The Magic of PowerPoint!!!!

Create movies, presentation, and much much more…
Open PowerPoint
Add Text

Click on dashed line and press the delete key on the keyboard.

Click to add title

Click to add subtitle
1. Click on the “text box” icon on the bottom left of the screen.

2. Click on slide, and drag box open. Start Typing.
Background Colors

1. Pull down the arrow menu
2. Choose “more colors”
3. Click “OK”
4. Click “Apply”
Edit Text

Select Text then:

- Change letter size
- Change letter color
- Change font
Edit Text

Change Font Color
Edit Text

Or: Highlight Text, and then right click to get this menu

Under the “Font” menu, you can change the font, color, underline, italicize, etc.
But how do I change the size of the picture?
Can I move it around?
Rotate it?

Click on the picture to get white dots around it. On the top, there should be a green dot.

Rotate: click on the green dot and drag the picture in a circle
Resize: click on white dot and drag to new size
But wait, you can do that with text boxes too!

Click on the text and drag the green dot and you can rotate a text box.
Modify Pictures

Once you have inserted a picture, you can do some \textbf{CRAZY} things to it.

Let’s insert Krista (or in your case just get a photograph from clip art).

The “picture toolbar” comes up when you insert any picture.
What do all these buttons do?

- **Modify Pictures**
- **What do all these buttons do?**

- **Washed out Krista**
  - Changes photo from color to grayscale to black and white, or washes it out.

- **High Contrast Krista**
  - Changes the contrast in the picture.

- **Bright Krista**
  - Increases or decreases the brightness of a picture.
Modify Pictures

What do all these buttons do?

Crops the pictures: cuts out the parts you don’t want
Rotates the Picture

Headless Krista
Side-winder Krista
Get a super-fly background

Click on the Design Button

And then click on a background

You can change the color the same way you changed the color of the blank background! Right click!
How do I get arrows, squares, circles and other “autoshares”? 

Choose one of these (or one off of the “AutoShapes” drop menu) and drag your mouse to “draw” it on the screen.
Autoshapes

- Change inside color of shape
- Change the color of lines
- Font color
- Line width
- Make your lines dashed
- Add 3-D effects
THE COOLEST THING EVER

ANIMATION!

MAKE EVERYTHING MOVE !!!!!
Animate

Right click on an object (like a picture or text)

Choose “Custom Animation”
Click “Add Effect”

Then choose the effect you want.

If you want two objects (pictures or text boxes) to do the same thing at the same time, before you click “Add Effect” click on one of them, and then hold down the shift key as you click the other(s).
Once you have chosen some effects for your object, you can pick the order in which they happen.

1. Click on an event

2. Then press the reorder buttons to move it higher or lower in the list
You can choose the speed of the animation and whether you want it to start when you click, or after a certain time, or after the last “animation.”
THE END!
Assignment

• Make a PowerPoint presentation on anything you want.

• Must have
  – Minimum of 6 slides
  – Must have animation
  – Must have photos and/or clip art
  – Must have slide transition
  – Must have text