

Power Point Instructions



Inserting a Slide:

- Go to "Insert"
- Choose "Insert New Slide"
- "Choose Layout" (Blank is good because it gives you more freedom. If you choose a layout with a picture you must put a picture there...same with text)

Inserting Text:

- Go to "Insert"
- Choose "Text box"
- Click the area on the slide you want to type the text
- You can format the text by highlighting it and choosing format, then text. You can change the color, size, and style.

Inserting a Picture:

- Go to "Insert"
- Choose "Picture"
- Choose "from file" if you saved it from the internet
- Choose scanner or camera if you loaded it from such
- To add a border - "right click the picture" and choose "borders"

Changing a Background:

- Go to "Format"
- Go to "Background"
- Choose your style or color
- Choose "Apply" to add it to only that slide. If you want it the same on all slides, choose "Apply to All". You can always undo your choice if by choosing "Edit" and "Undo"

Inserting a Movie or Sound: music must be saved with your powerpoint onto a CD

- Click on the first slide that you want the song to play for
- Choose "Insert"
- Choose "Movies and Sounds"
- You will have to have downloaded the movie or sound from Clips Online prior to doing this... Select "Sound from file"
- Locate where your music is located

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- Answer "yes" to the question "Do you want sound to play automatically...."
- Drag the speaker icon off of the slide so that it doesn't show when playing the slide show
- Right click on speaker icon and select "Custom Animation"
- Select "Effect Options"
- Select "Start Playing" at beginning; stop playing after last slide.

Saving Pictures from the Internet:

- Right click on the picture
- Choose "Save Picture As"
- Once in PowerPoint you simply follow the "inserting a picture" directions

Animating Your Slides:

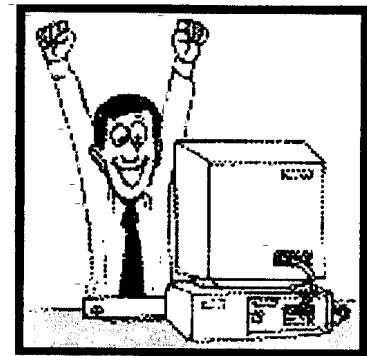
- Choose "Slide Show"
- Choose "Custom Animation"
- Choose "Add Effect"
- Choose an effect (Play around with different effects)
- Choose "Start" if you want the effect to happen automatically change to such. If you want to click the mouse for it to start leave it set on "click"
- You can change the speed here as well.

Viewing Your Slide Show:

- Choose "Slide Show"
- Choose "View Slide Show"
- "F5" will begin the slide show.
"Esc" will end it

To Set Timing For Reading

- Have slides on "Slide Sorter View"
- Go to "Slide Show"
- Go to "Rehearse Timings".. this will begin
Your first slide...you will see the clock at the top of the
Screen timing you as you read
- Advance to next slide when ready and the clock will begin timing again
- Advance to end of show... stops timer
- Save timings



Done !!