

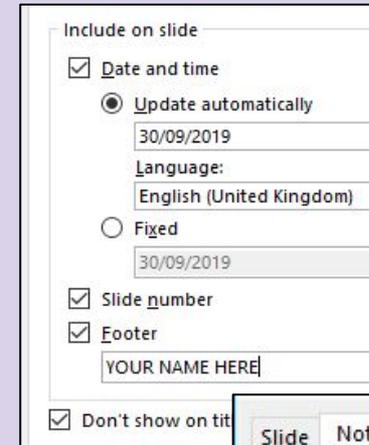
PowerPoint - the World

Create a 5 slide presentation.

1. Create a new presentation using a **blank template**
2. Change the **Slide Size** to Standard (4:3) - Design > Slide Size
3. Change the **background colour** of all slides to **Black** - Design > Format background
4. Build the presentation:
 - a. Slide 1: Title slide with Title of **My World** and subtitle of **Where I Live**
 - b. Slide 2: Title only slide - Title **The World**; add a map of the world
 - c. Slide 3: Title only slide - Title **Europe**; add a map of Europe
 - d. Slide 4: Title only slide - Title **The UK**; add a map of the UK
 - e. Slide 5: Title only slide - Title **My Area**; add a map of the local area
 - f. On slide 5 use a **text box** (Insert > Text box) to add the label **I live here**. Move the box off of the map
 - g. Add a block arrow to point from the box to roughly where you live
5. Change the **background colour** of Slide 1 only to **light grey**

PowerPoint - Footers

1. Add your name, the date and the slide number as a Footer on each slide (**Insert > Header and Footer**) on every slide apart from the Title Slide
2. Add Notes and Handouts headers and footers of (**Insert > Header and Footer > Notes and handouts tab**):
 - a. A fixed date
 - b. Page numbers
 - c. A header of My World Presentation
 - d. A footer of your name
3. Add a **white border** to each of the maps - **click on image > Format > Picture border**
4. Print your work as a **3 Slide handout view**



Include on slide

Date and time

Update automatically

30/09/2019

Language:

English (United Kingdom)

Fixed

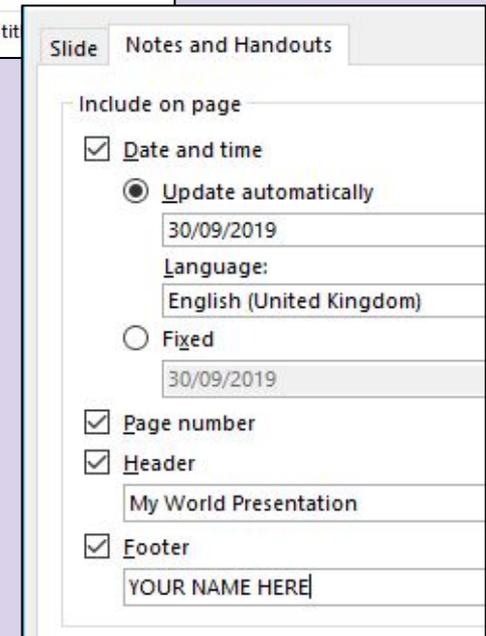
30/09/2019

Slide number

Footer

YOUR NAME HERE

Don't show on title slide



Slide Notes and Handouts

Include on page

Date and time

Update automatically

30/09/2019

Language:

English (United Kingdom)

Fixed

30/09/2019

Page number

Header

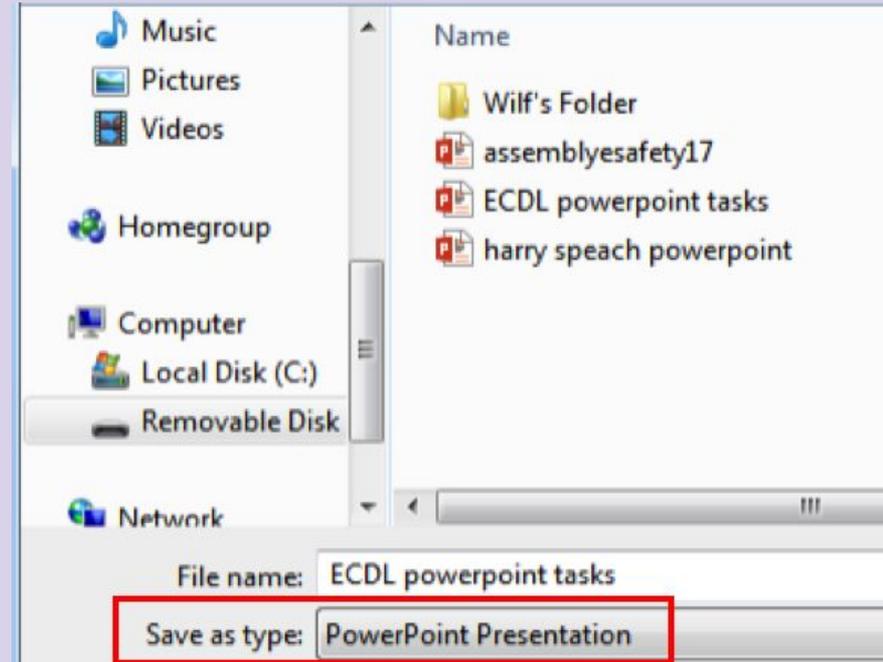
My World Presentation

Footer

YOUR NAME HERE

Saving PowerPoint Types

1. **Save** your work
2. **Save** your work again adding a **version number** to the filename (e.g. v2)
3. Save again, this time, using **Save As** > **Save as type** > choose **Outline/RTF** - this is **Rich Text Format**
4. Now try saving as a:
 - a. PowerPoint template
 - b. PowerPoint show
 - a. JPEG File Interchange Format > **All Slides**
5. **Close** PowerPoint.
6. **Open** each saved version to see what they look like - the JPEG files will be in a new folder



Save as type is a drop down option under the title of the presentation

PowerPoint Views

This will teach you how to change views in PowerPoint.

1. Open a multi-slide PowerPoint (it doesn't matter which one)
2. Click **View** > choose **Outline View**
3. Now click **View** > choose **Slide Sorter View**
4. **Move** some of the slides into a different order
5. Now try **View** > **Notes Page**
6. Now click **View** > **Normal** to go back to the normal view
7. Find the **4 view icons** at the bottom right of the screen
8. Test what each of them does

