

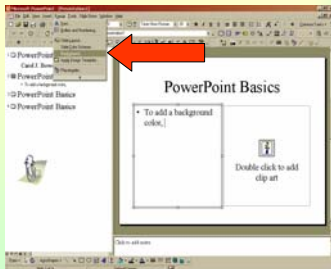
PowerPoint Basics

PowerPoint Basics

Background Color

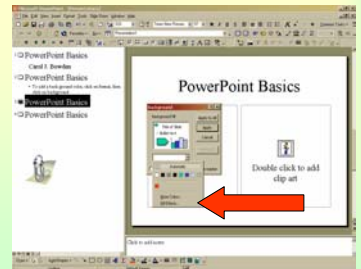
PowerPoint Basics

- To add a background color, click on format, then click on background



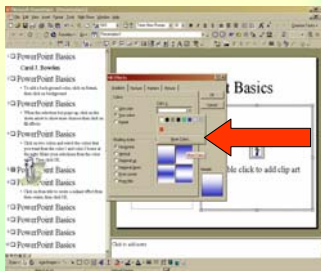
PowerPoint Basics

- When the selection box pops up, click on the down arrow to show more choices-then click on fill effects



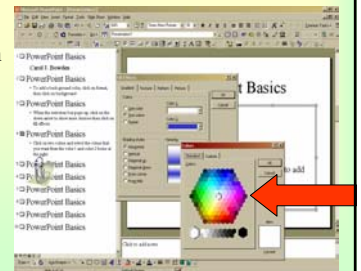
PowerPoint Basics

- On the menu box that pops up, select Color 1, then click more colors to increase your options.



PowerPoint Basics

- Select the colors that you want from the Color 1 and Color 2 boxes - from the color wheel. Then click OK.



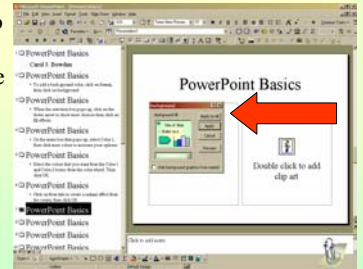
PowerPoint Basics

- Click on from title to create a radiant effect from the center, then click OK.



PowerPoint Basics

- Click apply to all and you suddenly have a background for your PowerPoint slide show.

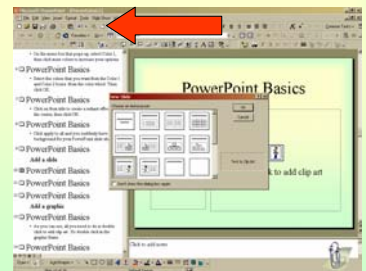


PowerPoint Basics

Add a slide

PowerPoint Basics

- Click on the blank slide icon on the tool bar at the top and a slide selection box appears. Just click on one to select it.

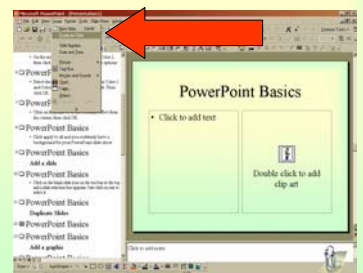


PowerPoint Basics

Duplicate Slides

PowerPoint Basics

- Once you have your basic format set, you can create duplicate slides to keep from typing everything again by clicking insert, duplicate slide.

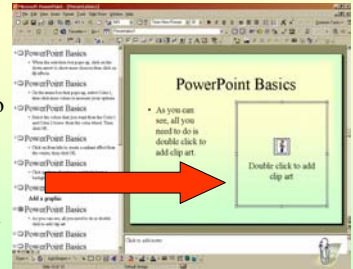


PowerPoint Basics

Add a graphic

PowerPoint Basics

- As you can see, all you need to do is double click to add clip art. So double click in the graphic frame.



PowerPoint Basics

- When you double click this graphic help box pops up – just select one and insert it.

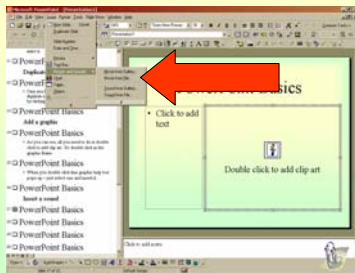


PowerPoint Basics

Insert a sound

PowerPoint Basics

- To insert a sound, click on insert, movies and sounds, sound from file



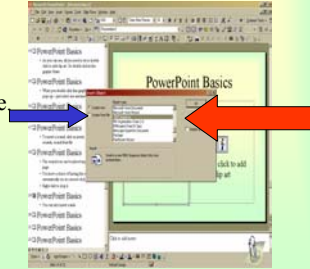
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- The sound icon can be placed anywhere on the page.
- You have a choice of having the sound load automatically on on a mouse click.
- Right click to stop it.



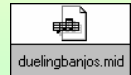
PowerPoint Basics

- You can also insert a midi-sequence easily by clicking on insert, object, midi-sequence
- Make sure you click create from file to select your midi file.



PowerPoint Basics

- Objects are a little slower loading but give you more control. You can stop playing the midi without ending your slide presentation.

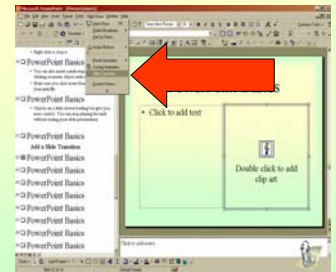


PowerPoint Basics

Add a Slide Transition

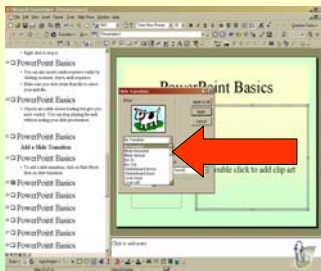
PowerPoint Basics

- To add a slide transition, click on Slide Show, then on slide transition



PowerPoint Basics

- Select the transition you want from the pop up menu that appears.

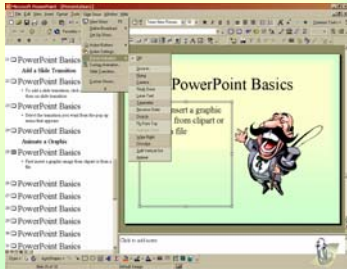


PowerPoint Basics

Animate a Graphic

PowerPoint Basics

- First insert a graphic image from clipart or from a file
- Then click on Slide Show and preset animation however you wish



PowerPoint Basics

- The animation will activate either automatically or on a mouse click, whichever way you set it.

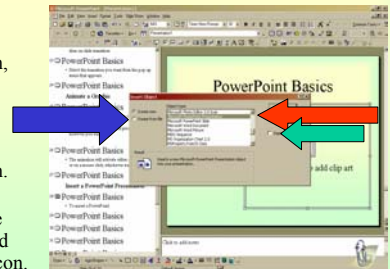


PowerPoint Basics

Insert a PowerPoint Presentation

PowerPoint Basics

- To insert a PowerPoint Presentation, click insert, object, Microsoft PowerPoint Presentation.
- Be sure to select create from file and display as icon.



PowerPoint Basics

- To end each embedded presentation during your slide show, right click and end that show.



Microsoft
PowerPoint Presentation