

Chapter 1 : Microsoft - Official Home Page

In this free PowerPoint tutorial, learn how to use themes and background styles, add pictures and clip art, and do more to create standout presentations.

Opening a Blank Presentation Task 2: Entering Text in Normal View Task 3: Editing Text Task 4: Previewing a Slide Show Task 6: Printing an Outline Task 7: Applying a Design Task 2: Inserting Clip Art Task 3: Inserting a Picture Task 4: Cropping and Resizing a Picture Task 5: Inserting a Video Clip Task 6: Using Audio Files Task 7: Printing Audience Handouts Lesson 3: Displaying Toolbars and Rulers Task 2: Creating a WordArt Object Task 3: Rotating a WordArt Object Task 5: Adding Text Objects Task 7: Adding Connector Lines between Objects Lesson 4: Inserting a New Slide Task 2: Replacing Sample Data Task 3: Choosing a Chart Type Task 4: Switching Columns and Rows Task 5: Modifying a Chart Task 6: Creating an Organization Chart Task 7: Adding Assistants and Subordinates Task 8: Resizing and Printing a Chart Lesson 5: Sorting and Animating the Slides Task 1: Animating Text Task 4: Dimming Previously Displayed Text Task 5: Animating Drawing Objects Task 6: Animating Charts Task 7: Playing Audio or Video Clips Task 8: Printing Transparencies Lesson 6: Changing the Font in the Title Master Task 2: Hyperlinking Presentations Task 1: Copying an Action Button Task 4: Creating a Hyperlink to a Web site Task 6: Saving a Presentation as a Web Page.

Chapter 2 : Microsoft PowerPoint

This PowerPoint training course will teach you how to create professional presentations using PowerPoint Learn how to create a presentation, customization and effects, integrating visual elements, working with charts and graphs and much more with this PowerPoint training.

The curriculum for the Program in Instructional Technology integrates the tools that most schools provide in their own computer labs and classrooms. If students use technology to learn, teachers should use the same technology to teach. It is fast becoming the integrated software package of choice for many schools and school districts. Word, PowerPoint, Excel, and Access are the staples of many students and teachers. Complementing these tools, Internet Explorer and Netscape Communicator are the tools of choice for accessing the Web. Why not help teachers utilize these same tools to develop text, visual, and Web-based materials for the classroom, and leave the more complex and costly packages to multimedia designers and commercial artists? Interactive Lesson Defined Students in the Program use Microsoft Word to create text-based class handouts, lesson study guides and student workbooks based on their own classroom learning objectives. In practice, these lessons are offered to students who need individualized instruction, corrective instruction, additional practice, or topical enrichment activities. Specifically, an interactive lesson: It suggests alternatives for presenting the initial mastery objectives, corrective instruction, and enrichment activities. The instructional system design model offered by Jerrold Kemp See Figure 1 is used to create the interactive lesson. Select a topic for an interactive lesson Step 2: Identify target learners for the lesson Step 3: Prepare the behavioral learning objectives providing the specific behavior, condition, and criteria for success Step 5: Sequence the content of the instruction. Lay out the instructional progression of your proposed lesson Step 6: Create your assessment tools Step 7: Create and prototype your PowerPoint interactive lesson Step 8: Conduct the assessment for your lesson Step 9: Locate additional resources for the lesson Lesson design by the numbers: One teacher composed a presentation that exhibited the best that the interactive lesson has to offer. If you have your Internet browser available, the complete PowerPoint presentation is available online at <http://> Click the NEXT button to sequence through the presentation. Four features in particular make the Interactive Lesson possible: Action Buttons PowerPoint comes with several built-in responses that are easily inserted into a presentation. There are Action Buttons that go to the next slide, indicate an available movie or sound clip, or request help or information. The Slide Show pop-down menu accesses the Action Button option. Even more important is the use of the Action Button to assess student understanding. By creating a simple question with several possible responses, PowerPoint transfers students either to new information if correct, or to remedial information if additional instruction is necessary. Action Buttons enable this interactive feedback, but they would be confusing to the student without the Hidden Slide feature. Hidden Slides In its typical mode, students view PowerPoint slides sequentially from Slide 1 to the final slide at the end of the presentation. There are times, however, when a designer might wish the individual to see certain slides only under particular circumstances. An assessment question is the best example. Unless the feedback slides are hidden, they will be viewed in order as the presentation unfolds. This can cause unnecessary confusion for the student. Once hidden, a null icon a diagonal slash through the slide number appears when viewing the presentation in the Slide Sorter mode. Now, the only way to view this slide is by directly accessing it using the Action Button and the Kiosk Browser. Setting a Kiosk Show You have seen kiosks before. They are self-running presentations found at many trade shows, amusement parks, and conventions. It is this last characteristic that makes our lesson interactive. Otherwise, the presentation would stop dead in its tracks. Assessment Slide Earlier in the article, the Interactive Lesson was presented as a Mastery Learning instructional technique. An important premise with this teaching strategy is its underlying dependence on behavioral psychology. To be successful, the interactive lesson must follow a few basic rules. First, it must be logically sequenced. Significant time must be spent structuring the progression of information from beginning to end, least important to most, simple to complex. Second, there must be some form of immediate feedback. Again, this is accomplished using the hidden slides. And third, there must be a summative final assessment. Summative Assessment Slide A final

slide in the presentation can meet this requirement while ensuring that students have completed the lesson, mastered all the learning objectives, and received some reward for their efforts. In a computer lab environment, this final Assessment Slide, displayed in bold colors on each individual computer monitor, alerts the teacher that the lesson has been completed and the student is ready for the next instructional challenge. Conclusion Interactive lessons are not new. They have existed almost since the beginning of instructional technology. But now we offer a structured format for designing such lessons using a popular, highly effective, and relatively easy-to-use software package, PowerPoint. It can then be copied many times and provided to students who can take the lesson in a formal multimedia classroom, informal computer lab, or even on their own home computers. The interactive lesson has many practical applications for content rich subjects and is highly recommended for your next teaching with technology adventure. His responsibilities include developing and teaching workshops, seminars, and in-service programs for practicing teachers. His expertise includes educational psychology, teaching and learning strategies, and the use of technology in the classroom.

Chapter 3 : PowerPoint Creating a Presentation

Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

Microsoft PowerPoint 97, , , and OS: February 15th Last Updated: February 27th Clip Art describes any image, graph, picture, etc. These can all be referred to as Web Clip Art. Navigate to the slide where you want to insert the Clip Art. Type the keywords to search the clips of that category in the text field. Choose the clips in various locations. Choose Clip media type. Then click on Go Button. The searched result is inserted as shown in Figure 3. Right-Click on it which will display a context menu, select the insert option. Right-Click on picture and choose Format Picture option as shown in Figure 6. Choose different format tabs and make changes as required. Once it is done Click Ok to apply the changes. Format Picture Window Note: To format individual elements of Clip Art. Right-Click choose Grouping Ungroup. The other three options in Clip Art pane refer to Figure 2 above are explained below: Clip Organizer Clip Organizer arranges and catalogs Clip Art and other media files stored on your hard disk and quickly find the clips you need. Clip Art on Office Online: This opens office online webpage for advanced search. Tips for Finding Clips: When clicked on Tips for Finding Clips link, it opens help window. PowerPoint Keyboard Shortcuts and Sequences: PowerPoint , , , and Have your ever used keyboard shortcuts and sequences in PowerPoint? Or are you a complete keyboard aficionado? Do you want to learn about some new shortcuts? Or do you want to know if your favorite keyboard shortcuts are documented?

Chapter 4 : Computer Training | Computer Certifications | Microsoft Learning

You can start to learn now by clicking one of the PowerPoint subjects below. Hello and Welcome to VTC's Powerpoint training CD. In this tutorial I am going to cover everything from the basics, the tool bars, the menus, creating and formatting text to adding graphics and animations to your presentations - so you can create great.

The Learn manuals provide visual step-by-step guides with simple directions, multiple screen shots, and plenty of exercises. They are designed for contact hours. Students use the software and the accompanying data files to complete the in-text exercises. The Learn Series has been designed for students who need to master the basics of a particular software program quickly. The books are highly visual in nature which allows the beginning student to work along with the book. This is particularly suited to students with limited computer skills or for a course that emphasizes independent learning. No other product offers this powerful combination of step-by-step visuals and an easy to use computerized training system. The On Demand Personal Navigator provides four modes for each task: The unique structure of the OnDemand software allows the student to receive tutorial instruction while accomplishing real tasks with actual data. All of the activities required to complete the task are completed automatically. Offers students the unique opportunity to experience guided demos and training that tie specifically to the book. Serves as an excellent study tool and help guide. Allows students to search for a topic and receive a full training segment on that topic at any time. Additional excellent resources for qualified adopters: Qualified adopters receive access to the most powerful tool for assessing students by having them actually perform the required tasks. Shows students what the result of the step will look like on their computer. Completed task screen shots open each Lesson. Shows students what they will learn in the Lesson. Lesson, Task and Step structure. Provides students with a consistent structure and introduces material in manageable portions. Charting Numerical Data and Organization Charts. Sorting and Animating the Slides.

Chapter 5 : Sound Across Slides in PowerPoint 97 and for Windows

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Chapter 6 : Learn PowerPoint with CD-ROM

An intermediate level video tutorial on using Microsoft PowerPoint to create presentations with slides, handouts, etc.

Chapter 7 : PowerPoint Table of Contents

PowerPoint is the presentation graphics software in the Microsoft Office Suite. It allows you to create dynamic presentations with its easy-to-use, predefined layouts and templates.

Chapter 8 : Creating an Interactive PowerPoint Lesson for the Classroom -- THE Journal

learning powerpoint in Pashto, this is introduction video. If you like i will upload all the training InshAllah.

Chapter 9 : PowerPoint Training Videos on CD

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