

“Step Sheet: Putting the Slide Show Together”

PowerPoint Presentation

This step sheet will help you and your students connect the slides and create the slideshow.

Using Microsoft PowerPoint

To create the slideshow, follow these steps.

Creating the Slide Show

Step 1

Open the saved presentation. In Normal View, click the thumbnail of the slide you wish to open.

Step 2

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 3

Select “On a mouse click” or “Automatically” for slide advancement. If you select, “On a mouse click” you will manually move from slide to slide to present your show. This is a good method if students are planning to talk about their slide during the presentation. If you want the slides to advance automatically, select “Automatically” and determine the number of seconds between slides.

Step 4

From the Sound pull down menu, you may select a sound to occur at each slide transition.

Step 5

In the upper right corner of the window, click Apply To All. Be sure to save your presentation.

➤ Showing the Presentation

Step 1

Return to Slide 1.

Step 2

From the Slide Show menu, choose View Show.