

Tips for Creating Photo Slideshows

How do I change the background?

1. Click on the File menu.
2. Click on New. On the right-hand side of the screen, you should see a tab that says New Presentation.
3. Click on the Slide Design or Slide Design-Color Schemes tab.
4. Pick a template and click on it.
5. Once you have made your final choice, click on OK.

How do I use clip art?

1. Click on the Insert menu.
2. Click on Picture and then Clip Art.
3. In the Clip Art Gallery, on the right-hand side of your screen, click in the Search box and type a word that describes the picture you are looking for (e.g., teddy bear).
4. Click on the picture you would like to use and click on Insert.

How do I move clip art or photos?

1. Right-click on the picture; then click on Cut.
2. Place the cursor where you want the picture to be and right-click; then click on Paste.

How do I change the size of clip art or photos?

1. Click on the lower right-hand corner of the image and pull. Do not click on the sides or you will stretch the image.
2. You can also use the Picture toolbar to resize pictures. If this toolbar isn't showing, go to the View menu, click on Toolbars, and click on Picture. A toolbar will appear that allows you to rotate, crop, enhance, and resize images.



How do I add 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 on Add Effect.
5. Click on the effect you wish to try.
6. Once you have made your final choice, click on OK.

How do I add transitions between slides?

1. Click on the Slide Show menu.
2. Click on Slide Transition.
3. Choose an effect and a speed as well as a sound if you wish.
4. Click on Apply.

How do I add speech bubbles?

1. If the drawing toolbar doesn't show up on your PowerPoint screen, click on the View menu, click on Toolbar, and then click on Drawing.
2. Click on Auto Shapes on drawing toolbar.
3. Highlight Callouts and click on a speech bubble. Then move cursor onto photo and click.
4. Click inside speech bubble to add text.
Note: You can also use the drawing toolbar to insert shapes, arrows, and other graphics.