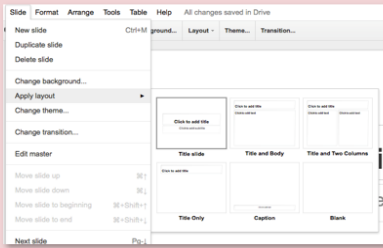
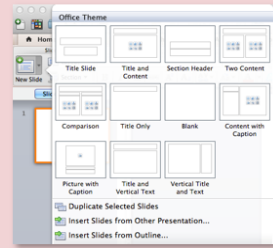


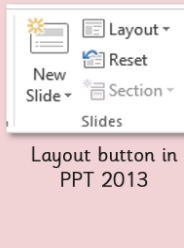
There are usually several different ways to add a slide.



Layout menu in Google Docs



Layout menu in PPT 2011 Mac



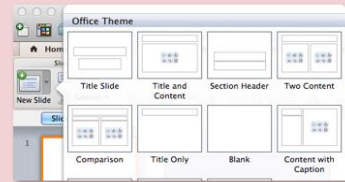
Layout button in PPT 2013

Creating slides

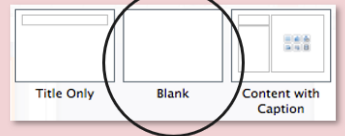
POWERPOINT

Complete your title slide, add new slides and choose an appropriate format.

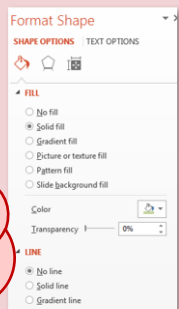
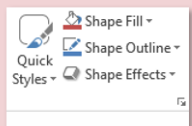
Leave the last slide for now.



For your final slide, use a blank slide.
Can you add text?
What might you need?



Format text and text box options



Formatting text boxes

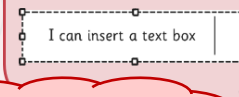
To move find the four headed arrow over the box and drag.



To resize find the two headed arrow at each corner and drag.



In most presentation applications text needs a text box.



Look for the add text box button.

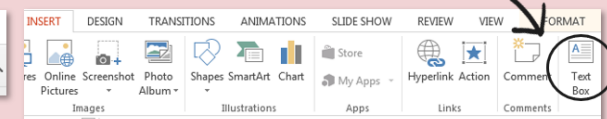
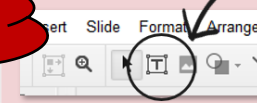


In some recent applications double clicking on the page brings up a text box.



Adding text

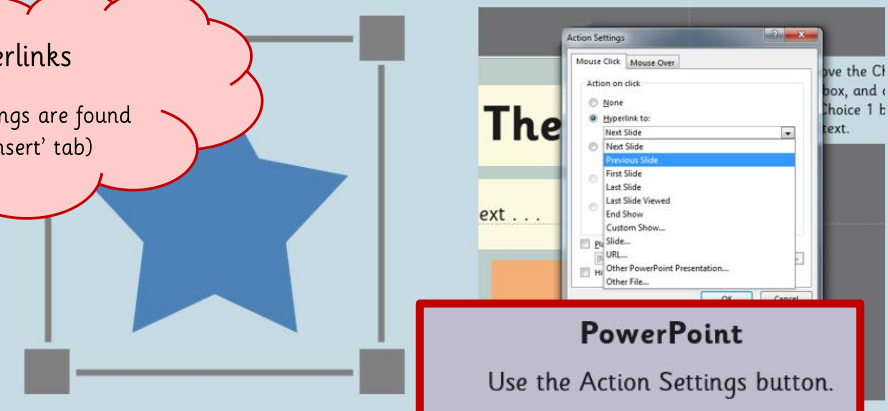
Insert text box button



Use the Action Settings box to create hyperlinks to the required slide.

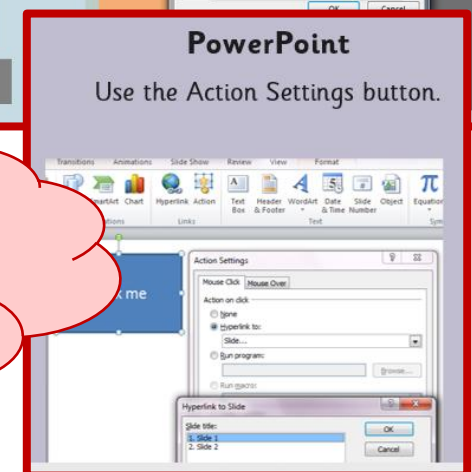
Hyperlinks

(Action Settings are found in the 'Insert' tab)

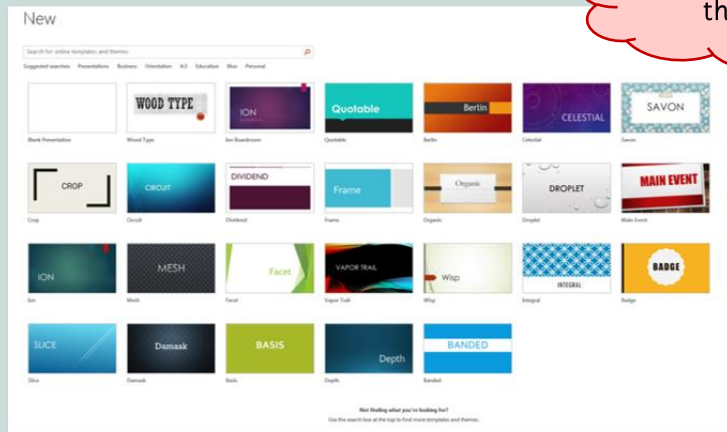


Linking objects to other slides

(Click on an image or text box, to just link that particular part to another slide, rather than the whole slide.)



Most presentation applications offer built in themes:



Choosing a theme

Inserting sound and videos

There are several ways to insert sound:



Add a sound from a file.



Sample file.mp3

Sample file.m4a

Record a sound file using a microphone.



Slide transitions

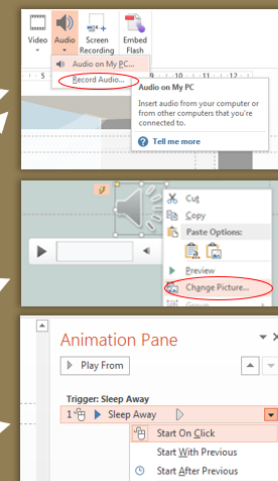
Go to the slide where you want sound.

Add a sound file.

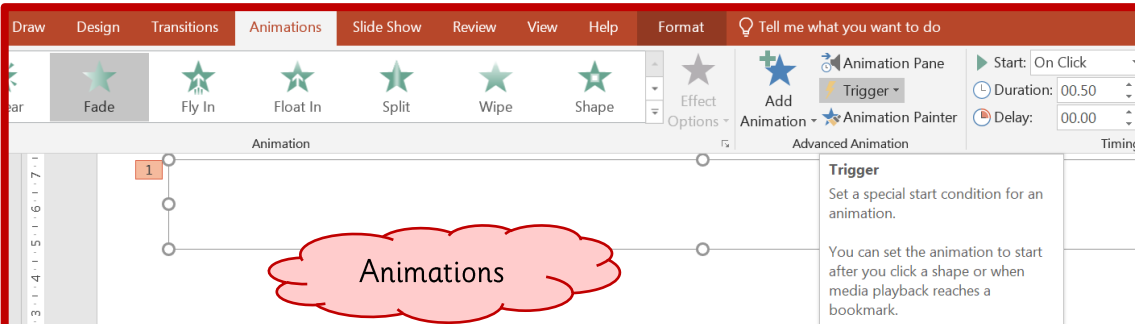
If your computer has a microphone, record a simple sound file.

You can change the sound button on the slide.

You can set the sound to play automatically when the slide starts or on clicking the button.



You can animate how an object **enters** or **exits**, or you can add **emphasis** (e.g. make it change size or colour). You can even give it a trigger, so it only happens when a particular part of the slide (e.g. a particular image or text box) is clicked.



Animations

You can insert video in a similar way to inserting audio.

