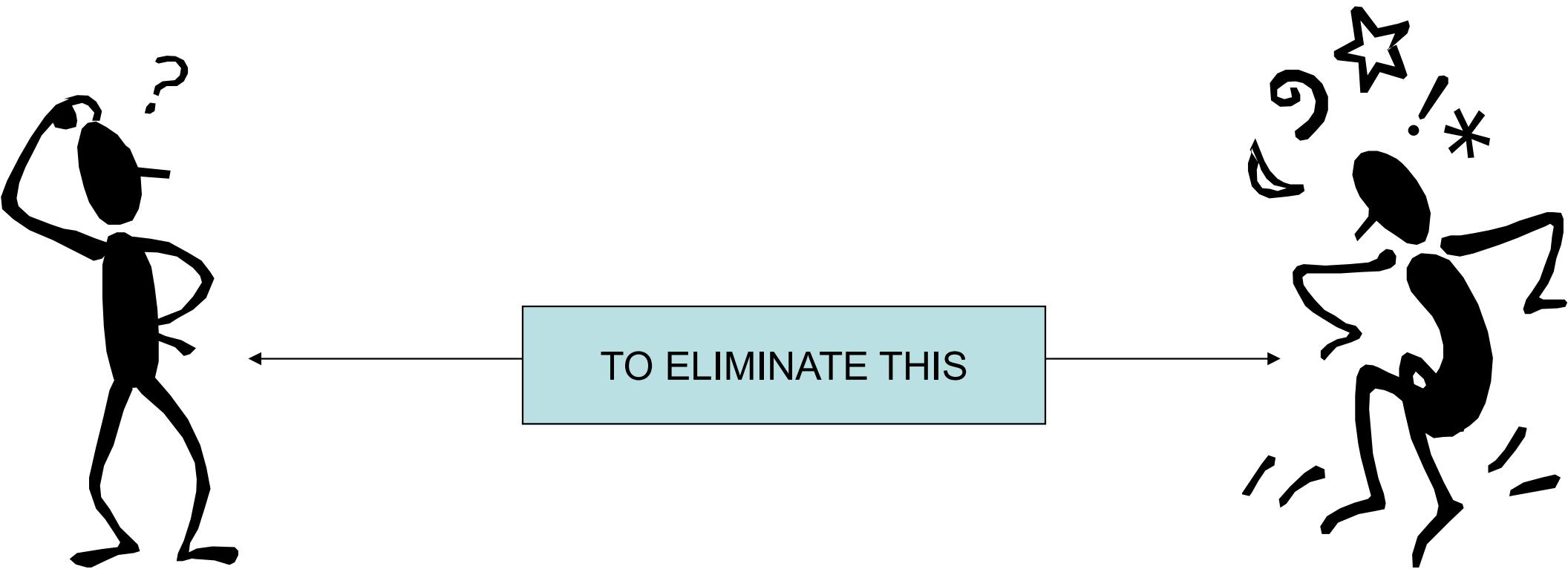


TIPS FOR USING POWERPOINT



POWERPOINT

- POWERPOINT IS A MICROSOFT PROGRAM THAT IS USED TO VIEW SLIDE SHOWS.
- IT IS COMPATIBLE WITH EXCEL, WORD, PROJECT – BASICALLY WORKS WELL WITH ALL MICROSOFT OFFICE PRODUCTS
- CAN EASILY ADD CLIP ART, PHOTOS, AND DRAWINGS.

POWERPOINT TIPS

1. GETTING STARTED
2. TEXT BOXES
3. ADDING GRAPHS / TABLES
4. INSERTING PICTURES
5. CLIP ART
6. WORDART
7. SPECIAL TIPS

GETTING STARTED

- THE FIRST THING YOU WANT TO DO IS DECIDE ON YOUR BACKGROUND AS THIS AFFECTS ALL TEXT AND GRAPHS YOU LATER PUT IN.
- A NEUTRAL COLOUR IS USUALLY BEST – IT ENSURES PICTURES AND TEXT ARE ALWAYS VISIBLE. (MEDIUM CONTRAST)

CAN'T SEE WHITE

THIS IS NOT
NEUTRAL

CAN'T SEE BLACK

THIS IS NOT
NEUTRAL

CAN SEE BOTH
BLACK & WHITE

THIS IS NEUTRAL

GETTING STARTED

- AT ANY TIME YOU CAN CHANGE YOUR BACKGROUND BY RIGHT CLICKING ON THE SLIDE AND CHOOSING 'BACKGROUND'.
- CLICK ON THE DROP DOWN BOX IN THE LOWER LEFT AND PICK EITHER AN EFFECT, THEME, OR IMPORT A PICTURE AS YOUR BACKGROUND.
- CLICK OKAY, THEN CHOOSE TO APPLY TO EITHER ONLY THAT SLIDE, OR APPLY TO ALL.

GETTING STARTED

Microsoft PowerPoint - [Presentation1]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Arial 18 B I U S Design New Slide

MAKE SURE YOUR
BACKGROUND IS
NEUTRAL

Background

Background fill

- Title of Slide
- Bullet text

Apply to All

Apply

Cancel

Preview

Automatic

More Colors...

Fill Effects...

Draw AutoShapes

Slide 1 of 1 Default Design English (Canada)

Start Inbox ... TRAIN... TIPS F... Presen... 12:08 PM

GETTING STARTED

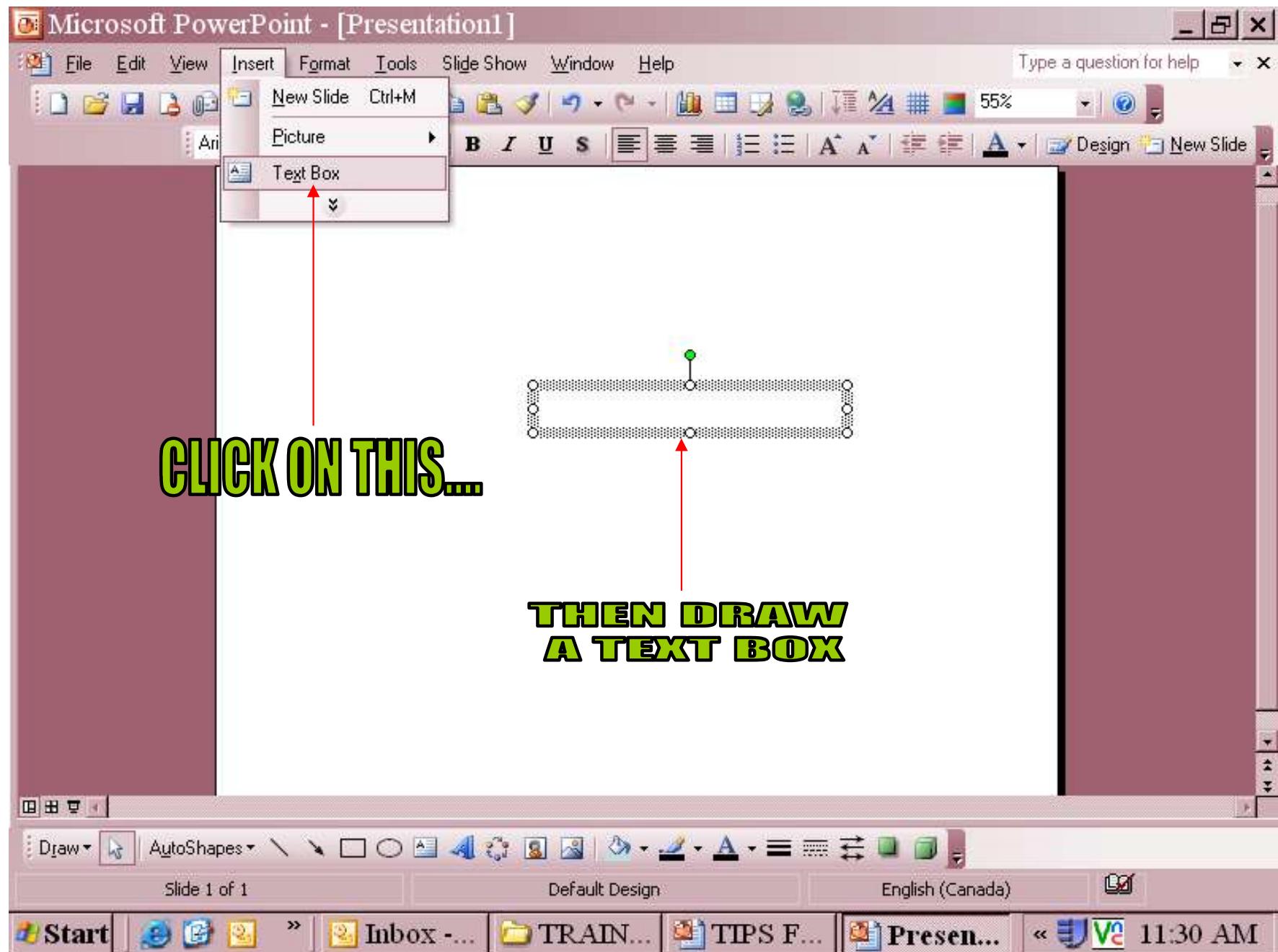
- NOW THAT YOU HAVE YOUR BACKGROUND, YOU SHOULD DECIDE ON THE TEXT FORMAT (FONT, SIZE, ALL CAPITALS?), TITLE FORMAT, AND CARRY IT THROUGH YOUR ENTIRE PRESENTATION.

BE CONSISTANT!

TEXT BOXES

- CLICK ON INSERT, CHOOSE TEXT BOX AND DRAW A RECTANGLE ON THE SCREEN.
- ADD TEXT AS YOU PLEASE.
- TEXT BOXES CAN BE MOVED, RESIZED AND EDITED. (JUST CLICK INSIDE IT AND START WRITING)
- YOU CAN ADD A LINE AROUND YOUR TEXT BOX BY CLICKING ON THE PAINTBRUSH ICON AND CHOOSING A COLOUR.

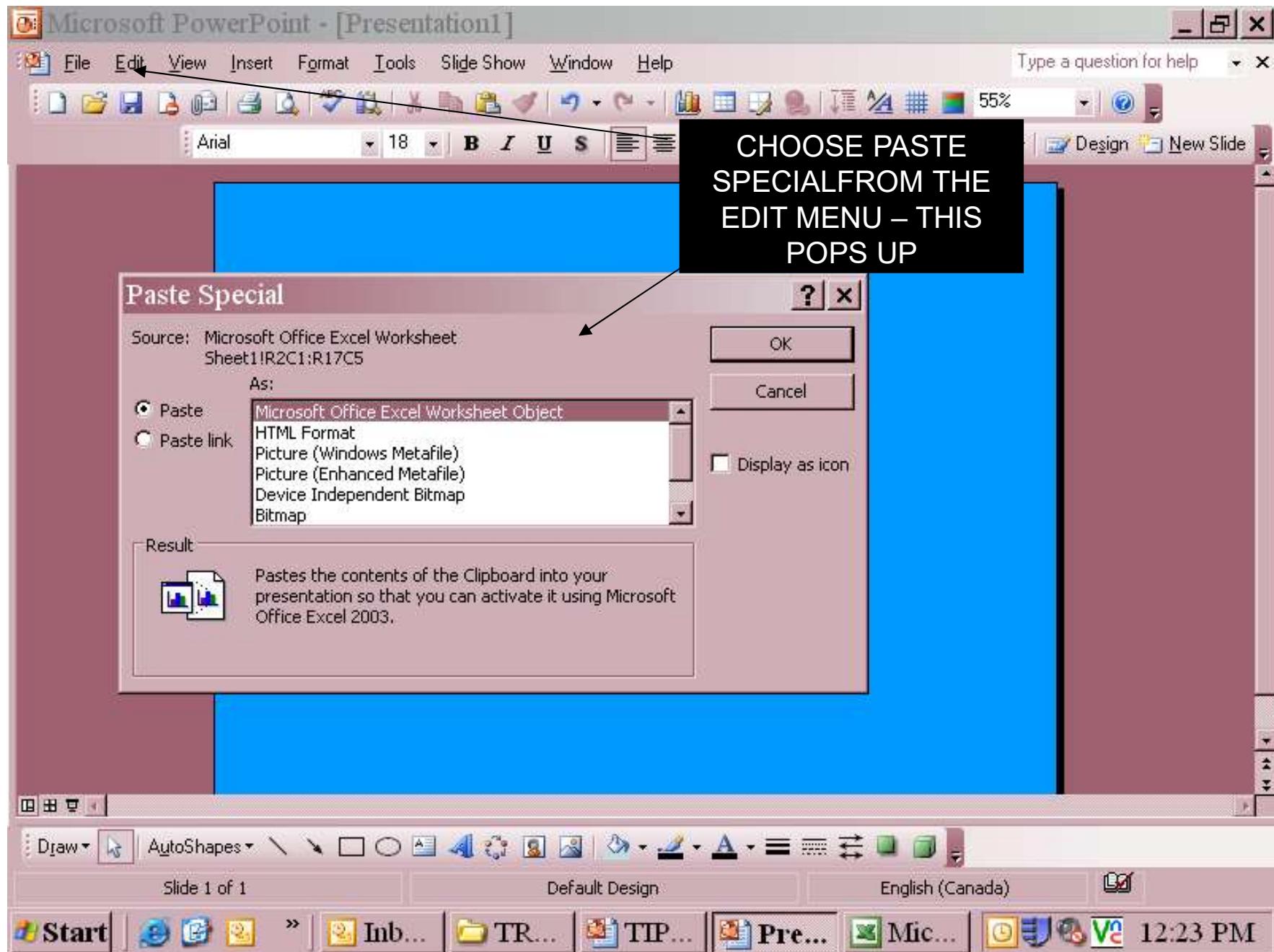
TEXT BOXES



ADDING GRAPHS / TABLES

- WHEN IT'S TIME TO ADD A GRAPH OR TABLE FROM EXCEL OR WORD, ALL YOU NEED TO DO IS HIGHLIGHT WHAT YOU WANT TO SEE IN YOUR PRESENTATION. (IN EXCEL OR WORD)
- CLICK 'COPY'
- SWITCH TO YOUR POWERPOINT SCREEN.
- CLICK ON EDIT, CHOOSE 'PASTE SPECIAL'.
- YOU CAN NOW PASTE AS A PICTURE (DOES NOT ALLOW CHANGES) OR AS A MICROSOFT DRAWING OBJECT (CAN CHANGE LATER)
- IT IS USUALLY BEST TO PASTE FROM WORD OR EXCEL AS A MIRCROSOFT OBJECT .

ADDING GRAPHS / TABLES



ADDING GRAPHS / TABLES

- IF YOUR GRAPH DIDN'T PASTE PROPERLY, CLICK DELETE AND TRY ANOTHER 'PASTE SPECIAL' OPTION.
- IF IT'S TOO BIG, GRAB A CORNER AND PULL INWARD UNTIL IT'S THE SIZE YOU WANT.
- HINT – FLOWCHARTS THAT ARE EDITED ONCE THEY'RE IN POWERPOINT END UP SHOWING THE EXCEL GRAPH LINES. IF YOU NEED TO CHANGE ANYTHING, DO IT IN EXCEL AND RE-PASTE INTO POWERPOINT.
- TO EDIT YOUR GRAPH OR TABLE, RIGHT CLICK ON IT, CHOOSE 'EDIT OBJECT' AND IT SHOULD NOW BE EDITABLE.

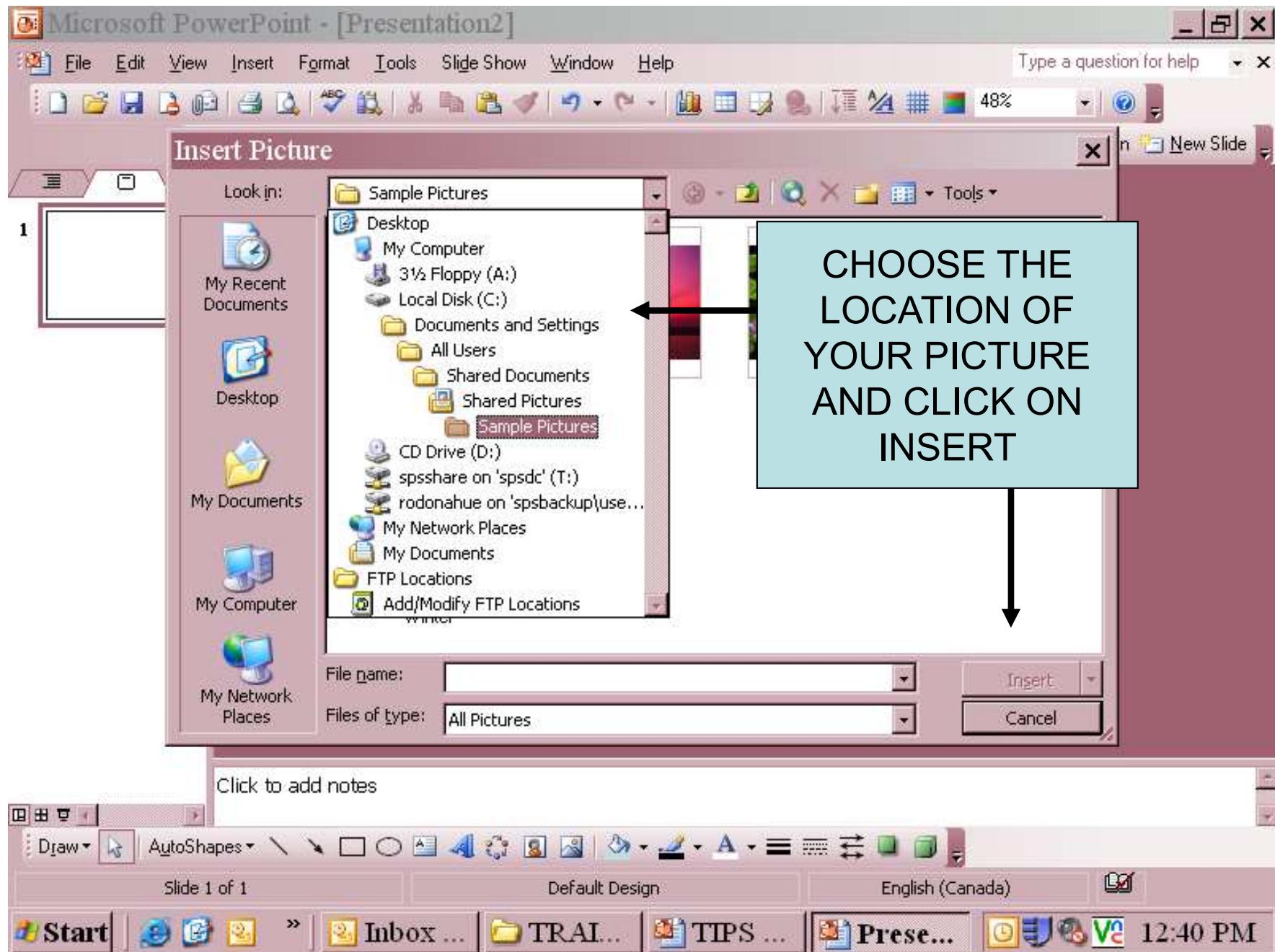
INSERTING PICTURES

- PICTURES CAN BE ADDED FROM FILE OR BY CUT AND PASTE.

FROM FILE:

- CLICK ON INSERT, GO TO PICTURE, CHOOSE “FROM FILE” AND THEN PICK THE FILE LOCATION WHERE THE PICTURE IS.
- HINT – ONLY FILES WITH A PICTURE SUFFIX WILL SHOW UP IN THIS SCREEN. (IE. JPEG, BMP,)

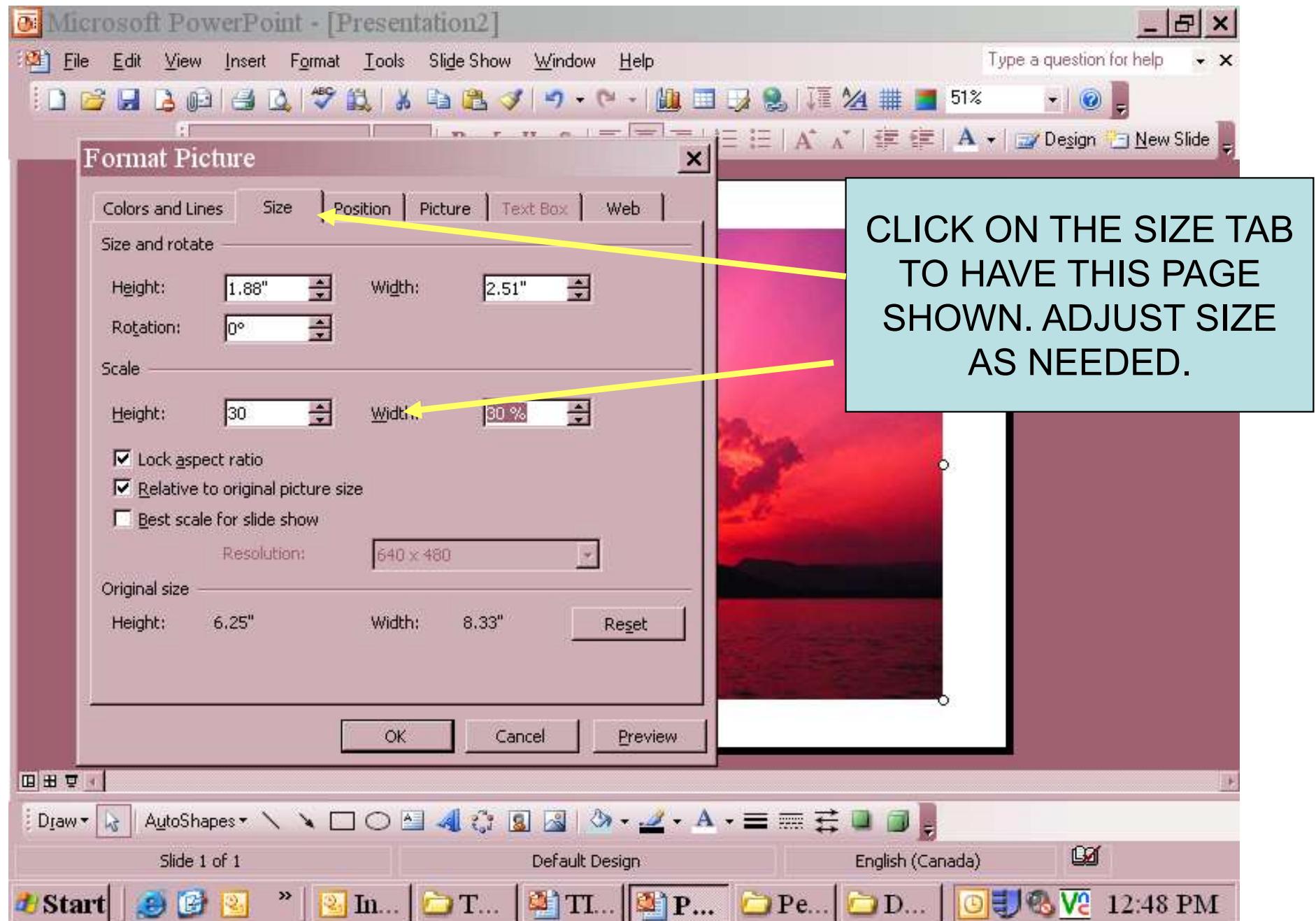
INSERTING PICTURES



INSERTING PICTURES

- ONCE YOU HAVE SELECTED THE RIGHT PICTURE, CLICK OK AND YOUR PICTURE WILL APPEAR IN FULL SIZE
- NOW ALL YOU NEED TO DO IS RIGHT CLICK ON THE PICTURE, GO TO 'FORMAT PICTURE', AND CLICK ON THE 'SIZE' TAB. CHANGE THE SIZE TO AROUND 25%. THIS WILL SHRINK YOUR PICTURE TO FIT IT ON THE SLIDE.
- IF IT DISAPPEARS, LOOK ABOVE AND TO THE LEFT OF THE SLIDE, IT'S PROBABLY THERE HIDING....

INSERTING PICTURES



INSERTING PICTURES

USING CUT AND PASTE:

- OPEN THE PICTURE IN WHATEVER PICTURE EDITING PROGRAM YOU HAVE.
- EITHER RIGHT CLICK ON THE PICTURE AND CHOOSE COPY, OR CLICK ON EDIT AND CHOOSE COPY.
- RETURN TO POWERPOINT.
- CLICK ON EDIT, CHOOSE PASTE, AND YOUR PICTURE SHOULD APPREAR.
- IF IT DOES NOT, TRY AGAIN USING THE 'PASTE SPECIAL' FEATURE. (PASTE AS JPEG OR BITMAP)
- RESIZE AS IN THE PREVIOUS SLIDE.

CLIP ART

- CLIP ART IS A SPECIAL FEATURE OF POWERPOINT.
- CLICK ON INSERT, SCROLL DOWN TO ‘PICTURE’ AND CHOOSE “CLIP ART”.
- A SCREEN WILL APPEAR ON THE RIGHT, EITHER TYPE IN WHAT YOU ARE LOOKING FOR OR (IF IT’S UNUSUAL) CLICK ON THE “CLIP ART OFFICE ONLINE” (LOCATED ON THE BOTTOM OF THE WINDOW) -THIS TAKES YOU TO A LARGE DATABASE ON THE INTERNET.
- AGAIN, TYPE IN WHAT YOU ARE LOOKING FOR. IF NOTHING COMES UP, CHANGE YOUR SEARCH TO ONLY ONE OR TWO WORDS.

CLIP ART

Microsoft PowerPoint - [Presentation2]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Design New Slide

Arial 18 B I U S

PDCA

Search for: PDCA

Search in: All collections

Results should be: Selected media file types

Organize clips...

Clip art on Office Online

Tips for finding clips

THIS PANE ALLOWS YOU TO SEARCH YOUR COMPUTER OR THE INTERNET FOR CLIP ART.

Draw AutoShapes

Slide 1 of 1 Default Design English (Canada)

Start In... T... TI... P... Pe... D... 12:51 PM

This screenshot shows a Microsoft PowerPoint window with a slide containing the text "THIS PANE ALLOWS YOU TO SEARCH YOUR COMPUTER OR THE INTERNET FOR CLIP ART." A callout box points to the "Clip Art" pane on the right. The search bar in the pane contains the text "PDCA". A second callout box points to the "Clip art on Office Online" link at the bottom of the pane.

CLIP ART

- ONCE YOU'VE FOUND WHAT YOU WANT....
- IF IT'S IN THE Righthand WINDOW OF POWERPOINT (NOT FROM ONLINE) JUST CLICK ON IT AND IT WILL APPEAR IN WHAT EVER SLIDE YOU ARE VIEWING.
- IF IT'S FROM ONLINE, RIGHT CLICK ON IT, CHOOSE COPY.
- GO BACK TO POWERPOINT, CLICK ON EDIT, THEN 'PASTE', AND IT SHOULD APPEAR.
- YOU CAN RESIZE BY GRABBING CORNERS AND PULLING.

WORDART

- WORDART IS BASICALLY PUTTING TEXT INTO PICTURE STYLE – IT ALLOWS YOU TO ADD SHADOWS, 3-D EFFECTS, PICK PATTERNS, TEXTURES....
- TO ADD WORDART CLICK ON INSERT, CHOOSE 'PICTURE', CLICK ON 'WORDART'.
- PICK THE STYLE YOU WANT TO USE AND THEN TYPE WHAT YOU WANT IT TO SAY.
- ONCE DONE, YOU CAN CHANGE THE BACKGROUND, LINES, AND EFFECTS USING THE DRAWING TOOLBAR.
- IF NOT PRESENT, CLICK ON VIEW, CHOOSE TOOLBARS, THEN CLICK ON 'DRAWING'. IT SHOULD NOW APPEAR ON YOUR SCREEN.

SPECIAL TIPS

1. IF YOU PASTE A PICTURE AND IT DISAPPEARS, CHECK ABOVE AND BELOW THE SLIDE TO SEE IF IT GOT LOST....
2. CLIP ART CAN BE FLIPPED AND ROTATED – USE THE DRAWING TOOLBAR...
3. COMPRESS YOUR PICTURES AFTER YOU PUT THEM IN – IF YOUR FILE GETS TOO BIG IT MAY CRASH THE SYSTEM AND YOU COULD LOSE EVERYTHING!
(RIGHT CLICK, PICK ‘FORMAT PICTURE’, ‘SIZE’, THEN ‘COMPRESS’)

SPECIAL TIPS

4. SCREEN BEANS ARE A VERY USEFUL PART OF CLIP ART. THEY DEPICT MANY ACTIONS, EMOTIONS AND ACTIVITIES AND ARE FREE TO USE.

(THEY ARE FOUND IN THE NORMAL CLIP ART LOCATIONS, JUST TYPE IN SCREEN BEANS)

5. THE EASIEST WAY TO KEEP YOUR VERBAGE AND YOUR SLIDES COORDINATED IS TO ADD YOUR VERBAGE TO THE 'NOTES' SECTION AT THE BOTTOM OF THE SCREEN. (WHERE IT SAYS 'CLICK TO ADD NOTES'). THESE NOTES ONLY APPEAR WHEN YOU PRINT 'NOTES PAGES' AND WILL NOT APPEAR ON YOUR SLIDES.

SPECIAL TIPS:NOTES PAGES

Microsoft PowerPoint - [Presentation2 [Preview]]

Print... | Print What: Notes Pages | 44% | Options | Close

OUR E-CIRCLE
WAS A SUCCESS

THIS IS WHERE YOU TYPE YOUR NOTES. WHEN YOU PRINT IN 'NOTES PAGES' THEY SHOW AT THE BOTTOM LIKE THIS....

THESE NOTES ARE FROM THE NOTES PANE.

Print: Page 1 of 1

Start | In... | T... | TI... | P... | Pe... | D... | 12:58 PM

SPECIAL TIPS

6. THE SPELL CHECK IN POWERPOINT IS VERY TEMPERMENTAL – DO NOT RELY ON IT TO CHECK YOUR PRESENTATION.
7. DON'T ADD ANIMATION TO YOUR PRESENTATION. (THE BASIC RULE IS THAT ANYTHING YOU DO ON POWERPOINT YOU MUST BE ABLE TO DO WITH A PROJECTOR AND TRANSPARANCIES.)