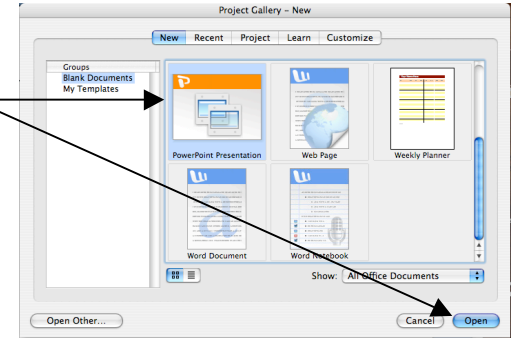




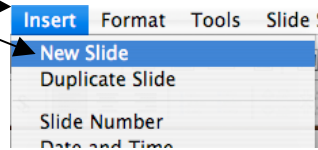
Making a PowerPoint Presentation

How To:

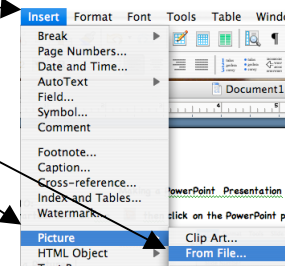
Get Started: Click on the  then select PowerPoint and click open



Insert a Slide: Click on Insert>New Slide



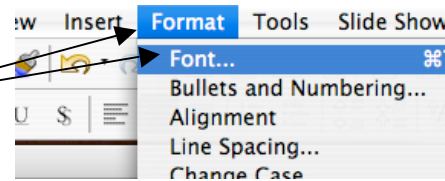
Insert a Picture: Click on Insert>Picture>From File/or Clipart (depending on where you picture is located. If you have saved it to the computer click From File.)



Change Text Color or Font:

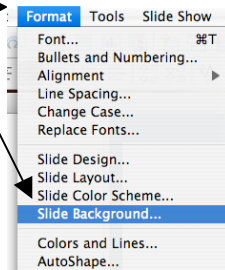
Highlight text

Click on Format>Font

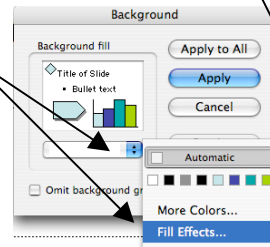


Change Background:

Click on Format> SlideBackground



Click on arrows then Fill Effects

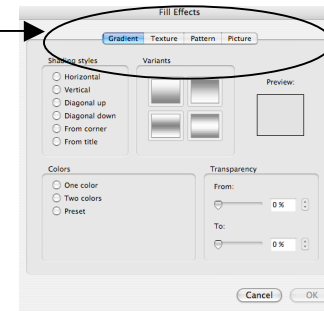


Gradient= one or two colors blending together

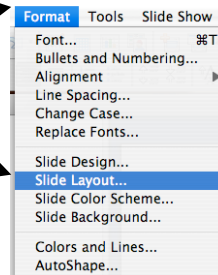
Texture= select from several background images

Pattern= select a pattern

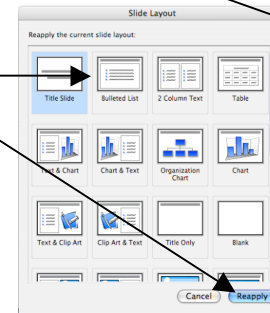
Picture= select a real picture from your computer



Change the Slide Layout: Click on Format>Slide Layout

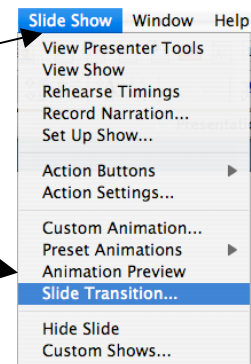


Then Choose your Layout

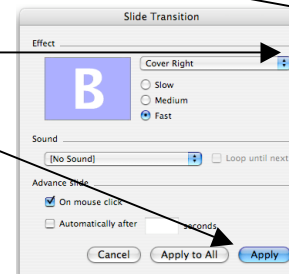


Change Slide Transition: (entrance)

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

