

USING *MS WORD* TO CREATE LEARNING RESOURCES

ACTIVITIES 1-3

Activity 3 – Using *Word* to generate *PowerPoint* slides

If you have been working on Activity 2 close the web version of your document (.htm file) and open the version you formatted in Activity 1.

Step 1 – Generating a presentation

If you have used styles to structure a document, you can easily use this structure to create a *PowerPoint* presentation.

From the *Menu Bar* in *Word*:

Choose File

Choose Send to

Choose Microsoft PowerPoint

You should now see an outline version of a *PowerPoint* presentation.

Step 2 – Applying a Design

In order to enhance the presentation:

In PowerPoint 2000, Choose Apply design from the 'common tasks' palette. Choose a design and Click on Apply; or

In PowerPoint XP, Choose Design from the right hand side of the Menu Bar and select a design from the Slide Design window that appears.

You have now 'painlessly' created a *PowerPoint* presentation based on the major headings of your *Word* document. Of course, you can now edit these slides using all of the many other features of *PowerPoint*.

Note: If you used *Word* to create a Table of Contents (See Activity, Step 5, Application 2), it will have been ignored when the document outline was sent to *PowerPoint*; but any hyperlinks or bookmarks that you have included (see Activity 2, Steps 1 & 2) will have been preserved and still work.

Save your *PowerPoint* presentation.