

# PowerPoint Quick Guide

## To Start Program:

- Go to Start- Programs-Microsoft Office-Microsoft Office PowerPoint
- Select blank presentation-OK OR use the Title Slide design layout

## To Add New Slides:

- Go to Insert-New Slide
- Choose a Layout-OK

## To See Different Views

- Choose one of the View icons in the bottom left corner **OR**
- Go to View-Normal or View-Slide Sorter

## To View Different Tool Bars

- Go to View-Toolbars
- Click on the Toolbar you want to see
- Standard, Formatting, and Drawing all the most common ones to keep open

## To Insert Text:

- Go to Insert-Textbox
- Click and drag cursor to make box
- Type in box-may change font by going to Format-Font

## To Change Background Color:

- Go to Format-Background
- Go to down arrow box
- Select color-may go to more colors
- Click apply

## To Add Word Art:

- Go to Insert-Picture-WordArt
- Choose a design by clicking on one of the boxes-OK
- Type in your text where it says Your Text Here-OK

## To Insert ClipArt:

- Go to Insert-Picture-ClipArt
- Click on a Category, then double-click on a picture **OR**
- Type one or more words in Search Box and double-click on a picture

## To Insert Picture from a File:

- Go to Insert-Picture-From File
- Navigate to saved file
- Click on file
- Click on Insert

## To Insert Picture from Internet:

- If getting pictures directly from the Internet:
  - Open Internet Explorer
  - Search for picture (ex. Unitedstreaming, etc.)
  - Right-click mouse on top of picture
  - Select Copy
  - Toggle to PowerPoint
  - Go to Edit-Paste
- Be sure to cite web address (URL) where the picture came from

## Adding Transitions

- Go to View-Slide Sorter **OR**
- Click on Slide Sorter View icon
- Go to Slide Show – Slide Transition
- Choose transition for slide(s)
- Click Apply or Apply to all

## Animating your Slides:

- Click (select) on object you want to animate
- Go to Slide Show-Animations-Custom ...
- Choose effect for object
- Choose sound for object (optional)
- To preview the animation, click Play
- Click OK

## To View Presentation:

- Go to View-Slide Show **OR**
- Click on Slide Show icon at bottom left corner
- Click on slide to move pages

## To Reorder your Slides:

- Go to View-Slide Sorter
- Click and drag the slide to its correct position

## To Save for the First Time:

- Go to File-Save
- Navigate to your folder on the Student server
- Type an appropriate name in the Name field
- Click Save

