

How To Do A Powerpoint



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Place your mouse cursor over one of the edges of a title box, then click and drag the box around the slide to reposition it. You can also click and drag in or out one of a text box's corners to shrink or enlarge the text box. Click the Transitions tab. It's at the top of the PowerPoint window.

How to Create a PowerPoint Presentation (with Sample ...

Choose a theme. When you start a new presentation PowerPoint, you'll have the opportunity to choose a theme or template. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more. On the File tab, select New, and then, under Available Templates and Themes, choose Themes.

Basic tasks for creating a PowerPoint presentation ...

How to Create a PowerPoint Presentation: The possible uses of PowerPoint are countless. A slide show can help a teacher teach a lesson, illustrate an event in history, easily display statistical information, or be used for training in corporations. A slide show can be a valuable tool f...

How to Create a PowerPoint Presentation: 8 Steps

#powerpoint #powerpointtutorial #powerpointpresentation Just a basic video tutorial on how to put together a power point presentation.

How to do a Power Point Presentation

Watch Your Slide Show! To see your new creation at work, go to View on the menu bar and select Slide Show. Your presentation will appear. To move from one slide to another, use your arrow keys on your computer keyboard. To go back to design mode, simply hit your "Escape" key. Now you have enough experience with PowerPoint to experiment with other features.

How to Create a Simple PowerPoint Presentation

Step 2: Go to File at the top of the screen and click New. A box that says "New Presentation" should appear on the right side of your screen. Step 3: In the "New Presentation" dialog box, click on "From Design Template." You may then scan through design templates and choose one that you like.

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Step 8: Crop images into custom shapes. Besides creating custom shapes in your presentation, you can also use PowerPoint to crop existing images into new shapes. Here's how you do that: Click on the image and select "Format" in the options bar. Choose "Crop," then "Mask to Shape," and then choose your desired shape.

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