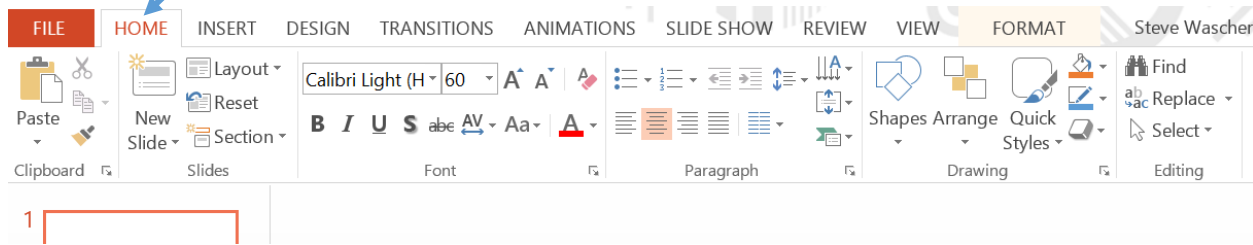
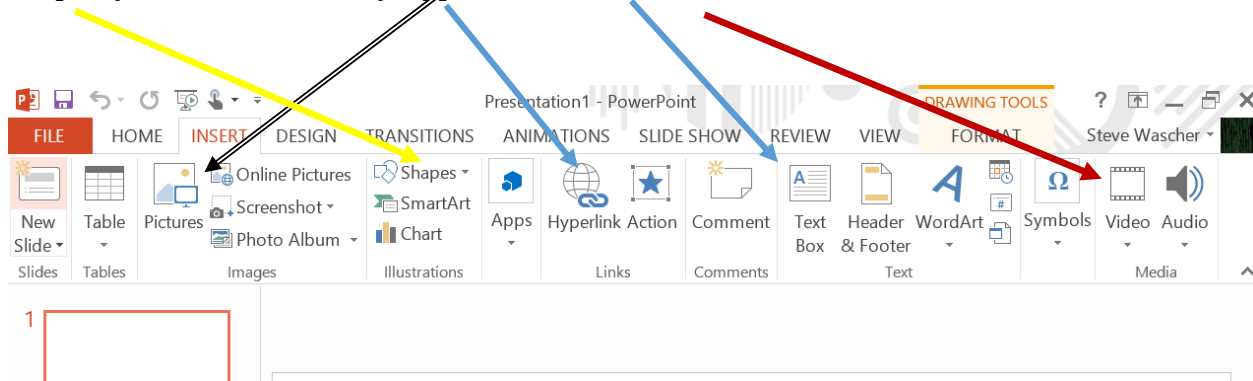


Powerpoint Basics!

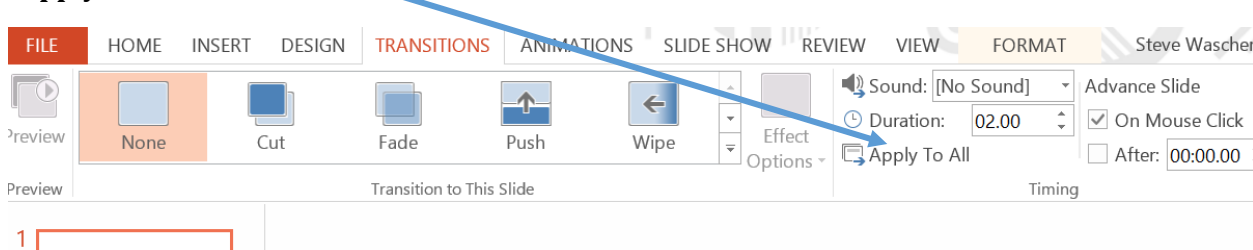
Here is the Home Toolbar where you can change font, color, alignment and layout of slides and information.



The Insert Toolbar is where you can add pictures (from a file or the Internet); shapes (arrows, circles, etc.); hyperlinks, text boxes, video or audio.



The Transitions Tab is where you can add effects to how each slide appears. You can have a sound effect added here. Remember, you can easily Apply these changes to all the slides by clicking on the “Apply to All” button here:



The Animations tab is where you can decide how you want text to appear.

