Additional Tips and Tricks

The following information refers the user to videos found on the Internet at
http://www.atomiclearning.com . If accessed from a school computer there is no need to
login. If accessed from home use the login: **longviewisd** and the password: **pineywoods.**
At the Atomic Learning site click on the Windows button at the top of the screen to go to
the Windows version of the training videos. Your computer will need Quicktime installed
to view the videos.

Training Instruction #	Description of process	Version of Powerpoint and Level	Section	Number
6	Cropping a picture	PowerPoint 2000 – **Intro**	E. Graphics Objects	3. Resizing and cropping graphics
14	Inserting a new slide	PowerPoint 2000 – **Quick Start**	A. Introduction	3. Adding a slide to your new presentation
17	Inserting a movie	PowerPoint 2000 – **Advanced**	D. Multimedia Elements	6. Inserting Video
18	Slide with a table	PowerPoint 2000 – **Advanced**	A. Charts and Tables	5. Inserting a PowerPoint Table
27	Different Views	PowerPoint 2000 – **Quick Start**	B. Views	1. The various views of a PPT presentation
28	Changing slide order	PowerPoint 2000 – **Intro**	D. Manipulating Slides	2. Changing Slide Order
30	Deleting a slide	PowerPoint 2000 – **Intro**	D. Manipulating Slides	3. Copying, Pasting and Deleting Slides
32	Slide Transitions	PowerPoint 2000 - **Intro**	F. More Features	1. Setting Slide Transitions
35	Adding animations	PowerPoint 2000 – **Advanced**	D. Multimedia Elements	1. Adding animations to slide text
39	Adding a slide design	PowerPoint 2000 – **Quick Start**	A. Introduction	5. Applying design templates to your slides
40	Changing slide background	PowerPoint 2000 – **Advanced**	B. Slide Formatting	3. Customizing the slide background

If you are using a different version of PowerPoint try looking for the same information
listed in the chart above under your particular version.