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Introduction

Congratulations on getting a fancy new computer for your classroom. It's sitting there, all set up and ready to go. Of course, it's loaded with software, and you've heard it can do everything but tap-dance on the table. Naturally, you're excited about this new resource, but, to be truthful, you're also a little anxious. You peek at your computer during the day, wondering how you'll find the time in your already overcrowded schedule to learn about the programs so that you can use them with your students.

Of course, it's not like you've never been around a computer. After all, they've been around a while. But it's been a fitful, sporadic relationship, and you've occasionally experienced your share of frustration.

But you're determined to get up to speed and keep up with technology. *PowerPoint* is installed on your machine and you know it would be useful in the classroom. You're anxious to get started, but where do you begin? How nice it would be if a knowledgeable colleague magically appeared and gave you the lowdown on what works best.

That's where this book comes in. Think of it as your personal guide that will outfit you with the right gear as you start your journey, and then stay with you to help you stay on track and reach your destination. This book is here to give you knowledge which will build your confidence and make the whole process as easy, fun and painless as possible.

PowerPoint for Terrified Teachers is divided into two parts. Part one will teach you the program, step by step. You'll be creating presentations in easy stages. Part two gives you lots of creative ways to use this versatile program in your classroom. All you have to do is tailor it to your curriculum and you're off and running.

What is *PowerPoint*?

You've heard a little bit about *PowerPoint* – enough to know that it can help you create a presentation. *PowerPoint* gives you the tools to not only make presentation slides but also to outline your speech and generate speaker's notes and audience handouts.

One of *PowerPoint*'s best features is the way it lets you easily and quickly do several things at once. You will design slides, work on your outline and write notes and handouts without blinking an eye. It's a very natural process.

As if that weren't enough, *PowerPoint* also gives you three wizards that help you outline your content, choose slide layouts and create a unifying design for your speech. The nice thing is that you can easily use these tools without knowing a lot about *PowerPoint*. And you can get good results.

There are even more ways to use *PowerPoint* once you get into the classroom. You can expand its definition and think of it as a learning tool. Students can use it to organise knowledge into an outline, isolating only the most important details. In other words, they can use it to analyse content. Students can also use *PowerPoint* to synthesise existing ideas and come up with new information. So besides letting your students use the bells and whistles that come with *PowerPoint*, you can use it as a tool to encourage them to think critically and to use higher-level learning skills.

Create a Presentation

Now that you've had a chance to explore the *Microsoft PowerPoint 2000/2001* tools, views and help, it is time to create your first presentation.

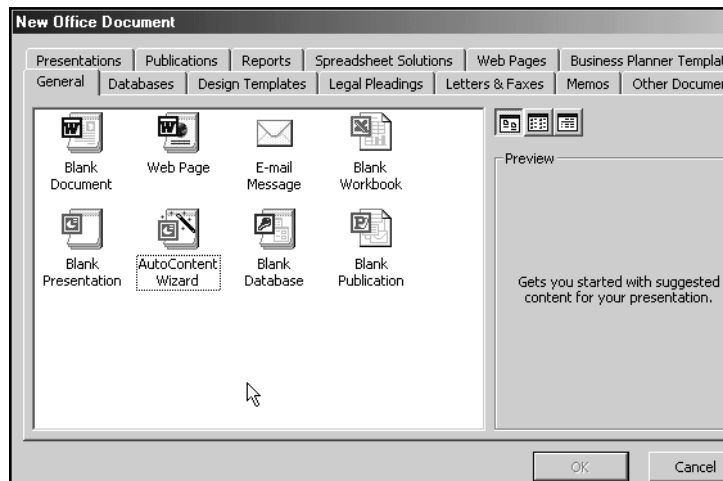
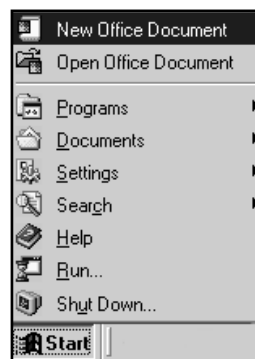
Important Notes: Use the left mouse button on Windows machines unless otherwise noted. In this book, the term **Return** has been used to indicate the **Enter** key on Windows keyboards and the **Return** key on Macintosh keyboards.

Activity 1: AutoContent Wizard

In this activity, you will create a presentation about the *Microsoft PowerPoint AutoContent Wizard*.

Windows

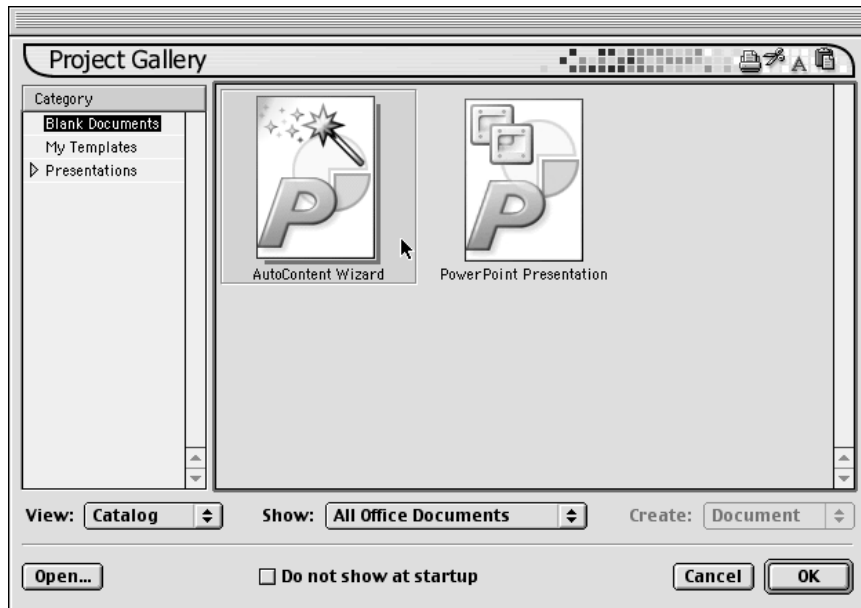
1. Click **START**.
2. Click **New Office Document**.
3. Click **AutoContent Wizard**.
4. Click **OK**.



Activity 1: AutoContent Wizard (cont.)

Macintosh

1. Double-click your hard drive icon.
2. Double-click *Microsoft Office 2001*.
3. Double-click *Microsoft PowerPoint*.
4. Click **AutoContent Wizard**.
5. Click **OK**.



If you are familiar with earlier versions of *PowerPoint*, you may see some changes in the **AutoContent Wizard**. When you are comfortable with *PowerPoint*, take some time to explore some of the many ways the **AutoContent Wizard** can assist you in creating and organising your presentations.