




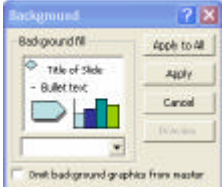




# How to make a basic photo album.

Powerpoint

1. Open up Powerpoint
2. Decide on the type of slides you want.
3. Click here to get a new slide. 
4. This could be the title slide. 
5. Choose a page that will be suitable to insert photos onto, either with a space for text or just blank.
6. Click on the slide in the left hand panel so that it has a blue border around it. 
7. Click on the copy icon  in the top tool bar.
8. Decide on how many pages you require and click on paste  this many times.
9. Choose a background colour by going to Format, Background. Click on the black drop down arrow to reveal more colour options. Click on apply to all. 
10. Insert your photographs by going to Insert, Picture, from file. Locate where you have saved your photo's.
11. Select your photo and click on insert.
12. You may want to resize your picture by clicking and dragging on the corners.
13. Click onto your second slide and repeat.
14. When all are inserted click on  in the bottom left corner to see your show.
15. Remember to save your work as you go along.

To start your show always click on the  . Then click on the pages to advance through the show.