


Introduction to PowerPoint

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Note: All exercises in this handout are designed to be completed using PowerPoint 2002 or 2003 for Windows users, or PowerPoint X for Mac OS X users.

 Mac OS X users should be sure to read the additional/alternative instructions provided in boxes like this. Windows users can safely ignore these boxes.

Part 1: Getting Started


Exercise 1: Creating a first, simple presentation

These steps walk you through the creation, saving, and viewing of a simple, text-only slide show.

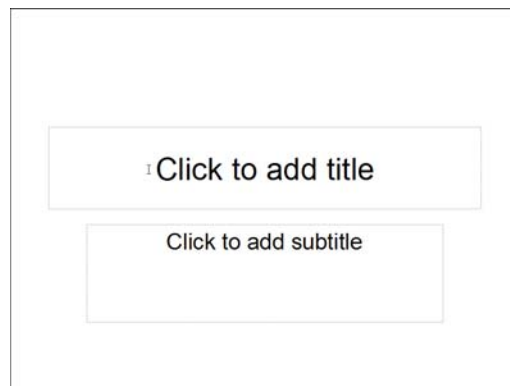
1. Open PowerPoint.

In this workshop, if you're using the Windows computers in the room, you can double-click the Microsoft PowerPoint icon on the desktop.

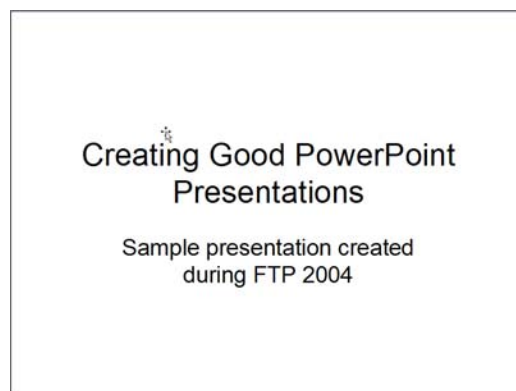
If you're using your own Mac, open PowerPoint from the Dock or Applications folder.

 (Mac) Once you open PowerPoint, click **OK** to create a blank document and then click **OK** again to create a title slide.

You see a single slide, set up to be a title slide.




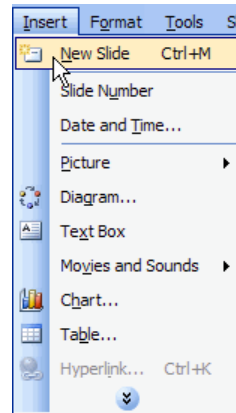
2. Click on the words "Click to add title" and type a title.
Type a title for a presentation you want to create, or type what you see in the example at right.
3. Click on the words "Click to add subtitle" and type a subtitle.
Type your own subtitle, or type what you see in the example at right.



Now let's add additional slides:

4. Choose **Insert > New Slide**.

 (Mac) After you choose Insert > New Slide, a dialog appears with choices of slide layouts. Click **OK** to accept the default choice of Bulleted List.

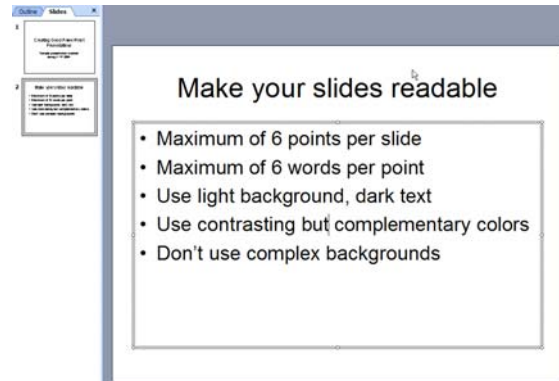


A new slide appears, ready for you to type a title and points.

5. Type a title and five points on the slide.

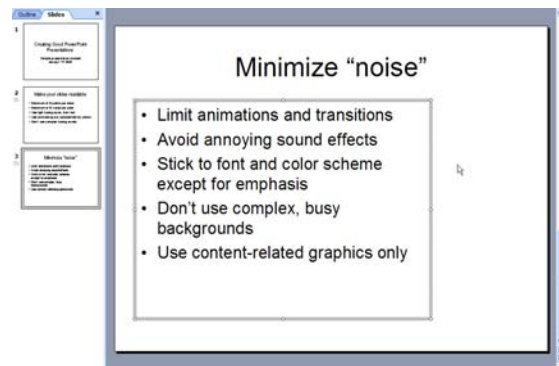
Type text of your choice or copy from the slide at right.

You'll find that each press of the Enter or Return key creates a new bulleted line.



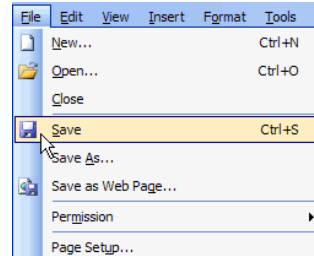
6. Repeat steps 4 and 5 to create at least one additional slide.

Notice the outline thumbnail representations of your slides on the left side of the screen. You can move from slide to slide by clicking here. Or you can use the scrollbar on the right side of the slide.



Let's save the presentation, now that we've created a few slides:

7. Choose **File > Save** to save your presentation.



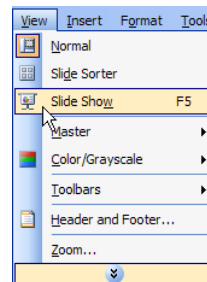
8. Type a name and choose a location for the file and then click **Save**.

For this workshop choose the FTP folder on the Desktop as the location for the file. Type a filename of "goodpresentations" (or whatever is appropriate for the presentation you've created).

Let's test the presentation:

9. Choose **View > Slide Show**.

Click to move to the next slide (or press the down arrow or right arrow key on your keyboard).

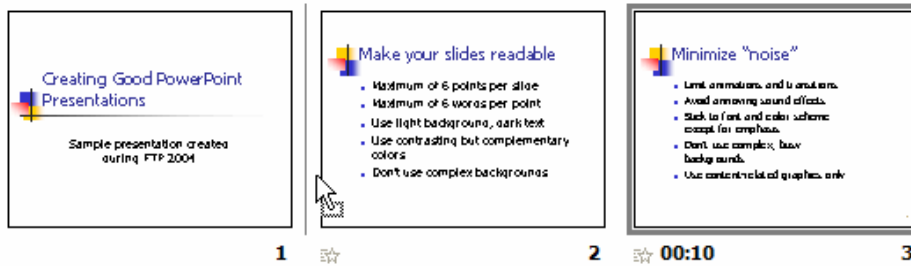


(Optional) Change the order of your slides using the Slide Sorter view:

10. Click the Slide Sorter View button, located in the lower left of your screen.



11. Click on the third slide and drag to the area before the second slide.

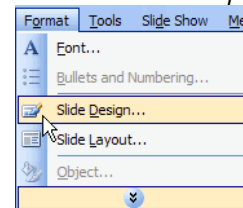


12. Click the Normal View button (to the left of the Slide Sorter View button) to switch back to the view that shows the slides and the outline/thumbnails.




(Optional) Now, add a background design to make the presentation look a little more professional:

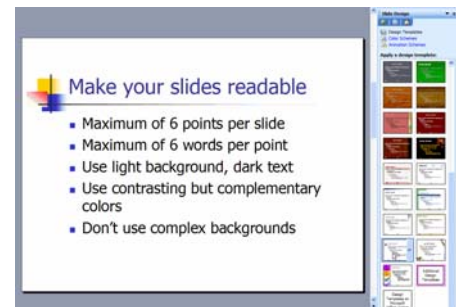
13. Choose **Format > Slide Design**.



14. Pick a design from the panel on the right.

 (Mac) You won't see a panel on the right. Instead, a dialog appears; select a design in the dialog and click **Apply**.

The Blend style (shown in example at right) is a nice, subtle design, but you can choose whatever catches your fancy.

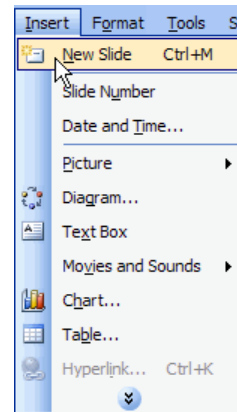


Part 2: Enhancing the presentation for teaching purposes

These steps demonstrate tasks that you may want to do for teaching purposes: adding images, linking to web pages, and showing points one-by-one.

Exercise 2: Adding a slide with an image

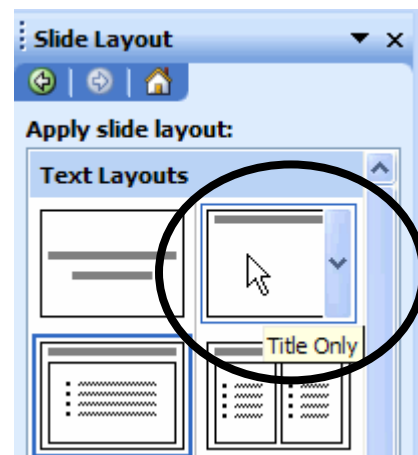
1. Choose **Insert > New Slide**.



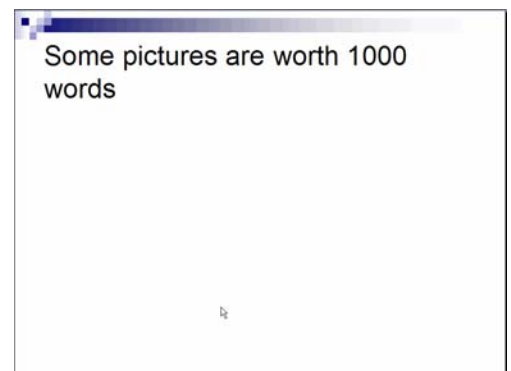
2. Change the format of this new slide to Title Only by clicking the **Title Only** layout in the Text Layouts section of the panel on the right side of your window.



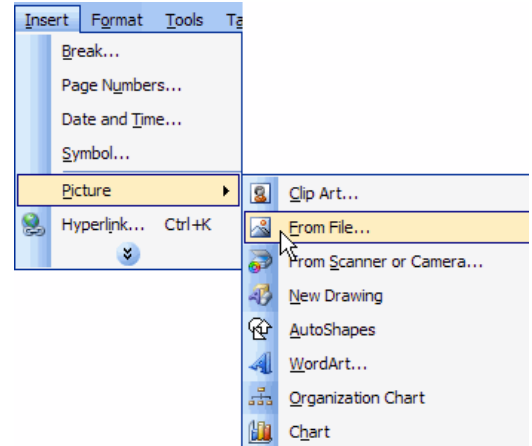
(Mac) You won't see the panel on the right side of your window. Instead, a dialog appears in which you should click the **Title Only** layout and then click **OK**.



3. Type a title.
Copy from the example at right, or make up your own title.



4. Choose **Insert > Picture > From File.**



5. Locate the image file on your hard drive and click **Insert.**

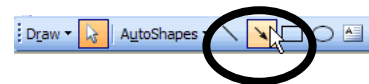
For this workshop, locate sample.jpg in the FTP folder on the desktop.


6. The picture appears on your slide.



7. (Optional) Click on the picture and drag to reposition it. Or click in the corner of the image and drag in or out to resize.

8. (Optional) In the Drawing Toolbar (at the bottom of the window for Windows users) click the Arrow button and then click and drag on the slide in order to draw an arrow (as if you want to point out a specific part of the image).



 (Mac) Your Drawing Toolbar is likely to be at the left side of your screen. The button you want is the Lines button; click on it and then choose the arrow. Then click and drag on your slide to draw.

If you have time, double-click on the arrow, and try changing its color and style (thickness).

Exercise 3: Adding a link to a web page

1. Type the text that you want to serve as a link (if it hasn't been typed already).

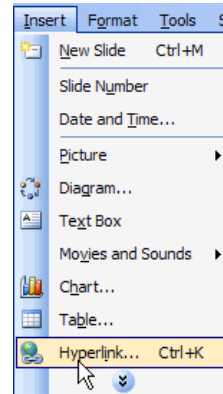
For this workshop, go to slide 2 or 3, and add a point: "See Saylor Guidelines for more tips".

2. Select the text you want as a link.

For this workshop, select "Saylor Guidelines".

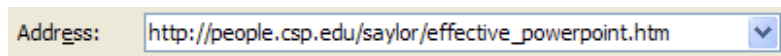
See **Saylor Guidelines**


3. Choose **Insert > Hyperlink**.



4. In the **Address** field, type the web address (URL) of the web site to which you want to link.

For this workshop, type http://people.csp.edu/saylor/effective_powerpoint.htm, unless you have a different web page to which you want to link.



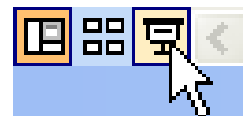
 (Mac) You'll find a **Link To** field rather than an Address field. Type the URL in this field.

Tip: Both Mac and Windows versions make it easy to enter the URL of a web page you have recently viewed, while in the Insert Hyperlink window:

(Windows) Click Browsed Pages button, and then click on a web page title in the list.

(Mac) Click History and select from the pop-up menu.

5. Test this slide by clicking the View Slide Show button in the lower left. Make sure to click the hyperlink to test it. Then close the browser window to return to PowerPoint.




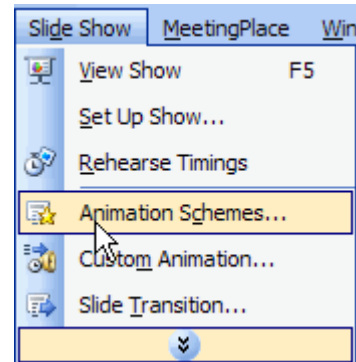
Exercise 4: Animating the bullets on a slide so they appear one-at-a-time

1. Go to the slide for which you want to animate the bullets.

Slide 2 will be fine.


2. Choose **Slide Show > Animation Schemes**.

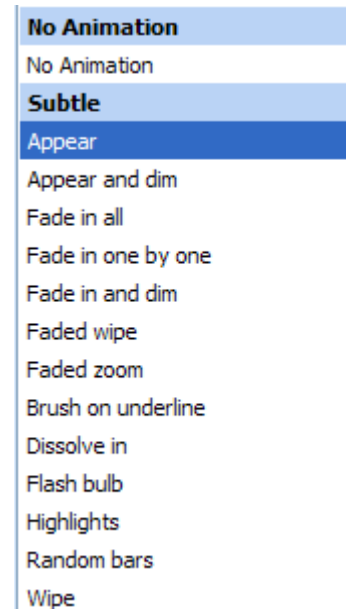
 (Mac) Instead, choose Slide Show > Animations and continue holding the mouse down...



3. Pick an animation scheme from the panel at the right of your window.

*We recommend subtle animations, particularly **Appear**.*

 (Mac) ...pick the animation from the Slide Show > Animations menu.



4. Test your slide by clicking the View Slide Show button in the lower left of your screen.



5. Save your presentation.
6. (Optional) Experiment with other animations.

Part 3: Sharing the presentation on your course website

Options for putting your files on your Blackboard web site

<i>Method</i>	<i>Issues</i>
Simply save and upload the PowerPoint presentation as you would any file.	Students must have PowerPoint. Large file. Inconsistent viewing experience—may just download and student will have to locate it.
Save as a web page and upload. (In PowerPoint, choose File > Save as Web Page)	Inconsistent viewing experience—may be static. PC users have “single web page” option, but plays back only in Explorer browsers. Regular “web page” option creates multiple files that need to be uploaded. Large files.
Save as a pdf file and upload.	Need add'l software (unless using Mac OS X) Static experience.
Convert to Flash (currently with iCreate)	Need add'l software. (iCreate available free to faculty until 6/05).

Exercise 5: Using iCreate

1. In a web browser, go to <http://wep.berkeley.edu>.

For this workshop, it's probably easiest to close or minimize PowerPoint first. Then, if a web browser is not already open, double-click the Internet Explorer icon on the desktop. Type “wep” in the address field. (Since it's a berkeley.edu address, it will be filled in for you.)

2. Enter your iCreate username and password and click **Login**.

For this session, your username is ftp04_1, ftp04_2, ftp04_3, etc , where the number following the word student is the same as the number of your computer (pasted on the desk, e.g. W-1, W-2, etc.) Password is ftp.

MEETINGS WORK BETTER


 A screenshot of a web login form. At the top, it says "MEETINGS WORK BETTER" in orange. Below that is a blue horizontal bar. The login form itself has a yellow header. It contains two input fields: "Username:" with the text "ftp04_7" and "Password:" with three asterisks. To the right of the password field is a blue "Login" button. At the bottom of the form are two links: "Register" and "Forgot Your Password?".

- Click the **Upload PPT** button, located on the right side of the window.



- On the File Upload page, click the **Browse** button and locate the presentation you want to upload.
For this workshop, use the presentation you just created and saved in the FTP folder on the desktop.
- (Optional) Edit the **Caption** field and/or the **Description** field.

 **File Upload**

Browse and select the PowerPoint file you'd like to upload for conversion.

Select the file to Upload:

Upload to Folder: Personal folder

Caption:

Description:

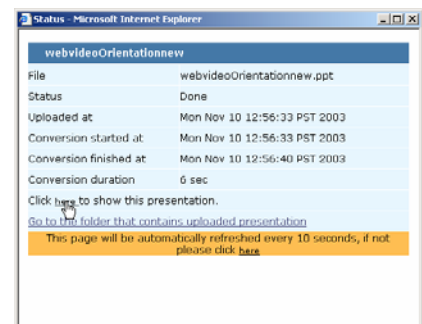
Note: External links will not be uploaded when publishing online. If you have linked files, please use plugin.


- Click **Submit**.

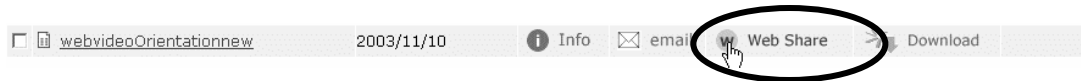
A window appears showing uploading status.

If you were using your own account, you wouldn't need to wait for the upload. You'd get an email message telling you when the conversion finished, with a link to the presentation. (You should not use this link to distribute the presentation for others to view. To do that, you will get a Web Share URL, discussed below.)

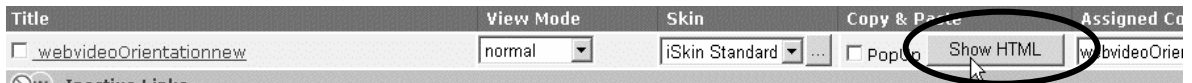
- Close the Upload Status window when uploading is done and click the "**See conversion status**" link on the main browser page.



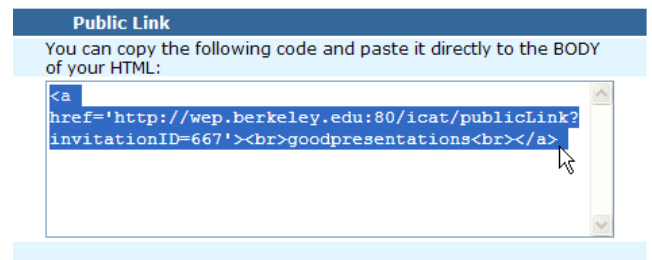
8. (Optional) When the window lists the conversion as Done, click the "**here**" link to show the presentation. Close the presentation window when done viewing the presentation. 
9. Click the "**Go back to the folder...**" link to return to your main iCreate account page where you will find your presentation(s) listed and where you can follow steps to make it available on the web.
10. Click the Web Share link for the presentation you want to publish.



11. When asked if you're sure you want to create a public link for this presentation, click **OK**.
12. Click the **Show HTML** button.



13. In the window that appears, select and copy from the scrolling field. (To copy, select the text and then type Ctrl-C on Windows or Command-C on a Mac.)



If you want a URL to email to potential viewers or to test in a browser, copy only the URL (the part in-between the single quotes).

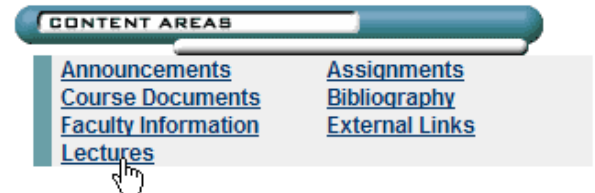
For Blackboard or to include in a web page, copy all of the code (and see next step).

For this workshop, copy just the URL and paste it in the Address field of the browser window to demonstrate to yourself that it calls up your

presentation. (You may find that you can't copy just the URL, that the quotes are always included. If this is the case, remove the quotes in the Address field in the browser in which you paste in the URL.)

(Optional) Place the link to the presentation in Blackboard by following these instructions:

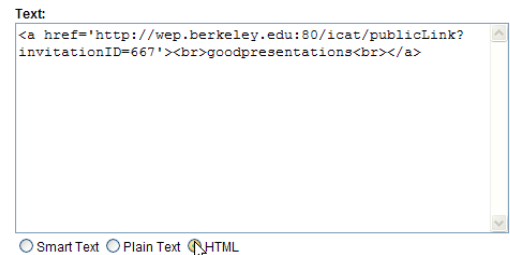
14. Get into your course in Blackboard, and from the Control Panel, click to go to a content area such as **Lectures**.



15. Click the **Add Item** button.



16. Paste the copied code into the Text field. Click the **HTML** radio button.

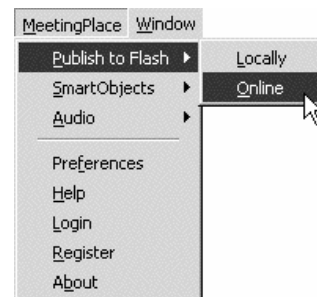


17. Scroll down and click **Submit**.



(Optional, Windows users only) There's an easier way to publish your presentation, if you have installed the iCreate plug-in (as we have done on the computers here in B-21, and you will be able to do on your own Windows computer). You can try it now.

1. From the **MeetingPlace** menu, choose **Publish to Flash > Online**.



You'll next see the Publish Presentation window with an iCreate username and password already filled in. (This is filled in for you because iCreate embedded that information when the plugin was downloaded through your account.)

2. Click **Publish**.

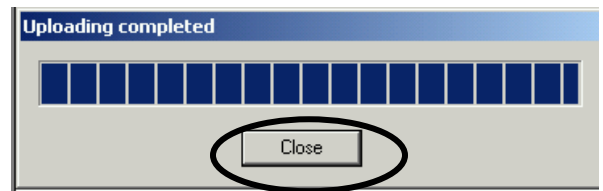
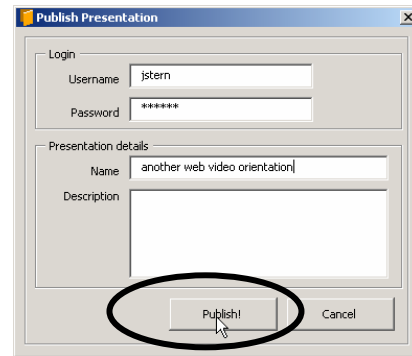
After the file has successfully uploaded, you will see an Upload completed message.

3. Click **Close**.

Your browser opens, logs you into the iCreate server (if you're not already logged-in), and loads a page providing information about the status of your upload and conversion.

As is the case when you upload from within your account, you will eventually see a screen allowing you to click to view the presentation and another to go the folder with your presentation.

4. (Optional) Click "**here**" to show the presentation. Close it when it's done or you've seen enough.
5. Complete the steps for getting the URL for this presentation. (Start with step 10 on page 12.)



Note: All FTP iCreate accounts will be deleted after June 11th. If you want to continue to use iCreate, you must request your own account. Do so by going to <http://wep.berkeley.edu>, clicking Register, and filling out the form.

If you have created a presentation today that you would like moved to your new account, please note the account name (ftp03_1, ftp03_2, etc.) and (before June 11) fill out the ETS Help Request Form located at <http://ets.berkeley.edu/LearningSystems/Consultation/helpRequestForm.htm>