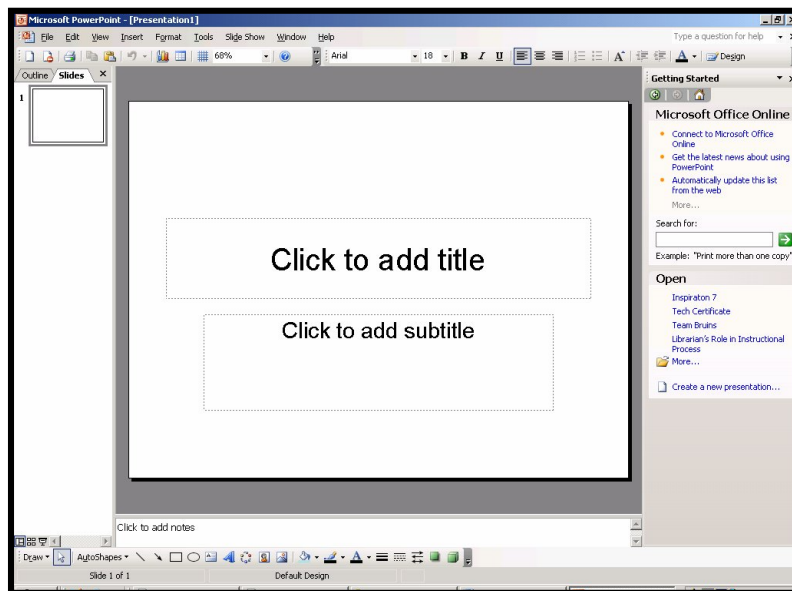


**Mission High School
Library Media Center Pathfinder
Making a PowerPoint (PPT) Presentation**

First Steps:

1. **Open:** From the Start menu, select Microsoft Office PowerPoint.
2. **Save as** immediately into My Computer/725....\$/Class Folder/Project Name.



3. **Change Background Color:** Choose Format/Background/Apply to All
You may also choose Fill Effects if you like.
4. **Slide Transition:** To the right of your slide is a tablet with an arrow at the top. Pull down the arrow to choose Slide Transition. Choose a transition and Apply to All Slides.
5. **Word Art:** Click on Word Art on the bottom toolbar (or Insert/Picture/Word Art). Choose style and type in title. This will automatically insert into your slide. Click on the title box and delete.
6. **View:** Use the slide, sorter and view icons at the bottom toolbar to see your presentation in various formats so far.
7. **Text Box:** On your first slide, click on "Click to Add Title" and on "Click to Add Subtitle" to add your title and subtitle. Create author line, date and class. Use Format Text or the top tool bar to change text font, size, color or style.

8. **New Slide:** When you are finished with the first slide, you can make the second by using Insert/New Slide. Or, you may put your cursor next to the last slide in the in the slide panel and hit enter.
9. **Importing Images:** To insert images, go to Insert/Picture from File to get your images that you have saved for your presentation. Do not copy and paste.
10. **Layout:** Pull down the arrow in the Getting Started tablet to your right. Decide the layout for your slide, select it and your slide will automatically change to that layout.
11. **Bullet-Point Text:** Click on “Click to Add Text” to add text. Each time you hit return, it will make a new bullet point. If you don’t want a new bullet point, simply backspace to get rid of the bullet. If you want to make bullets, go up to Format, Bullets & Numbering and choose the type of bullets or numbers you would like.
12. **Animation Schemes:** After you have made all of your slides, add effects or animation within slides. Pull down the arrow in the Getting Started tablet to your right to Slide Design: Animation Schemes. Or use Custom Animation. From these tablets you will be able to set animation, timing, and order. Remember objects such as images are different than text.
13. **Notes:** Add notes to the bottom. These notes will not appear on the screen, but will show on your handout so that you can remember what you want to say in your presentation.
14. **Import Graph from Excel:**
 - a. In PowerPoint: Select a layout (for a new slide) with a chart icon.
 - b. Insert/Chart.
 - c. Click on Import File icon on top toolbar. (It looks like a file opening with an arrow coming out.)
 - d. Find your Excel document. Click on it.
 - e. You will be asked which sheet of your Excel spreadsheet you wish to import. Choose and hit okay.
 - f. Right click on chart/Chart Type/Change your chart to a line graph.
 - g. Click out to see your chart as an object (how it will look in your presentation.)