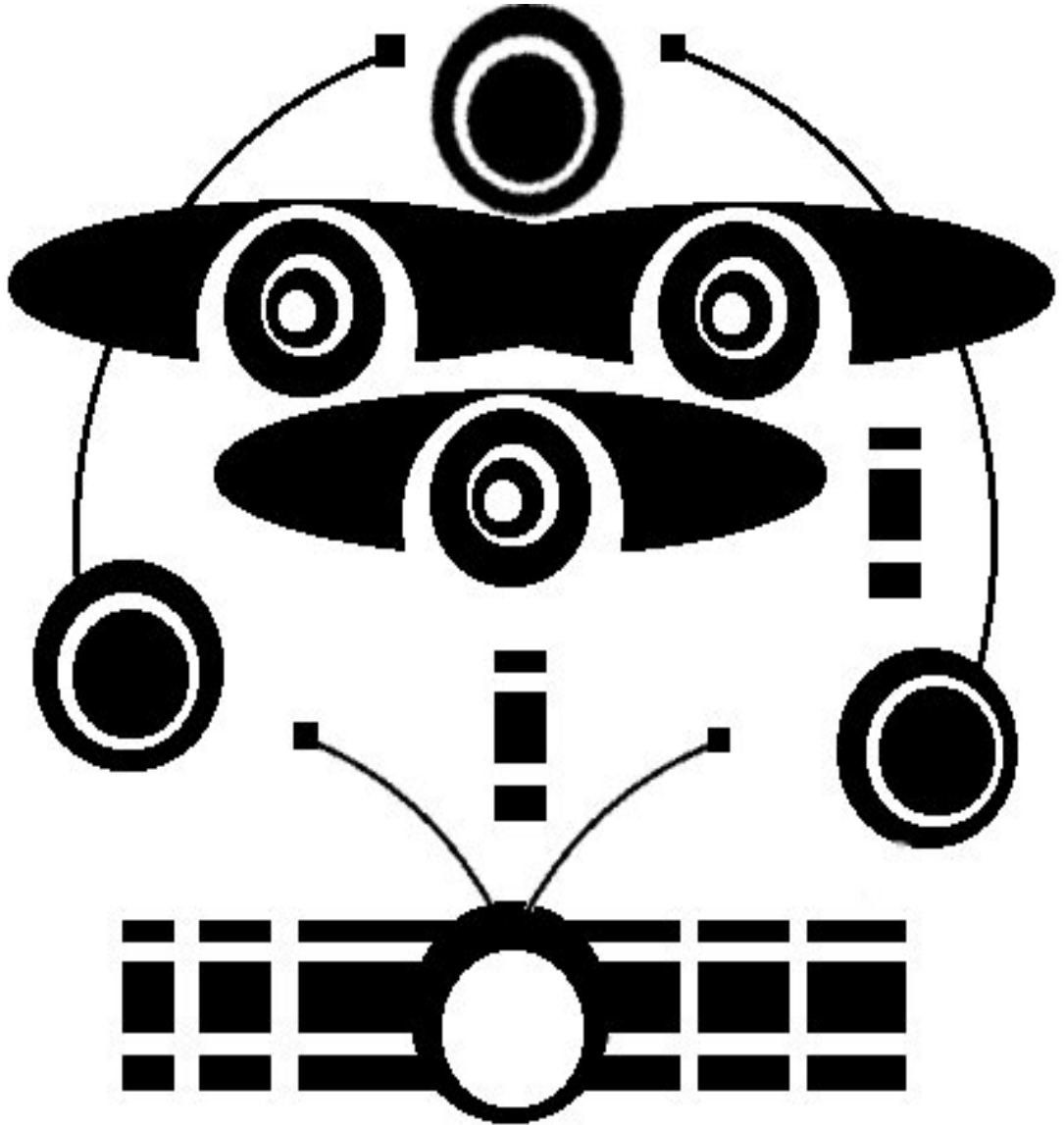


Effortless PowerPoint for Beginners

P o w e r P o i n t



**Written By:
Traci Cameron**

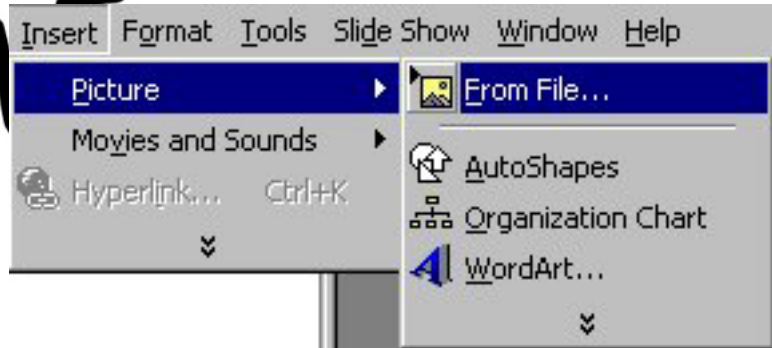
Inserting a Picture into a Presentation

1. Click on the word **Insert** in the PowerPoint menu bar.

A menu will pop down.

2. Click on the word **Picture**.

Another menu will drop down.



3. Click on the words **From File** from the submenu.

- Make sure that the student disk is in the floppy drive.
- Click the **down arrow** next to the look in text box. A list of alternative options will appear.
- Click on **3 ½ Floppy (A:)**.



Once you've clicked it, **3 ½ Floppy** will appear in the **Look In** text box.

All files contained in the floppy drive will be listed.

- Within the **File Name** box, type the name **martian.jpg**.
- Click the **Insert** button to insert the picture.



4. Click the **Text Box** icon on the toolbar at the bottom of the screen.

5. Click on the large white box to the right of the screen.

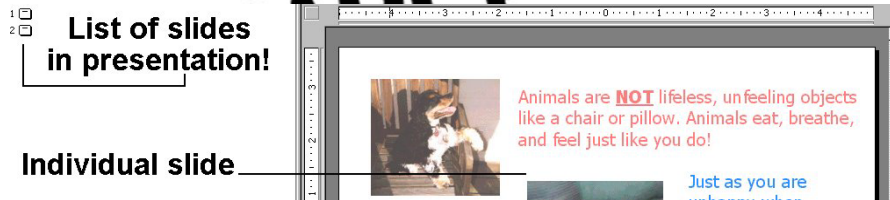
6. Type the following:

I am having fun!

Adding Sound to a Slide

1. Open the presentation titled **SlideShow.ppt** that is on the student disk.

The left side of the screen will display the number of slides in the presentation. The right side will display the slide itself.



2. Click the second slide on the left side of the window.

The second slide will display on the right side of the window.

3. Right click on the picture of the dog.

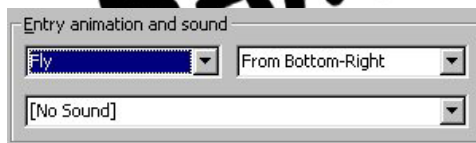
A menu will drop down.

4. Click on the words **Custom Animation**.

The Custom Animation window will appear.

5. Click the **Effects** tab.

You will see the entry for the animation that has been set for the dog picture.



6. Click the down arrow within the sound box to see the options for selecting sound.

It is currently set to **[No Sound]**.

7. Click the **Other Sound...** option.

The **Add Sound** window will display.



8. Click the down arrow within the **Look In** box for more storage locations.

By default, PowerPoint will look at the **My Documents** folder for any stored sounds or images.

Using AutoShapes

1. Click on the icon for **slide #3** on the left side of the PowerPoint window.

2. Click the **AutoShapes** button within the drawing toolbar.

A list of options will appear.

3. Click on the words **Basic Shapes** in the options listed.

Various shapes and pictures will appear to the side.

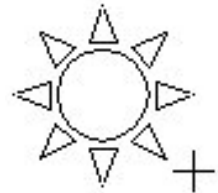
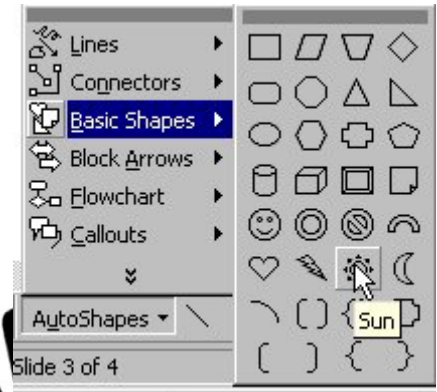
4. Click on the shape of the **sun**.

5. Move the mouse into the slide.

6. Drag the mouse across the slide.

You will see the sun appear and grow **more** as you drag.

Once you have the sun the size that you want, release the left mouse button.



Changing AutoShape Attributes

Changing AutoShape Color

1. Left click on the shape that you want the color altered on.

2. Click the arrow that is within the **Fill Color** button on the drawing toolbar.

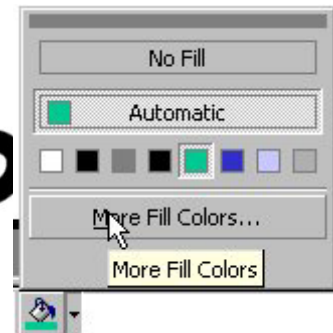
3. A list of colors will appear.

If the color you are looking for isn't listed, click on the words **More Fill Color**.

More color choices will appear.

4. Click on the color **Yellow**.

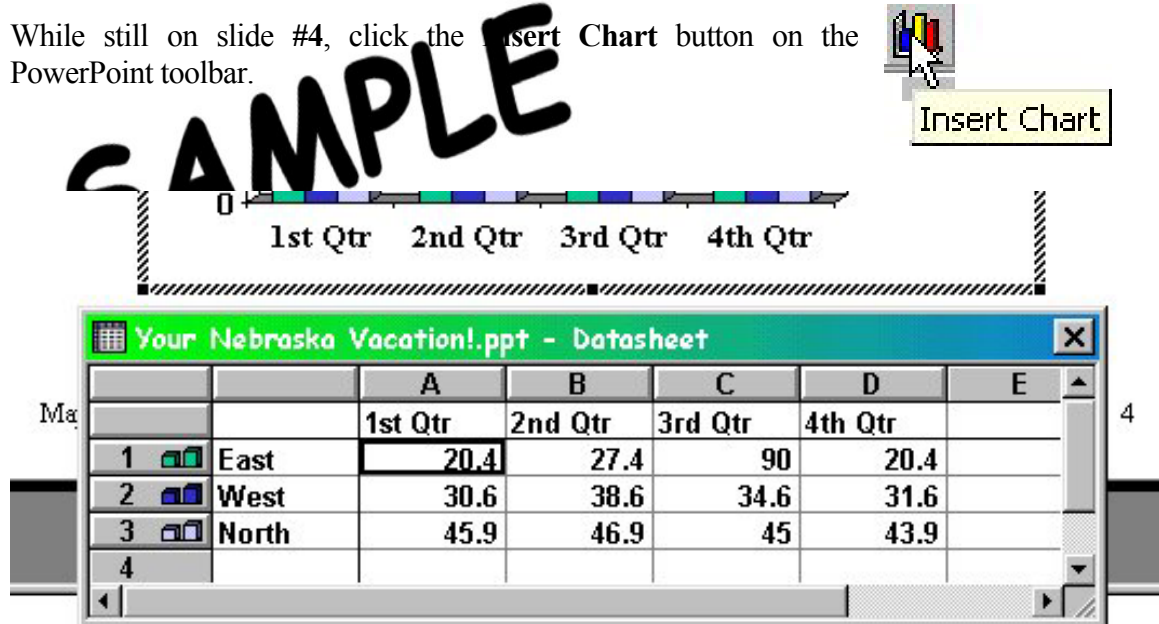
5. Click the **OK** button to confirm the choice.



Adding a Chart

There may be times when you need to show a chart in a slide.

1. While still on slide #4, click the **Insert Chart** button on the PowerPoint toolbar.



A datasheet will appear.

Within the datasheet you will need to specify the rows and columns of the chart.

The datasheet looks very similar to a spreadsheet in Microsoft Excel.

Each box is called a cell.

The cells are named by what row and column they're in. For example – Cell C7 is in column C row 7

To select a cell – click inside it!

2. Change the existing datasheet to contain the information included below:

		A	B	C	D
		Mon	Tues	Wed	Thurs
1	Company A	76	22	90	56
2	Company B	48	56	55.2	64
3	Company C	88	15	47	36
4					

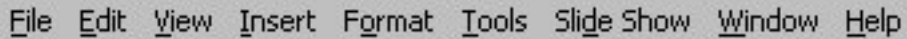
3. Close the datasheet by clicking the X in the corner.

Changing Chart Type

1. Double click the chart.

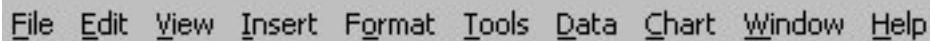
The datasheet will return and the PowerPoint menu will have some additional items.

PowerPoint menu bar prior to double clicking on a chart!



File Edit View Insert Format Tools Slide Show Window Help

PowerPoint menu bar after double clicking on a chart!

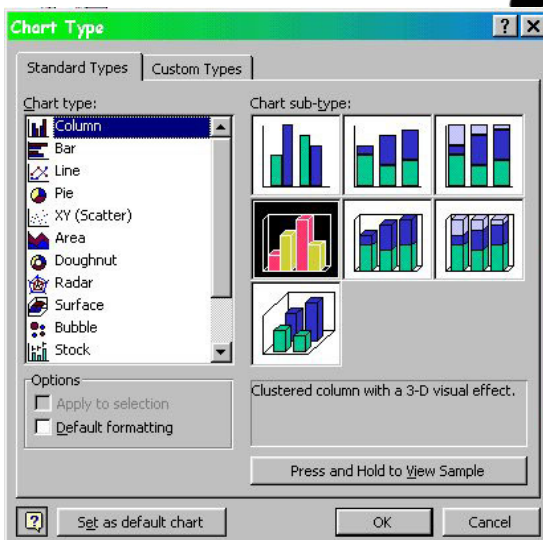


File Edit View Insert Format Tools Data Chart Window Help

2. Click the word **Chart** within the PowerPoint menu bar.

A submenu will drop down.

3. Click on the word **Chart Type** from within the drop down submenu.



The Chart Type window will appear with two tabs:

Standard Types and Custom Types.

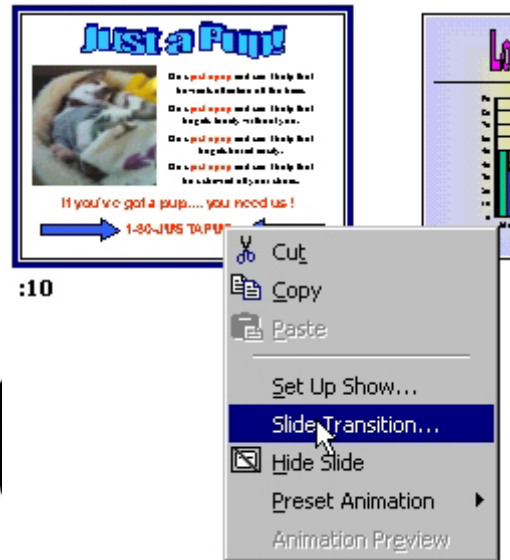
The left side of the window is where the names of the various chart types will be.

On the right side of the window is where thumbnail choices will be. There may be several different ways to view one type of chart.

Click on a few of the different chart types under the **Standard Types** tab to see what they are.

Slide Transition

1. Open the file called **Sample** on the student disk that accompanies this book.
2. Change to **Slide Show** view.
3. Right-click on the slide.
A menu will appear.
4. Click on **Slide Transition...**
The **Slide Transition** box will appear.
5. Click on the **Effect** text box.
A list of Effect options will appear.
6. Click on **Box In**.



Next you will need to specify the speed of transition.

7. Below the preview image will be three speeds listed: Slow, Medium, and Fast.
Click inside the white circle next to the word **Fast**.



Next you will need to specify when to implement the slide transition.

8. Within the **Advance** section of the **Slide Transition** box you will see two options – one for advancing the slide with a mouse click and one for a time.
Click within the white box next to the words **Automatically After**.