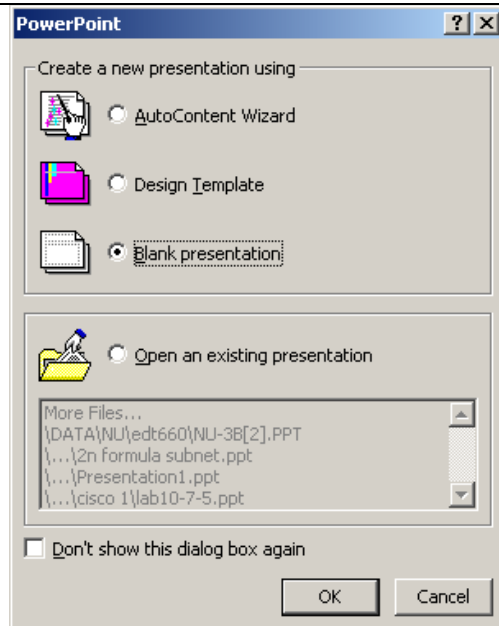




By Frank Schneemann

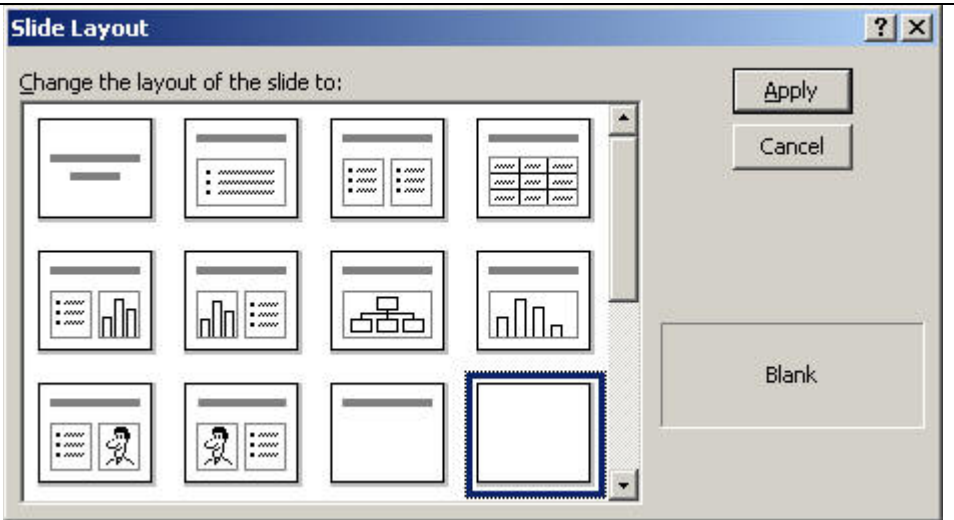
- Find the PowerPoint Icon and click to start a new PowerPoint Presentation 
- Click the Blank presentation box and then click the OK Button



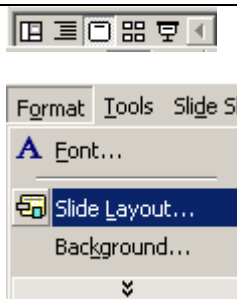
You should have a window like the one on the right.

- Click the Blank Page


If the window on the right does not appear use the procedure that follows to choose a blank slide layout



- Click the Slide View Button on the bottom left of your screen
- Open the Format Menu and click Slide Layout
- You can then choose the blank slide icon



We are now going to add text to our first slide. In PowerPoint you have to draw a Text Box to add text to a slide.

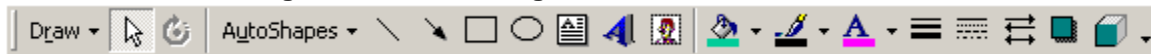
- Find the Text Box Icon and click 
- Hold down the left mouse button and draw a Text Box on the slide

This is a text box


- Type your name in the box
- Change the size and color of the font the way you do in any Office Application

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- Make sure the Drawing Toolbar is showing at the bottom of the screen

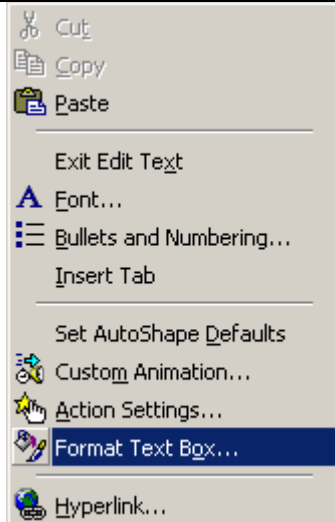


- If it is not, open the View Menu, Click Toolbars, Click Drawing

- Click the edge of your text box to select it
- Click the Line Icon from the Drawing Toolbar 
- Choose a line size and click OK to add a border to your text box

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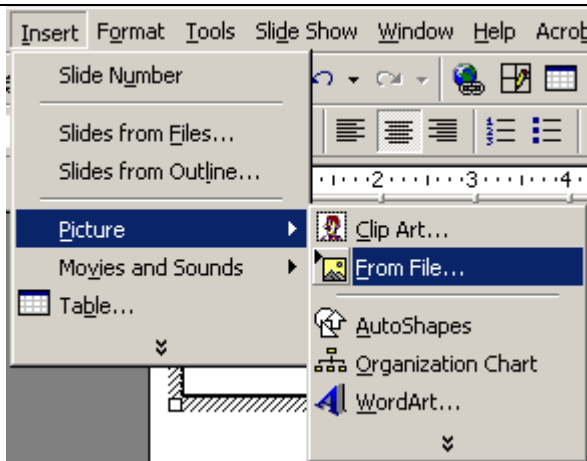
- **RIGHT** click on your Text Box
- Click Format Text Box
- Experiment with the colors, lines and shading of your Text Box



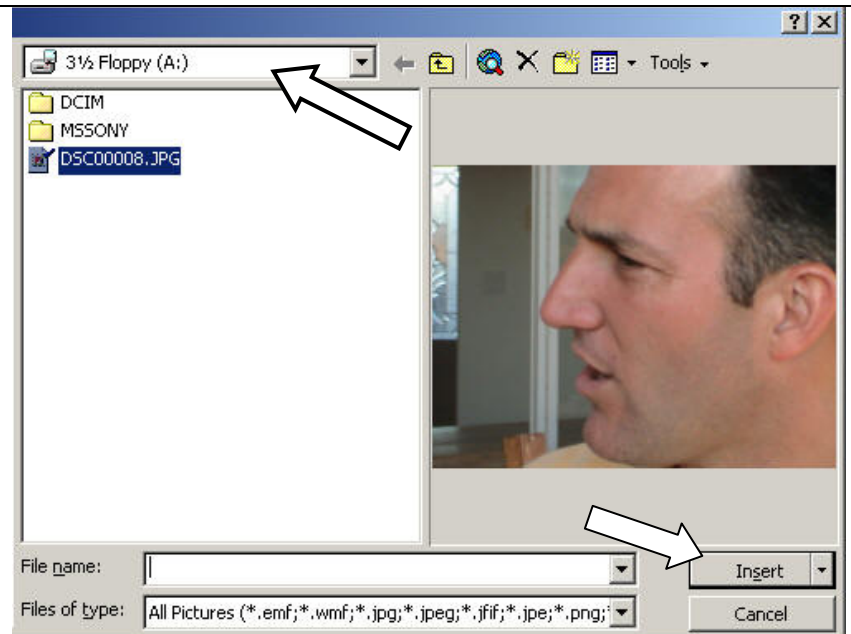
Inserting a graphic on a slide

In this section we are going to insert a graphic on a slide. In this case the graphic is on a disk in the A drive. You may use a graphic from another location.

- Click on a blank part of the screen to unselect your text box
- Insert the disk containing your picture in the A: Drive
- Open the Insert Menu
- Click Picture
- Click From File



- Make sure you are searching in the A: Drive *(Unless the graphic is in another place)*
- Click the name of your picture
- Click Insert

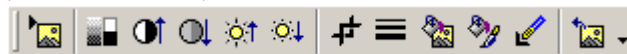


Your picture is now inserted on the slide

- If you need to re-size your picture
- Click the picture
- Notice the buttons on the edge of the picture
- You may click on one of the corner buttons, hold down the button and re-size your picture



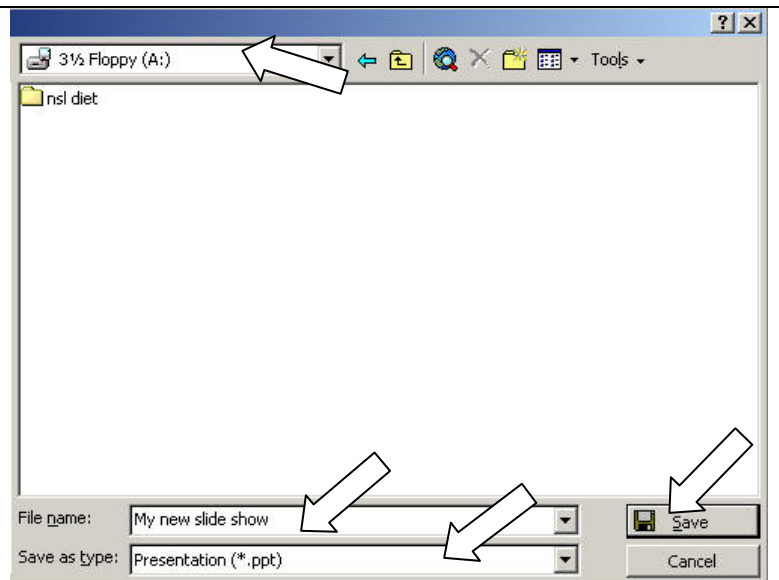
- Open the View Menu, click Toolbars, then click Picture



- With the Picture toolbar you can change the brightness, contrast or other aspects of your picture

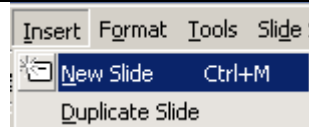
Saving your slide show

- Open the File Menu
- Click Save As
- Make sure you save to the A: Drive
- Give your show a name
- Click Save
- Now that you have given your show a name, in future you can save by simply clicking the save icon



Use one of the following methods to insert a new slide



- Click the Insert Menu and select New Slide
- or ... Hold down the CTRL key and Press M
- or ... click the New Slide Icon



Create several text slides to plan your project for this class.

1. **Decide what you want to teach. Needs to be an academic subject, not computers or software.**
2. **Decide which Office Tools you are going to use to teach your lesson**
3. **Describe the students you are going to teach**

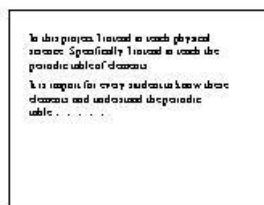
Discuss your project in some detail

- **Experiment with the Slide Buttons at the bottom left of your screen** 
- **Click the Slide Sorter Button to see all of your slide at once** 
- **You may now drag your slides to re-arrange them**
- **You may also copy or delete slides**
- **To copy a slide, hold down the CTRL Key and press C to copy the slide**
- **Next, hold down the CTRL Key and press V to duplicate the slide you just copied**

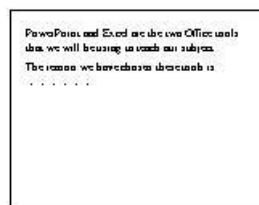
Click the Slide Icon to return to the slide 



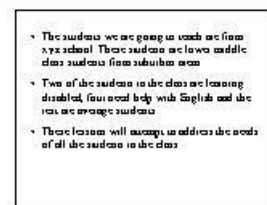
1



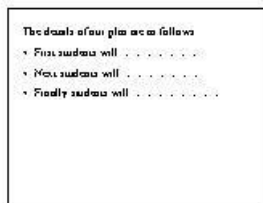
2



3

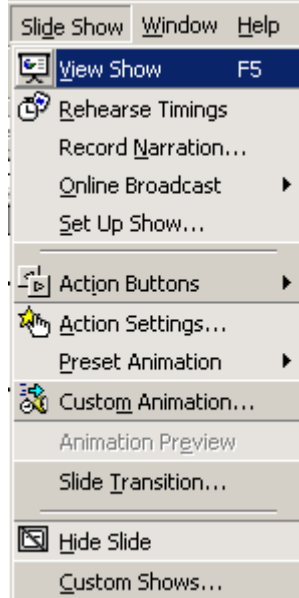


4



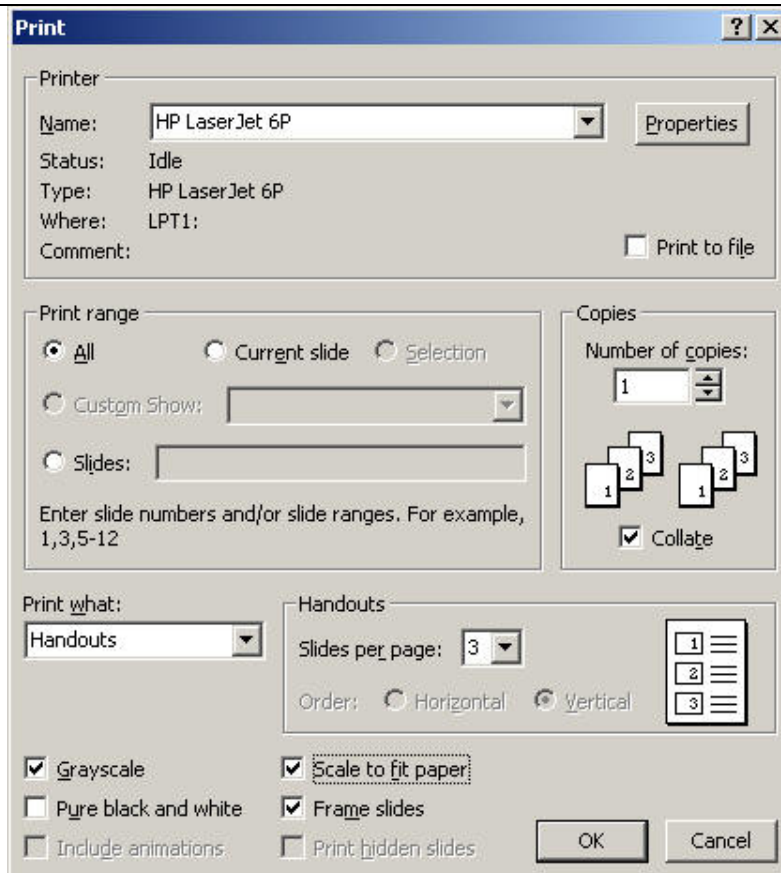
5

- You may view your show by pressing the F5 Key or by opening the Slide Show Menu and selecting View Show
- You may also experiment with the various slide show options such as Action Settings and Slide Transitions



Printing

- Open the File Menu and click Print
- You have many options open to you.
- You may print individual slides or handouts. We will print handouts.
- In the Print What: box, select Handouts
- In the Slides per page, click 3
- Experiment with the other options
- When you are finished, click the OK button to print



ED 670C Assignment

PowerPoint is a powerful presentation tool. This introduction only scratched the surface of its potential. Create a simple PowerPoint that explores the issue of equity access to technology in the schools. Brainstorm some ideas for solving the problem. Your presentation should be about 4 or 5 slides.