

Step 8

Power Point 2007

Windows 10

Okt -18
Liljedalsdata.se

Beginning

You must know Step 1, 2.

Power Point is a program for different presentations.

If you want to make a speech Power Point is excellent to show text and pictures supporting your speech. Most common is computer connected with something giving a big picture.

If you want to introduce a product Power Point you can make a slide show. You even can create a slide show by creating a video and maybe complete it by normal videos. This is treated in step 6.

If you want to create an instruction or manual Power Point may be perfect.

You may use pictures you have photographed, scanned, drawn or picked up from Internet to make your presentation better.

If you want to exercise with pictures you can use Step 13 and 14.

Create folder \Documents\PowerPoint and save your presentation there if necessary. Your complete presentation will be saved in one file.

How computers work

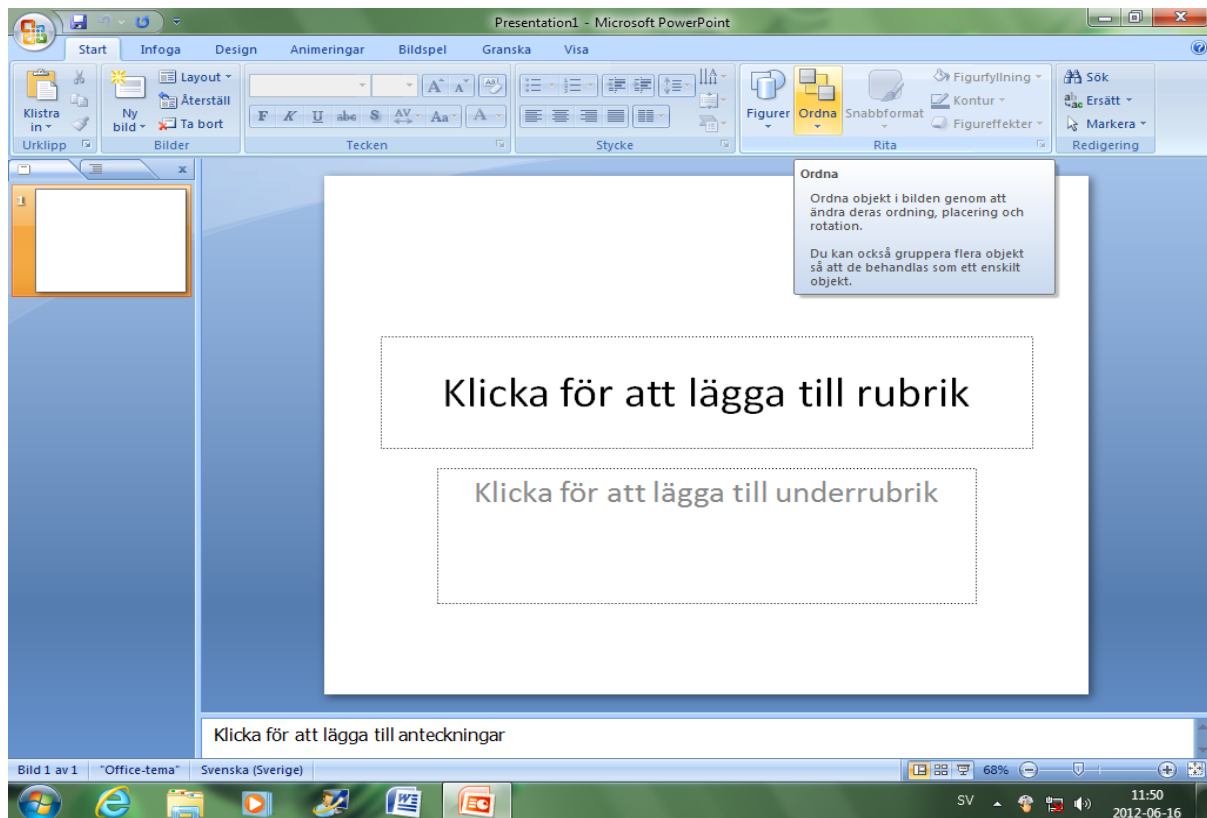
Suppose you will make a speech about how computers work and support your presentation with pictures.

Start Power Point.

If you do nothing you will work with pictures on laying A4.

If you prefer vertical A4 you must change in Design/Print form /Print form.

Your screen will look like this.



Click in frame for head line.

Text will disappear and you can write your headline.

Write How computers work on first page.

There is a frame of dots and squares round text. This means text is marked and you can move it when cursor has four arrows.

If you like to delete a text you press <Delete> on keyboard when text is marked.

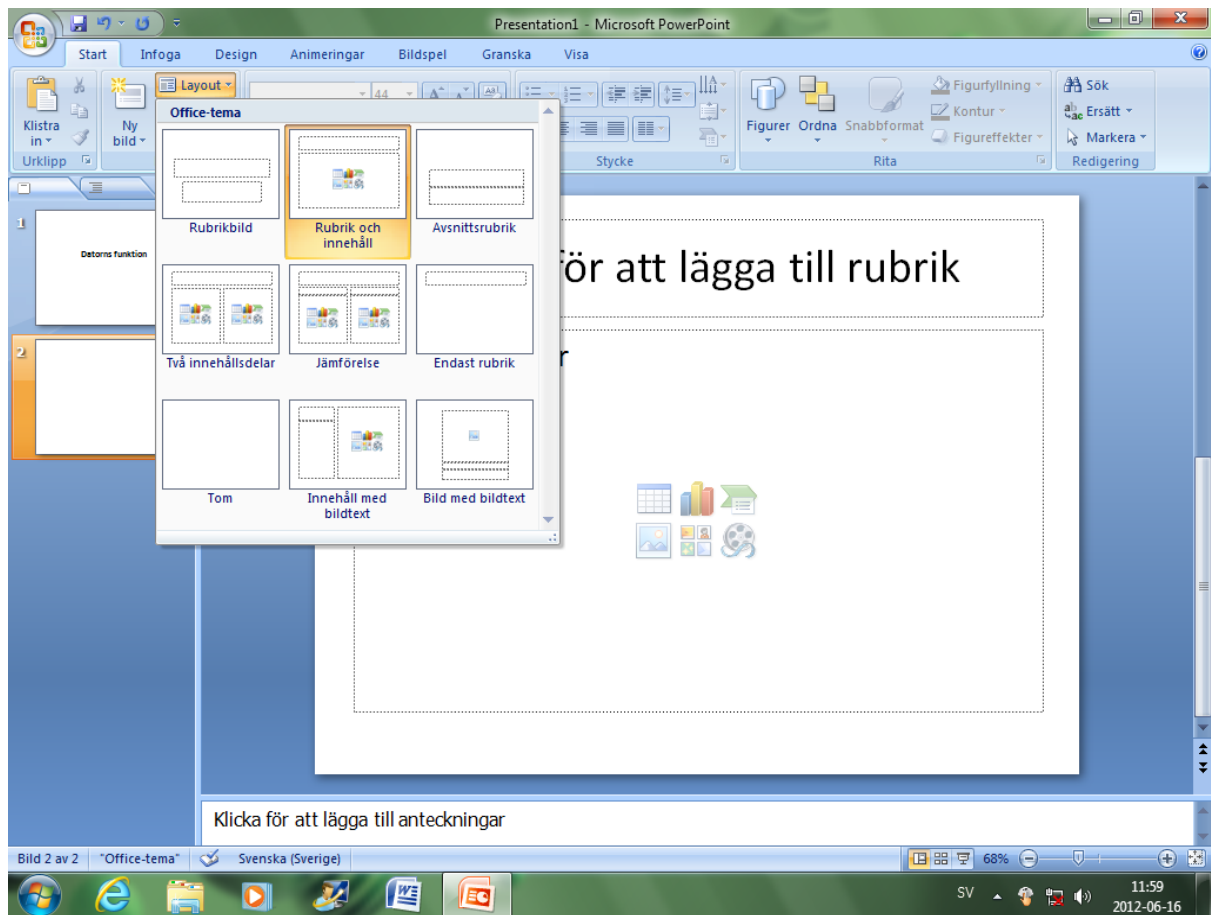
Click outside frame to take marking away.

Mark text by dragging over it.

Click flap start and change font to Bold and Calibri 44.

Start with next picture by clicking Start/New picture.

Click Start/Pictures /Layout.



To the left are a number of forms.

Choose text with picture text.

Click in left area.

Clicka Start/Letter and change size of letter to Calibri 28.

Write: A computer can look in different ways.

Press <Enter>.

All computers are working in the same way.

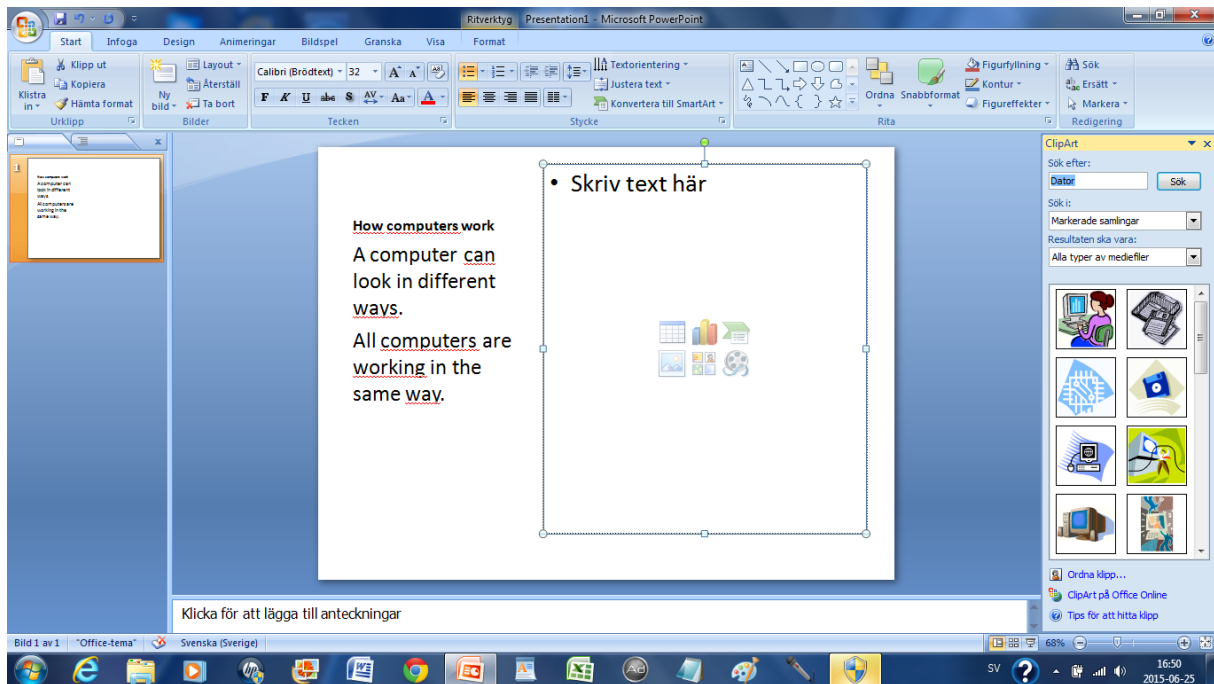
Click in right area.

Click bottom for Clipart in right area.

Now you get the possibility to choose a Clipart picture in window to the right. Clipart is a number of pictures which may be moved to Word and Power point documents.

If you want to add a photo of your owns you shall use Insert picture object from file.

Write computer as search object and click search.



Now you get lots of pictures of computers to choose between.

Click twice on a suitable picture.

Now you have the possibility to change text and picture to get a nice page.

To edit picture or text in textbox it must be marked. Click on picture or textbox to mark it. This is shown by circles or squares.

Press <Delete> on keyboard to delete a marked picture or textbox.

Make sure the picture is marked.

When cursor is double arrow in the middle of short side you may change width of picture.

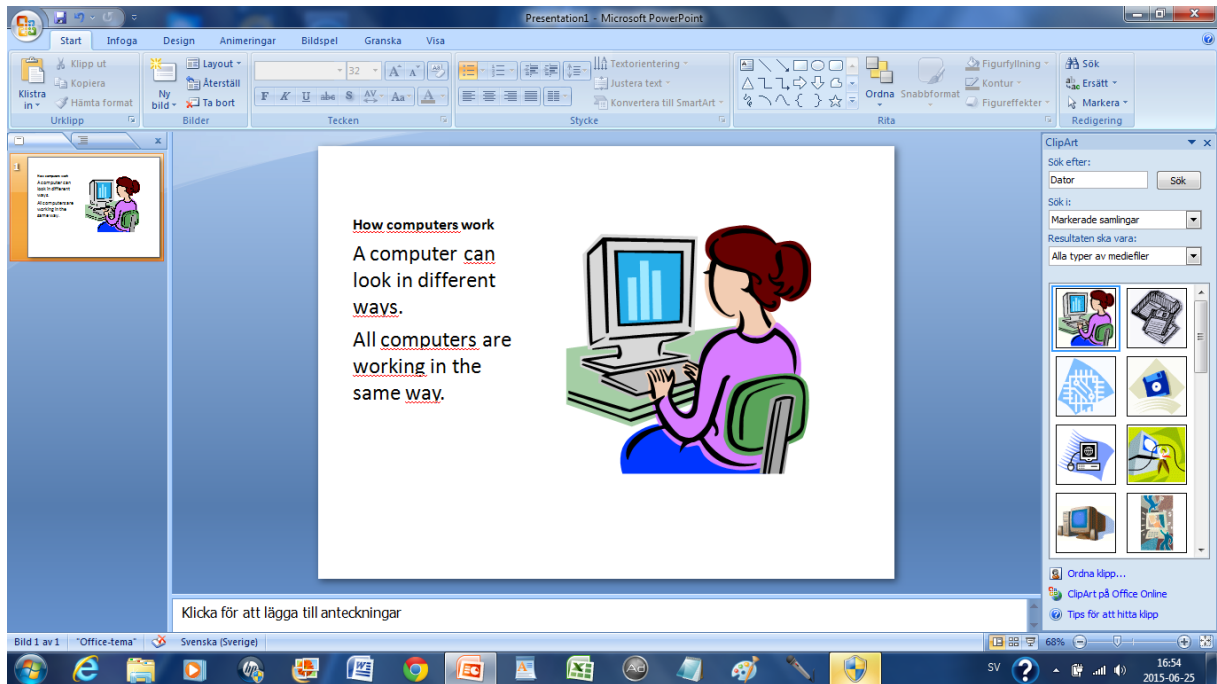
When cursor is double arrow in the middle of long side you may change height of picture.

When cursor is double arrow in a corner of picture you can change size of picture and keep proportions of picture.

When cursor has four arrows you can drag picture or textbox.

When you are in this mood you even can use arrows on keyboard to move a picture or textbox.

Change picture and textbox to make all proper.



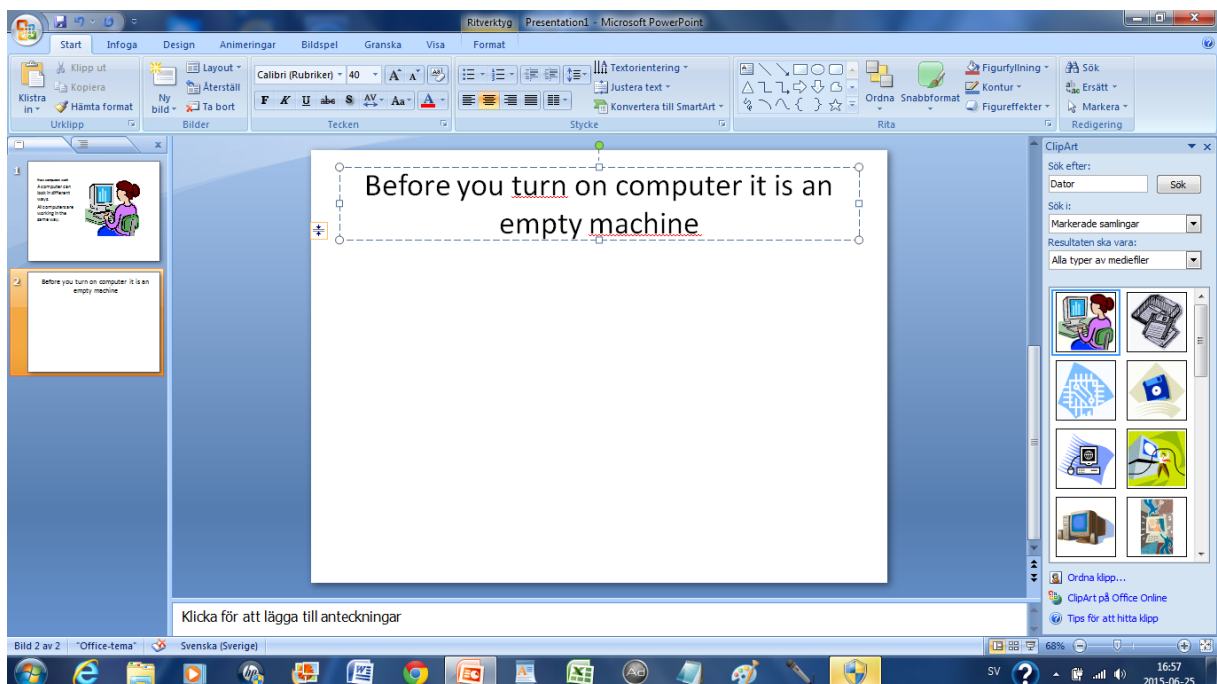
What is on top to the left will not be seen in the future.

Click Start/Pictures/New picture.

Click Layout/Headline picture

Click in headline square.

Write: Before you turn on the computer it is an empty machine.



Click Start/Pictures/New picture

Click Start/Pictures/Layout.

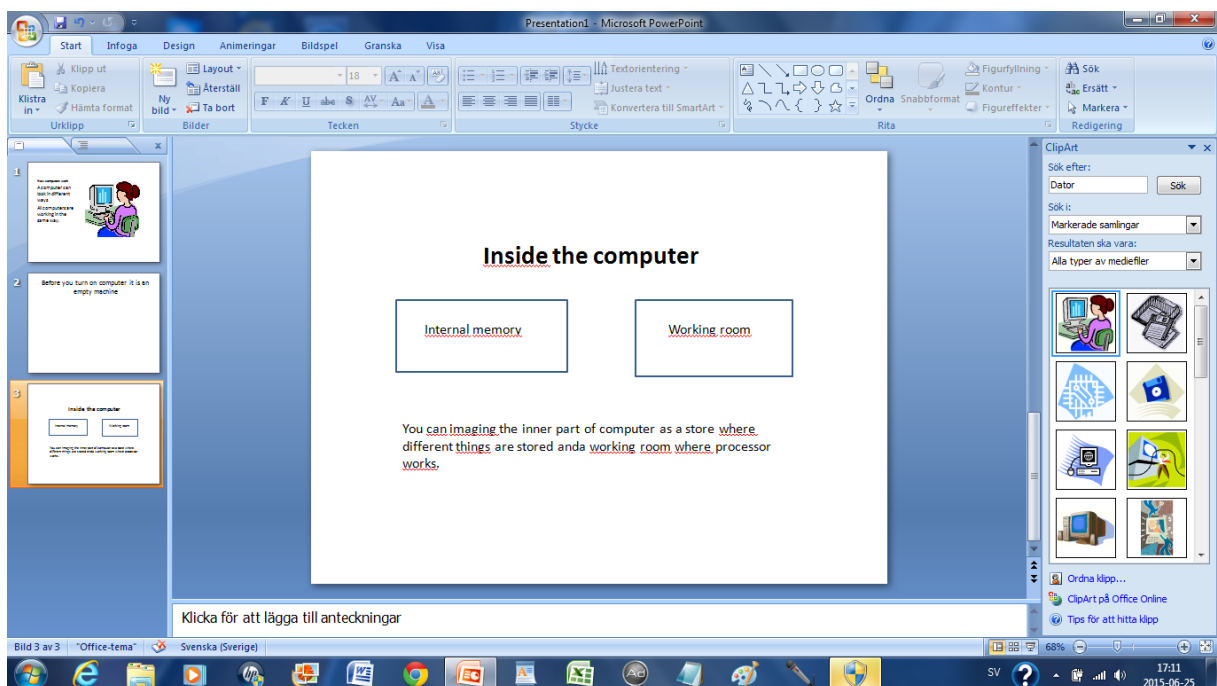
Click alternative seven Empty.

Click Insert/bottom with A (Textbox).

Bottom A is also in Start/Draw/Figures.

Now you can draw a box where you later write text in a textbox. Reason why placing text in a textbox is you shall be able to move text later.

Draw diagonal in a rectangle suitable for text "Inside the computer"



Place cursor where you want upper left corner. Drag to lower right corner.

Write: Inside the computer as in picture.

As before you can change style, size and make text bold when it is marked.

You may move rectangle with text when cursor has four arrows.

You may delete rectangle by clicking outside it.

Make text bold and change to Calibri 32.

Click Start/Draw/Figures and choose rectangle.

Draw left rectangle as textbox.

Rectangle is now blue.

Click on it.

Click Start/Draw/Figure filling/No filling.

Click Insert/Text/A (textbox).

Draw a textbox in left rectangle and write Internal memory.

As usual you can change size with double arrow and move text when cursor is four arrows. When cursor is four arrows you also can use arrow bottoms on keyboard to move text.

Click marking away.

Click Start/Draw/Figures/Rectangle.

Draw right rectangle.

Click Start/Draw/Figure filling/No filling.

Click Insert/Text/A (Textbox).

Draw a textbox in right rectangle and write Working room.

Move text for a proper design.

Click Insert/Text/A (Textbox)

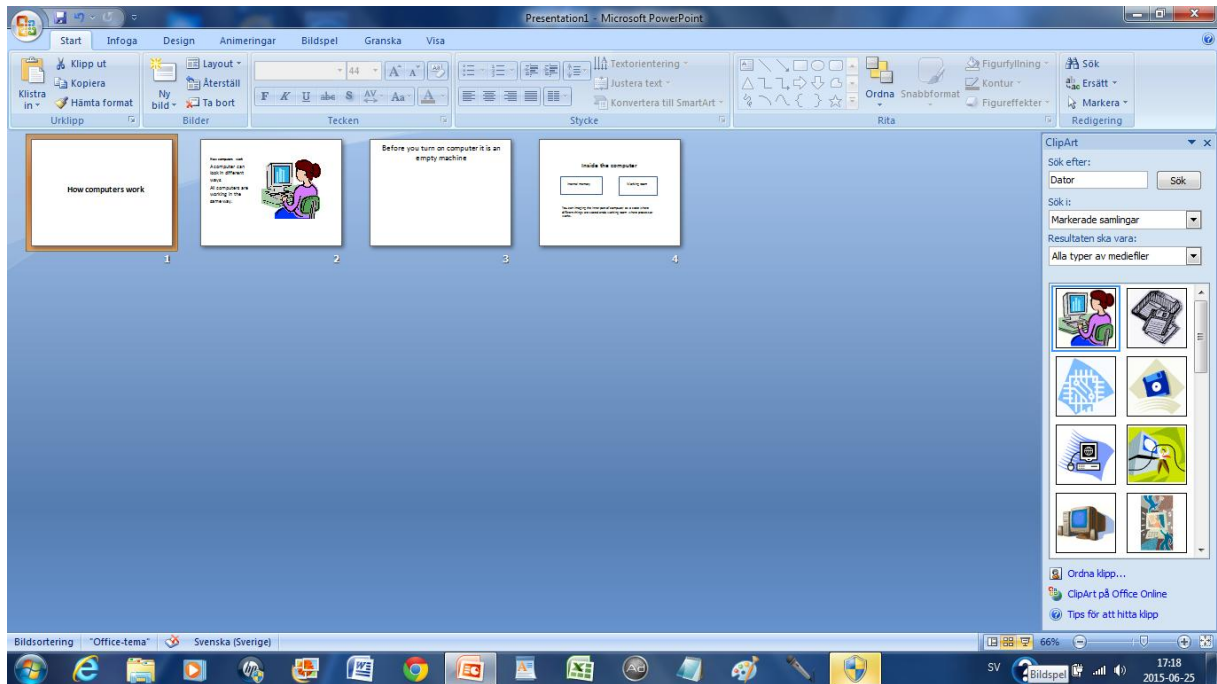
Draw a big textbox under rectangle and write:

You can think about within the computer as a storeing place where different things are stored and a working room where the processor works.

Click marking away.

Choose looking at all pictures by clicking bottom with many squares
<Picture sorting> down the screen or Show/Presentationviews/Picture
sorting

Now you see four pictures.

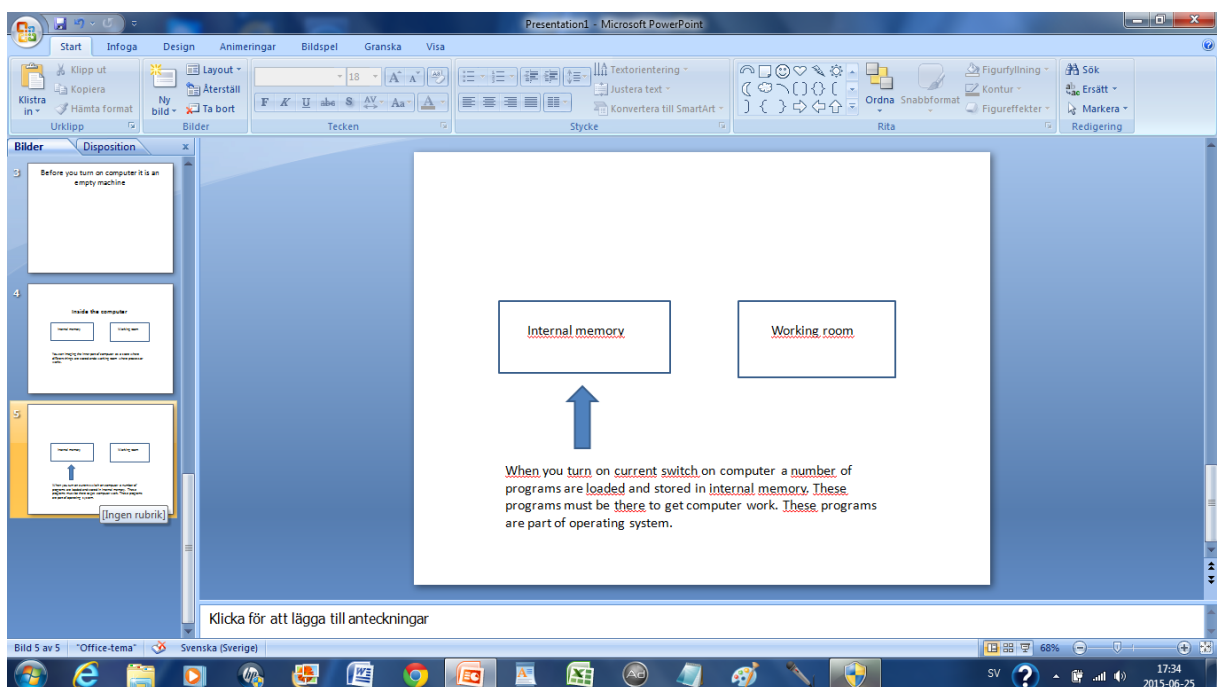


Now you shall copy your forth picture to picture 5. This you do by marking picture 4 click right and choose copy.

Click in cursor to the right of picture 4 click right and choose past.

Click twice on picture 5 or click <Normal> down screen.

You can see it is the last picture when you see picture 5 of 5 down to the left on screen.



Change picture.

You will delete headline by clicking on it. Then you get a frame around it. Click this frame and you delete by pressing bottom <Delete> on keyboard.

Click on text under the rectangles. Drag text down when cursor is four arrows.

Click Start/Draw/Figures.

Click fat up arrow under headline blockarrows.

Click in arrow as on picture.

Drag arrow for a nice picture.

Click on text below rectangles..

Change text.

If you think the long text is too long down the side move til it looks nice.

Click marking away.

If you like to move the two rectangles with texts and arrow do like this.

Click Start/Draw/Arrange/Marking window and make a rectangle around rectangles, texts and arrow.

What is inside the area will be kept together if you move some part of it.

Click bottom <Picture sorting> down the screen.

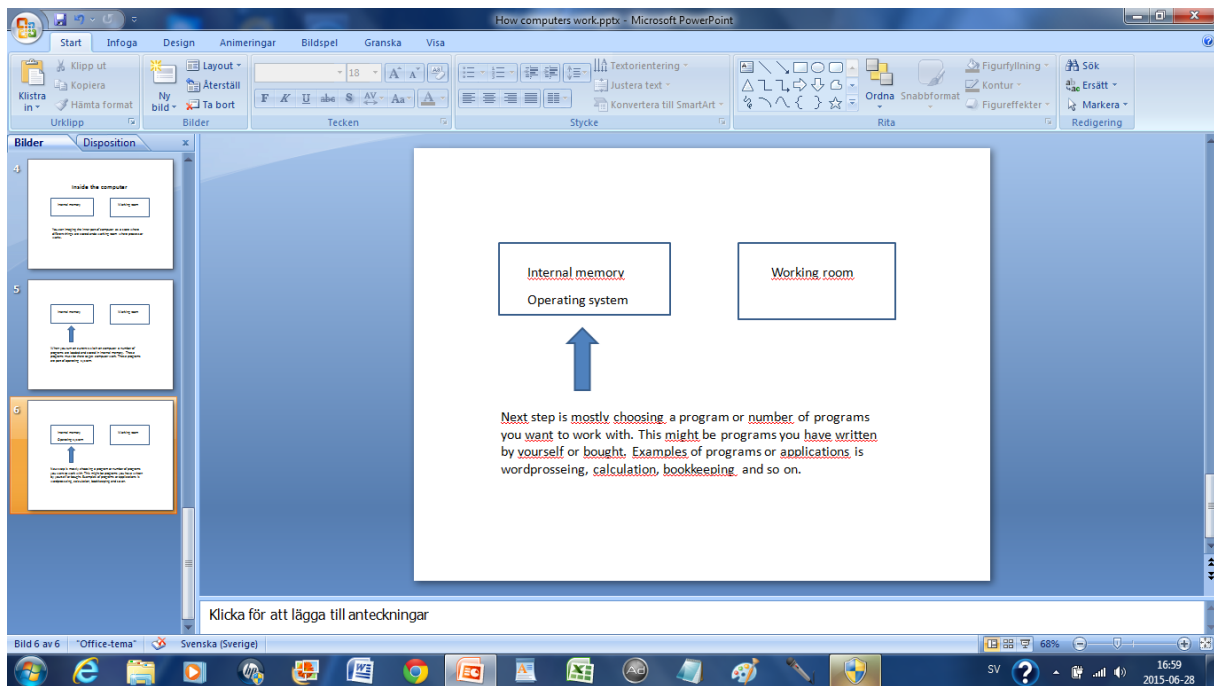
Copy picture 5 to picture 6 as earlier.

Click twice or click bottom <Normal> down the screen.

Check you have last picture.

It will be written 6 of 6 to the left corner down screen.

Design picture 6 as below.

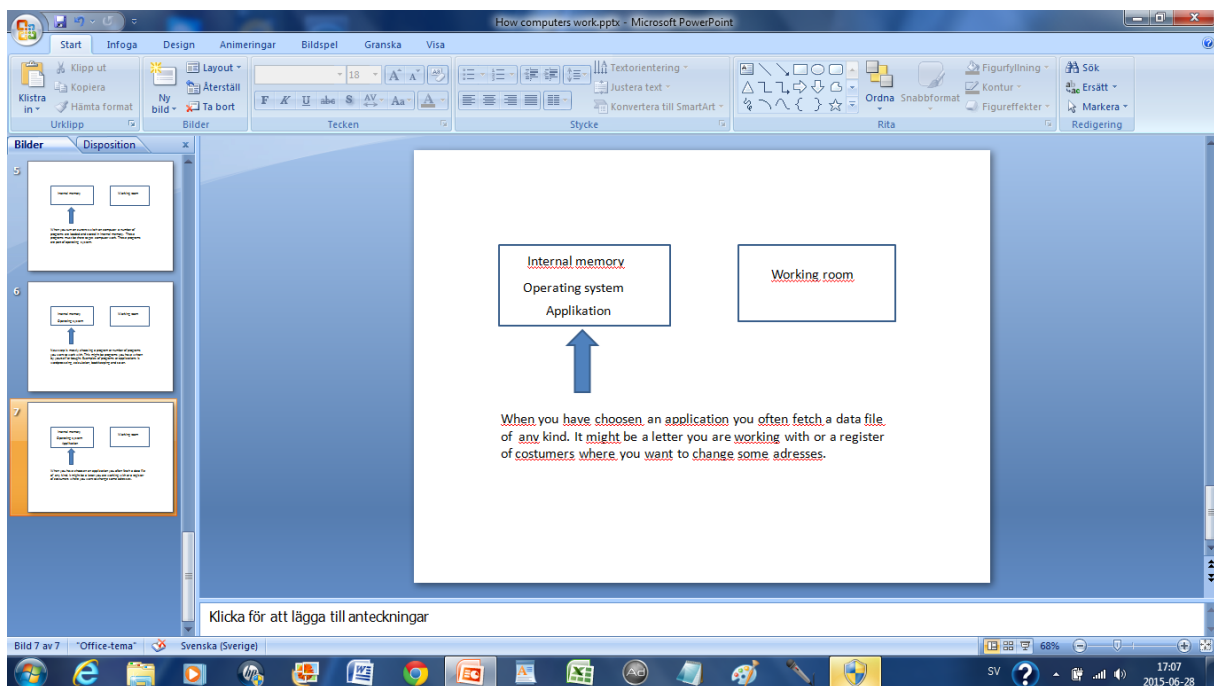


Add Operating system in left rectangle and change text below figures.

Click bottom <Picture sorting> on lower edge of screen.

Copy picture 6 to picture 7 as earlier.

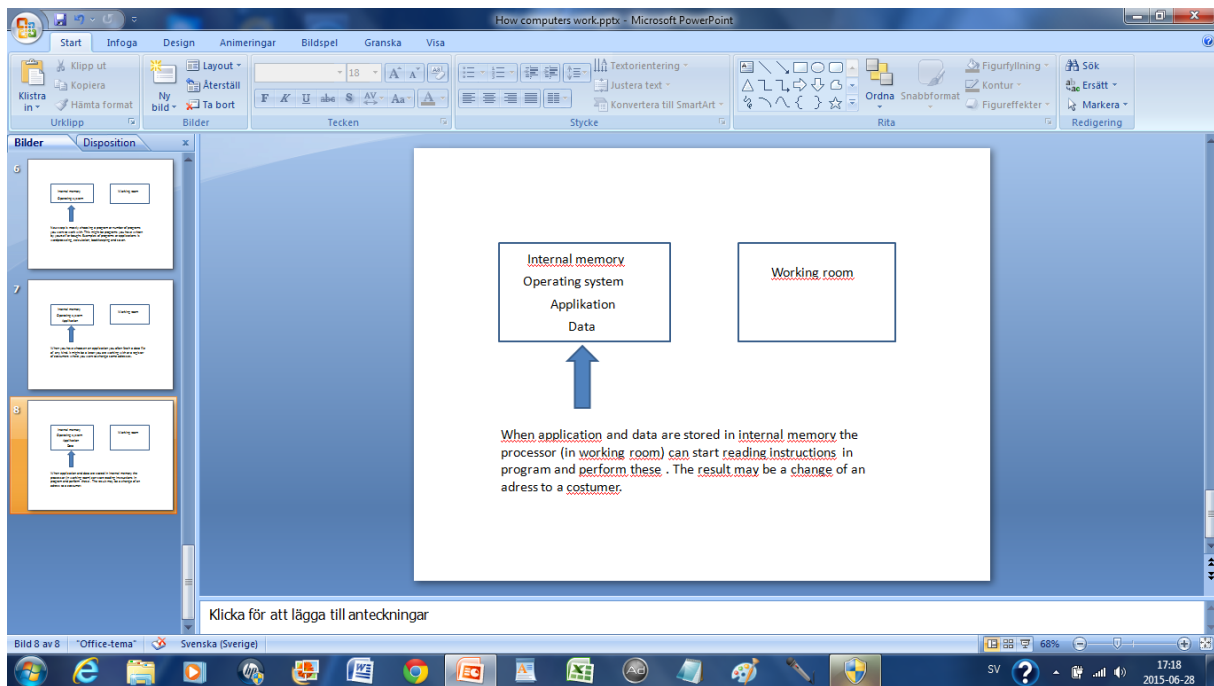
Click twice on picture 7 and change it like this.



Click so you can see all pictures.

Copy picture 7 to picture 8 as earlier.

Change picture 8 like this.



Click so you can see all pictures.

Copy picture 8 to picture 9 as earlier.

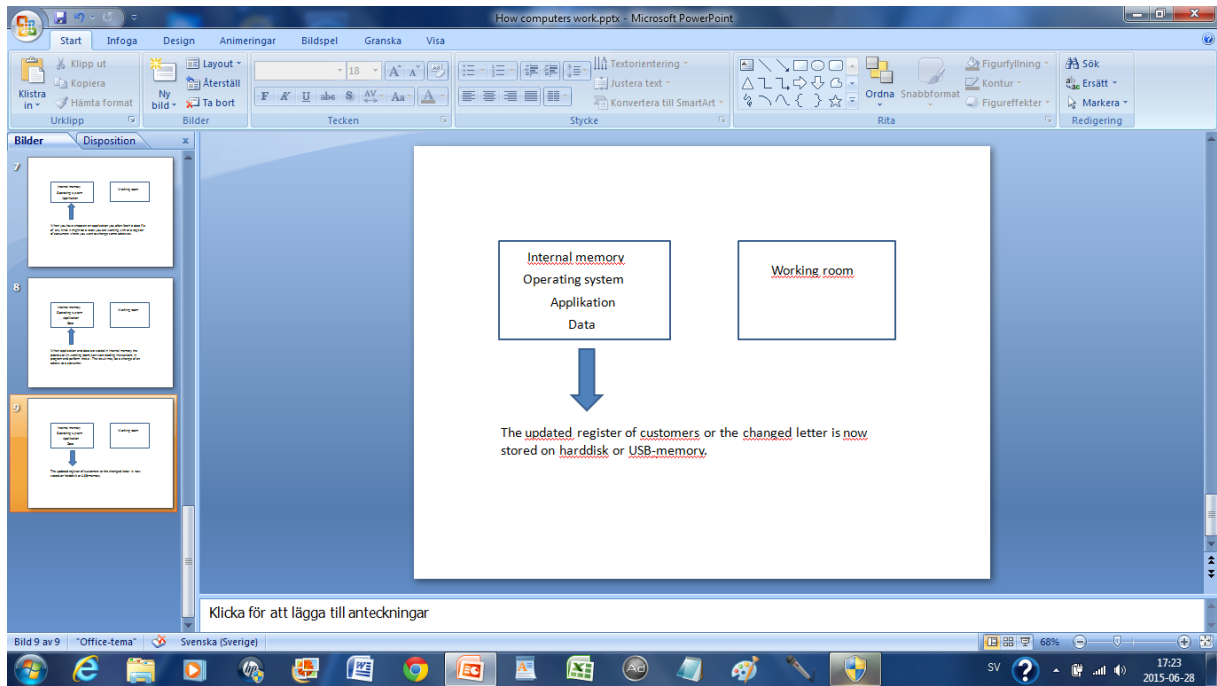
Click twice on picture 9.

Change picture 9 like this.

Delete arrow up.

Click Start/Draw/Figures and fetch an arrow down.

Change text.



Save your presentation as How computers work in C:\User\Lisa\My documents.

Now you as usual may print your pages by clicking Officebottom/Print.

Show your presentation and change picture manual

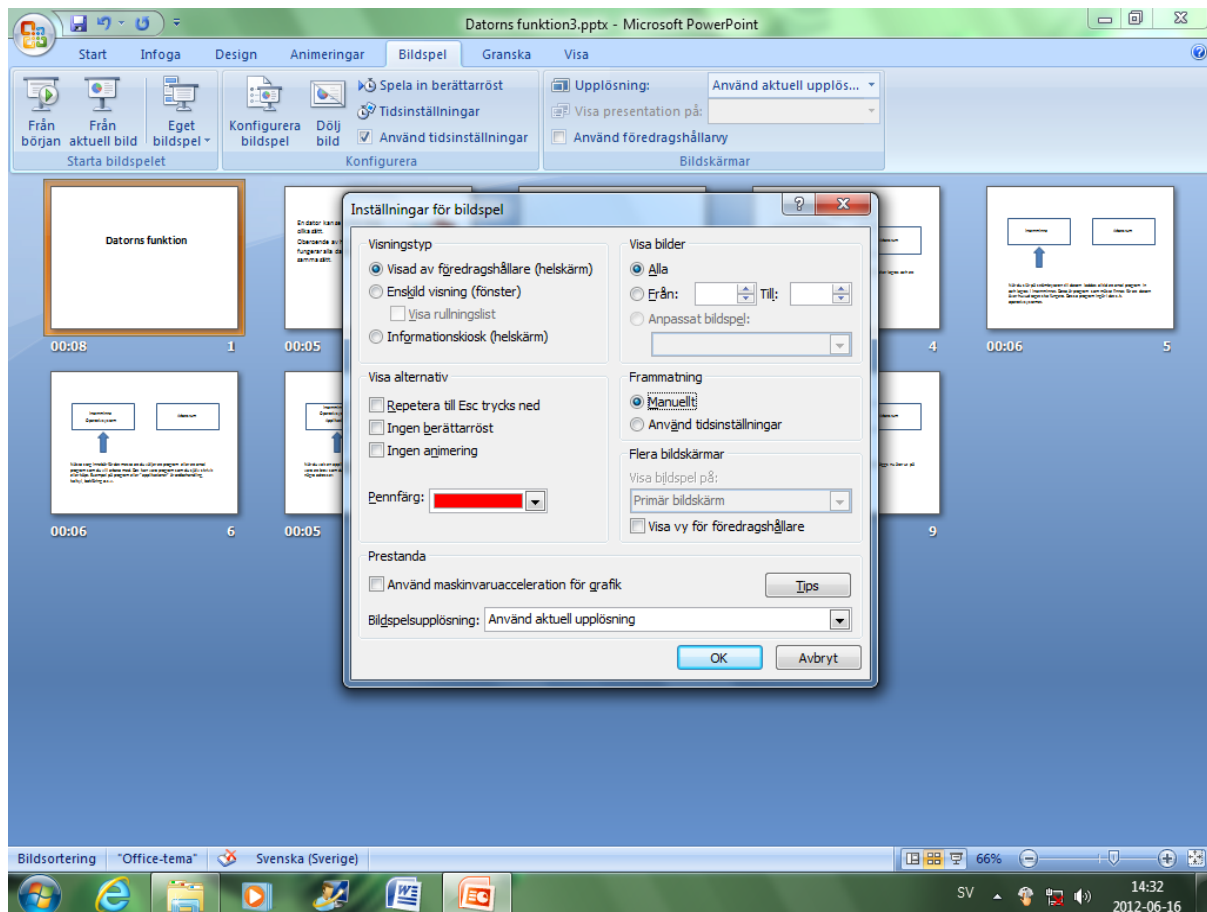
Preparation

The most common way is to show pictures as a slide show.

Click <Picture sorting> so you can see all pictures.

Mark first picture.

Click Slide show/Prepare/Prepare slide show.



Check Shown by speaker (full screen) is marked, that all pictures are shown and changing pictures is manual.

Click OK.

Check Slide show/Prepare/Use time adjustments is not marked.

Show

Click Slide show/Start slide show/From beginning.

Press <Arrow right> or <Enter> when you want to change picture.

Press <Esc> when slide show is over.

Show your presentation and change picture automatically

Preparation

Click <Picture sorting> so you can see all pictures.

Click first picture.

Click Slide show/Configure/Time adjustments.

First picture is shown and time is passing ot top to the left on screen

Let time pass 5 seconds during every picture.

Press <Enter>, <right arrow> or right arrow to the left of oclock every time you want to change picture.

Click Yes on question if you want to save time data

Notice you can only have one time scedule saved.

Click Slide show/Configure/Use time scedule.

Show

Make first picture marked

Click Slide show/Start slide show/From beginning

Slide show now is shown and every picture is shown about 5 seconds.

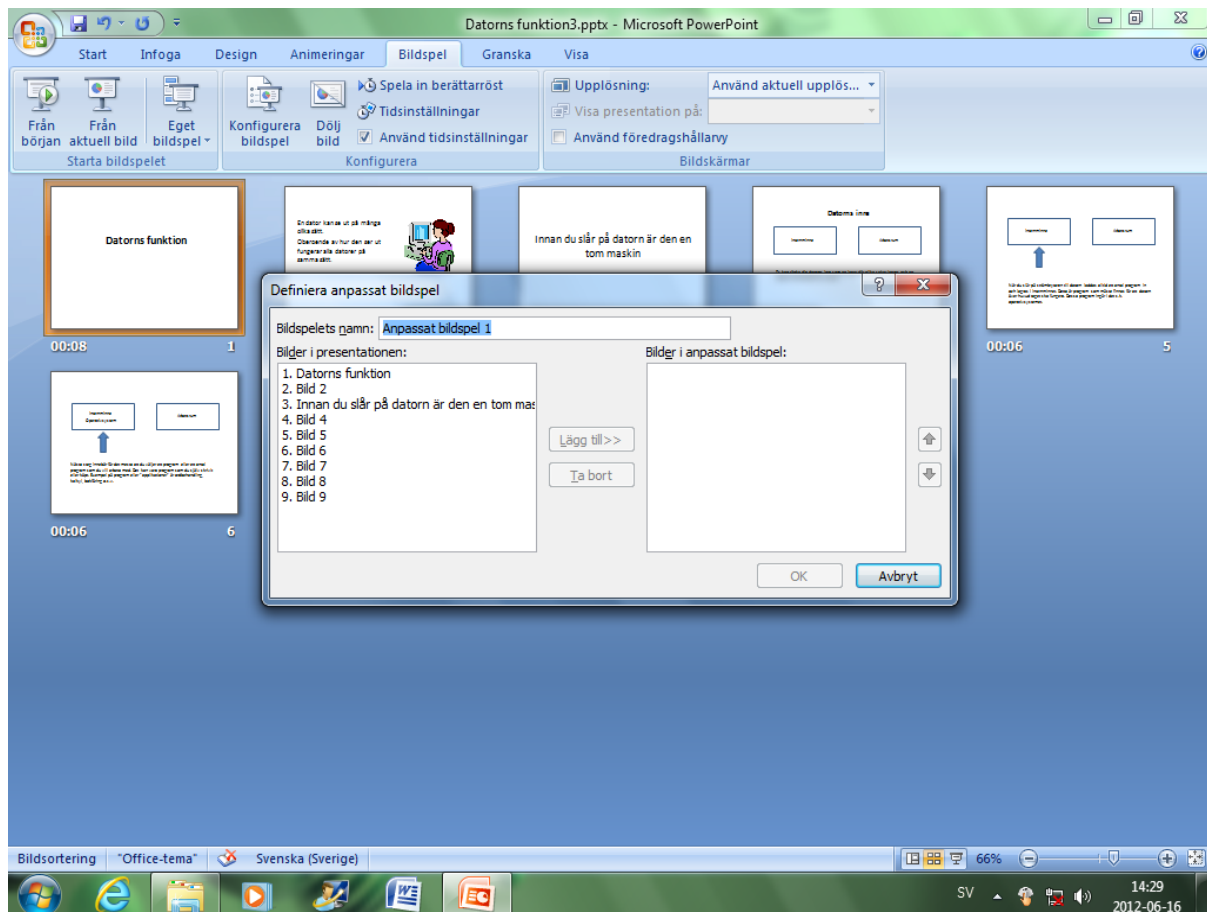
Press<Esc> when slide show is finished.

Create and show adapted slide shows

If you have created a slide show you maybe sometimes want a shorter version with a selection of pictures.

Click slide show/Start slide show/My slide show/Adapted slide shows.

Click <New> in dialog window.



Here you can create adapted slide shows.

Suppose you only want to show picture 1,2 and 9 on certain occasions.

Mark one picture after another and copy to the right square with <Add>.

Click OK.

This will be adapted slide show 1.

Suppose you want to show 6, 7, 8 and 9 on certain occasions.

Click <New> in dialog window.

Mark one picture after another and copy to right square with <Add>.

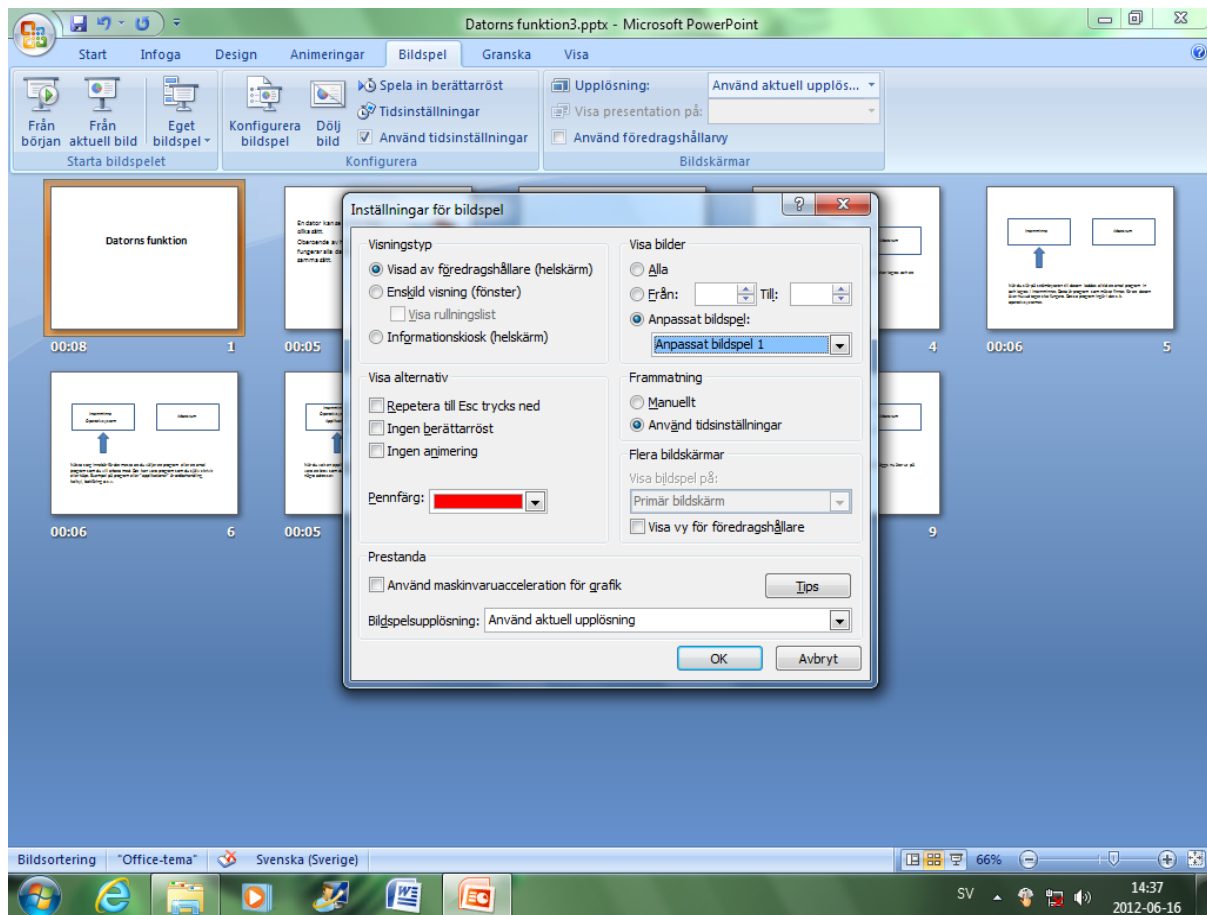
This will be adapted slide show 2.

Click OK.

Click Close

Show

Click Slide show/Configure/Configure slide show.



Check Shown by speaker (full screen) is marked, that Adapted slide show is marked and that adapted slide show 1 is in square and that use time data is marked.

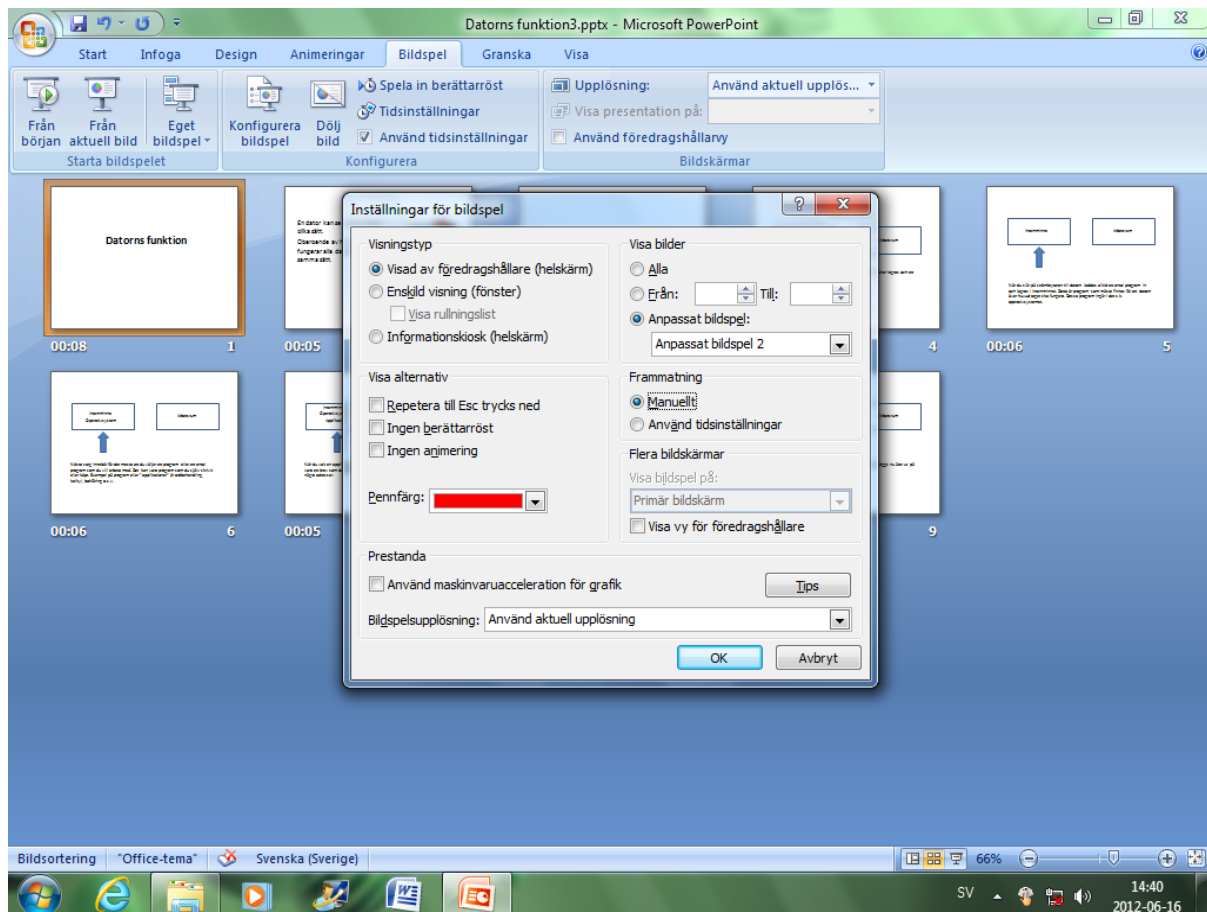
Click OK.

Click Slide show/Start slide show/From beginning.

Check pictures 1, 2 and 9 are shown.

Finish with <Esc>

Click Slide show/Configure/Configure slide show.



Check shown by speaker (Full screen) is marked, that Adapted slide show is marked and that Adapted slide show 2 is in square and that manual is marked.

Click OK.

Click Slide show/Start slide show/From beginning.

Check pictures 6, 7, 8 and 9 are shown.

Finish by <Esc>.

Show your presentation with audio and change picture manual

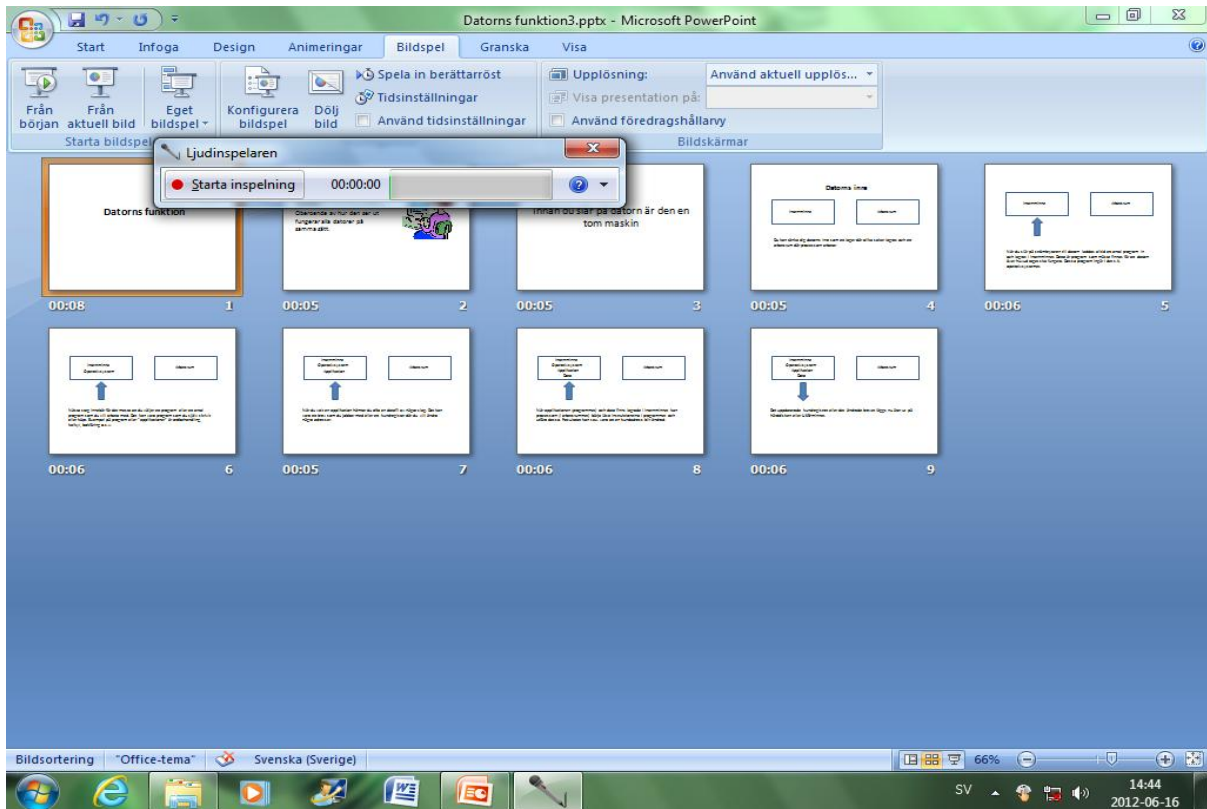
Check microfon and loudspeaker

Connect a microfon to your computer.

Click All programs/Folder fittings and start program Audio recording

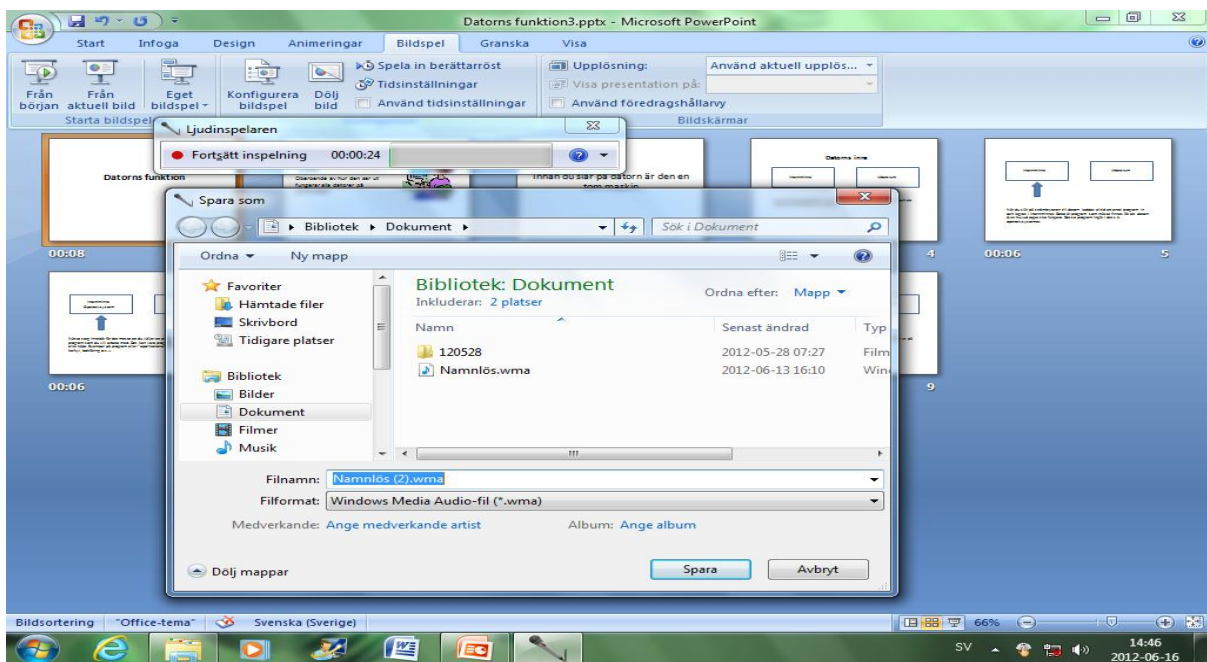
Click start recording

If you have problem a deeper exercise is in step 15.



Click Start recording.

Sing a little song and click Stop recording.



Now you will have an audio file.

Save your audio file as visa.wma in C:\User\Lisa\My documents.

Connect loud speaker/headset and play the audio file.

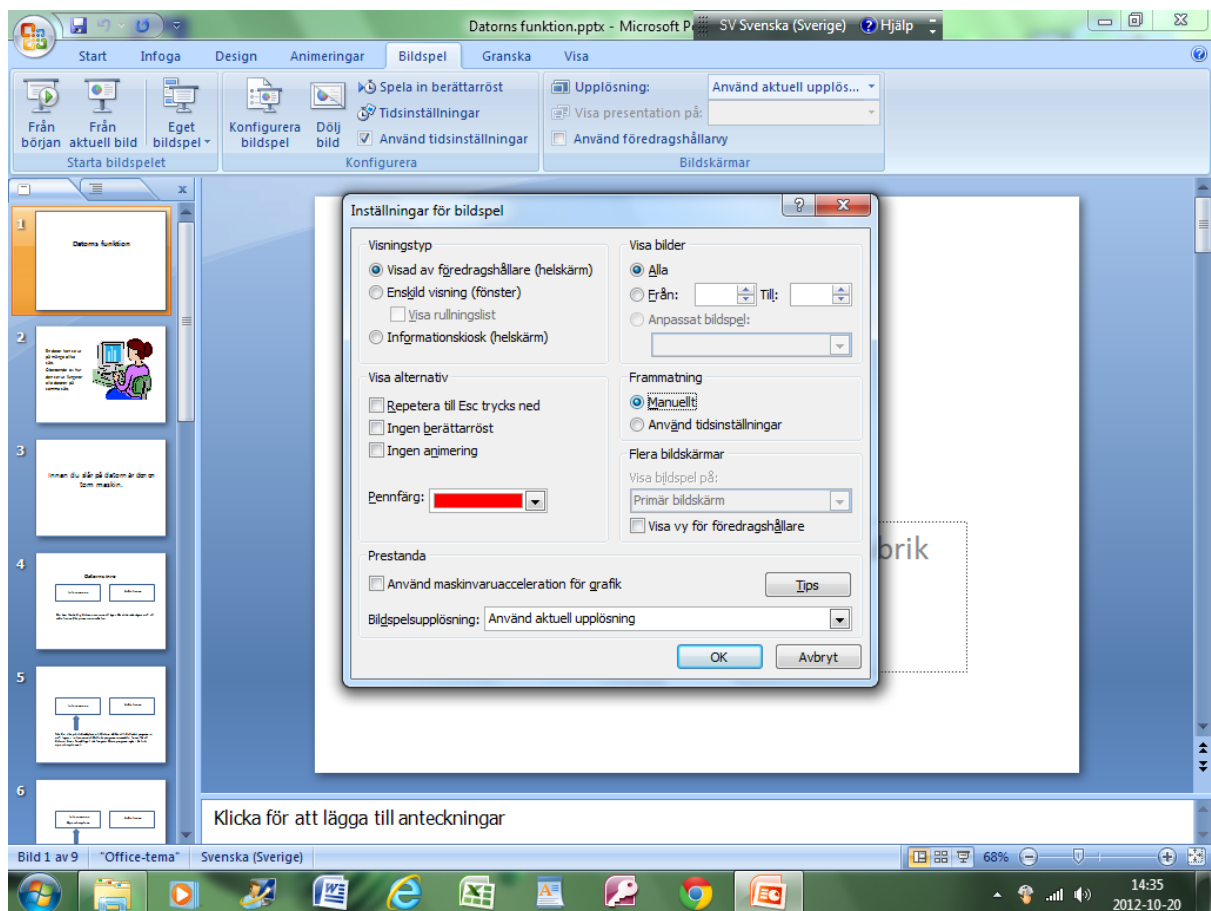
If you have problems there is a deeper exercise about audio in Step 15.

Preperation

Connect a microphone to your computer.

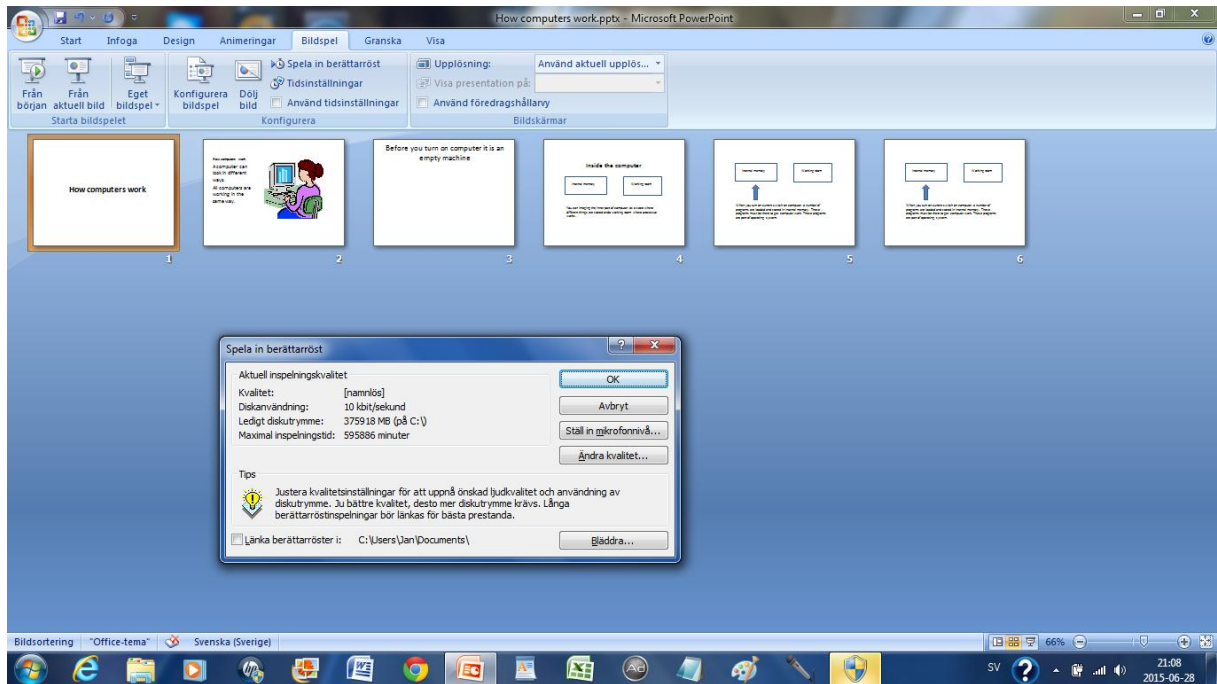
Click Slide show/Configure/Configure slide show

Mark manuel.



Click OK.

Clicka Slide show/Configure/Record speech voice.



Click Slide show/Start side show/From beginning

Read texts when show is going on and change picture with <Enter> or <Right arrow>.

Show

Connect load speaker/headset.

Click Slide show/Start slide show/From beginning.

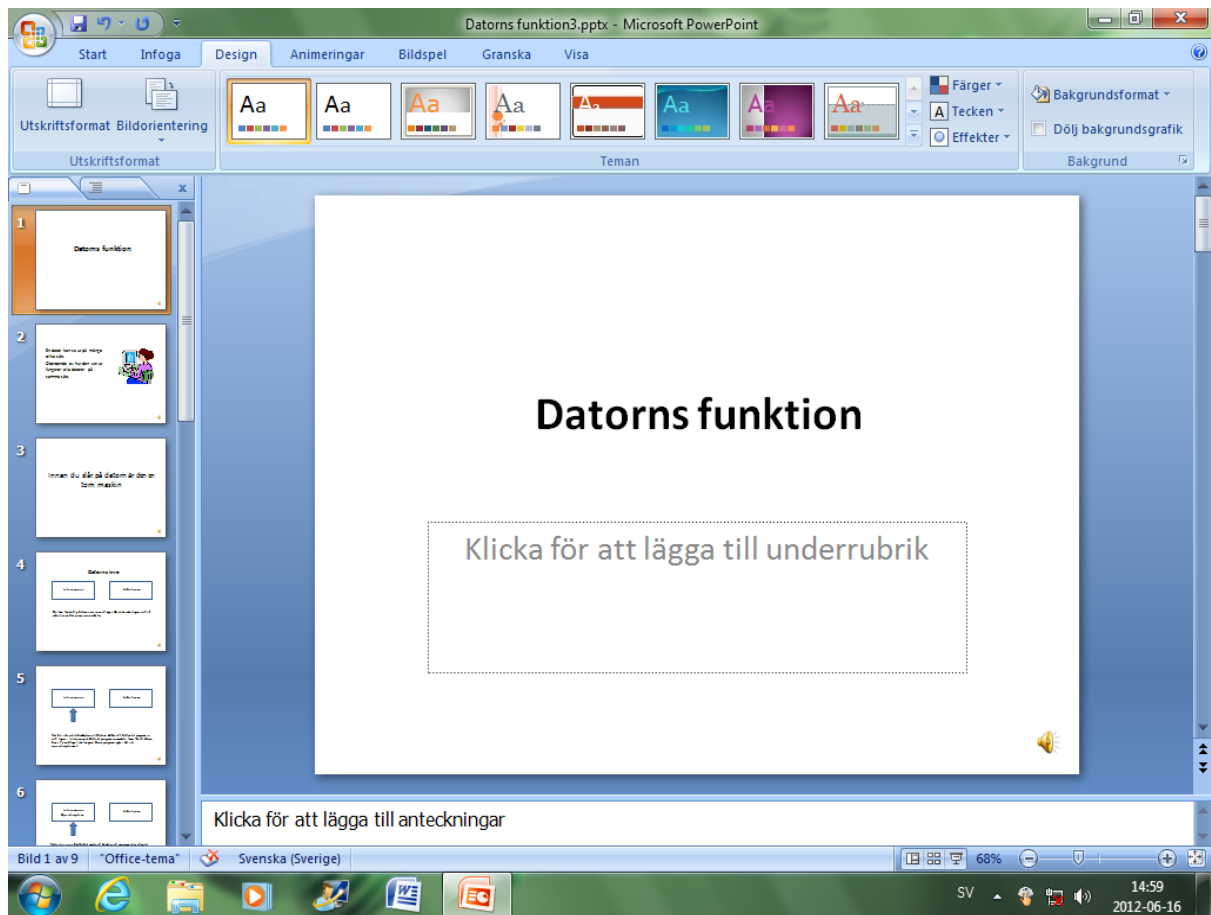
While you go thru your pictures you shall hear you comments.

Finish with <Esc>

Backgroundforms and coulored text

Click twice on first picture.

Click Design



Here are forms if you like another design of your pictures.

If you scan over these forms you can see how your pictures should look with these forms.

If you click on a form you choose a certain look.

Check all pictures carefully by clicking each one and convince yourself is going to be good before you change your changes. Maybe you have to make changes in certain pictures.