

PowerPoint Tutorial

Getting Started

- Click *Start, Programs, Microsoft PowerPoint*.
- Click *Blank Presentation*. Click *OK*
- Choose the blank slide. Click *OK*

Insert Text

- Click *Insert*. Select *Text Box*.
- Click *Format*, select *Font*.
- Choose font, font style, size and color.
- Click *OK*.
- Click on slide and type text.

Position Text

- To move text box, drag the cursor over the box until a 4-point arrow appears.
- Hold down the mouse button and drag.
- To resize a text box, drag the cursor over the box until a 2-point arrow appears.
- Hold down the mouse button and drag.
- To set text, click outside text box.

Insert Clip Art or Picture

- Click *Insert*.
- Select *Picture*.
- Select *Clip Art* or *From File*
- Choose an image. Click *Insert* button.

Position Art

- To move an image, drag the cursor over the image until a 4-point arrow appears.
- Hold down the mouse button and drag.
- To resize an image, drag the cursor over the image until a 2-point arrow appears.
- Hold down the mouse button and drag.

- Or click on the picture, click *Format* and select *Picture* to adjust image size, position, color, and line.

Create New Slide

- Click *Insert*. Select *New Slide*.
- Or click *New Slide* on Common Task bar.
- Or click new slide icon on tool bar.
- Choose the blank slide.

Insert Transition Action

- Click forward or backward arrow.
- Click *Slide Show*.
- Select *Slide Transition*.
- Choose desired slide transition.
- Click *Apply to All*.
- Save.

Animate Text

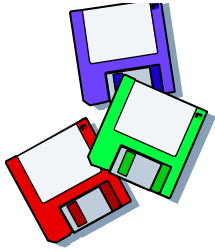
- Insert text. Highlight text.
- Click *Slide Show*. Select *Custom Animation*.
- Choose desired effect options.
- Choose desired timing options.
- Click *Preview*.
- Click *OK*.
- Save.

Animate Clip Art

- Insert Clip Art.
- Click *Slide Show*. Select *Custom Animation*.
- Choose desired effect options.
- Choose desired timing options.
- Click *Preview*.
- Click *OK*.
- Save.

Present Slide Show

- Click *Slide Show*.
- Select *View Show*.
- Enjoy!



More about PowerPoint...

Modify Background

- Click *Format*
- Select *Background*
- Choose desired background fill color
- Click *Apply* to apply the color to the selected slide only, or click *Apply to All* to apply the color to all slides.
- Save.

Insert Sound

- Click *Insert*
- Select *Movies and Sounds*
- Select *Sound from Gallery* or *Sound from File*
- Choose a sound. Click *Insert* button.
- Choose if you want the sound to play automatically or when you click on it.
- Save.

Position Sound

- To move a sound graphic, drag the cursor over the sound graphic until a 4-point arrow appears.
- Hold down the mouse button and drag.
- To resize the sound graphic, drag the cursor over the sound graphic until a 2-point arrow appears.
- Hold down the mouse button and drag.

Insert Next Slide Button

- Click *Slide Show*.
- Select *Action Buttons*. Choose forward arrow.
- Click the slide. Action settings will pop up.
- Choose *Hyperlink to:* and choose *Next Slide* from the pull down menu.
- Click *OK*.
- Save.

Insert Previous Slide Button

- Click *Slide Show*.
- Select *Action Buttons*. Click backward arrow.
- Click the slide. Action settings will pop up.
- Choose *Hyperlink to:* and *Previous Slide* from the pull down menu.
- Click *OK*.
- Save.

Insert Custom Slide Button

- Click *Slide Show*.
- Select *Action Buttons*. Choose Custom.
- Click the slide. Action settings will pop up.
- Choose *Hyperlink to:* and choose desired action from the pull down menu.
- Click *OK*.
- Save.

Position Slide Buttons

- To move a button, drag the cursor over the button until a 4-point arrow appears.
- Hold down the mouse button and drag.
- To resize a button, drag the cursor over the button until a 2-point arrow appears.
- Hold down the mouse button and drag.