GOAL!

My goal is to learn how to use PowerPoint for teaching purposes.
The above slide is a result of typing directly onto a blank PowerPoint slide. I also went to the internet, found the clipart, copied it, then pasted it onto the slide.

To start a new slide, go to the Home tab, click “New Slide,” choose the style you want.

Next, go to the Insert tab, click “Text Box,” then start typing anywhere on the screen. The text box will increase in size as you type. You cannot manually adjust the screen size. You must keep hitting the “enter” key to grow the text box bigger or just keep typing.

Different slide layouts will provide different options. I generally use the blank slide and do whatever I want with it. Later in this PowerPoint, I will demonstrate different slide formats.

The background colors, font sizes, and font colors can all be changed at will.

If you choose only blank slides, all background colors will be the same. The background colors of pre-formatted slides will allow you to change the background color of that specific slide without affecting the whole PowerPoint presentation.
However!

You CAN change the background color of a text box within a slide.
To Change the Background Color of a "Text Box."
1. While in the box click on a blank spot.
2. Click on “Format Shape.”
3. Select your desired “Fill style.”
4. Choose your color!!

To Change the Background Color of Pre-formatted Slide:
1. Choose your style of slide.
2. Choose your background color.
3. Only this specific slide will be that color.

To Change the Background Color of a Blank Slide:
1. Choose a blank slide with no pre-formatting.
2. Choose your background color. All blank slides will be that color.
The above Word Art is in its own “text box.”

This information is in a new “text box.”

Text can be centered within its own “text box.”

This third “text box” informs you that each text box can be adjusted and moved around by clicking and dragging the box. Overlapping text boxes is not a sin.

Remember to stay within the **borders** of the slide!
Professor Steve Schmidt, who is standing over my shoulder as I type, said I should be able to just start typing on the slide. Was he right?

Maybe so.

Okay, so I can type in the text but need to hit Enter, Enter, Enter to get more space in the box. Remember not to oversize the box from the size of the slide because it won’t let me manually resize it later. I can, however, hit the Undo to get it back to where I was.

Now I’m just typing, typing, typing to see what happens after I get to the end of the box size.

Okay, the box size automatically adjusted for the size needed to accommodate the typing requirements.
Step 1: Open a blank slide.
Step 2: Insert a text box.
Step 3: Start typing.
Clive Staples Lewis

Partial List of Titles

The Chronicles of Narnia
Mere Christianity
The Screwtape Letters
Screwtape Proposes a Toast
A Grief Observed
The Abolition of Man
The Four Loves
My first attempt to put a picture from the internet into a PowerPoint slide. How’d I do?
Roxann’s Cooking Skills
I’ve also learned the computer dictionary doesn’t know how to spell my name. Should I be concerned?
The following is a hyperlinked video. We technically challenged would say “click on the picture, then click ‘open hyperlink.’” Professor Jeff Goodman would say “SELECT>open hyperlink.” Yes, I even got a techno geek vocabulary lesson this week.

Darth Vader would be proud.

NOTE: If you want to replay the video, you may have to click the traffic cone that seems to mysteriously appear at the bottom of the screen.
Above is a hyperlinked video. We technically challenged would say “click on the picture, then click ‘open hyperlink.’” Mr. Fancy Shamsy Jeff Goodman would say “SELECT>open hyperlink.” Yes, I even got a techno geek vocabulary lesson this week. Darth Vader would be proud.

NOTE: If you want to replay the video, you may have to click on the traffic cone that seems to mysteriously appear at the bottom of the screen.

Now I’m just showing you another way to present the same information mentioned earlier.
Beware the Dark Side young PowerPoint Jedi Apprentice.
How to take a Screen Shot

LESSON ONE: Professor Goodman instructed us to take a picture of a screen by holding down the “alt+fn+print screen” keys. OK.

LESSON TWO: Not all keyboards are made the same.

LESSON THREE: Make sure you have your migraine medication when you come to Institute.
Not to fear.
One HERO to the rescue!!
Professor Ferrell came up with the brilliant idea of searching for a solution on the INTERNET!
And here it is...
This is the technological screen shot solution to the technological quandary of the technological psychosis that has been technologically induced into the technologically overstressed 2.5 pounds gray, squishy matter in the northern most region of this alleged ancestor of.....
Take a screen capture (print screen)

You can take a picture of what is on your screen by pressing PRINT SCREEN (PRTSC or PRTSCN on some keyboards). This is called a screen capture. You can then paste the screen capture into a document, e-mail message, or other file. There are two types of screen captures you can take: the entire screen, or just the active window. For example, if you have three programs open at the same time, you might want a screen capture of only the active window.

Note

Some keyboards or mobile PCs that don’t have the PRINT SCREEN button might use other keyboard combinations, such as FN+INSERT, to take a screen capture. Check the information that came with your computer or the manufacturer’s website for more information.

To copy the entire screen

• Press PRINT SCREEN.

To copy only an active window

• Press ALT+PRINT SCREEN.

Note that there is NO “fn” key on these instructions!!
FYI: This is a screen shot of Prezi which is said to be easier to work with than PowerPoint. Pursue this option as you wish.
THE NEXT SLIDE IS A SCREEN SHOT.
Planning Objective  
Central Carolina Community College  
Harnett Corrections 

My goal: Presenting my peers in the prison environment with usable technology based material.  

How will my proposed training help accomplish the goal of my pgm?  

Objectives: Learner asks “what’s in it for me?”  
I answer: new resource material is provided free  
not complicated  
endless supply so variety/freshness always present  

By experiencing this training, the learner will be able to:  
Access free web-based educational material, load it on a thumb drive, bring it back to work, print it off, and immediately use it in classroom instruction.  

Activities: I will attempt to demonstrate live binders to my peers doing a Powerpoint presentation.  

NOTE: The notes on this page were random thoughts at the time of their writing. My goal plan has completely changed.
By the looks of it, you should be able to type a paper, take a screen shot of each page, and then paste it into your PowerPoint for presentation purposes.

I’m open to other suggestions.
The next slide is a copy/paste version of the previous page and is presented for comparison purposes.
My goal: Presenting my peers in the prison environment with usable technology based material.

How will my proposed training help accomplish the goal of my pgm?

Objectives: Learner asks “what’s in it for me?”
I answer: - new resource material is provided
  free
  not complicated
  endless supply so variety/freshness always present
By experiencing this training, the learner will be able to:
  Access free web-based educational material, load it on a thumb drive, bring it back to work, print it off, and immediately use it in classroom instruction.

Activities: I will attempt to demonstrate live binders to my peers doing a Powerpoint presentation.

Submitted By:
The following picture is hyperlinked.

Step 1: On the net, find your picture
Step 2: Check for usage restrictions and if allowed copy the picture
Step 3: Open your slide, paste your picture.
Step 4: Go back to the net, select and copy the URL site information.
Step 5: Go back to your picture in the PowerPoint slide, click on the picture. This is called “selecting” it.
Step 6: Hit the Insert option in Menu
Step 7: Click the Hyperlink option in Menu and paste the URL site in the bar.

It is now hyperlinked.
Irish Fairies
Notice also that font sizes and colors can be changed as you go. Further still, banners can be added from your shapes options.
The next slide is a screen shot from my personal pictures file. Notice that there is extra information at the bottom of the picture that does not show up on a copy/paste job.

- I have also opted to use a Pre-formatted slide just to Show a different example Of what slides can look like.
- Note that this slide Automatically bullets.
- It also automatically Capitalizes.
The next slide is a copy/paste from my pictures file. It is the same circus. Notice that there is less information at the screen’s bottom because I did NOT do a screen shot. Also, this one is cropped so I got rid of the wrong date information.

Further, this is the automatic font size chosen by the computer. You can manually change the font size but only go bigger, not smaller, or your audience may not be able to read your text.
The next slide is an example of a picture gone much too far over the slide’s borders. It has not been resized, cropped, or anything. The picture actually shows McGonagall’s hands, Dumbledore’s belt and the floor length of their long robes.
The next slide is from my pictures file. I took this shot at Institute on May 25, 2012. I found a tab in my Menu that told me “Shrink to fit.” I could not find the “crop” option.

My computer at the house won’t be as technologically current as the ASU computer I was allowed to use.

**UPDATE:** On my computer at work I could find the “crop” option but not the “shrink to fit” option. Lordy.
Star Trek TOS

My first SciFi love has been neglected in this presentation. I have now corrected that oversight.
The next slide type is a pre-formatted slide. I just filled in the information. I’ve also used a weird font style.
Friends, Teachers, Authors, and My Mentors

J. R.R. TOLKIEN

C. S. LEWIS
In the next slide I chose the preformatted slide “Picture Plus Caption.” Then I chose the “clipart” icon and chose a category of clipart. I then chose a specific picture.

This current slide is using the “shapes,” then “explosion” option.
How to do Knockout PowerPoint Presentations
Hyperlinked Videos: Those are easy to do.
DON’T hyperlink the whole video directly into your PowerPoint or the computer will suffer information overload and crash!!

There, that was easy.
Just hyperlink the internet URL address of the video, click the video image when you want to play it, and you’re off!
Be Inspired!
Get Creative!!
Stellar Achievements
World Opportunities
The Happy Vulcan
The Pythagorean Relationship

\[ c^2 = a^2 + b^2 \]
How did she do THAT, you ask?!
How to Draw or Write a PowerPoint Slide:

Step 1: Click the “Slide Show” tab on the menu bar.

Step 2: Click “Start Slide Show” on the slide you want.

Step 3: Find the icons on your slide show screen and click on the square icon, then “screen,” then choose your screen background (black or white.)

Step 4: Click the pencil icon, choose pencil style and color choice

Step 5: Draw or write to your heart’s content.

Step 6: Take a screen shot of your work then copy/paste onto a blank slide.
Planning Objective

My goal: I will learn how to use PowerPoint for teaching purposes and then I will teach this process to my coworkers.

Objectives: By experiencing this training my coworkers and I will be able to utilize a current technological skill in our various teaching environments.

Activities:

1. I will demonstrate the PowerPoint tool by sharing the slides I created during Institute 2012.
2. I will encourage my coworkers to create several PowerPoint slides of their own.
3. I will encourage a group presentation of the PowerPoints we have created.

Submitted By: Roxann L. Granger, Instructor
Central Carolina Community College
c/o Harnett Corrections
Lillington, NC

May 24, 2012
Have I achieved my goal?
This has been a Middle Earth production.

by Roxann Granger
Central Carolina Community College
c/o Harnett Correctional Institution

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without consent of the author
shall land you a seat of honor –
in MY classroom.

Just kidding!! You are limited only by the restrictions of your own creativity and good humor!! Have FUN with it!!