The Magic of PowerPoint!!!!

Create movies, presentation, and much much more...



Open PowerPoint

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

Click to add title

Click to add subtitle







Background Colors





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



- Change letter size
- Change letter color
- Change font





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

Cut ð E) Copy ۳. Paste Save as Picture... Exit Edit Text Font... Α Ξ Bullets and Numbering... Insert Tab Set AutoShape Defaults 3 Custom Animation... Action Settings... ٩, Format Text Box... Hyperlink... 닖 í, Look Up... Synonyms



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!



and you can rotate a text box

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

Let's insert Krista (or in your case just get a photograph from clip art).

The "picture toolbar" comes up when you insert any picture.





Modify Pictures

Modify Pictures

What do all these buttons do?



Modify Pictures

What do all these buttons do?

Picture

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

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Headless Krista Side-winder Krista

Get a super-fly background

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

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 🔹 🔪 🔪 🔲 🔿

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Slide 21 of 21

AutoShapes 🔻

Draw 🔻

Default Design

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THE COOLEST THING EVER **ANIMATION!** MAKE EVERYTHING MOVE !!!

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

Custom Animation

Modify effect

▼ X

Kan Remove

Select an element of the slide, then click "Add Effect" to add animation.

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).

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

Custom Animation

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Custom Animation

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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!

Assignment

- Make a PowerPoint presentation on anything you want.
- Must have
 - Minimum of 6 slides
 - Must have animation
 - Must have photos and/or clip art
 - Must have slide transition
 - Must have text