

## **PowerPoint Presentations**

**Typing –** 1. Click where you want to type

**To change to a different slide –**

1. Click on the left side of the screen
2. Click on the slide that you want

**Changing Font –**

1. Highlight the text you want to change
2. Click FORMAT – FONT
3. Choose the type of font & size

**Inserting a picture from CLIP ART –**

1. Click where you want your picture to go
2. Click INSERT – PICTURE – CLIP ART
3. Choose your picture by clicking on it
4. Click INSERT

**Inserting a picture from the INTERNET –**

**1<sup>st</sup> way –** Click and drag the picture to the part on the slide that you want it to go

**2<sup>nd</sup> way –** Click on the picture and move your mouse downwards

Next, choose *dfhkajfhkjdhfj*

Finally, take the picture and drag it to the place you want it to go

**Changing the color of the background –**

1. Click FORMAT – SLIDE BACKGROUND
2. Choose the color from the box with arrows

### **Choosing a background –**

1. Click FORMAT – SLIDE DESIGN
2. Choose a design

### **Adding a slide –**

1. Click INSERT – NEW SLIDE
2. Choose the style of slide that you want

### **Spell Check –**

1. Click TOOLS – SPELLING
2. Decide if you need to make any changes
3. If you do not want to change something then press IGNORE

### **Slide transitions –**

1. Click on the slide you want to change
2. Click on SLIDE SHOW – SLIDE TRANSITION
3. Choose your slide transition from the top box with arrows
4. Click APPLY

### **Animations on text or pictures –**

1. Click on the text or the picture you want to animate
2. Click SLIDE SHOW – ANIMATIONS
3. Choose one of the animations

### **To view your animation –**

1. Click SLIDE SHOW – ANIMATION PREVIEW

