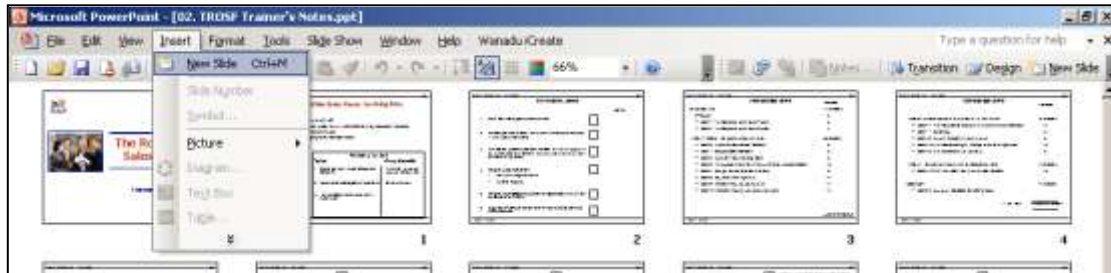


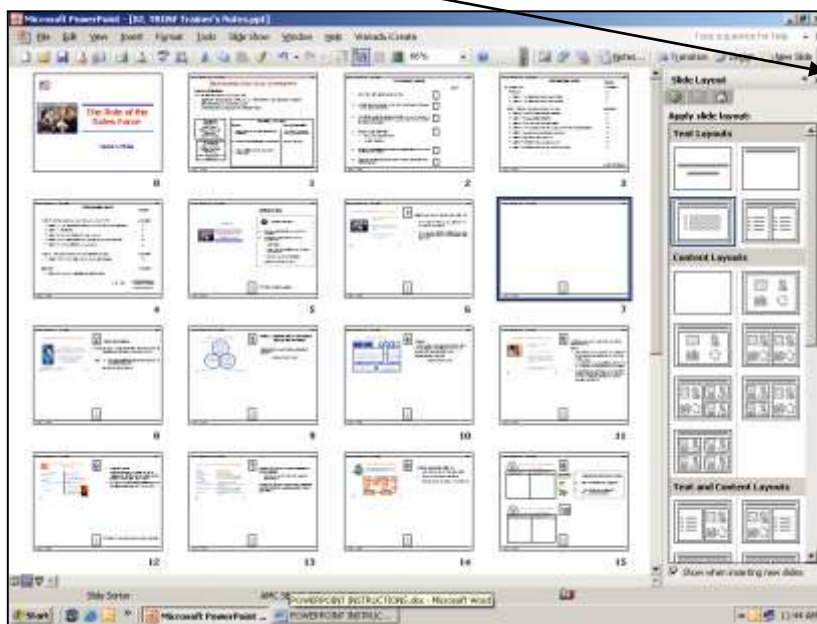
## HOW TO MAKE SIMPLE CHANGES TO A POWERPOINT PRESENTATION

OPEN THE PRESENTATION YOU WANT TO ALTER.

IF YOU WANT TO ADD AN **EXTRA SLIDE**, GO INTO **MULTI VIEW** AND CLICK IN BETWEEN THE SLIDES YOU WANT TO ADD AN EXTRA SLIDE THEN GO TO THE TOOLBAR AND CLICK ON **INSERT** AND SELECT **NEW SLIDE**.



USUALLY AFTER INSERTING ON THE **RIGHT SIDE** A **SLIDE LAYOUT** WILL POP UP. THIS IS NOT REALLY RELEVANT FOR US, AS WE MAKE THE PAGE UP AS WE GO (THE SLIDE HIGHLIGHTED IS THE ONE WE INSERTED BETWEEN OTHER SLIDES). SO JUST REMOVE IT BY CLICKING ON THE **X** IN THE RIGHT HAND CORNER OF IT.



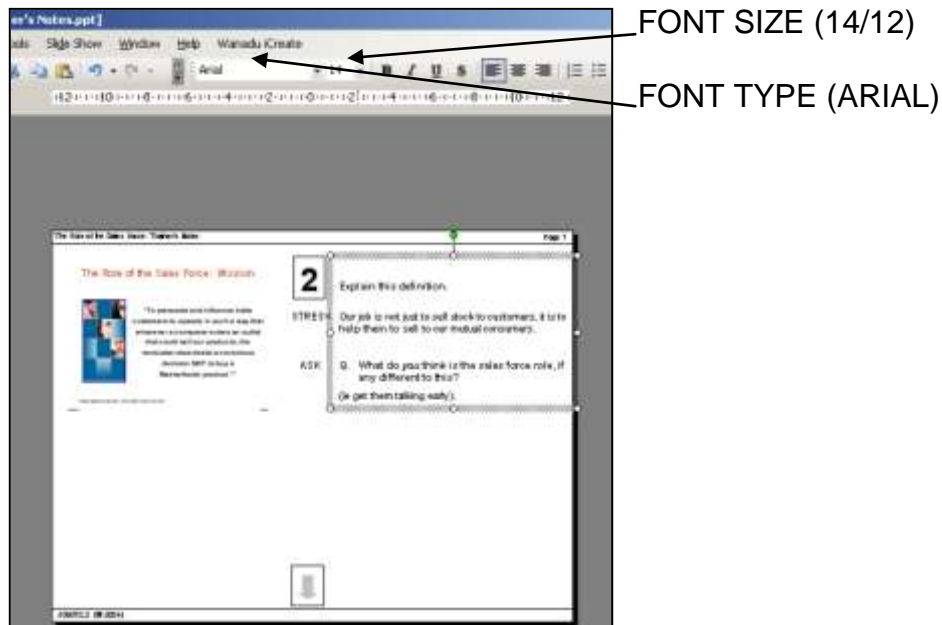
IF YOU WANT TO ALTER THE **HEADER OR FOOTER** OR CHANGE THE **PAGE NUMBERING**, YOU NEED TO GO TO **VIEW** ON THE TOOLBAR AND SELECT **MASTER** AND CLICK ON **SLIDE MASTER**.



**\* PLEASE NOTE: ANYTHING YOU ADD OR CHANGE OR DELETE ON THE MASTER SLIDE WILL AFFECT ALL THE OTHER SLIDES IN THE PRESENTATION. ASSUMING YOU ARE IN AN EXISTING SLIDE, YOU WILL PROBABLY ONLY CHANGE THE**

HEADER OF THE PAGE ETC.

THE NEW SLIDE WILL ALREADY HAVE TEXT BOXES ON IT, **THE FONT TYPE AND SIZE WE ALWAYS ADJUST TO ARIAL AND USUALLY FONT SIZE 14 OR 12. TO CHANGE THE FONT TYPE AND SIZE YOU NEED TO SELECT THE TEXT BY EITHER DRAGGING THE CURSOR OVER THE TEXT OR SIMPLY BY CLICKING ON THE TEXT BOX SO THAT IT IS HIGHLIGHTED AND THEN CLICK ON THE FONT TYPE AND SIZE ON THE TOOLBAR.**



TO INSERT A NEW TEXT BOX, LOOK AT THE **TOOLBAR AT THE BOTTOM**, YOU WILL SEE A **SQUARE BOX WITH AN A WITH LINES**, CLICK ON THIS AND THEN BRING YOUR CURSOR TO THE SLIDE AND DRAG A TEXT BOX ON THE SLIDE AND YOU CAN START TYPING THE TEXT, YOU WILL PROBABLY NEED TO CHANGE THE FONT TYPE AND SIZE OF THE TEXT.



TO **INSERT A PICTURE** FROM THE FILE ON THE COMPUTER OR USING A CLIPART PICTURE, YOU NEED TO CLICK ON **INSERT** ON THE TOOLBAR AT THE TOP OF THE PAGE, CLICK ON **PICTURE** THEN SELECT **FROM FILE** OR **CLIPART**.

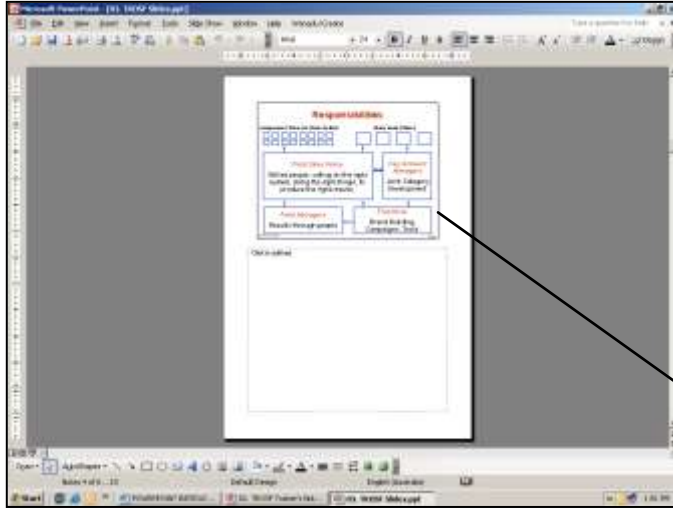


IN POWERPOINT YOU CAN MOVE THE PICTURE ANYWHERE YOU WANT, IT IS MUCH EASIER THEN IN I.E. WORD OR EXCEL.

**INSERTING SLIDES IN NOTES PAGE FORM INTO TRAINER'S**

NOTES OR WORKBOOK OR ANY OTHER PRESENTATION.

GO TO THE SLIDES PACK AND SELECT THE SLIDE YOU WANT TO USE, CLICK ON **VIEW** ON THE TOOLBAR AT THE TOP OF THE SLIDE, SELECT **NOTES PAGES**, THE SLIDE WILL LOOK LIKE THIS:



YOU THEN SELECT THE **SLIDE IN NOTE PAGES' FORMAT** AND SELECT THIS TO COPY, GO INTO THE TRAINER'S NOTES/ WORKBOOK OR WHEREVER YOU WANT IT TO APPEAR IN THE PRESENTATION AND **PASTE** IT, BY PLACING THE CURSOR ON THE CORNER OF THIS SLIDE IN NOTE PAGE FORMAT

YOU CAN MAKE IT SMALLER OR BIGGER BY DRAGGING THE CORNER IN OR OUTWARDS.

**\* PLEASE NOTE:** THAT THIS **SLIDE IN NOTE PAGE FORMAT** IS NOW TO BE TREATED AS A PICTURE, SO YOU ARE NOT ABLE TO CHANGE THIS, IF SO ANY CHANGES TO BE MADE NEED TO BE DONE ON THE ORIGINAL SLIDE AND RECOPIED AND PASTED INTO THE PRESENTATION.