

January 28, 2005  
Teaching Tip  
Flexible Tech Support

Recently a colleague contacted me with questions about how to make a basic PowerPoint presentation with her Macintosh. She didn't want to be a PowerPoint expert--she just wanted a way to present her research in a clear way to her audience. She had used PowerPoint for other presentations, but as is often the case with someone who doesn't use a tool that often, she had forgotten some of the basics of the program. She wanted to do things such as add custom colors to the background of slides, change text color and font, an insert tiff images. Could our Center help her? "Oh by the way, I really don't have the time to attend a workshop or come in for consultation," she added.

Well, in most cases this situation limits the options. But, one of the things we are very aware of at CTLT is that faculty need options when it comes to learning technologies. And, as in the case of the faculty member represented in this tip, they need options for ways to refresh their memories about the technologies they have already learned. Enter the option of online tutorials. In addition to face to face workshops and consultations for learning new or reviewing technologies, CTLT recommends that faculty browse either our own movie tutorials or an even greater archive of software and hardware tutorials provided by ITS and the Atomic Learning Network.

My suggestion to the faculty member who called was to visit [www.atomiclearning.com](http://www.atomiclearning.com) and go to the "Macintosh" tutorials. Once at the tutorial page, viewer will have options to select and application. Try it. Select "PowerPoint 2004" and see what tutorials are available. Our client wanted a refresher on how to change backgrounds and how to insert images. Select either of the two below and you will get a short movie tutorial that will show you how to do those tasks in PowerPoint. (Note: by clicking on the descriptors below you may only get the page with the movie titles. Click again on the title of you choice and you will get your tutorial.

### **Customizing the slide background**

1:35

676K

6.

### **Inserting image files from the hard drive**

0:52

416K

As you demo these tutorials, you can see how even a novice user of PowerPoint can learn new techniques or refresh their learning about options that they may have forgotten over time. Most of the tutorials in Atomic Learning and at CTLT are under 2 minutes. Think of the time you will save by using this service in the future. Faculty time is precious. If you don't have time to attend a workshop, then customize your schedule by including tutorials. Oh, did I mention that these "workshops" could be done while you are at home in your fuzzy slippers or on the road? Enjoy!

Atomic Learning tutorials can be accessed on campus by just logging on to the site. If you wish to log on from off campus, you will need a password. Write to me at CTLT to get the username and password to be used off campus.