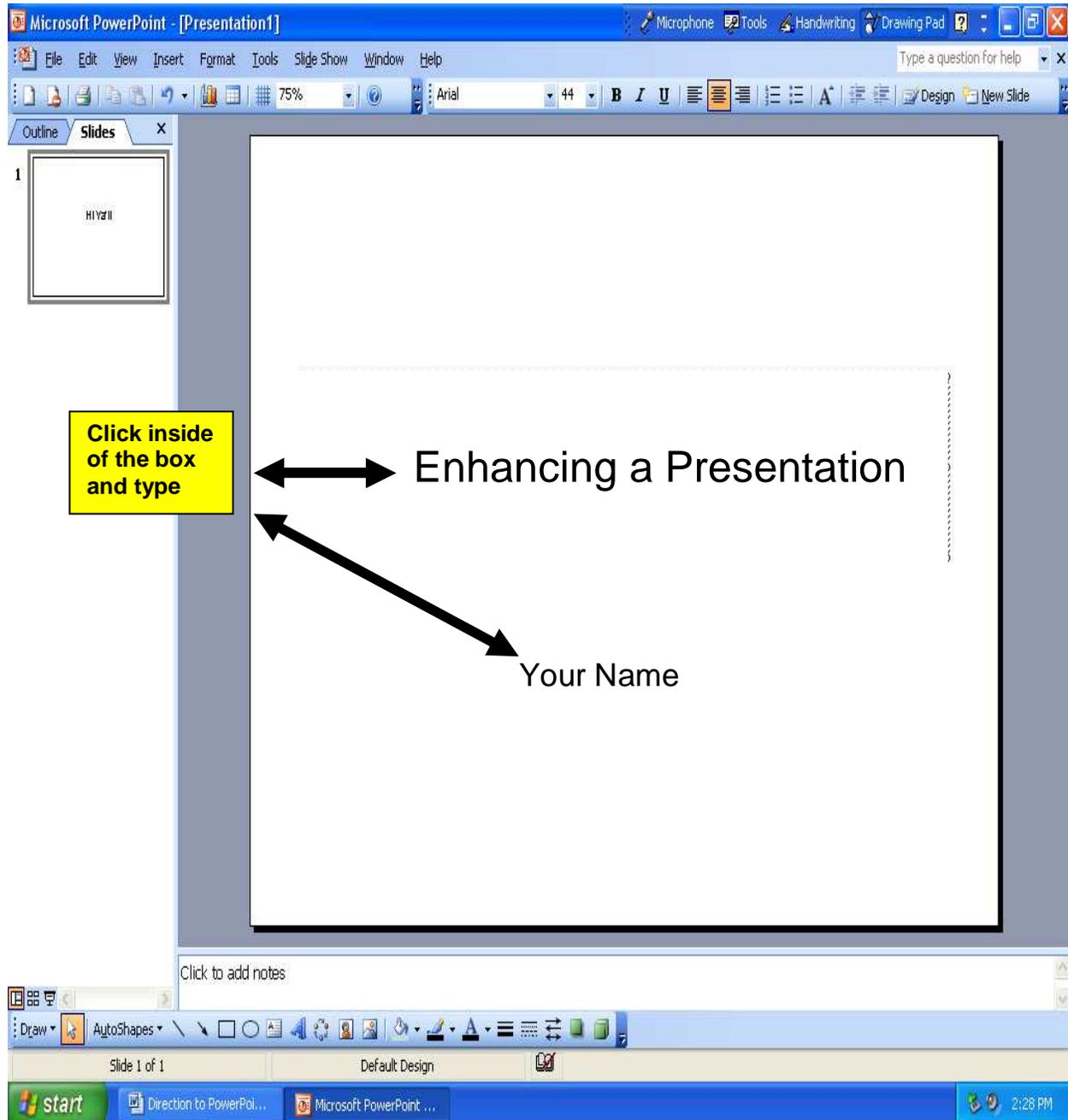


PowerPoint Presentation 1

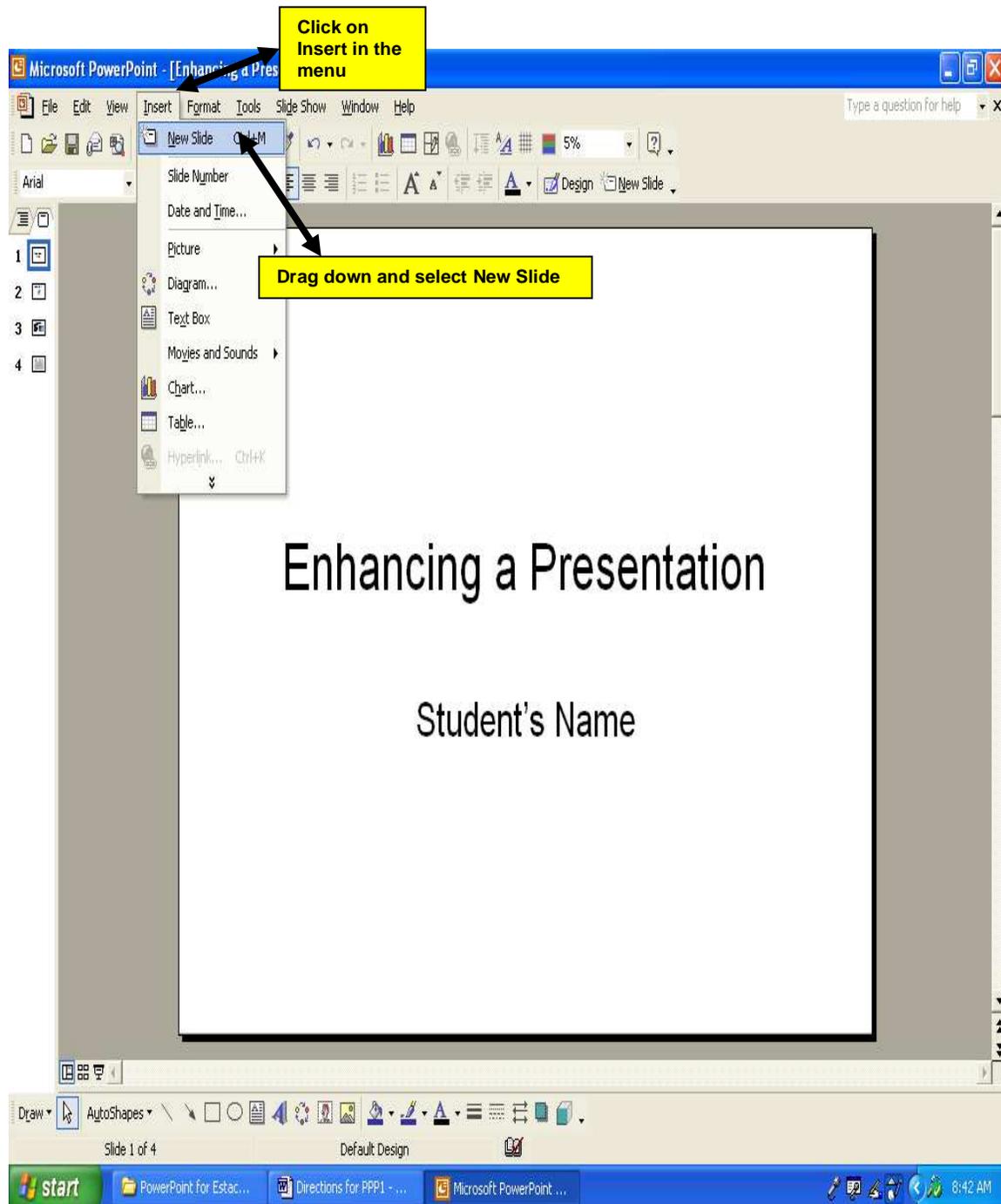
Open Microsoft PowerPoint

Save on Drive H with the file name **PPP 1**

To type into a slide, click inside of the box and type

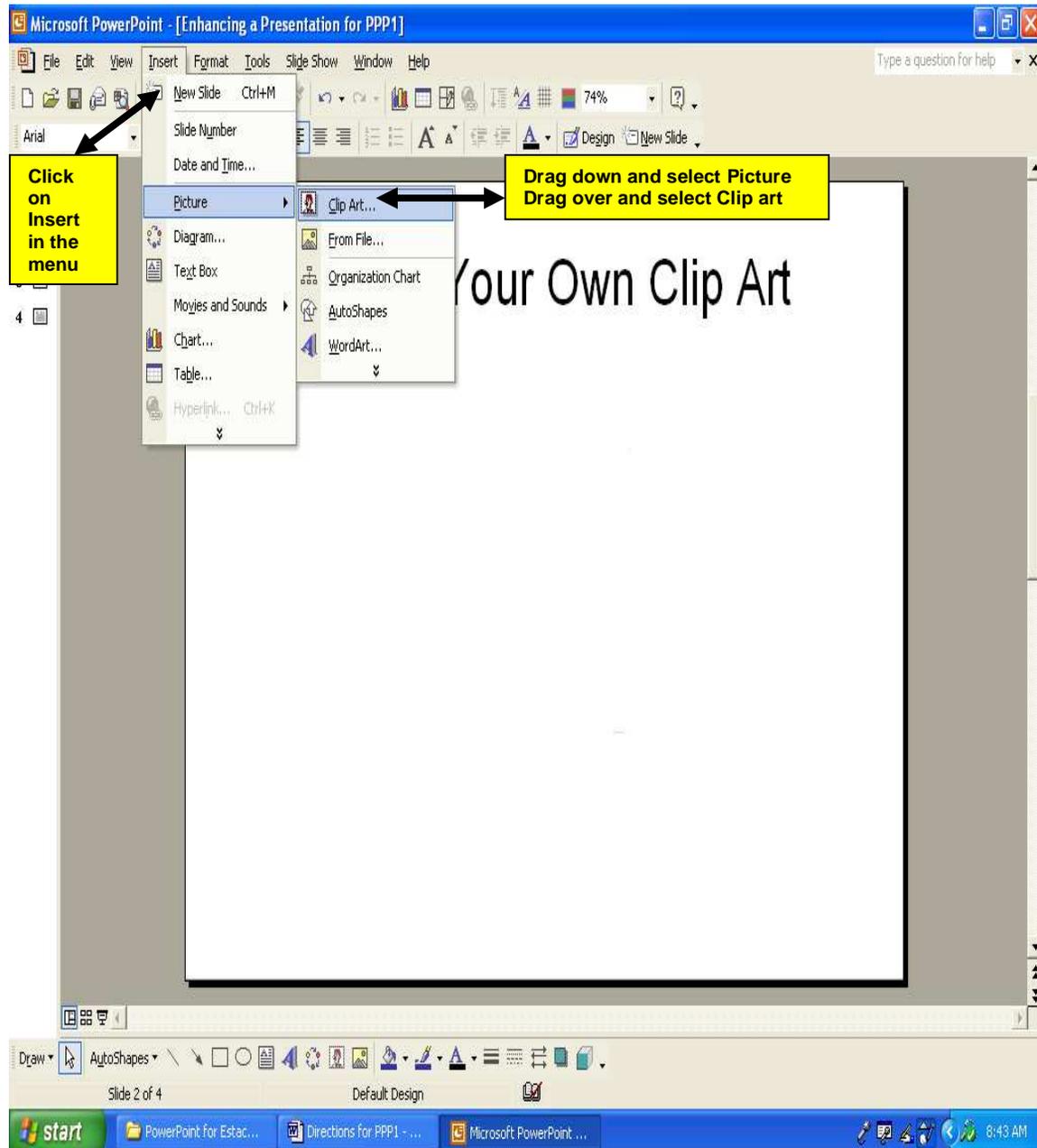


To add another slide:
Click on Insert in the menu
Drag down and select
New Slide

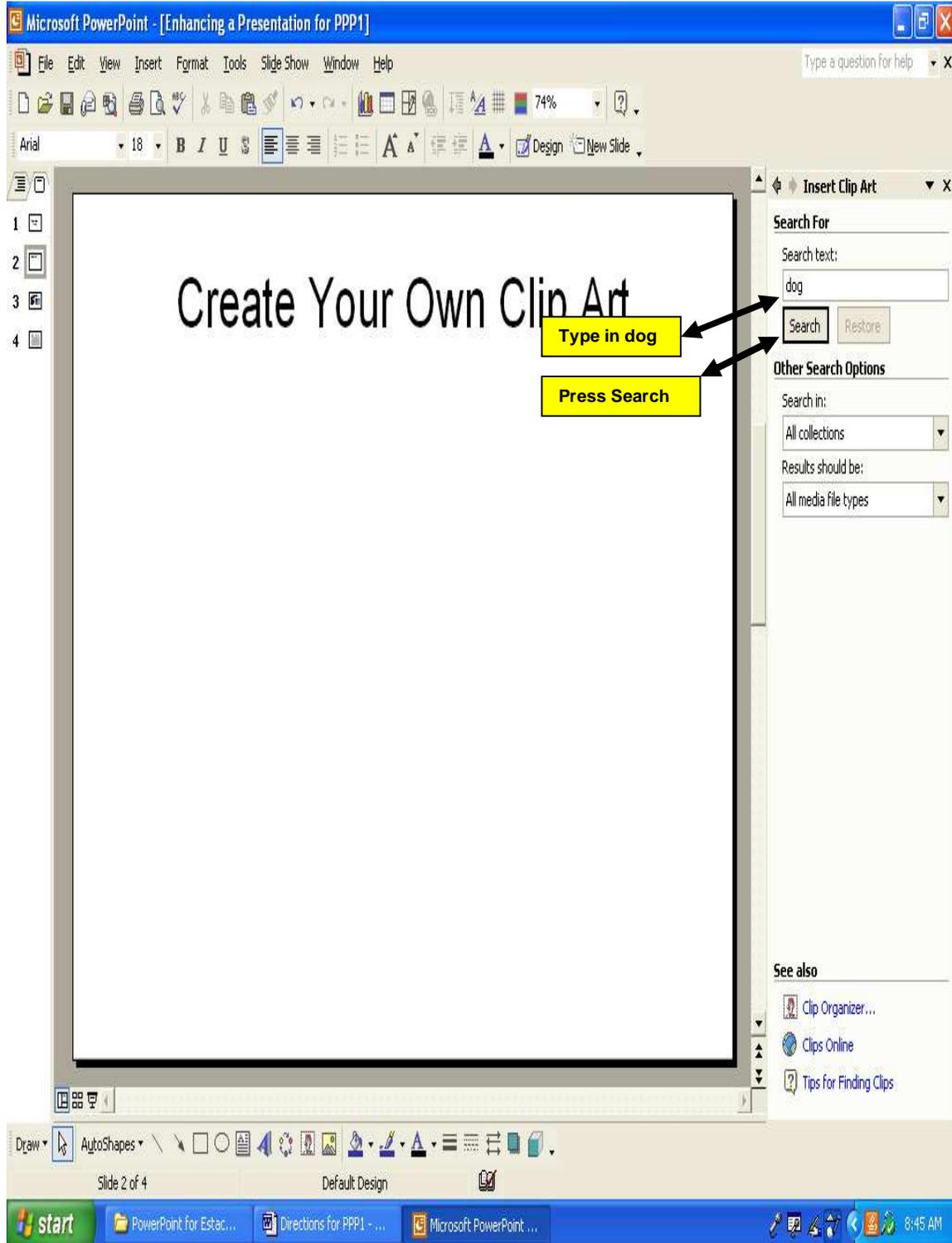


To insert clip art:

- Click on Insert in the menu**
- Drag down and select Picture**
- Drag over and select Clip art**



Type in **dog** in the Search Box and press the Go button

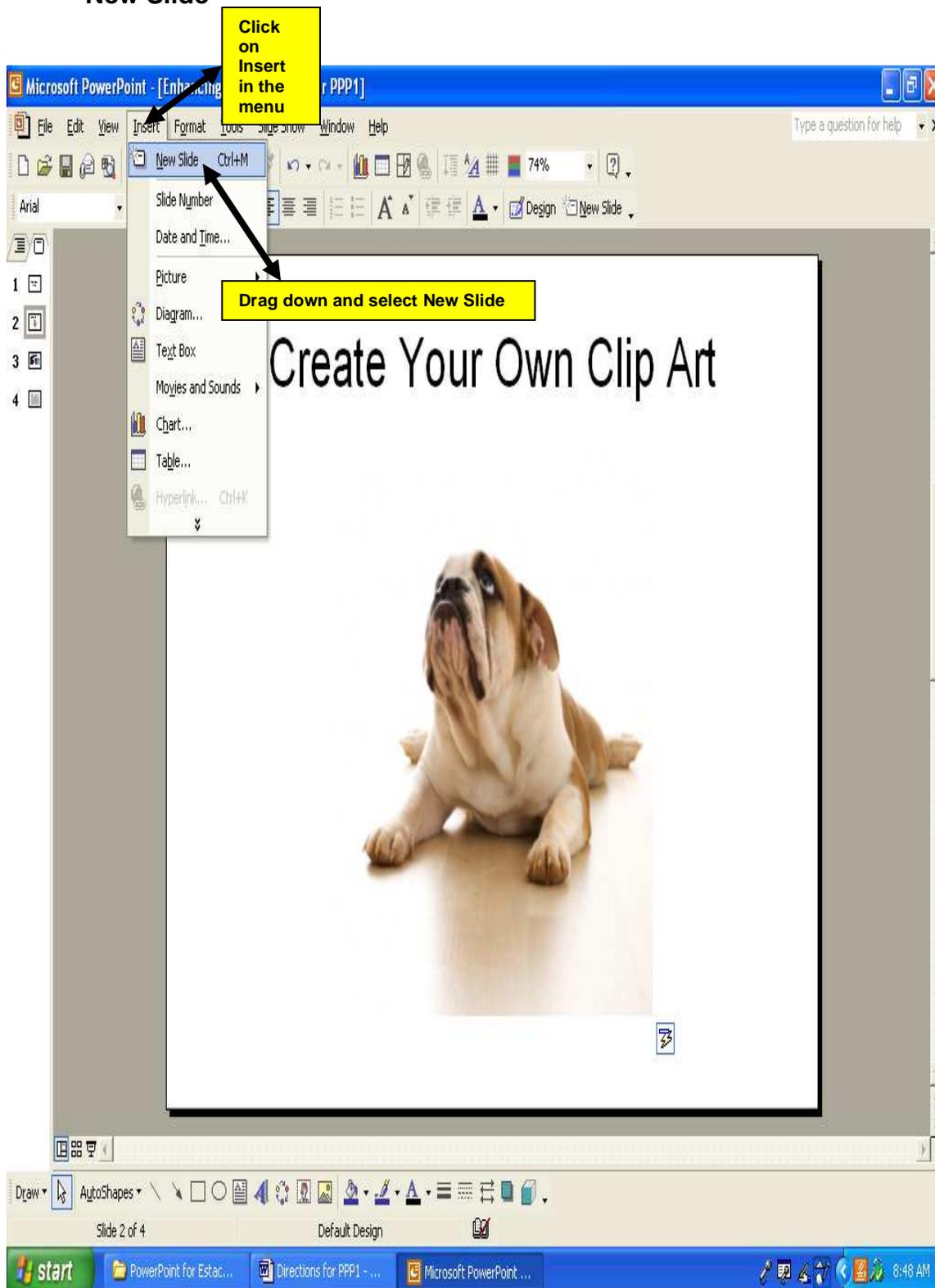


Click on one of the dog pictures

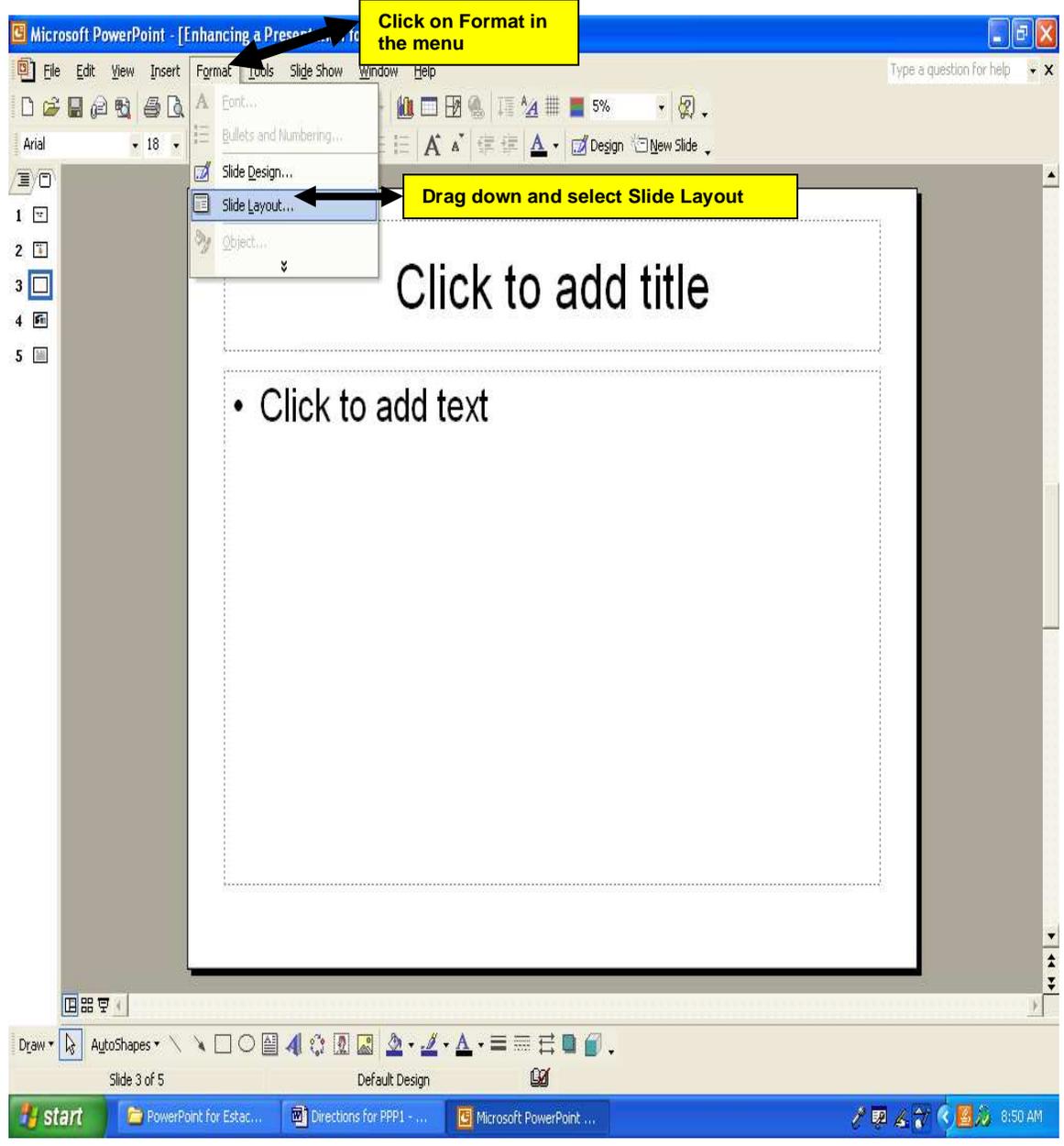
Type the **Title**



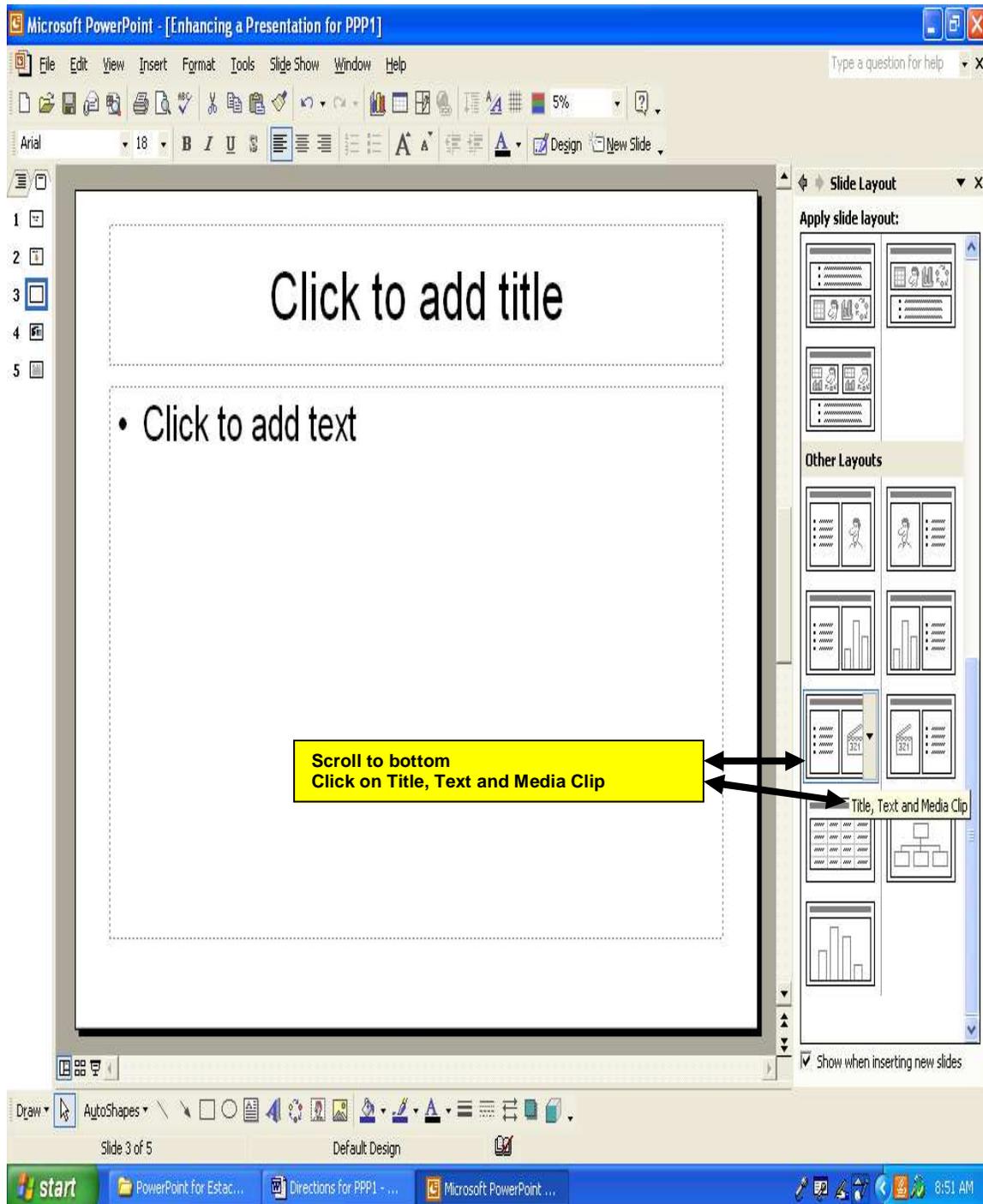
Insert a new slide:
Click on Insert in the menu
Drag down and select
New Slide



to change your slide layout
Click on Format in the menu
Drag down and select Slide Layout



Scroll to the bottom and click on Text, Title and Media Clip



Type in the title

Type in the paragraphs

Press Enter after VARIETY and TRANSITIONS

Microsoft PowerPoint - [Enhancing a Presentation for PPP1]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

Arial 28 B I U [List Bullets] [List Numbered] A A [Text Color] [Background Color] Design New Slide

Animated Media Clips

- Use media clips from (animated GIF files) for variety **Press Enter**
- Include sound files with slide transitions **Press Enter**
- Sound and motion add interest to the presentation

Double click to add media clip

Slide Layout

Apply slide layout:

Other Layouts

Show when inserting new slides

Slide 4 of 5 Default: Design

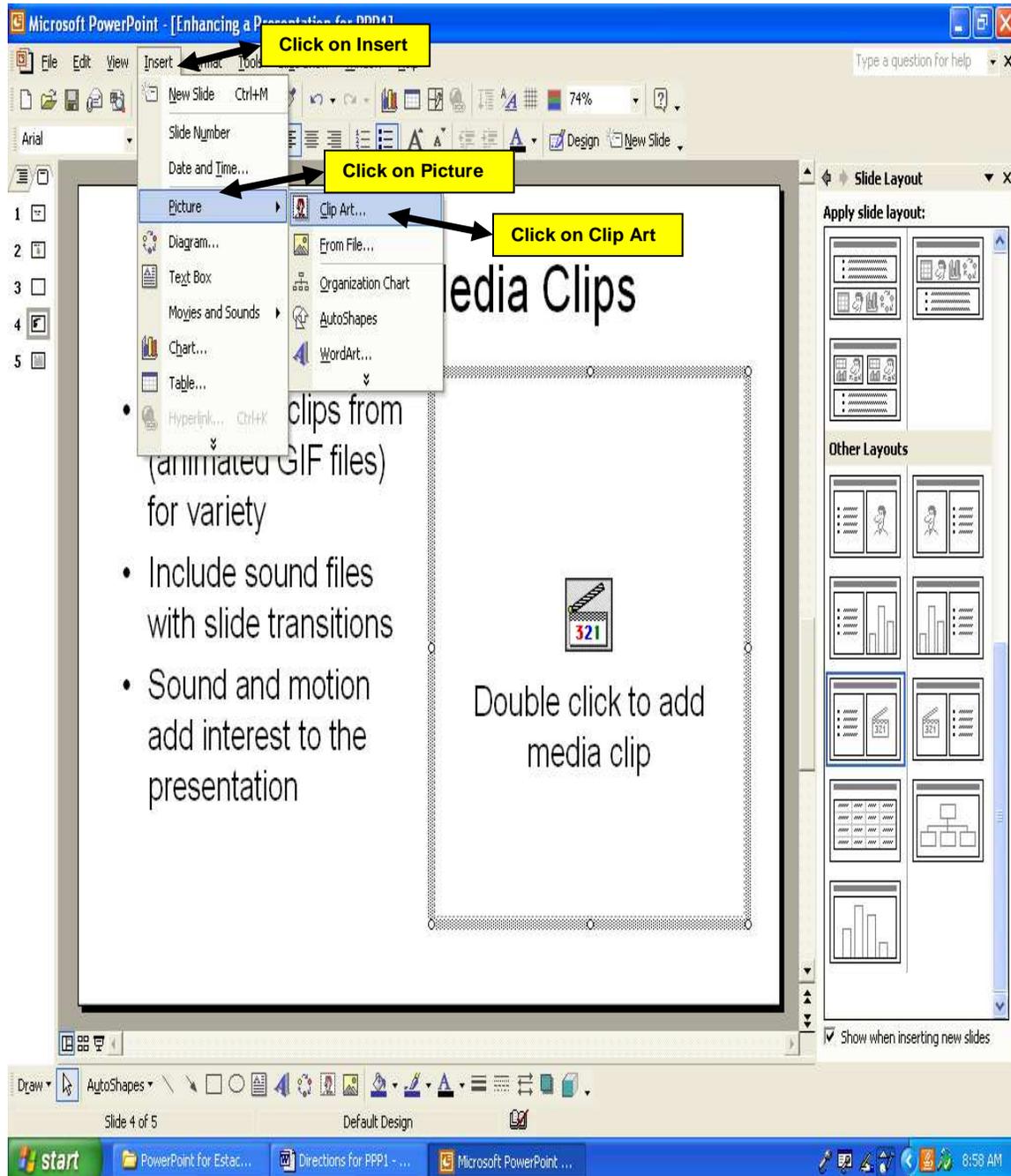
start PowerPoint for Estac... Directions for PPP1 - ... Microsoft PowerPoint ... 8:54 AM

Insert a clip art

Click on Insert in the menu

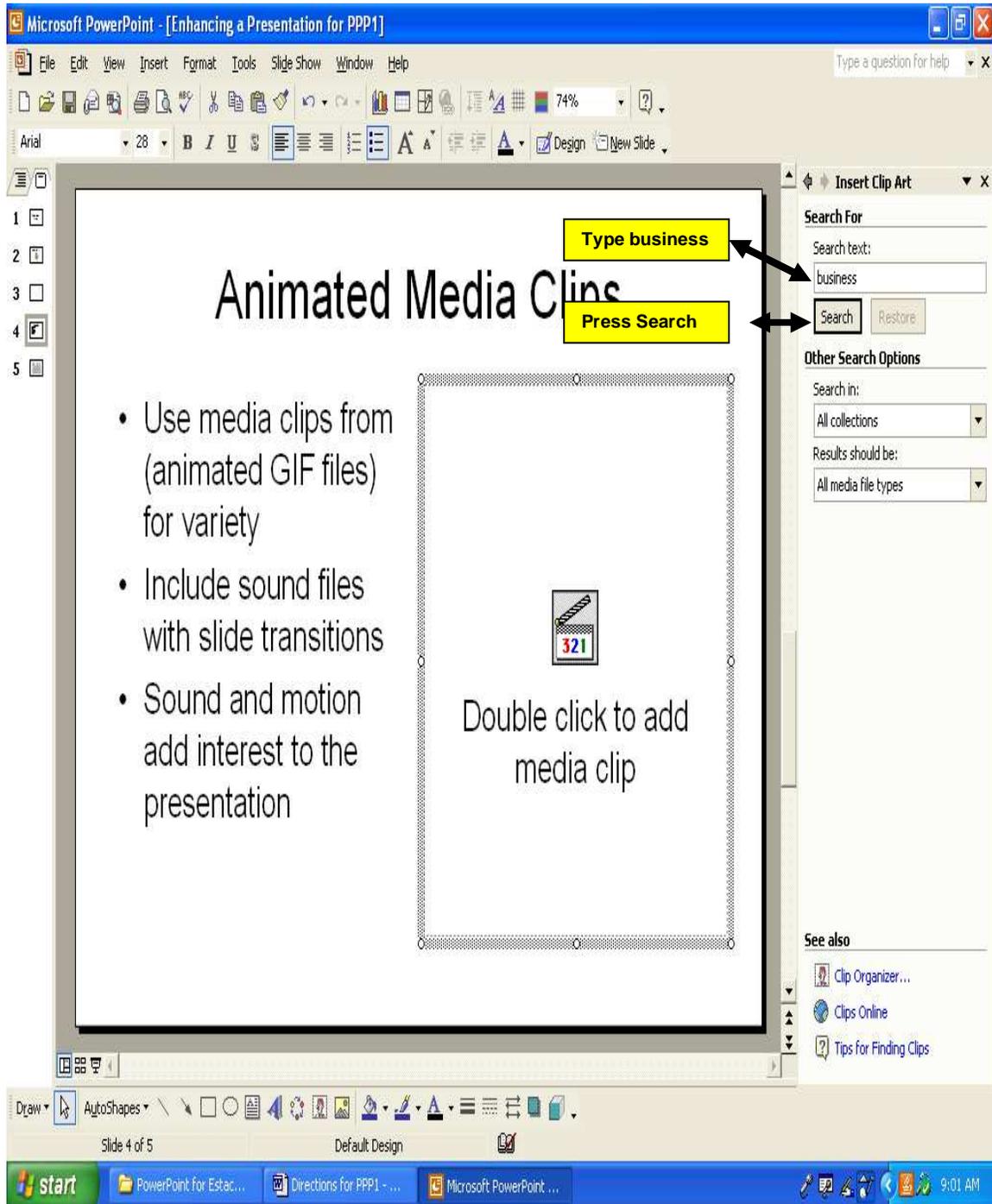
Drag down and click on Picture

Drag over and click on Clip Art



Type in **business**

Press **Search**



Click on one of the pictures

The screenshot shows the Microsoft PowerPoint interface. The main slide is titled "Animated Media Clips" and contains a bulleted list:

- Use media clips from (animated GIF files) for variety
- Include sound files with slide transitions
- Sound and motion add interest to the presentation

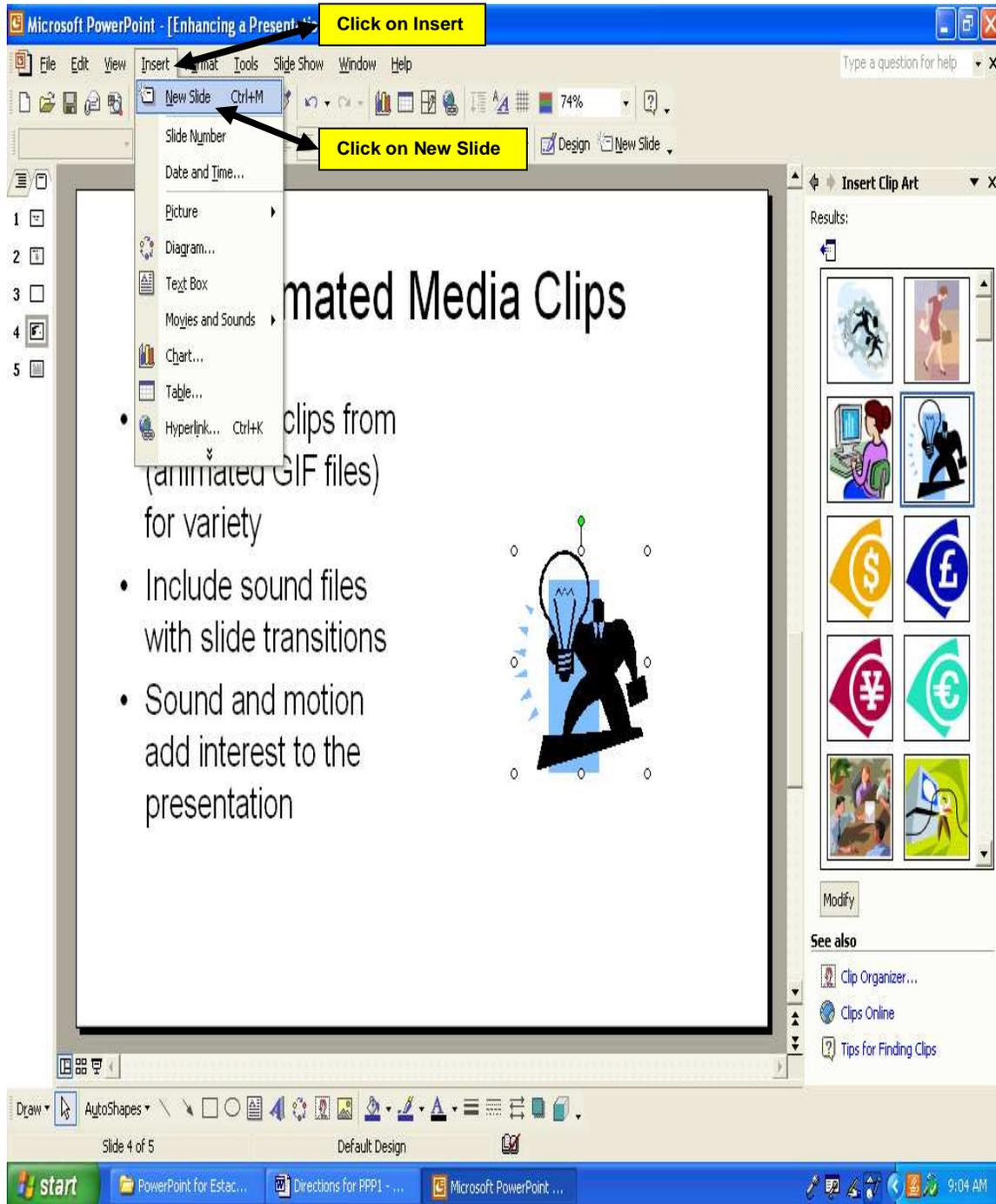
Below the list is a large rectangular placeholder with a dotted border. Inside the placeholder is a small icon of a film strip with the number "321" and the text "Double click to add media clip".

On the right side, the "Insert Clip Art" task pane is open, showing a grid of search results. A yellow callout box with the text "Click on one of the pictures" and a black arrow points to one of the images in the grid. The image being pointed to is a person sitting at a desk with a lightbulb above their head, representing an idea or business concept. Below this image, the text reads: "businesses, businessmen, ideas... 256 (w) x 264 (h) pixels, 4 KB, WMF".

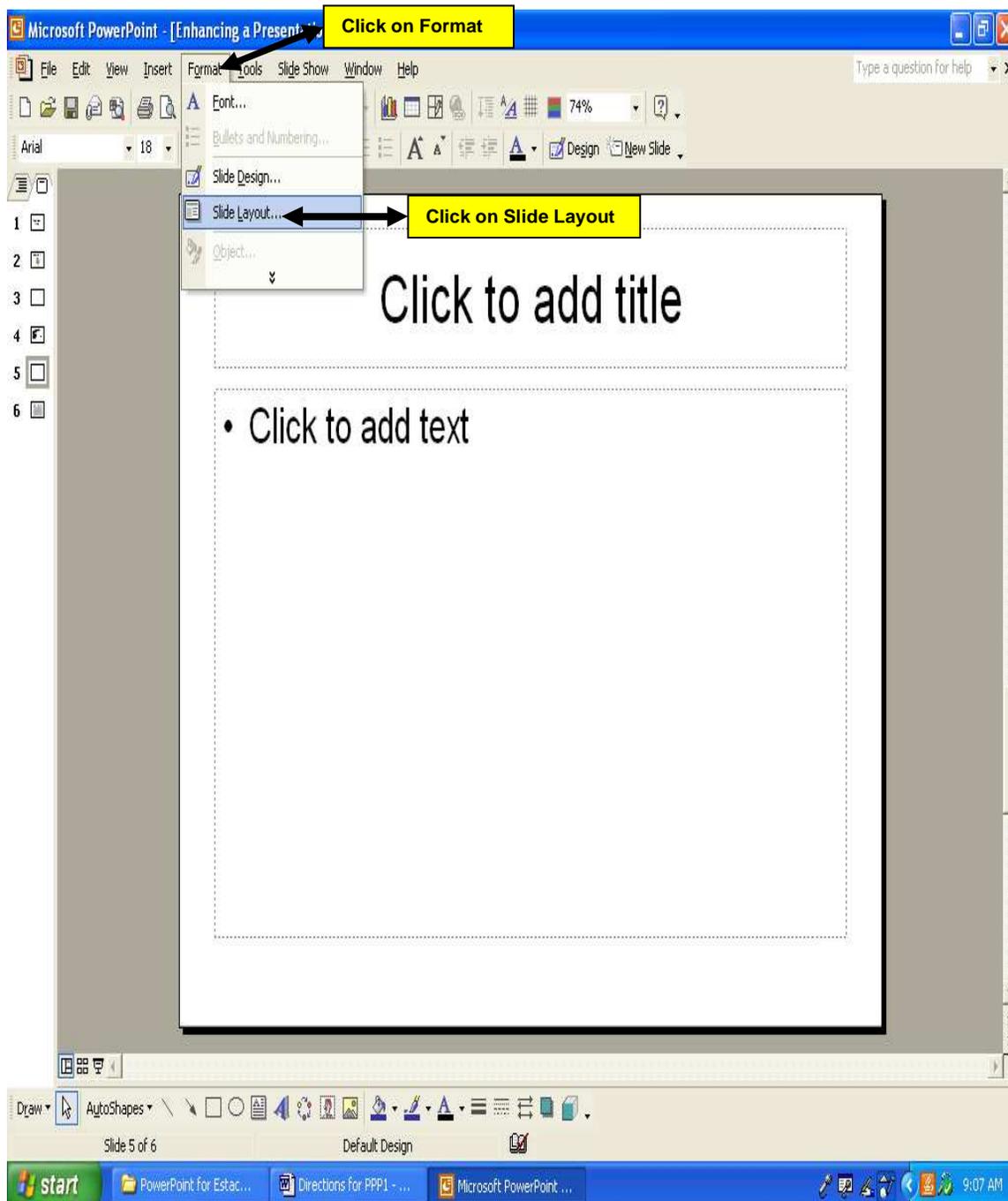
The task pane also includes a "Modify" button and a "See also" section with links to "Clip Organizer...", "Clips Online", and "Tips for Finding Clips".

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (PowerPoint for Estac..., Directions for PPP1 - ..., Microsoft PowerPoint...), and the system clock showing 9:04 AM.

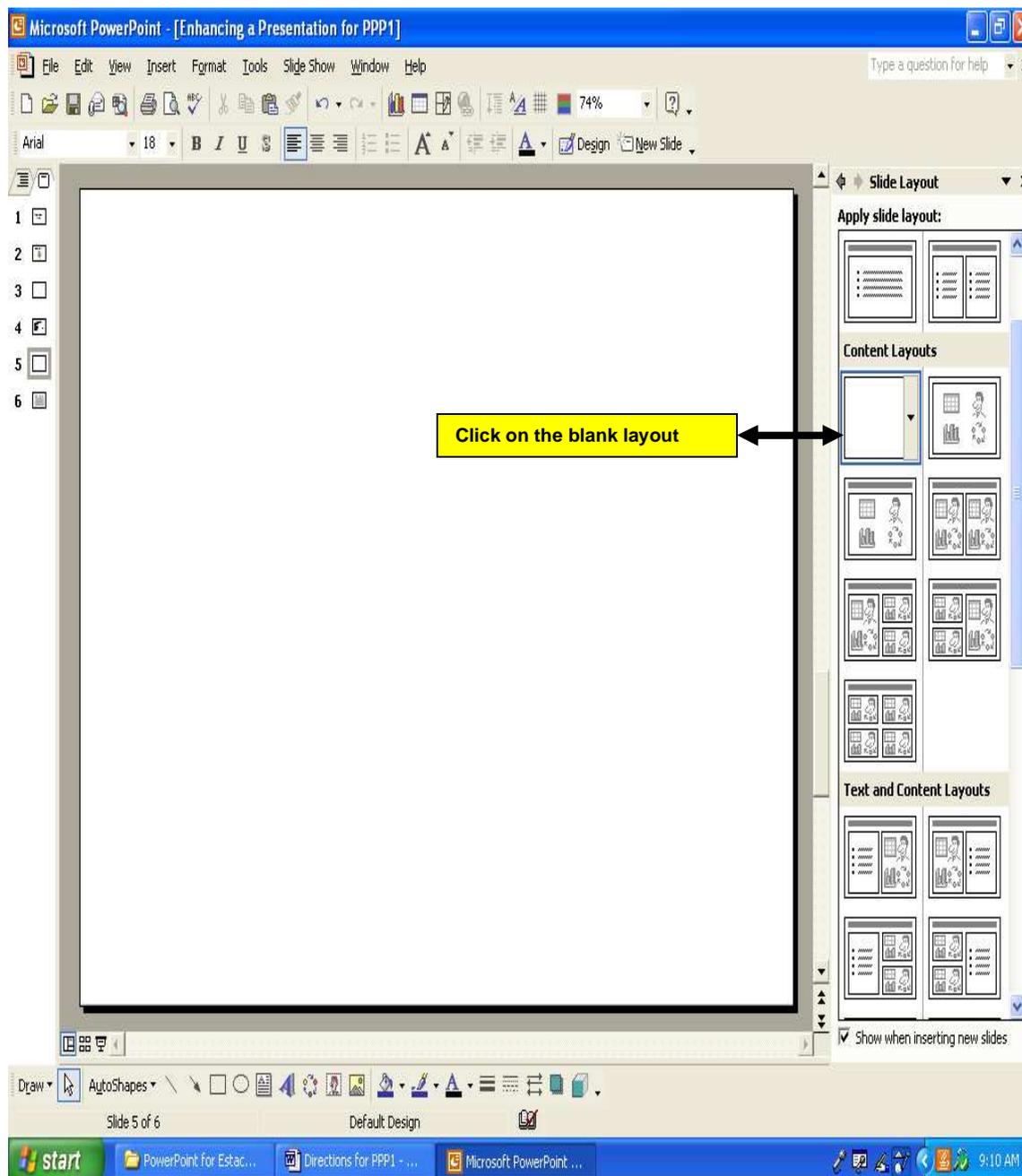
Insert a new slide
Click on Insert in the menu
Drag down and click on New Slide



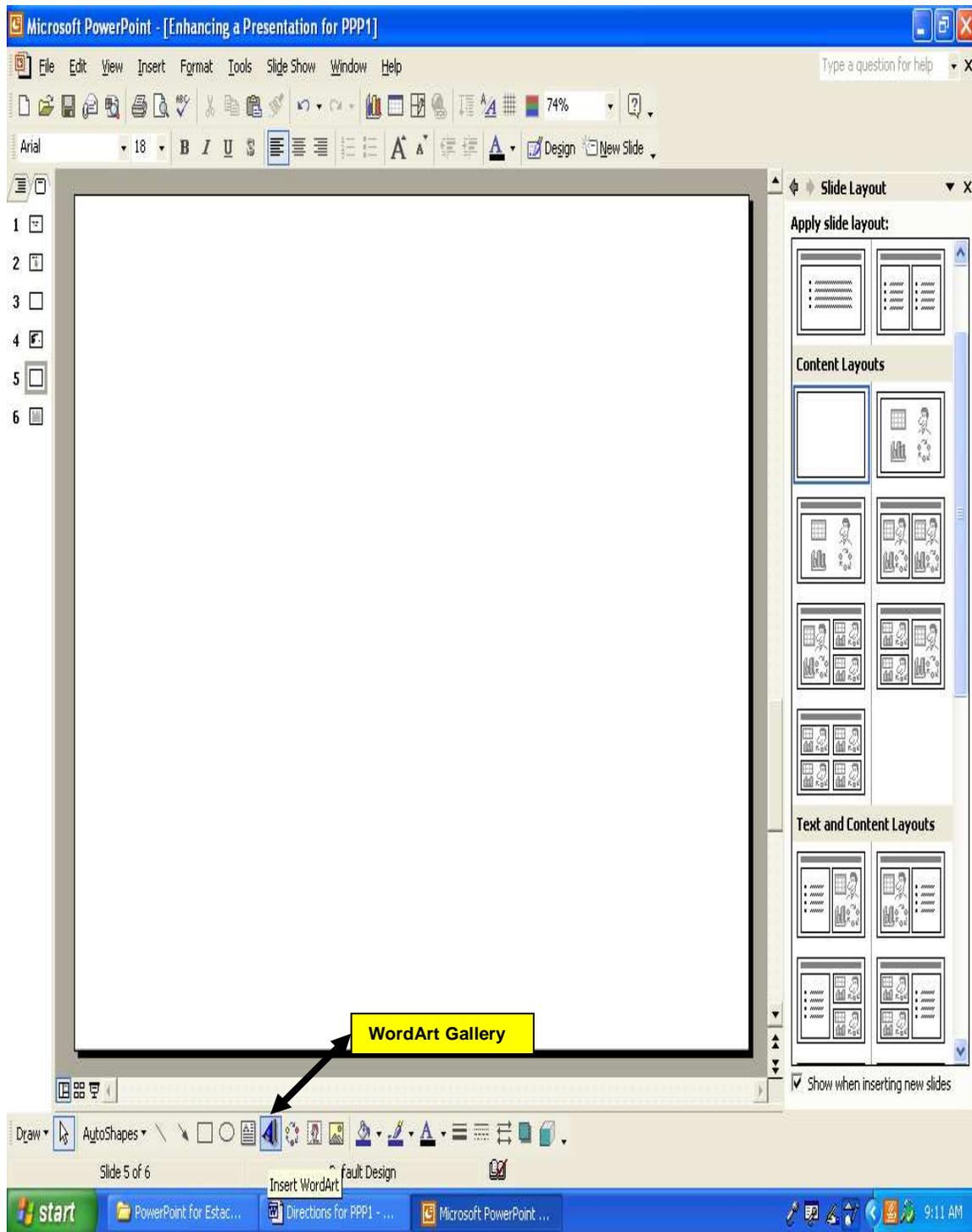
Change the slide layout
Click on Format
Drag down and click on Slide Layout



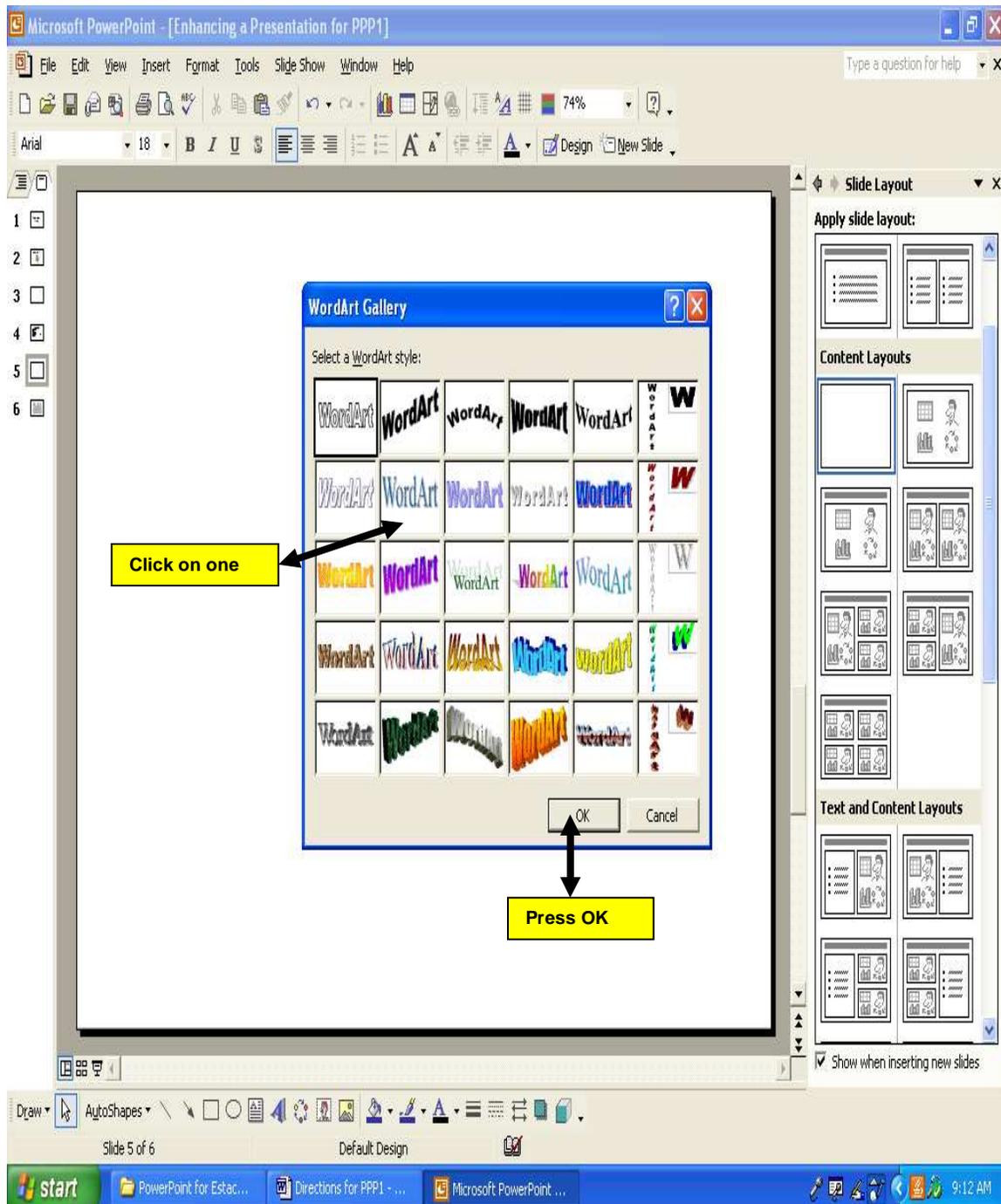
Select the blank layout



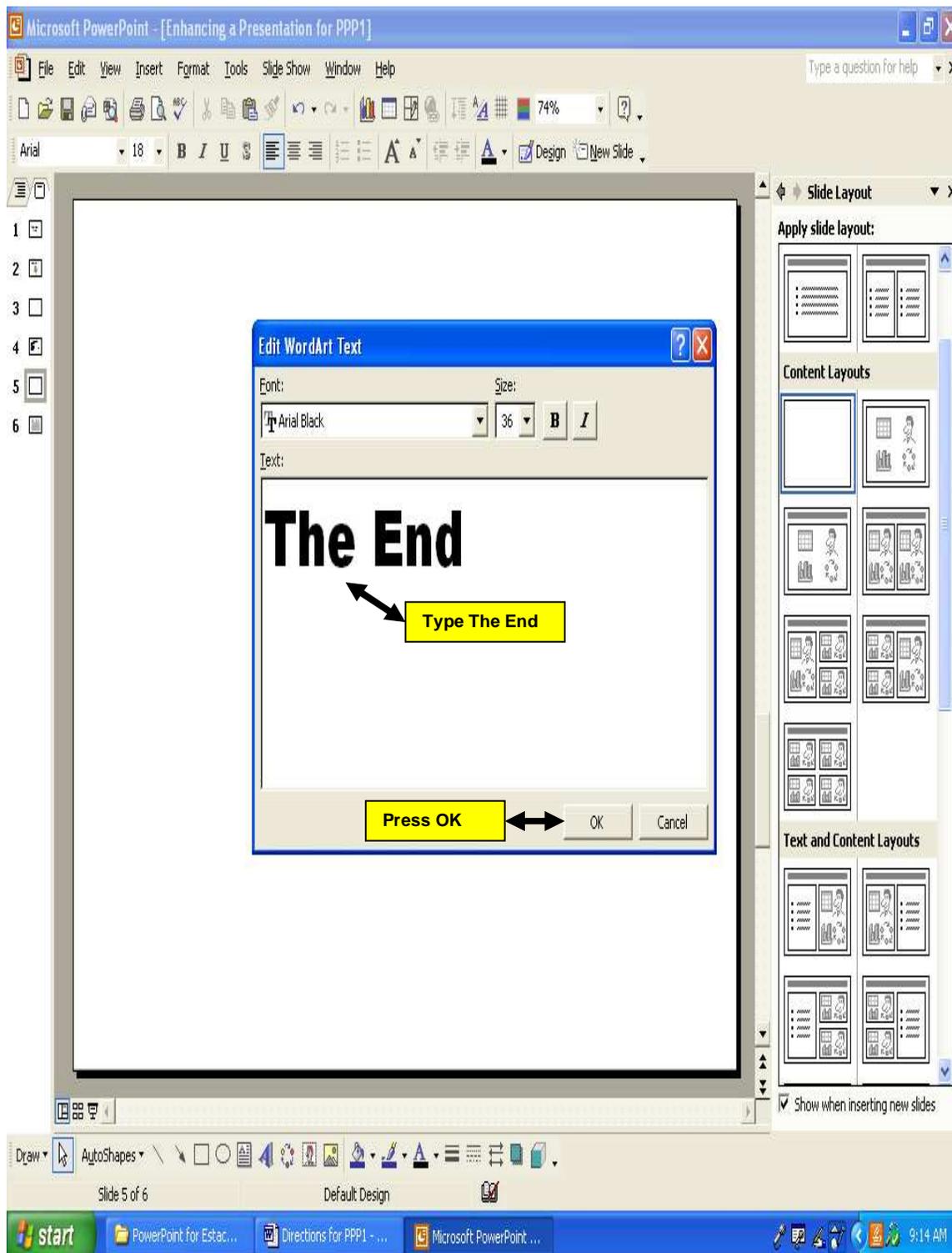
Use WordArt to type in The End
Click on the WordArt icon in the Drawing Toolbar



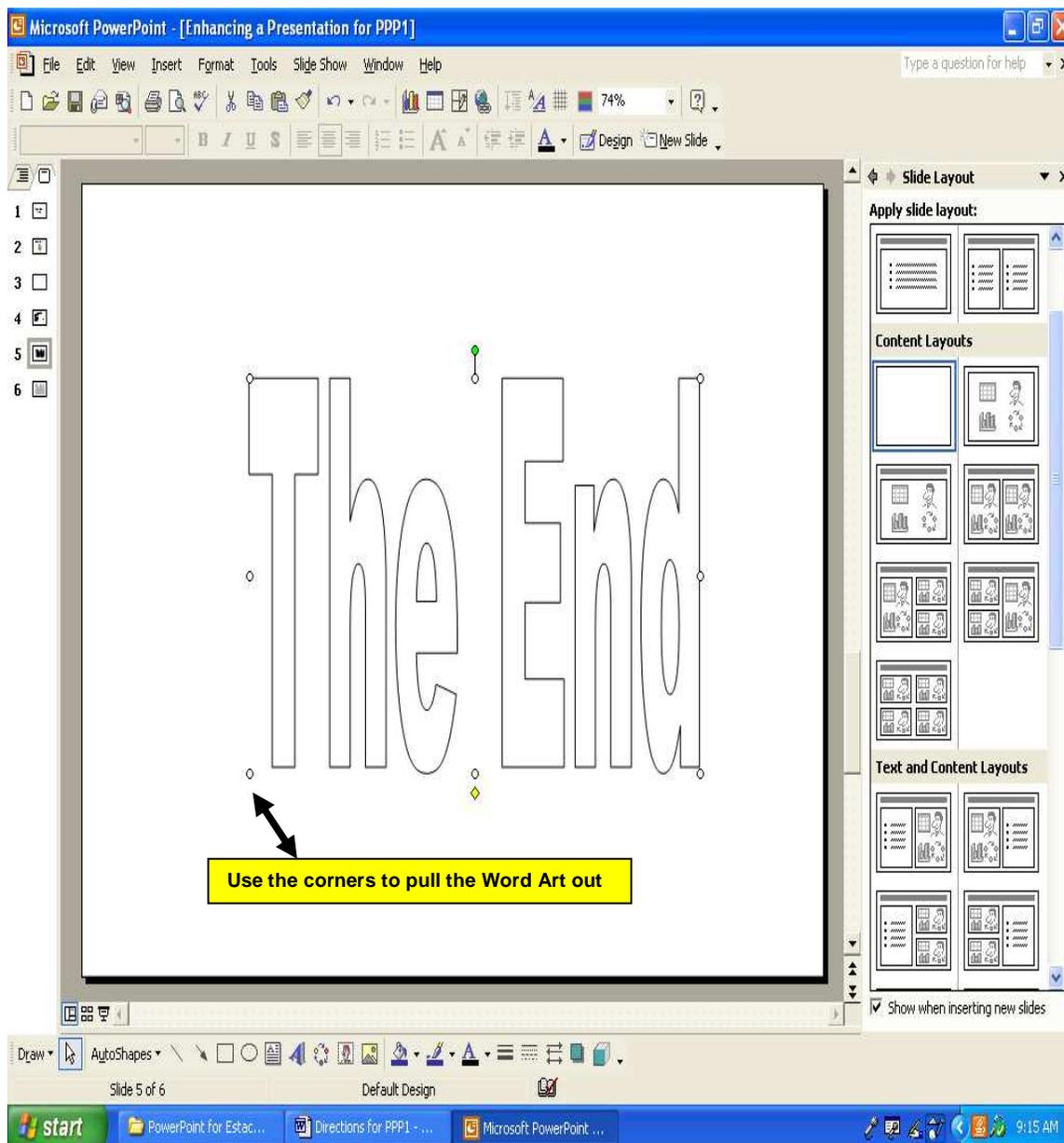
Pick one of the Word Art formats and press OK



Type The End and press the OK button



Enlarge



Print Handouts, Grayscale, 4 Slides per page, on the 1710 Dell printer

