



American Land
Title Association

Protect your property rights

HOW TO EDIT A POWERPOINT PRESENTATION





To edit a PowerPoint, open the presentation you want to change. In this case, open the Homebuyer Checklist Presentation. Where it says name, click and highlight the word and delete it. Type in your name. To change company, click and delete where it says company and type in your company name. To change the phone number, delete where it says phone number and type in your phone number. To add the date, click on the box that says insert date here.

It will open a different text box. Delete the words in the box and type in today's date. Now click on the last slide. Change the name, company, and phone number as we did on the first slide. Delete the words and type in your name, company, and phone number. To add your logo, open the folder where your logo is saved. Simply click the image and drag it onto the slide. When you let go of the mouse, the image will not insert itself into the PowerPoint. Now, this image is clearly too big, and to scale it down, we need to zoom out.

To make the image smaller, click on a corner and drag the corner in. When the image is the correct size, you can click on it and drag it to the location you want it to be. When you are finished editing, be sure to save your changes before you quit the program.