Steps to preparing a Microsoft Powerpoint Presentation

Step 1 : Go to **start**, then **programs**, and select **Microsoft powerpoint.**

Step 2: Click **File**, then **new**

Step 3: Once you have a new presentation open, go to **format** and select **slide layout**. Select **title slide** , click on it to apply it to your first slide.

Step 4: Click on the first block and type **your name.** Next click on the second block and type **Black Family Technology Day.**

Step 5: Once you have finished entering information for your first slide. You are ready to add animation to your text, or picture.

Step 6: Click on Box one. Next Click the **slide show** tab on the toolbar, and select **custom animation**. Now click **add effect**, then click **emphasis**, and then click **Grow/Shrink**. Next you want to check the setting of your animation. Look where it says modify **Grow/Shrink.** Click the **down arrow** next to "on click" and select **after previous.** Next go to **slide show**, and **click view show** to view your animation. Once you have seen your animation and your slide show, **right click**, and select **end show**. This takes you back to your work area.

Step 7: The next step is to add another slide to your show. On the toolbar click **insert**, and select **new slide.** Once you select new slide, go to **slide layout** (right side of screen), select the **title and**

text layout. Go to the first box, type **"Workshops"**, now go to the second box and type **"Computer Repair"** and hit enter **,** next type **"Electronic Communication"** and hit enter, next type **"Internet Based Research"** and hit enter, next type **"Navigating the Internet"** and hit enter, next type **"Introduction to PowerPoint"** .

 Step 8: Once you have finished entering information for your first slide. You are ready to add animation to your text, or picture.

Step 9: Click the **slide show** tab on the toolbar, and select **animation schemes**. Go to the right of your screen, push the down arrow in the box apply to selected slides. Select **fade in one by one.** Next go to **slide show**, and **click view show** to view your animation. After the first slide appears select the page down button to get to the next slide, continue to push the page down button until you get to the end of the second slide. **Right click**, and select **end show**. This takes you back to your work area.

Step 10: The next step is to add another slide to your show. On the toolbar click **insert**, and select **new slide.** Go to the right of screen and select the **title and content** layout. Click on the first block and type **"Clip Art".** Go to the second box, place the mouse arrow on the picture with the face **(insert clipart)** and **click.** Next select the clipart you would like to use by clicking on it and then clicking **"ok".** Click on the first block. Go to **slide show** and select **animation schemes**. Scroll down to **pinwheels** then select **play.** Select **slide show,** then **view show.** Remember to hit the **page down** button until the last slide appears. Next **right click** and select **end show.**

Step 11: After you have put together your slide show you can now go back and apply a **design template** and a **slide transition**, to format your slide show. On the toolbar click **format**, then select **slide design**. After you select slide design, click on the words **"design template"** scroll down the selection window to the right

and choose a **design template** that best fits your presentation. After you've chosen a design, click it to select it. Next click **slide show**, then select **slide transition.** Next find where it says **"advance slide on mouse click",** click on the check mark next to **on mouse click to remove it.** Then click the box next to **"automatically after"** and change the time to 5 seconds. Then click **apply to all slides**. Once you have done this, go to **slide show** on your toolbar and select **view show**!