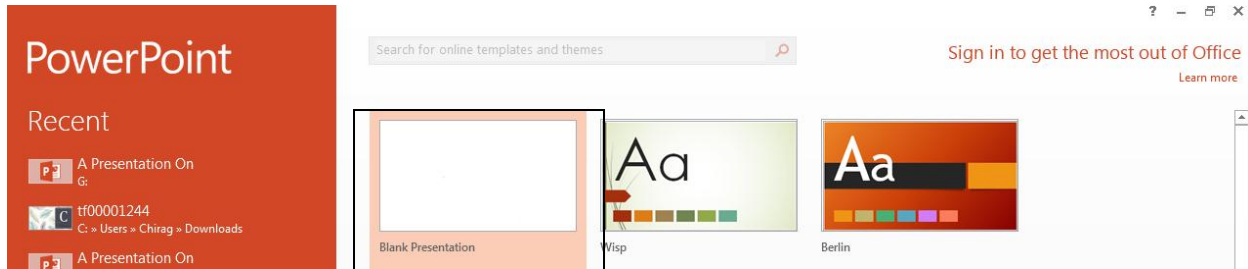


# Procedure

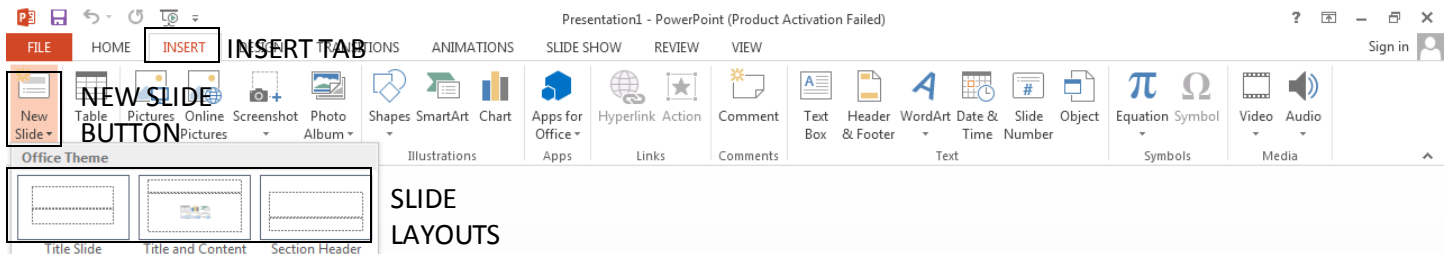
- **Creating A New Presentation :**

Open Microsoft Powerpoint and click “Blank Presentation” in the templates box.



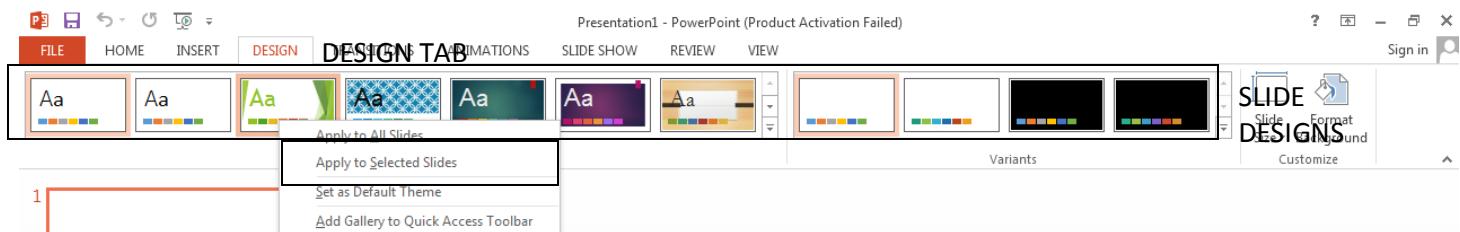
- **Adding New Slides :**

To add a new slide click on ‘Insert’ Tab and click ‘New Slide’ Button then select the slide layout you want to add.



- **Changing Slide Designs :**

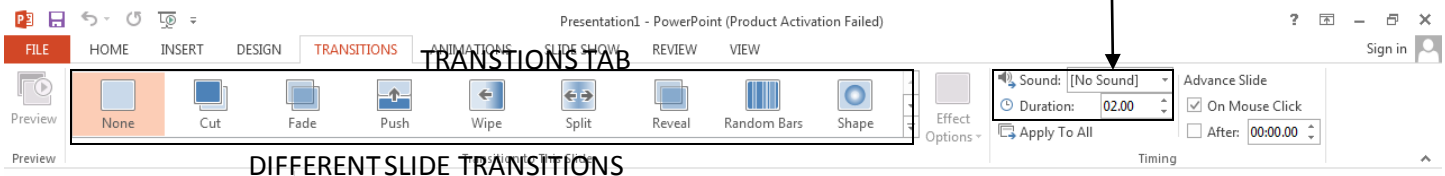
Once a new slide is added, you can change its design. In order to do so click on ‘Design’ Tab then select any of the design from the box. In order to change the design of only current select the ‘Apply to Selected Slides’ Option.



- **Changing Slide Transitions :**

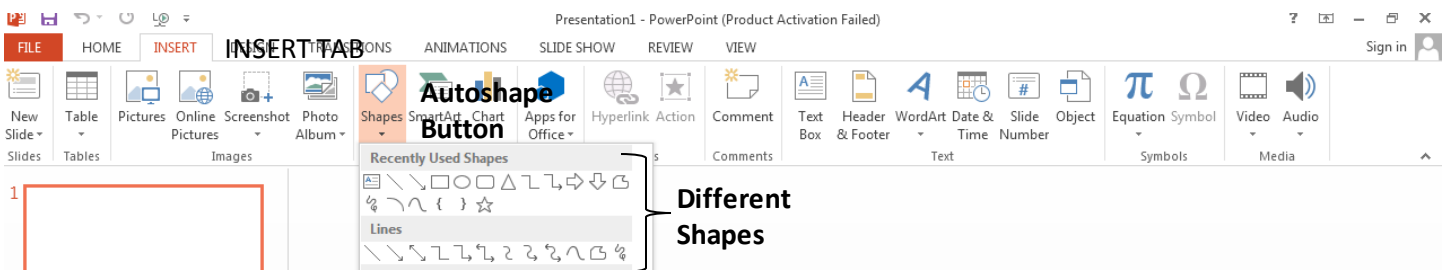
To change the Transition Animation between the slides, click on ‘Transitions’ Tab and select any of the

animations from the box. You can also change the duration of the animation or add sound effects between slide transitions.



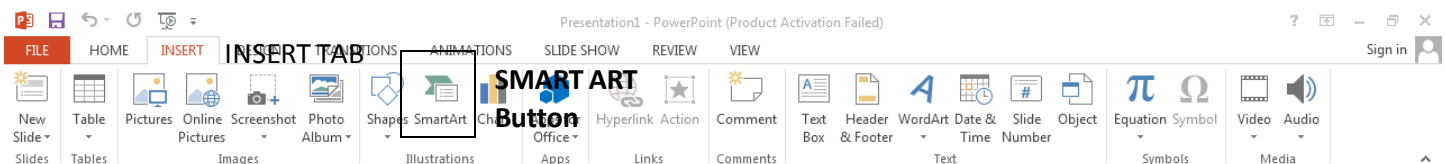
- **Inserting AutoShapes :**

To Insert Auto Shapes to your presentation, go to 'Insert' tab, click on 'Shapes' then select the shape you want to add drag the mouse pointer over working area to draw the shape.

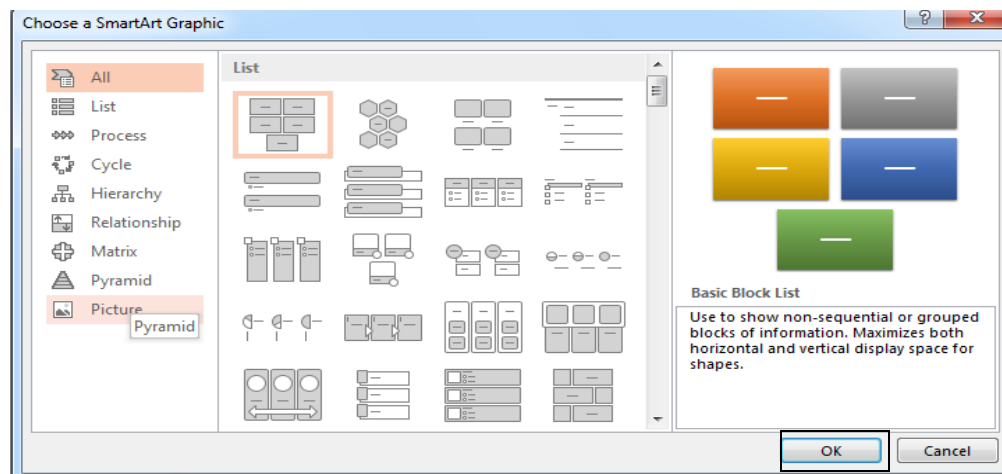


- **Inserting Smart Art:**

To Insert SmartArt to your slide, goto 'Insert' tab, then click in 'Smart Art' Button.



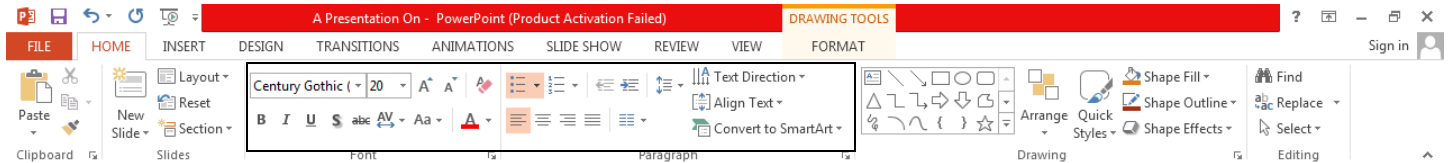
Then Select the type of SmartArt you want add to your slide in 'Choose Smart Art Graphic' Dialog Box.



**CLICK OK**

# TEXT FORMATTING

There are different text formatting options available in Microsoft Powerpoint. Such as Bold, Italic Underlined, Strikethrough etc. Differt Font Types are also available in order to make your presentation more dynamic. In addition to that 'WordArt' feature lets you convert any of the ordinary text into appealing graphic that contains 3D perspective, shadows, glow and much more.



*Different TEXT FORMATTING Options Available In PowerPoint*

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