

How to Use PowerPoint—for Kids and Teachers

Barbara Austin

Laramie County School District #1

Dept. of Technology

What is PowerPoint?

- **PowerPoint is a computer program.**
- **This program will help you create dynamic presentations.**
- **You can add graphics, text, movies, sounds and the Internet to your presentation.**

PowerPoint as an Organizational Tool

- **Using PowerPoint is like creating an outline of your information.**
- **It helps you present information in a small, concise segments.**
- **Effects can be added to emphasize important details.**
 - **i.e. By changing font size, by using sound, or by adding music or graphics.**

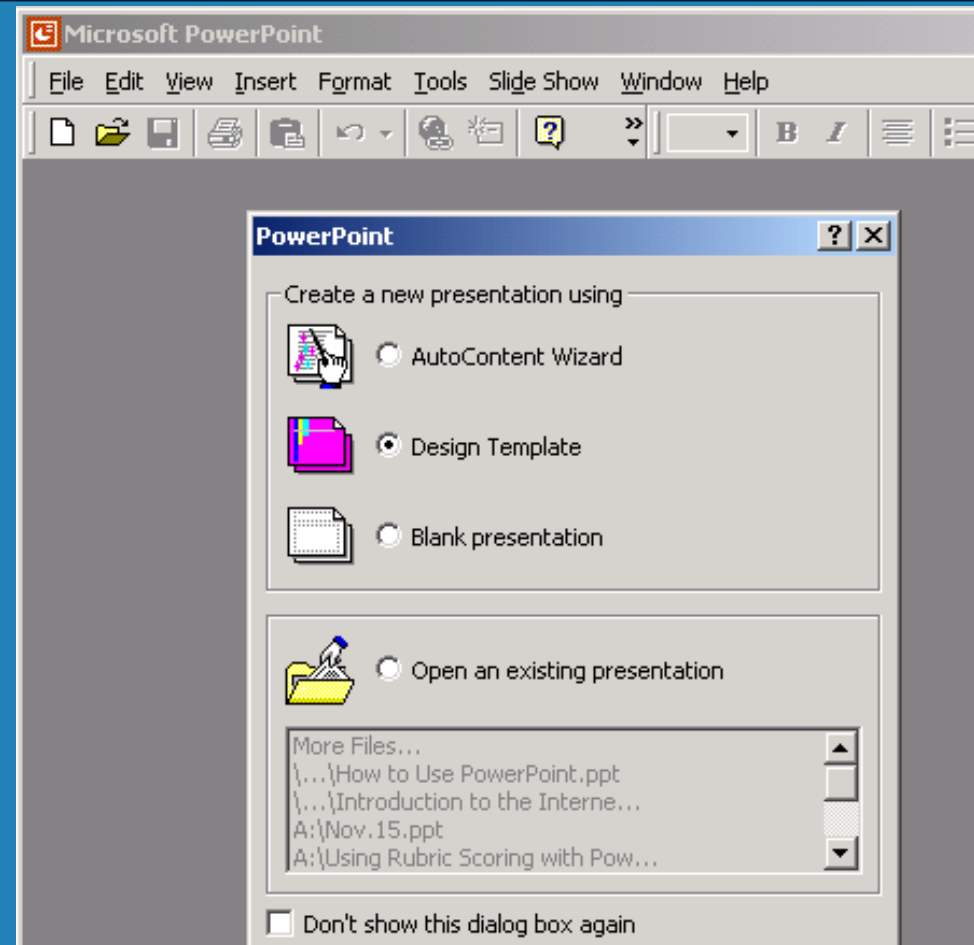


Let's Learn About PowerPoint

LCSD#1 FY '01-02

Getting Started...

- **You will have some choices when you open the program.**



Microsoft PowerPoint - [How to Use PowerPoint.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Common Task

1 **How to Use PowerPoint**
Barbara Austin
Laramie County School District
#1
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2 **What is PowerPoint?**

- PowerPoint is a computer program.
- This program will help you create dynamic classroom presentations.
- You can add graphics, text, movies, sounds and the Internet to your presentation.

3 **PowerPoint as an Organizational Tool**

- PowerPoint works much like an outline.
- It helps you present information in a small, concise segments.
- Effects can be added to emphasize important details.
- i.e. By changing font

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- **PowerPoint is a computer program.**
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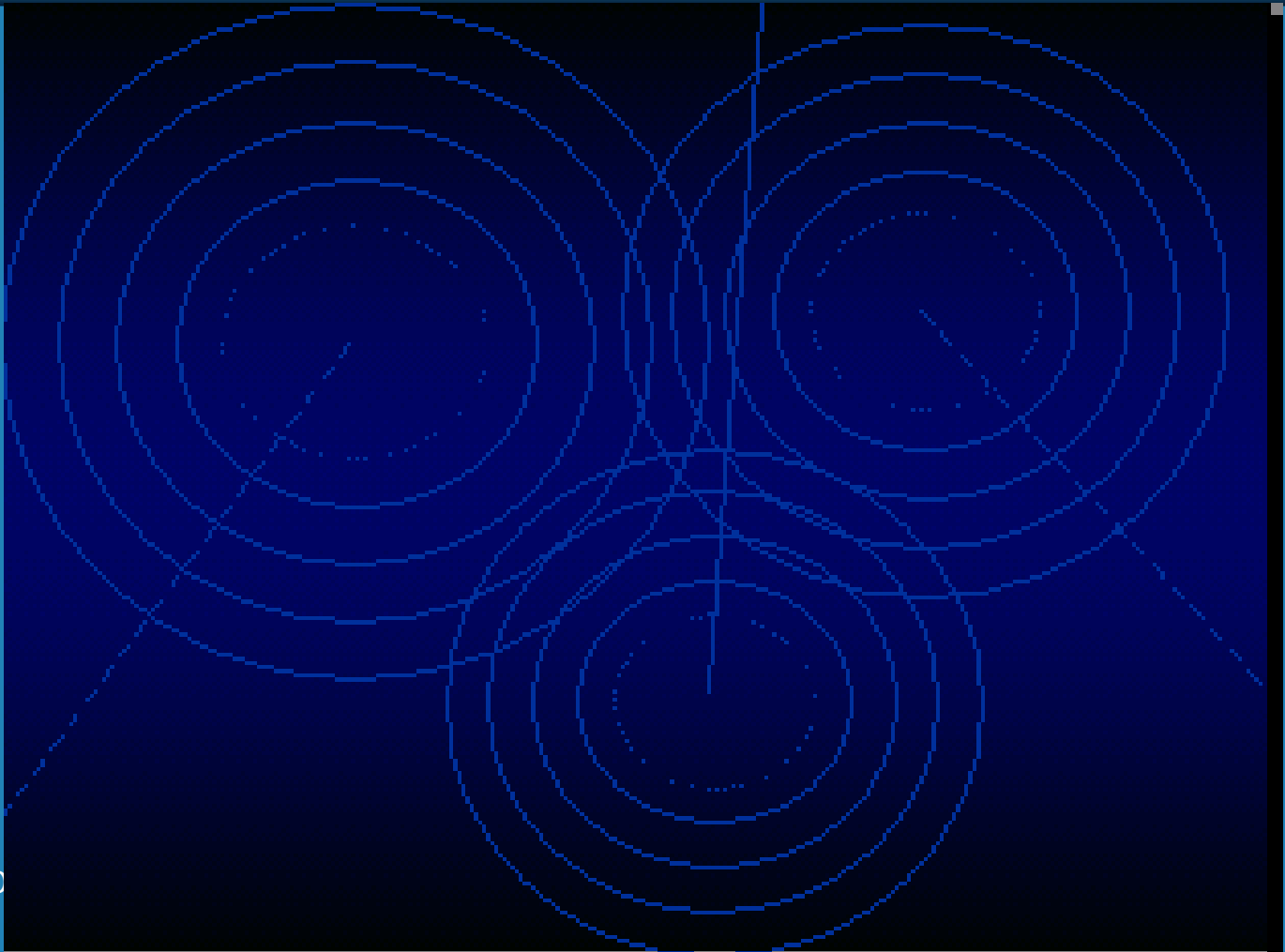
Click to add notes

Draw AutoShapes

You may want to choose Design Template

- **This will allow you to choose from many design options.**
- **By selecting a template, each page will have the same format.**
- **Here are a few samples.**

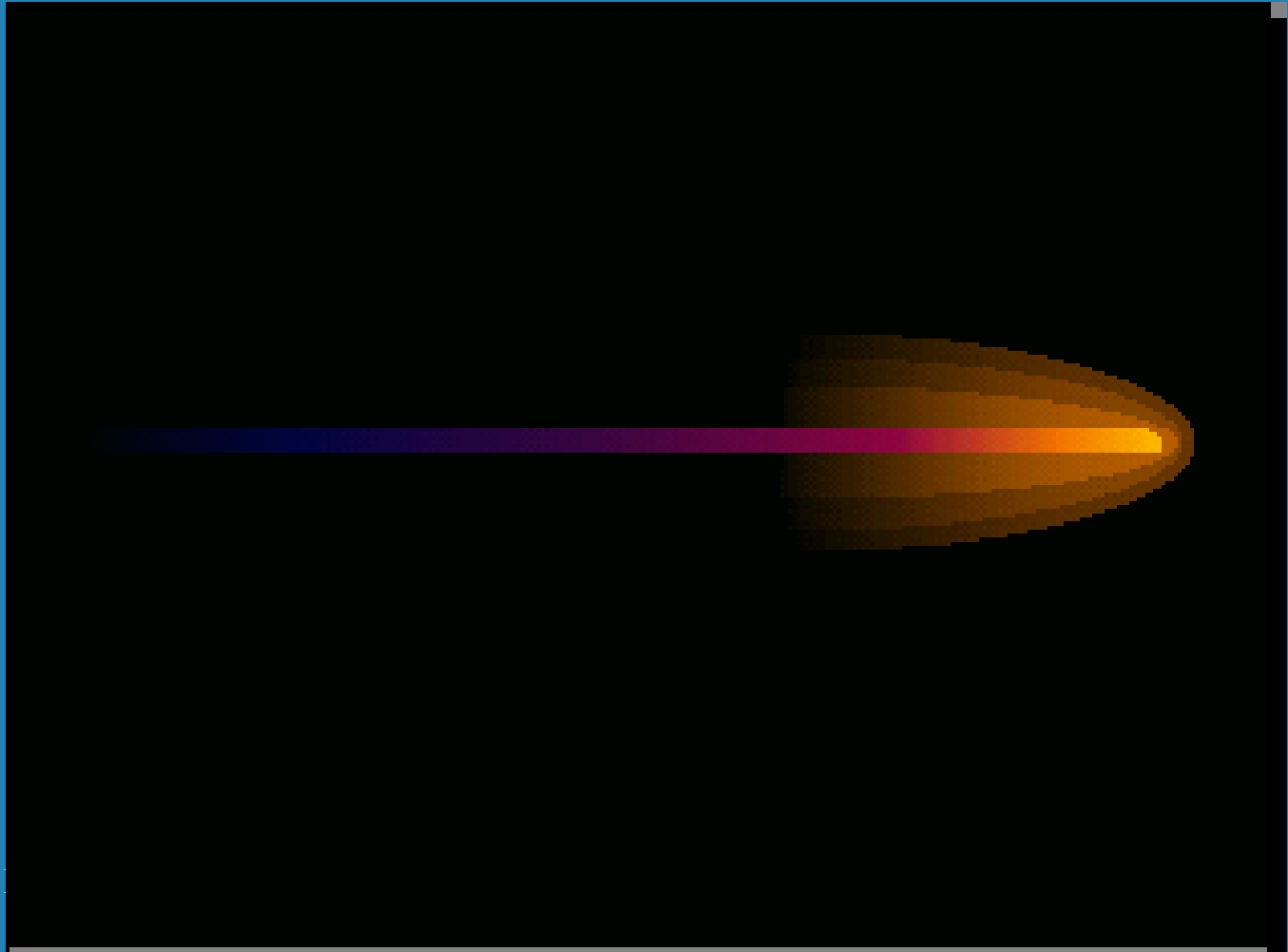
This Design Template is called "Radar".



**This one is called
“Bamboo”.**



**This one is called
“Fireball”.**

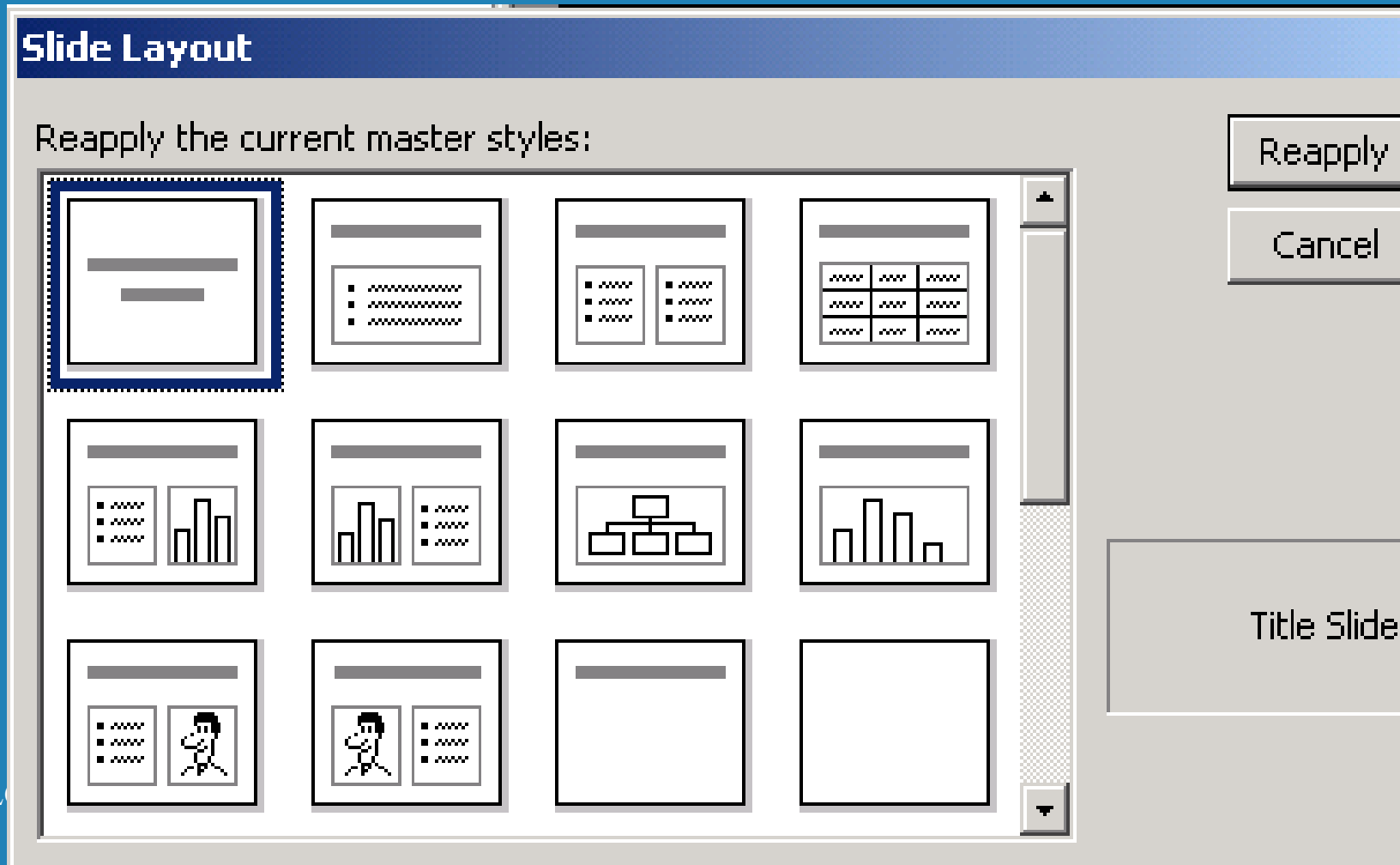


LCSD#1



**Let's look at the
PowerPoint screen.**

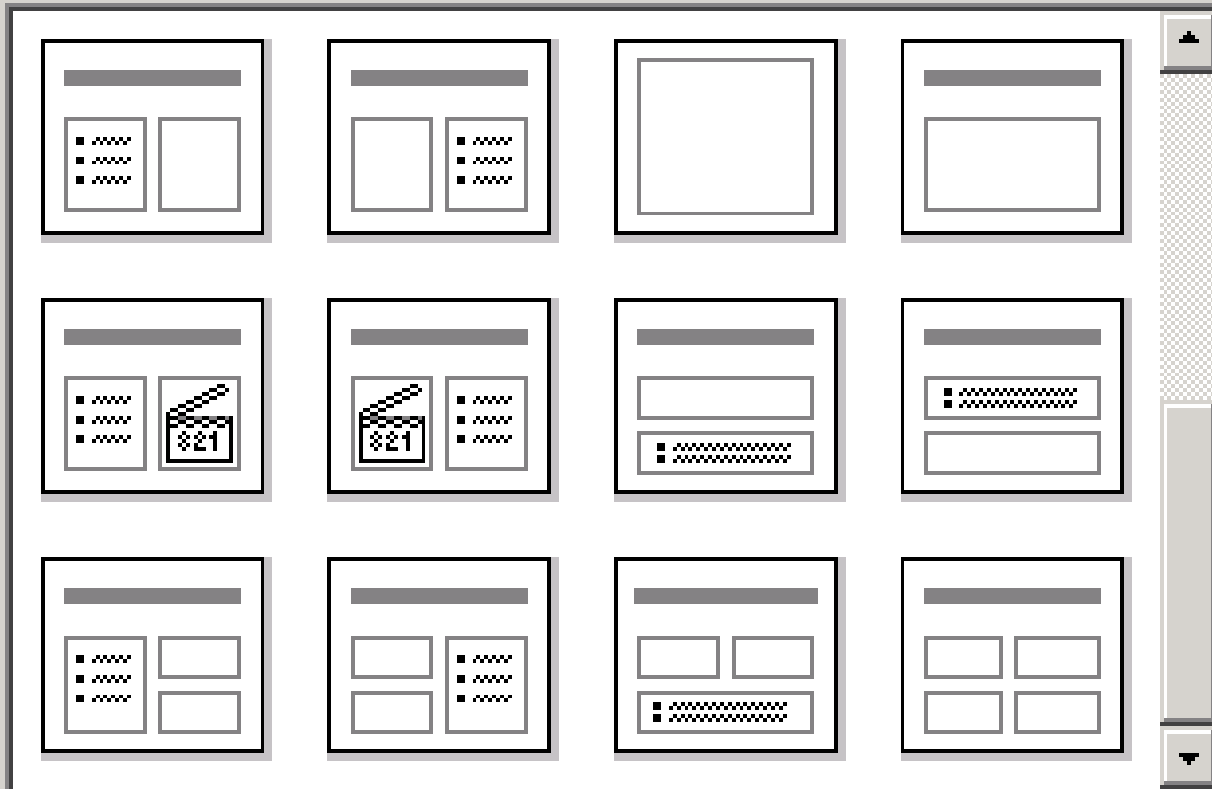
You have many choices for your slide layout.



Here are *more* slide layout choices.

Slide Layout

Reapply the current master styles:



Reapply

Cancel

Title Slide

Things to keep in mind...

- **Consider the overall message of the presentation.**
- **Information is organized.**
- **Appropriate amount of information per slide.**
- **Color of Background and Text.**
- **Consistency.**
- **Slide layout is compatible with topic.**
 - (Frivolous vs. serious)
- **Animations/transition should complement the presentation.**
- **Use slides as prompts, outlines, or conversation points.**



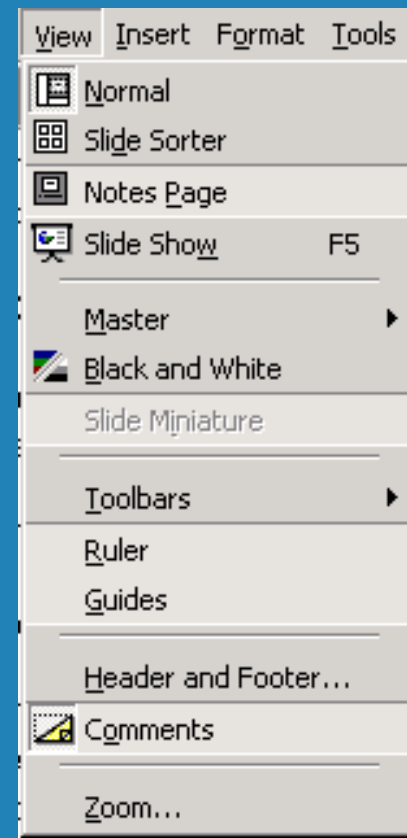
**After all your choices are made,
you begin creating your
presentation.**

- **Create your title page.**
- **Information will be featured along the left side.**
- **Changes can be made on the slide or in the outline**

Learn the View Buttons

- **Views choices are available on a drop down menu or on the screen**

- » **Normal**
- » **Outline**
- » **Slide**
- » **Slide Sorter**
- » **Slide Show**

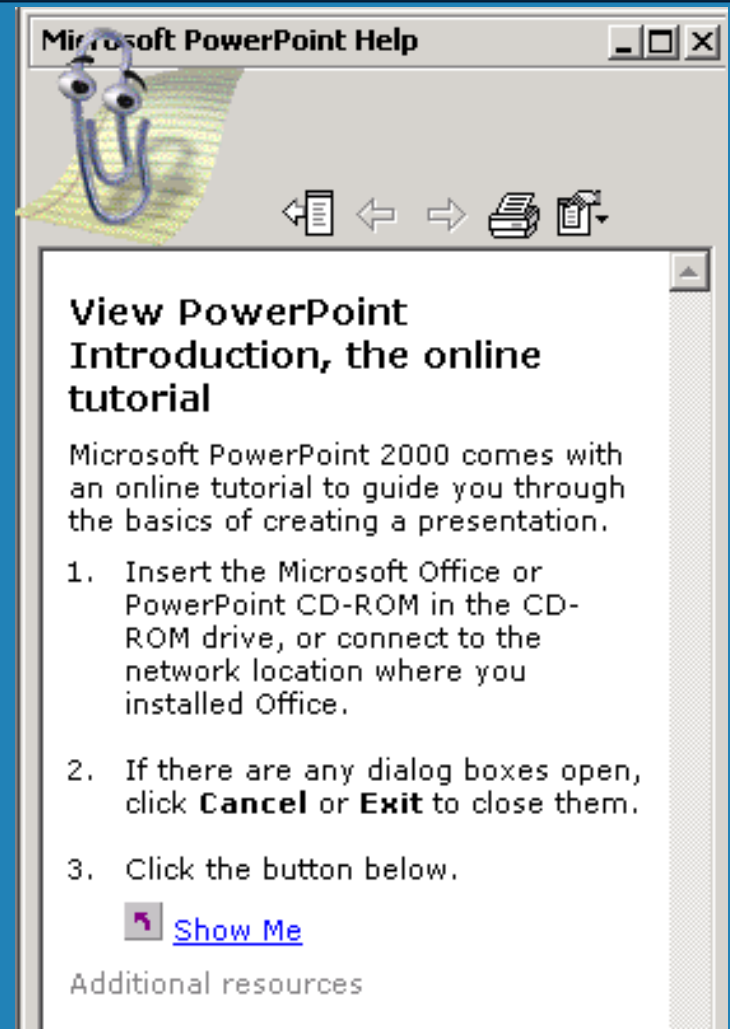
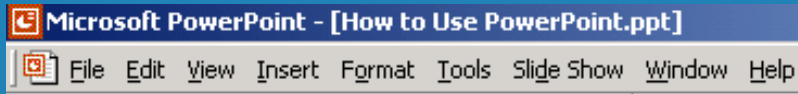


Drawing Toolbar



PowerPoint Online Tutorial

- **Help is as close as the Menu Toolbar.**



Here are some WebSites that will give you help in using PowerPoint

- <http://catalyst.washington.edu/quick/ppt.html>
- <http://www.laramie1.k12.wy.us/training/>
- <http://www.microsoft.com/office/powerpoint/default.asp>
- <http://einstein.cs.uri.edu/tutorials/csc101/powerpoint/ppt.html>



**Now let's create a
presentation of our own.**