

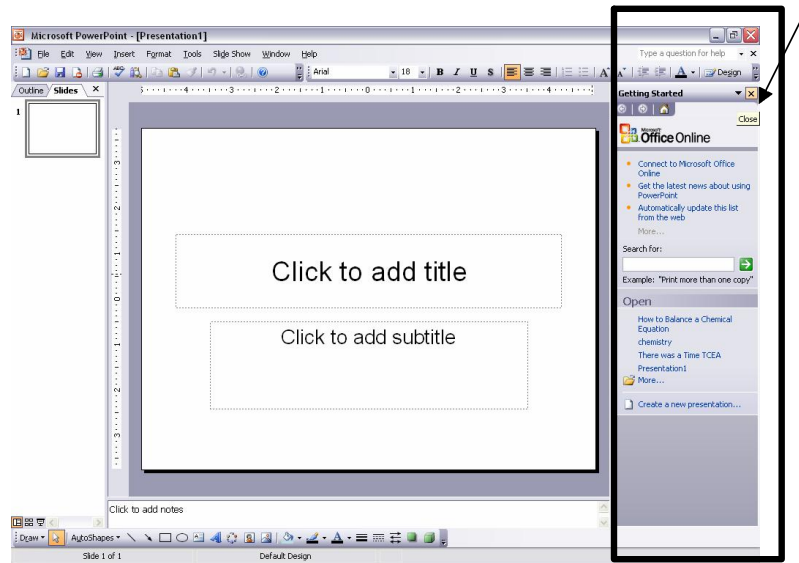
# Back to Basics: Multimedia

## Level 1 Microsoft Office PowerPoint 2003

### Opening a Blank Presentation

1. Click START
2. Click PROGRAMS
3. Click MICROSOFT OFFICE
4. Click **Microsoft Office PowerPoint 2003**

*\*You can close the Getting Started window by clicking the Close button.*



### Add Text to a Slide

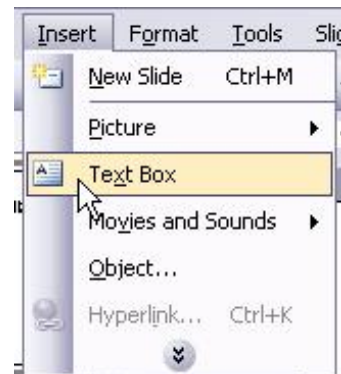
1. Click in the text box
2. Type text

*\*To move a text box  
-Move mouse over text box border  
-Drag to new location*



### **OR**

1. Click INSERT
2. Click TEXT BOX
3. Click on slide where you wish to type
4. Type text



# Back to Basics: Multimedia

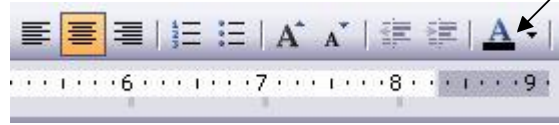
## Level 1 Microsoft Office PowerPoint 2003

### Change Color of Text

1. Highlight text you wish to change
2. Click the black arrow next to the font color tool



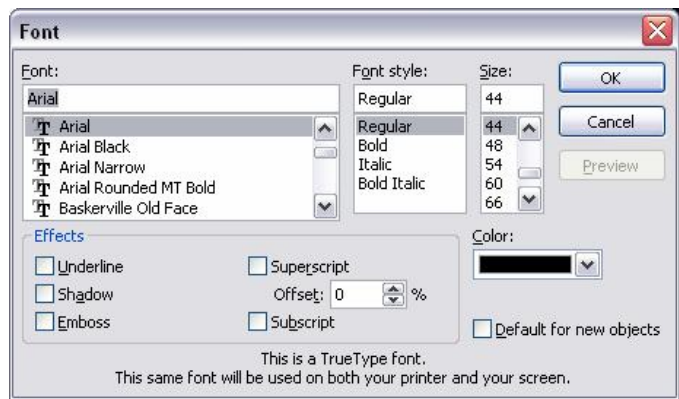
3. Choose **More Colors**
4. Click on color of choice



### **OR**

1. Highlight text you wish to change
2. Click **FORMAT**
3. Choose **FONT**
4. Click drop down arrow next to Color
5. Choose Color
6. Click **OK**

*\*Can also make **other text formatting options** from here.*



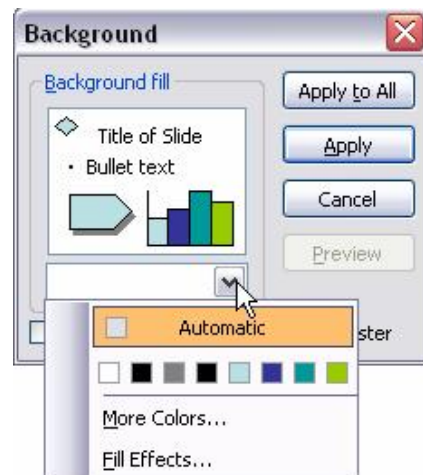
### Format Text

1. Can choose **Font Type, Size, Bold, Italicize, Underline, Shadow, and Alignment** from toolbar.



### Change the Background

1. Click **FORMAT**
2. Click **BACKGROUND**
3. Click drop down arrow for choices
4. Choose **More Colors**



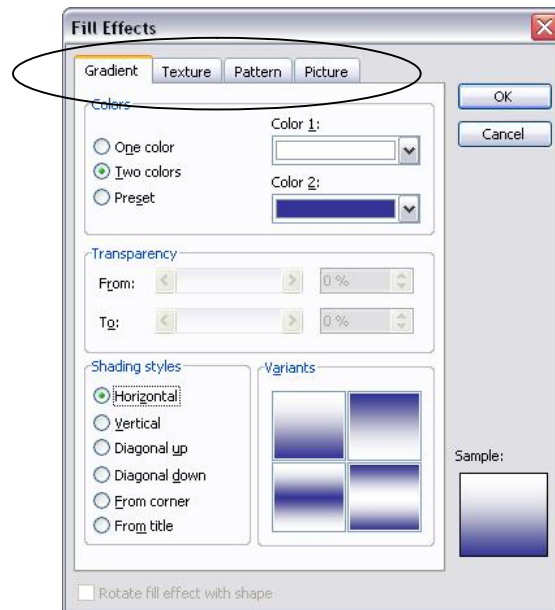
# Back to Basics: Multimedia

## Level 1 Microsoft Office PowerPoint 2003

### Fill Effects Background

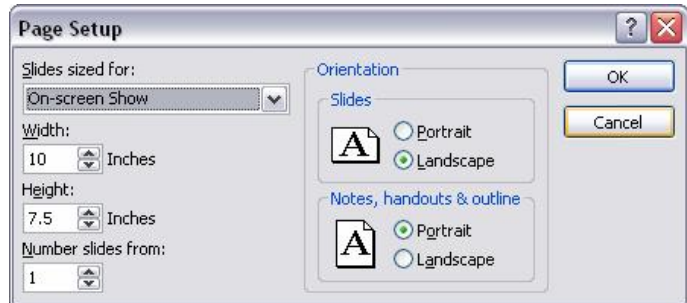
Choose:

1. Gradient
2. Texture
3. Pattern or
4. Picture



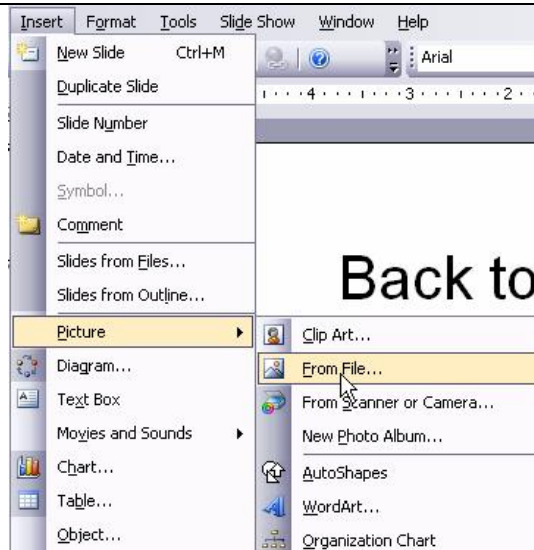
### Change the Size and Orientation of Slides

1. Click FILE
2. Click PAGE SETUP



### Insert Graphics From File

1. Click INSERT
2. Click PICTURE
3. Choose FROM FILE
4. Browse to find your saved graphic
5. Click INSERT

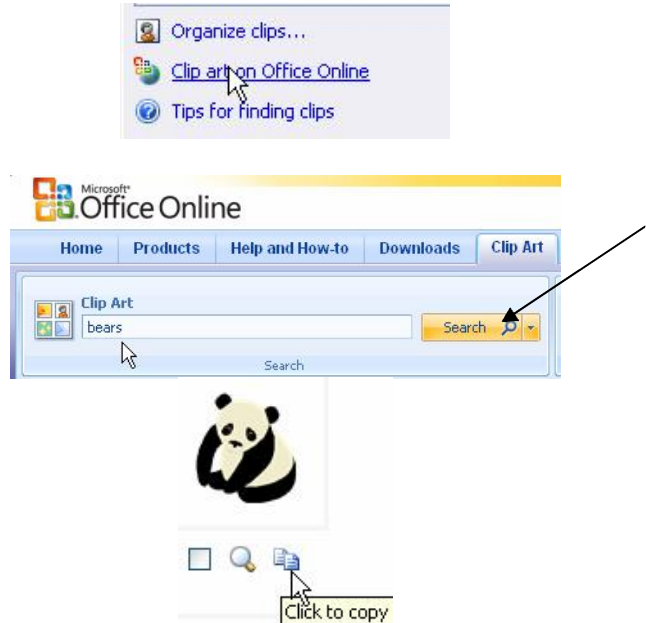


# Back to Basics: Multimedia

## Level 1 Microsoft Office PowerPoint 2003

### Insert Picture Online

1. Click INSERT
2. Click PICTURE
3. Choose CLIPART
4. Choose Clip art on Office Online
5. Type search word in box
6. Click SEARCH button
7. Find the image you want
8. Choose the Click to Copy this Item
9. Go to your PowerPoint
10. Click EDIT
11. Click PASTE

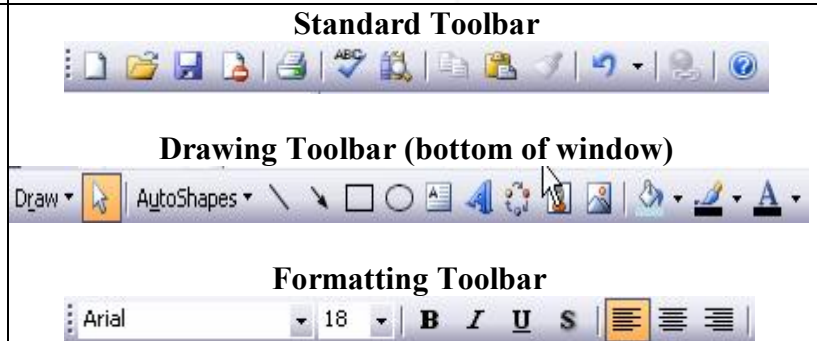


### Toolbars

1. Click VIEW
2. Click TOOLBARS

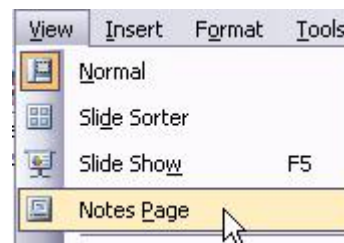
*\*There are many toolbars to choose from. These are some of the most commonly used.*

*\*Formatting Bar- Choose **Font**, **Size**, **Bold**, **Italicize**, **Underline**, **Shadow**, and **Alignment***



### Views

1. Click VIEW
2. Choose **Normal** to view single slide
3. Choose **Slide Sorter** to view all slides
4. Choose **Slide Show** to view show  
*-Change slide order by dragging*
5. Choose **Notes** to view page with notes  
*-Can write extra information to guide a presentation*



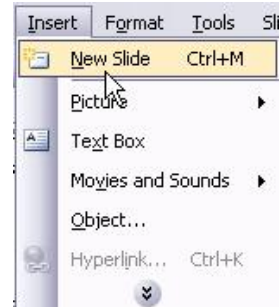
# Back to Basics: Multimedia

## Level 1 Microsoft Office PowerPoint 2003

### Insert a New Slide

1. Click INSERT
2. Click NEW SLIDE

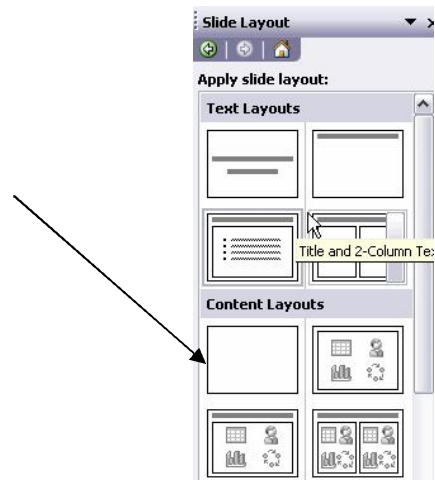
*\*Move between slides using the Slides preview bar on the left side of the screen.*



### Choose Layout

1. Click on the layout of choice in Slide Layout bar on right side of window.

*\*Can choose a blank slide from here.*



### Printing Slides

1. Click FILE
2. Click PRINT
3. Choose what to print:

**-Slides**

**-Handouts**

*\*Choose how many slides per page*

**-Notes Pages**

**-Outline View**



### View Slideshow

1. Click SLIDESHOW
2. Click VIEW SHOW

*\*Click mouse to advance slides.*

