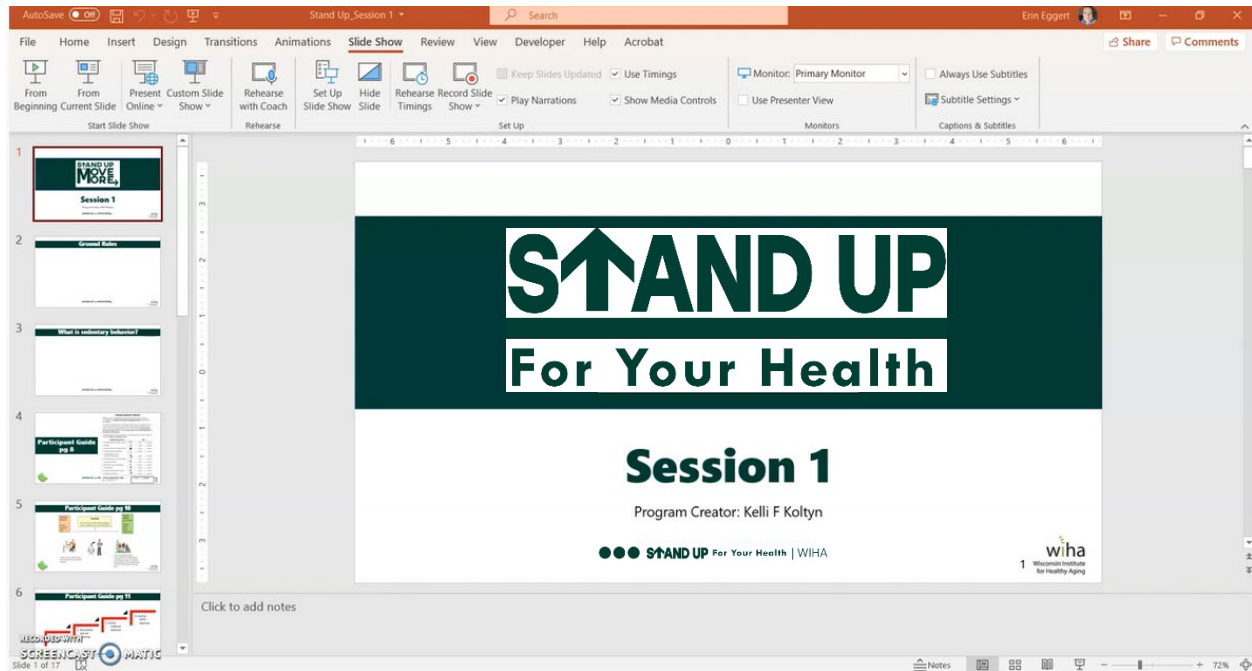


Using the PowerPoint Presentations

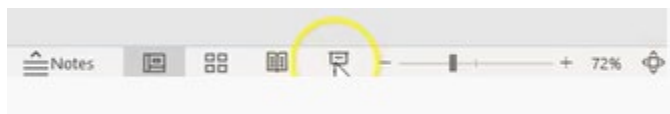
For Stand Up for Your Health Program



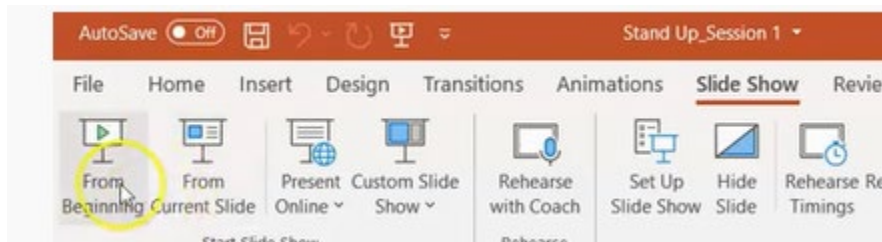
When you open the PowerPoint file, it will open in Edit Mode, as seen above.

Go to Slideshow Mode. You can do this by selecting the slideshow mode EITHER

In the lower right-hand corner:



OR in the Slide Show ribbon on the top, and then “From Beginning” or “From Current Slide”



Move through the slides

By clicking the arrows in the lower left-hand side of the screen

OR By clicking the left and right arrows to go back and forward

OR By clicking the up and down arrows to go back and forward

OR By using the scroll on a mouse (if your mouse has a scroll)

Using the Text Boxes for Brainstorming

The text boxes included in the PowerPoint presentation are specifically formatted to be editable in the Slide Show mode. They are NOT editable in edit mode.

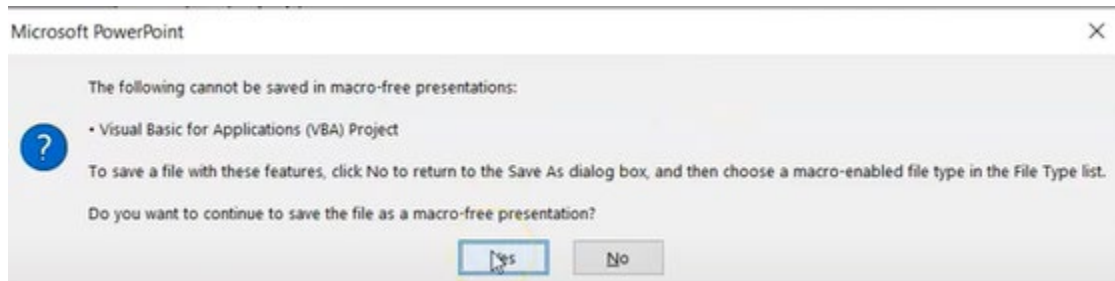
To use the text boxes in the Slide Show mode:

1. Click within the box.
2. Type
3. Click “Shift” and “Enter” buttons at the same time to go to the next line
4. Click outside of the text box to go to the next screen

Remember to SAVE your slide show deck after the end of each session! Then you will need to copy some of the brainstormers into subsequent sessions for future use. To do this:

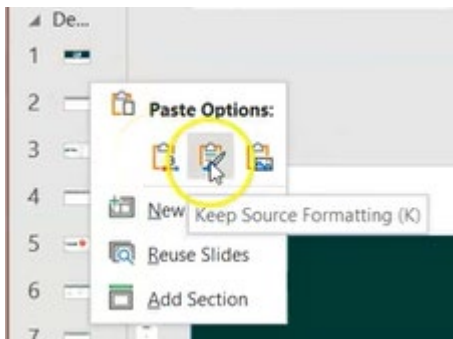
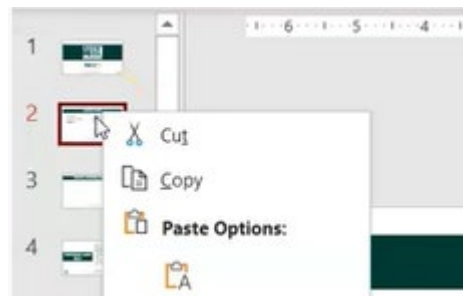
Save the slideshow by going to File → Save. Add the date at the end of the file name and click save (this ensures you have the original file for future use as well as a copy that your current class filled out).

When you click save, a message will come up asking about the visual basic for application (VBA), click “yes” (This is formatting for those special text boxes and it’s just asking if that’s ok)



Copy Over Slides

1. Open PowerPoint with the slide you need to copy.
2. Open the current session that you need to copy a slide over to.
3. Click on the slide you need to copy over to the new slide deck.
4. Right click on the slide you need to copy and select “Copy”
(See right)



5. Go to the new slide show. Click either on or right above/below the slide that you need to replace.
6. Press Ctrl + V on your keyboard
OR right click, hover over “Paste Options” until you see “Keep Source Formatting” (See left)

7. Then delete the place holder slide by selecting and pressing the delete button OR right click and press "Delete Slide"

Questions?

Contact Erin at erin.eggert@wihealthyaging.org or 608-852-4303.