



COURSE: Mechanical Engineering / Automotive Engineering
SUBJECT: AMEM 100 Freshman ME / AUTO 100 Freshman AE
Lecturer: Charalambos Athanasiou

Starting PowerPoint 2003

- **PART A - Creating a New PowerPoint Slide Show Presentation**

To edit the first slide:

1. Click the text that says “Click to add title”.

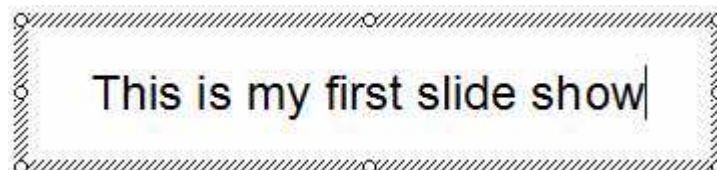
Click to add title

Click to add subtitle

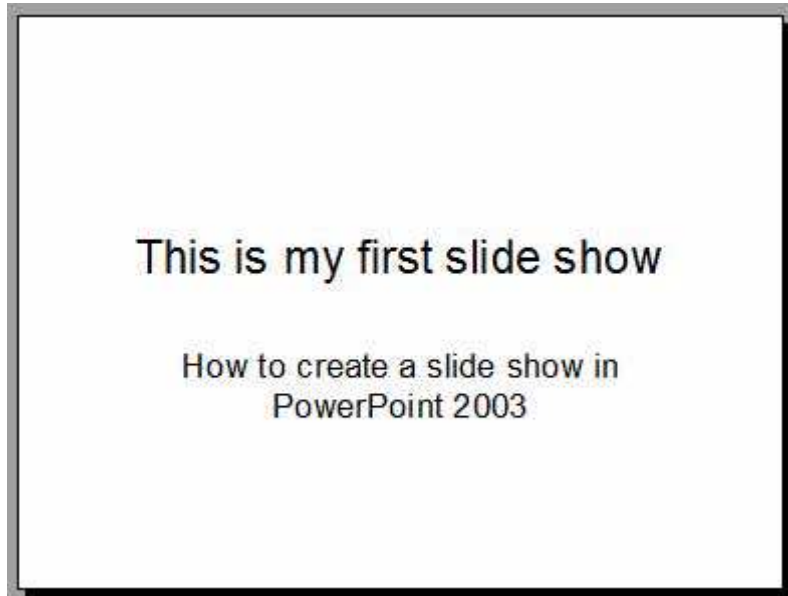
Your cursor will begin to flash in the textbox.



2. Type “This is my first slide show” in the textbox field.

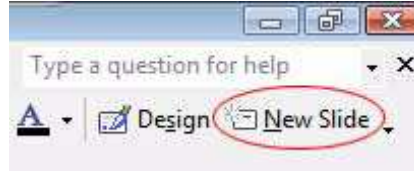


3. Click the text that says “Click to add subtitle” and type “How to create a slide show in PowerPoint 2003”.

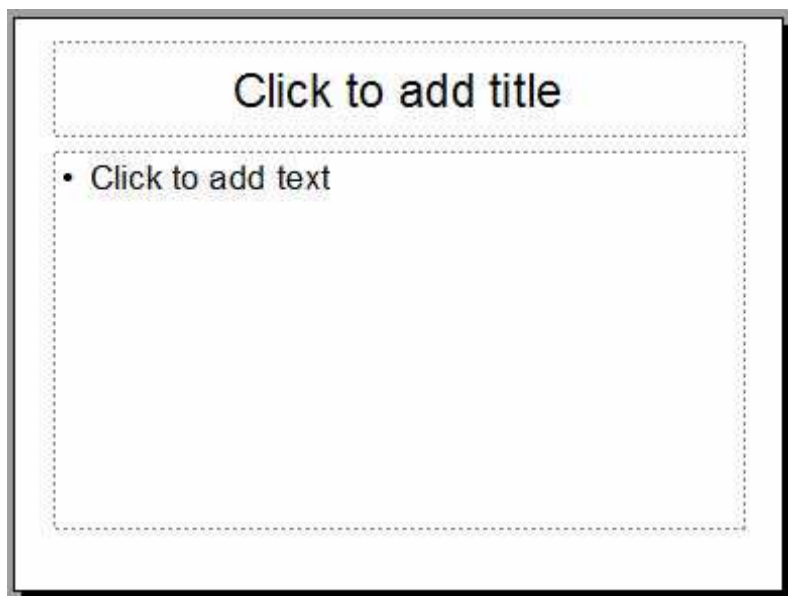


To add a second slide:

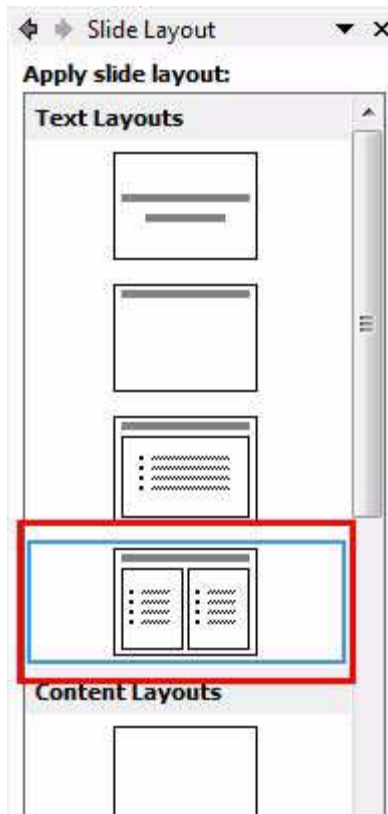
1. Click the **New Slide** button located in the top right-hand corner of your screen.



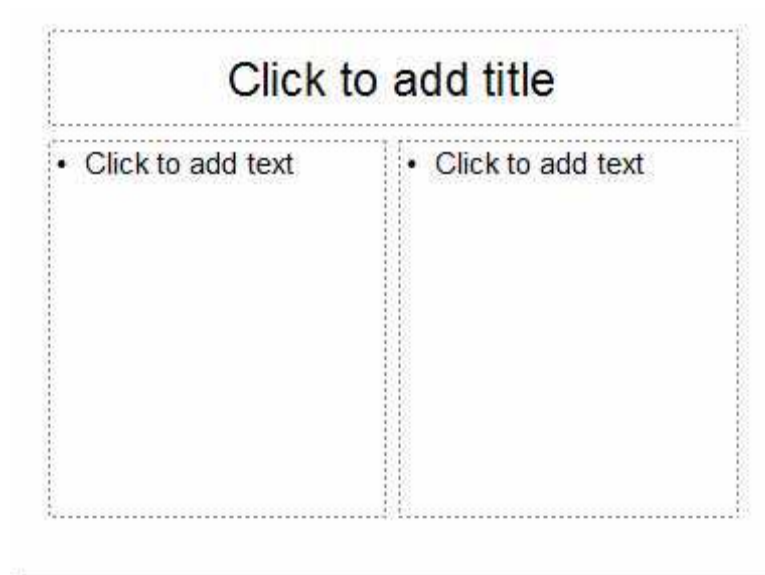
A new slide will appear.



2. Click the **Title and 2-Column Text** icon in the slide layout column.

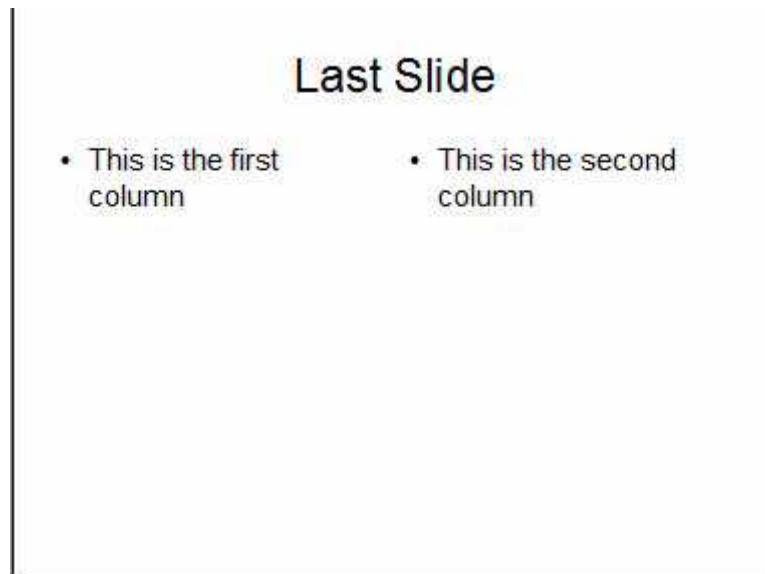


The new slide layout will appear on the slide palette.

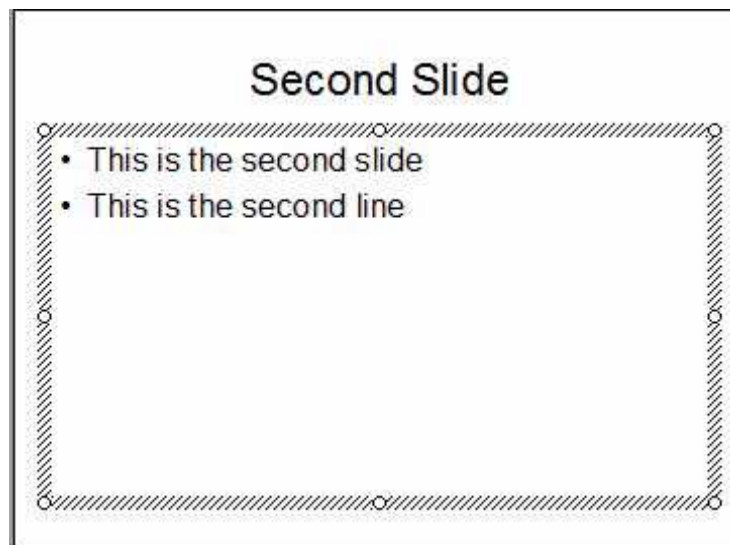


3. Click the “Click to add title” text and type “Last Slide”.
4. Click the “Click to add text” text in the left column and type “This is the first column”.
5. Click the “Click to add text” text in the right column and type “This is the second column”.

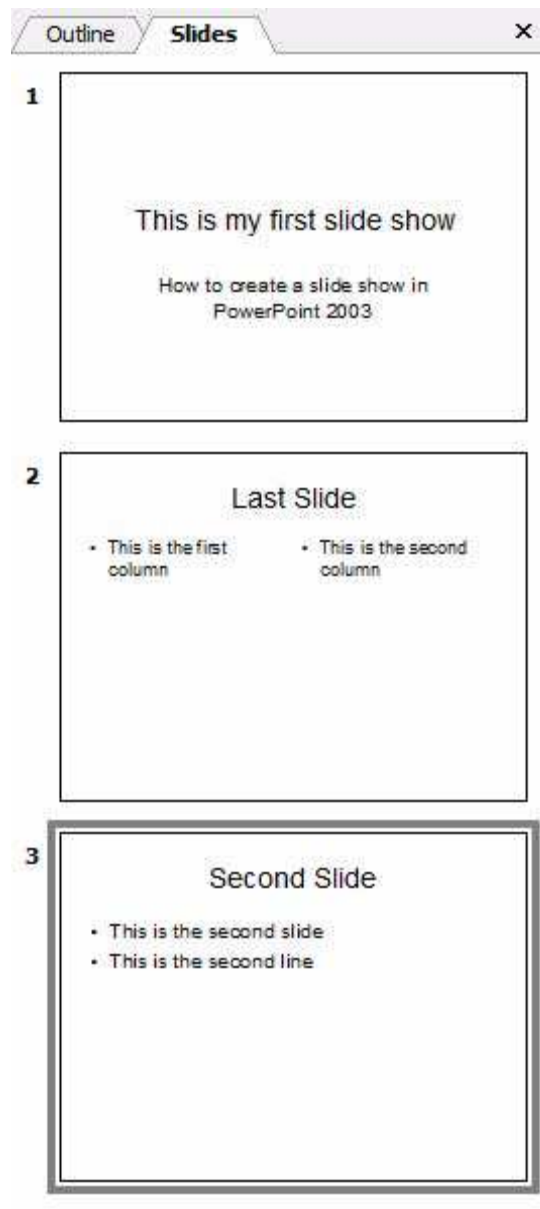
Your slide will look like this:



You are almost done! Complete this lesson by adding one more slide. Test your skills and add a third slide that looks like this:



Your slide column now has the following three slides

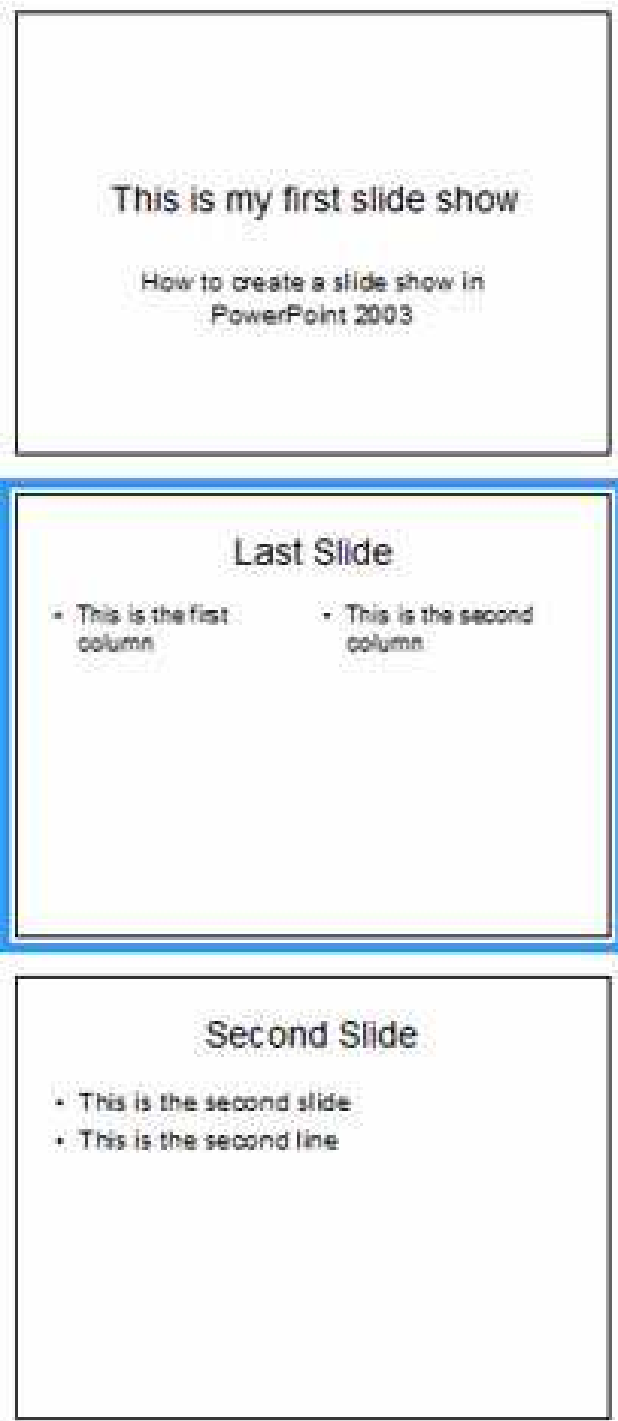


Congratulations! You have now successfully created your first PowerPoint slide show presentation.

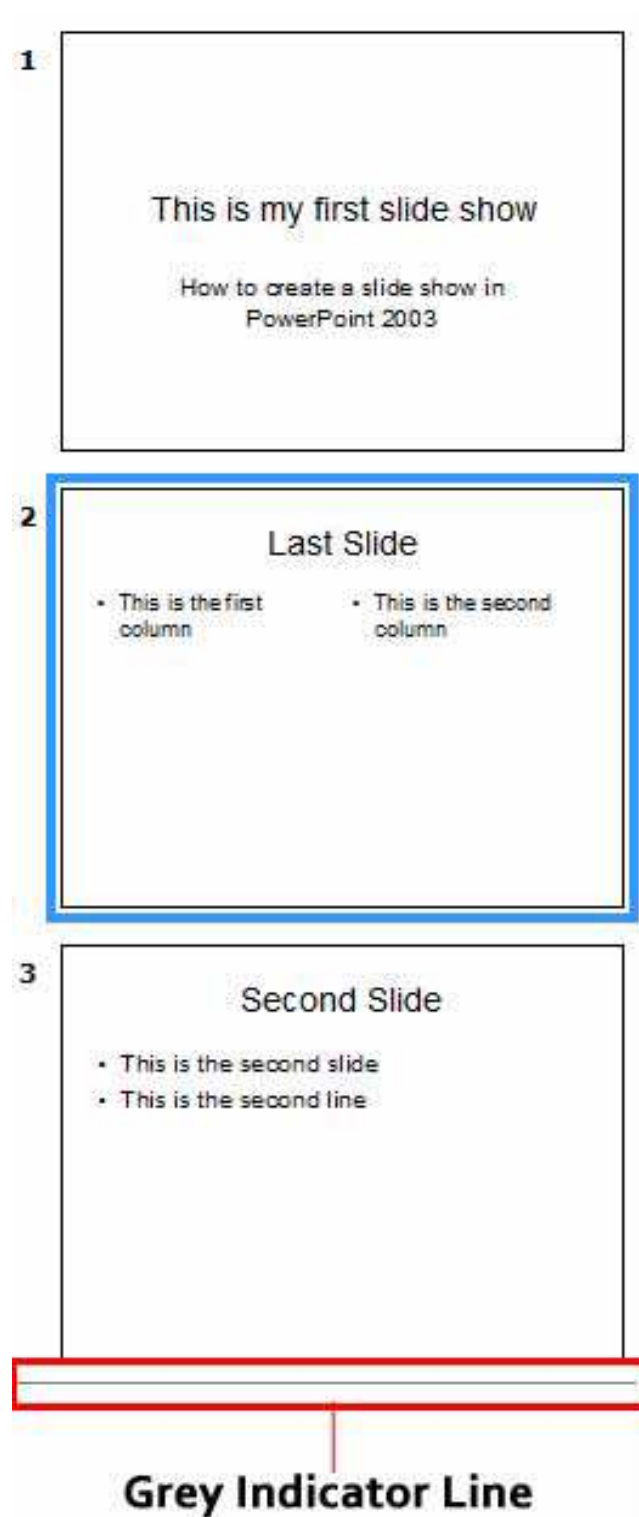
- **PART B - Rearranging slides and adding new slides between other slides**

To move a slide:

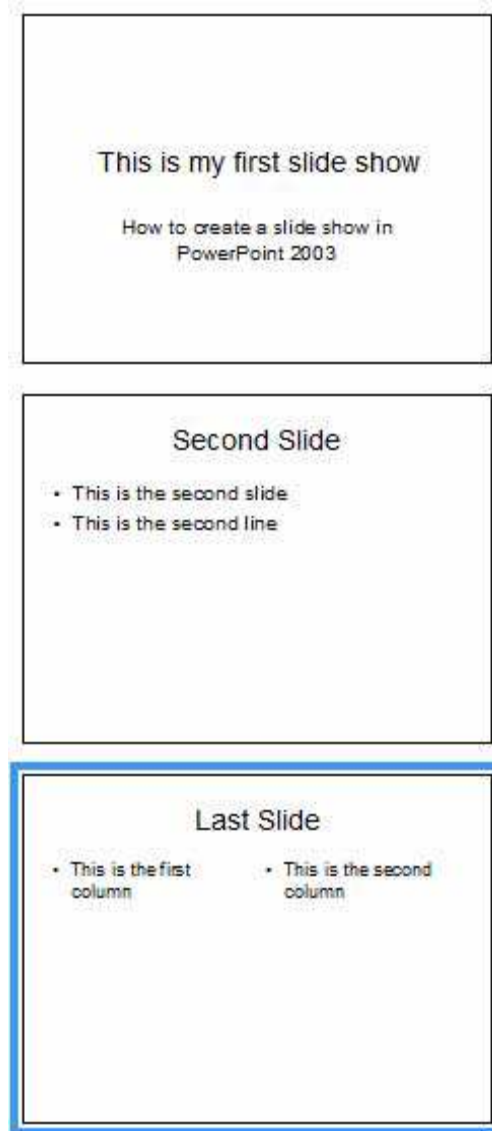
1. Click the second slide in the Slide column.



2. Hold down your left mouse button and drag the second slide below the third slide.



3. Release the mouse button and the second slide will appear last in the slides column list.



Great! You are almost done. New slides can be added anywhere within your slide show presentation. Adding a new slide between the second and third slide is easy.

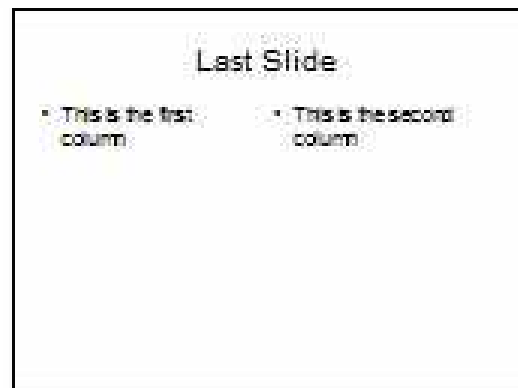
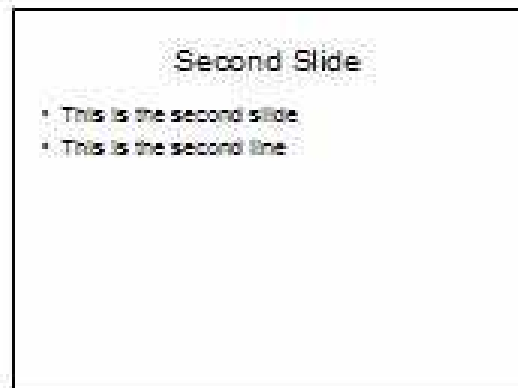
To add a new slide between the second and third slide:

1. Click the second slide in the slides column.
2. Click the New Slide button.

A new slide will appear between the second and third slide.

3. Click the **Title and 2-Column Text** slide layout icon.
4. Type “New Slide” in the title field and type “This is a new slide” in the text field.

Your slide show now looks like this:



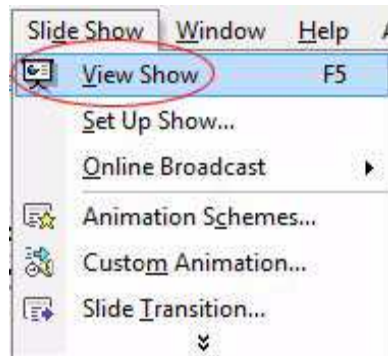
▪ PART C - Running Your PowerPoint Slide Show

To run your presentation:

1. Click Slide Show from the menu bar located at the top of your screen.



2. Select View Show from the dropdown menu list.



Your slide show will begin.



3. Use the left and right arrow buttons on your keyboard to go back and forth through your presentation.
4. To exit your presentation, press the escape button on your keyboard.