



## 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.



**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>

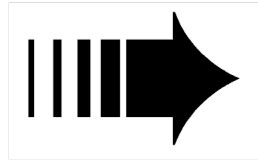
On the left, click on "Do-it-yourself PowerPoint". Then click on "Your first DIY PowerPoint"

**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. Use Save As. 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 and copy the picture. (CTRL C)
  5. In the PowerPoint file, delete my picture.
  6. In the PowerPoint file, paste in your picture. (CTRL V)
4. Choose a new background for your slide show.
  1. Go to the *shoshiki* (0) menu. Click on "*slide no design*"
  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 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.
5. Change the way the information appears:
  1. Choose the information on your slide.
  2. Right click. Choose "animation"
  3. left click.
  4. You'll see a star on the right side of your screen (*kokono tsuiki*) . Click it.
  5. Click the green star.
  6. From the menu, choose the animation you like.
  7. Preview it. Click the preview (*saisei*) button at the bottom.



### 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 “”So nyu(I) “. 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 “view” (*jikko*) menu. 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

practice  
practice  
**practice**  
**practice**  
*practice*  
practice  
**practice many times**

Speak with **emotion!**

**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.