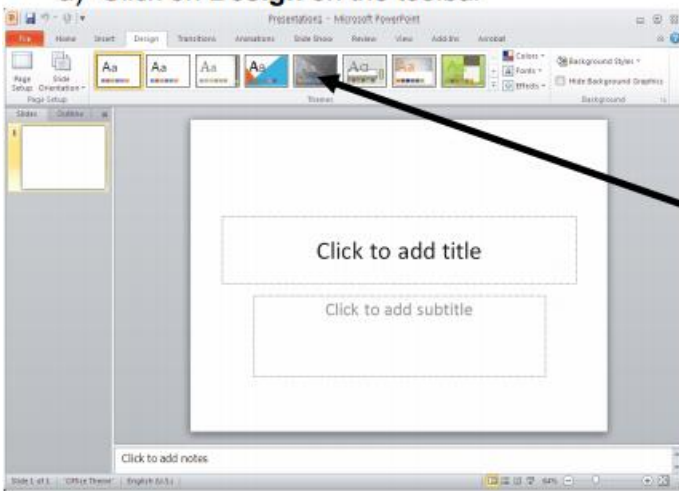
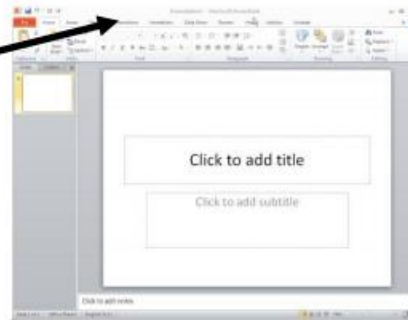


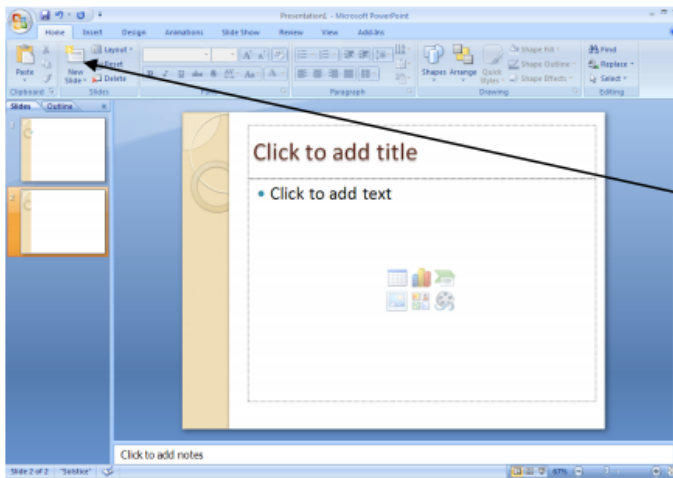
1. Open a new PowerPoint.
2. Save as "WDS<year>" on your flashdrive.
3. Create 10 slides about WDS: 1 title, 8 facts, 1 closing.
4. Fact slide should have 1 fact and 1 image (picture, Clipart, or Google image).
5. Title slide should include the title, your name and an image.

How To Make a Basic PowerPoint Presentation (MS 2010)

- 1) Open Microsoft PowerPoint
(Start→Programs→Microsoft Office→Microsoft PowerPoint - 2010)
- 2) You will see a screen like this.
 - a) Click on **Design** on the toolbar

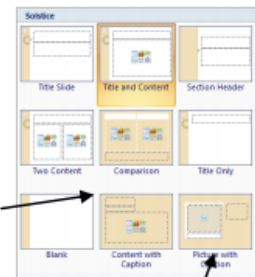


- 3) The "Design Ribbon" is now open.
 - a) Roll you mouse over the various patterns to choose which design you want. The slide on your screen will temporarily take on the design you click on instantly.
 - b) Click on the template you want.
 - c) Use the scroll bar for additional design template options
 - d) Click where it says and "Add Title" and type the title of your presentation.
 - e) Click where it says "Click to add subtitle" and type a secondary title such as your name or topic subtitle.



- 4) To add a new slide click on "Home" tab and then in the second ribbon box called "Slides" click on "New Slide".

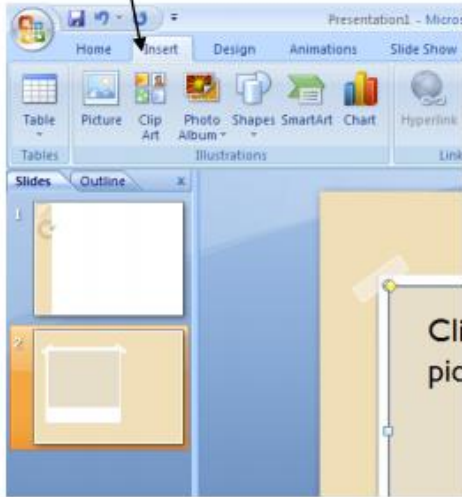
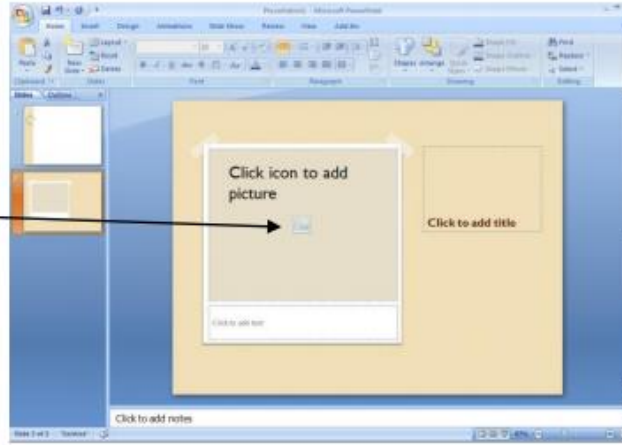
- 5) To change slide layout click on the down arrow for "Layout" in the "slides Ribbon" and a pop up box



will appear for your layout choices. Click on the layout you want.

- 6) Where it says "Click to add text," you can write bulleted phrases to help your listener follow your ideas.
- 7) To easily put pictures in your slide, you should choose (click on) the layout that has a picture and caption description.

- 8) Your screen will look like this.
- Click at the top to give the keyword or title for this slide.
 - Where you see the picture icon click the icon for to go to your "My Pictures".
 - Otherwise click on the "insert tab" and choose. This can be from a file on your computer, digital camera, or jump drive. *(There are directions later in this presentation to assist you with these options.)*



- 9) Click on new slide and choose "Blank" slide layout

- 10) **CLIP ART:** Click on the picture you want or type a subject
- Double click on the picture you want
 - Your picture will probably look like this.
 - Put your cursor on the picture.
 - Hold the left mouse button down.
 - Move your picture to the position you'd like.
 - The computer will automatically adjust it.

