

Powerpoint Lesson  
October, 2002

Open Powerpoint from the Start Menu

Select “Blank presentation”, click “okay”

In the menu box titled “new slide”, select “title slide”, click “okay”

Click in the dashed boxes to add text.

To change text’s appearance, click and highlight the text. You can change the text style, color or size using the options on the menu bar.

To change the background, **RIGHT** click on the slide away from text boxes etc and select “background”. To make all of the slides appear similar, select, “apply to all” after you have chosen a background color or pattern.

To create a new slide, chose the “Insert” option on the menu bar at the top of the screen and click “new slide”. In the menu box titled “new slide”, pick a slide format.

To insert a picture, use the “Insert” option on the menu bar, select “pictures from file”. Browse to where .jpeg or .gif files are saved and double click on the file you wish to present.

To move or enlarge an inserted picture, click on the picture.

To view your slide presentation, select “View” from the menu bar and “slide show”. Use the “escape” key to return to a regular view. Change slides using the up/down arrows on the keyboard.

To save your work, select “File”, “Save as” from the menu bar. Name the file so you’ll remember what it is and click “save”.