

AT Quick Guide

Power Point 2010

Power Point is a powerful tool for creating visual presentations to enhance oral presentations. Presentations can be used for whole group lessons or at learning stations as study tools to support small groups or individual students.

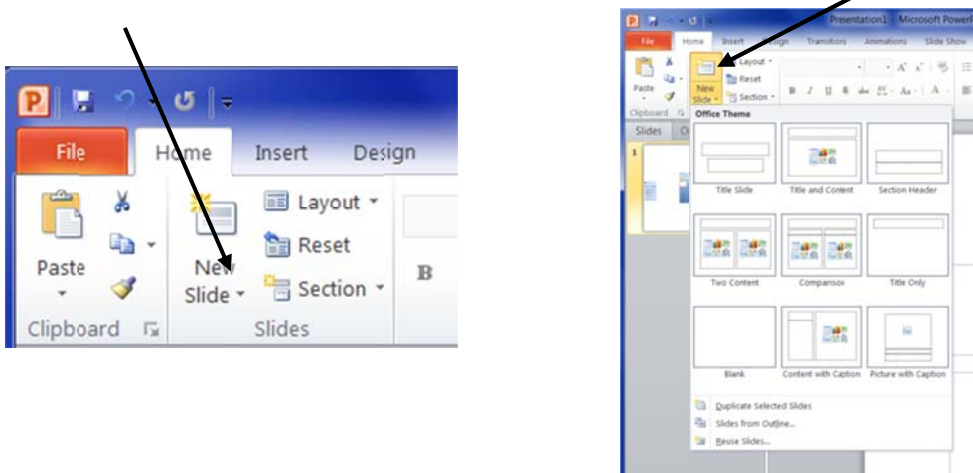
Getting started

1. Open Power Point from your applications folder
2. Power Point will automatically open up with a starter Title slide
3. Click on the Design tab ribbon to select a “Theme.” Use the pull down arrows to see more themes.
4. You can click on “Colors” or “background styles” to alter the design.



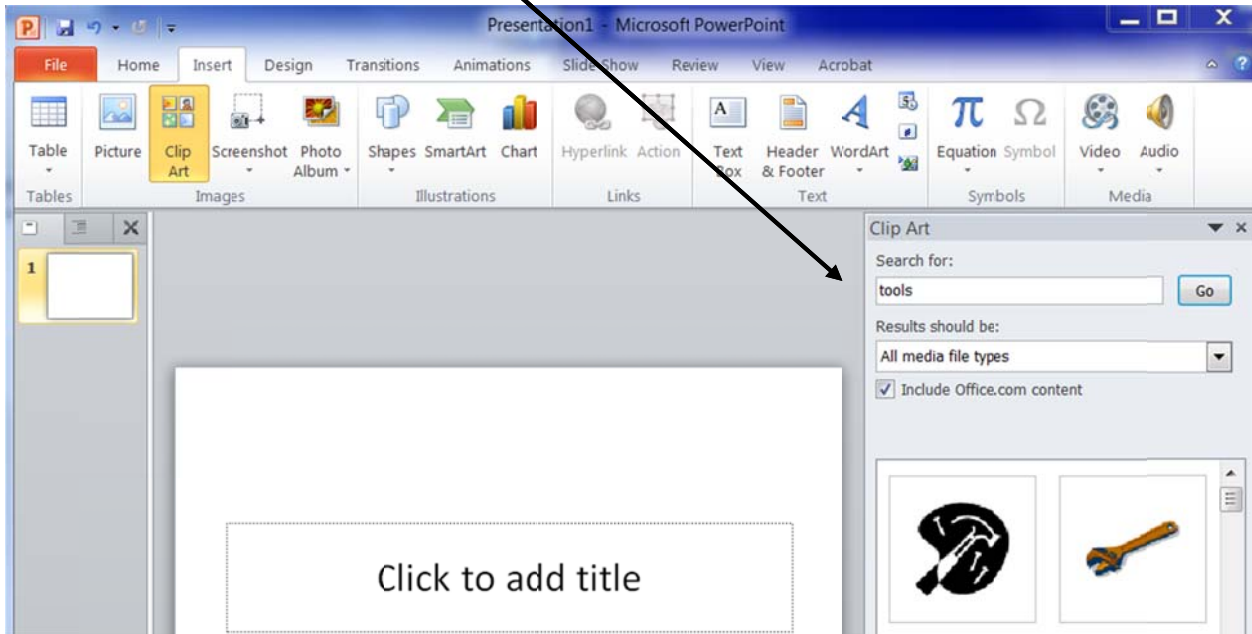
Adding Slides

1. From the home tab, click on “New slide”. You can also click on the “New Slide” down arrow to select different styles of slides.



Adding Graphics

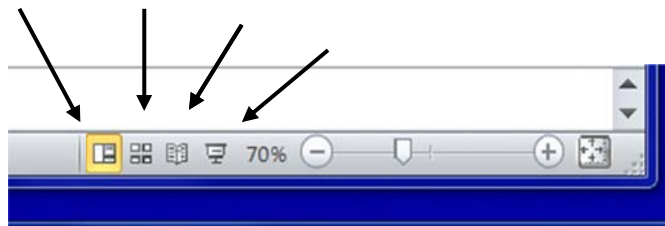
1. From the “Insert” tab ribbon, click on “Clip Art”. In the search window, write a key word and click on “Go”.
2. In the Clip Art window, right click on the down arrow by the graphic you want, and click on “insert” to paste it on your slide.



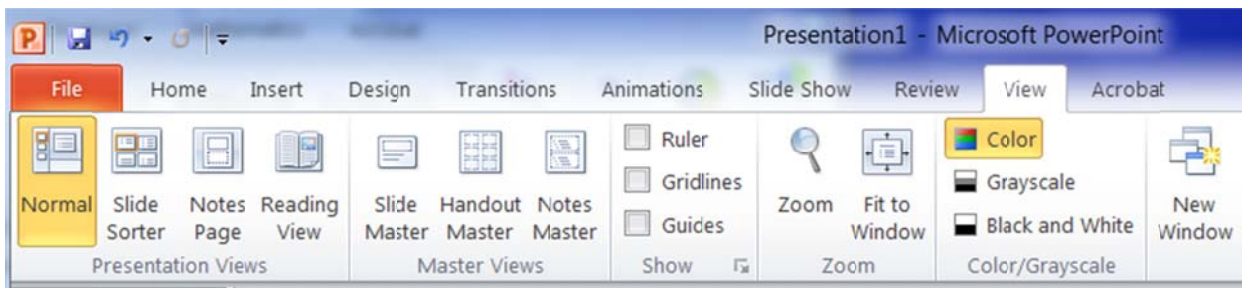
Tip: From the Insert Tab, you can also insert Pictures or Photos you have saved in a graphics folder, in your My Documents folder or on a USB drive. You can also add Shapes, Smart Art (graphic organizers) or Charts.

Viewing your slides

1. On the toolbar at the bottom right of your screen, you will see icons you can click on to quickly change your views: Normal – Slide Sorter – Reading View – Slide show. You can also change magnification.



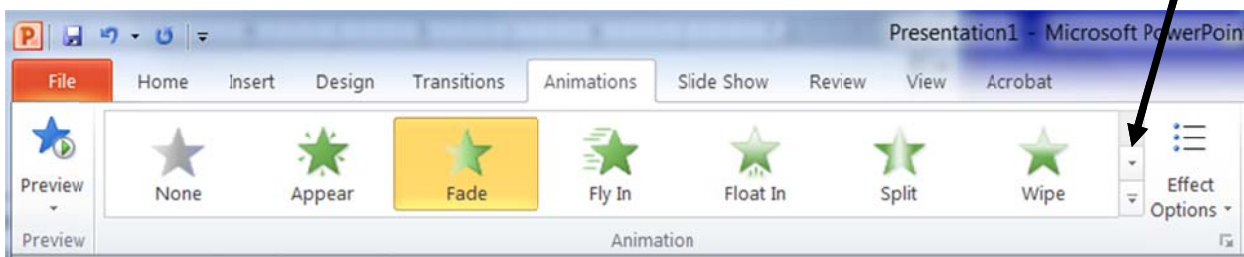
OR you can click on the “View” tab ribbon at the top of your screen for other viewing options.



Tip: In the Slide Sorter view, you can click and drag to change the order of your slides. Use the Slide Show view to preview and present your Power Point presentation (Use the spacebar, Enter, the down arrow, the Page Down key or mouse click to advance slides; use the up arrow, the “P” key or the Page Up key to go backwards; press ESC to exit your slide show).

Adding Slide Transitions

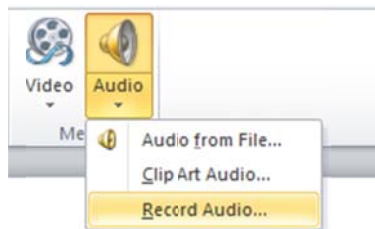
1. Click on the Animations tab ribbon, and you can select different slide transitions. Click on the down arrow to see additional slide transition options.



Tip: On the “Animation” ribbon, apply transitions to individual slides, or “Apply to all.” You can set the speed, apply sounds, select how you want the slides to advance (mouse click or automatically timed.)

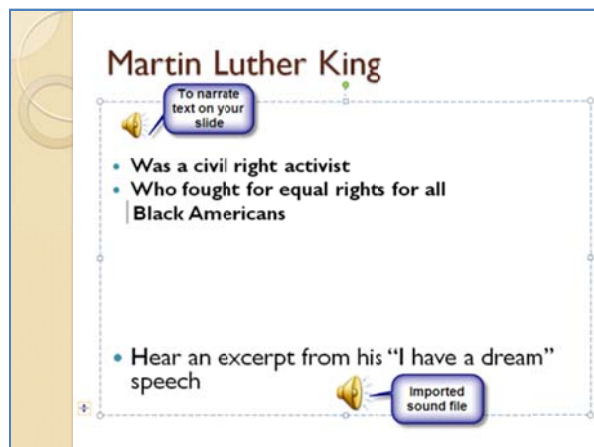
Adding Recordings

You can add voice recordings to narrate text on individual slides. This is a strategy that helps students overcome decoding barriers so that they can comprehend text at their ability level.



On the “Insert” tab ribbon, click on the “sound” down arrow, and then select “Record Sound.” Use the recorder to narrate text on your slide. You will see a speaker icon added to your slide. Click on this to play the recorded sound.

Or Import “Sound from file” by browsing to a folder or a USB device where you have stored a sound file (e.g., avi, mp3)



Print Handouts

1. Click on the File tab, and scroll down to Print. In the print window, you can select “Handouts”, “gray scale” or “black and white”, and the number of slides per page. Click Print.
(Setting options may vary depending on your printer.)

