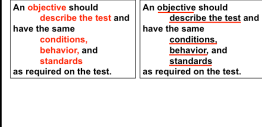
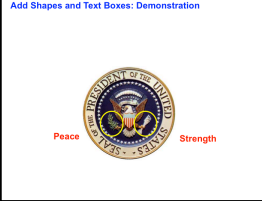


**PRACTICAL POWERPOINT FOR MEDICAL EDUCATORS:  
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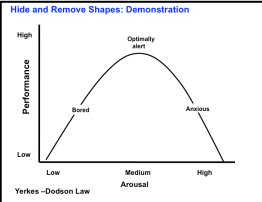
**EXERCISE 1: Color Text & Draw Lines**

Slides	Step-by-Step
<p>Color Text and Draw Lines for Emphasis: Demonstration</p> 	<ol style="list-style-type: none"> <li>1. Highlight and color words</li> <li>2. Click Format Painter button to copy format from highlighted word</li> <li>3. Drag cursor over word or phrase you want to apply the format to</li> <li>4. Add shape: line and move it under word</li> <li>5. Lengthen or shorten line as needed</li> <li>6. Select line, then select Shape Outline button to color line and increase its weight</li> <li>7. Copy line and move to different word</li> </ol>

**EXERCISE 2: Animate Shapes and Text Boxes**

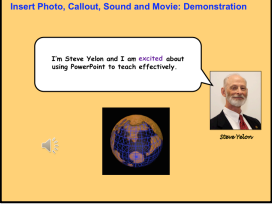
Slides	Step-by-Step
<p>Add Shapes and Text Boxes: Demonstration</p> 	<ol style="list-style-type: none"> <li>1. Insert and position circle</li> <li>2. Format circle: color, weight, no fill</li> <li>3. Clone circle and position</li> <li>4. Create text box ("Peace") and position</li> <li>5. Format text box: no fill, color text</li> <li>6. Clone text box ("Strength") and position</li> <li>7. Animate each object in order of appearance, using <b>Entrance</b> effect: Fade (on click)</li> </ol>

**EXERCISE 3: Hide then Reveal Shapes**

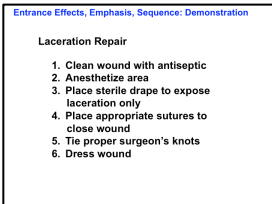
Slides	Step-by-Step
<p>Hide and Remove Shapes: Demonstration</p> 	<ol style="list-style-type: none"> <li>1. Draw box over X-axis title and labels</li> <li>2. Format box: solid fill, white, no line</li> <li>3. Show Animation Pane</li> <li>4. Animate X-axis box with <b>EXIT</b> effect: Fade (on click)</li> <li>5. Draw box over Y-axis title and labels</li> <li>6. Format box: solid fill, white, no line</li> <li>7. Animate Y-axis box with <b>EXIT</b> effect: Fade (on click)</li> <li>8. Format text boxes on curve: solid fill, white, no line</li> <li>9. Group labels on curve (SHIFT/Click) and animate with <b>ENTRANCE</b> effect: Fade</li> <li>10. Draw box over curve and format: solid fill, white, no line</li> <li>11. Animate box over curve with <b>EXIT</b> effect: Wipe (from left)</li> <li>12. Make animation of curve labels last in Animation Pane, if needed</li> </ol>

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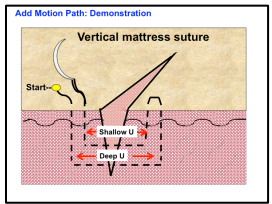
**EXERCISE 4: Insert Pictures, Movies and Sounds**

Slides	Step-by-Step
	<ol style="list-style-type: none"> <li>1. Click on Insert menu, then select Photo, then Picture From File, and browse for photo</li> <li>2. Move photo to correct place, and resize from corner handle</li> <li>3. Select shape: Callout, select callout style, and draw onto slide</li> <li>4. Type text into callout, resize callout, change background to solid fill, white</li> <li>5. Move callout to where you want it</li> <li>6. Move callout "tail" or pointer by handle to point to photo</li> <li>7. Click Insert menu, Audio, Audio from File, browse for audio file, and insert</li> <li>8. Move audio icon to place you want it and resize from corner as needed</li> <li>9. Click Insert menu, Movie, Movie from File, browse for movie file, and insert</li> <li>10. Move movie icon to place you want it, and resize from corner, if necessary</li> </ol>

**EXERCISE 5: Display List Items Sequentially (Progressive Disclosure)**

Slides	Step-by-Step
	<ol style="list-style-type: none"> <li>1. Delete extra blank lines in text box</li> <li>2. Replace bullets with numbers</li> <li>3. Click Animations tab and open Animation Pane</li> <li>4. Highlight items in text box, then select <b>Entrance</b> effect: Fade (Start: "On Click")</li> <li>5. Highlight items in text box again</li> <li>6. Click Add Animation</li> <li>7. Select <b>Emphasis</b> effect: Transparency (Start: "With Previous")</li> <li>8. In Animation Pane re-order first <b>Emphasis</b> item (yellow star) to after second <b>Entrance</b> item (green star)</li> <li>9. Re-order next yellow star item to after next green item until there are two yellow star items left at bottom of Animation Pane</li> <li>10. Select and delete last yellow star item because there is no need to dim last list item</li> </ol>

**EXERCISE 6: Add a Motion Path**

Slides	Step-by-Step
	<ol style="list-style-type: none"> <li>1. Group bottom label and its arrows</li> <li>2. Repeat for top label and its arrows</li> <li>3. Animate both label groups with <b>Entrance</b> effect of your choice</li> <li>4. Select object to move (the dot)</li> <li>5. Under Animations tab click Motion Paths, then Draw Scribble</li> <li>6. Drag dot along path you want it to follow</li> <li>7. Release mouse button when done</li> <li>8. Press ESC key to release motion path</li> <li>9. Click on motion path animation in Animation Pane and change Duration to 3 seconds</li> </ol>