How to create a PowerPoint (Basic)

Getting Started

1. Open PowerPoint from your dock (or from Spotlight, or from your applications folder).

This window will open. Click Open.

PowerPoint will open with a blank page/slide like this.

2. Choose a slide theme.

All slides will change to your chosen slide style.

4. Simply click in the text field areas to add text.

The green ball allows the rotation of text.

5. Go to Insert > New Slide to add more slides or simply click the “New Slide” button.

Adding Photos, etc.

You may choose a slide from Slide Layouts if you wish to insert photos, movies, mp3s, etc.
Here a slide layout has been chosen. A picture will be inserted. Simply click the Insert Photo icon and find your desired file as pictured right. Click Insert.

The picture will fit into the box. You may also simply click and drag a photo onto any slide.

**A new feature in the ‘08 version:**
As you build more slides, they will appear here.

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**Changing Font**
To change font, colour, size, etc., highlight your text by clicking and dragging the mouse over the words you wish to change.

Open your Formatting Palette by clicking on the Toolbox button (pictured below).

Simply select your desired font from the Formatting Palette’s Font tab.

You may do the same with text colours and size, etc.

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**Adding Transitions**
Transitions are how your slides change from one to the next.

Simply click on the Transitions tab and make a selection.

(You may also look into the Options area for effects and sound)

(You may also go to Slideshow > Slide Transition at the top.)

You may also add effects to your text, etc., by clicking on the Custom Animation tab from the Formatting Palette (NOTE: The desired text needs to be highlighted first).

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**Playing Your PowerPoint**
To play your PowerPoint, click the highlighted button. This will turn it to full screen mode. Use the space bar to move to the next page or the right and left arrow buttons to move back and forth. Use the escape key (top left-hand corner on your keyboard labeled esc) to exit the presentation at any time.