

PowerPoint Practice

1. Open PowerPoint
2. Get rid of any boxes so that you have a blank slide
(slide layout – blank or just right click and cut)
3. Insert 3 more slides and do the same
4. Change the background
 - a. Right click on the slide
 - b. Choose background
 - c. Use the drop down arrow and choose fill effects
 - d. Use 2 colors
 - e. Apply it to All
5. Add a Word Art Title of “February”
6. Right Click and Format the WordArt
7. Change the Fill Color – use Fill Effects – go to Textures and pick one
8. Insert a text box – write “Second Calendar Month”
9. Change the fill and borders
10. Right click on a corner and copy
11. Then paste
12. Edit the second box to say “Groundhog Day”
13. Repeat with “Valentine’s Day”
14. Change the Valentine’s Day colors to something pink and red
15. Center the text in each box
16. Change the font style, size and color
17. Lengthen the boxes if needed so the text is on one line
18. Now line them up neatly
19. Use Autosshapes and draw a heart
20. Change the fill color and border
21. Rotate the heart slightly
22. Add a drop shadow and change the color of the shadow to purple
 - a. You need to select the shape, choose a shadow, then use the shadow settings to change the background color

23. Slide 2
24. Insert 3 text boxes – add Fact 1, Fact 2, Fact 3
25. In the first box click in front of the text and turn on the bullet feature
26. Choose Format – Bullets and Numbering – Customize
27. Choose a font of Webdings – find the heart – then change the bullet color to dark red or purple, and at 75% of the text
28. In the second box click in front of the text and turn on the bullet feature
29. Choose Format – Bullets and Numbering – Customize
30. This time choose Picture
31. Pick an icon and change the size if it is too big
32. Go online to Google

33. Do an image search for a Rose
34. Use the advanced search options for icon (so you are only getting images that will be small)
35. Choose an image that has some white around it
36. Find an image, right click and copy or save it to your x-drive
37. Either paste the image in, or insert the image from a file on your x-drive
38. Move the image to the third text box so it looks like a bullet
39. Click on the picture
40. If the picture toolbar is not showing, right click on the image and choose it
41. Use the transparency wand to remove the white color
42. Now go online and find a photo of a rose – this will need to be larger – try 500 px or above
43. Save it in your comp tech folder

44. Slide 3

45. Right click and choose background – fill effects
46. This time use the Picture tab
47. Select the rose picture and apply it to just this slide
48. Add a text box to this slide with the word “Chocolate”
49. Fill the box with brown
50. Change the transparency so the image shows through a bit
51. Center the text and make it larger
52. Add a border of white or another color that will show up well
53. Right click on the box, add a custom animation emphasis effect of Change Line Color

54. Slide 4

55. Insert a picture from a file
56. Choose the same rose picture
57. Move it so it only takes up about ¼ of the slide
58. Make the background of this slide black
59. Right click on the photo and add a border
60. Rotate the image
61. Add Transitions – go to Slide Show – Slide Transition
62. Go to slide 1 – choose Fade Smoothly, and change the speed to slow
63. Go to slide 2 – choose Wipe Right – with a speed of medium
64. Go to slide 3 – you choose a transition and speed

65. Go back to slide 1

66. Right click on the heart shape and choose custom animation
67. Add an entrance effect of faded zoom
68. Click on text box 1 – hold down Ctrl and click on the next 2
69. Choose an entrance effect
70. Right click on the Word Art

71. Choose an entrance effect
72. Now add an emphasis
73. Now rearrange the order so the title and effects come in first
74. Followed by the heart
75. And then the text boxes
76. Just click and drag the order to change it on the far right screen
77. You can also group an item or edit the timing with the drop down arrow
78. View your entire show