

# Instruction Guide: Creating a PowerPoint Document

**Make a folder** on your hard drive, disk, or network drive for the power point project. (ppt) All components that make up this ppt should be stored in this folder. DO NOT copy and paste sound files, graphics, or text to this ppt. See instructions for making a folder.

**Create a word document where you copy and paste the URL of all information for this project.**

**Download pictures or sound files into the folder. Do not copy and paste graphics or sound files. (Follow the copyright law for these things.)**

1. Open Microsoft Power Point
2. Go to **File**
3. Select **Open**
4. Select **Blank presentation**
5. Select a **blank slide**
6. To place your name and the date on this first slide. Select **insert, text box then type information.**
7. Go to **insert** and select **new slide. At this point it would be good to save this ppt to your folder. Go to Save As and save this ppt in the folder you created earlier. Save it with a name you will recognize.**
8. On this the second slide start building your ppt. If this turns out not to be your first slide, you can rearrange it later by using the 4-square icon to the bottom left of your screen.
9. Insert a **new slide** to make your third slide.
10. Insert is your friend, use it to add graphics, hyperlinks, and text boxes.
11. **Insert, format, and slide show** are three of the main tools for building a good ppt presentation.
12. Insert text box for your final slide which can be a credit slide or a bibliography slide.
13. Go back to your first slide and go to **Format** to select a **background** for your presentation.
14. From this slide go to **slide show** and select **transitions**, choose a transition and set the timing for at least 8 sec. Note—if you are using this ppt as a presentation you will not want to time the slides. You have the option of having all the transitions the same or selecting different ones between each slide.
15. Be sure to save your final project.

Note—I recommend saving after the first couple of slides, **but do not save each slide under a different name.** Students do this and it is a disaster.

**Insert** on the menu bar will be your friend.

- Insert a text box for text
- Insert a picture from file
- Insert a new slide
- Insert hyperlinks

**Format** on the menu bar is where you will go to add *backgrounds* to your slides. It is recommended that all slides in a given slide show have the same background. You may highlight text and go to format and *change the color, style, and size* of the text by selecting Font from the drop down menu.

**Slide show** on the menu bar allows you to:

- View the slide show
- Add transitions
- Add animations may be saved for the advanced course.

Of course there are several other ways to accomplish the above tasks, if you know the other ways feel free to use them.

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