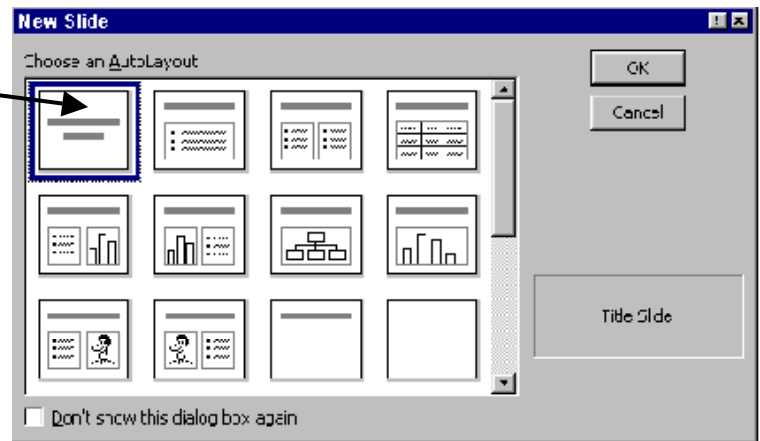


Getting Started with PowerPoint

1. Start Microsoft PowerPoint.
2. In the **New Slide** dialogue box, choose the Title Slide layout. Click **OK**.

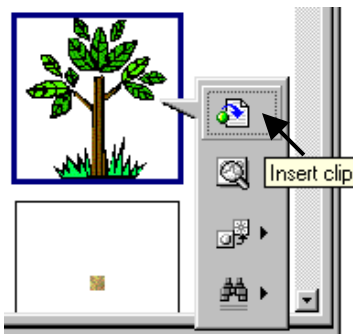


3. Click in the Title text box and type a title.
4. Highlight the text and make changes to the size, color, font, and style. After these changes you may need to resize and move the text box.

5. Type a subtitle in the Subtitle text box, if necessary.

Clip Art

1. Go to the **Insert** menu, choose **Picture**, and then **Clip Art**.



2. Click on a picture to highlight it, and then click the **Insert Clip Art** icon on the shortcut menu that appears.
3. Close the **Insert Clip Art** dialogue box.
4. Arrange and size the picture to suit your individual taste.

New Slides

1. Go to the **Insert** menu.
2. Click on **New Slide**.
3. Choose a slide layout. Then Click **OK**.

Adding New Text Boxes

1. Click on the Text Box tool in the Draw tool bar.



2. Click and Drag on your slide to create a text box.

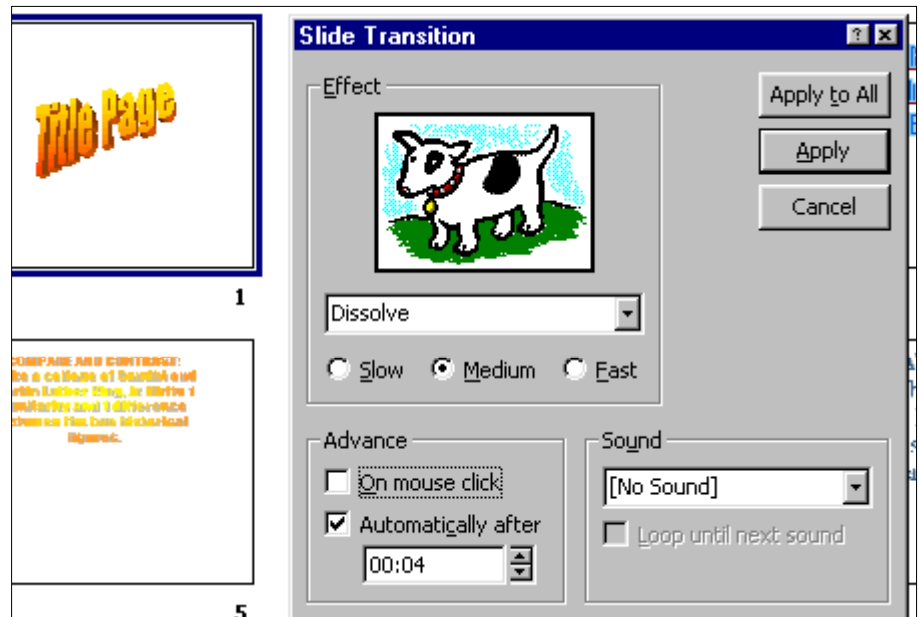
3. Type your text.
4. Highlight the text and make changes to the size, color, font, and style. After these changes you may need to resize and move the text box.

Continue creating new slides, adding clip art and text, until your presentation is complete.

Transitions

1. Go to View in the menu bar and pull down to **Slide Sorter**.
2. Click on slide 1.
3. Go to the **Slide Show** menu and select **Slide Transition**.

4. There are many transitions from which to choose. Select one under Effects and click on Slow, Medium, or Fast for the speed.



6. Choose sounds if needed.
7. You can have these effects apply to individual slides or to all the slides. Click **Apply** or **Apply to All**.

Run the Slide Show

1. Go to View in the menu bar and pull down to **View Show**.
2. Click the space bar, the arrow keys, or the mouse to move from slide to slide.