

MS PowerPoint 2003 Construction

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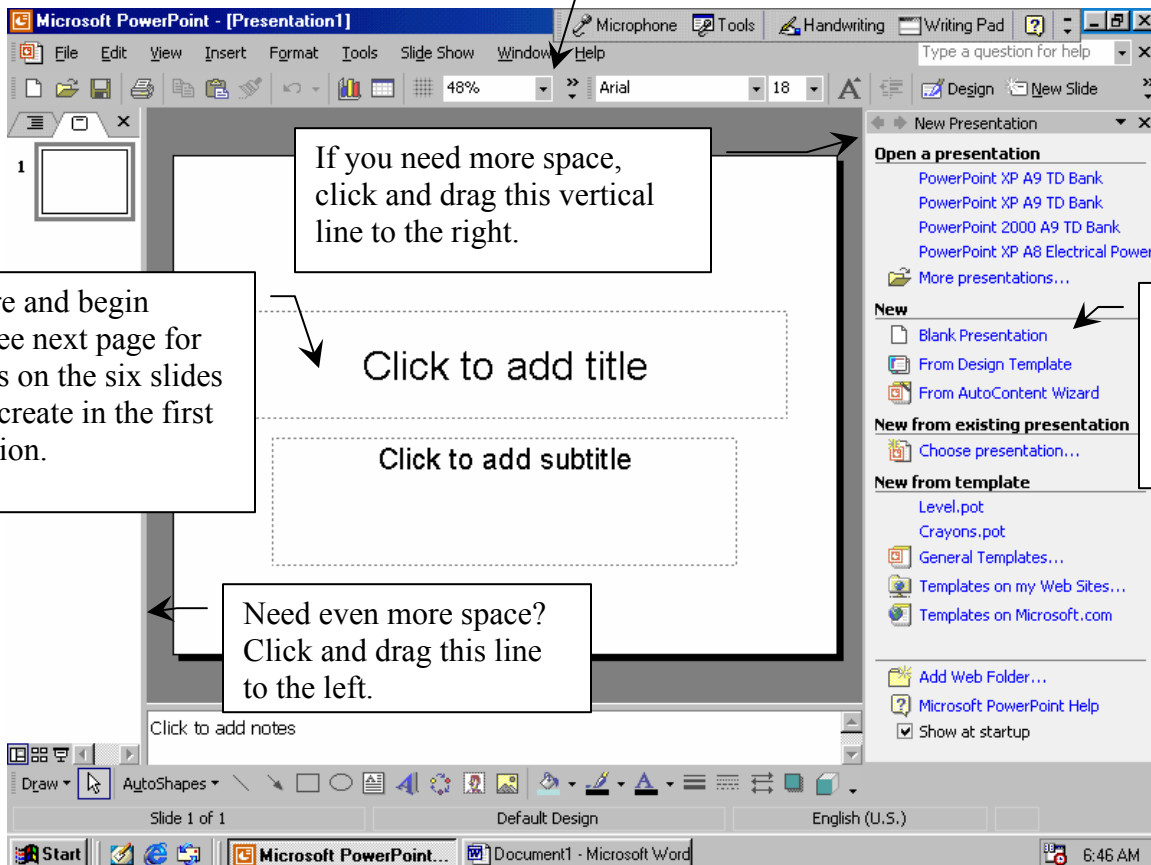
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Getting Started with PowerPoint



1. Click on the **Start** button, **Programs**, **MS PowerPoint**.

Increase size of screen by clicking down arrow and change %



Click here and begin typing (see next page for directions on the six slides you will create in the first presentation.

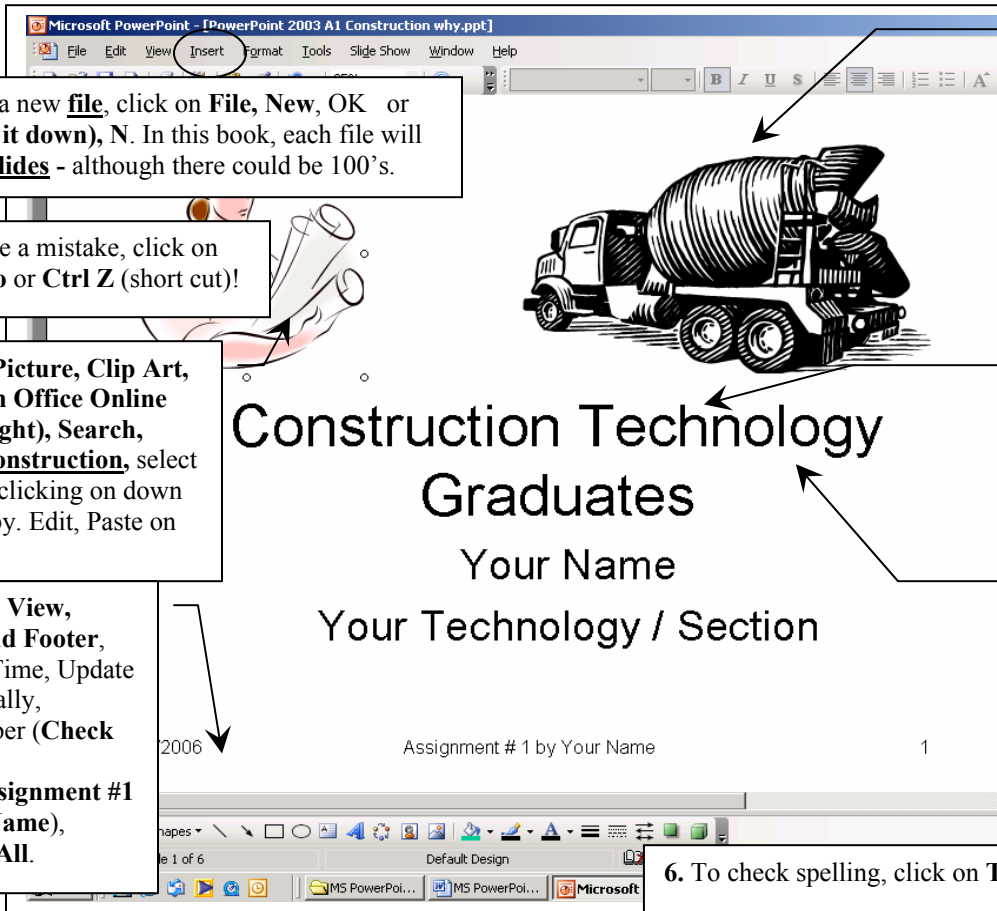
If you need more space, click and drag this vertical line to the right.

Click to add title

Click to add subtitle

Need even more space? Click and drag this line to the left.

To start a new blank presentation, click here.



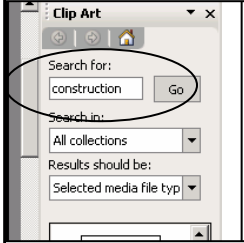
1. To start a new **file**, click on **File, New, OK** or **Ctrl (hold it down), N**. In this book, each file will contain **6 slides** - although there could be 100's.

If you make a mistake, click on **Edit, Undo** or **Ctrl Z** (short cut)!

2. **Insert, Picture, Clip Art, Clip art on Office Online (bottom right), Search, Clipart: construction**, select clip art by clicking on down arrow, Copy. Edit, Paste on this slide.

3. Click on **View, Header and Footer, Date and Time, Update Automatically, Slide number (Check mark), Footer (Assignment #1 by Your Name), Apply to All.**

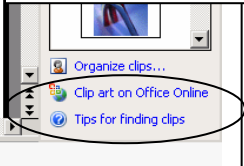
2a. If you do not have this clipart, choose a similar one.



4. To resize clipart, click and drag on corner 'grab handles'.



5. Type in **Title** (font size 40) and then the **Subtitles** (font size 32) as shown.



6. To check spelling, click on **Tools, Spelling** or **F7** (shortcut).

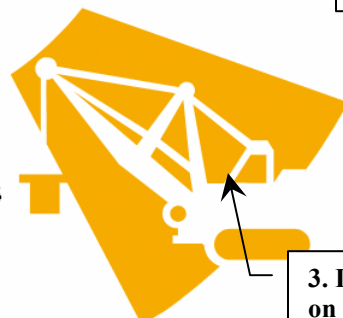
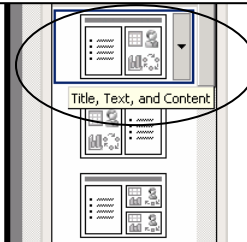
1. To get a new slide, click on **Insert, New Slide, Title, Text and Content** (under **Text and Contents Layouts** - see right of screen) or shortcut **Ctrl, M**.



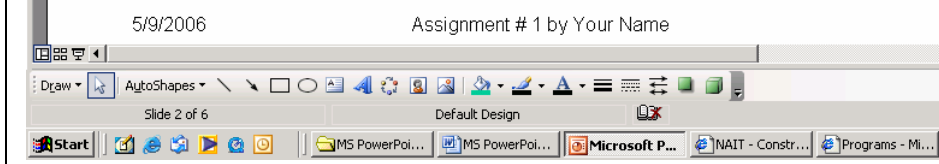
What Does an Construction Graduate Do?

- Project planning and scheduling
- Cost estimating and control
- Commercial and residential building
- Construction equipment
- Construction safety
- Structures
 - Thermal imaging of buildings
 - Building regulations

2. After you type the **title** (font 48) and the **bullets** (font 28), you may have to resize the **text box** containing the bullets by clicking and dragging the small white circles or **grab handles**. You can move the entire box by clicking and dragging the **edge** of the box.



3. **Insert, Picture, Clip Art on Office Online, Search, clipart: Construction, down arrow, Copy. Edit, Paste on slide.** If you do not have this one, select a similar one.



1. To get a new slide, click on **Insert, New Slide, Title, Text and Contents** (3rd one down under **Text and Content Layouts**).

2. Type in **Title (font 48)** and **Bullets (font 28)**. This should be consistent for all slides.

3. **Insert, Picture, AutoShapes, Block Arrows** (see below), select up arrow, click and drag on screen.

Annual Starting Salary

- \$ 3800-4200 / month (4%)
- \$ 3400-3799 / month (11%)
- \$ 3000-3399 / month (11%)
- \$ 2600-2999 / month (7%)
- \$ 2200-2599 / month (29%)
- \$ 1800-2199 / month (7%)

5. **Insert, Picture, ClipArt, Picture, Search text: education; click on slide to Insert.**

4. **Select object (Auto shape), Format, AutoShape, Colors and Lines Tab, Fill Color (down arrow), Fill Effects Tab, Pattern, Sphere, OK, OK.**

1. **Insert, New Slide, Title, Text and Content.**

2. Type **Title (font 48)** and **Bullets (28)**, select words then,
3. **Format, Bullets and Numbering** and select arrows.

Employment Status

- Full-time (95%)
- Other areas (0%)
- Unemployed (5%)

4. **Insert, Picture, AutoShapes, Stars and Banners**, select **Star**. To size it, click and drag on slide holding the mouse button down.

5. **Select object, Format, Auto shape, Colors and Lines tab, Fill Color (down arrow), Fill effects, Pattern tab, Plaid.**

6. **Insert, Picture, Clipart on Office Online, Search text: hoist, click on down arrow, Copy. Edit, Paste on slide.**