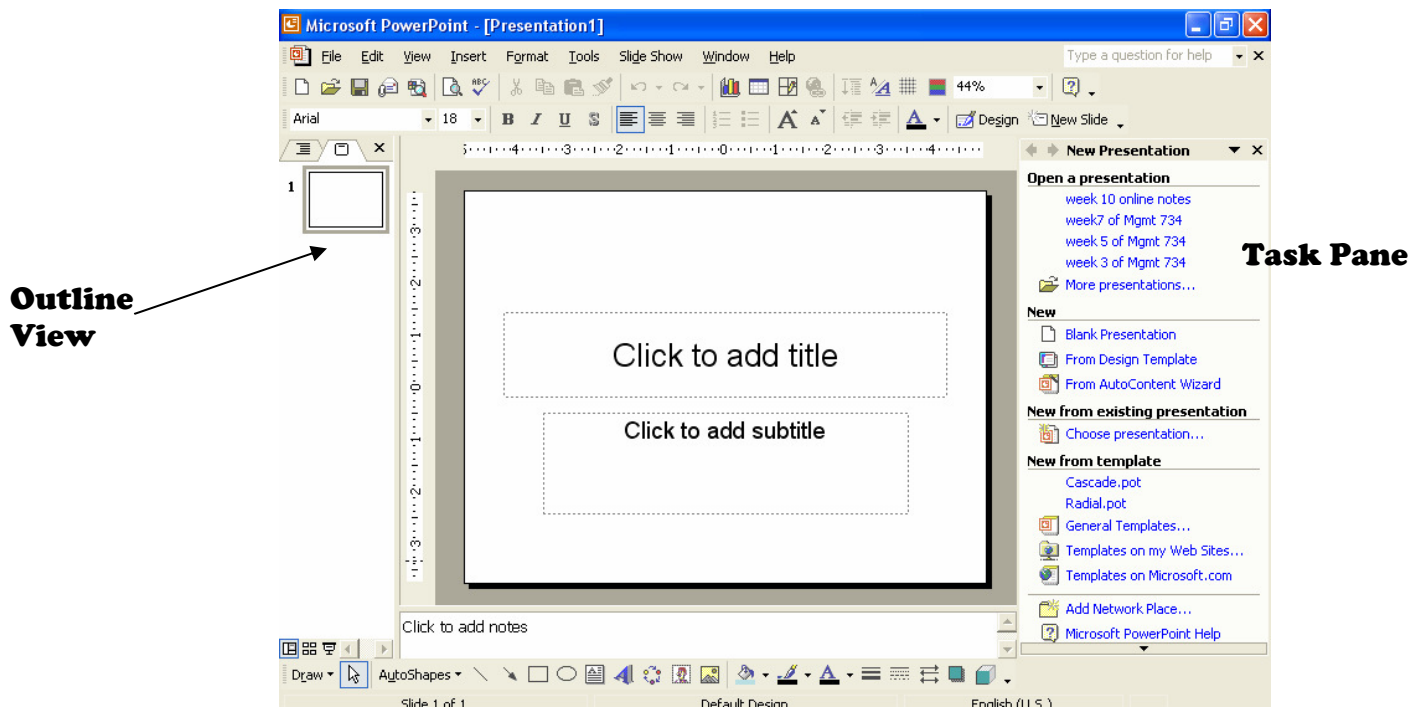


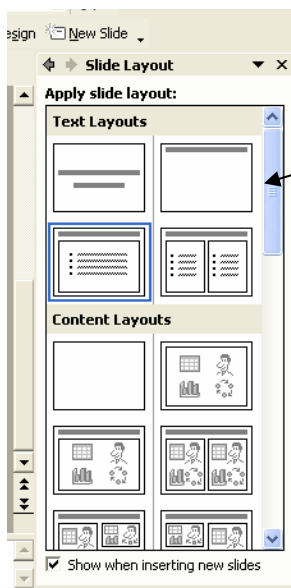
PowerPoint XP

Getting Started

1. Open MS PowerPoint
 - Start → Common Apps → Microsoft Office → Microsoft PowerPoint XP
2. Elementary



Creating Subsequent Slides



1. Click on the New Slide icon on the formatting toolbar
2. The Task Pane will change to display slide layout options, click on the desired layout (note: the default layout for slide two is the third choice - title and text)
3. To add additional slides, continue to click on the new slide icon, then select the layout from the task pane

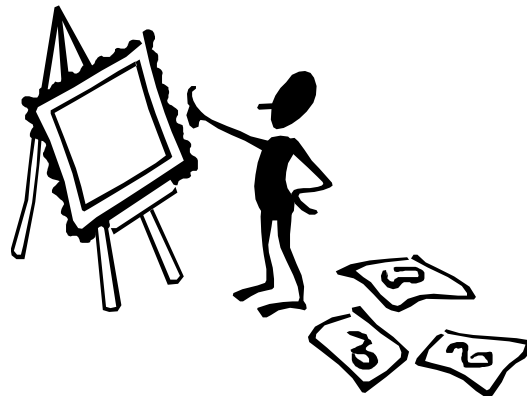
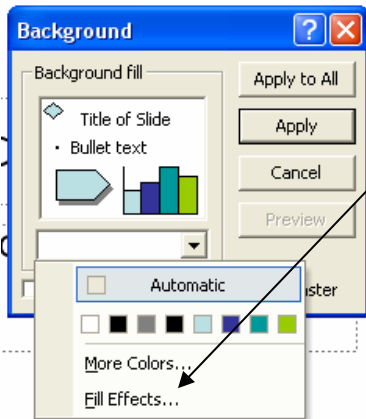
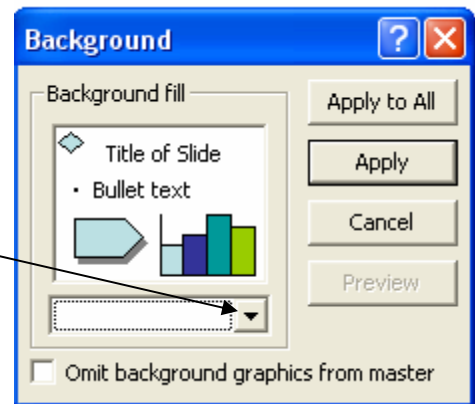


Adding Pre-designed Backgrounds Using Presentation Templates

1. Choose Format from the Menu Bar
2. Select Slide Design
3. The Task Pane displays the choices
4. Click on the desired design
5. Upon clicking, the design will automatically be applied to all slides in the show

Creating Your Own Background

1. Choose Format from the Menu Bar
2. Select Background
3. Click the down arrow in the dialog box
4. Click on Fill Effect and choose the desired effect



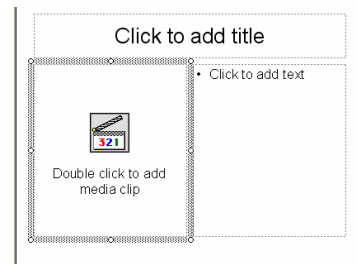
PowerPoint XP - Adding Graphics

Inserting Microsoft Clipart

1. Choose the Text and Clipart slide layout (if the slide layouts are not displayed in the task pane, choose Format ➔ Slide Layout from the Menu Bar)
2. Double click on the placeholder for the Clipart
3. Search through the Clipart to find the desired clip
4. Click on the desired clip to select it
5. Click on insert

Inserting Animated Graphics

- Choose the Title, Text, and Media clip layout (if the slide layouts are not displayed in the task pane, choose Format ➔ Slide Layout from the Menu Bar)
- Double click on the placeholder for Media clip
- Select the desired clip, click OK



Inserting ClipArt from the Clipart Gallery

- Click on the Clipart icon on the drawing toolbar (if the drawing toolbar is not displayed, from the menu choose View ➔ Toolbars ➔ Drawing)
- The task pane will switch to display a search box
- In the search box, key a word or two to search for appropriate Clipart
- Press enter (or click on Search)
- Scroll through the possible clips
- Click on the desired clip to insert it onto the current slide



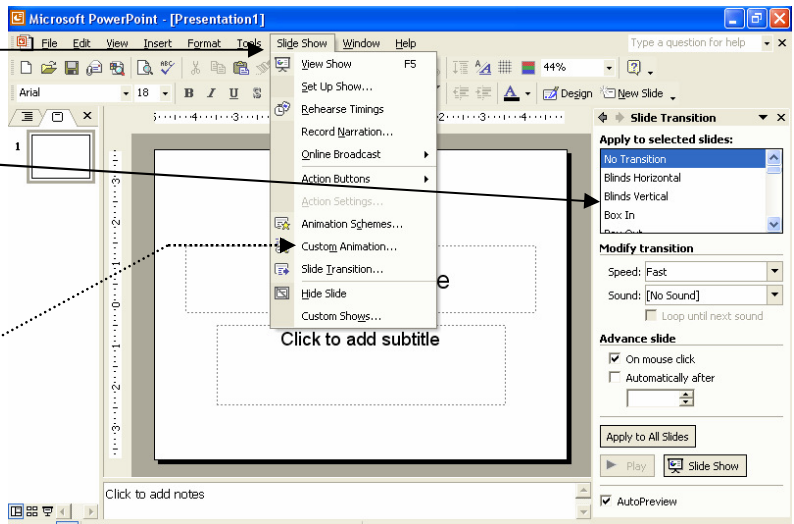
Clipart icon

Inserting Graphics from the Internet

- Select a graphic from the Internet and save to the appropriate folder
- Choose the desired slide layout
- On the Menu Bar choose Insert ➔ Picture ➔ From File ➔ navigate to the appropriate folder
- Select the desired picture and click insert
- Be sure to have a source citation (web address in a text box in size 10 or 12 font)

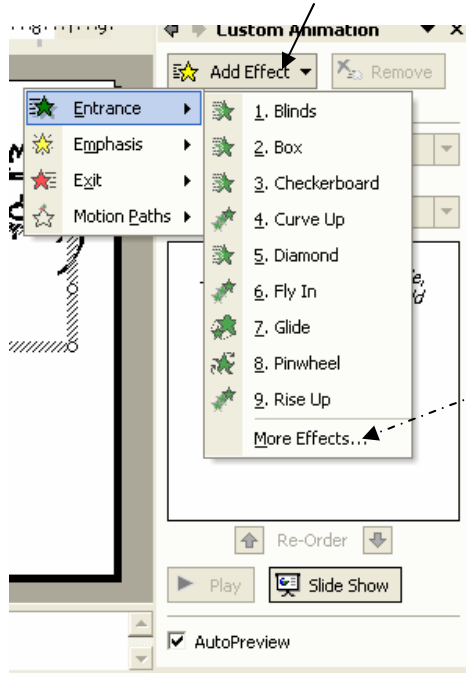
Slide Transitions

- Choose Slide Show
- Select Slide Transition
- Select desired transition from task pane



Custom Animation

- Choose Slide Show
- Select Custom Animation
- Choose Add Effect



* There are more animation effects under each of the four main categories (Entrance, Emphasis, Exit, and Motion Paths)

Printing Handouts

- From the menu bar choose File →
Print
- Click drop down arrow by Print
What
- Choose handouts

Choose the desired
number of slides per page

