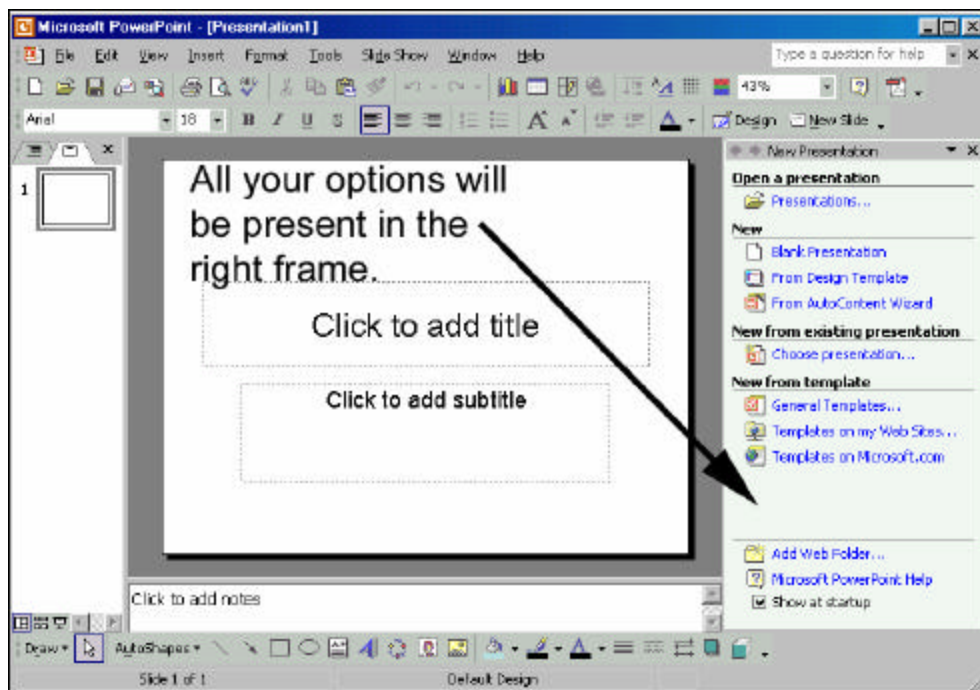


PowerPoint XP: Basic Steps

Creating a New Document

1. Open PowerPoint XP. Select one of the available options. The **NEW PRESENTATION** frame that is located on the right side of the PowerPoint program gives you six choices:
 - **Open a Presentation**—brings up presentations that are stored somewhere on disk
 - **Blank Presentation**—gives you a blank slide that you can format as you wish
 - **From Design Template**—takes you to the design templates in the right frame where you select the design of the slide you want for your presentation
 - **From AutoContent Wizard**—creates presentations for you using pre-formatted slides and answers that you provide to a few questions
 - **New from existing presentation**—creates presentations that are based upon presentations that are stored somewhere on disk
 - **New from Template**—takes you to the templates window where you select the more traditional templates that were seen in Office 97 and Office 2000



Note:

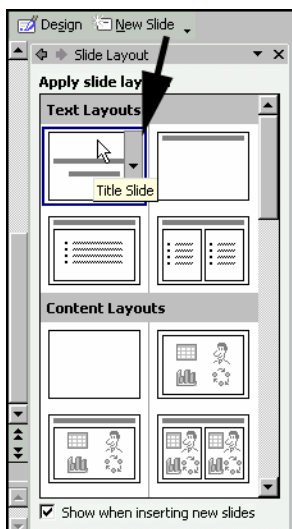
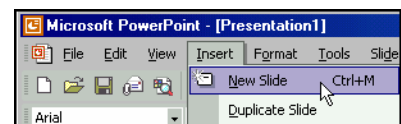
If PowerPoint is already open, clicking **FILE > NEW** on the standard toolbar will bring up the menu again. PowerPoint automatically defaults to a **BLANK PRESENTATION** when it is opened each time by any user.

2. Click **FORMAT > SLIDE DESIGN** from the standard toolbar in PowerPoint. This will bring up the **SLIDE DESIGN** frame which is located on the right side of the PowerPoint program.

- Click through the designs to see the various options that you have. The one pictured to the right is called **BLENDS**. 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 by **DOUBLE-CLICKING** the slide design.
- You can click the **BROWSE** button to look for other designs on your computer.



3. On any new PowerPoint presentation, PowerPoint defaults to using a **TITLE SLIDE** for the first slide. If for some reason it does not, click **INSERT > NEW SLIDE** from the standard toolbar.



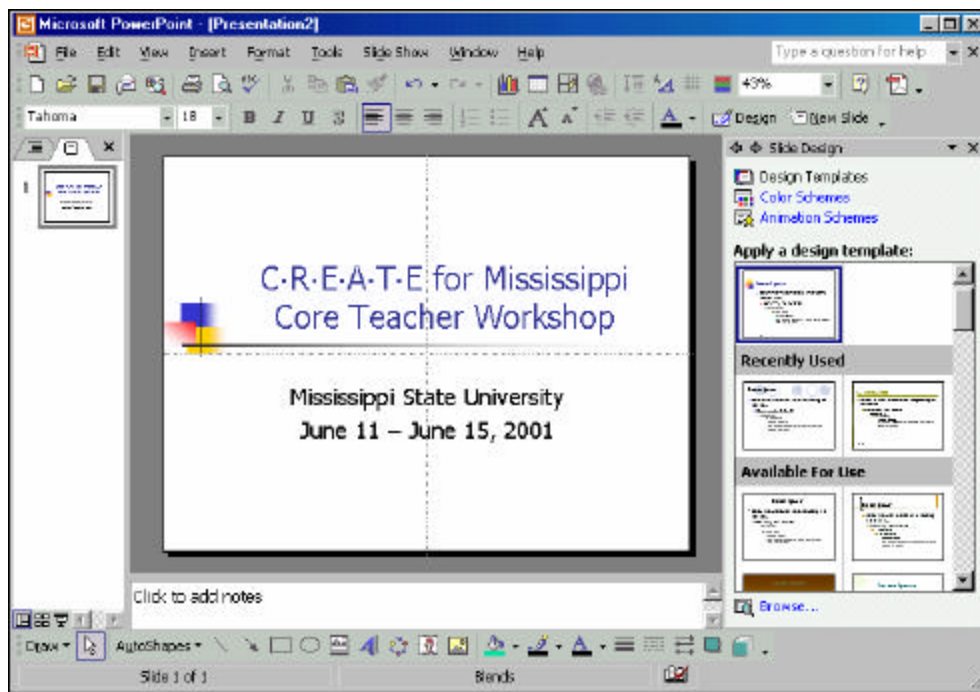
4. In the **SLIDE LAYOUT** frame located on the right side of the program, double click the **TITLE SLIDE** option, which is located on the top row on the left in the **TEXT LAYOUTS** category.

5. 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

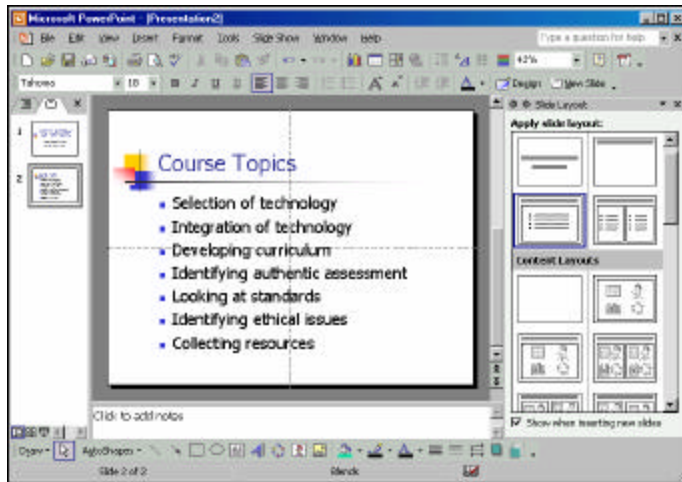
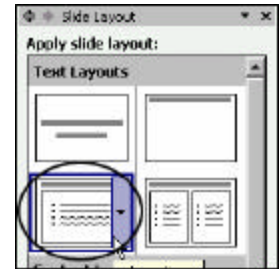
Optional: On the taskbar, select the “center” option for your text. If you prefer it left justified, click that option and the text will return to its original position.

6. 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.)



7. Save the presentation. Click **FILE > SAVE AS > MY DOCUMENTS > YOUR_FILE_NAME**

8. Click **INSERT > NEW SLIDE** on the standard toolbar. Double click on the **TITLE AND TEXT** slide (2nd row, 1st column, in the **TEXT LAYOUTS** category).

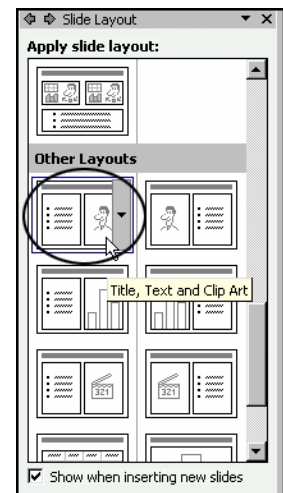


9. Put Objectives in the **CLICK TO ADD TITLE** text box.

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)

10. Click **INSERT > NEW SLIDE** on the standard toolbar. Scroll down the **SLIDE LAYOUT** frame and double click the layout on the **1st row, 1st column** in the **OTHER LAYOUTS** category. It is called the **TITLE, TEXT, AND CLIPART** layout.



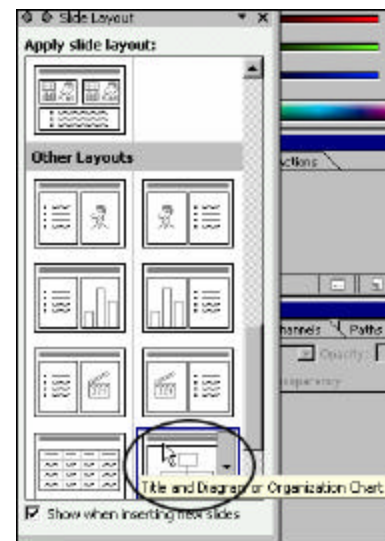
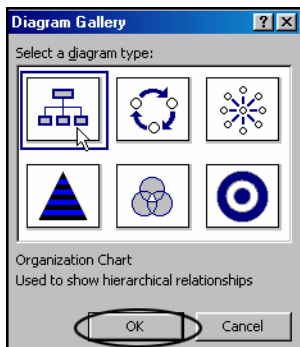
11. Click on the **CLICK TO ADD TITLE** text box and type in “Guess Who Activity”
12. Click on **CLICK TO ADD TEXT** box and type in any two facts about this activity

13. Put the cursor in the **CLIP ART** box on the right side of the slide and double click. In the **SELECT PICTURE** dialogue box, type a search term in the **SEARCH** field. Click the **SEARCH** button. 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 the **OK** button after selecting a picture. Save the file.

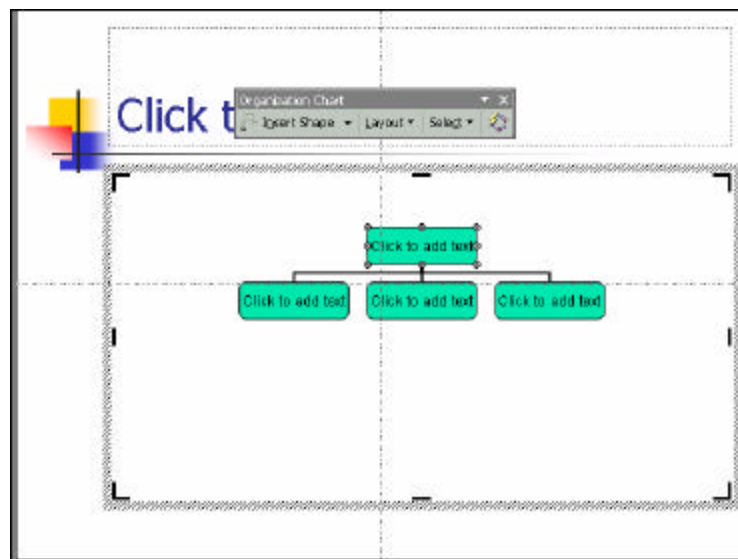


14. Click **INSERT > NEW SLIDE** on the standard toolbar. Double click on the **TITLE AND DIAGRAM OR ORGANIZATIONAL CHART** (4th row, 2nd column in the **OTHER LAYOUTS** category).

15. Double click on the organizational chart icon in the center of the slide. Select a diagram type in the **DIAGRAM GALLERY** dialogue box. Select the type located on the 1st row and 1st column in the types of diagrams. Click the **OK** button to return to your presentation.

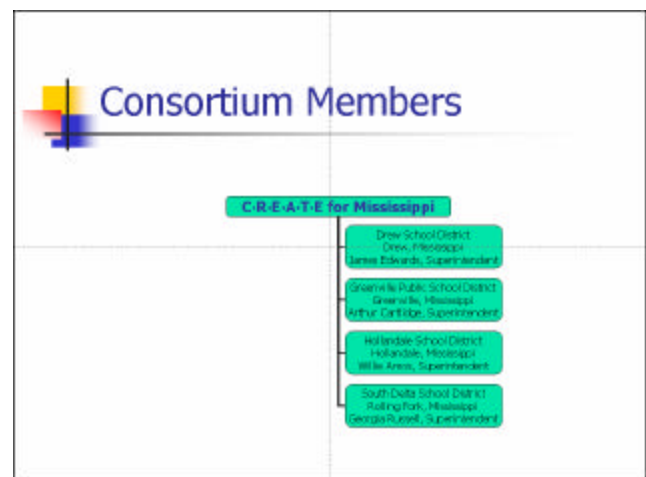


16. In the **CLICK TO ADD TITLE** box at the top of the slide, **type in the words “Consortium Members.”**
17. Place your cursor in the top box and **type C·R·E·A·T·E for Mississippi**. After placing your cursor in each of the other three boxes respectively, **type Drew, Greenville, and Hollandale.**

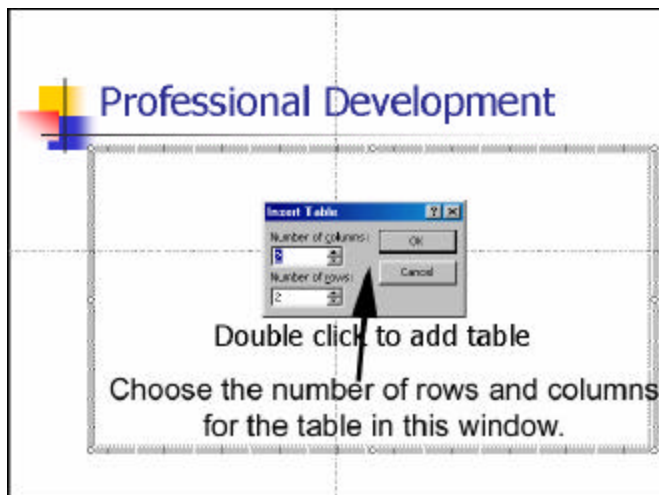
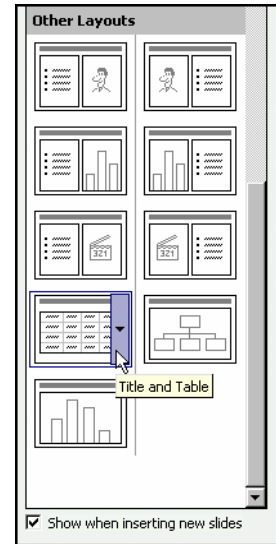


In order to add a box for South Delta, you will need to click on the **C·R·E·A·T·E** box in the chart. Click **INSERT SHAPE > SUBORDINATE** in the **ORGANIZATIONAL CHART** menu bar and a fourth box will be added under it. Type **South Delta** in this box.

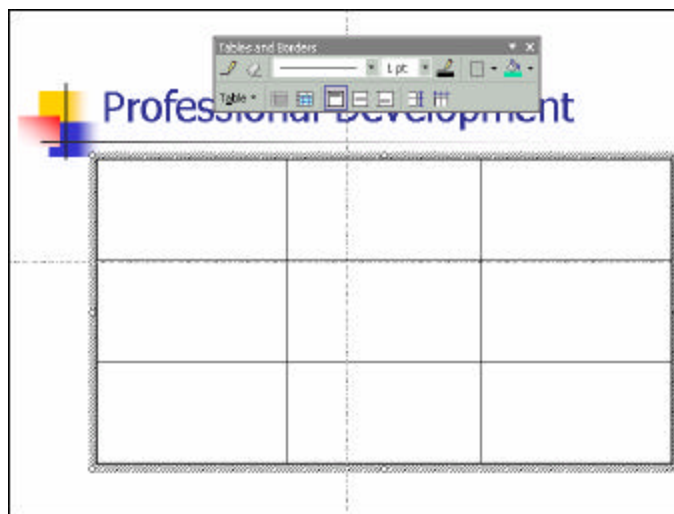
18. **Type the City, State** on the line below each School district. On a new line (3rd line), **type the Superintendent** of that School district in each box. See the image below for an example. You can also format the text by using the formatting toolbar as well.



19. Click **INSERT > NEW SLIDE** on the standard toolbar. Double click on the **TITLE AND TABLE** slide (top row on the right hand side).
20. Click in the **CLICK TO ADD TITLE** text box and type in **Professional Development**. Center the text if you choose.
21. Double click the table icon in the center of the slide. The **INSERT TABLE** dialogue box will appear. Enter **3 columns and 3 rows** in the dialogue box. Click **OK**.



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



22. 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**.

Professional Development		
Superintendent of Schools	Middle School Principals	Technology Coordinators
Educational Technologists	Language Arts Core Teachers	Mathematics Core Teachers
Science Core Teachers	Social Studies Core Teachers	School Board Members

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 **FILE > 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 / 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.

