

Instructions on How to Use Microsoft Office PowerPoint

- First, you will need to double click the attachment titled “Instructional Dinner Presentation” that I e-mailed you on December 15, 2009.
- A window will appear, and you will have the options to Open, Save, or Cancel. *It is very important that you click Save, and save it to a place you will remember (i.e. My Documents).* If you simply click Open, then you will not have the PowerPoint presentation saved directly to your computer for future reference.
- Once you have saved the PowerPoint presentation, open it.
- You should make certain that you or your Instructional Dinner venue has a projector, a screen, and a computer that connects to the projector. If the venue does not have a computer, you can bring a laptop.
NOTE: If you are using a venue’s computer instead of your personal computer (i.e. laptop) on the day of the Instructional Dinner, you will need to save the PowerPoint presentation to a CD. Bring the CD with you to insert into the venue’s computer.
- When the PowerPoint presentation is opened and you are ready to project it onto the screen for students to see, press the F5 key on your keyboard. Or, you can click “View”, then “Slideshow”.
- To move to the next slide, press the spacebar or the right arrow key on your keyboard.
- You can always contact me (Kelly Huffman) in the office to help you with this program. I want to make this available to you because I truly believe this PowerPoint will be a wonderful tool for you and your students!