

Microsoft Powerpoint

Creating a PowerPoint Slide Show

- Open **PowerPoint**
- Choose **Blank Presentation** and click **OK**
- Select **Title Slide** from the **Layout** menu and click **OK**
- Click and type in your Title and Subtitle

Adding a New Slide

- From the **Menu** choose **Insert** and then **New Slide**
- Select slide for layout and click **OK**

Adding a Background

- From the Menu choose **Format** and **Apply Design**
- Click on a Background title and preview the backgrounds to the right of the screen.
- After choosing your background, click **Apply**

Inserting Clipart

- From the Menu choose **Insert/Picture/Clipart**
- Select your clipart and click the **Insert** button
- Move and resize clipart

Adding Slide Transition

- From the Menu, choose **Slide Show/Slide Transition**
- Select the transition effect you want
- Select the speed
- Select the sound if desired
- Click **Apply** to apply to this slide only or
- Click **Apply To All** to apply transition to all slides at once

Animating Text and Clipart

- Go to **View**, open the slide in **Slide View**
- From the Menu, choose **Slide Show/Custom Animation**
- Select the **Timing** Tab
- Select the Text or Object to animate
- Click the **Effects** Tab
- Make animation and sound effects choices

- Click Preview to preview effects and click OK

PowerPoint Views

- **Slide View:** This is the editor view for editing the slide
- **Outline View:** Shows the slides in an outline text view
- **Slide Sorter View:** This view allows you to see all of your slides in a slide show
- **Notes View:** This view displays the slide at the top of the page and allows you to type notes on the bottom of the page
- **Slide Show View:** This view runs the slide show on the screen.

To Change Views:

- Click on the view button located at the left bottom corner of the window OR From the **Menu** choose **View** and select desired view.

To Run Slide Show:

- In the slide view use the scroll bar to move to the first slide in the presentation click the **Slide Show Button** in the bottom left side of the screen OR from the **Menu** choose **View/Slide Show**.

Creating Charts

- Open a new blank presentation
- From the **Slide Layout** dialog choose the **Chart Slide Option** and click **OK**
- Double click the **Chart Icon** on the slide and enter the information in the spreadsheet and exit the spreadsheet.