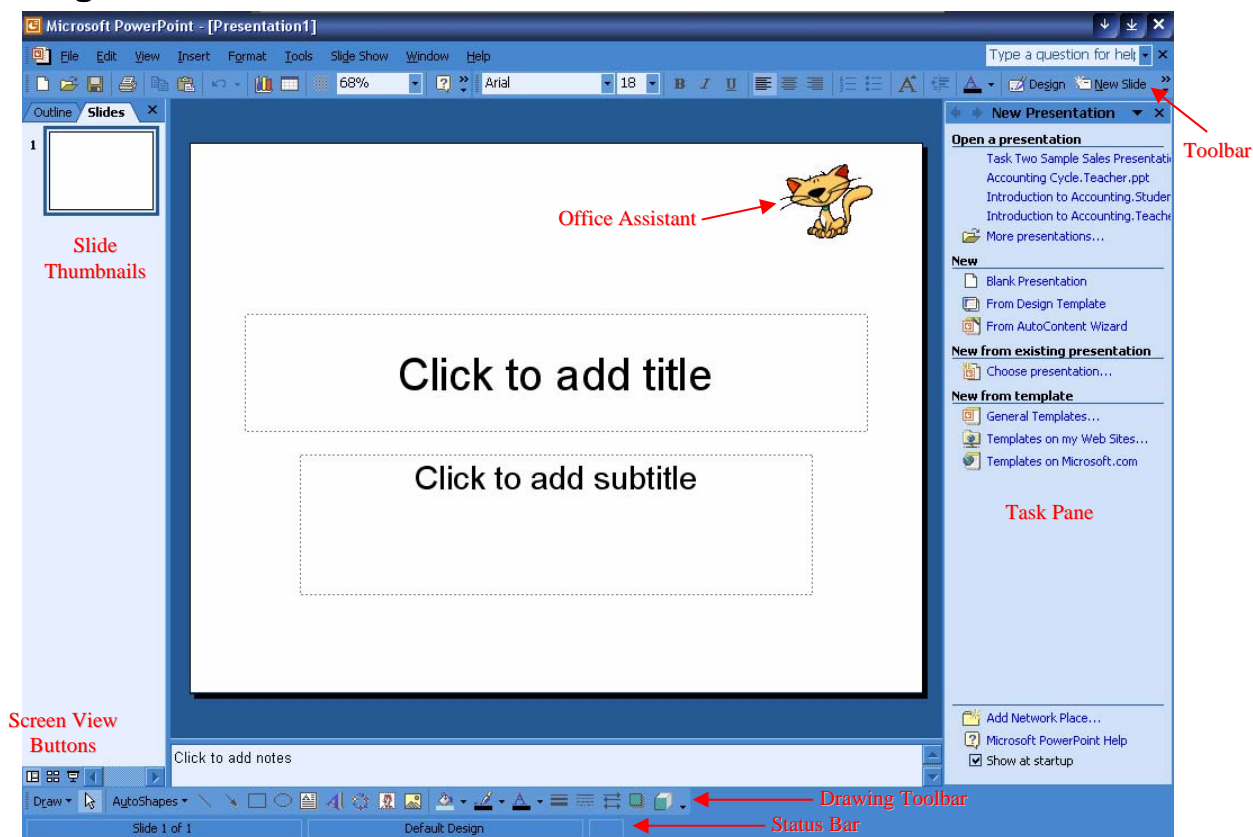





PowerPoint Exercises 1 – Getting Started

Using the PowerPoint Window

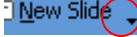


Toolbar	Provides quick access to commonly used tools.
Slide Thumbnails	Provides a quick way of getting to any slide in your presentation by allowing you to click on a small picture of each slide.
Screen View Buttons	Provides a quick way of getting to the main PowerPoint views. These are Normal View (shown above), Slide Sorter View and Slide Show.
Office Assistant	This friendly character provides quick access to the online help when clicked.
Task Pane	<div>    </div> Clicking the arrow shown allows you to choose from several different task pane views. Each provides quick access to useful features such as the Slide Layout or Clipart galleries. If the task pane is closed, it can be activated again from the View menu.
Drawing Toolbar	Provides quick access to a variety of tools for editing drawings.
Status Bar	Provides useful information about what you are working on.

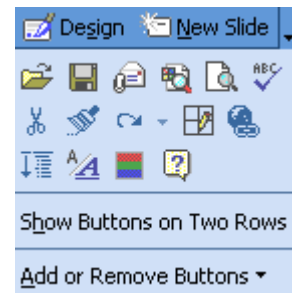
Working with Toolbars

When you first open PowerPoint, several toolbars will be displayed by default. These will include the Standard Toolbar, Formatting Toolbar and Drawing Toolbar. The Standard and Formatting toolbar will initially share a row at the top of the screen.


If you would like to see all of the icons you can make these toolbars take up a row each. To do this:

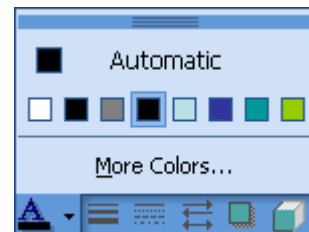
1. Click the arrow at the far right end of the toolbar. 
2. From the menu that appears, select Show Buttons on Two Rows.

If you want to change the toolbars that are showing, click your right mouse button on any of the toolbars. A list of available toolbars will appear, allowing you to choose the ones you want showing.



Menu toolbar icons provide access to a menu that can be separated from the toolbar for repeated use. For example:


1. Click the arrow to the right of the Font colour icon as shown. 
2. A colour palette appears as shown. Click the thin bar at the top of the palette and drag away from the toolbar. The palette will now remain there until you move or close it.



Creating a New Presentation

The first slide in a presentation is usually a title slide, and is used to introduce your presentation.

Title Slide

If PowerPoint is not already started, then start it and a new blank presentation will be created. If you don't already have a blank presentation open then create one by pressing [Ctrl][N] or by clicking the new presentation icon. 

You should have a title slide like the one shown below.




1. Click in the space labelled “Click to add title”. Type the name of your favourite style of music. E.g. Rock, trance or R&B.
2. Click in the space labelled “Click to add subtitle”. Type your name, press [Enter] and then type the name of your class. E.g. “Year 11 BIT”.
3. Save the file as “Music Presentation.ppt” in your H drive under “11Bit\06 Task 5 – Portfolio\06 Presentation”. Your slide should end up looking similar to the one shown below.

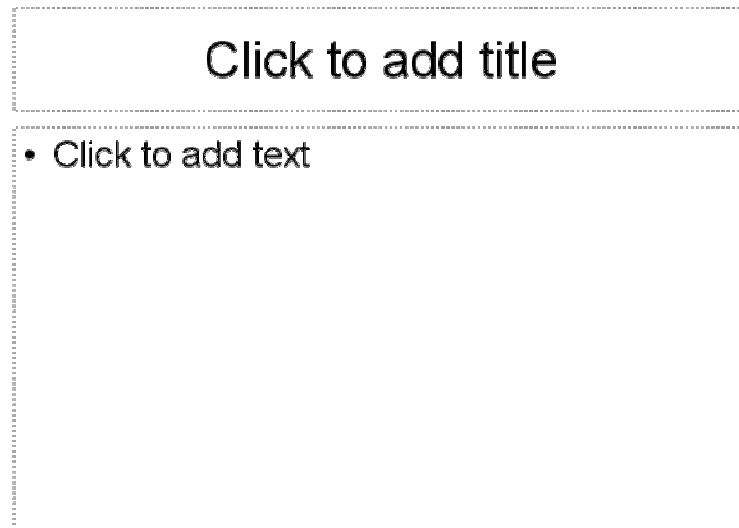
Yodelling

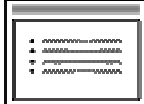
Mr O'Neil
Year 11 BIT

Adding a Bulleted List

When presenting key points in a presentation, bulleted lists are often used. Bullets can be anything from standard points like • to fancier symbols like ☺. In the next exercise, you will be creating a slide which includes a bulleted list.

1. Click the New Slide button. 
2. A new slide will appear and a second slide thumbnail will appear on the left of the screen. It should look like the one below.



3. If the new slide does not appear like the one above, then you need to change the slide layout. An easy way is to display the Slide Layout task pane as shown at the [beginning of this document](#). Once the Slide layout pane is showing, you can click the Title & Text button shown to the right to convert the current slide to the appropriate layout. 
4. Click in the area labelled “Click to add title”. Type “Reasons why I like ” and then type the name of your favourite style of music.
5. Click in the area labelled “Click to add text”. Type a reason why you like the chosen style of music. Press Enter to begin a new line and type another. Enter between 3 and 5 reasons for liking that type of music. Your slide should end up looking similar to the one shown below.

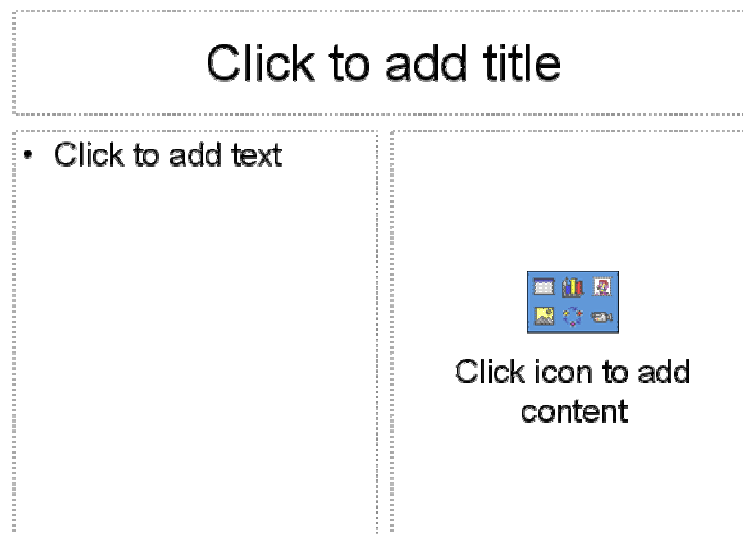
Reasons for liking Yodelling


- Sounds better than cats fighting on a roof
- Clears my throat
- Sounds better than a dentist's drill
- Annoys my next door neighbour
- Sounds better than country music

Adding a ClipArt Slide

“A picture is worth a thousand words”. Pictures not only add visual interest but also assist in getting your message across. Clipart is used to add pictures to your presentations. With PowerPoint you have a choice of several layouts that include clipart.

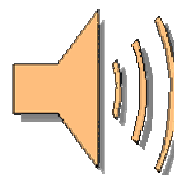
1. Create a new slide as you did on the previous page. In the Slide Layout task pane, scroll down until you see “Text and Content Layouts”. Click the Title, Text and Content icon as shown to the right. Your new slide should look like the one below.



2. Click in the title and type “Popular [your music style] Artists”.
3. Click in the text area and enter 3 to 6 well known artists for that style.
4. In the content area on the right, click the clipart icon  and a clipart browser window will appear. Choose one of the pictures shown or use the box at the top to search for certain types of pictures with keywords (E.g. “Dancing”). If you would rather use a picture you have saved then click the Import button to browse for the file. Once you have selected an appropriate picture, click the OK button and the chosen picture will be inserted. Your slide should look similar to the one below.



Popular Yodelling Artists

- Gargling Greg
- The Hoarse-men
- Nasal Nelly
- Hanz Aguilera



Adding a WordArt Slide

Word art is used to create special effects with text that you cannot select by formatting the font. You can create curves, angles, waves, 3-D effects and many more.

1. Create a new slide.
2. Change the slide layout once again, this time choosing the “Blank” layout (under the Content Layouts” heading). You should now have a slide that is completely blank 
3. From the drawing toolbar at the bottom of the screen, click the WordArt icon. 



4. Choose a text layout and then click OK.
5. In the next dialog box, you can choose formatting options and type your text. Type a slogan that describes your chosen music style and click OK. The WordArt will appear in the centre of your slide.
6. You may notice a small yellow diamond near your WordArt text. Try dragging it and see what it does. There is also a small green dot that you can drag to rotate the text. Your resulting slide should look similar to the one below.

Real men Yodel

You should now have four slides in your presentation.