POWERPOINT PART 2

Created by: Jenny Montemorano

Presented by: The Gig… Geneva Information Gateway
Sponsored by the NYS BTOP Grant

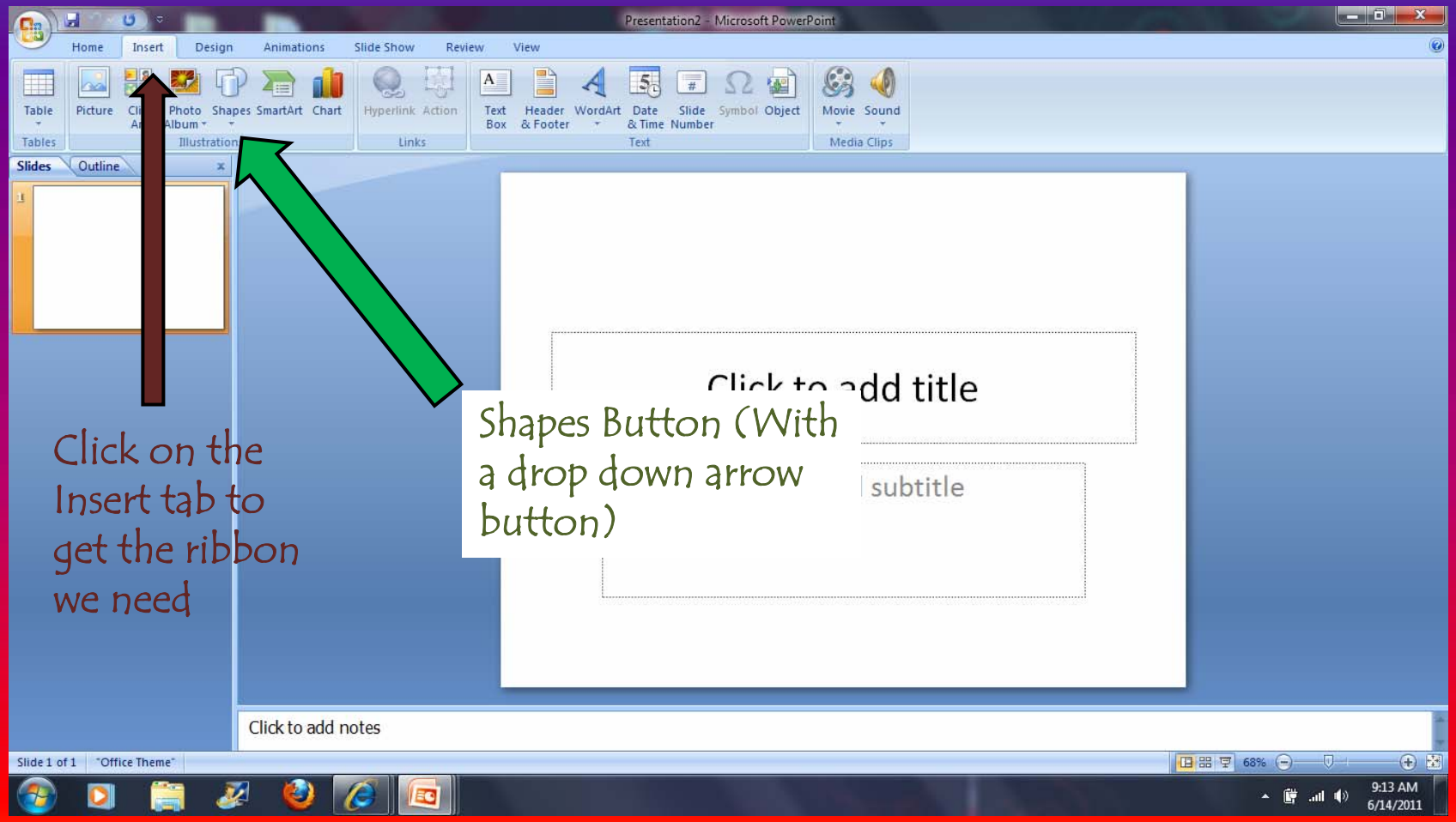
Adding Text Over Shapes

How do I do this?

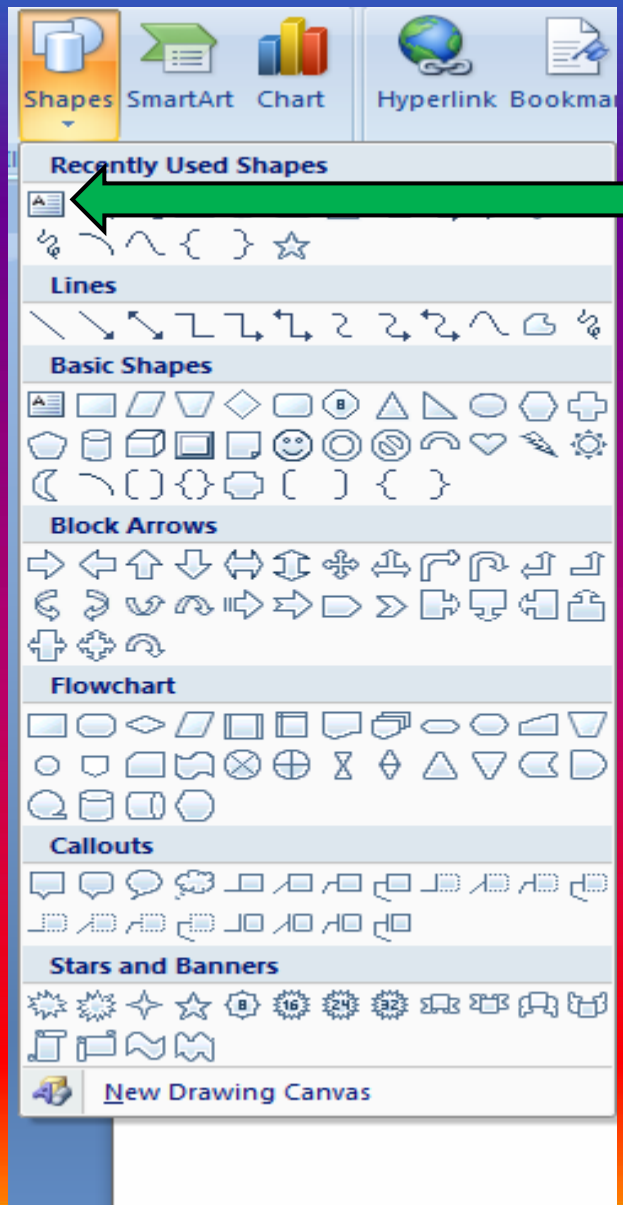
Awesome Students

Lets Learn How!

ADDING TEXT OVER SHAPES



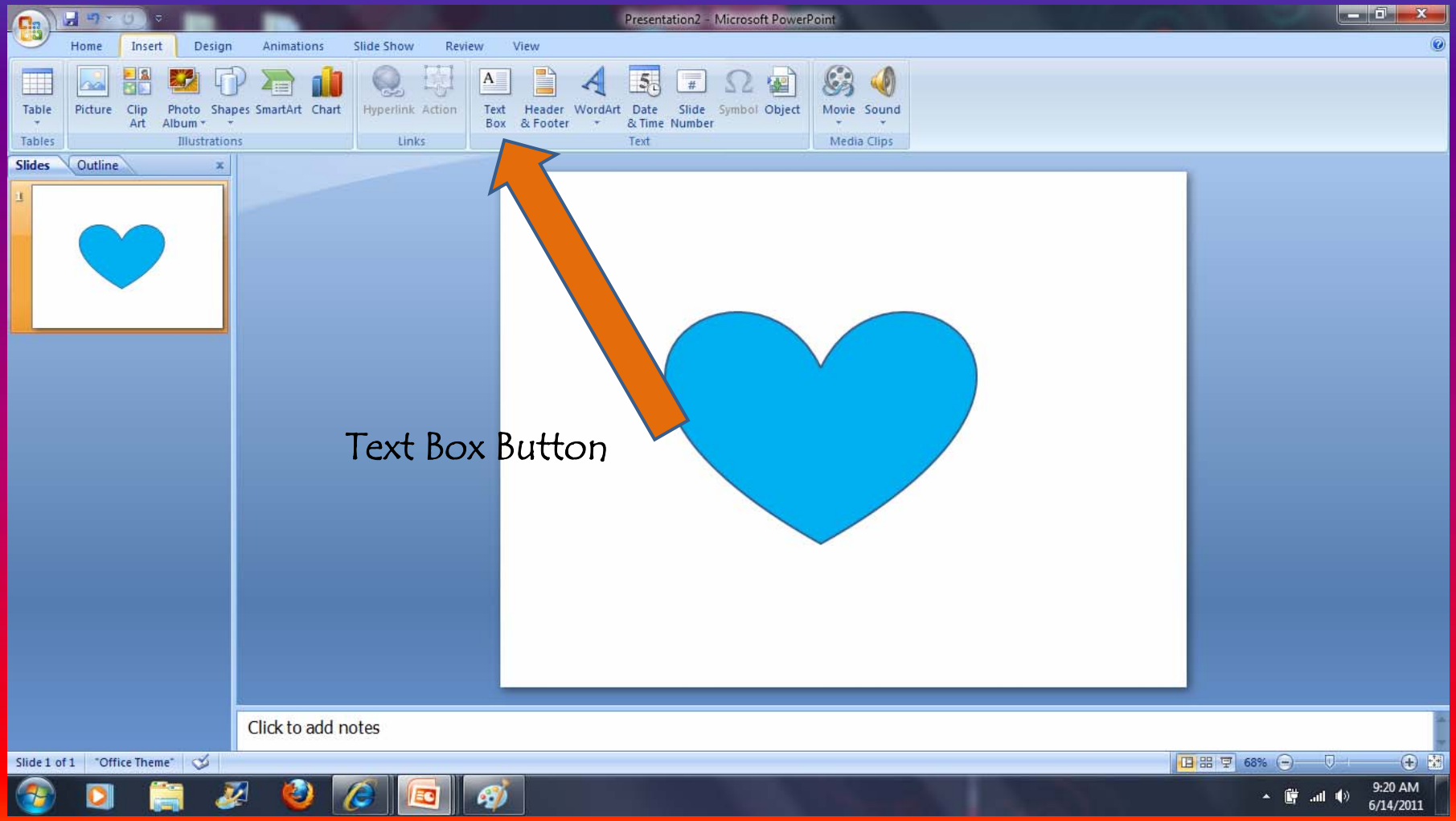
Shapes You Can Choose From



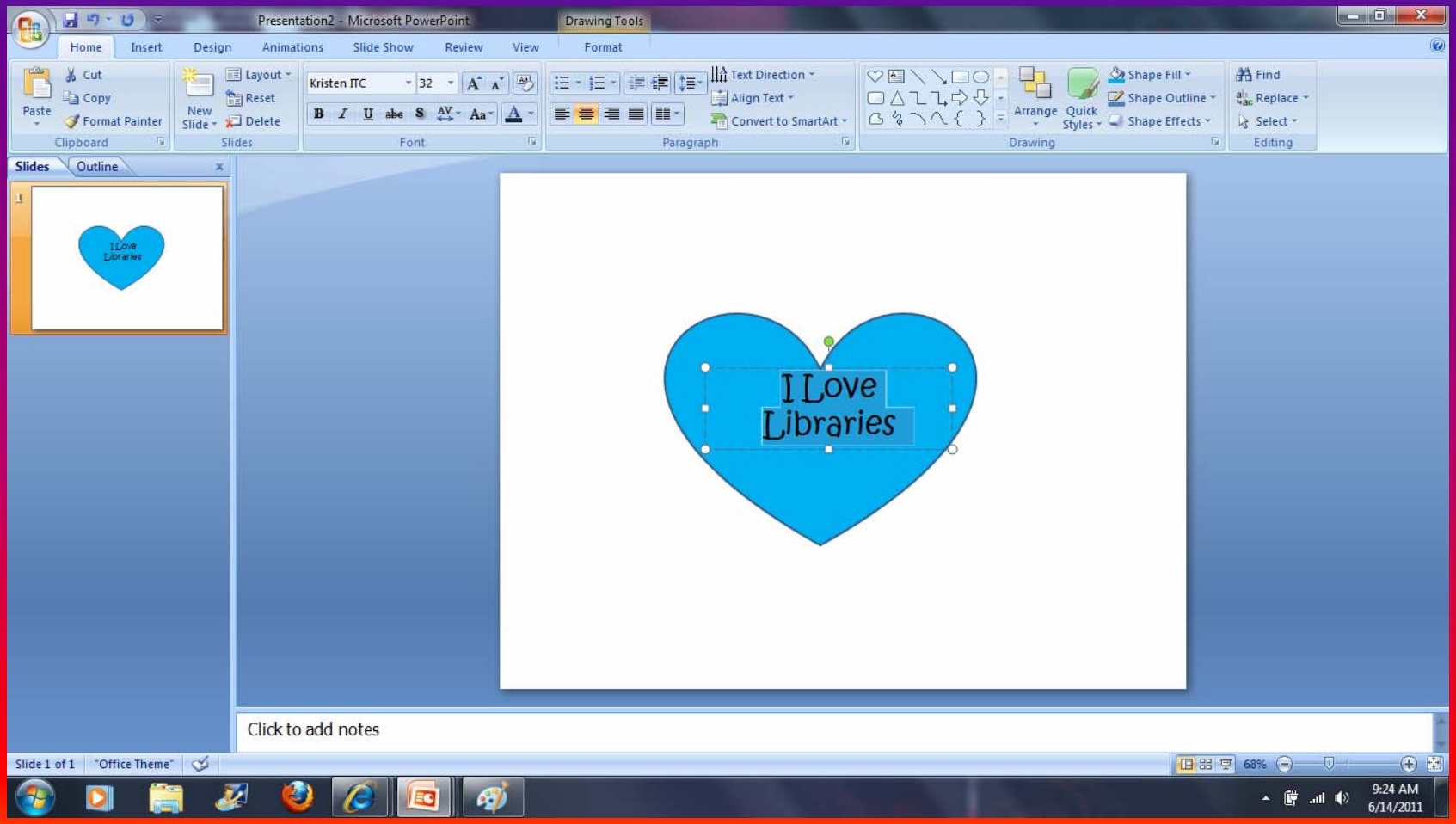
Text Box Button

There are hundreds of shapes to choose from or you can draw your own. You can also add a text box from this area.

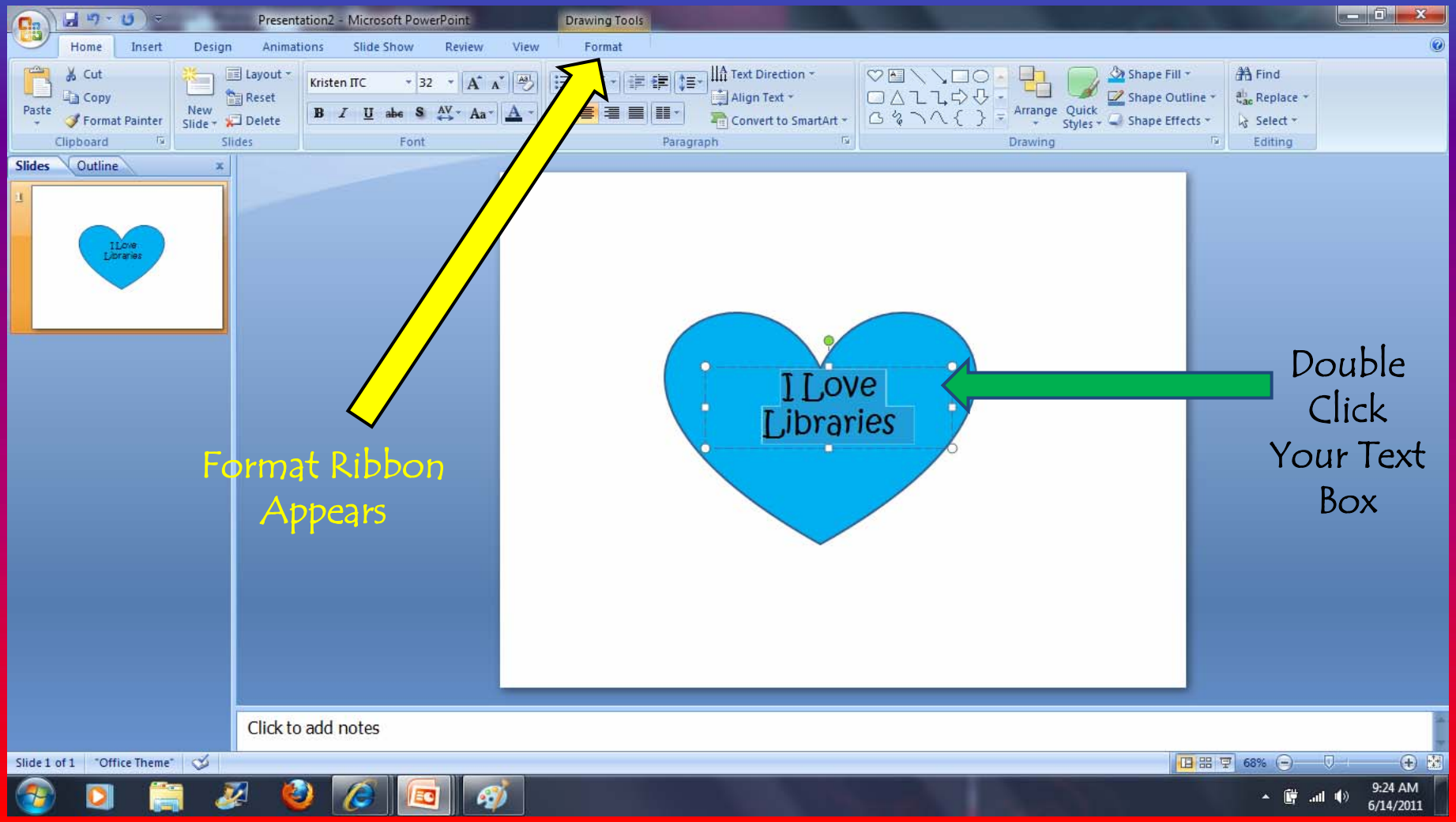
ADDING TEXT OVER YOUR SHAPE



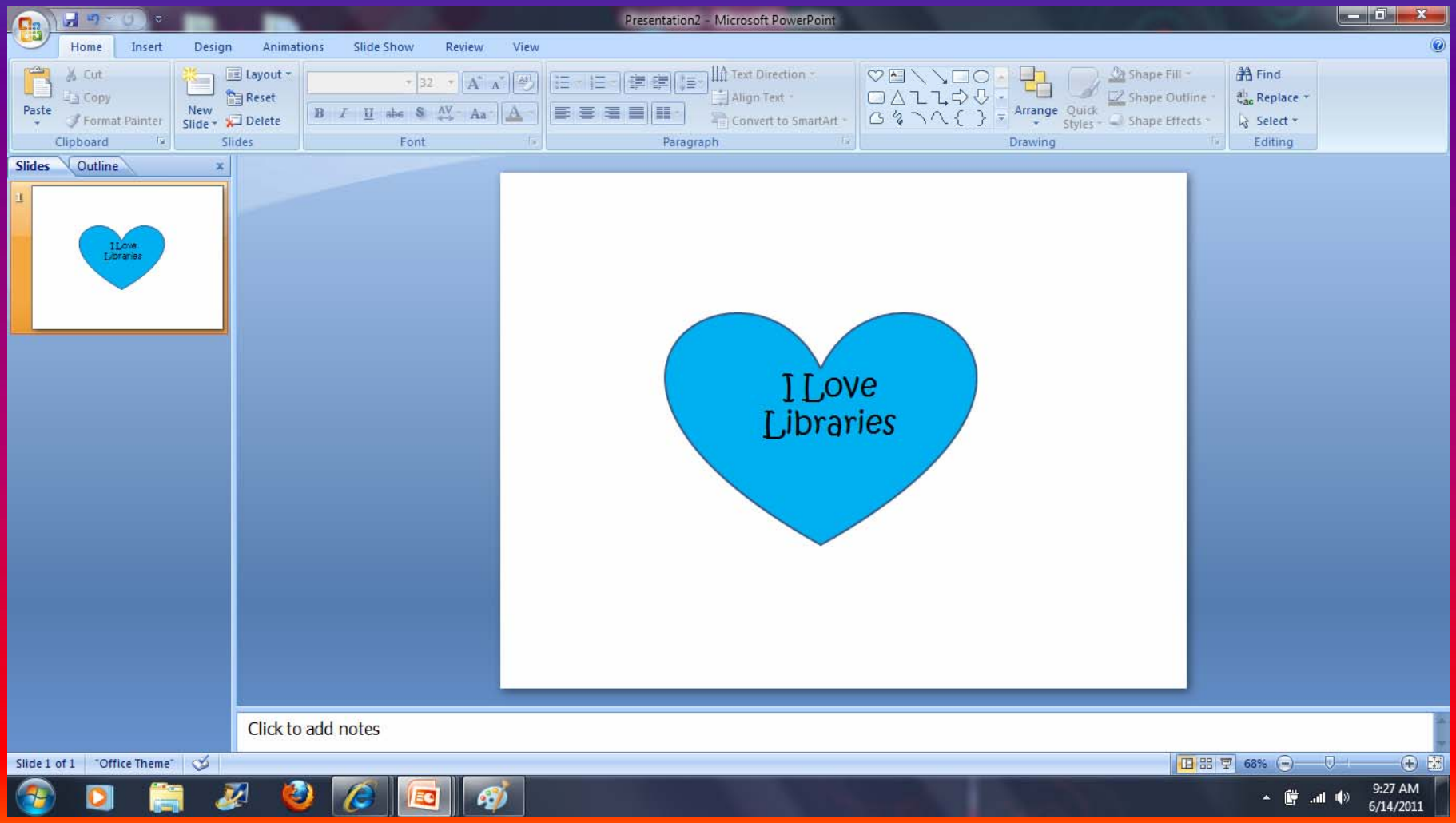
TYPE YOUR TEXT THEN FORMAT IT!



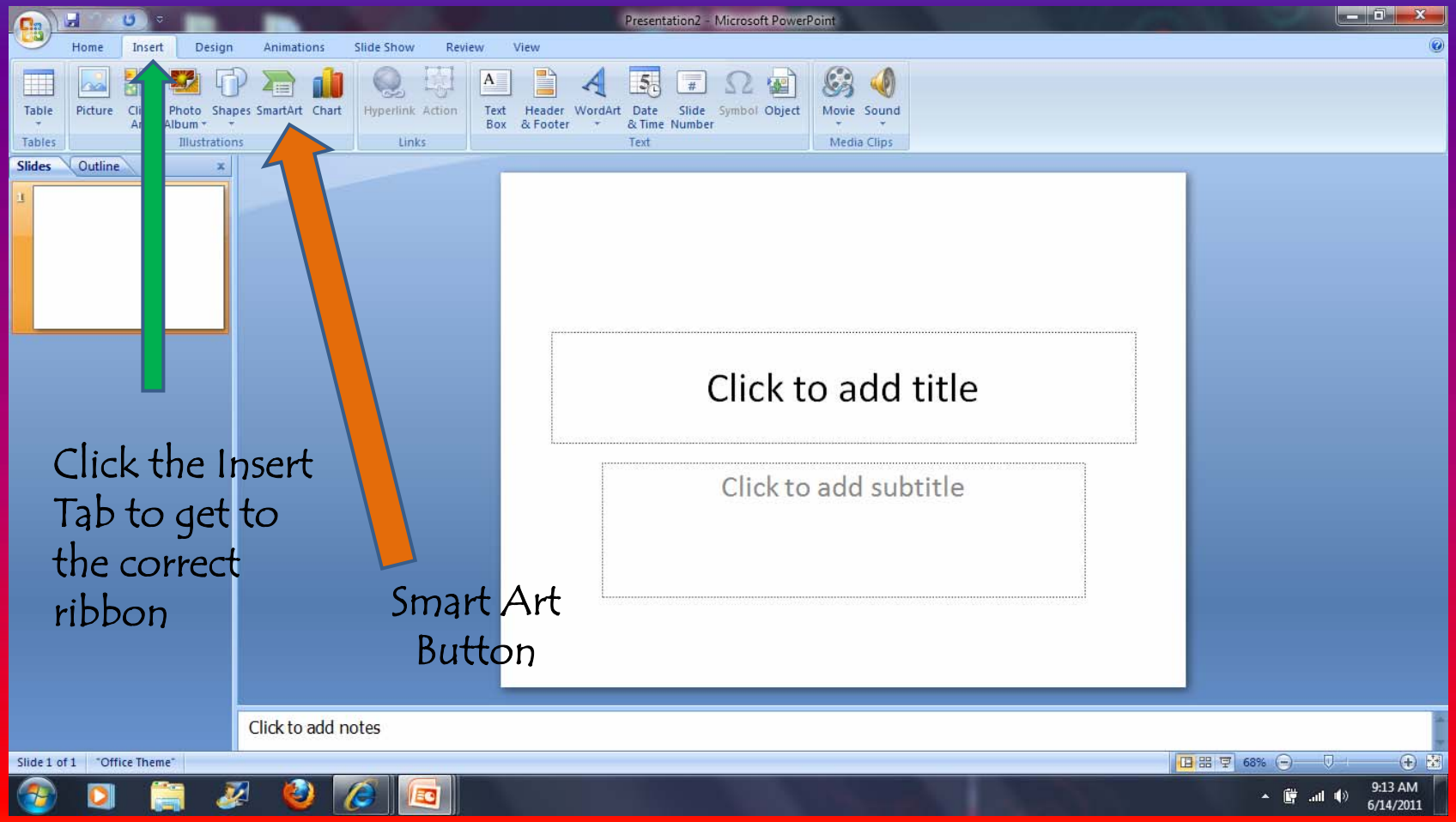
FORMATTING A TEXT BOX



WHAT IT WILL LOOK LIKE AFTER FORMATTING

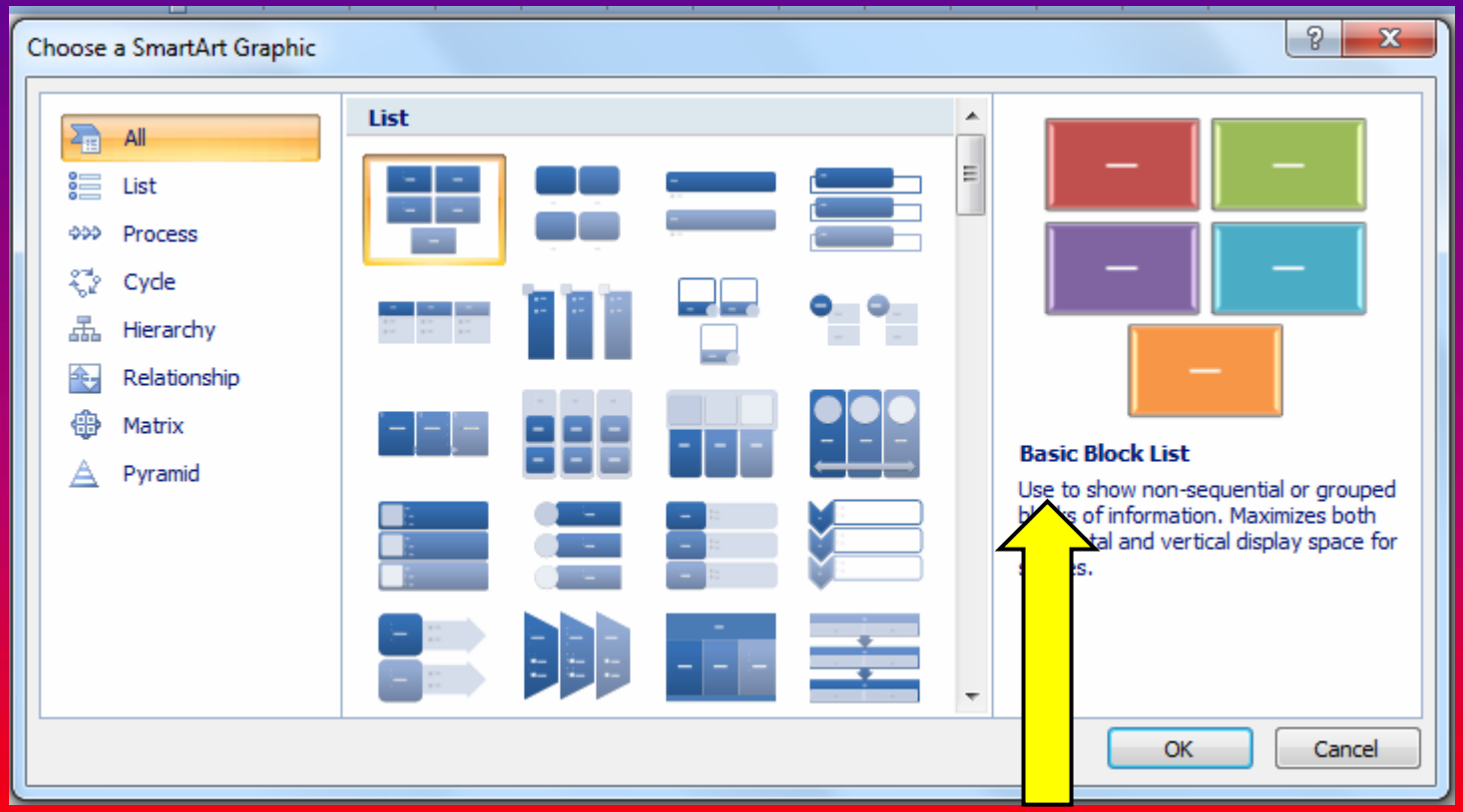


ADDING SMART-ART



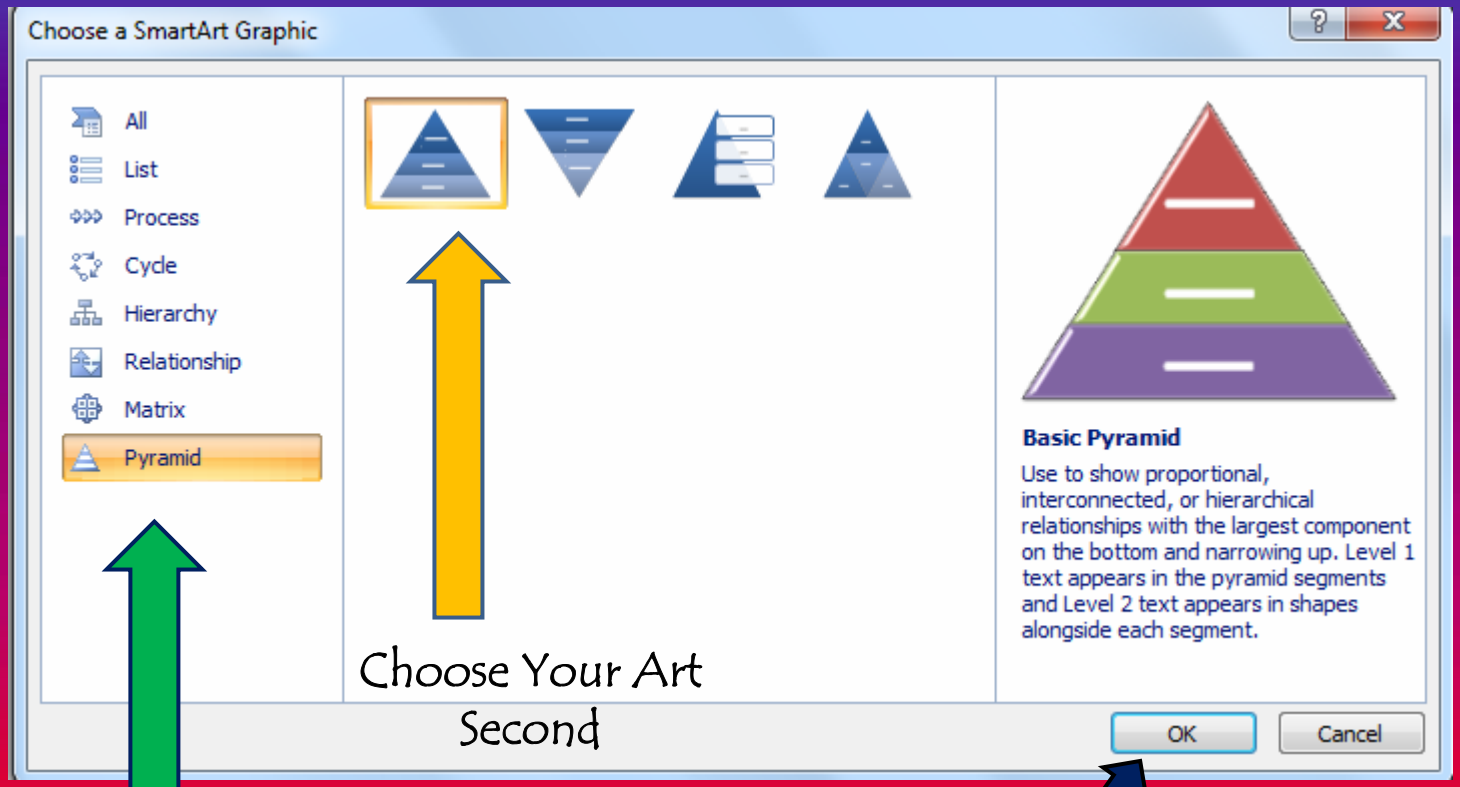
A Closer Look at the Smart Art Options

Types of Chats



Preview Box

Choosing Your Smart Art

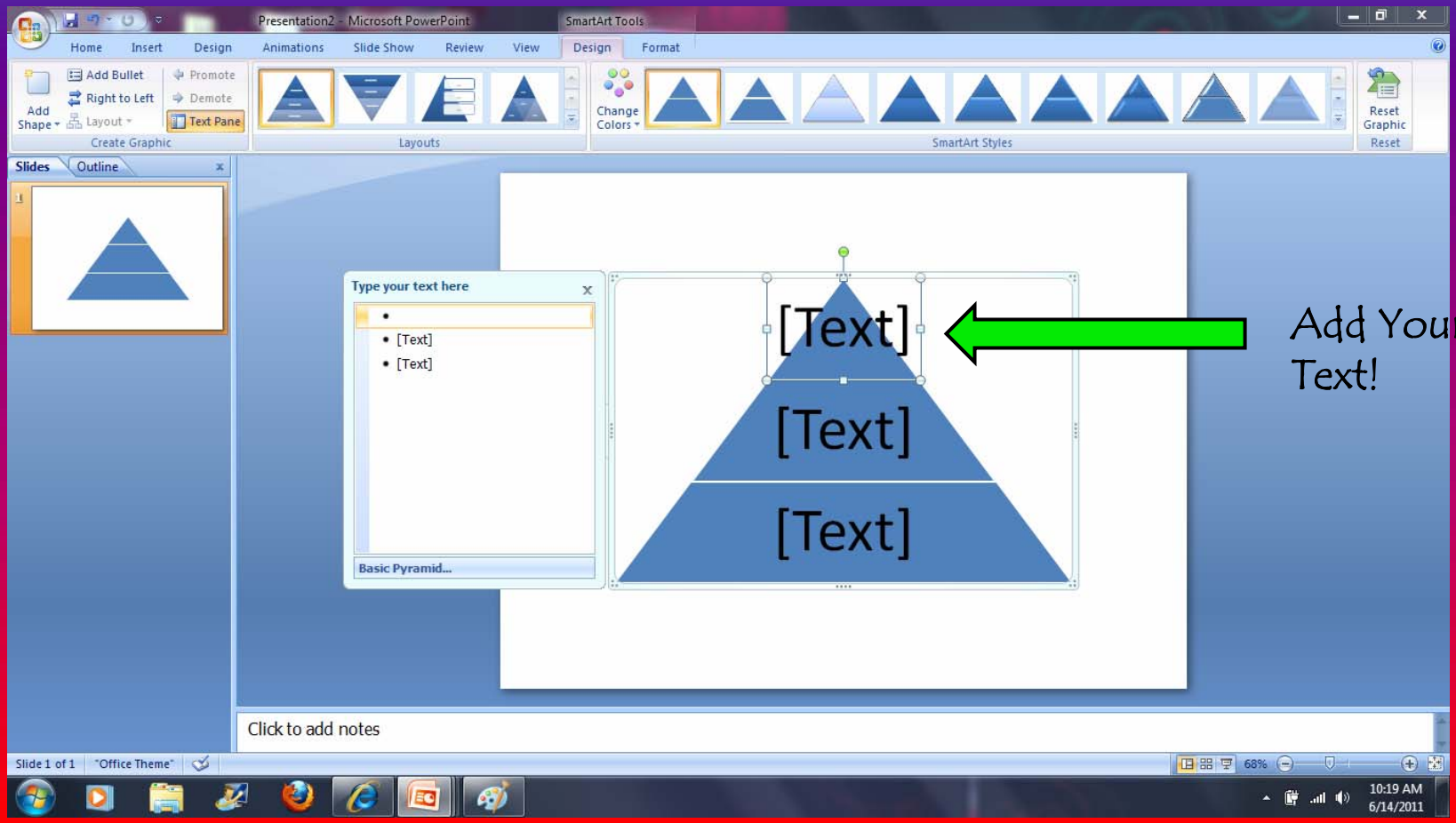


Choose Your Art Second

Choose Your Format First

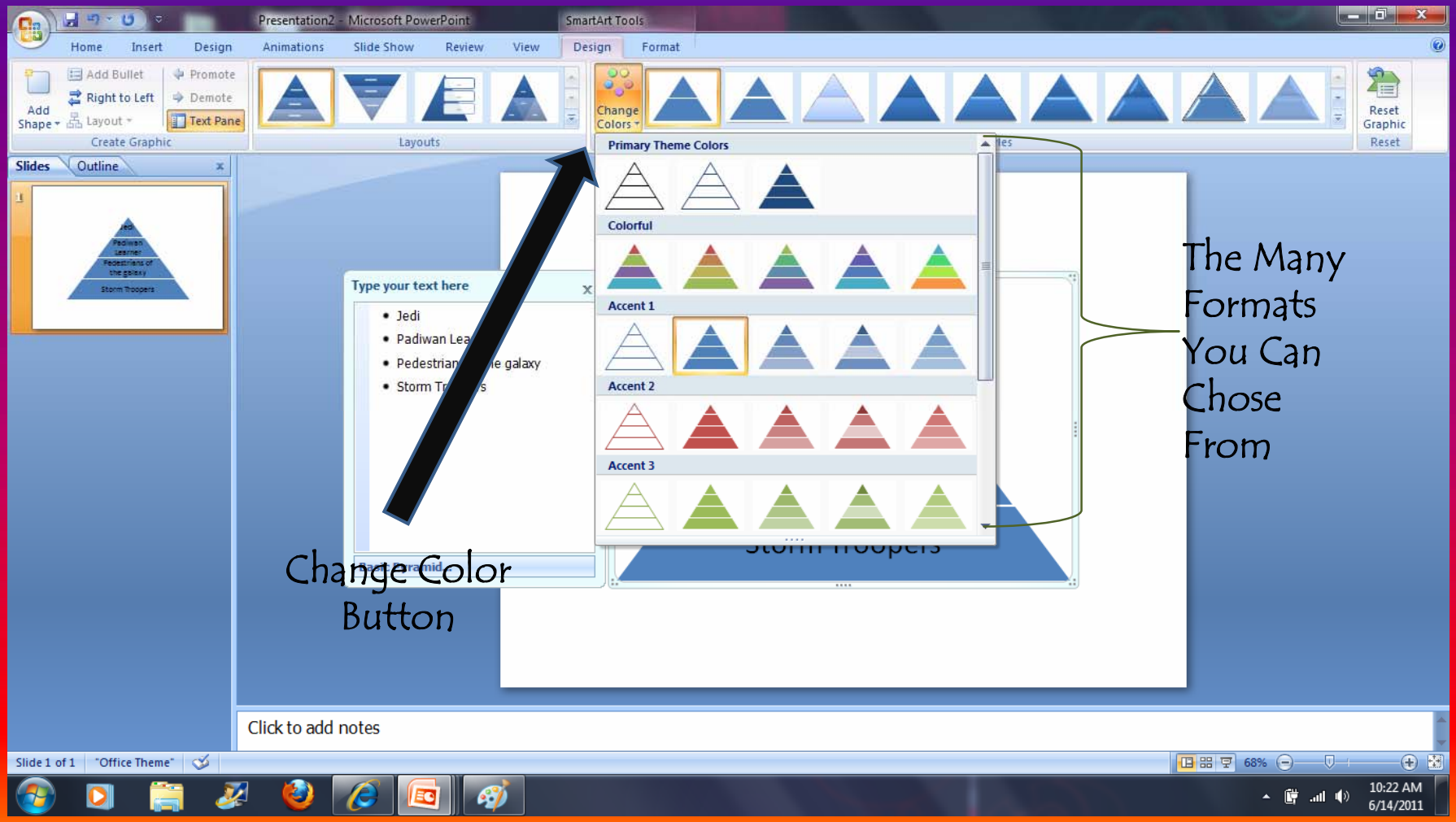
Click Ok Once you have chosen your art!

BUILD YOUR SMART-ART

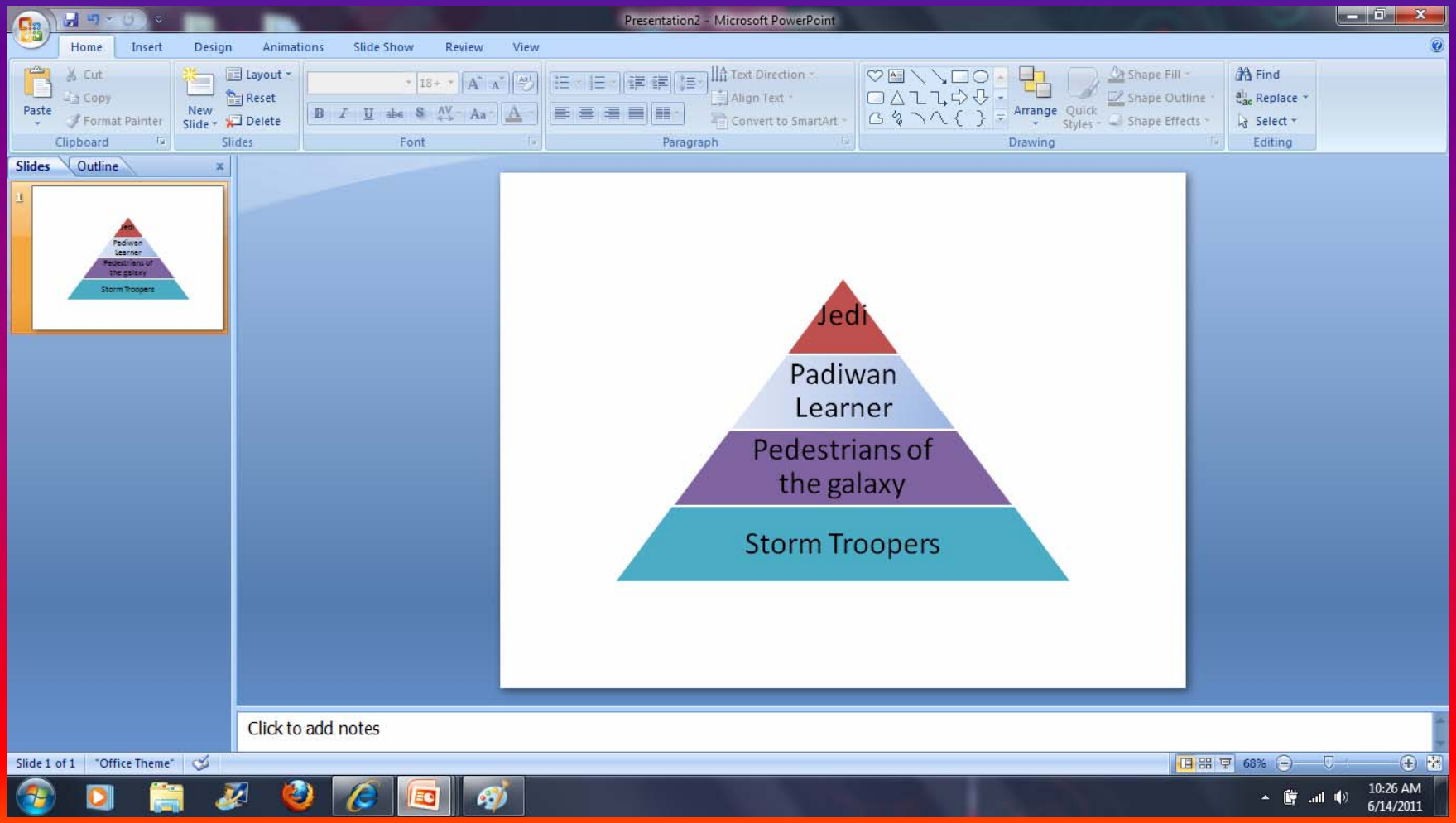


Add Your Text!

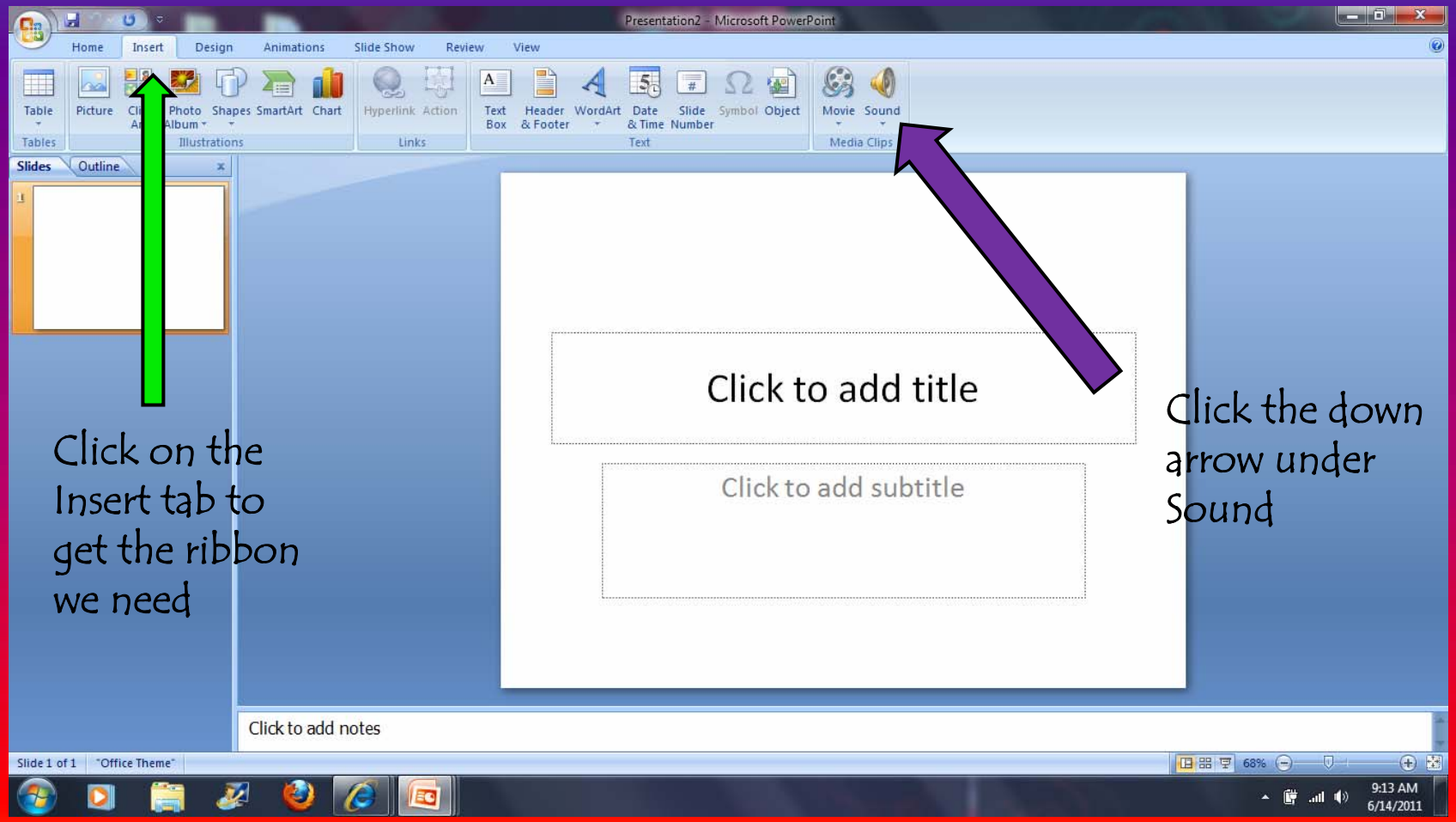
CHANGE THE COLOR OF YOUR SMART ART



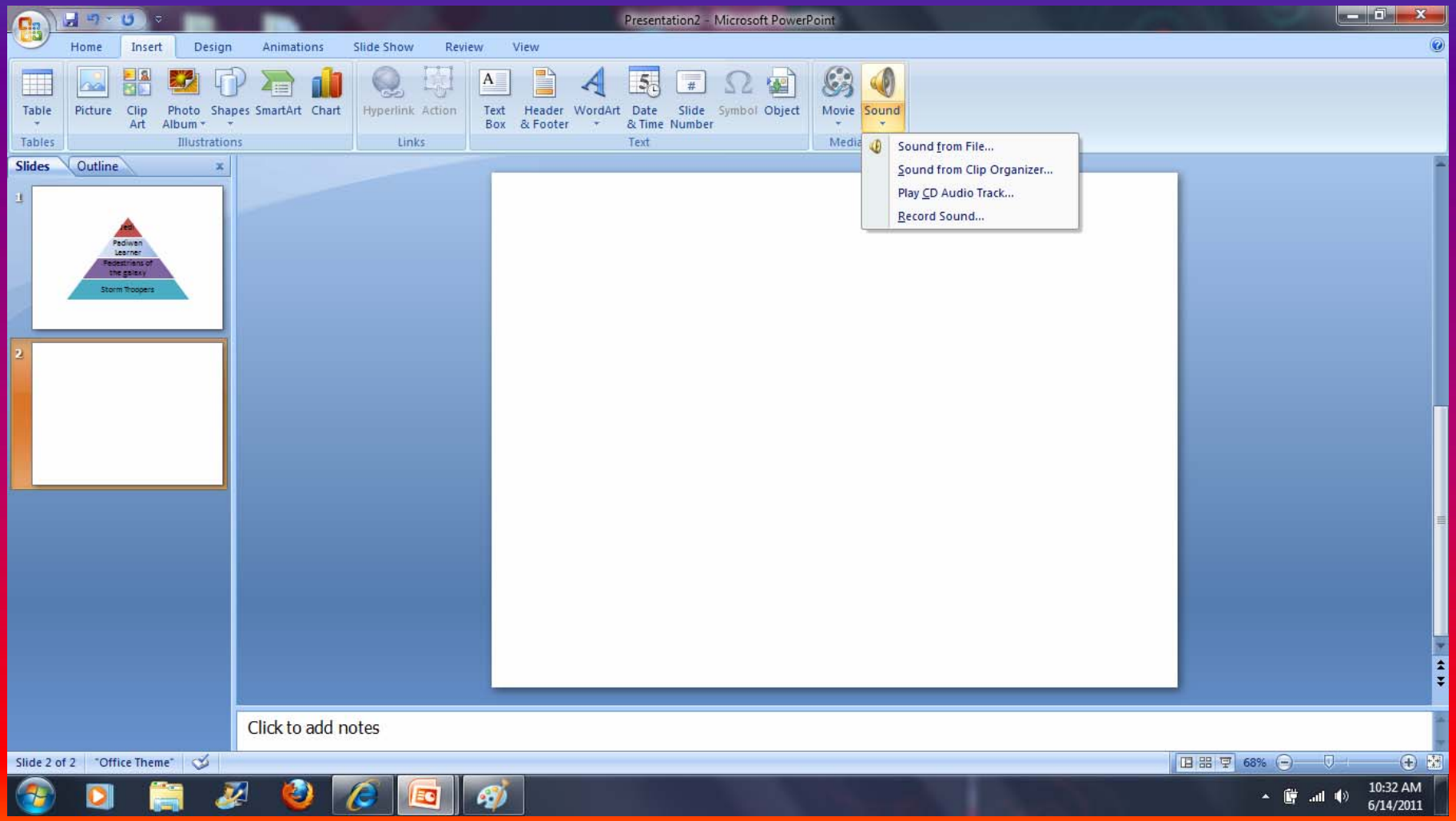
CHOOSE YOUR FORMATS AND LET SMART ART DO THE REST



ADDING SOUNDS



YOUR SOUND OPTIONS



SOUND OPTIONS EXPLAINED

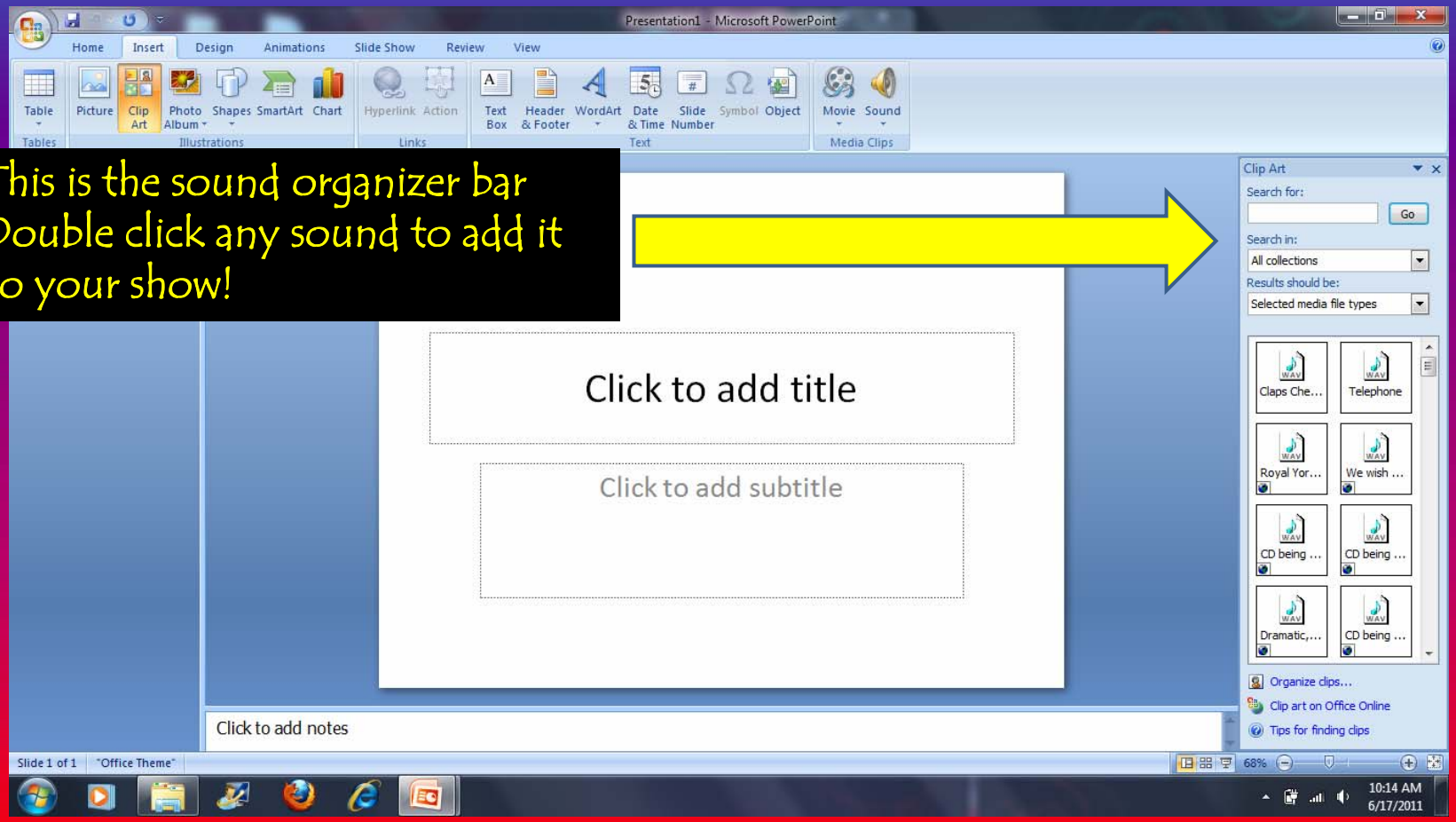
Sound from File: Means you will have to search your files for the sound or song you would like

Sound from clip Organizer: These are sounds that already reside on your computer they are organized in abc order.

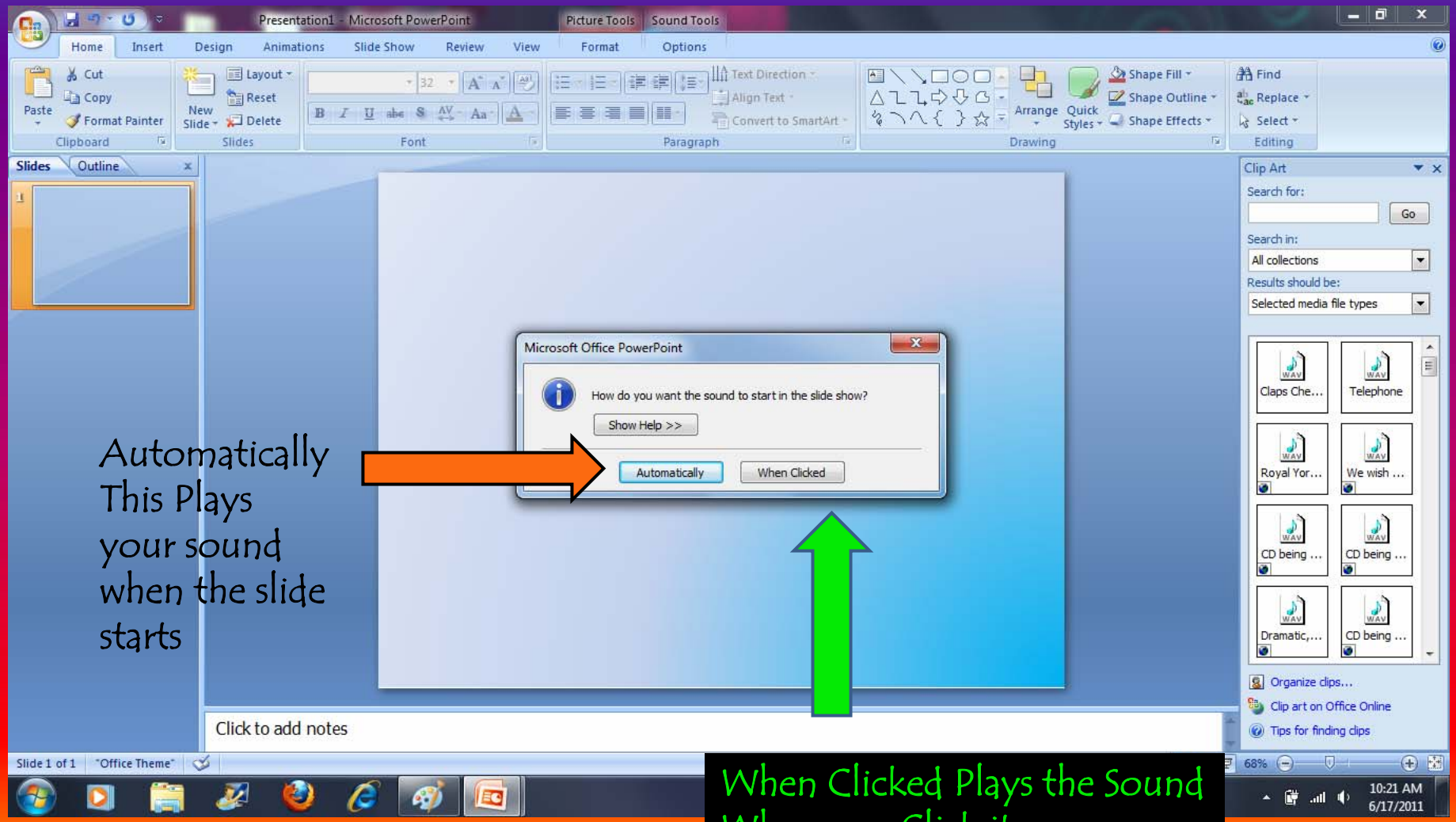
Play CD or Audio Track: Here you can import entire CD's or just tracks to add to your slide show.

Record Sound: A record box will appear and you will record until you get your desired sound.

FIND A SOUND AND ADD IT



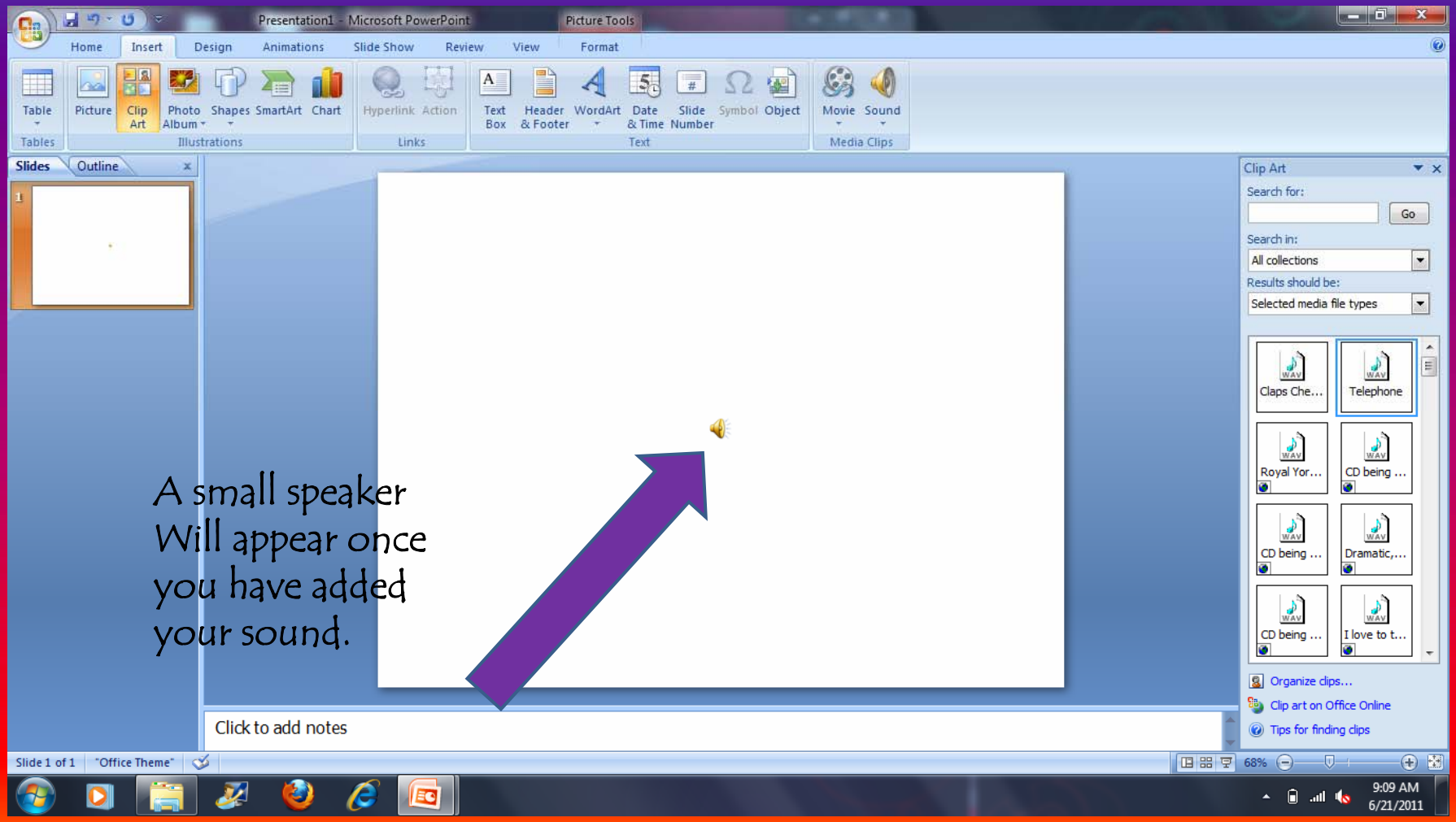
CHOOSE WHEN YOU WANT YOUR SOUND TO BEGIN



Automatically This Plays your sound when the slide starts

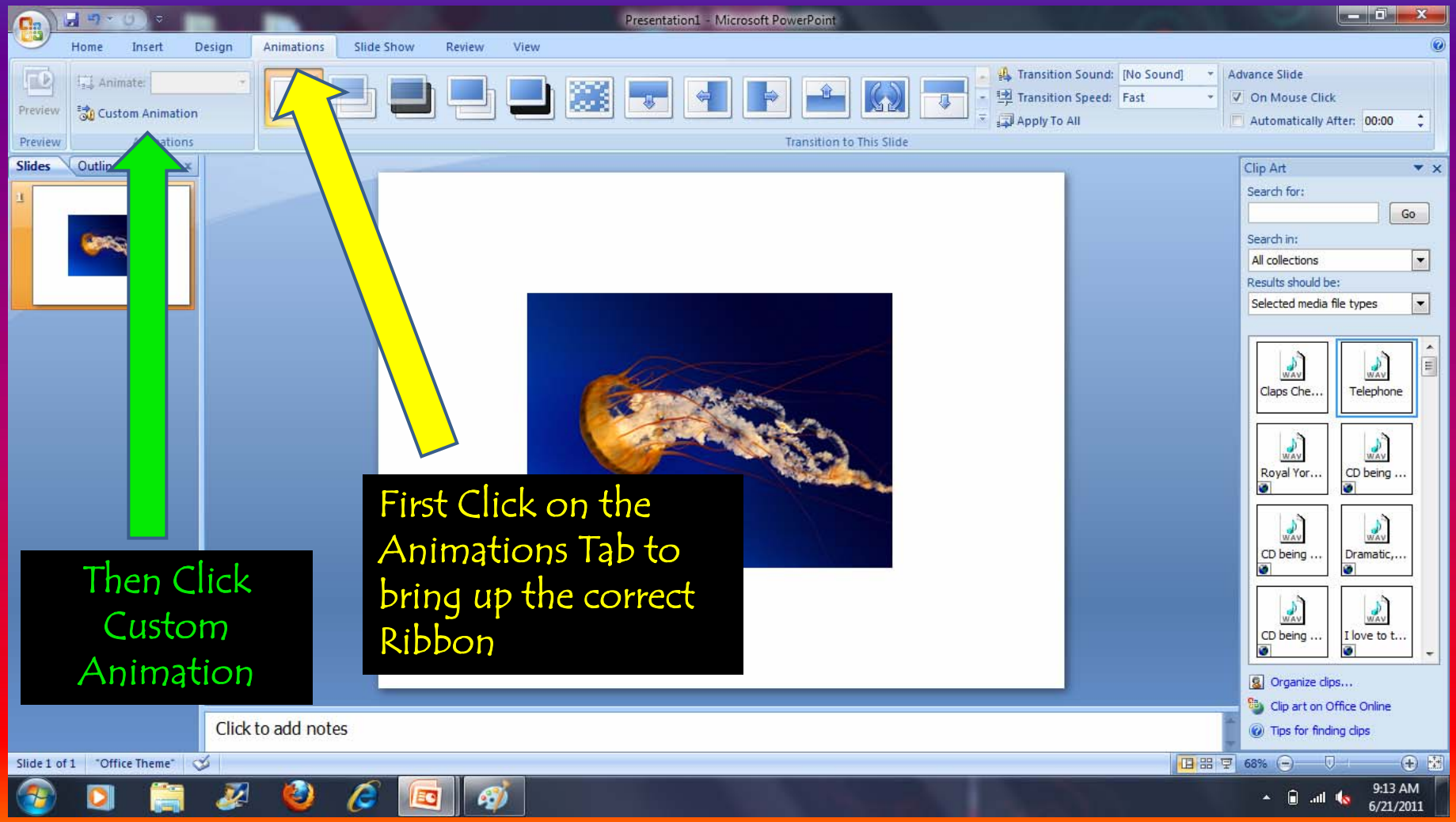
When Clicked Plays the Sound When you Click it.

YOUR SOUND IS NOW ADDED

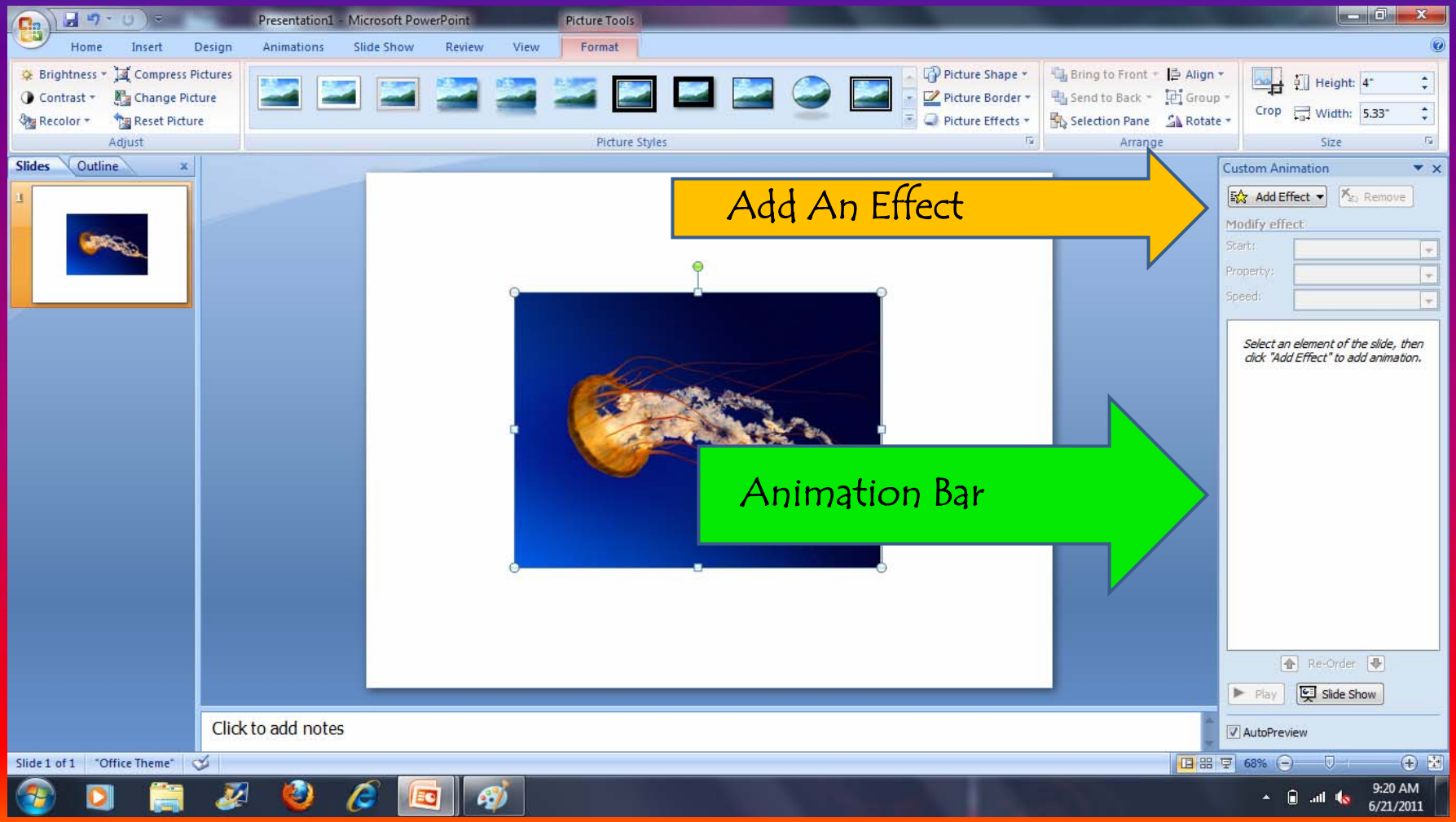


A small speaker
Will appear once
you have added
your sound.

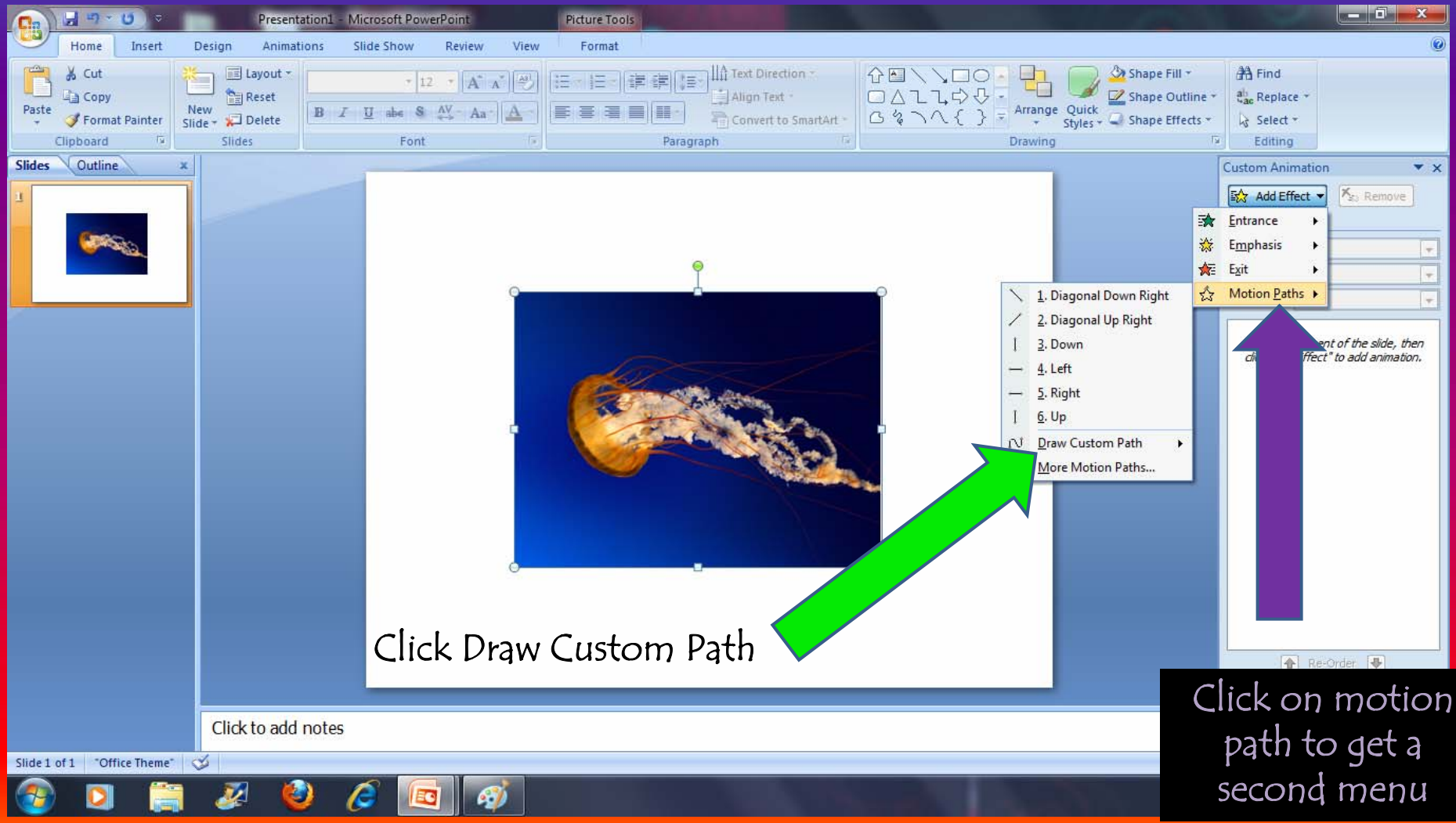
HOW TO DO CUSTOM ANIMATIONS



A NEW SIDE BAR WILL APPEAR

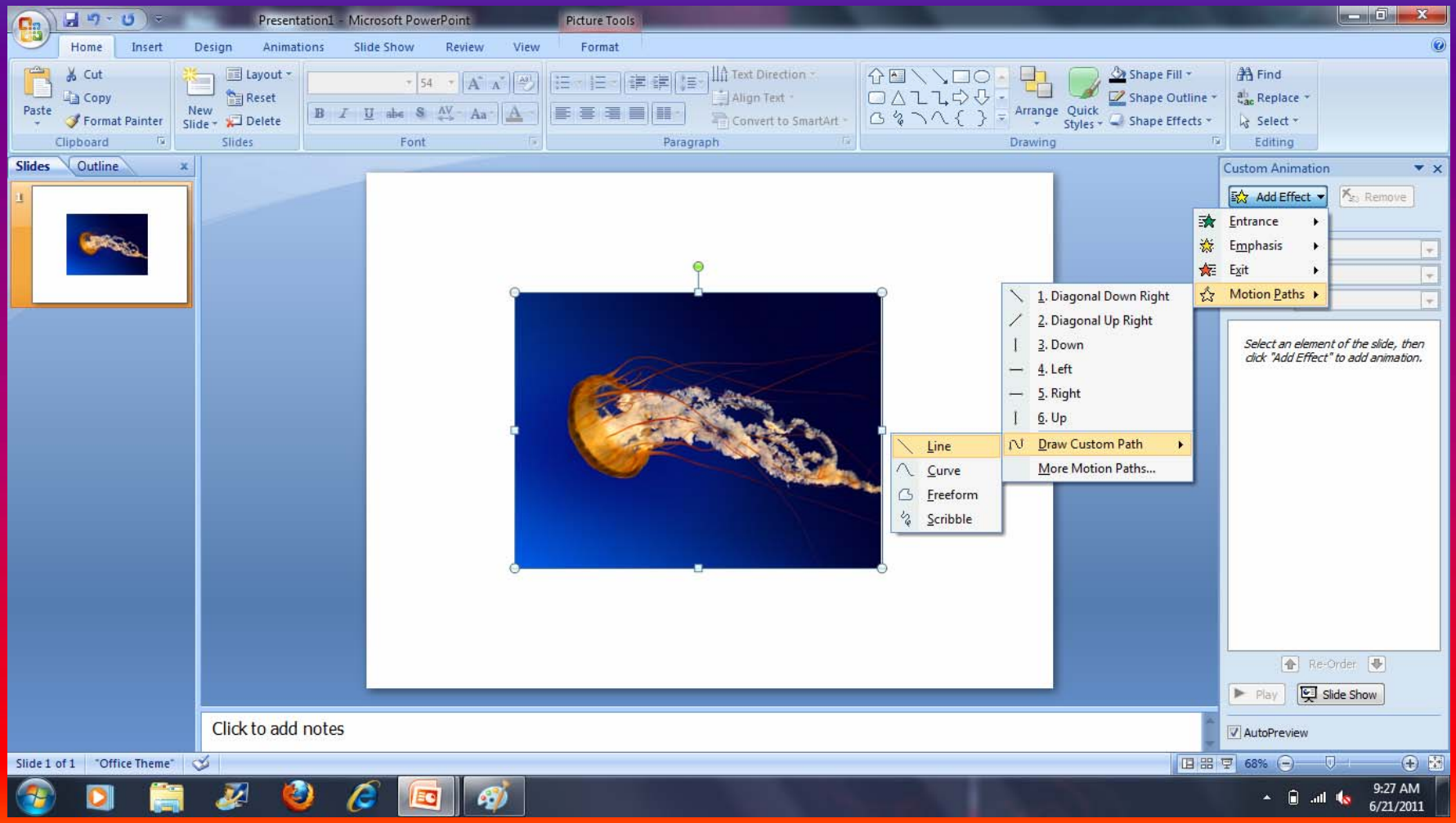


ADD EFFECT : MOTION PATH

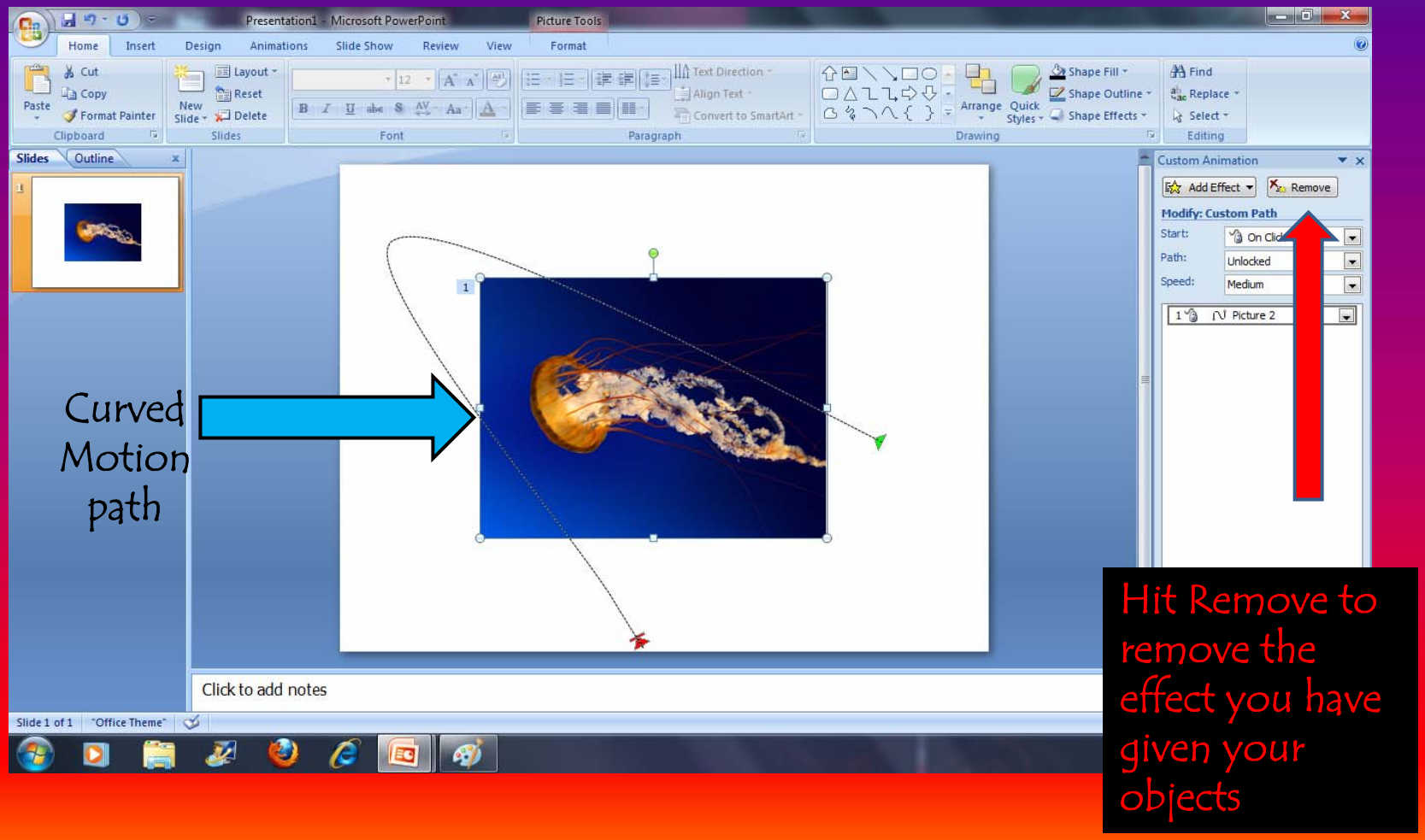


Click on motion path to get a second menu

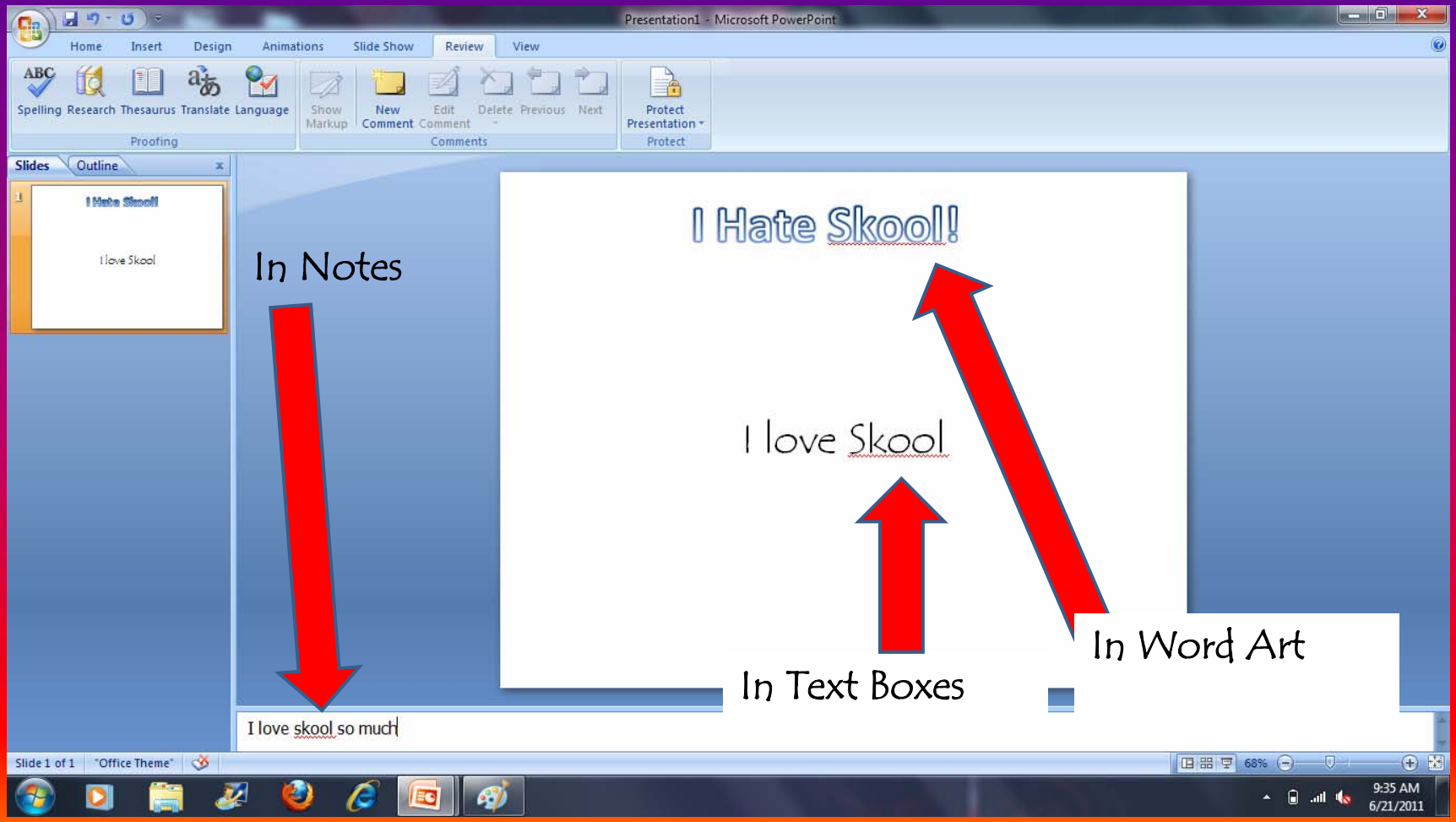
HOW WOULD YOU LIKE TO DRAW YOUR ANIMATION



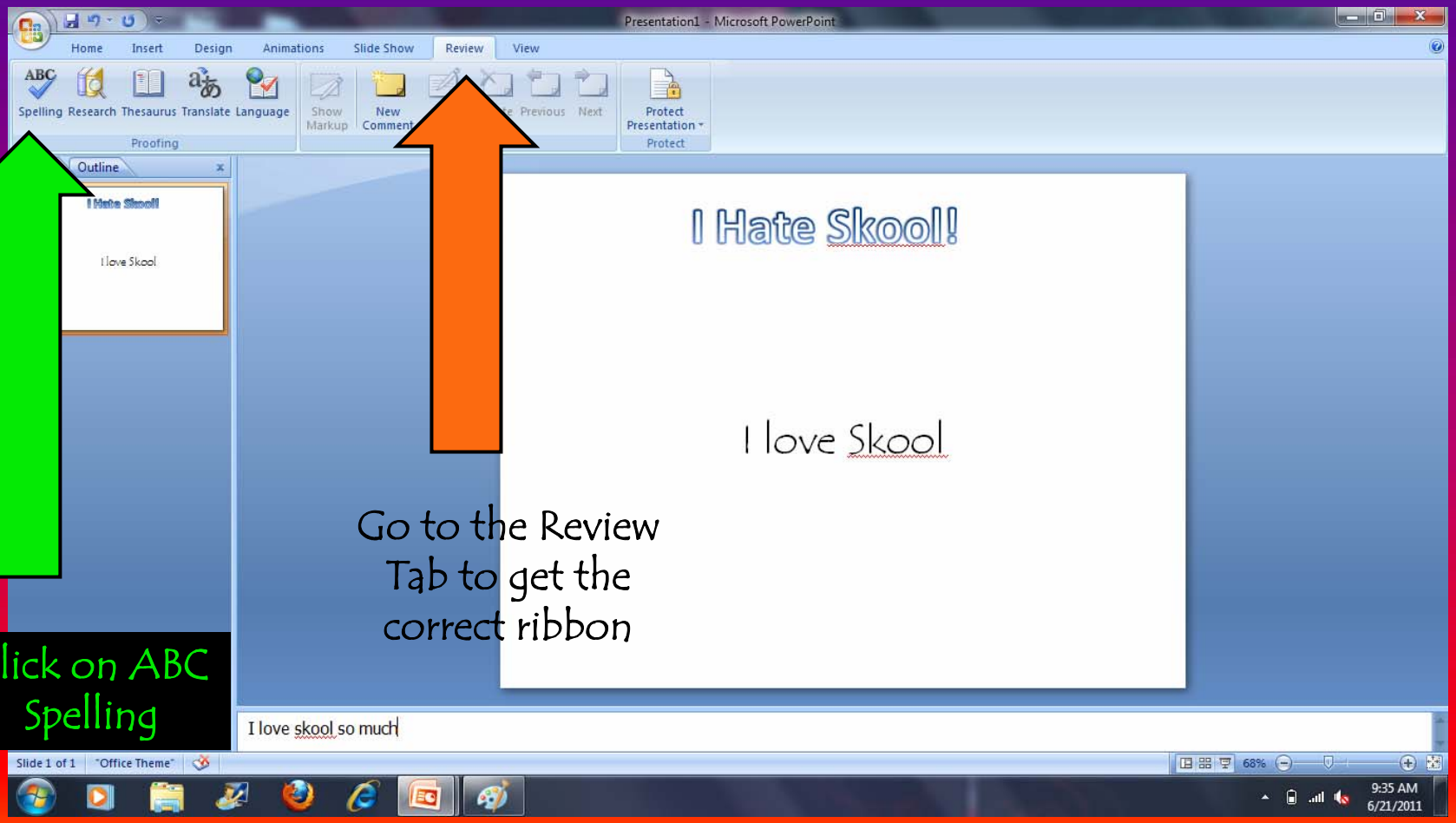
CLICK THE STYLE YOU LIKE AND DRAW!



WHERE CAN POWERPOINT SPOT SPELLING ERRORS?



HOW TO USE SPELL CHECK IN POWERPOINT



Go to the Review Tab to get the correct ribbon

Click on ABC Spelling

OPTIONS WHILE CHECKING SPELLING

Change: Changes the word once

Change All: Changes all instances of the word to the newly selected word

Ignore: Ignores the word once

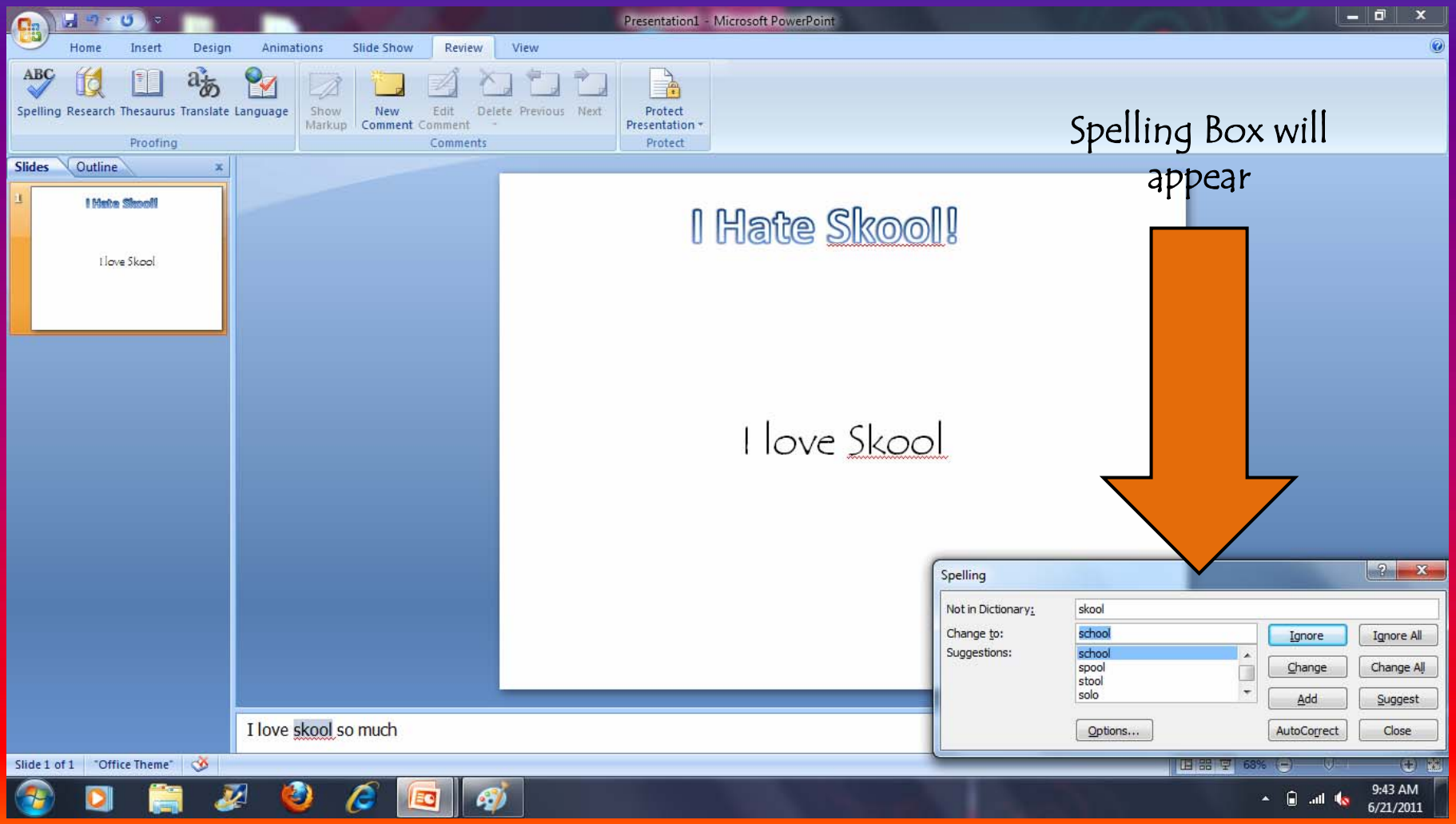
Ignore All: Ignores all instances of the word within the document

Add: Adds word to the dictionary, will forever be recognized as spelled correctly. (Mostly used with last names)

Suggest: Suggestions for the word you are looking for.

Auto Correct: Correct every error without reviewing them as Microsoft sees fit.

REVIEW CAREFULLY



SUGGESTIONS FOR CHECKING SPELLING

- Never use Auto Correct
- Never add anything unless you would like it that way FOREVER
- Always review every mistake if possible
- Remember you can type within the correction box to get more suggestions on what the spelling or word might be
- Use change all when you know for sure you have misspelled something multiple times.

LET'S GET STARTED CLICK ON THE POWERPOINT ICON NOW IF YOU HAVE NOT ALREADY!

Please Take Our Short Survey!

Thank You For Your Time!

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