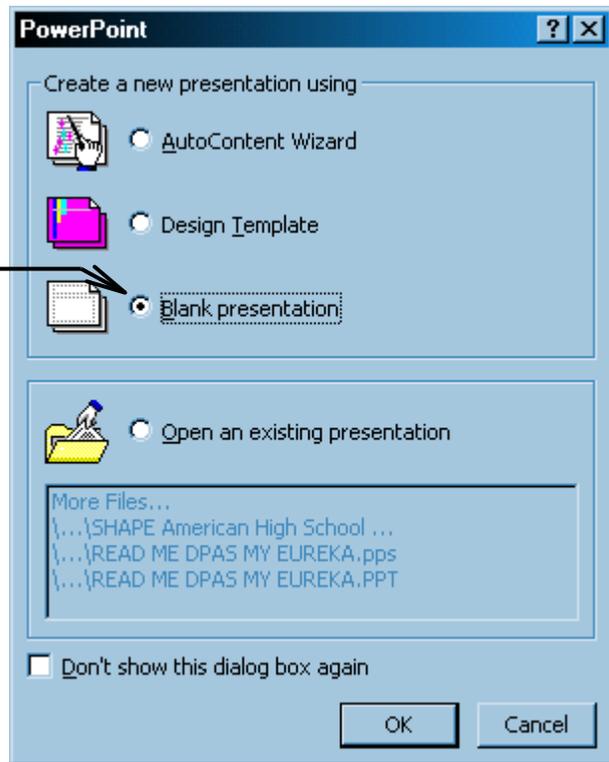


Microsoft PowerPoint Introduction

1. Slide Layouts:

A. When you first start PowerPoint, you will see a window like the one on the right.



B. Choose *Blank Presentation* and click on the *Ok* button. You should now see a window like the one below. If you click on the *File* menu item and select *New*, you should see the same window.

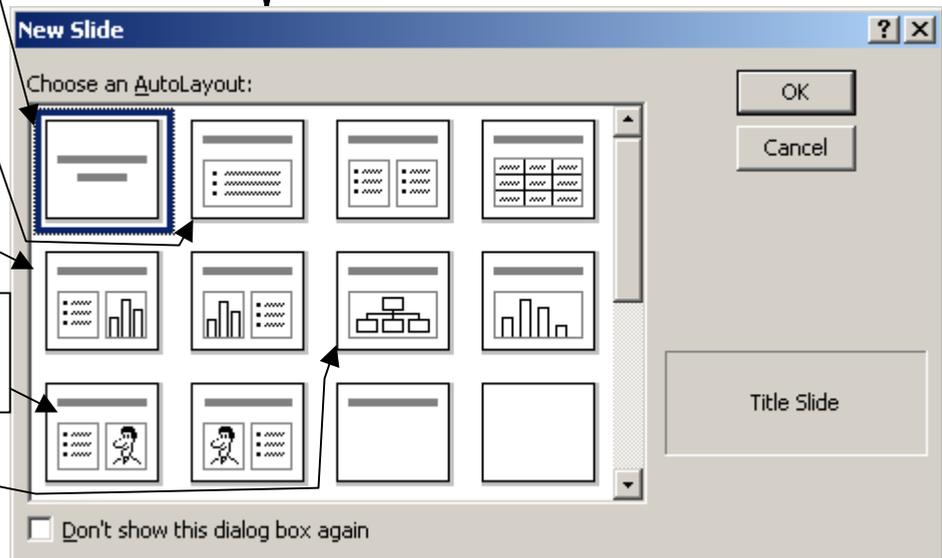
A slide with two large titles

A slide with a large title and a text box with a bulleted list

A slide with a large title, a text box with a bulleted list, and a graph

A slide with a large title and a text box with a bulleted list, and a picture

A slide with a large title and an organizational chart

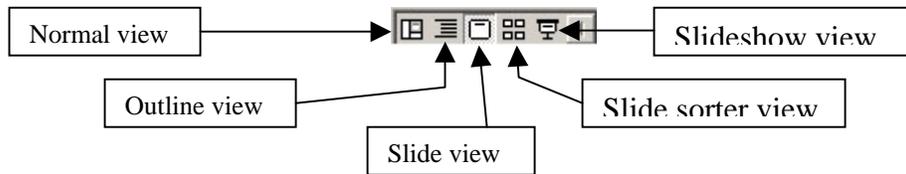


C. Select the style of slide you want to start with and click *OK*.

2. View Menu:

You can easily switch between the different kinds of views by click on one of the icons in the *View Menu* which is located in the lower left corner:



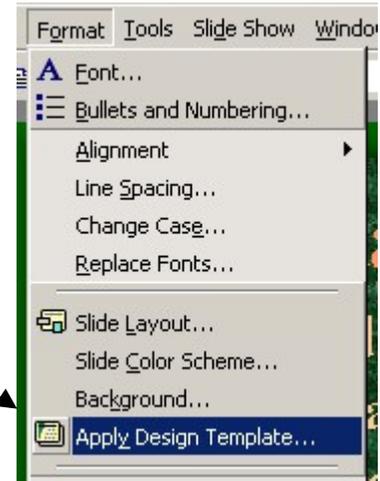


3. Slide Creation:

Once you have created a “blank” slide, it’s time to start formatting it for your presentation.

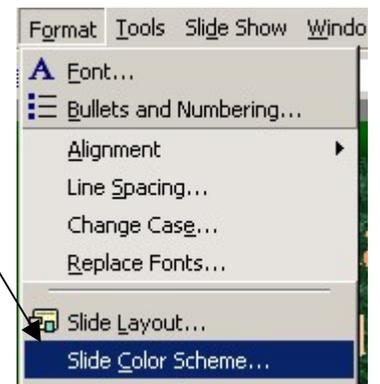
A. Background template.

- You may want to choose from a number of pre-made templates that you would apply to every slide you create in this presentation. It is best to have **ONLY ONE** design that is consistent for your whole presentation. That is, every slide should look similar.
- Click on the *Format* menu item and select *Apply Design Template*.



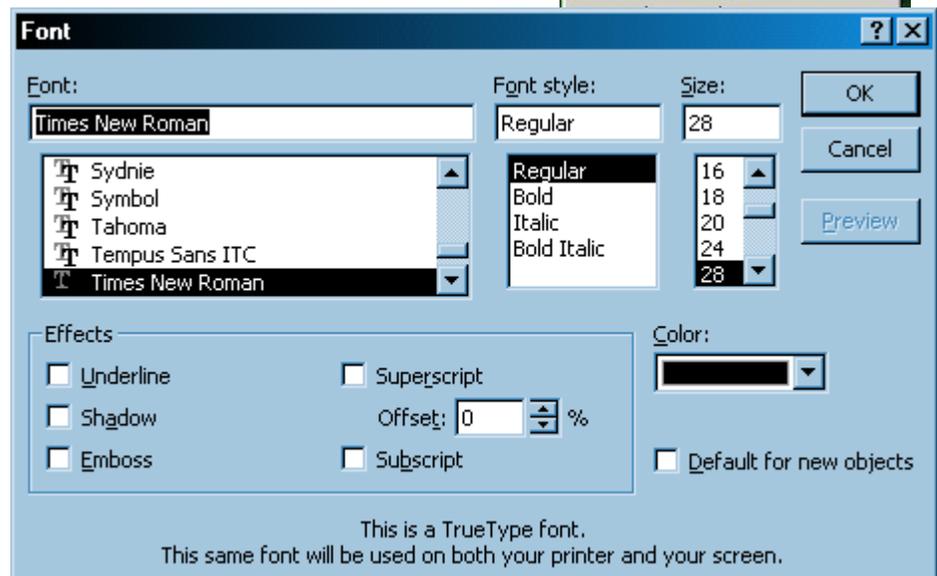
B. Color Scheme

- You can also choose to change the color scheme of slides.
- Click on the *Format* menu item and select *Slide Color Scheme*.



C. Text

- The formatting of text (Size, Font, Color) can be changed by clicking on the *Format* menu item and selecting *Font*.
- In order to change the format of existing text, you must first select the text and then change the format.



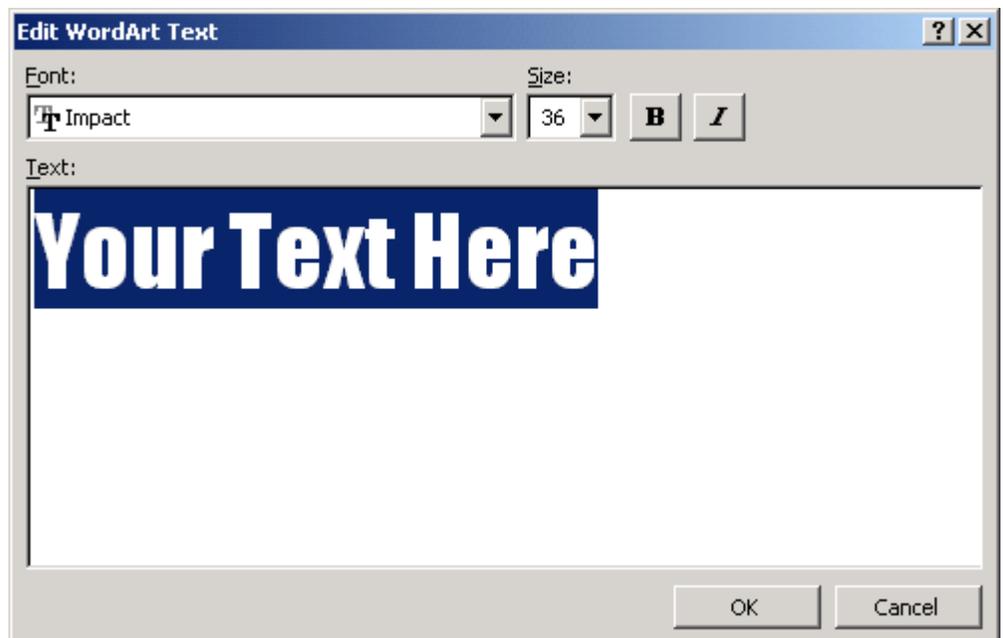
D. Word Art

- Word Art is text that is manipulated like a picture.
- Click on the Word Art icon in the toolbar at the bottom.  You should now see a window like the one on the right.



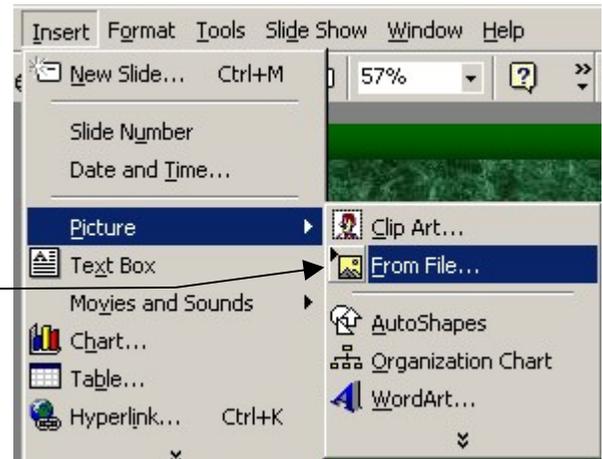
- Double-click on the type you want.

- And enter the text in the window provided. 
- Once you're happy with the text format, click the *Ok* button.
- To move the Word Art, click and hold on it and place it where you want.
- To change the type of Word Art once it's created, simply double-click on it to choose a different style.



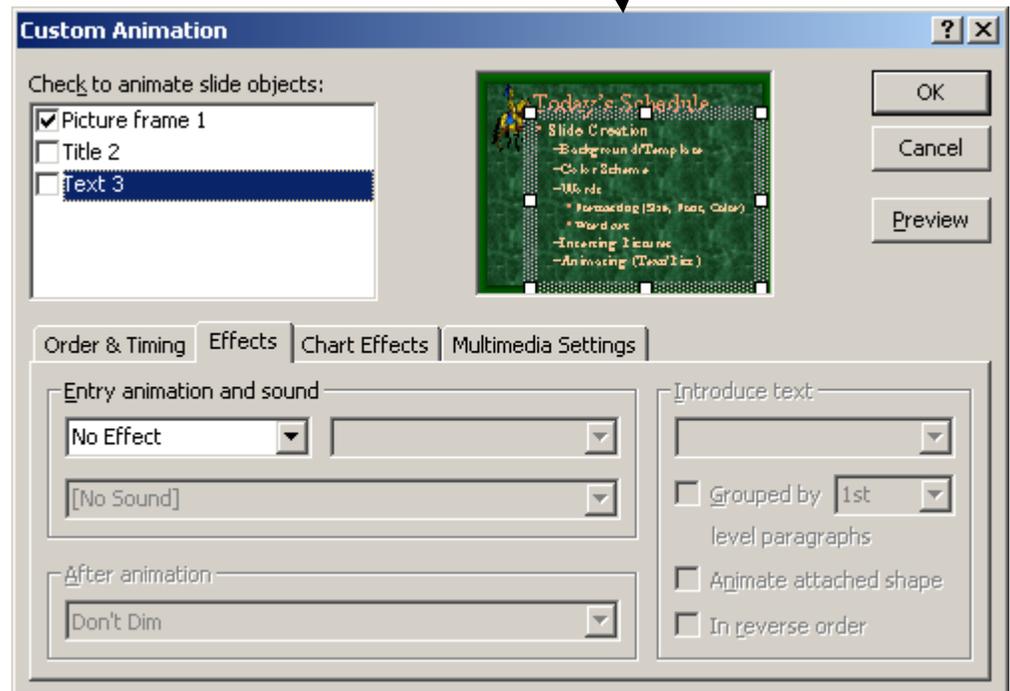
E. Inserting Pictures

- *Clipart* are mostly cartoon type images taken from a collection that is distributed with MS Office. *Pictures From File* are pictures or other images that you have taken or created.
- To insert clipart, click on the toolbar Clipart icon  at the bottom of the page. You will see the same Clipart gallery that is found in all of the Office suite (Word, PowerPoint, Publisher, Excel & Access)
- To insert a picture, click on the *Insert* menu item and select *Picture*, then slide the mouse pointer to the right to select *From File*.
- You will now have to navigate to the location where the picture is saved.



F. Animating objects

- Right-click on any object and you should see a menu similar to the one on the right. Select *Custom Animation*. You should now see a window like the one below on the right.
- In this example the only thing animated is “Picture frame 1.” *Text 3* is highlighted on the list in the left side of the window, so we see the corresponding object selected in the picture on the right side.
- To animate an existing object, select it first and then change the animation properties.



4. Inserting new slides

A. To insert a new slide, click on the  icon at the top of the toolbar.

5. Slide transition

A. Transitions should help ease the viewer from one slide into another. As with other visual effects, it's important that it add to the presentation and not distract from it.

- Click on the *Slide Show* menu item and select *Slide Transition*. You should now see a window like the one below.

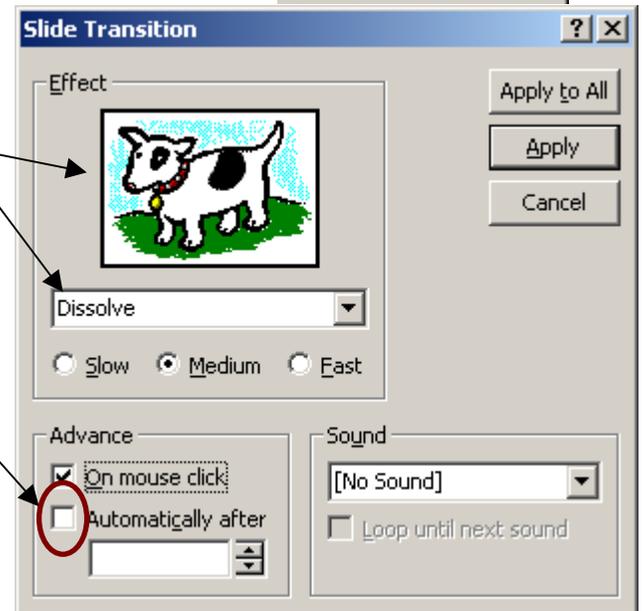


Change the transition by selecting one from the drop-down list.

As you change transitions, you will see them demonstrated on the picture

To loop the animation so that it plays continually, click the checkbox "Automatically after"

You can also apply slide transitions easily while in the *Slide Sorter* view. Simply right-click on the slide you want to apply the transition to and select *Slide Transition*.



6. Printing Options

- A. You may want to give your audience a printed outline of your presentation. Click on the *File* menu item and select *Print*. You should see a window like the one on the right.
- B. Click on the down arrow for the *Print What* drop-down menu. Depending upon the selection you choose, the options will be different.

