Sept. 2014 CLiC Open House

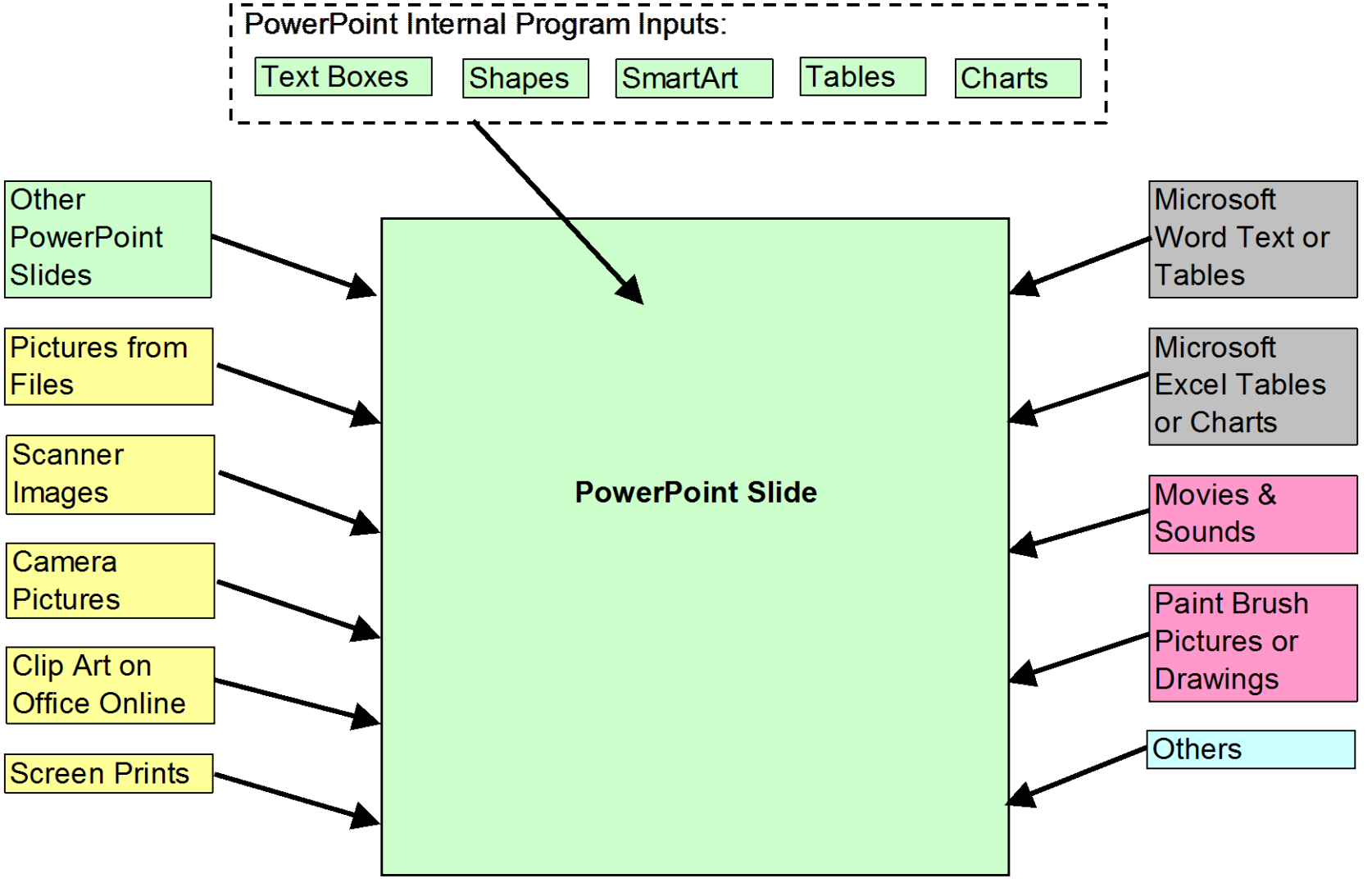
Microsoft PowerPoint

Discussion Topics

Who uses PowerPoint?

- Businesses:
  - Used to make presentation to employee groups
  - Used to present sales and marketing information to new and current customers
- Individuals:
  - Wedding invitations / maps to destinations / fliers / signs
  - Electronic alternative to creating a manual photo scrap book
  - Create photo slide shows for celebrating birthdays, vacations, special event, funeral memorials
  - Organize information and data to display

An Overview of Microsoft PowerPoint

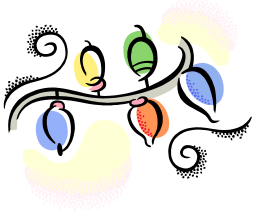


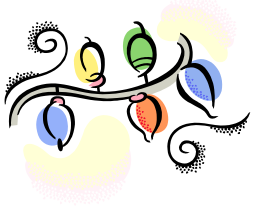
Examples of PowerPoint Projects

GLASS

RETURNS ONLY

Fliers and Invitations





18th Annual

Ford Tractor Holiday Party

All ex-Tractortites Welcome!

Thursday, December 7, 2006

Marinelli's
4924 Rochester Road

Rochester Rd & Long Lake – 18 Mile

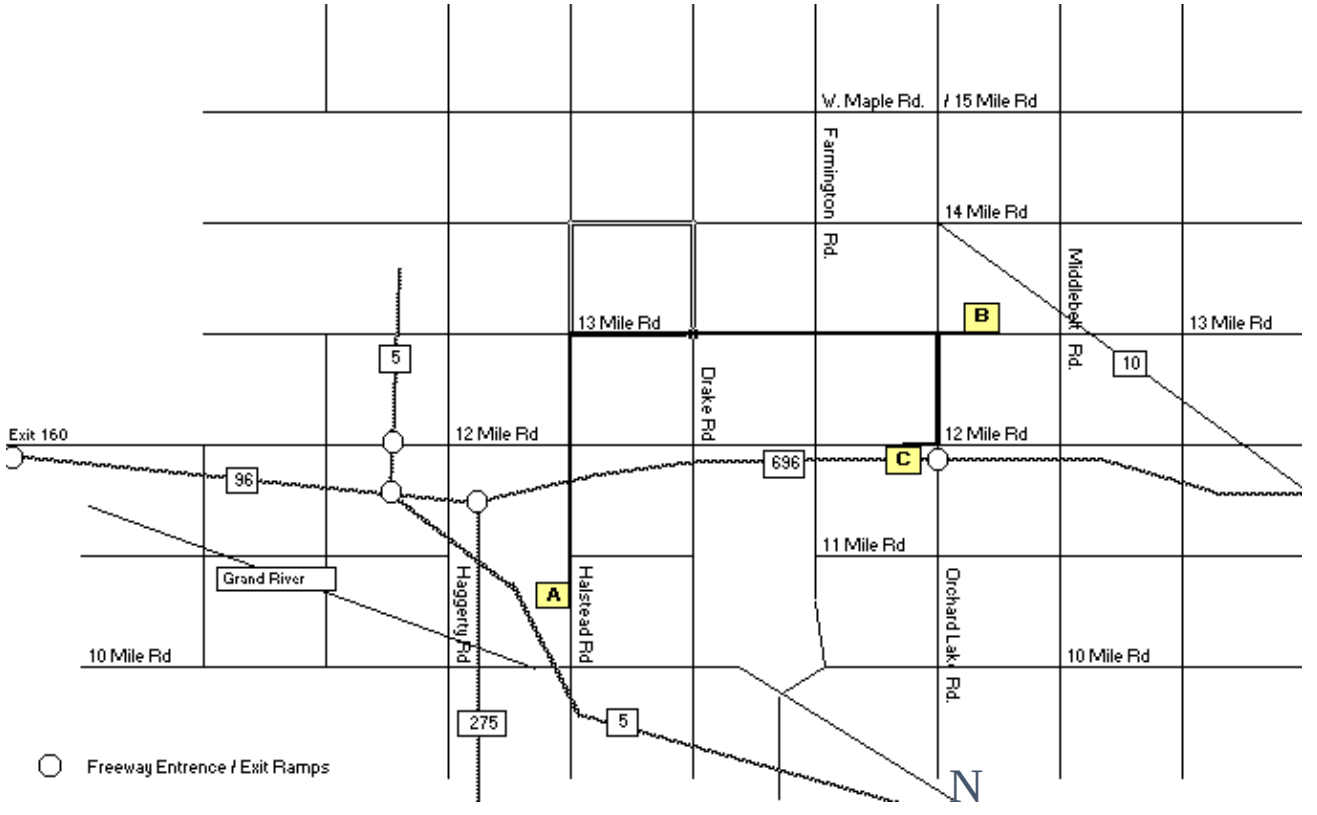
4:00 PM until ??

For further information contact:
Name, Phone No., Email address

Cash Bar/Food

No RSVP

Maps to Destinations



Addresses:

(A) Universalist Unitarian Church
25301 Halstead Rd.
Farmington, MI. (248) 478-7272

(B) Glen Oaks Country Club
30500 West 13 Mile Rd.
Farmington Hills, MI. (248) 626-2600

(C) Best Western Executive Hotel & Suites
31525 West 12 Mile Rd.
Farmington Hills, MI

Please ask for Garden-McLean block of rooms for best rates.

For reservations call: 1-800-528-1234

Church to Reception Hall: Go North on Halstead Rd. to 13 Mile Rd. Turn right on 13 Mile. Go East 3.2 miles to Glenn Oaks Country Club on the North side of 13 Mile Rd.

Directions From The:

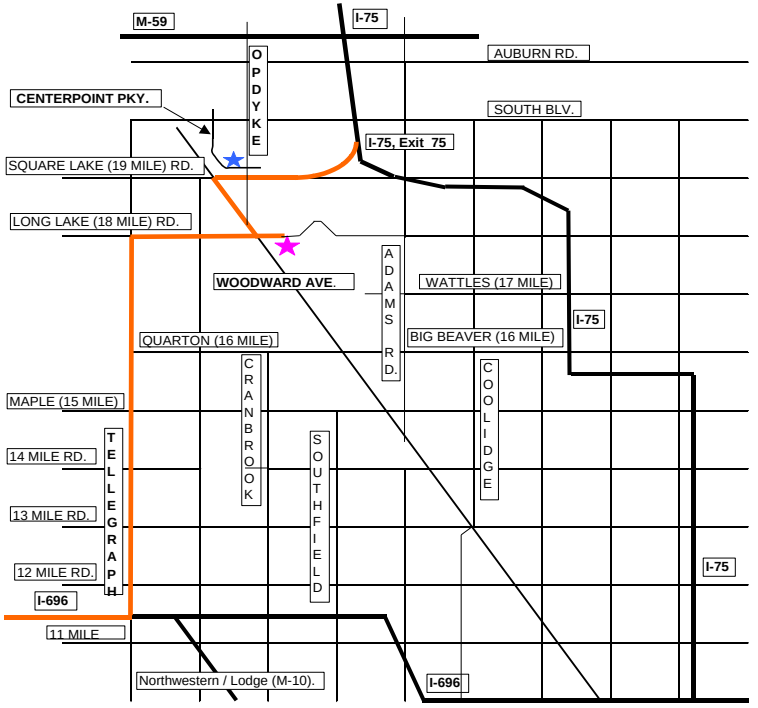
North: Follow US23 South to I-96 East. Follow I-96 East to Exit #160 (12 Mile Rd.). East on 12 Mile Rd. approx. 5 miles to Halstead Rd. Turn South, go 1.2 miles to Church on West side of Halsted Rd.

South-East: Follow Telegraph Rd. North and turn Right on M5 and go West approx. 8 miles. Continue on ramp at sign reading "Gd River Ave. / 10 Mile Rd" and go North 400 feet. Continue on Halsted Rd and go North for 0.9 miles to the Church on West side of Halsted Rd.

South-West: Follow I-275 North to M5. Continue on M5 then exit at 12 mile, East. Continue East approx. 1.5 miles and turn Right on Halstead Rd. Turn South, go 1.2 miles to Church on West side of Halsted Rd.

East: Follow I-696 West to Exit #5 (Orchard Lake Rd). Turn right on Orchard Lake Rd. and go North 500 feet. Turn Left on 12 Mile Rd and go West for 3.1 miles. Turn Left on Halsted Rd and go South 1.2 miles to Church on West side of Halsted Rd.

West: Follow I-96 East to Exit #160 (12 Mile Rd.). Continue East on 12 Mile Rd. approx. 5 miles to Halstead Rd. Turn South 1.2 miles to Church on West side of Halsted Rd.



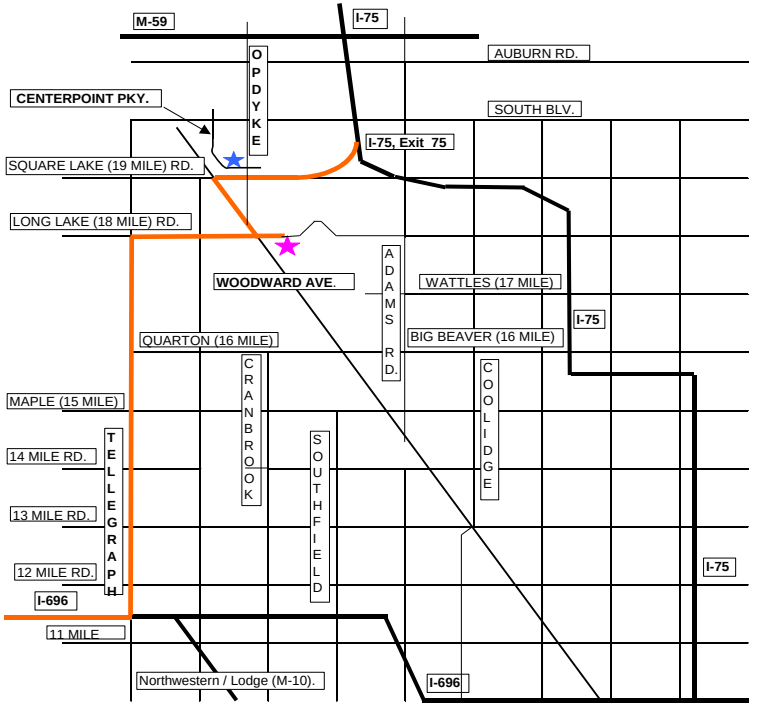
Coming From the West (Lansing):
- West on I-96 to I-696 (stay in left two lanes of I-96 to merge onto I-696)
- I-696 to Telegraph (North)
- Telegraph (North) to Long Lake Rd. (East)
- Long Lake Rd. (East) to (south side of the road)

Coming From the North:
- South on I-75 to W. Square Lake Rd. (Exit #75).
- W. Square Lake Rd. (West) to Woodward Ave. (South). Note: Stay in the right lane to turn right to make a left-turn-around to go South on Woodward.
- Woodward (South) to W. Long Lake Rd. Note: Stay in the left lane of woodard & go through the intersection to make a left-turn-around to go East on Long Lake Rd.
- Long Lake Rd. (Eest) to (south side of the road).

Reception Location:

THE VILLAGE CLUB
190 EAST LONG LAKE RD.
BLOOMFIELD HILLS, MI.
48304

Hotel:
Courtyard - Marriott
3555 Centerpointe Pkwy
Pontiac, MI 48341
Phone # 248-858-9595
(North side of the road)



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Create “How To” Instructions

Winterize RV - Drain the fresh water storage tank

Remove drain plug and drain water.

Winterize RV - Drain the hot water heater

Use 1 1/16 socket with extension to remove sacrificial anode.

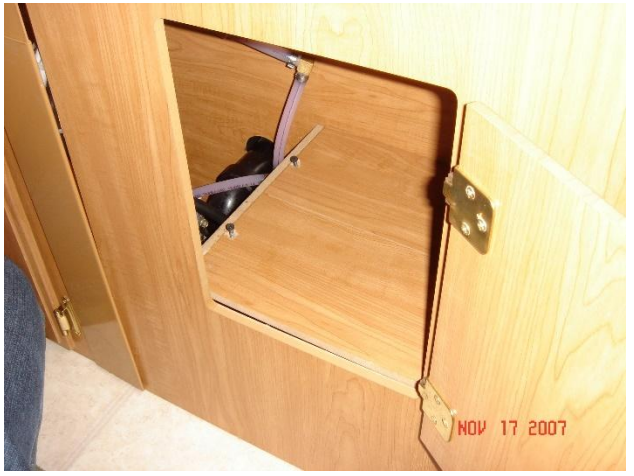
Reinstall anode with new plumber's tape.

This is the cold water feed valve to the hot water tank in the normal (on) position.

This is the cold water feed valve in the bypass position for pumping antifreeze through the lines. Turn to this position for winterizing. Turn to above (on) position after antifreeze has been added.

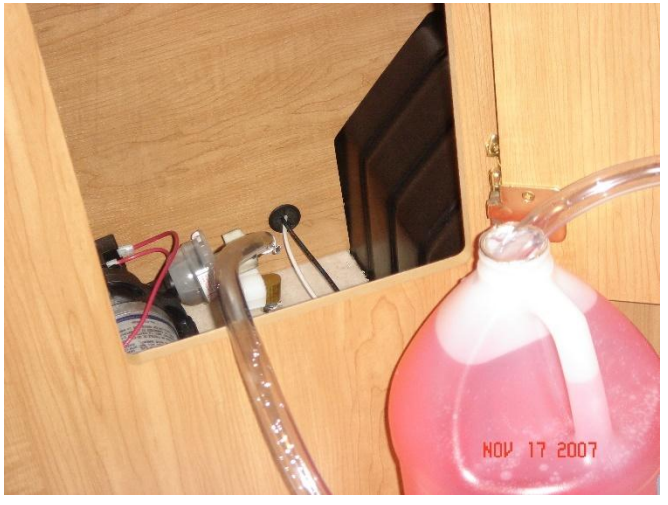
Leave in this position for de-winterizing in the spring.

Winterize RV - Getting ready to pump in antifreeze



Remove the two screws in cabinet floor to access the water pump.

Remove pump outlet hose and replace with antifreeze jumper hose.



Insert hose into antifreeze jug. Turn pump on. See next slide for pumping water through the faucets.

Open hot water valve first then cold until pink antifreeze flows.

Winterize RV - Completing the job

Remove the drain cap to allow water and antifreeze to drain. Place bucket under outlet. Add the drain elbow to focused the drain water into a bucket.

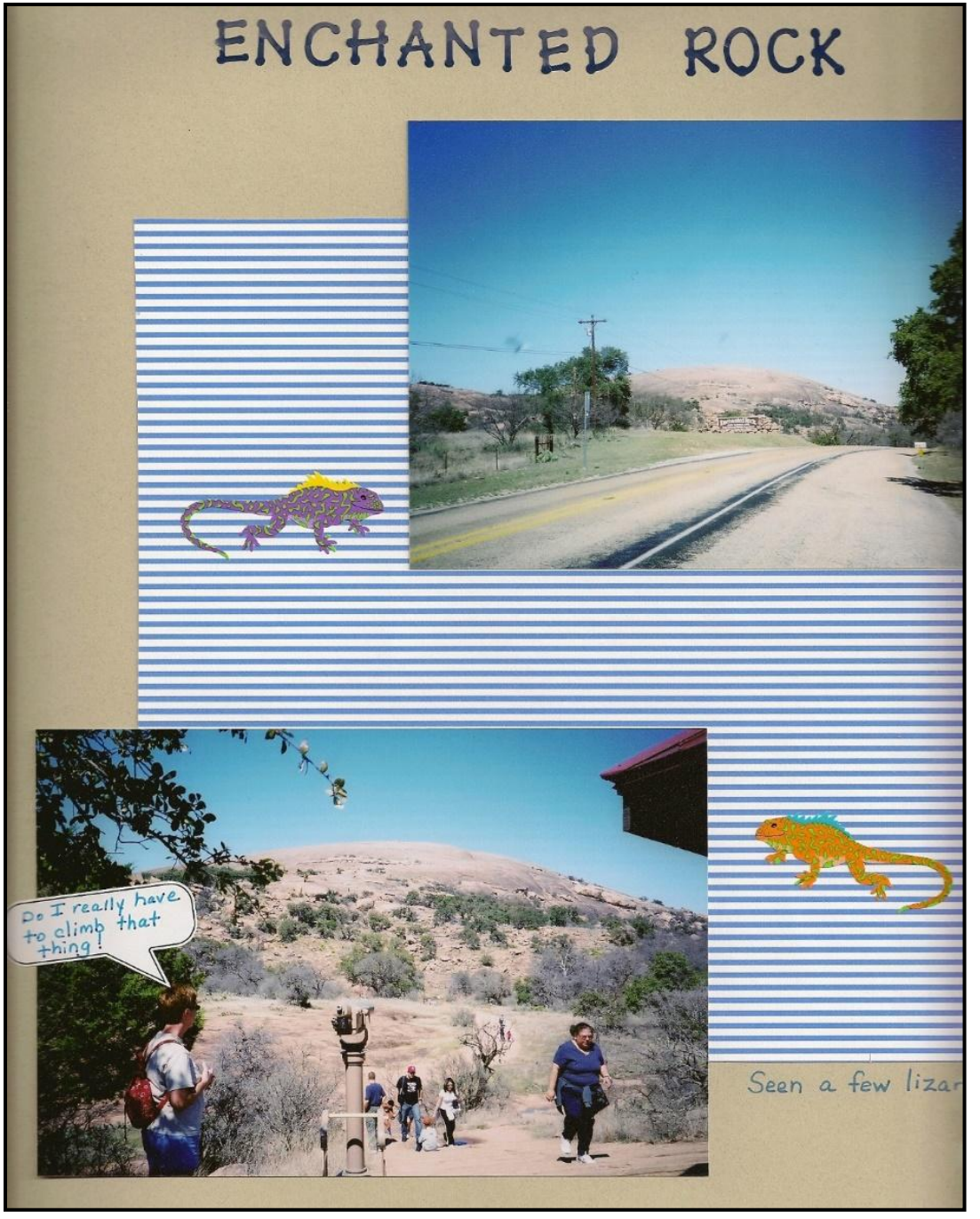
While pump is on, turn on both hot and cold faucets until antifreeze runs from the showerhead.

Photo Collections

Let's consider a handmade page in a photo scrapbook

This is a scan of a handmade page in a photo scrapbook.

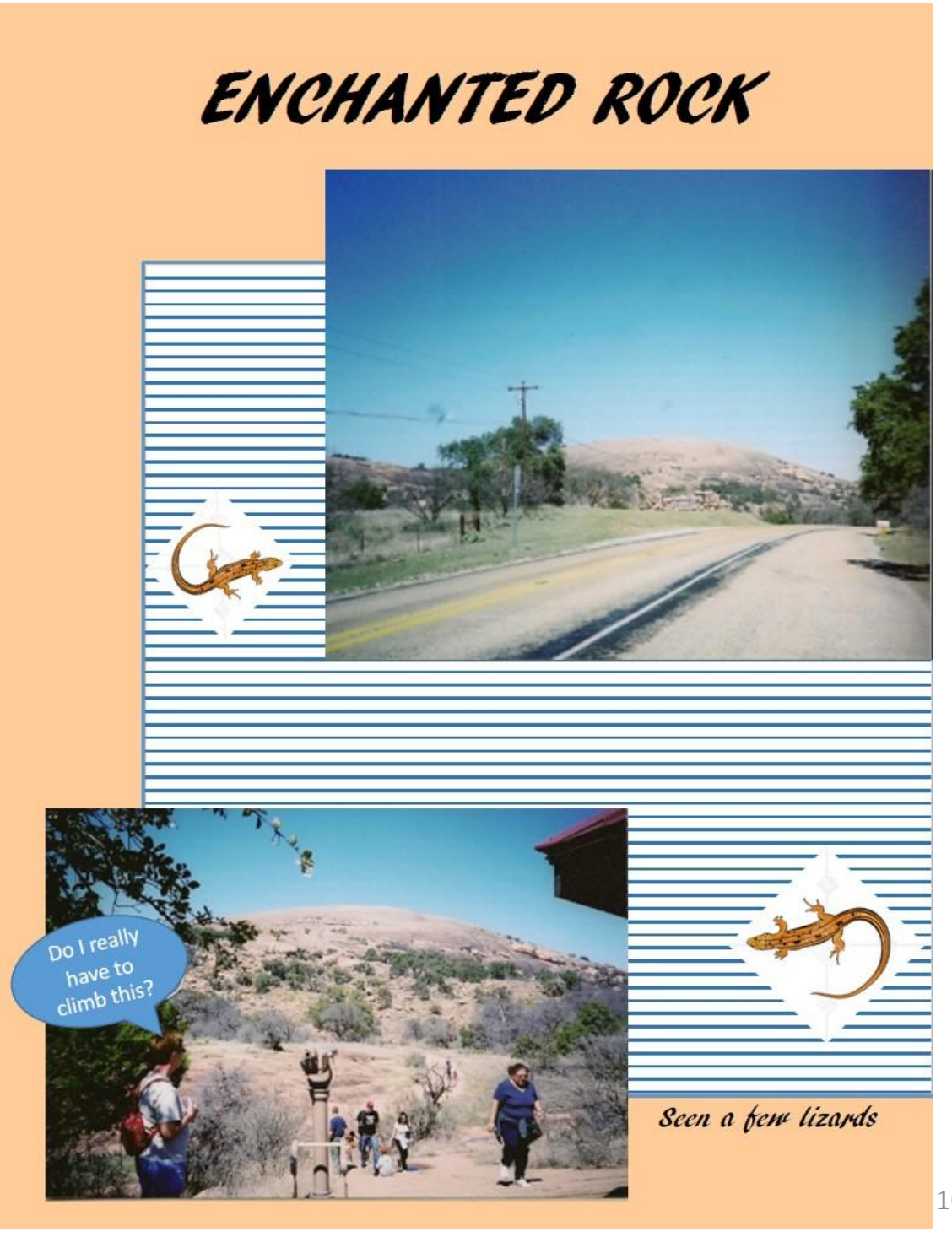
(It has a colored piece of background paper, a hand printed title, mount two pictures, two lizard graphics and some thoughts added about the event)



Now consider a PowerPoint slide instead of the scrap book page

This PowerPoint page consists of:

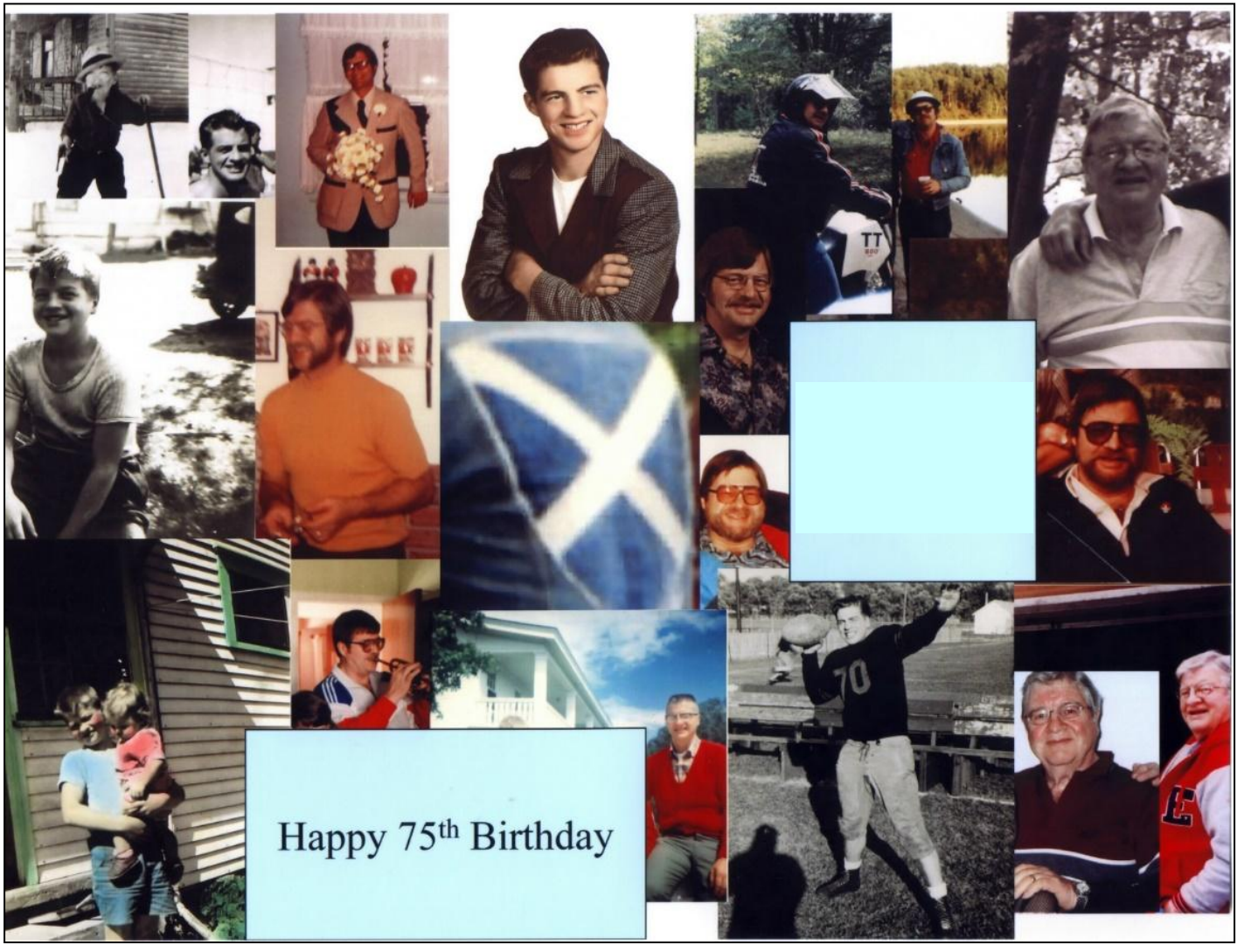
(A color selected for the slide background, a copy of a Microsoft Excel file with rows underlined in blue, two pictures inserted on the slide, two lizard graphics, a slide title and two text boxes to recall some thoughts about the event)



Lifetime Memories

Photos and scanned picture images on a single page.

The page is the last page of 99 slides used for a birthday slide show.



LYNN's RIDES

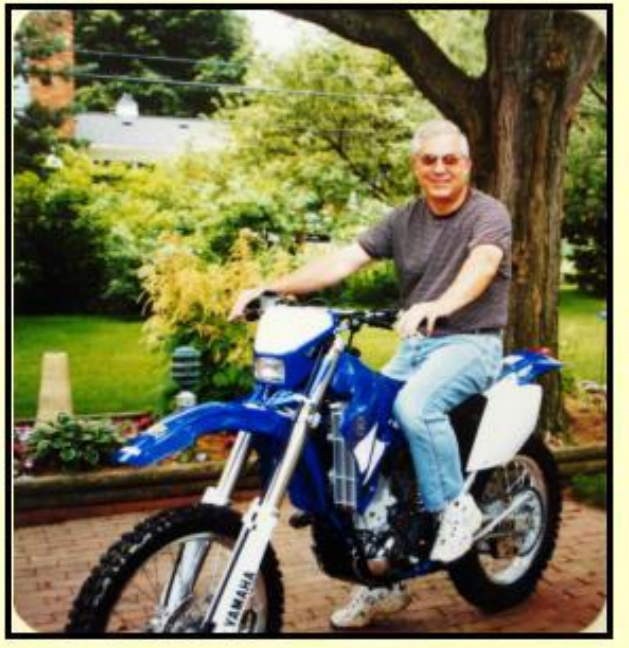
1970 Honda SL-350 (1972-1975)

Yamaha TT-500 (1977-1986)

Honda XL-350 (1975-1977)

Yamaha TT-600 (1986-2003)

Yamaha WR-450 (2003)



U.P. Cycle Trip – Day One Ride

The lighthouse stop, page 1:

Friday (7/1) afternoon. We stopped at the Crisp Point Lighthouse (operational in 1904, decommissioned in 1993)

U.P. Cycle Trip – Day Two Ride

7/2-Two Heart to Grand Marais (thru Pine Stump Junction), page 1:

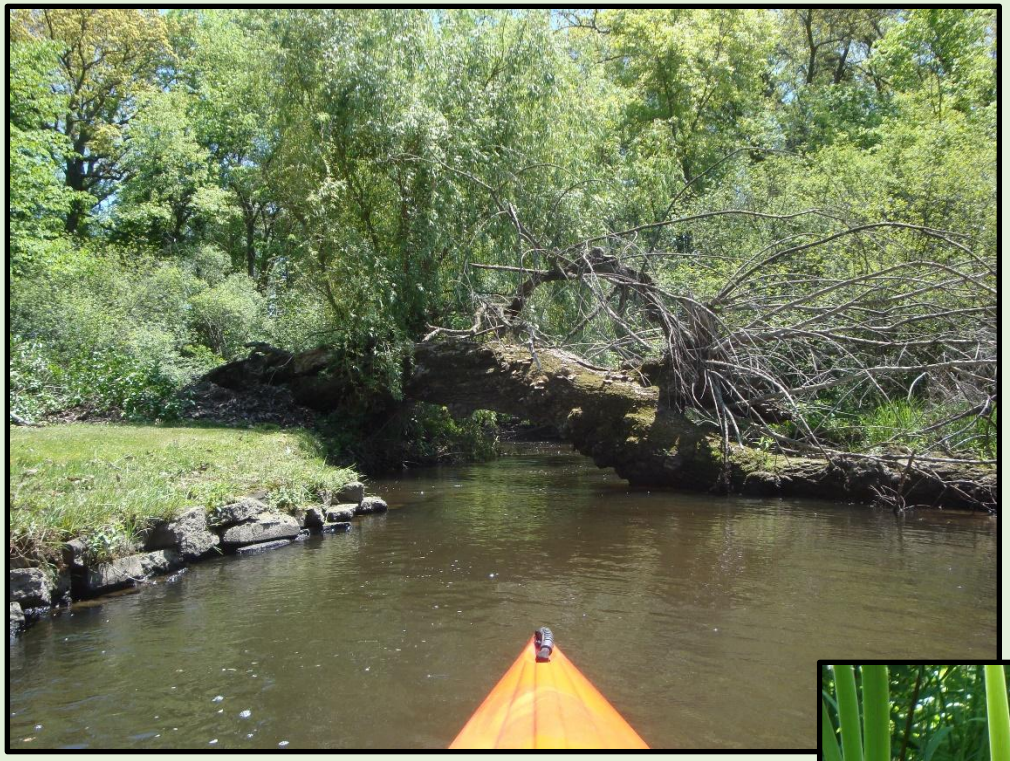
A deer camp with sauna and his & hers out-houses.

Water over the trail. The decision, go through or find a way around. It looks like everyone goes through! To answer the question, Melanie asked dad, "If Uncle Al and you came upon this, would you go through?", I said yes!

Picture Collections

Jekyll Island, Georgia,
Driftwood Beach
(Northeast side)

G.R.E.A.T. Paddles



G.R.E.A.T. Paddles

G.R.E.A.T. Paddles

Information & Instructions

Wagon Wheels - The Wood Working Process

Spoke Making:

- Obtain rectangular Hickory blanks.

- Use a Saw and Wood Chisel to rough size the rectangular end which will be inserted into the wheel hub.

Spoke Making:

- Use a Draw Knife and Spoke Shave to transition the spoke from the rectangular shape to the elliptical end at the rim of the wheel.

Hub Making:

- Hubs were made from a solid piece of Oak or Elm. The bearing was cast iron.

- Steel hoops were shrunk onto the hub to improve strength and reduce splitting.

Mating the Spokes to the Hub:

- All of the spokes are driven into rectangular Mortises in the hub.

- The hub and spoke assembly are mounted into a fixture and the spokes cut to length.

Making the Spokes Ready to Fit into the Rim (Felloes):

- A Spoke Pointer (Cone Cutter) is used to make a round end on the spokes.

- A Hollow Auger (Tenon Cutter) is used to make a dowel end on the spoke.

Assemble the Rim to Hub and Spokes:

- Use a special tool called a Spoke Puller to pry the spokes into alignment with the holes in the rim (Felloes). Rims for heavy duty wheel (Cannons) were made from rim segments containing two spokes.

Setting the Rim Hot:

- Build a circular fire to heat and expand the steel tire

- Quickly pound the hot steel tire over the wood rim

- Quench with water to shrink the steel tire and stop burning of the wooden rim

Axle Making:

- Shape a rectangular Oak beam to allow attachment of the Skein (metal wear surface)

Troy Museum, Civil War Program May 18-21, 2009, Wood Working-Wagon Wheel Construction

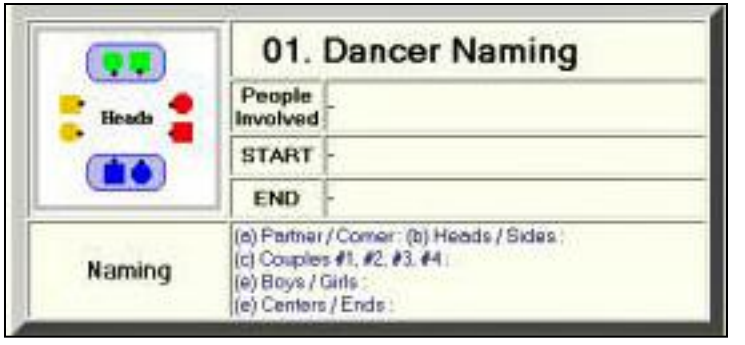
Animated & Video of Square Dance calls (Basic, Mainstream, Plus and Advanced Call Lists)

A narrator describes the movements of videoed square dancers executing square dance calls

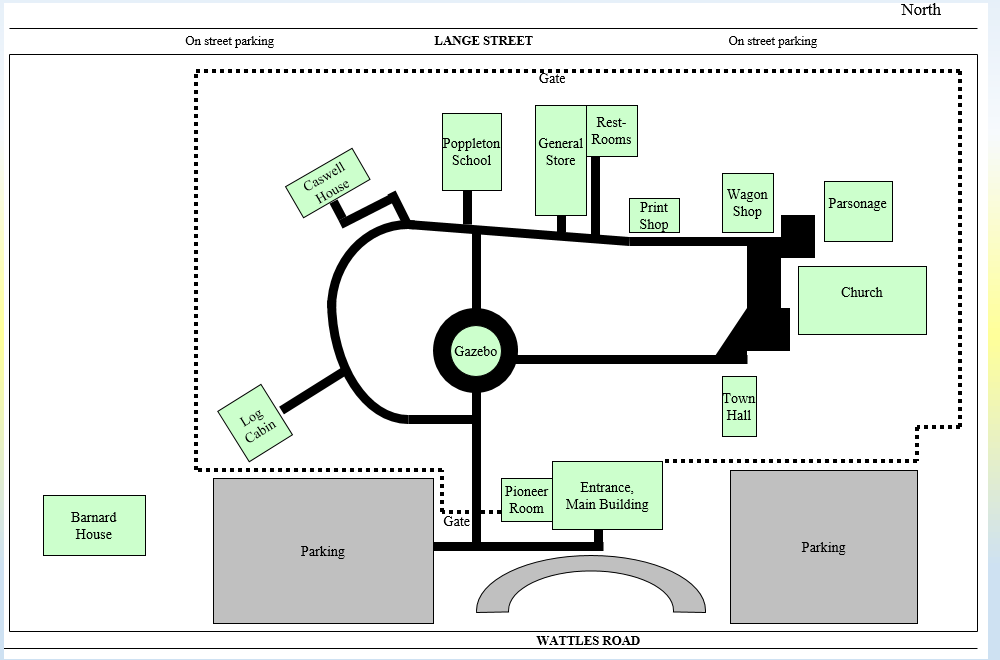
- http://www.videosquaredancelessons.com/lessons/index.htm
- Under Lesson Index, **Click** on "**Review Main Stream Lesson**"
- **Click** on the "**Play**" box for the square dance call you wish to view

Uses animated colored squares and circles to show dancer movement for square dance calls

- http://noriks.tripod.com/ENGLISH/514100e.html#BSD01



Making the Troy Historic Village Grounds Map



Insert a satellite view
of the property

Insert geometric shapes to represent the building, walkways, & add text

Troy Historic Village

"Civil War Candlelight Walk"

North

On street parking

LANGE STREET

On street parking

WATTLES ROAD

Delete the satellite image from behind all the other images

Troy Historic Village

"Civil War Candlelight Walk"

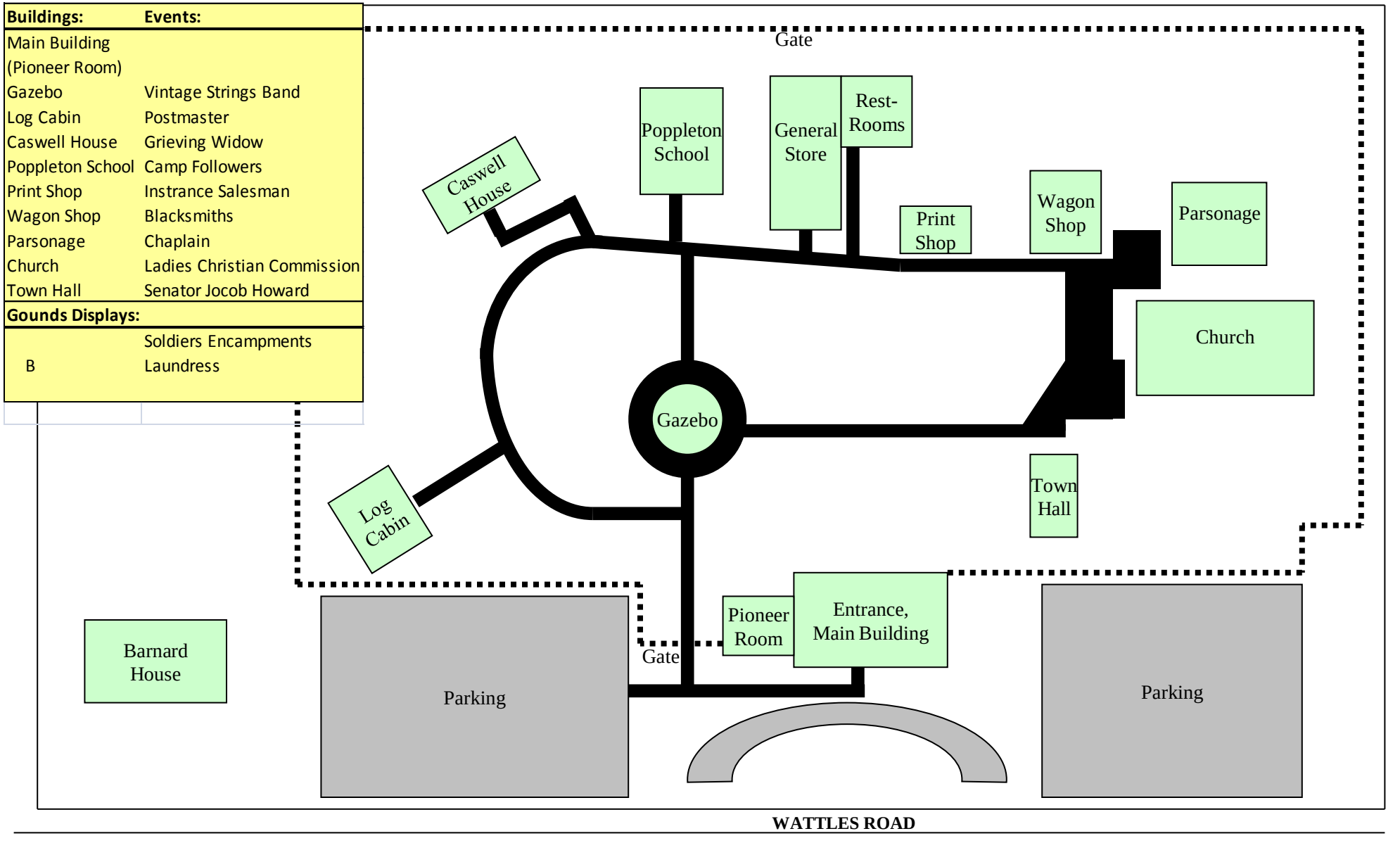
North

On street parking

LANGE STREET

On street parking

Buildings:	Events:
Main Building (Pioneer Room)	
Gazebo	Vintage Strings Band
Log Cabin	Postmaster
Caswell House	Grieving Widow
Poppleton School	Camp Followers
Print Shop	Instrance Salesman
Wagon Shop	Blacksmiths
Parsonage	Chaplain
Church	Ladies Christian Commission
Town Hall	Senator Jocob Howard
Gounds Displays:	
	Soldiers Encampments
B	Laundress



WATTLES ROAD

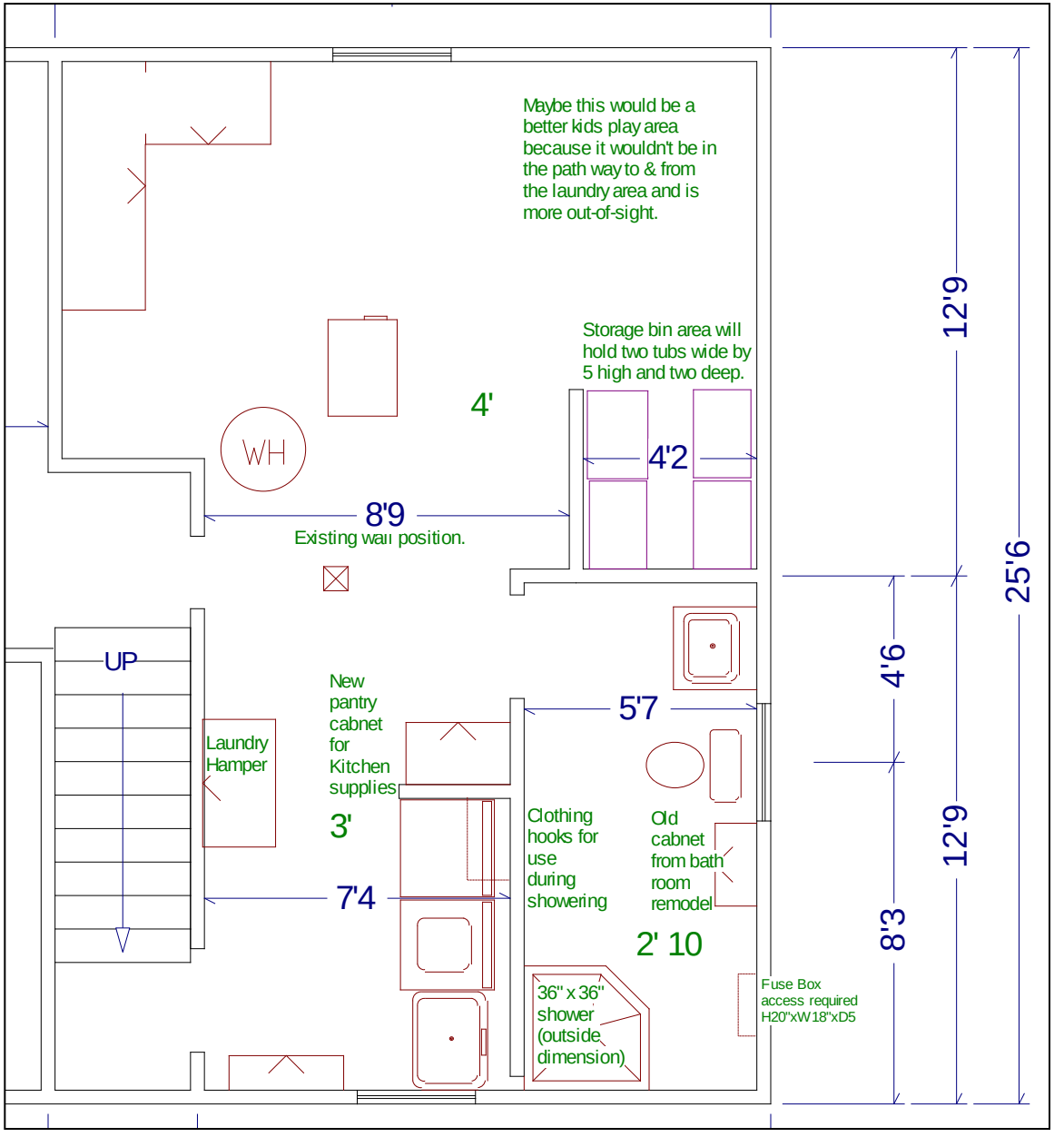
Types of files that can be inserted on a PowerPoint slide

File Formats Compatible with a PowerPoint Slide

All Files
All Pictures
Windows Enhanced Metafile
Windows Metafile
JPEG
File Interchange Format
Portable Network Graphics
Windows Bitmap
Graphic Inter Change Format
Compressed Window Enhanced Metafile
Compressed Windows Metafile
Compressed Macintosh PICT
TAG Image File Format
CorelDraw
Computer Graphics Metafile
Encapsulated PostScript
Macintosh PICT
WordPerfect Graphics

This is a 3D Home Architect program file output.

File was inserted into a PowerPoint slide so it could be emailed to the people who were considering the project.



Movie Clips May be Inserted into a Slide

This movie was taken with a cell phone

Movie Clips May be Inserted into a Slide

This movie was taken with a cell phone

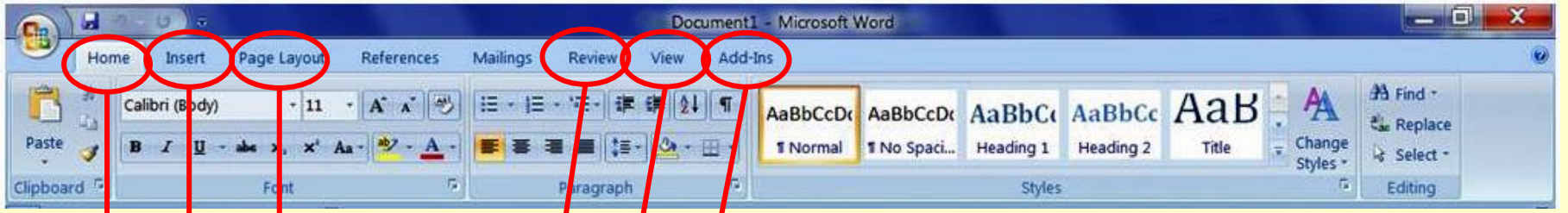
With music added

How to Get Started

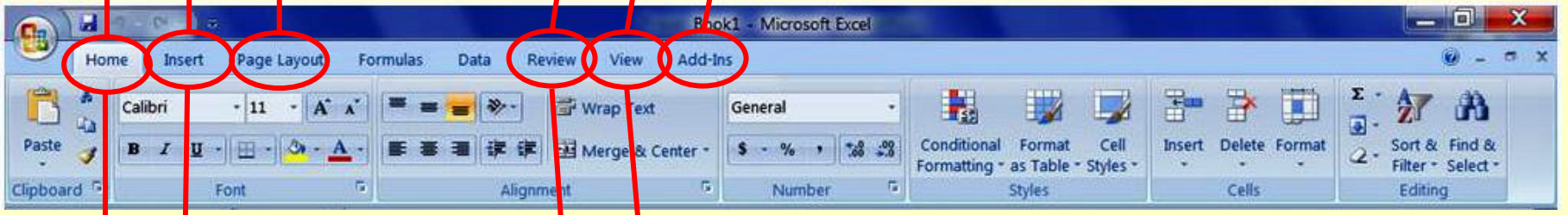
- Have a desire to build a project using the capability and tools of PowerPoint
- Have a working knowledge of PowerPoint course Prerequisites (depends on project complexity)
  - Microsoft Excel 2000 or higher
  - Microsoft Word 2000 or higher
  - The Internet
  - Use of a Printer (optional)

Lets Look at What You May Already Know – The Ribbons used for MS, Word, and Excel compared to PowerPoint

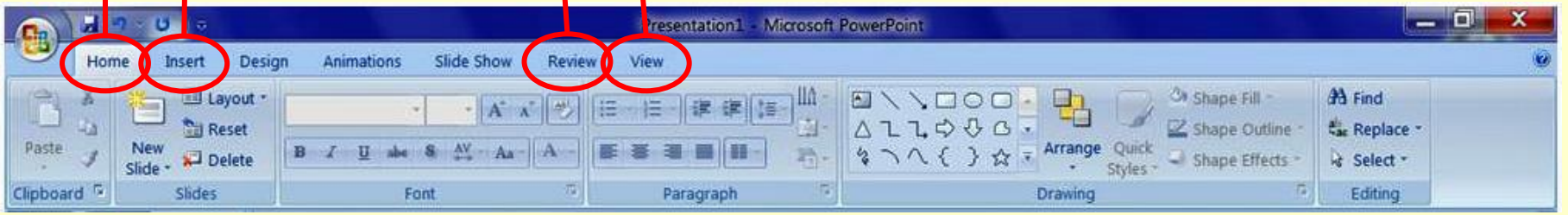
Word



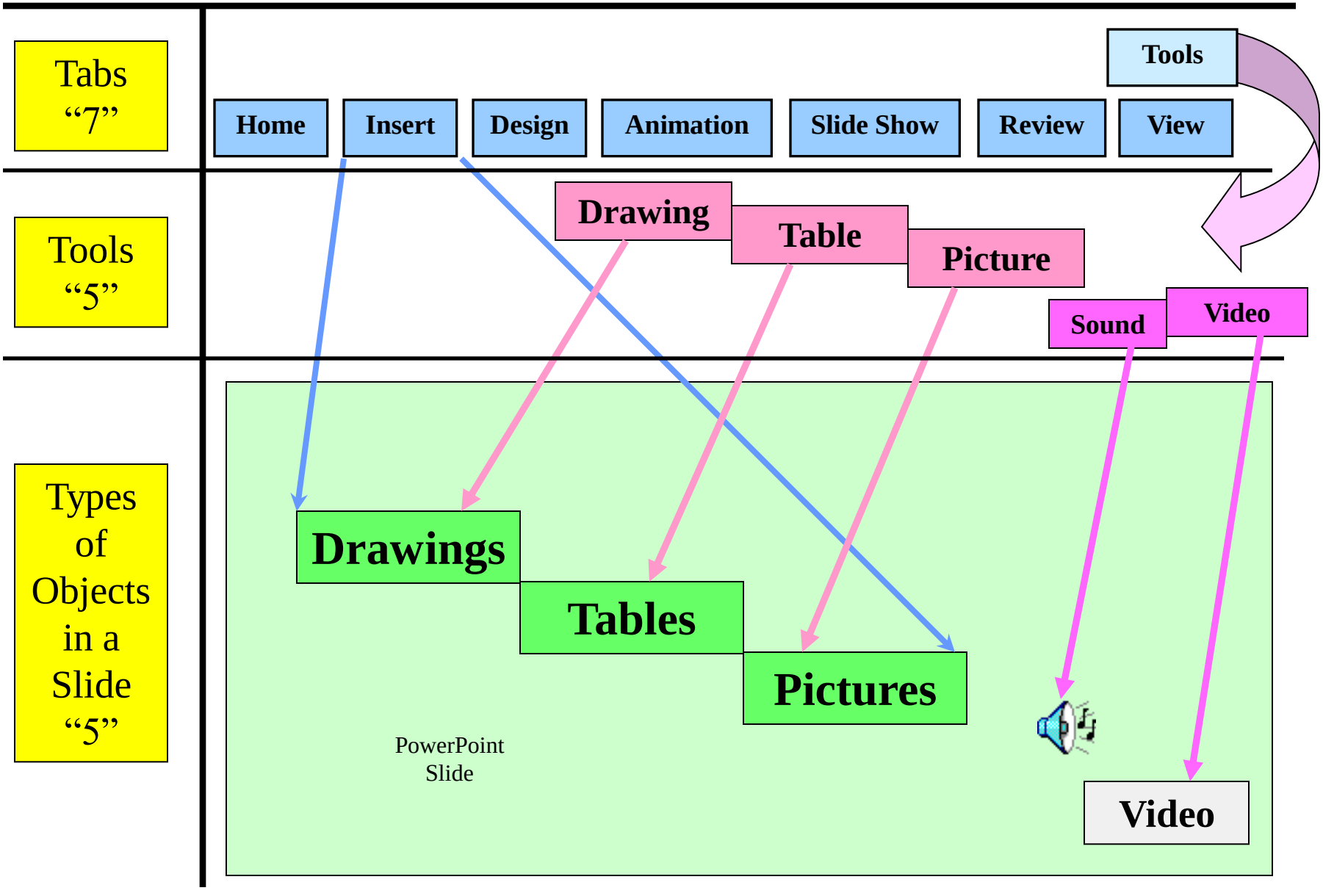
Excel

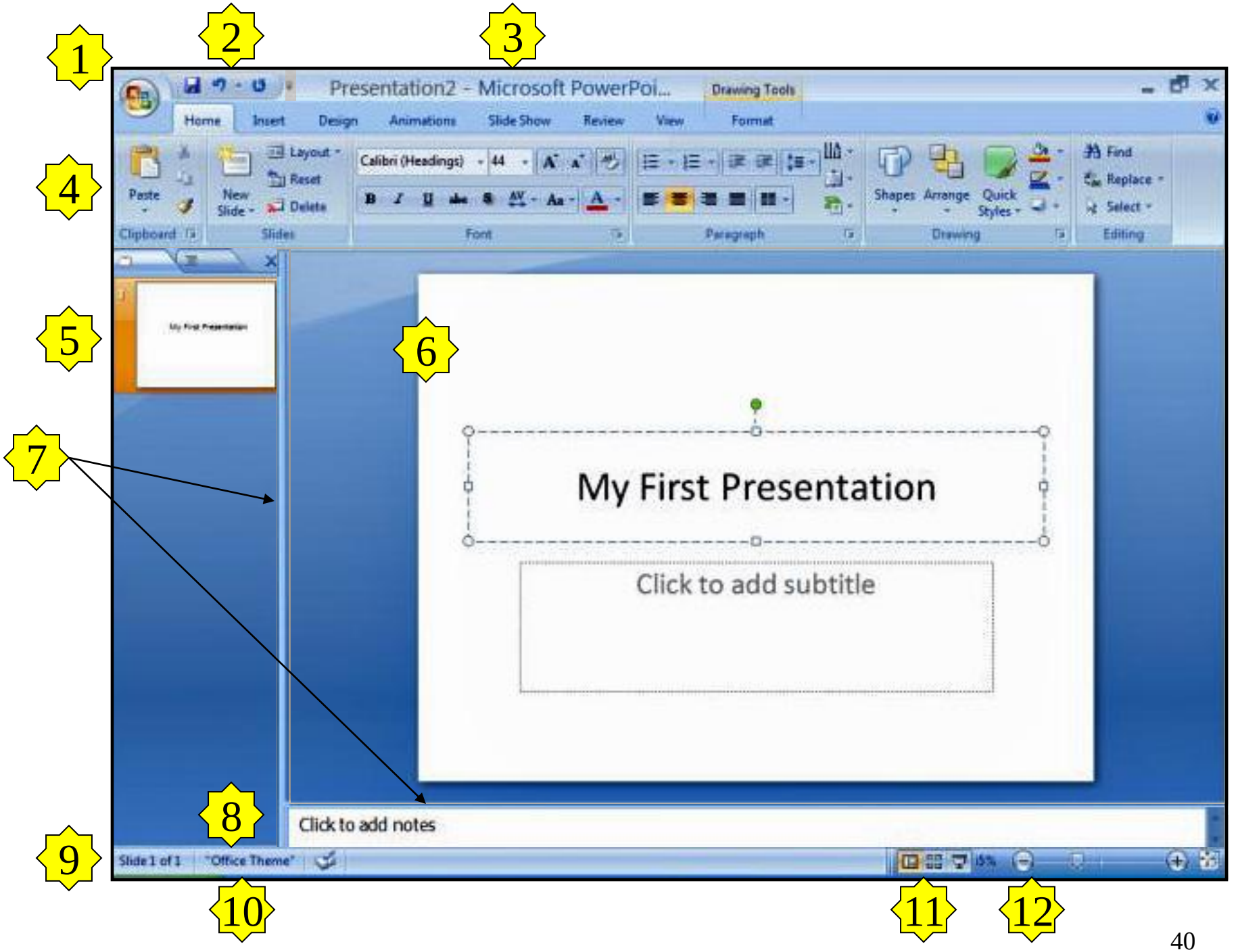


PowerPoint



PowerPoint Simplified

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Presentation2 - Microsoft PowerPoi...
Drawing Tools
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Insert
Design
Animations
Slide Show
Review
View
Format
Paste
New Slide
Layout
Reset
Delete
Calibri (Headings)
44
Shapes
Arrange
Quick Styles
Find
Replace
Select
Clipboard
Slides
Font
Paragraph
Drawing
Editing
My First Presentation
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
65%

How Can I View My Slides?

Print the slides on any printer

The file (slides) can be emailed to another computer where they can be viewed or shown on a projector or television

PowerPoint slides may be saved as JPEG files:

- If the JPEG files are stored on a thumb drive it can be inserted into a television USB port for viewing
- If the JPEG's are burned onto a DVD the pictures can be played on most DVD players to any television
- The JPEG files can be printed like any other photo

The PowerPoint program can show the slides in a continuous loop at a selectable interval

The Next Scheduled
CLiC PowerPoint Class:

October 07-16, 2014

Questions