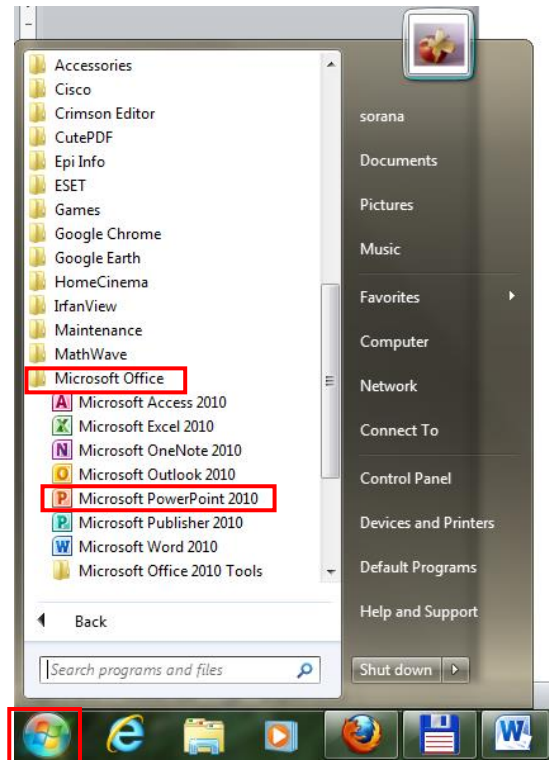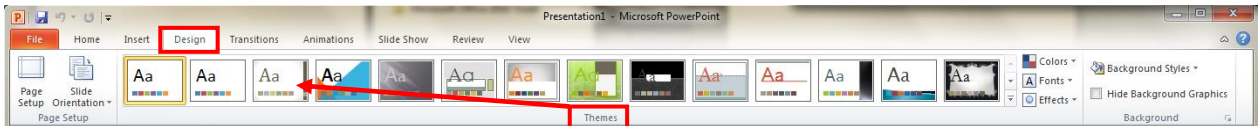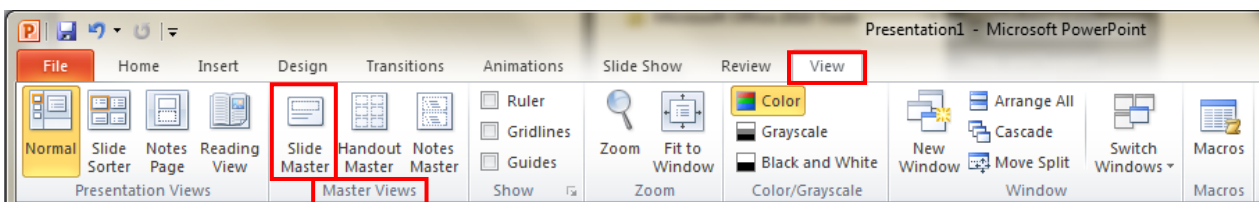# POWERPOINT

- To create a new PowerPoint presentation: **[Start – Microsoft Office – Microsoft PowerPoint]**
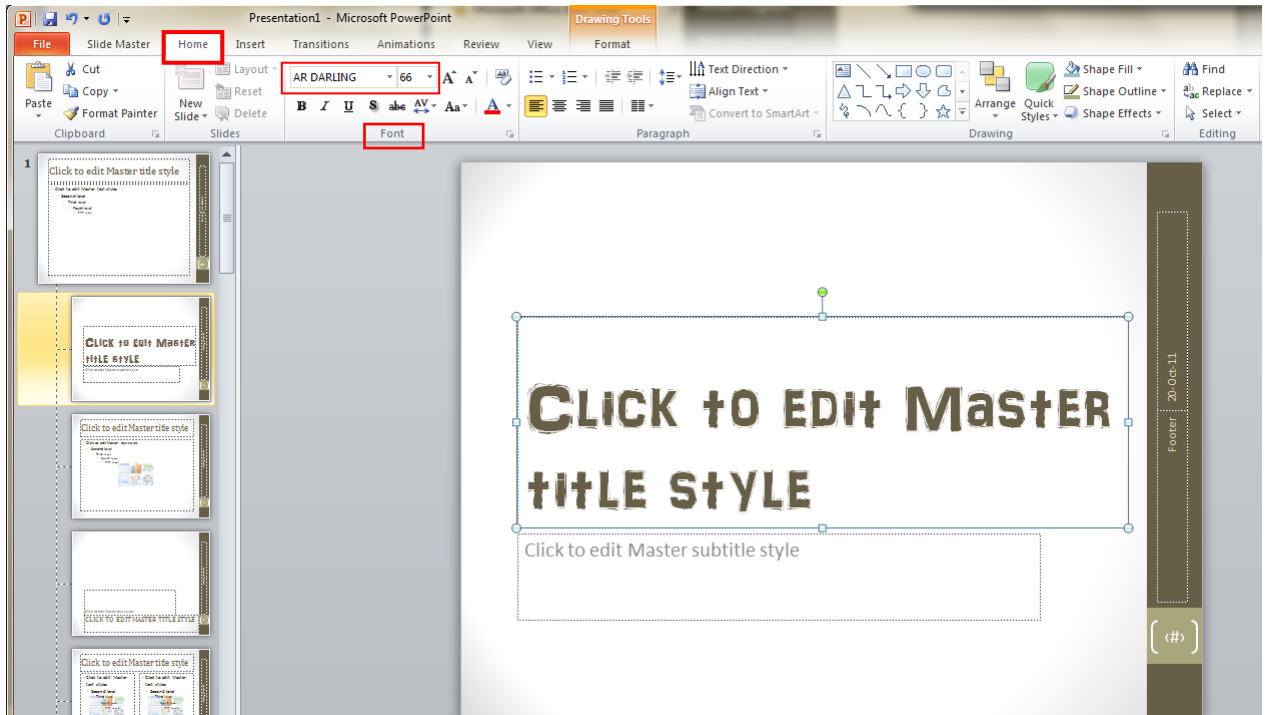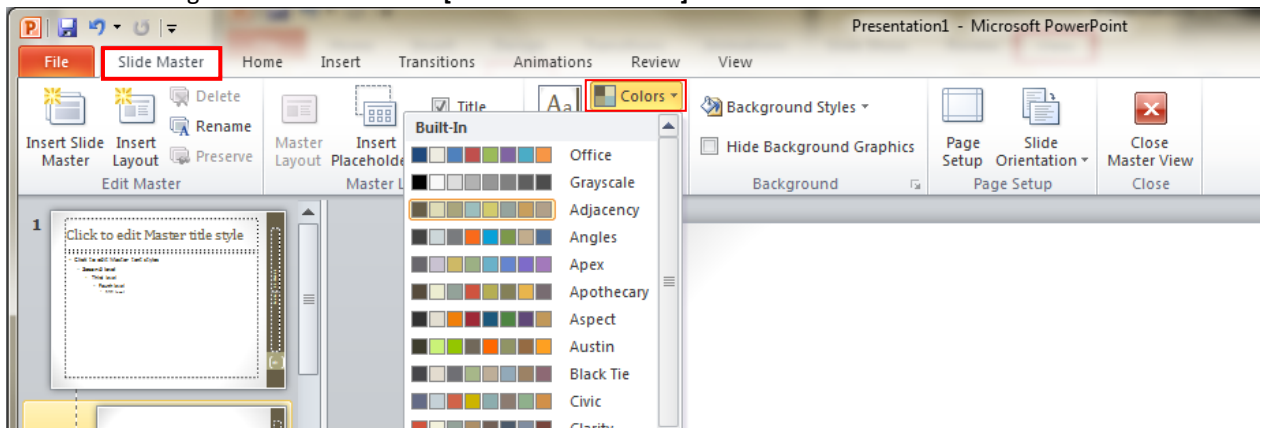

- Choose a design: **[Design - Themes]**

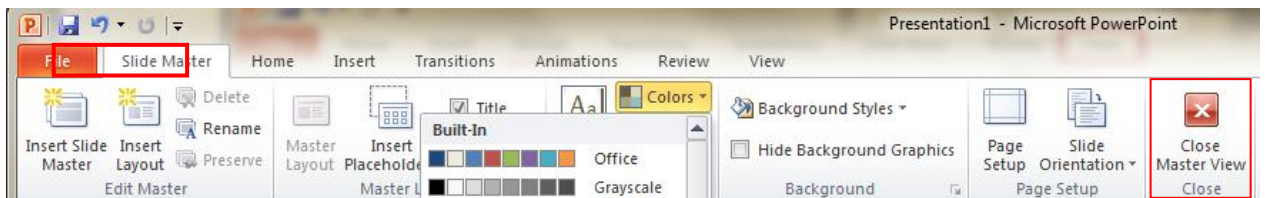 o To modify Slide Master: **[View – Master Views - Slide Master]**

   ▪ To change the Fond Style: select the text box on which you want to apply the new style and **[Home – Font]**. It is possible to change all predefined formatting.
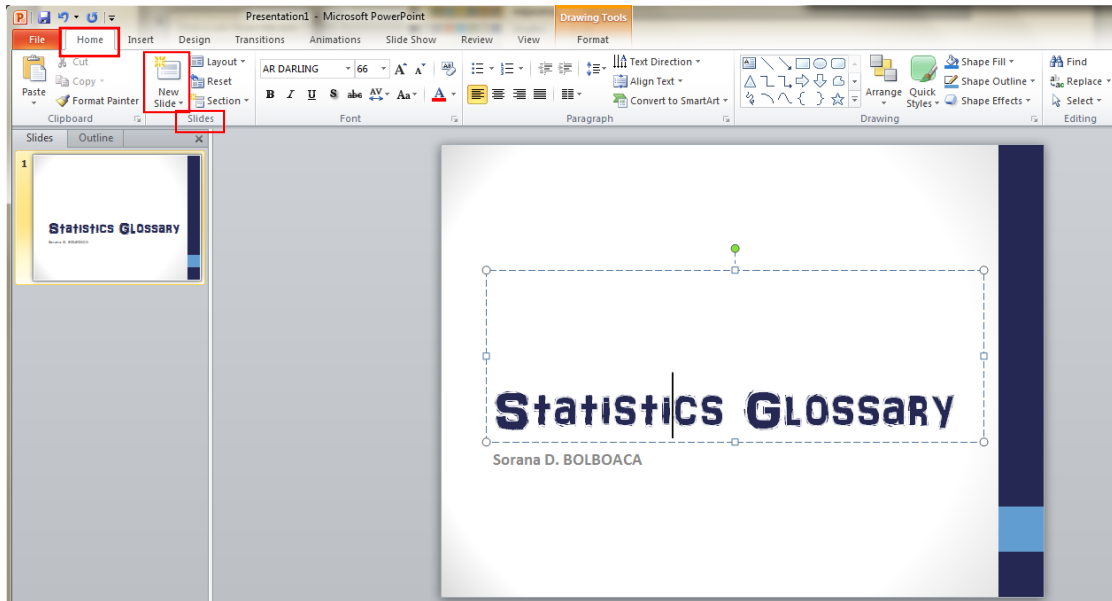
- To change the colours schema: **[Slide Master - Colors]**

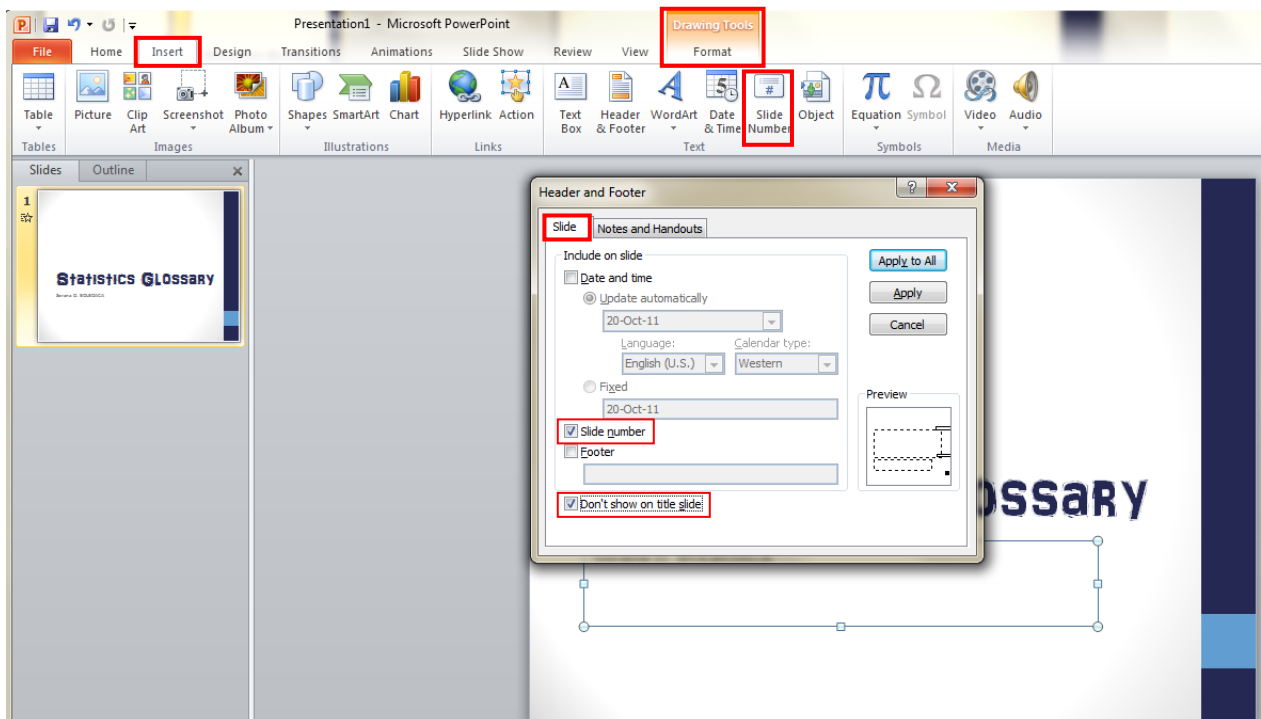- To validate the changes: **[Slide Master – Close Master View]**

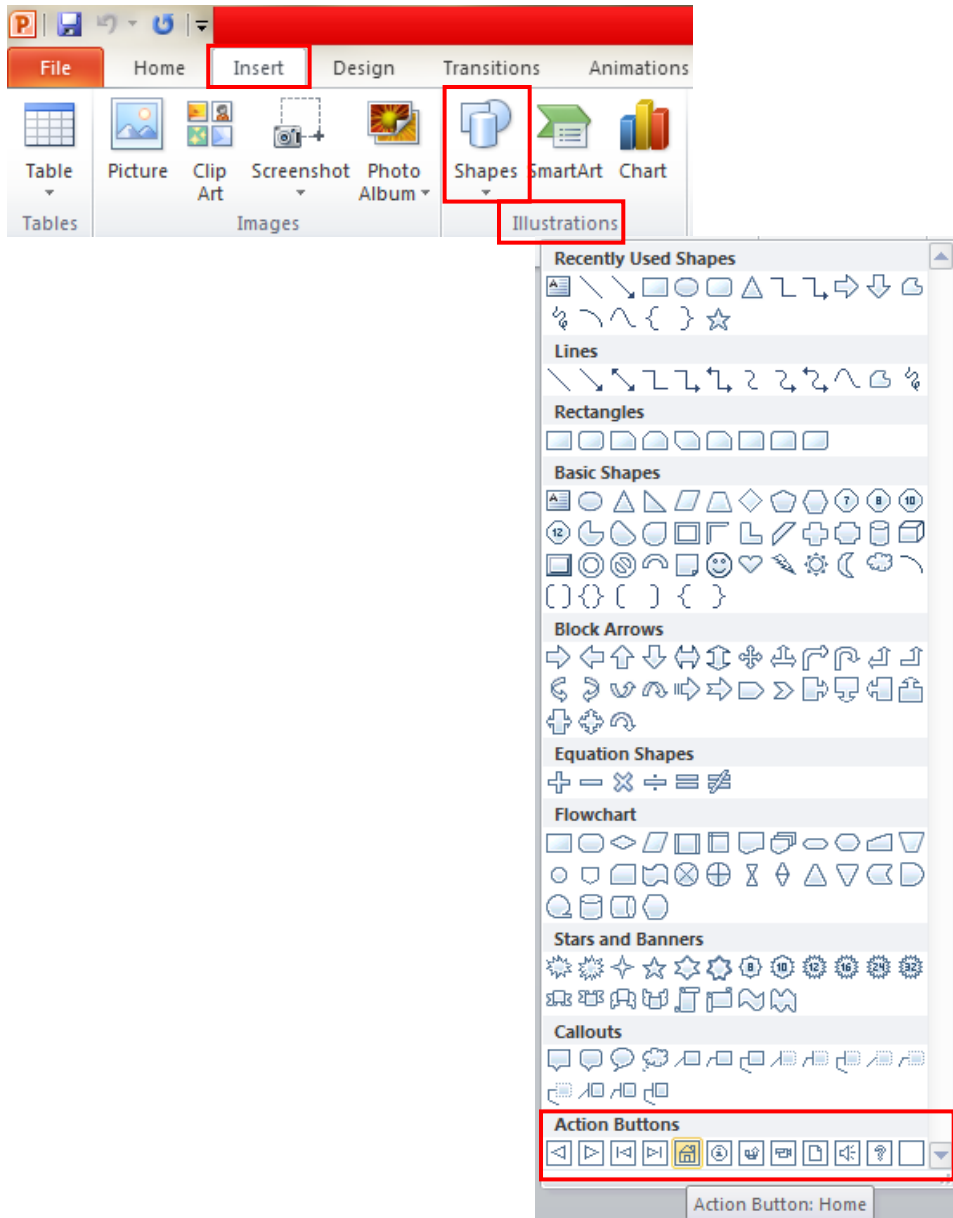- To insert a new slide: **[Home – Slides – New Slide]**

- To apply a transition to a presentation**: [Transitions – Choose a Transition Type – Apply to All]**

- To insert the slide number: **[Insert – Slide Number – Slide – Slide number & Don't show on title slide]**

- To insert an action button: **[Insert – Illustrations - Shapes – Action Buttons]**

- To use predefined WordArt: **[Insert – Text - WordArt]**