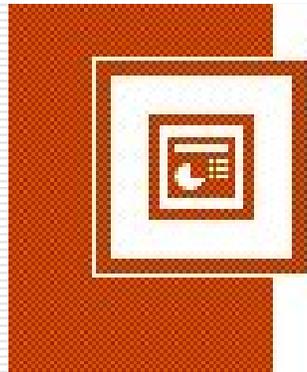
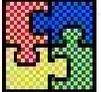


Microsoft PowerPoint

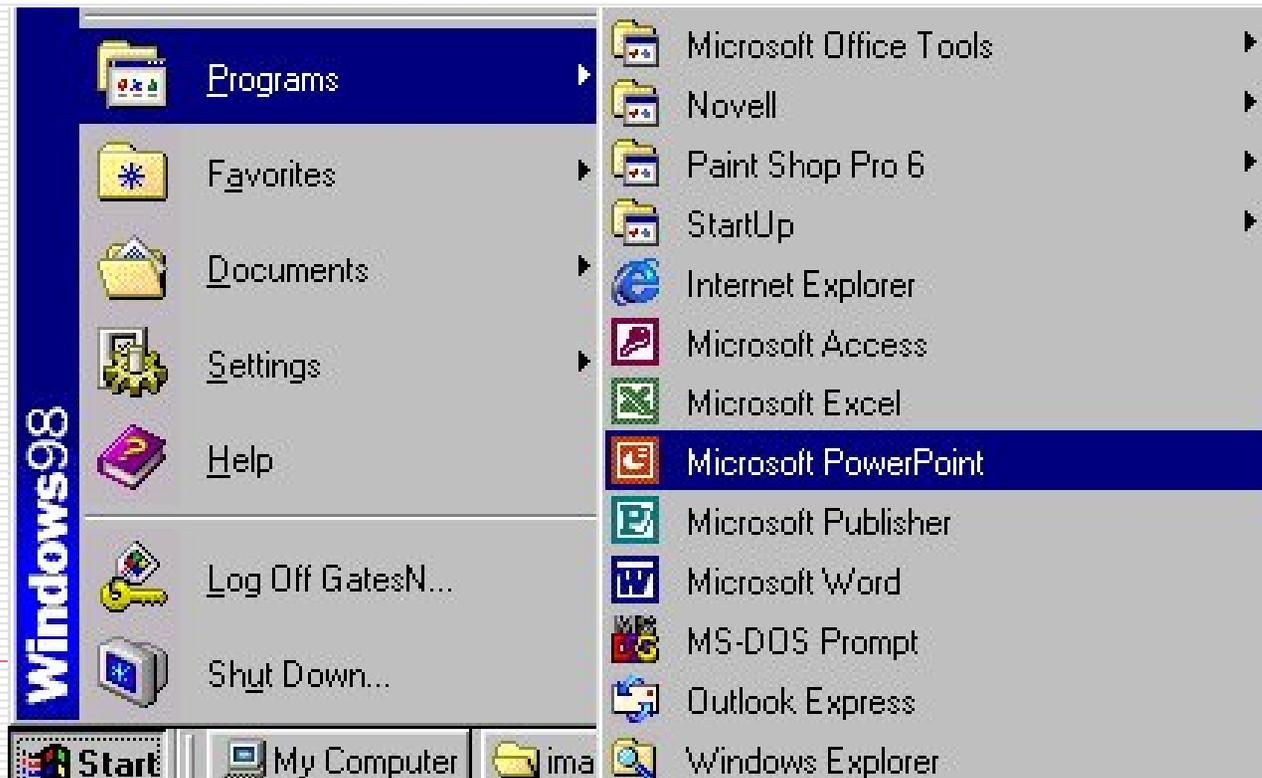


Microsoft®
PowerPoint®
2000 
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Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows.

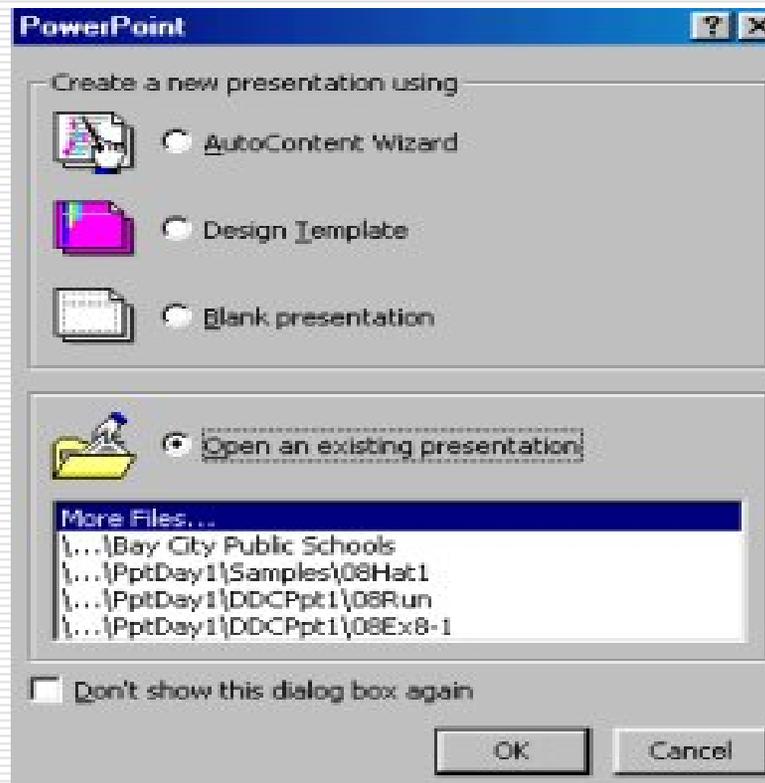
Starting MS PowerPoint

1. Double click on the Microsoft PowerPoint icon on the desktop.
2. Click on Start --> Programs --> Microsoft PowerPoint



Creating & Opening a Presentation

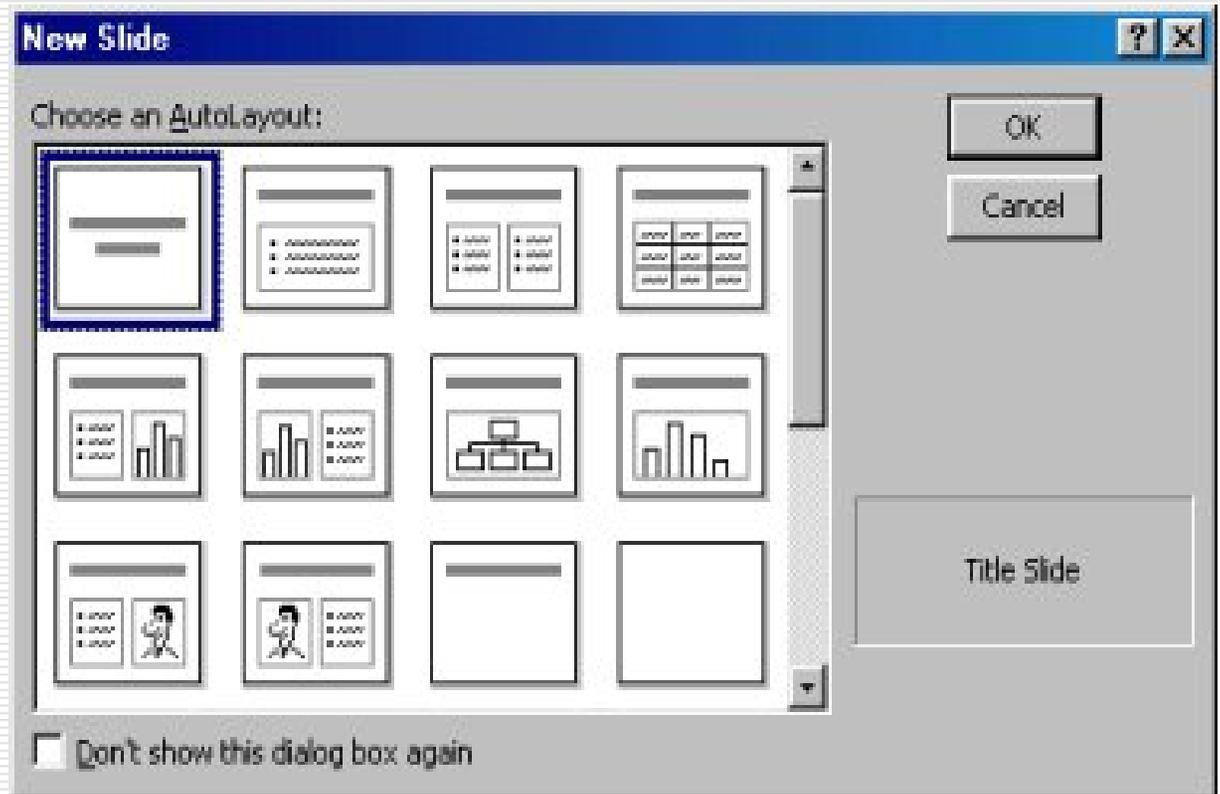
a screen pops up asking if you would like to create a New Presentation or Open An Existing Presentation.



Create a Blank Presentation

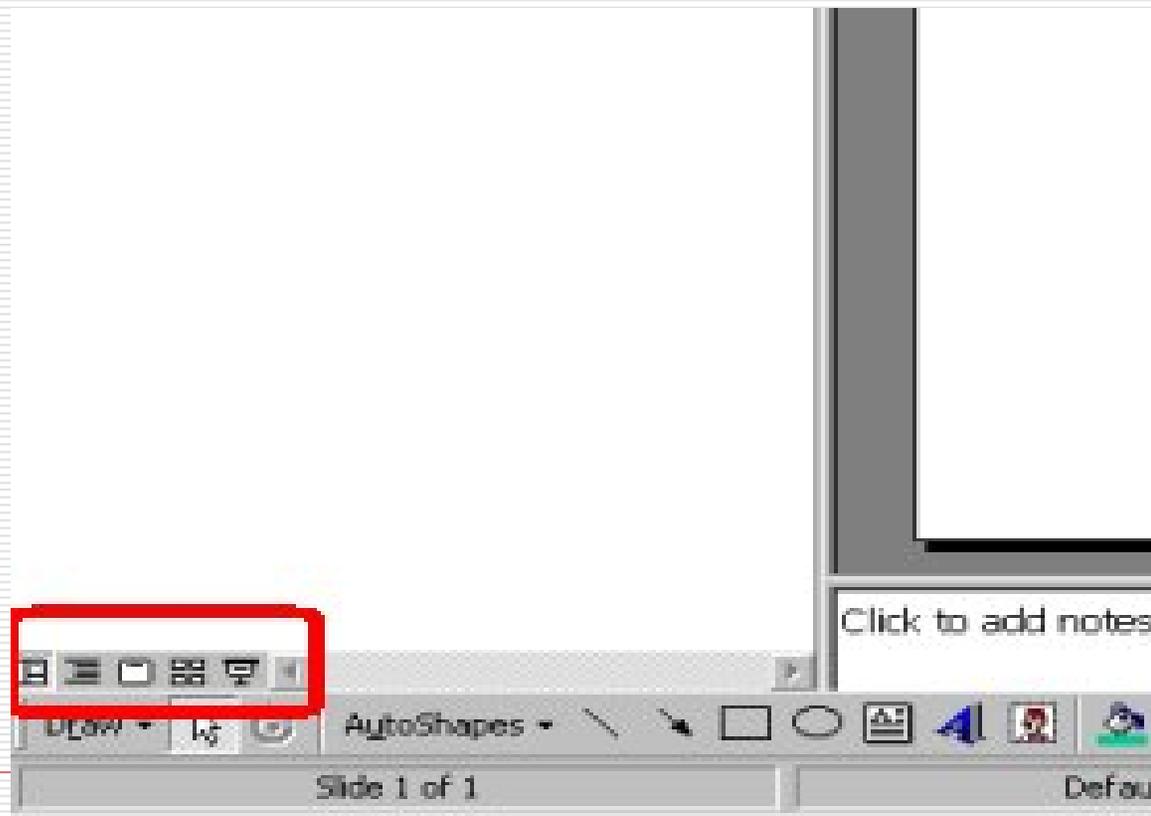
Pre-Designed Slide Layouts (Left to Right)

- Title Slide
- Bulleted List
- Two Column Text
- Table
- Text & Chart
- Chart & Text
- Organizational Chart
- Chart
- Text & Clip Art
- Clip Art & Text
- Title Only
- Blank Slide.



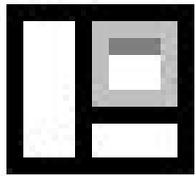
Different Views

There are different views within Microsoft PowerPoint that allow you to look at your presentation from different perspectives.

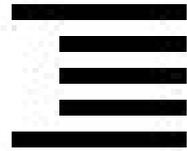


Different Views

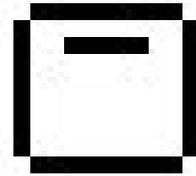
Normal
View



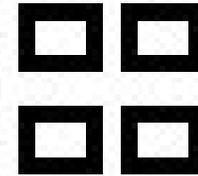
Outline
View



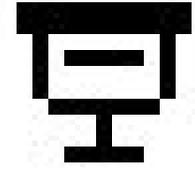
Slide View



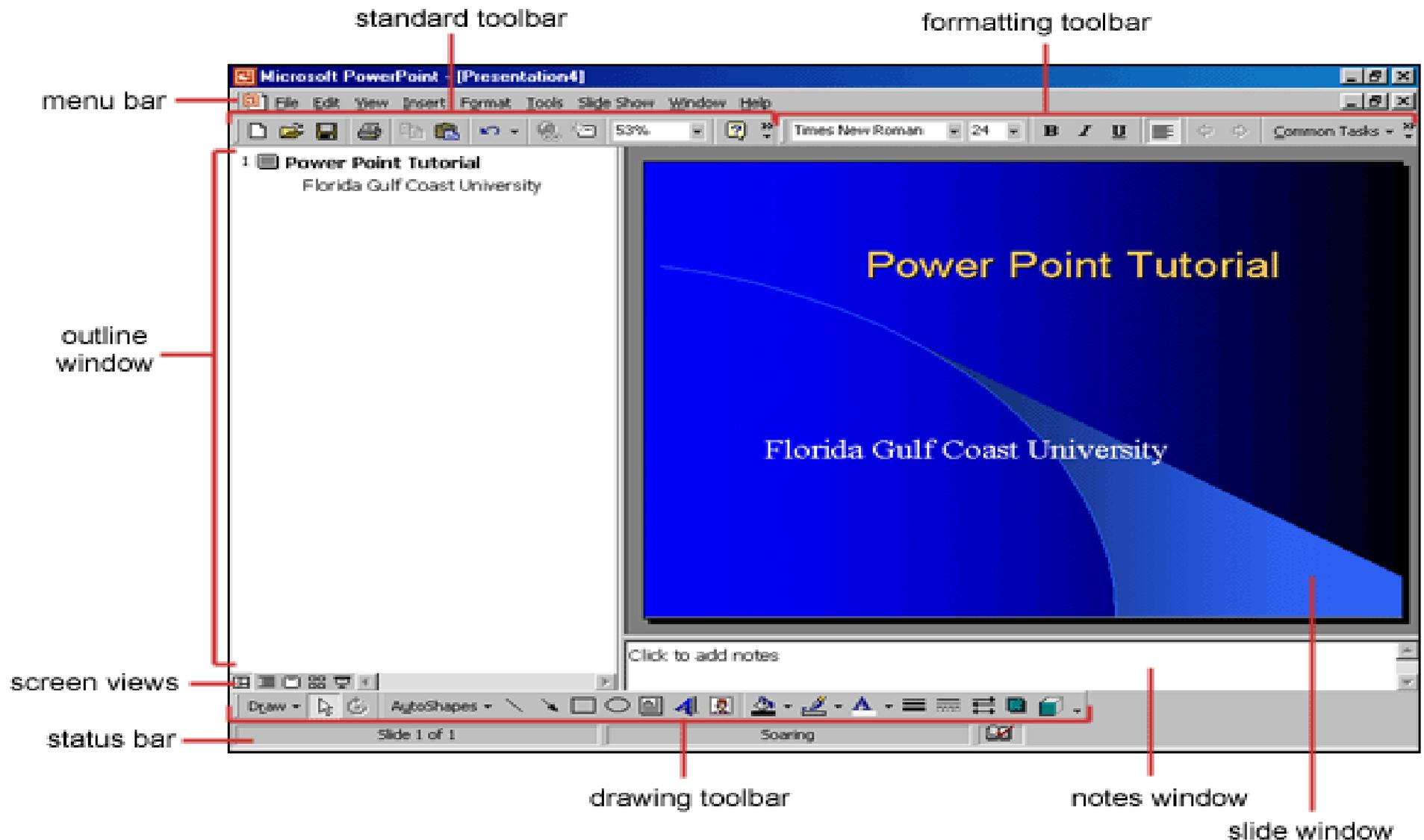
Slide Sorter
View



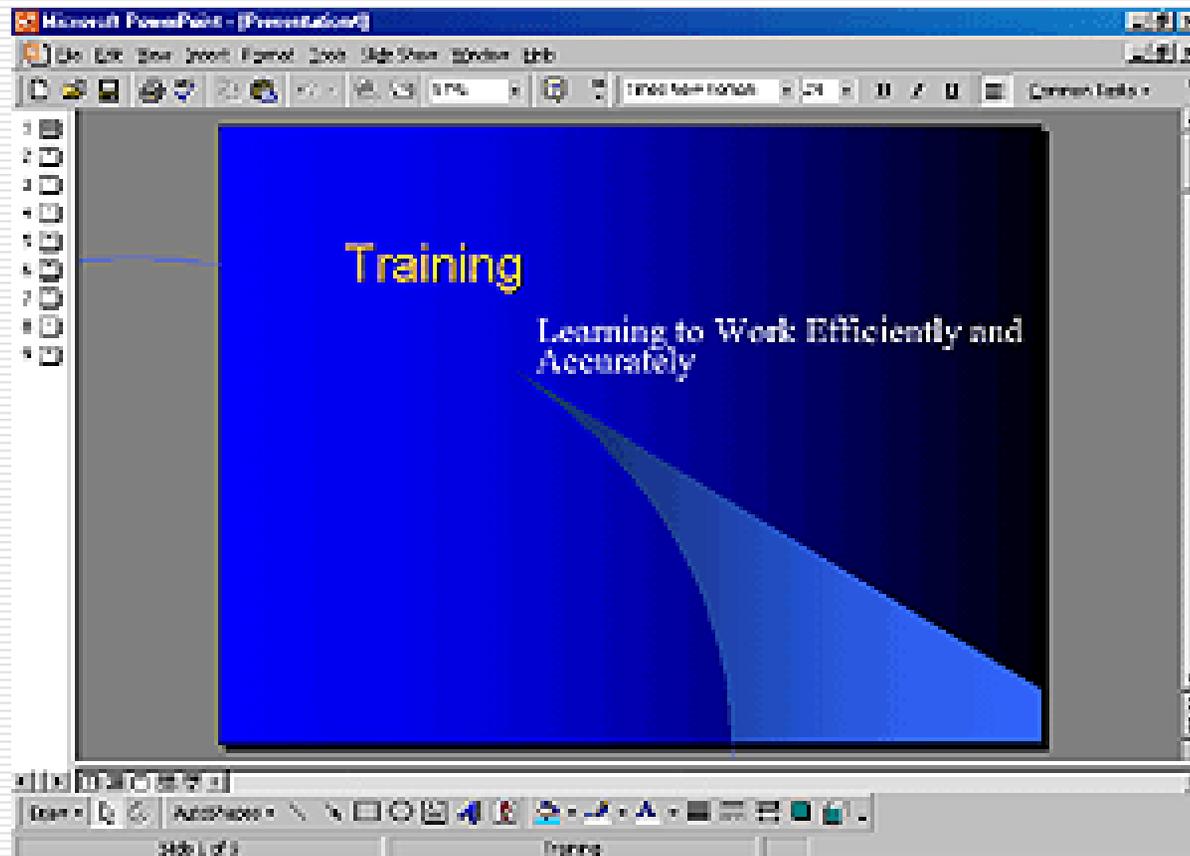
Slide Show
View



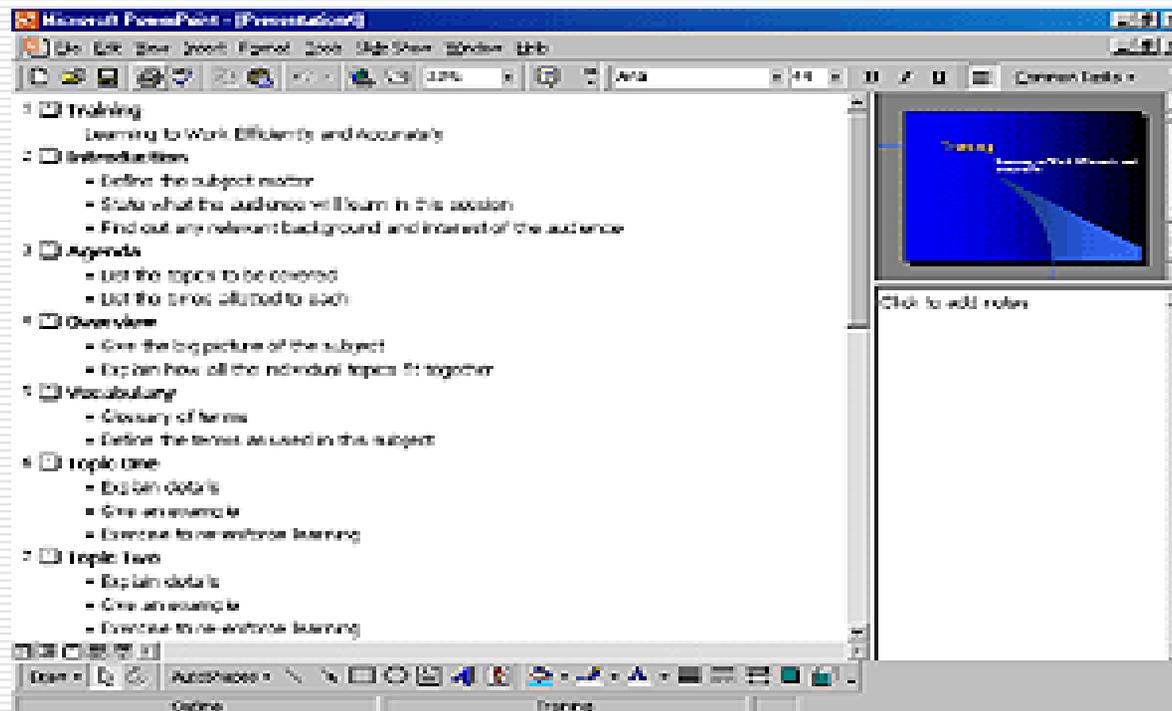
Normal View



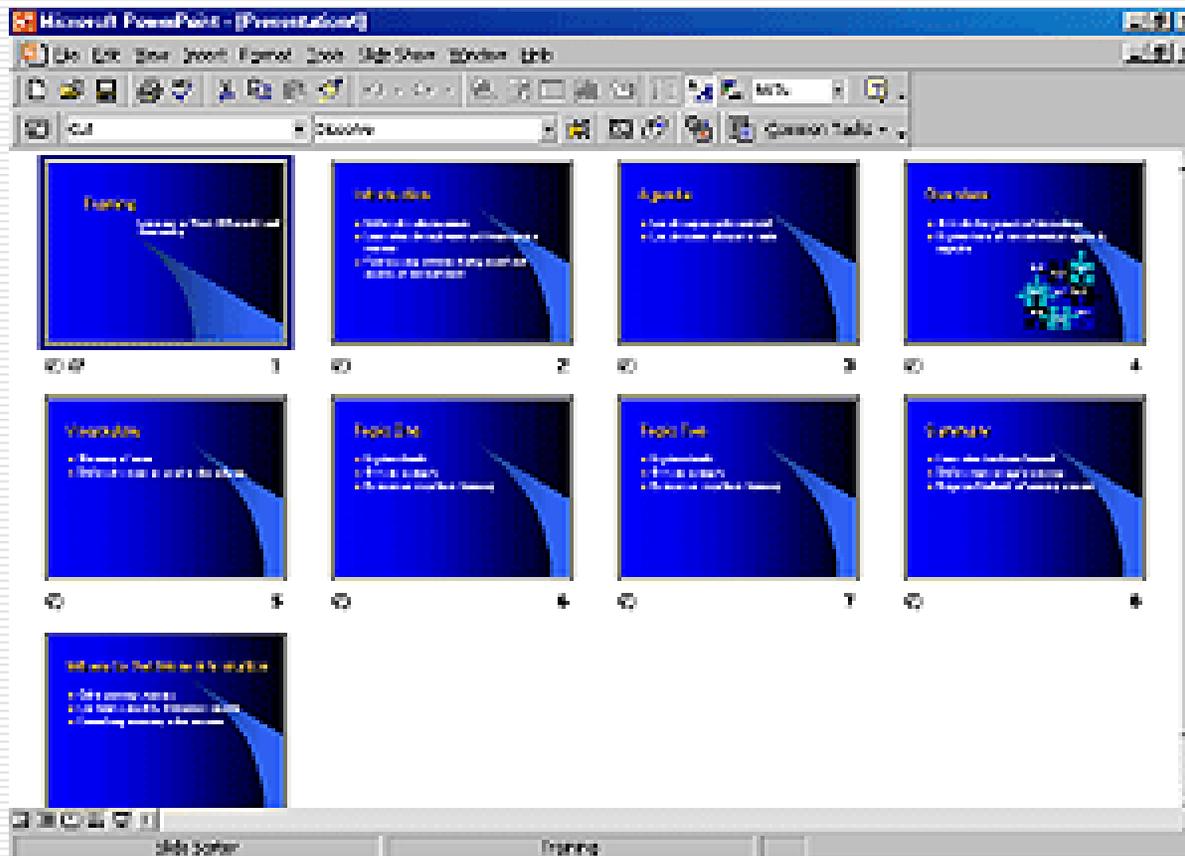
Slide View



Outline View



Slide Sorter View



Slide Manipulation

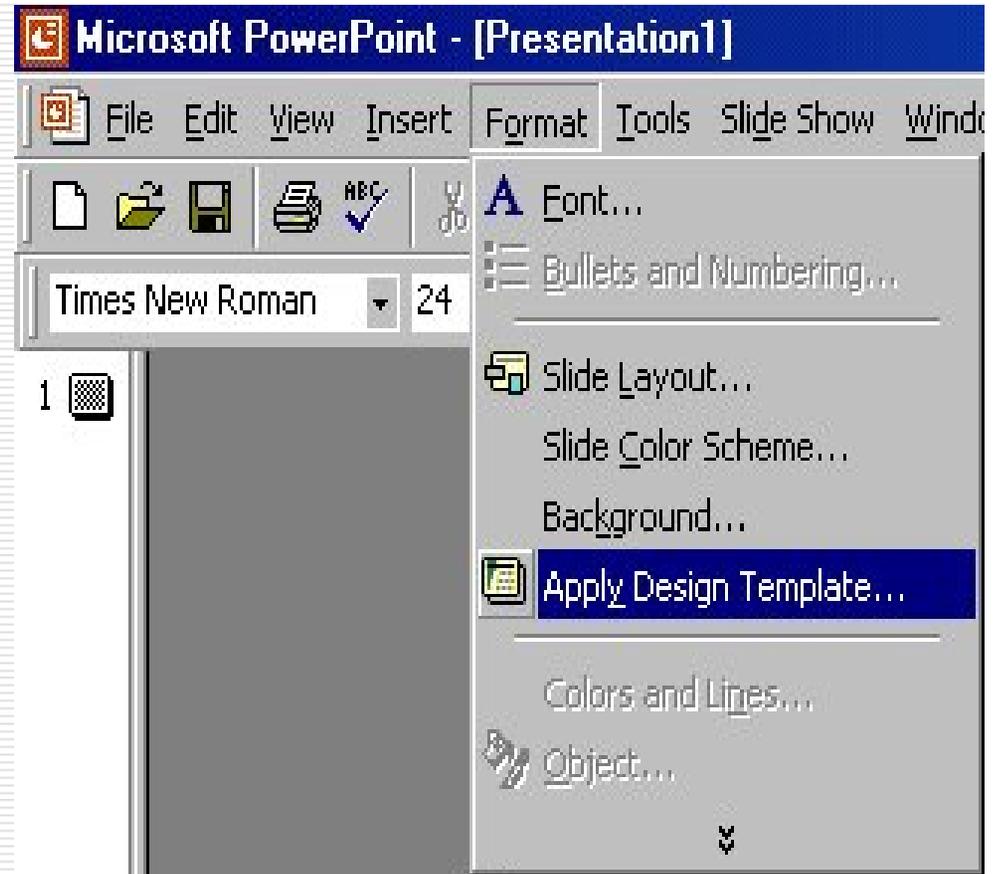
Inserting A New Slide

- Click **Insert** at top of screen
- Select New Slide
- Choose the page layout from the window and press **OK**

Slide Manipulation

Formatting A Slide Background

- Click **Format** at the top of the screen
- Select Apply Design Template
- Select Design you wish to apply
- Click Apply Button



Slide Manipulation

Inserting Clipart & Pictures

- Display the slide you want to add a picture to.
- Click Insert at the top of the screen
- Select Picture
- Select Clip Art
- Click the category you want
- Click the picture you want
- Click Insert Clip on the shortcut menu

Steps 1-4 are very similar when inserting other Pictures, Objects, Movies, Sounds, and Charts

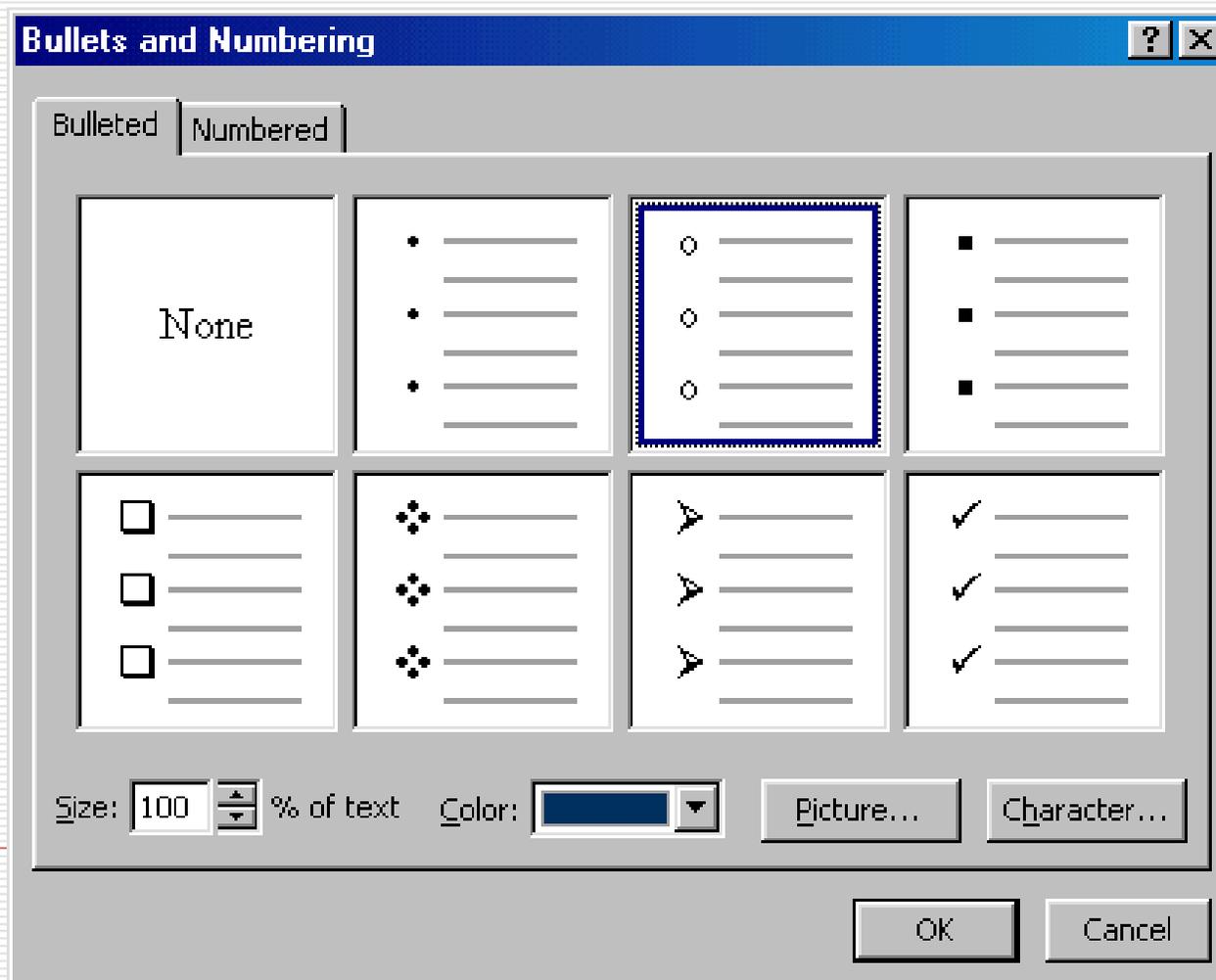
Slide Manipulation

Bulleted List from a Text Box

- Create a text box by selecting **Insert | Text Box** from the menu bar.
- "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.
- Choose **Format | Bullets and Numbering** from the menu bar.

Slide Manipulation

Bulleted List from a Text Box



Slide Manipulation

Select one of the seven bullet types shown and click **OK**.

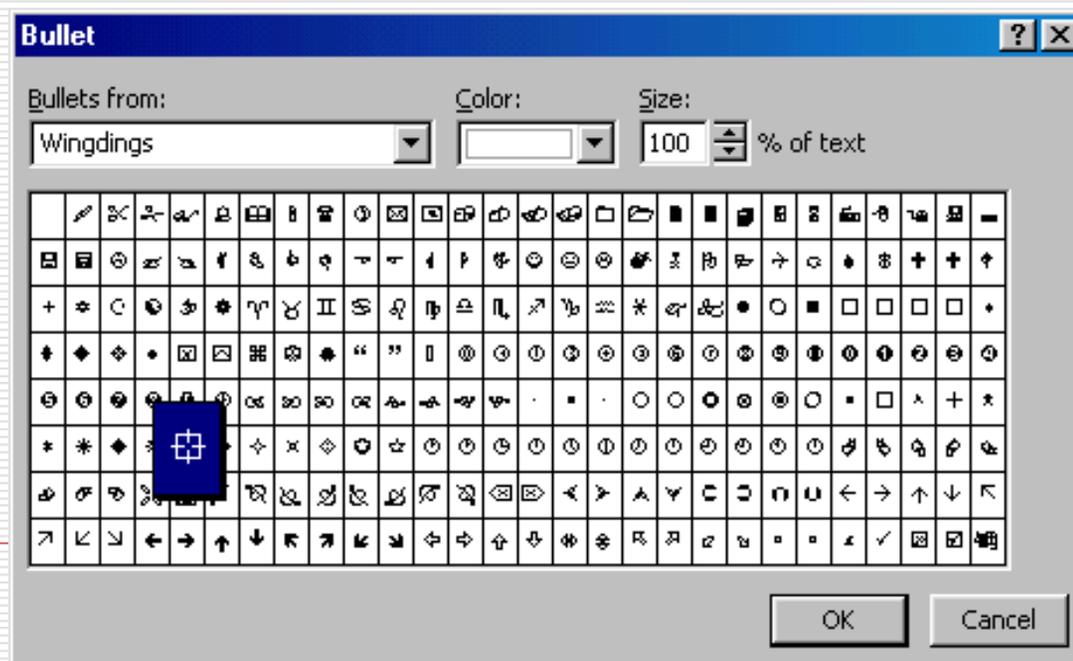
- **OR** -

Click the **Picture** button to view the **Picture Bullet** window.

Select one of the bullets and click **OK**.

- **OR** -

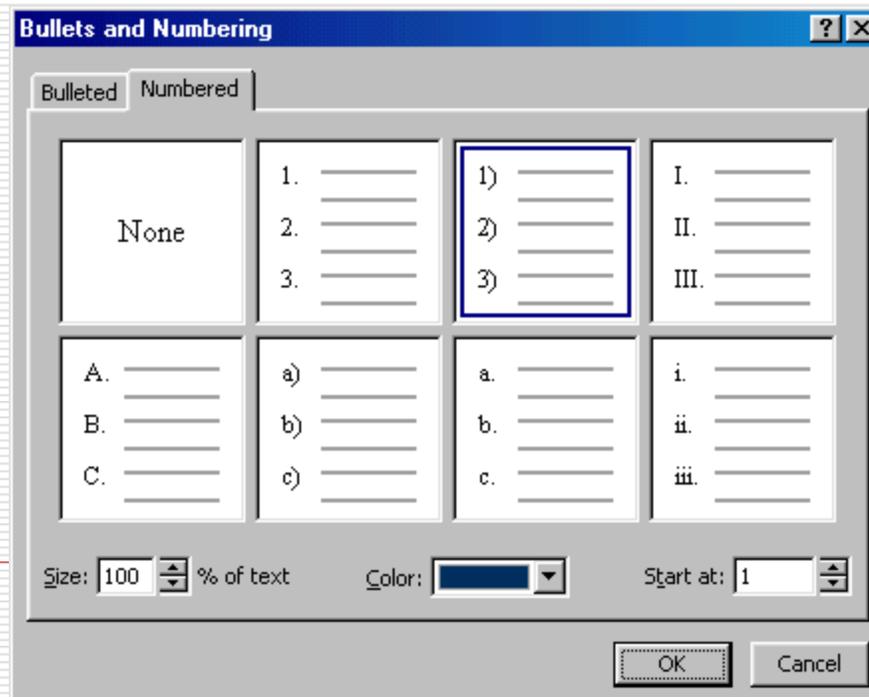
Click the **Character** button to select any character from the fonts on the computer.



Slide Manipulation

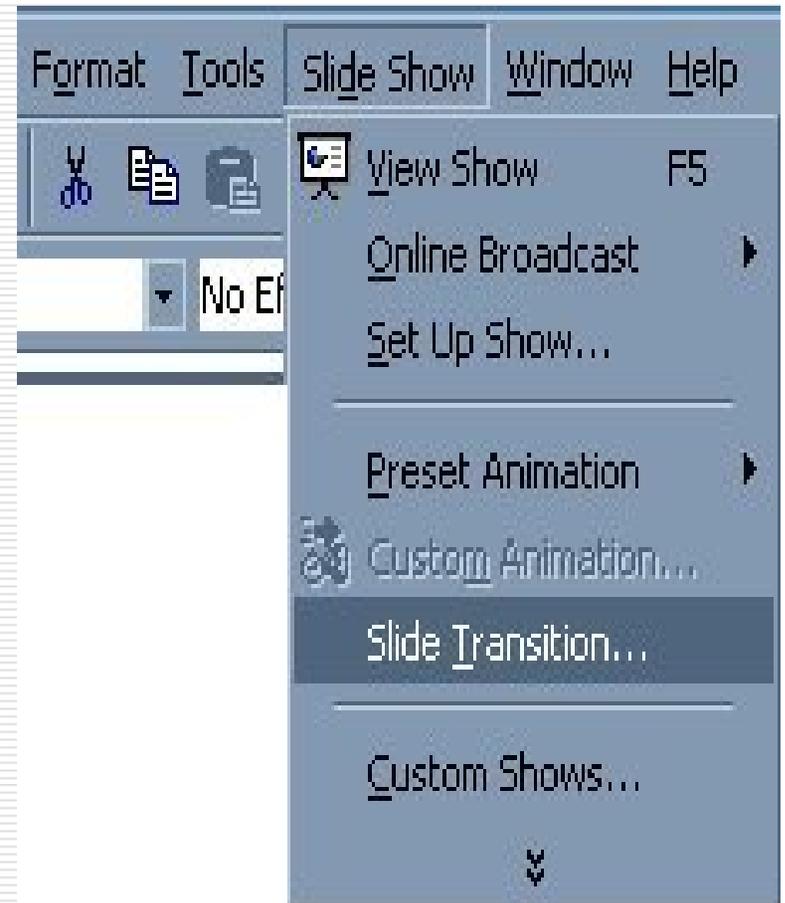
Numbered List

- Create a text box.
- With the text box selected, choose Format|Bullets and Numbering from the menu bar.
- Click the Numbered tab at the top of the Bullets and Numbering window.



Adding Transition to a Slide Show

- In slide or slide sorter view, select the slide or slides you want to add a transition to
- On the Slide Show menu at the top of the screen, click Slide Transition
- In the Effect box, click the transition you want
- Click Apply
- To apply the transition to all the slides, click Apply to All.



Viewing the Slide Show

- Click Slide Show at the lower left of the PowerPoint window.
- On the Slide Show menu, click View Show.
- On the View menu, click Slide Show.
- Press F5 on the keyboard

Navigating while in the Slide Show

Forward Navigation

Simply click on the left Mouse Button or hit the Enter Button on your keyboard

Reverse Navigation

Hit the Backspace on the keyboard

Exiting the show

Hit the Esc Button on the keyboard