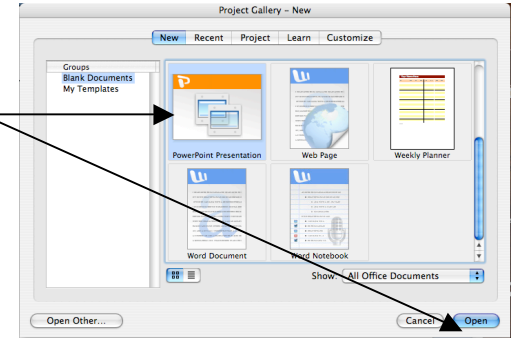




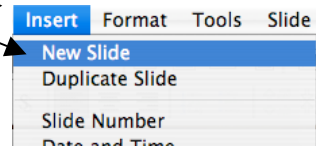
MAKING A POWERPOINT PRESENTATION

How To:

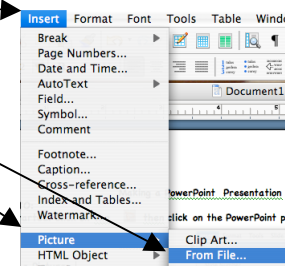
Get Started: Click on the  then select PowerPoint and click open



Insert a Slide: Click on Insert>New Slide



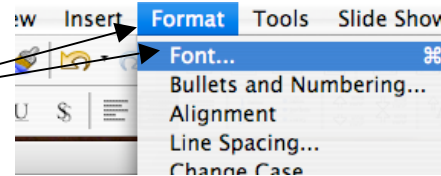
Insert a Picture: Click on Insert>Picture>From File/ or Clipart (depending on where your picture is located. If you have saved it to the computer click From File.)



Change Text Color or Font:

Highlight text

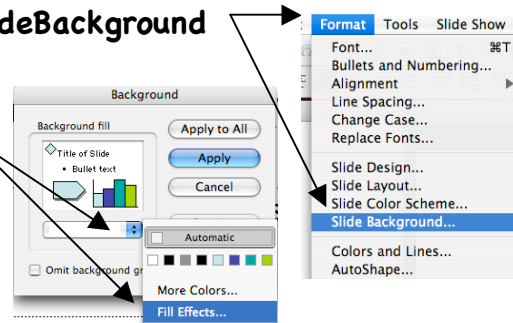
Click on Format>Font



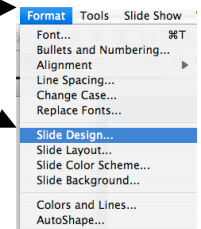
Change Background:

Click on Format> SlideBackground

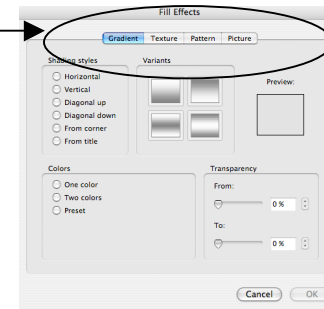
Click on arrows then Fill Effects



or Click Format>Slide Design



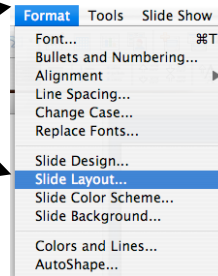
Gradient= one or two colors blending together
Texture= select from several background images
Pattern= select a pattern
Picture= select a real picture from your computer



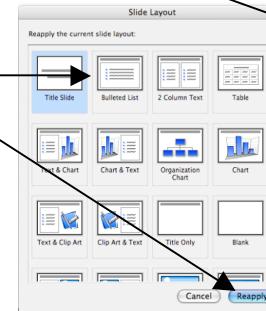


MAKING A POWERPOINT PRESENTATION CON'T

Change the Slide Layout: Click on Format>Slide Layout

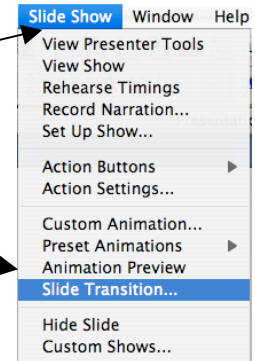


Then Choose your Layout

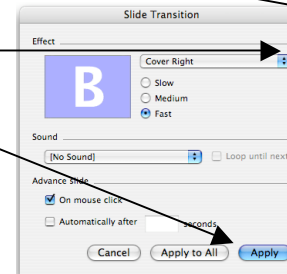


Change Slide Transition: (entrance)

Click on SlideShow>Slide Transitions



Then Click on the arrows to view transitions, select and apply



Changing Animation:

(action within the slide) Click on SlideShow>Preset Animations>and choose one

