

Fundamentals of Microsoft PowerPoint

Tutorial #3



Step One: Starting a new presentation

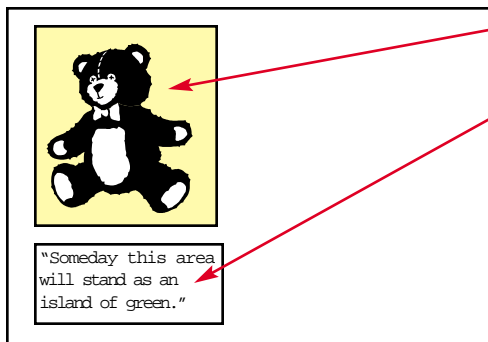
1. Open PowerPoint and create a blank presentation (Tutorial #1).
2. Go into the "Slide Sorter" view and add seven more blank slides (Tutorial #2).
3. You should have a PowerPoint presentation with eight blank slides.
4. Choose a solid color or color blend for the background of your first slide. Apply this background to all eight of your slides (Tutorial #2, Step Ten).

Step Two: Add a title

1. On your first slide, add a large title. The color, type, and size of the text is up to you. The rest of the slide show should be thematic based on the title.

Step Three: Moving a text box

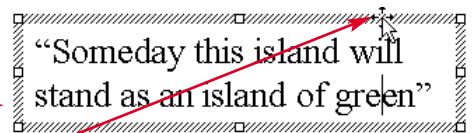
1. On slide #2, set up the slide working area as shown below.



Add a large graphic to the upper left of the slide.

Add a text box right below the graphic.
Type a quote into the text box.

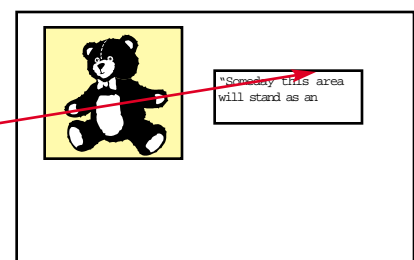
2. We will now move the text box to the right side of the graphic. Make sure the text box is selected (the text box frame and handles are visible). If it is not selected, click on it.



3. Move the mouse pointer to any place on the text box frame, *except for a handle*. The mouse cursor will change to "four arrows."

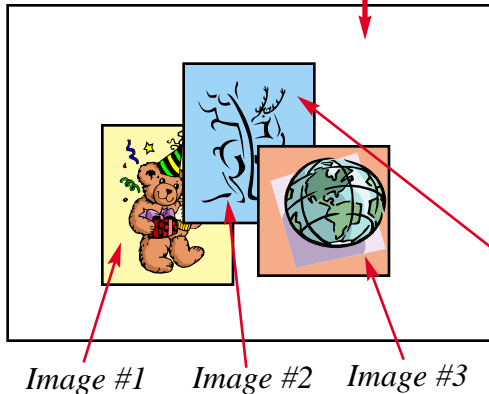
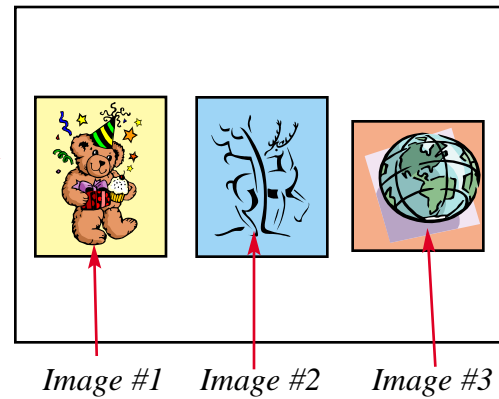


4. Click the mouse button and hold it down. Move the outline of the text box to an area just right of the graphic. Then release the mouse button. The text box has been moved.



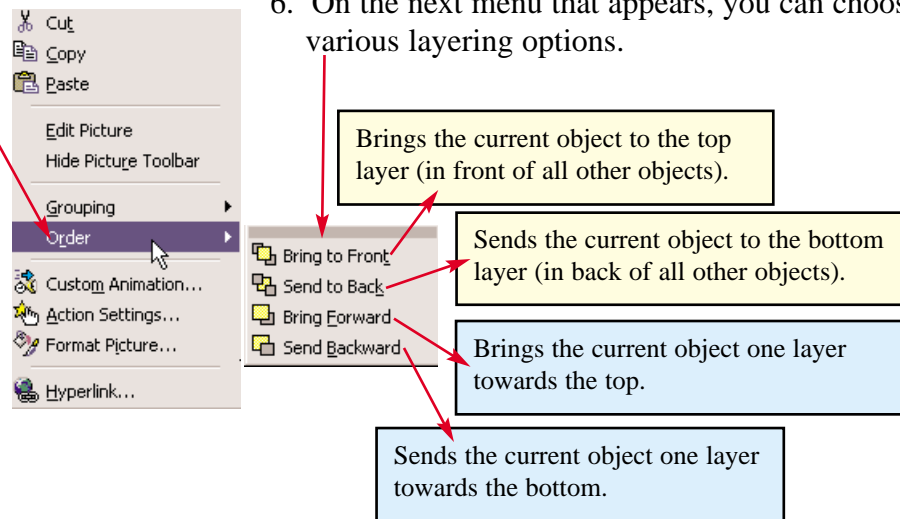
Step Four: Arranging the layers of elements

1. On slide #3, add three graphics of your choice. Arrange them into a row like those to the right. You may need to resize each graphic so it fits next to the others.
2. Now rearrange the images so they overlap each other like the ones below.



3. Notice the “layering” of the images. The first image you inserted is on the “bottom layer.” The second image is in the middle, and the third image is on top. We can change the order of the layers.
4. We would like to move image #2 to the top layer. Click on Image #2.

5. With the mouse, **right-click** on image #2. On the menu that appears, move the mouse cursor down to “Order.”





7. Click on the “Bring to Front” option. Your image #2 should now be in front of the other two graphics.
8. This method of ordering the layers can be used for any element in PowerPoint, including graphics and text boxes. Add a text box to this slide and experiment changing the order of the graphic and text layers.


Step Five: Adding other types of pictures

In Tutorial #1, you learned how to add pictures to your presentation from Microsoft Clipart. Although the clipart contains a diversity of topics, they may not be specific or professional enough for your actual interpretive presentation. **Use clipart sparingly.** Pictures from books, slides, or the Internet will make up the core of your actual slide show.

Internet pictures

1. The World Wide Web is increasingly becoming an excellent source of images. Since your presentation will be a non-for-profit, educational, one-time showing, you may use images from the Internet. Keep in mind, however, that copyright laws do protect images (and sounds, music, videos, etc.) that are located online. Be careful that the images you download have a high enough resolution (they don't look fuzzy when blown up to size).
2. Minimize PowerPoint, and double-click the Internet Explorer icon on the desktop. 
3. In the "Address box" on the top toolbar, type "<http://students.uwsp.edu/jbuch209>" and press Enter on the keyboard
4. On the web page that appears, click on the "Tutorial #3" link.
5. On the Tutorial #3 web page, you will see a large picture of a snake. Right-click on the picture, and on the menu that appears, click "Copy."  This stores the picture into the computer's memory.
6. Now, minimize Internet Explorer. Click the "Microsoft PowerPoint" button which should be on the taskbar. This maximizes PowerPoint.



7. Go to your slide #4. Make sure you are in "Slide View."
8. Right-click on the blank slide, and on the menu that appears, click "Paste." 
9. The picture has been copied into your presentation. Use the proportional handles to make the image as large as possible. Then, move the picture to the very center of your slide.
10. Since your slide has a single large graphic as its focus, your background is probably distracting to the audience. Make the background on this slide a solid black color. When the presentation is projected, there really is no background: the image takes precedence.

More internet pictures

1. Minimize PowerPoint. Click the "Internet Explorer" button on the taskbar, like you did in item 6. above.
2. Scroll down until you see four blue links. These are also stored graphic files, but are not visible on this web page.
3. If you find pictures like these on a web page, you have two options:

Option #1

Click on the linked file (in blue). Internet Explorer will show you the picture. Then use the same steps as above to copy and paste the image.

Option #2

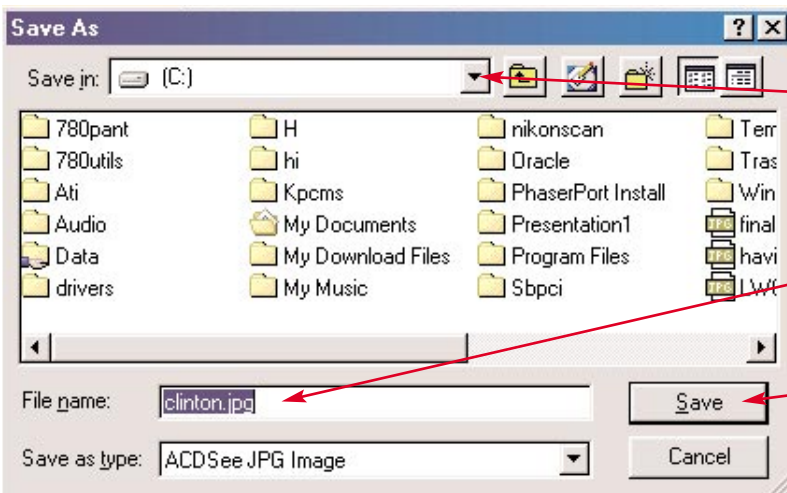
Save the linked file to your zip disk or private drive. Then insert it into PowerPoint.

4. We will be using Option #2, since this will be important later in the tutorial.

5. Right-click on [Clinton's Birthplace](#). On the menu that appears, select "Save target as..."



Open
Open in New Window
Save Target As...
Print Target



6. You've seen a window similar to this one before. Click the arrow and choose "Removable disk" if you're saving to a zip disk, or choose your private drive.

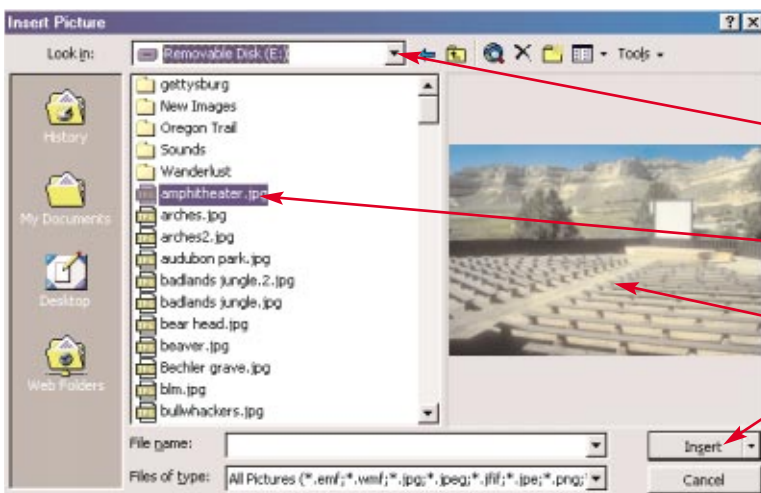
7. The filename is fine for this image. You can change it if you want.

8. Click save to copy the image onto your zip disk or private drive.

9. Minimize "Internet Explorer." Then maximize "Microsoft PowerPoint" by clicking it on the taskbar.

10. Go to slide #5. Make sure you are in "Slide View."

11. Click "Insert" on the top menu. Then choose "Picture >". Finally, click "From File..."



12. Although the window looks a bit different, the main elements are the same.

Click the arrow to choose your zip disk or private drive.

Click on the graphic file you just saved.

A preview appears to the right.

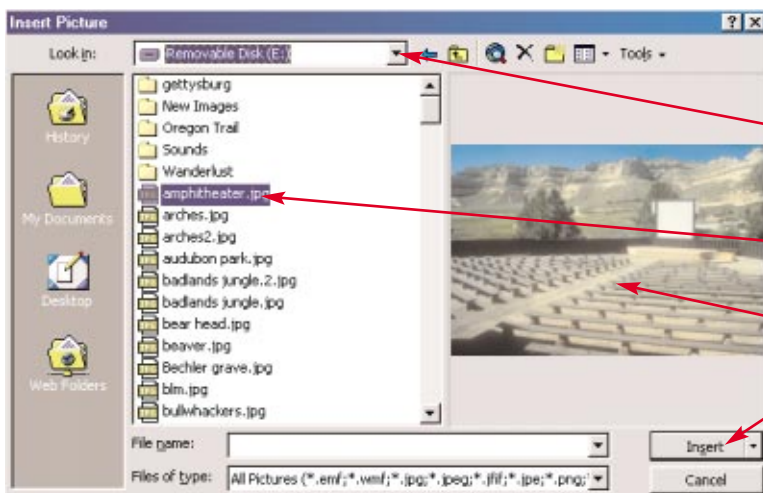
Click the "Insert" button to incorporate the picture into your presentation.

13. The picture has been inserted into your presentation. Use the proportion handles to make the picture fill your entire slide working area. It should cover your entire background.
14. Go to slide #6. Make sure you're in "Slide View."
15. Add another graphic from the web page that is listed in blue (**not** the Elvis picture yet). Use either of the two options listed in item 3.

For a challenge: Insert the [Crowley's Ridge State Park CCC building](#) picture. Notice that it is much larger than your slide! Use the proportion handles to shrink it down to the proper size.

Scanner pictures

1. Follow the instructions on the separate scanner sheets. Each scanner has a different program with different sets of options. At the end of these instructions, you should have a saved graphic on your zip disk or private drive.
2. Go to slide #7. Make sure you're in "Slide View."
4. Click "Insert" on the top menu. Then choose "Picture >". Finally, click "From File..."



5. These are the same steps you followed in item 11. above.

Click the arrow to choose your zip disk or private drive.

Click on the graphic file you scanned.

A preview appears to the right.

Click the "Insert" button to incorporate the picture into your presentation.

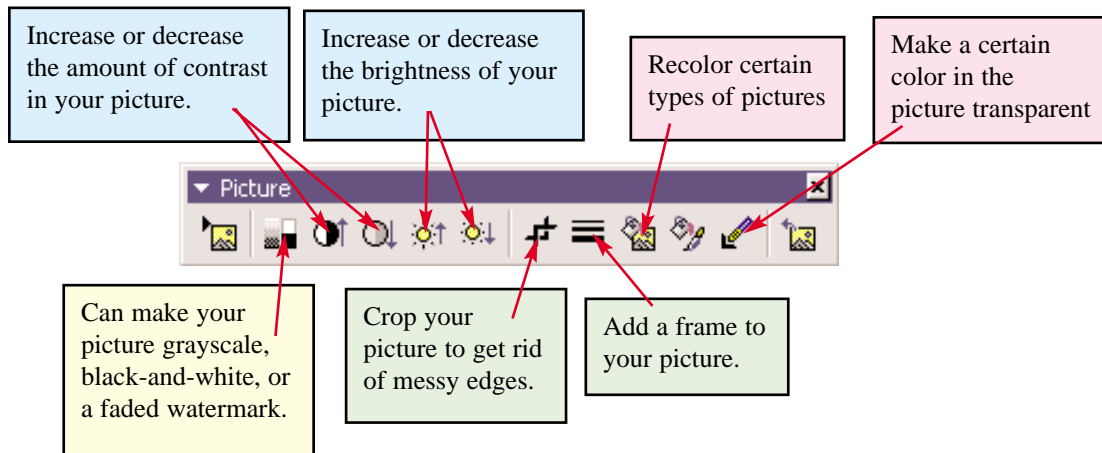
6. Resize your scanned picture using the proportion handles so it fills up the slide working area.
7. Make the background of this slide black.


Step Six: Cropping pictures and basic editing tools

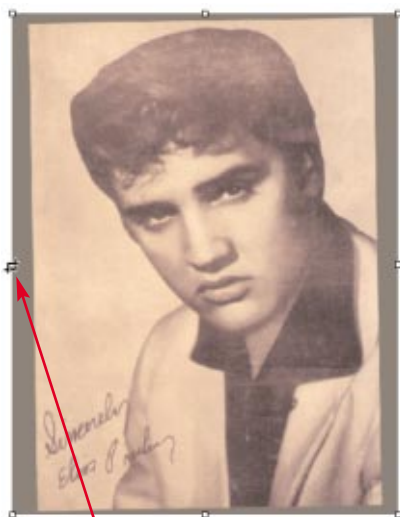
1. Go to slide #8. Make sure you're in "Slide View."
2. Insert the "Elvis Presley" picture from the web page, as you learned in the first part of Step Five.
3. Use the proportion handles to resize the picture. Make it fill more of the slide.
4. Notice the ugly dark gray border behind the picture. The photograph wasn't scanned very


accurately. Keeping a picture like this in your program is unprofessional. Fortunately, PowerPoint makes cropping pictures relatively easy.

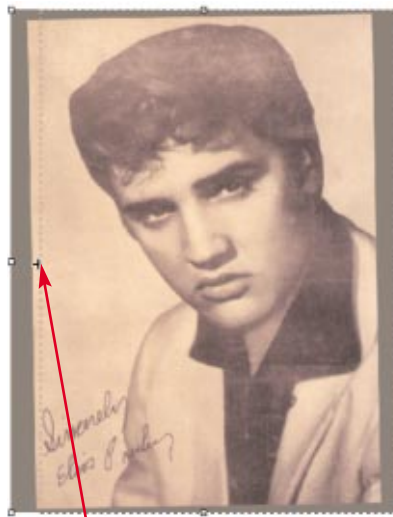
5. Click on the Elvis picture. A “Picture Tools” window should appear like the one below (item 7.)
6. If the window does not appear, click “View” in the top toolbar. Then choose “Toolbars >”. Click “Picture.” The window should appear. Look carefully. It may have been incorporated into the top or bottom toolbar.
7. The Picture Tools contain many useful methods to edit your images.



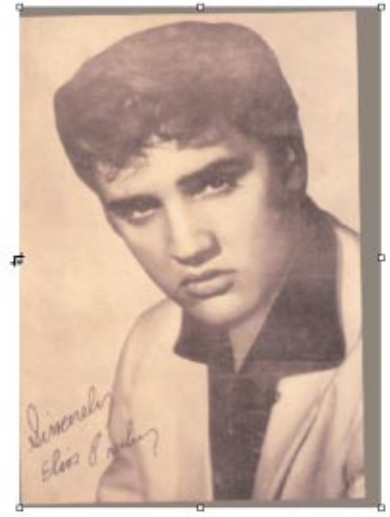
8. Make sure the Elvis image is selected before continuing. Click the “crop button”  on the Picture Tools.
9. While the crop button is pushed in, you cannot resize the picture. The handles take on another very important function. They are used to create the crop.



10. Move the mouse cursor to the left handle. It changes to a crop picture. 



11. Click and hold the left mouse button. Move the mouse to the right so the dashed cropping line is just beyond the dark gray border.



12. Release the mouse button. Everything beyond the dashed cropping line is erased.


13. Repeat items 10. through 12. on the bottom handle, the right handle, and the top handle. When you're done, the image should be free from the uneven border, like the one on the right.
14. Now, click the "Cropping button" to turn off the cropping (button is out). You can also click off the picture, and then click on it again.
15. Using the proportion handles, resize the picture to fill the slide working area. Notice that the handles no longer crop the picture, but have gone back to their original purpose.
16. Experiment with the contrast and brightness buttons on the picture toolbar (see item 7.) How do they change the picture?



Important: Remember to crop your pictures for your actual interpretive PowerPoint presentation. Your presentation will be much professional and impressive to the audience.

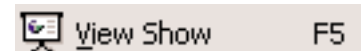
Step Seven: Viewing the slide show

We are going to view your actual presentation. You will use this same method when showing it on the day of your presentation.

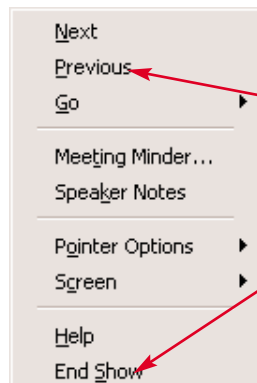
1. Every one of your eight slides should now have something on them.
2. Go to slide #1.
3. Click the "Slide Show" button on the View Buttons. 

or

Click "Slide Show" on the top menu, and choose "View Show"



4. Your first slide should appear and take up the full screen of your monitor. This is a great way to preview how your slides will actually appear when projected.
5. Click the left mouse button. The slide changes to slide #2. You advance through your slides by using the left mouse button.
6. Click the left mouse button again. You are on slide #3. What if you need to get back to slide #2? No problem. **Right**-click the mouse button. A menu appears.



You will probably be using two of these options the most:

Click "Previous" to go to the previous slide (or previous animation).

Click "End Show" to stop the presentation and go back to editing mode.

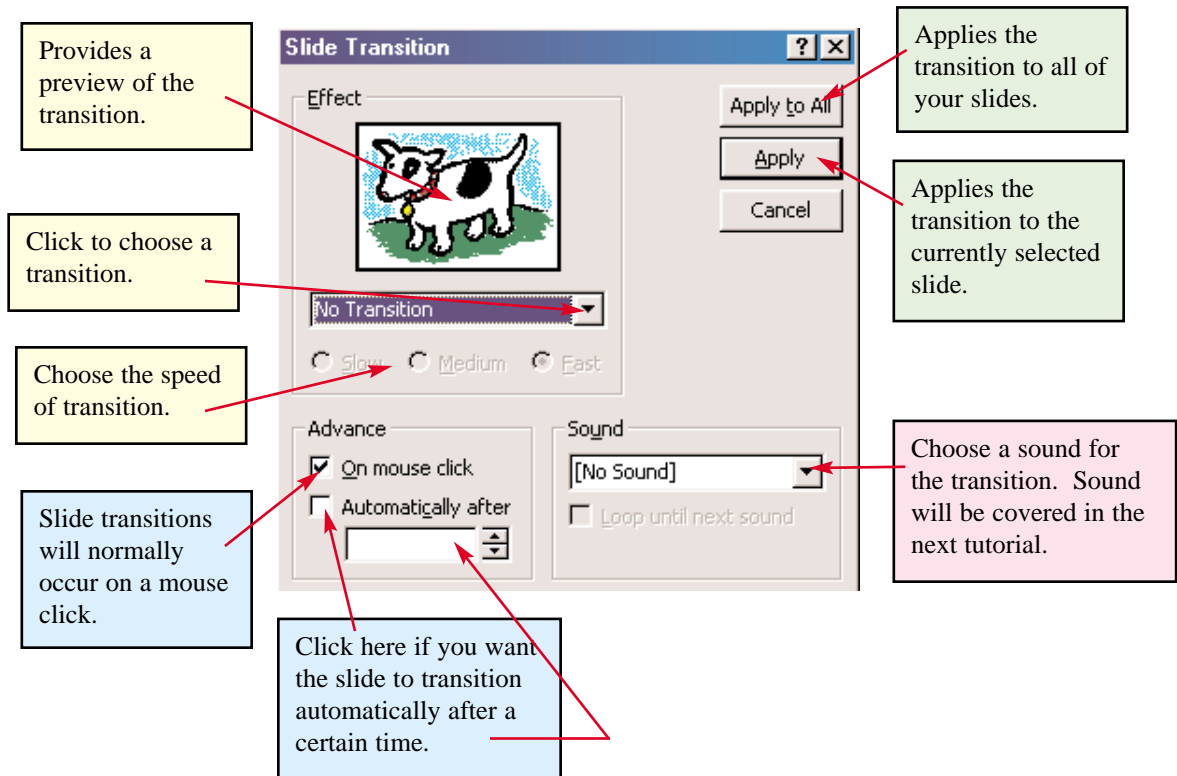
Feel free to try out the other options and see what they do.

- Click through all eight slides of your program.
- When you get to the end, a black slide will appear with the message “End of slide show, click to exit.” Click once more, and you will go back to the editing mode.

Step Eight: Slide transitions

When you viewed your slide show, you may have noticed how abrupt one slide follows another. In some cases, this abruptness may be desirable. In other cases, you may want some sort of transition between slides. Transitions can create an emotional response to the topic, link the program together thematically, and add a unique flair to the presentation. Be careful not to over-use transitions! A different transition after every slide can become distracting and weaken the impact of your program. Choose your transitions wisely... think about the purpose of the transitions and how they will influence the audience.

- Switch to the “Slide Sorter View.”
- Click on your first slide to select it.
- Right-click on the slide. On the menu that appears, click on “Slide Transition...”
- A window like the one below appears.



- Choose the “Dissolve” transition, keep the speed as fast, and click the “Apply to All” button.
- View your presentation as you did in Step Seven. Notice the new transition between every slide.

7. Switch to “Slide Sorter” view. Click slide #3. Change the transition to something else. Explore the various types of transitions by watching the preview box. When you find the transition you want to keep, click the “Apply” button (**not** the “Apply to All” button). View your show to see how it worked.
8. Add yet another transition to slide #6. Again, view your show to see how the transition looks.
9. Save your presentation.

Assignment:

1. **Create a new e-mail message** (see Tutorial #1)

Make sure to send it to my mailbox: *jbuch209@uwsp.edu*

2. **Answer the following questions in the e-mail.**

1. What is layering and why is it important?
2. What are some cautions to consider when importing graphics from the Internet?
3. When should you crop pictures in PowerPoint?
4. List one benefit of using transitions in your presentation, and one caution to consider.
5. Which sections of this tutorial did you have the most trouble with?

3. **Insert your presentation in the e-mail.** (see Tutorial #1)

Your presentation should be eight slides.

Slide 1: Title.

Slide 2: Image with quote on right.

Slide 3: 3 images and 1 text box layered.

Slide 4: Snake picture.

Slide 5: Clinton’s birthplace picture.

Slide 6: Picture from Internet.

Slide 7: Picture from scanner.

Slide 8: Cropped picture of Elvis.

Your entire presentation should have the same background, except slides 4 and 7 (which are black).

Your entire presentation should have the “dissolve” transition, except slides 3 and 6.

4. After you insert your presentation and answer the questions, click the “Send” button on the “top toolbar.”

Congratulations! You have completed PowerPoint Tutorial #3.