

# PowerPoint; Part 2

## Wednesday, October 27

- Add WordArt to a slide
- Scan an image
- Insert an image
- Add animation to your presentation
- Time to work on a 3-4 page presentation
  - About My Family
  - About My 4-H Project
- Save your presentation as \*.jpg or \*.html

# Adding Word Art

- Click on the “tipped A” icon to open WordArt

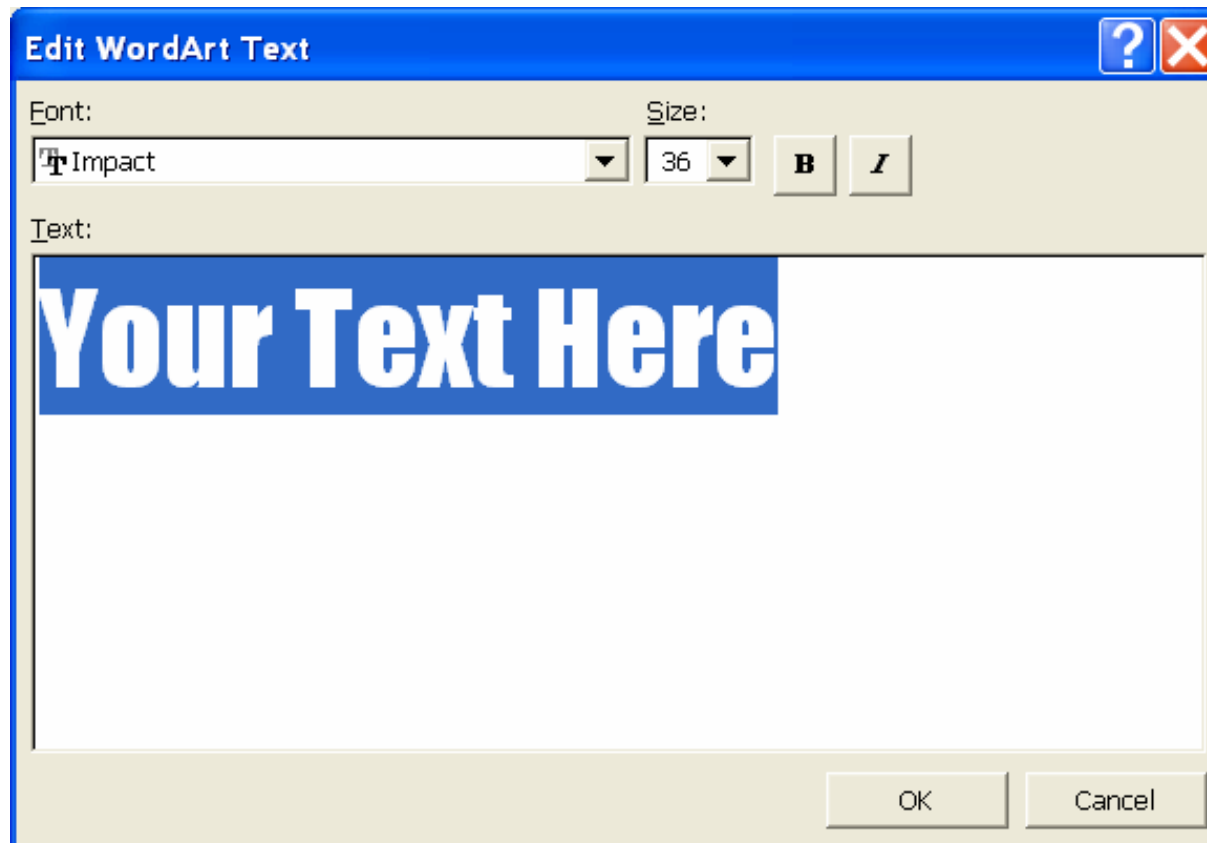


- The WordArt window opens



# Pick a WordArt Style

- Select a WordArt style and another window opens



# Exercise 1

- Insert a new slide to your presentation
- Choose a slide layout
- Create some WordArt for your new slide

**WORDART SAMPLE**

# Exercise (cont.)

- Type some text
- Highlight the text
- Pick a font
- Change the font size
- Change the font to **Bold** or *Italics*
- Save your presentation

# Changing WordArt

- Double click on the WordArt object
- Close the Edit Text window to reveal another editing window



- ✓ Hold the mouse over the different icons on the WordArt editing menu box.
- ✓ Change the WordArt shape, Edit Text, Insert another WordArt object, change the colors, etc.

# Exercise 2

- Insert another slide to the presentation
- Create another WordArt object
- Open the WordArt Editing menu window
- Change the text
- Change the color
- Change the shape
- Save your presentation

# Insert Images

- Insert an image from the W-drive
- Insert an image that you scan from a photograph

# Scanning Information

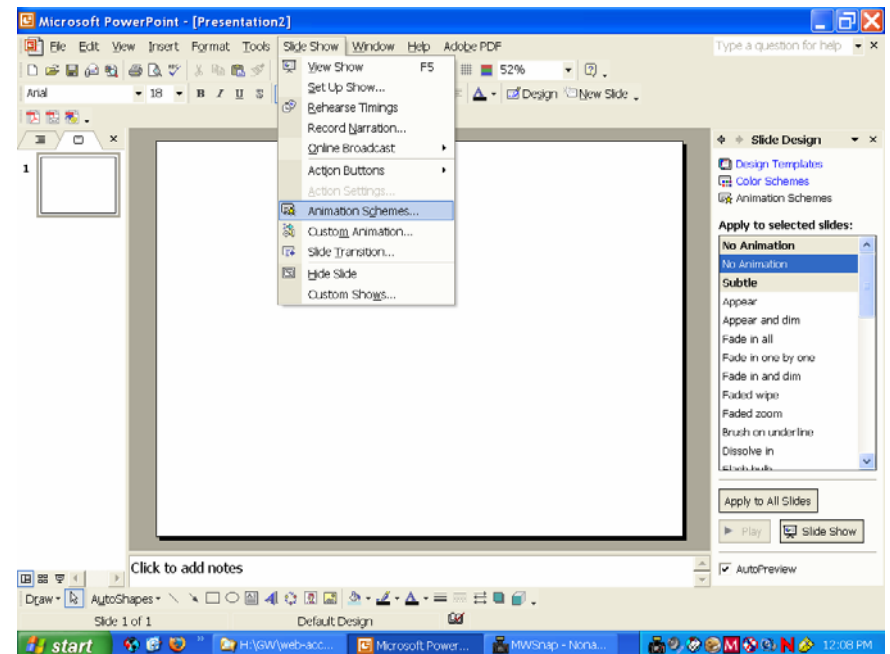
- Screen resolution for viewing PowerPoint is 72 dpi (dots per inch)
- Scan an image at 150 or 300 resolution
- Scan a black and white photo as grayscale
- Scan a color photo as millions of colors
- Save the image as a \*.jpg

# Exercise 3

- Scan an image
- Create a new slide to your presentation
- Insert the image
- Double click on the image to view the image editing options
- Save your presentation

# Animated Schemes

- Click on Slide Show in the menu bar
- Select Animated Schemes
- The Scheme window appears on the right panel



# Exercise 4

- Practice using the animated schemes
- You may apply the same scheme to all slides in your presentation
- You may apply a different scheme to each slide
- Auto Preview; check it to see the animation example
- Have fun!
- Save your presentation

# Exercise 5

## Saving Your Presentation

- Save as presentation; \*.ppt
- Save a powerpoint show; \*.pps
- Save as \*.jpg images
- Save as \*.html

# Exercise 6

- Create a new presentation.
- Make it to be 3-4 slides.
- Insert art and images.
- Type some text.
- Use the “Families are the Heart of 4-H” theme
- Use “Your Favorite 4-H Project” theme.
- Save your presentation.
- Give to Regenia to post on the Dodge County 4-H Website at:

<http://www.uwex.edu/ces/cty/dodge/4h/index.html>

# Next Workshop

Monday

November 15, 2004

6:30 – 8:00 p.m.

## Basic Computer Tips Review

Past workshop presentations are  
on the web at:

<http://www.uwex.edu/ces/cty/dodge/4h/projects/computer.html>