

PowerPoint Handout

Sample PowerPoint Presentation topic: *Building a Resume*

1. Open PowerPoint, make sure that 'PowerPoint Presentation' is selected, and click on Ok. Do NOT use Auto Content Wizard.
2. Select New slide (Title Slide) from the Insert menu and give a title to your presentation. i.e. Building a Resume. In the subtitle section enter your name, section no., TA name and assignment due date
3. To insert a new slide, click on Insert -> New slide
4. Select New slide (Bullet List) from the insert menu and create a bullet list. (*Information on the parts of a resume, resume formats, how to begin building a resume, expected costs etc.*)
5. Select New slide (2 column text slide) from the insert menu and fill in the required data in the columns. (*List five sources for resume building-www, print, video etc in a column one and a descriptive sentence for each source in column two*).
6. Select New slide (Picture) from the Insert menu. First enter title then copy and paste the picture from the paint file. To do this, Open Paint file-> click on edit->select all then edit-> copy, come back to power point file-> click inside the lower rectangle once (DONOT double click) then edit-> paste
7. Select New slide (Picture over text) from the insert menu. (The title should have the text 'THE END'. The bulleted list should have the URL. Copy and paste a suitable image in the slide. You can double-click and get an image from the Clip art).

When you have finished creating the slides, select the slide sorter option from the View menu (or Click on the slide sorter icon on the lower left corner of the window)

1. Select an Animation effect and add it to slide#2 (Slide show>Animation>Select a type). Click on Slide Show>View Show.
2. Select all five slides; choose a Transition effect (Slide show>Slide Transition>Apply to All). Click on Slide Show>View Show.
3. Select Rehearse Timings from the Slide Show menu to record the duration of each slide (about 3-4 seconds per slide); remember to manually click each bullet item in slide#2 and include this in timing of the slide show. *Note: Your total presentation should run no longer than 30 seconds.* Click on Slide Show> View Show.
4. From the View menu, select Header/Footer and add Footer with your name and section number and apply it to all the slides. Click on Slide Show>View Show.
5. To change the Design of all the slides, click on Format>Slide Design> Select a design>Apply to all. Click on Slide Show>View Show.

To Print slides in slide sorter View (DON'T PRINT ! Just for your knowledge. Printing the Power point is not needed for your assignment. Submit the assignment to Ehandin)
Click on File> Print. Then select 'Microsoft PowerPoint' where 'Copies and Pages' is written. Then select 'handouts' (6 slides per page) where 'Print What' is written.