

USING POWERPOINT 2003

Starting a Microsoft PowerPoint Presentation

- ❑ Open Microsoft PowerPoint 2003
 - Right click within the folder in which you want to store your presentation.
 - Choose **New > Microsoft Powerpoint Presentation**

Choosing a Slide Color Scheme

- ❑ Click **Format > Background**
- ❑ Select a built-in color scheme or custom design a color scheme
- ❑ Click **Apply to All** (This will apply the color scheme to all of the slides in the presentation)

Choosing a Design Template Scheme

- ❑ Click **Format > Slide Design** (A design template menu will appear to the right)
- ❑ Click on a template scheme (The template scheme will automatically be applied to all slides unless otherwise specified)

Choosing a Slide Layout Scheme

- ❑ Click **Format > Slide Layout** (A design template menu will appear to the right)
- ❑ Click on a layout scheme (You may choose a different layout for each slide)

Creating A Slide Title

- ❑ Click inside of the box that says **Click to add title**
- ❑ Type the desired title text
- ❑ Format the text
 - Highlight text to be formatted
 - Click **Format > Font**
 - Adjust font settings as desired

Inserting a New Slide

- ❑ Choose insertion point
 - Click on the slide in preview pane that will appear before the newly inserted slide
 - Click **Insert > New Slide**

Adding Clipart to a Slide

- ❑ Click **Insert > Picture > Clipart** (Clipart search pane should appear on the right side of the screen)
- ❑ Type keyword for clipart in the search field.
- ❑ Click Go (keyword matches should appear in clipart preview window)
- ❑ Click on desired clipart (Clipart image should appear in slide)
- ❑ Position clipart by clicking on clipart and dragging to desired position.

Adding an Image to a Slide

- ❑ Click **Insert > Picture > From File** (Clipart search pane should appear on the right side of the screen)
- ❑ Navigate to the image that you wish to insert into the presentation
- ❑ Click on image
- ❑ Click **Insert**
- ❑ Position image by clicking on the image and dragging to desired position