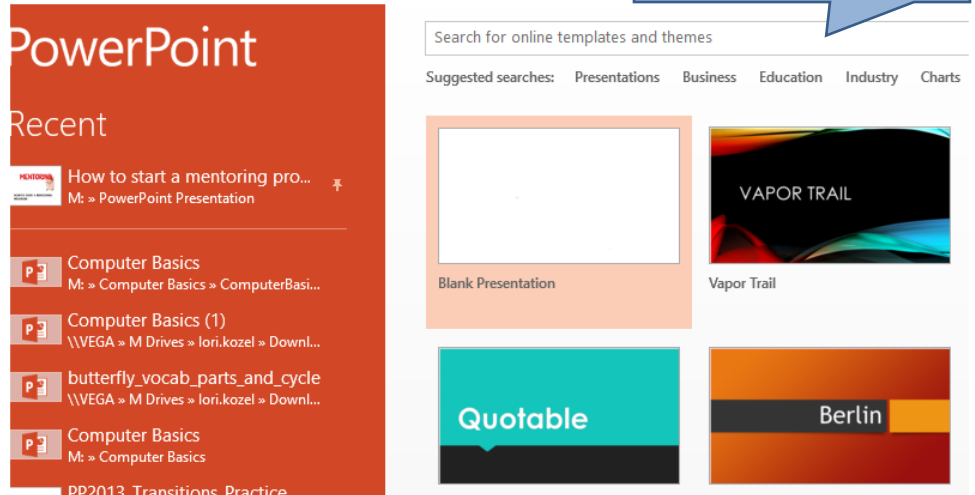


MS PowerPoint: Basics

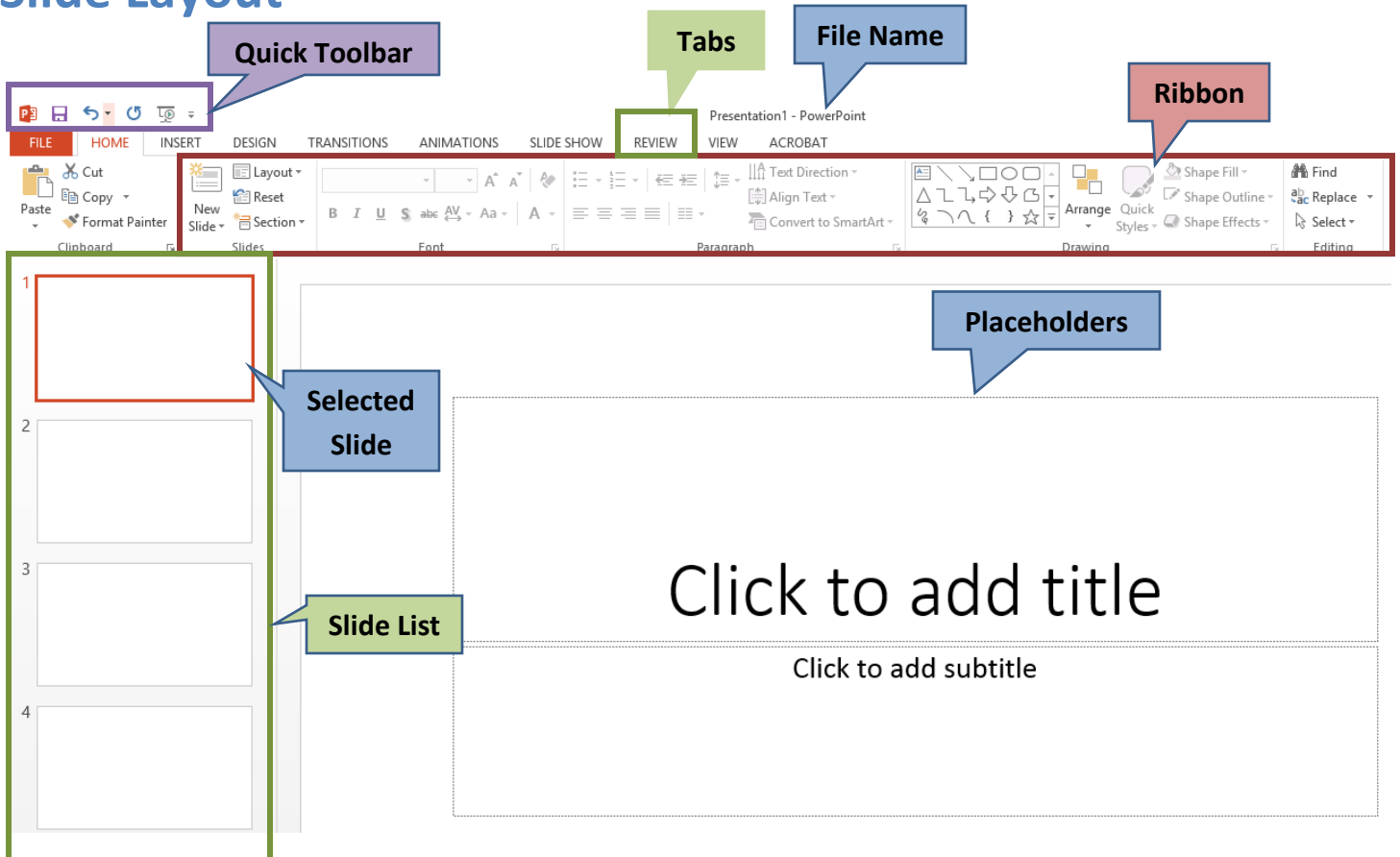
PowerPoint is a Microsoft Office presentation software made from a series of slides. These slides can contain text, photos, videos, and charts.

Create Presentation

1. Open **PowerPoint**
2. Choose a theme or select **Blank Presentation**



Slide Layout



Insert a new slide

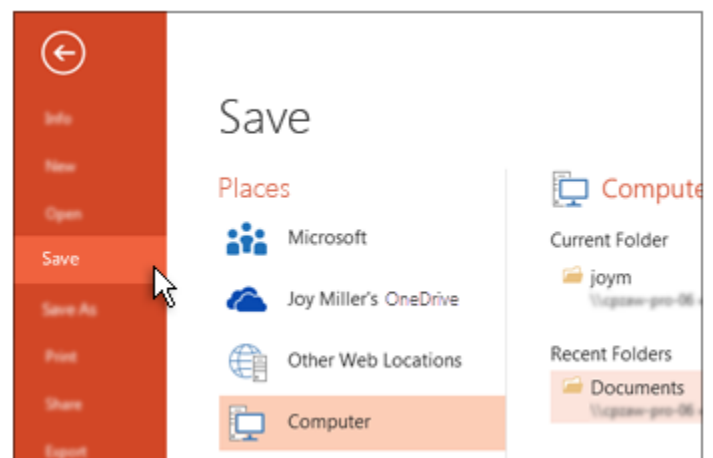


On the **Home** tab, click **New Slide**, and choose your favorite layout

Or right-click in slide list, click **New Slide**

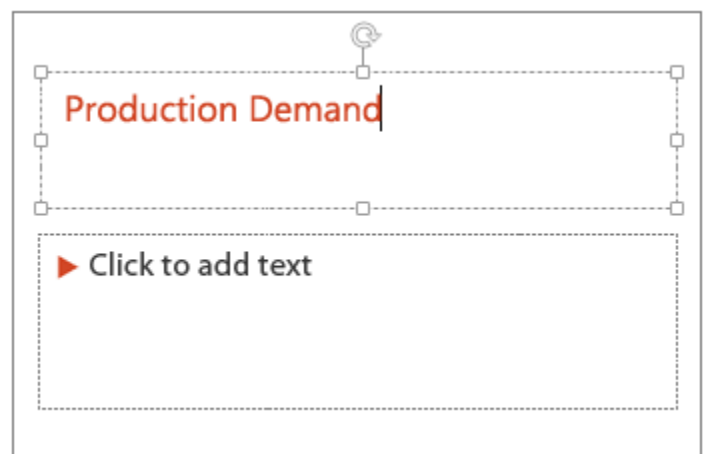
Save your presentation

1. On the **File** tab, choose **Save**
2. This will lead you to **Save As** if this is the first time saving
3. Select location
4. Name your file, select **Save**



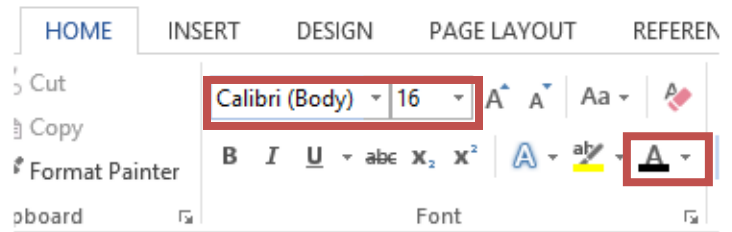
Add text

Select a text placeholder and begin typing



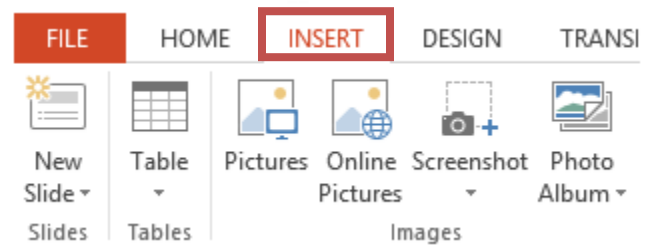
Change style & color of text

1. Select the text you want to change
2. On the **Home** tab, choose the **Font** group to select **Font Style**, **Size**, or **Color**



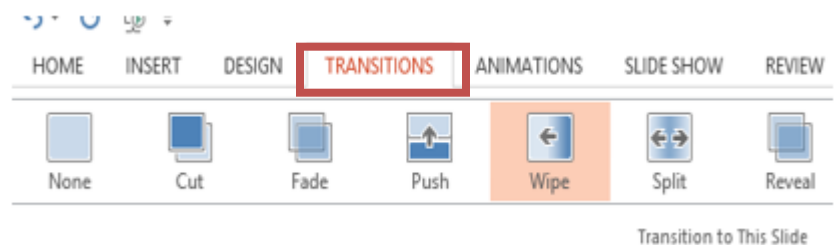
Add pictures

On the **Insert** tab, choose to insert **Pictures** saved on file or **Online Pictures**



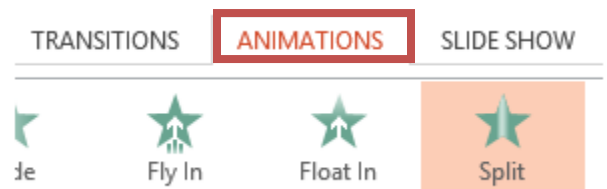
Add slide transition

1. Select **Transitions** tab
2. Select transition style



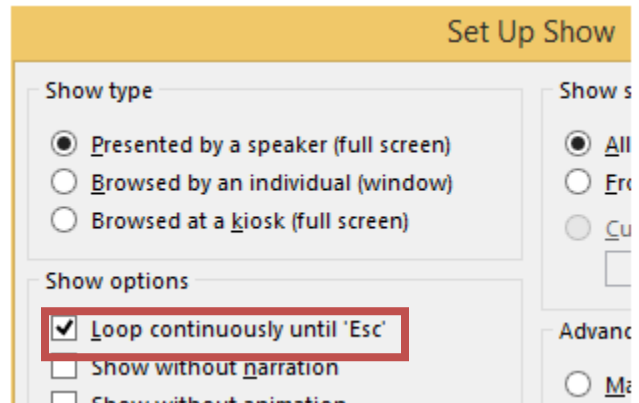
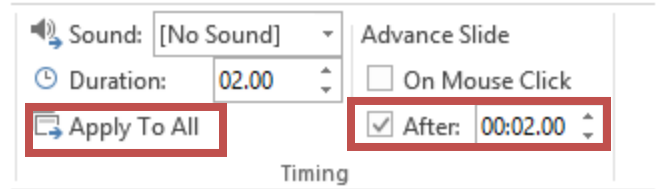
Animate your pictures

1. Select picture or text box you wish to animate
2. Select **Animations** tab
3. Select animation style



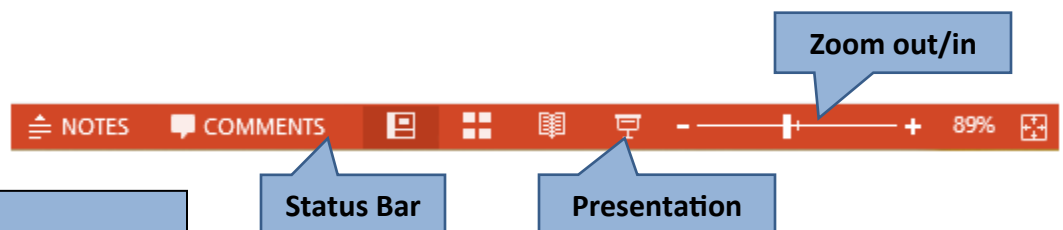
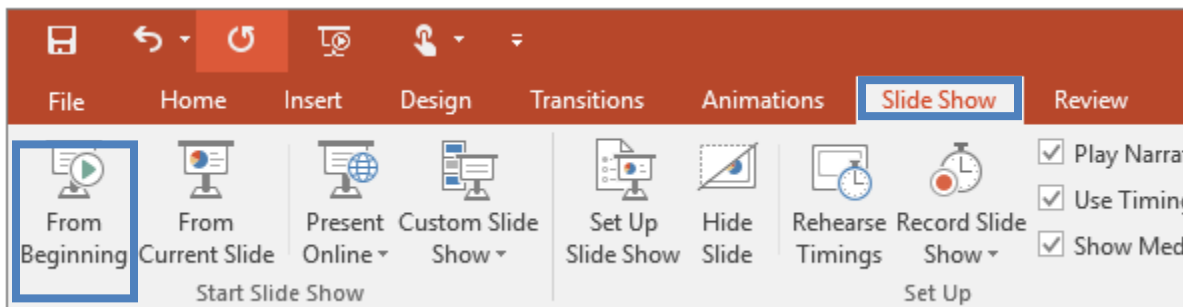
Loop your presentation

1. On the **Transitions** tab, select **After** and add **2.00**
2. Apply to All
3. On **Slide Show** tab, select **Set Up Show**, select **Loop continuously until 'Esc'**



Present your slideshow

1. Select **Slide Show** tab
2. Choose to present **From Beginning** or **From Current Slide**
3. Or select the **Presentation** icon in the **Status Bar**



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