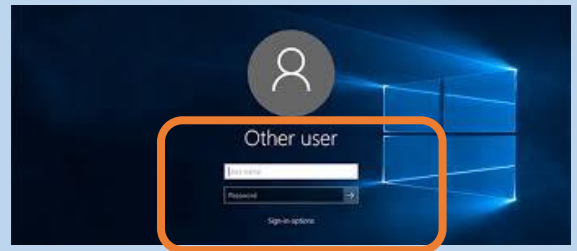

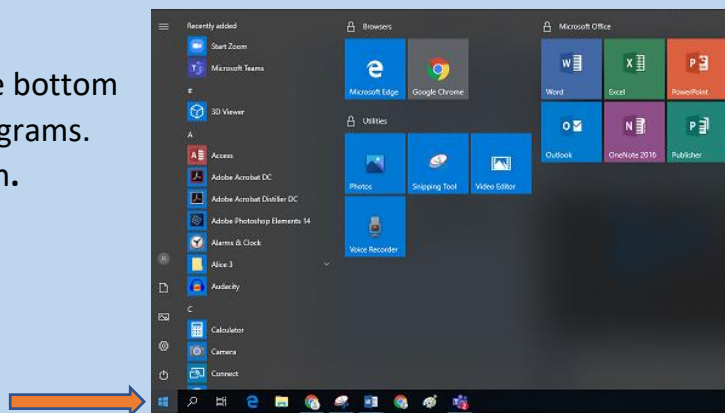


# PowerPoint Tip Sheet

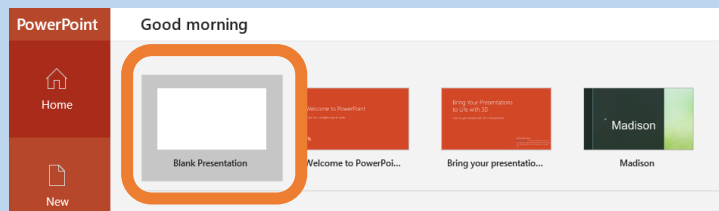
1. Log on to the computer using your school  
your student # (1<sup>st</sup> box)  
and your school computer password (2<sup>nd</sup> box)



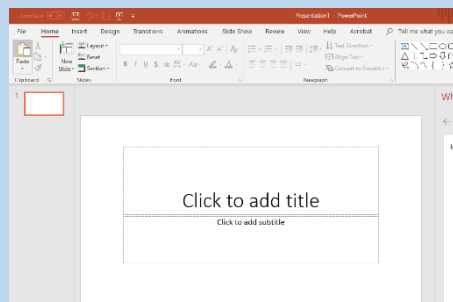
2. Click on the  icon on the bottom left corner to see all the programs.  
Click on the **PowerPoint** icon.



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

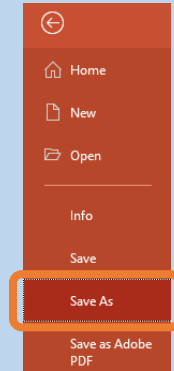


4. You will see a page like this.

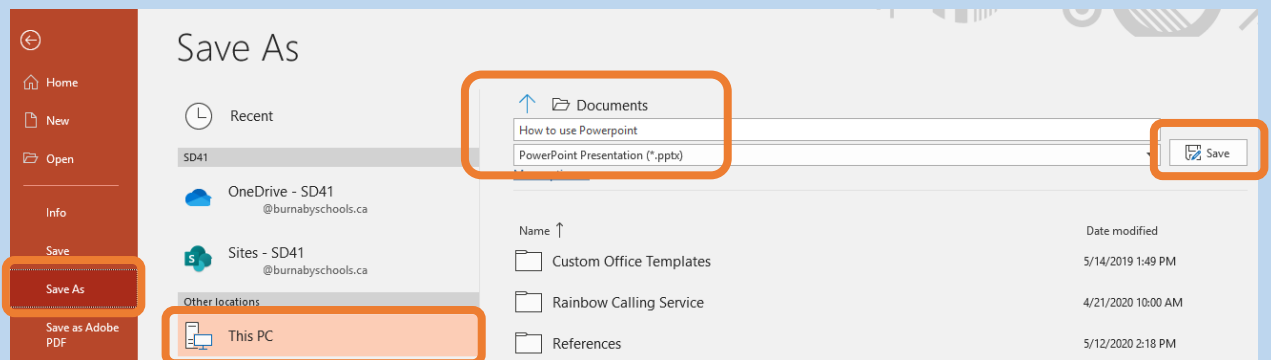


5. Give the Powerpoint a file name by clicking on **File** on the top left corner of the page.

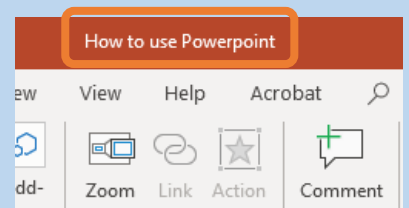
6. Then choose **Save As**



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



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



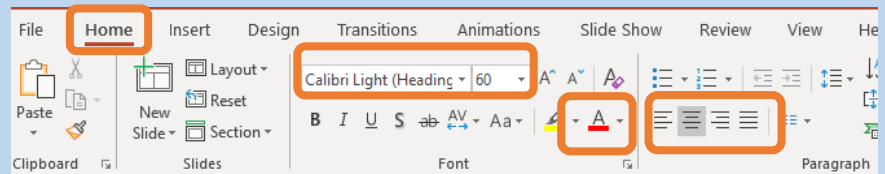
9. The first slide in the Powerpoint is your title page.

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.

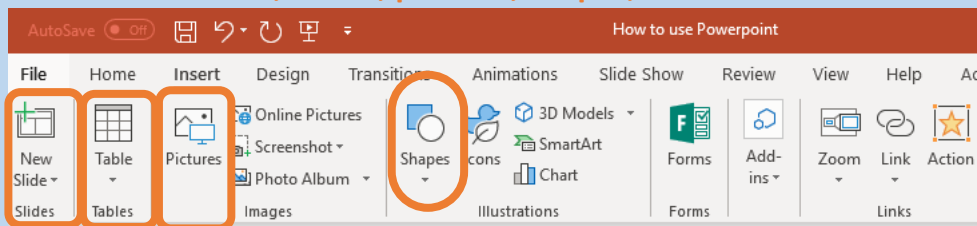
13. The **Home** button is similar to the one in a **Word** document.



- Change the font, font size and font colour here
- Align your text left, centre, right or justified

14. **B** *I* U **B** = bold the text      *I* = italicize      U = Underline

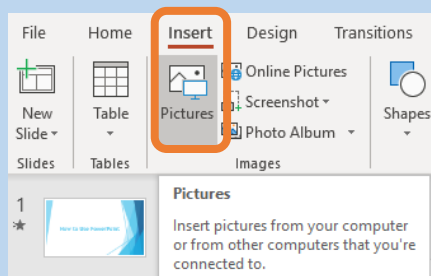
15. **Insert – new slides, tables, pictures, shapes, etc.**



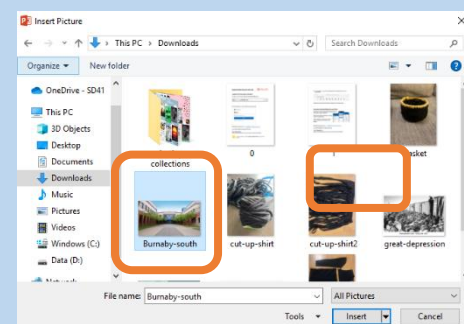
16. **You can also insert links, text boxes, videos, audio files, etc.**



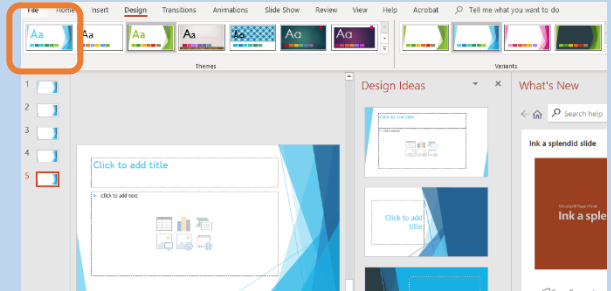
17. To insert a picture from the computer, click **Pictures** from the **Insert** option.




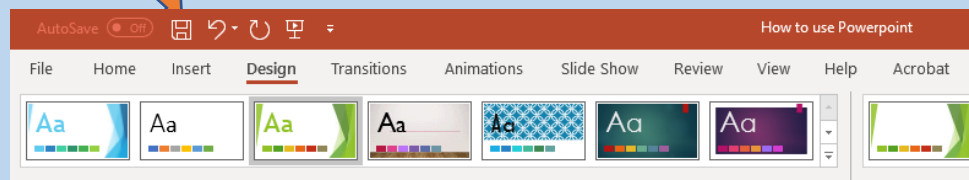
18. Go to where your picture is saved and select it. Press **Insert**.



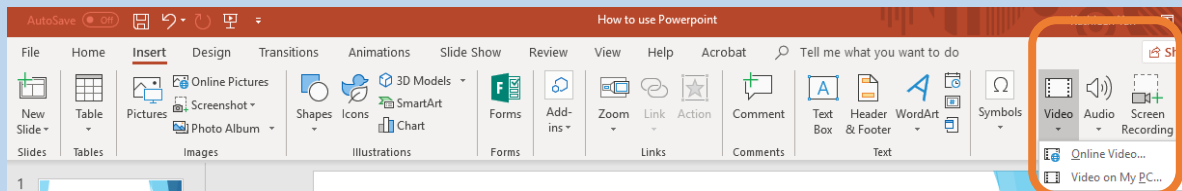
19. **Design** option– choose the design you like.



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



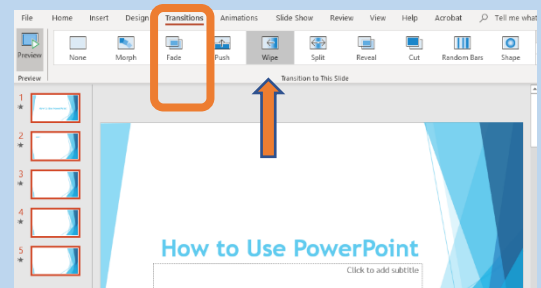
21. **Insert a video**



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**

