



PowerPoint



How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
 - ✓ Introduction
 - ✓ The Internet
 - ✓ Word Processing
 - ✓ Spreadsheets
 - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – www.thebp.org/cp.htm

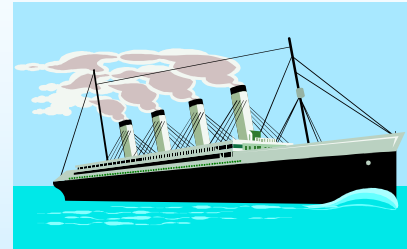
THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AUREORE MELARD DE FEUARDENT.

A BIG THANK YOU TO THEM, THE ROYAL BANK OF SCOTLAND GROUP AND RT IT CONSULTING.



What is PowerPoint?

- PowerPoint is a tool which allows you make presentations. You can take information from other applications (like word, excel or paint) and make interesting and colourful presentations which you can show to other people.
- It is often used to:
 - ✓ To make a presentation
 - ✓ To create cards or invitations



What am I going to produce?



You are going to put together a presentation on something you know a lot about (this could be something you have done in class, like history, or a topic that interests you such as the titanic, a book, a film, etc...)





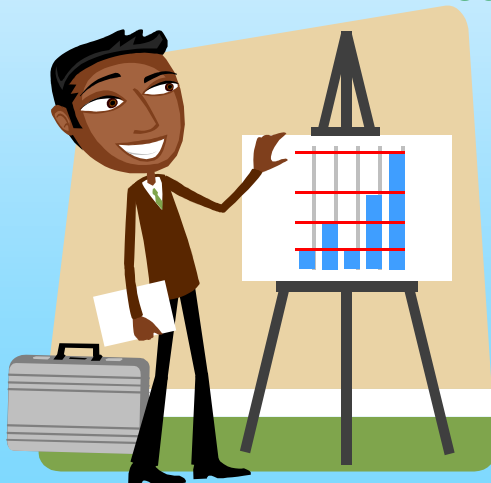
Activity Time!

Open a **new** presentation. Using the **design template**, choose a style for the slides in your presentation, or select a blank one. Add a **title** of your choice and put your name as the **subtitle**. Insert a **new slide** and using **bullet points**, write three main facts that you know about your selected topic. On the following three slides, break down each fact into smaller points which you can use to prompt you when presenting. **Play** your slideshow, using “Enter” to move between slides. **Save** your slideshow

You could do your presentation on mountains around the world, the Egyptians, or even a famous artist – maybe Monet or Picasso?!

Add some **pictures** to your presentation (Use **Clip Art** to find some relevant pictures or look for them from the internet). Resize the pictures so that they fit on the slide and **move** them to an appropriate place.

Note: When inserting a new picture on a slide, it often moves around your text. If that happens, click on Undo (Edit, Undo) and the text will be back to normal



Using **custom animation**, play with some of the functions and choose a few to add to your presentation.

Deliver your presentation to your Computer Partner/teacher/class



Hints 'n' Tips



- How to open and save a new document? Page 6
- How to use the design template? Page 7
- How to insert a new slide? Page 8
- How to add/remove bullet points? Page 8
- How to play a slide show? Page 9
- How to add pictures from Clip Art? Page 9
- How to add more pictures from the internet Page 10
- How to resize and place your picture on a Power Point slide? Page 11
- How to use Custom Animation? Page 11

How to open and save a new document?

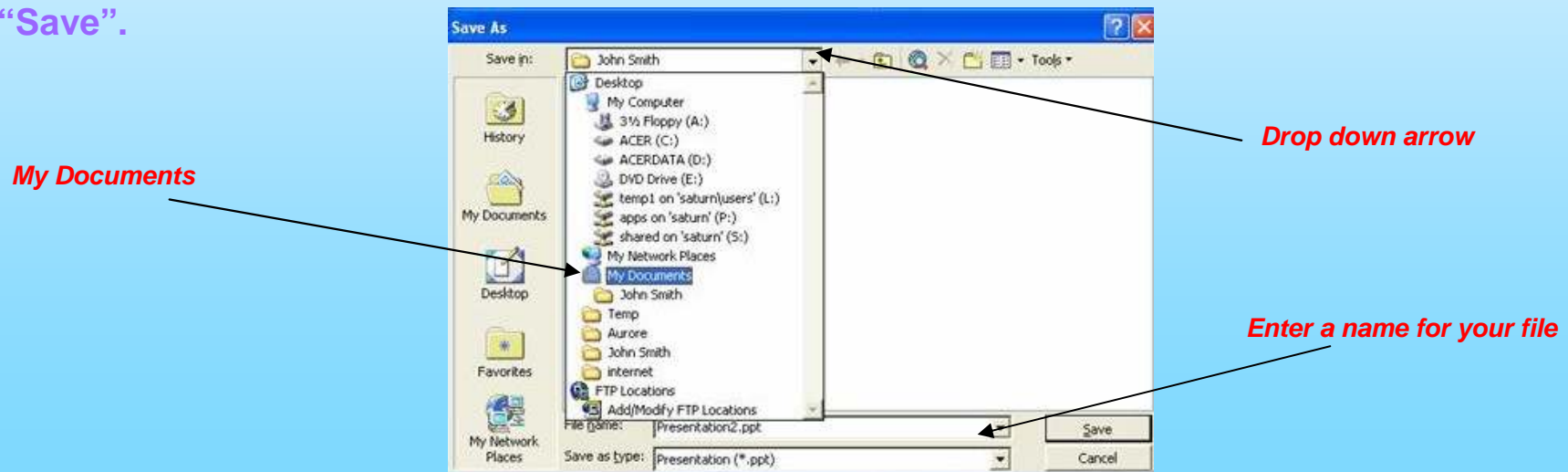
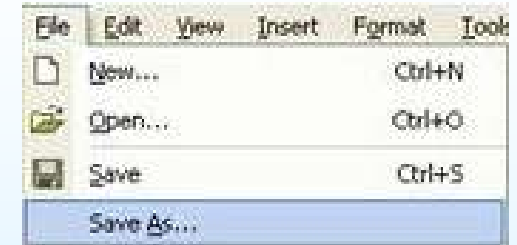
To open a New document:

- Click on the  icon or on this  icon if you are already in PowerPoint

To save a New document:

Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:

- Click on the arrow for a drop down to appear
- Select “My documents”
- A list of folders and document will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



How to use the design template?

- To view the design template selection, go to “Format” and select “Slide Design”. The selection will appear on your screen. You can then chose the type of layout you will need for your slide:

Apply slide layout:

Ideal for a title page → [Layout with title and horizontal line]

Good for a title and diagram or picture → [Layout with title and large empty space]

A slide with title and text → [Layout with title and two columns of text]

If you want to show a comparison → [Layout with title and two columns of text with comparison lines]

Your title will be horizontal but your text vertical → [Layout with horizontal title and vertical text columns]

Both titles and text will be lined vertically → [Layout with vertical title and vertical text columns]

Content Layouts

Ideal if you want a blank page to draw on → [Blank layout]

Text and Content Layouts



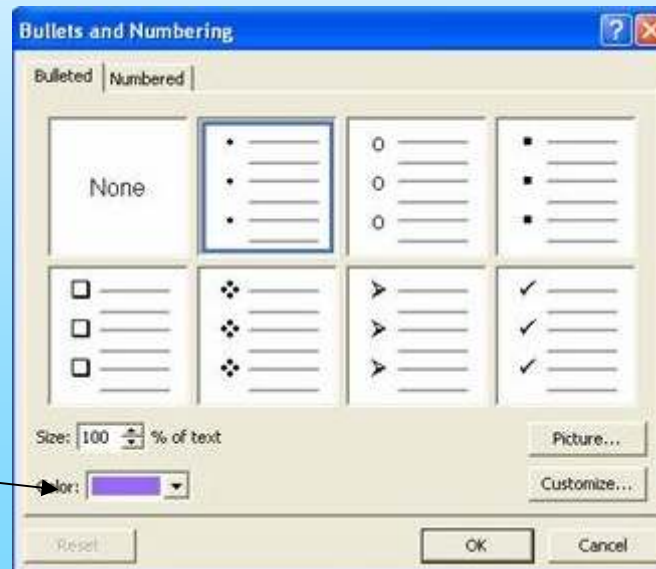
How to insert a new slide?

- To insert a new slide, go to “Insert” and select “New slide”



How to add/remove bullet points?

- To add bullet points to your text go to “Format” and select “Bullets and Numbering”. The window below will appear, you can then click on the bullets you like most. If you want to remove bullet points from your text, click on the “None” option below.

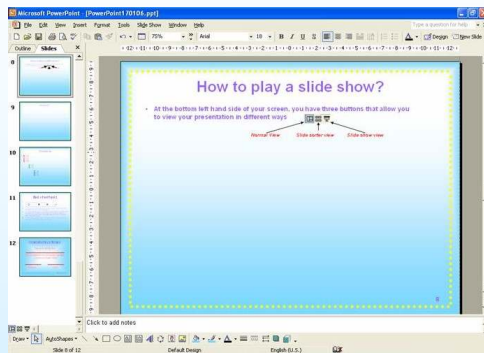


This allows you to choose the colour of the bullet points

How to play a slide show?

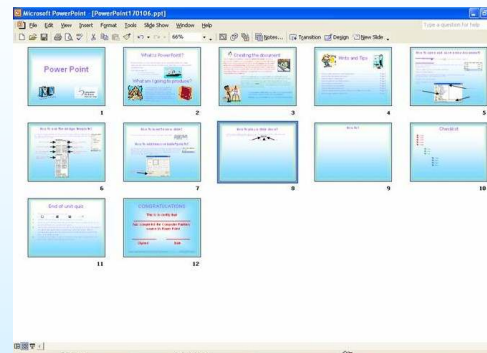
- At the bottom left hand side of your screen, you have three buttons that allow you to view your presentation in different ways

Normal View



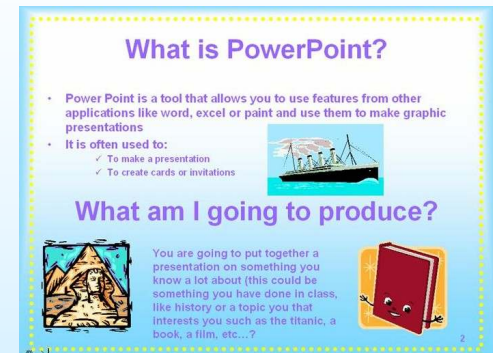
This is the view you use when creating your slide

Slide sorter view



This view allows you to move your slides in different order and see what you have done so far

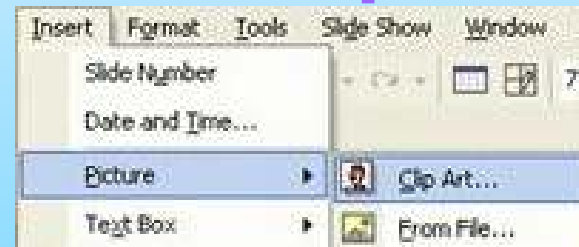
Slide show view



This view fills the entire slide on the screen and allows you to play a presentation

How to add pictures from Clip Art?

- Click on “Insert”, select “Picture” and “Clip Art”. A column will appear on the right of your screen; write a word that describes the picture you are looking for and click on “Search”



- When you find a picture you like, double click on it and it will appear on your slide

How to add pictures from the Internet?

- To use Google image to look for your picture:

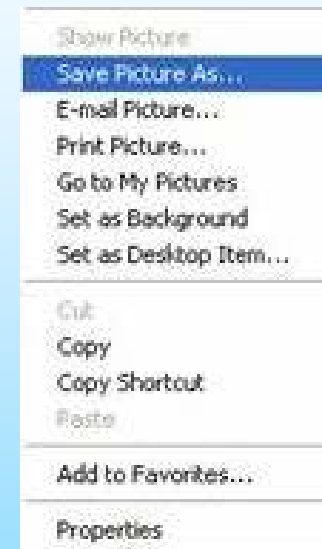
- ✓ go to www.google.com
- ✓ Click on the “Images” link
- ✓ Enter the words of what you are looking for



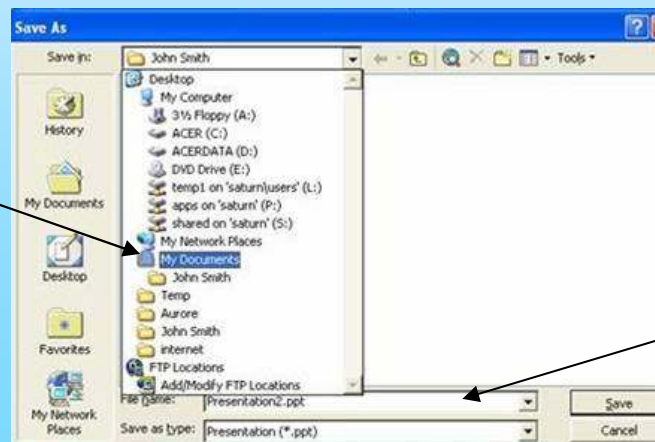
- To insert a picture from the Internet:

You must first save it on your folder

- ✓ Place your cursor on the picture you like and right click your mouse
- ✓ Select “Save Picture As” and just as you would save a document
- ✓ Select “My documents”
- ✓ Look for your folder and double click on it
- ✓ Enter a name for your picture in the “File name” box and click on “Save”
- ✓ Back to Power Point, click on “Insert” and select “From File” and you will find your picture in your folder



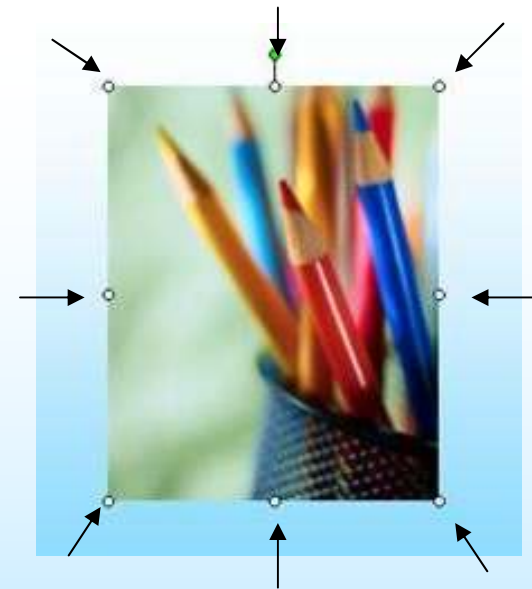
My Documents



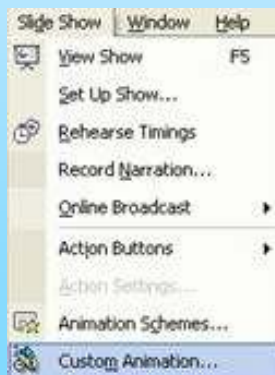
Enter a name for your picture

How to resize and place your picture on a slide?

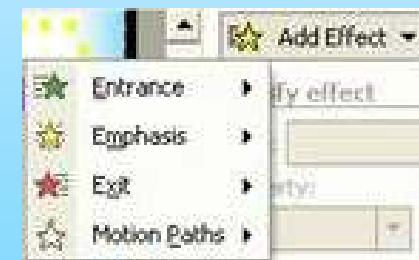
- To resize a picture, you must first click on it; you will see white dots appearing on the corners and sides of it. Click on one of these dots and drag it inwards to make it smaller or outward to make it better. It is best to choose a dot on the corner as it resizes the picture proportionally (if you resize it from the sides it will distort the picture).
- To move a picture around a slide: simply click on the picture and drag it to the location you want it in. Once you are happy let go of the mouse button.



How to create/use Custom Animation?



- Click on “Slide Show” and select “Custom Animation”
- On your slide, select an element to which you want to add effect then click on the button “Add Effect”
- You can then select the effect you like best. If you choose an effect you do not like you can simply remove it by clicking on the “remove” button.






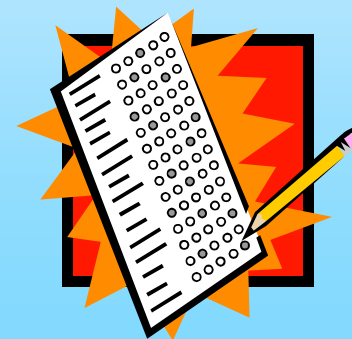
Checklist

- I can open a new PowerPoint document
 - I can use the “Design Template” to choose my slide’s layout
 - I can create a slide with a title and subtitle
 - I can insert bullet points
 - I can play my slide show
 - I can save my presentation
-
- I can add some pictures from Clip Art and the internet
 - I can resize a picture
 - I can move around a picture on a slide
-
- I can use custom animation to make the presentation more interactive
 - I can deliver a presentation in front of someone

End of unit quiz



1. What do these tool bar icons do?
a)  b)  c) 
2. Where would you go to change the colour of your bullet points?
3. Show your Computer Partner / teacher that you know how to insert and resize a picture. Then move it to the top left of your slide.
4. Create a slide for your Computer Partner / teacher with an appropriate theme (Birthday, Christmas, Easter, Valentine's day, etc...)
5. Use Custom Animation so that the text on your slide moves around.





CONGRATULATIONS

This is to certify that

has completed the POWERPOINT
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

