

USING POWER POINT

Brad Edwards
Marryatville PS
www.thehippohelper.com

WHAT IS POWER POINT AND WHY USE IT?

Power Point is a program that allows you to make multimedia presentations, a bit like Kid Pix Slideshows but much more powerful. You can use templates or your own designs to make a slideshow on any topic and add images, text, animations and special effects to give it a professional look.

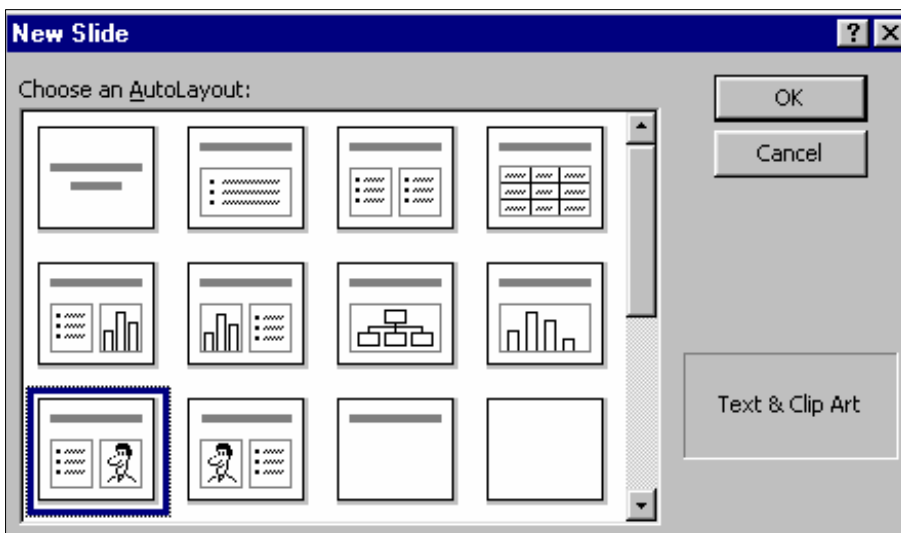
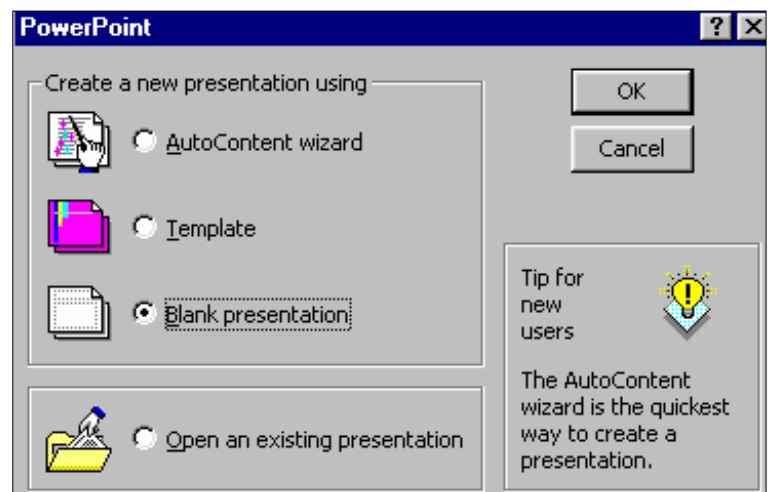
Kids enjoy using Power Point because it's very easy to pick up (anyone vaguely familiar with the Microsoft Office programs will cope easily), it's quite visual and allows them to present their work creatively and attractively. Oh, and they like the sounds too. Though not as flexible or as interactive as a web page or Hyperstudio, Power Point is a good starting point for making multimedia presentations.

3,2,1 GO!

When you open Power Point from the Desktop you will be faced with this screen. You can choose to use and adapt the pre-made slides to suit you, or you can begin with a blank presentation.

We'll go with the **Blank Presentation**.

You should now be faced with a screen like the one below. Notice how you can choose different slide setups – some with graphs, some with pictures, even a blank one.



Choose the one that is highlighted – in the bottom right hand corner. Click **OK**.

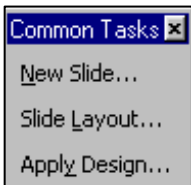
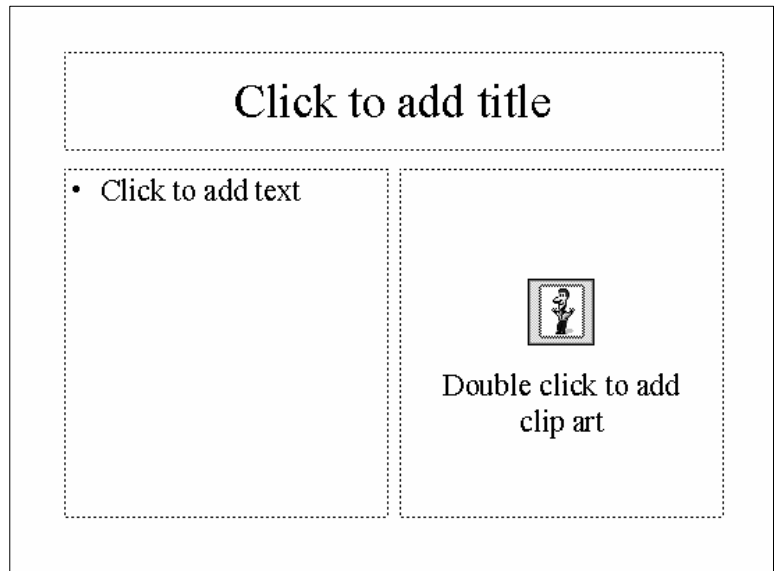
You should now have a slide that gives a heading, a space for a bulleted list and an image.

GET CREATIVE

You should now see this screen. The next bit is pretty self-explanatory, simply click in the boxes to add a heading, text and a clip-art image.

Off course, you can add **Word Art**, pictures from a digital camera, fancy borders and all those things you can do in Word or Publisher.

Before you start with the detail, you can choose a look for your slide. This can be a constant theme throughout your slideshow (recommended) or you can mix it up from slide to slide.



You should see a box like this. If not, go to **VIEW – TOOLBARS – COMMON TASKS**. Click on **Apply Design**. This brings up a range of colour and design schemes (some good, some ugly) you can choose for your show. Experiment until you've found one you like and then we'll move on to the next bit.

OK THEN

We're going to make a resume. After you have made your slide look snazzy with a template, click in the relevant boxes to add a title, a picture (you may need the clip art disk or a floppy disk with some photos on it) and some information.

After you have done this, highlight the name you wrote in the heading section. Now find this box. If you can't see it, click on the little yellow star in the top taskbar. This is the **Animation Effects** box which allows you to animate text and images. Click on the little **ABC skateboard**.



Now highlight the information you typed in and apply some different animation effects. Finally, highlight the picture you inserted and click on the **Custom Animation** button from the **Animation Effects** box (it has a little blue arrow on it). Choose an interesting effect from here.

Now that's done, you should be ready to see a preview of your slide. Go to **SLIDE SHOW – VIEW SHOW**. Click for your slide show to progress.

Putting on a show

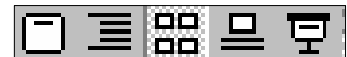
Having made your first slide, you now need to make a few more. The easiest way to do this, and this is good for maintaining a constant look, is to duplicate your existing slide and modify it.

Go to **INSERT – DUPLICATE SLIDE**. You should now have a copy of your first slide to edit. You do this by clicking in the relevant boxes and changing the images and writing.

Of course, you can move boxes around, remove them, anything you want. Every slide can be different. Use this process to make 3 or 4 different slides, each with unique information and animations.

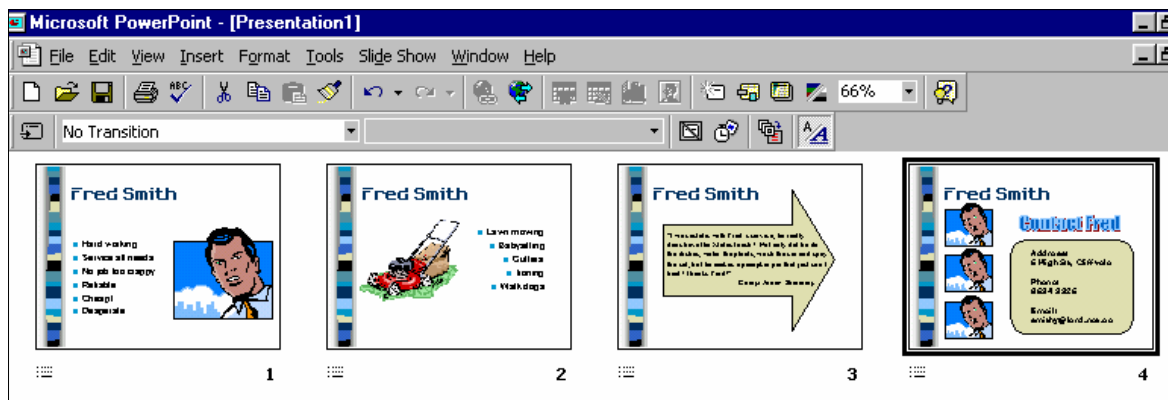
A Different view

Once you've made a few slides, you can view them together on the same screen. This allows you to jump easily from one slide to another and fix up any problems before you finish your show. To do this, locate the **Slide Sorter** icon at the bottom of the screen.



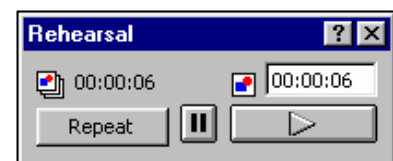
You should now see all the slides in your show, like this:

Slide Sorter



A QUESTION OF TIMING

All that's left is to put your slideshow together into one nice presentation. You do this by rehearsing the timings of the animations and the ways that the slides blend into one another.



Simply go to **SLIDE SHOW – REHEARSE TIMINGS**. Your first slide will appear, blank, alongside the Rehearsal timer. Click to start your slide and each time you want to trigger a part of your animation or to change slides. You will then be prompted to save your timings. If satisfied, your slideshow will now be ready to save (**FILE - SAVE AS**) and view **SLIDE SHOW – VIEW SHOW**).

☺ HAVE FUN!