

Name: _____

Date: _____

Technology Project Notes

Creating a Slide Presentation Using Microsoft PowerPoint

Menu Bar - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

Ribbon - the tools located underneath the Menu Bar which allow the user to format a document

File Tab - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

Slide Pane - the workspace; a presentation is made up of multiple slides

Slide Thumbnails - located on the left showing the user a small image of each slide

Slide Layout - allows you to change the layout of a slide with different text or image placeholders

Shapes - allows you insert a shape into your slide

Rotating tool - allows you to rotate the degree of a shape (white circle)

Resizing Point - allows you resize an object; represented by white squares

Holding CTRL and dragging a shape - allows you to make quick multiple copies

Copy and Paste function - right-click on an image and select Copy; right-click on an area and select Paste (Keyboard Shortcut: CTRL+C and CTRL+V);

Shape Outline - allows you to place a border color on a shape

Shape Fill - allows you to color in your shapes

Grouping - after selecting shapes click on Home and go to **Arrange** on the Ribbon

Arranging - after selecting a shape click on Home and go to **Arrange** on the Ribbon; Select Bring to Front or Send to Back

Format Shape Dialog Box - right-click on a shape and select Format Shape; this allows you to choose the Fill Style (i.e. Gradient), Line Color, Line Style, Shadow, 3-D Format, etc.

Background Color - click on Design on the Menu Bar and select a theme or select the Format Background option, which will prompt the dialog box

Slide Transitions - click on Transitions on the Menu Bar and select your choice and options (i.e. "Automatically After:")

Animation - click on Animations on the Menu Bar; click on an object and click on the **More** drop-down arrow; choose an effect

Slide Show - click on Slide Show on the Menu Bar; choose **From Beginning** from the Ribbon

Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office PowerPoint 2013**. Click on **Blank Presentation**.
2. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. Insert new slides by clicking on New Slide on the ribbon. (OR you can click on the thumbnail and press Enter)
4. Begin typing your text (research) in each placeholder for each slide. Press Enter to go to the next bullet when working with a placeholder that contains bullets.
5. Add color to your placeholders and slide background using themes or background options from **Design** on the Menu Bar.
6. Highlight and format your text with font face, font color, etc. (located in the Font section in the **Home** tab)
7. Add Slide Transitions. Select a slide and click on **Transitions** on the Menu Bar and select your choice.
8. Add Animations. Click on **Animations** on the Menu Bar. Select a slide and click on a placeholder. Click on the **More** drop-down arrow and choose an Entrance effect. Do this for each placeholder on each slide.
9. Insert images from online.
10. Click on the **File Tab**. Click on **Save**.
11. Follow the steps provided in the front of the classroom to **open** your work next time for class.



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Special Skills

1. Click on the object, image or text box you want.
2. Click on Animations on the Menu Bar.
3. Click on the **More** drop-down arrow and choose an **Emphasis** or **Motion Paths** effect.
4. For more information read or view the video tutorial located on <http://www.gcflearnfree.org/powerpoint2013/20>.
5. Try the challenge on <http://www.gcflearnfree.org/powerpoint2013/20.5> to get a better idea on how to use the tools.