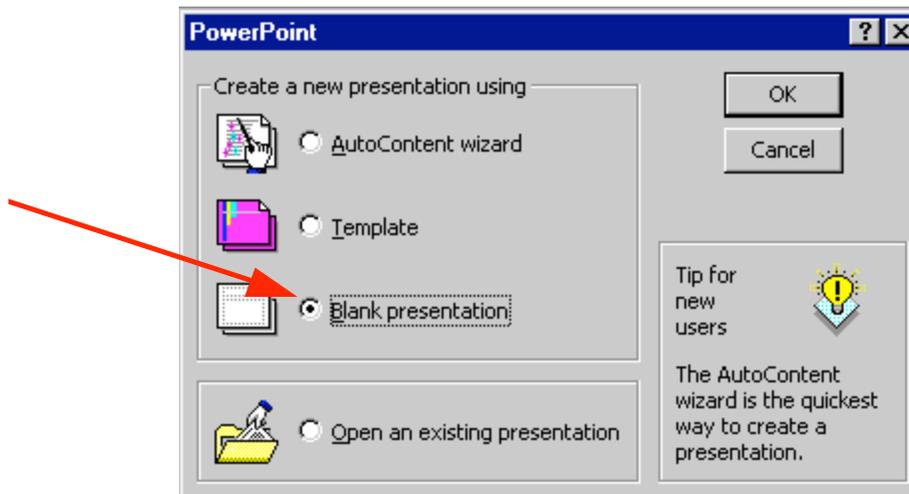


## Creating a PowerPoint Presentation Using PowerPoint for Windows 97

Modified: 28 April 1999

### Starting PowerPoint

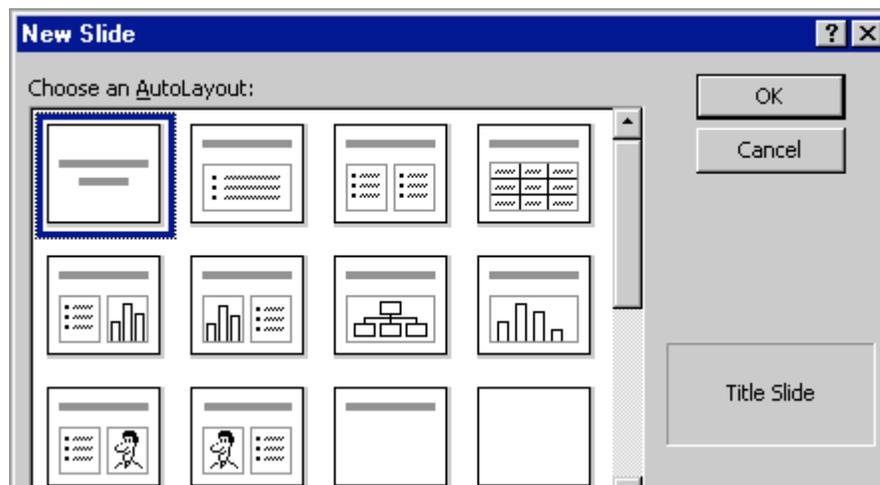
**Double click** on the **PowerPoint 97** icon, or click-on **Start** in the lower left corner of the screen, then click-on **Programs**, and then on **Microsoft PowerPoint**.



In the **PowerPoint** window above, click-in the small “circle” to the left of **Blank presentation**, and then click-on **OK**.

### NEW SLIDE

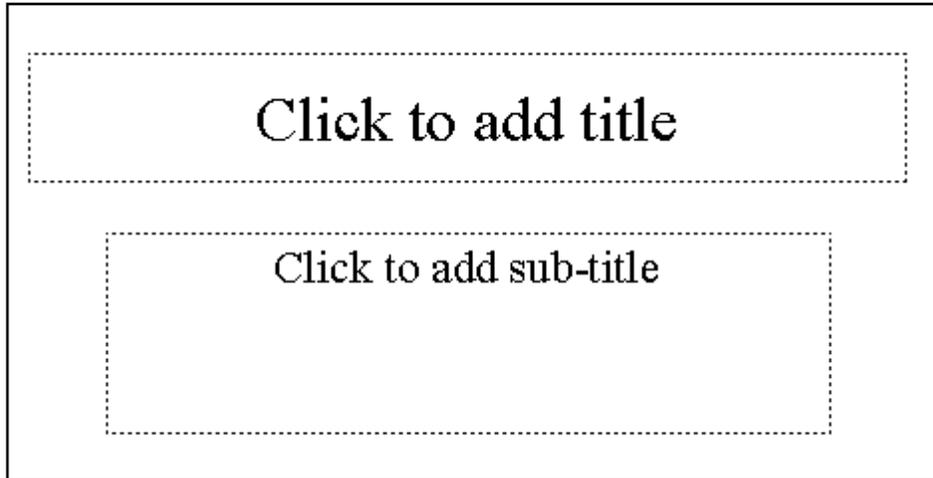
This **New Slide** screen shows you slide layout options. Highlight each one and notice, in turn, the type of slide shown in the box on the **lower right hand box** of screen. To proceed, **highlight** the first slide (**Title Slide**) by **pointing cursor** and **clicking** once. Then **click** on **OK** to select.



## Beginning the presentation

### Slide 1

You will notice, in the **lower left corner of the screen**, that it indicates **Slide 1 of 1**. You will also see that your screen looks like the one below.



Point cursor in the “**Click to add title**” box and **Click**. Enter (**type-in**) the title: **How to Make a Great PBJ**

**Click** on the second box “**Click to add sub-title**” and **type**:

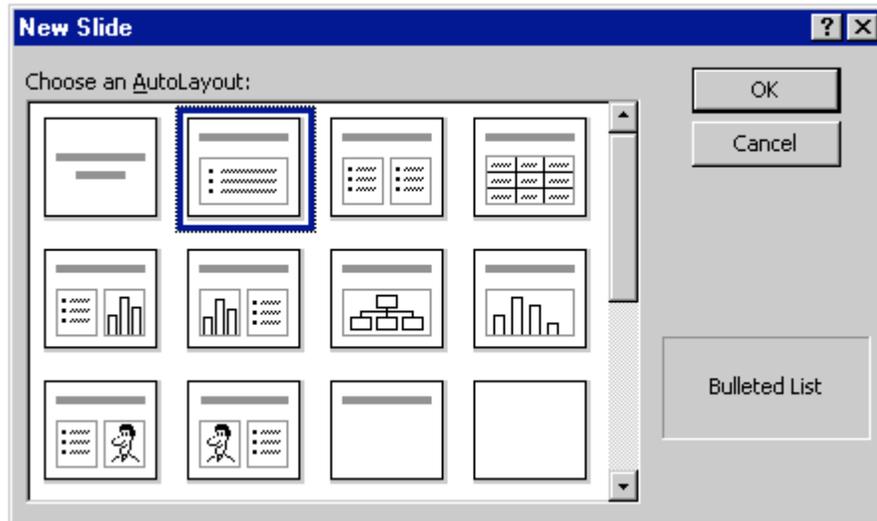
**A Gourmet Recipe from (your name)**

In the top **button bar** you will see a **New Slide “button”** which looks like  **this: Click-on it** to create your next slide.

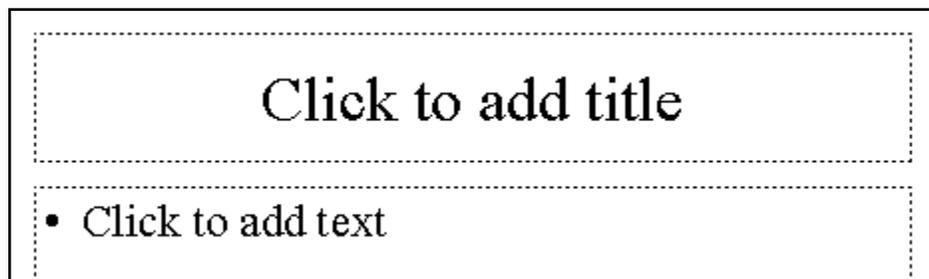
**Point** cursor to the **second slide layout in the top row (Bulleted List)**. **Click-on** it to select this layout and then click on **OK**.

## Slide 2

You will once again see the **New Slide** screen. Notice, that it defaults to the second slide in the top row; **Bulleted List**. This is the one you want, so click-on **OK**.



The next slide will look like the screen below:



Click in the **Click to add title** box and type: **Ingredients.**

Click in the • **Click to add text** box and type:

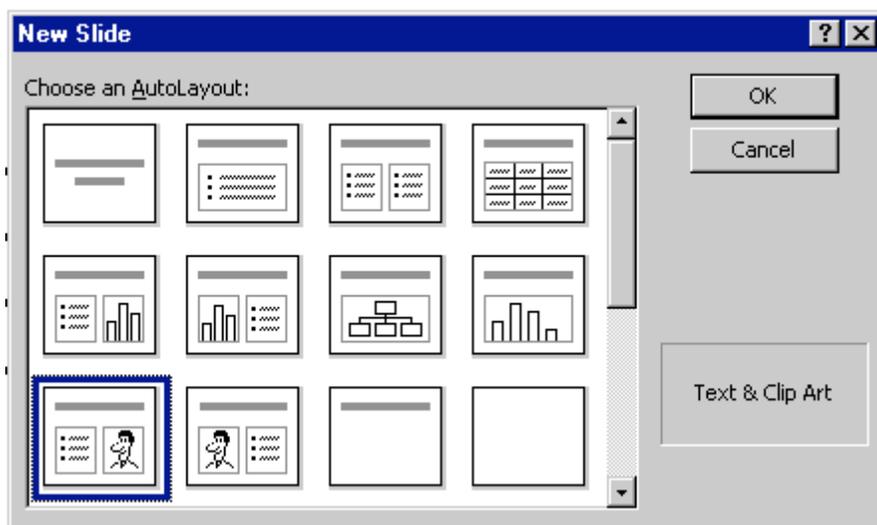
**Crunchy peanut butter** (tap Enter)  
**Homemade strawberry jam** (tap Enter)  
**Two slices of white bread** (tap Enter)  
**Milk**

Notice how each line appears with a “bullet” ( • ) in front of it.

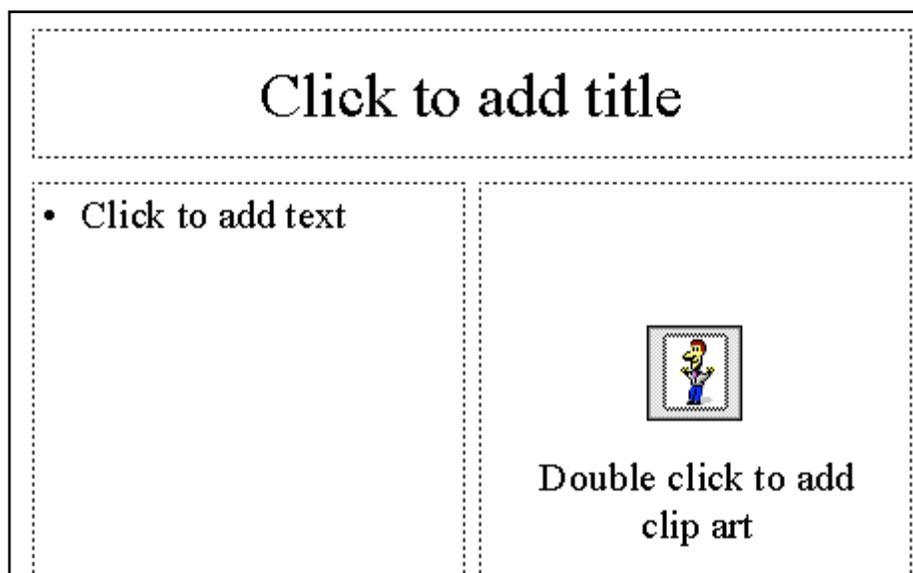
Click on **New Slide** again.

### Slide 3

Point cursor to the first slide in the third row (**Text & Clip Art**). Click-on it, to highlight the slide, and then click- on **OK**.



The following screen will now appear:

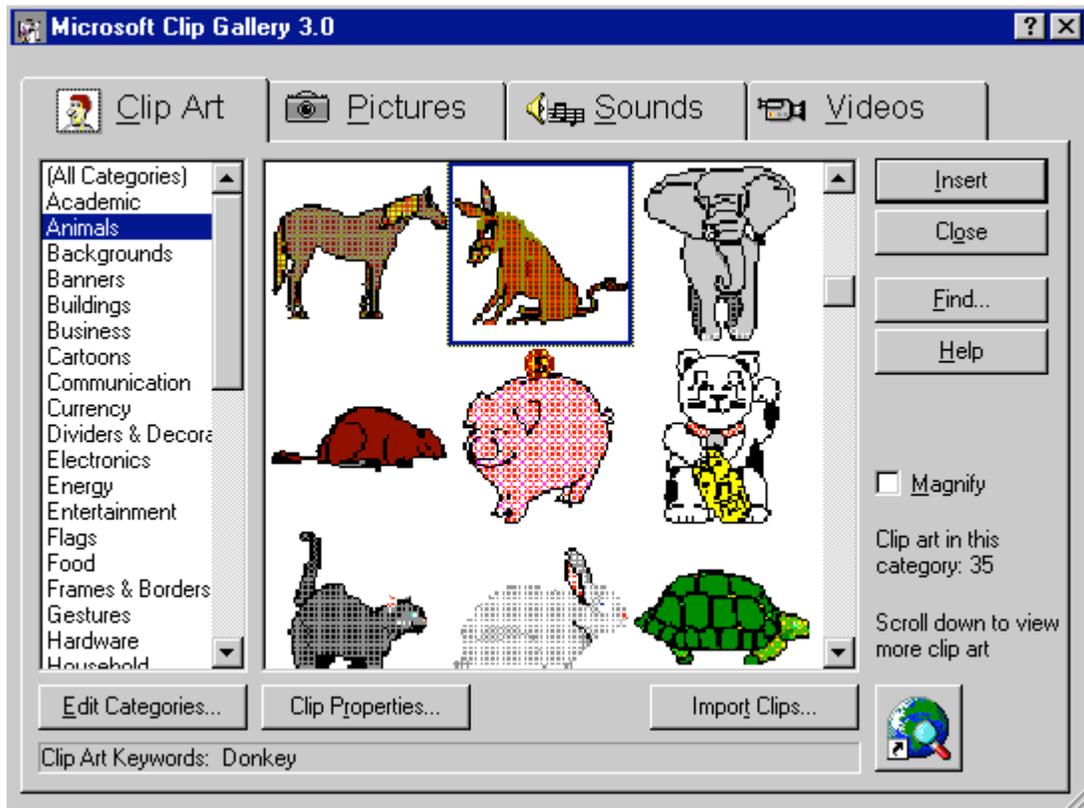


Click-in the **Click to add title** box and type: **Tools Needed**

Click in the • **Click to add text** box and type:

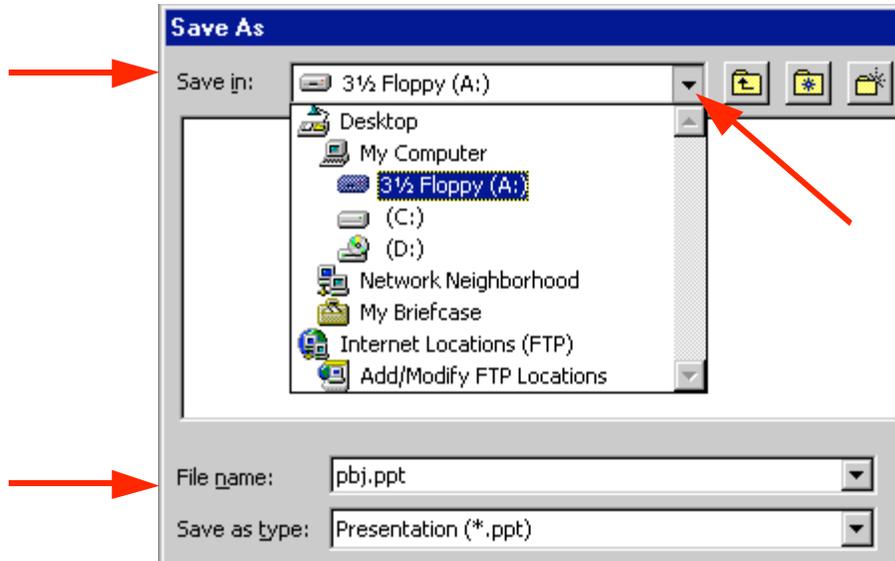
- Knife** (tap Enter)
- Spoon** (tap Enter)
- Plate** (tap Enter)
- Glass**

**Double-click** in the **Double click to add clip art** box. A clip art window will now appear like the one below. On the left side you will see various categories of Clip Art. Click-up-and-down until you find one you like. There may not be one you easily associate with a peanut butter sandwich, so choose one you like. **Click-on it** and then click-on **Insert**. The Clip Art now appears in your third slide. If you don't like that choice, **click** on the picture and press the **del** key to delete the picture. Then repeat the selection process. A **Drawing tool** bar may appear when you insert the Clip Art. You can click-on the "little X" to close it if you don't want to see it.



## Saving your work

Now would be a good time to save your work for the first time. Point to and click-on **File** in the **Menu** bar. Click-on **Save**. In the upper left corner of the window that appears, you will see a **Save in:**. Click-on the **small triangle** on the right and it will show you the various disk drives available on which you can save. Point to the **one you want**, and **click-on it**. If you choose the **3\_ Floppy (A:)**, make sure you have a **formatted disk in the A drive**. If you choose the C:, choose the folder in which you want to save by double clicking on the folder.



Now click in the box to the right of **File name:** and **delete** everything in the box. Then type in **pbj** and click-on **OK**.

In the lower **left corner** of the screen you will see some “buttons” the look like this:



**Slowly point (move) your cursor arrow over each box** (*don't* click-on any of the box's yet). Note what the Text Help boxes indicate. The first box (which looks “depressed”) indicates: **Slide View**. The next: **Outline View**. Then **Slide Sorter View**. Then **Notes Page View**. And, finally, **Slide Show**.

Click-on **Outline View**, then click-on **Slide Sorter View**, then click-on **Notes Page View**. Each one has its own unique use.

The **Slide View** gives you a view of the entire slide. This is the one we have been using so far.

The **Outline view** shows you an “outline” of your slides. You may edit each slide, just as you did in Slide View. Since you can see “so much” in this view, many people use this view to create their initial slide show and then go back to Slide View to put in Clip Art and other effects (sound, transitions, etc.)

In **Slide Sorter View** you can see small versions of your slides. In this view you can click-on, and drag, your slides to the positions you desire. This view assists you in arranging your slides in the order that you desire for your presentation.

In **Notes Pages View** you can type “speaker notes” for each slide in the lower half of the screen. If you do use the speaker notes, it helps a lot to increase the size of the speaker notes area. In the upper right corner of this view you will see a percentage (%) box. Increase the size to 75 % or 100 % to make it easier to type and review your notes.

Return to the **Slide Sorter View**. **Click once on the last slide; slide 3.**

**Click on New Slide.**

## **Slide 4**

**Point** cursor to the **second slide layout (Bulleted List)**. **Click-on** it to select the slide, and then click on **OK**.

**Click** on the **Click to add title** box and **type: Directions**

**Click** on the **• Click to add text** box and **type:**

**Open jars of peanut butter and jam** (tap Enter)

**Spread peanut butter on one slice of bread with a knife** (tap Enter)

**Use a spoon to get jam and spread it on the other slice of bread** (tap Enter)

**Put two slices together and cut the sandwich in half** (tap Enter)

**Put the sandwich on a plate** (tap Enter)

**Pour a glass of milk** (tap Enter)

**Enjoy**

If your text won't fit in the box completely, click-on the box **border**. You will notice “little Boxes” at the four corners, and in the middle of the top and bottom, and on each side. Point to either the **center top** or **center bottom** box. **Click-on (and hold down the left mouse button) either box** and **drag** the top box up or the bottom box down a little to **enlarge** the larger text area so that text fits on the screen. If your “**Directions**” are now “**mixed-in**” with the text below, click-on **Directions**. Then click-on the edge of the “**edge**” of the “box” (a small up-down-left-right arrow will appear), hold down the left mouse button, and **drag the box up a bit**.

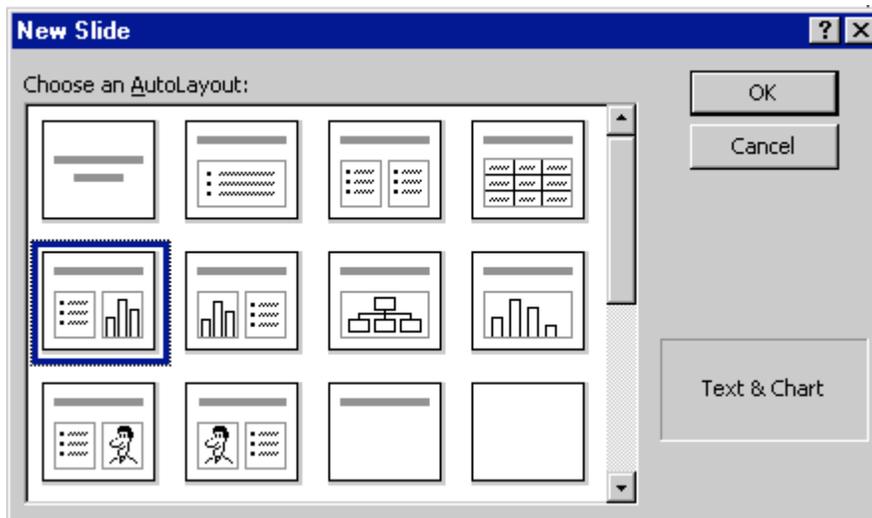
## SAVE

It's a good idea to save as you complete each slide. Save, as you did before or click-on the **small slide button** (below File in the Menu Bar).

Click on **New Slide**.

## Slide 5

Click on the **first slide** in the **second row (Text and Chart)**. Click **OK**.



Click on the **Click to Add title** text box and type: **Why use strawberry jam?**

Click on the • **Click to add text** box and type:

**100 Children and adults were surveyed to find out what goes best with peanut butter: grape jelly, honey, strawberry jam or sliced bananas** (you don't have to tap enter, as this is one long statement).

Now we'll make a graph to show the survey data.

Double click-on the Click to add graph box. A Datasheet appears.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

We are going to enter data for our graph in this Datasheet. Click-on the box with “East” and replace “East” with (type-in) **Grape**, then “West” with **Honey**, “North” with **Straw**, and in the cell (box) below North, enter **Banana**. Now, click on “1st Qtr” and type-in **Best**. Arrow down the column to box next to **Grape** and enter **33**, then by **Honey** enter **11**, by **Straw** enter **46**, and by **Banana** enter **10**. Your Datasheet should now look like this:

		A	B	C	D	E
		Best	2nd Qtr	3rd Qtr	4th Qtr	
1	grape	33	27.4	90	20.4	
2	honey	11	38.6	34.6	31.6	
3	straw	46	46.9	45	43.9	
4	bannana	10				

We want a **simple graph** so we need to **delete** the rest of the columns. To do this, put your cursor on the **B** in the **Gray area at the top** of the Datasheet. **Click and hold down the left mouse button and drag right until B, C and D are highlighted**. Release the mouse button. Your Datasheet should now look like this:

		A	B	C	D	E
		Best	2nd Qtr	3rd Qtr	4th Qtr	
1	grape	33	27.4	90	20.4	
2	honey	11	38.6	34.6	31.6	
3	straw	46	46.9	45	43.9	
4	bannana	10				

Now tap the **Delete** key on the keyboard and the columns you have highlighted will **disappear**.

Your Datasheet should now look like this:

		A	B	C	D	E
		Best				
1	grape	33				
2	honey	11				
3	straw	46				
4	bannana	10				

Click the small “X” in the upper right hand corner of the Datasheet.

Every now and then you might make a **mistake** in the Datasheet. If you have “closed” it as above, you can get it back by clicking-on the **Datasheet button** below the Menu Bar.



This is the Datasheet button

You may or may not desire to alter the appearance of your graph. Your graph may need some adjusting so that all of the “words” show completely. You may want to change the size of the box the graph is in, so click-on the graph. Click-on the side, using the “grabber” boxes on the side like you did previously, and drag the side until the graph gets larger. If you make the graph wider, the word “Best” will move to one line. Click-on the legend (the box with the grape, honey, etc. inside) and move that whole box to the top right hand part of the graph figure to make it more legible. Work with the various parts of the graph until it looks OK.

Click on **New Slide**.

## Slide 6

**Highlight** the second slide layout (**Bulleted List**) again.

Click on **Add title text box** and type: **Occasions For Eating PBJ’s**

Click on the • **Click to add text** box and type:

**School lunches** (tap Enter)  
**Birthday parties** (tap Enter)  
**Picnics** (tap Enter)  
**Visits from persnickity grandchildren** (tap Enter)  
**Late night snacks** (tap Enter)  
**At the pool**

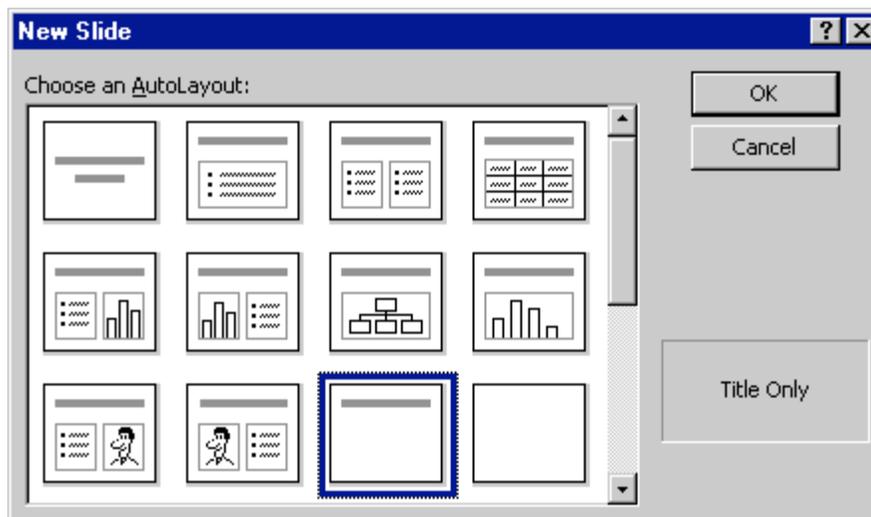
Now move cursor to the tool bar at the top and **click on Insert**.

**Scroll** down to **Picture** and click. A **Clip Art** item will then appear. **Click-on it**. Once again the Clip Art window appears. **Select** some picture you like. **Double click** and it will appear in your slide. You may need to adjust the position (click in the middle of the picture and drag) and size (by grabbing one of the black dots [grabbers] on the frame and dragging it to the desired location and to change its size).

Click on **New Slide**.

## Slide 7

Click on the **third slide, third row (Title Only)** to **highlight** and **click on OK**.



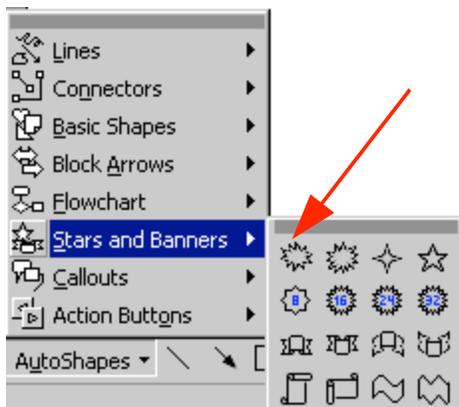
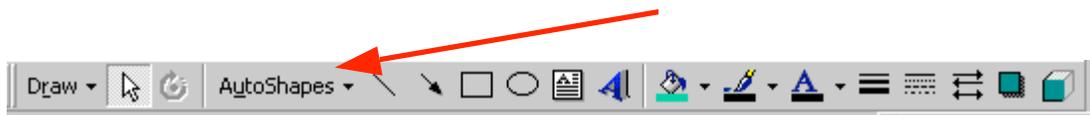
Click in the **Click to add title** box and type: **Enjoy your sandwich!** Now, let's make the letters larger. **Highlight** your ending (**Enjoy your sandwich!**) by putting your cursor at the beginning of the first word, **click and hold down** the left mouse button and **drag** it across the words, then release the left button. The Title should be highlighted. Now, put your cursor on

the box under the tool bar that has a number in it (when your cursor is on it the Text Help box will indicate **Font Size**). **Click** on the arrow there and **scroll** down to **72** and **click**.

## Save your work

Now point the cursor **away** from the Title box and click the left mouse button. This is called “**clicking away**.” This will “turn-off” the box.

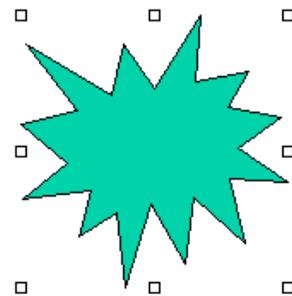
Point to **View** in the **Menu Bar** and **click**. When the menu list appears, move the cursor down to **Toolbars**. When the list appears, click-on **Drawing**. The Drawing toolbar will appear at the top, side or bottom of the screen. Now click-on **AutoShapes** and a small box of shapes will appear.



Click-on **Stars and Banners**. Click-on the **first starburst in the top row**. When you have clicked, the cursor will change to “**cross hairs**” when you move it into the slide area.

Now **move** the cross hairs up into the **area just below** the title. **Click and hold down the left mouse button, and drag down and to the right**. **Release** the button. A starburst should appear as

below.



## Save your work.

You have completed the first stage of your presentation. If you would like to view how it will look, go to the tool bar at the top and **click** on **View** and **click** on **Slide Show**. Or, you can click-on the small **Slide Show** button in the **view buttons bar at the lower left of the screen**.

You will need to **tap the space bar, Enter key** or the **left mouse button** to move from one screen from one screen to the next during the show. When you get to the end of the “show” the

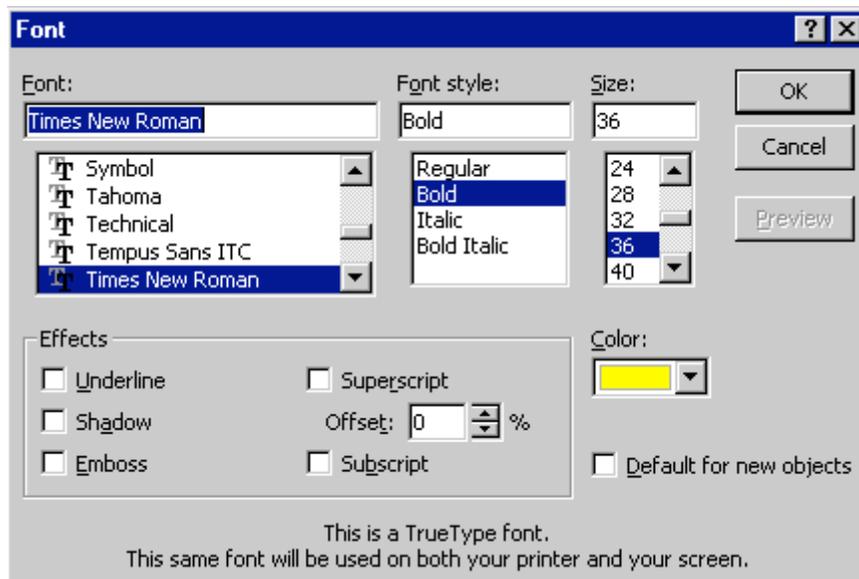
presentation will return to your slides. **Anytime you want to end** the show, simply tap the **Esc** key in the upper left-hand corner of the keyboard or tap the **right** mouse button and click on **end show**.

## Enhancing the presentation:

Not too spectacular? Let's spice it up!

If you are not on **Slide 7**, move to it by either using the **elevator bar** on the right if you are in **Slide View**, or by **double clicking** on it is **Slide Sorter View**.

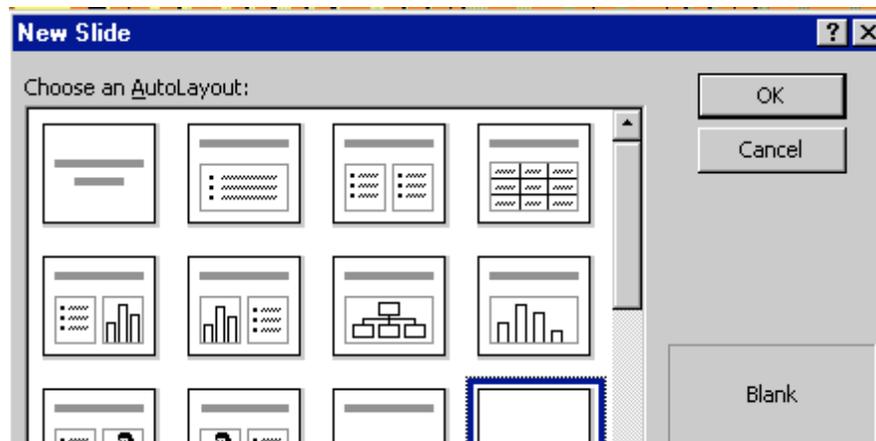
When you are in **Slide View**, left **click-in the middle of the starburst**. Then, **type** the word **WOW!** You will see WOW! appear in the starburst. It's sort of like a "hidden" text box. Click the **left** mouse button in front of WOW!, hold down the left mouse button, and **drag across WOW!** to highlight the word. Click-on **Format** in the Menu Bar and then click-on **Font**. The following Font Menu screen will appear. Change the font style, size, and color. Bold or Italicize if you want. Be as creative as you desire and then click-on **OK**.



From now on you can "change" any of your text using this method.

## Slide 8

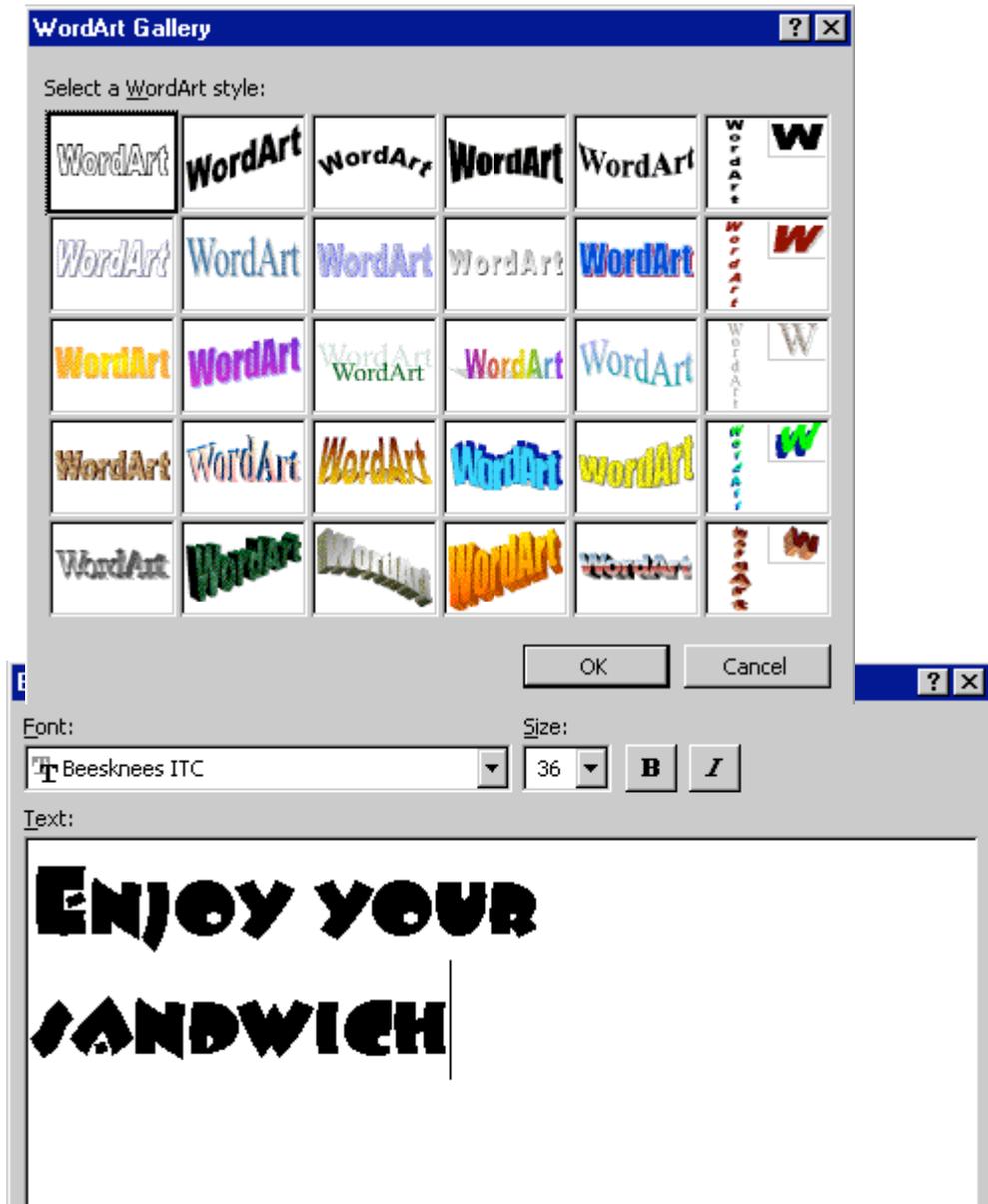
For the final slide choose the third in the third row –



slide Blank.

## Text Art:

Now we'll use some **Text Art**. In the **Drawing Bar**, which should be open, find a **“blue A”** that is slightly tilted. When you pass your cursor over this “button,” it will indicate: **insert WordArt**. If the Drawing Bar is not available, click-on **View** in the **Menu Bar**, then click-on **Toolbars** and select **Drawing** by clicking-on it. Click-on the **Insert WordArt** button. The following WordArt Gallery menu screen will appear. **Select one** of the WordArt patterns by clicking on it. Next, click-on **OK**.



**Your Text Here**, type-in: **Enjoy your Sandwich**. Select a different font and size if you desire then click-on **OK**.

You will return to **Slide 8** and see the WordArt you created. You may use the “grabbers” to make the text **larger**. You may also move your text as you desire. If you want to change the “**look**” of your WordArt, point to the **center** of the WordArt and click the **RIGHT** mouse button. A **WordArt edit** screen will appear (**see below**). You may click-on the different “buttons” to edit your text. When you have finished your editing, you can **close** the WordArt edit window by clicking-on the “**X**.”



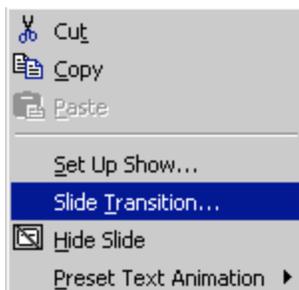
Also in the Drawing Bar is a **Text Box** button which will allow you to **insert text** in your slides if the template you chose does not have the desired text boxes. To **insert text**, click on the **Text Box**. It has an “**A**” in the upper left corner of the button with **some text** below. After you click-on the Text Box button, move the cursor into an “**open**” area of Slide 8. It will look like a “**little sword**” as you move the cursor.



When you get to an appropriate place, click the **left** mouse button and a “**text entry area**” will appear. **Don’t worry about its size**. Just type the following: **THE END**. The text box will automatically resize to the text entered. You may now highlight this text, and by clicking-on **Format** in the Menu Bar and **Font**, as you have done before, edit this text.

## Transitions:

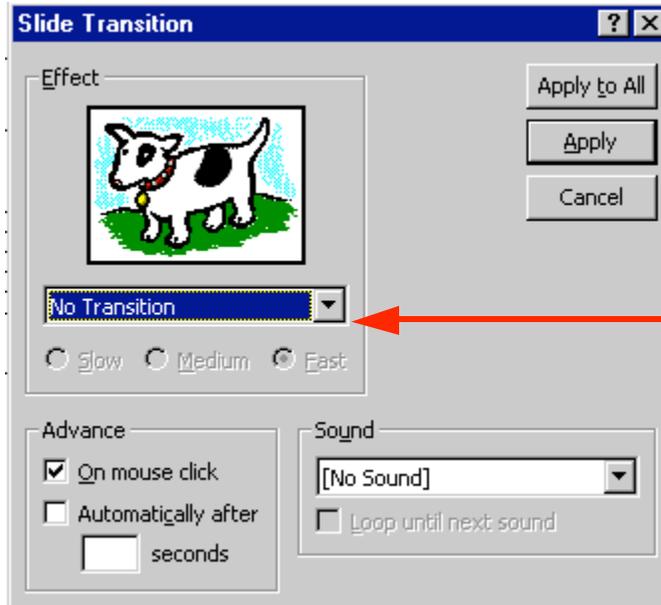
Go to the **Slide Sorter** button at the bottom left (see top of page 7). **Click** on the button with four white squares.



You can now see all eight slides. **Click on** the first slide to **highlight** the slide (a heavy black border will surround the slide). Now point in the **middle** of the slide and click on your **RIGHT** mouse button. The right click will “bring up” a menu that is

“tailored” to the “place” where you click. From the menu select **Slide transition** from the menu which appears (**click-on it**).

You will now see the box below. **Transitions** determine how the slides “**change**” from one slide to the next. To see this, you need to **watch the little dog** and **Key** as you do the following.



To activate a transition, click on the **triangle** on the **right** hand side of the box which indicates: **No Transition**, to see your choices. **Scroll** up and down noticing how each transition works by clicking on it and then watching the **dog** or **key** in the **Effect** box. If you think it is moving too fast, click in the little circle to the left of **Slow**.

**Each** time you click-on the **Dog** or **Key** you will see a transition. This

screen also allows you to **time** you transitions from slide to slide. **For now, leave it as it is.**

When we complete all of the enhancements, to all of the slides, you can do one of several things to “automate” your slide show. Later on, you can return here and **Click on Advance**

**Automatically After**, and insert 5 to 10 (for seconds) in the box. Or, you can “**rehearse times**” for each slide and all of its effects. We’ll come back to this in detail at the **end** of the tutorial.

**Notice that instead of the normal OK**, that **Apply** and **Apply to All** are listed for Transitions.

**Apply** activates the transition you chose **for just the slide you are “on.”** **Apply to All** activates the transition you chose to **ALL** of the **slides** in the “show.” If you **scroll down to the last choice** in transition effect you will see **Random Transition**. This will place a different transition every time you click the mouse to go to then next slide, or if you select **Apply to All**, each slide will have a different transition. You can follow this procedure for each of the eight slides, or select **Apply to All**. To transition “each” slide individually, click on **Apply**, then click on the **next** slide to **highlight** the slide, click the **right** mouse button, select **transition**, choose your **effect**, and select **Apply**.

Also notice in the lower right corner the **Sound** area. Currently, the box **indicates [No Sound]**. You can click-on the down **triangle** and see **Microsoft “Clip Sounds”**. If you choose one of these sounds, the sound will be heard as your slide transitions. You can pick one now, or wait until later. Make sure that the volume on your computer, speaker or headphone is on and “up” so you can hear the sounds as the slide’s transition.

Again notice in the **upper right corner** of the **Slide Transition box** that it indicates **Apply to All** and also **Apply**. If you click-on **Apply to All**, PowerPoint 97 will apply the transition and sound you chose to **ALL** of the slides. This is wonderful if you want the same sound, each time,

a slide transitions. If you don't want this effect, click-on **Apply**, and the transition and sound will **only apply to the slide your on**. I like to hold off on the sounds here. Again, if you "run" all the way down to the **bottom** of the **Effects box**, you will see **Random Transition**. If you click-on **Random Transition**, and then click-on **Apply to All**, then all the slides will **each transition randomly**. You can alternately click-on the **dog** and **key** to view the transition effects. When you have decided which transition you want click-on **either** Apply or Apply to All.

When you return to **Slide Sorter View**, you will notice a **small box with an arrow at the lower left corner**. This indicates that a slide will transition. If you click-on it you will see the effect each time you click.

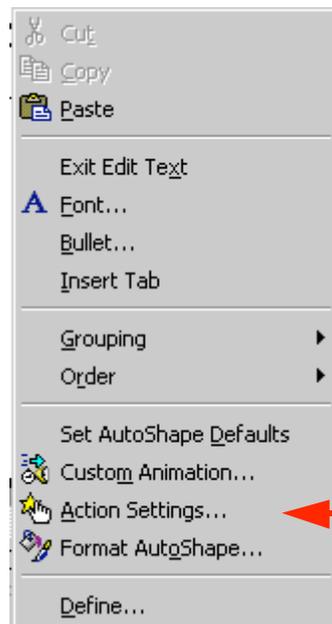
## **Build:**

**Building** is a term indicating how each line of the text, on a slide, will **enter** the screen. The lines, words, letters, pictures and charts can fly in from almost any direction. To **Build** the text on each slide, follow these directions. **Go back to Slide View**. You can do this in Slide Sorter View by **double clicking**-on the first slide, or Clicking on the **Slide View button** on the lower left of the screen. When the Slide View screen appears, **click-on the first line of text**. The "box" you saw, when you first typed text in this box, will appear. This indicates that the box is "active." It will appear as below.

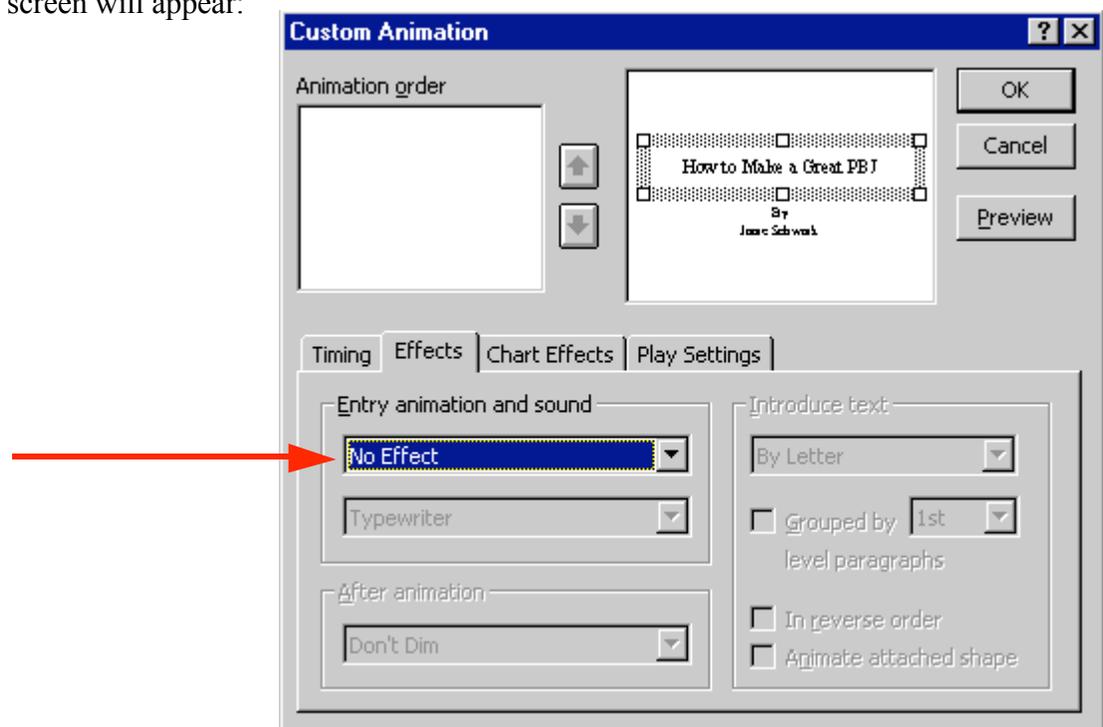


# How to Make a Great PBJ

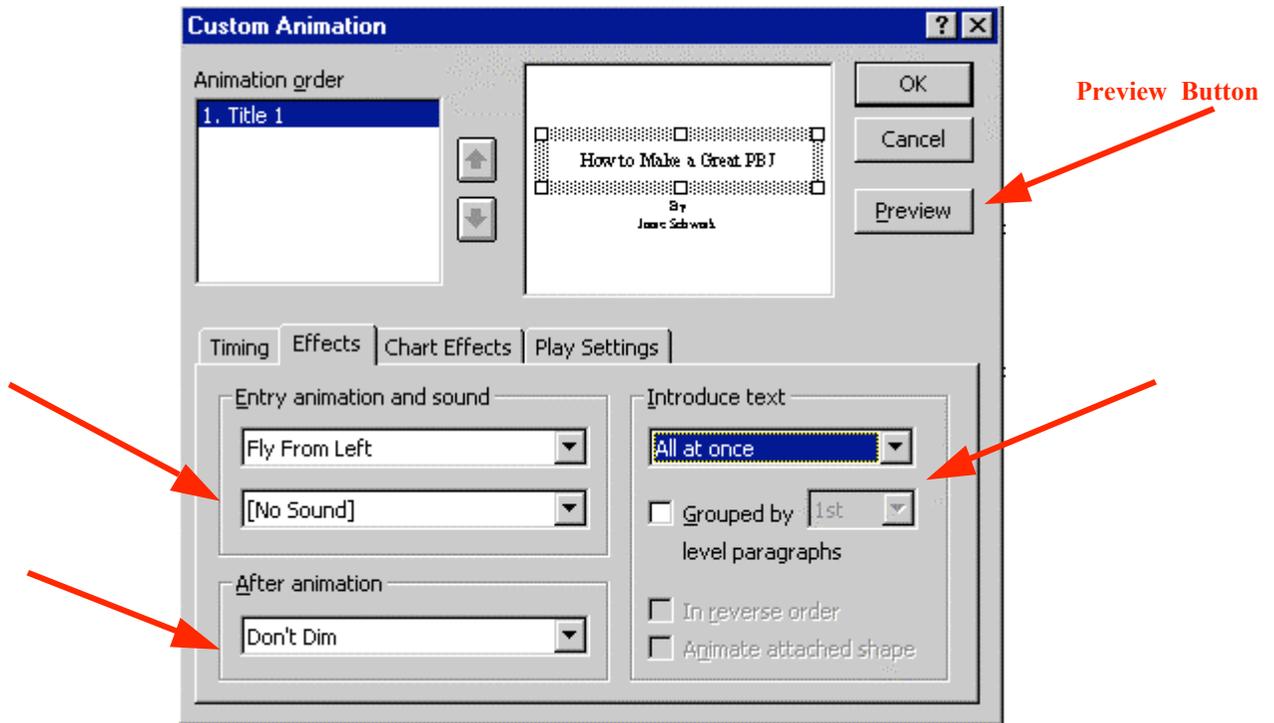
Now, **right click in the box**. When you right-click, the following menu will appear. Click-on **Custom Animation...**



The following screen will appear:



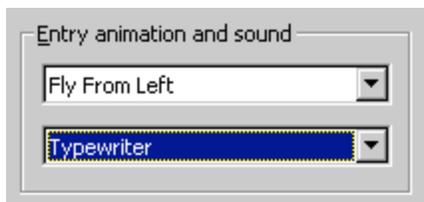
Notice a number of “things” in this menu screen. In the **upper right**, you see a **small picture of the “text area” you clicked-on**. This **confirms** your “click.” In the lower half of the screen there is a “**tab box**.” Notice that it “defaults” to an **Effects** “tab”. In a manner **similar** to Slide Transitions, text, graphics and pictures can also transition. Click-on the **small triangle to the right of No Effect**. You will see effects similar to those in Slide Transition. **Click-on one**. You will **not** see the effect immediately, as you did in the Slide Transition screen. Notice, as soon as you select an effect, several other areas of this menu screen become “**active**.”



First notice to the right an area labeled “**Introduce text**.” Click-on the small **triangle**.



This area indicates the **manner** in which the text you have selected will enter the slide. **All at once** means what it says. The whole title will enter at once. **By Word** means that the text will enter word by word. **By Letter** means that the text will enter letter by letter. It’s a lot of fun to **experiment** here. Try them all. Next we’ll cover sound. It is neat to combine certain sounds with certain text introductions. For example, the By Letter introduction combined with the Typewriter sound, looks and sounds like text being typed in one letter at a time.



Now notice the **Sound** area on the left. Click-on the small triangle and select a sound from the list.

When you have selected all the effect you desire, click-on **OK**.

You can view these build effects by **clicking** on the **Preview button** (in the **upper right corner** of the **Custom Animation Menu Screen** – **see arrow above**). You can click any time you desire as you are creating text, picture or other animations. You will notice in the **upper left corner** of the Custom Animation Menu box an **Animation Order** box. Each time you click-on OK, as you complete an animation, the “thing” you animate will be added to the list, in the order in which you added it to the slide. If you desire to change the **order** of your animated “things,” you can click-on the thing you desire to move up or down and then, by clicking-on the arrows to the right, you can move the text or object up or down. When you have completed the first slide, move to each successive slide, click-on the various text boxes or objects, and repeat the process.



One additional area in the Custom Animation menu screen. When you click-on a **text** area that is a **bulleted** list you will see an additional effect. The Grouped by “1<sup>st</sup>” level paragraph indicates whether one line, or multiple lines, will enter. Here is another area where it is fun to experiment.

## Dimming

Notice **below** the Sound area an area that indicates **After animation:**. This applies to **the text in Bulleted Lists**. To “highlight” the bullet, to which you are speaking, you can “**dim**” **previous bullets** by clicking-on the small down triangle to the right of Don’t Dim. After you click-on the triangle you will see a “set” of colors selected for the background which you are using. You can click-on a color of your choice and then look at the slide in Slide Show. As you click-on each successive bullet in the Slide Show you will see the “dimming” effect.

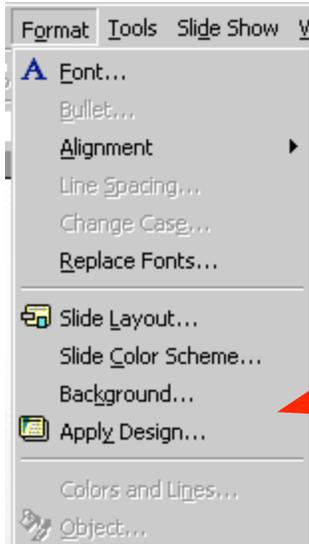
## Sound

This simply **reminds** you not to forget sounds for Transitions and Builds that will enhance your presentation. **Be careful**, sometimes **too many** effects can **overwhelm** and detract from a presentation. As you become more experienced with sounds and web pages you will find web pages devoted to sounds and clip art. In the Front Page 98 tutorial there is a section on WAV sounds. You may want to experiment with some other sounds you “download and save” from the internet.

## Add color:

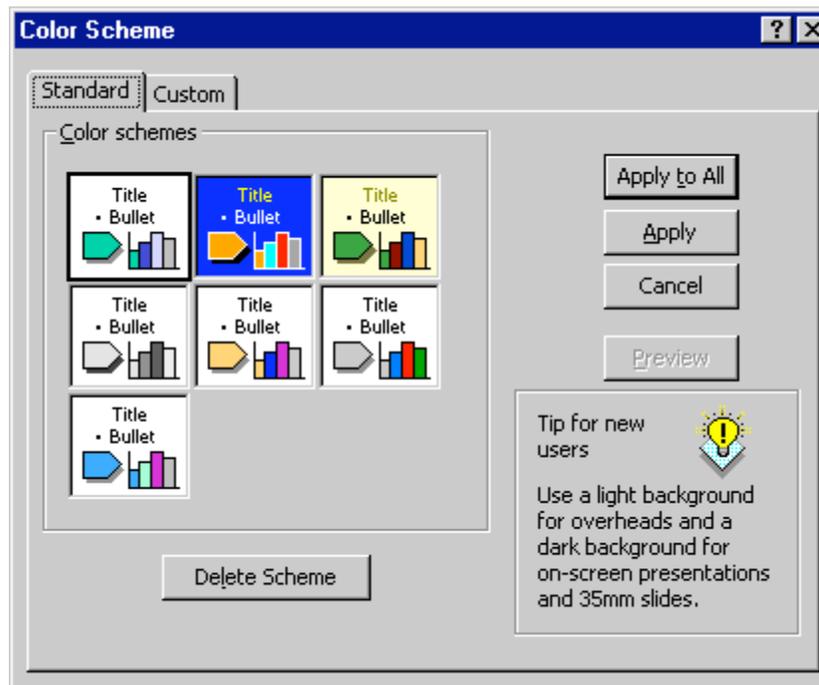
Now for some color!

There are a number of different methods you can use to add color. First we'll use some basic methods and then try some "exotic" effects.



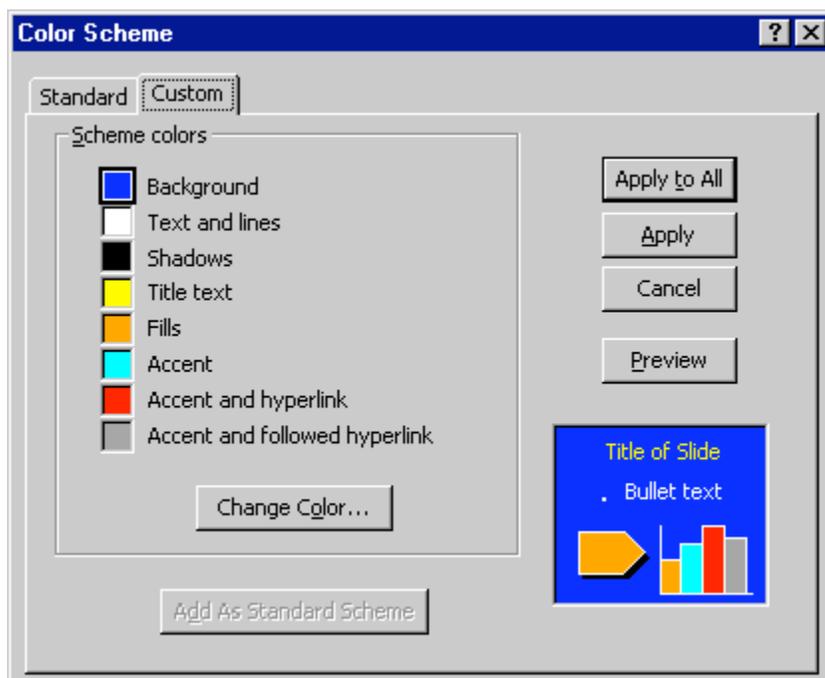
First go to **Slide View** and then go to **Slide 1**. Then click-on **Format** in the **Menu Bar** and then click-on **Slide Color Scheme**.

The following menu screen will appear.



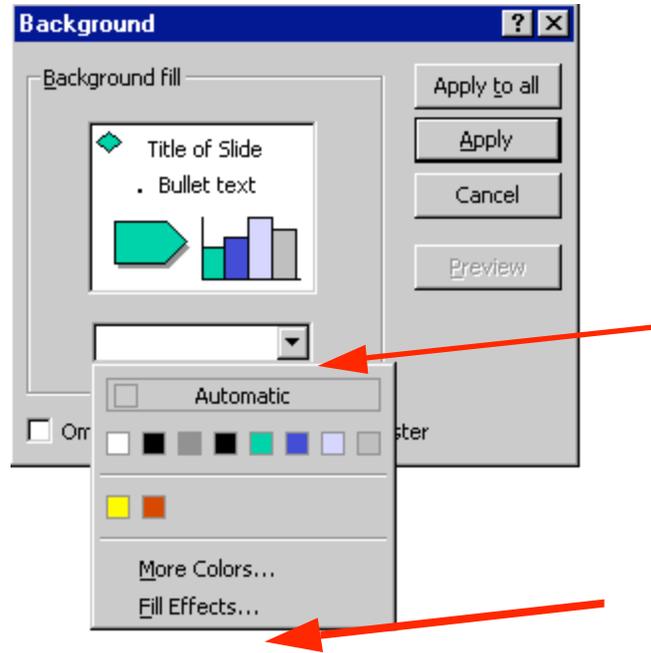
As you can see in the screen above screen, there are several color schemes from which you can choose. Click-on one, and then click-on **Apply**. The first slide will now have those effects. **Repeat** the process until you find one you like. Note: if you click-on **Apply**, this applies the colors to **just** Slide 1. And, if you click-on **Apply to All**, then **all** of the slides have the selected color scheme.

You will notice at the top of the Menu screen that there are two tabs. You are currently on the **Standard** tab. Click-on the **Custom** tab. This allows you to change specific colors in the Slide Scheme that you chose. Click-on a couple of these to see how this works.

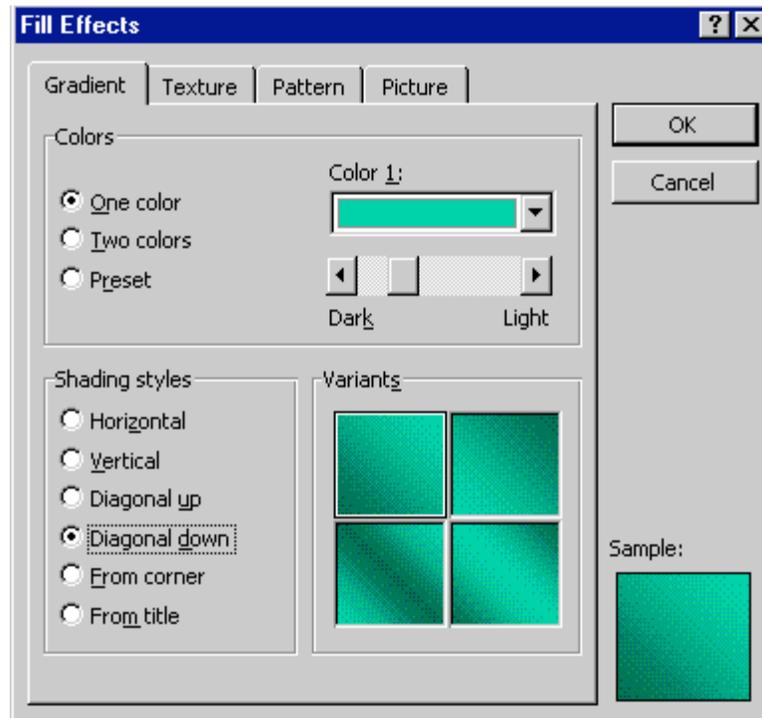


You can try this on several slides, if you want. Once you have the hang of it, there are several ways you can enhance these effects.

Now click-on **Format** in the Menu Bar again. Next, click-on **Background**. The following Menu Screen will appear. Click-on the small **triangle** in the bottom portion of this screen. Now click-on **Fill Effects**.



Notice, in the Screen Menu below, that there are a number of choices.

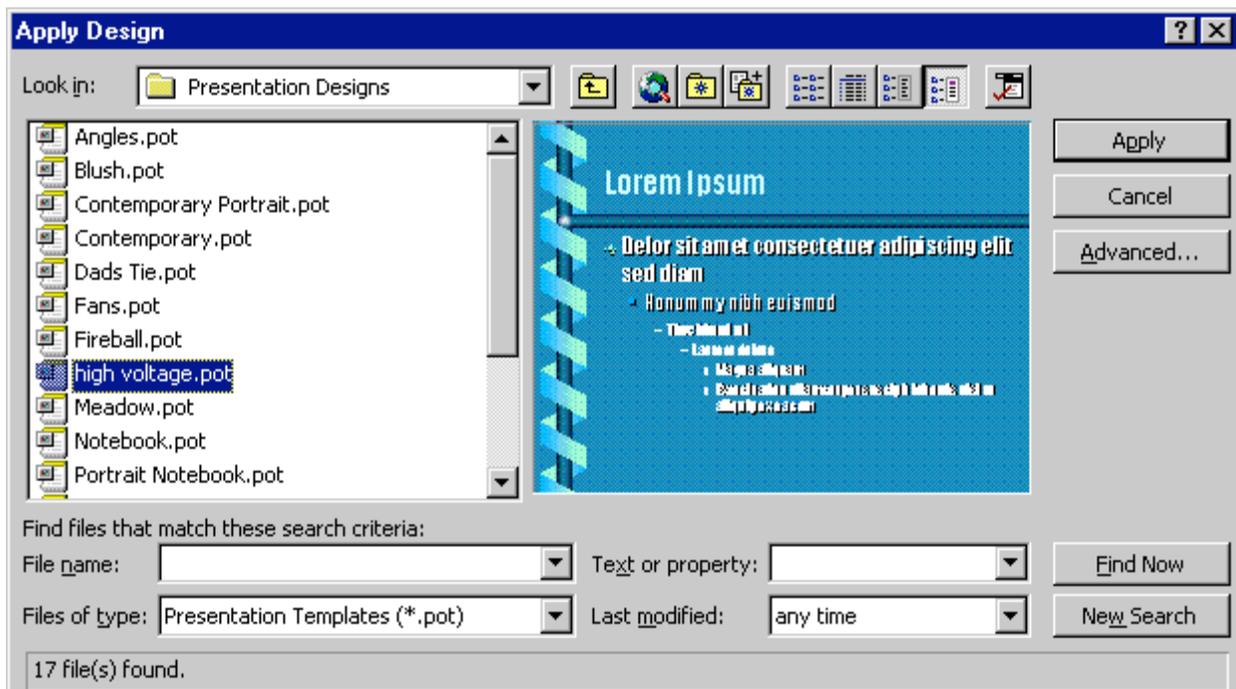


Click-on several of the **Shading Styles** and observe the effects on the right. Also, note the tabs at the top. Click-on **Texture** and **Pattern** and observe the effects. If you want your entire slide to be a **picture**, this is what the last tab is for. When you have an effect you like, click-on **OK** and then click-on **Apply**.

## Designs

You can be in any View (Slide View and Slide Sorter View are preferable). Click-on **Format** in the Menu Bar, and then Click-on **Apply Design**.

**Click** on the **choices** on the **left side** of the window. On the right side a special **template** will appear with its **own formatting**. Pick one you like and then click on **Apply**. Be sure to **scroll** up and down and to **click** on additional choices. **Note:** with Designs, they **are automatically applied to all of the slides**. You may choose additional effects for the Designs by using the **Background** and **Slide Color Scheme** selections.



## Run the show:

Well, now you have a **real** presentation. If you would like to view how your show will look, go to the **Menu Bar** at the top and **click-on** either **View** or **Slide Show** and then click on **View Show** or **Slide Show**, or you can just click on the **Slide Show** button at the bottom of the screen. Then, to advance, either tap the **left** mouse button, **Space Bar** or **Enter** key. If you desire to **end** the show, either tap the **Esc** key, in the **upper left portion of the keyboard**, or click the **right** mouse button and then click-on **End Show**.

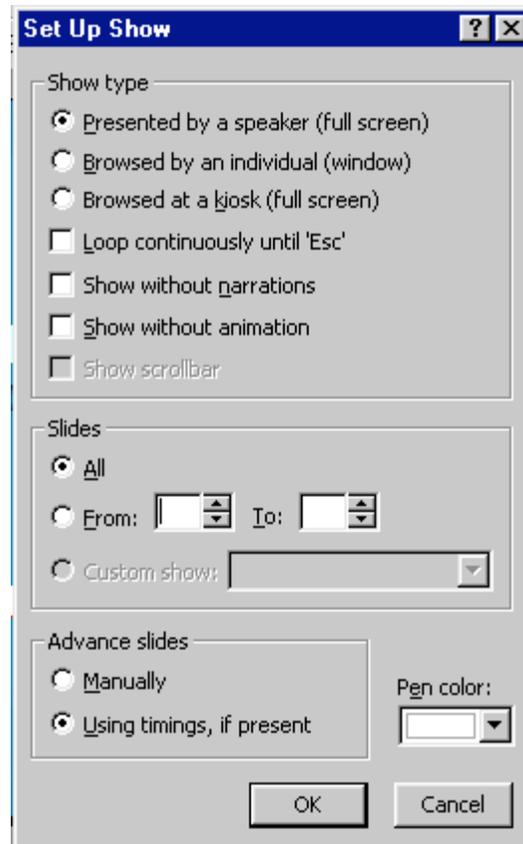
If you have set times for your slides and desire to have the show run in “automatic,” Click-on **Set Up Show** in the Menu Bar. The following menu screen will appear.

In the **Advance slides** box, click-in the **circular area** to the left of **Using timings, if present**. This will then run the show with the timings you selected.

Notice that there are a lot of enhancements in this Set Up Show menu screen.

Experiment, as you desire. You can always come back and change them.

To really get the timing of each slide, transition, and build you can use a feature to set each of these precisely. Click-on **Slide Show** in the Menu bar and then on **Rehearse Timings**. A small, rehearse timings “box” will appear. It will “show” a running clock, and indicate the time for the show and each slide. When you click, as indicated above, the timings will be recorded. When you then run the show it will run at the recorded pace. You can do this as often as you like.



Now **save** the presentation as you did before. Then **File, Exit** Power Point.

These are the basics for a Power Point presentation. You may want to try tinkering with the color menus and the timing options.

If you have any comments on this tutorial, send an e-mail to the internet address below.

**[murray.t@lynchburg.edu](mailto:murray.t@lynchburg.edu)**

Thank you for your time, effort and patience. Good luck!