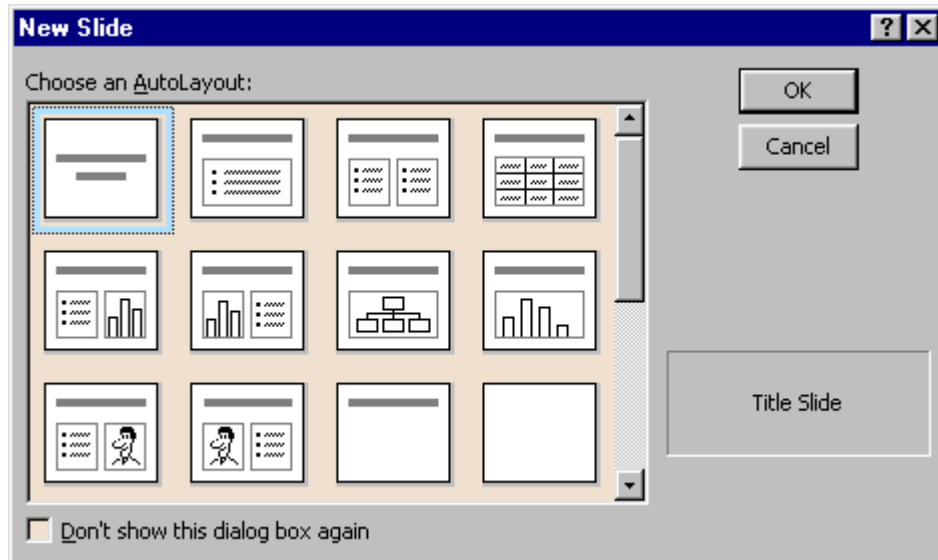
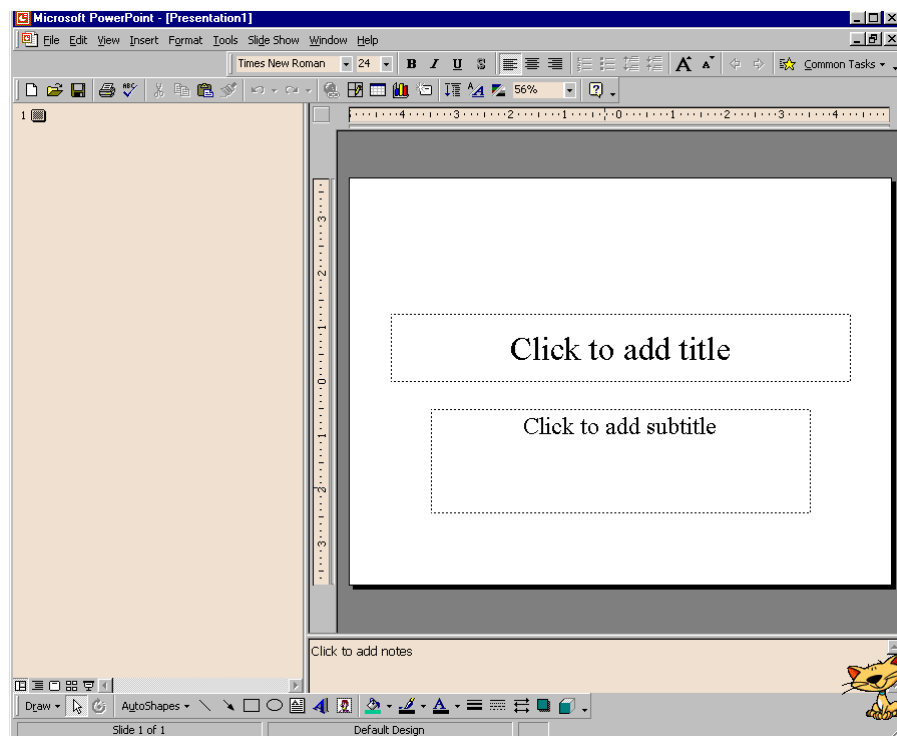


PowerPoint Quick Start

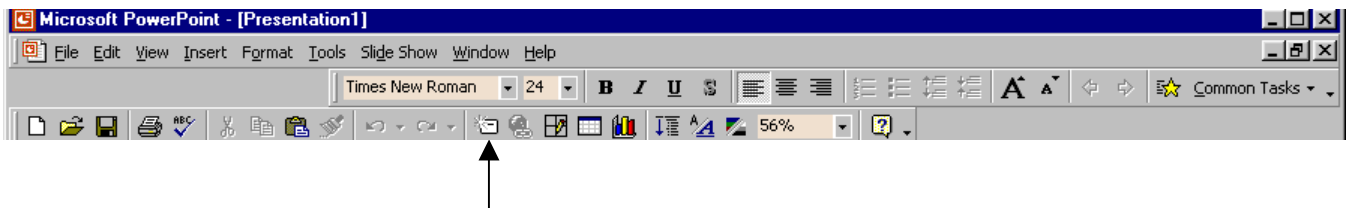
1. Launch **PowerPoint**.
2. Choose **Blank Presentation**.
3. Use your storyboard sheets to prepare your slides. Click on the first slide (**Title Slide**) in the **New Slide** window, and then click **OK**.



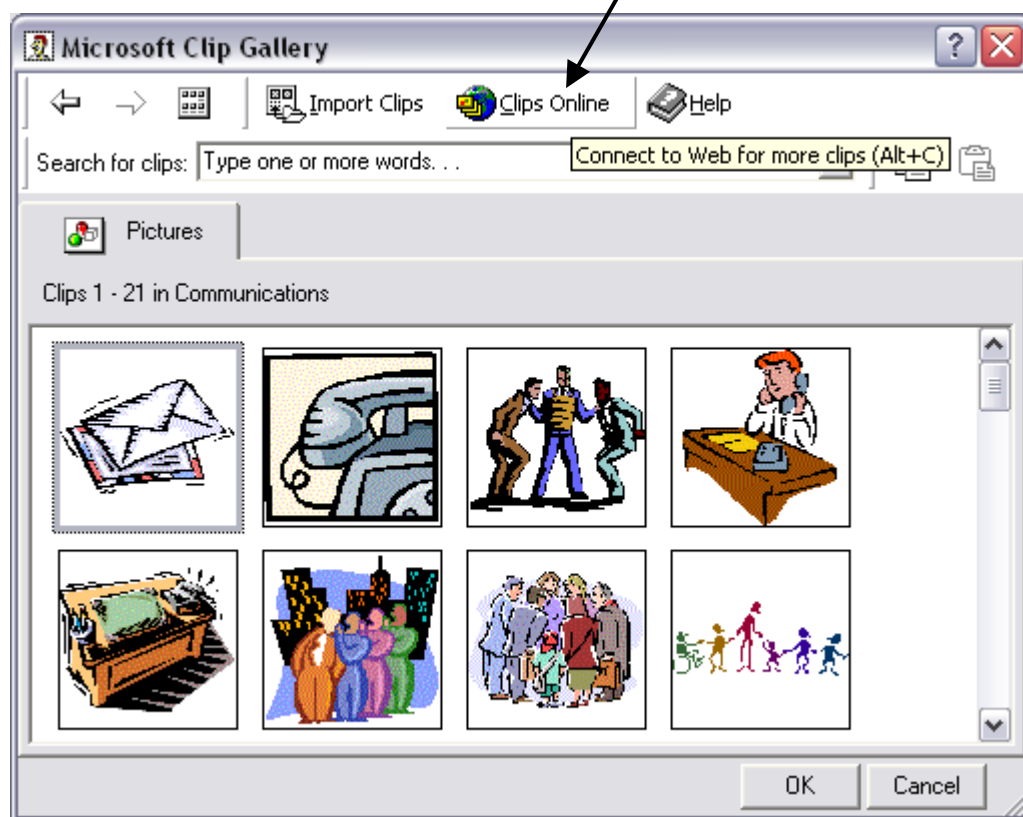
4. You can now click into the title space and type your title, then click into the lower box and add a subtitle, if you have one. **SAVE** your work.



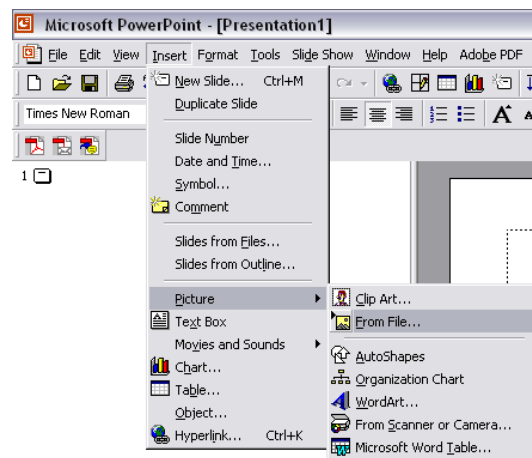
5. To make a new slide, you can go to the **Insert** menu and choose **New Slide**, or you can click on the icon in the toolbar that looks like an envelope.



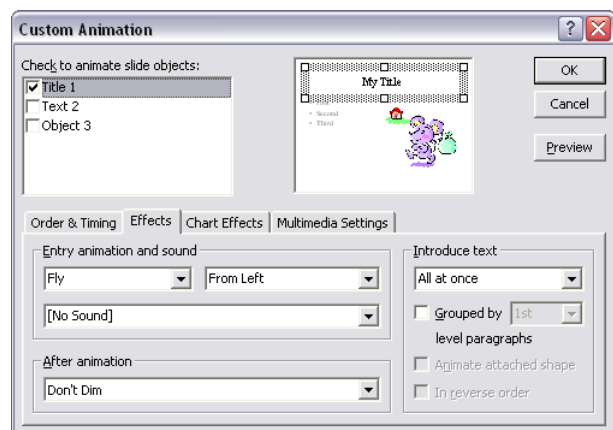
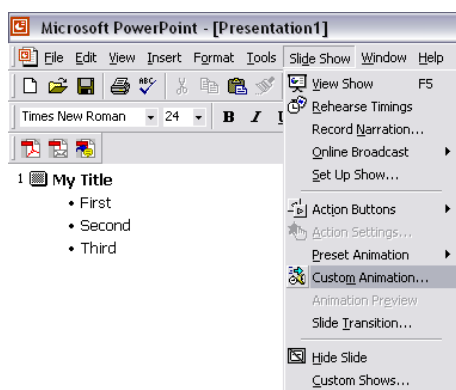
6. Choose the type of slide that fits best with your plan for Slide 2. **SAVE** your work.
7. Continue adding slides and entering your information on the slides.
8. **SAVE** your work after each slide (at least).
9. If you want to add pictures, make sure you have chosen a slide type which includes graphics. Double click on the section of the slide intended for images. Choose a picture from the items provided, or choose "**Clips Online**" to look for more clip art. All the clip art accessible in this way is provided for your use (copyright cleared) as an owner of Microsoft PowerPoint. **SAVE** your work.



10. If you need an image that is not in the file, click on **Insert** and choose **Picture** and then pick **From File**. You can then look for appropriate images in other programs on the computer's hard drive that can be included here. **SAVE** your work.



11. **A reminder:** Be cautious about using clip art from other sources in your work. Copyright issues can become a serious problem, if you do not continuously maintain vigilance over the choices you and your students make.
12. You can also try inserting sounds, using the same procedure. In the **Insert** menu, you go to **Movies and Sounds** and proceed from those choices.
13. You can set up custom animations to have the items on a slide behave in specific ways. Go to the **Slide Show** menu, and choose **Custom Animation**.



14. To view your presentation, go to the **Slide Show** menu and choose **View Show**. You will need to either click the **left mouse button**, or press **Page Down** on the keyboard to move from one slide or action to the next. Automatic slide changes and transition effects can be added, if you wish, but these can become very difficult and fussy. **SAVE** your work.