

PowerPoint Basics

PowerPoint is an application that will help you put together slides to be used in a presentation. Each slide can contain text, pictures, sounds, backgrounds and transitions. You can also include hyperlinks that take you to other documents or web resources.

SMPS Instructional Technology - Mrs. Brazil

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1. Go to start, programs, and click Microsoft PowerPoint.
2. Select Blank presentation. Click **OK**.
3. Select **Title Slide** as your first slide. In the title box Type "All About Me" In the subtitle box type your first name and last initial. Change the font, color, size and style of the text.....Experiment with different font styles.
4. **Aligning text:** Choose **Alignment** from the **Format Menu** to position the text "All About Me" to the right within a text box.
5. **Positioning the text box:** Select the "All About Me" text box and an outline appears around the text box; click on the line around the box and drag to the bottom of the page to reposition the box.
6. **Resizing the text box:** Select the text and an outline will appear around the text box. **Click on the line of the box** and "**handles**" will appear. Click and drag on the handles to resize the box.
7. **Add a new slide** by selecting **New Slide** from the **Insert** menu. The **slide layout** dialogue box appears with a large selection of slides. Select the blank slide template.
8. **Choose a Background for your slides:**
From the *Format Menu* select *Background*. From this dialog box you can click the down arrow and explore the *More Colors* and *Fill Effects*. Once you have selected a background, you need to click *Apply*. Click *Apply To All* for all slides to have the same background.

Add text to the slide: You can add a text box anywhere you like by choosing *Text Box* under the *Insert Menu*. Hold your mouse approximately where you would like to add text, click and hold the mouse button and drag the mouse to form a text box. Type "Saint Mary's Primary School". The text box can be moved and the size changed.

When add pictures to your slides, all your images should be directly connected to your topic.

