

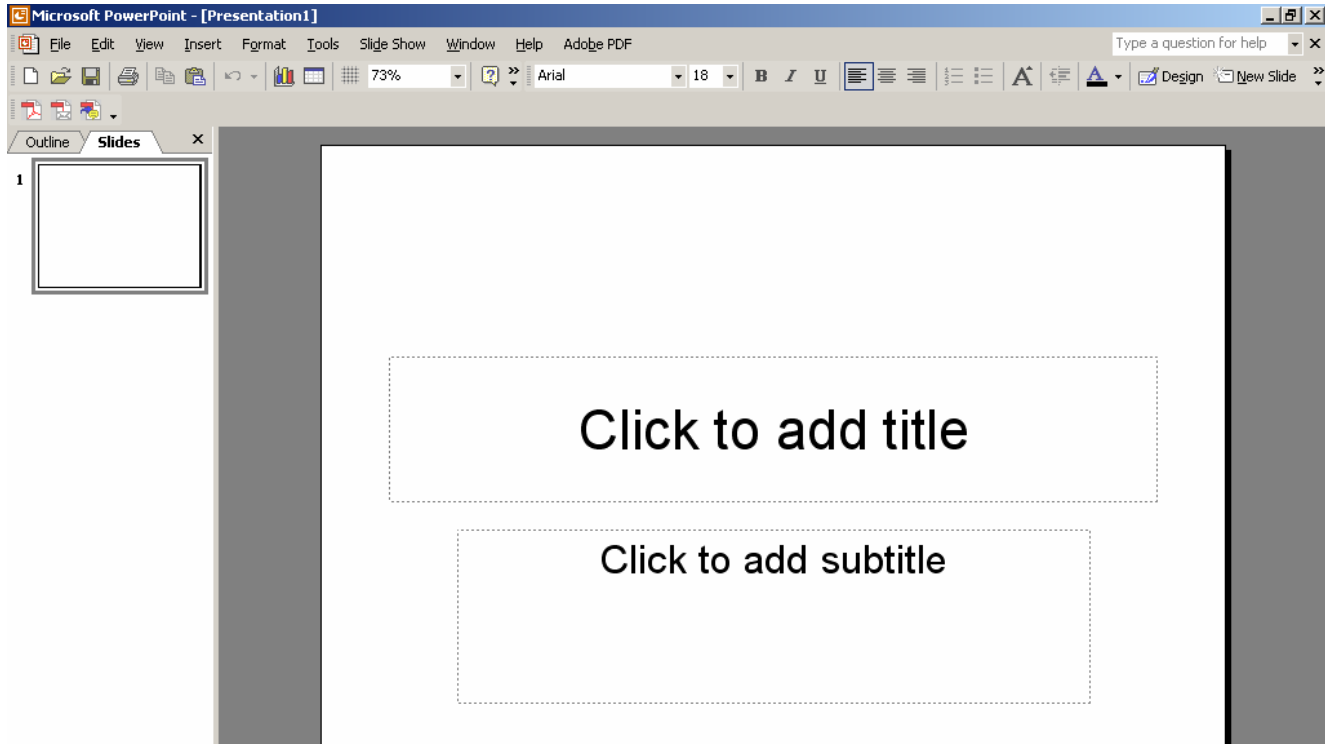
## The 5 Minute PowerPoint Challenge!

- 1) Open **PowerPoint** from the **Start** menu.
- 2) **PowerPoint** should automatically open a new presentation, with the **Title** slide showing up first. Follow the instructions on the screen – where it says “Click to add title,” go ahead and click in the box and type:

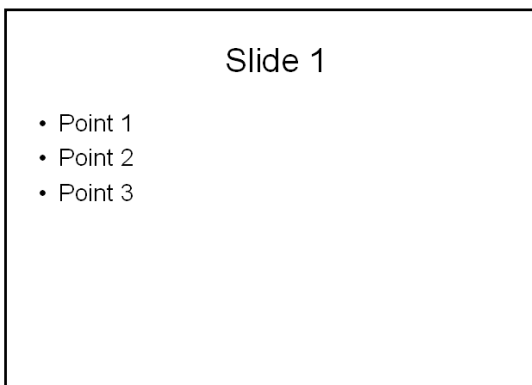
### My First PowerPoint Presentation

Where it says “Click to add subtitle,” go ahead and click in the box and type:

By [insert your name here]



- 3) Then, click on the “New Slide” button near the top right-hand side of the screen.
- 4) You will notice a new slide show up both in the left hand window and in the main window. Title this slide: Slide 1 . Where the slide says “Click to add text,” click there and type “**Point 1**,” then hit Enter on your keyboard.
- 5) Follow that by typing in “**Point 2**,” then Enter, then “**Point 3**.” When finished, your slide should resemble the image in the lower left.



- 6) Create a new slide with the title, “**Slide 2**,” and the text:
  - **Point 1a**
  - **Point 2a**
  - **Point 3a**
- 7) Create a third slide with the title, “**Slide 3**” and the text:
  - **Point 1b**
  - **Point 2b**
  - **Point 3b**

8) Create a 4<sup>th</sup> slide with the title, “**Slide 4,**” and the text:


- **Point 1c**
- **Point 2c**
- **Point 3c**
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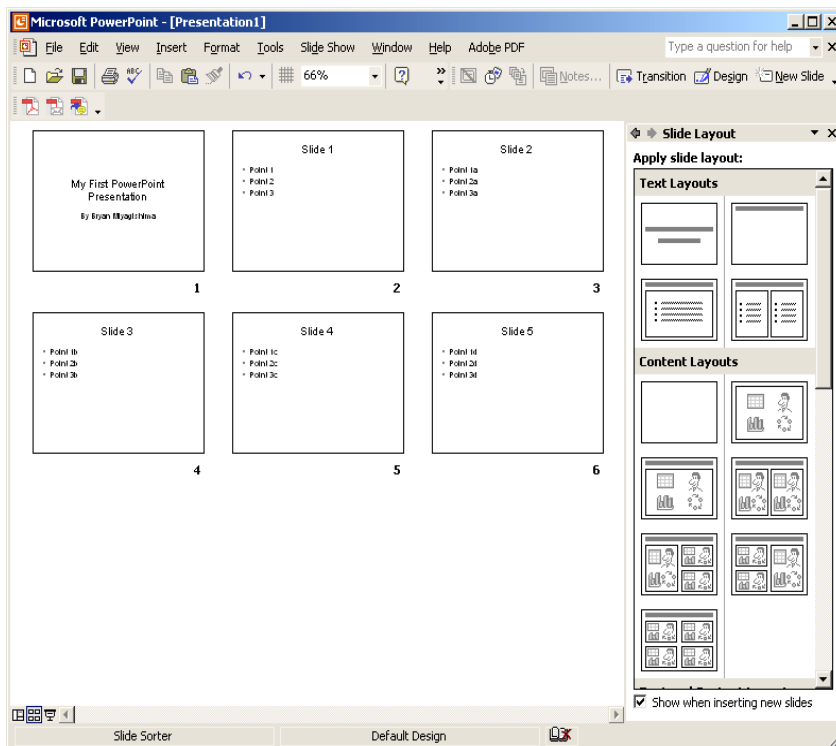
Then create a 5<sup>th</sup> slide with the title, “**Slide 5**” and the text:

- **Point 1d**
- **Point 2d**
- **Point 3d**

9) Near the bottom left of your screen is another toolbar.




Click on  to go to the “Slide Sorter” view. Now you are ready to select “Transitions” and “Animation Schemes.” transition is how the slide changes from slide to slide. The effect is how the text appears on the page. Good presentations use consistent transitions and non-annoying effects.



10) Use your cursor to highlight all the slides, or type **Ctrl A** to select all of them.

Next, click on the “Transitions” button near the top right of your screen. Select “Fade through black” as your transition for the entire presentation.

11) Next, click on the “Design” button next to the “Transitions” button. Click on “Animation Schemes,” then select “Dissolve in” for your entire presentation.

12) Your presentation will now have all 5 slides with the same transition and the same text effect. You may view your presentation by clicking on the 1<sup>st</sup> slide, then by clicking on the  **Slide Show** button or by going to “**View**” in the top menu and selecting “**Slide Show.**”

13) Click to go through your slide show with transitions and text builds. Then go through steps **10 & 11** again to select different transitions and effects.


**Great work everyone! You’ve just completed the 5 minute PowerPoint challenge!**

## Ready for something more challenging?

### Make your own (really your own) Presentation!

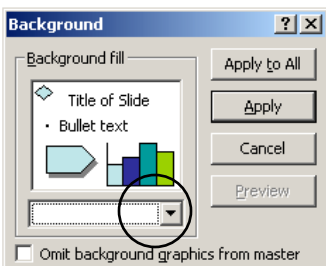
- 1) Create a presentation with at least 6 slides. Each slide should have a different Transition and a different Animation Scheme.
- 2) When you've completed this, click on the "Design" button, then select "Color Schemes." (You may have to click on an individual slide to get the color schemes to show up). While PowerPoint offers up a variety of different color schemes, sometimes it's better to create your own. Click on "Edit Color Schemes" near the bottom of the screen, then create your own color scheme with a dark background and complementary light text and titles.

### Put some pictures in there!

- 1) Get some pictures – go to: [http://www.wou.edu/~miyagib/ppt\\_pics](http://www.wou.edu/~miyagib/ppt_pics), view the pictures and decide on 4 of them that you would like. Save them into your network account by opening an individual picture, then using your "right-click" button and selecting "Save picture as ..." in the dialog window. (If you have a Mac, hold down the **Ctrl** button and click on the picture to get a dialog window.
- 2) Make sure you are in the "Normal" view. (If not, go to the "View" menu, then select "Normal View," or click on the  button in the toolbar on the lower left-hand side of your screen. Go to the "Insert" menu, select "Picture," then select "From File." Go to your network account, then double-click on one of the pictures you had just saved to insert it into your slide.
- 3) You can resize the picture by clicking on it (you should see some grab-handles now on the corners and sides), then clicking on a corner and dragging it to a desired size. Click on the middle of the picture to move it to a new spot on the slide.

### Make a picture your slide background! (not for the faint-hearted or easily intimidated)

- 1) While in the "Normal" view, click on the "Format" menu, then select "Background." When you get the window below, click on arrow underneath the miniature slide (it's circled in the picture), and select "Fill Effects."



- 2) In the next window that comes up, select the "Picture" tab, then click "Select Picture." Navigate your way to your network account, then select one of the pictures that you have saved there. When you are finished, the window should show you the picture that will show up as the slide background. Then, click on "OK." Finally, in the "Background" window, select "Apply to All."

