How to Create a Simple Microsoft PowerPoint Presentation

1. Open your Microsoft PowerPoint program

2. On the Toolbar, click File, then click New.

3. Follow the instructions that appear on the slide to add text. ("Click to add title", etc.)

4. To add a new slide, go to the Toolbar and click Insert, then click New Slide. Repeat to create the number of slides you want in your presentation.

5. To change the background color of your slide, go to the Toolbar and click on Format, then Background. Click the drop down arrow at the bottom of the "Background fill" box. Choose any color or choose "More Colors" for more options.

6. To change the color, font and size of your text, go to the Toolbar and click on Format, then Font. Make your choices in the box that appears.

7. To insert an image, go to the Toolbar and click on Insert, then click on Picture, then From File. Use the drop down arrow to navigate your directories and go to the location of the photo you want to insert. Click on the photo you want to insert in order to "select" it, then click on the button that says Insert.

8. Click on the tiny white circles that appear on the border of your image, hold the mouse button down and drag in order to change the size of the image you inserted. A cross with four arrows means you are moving the entire image. A slant bar with two arrows means you are lengthening or shortening one side of the image.

9. Always utilize Help, which is located on the Toolbar, if you have questions.

10. You can do it! Good luck!