

# MICROSOFT® POWERPOINT®

A Junior High Student's guide on how  
to create a PowerPoint presentation

2011

## Learning Objectives

- To increase students' knowledge and function of PowerPoint
- To increase students' confidence in using PowerPoint
- To encourage students to properly access all of the tools/effects PowerPoint has to offer

If you want to return to the  
table of contents, simply  
CLICK on the home button



## Table of Contents

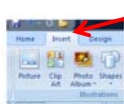
In this presentation you will learn  
how to insert / apply:

- [Graphics](#)
- [Table](#)
- [Diagram](#)
- [Chart](#)
- [Graph](#)
- [Animations](#)
- [Slide Transitions](#)
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- [Action Buttons](#)
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  - [Video](#)
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## Insert and resize graphics



1. Go to: INSERT menu then select PICTURE



2. Find the picture you want, double click and it should appear

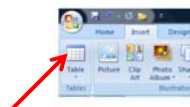


3. Resize by using the corners of the picture.

## Insert table

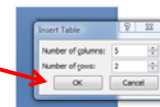


1. Go to INSERT then TABLE



2. Choose the number of columns and rows

3. Click OK



## Insert diagram

1. Go to INSERT then Smart Art
2. Choose what type of diagram you would like from the options
3. Click OK

## Insert Chart

1. Go to INSERT then CHART
2. Choose chart from the options
3. Fill in the information on an excel spreadsheet.

## Insert Graph

1. Go to INSERT then CHART
2. Choose a graph from the options
3. Fill in the information on an excel spreadsheet.

## Apply animations to text

1. Go to ANIMATIONS

**2 options**

1. Animate
- OR
2. CUSTOM ANIMATION

CONTINUED ON NEXT SLIDE

## Apply animations to text (cont)

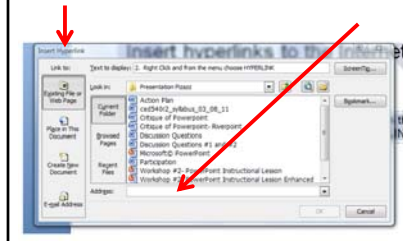
3. If you select CUSTOM ANIMATION, click on ADD EFFECT
4. You then have the options of ENTRANCE, EMPHASIS, EXIT, MOTION
5. Choose the effects you want

## Apply slide transitions

1. Go to ANIMATIONS
2. The options for Slide Transitions are along the top
3. Once you have chosen a slide transition you like, apply different settings.

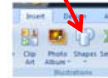
## Insert hyperlinks to the Internet

1. Highlight the text to hyperlink.
2. Right Click and choose **HYPERLINK**.
3. Copy and Paste the URL for the website and click **OK**.

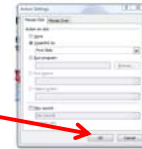


## Insert action buttons

1. Go to **INSERT** then **SHAPES**
2. Under **Action Buttons**, click the button that you want to add

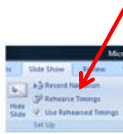


3. Choose the settings you would like to add to your Action Button and click **OK**



## Apply slide timing

1. Go to **SLIDE SHOW** then **Rehearse Timings**
2. Your slide show will start to play



3. Practice your presentation.

## Incorporate video

1. Go to **INSERT**.
3. Select the **Movie** you would like to insert and click **OPEN**.



2. Select **MOVIE**. Then **Movie from File**.



**REMEMBER: PRACTICE  
MAKES PERFECT**



Image from Microsoft  
Clip Art