

## Introduction

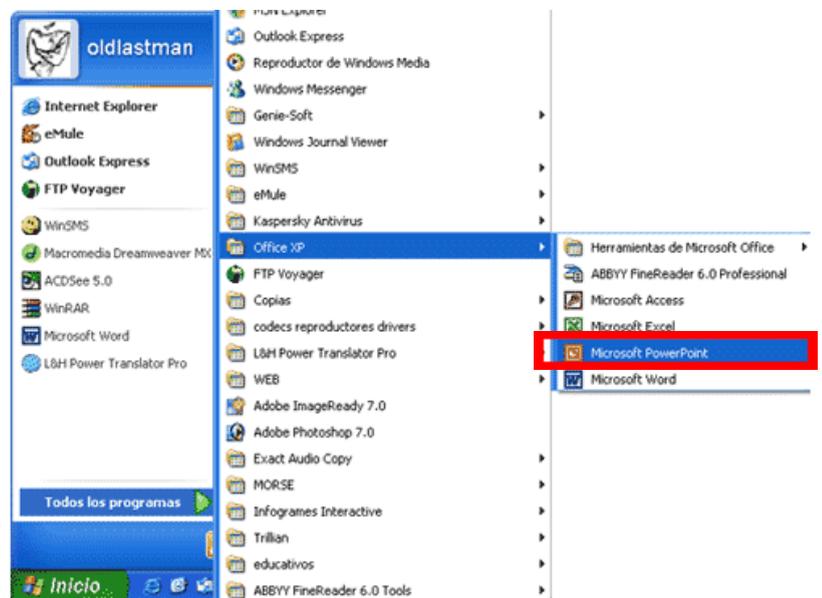
- All the programs have something in common. When you have located these common points you will be able to use them, only knowing the basic aims of what you have to do.
- Power Point  
What is it? It is a software mainly designed to support a useful and dynamic presentation of information.

For what is useful? To create commercial, educational or personal presentations.  
Interactive or fixed

## Power Point: Where can we find it?

It is necessary to go to:

- Start
- Programs
- MS office xp
- Power Point



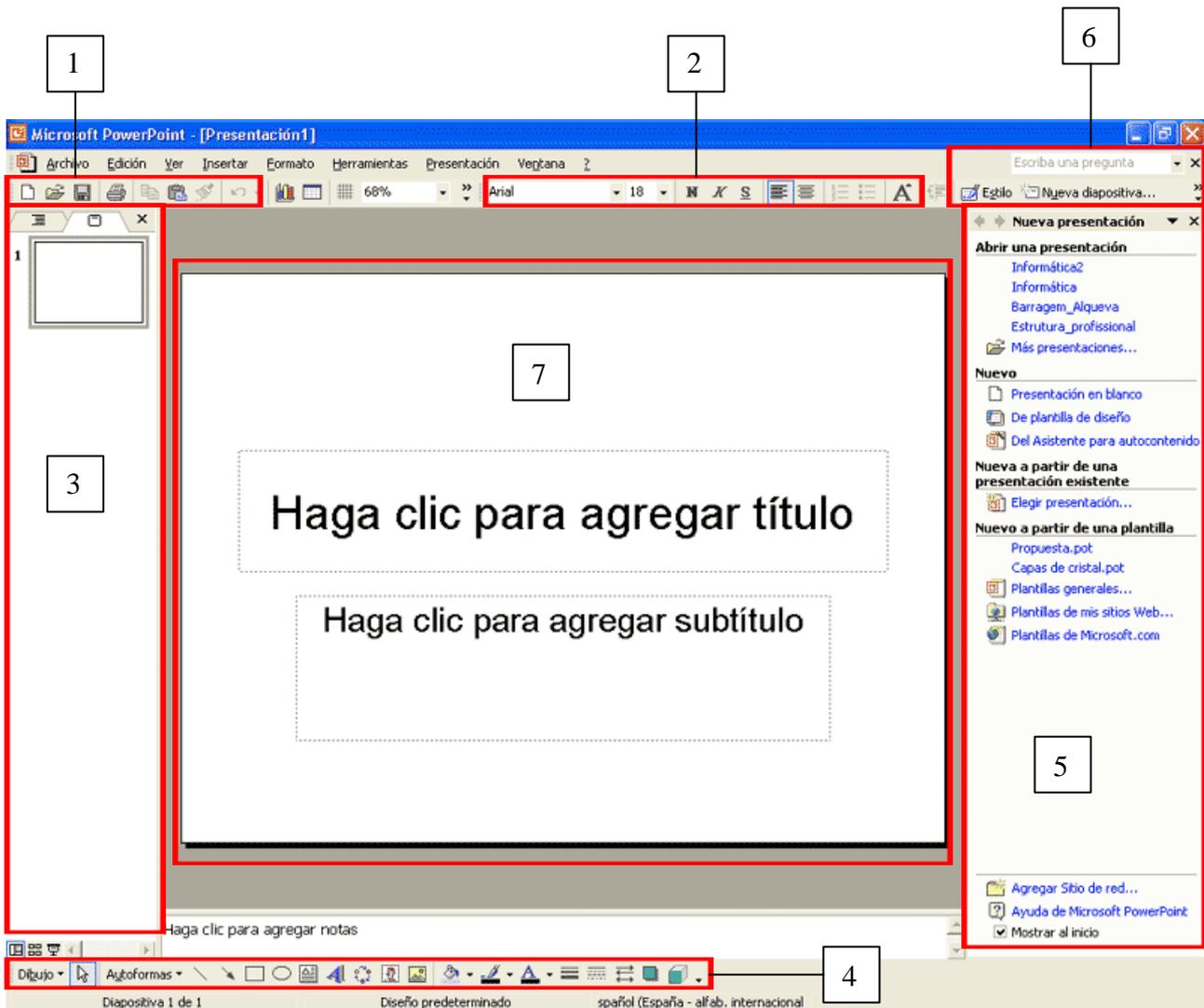
Perhaps, in some computers, the route to follow to get to this program is not exactly the same. Once you know the icon, it will be very easy to find it.

## Instructions for use

Although it is only a suggestion, it is recommendable to use this way of work when you have to do a presentation.

- To compile the information, the pictures, extra contents...
- To make a summary in a paper
- To decide or make the design
- To take the form of the presentation in the design

# User Interface



**1** Commun job:

- New document
- Open document
- Save document
- Print
- Copy/paste
- Undo

**2** Text format:

- Tipe of letter
- Size
- Style
- Fitting (right, left, center)
- Lists

**3**

- Transparencies views
- Schemes views

You are able to move inside the presentation.

**4** Drawing toolbar:

- Draw/add forms
- Insert pictures
- Insert graphics
- Insert labels
- Colours control (Border, filling, letter)

**5** **Control panel.**

- It allows you to control all the creation of the presentation.
- Direct access to all the tools to permit a quicker work.

**6**

- Help
- Style
- New transparency

**7**

Work area

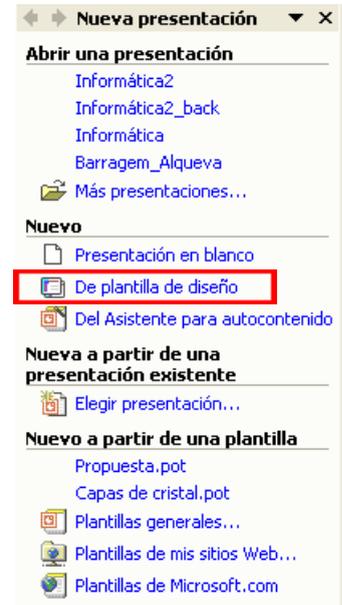
# How to create a new presentation

The picture shows the appearance of the control panel when you start the program.

There are several ways of beginning a presentation, but you will only be able to see one of them :

## Types of designs

When you do click in it, you will see some types of presentations already designed.



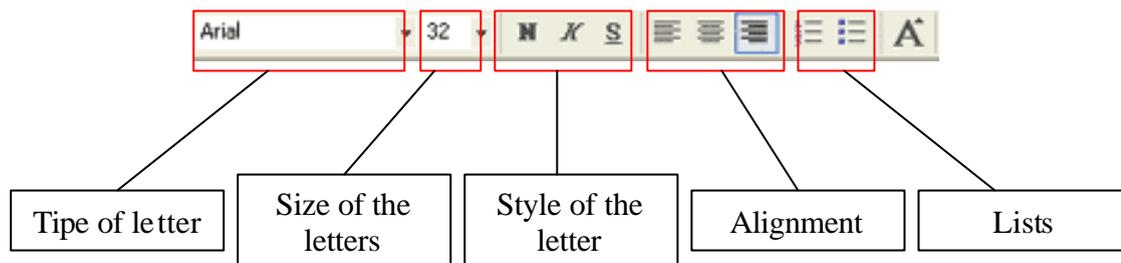
The control panel will change and the left picture will appear.

These are some of the possibilities.

To use one of them, you will only have to click, and the design will be applied.

## How to introduce datums :

- It is only necessary to click in the square in which you want to put the datums and fill it.
- You can change the places of the differents squares by carrying them away.
- The format, tipe, style, size, and colour of the source can also be change :



## Propose exercises

### ***EXERCISE 1: Recognize the comun elements***

Observe all the available menus in power piont.

Mark the comun points with other programs. Exemple :



This menu is the same or nearly the same in every program of Windows Office.

Other comun elements that have to be point up are :

Save: Saves the present document. A new menu appears in where you can choose in where and with which name you want to save the document.

Save as...: Saves the present document. The difference between the element above and this one is that this one allows you to save a copy of the present document with a new name. From this moment, you will work with the copy

### ***Exercise 2: How to begin a presentation***

- Start Power Point program.
- Start a presentation from a design sole.
- Choose a sole and use it.

### ***Exercise 3: Title y subtitle***

- You will choose a title and a subtitle for the presentation.
- Then, you will put it into the square made for it.
- If you want to: you can change the place of the text square, the size of the letters, the colour.....