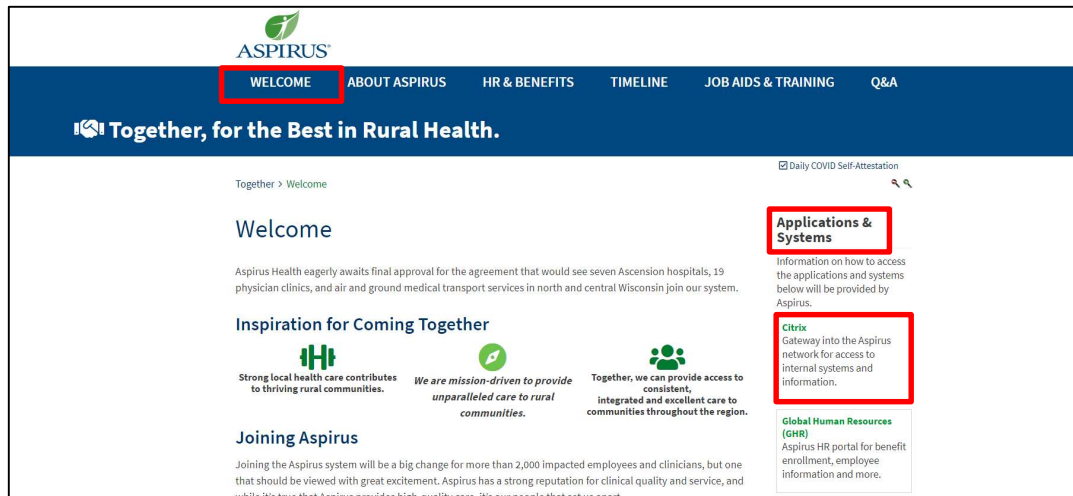
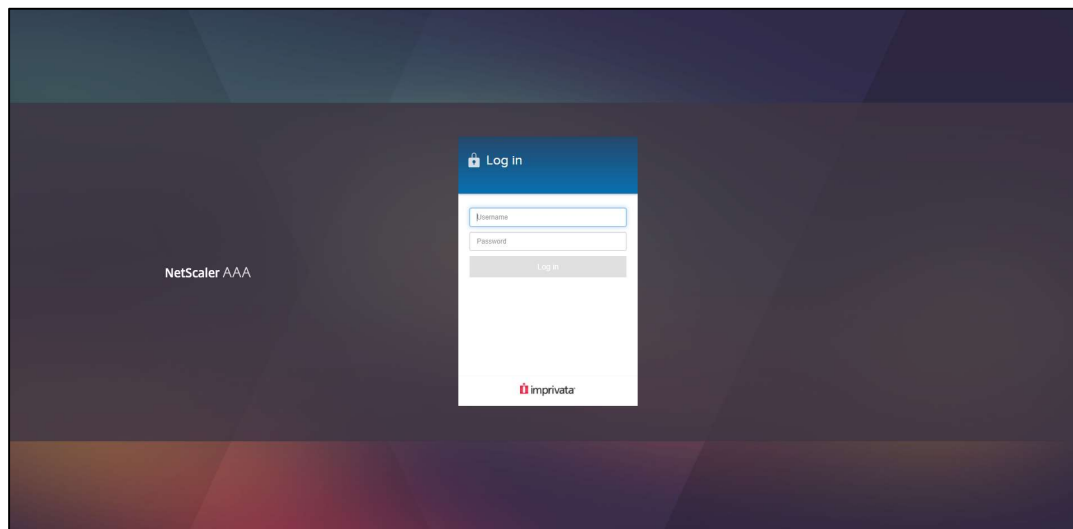


The Aspirus PowerPoint Template

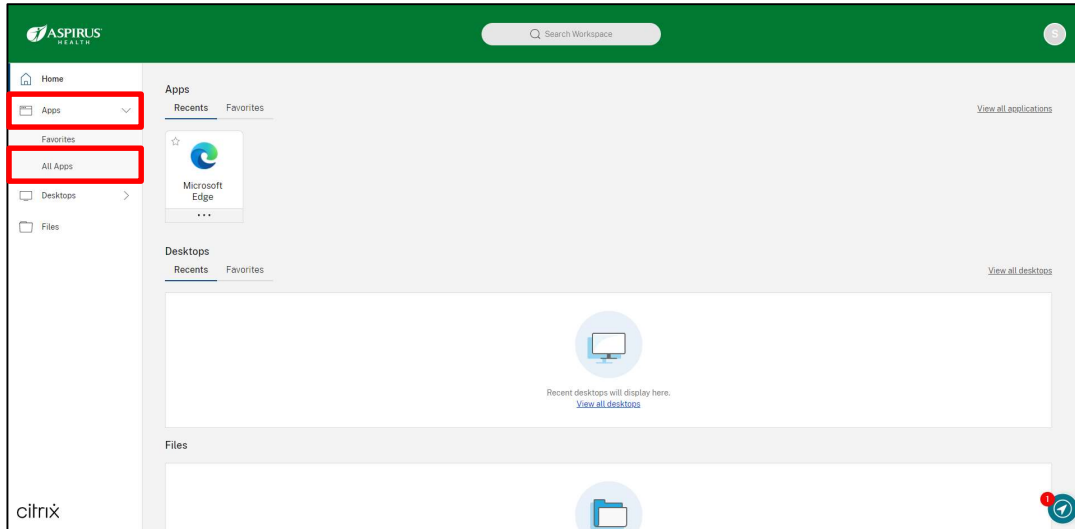
1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.



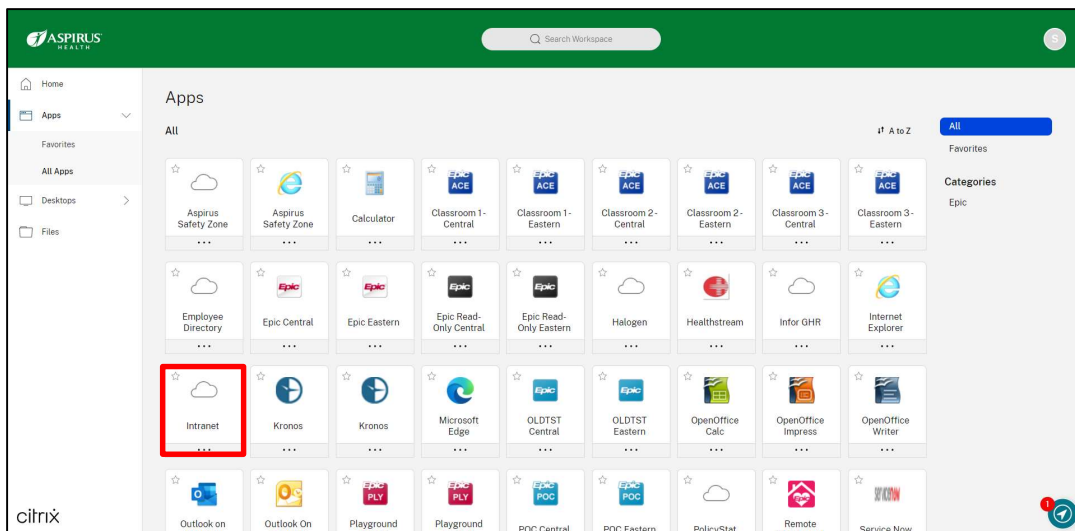
2. Log in using your network username and password.



3. Select “Apps” and then “All Apps”.

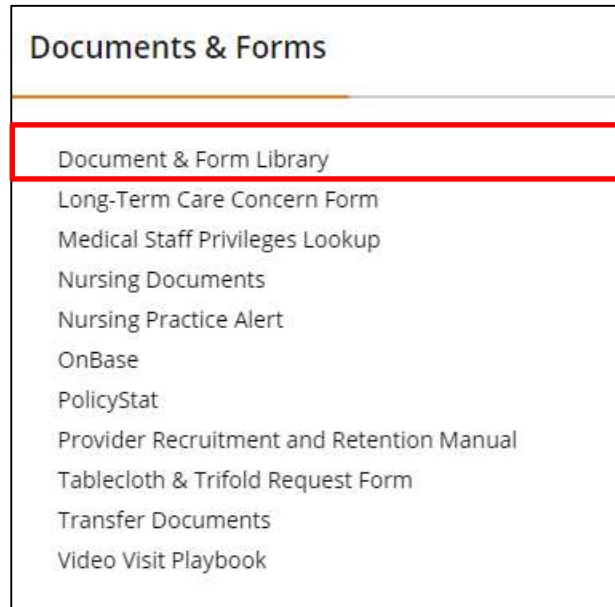


4. Select “Intranet”.



This will open the Aspirus Intranet homepage.

5. On the Aspirus Intranet page, select the tab “Documents & Forms” then click on “Document & Form Library”.



6. On the right side of the page select “Download Template”.

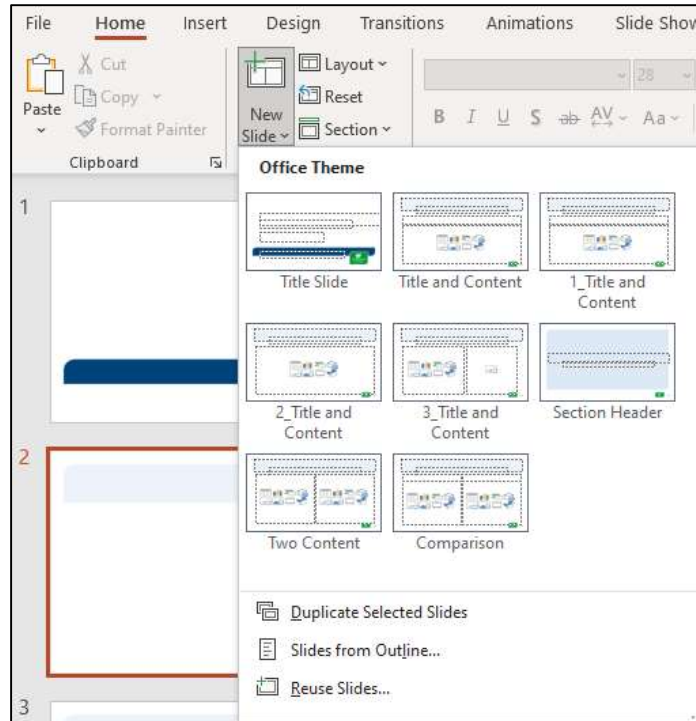


7. Once downloaded open the file at the bottom of your browser window.



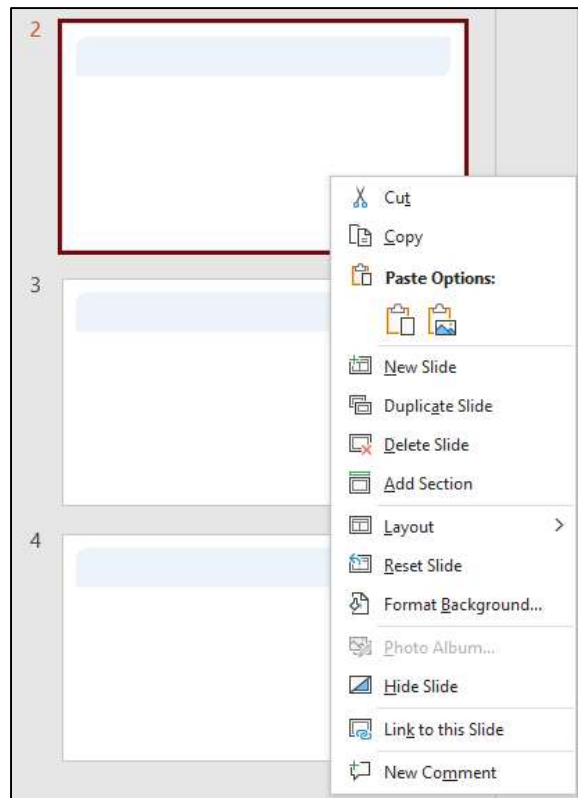
Adding New Slides

1. Under the Home Tab:
 - a. Select new slide to add a new default slide.
 - b. Or select the down arrow to pick a different layout.
 - c. To duplicate a slide, select the slide you wish to duplicate, then click duplicate selected slides.



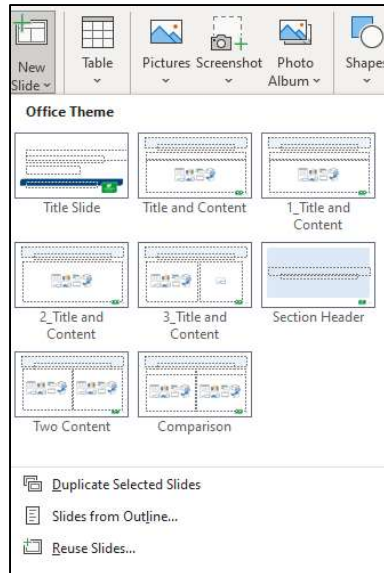
Editing Slides

1. Right click on the slide:
 - a. Select new slide to add a new slide after the selected slide.
 - b. Select duplicate slides to duplicate the selected slide.
 - c. Selected delete slide to delete selected slide.
 - d. Select Add Section to sort your slides into separate named sections.
 - e. Once you have created a section, you can click and drag slides in and out of the section.

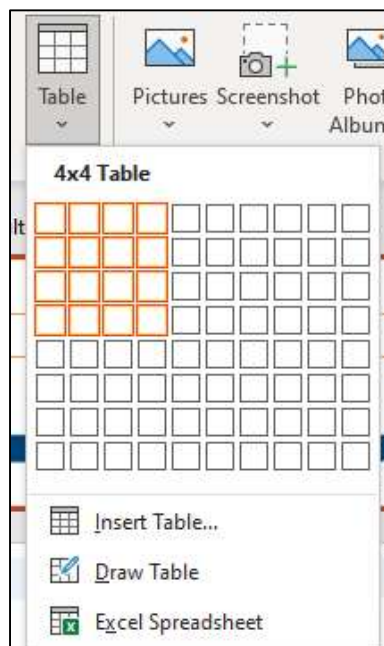


Inserting into Slides

1. The insert tab allows you to add many different objects into your slideshow. (Many objects that can be added can be edited via the shape format tab.)
 - a. You can add a new slide from this tab, same as done previously.

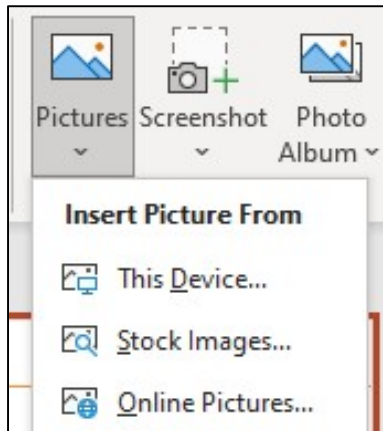


- b. You can insert a table to organize data. You can select the size of table you will need, or you insert an excel spreadsheet you have already created.

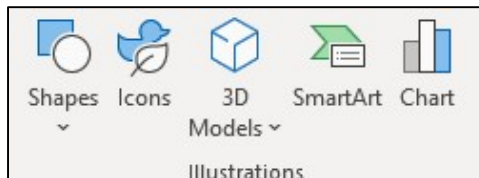


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- c. To insert a picture, you can:
 - i. Insert a photo from your computer files.
 - ii. Insert a stock photo provided by Microsoft PowerPoint.
 - iii. Insert photos from online sources.
- d. To insert a screenshot, select screenshot, and you can select any window you currently have open that will then be inserted into your slide.
- e. Inserting a photo album will automatically create a new slide show with each photo selected having its own slide.

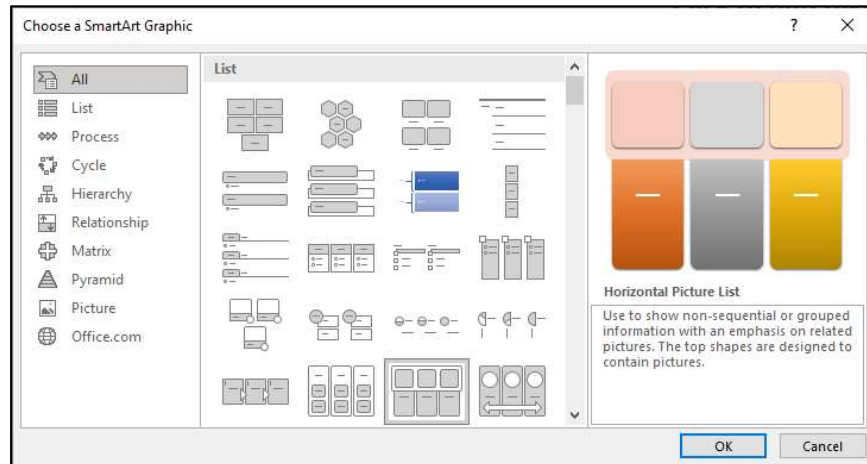


- f. There are a few illustrations you can add to your slideshow.
 - i. To add shapes, select shapes, then select the shape you would like to add. Then click and drag on the slide to determine shape and size of the shape.
 - ii. To add icons, select icons, and it will create a pop-up of different icons you can add. You can select more than one at a time to add onto the same slide.
 - iii. To add 3D Models, select 3D Models, and if you have one saved onto your computer, find it by selecting this device. Otherwise select stock 3D models and select one.

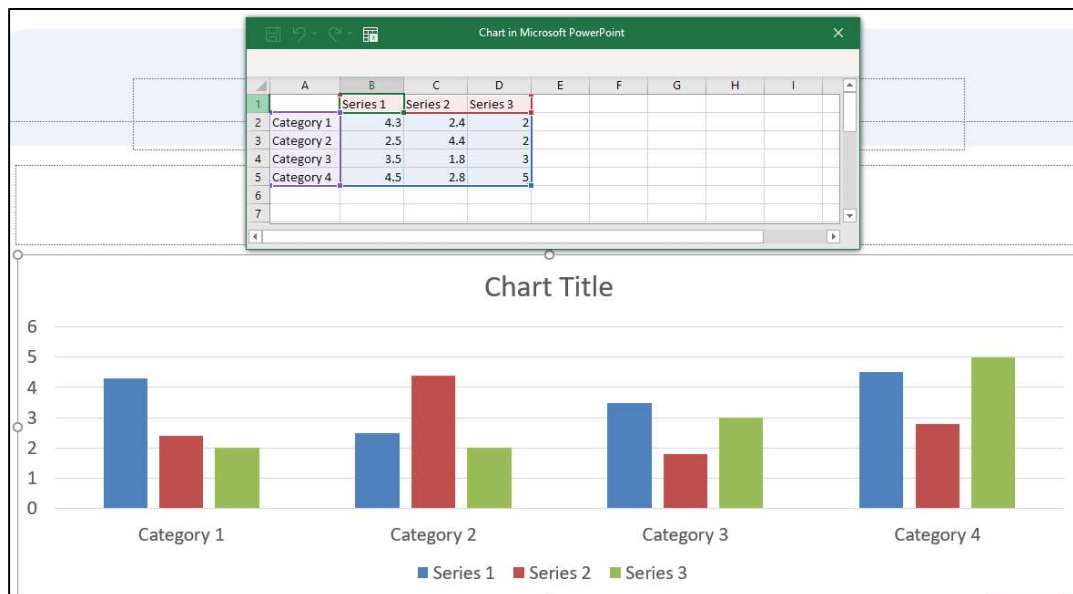


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- iv. To add SmartArt, select SmartArt to open the graphic popup.
 1. From there, select the kind of graphic you would like.
 2. Once you insert the graphic, you will be able edit the graphic with the SmartArt Design tab.



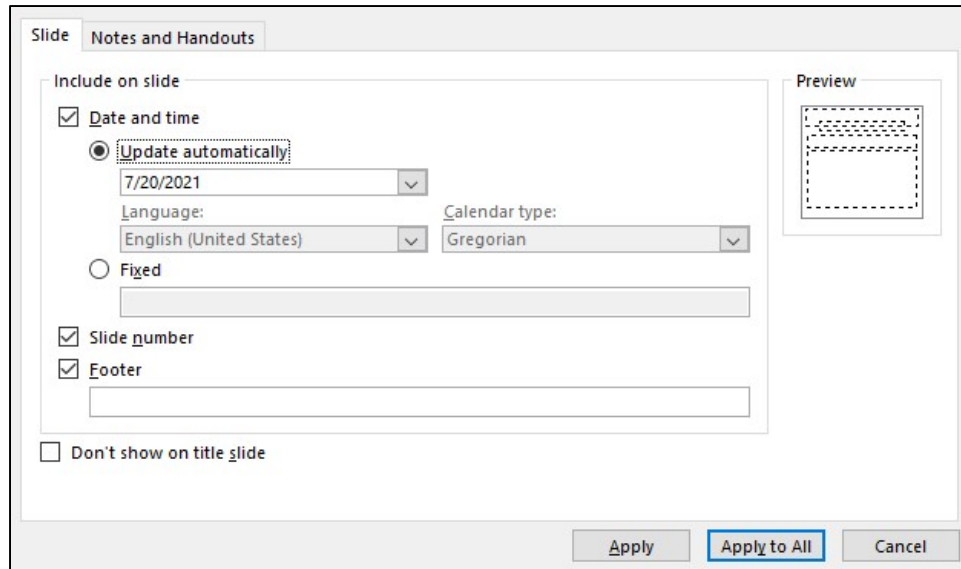
- v. To add a chart, select chart, then select the type of chart you would like to insert.
 1. It will open an excel pop-up to allow you to add the data for the chart.
 2. You can then edit the chart using the chart design tab.



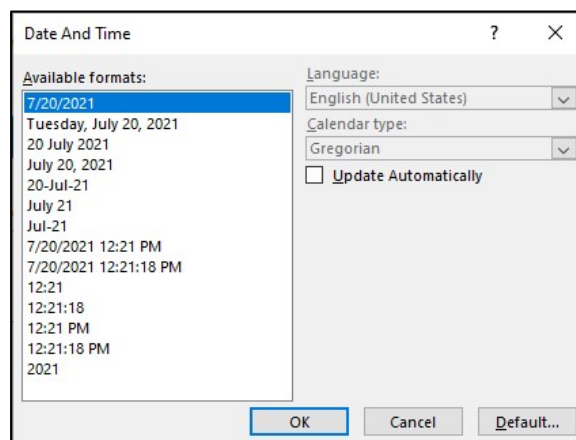
- vi. To add a text box, select text box, then click and drag on the slide to choose size and location.

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- vii. To add a header or footer, select Header & Footer, then choose what you would like in the pop-up, then hit either apply or apply all depending on what slides you want the header or footer on.

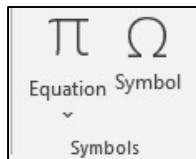


- viii. To add WordArt, select WordArt, then the style of WordArt you would like. Once you select the style, it will prompt a text box in that style to appear on the slide, then you can type your desired text.
- ix. You can enter the date and time two ways:
1. If you select date and time without selecting a text box, it will open to the Header & Footer pop-up, allowing you to add the date and time to the header.
 2. If you select date and time after selecting a text box, it will open a pop-up to choose the format of the date and time you would like, then automatically enter it into the selected text box.



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- x. You can enter the slide number two ways:
 - 1. If you select slide number without selecting a text box, it will open to the Header & Footer pop-up, allowing you to add the to slide numbers to each slide.
 - 2. If you select a slide number after selecting a text box, it will add the slide number to that text box.
- xi. To insert an object, select object. This will then create a pop-up.
 - 1. You can create a new object to insert, such as an excel spreadsheet.
 - 2. Or you can create from file and select a file you already have saved onto your device.
- xii. To insert an equation, select equation and there will be a drop down of different pre-set equations, or you can create a new equation.
- xiii. To insert a symbol, select a text box or shape, select symbol, and a pop-up will appear with all the different symbols that are available.

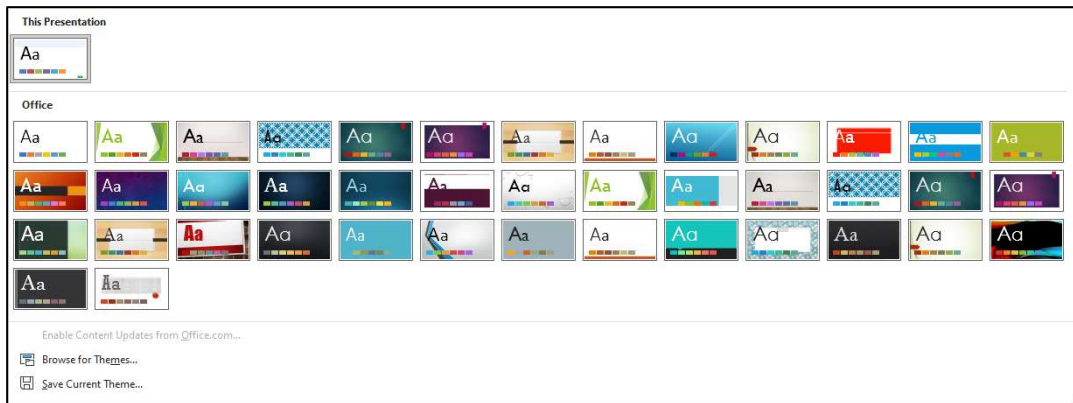


- xiv. To add video to your presentation, select video, then select from this device, stock video, or online video.
- xv. To add audio to your presentation, select audio, then select if you would like to add audio from your computer, or record audio directly to PowerPoint.
- xvi. To add a screen recording, select screen recording, and it will bring up a small window where you can select the area to record, if you would like your pointer on the screen, and when to record. This will then be added to your presentation.

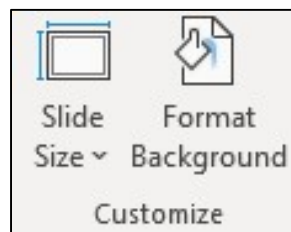


Designing your Presentation

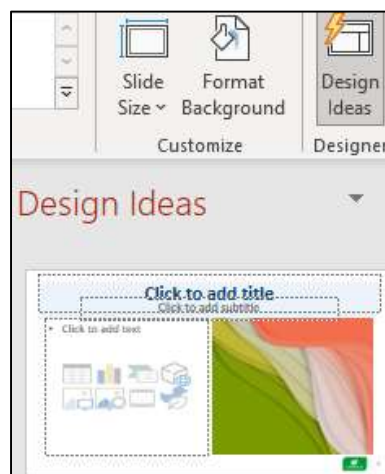
1. In the Design Tab:
 - a. You can change the theme of the presentation, by selecting the theme you would like.



- b. You can change the size of your slides by selecting slide size.
 - c. If you select format background, it will give you many options of color, style, patterns, etc. to fill the background of your slide.

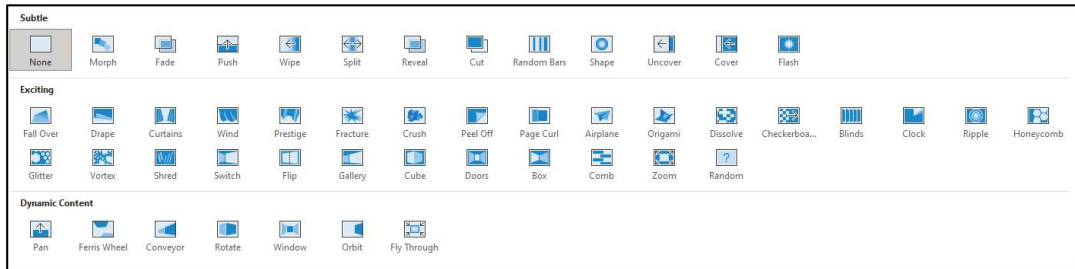


- d. Lastly, if you select design ideas, PowerPoint will have different options for designs for that specific slide, depending on what is on the slide itself.

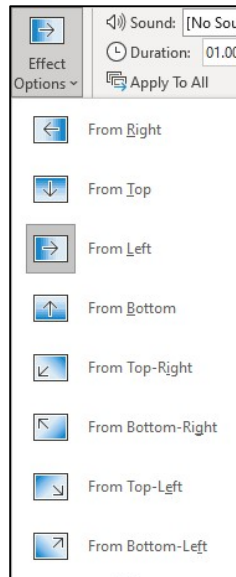


2. Transitions Tab

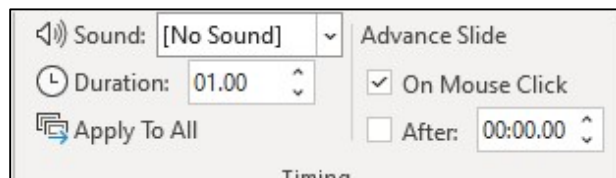
- a. There are many transitions to choose from in PowerPoint. Select a transition to see a preview of it on your current slide, then leave it selected if it is the one you want used on the slide.



- b. You can also change how the effect appears on the slide. To do this, select effect options, then select where you want the transition to start.

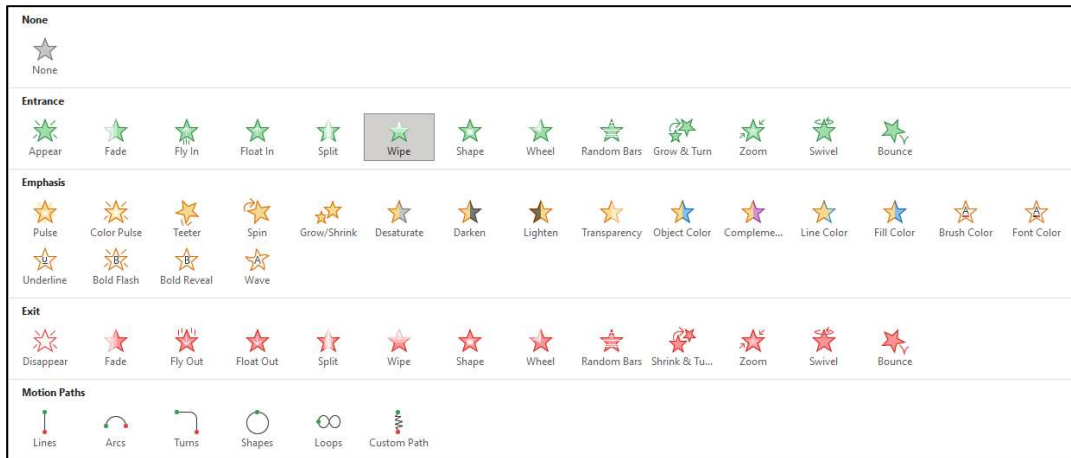


- c. You can also select to have a sound during a transition, and how long that sound will play in between slides.
- d. Select apply to all to easily apply the transition settings from your current slide to all slides in your presentation.
- e. Lastly, you can decide to either have your slide move to the next by mouse click, or after a certain amount of time.

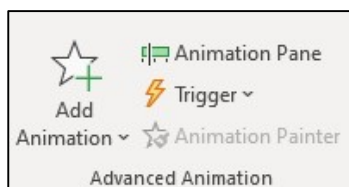


3. Animations Tab

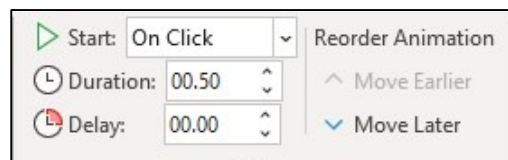
- a. Animations are like transitions, but only apply to the text boxes on a slide. To apply an animation, all you must do is select the one you would like.



- b. You can also add the animation by selecting add animation, then the animation you would like.
- c. You can use the animation pane to change the timing of different animations, so that the text boxes will appear at different times.
- d. You can use the trigger button to choose what will cause the animation will begin.

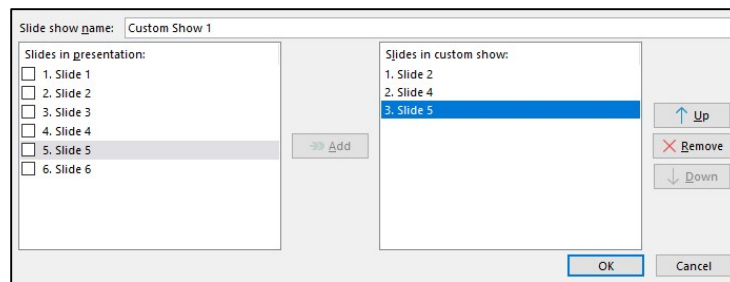


- e. There are other ways to time out the animations as well, including the order of and duration of all the animations for a single slide.

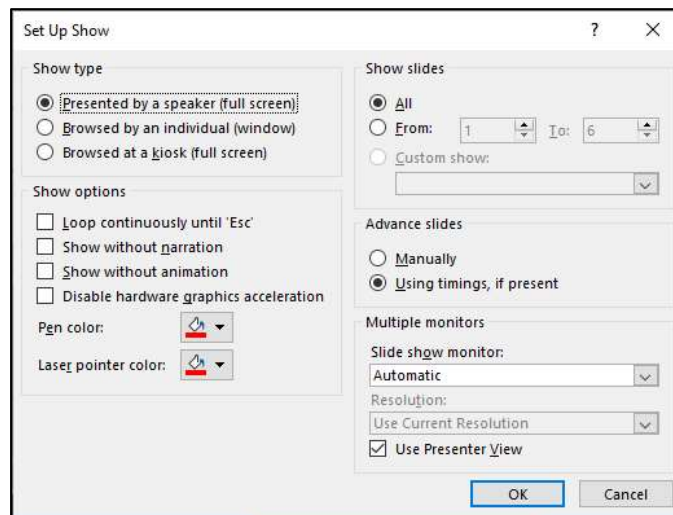


Reviewing Your Presentation

4. From the Slide Show tab, you can rehearse your presentation, and view how it will appear to others seeing it.
 - a. To present the slide show, you can select to either view it from the beginning, or from the current slide that is selected.
 - b. You can make a custom slide show, which will only show certain selected slides.
 - i. You can also change the order of these slides and select a name for the custom show.



- c. The rehearse with coach feature can be a very helpful tool. If you have a microphone available, you can practice your presentation, and the “coach” will give you feedback on how you present.
- d. You can set up your slide show with different settings depending on how you want it to be presented. This can be changed by selecting Set Up Slide Show and changing the settings in the pop-up.



- e. You can also hide certain slides from being presented by selecting the slide and then selecting the hide slide option.