

POWER POINT STEP BY STEP DIRECTIONS

1. Open the PowerPoint program by double clicking on the image on the desktop.
2. Under "Create a new presentation using" box, click on "Blank Presentation" and then click "OK".
3. The next screen to appear is the "New Slide" screen. You are being asked to choose a slide layout. Since you must include a heading, image, and text, select one of the first two on the bottom row. Select by clicking the image once and then "OK." You have now created one blank slide in which to work.
4. Now you need to create four more slides to make a five-slide presentation. To do this, glide your mouse up to the "Insert" feature on the top menu bar. With the mouse clicked once, hold it down and select "Duplicate slide." This created a second slide just like the first. Now repeat this 3 more times to make a total of 5 slides
5. Click on "View" from the menu bar and select the Outline feature. This will bring up a list of all 5 slides. Move your cursor up to line 1 and type the heading for your first slide. Maybe it's the name of your breed and a catchy phrase such as "Chihuahua's: The Little Dog with a Big Mouth".
6. **DON'T HIT THE ENTER KEY.** Simply move up and down the 5 pages with the arrow keys. Repeat this for all five slides.
7. Double click on Slide 1. This will open up your first page.
8. Single click in the text box.
9. Before typing your text, change the font size to 30-40 by selecting the font size number on the menu bar with your mouse. Make sure all your text fits into the box and is easy to see. You want the text as big as possible so others may see during the demonstration. To adjust

POWER POINT STEP BY STEP DIRECTIONS

text size hereafter, highlight text you want to adjust by selecting it with your mouse and repeating the font size adjustment on the menu bar. You may do the same to change your font type but don't spend too much time with this or you won't finish.

10. Insert a picture in the following manner:
 - From clip art** - Select Insert-Picture-Clip Art- double click the box where is notes to and select an image by clicking on it twice or once and then OK.
 - From a file** - If you have an image saved on a disk, select Insert-Picture-From File. Another screen entitled "Insert Picture" will pop up. Select the file path in the "Look in:" box where your picture is located. Usually, it will be an image saved on the desktop if you worked at the same station to do your Internet research or on a 3 ½" Floppy (A) disk. Highlight the correct copy and then click "Open". This should bring up your image. If so, click "OK".
11. To resize your image, click it until small boxes appear around it. Move the cursor over a corner box until it changes from an arrow to a number line with arrows at each end. With the mouse held down, shrink by moving toward the center of the image, or, expand by dragging the mouse away from the image. Resize until it is the appropriate size.
12. Check the spelling of your first page by clicking on the **ABC** on the menu bar. Misspelled or incorrectly punctuated or used words will appear. A list of suggestions will also appear in most cases. If the word is correct, click Ignore. If the word requires changing, click on the correct word in the suggestion box or type in the correct word in the "Change to:" box and click "Change". Proceed until you receive a message that spelling is complete, click OK.
13. Select "View" from the menu and select "Outline." Double click on the second slide and repeat steps 6-9 until all 5 slides have a heading, text, and image.

POWER POINT STEP BY STEP DIRECTIONS

14. Now it's time to connect the slides so they you can navigate one to another with the click of the mouse. Select "Slide Show" from the menu bar and select "Set Up Show." Make sure the Show Type is "Presented by a speaker", the Slides section has "All" highlighted, and Advance Slides is "Manually."

15. Click "View Show" from the Slide Show menu bar to bring up your presentation. Click once to advance to the next screen until you have reviewed your entire presentation. To repeat viewing, repeat this direction.

16. Let's make your show more colorful. Go to "Format" in the menu bar and select "Slide Color Scheme." Click on one that suits you and click "OK". Repeat the previous step to evaluate.

17. When you are satisfied your presentation is complete, select "File - Save" and save to a disk or on the desktop at directed.

18. Print your presentation by clicking on File-Print. Review once more for spelling or punctuation errors. Turn in to your teacher before leaving.