

“And The Survey Says...”

1. “I’d love a refresher...and then a chance to do one on my own...”
2. “With review I think I can get a slide & write on it... I need instruction in inserting clip art or photos... Sound is new... I vaguely remember that there are different ways to transition.”
3. “I have never used PowerPoint at all; I've just seen PowerPoint presentations and would like to learn the basics.”

Learning Objectives

1. We will be able to identify effective uses for PowerPoint in our classrooms.
2. We will be able to construct a PowerPoint slide show, using graphics, animation, and transitions.

Why PowerPoint?

1. We can enhance lessons visually.
2. We can create handouts.
3. We can create interactive lessons.
4. We can present out ideas in an organized manner.

[Framing Ideas](#)

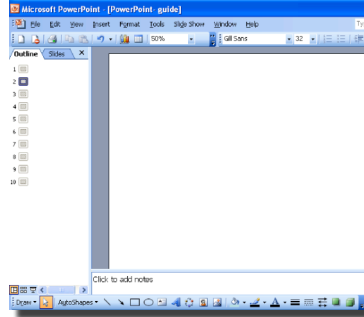
[Promoting Interactivity](#)

Examples

[Assisting Visual Learners](#)

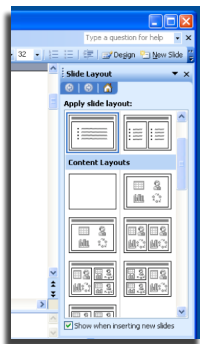
The Window

1. The “design” menus: *Format, Tools.*
2. The action/movement menu: *Slide Show.*



Building a Layout

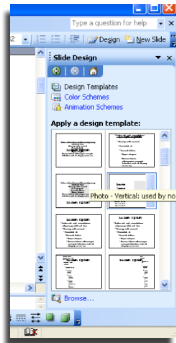
1. A first important step: decide the “look” of the slide.
2. Choose different layouts by going to *Format menu and Slide Layout.*
3. Select a layout and click “apply.”



Text

1. Insert text by going to *Insert menu* and choosing *Text Box*.
2. Change appearance of text by going to *Format menu* and selecting *Font*.

Slide Design



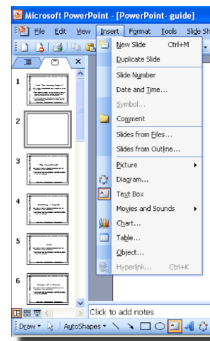
1. Similar to changing the layout of a slide, to alter the design of a slide, go to *Format menu* and choose *Slide Design*.
2. Select a design and click "apply."

Let's Do It!

The “Artful Slide”

(Inserting Clip Art)

1. Insert “pre-fab” graphics by going to *Insert menu* and choosing *Picture, Clip Art..*
2. Insert your own graphics by going to *Insert menu* and choosing *Picture, From File (choose your file).*



The “Artful Slide”

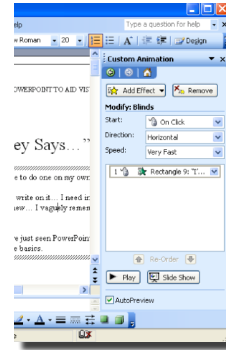
(Finding Art on the Web)

1. Locate graphics by going to major “image storehouses” like “[AltaVista.com](#)” or “[Google](#).”
2. Use mouse and *Right Click* images and place them on the desktop for later use.

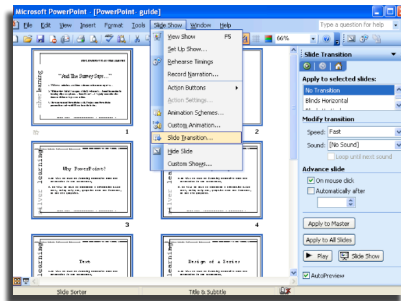
Review and Pause

Animating Objects

1. Animate any object (border, text, graphics) by going to *Slide Show menu* and choosing *Custom Animation*.
2. Select object and choose from options by clicking *Add Effect*.



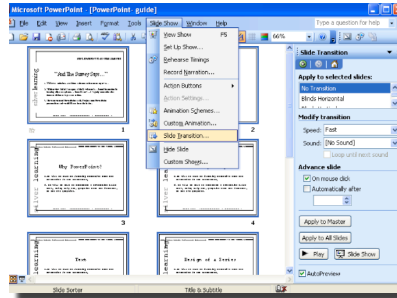
Slide Transitions



1. SUGGESTION- go to *View menu* and select *Slide Sorter* to view entire show.
2. Go to *Edit menu* and select *Select All*.

Slide Transitions

1. Go to *Slide Show* menu and select *Slide Transition*.



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Advanced Tips

1. Use the *Insert menu* to include links to website or files (including videos).
2. Use *Slide Show menu* to include buttons that can trigger effects.
3. When viewing show, roll mouse across lower-left portion of screen to display "toolbar."
4. More tips- see handout.

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silver learning

Let's Do It!