

# PowerPoint Tutorial

## Welcome to My Class

Instructions: Put together a PowerPoint presentation that will describe your classroom for your new students in the fall.

### 1. Getting Started

- Click **Start, Programs, Microsoft PowerPoint**.
- Click **Choose Blank Presentation**
- Explore the layouts and choose **Title**.
- Click **OK**.
- Click to put a title “ **Welcome to My Class**” and subtitle ”By **M(r/s) (your name), teacher extraordinaire**”.
- Save your presentation by choosing **File, Save** and fill in the file name. *Remember the location.*

### 2. Background, Color Scheme or Template Design

- Click **Format**, and choose either **Background**, or **Slide Color Scheme** or **Apply Design**
- Experiment with colors or templates. Choose what suits your class culture.

### 3. Create New Slide

- Click **Insert**. Select **New Slide**.
- Choose what you want for the slide or a blank slide and click **OK**.
- If it is not a blank slide, put text where it is called for by clicking where it says “Click here to add text”
- If it is a blank slide, Insert Text in the next step

### 4. To Insert Text (works on any type slide)

- Click **Insert** and select **Text Box**
- Click **Format**, select **Font**
- Choose the font, font style, size and color
- Click **OK**
- Type the text

## 5. Position Text (you can move any text box)

- 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.

## 6. Insert Clip Art or Picture

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

## 7. 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 **Format** and select **Picture** to adjust image size, position, color, and line.

## 8. 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.

## 9. 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.

## 10. Insert Next Slide Button

- Click **Slide Show**.
- Select **Action Buttons**. Choose **Next Slide**.
- The cursor will be replaced by a small cross.
- Click and drag diagonally to create the button.
- 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.
- Save.

## 11. Insert Previous Slide Button

- Click **Slide Show**.
- Select **Action Buttons**. Click **Previous slide**.
- Drag the button to where you want it.
- Save.

## 12. Insert Transition Action

- Click **Slide Show**.
- Select **Slide Transition**.
- Experiment and choose desired slide transition.
- Click **Apply to All**.
- Save.

### **13. Continue to Insert Slides to finish your presentation**

- Click **Insert** and choose **New Slide** every time you need a new one.
- Save.

### **14. To View all your Slides at once**

- Click **View** and choose **Slide Sorter**
- Double click on the slide you want to work on in the sorter to return to editing your slides.

### **15. Present Slide Show**

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