

PowerPoint Guide Sheets

Adding Action Buttons to Link Slides

1. Go to SLIDE SHOW
2. Drag down to ACTION BUTTONS and select CUSTOM.
3. Use the Cross Hairs to click and drag a rectangle around the region you would like to make as a button.
4. When you let go of the mouse, the ACTION SETTINGS window will appear.
5. Select the HYPERLINK TO radio button.
6. Use the pull down menu so select SLIDE...
7. Choose which slide you want to go to.
8. Click OK
9. Click OK
10. Go to FORMAT
11. Select COLORS AND LINES
12. Use the COLOR drop down menu to select NO FILL
13. Click OK

Things to Explore

- FORMAT – SLIDE BACKGROUND
- FORMAT – SLIDE DESIGN
- FORMAT – COLOR SCHEME
- <http://www.actden.com/pp/>
- http://www.actden.com/o2k/HTML/3_31.htm
- SLIDE SHOW – SLIDE TRANSITION
- Formatting Palette
- Transparency of colors

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Adding a New Slide

1. Go to INSERT
2. Select NEW SLIDE
3. Select slide layout – BLANK will give you the most design freedom.
4. Click OK

Adding Text

1. Go to INSERT
2. Select TEXT BOX
3. Click on your slide where you would like the text to begin
4. Type your text

Moving a Text Box

1. Click on the object to make sure it is selected.
2. Move your cursor over the outline of the box until your cursor turns into a hand.
3. Click and drag your box to where you would like it.

Changing the Size of a Text Box

1. Click on the object to make sure it is selected.
2. Move your cursor over one of the corner boxes on your text box until the cursor turns into a cropping box.
3. Click and drag in to make it smaller or out to make it bigger.

Changing the Formatting of Text

1. Click and drag over the text you want to change to highlight it.
2. Go to FORMAT
3. Select FONT
4. Set the styles and features that you want
5. Click OK.

Adding Clip Art

1. Go to INSERT
2. Click and hold down on PICTURE
3. Drag to CLIP ART and let go of button
4. Wait for Clip Art application to launch
5. Select a category to find art work
6. Click on the piece of Clip Art to select it.
7. Click on INSERT

Adding Pictures (from a file)

1. Go to INSERT
2. Click and hold down on PICTURE
3. Drag to FROM FILE and let go of button
4. Navigate to the picture you want and select it.
5. Click INSERT

Moving an Image

1. Click on the object to make sure it is selected.
2. Move your cursor over the image until your cursor turns into a hand.
3. Click and drag your image to where you would like it.

Changing the Size of an Image

1. Click on the object to make sure it is selected.
2. Move your cursor over one of the corner boxes on your image until the cursor turns into a cropping box.
3. Click and drag in to make it smaller or out to make it bigger.