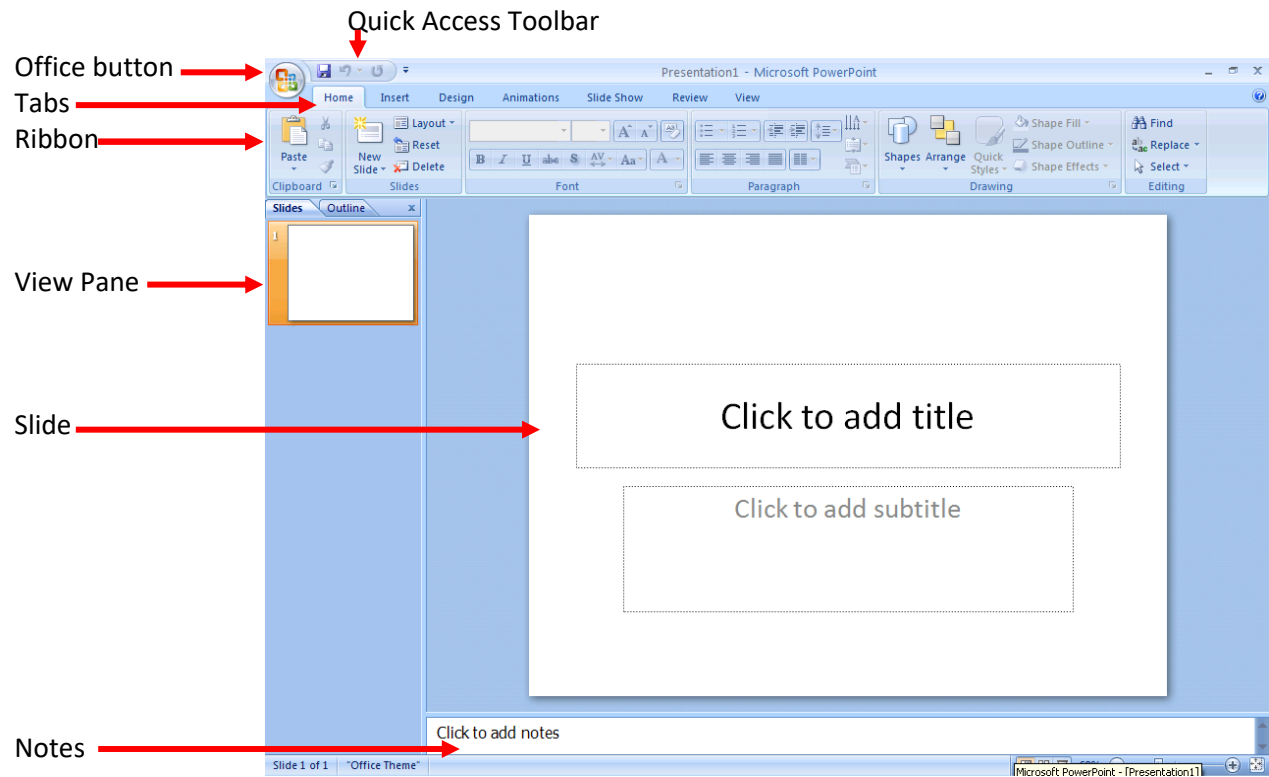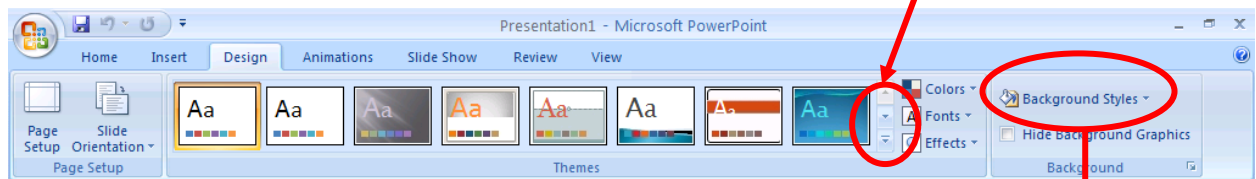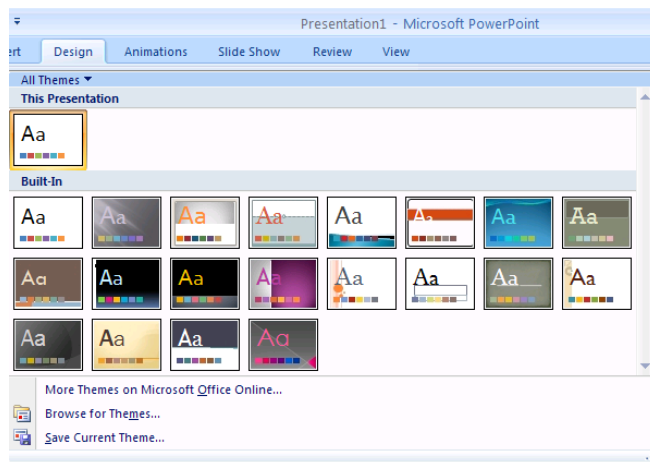A PowerPoint presentation is made up of a series of **slides**. In addition, you can print audience handouts and speaker's notes.
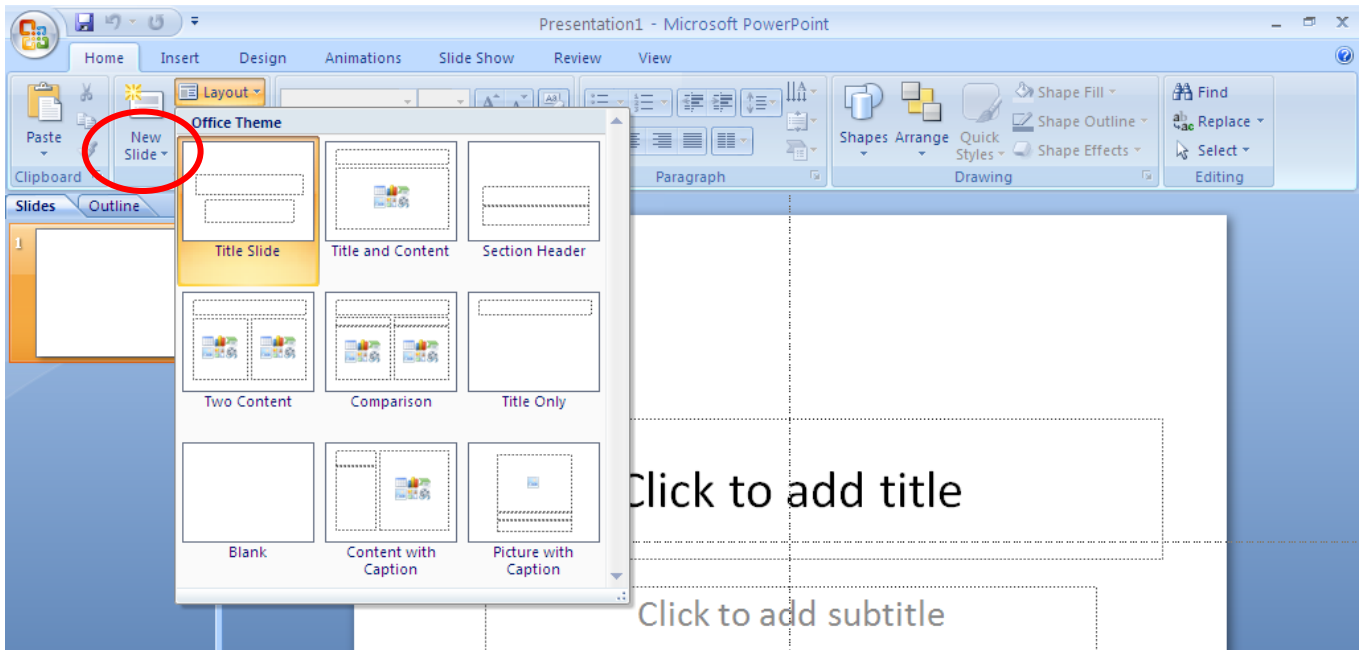

First, select a slide design by clicking on the **Design** tab. Click on the ⬇ to see choices.

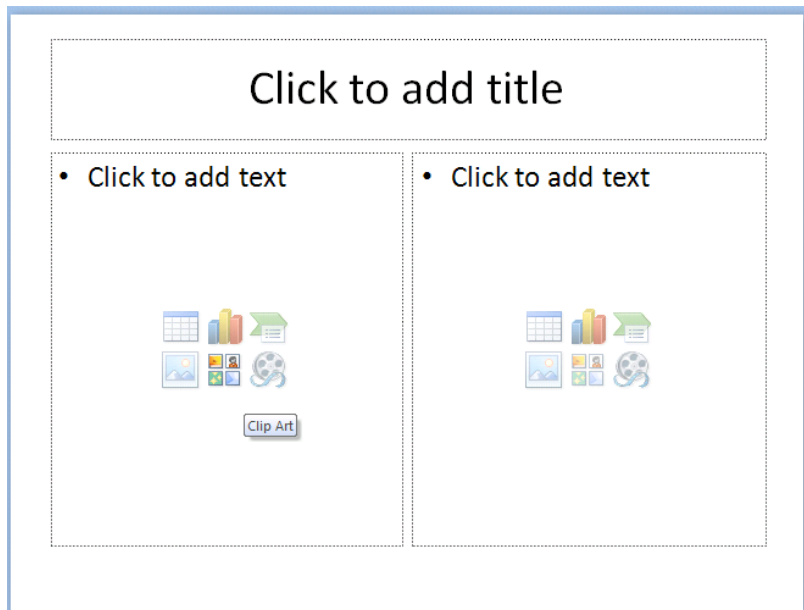Click on **Background Styles** to see various effects.

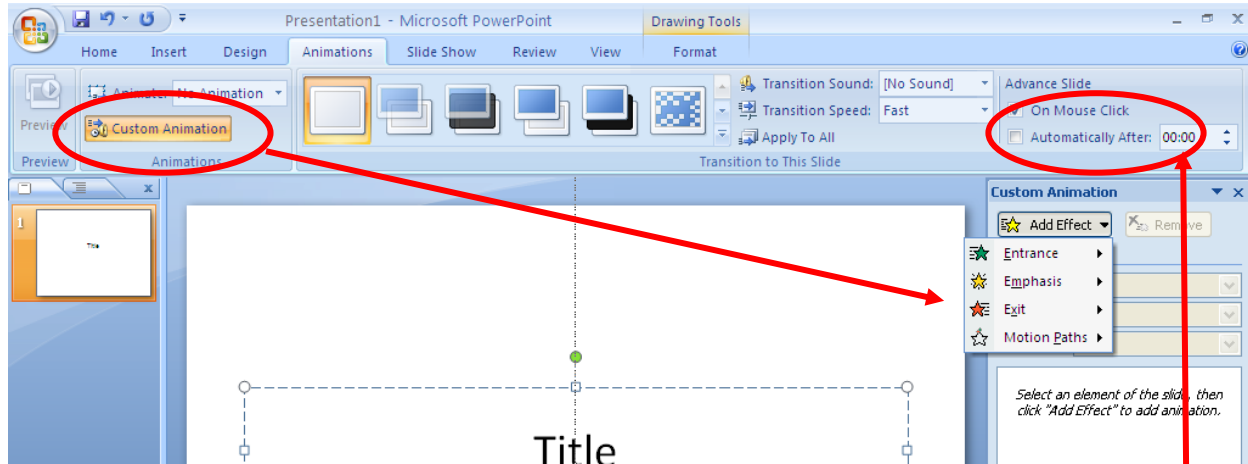Go to the **Home** tab to find the **New Slide** and **Layout** selections.

This is a Two Content slide.

Click to add text—click there to type a bulleted list.

Click on one of the graphic images to insert a table, chart, SmartArt, a picture from file, clip art, or a video.

Click on the **Animations** tab to find **Custom Animations** and **Transitions**

Custom Animation provides several ways to jazz up your presentation.
Click on **Add Effect**. We will use the **Entrance** option and then choose **Fly In**.

Transitions offer ways for the slides to move from one to the next. It also allows you to time presentations to run automatically. For more slide show options including kiosk mode, click on the **Slide Show** tab.

Try this: Create a picture slide show. If you have pictures saved to your computer or other media such as a CD, DVD, or flash drive, you can select pictures to show.

From the **Insert** ribbon, click on **Photo Album**.
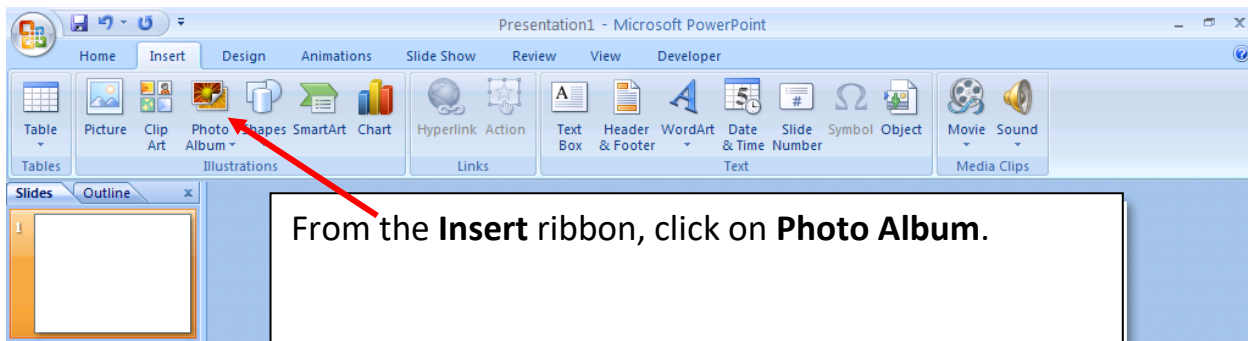
Click on Insert picture from **File/Disk.**

Click on **Create.**
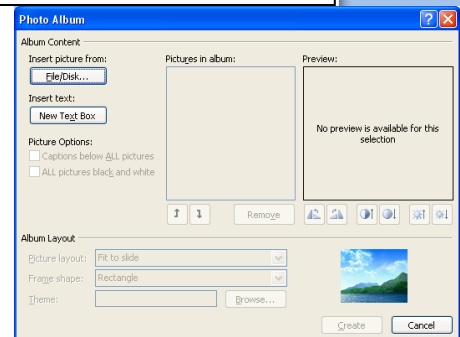
Locate your pictures. They may be in the Pictures library or a CD, DVD, or flash drive. Double Click on the folder you want.

Select the pictures you want.
To select all the pictures in a folder:
Click on the first one. Scroll to the last picture in the folder. Hold down the **Shift key** and click on the last picture.

To select some of the pictures:
Click on the first one. Then hold down the **Control (Ctrl) key** on the keyboard while you click on additional pictures.
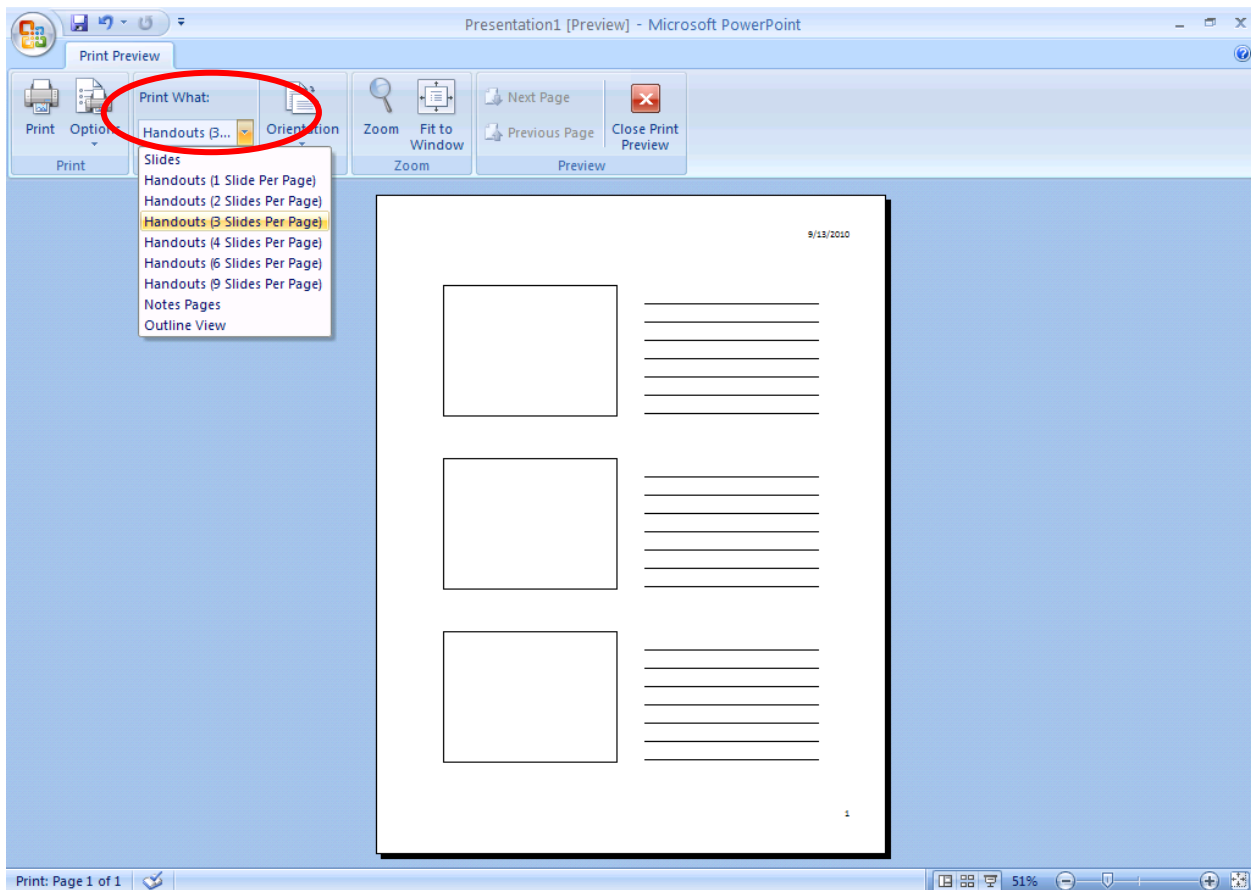
Click on **Insert** at the bottom of the screen.

Some photo editing options are available. You can flip or brighten the pictures.

Click on **Create**
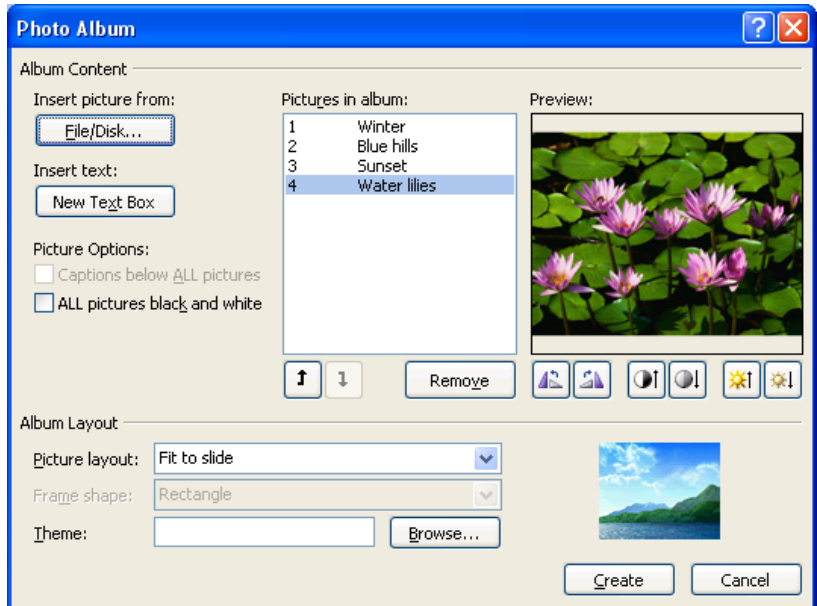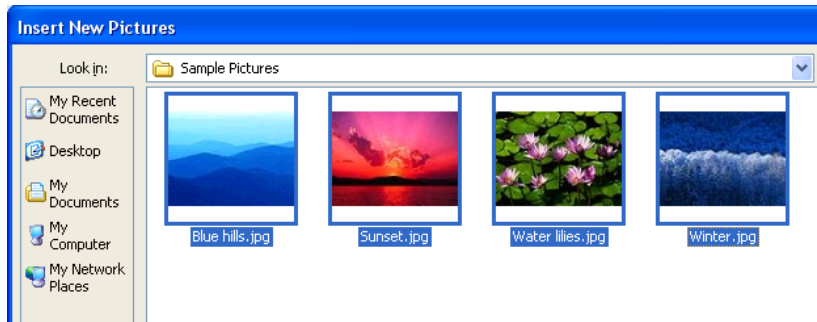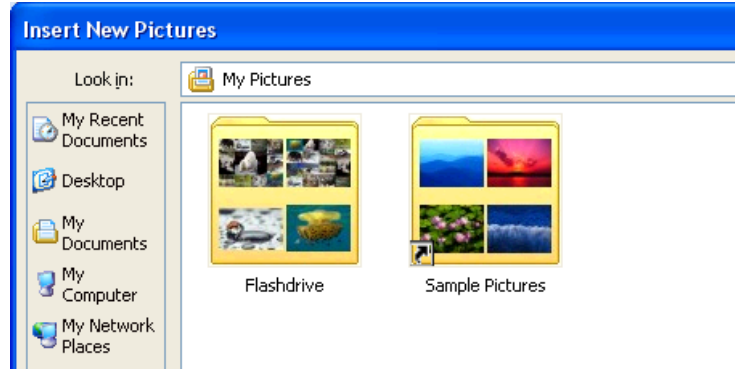
To print slides, handouts or speaker's notes, click on the **Office** button. **Point at Print**. Click on **Print Preview**. Click on the **Print What** arrow to see choices.

Click on the **Options** button to add headers, footers, dates, or page numbers. Also, choose **Options** for printing in color, grayscale or black & white.