

POWERPOINT PROFICIENCY

Training Instructions


- 1. **Working from School:** Create a new folder named **ppt training** in your H: drive.
Working from Home: Create a new folder named **ppt training** in you're **My Documents** folder on your computer's hard drive.
- 2. To Download: point to the name of the file, right-click and select "Save Target As". Save in your ppt training folder.
Download and save the following files to the **ppt training**:
longview.ppt, balloon.jpg, catfish.wmv, map.jpg and discoverlongview.pdf. All files are located in the Blackboard course under Course Materials/Course Documents/Technology Proficiency IIA files. The **discoverlongview** file will give you some idea of the look of the edited slides. You may wish to open and print a copy of this file.

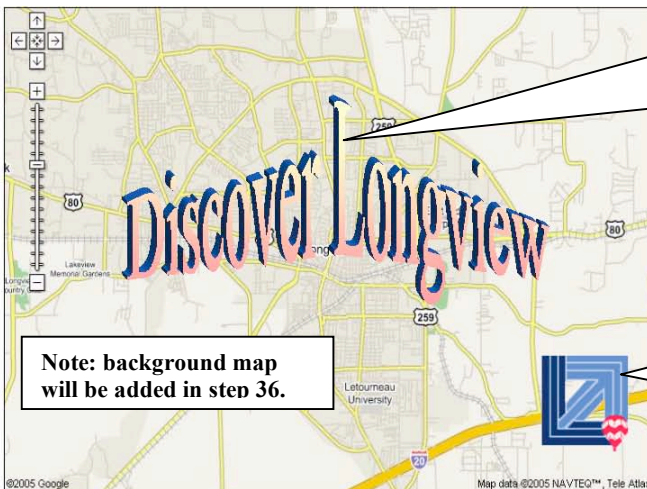
- 3. Open the **longview.ppt** and click on Slide 1.
- 4. Change the title to Word Art. (See callouts)

Step 4:

1. Highlight the words "Discover Longview"
2. Insert/Picture/From WordArt
3. Select a WordArt design, then click OK
4. Click on the edge of the original text box with the word "Discover Longview" and press delete to remove these words
5. Resize and position your Word Art.

Step 6:


1. Click on graphic
2. Select the crop tool  from the Picture toolbar
3. Click on a handle on the graphic and drag to eliminate the part that says city of Longview
4. Click in the middle of the graphic and drag to bottom left corner of slide.



- 5. Delete the Object Box: click on the outside edge of the object box and press the backspace key.
- 6. Crop the Longview Logo. (See callouts)
- 7. Move the Logo to the bottom right-hand side of the slide.
- 8. Click on Slide 3.

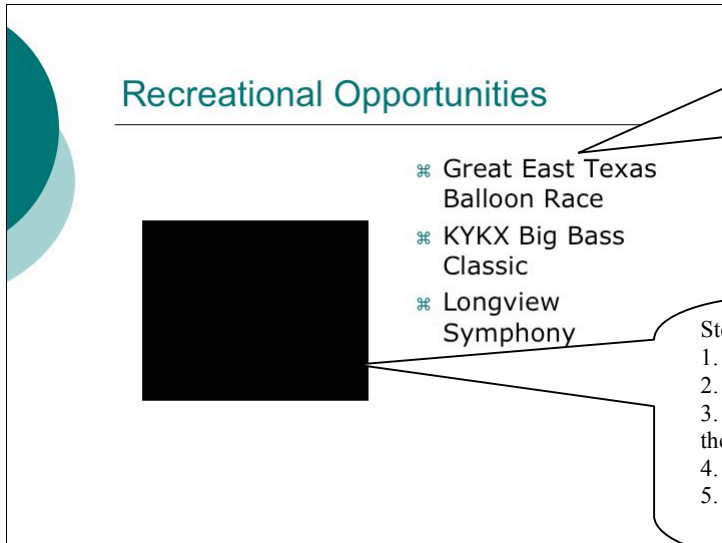


Step 10:
 1. Highlight the two bulleted points
 2. Go to Format menu/Bullets and Numbering
 3. Click Customize button
 4. Select Windings from the Font menu
 5. Click on an icon you wish to use for the bullet symbol
 6. Click OK button
 7. Click OK button on the Bullets and Numbering

Step 12:
 1. Click on the balloon.jpg picture
 2. Select the crop tool  from the Picture toolbar
 3. Crop the balloon picture to show only one of the pictures represented in this graphic. This sample selected the balloons but the picture could have been one of the airplane pictures or the runway, etc.
 4. Click on the bottom right corner handle and drag to resize your chosen picture.

- 9. Type the bulleted list using the following information:
 Recreational options – from A to Z
 Educational resources – preschool – post secondary
- 10. Change the bullet style using Wingdings font. Select a symbol for the bullet style. (See callouts)
- 11. Go to Insert menu/Picture/From file. Open the **ppt training**, select the **balloon.jpg file**, **click OK**, to insert the picture file needed on Slide 3.
- 12. Crop and resize the picture and move it to the lower right-hand corner of the slide. (See callouts)
- 13. Click on Slide 4.

Step 16:
 1. Type the bulleted list
 2. Highlight the bulleted text
 3. Go to Format menu/Bullets and Numbering
 3. Click Customize button
 4. Select Windings from the Font menu
 5. Click on the same icon you used for step 10
 6. Click OK button



Step 17:
 1. Click on the box where the catfish movie is to go
 2. Go to Insert menu/Movies and Sounds/Movie from File
 3. Locate in your ppt training folder drive and click the catfish file then click ok
 4. Click the “Automatically” button
 5. The catfish movie will come in as a black rectangle

- 14. Go to Insert menu/New Slide. Select the slide layout with the picture on the left and the bulleted list on the right.
- 15. Add the title **Recreational Opportunities** to the new slide. (This slide should be identified as Slide 5 now.)
- 16. On the new slide add the three bullets listed below. Be sure to change the bullet style to match the previous style selected from the Wingdings font in step 10. (See callouts)
Great East Texas Balloon Race
KYKX Big Bass Classic
Longview Symphony
- 17. Insert the file **catfish.wmv** . (See callouts)

18. Insert another new slide and select the **Table** layout. (This slide should be identified as Slide 6.)

School Districts in the City

Longview ISD	Pine Tree ISD	Spring Hill ISD
8100 students	4600 students	3100 students

Step 18:

1. Click the **New Slide** button on the toolbar at the top of the screen
2. Select the layout that includes a title and table
3. Double click on the area on the slide that says "Double click to add table"
4. Change the number of columns to 3, click OK.

Step 21:


1. To select the entire table click on any edge
2. Using the top toolbars click the **Center** button and the **Bold** button
3. Highlight text to change font color.

19. Add the title, **School Districts in the City**.

20. Type in the table information:

Longview ISD	Pine Tree ISD	Spring Hill ISD
8100 students	4600 students	3100 students

21. Format the text in the table as follows: center all text, change font color for LISD, green; PISD, blue; SHISD, gold. (See callouts)
22. Click on Slide Two, titled **Credits**.
23. Add www.lisd.org, as the last bullet. Note that this new text will change to a hyperlink as soon as you press the spacebar after typing the last character.
24. Go to View menu/Slide Sorter.
25. Click and drag Slide 2 to the end of the presentation. This slide is now identified as Slide 6.
26. Click on the Alamo slide and delete it.
27. Click on Slide 1.
28. Go to Slide Show menu/Slide Transition. Select Wipe Left on mouse click, and medium speed. Apply to all slides.
29. Go to View menu/Normal.
30. Make sure you are on Slide 1.
31. Select the WordArt title. Go to Slide Show menu/Custom Animation/Add Effect/Entrance. Select Wheel at medium speed on mouse click.
32. Click on Slide 3.
33. Go to Slide Show/Custom Animation. Click on the bulleted text box on the slide. Click the Add Effect button. Click Entrance button. Select Fly in from right at medium speed on mouse click.

- 34. Click on Slide 1.
- 35. Go to Format menu/Slide Design. Select a slide design. Keep it simple, no color backgrounds. Apply to all slides.
- 36. On Slide 1 go to Format menu/Background. Click "Omit background graphics from master". Click the down arrow and select Fill Effects. Click the Picture tab. Click Select Picture button. Select the file **map.jpg** in your **ppt training folder**. Click OK. Click Apply.
- 37. On Slide 1, click on the Longview Logo. Select the transparent tool  . Using the transparent tool click on the white space surrounding the Logo.
- 38. Save the PowerPoint.
- 39. Print the slides using Handouts and three slides to a page.
- 40. Save the PowerPoint as **Longview_FirstName_LastName**
- 41. Place a copy of your file saved in step #40 in the Blackboard digital dropbox. Instructions for this step may be found in the Blackboard course under the Course Information button.