

## PowerPoint Presentation Instructions

1. Click Windows symbol from desktop.
2. Select All Programs.
3. Select Microsoft Office – PowerPoint.
4. When PowerPoint opens, use template to create your presentation.
5. Click to add title.
6. Click to add author, and date (Fall 2015) where it asks for subtitle.
7. At the top menu bar, select Insert.
8. Select Clip Art.
9. In Search box, type the sport that your presentation will be on, press enter.
10. Select an appropriate image using the left mouse button.
11. Click & drag it to a good location on your title screen. Use the corner arrows to change the size.
12. When you are satisfied with your title slide, click on the Home tab from the top menu bar.
13. Tap New Slide
14. On this slide, click to add your title. (The History of \_\_\_\_\_)
15. In the larger box, click to add your sentences on the history of your sport. Make sure you use complete sentences.
16. Insert another clip art image, using the same process as above.
17. When you are satisfied with this slide, click on the Home tab from the top menu bar.
18. Tap New Slide.
19. Using the same steps (14-16), add text and clip art.
20. Using the same steps (13-16), add a new slide. Its title is Bibliography. In the larger box, type the web address of where your information came from: [www.factmonster.com](http://www.factmonster.com)
21. When you are satisfied with your slide, click the Office symbol at the top menu bar and save your work. Make the name your last name, sport name, fall2015, without spaces: WilliamsBaseballFall2015.