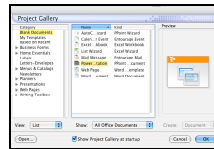




Introduction to PowerPoint

**Note: Some of the instructions below may vary, depending on what version of PowerPoint you are using. This tutorial is based on Microsoft Office 2004.*

- Launch PowerPoint and in the “Project Gallery” prompt, select “Presentation” (it should already be highlighted by default). Click OK.



- Next, you should see the “New Slide” prompt. Decide what kind of presentation you’ll be giving and choose from the many options. (If you do not see this prompt, go to Format > Slide Layout.)
- To create a presentation that will have media embedded, scroll down to the bottom and choose “Text & Media Clip”. Click OK.
- You will now see your first presentation slide appear on your screen. You can begin typing at any time in the spaces that say “Click to add title” and “Click to add text”.

TO ADD AND MANAGE SLIDES:

- Go to Insert > New Slide. Choose the type of slide from the “New Slide” prompt and click OK.
- You should see the number of slides you’ve accumulated to the left of your main screen. Click on these numbered slide icons to go back and forth between slides.

TO CHANGE THE BACKGROUND OF THE SLIDES:

- If you just want to change the color of the slides, go to Format > Slide Background and select a color from the “Background Fill” dropdown menu.
- If you want to create a background design for your slides, you can choose from the ones already available to you in PowerPoint. Go to Format > Slide Design...
- When the prompt comes up, select a Design (you can see previews of what each one looks like as you click on that selection). When you have selected the one you want, click Apply.

TO ADD AND ADJUST IMAGES:

- Go to Insert Image > Picture. You can either use a picture from Clip Art (provided to you in PowerPoint) or one of your own images.
- Once you click on your image, you should see it appear on your slide. You can move it anywhere you want on the screen by placing your cursor over it.
- If you have to adjust the size of it, place your cursor over one of the image’s four corners to minimize or maximize the size.

TO ADD A VIDEO CLIP (ACCEPTABLE FORMATS):

- To add a video clip, click on your screen where it says “Double click to add media clip”. You should now see a prompt asking you to select your media clip from your computer. (If you’re not working from a slide that accommodates a media clip, you can change the type of slide by going to: Format > Slide Layout. Click Reapply to change slides.)
- Keep in mind that your video must be in one of the following formats to be compatible with PowerPoint:
 - QuickTime (QT, MOV)
 - QuickTime VR (QTVR)
 - MPEG (MPG)
 - Video for Windows (AVI)

NOTE: *If you are planning to show your presentation on a computer other than the one on which the presentation was created, don't forget to copy the movie file over to the new computer! You can also save the presentation as a “PowerPoint Package” which automatically links all multimedia data to your presentation.*

TO HYPERLINK A SLIDE TO A WEB PAGE:

- Go to: Insert > Hyperlink. Copy the url (ex: www.cnn.com) into the space next to “Link to”. You can then name the link anything you want (ex: “News”) in the space next to “Display”.

TO VIEW & MANAGE SLIDE SHOW PRESENTATION:

- Go to View > Slide Show. Use the forward and back keys on your keyboard to move in between slides.

TO DOWNLOAD/EMBED A YOUTUBE VIDEO CLIP:

- To embed a YouTube video into PowerPoint, you must *first* download it to your computer. To do this, you will need to download the freeware **TubeTV**, found here: <http://www.apple.com/downloads/macosx/video/tubetv.html>
 - Once you’ve installed TubeTV on your computer, simply launch the program and copy a url from YouTube into the TubeTV browser window.
 - Next, click on the hand icon (“Grab URL from Firefox”) to the right of the TubeTV browser window and then the down arrow icon (“Download”).
 - You will now see a pop-up that shows your YouTube movie being downloaded. If you can’t find the downloaded video on your Desktop after it’s done downloading, check your Downloads folder (on the hard drive).
 - TubeTV will download the video as an .mp4. In order to embed it into PowerPoint, simply change the extension from .mp4 to .mpeg.
 - Now, back in your PPT presentation, go to Insert > Movies and Sounds > Movie from File and find the movie file you just saved as a .mpeg. You should now see your video appear embedded in your presentation!
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