

Name: _____ Class: _____

PowerPoint – Steps & Skills

Step 1: Open, save and add text to a slide

- Open a PowerPoint File & Save it in H drive
- Add title into the first text box (**click into the text box and start typing**)
- Add your name and class into the next text box (**click into another text box and type**)
- Change the style, size and color of the text in each text box (**use the HOME tab**)
- Choose a design for the slide show (**DESIGN tab, click little arrow to see more choices**)
- Add a picture from a saved file (**INSERT tab, then PICTURE**)

Step 2: Add more slides, images and textboxes

- Add another slide (**HOME tab, New Slide**). Add as many slides as you need for your presentation.
- For slides that contain pictures change layout so they includes picture and text (**HOME tab, Layout**)
- Add a picture from a saved file (**INSERT tab, then PICTURE or PICTURE ONLINE**)
- Add text in bullet form into the textbox (**HOME tab**)
- Format the textbox – change the background and font colors, change the shape (**select the text box, then click on FORMAT TAB – Shape fill and Shape outline**)

Step 3: Format images and other graphics

- Format your pictures – add borders, change color, add effects (**select picture, FORMAT tab**)
- Change background of just one slide (**DESIGN tab, background**)
- Add captions to images (**INSERT tab, Textbox**)

Step 4: Presenter tools

- Add presenter notes for at least 2 slides (**click on the slide, on the bottom of slide click NOTES** and type in presenter's notes – this is what you will say during presentation)
- Play/ present side show (**SLIDE SHOW tab – Play from beginning**, click **ESC** key to get out of presenter's mode)

Step 5: Animations/ Transitions

- Add a transition – make the transitions the same for all slides (**TRANSITIONS tab, choose transition**)
- Add animations to the contents of your slides (**ANIMATIONS tab – click on the object, choose animation**)

Step 6: Challenge tasks

- Draw something in Paint and paste it into the slide
- Make a map using National Geographic Mapmaker, save image and insert it into a slide
- Lay with custom path animation where you choose the animation path for an object on a slide
- Make slide show play by itself
- Add narration/ voice recording to a slide or more slides