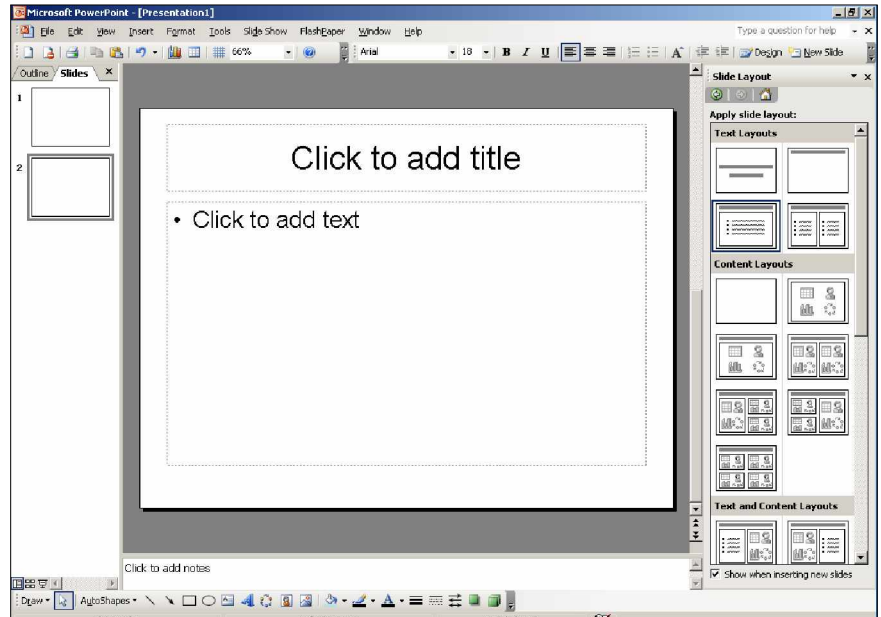


PowerPoint: The Basics

Adding a Slide

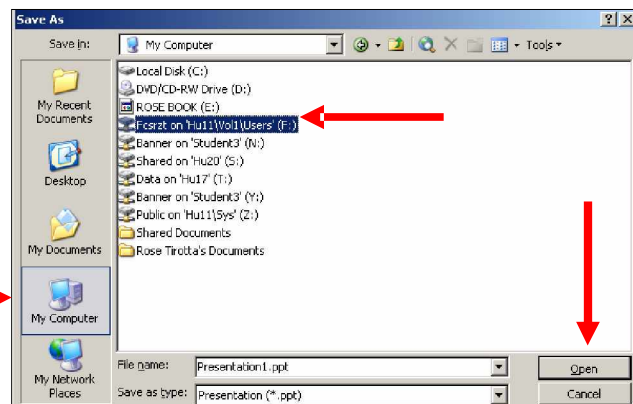
- Click on **Insert > New Slide**
- Type in text into the boxes where it says **Click to add title** and **Click to add text**
- Choose a different layout from the pictures on the right-hand side of the screen
- Click on the slides on the left-hand side of the screen to edit a different slide



Saving Your PowerPoint to Your F-Drive

By saving a file on your F-Drive, you can get to it on any computer in Hofstra and at home.

- Click on **File > Save As**
- Click on **My Computer** (on the left-hand side of the box)
- Click on your **F: Drive** (it has your username)
- Click **Open**
- Click **Save**

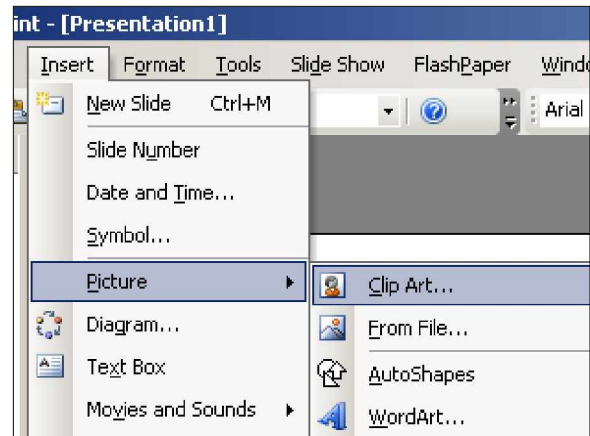


Opening Your PowerPoint File in Your F-Drive

- Click on **File > Open**
- Click on **My Computer** (on the left-hand side of the box)
- Click on your **F: Drive** (it has your username)
- Click **Open**
- Double-click on the file you want to open

How to Add Clip Art to a Slide

- Click on **Insert > Picture > From Clip Art**
- Navigate to the picture you want to add
- Click on it



Make the clip art larger or smaller by clicking on one of the corners of the clip art, holding down then mouse and dragging



You can also move the picture around the slide by clicking and dragging.

Showing Your PowerPoint Slide Show

- Click on **File > View Show**
- You can now use the SMART Board or you can click on the mouse or press the space bar on the keyboard to move to the next slide

