

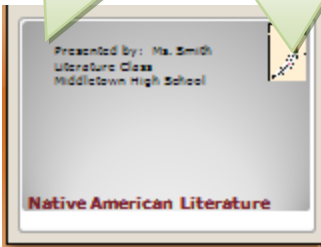
# *Microsoft PowerPoint 2007 (PDF Tutorial)*

**Created by**

**Dawn Rauscher**

**Note on Version:** This tutorial was created with Microsoft PowerPoint 2007 which could make some screens different from other versions of Microsoft PowerPoint.

2.0 Slide Design



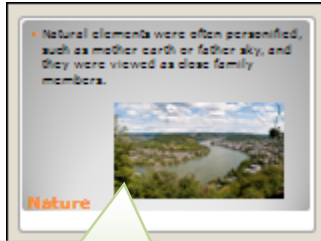
4.0 Edit Slide Master



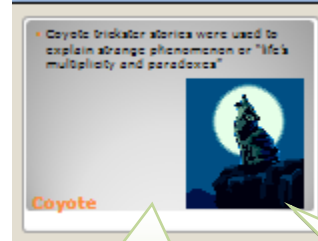
6.0 New Slide



8.0 Slide Transitions



6.0 Insert Image



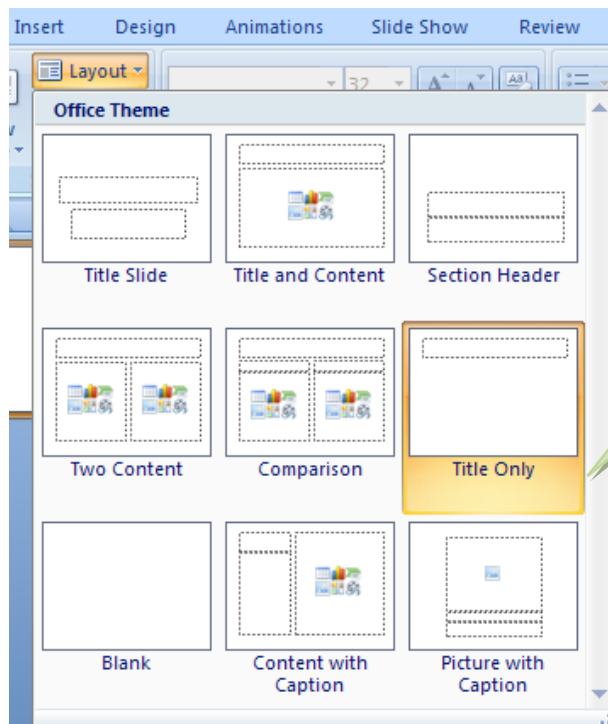
5.0 Insert Text



9.0 Animations

Follow the steps below to create the presentation shown above.

1. Open Microsoft PowerPoint
2. Format the slide

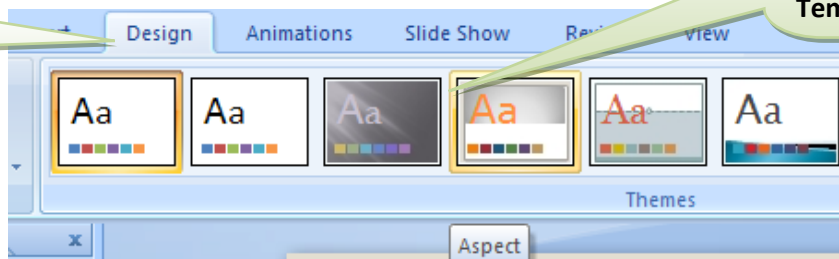


2.1 Click

Layout > Title

2.2 Click

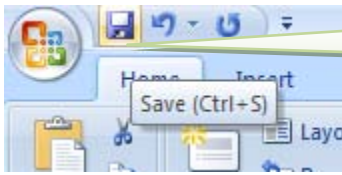
The Design Tab



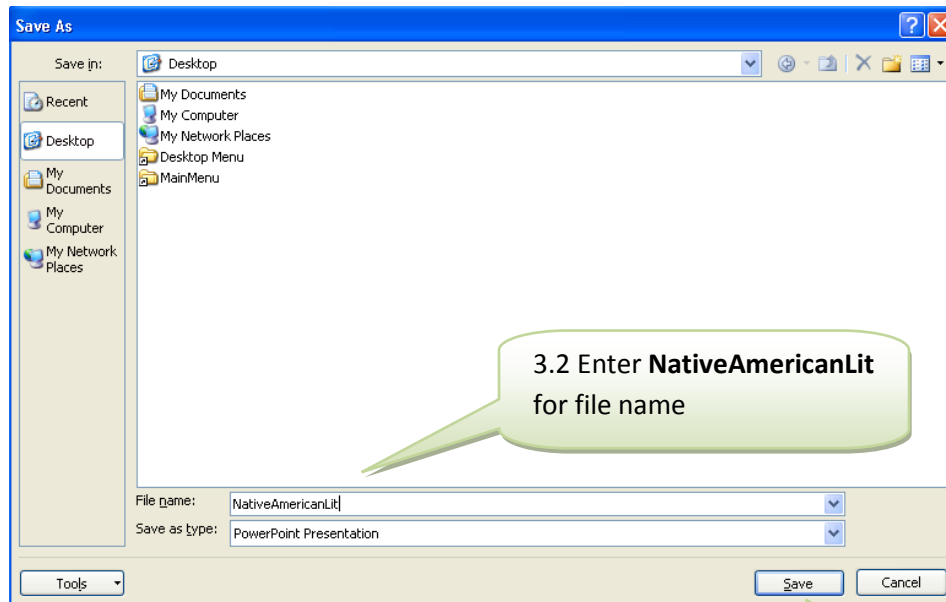
2.3 Click

The Aspect Design Template

### 3. Save the File



3.1 Click the **save** icon



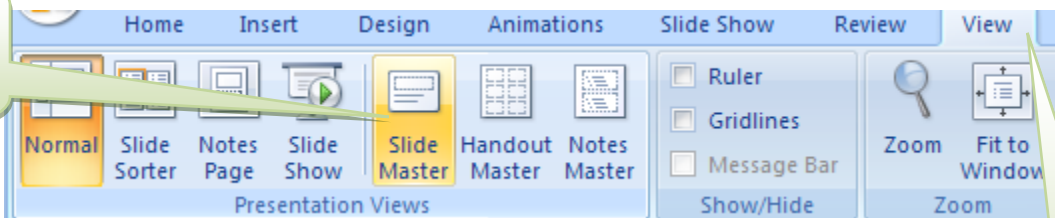
3.2 Enter **NativeAmericanLit** for file name

3.3 Click **Save**

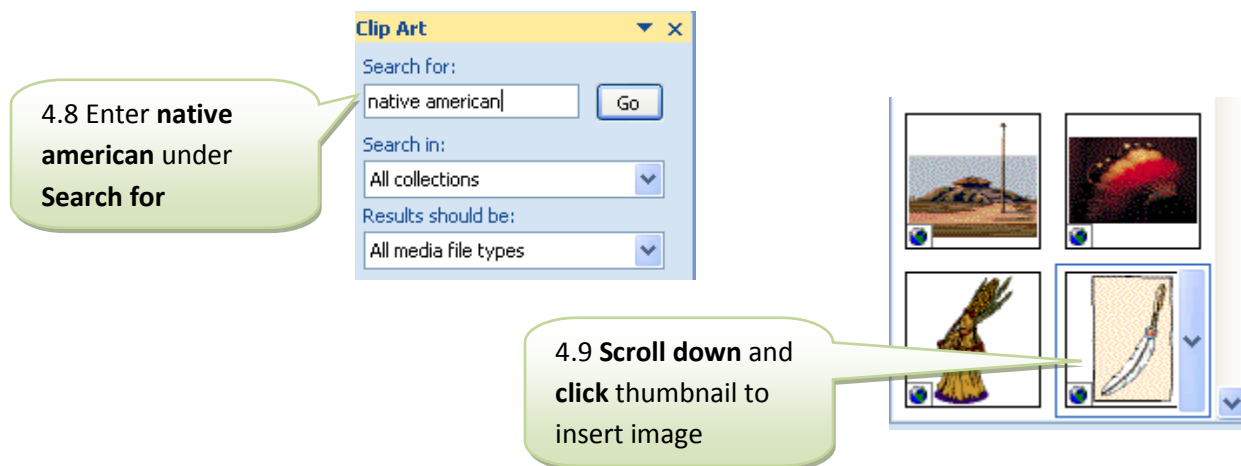
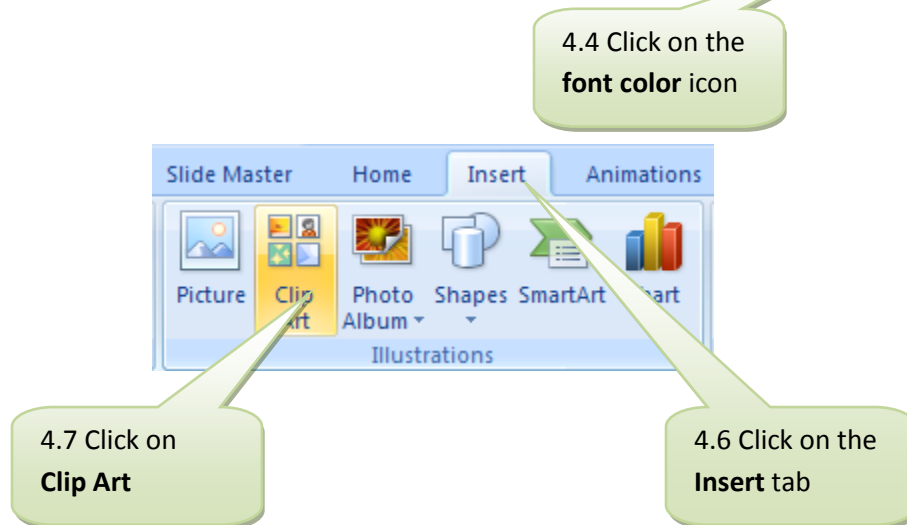
Note: Save your work frequently to prevent data loss.

### 4. Edit the Slide Master

4.2 Click **Slide Master**



4.1 Click **View**





4.11 **Click** Close Master View

5. Enter the text

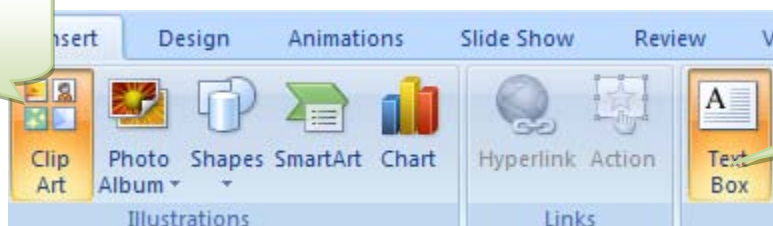


5.1 **Click** and enter the title for the presentation

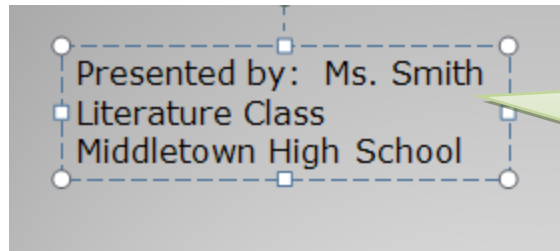
5.2 **Type** Native American Literature

**Native American Literature**

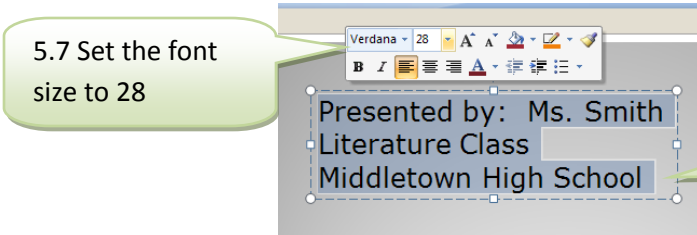
5.3 **Click** the Insert tab



5.4 **Click** the Text Box Icon



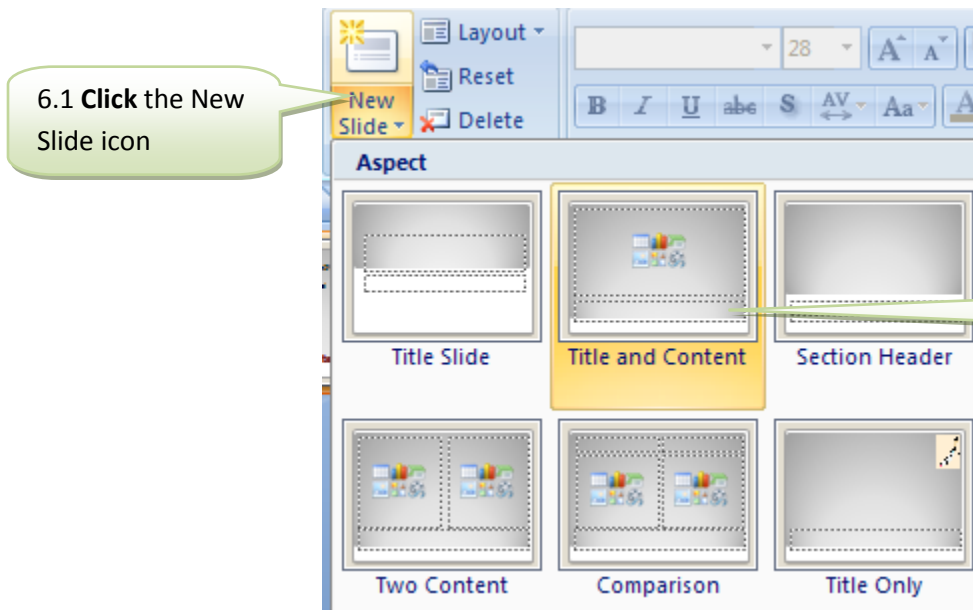
5.5 The text box will expand as you enter text



5.7 Set the font size to 28

5.6 Click and drag to highlight the text

## 6. Create a New Slide



6.1 Click the New Slide icon

6.2 Click the Title and Content slide

**Click to add title**

6.3 Click and enter Fast Facts for the title of the new slide

- Click to add text

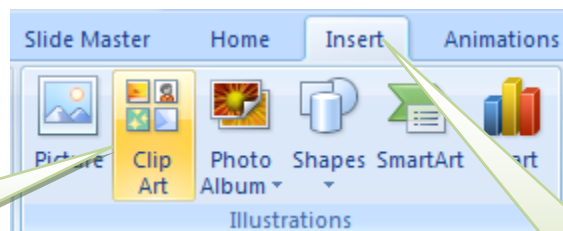
6.4 To add content, click and begin typing the list



- Each tribe had its own creation myths, hero tales, trickster tales, and ritual songs.
- Native Americans in North America spoke over 500 different languages.
- Stories and myths were verbally passed from generation to generation.

6.5 View of completed list

## Fast Facts



6.7 Click on **Clip Art**

6.6 Click on the **Insert** tab

6.9 Click thumbnail to insert image

6.8 Search for Myths

**Clip Art**

Search for:

myths

Search in:

All collections

Results should be:

All media file types

6.10 **Resize** and move image as needed

- Each tribe had its own creation myths, hero tales, trickster tales, and ritual songs.
- Native Americans in North America spoke over 500 different languages.
- Stories and myths were verbally passed from generation to generation.

**Fast Facts**

## 7. Additional Skills

7.1 Follow the same steps from 6.0 to create the remaining slides

Search for **story**

- Native American storytelling often focused on living in harmony with the natural world: kinship with animals, plants, the land, and heavenly bodies. Humans do not have dominion over nature.

**Storytelling**



- Natural elements were often personified, such as mother earth or father sky, and they were viewed as close family members.



Search for  
mountains

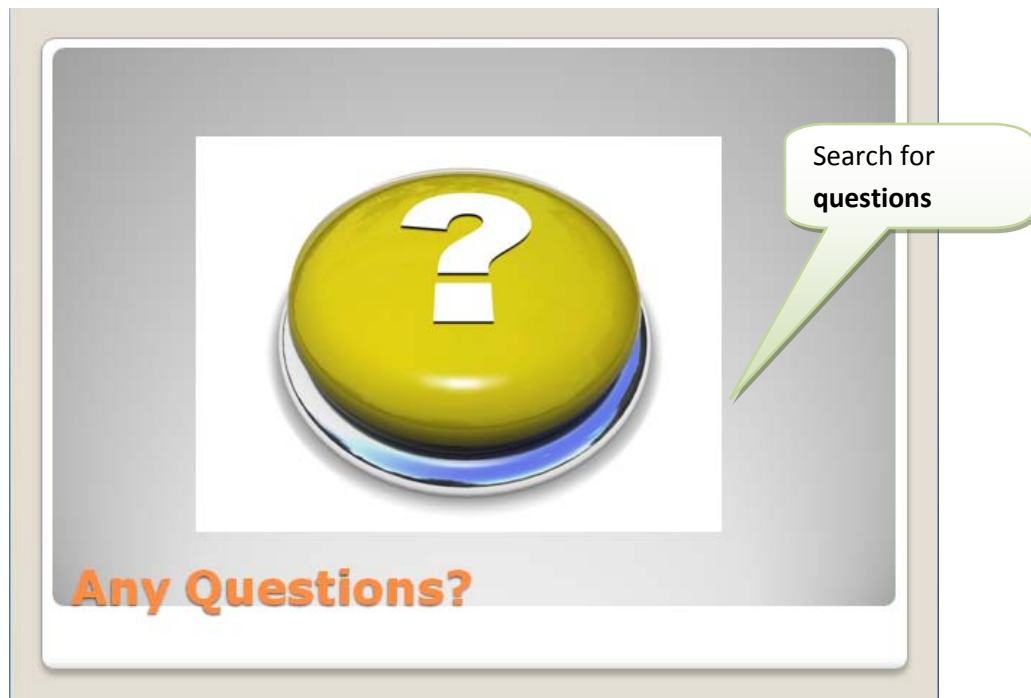
**Nature**

- Coyote trickster stories were used to explain strange phenomenon or "life's multiplicity and paradoxes"



Search for  
coyote

**Coyote**



## 8. Slide transitions

**8.1 Click the thumbnail of the first slide**

**8.2 Click the Animation tab**

**8.3 Click the fades smoothly transition. Note: For the remaining slides, you can choose other transitions.**

**8.4 Click Apply to All**

Slides Outline

1 Presented By: Mr. Smith  
Literature Class  
Middleton High School  
**Native American Literature**

2

- Most Original: Green, yellow, red, blue, purple, orange, and white.
- Native Americans in North America speak over 800 different languages.
- Standard middle were widely passed from generation to generation.

**Fast Facts**

Animations Slide Show Review View

Transition Sound: [No Sound] ▾

Transition Speed: Fast ▾

**Apply To All**

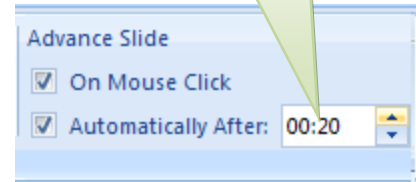
Apply To All

Set the transition between all slides in the presentation to be like the transition you have set up for the current slide.

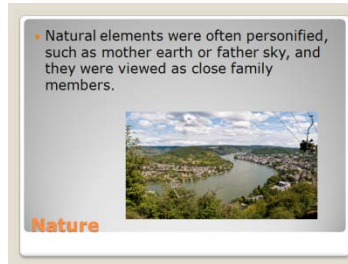


8.5 Click the thumbnail of the third slide

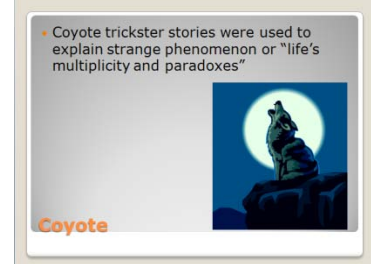
8.6 Set the time to 20 seconds



15 seconds



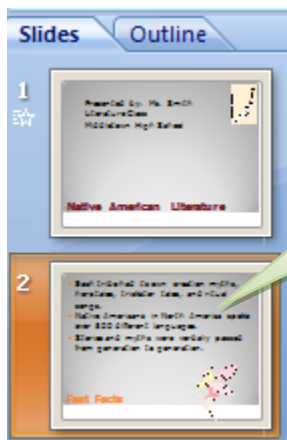
25 seconds



30 seconds

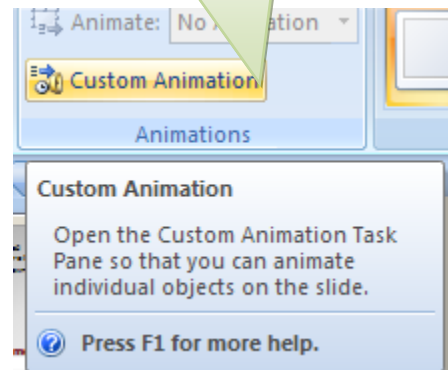
8.7 Follow steps 8.5 and 8.6 to set the timing for the remaining slides

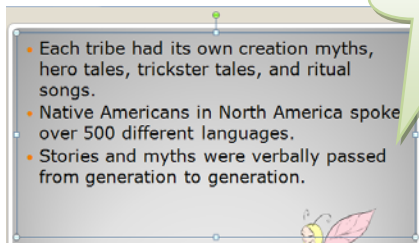
## 9. Animations



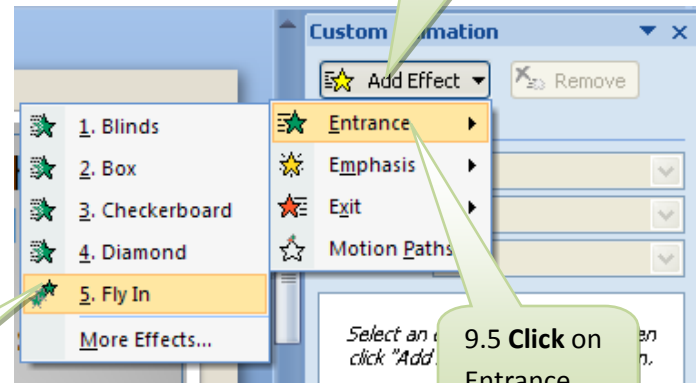
9.1 Click the thumbnail of the second slide

9.2 Click the custom animation button





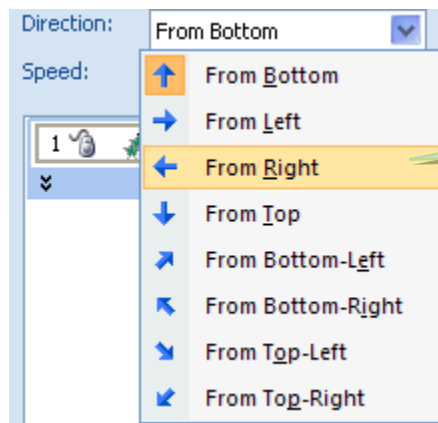
9.3 Click the text box to select it



9.4 Click the Add Effect button

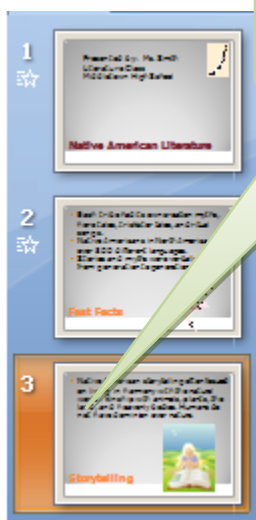
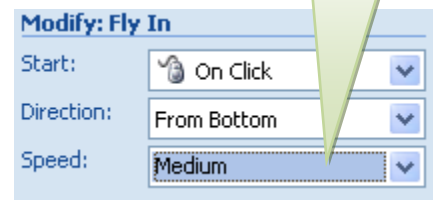
9.6 Click on Fly In

9.5 Click on Entrance



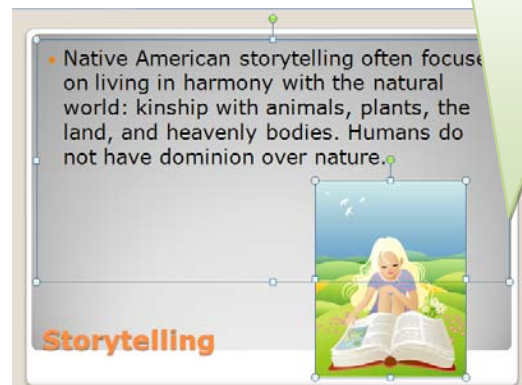
9.7 Change direction to From Right

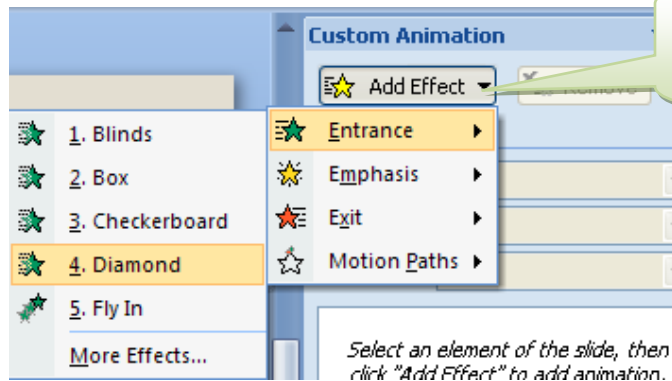
9.8 Change the speed to Medium



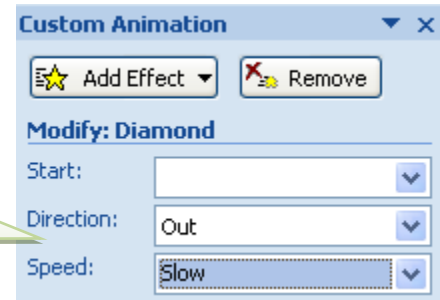
9.9 Click the thumbnail of the third slide

9.10 Click the text box. Hold down the ctrl key and click the picture





9.11 Click Add Effect > Entrance > Diamond

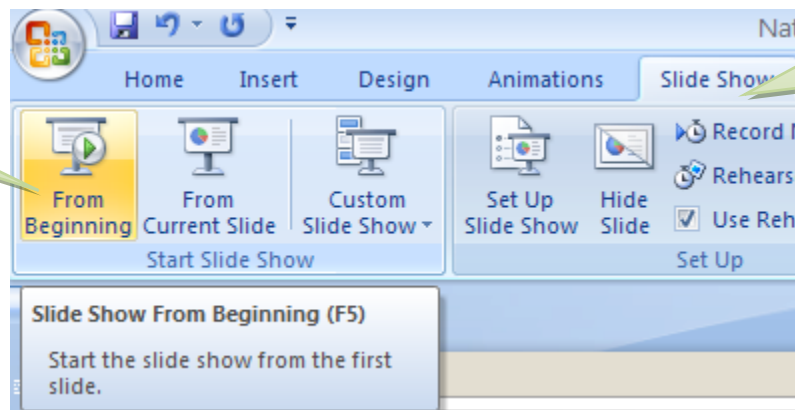


9.12 Change the Direction to **out** and the Speed to **slow**

9.13 Continue this animation scheme for the remaining slides

## 10. View the slide show

10.2 Click From Beginning

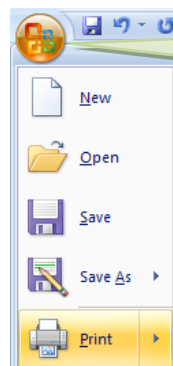


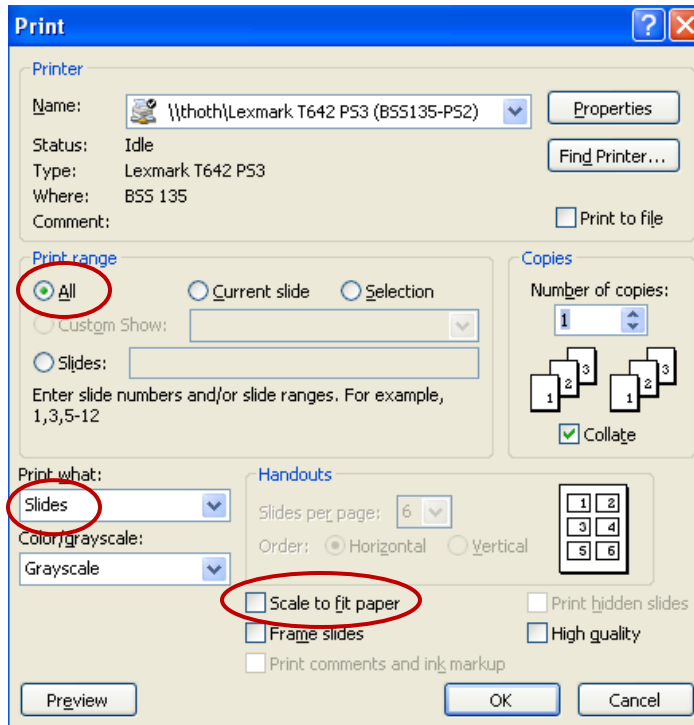
10.1 Click the Slide Show tab

10.3 Press the **Esc** key to stop the show

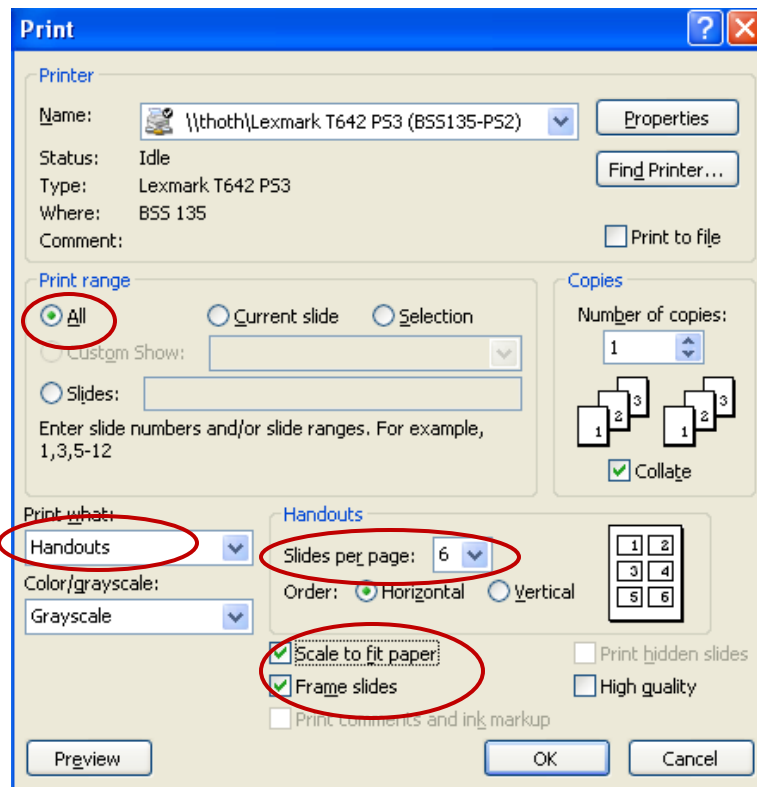
## 11. Printing

11.1 Click The Office Button





11.2 Use these settings to print each slide separately



11.3 Use these settings to print handouts