

PowerPoint – Quick Reference Guide

To Open PowerPoint	To start PowerPoint click START - PROGRAMS – Locate PowerPoint and click on the icon. The program will initialize.
Create Presentation	<ul style="list-style-type: none"> • Create a presentation using: BLANK PRESENTATION – click OK. • Select an Auto Layout of your choice. These templates contain some formatting – text boxes and image holders are on the page waiting for your text and images. Let's select the BLANK option and click OK.
Page Setup	<ul style="list-style-type: none"> • A blank screen appears. At this point we must decide on page setup – portrait or landscape. To change, select FILE and PAGE SETUP. Select setup of your choice. OK. • Insert the pages you will need for your book. CTRL+M or INSERT and NEW SLIDE. Again you may select different layouts each time you insert a new page. Let's select the first option (Title Slide). • A new page is inserted with text holders. Type your book title in the text holder. In the subtitle text holder, put your name, initials, or web alias. • Continue to insert new pages until you have enough to complete your book.
Format Text	<ul style="list-style-type: none"> • Select FORMAT-FONT and make your selections. The text box or the text itself must be highlighted for the change to occur.
Inserting Text Box	<ul style="list-style-type: none"> • If you have a blank page and would like to insert some text, select INSERT-TEXTBOX. Take your mouse to the blank paper and click and drag. A box will appear. You can make the box any size you want. Release the mouse button when you have it the size you want. Clicking and dragging on the black anchor squares that appear when the box is selected can also resize the box.
Sorting Pages	<ul style="list-style-type: none"> • Select VIEW-SLIDE SORTER to see mini-slides that can be clicked and dragged into any order you wish. You may need to reorganize the order of your slides if you have inserted pages in the wrong location. If you double click on any of your pages you will be taken to the full sized page.
Inserting Images	<ul style="list-style-type: none"> • to insert clipart or animated .gif files from MS Gallery Live do the following: <ul style="list-style-type: none"> ○ INSERT – PICTURE – CLIPART – Search for the image you would like to insert. When located click on the image and a small box will appear with four icons. The first icon is INSERT. The second icon is PLAY CLIP. – Select INSERT CLIP Icon. ○ If you would like to select from more clipart options, select CLIPS ONLINE. Find your clipart selection and then right click on the thumbnail image. Select SAVE PICTURE AS and you can save the image in any location. Return to INSERT-PICTURE and then select –FROM FILE. Locate the file you just saved and insert into your PowerPoint Presentation. ○ To insert digital photos or images from another location INSERT-PICTURE and then select –FROM FILE. Locate the file you want and insert into your PowerPoint Presentation.
Formatting Master Slide	<ul style="list-style-type: none"> • When you text and illustration have been added you may also want to format the BACKGROUND COLOR to make your book more appealing. Select VIEW-MASTER-SLIDEMASTER then FORMAT-BACKGROUND-APPLY TO ALL. All your pages will now have a new colored background. VIEW – NORMAL will get you back to full sized screen page.
Book Navigation	<ul style="list-style-type: none"> • You may use the scroll bars on the side of the PowerPoint screen or the PAGE UP or

	PAGE DOWN buttons on your keyboard.
View Slide Show (or Book)	<ul style="list-style-type: none">• Select VIEW-SLIDESHOW. Use the Page Up and Page Down buttons to turn to the next slide.
SAVING YOUR WORK	<p>While working on your PowerPoint e-book: save your presentation by selecting FILE-SAVE. Name your file and click OK. Make sure that you are saving it as a Presentation type file.</p> <p>When you are interested in posting your book on the Web, open your original PowerPoint e-book and select FILE- SAVE AS – Rename your file and save as a PowerPoint Show type file. This will give the readers of your book buttons to help them turn pages.</p>