Create a PowerPoint presentation:

1. Start the PowerPoint program (normally from Microsoft Office).

2. Select New Blank Presentation.

3. Choose an auto layout format. (The formats include title slide, bulleted list, graph, 2-column text, text and graph, org chart, text and clip art, graph and text, and table.)

4. Click the area which says click to add title and start typing (for the title).

5. Click the area which says click to add sub-title and start typing.

6. Select New slide from the Insert menu or click New slide from the bottom of the screen.

7. Use tools: (View slide/ Outline view/ Slide sorter view/ Notes page/ Slide show)

8. Add a bulleted list. Press return at the end of the line to go to the next line with a bullet.

9. Change the text font, size, and color by choosing Format/ Font.

10. Add a background. Select Format/ Slide background and change the slide shade and colors. Choose appropriate color to match the text.

11. Add transition effects for the slides (Tools/Transition). Add text effects (Tools/ Build). **Select all the slides and apply the same transition effect all at once.

12. Add graphics. (Select a new text and clipart slide. Click at the clipart area and add a clipart from the existing clipart collection.)
   **You can paste any graphics. (Copy a graphic to the memory. Select a new text and clipart slide. Click at the clipart area and Paste.)
   **Hold the graphics handle to resize a graphic and move it to the desired location.

13. Write up the notes. Click at the notes page from the bottom of the screen and type up the notes for every slide.

14. Compare outline mode vs. slide mode.

15. Use the sorter to sort the slide by dragging a slide to a desired location.

16. Select the first slide from the sorter. Run the slide show. Switch between the Microphone and the pen.

Tasks:

a. Based on your expertise of subject and interest, organize a slideshow with at least five slides and with at least one bulleted slide and one text and clip art slide.
b. Apply proper background colors and fonts.
c. Add proper transition effects.
d. Add note text to the slide.
Print out the slide as well as the notes.