PowerPoint Tip Sheet

 Log on to the computer using your school your student # (1st box) and your school computer password (2nd box)

2. Click on the **E** icon on the bottom left corner to see all the programs. Click on the **PowerPoint** icon.

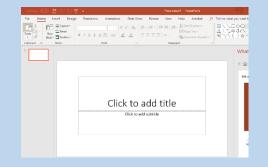


Other use

Next, click on Blank
Presentation to start a new file.



4. You will see a page like this.



- 5. Give the Powerpoint a file name by clicking on **File** on the top left corner of the page.
- 6. Then choose Save As



7. Choose the folder where you want to save the Powerpoint to. Name the file and click **Save**.

e	Save As		
ሰ Home			
🕒 New	L Recent	Documents How to use Powerpoint	
🗁 Open	SD41	PowerPoint Presentation (*.pptx)	Save
Info	OneDrive - SD41 @burnabyschools.ca		
<u>,</u>		Name 1	Date modified
Save	Sites - SD41 @burnabyschools.ca	Custom Office Templates	5/14/2019 1:49 PM
Save As	Other locations	Rainbow Calling Service	4/21/2020 10:00 AM
Save as Adobe PDF	This PC	References	5/12/2020 2:18 PM

8. Once saved, you will see the file name at the top of the page.

	How to use Powerpoint								
ew	View	Help	Acro	obat	Q				
ର		0	\mathbf{x}	ţ					
dd-	Zoom	Link	Action	Com	ment				

- 9. The first slide in the Powerpoint is your title page.
- 10. Add more slides by pressing the **Enter** key.
- 11. You can move individual slides around by dragging them to spot you want to move the slides to.
- 12. The Menu option is located at the top of the screen.



14.	Β Ι <u>U</u>	B = bold the text	/ = italicize	<u>U</u> = Underline

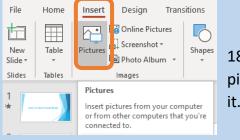
15. Insert – new slides, tables, pictures, shapes, etc.

AutoSave 💽 🖪 '9 - 🕐 또 🔻					How to use Powerpoint							
File	Home	Insert	Design	Trans	ition	Animations	Slide S	show	Review	View	Help	Acr
New Slide ▼ Slides	Table Tables	Pictures	ල Online Pict 고 Screenshot 데 Photo Albu Images	-	Shapes	Cons	Art	Forms Forms	⊖ Add- ins ▼	Zoom T	Link Links	Action

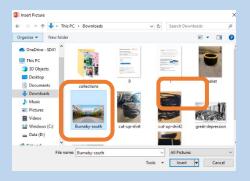
16. You can also insert links, text boxes, videos, audio files, etc.



17. To insert a picture from the computer, click **Pictures** from the **Insert** option.



Go to where your picture is saved and select it. Press Insert.

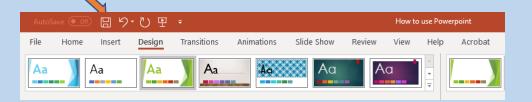


19. Design option- choose the design you like.



20. Save your file regularly by clicking on this icon. This is the Undo button.





21. Insert a video

AutoS	ave 💽 Off	· 🛛 9· 7) 또 ፣			How to use Powerpoint				
File	Home	Insert Design Trans	sitions Animations Slide S	how Review	View Help Acr	robat 🔎 Tell m	ne what you want to do		년 Star
New Slide •	Table	Pictures	Shapes Icons	Forms Add- ins *	Zoom Link Action	Comment Text Box	i i i i i i i i i i i i i i i i i i i	Ω Symbols	Video Audio Screen
Slides	Tables	Images	Illustrations	Forms	Links	Comments	Text		Online Video
1									Uideo on My PC

22. Transitions button

Press **CTRL + A** to select all the slides on the left side.

Select the transition you want.



23. To play the slide show, select Slide Show

