

PowerPoint “How To”

To create a basic slide presentation:

1. Open PowerPoint
2. Choose **Blank Presentation**
3. Choose **OK**
4. A new slide will open up. Decide what you would like your first slide to look like and click on that set up. The first one offered is usually good for the opening of a presentation; it is like a title page.
5. Click on first box to add title. Type in the name of your presentation
6. Click on the box under that one to add sub-title or other cover page information.
7. Click on the **New Slide** icon on the top tool bar of your screen or **Insert, New Slide**. When you do this you will be given the opportunity to select the layout for your next slide in the presentation.
8. Simply continue adding information to each new slide you create to meet your presentation needs.
9. View the slides you have created in the order in which you create them by choosing **Slide Sorter** under **View**.
10. To change the order of your slides click on the slide to be moved. While holding the mouse clicker down, drag the slide to the desired position.

Note: To move back and forth between your slides while creating them the lower right hand double arrows under the right hand slider are handy.

To add buttons:

1. Click on **Slide Show**. Choose **Active Buttons**.
2. Choose the one you want.
3. A little cross replaces the cursor. Click and drag to create the button. Let go.
4. Answer the question in the dialog box.
5. Choose **OK**.

To change the design:

1. On the **Format** menu, click **Apply Design Template**.
2. Click on **Presentation Designs** to see a preview of the design.
3. Double-click a design. Each of the slides will now have the design you chose.

To change the background color for each slide:

1. On the **Format** menu, click **Background**.
2. In the **Background dialog box**, click the **down arrow**. You will see several color squares and **More Colors** and **Fill Effects**.
3. Click **Fill Effects** to browse through the available effects.
4. Click **Cancel**.
5. In the **Background dialog box**, click the **down arrow** again.
6. Click **More Colors** to see the variety of colors available.
7. Click the **Custom** tab to select any color in the color spectrum.
8. Click **OK**.
9. Click **Apply to all** to apply to the entire presentation.

To use WordArt:

1. On the Insert menu, click **Picture** and then click **WordArt**.
2. Double-Click the **WordArt** style your desire.
3. Type the text you want in the **WordArt**.
4. In the **Font** box, click a font.
5. In the **Size** box, click a size.
6. Click **OK**. The Word Art appears on the slide.
7. Drag the **WordArt** to a location on the slide that you prefer.

8. Close the **WordArt** toolbar by clicking the X in the upper-left corner of the toolbar.

To add life to your slide transitions:

1. Under **Slide Show** on the top-most task-bar, choose **Slide Transition**. Here you have the option of transitioning between slides differently each time or keeping the transitions uniform.
2. Use the pop-up menu under the arrow to select a transition effect. As soon as you choose one, you will be given a preview of the effect.
3. Decide if you want the slides to advance automatically every few seconds or on your mouse click.
4. If you want sound during the transition, select one from the choices under the arrows on the right side of the box.
5. Click either **Apply** to keep your selections only for the current slide, or **Apply to All** to keep the transitions uniform throughout the presentation.

To insert music of sound on a slide:

1. Display the slide to which you want to add music or sound.
2. On the **Insert** menu, point to **Movies and Sounds**.
3. Do one of the following:
 - To insert a sound from the **Clip Gallery**, click **Sound from Gallery** and then locate the sound you want.
 - To insert a sound from another location, click **Sound from File**, locate the folder with the sound, and then double-click the sound you want.
4. To preview the sound in **Normal** view, double-click the sound icon.

To insert a CD audio track on a slide:

1. Display the slide to which you want to add the track.
2. On the **Insert** menu, point to **Movies and Sounds** and then **Play CD Audio Track**.
3. Select the track and timing options you want and then click **OK**.
4. To preview the music in Normal view, double-click the CD icon.

To insert a video on a slide:

1. Display the slide on which you want to add the video.
2. On the Insert menu, point to **Movies and Sounds**.
3. Do one of the following:
 - To insert a video from the Clip Gallery, click **Movie from Gallery** and then locate the video you want.
 - To insert a video from another location, click **Movie from File**, locate the folder and the video and then double-click the video you want.
4. To preview the movie in Normal view, double-click the movie.

To view your slide show:

1. Under **Slide Show** on the top-most task bar, choose **View Show**.
2. If you have kept the option to advance slides on your mouse click, simply click your way through the slide show until it has gone through all the slides you have created.