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| Easy Read Logo  Using PowerPoint | This is an Easy Read leaflet  It tells you about PowerPoint |
|  | PowerPoint is a computer programme that makes “presentations”  A “presentation” is used to give information |
| Macbook Pro Beside White Ipad | You can see the information using different devices |
| Thumb up | It is best to look at it as a “slideshow” |
|  | To start you click on the button at the top named “Slide Show” |
|  | Then click on the button at the top that says “From Beginning” |
| Mouse hand | To go through each page:  Click the mouse |
| spacebarnotworking | Or use the space bar on your laptop or tablet |
| Mobile Phone | On a mobile phone, use your finger |
| [Website Link](https://www.photosymbols.com/collections/technology/products/website-link?_pos=3&_sid=5e99f27e8&_ss=r) | We also use “hyperlinks” |
| Blue | A “hyperlink” opens up a website when you click on it  The words are in blue |
|  | Open them using the mouse, space bar or your finger |
| [Peer Support 1b](https://www.photosymbols.com/collections/work/products/peer-support-1b?_pos=70&_sid=ee5675403&_ss=r) | You can get more help |
| [Website Link](https://www.photosymbols.com/collections/technology/products/website-link?_pos=3&_sid=5e99f27e8&_ss=r) | These websites might help  [PowerPoint help & learning - Microsoft Support](https://support.microsoft.com/en-us/powerpoint)  [Accessibility support for PowerPoint - Office Support (microsoft.com)](https://support.microsoft.com/en-us/office/accessibility-support-for-powerpoint-9d2b646d-0b79-4135-a570-b8c7ad33ac2f) |
| YouTube | There are videos online that might help |
| [Rachel 3](https://www.photosymbols.com/collections/people-adults/products/rachel-3?_pos=46&_sid=4f4aa83ae&_ss=r) | If you have questions, our staff can help |
| A picture containing person, indoor, child, young  Description automatically generated | You can contact us to ask for support |
| Email | You can email us  [wesail@barnardos.org.uk](mailto:wesail@barnardos.org.uk) |