



GETTING STARTED WITH POWERPOINT P.1

Opening Word

1. Click > All Programs > Microsoft Office > Microsoft Office PowerPoint 2003 .

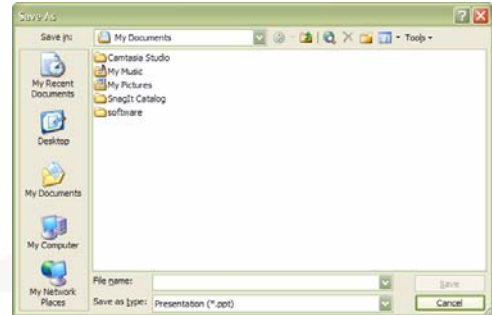
2. Once Microsoft PowerPoint is open you can begin creating your presentation.

3. To Save your document click **File** > **Save As...** and select the location where you would like the file stored. If you are on a personal computer, the

My Documents folder is a good place to store

your file. If you are on a school computer, please be sure to select 3½ Floppy (A:) or your jump drive. With helping determining where to store your file while in the library please ask for help to insure you have properly saved your file.

4. Below are descriptions of some of the most common features of PowerPoint.



Insert a Picture

1. Click **Insert** on the Menu Bar (very top of screen), and click:

a. **Clip Art...** (Image 1, right)

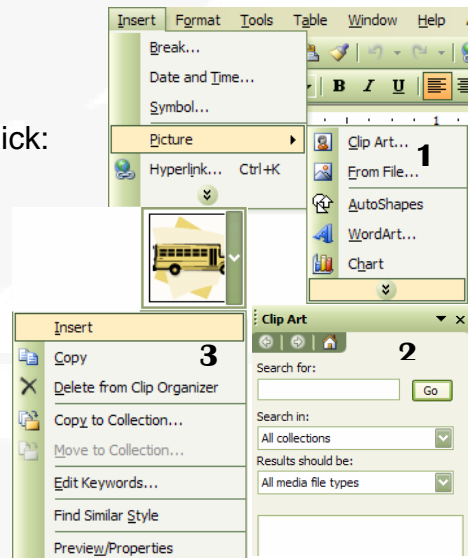
i. The Clip Art Task Pane (Image 2, right) will be opened on the right side of the window.

From here search for the clip art image you want by typing in a keyword in the Search for box and clicking Go. There will probably be many different pictures for you to select

from. Once you've selected the picture you want to use click the drop-down arrow by the picture and click Insert (Image 3, right).


b. **From File...** (Image 1, right)

i. If you clicked from File you will be taken to a dialog box where you need to select the picture you wish to add to your document. Browse to the picture and click **Insert**.




GETTING STARTED WITH POWERPOINT P.2

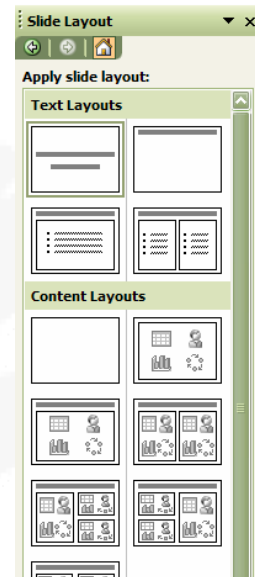
Insert a New Slide

1. Click the slide you want the new slide to come *after*.
2. Click **Insert** from the Menu Bar (very top of screen).
3. Click  **New Slide** or press CTRL+M on the keyboard.
4. If your new slide is not where you want it, click and drag the slide, in the Slides viewer panel (left side of the screen – see picture), to where you would like it.



Change the Layout of a Slide

1. The layout of a slide consists of where the title, pictures, graphs, and other pieces are located on the slide.
2. To change the layout from the default, click **Format** on the Menu Bar (very top of screen).
3. Click  **Slide Layout...** and the Slide Layout Task Pane (shown right) will be displayed on the right of the screen.
4. Slide layouts are organized into groups (Text layouts, Content Layouts, Text and Content Layouts, and Other Layouts) and can be applied to the slide by clicking the image.
5. Layouts can also be applied to more than one slide by holding the CTRL key while clicking each slide you would like that layout applied to and then clicking the layout in the Slide Layout Task Pane.



Change the Design of the Presentation

1. Click **Format** on the Menu Bar (very top of screen).
2. Click  **Slide Design...** and the Slide Design Task Pane (shown right) will be displayed on the right of the screen.
3. Slide Designs are organized into three groups (Used in This Presentation, Recently Used, and Available for Use) and can be applied to the *presentation* by clicking the image.

