

CREATING A PRESENTATION USING POWERPOINT (p1)

1. GETTING STARTED:

1. Start up MS PowerPoint
 2. You will see QUICK REVIEW
 3. You will see TIP OF THE DAY
 4. Using your mouse, select PICK A LOOK WIZARD
 5. Skip next TWO screens
 6. Choose a Template (background) Design:
 - a) to view the different backgrounds, use your mouse and
 - b) if you want to see more templates
 - c) go down the list of File Names in left column; you will see the templates in the box on lower right corner
 - d) to select the template
 7. Go to next screen
 8. You DO NOT want to print your presentation, so
 9. Go to next screen
 10. Go to next screen
- double-click on I CON
click on CANCEL
click on OK
click on OK
click on NEXT (twice)
- click on each circle
click on MORE
- click on APPLY
click NEXT
click on all 4 x's
click NEXT
click FINISH

2. ADDING TEXT:

1. To type
 2. To change size of font, highlight the text you want to change
 3. To end typing and go to next box
- click inside the box
click on FONT SIZE box
click on the size you want
click outside the box

3. ADDING CLIP ART:

1. To add CLIP ART:
 - a) view CLIP ART
 - b) to select the picture you want
- double-click on CLIP ART box
click on
click on the box
click OK

CREATING A PRESENTATION USING POWERPOINT (p2)

4. CREATING A NEW SLIDE:

1. To create a new slide, select NEW SLIDE at bottom of screen, near right corner click on NEW SLIDE
2. You will see CHOOSE AN AUTO LAYOUT:
 - a) to view various layouts click on
 - b) to select the layout click on the box
click OK

5. MOVING TO PREVIOUS OR NEXT SLIDE:

1. To view or change something on the previous slide click at bottom right of screen
To view or change something on the next slide click at bottom right of screen

6. VIEWING SLIDES WITH SLIDE SORTER:

1. To view all your slides, side by side, select VIEW click on VIEW
click on SLIDE SORTER
2. Your slides are numbered and the one you are currently working on, has a black box around it

7. USING ANIMATION EFFECTS:

1. While in the SLIDE SORTER VIEW (#6 above), you will see a box with NO TRANSITION. A transition is HOW the slide will come up on the screen.
 - a) to change the transition click on NO TRANSITION
 - b) to select the transition click on transition you want
2. While in the SLIDE SORTER VIEW (#6 above), you will see a box with NO BUILD EFFECT. A "build" is HOW the text will come up on the screen.
 - a) to change the build click on NO BUILD EFFECT
 - b) to select the build click on the build you want

8. SLIDE SHOW:

1. To see the SLIDE SHOW:

click on VIEW
click on SLIDE SHOW
click on SHOW

2. CLICK THE MOUSE WHEN YOU WANT THE
NEXT TEXT OR THE NEXT SLIDE TO APPEAR

9. CHANGES CAN BE MADE AT ANY TIME—PLAY AROUND WITH THE PROGRAM.