Creating Your Power Point Presentation

To Open Power Point:	To add Background Pattern:	To get the Next Slide:
• Click on the Power Point icon • Choose Blank Presentation • Choose Title Slide layout • Click on the box and type a title for your presentation	• Click Format • Click Background • Click Fill Effects • Click Pattern tab • Click the pattern you want • Click OK • Click Apply	• Click the New Slide button or go to toolbar > Insert > New Slide • Choose a layout • Type and add images • Continue this process until all of the written information you want to SHOW is on slides
To get more stuff on the Toolbars:	**To add Shapes:**	**Adding Color to a Textbox:**
• Click View on the toolbar • Click on Toolbars • Choose the tools you want to use so they will show on your screen (animation, pictures, etc)	• Click Autoshape Button • Choose a shape • To make the shape larger or smaller drag the resizing handle • Hold down the shift key as you drag or you will distort the shape	• Click text box • On Drawing Toolbar, click the arrow beside the Fill Color button • Pick the color you want
To Copy and Image from the Internet:	**To Outline a Box:**	**To select Background Color:**
• Go to an Internet site • Put the cursor on the picture and hold • A pop-up menu will show • Select Copy Image • Return to the clip art	• Click on the Text Box • Click on line color button • Click on the color • Click the Line Style button	• Click Format • Click Background • Click on list box to open • Click More • Choose color • Click Apply

page • Click where you want the picture • Go the Edit on toolbar • Paste		
To add Animation: • Click the slide view button to bring up the slide you want to animate • Go to Slide View • On the Formatting Toolbar click the Animation Effects Toolbar • Choose the animation	**To add CD music:** • Display the slide • Click Insert menu • Point to Movies and Sounds • Choose the CD audio track you want • Enter the music track number in the start and end track boxes • To play, double click the CD icon	**To add Sound:** • In Slide View, select the object you want to add sound to • Click the Slide Show menu • Click Custom Animation • Under Entry Animation, select Sound
To Spellcheck: • Check the toolbar box with the square that has the ABC's in it	**To add Clip Art:** • Go to toolbar • Go to Insert • Find the Clip Art	**To Crop an Image:** • On the picture toolbar, click the Crop Icon • Put the icon on the corner of the picture and drag it in until you've cut the picture to the size you want
	To add Texture: • Click on Fill Effects • Click on Texture • Choose your texture	