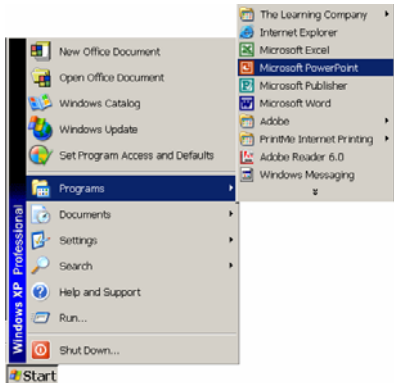


POWER POINT BASICS SHORTCUT CARD

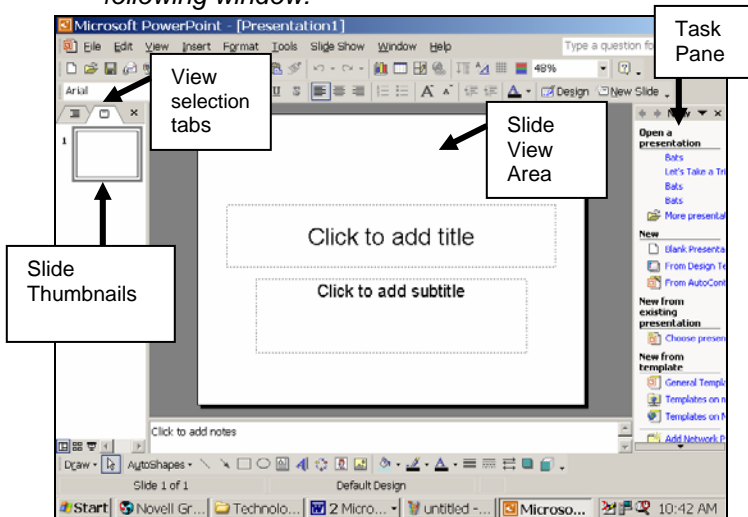
Start PowerPoint

1. Click on the **Start** button.
2. Choose **Programs > PowerPoint**
3. Click on **PowerPoint**




PowerPoint window


When PowerPoint appears, you will see the following window:



It's important to add the content to your presentation before you made it "look good". What you have to say is more important than font and color choices. Add all the text to your slideshow **BEFORE** you add colors, pictures, and sounds.

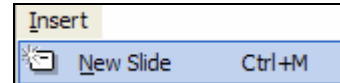
Adding text to your slides:

1. Click the Text box on the **slide in the Slide View Area**. (It is labeled, click to add title, subtitle, or text)
2. Click to the right of the first slide in the outline view. . This is where you will begin typing.

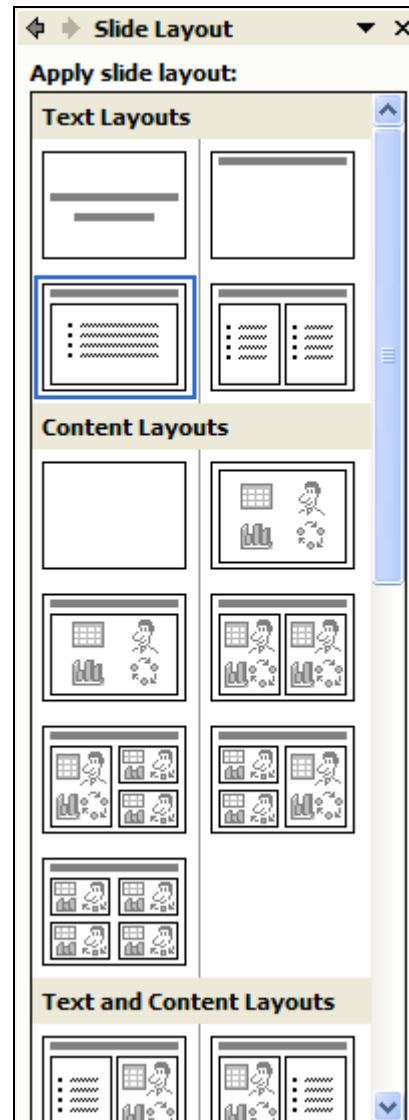
3. Press the **ENTER** key to move to the next line.
4. Click in another text box, or draw another text box by clicking the Text Box button from the Drawing toolbar. 
5. Continue adding text to your slide.

Add a new slide

1. To add a new slide, Choose **New Slide...**, from the **Insert** menu



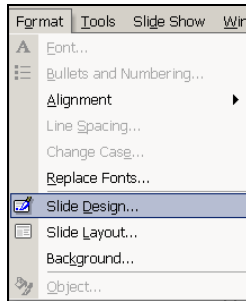
2. A new slide will appear in the Slide View Area.
3. The Slide Layout Task Pane will appear on the right-hand side of the window. You can change the default layout by clicking on one of these layouts.



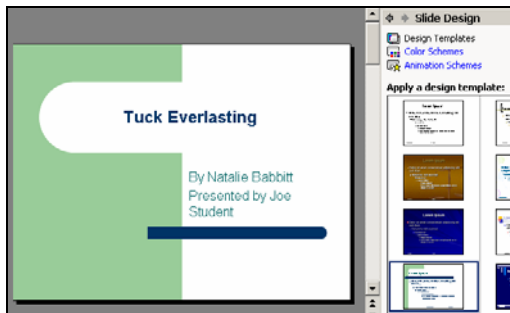
- Continue this process until you've added all of your slides to the presentation.

Adding a design to your slide

- Go to the **Format** menu and choose **Slide Design...**



- The **Task Pane** will change and you will see all of the available templates.
- Click on the template you want to add it to your presentation.



Changing Font Type

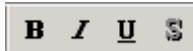
- To change font type, select (highlight) the text you'd like to change.
- Click the drop-down **font button** on the Formatting toolbar.



- Choose the font type you want.

Other Font Formatting

- To apply Bold, Italic, Underlining or Shadow formatting to font, select (highlight) the text.

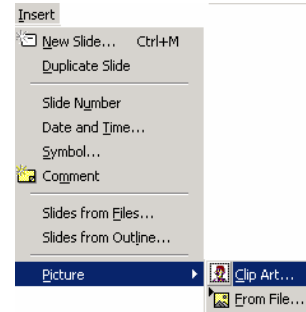


- Click the Bold, Italic, Underline, or Shadow buttons.

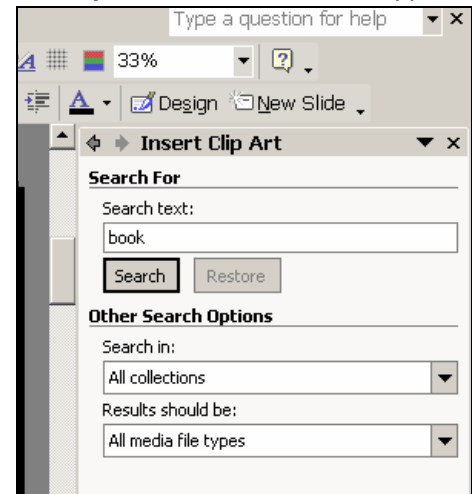
Adding Clip Art

To add clip art to your slide

- Click the **Insert** menu, choose **Picture, Clip Art...**



- Your **Task Pane** will change and an **Insert Clip Art** selection box will appear.



- In the **Search text:** field, type the name of a type of picture (Ex: book, apple, dog).
- Click the **Search** button.
- You can scroll down the **Task Pane** to view all of the clip art that matches your search criteria.
- To add one of the pictures, click on the picture in the **Task Pane** and it will be copied onto the slide that is displayed.

Change the size/position of clip art

When clip art is added to a slide it might be too big, too small, or in a location where you don't want it to be.

Change the size of a graphic.

- Click one time on the graphic.
- Eight white circles will appear on the edges of the graphic and a green circle will appear over the top.



- If you hold your mouse over the top of a white circle, it changes into a two-way pointing arrow. You can now click and drag your mouse to make the graphic larger or smaller.

Change the location of a graphic.

- Click one time on the graphic.

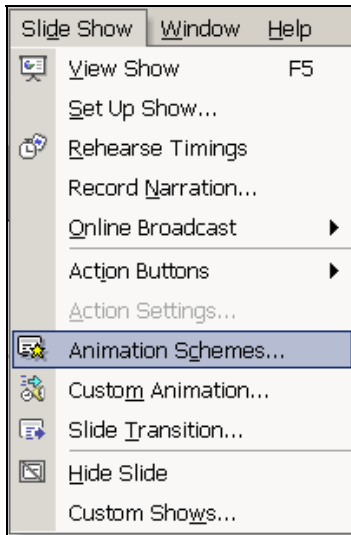
2. Hold your mouse over the graphic and your mouse will change to a four-way pointing arrow.
3. Click and drag the graphic anywhere on the slide.
4. Release the mouse button to drop the graphic.

Rotate a graphic.

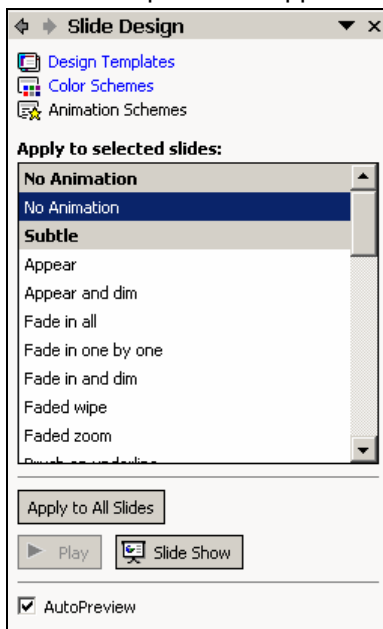
1. Click the graphic one time.
2. Hold your mouse over the green circle.
3. Your mouse changes into a circular arrow.
4. Click and rotate the graphic until it is in the position you want.
5. Release the mouse.

Slide Animations

1. From the **Slide Show** menu, choose **Animation Schemes...**



2. The Task Bar will change and the **Slide Animation** options will appear.



3. Choose the Slide Animation by clicking on it under **Apply to selected slides:**
4. This applies the selected option to the slide that is currently displayed, unless you click the

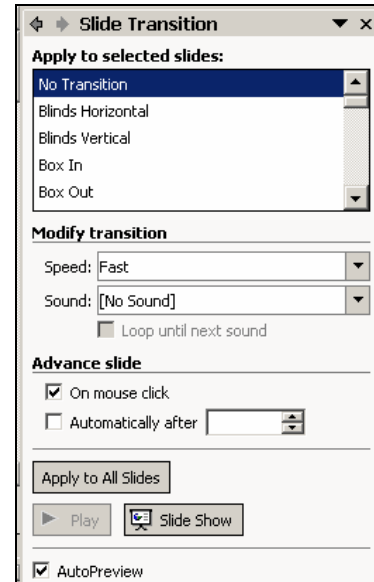
Apply to All Slides

button near the bottom of the Task Pane

Slide Transitions

This changes how slides appear as you move from slide to slide in your presentation.

1. From the **Slide Show** menu, choose **Slide Transitions.**
2. The **Task Bar** will change and the Slide Transitions options will appear

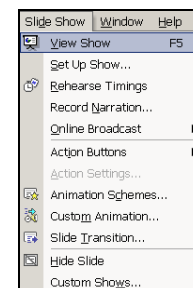


3. Choose the Slide transition by clicking on it under **Apply to selected slides:**
4. Change the **Speed:** by clicking the drop-down arrow.
5. Add sound to your slide transition by clicking the **Sound:** drop down arrow.
6. This applies the selected option to the slide that is currently displayed, unless you click the **Apply to All Slides** button near the bottom of the Task Pane.

Run the Slide Show.

Once you've complete working on your slides, you can view your presentation. To begin the slide show, follow these directions:

1. From the **Slide Show** menu, choose **View Show...**



2. Your presentation will begin and fill the computer screen.

3. Click the mouse on any area of the slide to advance to the next slide or begin text animation that was added.


Animate Slide Text

1. Click in the text box for the text you wish to animate.
2. Click on the **Slide Show** menu, **Custom Animation...**
3. Click the Effects tab and choose the effects you want.
4. Click **OK** to return to your presentation.

To insert a picture from a file:

1. Click the **Insert** menu, choose **Picture, From File...**
2. Navigate to the folder you have the file saved and select (highlight) the file.



3. Click the Insert button  to add the picture into your presentation.

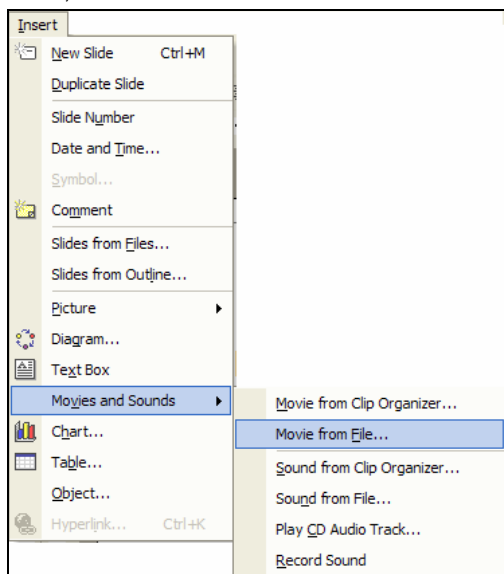
Saving Your Presentation

1. Click the **File** menu, choose **Save** OR click the **Save** button on the Standard toolbar.

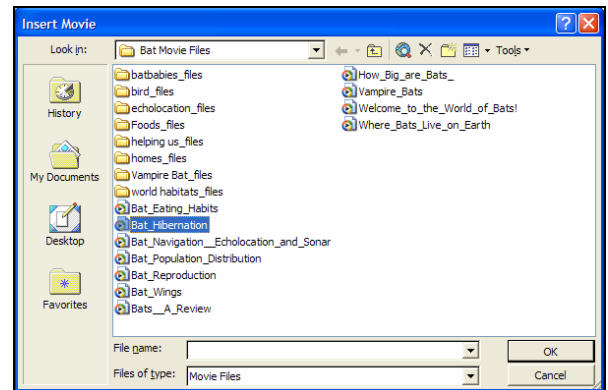
Inserting UnitedStreaming Clips

First, you need to download a video clip and save it to your hard drive or a network drive.

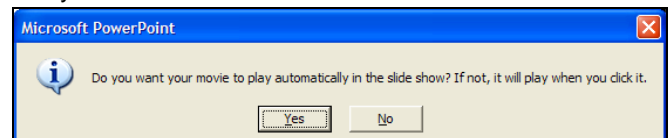
1. Click the **Insert** menu and choose **Movies and Sound, > Movie from file...**



2. In the **Insert Movie** dialog box, navigate to the location of the video clip.
3. Click on the video clip to select the file and then click on the **OK** button.



4. Choose whether you want to play the video automatically or click the clip to start it playing in your slide show.



5. You can resize and move the video clip anywhere on your slide.
6. To view the video clip, start the slide show.