COOL THINGS TO DO IN POWERPOINT

Add a new slide	Insert, New Slide, Select a slide template from the choices on the right side of the screen
Insert Pictures from Clip Art	Insert, Picture, ClipArt, enter information in "search box" and scroll through the pictures. Select a picture by double clicking on it.
Insert Picture from the Internet	Select the picture from the internet you wish to include in your presentation. RIGHT mouse click on the picture and select COPY. Go into your presentation and RIGHT mouse click and select PASTE. OR RIGHT click picture and click SAVE AS and it will go into your MY PICTURES folder.
Insert Sounds	Insert, Movies and Sounds, Sounds from Clip Organizer, double click on a sound to enter into your presentation.
Preset Background	Format, Slide Design, Select a background. This will be applied to all your slides.
Custom Background	Format, Background, Click on the drop-down arrow and select either "More Colors" or "Fill Effects." Picture Tab, Select Picture. Apply or Apply to All Slides.
Insert WordArt	On your bottom toolbar, click on the blue shadowed "A". Select a WordArt style and click OK. Enter the information in the textbox and click OK to exit. You can reposition your WordArt by clicking and dragging the resizing handles.
View your Slideshow	Slideshow, View Show OR simply strike the F5 key.
Exit from viewing your Slideshow	Press the ESC key on your keyboard.
Animation -make words or pictures move	Right Click on an object/text in your slideshow, go to Custom Animation, Add Effect to add animation.
Change font color or style	Select the word/words you want to change. Format, Font.