

PowerPoint Projects

PowerPoint is a program that helps you produce a “slideshow.” Each slideshow consists of screens of information displaying one after the other. You, as the creator, have control over the content, layout, colors and special effects of the slideshow. As a teacher, PowerPoint can be a useful tool in helping present information to students, or even better, having students organize and present information themselves.

Create an Introductory Presentation

Use PowerPoint to describe how to make a chocolate sundae.

First Slide

- Open PowerPoint
- Click on Blank Presentation.
- Click on OK.
- Click to select a slide layout from the given choices. The first option is usually the best for a title slide.
- Click on OK. You are looking at the first slide. Following directions, click in the text boxes, and add a title and a subtitle. Format text just like in Word.






Now What?

- Use the Common Tasks toolbar and choose New Slide.
- Choose an AutoLayout and click OK.
- Add and edit text on the slide.
- Repeat the procedure until all slides have been added.
- Use the Slideshow view to watch the show.



PowerPoint Views

View menu buttons are located in the bottom right-hand corner.

-  Slide View displays one slide at a time. This view allows you to enter text, add graphics, etc.
-  Outline View displays all slides and text in an outline format. You can start creating your presentation from here as well.
-  Slide Sorter View displays miniatures of the slides that will allow you to cut, copy, paste, change slide positions, and/or to modify your presentation.
-  Notes Page View displays current note page. You can create speaker notes that can be printed along with a reduced image of the slide.
-  Slide Show allows you to view your presentation.

PowerPoint Projects (cont.)

powerful presentations

Now that you've created a presentation, here are a few more options. You need to be in Slide View or Slide Sorter View to make changes to the Layout, Design, and Background.

Slide Layouts



- From the Common Tasks toolbar choose Slide Layout or push the Slide Layout button on the Standard toolbar.
- Select the Layout that you prefer.
- Click Apply.
- Layout changes affect only the current slide.

Apply Design



- From the Common Tasks toolbar choose Apply Design or push the Apply Design button on the Standard toolbar. (upper right)
- Select the design that you prefer.
- Click Apply.
- Design changes affect all slides.

Change Background

- Choose Format from the menu, then Background.
- Select the pull-down menu by clicking on the down triangle.
- Click on the colors choices shown, or click on More Colors or Fill Effects.
- Experiment with all the available options.
- Click Apply to change the background on current slide or Apply to All to change the background for all slides.



Check Spelling



- Click once on the Spelling button on the toolbar.
- The Spell Checker will check all slides.

Add Clip Art

- Make sure the slide to add clip art to is displayed in Slide View.
- Click on Format and choose Slide Layout.
- Once the Slide Layout dialog box appears, scroll down to select the "Text & Clip Art" slide layout.
- Click on Apply.
- Double-click on the object placeholder.
- Select the desired clip art.
- Click on Insert.

Change Bullets

- Select the bulleted-list.
- From the menu, choose Format, then Bullet
- Select the desired symbol for the bullet.
- Click on OK.

Editing/Printing Presentations

Move to Another Slide

Elevator

- Place the mouse on the elevator (the gray bar/square) on the vertical scroll bar.
- Click and hold while dragging the mouse upward.
- The slide indicator box will display the slide number as you drag the mouse.
- Release the clicker when the slide number you would like is displayed.

Previous/Next Slide Button



- Point the mouse to the Previous Slide or to the Next Slide button on the vertical scroll bar.
- Click once to either go forward (next) one slide or backward (previous) one slide.

Changing Slide Order

Slide Sorter View

- Place the mouse on the slide that is to be rearranged.
- Click and hold while dragging the mouse to the desired location.
- Release the clicker.

Outline View



- Place the mouse on the Slide Icon.
- Click and hold while dragging the mouse upward or downward to the desired location.
- Release the clicker.

Print Presentation

- Click on File, choose Print.
- Near the bottom of the Print dialog box, you have the option printing Slides, Handouts, Notes, or Outline View. Select one.
- Click on OK.

NOTE: Click once in the box for "Scale to Fit Paper" and for "Pure Black and White" for testing purposes.



Slide Transition Effects

Special visual effect for each slide.

- Open the presentation.
- Click on the Slide Sorter View button in the bottom left corner of the PowerPoint window.
- Click on the slide that will be effected by the transition.
- Click on the Slide Transition button on the Slide Sorter Toolbar. (The Slide Sorter Toolbar appears under the Standard Toolbar.)
- Once the Slide Transition dialog box appears, select the desired transition.
- Click on Apply to affect current slide or Apply to All to affect all slides.



Text Preset Animation

Applied to bulleted layout slides.

- Open the presentation.
- Click on the Slide Sorter View button in the bottom left corner of the PowerPoint window.
- Click on the slide that will be affected by the transition.
- Click on the down triangle beside the Text Preset Animation on the Slide Sorter Toolbar. (The Slide Sorter Toolbar appears under the Standard Toolbar.)
- Select the type for this slide.

Apply Text Animation to Multiple Slides

- Click on one slide.
- Hold down the Shift key on the keyboard.
- Click on another slide.
- Continue to hold down the Shift key while clicking on other slides to select them.
- Click on the down triangle beside the Text Preset Animation on the Slide Sorter Toolbar. (The Slide Sorter Toolbar appears under the Standard Toolbar.)
- Select the type for this slide.

Drawing Objects

- Make sure the Drawing Toolbar is displayed. (View, Toolbars)
- Click once on the desired drawing tool and start “doodling” on the slide.

Word Art

- From the menu bar choose Insert, then Picture... WordArt.
- Choose the style and click OK
- Type in the text in the Edit WordArt Text dialog box.
- If needed, change the Font and Font Size.
- Click on OK.

PowerPoint Activities

These activities are easily modified for any level or classroom. Some are from 61 Cooperative Learning Activities for Computer Classrooms by Rachel Anderson and Keith Humphrey.

Class Portfolio

Have your class create an electronic yearbook highlighting each student as well as events of the year. Include images, sounds, video, scanned work, or whatever has made the year meaningful.

Multimedia Time Capsule

Follow the yearbook idea, have student groups create a time capsule for next year's class to see. As an end of the year project, it would be a great way for your new students to see and look forward to the cool projects they'll be doing.