PowerPoint – An Awesome Tool!

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PowerPoint can be used to present information in a kiosk at a public event or any large gathering. Use it at achievement night to show the fun everyone had during the last year. These types of presentations can be “awesome” by adding sound, music, and animation.

These instructions are for PowerPoint 2003. The majority of the features are also available in PowerPoint XP.

Prepare

1. Decide on the information to be presented. A brief storyboard can help.
2. Decide on the pictures to be included. Be sure they are in digital format.
3. Look at the music and sounds to be used. Sounds are available in Microsoft Clip Art. Music in the WAV (sound files) format or MIDI (music files) can be used. A CD track can also be played. More information is available on Microsoft’s training site at http://office.microsoft.com/training/training.aspx?AssetID=RC010713231033. Additional information can be found at http://www.soniacoleman.com/Tutorials/PowerPoint/basics.htm.
4. Narration can be recorded within PowerPoint when a microphone is available.
5. Video clip in the WMV (Windows Media) format or MPEG format can be added.
6. Decide which pictures can use Word Art to help tell the story.

Slides

1. Open PowerPoint.
2. Click File > New.
3. Click Blank Presentation in the Task Pane.
4. Select a slide layout. For pictures, consider using the blank slide or the content slide.
5. Click the layout and Insert New Slide.

Pictures

1. Click Insert > Picture > From File.
2. Navigate to the folder where the pictures are stored.
3. Highlight the picture.
4. Click Insert.
5. Consider formatting the picture with lines.
   a. Right-click the picture.
   b. Click Format Picture > Colors and Lines.
   c. In the Line section, select a color, a dash style, a line style, and a weight.

Clip Art

1. Click Insert > Picture > Clip Art. Clips with a yellow star in the lower, right-hand corner indicate animation.
2. Type a search word.
3. Select the collections and file types.
4. Click Go.
5. Click the picture. It can be previewed or inserted.
   a. Click the arrow and Preview/Properties.
   b. Click the arrow and Insert.
6. Move the clip art to the desired location.
8. 4-H clip art is available at these sites:
Backgrounds

1. Click **Format > Background**.
   a. As an alternative, right-click the slide. Click **Background**.
2. Click the **down arrow**.
3. Select a **color**.
   a. Select one of the colors shown.
   b. Click **More Colors** for a broader selection.
4. For **fill effects**, click the down arrow and **Fill Effects**.
   a. Select **Gradient, Texture**, or **Pattern**.
   b. A **picture** can be used as background.
5. Click **Apply** or **Apply to All**.

Word Art

1. If the Drawing toolbar is not displaying, click **Views > Toolbars > Drawing**. It is usually located at the bottom of the screen.
2. Click the **WordArt** icon.
3. Select a **style**, and click **OK**.
4. Select a different font, if desired.
5. Type the text, and click **OK**.
6. Move the WordArt to its location.
7. To make changes to WordArt, click **View > Toolbars > WordArt** to display the WordArt toolbar. The color, shape, and text direction can be changed. Fill effects are available. Consider adding lines to WordArt using different colors and weights.
Slide Transition

Slide transition is used to add movement between slides and to advance the slide automatically. Using the slide sorter view makes it easy to apply a transition. Use the same transition for all slides unless one picture or message makes more of an impact with a different transition.

1. Click View > Slide Sorter. An icon is also available in the lower, left-hand corner to change to slide sorter view.
2. Using the Task Pane, select the Slide Transition pane.
3. Select a transition.
4. Select a speed.
5. Set the time to advance the slide automatically.
6. Click Apply to All Slides.
7. Switch back to the normal view by clicking View > Normal.
Animation

Animation can be added to pictures, clip art, or WordArt. This includes making an entrance, an exit, adding emphasis, or adding a motion path. The order of the animation is also set.

1. In the Task Pane, click Custom Animation.
2. Select the picture or WordArt.
3. Click the Add Effect button.
4. Select an Entrance, Emphasis, Exit, or Motion Path.
5. Highlight an effect. Click More Effects for a broader selection.
6. Make modifications to the start, direction, and speed. The start option can be left at On Click since the slide transition is automatic.
7. Change the order of animation by selecting the animation. Click the Re-order arrows located at the bottom of the Task Pane.
8. Click Play to preview the animation.
9. Consider adding a motion path to an animation clip art.

Narration

1. A microphone is required for this feature.
2. Display the slide that is being narrated.
3. Click Insert > Movies and Sounds > Record Sound.
4. Type a sound name.
5. Click the Record button.
6. Record the narration.
7. Click the Stop button, and click OK.
8. Right-click the speaker icon that was added to the slide.
9. Click Edit sound options.
10. Click Hide sound icon during slide show.
11. Click OK.
12. Click Play to preview the slide.

Sounds and Music

1. Click Insert > Movies and Sounds > Sound from Clip Organizer.
2. Type a search word.
3. Click Go.
4. Click the sound. It can be previewed or inserted.
   a. Click the arrow and Preview/Properties.
   b. Click the arrow and Insert.
5. Click and drag the sound icon off the slide so it hides during the show.
7. Click Play to preview the slide.
8. Refer to the Microsoft Office Quick Reference Card for information on playing music from a CD.

Movies

1. Click Insert > Movies and Sounds > Movie from File.
2. Navigate to the folder where the movie is stored.
3. Select the file and click OK.
4. Click Automatically to start the movie in the slide show.
5. To change options, right-click the movie, and click Edit Movie Object.

Set Up the Show

1. Click Slide Show > Set Up Show.
2. Click **Loop continuously until ‘Esc’** to set it up for a continuously running show.

![Set Up Show dialog box](image)

**Package for a CD**

Use this option when it is not known which version of PowerPoint is being used on the presentation computer.

1. Click **File > Package for CD**.

![Package for CD dialog box](image)

2. Type a name for the CD.

3. Click **Copy to CD**.