

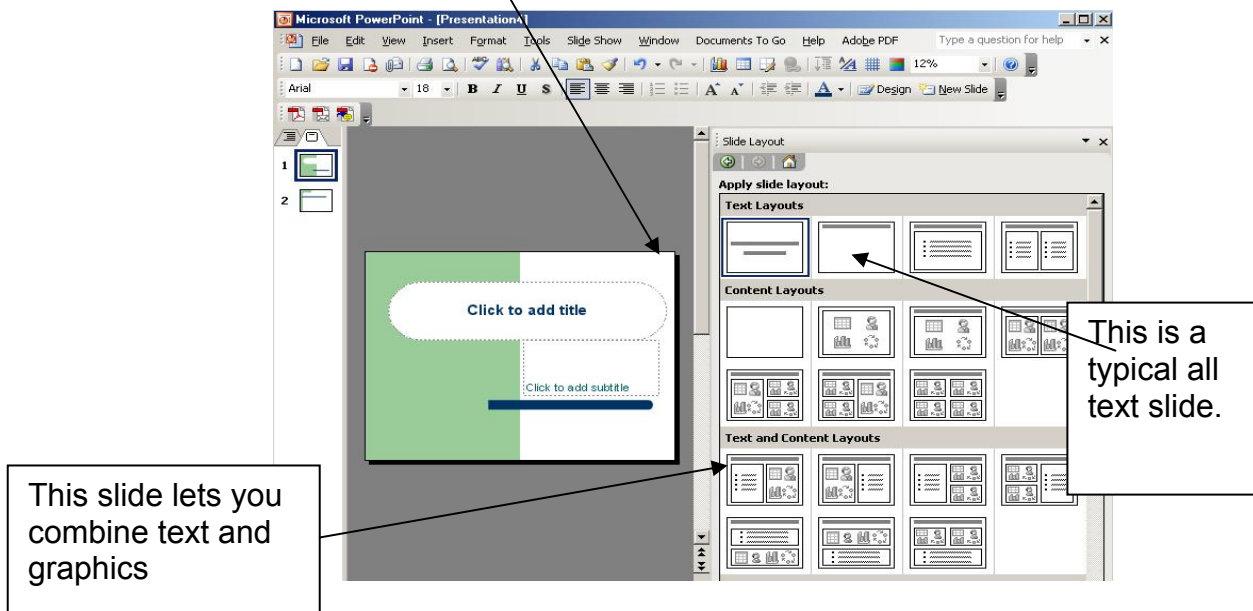
# AT Quick Guide

## Power Point 2003 Quick Start

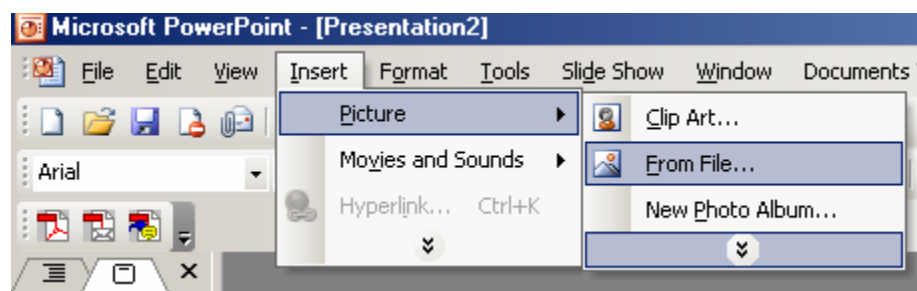
### 1. Getting started

- a. Open PowerPoint.
- b. Choose **File**→**New** from the menu bar.
- c. Then under the New Presentation sidebar, click on “From design template.”
- d. Select a design template
- e. On the toolbar, click on “New Slide”

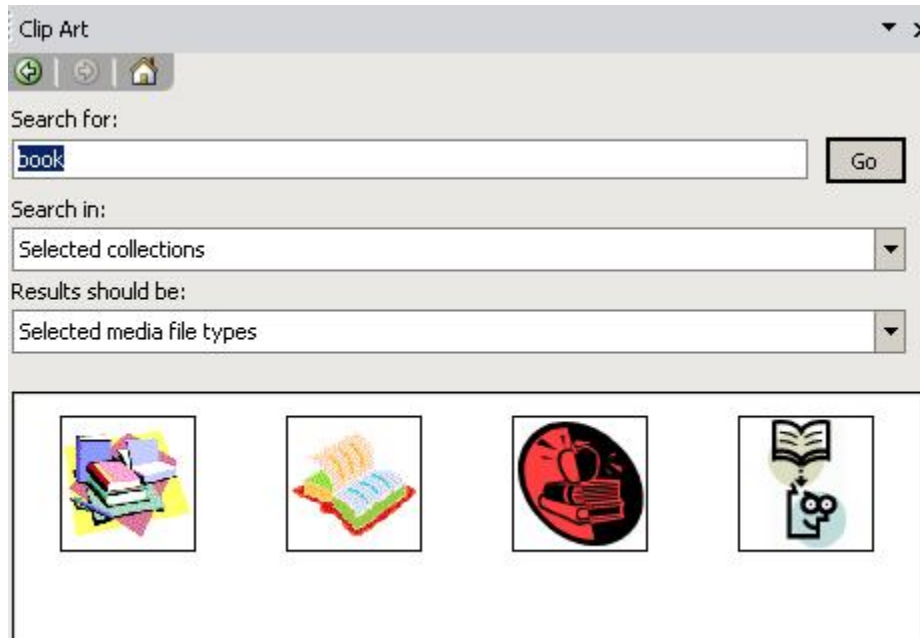
Select a slide a “Text layout” or “Text and Content layout.”  
(You usually begin with a title slide)



2. Add a graphic. From the **Insert** menu, choose **Clip Art** if you want to select from included Microsoft images. Chose **From File** if you want to choose a graphic file that you have saved on your computer.

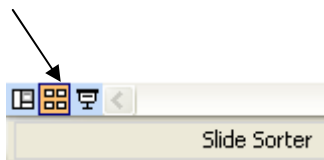


- a. To use Clip Art, type a search word into the “Search for” window and click **Go**. Then select the image that you want to insert into your PPT.

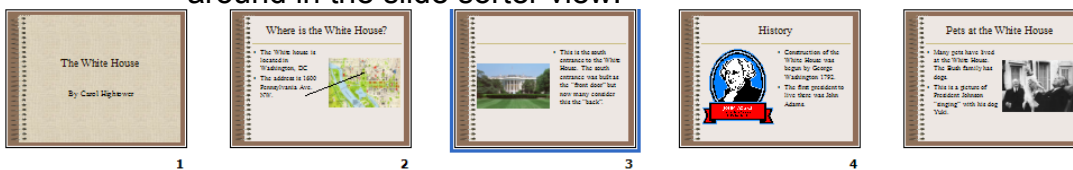


- b. Resize the picture by dragging on the corners of the picture.

3. Sort your slides: Click on the **Slide Sorter View** icon at the bottom left of your screen or from the menu bar choose **View**→**Slide Sorter**.



- c. You can easily change the order of your slides by clicking and dragging the slides around in the slide sorter view.

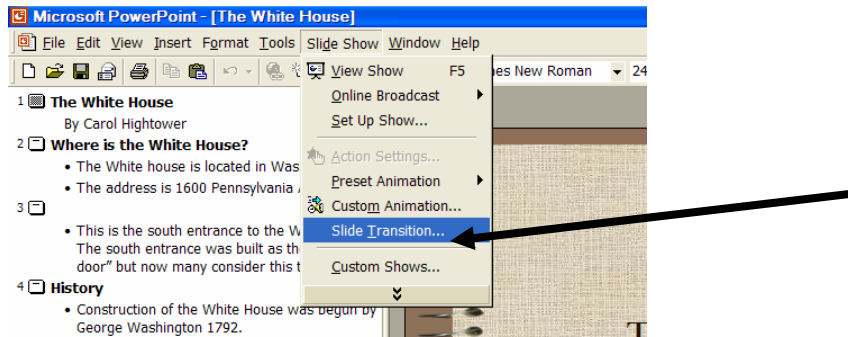


4. Test your presentation. To see your presentation click on the slide show icon, also on the bottom of the screen, to the right of the slide sorter view.



- d. Use Spacebar, Enter, the down arrow, or the Page Dn key to advance the slides  
 e. Go backwards by using the up arrow or Page Up key.  
 f. To stop the slide show, press the Esc key.

5. Add slide transitions. This is a finishing touch that kids really enjoy. Transitions are found under Slide Show – then slide transition.



The different options are demonstrated in the sample window. The effect speed can also be selected. The transition can be applied to the entire slide show - select “apply to all” or for a particular transition then select “apply”.

6. Add recordings. This is a good idea if you are making a presentation for students who cannot read. You can record your voice reading the slide. Click on **Insert** → **Movies and Sounds** → **Record Sound**.



7. Print Handouts. Handouts can be printed to accompany a presentation or to provide notes for the presenter. Go to **File**, then **Print**. From the print screen, you can choose:
- handouts, grayscale and 3 slides per page
  - Or as a handout in color with 2 slides per page
  - Or as “slides” to print them as they appear on the screen, in color or grayscale or black and white

