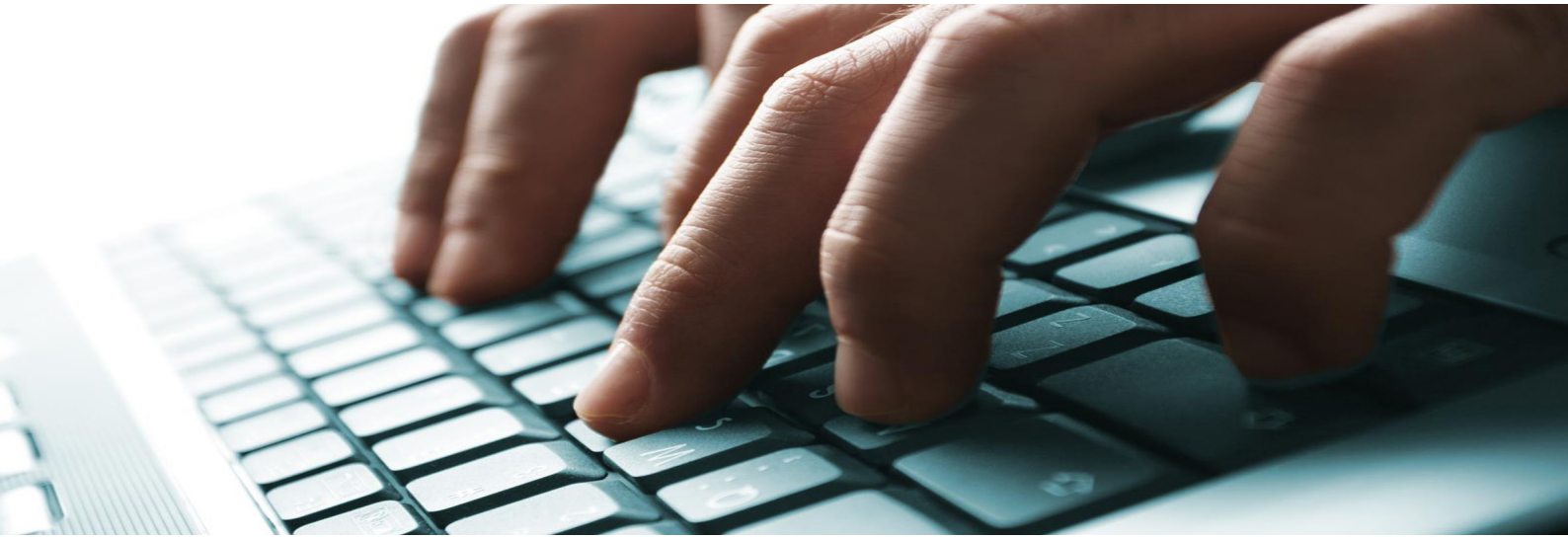
Working With Microsoft Powerpoint 2011 For Mac



Powerpoint Basics

Inserting a Graph

Inserting a Sound

Saving your document at EIT

Inserting a Diagram

Inserting a Video

Saving to a USB Memory Stick

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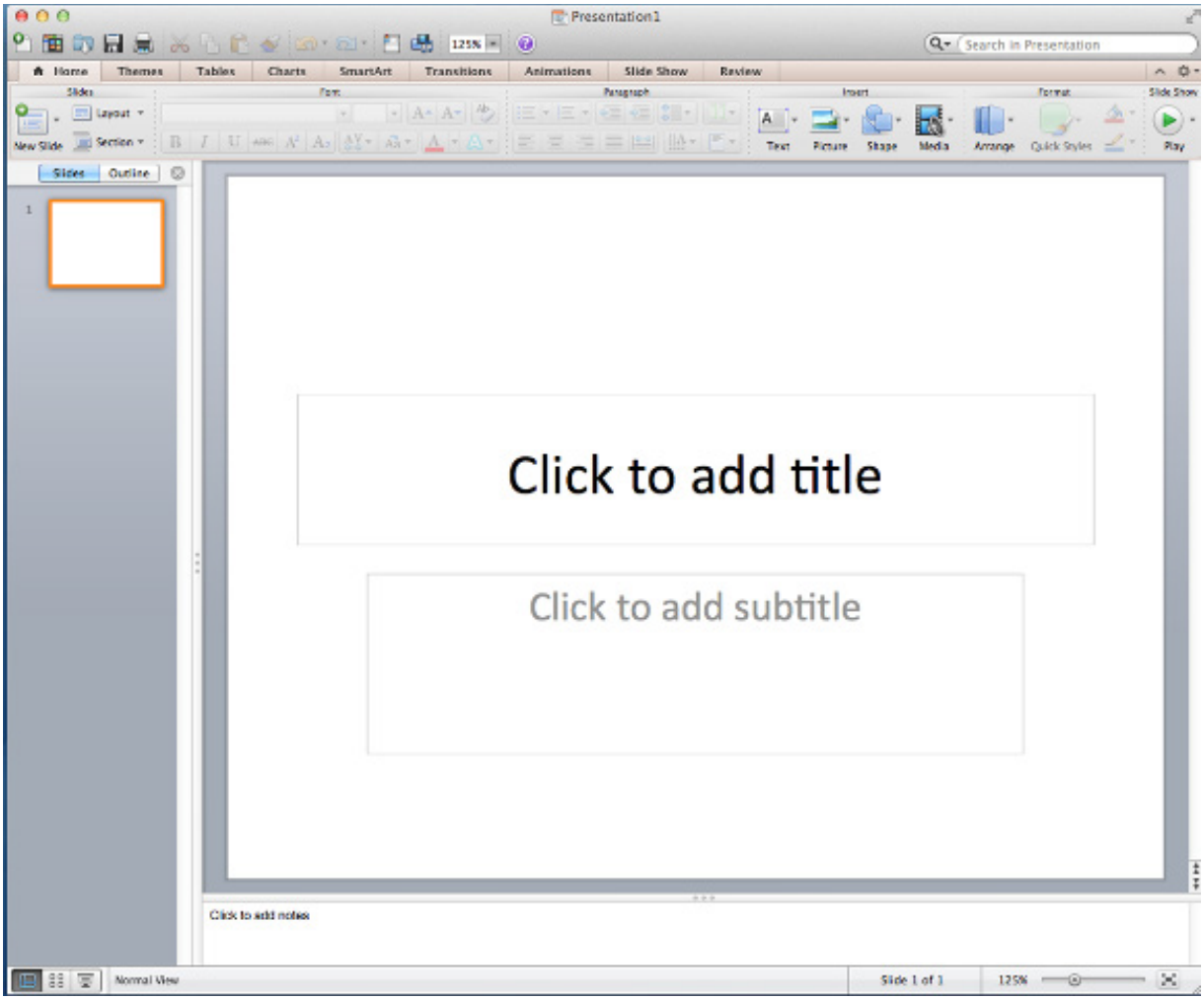
Mac Guide: Microsoft Powerpoint 2011

Powerpoint Basics

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations



This is the standard first slide of a PowerPoint presentation.

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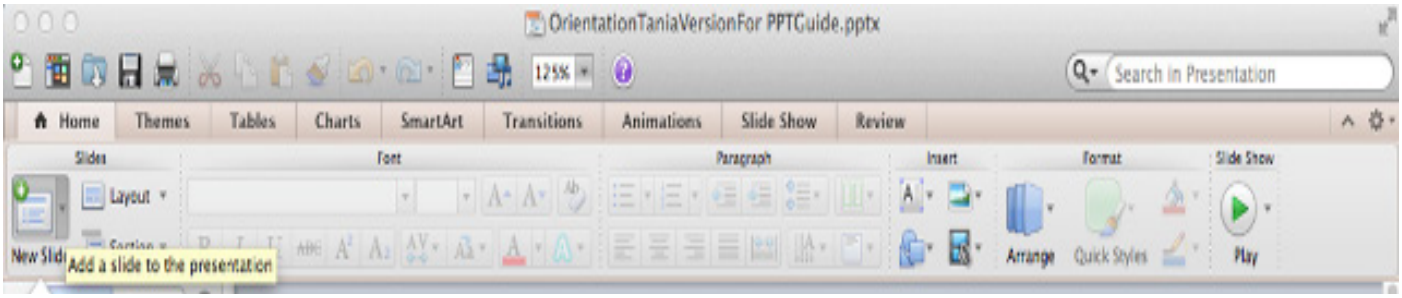
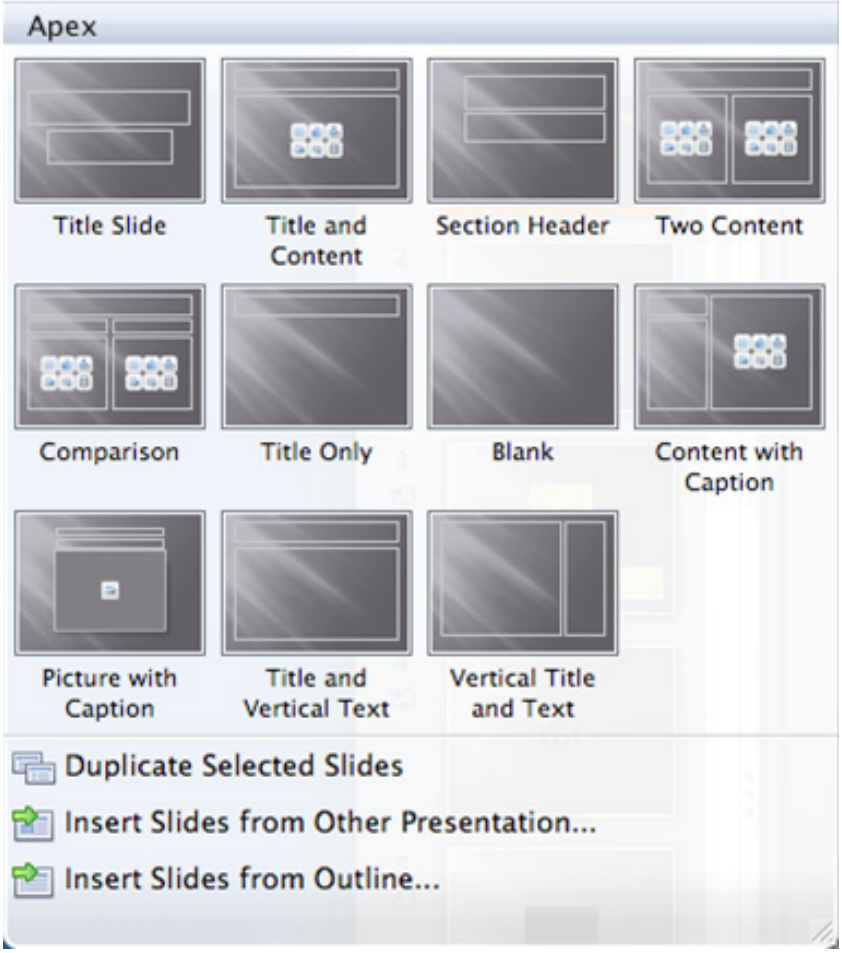
Inserting a New Slide

Home >> **New Slide**



Choose the Layout required, layouts are pre-set, but can be customised as needed.



Views

There are five different views in Powerpoint;

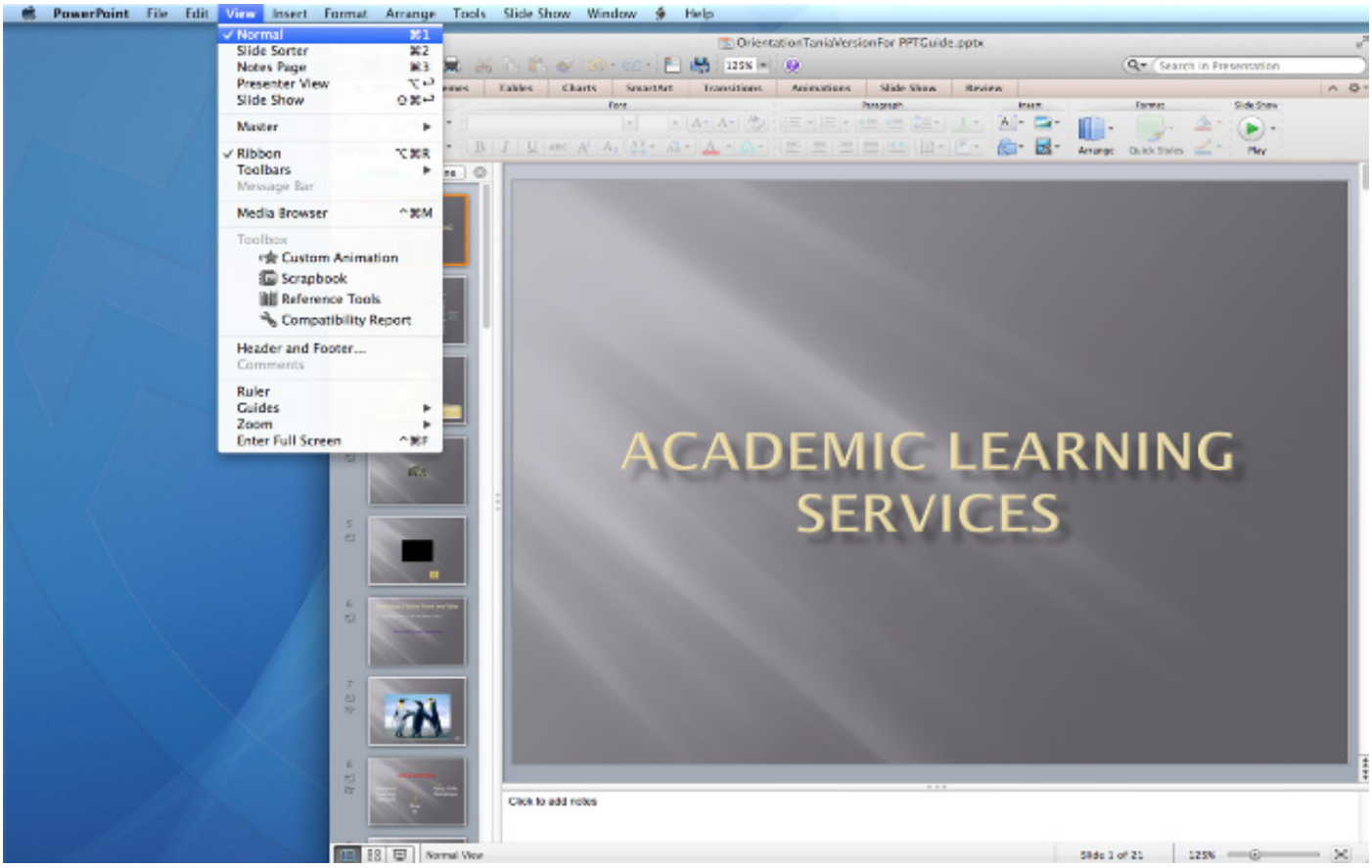
- Normal
- Slide Sorter
- Notes page
- Presenter view
- Slide show

Each view is used for a different step in creating your Powerpoint presentation.

Normal View

View >> **Normal**

This view is used when creating and designing your slides.



NB: This view can also be altered using the icons at the bottom of the page on the task bar.

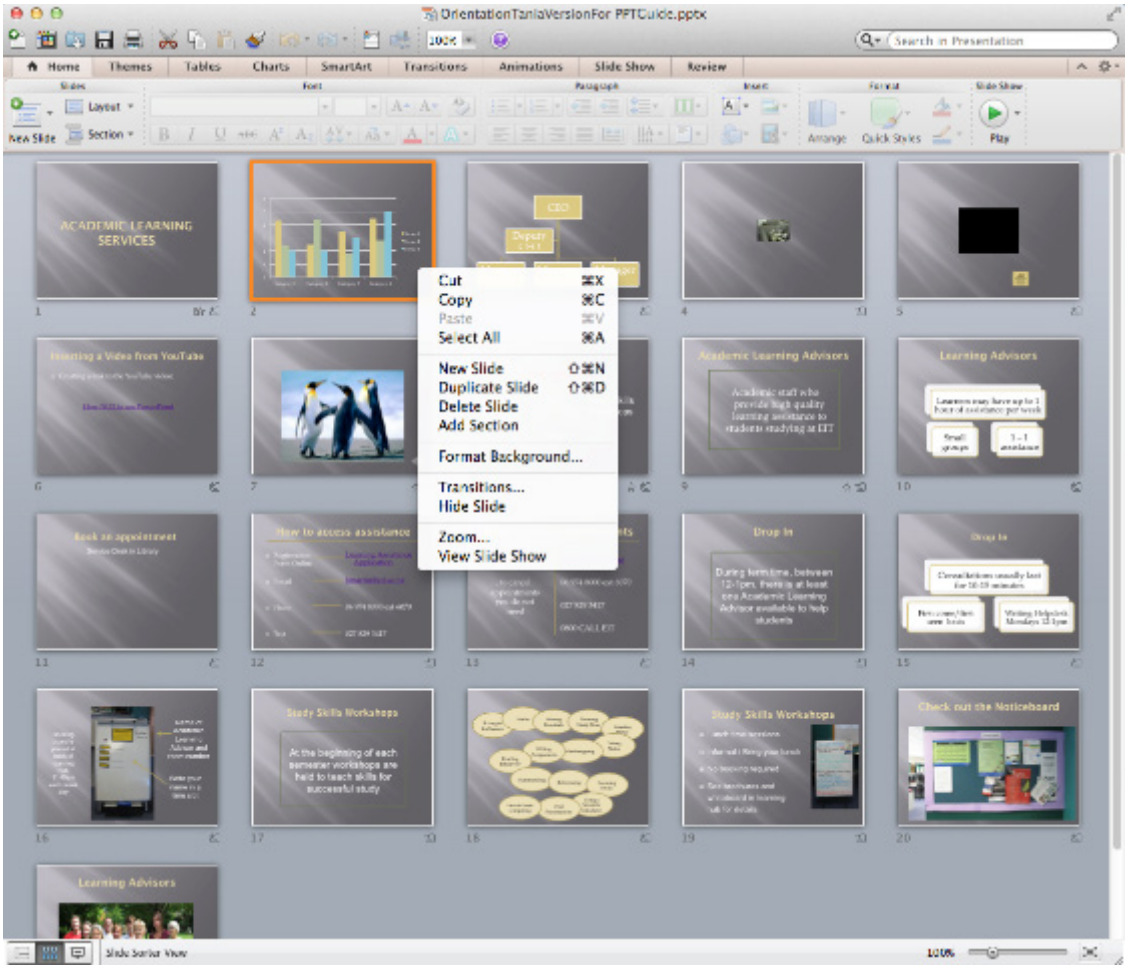
Selecting a Slide

To select a slide, click the slide in the slides panel (a thick borderline appears around the slide).

Slide Sorter View

View >> **Slide Sorter**

This view is good to use when organising your slides. Use when you want to delete, copy, paste or move your slides.



Deleting a Slide

Select the slide you would like to delete and press the Delete key on the keyboard **OR** right click on the selected slide and select **Delete slide** from the menu.

Copying a Slide

Select the slide you would like to copy, right click on the selected slide and select **Copy** from the menu

Pasting a Slide

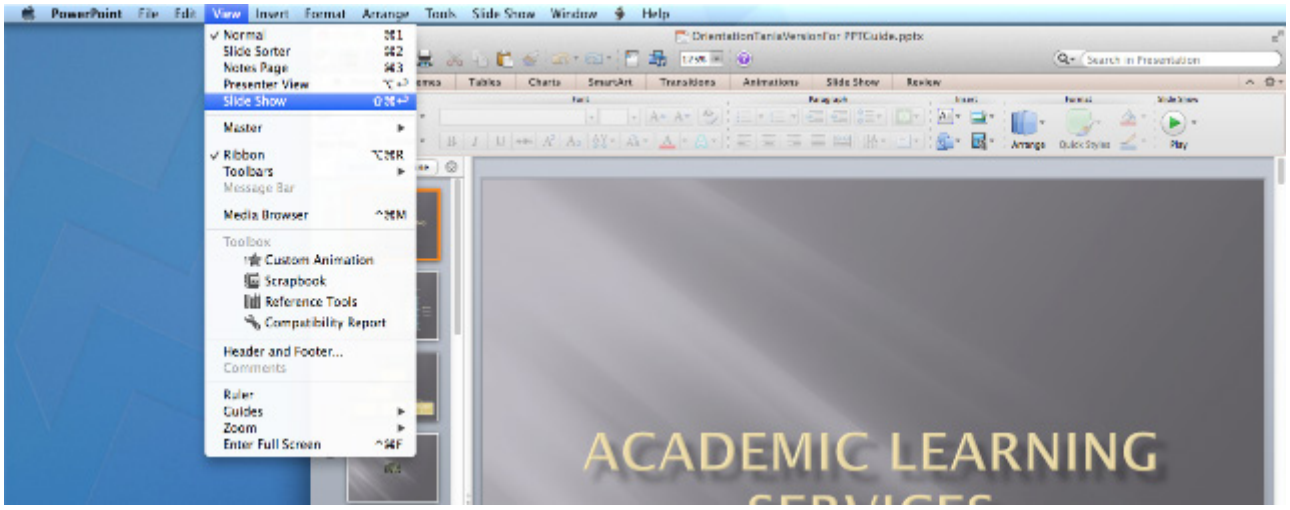
Position your cursor where you want to paste your slide (eg. Between slides 6 & 7) **Cmd + v**

Moving a Slide

After creating a PowerPoint presentation you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide), and drag the slide to where you want to reposition it and drop it into position. The slide number sequence will automaticaly update.

Slide Show

View >> **Slide Show**

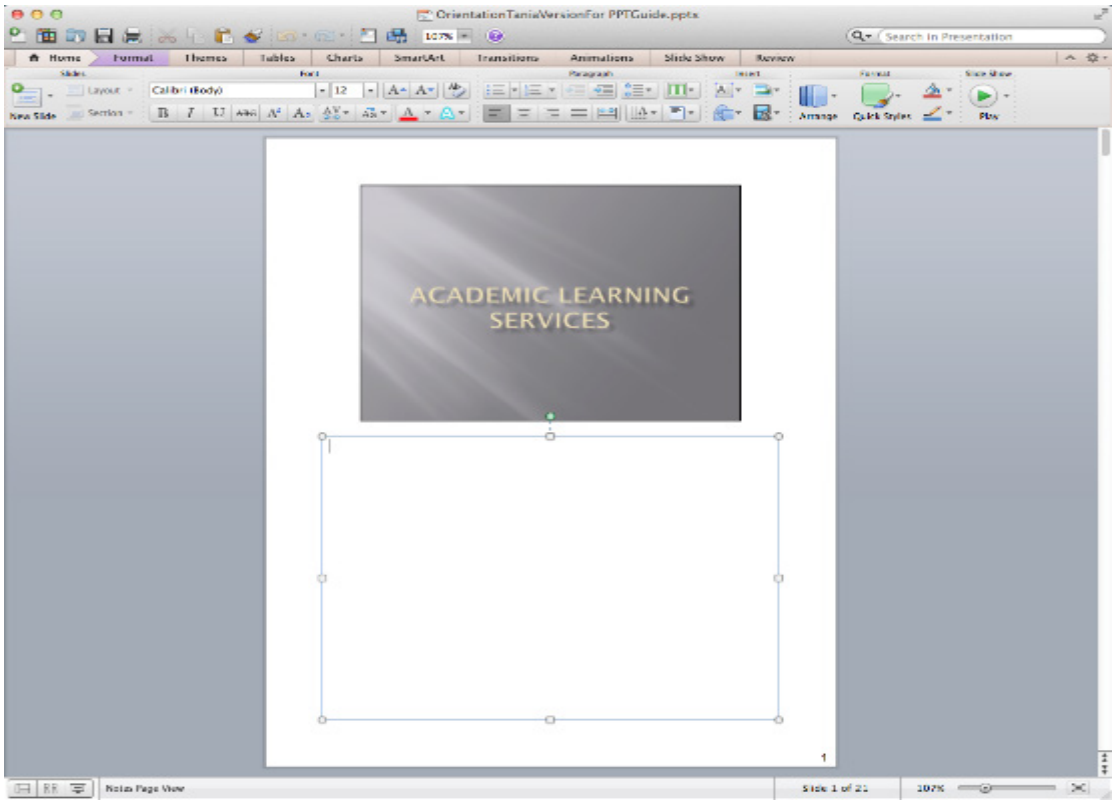


This shows your presentation in full screen. It can also be used to check any animations, transitions or timing at the final stage of preparation for your presentation.

NB: Press esc key to return to normal view.

Notes Page

View >> **Notes Page**



NB: You can add and view your notes for each slide.

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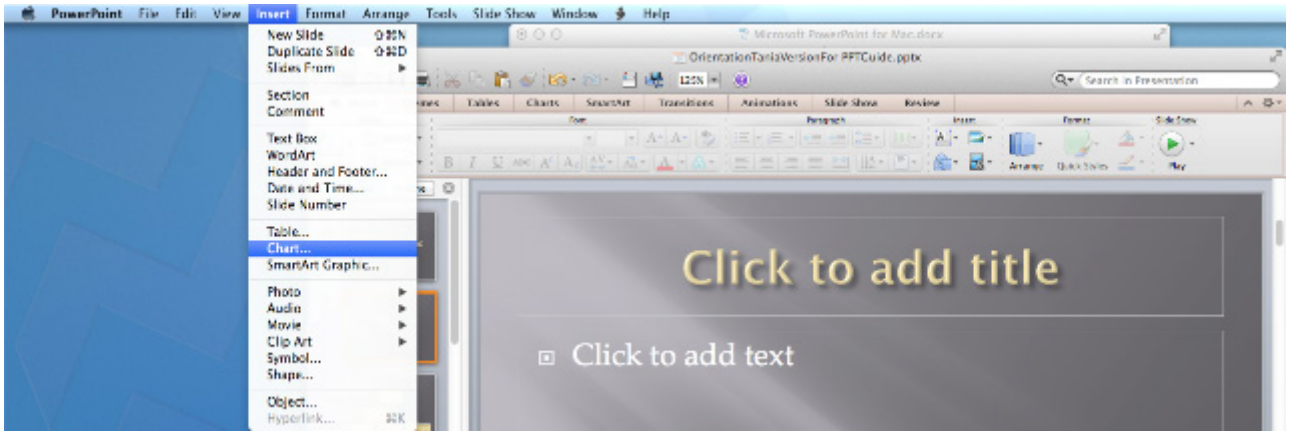
Inserting a Graph

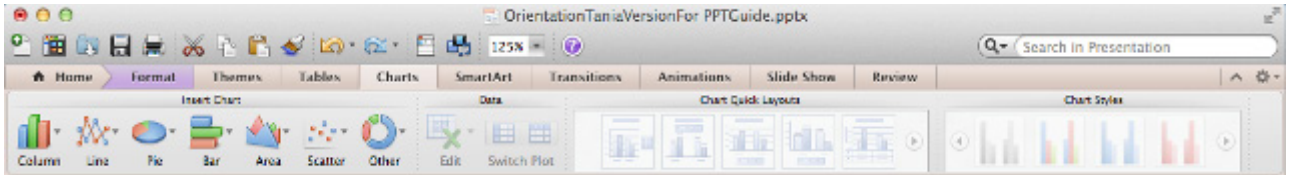
Inserting a Graph from Excel

Select the slide you are going to place the chart on

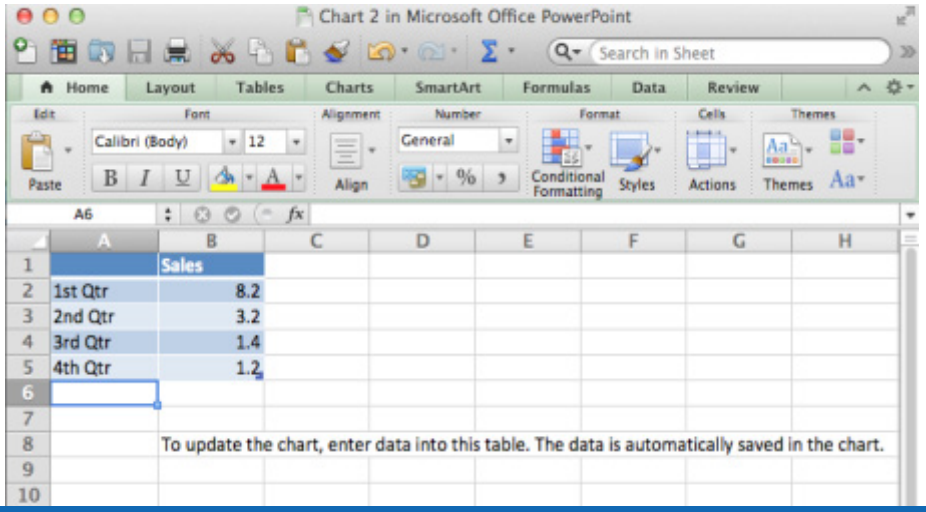
Insert << **Chart** OR **Select** the **Chart icon** on the slide



Choose the type of chart you want to use



An excel window will open, so that you can edit/enter the data in your chart.



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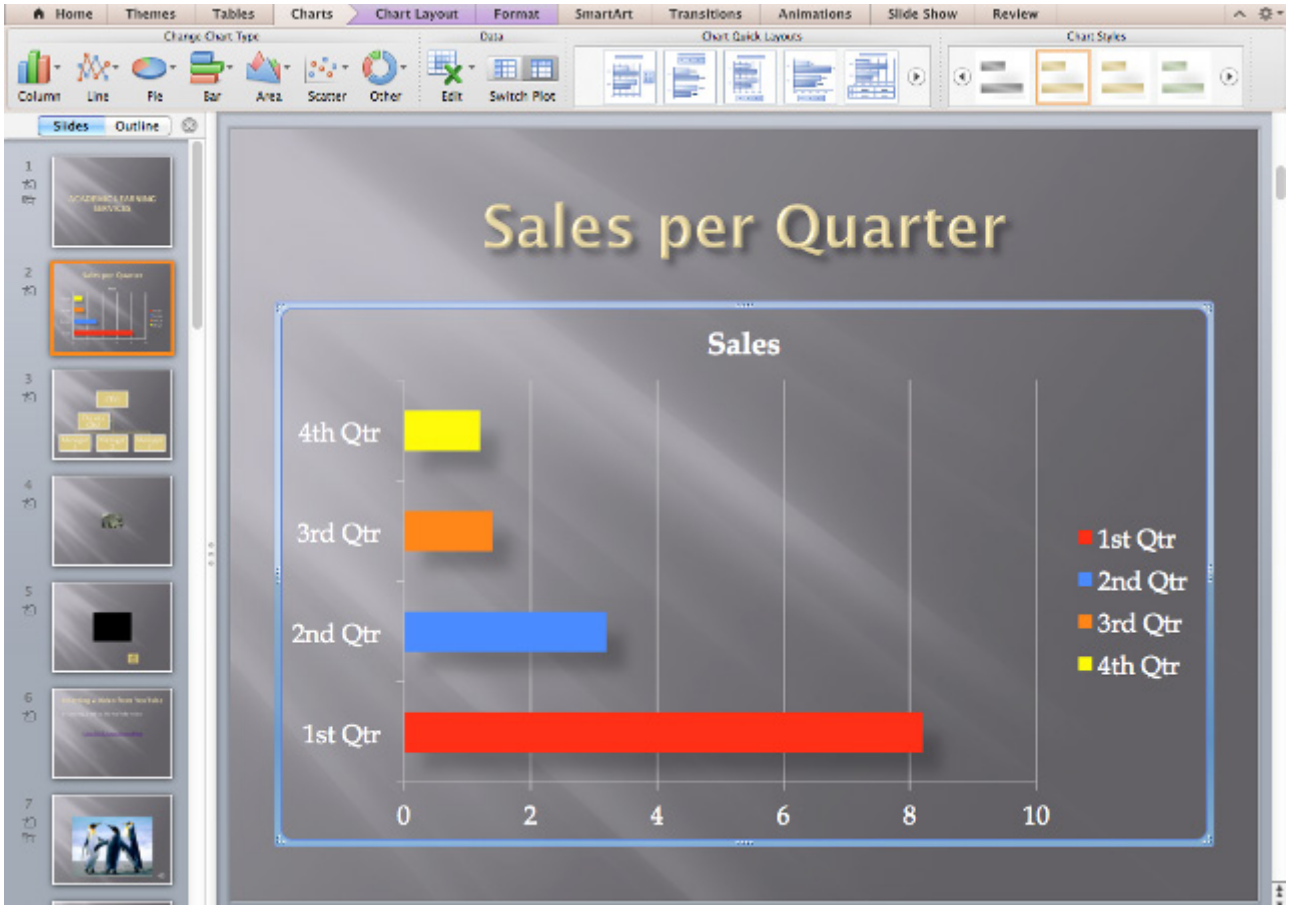
NB: If the table disappears, **Right Click** on your chart << **Edit Data** and the table will appear again.



NB: To change your chart type, choose **Charts** << **Chart Layout** << **Format**

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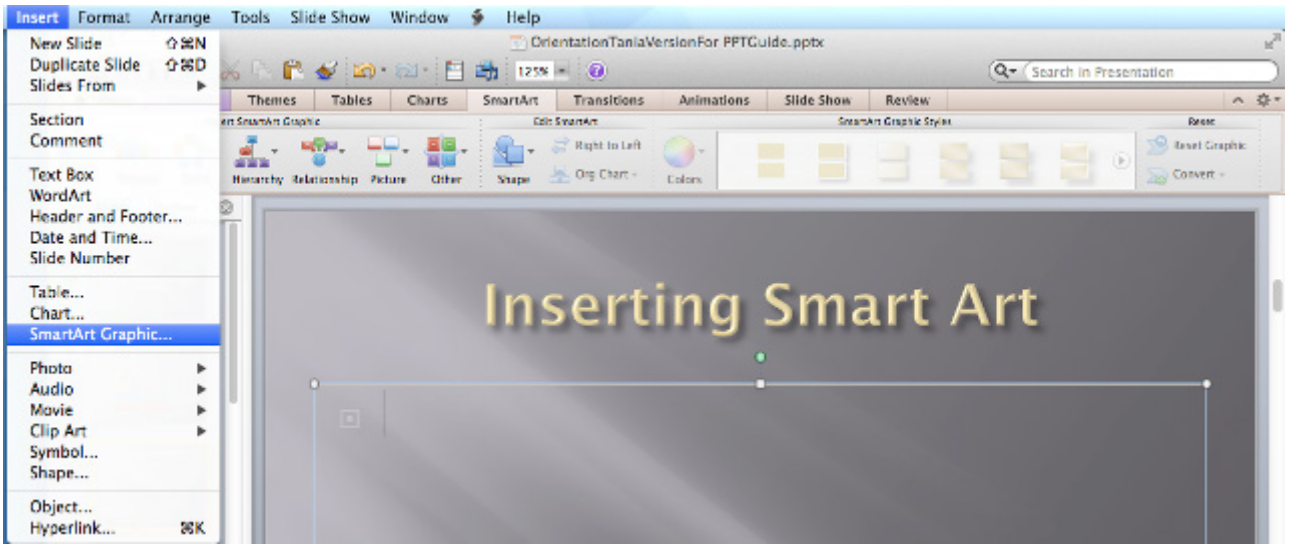
Inserting a Diagram

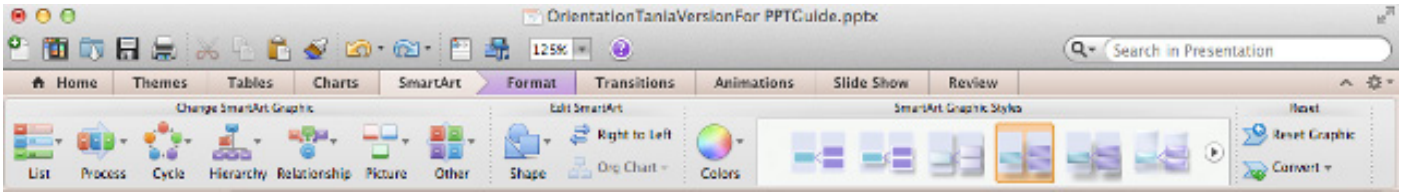
Inserting a Diagram using Smart Art

Select the slide you are going to place the Smart Art on

Insert << **Smart Art** or **Select** the **Smart Art** icon the slide



Choose a Diagram type



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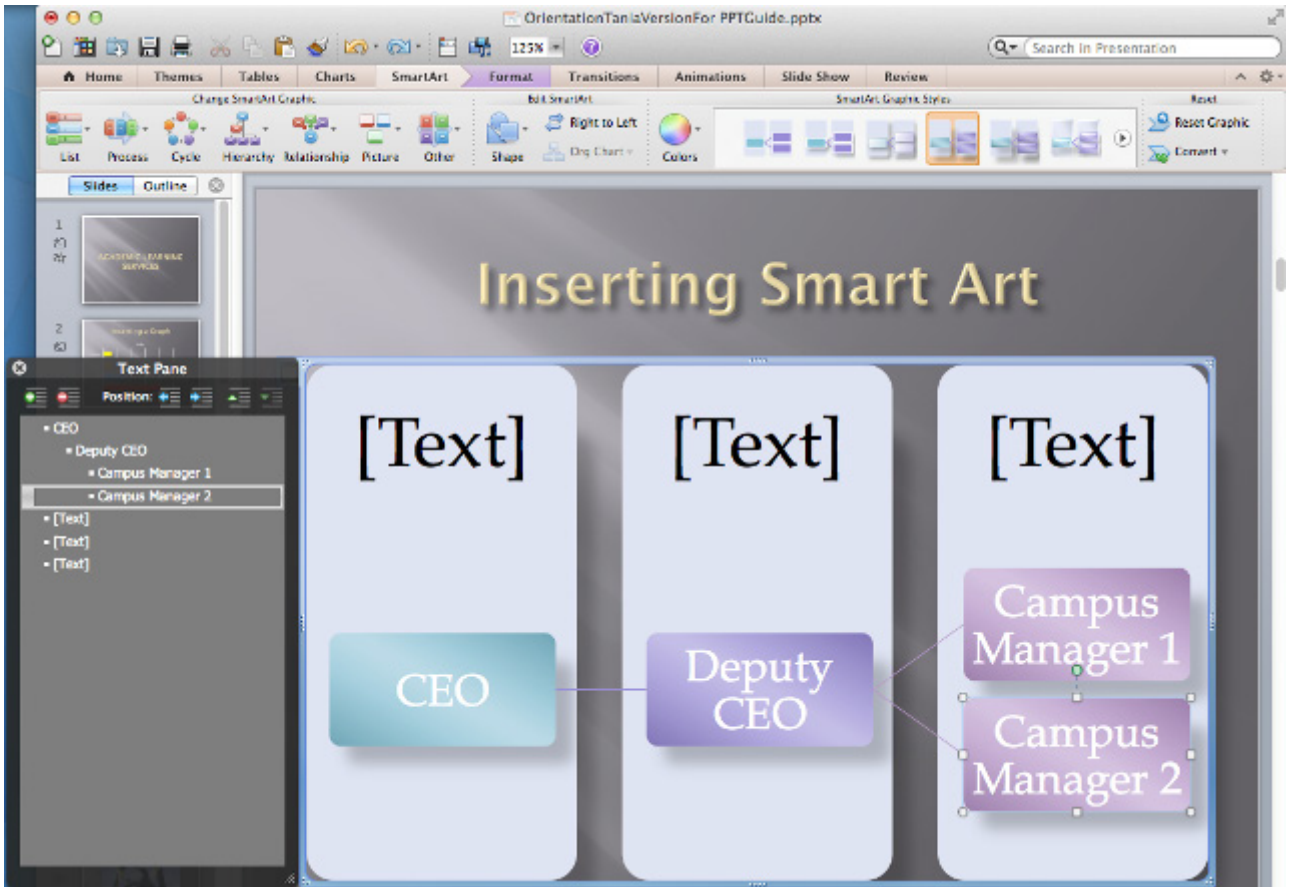
Click on the objects within the diagram to edit them.



NB: Right click on the objects to change their properties.

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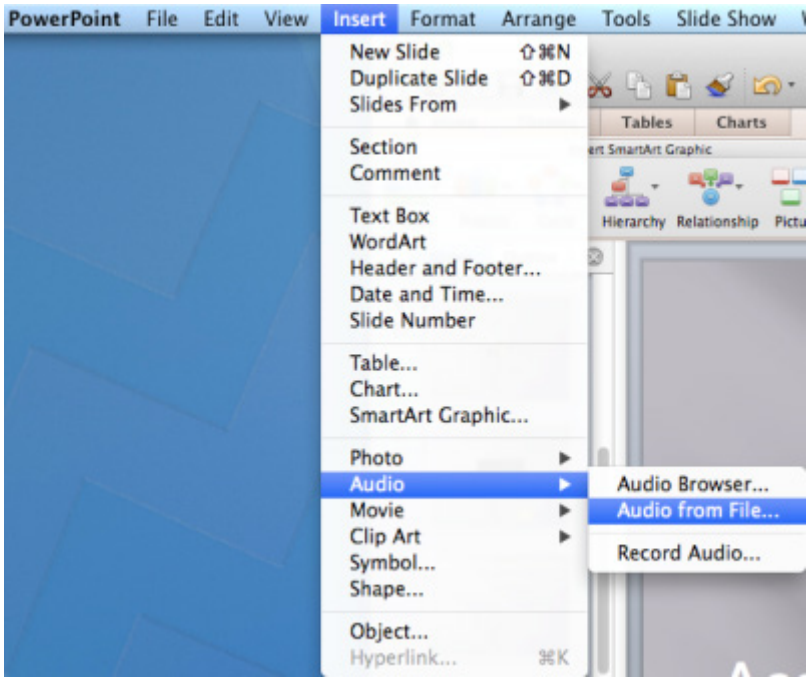
Inserting a Sound

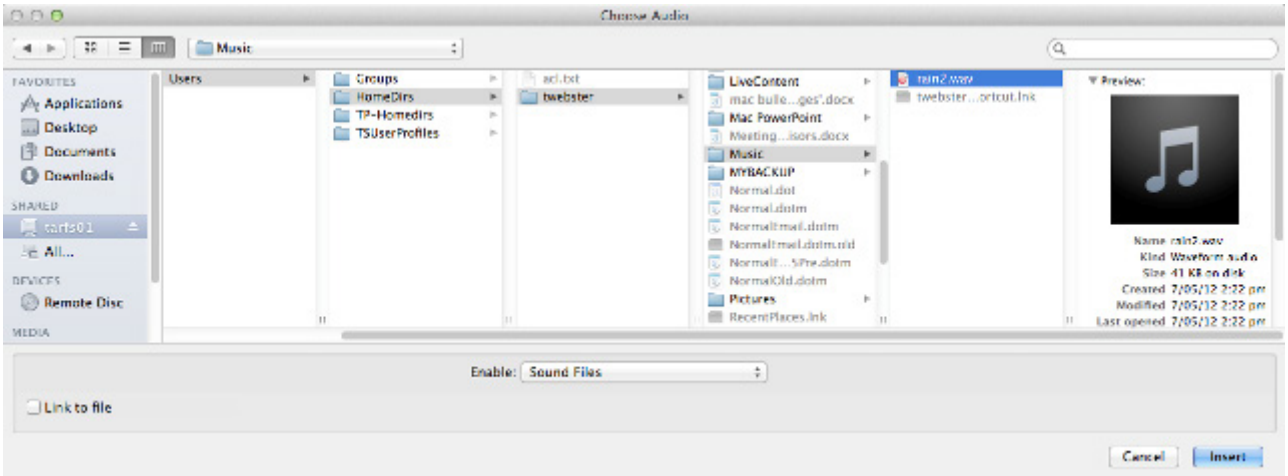
Inserting a Sound into your Powerpoint Presentation

Select the slide you are going to place the sound onto

Insert << **Audio** << **Audio from File**



Browse for your sound file << **Insert**



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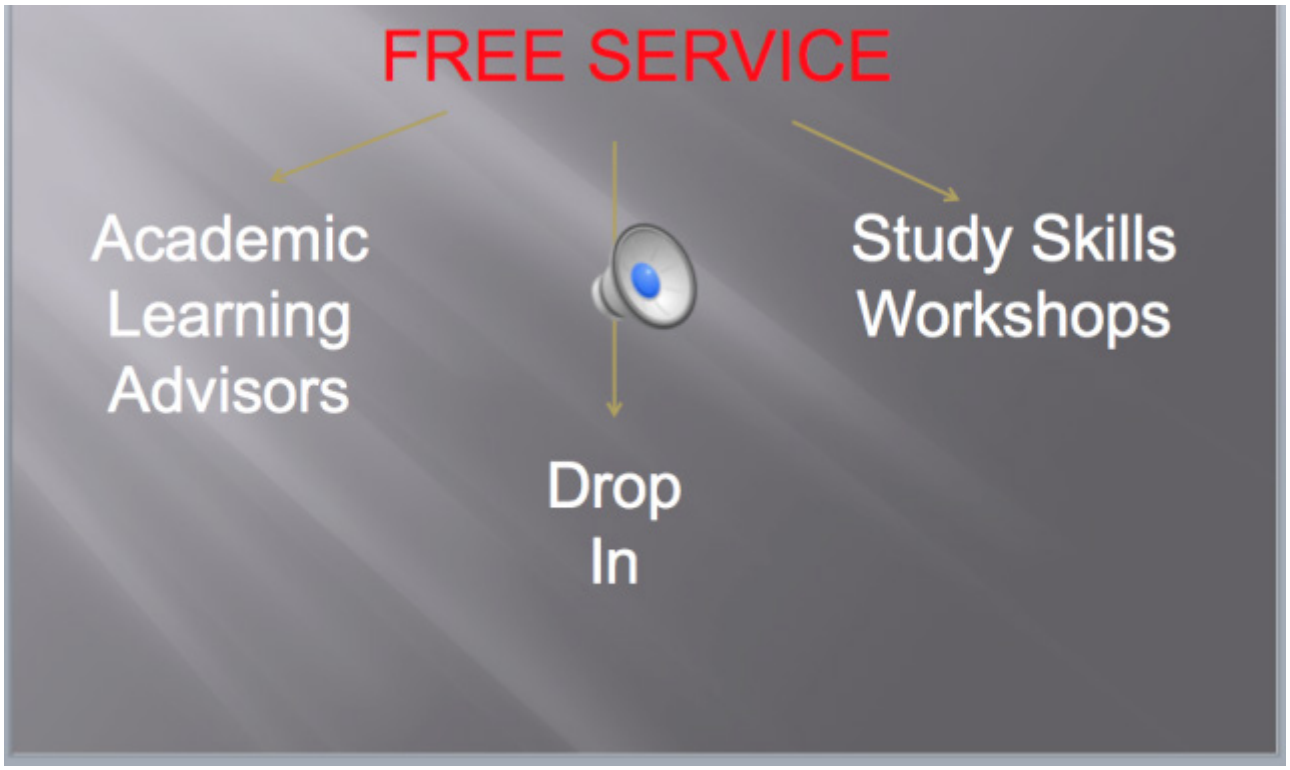
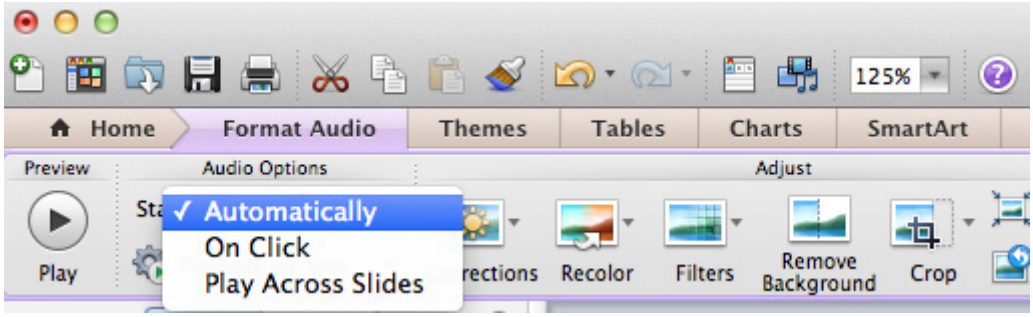
When you click on the sound icon, your sound will start playing automatically.



To move your sound icon out of the middle of your presentation >> Click on the icon >> move it to where you would like it placed.

To change the playback of your sound

Click on **Format Audio** on the Ribbon << **Audio Options** << **Start dropdown box** << select **Automatically**, **On Click** or **Play Across Slides**



If you choose **Automatically**, your sound will play straight away.

If you choose **On Click**, you will need to click on the sound icon.

If you choose **Play Across Slides**, when you click on the sound icon your sound will continue to play across all slides.

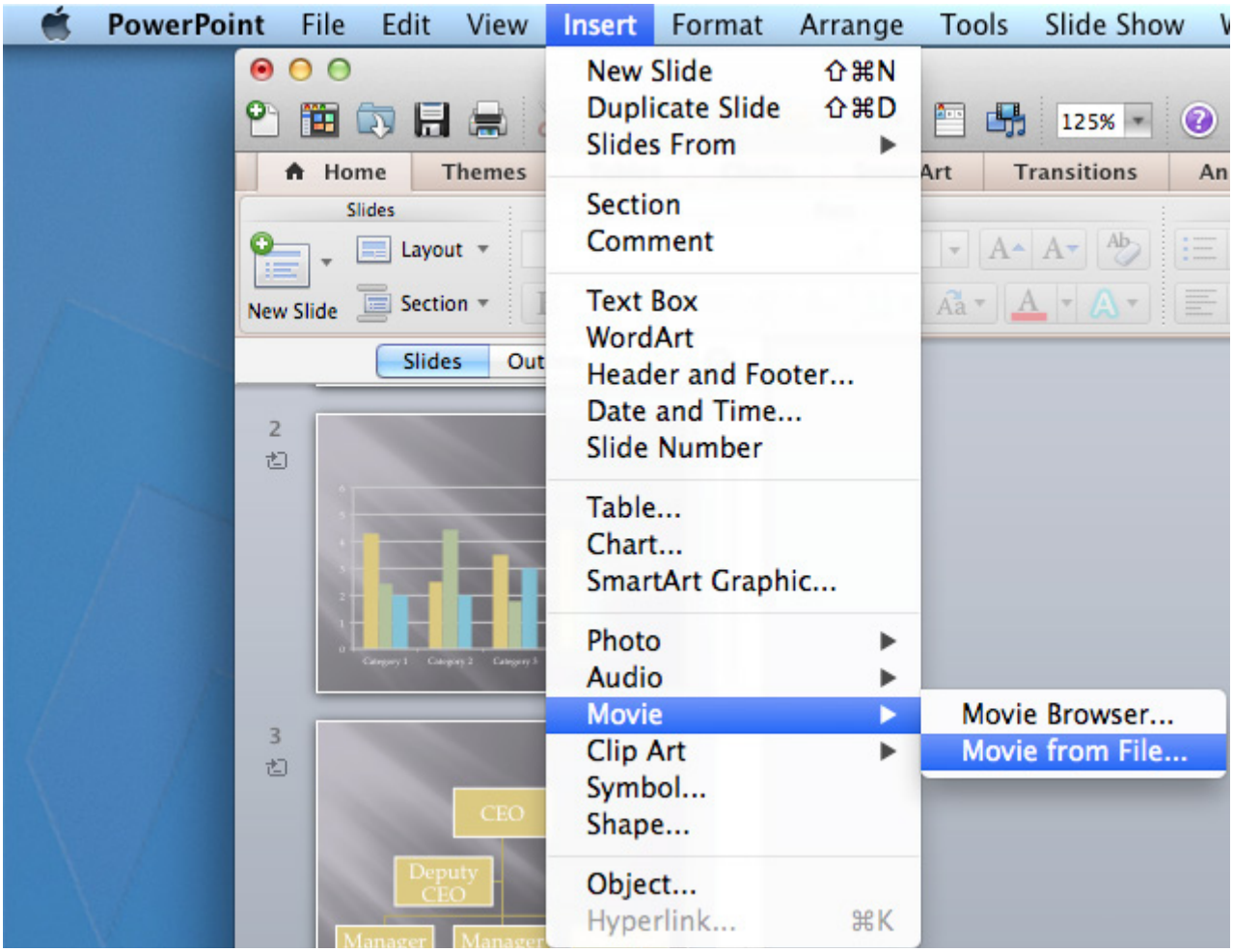
Mac Guide: Microsoft Powerpoint 2011

Inserting a Movie

Inserting a Movie into your Powerpoint Presentation

Select the slide you are going to insert a movie into

Insert >> **Movie** >> **Movie from File**



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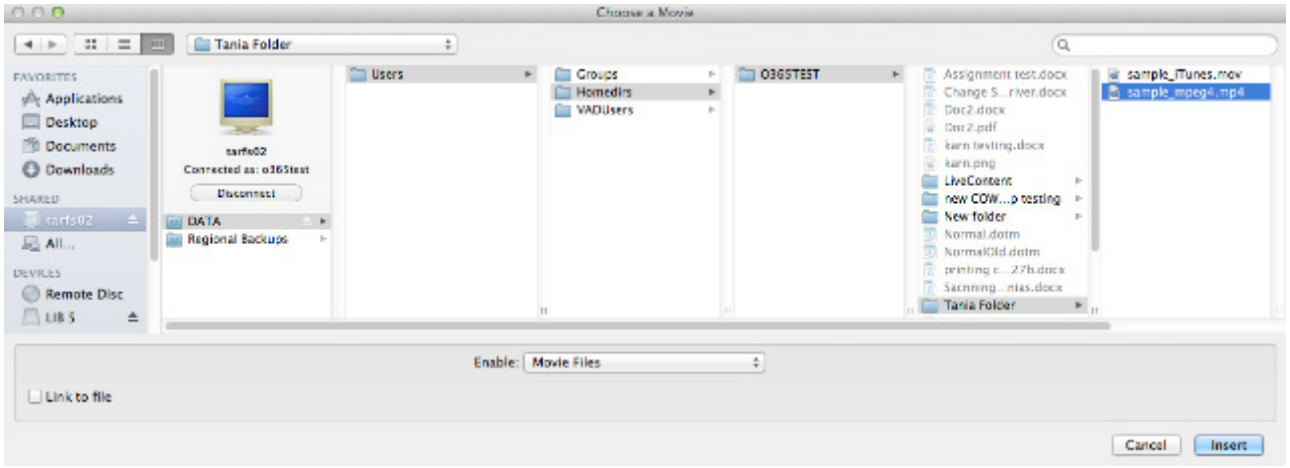
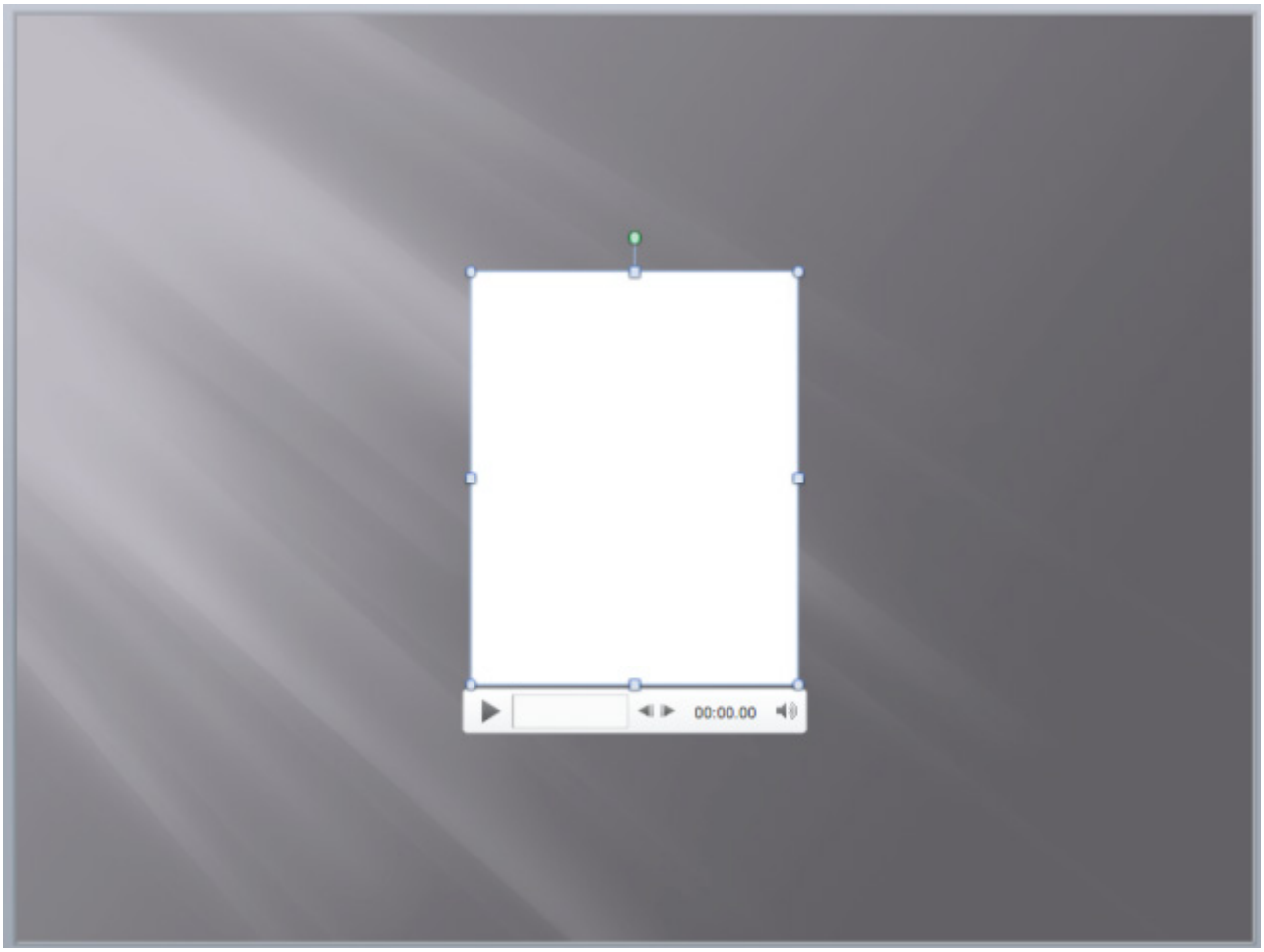
Browse for your Movie >>**Insert**





To Change the Playback of your Movie

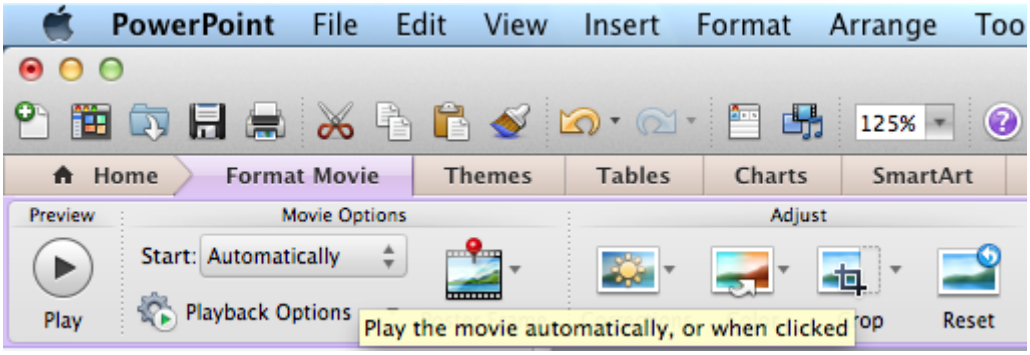
Click on the **Format Movie** tab

Click on the **Start** dropdown box

Choose between **Automatically** or **On Click**

Automatically will play your movie clip straight away

On Click means you have to click on you movie clip to get it to play

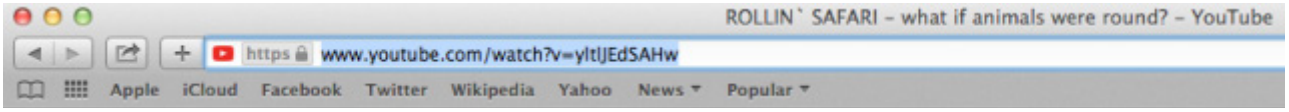


Inserting a Video from YouTube

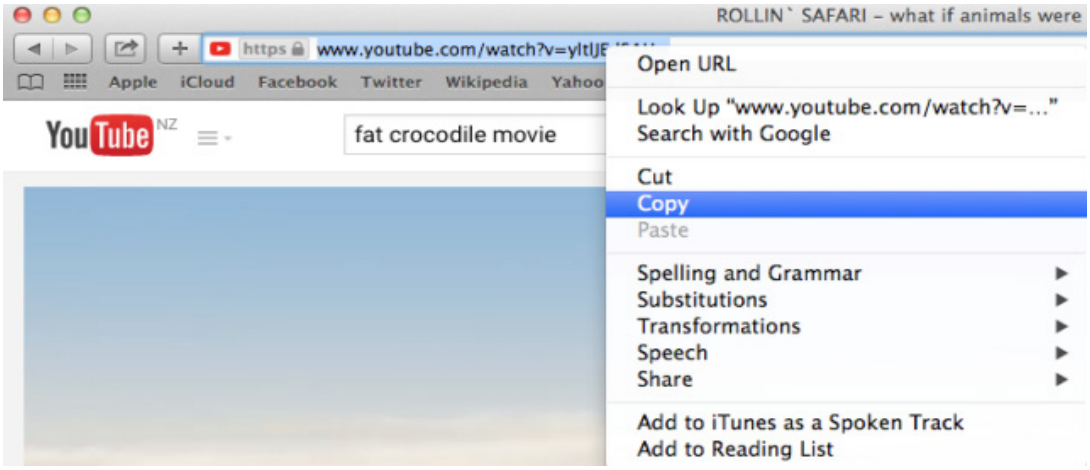
The safest way to use a video from YouTube is to hyperlink it to your slide; **do not** embed the file as this can breach the Copyright Act 1994.

Find the video you want to link to

Click in the address bar, to copy your video link



Press **Cmd C** (copy) **OR** Right click and choose **Copy**

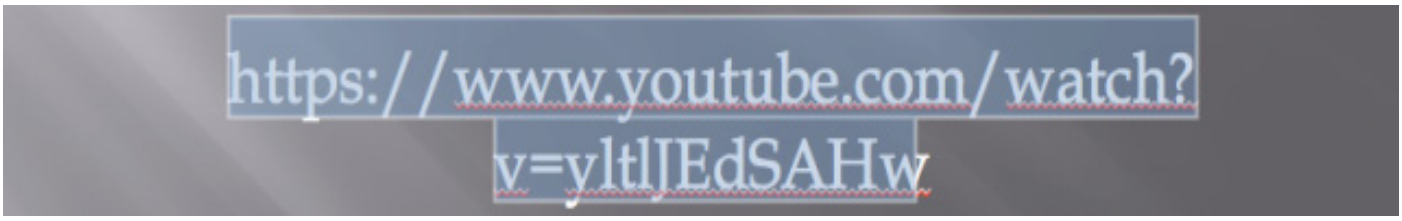


Go back to your PowerPoint slide

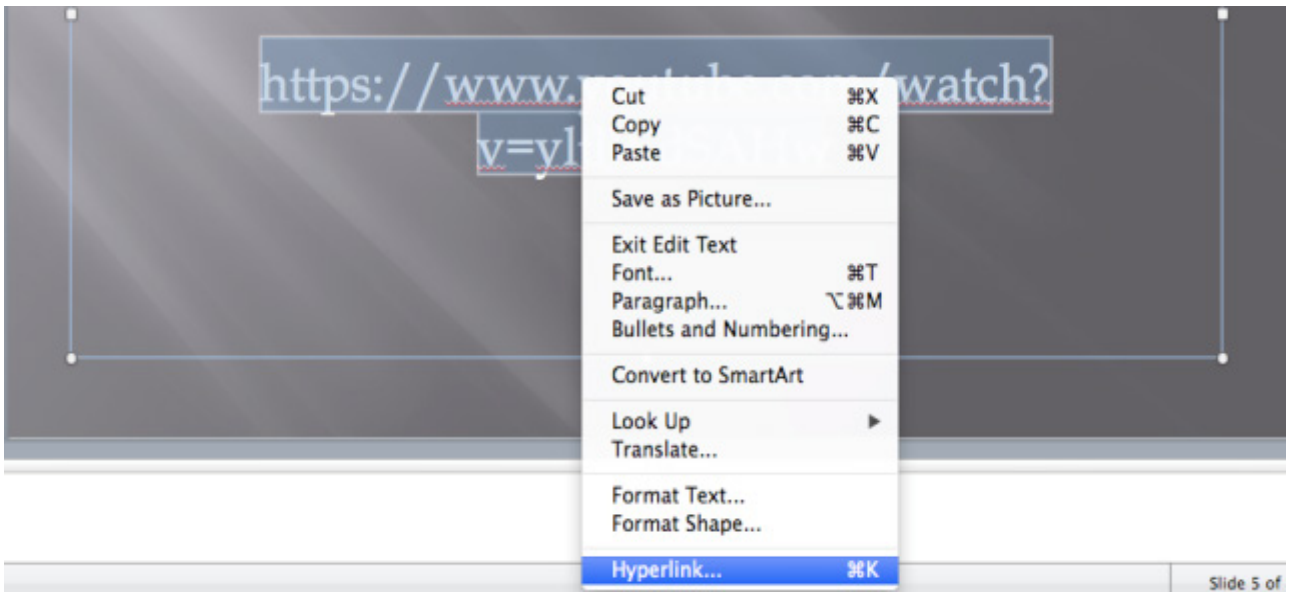
Click where you want to place your video link

Press **Cmd V** (paste) **OR** Right click and choose **Paste**

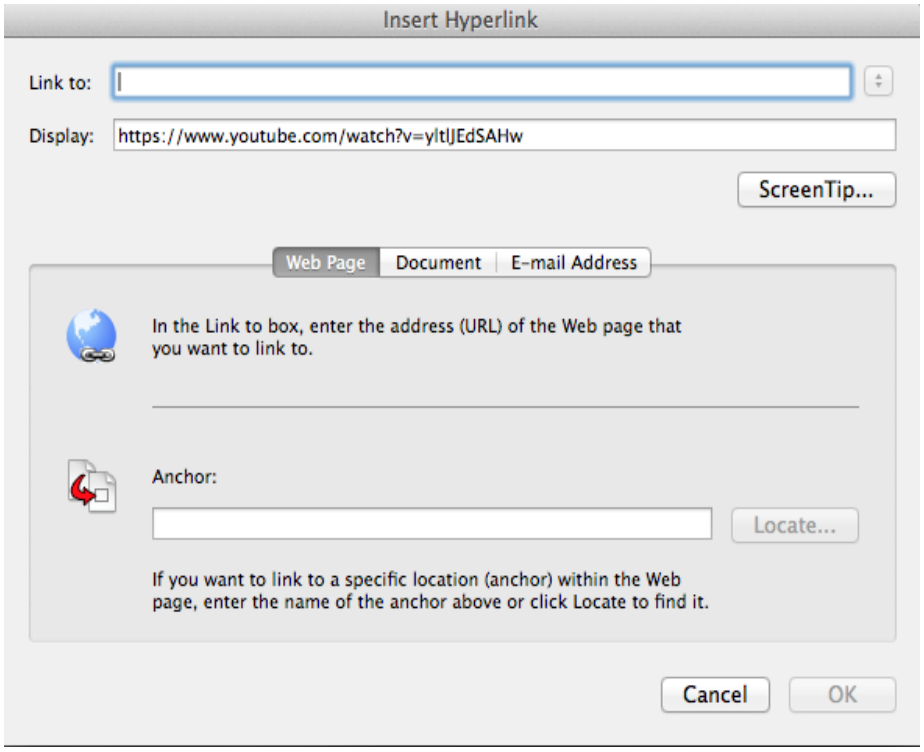
Highlight the link - https://www.youtube.com/watch?v=yltlJEdSAHw



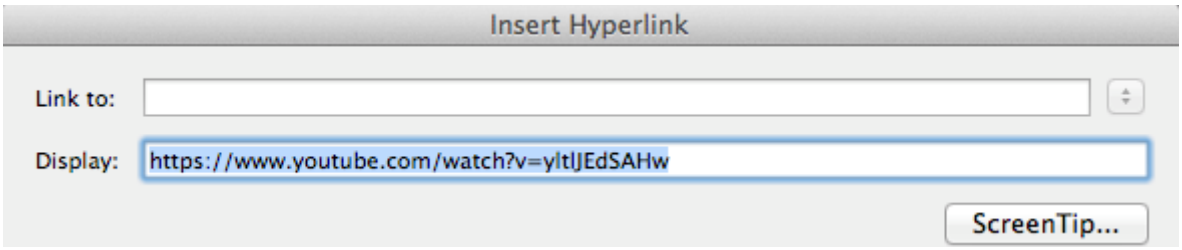
Right click on the link and choose **Hyperlink**



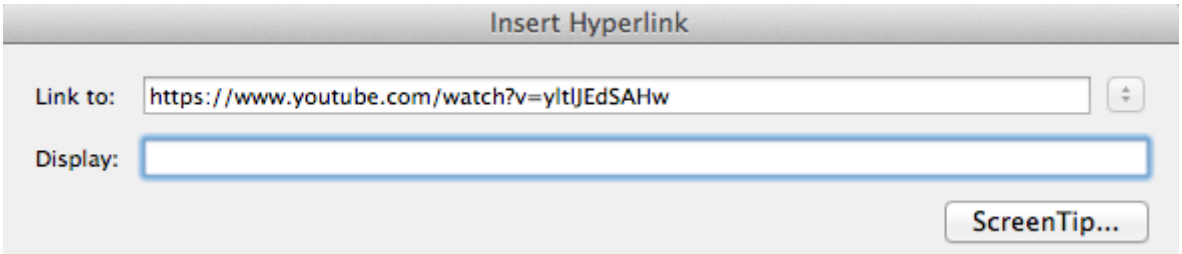
The following dialogue box will appear;



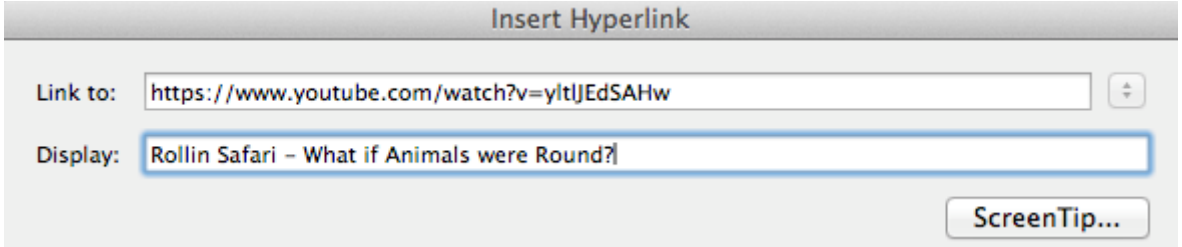
Copy (cmd c) the YouTube link from the **Display** box

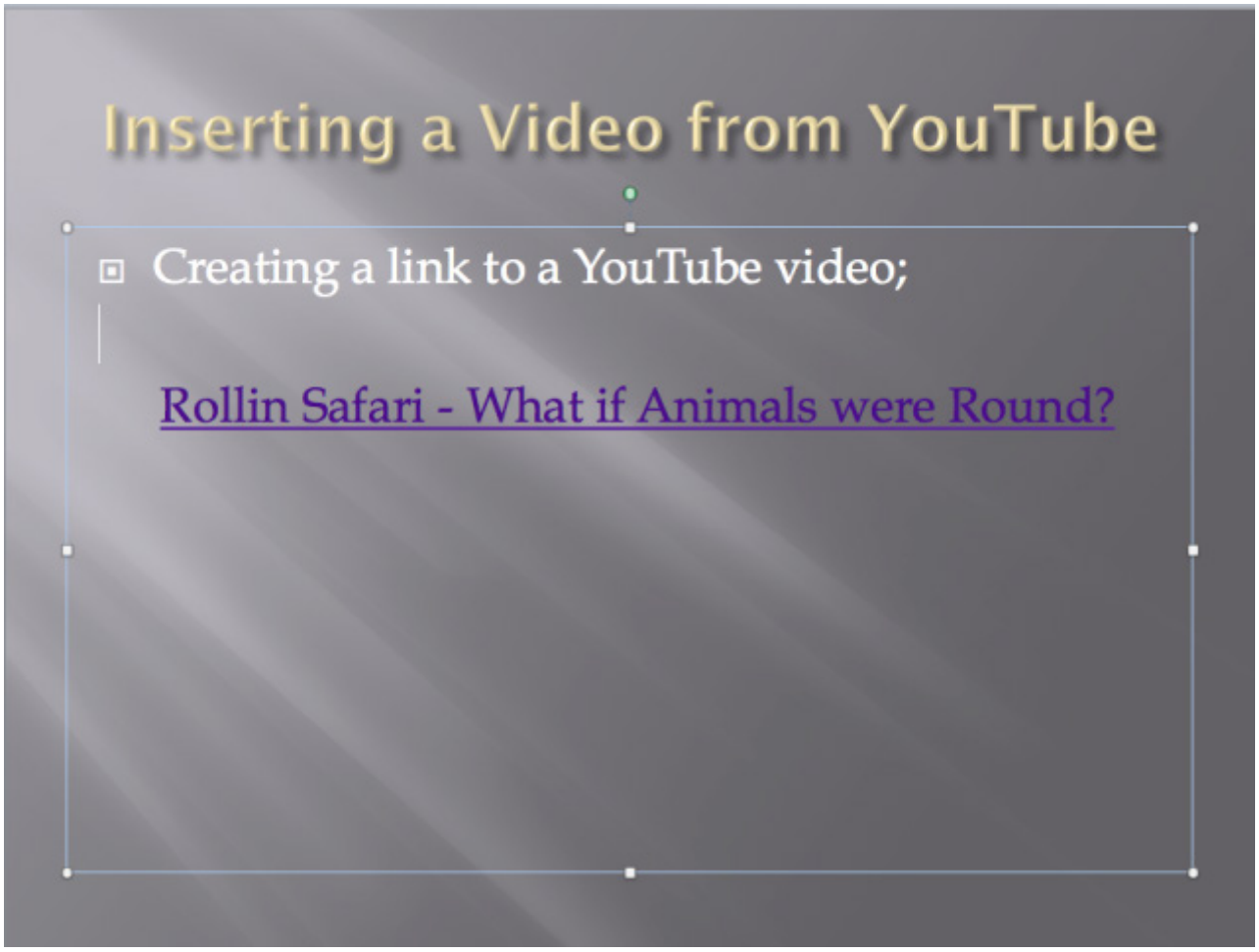


Paste (cmd v) the YouTube link to the **Link** to box



Type the text you want to appear as your link in the **Display** box



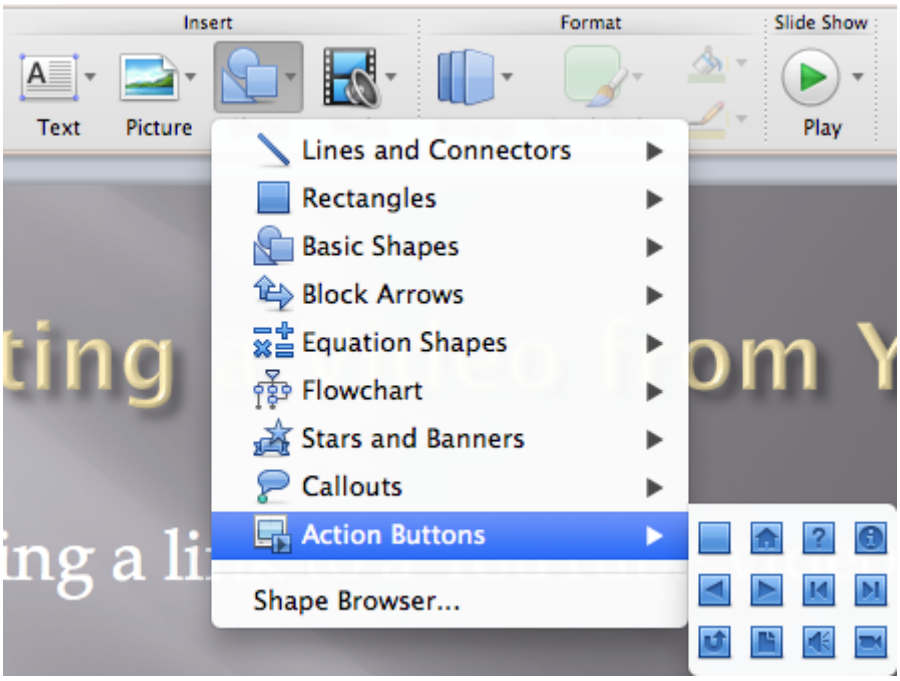


Adding Action Buttons to your Presentation

By adding action buttons to your presentation you can tell amovie or sound to play at a specific time or you can use an action button to navigate to another slide in your presentation. e.g. Home

Action Buttons

Insert >> **Shapes** >> **Action Buttons**

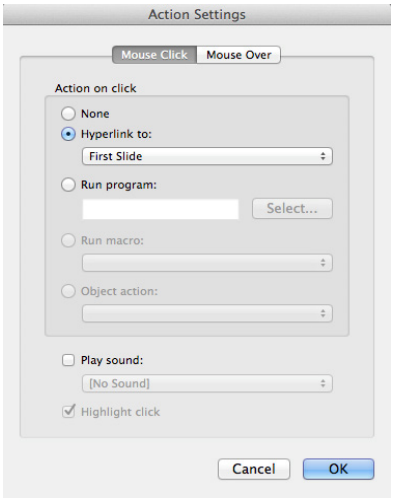


Choosing a button

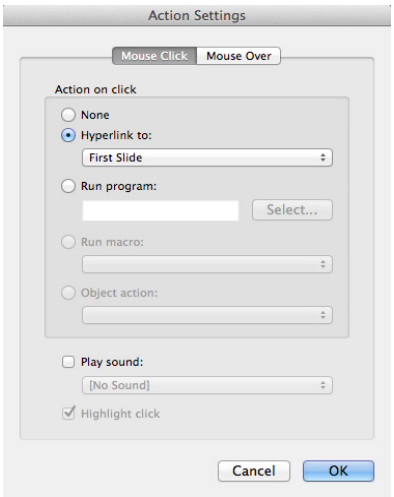
Once you have chosen your button you will notice the mouse pointer has changed to a **+**

Move your mouse onto your slide and click and drag to make your button

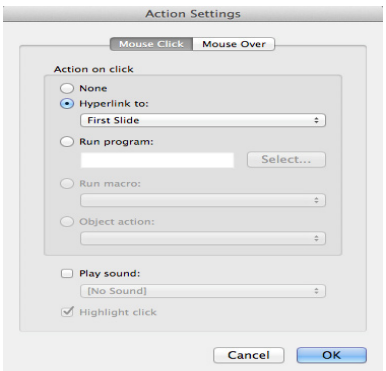
The action button dialogue box will now show, this enables you to choose the settings you want for your button



Choose which tab you want to use; **Mouse Click** or **Mouse Over**



Choose which action you want and click **OK**



Mac Guide: Microsoft Word 2011 Saving your Document

Saving your Document

It is good practice to save your document before you start working on it, and to save it periodically as you continue to add to it, to minimise work lost if something goes wrong. Where you save your document depends on where you are working on it.

Personal Computer at home:	"My Documents" on the C: Drive
EIT:	H: Drive (never save to the desktop as this is reset every time the computer is re-started)
Home & EIT:	USB Memory Stick

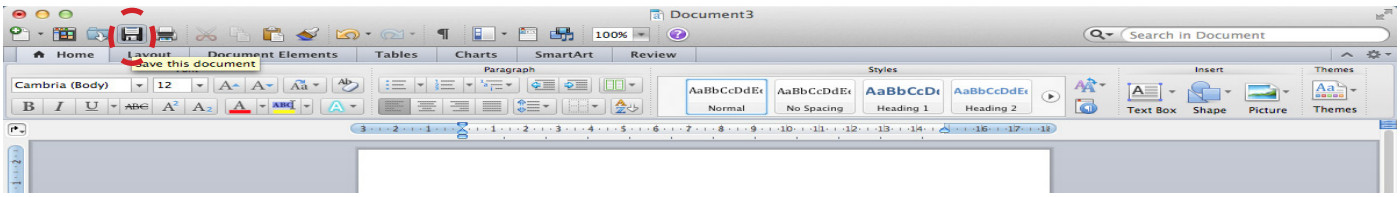
NB: As a precautionary measure it is also good practice to also email your document to yourself so there is always a retrievable copy if there are problems with the other copies.

Saving a New Document to your H:Drive

The first time you save a new document at EIT you need to select where save it. This will always happen when you are working on new documents.

Click on **Save** >> The **Documents** folder is the default drive to **SAVE** to at **EIT** >> Please **DO NOT SAVE HERE!**

You could lose all of your hard work, because the **Documents** folder at EIT is for **TEMPORARY STORAGE ONLY!**



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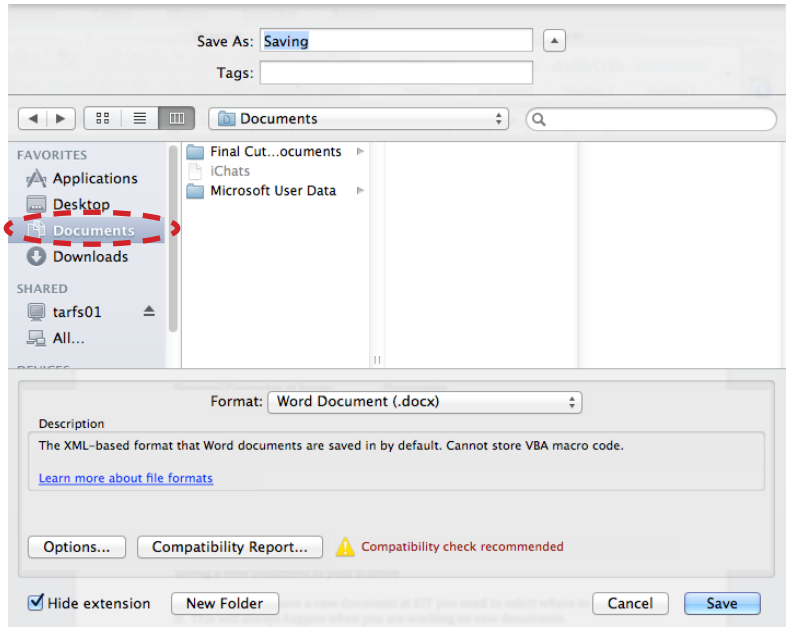
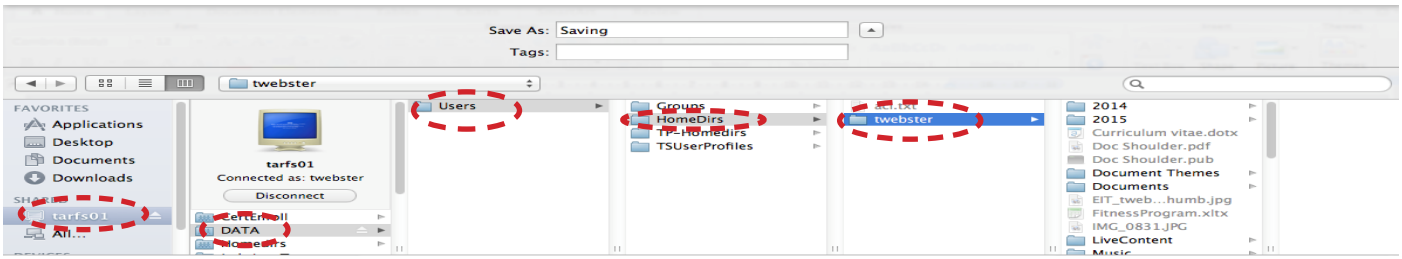
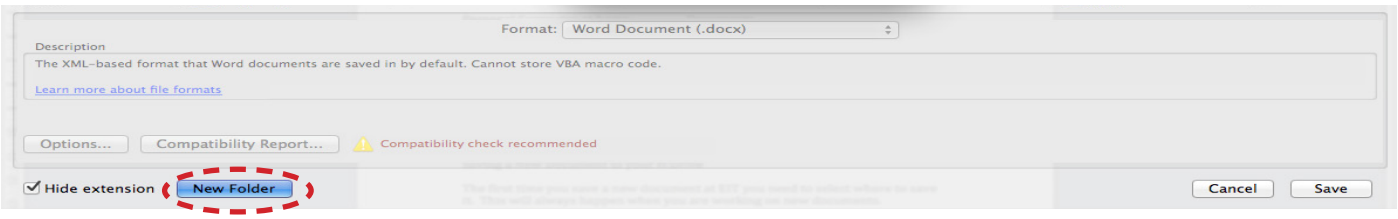


You need to change to **your H: Drive**, using the following steps

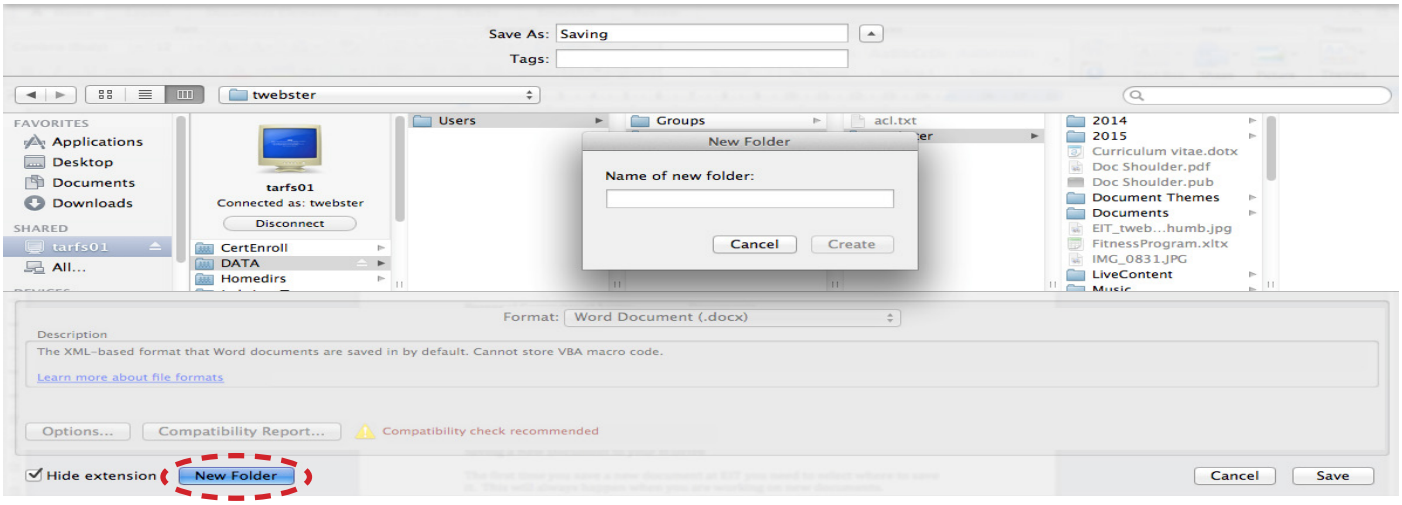
1. Click on **tarfs01**
2. Click on **DATA**
3. Click on **Users**
4. Click on **HomeDirs**
5. Click on **your name**



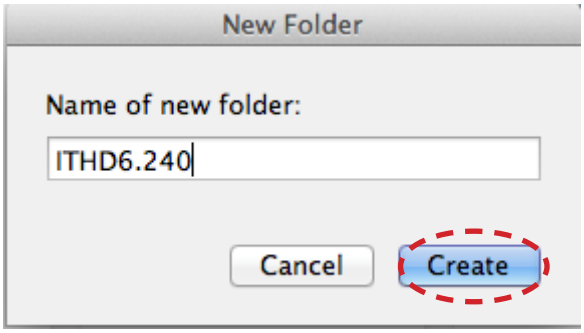
Before you save your work, **create a New Folder** to keep your H: Drive tidy.



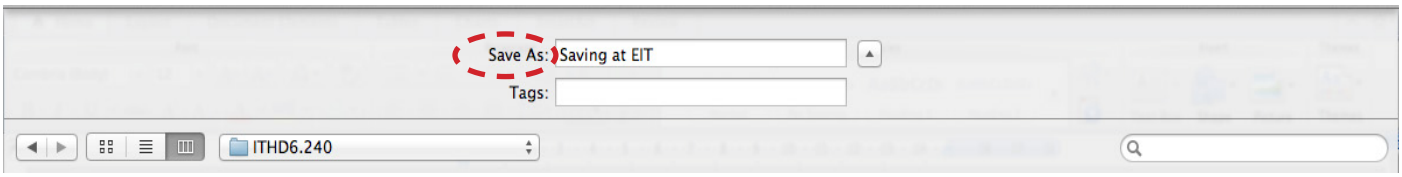
Click on the **New Folder** icon and the following will appear in your H: Drive;



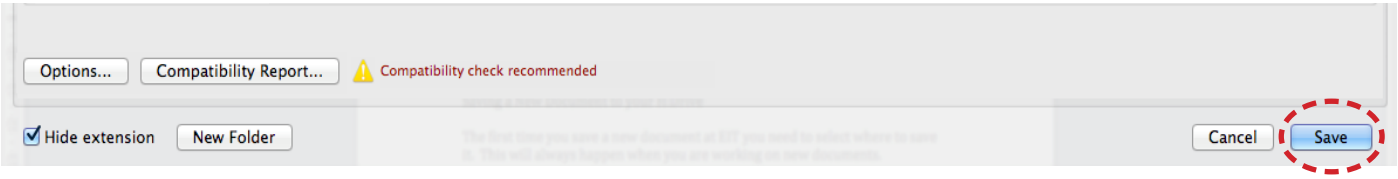
Give your **New Folder** a relevant name e.g. **ITHD6.240** << Click **create**



Create a name for your file



Click **Save**.

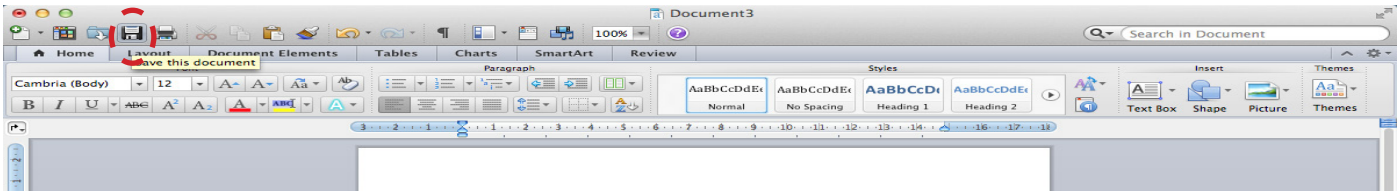


NB: If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

Opening and saving an edited document

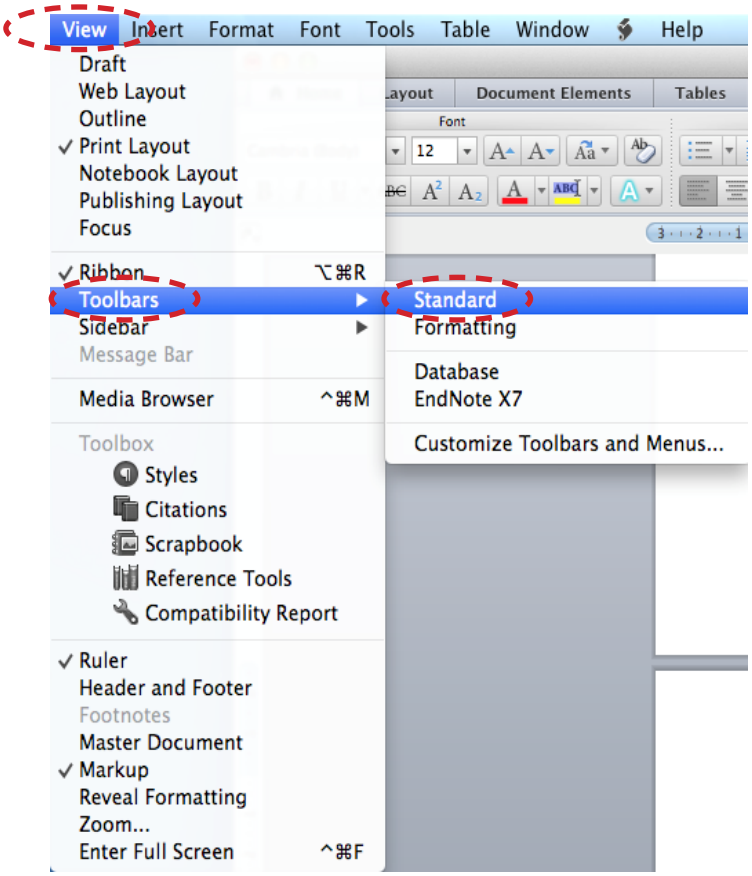
Browse to the location of your document and open your document. It will open up in Word automatically.

Once you have finished making your changes to your document click on the **save** icon at the top.



If you cannot see the Save icon on the toolbar, you need to show the toolbar at the top of your document.

Go to **View** << **Toolbars** << **Standard** << Click on **Standard** and a tick will appear to show the **Save** toolbar



Saving @ EIT

Saving to a USB Memory Stick

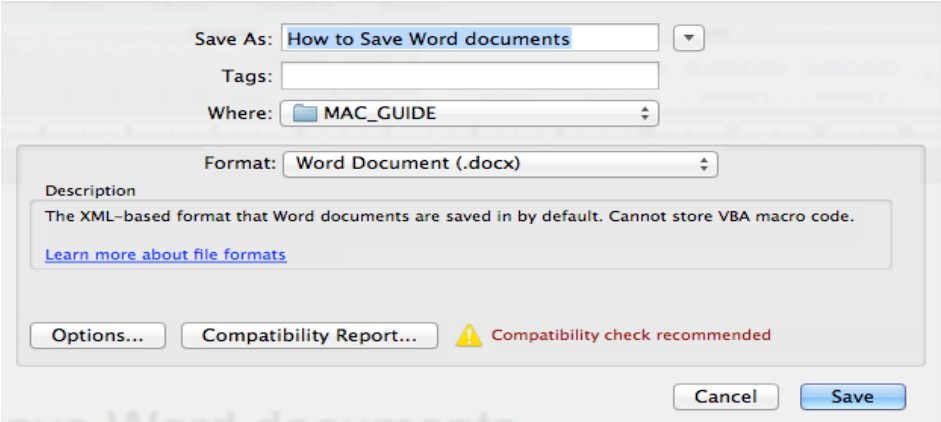
Saving to a USB Memory Stick:

These little devices are great for creating a backup of your work, which you should have just in case something goes wrong and you lose your work on the computer.

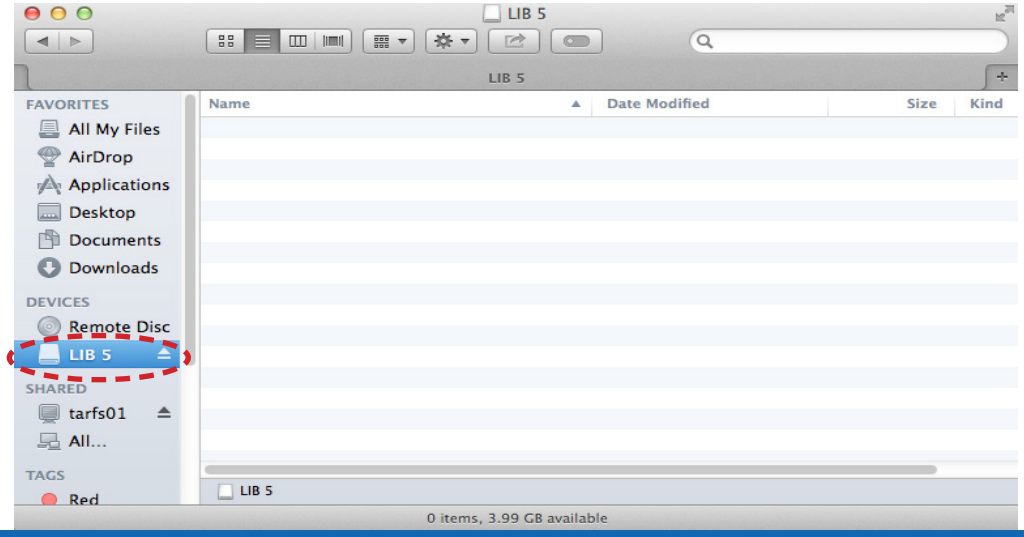
As we have already saved our document using the saving techniques above, we are now going to use the **Save As** facility on the keyboard.

Make sure your USB is plugged into a USB port at the back of the computer.

With your document still open >>Press **Cmd + shift + 2** on the keyboard and the following screen will appear;



This time we need to select the **Lib 5 USB**, as shown below;



Want more information?
974 8000 ext 6045
twist@eit.ac.nz

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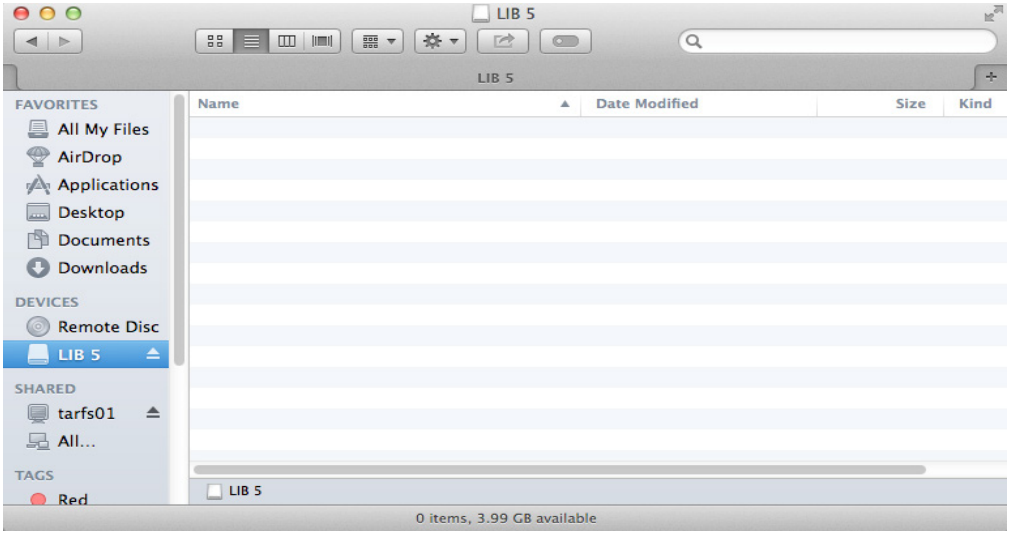
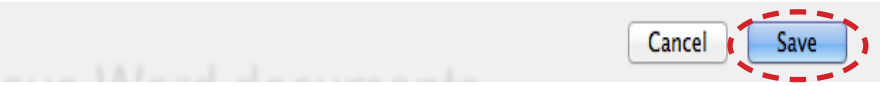
It should be empty the first time you use it

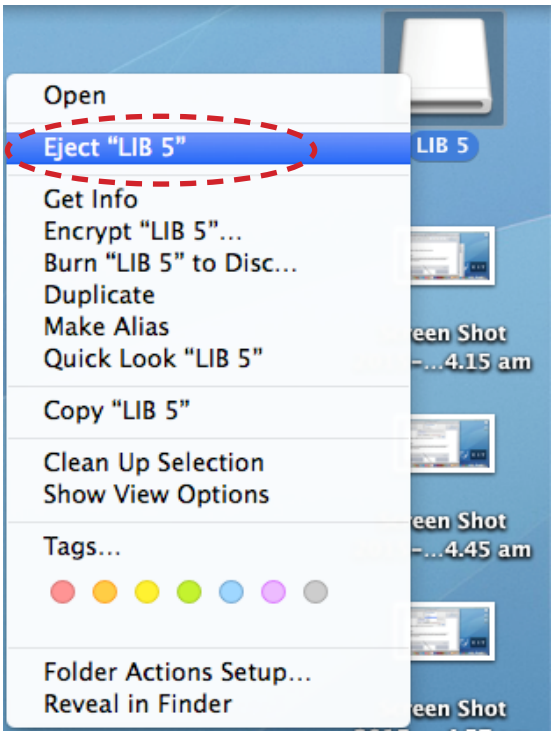


Click on **Save**;



Your document should be saved to your USB.

Once you have finished copying over your documents you will need to safely remove it so that work copied to it will not be lost.

Close all open documents that you have been working on.

Right click on Eject USB (the name of your USB)