Name_____   Date_____

PowerPoint Intro
Student Guide
(*Accompanying materials are located in the Student Drive in the PowerPoint Intro Folder)

Computer Lab

1. Double click on the PowerPoint icon located on the desktop.


2. Click on Blank Presentation

3. The first slide will pop-up. You can create a presentation on a topic that interests you or you can create one on Hartford, CT. The Hartford, CT presentation information is located in the student drive > PowerPoint Intro Folder. Double click on the folder and you will see photos and information to use.

4. Enter in a title for the project (Hartford, CT). You can also add a subtitle such as your name or description for the project
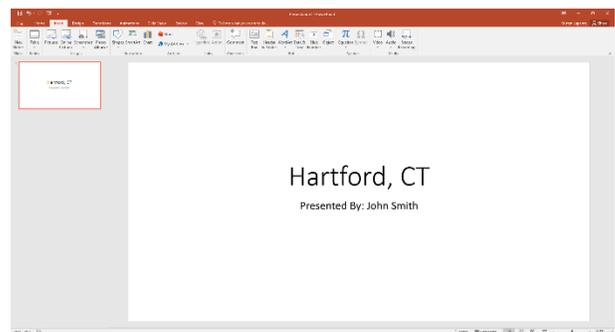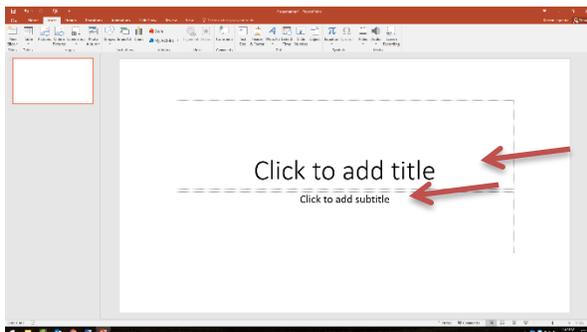
5. To add a new slide click the "Insert" tab in the top bar. Then click on "New Slide". A second slide will appear (you can switch back and forth between slides by clicking on them on the left column).
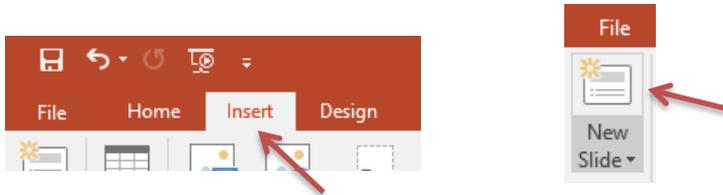

6. Next, add a title to the second slide in the top section.
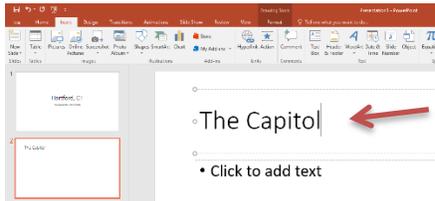
7. Next, insert a picture into the slide. There are many ways to do this. You can copy and paste a picture. Or, if you have a photo saved on the computer you can insert one by clicking the "Insert" tab and clicking "Pictures" and searching, or you can click the picture logo located in the middle of the slide.

8. When you click that icon, you can browse through the saved material on the computer. Click on the "student" drive on the left side.
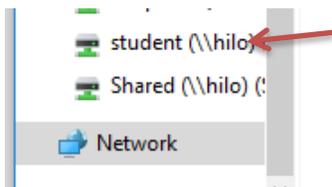

9. Find the "PowerPoint Intro" folder and double click on it.
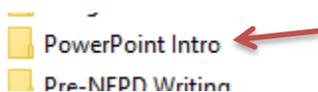
10. Find the file that says "Hartford Capitol Building" and double click on it to insert it into the slide.
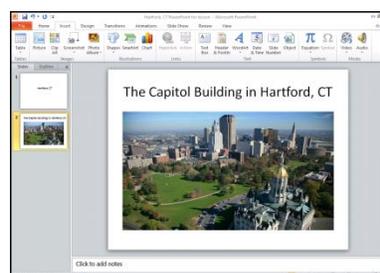
11. Next repeat steps 5 & 6 to add a new slide. Title it "Facts".
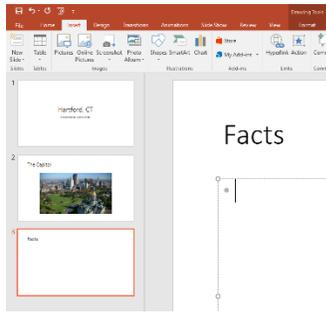
12. In the PowerPoint Intro folder, a document contains facts about Hartford, CT. Open the document to read them. Pick a few and re-type or copy & paste them into the new slide. You can begin typing by clicking where it says, "Click to add text".
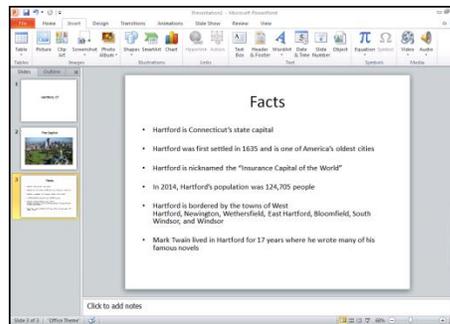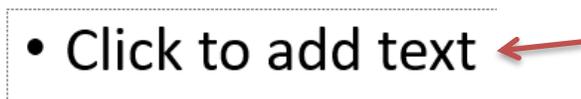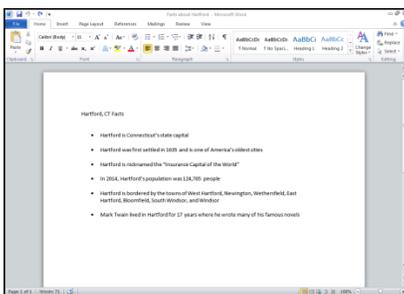
13. Once you have typed in your facts, you can continue to add more slides, or finish and view the show. To view click "Slideshow" in the top bar. Then click "From Beginning". Use your mouse or the space bar to click through your slideshow (use your mouse to click once you see a black screen to return).
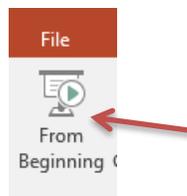
14. To save your PowerPoint, click the "File" tab on the top. Next, click "Save As" and then browse. You can save to the student drive or a flash drive. (Refer to the "Saving a Document to a Flash Drive" lesson if you need further help).