

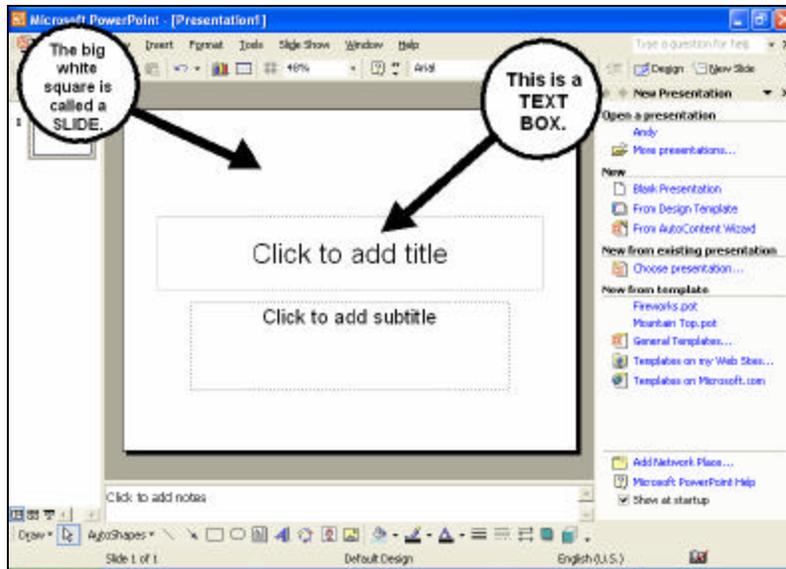
# Microsoft PowerPoint Presentations

## Part 1: Entering Text

1. **Open MICROSOFT POWERPOINT** from the Start menu.

### SLIDE 1

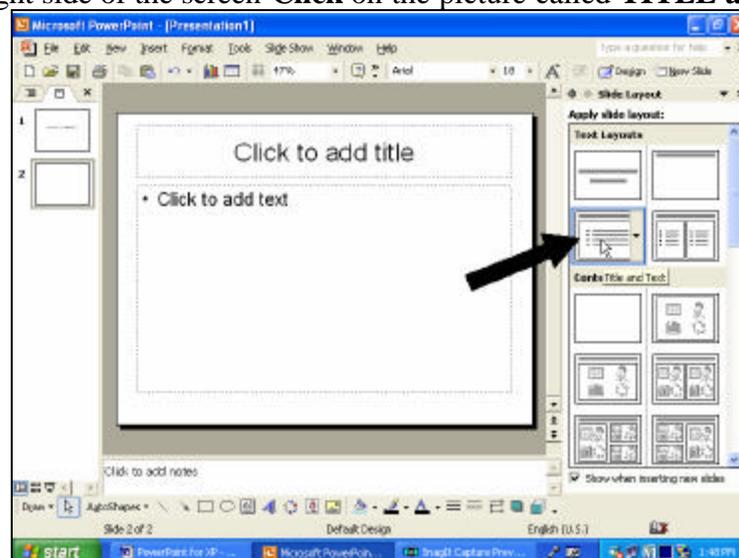
2. You will see a blank first slide. It has two text boxes. **Click** in the top box and **Type** your name.



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

### SLIDE 2

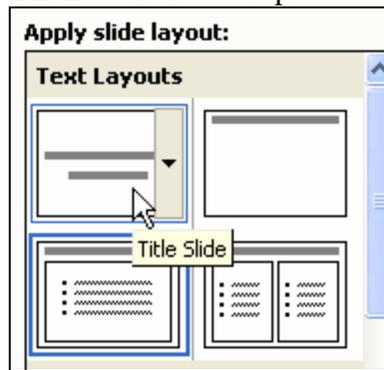
4. **Click** on **INSERT** from the Menu bar.
5. **Click** on **NEW SLIDE** from the dropdown menu.
6. On the right side of the screen **Click** on the picture called **TITLE and TEXT**.



7. You will see a blank slide with two text boxes. **Follow the directions** below to make a page that will list all of the things you are going to talk about in your presentation.
8. **Click** in the bottom box and **Type** the words *My Personal Background*.
9. **Press** the **ENTER** key.
10. **Type** *About My Family*
11. **Press** the **ENTER** key.
12. **Type** *My Work History*
13. **Press** the **ENTER** key.
14. **Type** *My Interests*.
15. **Press** the **ENTER** key.
16. **Type** *My Goals for the Future*.

### **SLIDE 3**

17. **Click** on the **INSERT** menu. **Click** on **NEW SLIDE**.
18. On the right side of the screen, move your mouse over the boxes until you find the one called **TITLE SLIDE**. **Click** on the picture of the **TITLE SLIDE**.



19. You will see a blank slide with two text boxes.. **Click** in the top box and **Type** your name.
20. **Click** in the bottom box and **Type** the words *A Little Information About Myself*.

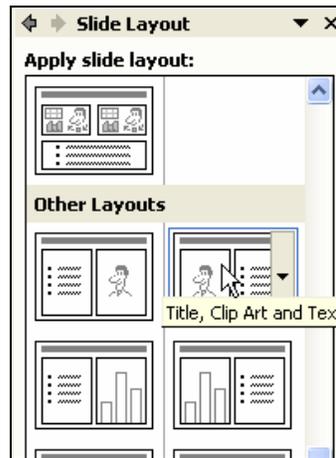
### **SLIDE 4**

21. **Click** on **INSERT** from the Menu bar.
22. **Click** on **NEW SLIDE** from the dropdown menu.
23. **Click** on the slide **TITLE and 2 COLUMN TEXT**
24. You will see a blank slide with three text boxes.
25. **Click** in the top box and **Type** the words *About My Family*.
26. **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**

27. **Click** on **INSERT** from the Menu bar.
28. **Click** on **NEW SLIDE** from the dropdown menu.

29. 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**.



30. 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*.
31. **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.
32. **Save** your work now.
33. 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 **OK**.

#### **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 **IMAGES** 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**

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.

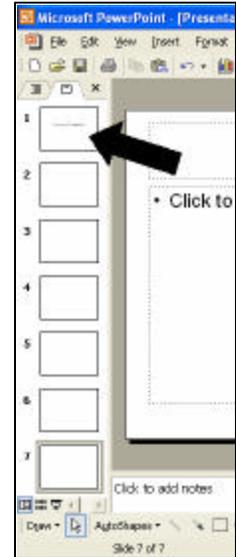
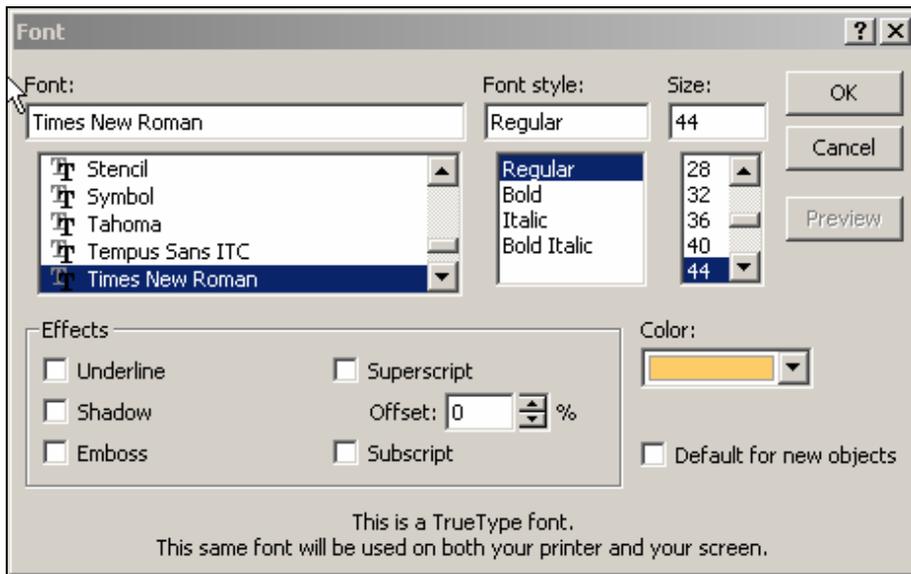
### **SLIDE 7**

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 seven 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!**