Introduction to Microsoft PowerPoint

Microsoft PowerPoint enables you to create and design "powerful, persuasive presentations."

How to create a slide show:

To	Do this
Start Microsoft PowerPoint	• Double click on the Microsoft PowerPoint icon on the desktop <u>OR</u> click on **Start ➔ All Programs ➔ Microsoft PowerPoint**
Create a slide show from a template	• Click **File ➔ New ➔ From Design Template** • Click the image for the template you choose
Create a slide show from scratch	• Click **File ➔ New ➔ Blank Presentation**
Open an existing slide show	• Click **File ➔ Open** <u>OR</u> **Ctrl + O** • Click the presentation you want to open, and then click **Open**
Create a table and type text in it	• Click **Insert ➔ Text Box** • Position the pointer where you want the corner of the table to appear, and then drag the mouse diagonally • Type text
View your slide show	• Click **View ➔ Slide Show** <u>OR</u> Click **Slide Show ➔ View Show** <u>OR</u> **F5**
Save your slide show	• Click **File ➔ Save as** <u>OR</u> **Ctrl + S** • Name presentation, and then click **Save**
Print your slide show	• Click **File ➔ Print** <u>OR</u> **Ctrl + P** • Select layout from drop down menu under **Print What** (i.e., slides, handouts, notes pages) • Select number of copies, and then click **OK**
Need further help?	• Click **Help ➔ Microsoft PowerPoint Help** • Type in question, click **Search** • Need further help, **ASK THE LIBRARIAN!**

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How to create a slide show (continued):

To	Do this
Insert a picture	• Click **Insert** ➔ **Picture** • Select what picture to add (i.e., Clip Art, From File, AutoShapes, Word Art, Organization Chart, etc.)
Insert a slide	• Click **Insert** ➔ **New Slide** <u>OR</u> **Ctrl + M**
Duplicate slide	• Click **Edit** ➔ **Duplicate** <u>OR</u> **Ctrl + D**
Create a slide design	• Click **Format** ➔ **Slide Design** ➔ Apply a Design Template ➔ Double click on the desired template from the samples • Design will apply to all slides
Create a slide layout	• Click **Format** ➔ **Slide Layout** ➔ Apply Slide Layout
Spell check	• Click **Tools** ➔ **Spelling** <u>OR</u> **F7**
Select a color scheme	• Click **Slide Show** ➔ **Animation Schemes** ➔ (on right hand side) **Color Schemes** ➔ Double click on the desired color scheme
Add custom animation	• Click **Slide Show** ➔ **Custom Animation** ➔ **Add Effect** • Select from dropdown menu (i.e., **Entrance, Emphasis, Exit,** or **Motion Path**) • Select effect • To see 'More Effects' click on **More Effects**
Insert a movie or sound	• Click **Insert** ➔ **Movies and Sound** • Select movie or sound from clip organizer or file • Click **Insert**
Need further help?	• Click **Help** ➔ **Microsoft PowerPoint Help** • Type in question, click **Search** • Need further help, **ASK THE LIBRARIAN!**