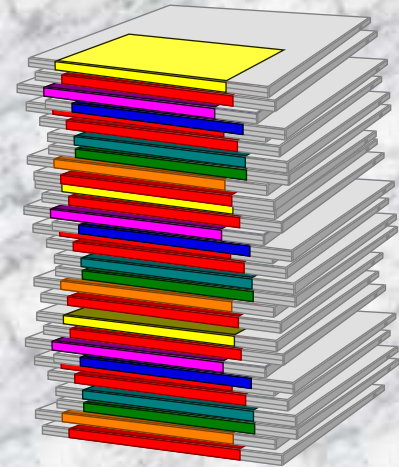
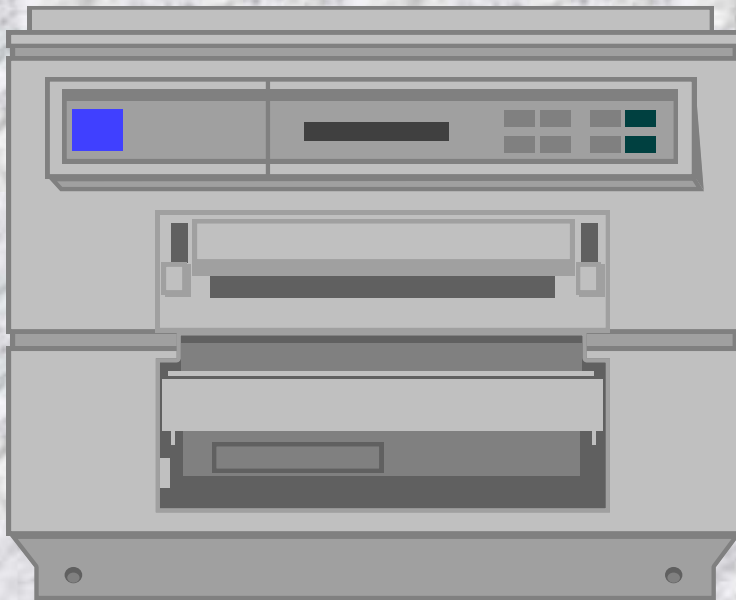




PowerPoint Tutorial

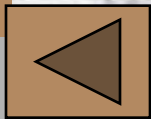
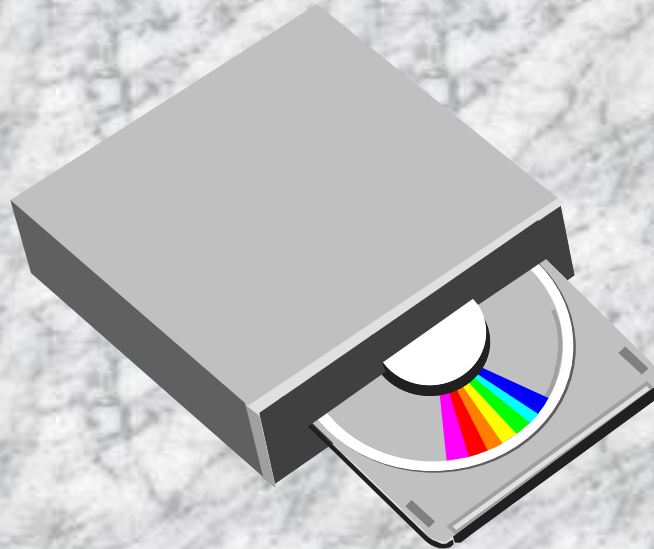


It's easier than you think!



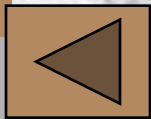
Getting Started

- Click ***Start, Programs, Microsoft PowerPoint.***
- Click ***Blank Presentation.*** Click ***OK.***
- Choose the blank slide. Click ***OK.***





Insert Text

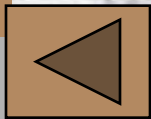
- Click *Insert*. Select *Text Box*.
- Click *Format*, select *Font*.
- Choose font, font style, size and color.
- Click OK.
- Type text.
- Save.



Position Text

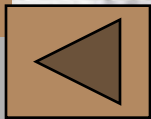
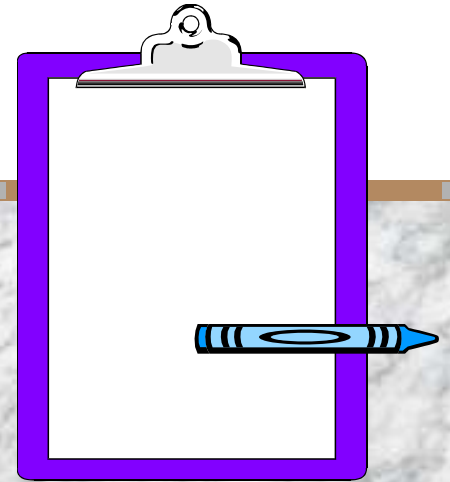


- To move text box, drag the cursor over the box until a 4-point arrow appears. 
- Hold down the mouse button and drag.
- To resize a text box, drag the cursor over the box until a 2-point arrow appears. 
- Hold down the mouse button and drag.
- To set text, click outside text box.





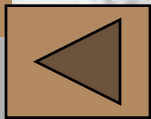
Insert Clip Art

- Click *Insert*.
- Select *Picture*.
- Select *Clip Art*.
- Choose an image. Click *Insert*.
- Save.



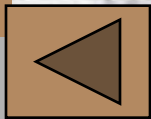
Position Art

- To move an image, drag the cursor over the image until a 4-point arrow appears. 
- Hold down the mouse button and drag.
- To resize an image, drag the cursor over the image until a 2-point arrow appears. 
- Hold down the mouse button and drag.
- Or click ***Format*** and select ***Picture*** to adjust image size, position, color, and line.



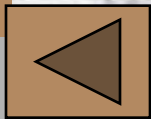
Create New Slide

- Click ***Insert***. Select ***New Slide***.
- Or click ***New Slide*** on Common Task bar.
- Or click new slide icon on tool bar.
- Choose the blank slide.



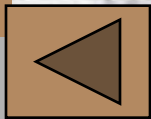
? Animate Text

- Insert text. Highlight text.
- Click ***Slide Show***. Select ***Custom Animation***.
- Choose desired effect options.
- Choose desired timing options.
- Click ***Preview***.
- Click ***OK***.
- Save.



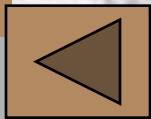
Animate Clip Art

- Insert Clip Art.
- Click ***Slide Show***. Select ***Custom Animation***.
- Choose desired effect options.
- Choose desired timing options.
- Click ***Preview***.
- Click ***OK***.
- Save.



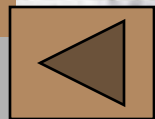
Insert Next Slide Button

- Click ***Slide Show***.
- Select ***Action Buttons***. Choose forward arrow.
- Click the slide. Action settings will pop up.
- Choose **Hyperlink to:** and choose **Slide** from the pull down menu.
- Choose the desired **Slide title**.
- Click **OK**. Click **OK**.
- Save.





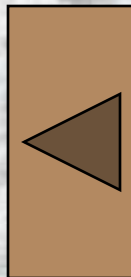
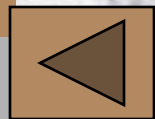
Insert Previous Slide Button

- Click ***Slide Show***.
- Select ***Action Buttons***. Click backward arrow.
- Click the slide. Action settings will pop up.
- Choose **Hyperlink to:** and choose **Slide** from the pull down menu.
- Choose the desired **Slide title**.
- Click **OK**. Click **OK**.
- Save.



Position Slide Buttons

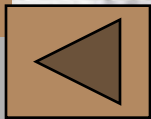
- To move a button, drag the cursor over the button until a 4-point arrow appears. 
- Hold down the mouse button and drag.
- To resize a button, drag the cursor over the button until a 2-point arrow appears. 
- Hold down the mouse button and drag.





Insert Transition Action

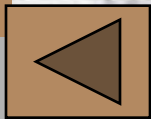
- Click forward or backward arrow.
- Click ***Slide Show***.
- Select ***Slide Transition***.
- Choose desired slide transition.
- Click ***Apply to All***.
- Save.



A Short Review

How do I...? (Click  for the correct answer.
Then click  to return to review questions.)

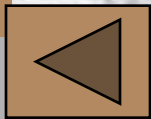
- Insert text
- Animate text
- Insert Clip Art



More Review

How do I...? (Click  for the correct answer.
Then click  to return to review questions.)

- Animate Clip Art
- Insert transition buttons
- Insert transition actions



Present Slide Show

- Click ***Slide Show***.
- Select ***View Show***.
- Or click the Education World® logo.
- Enjoy!

