

PowerPoint

PowerPoint is a presentation software program that is part of the Microsoft Office package.

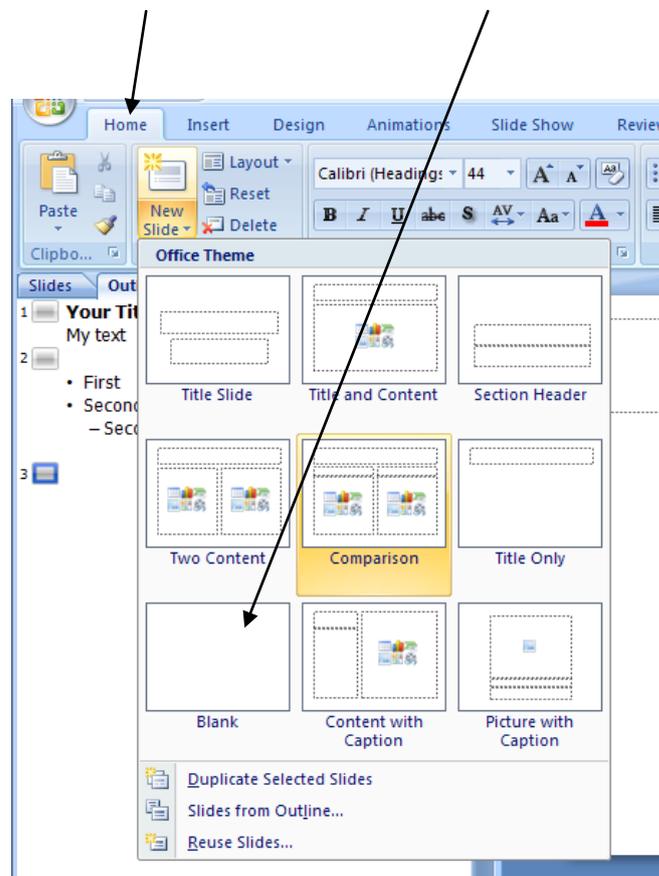
It is used worldwide for business presentations, classroom tuition and for simple slide shows in the home.

PowerPoint is one of the easiest computer programs to learn and anyone can create stunning presentations and slide show that look like they were designed by a professional.

Creating a simple photo slide show

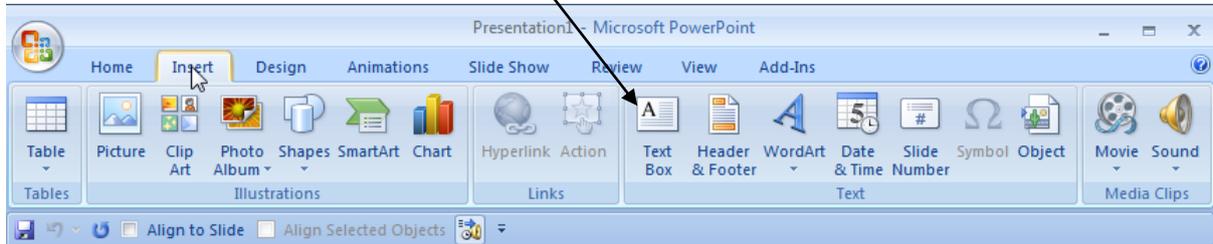
The first slide is usually a title slide should you wish to have one. Click on the box and type in your desired title.

To add more slides, on the **Home** tab, select the **New Slide** icon (choose Blank slide)



Adding Text to a slide

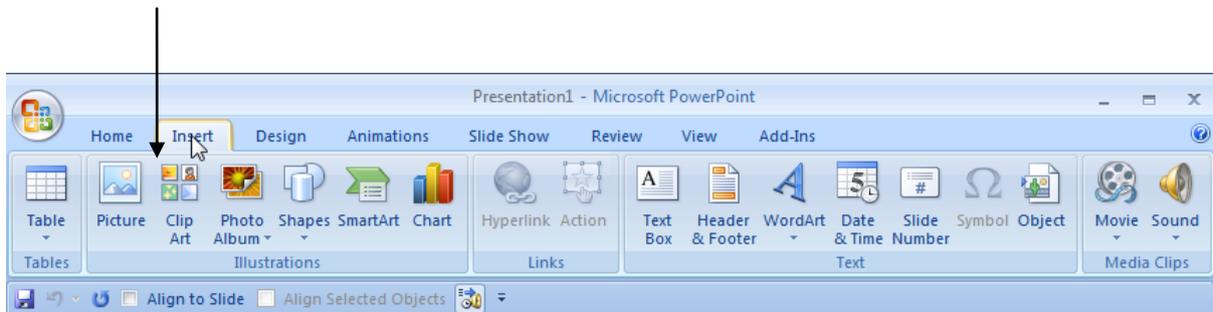
On the **Insert** tab, select the **Text Box** icon. Hold down left the mouse button and drag a text box on the slide (it doesn't matter how large or small it is since the text box can be adjusted later).



Highlight the text to change its size or colour in the normal way. You can also adjust the size of the text box by pulling on the text-box 'handles' and also its position on the slide.

Importing images

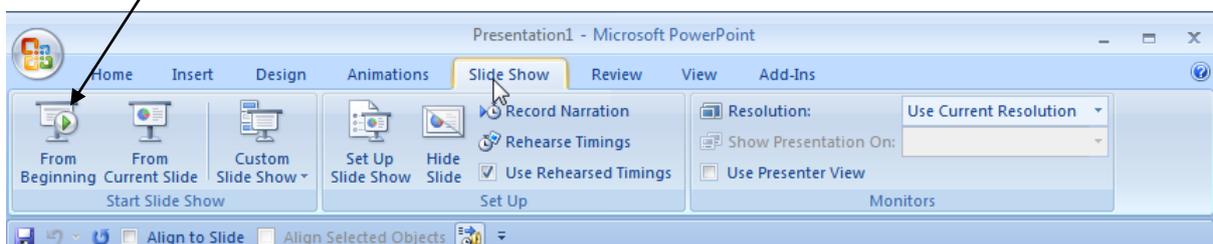
Select the **Insert** tab and then one of the icons in the Illustrations section of the ribbon – such as **Clip Art** or if you want to import photos then the **Picture** icon.



The size and position of the imported images can be adjusted in the usual way.

Starting the slide show

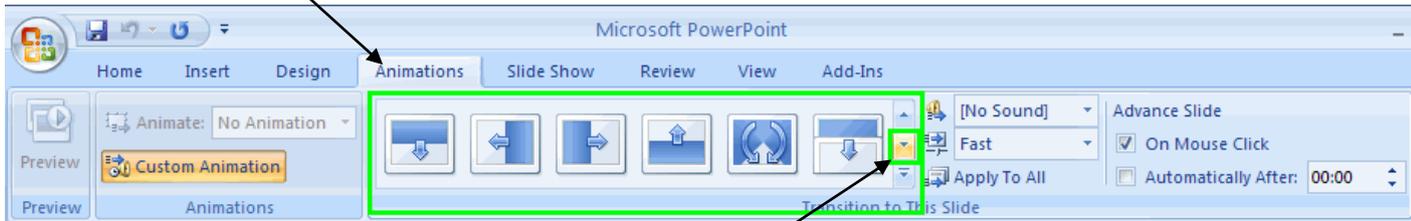
To start your slide show, select the **Slide Show** tab and then choose either **From Current Slide** or **From Beginning**. Click the mouse button to move to the next slide or press **Esc** on the keyboard to end early.



Adding Slide Transitions

Slide transitions control how your presentation moves from slide to slide. In *Slide Sorter* or *Normal* view, select the slide or slides which you want to apply the transition to.

Press the **Animations** tab

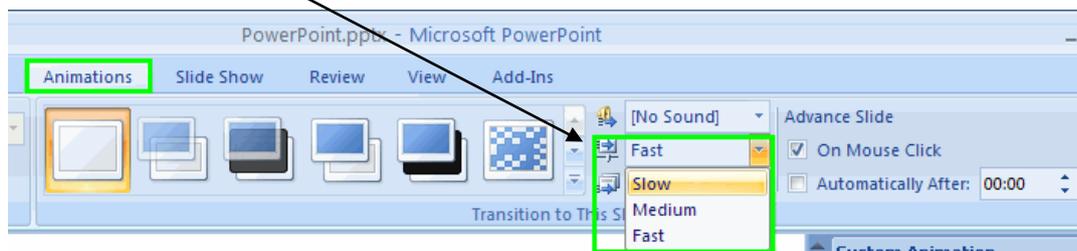


The most commonly used animations will appear in the centre. To preview more transition options, click the down arrow.

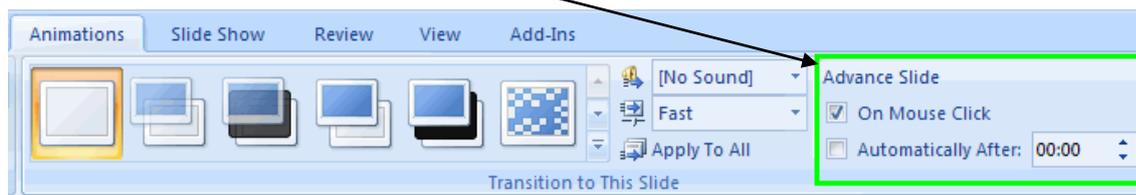
To preview a transition, in *Normal* view hover your mouse (do not click) over the transition to view how your slide transition will appear.

Select a transition from the list. Clicking it will apply the transition to the slide. You can also select **Apply to All** to apply the same transition to all your slides.

In the **Speed** dropdown, select the speed at which you want the transition to play.



Indicate how you want the slide transition to occur by selecting an option under the **Advance Slide** heading.



By default, slides advance by clicking the mouse button or the arrow key on the keyboard.

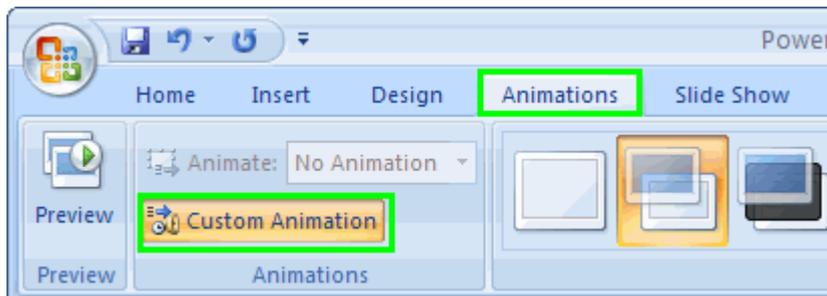
Select **On mouse Click** if you want the transition to take place when you click the left mouse button or a keyboard button.

Select **Automatically After** if you want the transition to occur after a specified time. Use the up and down arrow keys in the blank box to specify the number of seconds which should pass before the transition to the next slide takes place.

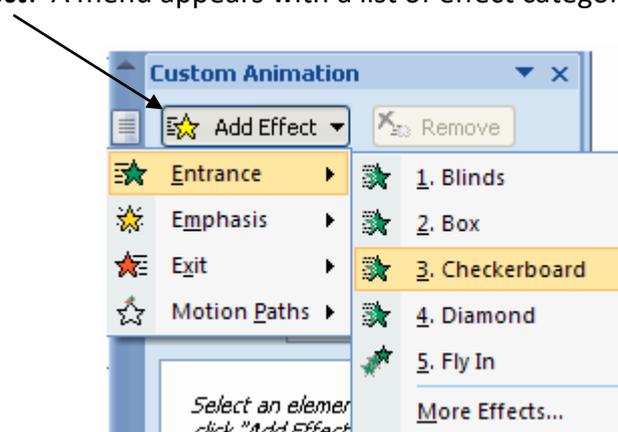
Creating Custom Animations

You can create custom animations to specify exactly what you want to animate and how it should be done. For example you may have several items on the same slide such as text or images. Some of these you may want to appear (or disappear) each time you click the mouse button or after a preset time.

1. Select the slide which you want to apply the animation to.
2. From the menu bar, select the **Animations** tab and the **Custom Animation** button.
3. The Custom Animation window appears on the right side the screen.



4. Click on an element of the slide that you want to animate. For example, a text box or graphic.
5. Click **Add Effect**. A menu appears with a list of effect categories.



The **Entrance** Effects will control how the element enters the slide. The **Emphasis** Effects make the element do something after it enters the slide. The **Exit** Effects control how it leaves the slide and **Motion** allows you to specify where the element travels on the slide.

6. Select a category. A second menu appears with choices for that category of effects.
7. Select one of these effects. Details about the effect appear in the *Custom Animation* window
8. In the **Start** field, use the drop-down menu to select an event which will trigger the animation.

On Click means the animation will occur on the click of the mouse

With Previous means the animation will occur at the same time as the previous animation on the slide or it will occur when the slide appears if there are no previous animations.

After Previous means the animation will occur immediately after the the previous animation or at a set period after.

9. In the **Direction** field, use the drop-down menu to select a direction for the animation. The significance of the direction depends on the animation type.

10. In the **Speed** field, use the drop-down menu to select a speed for the animation.

