POWERPOINT

1. Day 1
2. Show examples on projector or screen.
   1. <http://www.youtube.com/watch?v=_JU48-FVqvQ> GREAT rap about how NOT to use PowerPoint. Search for “Stop you’re killing me with PowerPoint!”.
   2. Then show: <http://www.youtube.com/watch?v=i68a6M5FFBc> or search for “how to give an awesome powerpoint presentation simply stated”.
3. Defining presentation software
   1. Software used to organize and present information
   2. Enter and edit text easily
   3. Organize and arrange info.
   4. Incorporate information from outside sources
   5. Present information in different ways
4. Collaborate with others before, during, and after the presentation
5. Planning an Effective Presentation
   1. Determine and outline message
   2. Identify your audience
   3. Determine the type of output – handouts or just electronic presentation?
   4. Determine the design
   5. Any additional material you will need, like presentation notes
6. The PowerPoint window
   1. Similar to other Office programs
7. Entering text
   1. The default slide layout has a title and subtitle.
   2. Type the words “2013 Summer Adventure Tour” as the title.
   3. Type “Train Rides & Bungee Jumping” as the sub-title.
8. Applying a Design Theme
   1. Click the design tab
   2. Move your mouse over each theme until you find one you like.
   3. You can choose to “apply to all” so every slide is the same or “apply to this slide”.
      1. Presentations look better with one, unified design theme, so apply to all.
9. Adding a New Slides
   1. Under the HOME tab click “New Slide”
   2. Now press CTRL + M – it does the same thing.
   3. To be able to pick the type of slide you insert, select the drop down arrow next to the New Slide button.
   4. Insert a slide with a “Two Content” layout.
   5. Insert a “Comparison” slide.
   6. Insert a “Content with Caption” slide.
   7. Insert a “Picture with Caption” slide.
   8. Highlight slide number 3.
   9. Click the drop down arrow for a new slide and choose “Duplicate from selected slide”.
   10. Highlight every slide except the first two slides and press DELETE.
10. Views
    1. PowerPoint has five main views
       1. Normal – the primary editing view where you add text and graphics.
       2. Slide sorter – Used to rearrange slides
       3. Notes page – Type notes that are important to each slide
       4. Slide show - displays your presentation full screen
       5. Reading – Designed for viewing on a computer screen
    2. Click the VIEWS tab
       1. Select “normal”. You also have the option of “slide” or “outline”. Try both.
          1. What’s the difference between slide and outline?
       2. Now select “Slide sorter” and rearrange the order of your two slides. Move them back.
       3. Next, select “Notes page”. Type a random sentence.
       4. Then select “Reading View”. Press escape to exit reading view.
       5. For the fifth view, select the SLIDE SHOW tab and “From beginning”.
    3. Go back to slide 1 and change the title to something YOU love. Examples:
       1. Favorite animal?
       2. Favorite sport?
       3. Favorite singer/group?
       4. Favorite hobby?
       5. Favorite activity?
       6. Etc.
    4. Save.
11. Day 2
12. Examples of GREAT PowerPoints:
    1. Smoke: the Convenient Truth (slideshare.net)
    2. Others?
13. Modifying a Presentation.
14. Today we will:
    1. Enter text in the outline tab
    2. Format text
    3. Inserting objects: word art, clip art, pictures, tables, etc.
    4. Add slide footer information
15. Entering text in the outline tab
    1. Slick the slide 2 thumbnail in the left column.
    2. Notice the two small tabs at the top of the column. Click on “Outline”.
    3. What you type here will go right onto the slide. Try it!
    4. What’s the advantage to doing this versus typing directly into each slide?
16. Formatting text – done the same as in any Microsoft program.
17. Inserting objects:
    1. Inserting text is the most common thing to do in PowerPoint. So choose “Insert” and then “text box”. Type a few words.
    2. Sometimes you want the words to stand out a bit more so choose “Insert” and then “word Art”. Type a few words.
    3. Insert a picture that is already on your computer by choosing “insert” and then “picture”.
    4. Insert clip art by choosing “insert” and then “clipart”.
    5. Insert a screenshot by choosing “insert” and then “screenshot”. You must have another window open. If you don’t, open the Internet or another program.
    6. Insert a shape by choosing by choosing….you guessed it: “insert” and then “shapes”. Arrows are helpful to direct the viewer’s eye where you want to.
    7. SmartArt uses text and graphics to inform or educate. Choose “insert” and then “SmartArt”. Choose two kinds of SmartArt and type text into them so they make some kind of sense.
    8. You might want a slide number, a phrase, or the date at the bottom of each slide. To do this, choose “Insert” and then “Header & Footer”.
       1. Insert a date and set it up so it updated to today’s date automatically.
       2. Insert a slide number.
       3. Insert a footer and type your name.
       4. Check the box to NOT show this information on the first slide.
       5. Click “Apply to all”.
    9. Sometimes you want to organize information into a table. To do this, choose “Insert” and then “table”. Choose a table that is 4 cells across and 8 down.
18. Editing and Duplicating Shapes
    1. Every object on a slide, text, shape, picture, etc., is stacked on the slide in the order it was created. You can change the order of these items and select only certain ones so you can do something to a specific group of them.
    2. Let’s try it.
    3. Insert six different shapes onto a slide.
    4. Hold down CTRL and select three of the six shapes.
    5. Right click and select “group” to group these three shapes together.
    6. Click on the group and move it around the slide.
    7. Change the color of a shape in this group. What happens?
    8. Right click on the group and select “send to back”. What happens? How might this be useful?
    9. Right click on the group and select “group” and then “ungroup”.
19. ASSIGNMENT:
    1. PowerPoint
    2. 20 slides, including a title slide.
    3. Choose a topic that interests you.
    4. You must cover the following in your presentation:
       1. History of topic
       2. Current trends of topic
       3. Future of topic
       4. Summary
    5. You must have animations
    6. You must have music
    7. You must have a graphic (image, clipart, chart) on each slide
    8. You must have:
       1. A table
       2. Word Art
       3. SmartArt
       4. Clipart
       5. A photo
       6. The slide number in a footer