

POWERPOINT INSTRUCTIONS

PowerPoint is an application that will help you assemble professional looking slides to be used in your oral presentations. Each slide can contain text, pictures, colorful backgrounds and transitions.

To complete your Master Track protocol presentation you can either create your own PowerPoint presentation or use the template located on your Master Track CD.

Using the pre-designed PowerPoint Template: Before opening your file, create a folder located on your computer to keep all of your Master Track documents. Keep the folder in an easy to find location. To create a folder on your desktop click the right button on your mouse or laptop touch pad and go to New>Folder.

Now you are ready to start your PowerPoint presentation. Open the document on your CD titled Power Point Template. Go to File>Save As> a box will pop up. Click on the arrow at the top of the box and find your Master Track folder. Save the file in this folder.

The template has 11 pages. Your title page will have two text boxes. Click in the first box and begin typing the title of your presentation. By clicking on the outer edge of the box, you can move it around on the page. You can delete the text box by clicking on the box and pressing the delete button. You can add text boxes by going to Insert>Textbox and clicking on your page.

You can add and delete pictures the same way. To add a new picture go to Insert>Picture>From File and find the location of your picture on your computer. If you are working from the template the image box is already created for you. The image box has six icons- click on the one in the lower left hand corner to insert your picture. To make it easier to find and insert pictures try to keep them all in your Master Track Folder.

To add slides to your presentation go to Insert>New Slide.

SAVE YOUR WORK OFTEN!

If you have any questions about creating your PowerPoint presentation please contact Connie Sonnier at the TAGD office, 512-244-0577 or connie@tagd.org.

