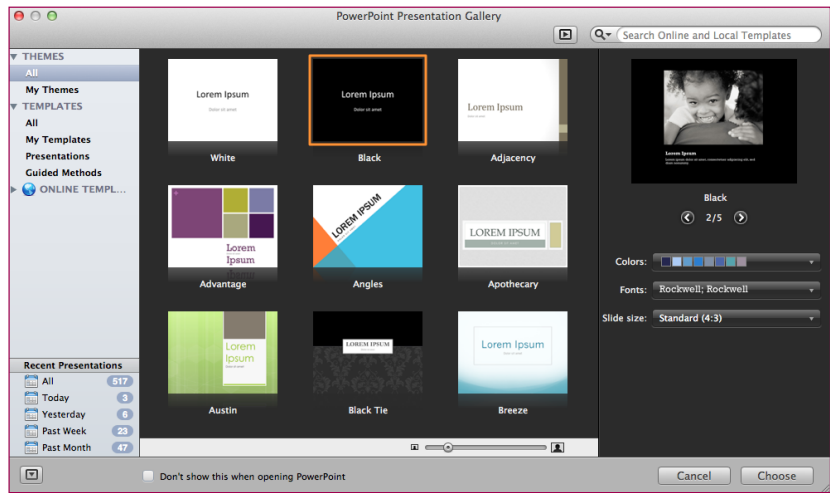


1. Launch the software program, Powerpoint.

2. Choose the simplest version, and choose a font you like, but understand it should be common, because it needs to be on both the computer on which you are building the presentation and the computer on which you will be showing the demonstration.



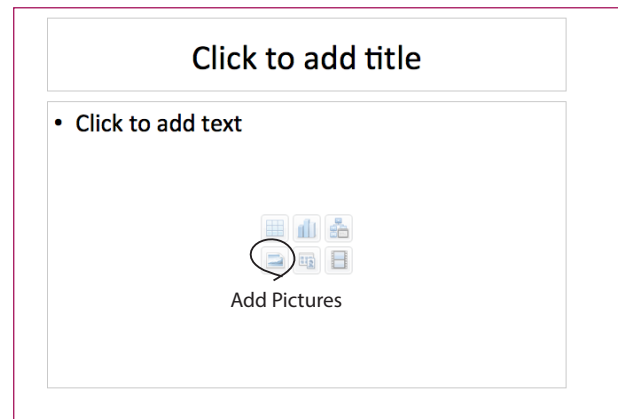
3. Choose a **background color**.

Neutral is usually the best choice. If you didn't choose a color as you began, you can choose again or change the background color this way: Menu bar > **Format > Slide Background > Fill > click on Automatic, choose a color** or choose "more colors". Single pages can have their own background colors; every page does not have to have the same color. But you want it unified.

4. To add slides one at a time, press: **"Control" + "M" key**.

5. To add pictures click on the picture icon in each blank slide. This opens a dialog box to browse for picture files already on your computer, which you have saved earlier.

6. Once the picture is on the slide, you need to **size and crop**. When you click on the picture, the tools will become available.



7. Remember that your audience is looking at this from across the room, so pictures need to be big. Usually putting more than one picture on a screen means each is too small.

8. To add text, just click anywhere in the slide and start typing. You can change the color of the type by highlighting it and then clicking on the appropriate tools in the panel across the top.

9. When you are unsure, hover the mouse around, to open small windows of information.

10. You can list your **sources** at the end **in correct citation form**. This saves you the trouble of doing it later, and it's better to list the four sources here than in your magazine article.

11. When you are done, save as pptx (or ppt, to be compatible with older, not updated software).