Office PowerPoint 2010

Lab 1

Creating a Presentation

Objectives

1. Use a template to create a presentation
2. View and edit a presentation
3. Copy and move selections
4. Move, copy, and delete slides
5. Move, demote, and promote items
6. Use a numbered list
7. Check spelling

Objectives

8. Size and move placeholders
9. Change fonts and formatting
10. Insert and modify clip art
11. Run a slide show
12. Document a file
13. Preview and print a presentation

Concept Preview

1. Slide
2. Spelling Checker
3. AutoCorrect
4. Layout
5. Graphics

Outline

- Starting a New Presentation
  - Developing a Presentation
  - Exploring the PowerPoint Document Window
  - Entering and Editing Text
  - Inserting a Slide
  - Opening a Presentation Template
  - Moving Among Slides
- Editing a Presentation
  - Using the Outline Tab
  - Correcting Errors

Outline

- Editing a Presentation (cont.)
  - Copying and Moving Selections
  - Moving, Copying, and Deleting Slides
  - Moving, Demoting, and Promoting Bulleted Items
  - Splitting Text Between Slides
  - Creating a Numbered List
  - Moving, Demoting, and Promoting Numbered Items
  - Saving a Presentation
  - Opening an Existing Presentation
- Using Spelling Checker

Outline

- Using Slide Sorter View
  - Selecting and Deleting Slides
  - Moving Slides
  - Selecting a Slide Layout
  - Changing a Placeholder
  - Sizing a Placeholder
  - Moving a Placeholder
  - Adding and Removing Bullets
- Formatting Slide Text
  - Changing Fonts
  - Changing Font Size
  - Applying Text Effects

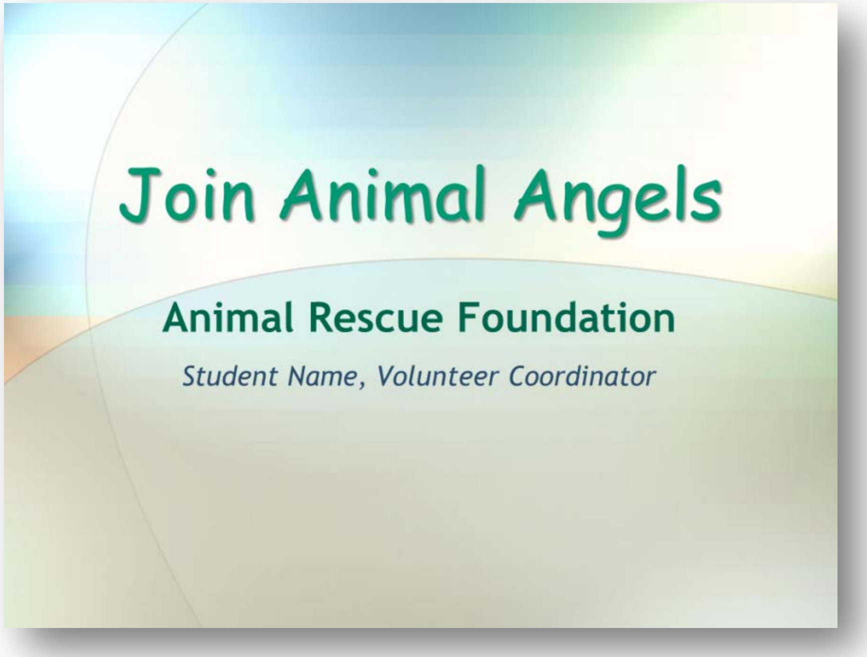
Outline

- Working with Graphics
  - Inserting a Graphic from the Clip Organizer
  - Sizing and Moving a Graphic
  - Adding Graphic Effects
- Rehearsing a Presentation
  - Using Slide Show View
- Documenting a File
- Previewing and Printing the Presentation
  - Printing a Slide
  - Printing Handouts
  - Printing an Outline

Outline

- Exiting PowerPoint
- Summary
  - Key Terms
  - FAQs
  - Discussion Questions

- Developing a Presentation
- Exploring the PowerPoint Document Window
- Entering and Editing Text
- Inserting a Slide
- Opening a Presentation Template
- Moving Among Slides



Join Animal Angels

Animal Rescue Foundation

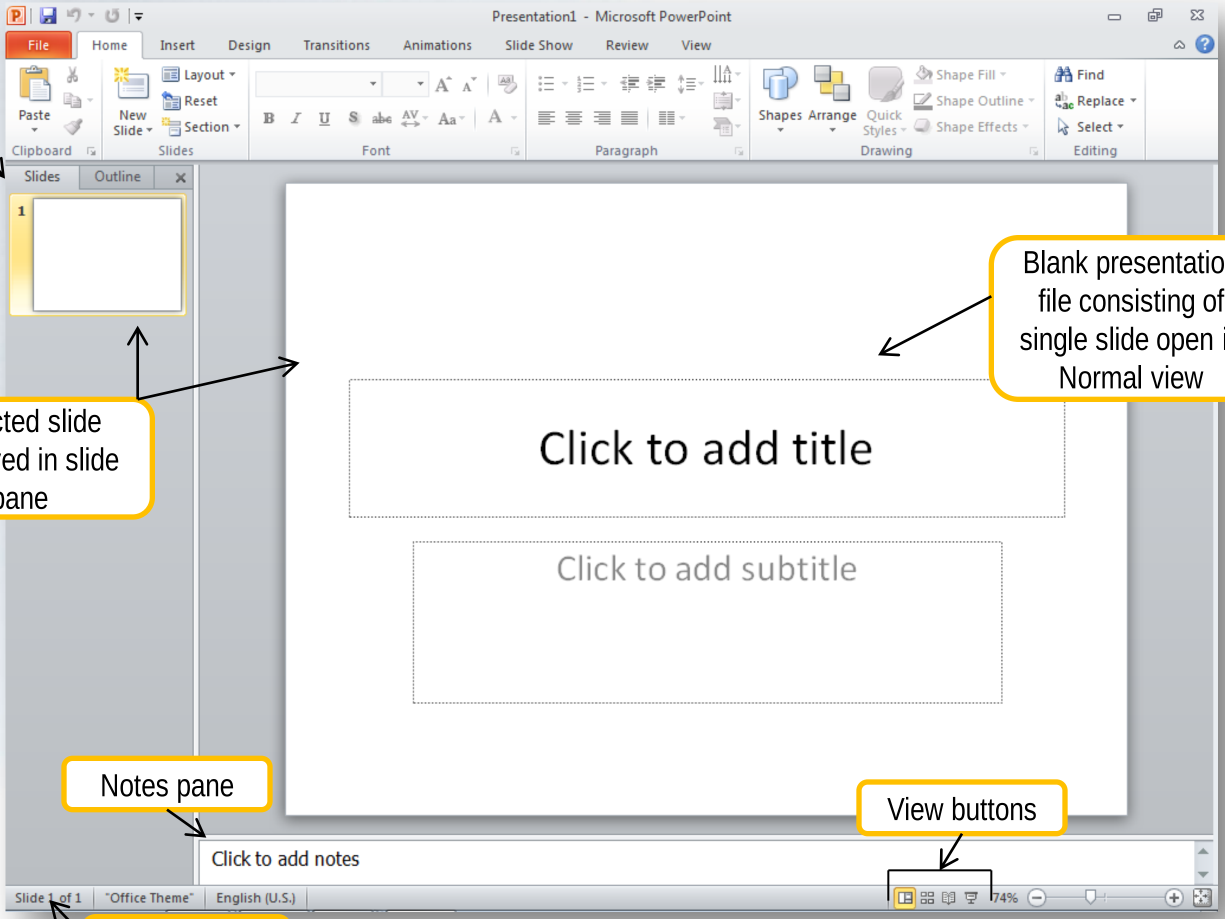
Student Name, Volunteer Coordinator

STARTING A NEW PRESENTATION

Developing a Presentation

Step	Description
Plan	The first step in planning a presentation is to understand its purpose. You also need to find out the length of time you have to speak, who the audience is, what type of room you will be in, and what kind of audiovisual equipment is available. These factors help to determine the type of presentation you will create.
Create	To begin creating your presentation, develop the content by typing your thoughts or notes into an outline. Each main idea in your presentation should have a supporting slide with a title and bulleted points.
Edit	While typing, you will probably make typing and spelling errors that need to be corrected. This is one type of editing. Another type is to revise the content of what you have entered to make it clearer, or to add or delete information. To do this, you might insert a slide, add or delete bulleted items, or move text to another location.
Enhance	You want to develop a presentation that grabs and holds the audience’s attention. Choose a design that gives your presentation some dazzle. Wherever possible, add graphics to replace or enhance text. Add effects that control how a slide appears and disappears and that reveal text in a bulleted list one bullet at a time.
Rehearse	Finally, you should rehearse the delivery of your presentation. For a professional presentation, your delivery should be as polished as your materials. Use the same equipment that you will use when you give the presentation. Practice advancing from slide to slide and then back in case someone asks a question. If you have a mouse available, practice pointing or drawing on the slide to call attention to key points.

Exploring the PowerPoint Document Window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1
Click to add title
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
English (U.S.)
74%

Slides tab displays slide thumbnails

Blank presentation file consisting of single slide open in Normal view

Selected slide displayed in slide pane

Notes pane

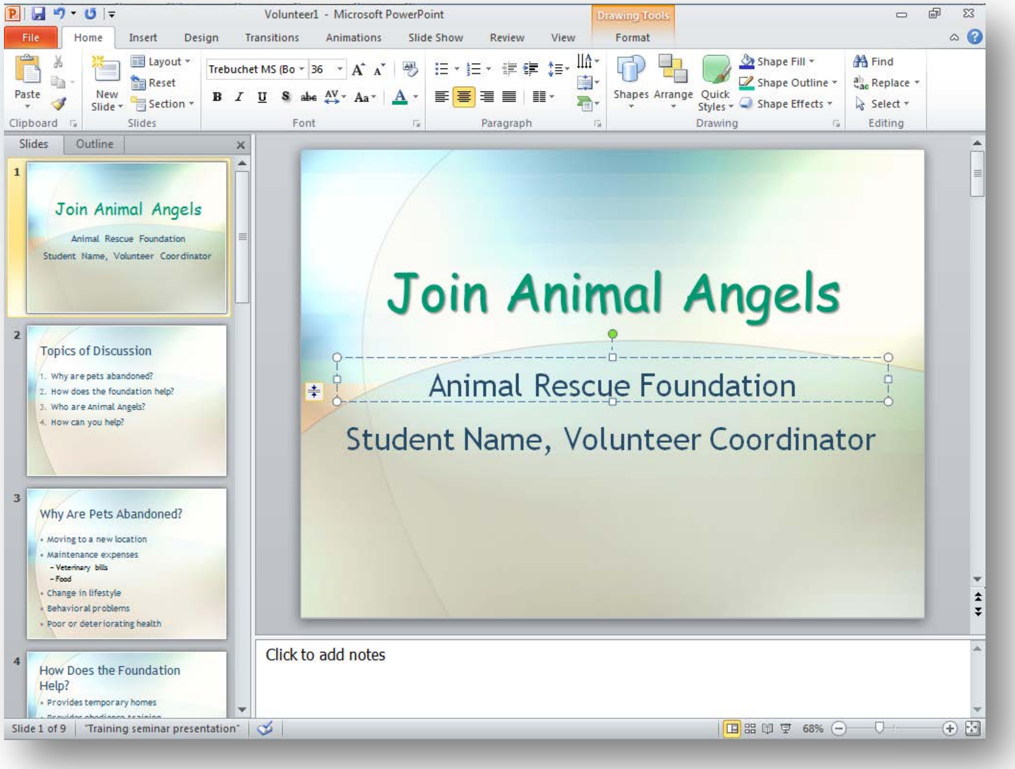
View buttons

Status bar

Slide indicator

Concept 1: Slide

- A slide is an individual page of your presentation
- First slide of presentation is the title slide
- Additional slides are used to support main points
- Slides help to organize the presentation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Outline
Slide 1 of 9
"Training seminar presentation"
68%

1

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

2

Topics of Discussion

1. Why are pets abandoned?
2. How does the foundation help?
3. Who are Animal Angels?
4. How can you help?

3

Why Are Pets Abandoned?

- Moving to a new location
- Maintenance expenses
  - Veterinary bills
  - Food
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

4

How Does the Foundation Help?

- Provides temporary homes

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

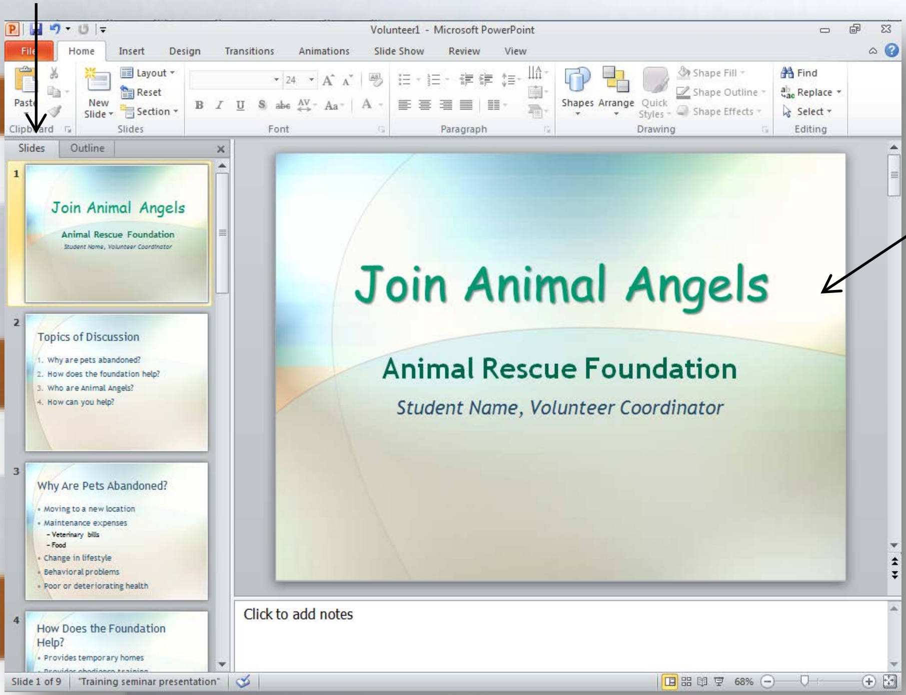
Click to add notes

Viewing the Presentation

View	Button	Description
Normal	◫	Provides four working areas of the window that allow you to work on all aspects of your presentation in one place.
Slide Sorter	⊞	Displays a miniature of each slide to make it easy to reorder slides, add special effects such as transition, and set timing between slides.
Reading	📖	Displays each slide in final form within the PowerPoint window so you can see how it will look during a presentation but till have access to the Windows desktop.
Slide Show	📽	Displays each slide in final form using the full screen space so you can practice or present the presentation.

Normal View

Normal view with Slides tab selected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Slide 1 of 9
"Training seminar presentation"
68%

1 Join Animal Angels
Animal Rescue Foundation
Student Name, Volunteer Coordinator

2 Topics of Discussion
1. Why are pets abandoned?
2. How does the foundation help?
3. Who are Animal Angels?
4. How can you help?

3 Why Are Pets Abandoned?
- Moving to a new location
- Maintenance expenses
  - Veterinary bills
  - Food
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

4 How Does the Foundation Help?
- Provides temporary homes

Join Animal Angels

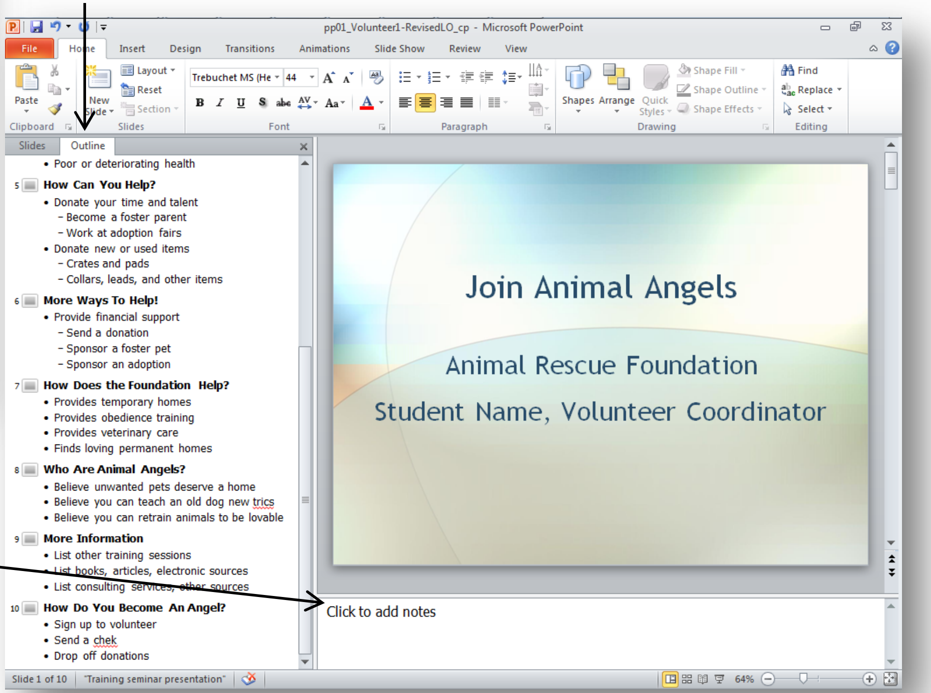
Animal Rescue Foundation

Student Name, Volunteer Coordinator

Click to add notes

Slide pane

Normal view with Outline tab selected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Slide 1 of 10
"Training seminar presentation"
64%

- Poor or deteriorating health

5 **How Can You Help?**
- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
  - Crates and pads
  - Collars, leads, and other items

6 **More Ways To Help!**
- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

7 **How Does the Foundation Help?**
- Provides temporary homes
- Provides obedience training
- Provides veterinary care
- Finds loving permanent homes

8 **Who Are Animal Angels?**
- Believe unwanted pets deserve a home
- Believe you can teach an old dog new trics
- Believe you can retrain animals to be lovable

9 **More Information**
- List other training sessions
- List books, articles, electronic sources
- List consulting services, other sources

10 **How Do You Become An Angel?**
- Sign up to volunteer
- Send a chek
- Drop off donations

Join Animal Angels

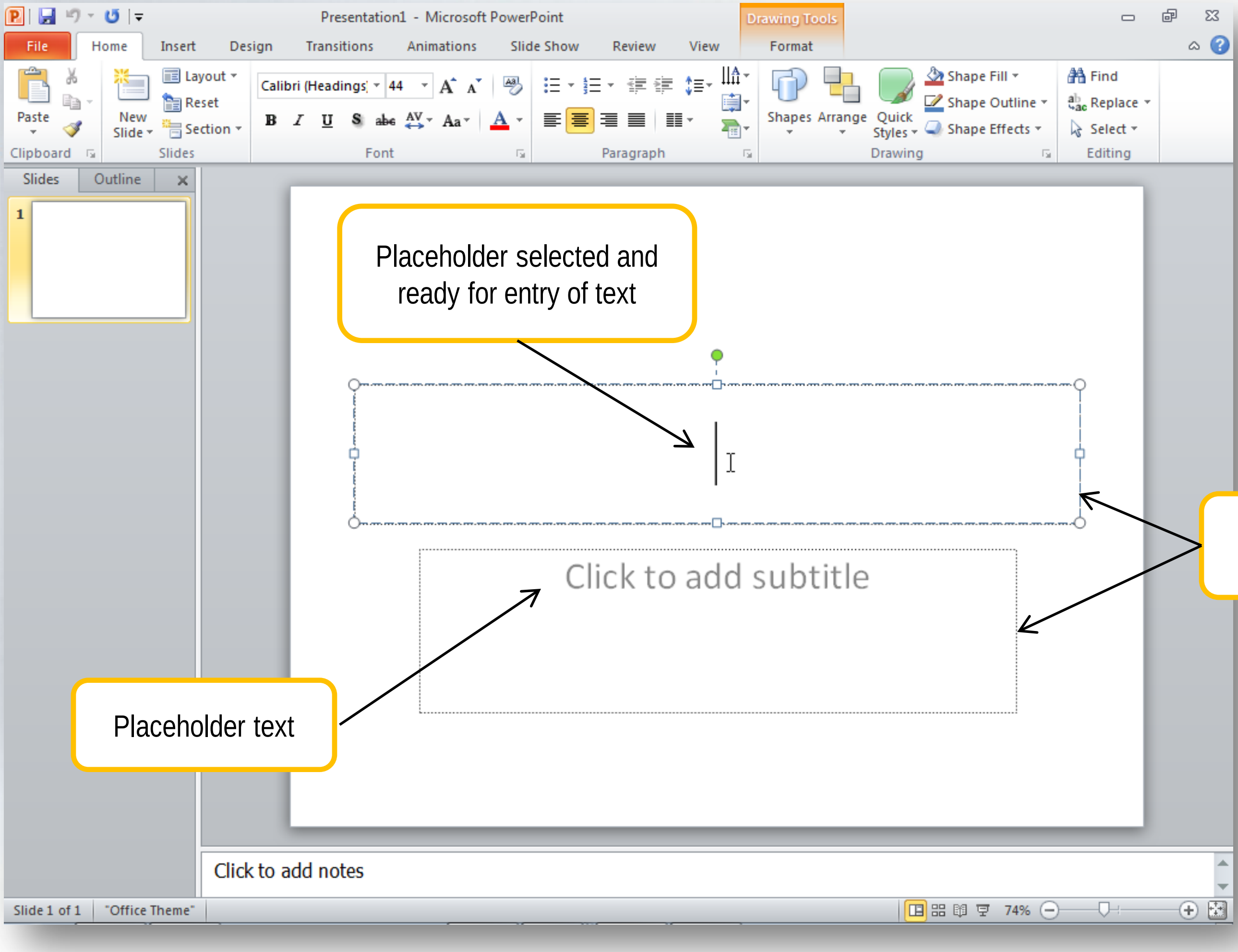
Animal Rescue Foundation

Student Name, Volunteer Coordinator

Click to add notes

Notes pane

Entering and Editing Text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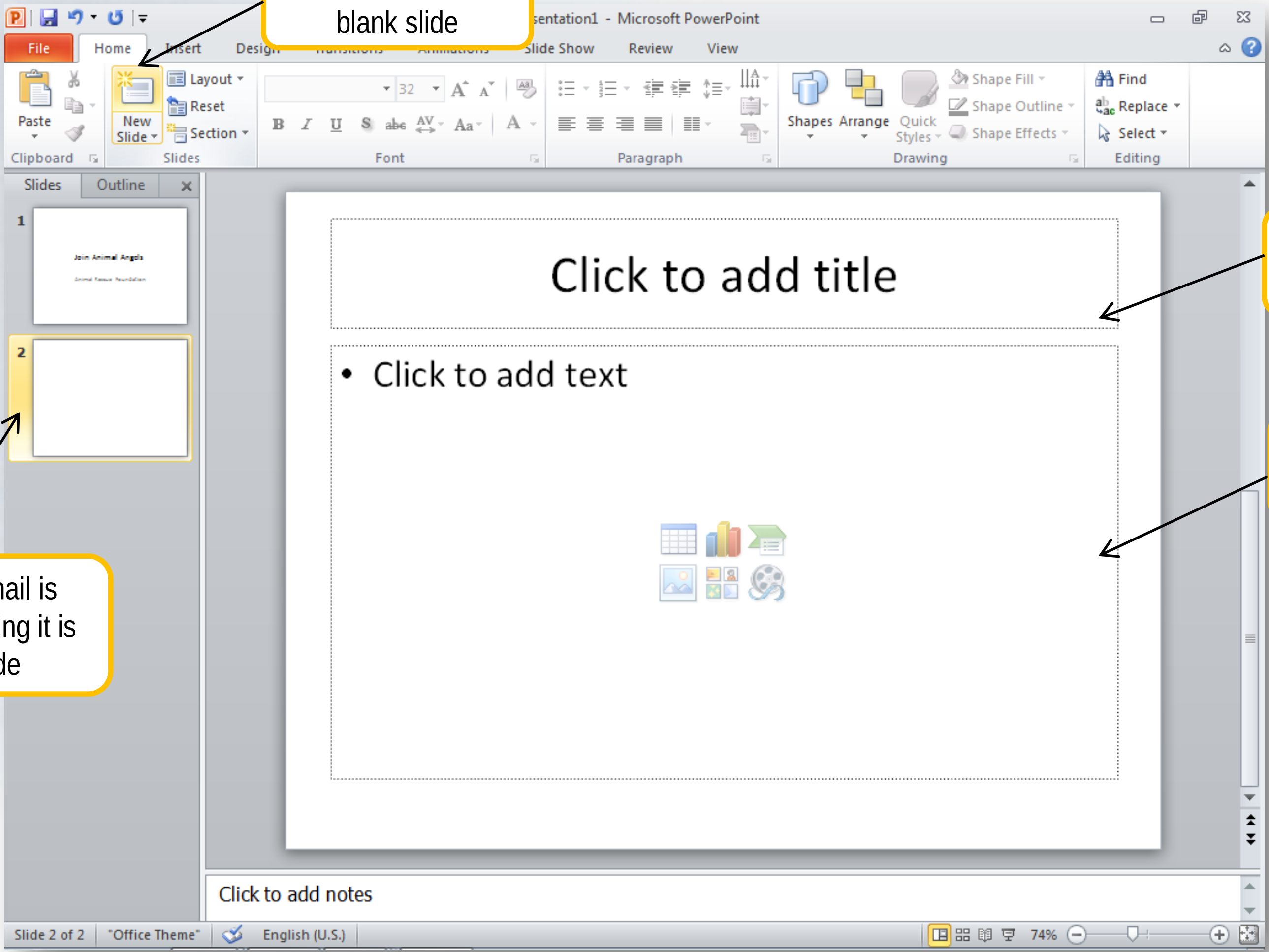
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
74%

Placeholder selected and ready for entry of text

Placeholders

Placeholder text

Inserting a Slide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Slide 2 of 2
"Office Theme"
English (U.S.)
74%

Click to add title

- Click to add text

Click to add notes

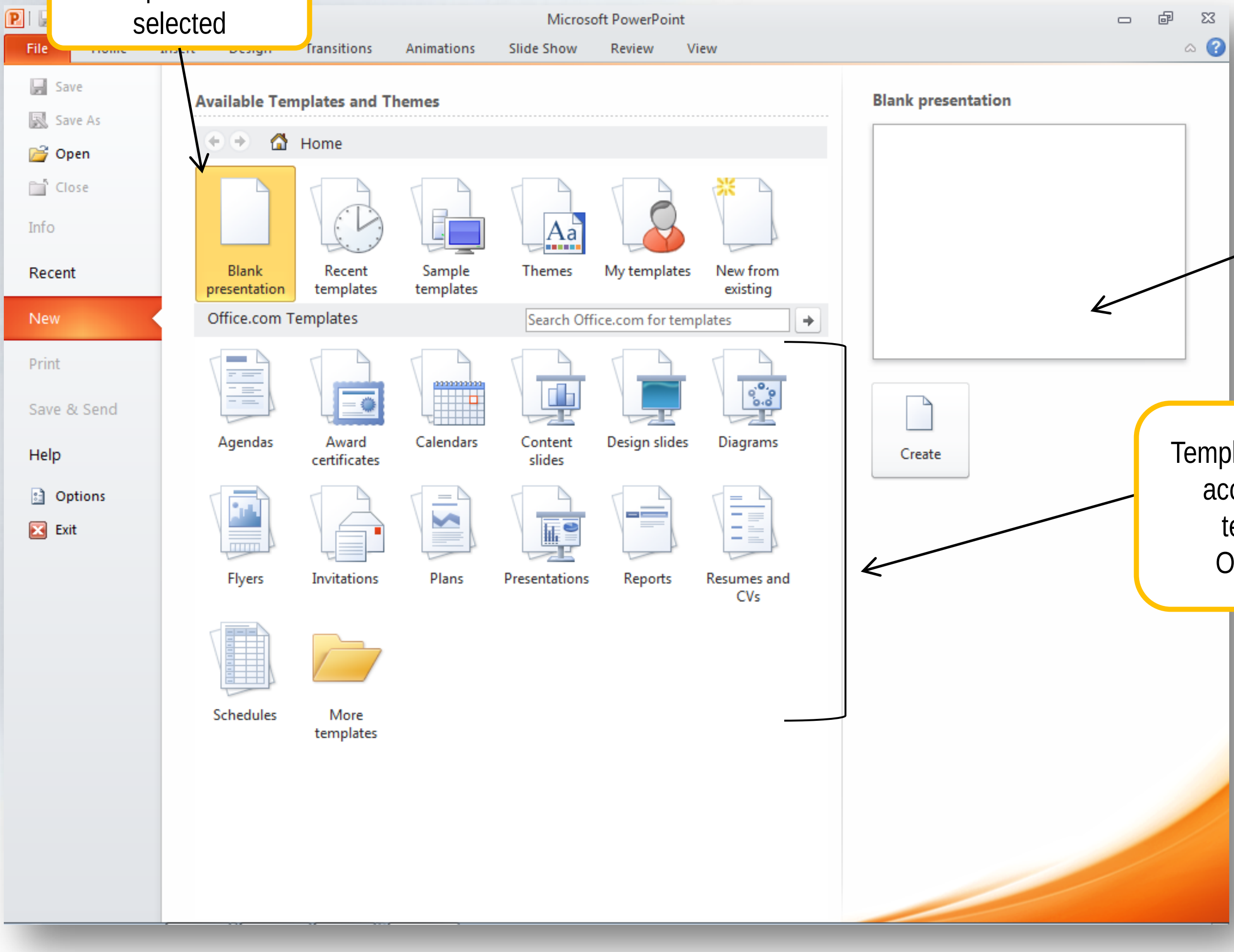
Inserts a new blank slide

Title placeholder

Content placeholder

New slide thumbnail is highlighted, indicating it is the current slide

Opening a Presentation Template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New from existing
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Search Office.com for templates
Agendas
Award certificates
Calendars
Content slides
Design slides
Diagrams
Flyers
Invitations
Plans
Presentations
Reports
Resumes and CVs
Schedules
More templates
Blank presentation
Create

Blank presentation selected

Preview area displays first page of selected template

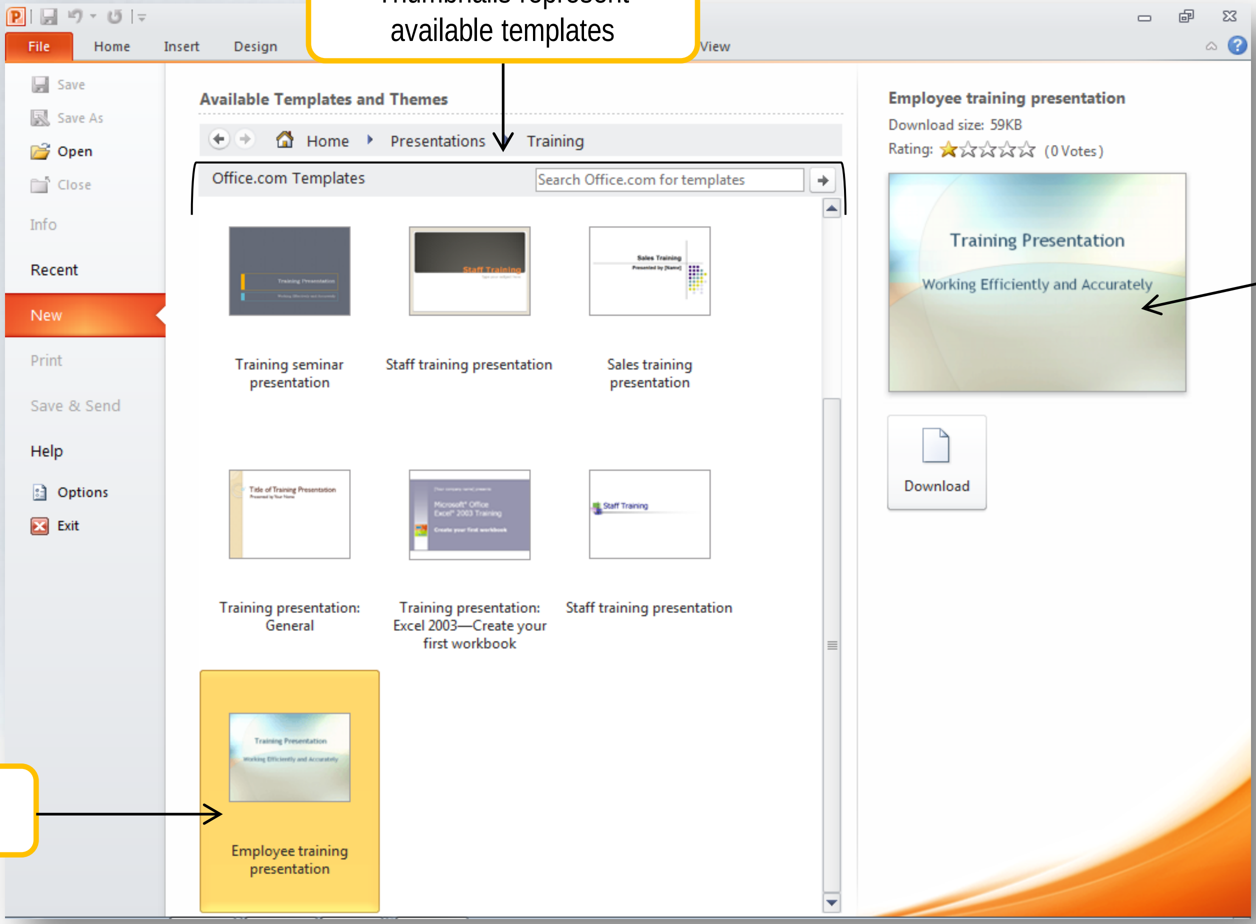
Template categories provide access to presentation template file on the Office.com Web site

Opening a Presentation Template from Office.com

Thumbnails represent available templates

Preview of selected template

Selected presentation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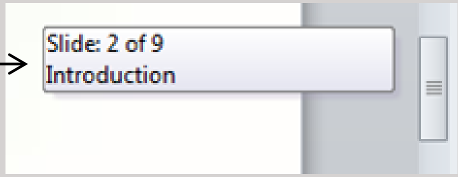
Search Office.com for templates
Training seminar presentation
Staff training presentation
Sales training presentation
Training presentation: General
Training presentation: Excel 2003—Create your first workbook
Staff training presentation
Employee training presentation
Training Presentation
Working Efficiently and Accurately
Download

Employee training presentation

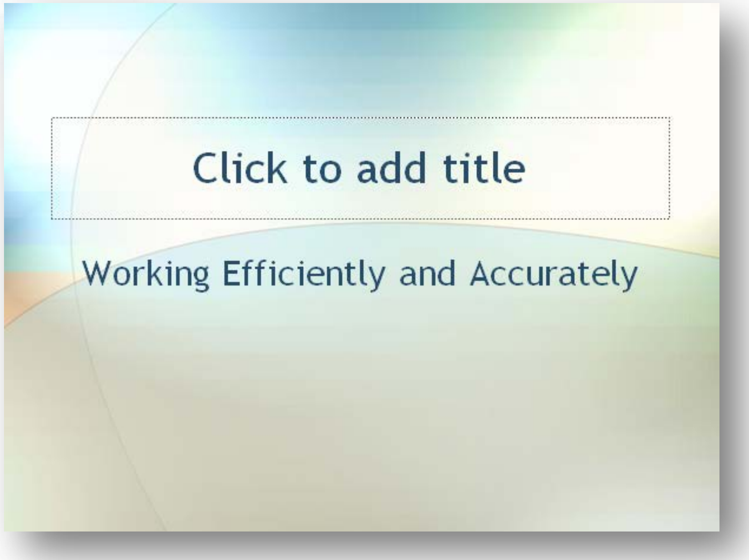
Download size: 59KB

Rating: ★☆☆☆☆ (0 Votes)

Moving Among Slides

To Display	Action
Previous slide	Click ▲ Click above scroll box Press Page Up ↑ One slide up
Next slide	Click ▼ Click below scroll box Press Page Down ↓ One slide down
Any slide	Drag the Slide pane's scroll box until the ScreenTip displays the slide you want to view  Slide: 2 of 9 Introduction
Last slide in presentation	End
First slide in presentation	Home

- Using the Outline Tab
- Correcting Errors
- Copying and Moving Selections
- Moving, Copying, and Deleting Slides
- Moving, Demoting, and Promoting Bulleted Items
- Splitting Text Between Slides
- Creating a Numbered List
- Moving, Demoting, and Promoting Numbered Items
- Saving a Presentation
- Opening an Existing Presentation



Click to add title

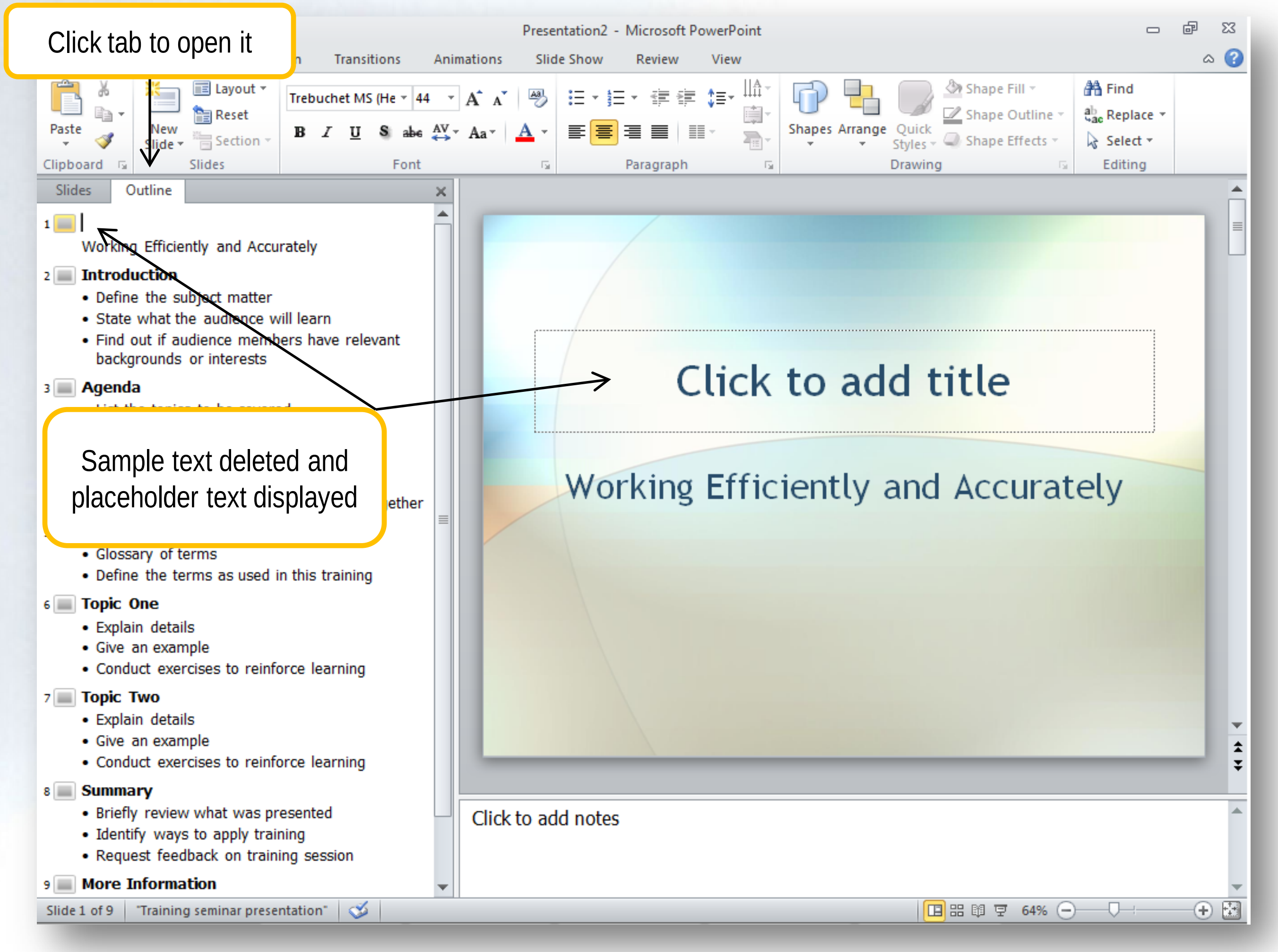
Working Efficiently and Accurately

EDITING A PRESENTATION

Using the Outline Tab

Click tab to open it

Sample text deleted and placeholder text displayed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1 Working Efficiently and Accurately

2 **Introduction**
- Define the subject matter
- State what the audience will learn
- Find out if audience members have relevant backgrounds or interests

3 **Agenda**

ether

- Glossary of terms
- Define the terms as used in this training

6 **Topic One**
- Explain details
- Give an example
- Conduct exercises to reinforce learning

7 **Topic Two**
- Explain details
- Give an example
- Conduct exercises to reinforce learning

8 **Summary**
- Briefly review what was presented
- Identify ways to apply training
- Request feedback on training session

9 **More Information**

Click to add title

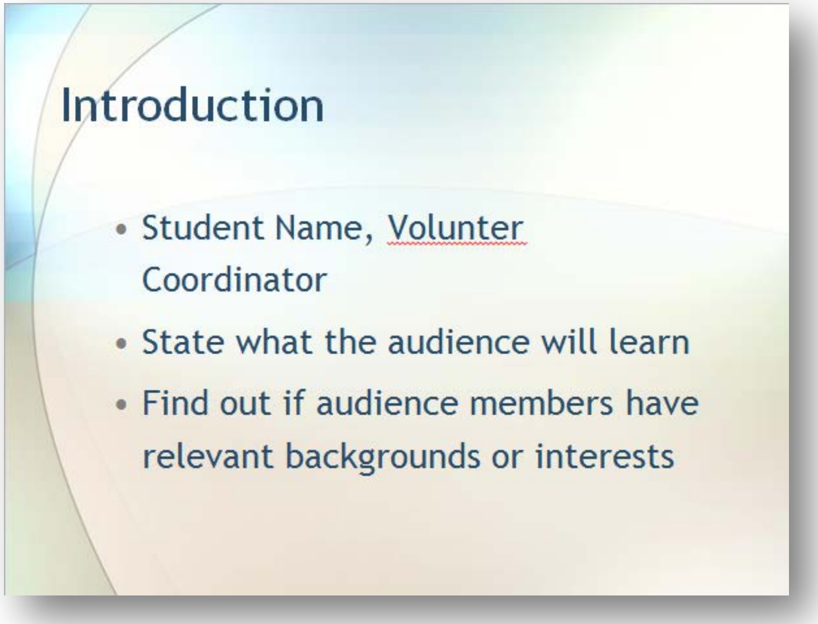
Working Efficiently and Accurately

Click to add notes

Slide 1 of 9 "Training seminar presentation" 64%

Concept 2: Spelling Checker

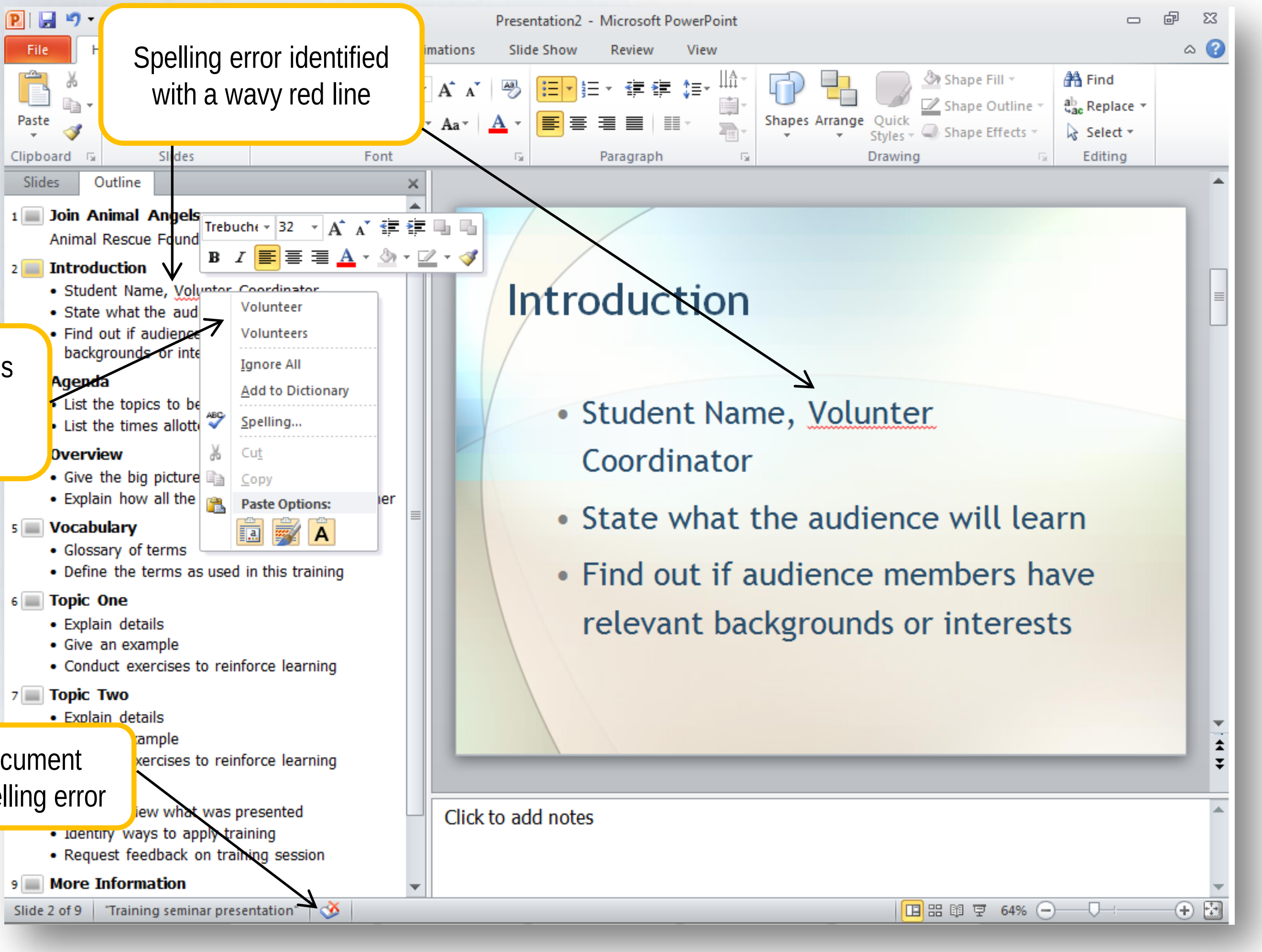
- Identifies errors as you type by underlining it with a wavy red line
- Finds:
  - Misspelled words
  - Duplicate words
  - Capitalization irregularities
- Suggests possible corrections



Introduction

- Student Name, Volunter Coordinator
- State what the audience will learn
- Find out if audience members have relevant backgrounds or interests

Correcting Errors



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Slide 2 of 9
"Training seminar presentation"
64%

Spelling error identified with a wavy red line

Spelling corrections displayed in a shortcut menu

Indicates document contains a spelling error

1 **Join Animal Angels**
Animal Rescue Found

2 **Introduction**
- Student Name, Voluntor Coordinator
- State what the aud
- Find out if audience backgrounds or inte

Agenda
- List the topics to be
- List the times allott

Overview
- Give the big picture
- Explain how all the ner

5 **Vocabulary**
- Glossary of terms
- Define the terms as used in this training

6 **Topic One**
- Explain details
- Give an example
- Conduct exercises to reinforce learning

7 **Topic Two**
- Explain details
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iew what was presented
- Identify ways to apply training
- Request feedback on training session

9 **More Information**

Introduction
- Student Name, Volunter Coordinator
- State what the audience will learn
- Find out if audience members have relevant backgrounds or interests

Click to add notes

Concept 3: AutoCorrect

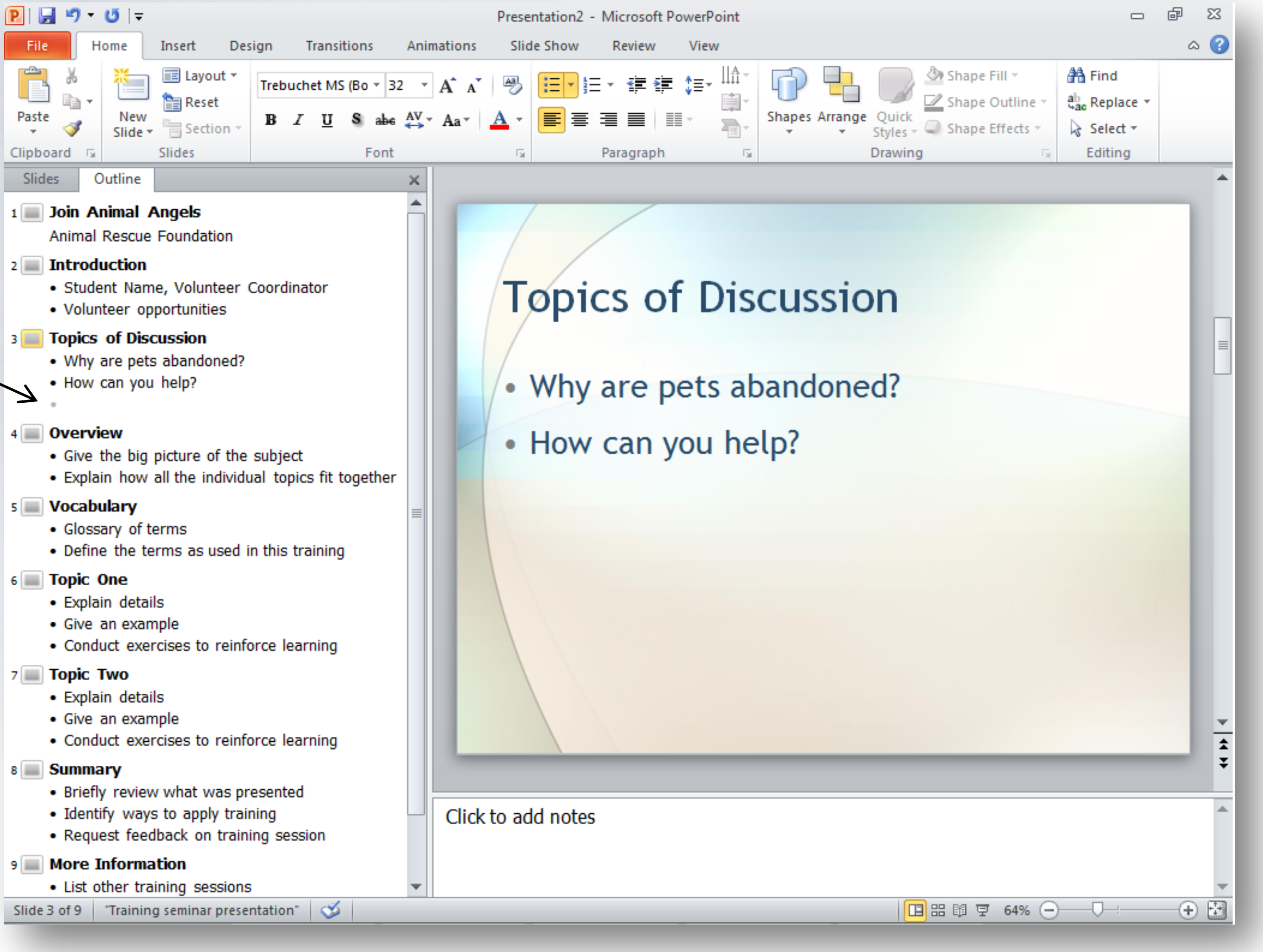
- A feature that makes assumptions about the text you are typing
- Automatically corrects the entry
  - Inserts proper capitalization at the beginning of sentences
  - Capitalizes the days of the week
- Looks for certain types of errors
- Checks entries against a built-in list of commonly misspelled

Additional Information

Bulleted items in a presentation are capitalized in sentence case format. Ending periods, however, are not included.

Copying & Moving Selections

New bulleted line created in Outline tab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Slide 3 of 9
"Training seminar presentation"
64%

1 **Join Animal Angels**
Animal Rescue Foundation

2 **Introduction**
- Student Name, Volunteer Coordinator
- Volunteer opportunities

3 **Topics of Discussion**
- Why are pets abandoned?
- How can you help?
-

4 **Overview**
- Give the big picture of the subject
- Explain how all the individual topics fit together

5 **Vocabulary**
- Glossary of terms
- Define the terms as used in this training

6 **Topic One**
- Explain details
- Give an example
- Conduct exercises to reinforce learning

7 **Topic Two**
- Explain details
- Give an example
- Conduct exercises to reinforce learning

8 **Summary**
- Briefly review what was presented
- Identify ways to apply training
- Request feedback on training session

9 **More Information**
- List other training sessions

Topics of Discussion

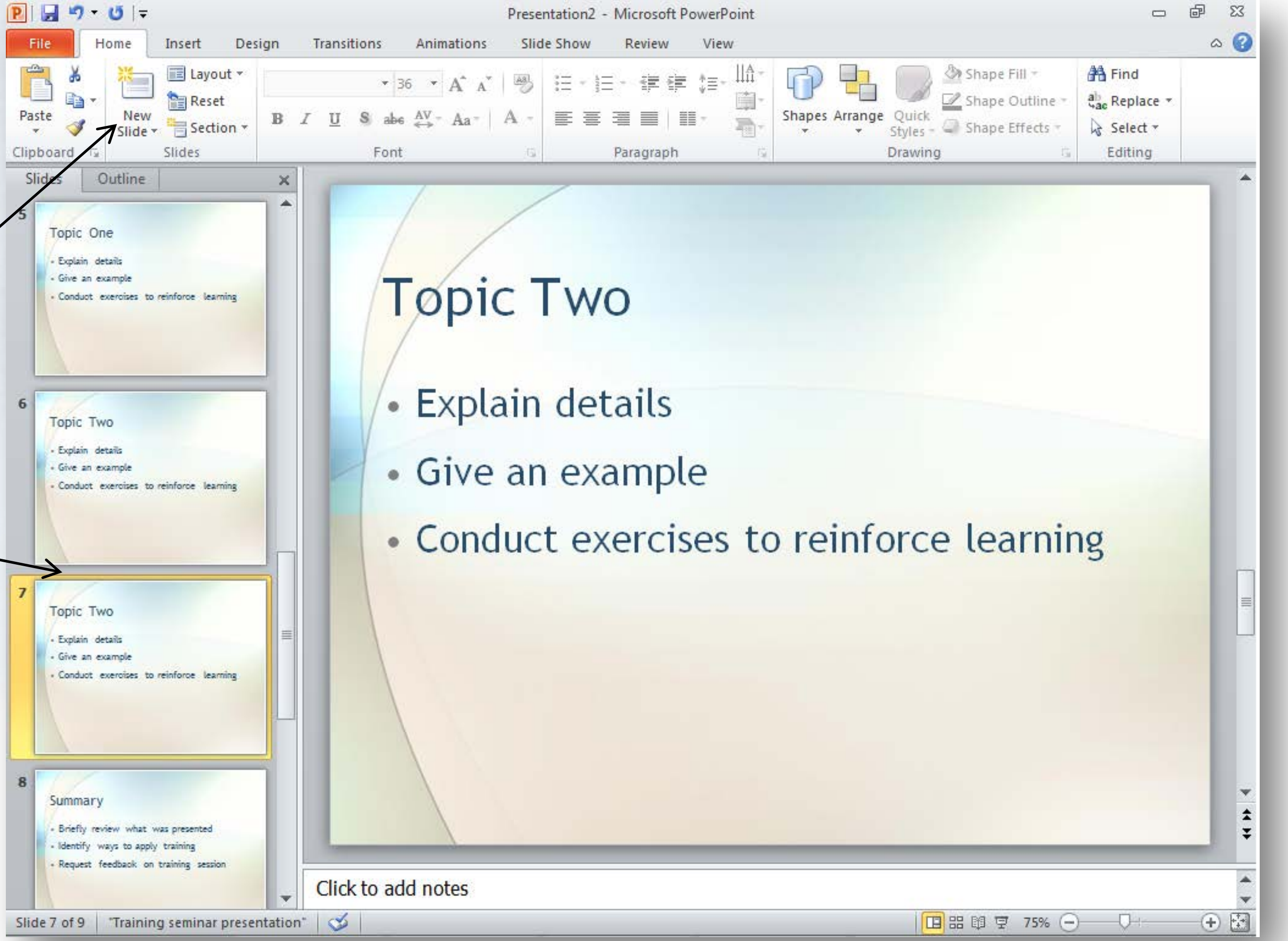
- Why are pets abandoned?
- How can you help?

Click to add notes

Moving, Copying & Deleting Slides

Use the drop-down menu in the Slides group.

Use the options on the selected slide's context menu.



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Click to add notes
Slide 7 of 9
"Training seminar presentation"
75%

Topic One
- Explain details
- Give an example
- Conduct exercises to reinforce learning

Topic Two
- Explain details
- Give an example
- Conduct exercises to reinforce learning

Topic Two
- Explain details
- Give an example
- Conduct exercises to reinforce learning

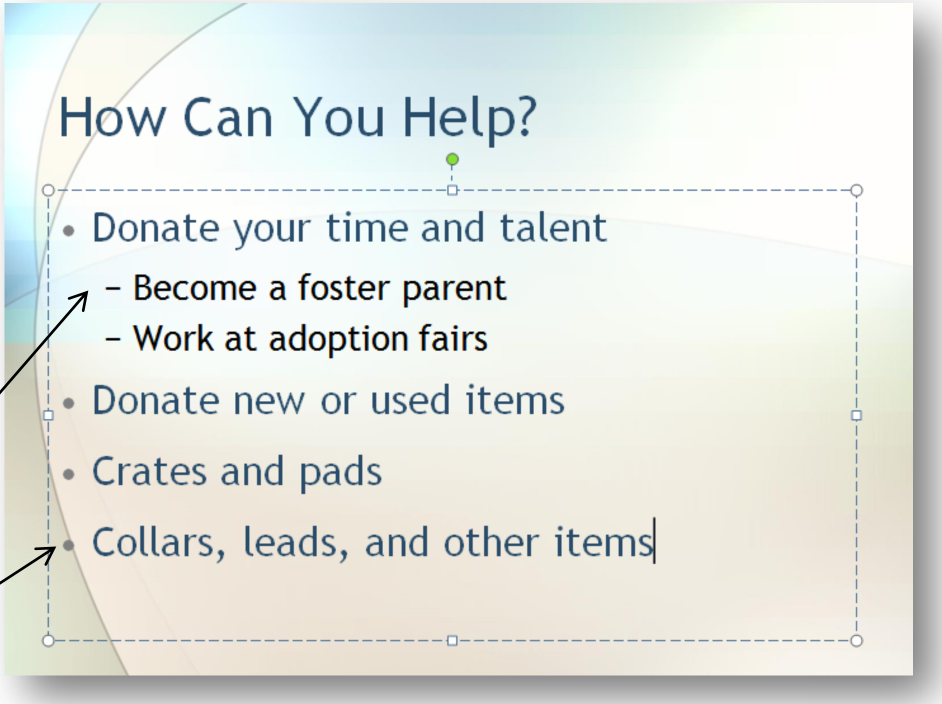
Summary
- Briefly review what was presented
- Identify ways to apply training
- Request feedback on training session

Topic Two

- Explain details
- Give an example
- Conduct exercises to reinforce learning

Moving, Demoting, & Promoting Bulleted Items

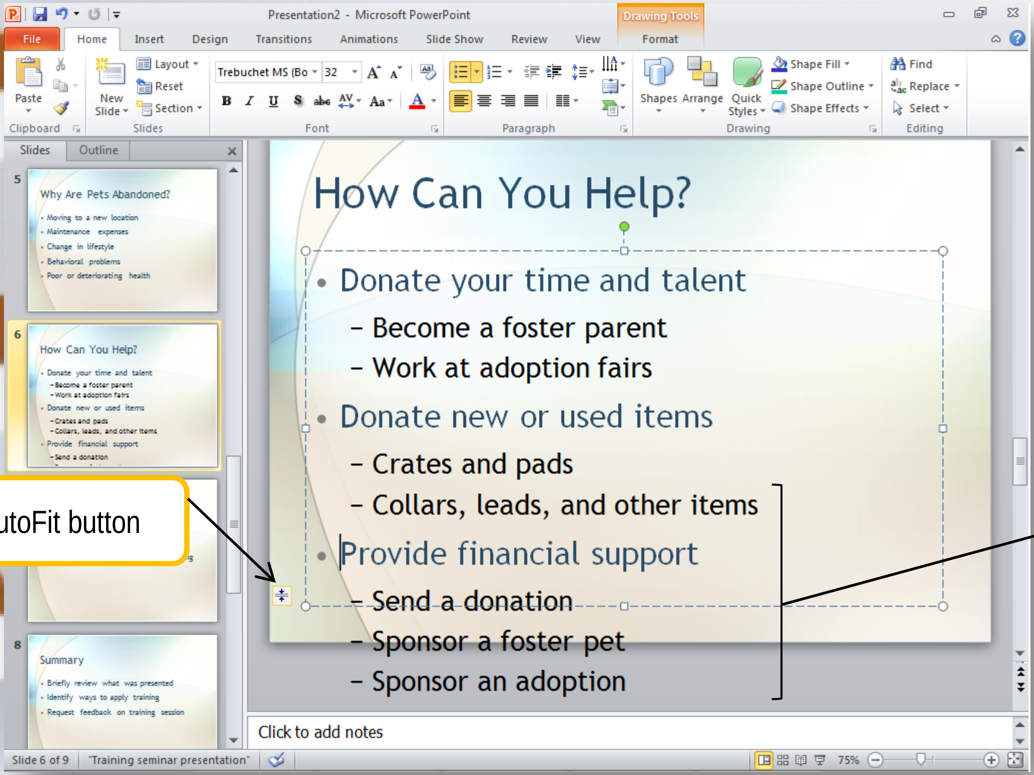
- Demoting a bulleted item
  - Moves it to the right
  - Makes it a lower or subordinate topic
- Promoting a line
  - Moves it to the left, or
  - Moves it up a level



How Can You Help?

- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
- Crates and pads
- Collars, leads, and other items

Splitting Text between Slides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Slide 6 of 9
"Training seminar presentation"
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5 Why Are Pets Abandoned?

- Moving to a new location
- Maintenance expenses
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

6 How Can You Help?

- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
  - Crates and pads
  - Collars, leads, and other items
- Provide financial support
  - Send a donation

8 Summary

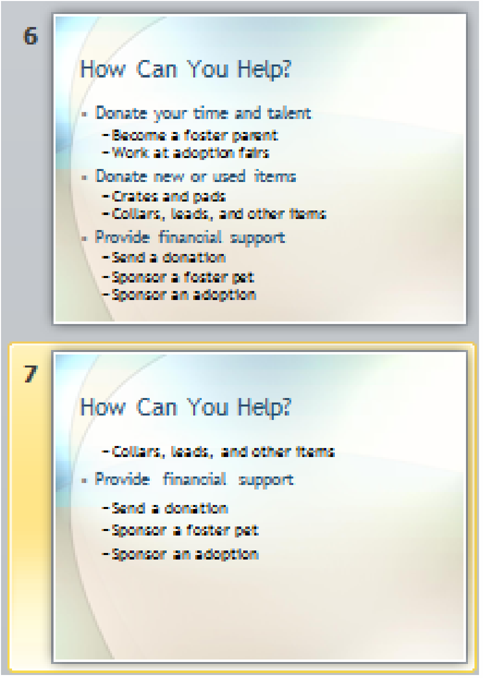
- Briefly review what was presented
- Identify ways to apply training
- Request feedback on training session

How Can You Help?

- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
  - Crates and pads
  - Collars, leads, and other items
- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

Click to add notes

AutoFit button



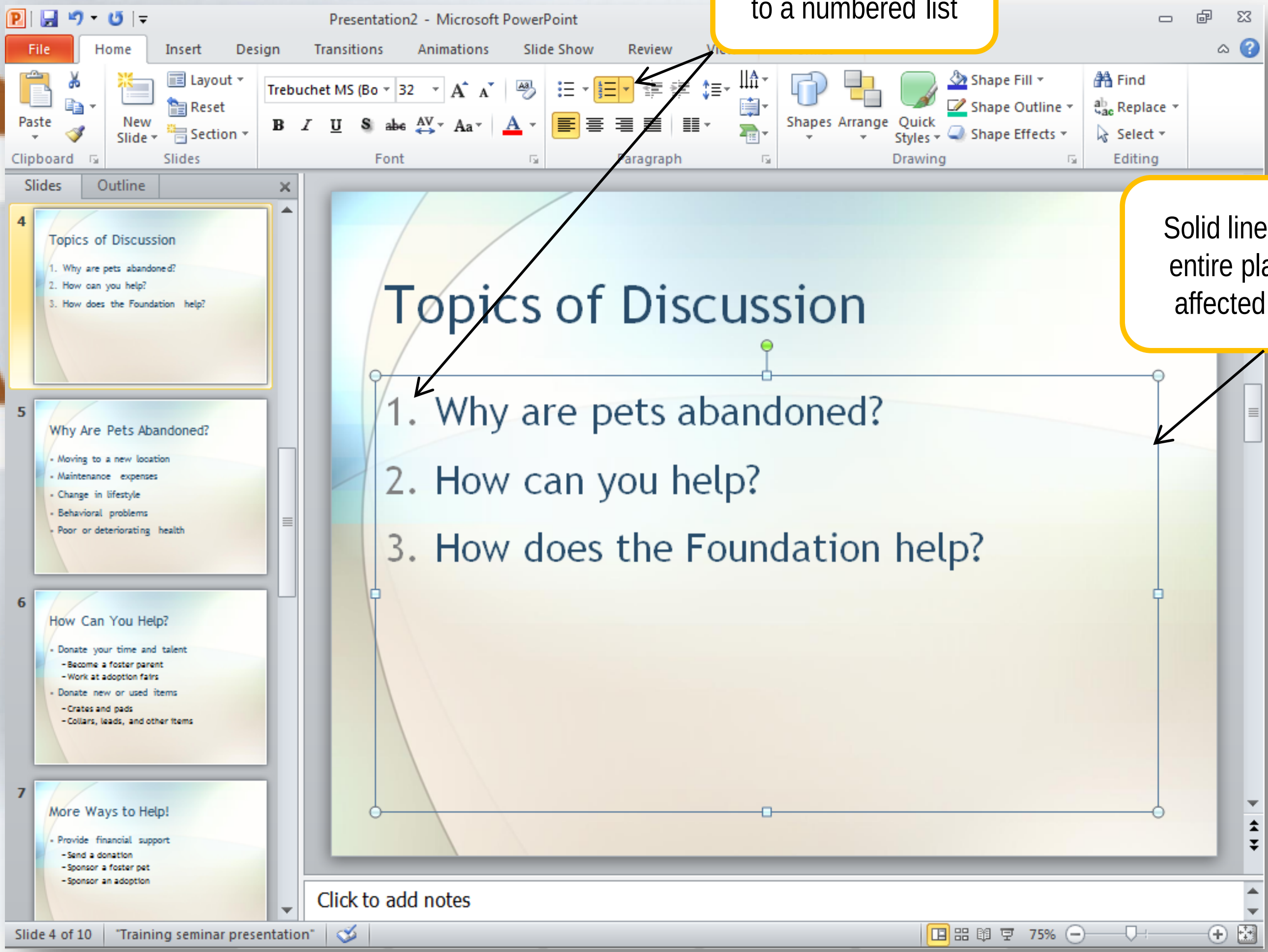
6 How Can You Help?

- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
  - Crates and pads
  - Collars, leads, and other items
- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

7 How Can You Help?

  - Collars, leads, and other items
- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

Creating a Numbered List


Presentation2 - Microsoft PowerPoint
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Outline
Slide 4 of 10
"Training seminar presentation"
75%

4 Topics of Discussion

1. Why are pets abandoned?
2. How can you help?
3. How does the Foundation help?

5 Why Are Pets Abandoned?

- Moving to a new location
- Maintenance expenses
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

6 How Can You Help?

- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used items
  - Crates and pads
  - Collars, leads, and other items

7 More Ways to Help!

- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

Topics of Discussion

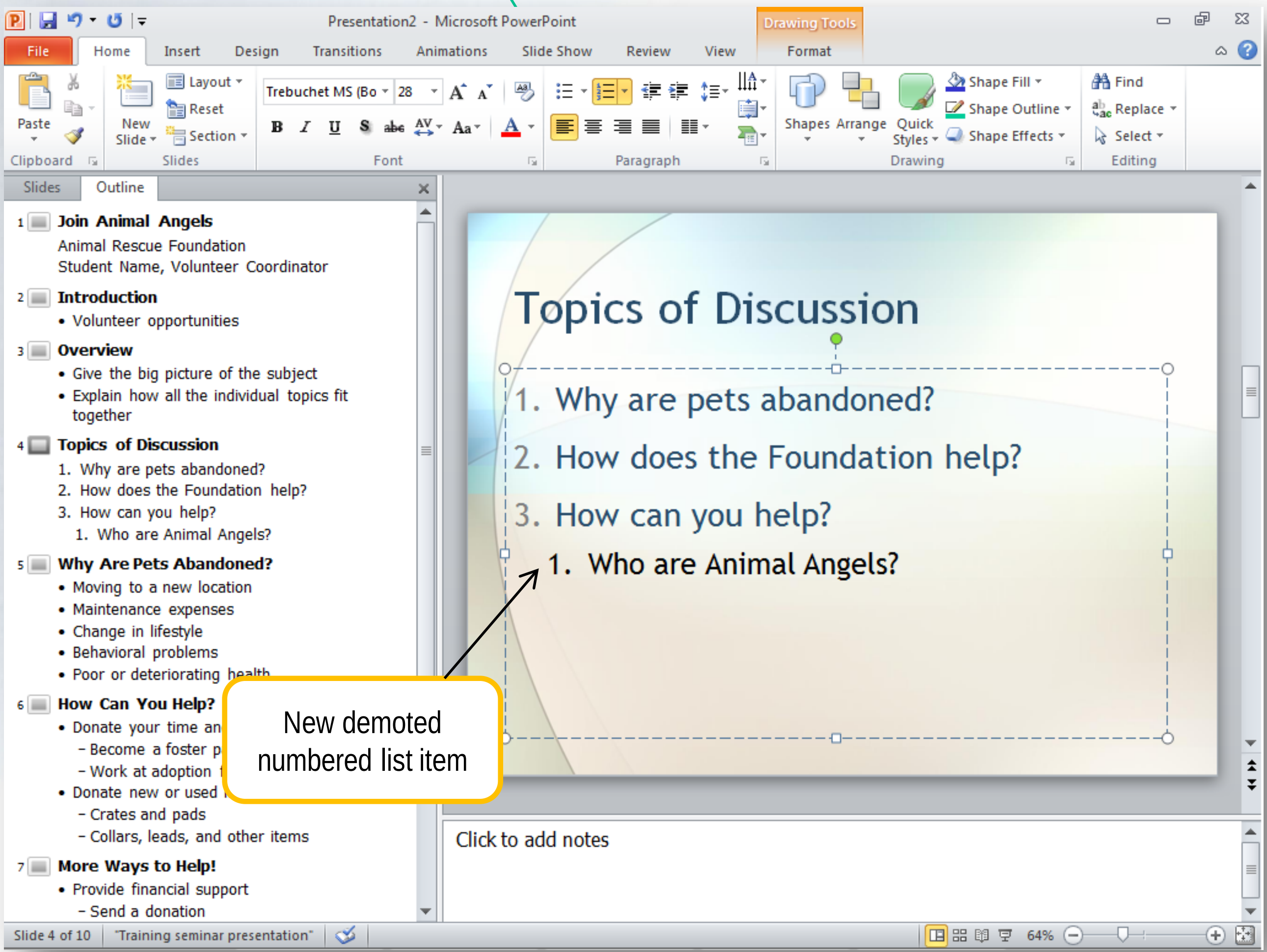
1. Why are pets abandoned?
2. How can you help?
3. How does the Foundation help?

Click to add notes

Converts selection to a numbered list

Solid line border indicates entire placeholder will be affected by your actions

Moving, Demoting, & Promoting Numbered Items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Outline
Slide 4 of 10
"Training seminar presentation"
64%

1 **Join Animal Angels**
Animal Rescue Foundation
Student Name, Volunteer Coordinator

2 **Introduction**
- Volunteer opportunities

3 **Overview**
- Give the big picture of the subject
- Explain how all the individual topics fit together

4 **Topics of Discussion**
1. Why are pets abandoned?
2. How does the Foundation help?
3. How can you help?
   1. Who are Animal Angels?

5 **Why Are Pets Abandoned?**
- Moving to a new location
- Maintenance expenses
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

6 **How Can You Help?**
- Donate your time an
  - Become a foster p
  - Work at adoption
- Donate new or used
  - Crates and pads
  - Collars, leads, and other items

7 **More Ways to Help!**
- Provide financial support
  - Send a donation

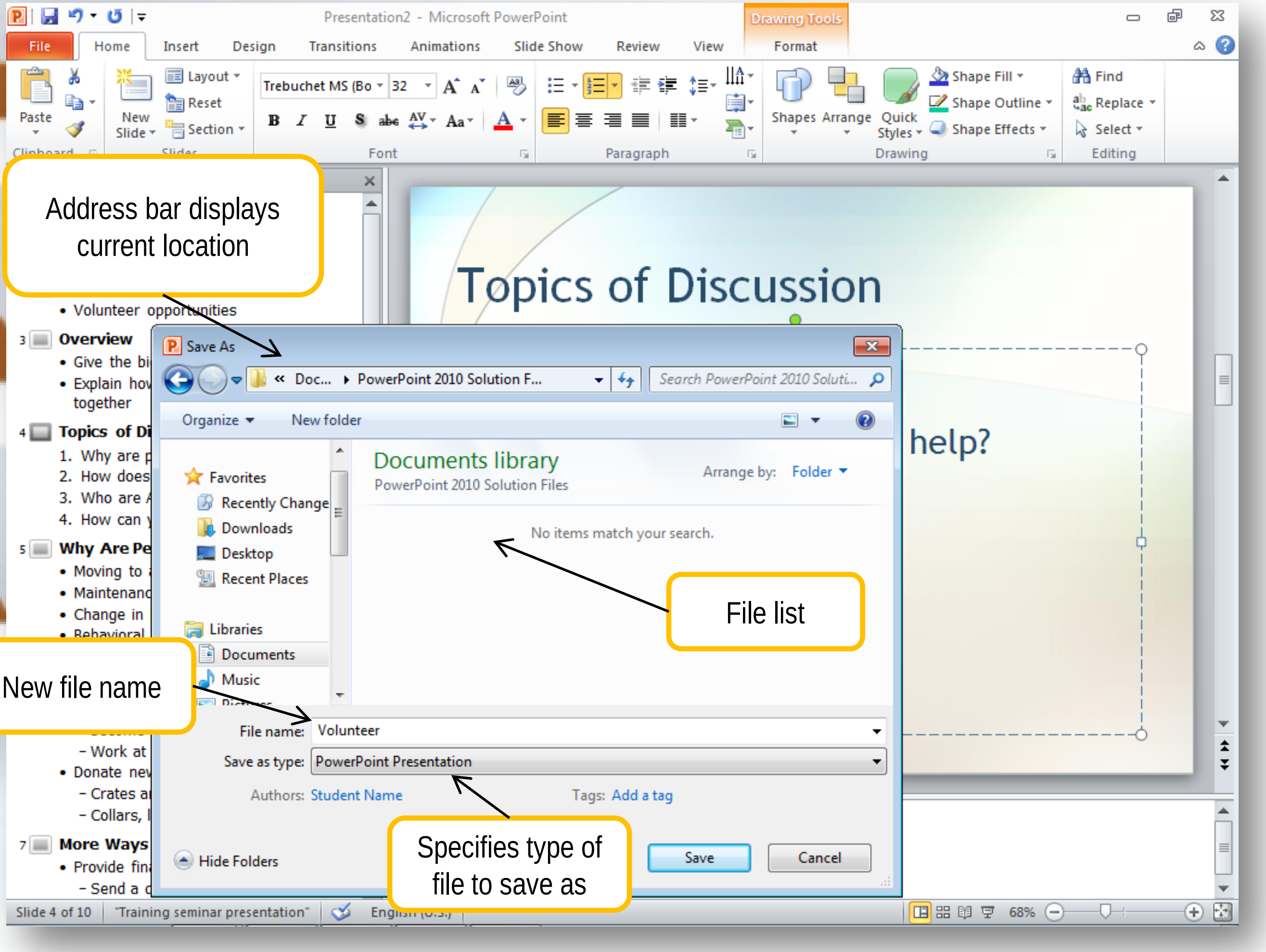
Topics of Discussion

1. Why are pets abandoned?
2. How does the Foundation help?
3. How can you help?
   1. Who are Animal Angels?

Click to add notes

New demoted numbered list item

Saving the Presentation



Presentation2 - Microsoft PowerPoint
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Recent Places
Libraries
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Music
Hide Folders
Save
Cancel
Slide 4 of 10
"Training seminar presentation"
68%

Address bar displays current location

« Doc... ▸ PowerPoint 2010 Solution F...

Search PowerPoint 2010 Soluti...

Documents library

PowerPoint 2010 Solution Files

Arrange by: Folder

No items match your search.

File list

New file name

File name: Volunteer

Save as type: PowerPoint Presentation

Authors: Student Name

Tags: Add a tag

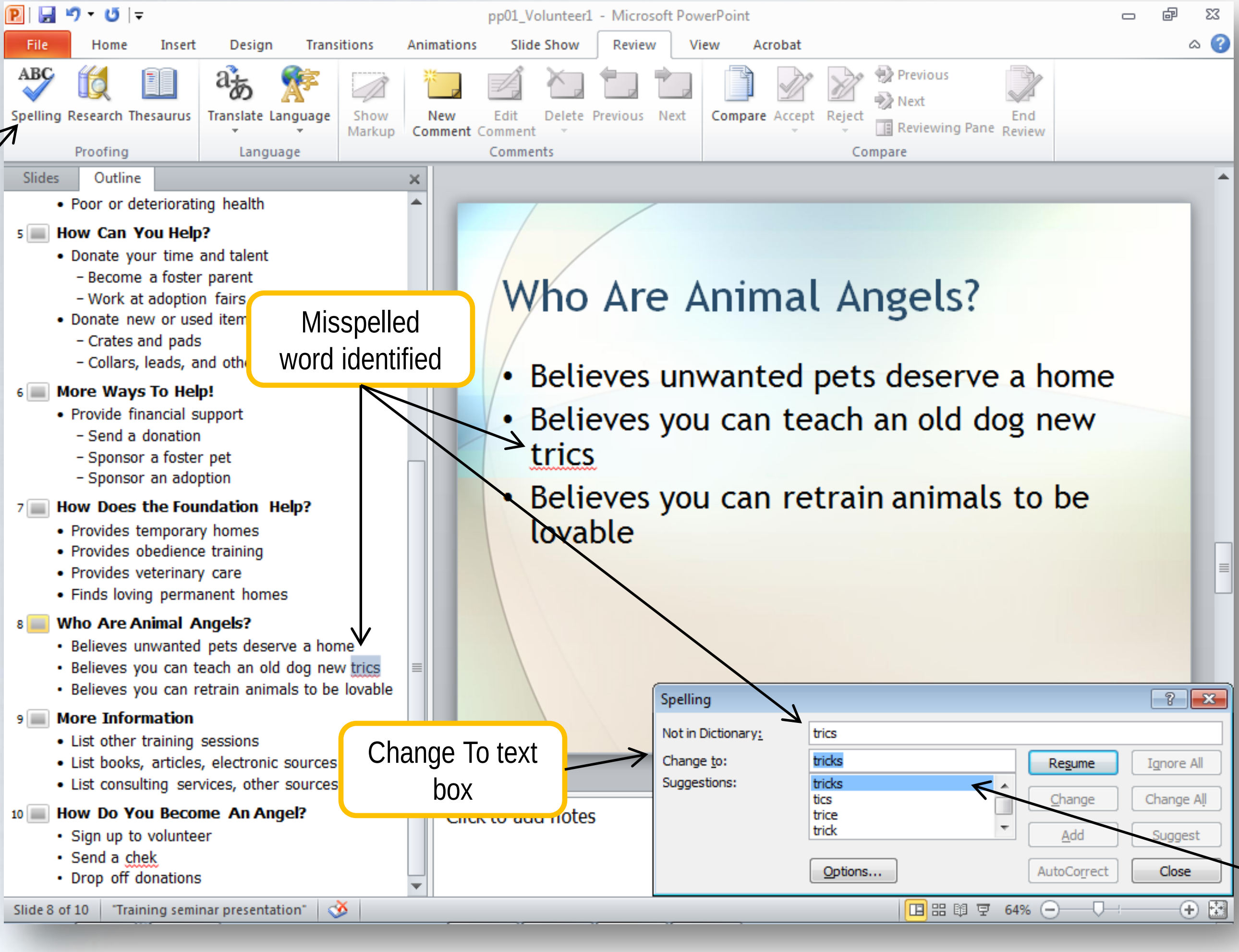
Specifies type of file to save as

Topics of Discussion

To Open an Existing Presentation:

- **Open the File tab and choose Open.**
- **If necessary, select the location containing your data files.**
- **Select the file you wish to open.**
- **Click Open.**

USING SPELLING CHECKER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- Poor or deteriorating health

5 **How Can You Help?**
- Donate your time and talent
  - Become a foster parent
  - Work at adoption fairs
- Donate new or used item
  - Crates and pads
  - Collars, leads, and oth

6 **More Ways To Help!**
- Provide financial support
  - Send a donation
  - Sponsor a foster pet
  - Sponsor an adoption

7 **How Does the Foundation Help?**
- Provides temporary homes
- Provides obedience training
- Provides veterinary care
- Finds loving permanent homes

8 **Who Are Animal Angels?**
- Believes unwanted pets deserve a home
- Believes you can teach an old dog new trics
- Believes you can retrain animals to be lovable

9 **More Information**
- List other training sessions
- List books, articles, electronic sources
- List consulting services, other sources

10 **How Do You Become An Angel?**
- Sign up to volunteer
- Send a chek
- Drop off donations

Who Are Animal Angels?

- Believes unwanted pets deserve a home
- Believes you can teach an old dog new trics
- Believes you can retrain animals to be lovable

Click to add notes

Spelling

Not in Dictionary: trics

Change to: tricks

Suggestions:
tricks
tics
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Resume
Ignore All
Change
Change All
Add
Suggest
Options...
AutoCorrect
Close

Slide 8 of 10 "Training seminar presentation" 64%

Starts spelling checker

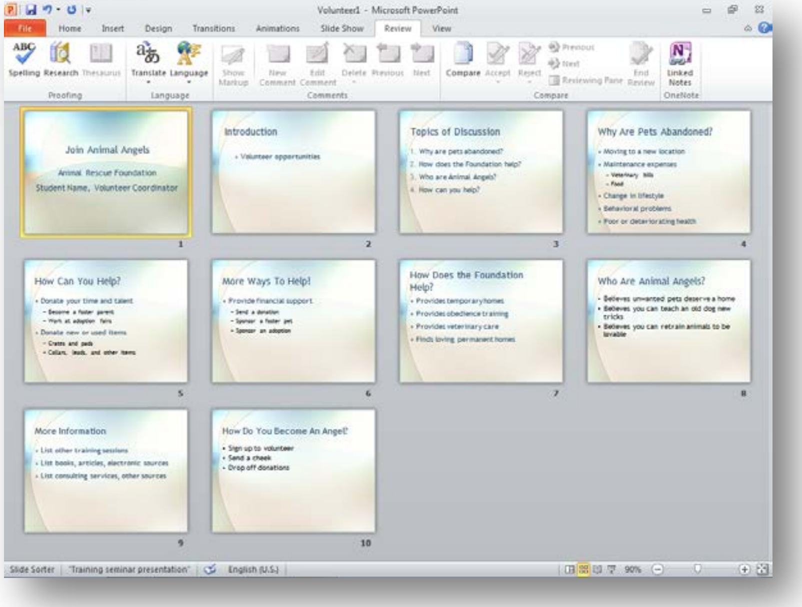
Misspelled word identified

Change To text box

Suggestions list box

USING SLIDE SORTER VIEW

- Selecting and Deleting Slides
- Moving Slides
- Selecting a Slide Layout
- Changing a Placeholder
- Sizing a Placeholder
- Moving a Placeholder
- Adding and Removing Bullets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OneNote
Slide Sorter
"Training seminar presentation"
English (U.S.)
90%

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

1

Introduction

- Volunteer opportunities

2

Topics of Discussion

1. Why are pets abandoned?
2. How does the Foundation help?
3. Who are Animal Angels?
4. How can you help?

3

Why Are Pets Abandoned?

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  - Collars, leads, and other items

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More Ways To Help!

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  - Sponsor an adoption

6

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- Finds loving permanent homes

7

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8

More Information

- List other training sessions
- List books, articles, electronic sources
- List consulting services, other sources

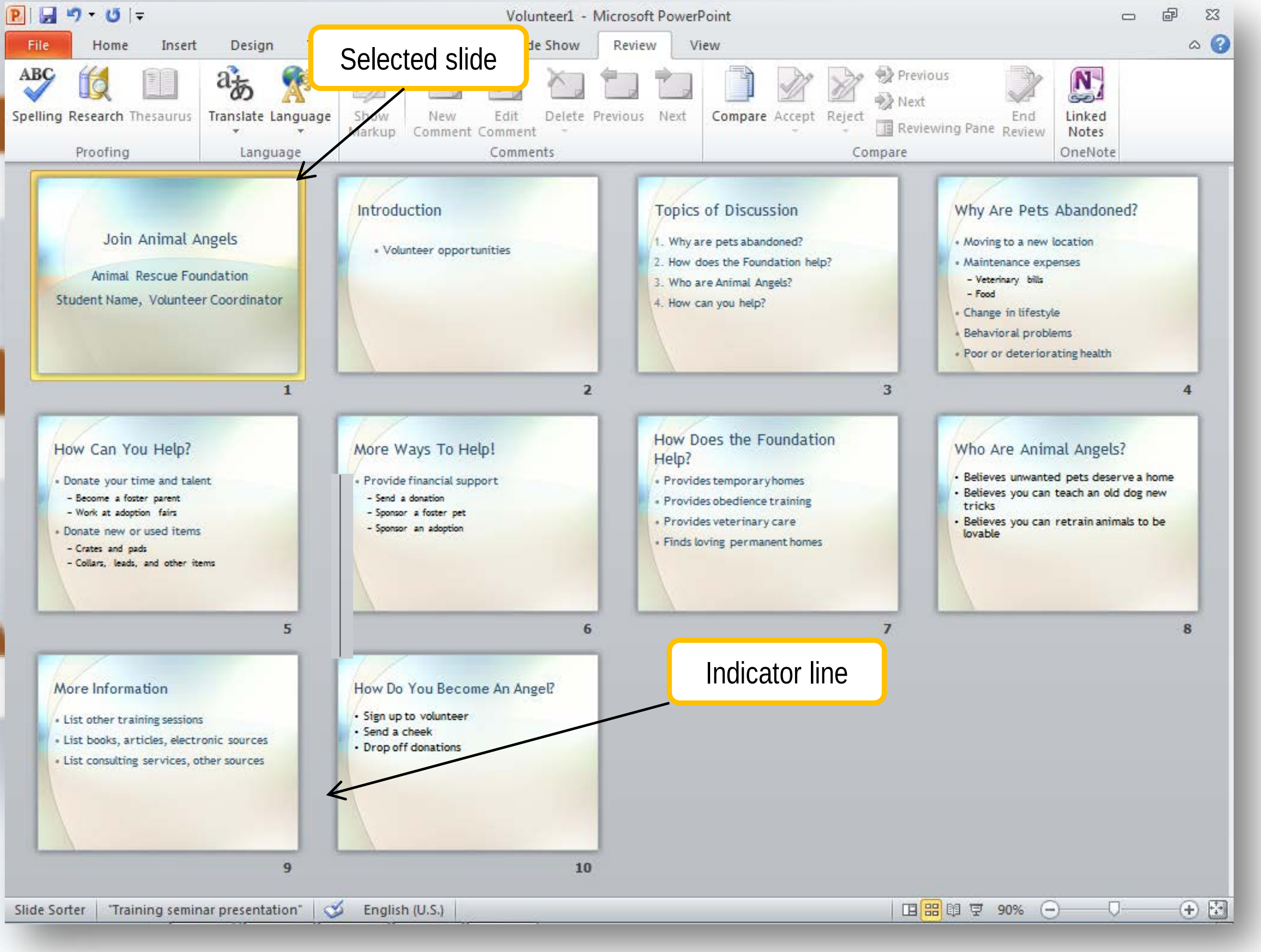
9

How Do You Become An Angel?

- Sign up to volunteer
- Send a check
- Drop off donations

10

Selecting & Deleting Slides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OneNote
Slide Sorter
"Training seminar presentation"
English (U.S.)
90%

Selected slide

Indicator line

1 Join Animal Angels
Animal Rescue Foundation
Student Name, Volunteer Coordinator

2 Introduction
- Volunteer opportunities

3 Topics of Discussion
1. Why are pets abandoned?
2. How does the Foundation help?
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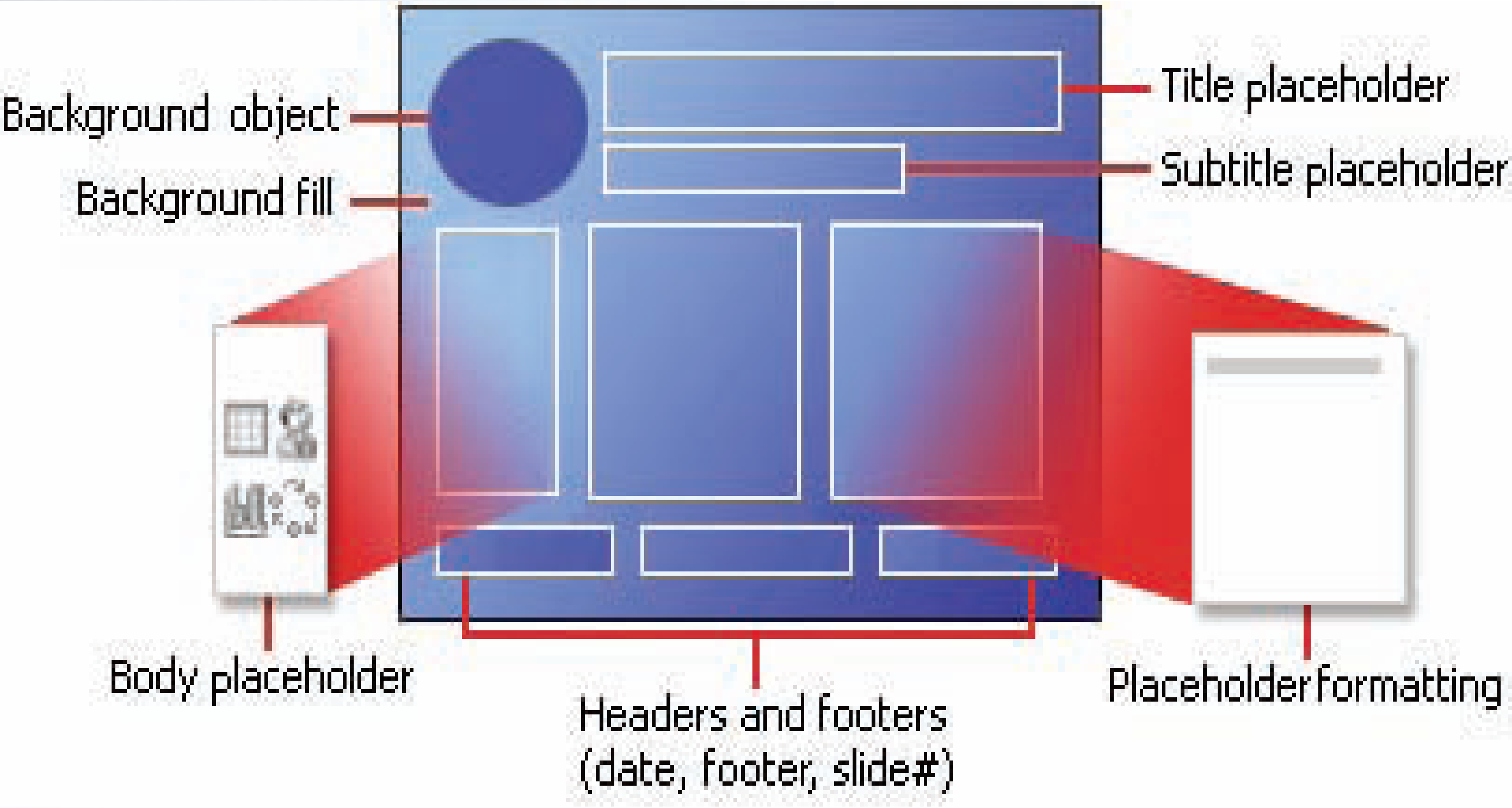
10 How Do You Become An Angel?
- Sign up to volunteer
- Send a cheek
- Drop off donations

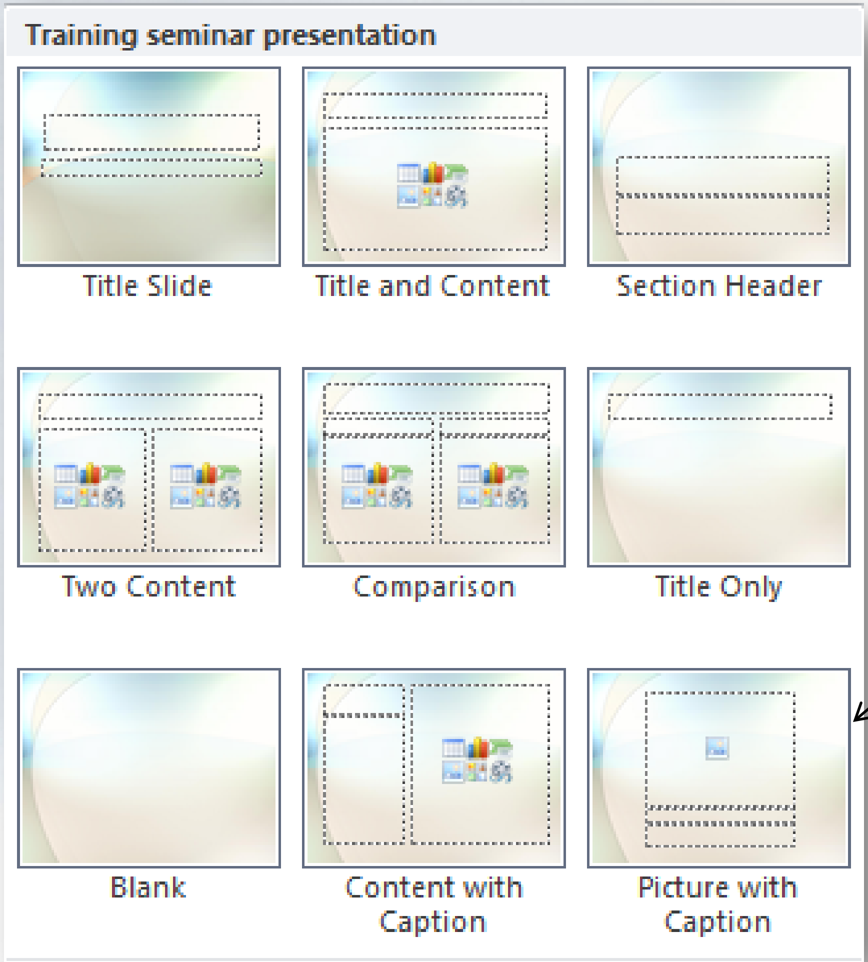
To Move Slides:

- **Select the slide.**
- **Drag it to its new location.**
- **Drop it when the indicator line is located where you want the slide to be placed.**

Concept 4: Layout


Background object
Background fill
Title placeholder
Subtitle placeholder
Body placeholder
Headers and footers
(date, footer, slide#)
Placeholder formatting

Selecting a Slide Layout


Training seminar presentation
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
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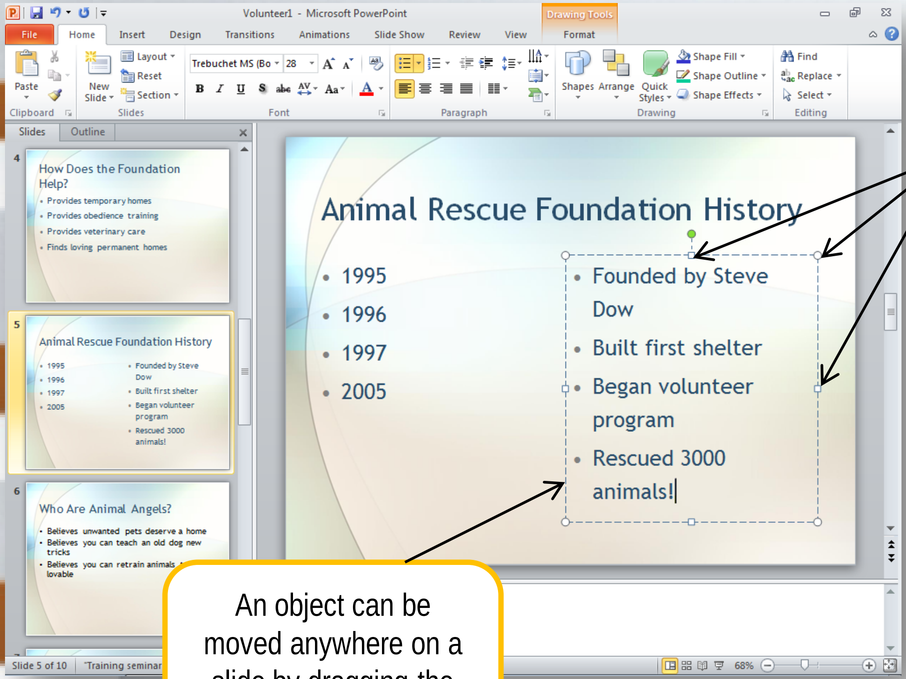
Content with Caption
Picture with Caption

Select the slide layout that best fits your content.

Changing a Placeholder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Slide 5 of 10
"Training seminar
68%

4 How Does the Foundation Help?

- Provides temporary homes
- Provides obedience training
- Provides veterinary care
- Finds loving permanent homes

5 Animal Rescue Foundation History

6 Who Are Animal Angels?

- Believes unwanted pets deserve a home
- Believes you can teach an old dog new tricks
- Believes you can retrain animals
lovable

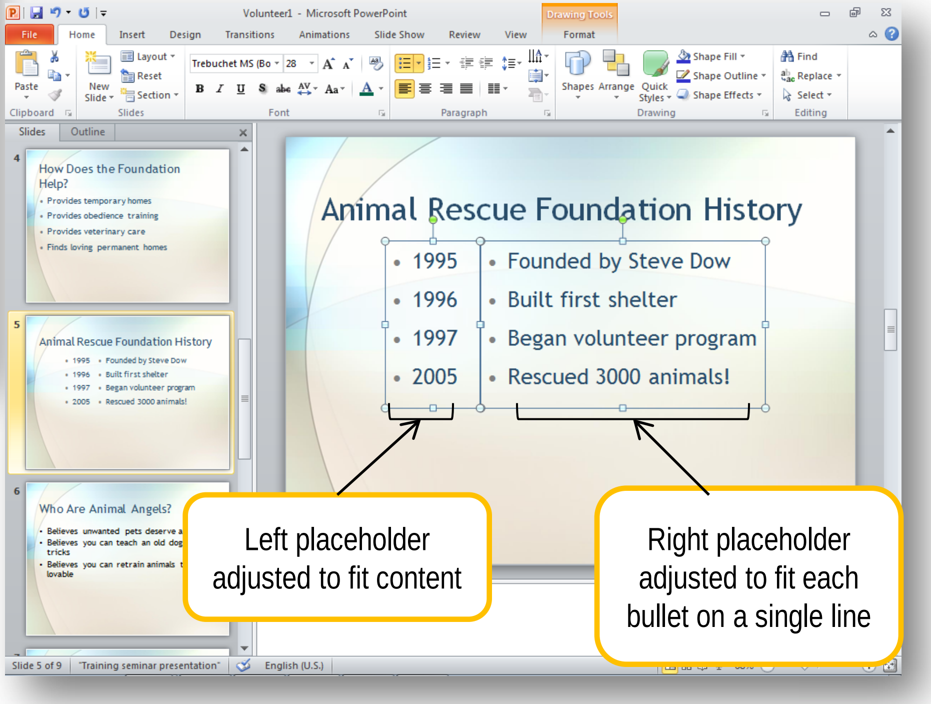
Animal Rescue Foundation History

- 1995
- 1996
- 1997
- 2005

- Founded by Steve Dow
- Built first shelter
- Began volunteer program
- Rescued 3000 animals!

Dragging sizing handles adjusts the size of the placeholder

An object can be moved anywhere on a slide by dragging the placeholder's border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Slide 5 of 9
"Training seminar presentation"
English (U.S.)

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Animal Rescue Foundation History

- 1995
- 1996
- 1997
- 2005

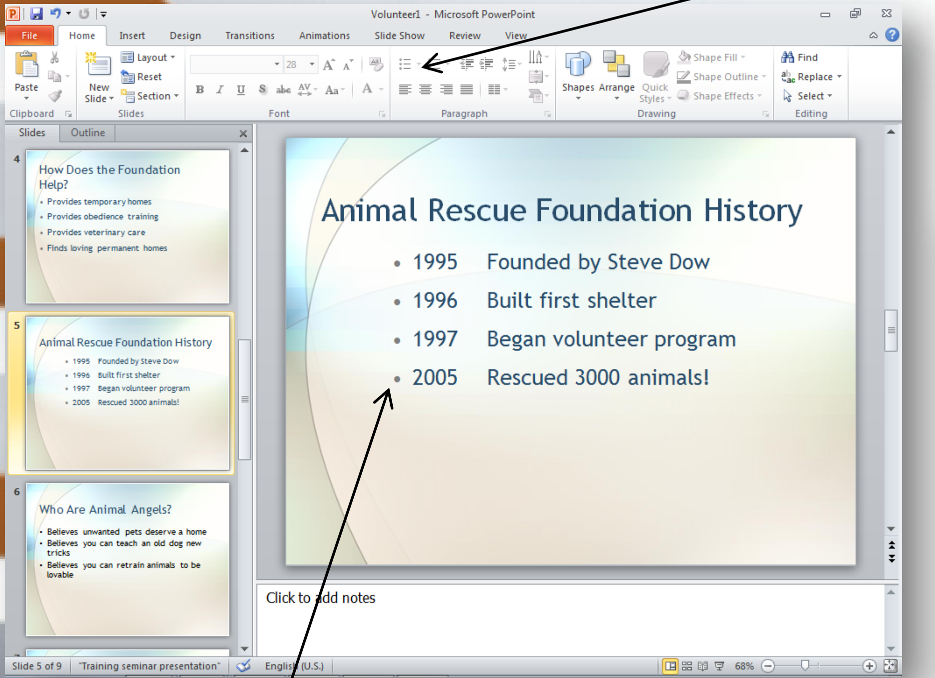
- Founded by Steve Dow
- Built first shelter
- Began volunteer program
- Rescued 3000 animals!

Left placeholder adjusted to fit content

Right placeholder adjusted to fit each bullet on a single line

Adding & Removing Bullets

Converts selection to a numbered list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Click to add notes
Slide 5 of 9
"Training seminar presentation"
English (U.S.)
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How Does the Foundation Help?
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Animal Rescue Foundation History

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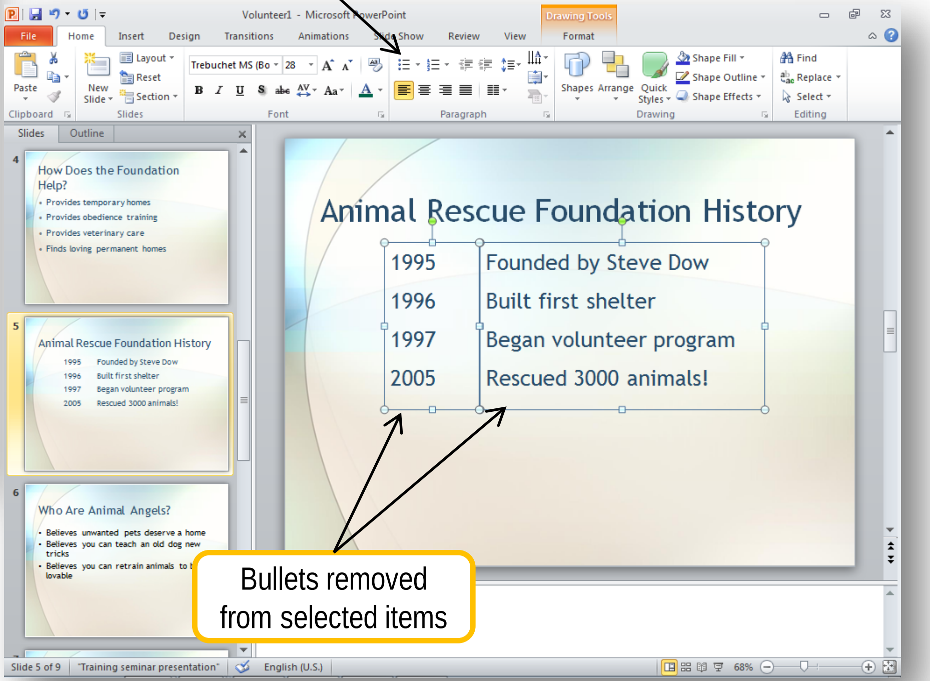
- 1997 Began volunteer program
- 2005 Rescued 3000 animals!

Bullets added to selected items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Slide 5 of 9
"Training seminar presentation"
English (U.S.)
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Animal Rescue Foundation History

1995	Founded by Steve Dow
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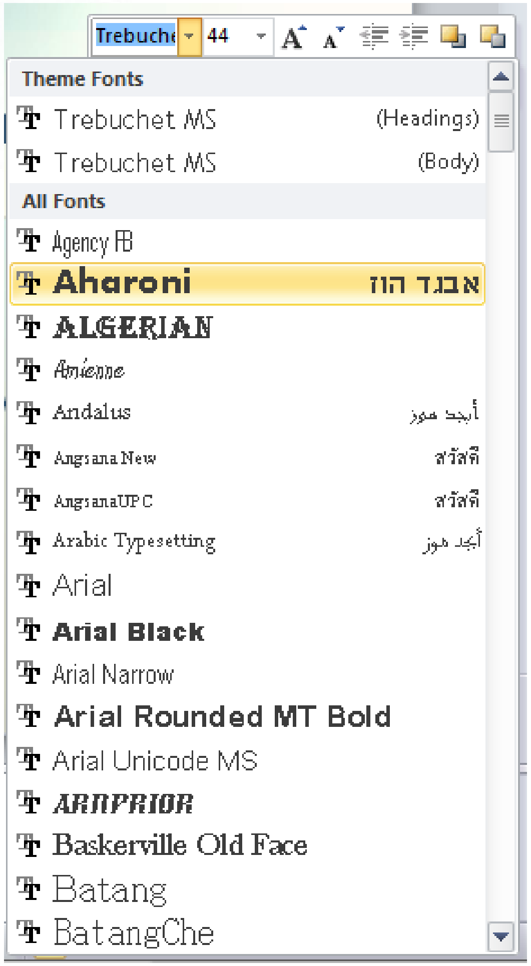
1997	Began volunteer program
2005	Rescued 3000 animals!

Bullets removed from selected items

FORMATTING SLIDE TEXT

- Changing Fonts
- Changing Font Size
- Applying Text Effects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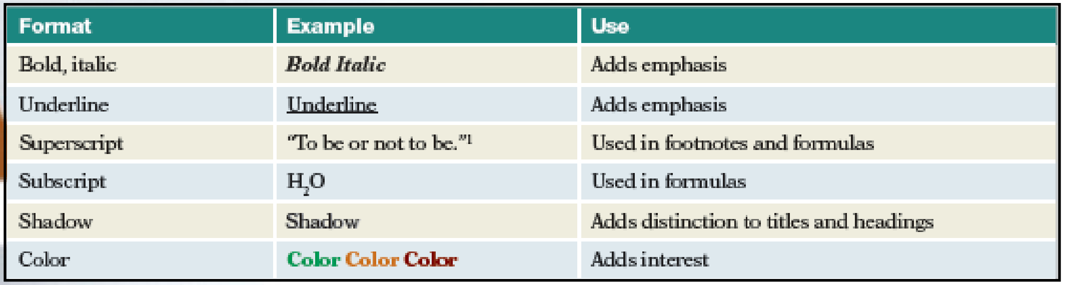
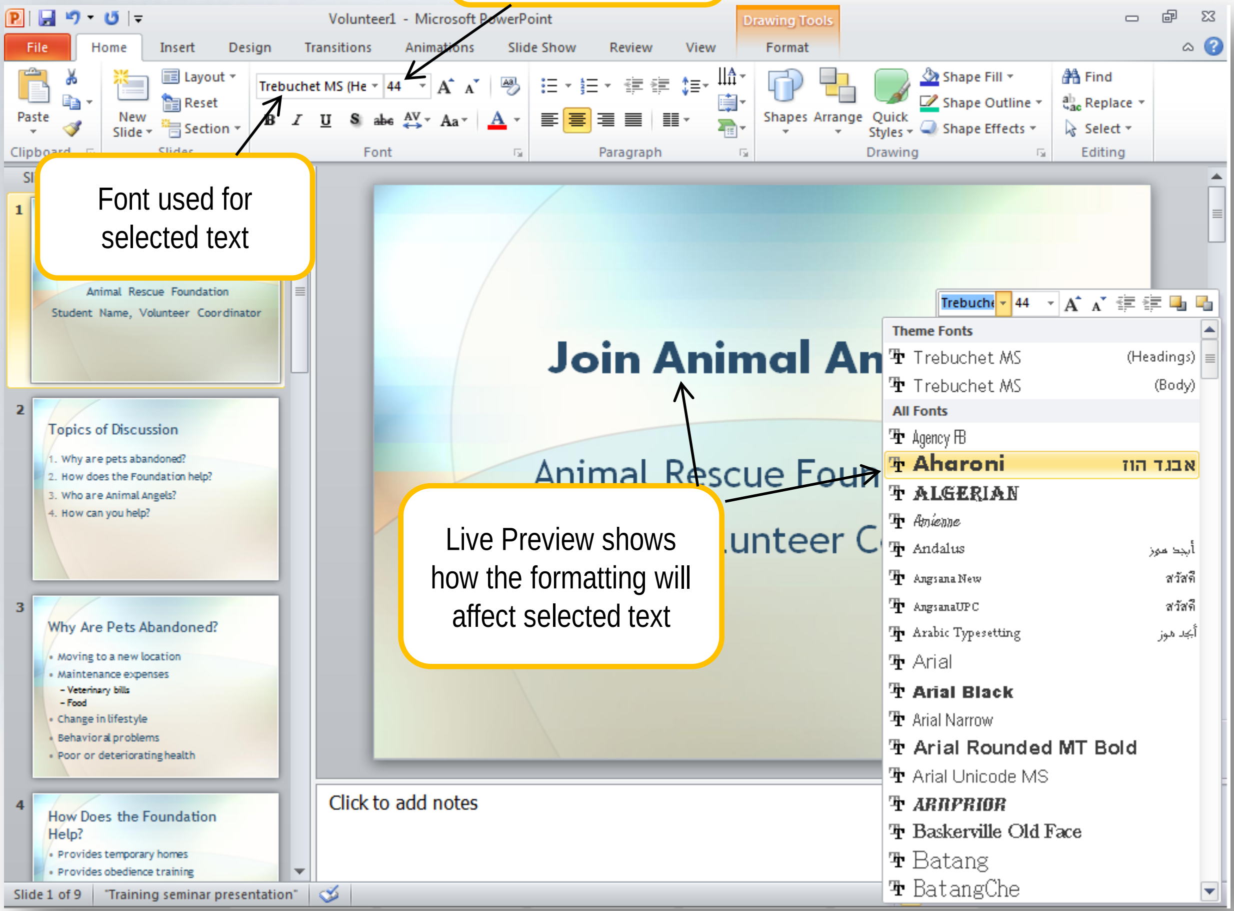


Format	Example	Use
Bold, italic	***Bold Italic***	Adds emphasis
Underline	Underline	Adds emphasis
Superscript	"To be or not to be."^{1}	Used in footnotes and formulas
Subscript	H_2O	Used in formulas
Shadow	Shadow	Adds distinction to titles and headings
Color	Color Color Color	Adds interest

Changing Fonts



Font size used for selected text

Font used for selected text

Live Preview shows how the formatting will affect selected text

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Slide 1 of 9
"Training seminar presentation"

Animal Rescue Foundation

Student Name, Volunteer Coordinator

Topics of Discussion

1. Why are pets abandoned?
2. How does the Foundation help?
3. Who are Animal Angels?
4. How can you help?

Why Are Pets Abandoned?

- Moving to a new location
- Maintenance expenses
  - Veterinary bills
  - Food
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

How Does the Foundation Help?

- Provides temporary homes
- Provides obedience training

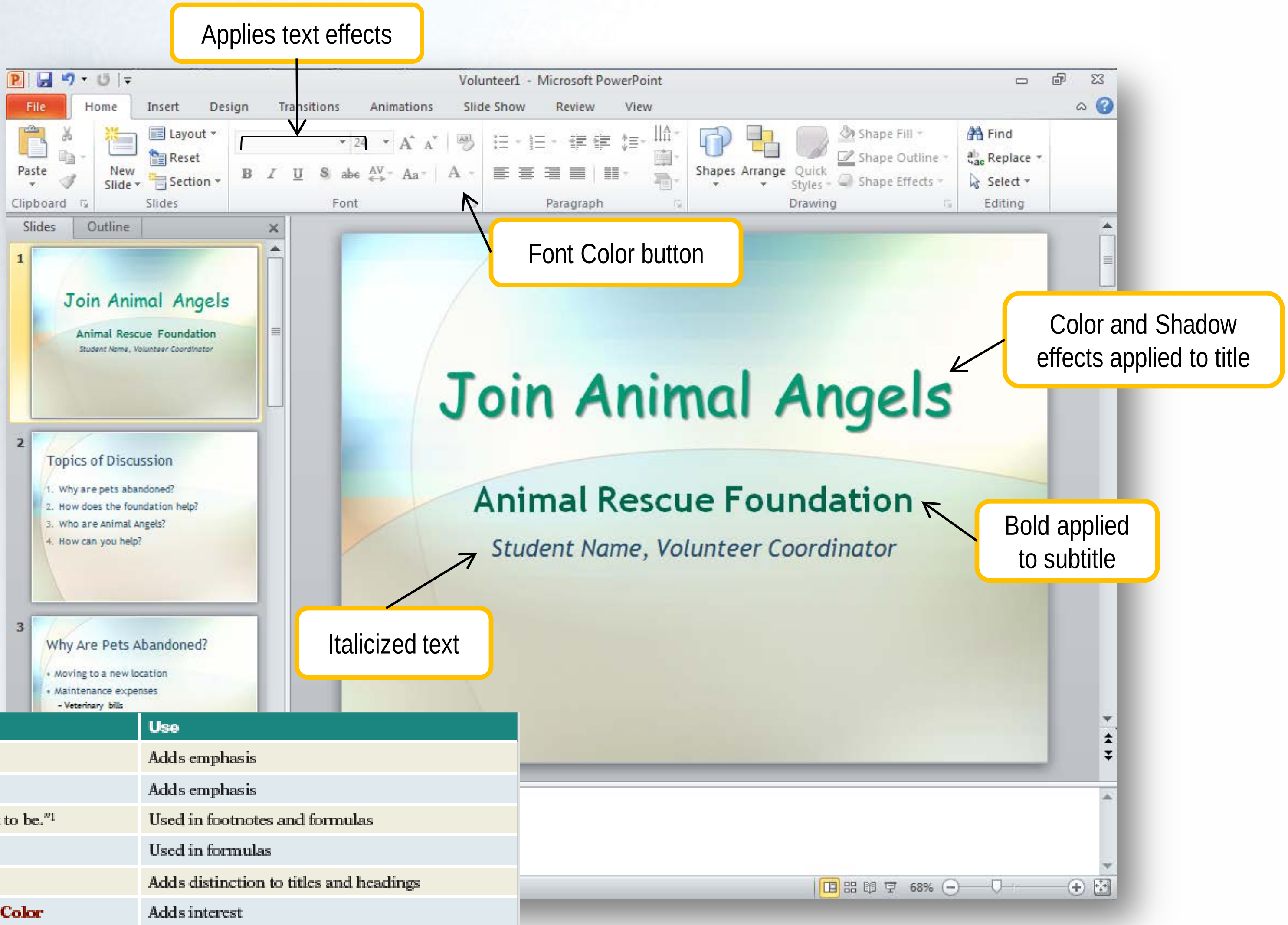
Join Animal An

Animal Rescue Foun

unteer C

Click to add notes

Applying Text Effects


Applies text effects

Font Color button

Color and Shadow effects applied to title

Bold applied to subtitle

Italicized text

Volunteer1 - Microsoft PowerPoint

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Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

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Format	Example	Use
Bold, italic	***Bold Italic***	Adds emphasis
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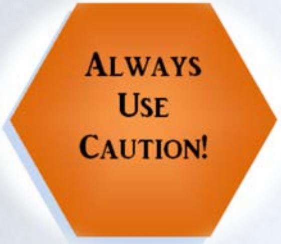
Subscript	H_2O	Used in formulas
Shadow	Shadow	Adds distinction to titles and headings
Color	Color Color Color	Adds interest

- Inserting a Graphic from the Clip Organizer
- Sizing and Moving a Graphic
- Adding Graphic Effects

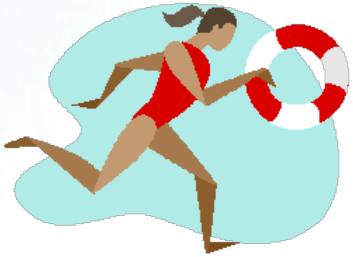
WORKING WITH GRAPHICS

Concept 5: Graphics

Drawing Object



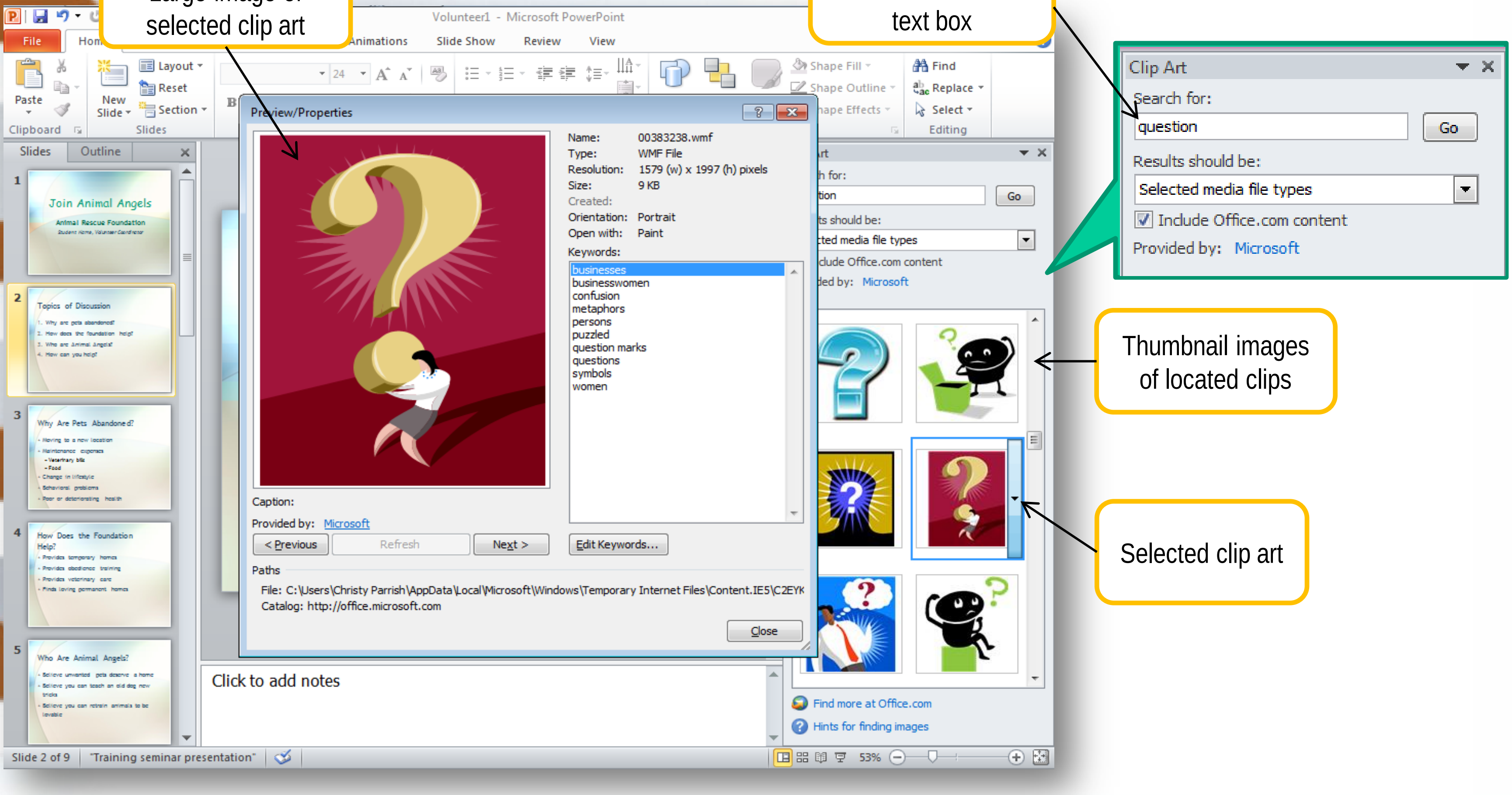
Graphic Illustration



Photograph

Help the audience understand concepts, to add interest, and to make your presentation stand out

Inserting a Graphic from the Clip Organizer



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Join Animal Angels
Topics of Discussion
Why Are Pets Abandoned?
How Does the Foundation Help?
Who Are Animal Angels?
Find more at Office.com
Hints for finding images
Slide 2 of 9
"Training seminar presentation"
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Preview/Properties

Name: 00383238.wmf
Type: WMF File
Resolution: 1579 (w) x 1997 (h) pixels
Size: 9 KB
Created:
Orientation: Portrait
Open with: Paint

Keywords:
- businesses
- businesswomen
- confusion
- metaphors
- persons
- puzzled
- question marks
- questions
- symbols
- women

Caption:

Provided by: Microsoft

< Previous | Refresh | Next > | Edit Keywords... | Close

Paths

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Catalog: http://office.microsoft.com

Click to add notes

Clip Art

Search for: question | Go

Results should be: Selected media file types

☑ Include Office.com content

Provided by: Microsoft

Large image of selected clip art

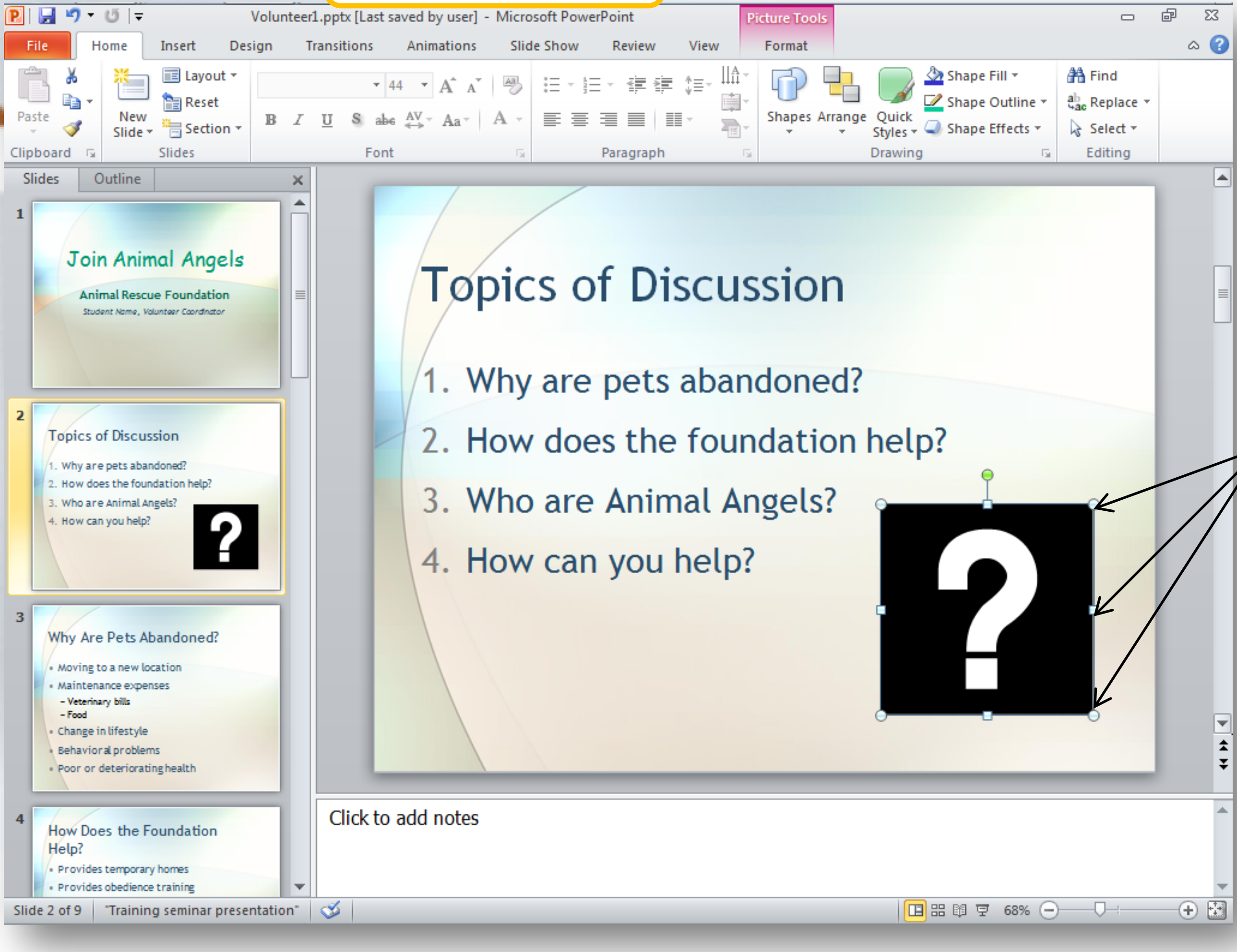
Enter descriptive text in Search For text box

Thumbnail images of located clips

Selected clip art

Sizing & Moving a Graphic

Picture Tools Format tab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Volunteer1.pptx [Last saved by user] - Microsoft PowerPoint

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

Topics of Discussion

1. Why are pets abandoned?
2. How does the foundation help?
3. Who are Animal Angels?
4. How can you help?

Why Are Pets Abandoned?

- Moving to a new location
- Maintenance expenses
  - Veterinary bills
  - Food
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

How Does the Foundation Help?

- Provides temporary homes
- Provides obedience training

Click to add notes

Slide 2 of 9 "Training seminar presentation"

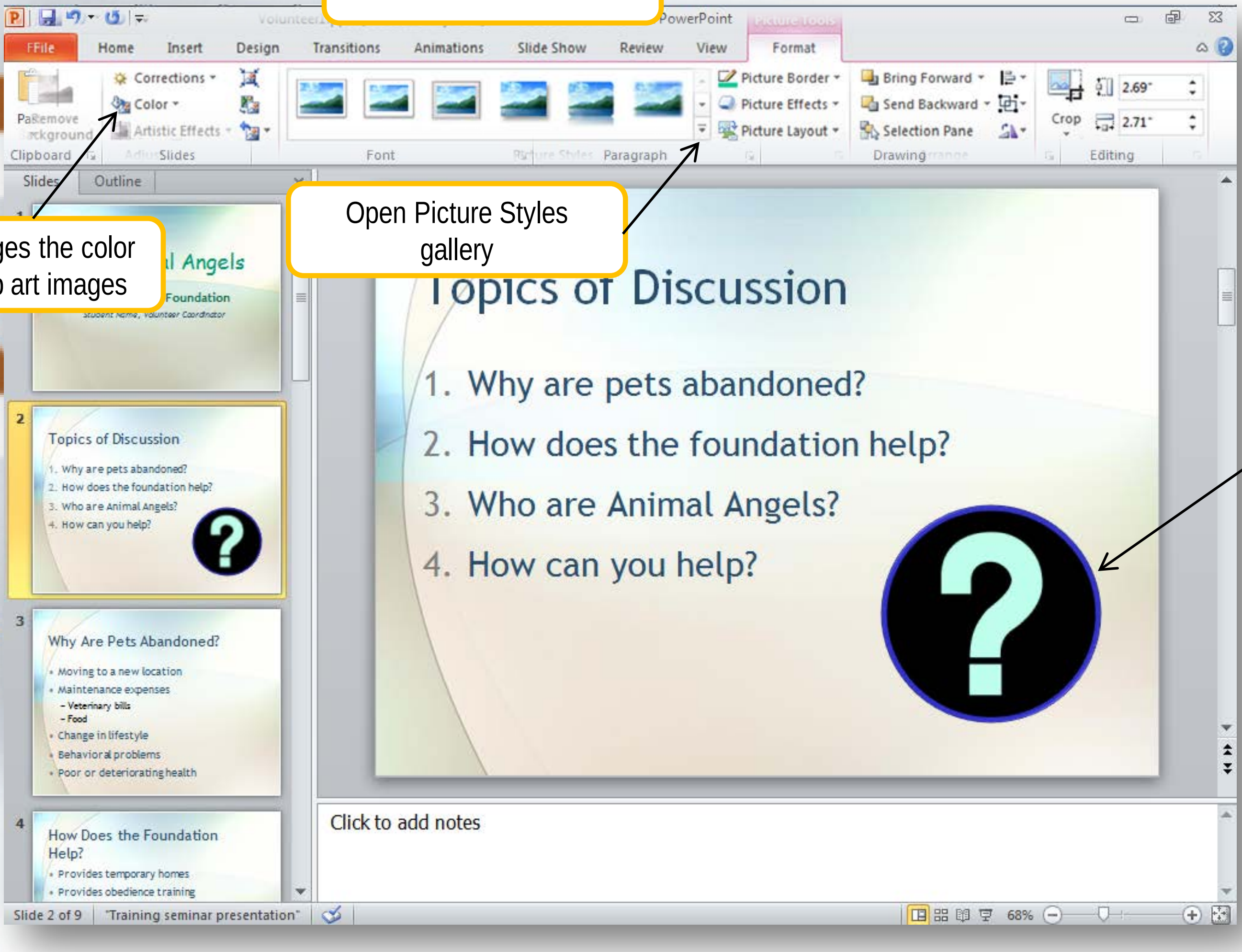
Sizing handles

Adding Graphic Effects

Picture Tools Format tab

Open Picture Styles gallery

Changes the color of clip art images


PowerPoint
Picture Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Picture Border
Picture Effects
Picture Layout
Picture Styles
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2.69"
2.71"
Size
Slides
Outline
Slide 2 of 9
"Training seminar presentation"
68%

Topics of Discussion

1. Why are pets abandoned?
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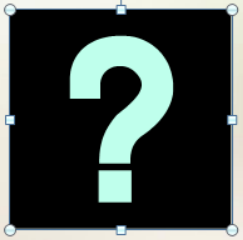
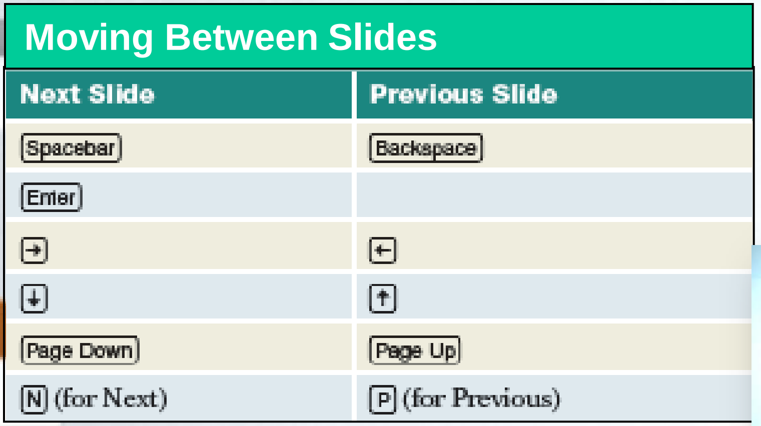
Click to add notes

Graphic effects applied

Original Graphic





Moving Between Slides

Next Slide	Previous Slide
Spacebar	Backspace
Enter	
→	←
↓	↑
Page Down	Page Up
N (for Next)	P (for Previous)

- Displays the slides in full screen and in order
- Plan what you will say while each slide is displayed

Join Animal Angels

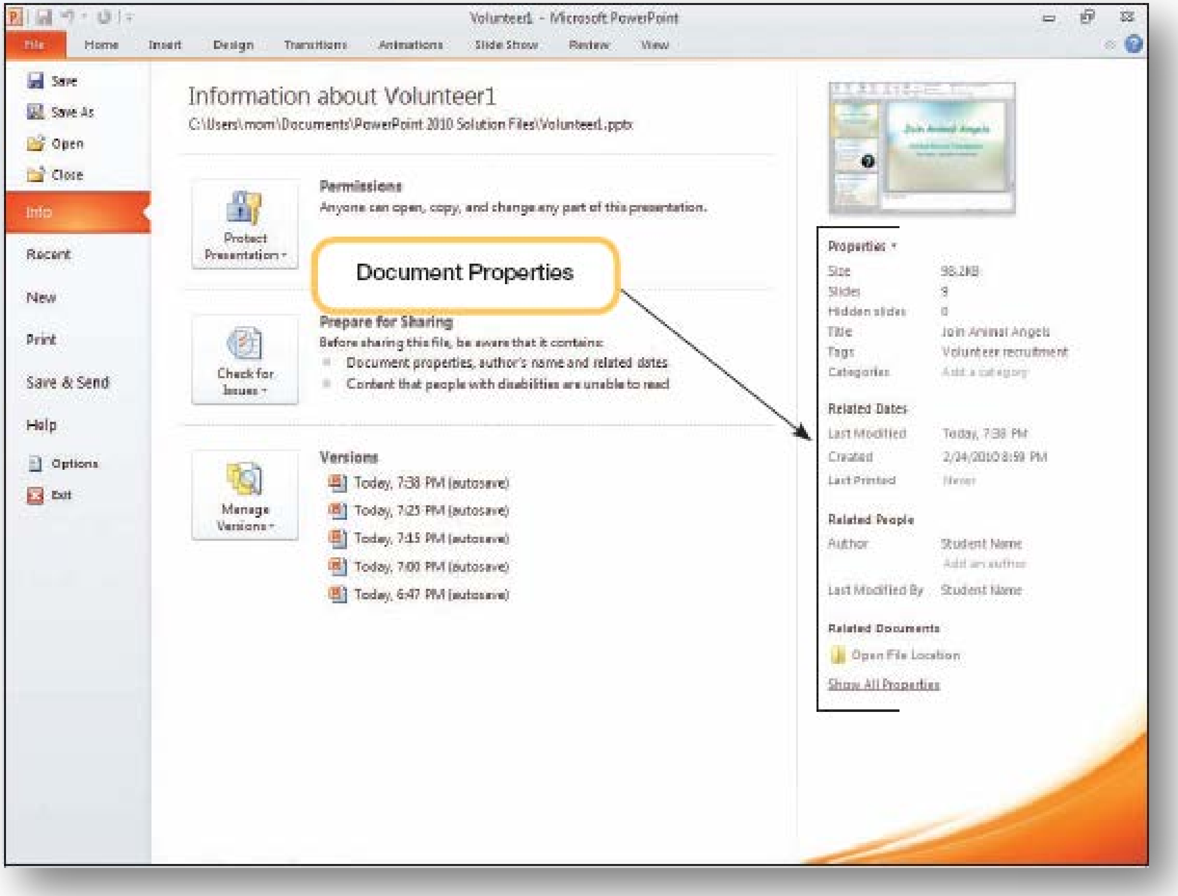
Animal Rescue Foundation

Student Name, Volunteer Coordinator

REHEARSING A PRESENTATION

DOCUMENTING A FILE

- Displays properties
  - Filename
  - File size
  - Dates
- Specify properties
  - Author
  - Tags


Volunteer1 - Microsoft PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Presentation
Check for Issues
Manage Versions

Information about Volunteer1

C:\Users\mom\Documents\PowerPoint 2010 Solution Files\Volunteer1.pptx

Permissions

Anyone can open, copy, and change any part of this presentation.

Document Properties

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, author's name and related dates
- Content that people with disabilities are unable to read

Versions

Today, 7:38 PM (autosave)
Today, 7:25 PM (autosave)
Today, 7:15 PM (autosave)
Today, 7:00 PM (autosave)
Today, 6:47 PM (autosave)

Properties

Size	98.2KB
Slides	9
Hidden slides	0
Title	Join Animal Angels
Tags	Volunteer recruitment
Categories	Add a category

Related Dates

Last Modified	Today, 7:38 PM
Created	2/24/2010 8:59 PM
Last Printed	Never

Related People

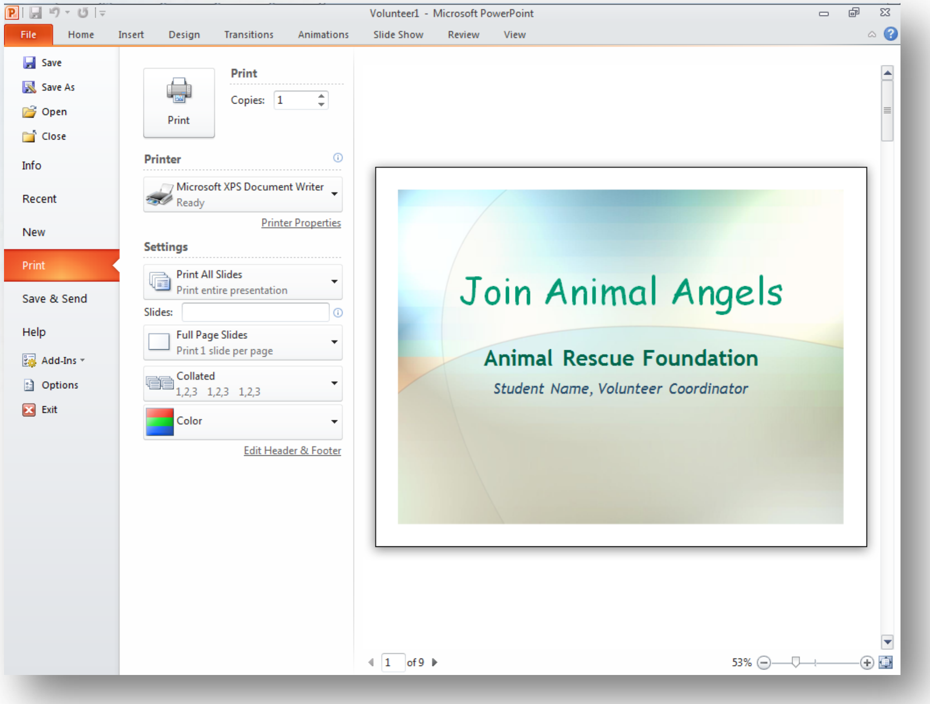
Author	Student Name Add an author
Last Modified By	Student Name

Related Documents

Open File Location

Show All Properties

- Printing a Slide
- Printing Handouts
- Printing an Outline



Volunteer1 - Microsoft PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Exit
Print
Print
Printer
Printer Properties
Settings
Edit Header & Footer

Copies: 1

Microsoft XPS Document Writer
Ready

Print All Slides
Print entire presentation

Slides:

Full Page Slides
Print 1 slide per page

Collated
1,2,3 1,2,3 1,2,3

Color

Join Animal Angels

Animal Rescue Foundation

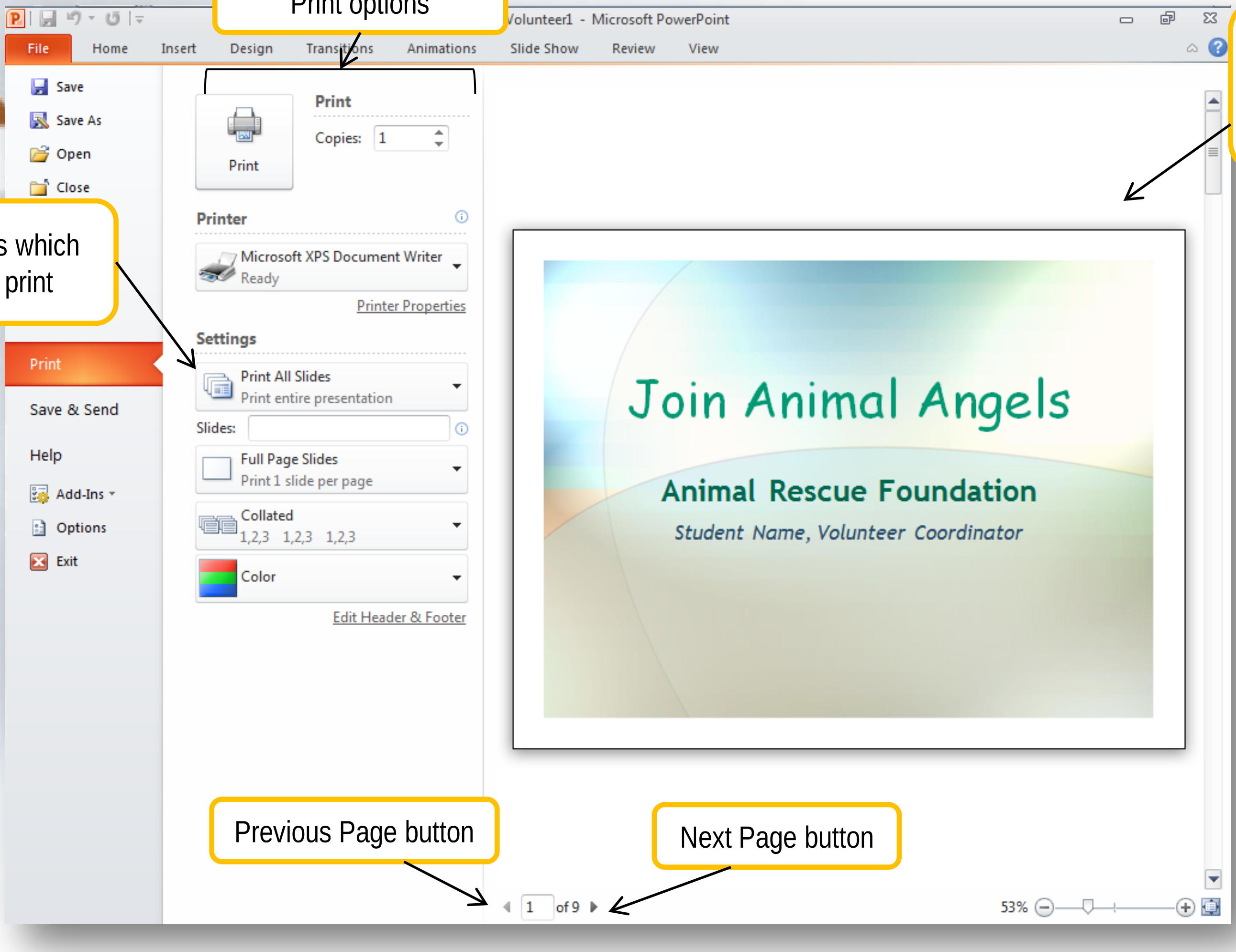
Student Name, Volunteer Coordinator

1 of 9

53%

PREVIEWING & PRINTING THE PRESENTATION

Printing a Slide


olunteer1 - Microsoft PowerPoint
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Save As
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Close
Print
Save & Send
Help
Add-Ins
Options
Exit
Print
Printer
Printer Properties
Settings
Edit Header & Footer

Copies: 1

Microsoft XPS Document Writer
Ready

Print All Slides
Print entire presentation

Slides:

Full Page Slides
Print 1 slide per page

Collated
1,2,3 1,2,3 1,2,3

Color

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

1 of 9

53%

Print options

Preview shows how the slide will appear when printed

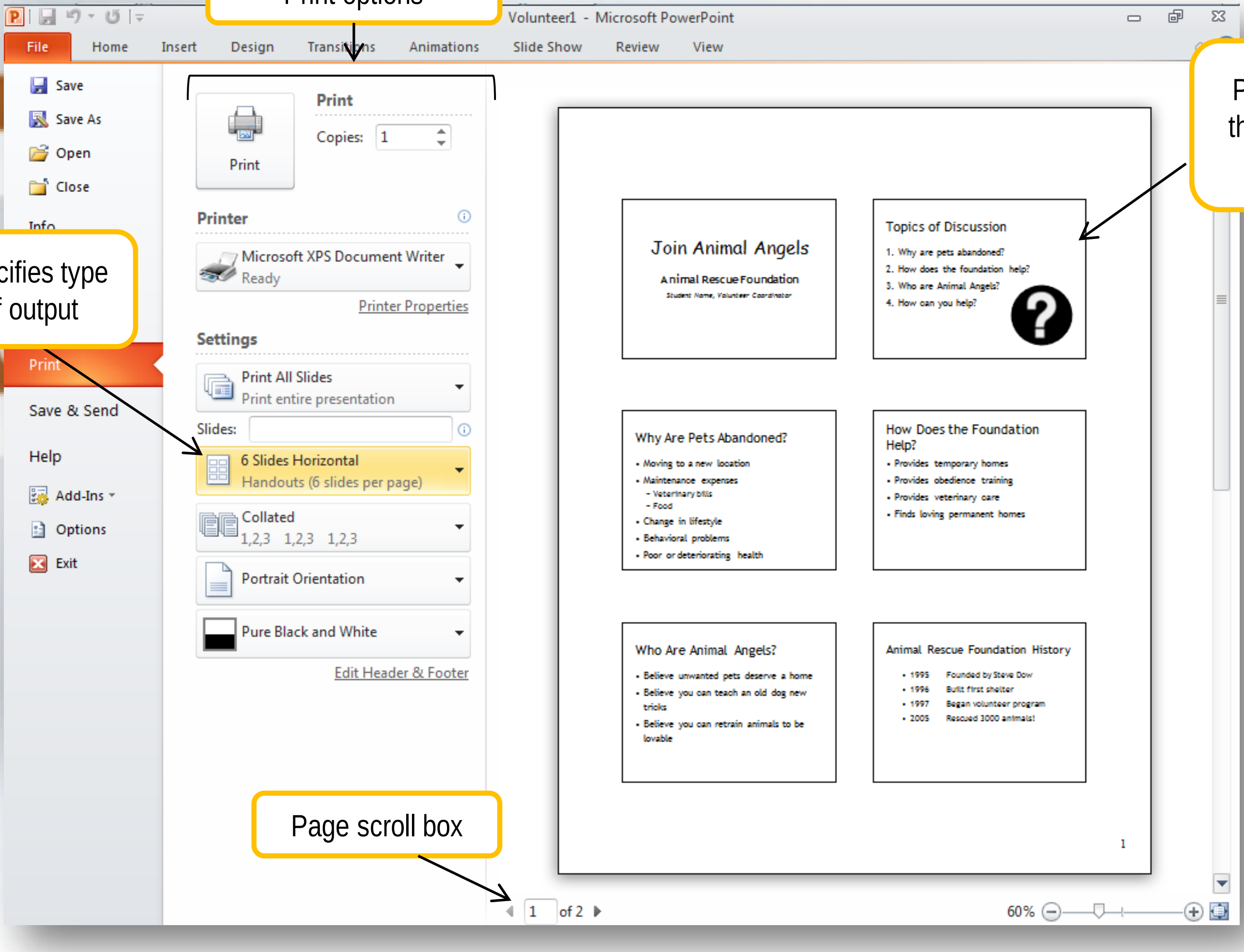
Changes which slides print

Previous Page button

Next Page button

Printing Handouts

Print options


Volunteer1 - Microsoft PowerPoint
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Save As
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Print
Save & Send
Help
Add-Ins
Options
Exit
Print
Printer Properties
Edit Header & Footer

Print

Copies: 1

Printer

Microsoft XPS Document Writer
Ready

Settings

Print All Slides
Print entire presentation

Slides:

6 Slides Horizontal
Handouts (6 slides per page)

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Pure Black and White

Join Animal Angels

Animal Rescue Foundation

Student Name, Volunteer Coordinator

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Why Are Pets Abandoned?

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  - Veterinary bills
  - Food
- Change in lifestyle
- Behavioral problems
- Poor or deteriorating health

How Does the Foundation Help?

- Provides temporary homes
- Provides obedience training
- Provides veterinary care
- Finds loving permanent homes

Who Are Animal Angels?

- Believe unwanted pets deserve a home
- Believe you can teach an old dog new tricks
- Believe you can retrain animals to be lovable

Animal Rescue Foundation History

- 1995 Founded by Steve Dow
- 1996 Built first shelter
- 1997 Began volunteer program
- 2005 Rescued 3000 animals!

1

1 of 2

60%

Preview area shows the handouts as they will print.

Specifies type of output

Page scroll box

Output Types

Full Page Slides
Notes Pages
Outline
Handouts

EXITING POWERPOINT

Choose a method for exiting PowerPoint

1. Click Close (×) in the title bar
2. Select ☒ Exit from the File menu

Additional Information

Don’t forget to save your work before exiting PowerPoint.

Key Terms

- AutoCorrect
- character formatting
- clip art
- current slide
- custom dictionary
- default settings
- demote
- drawing object
- embedded object
- graphic
- keyword
- layout
- main dictionary
- Notes pane
- object
- Outline tab
- paragraph formatting
- picture

Key Terms

- picture style
- placeholder
- placeholder text
- promote
- sans serif font
- serif font
- sizing handles
- slide
- Slide indicator
- Slide pane
- slide show
- Slides tab
- source program
- spelling checker
- style
- text effects
- thumbnail
- view

FAQs

1. What is a slide?
2. What errors will AutoCorrect fix?
3. I need to view all of my slides so that I can rearrange the order. How can I do this?
4. I need to rearrange the slides in my presentation. How can I do this?
5. What is meant by demoting and promoting bulleted items?

FAQs

6. What are placeholders?
7. My slide seems too crowded. Is there a way to split text between slides?
8. What is the file extension for a PowerPoint presentation?
9. What are slide layouts?
10. I would like to use graphics in my presentation. Where can I find them?

Discussion Questions

1. Discuss various slide layouts. How do you know which layouts are most appropriate for your content?
2. PowerPoint offers a number of ways to view slides. Discuss when you would use Normal view, Slide Sorter view, and Slide Show view.

Discussion Questions

3. Discuss the difference between the main dictionary and the custom dictionary.
4. Discuss the AutoFit feature. How does the Split Text option work?
5. What is the difference between character formatting and paragraph formatting?