

# PowerPoint 1

**A Very  
Warm  
Welcome  
to the  
Exciting  
World of  
Computers**



**Let's get  
Started  
- It's easy  
with my Step-  
by-Step  
Instructions**

**Step - by - Step  
Tutorials**



These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

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## THE LESSON TODAY: **Having fun – Power Point**




Ok, fasten your seat belt & let's get started. This program is excellent for creating slideshows of your holiday photos, pets, grandkids, etc.

First let me show you how to open PowerPoint. All you must do is follow the instructions below:

DO THIS

1. First you need to locate your **Power Point** program

If you are working on your computer at home, you will probably have the icon on your **DESKTOP**.

2. If the icon is not on the **DESKTOP**, then you will have to click on **START** look in the bottom left hand corner of your screen. 
3. Hold mouse pointer over **ALL PROGRAMS** another menu pops up
4. Click **MICROSOFT OFFICE**

5. And at last! Do you see it? Click on **MICROSOFT POWERPOINT**

Where it says “**CLICK TO ADD TITLE**” do just that!



6. Click in place holder box and type in the following words: **'MY TEN WISHES'**
7. Where it says “**CLICK TO ADD SUB TITLE**” click and type in **'By'** and on the next line, **type your name**
8. Now click on **INSERT** on the top **MENU BAR**
9. Click on **PICTURE**
10. Click on **CLIPART**
11. On the right side of your screen you will see the **CLIPART MENU**
12. Where it says “*Search For*” Type in the word “**FAIRY**”. Click **'Go'**
13. Look through all the thumbnail pictures that appear. When you are ready select the one you like by clicking on it once – it will now appear on your PowerPoint presentation

## Step-by-Step Tutorials - PowerPoint 1

14. If you want to move the graphic around, just click on it, hold the left mouse button down and drag the picture to where you want it. If the graphic is too small or too large this is how you resize it:

15.



1. First click on the graphic.
2. Hold your mouse pointer over the little 'bubbles' in any corner.
3. When the pointer changes to a double sided arrow, hold down your left mouse button and drag it in towards the center of the graphic to make it smaller or drag it out to make the graphic bigger.

15. Ok, you are doing well. Now click on **SLIDE SHOW** on the top **MENU BAR**
16. Then click on **ANIMATION SCHEMES**
17. Look on the right side of your screen, the **CLIPART MENU** has gone and a new **MENU** is in its place.

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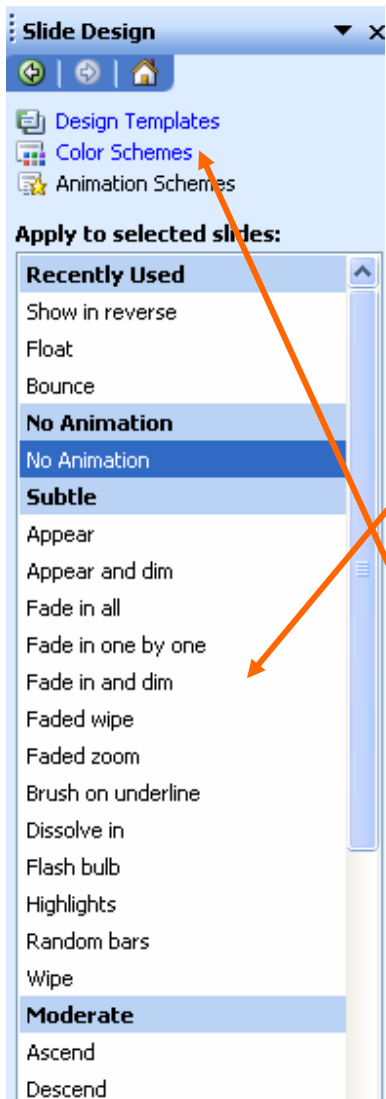
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18. It is the ANIMATION SCHEMES menu, look through the menu and try several of the animations until you find one that you really like.



19. Click on the place holder that says “My Ten Wishes”
20. Then click on the animation of your choice
21. Now click on the place holder that says “by ……” Then again click on an animation of your choice.
22. One more time; click on your graphic of the fairy, then click on an animation that you like.
23. Look on the right side. Click on **COLOR SCHEMES**.

24. This looks like fun! Try them all! Just click on the color scheme icon and see the magic work.
25. Found the one you like? Ok, let’s move on.

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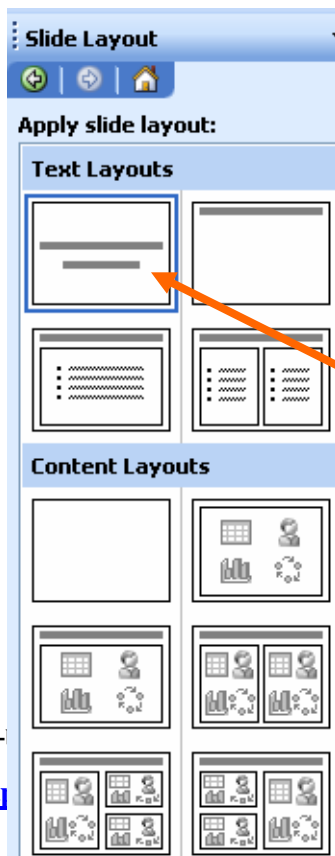
26. Perhaps insert another graphic to see if you remember how .... If not, look back and check.
27. Again look at the menu on the right of your screen and click on the **ANIMATION SCHEMES**
28. Time to play again ... click on any of the schemes and see what happens .... Try them all!

... you deserve a break now

Stand up, stretch, take a



wee break if you need it



These Step-

[http](http://rs-and-etiquette.com/computer-tutorials.html)

29. Ok .. now its time to create your first wish
30. Click on **INSERT** on the top **MENU BAR**
31. Click on **NEW SLIDE**
32. Click on **FORMAT** on the top **TOOLBAR**
33. Click on **SLIDE LAYOUT**
34. Look to the right of your screen, in the **TASKPANE** you will see

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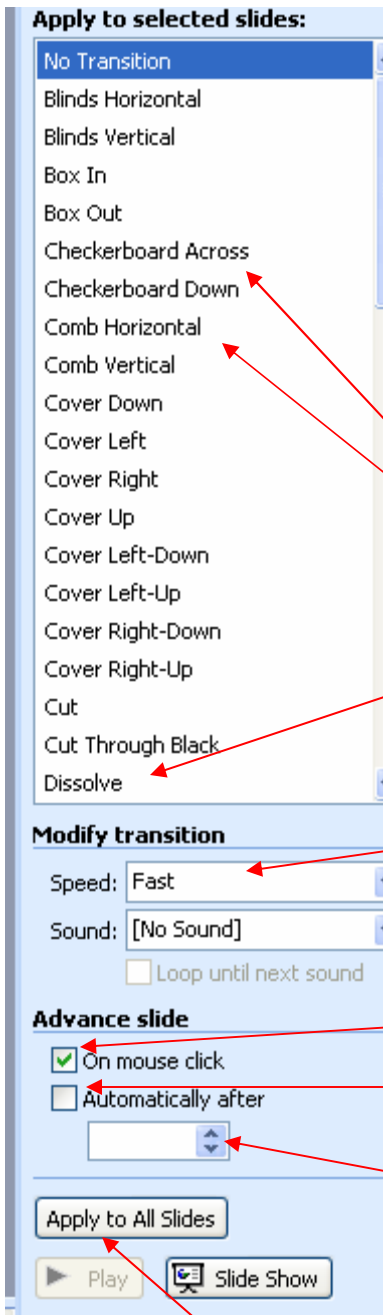
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## Step-by-Step Tutorials – PowerPoint 1

a selection of different slide **LAYOUTS**, click on the one that has two title place holders.

35. Now repeat what you did on the first **SLIDE**, click in the top **PLACEHOLER** and type in ‘**MY FIRST WISH**’
36. Click in the second place holder and type in what you are wishing for
37. Click **INSERT** on the top **MENU BAR**
38. Click **PICTURE**
39. Click **CLIPART**
40. Type in a word that would describe your wish – for example if you are wishing for a holiday - type in **CRUISE** or **PLANE** or **ISLAND** .... Ok?
41. Then do your animations like you did on the first **SLIDE**
42. Keep going until you have **TEN SLIDES** to cover your **TEN WISHES**.
43. Now click on slide no 1 on the top left hand side of your screen
44. Then click on **VIEW** on the top **MENU BAR**
45. Click on **SLIDE SHOW** and sit back and watch what happens (with each successive click).
46. You will need to click each time you want the slide to change.

## Step-by-Step Tutorials - PowerPoint 1



47. To make the slides move on automatically, this is what you must do: Click on **SLIDE SHOW** on the top **MENU BAR**

48. Then click on **SLIDE TRANSITIONS** and follow the next lot of instructions -

49. Click on any one of the transitions **OR** try them all until you find one you really like.

50. Then look to the bottom of the list and change the speed from **FAST** to **SLOW**.

51. Then 'unclick' *On mouse click* box

52. Now click in the *Automatically After* box

53. Then use the little up/down arrows and advance the slides at **.02** intervals.

54. Now click on **APPLY TO ALL SLIDES**.

55. Now go back to 43, 44 and 45 ..... **Enjoy !!**



## **To Summarize:**

- 🖱️ **Open Power Point program**
- 🖱️ **Type Title**
- 🖱️ **Type Sub-title**
- 🖱️ **Click on INSERT on the top MENU BAR**
- 🖱️ **Click on PICTURE**
- 🖱️ **Click on CLIPART**
- 🖱️ **Type what picture you want in Clipart**
- 🖱️ **Click ‘Go’**
- 🖱️ **Click on your selection**
- 🖱️ **Move it as you wish**
- 🖱️ **Click on SLIDE SHOW on the top MENU BAR**
- 🖱️ **Click on ANIMATION SCHEMES & make a selection**
- 🖱️ **Click on COLOR SCHEMES & make a selection**
- 🖱️ **Now Click on INSERT on the top MENU BAR**
- 🖱️ **Click on NEW SLIDE**
- 🖱️ **Click on SLIDE SHOW on the top MENU BAR & do the SLIDE TRANSITIONS and APPLY TO ALL SLIDES**
- 🖱️ **Repeat from ‘Type Title’**

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That's all for now folks, hope you found this lesson useful.

Once you have mastered this lesson, move on to

POWERPOINT 2, that lesson is amazing!

You will have a lot of fun producing a very professional looking animated family photo album with music.

# END

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