


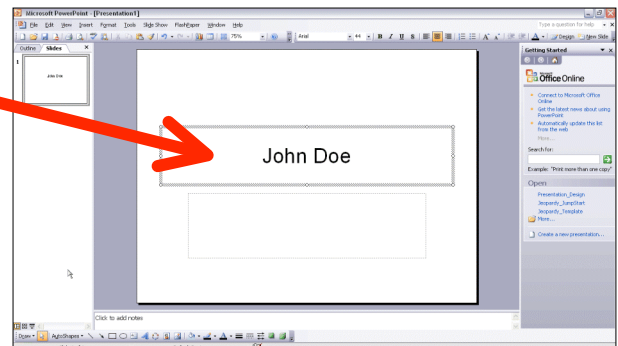
Create An Introductory PowerPoint!

Microsoft PowerPoint 2003 – Windows PC Version

Did you know that you (yes, you) can create a PowerPoint presentation? It's not that difficult, at all. By carefully following this tutorial, you will learn to create a basic presentation.

Title Slide

1. Open PowerPoint by clicking its icon . If the icon is not located on the desktop, you may navigate to it in the Start Menu (click on Start > All Programs > Microsoft Office > Microsoft Office PowerPoint 2003).
2. When PowerPoint opens, you are presented with a view of the first slide (a title slide). Click once in the rectangle that says "Click to add title". Type your name in this area.
3. Type your title (Math Teacher, for example) in the "Click to add subtitle" section.

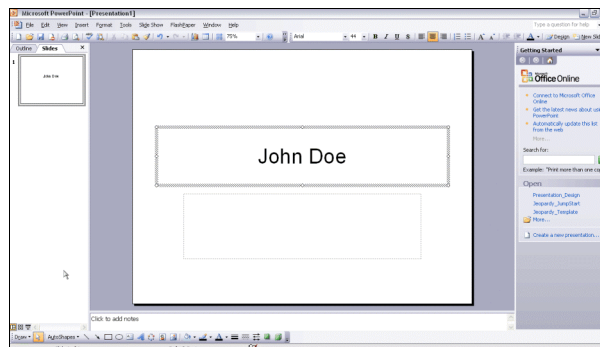


Quick Tour

4. Before we get too involved here, let's explore the different working areas within the PowerPoint window.

The main area within PowerPoint is called the "Slide Pane". In the slide pane, you can type text directly onto the slide, within the rectangular placeholders.

On the left is a thumbnail version of the slide you're working on. This area is called the "Slides Tab", and you can click the slide thumbnails here to navigate among slides.



On the right is the "Task Pane". Various options are presented here for you depending on what items you are currently working on in your presentation.

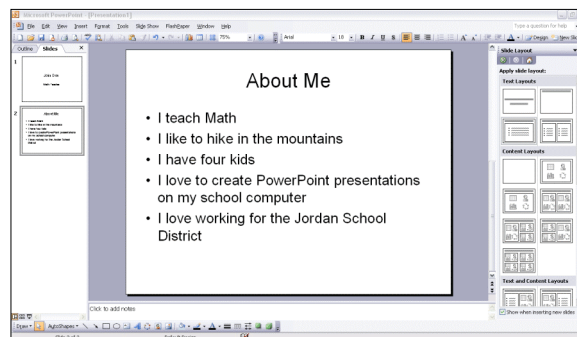
The "Notes Pane" is on the bottom. Type notes that you'll use when presenting. You can drag the borders of the pane to make the notes area bigger.

Insert Slide

5. A typical PowerPoint presentation is made up of several different pieces, called "slides". Each slide shows different content. Let's insert a slide now by clicking on the "Insert" menu at the top of the page – once the Insert menu appears, click on "New Slide".
6. Upon inserting a new slide, several things change. First, the slide shown is in a different layout (the default layout for newly inserted slides contains a title with bulleted text below). Next, you'll see a new thumbnail representing your new slide in the Slides Tab. Finally, the Task Pane switches to a different view (Slide Layout view). In the Task Pane, you can now select a different layout (if desired). Take a minute and explore the

different options for slide layout (use the scroll bar on the right of the Task Pane to view additional layouts – to change the current slide to a different layout, simply click the layout you want to use).

7. For the purposes of this tutorial, let's use the default "Title and text" layout and enter in some information about you. In the "Click to add title" section, please type "About Me". In the "Click to add text" section, please type information about yourself. Simply press the "Enter" key on your keyboard to add another bullet.



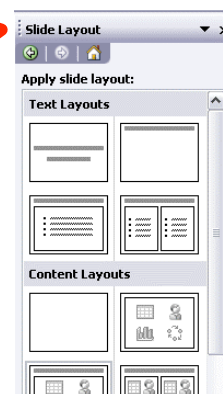
Graphics, Anyone?

8. Let's insert a new slide now (from the menus at the top of the screen select Insert, followed by New Slide).
9. Change the layout of this new slide to "Title and content" by clicking on the appropriate button in the Task Pane (right side of screen).
10. The "Title and content" layout allows you to insert a table, chart, clip art, picture, diagram, or media clip (movies, sounds) by clicking the corresponding icon.
11. In the "Click to add title" section, please type "I Like..."
12. Let's now insert a piece of clipart that you personally find interesting. In the "Click icon to add content" section, click the icon that corresponds to "Insert Clip Art".
13. You will then be asked to "Select a picture". Click once on the image you want, and then click the "OK" button.
14. The image will then be added to your presentation.
 - You can resize the image by clicking on the circles in the corners of your picture, and then dragging (while holding down your mouse button) inward or outward.
 - You can reposition your image by either tapping the arrow keys on your keyboard, or by clicking and dragging on the inside of your image.



Task Pane

15. Another way to insert graphics is by using the Task Pane. To access this feature, click once on the title of the Task Pane (currently it should read "Slide Layout"). Clicking here will allow you to view other Task Panes. Click once on "Slide Layout", and then select "Clip Art".
16. You may now search for additional clip art (as well as regular images) using this task pane. Once you've found an image you like, simply click its icon to insert it into your presentation.



Pretty, Please...

17. A popular feature in PowerPoint is the ability to easily change the look of your presentation. This is done using the "Slide Design" Task Pane (click on the "Clip Art" title of your Task Pane – and then select "Slide Design").
18. A plethora of designs will then be shown for you to browse. To use a particular design in your presentation, simply click once on its icon – and your presentation will magically change the way it looks!

Let's See The Show!

19. I think it's time to view your slide show presentation! To view it, select "Slide Show" from the menu at the top of the screen. Then click "View Show". A short-cut that can be used for viewing your show is to simply press the F5 key on the keyboard.
20. Congratulations! You've created your first PowerPoint presentation! To learn more about PowerPoint, visit the PowerPoint section of the T4 website:

<http://t4.jordan.k12.ut.us/powerpoint/>