

Creating a Presentation Report with PowerPoint

Getting Started:

1. Open PowerPoint
2. Select **Blank Presentation** and click on **OK**.
3. Click on the **AutoLayout** you want and click on **OK**.
4. Click on icon of 4 little boxes (**Slide Sorter View**) in the lower left hand corner of the open window.
5. You will see a miniature of Slide 1 shown.
6. Click on **Insert** in upper menu bar.
7. Click on **New Slide**.
8. Choose the **AutoLayout** form you want and click on **OK**.
9. Repeat steps 6 through 9 until you have made all of the slides in the presentation storyboard.
10. Double click on the slide you want to work on and type whatever text is required.
11. Insert whatever clip art or pictures you need to insert for each slide. (See **Insert Clip Art or Insert Picture** steps below)
12. Insert the buttons that will branch to different slides if your presentation report is not linear. (See **Insert Button** steps below)
13. Go to the next slide you want to work on and repeat the steps for inserting buttons and/or clip art and pictures.
14. When you have finished your slides, or at anytime while you are working on your slides and want to see how things will look and work, click on the icon for **Slide Show** at the bottom left corner of the window.
15. To stop a slide show before you reach the end, press the **Escape** button.

Insert Clip Art from MicroSoft Office inventory:

- A1. Call up the card upon which you want to insert the clip art.
- A2. Double Click to **Add Clip Art** as the instructions say, or choose **Insert** from the upper menu bar, then choose **Picture**, then choose **Clip Art**. It will get you to the Library of Clip Art either way.
- A3. Scroll through the Clip art library and click on the one you want, then click on **Insert**.
- A4. Size or move the clip art where and how you want and then click outside of the active area to lock it down.

Insert Pictures:

- B1. Call up the card upon which you want to insert the picture.
- B2. Double Click to **Add Clip Art** as the instructions say, or choose **Insert** from the upper menu bar, then choose **Picture**, then choose **From File**. It will allow you to go to the folder in which you have the pictures stored.
- B3. Scroll through the pictures and click on the one you want, then click on **Insert**.
- B4. Size or move the picture where and how you want and then click outside of the active area to lock it down.

Insert Buttons:

- C1. Call up the slide upon which you want to insert the button .
- C2. Click on **AutoShapes** at the bottom of the window and select **Action Buttons**.
- C3. Select the type of button you want to use and click on it.
- C4. Move the cursor back to the slide and notice in has turned into a plus.
- C5. Click and drag where you want your button to be and make it the size you want it to be.
- C6. In the window that pops up, click the choice that says **Hyperlink to:**
- C7. Click on the up and down arrows to the right of the bar that says **Next Slide**.
- C8. Select the choice that says **Slide...** and click on it.
- C9. Look at the selection names and slides that are available until you find the one you want to go to.
- C10. Click on that slide's name to select it and then click on **OK**.
- C11. Click on **OK** to close the **Action Settings** window.
- C12. Notice the button on the slide is still selected so you can move it wherever you want.

Insert Sound:

- D1. Click on **Insert** in the upper menu bar.
- D2. Choose **Movies and Sounds**.
- D3. Click on **Record Sound**.
- D4. Click on the **Record** button and speak into the microphone.
- D5. When you are finished speaking click on the **Stop** button.
- D6. Click on the **Play** button to check if it sounds like you want.
- D7. If you want to record again repeat steps D4 through D6.
- D8. When it sounds the way you want, click on the **Save** button.
- D9. Give your sound a name and click on **OK**.
- D10. A button will appear on your slide. You may click the mouse on it and size it or move it.
- D11. Remember, a sound button will only play when you are in the **Slide Show** mode.