

How to Teach Using PowerPoint®

IES 2008
Heidi Zacchera
Certified International Faculty

PowerPoint®

- PowerPoint® is one of the most efficient and effective teaching tools.
- It allows you to have all of your information on a laptop, or if a laptop is provided, you can just carry a memory device.

Why PowerPoint®?

- It targets all types of learning modalities.
- It is possible to infuse your presentation with fun, gimmicky, attention-grabbing elements.
- It's easy to transport. (versus overheads)
- It appeals to our younger generation who are technologically savvy.
- You can email your presentation if someone needs to preview it ahead of time.
- You'll look cool.

- PowerPoint® presentations can include many different features.
 - The background color can be changed.
 - Pictures, graphs, and other elements can be added.
 - A hyperlink can be created and included.
 - Many different animations can make the presentation more interesting, such as:
 - the "fly in" feature
 - the "dissolve" feature
 - sound effects

Preliminary information:

- You must be willing to experiment, because PowerPoint® lets your creativity shine.

The menu bar:

- Click on PowerPoint® icon.
- Then click OPEN.
- FILE: SAVE, SAVE AS, PRINT
- EDIT: PASTE, SELECT ALL, DELETE SLIDE
- VIEW: SLIDE SHOW, FORMATTING PALETTE
- INSERT: NEW SLIDE, PICTURE, TEXT BOX, HYPERLINK

The menu bar (continued):

- FORMAT: FONT, SLIDE DESIGN, SLIDE LAYOUT, SLIDE COLOR SCHEME, SLIDE BACKGROUND
- TOOLS: SPELLING
- SLIDE SHOW: VIEW SHOW, REHEARSE TIMINGS, ACTION BUTTONS, PRESET ANIMATIONS, SLIDE TRANSITION

To begin:

- Click on PowerPoint® icon.
- Then click OPEN. It will give you a beginning slide. Click within the boxes to add text.
- Go to INSERT on the top menu bar.
- Go to FORMAT click on SLIDE LAYOUT.
- Choose the slide layout you like.
- Click on APPLY for the layout you've chosen.
- Click within the box to add text.

Saving your work:

- Periodically go to FILE
- SAVE or SAVE AS to save your work

To Delete a slide:

- Click on the number of the slide to be deleted, and hit DELETE on the keyboard, or EDIT: DELETE SLIDE.

Moving a slide:

- Double click on the number of the slide you want to move and then drag to new location in presentation. (A horizontal line will show where the slide will go).

Copying a slide:

- Click slide to copy, click EDIT: COPY
- Click at location of copy, click EDIT: PASTE

To Change the Background:

- From the **FORMAT** menu click **SLIDE BACKGROUND** or from the **FORMAT** menu choose **SLIDE DESIGN**.
- You can make a choice and then say **APPLY**, or **APPLY TO ALL**, and see what it looks like.

To add slide transitions:

- From the **SLIDE SHOW** menu, click **SLIDE TRANSITIONS**.
- Go to no transition - pull down on arrow and choose your transition - hit apply or apply to all.
- From the **SLIDE SHOW** menu, click **VIEW SHOW**.

To add clip art or a picture:

- **SLIDE LAYOUT: PICTURE**
- **APPLY**
- **DOUBLE CLICK TO ADD PICTURE**
- Choose where you are getting the picture from. Click **INSERT**.

How to print your presentation:

- Go to **FILE**, choose **PRINT**
- You can then choose how you want the presentation to print out. (how many slides per page, etc.) How to present your presentation:
- Either click the podium icon in the bottom left of the screen, or go to **VIEW: SLIDE SHOW**.
- Teach from your laptop using a remote if available.

- The more you use PowerPoint®, the more adept you will become. Practice, Practice, Practice.

- And remember.....you'll look cool.

Heidi Zacchera
hzacchera@aol.com