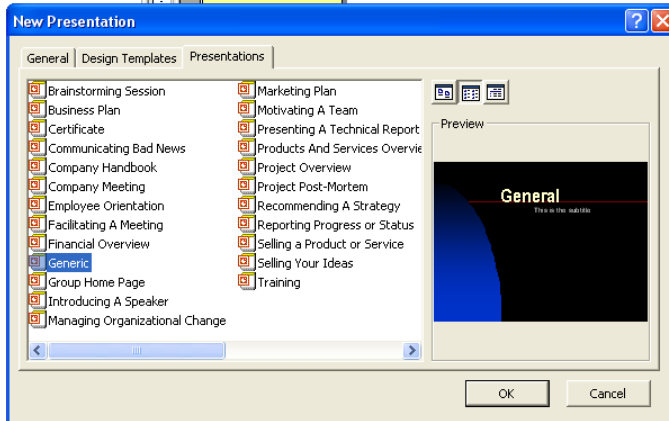
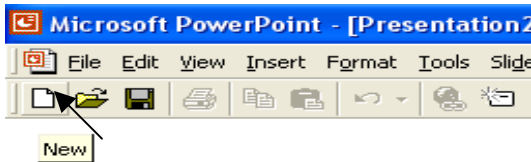


## Power Point - How to Instructions!!

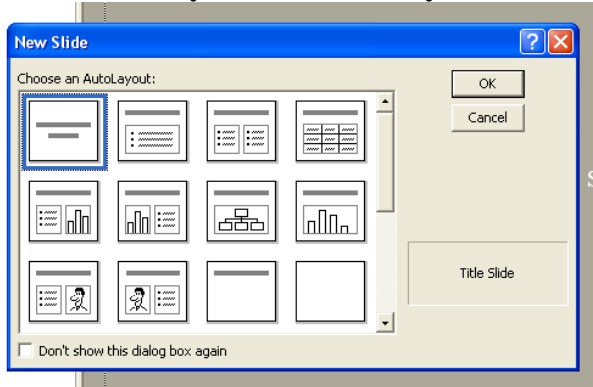
Select a **new** presentation under **File** and the following dialogue box, come up.  
Here you can select possible presentation –with a special purpose, and structure outline.  
As well as ready to use Design templates.



When you want to make your own design use:  
**Select a new slideshow**

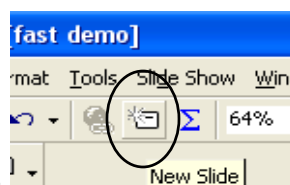
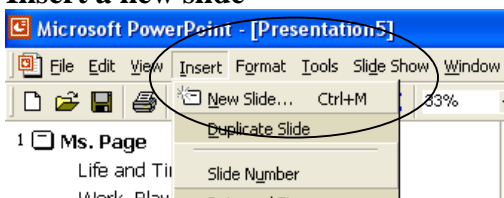


**Slide Layout- Choose a layout –for each new slide**



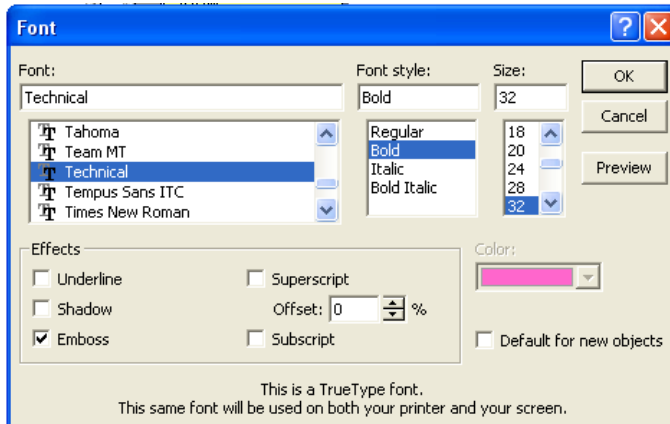
Double click on pictures to replace with clipart or image.  
Double click on headings to change wording and text.  
Text can be copied from other word documents or files.

## Insert a new slide

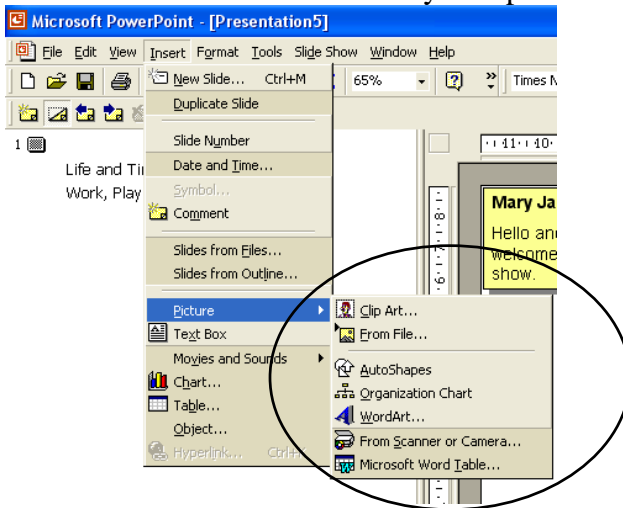


OR

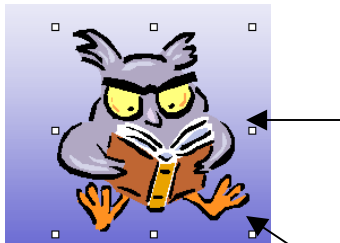
**Format - Font-** Size, Type, Shadow, Emboss, Colour  
Select the text first if is already typed in to make changes.



**Insert Pictures: Clip Art, Word Art, Scanned Pictures**  
Insert - Picture - choose your option



Use handles to size pictures, same as in Word, Excel

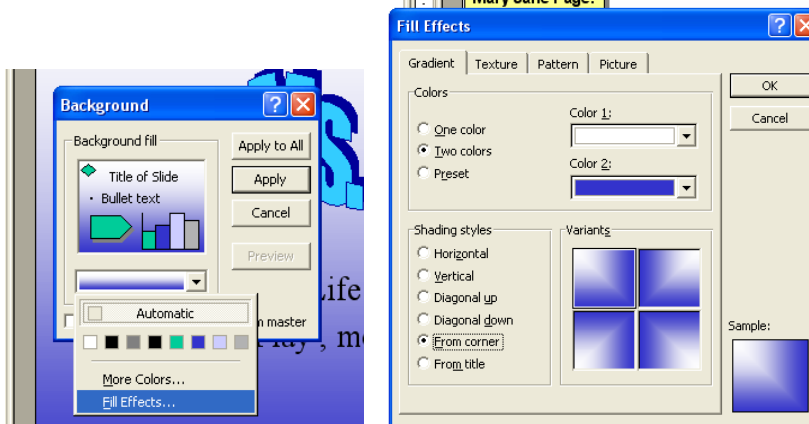


Right click on picture to  
Use **Show picture toolbar** to crop, etc.



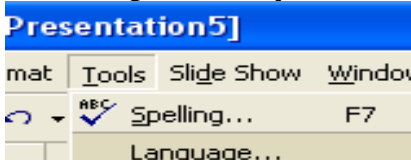
**Add interest and colour with background fill options. –These are under Format menu**

**Fill effects** – gradient, texture pattern or picture options. Make sure they add interest, *do not make it difficult to read!*



You can also select ready colour scheme or make your own. Select the format drop down menu.

**Tools – Spell check your work**



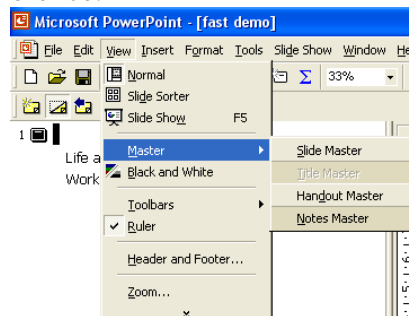
**Save and try out your slide show!**

**You can time transitions or use the mouse or arrow keys to advance.**

## Five Major Views

Normal – Slide Sorter- Slide Show- Slide Master- Handout, Note master

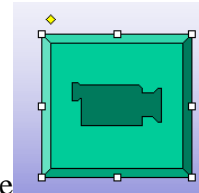
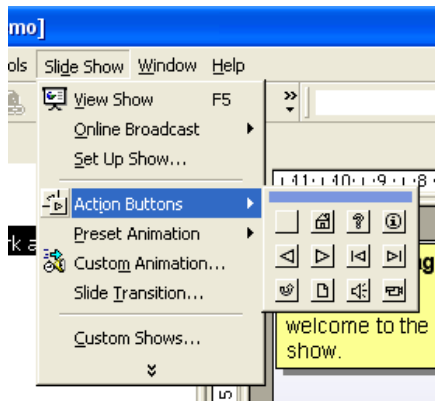
See each one to learn the difference.



### Using action Buttons- Select Slide Show- Action Buttons.

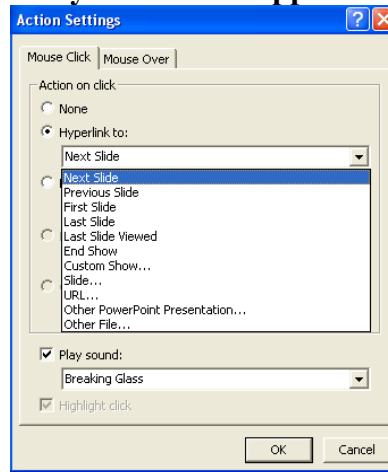
When the mouse is over the area you can determine what happens.

Select a button and insert in the slide. Try linking to another slide and add a sound.

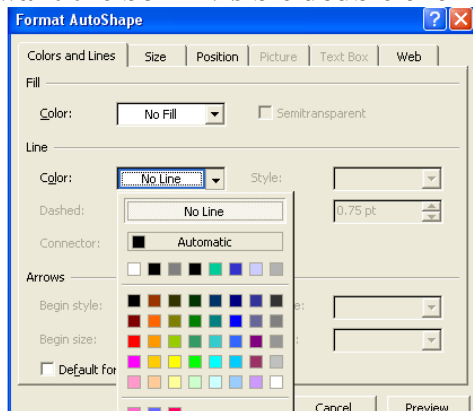


Click and place the button on slide

### Select what you want to happen with this Action Button

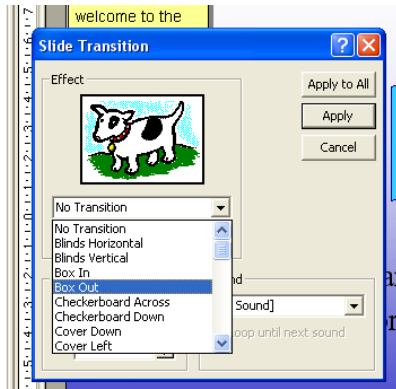


If you want the box invisible double click , choose no fill and no Lines.

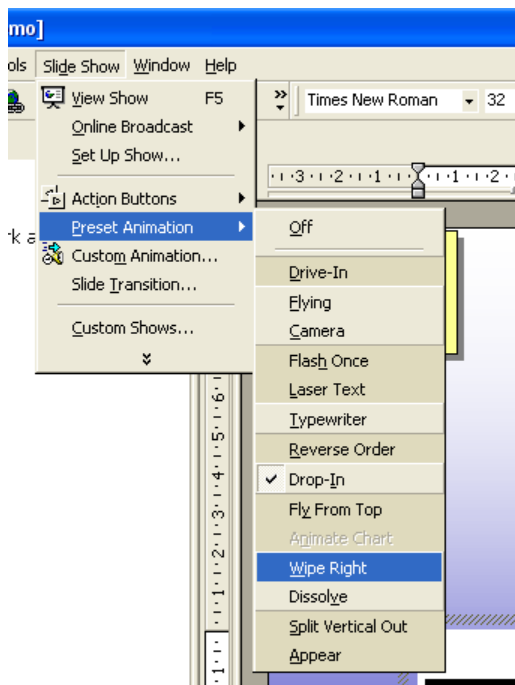


Try it out.

**Slide Transitions** determine how your new slides will come in over existing ones. **Select –Slide Show- Transitions.** Try a few options to see what happens. Remember to add interest do not distract and annoy your audience.



Animations affect how text or objects are added to the slide while being viewed. Try it out. Select text or object than under slide show try an Animation to see what happens.



**SAVE**

**SAVE**

**SAVE**

**SAVE**