

“Step Sheet: Creating a PowerPoint Presentation”

PowerPoint Presentation

This step sheet will help you create a Microsoft PowerPoint presentation.

Using Microsoft PowerPoint

To create a presentation, follow these steps.

➤ Opening Microsoft PowerPoint

(Note: If the Clip Gallery installed with your Microsoft Office suite does not include the images you need, use the step sheet titled “Gathering and Inserting Electronic Images” to find the images through other avenues.)

Step 1

Find the Microsoft PowerPoint icon, which could be in your application folder or in a Microsoft Office folder.

Step 2

Double-click the Microsoft PowerPoint icon to open the Project Gallery.

Step 3

In the Category window, click the Presentations arrow.

Step 4

Click Designs to view previews.

Step 5

Scroll through all the icons. Double-click the World design icon to select it for your presentation.

Step 6

From the New Slide window, select the third choice in the last row, then click OK. (This will be your title page.)

➤ Inserting Text and Clip Art

Step 1

On the title page, click in the text field and type: “Where Are We?”

Step 2

From the Insert menu choose New Slide and choose the same layout as the first slide.

Step 3

Repeat Step 2 seven more times for a total of nine slides.

Step 4

In Normal View, toggle between slides by clicking on the thumbnail icon.

Step 5

Return to the second card. Click the text field and type: "We live on Earth, the 3rd planet from the sun."

Step 6

To add clip art, click beneath the text field. From the Insert menu choose Picture, then Clip Art.

Step 7

From the Category menu, choose maps. Select World and click OK.

Step 8

Adjust the size of the clip art by clicking it until the box handles appear around it. Click and drag the handles to adjust the size or move the art.

Step 9

Toggle to slide 4. Click the text field and type: "There are seven continents and four oceans on Earth."

Step 10

Click in the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, Maps. Click the map of the world and click OK. Adjust the size of the clip art.

Step 11

Toggle to slide 5. Click the text field and type: "We live on the continent of North America."

Step 12

Click in the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, Maps. Click the map of North America and click OK. Adjust the size of the clip art.

Step 13

Toggle to slide 6. Click the text field and type: "There are 12 countries in North America. We live in the country of the United States of America."

Step 14

Click the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, Maps. Click the map of the world and click OK. Adjust the size of the clip art.

Step 15

Toggle to slide 7. Click in the text field and type: "There are 50 states in the United States of America. We live in the state of California."

Step 16

Click in the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, Maps. Click the map of California and click OK. Adjust the size of the clip art.

Step 17

Toggle to slide 8. Click the text field and type: "There are many cities and towns in California. We live in _____."

Step 18

Click in the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, click a clip art that represents your town or if possible, insert a picture or map of your town.

Step 19

To add graphics (pictures you have scanned in), from the Insert menu choose, Picture, From File. Select the folder you have stored your pictures in, select the picture, then click Open.

Step 20

Toggle to slide 9. Click the text field and type: "We go to _____ School."

Step 21

Click in the slide beneath the text field. From the Insert menu, choose Picture, Clip Art, click a clip art that represents your town or, if possible, insert a picture of your class.

Step 22

Save your presentation. From the File menu, choose Save As. Name your presentation and select where you want to save it.

➤ **Animating Text**

Step 1

Toggle to Slide 1. Click the text box. From the Slide Show menu choose Animations, Custom. Click the Effects tab. From the Entry effect pull down menu choose an Entry effect.

Step 2

From the Entry sound pull down menu, choose an Entry sound.

Step 3

Click the Order and Timing tab. Click the radio button Automatically. Select three seconds.

Step 4

Click the Options tab. From Text entry options, select 'By word.'" Click OK.

Step 5

Toggle to each slide and repeat the steps above.

Step 6

Toggle to Slide 3, the continents. From the Insert menu select Text Box. Draw a text box on each continent and type in a label. Do the same for the four Oceans.

Step 7

To animate the continent labels, from the Slide Show menu, choose Animations, Custom.

Step 8

Click the Effects tab. From the Select to animate window, click Text 2. Select Entry.

Step 9

From the Entry effect pull down menu choose Appear.

Step 10

From the Entry sound pull down menu, choose a sound.

Step 11

Click the Order and Timing tab. Click the radio button "On a mouse click."

Step 12

From the Select to animate window, click Text 3. Select Entry.

Step 13

Click Effects tab. Repeat 9-11.

Step 14

Repeat this process to animate the remaining continent and ocean text.

➤ **Creating the Slideshow**

With the PowerPoint presentation open and the text and clip art in place, it is time to connect the slides and create the slideshow.

Step 1

From the Slide Show menu, choose Slide Transition. From the pull down menu beneath the picture of the dog choose a transition for the slides.

Step 2

Select "On a mouse click" for slide advancement. This allows you to manually move the slides at your pace, which allows for discussion.

Step 3

Select a sound from the pull down menu to accompany the transition if desired.

Step 4

From the upper right corner of the dialog box, select Apply to All. Save your presentation.

Step 5

To show the presentation, return to the Slide Sorter View. Click the title page. From the slide presentation control menu (bottom left

corner) click the small screen icon (last one on the right). The presentation will open and begin as you click the mouse.