

# CWS

## community workshop series

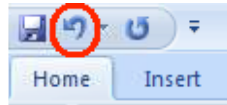
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### MICROSOFT POWERPOINT EXERCISES

#### Using this exercise

- PowerPoint offers you a number of ways of doing the same thing, so if you have a different way of doing it, try it!
- If you're not sure what a button does, place your cursor over it and wait a second, a small box will appear explaining what it does.
- Remember, if you do something you didn't want to do, it's easy to undo it by clicking on the undo command near the top left of your screen:



- If you're not sure how things should look, the end of this exercise shows you what the finished presentation should look like.

#### **Part 1: Opening Microsoft PowerPoint**

Before you get started with Microsoft PowerPoint (commonly referred to as PowerPoint), you will need to locate and open it on the computer.

If you see the PowerPoint icon on your computer desktop, double-click on the MS PowerPoint icon

If the MS PowerPoint icon is not on the desktop, go to the Start menu:

Click ► **Start** ► **All Programs** ► **Microsoft Office** ► **Microsoft PowerPoint**

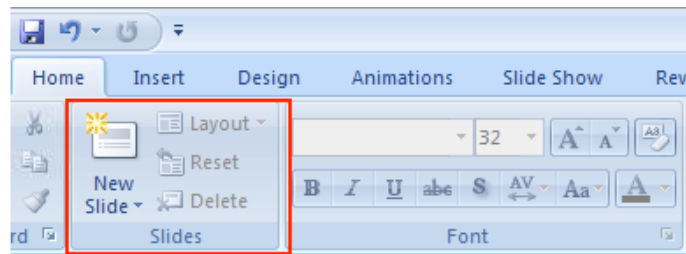
When PowerPoint opens you'll have a new empty presentation with just one slide that wants you to add text to it.

## Part 2: Creating a Title Slide

1. Click once on the text box that says *Click to add title*
2. A blinking cursor will appear and you will be able to type and give your presentation a title, let's call ours **All About North Carolina**
3. Now click once in the text box where it says *Click to add subtitle*
4. A cursor will appear and you'll be able to type. Type **By Your Name**
5. Don't forget to save your file. Click on the *Office Button* in the top left of the screen.
6. Click on *Save As* and the Save As window will come up
7. Choose where on the computer you want to save your presentation.
8. Then in the *File Name* box at the bottom of the Save As window type **All About North Carolina**
9. At the bottom right corner of the Save As window, click on *Save*.

## Part 3: Adding More Slides

1. Click on the *New Slide* button in the *Slides* group on the *Home* tab of the Ribbon menu (shown below). This will insert a new slide with the same layout of the last slide.



2. You can change the layout of your new slide by clicking on *Layout* button, which is also in *Slides* group of the ribbon menu right next to the *New Slide* button. For this next slide we're going to use the *Two Content* layout., so click on that one.
3. Click once in text box where it says *Click to Add Title*. Now you can type in that box. Type **Geography of North Carolina**.
4. In the content box on the left we're going to add an image using clip art. Click on icon for clip art. (When you do this a box may pop up asking "Do you want to include the thousands of additional clip art images and photos from Microsoft Office Online when you search?" Click *Yes*. If you don't get asked this question, don't worry about it.)
5. This will open up the *Clip Art* pane on the right side of the screen. Click once in the *Search For:* box and type **North Carolina Map**. Click on the *Go* button to the right or hit *Enter* on your keyboard to search.
6. Your search results will show a number of different maps of North Carolina you can use. Once you've found one you want to use, click on it once and it will appear in the left side of your slide.
7. Close the *Clip Art* pane by clicking on the *X* at the top right of the *Clip Art* pane.
8. To move the image around, click in the center of the image and continue holding the mouse button down to drag the image and place it where you want it.
9. You can also resize the image to make it smaller or larger to fit your slide better. Click on it once. You'll see small circles appear on the corners and squares on the sides and top.



To keep your picture from getting stretched out or squished, click on one of the circles at the corners and drag to resize.

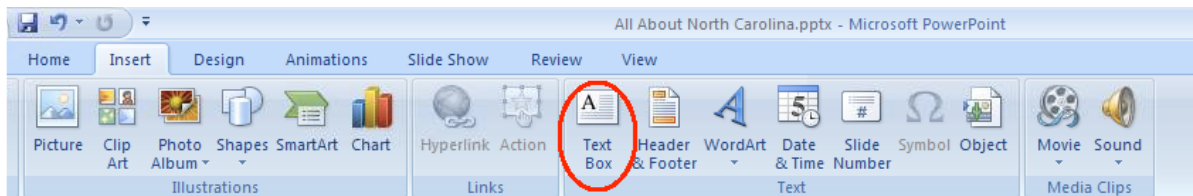
10. To add text to the right side of your slide, click once where it says *Click to add text*. Type **Raleigh is the state capital**. Press *Enter* on your keyboard.
11. A new bullet point should appear automatically on the next line. Type **There are three regions of NC: the Mountains, the Piedmont, and the Coastal Plains**. Press *Enter* on your keyboard.
12. A new bullet point should appear automatically on the next line. Type **Our neighboring states are Virginia, Tennessee, Georgia, and South Carolina**.
13. Don't forget to save your work frequently! Click on the *Office button* in the top left, then click on *Save*. Or, click on the little disk icon

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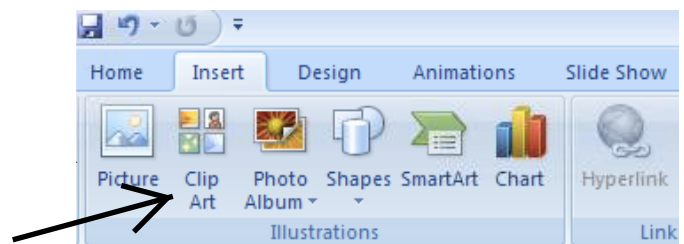
#### Part 4: Creating slides without using layouts

The ready-to-use layouts in PowerPoint can be convenient in many situations, but it's good to know how to create a slide without using the layouts.

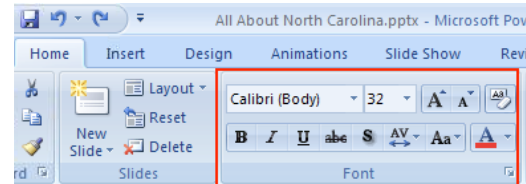
1. Add another slide like you did before by clicking on the *New Slide* button in the ribbon menu.
2. Your new slide will automatically have the same layout as the last one. We'll change the layout on this one by clicking on the *Layout* button next to the *New Slide* button in the ribbon menu and clicking the *Title Only* slide.
3. Click in the box where it says *Click to Add Title*. The cursor will appear and type **State Symbols of North Carolina**.
4. To add a text box, click on the *Insert* tab at the top of the ribbon menu, which will give you new buttons and options.
5. In the *Text* group in the ribbon menu click on *Text Box*. (Circled in the picture below)
6. Your cursor will now look like an upside down cross, and you can use this to click and drag diagonally down to the right on the slide to create a text box.



7. When you release the mouse button, a blinking cursor will appear in the text box. Type **NC's state flower is Dogwood**.
8. We'll add a picture to go with this, by adding clip art. In the *Insert* tab of the Ribbon menu, click on *Clip Art* which is towards the left in the *Illustrations* group. This will open the *Clip Art* pane on the right side of your screen again




9. In the *Search For:* box, type **Dogwood** and click *Go* or hit *Enter* on your keyboard to search.
10. To insert your favorite, click on it once and it will be added to your slide.
11. Click on the *X* button in the top right of the *Clip Art* pane to close the pane.
12. Add another text box the same way you did earlier, by clicking on the *Text Box* button in the *Insert* tab of the ribbon menu and clicking and dragging in the slide to create the text box.
13. Type **The state bird is the cardinal**
14. To add an illustration for the cardinal, click on *Clip Art* in the *Insert* tab of the ribbon menu, just like in step 8. This will open the *Clip Art* pane again.
15. In the *Search for:* box, type **Cardinal** and click on *Go* or hit *Enter* on your keyboard. Click to add your choice to the slide.
16. Now you can arrange the different text boxes and images on your slide.
  - a. Moving clip art: click in the center of the image and continue hold the mouse button down while moving your mouse to drag the image and place it where you want it.
  - b. Resizing clip art: click on the image to show white circle and square handles on the outside edges. Hold your mouse over one of the circles on the corners until you have a double sided arrow. Now click and drag until it's a size you want.
  - c. Moving text: To move text, click on the text box. Then move your cursor to the dotted outline that surrounds the text box until you have a four pointed arrow for a cursor. Now you can click and drag to move the text box
  - d. Resizing text: click in the text box, and highlight the text you want to make smaller or larger by clicking and dragging across the text. In the *Home* tab of the ribbon menu in the *font* group, click on the small down arrow to the right of where the current font size is displayed, then choose which font size you want to use. If change to a larger font size, your text might not fit in the text box on a single line. You can change the size of your text box the same way you resize clip art. Click once in the text box, then click and drag using one of the white circles the appear on the outside corners of the text box.
17. Once you have your slide the way you like it, don't forget to save!



## Part 5

We'll do one more slide just for practice!

1. Add a new slide as you did before, clicking on the *New Slide* button in the *Home* tab of the ribbon menu. Your new slide will automatically have the same layout as your previous slide, in this case just the title.

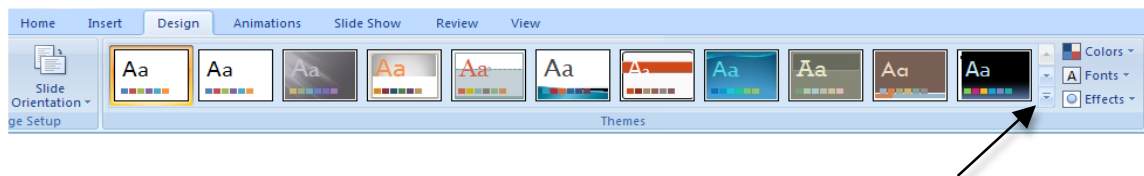
2. Where it says *Click to Add Title* click and type **Things to Do In North Carolina**
3. Insert another piece of clip art, by clicking on the *Insert* tab of the ribbon menu, and clicking on the *Clip Art* button to open the *Clip Art* pane.
4. In the *Search for:* box, type **North Carolina** and hit *Go* to the right or hit *Enter* on your keyboard.
5. Choose your favorite image, and click on it to add it to your slide.
6. Move and resize your image so it is on the right side of the slide.
7. Now we'll add a text box to the left, by going to the *Insert* tab of the ribbon menu, and clicking on the *Text Box* button.
8. Click and drag on the slide to create your text box.
9. We're going to use a bulleted list in this text box, so navigate back to the *Home* tab of the ribbon menu, and click the icon that looks like this:  in the *Paragraph* group.
10. Now type **Go to the Outer Banks**. Hit the *Enter* key on the keyboard.
11. Type **Go to a college basketball game**. Hit the *Enter* key.
12. Type **Drive the Blue Ridge Parkway**. Hit the *Enter* key.
13. Last one, type your favorite thing to do in North Carolina.
14. The font size is probably kind of small, so we'll make it larger. This time, instead of highlighting the text, click once on the dotted line that surrounds the text box, it will turn solid. Now you can go up to the *Font* section of the *Home* tab of the ribbon menu and change the font size the same way you did on the last slide, by clicking on the arrow to the right of where the current font size is displayed. As you hover your cursor over the different font sizes, the size of the text in your slide will change as a preview. When you find a size you like, click once to change all the text in the text box.
15. Resize the text box as needed.
16. Save your work!

## Part 6: Using Slide Design Themes

PowerPoint provides pre-made design schemes that can be an easy way to give your presentation a polished look by applying a background color, font style, and text color to all of your slides.

1. Click on the *Design* tab of the ribbon menu
2. The images in the center of the *Design* tab are samples of the different themes available. To see more choices, click on the drop down arrow to the right of the theme icons.

Click to see more



3. By hovering over a theme you'll see a preview of how your slides will look with that theme.
4. Once you find a theme you like, click to apply it to your slides.
5. Themes can sometimes change the layout of your slides slightly, so it's good to check your slides, and move any clip art or text boxes if you need to.
6. Once you've found a theme you like, save your work.

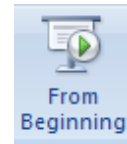
### **Part Seven: Modifying Design Themes**

If you're not quite satisfied with the way the design theme looks, you can change the colors and fonts used in it.

1. To change the colors used, click on the *Colors* command in the *Themes* group on the *Design* tab, to the right of the sample themes. Hover over a *Color Group* to see a preview of it on your slides. Click on a color group to select it.
2. To change the fonts used, click on the *Fonts* command, in the *Themes* group of the *Design* tab to the right of the samples themes, just below the *Colors* command. Just like with color, you can hover over a *Font Group* to see a preview of it. Click on a font group to select it.
3. Save your work!

### **Part Eight: Playing Your Slide Show**

1. Click on the *Slide Show* tab of the ribbon menu.
2. Click on the *From Beginning* button all the way on the left of the ribbon menu
3. To move forward through your slides you can:
  - Click once with your mouse
  - Hit the *Enter* key on your keyboard
  - Or, press the down arrow ↓ or the right arrow → on your keyboard
4. If you need to go to a previous slide
  - Hit the up arrow ↑ or the left arrow ← on your keyboard
5. To exit your slide show, hit the *Escape* or *Esc* key on your keyboard or click the right mouse button and choose *End Show*



### **Part Nine: Save and Close**

1. Save your presentation as you have been doing before
2. Click on the **X** at the top right of your screen, or click on the *Office* button or File menu and at the bottom right of the pane, click *Exit PowerPoint*.

Slide One

**All About North Carolina**

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BY A NORTH CAROLINIAN

Slide Two

**Geography of North Carolina**

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- Raleigh is the state capital
- There are three regions in NC: the Mountains, the Piedmont and the Coastal Plains
- Our neighboring states are Virginia, Tennessee, Georgia, and South Carolina.

Slide Three


**State Symbols of North Carolina**

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NC's state flower is the dogwood

The state bird is the cardinal



Slide Four

**Things to do in North Carolina**

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- Go to the Outer Banks
- Go to a college basketball game
- Drive the Blue Ridge Parkway
- Eat Barbecue!

