



# Hints 'n' Tips



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# How to open and save a new document?

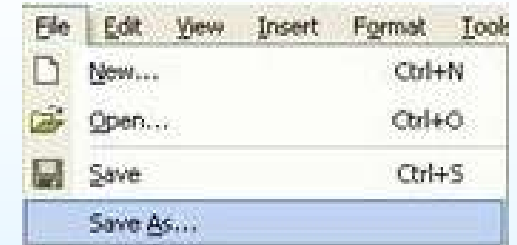
## To open a New document:

- Click on the  icon or on this  icon if you are already in PowerPoint

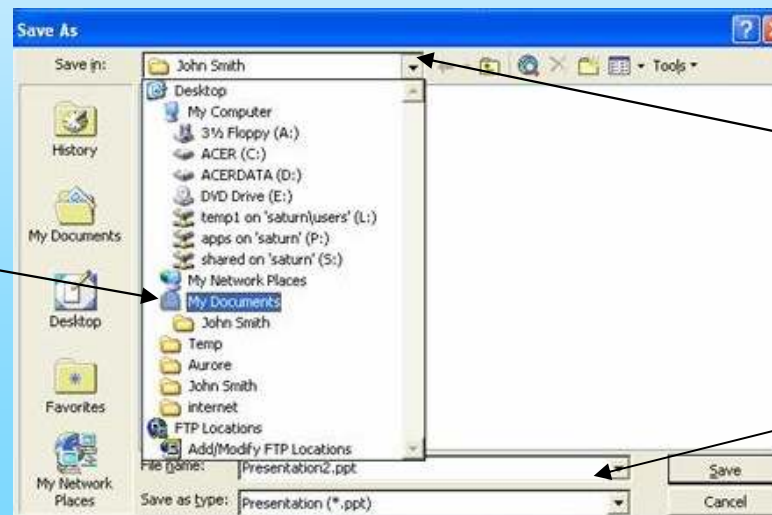
## To save a New document:

Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:

- Click on the arrow for a drop down to appear
- Select “My documents”
- A list of folders and document will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



*My Documents*



*Drop down arrow*

*Enter a name for your file*

# How to use the design template?

- To view the design template selection, go to “Format” and select “Slide Design”. The selection will appear on your screen. You can then chose the type of layout you will need for your slide:

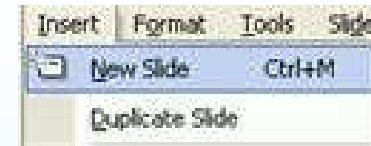
The screenshot shows the 'Apply slide layout' task pane with several layout options. Red annotations with arrows point to specific layouts:

- Ideal for a title page** points to the top-left layout (Title Only).
- Good for a title and diagram or picture** points to the top-right layout (Title and Content).
- A slide with title and text** points to the second layout in the first column (Title and Text).
- If you want to show a comparison** points to the second layout in the second column (Two Columns).
- Your title will be horizontal but your text vertical** points to the third layout in the first column (Vertical Text).
- Both titles and text will be lined vertically** points to the third layout in the second column (Vertical Text).
- Ideal if you want a blank page to draw on** points to the first layout in the 'Content Layouts' section (Blank).



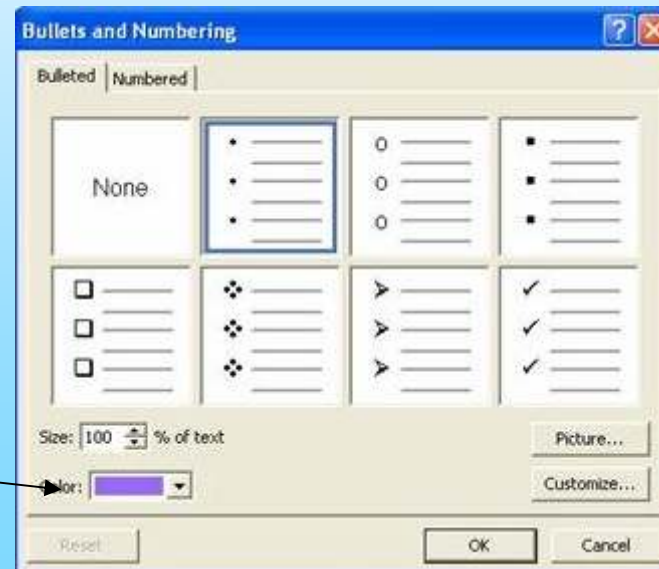
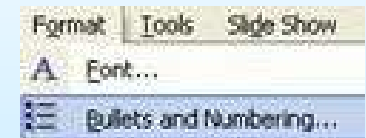
# How to insert a new slide?

- To insert a new slide, go to “Insert” and select “New slide”



# How to add/remove bullet points?

- To add bullet points to your text go to “Format” and select “Bullets and Numbering”. The window below will appear, you can then click on the bullets you like most. If you want to remove bullet points from your text, click on the “None” option below.

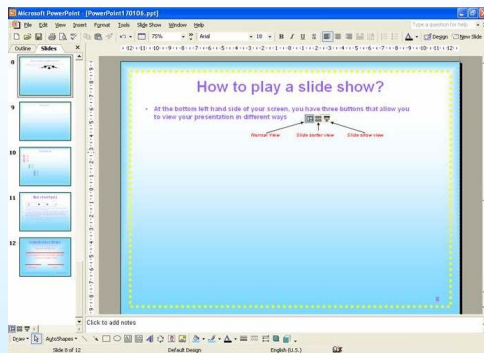


*This allows you to choose the colour of the bullet points*

# How to play a slide show?

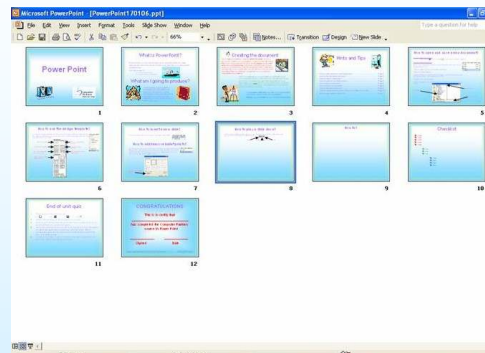
- At the bottom left hand side of your screen, you have three buttons that allow you to view your presentation in different ways

**Normal View**



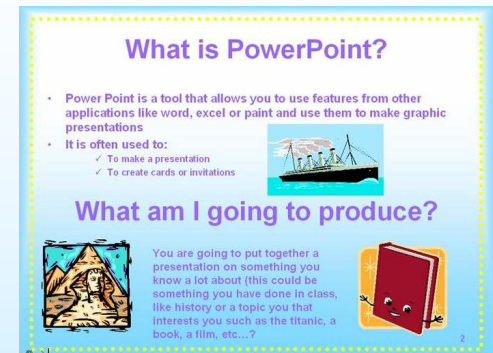
**This is the view you use when creating your slide**

**Slide sorter view**



**This view allows you to move your slides in different order and see what you have done so far**

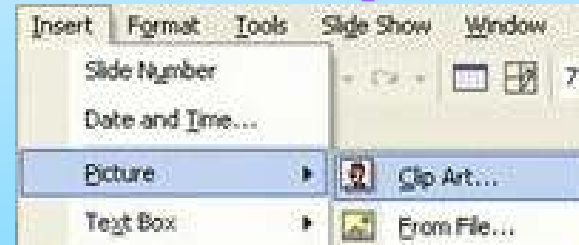
**Slide show view**



**This view fills the entire slide on the screen and allows you to play a presentation**

# How to add pictures from Clip Art?

- Click on “Insert”, select “Picture” and “Clip Art”. A column will appear on the right of your screen; write a word that describes the picture you are looking for and click on “Search”



- When you find a picture you like, double click on it and it will appear on your slide

# How to add pictures from the Internet?

- To use Google image to look for your picture:

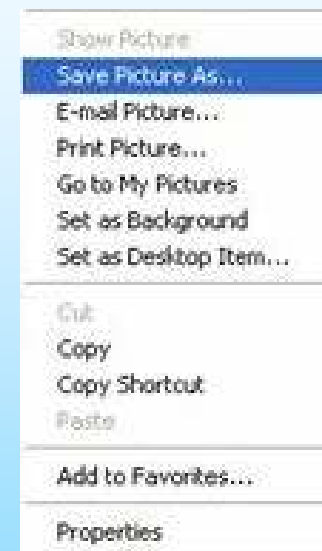
- ✓ go to [www.google.com](http://www.google.com)
- ✓ Click on the “Images” link
- ✓ Enter the words of what you are looking for



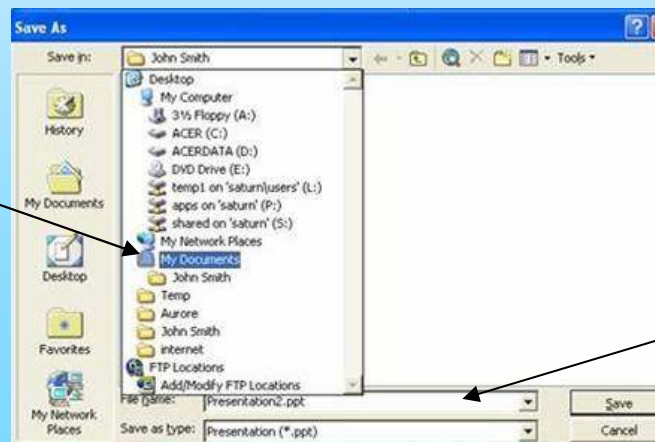
- To insert a picture from the Internet:

You must first save it on your folder

- ✓ Place your cursor on the picture you like and right click your mouse
- ✓ Select “Save Picture As” and just as you would save a document
- ✓ Select “My documents”
- ✓ Look for your folder and double click on it
- ✓ Enter a name for your picture in the “File name” box and click on “Save”
- ✓ Back to Power Point, click on “Insert” and select “From File” and you will find your picture in your folder



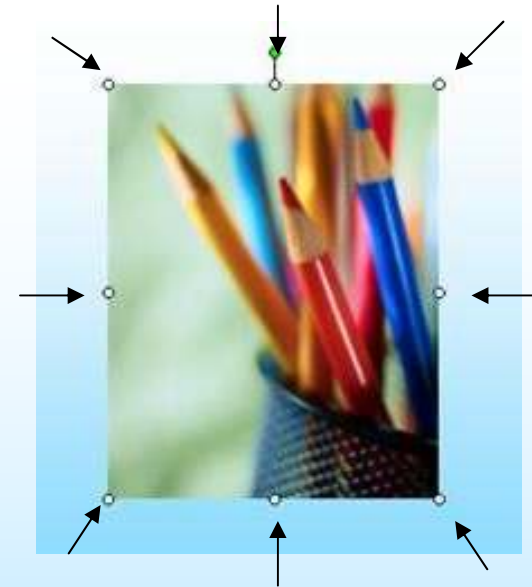
*My Documents*



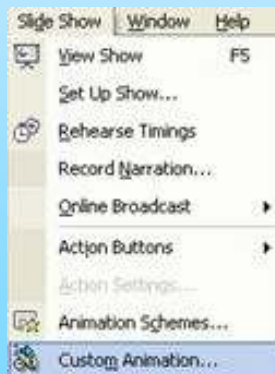
*Enter a name for your picture*

# How to resize and place your picture on a slide?

- To resize a picture, you must first click on it; you will see white dots appearing on the corners and sides of it. Click on one of these dots and drag it inwards to make it smaller or outward to make it better. It is best to choose a dot on the corner as it resizes the picture proportionally (if you resize it from the sides it will distort the picture).
- To move a picture around a slide: simply click on the picture and drag it to the location you want it in. Once you are happy let go of the mouse button.



# How to create/use Custom Animation?



- Click on “Slide Show” and select “Custom Animation”
- On your slide, select an element to which you want to add effect then click on the button “Add Effect”
- You can then select the effect you like best. If you choose an effect you do not like you can simply remove it by clicking on the “remove” button.

