<u>How To Make a PowerPoint Presentation</u>
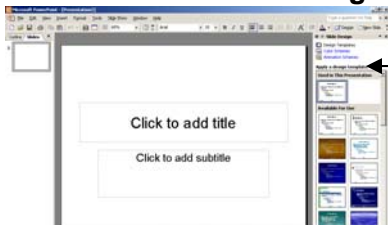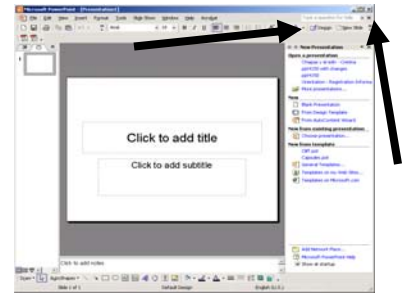
1) Open Microsoft PowerPoint (Start➔Programs➔Microsoft Office➔Microsoft PowerPoint)
2) Make sure that "Tool Bar" is on two rows. Click on the Blue tab a the end of the tool bar row and select "**Show Tool Bar on Two Rows**"
3) You will see a screen like this.
   a. Click on **Design** on the toolbar

4) Next, you will see a screen like this.
    a. Click on the various patterns to choose which design you want.
5) The new slide on your screen will take on the design you click on instantly.
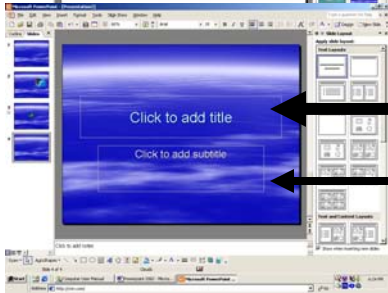
6) This is your "New Slide" screen and you will see it every time you add a new slide.
7) The next slide.
    a. Click where it says and write your title.
    b. Click where it says "Click to add subtitle" and type your subtitle.
    c. Click on New Slide
8) You will see the New Slide screen again.
    a. To easily put pictures in your slide, you should choose (click on) one of the many choices on the bottom of the panel on the right (it'll have a picture of a man on it).
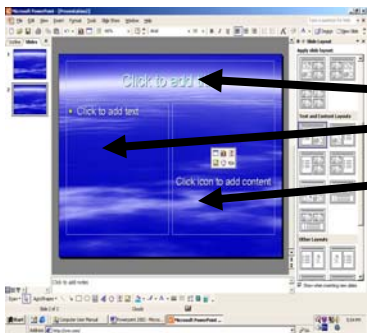
9) Your screen will look like this.
    a. Click at the top to give the keyword or title for <u>this</u> slide.
    b. Where it says "Click to add text," you can write bulleted phrases to help your listener follow your ideas.
    c. Where you see the picture click the top right icon for clip art. (OR Go to Insert➔Picture➔From File). This can be from a file on your computer, digital camera, or jump drive.

<u>Inserting pictures (Internet)</u>

INTERNET: The fastest way to get pictures in your work is to <u>cut & paste </u>a picture from the internet. This is a simple process. However, you should keep track of where you get the picture and include a reference like the following.
    Happy.jpg. Retrieved January 11, 2004 from http://www.happygolucky.com.

- Minimize the Power Point by clicking on the box with the minus sign in the upper right hand corner.
- This will reduce the program to the bottom status bar of your computer screen.
- The next step is to open your Internet Browser, most likely MS Internet Explorer.
- Go to any search engine such as <u>www.google.com</u>
- Type in the Search Box the kind of pictures you want.
- *Don't forget to put multiple words in quotation marks (").*
- Then, most importantly, click on the "Images" tab so that only pictures will be brought back for you to see. Click on the "Google Search" button. Then you will see various pictures as the result.

To copy a picture

- Select a picture with a high pixel count.
- Click once on the picture you want. Once it is selected then click on "Edit" in the tool bar then click on "Copy".
- Minimize the Internet Browser *(click on the minus sign in the upper right hand corner).*
- Click on MS PowerPoint on the bottom status bar. It will open fully.
- Click on the PowerPoint slide. Click on "Edit" in the tool bar then click on "Paste".

- The picture will be somewhere on your slide. Then you can position it and scale it as needed.
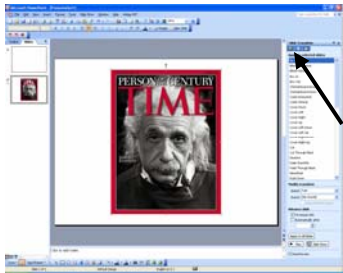
Adding Animation
1) Go to "Slide Show"➔"Custom Animation"
2) Click the button "Add Effect."
3) Click "Entrance".
4) Click on "Effects."
5) Click "Fly In.'
6) Click under where it says "Direction:" for the direction the picture will enter from.
7) Click "Play" to see what you have done
8) To add more effects you can click on "Slide Show" ➔"Slide transitions" and add another effect
9) Also under modify transition you can add a sound effect.
   Helpful notes:
   - Always have slide advance on click.
   - Have all animation on one slide start after previous to avoid clicking to start each animation
   - Always test your Power Point. Slide Show / View Show on another computer to make sure everything works

Insert Voice Recording or Music

IMPORTANT!!!!!!!:
- If you are having Music you need to create a folder for your power point and put all music or recordings in the same folder as your power point. If you do not, and you run your PowerPoint on another computer you will not hear any music.
- Best option is to save the PowerPoint as a "show" (.pps) in the folder along with the .ppt and the music file.
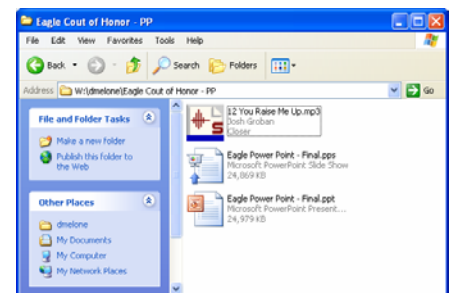
To put music in

1. Rip the track from your CD using Media Player or iTunes to create a separate mp3 file.
2. Put the mp3 file in the folder where you Power Point is stored
3. Insert / Movies or Sound/ Sound from file (browses to find the file)
4. It will ask you if you are to start the sound automatically when the PowerPoint starts or to wait for you to click the "Sound Icon" – This is a usage choice on your part.
5. Right click on the "Sound Icon"

If you want your Power Point to last the length of one song (voice recording), get the length in minutes of the song and divide it into the number of slides. That will give you the number of seconds for each slide.

Go to Slide Show / Slide Transition" and adjust the number of seconds for each slide. It will ask if you want to apply that to all slides, respond "yes". Then adjust some slides accordingly to fill up all the music length.