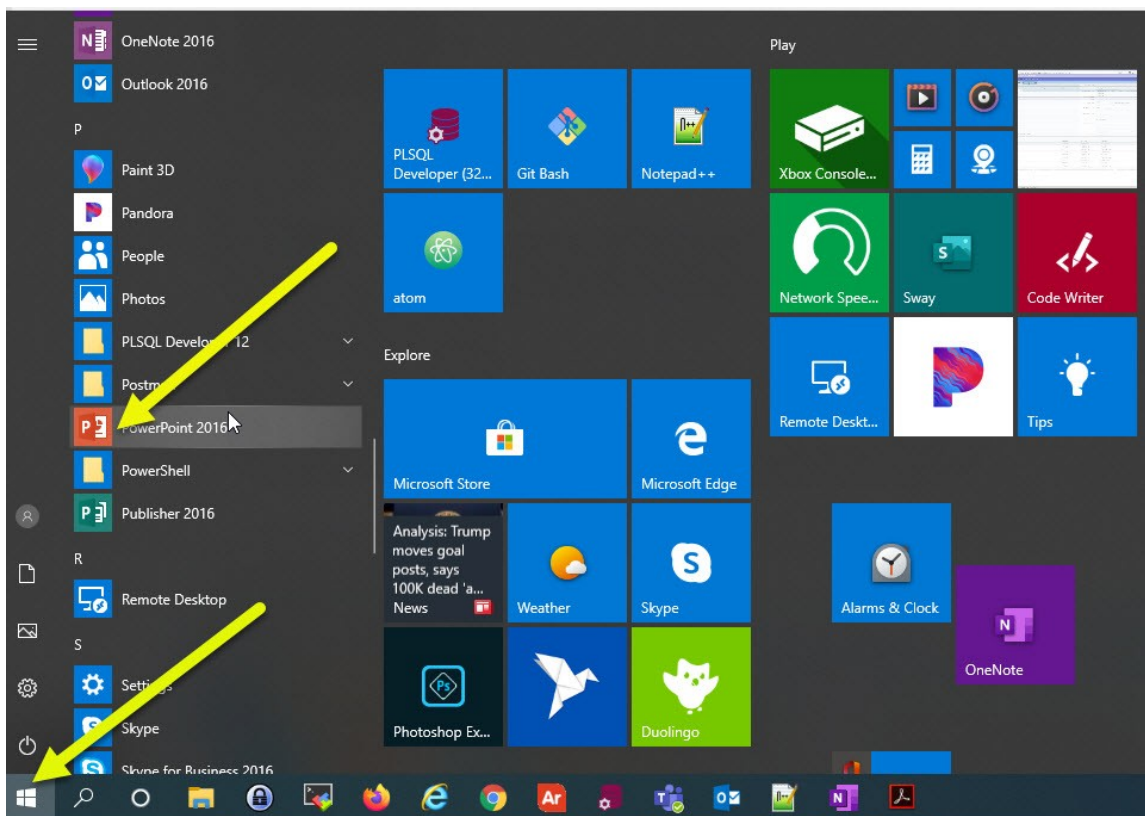


PowerPoint is a computer program that allows you to create and show slides to support a presentation. You can combine text, graphics and multi-media content to create professional presentations.

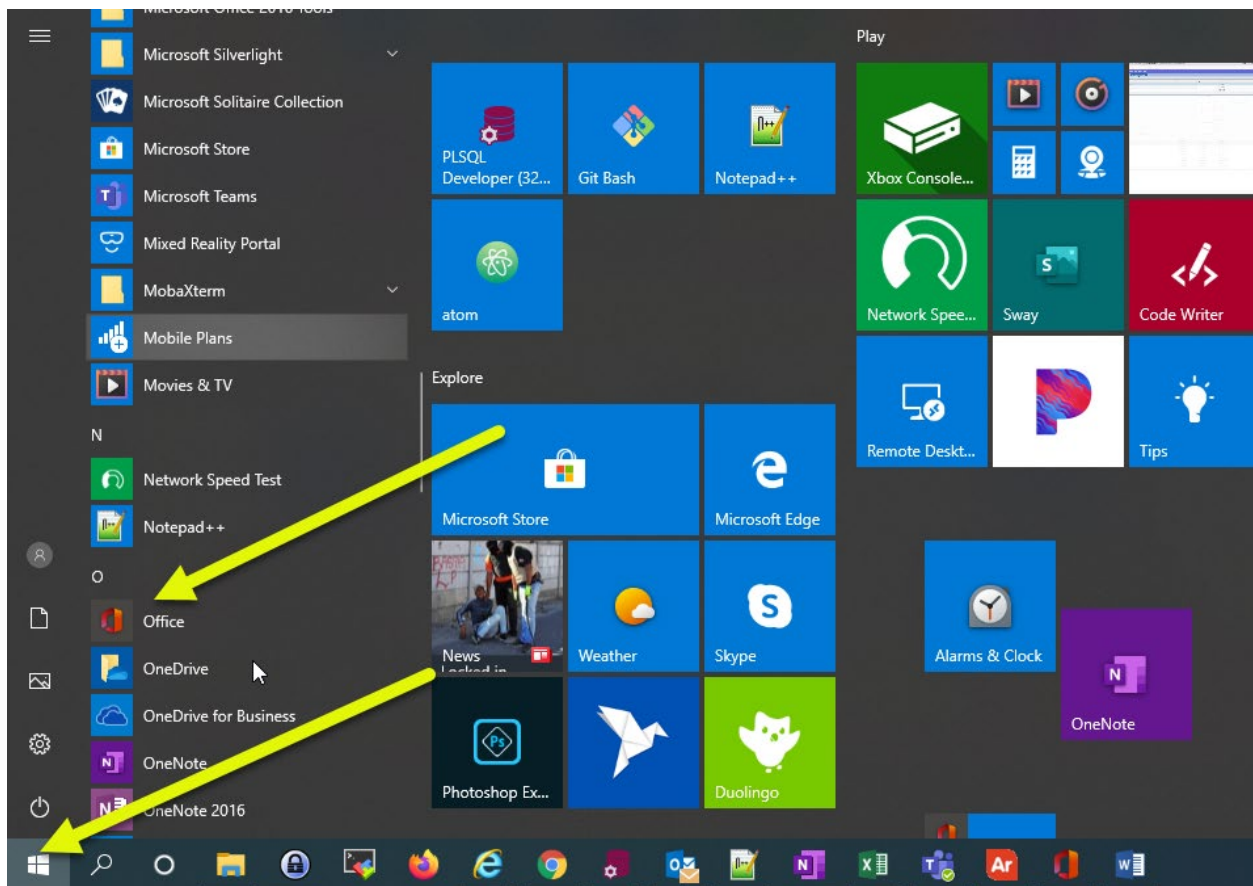
Purpose: This document is to provide a brief introduction on how to use PowerPoint.

Create a PowerPoint presentation

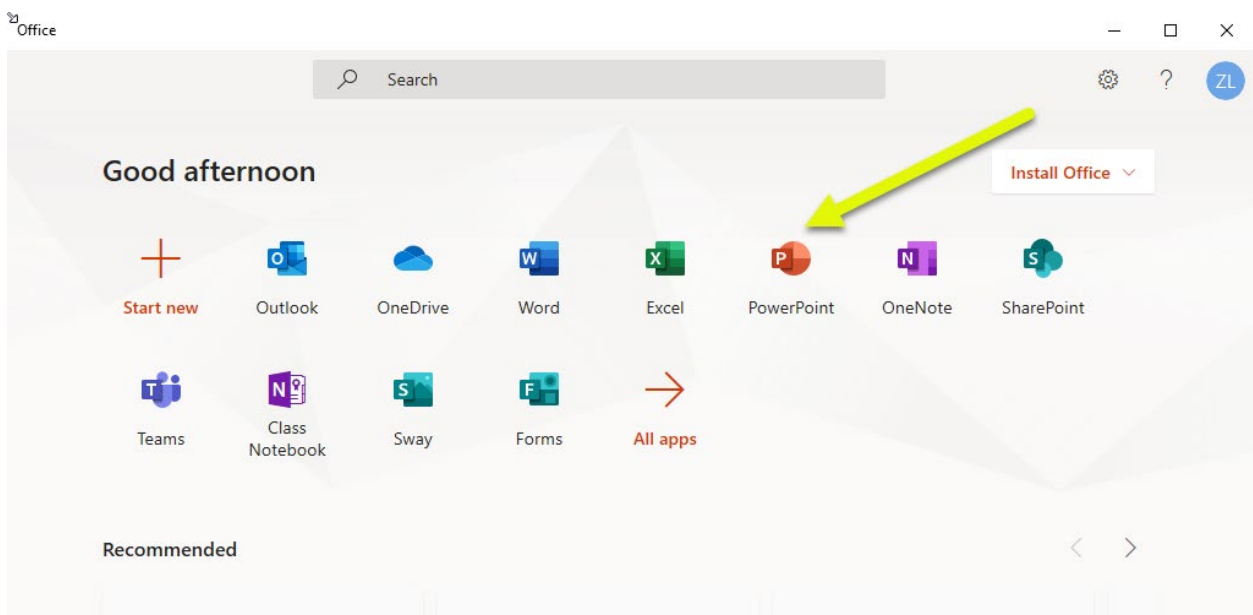
1. Open PowerPoint by click on the Window icon on the bottom left of the screen, and roll down to PowerPoint 2016 and click on that to open.



or sign in with your Office 365 school credentials or Office 365 work credentials. Open Office 365 by click on the Window icon on the bottom left of the screen, and roll down to Office and click on that to open Office 365.

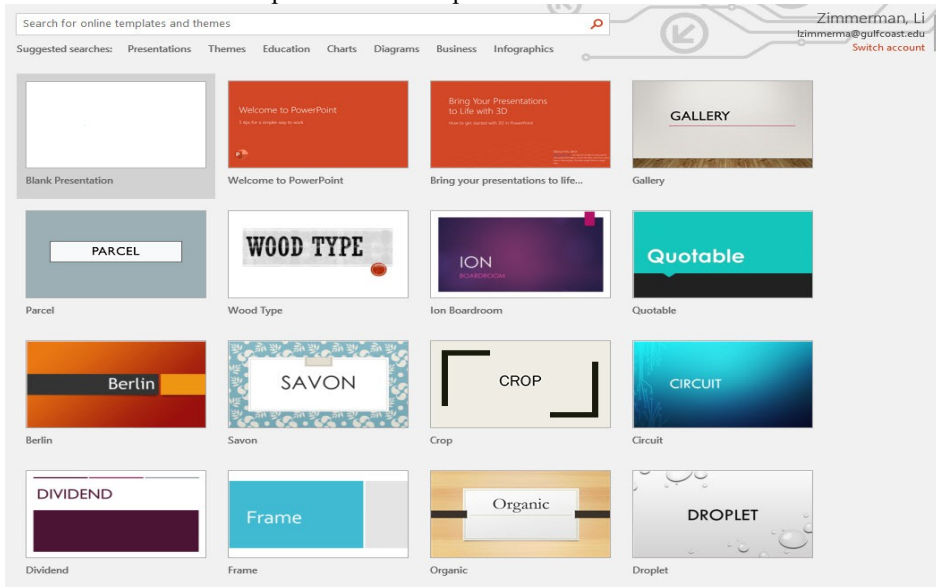


Once Office 365 opens, click on PowerPoint to open PowerPoint.



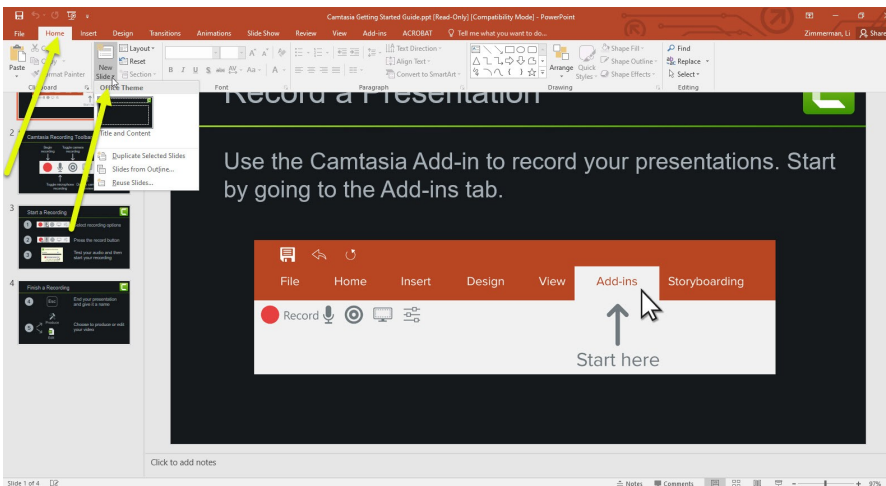
2. Select an option:

- Select Blank Presentation to create a presentation from scratch.
- Select one of the templates to create a presentation.



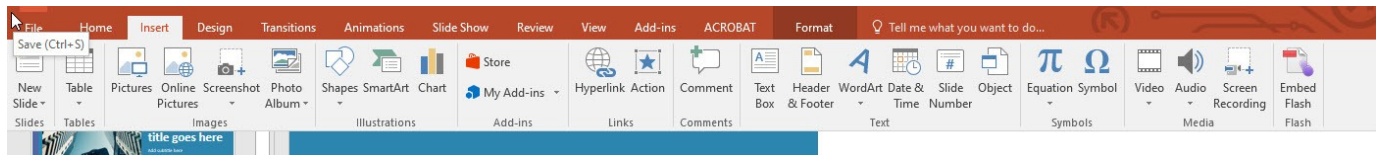
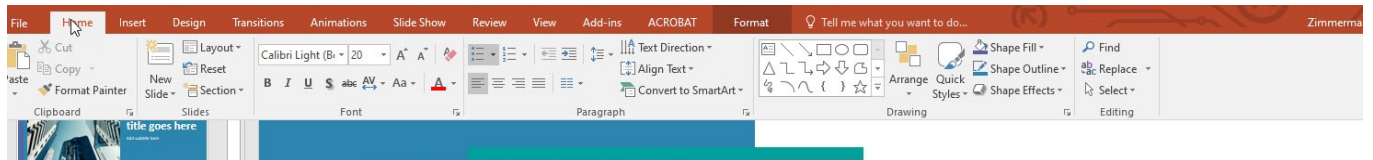
Add a slide

1. Select the slide you want your new slide to follow.
2. Select Home > New Slide.
3. Select Layout and then you type what you want from the drop down.



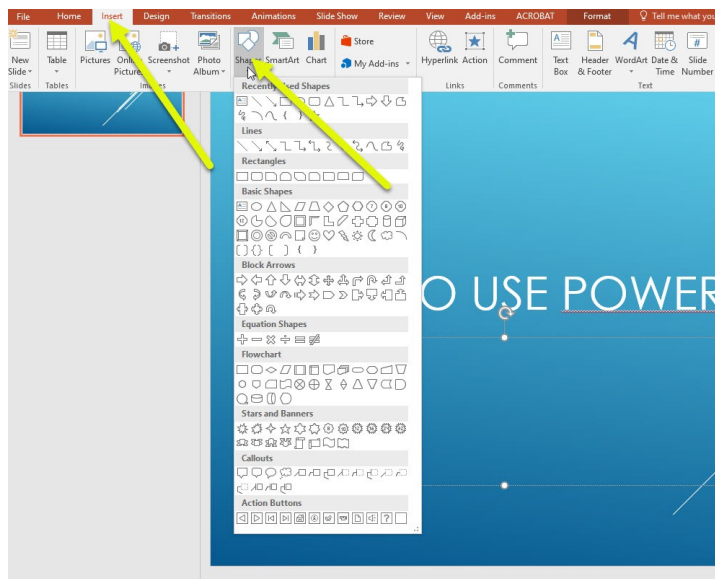
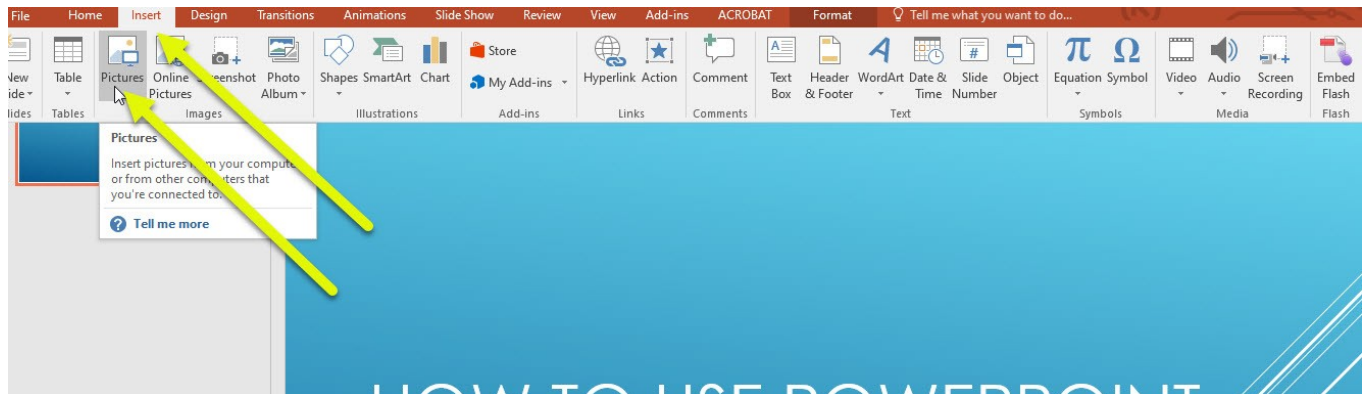
Add and format text

1. Place the cursor where you want, and type
2. Select the text, and then selection an option on the Home tab: Font, Font size, Bold, Italic, Underline, ...
3. To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.



Add a picture, shape, or chart

1. Select Insert.
2. To add a picture:
 - Select **Picture**.
 - Browse for the picture you want and select **Insert**.
3. To add a shape, art, or chart:
 - Select **Shapes, Icons, SmartArt, or Chart**.
 - Select the one you want



Note:

There are a lot of online tutorials for PowerPoint such as [PowerPoint for Windows Training](#)