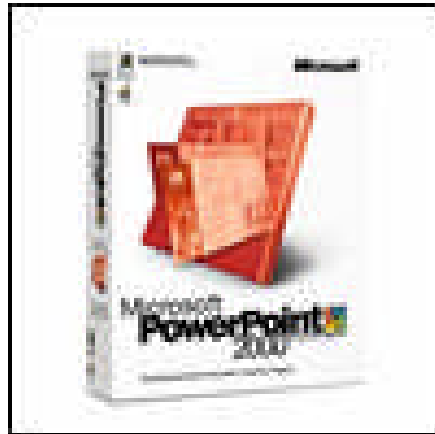
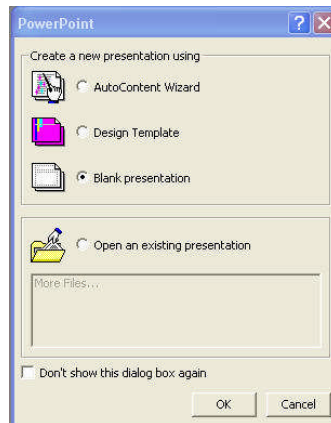


# **Introduction to Microsoft PowerPoint**

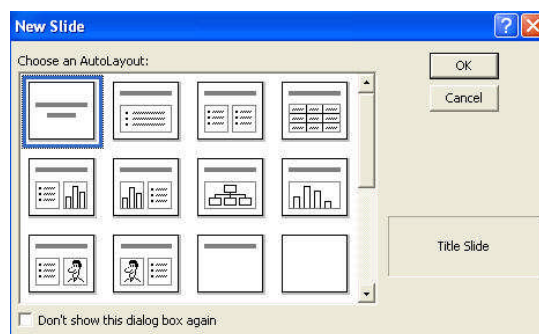


**Plainfield Public Library  
Computer Training**

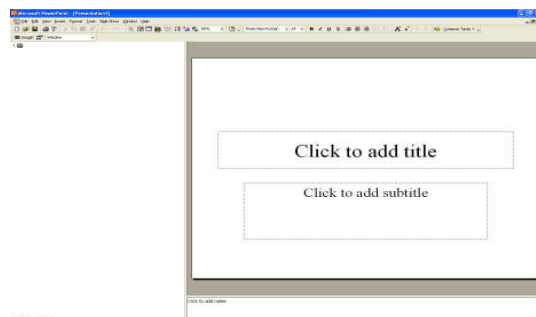
Begin a blank presentation by clicking the radio button next to Blank presentation and click OK.



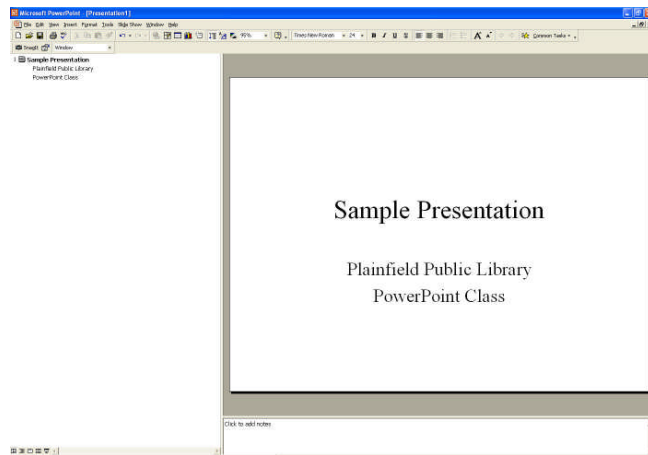
Choose a new slide. Click on the first slide in the menu and then click on OK. This will be the introductory slide which will begin your presentation.



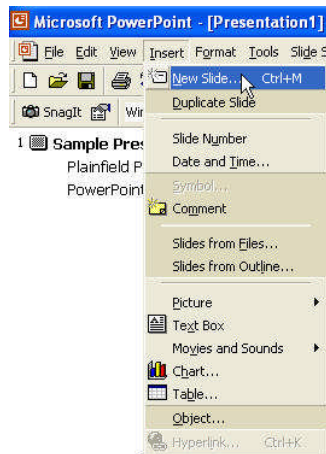
Click to add title. Then start typing your title. Click to add subtitle. Then start typing your subtitle.



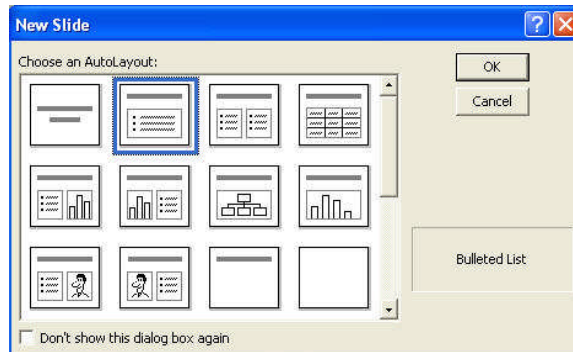
On the left of the page PowerPoint has placed the title of the slide in bold and any text of the slide underneath. This is important because as you add slides you will be able to see at a glance what is on them.



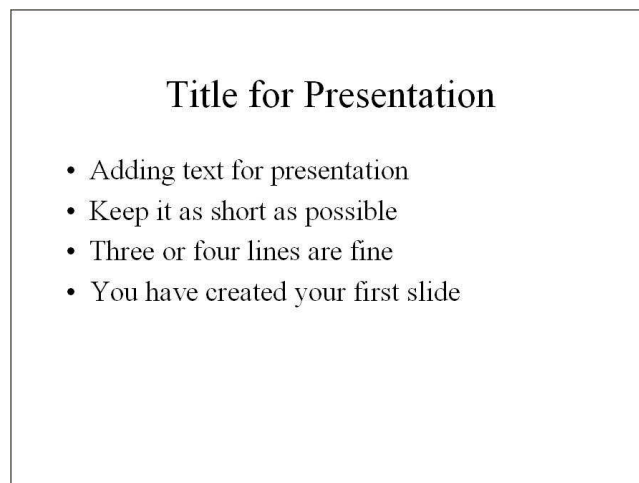
To add another slide: Click Insert on the menu bar. Then Click on New Slide. As shown below:



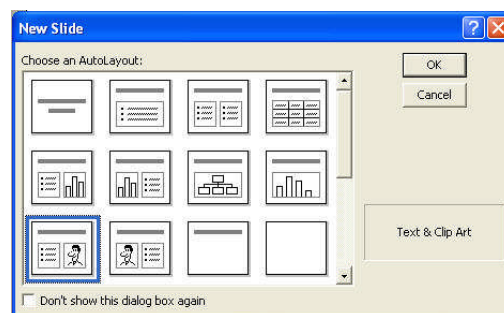
This is the new slide menu. Click on the second image and then click on OK.



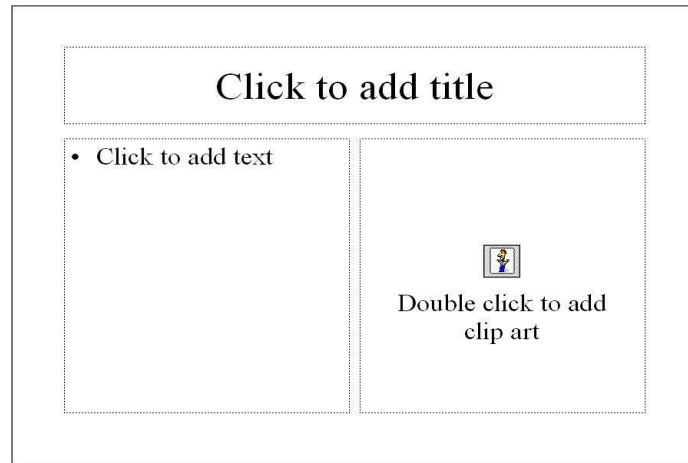
Click on title and type in the information for the title. Click on add text and type in the text under the title. It should look like the slide below.



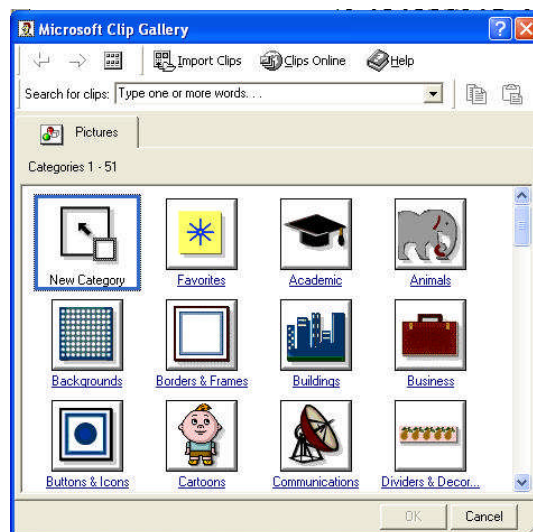
Hold the Ctrl key down and press the letter M. Click on the first image in the last row. Click OK.



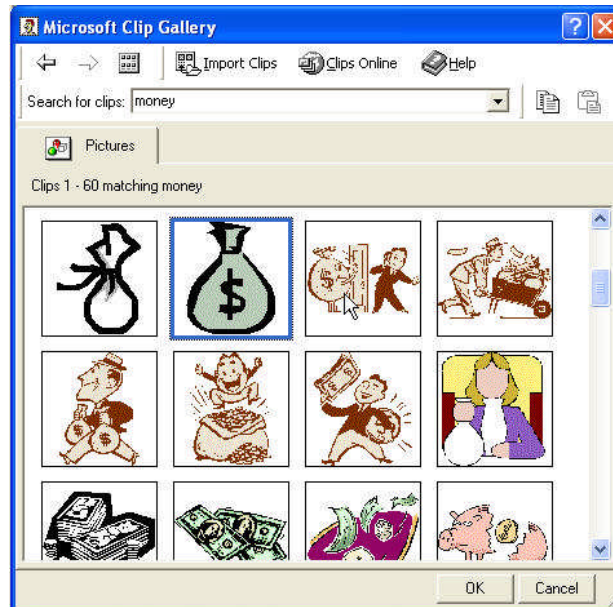
Click to add title. Click to add text. Double click to add clip art.



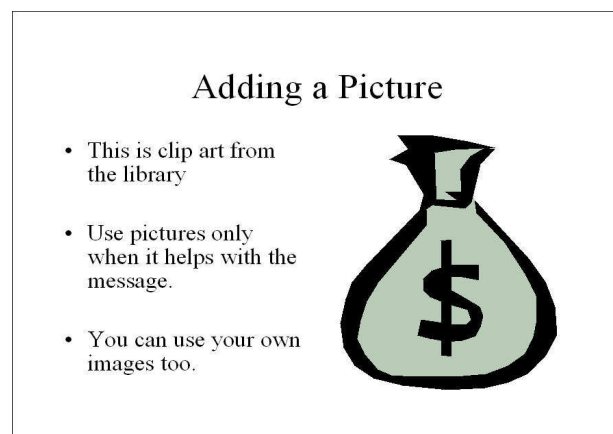
To add clip art: You can search for an image or browse by category.



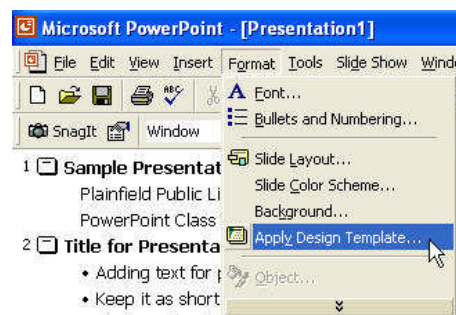
Type the word money in the search for clips text box. Click on the green money bag to insert clip art.



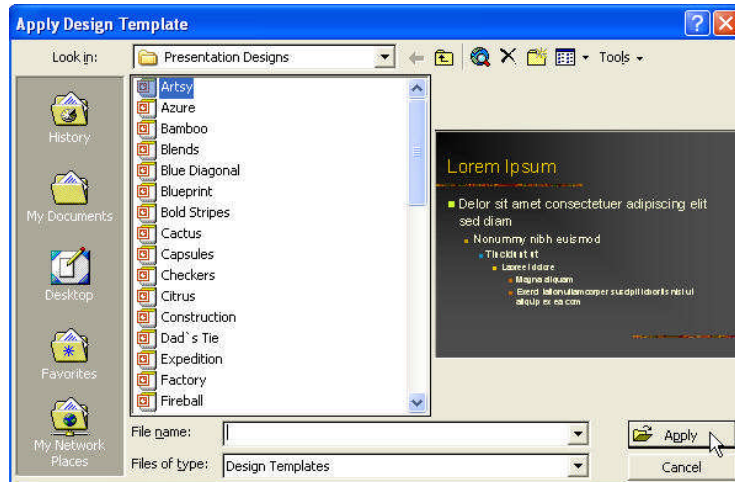
After the image is added it should look similar to the slide below.



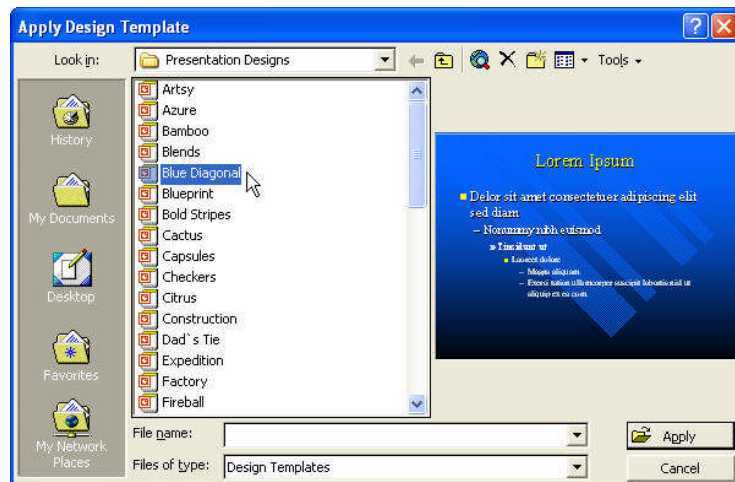
To create a design for the presentation, Click on format in the menu bar. Click Apply Design Template.



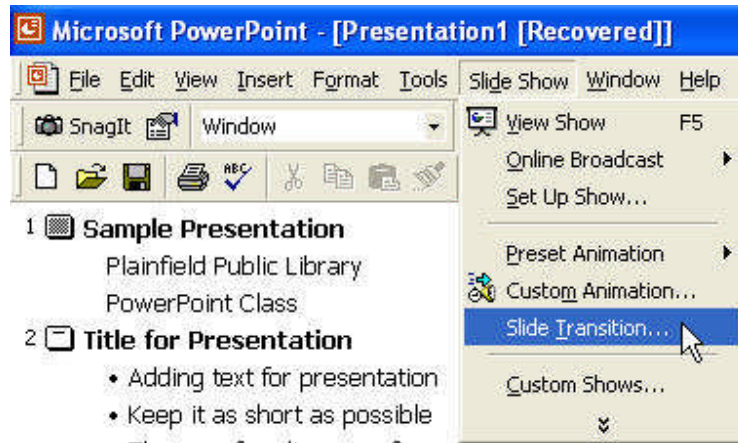
The Apply Design Template menu will appear.



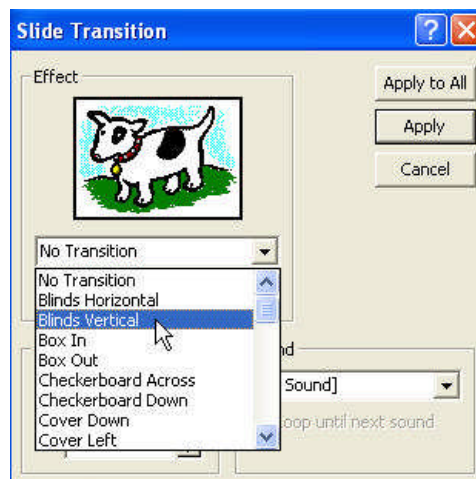
Click on the Blue Diagonal template. The preview is to the right of the selection.



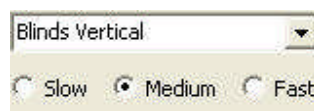
To create slide transitions, Click on Slide Show in the menu bar. Then click on Slide Transition. Then Click on Slide Transition.



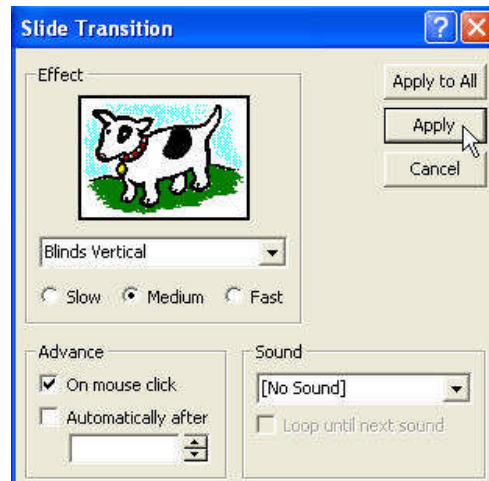
Click on Blinds Vertical in the slide transition menu.



Click on the medium radio button.



Click on apply. This will affect only one slide. Apply to all would affect all the slides in your presentation.



Click on Slide Show in the menu bar. Then Click View Show to see the changes to your slide presentation. Click the mouse to advance to the next slide.

