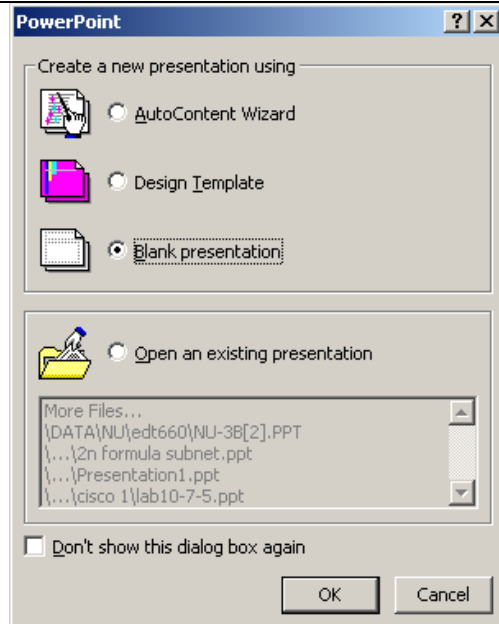




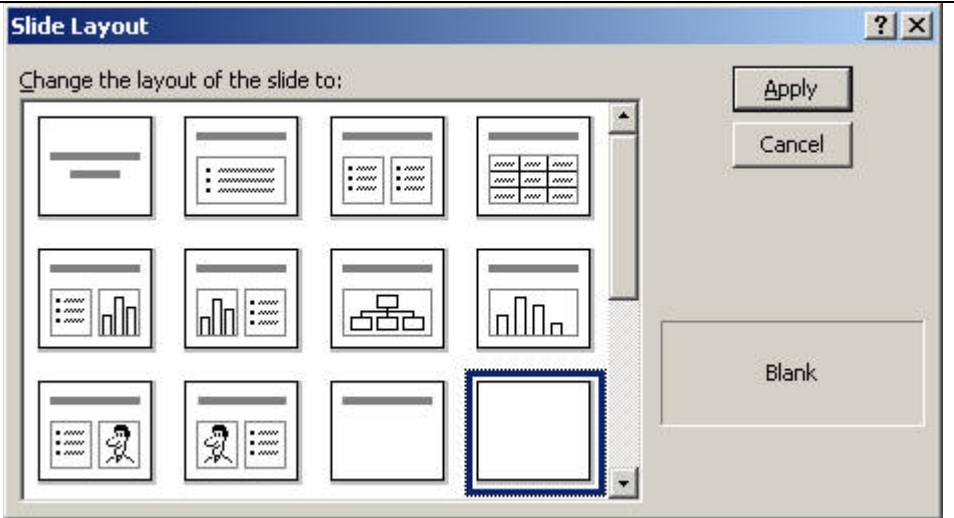
- Find the PowerPoint Icon and click to start a new PowerPoint Presentation 
- Click the Blank presentation box and then click the OK Button



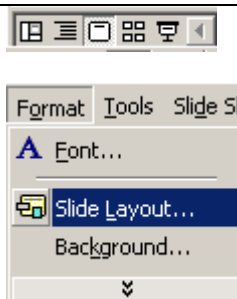
You should have a window like the one on the right.

- Click the Blank Page


If the window on the right does not appear use the procedure that follows to choose a blank slide layout

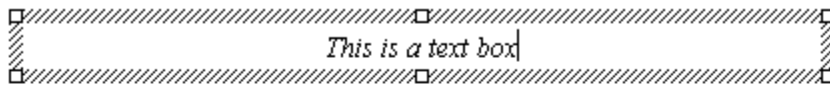


- Click the Slide View Button on the bottom left of your screen
- Open the Format Menu and click Slide Layout
- You can then choose the blank slide icon



We are now going to add text to our first slide. In PowerPoint you have to draw a Text Box to add text to a slide.

- Find the Text Box Icon and click 
- Hold down the left mouse button and draw a Text Box on the slide



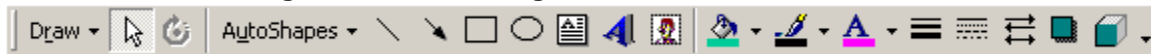
This is a text box

- Type your name in the box
- Change the size and color of the font the way you do in any Office Application




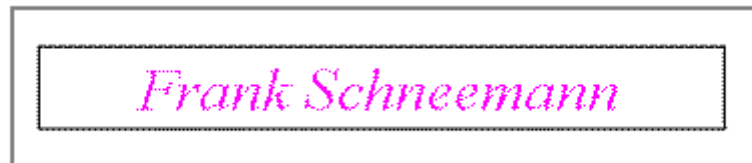
Frank Schneemann

- Make sure the Drawing Toolbar is showing at the bottom of the screen



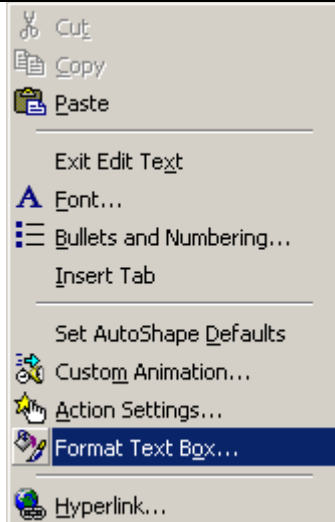
- If it is not, open the View Menu, Click Toolbars, Click Drawing

- Click the edge of your text box to select it
- Click the Line Icon from the Drawing Toolbar 
- Choose a line size and click OK to add a border to your text box



Frank Schneemann

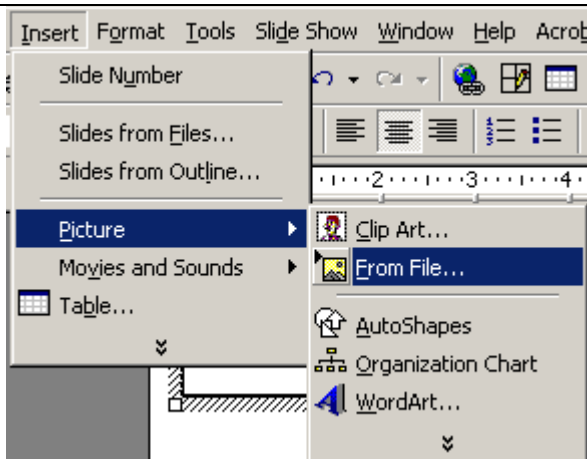
- **RIGHT** click on your Text Box
- Click Format Text Box
- Experiment with the colors, lines and shading of your Text Box



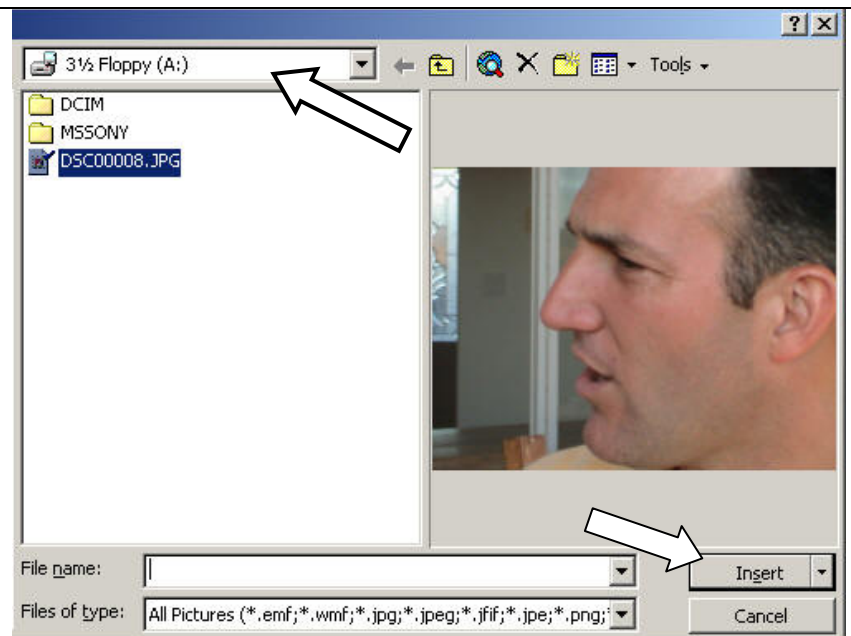
Inserting a graphic on a slide

- Click on a blank part of the screen to unselect your text box
- Insert the disk containing your picture in the A: Drive
- Open the Insert Menu
- Click Picture
- Click From File

This tutorial assumes graphic is on a disk in the A: drive. You may choose a graphic from another location. Instead of A: pick different location



- Make sure you are searching in the A: Drive
- Click the name of your picture
- Click Insert

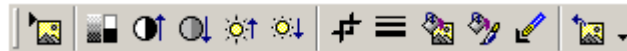


Your picture is now inserted on the slide

- If you need to re-size your picture
- Click the picture
- Notice the buttons on the edge of the picture
- You may click on one of the corner buttons, hold down the button and re-size your picture



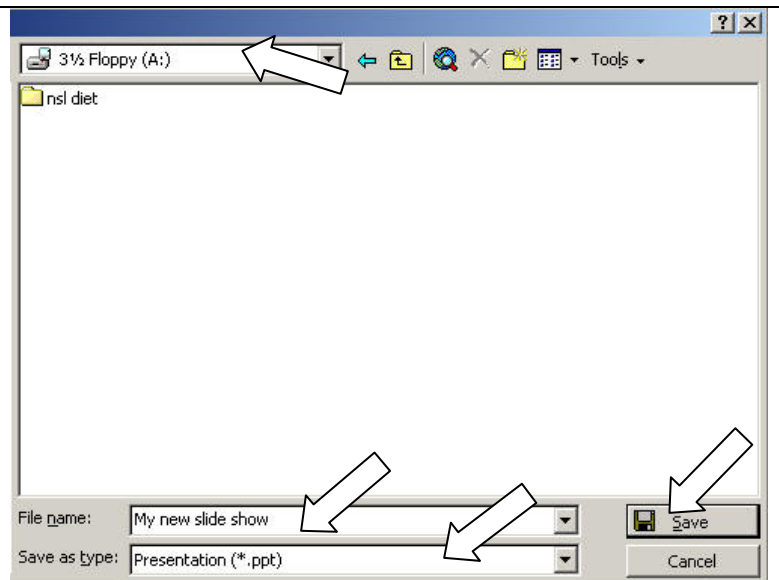
- Open the View Menu, click Toolbars, then click Picture



- With the Picture toolbar you can change the brightness, contrast or other aspects of your picture

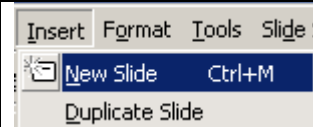
Saving your slide show

- Open the File Menu
- Click Save As
- Make sure you save to the A: Drive
- Give your show a name
- Click Save
- Now that you have given your show a name, in future you can save by simply clicking the save icon





Use one of the following methods to insert a new slide

- Click the Insert Menu and select New Slide
- or ... Hold down the CTRL key and Press M
- or ... click the New Slide Icon

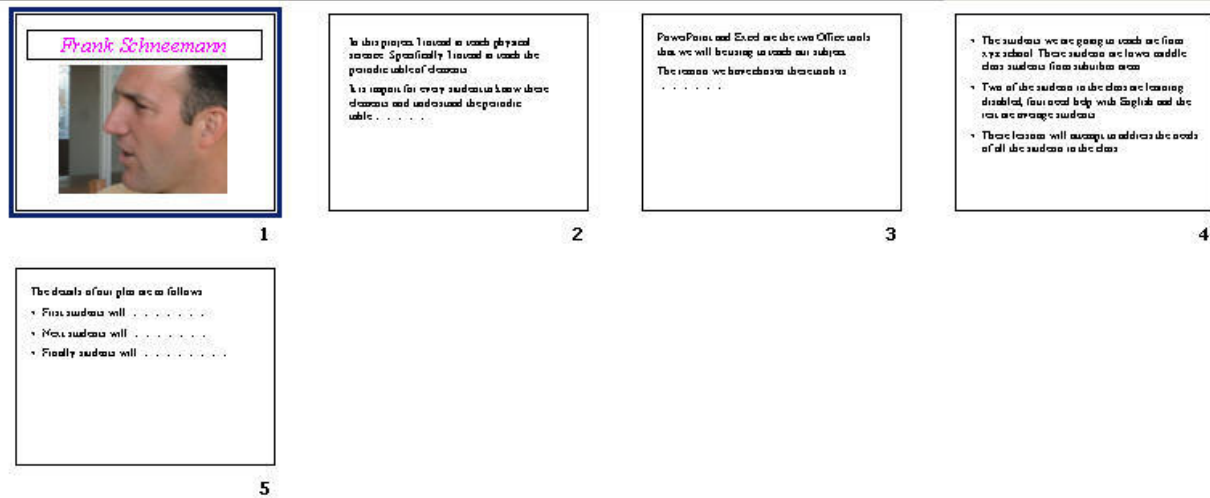


Assignment for 670C

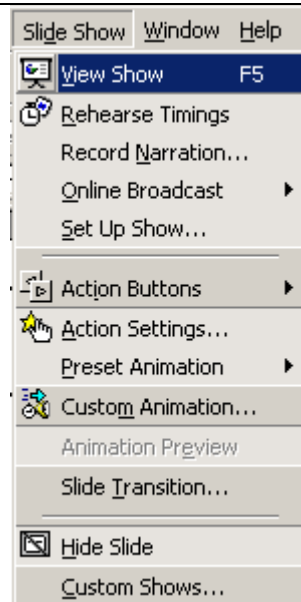
Create a simple PowerPoint presentation that addresses the responsibility of administrators to address "equity" in the use of technology in the schools.

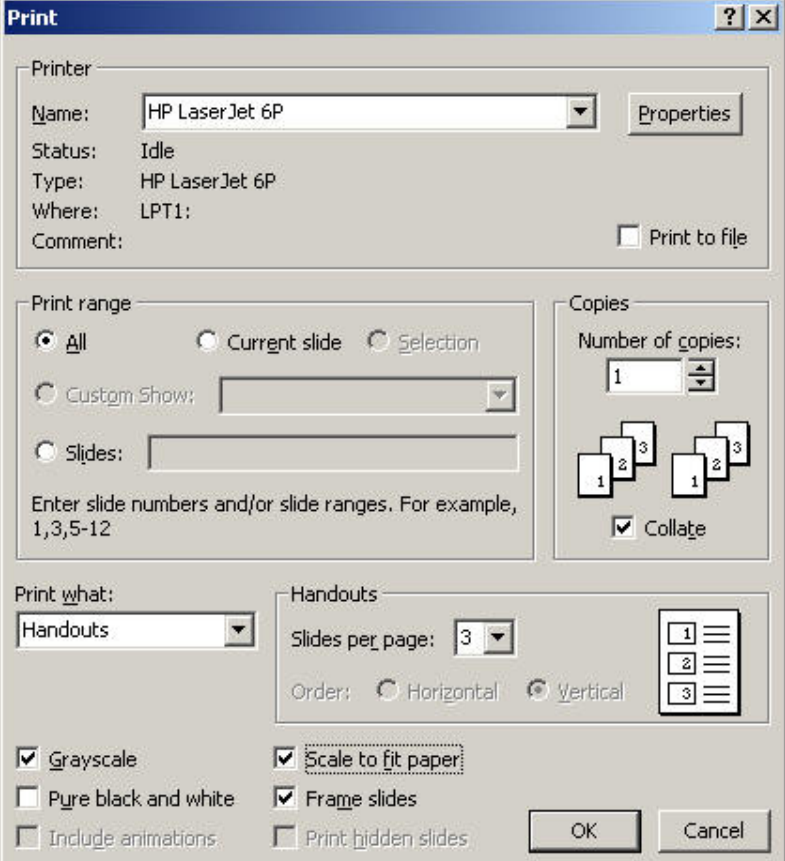
- Experiment with the Slide Buttons at the bottom left of your screen 
- Click the Slide Sorter Button to see all of your slide at once 
- You may now drag your slides to re-arrange them
- You may also copy or delete slides
- To copy a slide, hold down the CTRL Key and press C to copy the slide
- Next, hold down the CTRL Key and press V to duplicate the slide you just copied

Click the Slide Icon to return to the slide 



- You may view your show by pressing the F5 Key or by opening the Slide Show Menu and selecting View Show
- You may also experiment with the various slide show options such as Action Settings and Slide Transitions



<p>Printing</p> <ul style="list-style-type: none">• Open the File Menu and click Print• <i>You have many options open to you.</i>• <i>You may print individual slides or handouts. We will print handouts.</i>• In the Print What: box, select Handouts• In the Slides per page, click 3• Experiment with the other options• When you are finished, click the OK button to print	 <p>Print</p> <p>Printer: HP LaserJet 6P</p> <p>Name: HP LaserJet 6P</p> <p>Status: Idle</p> <p>Type: HP LaserJet 6P</p> <p>Where: LPT1:</p> <p>Comment: <input type="checkbox"/> Print to file</p> <p>Print range:</p> <p><input checked="" type="radio"/> All <input type="radio"/> Current slide <input type="radio"/> Selection</p> <p><input type="radio"/> Custom Show: []</p> <p><input type="radio"/> Slides: []</p> <p>Enter slide numbers and/or slide ranges. For example, 1,3,5-12</p> <p>Copies:</p> <p>Number of copies: 1</p> <p><input checked="" type="checkbox"/> Collate</p> <p>Print what: Handouts</p> <p>Handouts:</p> <p>Slides per page: 3</p> <p>Order: <input type="radio"/> Horizontal <input checked="" type="radio"/> Vertical</p> <p><input checked="" type="checkbox"/> Grayscale <input checked="" type="checkbox"/> Scale to fit paper</p> <p><input type="checkbox"/> Pure black and white <input checked="" type="checkbox"/> Frame slides</p> <p><input type="checkbox"/> Include animations <input type="checkbox"/> Print hidden slides</p> <p>OK Cancel</p>
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PowerPoint is a powerful presentation tool. This introduction only scratched the surface of its potential. You may wish to experiment more on your own or use some of the other PowerPoint Tutorials available at www.edtechnology.com

Hope you enjoyed the tour.