Microsoft PowerPoint 97-2003

Training Guide

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Opening Microsoft PowerPoint

To Begin:

Click the Start Button, all programs, Microsoft PowerPoint. The screen below will be shown.
Adding Text

To add text to a slide, click in one of the text boxes on your slide. Change the font, font size, style, justification and color of your text. Type the information you would like to put on your slide.
Formatting Text

You use the **format** toolbar to change the style, color, size etc. of your writing.

Font – Clicking this dropdown menu will allow you to change the style of your writing.

Font Size – Clicking this dropdown menu will allow you to change the size of your writing.

Left – Clicking this button will allow you to align all of your text on the left.

Center – Clicking this button will allow you to center all of your text.

Right – Clicking this button will allow you to align all of your text on the right.

Full – Clicking this button will allow you to align your text on the left and the right, similar to a newspaper or book.

Bold – Clicking this button will make your text **Bold**.

Italic – Clicking this button will make your text *italic*.

Underline – Clicking this button will underline your text.

Font Color – Clicking the font color dropdown menu will allow you to select a font color.
Formatting Text Boxes with Color

Fill Color – To fill background color in a text box click in the text box. Click the drop down menu next to the fill color button (paint bucket). Select More Fill Colors.

Line Color – To add color to the text box lines, click in the text box. Click the drop down menu next to the line color button. Select More Fill Colors.

Font Color – To add color to your text, click in the text box. Click the drop down menu next to the font color button. Select More Fill Colors.

The dialog box shown on the right will pop up. Click your chosen background color on the color wheel and then click the OK button.
Adding Background Color

1.) To Add color to the background of a slide, click Format, Background.

2.) When the dialog box shown below appears click the dropdown menu and select More Colors.

3.) Choose the color you want the background to be and click the ok button.

4.) If you click the apply button the current slide will have the background color you selected. If you click the apply to all button all slides in your presentation will have the background color you selected.
Adding Slides

To add a new slide to your presentation, click the New Slide Button on the Formatting Toolbar. Select your desired slide layout from the Slide Layouts shown on the right hand side of your presentation.
Saving a File

From the menu bar click File. A dropdown menu will appear select Save As. The following dialog box will appear.

Type in your file name in the file name box, making sure you do not use the following characters in your file name.

/ \ < > & " | ^ & $ # @ ! * .
Click the dropdown menu, select the appropriate drive and click the save button when you are ready to save. When you are at school you will select the H: drive.
Closing your file

To close your file select File from the menu bar and then select close. The following dialog box may or may not appear.

Click the **Save** button to save any changes you made. Click the **Discard** button if you don’t want the changes you made since the last save. Click **Cancel** if you did not intend to close your file.
Opening a file previously saved

To open a file you have previously saved, click File and then Open from the Menu Bar.

The following dialog box will appear (shown below):

Click the dropdown menu and select your H: drive where your file is located.

Click the file you want to open in the file list and then click Open.