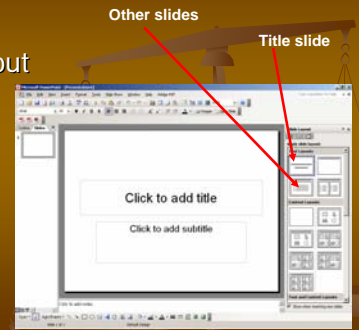


# PowerPoint Basics



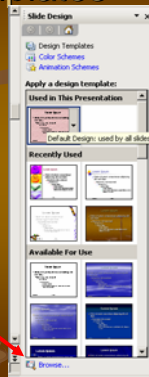
## Starting a new presentation and opening an existing one

- File: New
- Select a text layout
- File: Save as
- File: Open
- Find the existing presentation



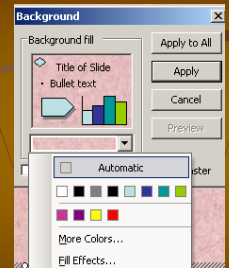
## Using Design Templates

- Format: Slide Design
- Design Templates
- Browse and choose one



## Changing the Slide Background

- Format: Background
- More colors: 256 solid colors
- Fill effects: textures, gradients, picture, etc.
- Apply – ONE slide
- Apply All – ALL Slides



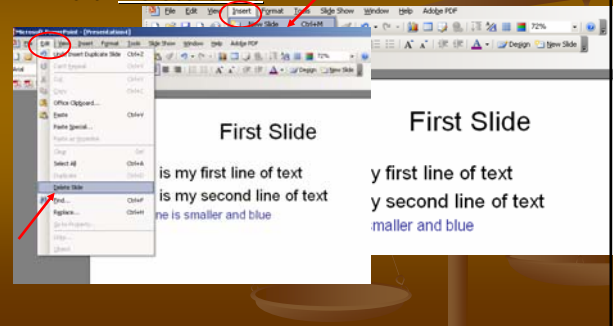
## Entering and editing text

- Click on text box and type
- Highlight text to change font style, color, size, etc.



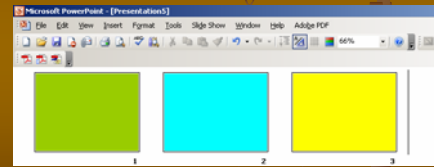
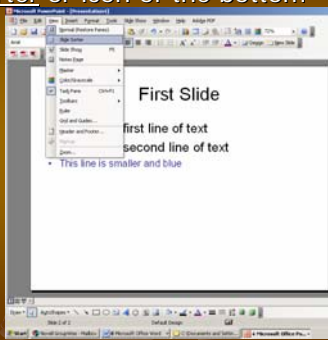
## Adding and deleting slides

- Insert: New Slide (CTRL M)
- Edit: Delete Slide




## Changing the order of slides

- VIEW: Slide Sorter or icon of the bottom right corner
- Drag the slide to where you want




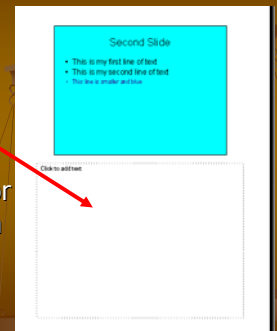
You can double click on any slide in this view to go directly to it

## Viewing the slides and navigating the show

- Slideshow: View show or F5 (starts at slide 1) or
- Select the slideshow icon  on the bottom right or Shift F5 to start at the current slide
- The arrow keys move the show along or hitting ANY key moves the show forward (as well as a mouse click)
- Right Click on the screen to select Pointer Options to point or highlight
- ESC exits the slideshow

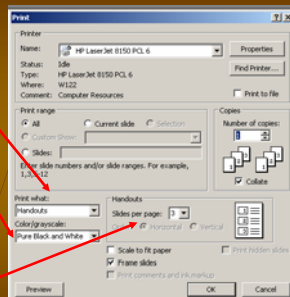
## Creating notes

- View: Notes
- Type here
- Go to View: Normal or select icon on bottom right  when done



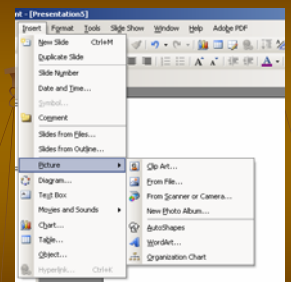
## Printing handouts

- File: Print
- Print what: Handouts
- Color/grayscale: pure black & white
- Handouts: slides 3 per page



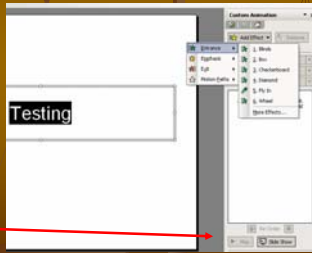
## Adding Graphics, WordArt and AutoShapes

- Insert: Picture
  - clip art
  - from file
  - autosshapes
  - wordart
- Drag at the corner to resize
- Select and drag
- Select and rotate with green circle
- Fill with color or outline



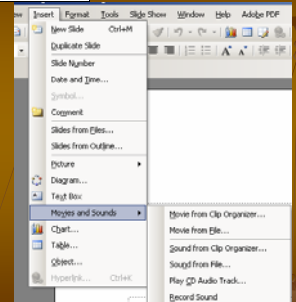
## Animating the text (and graphics)

- Select what you want to animate (enter, exit, emphasize, etc.)
- Slideshow: Custom animation
- Select Add Effect
- Choose the one you want
- Select Play to preview it.



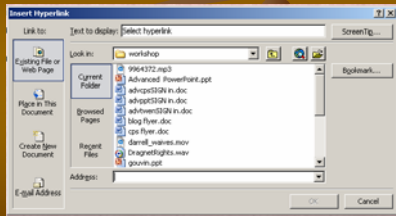
## Adding videos and audio

- Insert: Movies and Sounds



## Adding hyperlinks

- Select text or graphic and right click
- Choose Hyperlink



- A hyperlink can be a link to a website, another file, email, etc.

## Adding Action Buttons

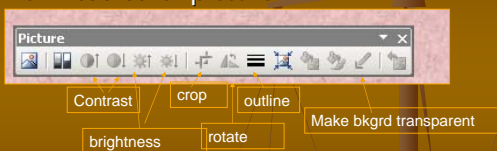
- Insert: Picture: AutoShapes: Action Buttons
- Select the one you want and select what you want it to do when clicked.
- Buttons can be edited like any other graphic.

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## Editing graphics

- Select the graphic (toolbar should appear) or
- View: toolbars: picture



## Where to get free images and sounds

- Free images:
  - Microsoft Online gallery
- Free Sounds
  - Wav Source
  - Partners in Rhyme
- Free Music (midi)
  - Brainy Betty
  - Partners In Rhyme