



# MS-PowerPoint® Projects for School Use

## Why go this route?

- To use the computer to create an array of animated presentations with numerous uses from showcasing the school's assets to enhancing professional development delivery.
- To communicate achievement and other forms of data to parents, staff and students.
- To increase school-wide use of (and comfort with) technology.

## You'll know you've arrived when...

- School staff can complete the activities in this guide.
- School staff uses Microsoft PowerPoint to create animated presentations for curricula and communicative purposes.
- School staff routinely use PowerPoint to share data with parents, staff, students and other interested stakeholders.

## Construction Zone

Please note that volumes have been written about how to use Microsoft. The intent of this document is not to replace those resources. This packet was designed to give you specific instructions on how to create a presentation similar to the one featured in this packet. The directions are written for beginners who possess basic computer skills (turning on the computer, pointing, clicking, and dragging). You will need to complete the tasks while using the computer. The directions are written for P.C. (not Mac) operating systems.



### It's about **TIME**

- Time required to complete each project will vary based on your data entry skills and your experience with MS-PowerPoint.



### Potential **COSTS**

- Software costs should be minimal. Many computers come with Microsoft installed as standard software.
- Paper and ink cartridges are ongoing expenses of producing documents.
- A projector used to view the presentations on a screen or wall will cost around \$3,000.

---

## The Process

*A step-by-step guide  
to producing slideshows  
in MS-PowerPoint, for  
school use.*

**NOTE:** Steps marked with a  are accompanied by one or more inserts, included in this packet.

Accompanying inserts provide detail on these steps and screen prints to show you what should be appearing on your screen as you go.

## THE BASICS

### 1 Open a template slideshow.

INSERT for Step 1 explains how to choose from a menu of pre-designed backgrounds.

### 2 Choose an auto layout.

Next choose one of a set of pre-set layouts for each slide, depending on whether you'll have mostly bulleted lists of text...or mostly graphic-like data charts...or a combination. See the top of Insert for Steps 2-3.

### 3 Get familiar with tools and buttons.

Inserts for steps 2-3 provide detailed information.  
If you are using a version other than Microsoft Excel 2000, the screen prints may not match yours exactly. Follow as best you can, choosing what looks like the most similar choice. It will often work.

### 4 Type text on your slide.

Use this section to find out what a spreadsheet is and how to open the program. Refer to Insert for Step 4.

## INTERMEDIATE SECTION (Inserts for Steps 5-7)

### 5 Change colors for parts of the text you want to highlight.

### 6 Add pictures if you like.

### 7 Add sound and animation.

## ADVANCED FEATURES (Inserts for Steps 8, 9, and 10)

### 8 Add charts.

### 9 Add transitions and autoshapes.

### 10 Show Time! (Tips and Hints for presenting)

---

## **Getting more mileage from using MS-Powerpoint to display your data and explain your experience**

*How using your computer skillfully helps your school in regard to the following initiatives:*

### **No Child Left Behind (NCLB)**

- PowerPoint can serve as the tool for creating presentations that inform stakeholders about the components of NCLB as it relates to their school.

### **Education YES!**

- Utilizing the Microsoft software will allow one to create, publish and store professional-looking documents which can be used as documentations of compliance.



---

## Resources

### Books

#### ***Microsoft PowerPoint 2000 Bible.***

Faithe Wempen. John Wiley and Sons.

In addition to explaining features and steps in PowerPoint, this book adds tips in presentation design and public speaking for effective use of the software.

#### ***How to Do Everything with PowerPoint. Ellen Finkelstein et al.***

This reference is available digitally as an Adobe Reader document, and has received five stars from Amazon.com reader-reviewers.

#### ***Microsoft Power Point 2002 Comprehensive Concepts and Techniques.***

Gary B Shelly, Thomas Cashman et al. Course Technology.

A popular quick-reference guide.

### Websites

See Microsoft's website for resources and access to tech support.

[www.office.microsoft.com](http://www.office.microsoft.com)

### People

#### **Specialists**

Most Intermediate School Districts have a specialist working with schools on technology use in their service areas. Some offer computer classes.

#### **Coaches**

The *Alliance for Building Capacity in Schools* website lists coaches whose training has been provided by Michigan State University and supported by the Michigan Department of Education. Some are experienced in coaching technology use in Michigan schools. Please visit:

[www.abcscoaches.org](http://www.abcscoaches.org)

#### **Primary Author for this MI-Map Packet**

Vi Littles  
Partner Educator  
Office of School Improvement

#### **MI-Map Coordinator**

Joann Neuroth  
Changing Horses  
[neurothj@aol.com](mailto:neurothj@aol.com)

#### **For more information, contact**

Office of School Improvement  
Michigan Department of Education  
517/241-4285

---

#### **Michigan State Board of Education**

Kathleen N. Straus, President  
Herbert S. Moyer, Vice President  
Carolyn L. Curtin, Secretary  
John C. Austin, Treasurer  
Marianne Yared McGuire, NASBE Delegate  
Elizabeth W. Bauer  
Reginald M. Turner  
Eileen Lappin Weiser

#### **Ex-Officio**

Jennifer M. Granholm, Governor  
Thomas D. Watkins, Jr., Superintendent of Public Instruction

#### **Compliance With Federal Law**

The Michigan Department of Education complies with all Federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education.