

**(12-a)**  
**Step-by-Step Ready Reference Sheet**  
**Using Microsoft PowerPoint**

**Tip:** In a PowerPoint presentation, you can create multiple interesting pages called slides. Your complete presentation will work like a slide show.

1. Launch the PowerPoint program by clicking the **Start** button. A window will open. Roll the pointer to **Programs** and another window will open. Roll the pointer into the new window and click on **PowerPoint**.
2. When you launch PowerPoint, the first window that will open asks whether you want to create a new presentation using the AutoContent Wizard, a Design Template, or a Blank Presentation.
3. Click on **Blank Presentation** and **OK**.

**Tip:** This reference sheet will explain how to get started with Microsoft PowerPoint. Once you have gone through the basics, experiment with the AutoContent Wizard and Design Templates to discover many new options.

4. The New Slide window will open. There are many different choices for the first slide of your presentation. Begin by making a title page. The first slide in the group, in the upper left corner, is a good place for your title page. Click on this slide and **OK**.
5. The first slide in your presentation will appear with two text boxes. Click on the top text box that reads **Click to Add Title**. These words will disappear and be replaced with a flashing cursor. You can now type a title. The font size is set for large letters, so your title should not be longer than a sentence.
6. Click in the second text box that reads **Click to Add Subtitle** and type a second line of text, if you wish. You have just created the first slide in your presentation.
7. In the left-side column you will see an outline-style summary of what you have added to your slide. This organizer becomes very helpful when you have several slides.
8. Now is a good time to save your presentation. Follow the same procedure you learned for saving files. (Under the File menu, choose **Save**. Remember to save to your *My Portfolio* disk).

9. **Adding More Slides**  
Click on **Insert** at the top of the PowerPoint screen. A menu window will open. Click **New Slide**. The New Slide window will open. This time, choose from any of the slide formats. As you create new slides for your presentation, you can take advantage of the many different pre-designed formats.
  
10. Choose your own colors and styles by highlighting the text and following the same menus used in Microsoft Word. You can add as many different slides to your presentation as you have ideas.