



## **How to use Microsoft PowerPoint to create Literacy Resources**

### **To create a presentation**

1. Click on **Blank Presentation** and click on **OK**.
2. Click on **Blank Slide** and click on **OK**.

### **To create background**

1. Click on **Format**.
2. Click on **Background**.
3. Click on down arrow.
4. Click on **Fill Effects**.
5. Select background from **Gradient, Pattern, Texture** or **Picture** tabs and click on **OK**.

Alternatively:

Create your own background by adding a picture from ClipArt and stretching it to fill the entire slide (see below).

### **To add Text Boxes**

Text boxes are useful if you wish to place text or clipart in a particular place.

1. Click on Insert and then Text Box. A symbol similar to a plus sign will appear.
2. Hold down the left mouse button and drag the mouse to increase / decrease the size of the box.
3. Type your text in the Text Box.



### **To add ClipArt**

1. Click on **Insert**.
2. Click on **Picture**.
3. Click on **ClipArt**.
4. Click on the picture that you wish to use.
5. Click on **Insert**.

### **To change the size**

1. Click on your picture.
2. Holding down the left mouse button drag the handles in or out to make the picture larger or smaller.

### **To change the position**

1. Click on the picture.
2. Point to the middle of the picture and holding the left mouse button down drag the picture to its new position.

### **To animate text or ClipArt**

1. Click on the Text Box or ClipArt you want to animate.
2. Click on **Slide Show** and **Custom Animation**.
3. On **Effects** tab click on animation of your choice e.g. **Fly from Left** and click on **OK**.

### **To create sound effects**

1. Click on the Text Box or ClipArt you want to add sound to.
2. Click on Slide Show and **Custom Animation**.
3. On **Effects** tab click on sound of your choice e.g. **Spiral** and click on **OK**.



### **To create Hyperlinks between slides**

1. Highlight the word or picture you want to link to another slide.
2. Click on **Insert** on the menu bar and then **Hyperlink**.
3. Click on **Place in this document**.
4. Click on the name of the slide you want to link this to e.g. **Next Slide**.
5. Click on **OK**.

### **To run slide show**

Click on **Slide Show** and **View Show**.

1. Click to animate text or clipart.