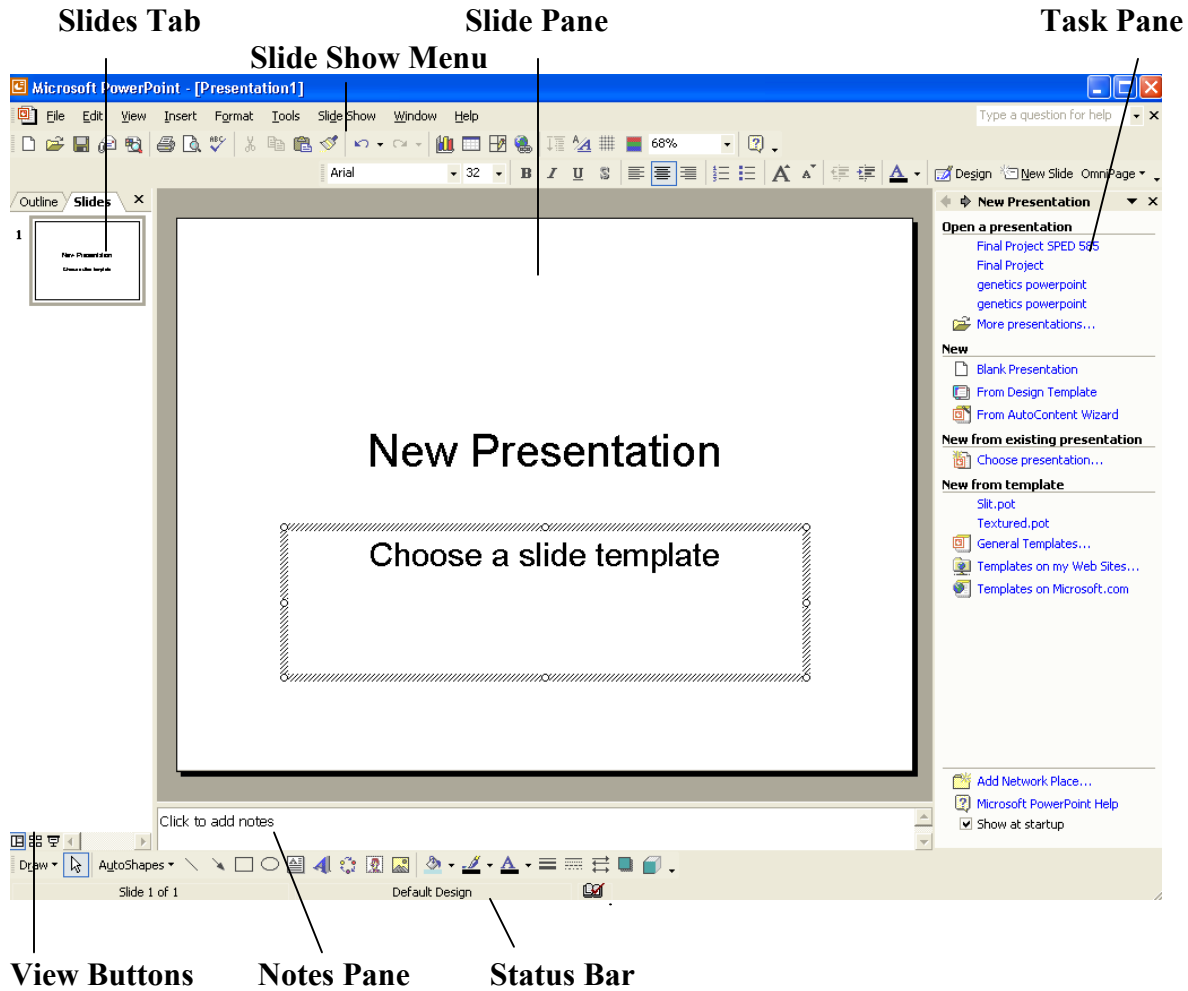


PowerPoint XP Basics

1. Go to the Start Menu/Programs/PowerPoint

2. Navigating around the screen:



3. Creating a presentation

- Click *Blank Presentation* in the list of options found on the right side of your screen.



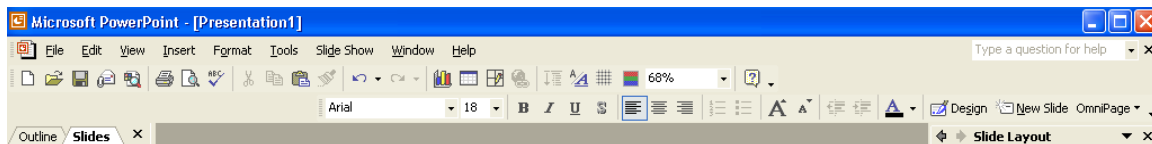
- **Choosing a slide layout**

Choosing a Slide layout

- Choose a slide layout by clicking on the layouts shown on the right side of the screen
- Layouts are formatted to graphically depict the information you wish to convey
- You have a variety of choices in which to display your information: graphs and tables, clip art and media clips, as well as organizational charts

▪ Creating a new slide:

Click the *New Slide* option located in the upper right hand corner of the screen.



Next choose a layout appropriate for the information you will enter onto the slide.

Follow these instructions to add each slide to the presentation.

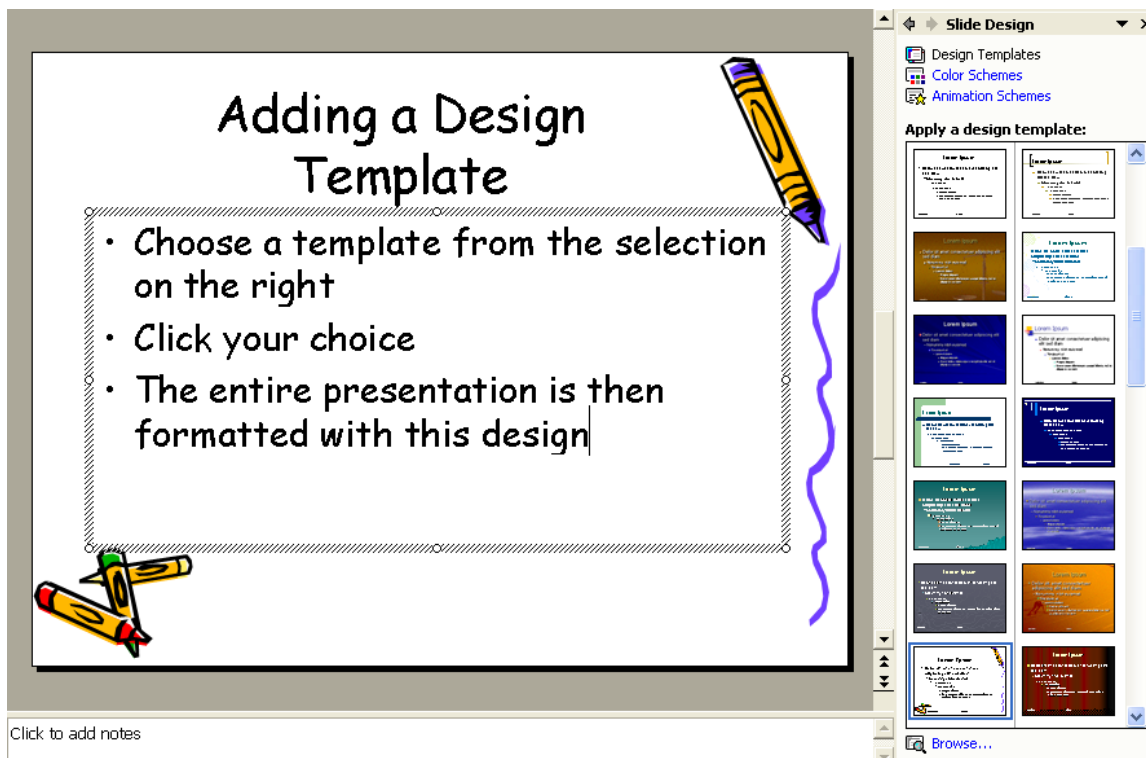
Note: When entering information on the slide, click on the place card in which the information will be entered.

4. Formatting slides using a design template:

Click the down arrow beside the *Slide Layout* option on the right side of the screen.

Click the *Choose Slide Design – Design Templates* option.

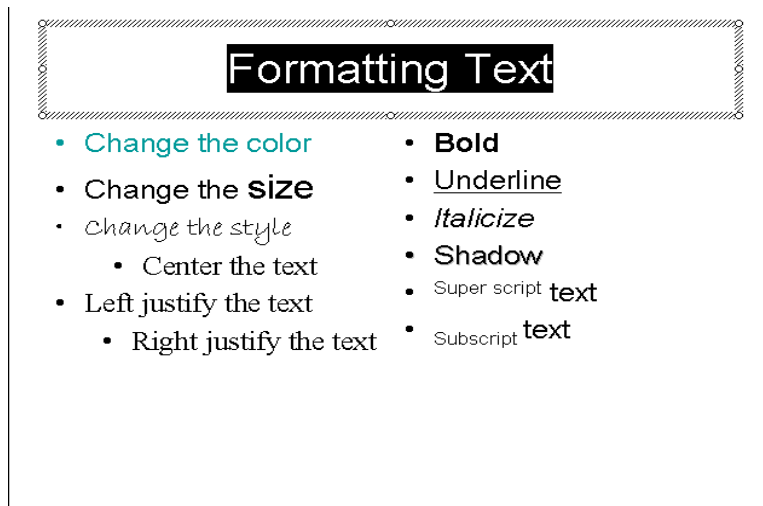
Choose a design by clicking on your choice.



Note: You may choose a different design template for each slide by clicking on the down arrow beside the design template and choosing the *Apply to Selected Slide* option.

5. Formatting Text:

Highlight the text to be formatted



Click the option of choice on the formatting Toolbar, or click *Format*, then *Font* to choose options.



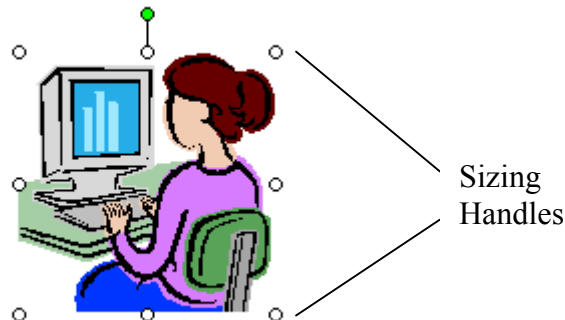
6. Inserting Pictures:

Using a slide layout with a place card for a picture, double click on the picture.

In the dialog box, type in the category of pictures from which you would like to choose.

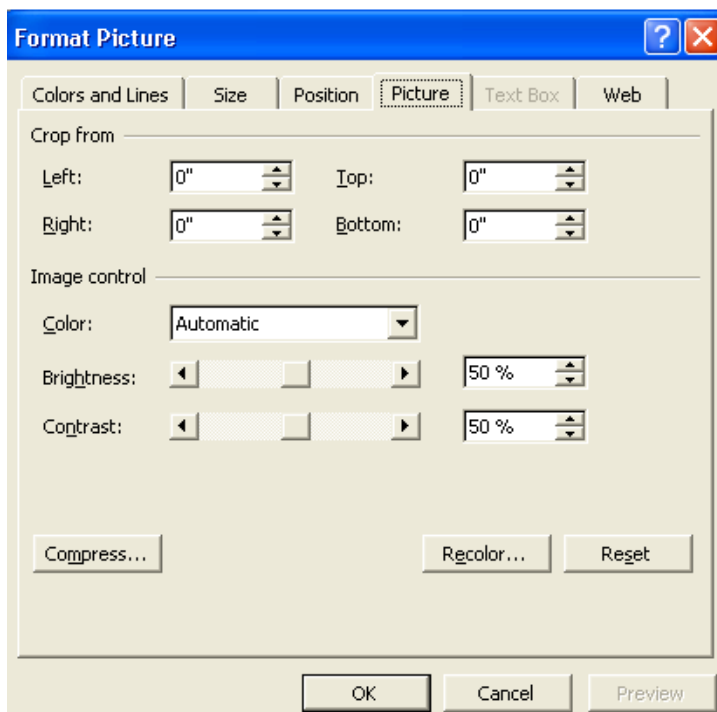
Click on the picture you would like to insert into the slide. Click *OK*.

You may resize the picture using the sizing handles surrounding the picture.



The green circle allows you to rotate the picture by left clicking and dragging.

Double clicking on the picture allows you to format the picture using a dialog box.

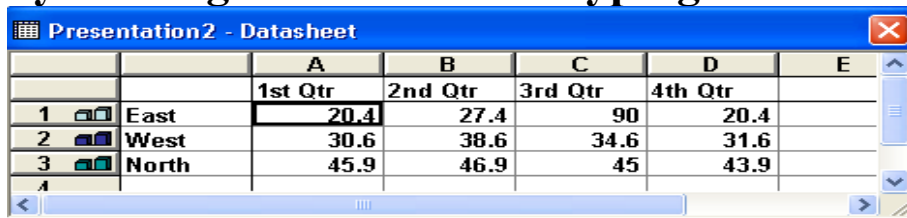


Note: To enter pictures taken from a digital camera, click *Insert, Picture, From File*. Click the down arrow in the *Look In* box, then choose the directory of the location of your picture (A:, Z:, etc.), Click on the picture you wish to insert then click *Insert*.

7. Entering Graphs, tables, etc.

Graphs, tables, etc. are entered onto the slide by double clicking the place card holder.

Data may be entered into the datasheet by clicking in each cell and typing in the data.

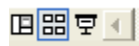


		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Double clicking on the chart will bring up the *Format Chart* dialog box, which will allow you to make changes to the appearance of the chart.

7. Rearranging the order of the slides

Change to the *Slide Sorter* view.



Click on the slide you wish to move, hold the left mouse button down and drag the slide to the desired location.

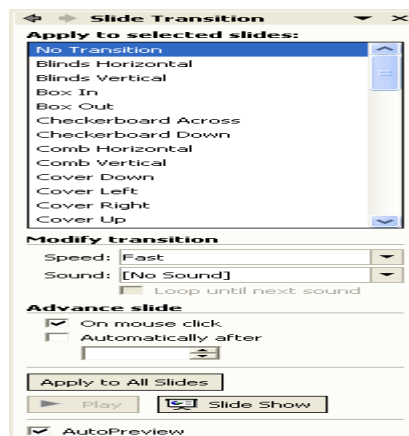
Note: You may also rearrange the slides from the

**slide tab found at the left side of the screen
by clicking and dragging the slides to the desired location.**

8. Adding Slide Transitions

You can format the way in which each slide transitions to the next by clicking on the *Slide Show* option on the Menu bar.

Click on *Slide Transition*



**Choose a transition
from the list located at the right side of the screen.**

The transition will automatically preview.

**From this same section of the screen you may
adjust the speed and sound of the transition.**

**You may also choose to have the slide transition
automatically or on a mouse click.**

9. Adding Custom Animation to slides

**To add a Custom Animation to a slide, click on the text or
picture you wish to animate, then click the down**

arrow located beside the Slide Layout option in the task pane.



Click *Custom Animation* then click the *Add Effect* button

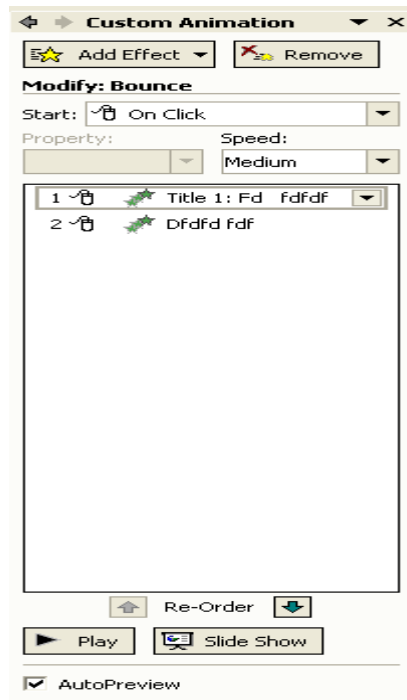


To add the animation to the slide, choose one of the four options found in the menu (Entrance, Emphasis, Exit, or Motion Paths).

Click to choose an option in the menu available for the animation you chose.

Once you have chosen an animation, a new menu will pop into the Task Pane.

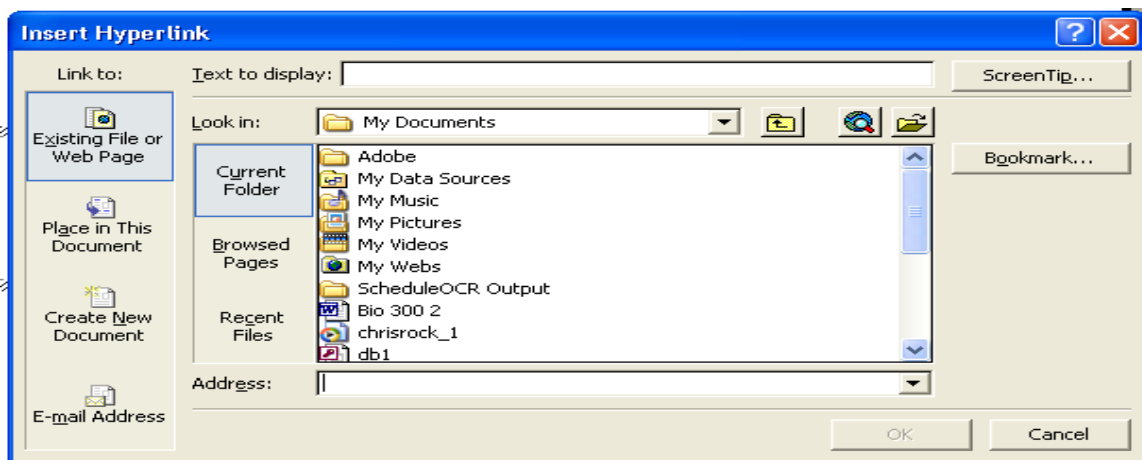
You may select speed, etc. from this menu.



The animation will automatically preview the animations.

10. Linking files

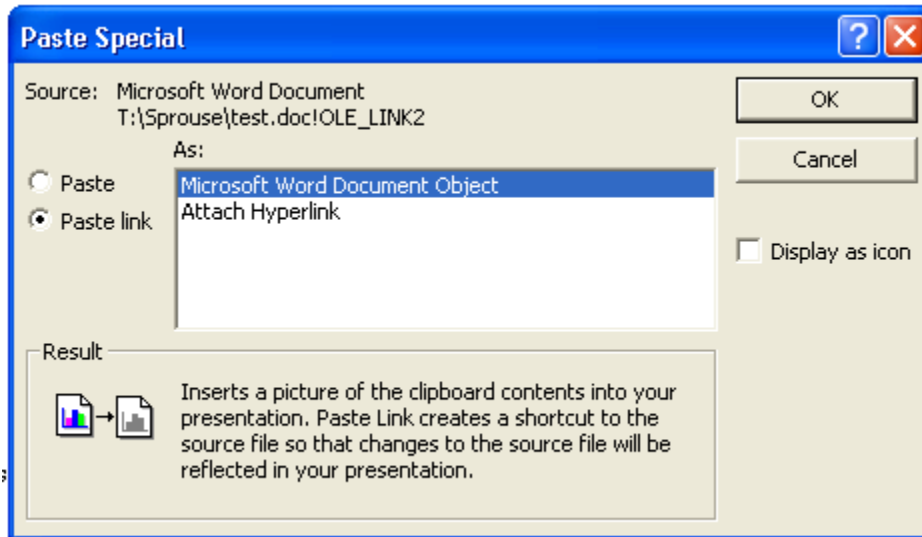
To link a webpage to your presentation, place the insertion point where the link will be located, click *Insert*, then click on *Hyperlink*. Type in the web address in the address box. *Click OK*.



Note: The hyperlink will activate in SLIDE SHOW view.

To link a document to your presentation, open the program

containing the file you wish to attach. Select the information to link, then click *Edit* then *Copy*. In PowerPoint, click where you want the link to be located then click *Edit*, *Paste Special*, click the *Paste Link* button, click *OK*.



Note: This will allow you to double click on the link and update information in the linked file.

11. Viewing the slide show

You may choose the *Slide Show* option on the menu bar, or click on the Slide Show view at the bottom left corner of the screen.

To end the show before it is over, right click then choose *End Show*.

12. Printing

The presentation may be printed as slides or handouts by completing the print dialog box. You're your selection using the pull-down menu under Print what:

