

Microsoft Powerpoint Training Manual

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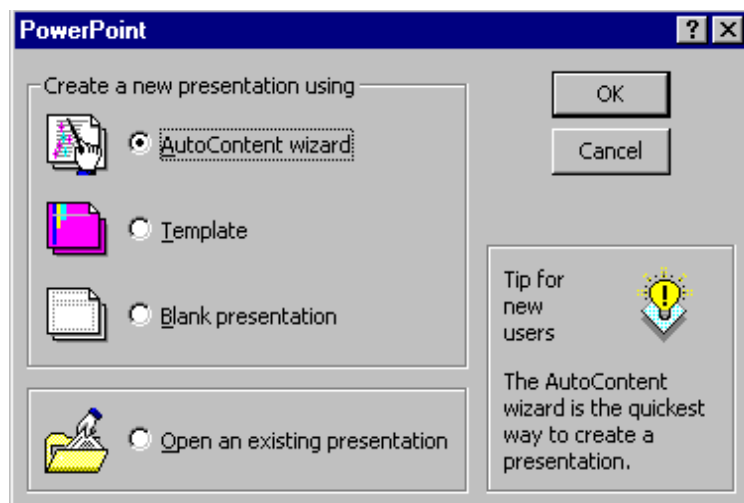
Microsoft PowerPoint is graphics presentation software used to design presentations that can be used to convey information more effectively. Examples of such situations include:

- Marketing of a school
- Delivering school results to the BOG
- Launch a new product in the market
- Induction of new employees into a company

STARTING MICROSOFT POWERPOINT

- Click on the start button
- Point at programs then select PowerPoint
- From
- The resulting pop-up menu then click ok

The PowerPoint startup dialog box appears and gives you four options from which you must choose one in order to proceed with any other PowerPoint functions.



Auto content wizard

Allows you to select the presentation you would like to create then prompts you for a title as well as information about the topic chosen

Template

Gives you a list of presentation designs, and presentations that have pre-defined slide colours and text styles.

Blank presentation

Brings up anew slide dialog box with various slide layouts. After choosing a layout, the user fills the rest of the content.

Open an existing presentation

Used to open a presentation that was saved on the Computer.

CREATING A PRESENTATION USING THE AUTOCONTENT WIZARD

The auto content wizard contains sample presentations for a variety of topics for example a company meeting, status or teams meetings etc

- On the startup dialog box that appears when you start power point, select the option auto content wizard

Or

- Click on file menu then new
- Click on the general tab
- Double click auto content wizard
- On the dialog box that appears click next
- Choose a category and the presentation you wish to give then click next
- Select the type of output you will use then click next
- Enter a title for the presentation then click on next
- Click finish

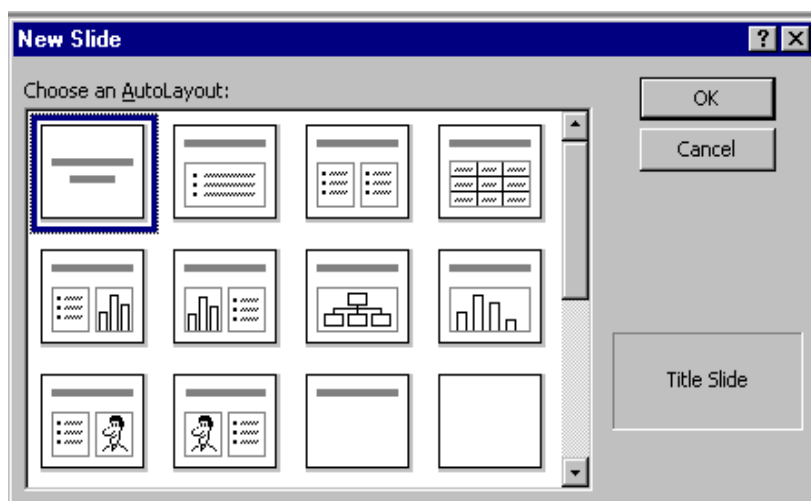
When you finish with the wizard, PowerPoint creates a sample presentation. You can add your own words by replacing the sample text and pictures. It then displays it in outline view

CREATING A BLANK PRESENTATION

- Select the option 'blank presentation' in the PowerPoint startup dialog box then click ok

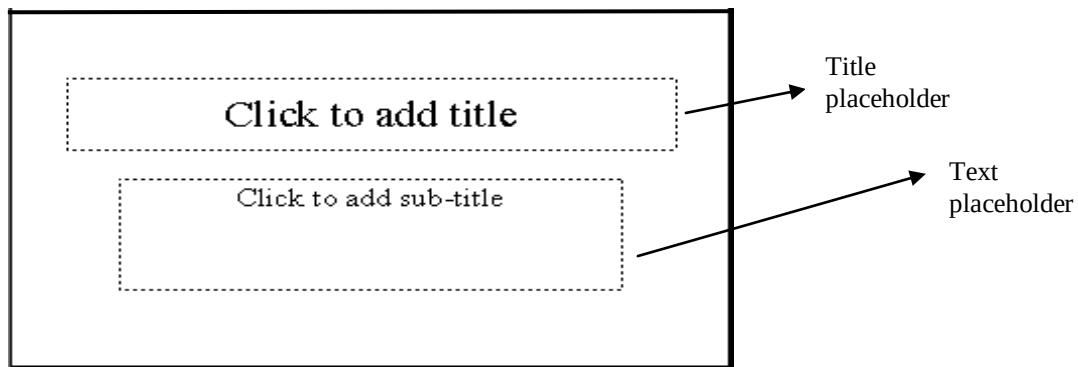
Or

- If you are already working in PowerPoint select new from the file menu
- In the dialog box that is displayed click on the general tab
- Select blank presentation then click ok
- You get the new slide dialog box



- Select a slide layout then click ok

Depending on the layout chosen, a blank slide with either text or object placeholders appears



- To add text to the slide, click on the text placeholder and type in your own text
 - Add a subtitle if required

ADDING NEW SLIDES TO THE PRESENTATION

If in normal view select the slide after which you would like to add the new slide

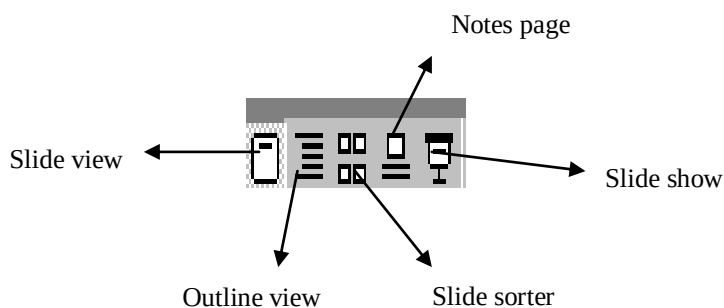
- Click on the insert menu
- Choose new slide command
- The new slide dialog box appears
- Choose the slide layout you would like
- Click ok

A new empty slide is added after the current slide in slide view

USING DIFFERENT POWERPOINT VIEWS

PowerPoint has five views that help you to view or work on your presentations in different ways.

The view buttons are usually located at the bottom of the presentation window



Slide view

It is usually the default view when you open a presentation
You can only work with one slide at a time

Outline view

In this view you will see all the titles and text
The text appears exactly the way it looks when you work with ms word

You can type in, view or edit the text for all your slides at once

Slide sorter view

This view allows you to:

- Preview the entire presentation
- Organize or rearrange the order of the slides in the presentation

Notes page view

From this view one can create speaker notes. These are the notes that a presenter uses as reminders miniature slide appears above the notes

Slide show

Displays slides using the entire screen

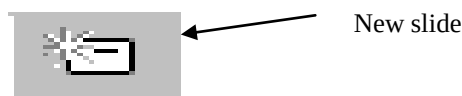
It is in this form that the audience will view the final presentation.

APPLYING A DIFFERENT DESIGN TO A PRESENTATION

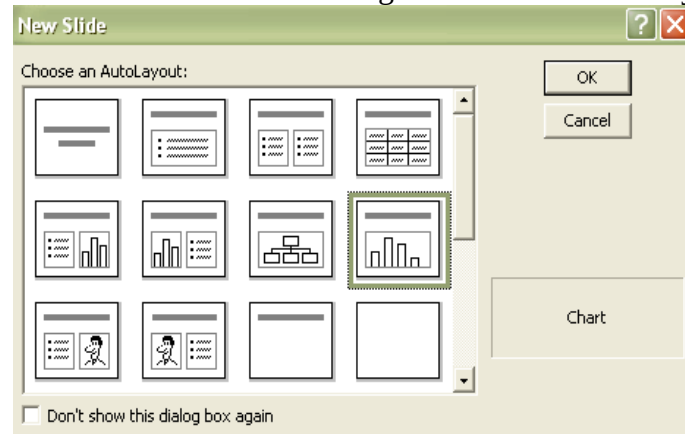
- Open the presentation you want to apply a different design to
- On the format menu ,select apply design
- Select the design you want to use then click apply

INSERTING A CHART

- Open the presentation
- Click on the new slide button from the toolbar



- From the new slide dialog box select the chart layout



- Click ok
- A blank new slide appears , type in a title and then double click the chart placeholder
- PowerPoint launches the Microsoft graph which is the application used to create and edit charts
- Delete the data in the default datasheet and enter your own
- Close the datasheet

INSERTING AN ORGANIZATION CHART

Organization charts can be used to show procedures or processes in an organization

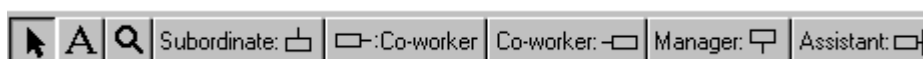
- Open the presentation where you want to add an organization chart
- Click on the new slide button
- From the new slide dialog box, select organization chart layout
- Click ok
- Double click on the placeholder to insert the organization chart

This loads the Microsoft organization chart application and it has two levels

- Select the chart box in which you want to enter the information
- Select the placeholder text i.e. 'type name here'
- Type in your own text

To add a chart box to an organization chart

- Click a chart box type on the organization chart toolbar



To add lower levels, click on subordinate, to add higher levels click on manager, for employees on the same level use co-worker button

- Click on the chart box you want to attach it to
- To delete a chart box, select it and tap the delete key

To exit Microsoft organization chart (only for office 97)

- On the file menu, click exit and return to presentation
- On the dialog box, click yes to update the presentation
- Click on a blank area to deselect the chart object

INSERTING A TABLE IN THE PRESENTATION

- Click on the new slide button and select the table layout
- Double click on the table placeholder
- Type the number of rows and columns required
- Type your information in the grid that appears
- Click outside the grid to return to your presentation

INSERTING CLIP ART PICTURES

- Click on the new button dialog box
- Select the layout "text and clip art" or any other that has clipart.
- Click ok
- Double click to add the clip art choose the clip you like
- Click on insert.

USING THE SLIDE MASTER

This is a special slide on which you define formatting for all slides or pages in your presentation.

- Select master from the view menu and then click slide master
- The slide master appears. it shows the different areas of the slide e.g. the title, date, footer as well as the text area.

- Format the title “click to edit master title style” to your liking then the rest of the text in the text box

If you would like to have an object on all the pages, add it to the slide master.

CHANGE THE LAYOUT OF A SLIDE

- Select the slide or open it
- Click on format menu
- Select slide layout
- Choose the layout you want from the dialog box.
- Click ok.

ENTERING SPEAKER NOTES

Speaker notes are used as ‘cue’ cards or reminders to help the presenter remember key points during a presentation

- Click on view menu then select notes page
- Click in the notes box and type your notes.

DELETING SLIDES

- Switch to outline view
- Select the icon of the slide you want to delete
- Tap the delete key

ANIMATING SLIDE TEXT AND OBJECTS

Animations are visual or sound effects added to text or objects on a slide to make the presentation livelier.

- Switch to slide view
- Click on the slide you want to apply animation effects on preferably slide 1
- Select the **title box**
- Click on slide show menu and select custom animation
- In the ensuing dialog box , under check to animate slide objects ,check the title 1 box then click the effects tab
- Under ‘entry animation and sound’ select an animation effect
- Choose the style of introducing text under ‘introduce text’ e.g. by word, by letter
- Click ok
- Select the **text/object box** on the same slide
- Choose the animation effect
- Click on the preview button
- Click ok
- Having animated slide 1,open slide two and repeat the above procedures
- Do the same to all the other slides

Nb You can only animate one slide at a time.

SETTING SLIDE TRANSITIONS

A slide transition is a special visual effect used to introduce a slide during a slide show

- From slide show menu click on slide transition
- Under effects select your preferred transition effect

- Choose apply to all

SETTING SLIDE TIMINGS

Procedure A

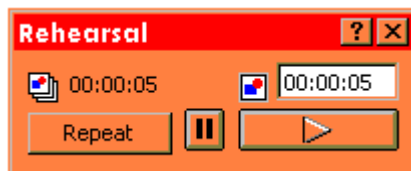
- Switch to slide sorter view
- Select the slide
- Click on slide show menu and select slide transition
- Under 'advance' select 'automatically after'
- Enter the time you want your slide to take on the screen.
- Click apply
- Repeat the above for all the slides

Procedure B

- Switch to slide sorter view
- On the slide show toolbar click the **rehearse timings button**.



- The slide show begins in rehearsal mode and the rehearsal dialog box appears.



- Slide time begins running as soon as the first slide appears
- Click the Advance button as soon as you are ready to go the next slide
- When you reach the end of the slide show, a dialog box appears showing you the total time for the slide show
- Click yes to accept the timings or no to try again.

RUNNING THE SHOW

- Click on slide show menu
- Select view show

Or

Click on the slide show button on the status bar at the bottom of the slide

