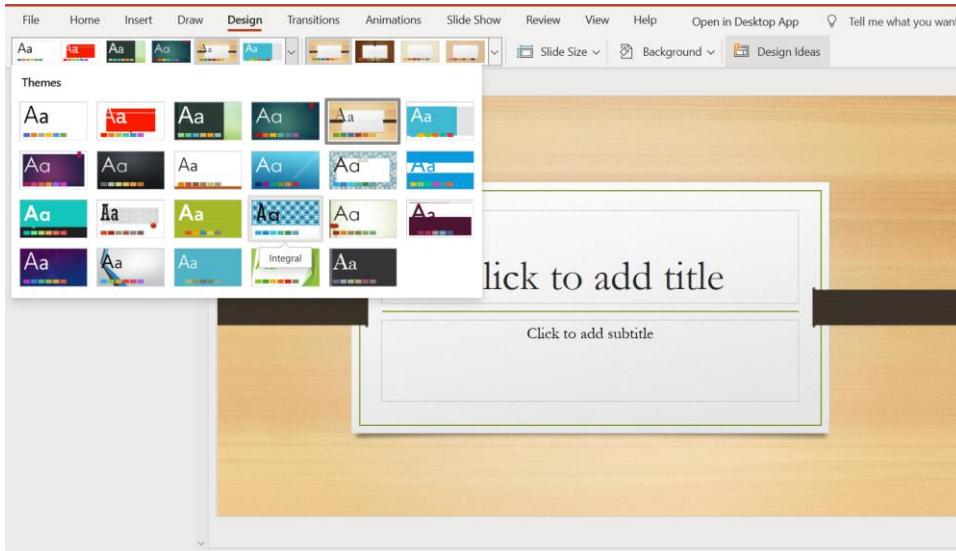
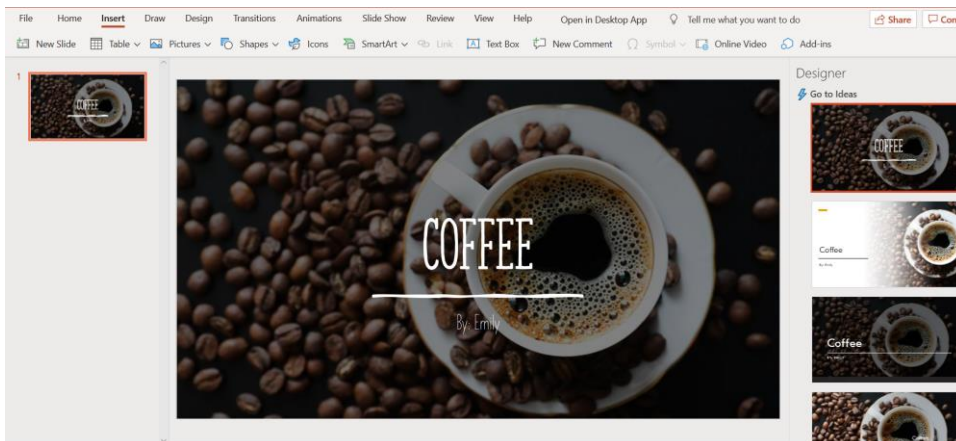


Microsoft PowerPoint Tutorial

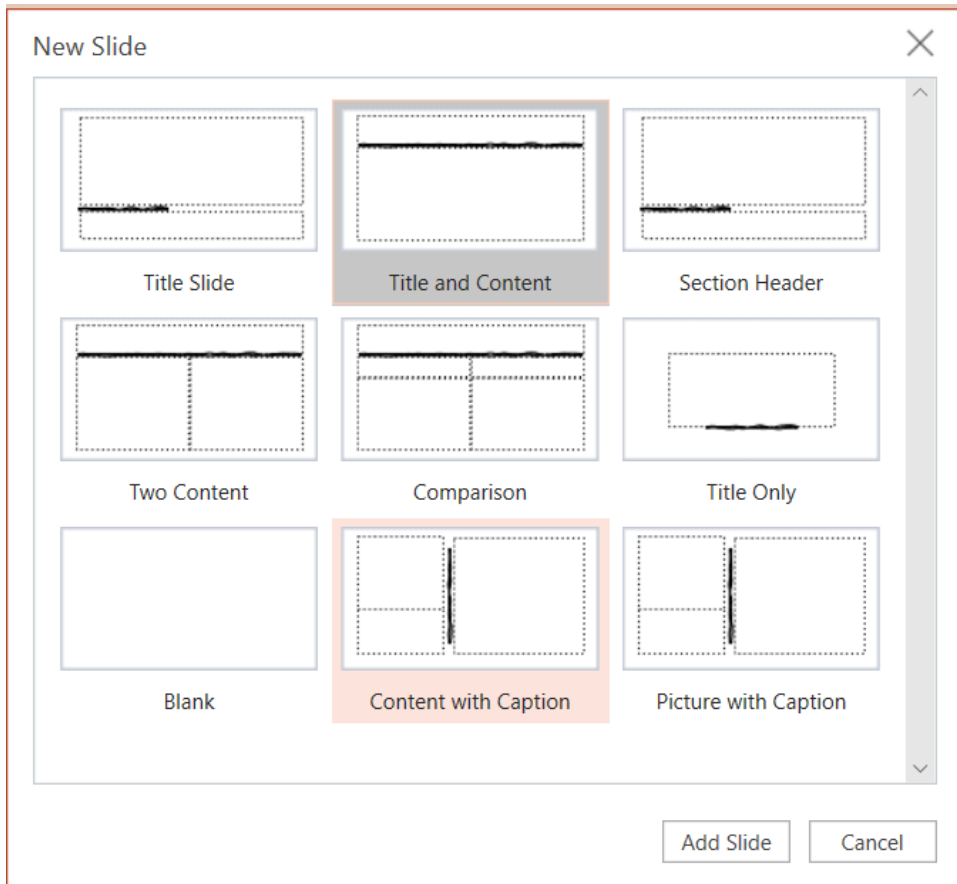
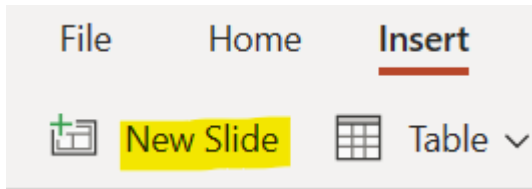
Step one: Login into your Office365 account and create a new blank presentation. The 'Design' tab enables you to design the background of your PowerPoint.



To add a photo for your title, click onto 'Pictures' and select the photo that you have saved and insert it onto the page. On the right side, it will automatically give multiple formats to choose.



Step two: When you click onto the 'Insert' tab there will be a 'New Slide' tab that allows you to add another slide.



Step three: Once you have selected a slide, you can write the information on one side and adding a picture on the other.



The highlighted icon allows you to insert photos that you saved in the device.



Step four: The highlighted icon can allow you to insert a video. Copy and paste the URL and a video will automatically show up.

Click to add text

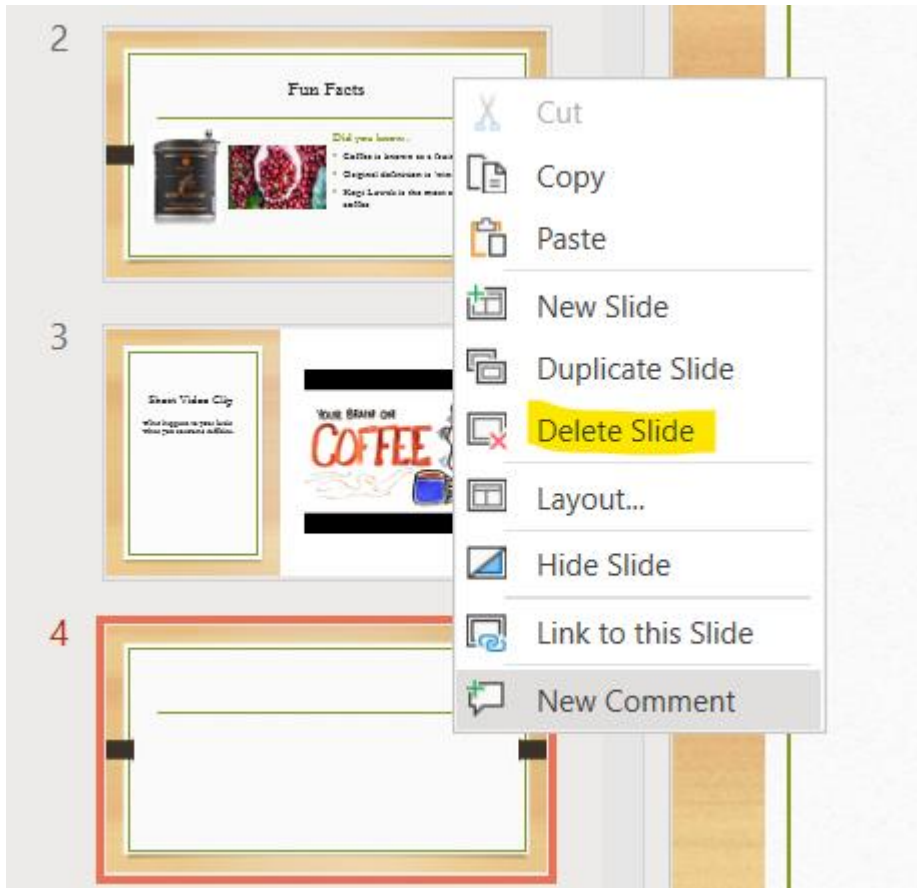


Short Video Clip

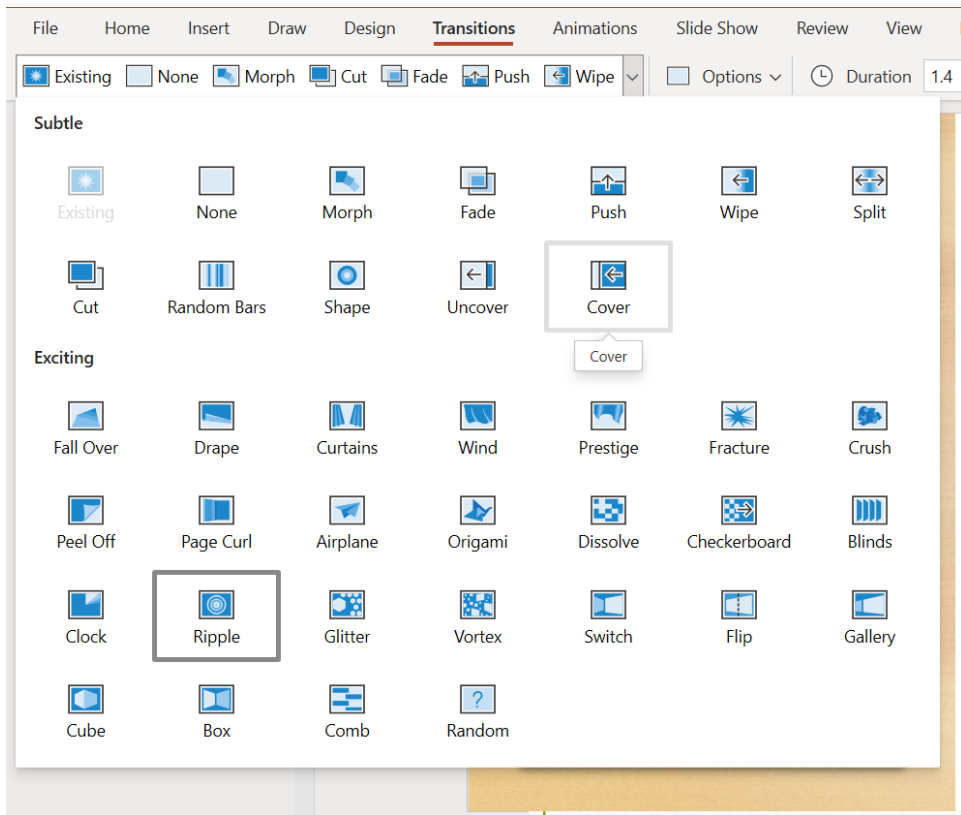
- What happens to your brain when you consume caffeine?



To delete a page, right click on the page that you want to remove and go to the 'delete slide' tab.



Step 5: When you want to add an effect each time you are transitioning to the next slide, go to the 'Transitions' tab and select an effect of your choice.



Step six: When you are done with your PowerPoint and want to fully view your presentation, click 'Slide Show' and then 'From Beginning'.

