

Your First PowerPoint Show






- Open PowerPoint
- Select *Blank Presentation*
- Chose *Title Slide* from the new slide menu. (Note the description of each slide in the lower right corner of the dialog box.)
- Follow the directions in the boxes. Add a title and a sub-title (if you wish. (Note that you are typing in a “text box” and not directly on the background.)
- Click on *Insert* in the menu bar and click *New Slide*.
- Select the *Bulleted List* slide.
- Add a title and type some “talking points”
- Click on *Insert* in the menu bar and click *New Slide*.
- Select the *Text & Clip Art* Slide.
- Add a title; add some “Talking Points”; add a piece of Clip Art.



A look at the buttons



In the lower left corner note five buttons:

-  The *normal* view
-  The *outline* view
-  The *slide* view
-  *Slide Sorter* view
-  *Slide show*

Click on each button to see what each does.
Run your slide show. Boring?

Transitions

There are two **major** types of transitions. The first is from slide to slide. And the second is between or among the elements (objects) on any given slide.

Click on *Slide Show* on the Menu Bar, scroll to Slide Transition and click once.



Click on triangle (arrow) under the dog and select a transition. Note the way the “dog slide” turns into a “key slide.”

Experiment with different transitions and find one that you like.

Now click *Apply to All* and run your show again.

Experiment some more with different transitions. If you can't choose, then select *Random Transition*.

Go to the slide sorter view and double click the *bulleted list* slide.

Click on the bulleted list.

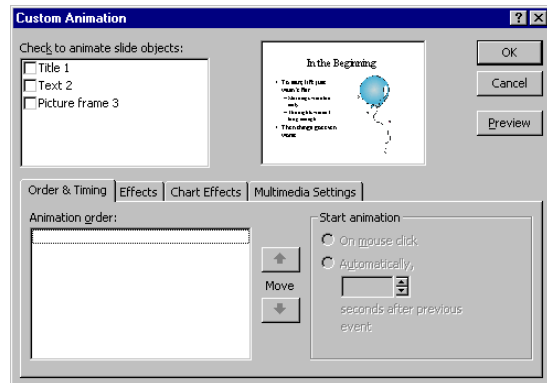
Click on *Slide Show* on the menu bar and click *Preset Animation*. Choose something from the list—typewriter works well. Run this slide again. Note the changes. Try some different transitions.

The presets are nice but you can really make an impact with the *custom animation*. Go to Slide Number Three.

- Click on *Slide Show* on the menu bar and
- Click *Custom Animation*

There are several choices to make in this box.

- Order and Timing
 - ✓ Order
 - ✓ Start choice
- Effects
 - ✓ Entry Animation
 - ✓ Sound
 - ✓ Dim or Not



Order

First put a check (✓) in the box next to *Title 1*—notice the box that is now around the title in the upper right corner of the dialog box. Now put a check next to text 2, and then a check next to picture frame 3. Click Preview Experiment with different orders.

Start and Timing

On mouse click is the default. Select Title 1 and click automatically and chose 2 seconds. Do the same with Text 2 and Picture frame3. Click Preview.

Effects

Click Title 1. Click the *Effects* tab. Click triangle next to *no effect*. Select *Crawl*. Click *Preview*. Change *from bottom* to *from right*. *Preview* again. Experiment with other entry animations

Click Text 2. Click *dissolve*. Under introduce text click by letter. Experiment. Try some sounds. After animation click more colors and choose a color.

Click Picture frame 3. Click and choose *Crawl* and *From Bottom*.

Backgrounds

Now black and white is nice but color would be better.

Click on *Format* from the Menu Bar.

Click on *Background*.

Click on the triangle under Background fill.

Click on *Fill Effects*.

Click on the *Gradients* tab

- ✓ Click on *preset*.
- ✓ Find *Ocean*.
- ✓ Click through *shading styles*. Choose one and
- ✓ Click *OK*.
- ✓ Click on *Apply to All*

Run your slide show.

Click on *Format* from the Menu Bar

Click on *Background*

Click on the triangle under *Background fill*

Click on *Fill Effects*

Click on the Textures tab

- ✓ Select a texture
- ✓ Click *OK*
- ✓ Click *Apply to All*

Run your slide show

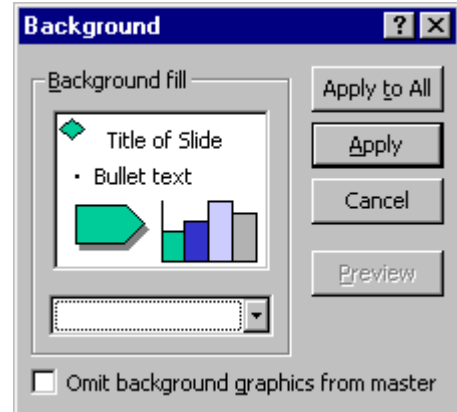
Click *Format*

Click *Apply Design Template*

Click *Dad's Tie* or *Stratigic*

Run your show and note the differences between the tile slide and the others.

Experiment with other *Templates*.



If you would like to see an on-line tutorial click here: <http://www.actden.com/pp/>