

“Step Sheet: Starting a PowerPoint Project”

Starting a PowerPoint Project

This step sheet will help you start the PowerPoint application, insert clip art, pictures, sounds, videos, and insert and animate text boxes.

➤ Opening Microsoft PowerPoint

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

From the Project Gallery, in the Category window, click the Presentations arrow.

Step 4

Click Designs to view previews.

Step 5

Scroll through all the icons. Double-click a design icon for your presentation.

Step 6

Select the first Auto Layout in the upper-left corner of the New Slide Window. Click OK. (This will be your title page.)

Step 7

Add an original title and subtitle.

Step 8

From the Insert menu, choose New Slide.

Step 9

Click an Auto Layout that includes clip art and text, then click OK.

Step 10

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

➤ **Inserting Clip Art, Pictures, Sounds, and Videos**

(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

Double-click the clip art field to open the Microsoft Clip Gallery.

Step 2

Enter a topic in the highlighted field. Click Search. In this manner, you may search for a specific image.

Step 3

Select the image you want and click Insert. You can adjust the size and shape of your clip art by holding down the mouse as you click the small box handles on the clip art. These handles go away if you click away from the art, but will return if you click the art again.

Step 4

Type text in the text field beside the clip art, picture, or video you just inserted.

➤ **Inserting and Animating Text**

Step 1

From the Insert menu, choose New Slide.

Step 2

Click an Auto Layout that does not include a text box (such as the last two auto layout choices in the bottom right corner), then click OK.

Step 3

From the Insert menu, choose Text Box, or click the Text Box icon in the Drawing toolbar.

Step 4

Draw a text box to the desired size. Click in the box and begin typing text.

Step 5

Select the text. From the Slide Show menu, choose Animations Custom. Click the Effects tab. From the Entry effect pulldown menu, choose an Entry effect.

Step 6

From the Entry sound pulldown menu, choose an Entry sound.

Step 7

Click the Order and Timing tab. Click the radio button Automatically. Select a number of seconds for animation to begin.

Step 8

Click Preview. Make changes as needed. Click OK.

➤ **Inserting a Table for a Timeline**

Step 1

From the Insert menu, choose New Slide.

Step 2

Click an Auto Layout that includes a table (upper right), then click OK.

Step 3

Double-click the add table icon. Choose 4 columns and 2 rows. Click OK. A new window opens that contains a 4-column, 2-row table.

Step 4

In the first box of the first row, type the year of your birth.

Step 5

In the last box of the first row, type the current year. (You will fill in the two middle boxes as you think of an important event.)

Step 6

Click in the box below your birth year box. Enter text such as: "I was born in Encino, California."

Step 7

Click in the box below this year. Enter text to describe an important event that occurred this year.

Step 8

Continue to add important dates to the empty boxes in the top row.

Step 9

Add text to describe important events below each date.

Step 10

Click back in the first box (with your birth year entered).

Step 11

From the View menu, select Toolbars, then Formatting.

Step 12

From the Table toolbar, choose Select Column. From the Formatting Toolbar, click the Center text icon. Repeat this step for each column to center text.

Step 13

You can change the width of any column as needed. Move the cursor over the column border until the cursor becomes a box with opposite arrows.

Step 14

Click, hold, and drag the column border to the desired size. You can change the row height in the same way.