

Beginning with *PowerPoint*

CS5540 *HCI*
by
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Use this as a starter file

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)

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New Slide

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

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New Slide

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.

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Views

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.

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Views (cont)

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.

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Graphics, Etc

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

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Other picks

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.

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

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Take it away from here...

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.

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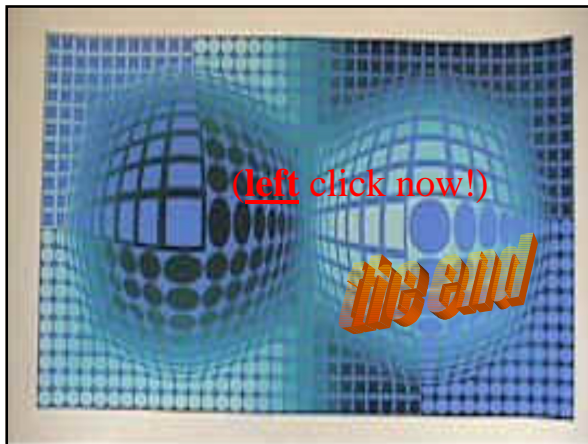
Special Effects!

17. PowerPoint is rich with features that all take time to learn and apply.
18. Go *lite* on the specials. Use sparingly and tastefully.
19. (Tasteless) Example follows ...



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