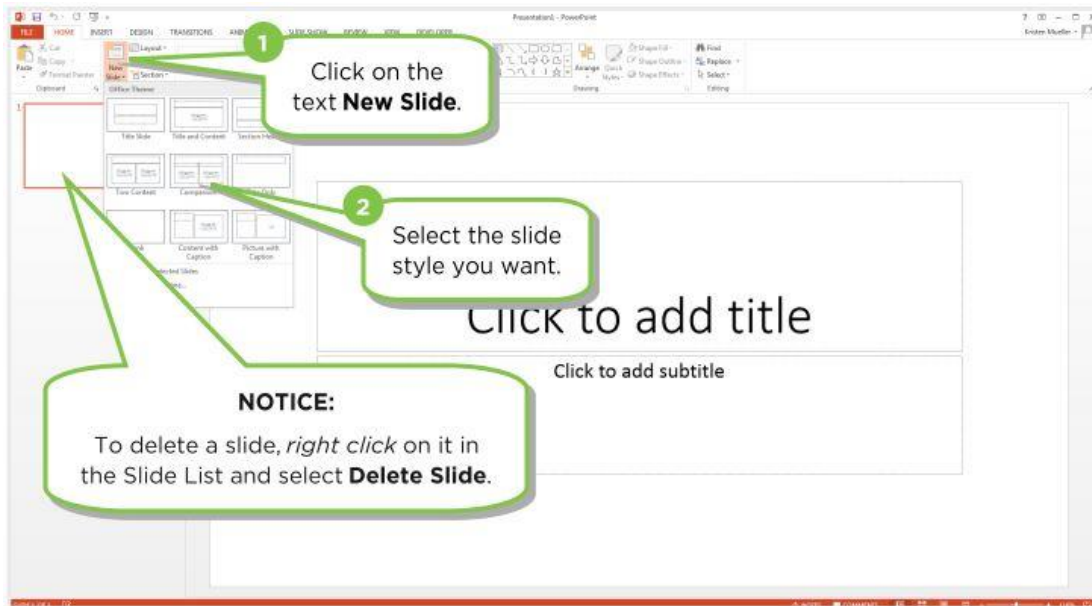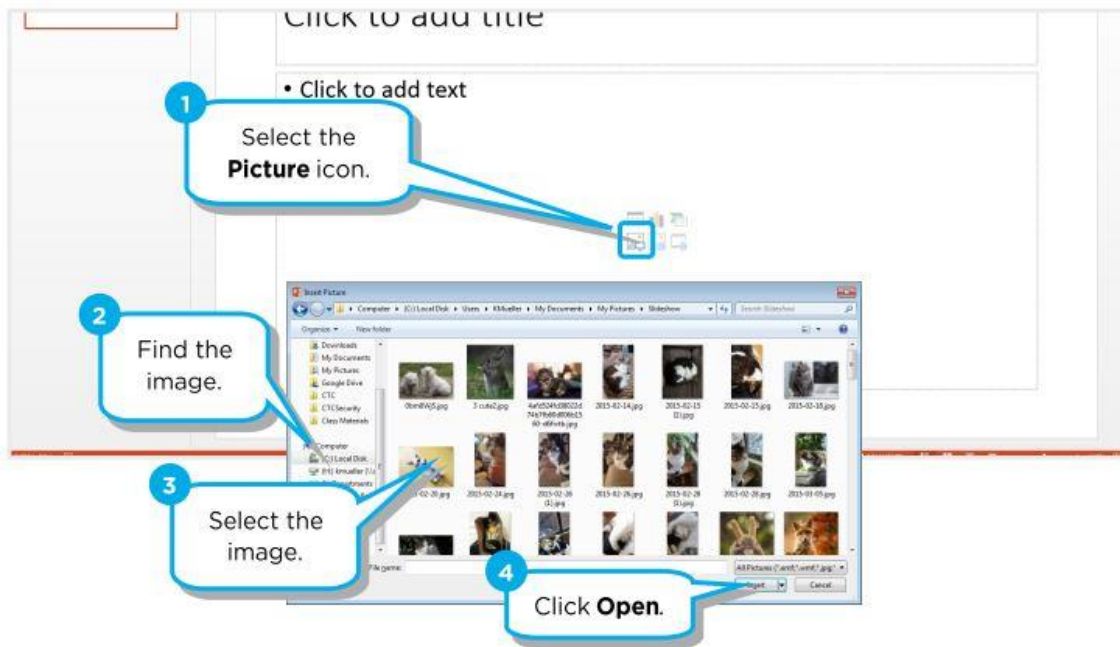# Tech Help @ BBPL

Introduction to PowerPoint

- **Animation:** The way text or images appear on a slide during a presentation.

- **Picture:** Images that come from your computer or flashdrive.

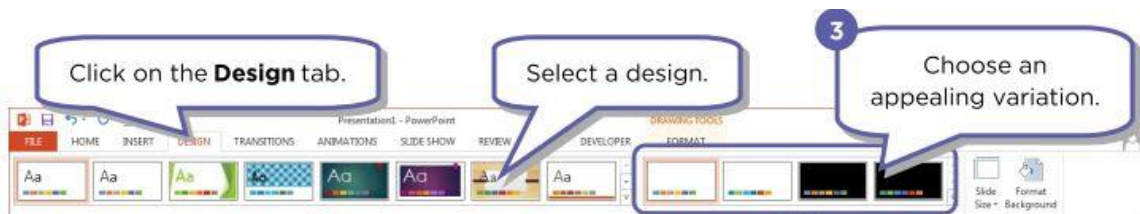- **Text Box:** You add text to PowerPoint using text boxes; you cannot just type on the slide.

Add a New Slide

Insert Pictures – Template Slide

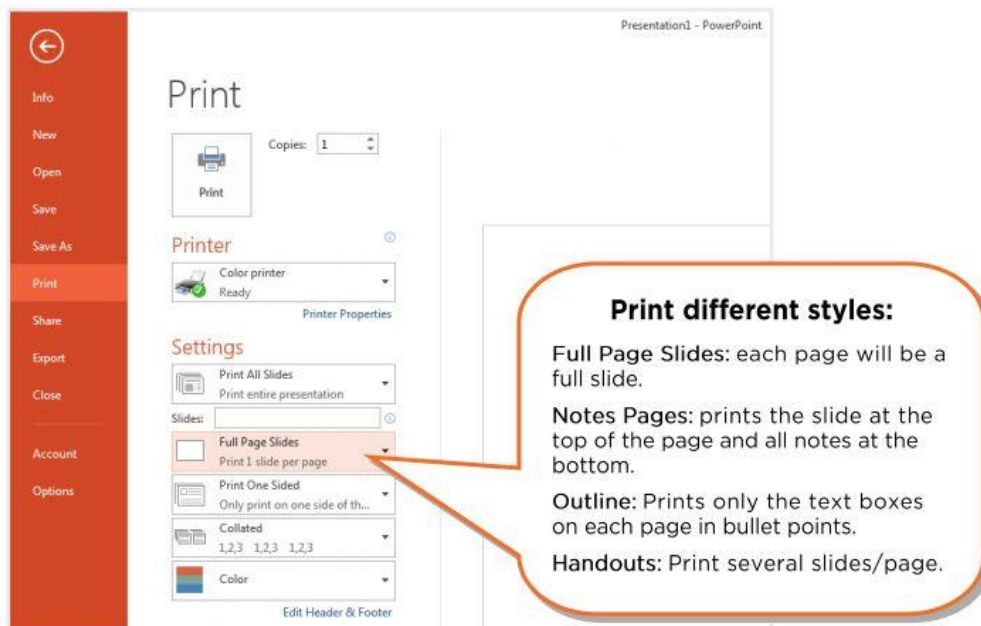## Slide Design – Design Tab

Add a Slide Transition – Transitions Tab

Add Notes

Print – File Tab

Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Come to the library and practice on a library computer.
- Go to: http://www.gcflearnfree.org/powerpoint2016/
- Call Pam at the Baldwin Library and schedule a one-on-one appointment: 412-885-2255.