

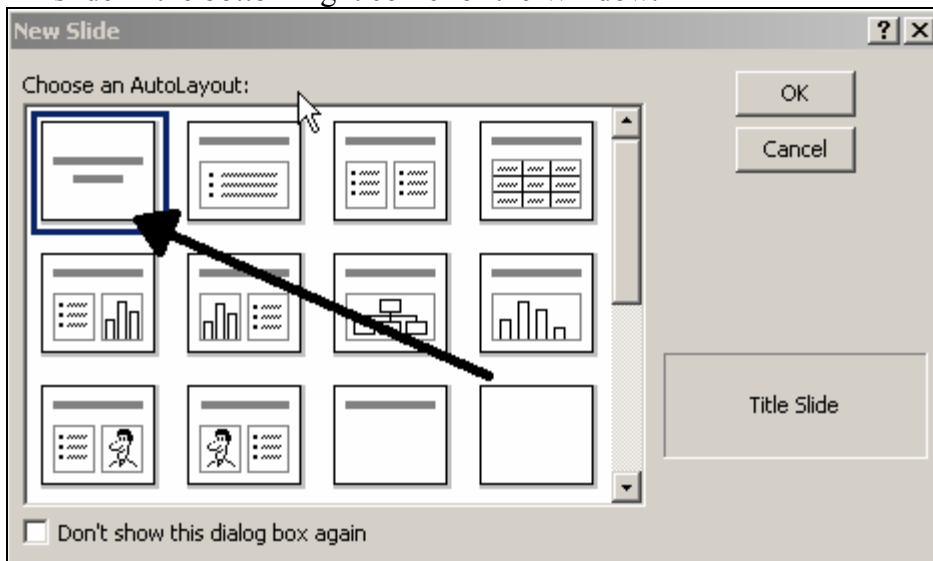
# Microsoft PowerPoint Presentations

## Part 1: Entering Text

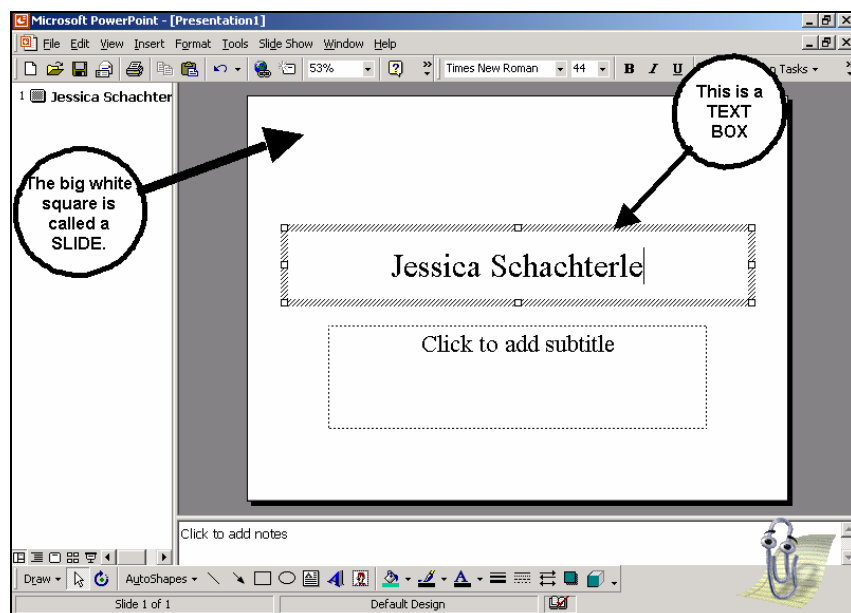
1. **Open MICROSOFT POWERPOINT** from the Start menu.
2. **Click on BLANK PRESENTATION** and **click on OK**.

### SLIDE 1

3. You will see a **NEW SLIDE** Window. The pictures show how the slide will look. **Click on the first one, which is TITLE SLIDE**. You will see the name of the slide in the bottom right corner of the Window.



4. **Click on OK**.
5. You will see a blank slide with two boxes. **Click in the top box and Type** your name.



6. **Click** in the bottom box and **Type** the words *My Life*. You are now finished with your first slide.

## **SLIDE 2**

7. **Click** on **INSERT** from the Menu bar.
8. **Click** on **NEW SLIDE** from the dropdown menu.
9. You will see the **NEW SLIDE** Window. **Click** on the second slide, **BULLETED LIST**.
10. **Click** on **OK**.
11. You will see a blank slide with two text boxes. **Follow the directions** below to make a page that will list all of the things you are going to talk about in your presentation.
12. **Click** in the bottom box and **Type** the words *My Personal Background*.
13. **Press** the **ENTER** key.
14. **Type** *About My Family*
15. **Press** the **ENTER** key.
16. **Type** *My Work History*
17. **Press** the **ENTER** key.
18. **Type** *My Interests*.
19. **Press** the **ENTER** key.
20. **Type** *My Goals for the Future*.
21. **Press** the **ENTER** key.

## **SLIDE 3**

22. **Click** on the **INSERT** menu. **Click** on **NEW SLIDE**.
23. **Click** on the picture of the **Title Slide**.
24. You will see a blank slide with two text boxes. **Click** in the top box and **Type** your name.
25. **Click** in the bottom box and **Type** the words *A Little Information About Myself*.

## **SLIDE 4**

26. **Click** on **INSERT** from the Menu bar.
27. **Click** on **NEW SLIDE** from the dropdown menu.
28. **Click** on the slide called **2 Column Text**.
29. **Click** on **OK**.
30. You will see a blank slide with three text boxes.
31. **Click** in the top box and **Type** the words *About My Family*.
32. **Click** in the bottom left text box and **Type** any information about your family that you would like to include. Between each piece of information, **Press** the **ENTER** key.  
When the left text box fills up, **Click** in the right text box and continue to type information about your family.

## **SLIDE 5**

33. **Click** on **INSERT** from the Menu bar.
34. **Click** on **NEW SLIDE** from the dropdown menu.
35. You will see the **NEW SLIDE** Window. **Click** on the slide called **CLIP ART & TEXT**.

36. **Click** on **OK**.
37. You will see a blank slide with two text boxes and a picture box. **Click** in the top box and **Type** the words *My Work History*.
37. **Click** in the bottom text box and **Type** any information about your work history that you would like to include. Between each piece of information, **Press** the **ENTER** key.
38. **Save** your work now.
39. Now its time to put a picture in your presentation. There are two ways you can add a picture. **Follow the directions below:**

#### **Using Microsoft Clipart**

1. Double click in the Clip Art box.
2. Once you find a picture you like, click on the picture.
3. Click on Insert.

#### **Using Internet Clipart**

1. **Open INTERNET EXPLORER** but don't close PowerPoint..
2. Go to [www.google.com](http://www.google.com)
3. **Click** on the **IMAGE** tab.
4. Search for a word that describes the type of picture you are looking for.
5. **Right click** on the picture that you like.
6. **Click** on **COPY**.
7. Now go back to your PowerPoint presentation.
8. Click in the box where you want to put the picture.
9. Click on the **Paste** button.

### **SLIDE 6**

39. **Click** on **INSERT** from the Menu bar.
40. **Click** on **NEW SLIDE** from the dropdown menu.
41. You will see the NEW SLIDE Window. **Click** on the slide called **TEXT & CLIP ART**.
42. **Click** on **OK**.
43. You will see a blank slide with two text boxes and one picture box.
44. **Click** in the top box and **Type** the words *My Interests*.
45. **Click** in the bottom text box and type any information about your interests that you would like to include. Between each piece of information, **Press** the **ENTER** key.
46. **Add a picture** in the clip art box using one of the ways you learned from the last slide.

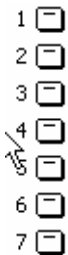
### **SLIDE 7**

47. **Click** on **INSERT** from the Menu bar.
48. **Click** on **NEW SLIDE** from the dropdown menu.
49. You will see the NEW SLIDE Window. **Click** on the slide called **CLIP ART & TEXT**.
50. **Click** on **OK**.
51. You will see a blank slide with two text boxes and a Clip Art box.
52. **Click** in the top box and **Type** the words *Goals For The Future*.

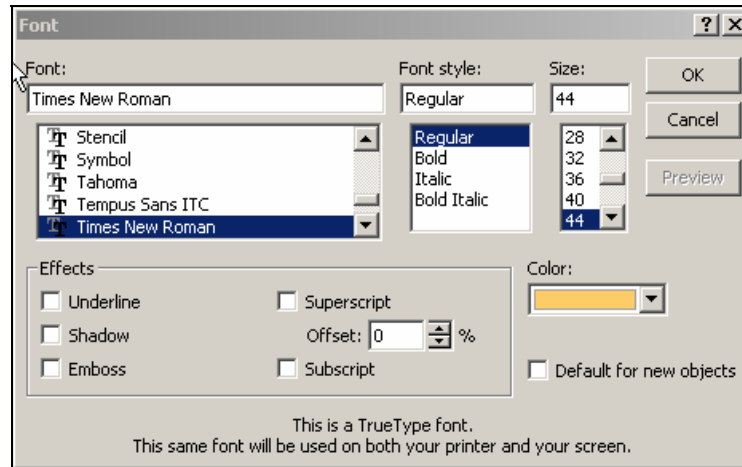
53. **Click** in the bottom text box and **Type** any information about your goals for the future that you would like to include. Between each piece of information, **Press** the **ENTER** key.
54. **Insert a picture** in the clip art box using one of the ways you learned from the last slide.  
**You have now completed the text for your seven slides! Congratulations!**

## Part 2: Formatting Your Presentation

1. **Click** on the **FORMAT** menu. **Click** on **APPLY DESIGN TEMPLATE**.
2. **Click** on the design names to see what they will look like.
3. When you find one that you like **Click** on **APPLY**.
4. Now you will format the text in your presentation. **Click** on the picture of slide 1 on the left side of the screen.



5. **Highlight** the text in the first box.
6. **Click** on the **FORMAT** menu and **Click** on **FONT**.



7. Choose the font you want, the size, and the color.
8. By checking the boxes in the left corner you can try special effects like shadows or embossing (makes the letters look like they stick out).
9. When you are done making changes **Click** on **OK**.
10. **Repeat** these steps for all the text in your presentation.

**When you are finished, ask your teacher to show you how to use ANIMATION!**