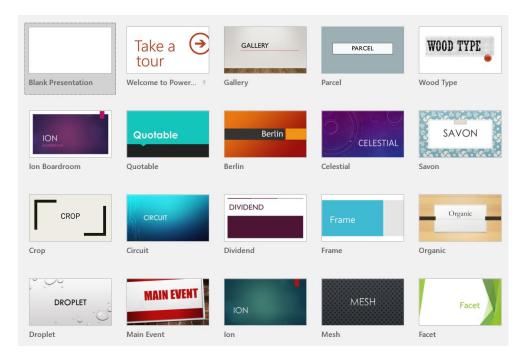
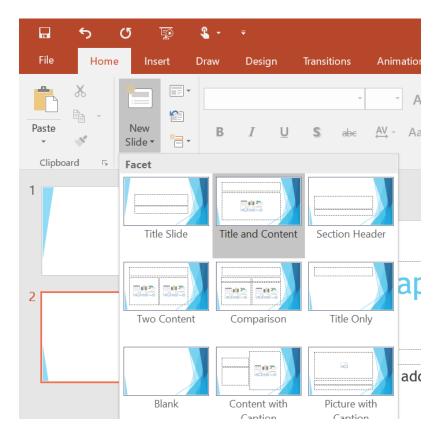
PowerPoint Slideshow Tutorial

Made by Peter Harder

1) Create a new slideshow and choose a theme!

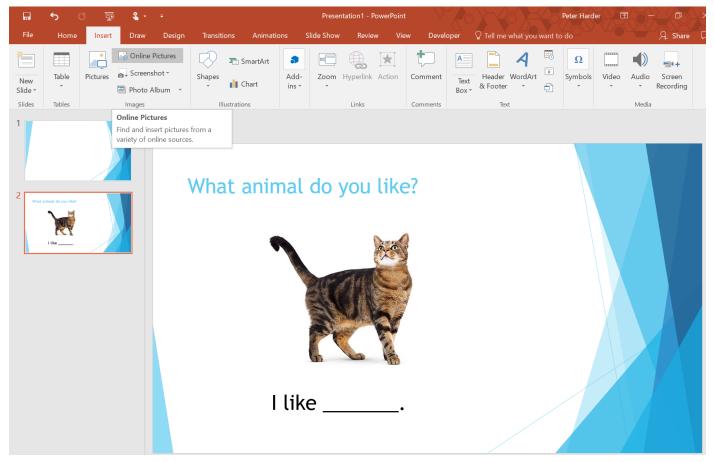


2) Give a title and choose from premade slide templates.



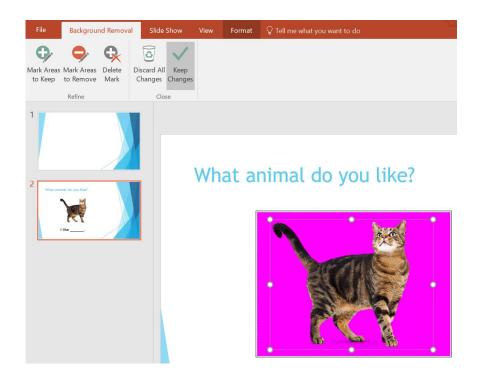
3) Insert content you want to practice, including images or videos from the internet, under the **Insert** tab.

Or Copy / Paste images directly into the slide.



4) Select your image, then click the **Format** tab to give your image extra effects! Such as removing the background

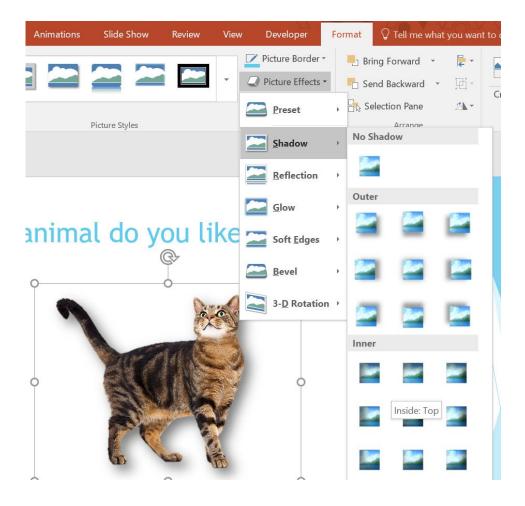
and giving it a shadow!



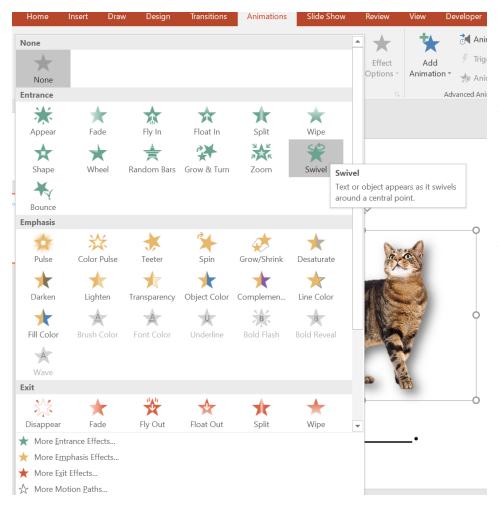
Tip: You can also use the terms "transparent background" when searching for images on Google



5) Let's give it a shadow. You can find them under **Picture Effects**.



6) To animate the picture, select the image and click the Animations tab

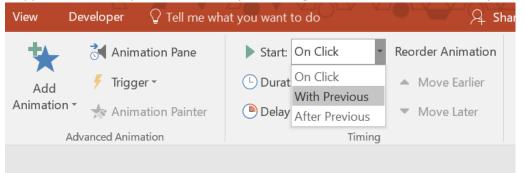


Entrance Animations – makes the image appear on the slide.

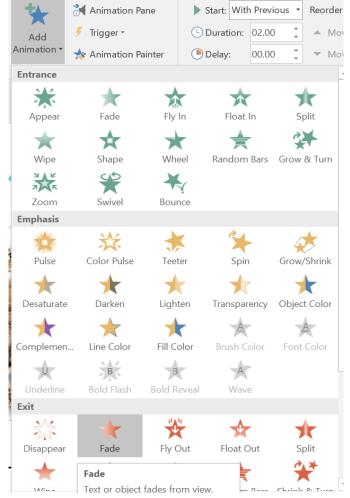
Exit Animations – removes the image from the slide.

Emphasis – different effects without removing the image from the slide.

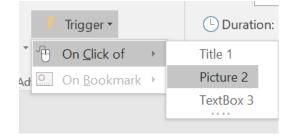
7) Let's choose the **Swivel** Entrance animation. By default, it will appear after you click once on the screen. To have it appear immediately when the slide opens, change from **On Click** on the **Start** option, to **With Previous**.



Now let's make it disappear when we click on the cat picture. With the image still selected, click the Add Animation button. This will add another animation *after* the first entrance animation. Choose any red Exit Animation.



9) Then click Trigger > On Click of > Picture 2

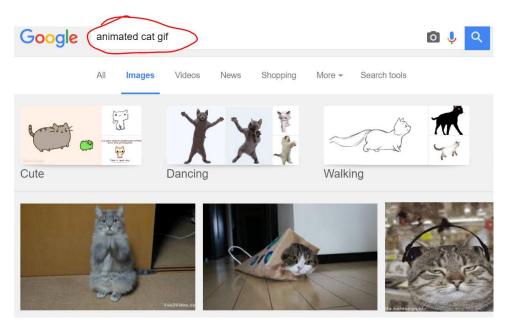


This makes it so the exit animation will start once you click onto the picture of the cat.

Tip: This is great for creating games, where you can hide words or other pictures under the pictures, and have them disappear or reappear when you click on them.

Tip: Use the Animation Pane to get full control over all animations on a slide!

9.5) You can also search for images using the terms "animated" and "gif" to pull up animated images. When they are displayed in a PowerPoint slide that has started, the image will be animated.



10) Use the Transitions tab to create interesting effects when switching between slides

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		←	÷	***				Timing
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Exciting								
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Fall Over	Drape	Curtains	Wind	Prestige	Fracture	Crush	Peel Off	f
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Page Curl	Airplane	Origami	Dissolve	Checkerboa	Blinds	Clock	Ripple	
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Honeycomb	Glitter	Vortex	Shred	Switch	Flip	Gallery	Cube	
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Doors	Box	Comb	Zoom	Random				
Dynamic Co	ntent							
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Pan	Ferris Wheel	Conveyor	Rotate	Window	Orbit	Fly Through		
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11) Next, let's create a button that brings us back to the first slide! Click the Insert tab, then Shapes, and then

choose any shape you want for a button.

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12) Click and drag the shape anywhere to draw it out. You can use the Format tab again to change the appearance

of the button. Let's click in the middle of the button, and type the word "Home".

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13) Next, select the button, and under	Text Box * Keader WordArt & Footer * Text	Comment	Add- ins - Zoom Hyperlink Action - Links	rtArt t
tab, click on Action . This should open the Act	_			
window. Choose Hyperlink to: and select Firs		? ×	ction Settings Nouse Click Mouse Over	
make the button return us back to the beginr			Action on click	n
slideshow.		~	Hyperlink to: Next Slide Next Slide	
Tip: You can hyperlink anywhere, which is gre			Previous Slide First Slide Last Slide	
creating Jeopardy style games!			Last Slide Viewed End Show Custom Show	
14) To play your slideshow, either use t	¢		Slide URL Other PowerPoint Presentation	
	Home	Cancel	Other File	
under the Slide Show tab, or click this button				

3) Next, select the button, and under the Insert ab, click on Action. This should open the Action Settings vindow. Choose Hyperlink to: and select First Slide, to nake the button return us back to the beginning of our lideshow.

ip: You can hyperlink anywhere, which is great for reating Jeopardy style games!

To play your slideshow, either use the controls .4)



the very top of the window.

Final Advice

PowerPoint is a very simple program to use once you get the hang of it, and its possibilities are really only limited to your imagination. Just keep experimenting using trial and error. Make sure to save your file often! It's a good idea to download other people's PowerPoint slideshows from the internet and edit them to try and figure out how they accomplished different effects.