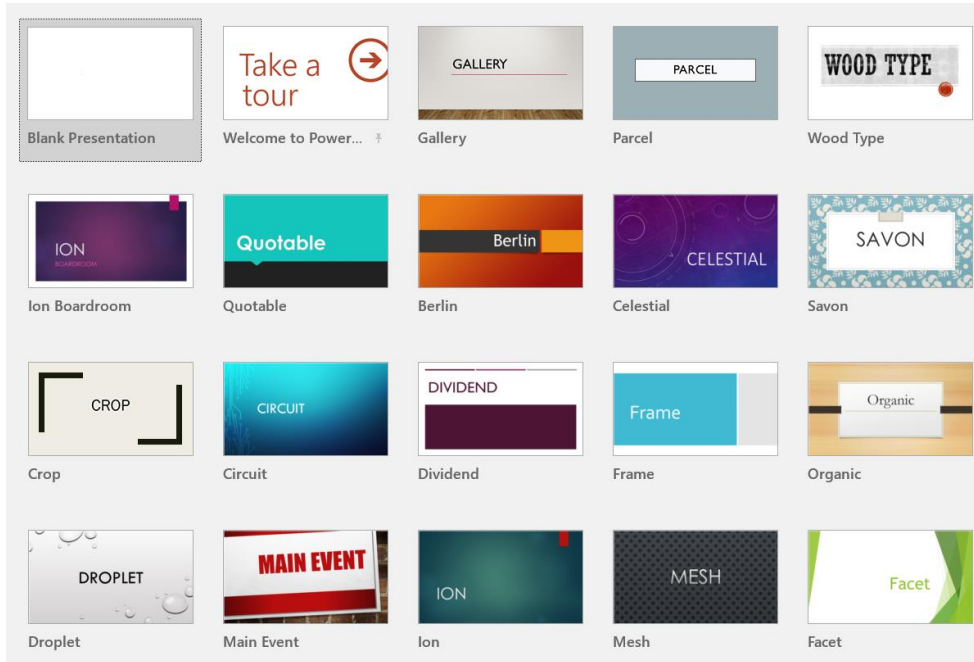


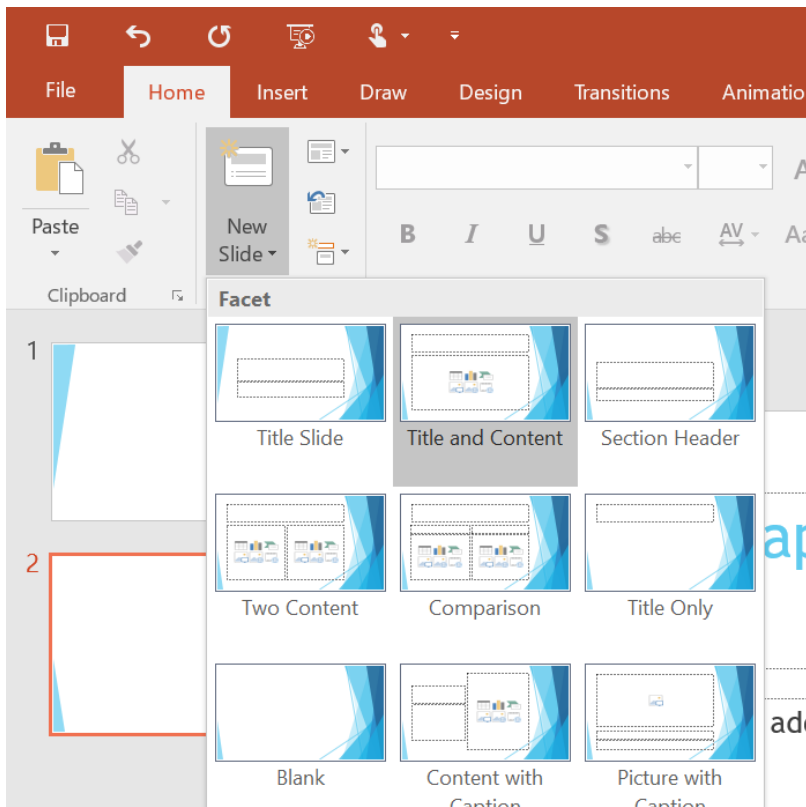
PowerPoint Slideshow Tutorial

Made by Peter Harder

1) Create a new slideshow and choose a theme!

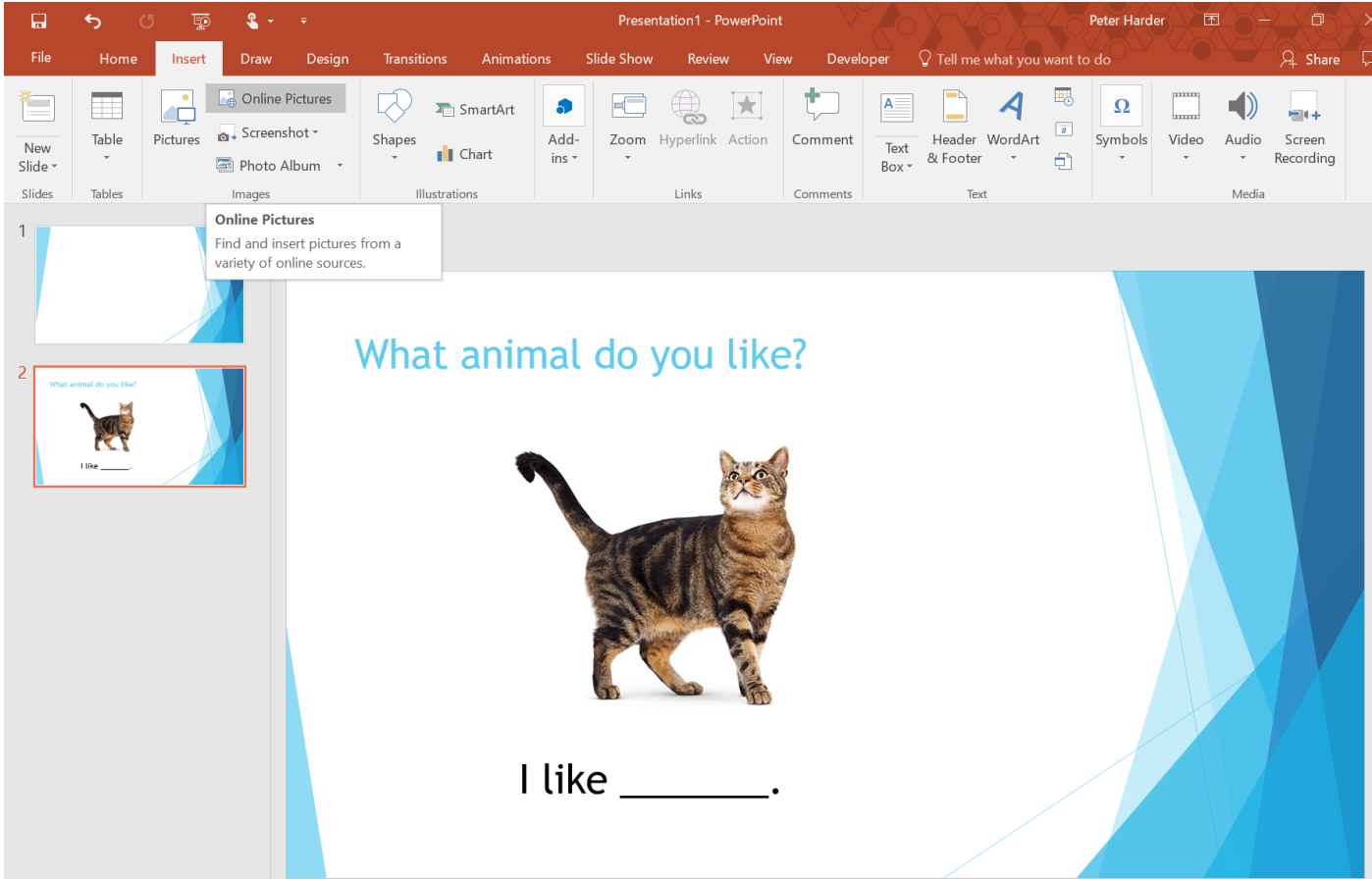


2) Give a title and choose from premade slide templates.

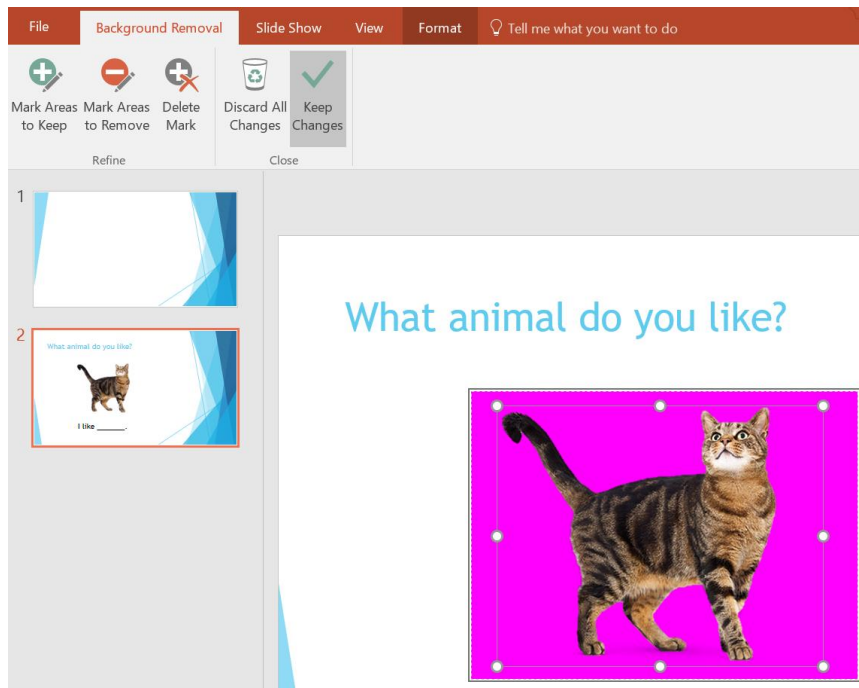


3) Insert content you want to practice, including images or videos from the internet, under the **Insert** tab.

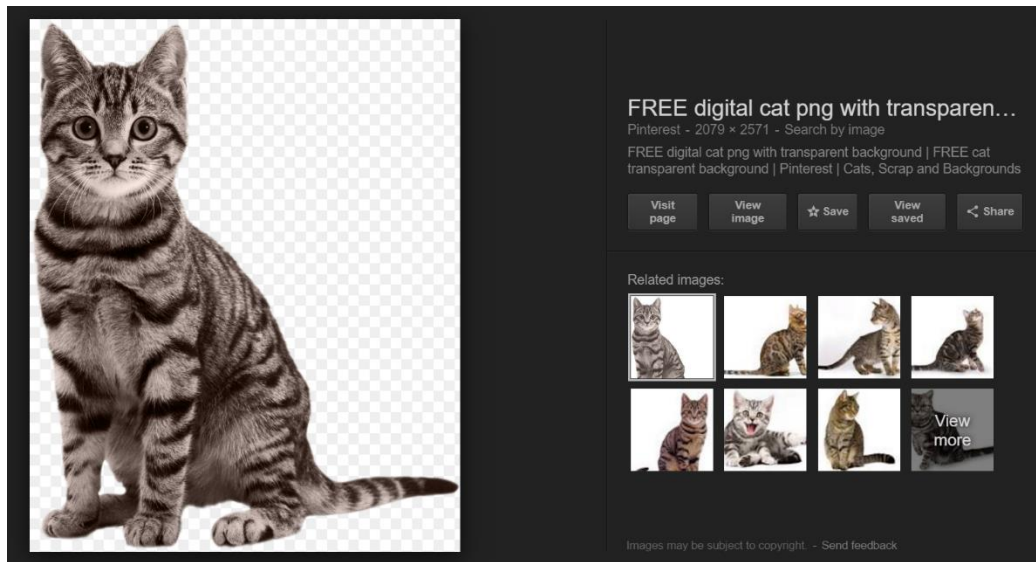
Or Copy / Paste images directly into the slide.



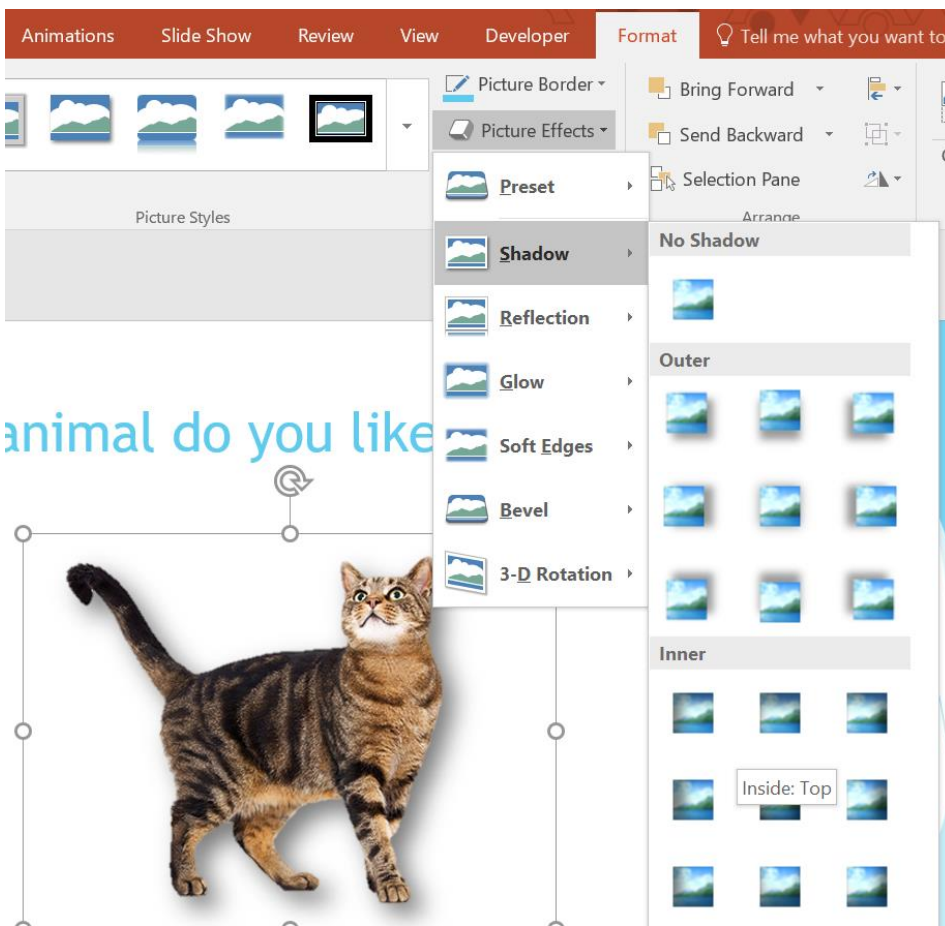
4) Select your image, then click the **Format** tab to give your image extra effects! Such as removing the background and giving it a shadow!



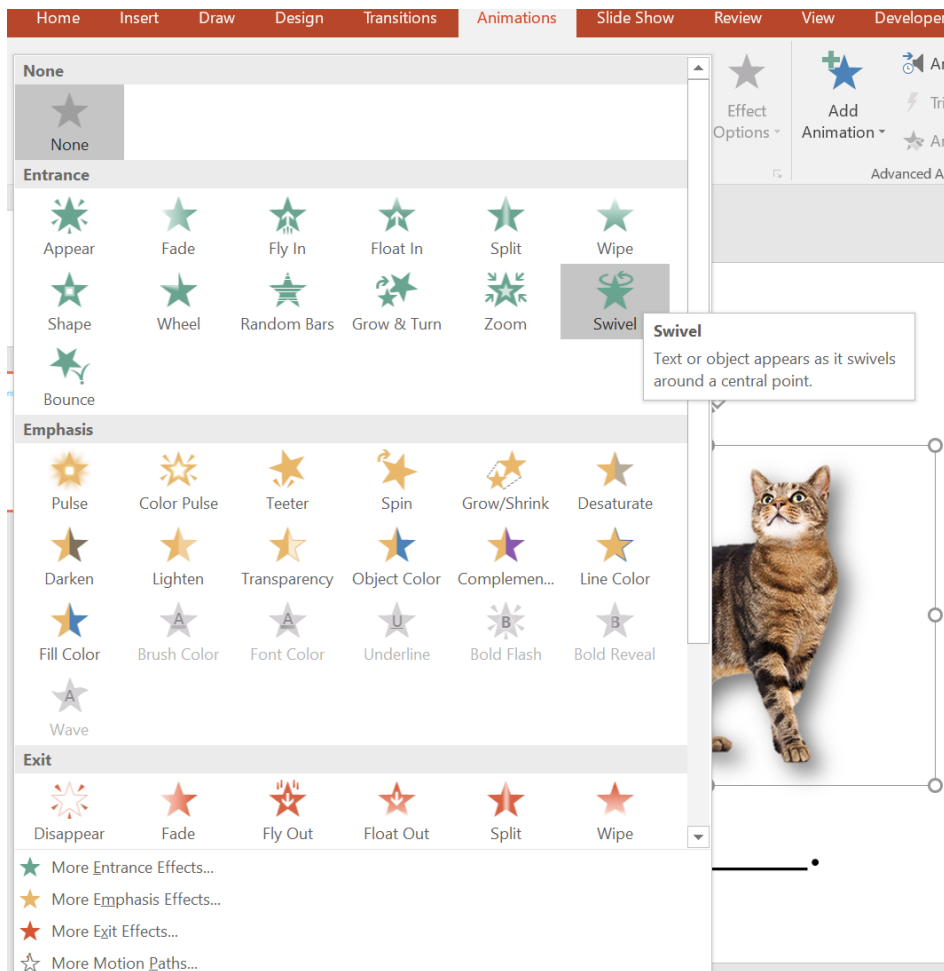
Tip: You can also use the terms “transparent background” when searching for images on Google



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

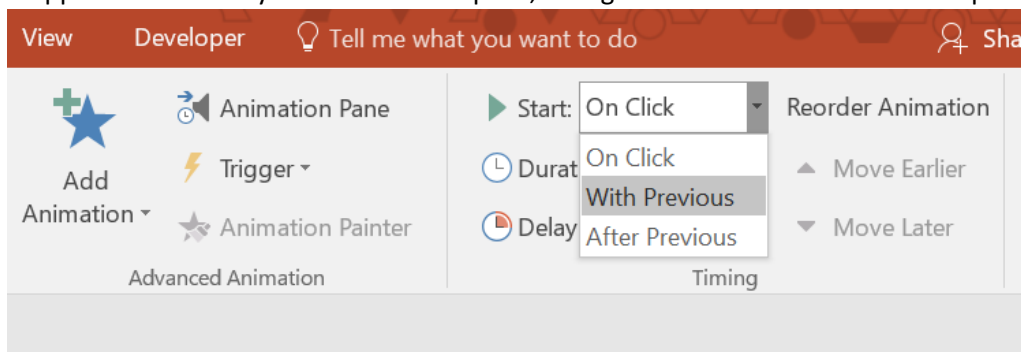


Entrance Animations – makes the image appear on the slide.

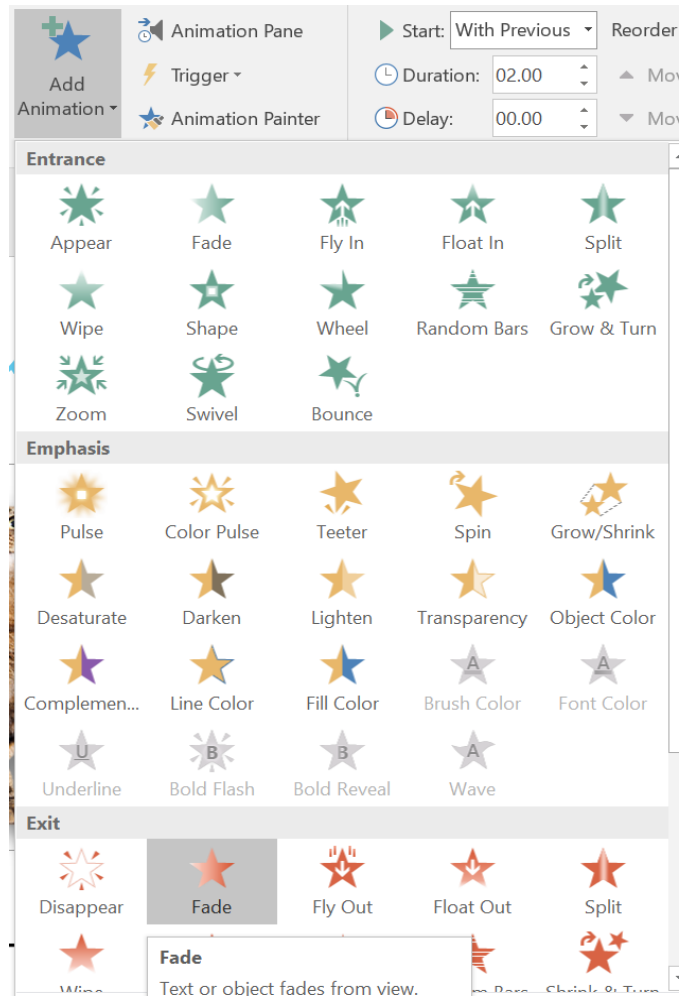
Exit Animations – removes the image from the slide.

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

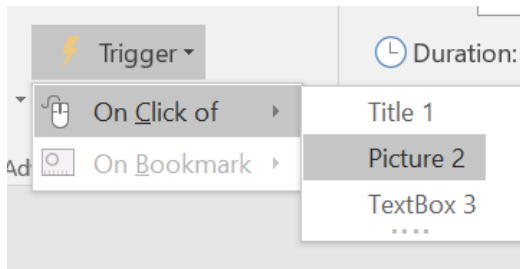
7) Let's choose the **Swivel** Entrance animation. By default, it will appear after you click once on the screen. To have it appear immediately when the slide opens, change from **On Click** on the **Start** option, to **With Previous**.



8) 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**

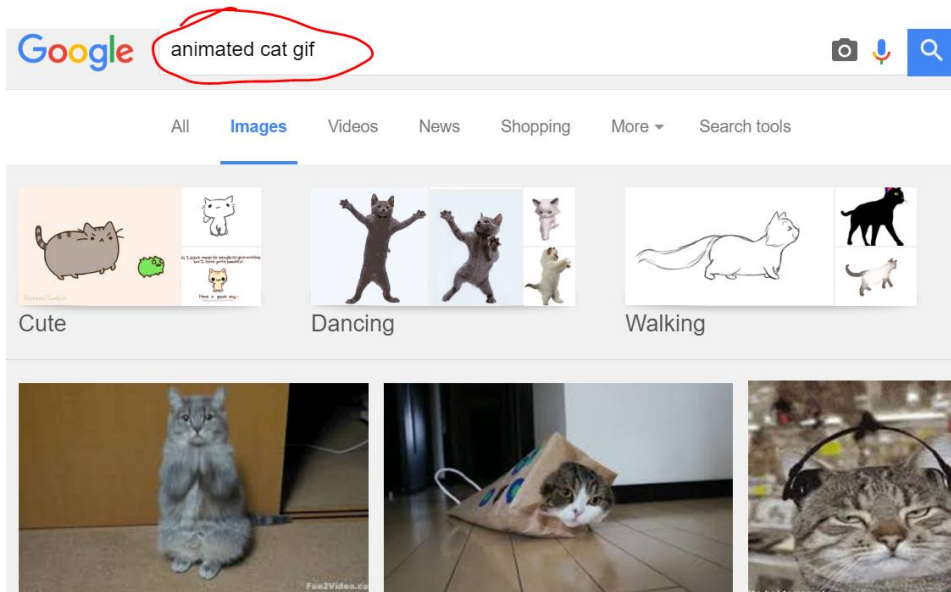


This makes it so the exit animation will start once you click onto the picture of the cat.

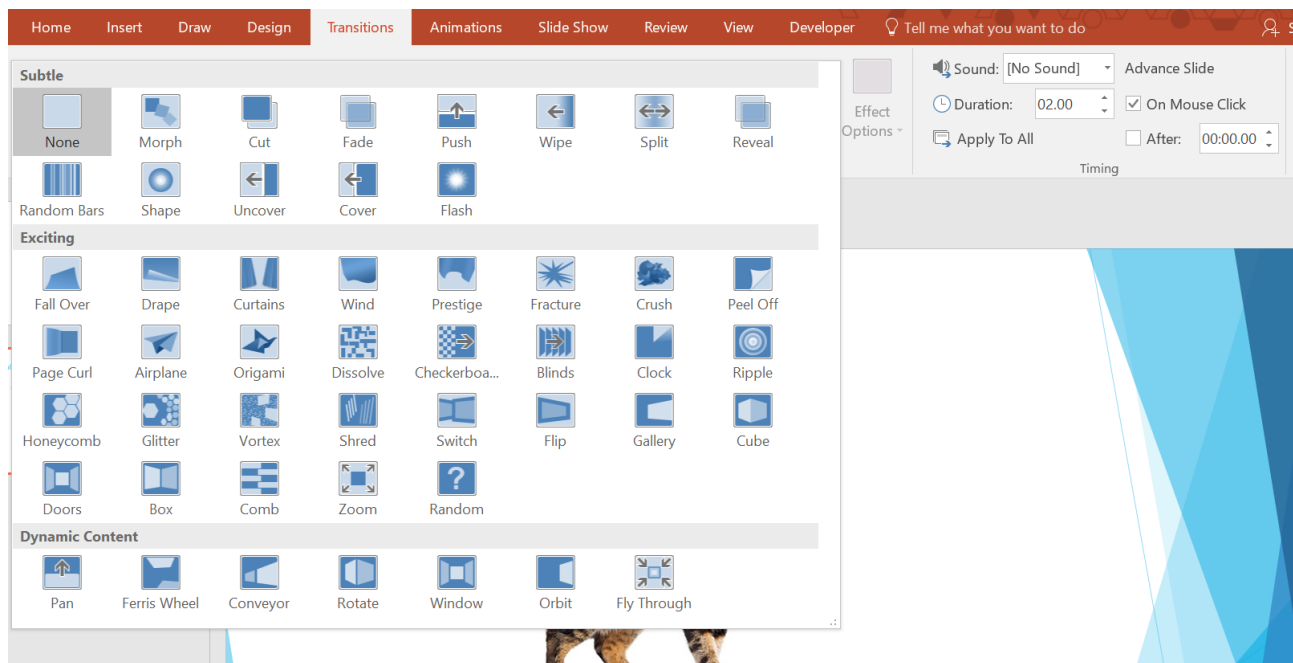
Tip: This is great for creating games, where you can hide words or other pictures under the pictures, and have them disappear or reappear when you click on them.

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

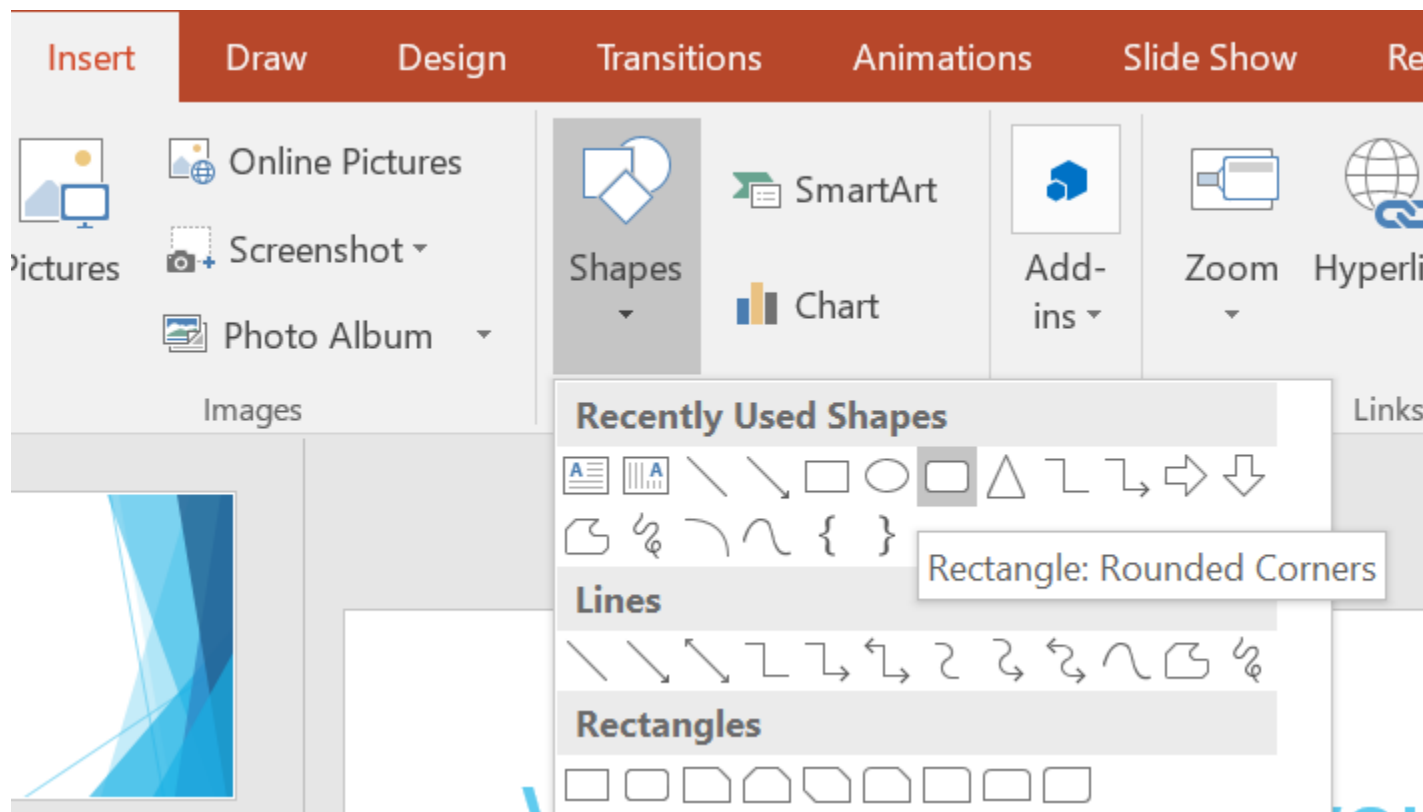
9.5) You can also search for images using the terms “animated” and “gif” to pull up animated images. When they are displayed in a PowerPoint slide that has started, the image will be animated.



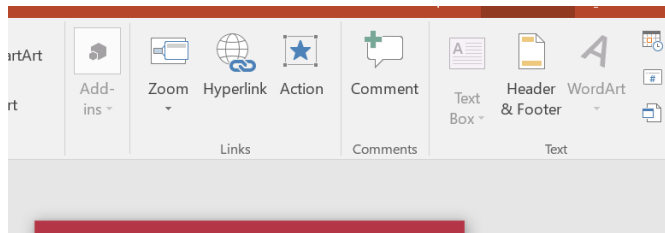
10) Use the **Transitions** tab to create interesting effects when switching between slides



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.

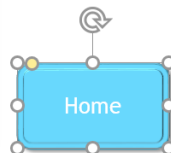
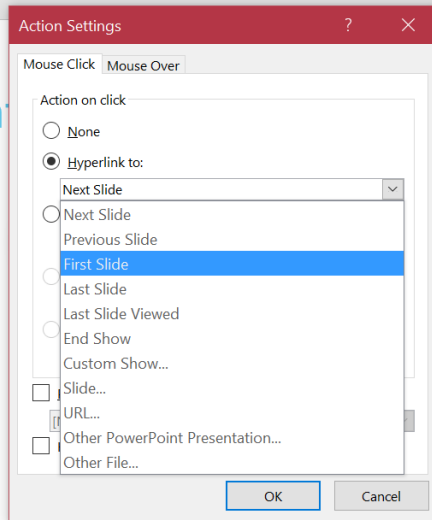


12) Click and drag the shape anywhere to draw it out. You can use the **Format** tab again to change the appearance of the button. Let's click in the middle of the button, and type the word "Home".




13) Next, select the button, and under the **Insert** tab, click on **Action**. This should open the **Action Settings** window. Choose **Hyperlink to:** and select **First Slide**, to make the button return us back to the beginning of our slideshow.

Tip: You can hyperlink anywhere, which is great for creating Jeopardy style games!



14) To play your slideshow, either use the controls

under the **Slide Show** tab, or click this button  at

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.