

How to Create Your Own PowerPoint Presentation



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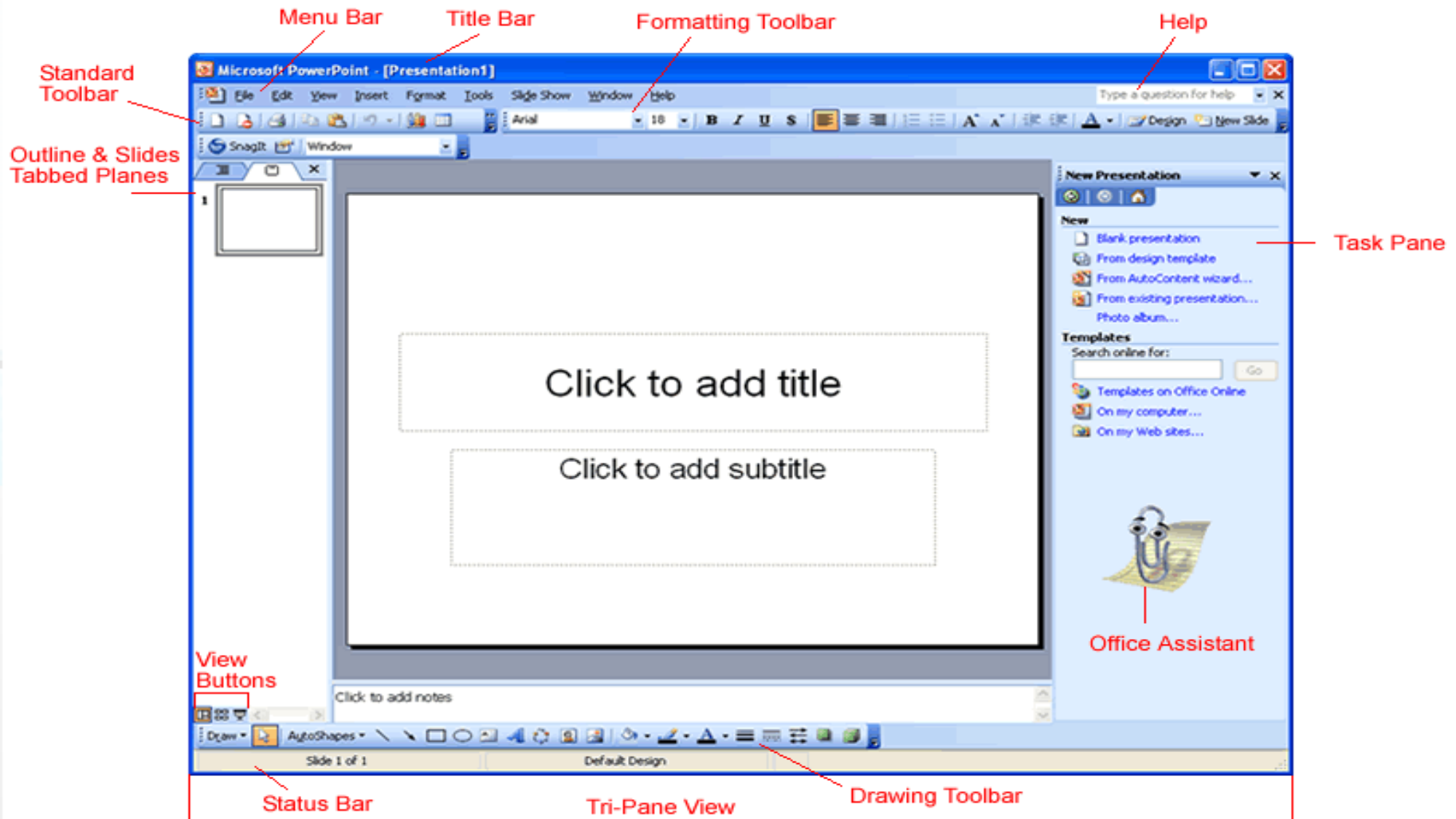
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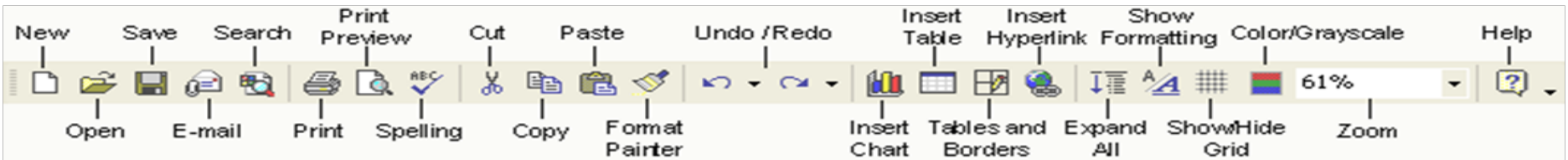
Introduction



Types of Toolbars

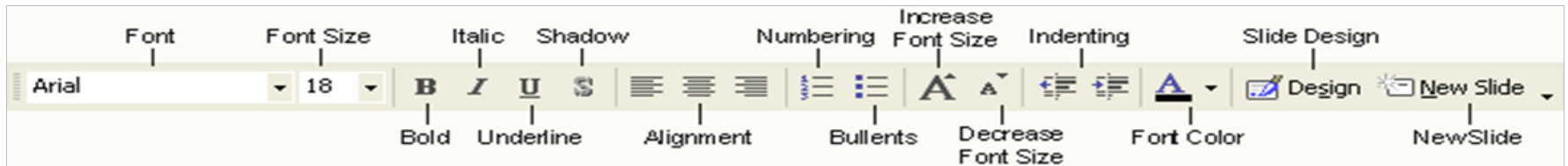
Standard Toolbar

The Standard toolbar, located beneath the menu bar, has buttons for commonly performed tasks like printing, saving, inserting clip art, and other operations. You can customize the toolbar or even display multiple toolbars at the same time.



Formatting toolbar

The Formatting toolbar, located beneath the Standard toolbar bar, or possible to the side of it, has buttons for various formatting operations like changing text size or style, changing alignment, formatting bullets, and animation.



Drawing Toolbar

The Drawing toolbar on the bottom of the PowerPoint window contains drawing and text tools for creating graphics.



Selecting a Slide Design

- You can select a slide design of the slide(s) in your presentation.
- Click the **Format** menu and click **Slide Design**.
- You see will see the **Slide Design** window on the left.
- The current slide design is white.
- Scroll left bar to view all the slide designs available.
- Right click on the slide design you prefer to select on which slides you want to apply design to.



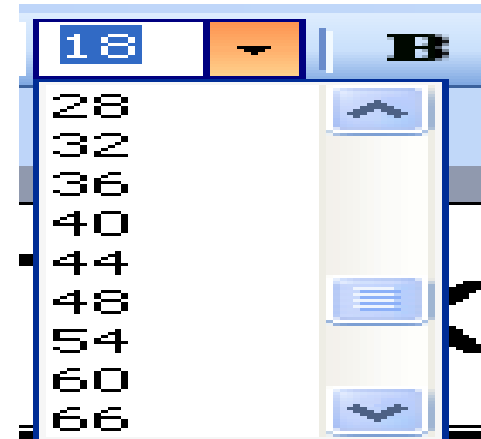
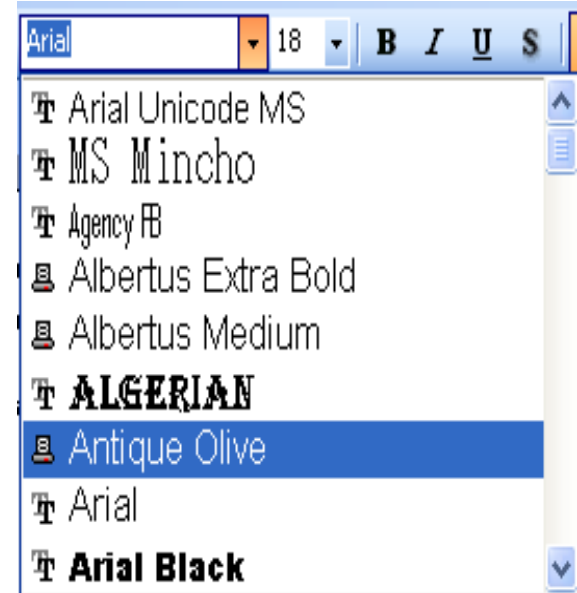
Add Text

- Click the Click to add title box on the slide.
- The cursor will be blinking in the middle of the text box.
- Type: The Life Cycle of a Frog
- Repeat the first 2 steps above on the add a subtitle box.
- Type:Your Name

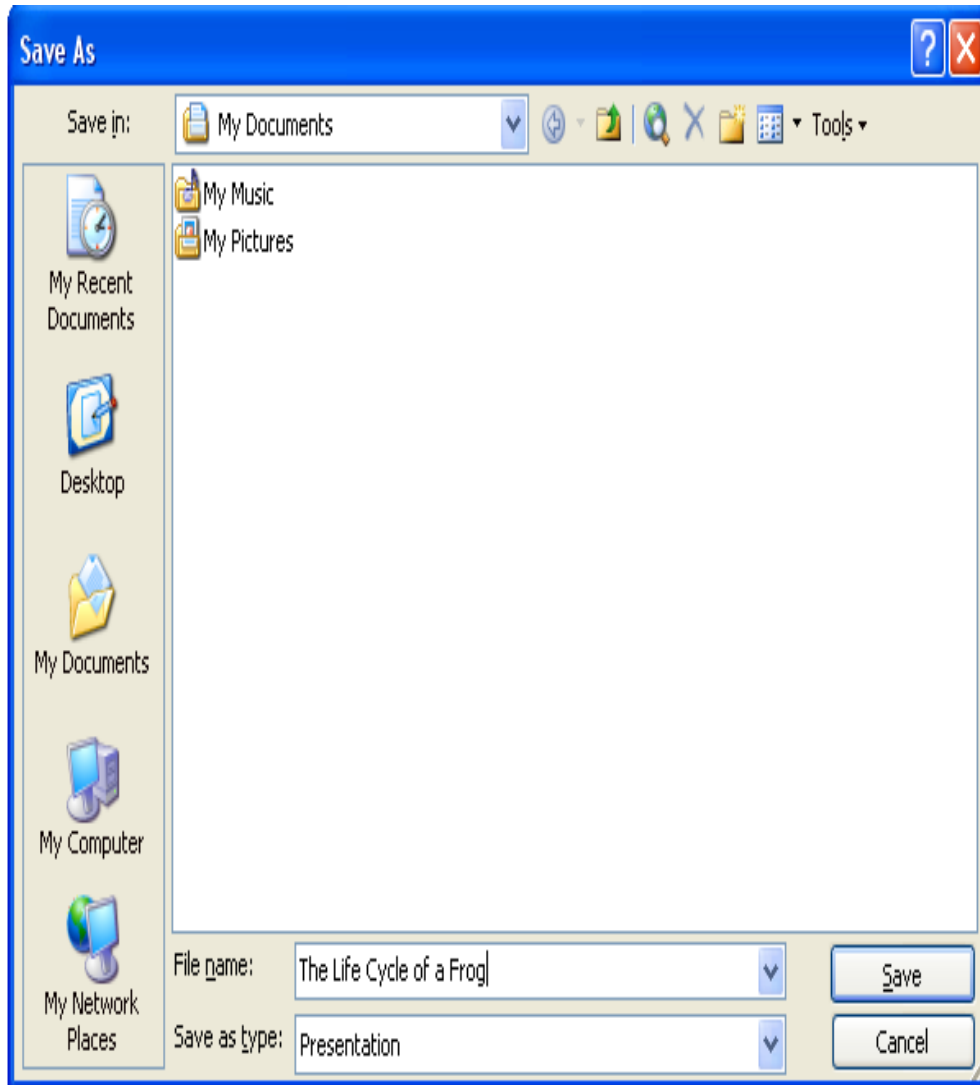


Format Text on a Slide

- You can change how text looks on a slide.
- Move the cursor behind the last letter of the title.
- Click the mouse button.
- Click and drag the cursor across the title.
- Let go of the mouse button.
- The text will be selected.
- Click the Font pull-down menu on the Formatting toolbar and click on the new font.
- Click the Size pull-down menu on the Formatting toolbar and click 60.



Saving Your PowerPoint

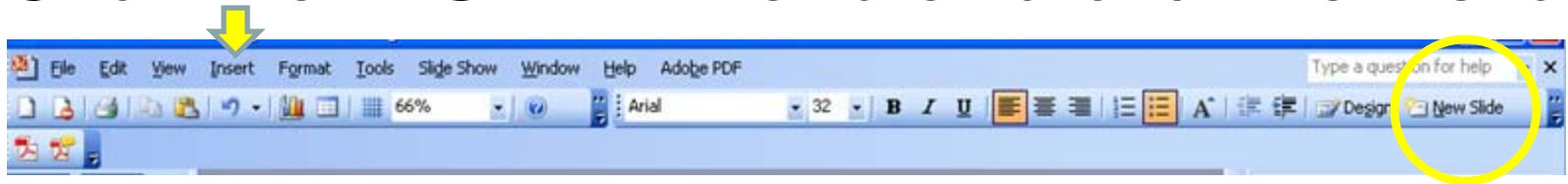


1. Click the File menu and click Save As.
2. You will see the Save As window.
3. The File name field shows the title of the presentation.
4. Click the Save button.
5. The Presentation is saved.

***IF you want to post your PowerPoint in your webpage you must save as type:
PowerPoint Show

Add a Slide

- You can add a new slide to a presentation.
- Click the INSERT menu and click new slide.

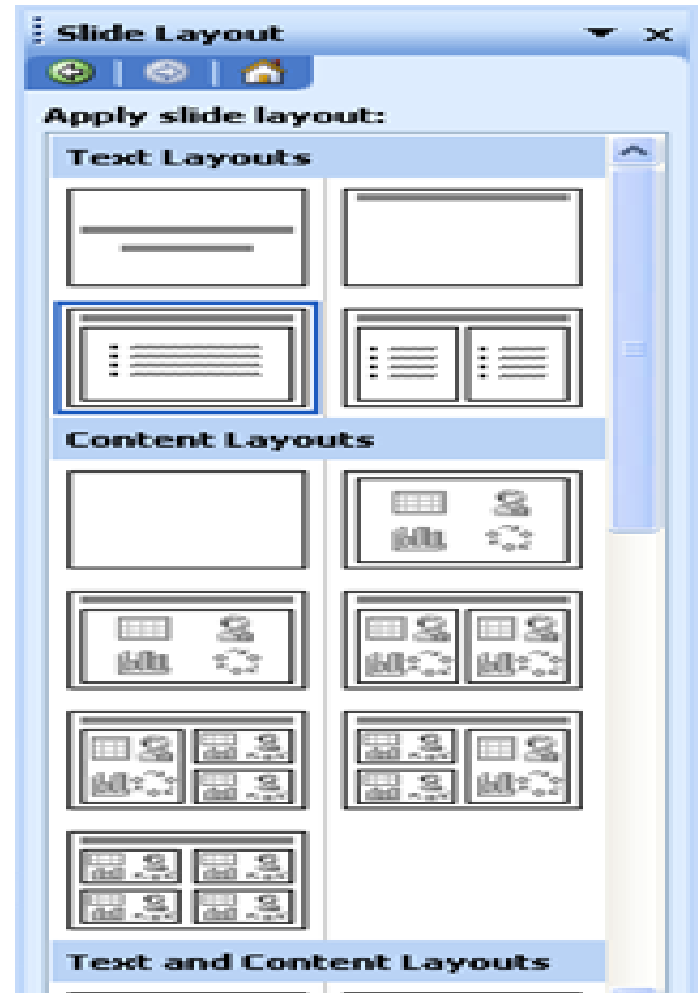


- You will see a new slide with the same layout as the previous slide.
- Add about 5 slides.



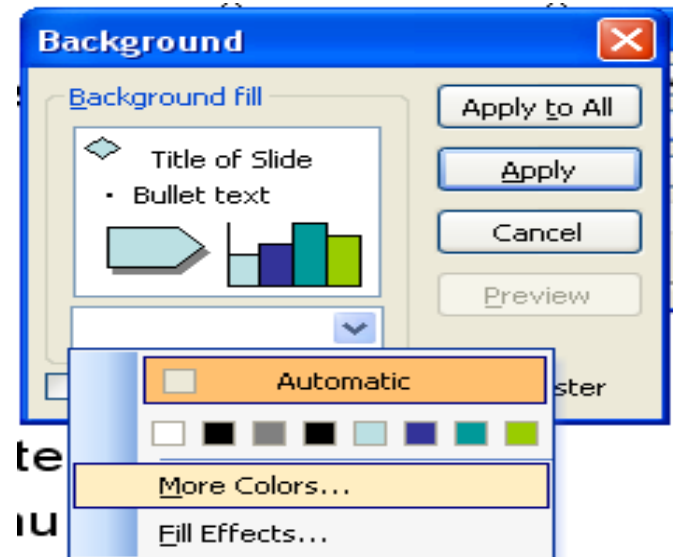
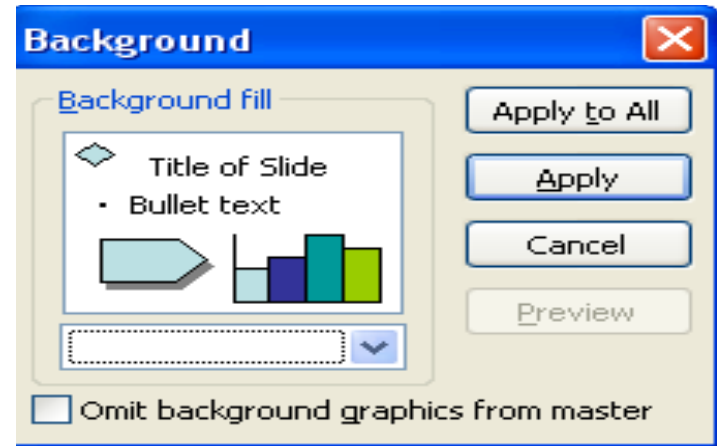
Change Slide Layout

- You can change the slide layout to remove the text fields.
- You will see the **Slide Layout** task pane on the right.
- Click the blank slide layout in the **Content Layouts** area.

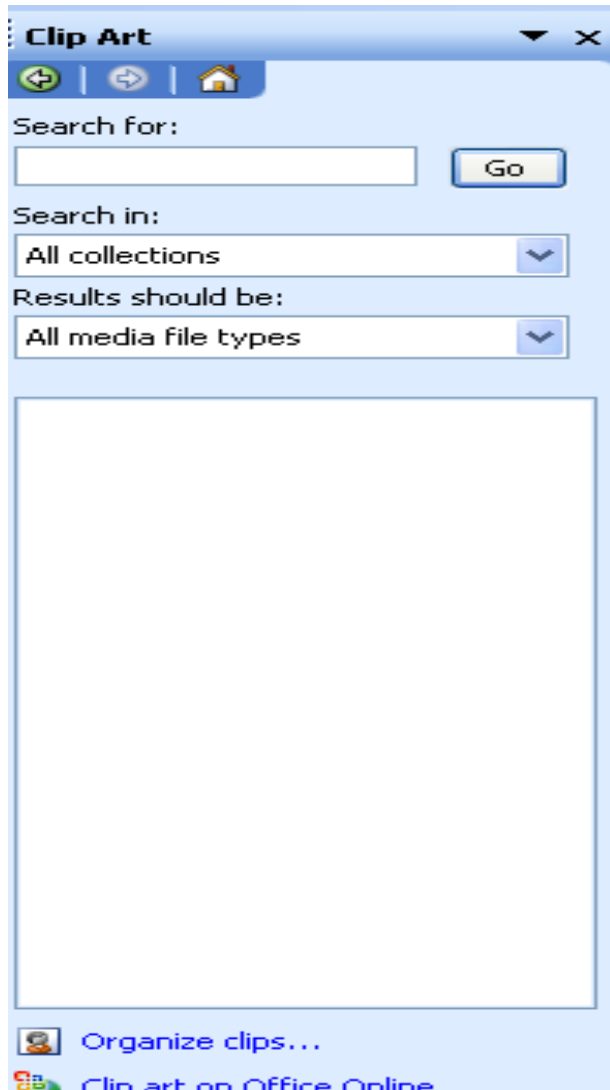


Change Background Color

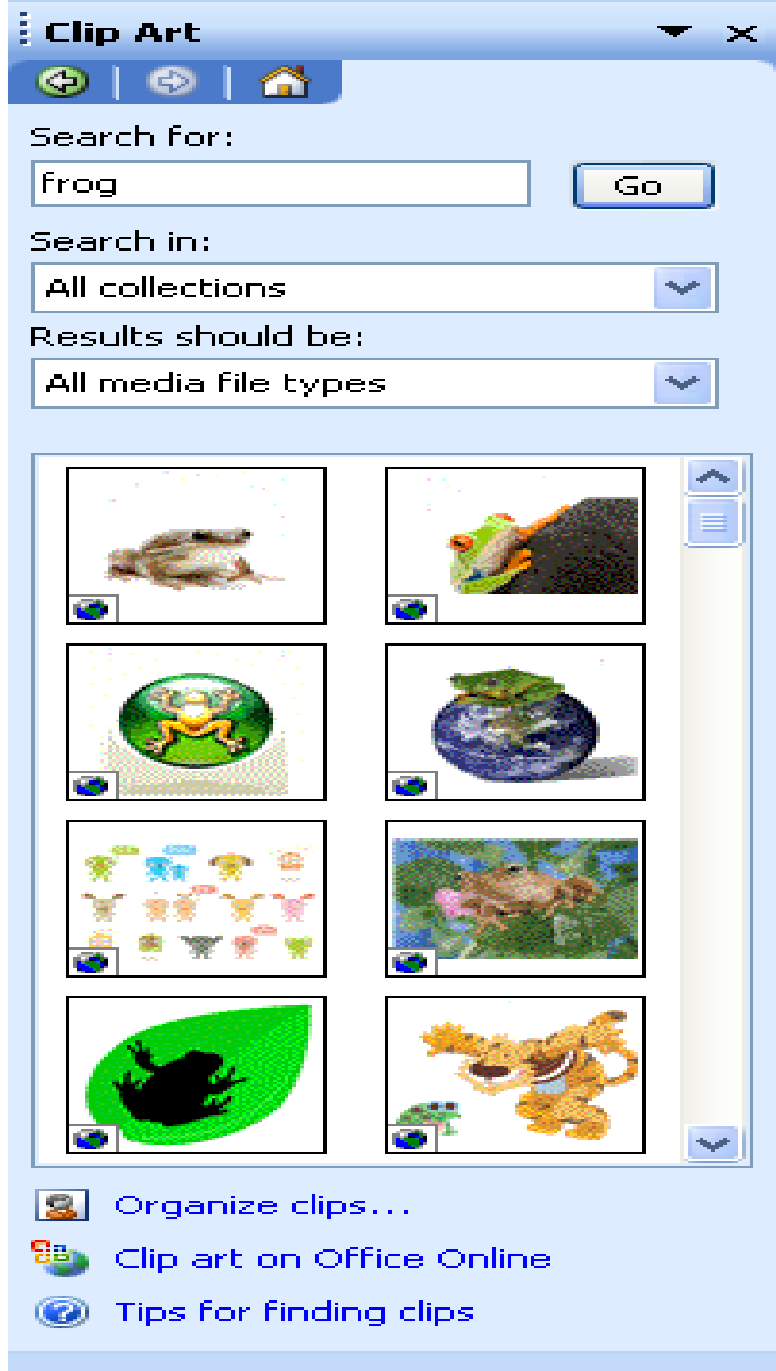
- You can change the background of the slides in your presentation.
- Click the **Format** menu and click **Background**.
- You see will see the **Background** window.
- The current color is white.
- Click the pull-down menu and click More colors



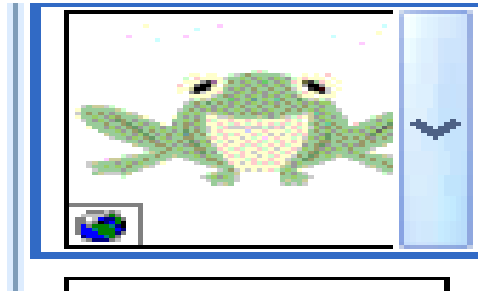
How to add Clip Art



- You can add clip art to a slide.
- Click the **insert menu**, click picture, and click clip art.
- You will see the **clip art task** pane.
- Click the Search for field.
- Type **frog**.
- Click the **go** button.



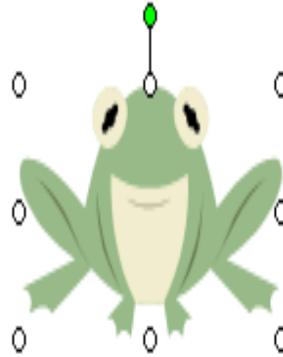
- Click and drag the scroll bar in the task pane to find the picture you want to use.
- Click the frog image you want to use.



- The clip art will be added to the slide.
- You will see the frog clip art in the middle of the slide.

Move Clip Art

- You can move the clip art.
- Click and drag the frog to the top of the slide.
- Let go of the mouse button.
- The clip art will be moved.

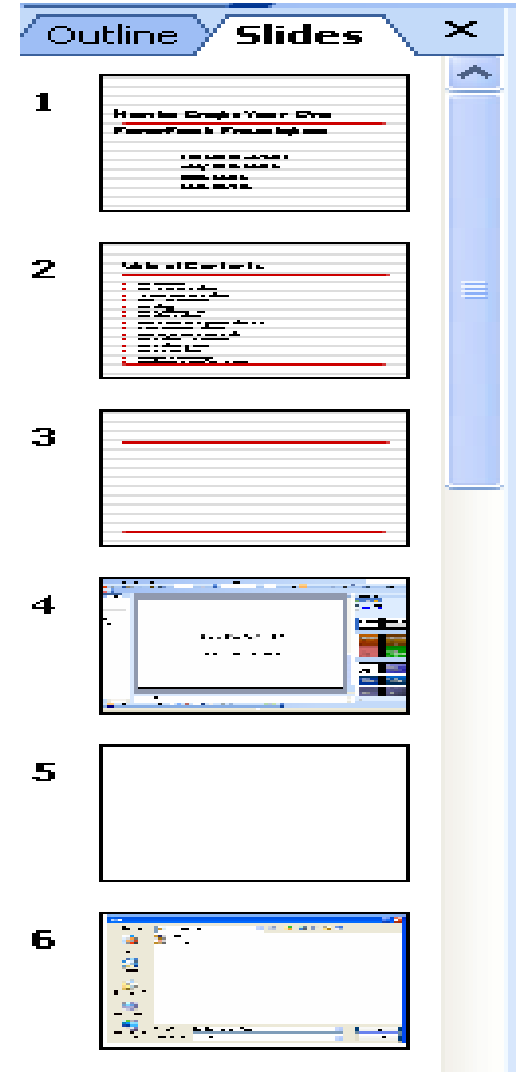


Resize Clip Art

- You can change the size of clip art.
- Move the cursor over of the corner handles on the clip art.
- Drag away from the center of the clip art to make it larger.
- Let go of the mouse button.
- The clip art will be the new size.

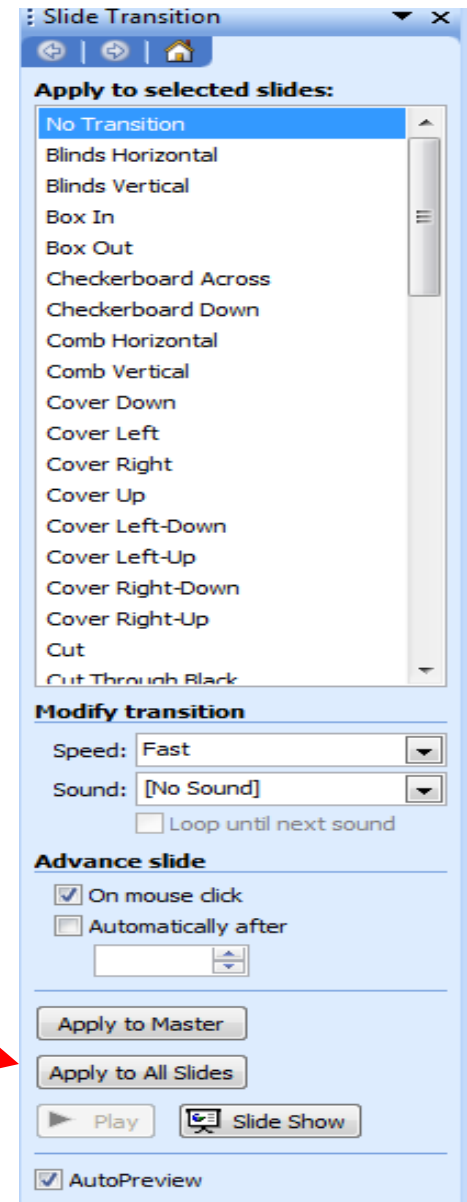
Move Between Slides

- You can move between slides as you are working.
- Click slide 1 on the slides tab.
- You will see slide 1.



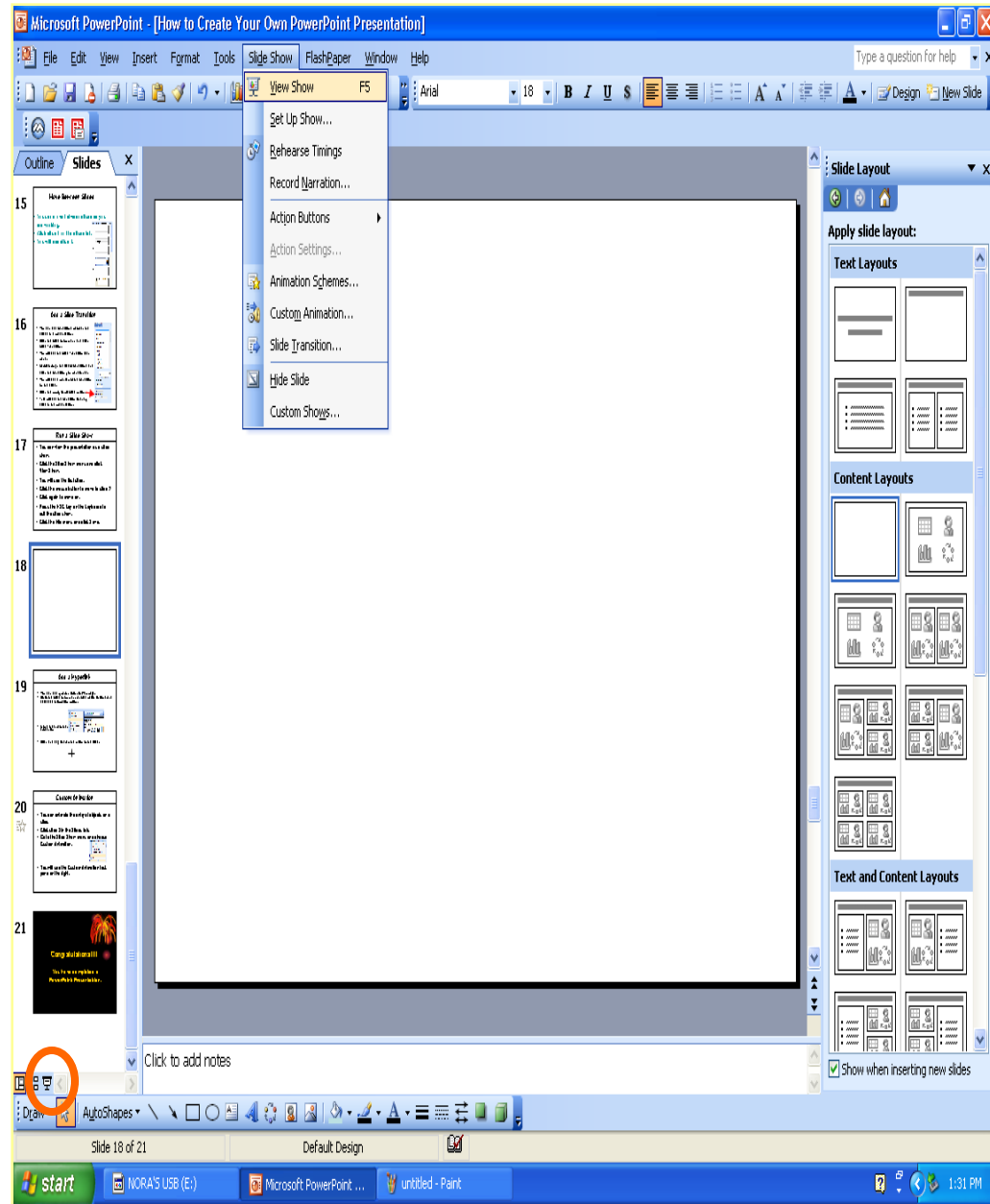
Add a Slide Transition

- You can add transitions between the slides in a presentation.
- Click the Slide Show menu and click Slide Transition.
- You will see the Slide Transition task pane.
- Scroll through the list of transitions and click the transition you want to use.
- You will see a preview of the transition on the slide.
- Click the Apply to All Slide button.
- This will add the transition to every slide in the presentation.



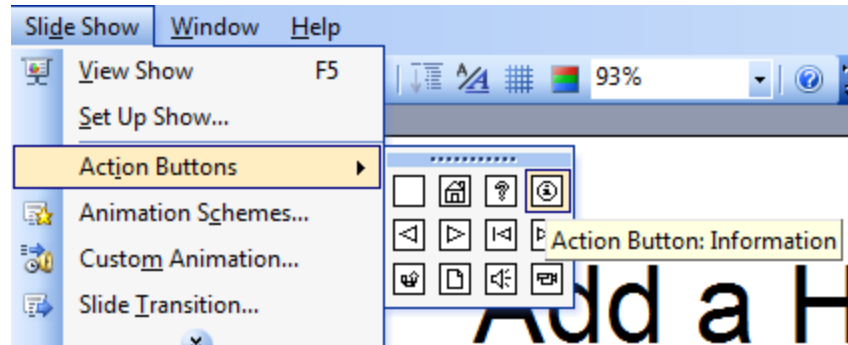
Run a Slide Show

- You can view the presentation as a slide show.
- Click the Slide Show menu and click View Show.
- You will see the first slide.
- Click the mouse button to move to slide 2
- Click again to move on.
- Press the ESC key on the keyboard to exit the slide show.
- Click the File menu and click Save.
- ***IF you want to post your PowerPoint in your webpage you must save as type: **PowerPoint Show**



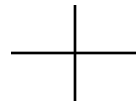
Add a Hyperlink

- You can add hyperlink to link to Web page.
- Go to the Slide Show menu, choose Action Buttons, and select the Information button.



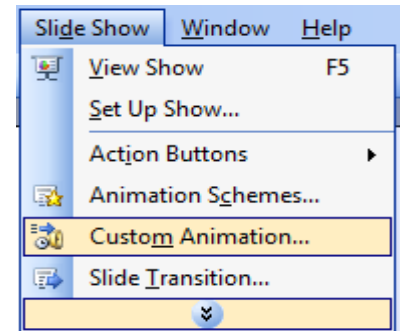
- Move the cursor over crosshair.

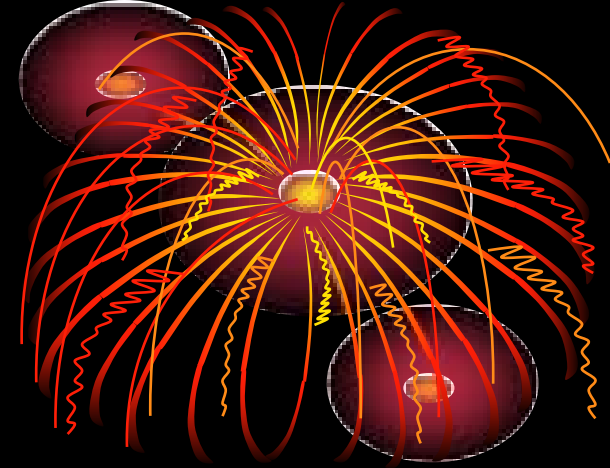
- Click and drag to draw the button on the slide.



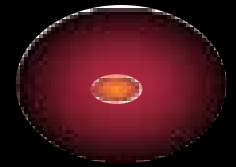
Custom Animation

- You can animate the entry of objects on a slide.
- Click slide 3 in the Slides tab.
- Go to the Slide Show menu and choose Custom Animation.
- You will see the Custom Animation task pane on the right.





Congratulations!!!!



You have completed a
PowerPoint Presentation.