

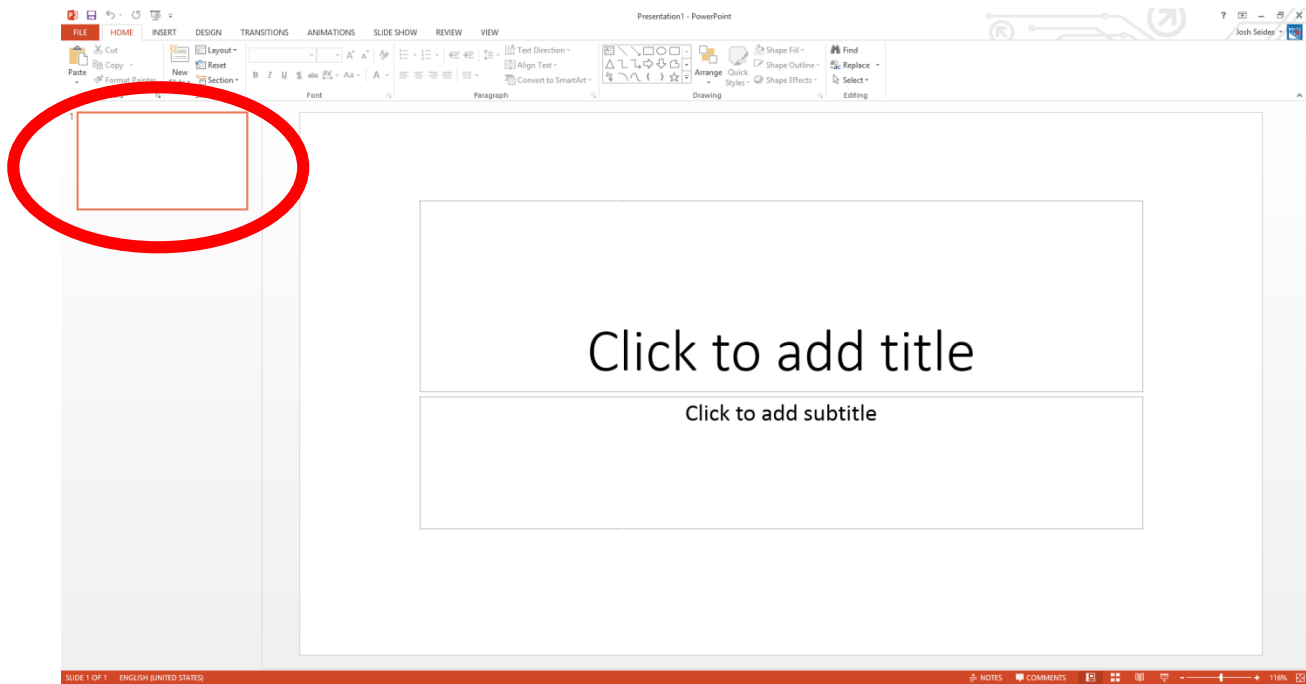


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Microsoft PowerPoint

Now you can easily create presentations using Microsoft PowerPoint.

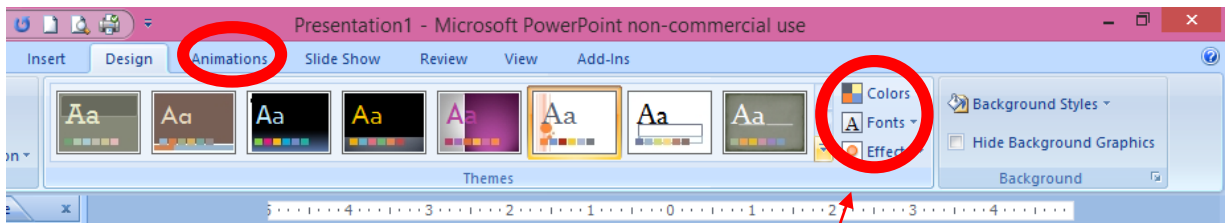
1. Locate Microsoft Office. The easiest way to do this would be to perform a search through your programs. Move your cursor to the bottom left of the screen and click on the “Search” option. The placement may vary depending on your operating system.
2. Open Microsoft PowerPoint. You are now in the basic interface of the program. As you can see below, you are brought up to a blank presentation. On this layout, you can begin typing in words on the presentation.



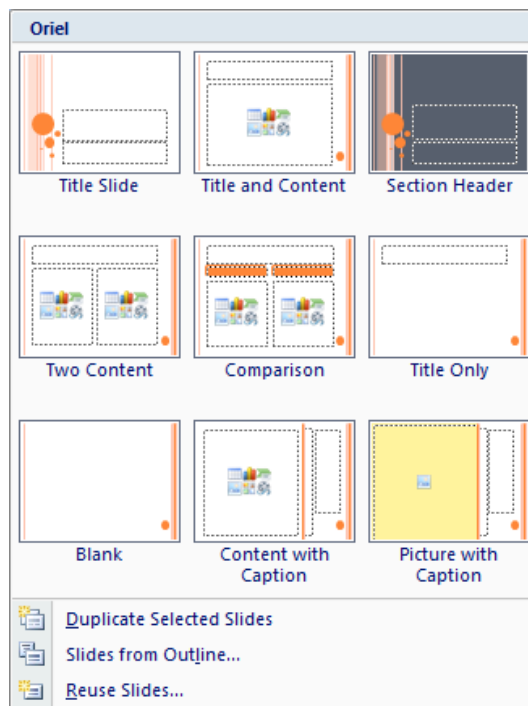
3. Basically, a presentation is made up of different “slides” (screens) that are played through during the presentation. Each white square you see on the left side of the screen (circled above) is a single slide.
4. Now, let’s look at some basic buttons in Microsoft PowerPoint:



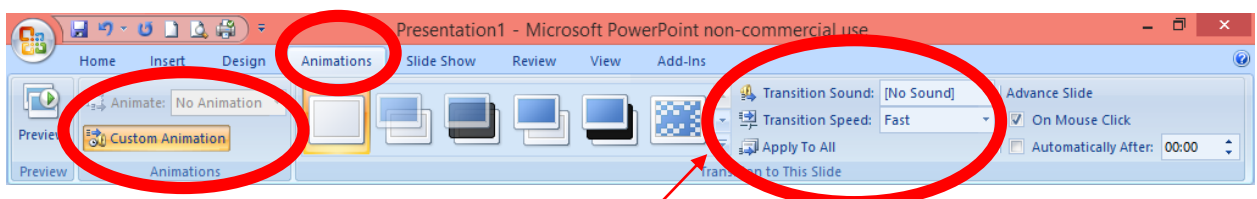
- I. Save: Just as in Word, use this button to save your work.
 - II. Undo: Just as in Word, you can click this button to erase the action that you just did. For example, if you typed in a word incorrectly, you can click the undo button and then that word will go away.
 - III. New Slide: Use this button when you want to add a new slide into your presentation. Each slide should focus on one idea (e.g. pictures then graphs then information, etc.).
 - IV. Font Style/Size: This section allows you to alter what the text looks like on your screen (i.e. color, bold, italic, underline, etc.).
5. Use these four basic options to create your amazing presentation! Now let’s look at some additional features:
 6. Create a template for your presentation by selecting the “Designs” tab:



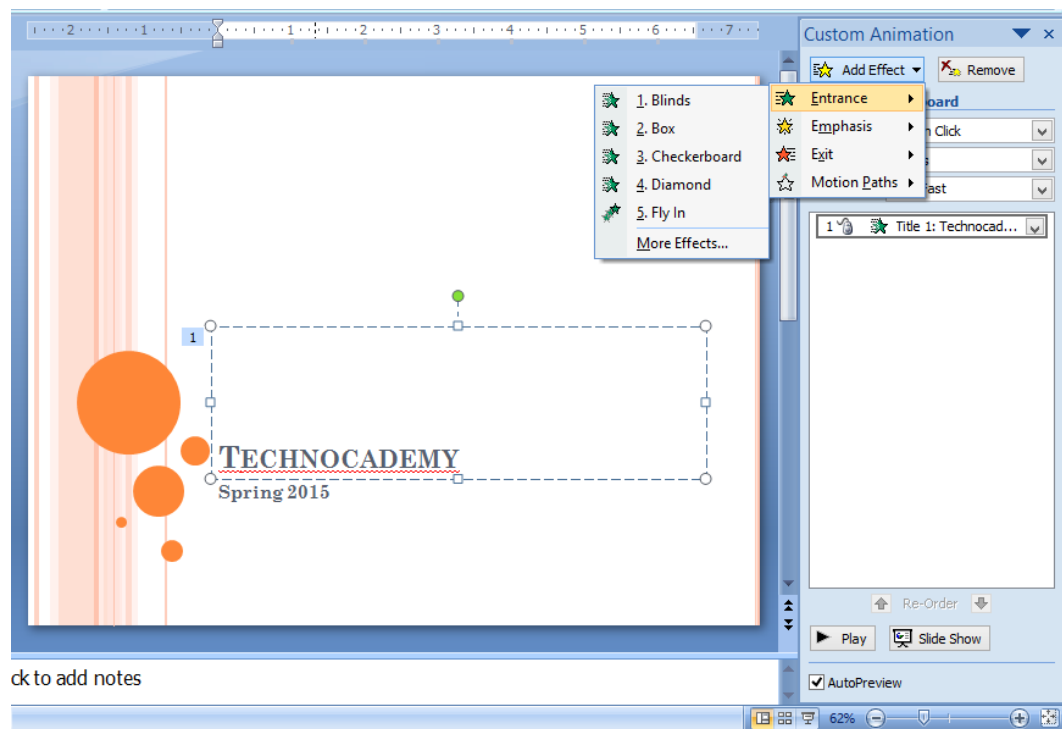
- I. Click on the arrow to view more templates.
- II. Select the style you would like and personalize the theme by selecting different color schemes and font styles.
- III. Insert different kinds of slides by clicking the "Insert" tab on the top bar. Then, select "Insert Slide" on the left side and a list of options will appear. You can also choose to duplicate current slides and replace content with new information.



7. Create custom animations by selecting the "Animations" tab (next page):

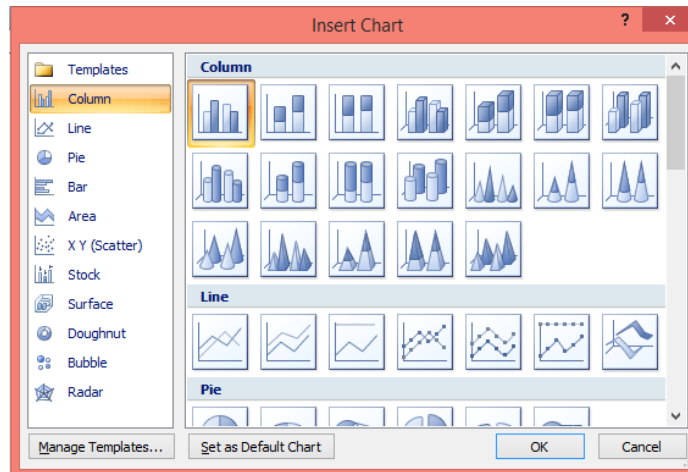


- I. Click on the arrow to preview more slide animations.
- II. Personalize each slide by controlling the sound and speed. If you like a particular animation, "Apply To All" so this effect appears on every slide.
- III. If you would like to create more animations within the slide, click "Custom Animation" located towards the left side of the screen.
- IV. Select a particular object and click "Add Effect" where a number of options will appear.

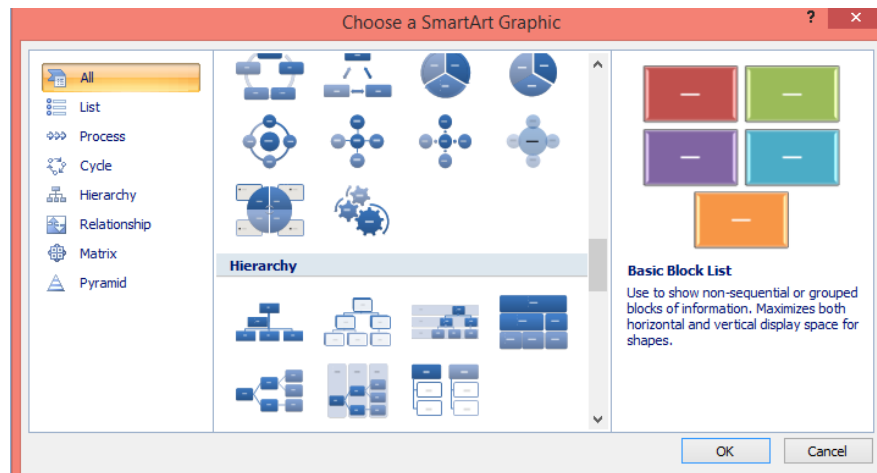


- V. To preview individual slide animations, click "Play" on the bottom right side of the screen. To view all animations applied to the screen, select "Preview" on the top left corner of the screen.
8. Add a "Content" slide or click on the "Insert" tab to view additional features:
 - I. Customize "Tables" to organize quantitative and/or qualitative information into proper rows and columns.

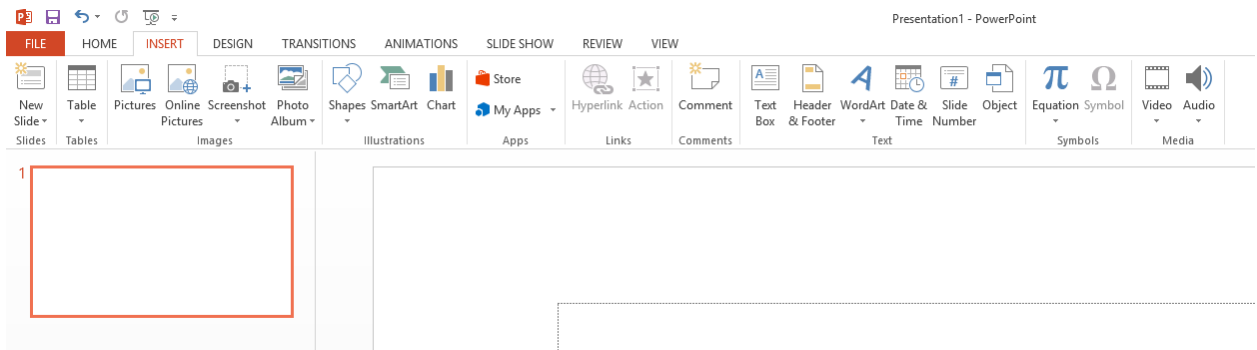
- II. Utilize the vast number of "Chart" options to organize data in a neat fashion.



- III. The "SmartArt Graphic" options provide a more audience-friendly viewing experience.



- IV. The iconic "Clip Art" adds fun graphics to the slide.
9. You can also add pictures to the presentation (see below):



- I. As seen in the picture, click on the “Insert” tab first and then click on the “Pictures” button. This will then allow you to add a picture (from a file on your computer) into your presentation.
- II. Once you finish a presentation, hit the “Save” button (see Part I on the previous page). You will be prompted to save the presentation to some place on your computer. Pick a place you remember and click “Save.” If you want to print the presentation you are making onto an actual piece of paper, click “Ctrl” and then “P” (hold the Ctrl while you are pressing P).
- III. If you want to send an email with a Microsoft PowerPoint presentation “attached,” see our tutorial series on email to find out.

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