Microsoft PowerPoint Presentations

Part 1: Entering Text

1. Open MICROSOFT POWERPOINT from the Start menu.

SLIDE 1
2. You will see a blank first slide. It has two text boxes. Click in the top box and Type your name.

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

SLIDE 2
4. Click on INSERT from the Menu bar.
5. Click on NEW SLIDE from the dropdown menu.
6. On the right side of the screen Click on the picture called TITLE and TEXT.
7. You will see a blank slide with two text boxes. **Click** in the top box. **Type** your name.
8. **Click** in the bottom box. **Type** one sentence that describes your life.

**SLIDE 3**
9. **Click** on **INSERT** from the Menu bar.
10. **Click** on **NEW SLIDE** from the dropdown menu.
11. **Click** on the slide **TITLE and 2 COLUMN TEXT**
12. You will see a blank slide with three text boxes.
13. **Click** in the top box and **Type** the words **About My Family**.
14. **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 4**
15. **Click** on **INSERT** from the Menu bar.
16. **Click** on **NEW SLIDE** from the dropdown menu.

17. You will see the **NEW SLIDE** Window. **Scroll Down** until you see **OTHER LAYOUTS** on the right side of the screen. **Click** on the slide called **TITLE, CLIP-ART and TEXT**.

![](image)

18. 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**.
19. **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.
20. **Save** your work now.
21. Now it's time to put a picture in your presentation. There are two ways you can add a picture. Choose one of the boxes on this page. Follow the directions below:

<table>
<thead>
<tr>
<th>Using Microsoft Clipart</th>
<th>Using Internet Clipart</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Double click in the Clip Art box.</td>
<td>1. Open INTERNET EXPLORER but don't close PowerPoint.</td>
</tr>
<tr>
<td>2. Once you find a picture you like, click on the picture.</td>
<td>2. Go to <a href="http://www.google.com">www.google.com</a></td>
</tr>
<tr>
<td>3. Click on OK.</td>
<td>3. Click on the IMAGES tab.</td>
</tr>
<tr>
<td></td>
<td>4. Search for a word that describes the type of picture you are looking for.</td>
</tr>
<tr>
<td></td>
<td>5. Right click on the picture that you like.</td>
</tr>
<tr>
<td></td>
<td>6. Click on COPY.</td>
</tr>
<tr>
<td></td>
<td>7. Now go back to your PowerPoint presentation.</td>
</tr>
<tr>
<td></td>
<td>8. Click in the box where you want to put the picture.</td>
</tr>
<tr>
<td></td>
<td>9. Click on the Paste button.</td>
</tr>
</tbody>
</table>

SLIDE 5
37. Click on INSERT from the Menu bar.
38. Click on NEW SLIDE from the dropdown menu.
39. Look for OTHER LAYOUTS on the right side of the screen. Click on the slide called TITLE, TEXT and CLIP-ART.
40. You will see a blank slide with two text boxes and one picture box.
41. Click in the top box and Type the words My Interests.
42. 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.
43. Add a picture in the clip art box using one of the ways you learned from the last slide.

SLIDE 6
44. Click on INSERT from the Menu bar.
45. Click on NEW SLIDE from the dropdown menu.
46. Look for OTHER LAYOUTS on the right side of the screen. Click on the slide called TITLE, CLIP-ART and TEXT.
47. You will see a blank slide with two text boxes and a Clip Art box.
48. Click in the top box and Type the words Goals For The Future.
49. 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.
50. 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 six slides! Congratulations!
Part 2: Formatting Your Presentation

1. Click on the FORMAT menu. Click on SLIDE DESIGN.
2. On the right side of the screen, Click on the design examples to find the one that you like.
3. Now you will format the text in your presentation. 
   Click on the picture of slide 1 on the left side of the screen.
4. Highlight the text in the first box.
5. Click on the FORMAT menu and Click on FONT.

5. Choose the font you want, the size, and the color.
6. 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).
7. When you are done making changes Click on OK.
8. Repeat these steps for all the text in your presentation.

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