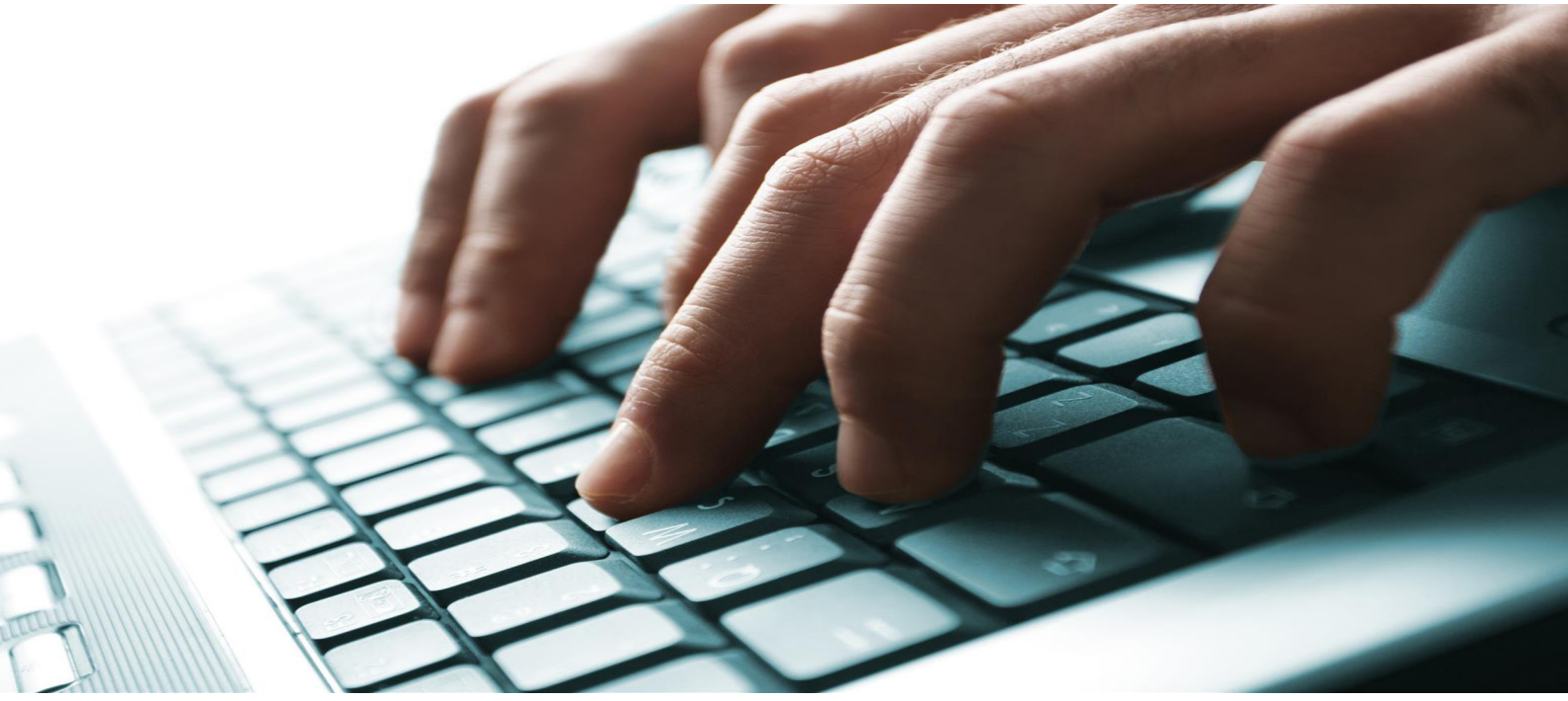


Working With Microsoft PowerPoint



Powerpoint Basics

Inserting a Graph

Inserting a Sound

Saving your document at EIT

Inserting a Picture

Inserting a Video

Saving to a USB Memory Stick



Want more information?
974 8000 ext 6045
twist@eit.ac.nz

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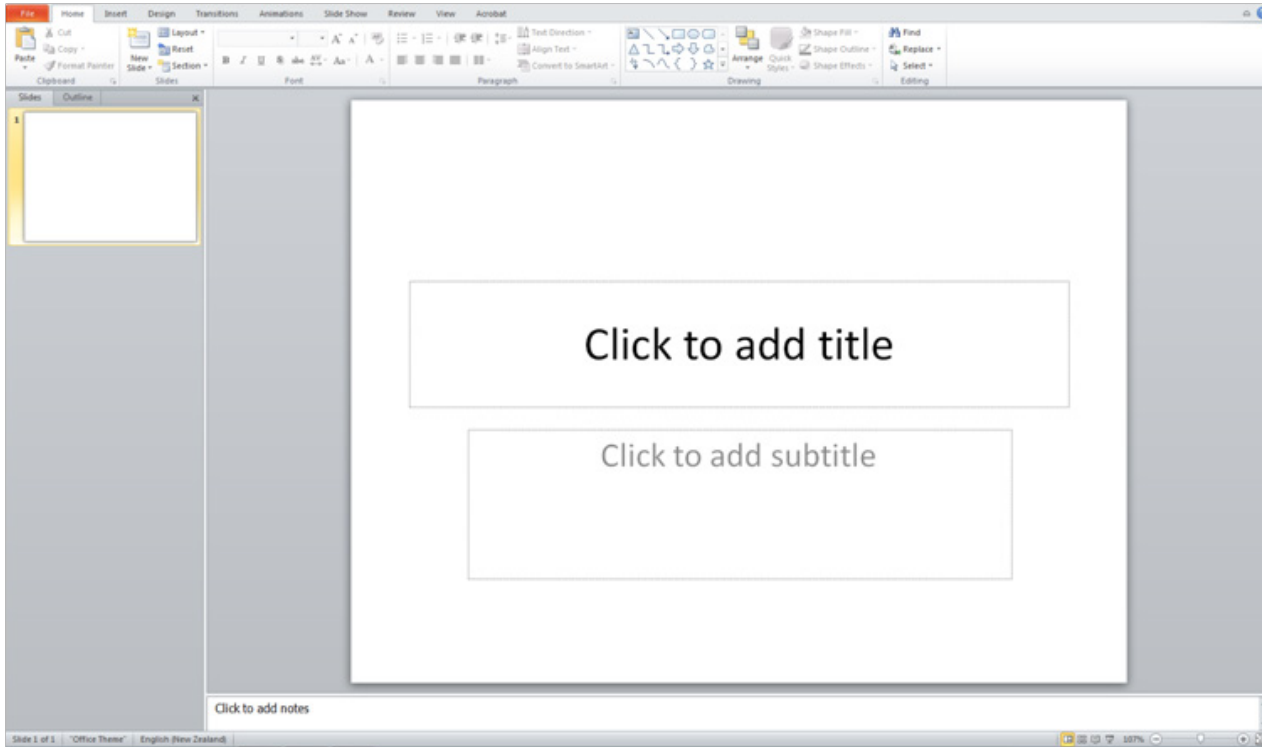


EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Powerpoint

Powerpoint Basics

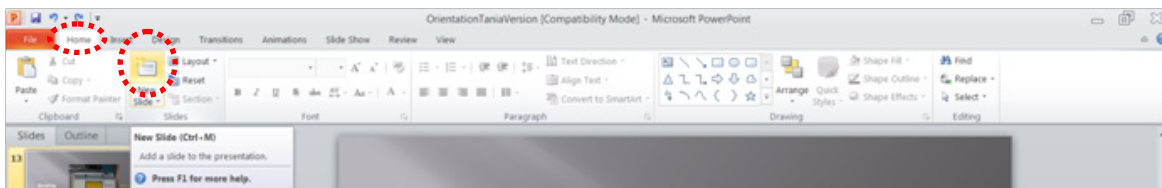
Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.



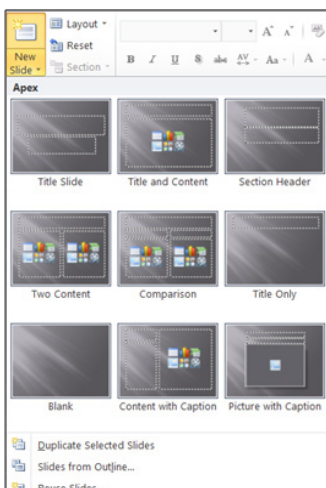
This is the standard first slide of a PowerPoint presentation.

Inserting a New Slide

Home << **New Slide**



Choose the Layout required, the layouts are pre-set but can be customised as needed



Views

There are four different views in Powerpoint:

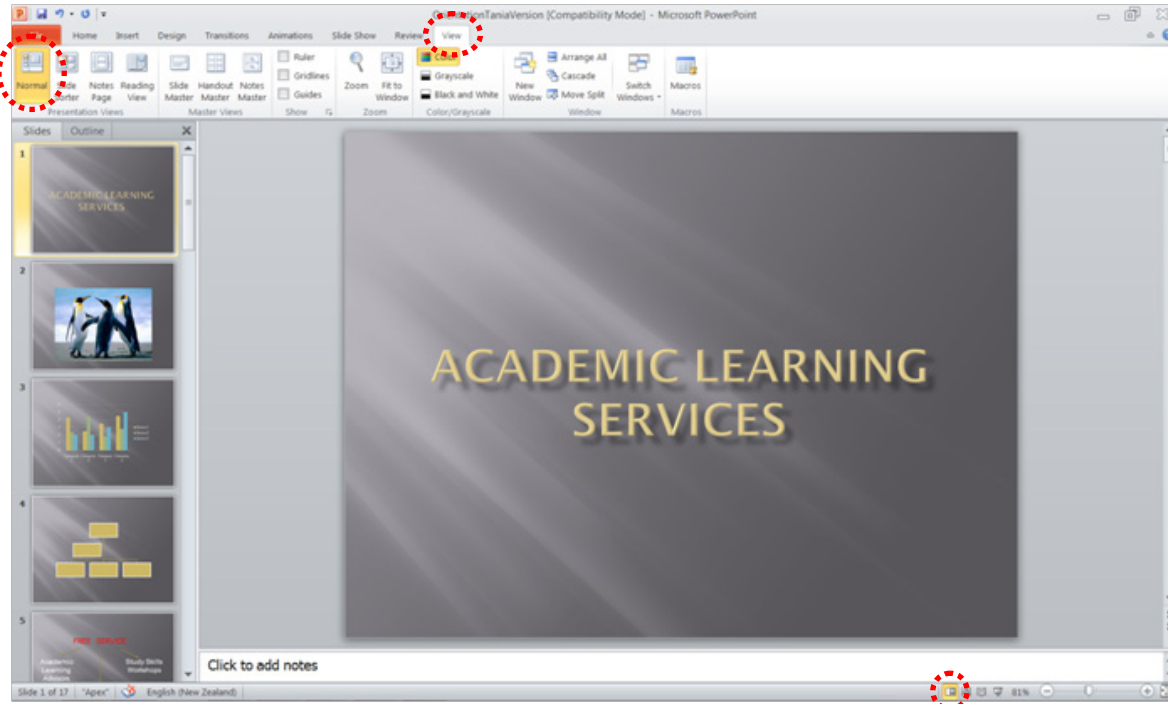
- Normal
- Slide sorter
- Notes page
- Slide show

Each view is used for a different step in creating your Powerpoint presentation.

Normal View

View >> Normal

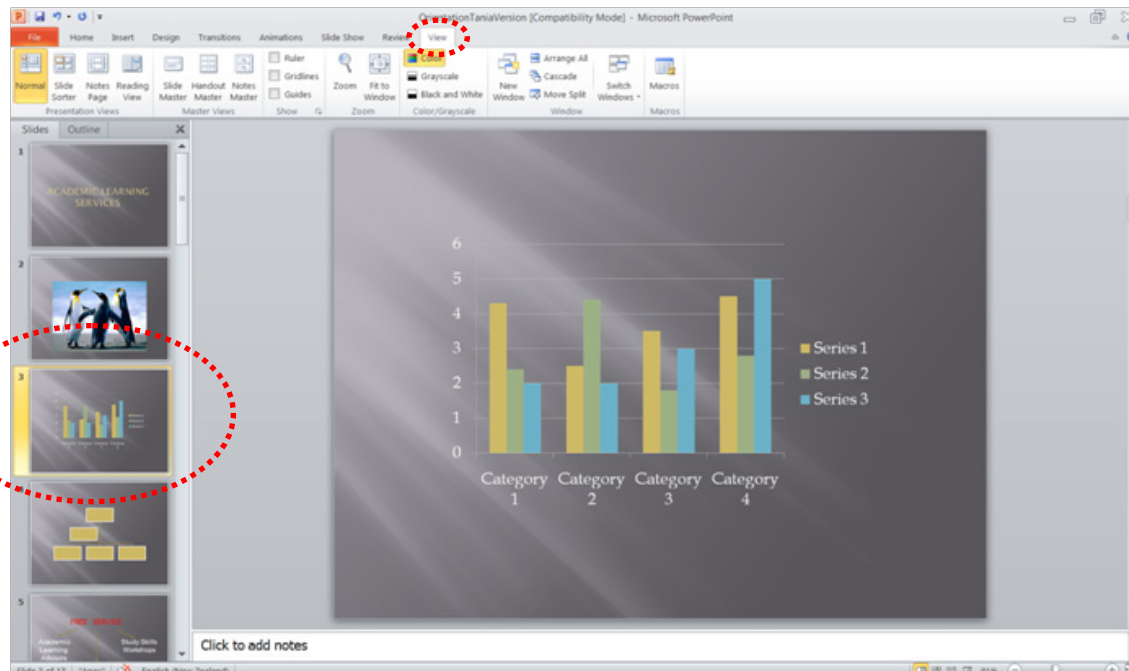
This view is used when creating and designing your slides.



NB: This view can also be altered using the icons at the bottom of the page on the task bar.

Selecting a Slide

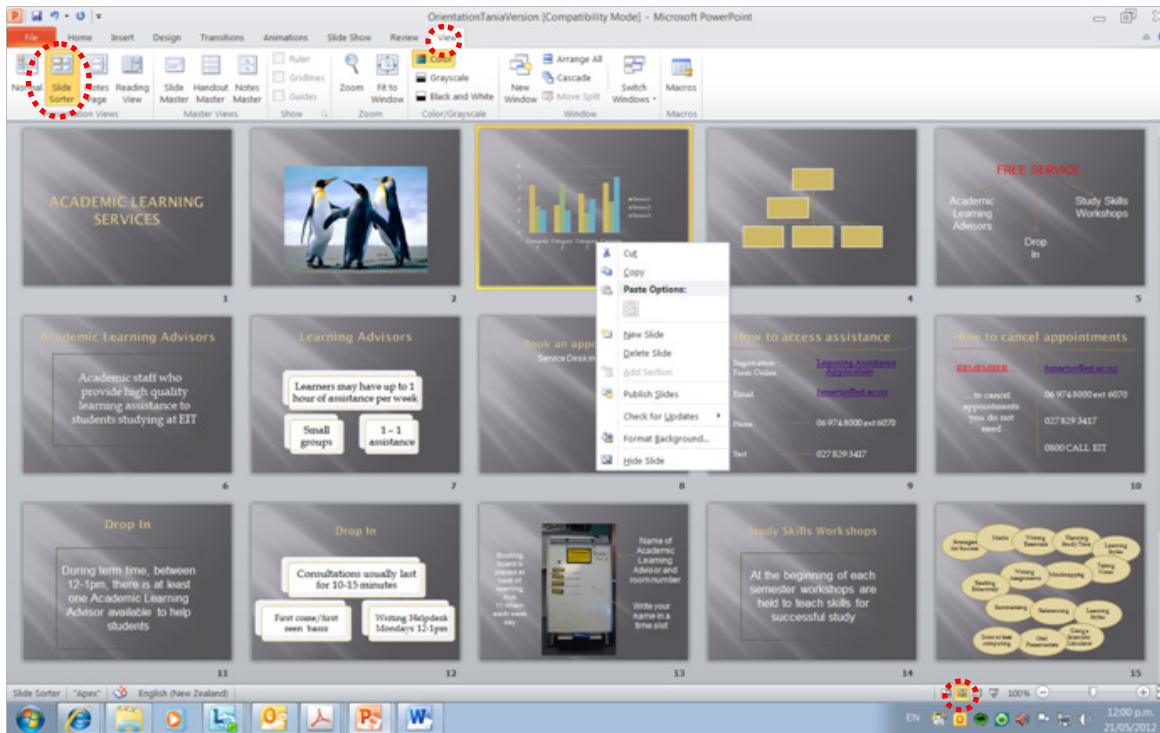
To select a slide, click the slide in the slides panel (a thick borderline appears around the slide).



Slide Sorter View

View >>Slide Sorter

This view is good to use when organising your slides. Use when you want to delete, copy, paste or move your slides.



Deleting a Slide

Select the slide that you would like to delete and press the Delete key on the keyboard OR right click on the selected slide and select Delete Slide from the menu.

Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select Copy from the menu.

Pasting a Slide

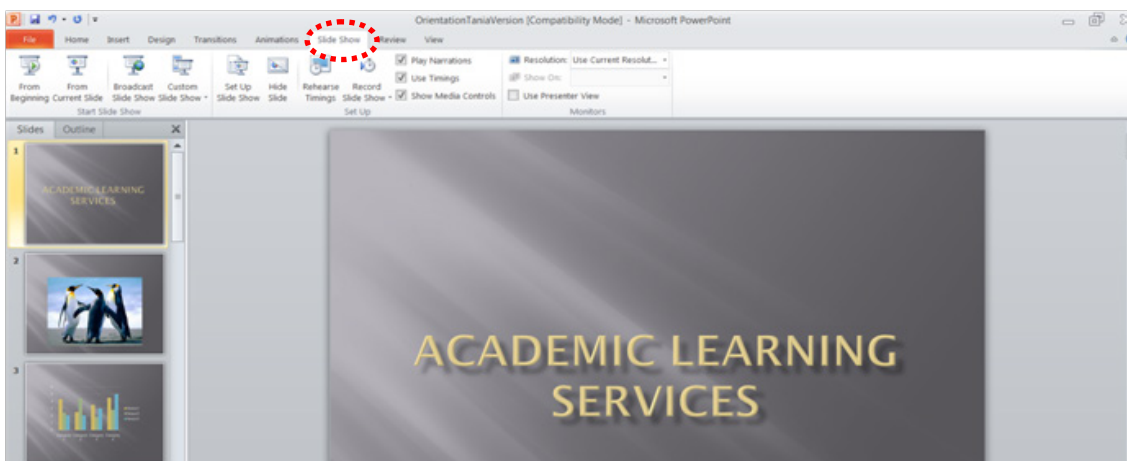
Position your cursor where you want to paste the slide (eg. between 6 & 7) << Ctrl + V

Moving a slide

After creating a Powerpoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

Slide Show

View >>Slide Show



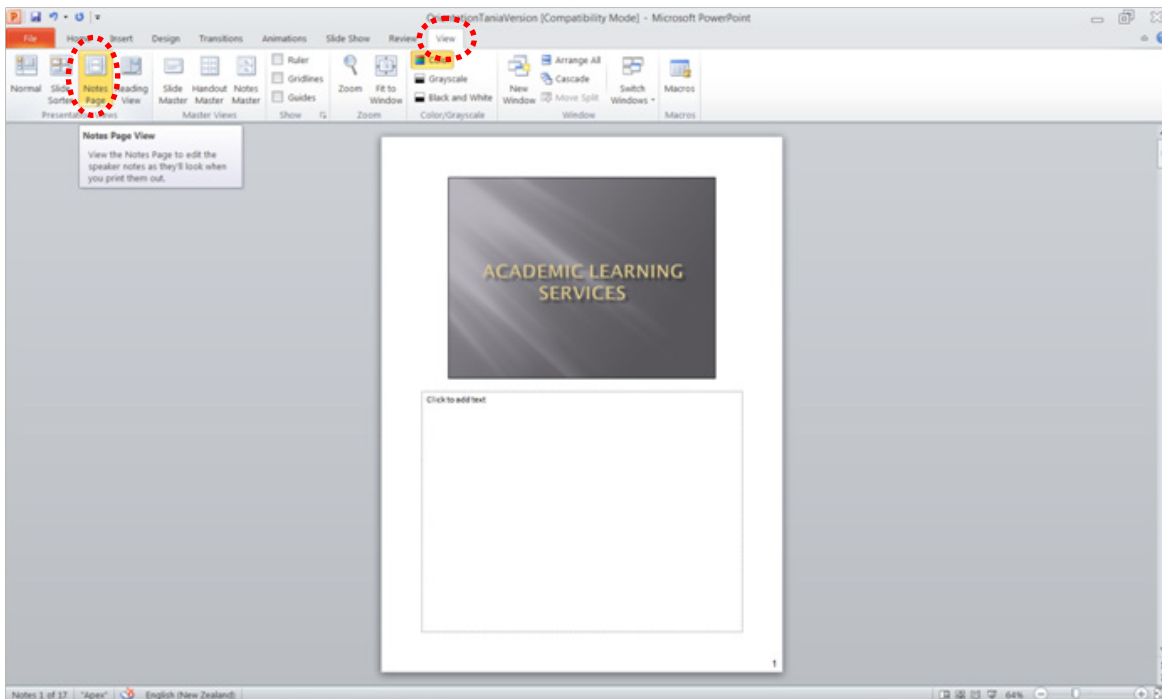
It shows your presentation in full screen. It can also be used to check any animations, transitions or timing at the final stage of preparation for your presentation



NB: Press ESC key to return to normal view.

Notes Page

View >> Notes Page



NB: You can add and view your notes for each slide.

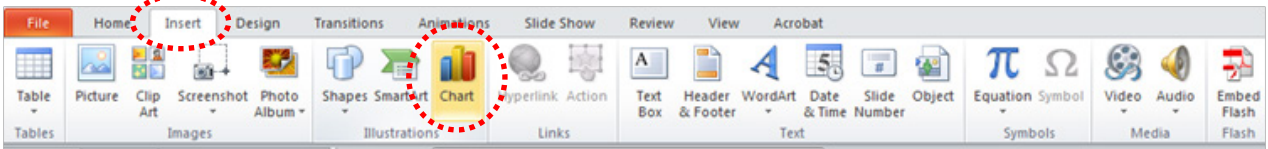


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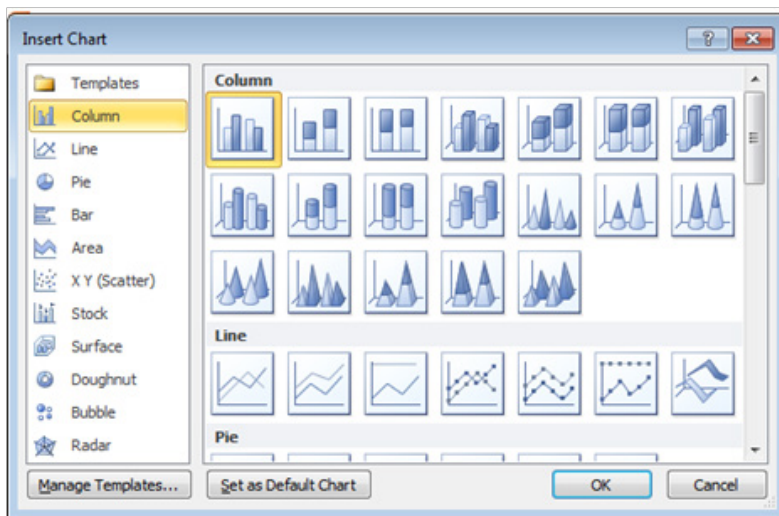
Powerpoint

Inserting a Graph

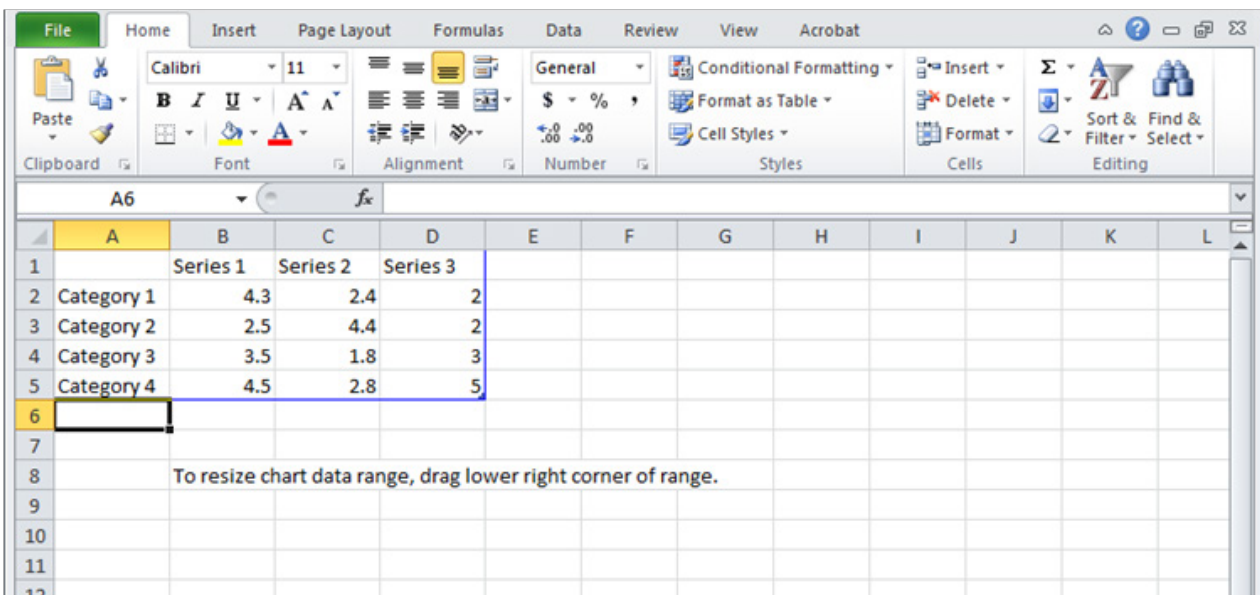
Select the slide you are going to put the chart on
Insert << Chart



Choose the type of chart you want to use << **OK**



An excel window will open, so that you can edit / enter the data in your chart



NB: If the table disappears, right click on your chart >> **Edit Data** and the table will appear again.



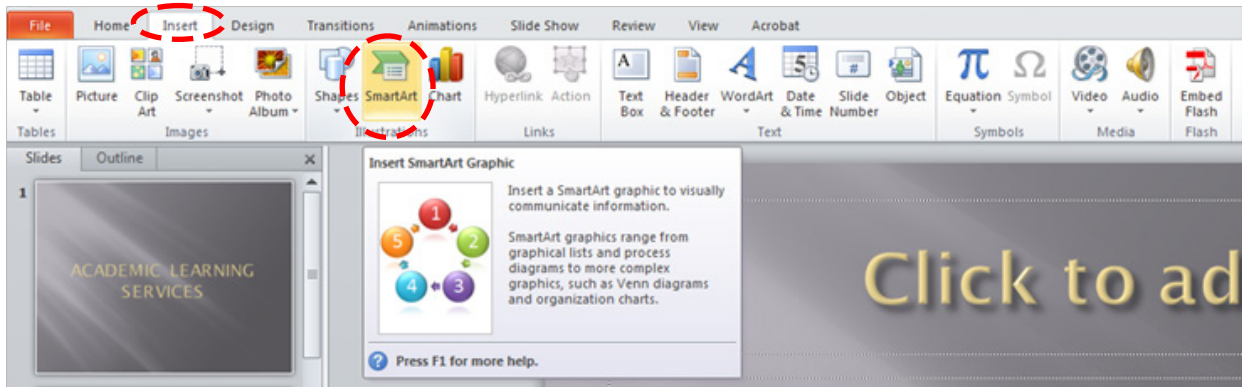
NB: To change your chart type, right click on your chart >> Click on **Change Chart Type**



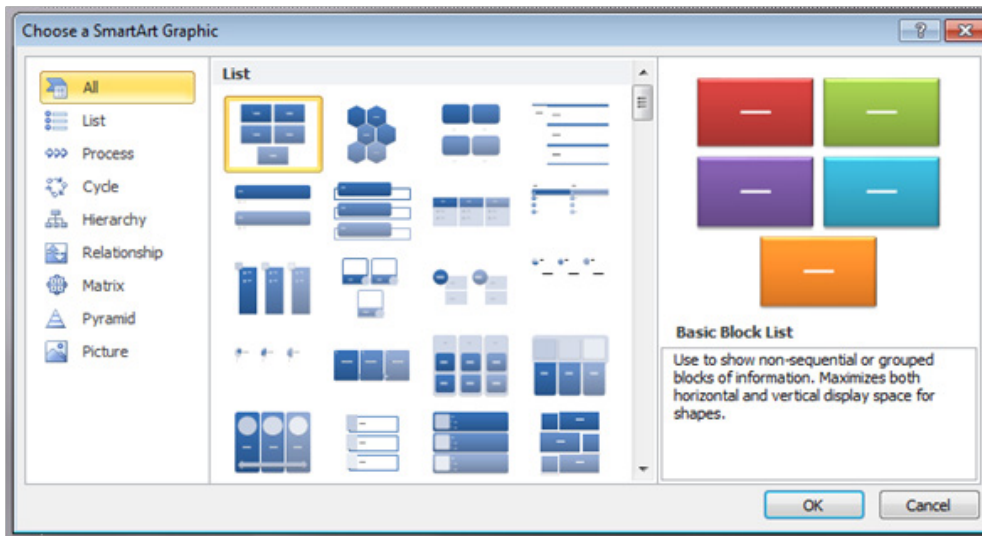
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Powerpoint Inserting a Diagram

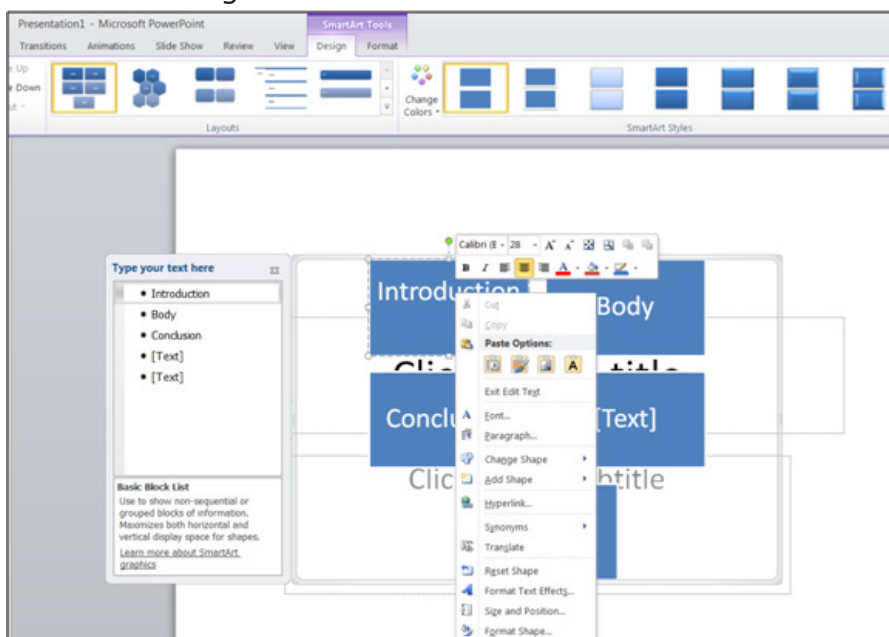
Choose **Insert >> Smart Art**



Choose a Diagram type << OK



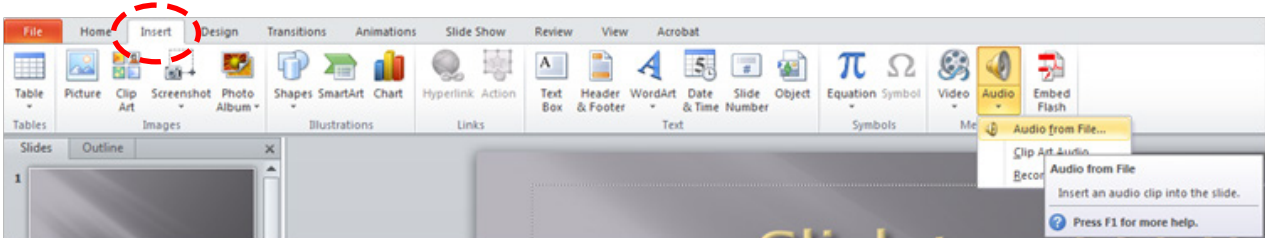
Click on the objects within the diagram to edit them.



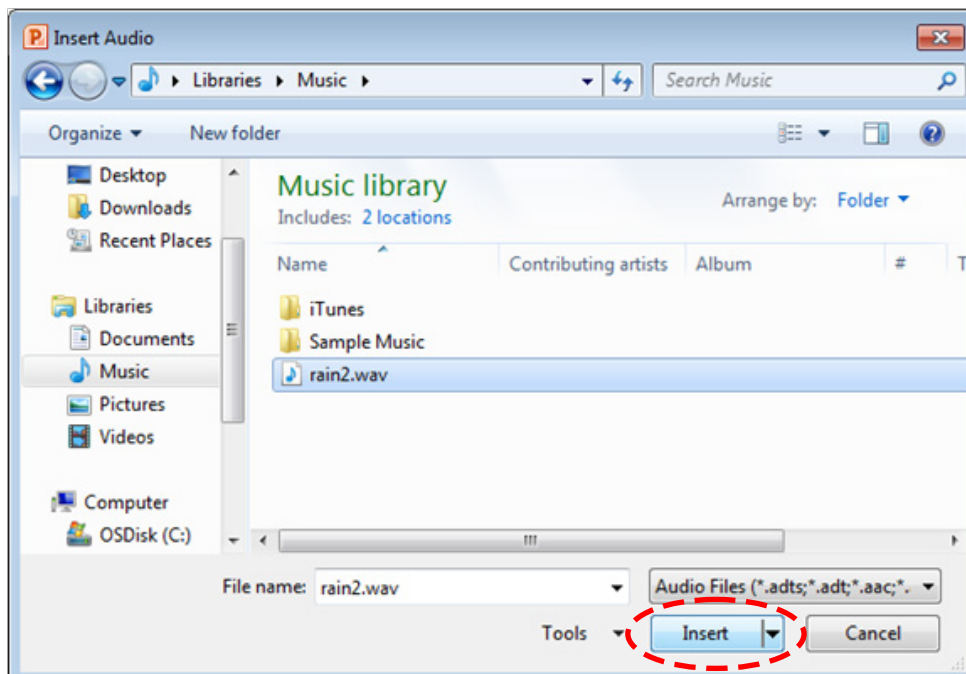
NB: Right click on the objects to change their properties.

Powerpoint Inserting a Sound

Select the slide you are going to put the sound on
Insert << Audio >> Audio from File



Browse for your sound file >> **Insert**



When you click on the sound icon your sound will start playing automatically.



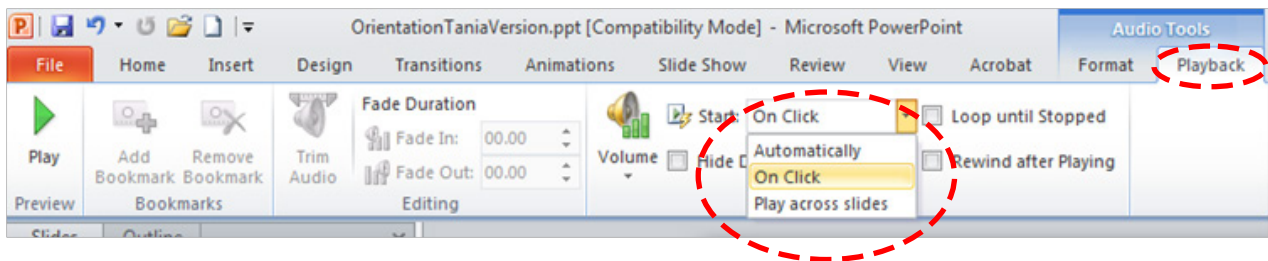
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To move your sound icon out of the middle of your powerpoint>> Click on the icon >> move it to where you want it placed.



To change the playback of your sound:

Click on the **Playback** tab << **Start** dropdown box << select **Automatically, On Click or Play across slides**



If you chose **Automatically**, your sound will play straight away.

If you chose **On Click**, you will need to click on the sound icon.

If you chose **Play across slides**, when you click on your sound icon your sound will continue to play across all slides.



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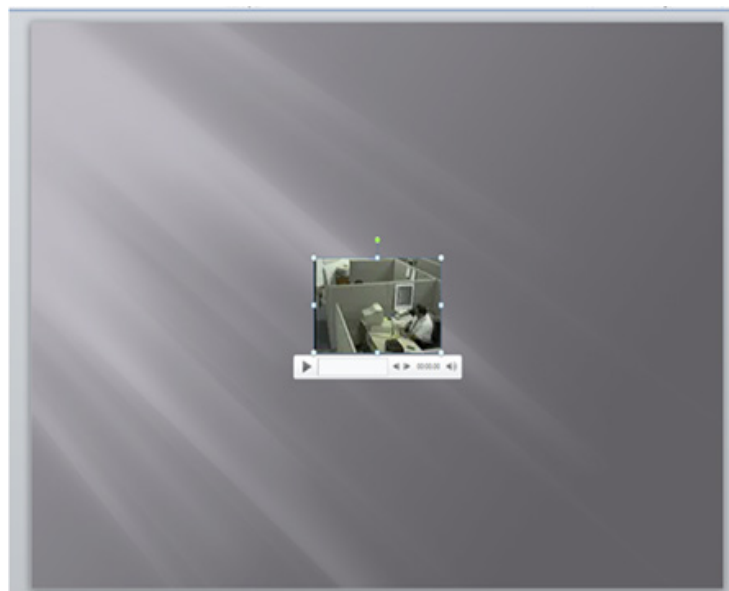
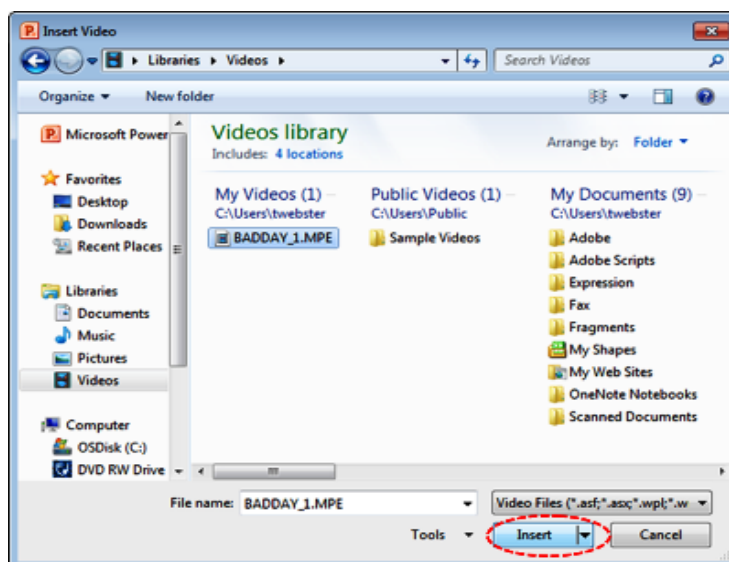
Powerpoint Inserting a Video

Select the slide you are going to insert a video into.

Insert >> Video >> Video from File



Browse for your video >> **Insert**



To change the playback of your video:

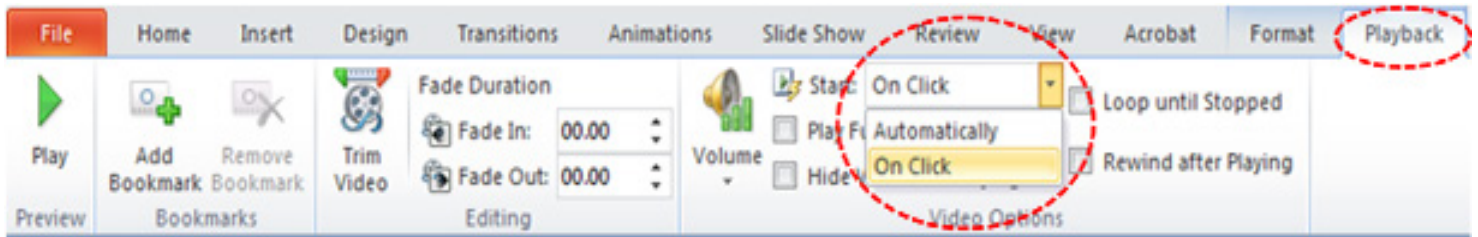
Click on the **Playback** tab

Click on the **Start** dropdown box

Choose between **Automatically** or **On Click**

Automatically will play your movie clip straight away

On Click means you have to click on your movie clip to get it to play

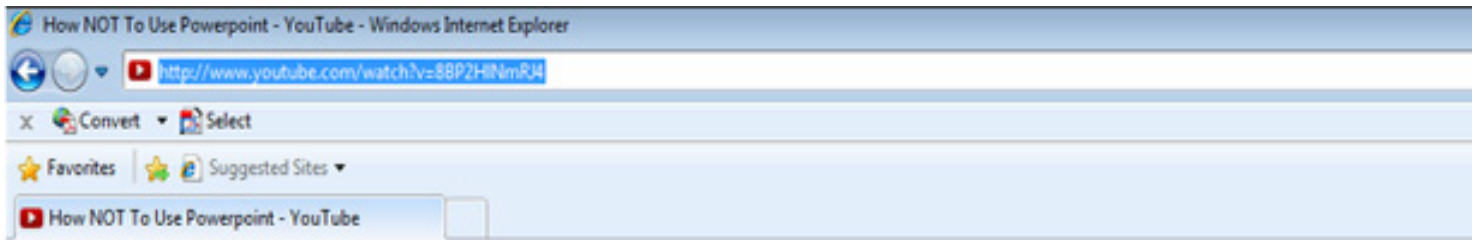


Inserting a Video from YouTube:

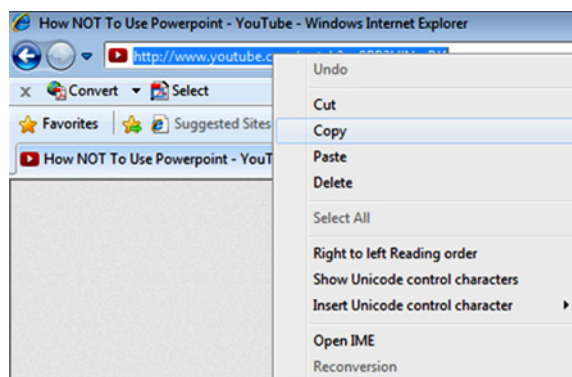
The safest way to use a video from YouTube is to hyperlink it to your slide; **do not** embed the file as this can breach the Copyright Act 1994.

Find the video you want to link to

Click in the address bar, to copy your video link



Press Ctrl C (Copy) **OR** Right click and choose Copy



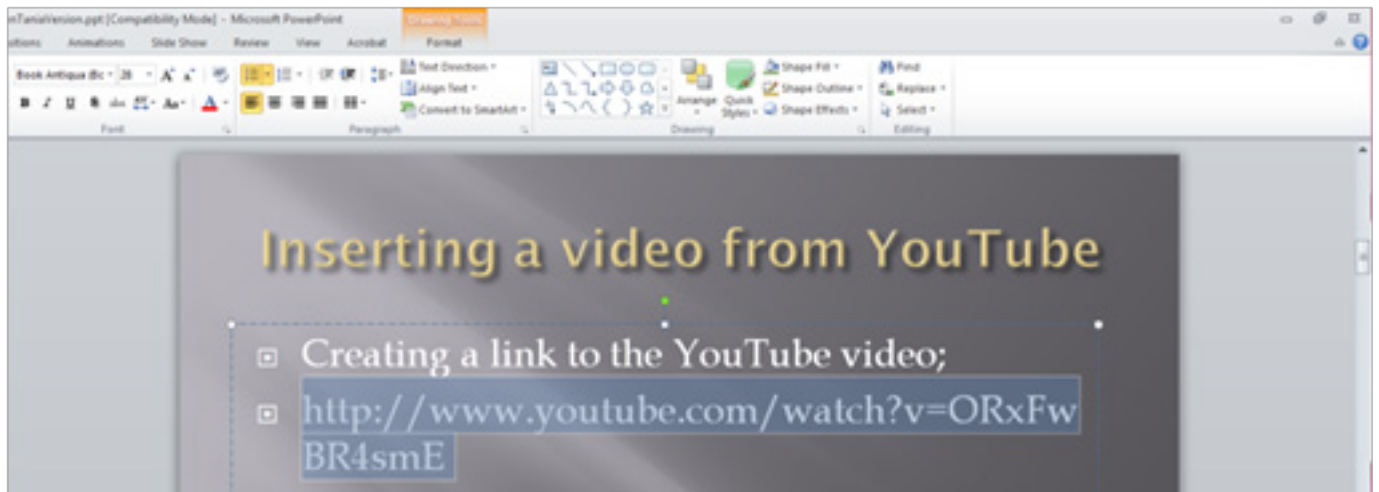
Go back to your PowerPoint slide

Click where you want to place your video link

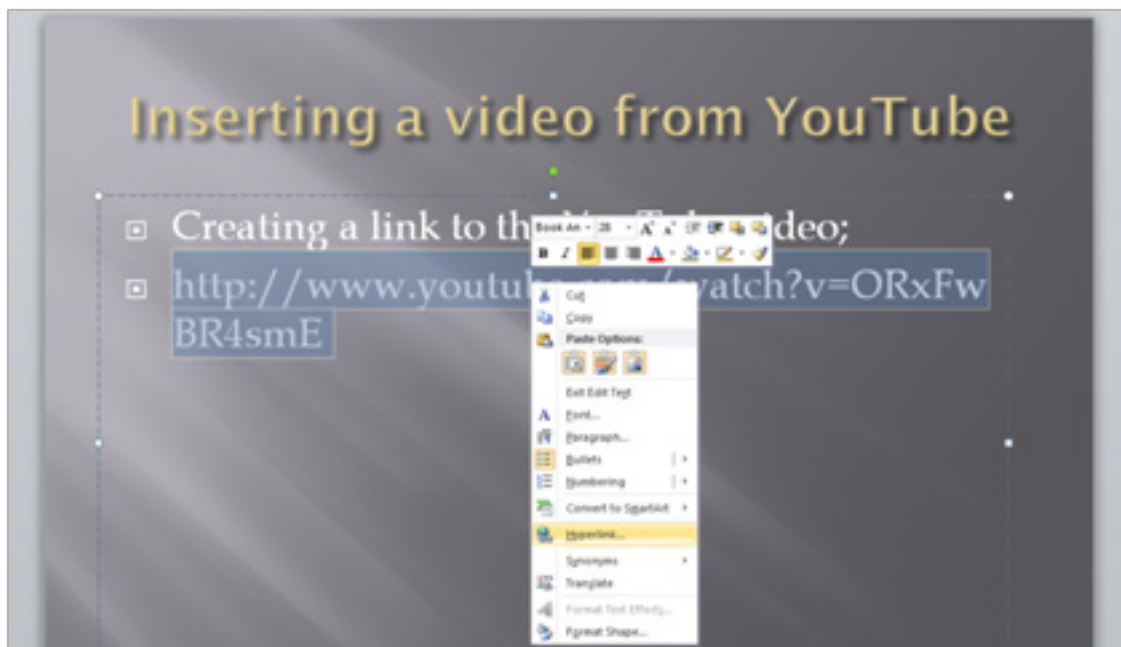
Press Ctrl V (Paste) **OR** Right click and choose Paste



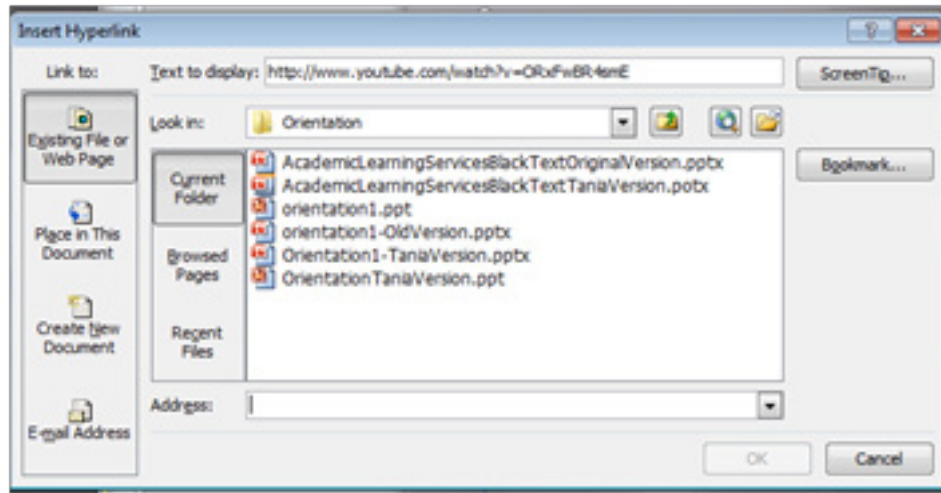
Highlight the link - <http://www.youtube.com/watch?v=ORxFwBR4smE>



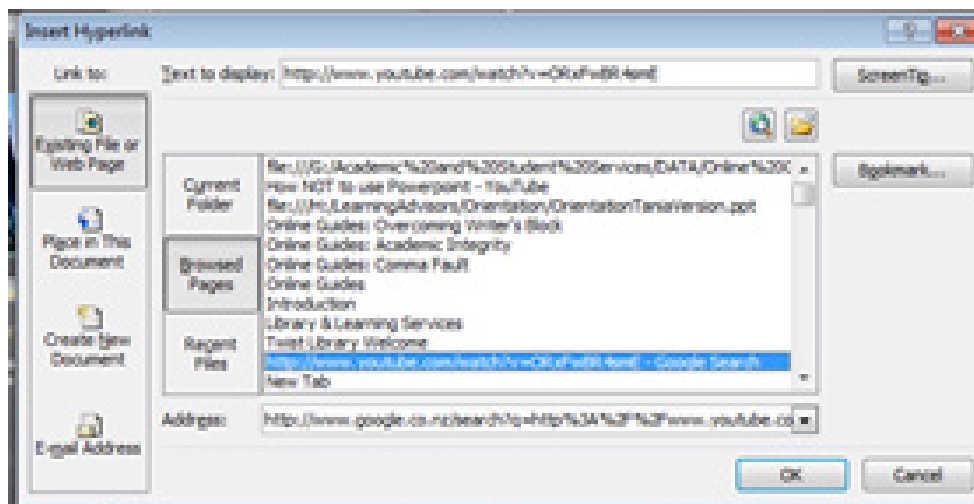
Right click on the link and choose hyperlink



The following dialogue box will appear;



Choose **Browsed Pages** << select your **YouTube video link**



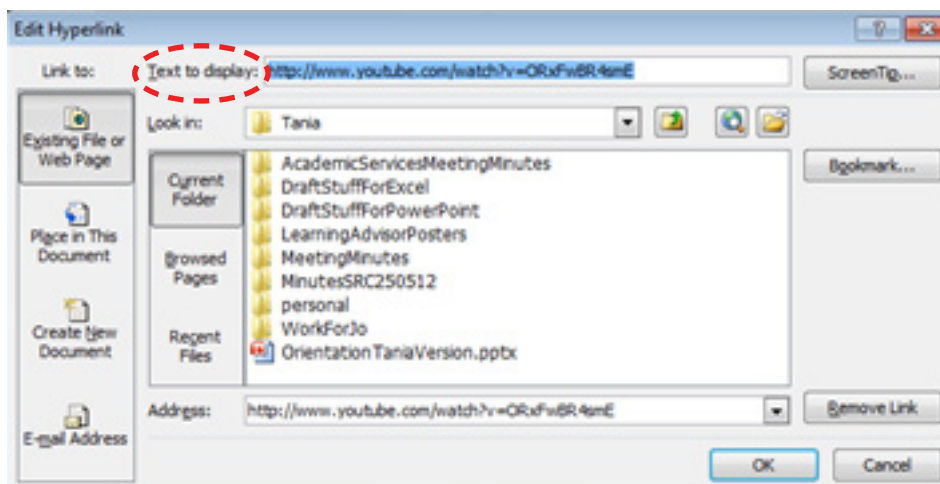
The hyperlink will change colour



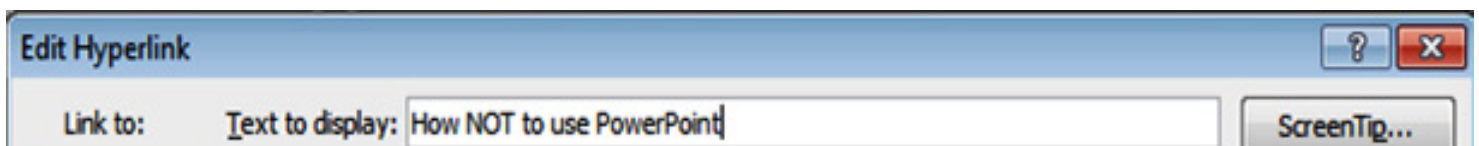
You can also edit the text of the hyperlink to make it more relevant
Right click on your hyperlink



Choose to **Edit Hyperlink**
The following dialogue box appears
Select **Text to display**



Type in your text e.g. How NOT to use PowerPoint





Adding Action Buttons to your Presentation

By adding action buttons to your presentation you can tell a movie or sound to play or you could use an action button to navigate to another slide in your presentation.

Action Buttons

Insert >> Shapes >> Action Buttons

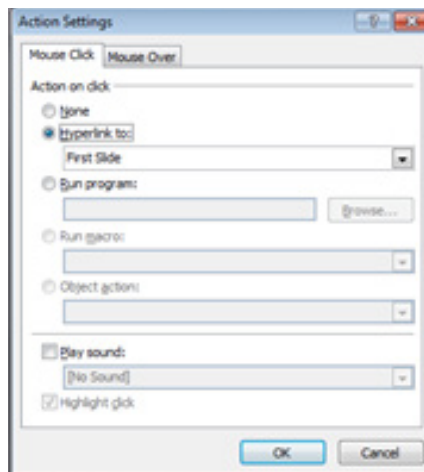


Choosing a button

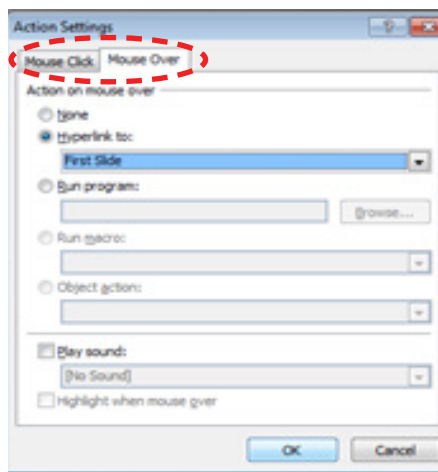
Once you have chosen your button you will notice the mouse pointer has changed to +
Move your mouse onto your slide and click and drag to make your button



The action button dialogue box will now show, this is to enable you to choose the settings you want for your button



Choose which tab you want to use; **Mouse Click** or **Mouse Over**



Choose which action you want and click **OK**

