

PowerPoint (PPT) Class Nov. 8, 2007

- Make a folder on desktop named PowerPoint
 - Open PPT
 - Type "PowerPoint Class" in the Add Title textbox and your name in the Subtitle textbox
 - Add three new *blank* slides (a total of four slides)
 - 1st slide – text basics: change font style, color, add WordArt
 - 2nd slide – backgrounds & fills: make your own text box – add some text, format textbox fill and line colors, format the slide's background – use high contrast between the text, textbox, and slide background
 - 3rd slide – graphic files & hyperlinks: Insert clipart. Open the internet: use Google images to look for cats we do this copy and paste, go all the way to image right click save then insert go get address and create hyperlink.
 - 4th slide – audio files: Google "meow .wav" (not under images), save sound (right click > Save Target As). Insert sound, auto play, move icon
 - 5th slide (new) – video files: copy a united streaming file from a saved location PPT folder on desktop. Insert > movies and sounds > play on click
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- Show different views & restore Task Pane, slide sorter & double click to get to slide, changing the order of slides, review view show button to start show from that slide
 - Save to PPT folder & close

We demonstrate using files we've made:

- 3-4 good / bad slides (Mack will work on this)
- photo album
- video camera movies