



PowerPoint Directions

1. Go to **START**. Scroll up to **PROGRAMS**. Then go to the right to **MICROSOFT POWERPOINT**. Open PowerPoint.
2. Click the **BLANK PRESENTATION** button. Click on **OK**.
3. Choose the **TITLE SLIDE** layout for the opening slide. Click on **OK**.
4. Type in the title for your slide presentation.
5. To add a new slide, go to **INSERT** on the toolbar and scroll down to **NEW SLIDE**. Click on **NEW SLIDE**. From the **NEW SLIDE** dialogue box that appears, select one of the slide layouts. Note: Slides with pictures on them have a shortcut to the **CLIP ART GALLERY**. Slides with graphs on them have a shortcut for creating a **GRAPH**.
6. **REPEAT STEP 5** until you have inserted all the slides you need for your presentation.
7. Go to the top of your screen and click **VIEW**. Here you can look at different layouts of your presentation. Use **SLIDE SORTER** to see all of your presentation. You can rearrange them here by clicking on the slide and dragging the slide wherever you want it to be in the presentation.
8. To add transitions, click on the slide you want to work with. Go to **SLIDE SHOW** and click on **SLIDE TRANSITION**. When you decide on a transition you can click on **APPLY**. To have the same transition between all slides in the presentation, click on **APPLY TO ALL**.
9. To present your presentation click on **VIEW** and then **SLIDE SHOW**.