QUEENSBOROUGH COMMUNITY COLLEGE

Department of Electrical and Computer Engineering Technology

ET 821

Lab 8 Introduction to PowerPoint

Microsoft PowerPoint is a complete presentation graphics program that allows you to produce professional-looking presentations. PowerPoint gives you the flexibility to make informal presentations using overhead transparencies, make electronic presentations using a projection device attached to a personal computer, or make formal presentations using 35mm slides. Additionally, PowerPoint can create paper printouts, outlines, speaker notes, and audience handouts.

# Procedure

1. Click on the **Start** button on the taskbar at the lower left corner of the desktop, click on **All Programs** and then **Microsoft Office,** and **Microsoft PowerPoint 2010**.
2. Click on the **Design Templates** tab and then select the **Civic** theme (note you will need to scroll down on the elevator buttons).
3. Type **College Survival** in the title placeholder. Do not press the Enter key.
4. Click in the **add sub-title** box.
5. Type **A GUIDE TO SUCCESS** and press the **Enter** key two times. Type **PRESENTED BY:** and press the **Enter** key. Type **Your Name** but do not press the Enter key.
6. Click on the **Home** Tab. Select the words **Presented by:**. With the words **Presented by:** highlighted, click the **Decrease Font Size Button** on the toolbar (the button with a smaller letter **A**) twice so that **12** displays in the Font Size box on the formatting toolbar.
7. With the words **Presented by:** highlighted, click the **Italic** button on the Formatting toolbar.
8. Save your work by clicking **File, Save As**, and using the filename **College Survival**.
9. Click on **New Slide**
10. Type **Dormitory Survival** in the title placeholder. Do not press the Enter key.
11. Click the bulleted paragraph labeled, Click to add text.
12. Type **Be considerate of roommate** and press the Enter key.
13. Click the **Indent more** button.
14. Type **Organize room together** and press the Enter key.
15. Click the **Indent less** button.
16. Type **Obey rules** and press the Enter key.
17. Type **Schedule meals** and press the Enter key.
18. Click the **Demote** (Indent more) button.
19. Type **Avoid high calorie snacks** and press the Enter key.
20. Click the Indent less button.
21. Type **Get enough sleep** but do not press the Enter key.
22. Save your work.
23. Click on **New Slide**.
24. Type **Classroom Survival** in the title placeholder. Do not press the Enter key.
25. Click the bulleted paragraph labeled, Click to add text.
26. Type **Learn your way around campus** and press the Enter key.
27. Type **Buy books and supplies** and press the Enter key.
28. Type **Attend class** and press the Enter key.
29. Click the **Indent more** button. Then type **Be punctual** and press the Enter key.
30. Type **Participate** and press the Enter key.
31. Click the **Indent less** button. Then type **Develop good study skills** and press the Enter key.
32. Click the **Indent more** button. Then type **Budget homework time** but do not press the Enter key.
33. Save your work.
34. Click on **New Slide**.
35. Type **Social Survival** in the title placeholder. Do not press the Enter key.
36. Click the bulleted paragraph labeled, Click to add text.
37. Type **Budget time for fun and relaxation** and press the Enter key.
38. Click the **Indent more** button. Then type **Join extracurricular clubs** and press the Enter key.
39. Click the **Indent less** button. Then type **Preserve your values** and press the Enter key.
40. Click the **Indent more** button. Then type **Choose friends** **with care** and press the Enter key.
41. Click the **Indent less** button. Then type **Stay physically fit** and press the Enter key.
42. Type **Stay in touch with family** but do not press the Enter key.
43. Save your work.
44. In the left frame click on Slide 1. The College Survival title slide appears in the right hand frame.
45. Click on the **Slide Show** button (located on the bottom of the screen next to the horizontal size bar and size percentage indicator.
46. Press any key or click the left mouse button once to display the next slide. Continue until all slides have been displayed. Press Esc to return to PowerPoint.
47. Insert a sound on slide 1. While displaying slide 1, from the menu bar, click on the **Insert tab, now click on Audio**. Click on **Search for**. Type **New Age** and click on **Go**. Scroll down to select and **right click** the **Simple** **New Age** sound file. Click on **Insert** to add the sound to slide 1. Play the sound by clicking on the arrow on the slide at the start of the slide bar.
48. With the sound icon selected click on the **Playback Tab** and select A**utomatically** from the drop down menu next to Start.
49. Make the sound play continuously by changing A**utomatically** (refer to Step 47**)** to **Play across slides**. Click in the box next to the words **loop until stopped**.
50. Save your work. Return to slide 1 and play the slide show with the music.
51. Animate the text by selecting the text box (A Guide to Success…) on slide 1. From the **Animation Tab, Add Animation, and select Entrance, Fly In**. Click **Effect Options** and select **From Left**.
52. On slide 2 select the text box with the bullets. From the **Animation Tab, Add Animation, and select Entrance, Fade**.
53. Repeat Step 52 for the bulleted text boxes on slides 3 and 4.
54. Save your work. Return to slide 1 and play the slide show with music and text animations. Note that you will have to click the mouse or press a key on the keyboard to start each text animations.
55. Demonstrate your Slide Show to your instructor to receive your grade.
56. Create a second slide show (at least four slides) using any template, on any topic you choose (possibly on a topic, issue, or procedure at school or work). Consider using graphics, tables, charts, transitions, sounds and animation.