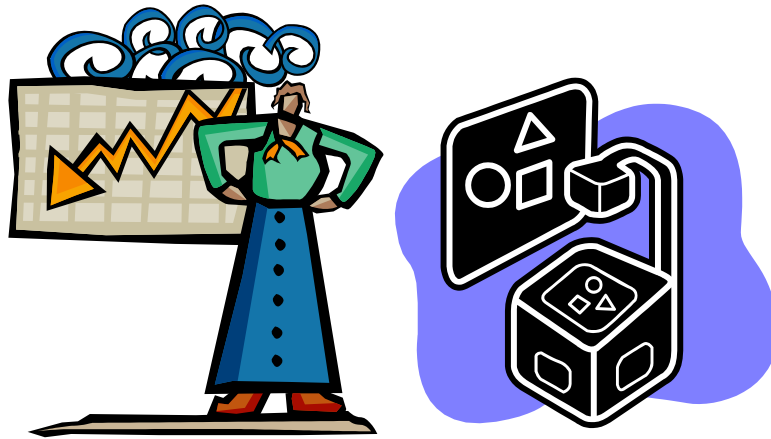


# Getting Started with

# powerPoint Xp

## Level 1



## What is PowerPoint?

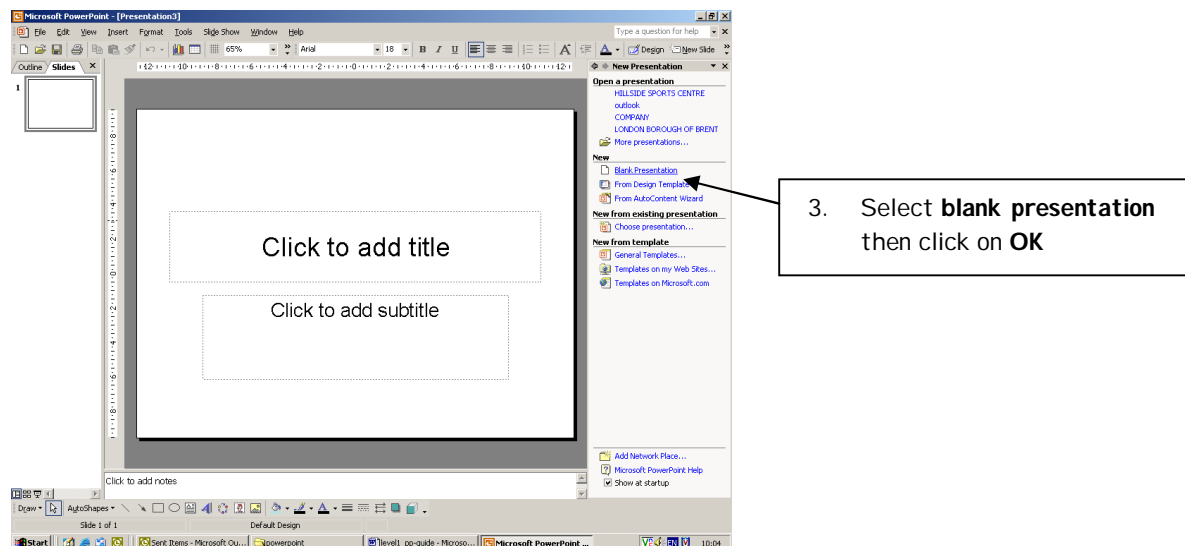
PowerPoint is a software program used to create slides for presentations. You can create slides by combining text, graphs, organisation charts, WordArt & ClipArt and templates. A presentation file contains one or more slides that can be displayed on the screen. Alternatively, slides can be printed and distributed as handouts.

### Task 1

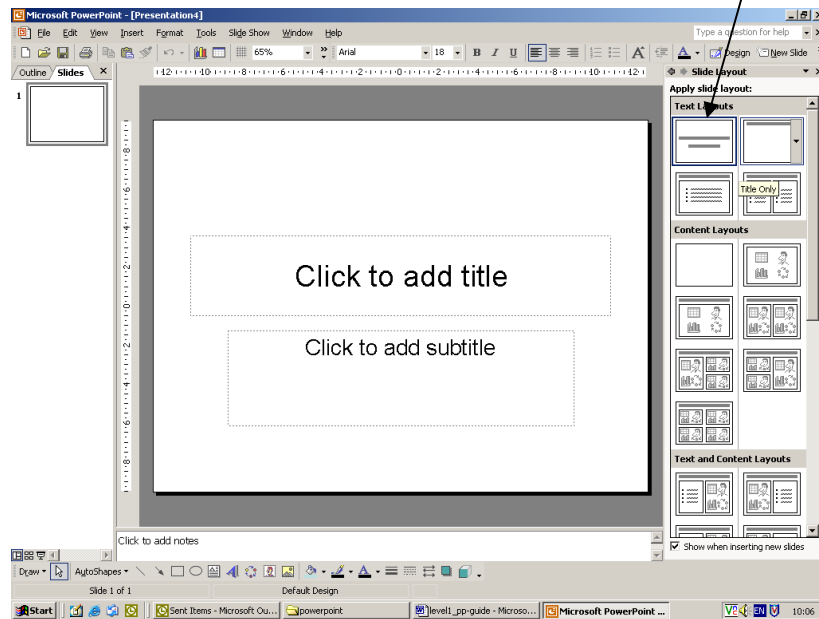
#### How to create slide using a Layout

To start PowerPoint

1. Click on Start/Programs
2. Select PowerPoint



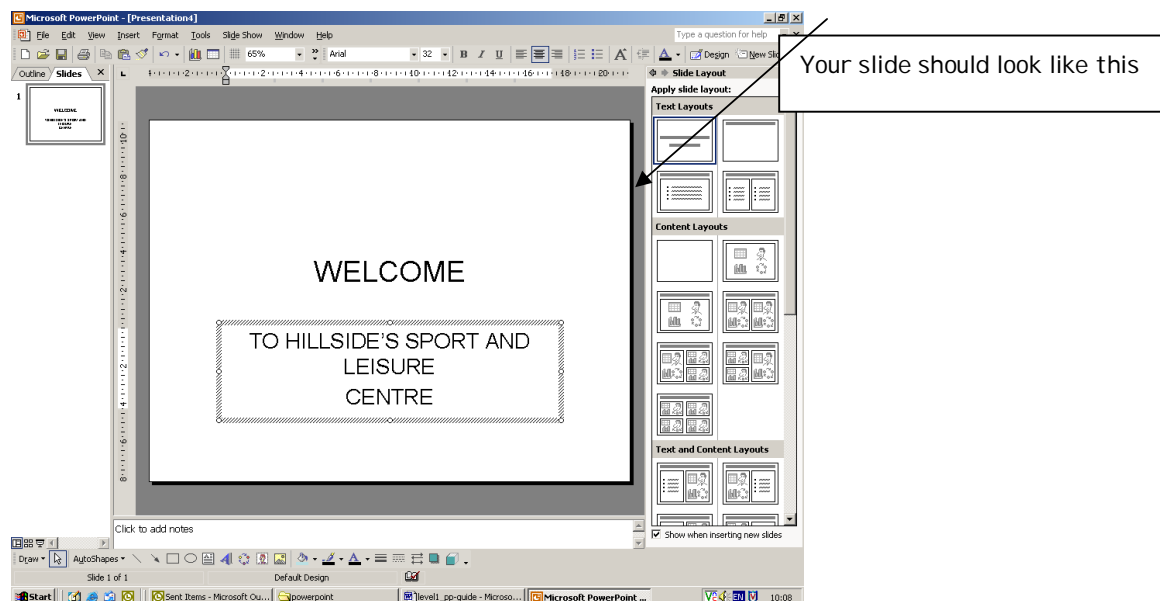
You are going to choose the Title slide layout



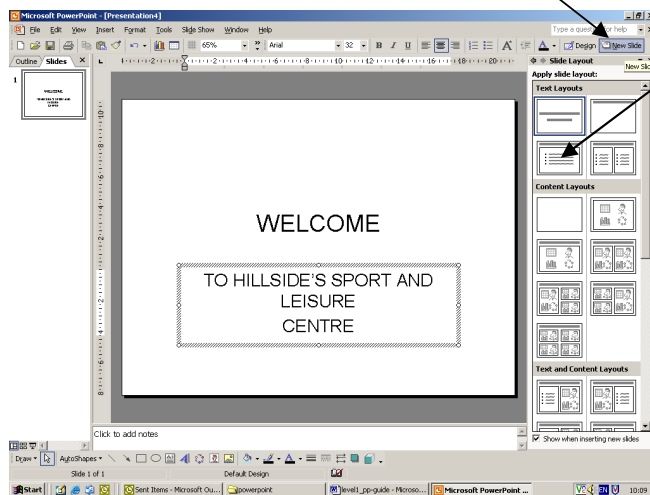
7. On the screen you will see a slide, you are now going to insert the following text.

In the space for the title type: **WELCOME**

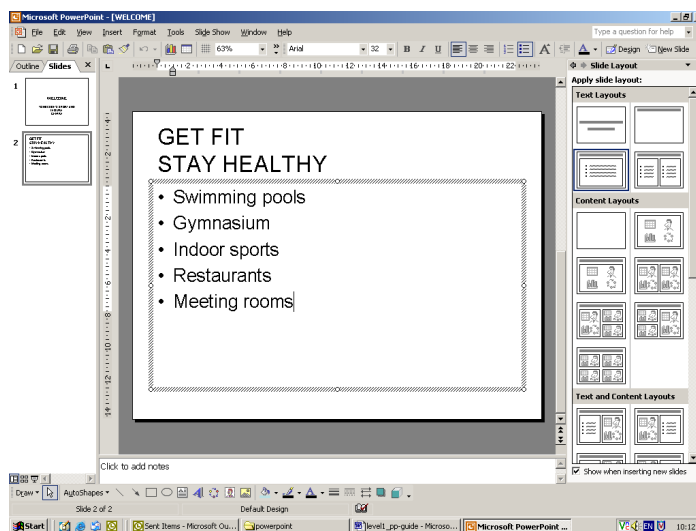
In the space for the subtitle type: **TO HILLSIDE'S SPORTS AND LEISURE CENTRE**



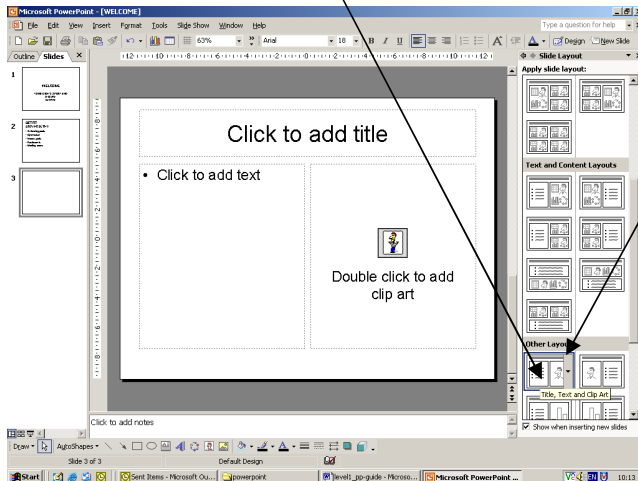
8. Now you are now going to insert another [2<sup>nd</sup>] slide. To do this click on, **Insert/New Slide** [from the menu]. Choose the **Bulleted List** (from the AutoLayouts). Type the following text. (To create a new bullet point, press the **Enter** key after you have typed the first item).



*Your slide should lo like this*



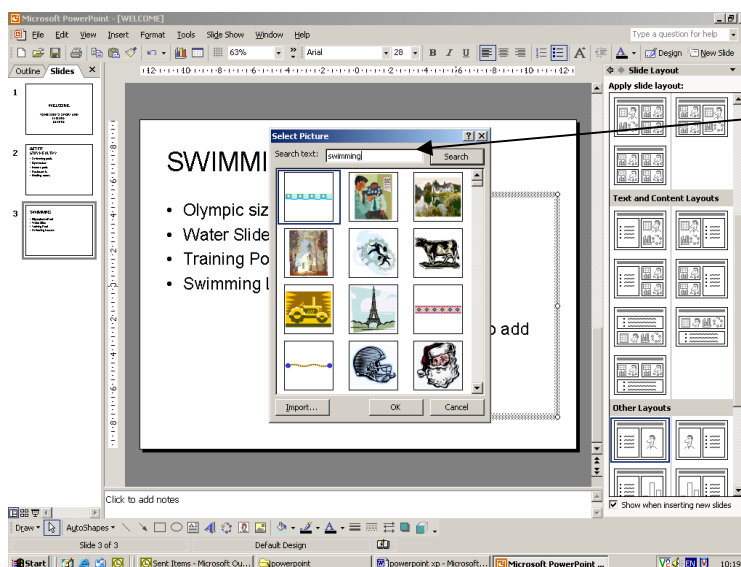
9. Insert a new slide [3<sup>rd</sup>] using **Text & ClipArt**. To do this click on **Insert/New Slide** [from the menu], scroll down to Other layouts select the Text & Clip Art from the AutoLayouts.



10. In the space for the title, type: **SWIMMING**. This is your bulleted list:

- Olympic size pool
- Water slide
- Training Pool
- Swimming lessons

Double-click to add the Clip Art.



*Type the words, **swimming** here, and click on search*

*Click on this clip (image) and insert it into your slide*

**NB: If you do not have this clip art use any suitable clipart**

This is what your slide should look like



11. Insert a new slide [4<sup>th</sup>], choose Clip Art & Text, from the AutoLayouts, and type the following text:

In the space for the Title, type:

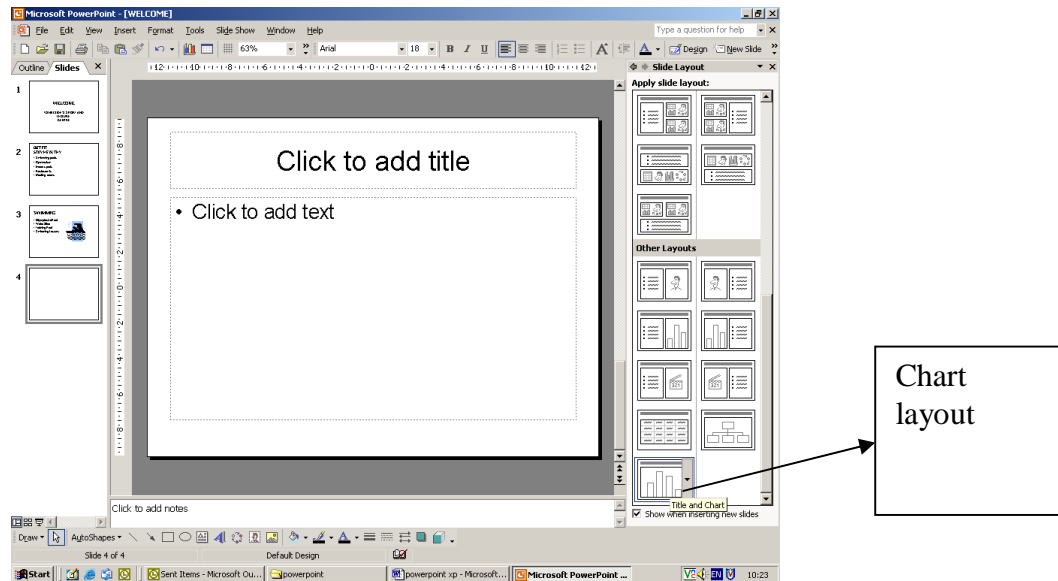
### **Palm Beach Restaurant**

In the space for the bulleted list, type:

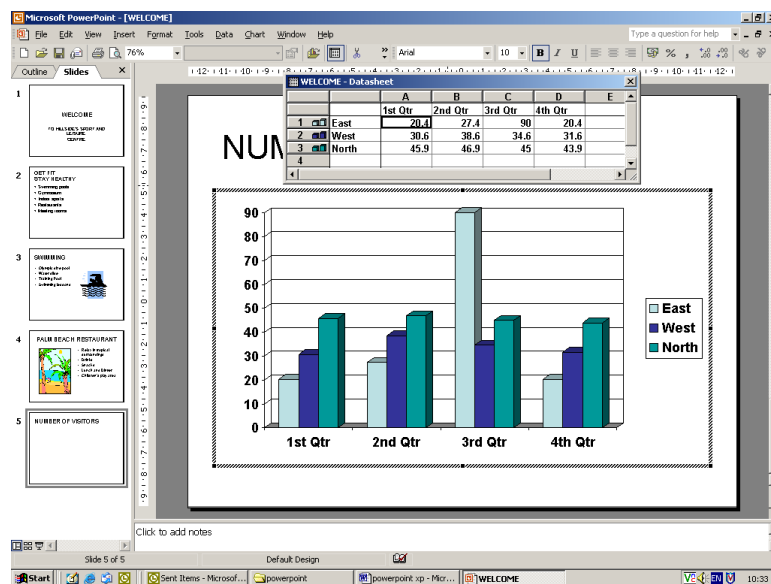
- Relax in tropical surroundings
- Drinks
- Snacks
- Lunch and dinner
- Children's play area

12. Double-click to add 1 image from the ClipArt gallery. These images should be relevant to the slide presentation [*i.e.*, a holiday or beach theme].

13. The 5<sup>th</sup> slide you are going to create will be a Chart. Again click on New Slide then choose other layouts and click on chart. In the space the title, type: Number of visitors.



14. Once you double-click on the chart, this image will appear.



14. Replace with the following text:

The screenshot shows a PowerPoint slide titled 'WELCOME' with a table and a bar chart. The table is titled 'WELCOME - Datasheet' and contains the following data:

|   | A          | B    | C    | D    | E |
|---|------------|------|------|------|---|
| 1 | Swimming   | 5000 | 5500 | 5700 |   |
| 2 | Indoor spc | 2200 | 2000 | 3000 |   |
| 3 |            |      |      |      |   |
| 4 |            |      |      |      |   |

The bar chart below the table shows the number of visitors for Swimming (light blue bars) and Indoor sport (dark blue bars) for the years 2001, 2002, and 2003. The Y-axis ranges from 0 to 5000. The legend indicates that light blue represents Swimming and dark blue represents Indoor sport.

Callout 1: To widen the column click and drag here [between the columns]

Callout 2: To delete the contents of this column, click here select Edit/Delete

15. Save your presentation with the filename: Welcome. To do this select File/Save As [from the menu]

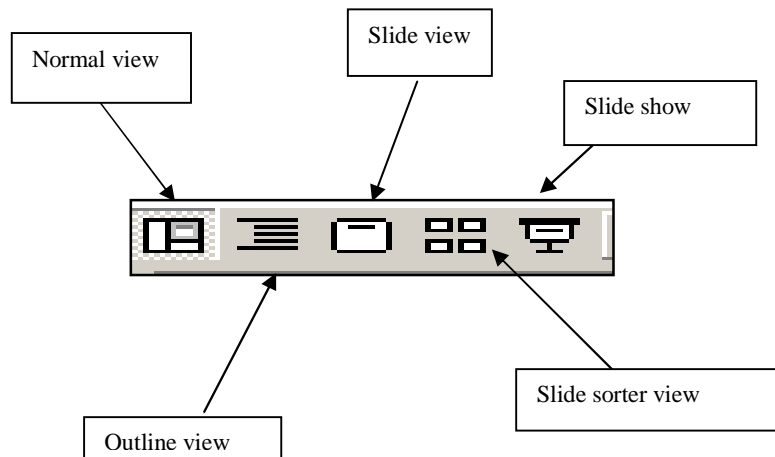
The screenshot shows the 'Save As' dialog box in PowerPoint XP. The 'Save in' location is set to '3 1/2 Floppy (A:)'.

Callout 1: Select 3 1/2 Floppy, Name the file, then click on Save

The 'File name' field contains 'global' and the 'Save as type' is set to 'Presentation'.

## Task 2

PowerPoint enables the user to view slides in different views. You will see these options at the bottom left-hand side of your screen.

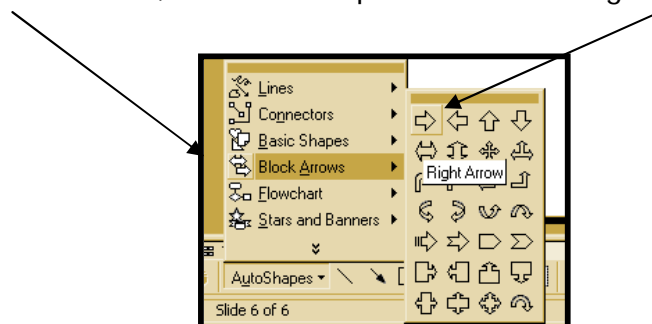


## Working with drawing tools

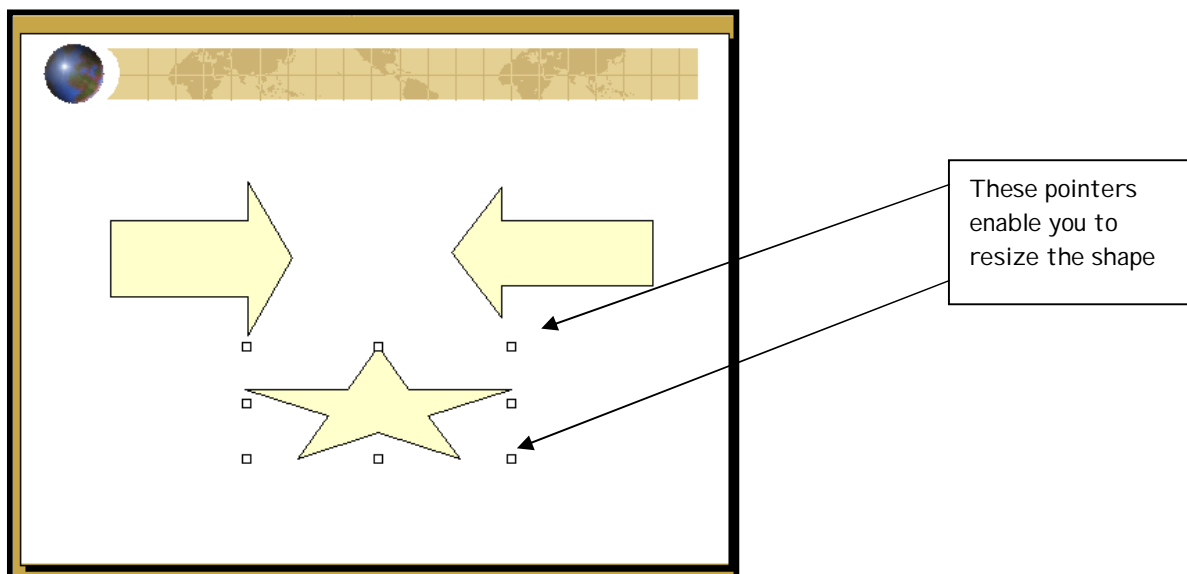
You can use PowerPoint's drawing tools to draw a variety of objects and shapes such as lines, rectangle and AutoShapes.

### Open the saved presentation called: Welcome

1. Click on Start/Programs/PowerPoint, then select 'open an existing presentation', then click OK Add a new 'blank slide' – this will be the 6<sup>th</sup> slide.
2. From the drawing toolbar, select AutoShapes
3. Move the mouse pointer to where the word AutoShapes, and select Block Arrows, click on the picture of the Right Arrow



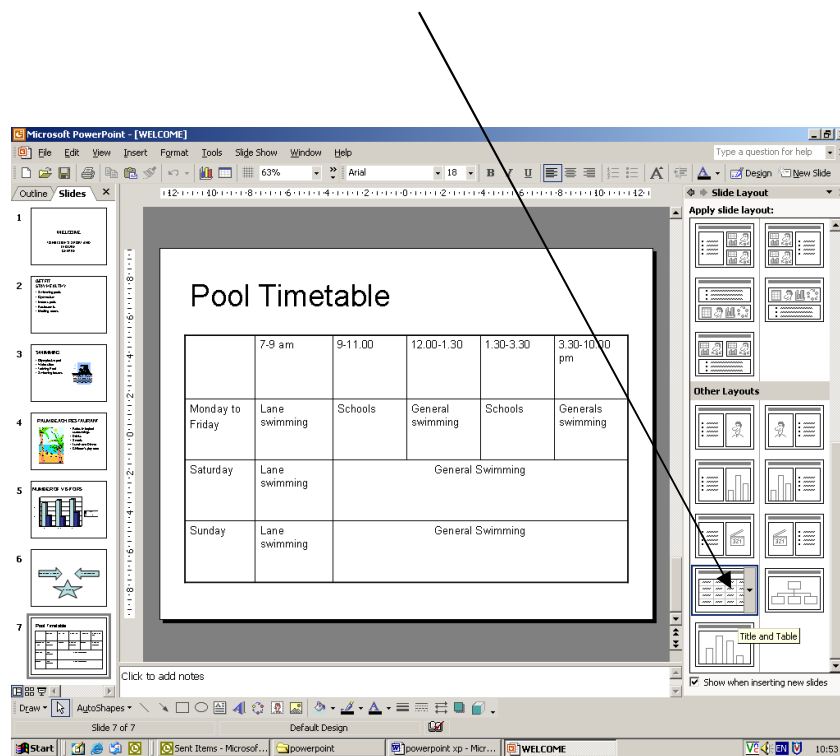
4. Move the mouse pointer to where you want to begin drawing the shape. The mouse pointer changes to a crosshair +
5. Drag the crosshair until the shape is the desired shape and size
6. Release the mouse button. The shape is completed and is automatically selected
7. Now go back to the AutoShape, select Block Arrows and click on the picture of the Left Arrow. Draw this object, keeping it to the same size as the Right Arrow
8. The next shape you are going to use will be the Stars & Banners, select the 5-Point Star
9. Draw this object in the centre of the slide, and just below the arrows.



## Adding text to objects or shapes

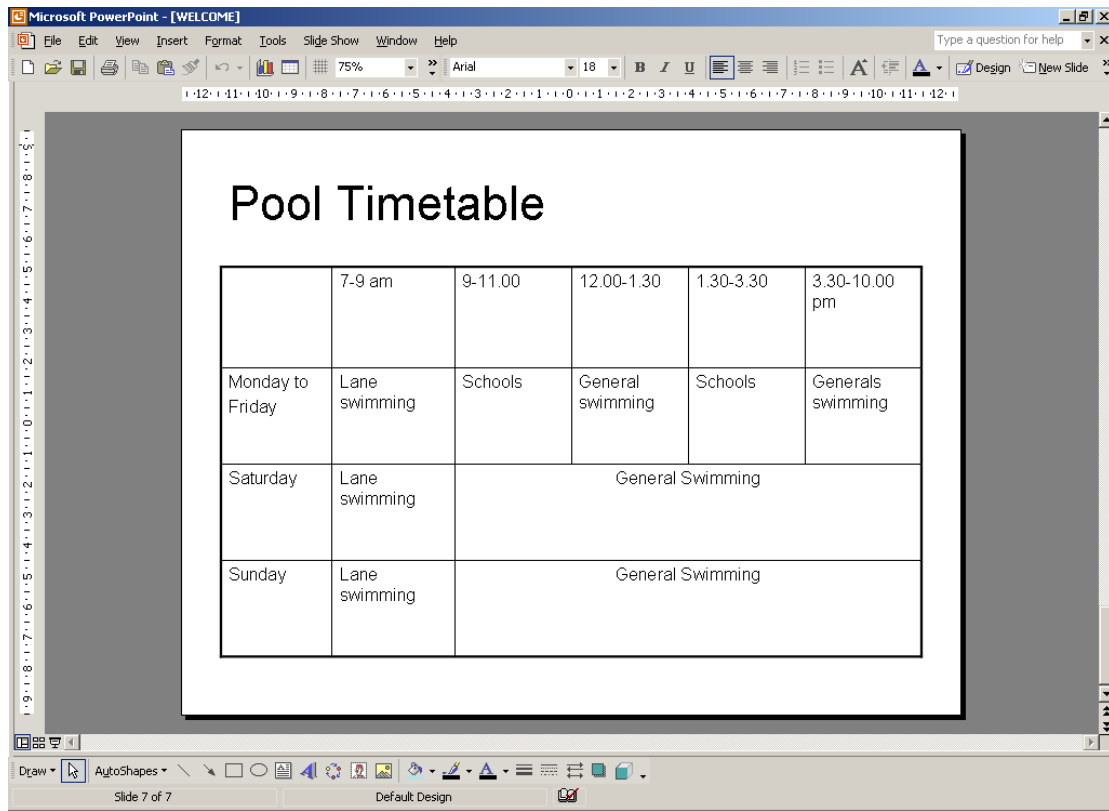
To add text to a shape:

1. Select the shape- right click mouse and click on Add Text
2. In the 1<sup>st</sup> shape type: special rates for children
3. In the 2<sup>nd</sup> shape type: group discounts
4. In the 3<sup>rd</sup> shape type: LEA registered
5. The 7<sup>th</sup> slide will be a Table, the title is: Pool timetable - **Click on the Table AutoLayout**



6. Insert a Table [6 columns & 4 Rows]

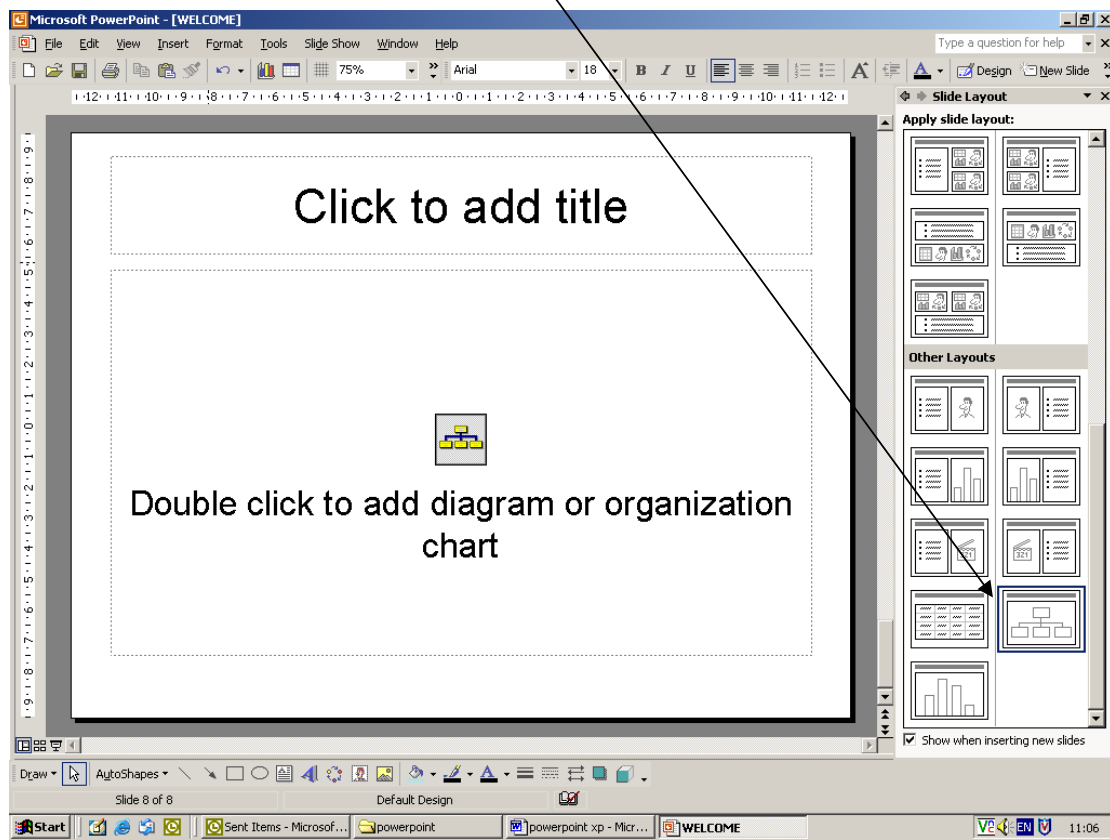
## 7. Type the following text into the table



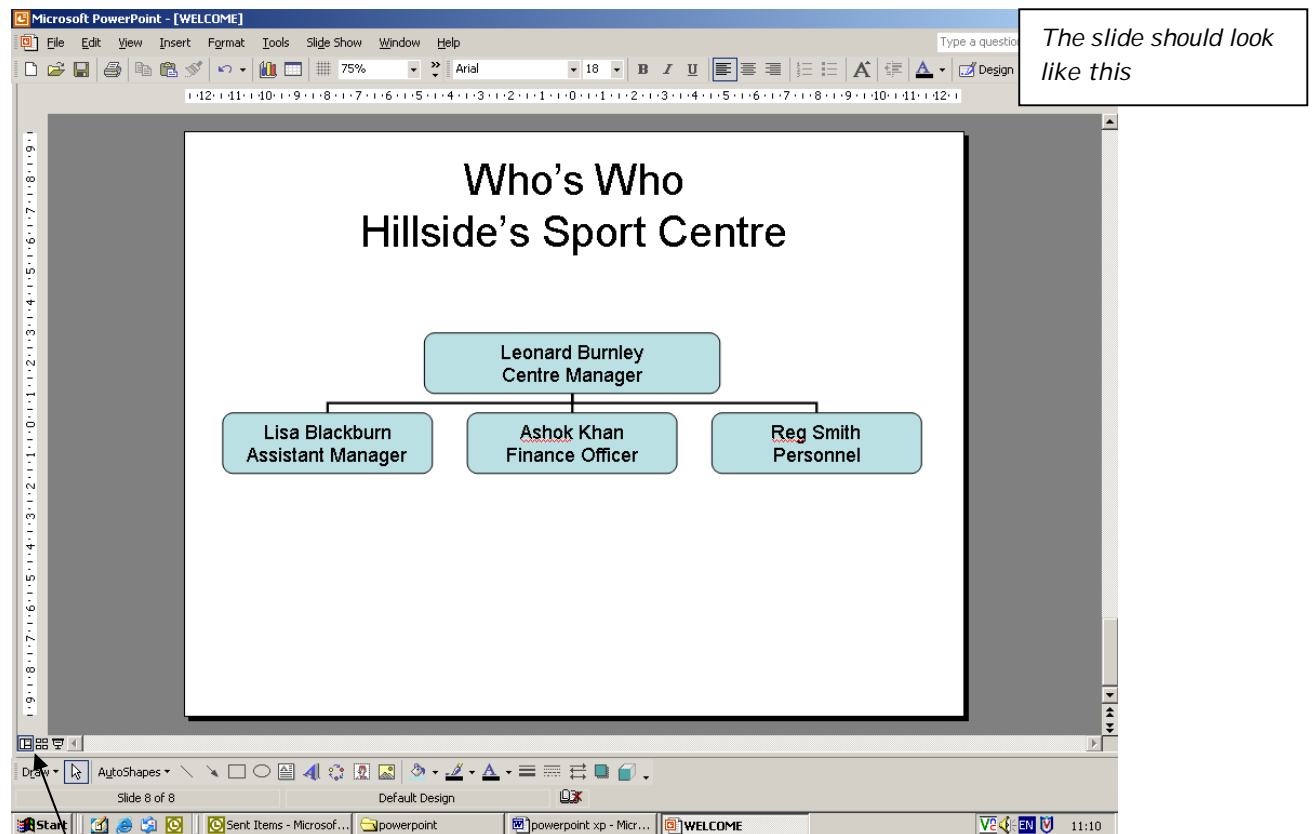
The screenshot shows a Microsoft PowerPoint XP window with a slide titled "Pool Timetable". The slide contains a table with the following data:

|                  | 7-9 am        | 9-11.00          | 12.00-1.30       | 1.30-3.30 | 3.30-10.00 pm     |
|------------------|---------------|------------------|------------------|-----------|-------------------|
| Monday to Friday | Lane swimming | Schools          | General swimming | Schools   | Generals swimming |
| Saturday         | Lane swimming | General Swimming |                  |           |                   |
| Sunday           | Lane swimming | General Swimming |                  |           |                   |

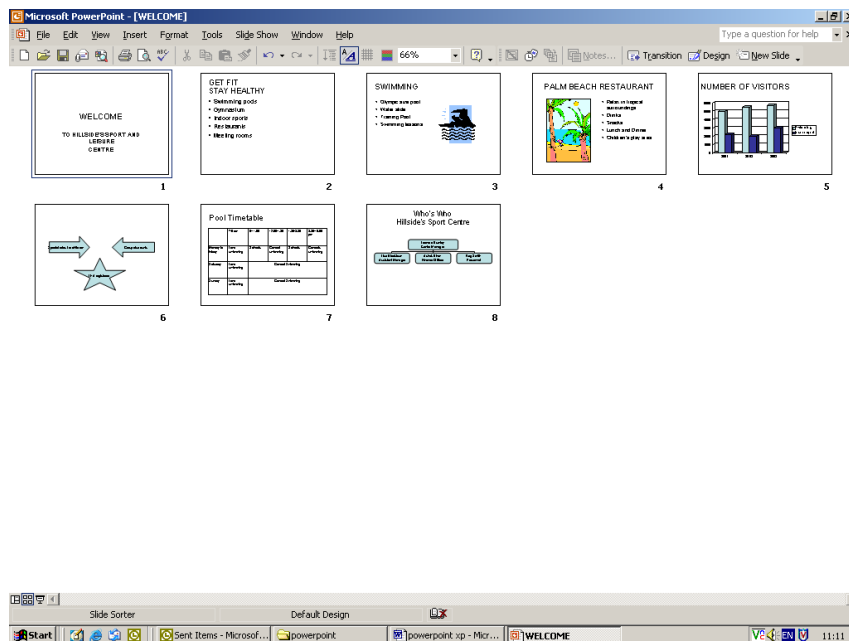
8. The 8<sup>th</sup> and final slide you are going to create in this exercise, will be an Organization Chart



9. The chart title is: Who's who – Hillside's sports Centre
10. Double-click to add the organization chart
11. In the first name in the organization chart is:
- Leonard Burnley and his title is Centre Manager. There are 3 members of staff who have equal status. They are:
    - Lisa Blackburn / Assistant Manager
    - Ashok Khan / Finance Officer
    - Reg Smith/Personnel



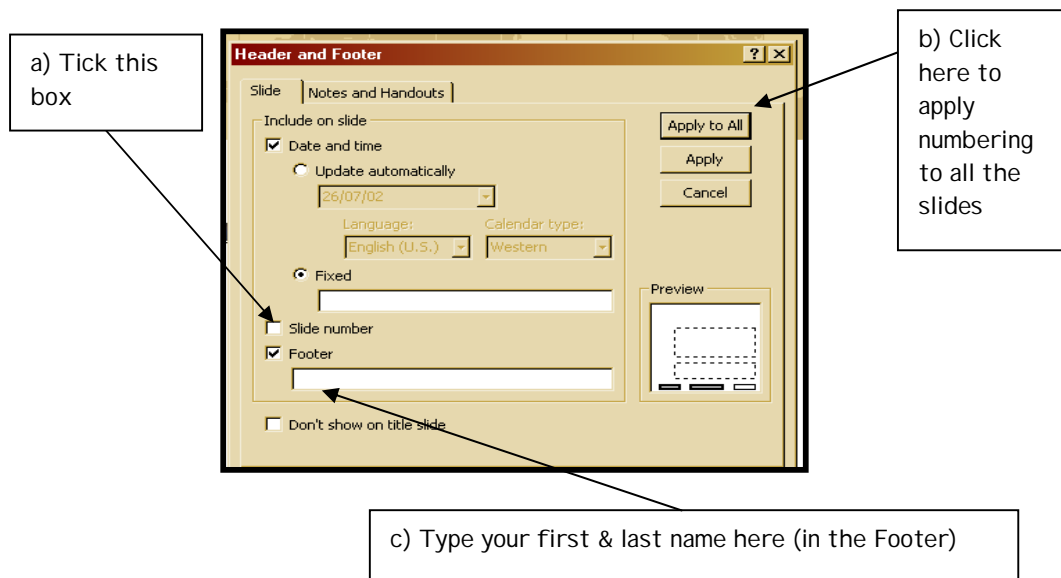
13. Click on Slide Sorter View to view all the slides. Then save your work.



### Task 3

#### Numbering the slides & adding a Footer

1. Open the presentation named WELCOME
2. Number all the slides in the presentation, to do this ensure that you are in Normal or Slide view, select View/Header and Footer



3. Select Slide Sorter View, you will see that each slide has been numbered and your first & last name inserted in each slide.
4. Now save your work.

