

“Step by Step” Procedure to create a MS PowerPoint Linear Presentation (Page 1)

This Quick & Easy Method uses Anchored Instruction since it uses previous knowledge of an **Outline!**

1. Double Click PowerPoint Shortcut Icon on Desktop!
2. Check Blank Presentation & Click OK!
3. At New Slide Window, **Double Click** Blank Template!
4. **At Default (Normal) View, Click Outline View Button**
(Click **First** tiny button at bottom left corner!) (**Multiple View * 3 Parts**)



Use this Right Side for Notes & Comments!

5. **At Multiple View, Click Outline Tab at Top Left Corner**
then Press Enter to create (9) blank slides!
6. Use Mouse to position blinking cursor at the right of first slide!
7. **Enter: Learning Styles by Howard Gardner**
8. **Enter:** Type a One word **Heading** for each Learning Style for each Slide!
9. **Enter: The End** with your First & Last Name on Last Slide!
Learning Styles by Howard Gardner (**Click this link for more information!**)

Verbal - Linguistic intelligence

Mathematical - Logical intelligence

Visual - Spatial intelligence

Bodily-Kinesthetic intelligence

Intrapersonal intelligence (self-reflective)

Musical - Rhythmic intelligence

Interpersonal intelligence (other reflective)

10. **Use Mouse to position cursor at right of first Heading**
11. **Press Enter then Press Tab** to create a Sub-Topic **or** Bullet!
12. Enter a sub-topic **or** Bullet for First Heading (Refer to Example Slides!)
13. Press Enter for next sub-topic or Bullet
14. Enter at least (3) sub-topic or Bullets
15. Use Mouse to position cursor at right of second Heading
16. Press Enter for next sub-topic or Bullet
17. Press Enter for next sub-topic or Bullet
18. Continue this sub-topic or Bullet entering (3) Bullets for each Heading
19. After **All** sub-topics or Bullets are entered **Check Spelling!**



Use this Right Side for Notes & Comments!

20. **Now to leave Outline View and go to Sorter View * 4 small squares!**
(**Second** tiny button in bottom left corner) (**4 small squares**)
21. At Sorter View, all slides become thumbnail sketches!
22. Use mouse & select **First** Thumbnail (Dark Borders means selected!)
Now do a **Control A** to select all slides!
23. At the **top right** of slides, Click **Transition Tab**
24. Transitions appear on right so, Scroll to bottom
and select **Random Transitions or Choose any Transition!**
Random Transitions will provide dazzling visual effects between slides!
25. As before and with **First** Thumbnail selected (Dark Borders)
Do a **Control A** to select all slides (Maybe OK!)
25. At the **top right** of slides, Click **Design (Background) Tab**
26. The Design (Backgrounds) Tab is next or to the right of Transitions!
Designs (Backgrounds) should appear on the right of screen.
27. Use mouse & scroll down through the Designs (Backgrounds)
Don't take too long and select one by clicking of it! ☺
28. I know it is tough to choose with all the great **Designs**
but select (1) by **clicking it and we will proceed on!**
29. The selected Design Template
should appear as the background for **All Slides!**

Use this Right Side for Notes & Comments!

Quick & Easy “Step by Step” Procedure to create a MS PowerPoint Presentation (Page 2)

This Quick & Easy Method uses [Anchored Instruction](#) since it uses [previous knowledge](#) of an [Outline!](#)

30. **Now to leave Sorter View and go back to**

[Use this Right Side for Notes & Comments!](#)

Multiple View (First Small Image * 3 Parts)

31. Using **Up & Down Page** buttons to Practice moving Up & Down.
32. Now, Use **Up & Down Page** buttons to position the First Slide in View.
33. Click anywhere on Learning Styles by Howard Gardner
34. A Text Box should appear with White Handle Bars (small squares)
To move Box: Click & Drag on GRAY textured border of Box
To re-size Box Use any of small White Handle Bars. (Corners Best!)
35. Click in **front of** by and hit Enter **then** Click **behind** by and hit Enter.
36. Learning Styles by Howard Gardner are now on (3) separate lines.
37. Resize Text Box using White Handle Bars & Drag it to **center** of slide!
38. Use **Up and Down** buttons on keyboard to go to the last slide.
39. Resize and Relocate The End by manipulating the Text Box including First & Last Name Locate in the Center of the Slide!



40. **Now to use Multiple View to enter Graphics and/or Clip Art.**

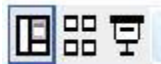
[Use this Right Side for Notes & Comments!](#)

41. Use **Up and Down** buttons and position **Slide Two** in center view.
42. Click on **Insert** at top then select **Picture** then click **Clip Art**.
This may be confusing since all do not exist! Be Tenacious!!!
43. At selection of Clip Art appears on the right, **Click** Go to view,
Scroll down to view the Vast Selection of Clip Art! Choose One!
Now, Double Click on it and it will appear on the screen!
44. Now, to Resize and to Relocate the inserted Clip Art Image.
45. Using existing and visible White Handle Bars (small white squares)
Resize Clip Art smaller **then** Click & Drag to bottom right.
46. Use **Up and Down** buttons on the keyboard to go to **Second Slide**
47. Repeat the procedure to **Insert clip art** into the Third Slide.
48. Continue inserting Clip Art on all of slides **except** the **First and Last**.
The provided example below does not have Clip Art included!
49. Use the Up and Down buttons on the keyboard to review all insertions.

50. **Now leave Multiple View & go to Sorter View (4 Small Squares)**

[Use this Right Side for Notes & Comments!](#)

51. At **Sorter View**, click or select the **First Slide** Click it!
52. Click on **File** at top of the screen then select **Save As...**
53. Change location of Storage Folder to be your H drive using Drop Down Arrow.
If you are using a **Flash Drive** for Storage then Click My Computer!
54. Change **file name** to be maybe like **PP## ## means your initials**.
55. Click **Save** button and all should be Ok...
56. To view PP... Click Third Small button **or** last button at bottom left of page.
It looks like a classroom Easel with one leg... We know it needs 3 legs! ☺



57. First Slide should appear... Use **Up & Down** buttons to move Slides.
58. It is important to use **Up and Down** buttons instead of Mouse
since Mouse will not allow a backward movement...
Think of a PowerPoint Presentation as **Vertical!** Moving Up & Down!
59. At the end of PowerPoint Presentation,
Press the **ESC** button to return to Sorter View...
60. I hope all went well **and** you are off to creating super PPs
and **especially teaching** PPS with this quick and easy method...

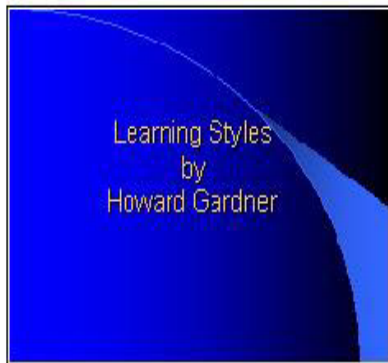
This Quick & Easy Method uses [Anchored Instruction](#) since it uses [previous knowledge](#) of an [Outline!](#)

This Quick & Easy Method uses [Anchored Instruction](#) since it uses [previous knowledge](#) of an **Outline!**

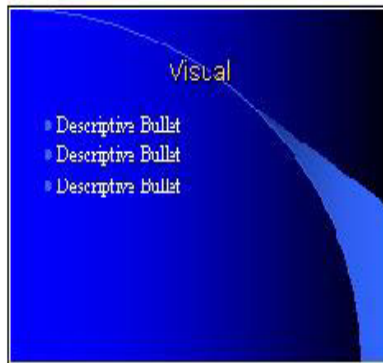
Suggested Examples of PP Slides for Howard Gardner's Learning Styles

(Note: First & Last Slides have centered Vertical & Horizontal text!)

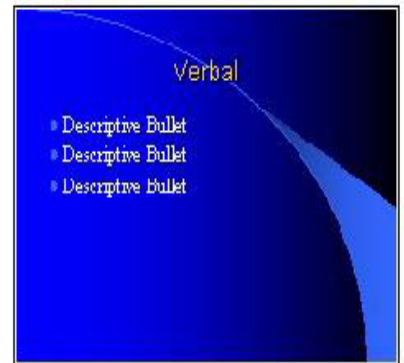
(Also, Note each Slide has "3" bullets or sub-topics!)



1



2



3



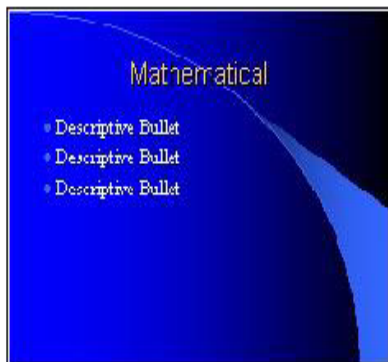
4



5



6



This Quick & Easy Method uses [Anchored Instruction](#) since it uses [previous knowledge](#) of an **Outline!**

Simple & Quick Overview to Create a PowerPoint Presentation

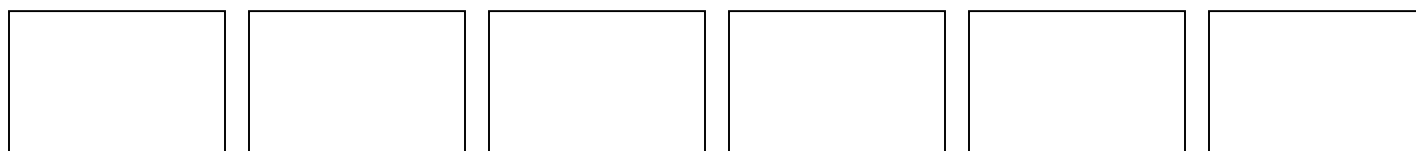
Suggested Topic for a Linear PP * Ed 362 Project:

http://www.thomasarmstrong.com/multiple_intelligences.htm

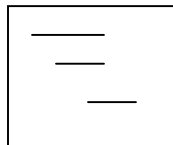
First: Story Board the Topic for the PowerPoint... Layout it out in Box format...

Second: If Slides have Headings & Bullets then Complete an Outline
To enter Headings, type appropriate Heading along side Thumbnail Slide!
To enter Bullets, Place Cursor after Heading then Hit Enter then Hit Tab!

Third: Have Images & Tunes for PP in a Folder on Desktop
(This is what a Story Board view should be like on a Blank White sheet of page!)

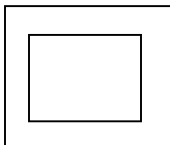


Outline



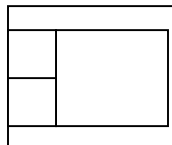
Headings
Bullets
Spelling

Single



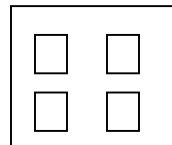
Text Box
Images
Sound

MultiView



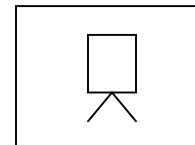
Outline
Notes
Single Slide

Sorter



Transitions
Backgrounds
Sort Slides

Show



Easel to Start
Up & Down
Esc to Exit

Learning Activity for a Linear (Slide to Slide) PowerPoint Presentation:

1. Launch the PowerPoint Application and create a Blank Presentation with a Blank Slide.
2. Go directly to Outline or Multiple View to enter Headings for slides as provided below!
Seasons Spring Summer Autumn Winter The End
3. After entering Headings then enter Bullets. Better: Methodology then mixing Hs & Bs.
Spring: The grass is green. It does rain many days.
Summer: The days are hot! It does not rain much.
Autumn: The leaves have color. It is cooler during the days.
Winter: The snow is white. It is very cold many days.
4. After entering All the Headings then Bullets then check All the Spelling before proceeding.
5. Now to Sorter View (Small Squares), at Sorter View use Control A to select All Slides.
6. On the Top Right of the Screen in Sorter view, are Tabs called Transitions & Designs!
7. Select same Transition for All slides! Select same Background or Design for all Slides!
8. Now to Single or Multiple View, where it is possible to insert Images and/or Sounds.
9. Hopefully, the FTP exercise of downloading Gifs & Midis from www.itws.org is completed!
10. Click: Insert then Picture then From File then locate Gif then Double Click One!
11. Click & Drag Gif to the bottom right corner of slide. Resize it, if it is too Small or Large!
12. Click: Insert then Moives&Sounds then Sounds from File then locate and Double Click!
13. Click & Drag Sound to the bottom left corner of slide. Resize it, if it is too Small or Large!
14. Now using the Vertical Up & Down Scroll Arrows, move up and down Slides to Check!
15. At First Slide, Hit Enter in front and after (by) then Drag Text Box to center all of Text!
Do this same procedure to Center text on Last Slide containing the text: The End
16. Correct any Positions and/or Sizes to be uniform & consistent. Double check Slide Words.
17. Click on Easel to view PP Slide Show. Use Page Up & Dn Buttons or Arrows to navigate.