

POWER POINT

Power Point is a software program in Microsoft Office that enables the user to prepare a visual presentation using slides that can be projected on to a screen. The slides can also be viewed individually on the VDU or printed out.

This tutorial will enable you to prepare a simple presentation of your school timetable although it is not strictly true! However, I hope it will show you how Power Point enables a presentation of an otherwise boring topic to be eye-catching and interesting!!

- 1 **Start, Programs, Office, Power Point**. The program will load and ask you to choose a **Design Template**. This will be the background to your slides and you can preview your choice on the right-hand side of the screen.
- 2 When you have chosen a design template, you are asked to choose an **Autolayout**. Choose the one, bottom left of the screen.
- 3 Click on the Heading and insert heading “***MY TIMETABLE***”
- 4 Enter the subjects as bullet points in the list on the left – Maths, English, French, Science, IT
- 5 Double click to insert **clip-art** and choose a suitable picture in the **Academic** folder. You can resize if you like.
- 6 You can alter the colour scheme of each individual slide or all slides by clicking on **Format** on the top toolbar, **colour scheme**. You can preview this in the pane on the right and **apply** just to the present slide or **apply to all** slides.
- 7 You can also **format** the background of each slide by Clicking on **Format, background**
- 8 You should now have completed your first slide and can see the details in the column on the left hand side of the screen. We will now insert a new slide to show how many lessons you have every 2 weeks. Click on **Insert, New slide**. Choose a layout middle row, right, this slide has a bar graph on it
- 9 Enter title “***Number of Lessons***”. Delete all data in the spreadsheet and enter the following data

Maths	12
English	10
French	8
Science	6
IT	5

I know this is incorrect but I have chosen a range of numbers to stand out on the bar chart. You can format your chart by clicking on **Chart Options** and putting **Titles** at top and on X and Y Axis – *Subject Hours, Subjects, Number of Lessons*

10 Slide 2 is now complete and we will insert slide 3. This time choose the layout 2nd right in the bottom row and we will insert some pictures of your teachers! Put the title in and then click on **insert, pictures, clip art**. Choose a suitable picture (I am sure your teachers will not mind you using a cartoon. Remember if you had a real photo on the computer or a floppy disk you can insert this). Resize and place on the page and then choose another 2 pieces of clip art.

YOUR SLIDE SHOW IS NOW READY AND YOU CAN SEE YOUR SLIDES DOWN THE LEFT HAND SIDE OF THE SCREEN AND WE WILL PUT SOME EFFECTS IN TO ANIMATE THE PRESENTATION.

1 Click on **Slide 1** in the left box, and on the top toolbar click on **slide show, custom animation**. This will animate the individual slides. Put a tick in the box next to Title 1 next to My Timetable. Choose **entry animation**, and select **crawl**, and in the right box, select **from top**. Preview this

2 Put a tick in the box **Text 2**, and select **Random Bars, Horizontal**, preview again to see if you like this animation effect

3 Put a tick in the box next to **Object 3**, and choose **swivel**. Preview again

4 You have now animated your first slide, select **OK**. Now Select **Slide 2** on the left hand side of the screen. Click on **slide show, custom animation** again and Animate Title 1 as you did before. We will now animate the Chart. Click on **Chart 2, Chart effects** and introduce by **series, blinds**. Preview this and then select **OK**

3 Finally we will animate **Slide 3**. Follow procedures as before and Animate **Title** and then tick each frame in turn and animate as you like. Preview, OK

FINALLY WE WILL NOW CHOOSE THE WAY EACH SLIDE APPEARS ON THE SCREEN. SELECT SLIDE SHOW ON THE TOOL BAR, SLIDE TRANSITION. SELECT EACH SLIDE IN TURN AND CHOOSE A TRANSITION. OK

YOU CAN NOW VIEW YOUR SLIDE SHOW. SELECT THIS AND CLICK THE MOUSE EACH TIME YOU WANT TO CONTINUE WITH YOUR SLIDE SHOW.

CONGRATULATIONS, NOW DESIGN YOUR OWN SLIDE SHOW!!