TFT Quick Start Sheet

Using PowerPoint to Make a Presentation with Sound and Video

PROBLEM!

You would like to make a PowerPoint presentation for a class project. You have all of your report information, but you don't know how to make the PowerPoint.

*** REMEMBER to burn ALL associated media files to your CD ***

SET UP
1. Create a new folder by going to FILE > NEW FOLDER
2. Name your new folder with the name of your project.
3. Move all of your files (music, movies, pictures) into the folder.
4. Open PowerPoint by clicking on the PowerPoint icon in the dock.

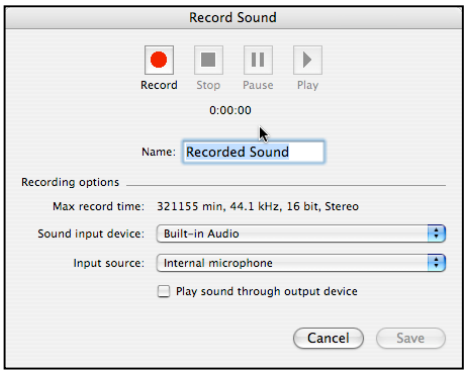
CREATING A NEW PRESENTATION
5. Go to FILE > NEW BLANK PRESENTATION.
6. Save your presentation by going to FILE > SAVE
7. Navigate to the location of the folder that you created.
8. Click SAVE

INSERTING A SLIDE
9. Insert a new slide by going to INSERT > NEW SLIDE

CHANGE THE SLIDE LAYOUT
10. Change the slide layout by going to FORMAT > SLIDE LAYOUT

EDITING TEXT
11. Click twice in an existing text area and begin typing.

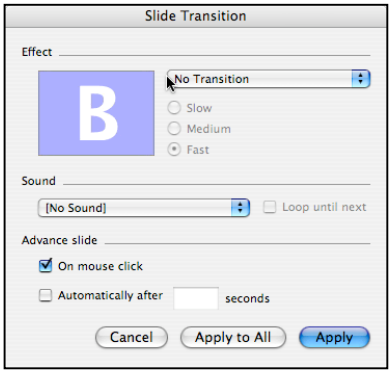
INSERTING/RECORDING SOUND
12. Go to INSERT > MOVIES AND SOUNDS > RECORD SOUND
13. Fill in the name of your sound file in the pop up window.
14. Click on the RECORD button and start talking.



ADDING IMAGES
15. Go to INSERT > IMAGE…>FROM FILE
16. Find your picture in the pop-up window.
17. Click on your picture and then click INSERT

INSERTING A QUICKTIME MOVIE
18. Go to INSERT > MOVIES AND SOUNDS > MOVIE FROM FILE…
19. Find your movie file.
20. Click CHOOSE.

ADDING TRANSITIONS BETWEEN SLIDES
21. Go to VIEW > SLIDE SORTER
22. Click on a slide and go to SLIDE SHOW > SLIDE TRANSITION
23. Choose the transition items from the pop up window.



PLAYING YOUR PRESENTATION
24. Go to VIEW < SLIDESHOW.
25. Click the mouse to begin!

TFT TECHNOLOGY FOR TEACHING LAB