# Microsoft PowerPoint Instructions

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## Q. How do I make a PowerPoint Presentation?

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| To get started making a PowerPoint presentation, you will need to open the PowerPoint software program. This will open a blank presentation. You can select themes, and slide layouts using the tools available in the Toolbars. To create a presentation in PowerPoint follow these steps.   1. Open PowerPoint, a blank presentation will appear. 2. Choose a Theme for your presentation.    1. Click on the DESIGN tab    2. Click on the drop down button to scan through the pre-designed Themes    3. Select a Theme 3. Change the Colors, Fonts, and Effects that are associated with that Theme.    1. Click the drop down buttons located next to Colors, Fonts, or Effects. |
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## Q. How do I add pictures to my PowerPoint?

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| You can add pictures to your PowerPoint by opening the INSERT Ribbon on the Toolbar. Locate the Picture icon in the Images group. You can select a picture from your computer to upload into your PowerPoint. |

1. In PowerPoint, click the Insert Tab
2. Click the PICTURE BUTTON
3. Navigate through your directory to locate the picture you would like to insert then select the picture
4. Click the INSERT BUTTON
5. To adjust the picture size, select the picture and click the PICTURE TOOLS TAB

## Q. How do I add animations in PowerPoint?

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| Animations in PowerPoint allow you to add animate your text in your presentations. You can animate your PowerPoint by clicking on the ANIMATIONS tab in the tool bar. Select your animation type from the drop down menu.   1. In Power Point, click on the slide 2. Click on the ANIMATIONS tab 3. To view animation options for the text you have typed, select the drop down menu. You have the long row of animations or the ADD ANIMATIONS Icon. 4. To apply an amination to the selected text make sure you have selected either before or after the text with your cursor. Then, click on the desired animation for the text. To PREVIEW the animations, click the icon until you find the one you want. |

## Q. How do I insert a table in PowerPoint?

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| To insert a table in PowerPoint, click on the INSERT tab of the toolbar. Select the TABLE option, this will open a drop down menu where you can select your table type. |

## Q. How do I format Master slides in PowerPoint?

Each view, Slide Master, Handout Master, and Notes Master, has its own features to allow you to create standards your presentation.

### To Format the Slide Master:

The Slide Master view allows you to change the design and layout of the presentation. The first slide in the Slide Master view provides information about the theme and layout of the presentation. This includes the background, fonts, graphic effects, colors, placeholder sizes, and the positioning of the information (text and graphic boxes, etc.) on the screen. Making changes in the Slide Master view will affect your entire presentation.

1. Open your PowerPoint presentation
2. Click the VIEW tab
3. Click MASTER VIEWS Grouping.
4. Click the Slide Master button
   1. The slides below the first slide of the Slide Master view are the different layouts you can use in your presentation. To change the standards in these layouts, click on each slide.
   2. To close the Slide Master view and return to your presentation, click the Close Master View button.

### To Format the Handout Master:

The Handout Master view allows you to change the design and layout of your printed handouts.

1. Open your PowerPoint presentation
2. Click the VIEW tab
3. Click MASTER VIEWS Grouping
4. Click the Handout Orientation drop down and selecting the orientation you wish you use.
5. Change the orientation of the slides in your handout, click the Slide Orientation drop down and selecting the orientation you wish you use in your presentation.
6. Click the Slides Per Page drop down button and select the number of slides to determine the amount of slides per page for your printed handouts
7. In the Placeholders grouping, click in each box to turn on or turn off the desired information you want printed on the handouts.
   1. To change the background of your printed handouts click the Background Styles drop down button and select the desired color you want for your handouts.
   2. To close the Handout Master view and return to your presentation, click the Close Master View button.

### To Format the Notes Master:

This view allows you to change the design and layout of your notes pages.

1. Open your PowerPoint presentation
2. Click the VIEW tab
3. Click MASTER VIEWS Grouping
4. Click the Notes Master
5. To change the orientation of the notes click the Notes Page Orientation drop down and select the orientation you want.
6. To change the orientation of the slides n your notes page, click the Slide Orientation drop down and selecting the orientation you want.
7. In the Placeholders grouping, click in each box to turn on or turn off the desired information you want printed on the handouts.
   1. You can change the background of your notes pages in the Background grouping. Click the Background Styles drop down button and select the desired color you want for you notes pages.
   2. To close the Notes Master view and return to your presentation, click the Close Master View button.