

COMPUTER LITERACY

MICROSOFT POWERPOINT BASICS

Name: _____



PowerPoint is a wonderful program when used properly. Put most simply, its purpose is to enhance presentations with visual elements, and to make important “points” stand out with animated text and/or images. Because of this, though, it is ultimately only as good as the presentation itself. Bells and whistles are no substitute for good information. You must first know what you are going to talk about, and how you are going to talk about it. Only then can you use PowerPoint to “power up” your important “points” of information.

File Tab

Under the file tab, one will find similar options to that of Microsoft Word. This includes opening, saving, and starting new files.

Home Tab

Under the home tab, one will find the typical text functions as found in Microsoft Word. One option that is different from Word is the option to draw shapes and arrange objects.

Insert Tab

Under the insert tab, one will find the similar options such as clip art, pictures, and such as Microsoft Word. One difference is that the user is able to insert audio and video files into the presentation.

Design Tab

Under this tab, one will find the option to select a specific design and color scheme for the presentation. This tab also allows the user to set a background and adjust page set up.

Transitions Tab

This tab allows the user to set specific animation transitions from slide to slide. The user can also set the timing of the slide show to change automatically.

Animations Tab

This tab allows the user to set specific animations on one slide. They can be arranged in order, as well as setting specific timings.

Slide Show Tab

This tab allows the user to control the slide show. It also allows the user to set the specific timings for the entire presentation.

Review Tab

This tab allows the user to review grammar and text. This is extremely similar to Microsoft Word.

View Tab

This tab allows the user to change the view of the specific slide that he or she is working on.

MICROSOFT POWERPOINT PROJECT

Introduction

For this project, you are going to select a book, movie, or videogame of your choice and, once Mr. Peyton approves it, present it to the class. Your goal is to inform the class about the key characters, basic story line, and what you consider to be the best part about it. You will be using PowerPoint to help you make your points, and must include specific elements (which you will learn about later).

Your Presentation Topic

What book/movie/videogame will you be presenting on? **Get Mr. Peyton to OK it first**, then list it below:

Key Characters

Who are the key characters in your chosen book/movie/videogame, and what is their role? List and describe them:

Hero(es):

Villian(s):

Other(s):

Basic Plot Outline

If you could summarize the story of your book/movie/videogame in six short points, what would they be?

1.

2.

3.

4.

5.

6.

Favorite Part

What is your favorite part of the book/movie/videogame? It could be part of the story, a character, gameplay, etc.