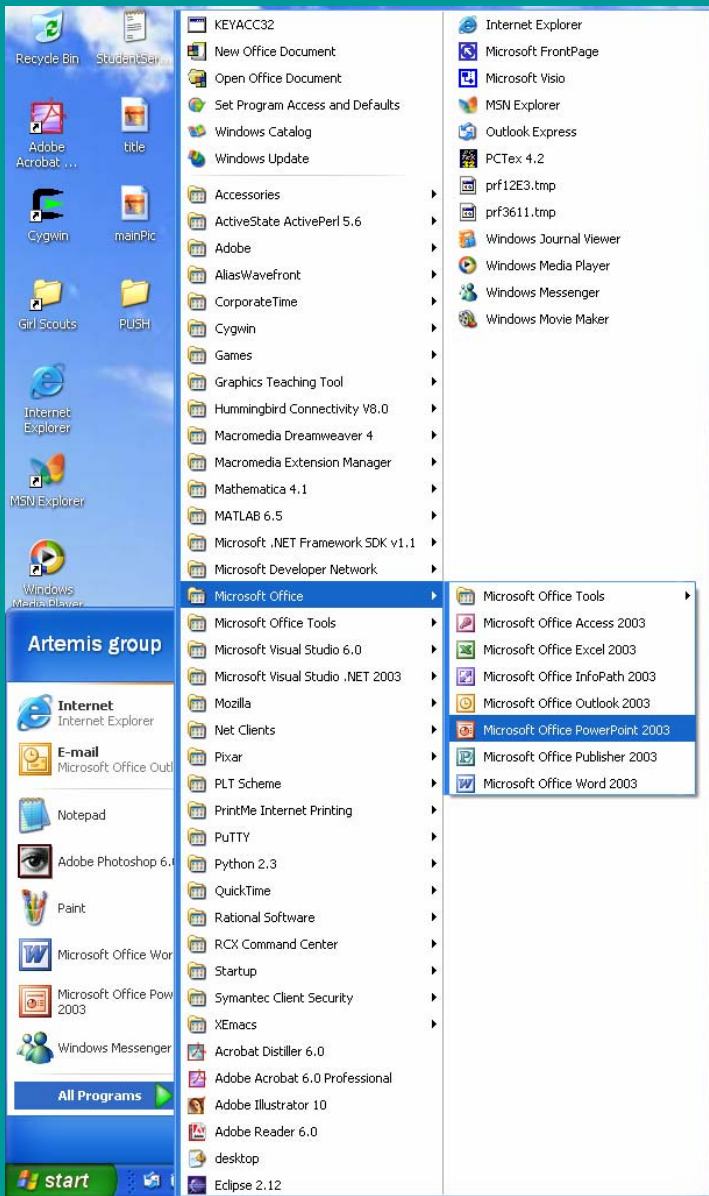


# Open PowerPoint

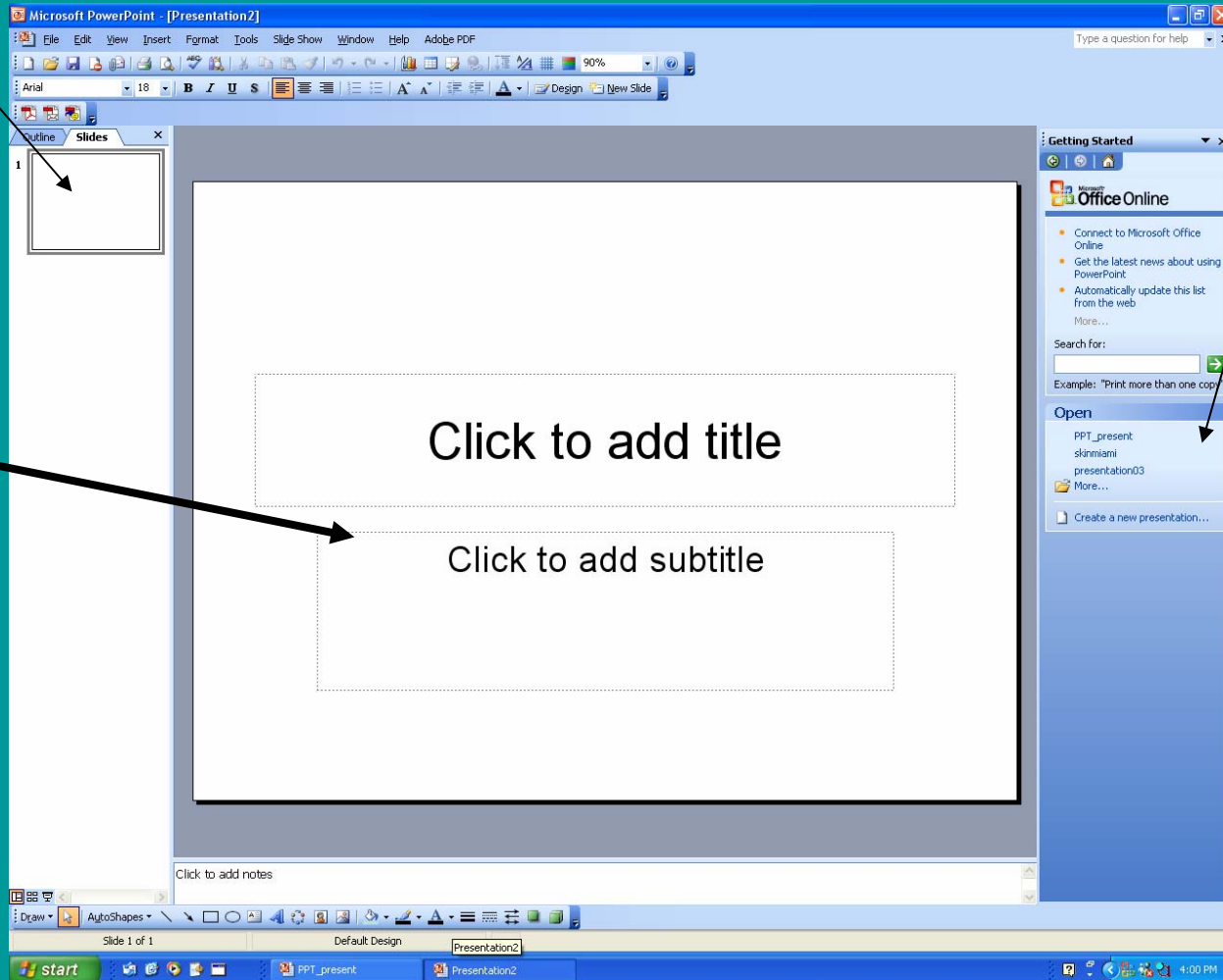


# Workspace

All Your Slides

Shows Recent Presentations

Current Slide



# Add Text

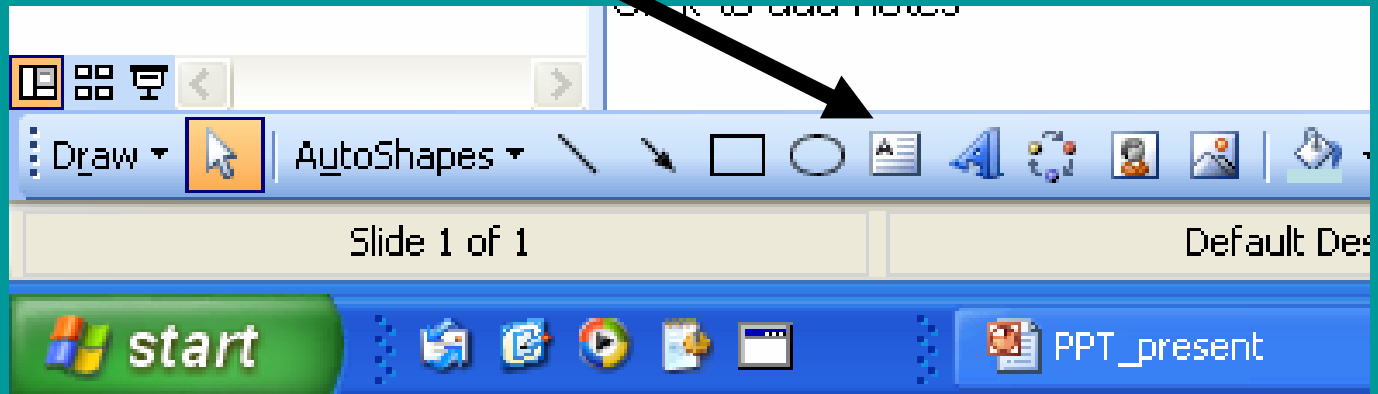
Click on dashed line and press the delete key on the keyboard.



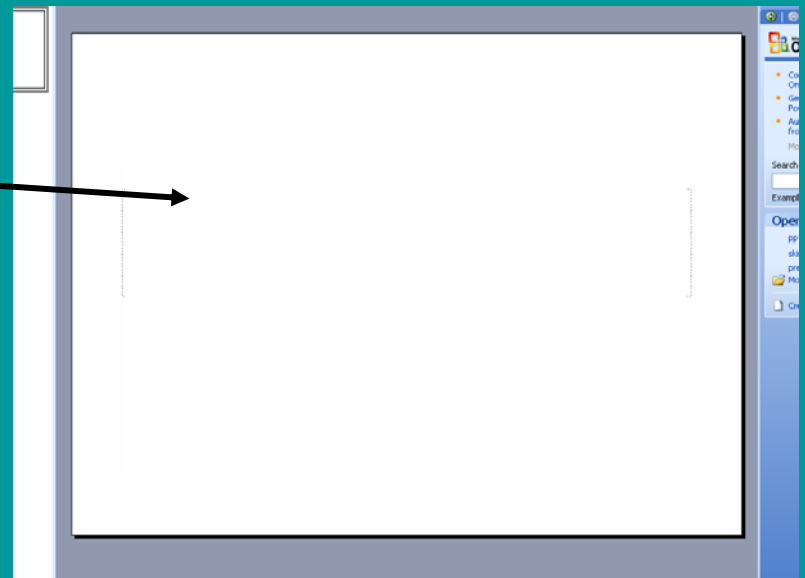
Click to add title

Click to add subtitle

1. Click on the “text box” icon on the bottom left of the screen



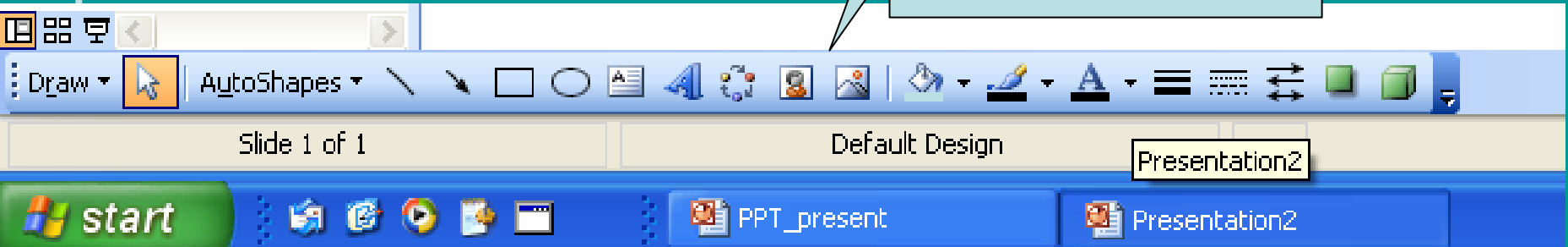
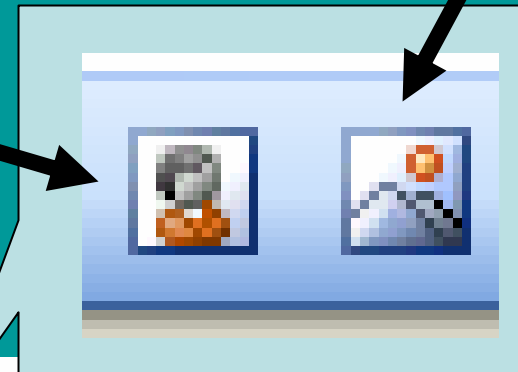
2. Click on slide, and drag box open. Start Typing.



# Add Picture

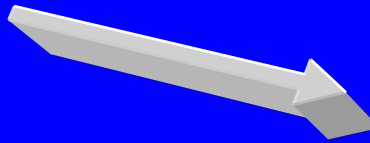
Pictures from File

Clip Art Pictures

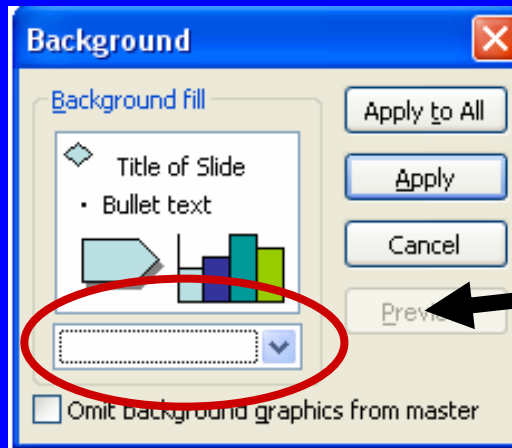
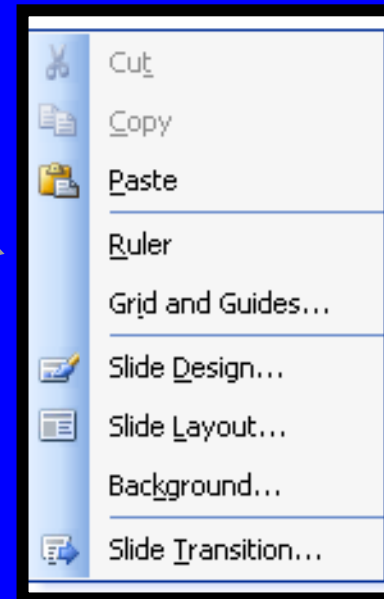


# Background Colors

Right Click to Get  
this menu



Click on Background



1. Pull down the arrow menu
2. Choose "more colors"
3. Click "OK"
4. Click "Apply"



# Edit Text

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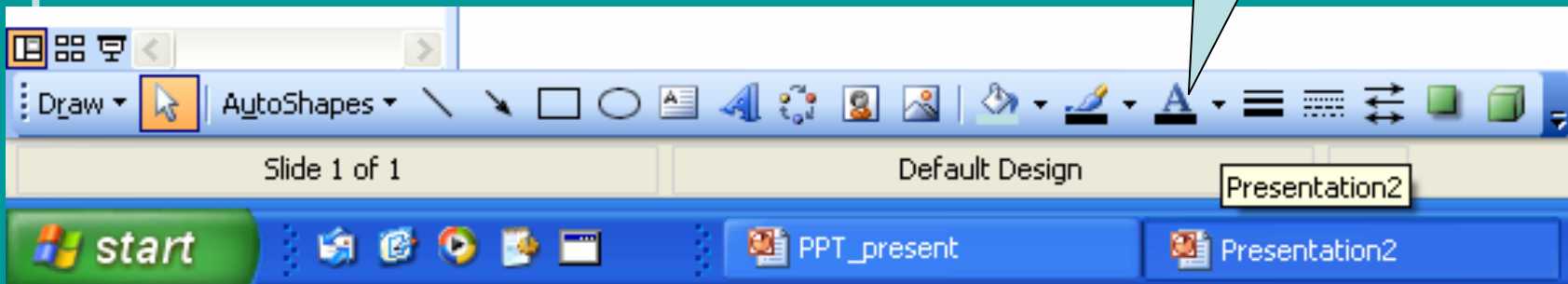


Select Text then:

- Change letter size
- Change letter color
- Change font

# Edit Text

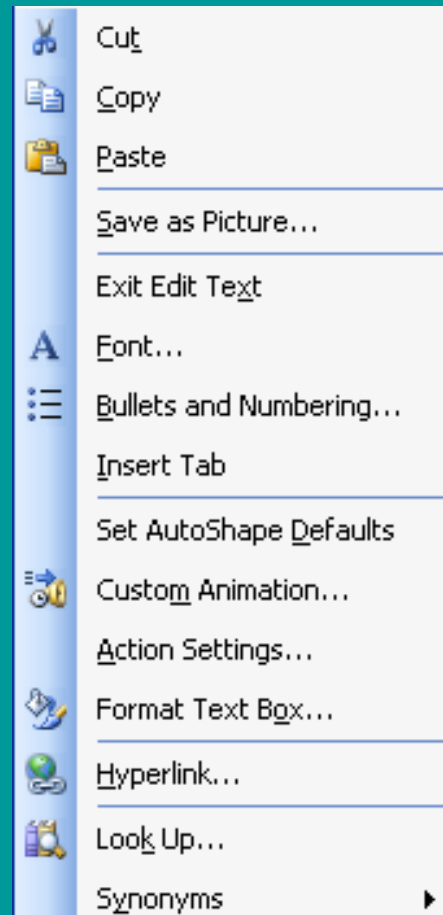
Change Font Color



# Edit Text

Or: Highlight Text, and then right click to get this menu

Under the  
“Font” menu,  
you can  
change the  
font, color,  
underline,  
italicize, etc..



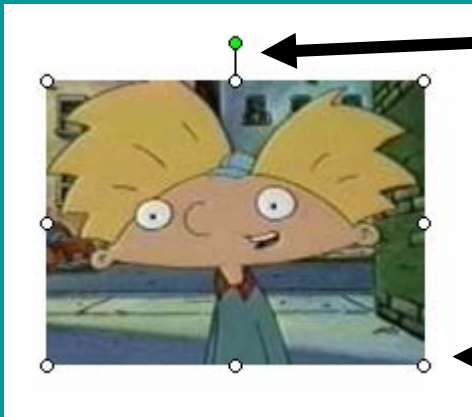
# Modify Pictures

But how do I change the size of the picture?

Can I move it around?

Rotate it?

Click on the picture to get white dots around it. On the top, there should be a green dot.



Rotate: click on the green dot and drag the picture in a circle

Resize: click on white dot and drag to new size

# But wait, you can do that with text boxes too!

*Click on the text and*

*drag the green dot*

*and you can rotate a text box*

# Modify Pictures

Once you have inserted a picture, you can do some **CRAZY** things to it.

Let's insert Krista.



The “picture toolbar” comes up when you insert any picture.

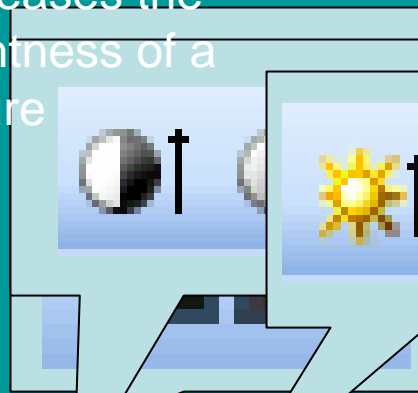


# Modify Pictures

What do all these buttons do?



Increases or decreases the brightness of a picture



Increases the brightness of a picture from grayscale to full white, or washes it out

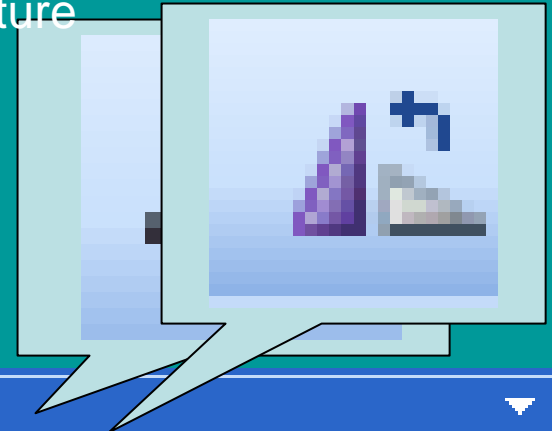


# Modify Pictures

What do all these buttons do?



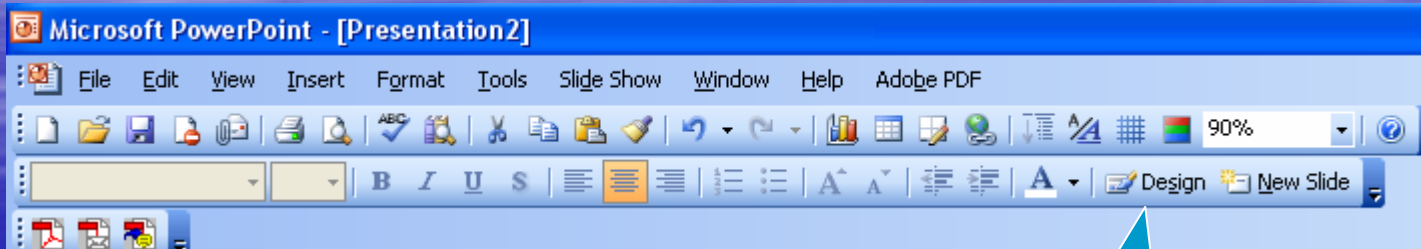
Crops the pictures: cuts out the parts you don't want  
Rotates the Picture



Headless Krista  
Side-winder Krista



# Get a super-fly background



**Click on the Design  
Button**



And then click on a background

You can change the color the same way  
you changed the color of the blank  
background! Right click!

# Autoshapes

How do I get arrows, squares, circles and other “autoshapes”?

Choose one of these (or one off of the “AutoShapes” drop menu) and drag your mouse to “draw” it on the screen.



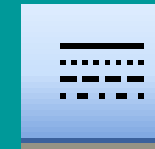
# Autoshapes



Font color



Line width



Make your lines dashed



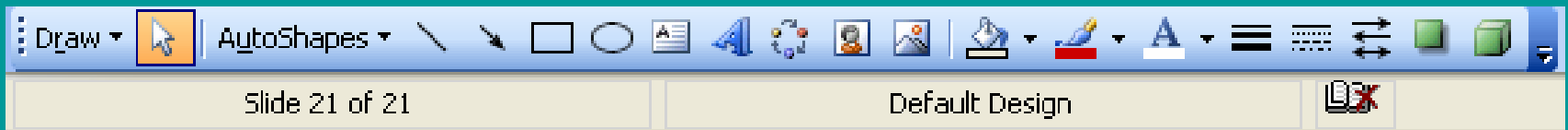
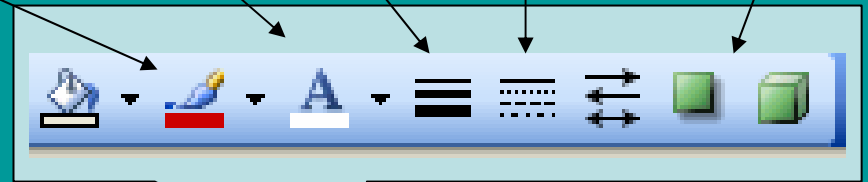
Add 3-D effects



Change the color of lines



Change inside color of shape



THE COOLEST THING EVER

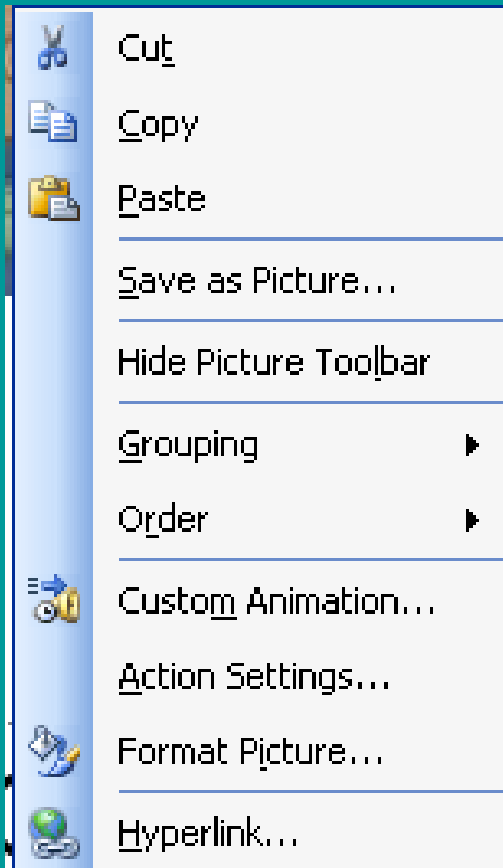
ANIMATION!

MAKE EVERYTHING

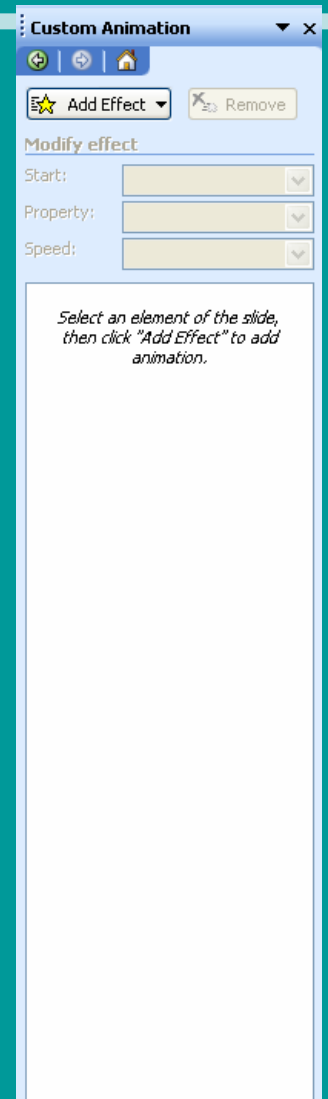
MOVE !!!!

# Animate

Right click on an object (like a picture or text)



Choose "Custom Animation"

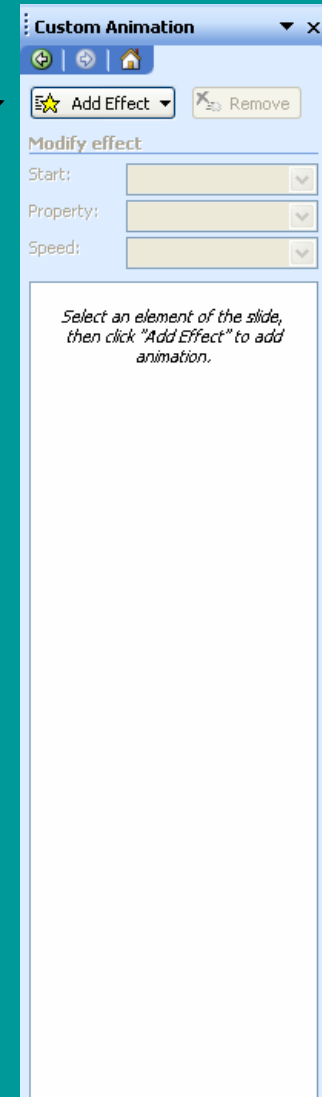


# Animate

Click “Add Effect”

Then choose the effect you want.

If you want two objects (pictures or text boxes) to do the same thing at the same time, before you click “Add Effect” click on one of them, and then hold down the shift key as you click the other(s).

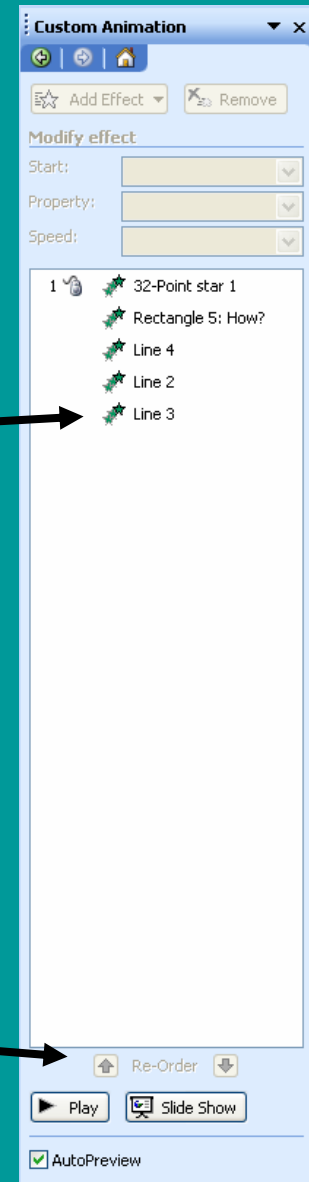


# Animate

Once you have chosen some effects for your object, you can pick the order in which they happen.

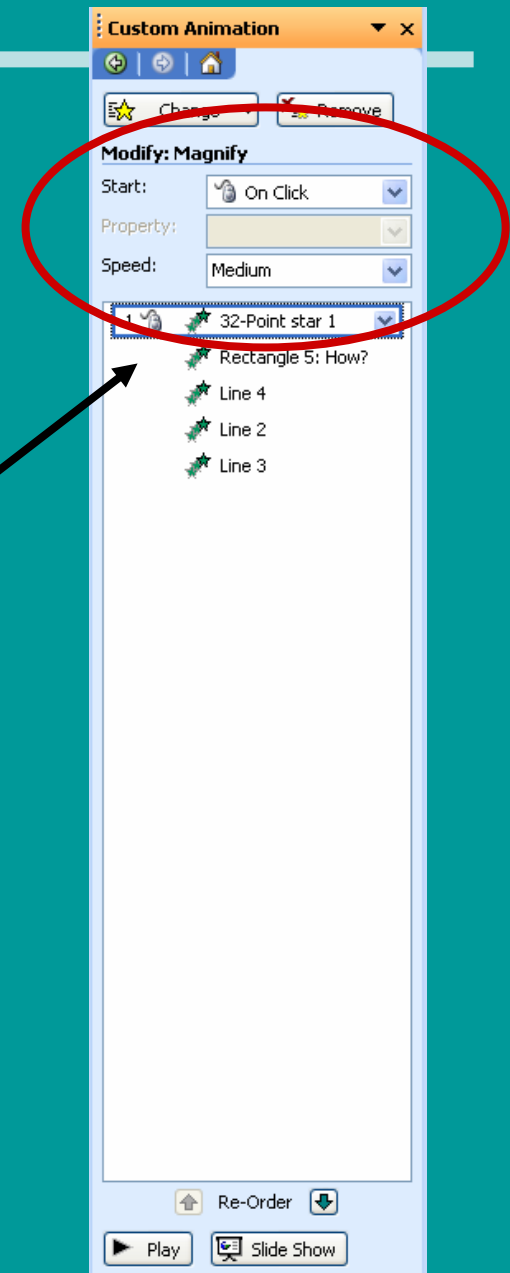
1. Click on an event

2. Then press the reorder buttons to move it higher or lower in the list



# Animate

You can choose the speed of the animation and whether you want it to start when you click, or after a certain time, or after the last “animation.”



THE END!