

PURPOSE: Creating a PowerPoint – 7 Slides

### **INSTRUCTIONS:**

- Choose a Topic you are interested in
- Select a Themed Design from list given in the PowerPoint Program
- Slide 2 through Slide 6 Two Content Layout (switch text & pictures)

#### ADD ONLY...

- Borders around pictures on Title slide
- Transitions on slides
- Animations on pictures

\*\*KNOW information about your selected topic - could be asked to present to the class

#### **POWERPOINT MUST INCLUDE:**

### 7 TOTAL Slides:

- <u>Slide 1:</u> Title / Subtitle / 2-3 Pictures / Your Name / Today's Date
- <u>Slides 2 6:</u> Information Slides

\*Each slide must include: Title / 3-5 Facts / 2-3 Pictures

- Slide 7: Title (Credits)

\*Document ALL websites used during research of topic

Uniform Resource Locator (URL) - a web address identifying where information was found on the internet

Set PowerPoint to manually change slides by clicking. (Default Setting)

# Instructions for Research

## **Research must include: (Open a NEW Word document)**

- **Research** for pictures & information on the topic you choose
- **OPEN WORD** it will take several pages
- INSERT FOOTER on Word document Your Name Student Select PPT
- "Save As" to your Networking Folder Student Select Topic Info Your Name
- Use a Word document to help with organizing information, pictures & websites
- Use the **Research Layout** as a guide to organize your research information