

Create a Basic Power Point

A Tutorial

Let's get started with the basics!

- This is a very simple, very basic tutorial on how to create a power point.
- There are millions of amazing things you can do with power points, but don't expect to learn them all right away.
- Each time you create a power point you will learn something new.
- There are many tutorials on the internet about advanced power point techniques, when you are ready to learn about more ways to do things.

Step 1 : Click the start button!

- On the bottom left corner of your computer screen, there is a small green bar with the word “Start” on it.
- Move your mouse to the green “Start” button and left-click one-time.



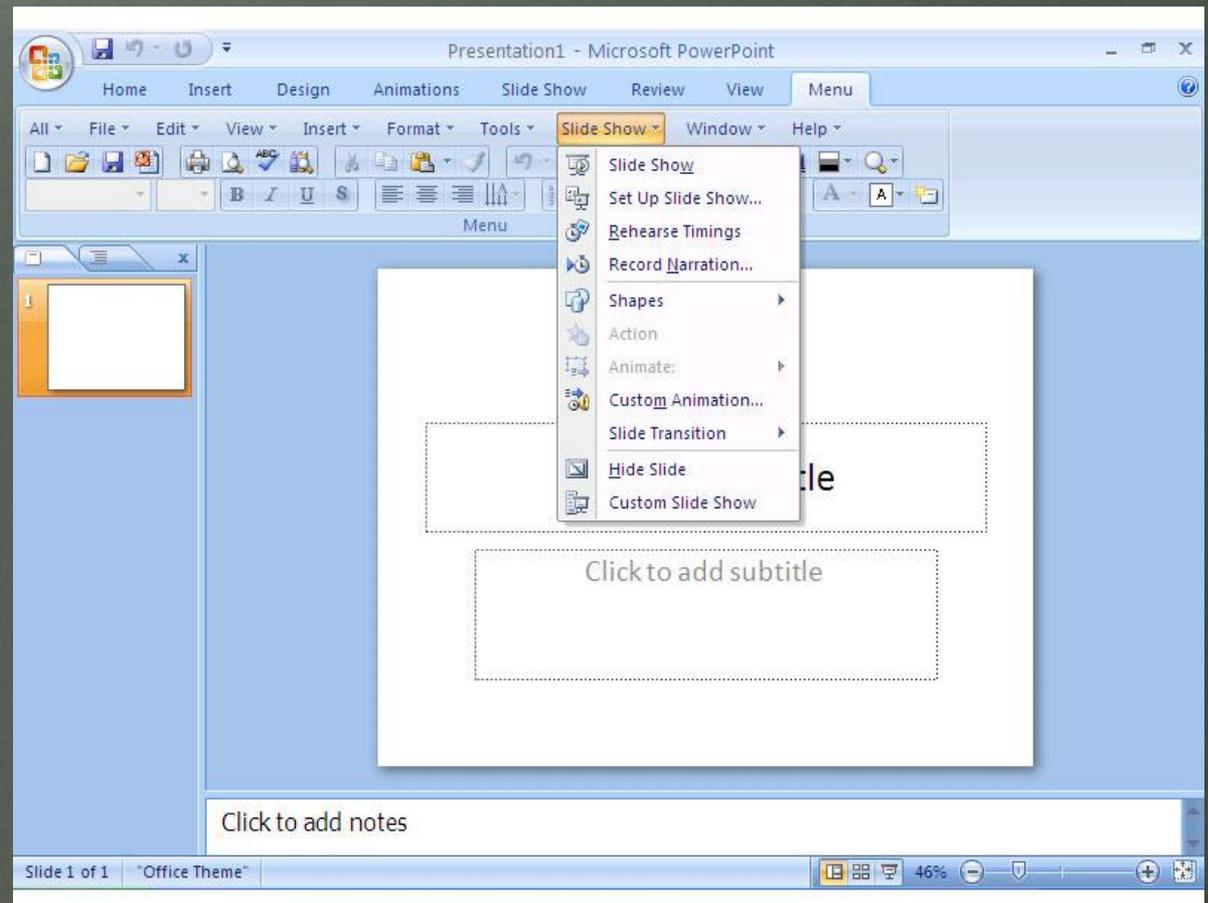
Find the red Microsoft Power Point Icon



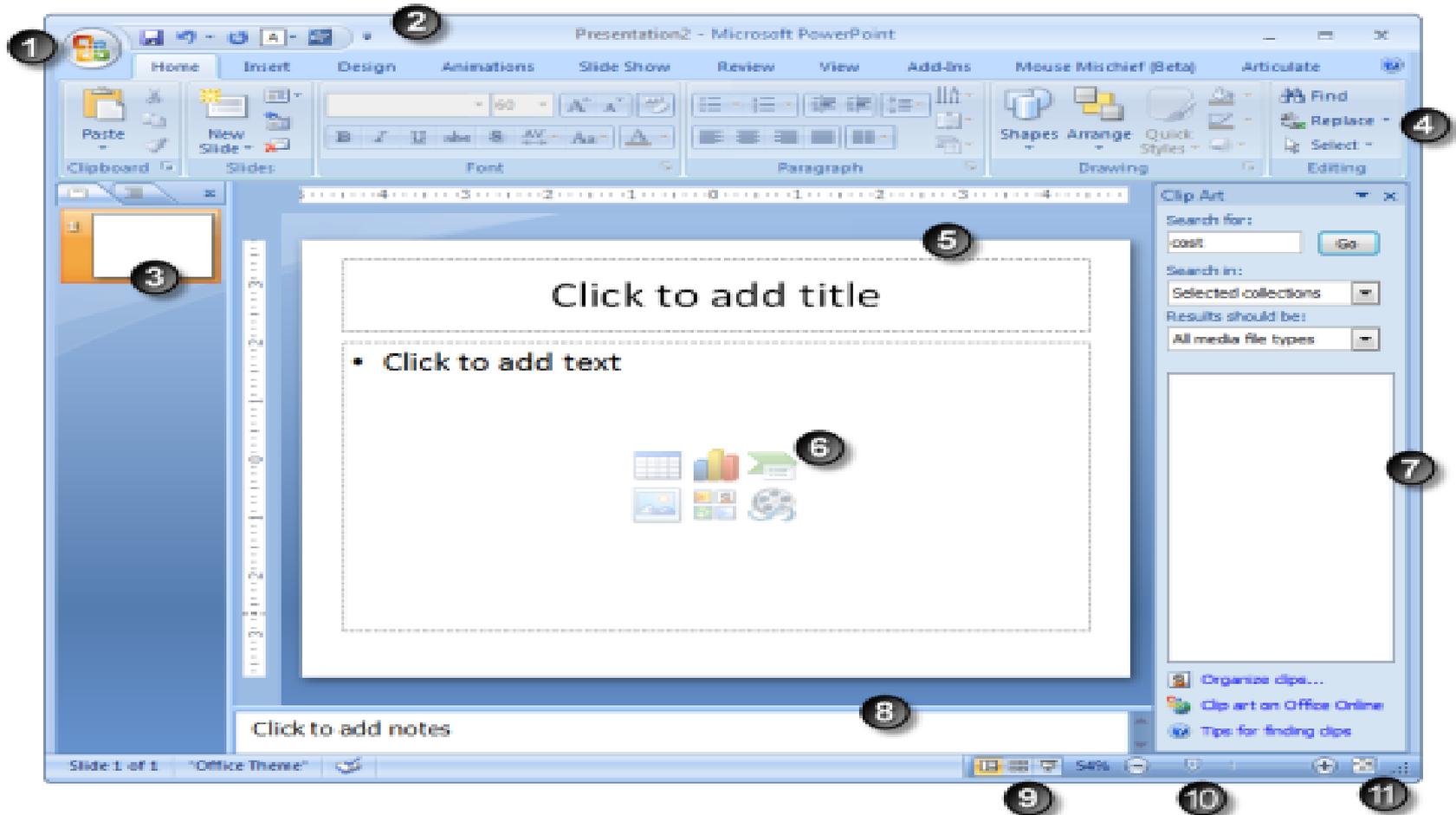
- Move your mouse to the red icon, 4th icon from the top, that says “Microsoft Office Power Point 2007”.
- Left-click on the icon.

Microsoft Power Point will load.

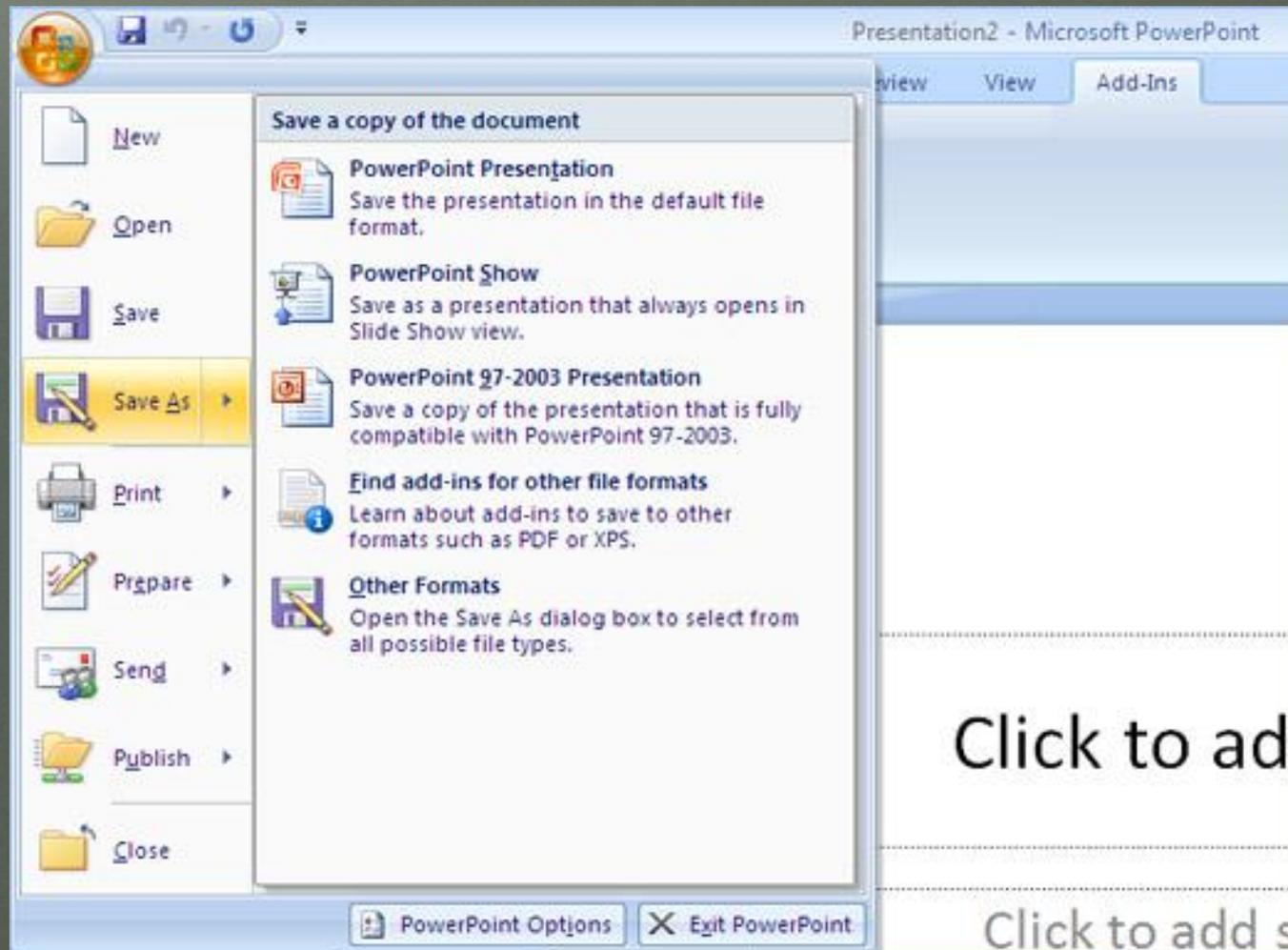
- Wait patiently for a moment while Microsoft Power Point loads.
- When it is ready for you to begin, the screen will look like this.



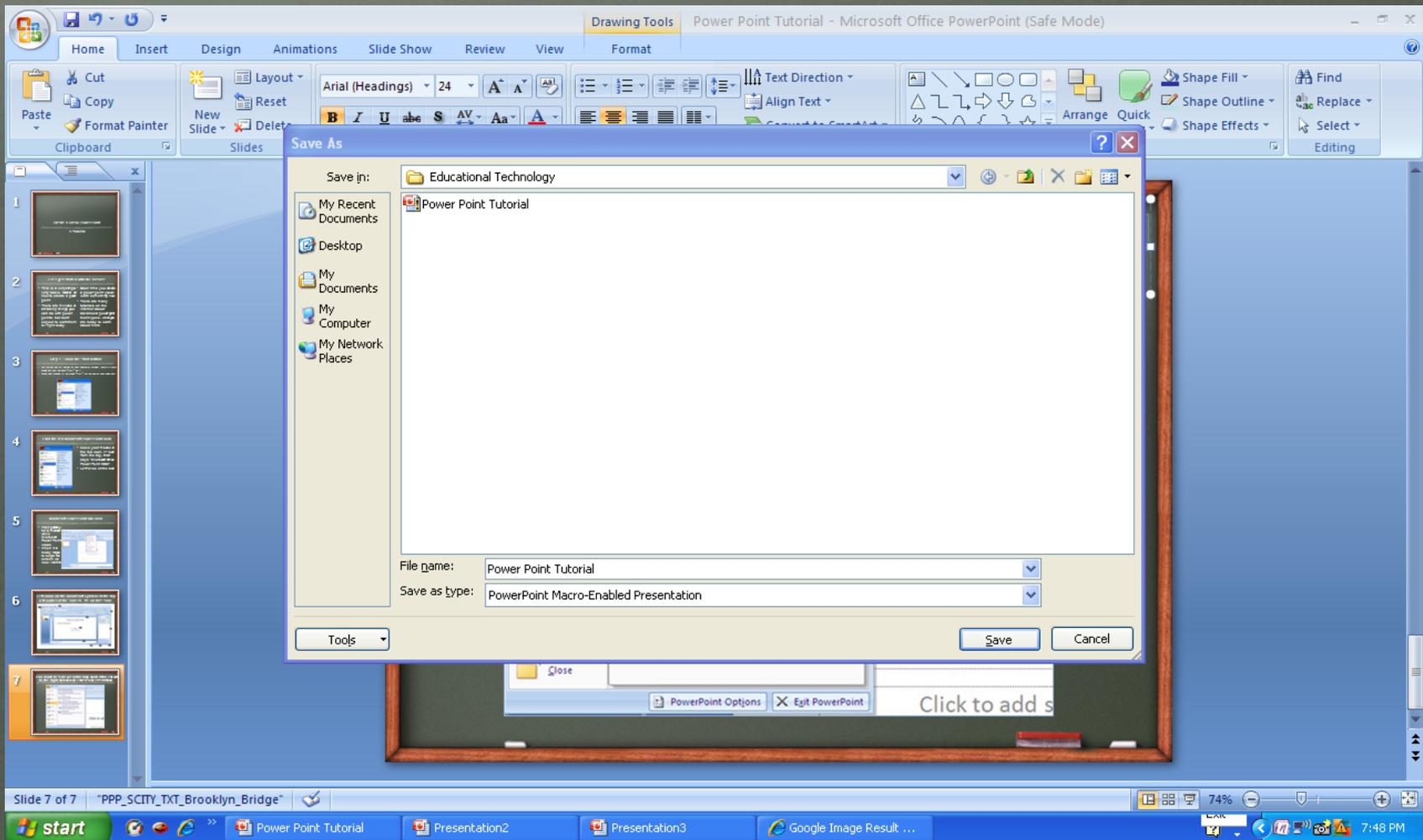
Left-click on the Microsoft Symbol at the top left corner of the screen - #1 on this slide.



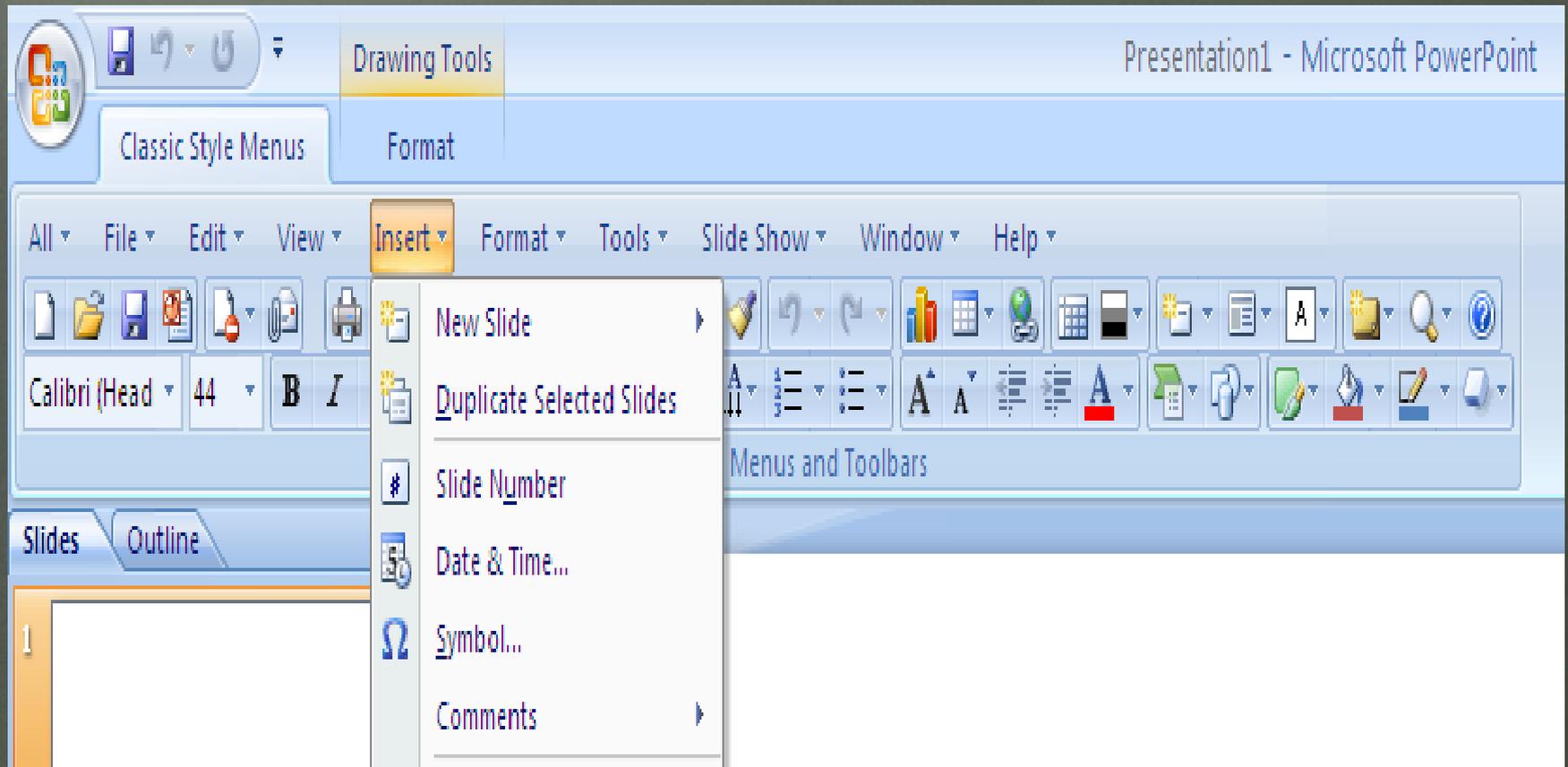
Pull down to “Save As” on the drop-down menu. Pull over to the right and click on Power Point Presentation.



In the box that says “file name” – type in the name of your power point. Then click “save”.

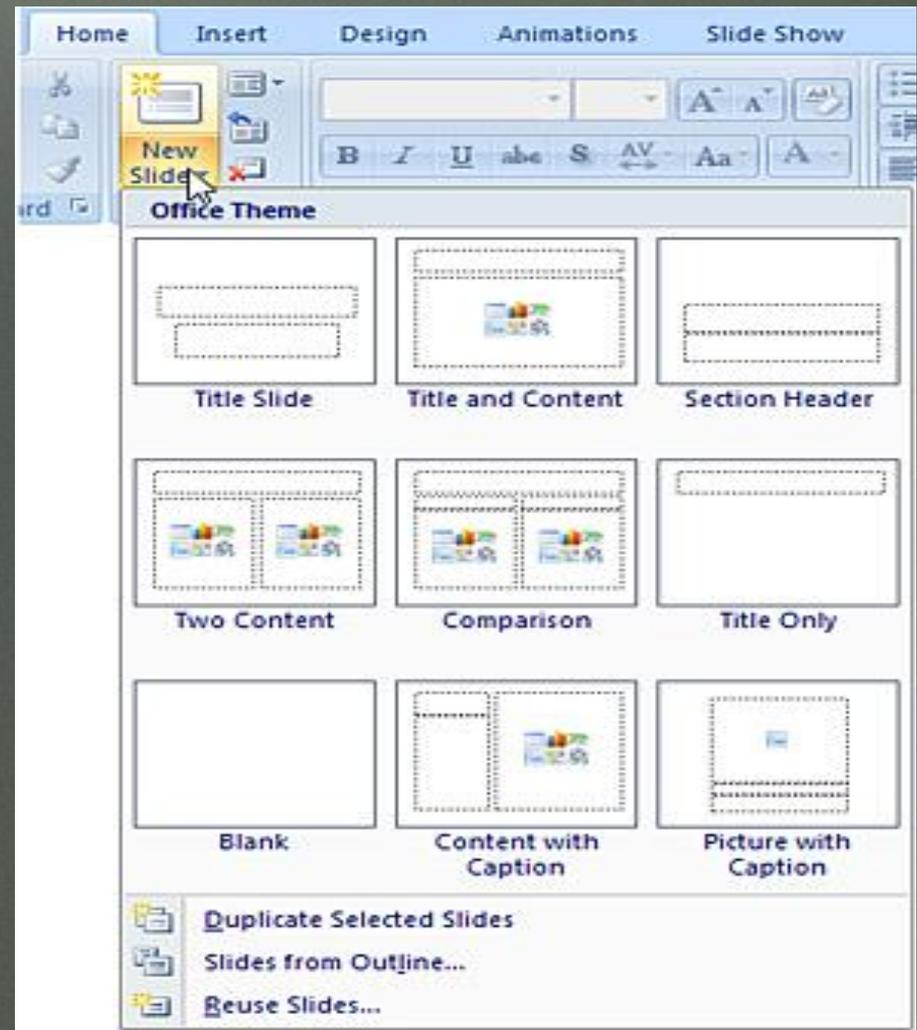


Now, you're ready to start creating slides. Click on "Insert", then pull down and click on "New Slide".



Now you are ready to select your theme. The theme is the background and basic layout for your power point.

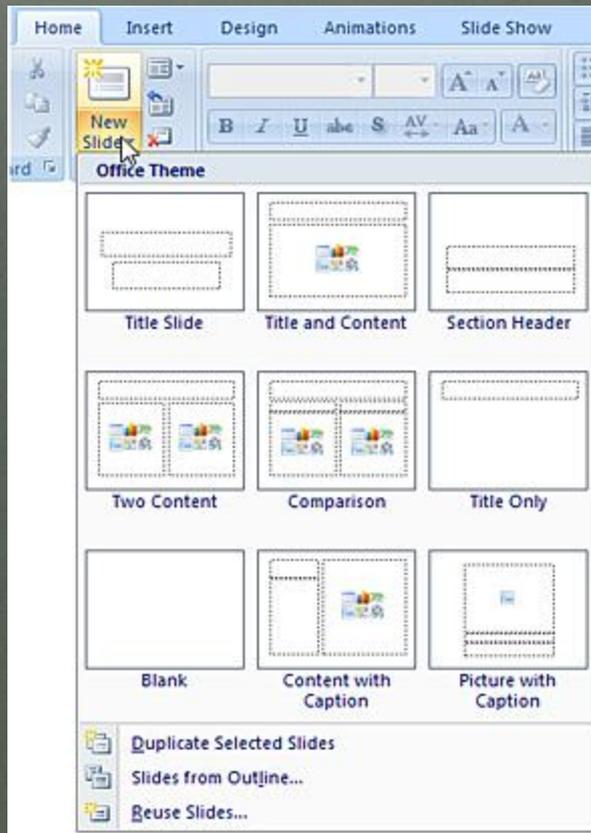
- There are several basic themes/layouts to choose from.
- Once you have learned how to do power points, you can choose other themes from the internet.
- For now, let's stick with the basics.



Click on “Design” to choose a basic layout for your slides.



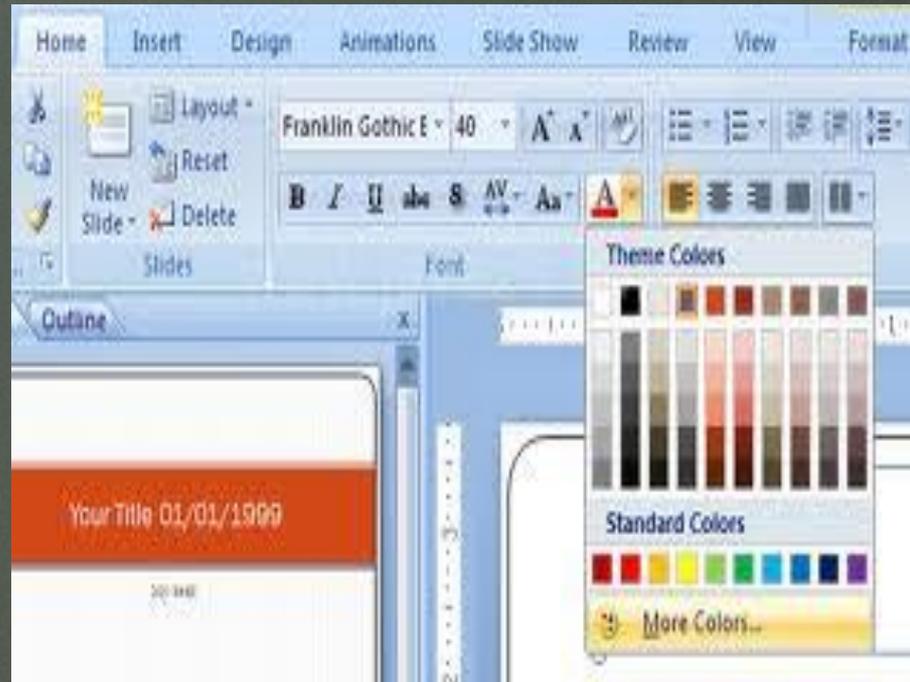
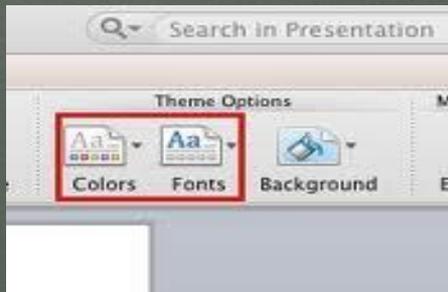
Choosing themes



- Look at the themes on the screen to see the different layout options you can choose.
- Captions are the words underneath images.
- Look at the layout in this power point to see what you might like to use.
- You can change your theme every time you add a new slide.
- Pull your cursor to the theme you would like to use and click on it.

Colors and fonts

- You can change the colors and fonts to make your power point look the way you want it to look. Click on “Colors” to change your color groups and “Fonts” to change the type of text you use.



Start creating! Type in the text boxes using the themes you have choosen.

- You will want to use a headline to explain what you are doing on that slide.
- If you want to add bullet points, go back to the menu bar at the top of the page. Click on “Home” and then look at the section that says “paragraph”. The first box on the top left is your bullet box. Click on it and then choose the types of bullets you want to use. They will pop up automatically for the rest of the slide.
- If you want to use bullets on another slide, you will have to do this again.

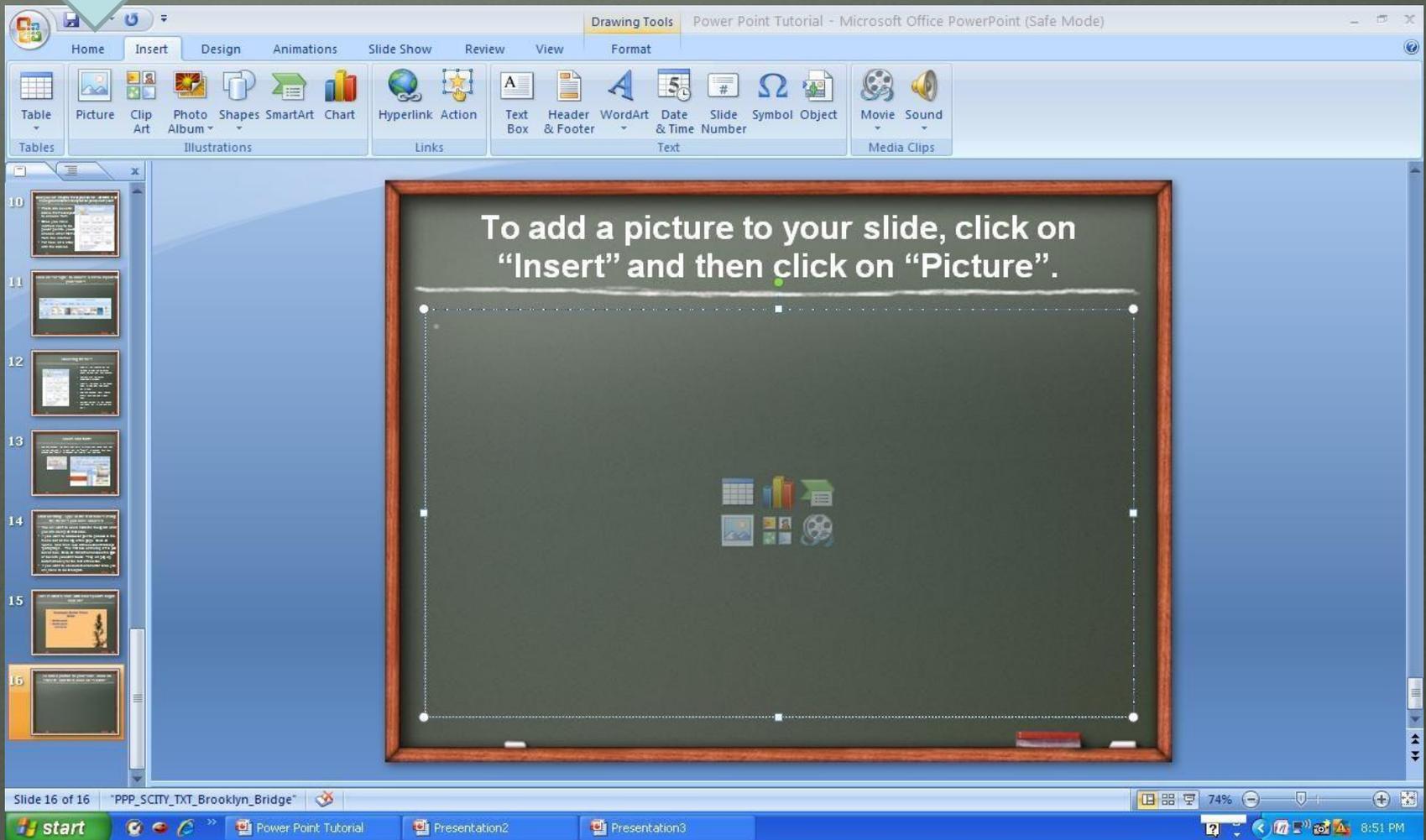
This is what a slide with bullet points might look like.

Example Bullet Point Slide

- **Bullet point**
- **Bullet point**
 - **Sub Bullet**



To add a picture to your slide, click on “Insert” and then click on “Picture”.



Inserting pictures

- A screen will open that gives you the opportunity to choose where you want to copy a picture from.
- You can copy pictures from the internet or from existing files on your computer.
- You can also copy files from a flash drive.
- If you are copying a picture from the internet, position your cursor over the image you want to copy.
- Right-click and then click "Save picture as".

Save in "My Pictures". Type in a File Name for the picture that you will remember. Click "Save".

The screenshot shows an Internet Explorer browser window displaying a ProFlowers advertisement for Mother's Day. A "Save Picture" dialog box is open, showing the "My Pictures" folder. The dialog box has a "Save in:" dropdown set to "My Pictures" and a "File name:" field containing "D695E1E9C7F05B6B543DD508387". The "Save as type:" dropdown is set to "JPEG (*.jpg)". The background webpage features a "Deal Of The Day" section with two flower bouquets. The first bouquet is priced at \$36.98 (crossed out) and \$19.99 with MSN. The second bouquet is priced at \$49.99 (crossed out) and \$29.99 with MSN. A context menu is visible over the second bouquet, with options like "Take Screenshot", "Configure...", "Help...", "About...", "Register...", and "Exit". The browser's address bar shows "Google" and the search bar contains "bing Web Search". The taskbar at the bottom shows the Start button and several open applications: "Power Point Tutorial", "Presentation2", and "Presentation3". The system tray shows the time as 8:59 PM.

MSN.com - Internet Explorer, optimized for Bing and MSN

Save in: My Pictures

File name: D695E1E9C7F05B6B543DD508387

Save as type: JPEG (*.jpg)

Save

Cancel

ProFlowers Deal Of The Day

Mother's Day Spectacular with FREE Chocolates

Celebrate Mom with a box of chocolates and a joyful bouquet crafted from our ever popular Stargazer lilies and blue iris.

~~\$36.98~~
\$19.99^{MSN} Buy Now

Mom's Delight with FREE Pink Vase

Fresh-cut, gorgeous pink tulips and deep blue a bluish pink vase is delight Mom this Mother's Day!

~~\$49.99~~
\$29.99^{MSN} Buy Now

Take Screenshot

Configure...

Help...

About...

Register...

Exit

start

Power Point Tutorial

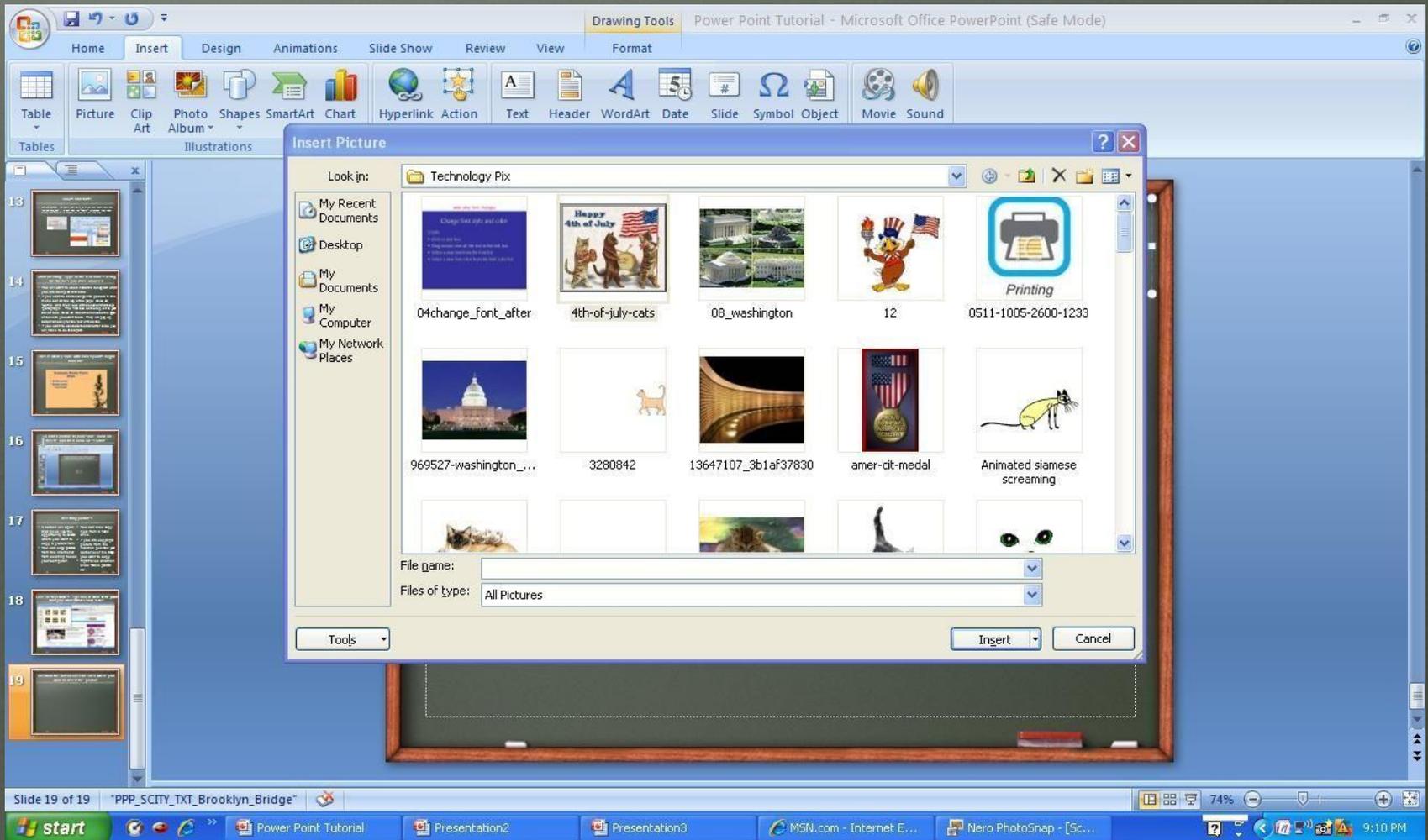
Presentation2

Presentation3

MSN.com - Internet E...

8:59 PM

Click on “Insert” and choose the folder that your picture is stored in. Click on the picture, then click on “Insert” at the bottom of the window.

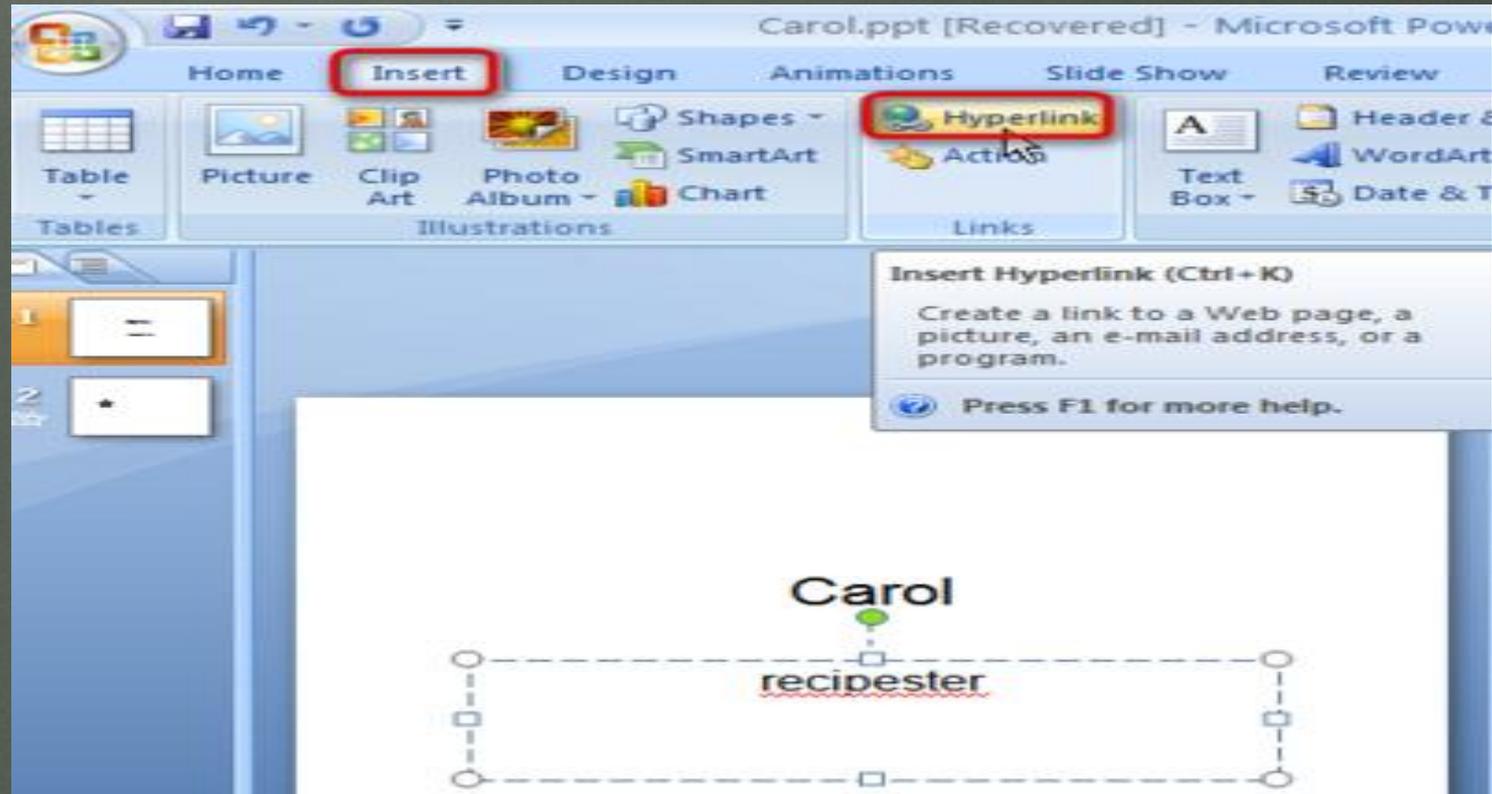


That's it!

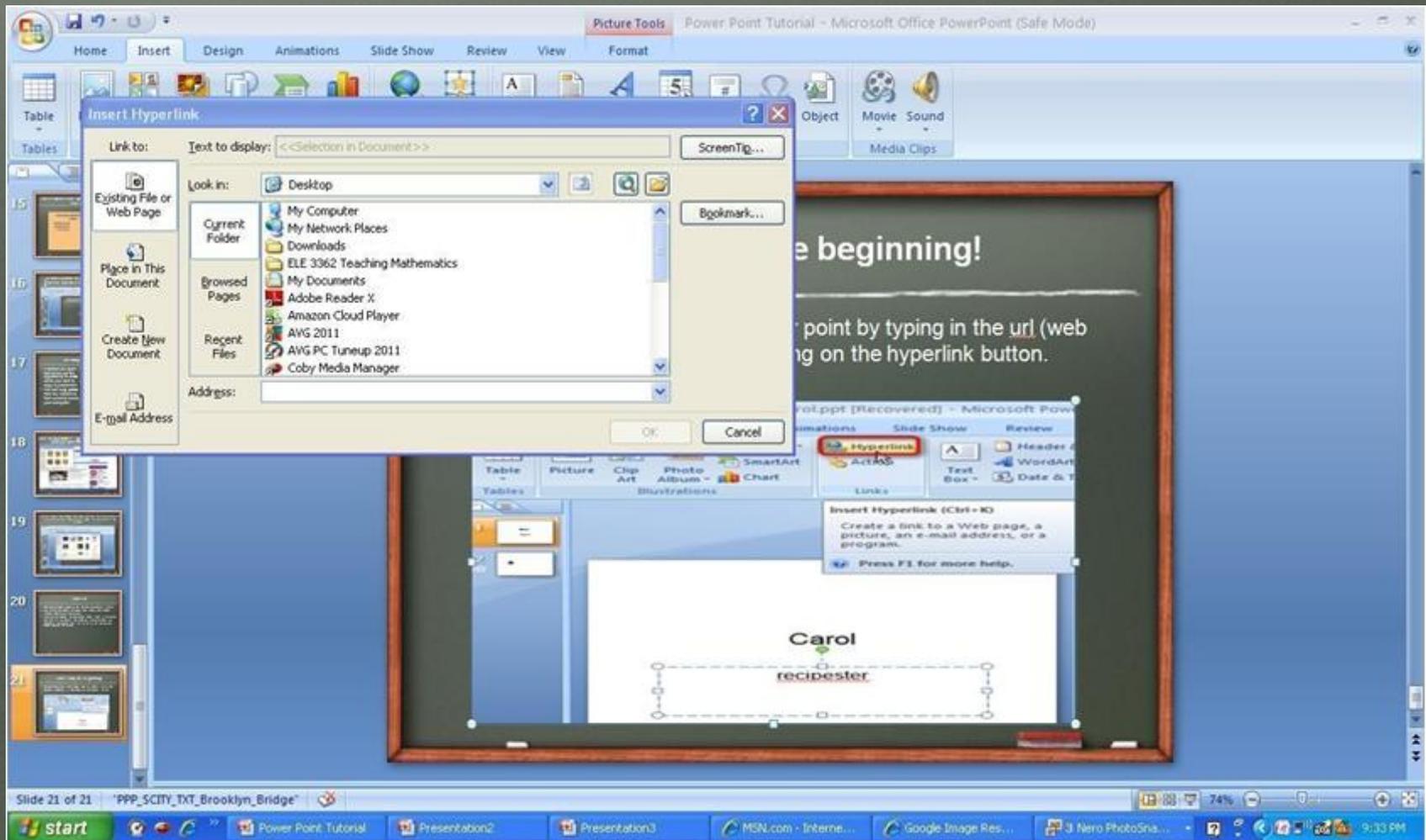
- Your picture should appear in just the spot you wanted it to be in!
- All of the pictures used in this power point came from Google Images, which offers free pictures.
- Many pictures shouldn't be used without giving credit to the person who took it or the website it was found on. Be careful about this, because of the copyright laws. Try to stick to the free pictures without copyright restrictions.

That's only the beginning!

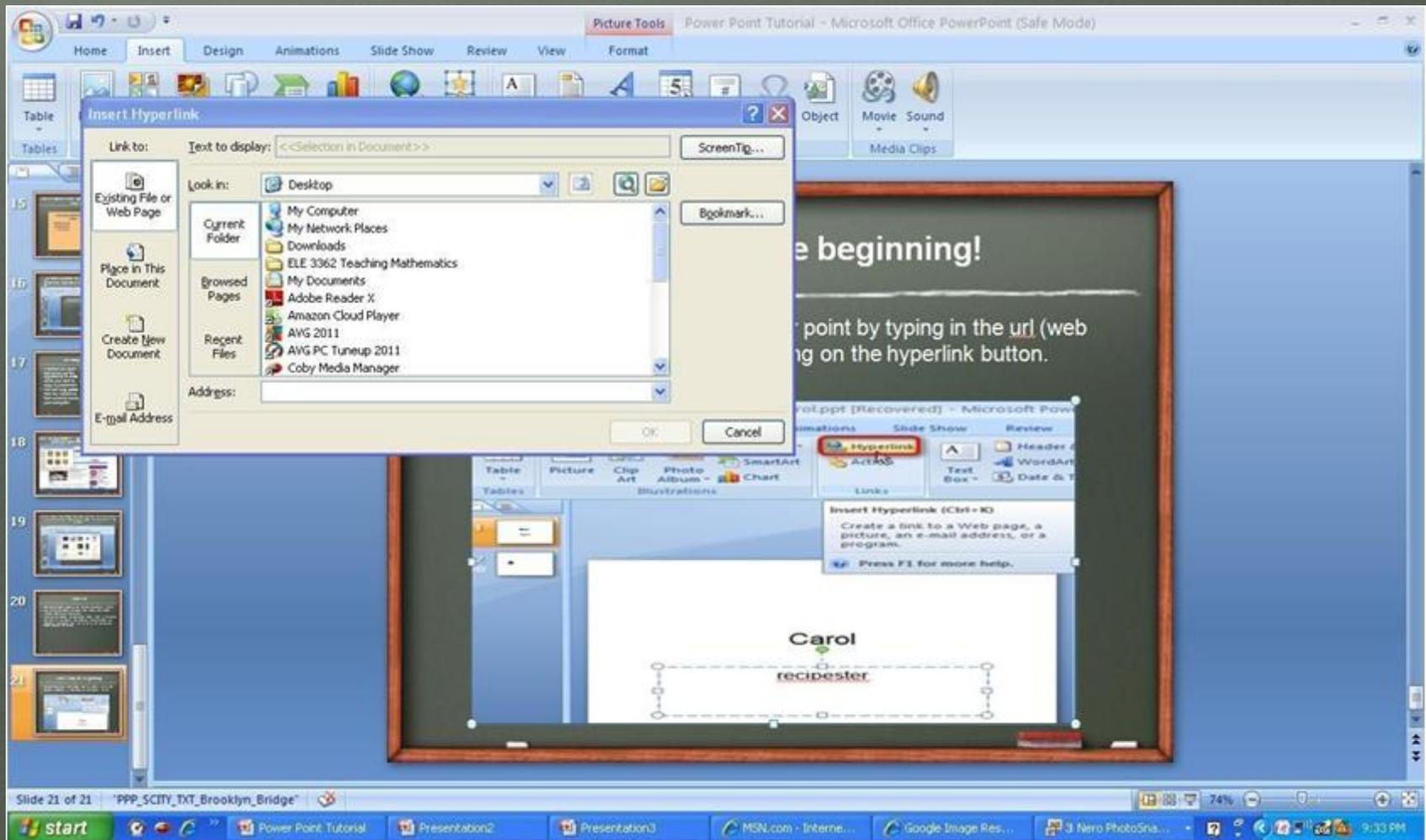
- You can create links in your power point by clicking on “Insert” then clicking on the “hyperlink” button.



The following screen will appear:



Click on “Existing file or web page”.



It's only the beginning!

- There are thousands of exciting things that you can do when working with power point.
- You can add music, animations, clip-art, and all kinds of special effects.
- Start with the basics in this power point.
- Ask your teacher and your classmates lots of questions.
- Have fun and enjoy working with power point!