

# CREATE A SLIDE SHOW USING MICROSOFT POWERPOINT XP

## Accessing PowerPoint:

Click on **START**  
Click on **Programs**  
Click on **Microsoft PowerPoint**

## Creating a Slide:

After PowerPoint loads:

Click on **From Design Template** (under **NEW**) on the far right side of the screen

There are several background design choices available. On the far right side of the screen under **Apply a Design Template:**

**Point and click** on a background design of your choice.

You are now ready to complete your Title Slide. PowerPoint automatically brought up the Title Slide format for you.

Click in the **top box (Click to add title)**

Type: **SAN JUAN**

If this title is not centered and you would like to center the title:

Click on **Format; Click on Alignment; Click on Center**

OR

Click the **Center Alignment Button**

Click in the **bottom box (Click to add subtitle)**

Type: **PUERTO RICO**

Center this line if not automatically centered.

## Creating Another Slide:

Click on **Insert** (on menu bar at the top of the screen)

Click on **New Slide**

OR

Click on the **New Slide Button** (on the formatting toolbar)

PowerPoint automatically brings up the Title and Text layout needed for our second slide.

Click in the **title box (Click to add title):**

Type: **What to Expect**

Click in the **bottom box (Click to add text):**

(Press the enter key after each item. The bullets will automatically appear.)

Type: **Tropical Climate**

## Casual Atmosphere

### Spanish - Primary Language

#### Creating The Next Slide:

Click on **Insert** (on menu bar at the top of the screen)

Click on **New Slide**

OR

Click on the **New Slide Button** (on the formatting toolbar)

PowerPoint brings up the Title and Text layout. We need to change this format to include a picture.

**On the far right side of the screen, scroll down to Other Layouts**

**Click on Title, Text and Clip Art layout** (first choice under Other Layouts)

**Click in the Title box (Click to add title):**

**Type: Popular Attractions**

**Click in the Text box (Click to add text):**

(Press the enter key after each item. The bullets will automatically appear.)

**Type: Beautiful Beaches**

**Rain Forest**

**Fortresses**

**Snorkeling**

**Adding Clip Art:**

**Double Click in the picture box (Double click to add clip art):**

**Click on Import** (at the bottom of the box)

**Click on down arrow** (to the right of **Look In**)

**Click on 3 ½ floppy A**

**Click on name of picture**

**Click Add**

**Click OK**

#### Setting Up Your Slide Show:

**Click on Slide Show** (on the Menu bar)

**Click on Set Up Show**

**Presented by a Speaker** should be selected

Under Slides, **all** should be selected

AND

Under Advance Slides, **Manually** should be selected

**Click OK**

#### Running Your Slide Show:

**Click on Slide Show** (on the Menu bar)

**Click on View Show**

**Click your left mouse button to advance to the next slide.**