

A circular wreath of various botanical illustrations surrounds a central white circle. The plants include green ferns, red maple leaves, yellow marigolds, purple cornflowers, and green bell-shaped flowers. A small branch with pink blossoms is on the left, and a single green leaf lies horizontally across the bottom of the central circle.

Power Point

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Step 1: Opening Microsoft PowerPoint



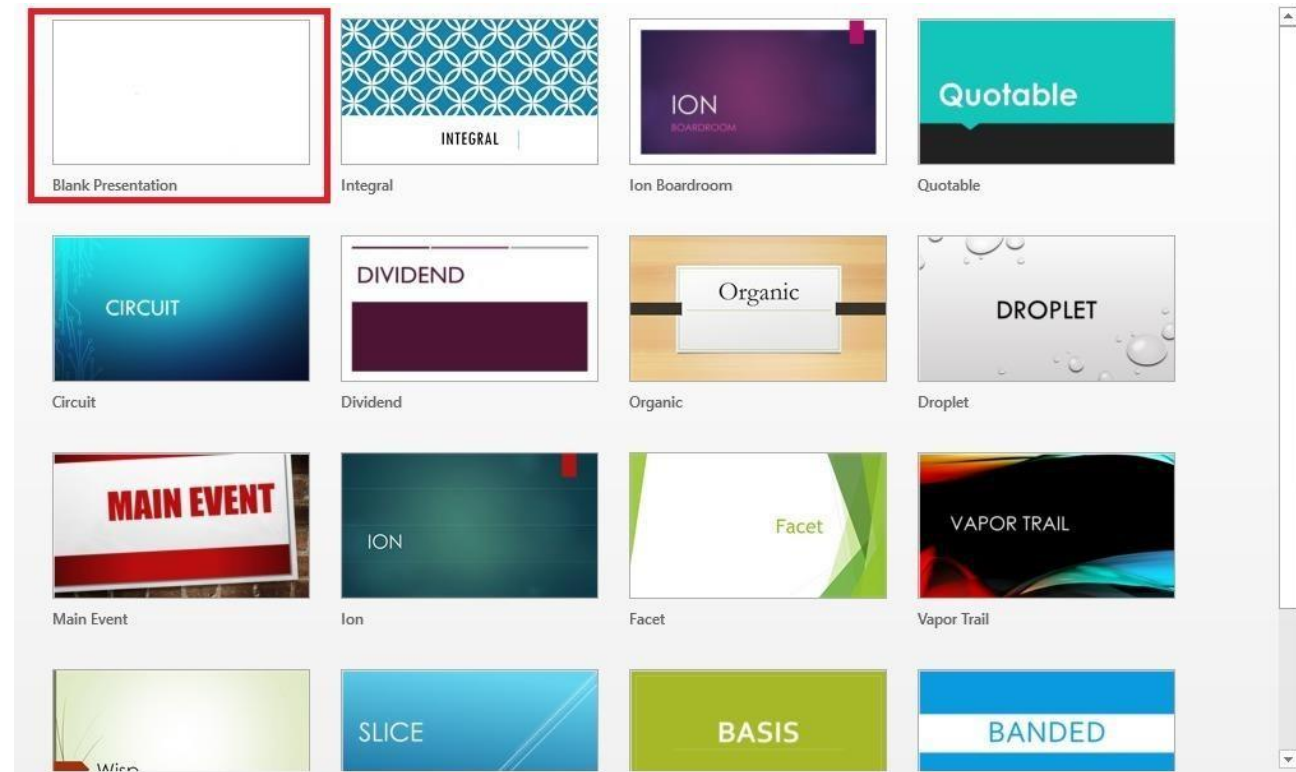
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Step 2: Creating a new Presentation

Go to File at the top of the screen and click New. A box that says “Blank/New Presentation”

should appear on the right side of your screen.

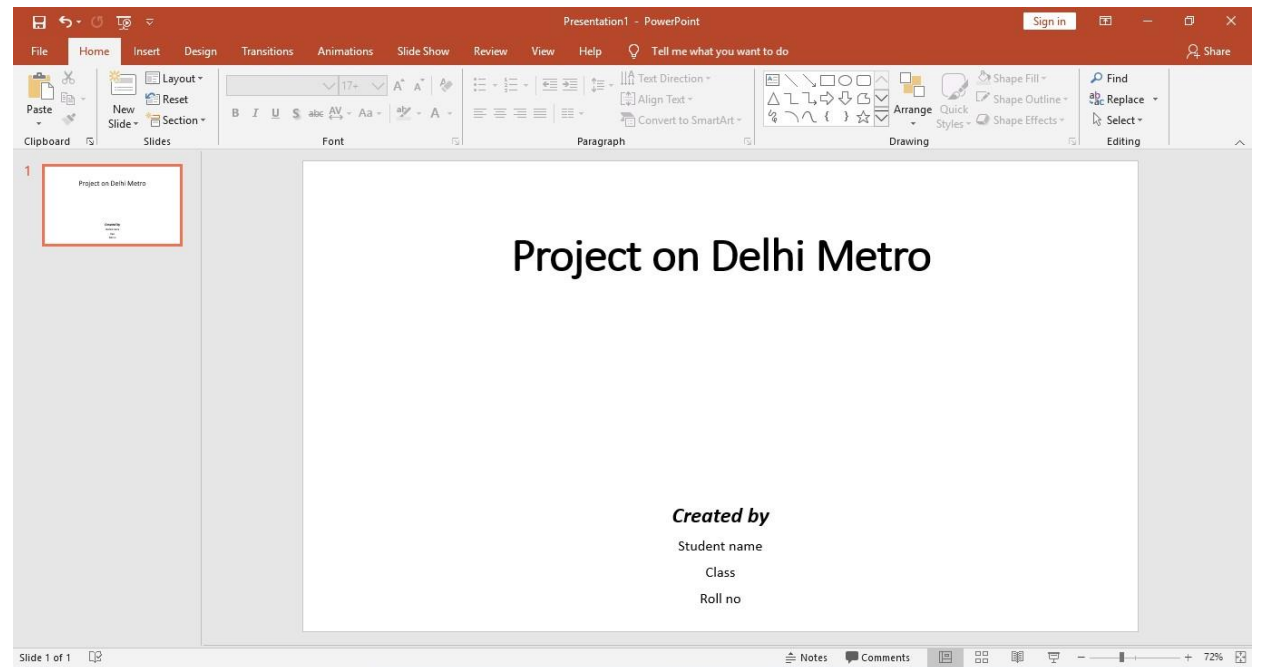


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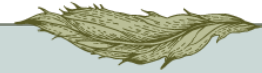


Step 3: Slide Title/ Subtitle

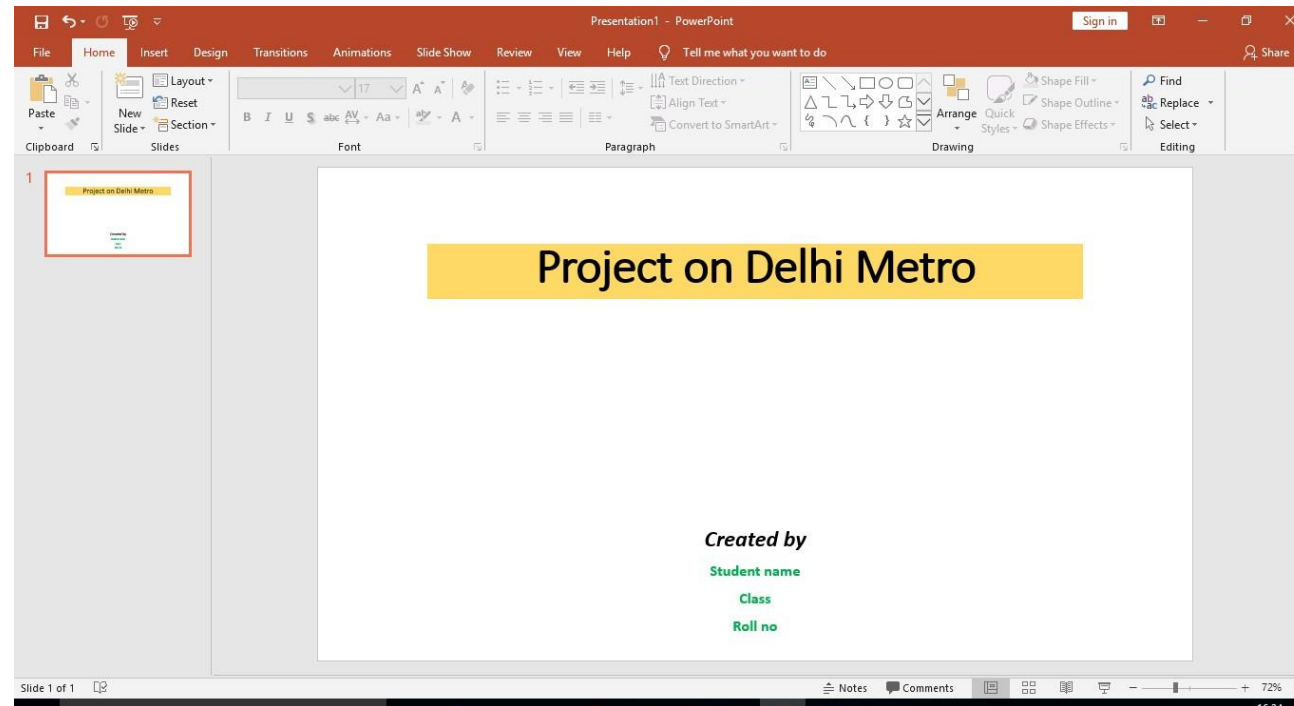
Give any title and subtitle to your ppt on slide1.



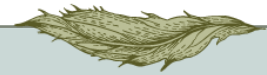
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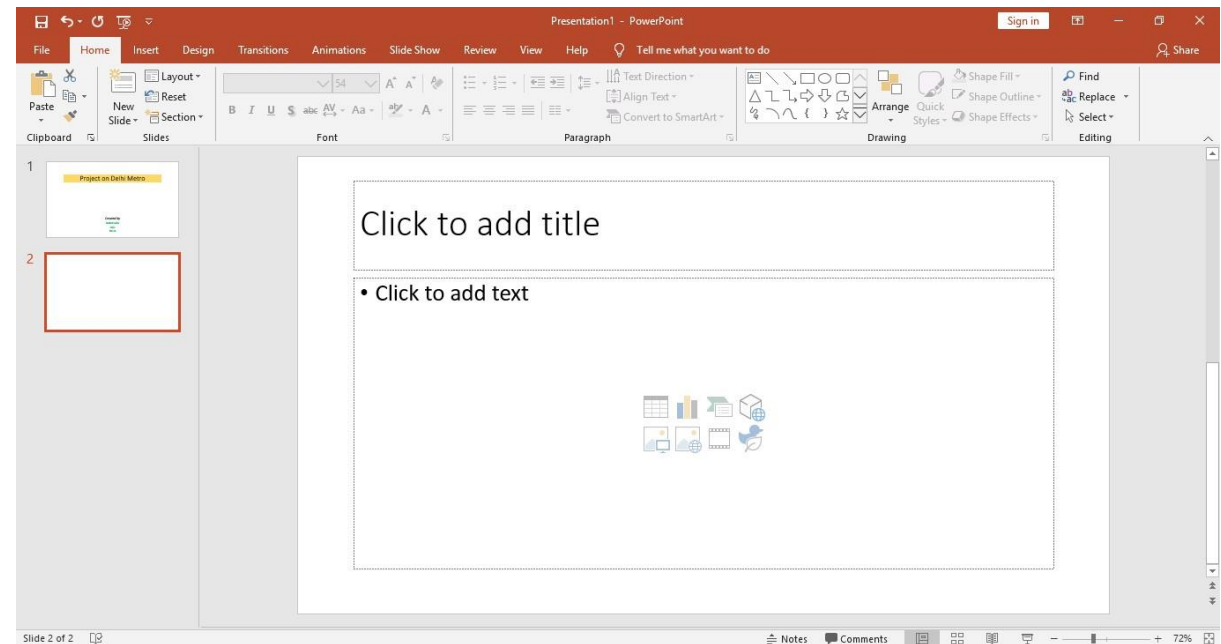
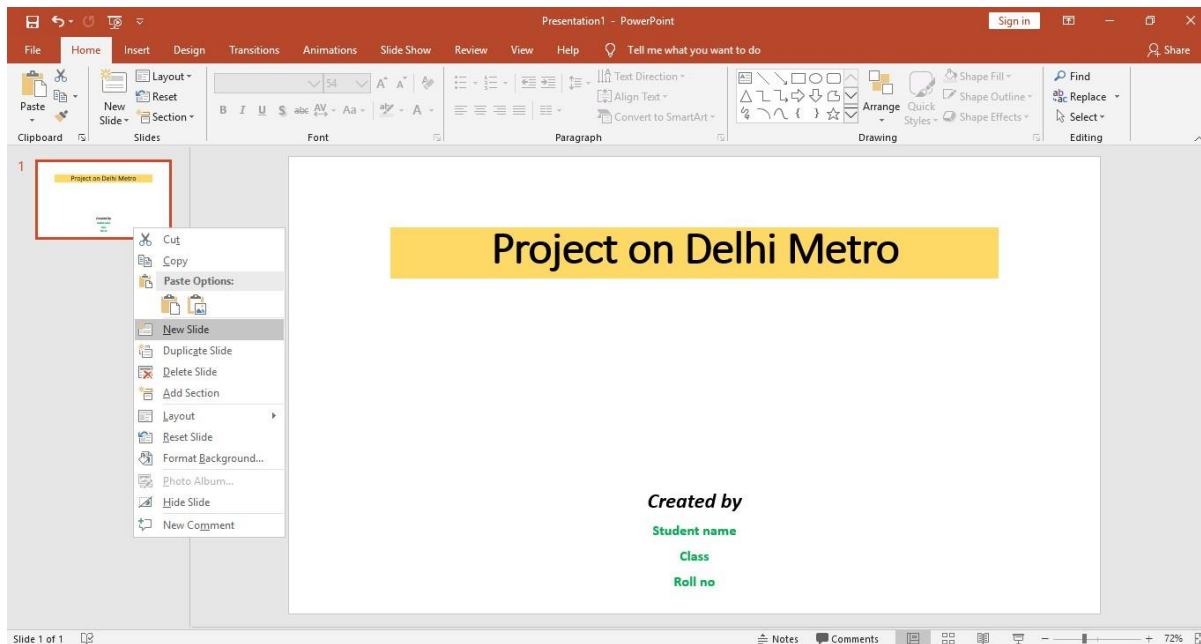
Step 4: As per your choice apply different formatting options to format the text and pictures.



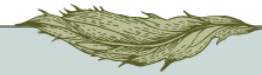
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Step 5: Add *new slide* by clicking on new slide on formatting bar or by right clicking and selecting new slide option.



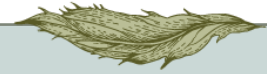
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- Step 6: Adding different elements (pictures, charts, videos, ...)

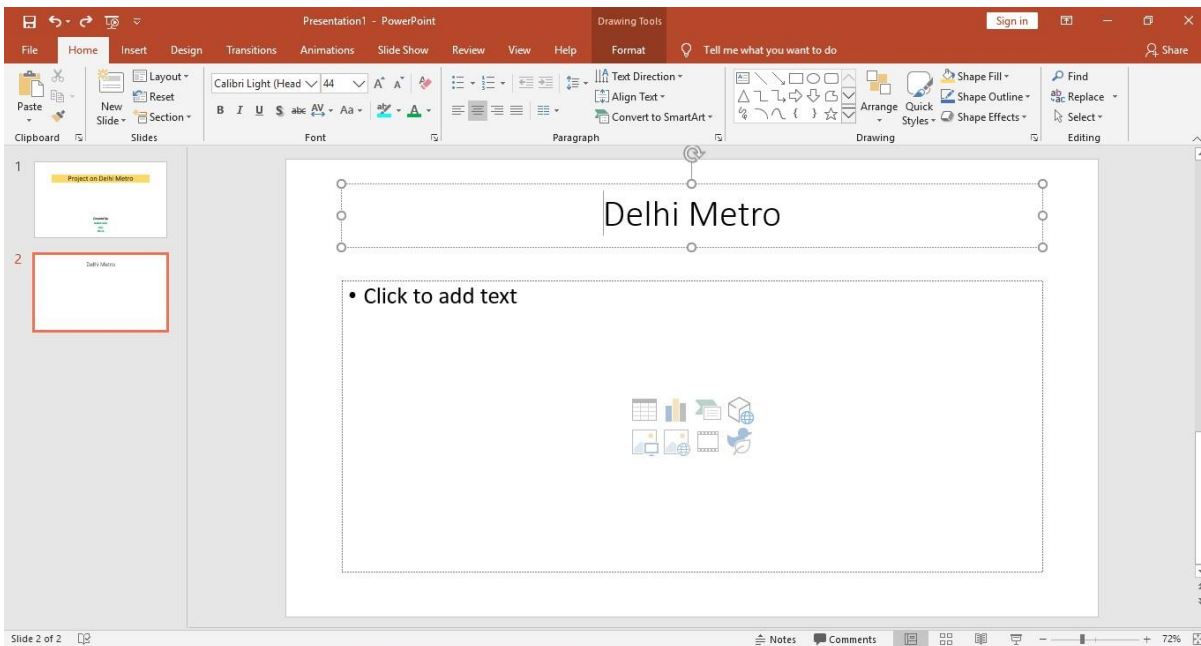


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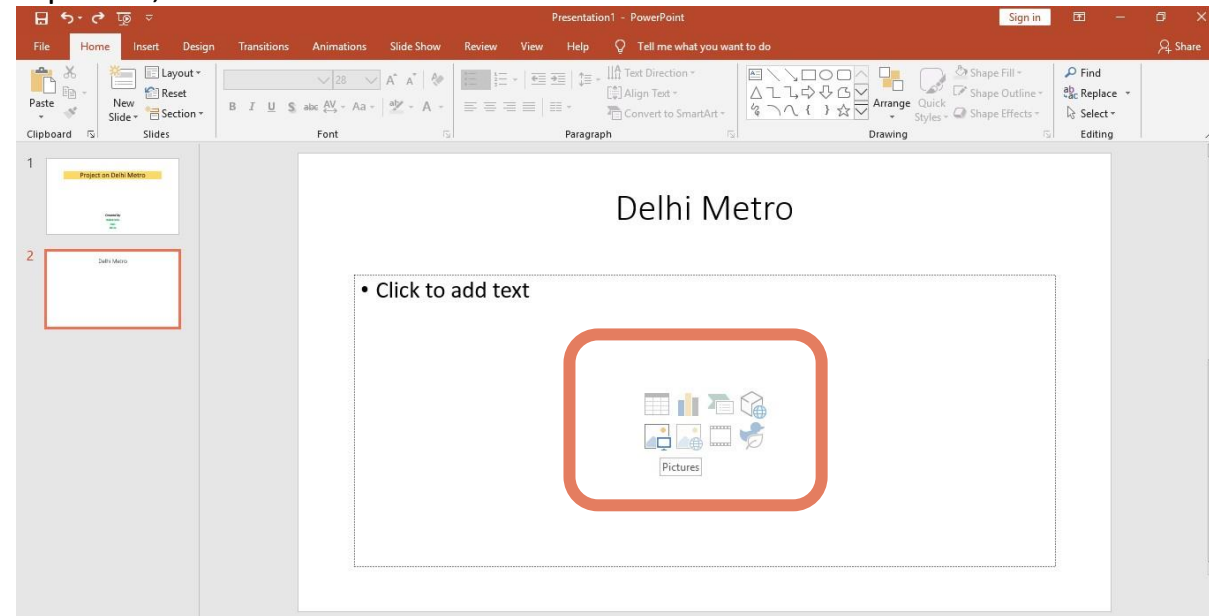
Step 7: Inserting text

Enter your text by clicking and then typing in the box titled “Click to Add Text” or “Click to Add Title.”

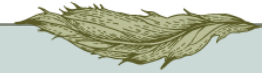


Step 8: Inserting Pictures

You may add pictures by clicking on the box that says, “Click to add content.” Inside that box, there will be a smaller box with **eight icons**. Click on the icon that looks like a photograph of a mountain. A new window will open, allowing you to browse for a picture on your computer or a CD. Once you find your picture, click on it and then click “Insert.”

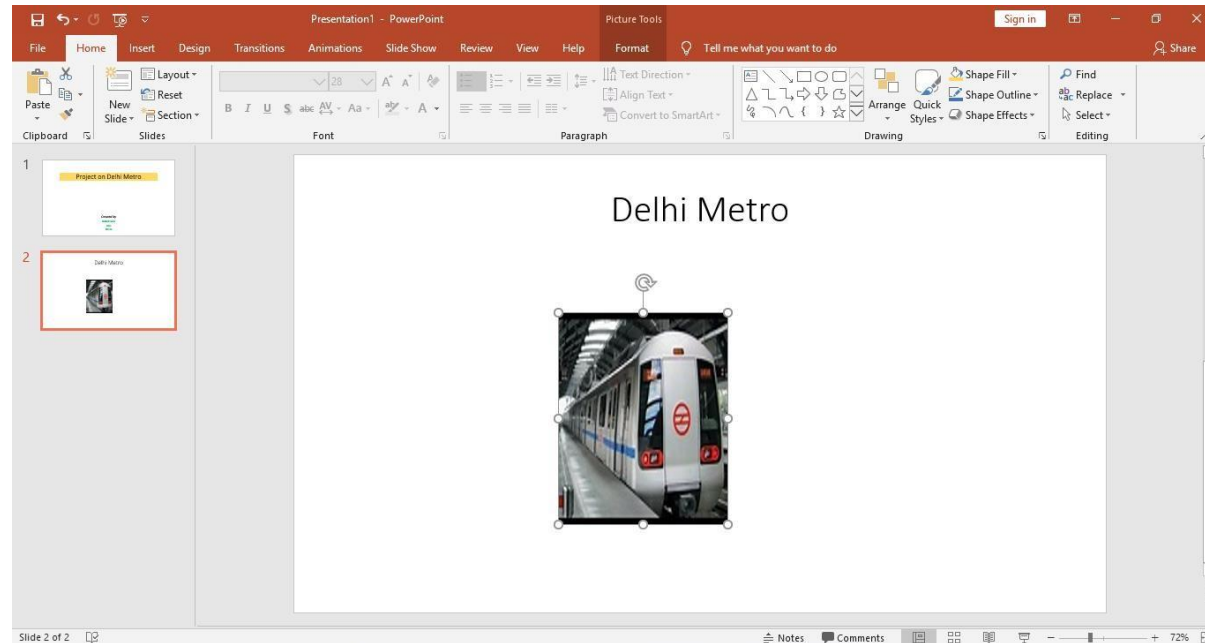


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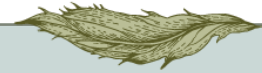


Step 9: Resizing the picture

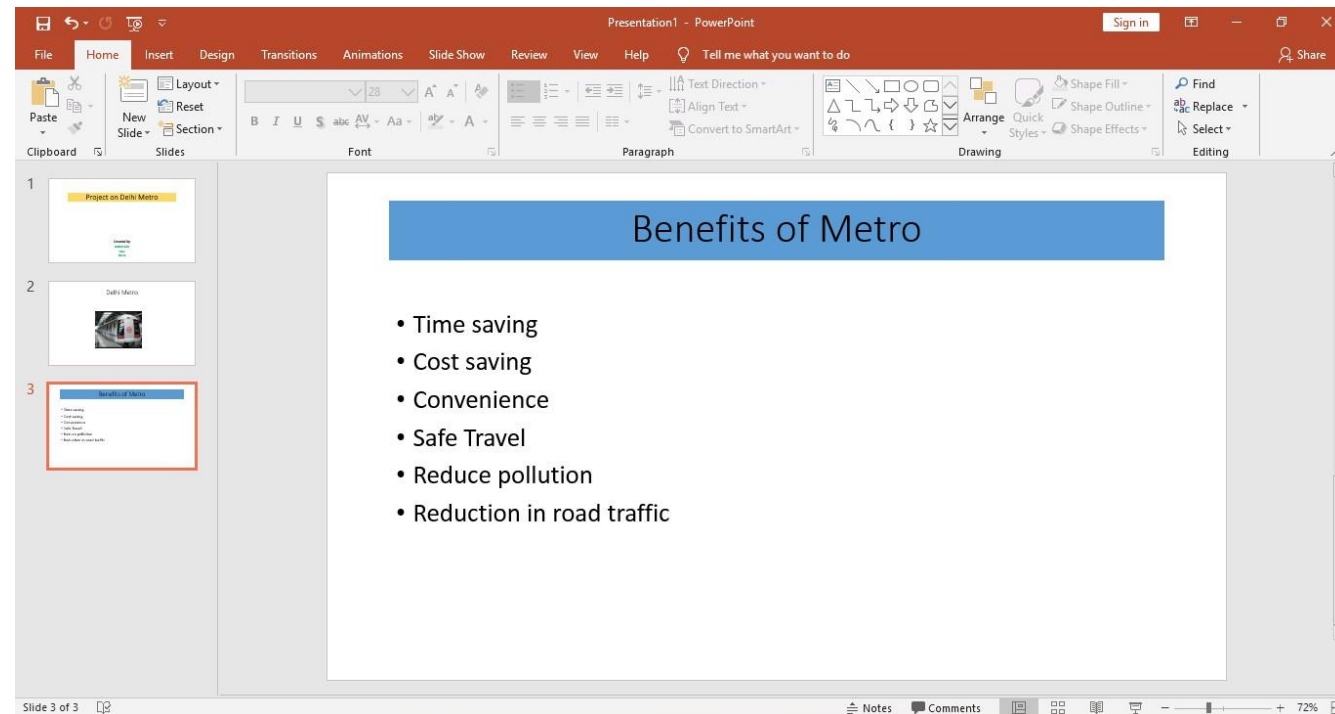
You may change the size of your picture by clicking on the picture. The picture will then have black lines around it with small bubbles or boxes in the corners. Place your mouse over the bubbles or boxes and click. Holding the mouse pointer down, drag the picture to the size you want.



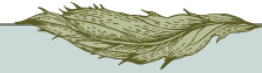
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Step 10: Create Slide 3 : Benefits of Metro



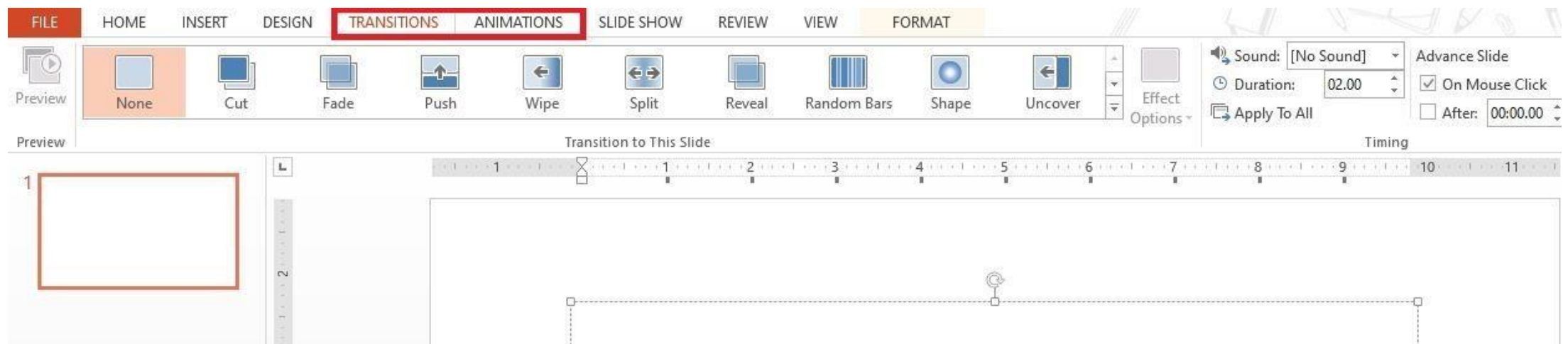
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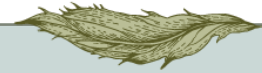
Step 11: Applying transition and animations

Transition: It provides an animated effect to each slide when moving from one slide to the next during a slide show.

Click on **transition tab** from the menu bar (apply to all slides)



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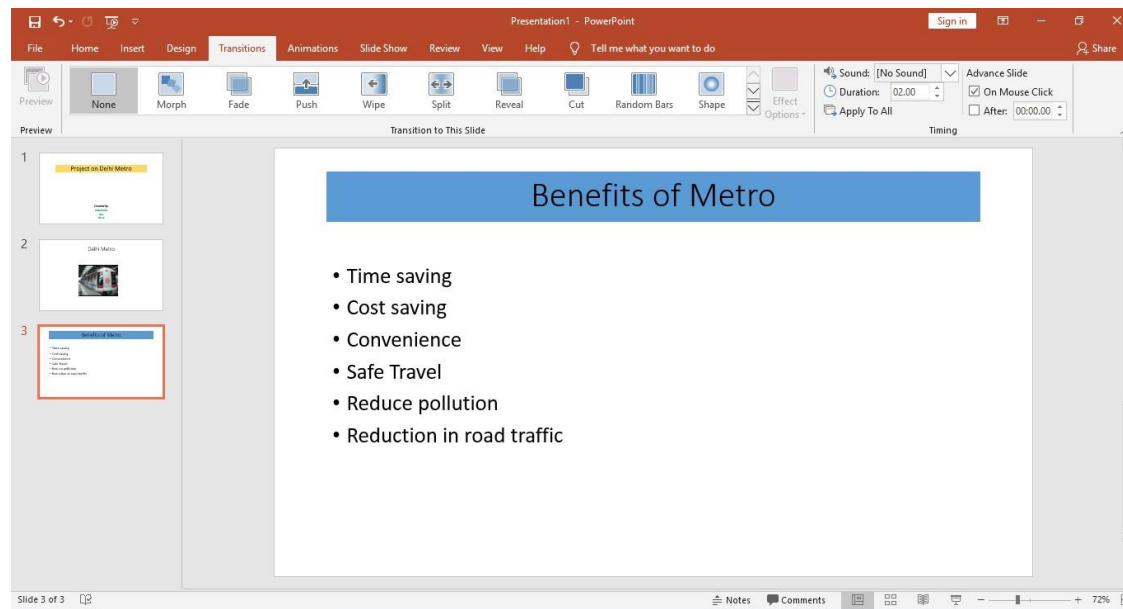
Step 12: Applying transition and animations

Transition: It provides an animated effect to each slide when moving from one slide to the next during a slide show.

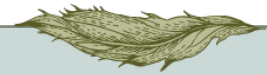
Click on **transition tab** from the menu bar (apply to all slides)

Animation: It is an effective way to focus on important points, to control the flow of information and to increase viewer interest in the presentation.

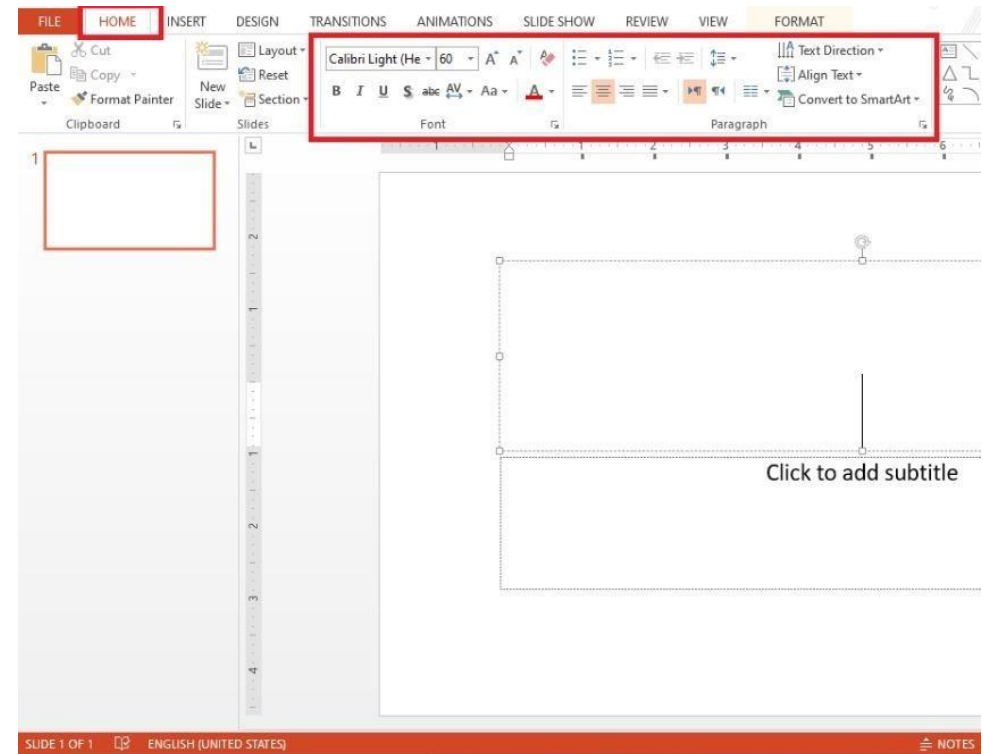
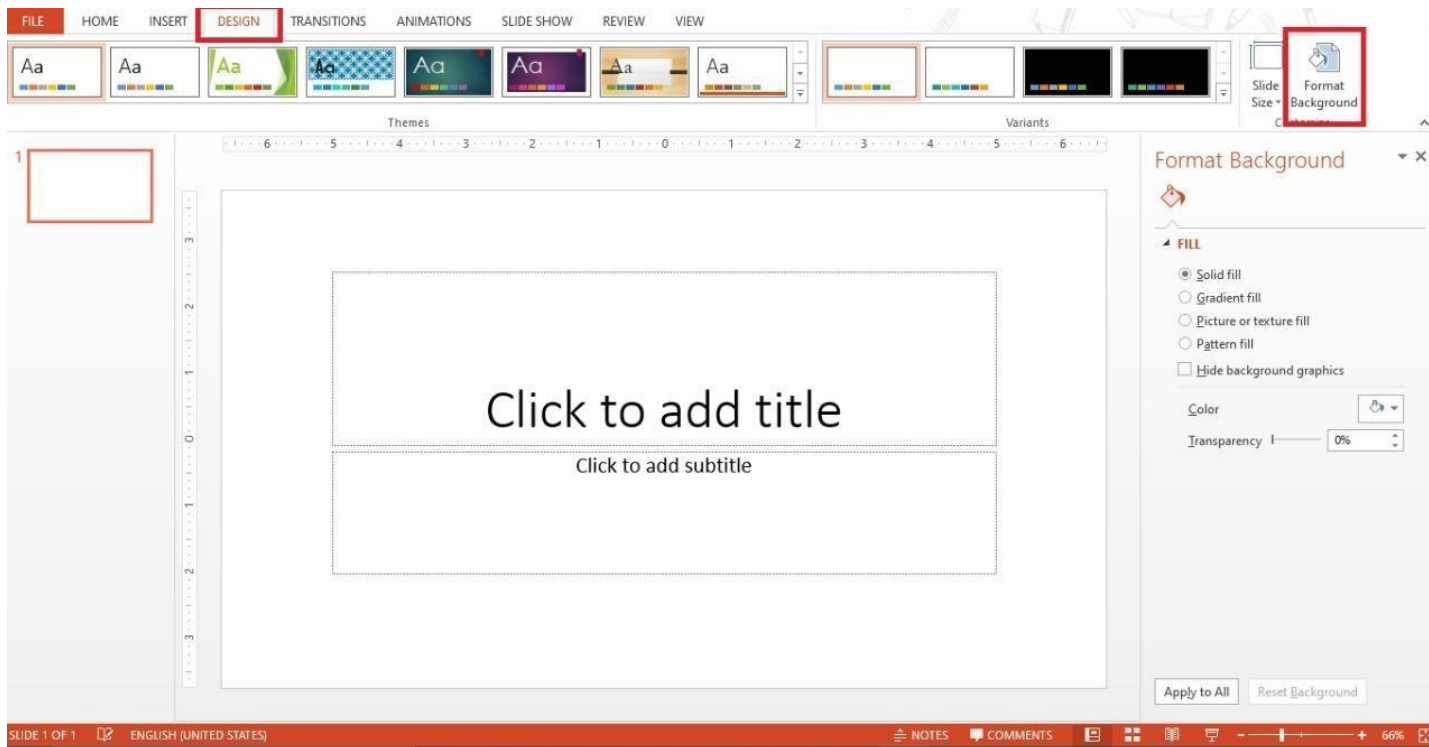
- Select the object that you want to animate
- Click on **Animation tab** from menu bar
- Choose any animation effect like ***appear, fade, fly in etc***



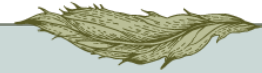
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- Step 13: Changing slide design, colors and fonts

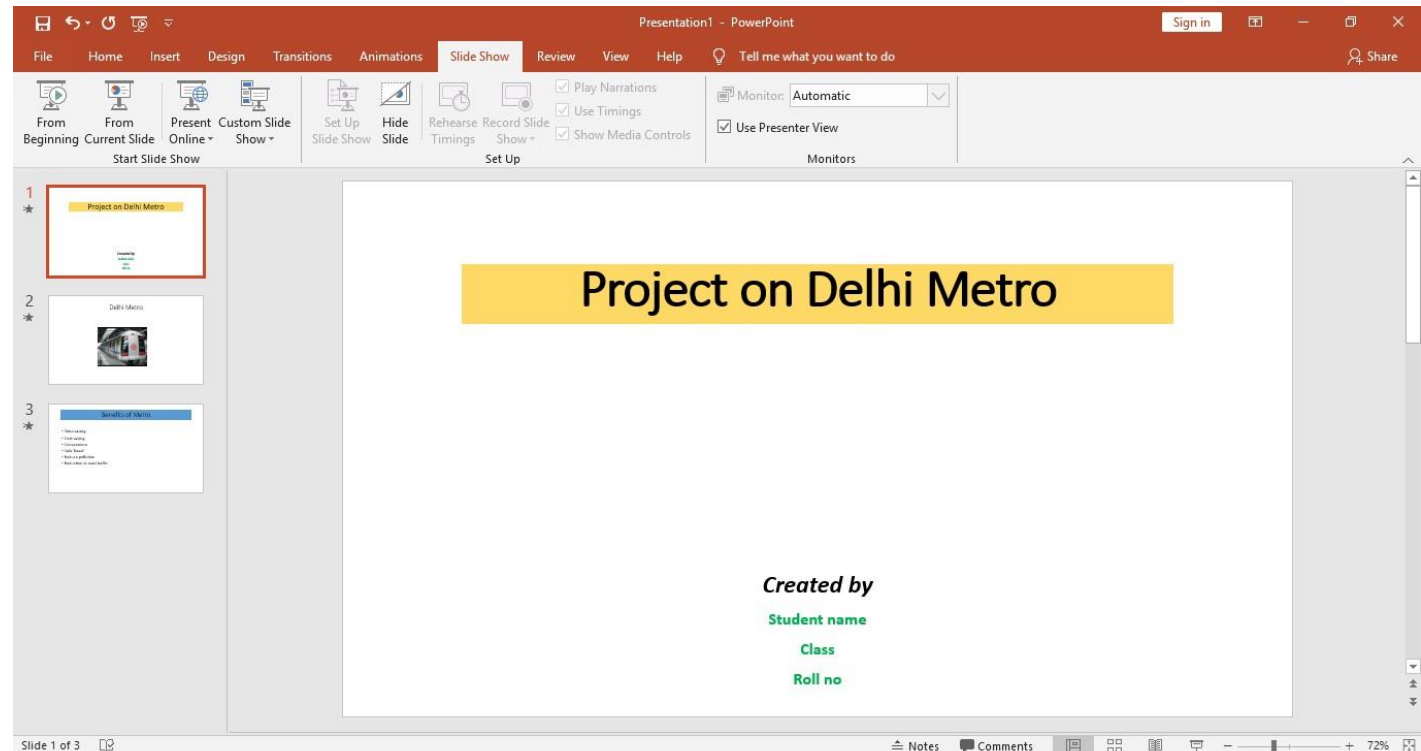


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Step 14: Presenting a slide show

Either press **F5** Key or use **slide show** tab from menu bar.





Thank you

