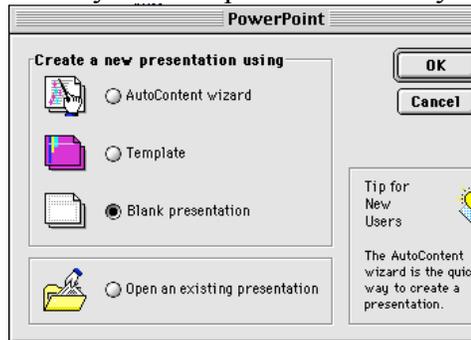


## POWERPOINT BASICS OFFICE 97 (PC) OR 98 (MAC)

Note: This information is for using the Office 97 or 98 Versions of PowerPoint. Other versions are similar, but you may find the tool or effect you want in a different place in the menu bar. Take time to explore the menu bar on the PowerPoint version you are using.

1. When you first open PowerPoint you will have three choices



**AutoContent Wizard** provides ideas and organization for your presentation. It walks your though the steps and gives you templates for different kinds of presentations. It is an excellent self tutorial.

**Templates** lets you choose a background template.

**Blank Presentation** gives you the freedom to create a presentation from scratch

2. Explore your **Menu Bar**:



**View:** Allows you to view your presentation as slides, outline, or notes. It also allows you to sort your slides. You can rearrange slides by clicking on the slide you want to move and dragging it to where you want it to be in your presentation.

**Insert:** Allows you to add slides, insert slide number and date, add graphics, movies, sound, charts, text, headers and footers.

**Format:** Allows you to choose backgrounds, fonts, or preset presentation design.

**Tools:** Allows you to check spelling, use the Thesaurus, etc.

**Slide Show:** Allows you to set up and view your slide show, add animation (letters, words and pictures that fly in or type on screen, etc.), and add transitions between slides.

3. **The Picture Menu Bar:** Click on each picture and a pop up menu will tell you what that button does.

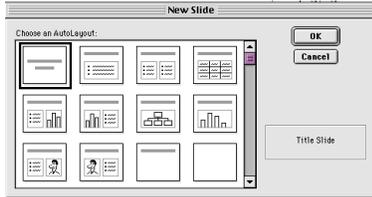


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4. Each time you add a slide to a Blank Presentation you will see this box. It allow you



To select a format for that slide. After choosing the format for your slide you can resize box on screen by clicking on one of the small squares. You can move the box on the screen by clicking on the line. You can delete a box by clicking on the line and pressing delete.