

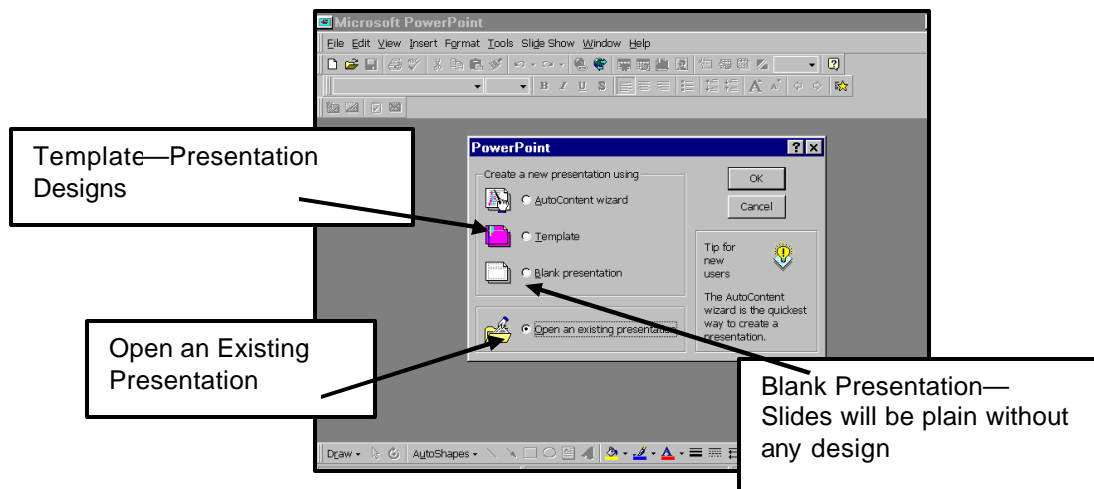
## PowerPoint 97: Basic Steps

---

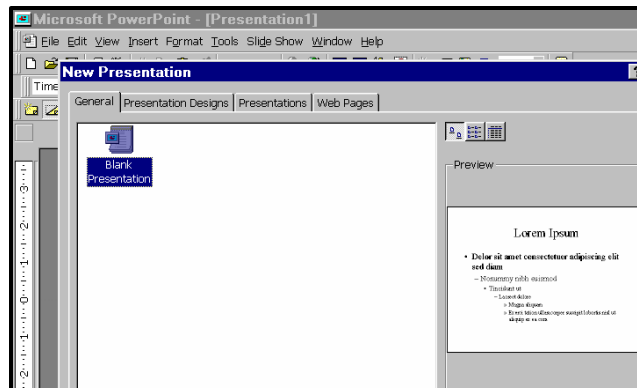
### Creating a New Document

1. Open PowerPoint. Select one of the available options. The **CREATE A NEW PRESENTATION option** gives you three choices:
  - **AutoContent Wizard**—creates presentations for you using pre-formatted slides and answers that you provide to a few questions
  - **Template**—takes you to the Presentation Designs where you select the design of the slide you want for your presentation
  - **Blank Presentation**—gives you a blank slide that you can format as you wish

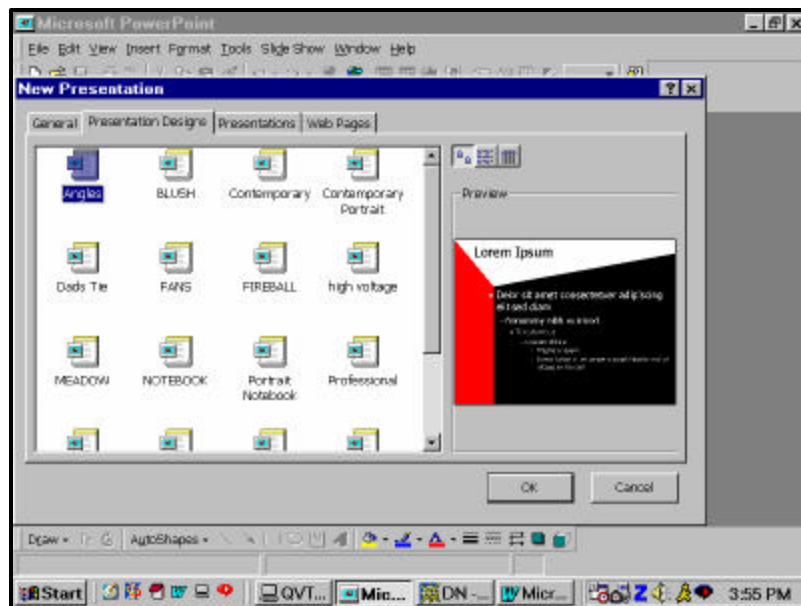
**OPEN AN EXISTING PRESENTATION** brings up presentations that are stored somewhere on disk.



Note: If *PowerPoint* is already open, you will see the following screen and can make your selection at this point.



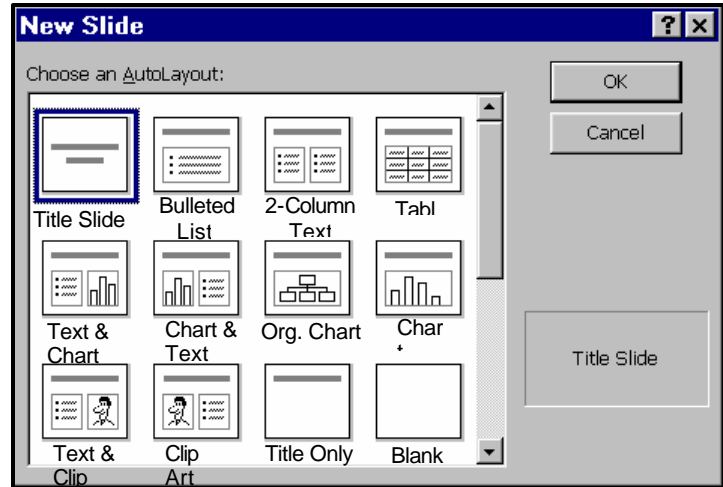
2. Select **TEMPLATE** on the **New Presentation dialog box**. This will bring up the **New Presentation dialog box**.



- Click through the designs to see the various options that you have. The one pictured above is **ANGLES**. You can use your cursor to click through the designs, or you can use the arrow keys on the keyboard to do so.
- Keep in mind that different versions of *PowerPoint* have different presentation designs.
- Select the design you want to use. Click **OK**.

3. Choose an **AUTOLAYOUT** from the **NEW SLIDE** dialog box.

- Select the box in the upper left-hand corner (**TITLE SLIDE**).
- Double click to open or click the **OK** button.

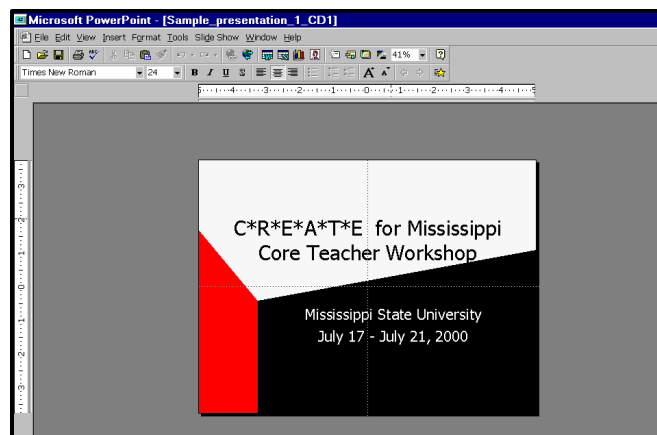


4. Place the cursor in the **CLICK TO ADD TITLE BOX** and click once. Type in:

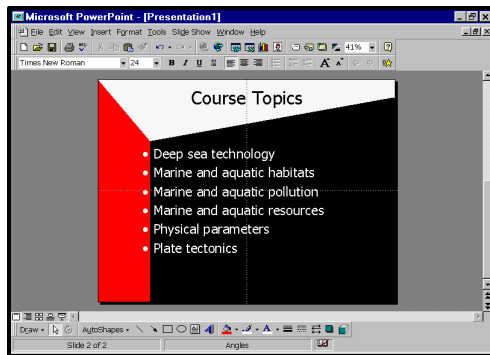
C·R·E·A·T·E for Mississippi  
Core Teacher Workshop

[Optional: On the taskbar, select the **CENTER** option for your text. If you prefer it left justified, click that option and the text will return to its original position. The keystroke combination **ALT + 0183** will return the dots between the letters of the word **CREATE**.]

5. Place the cursor in the **CLICK TO ADD SUB-TITLE BOX** and click once. Type in the location and date of this workshop. [Again, you may center the text as has been done here and on succeeding slides.]



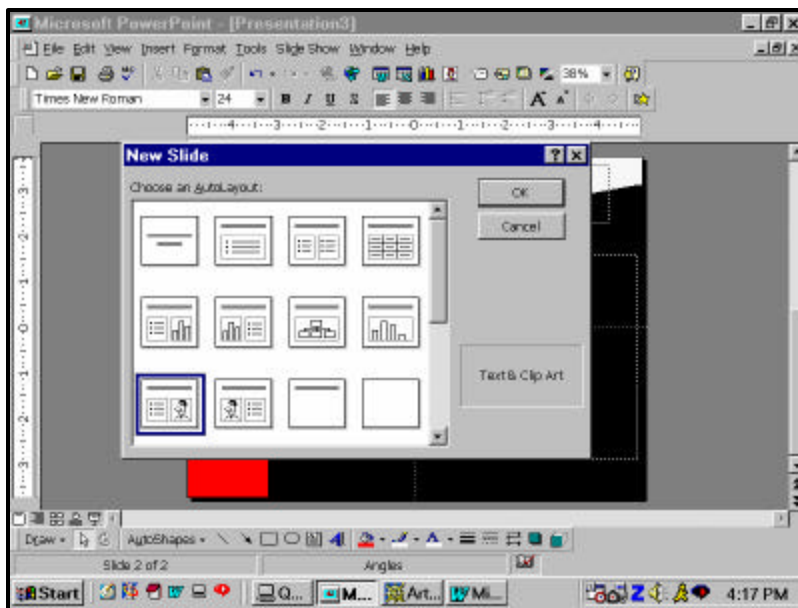
6. Save the presentation. **FILE > SAVE AS > MY DOCUMENTS > YOUR\_FILE\_NAME**
7. Click **INSERT > NEW SLIDE** on the main toolbar. Double click the **BULLETED LIST slide** (top row, second on left).
8. Type **Course Topics** in the **Click to Add Title** text box.



Selection of technology  
 Integration of technology  
 Developing curriculum  
 Identifying authentic assessment  
 Looking at standards  
 Identifying ethical issues  
 Collecting resources

Save the presentation. (**FILE > SAVE** or **CONTROL + S**)

9. Click **INSERT > NEW SLIDE** on the main toolbar. Double click on the selection in the bottom left hand corner.



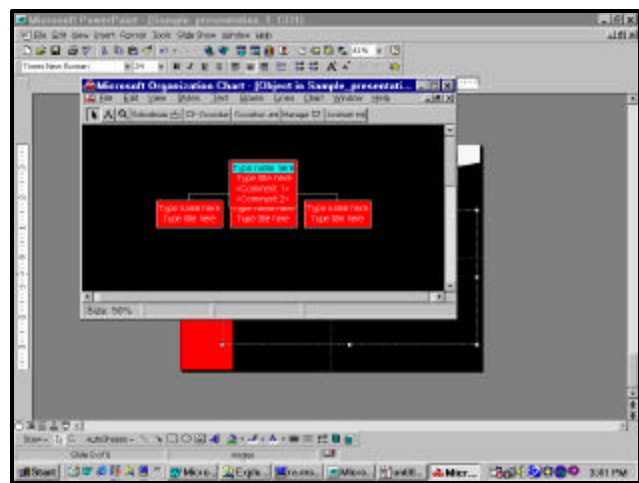
10. Click on the **CLICK TO ADD TITLE** text box and type in "Guess Who Activity"

11. Click on **TO ADD TEXT** box and type in any two facts about this activity
12. Put the cursor in the **CLIP ART** box on the right side of the slide and double click. In the *Microsoft Clip Gallery* dialogue box, select the **PICTURES** tab. Use the down arrow to scroll to a picture you would like to insert. Select the picture with your cursor and double click or click on the **INSERT** tab. Save the file.



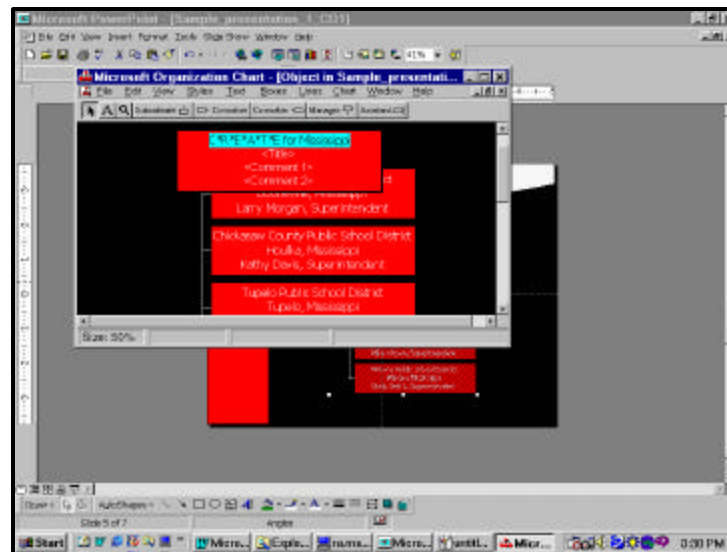
13. Click **INSERT > NEW SLIDE** on the main toolbar. Double click on the **Organizational chart** (third from the left in the middle row).
14. In the **CLICK TO ADD TITLE** box at the top of the slide, type in the words “Consortium Members.”
15. Double click on the organizational chart icon in the center of the slide. A new screen will come up.

Place your cursor in the top box and type **C•R•E•A•T•E for Mississippi**. Placing your cursor in each of the other three boxes respectively, type Booneville, Chickasaw County, Tupelo. You will need to delete the line in each box that says “Type title here.” It should say only <Title> when you are finished.



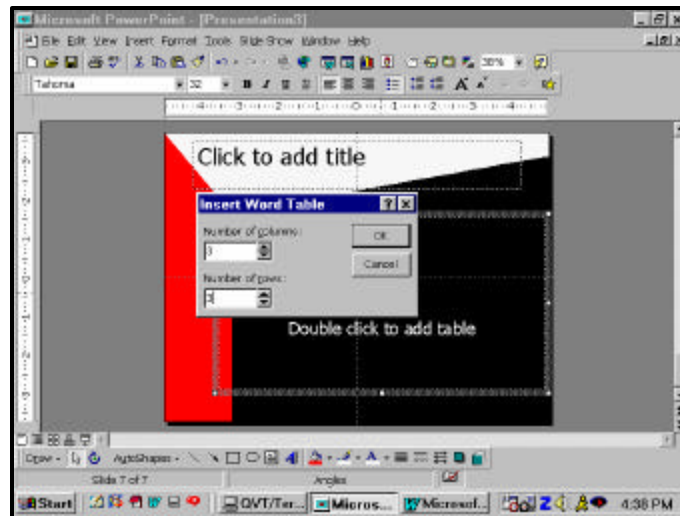
In order to add a box for Winona, you will need to click on the **SUBORDINATE box** on the menu bar. Then click on the **C·R·E·A·T·E for Mississippi box** and a fourth box will be added under it. Type **Winona** in this box.

16. Under the **FILE menu**, select **EXIT AND RETURN TO PRESENTATION 1**. You will get a message that asks if you want to update the organizational chart. Click **YES**. Your organizational chart should now be visible on your slide. You can select it and move it around on the slide. Double clicking on it will take you back to the *Microsoft Organizational Chart* dialog box. Save your presentation when you are finished with the organizational chart.

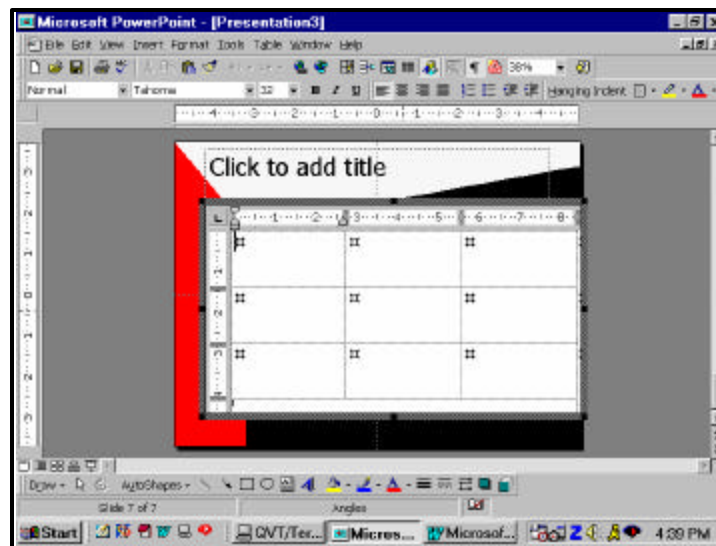


17. Click **INSERT > NEW SLIDE** on the main toolbar. Double click on the **TABLE slide** (top row on the right hand side).
18. Click in the **CLICK TO ADD TITLE text box** and type in “Professional Development.” Center the text if you choose.

19. Double click the table icon in the center of the slide. The **INSERT WORD TABLE** dialog box will appear. Enter **3 columns and 3 rows** in the dialog box. Click **OK**.



The table should appear on your screen with the number of rows and columns you have typed.

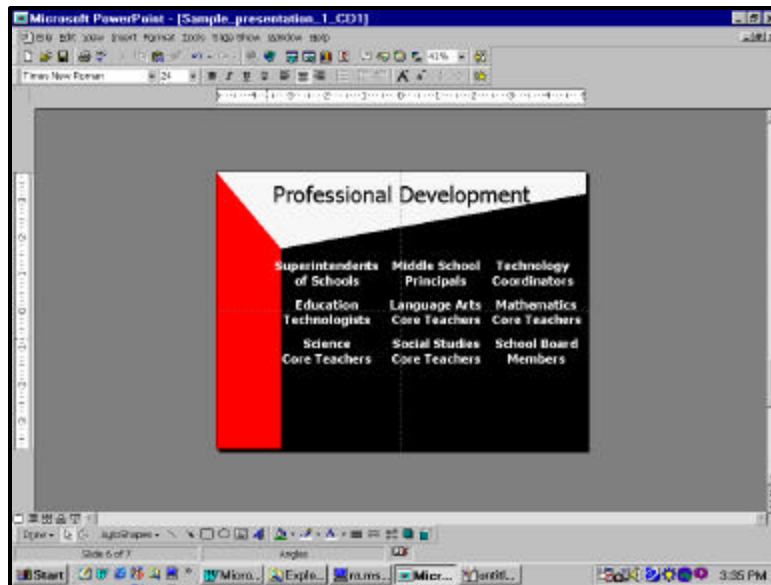


20. Type in the text that you want in each cell of the table. The example shows the different positions for people who are participating from the various Consortium schools. You can enter whatever you want.

Note: To move from one cell to another, use the **TAB key** or put your cursor into the cell in which you want to enter data. Type in the subjects you choose.

**Please note additionally: If the background of your slide is black, you will have to change the color of your font in order for the table to show on the slide. This can be done by selecting **FORMAT > FONT > COLOR**.**

To change the color of all the text at the same time, select all of the text by using the **CONTROL + A** before selecting **FORMAT > FONT > COLOR**.



When you have finished entering information into the table, click off the table and the table will appear on the slide. You can position it and resize it at this point. Double clicking on the table will take you back to the cell level, and you can alter the text there.

Special Notes:

- Save periodically as you build your presentation. A lot of good work has been lost because of failure to **SAVE**.
- It is better to use the **SAVE AS option** if you want to save a duplicate copy rather than “dragging and dropping” in Windows Explorer. Using the **Drag and Drop option** sometimes results in corrupted files and loss of images, sounds, etc.
- Never assume that your presentation will remain intact when you load it on a different computer. Fonts may change, spacing may change, and files may not transfer. **ALWAYS** go completely through the presentation to be certain things are as you expect them to be.
- Remember also that the colors you see on your computer monitor are not necessarily the colors you will see if you print out color slides, nor will they always appear the same when shown on a television screen. Make no assumptions—test everything out before you **SHOW** or **RUN** your presentation.
- It is a good idea to make transparencies and / or hard copies of your presentations in the event the technology fails you. You may need to alter your color choices when preparing transparencies.