

How to create a simple slideshow in PowerPoint:

1. Start up Microsoft PowerPoint in the Microsoft Office Folder.
2. A "Project Gallery" dialog will come up, select "PowerPoint Presentation" and click "OK"
3. A "New Slide" dialog will come up, select "Blank" and click OK
4. Go to "Format > Slide Background"
5. Click on the dropdown menu below the graphic and select the black square, then click on "Apply to All"
6. Save your presentation on your hard drive
7. You will see a thumbnail of your first slide on the left column, and a view of the actual slide on the right – if you don't have this layout go to "View > Normal"
8. Click on the "Insert Picture from File" icon on the left toolbar, find and select your first scanned slide and click "Insert"
9. You can put a fade transition on each slide by selecting the slide thumbnail, clicking on the triangle next to the "Presentation" panel on the right and in the "Transition" dropdown menu selecting "Fade through black"
10. You can add additional slides by going to "Insert > New Slide". Each time you do this a "New Slide" dialog will come up, then select "Blank" and click OK.

You can also duplicate your last slide by selecting the left column thumbnail, right clicking on it and selecting "Copy." Then click in the white area of the column and right click and select "Paste." You can delete any picture that may be on the slide, and then insert a new picture.

11. You can preview your slides by clicking on the corresponding thumbnail on the left column.
12. To set up the slide show go to "Slide Show > Set up show..." You will get a dialog offering choices. Under "Advance slides" select "Manually"

When you are ready to show your presentation, click on your 1st slide thumbnail, then click on the bottom left "Slide Show" icon. Your first slide will appear full screen. When you are ready to advance to the next slide simply click on the slide. When the show is complete you will return back to the PowerPoint authoring view. If you wish to start your show partly through the presentation, click on the slide you want to begin with, then click on the "Slide Show" icon.