

1 GETTING STARTED

- Select Start
- Select Programs
- Select Microsoft Office
- Select PowerPoint

2 NEW PRESENTATION

- Select File, New
- New Presentation pane will be displayed
- Select Blank Presentation
- Slide Layout pane will be displayed

3 CHOOSING SLIDE LAYOUT

- From the Slide Layout pane
- Point at the various slides to get a screen tip
- Select the type of slide you require

4 CHOOSING A DESIGN

- Click Design icon on toolbar or select Format, Slide Design

- Slide Design pane will be displayed
- Choose the design you want

5 CHOOSING A BACKGROUND

- Select Format, Background
- Open drop down list
- Select more colours for a solid colour
- Choose your colour and click OK
- Apply (one slide only) or Apply to All (all slides)
- Fill Effects will give a different selection
- Pictures can also be added as backgrounds in Fill Effects

6 ADDING NEW SLIDES

- Click the New Slide icon or select Insert, New Slide
- Choose your slide layout from Slide Layout pane

7 ANIMATION SCHEMES (allows you to choose from a variety of preset animations and add them to your slides)

- Select Slide Show, Animation Schemes
- On Slide Design pane check screen tip for effect
- Click to select the one you want
- Click apply to all slides

8 CUSTOM ANIMATION (allows you to add effects for individual items)

- Select Slide Show, Custom Animation
- Select what you want to animate on your slide
- The Custom Animation pane will be displayed
- Select Add Effect and choose your effect from drop down options
- Change the order using re-order if needed

9 SLIDE MASTER (This allows you to set up text or graphics on every page of a presentation or apply consistent formatting, except for the title page)

- Select View, Master, Slide Master
- Select Slide Master from left pane (top option)
- Add in text or graphics which you want on every slide or change formatting
- Select close master view from toolbar

10 TITLE MASTER (this applies to the Title Slide only)

- Select View, Master, slide master
- Select the title master from the left pane
- Format the title slide as you wish
- Close the Master view

11 SLIDE TRANSITIONS (A slide transition controls how one slide changes to the next)

- Select Slide Show, Slide Transition
- Choose the transition you want from the slide transition pane
- Select apply to all slides

12 VIEWING THE SLIDESHOW

- Select View, Slide Show or click on the slide show icon from the bottom of screen

13 SAVING

- Select File, Save as
- Choose the format you wish to save it as from the Save as type box
- Click on Save

14 PRINTING

- Select File, Print
- From the Print what: box choose slides or handouts
- If you have chosen handouts, choose number of slides per page
- Select Preview to check
- Click print

