

Use of PowerPoint

Several MS Office ® programs can be used as powerful tools with LMS. One of those programs is **Microsoft PowerPoint ®**. To open PowerPoint, click **Start** on your computer's **Task Bar**. Then click **Programs/ Office/ PowerPoint**.

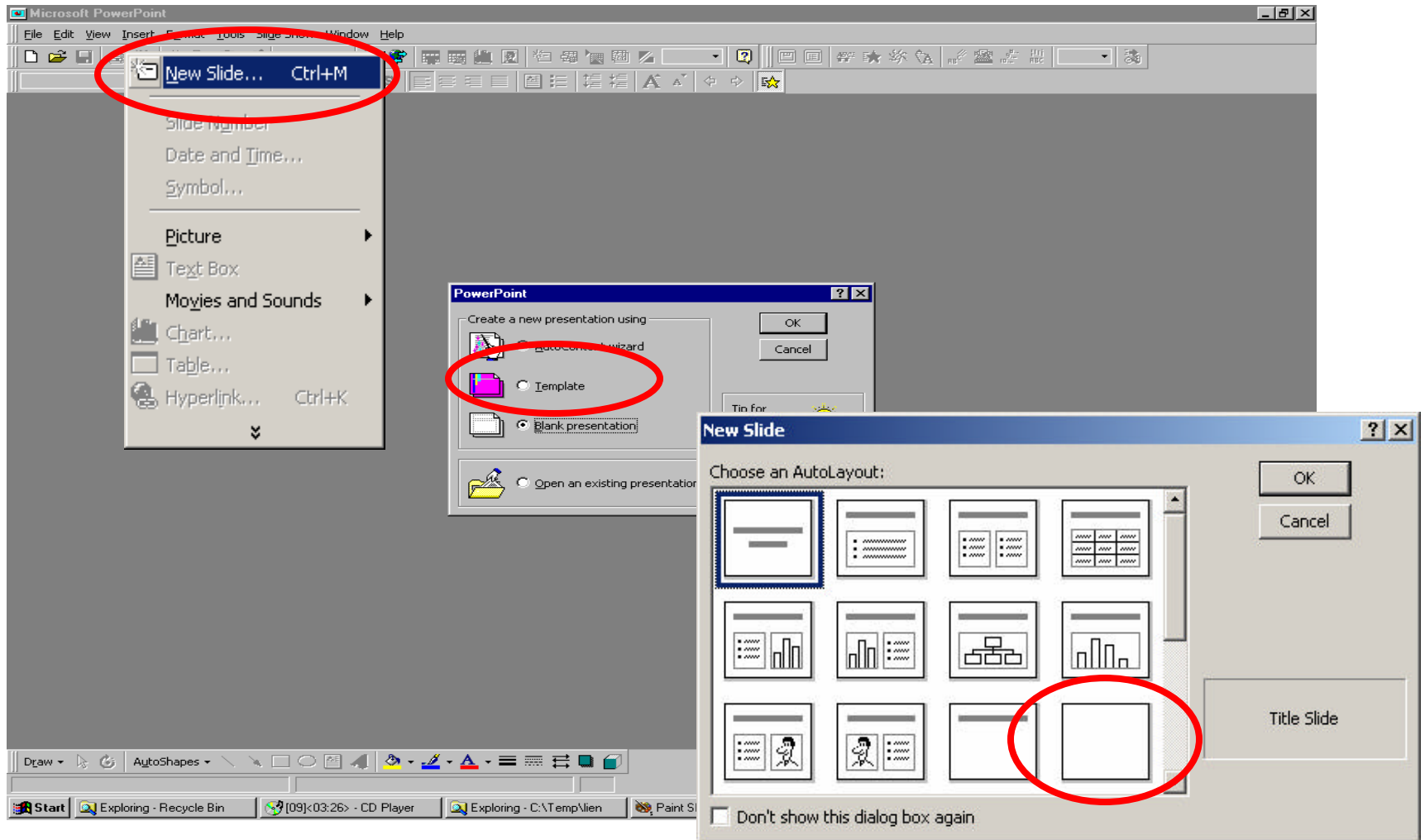


Figure 3.1: When PowerPoint is opened the user may choose between Creating a new presentation (**AutoContent wizard, Template, or Blank presentation**) or opening an existing presentation. In this case a blank presentation is created and a new slide is inserted for each slide in the presentation. A number of slide layout options are available. For this exercise, we'll use the blank slide layout.

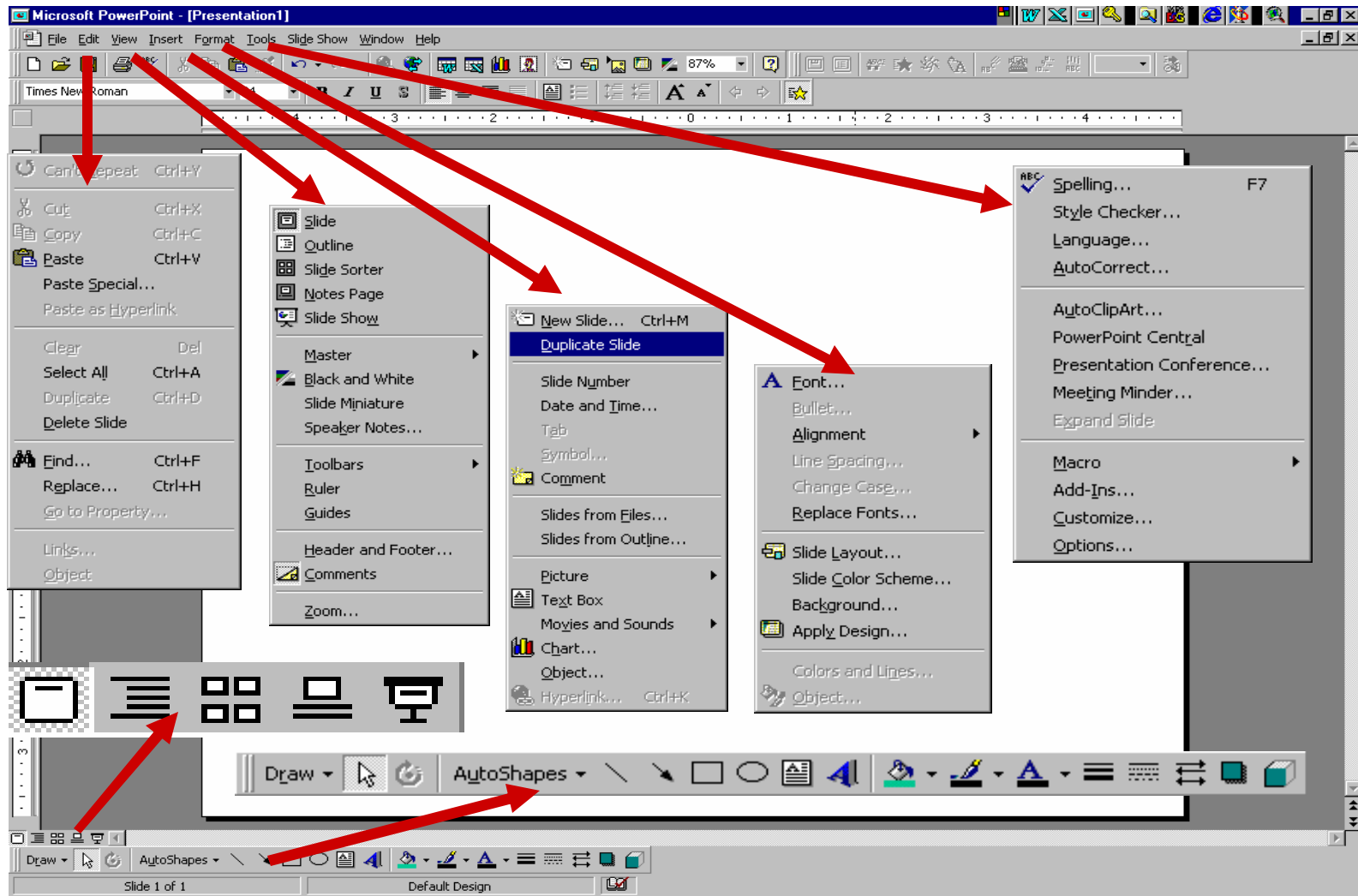
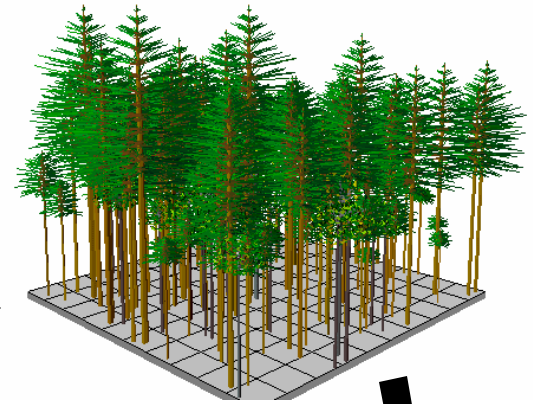
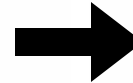
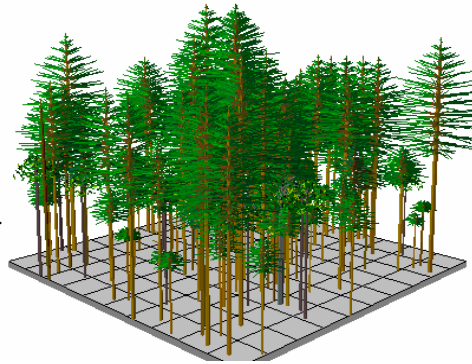
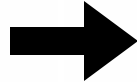
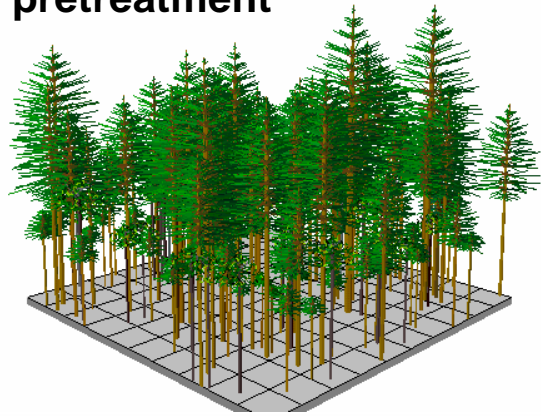


Figure 3.2: Various drop down menus (**Edit, View, Insert, Format, Tools**) are used to perform desired functions. Many of the functions in the drop down menus are also available on the tool bars. The icon next to the operation in the drop down menu indicates which button on the tool bar performs that function. Another way to see what a button on the tool bar will do is to hold the pointer stationary on a button. Text will appear indicating what function that button performs.

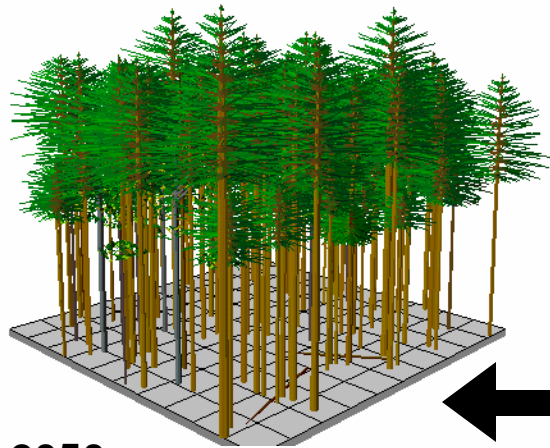
**2000
pretreatment**



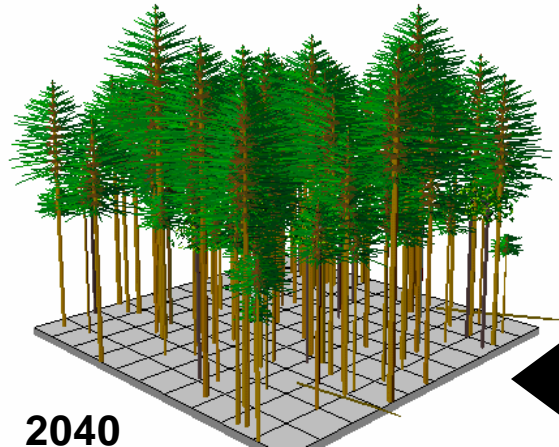
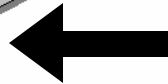
2020



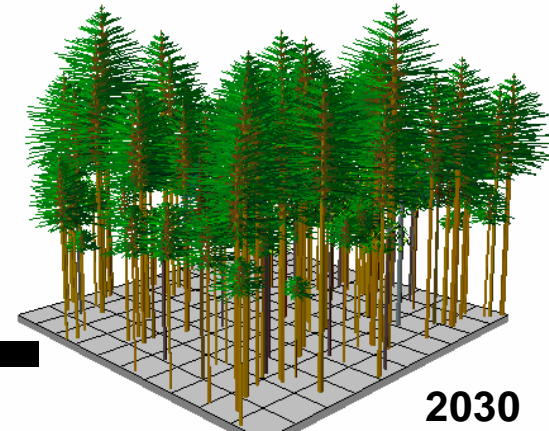
2010



2050



2040



2030

Figure 3.3: PowerPoint can be used with LMS to create interpretive slides that capture a series of individual images.

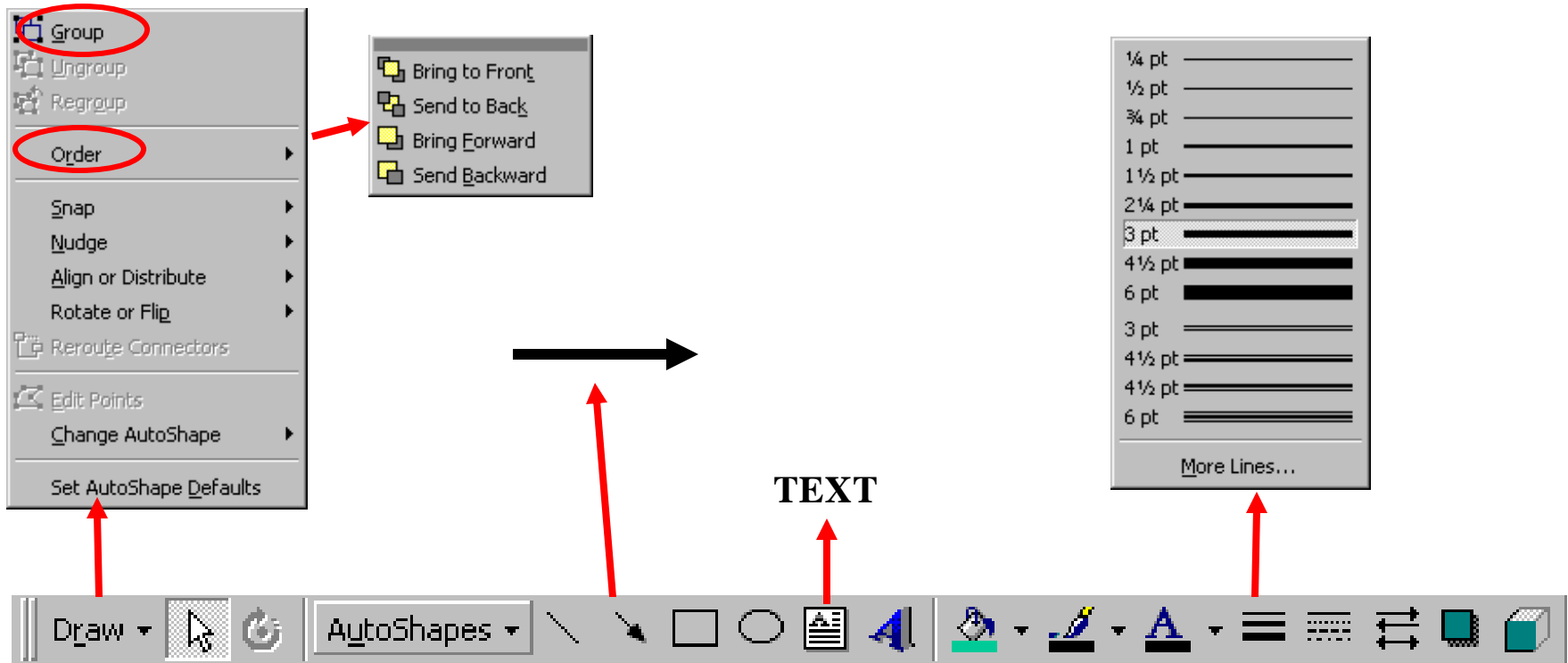


Figure 3.4: The Draw toolbar has several features that are helpful for displaying stand or landscape image progressions from LMS. The **Draw** popup menu includes several functions, some of the more useful are **Order** and **Group**. **Order** arranges objects that are stacked on top of one another. **Group** will group several separate objects together as a single object. This is useful for moving multiple images while keeping intact spatial relationships. To adjust spatial relationships of a grouped object, select **Ungroup**. To draw arrows click on the **Arrow** button, then click where you want the arrow to begin and end. Several line and arrow thickness' are available. To change the thickness of the arrow, click on the arrow, then click on the **Line Style** button, and then on the desired style. To apply text, click on the **Text** button and then click and drag a rectangle where you want the text box to appear. Colors and other shapes are also available on this tool bar.

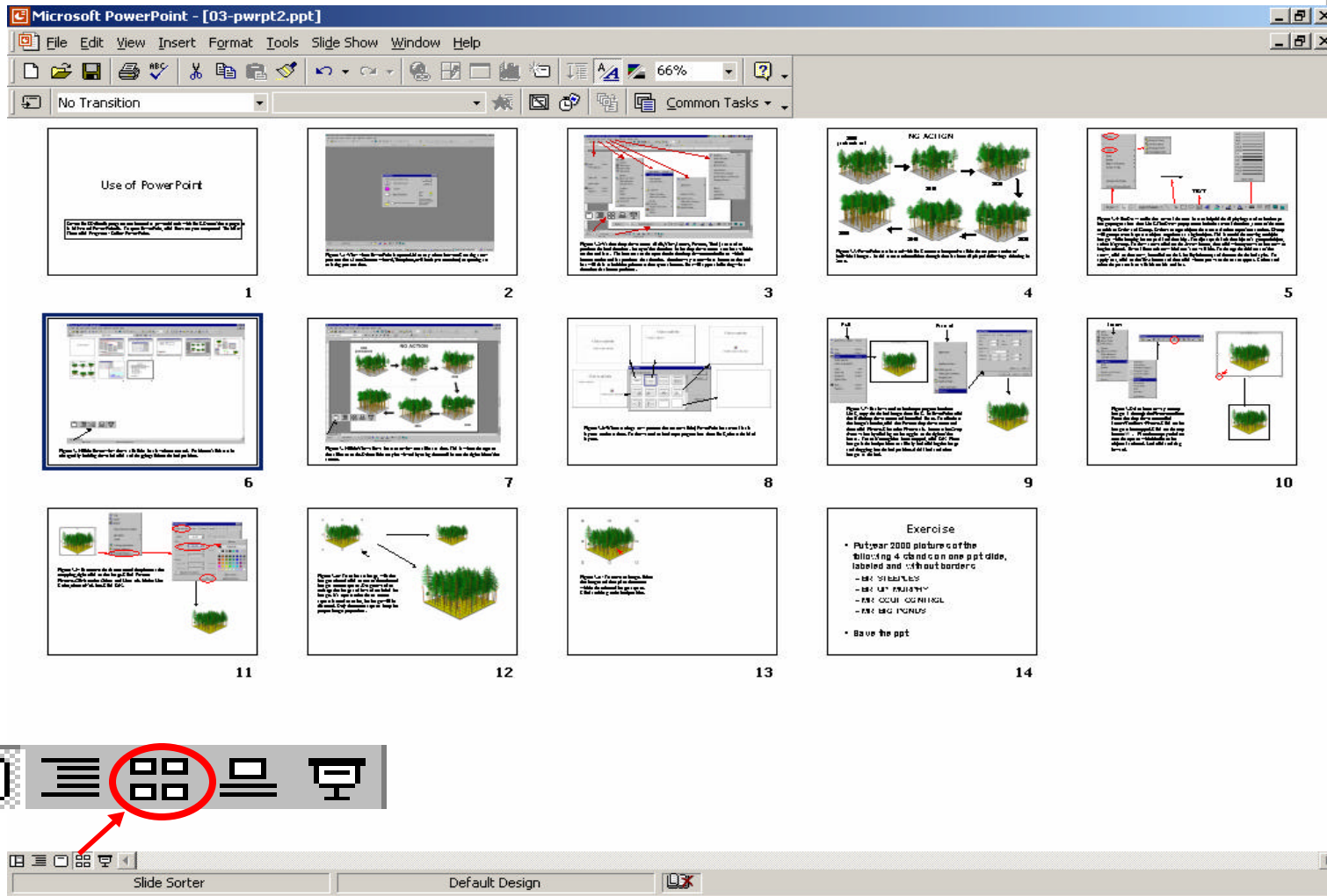


Figure 3.5: **Slide Sorter view** shows all slides that have been created. Position of slide can be changed by holding down left click and dragging slide to desired position. Slides may be copied by right clicking on a selected slide. a command menu will appear, and then left click copy. Move cursor to the desired location for copy, right click and a command menu will appear. Left click paste and the slide copy is created. 6

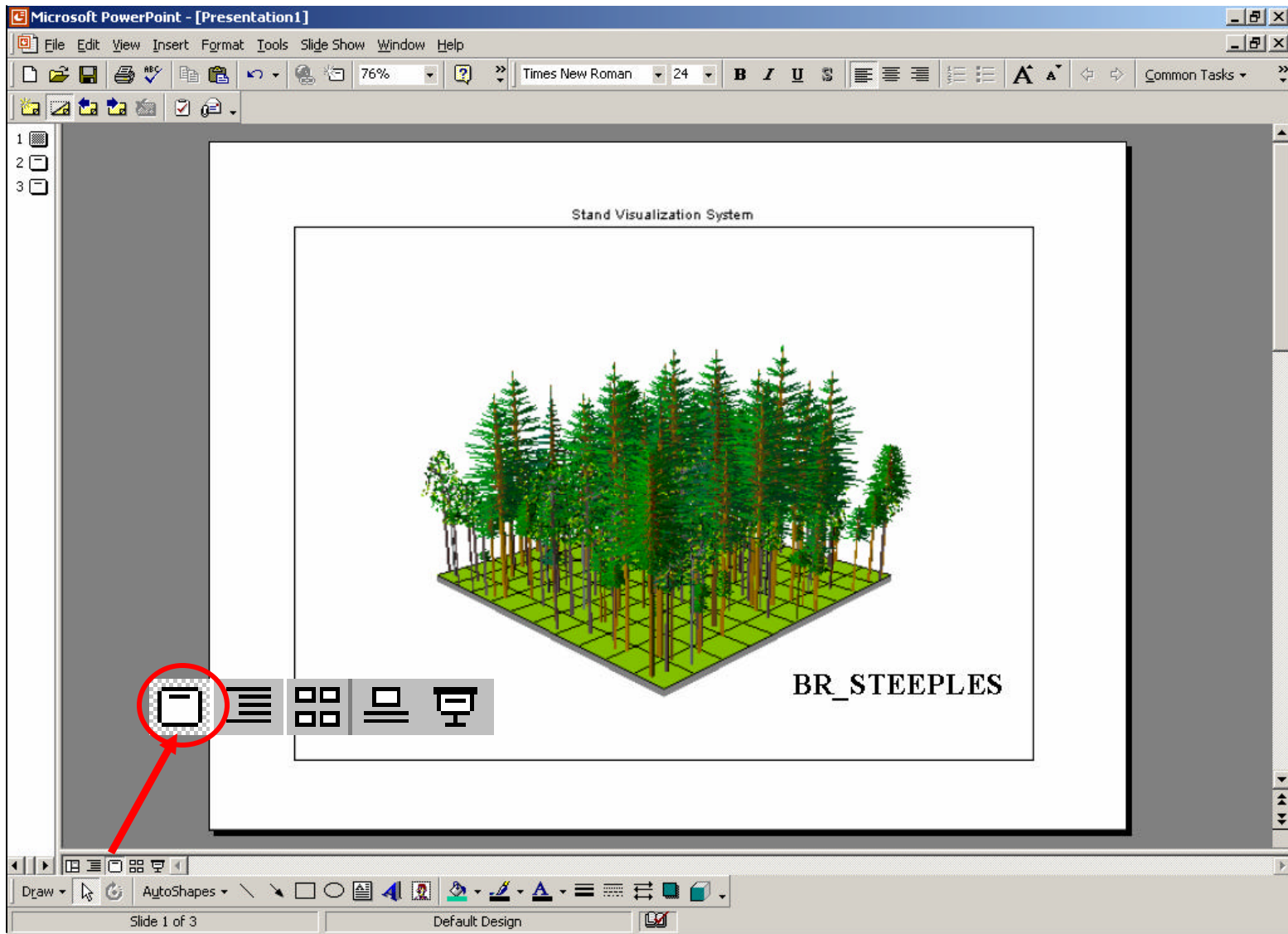
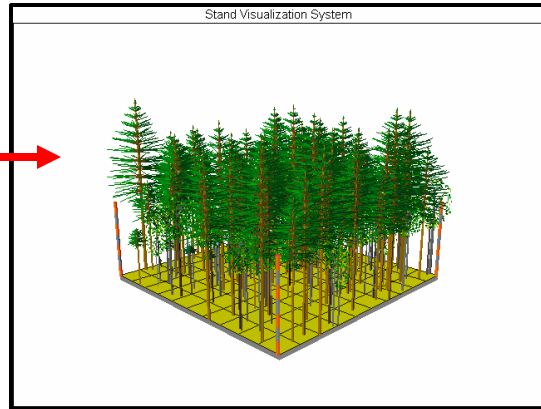
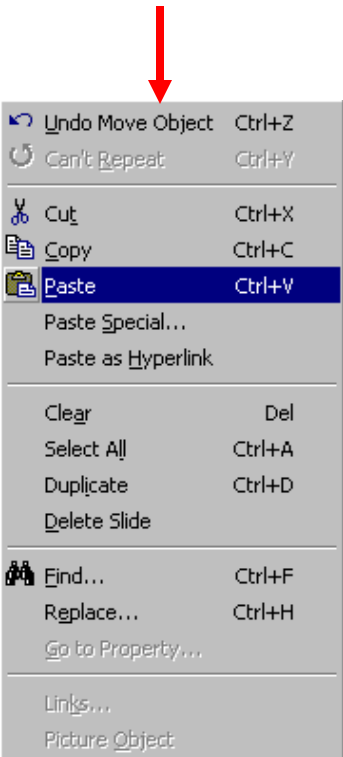


Figure 3.6: **Slide View** allows the user to view one slide at a time. This is where slide construction and changes to the slide are made. Other slides may be viewed by using the scroll bar on the right side of the screen.

Edit



Format

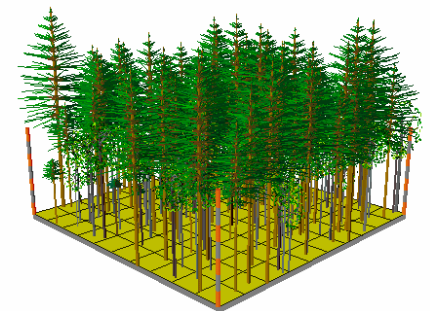
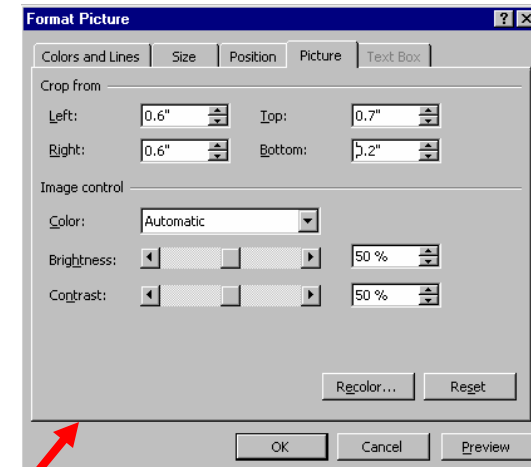
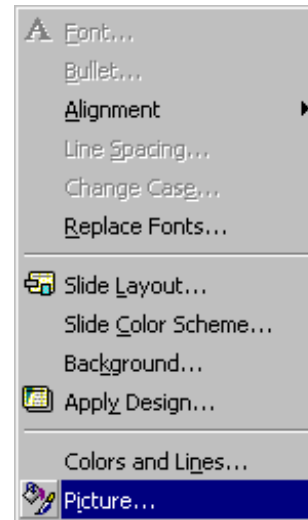


Figure 3.7: To show stand or landscape progression from LMS, copy the desired image from LMS. In PowerPoint click the **Edit** drop down menu and then click **Paste**. To eliminate the image's border, click the **Format** drop down menu and then click **Picture**. Chose the **Picture** tab. Increase the **Crop from** values by clicking on the toggles to the right of the boxes. To see if enough has been cropped, click **OK**. Place image in desired position on slide by left clicking the image and dragging it to desired position. Add labels and other images as desired.

View

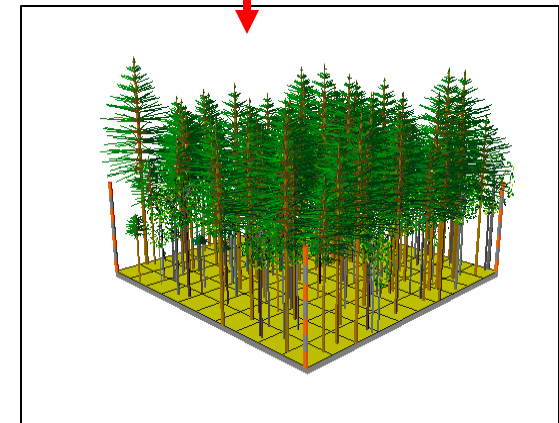
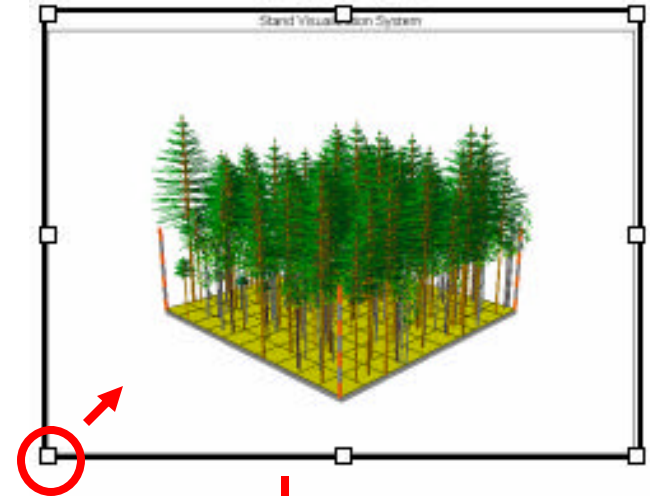
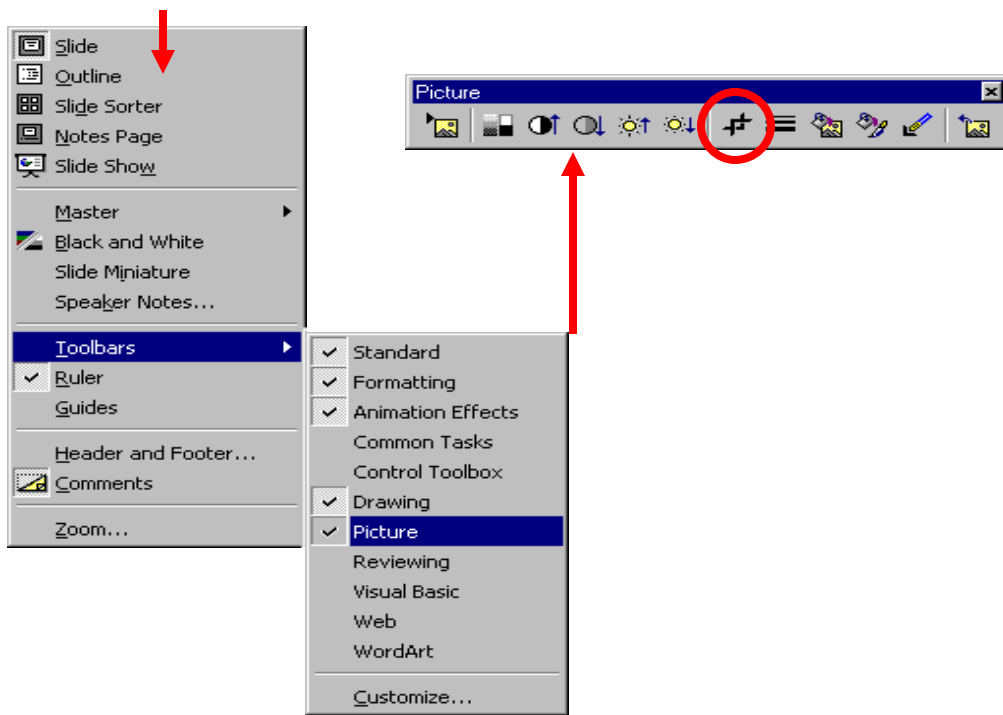



Figure 3.8: An alternate way to crop images is through the **Picture toolbar**. From the drop down menu click **View/Toolbars/Picture**. Click on the image to be cropped. Click on the crop button . Place the crop symbol on one the squares which indicate the object is selected. Left click and drag inward.

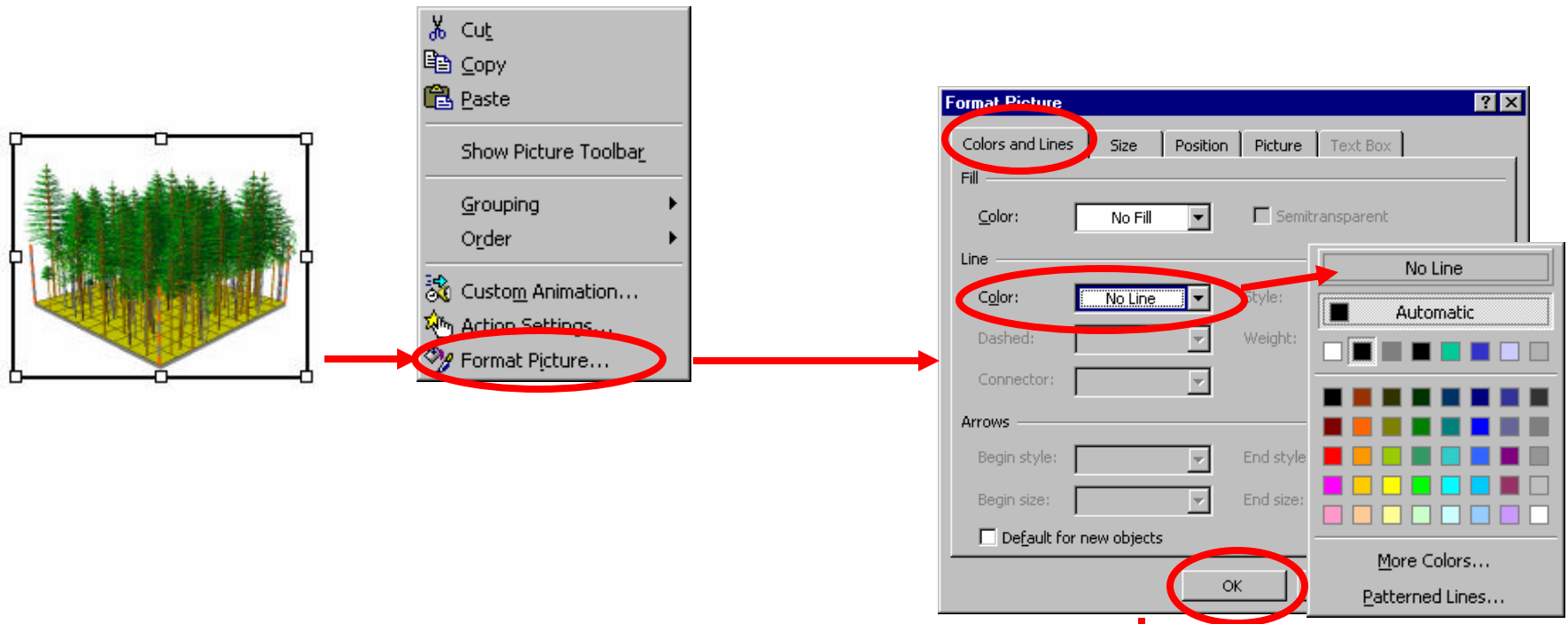
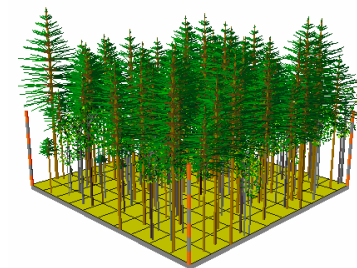


Figure 3.9: To remove the frame around the picture after cropping, right click on the image. Click **Format Picture**. Click on the **Colors** and **Lines** tab. Under **Line Color**, choose **No Line**. Click **OK**.



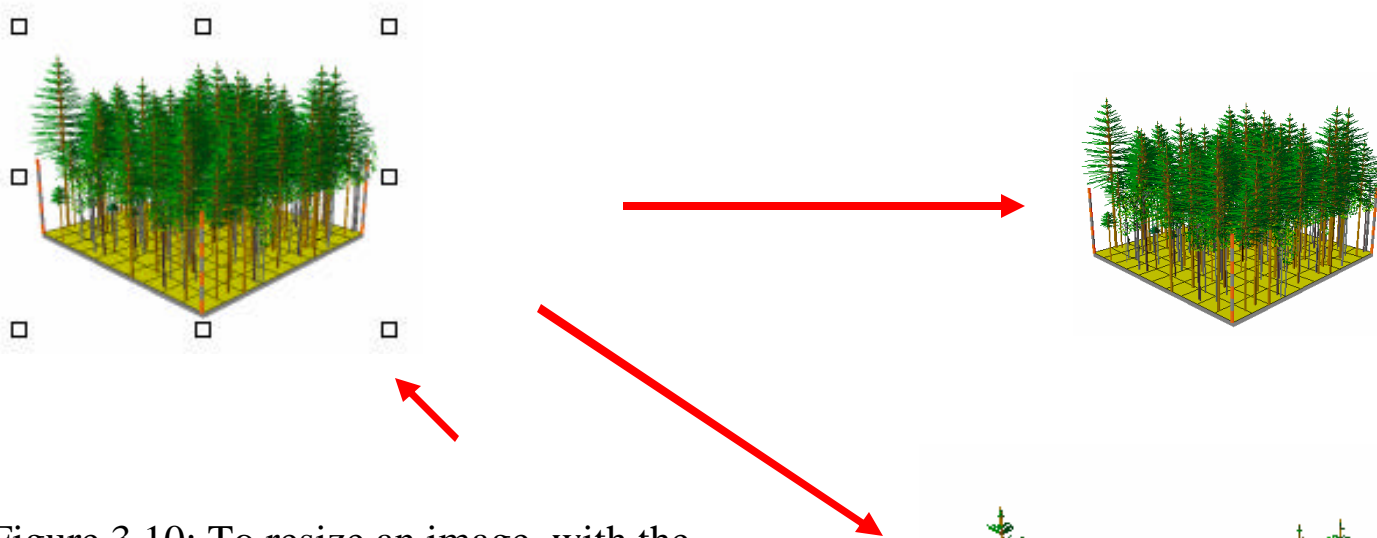
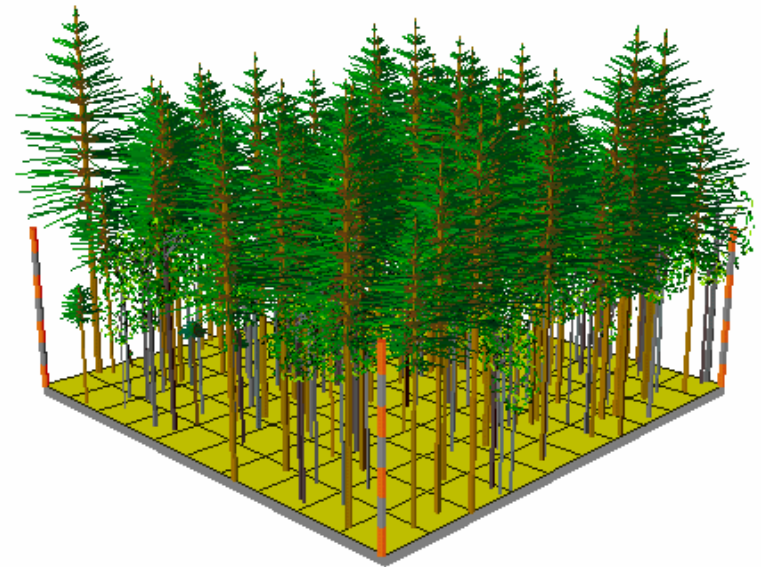


Figure 3.10: To resize an image, with the image selected click on one of the selected images corner squares. Drag outward to enlarge the image and inward to shrink the image. If a square other than a corner square is used to resize, the image will be distorted. Only the corner squares keep the proper image proportions.



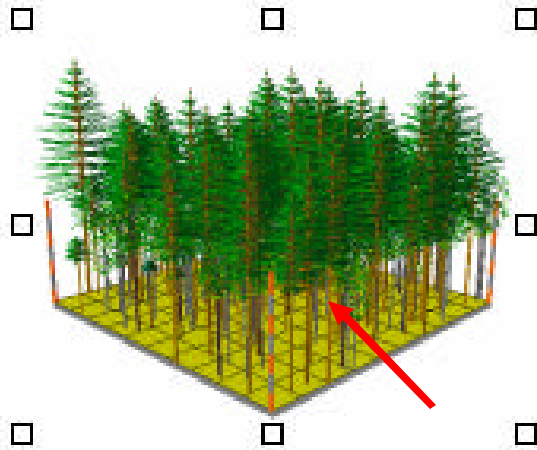


Figure 3.11: To move an image. Select the image and then place the cursor within the selected images square. Click and drag to desired position.

Powerpoint may be useful for creating images to be transplanted into MS Word documents or turned into slide show presentations. For word documents, images may be copied and pasted along side text. For slide shows, attractive backgrounds can be accessed from the Format/Background drop down. Custom backgrounds are easily created as well.

Powerpoint may also be used to create posters and banners by setting the size in File/Page Setup. A choice of landscape or portrait presentation is also provided at the Page Setup dialogue box.

Exercise

- **Put year 2000 pictures of the following 4 stands on one ppt slide, labeled and without borders**
 - **BR_STEEPLES**
 - **BR_UP_MURPHY**
 - **MR_CCUT_CONTROL**
 - **MR_BIG_PONDS**
- **Save as Sect3.ppt in the C:/lmsfolio/packexam/Exercise_files folder that you created in Section 1**