

ESP MEA POWERPOINT ADVANCED

1. Open a new PowerPoint Presentation

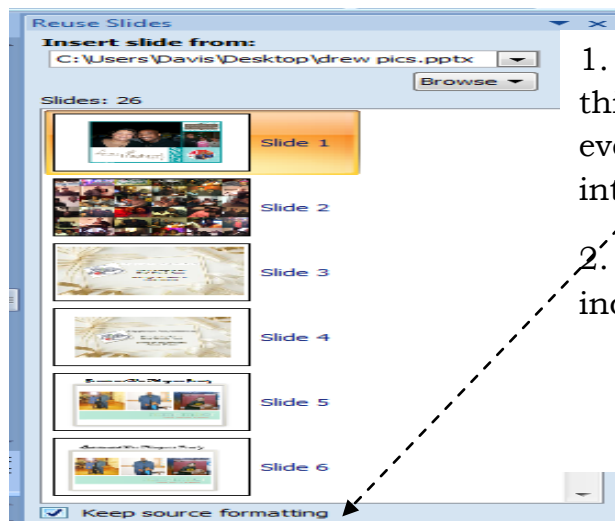
- We are going to create **two new slides** that will be incorporated into **“My Creation”**.
- **Slide One**- Select-**blank slide**. (*minimize your presentation*)
Go to your **email and download the picture of you** that has been sent by the instructor.)
 - Go to **Format-Background**-select your picture
 - **Insert Textbox select** desired **font** and **type a caption** for your picture
- **Slide Two**-Insert a **new slide** and type the following paragraph **select the font** of your choice **Size 26**.

*Many people will walk in
and out of your life,
but only true friends will leave
footprints in your heart.*

~ **Anonymous**

2. Inserting slides from an existing presentation

- Click on the **Home tab** click **New Slide** scroll down to **Reuse** and click **browse**
- Click on **Browse File** and locate the **Saved Document “My Creation”**
- Click **Open** and **all of the slides** that were created will become visible as shown below



1. Click on **Keep source formatting** this will allow the background, fonts and everything you have on the slides import into your new presentation.
2. **Click** on the **slides** you want to incorporate into the new presentation.

Save the presentation

- Click on **View-Slide Sorter** this will allow you to re-arrange the slides in your presentation.
- The two new slides that were inserted need to be **animated** and **transitioned**

Save the presentation

- *Minimize this presentation and open a new presentation.*
- Click on **Design** and select one of the **preset designs**
- **Insert a textbox select the font of your choice, color, and size 28** and type this statement: *No matter how you feel. Get up, dress up, show up, and never give up.*
- **Animate, customize, and re-arrange this slide.**

Save the presentation

- **Maximize** your :”**My Creation**” and **import this slide** into your **existing presentation**
- **Re-arrange** the **entire presentation**
- You will need to **change the music effects, and options since additional slides have been inserted.**

Save the presentation

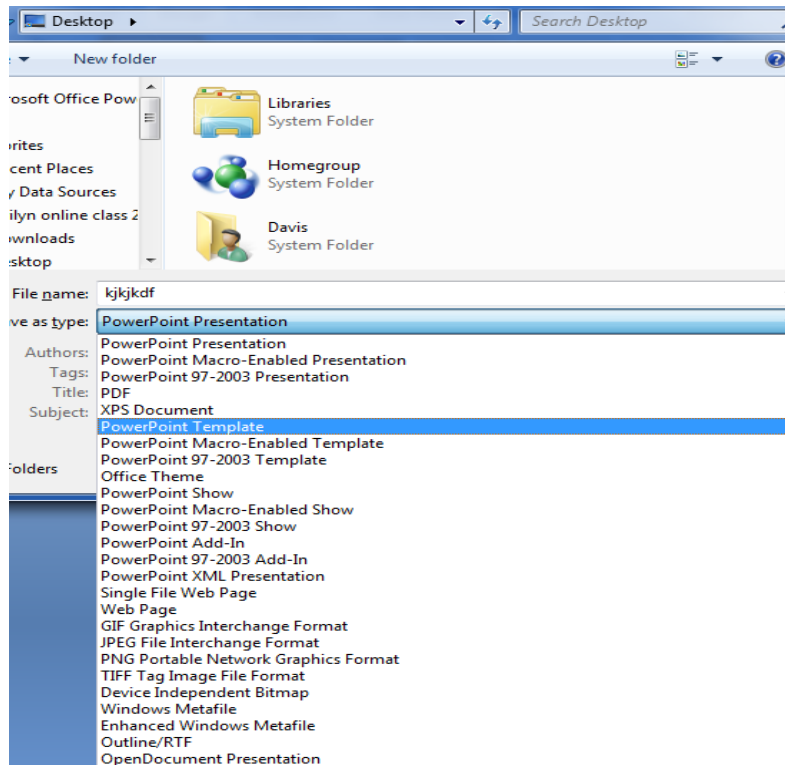
- To play your presentation for others to see click on **File-Save AS-
-PowerPoint Show.**

3. **Pack and Go** Presentations that are created on a computer that's not yours can be transferred to a jump drive (thumb drive).

- **On your desktop right mouse click New-Folder-Name the folder**
- **Insert your PowerPoint presentation, your saved music into the folder.**
- Insert your jump drive drag the contents of your folder onto the jump drive. You will be able to show your presentation on your own machine.

OTHER FEATURES THAT CAN BE CREATED IN POWERPOINT

- We are going to create a **template** of the existing presentation you just completed.
 - a. Go to **File-Save As**-“**My Creation**” click **Desktop** click on the **drop down arrow** and click **PowerPoint Template** as shown in the illustration below:



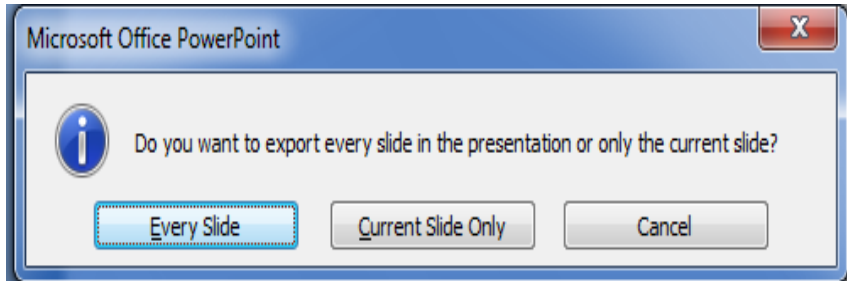
- b. Templates are created if you want to use the same layouts in another presentation. To use the template click Save As and place on the desktop rename the presentation and begin working on your new presentation.

TURNING YOUR POWERPOINT PRESENTATION INTO PICTURES (JPEG)

PowerPoint presentations can be **turned into pictures** that can be used for **QuickTime movies** or whatever you want to do with them.

Open your “**My Creations PowerPoint**,” and go to **File Save As** name the **document** click on the **drop down arrow** and click **JPEG Interchange Format** Click **Save**.

A dialog box will appear as illustrated below indicating to click **Every Slide**



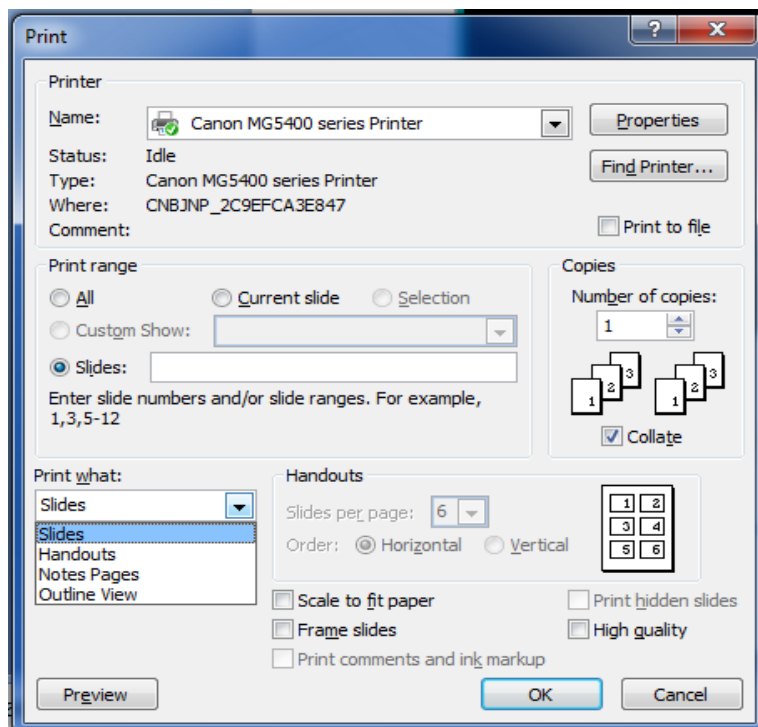
All of the slides will turn into **pictures** that will be saved on the desktop.

DIRECTION FOR PRINTING YOUR SLIDE PRESENTATIONS

- You have options as to how you may want to **print your presentation**. It can be printed as individual slides in black or color.
 - Printed as a **handout** with the ability to decide the **number of slides** you wish to **appear on a page**
 - Printed in **outline form**
 - Printed in **Outline view**

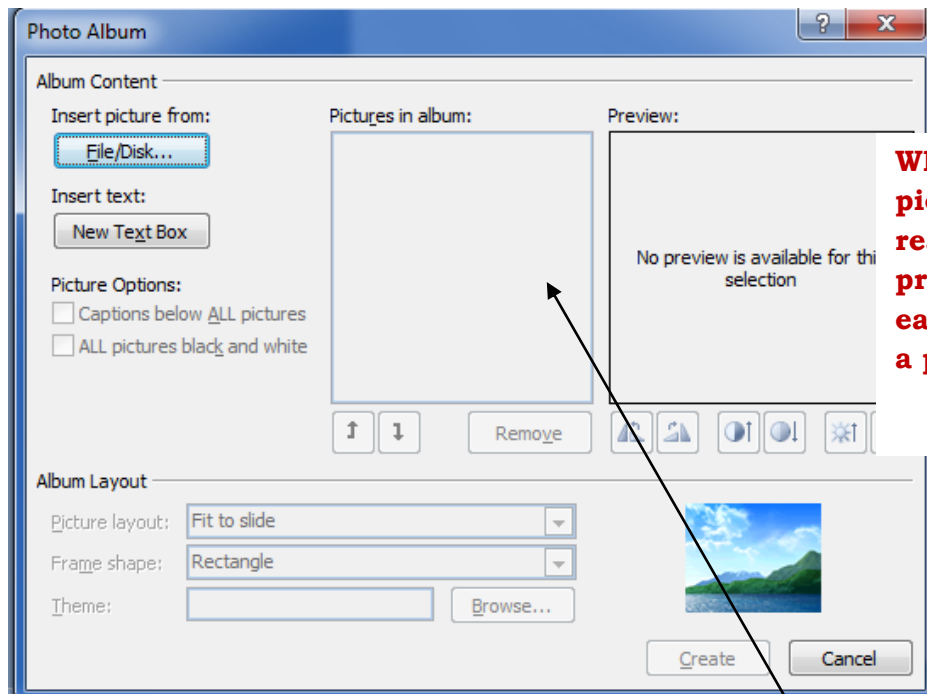
Once you have determined the printing status click on **File-Print** and select your options.

The following illustration will appear allowing you to determine the printing feature. **Click OK** after selection is made.



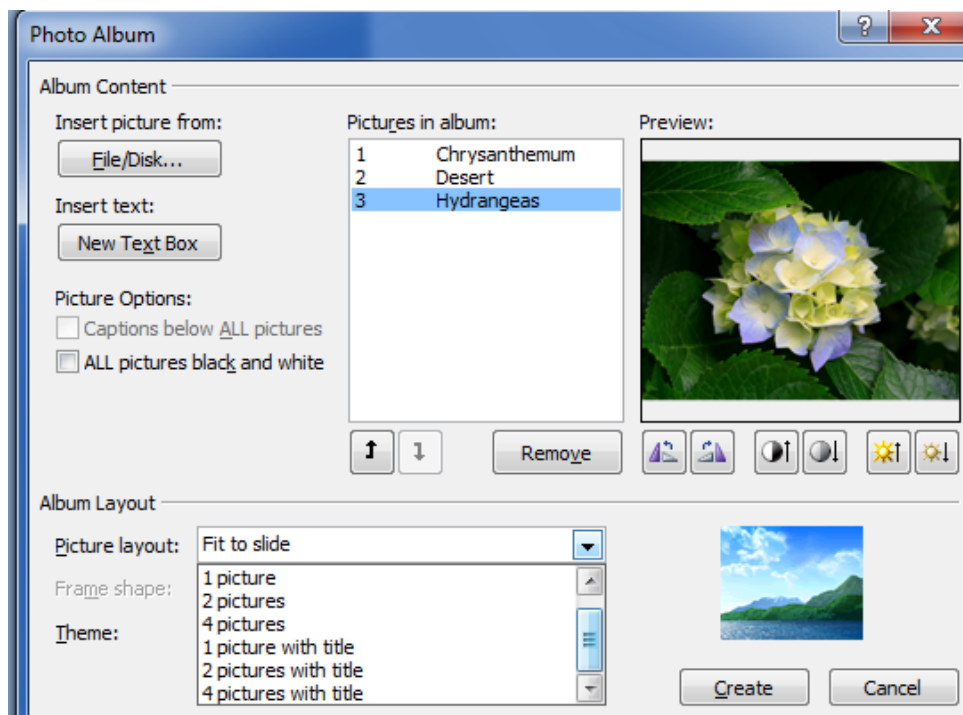
USING POWERPOINT TO CREATE A PHOTO ALBUM

1. Open a new PowerPoint Click **Insert Photo Album-New Album**



When creating a photo album all pictures need to be cropped and ready to be inserted into your presentation. This is quick and easy way to import pictures into a presentation.

2. We are going to import the **saved images** from the **“My Creations”**. Click on **Insert picture from File/Disk** click on **Desktop**, click on **the first picture hold down the shift key and click the last pictures click Insert**. All of the **pictures** will **appear** in the ***Pictures in album window***.
3. Pictures can be **re-arranged** by using the **up and down arrows** and those pictures you don't like can be removed, by clicking on them and clicking the **Remove button**.
4. In the **Album Layout section** you have the **option** to determine **how many pictures** you want on a slide, whether you want **text with the picture(s)**. See illustration to decide if this is an **option** you wish to use.



5. Another **option** that can be used is whether you wish to have various shapes **around the picture(s)**.
6. Finally if you want a **theme** click on the **drop down arrow** and select **theme background** that will **appear automatically**. Unless you know the specific theme background it will be a guess on your part. **Themes are optional**.
7. Click **Create** and your album will **be done**.
THAT'S THE SIMPLE QUICK AND EASY METHOD.
8. If you want the album to be more detailed then you can click on each slide individually and insert text, and do animation or slide transitions. (Optional)
9. Save as PowerPoint Show and your photo album is complete.