

## ***PowerPoint Class Outline***

### 1. Before Class:

- Put the PowerPoint Folder on all computers using Flash Drive;
- Open Internet Explorer, Word Documents PowerPoint Class Outline, PowerPoint Working Document, PowerPoint Basics.



### 2. Introduce Class:

- Explain why we are here etc.
- We are using PowerPoint 2007 but the older version. They are essentially the same but have a different menu approach.

### 3. Open PowerPoint:

- Make sure the Standard, Formatting, Drawing, and Task Pane Toolbars are showing.

### 4. Create a New presentation using a Design Template:

- Make several copies of the Design Template slide;
- Create a Title Slide, the Introductory First Slide, using the PowerPoint Working Document on Epictetus;
- Save the presentation.

### 5. Make Slide Masters, Title Master and Normal Master:

- Make sure to put in a “divider slide between the “Normal Masters” and the “Title Masters”
- Save.

### 6. Make the Quotation Slide:

- View Show, all the time;
- Save show, all the time.

### 7. Make First Title Slide:

- Copy and paste a Title Slide from the Master Slides;

- Copy and paste paragraph H1;
  - Copy and paste 1<sup>st</sup> paragraph of H1;
  - It will require two slides so cut and paste the paragraph to fit on two slides;
  - Number then Bullet the text;
  - Change to Sentence Case.
8. Move on to 1<sup>st</sup> sentence of paragraph 2 of H1:
    - Format it as above.
  9. Add the last 2 sentences of H5:
    - Fiddle with the formatting.
  10. Create Slide Transitions.
  11. Create a Custom Animation using the Quotation Slide:
    - Try different effects using Spinner.
  12. Create a timed Slide Transition using the Quotation Slide .
  13. Make Custom Animation for the Bullet paragraphs:
    - Use Entrance and “On Click”;
    - Show how Re-Order works;
    - After making some and getting them to work, add in an additional one in the middle to show how it copies the formatting.
  14. Make up an End Slides:
    - Copy the Introductory Slide and paste it three times;
    - Take the Middle slide and remove the picture and replace with “Thank you very much!”;
    - Apply a Timed Slide Transition to these slides.
  15. Add a final slide that says “See you next week”
  16. Duplicate a slide and Hide it.
  17. Show how to insert slides, move them etc.

18. Number the Slides:

- View the show;
- Play around and try and remove number from Introductory Slide;
- Finally number by selecting the slides you want to number or;
- Number all the slides as it is then easier to add, reorder, and delete slides..

19. Get a picture from My Pictures.

20. Get a Picture from the Internet.

21. Tidy up the show.

22. Work on individual presentations.