

PowerPoint Part 1

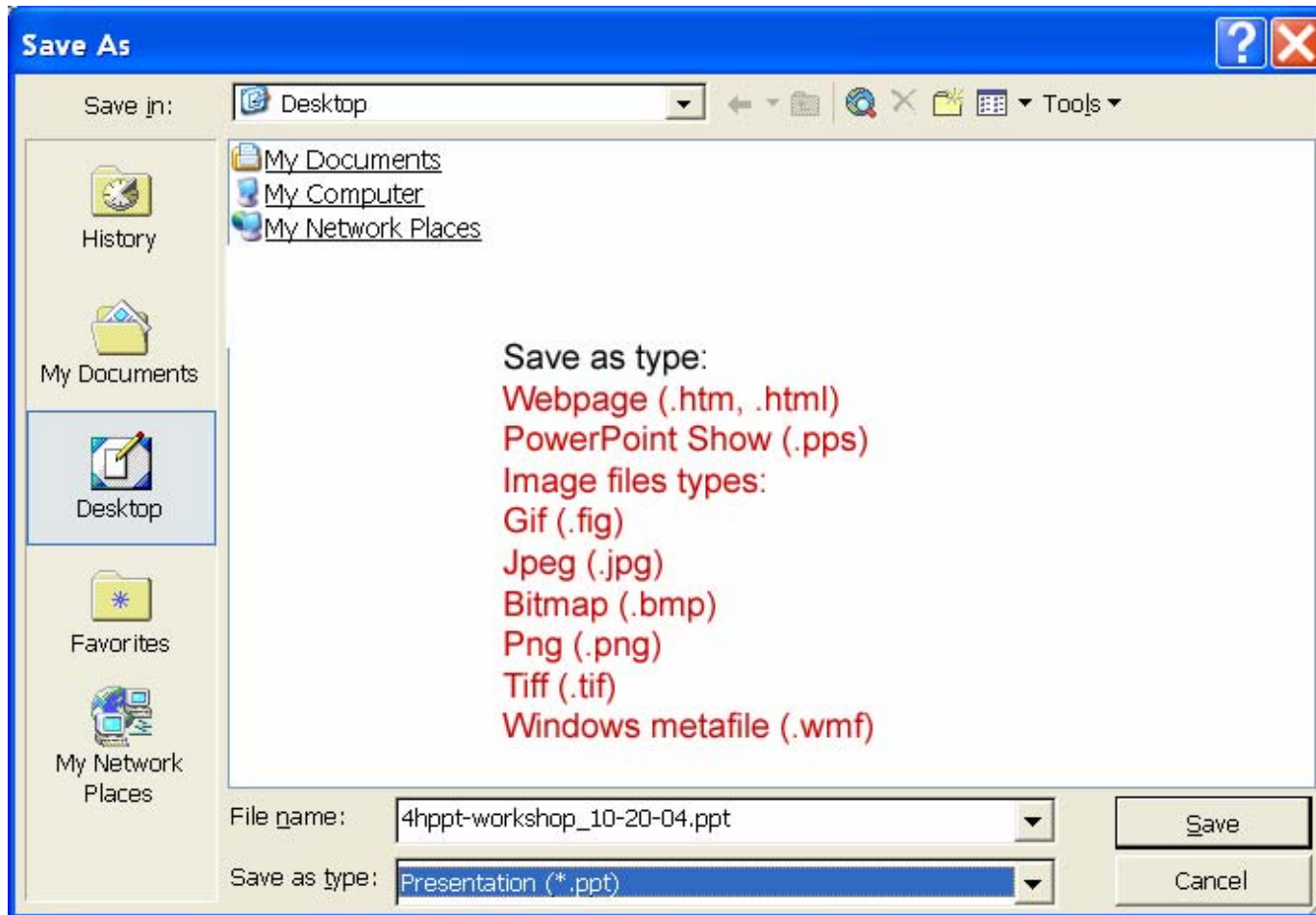
Dodge County Tech Team
Workshop

October 20, 2004

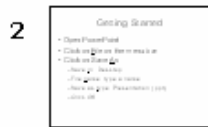
Getting Started

- Open PowerPoint
- Click on File on the menu bar
- Click on Save As
 - Save in: Desktop
 - File name: type a name
 - Save as type: Presentation (.ppt)
 - Click OK

More About Save As



Add a New Slide

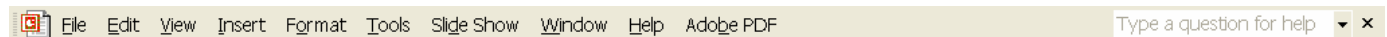


- Right-click in the slide view pane, and select New Slide

- Click on New Slide in the tool bar



- Click on Insert on menu bar and select New Slide



- Use short-cut key, Alt + N

Choose a Design

- Click on Design on the tool bar



- Apply a design template
 - Pick a design suitable to the topic
 - Make sure that your presentation is readable from any point in the room
 - Use large font



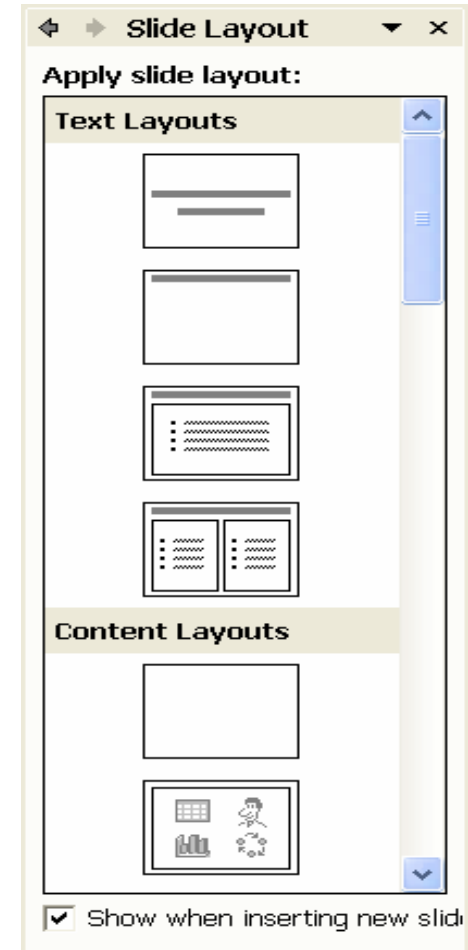
Exercise 1

- Open PowerPoint
- Save the file
- Choose your design
- Add a new slide to your presentation
- Questions??

(10 minutes)

Add Text and Images to Slide

- Choose a Slide Layout
 - Text Layouts
 - Content Layouts
 - Text and Content Layouts
 - Other Layouts



Insert an Image

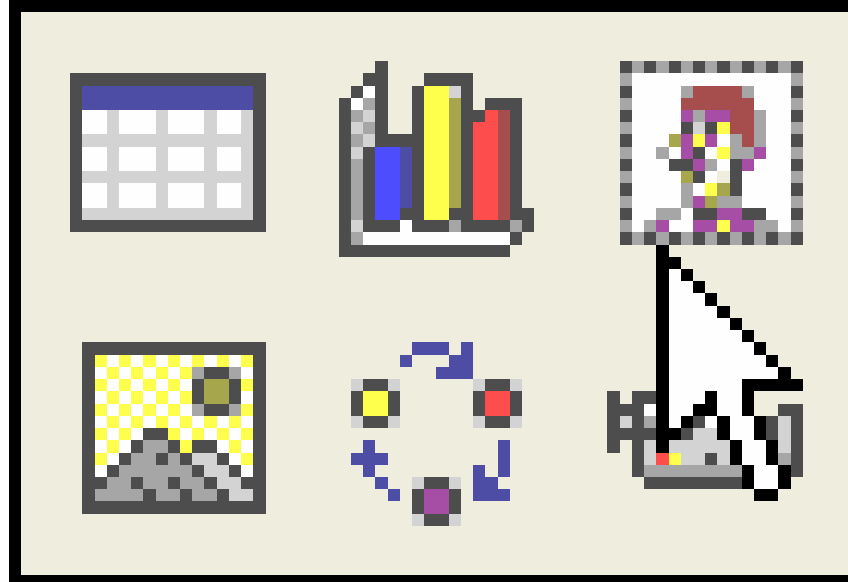
- Copy an image and paste to slide
- Go to menu



1. Click on Insert
2. Click on Picture
3. Select From File, etc.

Insert an Image

- Click icon to add content
 1. Select an image from the clip art
 2. Import an image from another directory



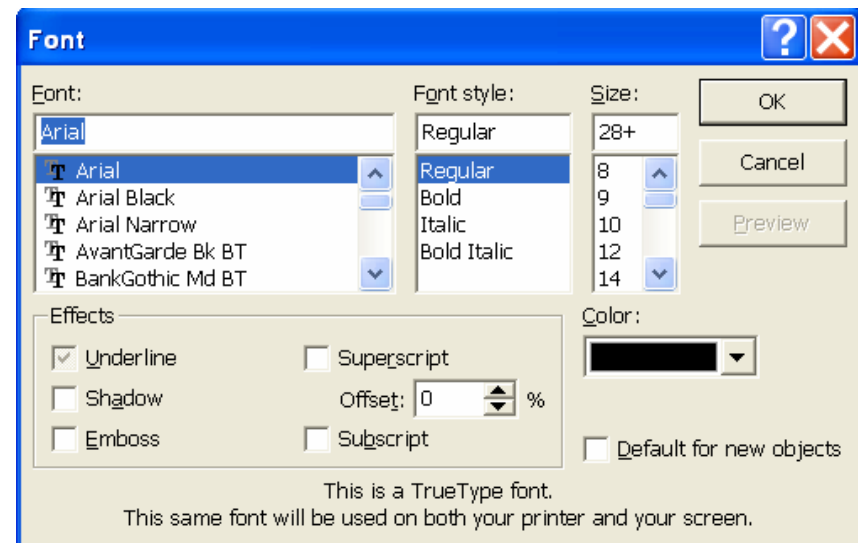
Exercise 2

- Add an image by copying and pasting from another application
- Add an image by using Insert on the menu bar
- Add an image by using Click icon in the Content layout.
- Questions??

(20 minutes)

Format Font

- Change font and size
- Click on Format in the menu bar
- Select Font
 1. Change the font style
 2. Change the font size
 3. Change the font color



Exercise 3

- Add a new slide to your presentation
- Choose a layout
- Type some text, i.e. your name, favorite animal, favorite color
 1. Change the font size of your name
 2. Change the font style of your animal
 3. Change the color of the text to match your favorite color
- Questions??

(20 minutes)

PowerPoint Viewer

- Download PowerPoint Viewer from the Microsoft website
<http://office.microsoft.com/en-us/FX010857971033.aspx>
- Find Downloads at the bottom of the webpage and click on the link to PowerPoint 2003 Viewer

An Alternative to PowerPoint

- OpenOffice.org is software to download:
http://www.openoffice.org/dev_docs/features/1.1/index.html
- Offers the following:
 - Word Processor
 - Presentation
 - opens PowerPoint files so you can edit
 - Spreadsheet
 - And much more

Prepare for PowerPoint Part 2

Wednesday, Oct. 27 @ 6:30 p.m.

- Using Word Art to jazz up titles in your PowerPoint
- Using a scanner to scan snapshots for your PowerPoint
- Create a PowerPoint about your 4-H club
- Create a PowerPoint about “Families Are the Heart of 4-H”
- Saving PowerPoint as webpages

More: Prepare for Next Time

- Bring a disk with some pictures of a 4-H activity,
- Bring some snapshots of pictures to scan
- Bring information about your 4-H club:
 1. Leader information
 2. Member information
 3. Meeting times
- Share an idea that you or your club is doing to promote “Families Are the Heart of 4-H.”

Questions??

Next Workshop

Computer Review

Monday, November 15, 2004

6:30 – 8:00 p.m.