Destination Solar System Project: Basics of PowerPoint

Earth Science	Mr. Traeger

Basics of PowerPoint

To add another slide: -INSERT -New Slide	To add a text box: -INSERT -Text Box -Use tool to draw a rectangle from upper left corner to lower right corner
To insert clip art: -INSERT -Picture ---from Clip Art	To insert a Digital Photo: -INSERT -Picture---from File -Navigate to the A: drive (or wherever your photos are saved) -Click on the right one, re-size using the handles on one of the 4 corners
To Import a photo from the Internet: From Google images (or any internet site with photos), right click on the desired photo and slide mouse down to COPY Go back to your PowerPoint presentation and the appropriate slide, right click to PASTE the photo. Go back to the original internet site, highlight the URL and copy it. Select the photo by clicking on it once. Click on the globe icon which has a chain link icon over it. Click in the box called: "Type the file or web page name:" and paste the URL. Click on OK. When the presentation is being viewed, the web site will appear as the mouse is being rolled over the image.	To change one slide to another: -SLIDE SHOW -Slide Transition -Random (or which ever you choose) -Select the button for the speed you wish
To create timing from one slide to the next: -SLIDE SHOW -Slide Transition -Advance Click on box next to: Automatically after -Type in # of seconds	To add sound to the slide transition: -SLIDE SHOW -Slide Transition -Pull down Menu of Sounds Choose one and -Preview -Click on Apply for 1 slide or -Click on Apply To ALL to have same slide for all slide transitions
To create movement of text or graphics on each slide: -SLIDE SHOW -Custom animation -Click on Timing Tab. Choose one object (It will jump to upper box on left)-Click on Effects Tab-Choose one or RANDOM Use PREVIEW-Sound-Choose one -Try preview REPEAT THIS PROCESS FOR EACH OBJECT ON EACH SLIDE	To add a Background photo to a slide: -Format menu Background Go to pull down triangle at bottom of box Click on Fill Effects Click on Picture Tab Select Picture button Insert Button OK (This will apply to ALL the slides unless you choose "Apply")
Adding Buttons to navigate to a different slide, not just the NEXT slide: -Slide Show menu -Action Buttons, slide mouse over one box to choose the type of button -Click the mouse where you want the button and drag to draw the button	In MOUSE CLICK tab: Hyperlink to: Slideō (and choose the title of the slide you wish to move to with a mouse click) Add a sound to that button navigation as well if you wish

Turning Your Project In

- You will first save your project to your student directory on the school server. Ex) "n:\\LCHSNOV2\VOL1\USERS\STUDENTS\year graduating\your ID #". You will name your file with the last name of each partner in your group. Ex) "traeger_bozzani_mars_project.ppt"

- You will copy this file to the main project folder on the server by doing the following. 1) Right click "copy" on your project filename. Do not do this while the file is opened in PowerPoint! You must do this from My Computer/Windows Explorer 2) Select drive "n:\\LCHSNOV2\VOL1\STUDENTW" 3) Double click "Traeger" folder. 4) Double click "Destination Solar System Project 2011" folder. 5) Double click on your periodœ folder. 6) Right click "paste" to save your project. I will then be able to pick up your project and read it. Once you submit your project, you CANNOT change it or modify it. If you mess up and want to resubmit, you must rename the file.