

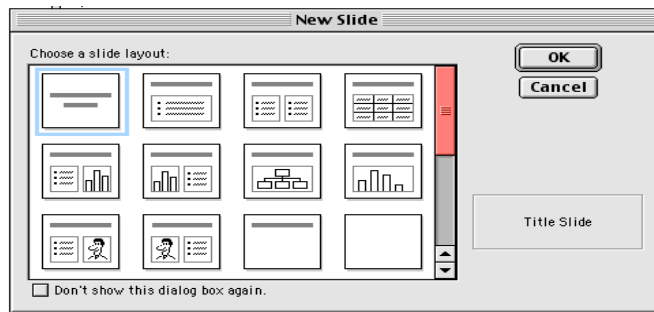
Power Point Basic Instructions

Power Point is a very powerful presentation software. It allows you to develop a presentation using single slides that you can incorporate sound, text and graphics in. Below are some basic instructions on using PowerPoint.

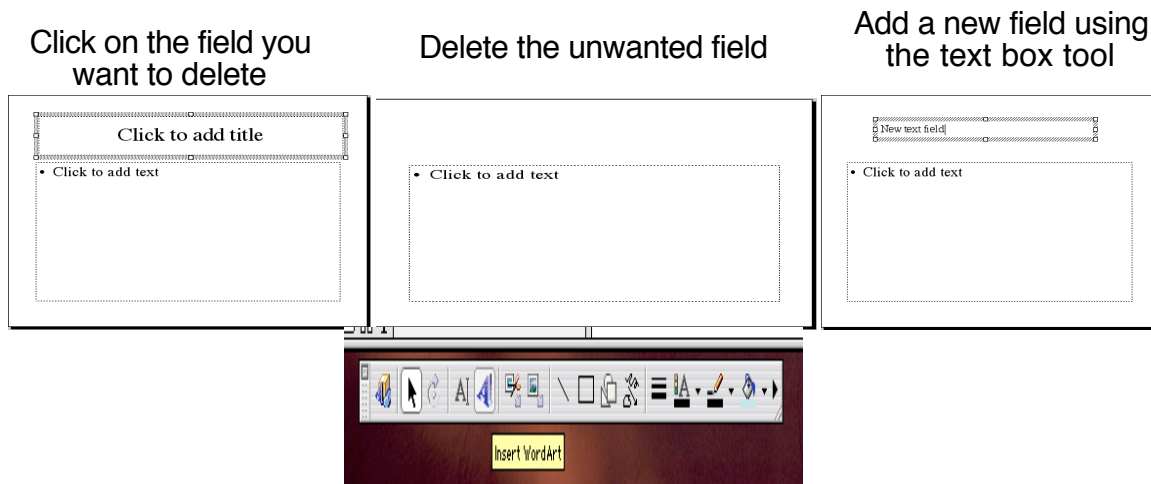
To get started, open the application PowerPoint. You may be asked if you want to develop a blank presentation or use one of the pre-designed templates. These instructions lead you through developing a Blank Presentation.

You will be asked to choose a slide layout. Pick one that will work with your needs.

Once you have a slide Layout, you can enter text, graphics, backgrounds etc.



You can also delete the existing fields and create your own.



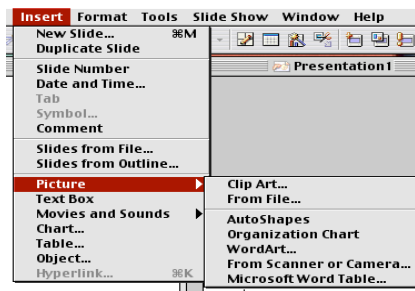
Try adding a Text box or a Word Art from the tool pallet



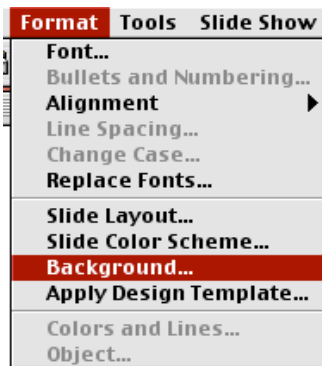
When you need a new slide go to Insert new Slide.



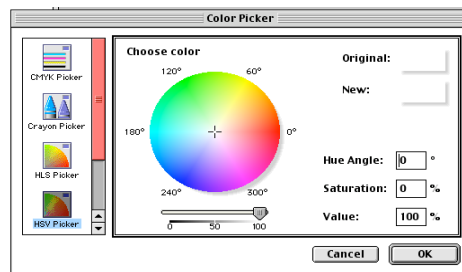
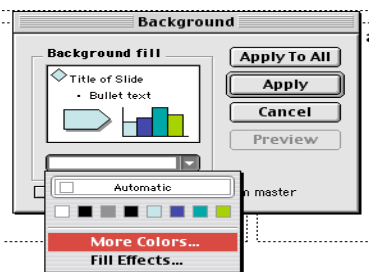
If you want to add Clip Art or Pictures, you go to Insert Picture and then choose where you want to get the file from.



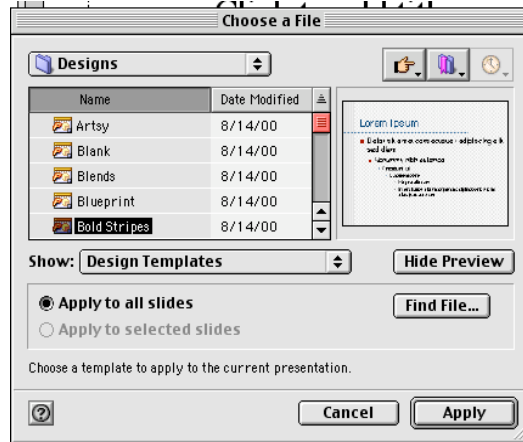
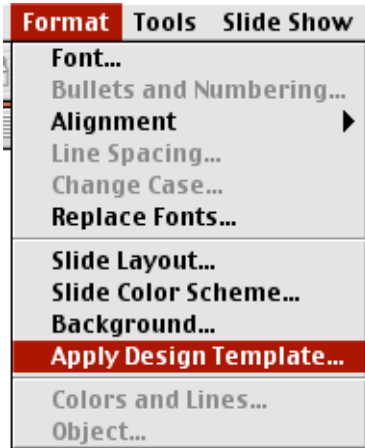
If you want to choose a background for the slide, you go to Format > Background.



Backgrounds can be chosen for one slide or for all slides. Choose a color or go to More colors to select a color on the color chart.

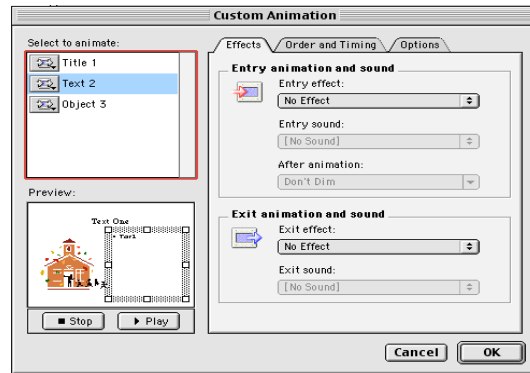
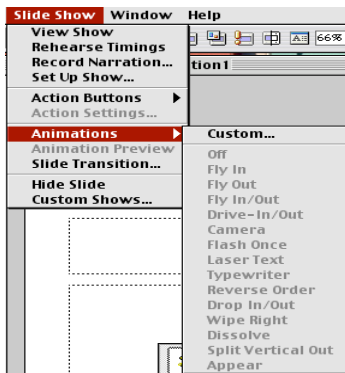


You can also go to Format and choose Apply Design Template. This will allow you to choose from one of many pre designed background. A Design Template applies to all slides.



Animation:

Animation is when you make text or graphics move. You can do this by going to Side Show > Animations > Custom. In this mode you will choose timing, order, effects and options like how and when the animation takes place.



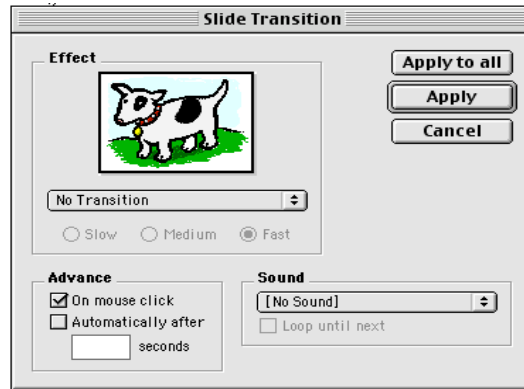
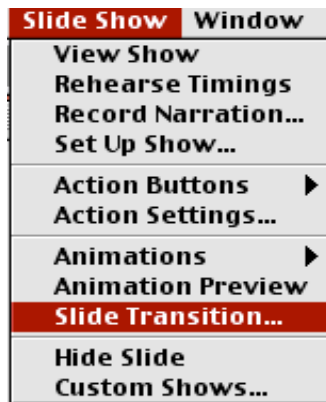
Hyperlinks:

Hyperlinks are a method of linking a text or graphic to another location. The location could be a different slide or a different PowerPoint presentation. Hyperlinks can also connect you presentation to a web site. By using Hyperlinks, you can create an interactive non-linear presentation. To create a Hyperlink, first select what you want to make into a link. It could be text or a graphic. Next go to Insert > Hyperlink.



Slide Transitions:

You can control how you move from slide to slide. To do this go to Slide Show > Slide Transition. You can decide if you want your slides to change only on a mouse click or automatically. You can also choose various transition effects like checkerboard or blinds.



If you can't figure out how to do something, try going to the help menu. To do this go to Help > Microsoft PowerPoint Help. Once you are in the help mode, simply type your question and the help assistant will lead you to the answers.

