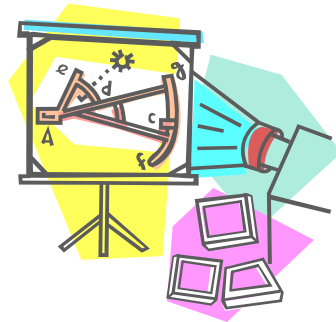


# PowerPoint Basics



- 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
- 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.
- Add pictures:
  - a. Insert Picture, Clipart
  - b. Or Insert Picture, From file (if you have your own picture on the computer)
  - 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.
- Look at slideshow: Slideshow, View Show (then just click on the mouse or any key to see the next slides, etc.)