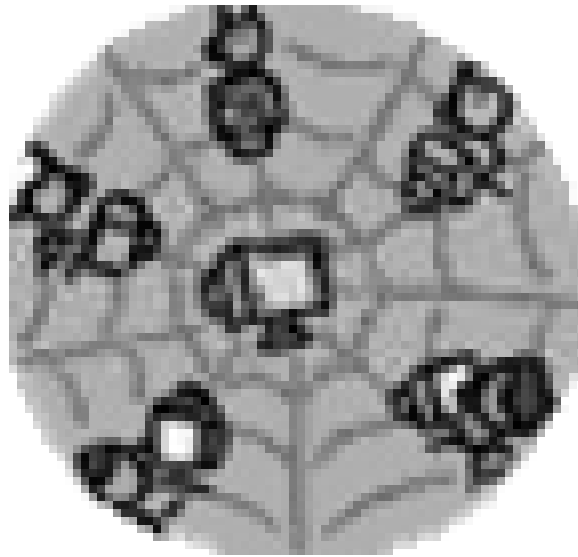
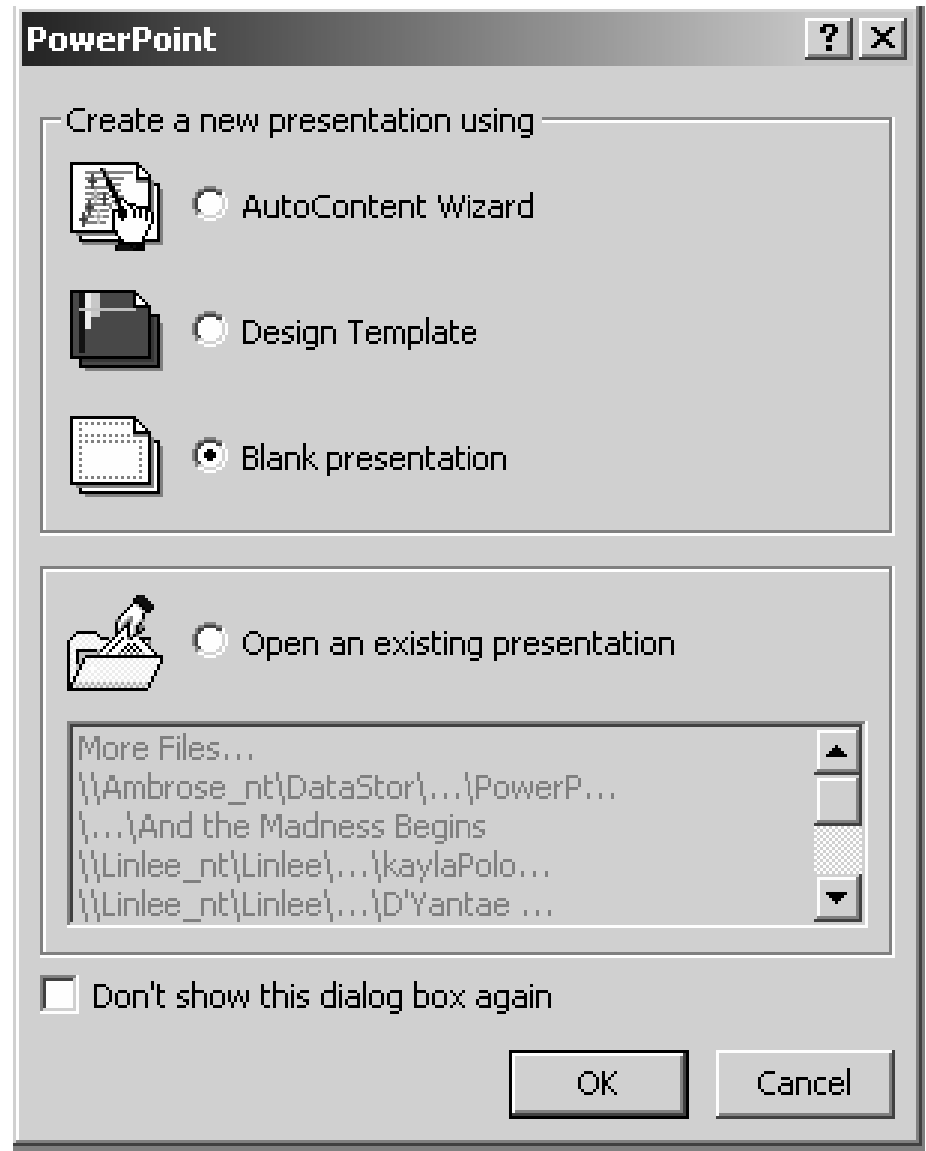


PowerPoint P.D.



Getting Started

- To open PowerPoint, click Start, Programs, Microsoft PowerPoint
- A box will pop up with some options.
- Choose the option you need
- AutoContent Wizard – provides pre-made layouts for various activities.
- Design Template - to create a template for your class.
- Blank Presentation - for a new presentation.
- Open an existing presentation - previously created presentations.



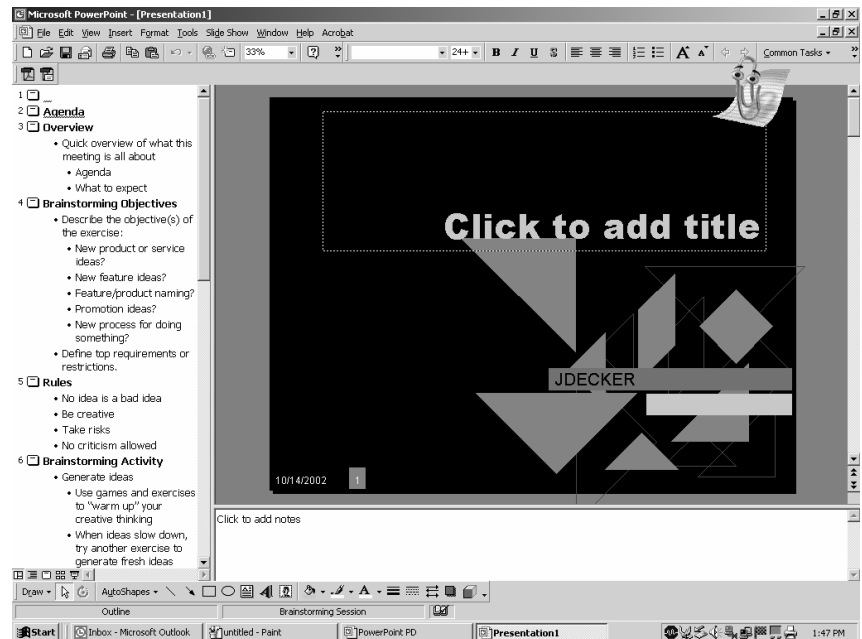
AutoContent

- If you are interested in having assistance with creating a PowerPoint presentation, here are some of the options it will provide: all, generic corporate, projects, etc.



- Just follow the steps of the wizard and it will create all your pages for you and you can personalize them with the click of a button.

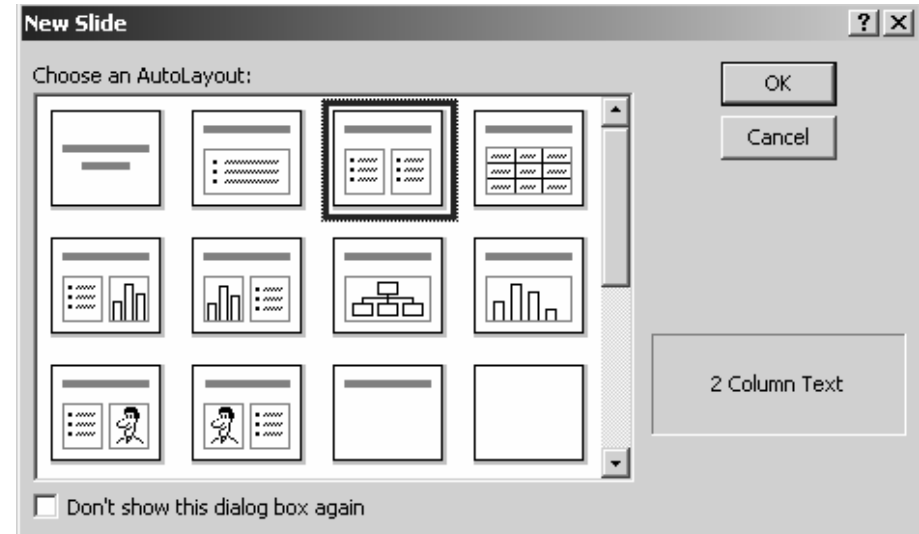
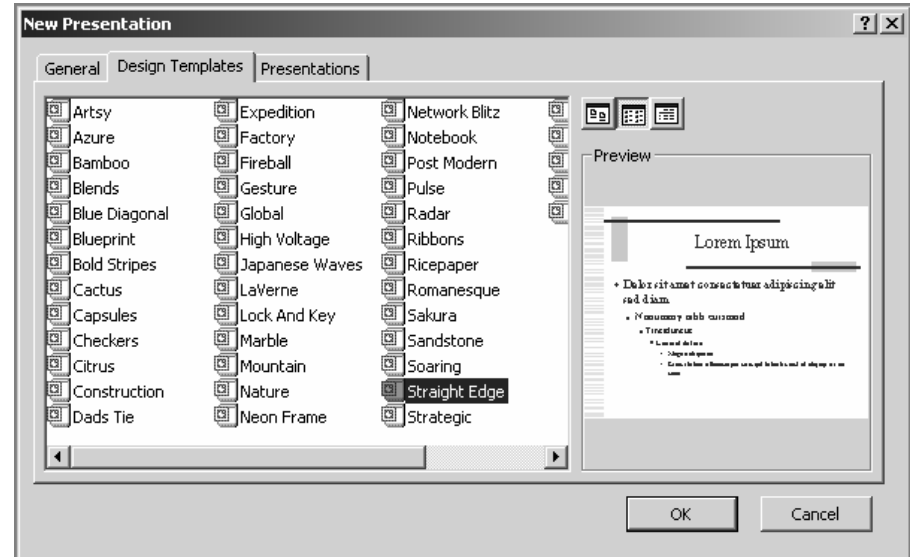
- Back



Design Template

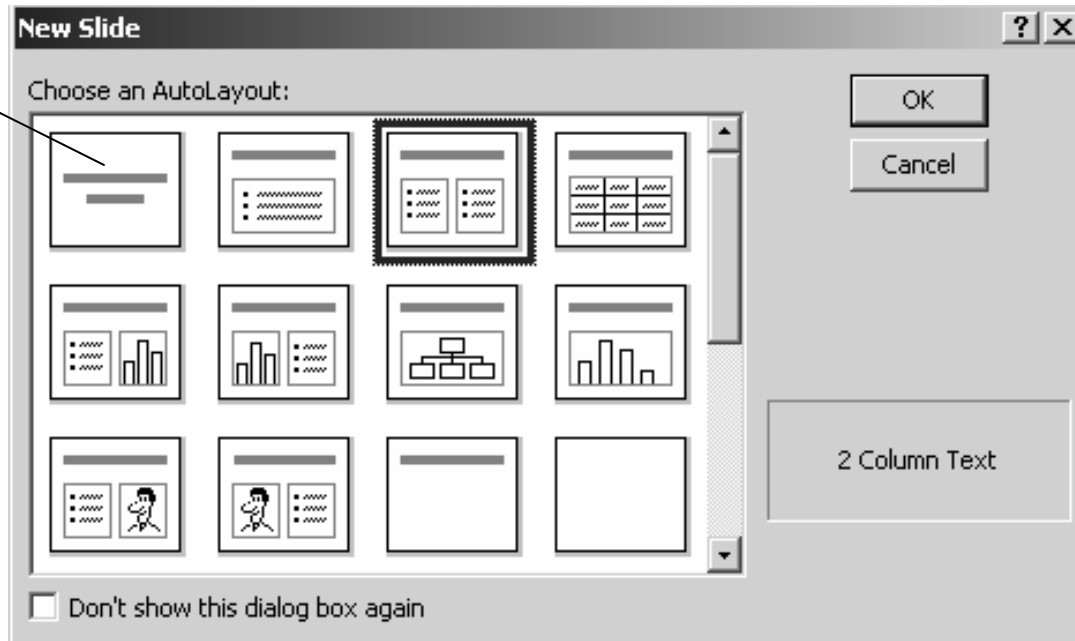
- If you choose to design a template, you will first be asked to choose a theme. If you highlight a theme it will show a preview to the right.
- Once you have chosen a theme, it will then prompt you to choose a slide layout.
- Depending on what you want to include in the slide will help you to determine which slide layout to choose.

Back



Blank Presentation

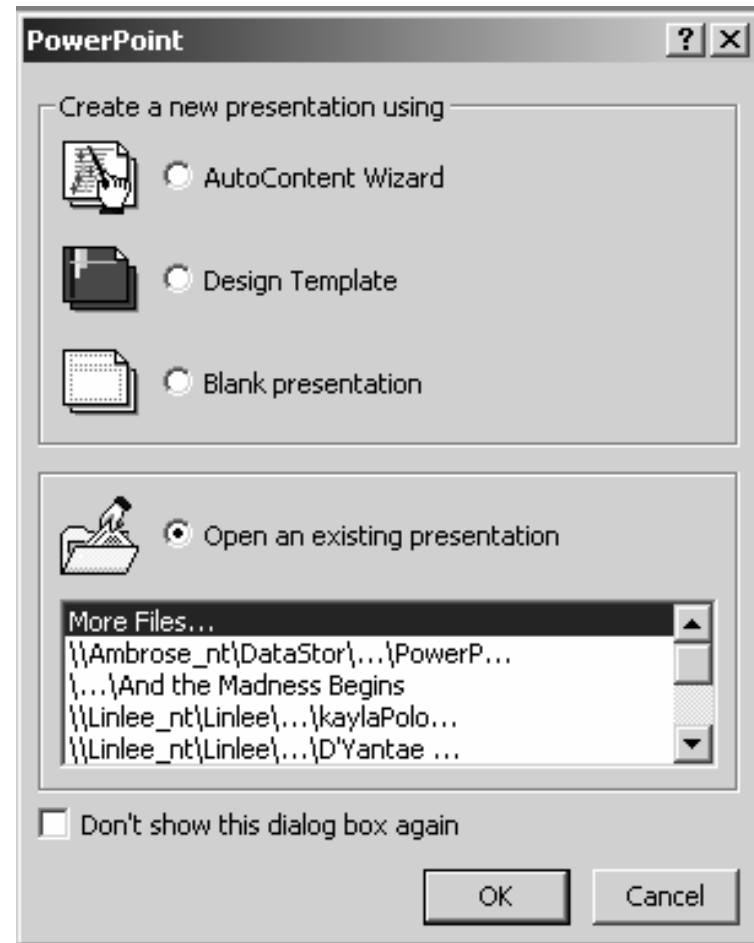
- If you choose blank presentation, you will be prompted to choose a slide layout. The first option is a good title page layout. Each time you want to add a slide you can click Insert, New Slide and it will prompt you each time to choose a slide layout, they do not have to be all the same, choose what you need.



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Open An Existing Document

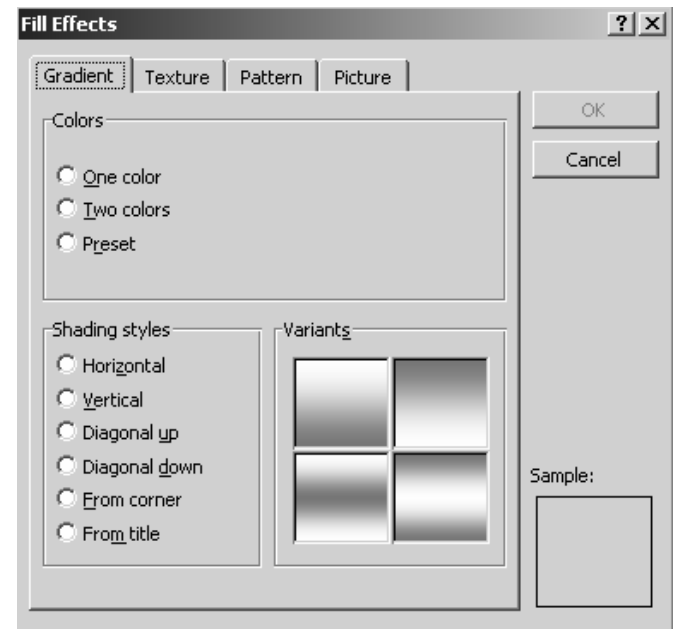
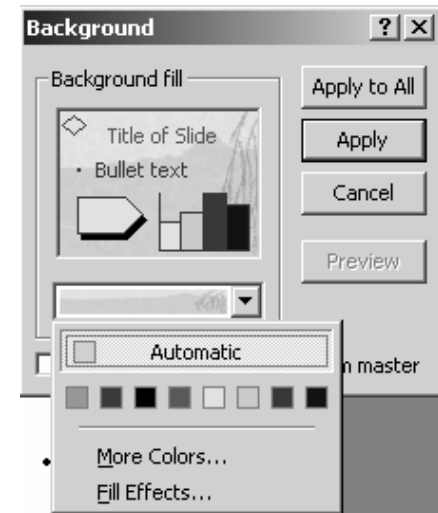
- If you choose the radio button beside **Open an existing presentation**, the box below will list recent presentations that have been opened. If you do not see the presentation you need, choose **More Files...** and search for where you have saved your presentations.



[Back](#)

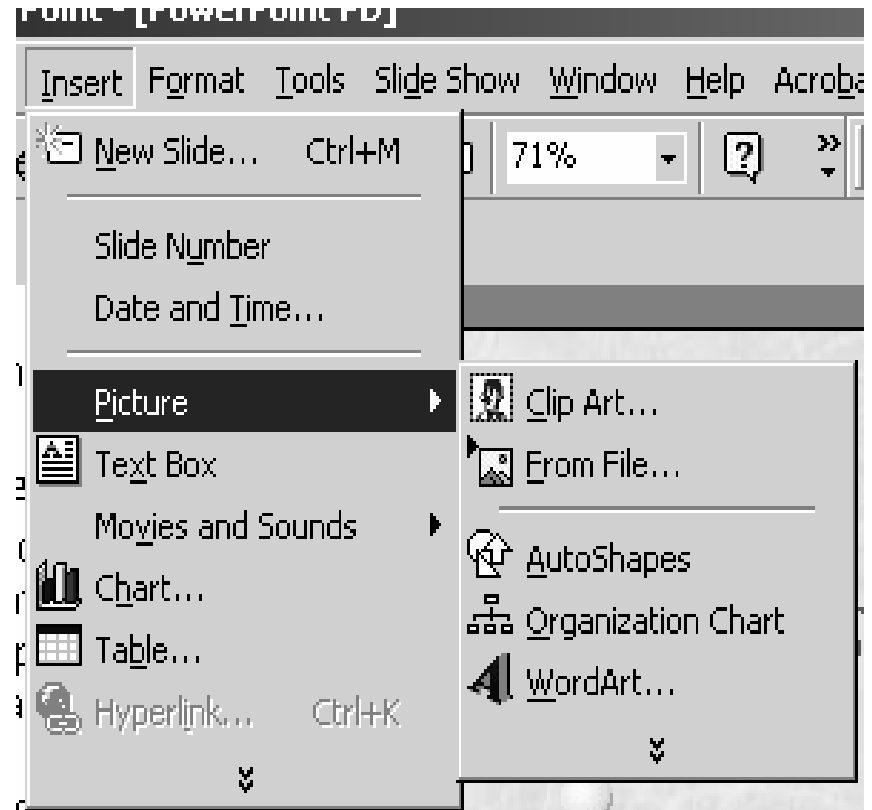
Let's Begin

- Now that we have our presentation started, let's begin. If you did not choose a theme, you can do so now by clicking on Format, Apply Design Theme and simply follow the steps.
- Create your own background, choose Format, Background, click the drop down arrow and choose from More Colors or Fill Effects.
- Fill Effects will give you another menu with 4 different tabs to choose from.



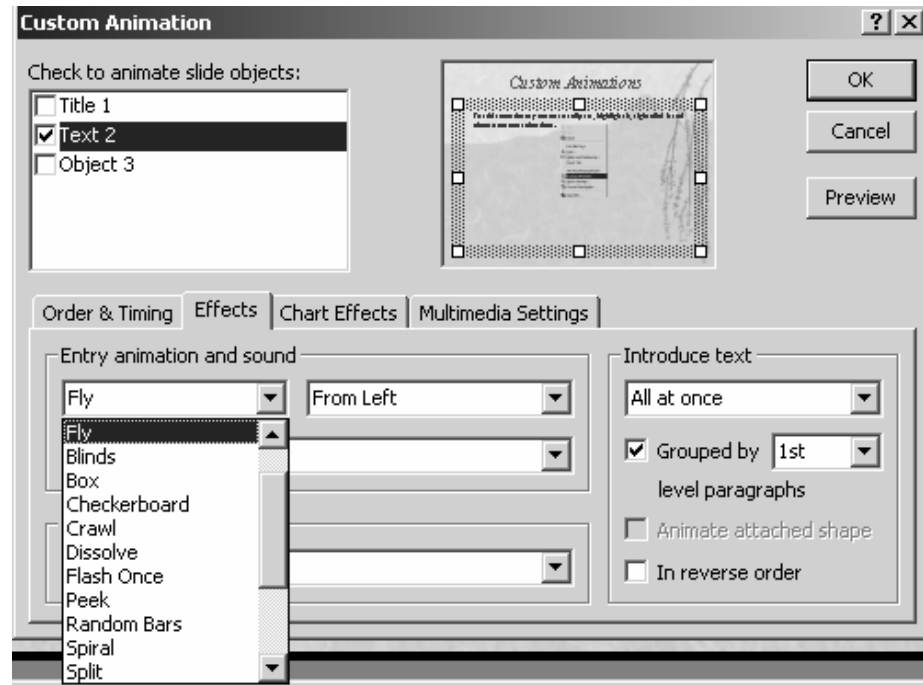
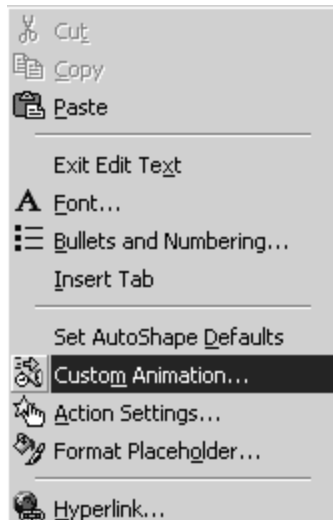
Inserting Clip Art & Pictures

- Adding pictures to your PowerPoint is very similar to adding clip art in Microsoft Word. Click on Insert, Picture, Clip Art or From File if you have a picture on a disk that you want to insert or on your hard drive.



Custom Animations

- To add some fun to your text or clip art, highlight it, right click it and choose custom animations.



- When the Custom Animation box appears, check the appropriate check box, then click the drop down arrow to choose your animations. You can preview these in the top right hand corner of the box.

StoryPath: Northwest Coast Native

Americans Grades: 2/3 The students created their Native American character, environment and biography. We took digital pictures of their character, and their clan crest and inserted them into their PowerPoint Presentation. Each slide represented a different topic. Clothing, name, crest, job, family role, etc. Each slide had information and either a picture from their disk or a piece of clip art. The students then opened the PowerPoint in the classroom, presented it on the AverKey and gave their presentation.

Black History Month: Grade 3

Students were presented with a list of a Famous Black Americans from Kentucky and were asked to choose one to research. They were given a list of information to find out about that their person. When they had completed their research, we created a slide for each piece of information, Name, Birth, Death, Why they are famous, etc. They typed in the information, added a picture of their person or a piece of Clip Art.

ABC Books: K/1

Teachers can also create a template with titles, save it to the server and allow the students to access it and save it as their name. An example would be a ABC book where the template will already have the letters at the top and a place for the students to add a word and a clip art for each letter. Older or more advanced students could write a sentence to go along with their pictures.

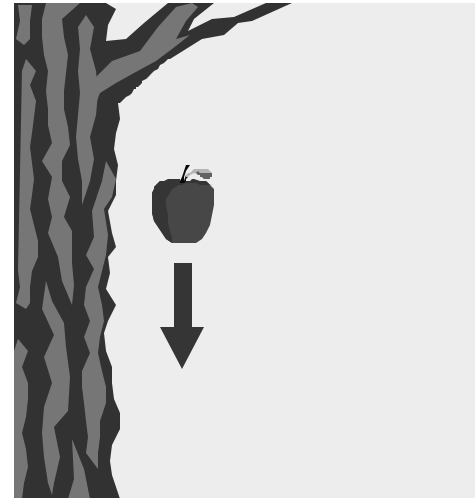
All About Me: 1-2

Students could begin with a blank presentation, choose a title slide to type their name, date and title and possible insert a digital picture of themselves. The rest of the slides could be a title, text box and clip art box slide. Each slide could describe a characteristic about that student. Teachers could list the slide titles on the board or give the students a printed copy to follow along with. This is a great beginning activity.



Apple

The apple is falling from
the tree.



Pre-made activities:

- Jeopardy Games
http://www.hardin.k12.ky.us/res_techn/countyjeopardygames.htm
- Jeopardy Directions:
<http://teach.fcps.net/trt19/How%20Do%20I%20Make%20a%20Jeopardy%20Game.pdf>
- Lesson Ideas:
<http://www.cardinalvalley.fcps.net/Software/PowerPoint/lessons.htm>
- Rubric:
<http://www.cardinalvalley.fcps.net/Software/PowerPoint/rubric.htm>
- More Directions:
<http://www.cardinalvalley.fcps.net/Software/PowerPoint/default.htm>