How to make a Powerpoint Presentation from Scratch:

a.   Click once on the Microsoft Powerpoint icon which is located in the dock.
c.   Type in the title of your presentation.
d.   To move on to the next slide, go to the **'Insert'** menu at the top of the screen and select '**New Slide'**
e.   This time select a slide that has space for both a picture and text ('**Clip Art and Text')**
f.   Put a title on the slide where it says '**click to add text/title'** your company name
g.   Then click on left hand side of the screen where the picture is to go. Click on the '**Insert'** menu at the top of the screen and select '**Picture then Clip Art'.** Choose the picture that you would like to use (by clicking on it once) and then click on '**Insert).**   The size and position of the picture can then be modified by highlighting it (click on it once) and using the arrows to move it around or change its size.
h.   To insert text simply click on the box on the right hand side of the screen and type in the text. To change the size, font style or colour highlight the text and use the '**Format'** Menu at the top of the screen.
i.   Now create a new slide (of the same format) inserting a picture and text.

Customising a Presentation:

a.   Return to the first slide by clicking on it at the menu at the left hand of the screen.
b.   Highlight the part of the slide that you want to customise (by clicking on it). For example – Highlight the picture. Then select the '**Slide Show'** drop down menu from the top of the screen followed by 'A**nimations'** then **'Custom'.**   From the 'Effects' heading you can then choose how you wish the picture to enter the screen.   On the bottom left hand side of this window you can preview the animation by pressing play.
c.   Now highlight the text on the right of your slide and choose an entry effect.   You can also accompany this with sound.

Slide Transition
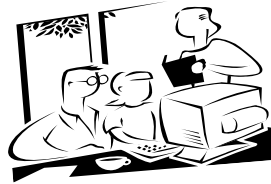
- To customise the way in which each slide enters and leaves the presentation click on the '**Slide Show'** menu at the top of the screen and select '**Slide Transition'.** Choose the method of transition and click on '**Apply to All'.**

Slide Colour Schemes and Backgrounds

- To change the colour scheme of a slide click on the '**Format** top of the screen and select '**Slide Background'**. From this window you can choose a colour (or 2), fill effects and the gradient of them. When you have decided on your colour scheme click apply to all.
- Save presentation on desktop and quit Powerpoint.

Alternatively you can use:

Powerpoint Wizard

- Open Powerpoint. This time choose Autocontent Wizard. This is where the slide show is already set up and animated and all you need to do is type in the correct information, which you wish to appear in your presentation.
- If you need to add extra slides to the presentation, use the '**Insert'** menu at the top of the screen and select '**New Slide'**. The new slide will automatically appear after the slide that is currently on your screen before you insert a new one.
- To delete a slide, click on that slide on the menu at left hand side of screen (so that it appears in the main window). Go to the 'Edit' menu at the top of the screen and select '**Delete Slide'.**