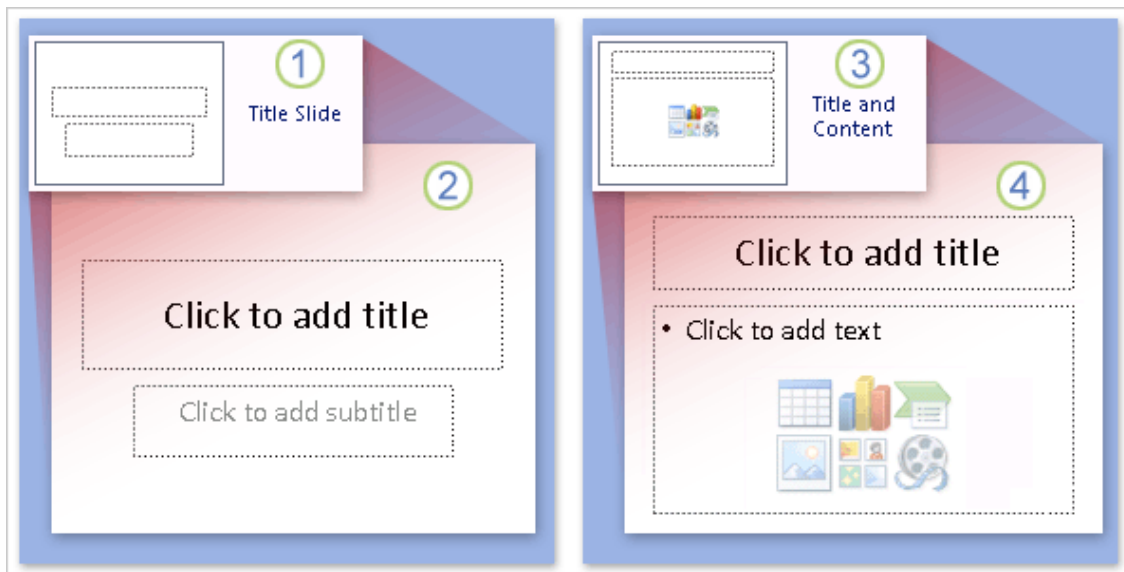
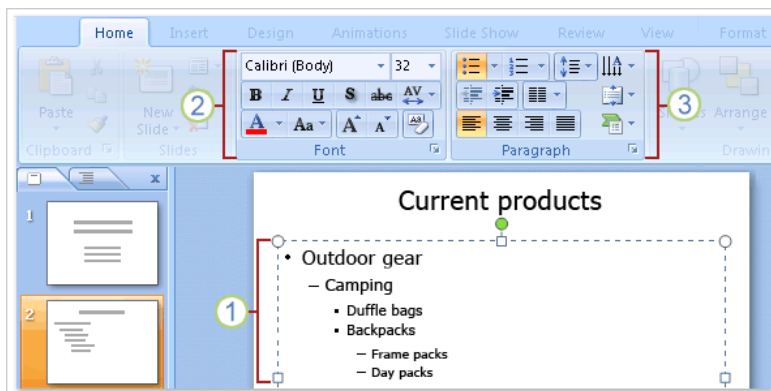


# PowerPoint Basics

- Open PowerPoint. Start, Programs, Microsoft Office, Microsoft Office PowerPoint
- Create Master Slide to be the background of all the slides. Choose a template: File, New, From Design Template or you might see these slides:



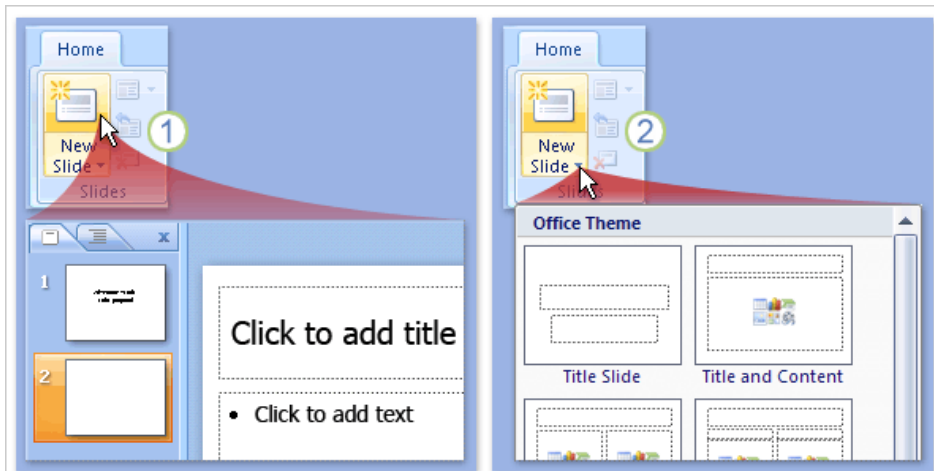
- Add words: Choose the text button at the bottom of the page and then click on the slide where you want to add some words, or you might see this:



- Add pictures:
  - a. Insert Picture, Clipart
  - b. Or Insert Picture from Google Images (Go to Google and select Images)
  - c. Or right click on a picture on the Internet and choose Copy. Then go back to PowerPoint and right click and choose Paste.



- Add new slides: Just choose Insert, New slide after you have chosen your template or, on a newer version of Powerpoint, it might look like this:



- Look at slideshow: Slideshow, View Show (then just click on the mouse or any key to see the next slides, etc.)