

## **POWERPOINT**

### **HOW TO OPEN:**

1. Go to 'Start'
2. 'All Programs'
3. 'Microsoft Office'
4. 'Microsoft Office Powerpoint 2003'

### **HOW TO FIND IMAGES:**

1. Go to internet website (i.e., Safari, Internet Explorer, Mozilla Firefox)
2. Type in the search box
3. Go to picture and RIGHT click on picture
4. Click 'Save picture as'
5. Name the picture and click 'Save'

### **HOW TO INSERT PICTURES INTO POWERPOINT**

1. Open up PowerPoint 2003 either on Desktop or Flashdrive
2. Go to 'Insert'
3. Click New Slide
4. Go to 'Picture'
5. Click 'From File'
6. Find your picture and click on it