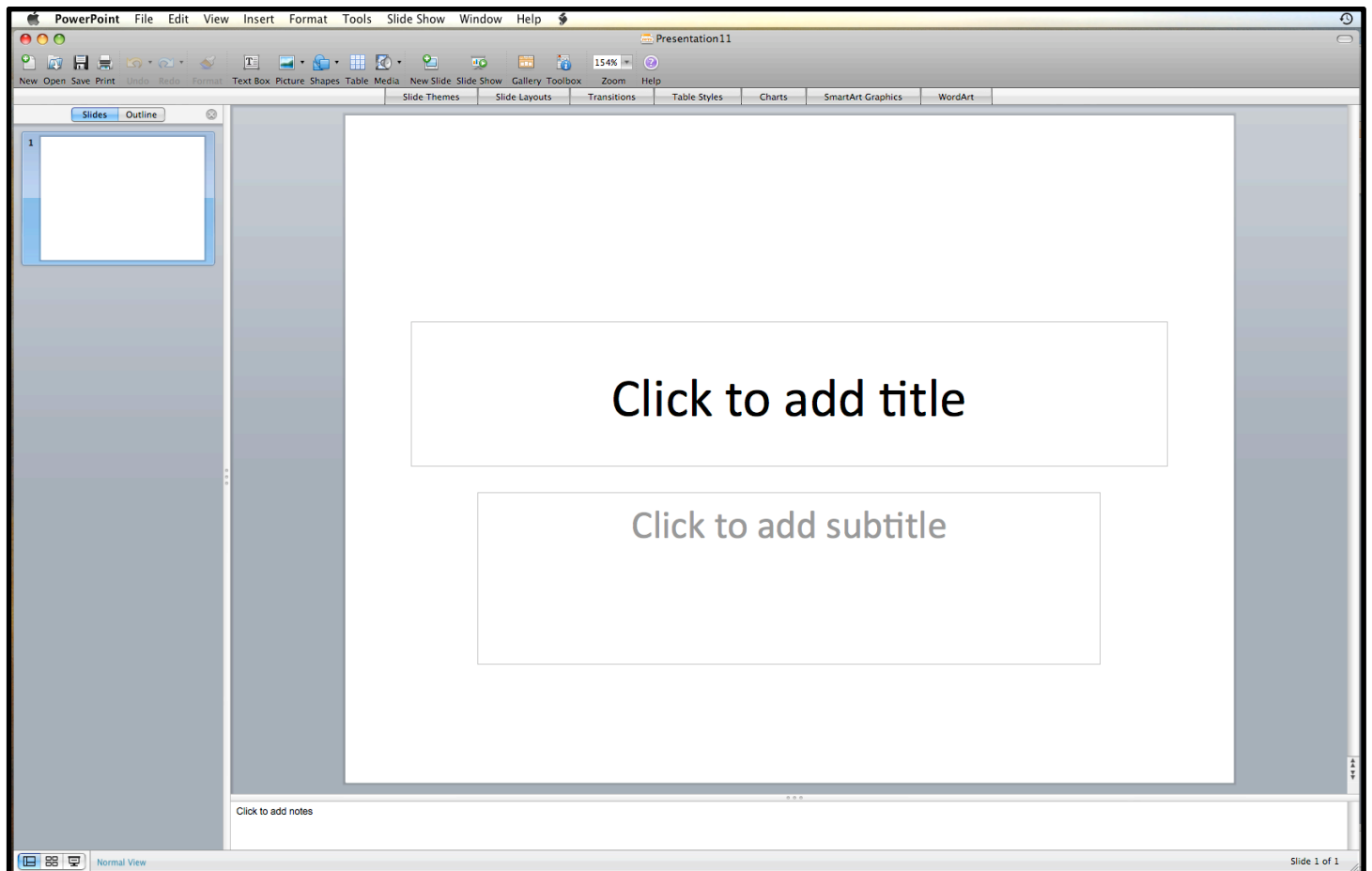
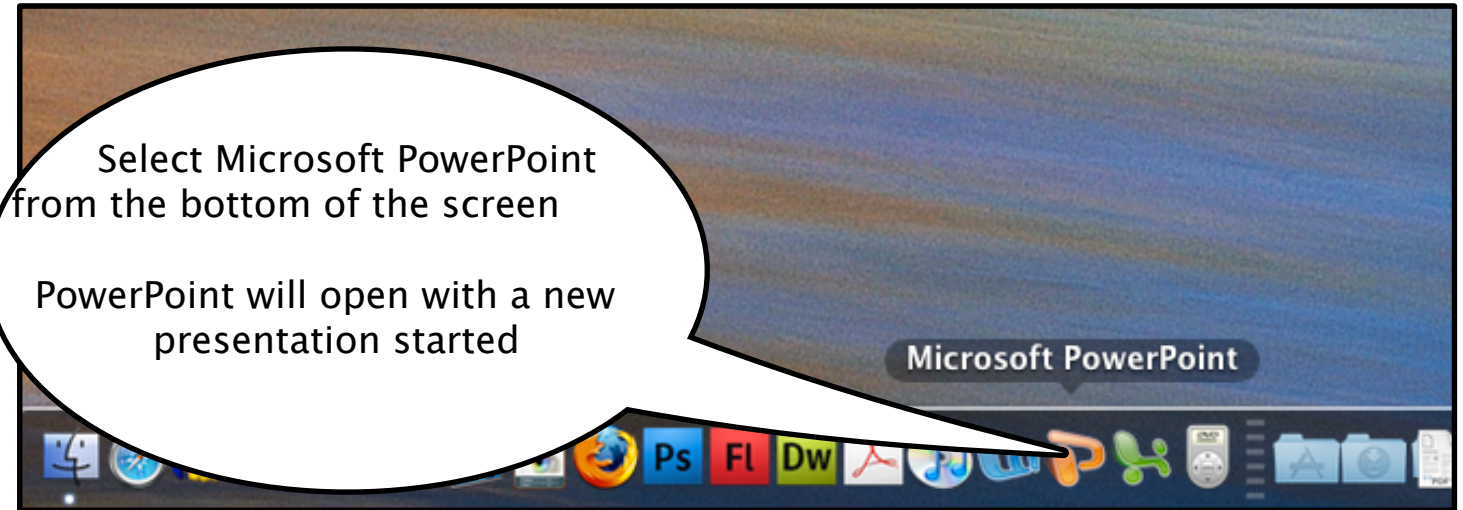
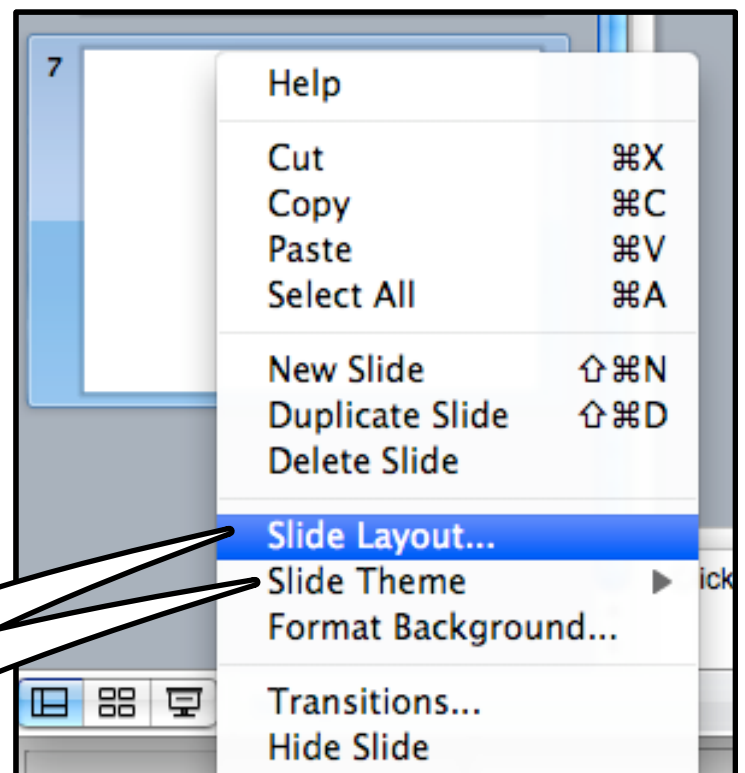
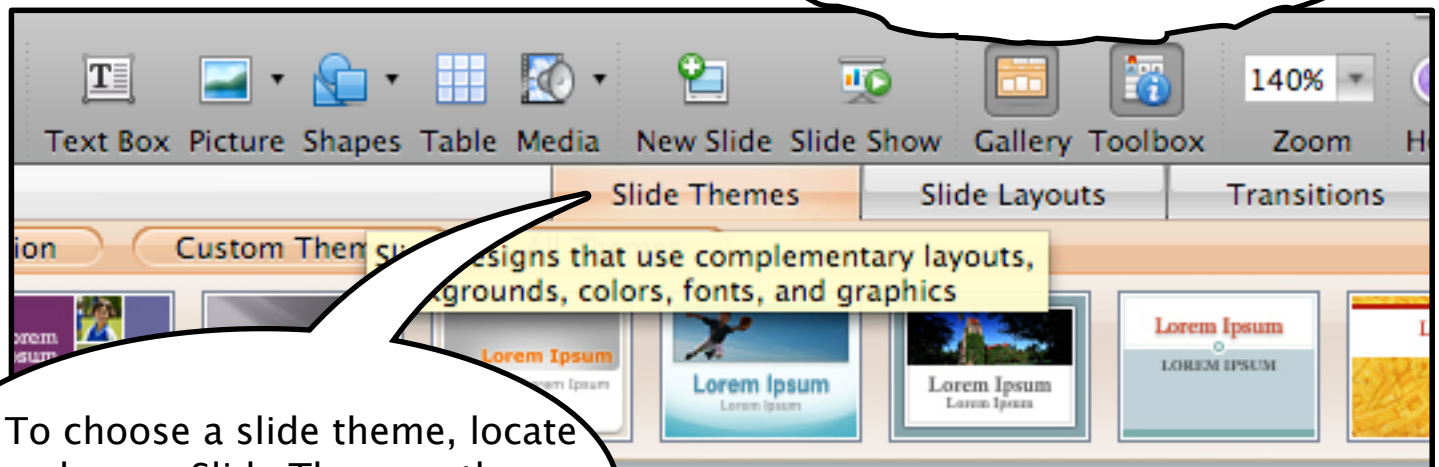
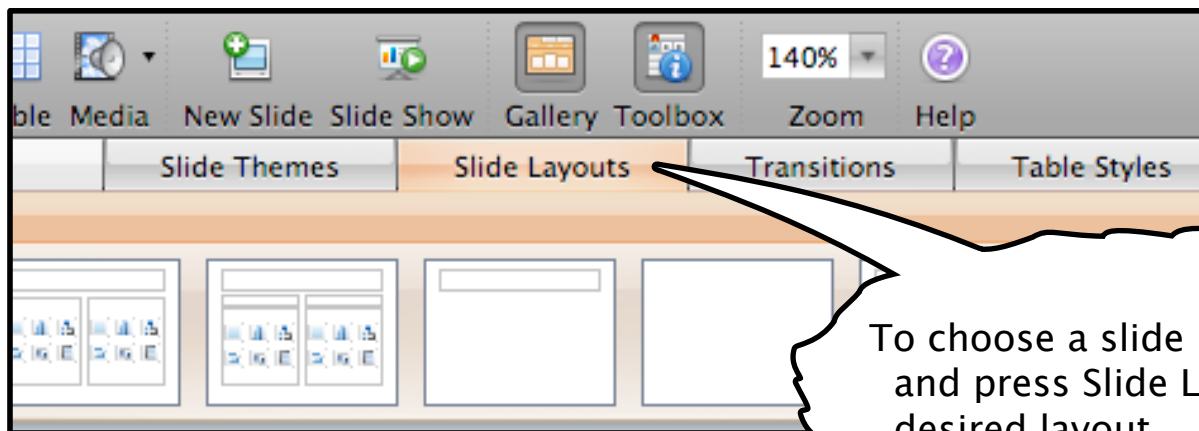
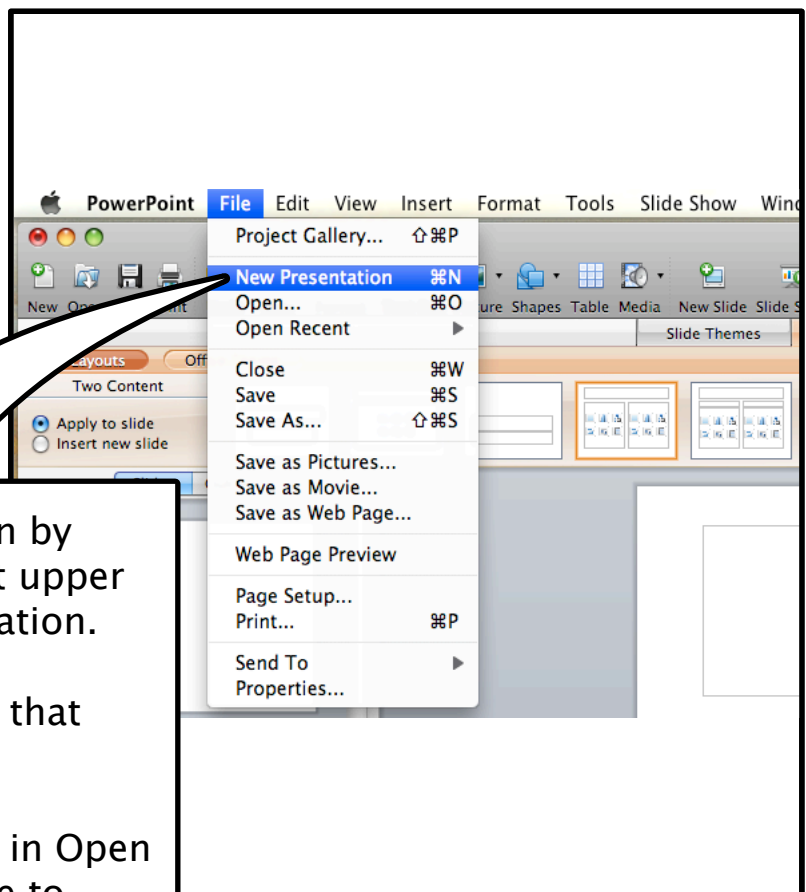


POWERPOINT 2008 TUTORIAL

FOR mac



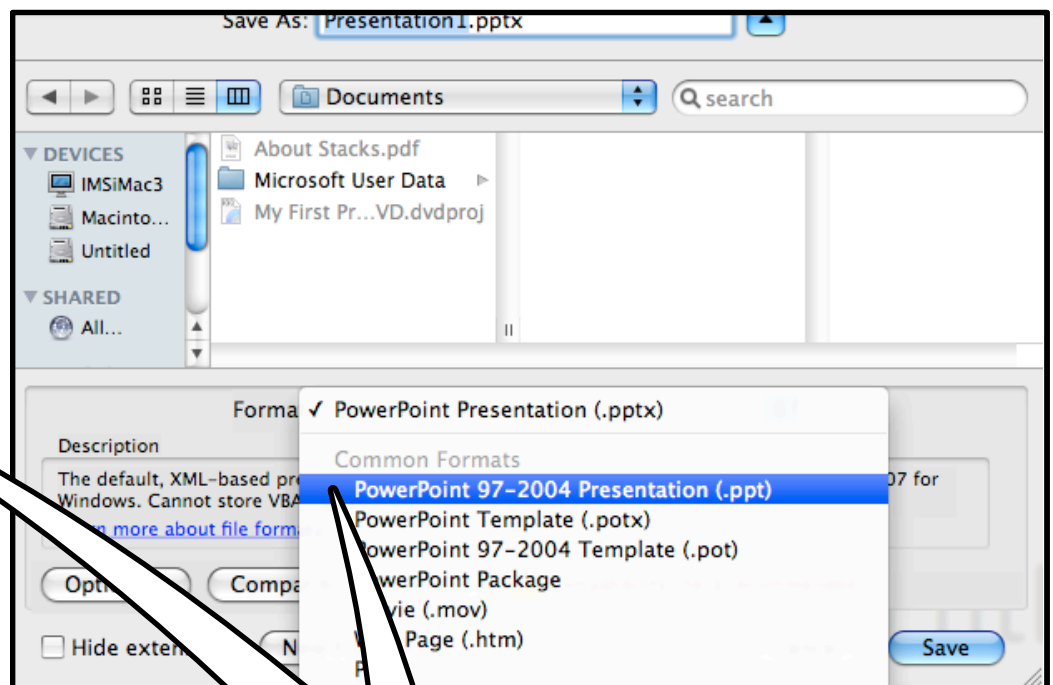
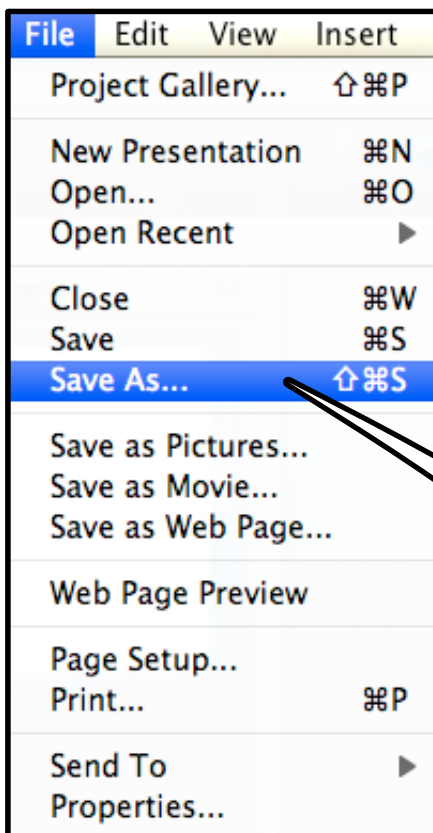




You can create a new presentation by clicking on the File icon in the left upper corner and selecting New Presentation.

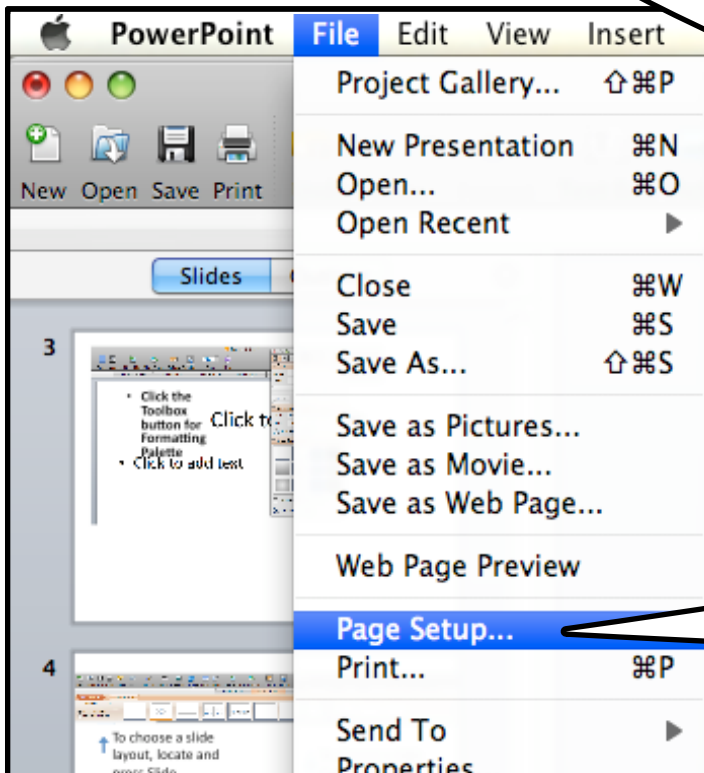
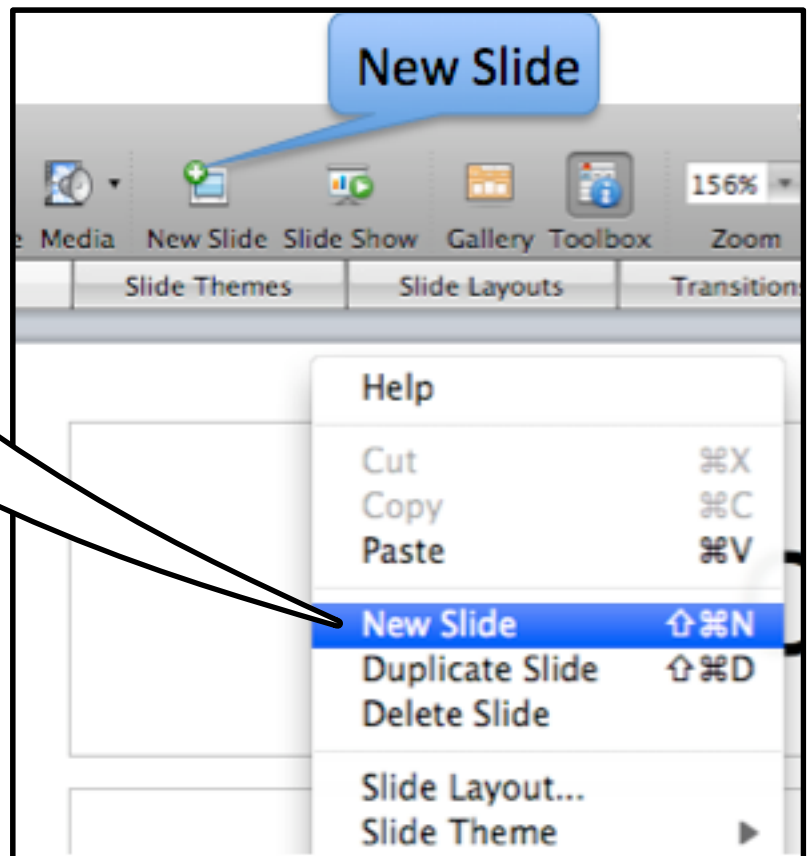
You can also open a presentation that you have worked on.

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

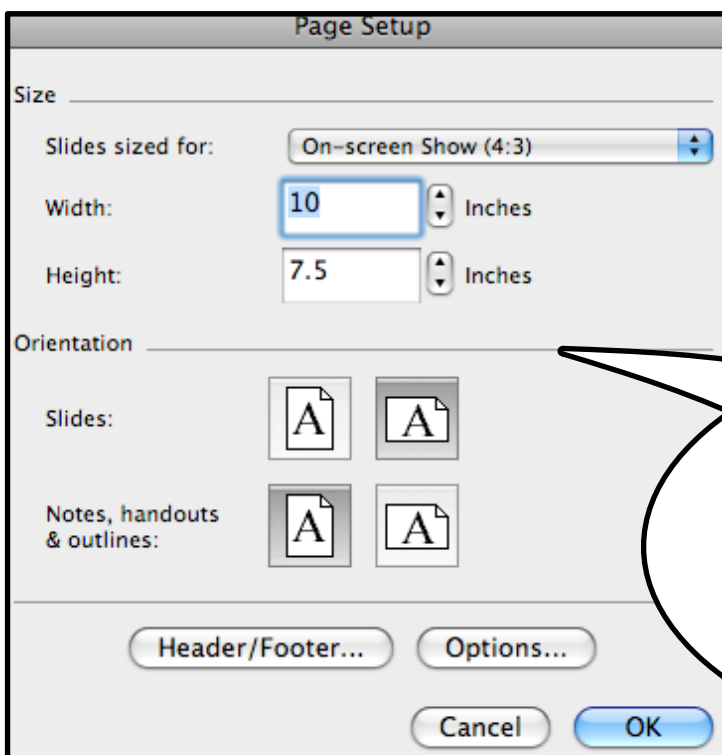


When saving a show, choose PowerPoint 97-2004 Format so it will be compatible with all versions

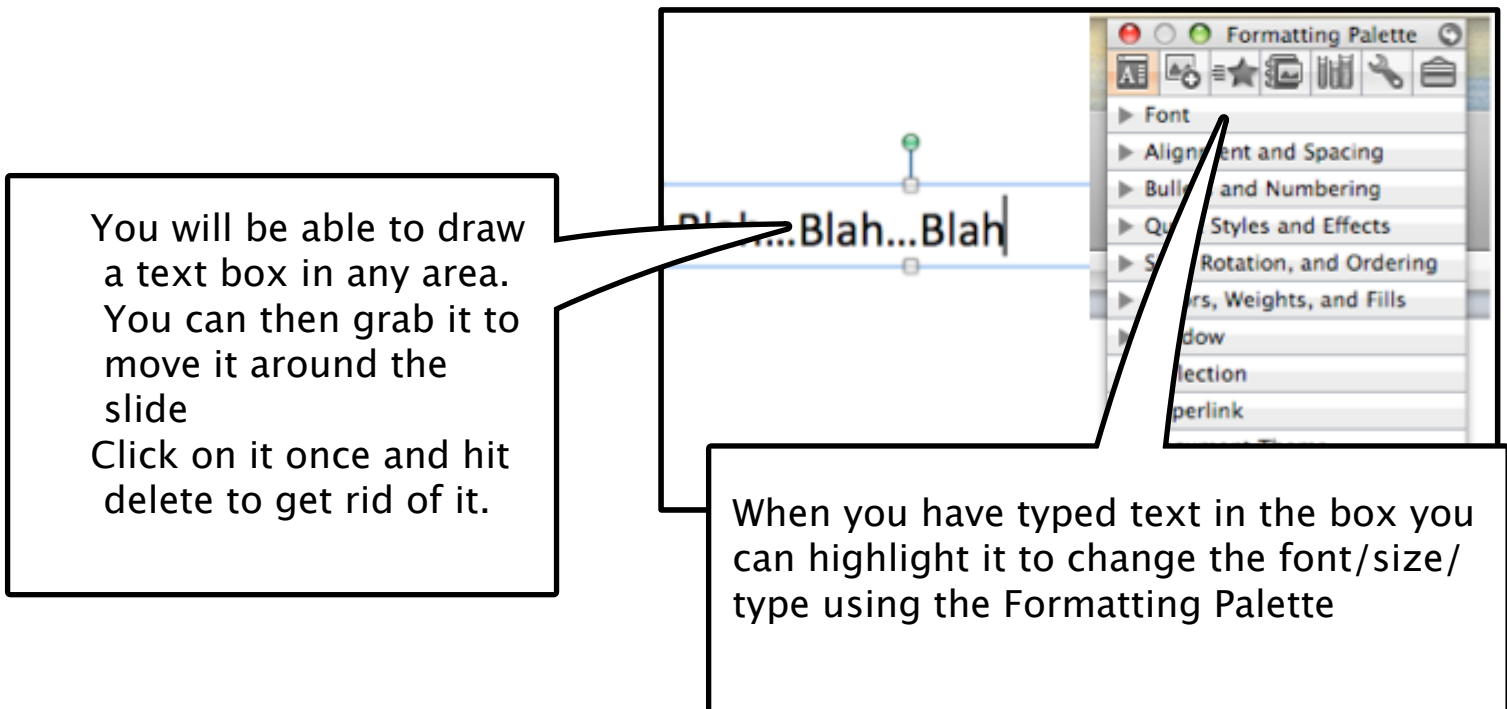
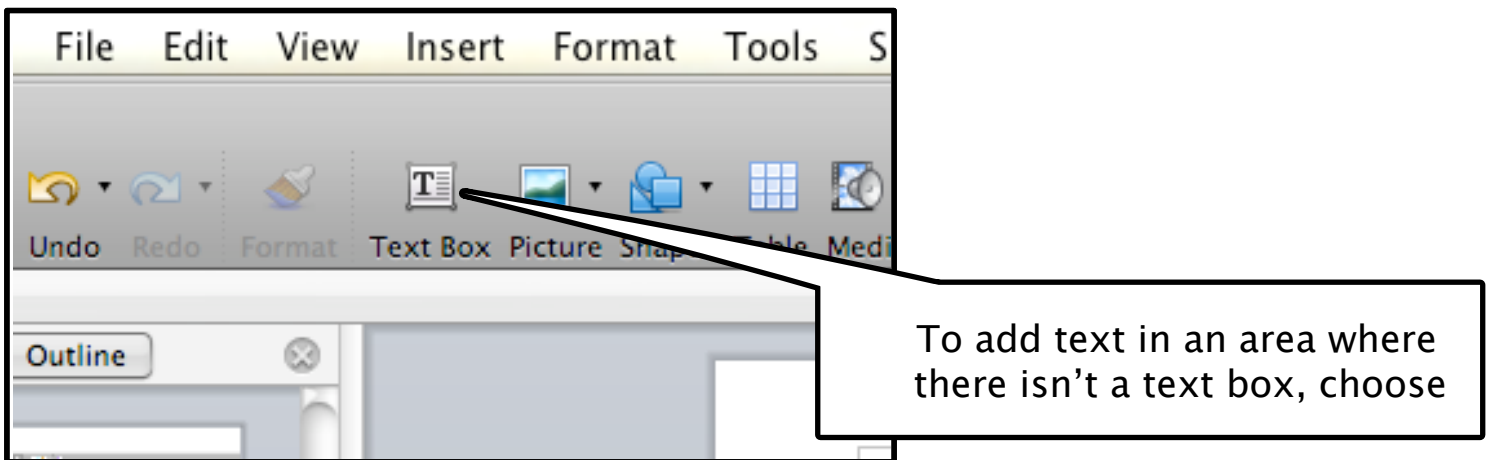
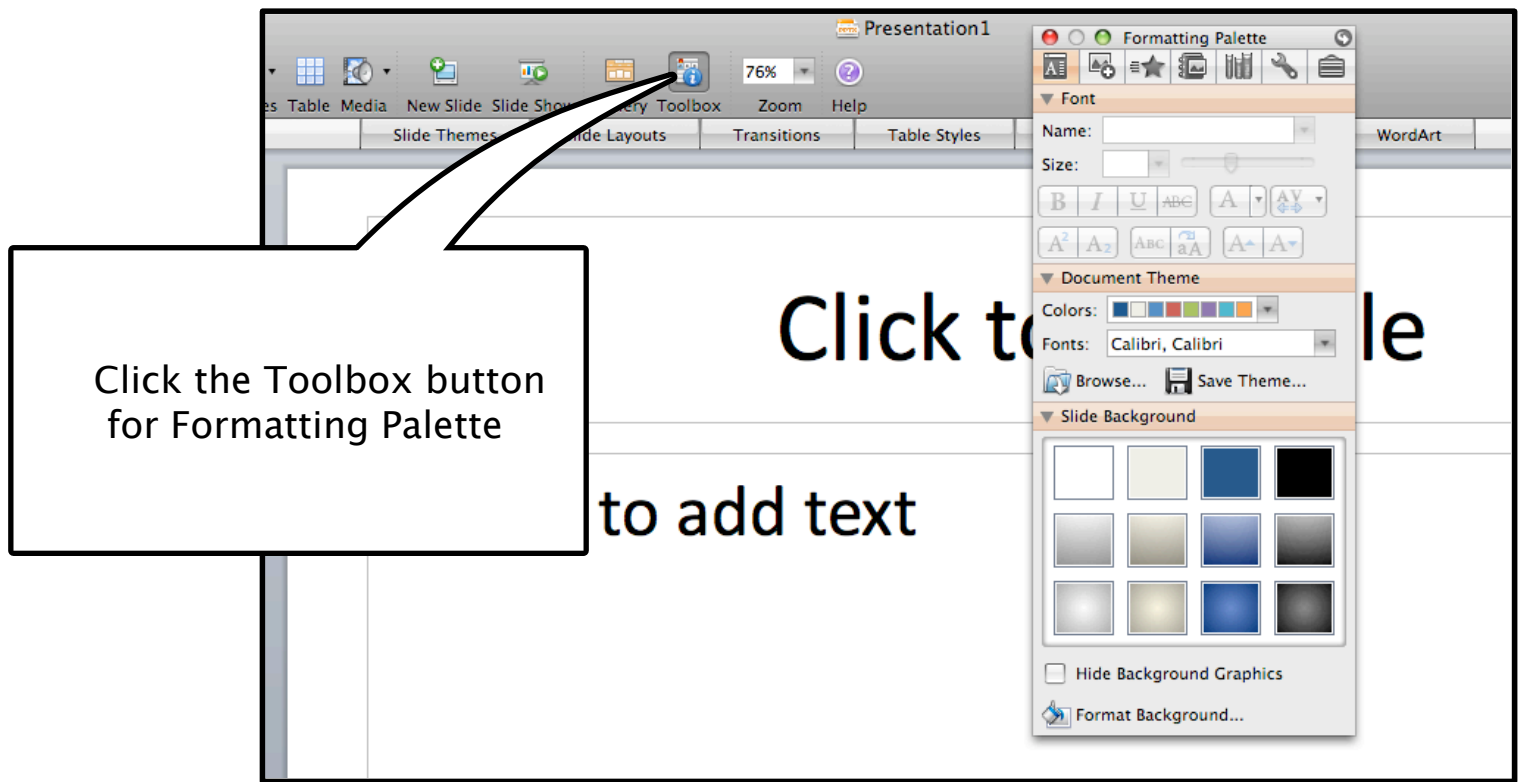
To add new slides to a show, either choose 'New Slide' from the top of the window, or right click any slide where you want a new one after it and choose 'New Slide'

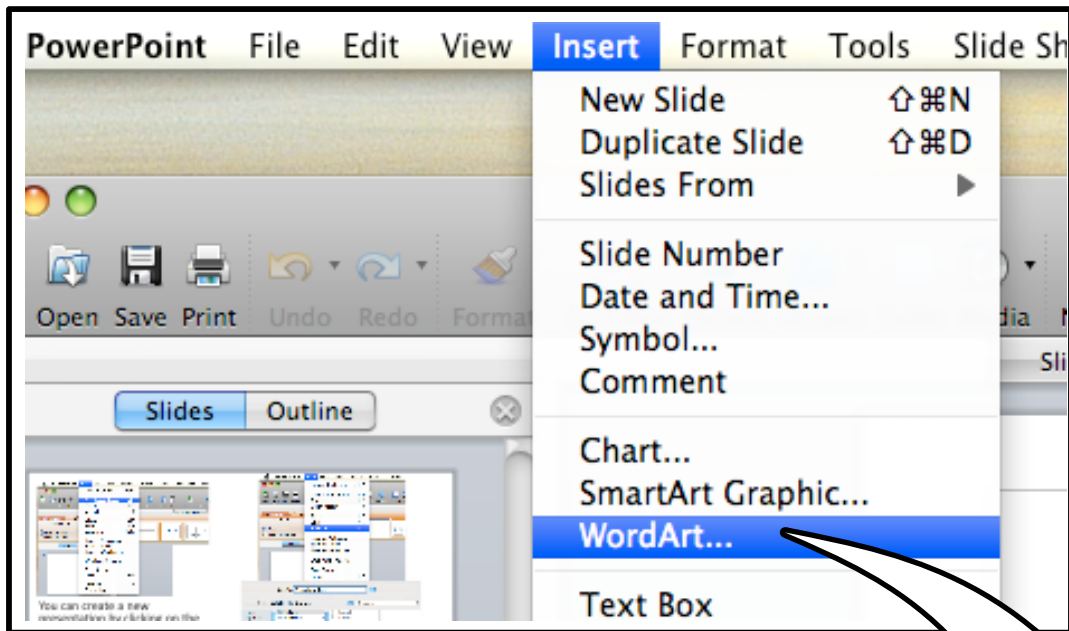


Before you print your slides, you must prepare them by accessing the Page Setup dialog box.



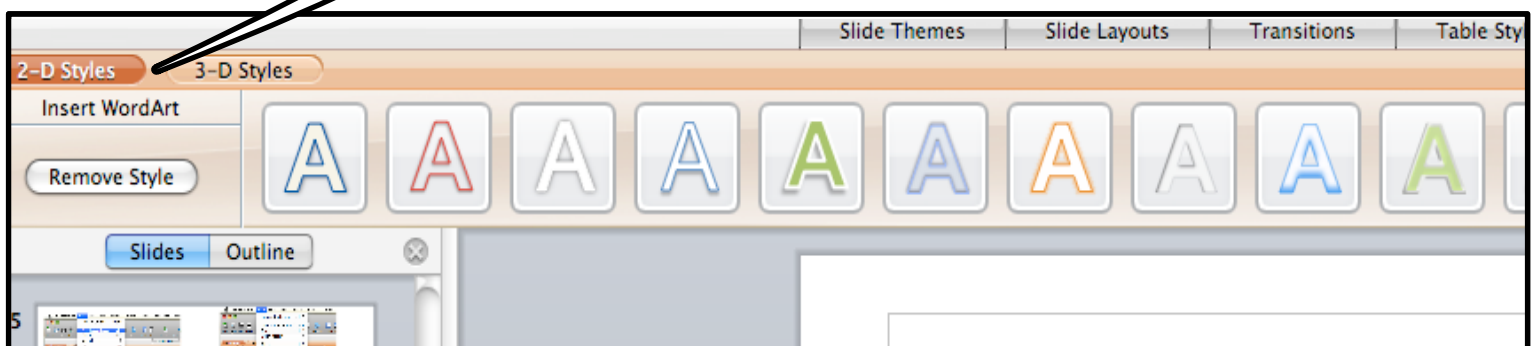
This dialog box provides options for you to identify your output medium (e.g., paper, on-screen slide show, 35mm slides) and the orientation (portrait or landscape) of slides, notes, handouts, and outlines.





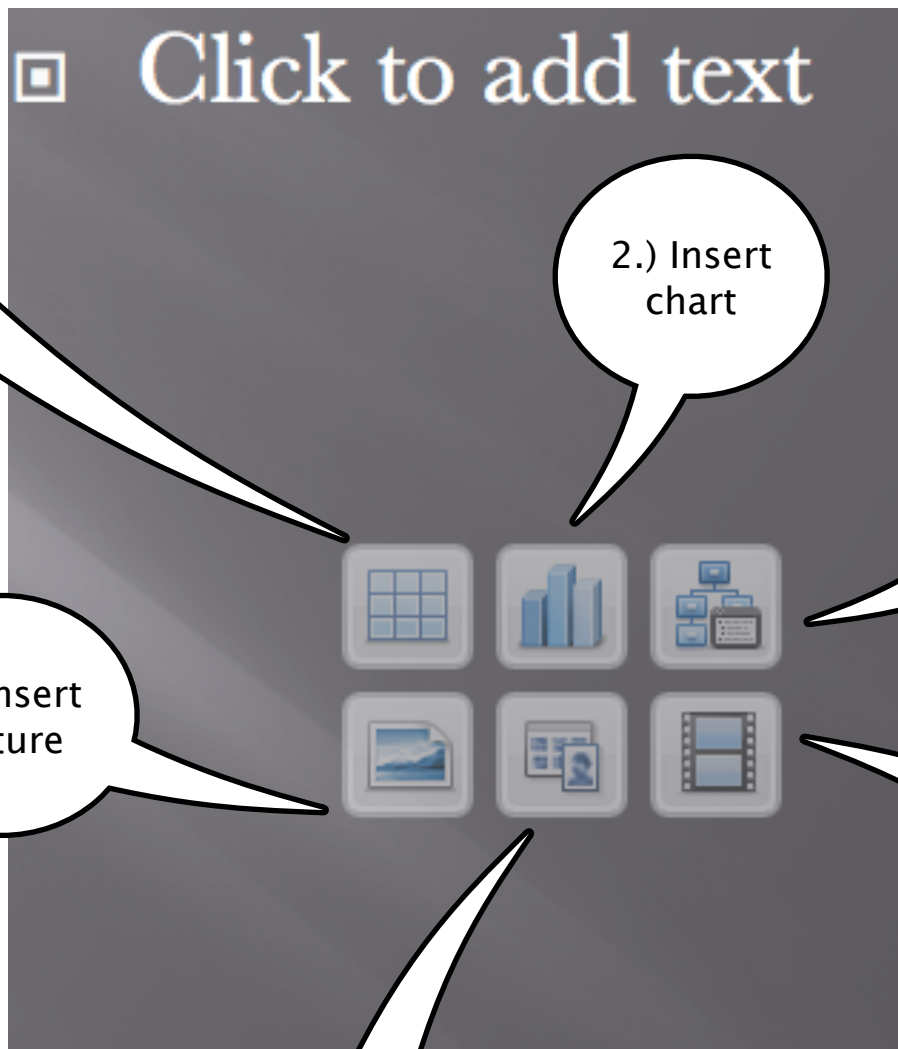
You can also highlight text and choose word art under the insert tab to give a more powerful look

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

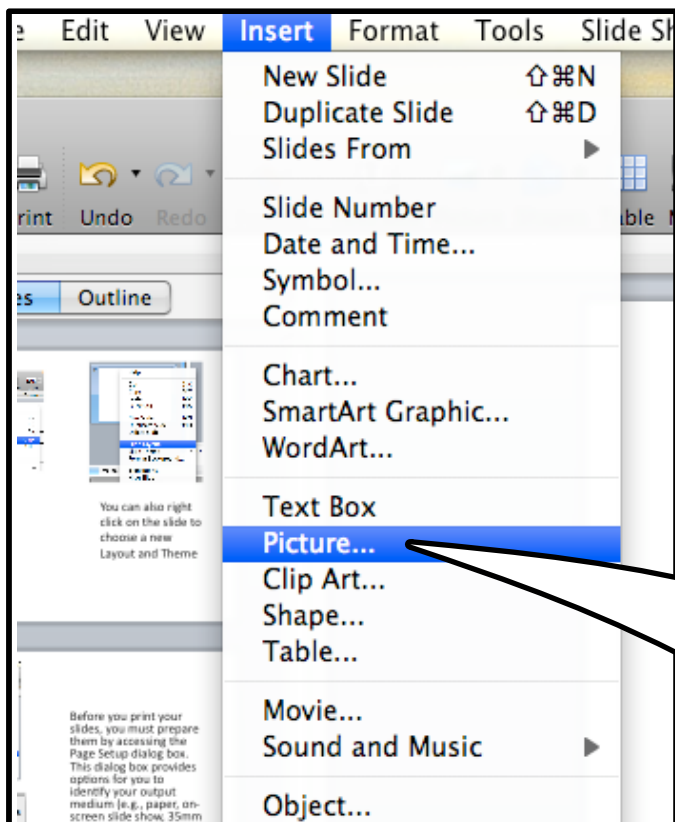
2.) Insert
chart

3.) Insert
SmartArt
graphic

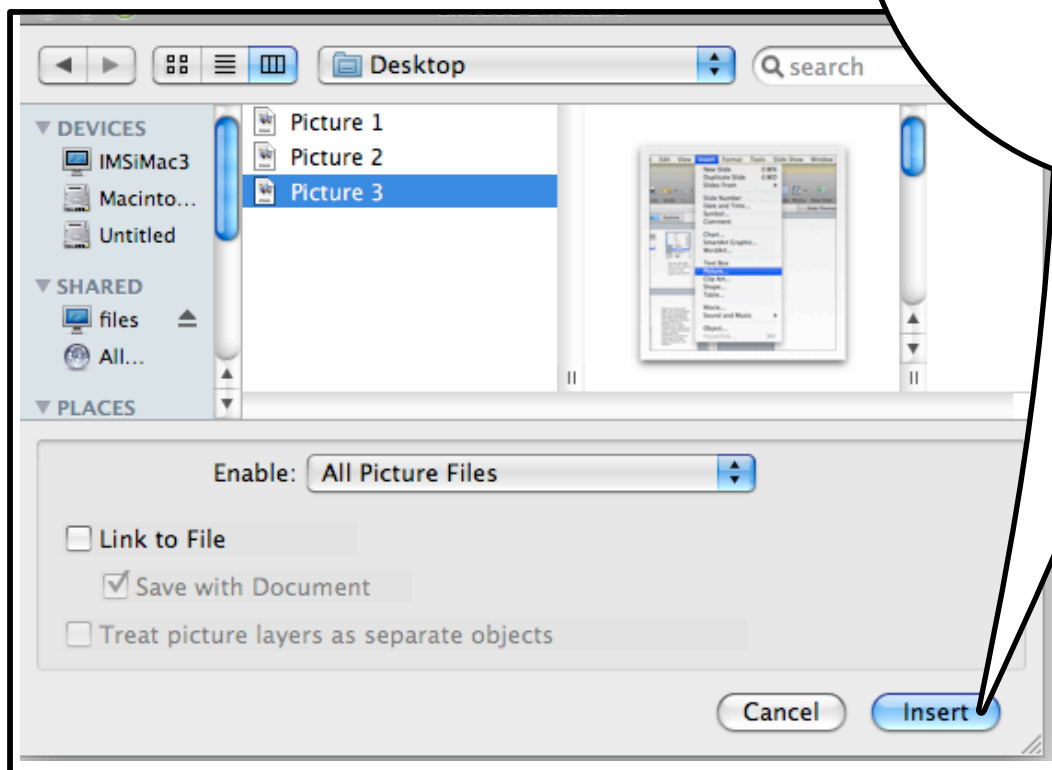
4.) Insert
picture

5.) Insert
ClipArt

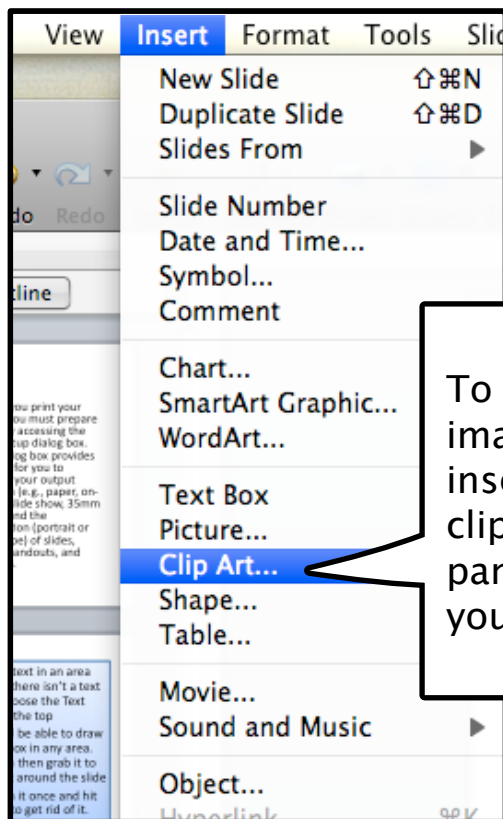
6.) Insert
video



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



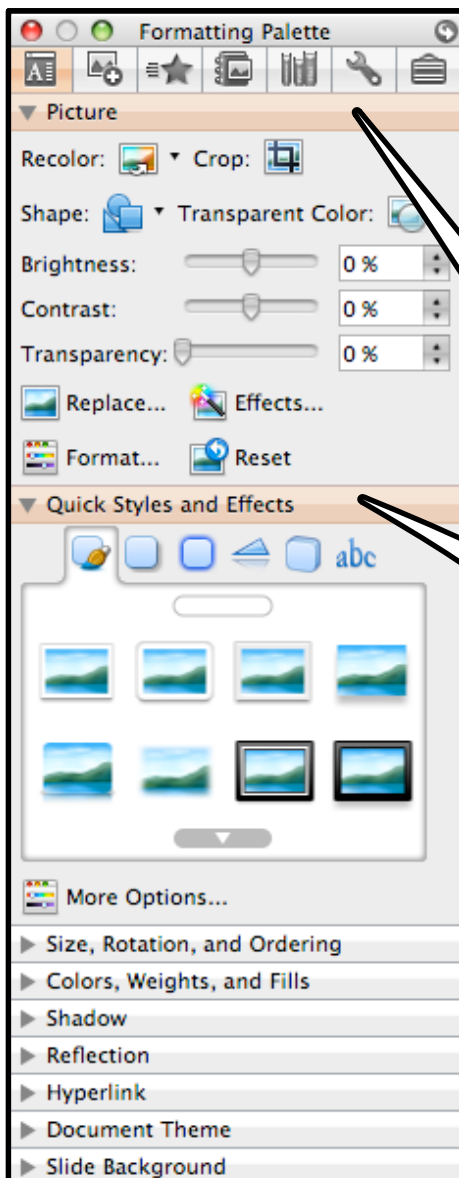
Note: Drag and Drop method will not work for mac computers



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

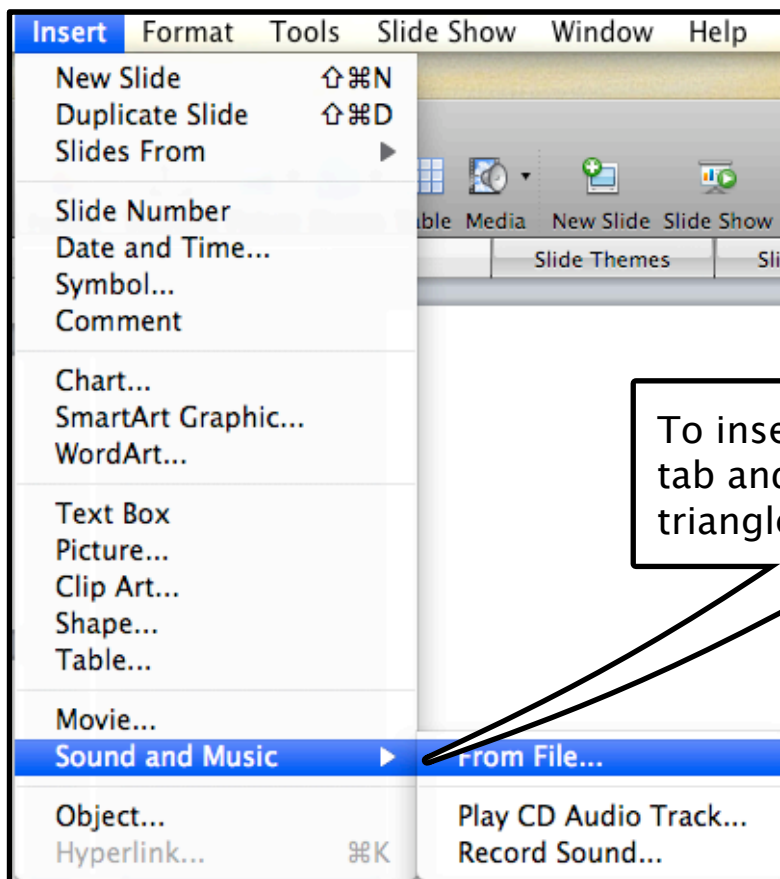


Click insert and you can grab the corners of the image to resize or drag to move the image around the slide.

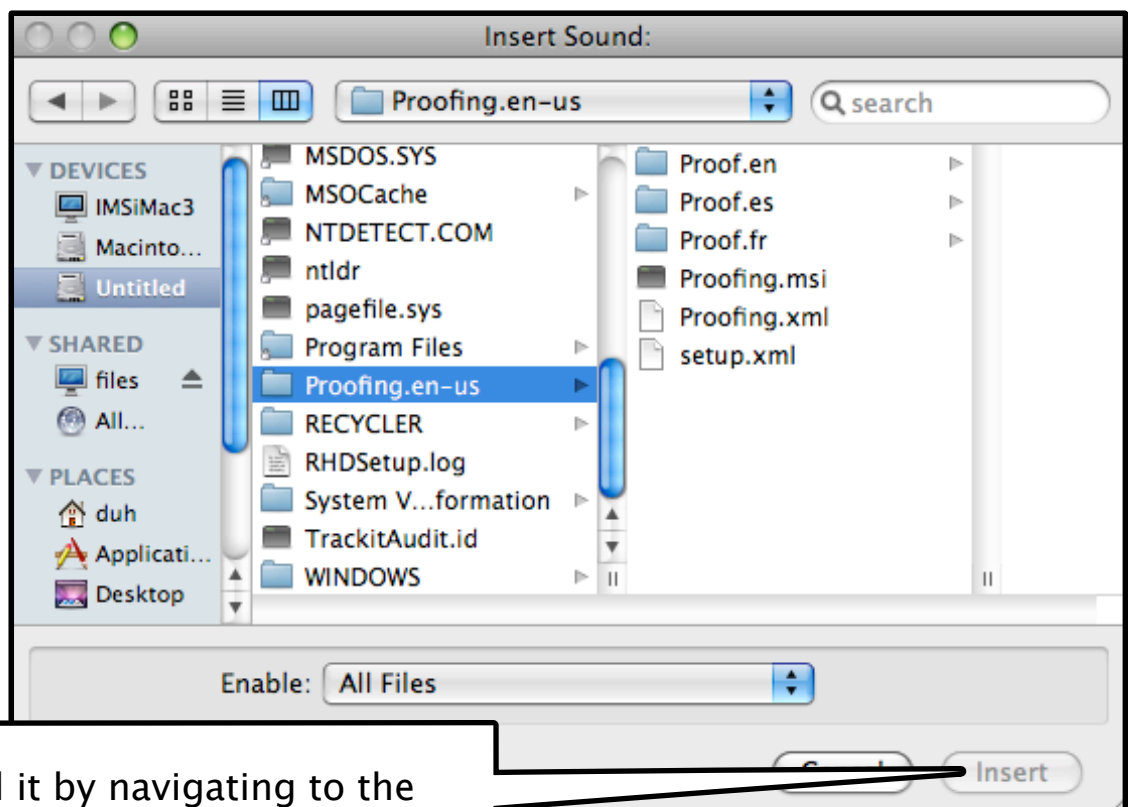


When an image is selected, you can use the toolbar to adjust different aspects of the image

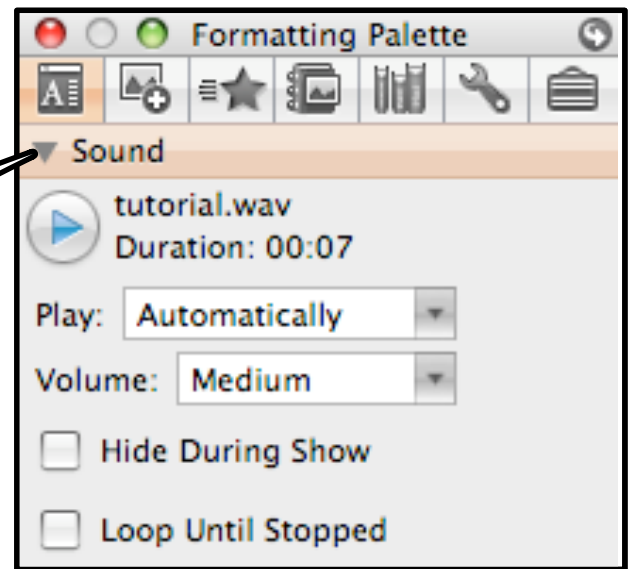




To insert sound, go to the insert tab and choose Sound. The triangle shows different options



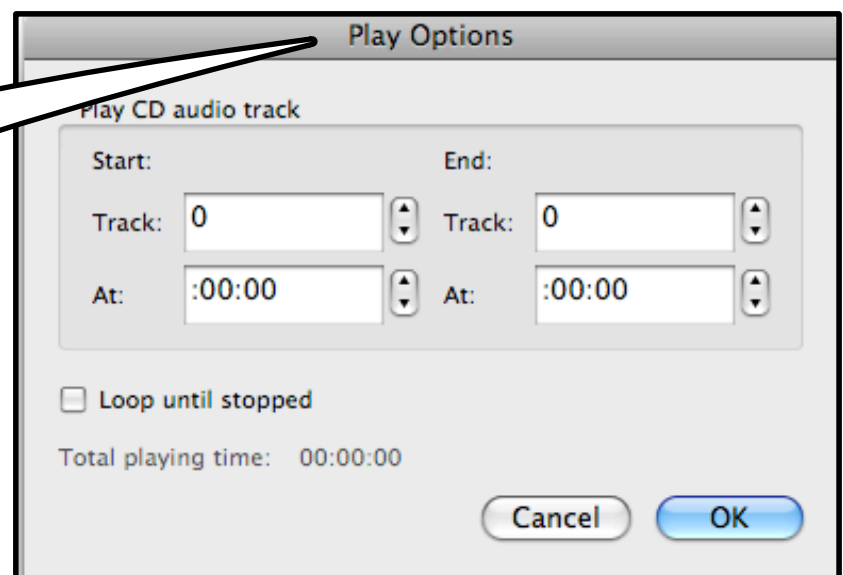
You can add it by navigating to the sound file and insert it



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

