Microsoft

PowerPoint



What is PowerPoint?

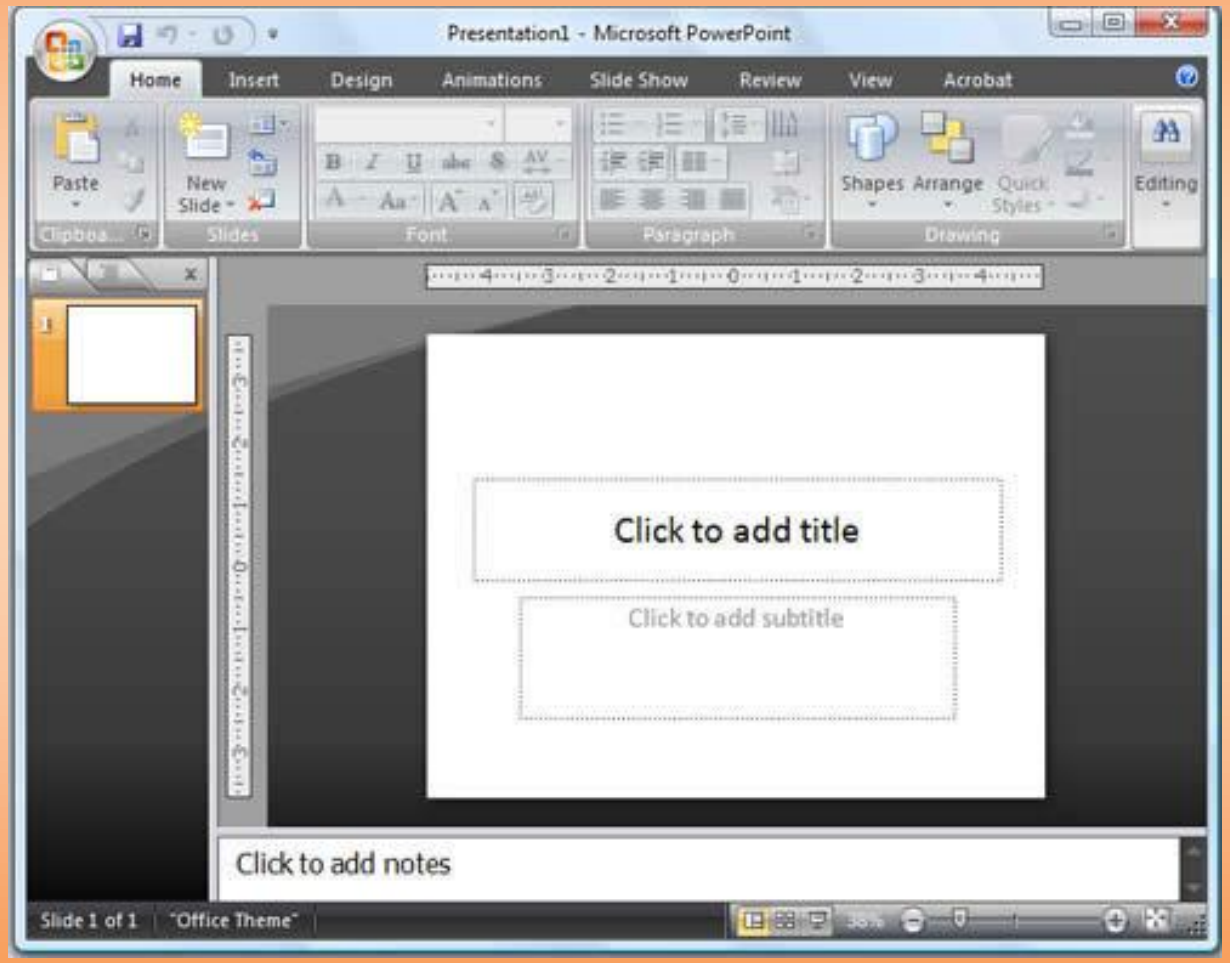
- A presentation software package to create slide shows.
- Can contain text, pictures, photographs or diagrams.
- This tutorial will teach the basics of using Microsoft PowerPoint.

PowerPoint icon



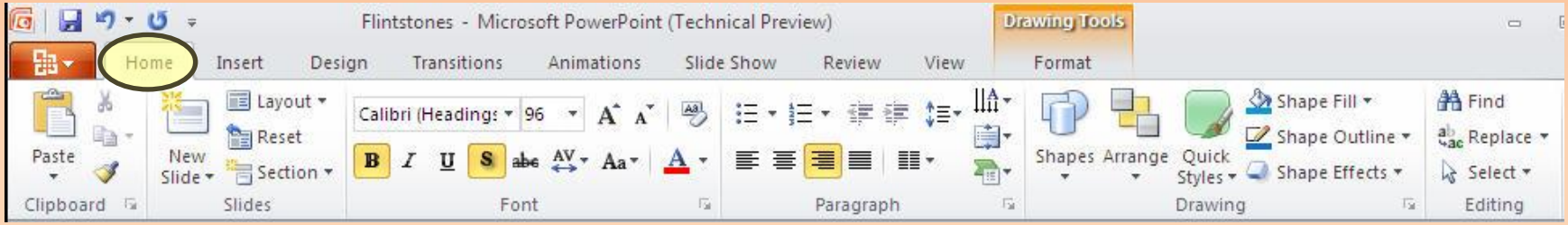
Click on the icon to open up PowerPoint

Creating a title slide

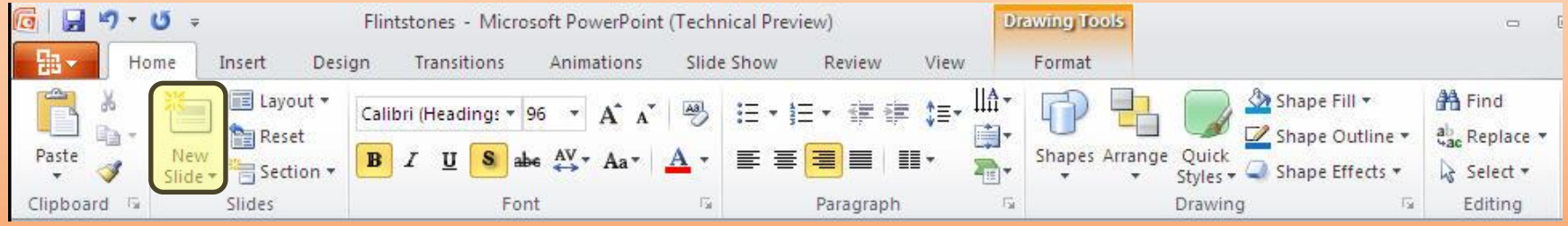


Adding a new slide

1. Click on the **Home Tab**

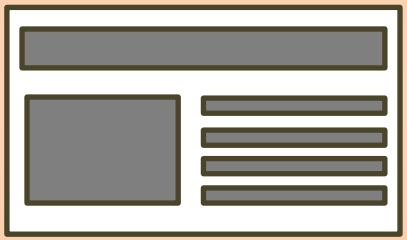


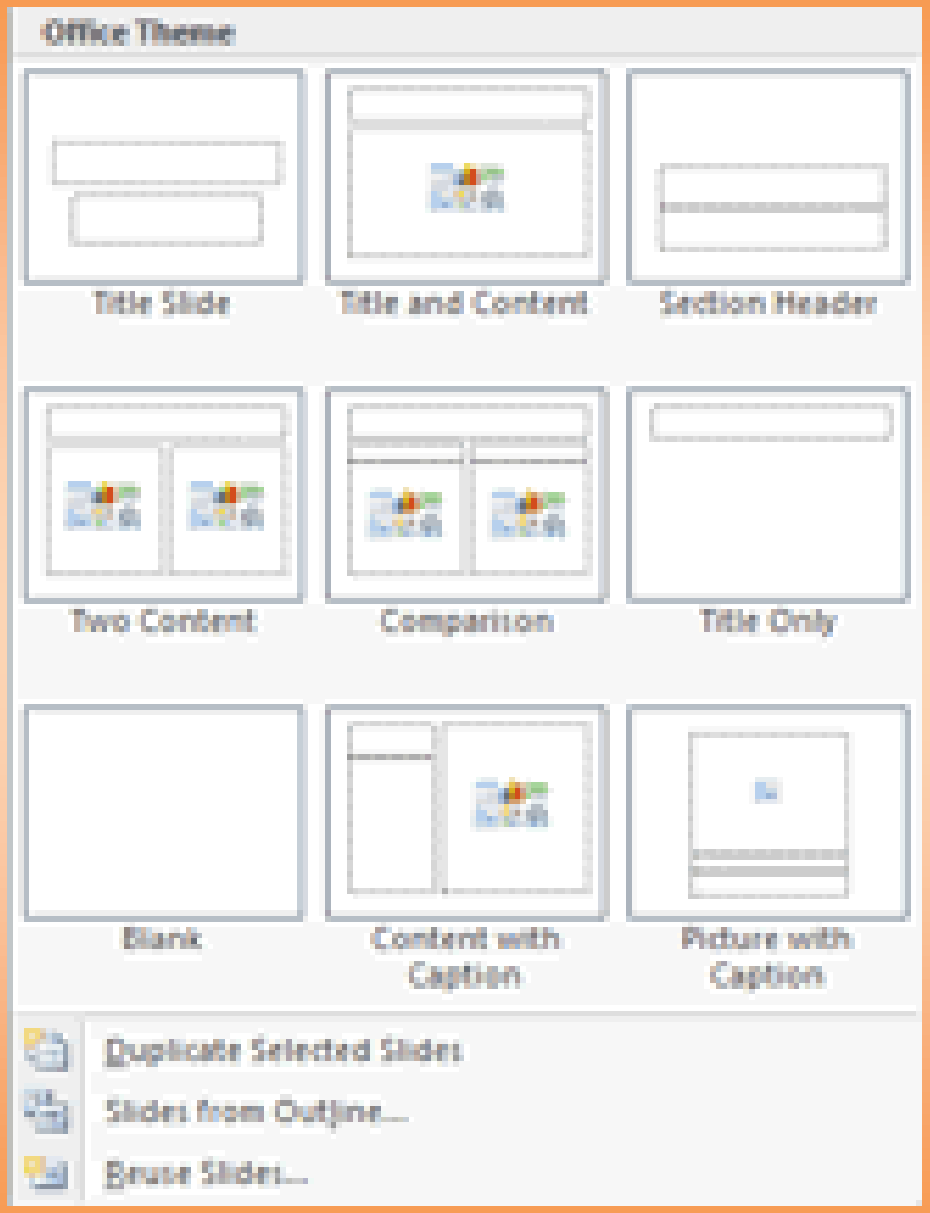
2. Click on **New Slide**



Changing the layout

3. Click on **Layout**





Inserting text

- Click into a box and start typing
- To start a new line, press the **Enter** key



Inserting clipart

Click on the **Insert Tab**



Inserting a picture

Click on the **Insert Tab**



Saving your work

1. Click on the **File Tab**
2. Click on **Save**
3. Click on **My Documents**
4. Click on work folder
5. Type in filename as appropriate

