This sheet is designed to be an aid to you as you are using Microsoft PowerPoint for Office 2011 for Mac.

OPENING A FILE

When you first access PowerPoint, you can open an existing file by clicking on **File**, then **Open**. Select the drive from which you wish to retrieve a file. Click on the file you wish to edit and then choose **Open**. If you are not already in PowerPoint, you can go to the drive where the file is located, double click on the PowerPoint file you wish to open then it will bring up the program.

SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **File**, then **Save**. Give the document a name in the **Save As:** window. Choose where to save the file from the **Where:** drop down menu. Click Save. After you have given the file a name, you can save the document by clicking the **Save** icon on the toolbar.

ADDING A NEW SLIDE

To add a new slide to your presentation, select **New Slide** on the **Slide** section of the **Home** tab. This will insert a new slide (after the current slide**)** into your presentation.

BORDERS

Borders can be added to your slide by selecting a slide background. To put a border around an individual object, select the object. Then choose the line color, style, etc. from the **Format** tab. When you have finished creating the border, deselect the object by clicking anywhere else on the screen

INSERTING GRAPHICS

There are several features you can add to your presentation:

Feature	Description
Picture/Clip Art	pictures from a graphics file you have created or saved and images from the clip art library
Text box	creates an area for adding text to your slide
Movies and Sounds	adds a movie or sound file onto the slide
Chart	adds a previously saved chart onto the slide
Object	equations, charts, drawings, or other objects

*To use one of these features, go click **Insert** and then go to the appropriate feature.*

CHANGING SLIDE BACKGROUND & LAYOUT

To change the way the slide is set up, select **Layout** under the **Slides** area of the **Home** tab**.** Using the drop down menu, select which layout you want to use for it to be applied to the slide.

To change the background design of your slide, go to the **Theme** tab and search through the **Themes** for a background. Click on the desired background for it to be applied to the slide.

MOVING AN OBJECT

Once you have placed a graphic in your slide, it can be moved. To move around within the slide, click on the object and drag the object to its new location.

If you want to move the object to another slide, use the **Cut** and **Paste** method. Select the object you want to move by highlighting it, and choose the **Scissors** icon or click the right mouse button and choose **Cut**. Find the slide where you want to put the object and select **Paste** or right-click and select **Paste**.

CHANGING THE FONT

If you want to change the font in your presentation, click on the text so that a box appears. Then select **Font** on the **Home** tab. Make desired changes to style, size, color, etc., and click **OK**.

PRINTING

You can print your presentation in several different formats, which are all available under **File, Print**. First, make sure you have selected the appropriate printer under **Printer:.** Then click the down arrow next to **Print what:** to select a format. Select **OK**.

Format	Description
Slides	one slide per page with backgrounds and graphics
Handouts (2, 3, or 6 slides per page)	the according number of slides per page, with backgrounds and graphics
Note Pages	the slide is on the top half of the page, leaving the bottom half free for making notes/comments
Outline	prints the title and text of each slide, not backgrounds or graphics