

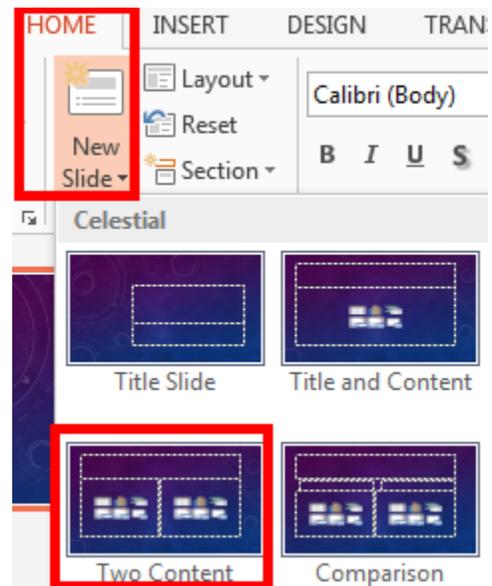
## Choosing a Design

- ❑ Open PowerPoint.
- ❑ Click on **Blank Presentation**.
- ❑ Click on the **Design** tab.
- ❑ Click on the design tab of your choice.

## Adding Content Exercise

- ❑ Type “**Things to do at the TechZone@Main**” into the title area of the first slide.
- ❑ Click in subtitle and type **By** “Your Name”.
- ❑ Add a second slide by clicking on the **Home** tab.
- ❑ Click on the lower half of the **New Slide** button.
- ❑ Choose the **Two Content** layout.
- ❑ In the title box of this slide, type “**Public Computers**”
- ❑ In the **left** text box, type:
  - “**Use Office Products**”
  - “**Use the Internet**”
  - “**A limit of two hours a day.**”
  - “**Get help from staff.**”

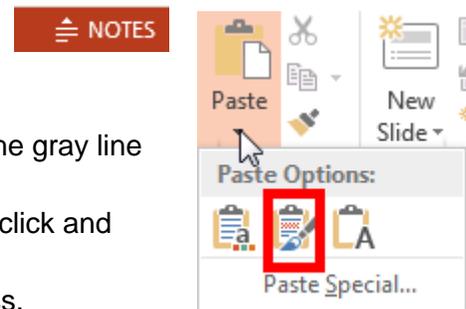
(**Note:** Hit the Enter key between phrases to jump to a new line and create a new bullet.)



## Notes

The **Notes** section is used to create notes to aid a speaker during a presentation. It can also be used to take notes on audience discussion as well. You may have more to say about the *Things to do at the TechZone@Main* slide, however you don't want to put it all on the slide, but you want to remember to tell your audience.

- ❑ To create a note, simply click on the **Notes** button at the bottom of the screen.
- ❑ The notes section will appear at the bottom.
- ❑ To expand the **Notes** section, place your cursor over the gray line at the top of the **Notes** section.
- ❑ When your cursor changes to a double headed arrow, click and drag your mouse up to make the area larger.
- ❑ You can click and start typing, which we will do for class.



You can choose to highlight the text you have typed on the slide into the notes section:

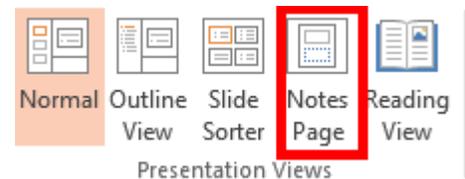
- Copy it by clicking on the **Copy** button on the **Home** tab.
- Click down in the notes pane area and paste it.
- Click on the bottom half of the **Paste** button and choosing the second option which is Keep Source Formatting (Ctrl+K). This will bring the bullet symbols down, not just the text.

### Create Notes Exercise

- Add some additional information around your slide text *in the notes area*.
  - Use Office Products to write a letter, make a flyer, balance a budget, etc.
  - Use the Internet to apply for a job, check your email, etc.
  - Get help from staff with specific computer related questions.

### **Preview Speaker Notes**

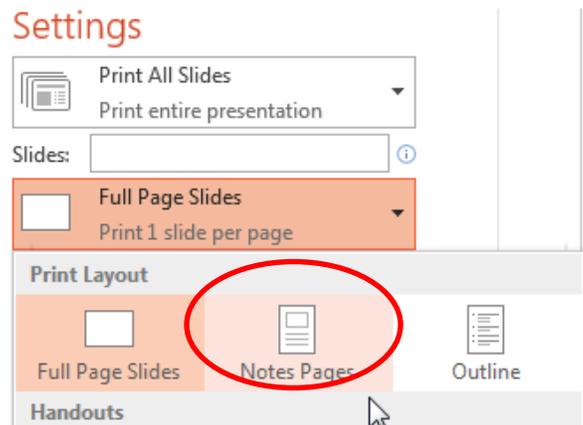
- To preview your speaker notes, click on the **View** tab.
- Click on the **Notes Page** button.
- When finished previewing, click on the **Normal** button.



### **Print Notes on Handouts**

**Remember:** To print your notes for yourself or others:

- Click on the **File** tab.
- Select **Print**.
- Select **Notes Pages** in the **Full Page Slides** drop down box.
- At home, you would then click the **Print** button at the top.
- For class, click the **back** button.
- This will print all slides along with any notes in the presentation.



### Adding More Content Exercise

To add the **Passport** slide:

- Click on the **Home** tab and then on the lower half of the **New Slide** button. Select the **Two Content** slide.
- Type "**Passport**" in the title box.
- In the **right** text box, type:
  - "Adults need a birth certificate."
  - "Adults need a valid ID"
  - "Adults need a check for \$110.00"
  - "Adults need 25.00 which can be paid with any method they prefer"
  - "For any other questions including minor application questions, please call 330-643-9145."

## Inserting Online Pictures

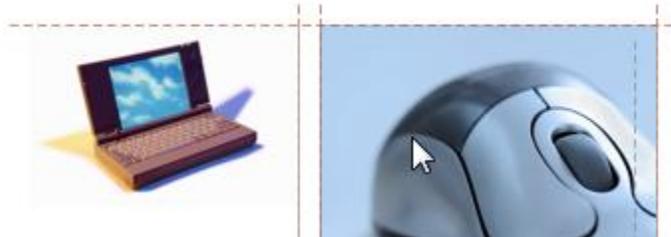
- ❑ Click on **slide 2**.
- ❑ Click on the placeholder on the left.
- ❑ Click on the **Insert** tab.
- ❑ Click on the **Online Pictures** button. The Insert Pictures dialog box will appear in the center of your screen.
- ❑ Type **passport** in the search box.
- ❑ Click on the pictures you want.
- ❑ Then click the **Insert button** in the lower right hand corner of the search box.
- ❑ If you insert two pictures at a time whether through online pictures or pictures on your computer, they will behave as one. You need to click somewhere else on the slide and then click on the individual picture again.
- ❑ In order to move your image around the page, click anywhere on the image, hold down the left button, and drag your mouse to the location you wish to place it.
- ❑ You can also resize the image by clicking and dragging from any of the corners.
- ❑ The white circle at the top of the image will allow you to rotate the image. Click and drag to rotate.



Bing Image Search  
24200 search results for computers



**Smart Guides:** In part one, we turned guides on but if you choose not to turn them on then a function called Smart Guides will appear when two or more shapes are in alignment with each other. They will come and go when you are moving objects.

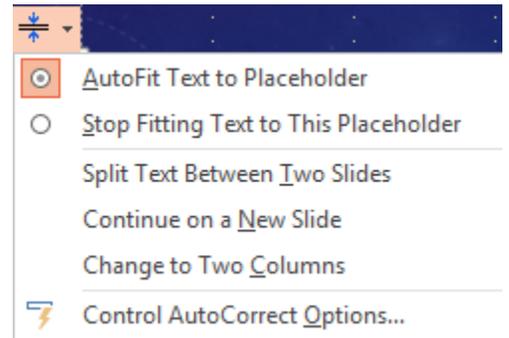


## Adding More Content Exercise

- ❑ Click on the **Home** tab and click on the top half of **New Slide** button.
  - The layout should default to the previous slide's layout.
- ❑ Type "**Vinyl Printer**" in the title box.
- ❑ In the **left** text box, type:
  - "**Promote your business, festival, or project with a banner.**"
  - "**You can print a:**
    - "**Banner**"
    - "**Window Cling**"
    - "**Removable Vinyl**"
- ❑ Click on the online pictures icon in the center of the left text box.
- ❑ Do a search for "**vinyl printer.**"
- ❑ Choose two images and position them.

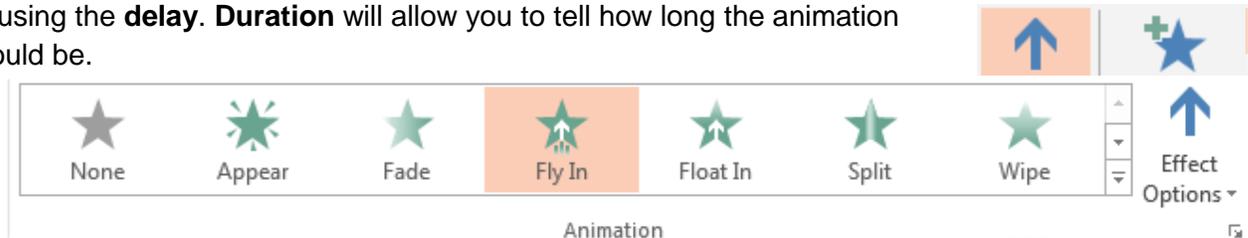
## Adding More Content Exercise

- Go to the **Home** tab, then click on the bottom half of **New** slide, and choose **title and content**.
- Type “**Media Transfer Station**” in the title box.
- Type the following in the main text box:
  - “**This station will allow you to change VCR tapes into DVDs or onto a computer.**”
  - “**This station will allow you to change cassettes into CDs.**”
  - “**This station will allow you to change LPs into CDs.**”
  - “**This station will allow you to digitize old pictures, negatives, 35mm slides, magazine articles, etc.**”
  - “**This station will allow you to change Super 8 reel to reel slides into a digitized version.**”
  - “**This station is free customers will only need to bring their old technology and what they want to place it on when they finish the process.**”
- You decide that you’ve typed too much on the slide and will need to cut it down.
- Click on the main text box on your slide.
- Notice that there is a little box in the lower left corner that has recently appeared. This is the **AutoFit** button. It appears when your text takes up more room than you have available in the text box. It automatically resizes your text, shrinking it down so that it fits.
- Notice that when you move your mouse over top of the button that a small down arrow appears next to it. Click on the down arrow to see your **AutoFit** options.
- If you would like AutoFit to stop resizing your text you can click on **Stop Fitting Text to This Placeholder**.
- If you would like to **Split Text Between Two Slides**, you can, just remember that the program will decide where the split happens it does not necessarily mean it will happen where you think it should.
- If you want to have control over the split, choose **Continue on a New Slide** and copy and paste your information as you see fit.
- Click **OK** on the **Action Settings** dialog box.
- Your button will now link you directly to slide 6 the Media Transfer Station.
- Add an action to the same for the **Laser Engraver** and **Vinyl Printer** slides.
- You can also use the action buttons to link back to the first slide, click to start the show, etc.



## Animation

Animation is useful for making individual objects (text or pictures) appear on your slide, one at a time. There are three different times animation can be used in a PowerPoint which is **entrance**, **emphasis** and **exit**. You also have the ability to tell how long to wait between each effect option by using the **delay**. **Duration** will allow you to tell how long the animation should be.



### Definitions:

**With Previous** means the animation will occur at the same time as the previous animation or it will occur when the slide appears if there are no previous animations.

**After Previous** means the animation will occur immediately after the previous animation.

- Continue to **slide two**, the **Public Computers** slide.
  - Click on the title box.
  - Click on the **drop down arrow**, and choose another **Entrance** option. You can see a wider range of choices from the **More Effects** option in the Entrance menu.
  - Make this one appear **With Previous** as well. Customize your direction and speed setting to what you would prefer (if possible).
  - To animate your list in the text box, click inside the text box to get the sequence option.
  - From the **Animation** button, go to **Entrance** and **More Options**. You want to find the **Appear** effect. Click **OK** to select it.
  - Keep this one's start option as **On Click**.
- Click on the **Effect Options** button.
- Depending on the option you picked you can choose a different direction or sequence.
- Under sequence, you can pick as one object, all at once, or by paragraph. The difference between **All at Once** and **As One Object** is obvious in animations where the shapes rotate or grow. With **All at Once**, each shape rotates or grows individually. With **As One Object**, the entire text, graph, etc. rotates or grows at once.
  - Make the text box with bullet (float in) on click and the effect options one at a time.
- To animate the pictures, click on the **picture** on your slide to select it.
- From the **animation** area choose a type of **Entrance**.
- Change the start option to **After Previous**. This way your picture will come in right after your third bullet point, without you having to do anything.
- Your slide should look something like this:

The numbers beside each item indicate the order in which they will appear.

- Start your slide show by going to the **Slide Show** tab and select **From Current Slide**. Click through it to see how it looks. Remember that you have to click the mouse button or hit the right arrow key for the text areas to show up.
- There are other transitions available besides Entrance, like **Emphasis, Exit, and Motion Paths**. Now that you have a general understanding about how these animations work, play around with the other objects on the other slides to see what happens.

## Inserting a Transition

You can configure your presentation to self-run by following the steps below:

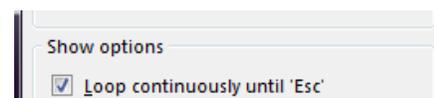
- Click on your first slide.
- Click on the Transitions tab.
- To the right, check the box next to After (uncheck On mouse click) and choose an amount of time (in seconds) you wish each slide changed. For class, let's pick 5.00.
- To modify the type of slide transition (fade, dissolve, uncover, blinds, etc.) click on the down arrow to the right of the most popular slide transitions. Click on one to select it.



- To the right of the Transition to This Slide, you will see an effect option button. If you click on it, you can choose different ways for your transition to go.
- For example, if I pick Shred under effect options I can choose whether I wanted strips or particles and also a direction in or out.
- In the Timing group, you will notice the duration spot where you set the amount of time it takes for the transition to complete (in seconds).
- Your slide can be altered no matter what transition you pick. You can make them shorter or longer depending on your needs. It is all about making it appealing. If you want the transition to last longer for your audience to fully absorb it then you would change the amount of time to longer.
- You can type the number in or use the spinners.
- When finished you can click Apply to All if you want.
- Note: If you do not wish every slide to have the same type of transition and speed, you will have to click on each individual slide and manually select your changes. Stay away from the Apply to All button or your individual settings will be erased.

- To make your slide show run on a continuous loop so that you don't have to restart it every time it gets to the end:

- Click on the Slide Show tab and on the Set Up Slide Show command.
- Check the box next to Loop continuously until 'Esc'
- Click OK.



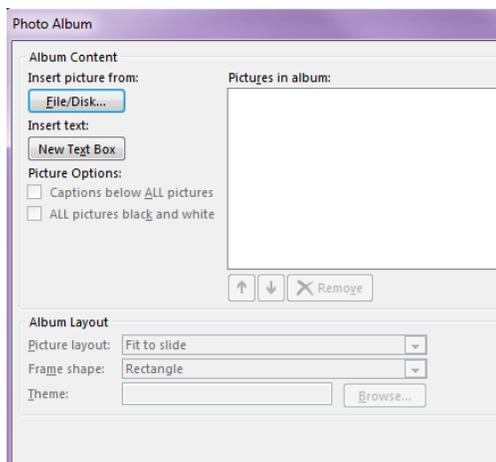
Note: You may not want a transition on every slide. Transitions can be fun but can detract from your presentation. You always want to keep your audience in mind when making these decisions.

## Photo Album

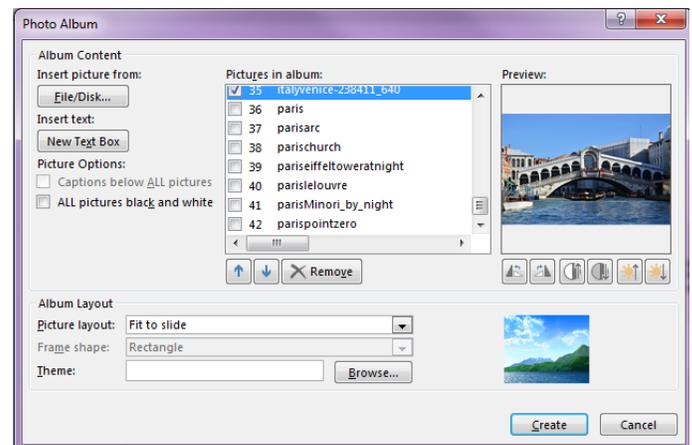
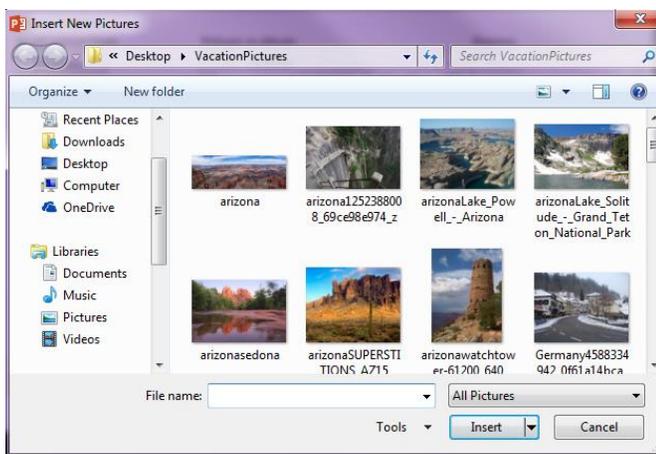
If you want to insert many photos from your computer at a time then you can use the process below.



- ❑ Open a new blank presentation.
- ❑ Click on the **Insert** tab. Click on the *top half* of the **Photo Album** button.
- ❑ In the window that appears, click on the button in the top left corner that says **File/Disk...** You will be choosing from pictures stored on your computer or removable disk.



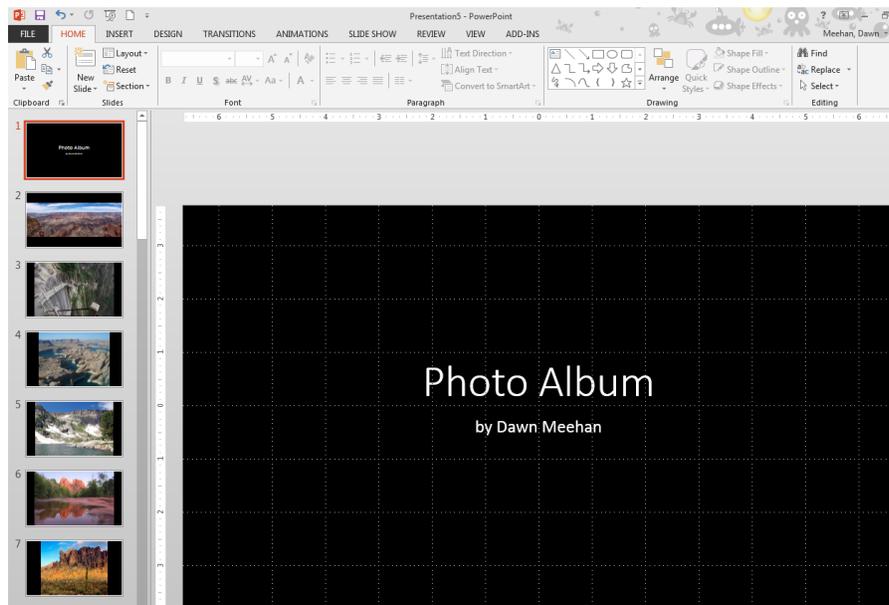
- ❑ In the **Insert New Pictures** window that comes up, navigate to the folder on your computer where your pictures are located.
- ❑ For class, open the **Documents** folder, the **Power Point Class** folder, and the **Vacation Pictures** folder. Select the pictures you wish to add to your slide show.



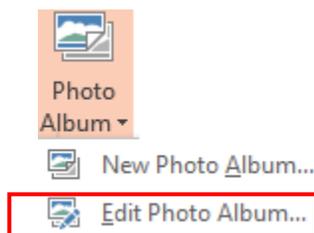
**Note:** If you wish to select more than one image at a time, click on the first picture, hold down the **Shift** key, and then click on the last image.) For class, add all of the pictures from the folder.

- ❑ Your list of photos will show up in the middle of the window. You can use the arrow keys to move individual pictures up or down the list.

- ❑ You can also edit the orientation, contrast, and brightness with the buttons under each photo in the **Preview** window.
- ❑ The default slide layout is to fit the picture to the width or height of the slide.
- ❑ If you wish to change that setting for all pictures, choose a different option from the **Picture layout** drop-down menu.
- ❑ Once you choose a different option from the list you will have additional options to choose from under that like borders or theme.
- ❑ Once you are finished, click on the **Create** button.
- ❑ The Photo Album's title slide is very plain. You can leave it as it is, customize it, or delete it. We are going to delete ours. **Left click** on the slide in the overview area on the left and hit the **Delete** key on the keyboard.



- ❑ You can rearrange the slides by clicking and dragging them, add text boxes to describe pictures, change the background color, etc.



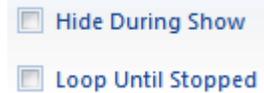
- ❑ If you wish to add additional photos or make any changes from the Photo Album window we saw at first, click on the *lower half* of the **Photo Album** button under the **Insert** tab, then choose **Edit Photo Album**.

## Adding a Song

You want to add a song file to play in the background while the slide show is running.

- ❑ Go to the first slide of your presentation.
- ❑ Click on the **Insert** tab. Click on the *lower half* of the **Audio** button and choose **Audio on my PC...**

- ❑ Locate the song file on your computer. For class purposes, the song is in the **My Documents** folder, in the **Power Point class** folder, and is titled **08-Lucid Meadow.mp3**.
- ❑ On the **Playback** ribbon, click on drop down arrow next to start and choose automatically.
- ❑ Also on the same ribbon, check boxes for **Play Across Slides**, **Loop Until Stopped** and **Hide During Show**. The first will make sure that the song will play through multiple slides rather than just one, the second will loop the music if your song is shorter than the slide show and the last will hide the sound icon during the presentation.



## Adding a Video

You want to add a video file at the end of your slide show to wrap up your presentation. In this case, we are going to use the **Popham Beach Video-Maine at low tide** from YouTube that is 47 seconds long. You can use videos from your OneDrive account, YouTube, or an embedded code from another website.

- ❑ Click on Slide 29.
- ❑ Go to the **Home** tab and insert a blank slide into your presentation.
- ❑ Now go to the **Insert** tab and click on video on the far right of the ribbon.
- ❑ Choose **Online Video** from the drop down menu.
- ❑ In the **Insert Video** dialog box that opens, click in the **Search YouTube** box.
- ❑ Search for the **Popham Beach Video Maine at low tide**, left click on the first video from the result box.
- ❑ Click the **Insert** button on the lower right of the YouTube search box.
- ❑ Once the video has been inserted, you can resize it to the size of the slide if you would like.
- ❑ You will have a viewing toolbar which will allow you to play the video, move through the video using the arrows or the bar, see how long it is playing and change the volume.
- ❑ Two tabs will open when you click on the video **Format and Playback**.
  - **Format** will allow you to give your video a frame, shape, border, effects, etc.
  - **Playback** will allow you to start automatically, hide while not playing, rewind after playing, etc.
- ❑ Go to the **Slide show** tab, click on from current slide.
- ❑ Make sure to uncheck auto transition before viewing.
- ❑ Once the video opens into your presentation, a **play button** will appear. It may take a few seconds.
- ❑ Then click the play button to show your audience the movie.



**Note:** Videos will be embedded in your presentation automatically. If you are using a video from your computer, it may affect your file size depending on how the video was stored. If you don't want to embed your video you can link to it to save space but you will have to take the video with you on your flash drive.

If you are inserting a video from your pc, follow the same instructions to inserting the video as before.

- ❑ Click on the **Insert** tab.
- ❑ Click on **Video**.
- ❑ Click on **Video on My PC**.

- Insert dialog box will appear, choose your video.
- Instead of hitting insert or doubling click, click on the drop down arrow next to the word **Insert** and choose **link to file**.

**NOTE:** This will insert everything faster, but anything inserted this way must be taken with you via a flash drive or some form of storage.

### Running a slide show

Your slide show is pretty much complete and now you want to see what it will look like when it is in presentation mode.

- Go to the **Slide Show** tab.
- Click on **From Beginning** to preview your slide show.

**OR**

- Click the **Slide Show** button at the bottom of the screen that look like this. It will start on your current slide.

### Pausing a Slide Show

- Click on the transparent three dots in the bottom left-hand corner of your slide.
- Select **Pause**.

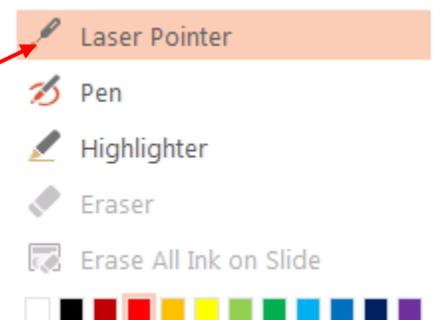


**Note:** You can choose to change the screen to black or white using this menu as well. Go to **Screen > Black Screen** or **White Screen**.

### Drawing In a Slide Show

PowerPoint allows you to draw on a presentation while it is running. To select the drawing feature:

- While the presentation is running, locate and click on the pen tool in the lower left –hand corner of the slide show. The following pen menu will appear:
- Choose a laser pointer to point out information on the screen.
  - You can choose a pen or highlighter to draw.
- To turn the pen tool off, click on the **Arrow** icon.



### Ending a slide show:

- Press the ESC key to end your presentation unless you get through the whole presentation then just press enter or click the left mouse button one more time.

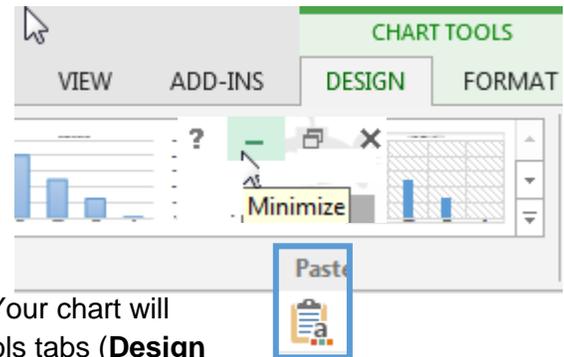
### A different scenario:

You are giving a presentation to a local organization about Techzone@Main. You want your presentation to look professional, but you also need to customize it so that the library logo shows up in the corner, among other things. Using the slide master will make your preparation time much shorter.

## Adding a Chart

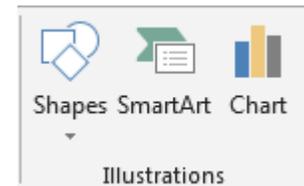
You prepared a chart to illustrate your point about the number of attendees for each series of classes.

- ❑ Navigate to slide 6.
- ❑ Click on the *bottom half* of the **New Slide** button and pick blank slide.
- ❑ The easiest way to enter a preexisting chart is to copy and paste it right from the Excel document. To do so, click on the **windows explorer** in the task pane.
- ❑ Click on the **Documents** library on the left.
- ❑ Double click on the PowerPoint Folder.
- ❑ Select the Excel spreadsheet [machines.xlsx](#).
- ❑ Right click on the border of the chart that opens up, and select **Copy**.
- ❑ Minimize the Excel window.
- ❑ In PowerPoint, right click inside the main text box and select the first **Paste** button or click on the clipboard from the ribbon. Your chart will appear within the window. Use the two Chart Tools tabs (**Design** and **Format**) to customize it.
- ❑ A good way to increase the text size is to click on one of the preset chart design styles from the **Design** tab.
- ❑ Alternately, you can use the basic font editing buttons from the **Home** tab. Click on the text area you wish to modify, and then click on the appropriate button from the menu.



An alternative way to insert a chart is to type in the data as you are creating the chart. To practice insert a new blank slide.

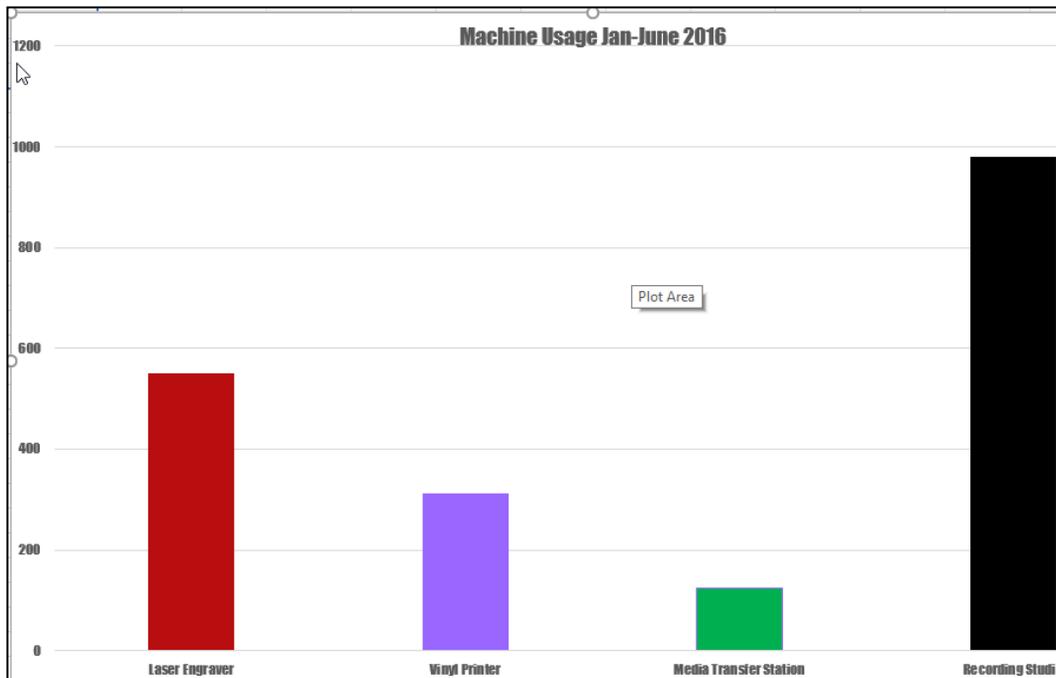
- ❑ Click on the chart button in the center of the main text box OR click on the **Insert** tab and click on the **Chart** button. Choose what type of chart you would like.
- ❑ Type your chart data into the Excel spreadsheet. To add more columns and rows, type outside of the blue box and then click and drag the square in the lower right corner to expand the selected area.



	A	B	C	D	E	F
1		Series 1	Series 2	Series 3		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						
7						

Example:

	A	B	C	I
1	Classes	Machine Usage Jan-June 2016		
2	Laser Engraver	550		
3	Vinyl Printer	312		
4	Media Transfer Station	123		
5	Recording Studio	980		



There are a *lot* of things you can do to customize your chart by using the **Chart Tools** tabs (**Design** and **Format**).

5

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You can:

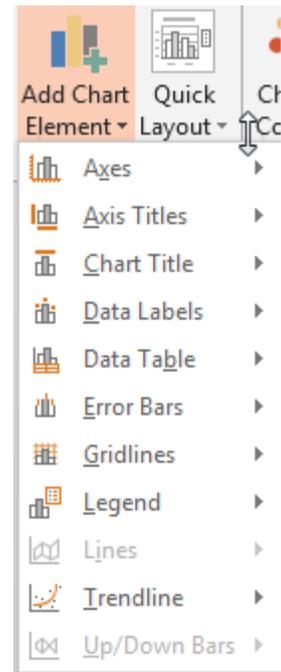
2 3 4

1. Change the Chart Type
2. Switch the Columns and Rows
3. Select different data
4. Edit the current data
5. Change the colors of the design

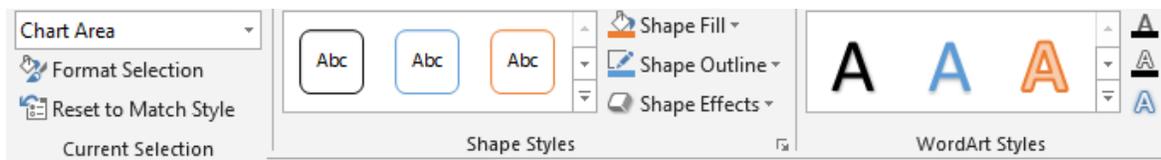
From the Design tab under Add Chart Element you can edit the following items depending on the chart you choose:

1. Edit Chart Titles
2. Edit Data Labels

3. Edit Data Table
4. Edit Legend
5. Edit Lines
6. Edit Trendline
7. Edit Up/Down Bards

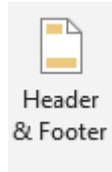


You will notice in the example on the right you can edit a different group of elements because a different chart was chosen.



Edit the shapes and colors of each bar, pie piece or line. (Remember to click on the bar or line you want to change twice before clicking on the option from the ribbon.)

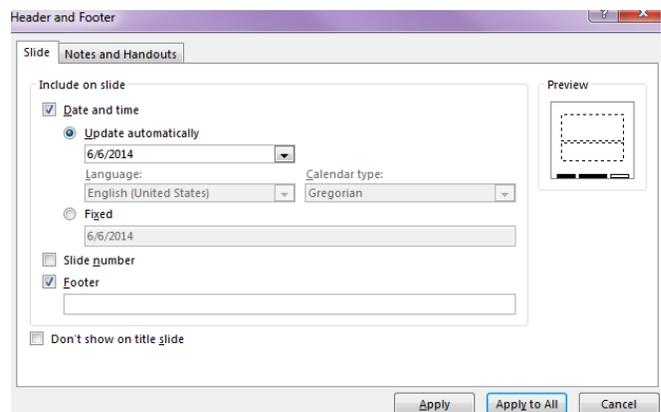
## Headers and Footers



Header & Footer

Headers and footers can be added to one or all slides. They are helpful when you would like a certain text or page number to appear at the bottom of every slide.

- Click on the slide that you wish to add a header or footer to (or pick any one if you want a header or footer on all of the slides).
- Click on the **Insert** tab and on the **Header & Footer** button. The **Header and Footer** dialog box will appear.
- Note that under the **Slide** tab you are only able to set the footer of the slides. T
- The **Notes and Handouts** tab will allow you to set the header and footer of *the printed out notes pages, only*.
- You can choose to display a fixed date and time or it can be updated every time the presentation is loaded. You can also choose to display a slide number and a custom footer.



- ❑ The preview window shows which area of your slide your change will apply to. The three small boxes at the bottom will have a thick black border to indicate which ones are selected. The one on the left is for the Date and time option, the middle box is for a custom footer, and the one on the right is for the Slide number.
- ❑ Click on **Apply** to only have your footer on the current slide. Click on **Apply to All** to have it appear on every slide.
- ❑ Once your footer is on the slide, click on an individual item to modify its font color and style using the buttons under the Home tab.