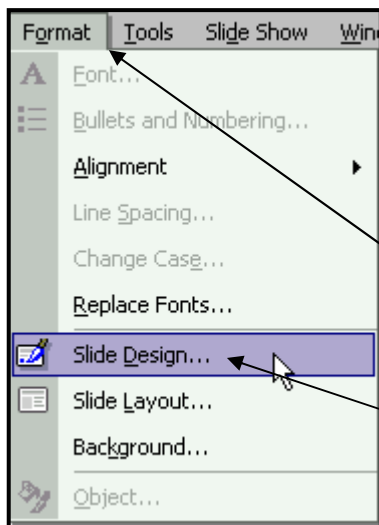
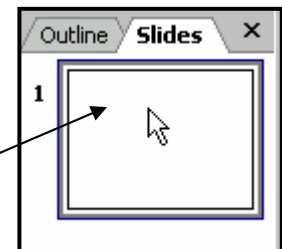


Microsoft PowerPoint XP Directions

Steps for creating a *PowerPoint* presentation:

1. Open *Microsoft PowerPoint* and select the **SLIDES** option in the View Pane on the left side of the *PowerPoint* program.

SLIDES VIEW



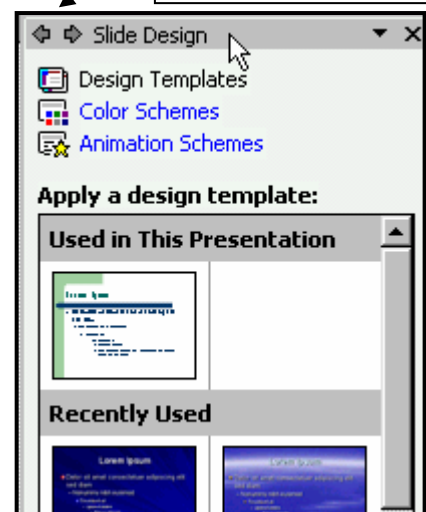
2. In the menu bar at the top of the screen, click **FORMAT > SLIDE DESIGN**. This will bring up the Slide Design Pane that is located on the right side of the PowerPoint program.

FORMAT

SLIDE DESIGN

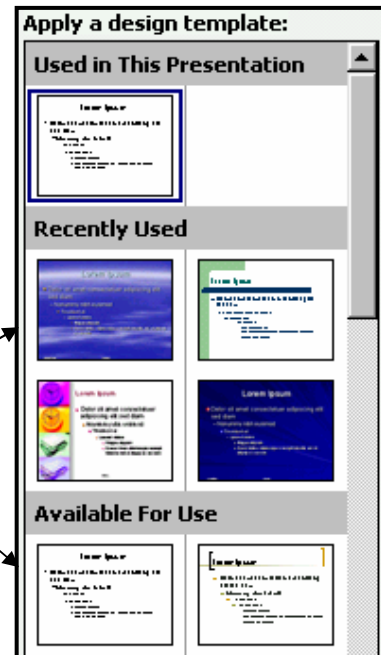
Click to change from
SLIDE DESIGN to
SLIDE LAYOUT

3. PowerPoint defaults to the **TITLE SLIDE** for the first slide. If the Title Slide does not appear, you may add a slide by clicking in the menu bar, click **INSERT > NEW SLIDE**. You may change to the title design for your slide by clicking on the **TITLE SLIDE** under the Slide Layout Task Pane. [You can change from Slide Design to Layout Design by clicking on the arrows to the left of the Slide Design (or Layout) title.]

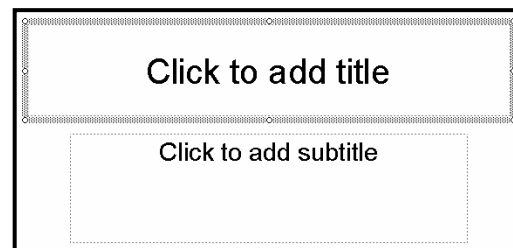


4. Select the Slide Design located on the Task Pane right side of the program to select a design template for your presentation. You may scroll down to view all of the design template options. Click on a design to select it.

**DESIGN
TEMPLATE
OPTIONS**

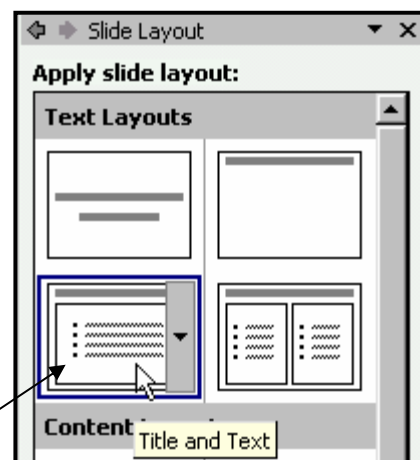


5. Place the cursor in the “Click to add title” box and click once. Type in title of your presentation. Place the cursor in the “Click to add subtitle” box and click once. Type in your name(s) and/or sub-title.

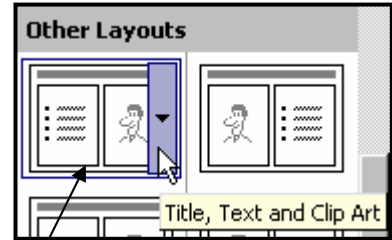


6. To add your second slide, click **INSERT > NEW SLIDE** on the menu bar. The second slide should appear with a title at the top and bullets below. If this slide layout does not appear, double click on the Title and Text layout (2nd row, 1st column) in the Text Layouts under the Slide Layout Task Pane.

**TITLE and
TEXT LAYOUT**



- To add your third slide, click **INSERT > NEW SLIDE** on the menu bar. Scroll down in the Slide Layout Task Pane to the **OTHER LAYOUTS** and double click to select the Title, Text, and Clip Art Layout (1st row, 1st column).



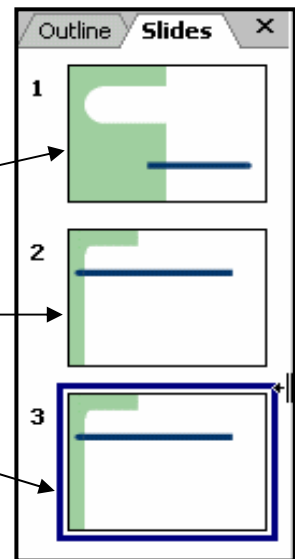
TEXT, TITLE, and CLIP ART LAYOUT

- You now have three different slide layouts in View Pane.

Slide 1 – TITLE SLIDE LAYOUT

Slide 2 – TITLE AND TEXT LAYOUT

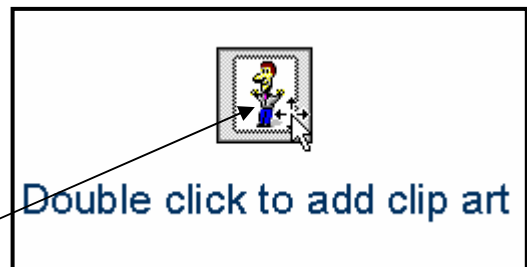
Slide 3 – TITLE, TEXT, and



- Save your work (**CTRL+S**).

Adding Clip Art

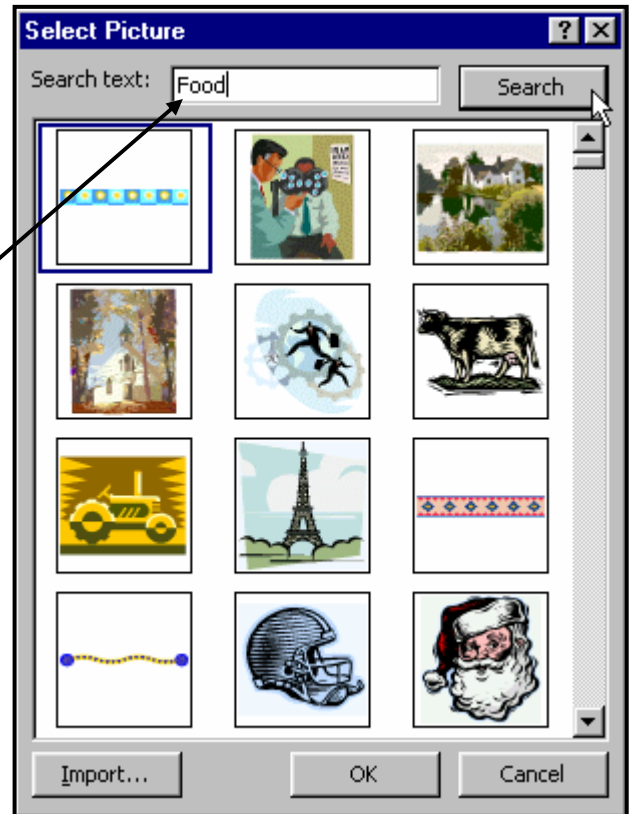
- On the slide layout that contains clip art (the third slide), place your cursor on the clip art icon and double click.



CLIP ART ICON

2. A Select Picture box will appear. In the Search text box, type in a term that best describes the picture desired; click the search button.

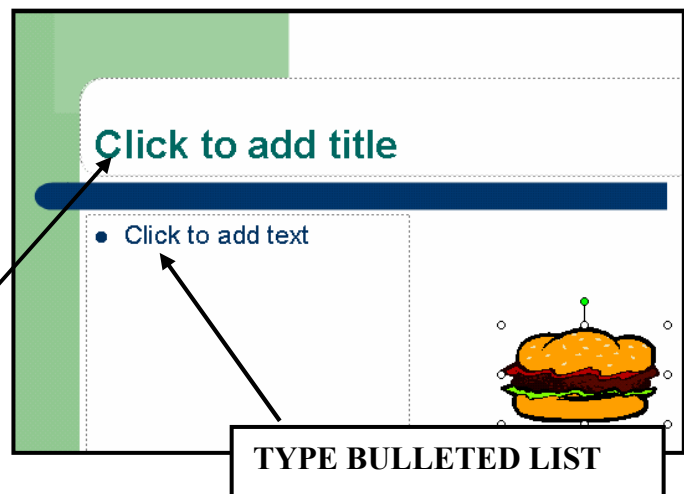
SEARCH TEXT BOX



3. Scroll down to view the clip art images for an appropriate image for your presentation.
4. Click on the image you want to select, then click OK. Your clip art image will appear on the slide.

5. Place the cursor in the “Click to add title” box and click once. Type in title of the slide. Place the cursor in the “Click to add text” box and click once. Type information in the bulleted list.

TYPE TITLE



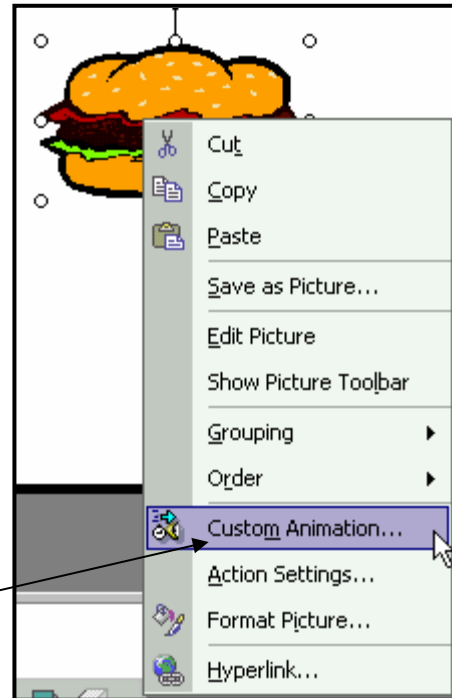
TYPE BULLETED LIST

6. Save your work (**CTRL+S**).

Adding Animation

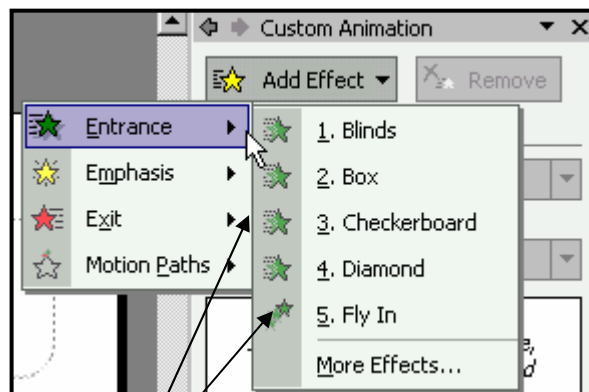
- To add animation to your image, click on the image to select it. Next, right click on the image (the clip art that you inserted) and a drop down menu will appear. (You may have to click more than one time for the longer drop down menu to appear.) Scroll down to **CUSTOM ANIMATION; LEFT CLICK.**

**LEFT CLICK ON
CUSTOM
ANIMATION**



- The task pane will change to Custom Animation. Click on the **ADD EFFECT** button.

- A drop down menu will appear. Click **ENTRANCE**. Another drop down menu will appear with entrance style options for your clip art. Choose the desired style by clicking it. A preview of this entrance style will occur.

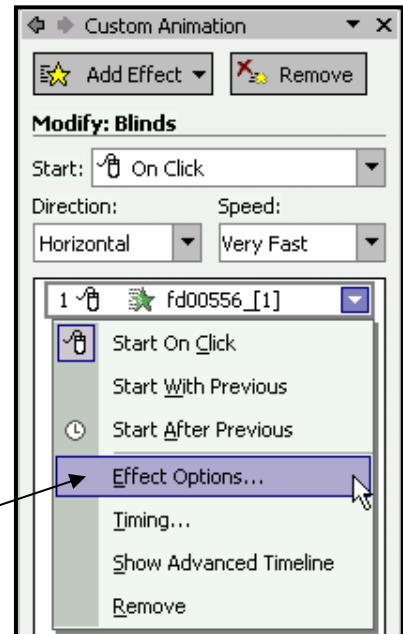


**ENTRANCE
EFFECT
OPTIONS**

- Save your work (**CTRL+S**).

Adding Sound

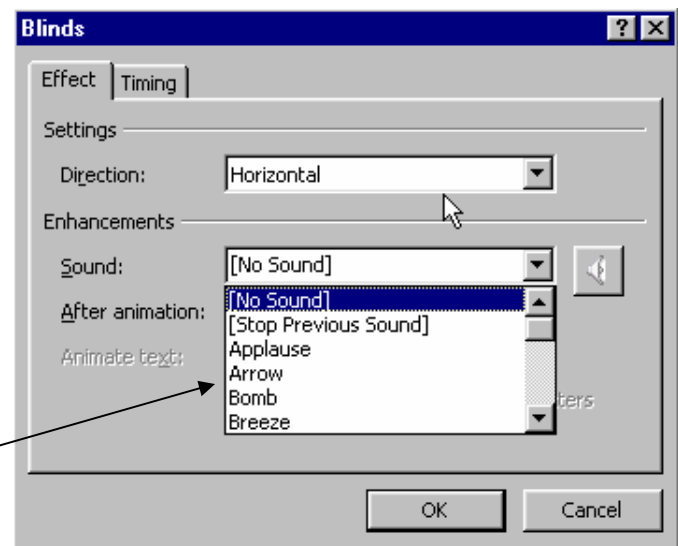
1. To add sound to your presentation, click on the clip art that you previously animated to select it.
2. In the Custom Animation task pane, click on the down arrow to the right of your selected clip art. In the drop down menu, click **EFFECT OPTIONS**.



3. In the **EFFECT OPTION BOX** that appears, click on the Effect tab. (The Settings Directions indicates the settings that were selected when you animated your clip art.)

**EFFECT
OPTIONS**

4. Under the **ENHANCEMENTS > SOUND**, click on the down arrow to the right of the Sound options.



**SOUND
OPTION**

Scroll down to preview the numerous sounds available. (To change the volume of the sound, click on the microphone button). Click OK to select your sound. A preview of this entrance style and sound will occur.

5. Save your work (**CTRL+S**).