Step by Step guide on how to use the app - Powerpoint to create a presentation

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First, you will need to go to Search Bar and search for 'Powerpoint' to check you have the app available.
If not Download Office 365 using your GLOW account.

APP ICON

STEP 1 - Launch the Powerpoint app
When you launch the PowerPoint program, you may be prompted to pick what kind of document you want to create.
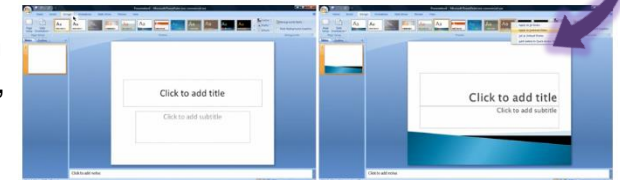Choose to create a blank presentation.

STEP 2 - Choosing a design
The next thing you want to do is decide on what design you want for the presentation. To do this, go to the 'Design' tab at the top of the page. Scroll through all the options and decide which one looks best for the presentation you want. To get a preview of what the design will look like before applying it to the presentation, hover over the design you want to preview. This design will be automatically continued throughout the rest of your presentation.

Design Toolbar across the top will look like this

STEP 3 - Create title page
Click the first box that says 'Click to add title' and add the title of your presentation. Click the bottom box to add your name, or any other subtitle that you choose. Once you have your text in the boxes, you can change their font, size, color, etc. with the toolbar options at the top. You can change the size of the text box by selecting it, and then dragging the corners of the box. To move the text boxes, select the box, and move your arrow over the border of the box. A four-arrow icon will appear, and clicking with this icon will allow you to move the text boxes wherever you choose

Adding more slides, looks like this
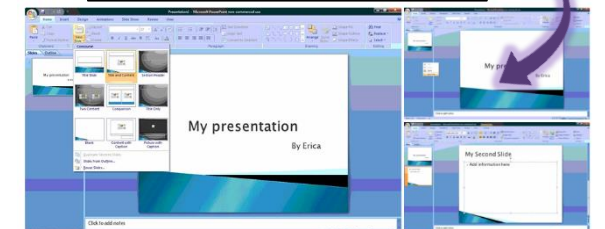
STEP 4 - Add more slides
Chances are, you are going to need more than one slide. The first way to add a slide is to right-click the area under where your first slide is located and select 'New Slide'. A new slide will appear. The second way to add another slide it to click 'New Slide' in the toolbar above the slides. This button is divided into two parts, The top will insert a new slide with a default layout. You can also click the bottom half of this button, which will allow you to choose what type of layout you want.

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STEP 5 - Add 'Text' or 'Word Art'

If you want to insert text you must insert a text box to do this, click on the 'Insert' tab at the top of the window. Select text box, in here you can type your information and facts etc. To add word art you do the same but click 'Word Art' this has a blue 'A' icon like this.
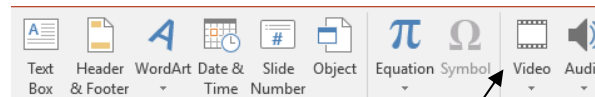
Text box   Word art
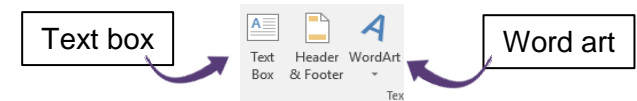
STEP 6 - Add Pictures, Graphs or Charts

If you want to insert a chart, picture, graph, or any other graphic, click on the 'Insert' tab at the top of the window. Once you have your chart or picture, you can add a border or edit it however you want in the 'Format' tab.
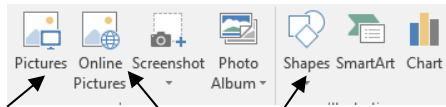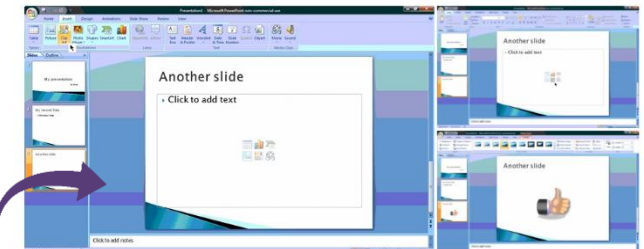
Insert a picture from your desktop or online
You can also add in shapes e.g. circles, arrows etc

Insert a video relating to the subject or an audio clip

INSERTING PICTURES OR GRAPHS ETC WILL LOOK LIKE THIS

STEP 7 - Add 'Transitions' and 'Animations'

To add transitions in between your slides, click the 'Transitions' tab at the top of the page. Here you can scroll through all the options of transitions, and hover over them to see a preview. To add animations on your text or pictures, click the text or picture you want to animate then go to the 'Animations' tab at the top of the page. Again, here you can scroll through all the options of transitions, and hover over them to see a preview.

STEP 8 - How to present your presentation

Once you have all your slides completed and in the order you want, view your slideshow. Click the 'Slide Show' tab at the top of the page and select 'From Beginning', or you can choose 'From Current Slide' and it will just present the slide you are on.

Depending on the device you are using either SCAN this QR code or CLICK the QR code to open the Step by Step video