



Morris County Library  
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[www.mclib.info](http://www.mclib.info)

### **STEP 1: Open PowerPoint & start new presentation**

- Open PowerPoint.
- In the Getting Started section on the right side of the screen, left click on “Create a new presentation”.
- Under “New Presentation” left click on “Blank presentation”.

### **STEP 2: Duplicating slides [easiest option for minimal changes]**

- Create slide 1: Slide Layout: select the format “Title Only” for your first slide with a left click on the box / format in the upper right corner of the Text Layouts section.
- Left click on the “Click to add title” section & type – *Here Is a Food That I Love.*
- Insert, Duplicate Slide, type: *Here is a Food I Hate*
- Return to slide #1

### **STEP 3: Finding pictures on the Internet [copyright issues; get permission]**

- Click start (bottom left of the screen). Left click Internet Explorer
- Go to Google by typing [google.com](http://google.com) in the address box at the top of the screen. Press Enter.
- When Google appears on the screen, left click on Images in the upper left corner.
- In the search box, type in a food that you love.
- Google images returns “thumbnails” for you to choose. Actual picture sizes vary [measured in pixels]. They can be resized later.

### **STEP 4 Copy & paste Internet pictures to the slide**

- Select the picture you want & left click on it. This will open the website that contains the image.
- Left click the link at the top of the screen that reads “See full size image”. This will display your picture alone on the screen in its full size.
- Right click on the image to reveal a pop-up menu of functions. Scroll down & left click on “Copy”.
- Left click on the PowerPoint tab at the bottom of your screen in order to return to your presentation.
- Right click on the blank area of the slide. Another menu will pop up. Scroll to & left click on “Paste”.
- The image you chose should now appear on your slide.
- Repeat process with slide 2.

### **Step 5: Adding pictures stored on your computer or flash drive**

- Insert new slide, select “Content Layout” format. Content lets you import MS Office items (spreadsheets, charts, clip art) & your pictures (computer or flash drive).
- Left click the “Insert Picture” icon, which is a picture of mountains.
- An Insert Picture window appears on your screen. PowerPoint automatically goes My Pictures on your computer’s C (hard) drive.
- If your picture is on your flash drive, insert drive, click down arrow to right of My Pictures & select your flash drive.
- Find the picture you want to add, double left click on it or left click on it & then the Insert button.

### **STEP 6: Combining text & content**

- Insert a new slide into your presentation.
- This time, choose “Title, Text, and 2 Content” from the Text and Content Layouts section.
- Left click to add a title – *Places I Have Visited.*
- Left click to add text to the left side of your slide & type the names of a few places you’ve been to.
- Change your bullets! Format, Bullets & Numbering (pictures give you color bullets; custom lets you select symbols)

### **STEP 7: Adding clip art [pre-loaded, copyright-free]**

- Scroll over the icons in the content box on the upper section of the left side of your slide & left click the icon for clip art.
- Select Picture window appears. In the “Search text:” box, type one of the places you’ve visited. Click the Go button to the right.
- You now see a group of pictures in the window. Left click on one you like & then hit the OK button to add it to your slide. If not, try a different search term for another place on your list.
- Want to add more clip art? Select Insert (top toolbar), Picture, Clip Art. The Task Pane now offers clip art search box/ the clip art search box again.
- NOTES (1) Clip art in PowerPoint is the same as Word (2) Other content icons let you import charts & graphs from Excel.

### **STEP 8: Change the size of an image [resize from corner to keep perspective]**

- Left click anywhere on one of your images in slide #3 & note the dots that appear around it. The dots in the middle of each side of the image are used to re-size in one dimension, while the corner dots will re-size in two.
- Hold down the button of a left click on one of the dots & move your mouse around. Note the dotted-line box that appears when you do this, showing you how your image will change. Release the button at the size you would like.

### **STEP 9: Change the position of an image [be careful not to cover text]**

- Left click anywhere on one of your images in slide #3 & note the dots that appear around it. The dots in the middle of each side of the image are used to re-size in one dimension, while the corner dots will re-size in two.
- Hold down the button of a left click on one of the dots & move your mouse around. Note the dotted-line box that appears when you do this, showing you how your image will change. Release the button at the size you would like.

### **STEP 10: Change the size or position of a text box [titles can be on the bottom]**

- Left click anywhere on the title words for slide #3. Note how dots appear around it the same way they did when you clicked on your image.
- Left click & hold on the dots to re-size this text box the same way you did for your image.
- Left click & hold anywhere on the borders of the text box to re-position it the way you did for your image (drag & drop).

### **STEP 11: Add a hyperlink to your presentation**

- Insert a new slide, select title & subtitle format
- Left click on “Click to add title” and type *(your name) Took This Class at the Morris County Library.*
- Left click on the “Click to add subtitle” section, but do not type anything.
- Instead, left click on Insert & click on “Hyperlink”.
- An Insert Hyperlink box will pop up on the screen.
- In the box marked “Address” (bottom of the box), type the library’s website: [www.mclib.info](http://www.mclib.info) [NOTE: It is not necessary to type http://]
- Left click the OK button.
- The link now appears in your slide. Right click anywhere on it to bring up a menu of choices. Left click on “Open Hyperlink” to make sure it will open the right website.

### **STEP 12: Select design template [review]**

- Navigate back to slide #1.
- Bring up the Slide Design section in the Task Pane on the right side of your screen, using the menu under the down arrow.
- Template automatically applies to all slides. Apply single template by selecting slide, choosing template, hit down arrow “apply to selected slides.”

### **STEP 13: Select slide animation [review]**

- Go to the task bar, open the down arrow and select slide animation.
- Select animation (none to exciting).
- Apply to all slides.
- Click slide show to view your slide show to see the effects.
- NOTE: animation is how the words appear on your slide.

### **STEP 14: Select slide transition [review]**

- Bring up the Slide Transition section in the Task Pane on the right side of your screen, using the menu under the down arrow.
- In the “Advance slide” section, left click to uncheck the “On mouse click” box & then left click to check the “Automatically after” box.
- Select your transition (subtle to exciting!!!)
- Use the up arrow to choose “00:05” in the lower box to advance your slides automatically every five seconds. Left click on the Apply to All Slides button.
- Left click on Slide Show at the top of your screen & then click on “View Show”.
- NOTE: transition is moving from slide to slide.

### **STEP 15: Sound effects!**

- Slide transition, Modify transition
- Default=no sound. Click down arrow on box for sound effects. Select the effect you want.
- Sound effects will occur with each slide transition.

### **STEP 16: Adding “notes to self”**

- Bottom of each slide provides space labeled “Click to add notes”
- This space shows up on the presenter’s computer. They do not show up for your audience.
- Good place to put reminders of other points you want to cover (eg. Examples illustrating your points). Keep it brief!

### **STEP 17: Annotating slides “on the fly”**

- While one of your slides is on the screen, move your cursor down to the lower left corner. Subtle arrows & icons will appear in the corner of your screen. Left click on the second icon, which resembles a pen.
- A menu will pop up on your screen with options for a “Ballpoint Pen”, “Felt Tip Pen” & “Highlighter”. Left click on one of the three to turn your cursor into a pen or highlighter.
- Left click & hold the button down to draw on your slide. Note that the slide show pauses while you add your notes.
- You can change the color of the ink.
- You to save or discard the changes made (exiting show).

### **STEP 18: Printing [review]**

- Left click File on the toolbar at the top of your screen, select “Print.”
- In the bottom left corner of this menu, note the box under the heading “Print what:” that currently reads “Slides”.
- Left click on the down arrow next to this box to drop down a menu of four choices. Choose “Handouts” which will allow you to print multiple slides on one page.
- Directly next to this area, the “Handouts” area will light up. Left click on the down arrow next to “Slides per page:” & choose 4. This will display all your slides on one page.
- Left click the OK button.

