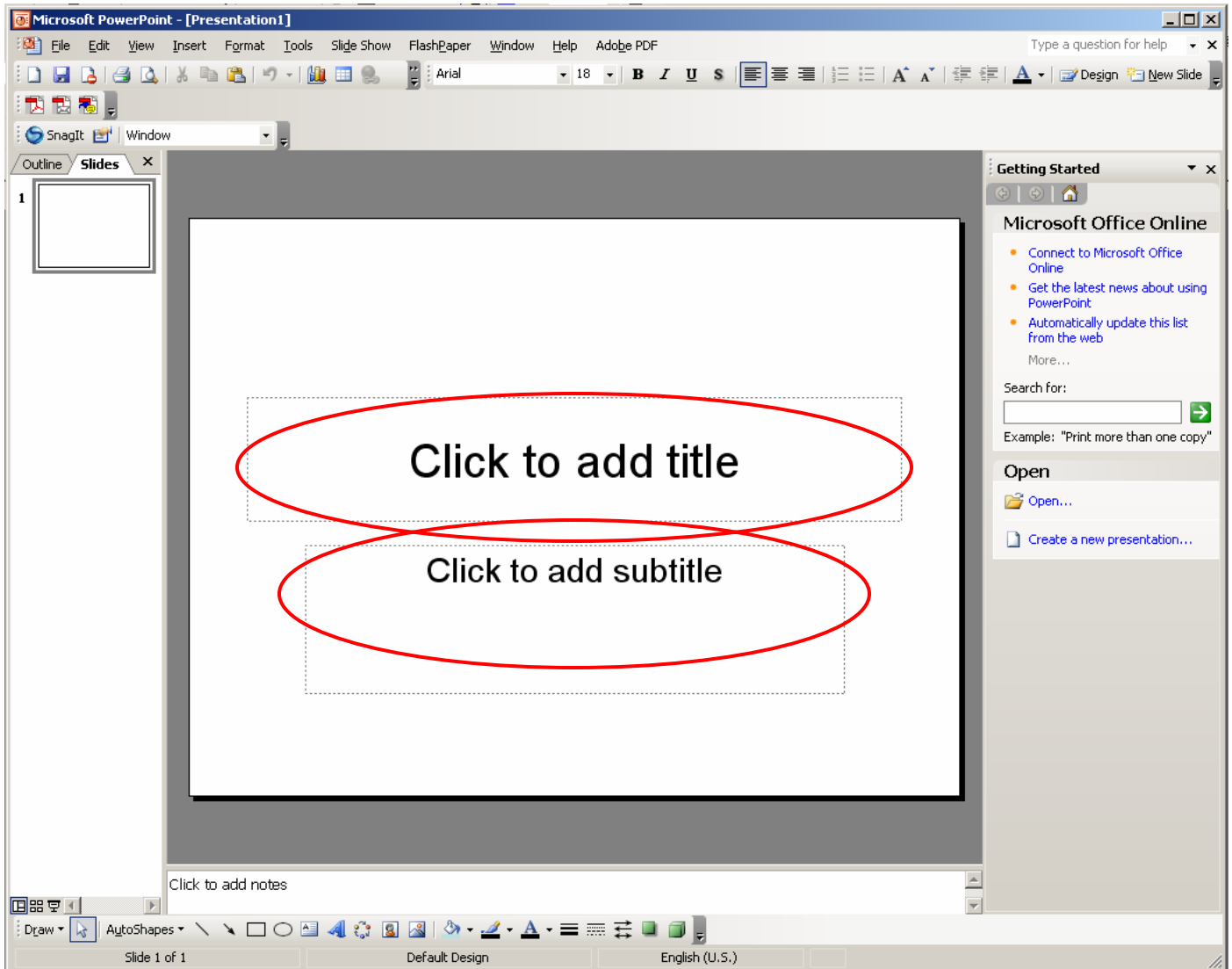


Using PowerPoint 2003

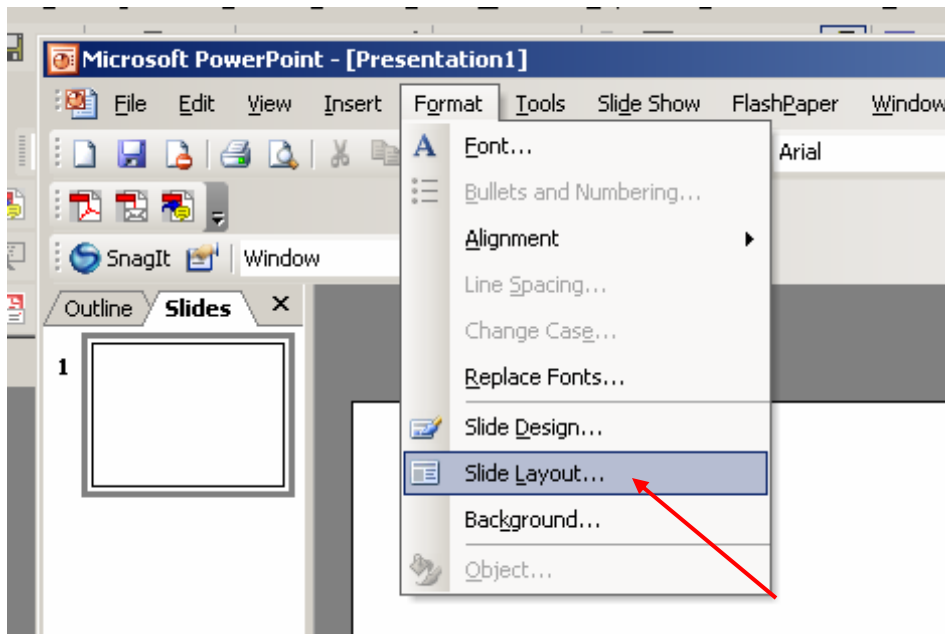
Begin a New File

This screen will appear when you first start PowerPoint. You may begin creating a new presentation by clicking on the title or subtitle and typing.

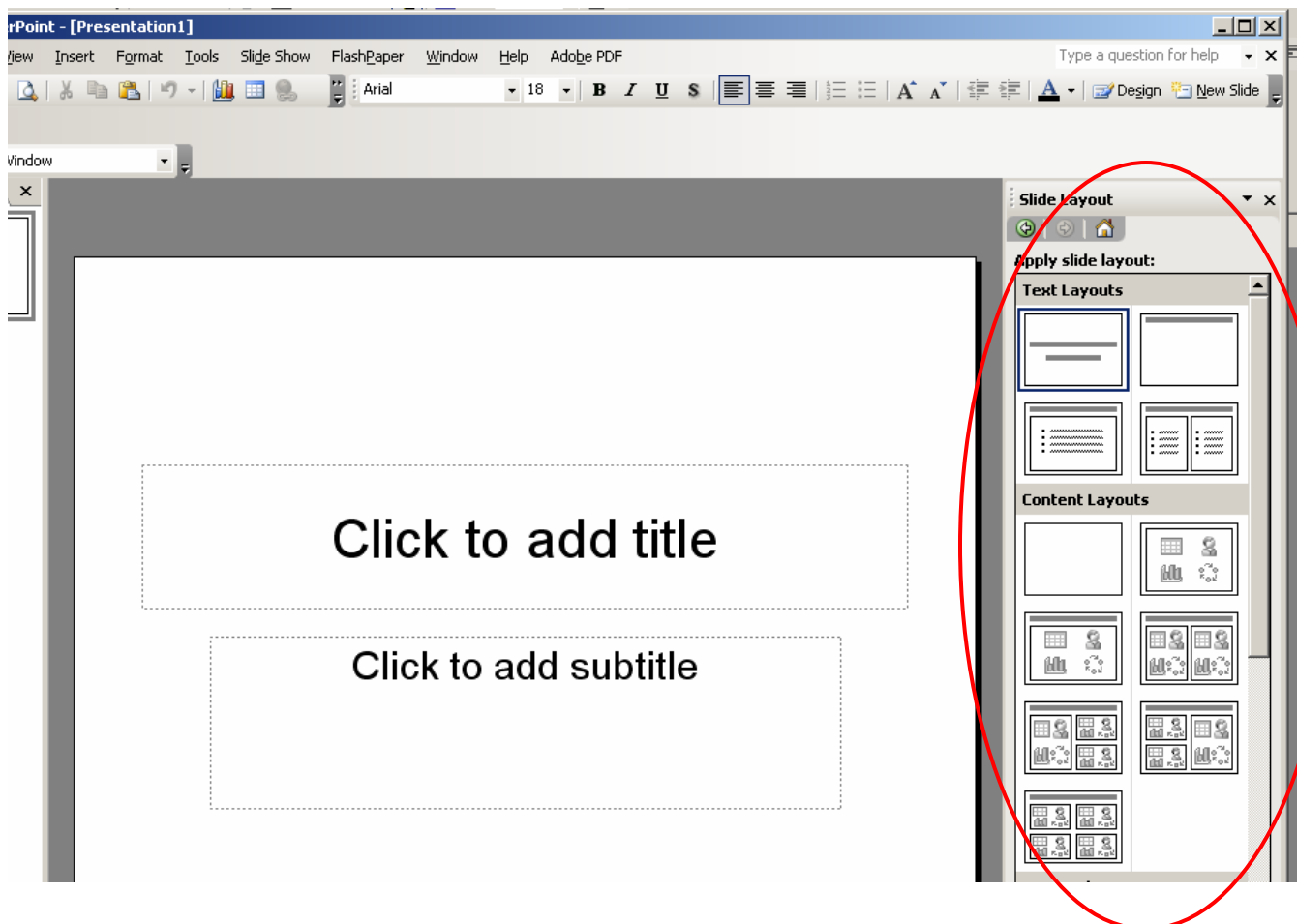


Choose a Layout

To change the layout of your current slide, choose the “**Slide Layout...**” option from the Format Menu.

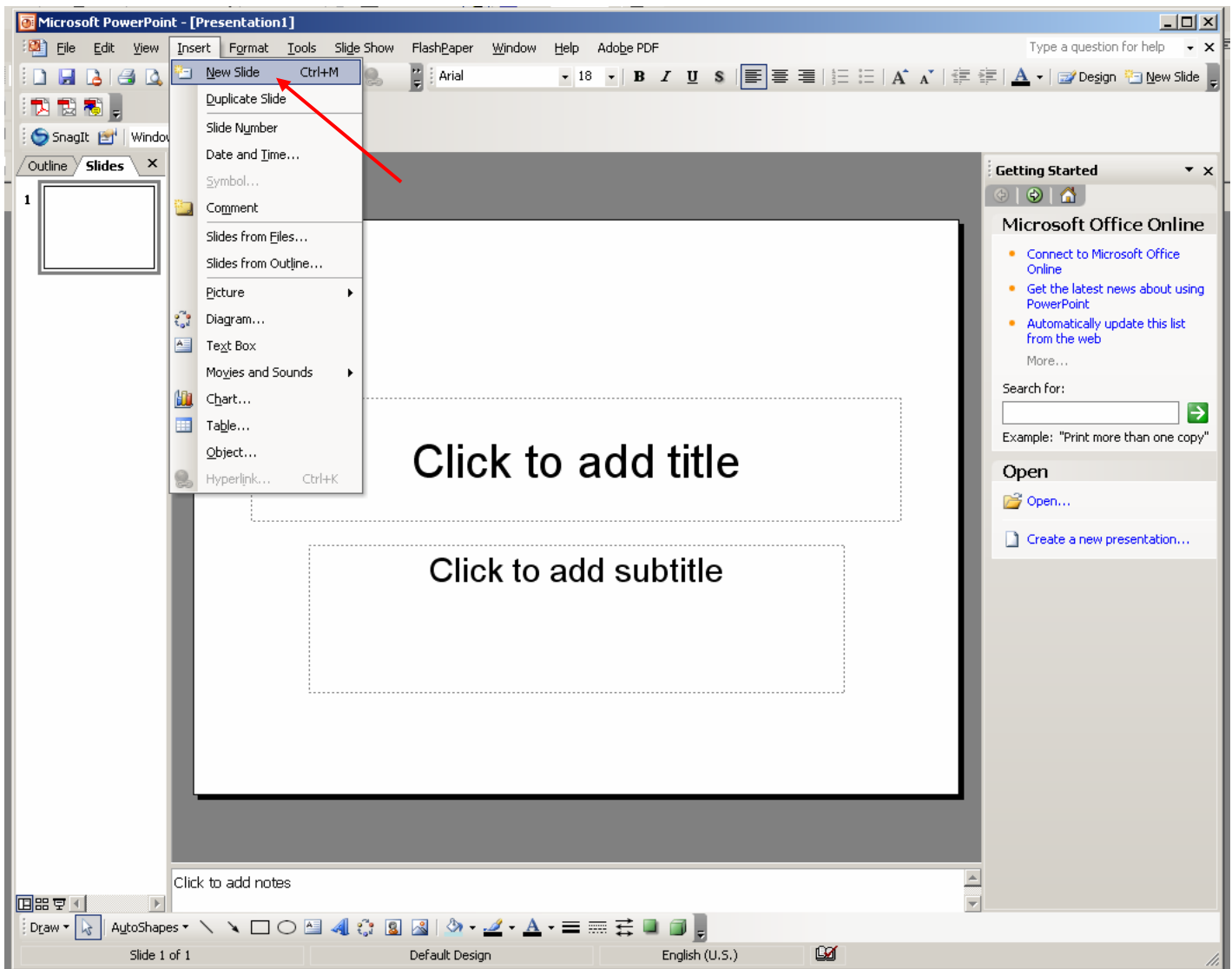


Select the desired format from the options on the right hand side of the screen. Once you click on the option you want the layout of the slide will change.

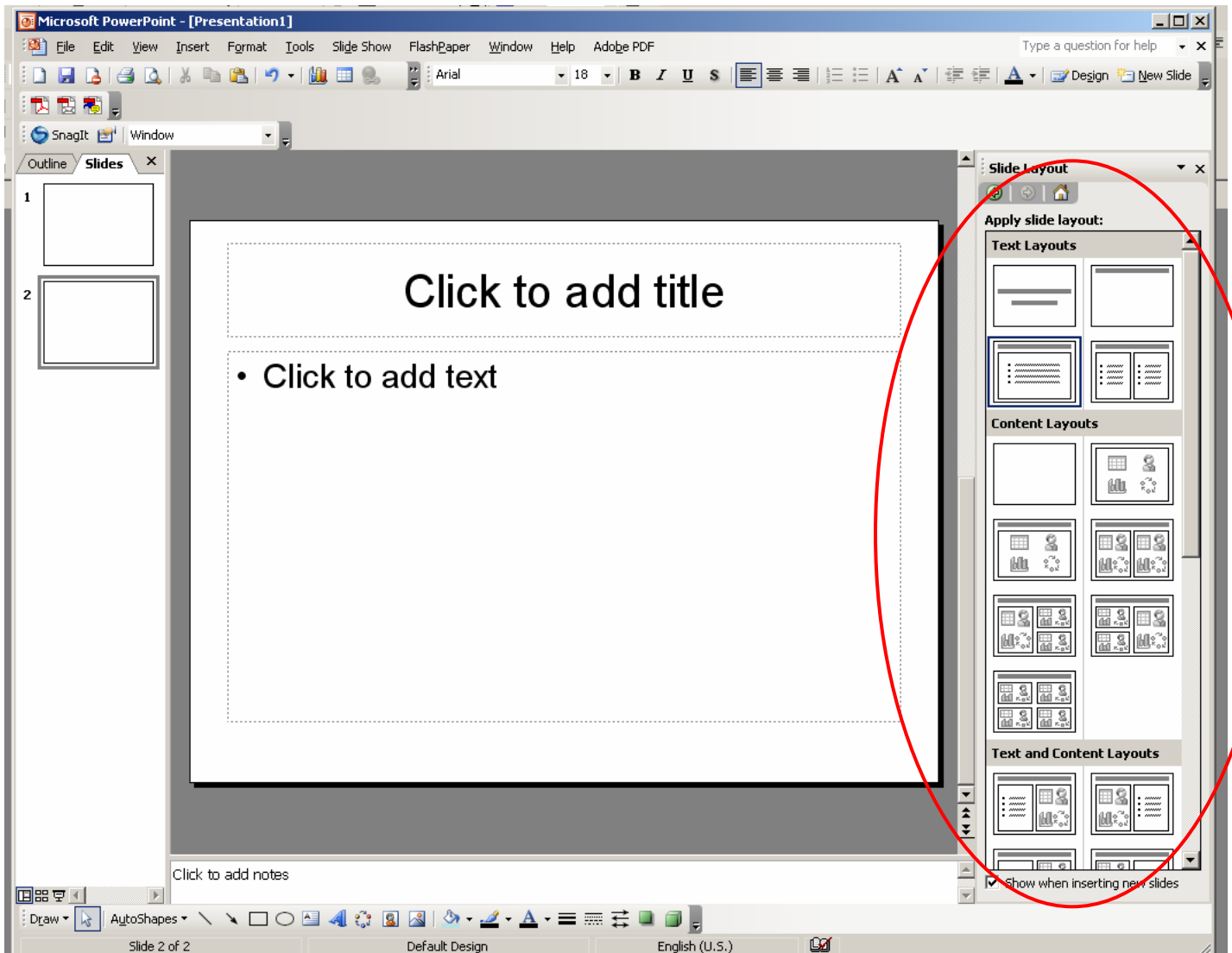


Inserting a New Slide

To insert a new slide go to the Insert Menu and choose “New Slide.”

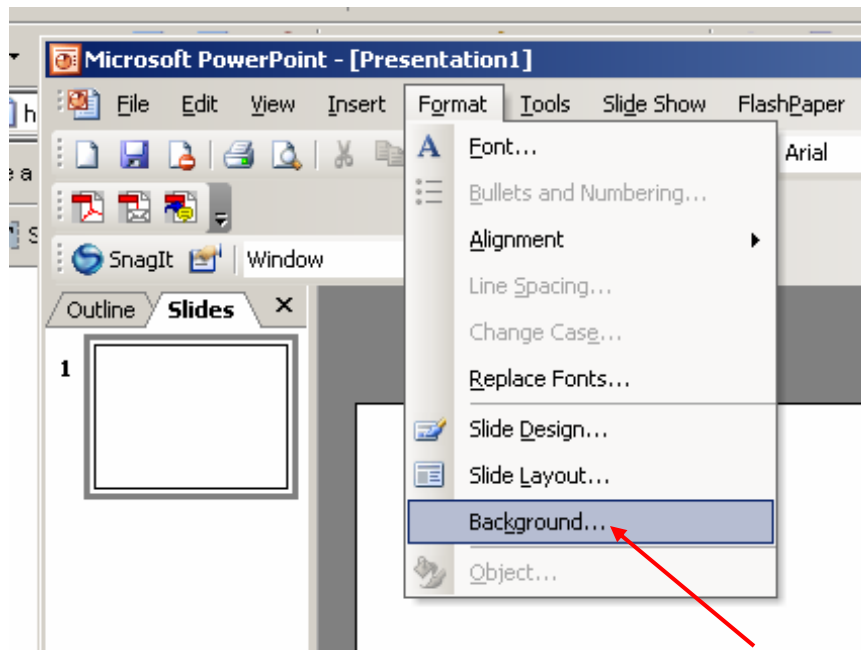


The layout of the new slide can be changed by selecting the desired format from the options on the right hand side of the screen. Once you click on the option you want the layout of the slide will change.



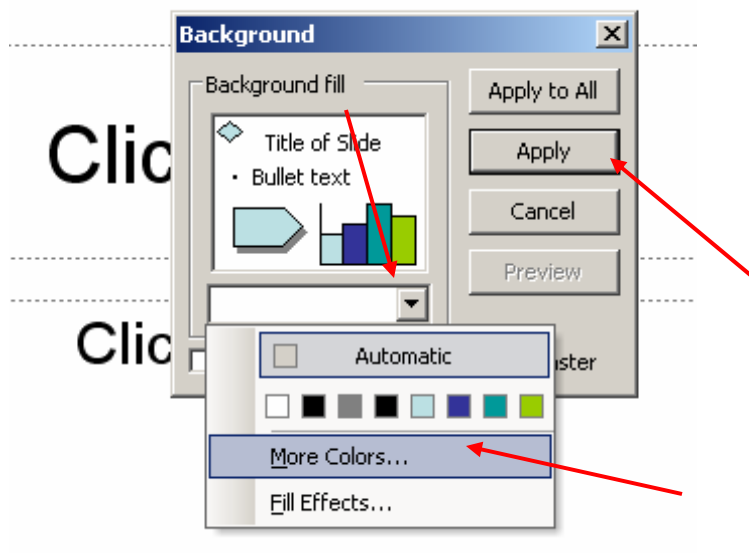
Add a Presentation Background

Choose “**Background...**” from the Format menu.



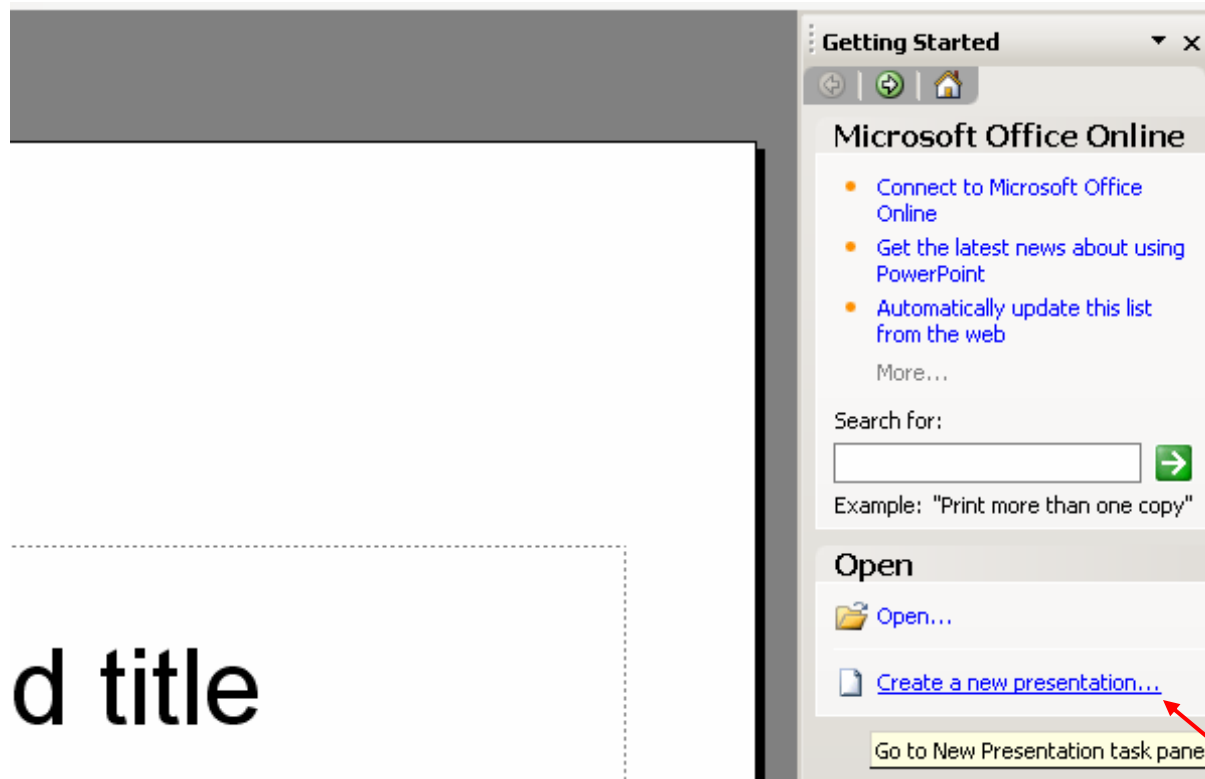
To choose a background:

1. Click on the drop down arrow next to the white background box.
2. To choose a solid color for the background click on one of the colored boxes, or click on “More Colors...” to see a full color spectrum.
3. To choose a more elaborate background choose the “Fill Effects...” option.
4. When you have made your color choices, click “Apply” to color only the current slide, or click on “Apply to All” to put the same background on all slides.

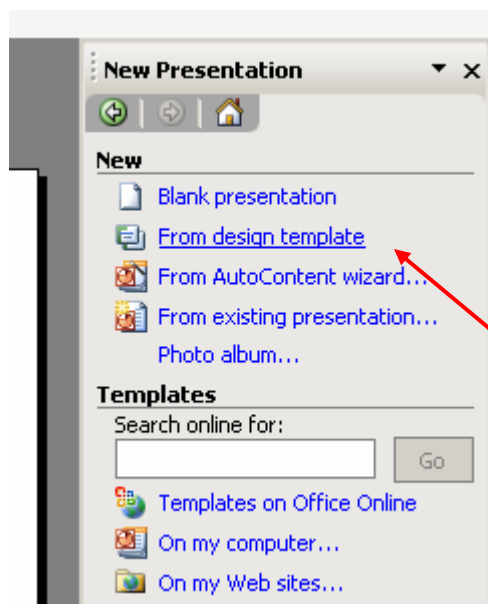


Use a Design Template

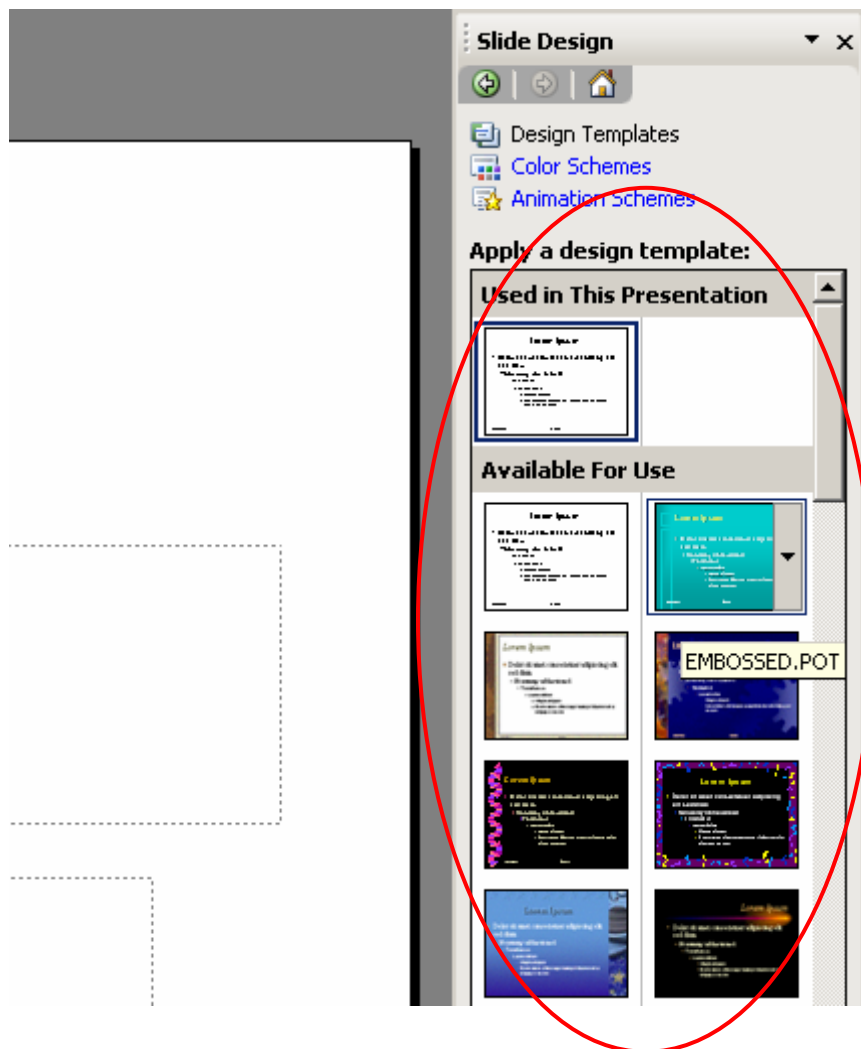
When starting a new presentation, choose the “**Create a new presentation...**” option from the right hand side menu. This will take you to the next screen.



Choose the “**From design template**” option from the right and side menu.



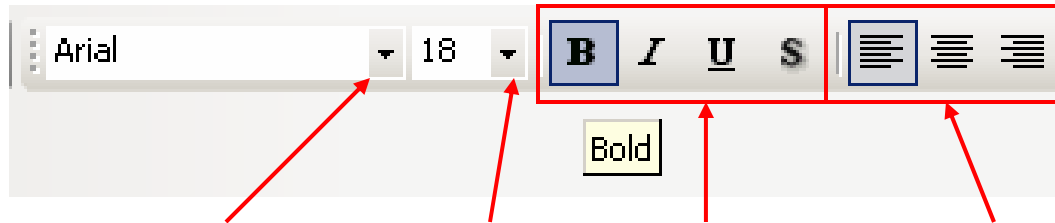
Then choose the design template you would like to use in your presentation from those listed on the right hand side menu.



Format the Text

Before the text can be formatted, drag over it while holding down the mouse button to highlight the text you want to change. The text can be formatted in two ways.

The first is by using the formatting toolbar.



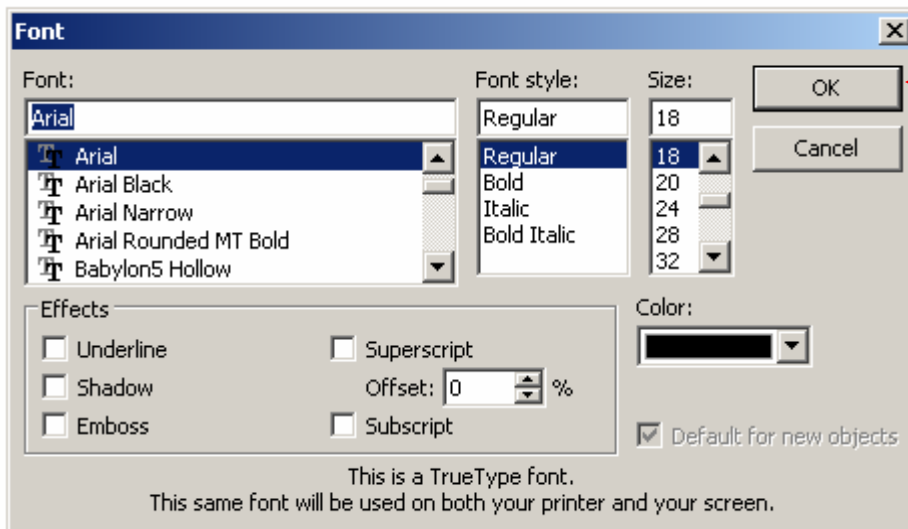
Clicking on this arrow will allow you to choose from a list of font styles.

Clicking on this arrow will allow you to change the font size.

These buttons will make the text bold, italicized, underlined, or shadowed.

These buttons allow you to left justify, center, and right justify text.

A second way to format the text is going to the “**Format**” menu and choosing “**Text**”. A text formatting window will open that looks like this:

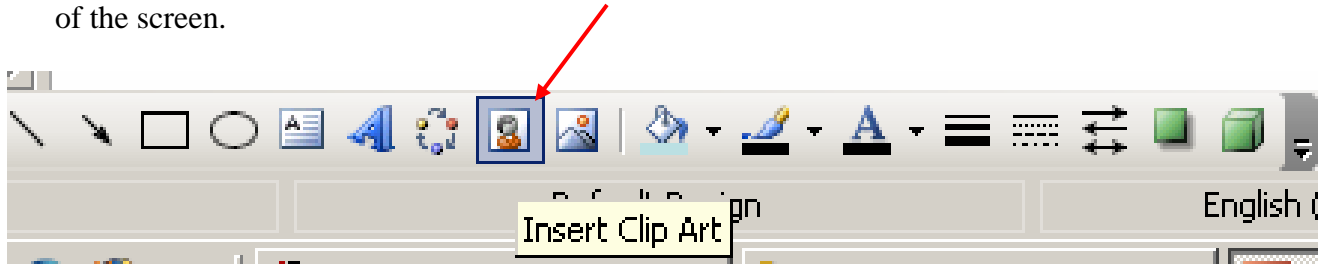


Choose the options that you would like for the font and then click the “OK” button.

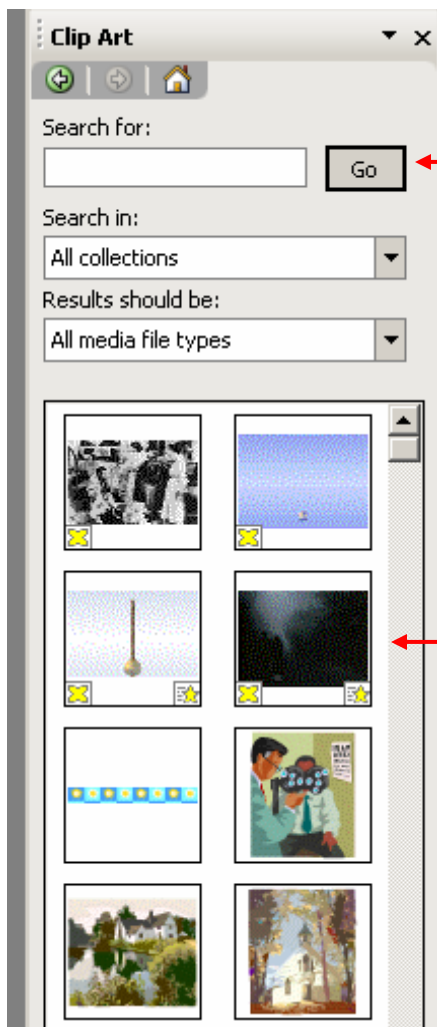
Insert and Recolor Clip Art

Clip art can be added to a slide in various ways:

- If a slide layout is chosen with a clip art box on it, the box can be double clicked on to open the clip art menu.
- The shortcut button for clip art looks like this: This button is located in a tool bar often at the bottom of the screen.



- The clip art window can also be opened by clicking on “Insert” at the top of the PowerPoint window. Once the Insert menu is open click on “Picture”, then click on “Clip Art”.



You may search for clipart by typing in your criteria and clicking the “Go” button.

Click on the image you want to insert into your presentation.