

# PowerPoint® Cheatsheet

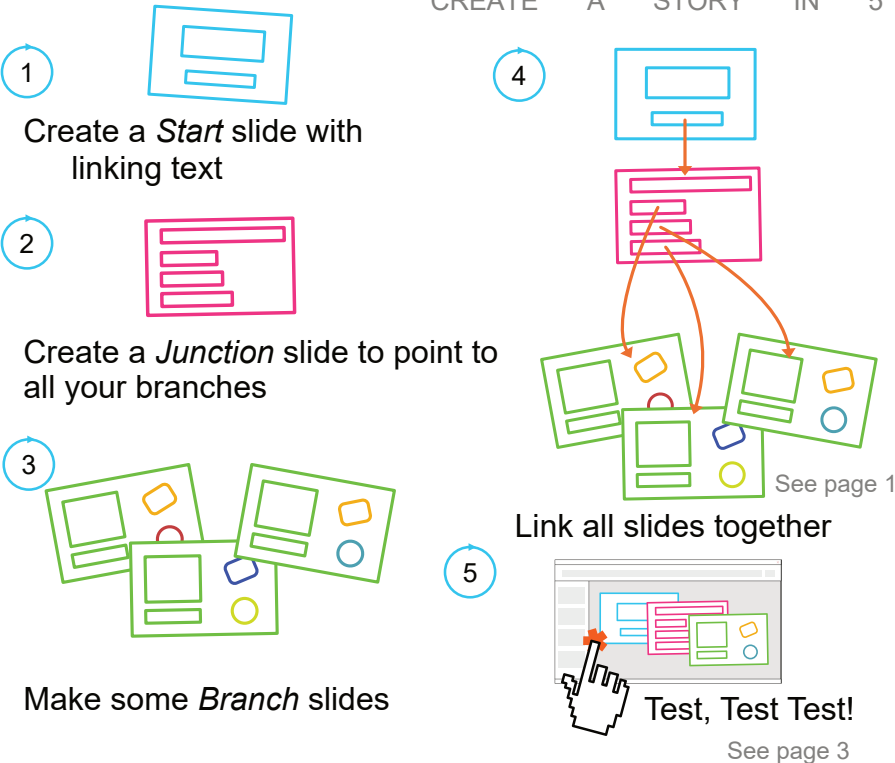
Creating interactive stories on PowerPoint is easy!

These are a few things to know to get you started.



Microsoft® PowerPoint® for Microsoft 365 MSO (Version 2509 Build 16.0.19231.20138) 64-bit

## CREATE A STORY IN 5 STEPS



### Try it out!

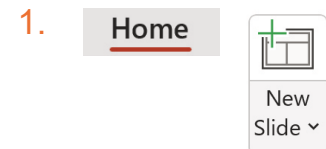
- Repeat with more *Junction & Branch* slides.
- Add pictures, fancy text and other sorts of media.
- See page 2 for more on styling.



## S T R U C T U R E

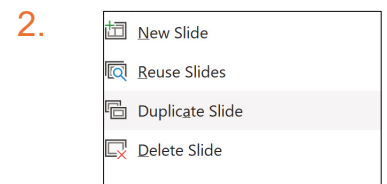
### Creating a new slide

1. Under **Home**, **[CLICK] New Slide**



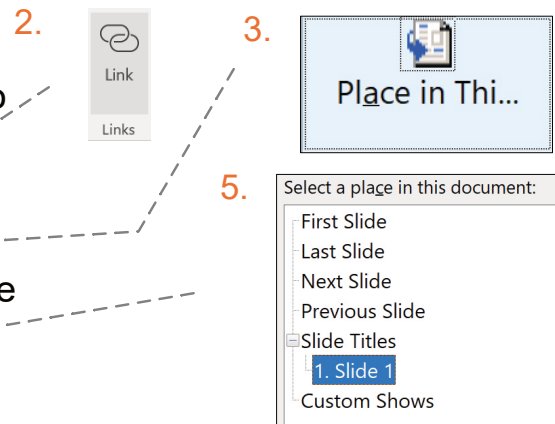
### Duplicate a slide

1. **[RIGHT CLICK]** on the slide you want to duplicate
2. **[CLICK] Duplicate Slide**



### Link text to another slide

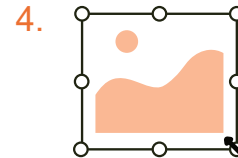
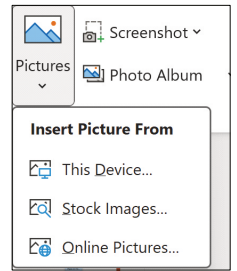
1. Highlight the text in your *Origin* slide you want to use as a link
2. Under **Insert**, **[CLICK] Link (or Hyperlink)**
3. **[CLICK] Place in This Document**
4. Under **Slide Titles**, scan for the *Destination* slide by its title
5. Select it and **[CLICK] Ok**



## Add an Image

1. Under **Insert**, **[CLICK] Pictures**
2. Select a source for your image
3. Add the image to your slide
4. Click your image and drag the edges to resize it

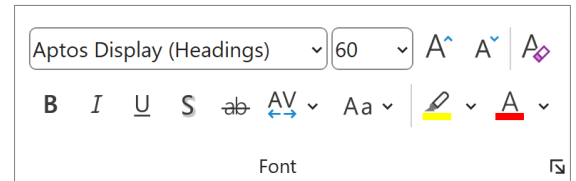
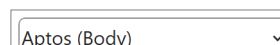
1. **Insert** 2.



## Text Formatting

1. **[HIGHLIGHT]** the text
2. Under **Home**, go to the **Font** section to see the array of styling options:

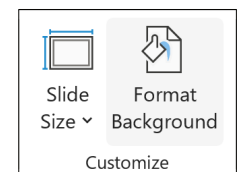
- To change text **color**
- To make text **bold**
- To make text *italics*
- To make text underlined
- To change text **size**
- To change text **FONT**
- To make text **highlighted**



## Change Background Color

1. Under **Design**
2. **[CLICK] Format Background**

1. **Design** 2.

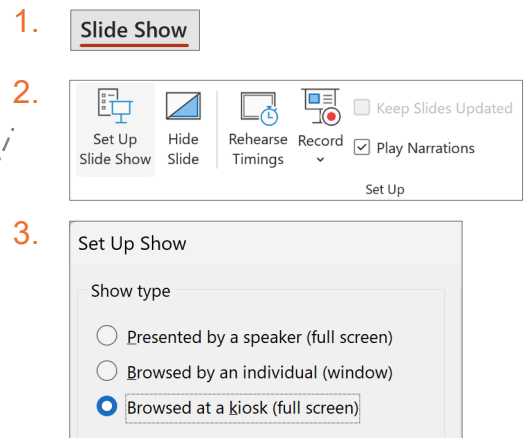


# S H A R I N G

To share your story with others, you should first **Convert to Kiosk Mode**, then **Export as PowerPoint Show**. You can then **Test** and send the file through email for example.

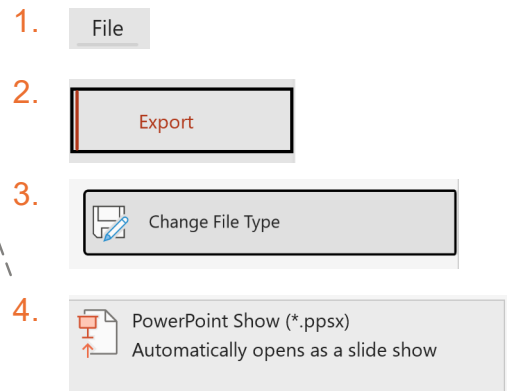
## Convert to Kiosk Mode

1. Under **Slide Show**
2. **[CLICK] Set Up Slide Show**
3. **[SELECT] Browsed at a kiosk (full screen)**



## Export as PowerPoint Show

1. Under **File**
2. **[CLICK] Export** on the lower left of the sidebar
3. **[CLICK] Change File Type**
4. **[CLICK] PowerPoint Show**
5. Save the file in a good place and share!



## Test your PowerPoint Story

1. After exporting your PPT file as a PowerPoint Show
2. Find the exported file in the place you saved it
3. Open the file using PowerPoint by double-clicking it
4. Click on the links to see if they work
5. **[PRESS] Esc** key on the top left of your keyboard to exit

## Save your PowerPoint Story

1. Under **File**
2. **[CLICK] Save As**
3. **[CLICK] Browse**
4. Choose a name and location for your story



# Notes