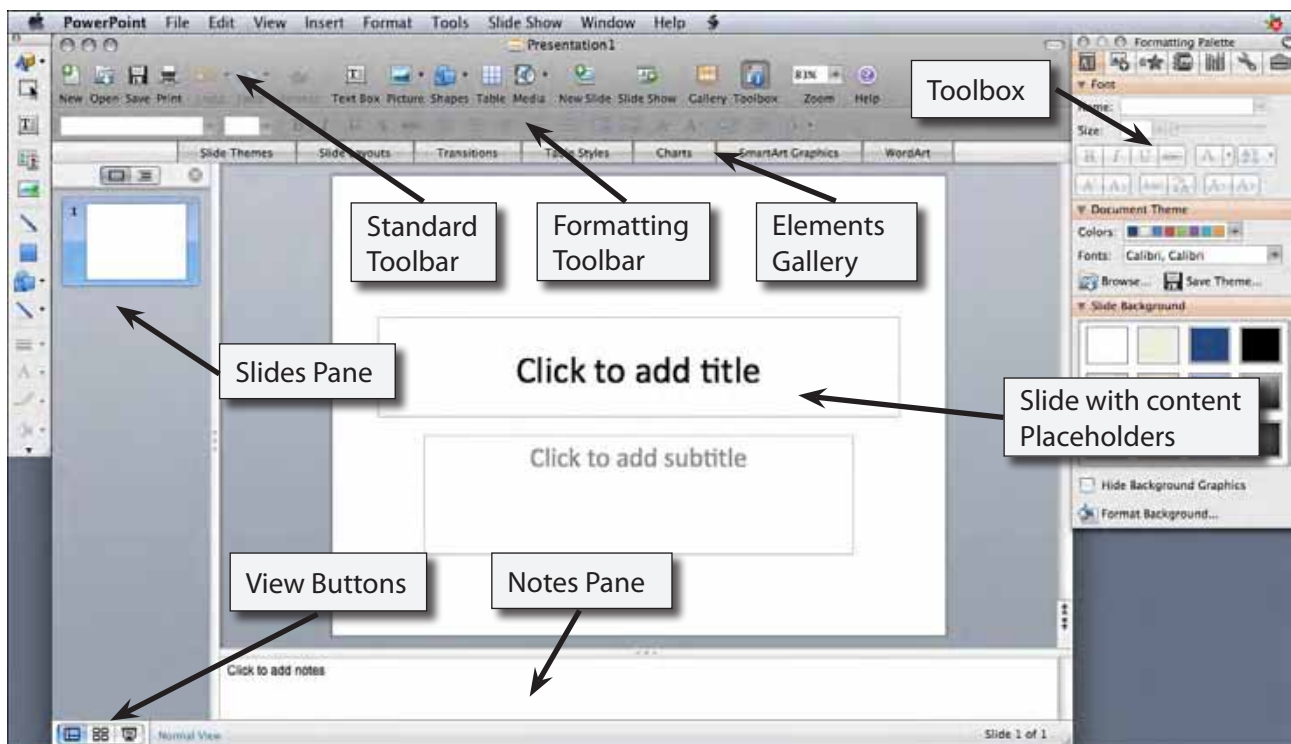


Getting Started With PowerPoint

Microsoft PowerPoint is a program that allows you to create Multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park which is a make believe zoo that maintains animals in their natural habitat.

Starting a Presentation

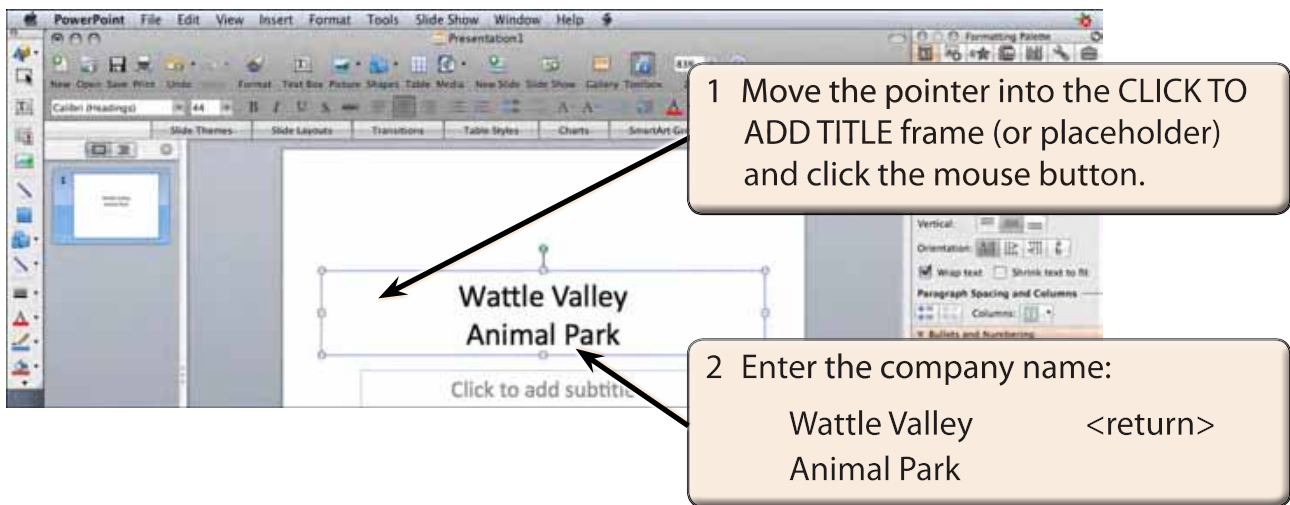
- 1 Load Microsoft PowerPoint 2008 and you should receive the POWERPOINT screen.
- 2 Look at the labelled diagram below and refer to this diagram until you are fully familiar with the sections of the PowerPoint screen.



Creating the Title Slide

The TITLE slide introduces your presentation. It usually contains the company's name and the topic of the presentation. When you start PowerPoint the TITLE SLIDE layout is displayed.

A Entering the Company Name

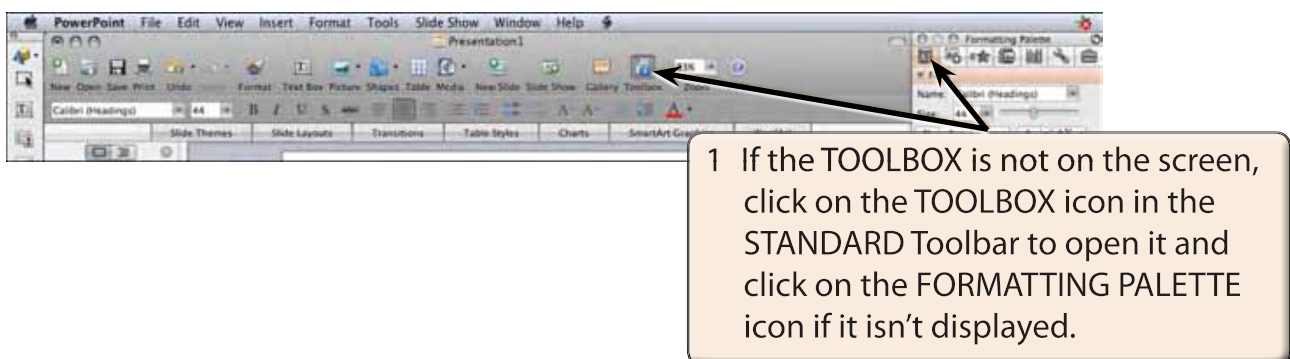


1 Move the pointer into the CLICK TO ADD TITLE frame (or placeholder) and click the mouse button.

2 Enter the company name:
Wattle Valley <return>
Animal Park

B Formatting Text Using the Formatting Palette

Text can be formatted using the FORMATTING Toolbar or the FORMATTING PALETTE within the TOOLBOX. In this case the FORMATTING PALETTE will be used.



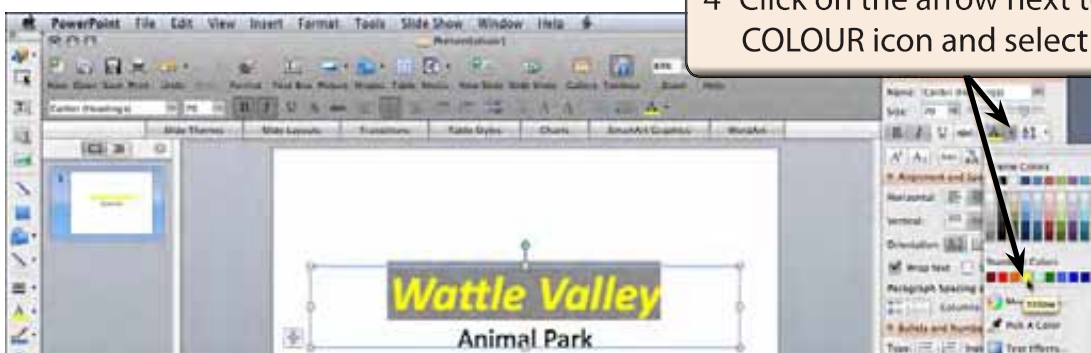
1 If the TOOLBOX is not on the screen, click on the TOOLBOX icon in the STANDARD Toolbar to open it and click on the FORMATTING PALETTE icon if it isn't displayed.



2 Use the mouse to highlight:
Wattle Valley
and use the SIZE slider in the
FORMATTING PALETTE to increase
the FONT SIZE to 70 point.



3 Click on the BOLD and ITALIC icons
to add those styles to the text.



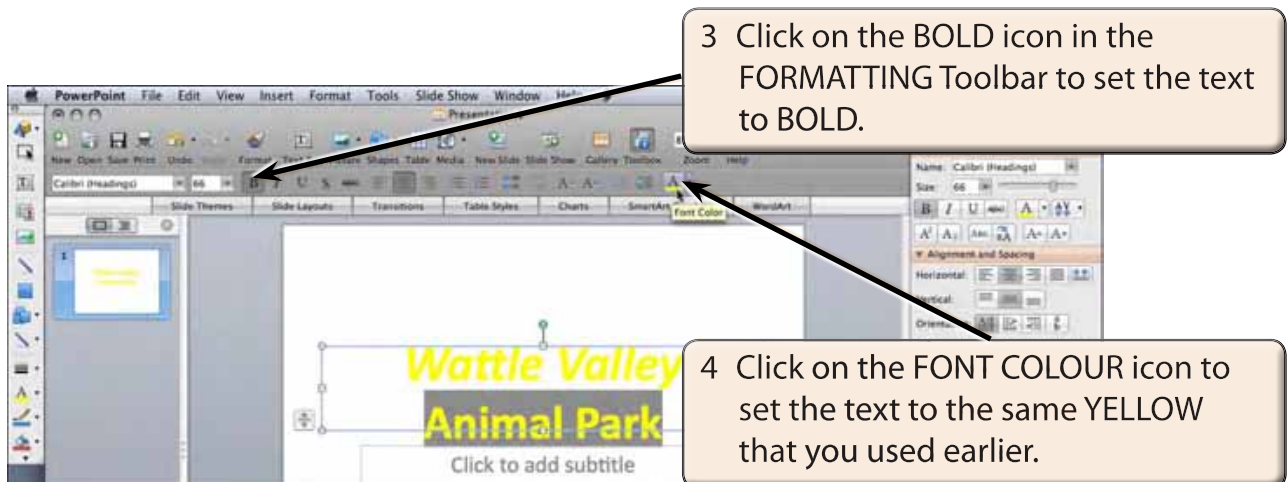
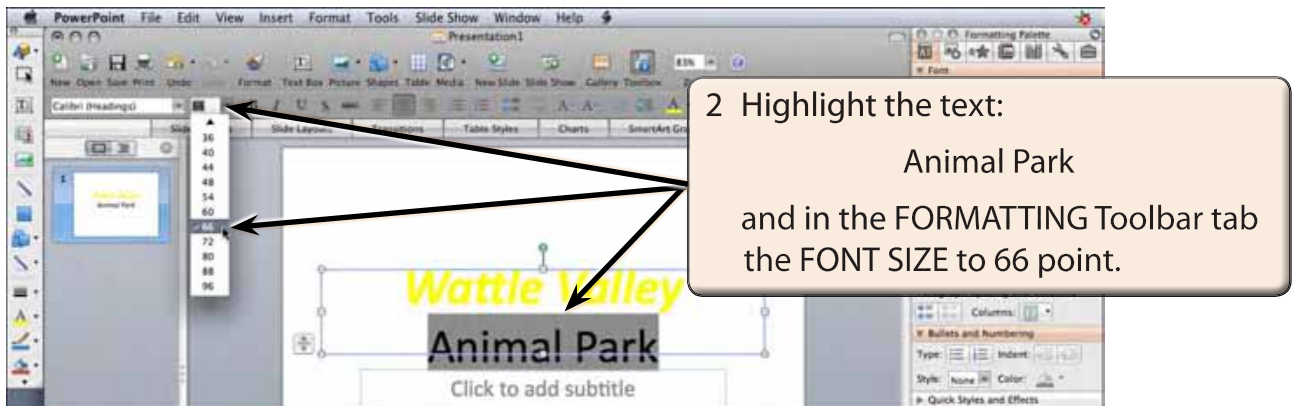
4 Click on the arrow next to the FONT
COLOUR icon and select YELLOW.

NOTE: There is an icon next to the placeholder that allows you to turn off the automatic fitting of text within the placeholder.

C Formatting Text Using the Formatting Toolbar

You can also format text using the FORMATTING Toolbar.

- 1 If the FORMATTING Toolbar is not displayed under the STANDARD Toolbar, display the VIEW menu, highlight TOOLBARS and select FORMATTING.



NOTE: You can click on the FONT COLOUR button rather than its arrow if the FONT COLOUR button is set to the required colour.