
POWERPOINT TUTORIAL

INSERTING IMAGES WITH A DIGITAL CAMERA

- Creating a Slide from a Template
- Adding New Slides
- To Change/Add a Background Color/Texture
- Inserting Images

ADVANCED APPLICATIONS

- Creating an Outline in Powerpoint
- Creating a Slide Show from a Previously Made Outline
- Viewing the Slides
- Creating Text
- How to Fix and Adjust Text
- How to Move Text on the Slide
- How to Change or Remove Bullets
- How to Do Text Animations or Builds
- How to Add Clip Art

[Creating a Slide from a Template](#)

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- From **START**, click **PROGRAMS** and **MICROSOFT POWERPOINT**.
- From the new menu...click **TEMPLATE** to create a presentation with help, click **BLANK PRESENTATION** to create a presentation independently.
- From the **NEW PRESENTATION** menu click **PRESENTATION DESIGNS**. View a thumbnail of designs and click **OK** to select a template.
- From the **NEW SLIDE** menu click **OK** to choose a layout. Layout choices may be edited at any time.
- The slide appears, displaying the template and layout you selected.
- To change slide order, click **VIEW**, click **SLIDE SORTER**...drag and drop in the desired order.

[Adding New Slides](#)

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- From **INSERT**, click **ADD A NEW SLIDE** or...
- Click on the **NEW SLIDE** icon from the toolbar.

[To Change/Add a Background Color/Texture](#)

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- Select slide, go to **SLIDE VIEW**

- From **FORMAT**, click **BACKGROUND...**
 - Click the colored bar.
 - From the drop down menu choose **MORE COLORS...** or **FILL EFFECTS...** and make a selection.
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Inserting Images

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- From **SLIDE VIEW** select slide.
 - Click **INSERT**, click **PICTURE**, click **FROM FILE**.
 - From the **INSERT PICTURE** menu select the location of your image.
 - Digital camera files are located in **A: drive**.
 - Highlight the image selected, click **OK**.
 - The image will appear on your slide and can be edited and re-sized.
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Creating an Outline in Powerpoint

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- Open the **OUTLINE PAGE** from the **OUTLINE BUTTON**.
 - Type the outline into the outline window.
 - Bullets automatically appear at the start of each line after the numbered line.
 - Change indentations by using the **SHIFT** and **TAB** keys.
 - Use the **TAB** key to move in a level to the right.
 - Use the **SHIFT + TAB** key to the left.
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Creating a Slide Show from a Previously Made Outline

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- Type the outline using your word processor. Each line at the far left is a slide.
 - Change indentations by using the **SHIFT** and **TAB** keys.
 - Use the **TAB** key to move in a level to the right and **SHIFT + TAB** key to move out a level to the left.
 - From the **OUTLINE VIEW**, select **INSERT** from the menu, then select **SLIDES FROM OUTLINE**.
 - Select the proper drive and file. Click **OK**.
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Viewing the Slides

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Individual Slides

- Switch to **SLIDE VIEW** to see slides.
- Go between slides by using the vertical scroll bar to the left of the slide.
- Check each slide for general appearance and make sure the type does not run off the slide.

Entire Slide Show

- Click the **SLIDE SHOW** icon or
 - From the toolbar, click **SLIDE SHOW**, click **VIEW SHOW**.
 - To end the slide show, click a lower left button on the screen.
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Creating Text [Return to top](#)

- From **SLIDE VIEW** display the slide you want to add text to.
 - Click **INSERT**, click **TEXT BOX**.
 - Position the mouse + where you want the top left corner to appear.
 - Drag the mouse to size the text box.
 - Enter text.
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How to Fix and Adjust Text [Return to top](#)

Overflowing Text

- Eliminate some of the text.
 - Split the text into two slides.
 - In **SLIDE VIEW**, determine where you want to split the slide.
 - Return to **OUTLINE VIEW**.
 - Add a heading for the new slide.
 - Use **SHIFT+TAB** to move the heading as far to the left as it will go.
 - Use the **TAB** and **TAB+SHIFT** key to adjust the outline in the new slide.
 - Reduce the type size from **SLIDE VIEW**.
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How to Move Text on the Slide [Return to top](#)

- From **SLIDE VIEW**, click on the text.
 - A shaded box (**PLACEHOLDER**) will appear around the text.
 - Click on the **PLACEHOLDER**, line and handles will appear.
 - Click and drag on the handles to re-size.
 - Click and drag on the shaded outline to move the **PLACEHOLDER** and its text.
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How to Change or Remove Bullets [Return to top](#)

- From **OUTLINE VIEW** select line to change.
 - Click **BULLETS** on the toolbar to add or remove a bullet.
 - Select **FORMAT/BULLETS** to change bullet style.
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How to Do Text Animations or Builds

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- From **SORTER VIEW** click the gray **BUILD** button.
 - Select **DIM PREVIOUS POINTS**.
 - Select **EFFECT**.
 - From the drop down menu, choose the effect you want.
 - Click **OK**, click **SLIDE SHOW**.
 - Click or space bar to advance each slide.
 - At the effects or animated slide, click to bring up each line of text.
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How to Add Clip Art

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- Select slide, go to **SLIDE VIEW**.
 - Select **CLIP ART** from toolbar or **INSERT** menu.
 - Click on clip art choice.
 - Click **OK**.
 - Edit and re-size clip art by dragging handles, click outside to hide handles.
 - To remove graphic, click on it, hit **DELETE**.
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How to Print the Presentation

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- Select **PRINT** from the toolbar or **FILE** menu.
- Click on **PRINT WHAT**.
- Click **HANDOUT** (6 slides per page) on the drop down menu.
- Repeat selecting **PRINT** and **PRINT WHAT**.
- Select **OUTLINE VIEW**