



Reading on the web



Presenting yourself on PowerPoint

PowerPoint is a useful tool. In this class, you will learn how to make a basic PowerPoint presentation. I hope you will use those skills in other classes.

This lesson is for PowerPoint 2007 (that's what's on the computers in C411 and the IS computer room).



GOOD NEWS! If you know how to use Microsoft Word, **you already know** a lot about using PowerPoint.

Even though this is in an English class, we'll use the Japanese version of PowerPoint. That's because this is the one we have on most MG computers, you may have on your home computer and the one you will probably have at work after you graduate.

1. Go to <http://isreading.weebly.com>

On the left, click on "Do-it-yourself PowerPoint". Then click on "Your first DIY PowerPoint". **Download Marc's self-introduction PowerPoint:** *Nice to meet you.* Open the file. Watch my self-introduction.

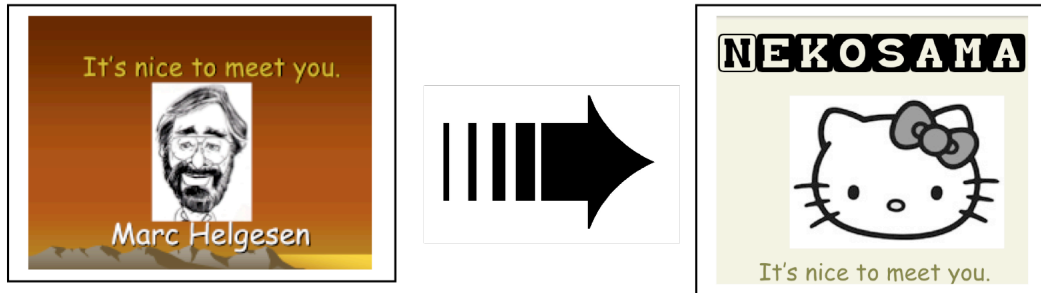
You will change to be your own self-introduction.

2. Modify slide 1. ("modify" = "change")

1. Change "Marc Helgesen" to your name. Click on "Marc Helgesen". Delete my name. Write yours.
2. Save this file (CTRL + S) Give it a new name.
3. Change my picture for yours:
 1. Email a picture of yourself to your email.
 2. Open your email.
 3. Download your picture.
 4. Open the file. Click on the icon that looks like a floppy disk. This will save it to your computer's desktop.
 5. In the PowerPoint file, delete my picture.
 6. Click on the place on the PowerPoint where you want the picture to be.
 7. Click on *sounyu* (top left). Then choose *zhu*. That should open "my computer." Open the file with your picture. Click *sounyu (S)* bottom right. Your picture should appear in the PowerPoint.
4. Choose a new background for your slide show.
 1. Go to **design**. Look at the samples. Click on the one you like.
 2. Look at the samples on the right side of the screen.
 3. Click on styles you like. When you decide, go back to the main page.
5. Change the color scheme (top right) if you want to.

6. Change the order the parts appear.

1. On the right of the screen, right click on your name.
2. Drag your name to the bottom.
3. Right click on "It's nice to meet you". Drag it to the bottom.



2. Modify slide 2.

1. Change it to your birthday.
2. Change birth place to your hometown.
3. Change family to **something else** (blood type, favorite sports team/ food/ actor / musician, etc).
4. Change the **font** and **size**.

Find the box near the top of your screen that says "Comic Sans."

Choose another font. Change the size of the font, too.

* If you can't find it, click "home" (in katakana)

5. Change the way the information appears:

1. Choose the information on your slide you want to change.

2. Choose "animation" at the top.

3. Choose "*animation no seitei*" just under "*animation - 1st level*"

4. Choose the part of the slide you want to change. You'll see the

animation schedule on the right.

5. The part you want to see should be in a box, next to the green star

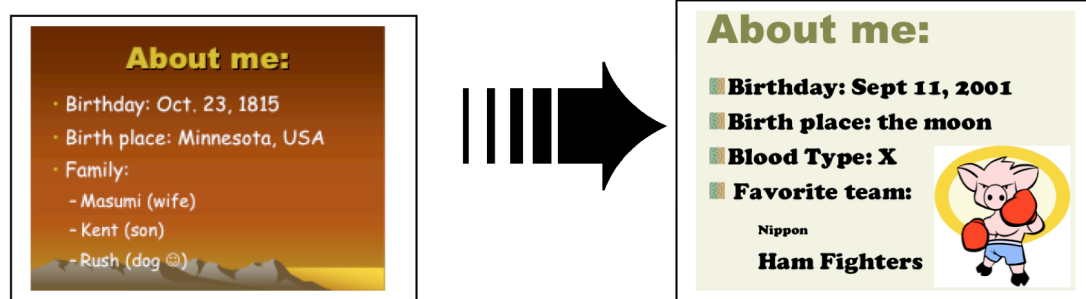
Choose the yellow star at the top. You have 3 choices:

Note: green star = enter yellow star = change in the middle red star = exit

6. From the menu, choose the animation you like.

You'll see the most common one. There are more under the last choice

7. Preview it. Click the preview button at the top, left.



3. Modify slide 3

1. Write two things you are interested in:

2. Change “reading” and “cooking” to your interests.

3. Open a new window (CTRL + new).

Go to: **free-graphics.com**

OR **1clipart.com**

- Look at the topic

Choose the one closest to your interest.

Open it and **search**

4. When you find a picture you like, open it.

Then:

- Right click
- find “Copy” – **Left click**
- put the mouse back on your Powerpoint file
- Right click
- Choose *haritsuke (P)*. – *Left click*

5. Change the size by clicking on the edge with your mouse.

If you can't find any good pictures for your interest, go to google.com.
Search for: free clipart (your topic key word)

4. Modify slide 4

1. Do this in the same way as slide 3 except use photos.

Try: Google.com **Images** (click “Images” above the search box).

OR flickr.com

5. Modify slide 5

What is your dream? How will you tell us about it?

Pictures? Words? A poem? Something else?

Use your imagination!

6. Modify slide 6 (the end) any way you want.

7. Want to add another slide?


- To modify a slide you already have, go to that slide. Press CTRL + D (at the same time)

OR - Go to home “*homu*” . Choose “*Shin shii-slide(N)*” and the slide type you want. Click it.

8. Want to change the order of slides? Go to “slide sorter” (*slide ichi-ran*) under the .

Go to “*hyoji*” top, 2nd from right. Then choose “*slide ichi-ran. (left side)*” “view” You can move the slides with your mouse

9. Now **practice your presentation**. Choose “*jikko* “ under “slideshow.



Don't just read your slides:
explain!
Add extra information & stories

Speak with **emotion!**

practice
practice
practice
practice
practice
practice
practice many times

Eye contact!

10. Present your presentation to at least 3 people.

Watch 3 people's presentations. Write their names. Write one interesting thing about each person.

| Name | What I learned. |
|----------|-----------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Save your presentation on a stick memory.
If you don't have one, go to your email and email it to yourself.