






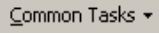

How does MS PowerPoint work?

Start Microsoft PowerPoint.	<ol style="list-style-type: none">1. Click on the START icon in the bottom left-hand corner.2. Go to Programs.3. Go to Microsoft Office.4. Go to Microsoft PowerPoint and click.
Create a new presentation.	<p>(When PowerPoint is initially opened, you can choose Blank Presentation on the dialog screen.)</p> <ol style="list-style-type: none">1. Go to the FILE pull-down menu in the upper right-hand corner and click the mouse.2. Go to New and click.3. Choose Blank Presentation and click OK.4. Choose a layout for your slides and click OK. <p>OR</p> <ol style="list-style-type: none">1. Push Ctrl+N, then follow steps 3 & 4 above. <p>OR</p> <ol style="list-style-type: none">1. Click on the NEW icon in the Toolbar and follow steps 3 & 4 above.
Choose layout for a slide.	<ol style="list-style-type: none">1. When opening a new presentation, PowerPoint will automatically ask you to choose a layout for your first slide.2. Choose from the various layouts shown on the dialog box.3. Click OK. <p>OR</p> <ol style="list-style-type: none">1. When inserting a new slide into the presentation, the same slide layout dialog box appears.2. Choose the layout you desire and click OK.
Insert text onto a slide.	<ol style="list-style-type: none">1. Click in one of the text boxes as instructed.2. Begin typing.
Insert Clip Art onto a slide.	<ol style="list-style-type: none">1. Go to the INSERT pull-down menu and click the mouse.2. Go to PICTURE and choose CLIP ART from the pop-out menu.3. Click on the picture you want to insert.4. Click INSERT. <p>To resize the Clip Art:</p> <ol style="list-style-type: none">1. Click on the Clip Art so that the resizing handles appear.2. Click and hold on one of the squares.3. Drag until the picture is the size that you want.4. To keep the picture shapes proportionately, hold the SHIFT key down while resizing. <p>To move the Clip Art:</p> <ol style="list-style-type: none">1. Move the cursor to the center of the Clip Art. Arrows in a cross pattern appear.2. Click and drag the picture to the location you want. <p>To change the image to a watermark:</p> <ol style="list-style-type: none">1. Click on the Clip Art so that the resizing handles appear.2. The Picture Toolbar should appear. If it does not, go to View, Toolbars, Picture.3. Click on the Image Control icon.4. Choose Watermark.

<p>Add slides to a presentation.</p>	<ol style="list-style-type: none"> 1. Go to Insert. 2. Go to New Slide. 3. Choose the layout for your new slide. 4. Click OK. <p>OR</p> <ol style="list-style-type: none"> 1. Click on the New Slide icon  on the toolbar. 2. Follow Steps 3 & 4 above. <p>OR</p> <ol style="list-style-type: none"> 1. Click on the Common Tasks icon  on the toolbar. 2. Choose New Slide. 3. Follow Steps 3 & 4 above. <p>OR</p> <ol style="list-style-type: none"> 1. Push Ctrl+M on your keyboard. 2. Follow Steps 3 & 4 above.
<p>Format the animation for a slide or presentation.</p>	<ol style="list-style-type: none"> 1. Go to Slide Show. 2. Go to Custom Animation. 3. Choose the text to animate. 4. Set the desired effects and sound for the slide. 5. Click Preview to view your choices. 6. Click OK.
<p>Change the background color of a slide.</p>	<ol style="list-style-type: none"> 1. Go to Format. 2. Go to Background... 3. Choose the color for your background. 4. Click Apply to only change the color of the background for the current slide. 5. Click Apply to All to change the color of the background on all slides. <p>OR</p> <ol style="list-style-type: none"> 1. Right click on the slide. 2. Go to Background... 3. Follow Steps 3-5 above.
<p>Insert WordArt on a slide.</p>	<ol style="list-style-type: none"> 1. Click on the WordArt icon on the drawing toolbar. 2. Choose a style from the WordArt Gallery dialog box. 3. Type the text to appear in the WordArt text box. 4. Click OK. <p>To move the WordArt</p> <ol style="list-style-type: none"> 1. Click on the WordArt so the resizing handles appear. 2. Click and hold in the center of the WordArt. 3. Drag to the desired location and release the mouse. <p>To resize the WordArt</p> <ol style="list-style-type: none"> 1. Click on the WordArt so the resizing handles appear. 2. Click and hold on a resizing handle so that the resizing arrow appears. 3. Drag to the desired size and release the mouse.

<p>Add text boxes to a slide.</p>	<ol style="list-style-type: none"> 1. Click on the Text Box icon on the drawing toolbar. 2. Move the mouse to the slide. 3. Click and hold the mouse, dragging it to the desired size. 4. Release the mouse and begin typing in the text box. <p>To move the Text Box</p> <ol style="list-style-type: none"> 1. Click on the Text Box so the resizing handles appear. 2. Click and hold in the center of the Text Box. 3. Drag to the desired location and release the mouse. <p>To resize the Text Box</p> <ol style="list-style-type: none"> 1. Click on the Text Box so the resizing handles appear. 2. Click and hold on a resizing handle so that the resizing arrow appears. 3. Drag to the desired size and release the mouse.
<p>Change the font, font style, color, and size of text.</p> <p>BOLD <u>UNDERLINE</u> <i>ITALIC</i></p>	<ol style="list-style-type: none"> 1. Highlight the text (place the cursor before the text you want to delete, click the left mouse button, hold, and drag to highlight the text) you want to change. 2. Go to the FORMAT menu and click the mouse. 3. Go to FONT and click. 4. Choose the font, style, size, and color you want. <p>OR</p> <ol style="list-style-type: none"> 1. Highlight the text. 2. Use the FONT, SIZE, BOLD, ITALIC, UNDERLINE and FONT COLOR shortcuts on the toolbar. <p>You may also type Ctrl+B for bold, Ctrl+U for underline, and Ctrl+I for Italic.</p>
<p>Add AutoShapes to a slide.</p>	<ol style="list-style-type: none"> 1. Click on the AutoShape icon on the drawing toolbar. 2. Choose the type of AutoShape to add to your presentation. 3. Click on the AutoShape from the pop-out menu. 4. Move the mouse to the slide. 5. Click and hold the mouse, dragging it to the desired size. 6. Release the mouse. 7. Right-click on the AutoShape and choose Add Text. 8. Begin typing in the AutoShape. <p>To move the AutoShape</p> <ol style="list-style-type: none"> 1. Click on the AutoShape so the resizing handles appear. 2. Click and hold in the center of the AutoShape. 3. Drag to the desired location and release the mouse. <p>To resize the AutoShape</p> <ol style="list-style-type: none"> 1. Click on the AutoShape so the resizing handles appear. 2. Click and hold on a resizing handle so that the resizing arrow appears. 3. Drag to the desired size and release the mouse. <p>To rotate the AutoShape</p> <ol style="list-style-type: none"> 1. Click on the AutoShape so the resizing handles appear. 2. Click on the Free Rotate icon on the drawing toolbar. 3. Click and hold on one of the rotation handles on the AutoShape. 4. Move your mouse to the desired rotation and release.
<p>Choose slide transition settings.</p>	<ol style="list-style-type: none"> 1. Go to Slide Show. 2. Go to Slide Transition. 3. Choose the settings for your slide transitions. 4. Click Apply to set the effects and sounds only to the current slide. 5. Click Apply to All to set the effects and sounds to all the slides.

Change the Master slide settings.	<ol style="list-style-type: none"> 1. Go to View. 2. Go to Master. 3. Go to Slide Master. 4. Make all changes to the master slide. 5. When finished, click Close on the Master toolbar OR click on the Normal View from the Presentation toolbar. <p>(All changes made to the Master slide will appear on every slide in the presentation.)</p>
Copy slides within a presentation or to a different presentation.	<ol style="list-style-type: none"> 1. Go to View. 2. Go to Slide Sorter. 3. Click on the slide you want to copy. 4. Go to Edit. 5. Go to Copy. 6. (If you are pasting the slide into a different presentation, open that presentation and go to the Slide Sorter View.) Click your mouse in the slide sorter where you want the new slide placed. 7. Go to Edit. 8. Go to Paste. <p>OR</p> <ol style="list-style-type: none"> 1. Click on the Slide Sorter icon from the Presentation Views toolbar. 2. Follow Steps 3-8 above.
Use the Spell Check to correct any misspellings.	<ol style="list-style-type: none"> 1. Use the Spell Check button (ABC with a check mark) on the toolbar to check the document. <p>OR</p> <ol style="list-style-type: none"> 1. Go to the Tools. 2. Go to the first option, Spelling, and click the mouse.
Save the presentation.	<ol style="list-style-type: none"> 1. Go to the File menu. 2. Go to Save. 3. In the Save dialog box, choose the correct location to the save the file (Save In:) 4. Type in the name of the presentation. Make sure to leave the extension (.ppt) as a part of the file name. Do not use spaces, periods, or slashes in your filename. <p>OR</p> <ol style="list-style-type: none"> 1. Click the Save icon  on the toolbar. 2. Follow Steps 3 & 4 above.
View the presentation from the Slide Sorter view.	<ol style="list-style-type: none"> 1. Go to View. 2. Go to Slide Sorter. <p>OR</p> <ol style="list-style-type: none"> 1. Click the Slide Sorter icon from the Presentation toolbar.
View the slide show.	<ol style="list-style-type: none"> 1. Go to View. 2. Go to Slide Show. <p>OR</p> <ol style="list-style-type: none"> 1. Click the Slide Show icon from the Presentation toolbar. <p>OR</p> <ol style="list-style-type: none"> 1. Go to Slide Show. 2. Go to View Show.

<p>Choose a Design Template for a presentation.</p>	<ol style="list-style-type: none"> 1. For a new presentation, open PowerPoint and choose Design Template from the dialog box. 2. Scroll through to choose the desired template. 3. Click OK. <p>OR</p> <ol style="list-style-type: none"> 1. If the presentation is already existing and open, go to Common Tasks  on the toolbar. 2. Go to Apply Design Template. 3. Follow Steps 3 & 4 above.
<p>Insert a graph onto a slide.</p>	<ol style="list-style-type: none"> 1. Go to Insert. 2. Go to Chart... 3. Make changes to the spreadsheet. The chart will be automatically updated as the spreadsheet is changed. <p>OR</p> <ol style="list-style-type: none"> 1. Click on the Chart icon  on the toolbar. 2. Follow Step 3 above. <p>To move the Chart</p> <ol style="list-style-type: none"> 1. Click on the Chart so the resizing handles appear. 2. Click and hold in the center of the Chart. 3. Drag to the desired location and release the mouse. <p>To resize the Chart</p> <ol style="list-style-type: none"> 1. Click on the Chart so the resizing handles appear. 2. Click and hold on a resizing handle so that the resizing arrow appears. 3. Drag to the desired size and release the mouse.
<p>Printing options.</p>	<p>You may print the presentation in one of several ways:</p> <ul style="list-style-type: none"> ● Slides ● Handouts ● Notes Pages ● Outline View