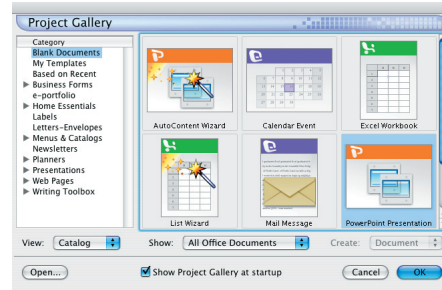




Using PowerPoint in e-portfolio Design

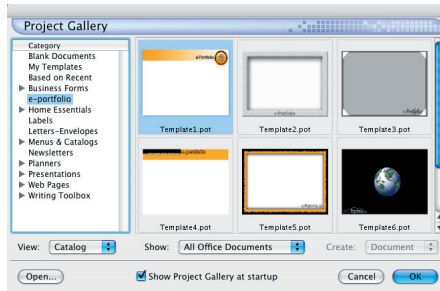
This guide offers e-portfolio students an easy and helpful guide for learning the fundamentals of PowerPoint that will allow for creation of individuals pages to be incorporated in the final portfolio. You will find that PowerPoint has nearly unlimited multi-media capabilities and the only limitations are you and your computer.

When you start PowerPoint, you will see this window:



This is the starting point for beginning new presentations in PowerPoint. To open an existing presentation you can double click the file on your storage device.

To use a PTD template:



Once you have chosen your template you will only need to insert text boxes and/or pictures to complete this portion of your e-portfolio.

Placing a Picture/Graphic in PowerPoint

Before placing an image in PowerPoint be sure it is a .JPG file at 72 dpi and saved on your storage device.

To place a picture/graphic in PowerPoint:

Insert; Picture; From File

Choose the file and place it on your Template.

If your image is not at proper scale, place the cursor over one of the resize handles located around the outside of image. The cursor will change and can be dragged to resize the image.

You can also use the **Formatting Palette** to make these changes.

Placing a Text Box in PowerPoint

Placing a text box in PowerPoint is a very simple process.

Insert; Text Box

This will change the cursor to a small A. Click on the template in the area you would like the text box to be located. A text box will open and a flashing cursor will indicate the ability to type.

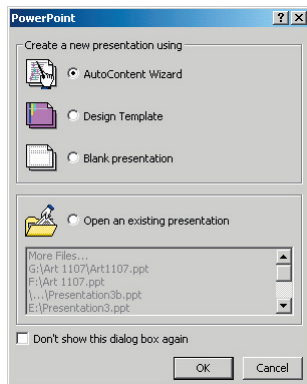
While working in a text box the **Formatting Palette** will change to allow for font, color, size and layout changes.



Using PowerPoint in e-portfolio Design

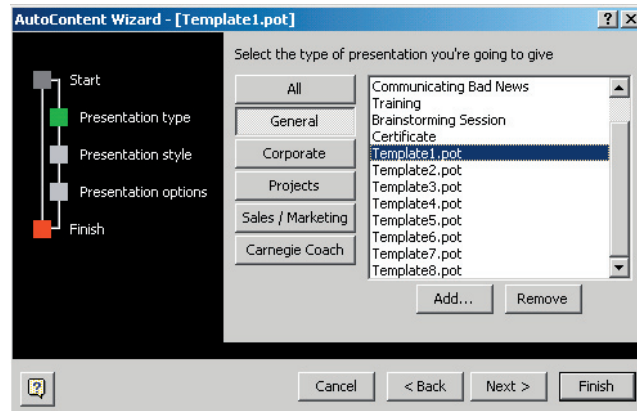
This guide offers e-portfolio students an easy and helpful guide for learning the fundamentals of PowerPoint that will allow for creation of individuals pages to be incorporated in the final portfolio. You will find that PowerPoint has nearly unlimited multi-media capabilities and the only limitations are you and your computer.

When you start PowerPoint, you will see this window:



On the pop-up menu, select AutoContent Wizard

Using the General tab, scroll down to find the Template options which are listed as Templates 1-8. Select one and click finish.



Placing a Picture/Graphic in PowerPoint

Before placing an image in PowerPoint be sure it is a .JPG file at 72 dpi and saved on your storage device.

To place a picture/graphic in PowerPoint:

Insert; Picture; From File

Choose the file and place it on your Template.

If your image is not at proper scale, place the cursor over one of the resize handles located around the outside of image. The cursor will change and can be dragged to resize the image.

Placing a Text Box in PowerPoint

Placing a text box in PowerPoint is a very simple process.

Insert; Text Box

This will change the cursor to a small A. Click on the template in the area you would like the text box to be located. A text box will open and a flashing cursor will indicate the ability to type.