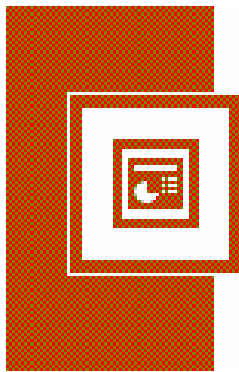


A Guide to using

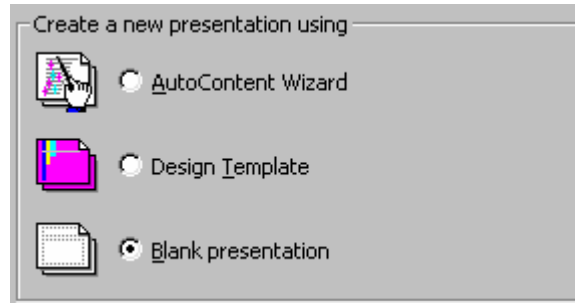


Microsoft®
PowerPoint®
2000 
MICROSOFT OFFICE



Using PowerPoint

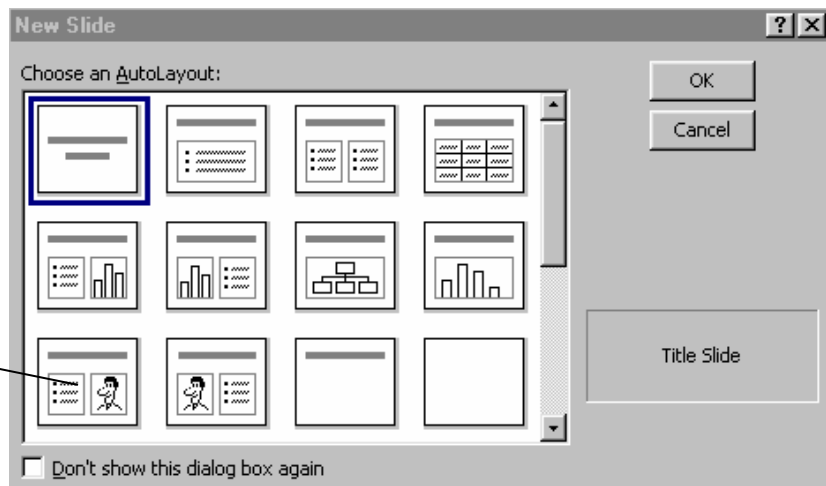
- Go to **Start, Programs, Microsoft Powerpoint** and open a new  presentation.
- You now have three main options – use a wizard, use a template or open a blank presentation



- Open a blank presentation by clicking the radio button as above and click OK.

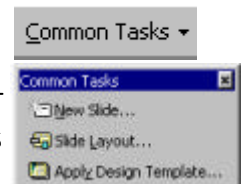
Now you need to choose a layout for your first page. The layout you choose should suit your needs. A good starting point is a layout that gives a title, a text area and a graphic area. You can override this layout at any time.

A good starting point but there are many to choose from



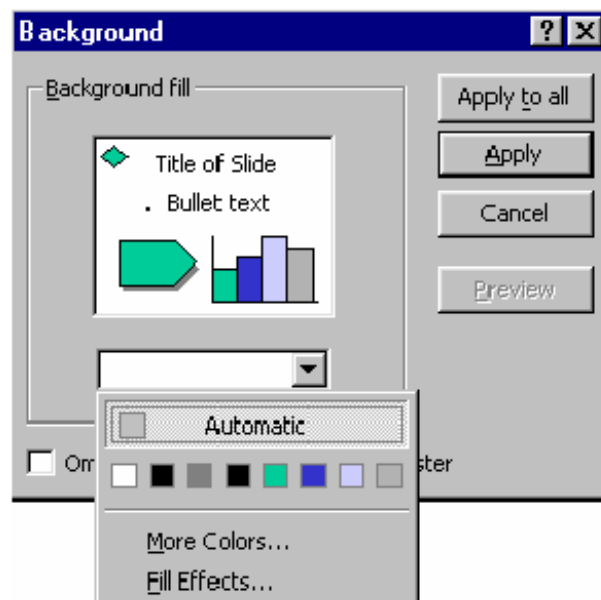
Adding a background colour to your slide:

- Click on the 'Common Tasks' bar at the top right of the toolbar
- The drop down menu will look like this _____
- Choose 'Apply design template' and then scroll through the choices
- Click **Apply** to select background. N.B. This background will be on every slide. If you want a more personalised background – see the next section of this guide.



Adding a background of your choice to a slide:

- Click on **Format** and choose **Background**
 - Go down to **Fill effects** and choose the colours you want
- Click on either **Apply to all** (to put this on all the slides in your show) or **Apply** (for this slide only)



Adding text to your slide:

PowerPoint 2000 gives various options of entering text. The most straight forward method is to:

- Click in each text box to add your writing.
 - You can change the style or colour of your text by going to **Format, Font** on the menu bar.
 - You can create other text boxes anywhere on the page
- N.B. By using bullet points you can have more animation of text

[See page 9 of this guide for a further method of entering text](#)

Adding Clip Art:

- Double click the picture box
- The Clip art gallery will appear.
- Choose your picture and click on **Insert**.

Adding a picture/digital photo from a floppy disc or hard drive:


- Go to **Insert, Picture, From File**.
- Go to **Look in:** and select **3 ½ Floppy (A:)** or **hard disk (C:)**
- Find the picture you want and click on **Insert**.
- **DO NOT insert into a prepared 'clip art' box**

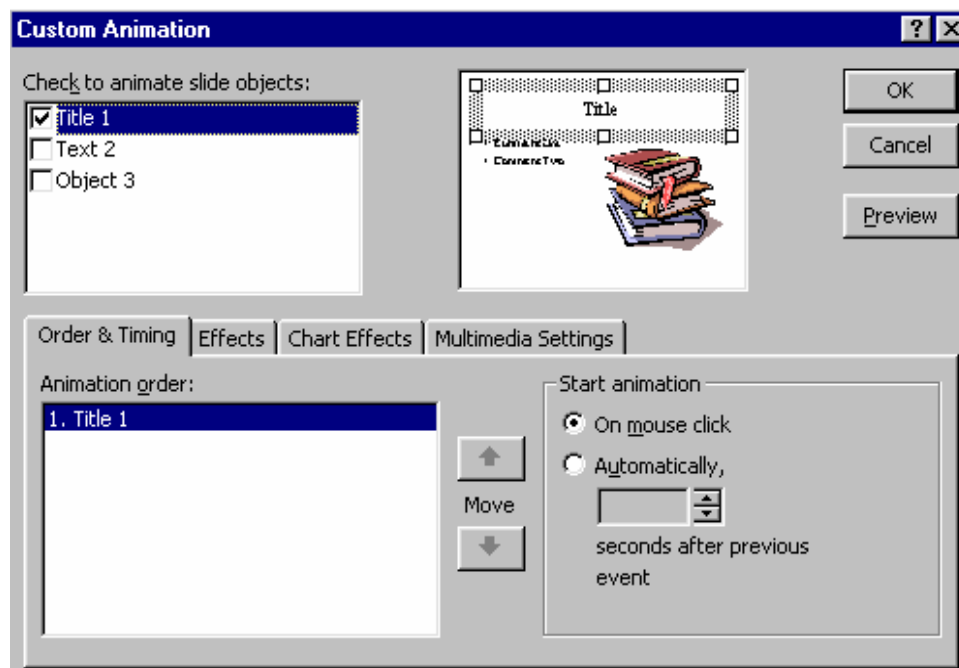
ANIMATING YOUR SLIDES



- To animate, press the STAR button found on the **MENU** bar.
- A shortcut to animation is to use some of the eight animation effects on this toolbar. Click on title and then select a button. Click on text and then select a button. You can personalise this bar by clicking on the dropdown option on the top left corner.



- To have more control over the animation of your slides and to add more sophisticated options like sounds and fading, click the **CUSTOM ANIMATION** button. 
- **Check** the box next to Title 1 , Text 2 or Object 3 .
- In the **Order & Timing** tab decide upon a **Mouse click** or **Automatic timing**



If you have chosen to animate an object you need to look on the **Effects** tab.

EFFECTS; scroll through the options to view the different ways you can bring in text and pictures.

- Click on the **effect** and **sound** that you want.
- REPEAT PROCESS** for each new object to be animated.

- Use the Preview button to view your work.
[Try not to have the text passing through graphics, it can distort your images.] N.B. Preview **does not exercise the timings** you may have asked for.

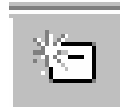
- There are three ways to run your slide show.

1. Click on this button on the bottom left toolbar
2. Go to Slide Show menu and 'View Show'
3. Press F5 key



[To loop the presentation go to Slide Show menu - Set Up Show option and check Loop continuously until 'Esc'](#)

- Use this button on the 'Common Tasks' bar to select a **NEW SLIDE**



To see all the slides you have created and to sort them out, click on this button on the bottom left toolbar.



[Dragging a slide in this window can rearrange the order of the slide show](#)
[Double clicking in a slide allows you to change your ideas](#)

EXTRAS

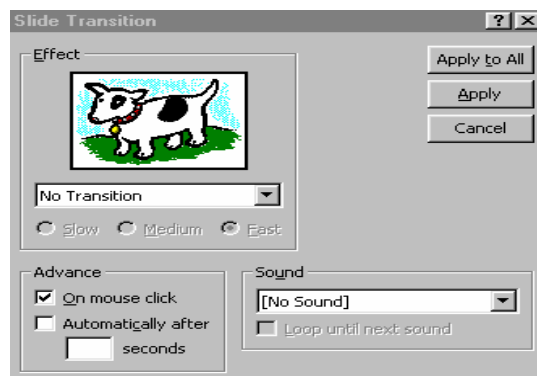
Adding transition to all the slides in the show:

- Return to the Menu bar and select **SLIDESHOW**, click on **SLIDE TRANSITION**.

This window will appear.

Use it to set the effect and timing for phasing the slide you have created into the next slide.

[Select the sound, timing and effect.] [Random effect gives variety!](#)



USING VIDEO IN YOUR PRESENTATIONS.

Multi – media slides can enhance your slide show and make it look very professional.

There are a number of places you can browse to find media clips, sounds or video clips.

The simplest method is to use those sounds and videos found on the Office C.D.

To access these clips;

- Select a new slide using this button.



- Go to **INSERT** on the menu bar and click on **MOVIES AND SOUNDS**
- Either - select 'Movie from Gallery' **or** select 'Movie from File to look for a movie from another source.
- Insert your chosen movie or sound.

Videos may appear as blank, white or coloured boxes and even still pictures until they are activated.



Sounds appear as
A loudspeaker

- You animate your clip in the usual manner using the **Custom animation** button.
- Or the **quick menu** box.

They both take you through the effects, timings and phasing in and out of each clip.

Don't forget to use the **SLIDE TRANSITION** on the Menu bar after each slide, to link your slides together. Using 'Random' for all slides eliminates this option

P.S.

You need to have a copy of the **Multi-media** files on the hard drive if they are to play so we suggest you put all files in a **PRESENTATION FOLDER** for safety.

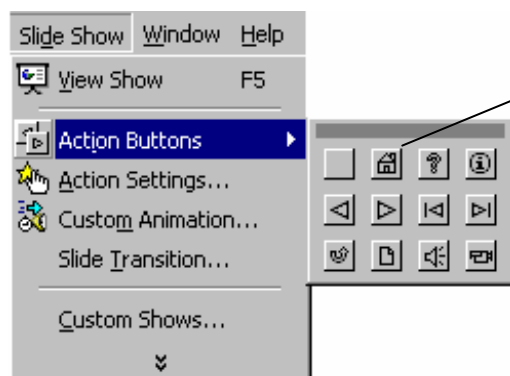
ACTION BUTTONS

The basic PowerPoint presentation will set out your slides following the model below. On the last slide you can insert a hyperlinked button to take you back to the first page.



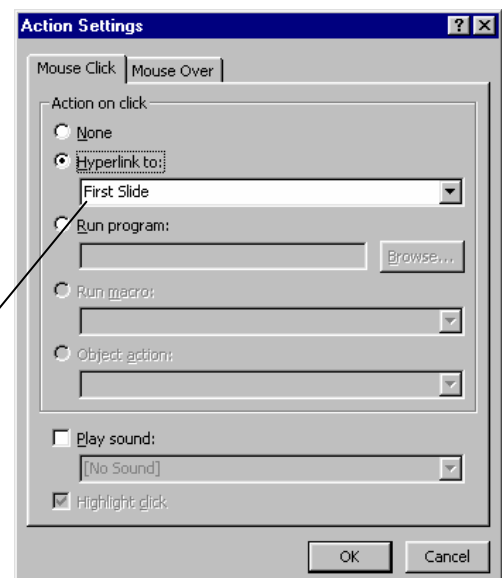
INSERTING ACTION BUTTONS

Follow the instructions below to make your presentation more like a web page. Action buttons can be on 'mouse click' or 'mouse over.'



In the **Slide Show** menu go to **Action Buttons** and select an icon. The little house for a home button seems a good choice.

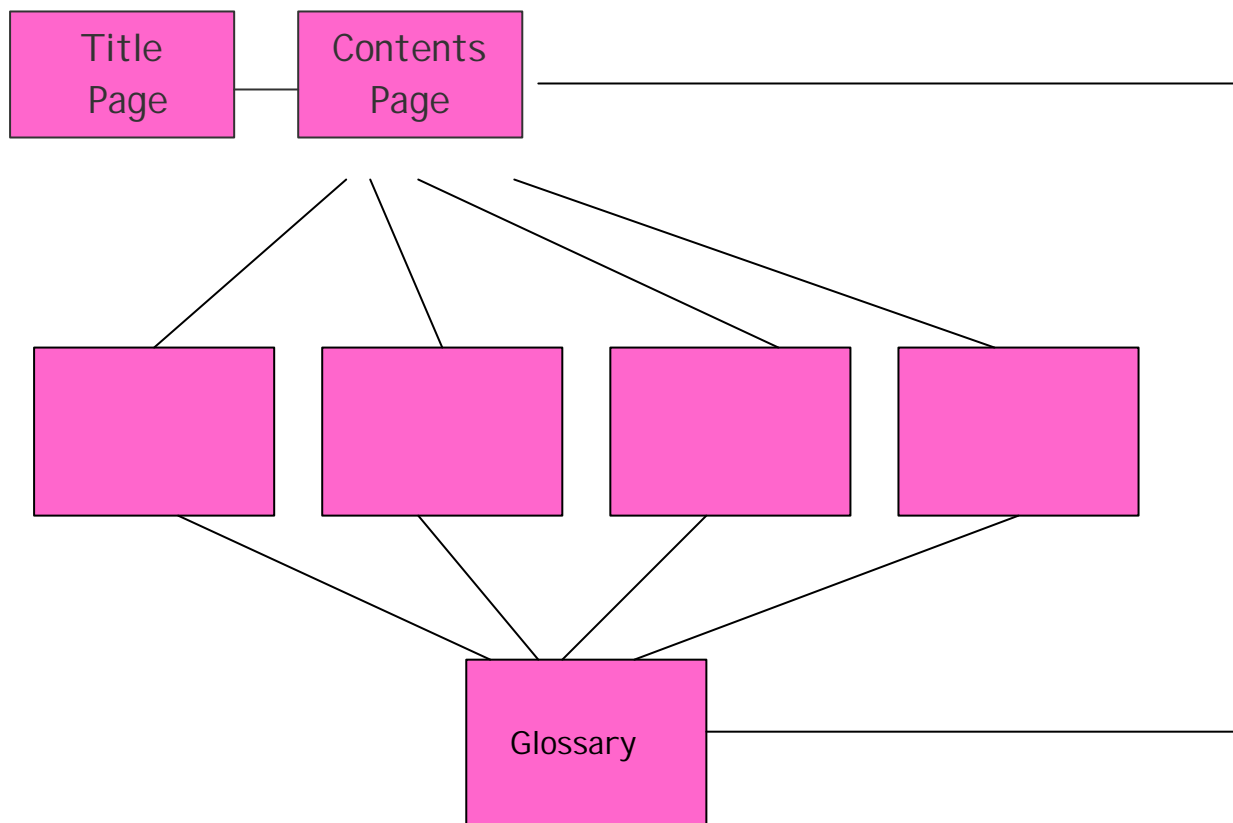
Use the cross hair tool to draw the button. It will immediately give you this dialog box with two radio buttons. Choose your mouse action and which slide you wish to connect to. Here you can see some of the other options eg. Previous slide, URL or even another PowerPoint presentation.



The buttons can be personalised by right clicking and going to Format Autoshape. Here you can select colour, outline and even transparency. This last option can be used to put a button over a graphic or photograph.

MORE ADVANCED PRESENTATIONS

Once you have managed to operate buttons you can employ a much more complicated plan for your presentation.(see below)



This is just one possibility. Having mastered the hyperlinks, any design along these lines is possible. You can now link with any other PowerPoint presentation, a website of your choice (type in the URL [the web address] into the hyperlink) or any other file or document on your system.



Using animated figures can make your presentation more attractive. One option is to access these animations on:

www.animatedgifs.simplenet.com

Another method of creating text slides using the outline toolbar is particularly useful for whole class teaching.

Creating an outline

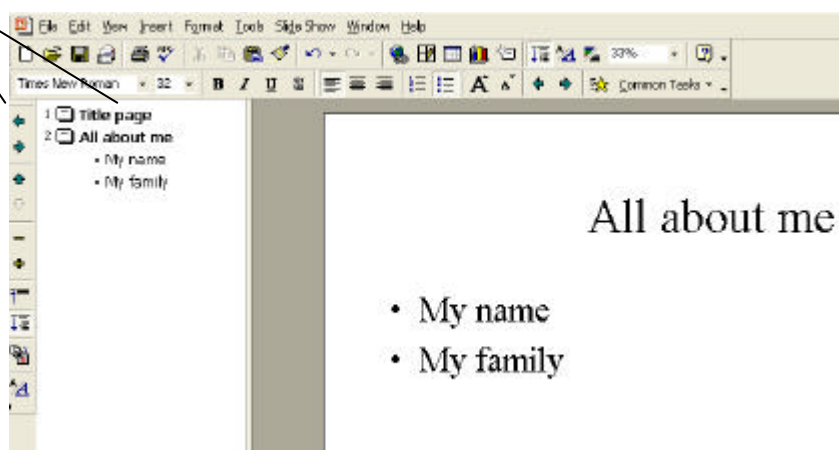
Outlining your presentation before adding backgrounds, animations and sounds will help to ensure that the focus is on content. To outline your presentation, follow these steps:

1. Go to View – Toolbars – Outlining to insert the 'Outline toolbar' down the left-hand side of your screen.
2. Click to the right of slide 1 and type your title or subject content.
3. Press return key and slide 2 will be created.
4. Repeat activities 2. and 3. and a procession of new slides will appear containing relevant text. To add additional text to any slide, click the **Demote** button  and any new text will be automatically bulleted beneath your slide heading.
5. To change to a new slide rather than continuing to type text in bulleted mode, click the **Promote** button  and the next slide will be created

Insert the Outlining toolbar

Type in title of 1st slide

Demote and promote as necessary



Repeat steps 2, 3, 4 and 5 to add additional slides and text. The order of the slides can be changed using up and down arrows on the toolbar.