

Tips for Using PowerPoint

1. Open up the PowerPoint icon from either the desktop or click on your “Start” button at the bottom of the page, the bottom toolbar. A new project will open immediately.
2. At the top of the “New Project” you opened, there is a tool bar. Under the tabs of “Insert” and “Design,” is the word “Layout.” Use this button to change the layout of your slide or slides.
3. Use the “Design” button to change or create the background you would like for a single slide or all slides.
 - a. In order to use one of the available templates in the program for only one slide, you will need to right click on your mouse and select the option, “Apply to selected slides.”
 - b. You can go over to the far right at the top of the tool bar in the “Design” section and click on “Background Styles” to customize any background or to insert your own.
 - c. If you want to customize your background with a picture, you will need to make sure that you have pictures to work with. One way to get some pictures is to use either the clip art button or go to Google or search the internet, find your picture(s), right click on your mouse, choose “Save Picture as,” then type in a name for the picture that you will remember. After you have done this, you are now able to insert the picture you want to use as a background for your slide or slides (or you can use this picture to insert anywhere on a slide). To use a picture as your background, you must click on “Picture or Texture Fill,” then click on the “File” button in this window, find the picture you want, and then insert it. If you hit “Close” it will only go to one slide. If you hit “Apply to All Slides,” then all of your slides will have this background.
4. To insert items on to a slide whether it is pictures, clip art, word art, movies, sounds, you need to click on the “Insert” tab in the tool bar at the top of the page.
 - a. The “Shapes” button will allow you to pick some auto shapes like a text box to insert into your slides if you want text, or you may use fancy “Word Art.”
5. Once you have inserted all your pictures for your slides you then can go back and use the “Animations” tab at the top of the tool bar to make each picture or text enter into the PowerPoint presentation.
 - a. Once you are in the “Animations” tab, click on the individual item on the slide that you want to animate, look for the “Custom Animation” button, click on it, on the right will appear a window, click on the “Add Effect” dropdown arrow, click on “Entrance,” then click on “More Effects” to get all the choices to animate your object or text.

This should help you with the basics for a PowerPoint slide show. On the next page is how to save and print a “Handout” of your slide show.

How to Save Your PowerPoint Project

1. During the creation of your PowerPoint project, you should save often so that you don't lose any information and get frustrated.
2. To save, click on the Office Button in the top, left-hand corner of the page by the floppy disk icon.
3. Choose the option to "Save As," and when the new window opens up, click on "PowerPoint 97-2003 Presentation." You must save your file as an older version at school and at home in order for the file to be read at both places. **If you open your file at home, do more work on it there, it is important that you do this very same step; otherwise, the school computers won't be able to read your project.** This is the same for a Mac using Office PowerPoint.
4. When the window opens to give your file a name, use your first initial, last name, and JTSD to look like this: svictorJTSD. This way I can identify everyone's file as their own file. After you type in the "File name," make sure that the "Save as type" section under your file name reads "PowerPoint 97-2003 Presentation." If it does not, then use the drop down arrow to find the correct "type." Also, before you hit the "Save" button, make sure that the window at the top of the saving window says "My Documents." Again, if it doesn't use the drop down arrow to put the file in "My Documents." Then hit "Save."
5. Now close your PowerPoint Presentation and insert your "Flash Drive." Once the flash drive appears on the bottom tool bar with a little green lightning bolt on it, you are ready to transfer your project to the flash drive.
6. Go down to your "Start" button on the bottom tool bar, click on "My Documents," find your saved PowerPoint project with the file name as above, put your mouse arrow over the file, right click your mouse, and when the window opens, choose "Copy."
7. Looking in the same window on the right hand side locate where it lists "My Computer." Click on that button, find your flash drive in one of the options, usually it is in the middle area of the options, double click on your flash drive (it could have a name by the manufacturer, one you gave it, or just simply "flash drive," "jump drive," or something else) to open it. Once your flash drive is open, put the mouse arrow somewhere in the white area of the files, right click again, and when the window opens up, click on the option "Paste." Your PowerPoint presentation should now be on your flash drive.
8. If you would like to continue working on your project, open it now from the flash drive and then all you have to do is hit save when you are finished and it should save to the flash drive.
9. Before you pull out your flash drive, make sure that you close PowerPoint and anything else you might have used with your flash drive. Then look on the bottom toolbar where the icon of your flash drive was in the lower right hand corner area, right click on it, and click "Safely Remove." When your icon goes away or a window appears saying it is safe, remove your flash drive.

How to Print Your Slides to Show Your Work

1. First open your project, click on the "Office" button in the upper, left-hand corner of file, choose the option to "Print," make sure that you have the right printer name in the "Name" area, then look to the bottom left-hand portion to the section titled "Print What." Under this option it will say "Slides." Use the drop down arrow and change it to "Handouts." After you do this, directly to the right of that you have the option of "Slides Per Page." Make sure that the number in the field next to the option says "6." So, instead of printing 7 different pages, you now are down to two (if you know how to print "double sides," you're down to one). After you are done with this, hit "OK" or "Print," and you will get the printout you need to turn in to class proving that you are done with your project.
2. Note, if you don't go on the first day or want to change something because you are going later in the day, you will be able to do so and make the adjustments you want without having to print off another "Proof of completion."