

**Basics/Starting**

- Choose “Blank Presentation”
- Before any typing, click the **Design** tab.
- Scroll through and choose a design and color scheme you like.
- Scroll through Variants to customize
- Type title and subtitle

**New Slide**

- On **Home** tab, the New Slide button has a top and a bottom.
- Click the top of the New Slide button to get a new slide.
- Click the bottom of the button to choose a special design layout.

**Add Text**

- Each new slide has a textbox to click and type a title
- Click the big textbox to type in bullet points.
  - You can turn off bullets with the button on the Home ribbon.

**Add Pictures**

- Use the **Insert** tab to place a picture along with the text you typed
- Choose Pictures to insert a picture from your computer
- Choose Online Pictures to search for photos and clipart
- Make adjustments
  - Move a picture with the mouse
  - Resize a picture using its corner handles
  - Resize or reshape your text box using its corner handles
  - Double-click a picture for more options

**Animations**

- Use **Animations** tab when a slide has 2 or more bullets or objects. You can control how items enter and exit
- Click a textbox, then choose an animation for it, and all the bullet points become ordered.
- Click a picture to choose an animation for it.
- “On Click” means the next object will appear with a mouse click (or by pressing Enter or spacebar) during the presentation.
- Use Preview button to see the action
- Turn on Animation Pane to fine-tune or to make changes or to re-order

**Transitions**

- The **Transitions** tab lets you set how the presentation will move into the current slide
- Scroll to choose a transition scheme
- You can choose to
  - Add sound
  - Change timing
  - Apply same transition to all slides

**Finishing**

Use F5 key to start or click Run icon on top of window.  
Advance with click, Enter, or spacebar.

Click **File** menu to see Save, Print, and Export options.  
Remember that you might need to carry your presentation to a computer that has different fonts, different color schemes, or no PowerPoint software at all.