

SAG 2006

NOVEMBER 24 TH

PE 14 POWERPOINT PICTORIAL



PRESENTED BY:

DOLORES PELLAND
MACHRAY SCHOOL

POWERPOINT PICTORIAL: BASIC INSTRUCTIONS



Click on Programs... Microsoft Office.... Powerpoint

Once Microsoft Powerpoint is opened, slide 1 will automatically appear to the left of your screen. Because we are doing a "pictorial presentation", we want to work with a blank slide.

Click on Format... then click on Slide Layout... Under Content Layouts.... Click on Blank

Background Color... Click on Format.... Background... Down arrow.... Fill Effects Under Gradient, click on desired preference... One color, Two Color or Pre-set.... Click Apply to All

You will now have slide one on screen with desired background.

Click on Insert.... Duplicate Slide.... Repeat Duplicate slide 2-3 times so that you will have several slides to work with.

To add Title... Click on Insert.... Click on Picture....WordArt WordArt Gallery will display a variety of choices Click on your choice... Click Okay
Type in your Title... Click Okay

WordArt will appear on Slide One...Can drag & move to desired position & can resize by pulling corners ... Click anywhere on slide to add another object

To add Text Box...Click on Insert... Click on Text Box... place cursor on slide & drag... type in words

To add Clip Art... Click on Insert.... Picture.... Clip Art.... Clip Art search will appear to the left... type in your word to search

OR... Click on Insert... Picture ... From File.... Open Microsoft Clip Organizer & search for clips



To add Photos.... Click on Insert... Picture.... From File... Click on Arrow to find file or drive you have pictures saved to (eg. My Pictures, A Drive, E Drive, Irfan View)

Find picture you want to insert... Highlight picture from file or program... can crop before adding...

Click on Insert.... Resize picture on slide if necessary by dragging in at corners

To add Borders to photos... Right Click on inserted picture... Click on Format Picture... Click on Color & Lines... Click Automatic or choose a color.... Click on Style to get desired thickness & design of border.... Click anywhere on slide

To Add AutoShapes..... (Word Balloons, Star shapes, hearts etc) ... Click on Insert... Picture.... AutoShapes ... Click on desired Shape... eg "Call Outs" to add dialogue... Click "Oval Call Out"... cursor + will appear on slide.... Drag cursor to desired size... Type in words... Drag on Yellow diamond shape to adjust call out

Can also Format AutoShape by right clicking on inserted AutoShape.... Click on Format... change inside color or border

SAVE YOUR WORK OFTEN!!! AFTER 2-3 SLIDES!

To Set Up Your Show:

Click on Slide Show ... Click on Slide Transitions.... A list of transition Choices will appear to the left of your slide... Choose transition, (eg. Box In, Bow Out, Random)....Choose Speed (Slow, Medium or Fast)...Choose mode of advancement (On Mouse Click or Automatic)... Click Automatic & then add time 00:05... Click Apply to All... Click Play to view Transition

Click on Slide Show again ... Click on Set Up Show Click on All... Click on Use Timings if Present ... OK



To View Show ... Click on Slide Show ... View Show.... Can then time your show prior to presentation & make any necessary adjustments

Any questions: Call Dolores Pelland @ Machray School (586-8085)

