

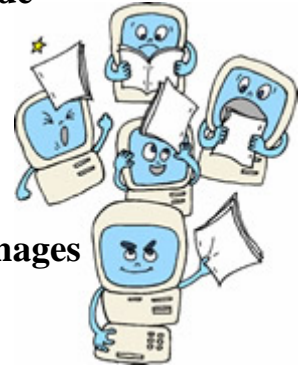


PowerPoint Presentation Instructions:  
SMPS- Mrs. Brazil  
Instructional Technology

**Title Slide** - Start/Programs/select **OK** for first slide choice -**Title Slide**


**Resource Slide** - Insert/ New Slide choose **Blank/OK**

*Note: we will move resource slide to the end of slide show when presentation is completed.*



**Be sure to observe copyright guidelines when selecting and using images from the Internet.**

**Create text boxes as needed:**

Click **Text box icon**  on the **Drawing** toolbar: (a white box with a capital A and lines.) Your cursor turns to a cross-hair. Click & drag a box. Type/Paste your text.



**Tip:** Credit resources as you acquire them

Copy/Paste website/Authors name onto resource page

**Copy & Paste**

Place pointer on photo or selected text, right click and then click copy.

Minimize the Internet and right click and click paste onto your slide.

Format text box using



Fill bucket,



Line color,



Font color,

Line style or



Dash Style.



**Insert/New slide** select **Blank** slide/**OK** – refer to slideshow assignment paper, you have a set number of slides for your presentation

Use slide sorter view when applying slide transitioning