This is a demonstration of how you can create a Microsoft® PowerPoint® presentation:

Step 1: Go to your start menu and choose Microsoft Office™ documents and choose the Power Point® blank presentation document.

Step 2: Then after you open it, go to the top of the screen to the design tab. Choose the blue one by clicking on it. Then you see an array of template design choices.

Step 3: Once you select it, click in the top box and type in your title. Next, you might want to center the title. Click on your home tab at the top, and then move the title to the center of the screen by clicking on it and then going to the alignment tab in the center of the screen as depicted in the screen shot below.

Then you can get rid of this extra textbox that you do not need right below it by choosing the tiny box at the top center of the textbox by double clicking on your right mouse button and selecting "cut".

Step 4: Now add a new slide by going up to the top of your page again and selecting the new slide button or alternatively you can right click on an existing slide and select "Duplicate slide".


Step 5: Then click in the top box on the new slide and put in the title. In this case, enter the Four Functions of Management as an example. Then select within the bigger box and add the content there. In the case of the example:

Planning
Organizing
Leading

Controlling

You can resize the letters and change the font by highlighting or clicking in front of the word and dragging your mouse over the word to highlight it. Then the font selection box fades in right there. If not, click on the font type arrow button to the right of the font type above your slide area.
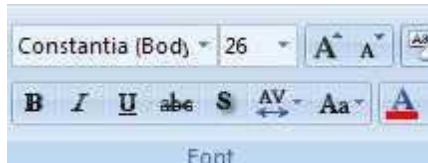
Choose the font you want; in this case you will choose Ariel.

Choose the font size using the small arrow to the right of the number size. In this example let us say that you want size 32. Click to the right of the font size on the small arrow, and choose the size you want.

Step 6: Add some space now by putting your cursor right after the word and then hitting the enter button. Then click on "back space" to eliminate the extra bullet. Keep doing that until you have eliminated all extra bullets and still have added the space.

• You do not want to put too much information in each slide, as these bulleted points are prompts for the speaker to address these points in more depth.

• Put just three or four bulleted points and then put any detailed notes for the speaker down in the notes section below the slide.

Step 7: You then select the notes area, and you can add some notes. If you need to scroll down to add more space, you can do this from the bottom right hand side where you see the small arrows pointing up and down.

You can add another new slide by clicking on "New slide" at the top again and then for example you might want to add a picture. So click in the middle of the slide, go to the top again and click on Insert.

Optional Step 8: If you want to add Clip Art, select "Insert" at the top of the ribbon. For instance, if you want to add a picture of a mountain because you want to do an analogy about climbing the "mountain" of the four functions of management to reach the "peak of success", you can write in mountain and then select it by clicking on a picture of a mountain. Up pops the mountain into our screen although it is a bit too big. So you will want to resize it. Then, if you click on the tiny boxes it allows you to resize it. If you want to move the whole picture you just have to move your mouse over the small box under the green dot and when you see the cross that means you can click and drag the whole picture where you want it.

Then right clicking on those small boxes allows you to resize the picture. You can also eliminate the extra text box behind the picture by right clicking on the top middle small square of the text box and then resizing it the way you want.

If you did not have a textbox already on the slide you could insert one by clicking on the slide where you want one and then going to INSERT at the top of your screen and selecting text box.

Then you may just start typing and it will size to whatever is needed for the type.
This is just a beginning, but using it often and experimenting a little will make you an expert very soon! Good luck!