

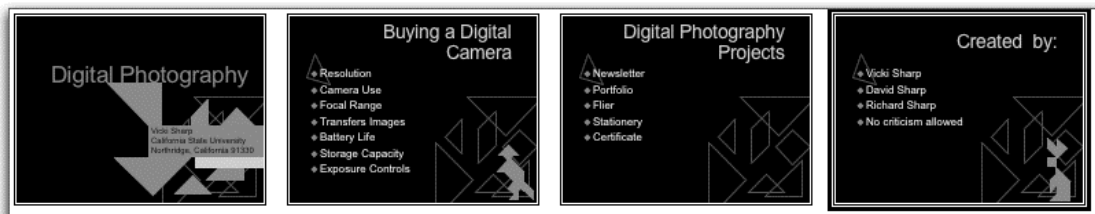
Make It *with* Microsoft® **PowerPoint®**

The following
pages contain
example sections
from the book.

Using the AutoContent Wizard-Slideshow

Microsoft PowerPoint is a presentation graphics program that displays your work on the screen as slides. *Please refer to the CD-ROM for a more complete write-up on getting started.*

Objective: Use PowerPoint to create a slideshow. In the process of doing this activity, learn how to use the AutoContent Wizard and save the slideshow to your hard drive.



Opening the Program

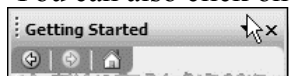
The quickest way to get started in PowerPoint is to use the AutoContent Wizard. The Windows instructions are given first.

Windows Only (Macintosh users skip to section)

1. From the **Start** menu, point to **Programs** and choose **Microsoft Office PowerPoint 2003**. (You can also double-click on the application's shortcut.)
2. From the **File** menu, choose **New** (Ctrl+N).



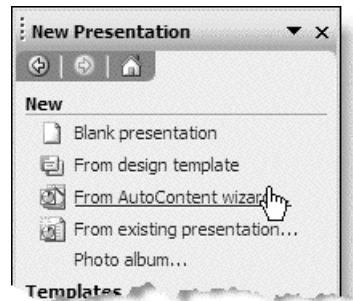
You can also click on the **Getting Started** Task Pane's arrow,



Presentation.

and from the drop-down menu, choose the **New**

3. In the **New Presentation** Task Pane under **New**, choose **From AutoContent wizard**. This starts the AutoContent Wizard.



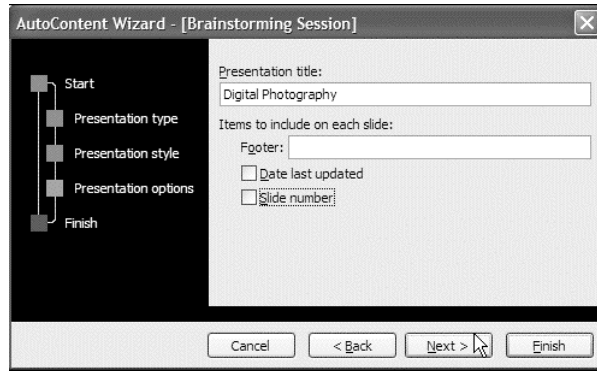
Using the AutoContent Wizard (Windows)

1. The Office Assistant asks you if you need help with this feature. Click **No**.
2. At the **Start** screen, click **Next**. This changes the information in the dialog box.
3. Select the **Presentation type** by choosing **General**.
4. Next, select **Brainstorming Session** in the white scroll box and click **Next**.

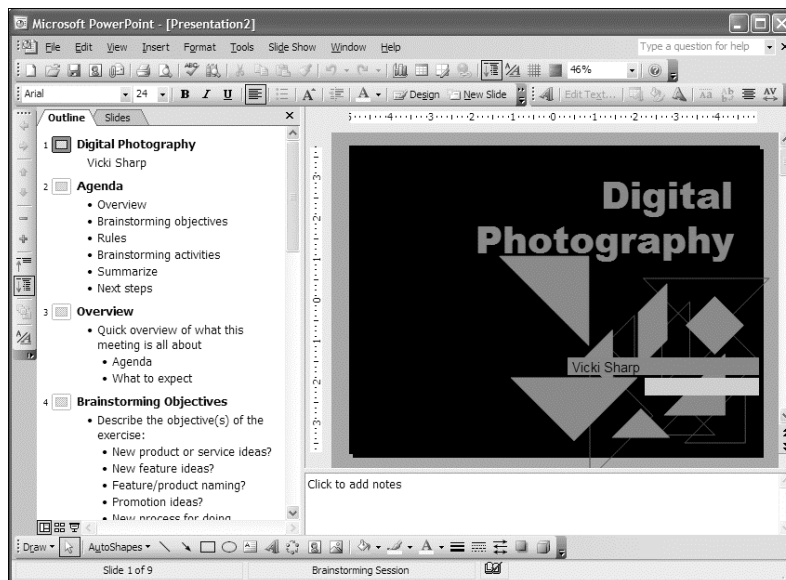


5. At the **Presentation style** dialog box, choose **On-screen presentation**, and then **Next**.

6. At the **Presentation options** dialog box, enter the Presentation title, “Digital Photography.” For this presentation, uncheck **Date last updated** and **Slide number** and click **Next**.



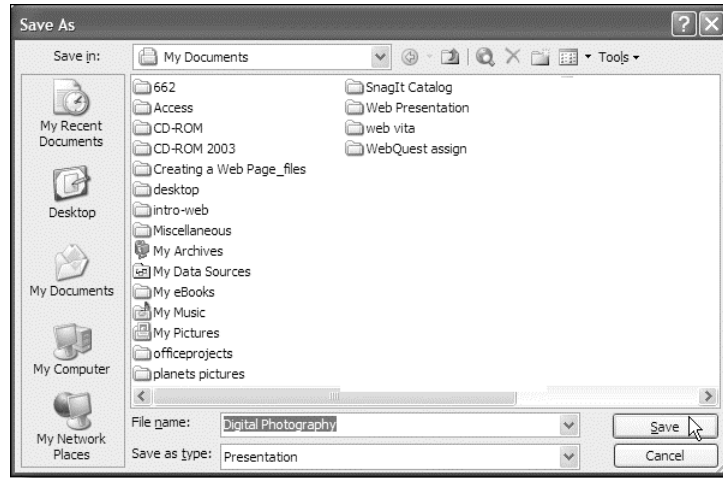
7. Click **Finish**. Your screen should look as follows:



Saving the Presentation

1. Under the **File** menu, select **Save As**.
2. When the dialog box appears, for **File name**, if necessary, delete the text and replace it with “Digital Photography.”

3. For **Save as type**, leave **Presentation** as the default, and then click **Save**.



*Whenever you want to save to a different disk, from the **File** menu, choose **Save As**.*

4. From the **File** menu, choose **Exit** (Alt+F4).