



Technology Helper

POWERPOINT 2000—THE BASICS

1. Open program by going to the start menu: program: Microsoft PowerPoint.
2. Select Blank Presentation and click OK.
3. Choose a layout for your slide and click OK.
4. Click on objects to input information, pictures, etc.
5. To insert additional objects (text box or pictures) go to the insert menu.
6. To add an additional slide, go up to Insert: New Slide.
7. To format the design (colors, etc) go to Format: Apply Design Template and choose the template you desire.
8. To save the presentation, go to File: Save.
9. To view the Slide Show, go to Slide Show: View Show.