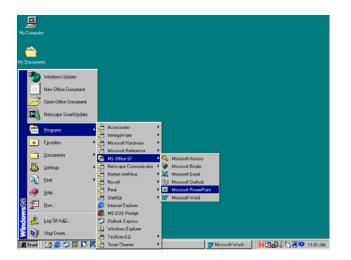
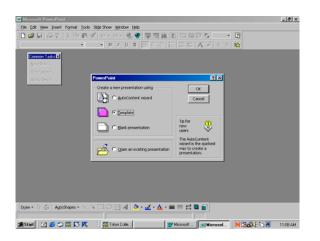
## How to Make PowerPoint Presentations

1. Hit Start>Programs>MS Office 97>MS PowerPoint



## 2. Hit Template>OK



3. Select Presentation Designs Tab

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- 4. Pick any background that you like and click **O. K.**
- 5. Choose the Slide Frame in the Upper Left-hand Corner> Click O. K.

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6. Click where it says, "Click to Add Title"

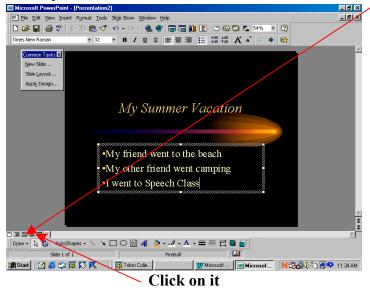
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7. Typ

Click where it says Click to Add sub-title A) Hit the "Bullet" Button. Make sure it is "Left Justified"

- 8. Type:
  - "My friend went to the beach" Hit Enter.
  - Type "My other friend went camping" Hit Enter.
  - Type, "I went to Speech Class" Do <u>NOT</u> Hit Enter

9. On the bottom of the screen, on the left hand side there is a symbol that looks like this *(It is two boxes on the top and two boxes on the bottom. It is called the Slide Sorter Tray)* 



10. On the top of the screen, there are two boxes ("No Transition" and "No Effect"). Hit the arrow to the right of the **No Effect** and pick the one you like (Of course you don't KNOW what you like, because you can't see them).

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11. On the bottom left-hand corner of the screen, hit the button called **SLIDE SHOW**. It has two buttons to the right of the **Slide View** Button.



- 12. Now, when you hit the SPACE Bar or the MOUSE Button, your Bullets will FLY
- on! Hit Escape to return to the Slide Sorter View
- 13. Hit the SLIDE VIEW button. Go to INSERT (top of the screen)>NEW SLIDE



14. Hit the icon that looks like this:



- 15. Double Click where it is indicated. Go into the cells and change that information anyway you like.
- 16. Go back to the **SLIDE SORTER** view (see Step 9). You will now see your two slides.
- 17. Change the "No Transition" box (by pressing on the arrow on the right hand side) to whatever you like. (See Step 10).
- 18. Make sure your **First** slide is selected. Then, go to the **Slide Show** (Step 11) and hit the space bar. The slides will change with your transitions. Hit **Escape.**
- 19. Hit the **SLIDE VIEW** button. Go to **INSERT** (top of the screen)>**NEW SLIDE.** Insert the slide in the upper left-hand corner. (This is a repeat to Step 13).
- 20. In the Box on the top, type "Pictures from my Vacation"
- 21. Hit Insert>Pictures>Clipart

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22. Find one you like and hit Insert

- 23. Go back to the SLIDE SORTER and add a transition.
- 24. Go to Slide View. Hit Insert>New Slide and select a Blank Slide
- 25. Hit Format (to the right of Insert).
- 26. Hit **Background.** There is a color tab with an arrow to the right of it. Select it and change the color to black. Below that, there is a box that says "Omit Background Master from Graphics". Select it. Hit **Apply** (NOT Apply to All) Now, you have a black slide.
- 27. Go back to the **Slide Sorter**. With your black slide selected, press **Insert>Duplicate Slide.** Now when you go into your Slide Sorter, you have two black slides. Select one of the black slides and with the mouse button pressed down; drag it to the left, making it the first slide. Do the same with the second slide but make it the last slide. Give both of them transitions.
- 28. Your presentation should have 5 slides.
  - Black Slide
  - Bullet Slide
  - Graph Slide
  - Clip Art Slide
  - Black Slide
- 29. Go into your Slide Show Mode and preview it.