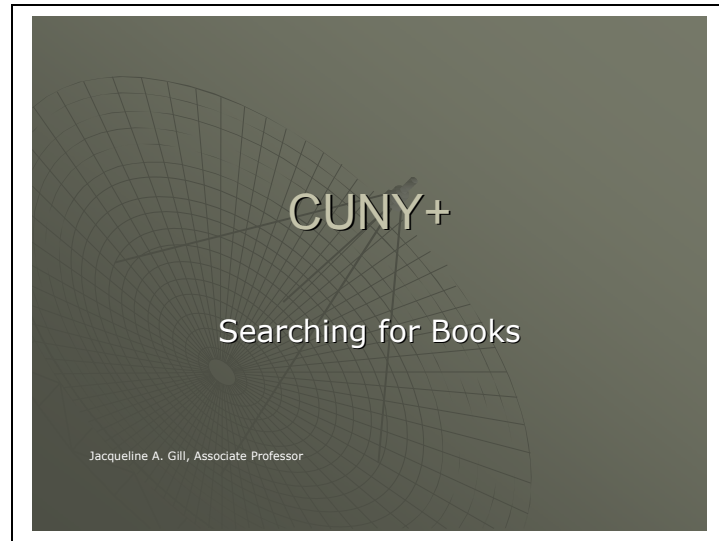


# PowerPoint 101

Slide 1

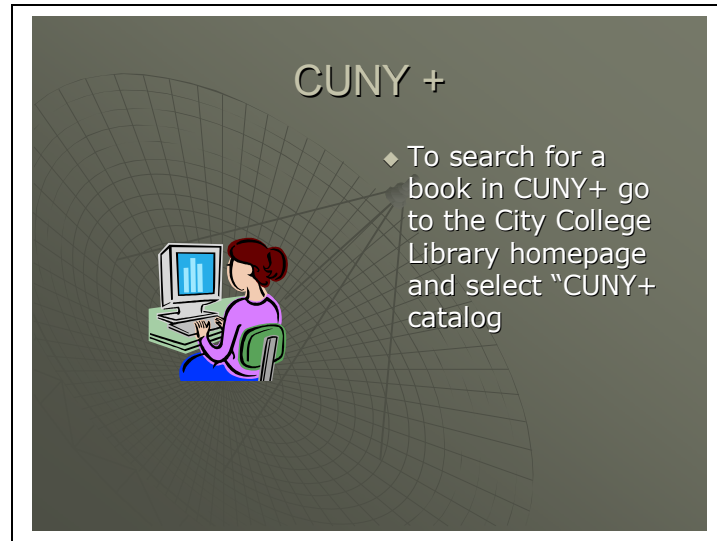


## Creating an introduction slide

1. **Open a blank screen**
2. **Select “Slide Design” from the pull-down menu on the right.**
3. **Select “Apply to all slides”.**
4. **Type a title and subtitle for your introduction slide.**
5. **Set up a second text box for credits by going to “Insert” and click “Text Box”.**
6. **Position the cursor where you want the text box to appear and begin typing.**
7. **You can change the font, text size, and color of any text box by going to the pull-down text menu at the top of the page.**
8. **Add a new slide by going to the “Slide Layout” on the right. For this exercise we will use the picture and text layout.**

# PowerPoint 101

Slide 2



## Creating Additional Slides

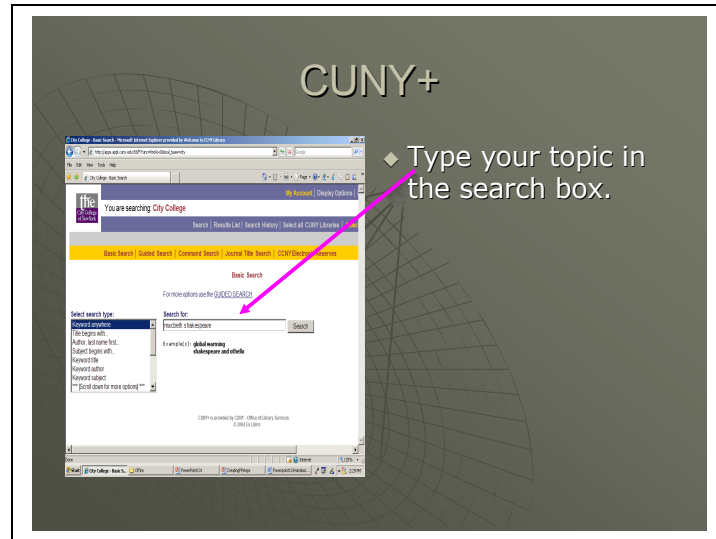
1. Select “Apply to all slides”. This layout will be applied to all slides except the master slide. You can change the design, layout, or color of any new slide you add. If you are discussing one subject, it’s good to keep the design and color consistent. You can note a change in subject by changing the design, color, etc.
2. If you chose to change the design color, go to the pull-down menu on the right and select “Slide design –Color Schemes”.
3. The title of these slides will be “CUNY+”. Go to the first text box and type “CUNY+.

## Inserting a Picture

1. To insert a picture from the “Clip Art” file, double click the picture icon. Find the picture you want and double click the picture. You can enlarge or reduce the picture by selecting the picture and dragging the white dots.
2. In the next box type: “To search for a book in CUNY+ go to the City College Library homepage and select “CUNY+ catalog”.
3. Add a new slide. You can also add a new slide by copying and pasting this slide in your slide menu to the right.

# PowerPoint 101

Slide 3



## Screen Capture

1. In this slide we will capture a screen.
2. Enter the title of the slide in the top box.
3. Open Internet Explorer and go to the CUNY+ search page.
4. Enlarge the screen size in Internet Explorer (a larger view is clearer in PowerPoint).
5. Press “Print Screen” on your keyboard.
6. Go back to the PowerPoint side and position your cursor in the clip art box. Go to “Edit” at the top of the page and “Paste. You can resize the picture by selecting the picture and dragging the white dots.
7. In the text box type: “Type your topic in the search box”.

## Adding shapes

1. Click the arrow at the bottom located next to “Auto Shapes”.
2. Draw an arrow from your text box to the search box in the picture. You can change the color and size of the arrow by double clicking the arrow. After you have changed the color and width of arrow, click “OK” to close the box.

# PowerPoint 101

## Animation

1. Select the arrow you just made.
2. Go to either the “Slide Show” menu at the top and click “Custom Animation”.
3. Select “Add Effect, “Entrance”, “More Effect”, and under “Moderate” select “Stretch”.
4. Under “Custom Animation” a “mouse” icon appears with a “green star” and line number that you just created. Click the pull-down menu and select “Start with Previous”.
5. Play your animation by selecting “Play” at the bottom right.

## Slide Transitions

1. Go the “Slide Show” at the top and select “Slide Transition”.
2. Select “Shape Circle”. You can also change the speed under the “Modify Transition”.
3. Select “F5” on your keyboard to view the complete slide show.
4. Save the file as a “PowerPoint Show”. Each time you open this file, it will use the full screen instead of bring you back to the creating slide mode.