

Getting started with power point

Background

You are to create a background for your presentation. You can do this using a template, or creating it on your own. In the menu to the right, you find **ny presentation**, where you can choose how to create your background.

- **Öppna en presentation** means that you open an already saved power point presentation.
- **Nytt – tom presentation** means that you create your own background.
 - o **Från formgivningsmall** means that you use one of the standard templates
 - o **Från innehållsguide** means that you use one of the standard templates for special purposes.
- **Nytt från befintlig presentation** means the same as above, point 1.
- **Nytt från mall** same as **formgivningsmallar** but with more options.

Choose a standard design template. There are several options under **bläddra** (furthest down in **bilddesign**). Later on you will have the opportunity to create your own background.

Despite the fact that you have chosen a preset background, you can change the colours of it. You do this by clicking **färgschema** further up in the **bilddesign** menu. Here you find several colour alternatives, but you can choose from even more if you click **redigera färgshema** further down in the **bilddesign** menu.

In the menu shown presently on the screen, is shown a **standard** option and a **anpassat** option. Study both carefully.

Under the **anpassa** option you can change colour. This can be done either in the standard way or a custom way.

Now you should have created a background that can be used in this presentation.

Create the first page

You will now learn how to insert texts and picture objects. Choosing **bilddesign** does this. Click the arrow next to the **bilddesign** text. You can choose from several layouts.

- **Textlayouter** shows how heading and/or text should be placed
- **Innehållslayouter** shows how pictures and/or heading should be placed
- **Text och innehållslayouter** is a combination of the two points above
- **Andra layouter** is as the two first points, but with objects not being pictures or diagrams. It could be organisation schemes, movies, sound files, diagrams etc

You don't have to choose one of the layouts, but can create your own by choosing the empty page in **innehållslayouter**. You can always insert texts and pictures using the **Rita** menu.

- ◆ You are now to create your own layout, so choose the empty page!

Write a heading using **WordArt**, which is found in the **Rita** menu at the bottom of the screen. (If you haven't got the toolbar **Rita** on your screen do the following: Go



to **Visa** in the main toolbar, choose **Verktysfältet** and tick **Rita**.) Choose a nice alternative, and then write the word **Mathematics**.

Choose font, for instance *Comic Sans MS* and click OK.

You can move the text (pull in the middle) and adjusting the size, by pulling the “handles”. When the word is marked, you have a WordArt- working area where you can edit the text. Click outside the working area when you are satisfied.

◆ You are now to enter a text.



Click the button **Textruta** in the **Rita** menu.

Shape the box using the mouse. Write: ***A subject you can count on.***

Click on the frame of the textbox so it becomes dotted instead of striped. The box can then be moved if you pull in the side (not the handles = the white circles). The entire content can be formatted into bold, *Comic Sans MS*, size 40, centred.

Change the shape of the textbox by pulling the handles.

Marked objects (texts, WordArt, pictures) can also be moved using the arrow buttons on the keyboard.

◆ You are now to insert a picture

Click the button **Infoga Clipart** in the **Rita** menu.



Try finding something suitable. Choose **Infoga**.

Adjust the size of the picture.

Place your three “parts” in a nice way on you page.

Save your work in your network catalogue.

New slide, standard template with pointlist

On the main toolbar, click **Infoga, ny bild**. Choose a layout with heading and pointlist. Click in the heading area and write: ***Main areas in mathematics.***

Mark the frame so it becomes dotted. Then you can choose font, size, and colour of text so that it affects all the text in the box, for instance you can choose **Format, Tecken** in the toolbar. You can also move the entire box to a better position using the mouse or the arrow buttons on the keyboard.

Place the marker after the first point in the point list. (If you want to, you can choose another type of point: right click on the point and choose **Punkter och numrering**. You can choose type of point from several fonts, and also colour and size. If you want to, you can have different symbols for each line, like ☺ or ☹, which can be found in Wingdings)

Now you write a few points, for instance • Mathematics in daily life, • for other subjects, • for higher education.

Mark the frame of the text, give it the same format as the heading, and move it to a nice position.

New slide, template with point list and picture

Click **Ny bild**, which is a symbol in the fast menu.

Choose a layout with heading, point list and picture.

Write as a heading: ***The four rules of arithmetic.***

Then write ***addition, subtraction, multiplication, and division*** in the point list.

Click to insert a ClipArt object in the picture box. You can edit the picture using the toolbar **Bildobjekt**. (If you don't have the toolbar **Bildobjekt** on you screen, do the

following: Go to **Visa** in the main toolbar, choose **Verktysfältet** and tick **Bildobjekt**).

If you want frames around your texts or the picture, mark the objects (dotted frame for the text) and choose **Format, Platsållare** (for texts)/**Bild** (for pictures).


Go to **Färger och Linjer**.

In the same menu, the one with colours and lines, you can find other usefull options.

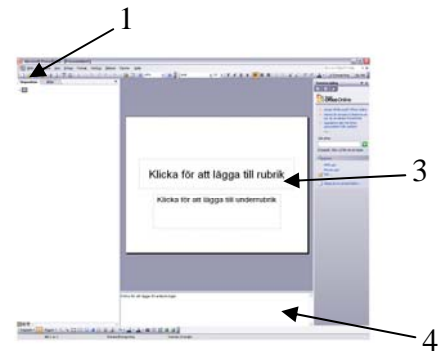
Have a look!

Save your work: **Arkiv, Spara** or **CTRL + S**.

Show slides in different views

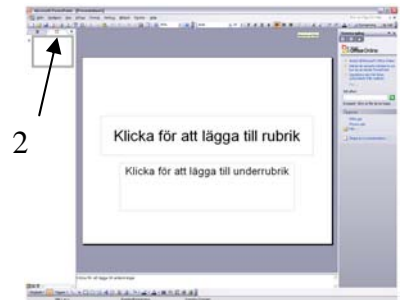
Down to the left of the screen, you can find three small buttons . Try them out and see what happens.

Normalläge is the main view for designing and writing a presentation. This view has three working areas: to the left, tabs to switch between a disposition of the slide text (the tab **Disposition** [1]) and the slides shown as miniatures (the tab **Bilder** [2]); to the right the present slide is shown [3], and below that, a working area for notes is found [4]. (This is a box in which you can write notes, and it is connected with the slide. Print the notes and use them during the presentation, or let them be shown when you save a presentation as a web page.)



Bildsortering. In this view, the slides are only shown as

miniatures. When you have finished your presentation, you can have an overview of the entire presentation here. This makes it easy to put the slides in a proper order, to add or delete slides, and also to preview slide transitions and animation effects.



Bildspel. In this view, the entire screen is filled with the slides, as during the real presentation. You will be able to see the presentation in the same way as the audience will. You can check that graphics, timing, movies, animated effect and transitions come out right.

You shift to the next slide by clicking left on the mouse or pressing the letter N. The letter P will shift to the previous slide. (You can also use Enter or space bar, and Back space.) The *Esc*- button will end the slide show.

Effects, slide transitions

◆ You are now to create effects in your slide show. The first thing to do is to enter effects for the background.

Click **Bildsortering** (it can also be done in **normalläge**).

Choose **Bildövergång** under the arrow in the menu to the right. You can also click right on the mouse, on the first slide, and from there choose **bildövergång**.

Choose **Dela lodrätt utåt** under **använd på markerade bilder**.

Choose **Långsam** under **ändra övergång**. Here you can also add a soundeffect to your slide transition. If you can't hear anything, the computer has no loudspeakers.

For this reason this should be tested on a computer that has loudspeakers. Nota bene that sound effects should be used restrictively.

To the left under slide 1 (in **bildsorteringsläget**) a small symbol can be seen. Click on it to see the effect you have chosen. You can also see the name of the effect in the slide transition menu. Click right on slide 2 and do a similar choice. Continue with slide 3.

In a real presentation, the transitions should be the same for all slides, but now is an opportunity to do some experiments.

Effects, point list

- ◆ Now you are to add effects to the headings, texts, pictures etc that can be found on your slide.

Choose **Normalläge**

Click slide 2

Choose **Anpassad animering** under the arrow in the menu to the right.

Mark the object on your slide that you want to have an animation effect. To the right in **Anpassa animering** you can choose different types of animations in **Lägg till effekt**. There are several alternatives to choose from. Check what is meant by **Ingång**, **Betoning**, **Avsluta** and **Rörelsebanor**.

Under **Ändra** you can enter when the animation is to start, the direction of it and the speed of the animation. Try it out!

There are effects with and without sound. This can be changed if you mark the text written in the large box in the menu to the right. Then click the arrow that appears and choose effekalterativ. Choose one of the alternatives. (The sound might not be possible to hear due to a lack of loudspeakers.)

The above-mentioned can be done to all the objects on your slide.

If you want to change the order of the animations, click the green arrows furthest down in the menu to the right. The arrows are above the buttons **Spela upp** and **Bildspel**.

Using **Spela upp**, you can preview your animations.

- ◆ Do animations for the objects of slide 3
- ◆ Click slide 1 and then **Bildspelsknappen**. Click to show your effects. If you want to change something, do that according to the above.

Enter timing

You can now run your slide show with manual slide transitions. You might want the show to run automatically.

Choose **bildsorteringsläge**.

In the main tool bar above, a small clock can be found. Click on it. A timer will start in the show. When you run the show, using the mouse for slide transitions (or N) the time is recorded, and you verify that you want to save the settings.

Start the show using **Bildspelsknappen** in the lower left corner. The slide transitions now occur automatically. If you still want to run it manually, you just click as usual.

Try yourself!

Do more slides (**Bildvisningsläge, Infoga, Ny Bild**). Click right on the slide and choose another design template and layout.

Continue with Power Point

Custom design of background

Open a new presentation.

Choose **Tom presentation** and **tom layoutsida**.

View **Normalläge**.

Click right, choose **Bakgrund**. At the white “Arrow box” you can choose colour, but also different fill effects.

Choose Fyllningseffekter, choose between **toning, struktur,mönster** and **bildobjekt**.

In **Bildobject** you can enter your own picture as background if you get it from a file.

Choose a background layout. If you want a special design of more than one slide, click **Använd för alla**. In an important presentation, the background should be the same for all slides.

If you should want the same background as on the slide you just did, on the next, choose **Infoga, Dublettbild** (look for the result in **normalläge**).

Using the tool bar **Rita**, you can then add different lines and figures.

If you click right on the slide, you will get access to several options, also the use of layout templates and design templates.

Header and Footer

You can show header and footer on your slides and handouts.

Choose normalvisningslägeläge and bildvisningsläget.

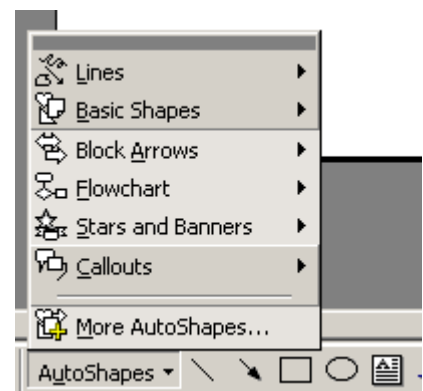
In the tool bar, choose **Visa, Sidhuvud och sidfot**. You can for instance write your name as footer on each page, insert a page number and date. There is also a tab for **anteckningar och åhörarkopior**. Here you can enter what should be written in the header and footer of those.

Figures

In the **Rita** tool bar you can choose and draw figures of which you can easily change the size, fill with colour (the bucket) and write in (textbox).

If you want to remove or add a frame around the text, click the paintbrush to the right of the bucket. To draw in power point is similar to the drawing done in word.

The figures can also be animated (choose **anpassad animering**)



Rotate objects

To rotate a marked object, click **rotera fritt** under **ritobjekt** in **Rita** – the tool bar, and then pull in a handle of the object. All objects cannot be rotated.

In **ritobjekt**, you can decide the position of the objects, in front of or behind another object.

Print

You can print your slides on paper or on OH.

Choose **Arkiv** och **skriv ut**.

Now you can choose which slides to print under **Skriv ut**.

Further down there is another print option. From this you can choose between:

1. Slides
2. Handouts (To hand out to your audience)
3. Notes (for your notes for the presentation)
4. Disposition (prints the text on each slide)

Try it!

Insert picture files, sound files and movie files

You can insert pictures from files in your presentation if you choose **Infoga, Bildobjekt, Från fil**.

You can insert sound and movie files if you choose **Infoga, Film- och ljudklipp**.

If you have no files to insert, get some from Internet.

You must make sure that you have access to the directory on the computer where the sound or movie file is saved. Otherwise you can't listen to or look at them.

Pictures from digital camera

When you have taken photographs using a digital camera, they should be loaded to a computer by means of a soft ware (some digital cameras store the pictures on diskette). The software looks different for different cameras, so there is no general manual for this.

When the pictures are saved on the computer, you can, and should, edit your pictures. This can be done in for instance Photoshop or Photo editor. When you have opened one of those programs, choose **Arkiv, Öppna** and find the picture file. Then do what is needed to the photograph.

When you are finished with the editing, insert the photo by, in your power point presentation choosing **Infoga, Bildobjekt, Från fil**.

Scan pictures

You can also scan pictures using a scanner and then insert the picture files as **bildobjekt från fil**.

Link from Word or Excel

You can paste documents from Word and tables or graphs from Excel. Mark and copy the parts you want. When you are to paste, choose **Redigera, Klistra in special** and mark **Klistra in som länk**. Then the information in the presentation is updated when you do changes in the Word/Excel files. (The power point file and those files must be saved in the same folder) You can also double click on the linked clip, come back to the Word/Excel document and change it directly.