

BASIC PRESENTATION HELP

How to change the slide animation

To make changes to the slide animation effect, go to the animation tab and select custom animation. A dialogue box will appear on the right, showing the current effects on that slide.

How to change the picture

1. Click on the picture
2. Then right click select Change Picture...
3. Select your picture
4. The picture will appear on the currently selected slide.

How to edit Data chart

1. Select the chart on the slide that you want to change. The green Chart Tools contextual tab appears at the top of the PowerPoint window. If you do not see the Chart Tools tab or the Design tab under it, make sure that you click the chart to select it.

NOTE: The Design tab under Chart Tools is not the same as the default Design tab in PowerPoint. The Chart Tools tab appears only when a chart is selected, and the Design, Layout and Format tabs under it provide different commands that relate only to the selected chart.

How to make changes to the Transitions

To make changes to the Transitions, go to the Transitions tab and select custom Transitions. A dialogue box will appear on the right, showing the current effects on that slide.

How to edit Master Pages

1. Go to Themes Menu
2. Click Edit Master then select Slide Master
3. Here you can edit text on slide master
4. Click Close Master to go back all pages

2. Under Chart Tools, on the Design tab, in the Data group, click Edit Data. Microsoft Excel opens in a new window and displays the worksheet for the selected chart.
 3. In the Excel worksheet, click the cell that contains the title or the data that you want to change, and then enter the new information.
 4. Close the Excel file. PowerPoint refreshes and saves the chart automatically.
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