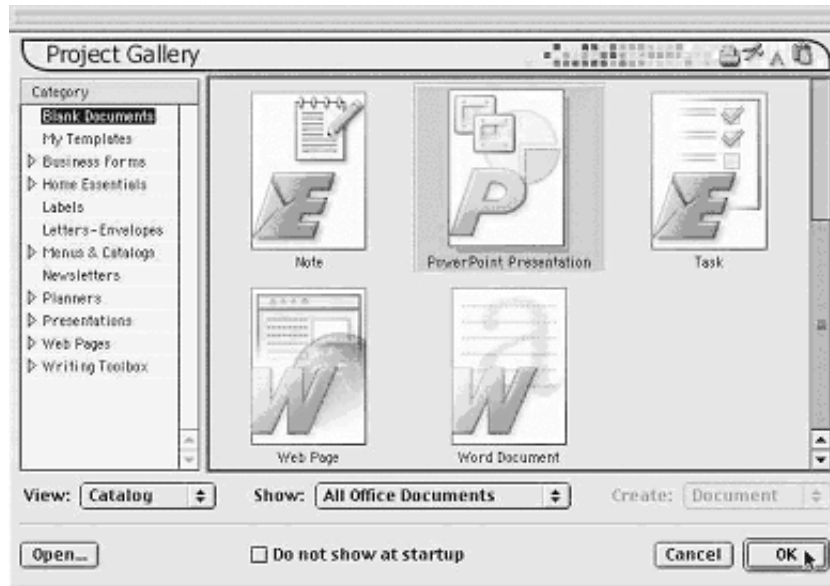
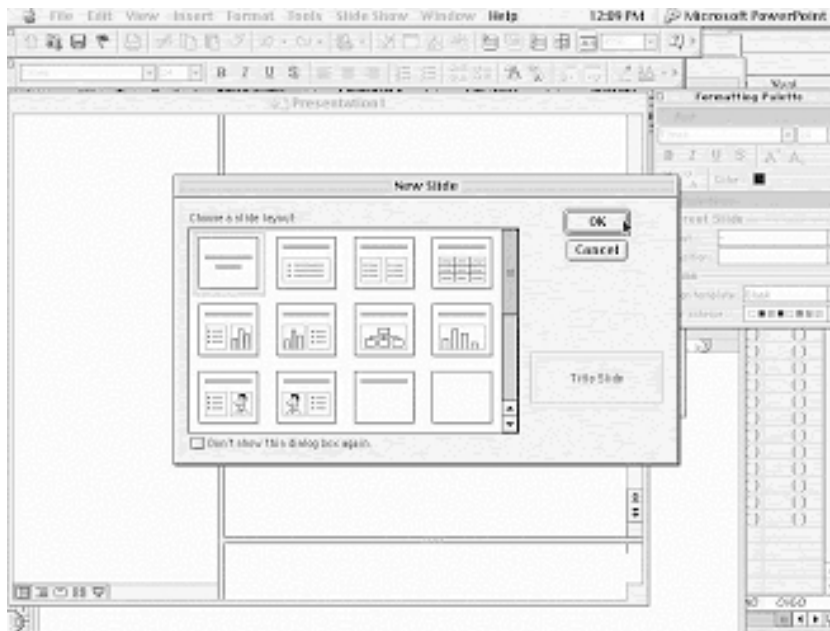


PowerPoint Instruction Sheet

Once you have started PowerPoint, you will see the following screen:

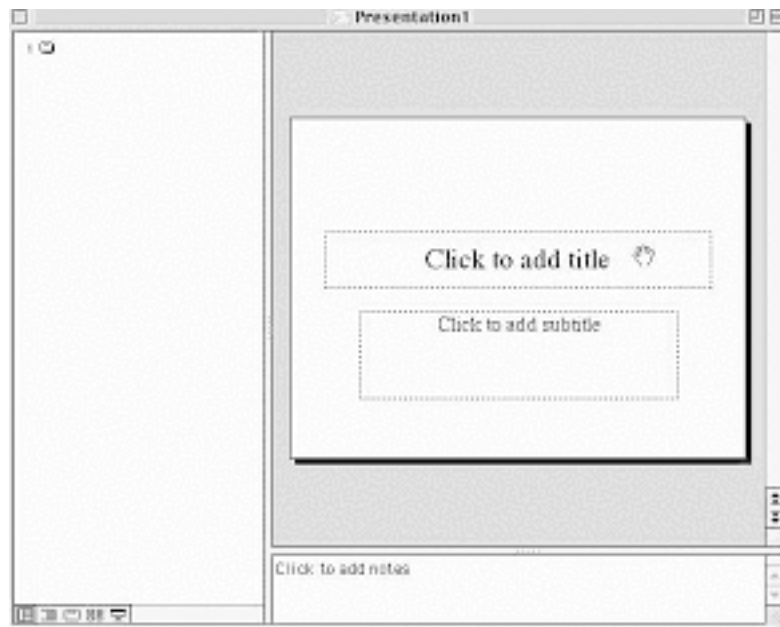


Click on **OK**, which is at the bottom right-hand side of the screen. After you do that, you will see this screen:



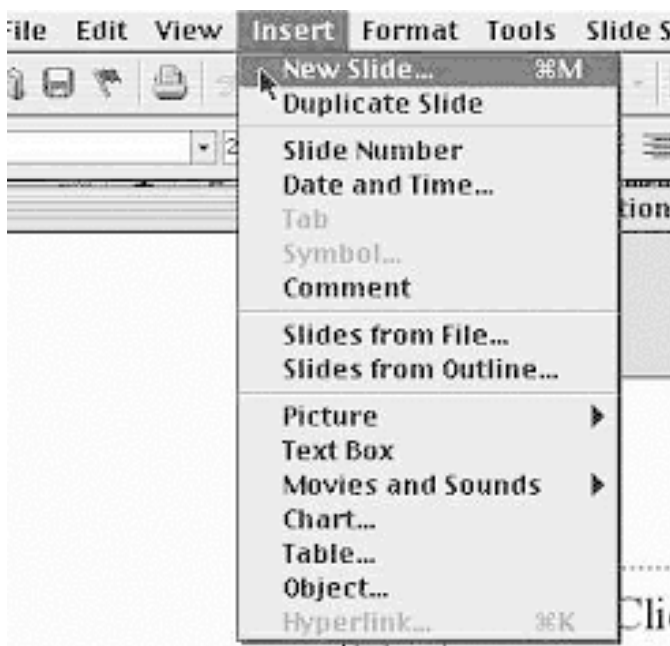
You are looking at different ways to design your slides. If you are not going to add pictures to your slide, I recommend just clicking **OK**, which is on the right. Your first slide will be created for you!

Now you should see a screen that looks like this:



If you click in the box that says **Click to add title**, you will be able to type text into that box. Once you have typed your text, you can click in the other box right below it to add more information.

When you are done with that and you want to add another slide, click on the word **Insert** at the top of your page. You will see the following:



Click on **New Slide** and you will see another slide, just like the first one you created. If you look on the left side of your screen, you will see the numbers 1 and 2 with little boxes next to them.

Once you are finished, you can choose to save your document. You can click on the word **Help** to get a guide that will help you add fancy titles, pictures, and sounds to each slide. However, it is not necessary to do this.