

How To Create A PowerPoint Slide Of A Graph From The Missional Vital Signs Website:

1. Call up the graph from which you want to create a PowerPoint slide.
2. Press the "Print Screen" key on your keyboard. The "Prnt Scrn" key is located in various positions on different keyboards and may require you hold down the "Function" key at the same time.
3. Open up the Paint program. This can probably be found in your programs under "Accessories."
4. Click your cursor in the blank area and then paste the captured screen in the work area by typing "Control" "V" or selecting the "Edit" menu and selecting "paste".
5. Click on the "File" menu and the select "Save as." Name the file and save it in the "My Pictures" subdirectory of your "My Documents" directory.
6. Open up PowerPoint, if it is not already open. Open up the slide on which you want the graph.
7. Place your cursor on the plank slide where you want the picture, click on "Insert," and then click on "Insert picture." Select the graph picture you just saved and insert it.
8. You will see more of the screen you captured than you will want to present on the slide. Find the "Format" menu and click on the "Crop" function. Click on the center dot of the dashed picture sides and drag them to select the portion of the picture you want to present.
9. When you are satisfied with the picture as you have cropped it, click off the "Crop" function and resize the picture by dragging the corners of the picture. Place it where you want it on the slide.
10. After adding in a title or any other text you might want, save the Power Point file.