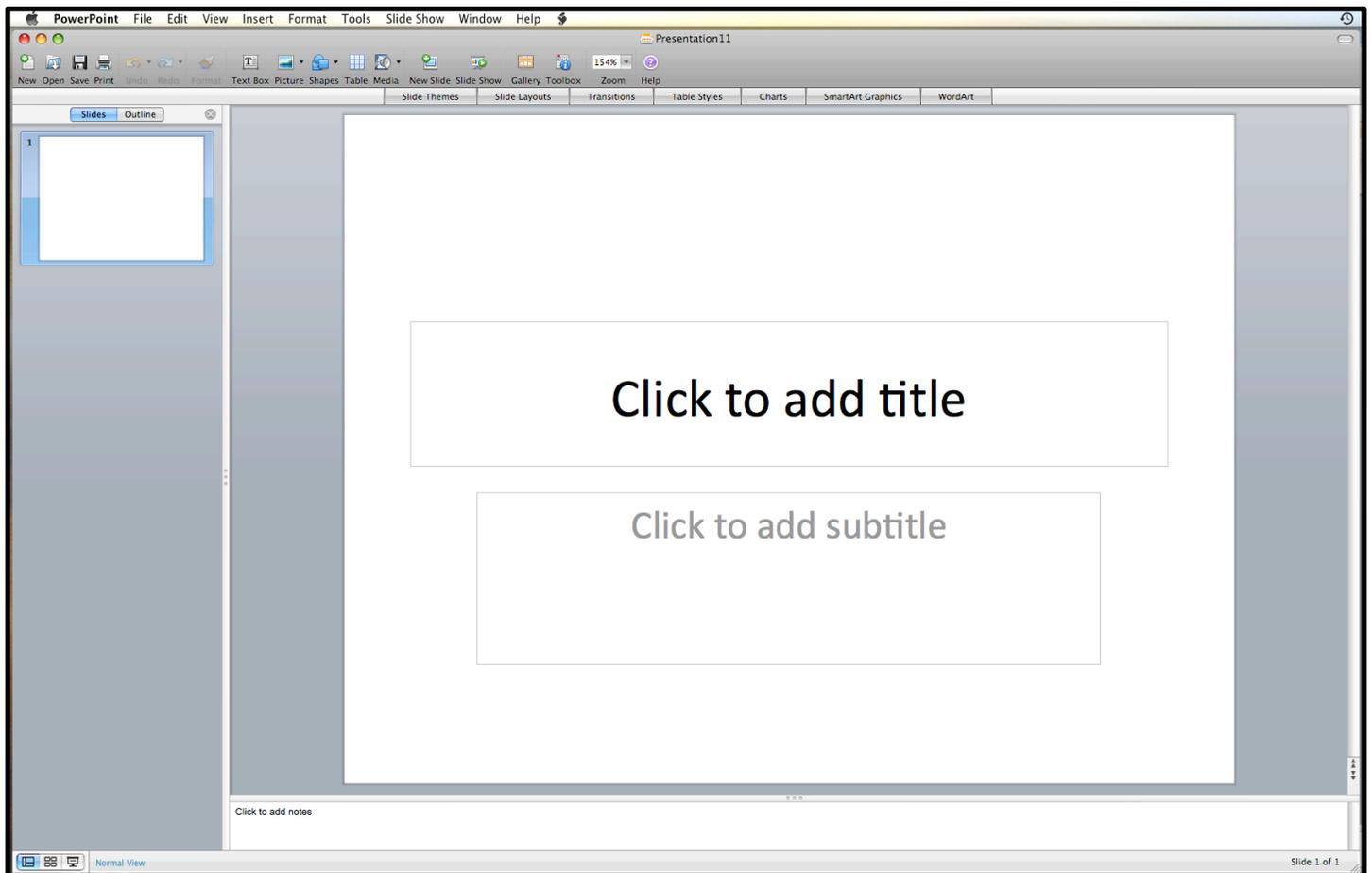


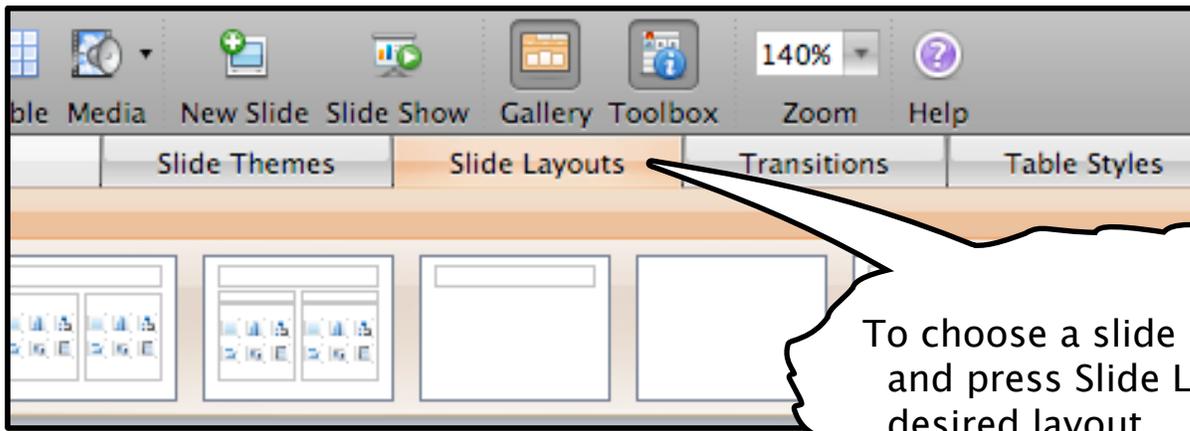
POWERPOINT 2008 TUTORIAL

FOR mac

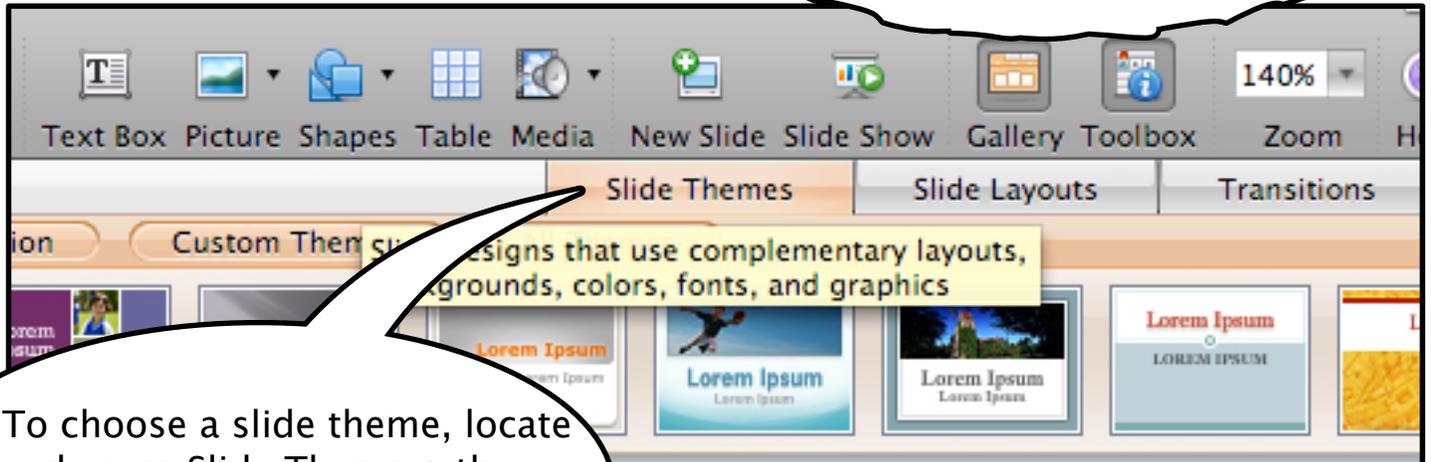
Select Microsoft PowerPoint
from the bottom of the screen

PowerPoint will open with a new
presentation started

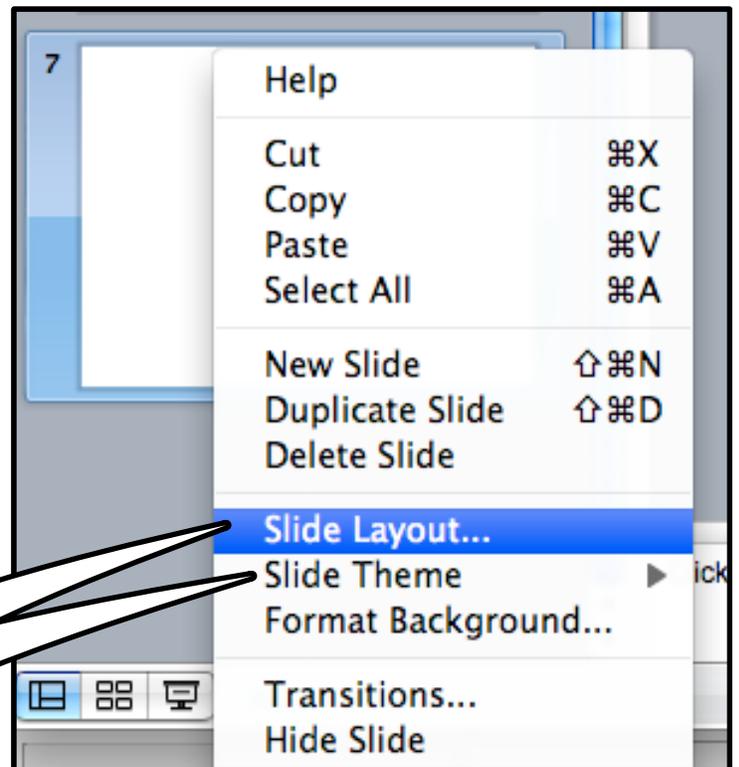




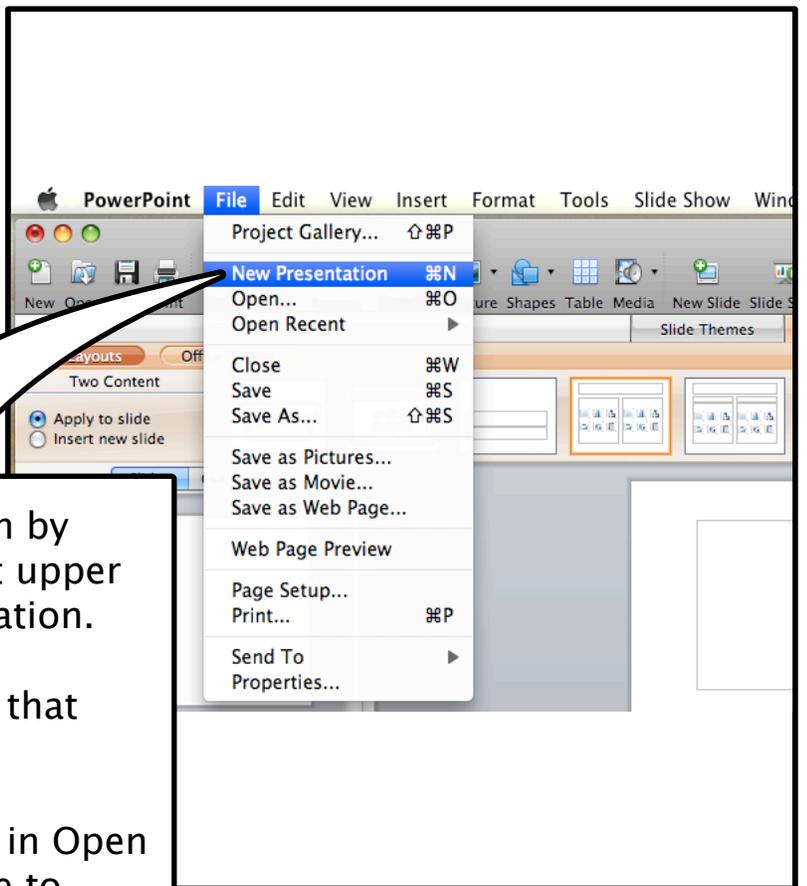
To choose a slide layout, locate and press Slide Layouts>the desired layout



To choose a slide theme, locate and press Slide Themes>the desired theme



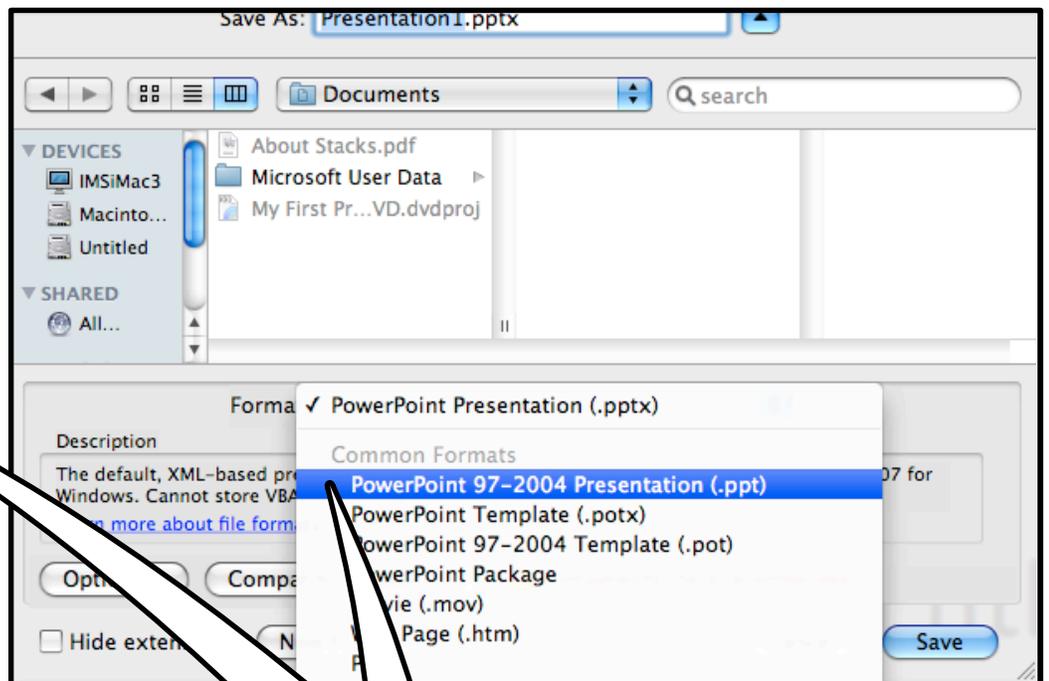
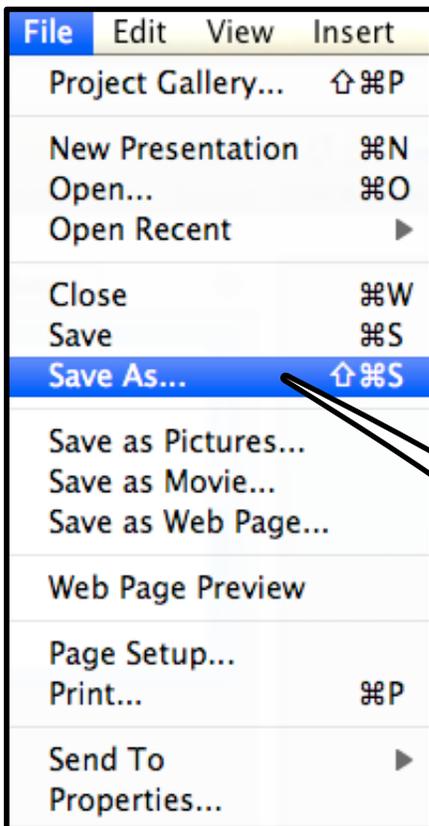
You can also right click on the slide to choose a new Layout and Theme



You can create a new presentation by clicking on the File icon in the left upper corner and selecting New Presentation.

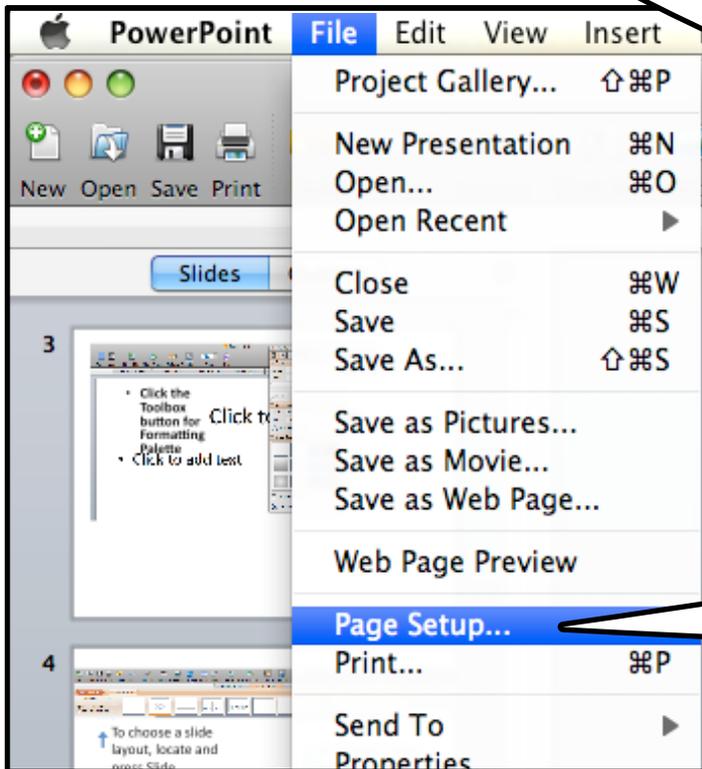
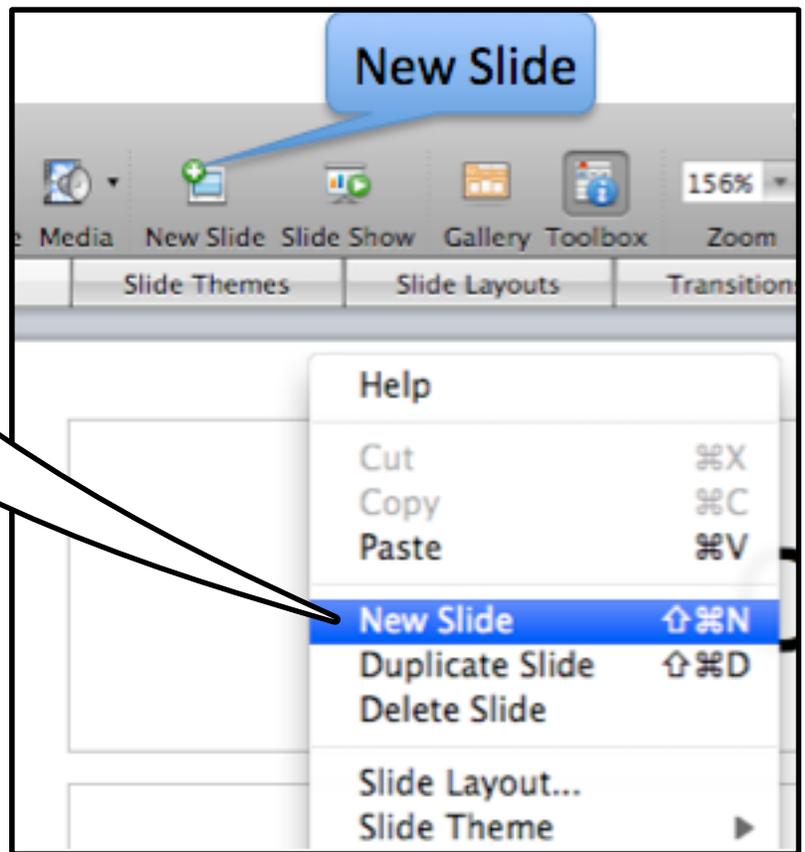
You can also open a presentation that you have worked on.

To open a presentation not listed in Open Recent, choose Open and navigate to your file.

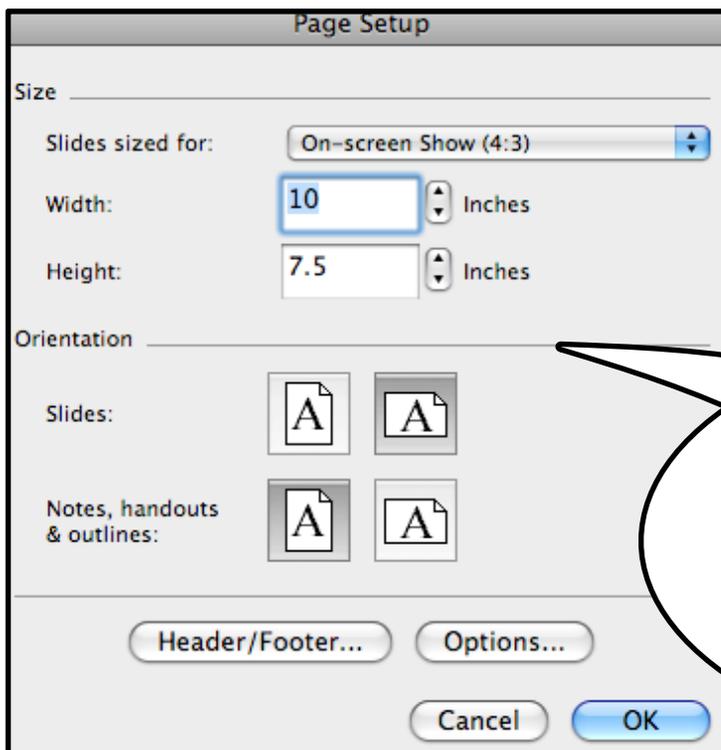


When saving a show, choose PowerPoint 97-2004 Format so it will be compatible with all versions

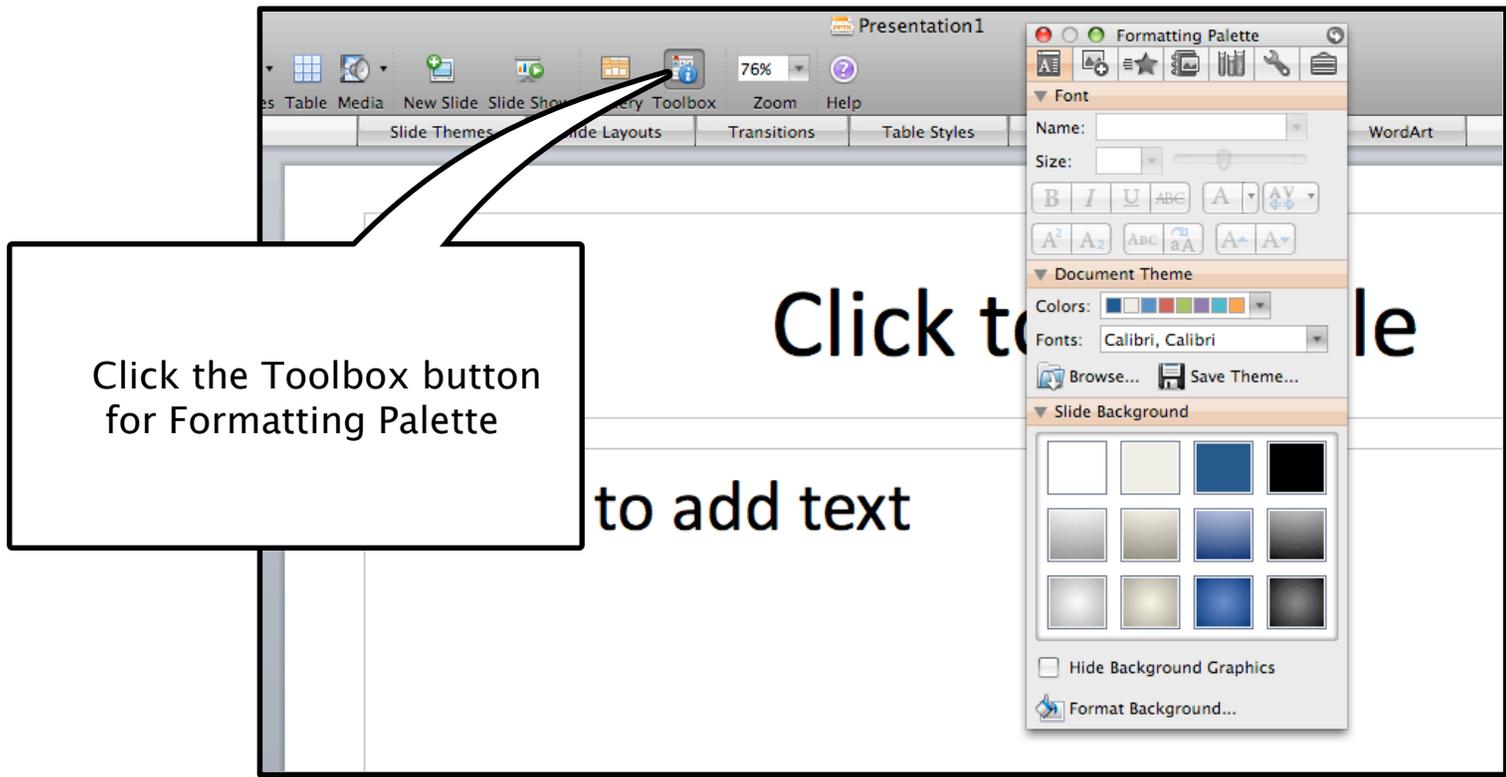
To add new slides to a show, either choose 'New Slide' from the top of the window, or right click any slide where you want a new one after it and choose 'New Slide'



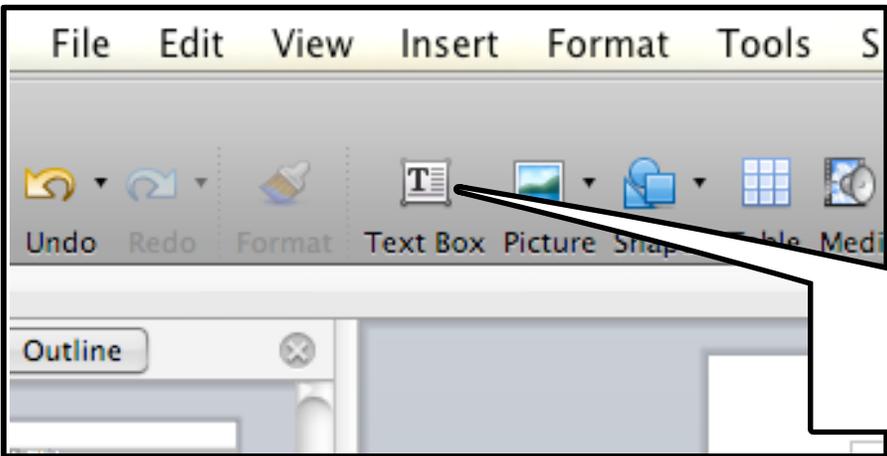
Before you print your slides, you must prepare them by accessing the Page Setup dialog box.



This dialog box provides options for you to identify your output medium (e.g., paper, on-screen slide show, 35mm slides) and the orientation (portrait or landscape) of slides, notes, handouts, and outlines.

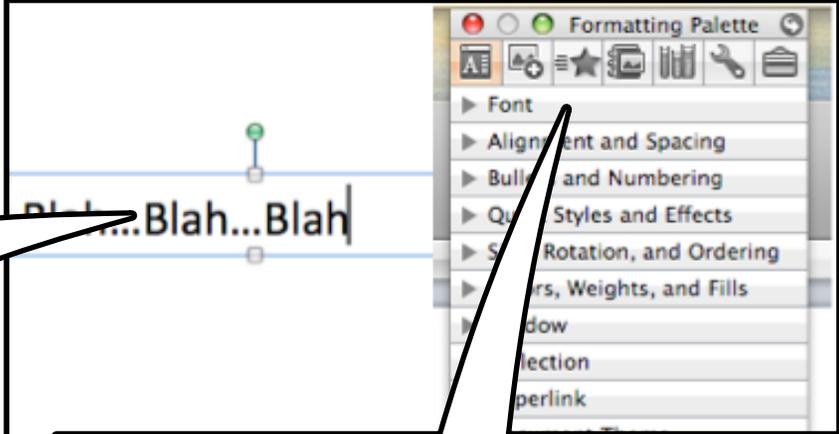


Click the Toolbox button for Formatting Palette

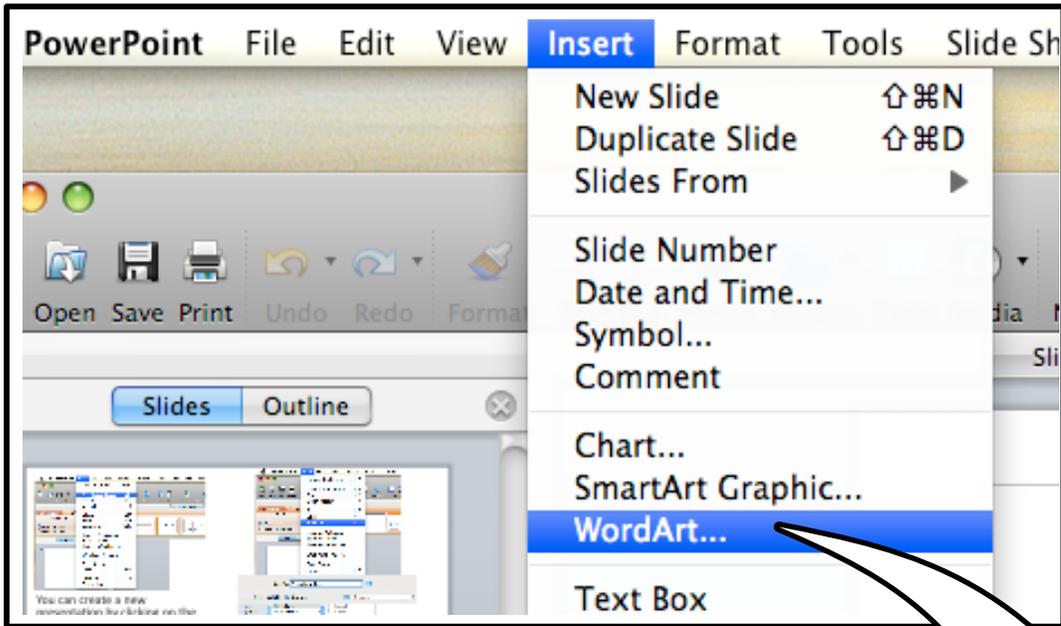


To add text in an area where there isn't a text box, choose

You will be able to draw a text box in any area. You can then grab it to move it around the slide. Click on it once and hit delete to get rid of it.

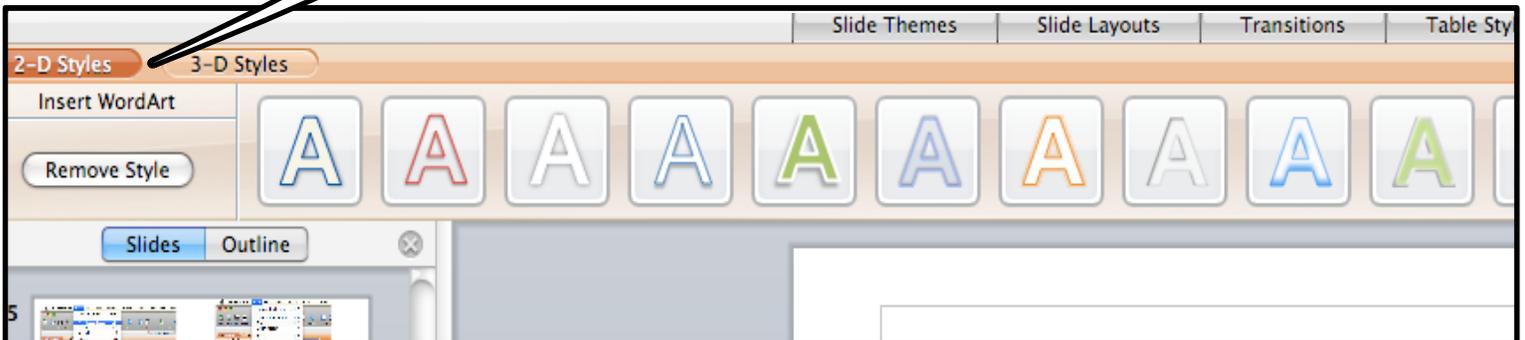


When you have typed text in the box you can highlight it to change the font/size/type using the Formatting Palette



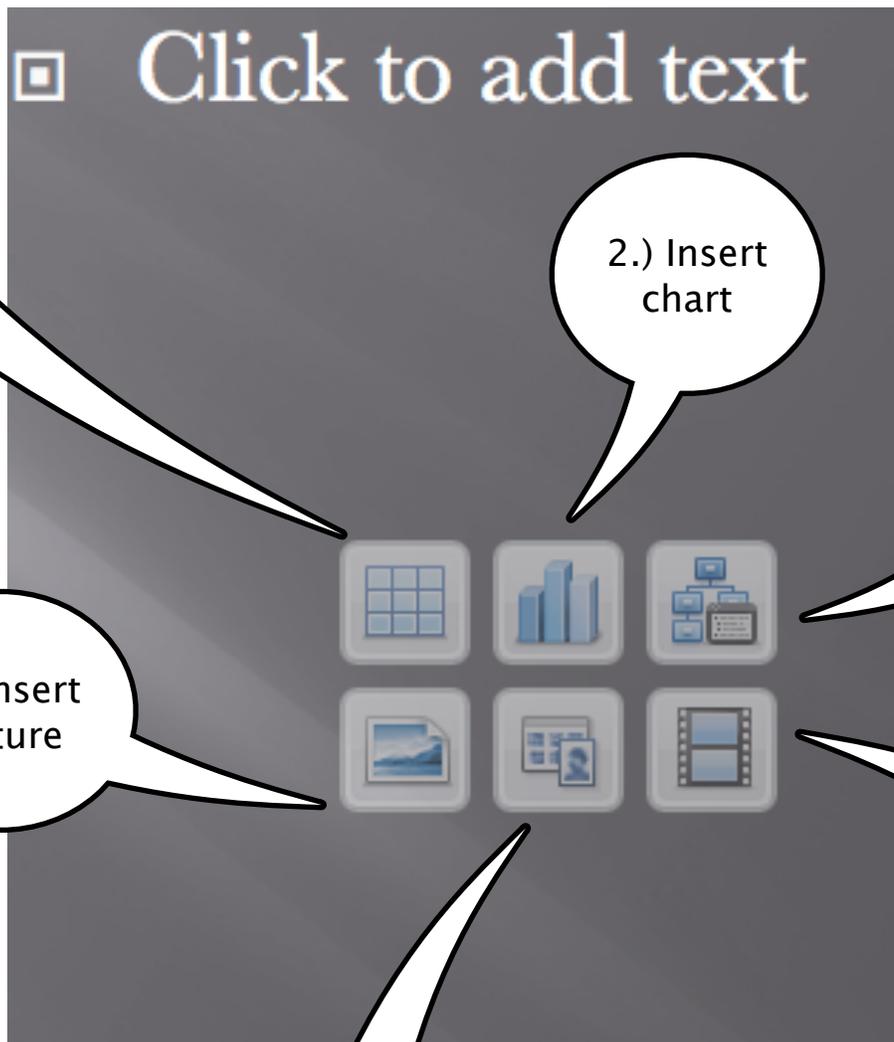
You can also highlight text and choose word art under the insert tab to give a more powerful look

You can choose 2D or 3D styles



Slide Options

Each individual "box" in a power point slide comes with various options to quickly insert different things, the default being text.



1.) Insert table

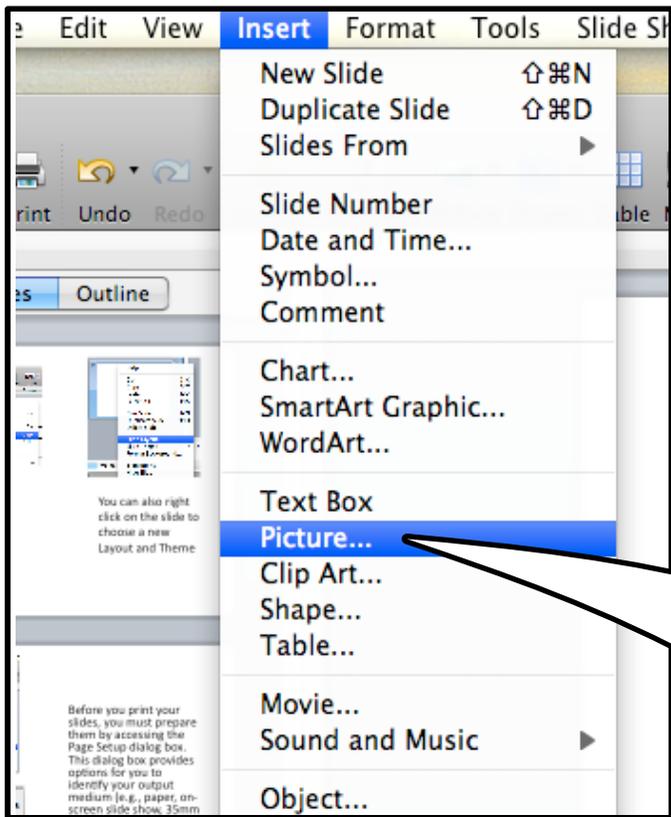
2.) Insert chart

3.) Insert SmartArt graphic

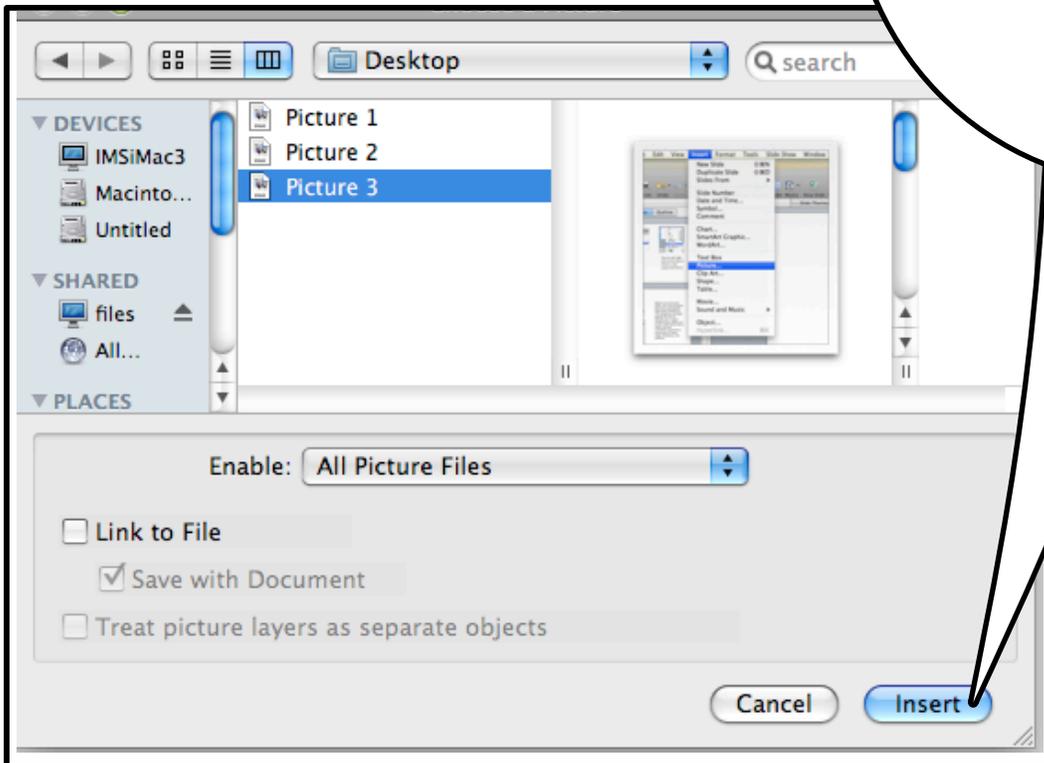
4.) Insert picture

5.) Insert ClipArt

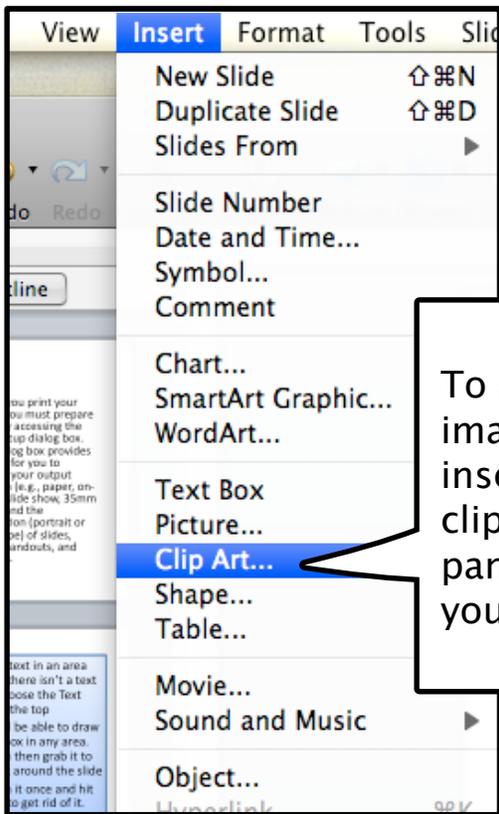
6.) Insert video



To insert a picture, choose the insert tab and select 'picture'. Navigate to your image, select it and hit insert



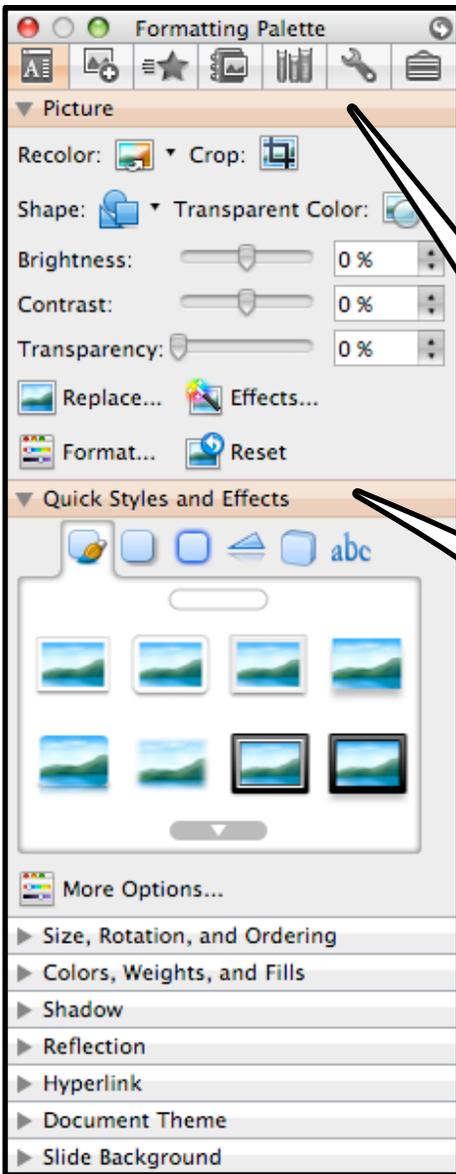
Note: Drag and Drop method will not work for mac computers



To add a clip art image, go to the insert tab and click clip art. The search panel appears and you can search

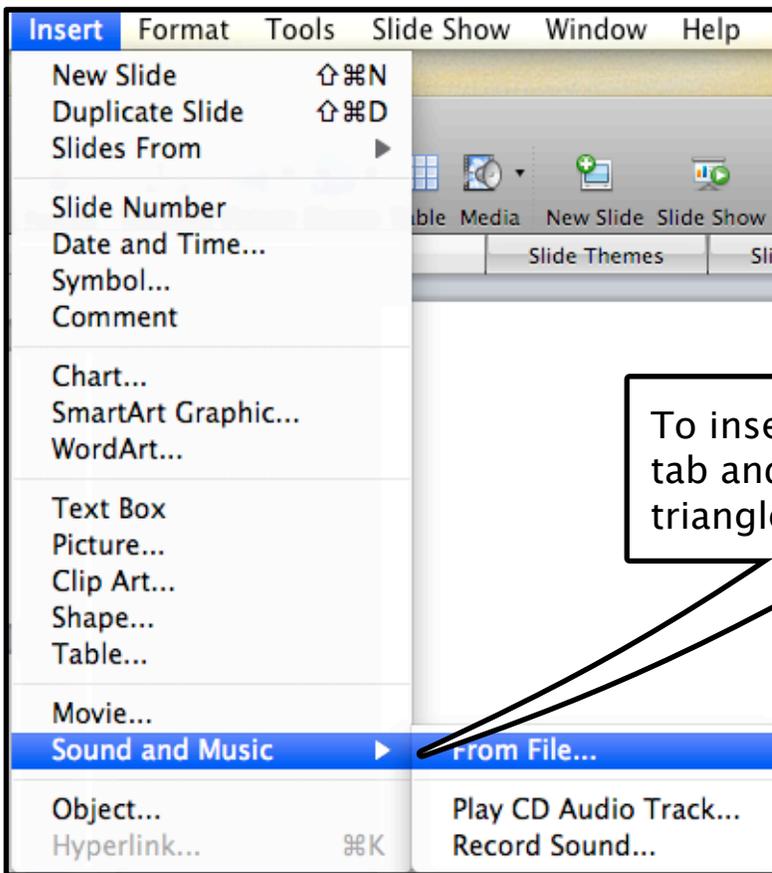


Click insert and you can grab the corners of the image to resize or drag to move the image around the slide.

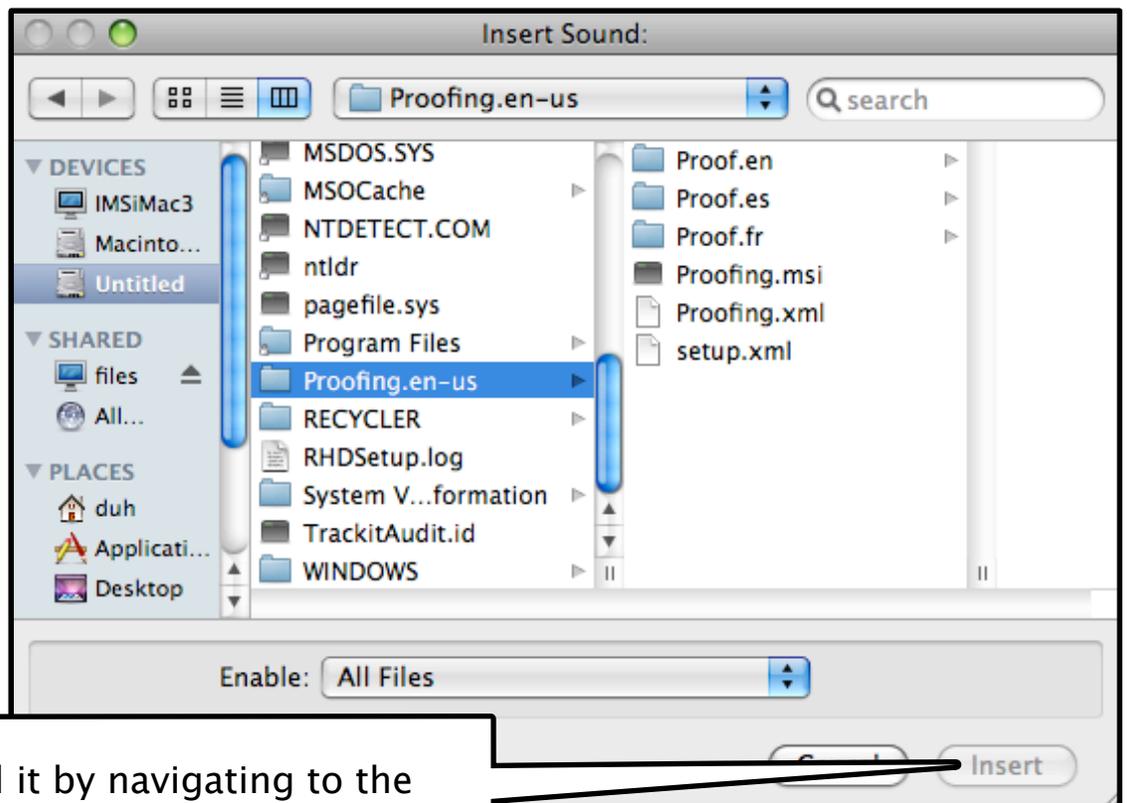


When an image is selected, you can use the toolbar to adjust different aspects of the image

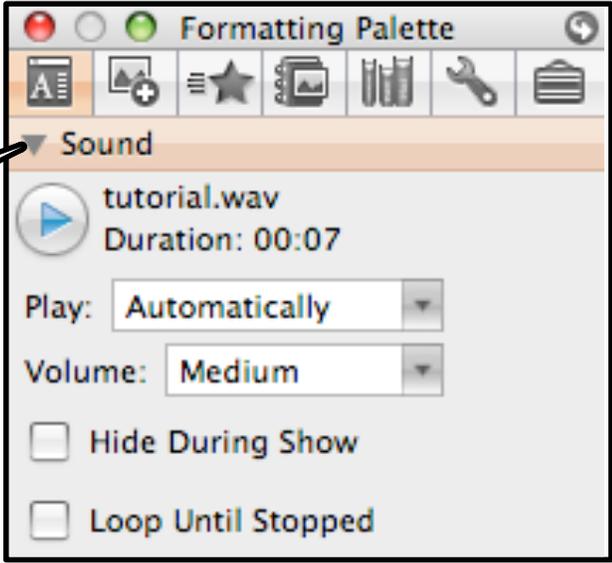




To insert sound, go to the insert tab and choose Sound. The triangle shows different options



You can add it by navigating to the sound file and insert it

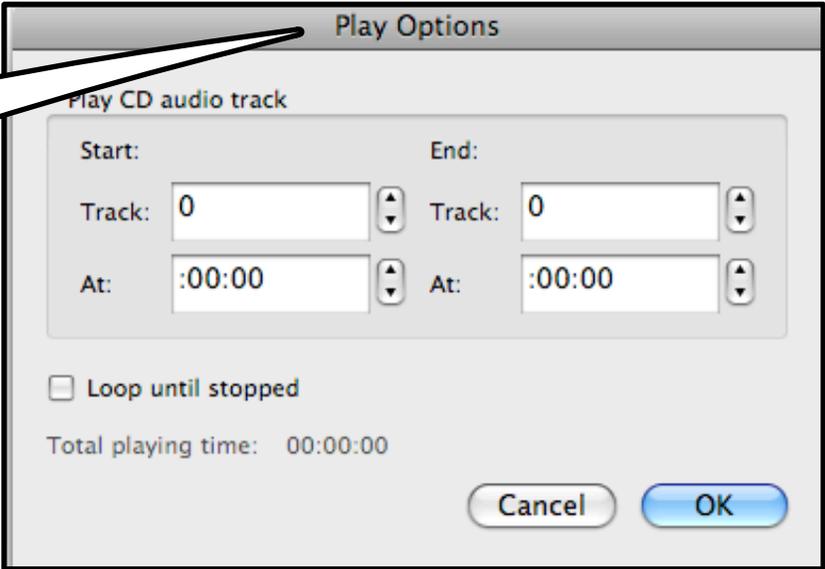


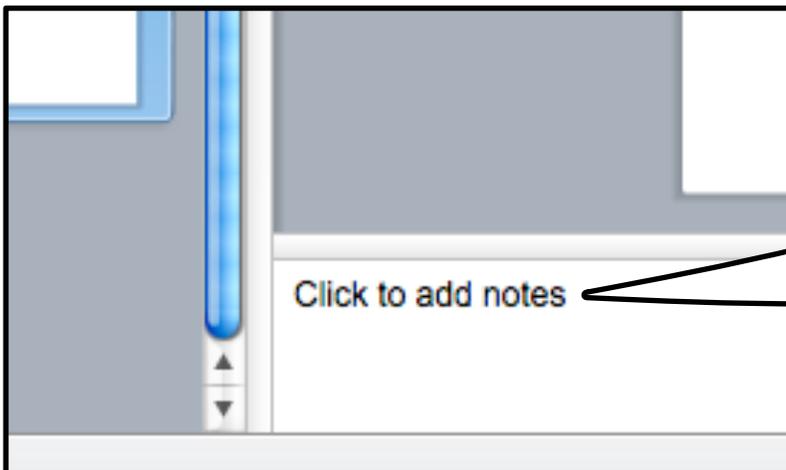
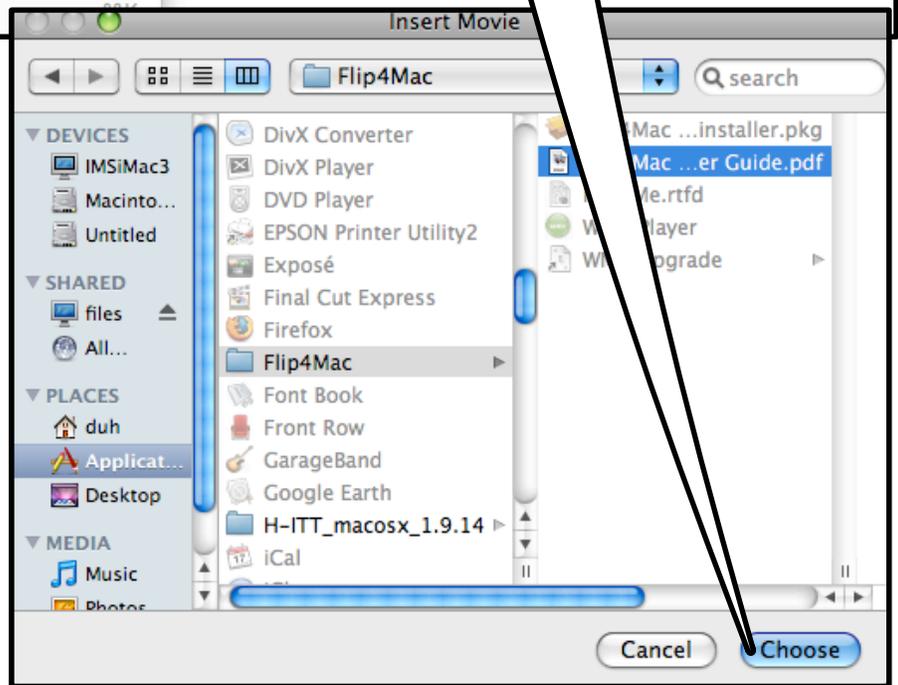
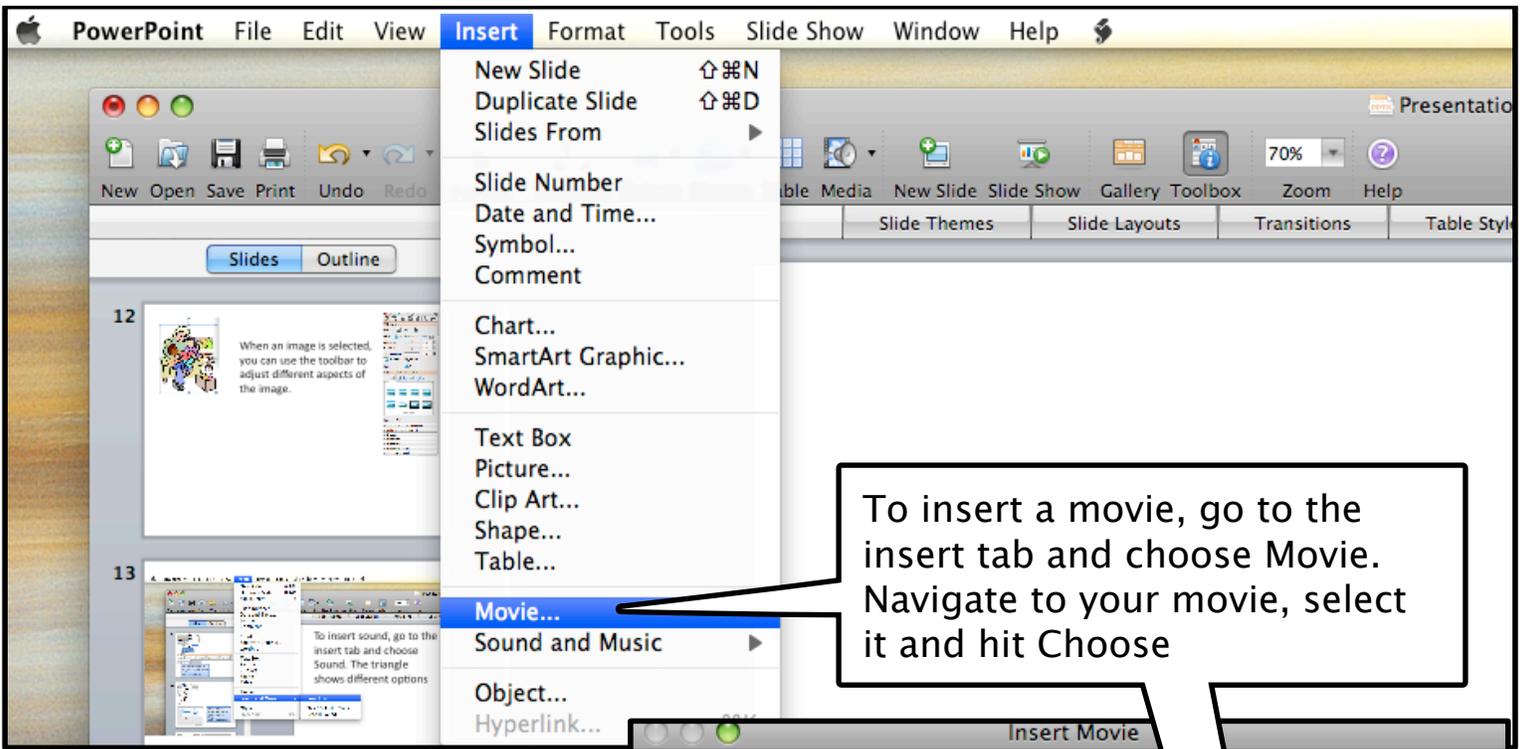
When a sound file is selected, this icon will show up. You can use the sound tool for more options



You can also Record your own sound to narrate the slides

Or choose to have a CD track play through-out your show or at certain times





On the bottom of every slide is a notes option. You can add notes to your slides for your own information or for handouts