PowerPoint Instructions

LCD Projector

- Connect VGA cable to laptop and projector.
- Turn on LCD projector first.
- Turn on laptop after LCD projector.
- If after a few minutes the projector is not displaying the laptop image then press Fn (function) F8. Press Fn F8, wait a few seconds, if no image appears, press Fn F8 again.

PowerPoint

- PowerPoint files have a **.ppt** file extension.
- Presentations will be found on folder on the desktop.
- Open presentation folder on desktop; double click on desired presentation to open it.

Insert Text

- Click *Insert*, select *Text Box*.
- Click on slide where you will want text to appear.
- In the *Font* section of the menu bar, choose font, font style, size and color.
- Type text.
- Click outside of the text box to confirm text.

Position & Resize Text

- To move text, click on text box and hover the cursor over it until a 4-point arrow appears
- Hold down the mouse button and drag text box.
- To resize a text box, hover the cursor over the box until a 2 point arrow appears.
- Hold down the mouse button and drag to desired size.
- To resize text you can click on the text box and make selections in the Font section of the menu bar.
- To edit text, click on text with cursor and then edit.

Insert & Edit Pictures

- Click *Insert*, select *Picture*, select *From File*
- Navigate to desired photo, click on photo with mouse, select *Insert* or double click photo with mouse.
- To move picture hover the cursor over the box until a 4-point arrow appears
- Hold down the mouse button and drag picture box.
- To resize a picture, hover the cursor over the picture until a 2 point arrow appears.
- Hold down the mouse button and drag.
- Or right click on the picture and click *Format Picture* to adjust picture size, position, color and line.
- Or click on the picture to select, and the *Picture Tools Format toolbar* will appear in the menu bar. This toolbar will allow you to crop the picture and perform a variety of photo editing tasks.

Slides

- Create new slide: click *Insert*, select *New Slide*.
- Hide slide: click *Slide Show*, select *Hide Slide*, or right click on slide; select *Hide Slide*.
- Run slide show: click on *Slide Show*, select *From Beginning* or *From Current Slide*.
- Advance slides: use Up and Down arrow keys on keyboard; or click on mouse; or advance with remote.
- Exit slide show: press *Esc* on keyboard; or right click on mouse, a menu will appear where you can select *End Show*.

Print Slides, Handouts and Notes

- To print: Click *File*, then select *Print*. Under Settings select *Notes, Handouts or Slides* based on your needs.
- Use Preview function to make sure it will print what you want.