

# POWERPOINT PART 2

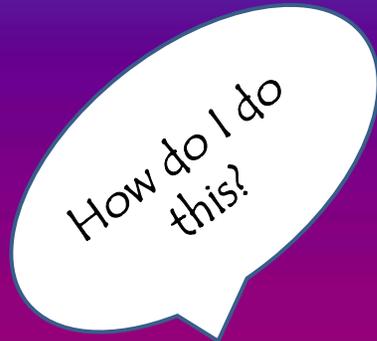


Created by: Jenny Montemorano

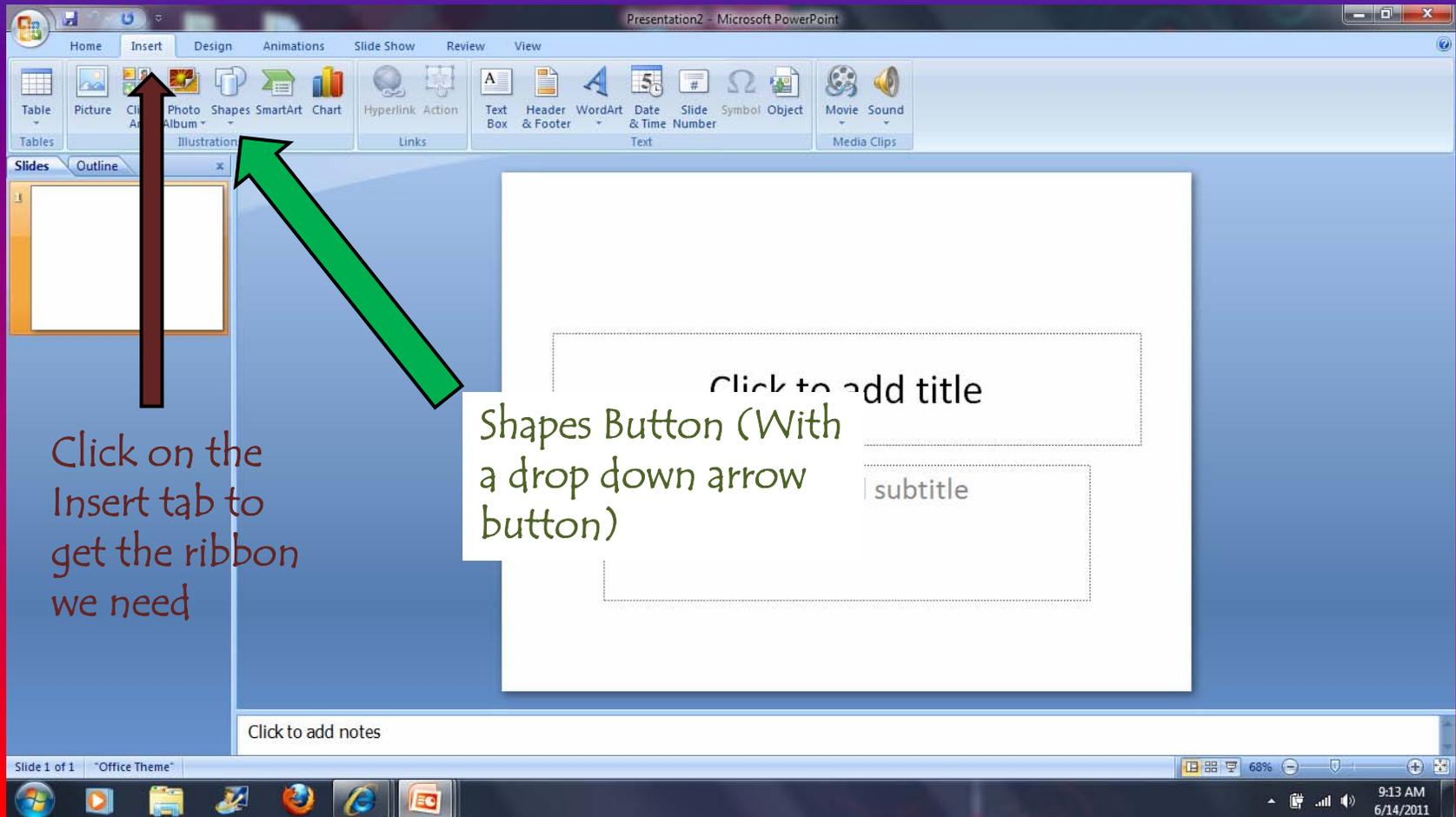
Presented by: The Gig... Geneva  
Information Gateway

Sponsored by the NYS BTOP Grant

# Adding Text Over Shapes



# ADDING TEXT OVER SHAPES

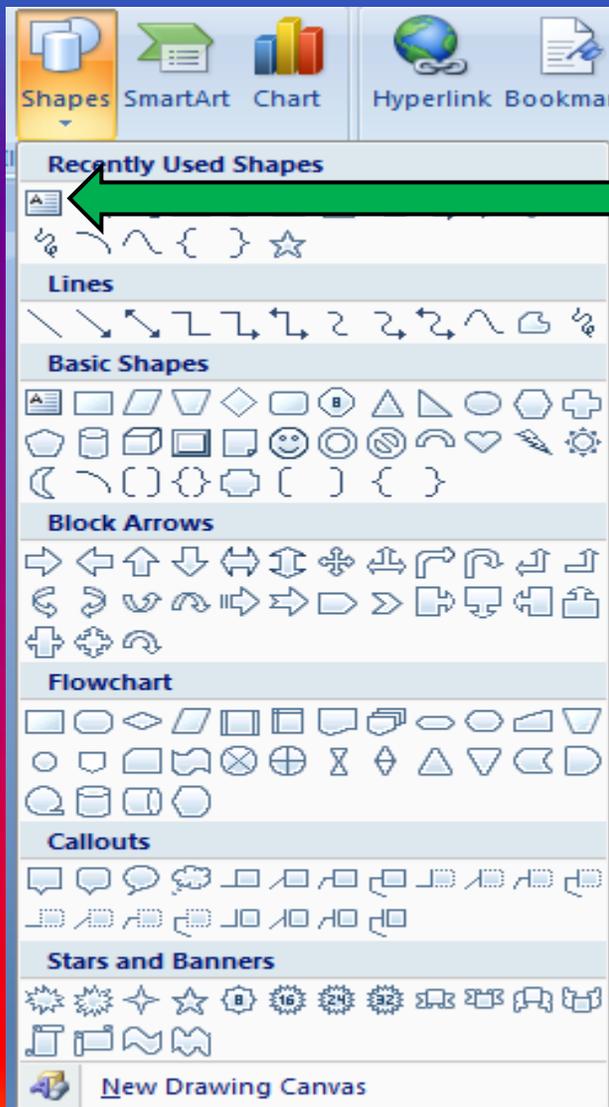


The screenshot shows the Microsoft PowerPoint 2010 interface. The 'Insert' tab is selected on the ribbon, and the 'Shapes' button is highlighted with a green arrow. A brown arrow points to the 'Insert' tab. The slide content includes a title box with the text 'Click to add title', a subtitle box with the text 'subtitle', and a notes box at the bottom with the text 'Click to add notes'.

Click on the Insert tab to get the ribbon we need

Shapes Button (With a drop down arrow button)

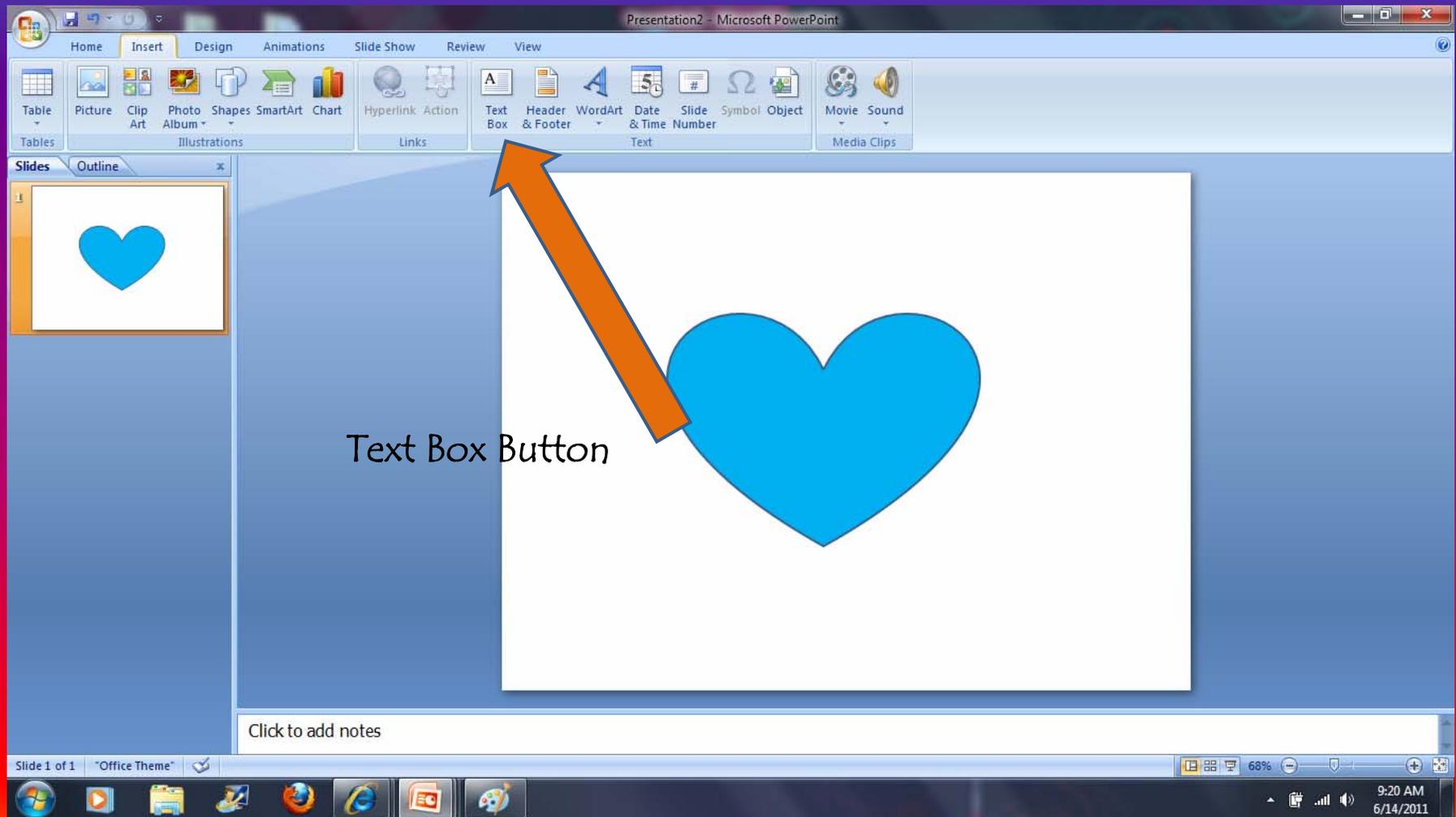
# Shapes You Can Choose From



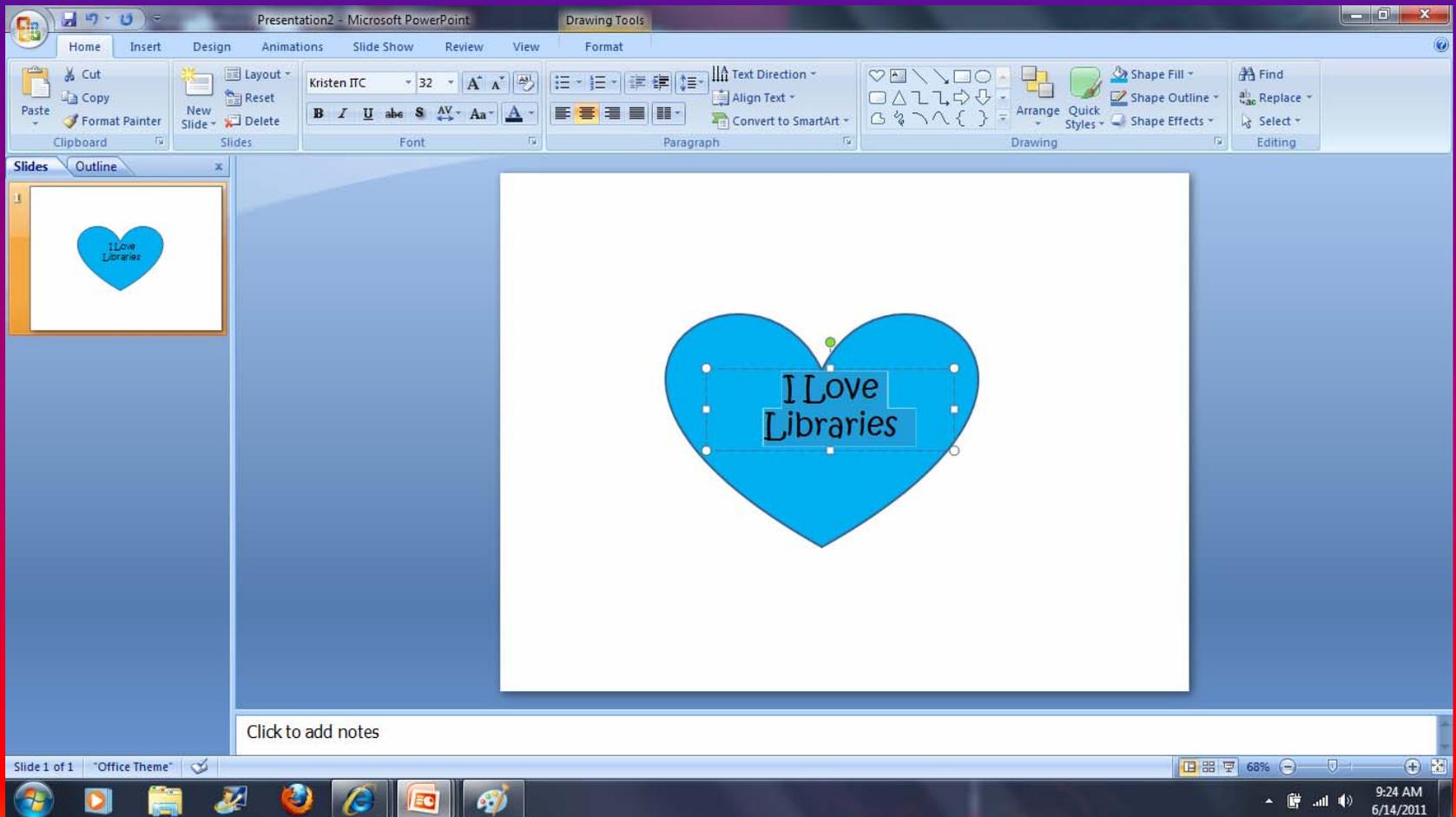
Text Box Button

There are hundreds of shapes to choose from or you can draw your own. You can also add a text box from this area.

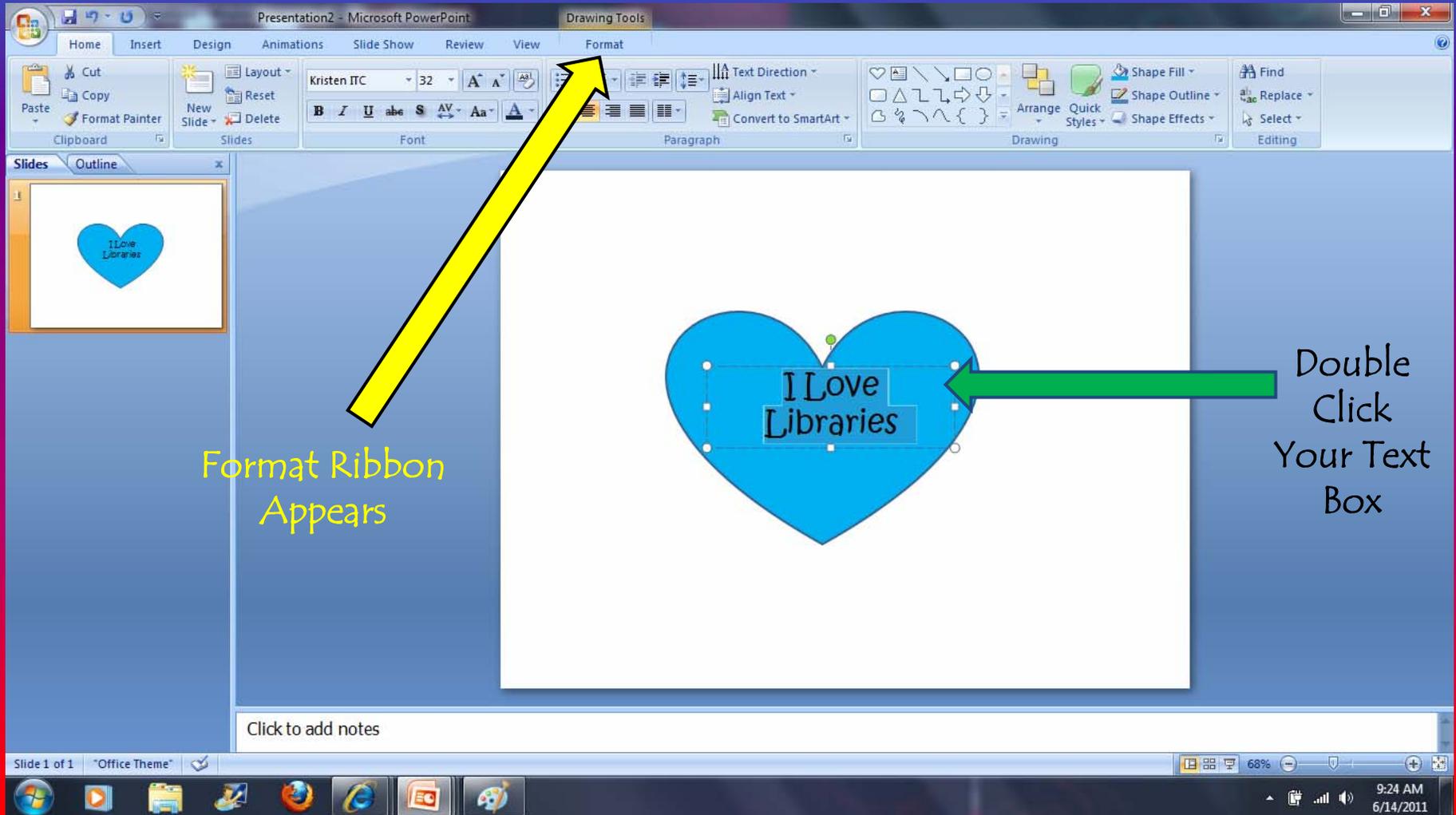
# ADDING TEXT OVER YOUR SHAPE



# TYPE YOUR TEXT THEN FORMAT IT!



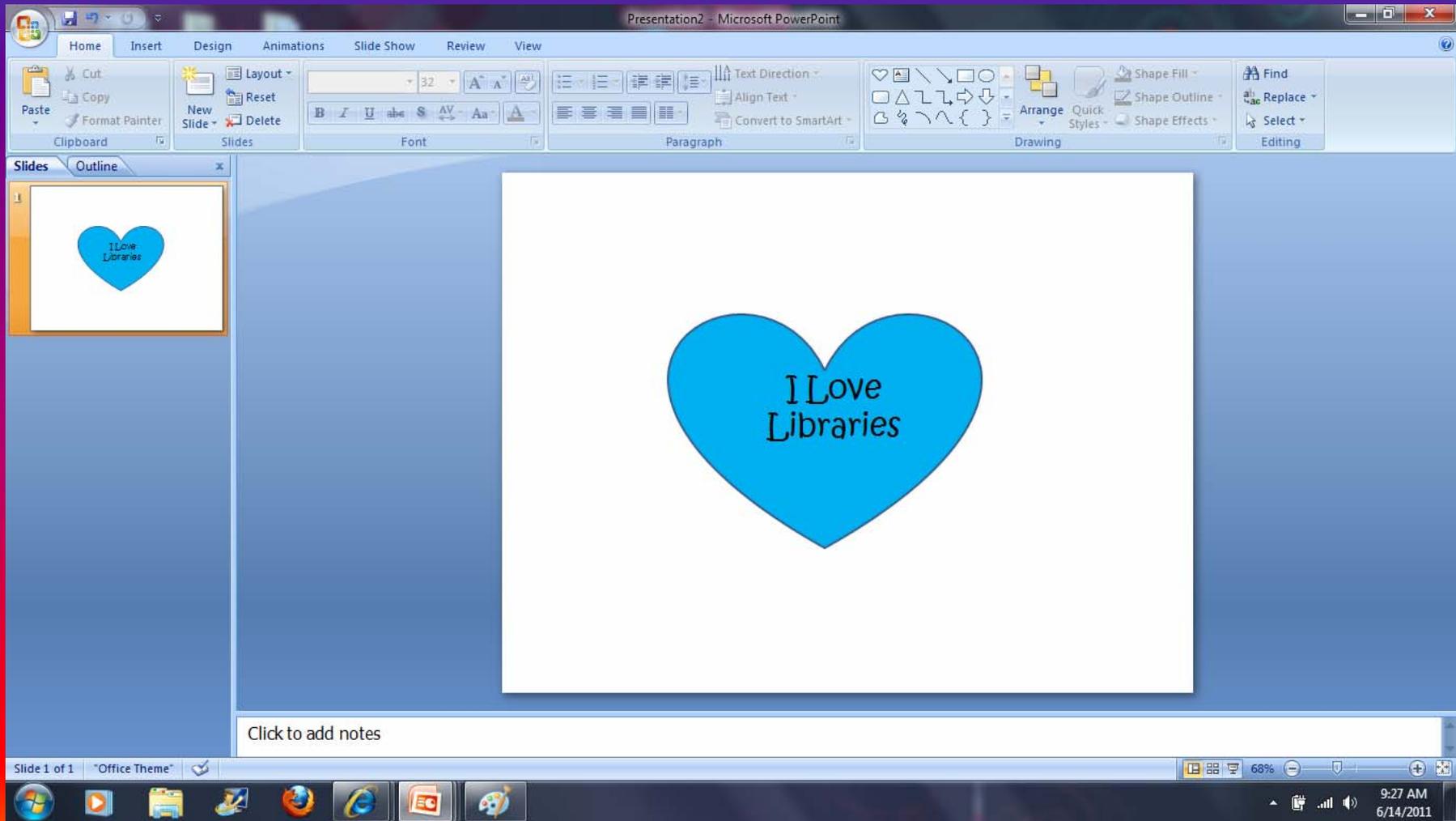
# FORMATTING A TEXT BOX



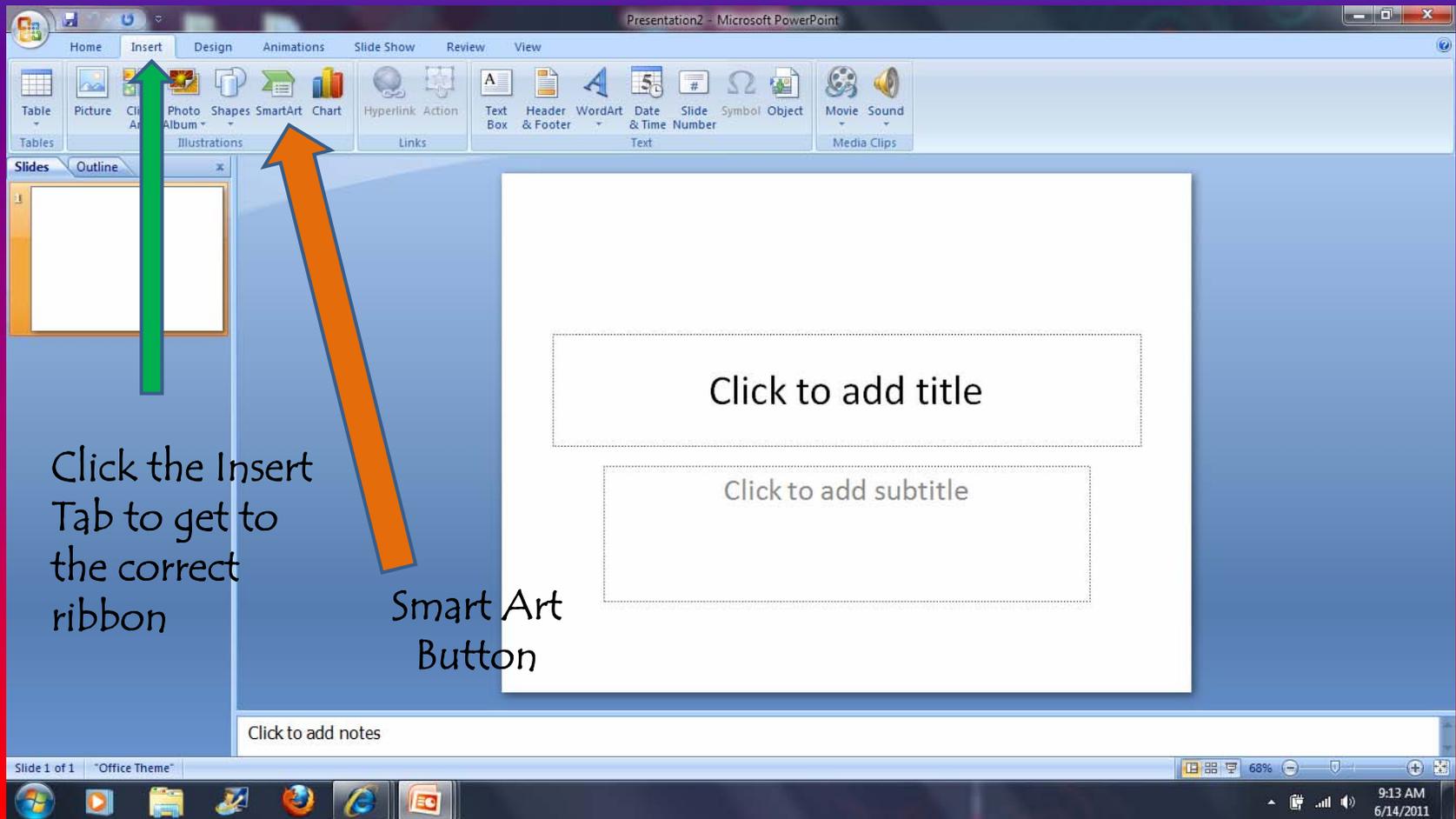
Format Ribbon  
Appears

Double  
Click  
Your Text  
Box

# WHAT IT WILL LOOK LIKE AFTER FORMATTING



# ADDING SMART-ART

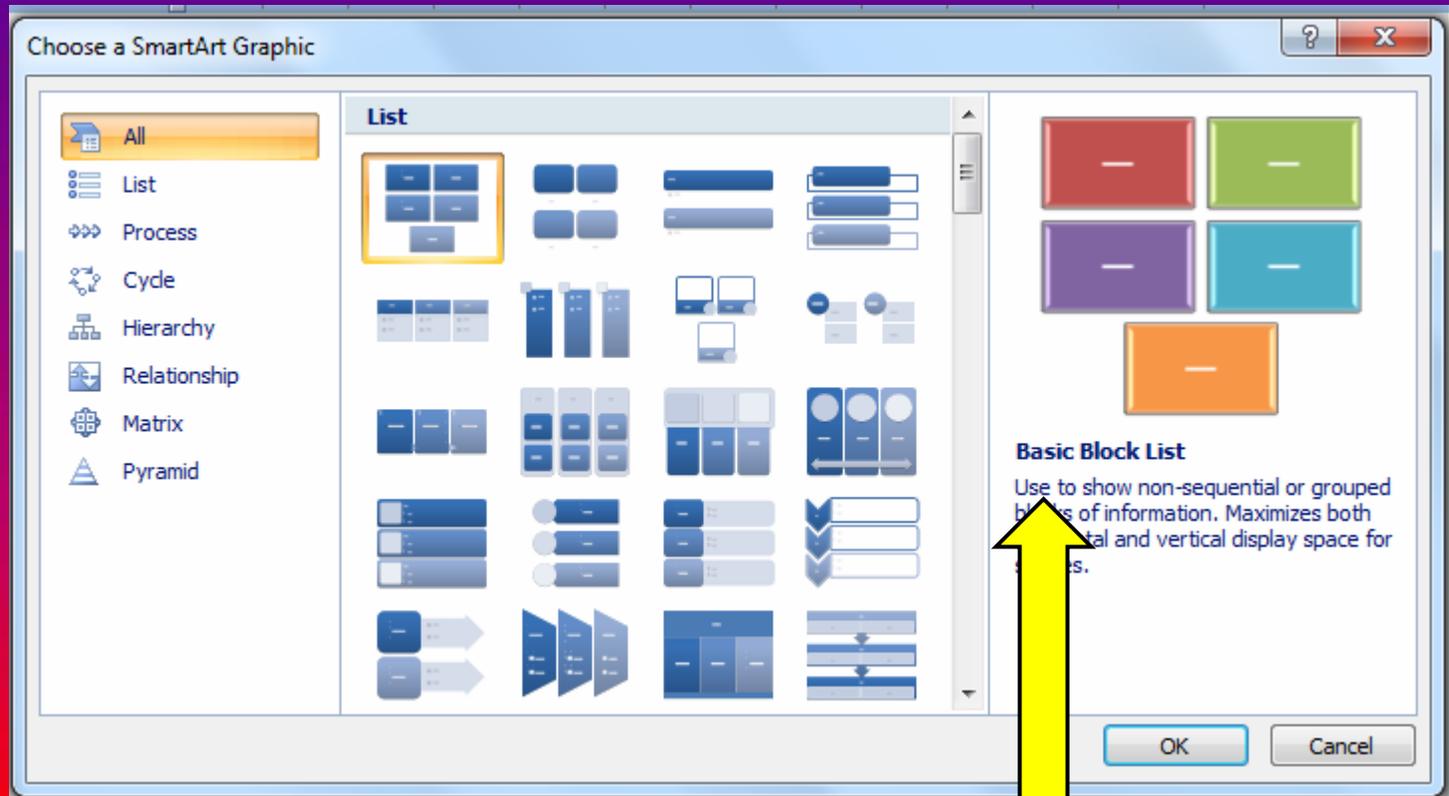


Click the Insert Tab to get to the correct ribbon

Smart Art Button

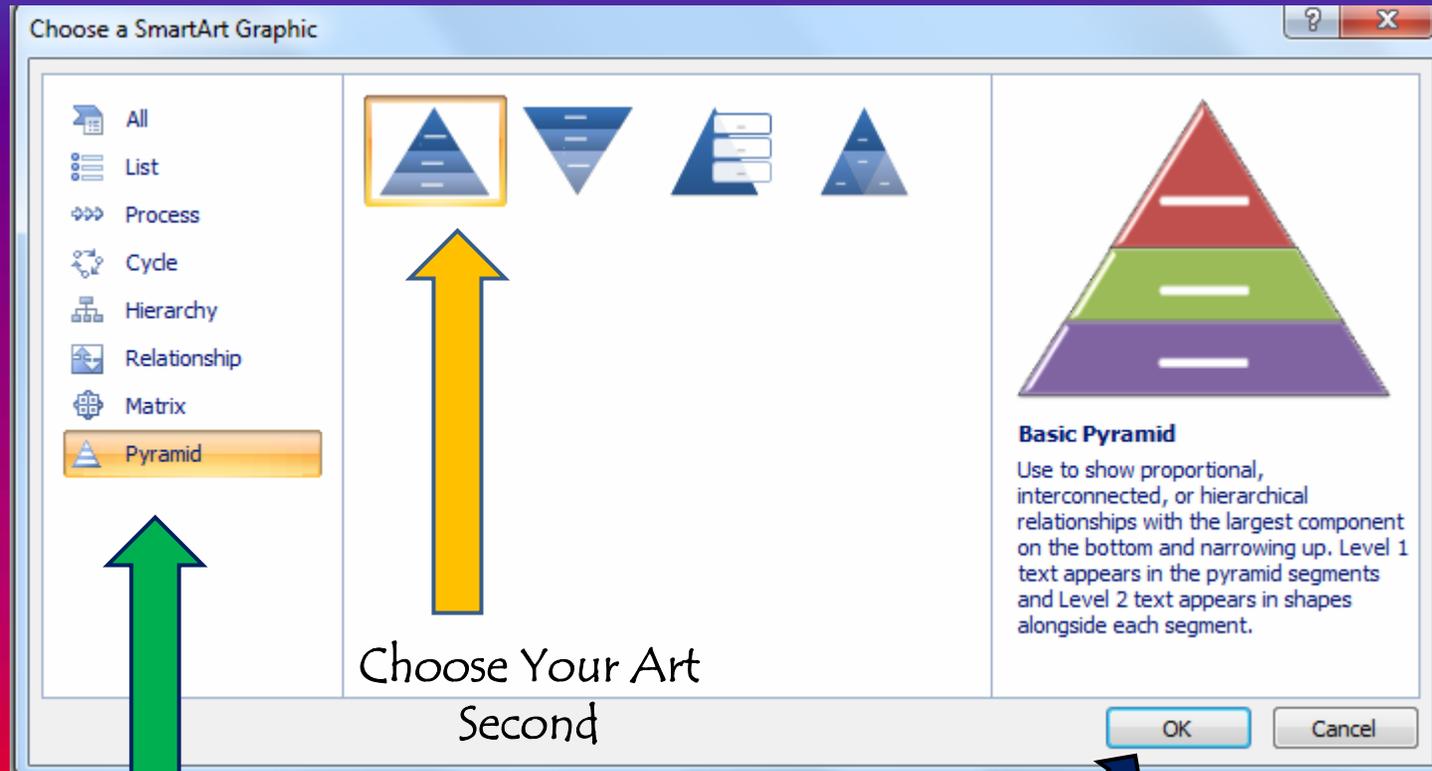
# A Closer Look at the Smart Art Options

Types of Charts



Preview Box

# Choosing Your Smart Art



Choose Your Format First

Click Ok Once you have chosen your art!

# BUILD YOUR SMART-ART

The screenshot displays the Microsoft PowerPoint interface with a SmartArt diagram in the center. The diagram is a blue pyramid divided into three horizontal sections, each containing a text box with the placeholder "[Text]". A green arrow points from the right towards the top text box, with the text "Add Your Text!" next to it. The top ribbon shows the "SmartArt Tools" tab with "Design" and "Format" sub-tabs. The "Design" sub-tab includes a "Layouts" group with four pyramid icons and a "SmartArt Styles" group with ten style icons. The "Format" sub-tab includes a "Change Colors" group and a "Reset Graphic" group. On the left, the "Slides" pane shows a thumbnail of the current slide. A text box titled "Type your text here" is open over the top section of the pyramid, containing a bulleted list with three items, each marked with "[Text]". The status bar at the bottom indicates "Slide 1 of 1", "Office Theme", and the date "6/14/2011".

Microsoft PowerPoint - Presentation2 - Microsoft PowerPoint

SmartArt Tools

Home Insert Design Animations Slide Show Review View Design Format

Add Shape Add Bullet Right to Left Promote Demote Layout - Text Pane Create Graphic

Layouts

Change Colors

SmartArt Styles

Reset Graphic Reset

Slides Outline

Type your text here

- [Text]
- [Text]
- [Text]

Basic Pyramid...

[Text]

[Text]

[Text]

Add Your Text!

Click to add notes

Slide 1 of 1 "Office Theme" 68% 10:19 AM 6/14/2011

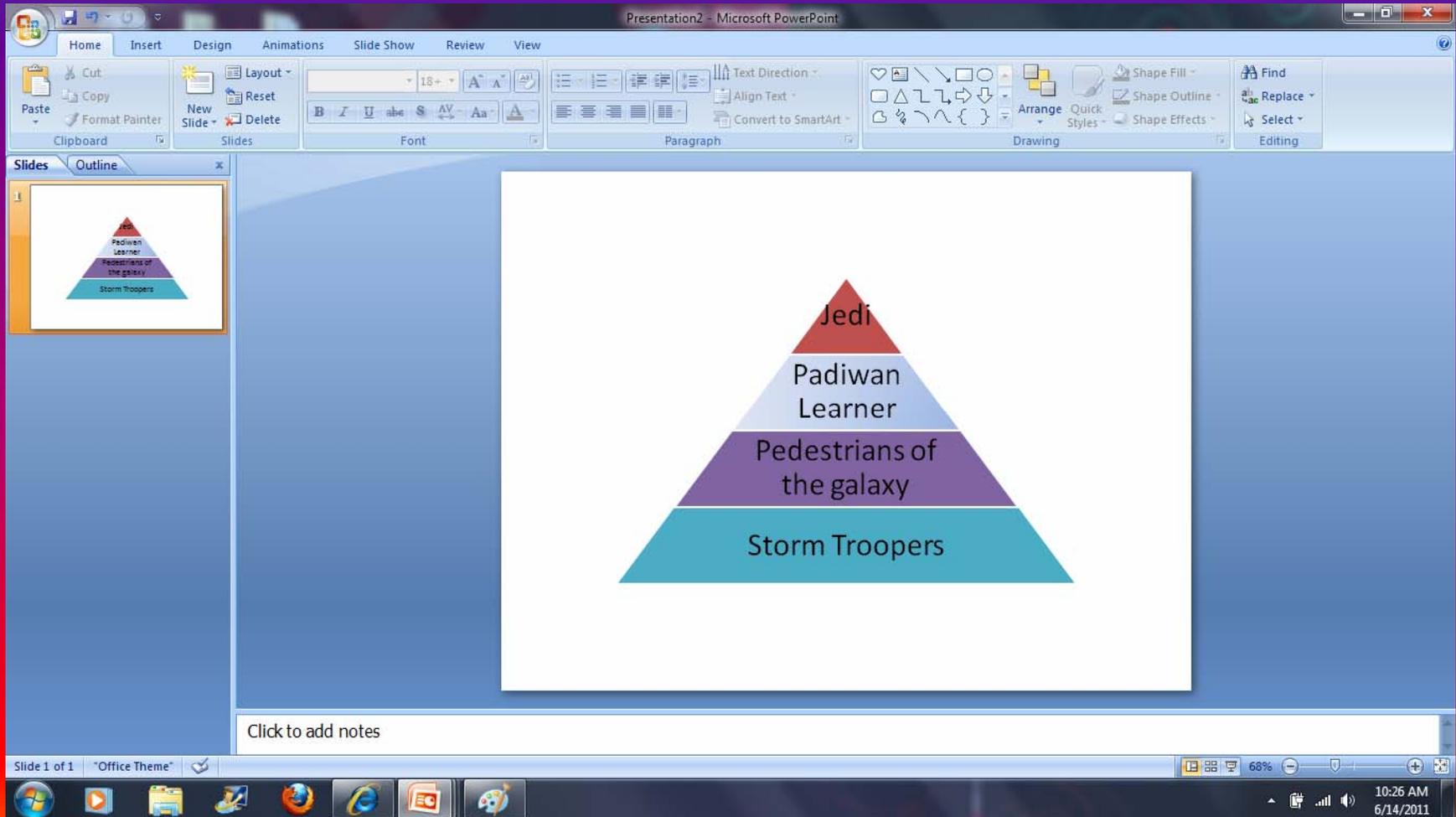
# CHANGE THE COLOR OF YOUR SMART ART

The image shows a screenshot of Microsoft PowerPoint with the SmartArt Tools ribbon active. The ribbon includes a 'Change Colors' button, which is highlighted with a black arrow. A color palette is open, showing various color schemes for the selected pyramid SmartArt. The palette is organized into sections: 'Primary Theme Colors', 'Colorful', 'Accent 1', 'Accent 2', and 'Accent 3'. Each section contains five color options. The 'Change Colors' button is labeled 'Change Color Button' with a black arrow. A callout box on the right side of the palette is labeled 'The Many Formats You Can Chose From' with a green bracket. The main slide area shows a pyramid diagram with the following text from top to bottom: 'Jedi', 'Padiwan Leas', 'Pedestrians of the galaxy', and 'Storm Troopers'. The status bar at the bottom indicates 'Slide 1 of 1', 'Office Theme', and the system tray shows the time as 10:22 AM on 6/14/2011.

Change Color Button

The Many Formats You Can Chose From

# CHOOSE YOUR FORMATS AND LET SMART ART DO THE REST



# ADDING SOUNDS

Click on the Insert tab to get the ribbon we need

Click to add title

Click to add subtitle

Click the down arrow under Sound

Click to add notes

Slide 1 of 1 "Office Theme" 68% 9:13 AM 6/14/2011

# YOUR SOUND OPTIONS

The image shows a screenshot of the Microsoft PowerPoint 2010 interface. The title bar reads "Presentation2 - Microsoft PowerPoint". The ribbon is set to the "Insert" tab, with the "Sound" icon highlighted. A context menu is open over the Sound icon, listing the following options:

- Sound from File...
- Sound from Clip Organizer...
- Play CD Audio Track...
- Record Sound...

The main slide area is currently blank. On the left, the Slides pane shows two slides: Slide 1 contains a pyramid diagram with the text "Pedagogical Learner", "Pedagogical of the galaxy", and "Storm Troopers"; Slide 2 is blank. The status bar at the bottom indicates "Slide 2 of 2" and "Office Theme". The Windows taskbar at the very bottom shows the system tray with the date and time: "10:32 AM 6/14/2011".

# SOUND OPTIONS EXPLAINED

Sound from File: Means you will have to search your files for the sound or song you would like

Sound from clip Organizer: These are sounds that already reside on your computer they are organized in abc order.

Play CD or Audio Track: Here you can import entire CD's or just tracks to add to your slide show.

Record Sound: A record box will appear and you will record until you get your desired sound.

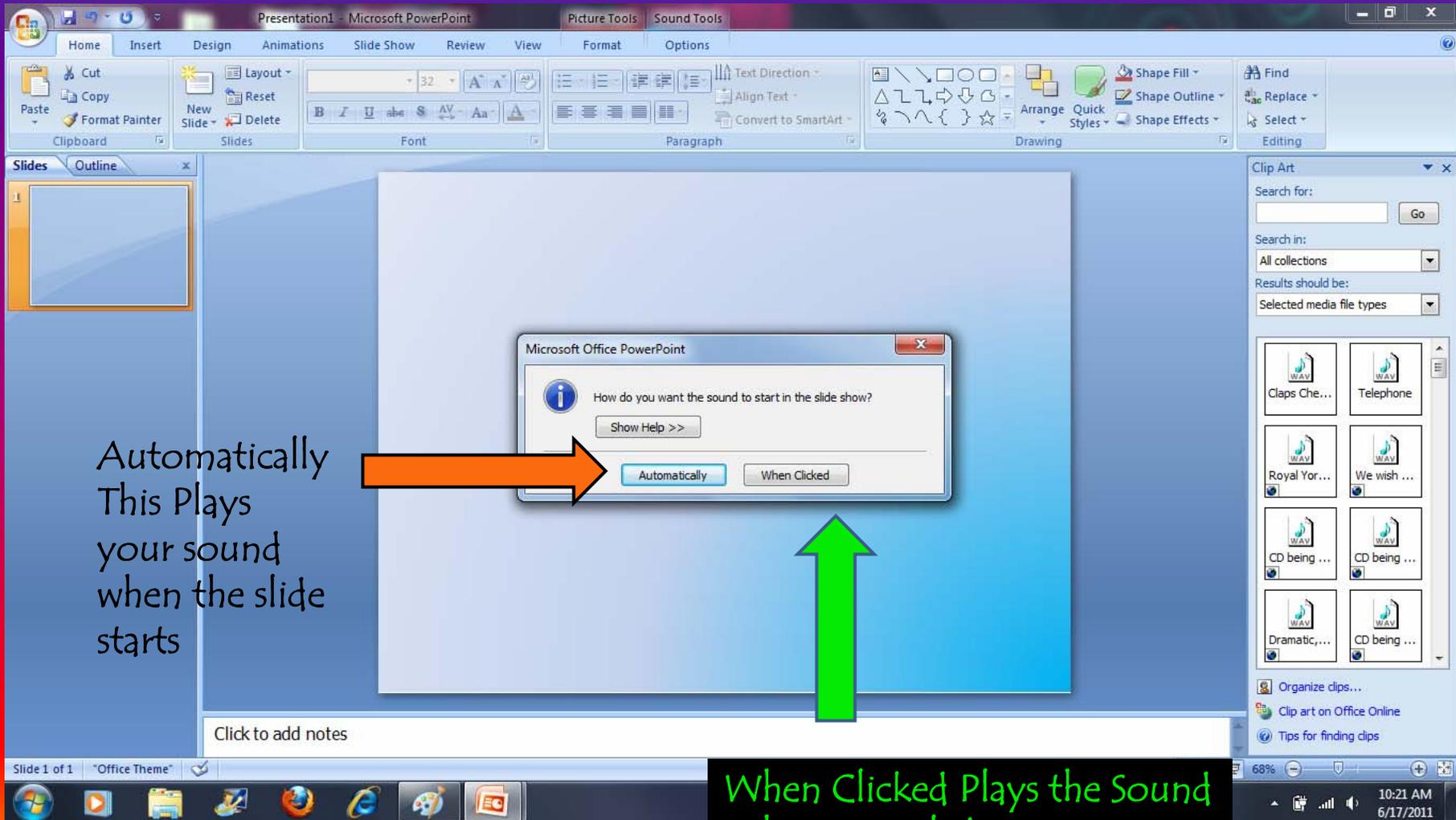
# FIND A SOUND AND ADD IT

This is the sound organizer bar  
Double click any sound to add it  
to your show!



The image shows a screenshot of the Microsoft PowerPoint 2010 interface. The title bar reads "Presentation1 - Microsoft PowerPoint". The ribbon is set to the "Insert" tab, with the "Sound" icon highlighted in the "Media Clips" group. The main slide area contains a white slide with a title box labeled "Click to add title" and a subtitle box labeled "Click to add subtitle". Below the slide is a notes area labeled "Click to add notes". On the right side, the "Clip Art" task pane is open, showing a search bar and a grid of sound icons. The icons include "Claps Che...", "Telephone", "Royal Yor...", "We wish ...", "CD being ...", "CD being ...", "Dramatic, ...", and "CD being ...". At the bottom of the screen, the Windows taskbar is visible, showing the Start button, several application icons, and the system tray with the date "6/17/2011" and time "10:14 AM".

# CHOOSE WHEN YOU WANT YOUR SOUND TO BEGIN



Automatically  
This Plays  
your sound  
when the slide  
starts

When Clicked Plays the Sound  
When you Click it.

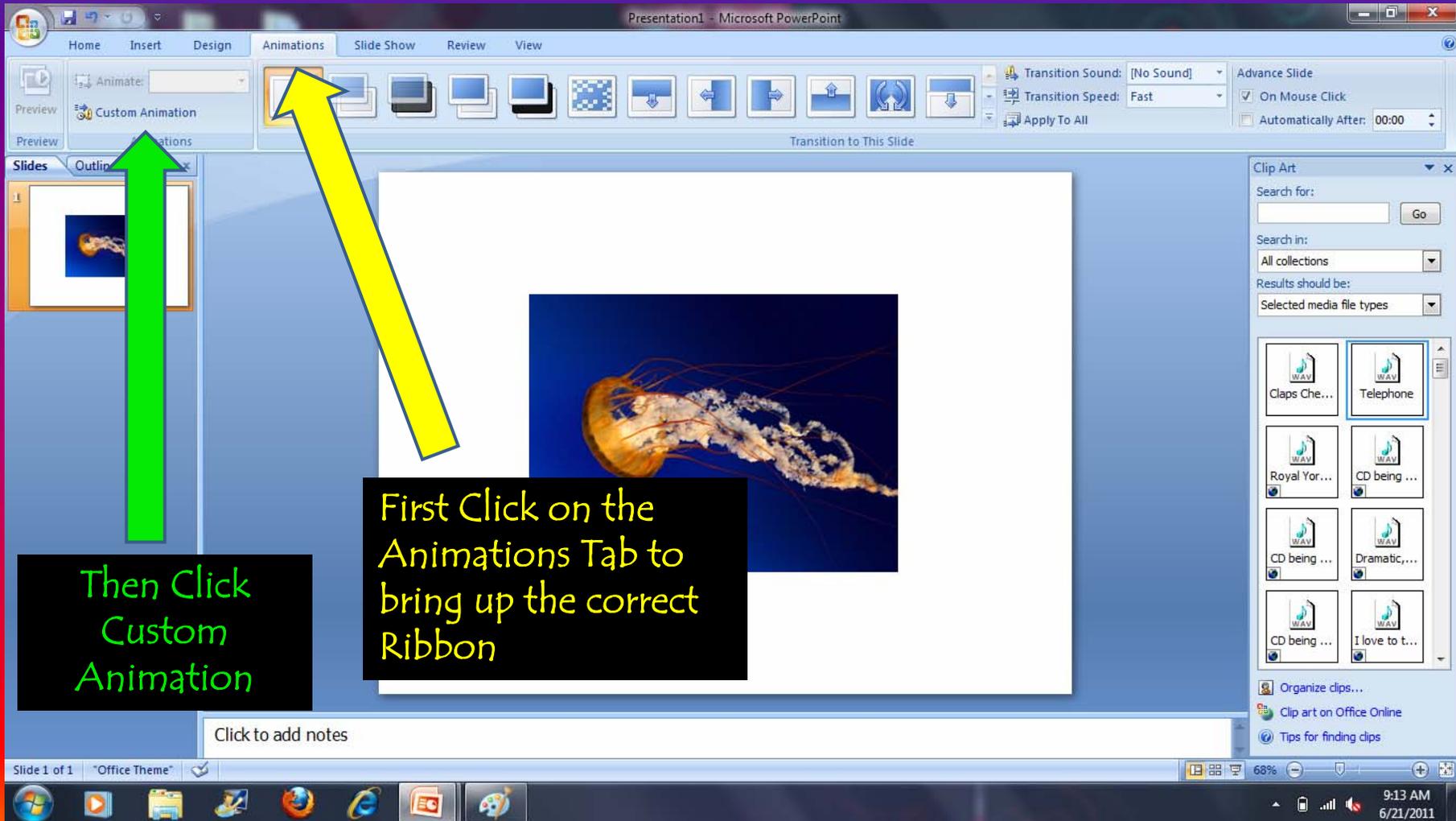
# YOUR SOUND IS NOW ADDED

A small speaker  
Will appear once  
you have added  
your sound.

Click to add notes

Slide 1 of 1 "Office Theme" 68% 9:09 AM 6/21/2011

# HOW TO DO CUSTOM ANIMATIONS



Then Click  
Custom  
Animation

First Click on the  
Animations Tab to  
bring up the correct  
Ribbon

# A NEW SIDE BAR WILL APPEAR

The image shows a screenshot of Microsoft PowerPoint 2010. The main window displays a slide with a jellyfish image. The 'Format' ribbon is active, showing various picture and arrangement options. On the right side, the 'Custom Animation' task pane is open, featuring an 'Add Effect' button and a 'Remove' button. A yellow arrow points from the 'Add Effect' button to the text 'Add An Effect'. A green arrow points from the text 'Animation Bar' to the task pane. The status bar at the bottom indicates 'Slide 1 of 1', 'Office Theme', and a zoom level of 68%. The system tray shows the time as 9:20 AM on 6/21/2011.

# ADD EFFECT : MOTION PATH

The screenshot displays the Microsoft PowerPoint 2010 interface. The main slide area shows a blue square containing a jellyfish image. A context menu is open over the image, listing various motion paths. A large green arrow points from the text 'Click Draw Custom Path' to the 'Draw Custom Path' option in the menu. To the right, the 'Custom Animation' task pane is visible, with a purple arrow pointing to the 'Motion Paths' option in the 'Add Effect' dropdown. The task pane also contains a partially visible instruction: 'Click on motion path to get a second menu'.

Click Draw Custom Path

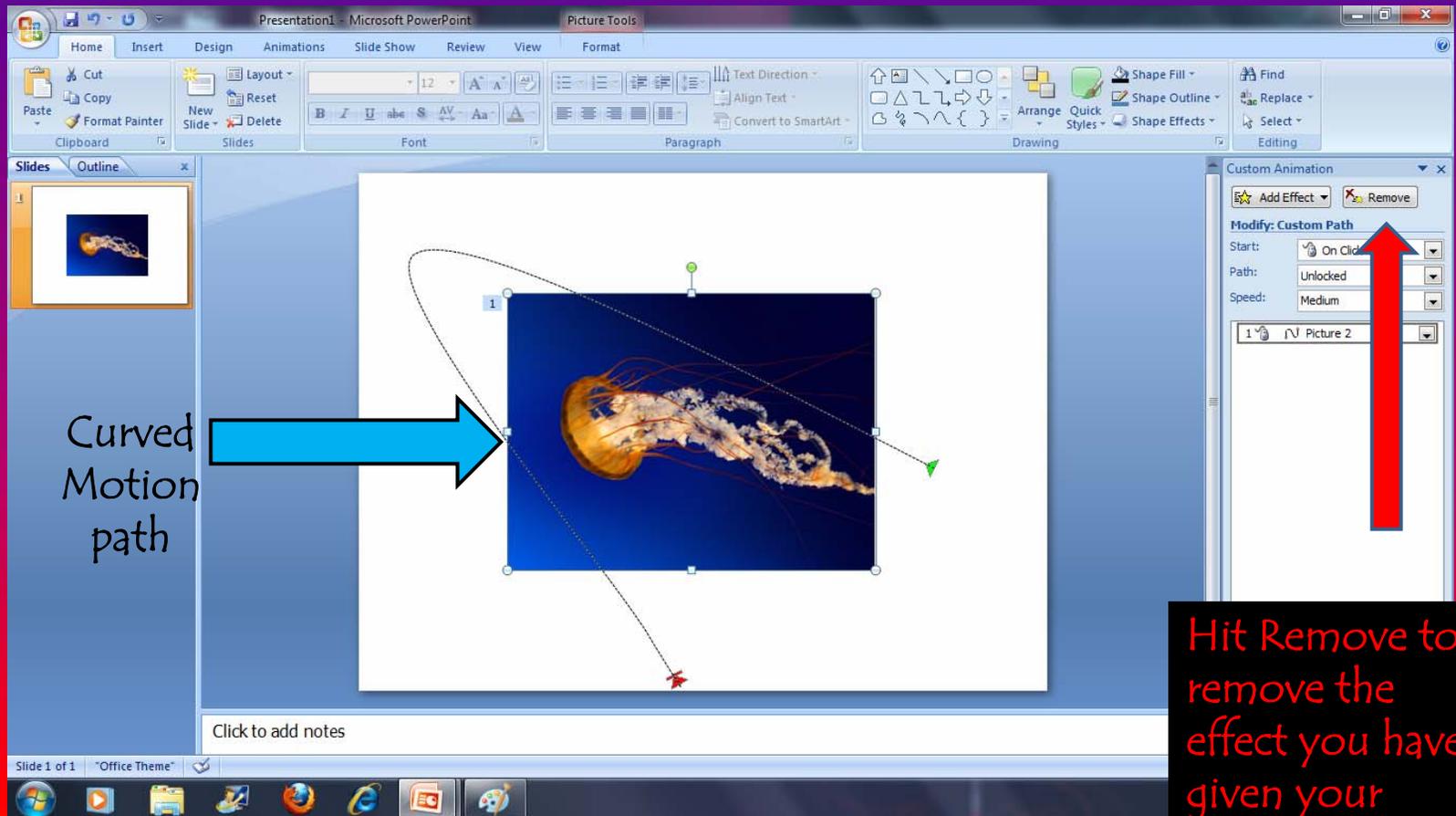
- 1. Diagonal Down Right
- 2. Diagonal Up Right
- 3. Down
- 4. Left
- 5. Right
- 6. Up
- Draw Custom Path
- More Motion Paths...

Click on motion path to get a second menu

# HOW WOULD YOU LIKE TO DRAW YOUR ANIMATION

The screenshot displays the Microsoft PowerPoint 2010 interface. The main slide area shows a jellyfish image with a green handle at the top center. The **Picture Tools** ribbon is active, showing the **Format** tab with options for Text Direction, Align Text, and Convert to SmartArt. The **Custom Animation** task pane is open on the right, showing the **Add Effect** dropdown menu with options: Entrance, Emphasis, Exit, and Motion Paths. The **Motion Paths** submenu is open, listing: 1. Diagonal Down Right, 2. Diagonal Up Right, 3. Down, 4. Left, 5. Right, 6. Up, **Draw Custom Path** (highlighted), and **More Motion Paths...**. The **Line** submenu is also open, showing options: Line, Curve, Freeform, and Scribble. The status bar at the bottom indicates "Slide 1 of 1", "Office Theme", and "AutoPreview" is checked. The system tray shows the time as 9:27 AM on 6/21/2011.

# CLICK THE STYLE YOU LIKE AND DRAW!



Curved  
Motion  
path

Hit Remove to  
remove the  
effect you have  
given your  
objects

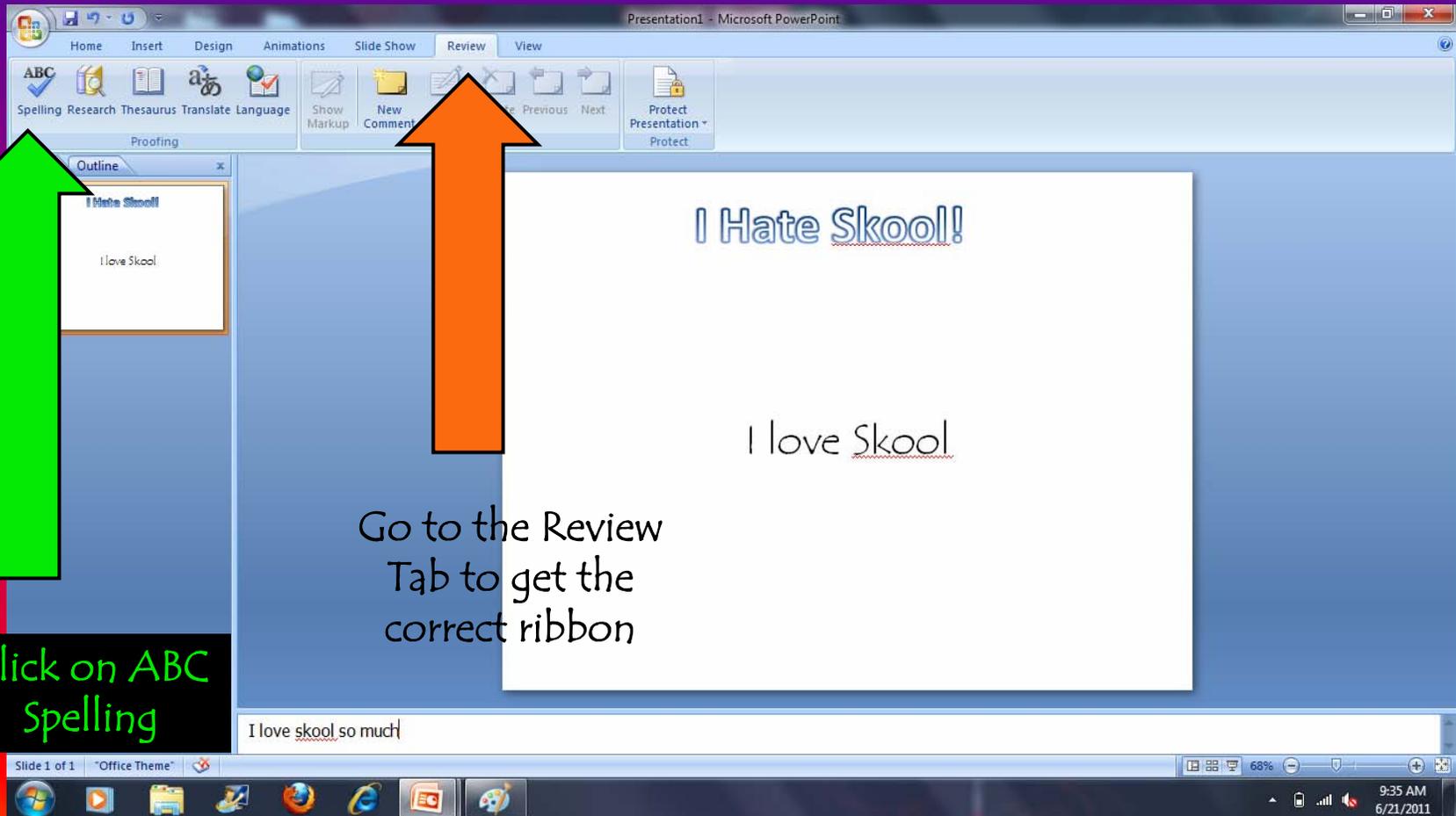
# WHERE CAN POWERPOINT SPOT SPELLING ERRORS?

The screenshot displays the Microsoft PowerPoint interface with the Review tab selected. The main slide content includes:

- Notes Pane (Left):** A red arrow points from the text "I love Skool" in the notes pane to the text "I love skool so much" in the status bar at the bottom of the window.
- Text Box (Center):** A red arrow points from the text "I love Skool" in a text box to the word "skool" in the status bar.
- Word Art (Top):** A red arrow points from the word "Skool" in a Word Art object to the word "skool" in the status bar.

The status bar at the bottom of the window shows the text "I love skool so much" with a red squiggly line under the word "skool", indicating a spelling error. The taskbar at the bottom of the screen shows the system clock as 9:35 AM on 6/21/2011.

# HOW TO USE SPELL CHECK IN POWERPOINT



Click on ABC Spelling

Go to the Review Tab to get the correct ribbon

# OPTIONS WHILE CHECKING SPELLING

Change: Changes the word once

Change All: Changes all instances of the word to the newly selected word

Ignore: Ignores the word once

Ignore All: Ignores all instances of the word within the document

Add: Adds word to the dictionary, will forever be recognized as spelled correctly.  
(Mostly used with last names)

Suggest: Suggestions for the word you are looking for.

Auto Correct: Correct every error without reviewing them as Microsoft sees fit.

# REVIEW CAREFULLY

The screenshot displays the Microsoft PowerPoint interface. The main slide contains the text "I Hate Skool!" and "I love Skool". The word "skool" is underlined with a red squiggly line, indicating a spelling error. A large orange arrow points from the text "Spelling Box will appear" down to the Spelling dialog box. The Spelling dialog box is open, showing the word "skool" in the "Not in Dictionary:" field. The "Change to:" field is set to "school", and it is selected in the "Suggestions:" list. The status bar at the bottom of the slide reads "I love skool so much".

Spelling Box will appear

I Hate Skool!

I love Skool

I love skool so much

Spelling

Not in Dictionary: skool

Change to: school

Suggestions: school, spool, stool, solo

Ignore, Ignore All, Change, Change All, Add, Suggest, Options..., AutoCorrect, Close

# SUGGESTIONS FOR CHECKING SPELLING

- Never use Auto Correct
- Never add anything unless you would like it that way FOREVER
- Always review every mistake if possible
- Remember you can type within the correction box to get more suggestions on what the spelling or word might be
- Use change all when you know for sure you have misspelled something multiple times.

**LET'S GET STARTED**  
**CLICK ON THE POWERPOINT**  
**ICON NOW IF YOU HAVE**  
**NOT ALREADY!**



**Please Take  
Our Short  
Survey!**

# Thank You For Your Time!

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