

Directions for Creating a PowerPoint Presentation Windows XP

1. Double click on the icon for PowerPoint to start the program
2. Scroll down on the right to choose a different layout for your slide if you need one.
3. For your first slide, you want a TITLE SLIDE (which will be the layout that automatically comes up).
4. CLICK TO ADD TITLE: Click once in that box, then type in the name of your title.
5. CLICK TO ADD SUB-TITLE: Click once in that box, then type in your name or the names of everyone in your group.
6. SAVE!!!! (go up to FILE, then down to SAVE AS. A box will appear. At the top it says "SAVE IN". Make sure you see your student ID number in the box. Then it says FILE NAME at the bottom - you should see the title of your PowerPoint here. If all of this is correct, click on the SAVE button)
7. To put in another slide, go up to INSERT to NEW SLIDE
8. For your second slide, choose the layout you want. You may want "Text and Clip Art" or "Clip Art and Text" if you are including a picture.
 - a. If this is a slide where you are including your Venn Diagram, just keep the layout the same.
 - b. If this is a slide where you are including a table, be sure to choose the layout with 2 text boxes.
9. Enter all of your information.
10. SAVE!!!! This time just click on FILE and choose SAVE.
11. Continue to put in new slides and information. Repeat steps 7 through 10.