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# How to . . .

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## Create a PowerPoint Presentation

### Create new presentation:

- Open Microsoft PowerPoint, then select option to create a new presentation
- Select File, Save
- Enter a file name, then click SAVE

### Select a design template and color scheme:

- From the menu, select FORMAT, then SLIDE DESIGN
- Browse through the slide designs task pane (on the right) and click on a design template to select
- From the slide design task pane, click on the COLOR SCHEME link
- Click on a color scheme to select

### Complete the first slide:

- On the slides tab on the left, click on slide 1 to select
- Click anywhere in the "click to add title" section of the slide, and type in the title of your slideshow
- Click anywhere in the "click to add subtitle" section, and type in the subtitle of your slideshow, or your name

### Create additional slides:

- From the menu, select INSERT, then NEW SLIDE
- From the menu, select FORMAT, then SLIDE LAYOUT
- Browse through the slide layout task pane (on the right) and click on a slide layout to select
- Click anywhere in the "click to add a title" section, and enter a title for the slide
- Click anywhere in the content section, and fill in your slide content with text, clip art, pictures . . .
- Repeat above instructions to create more slides

### Apply animation:

- Click on a slide, then select SLIDE SHOW, then ANIMATION SCHEMES
- Browse through the slide design - animation schemes (on the right) and click on one to select
- Click APPLY TO ALL SLIDES, or select a new animation for each slide

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**Apply transitions and sound:**

- Click on a slide, then select SLIDE SHOW, then SLIDE TRANSITIONS
- Browse through the slide transitions task pane (on the right) and select transition, speed, sound and advance slide options
- Select APPLY TO ALL SLIDES, or select a new transition for each slide

**Preview your slideshow:**

- Select SLIDE SHOW and then VIEW SHOW to see your slide show in action

**Save your slideshow:**

- From the menu, select FILE, SAVE