ENTERPRISE
Consulting Technologies

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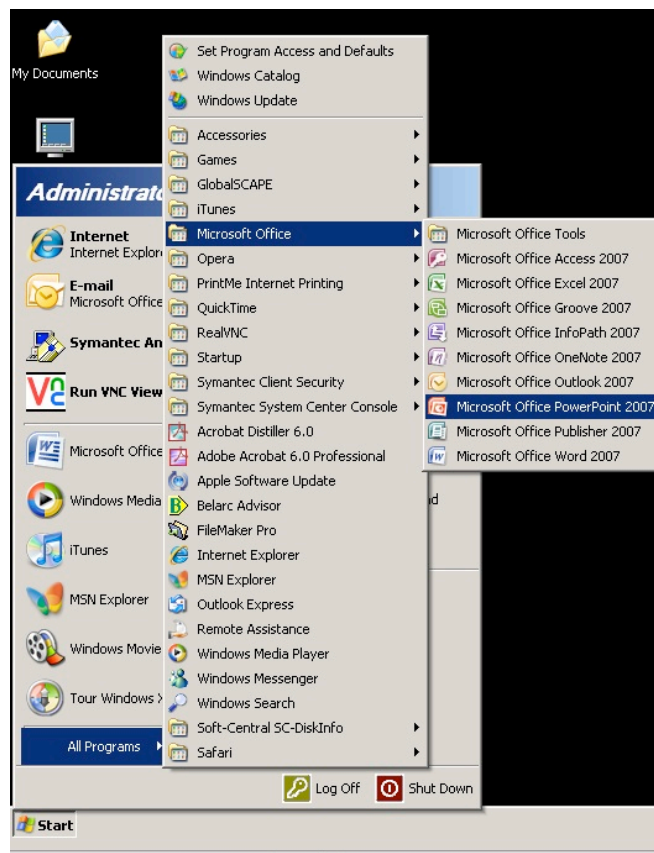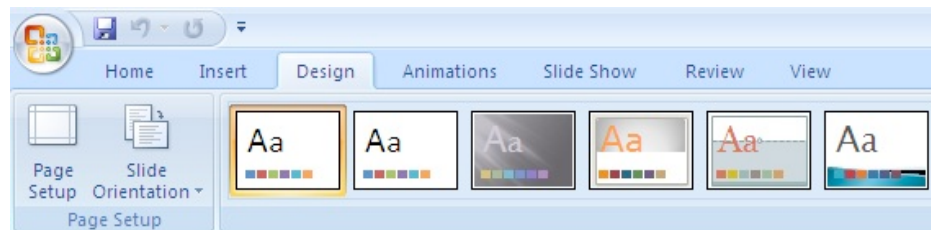C: 313 68-.1782
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Using Microsoft Power Point

In this example we will be using Windows and Microsoft Power Point.

Note: Remember to save your work often!

- Start by launching MS Power Point

-
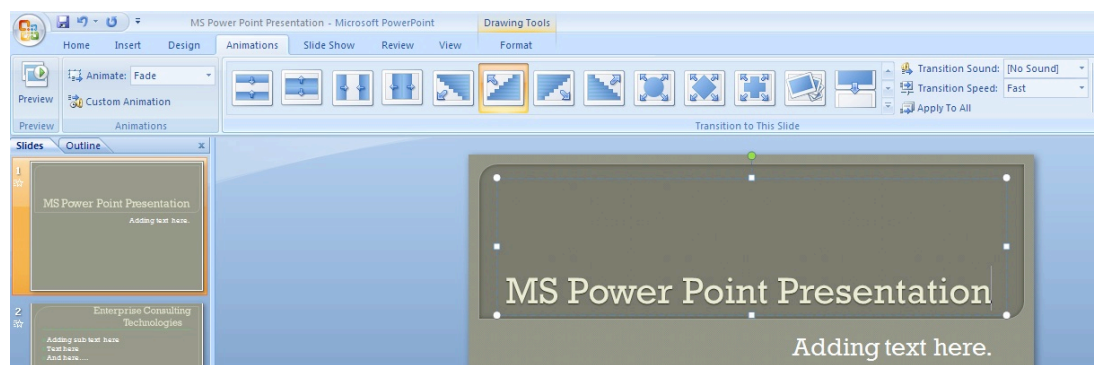
- Select your design

-

- Add your text

-

- After you add text make a new slide. Repeat this process to add as many slides as you need.


-

- Add text into your new slide

- To add animation to your text select your text and select the 'Animations' tab. On the left of the menu bar select your desired animation.

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- To add a transition to your slide select the 'Animations' tab and add:

- o Select your transition

- o Transition Sound (if needed)

- o Transition Speed (if needed)

- o Select if you want your presentation animations and transitions to:
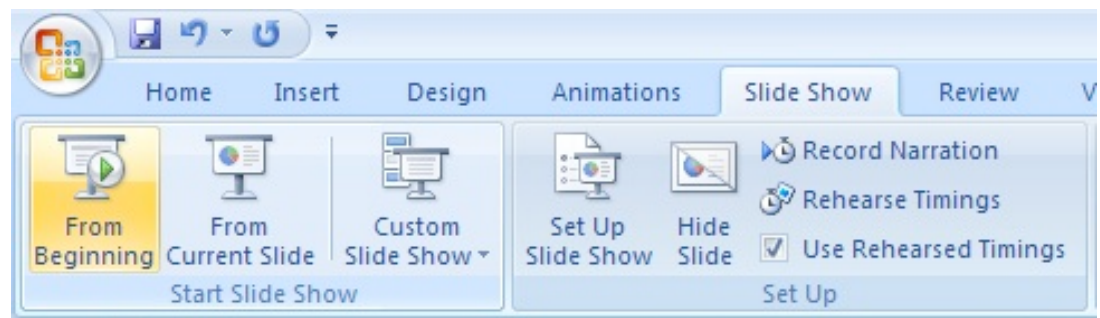
  - ▪ Advance on mouse click

  - ▪ Automatically

-
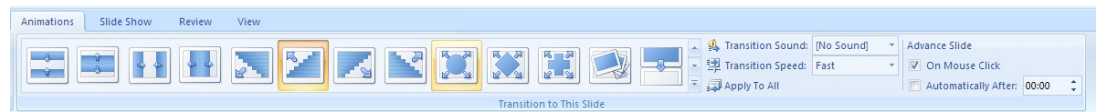
- After you are done save your document.

Presenting your presentation

Launch your presentation in MS Power Point and click on the 'Slide Show' tab and…

- Click 'from beginning' to run your presentation

- You can use the other sections to setup different effects of your presentation

Additional Information

• Always rehurse your presentation

• In addition to rehursing your presentation, if possible, rehurse on the Digital Projector you will be using

• Save your completed presentation and copy it to a 'USB thumb drive' in case you will not be using your computer.

• Make sure the version of Power Point is the same if you are using a different computer other than your own for the presentation.

•Email us at info@enterprisect.com if you have any question. Information is also available at http://enterprisect.com/faq.html