

Simple Instructions for using Microsoft PowerPoint

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You'll need:

A computer with Microsoft PowerPoint installed.

Follow these step-by-step instructions to create a new, blank presentation

- 1) Open the *PowerPoint* program.
- 2) Click on **File**, then on **New**, then on **Blank Presentation**.
- 3) Click on the Slide layout you want. Click on **OK**.

Follow these instructions to insert a new slide

- 1) Click on the tiny button in the lower left-hand corner of the screen that says, "Normal View" on it (unless you are already in *Normal View*). Move your mouse pointer on the buttons to find the one that has *Normal View* on it. (It's the far left button.) *Normal View* shows you a large slide in the main window and smaller "thumbnails" of each slide in a column on the left.
- 2) Click on the slide above where you want to insert a new slide.
- 3) Click on **Insert**, then on **New Slide**.
- 4) Click on the Slide layout you want.
- 5) Click once on the Title part, then type the title you want.
- 6) To change the size and/or font of the text, click & drag over the text with the I-Beam cursor (it looks like a Capital-I), or click once on the frame around the text to select it.
- 7) Click on the size of the font you want (such as **36**) and the font type (such as **Times New Roman**).
- 8) Click anywhere else to remove the highlighting on the text.

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Follow these instructions to insert a picture

- 1) Click on **Insert**, then on **Picture**, then on **From File**.
- 2) Find the picture you want (for example, they might be in the *C:\My Documents\My Pictures* folder).
- 3) Click once on the picture.
- 4) Click on **Insert**.
- 5) To make the picture bigger or smaller, move the pointer to the tiny “handle” at the lower right-hand corner of the picture until it changes into a diagonal, Double-Headed Arrow, then click & drag the handle down or up diagonally.
- 6) To move the picture around on the slide, click & drag the picture from the middle of the picture.
- 7) To move the Title bar, click once on the Title to make its frame visible, then move the pointer on the frame until it changes to a Four-Headed Arrow, then click & drag the frame around.

Follow these instructions to move from slide to slide

- 1) Click on the **Normal View** button, which is the tiny button that is the farthest to the left in the lower left-hand corner of the *PowerPoint* window.
- 2) Scroll up or down, and click on the slide you want to change. (You can also press **Page Down** and **Page Up** on the keyboard to move from slide to slide.)

Follow these instructions to change the text in a slide

- 1) Click with the I-beam cursor where you want to change the text. (You can also use the **Up**, **Down**, **Left**, and **Right Arrow** keys on the keyboard to move the blinking cursor to where you want it.)
- 2) Use the **Backspace** key on the keyboard to delete the character to the left of the blinking cursor. (The **Backspace** key will move the blinking cursor one space to the left.)
- 3) Use the **Delete** key to delete the character to the right of the blinking cursor. (Notice that the blinking cursor doesn't move when you use the **Delete** key.)
- 4) Type the character(s) you want to insert.

Follow these instructions to see the “Master” slide

- 1) Click on **View**, then on **Master**, then on **Slide Master**.
- 2) Any changes you make on the Master Slide will affect all of the slides in your presentation.

Follow these instructions to sort slides

- 1) Click on the tiny **Slide Sorter** button in the lower left-hand corner of the window. (It's the second button from the right and has 4 tiny blank slides on it.)
- 2) Click & drag a slide to its new position.
- 3) Repeat for any other slides.

Follow these instructions to change the background color

- 1) Click on **Format**, then on **Background**.
- 2) Click on the **Down Arrow** next to the color stripe you see in the Color box, then click on **More Colors**.
- 3) Click on the *Custom* tab.
 - 4) Click on the color you want (on the "Color Wheel"), then click & drag the vertical slider at the right to select the shade or intensity of that color.
- 5) Click on **Apply** or **Apply to All** to apply the color change to all of the slides in your presentation.

Follow these instructions to save the changes you've made

- 1) Click on the tiny button at the top of the *PowerPoint* window that looks like a floppy disk (i.e., the third button from the left on the Button Bar.) You can also click on **File**, then on **Save**.
- 2) The blue "progress" bar will flash up on the bottom of the screen and rapidly move across the area allotted to it. When you see this progress bar, this means that you've successfully saved the changes you've made to your file.

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Follow these instructions for rounding numbers in Excel

Open or start a new Excel document if you do not already have one open.

You can go back and format the cells to make them currency or to round them to 2 decimal points.

1. Right click on the cell that has the average in it, as averages typically have many decimal points.

2. Click **Format Cells...**

3. On the left box, select **Number**

4. On the right side, make sure the box after **Decimal Places:** says **2**

Follow these instructions to use formulas to extend to multiple rows and columns

Open an existing Excel document or start a new document.

In order to extend a formula over multiple cells, first type the formula in one cell. In this case, we will put the average in column E.

1. In cell E2 type **=average(**

2. Click and drag to select cells B2 C2 and D2

3. Hit **ENTER**

4. The formula should have extended throughout all of column E to insert the average of each student and the class average.

5. Select cells E2-E17 and format the cells so that they are rounded to 2 decimal places.

Follow these instructions to create a graph in Excel

Start a new document in Word and type your text.

Line Graph

1. Highlight data and titles required.

-In this case, select columns A-D up to cell 16 in each. Data from Test 1, Test 2, and Test 3 for each student should be highlighted.

2. Click on **INSERT** on the ribbon.

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3. Select **Line** from the Charts section.

4. Click which line graph type is needed

5. After the line graph shows up, click on the graph and move it to desired place on the spreadsheet.
-In this case, the line graph will be moved to the right of the scatterplot graph.

Bar Graph

1. Highlight data and titles required.

-In this case, select B17-E17. The Class Averages for Test 1, Test 2, Test 3 and Final Grade

should be highlighted.

2. Click on **INSERT** on the ribbon.
3. Select **Bar** from the Charts section.
4. Click which bar graph type needed.

How to Add Titles to graphs

1. Select a graph by clicking on it.
 - In this case, click on the scatterplot graph.
2. A “**Chart Tool**” bar should appear at the top center of the screen.
3. Click on the **Layout** tab.
4. Click on the **Chart Title** box.
5. Select which type of title is needed.
 - In this case, choose **Above Chart**
6. A text box should appear above the selected graph.
7. Fill in text box with your title
 - In this case, type in **Class Grades** as the title.

Axis Titles:

1. Click on **Axis Titles** box
 - In this case, the bar graph will be used.
2. Select which type of title is needed.
 - a. **Primary Horizontal Axis Title** is for the X axis
 - In this case, select **Title Below Axis**
 - b. **Primary Vertical Axis Title** is for the Y axis
 - In this case, select **Horizontal Title**
3. A text box should appear next to the Y or X axis of the selected graph
4. Fill in text box with your title
 - In this case, the title for the X axis will be **Grade**, and the title for the Y axis will be **Class Average**.