# Power Point Presentation Quickstart Notes

Power Point is software that allows you to turn any document into a slide show. You can also create your slide show from scratch.

You can add sounds, graphics, animation etc. to your slide show.

Blank

TO BEGIN
1.   Load Power Point from the Start/Programs menu.
2.   When first using Power Point the animated helper comes on. You need to click on "Using Power Point for the first time" button. The next time you use PowerePoint this will not need to be done.
3.   An opening menu should appear with choice for loading an existing presentation or creating a blank one.
4.   To open a blank presentation click on that choice and click "OK".
5.   The Auto Layout menu comes up. Start with a Blank layout.
      6.   At this point you can start creating your slides. You add Clip Art and WordArt just like in Word.
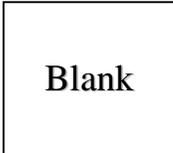
Clip Art

To add Clip Art go to **Insert/Pictures/Clip Art**. To add WordArt go to **Insert/Pictures/WordArt**. Pictures are inserted the same way as clip art but you go to **Insert/Pictures/From File.**

To add text to you slide you need to use a text box. Go to **Insert/Textbox**. Double clicking on the boarder of the textbox brings up a formatting menu.
To add backgrounds go to **Format/Background**. Click on the little arrowhead to see other choices.

Background

To add animation to your slide go to **Slide Show/Custom Animation**. Make sure you are on the **timing tab**.

- Pick an object that you want to animate by clicking on it. Then click on **animate** located on the right side of the screen and then on **automatically**. Set for 1 sec.
- Go to the **Effects tab**. Here you can change how the object comes into the slide.
- Click on the arrowhead to see other choices.
- You can change this later if you like. This sets the animation for this object only. To animate other objects you need to click on them and follow the same directions.
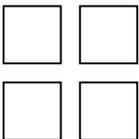
Animate

To add new slides go to **Insert/New Slide**
To see the slides that you have done go to **View/Slide Sorter**
- Double Clicking on one will take you to that slide. You can also change the order by clicking and dragging the slide to the location you want.

To view your shows go to **Slide Show/View Show**

PowerPoint Sound

1. Go to Insert / Movies and Sound / Sound from File
2. Find the location of the music file you want to play and open.
   This puts a speaker on you slide. Move the speaker to the lower corner to keep it out of the way.
3. Go to Slide Show/Custom Animation
4. Go to the Timing tab and pick the Media Object
5. Go to Play Settings tab
6. Click on Continue slide show and stop playing after the number of slides you want the music to play.
7. Click on More Options to make the music continue to loop until stopped.

You can try to record the music using a microphone but you need to be quiet. Do everything the same but pick Record Sound instead of Sound File.