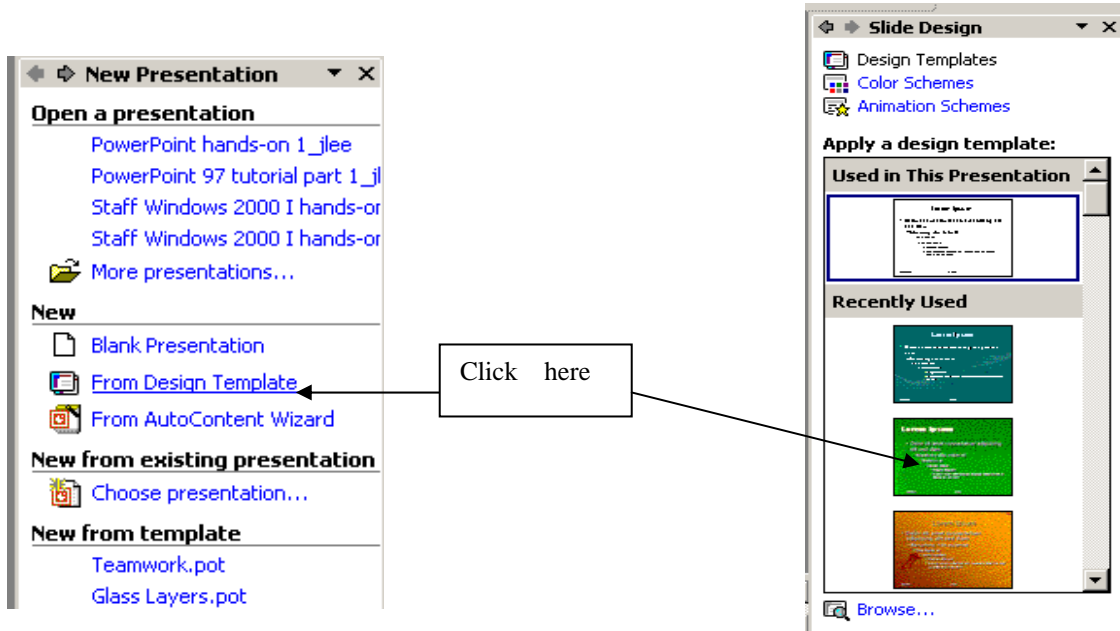


PowerPoint XP Basics II

Add Interest to Your Presentation

Starting a presentation

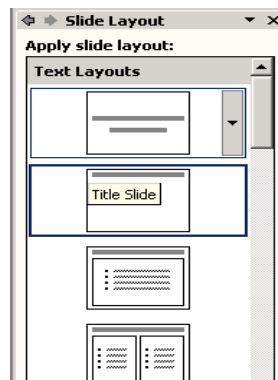
1. Click on **From Design Template** under **New** in the Task pane to create a slide with the bright green design template (Glass Layers).



2. Click in the title placeholder on the first slide and type ***PowerPoint II***.
3. Click in the subtitle placeholder and type ***Add Interest to Your Presentation***.

Working with Clip Art

1. Click on the **New Slide** button in the Formatting toolbar and select the **Title Only** layout.



2. Click in the title placeholder and type ***Working with Clip Art.***
3. Click on the button with a man's face in the Drawing toolbar to bring up the Insert Clip Art task pane.
4. Type ***Computer*** in the Search text box and click on **Search**.
5. Click on a simple image.
6. To change the colors in your image:
 - a. Select the **image** on your slide.
 - b. Click on **Recolor Picture** in the Picture toolbar.
 - c. Select a new color for each original color in your image by clicking on the **down arrow** next to each New color box and clicking on a new color.
 - d. Click on **OK**.

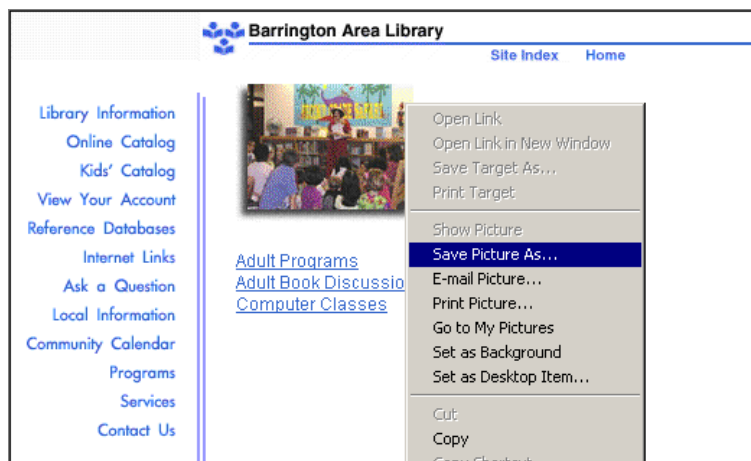
Hint: this only works with Windows Metafiles images. Colors of other types of files can only be changed using an image editing program.

Change the color of your slide background

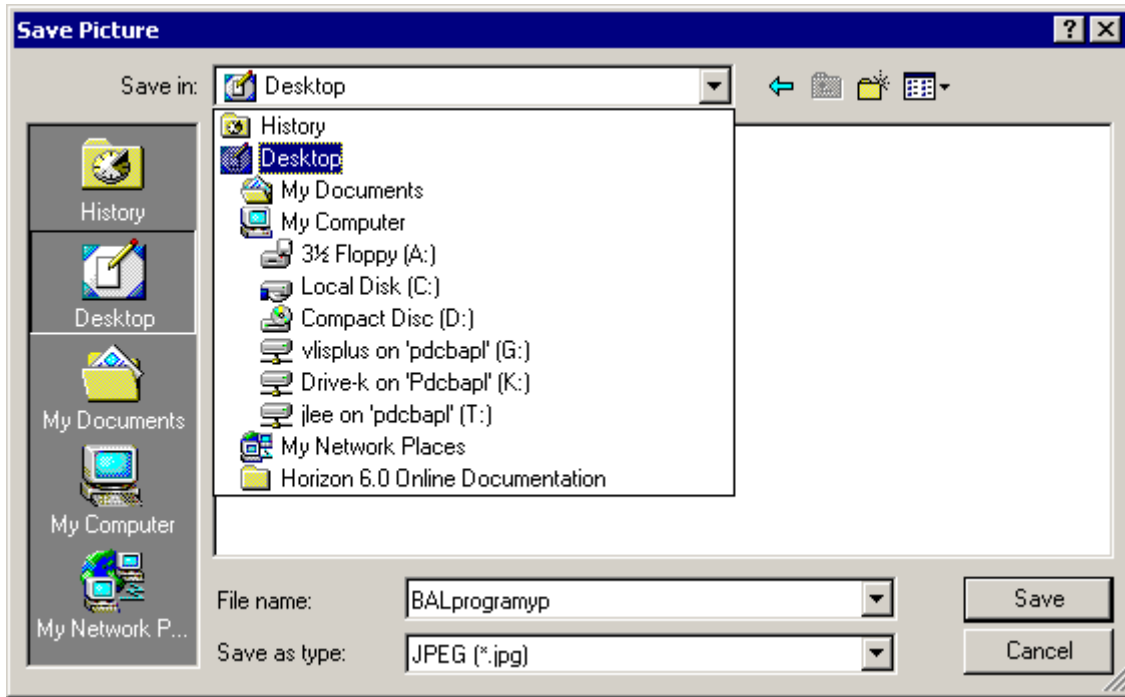
1. Click on the **New Slide** button in the Formatting toolbar.
2. Select the title only layout and type ***Change Slide Background*** in the title placeholder.
3. Click on **Format/Background**.
4. Click on the drop down menu **arrow** and select a color.
5. Click on **Apply** to change only the selected slide.

Importing images

1. Minimize **PowerPoint** (click on the _ button in the upper right corner of the screen). Open the **Internet**. Click on **Programs**.
2. **Right** click on the picture and click on **Save Picture As**.



3. In the dialog box, click on the down arrow next to the white Save in box. Click on **Desktop**. The Save in box at the top of the Save Picture box should now say Desktop.



4. Click on **Save**.
5. Click on the PowerPoint button on your Taskbar (at the bottom of the screen) to open the PowerPoint window.
6. Create a new slide with a blank layout.
7. Click on **Insert/Picture/From File**.
8. Click on the down arrow next to the **Look in** box at the top of the Insert Picture box. Select the folder you saved your picture to (**Desktop**). The Look In box should now say Desktop.
9. Select your file and click on **Insert**. If the picture is too small, click on a corner and drag outward.

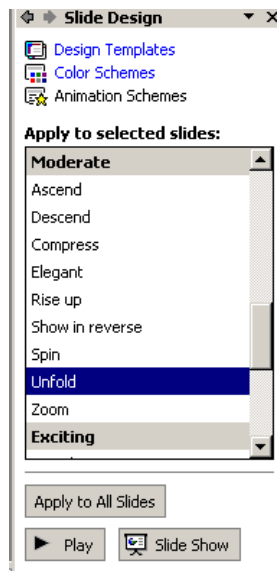
Slide Sorter View

1. Click on the **Slide Sorter** view button at the lower left of your screen.
1. To move a slide in Slide Sorter view, place your mouse pointer over the slide and hold down the left mouse button while moving the slide.
2. To delete, click on a single slide or hold down the shift key while selecting several slides and press the **Delete** key on your keyboard.

3. To hide a slide:
 - a. Click on the **slide** to select it.
 - b. Click on the **Hide Slide** button.
 - c. Click on the **previous slide** to select it.
 - d. Go to **Slide Show** view to see how the hidden slide does not appear unless you right click and select **Go/By Title**, and then select the hidden slide.

Animation Schemes

1. Click on **Slide Show**, and then click on **Animation Schemes**. Put your mouse pointer over different schemes that appear in the Task pane and read the descriptions that appear. In the Moderate category click on **Unfold**.

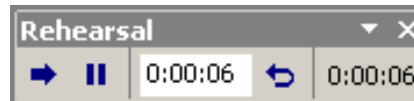


2. Click on **Apply to All Slides**.
3. Select your first slide in the **Slides** tab in the left pane of your screen.
4. Click on **Slide Show** in the Task pane and use your left mouse button to advance through your slides.
5. Continue clicking your mouse until you exit the slide show.

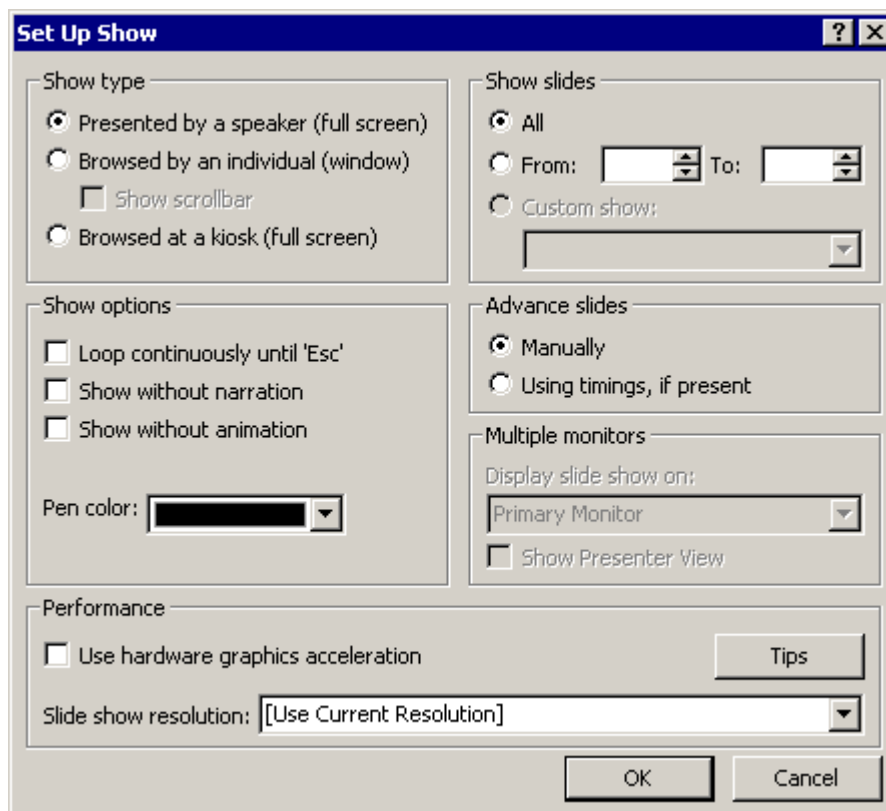
Setting timings

1. Click on **Slide Show** in the Menu bar and click on **Rehearse Timings**.

- In the **Rehearsal** dialog box, click on the arrow at the left each time you want a new element or another slide to appear. To pause, click on the two **vertical lines**. If you want to repeat the timings for a slide click on the **backward arrow** to the right of the white box.



- When asked if you want to keep the new slide timings, click on **Yes**.
- If you want to present your show without timings (manual advance on mouse click) click on **Slide Show/Set Up Show**. Select **Manually** under Advance slides. To run your show using timings select **Using timings, if present**.



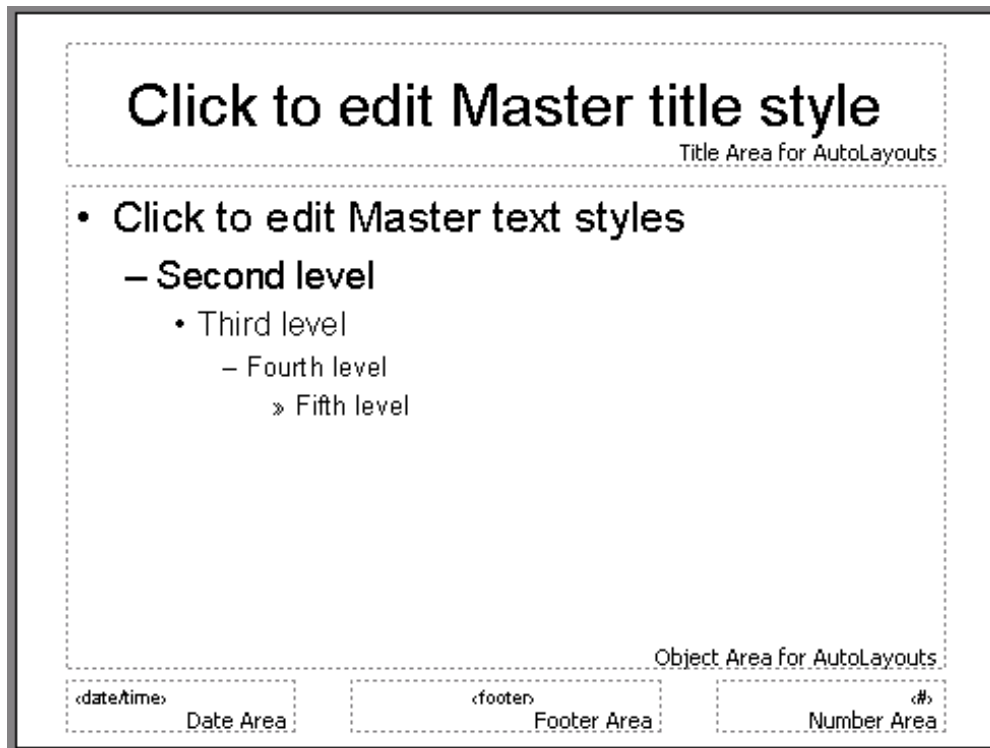
5. To finish setting up your show, click on **Presented by a speaker** under Show type. Click on **All** under Show slides. Click **OK**.
6. To run your show, select your first slide and click on the **Slide Show** view button or the **Slide Show** button in the Task Pane.

Slide show keyboard commands

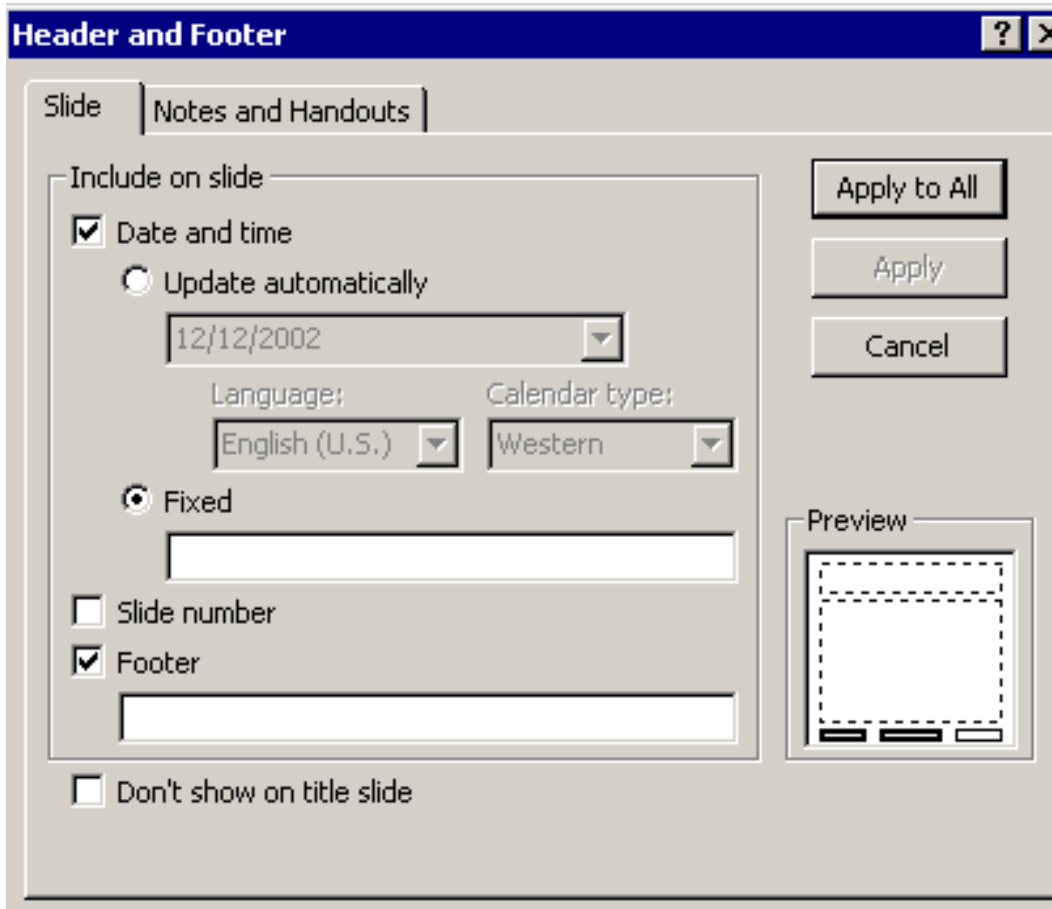
1. Go to **Slide Show** view. Press **F1** on your keyboard to view a list of commands that may be useful when running a slide show.
2. Click on **OK** to make the list disappear, then right click to bring up a menu of options that can be used during a slide show.

Slide Master

1. Click on **View** in the menu bar, then **Master/Slide Master**.



2. Click on **View/Header and Footer**, and select the **Slide** tab.



3. Make sure only the **Slide number** box is checked and click next to the box entitled **Don't show on title slide**. Click on **Apply to All**.
4. Click on **Normal** view to see your slides with numbers added at the bottom right area of each slide.