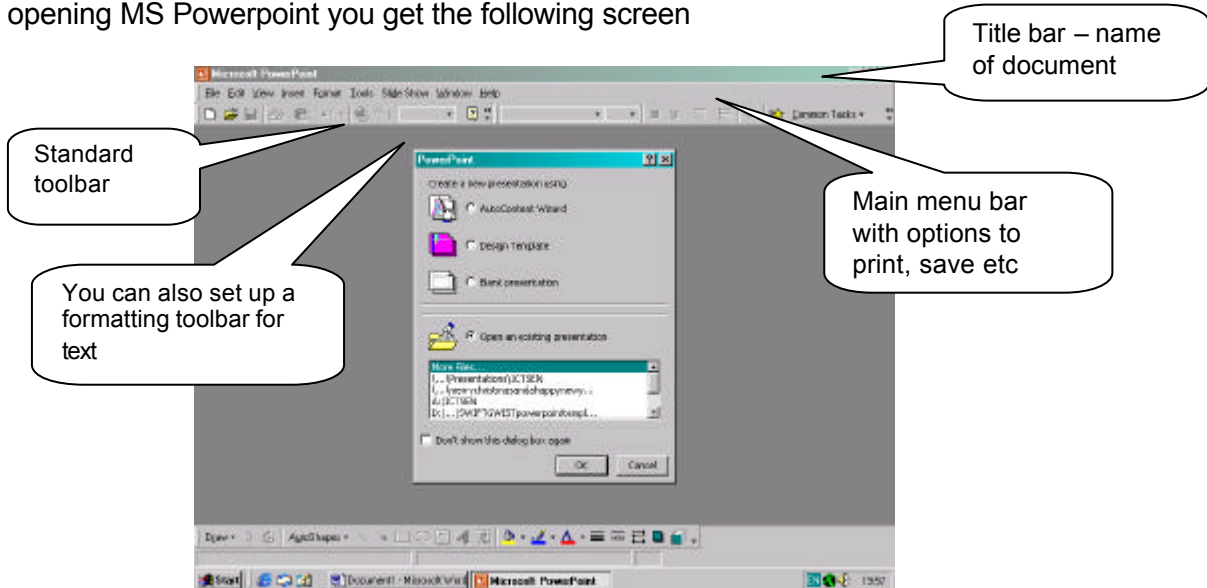


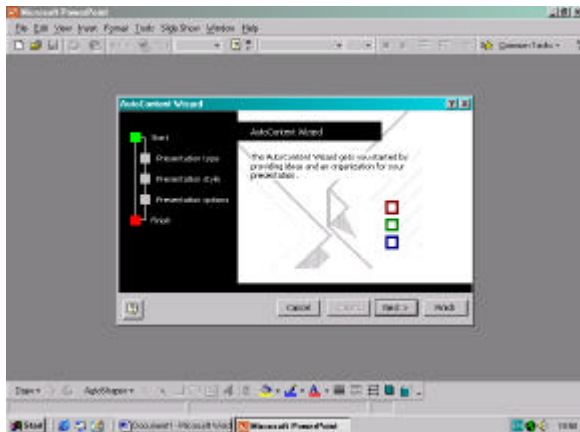
Microsoft PowerPoint 2000

The AutoContent Wizard

A graphics presentation package to create, design and organise presentations quickly and easily. On opening MS Powerpoint you get the following screen

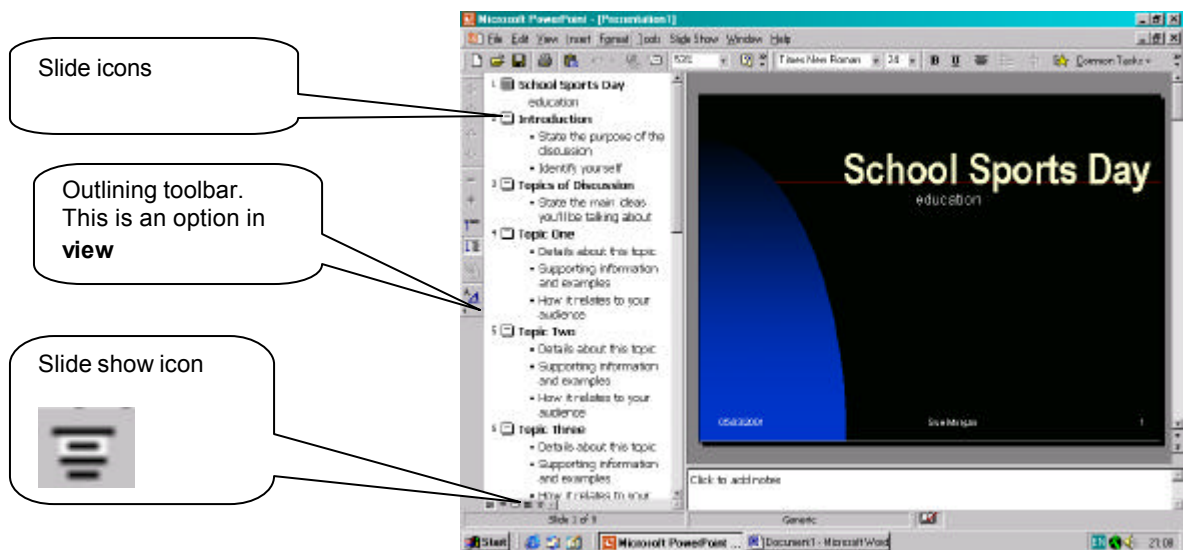


The **AutoContent Wizard** is the quickest way to produce a simple presentation because all the planning is done for you.



The flowchart on the left of the screen shows you where you are! If you follow the default options you select **Presentation type**, followed by **General**, and then **Generic**. Enter information for the title slide for **presentation options**. You will then see your presentation in **outline view**. The text on the left of the screen is the skeleton of your presentation.

Clicking the **slide show icon** allows you to see the presentation so far. Click the mouse to go to the next slide, **Escape**, to stop viewing the slides and return to the outline view.



You can add your own content by either highlighting (or double clicking) on text on the slide and overwriting, or by changing the skeleton text. Pressing **Enter** gives you additional blank lines to add further text.

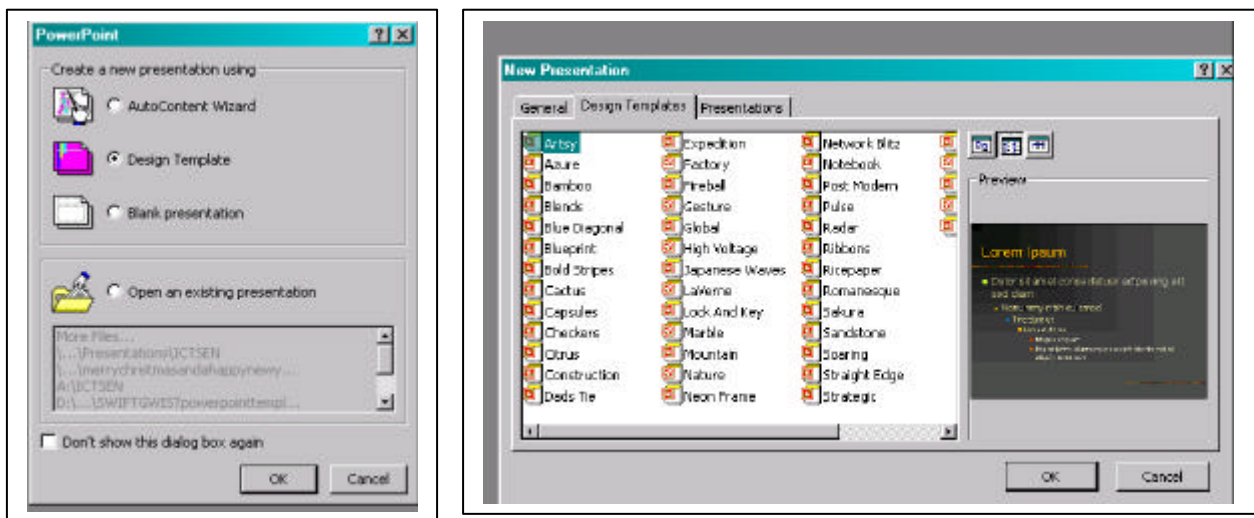
To delete unwanted slides highlight text in the skeleton part on the left and press the **Delete key**.

When you save your work the file extension of **.ppt** is added automatically.

Planning a presentation

- Start with a title screen
- Don't put more than 4 or 5 points on each slide
- Keep each point short and simple – talk around each point to explain in further detail
- Sound, graphics and animation add interest but don't overdo them!

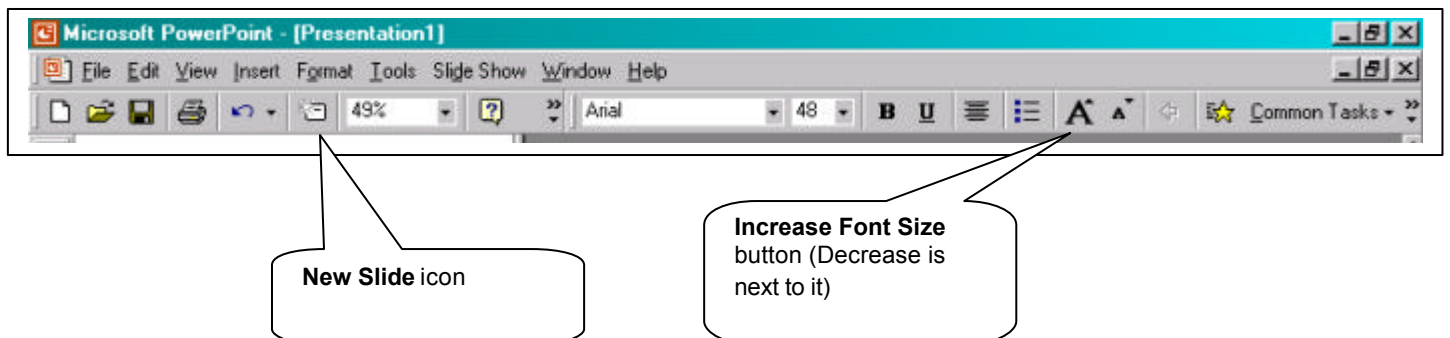
The Template Wizard



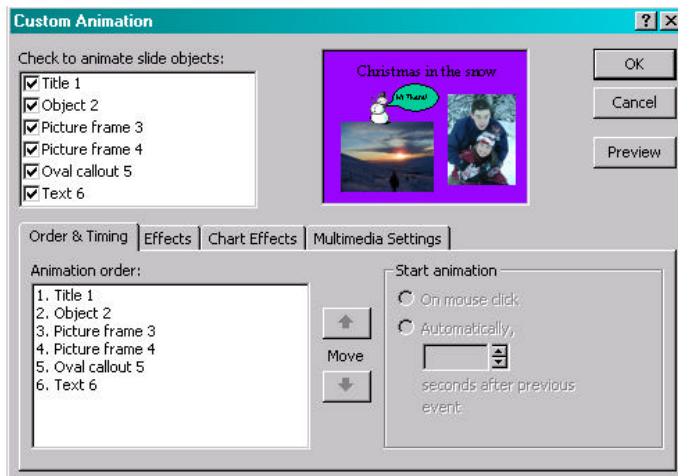
Select **Design template** and click OK and then select a template design. There are then various layout options you can choose from. Each slide layout displays **placeholders** that allow you to easily add text, a clip art image or a chart to a slide. You can click the text boxes to move them around the screen and also format the text in each box. The border around the text box changes from a diagonal striped border (you can edit, add or delete text in a box) to a fuzzy one when you can format the text.

You can alternate between various views of the presentation by clicking on the icons at the bottom of the screen.

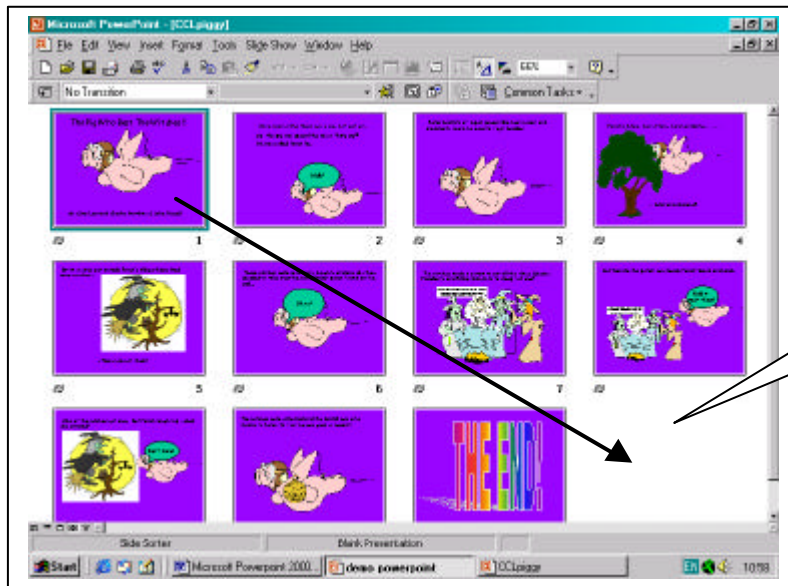
Some useful icons



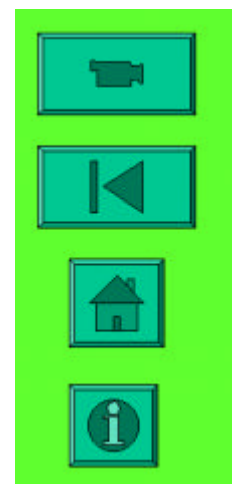
- Adding special effects to text and animating objects
Use the **Custom animation...** dialogue box for this.
From the menu select **Slide Show, Custom Animation....**



Slide Sorter View



Highlight the slide you want to move and click and drag it until a vertical line appears. Release the mouse button when the line is on the right hand side of where you want to place it.



Action Buttons

These can be very useful to navigate non-linearly through your presentation, link to documents, sound files or movie clips. To add them to a slide click on **Slide Show, Action Buttons** and then select the one you want. Drag out the size of action button using the mouse.



Sound

Sound (or movies) can be inserted either from file or from the sound/movie gallery. (**Insert, Movies and Sounds**) . The **Sound Recorder** is also very useful for recording voice or sounds and saving them as **.wav** files on your computer to be inserted into presentations.