

# PowerPoint Basics

## To begin . . .

Open PowerPoint. (Go to Start, Programs, then PowerPoint.) This first slide is the title slide. Enter your title and subtitle if you have one.

- (If you don't have a subtitle and want to delete the box, click on the dotted line forming the box until you do not see the cursor within the box. Then push the delete key.)



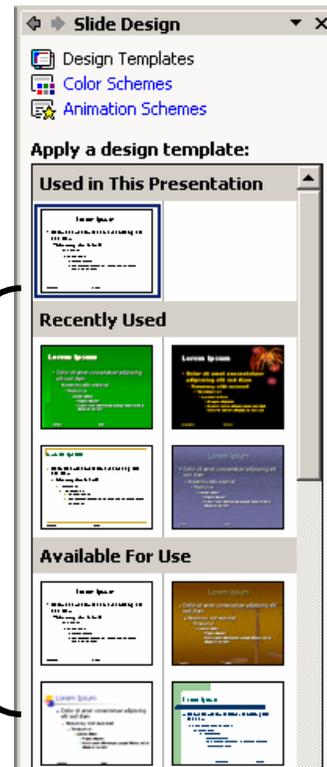
## Choose a background.

- If there are no options showing, click the Design button on the top menu bar.

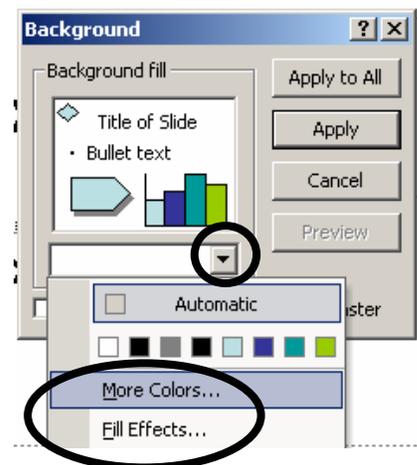


This can also be done by clicking Format, Slide Design.

- Choose a background image. Keep in mind, if you choose the background from here, this will automatically be the background for the entire PowerPoint.



- The second option you have for a background is one solid color. Go to Format, Background.
  - Click the drop down arrow then More Colors for, you guessed it, more colors to choose from.
  - Click Fill Effects for a variety of patterns and designs you can put into your background.
- When you select this option as your background, you can apply your selection to just the current page or the entire presentation.



## Adding a slide

There are several ways to add a new slide.

1. Click the New Slide icon. 
2. Click Insert, New Slide.
3. Push Control (Ctrl on your keyboard) and M.

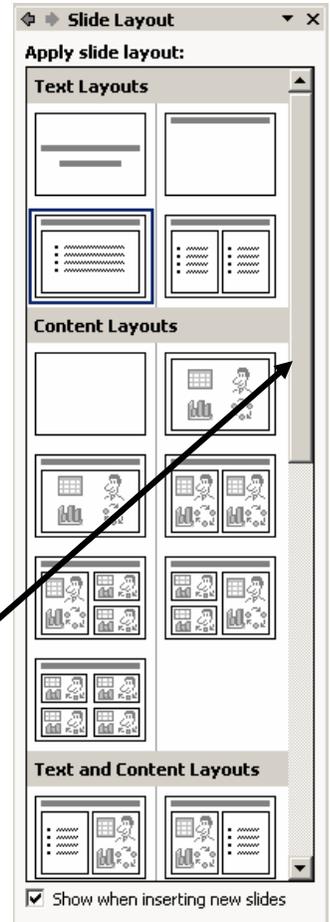
At this point, you could add several slides or just one at a time.

## Determining a Slide Layout

This function will be very helpful to you in designing the layout of your page – where you want your pictures, titles, text, etc. PowerPoint will automatically insert text boxes or boxes to select clip art or other pictures from.

- The feature should open when you add your second slide.
- If you need to open this feature, go to Format, Slide Layout.

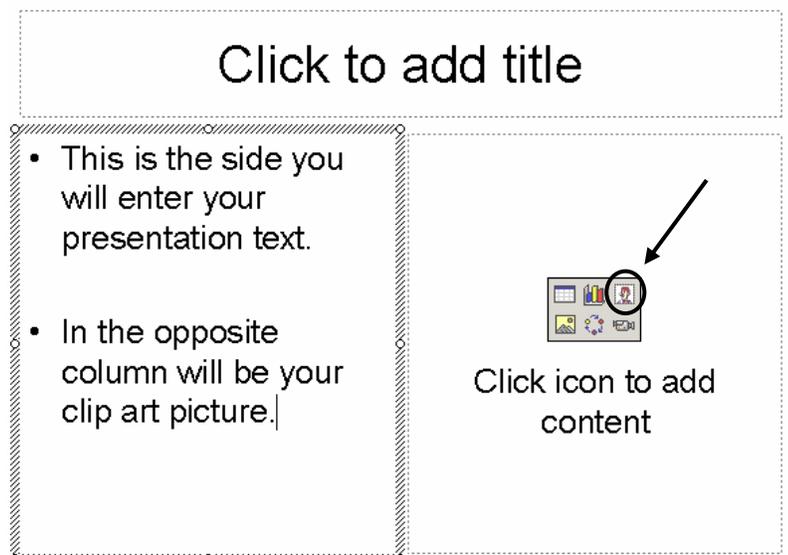
By using the scroll bar, decide which layout you would like for the particular page you are designing. Just click to select it. Then you can change the layout for each of the presentation pages.



## Inserting Clip Art

If you are wanting to insert clip art, select a page design that will let you do so.

- Click on the clip art icon  to insert clip art. The clip art gallery will automatically open when you do this.



## Click to add title

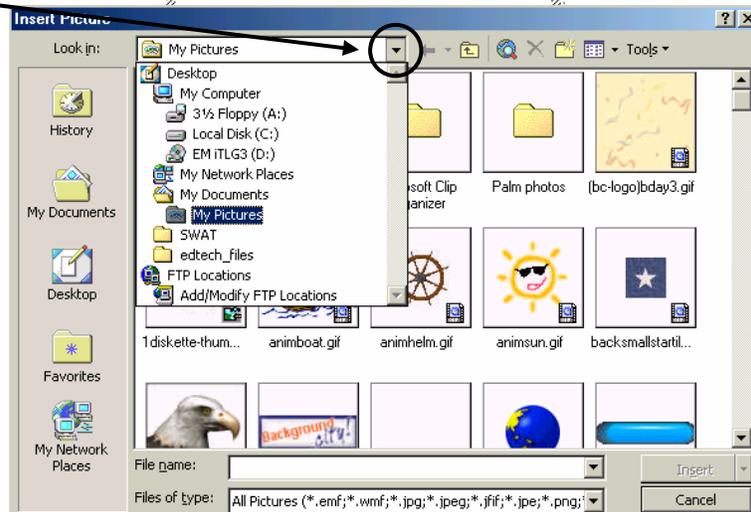
## Inserting Pictures

If you are wanting to insert a picture, select a page design that will let you do so. (See Determining Page Layout above.)

- Click on the picture icon  to insert a picture. My Picture in My Documents will automatically open when you do this.
- You need to navigate to find where the picture is you want to insert. Using the drop down menu will allow you to find the picture.
- Once you have found the picture, click "Insert" and the picture will automatically be inserted into the PowerPoint.

- This is the side you will enter your presentation text.
- In the opposite column will be your clip art picture.

Click icon to add content



## Slide Transitions

You can add transitions to your slides so they enter and exit in various ways as you show your presentation. Here's how to do that:

- Go to Slide Show, then Slide Transition. This opens a window giving you lots of options of the entrance effect of the slides. (As you select each one, you should see a preview on your slide.)
- (You might also check out Slide Show, then Animation Schemes for more transitions of slides.)
- You can also change the speed of the transition in addition to the sound.
- Are you going to advance each slide with the click of the mouse or do you want it to automatically advance after a certain amount of time? Make that selection here.
- Finally, do you want to apply your choices to all slides, or change the look of them individually? (Note you can also preview the slide show from here as well.)

