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.