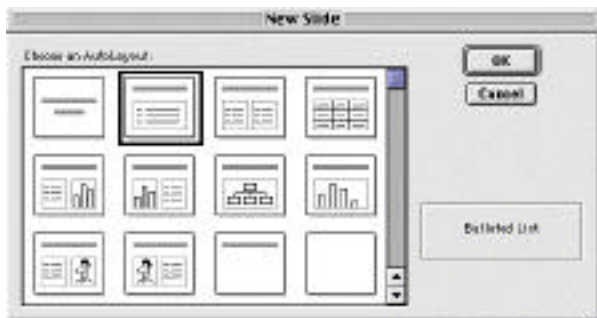


# QUICK GUIDE TO POWERPOINT

## Creating a Presentation

Use these steps to create a presentation based on a predesigned template

1. If PowerPoint is not running: Startup with PowerPoint; when the dialog box appears, click on Template, then click OK.  
If PowerPoint is already running: Choose New from the File menu, then click the Presentation Designs tab.
2. Scroll through the presentation designs and double click on the layout you want.
3. In the New Slide box, click OK.
4. Click in the title place holder and type in a title for your presentation.
5. Click the New slide button, and then double click on a layout for the next slide.



6. Add the content you want, and then repeat steps 4 and 5 for each new slide.
7. When you finish, save your presentation (choose Save from the File menu).

## Adding Clip Art

To add clip art from the built in Clip Art gallery:

1. Click the Insert Clip Art button.
2. Locate the clip you wish to choose and double click on it.
3. Drag the clip to the position you want.



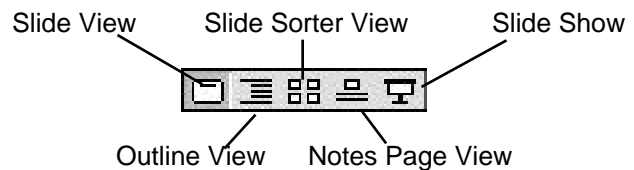
You can also use Copy and Paste in the usual way to add clip from another document.

## Showing the Slides

1. Choose Slide show from the View menu.
2. To advance to the next slide click the mouse button or press the right arrow key. (To return to the previous slide, press the left arrow key.)
3. To end the slide show, press the Esc key.

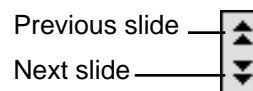
## PowerPoint Views

- **Change views**: Choose from the View menu or click on the appropriate button at the bottom left of the screen.



<b>Slide View</b>	Work with one slide at a time.
<b>Outline View</b>	View and work with slide information as an outline.
<b>Slide Sorter View</b>	Shows all slides in miniature. Good for viewing overall organization and rearranging slides.
<b>Notes Page</b>	For creating speaker notes.
<b>Slide Show</b>	Show slides on full screen.

To move from one slide to another in Slide View, click the Previous Slide or Next Slide control at the bottom right corner of the window.



## Editing and Deleting Slides

- **Edit a Slide**: In Slide Sorter View, double-click on the slide you want to edit.
- **Delete a Slide**: In Slide Sorter View, click on the slide you want to delete and press the Delete key.

## Changing Slide Order

- **Move a Slide**: In Slide Sorter View, drag the slide to its new position.


You can also Cut, Copy, and Paste slides in Slide Sorter View.

## Adding Slide Transitions

1. In Slide or Slide Sorter View, select the slide or slides you want to add a transition to.
2. Choose Slide Transition from the Slide Show menu.
3. Choose the transition you want from the Effect pop-up menu and then select any other options you want.
4. To apply the transition to the selected slide(s): Click the Apply button.  
To apply the transition to all slides: Click the Apply to All button.

## Creating a Master Slide

1. Choose Master from the View menu, then click Slide Master.
2. Edit the slide by formatting text, adding clip art, moving or deleting objects, etc.
3. When you are finished editing, chose Slide from the View menu.

 You can change the background color of the slides by choosing Background from the Format menu.


## Animating Text and Objects

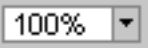
1. In Slide View, display the slide that has the text or objects you want to animate.
2. Choose Custom Animation from the Slide Show menu, then click the Timing tab.
3. Under Slide objects without animation, select the text or object you want to animate, then click Animate.
4. To start the animation by clicking: Click On mouse click.  
To start the animation automatically: Click Automatically, then enter the number of seconds after the previous animation.
5. Click the Effects tab.
6. Under Entry animation and sound, select the options you want.
7. Repeat steps 3 through 6 for every object you want to animate.

 You can click the Preview button to see how your animations work.

## Making Slide Notes

1. Click the Notes Page button.
2. Click in the notes box, and then enter your notes for the current slide.

 To enlarge the view of the notes box, click the Zoom box.



3. Use the scroll bar to move to other slides you want to add notes to.

## Creating Handouts

1. Choose Master from the View menu then click Handout Master.
2. Click the buttons on the Handout Master toolbar to locate the handout you want.
3. Add any text or other items you want to the handout master.
4. Click Close on the Master Toolbar.

## Printing Notes, Handouts, Outlines, or Slides

1. Choose Print from the File menu.
2. Choose Microsoft PowerPoint from the pop-up menu.  
If the dialog box does not include this pop-up menu, continue to step 3.
3. In the Print What menu, choose the item you want to print.