

# Introduction to PowerPoint

Multimedia in Language Teaching  
(MILT) Workshop  
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# Why Use PowerPoint in Classroom?

- ▶ PowerPoint is a full-featured presentation package
  - ▶ Easy to use and learn
  - ▶ Offers multimedia capabilities: photos, sound clips and video clips can be embedded
  - ▶ A PowerPoint file can serve many purposes:
    - Slides
    - Handouts
    - Speaker's notes
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# Where to Get PowerPoint?

- ▶ Part of Microsoft Office suite
  - Also includes: Word, Excel, Access, Outlook, etc.
- ▶ Available through Pitt Computing Services:
  - <http://technology.pitt.edu/software/browse/microsoft-campus.html>
  - 204 Bellefield Hall (Software Licensing Services)
  - \$115 for faculty and staff; free for students
  - The pricing is for a package: includes many different versions of OSs and others! Still much cheaper than retail.

# Which Office Version?

## ▶ Windows

- Office 2007, Office 2003, Office 2000

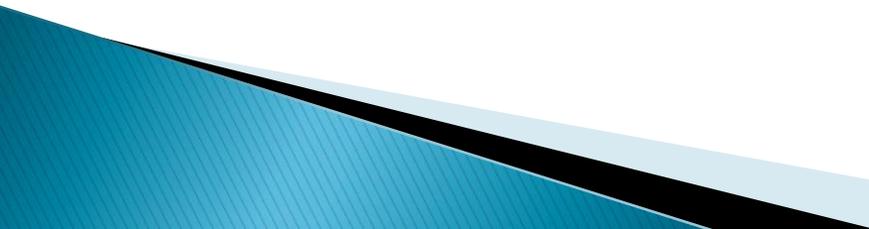
## ▶ Macintosh

- Office 2008, Office 2004, Office 10

## ▶ Office 2007 & 2008 adopts new formats

- File extension ends with “.pptx”, “.docx” etc.
- Not compatible with pervious versions of Office (2003, 2000)
- How to make your file compatible?
  - Office botton → Save As → PowerPoint 97–2003 Presentation

# Taking your PPT file for a Ride?

- ▶ Problem: You will occasionally need to use your PowerPoint file on a computer different from your own...
  - ▶ But not every computer has Office 2007/8 installed!
  - ▶ Now you might find yourself unable to use your PPT file that you worked on so hard!
  - ▶ With a little preparation, these disasters can be avoided...
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# Taking your PPT file for a Ride?

## ▶ Recommended solutions:

1. [PowerPoint viewer is downloadable](#) from MS, free of charge.
2. Be sure to save your PowerPoint file in a couple additional formats:
  - **Older version** of PowerPoint (.ppt instead of .pptx)
  - **PDF format** (recommended!)
    - Download and install [2007 Microsoft PDF save module](#)

# Some Basic Principles

- ▶ Keep it simple
  - Make bullet points easy to read
  - Use concise wording; presenter provides elaboration
  - Do not cram too much text on a single page!

# Basic Principles, Continued

- ▶ Keep it readable
    - Some PPT experts say: do not use white background and black fonts; use the opposite
    - Keep font size large
    - Avoid fonts like Times–Roman; use boxy fonts
  - ▶ Keep it focused
    - Keep animation effects and colors to minimum
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# Basic Operations

- ▶ Using “Ribbon”: Creating and saving a new slide file
  - ▶ Slide pages: creating, deleting, copying, moving around
  - ▶ Making bullet points
  - ▶ Changing font color and style
  - ▶ Using “Design Templates”
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# Inserting Objects

- ▶ Header/footer on your slides
- ▶ Adding an html link to text
  
- ▶ Inserting a table or chart
- ▶ Inserting a photo/image
- ▶ Inserting a sound file
- ▶ Inserting a movie clip (Macintosh works better)
  - ← These you can do by clicking icons on slide

# Embellishing

- ▶ Animation effects
  - For the entire slide page
  - For individual bullet points

# Additional Tips

- ▶ Adding notes for yourself
  - ▶ Saving as a slide show
  - ▶ Printing handouts
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- ▶ Further customization: Where is that “Options” menu?

# Further Resources

- ▶ Microsoft PowerPoint Tutorials
  - <http://www.electricteacher.com/tutorial3.htm>
  - [http://www.educationworld.com/a\\_tech/tutorials/ew\\_ppt.htm](http://www.educationworld.com/a_tech/tutorials/ew_ppt.htm)