# Getting Started With PowerPoint

Microsoft PowerPoint is a program that allows you to create Multimedia presentations. These include electronic slide shows, screen displays and internet web pages. For your first presentation you will create a slide show for the Wattle Valley Animal Park which is a make-believe zoo that maintains animals in their natural habitat.

Starting a Presentation

1 Load Microsoft PowerPoint and you should receive the PROJECT GALLERY Screen. Select OK to start a blank presentation and the following labelled PowerPoint screen should open.
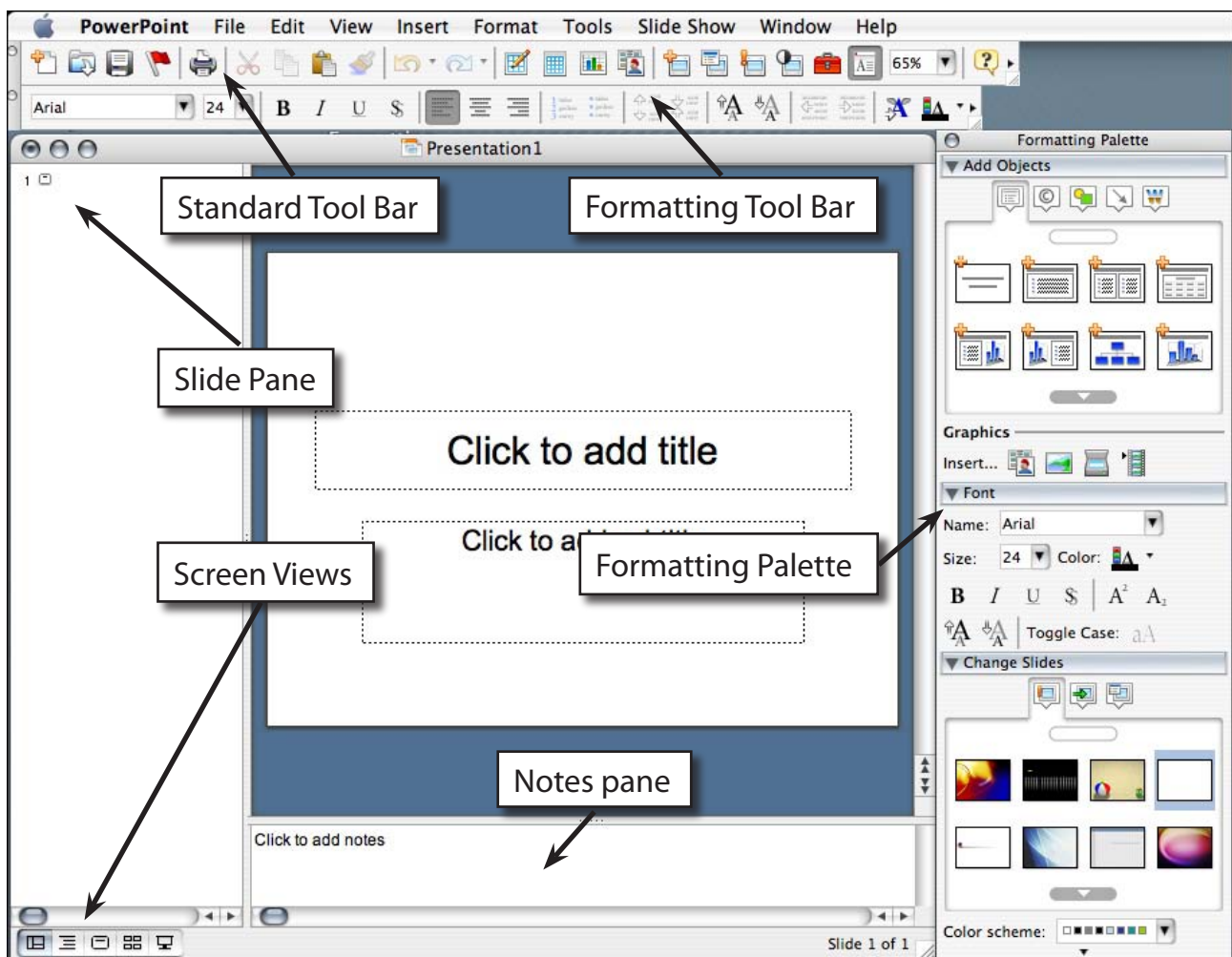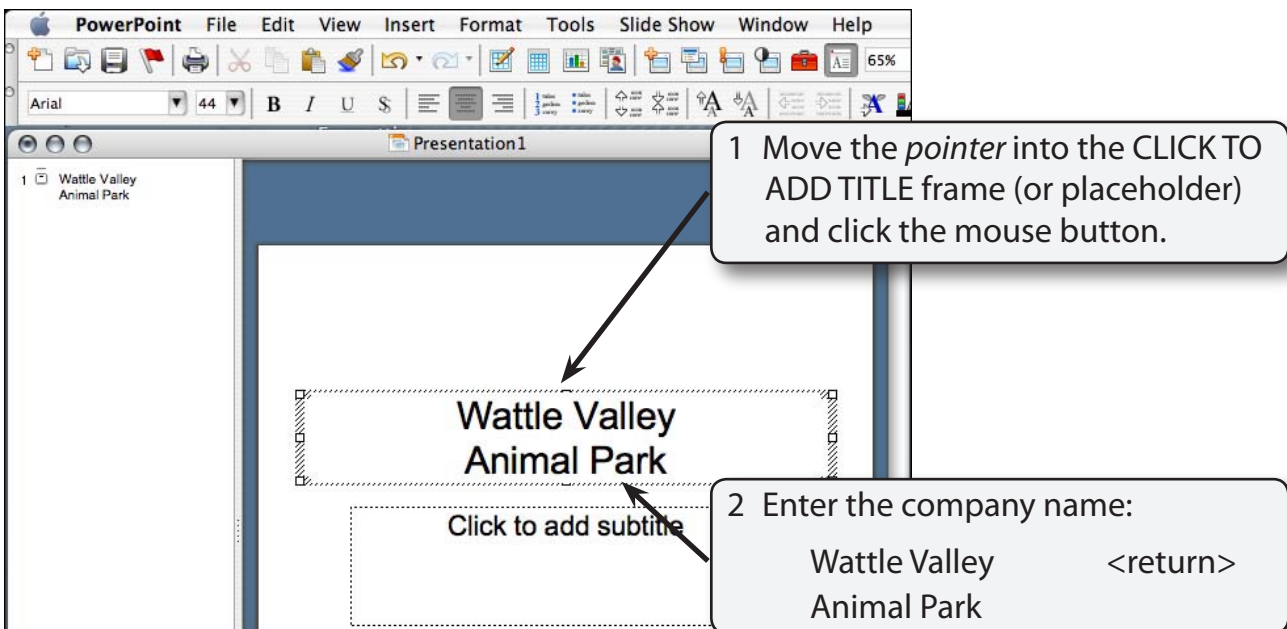

2 Refer to this diagram until you are fully familiar with the sections of the program.
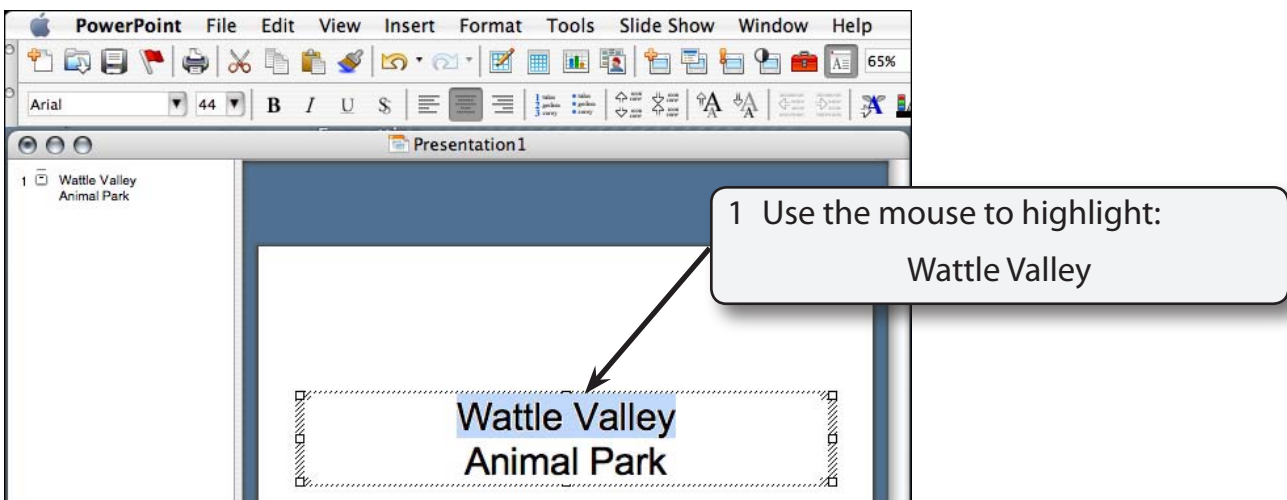
Creating the Title Slide

The TITLE slide introduces your presentation. It usually contains the company's name and the topic of the presentation. When you start PowerPoint the TITLE SLIDE layout is displayed.
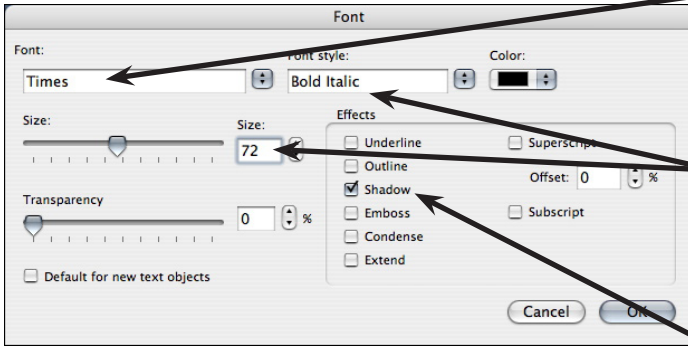
A   Entering the Company Name

1 Move the *pointer* into the CLICK TO ADD TITLE frame (or placeholder) and click the mouse button.

2 Enter the company name:

Wattle Valley   <return>
Animal Park

B   Formatting Text Using the Format Menu

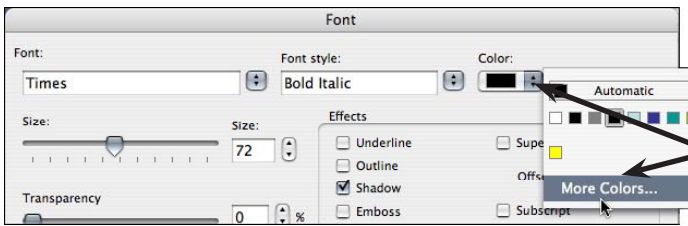

1 Use the mouse to highlight:

Wattle Valley

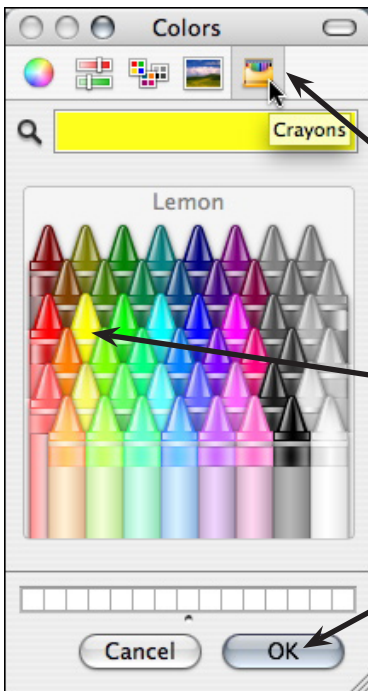2   Display the FORMAT menu and select FONT.

3 Set the FONT box to TIMES (or similar font).

4 Set the FONT STYLE box to BOLD ITALIC and the SIZE box to 72.

5 Set the EFFECTS box to SHADOW to make the words stand out.

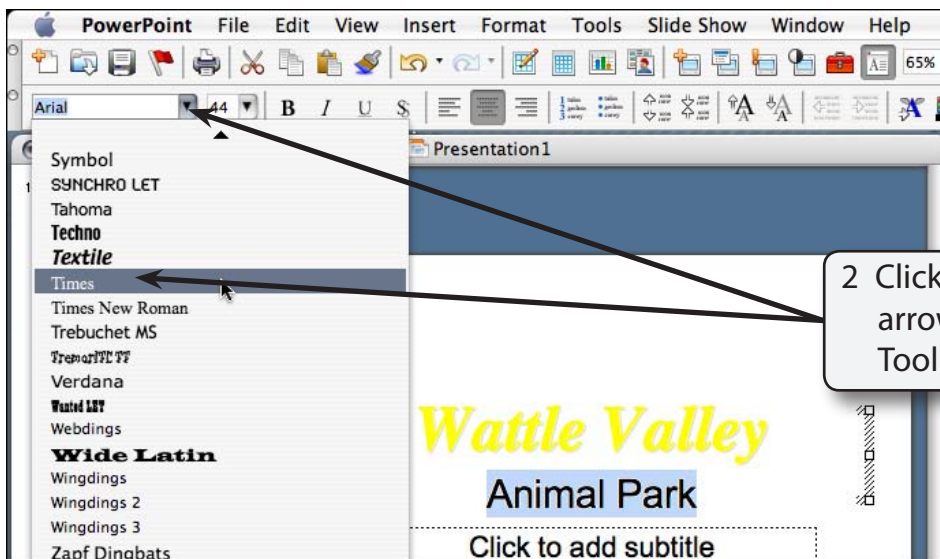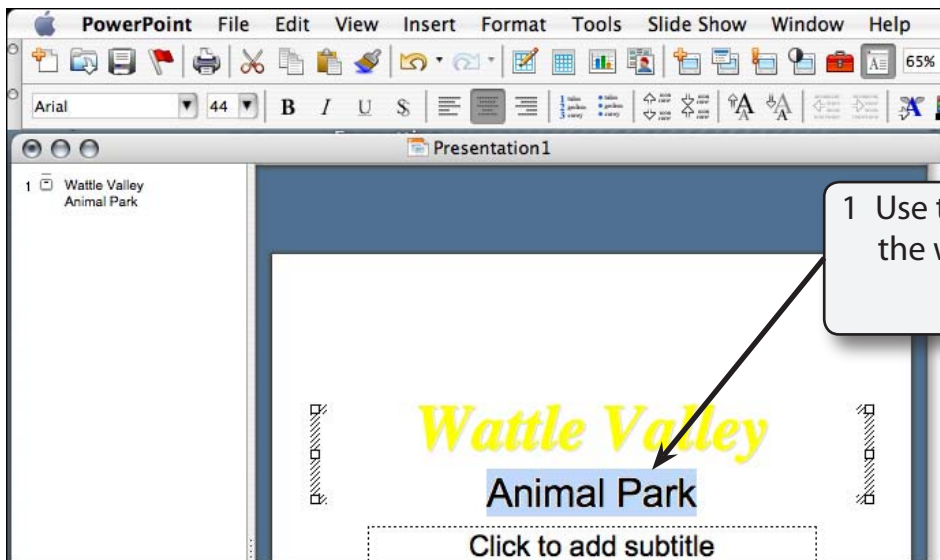6 Click in the COLOUR box and select MORE FONT COLOURS.

7 Click on the CRAYON button, select a bright yellow colour and click on OK to return to the FONT dialogue box.

8   Select OK to format the text.

C   Formatting Text Using the Tool Bars

You can format text more quickly using the Formatting Tool Bar at the top of the screen or the FORMATTING palette at the right.
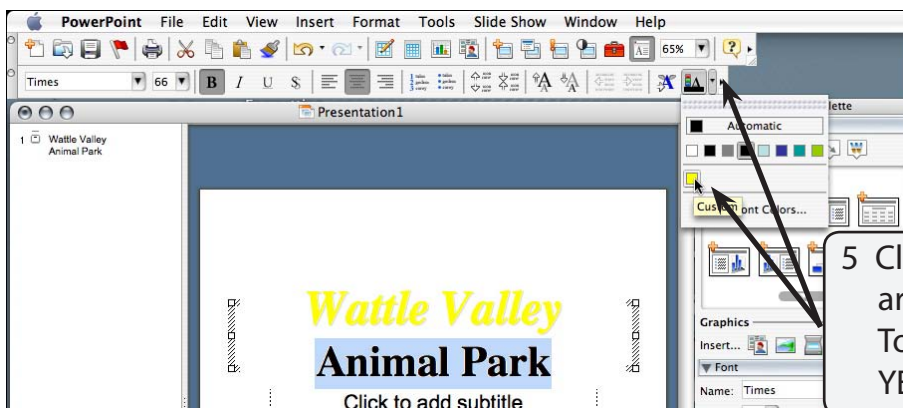

1 Use the mouse to highlight the words:

    Animal Park

2 Click on the FONT box arrow in the FORMATTING Tool Bar and select TIMES

NOTE: You can see a preview of the font when you select a font from the FORMATTING Tool Bar or the FORMATTING palette.
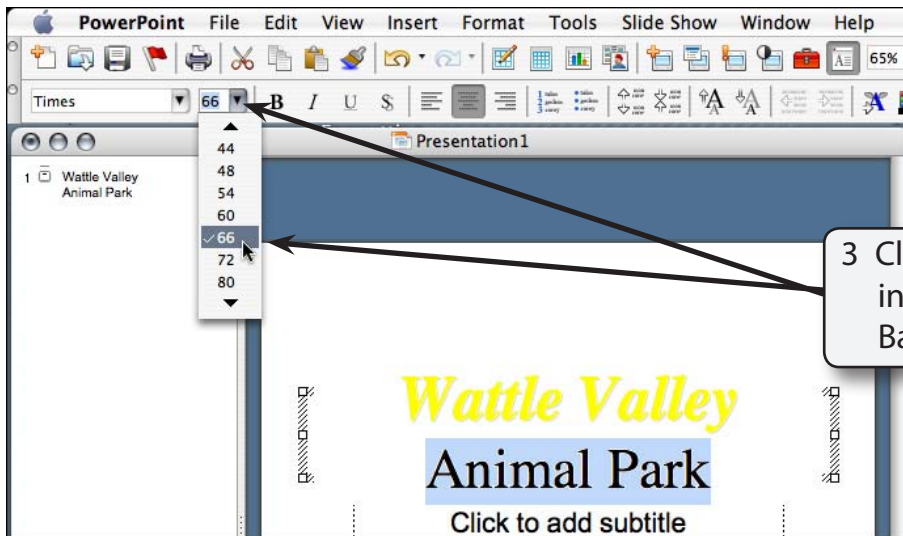
3 Click on the SIZE box arrow in the FORMATTING Tool Bar and select 66 point.
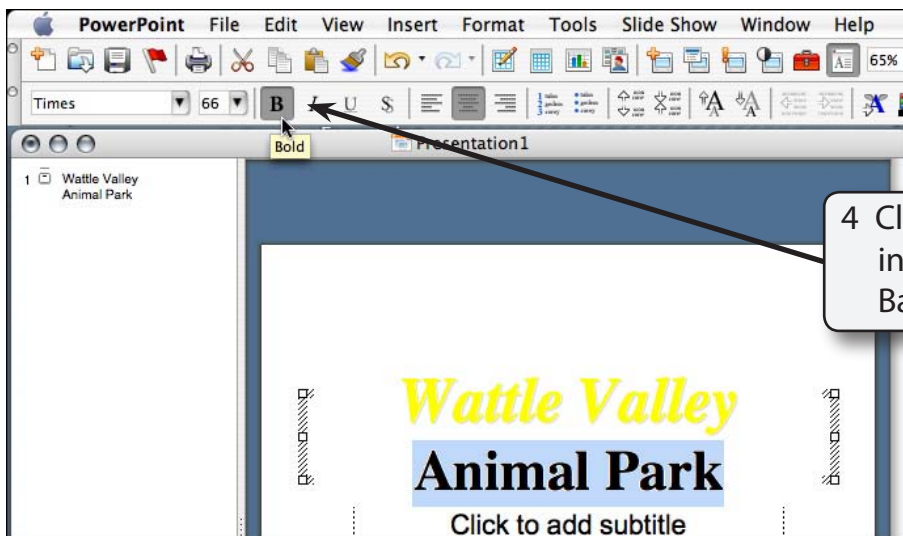
4 Click on the BOLD button in the FORMATTING Tool Bar.

5 Click on the FONT COLOUR arrow in the FORMATTING Tool Bar and select the YELLOW you used earlier.