



Microsoft

PowerPoint

A Resource for the Mathematics Educator

Basic Instructions

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1. Getting Started

When we open up PowerPoint the first thing we see is a window giving us three options about the general structure of our presentation.

- 1) The **auto content wizard** will create 8 to 12 slides with suggested content that you can change. This is more likely to be used in the business environment rather than the education environment.
- 2) A **design template** is a special background that you can give to your presentation. Keep in mind that if you choose to use a design template, it will apply to the entire presentation. You may be able to change the color scheme and/ or background to a single slide, but not design template (see background).
- 3) A **blank presentation** is a simple presentation with a blank background.

- Once one of the previous three options is selected, we must choose an **auto layout**. An auto layout specifies the design of a specific slide.

- We may choose whichever one will fit our needs the best, but always keep in mind that *we can change the auto layout even after we have put information on the slide*, and we can also customize our layout by inserting textboxes for additional text and/or other objects such as pictures.

2. Adjusting the Toolbars

PowerPoint has many different features available to us that may not be so apparent just from opening the program. To make working with PowerPoint a time-efficient task, it is convenient that we modify our toolbars so that things that we use commonly are readily available to us.

- Go to **view** and scroll down to **toolbars**.

Here we see a list of toolbars available. Among those most that will be most useful to us as educators are the **standard, formatting, animation effects, drawing, outlining, and word art**. If a toolbar is already on display in the screen, it will have a check next to it.

- To **make a toolbar readily available** to us
 - **Select** the toolbar you want to use. It will appear somewhere in the middle of the screen.
 - **Drag** the toolbar up to where you see the default toolbars (the ones that were already there when you selected). It should automatically install itself with the rest of the toolbars.
 - You can **move this toolbar** around by clicking on a vertical line in it, usually placed at left most part.
 - You can also **modify** each toolbar, to view more or less buttons than those on display.
 - Press the **down arrow** at the right hand part of each toolbar.
 - An option to **add or remove buttons** will appear, and you can use this option to do just that, add or remove buttons from the toolbar.

3. Inserting Text into Our Slides

- To **insert text** into our slide, click on the text box, drag it, so as to give it a size, and write inside. By selecting what we write, we can change the font name, size and color.
- If we want to add extra text in different boxes, go to
 - **Insert**
 - Select **text box**
 - Draw the text box on your slide.
 - Keep in mind that if you are importing text from an outside source such as a Microsoft Word Document, you should copy and paste text into a text box and not just on the slide.
 - If you want to use animations for your text, each different phrase you want to animate must be in a different text box.
- If we choose to write in the title box of the slide, what we write in this box will appear next to the slide number in the menu on the left.
- Special type of font available to us is **word art**. This tool can enhance our viewer's font experience and help us grasp their attention. If you have the word art toolbar in view (see *Using Toolbars*) you may just use the simple tools on this toolbar to insert word art and alter it as you wish.
 - If the toolbar is not in view, you can go to the main menu and select **insert**, scroll down to **picture**, and select **word art**.

4. Inserting Pictures and Objects into Our Slides.

Once we have written our text, we may decide we want to add pictures or graphs or tables into our slide as well. PowerPoint treats anything we bring from the outside as a picture, so although we may be inserting a graph, from say a Fathom file; it is still considered a picture to the program.

- To **import pictures** from a file contained in a Microsoft program (for example, a paint file or a word document), just copy and paste.
- To **move** this **picture**, left click on it (and holding down the mouse key) **drag** the picture to where you want it.
- To **resize** this picture, left click on it, and then left click and drag one of the little squares that appear on the border of the picture. If you want your picture to be resized to scale with the original picture, only resize it using the little corner squares.)
- To **modify** this **picture** within PowerPoint (once you have already imported it), **select it** (left click on it), and **right click**. Then select **edit picture**.

To **import a picture from a file not contained in a Microsoft program** (like Geometer Sketchpad) also copy and paste. However, it is very likely that you will have to change the format of the picture if you wish to alter it without leaving PowerPoint.

- In the case of **Geometer Sketchpad**, once **edit picture** is selected; a window will pop up with a message asking to reformat the picture. If you click yes, the sketchpad picture will be decomposed into dots and lines that are more commonly used in the drawing toolbar of Microsoft files. This does not alter the appearance of your figure, and you may find it is actually more convenient for the use of animation effects.

Special types of pictures are available to us in **Clip art**. By selecting **insert clipart** from the drawing toolbar or by going to the insert option in the main menu, we can choose from a wide variety of pictures to put in our slide. The picture will be placed on your current slide. It can be modified in the same way as other pictures.

- Select **insert clip art** from drawing menu or insert picture from insert option in main menu
- **Choose a category** in clipart menu.
- Right click on a picture, and select insert.

5. Animation Effects

- To **animate a picture** in your slide
 - **Select** the object
 - **Choose** an animation from the animation toolbar.

- To **animate text** on your slide
 - Make sure it is written inside a **text box**. You cannot animate individual words, only individual text boxes.
 - **Select the text box** you wish to animate by left clicking on it.
 - Go the animation toolbar and **select the type of animation** you wish to use for you selection.

There are many different animations you can choose from and most of them are not shown in the toolbar.

- If you wish to use a different type of animation that is not shown in the toolbar
 - Select the **custom animations** icon. A window will pop up that contains many different types of animations, including sound effects.

The animations toolbar has some additional features that may make using animations less time-

6. Changing the Order of Slides

We can look at our slides in different ways; this is provided by the **view** option of the main menu. Usually, we will view our slides in the **normal** setting, where the actual slide is shown on the left-hand side of the screen and the title and number of each slide is shown on the right-hand side.

- To move a slide or several slides to a different position
 - In the left-hand side of the screen, **click on their numbers**, and **drag** them to the new position

Or

- Use the arrows in the **outlining toolbar** to move the slides up or down.

7. Action Buttons

Usually when we present a slide show, slides proceed from one to the next and we cannot change the order in which they appear within the presentation. However, **action buttons** allow us to **hyperlink** from one slide to another, whether it's a slide other than the one that comes directly after, or a webpage, or even a different presentation.

- To Create and Action Button:
 - Go to **slide show**, and move the mouse to **action buttons**.
 - Select the type of action button you would like to use.
 - Move the mouse down into the slide. You should see a little cross.
 - Click the little cross down and then drag it, you should be able to construct your action button.

Once a button is created, an option to hyperlink it will appear. You may decide right then where the action button should hyperlink to, or you can ignore this option and create the hyperlink later on. If you choose to wait until later, you may create the hyperlink by right clicking the action button and at the very bottom, selecting **edit hyperlink**. This will take you to the same window the button was offering when you first created it.

- To hyperlink the action button:
 - Click on **hyperlink to** and select the place where you want you action button to take you once you select it during a slide show.
 - If you want it to hyperlink to a specific slide, select **slide**, and another window with the other slides in your presentation should pop up. Make your selection for a slide there.
- If you want an action button to appear on different slides, but hyperlink to the same slide in each of them, create your action button first on one slide and select what it should hyperlink to. THEN copy and paste it on to the other slides where you wish for it to appear.
- If you want an action button to appear on every single slide of your presentation, and for every single slide you want it to do the same thing, for example, move on to the next slide, then you can place that action button on the slide master.

8. Using the Slide Master

- If you want something to appear on every single slide
 - Go to **view**
 - Then **master**, and then select **slide master**. Then you can either use default options provided, or insert any selection you wish and place it where you want. This selection will appear on every slide.

- Once you are done placing objects on the slide master
 - Go to **view**
 - Select **normal** to back to the normal way of viewing the slides.

9. Internet resources

This webpage offers a variety of links to mathematics lessons both with and without the use of PowerPoint, as well as lessons on how to use PowerPoint.

<http://www.nvnet.org/nvhs/edresource/hubpages/Lessons.html>

These websites offer some ready-made lessons on PowerPoint.

www.modelschools.org/mspmathsci/mathlessons.html

www.flowingwells.k12.az.us/schools/FWHS/mathdownload_New.htm