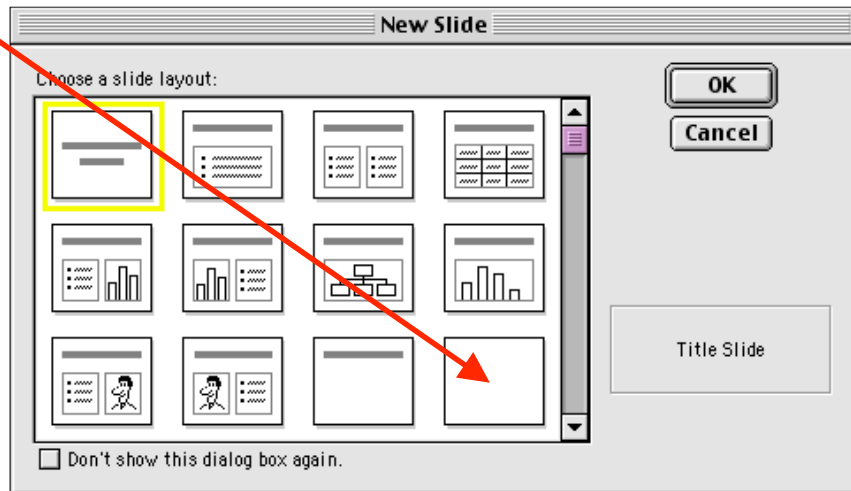


# Microsoft *PowerPoint* Beginner Directions

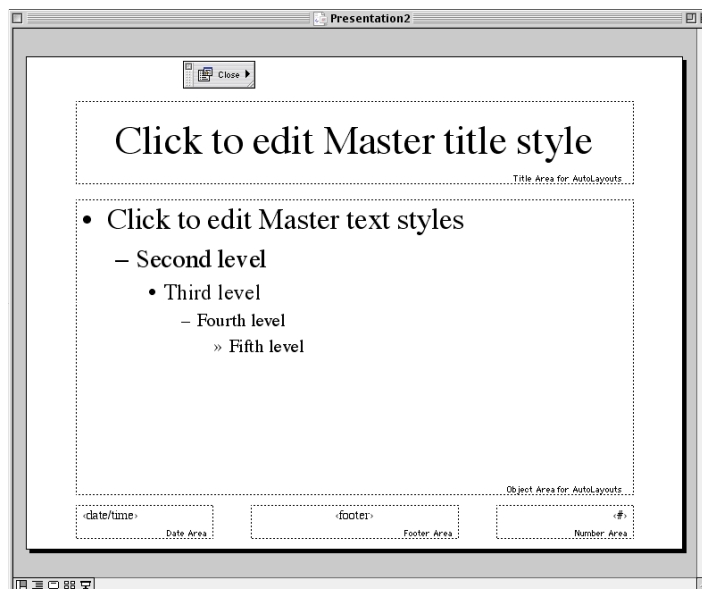
The following directions work for *Office 1998* for Macintosh. They will differ somewhat from other versions of *Office*. I have provided only short directions for beginners.

## To get started

1. Open PowerPoint and choose the blank **Slide Layout**:



2. Go to **View**, then **Master**, then **Slide Master**. This screen will open:

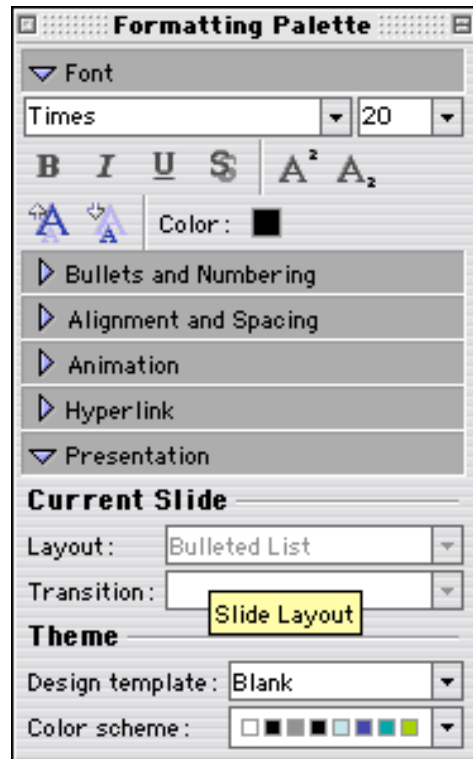


## To customize your Slide Master

Click on and highlight the headings and edit the styles as desired, but avoid using hyphens as bullets (fourth level on the template.) The **Formatting Palette** (at right) will give you many options. If it is not open, look under **View** in the Main Menu.

Play around with these; they are fun. But don't use too many special effects, and remember that an audience usually won't be able to hear the sounds you add.

Also remember for a **professional presentation** you want to use consistent styles: fonts, boxes, colors, and so on. Follow the rules for good document design.



**Note:** Anything you do on the Slide Master will appear on all of the slides. Changes you make on the individual slides will only apply to those slides.

**The Text Box** (One of my favorite tools) Use this icon to make a **text box**. You can move it anywhere on the page and put anything in it that you want. It also works in *Word*.

**To create a text box:** Click on the icon, then place the cursor anywhere inside the document. It will turn into crosshairs. Click, hold down, and drag the box to the shape you want.

**To add text to the box:** place the cursor in the box and start typing. You can adjust justification, fonts, and so on just as you would in a regular page of text.

**To add drawings, photos, and so on:** Go to Insert and select what you want from the menu, or click on one of these icons in the Drawing Toolbar:




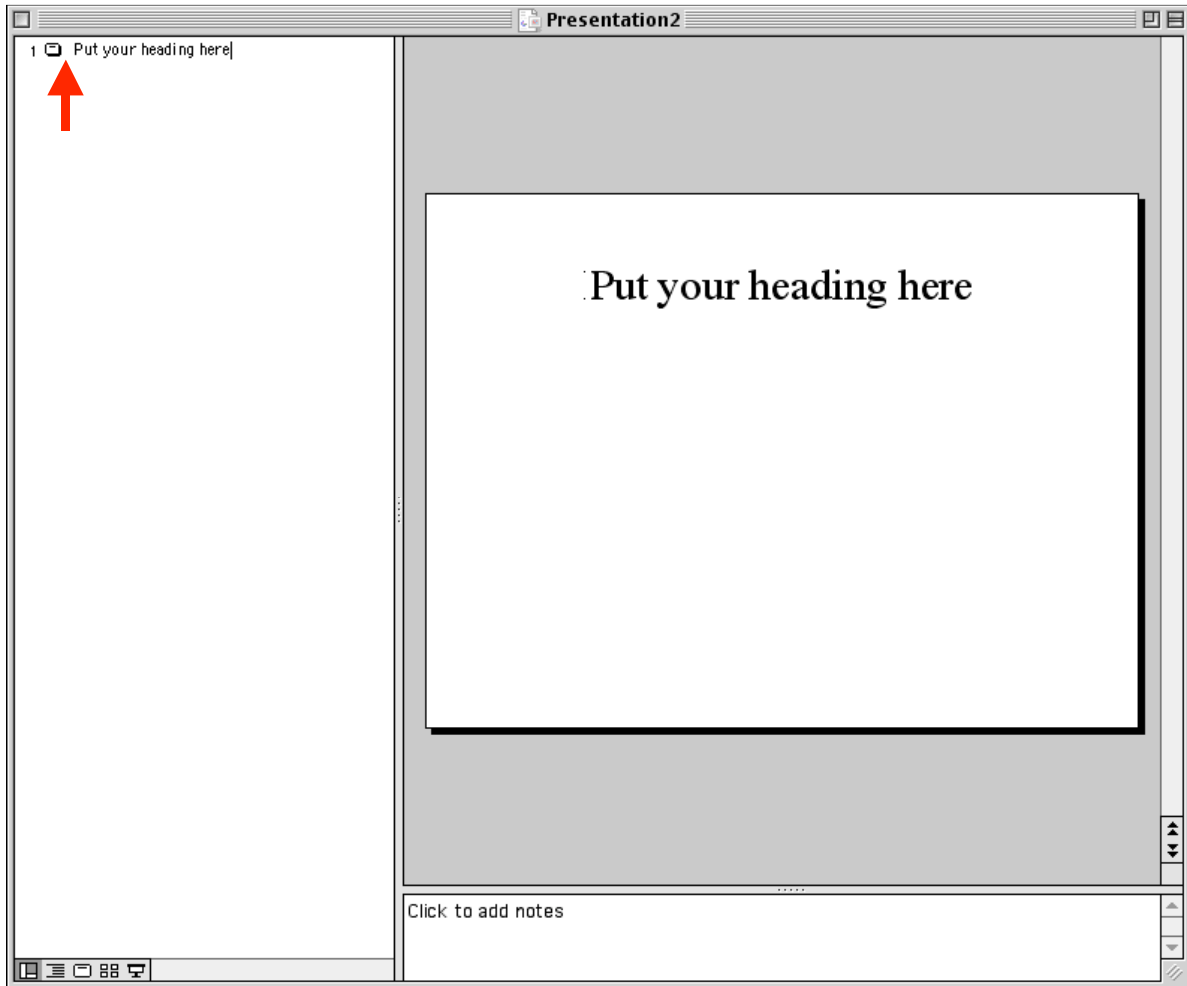
**To move the box:** Hold the cursor on an edge of the text box until it turns into a hand. Click and move the box wherever you wish.

**To resize the box:** Hold the cursor over one of the squares on the edges, it will turn into a box. Click and drag to desired size.



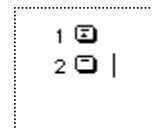
## To add main level headings


Go to **View** then **Normal** to open the window below. Then click next to the  to type in your heading.

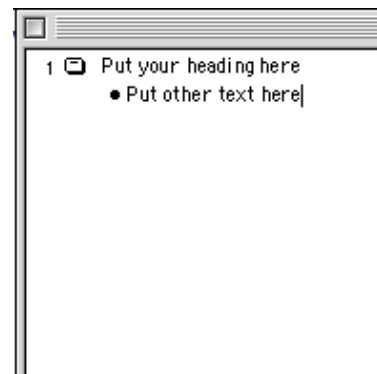


## To make subheadings

1. Hit return after you've typed in your main level heading. The screen will show these:



2. Click on the demote button  in the tool bar. The second entry will become a bullet.

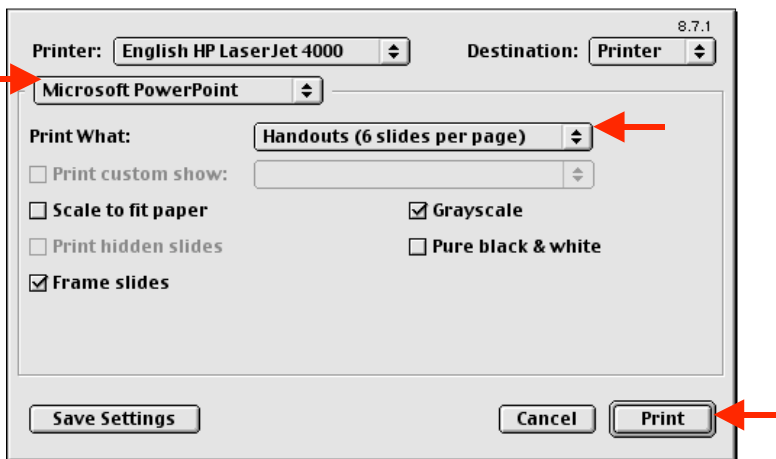
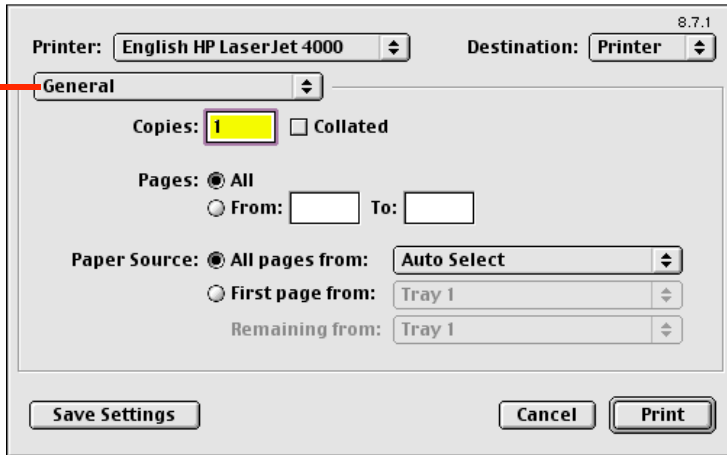


## To insert graphics, movies, and so on

Go to **Insert** menu and select what you'd like to add to the slide. I recommend using a **text box** as discussed above.

## To print out handouts (your dialog box will probably look different)

1. Go to **File** then **Print**. Change the **General** setting to **PowerPoint**:




2. Select the number of **slides per page** (not more than 6) and hit **Print**.

## To show the slides

1. Open the presentation you want to show.



2. Click on the  at the bottom of the window.

3. Hit the **space bar** to advance the slides.

4. Hit **esc** to go back to the **Normal** view.