

Instructions For Creating Your PowerPoint Presentation

Use the following instructions to create your PowerPoint presentation. When asked to select an option from the dialog box, you can click on that option and then click the OK button or you can select the option by double-clicking on it.

After completing any slide you may review your work by clicking on the Slide Show button to view the current slide or see the whole presentation by returning to slide 1 before clicking on the Slide Show button. Click the left mouse button to advance slides or the right mouse button to retrieve the previous slide.

Getting Started

Open Microsoft PowerPoint.
The first slide that appears is known as your Title Slide.

IF this does not appear, click the **MS Office button**  and select **New**.
Select **Blank Presentation** and click **Create**.

Designing your First Slide


Click in the **Title** text box and type your title.
Click in the **sub-title** text box and type your subtitle.

Save your file by simply clicking on the floppy disk icon .

Creating a Bulleted Slide

Click the **New Slide** icon located on the "**Home**" tab. (If the "**Home**" tab is not visible, simply click on "**Home**" to make it active).

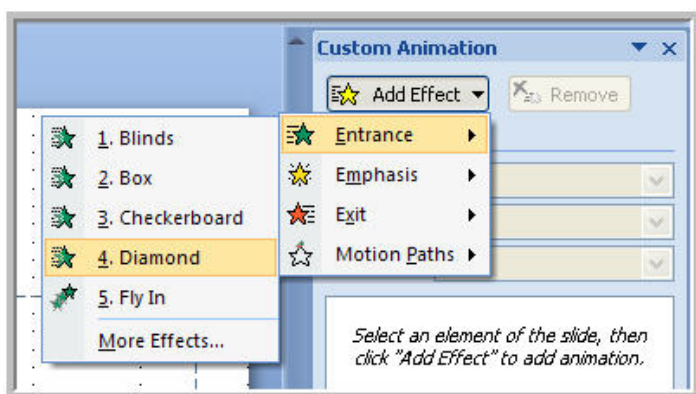
PowerPoint automatically selects the **bulleted list** slide for you.
Click in the **Title** text box and type the title for your slide.
Click in the bulleted text box and enter your information, pressing **Enter** after each entry.

To **Demote** or **Indent** a bullet press the **TAB** key on your keyboard or the **Demote** button , type the next line of text, and press **Enter**.

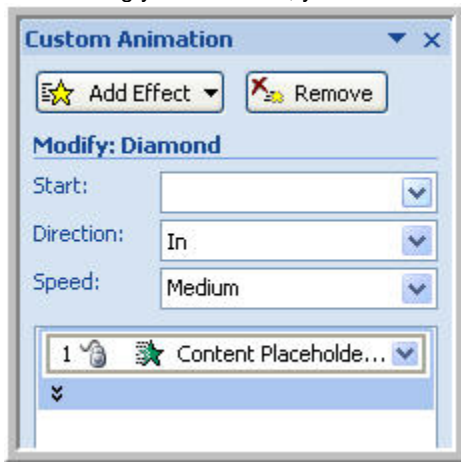
To Promote a bullet press **Shift + TAB** on your keyboard or the **Promote** button , type the next line of text, and press **Enter**.
Save your file.

Creating Text Animation

Click inside the bulleted text box to select the bulleted area.
Click the **Animations** tab from the Menu Bar.
Click **Custom Animation**.
Click **Add Effect**.
Select the type of animation you want and the type of effect you want.




After making your selection, you will be able to customize your options.



Click **Slide Show** at the bottom of the custom animation box and click the mouse to view the effects. Save your file.

Changing Bullets

Hold down the shift key and click inside the bulleted text box to select the entire bulleted area.

Click the down arrow next to the **Bullet icon** .

Select a bullet from the available character sets and click on it. Run the **Slide Show** and click the mouse to view the new bullets. Save your file.

Note: Positioning the cursor on a specific bulleted item changes that bullet only.

Running the entire presentation

Click on **Slide Show**.
Click **From Beginning**.

Press the left mouse button to advance the slide show presentation and the right mouse button to return your presentation to the previous slide.

Press **ESC** at any time to exit the slide show and return to slide view.

Working With Text

Select the text to be formatted by clicking at the beginning and then dragging the mouse to the end. From the **Home** tab, choose the **Font options** you wish to change by selecting a font style, font size, font color, etc. Save your file.

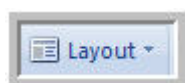
Applying a Presentation Template

Click the "**Design**" tab.
Choose from the available templates.
Click on the theme of your choice to apply the template.

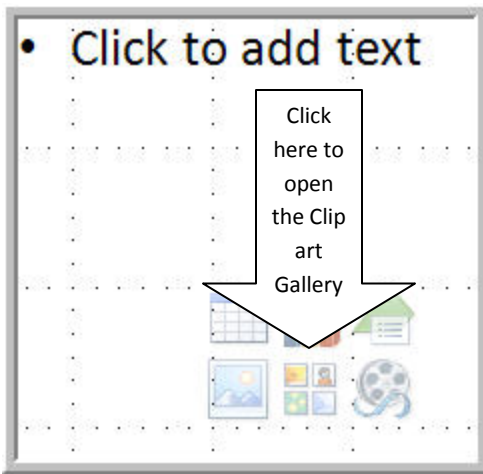
Note: If you change templates, be aware that fonts, font sizes, font colors and font styles may change, as well.

Working With Graphics

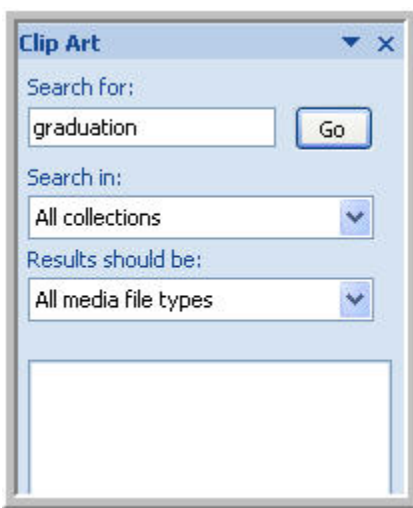
Click the **New Slide** button.



Select one of the clip art layouts from the **Layout** option.
Click in the **Title** text box and type the title.
Click the **clip art box**.



This will bring up the **PowerPoint Clip Art Gallery**.



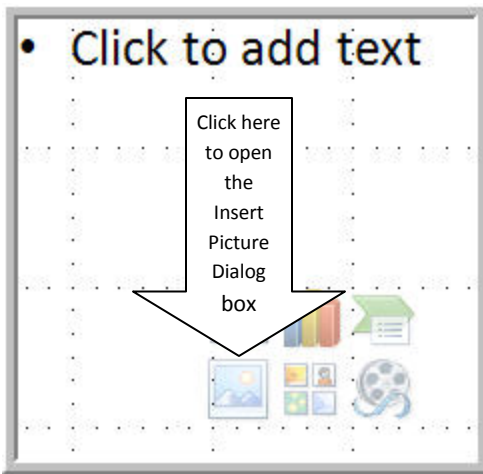
Enter what you would like to search for in the **Search For** box and click **Go**.
Scroll down until you see the clipart you like.
Click on the clip to add it to your slide.
Close the **Clip Art Gallery**.
Save your file.

Sizing and Moving an Object

Size the object proportionally by dragging one of the four corner handles while holding down the **Shift** key.
Move the object by dragging the object with the pointer positioned within the object area.

Working With Pictures

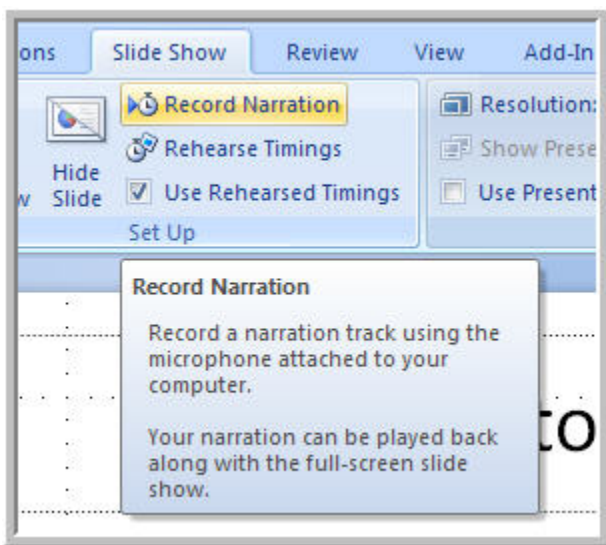
Click the **New Slide** button.
Click in the **Title** text box and type the title.
Click the **Insert Picture** icon.



From the **Insert Picture** dialog box select the drive and directory in which the picture file is located. Save your file.

Recording Narration

Click the **Slide Show** tab.
Click **Record Narration**.



Click the check box to **Link narrations** to your presentation.
Click **OK**.

Click to begin recording your narration from the **First Slide**.
Begin recording your narration and click the left mouse button to advance to the next slide.
When you have reached the end of your presentation, click **Save**.
Save your file.

Run the Slide Show in its entirety

ENJOY!!!