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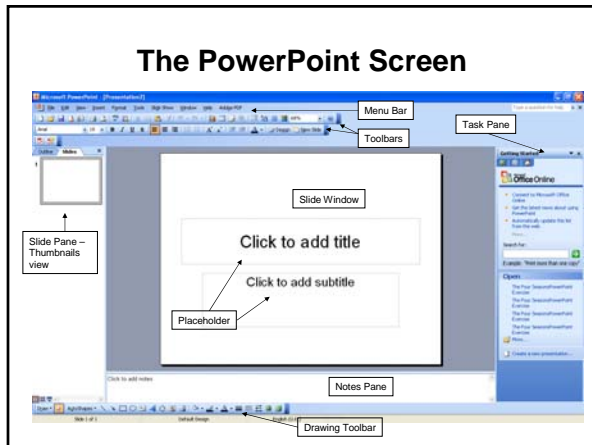
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### Getting Started

1. PowerPoint automatically opens in **Create New** Presentation mode displaying the **Title** slide layout.
2. In the text placeholder click on '**Click to add title**' and replace with a title of your choice.
3. Repeat step 2 this time adding your name or other appropriate subtitle text.
4. From the toolbar click the  button to create a second slide (and subsequent slides).

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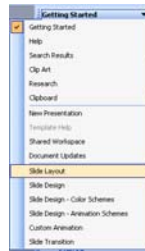
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## Slide Layout

1. Choose the required slide layout by selecting **Slide Layout** from the right hand **Task Pane** menu.
2. Click on the required slide layout.

**Note:** You can change the layout of a slide at any time while creating a presentation.



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## Slide Content

1. You can type or copy and paste text directly into the text placeholders.
2. When you have finished adding any text click anywhere outside the text placeholder.
3. You can manually resize the text placeholder by:
  - a. placing the mouse on any of the small circles located on each corner or centre of the placeholder borders
  - b. hold down the left mouse button
  - c. move the mouse in the required direction to resize.
4. Clip Art can be added by selecting **Clip Art** from the right hand **Task Pane** menu.
5. Clicking on a Clip Art of choice.



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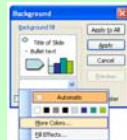
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## Background Colour & Design

1. To change the colour of a slide background:
  - a. Right click on an area outside of the placeholders > select **Background**.
  - b. Click on the dropdown and select **More Colors...** > click a colour of your choice > **OK** > **Apply** or **Apply All**.
2. To add or change a slide design:
  - a. From the **Task Pane** use the dropdown arrow and select **Slide Design**.
  - b. Click on the design of your choice.
  - c. To limit the chosen design to selected slides, use the dropdown to the right of the slide > **Apply to selected Slides**.



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### Preview & Run Slide Show

1. Save the presentation using a suitable name to an appropriate location.
2. From the left hand **Slides Pane** click on the first slide in the presentation.
3. From the menu bar click **Slide Show > View Show**.
4. To exit the Slide Show view press and release the **Esc** key on top left corner of the keyboard.

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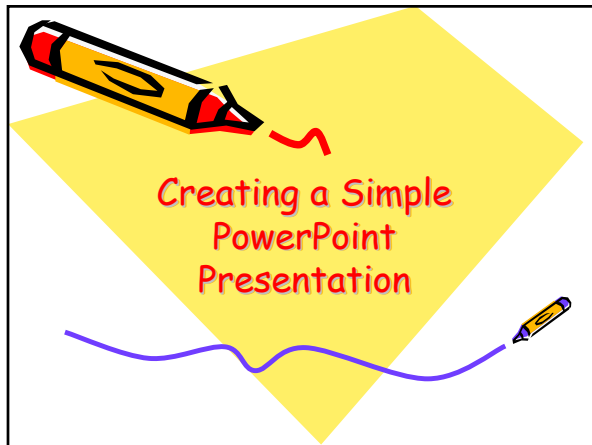
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