Microsoft Office Power Point is a creative way to display presentations. With a few lessons, you can customize and animate your presentation to give your project a professional look.

In this lesson, we will Launch Power Point, Use a template, and animate the presentation with special effects features.

When you launch the application, you will see the following display:
When you select Design, the templates appear.

Select a template and begin editing in the areas where you can make changes.

When you finish with your first slide, you need to add another slide. In order to do that, you will need to go into Insert New Slide.

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The second slide of the template will be slightly different than the opening slide but will be color coordinated for your project display.

If you go into View Slide Sorter, you will be able to see what slides you have created.

To go back to the original display, select View, Normal.
To begin animation options go to Slide Show, Animation Schemes.

The menu displayed on the right will appear and you can begin animation.

You can select any one of the schemes and watch how it affects the slide. You can then select Apply to all Slides or just keep it for that particular one.

You also have the option of changing the color scheme of your presentation. You can select that and try different color schemes.
See the new color scheme below.

If you want to customize the animation and add sound, you go into Slide Show, Custom animation.

In the example on the next page, you will notice that each possible section to be animated is numerically categorized in 3 separate areas. 0,1,2. When you select My Power Point Project, it will then give you the option of adding customized features.
By selecting Add Effect, the options for customization will be populated.
The options Entrance, Emphasis, Exit, and Motion Paths will appear.

If you select Fly In, the area in your slide you apply it to will “Fly In”.
You can also select More Effects for real customization.
If you would like to have sounds added, double click on the right part of the chart that corresponds to the area in the slide. A drop down box appears to select the sound.
Once you have created your project, save it and you can view the show by going into View Slide show.

You can change the options of the show to run automatically, or with a mouse click. To modify those settings, go to slide show, view transitions.
If you want to create a 3D effect and add shadows, you must utilize Word Art for your font. You can also use any drawing tool and apply the options.

When you select either the shadow or 3D option the boxes below will appear.

The effects change from:

3D and Shadows

To:

3D and Shadows

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Power Point is a terrific product for displaying your presentations. In User Services we can assist you with putting together a spectacular project. We also have a scanner that you can use to import pictures with. In addition we have a slide scanner to upload 35mm camera slides.

Thank you for participating in the class

Contact User Services for assistance with all your desktop needs

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