

# CREATE A SLIDE SHOW MICROSOFT POWERPOINT 2003

## Accessing PowerPoint:

Click on **START**  
Click on **All Programs**  
Click on **Microsoft Office**  
Click on **Microsoft PowerPoint 2003**

## Creating a Slide:

After PowerPoint loads:

Click on **Create a new presentation** on far right side of screen  
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: 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 a Picture from your Disk:**

**Single Click in the picture box :**

**Click on Insert Click on**

**Picture Click on From**

**File**

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

**Click on 3 1/2 floppy A Click on name of picture**

**Click Insert**

### 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.**

## Saving a picture to disk:

- Point to the picture and right click
- Click on Save **Picture** As
- Click in the box to the right of Save **in**
- Click on **3 Vi Floppy [A:]**
- Make sure the file name identifies or describes the picture so you will later recognize it from your directory
- Click Save