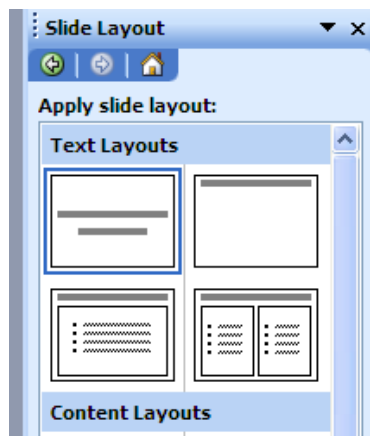
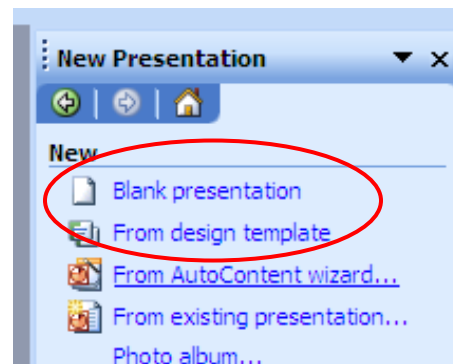


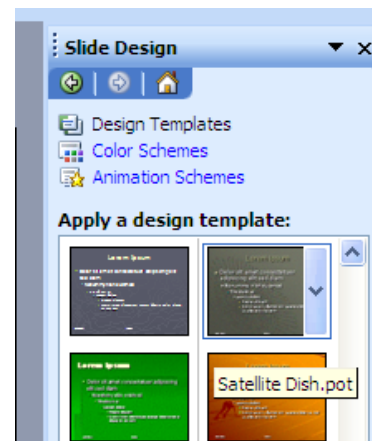


Microsoft Power Point

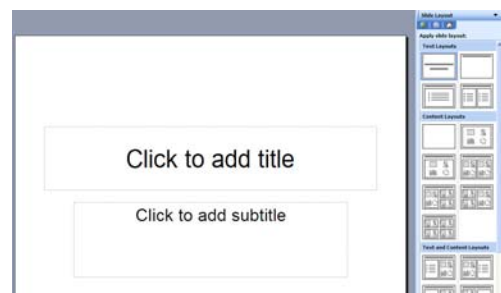
1. Open MS PowerPoint. Click **File, New**.
2. Choose Blank Presentation or Design Templates.
 - a) Blank Presentation allows you to create your own slide design from scratch—colors, graphics, fonts.



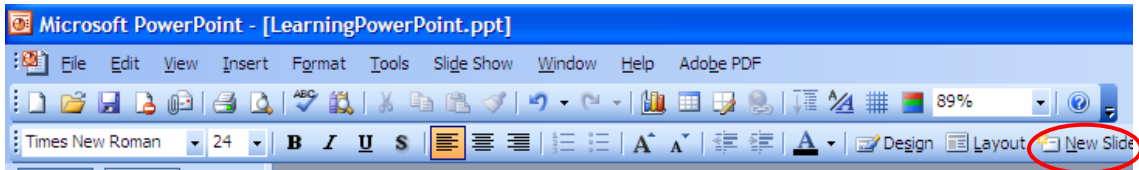
- b) Design Templates are pre-formatted slide designs with a consistent format and graphic layout.



3. When the first slide appears, enter the content by typing in the text boxes (placeholders). Change the font by selecting from the font and size icons on the toolbar. Click outside the placeholder to deselect it. Choose **Format, Slide Layout** if you want to change the format of the slide.



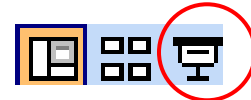
4. You can add any number of slides to your presentation. By default, PowerPoint inserts each new slide after the current slide. You can rearrange slides in a different order later.
 - a) Click on **Insert, New Slide** or click on the **New Slide** button on the toolbar.
 - b) Choose a slide layout.



5. You can run a slide show of your presentation any time you have the presentation file open. Running a slide show lets you see what a presentation will look like to an audience.

a) Move to the first slide in the presentation.

b) Click on **Slide Show, View Show** or click on the **Slide Show** button in the lower left corner.



c) Click the mouse button, space bar, right arrow, or the enter key to advance slides.

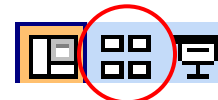
d) The buttons in the lower left corner of the Slide Show window (you might need to move the mouse around to make them visible) brings up choices to advance the slide, end the slide show, and other options.



e) The slide show ends after the last slide is shown. The **Esc** key will end the show at anytime and bring you back to the edit screen.

6. Changing to Slide Sorter view lets you view each slide in miniature so you can reorganize you presentation by moving, copying, and deleting slides. It also provides tools that let you add special effects to your presentation.

a) Click on the **View, Slide Sorter** or click on the **Slide Sorter** button in the lower left corner.



b) To work with a slide in the Slide Sorter view, select it (click on it). A selected slide is surrounded by a black box. You can deselect a slide by clicking on another slide.

c) Once a slide is selected you can delete it by pressing the Delete key on the keyboard.

d) You can move a slide by clicking on it and dragging it to a new position.

e) You can copy a slide by selecting it. Choose **Edit, Copy**. Move the cursor to the desired location and choose **Edit, Paste**.

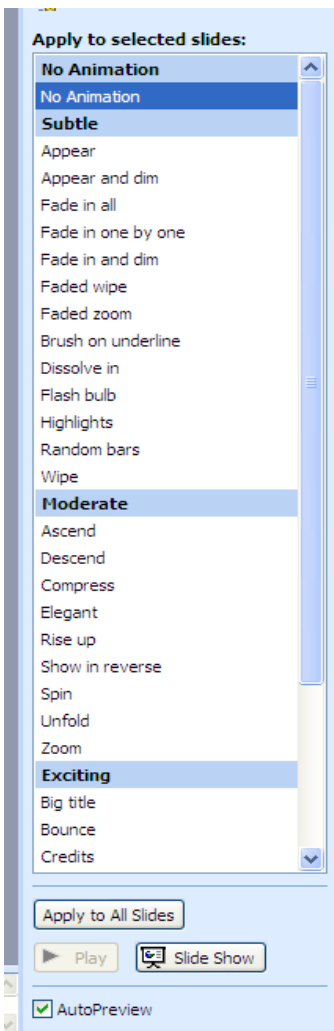
f) Click the **Normal View** button to go back to the editing mode.



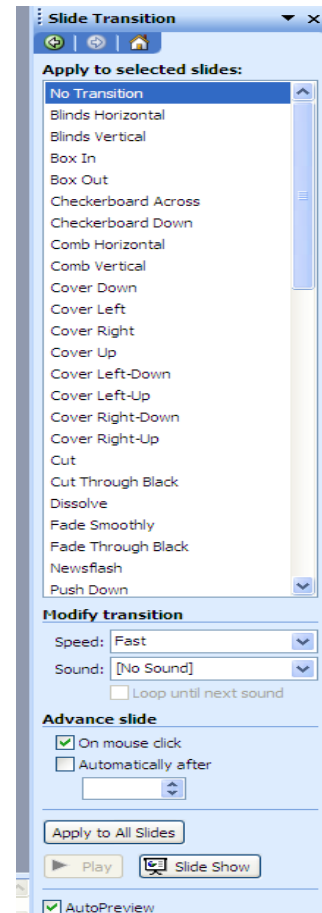
7. You can enhance your slide show by using transitions to move from one slide to the next.

- a) Click on **Slide Show, Slide Transition**.
- b) In the list, click the transition effect you want. Also choose speed, sound, and how to advance the slide.
- c) Click **Apply to All Slides**. Notice a little star next to the slide number indicating that the slide has a transition.
- d) Repeat the following process for each slide you want to add a different transition to.

8. You can build text on a slide one bullet at a time by applying a preset animation scheme. The most commonly used animation schemes are Fade in one by one, Wipe, or Dissolve in, but you can experiment with the other preset animation schemes as well to find the one that builds the slide the way you want.

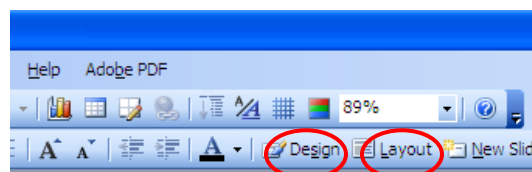


- a) Select the slide.
- b) Click on **Slide Show, Animation Schemes**.
- c) In the Slide Design task pane, click an animation scheme such as **Fade in one by one, Wipe, or Dissolve in**.



- d) Click **Play** to review your animation. Note: if you want to apply the scheme to all slides, click the **Apply to All Slides** button.

9. You can change a slide layout or apply a different design at any time by clicking on **Design** or **Slide Layout** button on the Common Tasks button bar or under the Format command. Be sure you have a slide selected first.

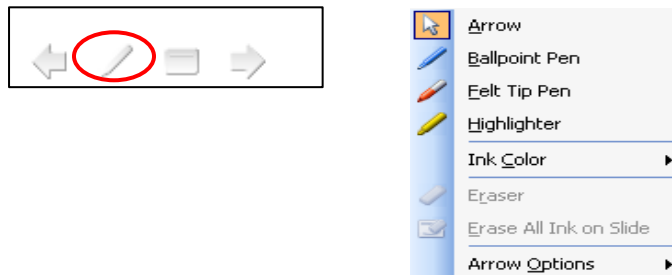


10. Inserting images.

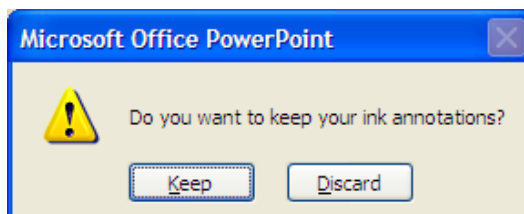
- a) Select **Insert, Picture, Clip Art** from the top menu. If you have your own picture click **Insert, Picture, From File** and browse to the location of your picture.
- b) Save images from the Internet by right-clicking on the image and choosing **Save Picture As**.

11. You can make comments or answer questions that are asked during the presentation by adding them directly to the PowerPoint slides. The “ink” you add is immediately visible to the audience. You can use ink to emphasize portions of the presentation by highlighting or circling relevant text and graphics on the slides. You can keep the ink that you add during a presentation. This allows you to reference handwritten notes so that you can edit or update your slides for future presentations.

- a) The pen icon is in the group of icons in the lower left corner of the Slide Show window (you might need to move the mouse around to make the options visible). Click on the pen with the left mouse button and the menu appears.



- b) Choose Ballpoint, Felt Tip, or Highlighter from the menu. There is also an Ink color choice.
- c) Click, hold, and write with the pen of choice. When you close the slide show the window will appear and ask if you want to keep or discard the ink annotations.

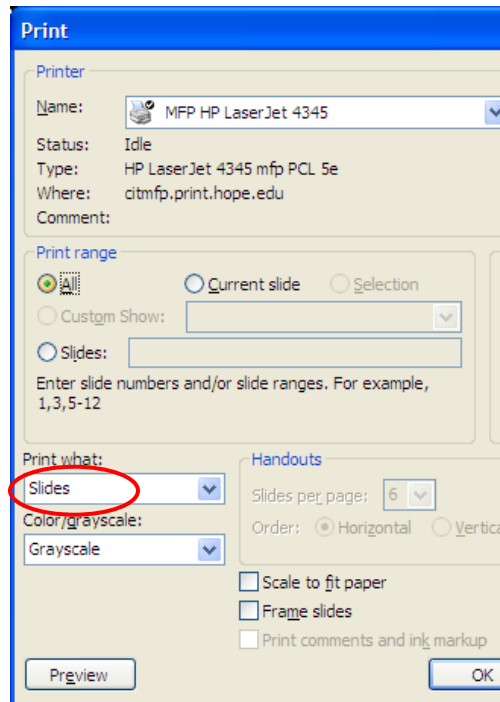
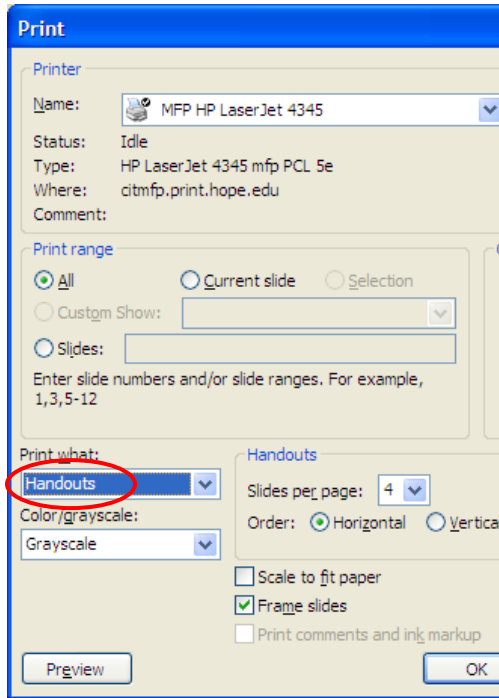


12. To save your entire presentation, click on the Save button or **File, Save**. Type a filename in the File name text box. Choose an alternate drive or folder, if desired.

- a) To resave a presentation, click on the Save button.
- b) Resaving a file using this procedure automatically overwrites the original file. PowerPoint does not ask you to confirm the overwrite.

13. To print slides choose **File, Print**. Select the Print range (All, Current, Selection or specific slide numbers). Choose **OK**.

14. To print handouts choose **File, Print**. Choose **Handouts** from the Print What area and choose Slide per page and Order: Horizontal or Vertical.



15. Another way to print handouts is from Print Preview. Click **File, Print Preview**. Choose page orientation--click **Portrait** or **Landscape** on the on the Print Preview toolbar.

16. In the **Print What** box, click the **Handout** layout option you want. The screen will show how the printout will look.

17. On the **Print Preview** toolbar, click **Print**.

