

Basic MS PowerPoint 2000

Your First Slide!

What Can PowerPoint Do For Teachers?

Microsoft PowerPoint is an application for creating presentations. The basic unit of the **PowerPoint** presentation is called a “slide.” You can make an oral presentation using the slides to reinforce your ideas. **PowerPoint** presentations can also be used when you need to run through lots of ideas several times.

What's In This tutorial?

This tutorial will guide you through:

- 1) You will learn to open the **MS PowerPoint** program.
- 2) You will learn to design a slide, and add text.

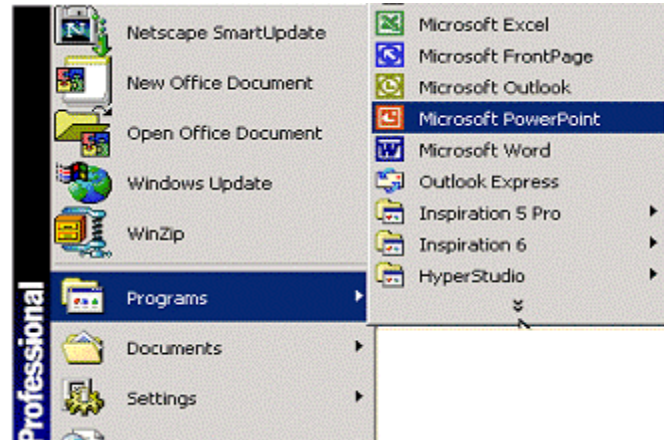
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I. Getting Started

Opening the Program

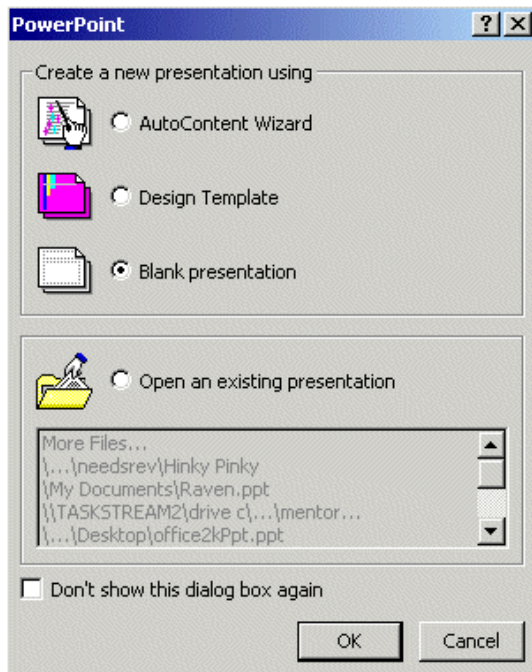
Click on the **Start** menu, then on **Programs**, then **Microsoft PowerPoint**.



The first dialog box that appears will allow you to choose the design of your slide presentation.

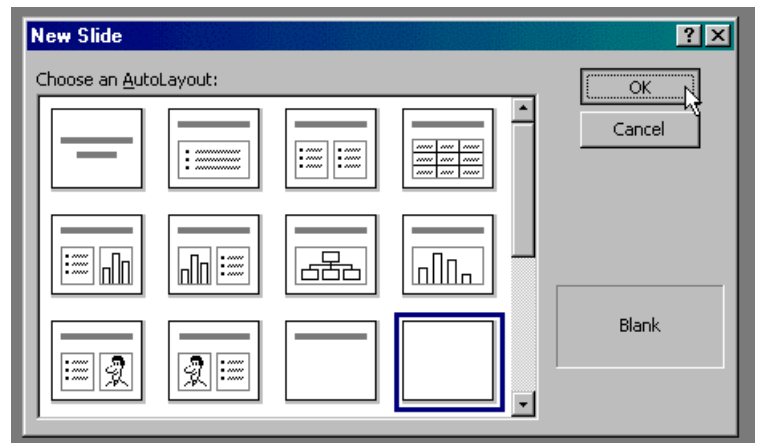
For the purpose of this tutorial, you will select the **Blank Presentation**.

Choose **Blank Presentation**, and click on **OK**.



MS PowerPoint will now display the **Auto Layout** dialog box as seen below.

This box shows many layout options! For now, select the entirely **blank slide layout**, located in the bottom right corner, then click on the **OK** button.



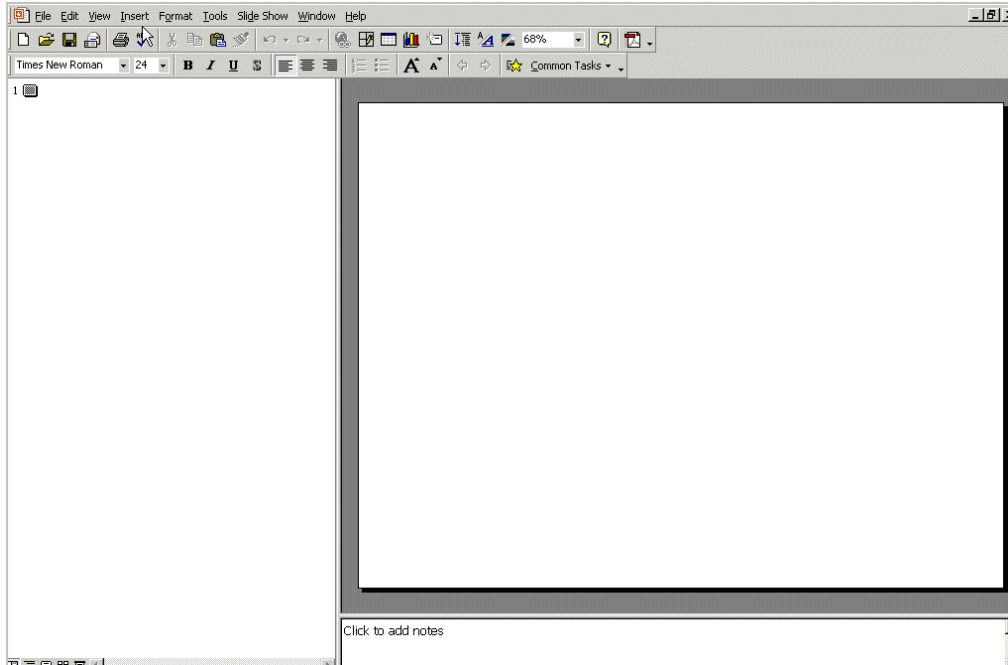
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This will bring you right to your first slide, which is (as you selected) blank.

You will notice that there are three frames on the blank presentation.

- The larger frame on the gray background is your actual slide where you will be doing most of your work.
- In the left frame you can see an outline of your slides and add titles for each slide.
- The frame located below the main slide is where you can add notes for the slide.



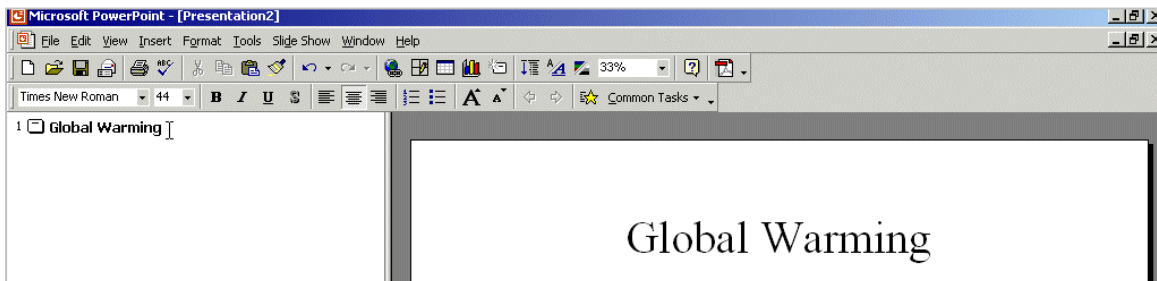
II. Insert a Title

Go to the title frame on the left of the main frame. Click next to the small box and a “blinking cursor” should appear.

Type in the following title - **Global Warming**

The title should appear in the main frame as you are typing it in the **Title** frame.

The result should look like this:

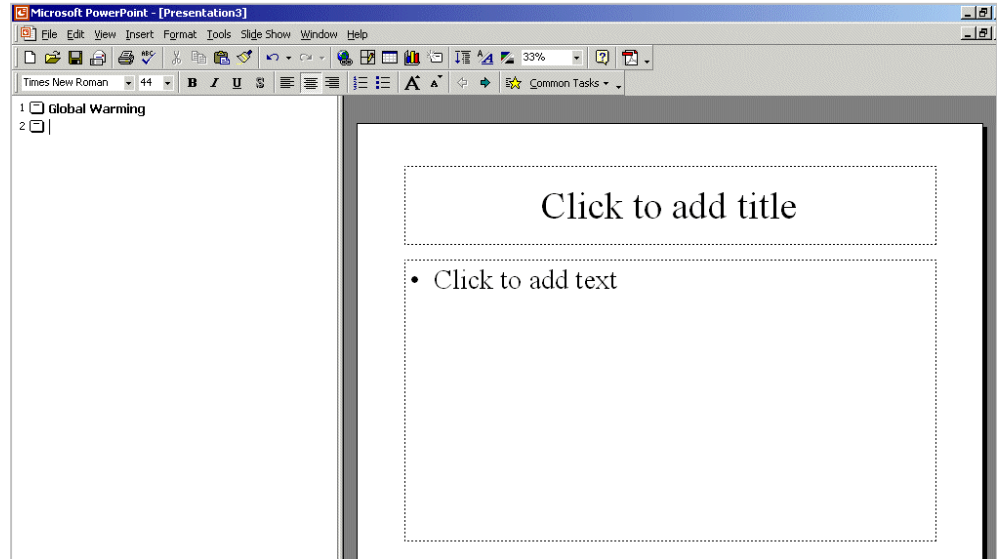


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If you press **Enter** after you have typed in a title, you should see a second box appear with the number **2** next to it, and a new slide should appear in your large frame.

This outline allows you to add slides and titles easily to your presentation.



III. Inserting Text

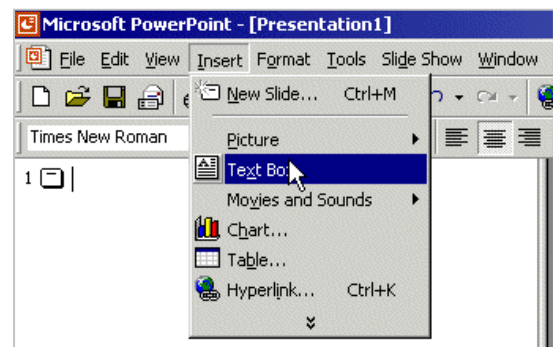
In order to add text to a **PowerPoint** slide, you have to first create what is called a “text box” for the text to reside in.

To create a text box, you need to go to the toolbar at the bottom of your screen.



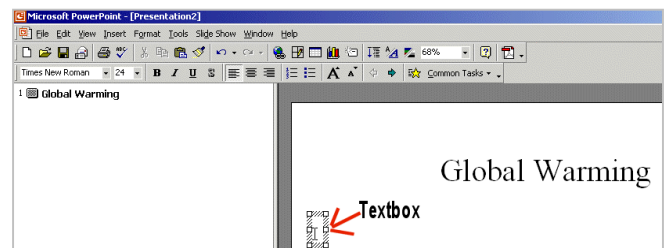
Once you are at the tool bar, click once on the **Text Box** icon

You can also add a text box by clicking on the **Insert** menu on the main toolbar, and select the **Text Box** option



When you have chosen the **Text Box** icon, the cursor changes to a down-pointing arrow, and when you click something it becomes a cross.

Move your cursor on the main frame and click once. A small box with shaded borders will appear, and the blinking cursor is inside the box.



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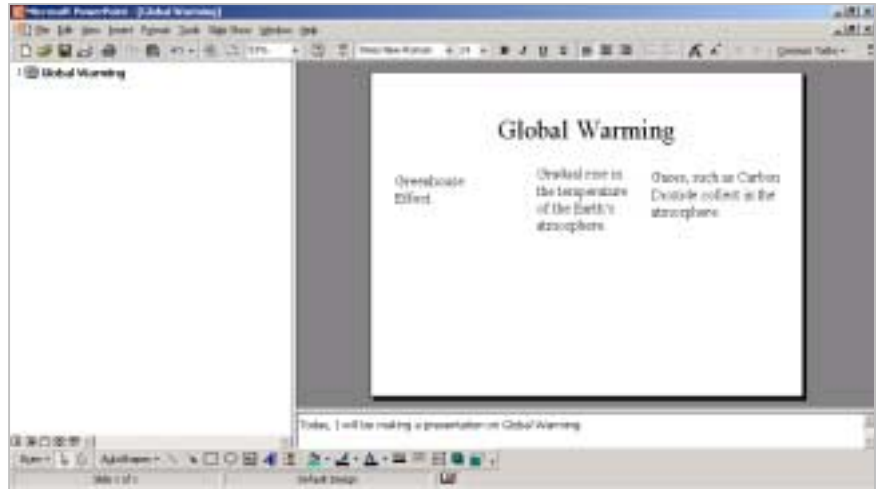
Within the textbox, type
- **Greenhouse Effect**

Then click anywhere on the screen and the shaded borders will disappear.

Now, repeat the above steps
and type:
- **Gradual rise in the
temperature of the
Earth's atmosphere.**

Create another textbox and
type:
- **Gases, such as
Carbon Dioxide
collect in the
atmosphere.**

Your slide should now
resemble the image on the right.



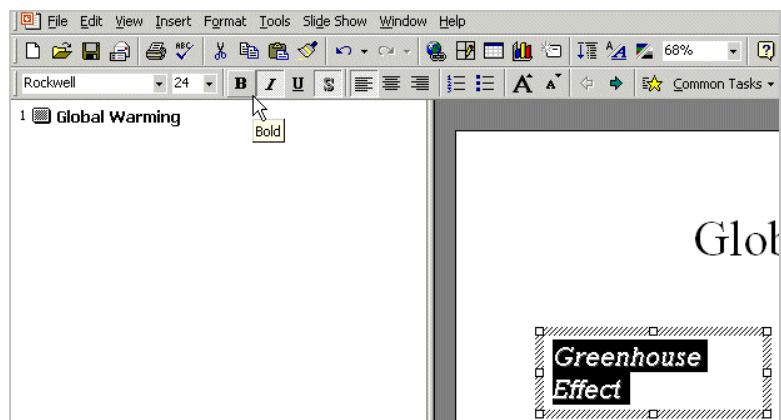
IV. Editing text

Editing text in a textbox on a **PowerPoint** slide is very similar to editing text in a word processing document.

Click once on the text, and the text box should reappear.

Click and hold your right mouse button and drag the cursor over the text, so that it is now highlighted.

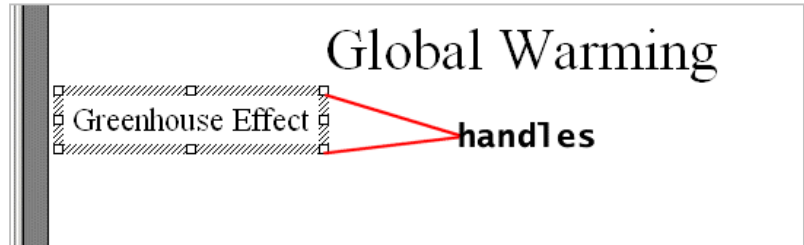
Once the text is highlighted you can now change the font, style, size or color.



V. Manipulating a Text Box

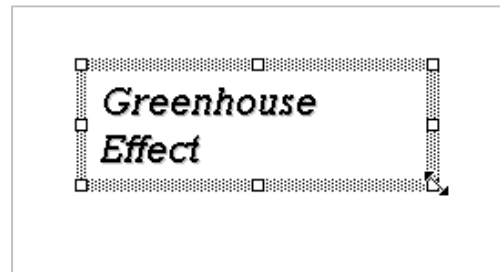
Resizing the Text Box

Click once on the text.
The text box will appear, and you will see small boxes around your image.

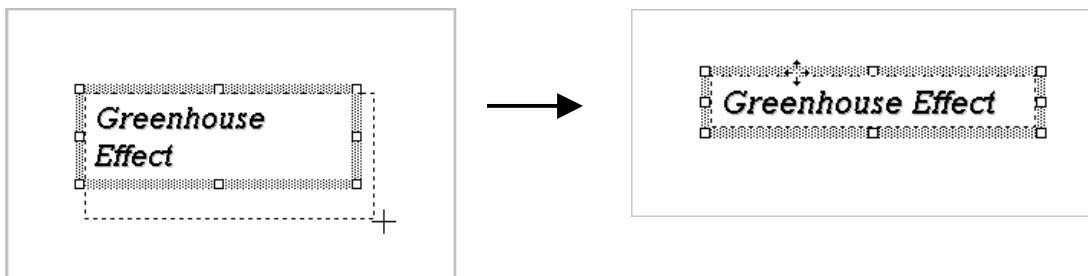


These boxes are called **handles**.

Place your mouse cursor on any of the handles and the cursor should now have arrow-like pointers on each end.



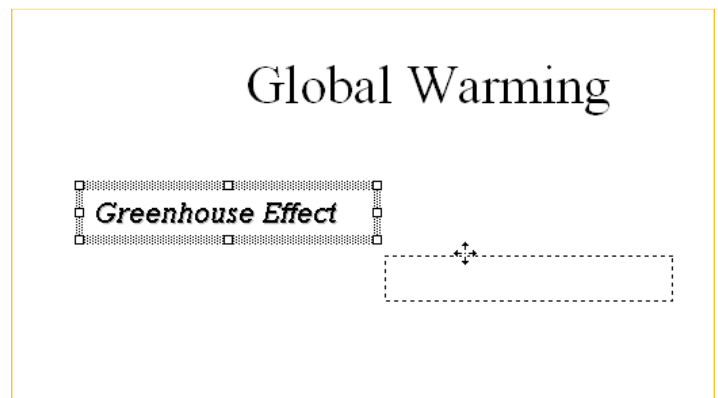
Click and hold your right mouse button on one of the handles, the cursor now becomes a + sign, if you now drag your cursor toward the text box, the text box becomes smaller, if you drag the cursor away from the text box, the text box becomes larger.



Moving the Text Box

If you click and hold your right mouse button on the lines between any of the handles, your cursor should now have 4 arrow-like pointers,

Continue depressing the right button on your mouse, now drag the arrow-cursor to any area of the slide and the text box should move.



Try this now!

VI. Saving Your Work

To save your work click on the **File** menu on the main toolbar at the top of your screen, and select the **Save As** option from the dropdown menu.

The **Save As** dialog box will now open, displaying a variety of locations of where you can save your file.

Choose **Desktop**, by clicking on the **Desktop** button on the left frame.

In the **File name** field, located on the bottom of the **Save As** dialog box, name your file.

In the image below, the file has been named **Global Warming**.

Finally, click on the **Save** button.

Congratulations, you have just created the first slide of your **PowerPoint** presentation !!

