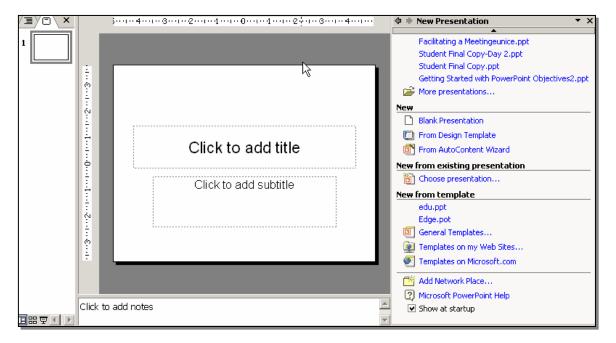
Creating an Electronic Presentation using PowerPoint XP

- 1. Click the **Start** button on the taskbar, then point to **All Programs**
- 2. Click Microsoft PowerPoint on the Programs menu. A similar window will appear:



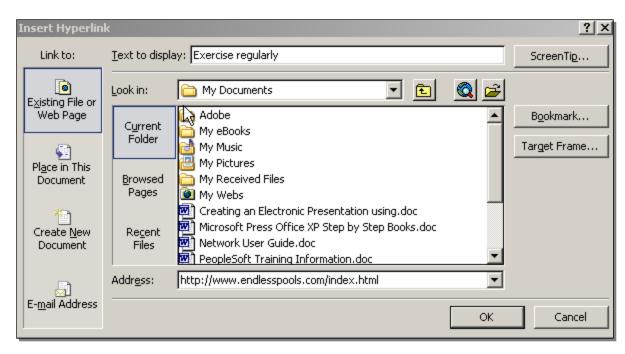
3. Select the **Blank** Presentation option. Verify and/or select from the Auto Layout window that the Title Slide option is selected. If not make the necessary selection to create the first slide as a title slide. Enter the text as indicated:

Title: Time Management
Subtitle: YOI (Your Full Name)
Business Management 101

- 4. Save the file on a blank new floppy diskette entitled: **Managing Your Time**. Save periodically.
- ♣ Apply a Design Template [apply to a presentation to give it a fully designed, professional look].
- 5. Select **Format** from the menu bar, select the **Slide Design** option. Scroll through the list and locate the **Layers.pot** option. If this style is not available on the PC select another design template style.
- ♣ Insert a new slide within the current presentation file
- 6. Select **Insert** from the menu bar
- 7. Select the **New Slide** option; verify that the next slide is a Bullet List

- 8. Add the title: Time Management Topics
- 9. Enter the bullet text: Strategies
- 10. Press the Enter key and continue to add the additional bullet text
- ♣ Insert a graphic image on slide #2
- 11. Select **Insert** from the menu bar
- 12. Select the **Picture** option
- 13. Select the **Clip Art** option
- 14. Enter the keyword or Search text string: time management
- 15. From the time management category of clip arts, select a graphic image of your choice. Position, size or resize the image and the placeholder box to display the text as indicted on the sample copy.
 - Insert a new slide [the next 4 slides will consist of a bullet list]. Select and/or verify the appropriate Auto Layout option and enter the text as indicated on the sample copy.
 - Note: Do not apply the underline attribute to the bullet item #2 text as indicate on the sample slide #5 [Exercise regularly]. You will use this text to create a hyperlink as indicated below "Creating a Hyperlink"
 - Keyword or search string for graphic image on Slide #3: **teamwork**. Locate and insert the sample graphic image or desired image. Position, size or resize the image and the placeholder textbox to display the text as indicated on the sample copy.
- Creating a Hyperlink
- 16. Verify that the cursor is on slide #5
- 17. Highlight the hotspot text: Exercise regularly
- 18. Create a hyperlink to a URL (web address) by performing the following steps after highlighting the hotspot
- 19. Select **Insert** from the menu bar, expand the drop-down menu (if necessary) select the **Hyperlink** option. A similar Insert Hyperlink dialog box as displayed on the next page will appear with the Hotspot text displayed in the **Text to display** window. Enter the URL text (*web address*) as in indicated on following page in the address window.

(Continued on next page)



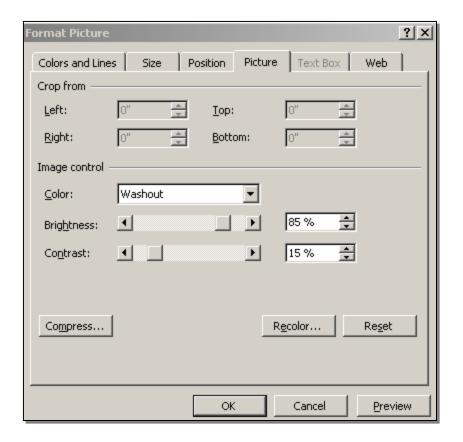
- Copy the above address to the clipboard by pressing Ctrl+C
- **♣** Copy an image from a website [Note: Read and obey copyright laws before copying images from a website]
 - 20. Open your Internet browser [ex. Internet Explorer, Netscape Navigator, or ISP] and paste the above web address in the Internet Browser address window.
 - 21. At the web page, right-click on the animated swimming graphic image [see graphic



image above] and select the **Copy** option to paste a copy of the image to the clipboard. Minimize the browser application window at this time.

- 22. Return to the PowerPoint slide. Position cursor in an empty space of the slide; and **paste** the image. Position, size the image and resize placeholder text box to display text as indicated on sample copy. If everything is fine, return to the Internet Browser window and close the application.
- ♣ Slide #6 Insert/Convert a graphic image to a watermark
 - 23. Insert a new graphic image, using the keyword: **fruit**. Select the graphic image as indicated on the sample copy or select a desired image. Resize the image to take up most of the slide page. Position the cursor on top of the text
 - ♣ Convert a graphic image to a watermark, complete the following steps:

24. Be sure the image is selected and not the text. Right-click on the graphic image, select the **Format Picture** option, a similar Format Picture dialog box will appear as indicated below:

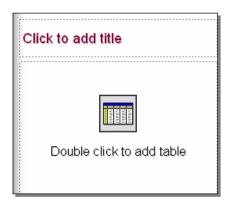


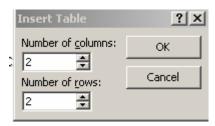
25. Activate the **Picture** tab, (*if* necessary) under the **Image Control** option, click on the drop-down arrow from the **Color** window and select the option as indicated below.

[<u>Note</u>: For Office 2000 or 97 users, select the **Watermark** option]. Click the OK button to close the dialog window.

- ♣ Place the image behind the text
 - a) Verify that the image is still selected and right-click
 - b) Select the **Order** option, from the Order submenu; select the **Send Backward** option. Position, and size the image.
 - c) Size and move the text placeholder box to display the text as indicated on the sample copy.
- Create a Table on a Slide [Office XP Users]
 - 26. Verify that the Task Pane is open. [If not, select View from the menu bar, select the **Task Pane** option. From the **Table Auto Layout** window, window scroll down to the **Other Layout** category, locate the **Title and Table** layout style, right-click and select the Insert New Slide option. [Continue with step #30]

- ♣ Create a Table on a Slide [Office 2000 & 97 Users]
- 27. Select **Insert** from the menu bar
- 28. Select the **New Slide** option
- 29. From the New Slide Auto Layout window, locate and select the table layout option
- 30. Verify that you are at the slide view window and double-click on the icon as indicated to add a table. Enter the following number of columns and rows. Click the OK button to close and return to the PowerPoint slide.





Double-click to add table

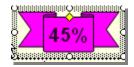
Enter the number of columns & rows as indicated from the sample copy—Slide #6

- 31. Adjust the font size to: 32 pts. Begin to enter the text as indicated on the sample copy in Column 1 [left-hand side].
 - ♣ Insert AutoShape objects in Column 2 [right-hand side]
- 32. Turn the Drawing toolbar on (*if necessary*)
- 33. From the **Drawing** Toolbar, locate and click on the drop down arrow next to the **AutoShape** button, select the **Stars and Banners** option, from the Stars and Banners sub menu, locate and click on the **Down Ribbon** shape [2nd from bottom row, 2nd from the left]. Click in the 2nd column of the table a cross-head will appear, drag to size and shape the ribbon object. You may change the color if you like by completing the following steps:
 - 1. Right-click on the auto shape object
 - 2. Select the **Format Auto Shape** option
 - 3. Under the Fill Color option, click on the drop down arrow and proceed to make any necessary adjustment to Color, Fill Effect, and etc. option
- ♣ Add text to AutoShape Object
 - 4. Right-click on the auto shape object

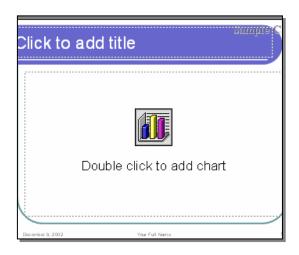
- 5. Select the Add Text option
- 6. From the Formatting toolbar, increase the font size to: 32 points.
- 7. Enter the text as indicated on the sample copy

<u>Note</u>: If you select a dark background color, your font color should be a lighter color, and vice versa.

- ♣ Copy an AutoShape Object using the Drag and Drop Technique
 - 8. Click on the Auto Shape object with the mouse; sizing handles should appear around the object as indicated below:



- 9. While the object is still selected, hold the **Ctrl** key while dragging to the next row (**Note**: a plus will appear over the object indicating that you are copying and not moving the object/text). Continue this process for additional objects.
- ♣ Edit Text on an AutoShape Object
 - 10. Right-click in the bottom right-corner of the Auto Shape object
 - 11. Select the **Edit Text** option; make the necessary modification to text. Continue this process to make the necessary modification to each Auto Shape object.
- ♣ To Align AutoShape Objects
 - 12. Select all the objects by clicking on the first object and shift clicking on the remaining objects
 - 13. From the Drawing Toolbar, click on the drop down arrow next to the **Draw** button, select the *Align or Distribute* option, select the Align Left or Align Right option [Note: the option selected is based on the source object being aligned with the target objects]
 - 14. Adjust the first column's width to display all the text on one line within the each cell (*if necessary*)
 - ♣ Create an Excel Spreadsheet into a PowerPoint presentation slide
 - 1. Select Insert from the menu bar
 - 2. Select the New Slide option
 - 3. From the Slide Layout window, scroll down to the Other Layout Category
 - 4. Locate and select the Title and Chart option



- 5. Double-click the icon to add chart
- 6. At the datasheet window highlight all the existing text and numbers and press the **Delete** key
- 7. Enter the following labels and values:

	Jan	Feb	Mar	Apr
Food Intake Control	20.4	27.4	90	20.4
Exercise Regularly	38.9	45.9	67	31.6
Avoid Over scheduling	45.9	46.9	45	43.9
Control Food Intake	28.89	45	35	50

- 8. Close the datasheet after entering the above labels and values
- 9. Format the chart as desired. Place the legend at the bottom of the chart. Close the Excel chart to return to PowerPoint

Adding Transition to Slide, Text, Graphic Image and Chart

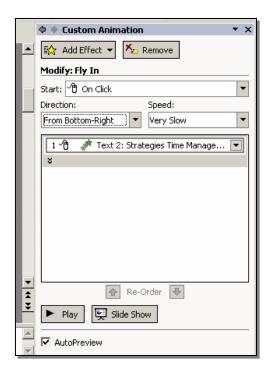
- ♣ Add Slide Transition to an entire slide (Office XP users)
 - 1. Navigate to Slide # [be sure you are in Slide View]
 - 2. From the menu bar, select the **Slide Show** option, select the **Slide Transition** option
 - 3. From the transition effect list, select the Wheel Clockwise, 3 Spokes option
 - 4. Speed: Slow Advance Slide: On Mouse Click
 - 5. Click the button to preview the transition effect

<u>Note</u>: Office 97 and 2000 users, use the **Checkerboard Across** effect option and click on the Preview button to preview the transition effect

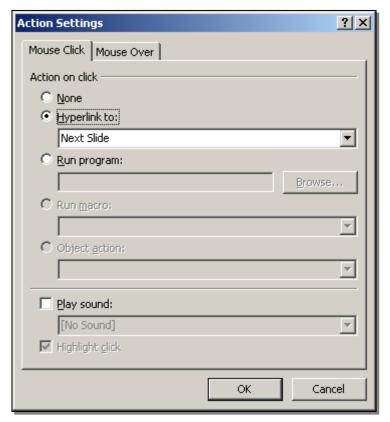
- Add Music to a Slide
 - a. Navigate to slide #1 [be sure you are in Slide View]
 - b. Select Insert from the menu bar
 - c. Select the Movies & Sounds options
 - d. Select the Clip Organizer
 - e. Select a desired sound and acknowledge Yes to play automatically in the Slide Show when prompted
- ♣ Add Transition to bullet item text
 - f. Navigate to slide #2 [be sure you are in Slide View]
 - g. Right-click within the bullet list
 - h. Select the **Custom Animation** option
 - i. Click on the Add Effect drop down arrow and select the Entrance option
 - i. Select the Fly In option

Office XP users a similar window on the following page will appear:

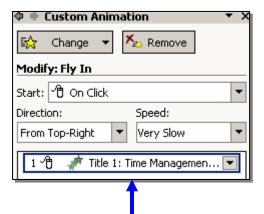
(Continued on next page)



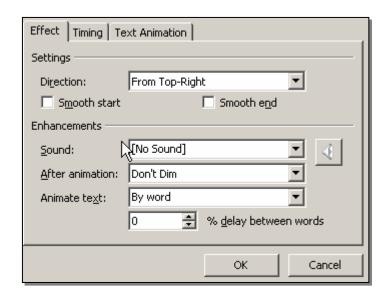
- Make the necessary adjustments as indicated above. Verify that the *Auto Preview* option is turn on to see how the effect will appear in Slide Show View
- Add Animation to a Graphic Image
 - k. Navigate to slide #3 [be sure you are in Slide View]
 - 1. Right-click on the graphic image
 - m. Select the Custom Animation option
 - n. Click on the Add Effect drop down arrow and select the **Emphasis** option
 - o. Select the **Spin** option. **Note**: Office 97 and 2000 users, use the **Swivel** effect option
- ♣ Add an Action Button to a Single Slide
 - p. Navigate to Slide #5 [be sure you are in Slide View]
 - q. From the **Drawing** toolbar, locate and click on the Auto Shape drop down arrow and select the Action Button option, from the Action Button sub menu, locate [2nd from bottom row, 2nd from left the action button, entitled: **Forward or Next**. A cross will appear move to the slide and drag to draw the object on the slide; a similar dialog window on the next page will appear. Verify the hyperlink setting is: **Next Slide**



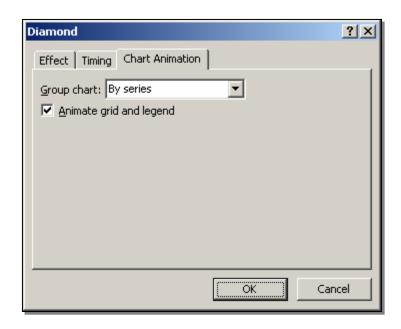
- r. Click the OK button.
- ♣ Add Animation to Slide Title Text [Time Management Goal]
 - a) Navigate to Slide #8 [be sure you are in Slide View]
 - b) Select the Slide Title textbox
 - c) Right-click on the textbox and select the Custom Animation option
 - d) Click the Add Effect ▼ button
 - e) Click the **Entrance** button, select the **Fly In** option
 - f) Make the following changes on the next page:



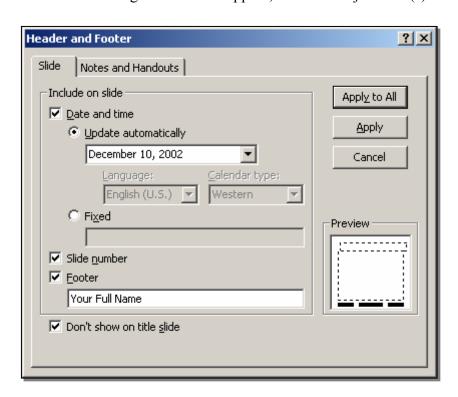
From the above window, right-click in the area indicated, make the following adjustments to enhance animation to the text:



- Office 97 & 2000 users see the last page of this document to apply the custom animation effect and animation effect option to slide title text.
- ♣ Add animation to chart item(s)
 - 1. Position cursor on Slide #7 in Slide View
 - 2. Right-click on the chart
 - 3. Select the Custom Animation option
 - 4. Click on the Add Effect button
 - 5. Select the Entrance option
 - 6. Select the **Diamond** option
 - 7. At the **Effects** window, right-click on the effect option
 - 8. Select the Effect options...
 - 9. At the Random Effects window, make the following adjustments:



- 10. Click the Ok button.
- 11. Close the Effects window
- Adding Slide Headers and Footers. Navigate to Slide #1 [Be sure you are in Slide View]
 - Select View from the menu bar
 - Select Header and Footer
 - A similar dialog window will appear, make the adjustment(s)

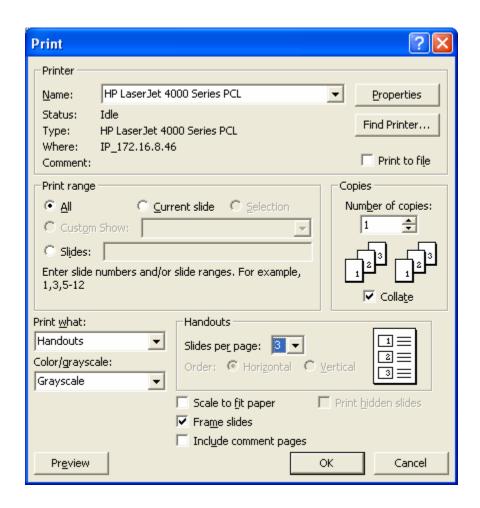


Running a Slide Show

a) Position cursor at the beginning of the presentation – Slide #1. Select **Slide Show** from the menu bar, and then select the **View Show** option or simply the press keyboard shortcut key: [**Press F5**]

- b) Set back and watch and listen to the presentation, remember in order to advance to the next slide and/or transition you must click on the left mouse button or press the spacebar
- c) At Slide # 5 execute the hotspot [Exercise regularly] hyperlink.
- d) In the Browser window, click the Back button return to the PowerPoint presentation; test the **Action** button
- e) Continue to move to next slides and clicking on the left-mouse button to view the transition effect(s) applied to the rest of the on-screen presentation
- To cancel the Slide Show at the end-of-the presentation, simply press the **Esc** key.

- Print Audience Handouts
 - f) Select File from the menu bar
 - g) Select Print
 - h) At the Print dialog window, verify the following settings indicated below
 - i) Select the following options: Print Range, Print What, and Handouts Slides per page. [Do not print slides, they take up too much color ink.]



Diskette Submission [Notre Dame Students Only]

Copy the entire presentation to a blank formatted diskette. If the file is too large to fit on a floppy diskette. Use the WinZip program to compress the file. Do not e-mail the file to me. If you will not be in class on that day, simply wait and submit the file on your next class visit or place the file in my mailbox.

Office 97-2000 Users

- ♣ Add Animation to Slide Title Text [Time Management Goal] Using Office 97 & 2000
 - g) Navigate to Slide #8 [be sure you are in Slide View]
 - h) Select the Slide Title textbox
 - i) Right-click on the textbox and select the **Custom Animation** option, make the following changes as indicated below:

