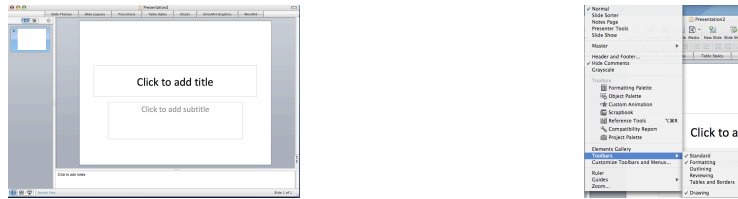


PowerPoint 2008

Tutorial / Help

Building Projects in PowerPoint 08

Simply open the application. PowerPoint will open to a blank title slide. At this point I would suggest getting some toolbars and the formatting palette available. To do this go to View > Toolbars and select Standard, Formatting & Drawing. You may notice that the Standard and Formatting toolbars show up horizontally at the top of the slide. The Drawing toolbar is floating and can be moved around.



Opening the Formatting Palette is also done under the menu item "View". The Formatting Palette is also a floating palette and can be move around.

Using The Elements Gallery

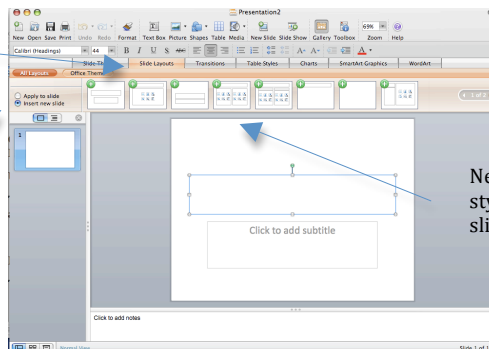
The Element Gallery is a new feature in PowerPoint 08. It allows you to have easy access to many of the tasks commonly used in PowerPoint.

Inserting a new slide:

To insert a new slide, go to the Elements Gallery and click on Slide Layout. Now make sure the selection is toggled to insert new slide. Pick the layout style you want and it will appear in your presentation.

Click on the Slide Layout Element to show layout styles.

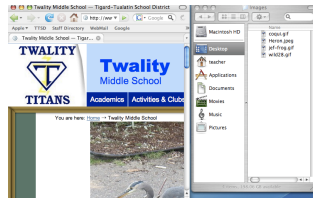
Make sure you have insert new slide selected



Next click on the slide layout style you want to insert the slide.

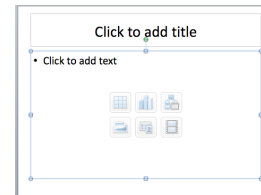
Inserting Images and Text

Once you have selected your slide style, you are given instructions on how to add text to the text boxes. In some of the slides you are given several other options such as inserting images, charts, movies, clip art, etc. The simplest way to insert an image is to collect a set of images you want to use in a separate folder. You can do this by finding an image on the Internet, in iPhoto, etc. and dragging the image into a folder. Once you have an image in a folder, you can simply drag that image to your PowerPoint slide. Note: Don't forget to have students save citation information as the find images on the Internet.



Drag images found on the Internet to a folder.

Once Image files are in a folder can they then be drug to PowerPoint slides

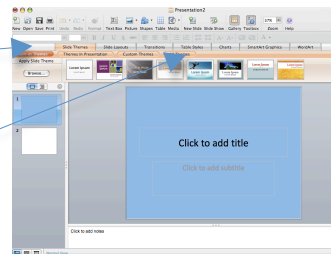


Slide Design / Background

You can control the slide background colors in two ways. One is to use Slide Designs. These will apply to all slides in the presentation. Click on the Slide Theme in the Elements Gallery. You will be given several choices of slide designs. Click on one to change the design of all you slides.

Click on Slide Theme in the Elements Gallery

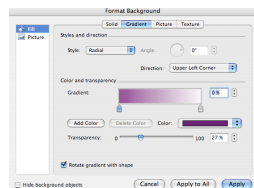
Click on the slide design you want



To learn how to insert other options, I suggest using the PowerPoint help menu.

Slide Background

You can also change slide backgrounds by going to Format > Slide Background. In this window you can choose from several background styles and colors. The Slide Background function lets you apply the background to all slides or just one slide.



Presentation views:

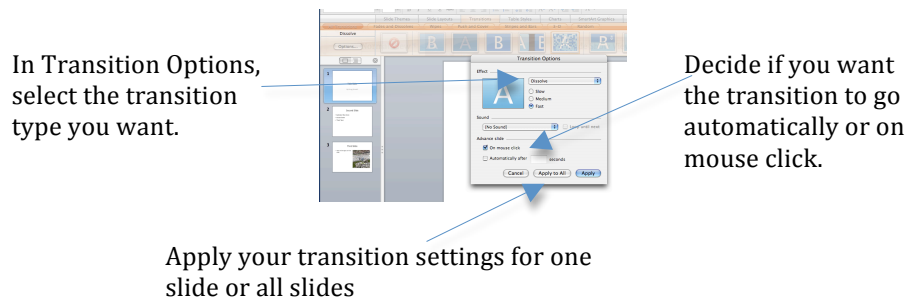
While you are working on your presentation you can use the Views buttons to look at your presentation in different ways. When you start a new presentation you are in Normal View. Normal view is available in the first button. The second button is the Slide Sorter. In this view you can see all of your slides and move them to sort the order of your presentation. The third button is the Slideshow button. This button can be used to see the slide you are on in the Slide Show mode.



Slide Transitions

Slide transitions are settings that control how you move from one slide to the next.

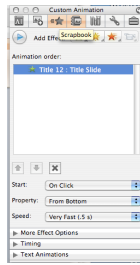
To set slide transitions, click on the transitions button in the Element Gallery. In this window, click on the options button to find the settings for transitions. In the options window, you can select a transition type. You can also set the transition to move from one slide to then next on mouse click or automatically after a set time. Once you have selected your settings you can apply these setting to the slide you are working on or to all slides.



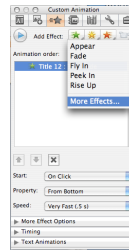
Custom Animations

Custom Animations are settings that make the parts of a slide move. To set custom animations, go to the formatting palette and click on the custom animation button. Now put your cursor next to the text you want to animate or select the image or chart you want to animate. The animations toolbox gives you many settings to choose from. Each part of your slide needs to be animated individually. You can push the play button to see what your animation looks like.

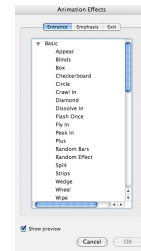
Click on the animations button on the Formatting Palette



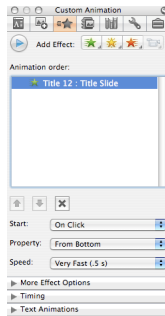
Choose an effect or go to More Effects



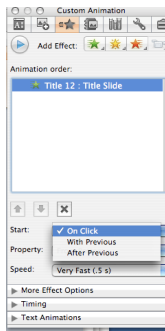
There are many effects to choose from.



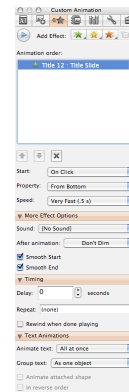
Once you have an effect, you will need to set properties, speed and how the effect starts.



Control how the animation starts by clicking on click, with previous, or after previous



Click the small triangles on the formatting palette to view other animation options like sounds, timing, and how text animates



Saving PowerPoint 08

PowerPoint 08 will not open on older versions of PowerPoint. If you need to open your PowerPoint in an older version, you will need to save down in the file format options in the Save As window. Note: If you save down to an older version of PowerPoint, you may lose some of the presentation options that are not built into the older versions.

In the save as window, go to the format tab and select an older version of PowerPoint. The extension for the PowerPoint 08 is pptx) The older versions used ppt

