

Powerpoint Reference Guide

To start a new presentation:

Go to the **File** menu and select **New**

- Select a **Blank presentation** and choose **layout** OR:
- Select **From Design Templates** to choose from a number of background patterns

To insert text (on blank slide)

- Go to **Insert** menu and select **Text Box**
- Hold **left** mouse button down, **drag** diagonally & **release** button
- This should create a text box – click in **box** and enter **text**

To add clipart (drawing or photo)

- Go to **Insert** menu
- select **Picture** → **Clip Art...** and choose from **Clip Art**
- OR Enter **category** (in Search for: box) and click **Go**

To add a soundtrack (music)

- Select **Movies and Sounds** → **From Clip Organiser**

To view your slide (or slideshow)

- Go to **Slide Show** and select **View Show**

Animation

To animate any object (a title, piece of text, clipart, photo etc.)

- Go to **Slide Show** menu and select **Custom Animation**
- Click once on the **object** you wish to work on (animate)
- Click on **Add Effect**
- Choose an **effect** from drop-down list (Entrance, Emphasis, etc.)
- Animation is now applied

To add transition effects between slides

- Go to **Slide Show**
- Select **Slide Transition**
- Choose **Transition** from list; set **Speed**; click **Advance** slide option
- **Transition** has now been applied to **selected** slide
- Click - **Apply to All Slides** - if required.