WATER CYCLE POWERPOINT HELP

Adding Pictures

* Insert tab
* Image
* Search the Web
* Type the name of the picture you are looking for
* Click the picture
* Blue bar will say 1 selected
* Click insert

Resizing the Picture

* Click the image
* Move the mouse over one of the blue squares

Adding Transitions for Slides

* View Tab
* Animations
* Click Slide
* Click the drop down box
* Change Slow Medium Fast (as you would like)
* You have the option to apply to all sides

Addition Animations to Words

* View Tab
* Animations
* Click on the words or picture you want to animate
* Click on the words in blue, Select an object to animate
* Click the drop down box
* Change Slow Medium Fast (as you would like)

Changing the Slide Background

* Slide tab
* Change slide background
* Click the drop down button to change the color

Changing the Slide Theme

* Slide tab
* Change theme
* Pick a them from the slide bar that pops up