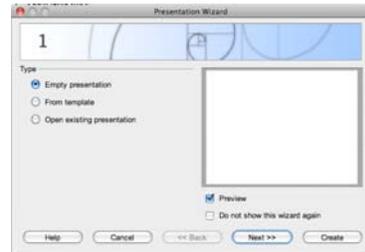


## Powerpoint in NeoOffice:

1. Open NeoOffice



2. NeoOffice automatically opens its version of MS Word. We will be using the equivalent of MSPowerpoint, which is called “Presentation”
3. Select “File” “New” “Presentation”. A wizard will open to get you started. Select the default settings by selecting “Next” each time.

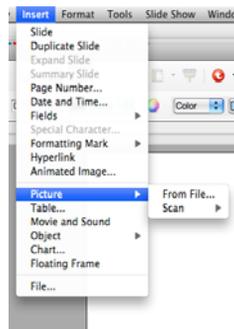


4. You are now ready to begin inserting text and images into your presentation!
5. To insert text, you may either select a slide layout that you like from the right of the screen, or by selecting the Text insert button from your dock at the bottom of the screen.

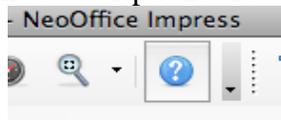
It looks like this:



6. You may highlight your text and change the colour and font. Bullets and numbers work the same as in MS Office
7. To insert a picture into your Presentation, select “Insert” “Picture” “From File” and select your picture in Finder



8. If you would like to insert a picture in the background and have it on every subsequent slide, you must follow some more detailed descriptions. You must first go to “Help”



9. In the search menu, enter “backgrounds;changing” and follow the instructions.
10. **Make sure that you save this file as a PowerPoint presentation!!!!!! (.ppt)**