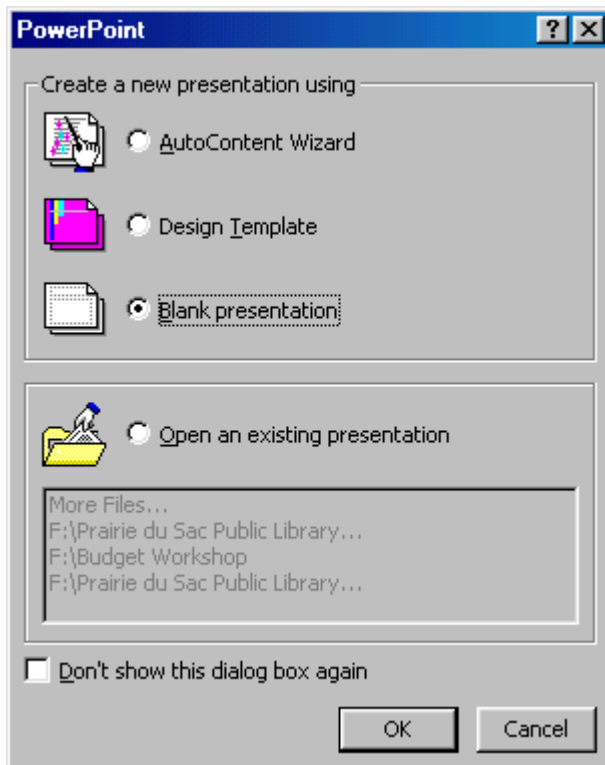


POWERPOINT: BEFORE YOU BEGIN

Text, graphics, photos, charts, graphs, sound and more can all be included in a PowerPoint presentation. Your presentation can be as simple or as complicated as you choose to make it.

GETTING STARTED:

When you open PowerPoint, the following box may appear:



It lists the different ways that you can create a new presentation using PowerPoint. Let's find out a little bit about each of these options.

AutoContent Wizard: (Shortcut = A)
The Wizard asks you questions and designs a presentation based on your responses. It generates sample text which you will need to replace with your content.

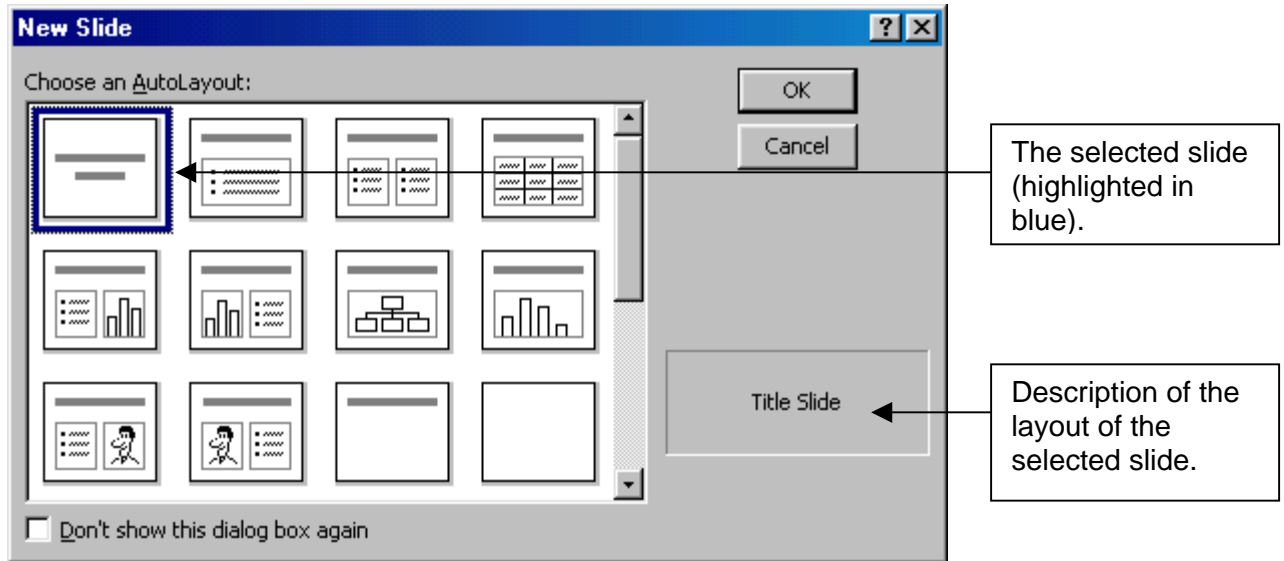
Design Template: (Shortcut = T)
This option lets you create a presentation based on a pre-existing design template of your choice. The background is provided: all you need to do is add your content.

Blank Presentation: (Shortcut = B)
Create a presentation from scratch using this option.

If this box appeared on your screen, please choose Blank Presentation.
If this box did not appear, please continue to the next page.

CREATING A NEW SLIDE

Next, the New Slide box will appear. It provides a variety of options to choose from for the layout of your new slide. When you select a slide, it will become highlighted in blue and a description of the layout will appear.



TO CREATE A TITLE SLIDE:

1. Select *Title Slide* (top left corner).
2. Choose *Ok*.
3. Click on the text in the top box to add a title.
4. Type your title.
5. Click on the text in the bottom box to add more text. You can add a subtitle, an author, or any other information you want to in either of these boxes.

TO PREVIEW YOUR PRESENTATION: (Shortcut = *F5* key)

1. Choose *View*.
 2. Choose *Slide Show*.
- *Press the *Esc* key at any time to end the slide show.

TO VIEW AN IMAGE OF ALL OF THE SLIDES AT ONCE:

1. Choose *View*
 2. Choose *Slide Sorter*.
- *Press the *Esc* key at any time to end the slide show.

SAVING & OPENING A PRESENTATION

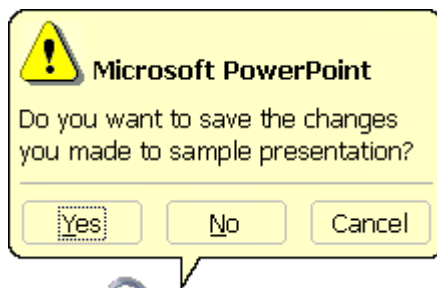
TO SAVE YOUR WORK: (Shortcut = *Ctrl + S*)

1. Choose *File*.
2. Choose *Save*.
3. Select the location where you want to save your presentation.
4. Enter a name for your presentation. Make sure the name will help to identify the presentation in the future.
5. Choose *Save*.

TO EXIT POWERPOINT:

1. Choose *File*. ~or~ Select the X in the top right corner of the screen
2. Choose *Close*.

*It is important to save your work often so that you do not lose any of the work you have done. But don't worry! If you try to close your document and forgot to save it, PowerPoint will remind you.



Here is an example of a message that will appear if you try to close your document without saving. Choose *Yes* to save your document before closing, or any changes you have made since opening it will be lost.

TO OPEN A SAVED DOCUMENT: (Shortcut = *Ctrl + O*)

If the box on the first page appeared on your screen, simply choose *Open an Existing Presentation* and choose *Ok* (or type *O* and press the *Enter* key.) Otherwise:

1. Choose *Cancel* from the *New Slide* window.
2. Choose *File*.
3. Choose *Open*.
4. Find the document you wish to open and select it.
5. Choose *Open*.

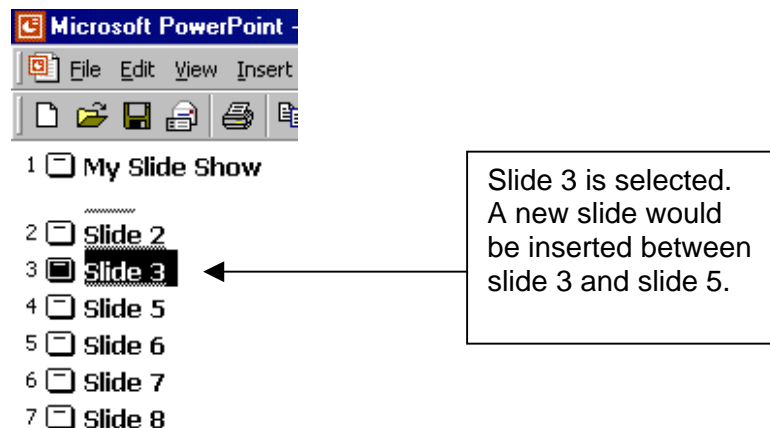
ADDING ADDITIONAL SLIDES

TO INSERT A NEW SLIDE AT THE END: (Shortcut = *Ctrl + M*)

1. Choose *Insert*.
2. Choose *Slide*.
3. The *New Slide* window will appear again.
4. Choose the layout of the slide you want to insert. (To follow this handout, please choose the *2 Column Text Slide* – top row, second from the left).
5. Choose *Ok*.
6. Click to enter your own text (or move to the next example in the handout).

TO INSERT A NEW SLIDE IN THE MIDDLE:

1. Select the slide that should be before the slide you are going to insert.
2. Choose *Insert*.
3. Choose *New Slide*.
4. The *New Slide* window will appear again.
5. Choose the layout of the slide you want to insert.
6. Choose *Ok*.



It is possible to change the order of the slides at any point during the creation of your presentation. Below are some options for doing so. Choose the method that you like best.

TO MOVE A SLIDE USING THE MOUSE ONLY:

1. Select the slide you wish to move.
2. Drag the slide its new spot (Hold the left mouse button down while moving the mouse until the cursor on the screen is located at the position where you want to move the slide.)

TO MOVE A SLIDE USING CUT & PASTE:

When using this method, be sure to do both the cut and paste steps together. Performing other actions between these two steps may result in the loss of the cut slide.

TO CUT A SLIDE: (Shortcut = *Ctrl + X*)

1. Select the slide you wish to move/remove.
2. Choose *Edit*.
3. Choose *Cut*.

TO PASTE A SLIDE: (Shortcut = *Ctrl + V*)

1. Select the slide that you want to appear before the slide you are moving.
2. Choose *Edit*.
3. Choose *Paste*.

COPYING AND DELETING SLIDES

TO COPY AND PASTE A SLIDE:

It may be useful to copy a slide that you have already created.

TO COPY A SLIDE: (Shortcut = *Ctrl + C*)

1. Select the slide you wish to copy
2. Choose *Edit*.
3. Choose *Copy*.
4. Then PASTE the slide

TO PASTE A SLIDE: (Shortcut = *Ctrl + V*)

1. Select the slide that you want to appear before the slide that you are moving.
2. Choose *Edit*.
3. Choose *Paste*.

Now the slide will appear twice in your presentation. Follow the steps for pasting a slide again to insert additional copies of the copied slide.

TO DELETE A SLIDE:

1. Select the slide that you wish to delete.
2. Choose *Edit*. ~or~ Push the *Delete* key.
3. Choose *Delete Slide*.

TO UNDO A MISTAKE: (Shortcut = *Ctrl + Z*)

1. Choose *Edit*.
2. Choose *Undo . . .*

ADDING GRAPHICS

TO ADD A PICTURE TO A SLIDE: (If a picture is in the slide layout)

1. Double click on the picture where it says, "double click to add clip art."
2. When you find a picture that you want to insert into you document, select it with the mouse. When you do so, four icons will appear next to the picture. Select the top icon (with the arrow) to insert the picture into your document. The second icon (with the magnifying glass) will allow you to preview the picture and take a closer look at it.

TO ADD A PICTURE TO A SLIDE:

1. Choose *Insert*.
2. Choose *Picture*.
3. Choose *ClipArt*.
4. When you find a picture that you want to insert into you document, select it with the mouse. When you do so, four icons will appear next to the picture. Select the top icon (with the arrow) to insert the picture into your document. The second icon (with the magnifying glass) will allow you to preview the picture and take a closer look at it.

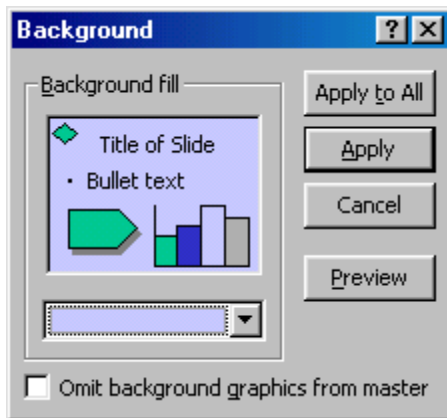
TO MOVE AN ELEMENT ON A SLIDE: (e.g. picture or text box)

1. Select the picture.
2. Move the mouse to an edge of the picture or text box. A four directional arrow will appear when you are in a position that will allow you to move the element.
3. Hold the left mouse button down while you move the mouse. The picture will move to wherever it is when you let go of the mouse button.

SLIDE EXTRAS

TO CHANGE THE BACKGROUND COLOR:

1. Select a slide that you want to select a background color for.
2. Choose *Format*.
3. Choose *Background*. The *Background* window will appear.
4. Choose a background color for your slide.
5. Choose:



- *Preview* if you want to see what the background will look like on your slide.
- *Cancel* if you decide not to change the background color.
- *Apply* if you wish to apply the changes to that slide.
- *Apply to All* if you want to apply the background color to all of the slides.

TO ADD ANIMATION TO SLIDE CONTENT:

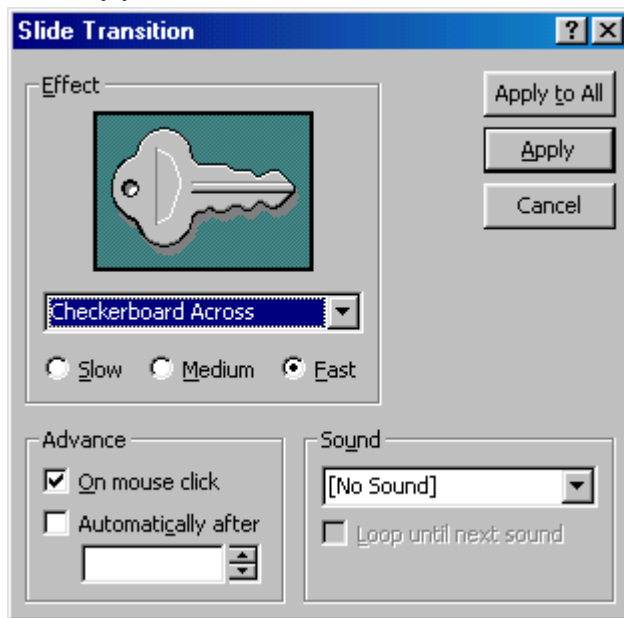
1. Select the element of the slide you want to animate (e.g. title, bulleted list, picture, etc.)
2. Choose *Slide Show*.
3. Choose *Preset Animation*.
4. Select an animation style from the list.

TO REMOVE ANIMATION FROM SLIDE CONTENT:

1. Select the element of the slide you want to animate (e.g. title, bulleted list, picture, etc.)
2. Choose *Slide Show*.
3. Choose *Preset Animation*.
4. Select *Off* from the list of animation styles.

TO ADD TRANSITIONS BETWEEN SLIDES:

1. Choose *Slide Show*.
2. Choose *Slide Transition*. The Slide Transition Window will appear.



3. Select an Effect. A preview of the effect will be displayed on the picture of the key.
4. Select a speed for the effect to occur.
5. Choose a method for the slides to advance. They can change when the mouse is clicked or automatically after a specified amount of time.

6. If you would like to have a sound play when the slide changes, select a sound.
7. Choose:
 - *Cancel* to keep the slide the same way that it was.
 - *Apply* to apply the changes to the selected slide.
 - *Apply to All* to apply the changes to all of the slides.

This is just the beginning!

There are many other things that you can do with Microsoft PowerPoint!

- Adding shadow to text
- Incorporate tables, charts and graphs
- Create custom animation.
- Insert a link to a website from your presentation
- Include a video or sound file