

**BENEDICT COLLEGE**  
**MANAGEMENT INFORMATION SYSTEMS**

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**Microsoft PowerPoint Basics**

\*\*\*\*\*Creating a Presentation\*\*\*\*\*

**Start Up:**

1. Click on **Microsoft PowerPoint** on your PC desktop screen; if not there, click on **Start**, then **Programs** and look for it on list.
2. When you click on Microsoft PowerPoint to launch it, the **PowerPoint dialog box** may appear (otherwise, the Slide dialog box appears...skip to no. 5).
3. If the PowerPoint dialog box appears, select the **Blank Presentation** option button and click OK.
4. When the **Slide dialog box appears**, choose an **AutoLayout format**.
5. To begin, select the **Title Slide layout** and click OK. The name Title Slide appears in the preview box.
6. A **Title Slide** appears.

**Adding text and images to a slide:**

1. To add text, click in the **text box** and **type a title or other text**.
2. If no text box, click **Insert**, then **Text Box** and then click space where you want the text box placed on your slide.
3. NOTE: text may be added from other documents using **copy and paste** between documents.
4. To add an image, click on **Insert** and then **Picture**.
5. Click on **Clip Art** or **From File**.
6. If you clicked on **From File**, browse in **Insert Picture window** to locate image file on your PC (including diskette or CD).
7. When you find image file, highlight it and click Insert. The image is now inserted on the slide.

**Adding a new slide:**

1. Click on **Insert** and then **New Slide**.
2. Choose an **AutoLayout format**.
3. This time, select the **Title Only layout** or other AutoLayout format with title and click OK.
4. A **Title Only Slide** appears

**Adding animations:**

1. For special effects on text or image, highlight text or image in slide, click on **Slide Show**, then **Preset Animation** or **Custom Animation**.
2. If you selected **Preset Animation**, just select a special effect.
3. If you selected **Custom Animation**, check a slide object, then **Effects tab**, select animation (and other options) and click OK.
4. For Slide Transition, click on **Slide Show**, then **Slide Transition**, select effect, other options and click on Apply (to the slide on display) or Apply to All (all slides).

**Using templates:**

1. Click on **Format**
2. Click **Apply Design Template**.
3. Highlight a template and click APPLY.

**Setup Show:**

1. To apply an effect to a slide, a range of slides or all slides, click on **Slide Show**.
2. Click on **Slide Transition**, make selections and click OK.

The End