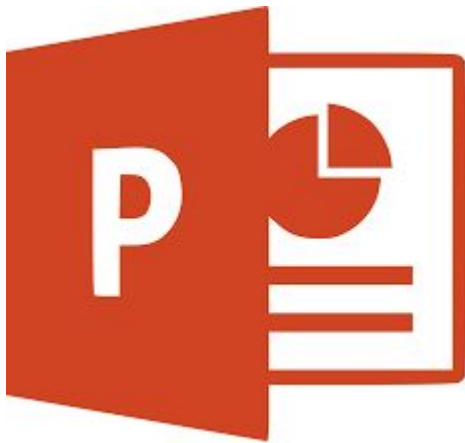
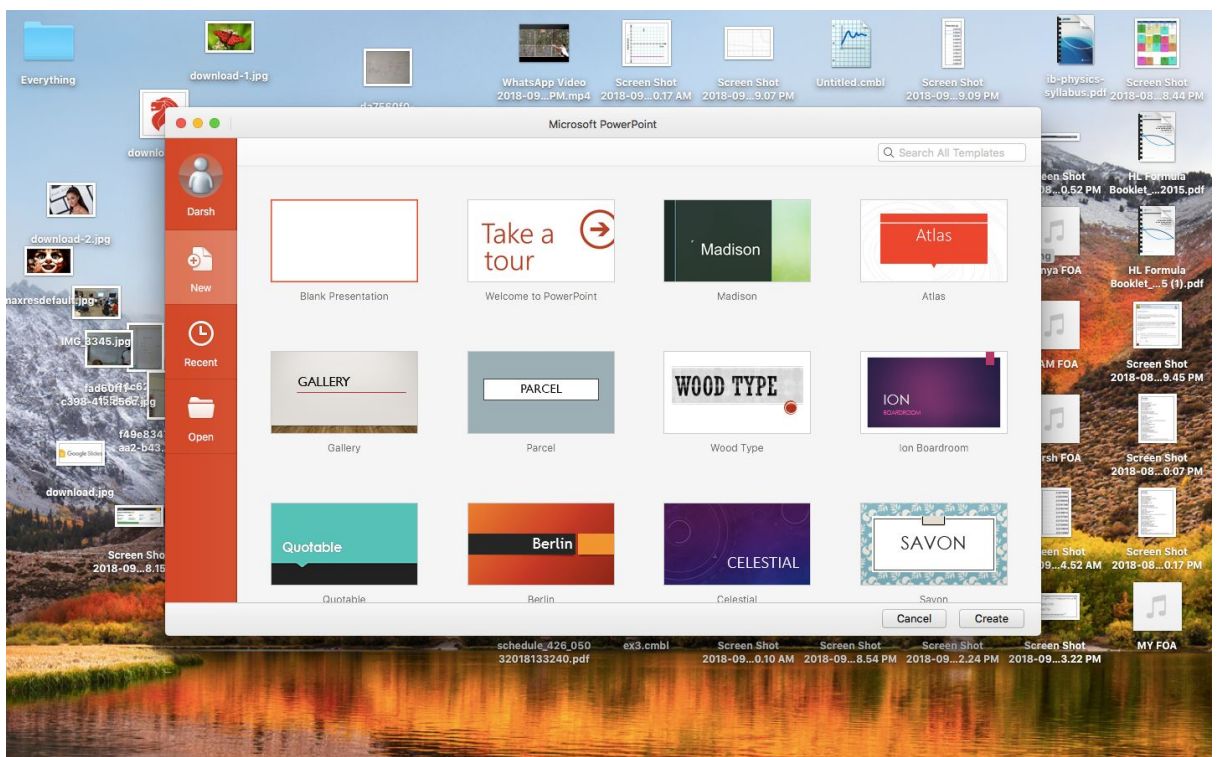


Microsoft Powerpoint



Hover your mouse to the bottom of the screen and find the powerpoint icon logo shown on the right.

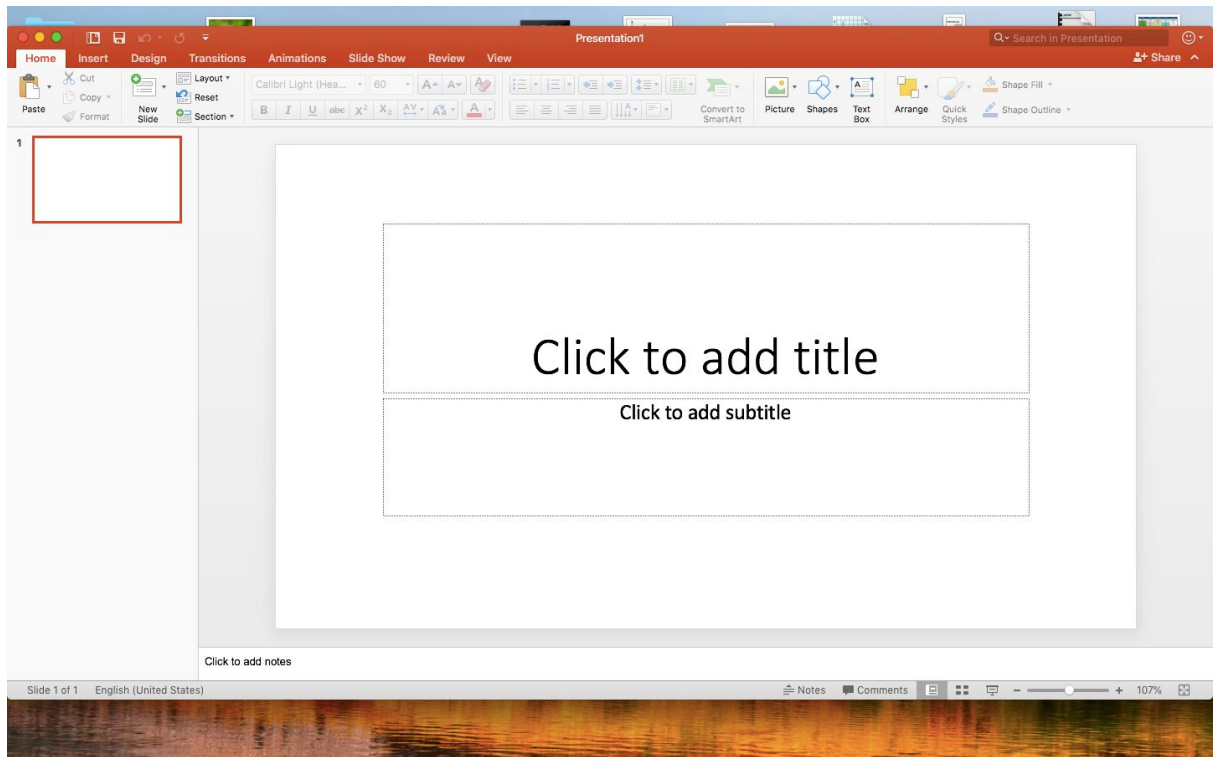
Double Click on the logo, wait for the application to open.



The above window opens. All theme options available are given.

All rectangles are different templates, with different colors, fonts and designs.

For now, select the blank presentation rectangle, and click on the “create” button on the bottom of the window. Wait for the next window to open.



This is the title slide of the presentation.

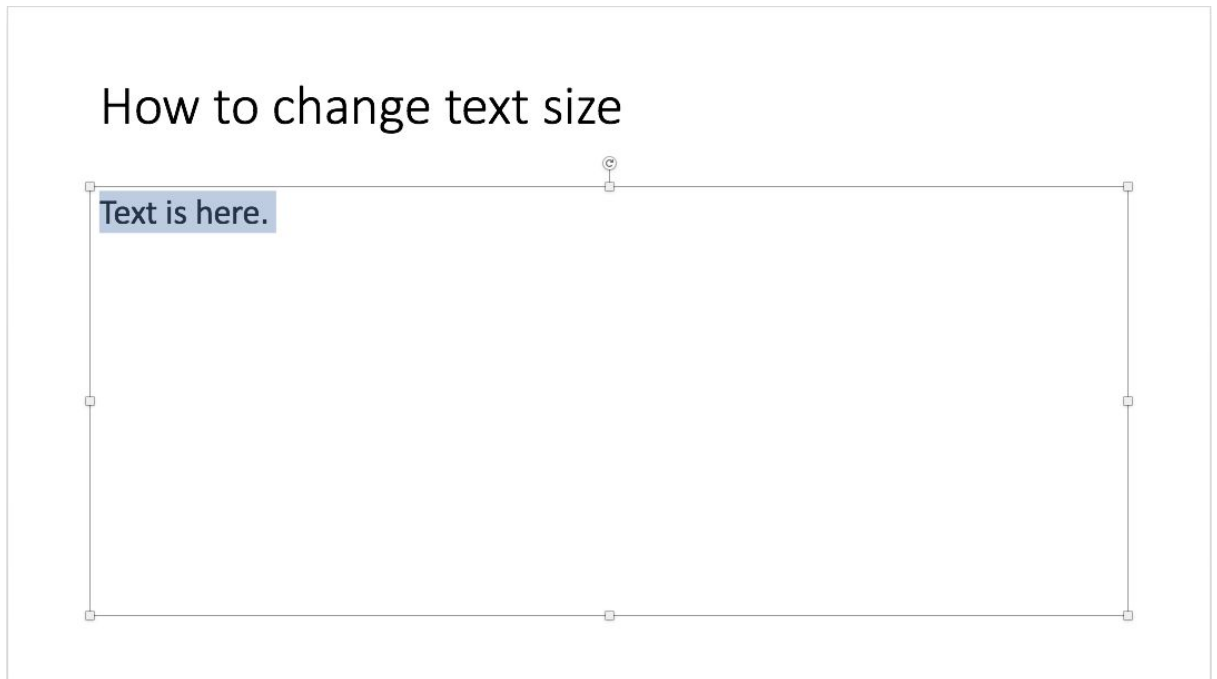
By double clicking on the title box (the bigger one on top), you can type out the title of your presentation.

Do the same with the smaller box below. You generally add the names of the creators of the presentation here. So now you can put your names in.

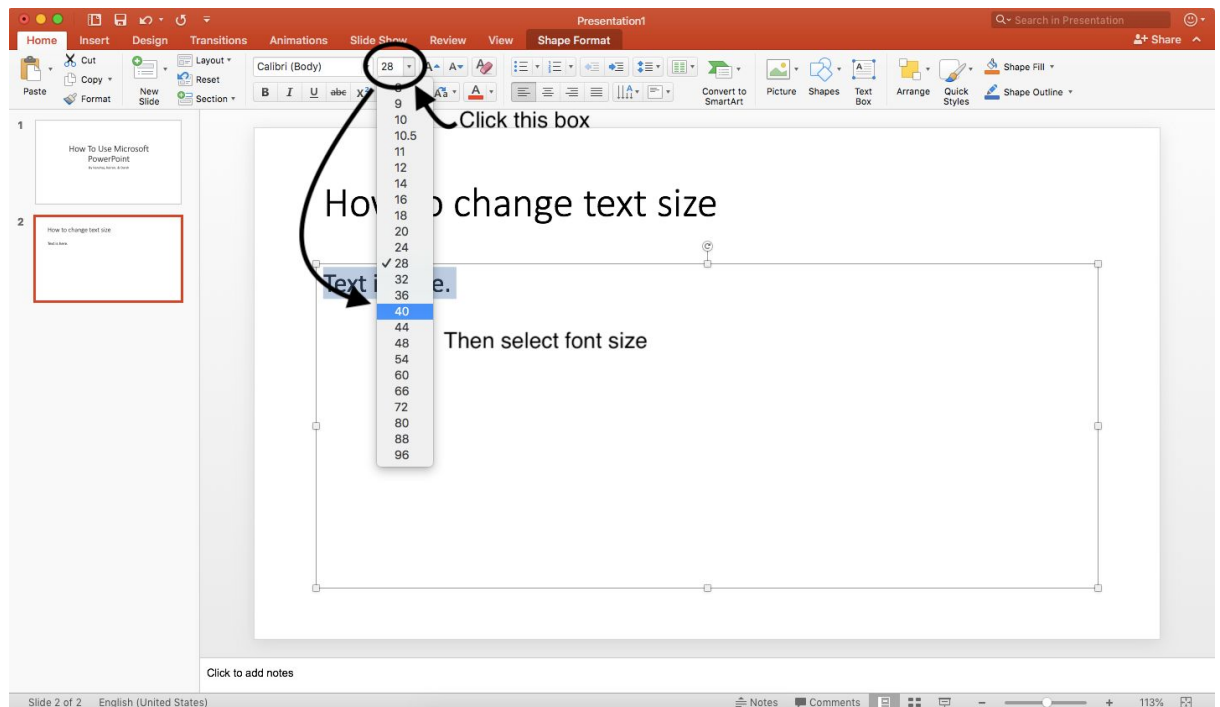
How To Use Microsoft PowerPoint

By Vanshaj, Keiron, & Darsh

Now we will teach you how to change the colour, font, text size on Powerpoint.

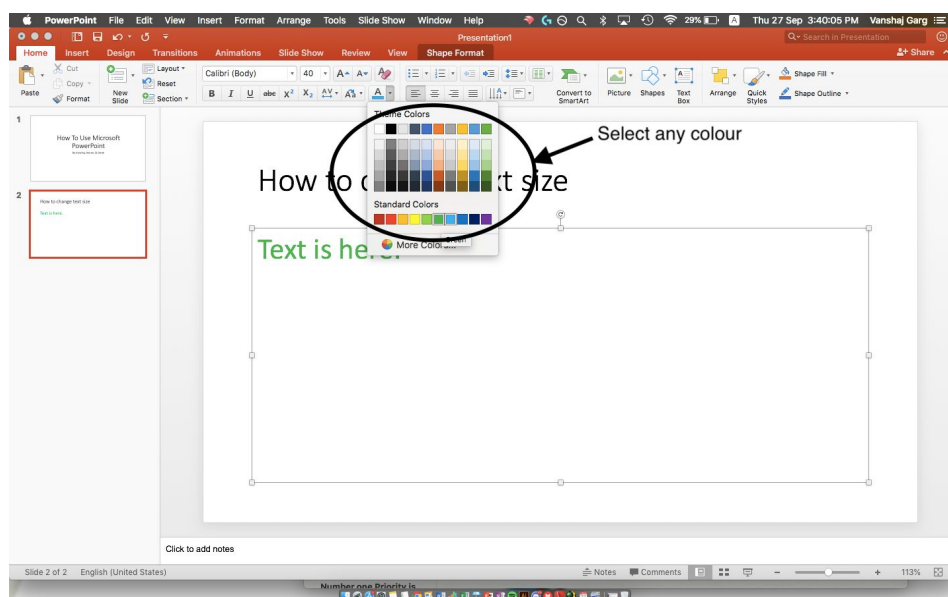
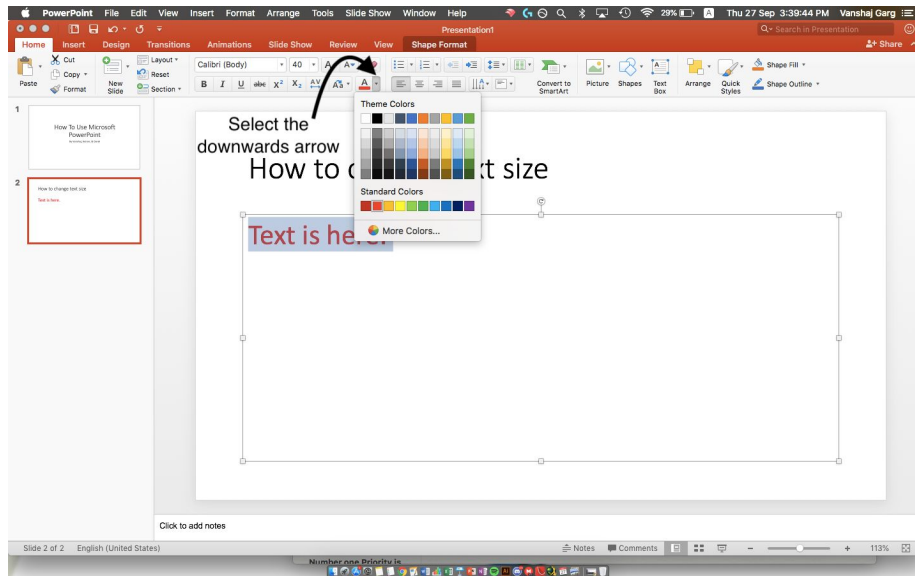


Click on the text you want changed and highlight it.



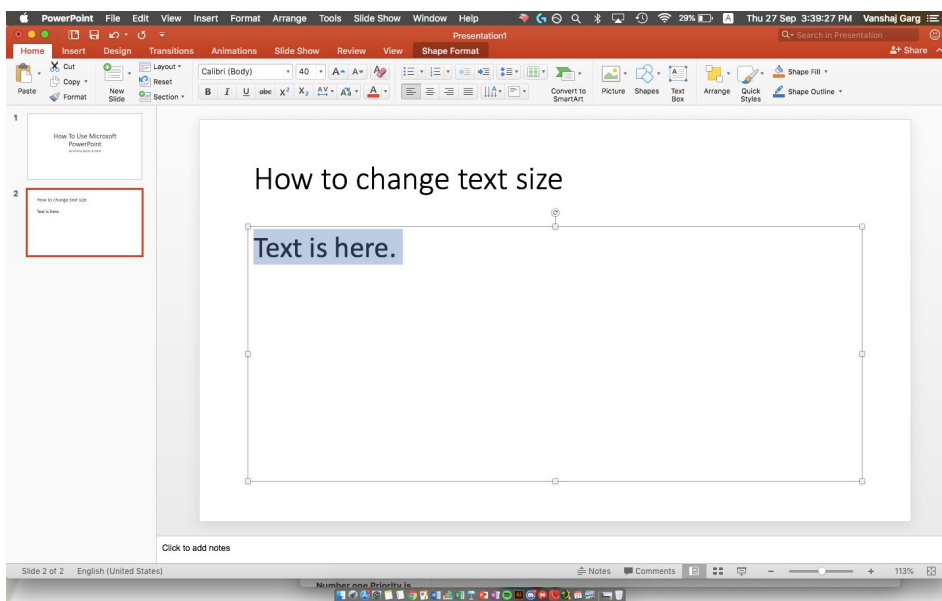
After highlighting the text you want to change and then click on the number button that you can see in a black circle and choose and click on size 40. The numbers represent how big or small you want your text size to be.

To change the colour of the text do the same, highlight the text you want to change the colour of and select the arrow pointing down next to the A to see the colour options. Then select the colour option you want.



The colour pallet displayed when the arrow is selected

The highlighted text “Text is here” can be seen by the light blue highlight



The text that was highlight has now been changed to Light green, one of the colours in the default colour pallete.

