

PowerPoint Quick Reference Sheet

What you want to do	Pushing the correct buttons
Pick a nice background	<ul style="list-style-type: none">• Click on <i>Design</i> (on the top of the screen)• A variety of choices will come up on the right side of your screen• Click on one that you like to preview it
Go to a new slide	<ul style="list-style-type: none">• (On the top of the screen) click on <i>New Slide</i>
Animate a slide	<ul style="list-style-type: none">• On the toolbar click on <i>Slide Show</i>• Click on <i>Animation Schemes</i>• Choices appear on left side for animation• Click on a choice to preview it
Putting a picture/graphic into your PowerPoint from the internet	<ul style="list-style-type: none">• Go online and find a picture you like• Highlight the picture, then right click on the picture and select <i>copy</i>• Minimize your screen and go back to your PowerPoint• Right Click on the picture icon on the slide where you want to add the picture• Finally, choose <i>paste</i> to add the picture