



## Using PowerPoint

How to Get in: Go to Start - Programs - PowerPoint

Once you're in - what to do:

- (1) PowerPoint window comes up - Blank presentation is chosen - click on OK
- (2) New Slide window comes up - choose Auto Layout - click on blank square & click on OK
- (3) Click on Format
- (4) Click on Apply Design
- (5) Choose your design & click on apply

How to enter text - there are two ways of doing this; choose the one that is easier for you

- (1) Click on the text box - it looks like a piece of paper with an A on it
- (2) Click on Insert - then click on text
- (3) After you have chosen text, use the cursor to make a rectangle in which to type
- (4) Type or copy from the Internet

How to go to a new slide: Click on Insert - then click on New Slide

How to view what you have: Click on the little icon that looks like a wine glass, but I think it's the front of a projector; when you're done, click on the arrow in the left lower corner & it will take you back to your slide.

To insert a picture: Click on Insert - Picture - From File

To animate the picture: make sure that the picture is clicked on; click on Slide Show - Custom Animation

To insert music: click on Insert - Movies and Sounds - Sound from File

Don't forget to **SAVE YOUR WORK!!!**

Good luck!!!

