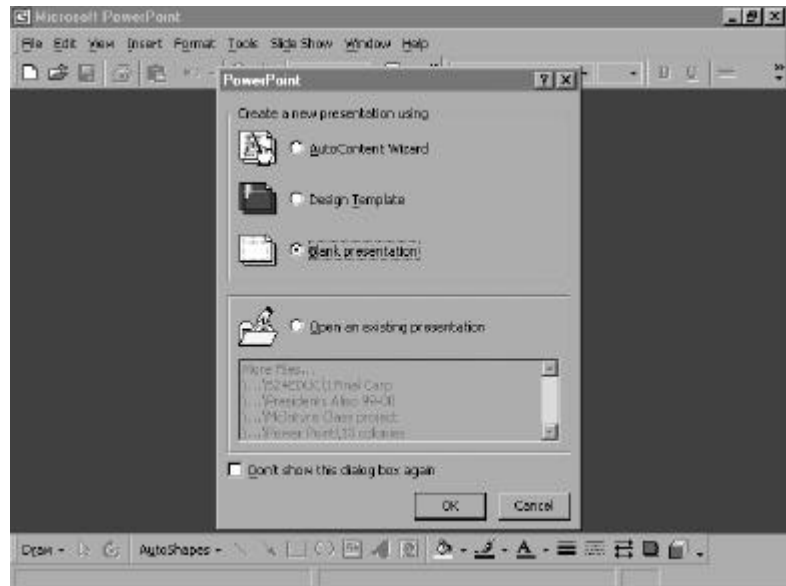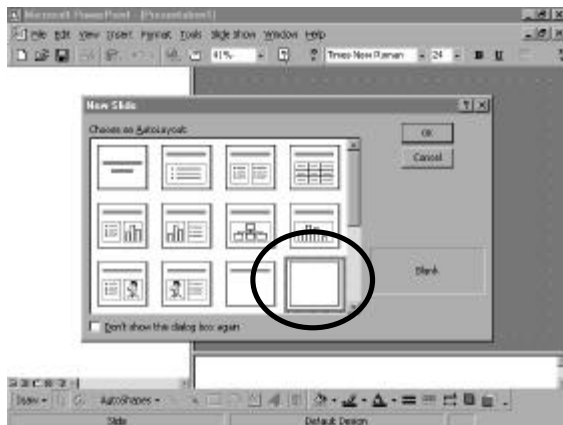# Power Point

Open PowerPoint

1. Click on **Start**
2. Click on **Programs**
3. Click on **Microsoft PowerPoint**
4. Choose **Blank Presentation**
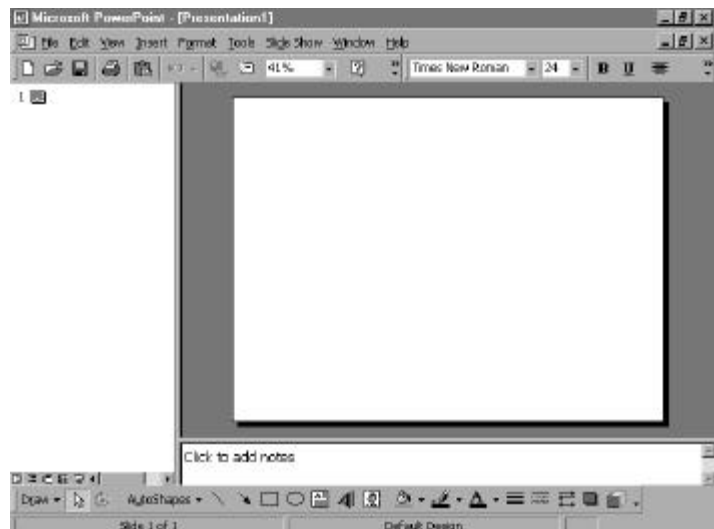5. **Click OK**

Choose the blank slide option
in the new dialog box

Click OK

Now the screen looks like
this and you are ready to add
to your slide!

Martha McIntyre

To add a background

1. Under **format**, click on **background**
2. Click on the arrow in the empty box
3. Click on **more colors** or **fill effects** and choose your favorite
4. Click **OK**, then click **Apply**

To add text

1. Make a text box as you would in Word (Insert>Text Box, then click and drag to make a rectangle)
2. Type your text (the box will expand as you type)
3. You can change the font or size by highlighting the text and selecting a new choice

To add word art

1. You must have your drawing toolbar showing. If you do not see the icon, go to **View>Toolbars** and click on **Drawing**
2. Click on the word Art icon
3. Select the Word Art style from the choices
4. Type your text (the message Your Text Here will disappear as you type)
5. Click OK
6. You can click and drag the Word Art anywhere on the slide

To add graphics

1. Under **Insert**, click **Picture**, then click **From File**
2. Find the location of your picture
3. Click on the name of the graphic
4. Click **Insert**
5. You can move your graphic by clicking and dragging it to any location on the slide

**To add animation
(to make your text or graphic move)**

1. Under **Slideshow** click
   Custom Animation
2. Put a check next to the text
   box or graphic in the box that
   says "Check to animate
   slide objects"
3. Click on the Effects tab
4. Click on the down arrow
   next to the box that says
   "No Effect"
5. Choose the effect you want
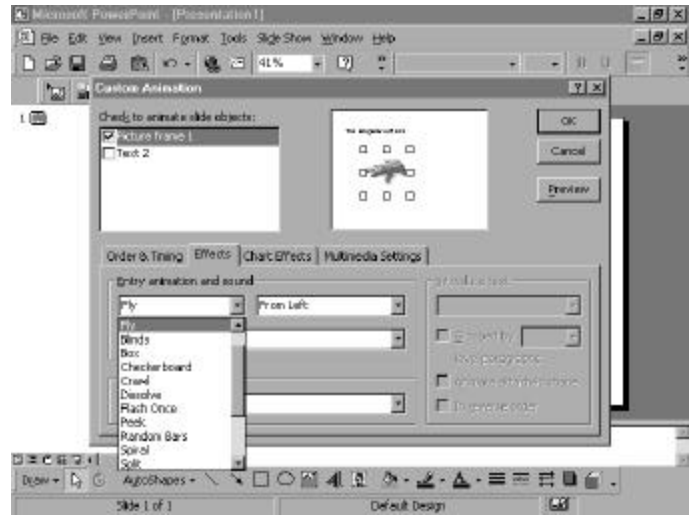
To see your slide in action, click on View then Slide Show (click esc to stop)

**To add automatic timings (so you don't have to click to
have your text or graphic move while viewing the show)**

1. Under **Slideshow** click
   Custom Animation
2. Click on the Order and Timing tab
3. Click in the box next to each
   item that is listed
4. Under Start Animation,
   click in the circle Automatically
5. Choose the time (don't make it
   too long, 0.05 is the maximum)
6. Repeat for all your animations