

# Beginning with *PowerPoint*

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CS5540 *HCI*

*by*

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# Use this as a starter file

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1. Grab this file to get started
2. Look on the **View** menu and get into *normal* mode for editing
3. This gets you a selected slide surrounded with a tool bar.
4. Move up and down the slide set with a scroll mechanism (wheel, slider, etc)

# New Slide

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5. Go to **Insert** menu and insert a new slide form. When asked pick the format that suits.
6. Click into the *Title Block* and start type away for the title
7. Now click into the work area below. Start creating presentation material

# New Slide

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6. If creating text, just type away applying tools from the menu bar as required
7. For images, or other constructs, use the **Insert** menu.
8. To create a new textbox, select the B&W icon from the bottom that looks like a newspaper, being with a large A in upper left.

# Views

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9. The **View** menu gives you useful choices. The *normal* mode is good for editing and creating.
10. *Slide Sorter* is really handy for assembling, moving around with drag and drop, deleting, coping, etc.

# Views (cont)

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11. *Slide Show* is the proper mode for presentations.
12. *Master* lets you modify the overall template and apply to all. It is a more advanced feature. It is fine to stick with the given format.

# Graphics, Etc

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13. Use the *Draw* and *AutoShapes* features in lower left to annotate and image.
14. Colors, formats, tables, etc, are reasonably obvious.

# Other picks

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This “postit”  
comes from  
*Insert* menu.  
Pick the  
*Comment*  
option.

15. Associated with any slide, one can create a *Notes Page*, again arrived at via **View** menu. This material is not displayed in seen in *Slide Show* mode during presentations. It can be printed out for presenter. Use this feature in assignment for elucidating your material.



# Take it away from here...

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16. This should get you started. Save often using the save icon and/or the save icon.
17. Good luck. Ask someone experienced rather than losing a lot of time. **Help** menu can be useful.

*the end*

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17. PowerPoint is rich with features that all take time to learn and apply.

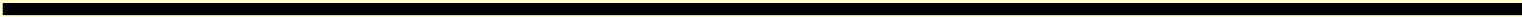
Many things are possibly including video clips, sound, animation, and the like.

18. Have fun...



















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# End of Chapter 1