

## PowerPoint for Students

### Adding a new slide

- Choose Insert, New Slide to add a blank slide
- Choose Insert, Duplicate Slide to add a slide that is identical to the current slide

### Adding Clip Art

- Choose Insert, Picture, Clip Art to start the Clip Art Gallery
- Then, either browse the categories or click on the Find button and then enter a keyword that describes the type of clip art you are looking for.
- Click on Insert once you find the clip art you wish to use

### Adding Photos

- Choose Insert, Picture, From File
- Locate the file you want to use, then click on Insert
- (Generally student digital pictures are located on School Student Common Drive)

### Adding Sounds

- Choose Insert, Movies and Sounds, From Sound Gallery or From File
- Locate the sound file you want to use, then click Insert

### Resizing Objects

- Click once on the object to cause the 8 handles to appear
- Click and drag a corner handle to resize while maintaining the same proportions
- Click and drag a top or side handle to resize and distort the proportions

### Changing the background

- Choose Format, Background
- Click the down arrow to choose solid colors, textures, or gradient fills
- Click Preview after making your choice to see the effect without applying it to the slide
- Click Apply to apply the background choice to the current slide
- Click Apply to all to apply the background choice to all of your slides

### Adding a text box

- Choose Insert, Text Box
- Click and drag the mouse on the slide to create the box
- Then enter your text

### Formatting text in a text box

- Highlight the text by clicking and dragging with your mouse

- Choose Format, Font to see the options that you may change: font color, font size, font name

### **Adding a Slide Design**

- Choose Format, Apply Design Template
- Select the design that you like and press apply
- Design is applied to all slides

### **Changing Slide Design Color Scheme**

- Choose Format, Slide Color Scheme
- Choose a pre-made color scheme
- Press Apply to change the one slide, or Apply to All to change all slides
- Design stays the same, colors are different
- Or...
- Instead of using a pre-made color scheme, Select the Custom Tab
- In Custom, you may change the various colors of the main parts of the design.
- Press Apply or Apply to All to make your changes

### **Adding Slide Transitions**

This will allow you to use animation when going from one slide to another

- Choose Slideshow, then Slide Transition
- Click on down arrow to select the type of transition: Recommend "Random"- computer chooses transitions for you. This takes way less time
- Choose slow, medium, or fast transitions
- Choose on mouse click or automatically
- Note: Automatic transitions must be used for music to be played from one slide to another- for most slides, a maximum of four (4) seconds is needed.
- To add sound, select the sound you want
- When complete, select Apply for that slide, or Apply to All for all slides

### **Adding Custom Animations**

This will allow you to animate pictures, clip art and text

- Choose Slideshow, Custom Animation
- In the Click to animate object box, choose the objects you want to animate, they are grouped as Text, Title, Picture Frame for pictures and Media for sounds or movies.
- In the Order and Timing tab, select the animation to be automatic and animate the objects about 1 second after each other.
- **For a sound object**, you must select the "While Playing..Continue Slideshow" option if you want the music to continue while slides are changing.