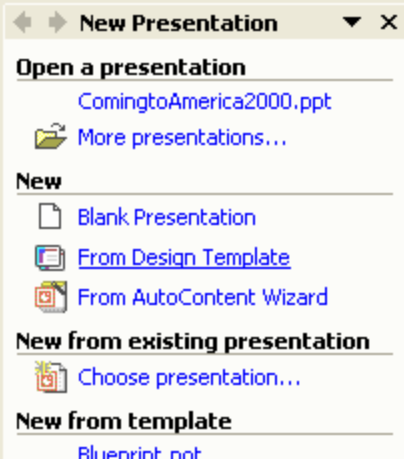

Brighton District Library

Microsoft PowerPoint is Presentation application of the Microsoft Office suite. In this portion of the class you will learn

- **Creating a New Presentation from a Design Template**
- **Creating a New Presentation using the AutoContent Wizard**
- **Creating a New Presentation from a Template**
- **Creating a New Blank Presentation**
- **Applying a Background**
- **Preset and Custom Animation**
- **Slide Show Transitions**
- **Set Slide Timing with Slide Show Rehearsal**

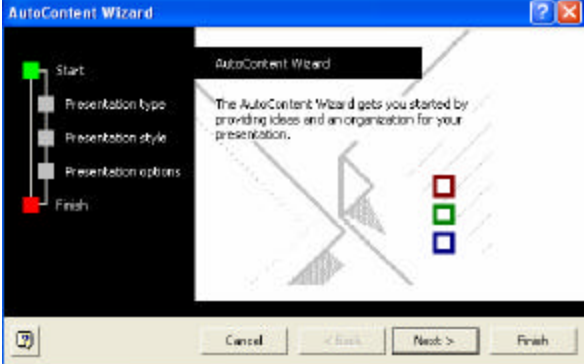
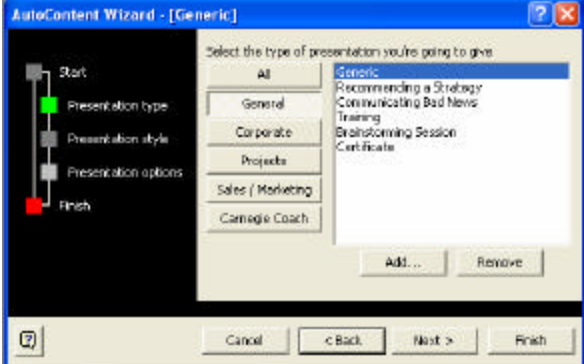
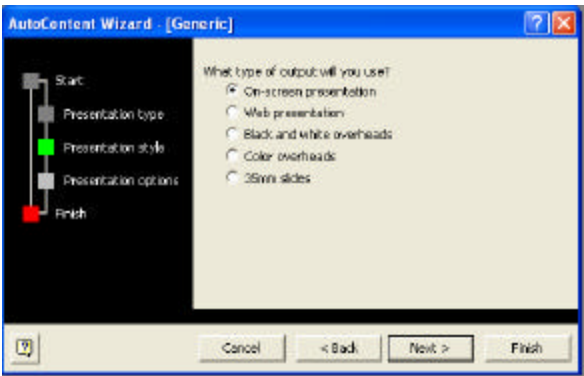
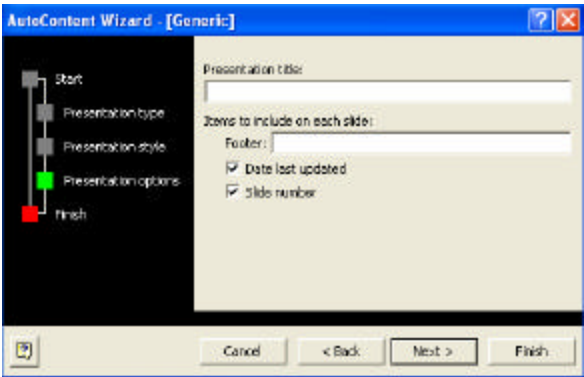
Creating a New Presentation - Design Template

Blank slide with a design added

<p>After opening PowerPoint – use the Task Pane to locate From Design Template</p> <p>If it is not open, choose VIEW>TASK PANE</p>	
<p>Check out the different Design Templates available Because there is only one slide available – the Title slide – any design chosen will only effect that side When you add new slide, those slides will be added in that Design</p>	
<p>Close the presentation with out saving it</p>	<p>The Second X – NOT in the red box</p>

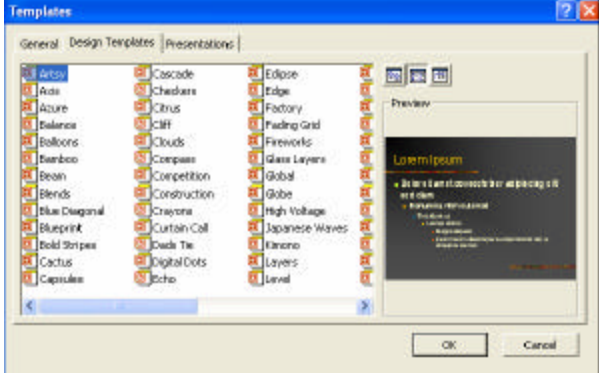
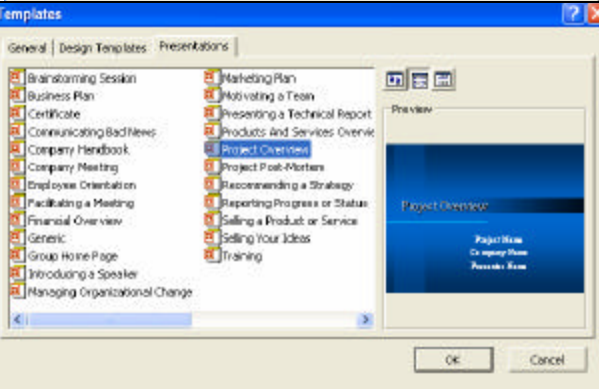
Creating a New Presentation - AutoContent Wizard

PowerPoint places suggested content in each slide for you

<p>From the Main Menu</p>	<p>Select FILE>NEW to display the New Presentation Task Pane</p>
<p>In the New Presentation task pane, click on the FROM AUTOCONTENT WIZARD link</p>	
<p>In the displayed AUTOCONTENT WIZARD dialog box, click on the NEXT button to proceed:</p>	
<p>On-Screen Presentation for Slide Show Other options are Web Presentation Black and White Overheads Color Overheads and 35mm Slides click NEXT</p>	
<p>Name your Presentation Here Insert a Footer which will display at the bottom of each slide Late date updated and slide number will also appear Click NEXT and FINISH to view your presentation</p>	
<p>Close the presentation with out saving</p>	

Creating a New Presentation - Templates

Pre-designed Presentation Templates that you can add your information too.


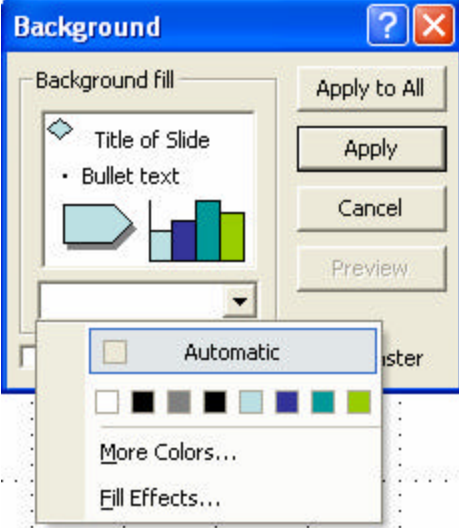
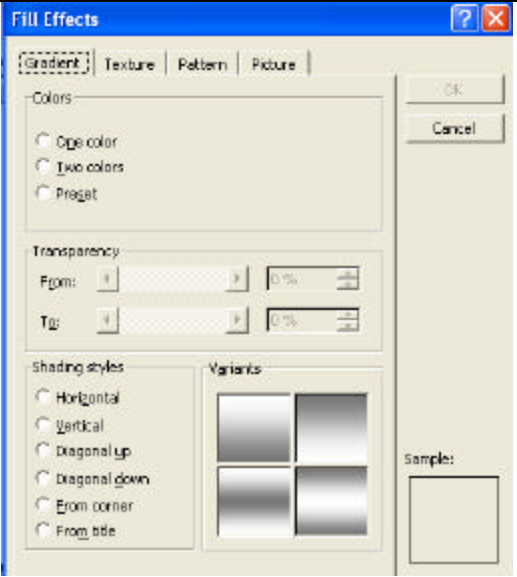
<p>From the Main Menu</p>	<p>Select FILE>NEW to display the New Presentation Task Pane – if it is not already open</p>
<p>In the New Presentation Task Pane</p>	<p>Select GENERAL TEMPLATES</p>
<p>The Template Dialog Box appears</p> <p>NOTE THE TABS AT THE TOP GENERAL – DESIGN TEMPLATES or PRESENTATIONS</p> <p>Click on PRESENTATIONS</p>	
<p>Click each one to see the template design</p> <p>Once you found one you like – Double click it – or select it and click OK</p> <p>All Formatting and coloring is done for you and the Presentation is ready for your information</p>	
<p>The AUTOCONTENT WIZARD</p>	<p>IS THE SAME A PRESENTATION TEMPLATES</p>
<p>The DESIGN TEMPLATE in the TASK PANE</p>	<p>IS THE SAME AS THE DESIGN TEMPLATE IN THE TEMPLATE DIALOG BOX</p>
<p>Choose any template available</p>	<p>Close without saving</p>

Create a New Presentation – Blank Presentation

<p>From the Main Menu</p>	<p>Select FILE>NEW to display the New Presentation Task Pane – if it is not already open</p>
<p>In the New Presentation Task Pane</p>	<p>Select BLANK PRESENTATION</p>
<p>A Title slide should appear</p>	<p>TYPE MY PRESENTATION for your Title BY (your name) for the subtitle</p>

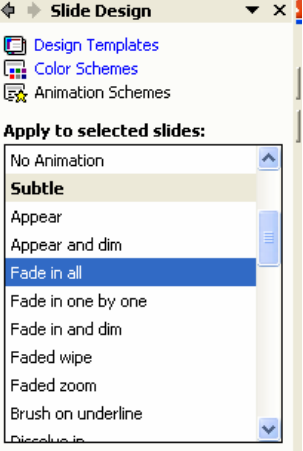
Applying a Background

Backgrounds can be applied to Slides, handouts and notes. Background options include colors, gradients, textures, patterns and pictures

<p>From the Main Menu Select FORMAT>BACKGROUND</p>	
<p>Use the drop down arrow under the example slide to select a color</p> <p>More Colors opens a color palette for you to choose the exact color you want</p>	
<p>Fill Effects allows you to blend two colors</p> <p>Choose a Textured background</p> <p>Choose a Patterned background</p> <p>Or</p> <p>Insert a picture as a background</p> <p>You can apply this background to only one slide or all</p>	

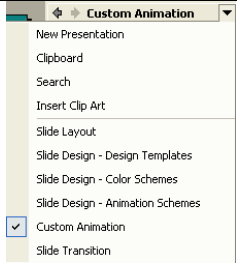
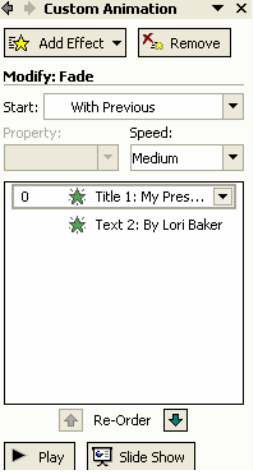
Adding Animation - Pre-Set Animation Schemes

Preset Animation Schemes make it easy to animate your slide show. Animations are divided into Subtle, Moderate, and exciting schemes, and generally apply animation to Titles, bulleted lists and paragraphs..

<p>Click on the drop down arrow in the Task Pane</p> <p style="text-align: center;">Pane</p>	<p style="text-align: center;">Choose</p> <p style="text-align: center;">Slide Design – Animation Scheme</p>
<p>Select the Animation you want and it will automatically be applied to the current slide</p> <p>To see it in Slide Show view, click on Slide Show</p>	

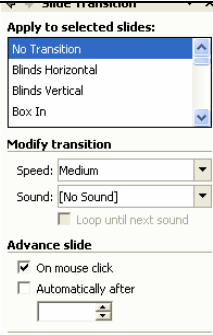
Custom Animation

The customer animation pane allows you to animate your slide any way you want. You can animate titles, text, paragraphs, clip art or any other object on your slide. The effects include Entrance effects, Emphasis effects, Exit effects and Motion Paths.

<p>In the Task Pane click the down arrow and choose Custom Animation</p>	
<p>In order for custom animation to work you must first select the object that you want to animate</p> <p>Each object on the slide would be listed in the order in which they will be animated</p> <p>Click slide show to see your slide</p>	
<p>Create more slides for your presentation</p>	<p>Format them any way you like</p>

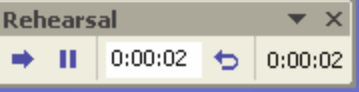
Slide Transitions

When you navigate from one slide to the next in a slide show, you can add slide transition effects.

<p>From the Main Menu select SLIDE SHOW>SLIDE TRANSITION Or from the Task Pane choose SLIDE TRANSITION</p>	
<p>Click on a different slide transition</p>	<p>To see their effect</p>
<p>A different transition can be applied to each slide</p>	<p>Or you can apply it to all slide</p>
<p>You can modify the Slide Transitions for Speed and sound</p>	<p>Select the speed you want from the speed Drop Down menu in the Modify transition area</p>
<p>To add Sound</p>	<p>Select the sound you want from the Sound drop down menu in the Modify transition area</p>
<p>You can advance your slides using the mouse</p>	<p>Check the ON MOUSE CLICK box in the Advance slide area</p>
<p>You can also advance your slide automatically</p>	<p>Check the Automatically after box in the Advance Slide area – use the up and down arrows to select the number of seconds before the presentation advances to the next slide</p>

Setting Slide Timings while Rehearsing

PowerPoint allows you run the slide show and click when you want the object to animate for the slide to advance, therefore rehearsing the actual presentation. This allows you to customize the timing.

<p>From the Main Menu</p>	<p>Select SLIDE SHOW>REHEARSE TIMINGS</p>
<p>The presentation will start</p>	<p>You must click you mouse button for any animation or transitions to happen</p>
<p>Once completed click the right arrow on the Rehearsal Toolbar</p>	
<p>When you have finished rehearsing the presentation</p>	<p>PowerPoint will give you the option to accept or reject the timings</p>

