



Basic Steps for Creating a Simple PowerPoint Presentation

- _____ 1. Go to START > PROGRAMS > Microsoft PowerPoint. Click to open PowerPoint.
- _____ 2. In the dialogue box, click on the circle for BLANK PRESENTATION. Click OK. A dialogue box appears for SLIDE LAYOUT.
- _____ 3. Click on the TITLE SLIDE layout on the first row. (This should be highlighted with a border.) Click OK. Click in the ADD TITLE text box and type in the presentation title.
- _____ 4. Click in the ADD SUBTITLE text box (at the bottom) and add the presentation subtitle.
- _____ 5. Go to FORMAT MENU. Move down to APPLY DESIGN TEMPLATE. Choose a template. Click APPLY.
- _____ 6. Go to the INSERT MENU. Choose NEW SLIDE. Select the AUTO LAYOUT for the second slide. Click OK. Add data to each text box by clicking in the box.
- _____ 7. Continue adding slides by going to INSERT MENU > NEW SLIDE. select new slide design in AUTO LAYOUT. Click OK each time you insert a new slide.
- _____ 8. Click the Slide Sorter View button at the bottom left of the screen. All slides created can now be viewed. Click on the first slide. Click on SLIDE SHOW menu. Move down to SLIDE TRANSITION. Choose SLOW, MEDIUM, or FAST. A dialogue box opens. Click on the arrow to choose a transition. You may APPLY the transition to the selected slide, or choose APPLY TO ALL, and the transition will occur between all slides. Click on the arrow by sound. Choose a sound. Click OK.
- _____ 9. Click the Slide Show button at the bottom left of the screen to view the presentation.
- _____ 10. Press the ESCAPE KEY to return to the window. Go to File menu. Move down to SAVE AS. A dialogue box appears. Click on the arrow to the right of the save as. Click on the down arrow. Choose 3 ½ FLOPPY A. Click in the FILE NAME box. Name your file. Click the SAVE button.
- _____ 11. Go to FILE. Click on CLOSE FILE.