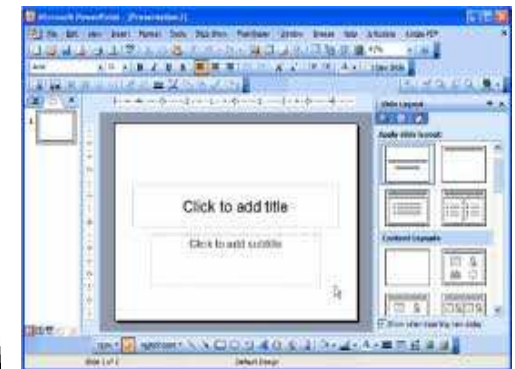## To save work

To save your work select the 'file' menu and then choose the 'save' icon. A new window will come up, give your file a name and then press the 'save' button. Finally close the window and log off.

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Microsoft PowerPoint User Manual

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Year 5
Class 16

To open Microsoft PowerPoint

First switch on your computer, then log onto your user area using your class name. Click on the 'start' button which is on the left hand side corner of your screen. Select 'all programs', then scroll up to 'core programs' and then choose 'Microsoft Power-Point'.

To add text and change the style

First of all click inside one of the text boxes and then type in what you like. Once you have done that, highlight the text you would like to change then select the 'font' menu and choose the font you would like.

To add pictures

To add pictures go to the insert menu and then select the 'clip art'

Microsoft Office PowerPoint

icon. Then search for the picture you want by typing in the picture you want. Then click and drag the picture you would like to the place you would like.

To add new slides

To add new slides you need to select the 'home' menu then click the 'new slide' icon. Then choose the layout of the new slide.

To change the background

To change the background select the 'design' menu. Then choose the 'change background' icon. Then select the background theme that you like.

To play the presentation

To play the presentation first you have to click on the 'slide show' menu. Next you have to select the 'from beginning' icon. To go to the next slide can press the space bar or use the arrow keys on your key board.

You can also right click on your mouse.