PowerPoint Tool Tips

Changing the template (background)
1. Click on the File menu.
2. Click **New**.
3. Click on the **Presentation and Design** tab.
4. Pick a template and click on it. Click **OK**.

Changing the colors on a slide
1. Click the **Format** menu.
2. Click **Color Slide Scheme**.
3. Click on the color scheme you wish to apply.

Adding clip art
1. Click on the **Insert** menu.
2. Click on **Picture**.
3. Click on **Clip Art**.
4. In the Clip Art Gallery, click in the **Search for clips** box.
5. Type a word that describes the picture you are looking for.
6. Right-click on the object you would like to insert and select **Insert**.
7. Once the art is on the page, you can move it or resize it.

Repositioning clip art
1. Right-click on the art. Then click **Cut**.
2. Place the cursor where you wish the art to be. Right-click and then click **Paste**.
3. You can also left-click on the art and drag it to the desired position.

Resizing clip art
1. Mouse over any corner of the picture.
2. When you see a double arrow, left-click and pull in or pull out until you are satisfied with the size.

Adding animation to clip art or text
1. Click on the text box or picture where you want animation.
2. Click on the **Slide Show** menu.
3. Click on **Custom Animation**.
4. Click **Add Effect**.
5. Click on the effect you wish to try. Then click **OK**.

Adding transitions between slides
1. Click on the **Slide Show** menu.
2. Click on **Slide Transitions**.
3. Choose an effect and speed. Choose a sound if you wish.
4. Click **Apply** to apply to selected slide.

Changing text on action buttons
1. Left-click to select button.
2. Highlight and delete existing text.
3. Type in new text then left-click to exit the Edit mode.