

## Project 1 – Working with PowerPoint

**This basic Tutorial outlines important features and techniques we covered in class.**

1. With all of your pictures shot and edited, place them in a folder on your desktop.
2. In PowerPoint, go to the menu and select File>New Presentation
3. Go to the menu and select Format>Slide Layout...
4. From the resulting window, choose the thumbnail titled "Large Picture".  
Press the "Apply" button
5. Go to the menu and select Format>Slide Background...
6. From the resulting window, choose a color for the background of your slides.  
Press the "Apply to All" button.
7. Double-click the empty graphics frame in the first slide. You will then see a navigation dialogue box asking that you Choose a Picture.
8. Navigate with the dialogue box to your Desktop to your edited images folder and select the image to be inserted, then press the "Insert" button.  
**DO NOT ACTIVATE THE "Link to File" CHECKMARK.**
9. The image will appear in the slide view with 8 handles (little squares) surrounding it.  
Resize your image using the Corner handles only, not the top, bottom, left or right ones.
10. Drag the image to reposition it on screen.
11. Go to the menu and select Insert>New Slide. You'll see on the left column, a small icon appears with a number 2 telling you that you are on the second slide.
12. Repeat steps 7–10 for each of your 15 images/slides.
13. If you wish to re-arrange the order, grab the small icons in the left column and drag to the desired position in the sequence.
14. Once you've figured out the sequence, change the timing for every slide by first selecting its icon in the left column and then go to the menu to choose:  
Slide Show>Slide Transition...
15. In the resulting window, Turn on the "Automatically after X seconds" and type the number of seconds you'd like to hold that image before PowerPoint moves to the next.  
Press the "Apply" button. **Be sure to assign a time to each slide.**
16. To test your Slide Show, click the first icon in the left column and then go to the menu and choose Slide Show>View Show.
17. Title your PowerPoint presentation as follows "VL2 Proj1 FirstLastname.ppt"