

# PowerPoint Lesson

## **STEP 1: OPEN POWERPOINT PROGRAM**

- Click on the Windows icon. It's a blue circle with red, green, yellow, and blue squares in the middle of it. Click on Microsoft PowerPoint.
- Or look at your screen and find the Microsoft PowerPoint icon and click on it.

## **STEP 2: PICK A BACKGROUND**

- Look at the tool bar on top and click on Design.
- Then choose the design you like by clicking on it. There are more options when you click on the down arrow to the right side of the slide examples.

## **STEP 3: ADD A TITLE**

- Click on the big font. Then type in your title, which is the name of one of your favorite character(in stories/novels/movies/TV shows)
- Select the title by holding down the mouse's left button then dragging it across the name so that it is now highlighted. When the whole name is highlighted, let the button go.
- Then change the font size and style by going to the tool bar under Home. Go to the Font part. Choose a size by clicking on the arrow next to the number. Then choose a style to the left of the number box.
- In the smaller font box, type in your name and period.

## **STEP 4: INSERT A NEW SLIDE**

- First, go to the tool bar at the top of the screen and click on Home.
- Next you click on New Slide.
- Then choose the Title and Content slide by clicking on it.

## **STEP 5: ADD A PICTURE OR CLIP ART OF YOUR FAVORITE CHARACTER**

- Go to the tool bar at the top of your screen and click on Insert.
- Below that you will see Illustrations. There are a lot of options so once you find the one you want to use click on it.
- If you want a picture from a file, click on picture and then click on your picture you want to use.
- If you want a picture from Google, copy and paste. Or save the picture in your files and follow the procedure before this one.
- If you want to use clip art then a window will come up and you can choose which clipart you would like to use.

- Make sure you put the name of your favorite character on the title part of this slide.

### **STEP 6: INSERT A NEW SLIDE (Look back at step 3, if needed)**

### **STEP 7: ADD A SMART ART CHART**

- Go to the tool bar under Insert. Click on the Smart Art icon from Illustrations.
- Click on Hierarchy on the left is of the new menu. Then choose one by clicking on it.
- Type in the first box of smart Art your character's name.
- Click on the next boxes to add at least one thing about the character.
- The last boxes should have an example or two that explains why you think the character is that one thing.

### **STEP 8: ADD CUSTOM ANIMATION**

- Go to the tool bar at the top of your screen and click on Animations.
- Click on Custom Animation. Make sure you have clicked on the box that you want to add animation to.
- Once you click on it a menu will come on the side of your window and you will be able to add effects to you power point.
- Select any section of your slide. Then click on add effect. Choose one of the effects.
- Go back and add at least one effect to every slide.

### **STEP 9: CHANGE THE SLIDE DESIGN**

- Pick one of your slides to do this step and make sure the screen is showing that slide.
- Go to the tool bar at the top of the screen and click Design. Click Background Styles and then click on the format background. Choose which Fill you would like to apply.
- Choose the color or texture by clicking the arrow next to color or texture, then click on desired style.
- Once you have a background, right click on close. This will allow only this slide to have the different background.

### **STEP 10: SAVE POWERPOINT, AND THEN CLOSE THE PROGRAM**

### **STEP 11: EMAIL POWERPOINT TO TEACHER**

- Open up your email account or have a friend/neighbor open there's for you.
- Compose an email. Place your full name and period on subject line.
- Write in [rlodge@wccusd.net](mailto:rlodge@wccusd.net) in the To: box
- Click on the paperclip. Find your PowerPoint file, and then double click on it or press open.
- Send email.