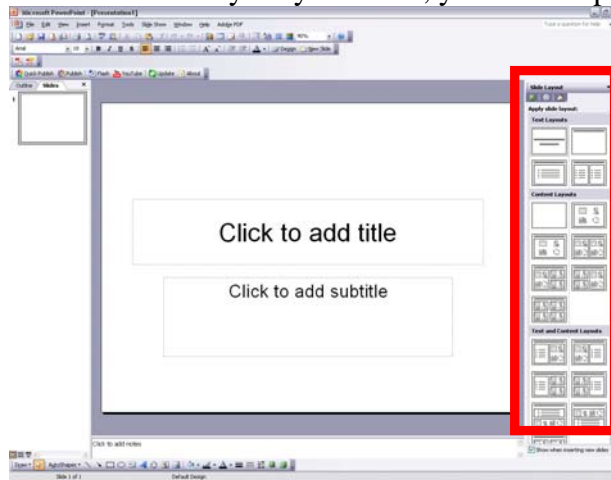


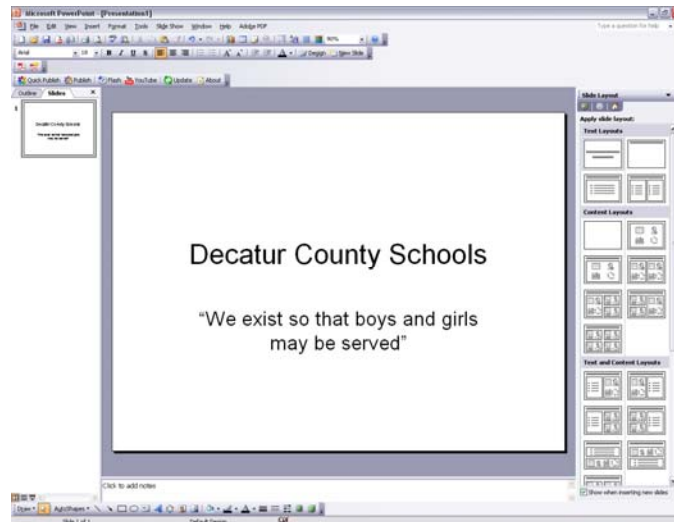
PowerPoint Training

- 1) You will begin with a blank slide. Click in the large white area to make the slide active
- 2) To choose a layout, right-click on the slide and click slide layout. You can then choose a layout from the right side of the screen.

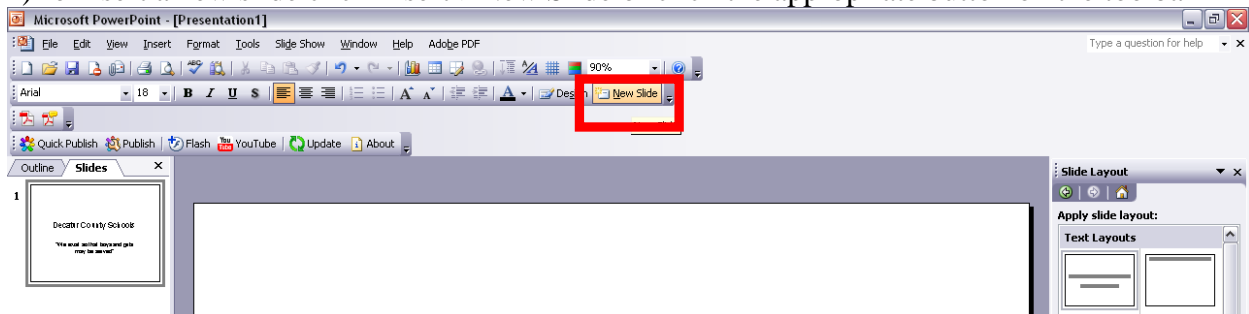
*Note that if you do not like the layout you chose, you can simply click another one.



- 3) Once you have chosen the layout you like for your first slide, Click "Click to add ..." and then type the content for that section of the slide



- 4) To insert a new slide click Insert->New Slide or click the appropriate button on the toolbar



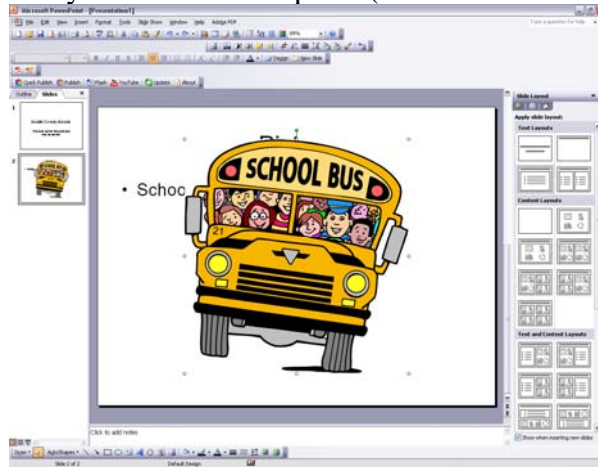
5) There are a couple of ways to insert pictures.

a) To insert a picture from a file click Insert->Picture->From File...

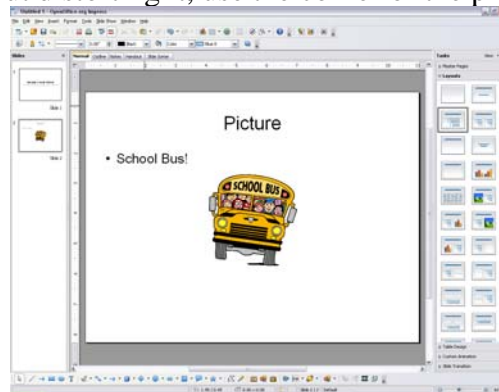
Browse for the picture you wish to insert

b) Right click on a picture (such as on a webpage) then click copy

Right click on your slide a click paste (this will insert the picture)



6) To resize the picture without distorting it, use the corner of the picture to change the size.

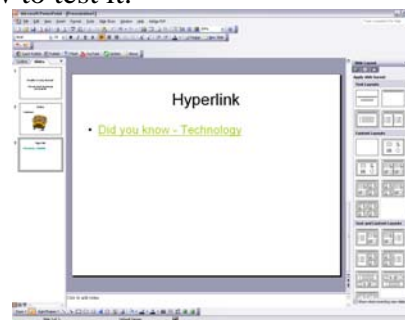


- 7) To insert a hyper link visit the page that you wish to link to and copy the address
 Click Insert->Hyperlink
 Right-click and paste in the Address box the link you copied above
 In the box next to where it says Text to display type what you want the link to say

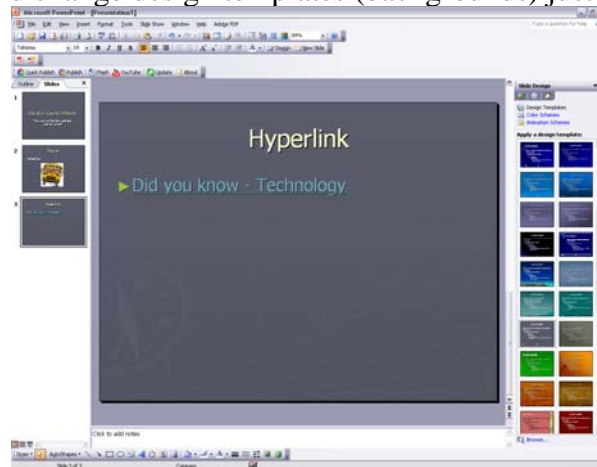


Click “OK”

During your presentation you will be able to click the link to visit the webpage you linked to. You can also click it now to test it.

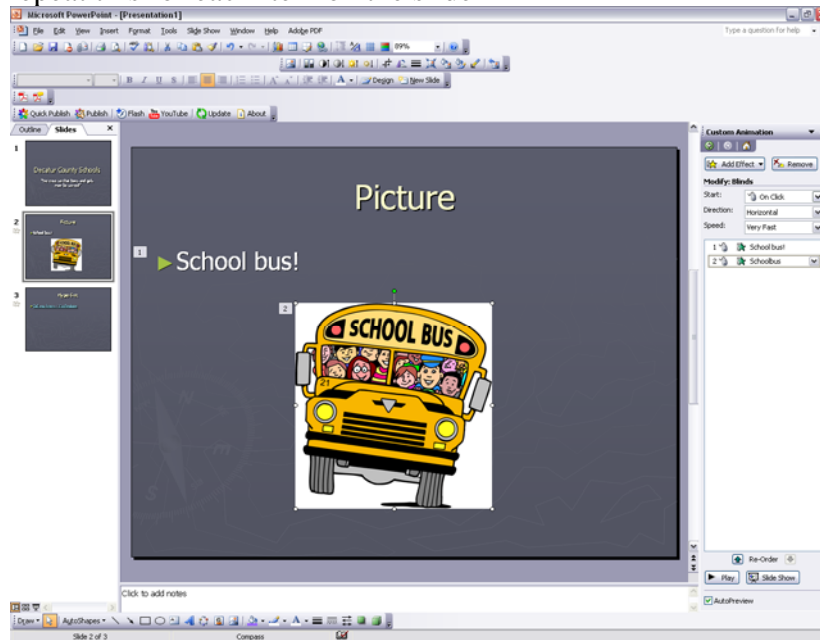


- 8) To change the background of a slide click right-click on the slide and click “Slide Design”
 You can select and change design templates (backgrounds) just like you did Layouts



- 9) To add transitions between slides right-click on the slide and click Slide Transition
 From here you can choose and preview all of your options. Once you find the one you like click “Apply to All Slides”. This will be the transition between each slide in your presentation

- 10) To add transitions between content on a slide click Slide Show->Custom Animation
Select the item you would like to add a transition to
Click “Add Effect”
Select the transition you like
You can repeat this for each item on the slide



- 11) To view your presentation click Slide Show->View Show (or press F5 on your keyboard)

*****Please remember to save early and save often*****