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# Beginning PowerPoint 2007 for Adult Education

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**Outreach and Technical  
Assistance Network**

<http://www.otan.us>

This course covers the following topics:

- Using PowerPoint
- Creating PowerPoint Presentations
- Running a PowerPoint Presentation
- Adding Clip Art
- Working with Clip Art
- Using Design Templates
- Formatting Text
- Using Animations
- Deleting a Slide
- OTAN Evaluation
- Appendix 1 – Additional PP Tutorials
- Appendix 2 – Installing PowerPoint Designs

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## Handout Conventions

First we will cover a few things about this instruction handout. Since each section builds on the previous section, we recommend you complete each section before moving to the next one. In each section we will guide you through step-by-step instructions.

Instructions that you should follow will look like this:

- 1) Navigate to Slide #2 and select (click) the **Home** tab.

If we want you to type or select something, we will set it in bold like this:

- 2) Type **POSSESSIVE PRONOUNS** in the box

If you are to press a key on your keyboard, the key will be in brackets like this:

- 3) Press **[Ctrl]**

Unless otherwise stated, all “clicks” will be with the **left mouse button**.

Whenever we say “**Place your cursor...**” we want you to put your cursor in the place you need it to be and click so it blinks there.

When we say “**Point to**” we mean let your mouse pointer hover over the item or button.

## Using Microsoft PowerPoint 2007

PowerPoint is a slide show type presentation program designed to create “on screen” presentations shown to a live audience. Most presentations include text and some graphics. Other advanced presentations may also include charts, video clips, tables, and animations. A basic presentation shows the slides in a linear fashion to your audience while you talk about them. However, you can also create self-running presentations (either by using slide timings or action buttons) or you can place them on a Web site.

PowerPoint is a strong tool for adult education – both inside and outside the classroom. In the classroom, teachers can create presentations to assist in teaching a particular subject or topic. Used as a lecture tool, presentations keep learners focused on the topic at hand. Teachers can also create game presentations that reinforce the strategies or topics the students just learned, create reports on a specific unit of instruction or as a visual aide in project-based learning, and students can create PowerPoint slides to support an oral report or respond to a

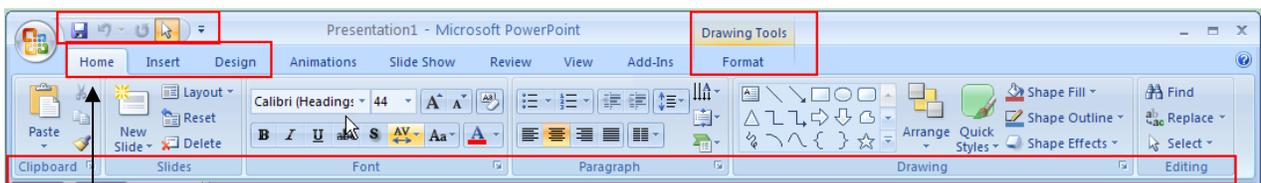
writing assignment. Administrators and other staff members can create presentations about their adult school or program.

## Introduction to “the Ribbon” and PowerPoint Terms

PowerPoint 2007, and most other Microsoft Office 2007 products, features a new interface that has replaced the old conventions of menu bars. To a large degree “the Ribbon” has replaced them. The Ribbon contains contextual tabs and easily accessible formatting options within galleries. Live previews now allow you to see your formatting choices before applying them. For those that have never used PowerPoint before, this new interface is more intuitive and will have you creating presentations like a pro quickly and easily.

So let’s explore the new interface, starting with what Microsoft calls “the Ribbon.” Here is a picture of the Ribbon with the Home tab selected. Yours may differ depending on your screen size and resolution. You may see more or fewer options:

- 1 **Quick Access Toolbar** – Customizable toolbar for ready access to things like saving or starting a new document
- 2 **Contextual Tabs** – The Ribbon will display different contextual tabs once you have selected certain things in your presentation. For instance if you select a picture or clip art, the Drawing Tools – Format tab will open.



- 3 **Ribbon Tabs** – Help you access commands by function groups. Each one will have a different group of options after you select the tab.
- 4 **Command groups** – Each tab has a number of command groups, arranged logically to help you find the commands you need to complete a task.

Some of the command groups also have a Dialog Box Launcher in the lower right corner.

**Drawing**  They allow you to complete multiple changes to a selected item from one dialog box.

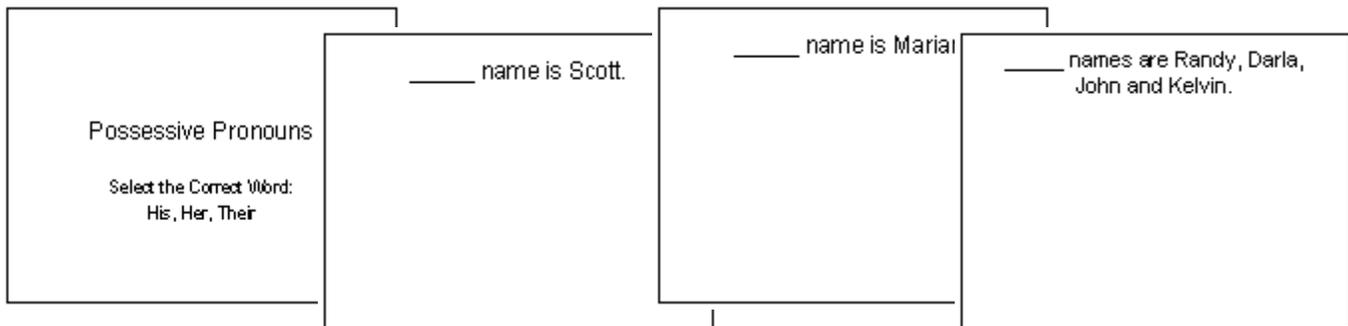
## Creating a Presentation

In this workshop, we will reconstruct a presentation for a class activity on Possessive Pronouns. The skills you learn can be easily adapted to a variety of presentations. So if you are not teaching grammar, just remember you are learning transferable skills.

A PowerPoint presentation usually consists of a series of slides. These slides usually contain a title and another object – such as a bullet list, graphic, chart or text box. When starting a new presentation, PowerPoint begins with a Title slide to announce your presentation. When you need a new slide, you can use the New Slide button on the Home tab of the Ribbon. This will trigger a new slide formatted with the default layout of “Title and Content.”

If that layout does not work for your content, you can choose another. You need only to select your slide and choose a new Layout from the Home tab in the Slide command group.

The presentation we will be creating will consist of 4 slides like those shown below:



### Exercise #1 – Creating a Basic Presentation

- 1) To launch PowerPoint , click on **Start** from the taskbar at the bottom of the screen.
- 2) Point to **All Programs**.
- 3) Select the **Microsoft PowerPoint** icon  . It is also called **Microsoft Office PowerPoint 2007**.

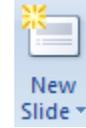
*NOTE: You may need to point to a Microsoft Office folder before you can see the PowerPoint icon.*

- 4) A **blank slide** will automatically open in PowerPoint.
- 5) Click in the text box with the phrase **Click to add title** and type the following:

**Possessive Pronouns**

- 6) Click in the text box with the phrase **Click to add subtitle** and type the following:

**Select the Correct Word:  
His, Her, Their**



- 7) With the **Home** tab selected, click the **New Slide** button on the Ribbon.
- 8) Click **Layout** (on the Ribbon) and choose **Title and Content** from the options presented.
- 9) Click in the text box with the phrase **Click to add title** and type the following:

\_\_\_\_\_ **name is Scott.**

*NOTE: Do NOT add clip art yet. Adding clip art will be completed in another section.*

- 10) Select the **New Slide** button again.
- 11) Choose **Title Only** from the **Layout** options.
- 12) Click in the text box with the phrase **Click to add title** and type the following:

\_\_\_\_\_ **name is Marian.**

*NOTE: There are no pre-configured spots to add clip art. In a later section, we will add clip art to this slide using a different method.*

- 13) Create another **New Slide**. Since the last slide you created had a **Title Only** layout, this slide will too. Leave it as a **Title Only** layout.
- 14) Click in the text box with the phrase **Click to add title** and type the following:

\_\_\_\_\_ **names are Randy, Darla, John and Kelvin.**

*NOTE: There are no pre-configured spots to add clip art. In a later section, we will add clip art to this slide using a different method.*

- 15) To save your work, select the file **Save** icon  on the Quick Access Toolbar.
- 16) In the **Save As** dialog box that opens, choose **Desktop** on the left side of the dialog box. If you are saving to a removable drive (flash or thumb drive), select **My Computer** and find your drive.
- 17) Type **My Presentation** for the file name.
- 18) Click the **Save** button.

*NOTE: If you save your file to the Desktop, at the end of the class you will need to delete this file.*

## Running a PowerPoint Presentation

 Once you have created a presentation, you can display it in Slide Show mode as a full screen show. You can begin Slide Show mode several ways: Choose “From Beginning” on the Slide Show tab on the Ribbon; click on the Slide Show icon at the bottom right side of the program window; or press the [F5] key on your keyboard.

Once the presentation is in Slide Show mode, move from slide to slide using your keyboard or mouse. To advance to the next slide or animation you can: Click your left mouse button, press the [Page Down], [Enter], or the right arrow [ → ] key on the keyboard. To move back one slide, press the [Page Up], [Backspace], or left arrow [ ← ] key on your keyboard. Once you reach the end of your presentation, PowerPoint will display a blank black side. This is your warning that you have reached the end of the presentation. If you advance one more screen, you will leave Slide Show mode and return to the normal PowerPoint editing screen.

If you wish to stop and return to the PowerPoint screen to make changes while you are previewing your show, press [Esc] to halt the show on the last presented slide.

### Exercise #2 – Viewing Your Presentation

- 1) Start your presentation in Slide Show mode by choosing the **Slide Show** tab then choosing **From Beginning** on the Ribbon.

*NOTE: This same task can be accomplished by pressing the [F5] key on most keyboards.*

- 2) Advance to the next slide by clicking your mouse.
- 3) Return to your first slide by pressing the **[Backspace]** key on your keyboard.
- 4) Click to advance to the slide titled:  
\_\_\_\_\_ **names are Randy, Darla, John, and Kelvin.**
- 5) Click once more.

*NOTE: PowerPoint adds a blank black screen at the end of the show.*

- 6) Click once more to end the show.
- 7) Click on the thumbnail for **Slide #2** on the left side of the screen.
- 8) Click on the **Slide Show** button  in the bottom right corner of the screen.

*NOTE: This will start your show from the currently viewed slide.*

- 9) Advance to the next slide.
- 10) Press **[Esc]** to stop the show.

*NOTE: When stopping the show on a particular slide, that specific slide will be displayed when you are in editing mode.*

## Adding Clip Art

Most presenters want to add some type of clip art, chart, or graphic to their presentation. Using appropriate clip art is a common way of emphasizing a point on a slide.



If you have chosen any of the Content or Picture Layouts from the slide Layout options, you will see an area with icons to click to add an object – including clip art from the Microsoft Clip Gallery collection. If the slide layout you chose does not have these icons, you can insert the objects using the

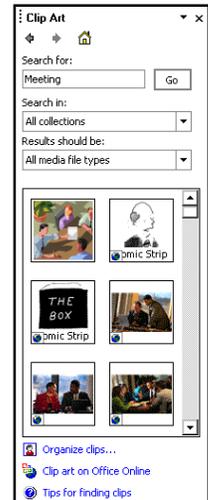
Insert Tab on the Ribbon.

The Microsoft Clip Gallery is a collection of clip art that comes with Microsoft Office. This clip art has been organized into categories and is also indexed using keywords. The keywords allow you to use a search function to find the clip art without having to browse through each category. Once you have found the clip art you want to use, double-click on the image to add it to your slide. You will also have the option to preview the clip art, edit the associated keywords, or find similar images.



However, the Microsoft Clip Gallery is not the only way to add images to your presentation. PowerPoint allows you to add almost any image you can find. The “Insert Picture from File” option, allows you to browse your computer or network and select saved images. This allows you to

use custom images, including a school logo or class picture, in your presentation.



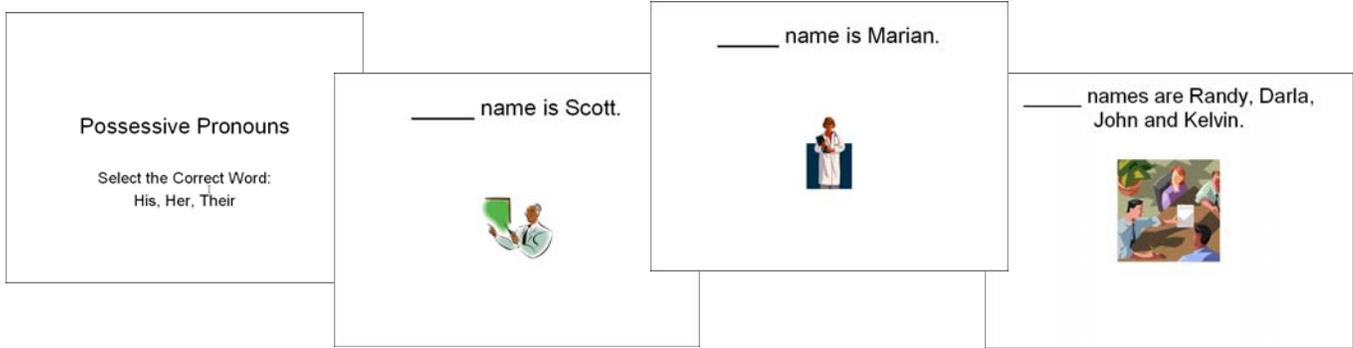
If you cannot find the clip art you are looking for, there are two additional ways to gain access to more clip art in the MS Clip Gallery. The first option is to talk to your computer or lab technicians and see if a Typical or Standard Install of Microsoft Office was done on your computer as these installations only install a portion of the available clip art. To have all the clip art loaded, ask for a reinstall using the Complete or Custom Install option.

A second way to access more clip art is by visiting the

Microsoft Web site: <http://www.microsoft.com/clipgallerylive>. This Web site is available to all users of any Microsoft Office product. From this site, you have access to a vast number of clip art, photos, sound files and animations.

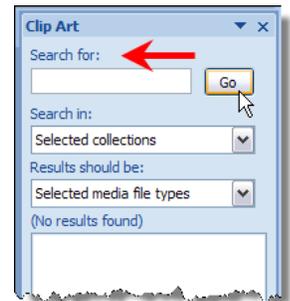


**Microsoft Windows XP Service Pack 2 Warning:** If you have Microsoft Windows XP Service Pack 2 loaded on your computer, you may experience problems downloading clip art from the Clip Gallery Live site. This site uses ActiveX controls to download and install the clip art on your computer. Microsoft Windows XP Service Pack 2 blocks ActiveX controls from being installed by default. If you wish to allow this ActiveX control to be installed, look for instructions in a yellow box at the top of the browser window. This information box will allow you to accept the installation of the required ActiveX control.



**Exercise #3 – Adding Clip Art using a Pre-Configured Slide Layout**

- 1) Navigate to Slide #2 – \_\_\_\_\_ name is **Scott**.
- 2) Click on the **Clip Art** icon in the bottom center of the large box labeled: **Click to add text**.
- 3) The Task Pane will open on the right and in the **Search for:** field, type **male**.
- 4) Click the **Go** button.
- 5) Scroll down until you find a clip art of a man pointing to a chalk board. (Fourth row) Once found, double-click on the graphic.

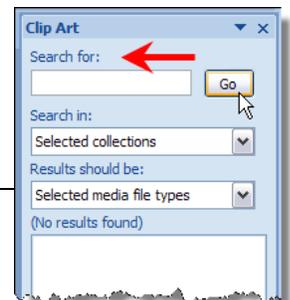


*NOTE: If you see an image with a round dot (image of a tiny world) in the lower left corner of the preview image, this means the image is available from the Internet. To select this image, you must be connected to the Internet.*

*NOTE: We will resize and move the clip art in a later section.*

**Exercise #4 – Changing the Slide Layout to Add Clip Art**

- 1) Navigate to Slide #3 – \_\_\_\_\_ name is **Marian**. You will notice that this slide does not have a pre-set clip art area. We will now change the slide layout to add one.
- 2) With the **Home** tab selected on the Ribbon, select **Layout** and choose **Title and Content** from the slide options.
- 3) Click on the **Clip Art** icon in the bottom center of the large box labeled: **Click to add text**.
- 4) The Task Pane will open on the right and in the **Search for:** field, type **female**.
- 5) Click the **Go** button.



- 6) Scroll down until you find a clip art of a female Physician. Once found, double-click on the graphic.
- 7) Click the **OK** button to add the clip art.

*NOTE: We will resize and move the clip art in a later section.*

What if you need more than one graphic on a slide? What if you did not choose the Title and Content slide from Slide Layout Task Pane? You can still add clip art to your slides. From the Insert tab on the Ribbon, you can click on Clipart or Picture and add additional images.

### Exercise #5 – Adding Clip Art from the Ribbon

- 1) Navigate to Slide #4: \_\_\_\_\_ names are Randy, Darla, John, and Kelvin.

*NOTE: Unlike the slide before, this one does not have a pre-configured area for clip art. Instead of changing the slide layout, we will add the clip art manually.*

- 2) Select the **Insert** tab on the Ribbon and select **Clip Art**.
- 3) In the **Clip Art Task Pane** on the right side of the screen, type **meeting** in the **Search for:** field.
- 4) Click the **Go** button.
- 5) You should see a clip art of people around a meeting table on the first row. Double-click the graphic to add the clip art.



*NOTE: We will resize and move the clip art in a later section of the handout.*

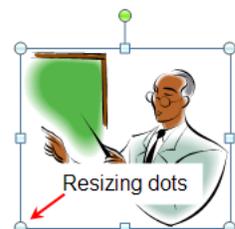
- 6) Save your presentation.

## Working with Clip Art

Once you have placed the clip art on your slide, you can modify the image. Basic modifications include resizing and moving the image. When you select any clip art, round re-sizing dots will appear at each corner and square handles will appear in the middle of each side of the image. These dots/handles allow you to resize the image. By using the handles in the middle of each side, you can make adjustments to the height or width independently. However, if you want to resize the image proportionally, you should use the corner resizing dots. Once the images are the correct size, they can be moved around simply by clicking and dragging the image around.

### Exercise #6 – Resizing and Moving Clip Art

- 1) Navigate to Slide #2: \_\_\_\_\_ name is Scott.
- 2) Click on the clip art.
- 3) Using one of the corner resizing dots, click and drag your mouse until the image is the desired size.



- 4) Release the mouse button.
- 5) To move the image, click and drag in the center of the image when you see the 4-headed arrow  until the image is in the desired location.
- 6) Release the mouse button.
- 7) Repeat as needed on Slides 3 and 4.
- 8) Save and preview your presentation.

## Using Design Templates

You will notice that the presentation you have built is rather plain – white background with black text. This is the most common way of creating presentations. However, you would probably want something a bit more colorful when you show a presentation.

You can quickly transform your presentation by using Slide Design Themes. Slide Designs Themes are professionally created background and font combinations that contain just the formatting for the slides. Some designs are installed with the software. When you are ready to apply a design, you simply select the Design tab on the Ribbon and select a Theme. The Theme can be modified by changing Colors and/or Background Styles.

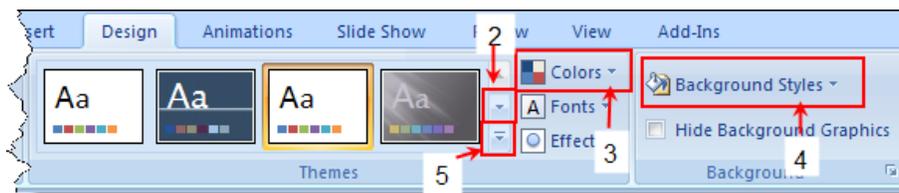
When you apply a Slide Design, you will be overwriting the Master settings for your presentation. Fonts, along with text and fill colors, will be overwritten as well. In other words, if you apply a design after you have taken the time to format all of your text, your hard work will be changed to match the template. Take this into consideration before applying your Theme.

If you want a larger selection of Slide Designs, download additional Designs from:  
<http://office.microsoft.com/en-us/templates/default.aspx> (See Appendix 2 for instructions on how to add additional PowerPoint Designs).



### Exercise #7– Apply a Slide Design to the Entire Presentation

- 1) Select the **Design** tab on the Ribbon.



- 2) Select a **Theme**. Point to each one you are interested in and the Live Preview will show you what it looks like on your slide. If you do not see anything you like

on the first row, use the drop-down arrow next to the Themes to view other choices.

- 3) To change the colors of your **Theme**, choose **Colors** and select something different.
- 4) If you would like to change the graphic of the background a bit, make a different choice under **Background Styles**.
- 5) Even more designs are available using the **More Themes on Microsoft Office Online** link, which you can find by clicking on the second drop-down arrow at the end of the Themes command

You can also change the Theme (Slide Design) for a specific slide rather than the entire presentation, if there is a good reason. Use this judiciously.

### Exercise #8 – Apply a Theme to a Single Slide

- 1) Select **Slide #1**.
- 2) Select the **Design** tab on the Ribbon.
- 3) Right click on the **thumbnail** of your chosen Theme and choose **Apply to Selected Slides**.

NOTE: If you added a new theme using the steps in Appendix 2, follow the steps there to find your newly added theme.

- 4) Click on the drop-down arrow and choose: **Apply to Selected Slides**.
- 5) Save and preview your presentation.

## Formatting Text

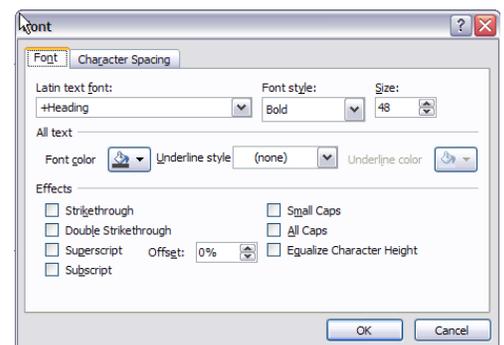
The text in PowerPoint can be formatted using Themes, manual formatting, or a combination of both. Formatting text works the same way it does in Word. To change the text formatting, you must have the text selected before you make

changes. Text can be formatted three ways: the Floating Formatting Toolbar, the Font group on the Ribbon or the Font Options dialog box. Although the floating formatting toolbar is faster, you will find more formatting options on the Ribbon or in the dialog box.

Once you are comfortable formatting text, you may be tempted to custom format all of the text. This can work against you. Using too many fonts or colors can cause your presentations to be “visually overloaded.” Here are some basic formatting recommendations when it comes to PowerPoint:



Floating Formatting Toolbar



Formatting Options Dialog Box

- Use upper and lower case text – not ALL CAPITALS.
- Make sure punctuation is consistent on all slides.
- Avoid using font sizes less than 18 pt.
- Avoid more than 6 bullet points on a slide.
- Avoid using more than 2 fonts per slide.
- Use contrasting colors for your text and background.

### Exercise #9 – Formatting Text using the Ribbon

- 1) Navigate to the First Slide.
- 2) Highlight the text **Possessive Pronouns**.
- 3) Change the font by selecting the Home tab and clicking on the font drop-down arrow  in the Font group.
- 4) Click on the **Font Color** button  to choose a new color for the text.

*NOTE: When formatting fonts and color, keep your audience in mind. Using elaborate script or very thin fonts often makes it very difficult for your audience to read the screen. Also, remember to use contrasting colors for your text and background. If the colors are too similar, your text will be unreadable to your audience.*

### Exercise #10 – Formatting Text using the Floating Toolbar

- 1) Navigate to Slide #4 - \_\_\_\_\_ names are Randy, Darla, John, and Kelvin.
- 2) Highlight the text in the title.
- 3) Use the floating toolbar and change the font size to 36.

*NOTE: If you want to see a “live preview” of your changes you will need to make your changes from the Ribbon.*

*NOTE: If you do not see the font size you want, simply type in the size you desire. (Example = 13) and press **[Enter]**.*

- 4) Save and preview your presentation.

## Using Animations

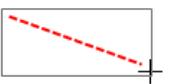
Another feature that can be used effectively in the classroom is Animation. Text animation is often used as a way to keep students or participants focused on the topic at hand. If you are working with a group of students on a cloze exercise, animation can be very effective as the missing word drops or flies into place. Graphic animations can provide visual emphasis for specific points or in a matching exercise. However, understand that there can be too much animation. Animation can be especially distracting and problematic for low level readers. Use

animation to emphasize – not just because it is cool and fun. Some examples for using animation are:

- 1) Teaching a language using simple songs
- 2) Presentations that provide questions then reveal the answers
- 3) Vocabulary matching exercises

From the Custom Animation Task Pane, you can add or change the type, start trigger, direction speed and order of the animation. With text, the Custom Animation screen can also control how much of the text comes in at one time and whether or not it dims after you move to the next animation.

### Exercise #11 – Adding a Text Box and Object Animations

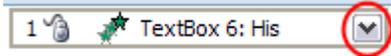
- 1) Navigate to Slide #2 – \_\_\_\_\_ name is Scott.
- 2) Select the **Home** tab if you are not still there. Locate the **Drawing** group and select the **Text Box** icon .
- 3) As you drag your cursor onto your slide, your cursor will change into an upside down “t” like this . Click hold and drag the cursor in a diagonal manner right above the cloze blank to form a box. 
- 4) Without doing anything else, type the word **His** in the box you just drew. 
- 5) Change the **Font Size to 36 or 40**, or something else larger. You can also change the color of the font if it seems appropriate.
- 6) Select the **Animations** tab on the **Ribbon** and locate the **Animations** group. Now select **Custom Animation**. 
- 7) With the “His” text box still selected, click the **Add Effects** button in the Task Pane that opened on the right side of your screen. 
- 8) Point to **Entrance** and choose the **Fly In** effect.
- 9) In the **Task Pane**, change the **Direction** to **From Top**. Change the **Speed** to **Fast**.
- 10) To see how this presentation will work, save your presentation and go into **Show Mode**.
- 11) Repeat steps 2-9 on Slides 3 and 4, inserting the correct words.

### Exercise #12 – Adding Sounds to Animations

- 1) Navigate to Slide #2.
- 2) Find the **Text Box: His** animation listed in the Custom Animation Task Pane.

*NOTE: If you click inside or on an object, it will be highlighted in the task pane.*

- 3) Click on the drop-down arrow for it in the task pane.



- 4) Choose **Effect Options...**
- 5) Click on the drop-down arrow for the **Sound** option and choose **Drum Roll**.

*NOTE: This dialog box allows more advanced controls over the animation. Explore these options at your leisure.*

- 6) Click the **OK** button.
- 7) To see how this presentation will work, save your presentation and go into **Show Mode**.

When you add animations to your presentation, you will be affecting the number of times you will need to click to advance to the next slide. Unless you have set timings for each animation, PowerPoint will pause advancing to the next animation or slide until you either click your mouse or use your keyboard to advance. For each animation on a slide, you add another click before you can continue to the next slide.

### Exercise #13 – Running your Presentation with Animations

- 1) Start your presentation in Show Mode by selecting **Slide #1** and clicking the **Slide Show** button  in the bottom right corner of the screen.
- 2) On Slides #2-4, you will need to click one extra time to get the missing word to drop into place.
- 3) Continue clicking to advance to the end.

## Deleting a Slide

Even beginners need to know how to “undo” something they do not want any longer. It is easy to delete a slide.

### Exercise #14 – Deleting a slide

- 1) Navigate to the slide you want to delete and select it.
- 2) With the **Home** tab selected, locate the **Slide** group and select the **Delete** icon. That's it.

With the information you learned from this workshop, you should be able to return to your workplace and begin the creative process of building PowerPoint presentations. The only limitation to what you can build is what you can imagine!

## OTAN Support

If you have trouble with anything you learned in this workshop, feel free to contact the instructor by phone or email.

If you are having trouble finding something on any of the OTAN Web sites, call OTAN for assistance at 800-894-3113 (CA Only) or 916-228-2580. Our reference and/or support staff will assist you - Monday through Friday, 8:30 am - 4:30 pm (excluding holidays).

You can also email your questions and/or support requests to: [support@otan.us](mailto:support@otan.us)

## On-line Evaluation

Please follow these steps to fill out the OTAN online evaluation form for the class you participated in:

### Your Workshop Evaluation

- 1) Sign-in to the OTAN Evaluation site: <http://dev.otan.us/dev/otaneval/>
- 2) Select your workshop from the list provided.



Please select the date and title of your workshop:

- 11/17/2006 - Creating Lesson Plans Online - Diana Batista
- 11/17/2006 - Advanced PowerPoint 2003 for Adult Education - Linda Swanson
- 11/17/2006 - Beginning PowerPoint 2003 for Adult Education - Scott Dowell

- 3) Rate each statement A through F or N/A.
- 4) Type in any comments in the suggestion box provided at the bottom of the form.
- 5) Click on the **Submit My Evaluation** button.

## Appendix 1 - Additional PP Tutorials

The Web sites listed below provide more training in PowerPoint or are examples of presentations used by other teachers.

### PowerPoint Training Online

PowerPoint 2007 Courses from Microsoft (The basics and beyond)

<http://office.microsoft.com/en-us/training/CR100654571033.aspx>

<http://www.otan.us/lswanson/pptutorials.htm> (PP 2003)

Florida Gulf Coast University – PowerPoint 2007 Tutorials (Good basic – intermediate info.)

<http://www.fgcu.edu/support/office2007/ppt/index.asp>

Echosvoice.com – PowerPoint 2007 Tutorials (Beyond the basics for people who want to know more.) [http://www.echosvoice.com/2007\\_tutorials.htm](http://www.echosvoice.com/2007_tutorials.htm)

Marrutt Software Training ( A few free video tutorials. Beyond that you have to pay for these.)

<http://www.softwaretrainingtutorials.com/powerpoint-2007.php>

University of California, San Diego – Tutorials (Click the link to Powerpoint 2007 Basics. This is an 81 page MS Word 2007 document, so you must have MS Office 2007 to open it.)

<http://dss2.ucsd.edu/sscf/tutorials.html>

There are many other tutorials online. Just Google **Tutorials “PowerPoint 2007”** and you will find hundreds.

### Tools for Microsoft Office

Updates for Microsoft Office

<http://office.microsoft.com/en-us/officeupdate/default.aspx>

### Examples of Presentations:

Using PowerPoint for ESL Teaching

<http://iteslj.org/Techniques/Fisher-PowerPoint.html>

EFL/ESL Lessons Using PowerPoint

<http://iteslj.org/t/ppt/>

PowerPoint Presentations for Spanish Classes

<http://tpduggan.tripod.com/powerp.html>

## Appendix 2 – Installing PowerPoint Designs

PowerPoint comes with a number of stock designs. However, you may not find the look you want for your presentation. Luckily, Microsoft currently offers 28 additional free themes to download directly from their Web site. Elsewhere on the Microsoft Web site you can also find templates for pre-designed calendars, certificates and awards, images and quotes, and much more.

### Exercise #15 – Adding PowerPoint Design Themes

- 1) Click the **More** button  next to the Theme thumbnails. Choose **More Themes on Microsoft Office Online**.
- 2) Select a Theme you like. On the page that opens, you will find a **Download** button. Click it. The download will take place automatically.

*NOTE: If this is the first time you have downloaded a template, the End-User License Agreement screen may appear before you can continue. Read the Agreement and click on the **ACCEPT** button to continue. Use also may have to validate that you have an official Microsoft License before downloading anything from the Microsoft Web site.*

*Microsoft Windows XP Service Pack 2 Warning: If you have Microsoft Windows XP Service Pack 2 loaded on your computer, you may experience problems downloading templates. This site uses ActiveX controls to download and install the clip art on your computer. Microsoft Windows XP Service Pack 2 blocks ActiveX controls from being installed by default. If you wish to allow this ActiveX control to be installed, look for instructions in a yellow box at the top of the browser window. This information box will allow you to accept the installation of the required ActiveX control.*

- 3) To find the new Theme, select the **More** button again. Look in the **Custom** section to see the new theme you just downloaded.
- 4) To look for other templates, click the **Templates** tab on the **Office Online** site. Scroll down to the **Browse Industry and Seasonal Categories** section and choose **Education**. On the next page, use the **Filter** in the left hand column to find templates that are used with PowerPoint.

*NOTE: Before you choose a template, make sure you read the Version information for the template. Some templates require that you have the most current version of PowerPoint loaded to use the file.*