Easy "How to do" steps:

1.) Open MS Office Powerpoint. The screen looks like this:

				Drocontation?	Microsoft DoworD	vint	Drawing Tools				
	Home	Inser	Design	Animations	Slide Show	eview View	Format				
Table Tables	Picture	Clip Art	Photo Shap Album Jilustrations	es SmartArt Chart	Hyperlink Actio	Text Heade Box & Foot	er WordArt Date ter * & Tim Text	Slide Number	Symbol Object	Movie Sound Media Clips	
Slides	Outline		x			_					
								(Click to	Calibri (r • 44 · A*	
				Click to add r	notes						
Slide 1 o	f1 "Off	lice Ther	ne" 🎸								🖪 🗄 🐺 68% 😑 — 🗸 — 🕀 🔛

Remove the "Click to add title" and "Click to add subtitle" boxes using the "cut" option from the right-click menu.

2.) Now, make multiple slides (as many as required) using the "Duplicate slide" option from the right-click drop-down on the left panel.

Image:			Presentation3 - Microsoft Power	Point	
Home Insert	Design Animations	Slide Show Review	View		0
Table Picture Clip Art A	Photo Shapes SmartArt Cha	Hyperlink Action Tex Bo	t Header WordArt Date Slide Symbol Object & Footer * & Time Number Text	Wovie Sound Media Clips	
Slides Outline	x				
1					
*	Cu <u>t</u>				
	<u>С</u> ору				
*	<u>P</u> aste				
<u></u>	New Slide				
	Duplicate slide				
a	Publish Slides				
· · · · · · · · · · · · · · · · · · ·	Check for Updates				
	Layout >				
	Reset Slide				
A 1997	Format <u>B</u> ackground				
2	Photo Album				
	<u>H</u> ide Slide				
	Click to add	notes			
Slide 1 of 1 Office Them	r 🗭				

3.) Insert text: Choose the insert option in the top menubar, followed by the "Text Box" option. Then draw the text box and type out the text as shown:

			,,						
(G _		Present	tation3 - Microsoft Power	Point	Drawing Tools				
9	Home Insert	Design Anima	tions Slide Show	Review View	Format		0		
1	🐰 Cut	🔀 📰 Layout 👻	Calibri (Body) - 18	- A A A	= - = - = = = (= (」) Text Direction -	🖾 🔪 💭 🕞 📮 🦳 🏄 Shape Fill	* 🖓 Find		
Parte	🖓 Сору	New Reset			Align Text *	ALLO CA Arange Quick Shape Ou	tline * de Replace *		
- aste	💞 Format Painter	Slide - 💭 Delete	16 X U abe o 2	Aa Aa	Convert to SmartArt -	なっへ { } ☆ = Analyse Quick Q Shape Effe	ects 🛪 🛛 🗟 Select 🛪		
	Clipboard 🕞	Slides	Font	5	Paragraph	Drawing	G Editing		
Slides	Outline	x			•		<u>^</u>		
1					Chief is a sample presentation	8			
2									
3							<u>+</u>		
		Click to	o add notes				A •		
Slide 1	le 1 of 3 "Office Theme" 🎸								

4.) Insert picture: If you have the desired picture saved in a folder, click Insert->Picture. A dialog box with the destinations on the computer opens as shown. Go to the desired folder and choose the picture, followed by "insert".

Presentation3 -	Microsoft PowerPoint Drawing Tools	
Home Insert Design Animations	Slide Show Review View Format	6
Tables	Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object Image: Symbol Object <t< th=""><th></th></t<>	
Slides Outline ×	And Dichurg	-
	Image: Second basic needs Image: Second basic needs Image: Second basic needs Image: Second basic needs	
le l	Microsoft Office P Documents library Arrange by: Folder *	
2	r Favorites Name Date modified Type □ Desktop □ basic_needs 8/2/2013 9:10 AM JPEG image □ Downloads □ basic_needs_doctor 8/2/2013 9:10 AM JPEG image □ basic_needs_drawing 8/2/2013 9:10 AM JPEG image □ basic_needs_creating 8/2/2013 9:10 AM JPEG image	
s	Documents > basic_needs_flood 8/2/2013 9:10 AM JPE6 image Music > basic_needs_sleep 8/2/2013 9:10 AM JPE6 image Pictures > basic_needs_toilet 8/2/2013 9:10 AM JPEG image Videos > basic_needs_toilet 8/2/2013 9:10 AM JPEG image	
	File name: basic_needs_food All Pictures Tools Cancel Cancel	
Click to add r	iotes	
Slide 1 of 3 "Office Theme" 🧭		

5.) Once inserted, pictures can be edited, highlighted or customized using the various options available. For example, highlighting(thick black borders) can be done using the Format option:

		•	• ·	
[] 9 · 0) -	Presentation3 - Microsoft PowerPoint	Picture Tools		
Home Insert Desig	n Animations Slide Show Review	View Format		0
Brightness * Ja Compress Picture Contrast * Ja Change Picture Recolor * Reset Picture	s 🔤 🔤 🔤	= = - - - - (Image: Picture Shape * Image: Picture Shape * Image: Picture Shape * Image: Picture Border * Image: Picture Border * Image: Picture Shape * Image: Picture Effects * Image: Picture Effects * Image: Picture Effects *	Crop 🔂 Width: 2.25"
Adjust		Picture Styles	G Arrange	Size 🕞
Slides Outline x		Thick Matte, Black		
	Click to add notes			*
Slide 1 of 3 "Office Theme" 🥸				68% 😑 🔍 🕀 🕅

6.) Take a look at the following sample created in a way to look like the highlight is moving across the options. In reality, there are three slides with similar placement of pictures(Notice the left panel. Ignore the speaker-like icon; it shall be discussed later):



7.) Insert audio clips: Go to Insert->Sound->Sound from file. Choose the desired sound clip from its destination and click OK. You will see this dialog box:

	🚽 🤊 - 🙂	÷	I need - Mic	rosoft PowerPoint	Picture Tools Sound Tools	
9	Home Inse	rt Design	Animations	Slide Show Revie	v View Format Options	0
Tables	Picture Clip Art	Photo Shape Album •	s SmartArt Chart	Hyperlink Action	Text Header WordArt Date Sile Sile <th></th>	
Slides	Outline	x				-
1	I Need				I Need	=
2	INeed				Microsoft Office PowerPoint	
1	-	0			How do you want the sound to start in the side show? Show Help >> Automatically When Clicked	
3	I Need					
1					4	÷
			Click to add n	otes		
Slide 1	of 3 Office The	me" 🎸				🔁 # 🐺 68% 😑 — 🖓 — 🕀 🔛

Choose "Automatically" to play the sound corresponding to an option when the slide sets in. Do the same for each sound clip. Make sure the correct clip is attached to each slide.

8.) Inserting audio clips and changing settings as in the sample presentation given: Insert the two audio clips per slide appropriately – the words playing "automatically" and sentence recording as "when clicked". Then choose Animation->Custom Animation. The right panel appears as shown:



Double click on the sound clip whose properties you want to change. The parameters are intuitive but given below is the set of values/choices used in this particular presentation:

- For the first clip(word only) in every slide:
 - Effects tab: Start playing from beginning; Stop playing: on Click
 - Timing tab: Start-with previous; delay = 0s; Repeat –none; Animate as part of click sequence
 - Sound tab: default
- For the second clip (sentence) in every slide:
 - Effects tab: Start playing from beginning; Stop playing: after current slide
 - Timing tab: Start- on click; delay = 10s; repeat none; Animate as part of click sequence
 - Sound tab: default
- 9.) Playing the presentation in a loop so that the subject can repeatedly look and then make a choice: Choose Slideshow(menubar)->Set up Slideshow. The following appears:

📭 🖌 🤊 - 🙂 ÷	I need - Microsoft PowerPoint	Picture Tools Sound Tools		
Home Insert Design	Animations Slide Show Review	View Format Options		0
From From Custom Beginning Current Slide Show ~ Start Slide Show	Set Up Slide Show Set Up	Resolution: Use Current Resolutio Show Presentation On: Use Presenter View Monitors	n •	
Slides Outline x				A
3 INeed	Set Un Show	I Ne	ed	-
2 INeed	Set Up show Show type © Presented by a speaker (full screen © Browsed by an individual (window) Show scrolbar © Browsed at a took (full screen) Show options	n) Show slides PFron: ID: ID: Quatom show: Advance slides		
3 INeed	Loop continuously until 'Esc' Show without paration Show without animation Pgn color:	Manualy Jang timings, if present Multiple monitors Display slide show gn: Primary Monitor Show Presenter View		
	Performance			
	Use hardware graphics acceleratio	n Tips		÷
	Slide show resolution: Use Current Re	esolution 💌		
	Click t	OK Cancel		
Slide 1 of 3 "Office Theme" 🕉				🖪 🎛 🐨 68% 😑 —— 🖓 —— 🕀 🔡

Choose the "Loop continuously until Esc" option and click OK. This ensures that the presentation goes on till Esc is pressed.

10.)Setting timings for the slides: Go to Animations->Advance slide (top right corner). Choose as required. Timing for each slide can be set separately. This presentation has a value of 5 s.



11.)At any time, to check how the presentation would look, choose SlideShow->From beginning. Shortcut-F5. The slideshow plays. You can always exit using Esc and get back to editing the presentation.