

Power Point Instructions



1. Click on the Windows Home Button
2. Go to All Programs.
3. Click on Microsoft Office.
4. Click on Power Point 2010.
5. To choose a DESIGN:
 - a. Click on the Design tab at the top.
 - b. Choose the orange design with bubbles in the background.
6. Click on the words "CLICK TO ADD TITLE"
7. Type your first and last name.
8. Click on "click to add subtitle."
9. Type the date and period.
10. To add another slide:
 - a. Click on the HOME tab.
 - b. Click on new slide with arrow (this gives you format options).
 - c. Choose title only.
11. To add a picture:
 - a. Click on INSERT.
 - b. Click on Clip ART.
 - c. Type in bear.
 - d. Choose a picture by double clicking on it
12. You can resize the picture, move it and or turn it on the slide.
13. Type a title "Bears are awesome!" in the title section.
14. To TRANSITION from one slide to the next:
 - a. Click on the Transition tab.
 - b. Select a transition. (It will apply the motion to the slide you are currently on.)
15. Apply a transition to each slide now. YOU CHOOSE!

Raise your hand to signal to your teacher that you have completed the task.

