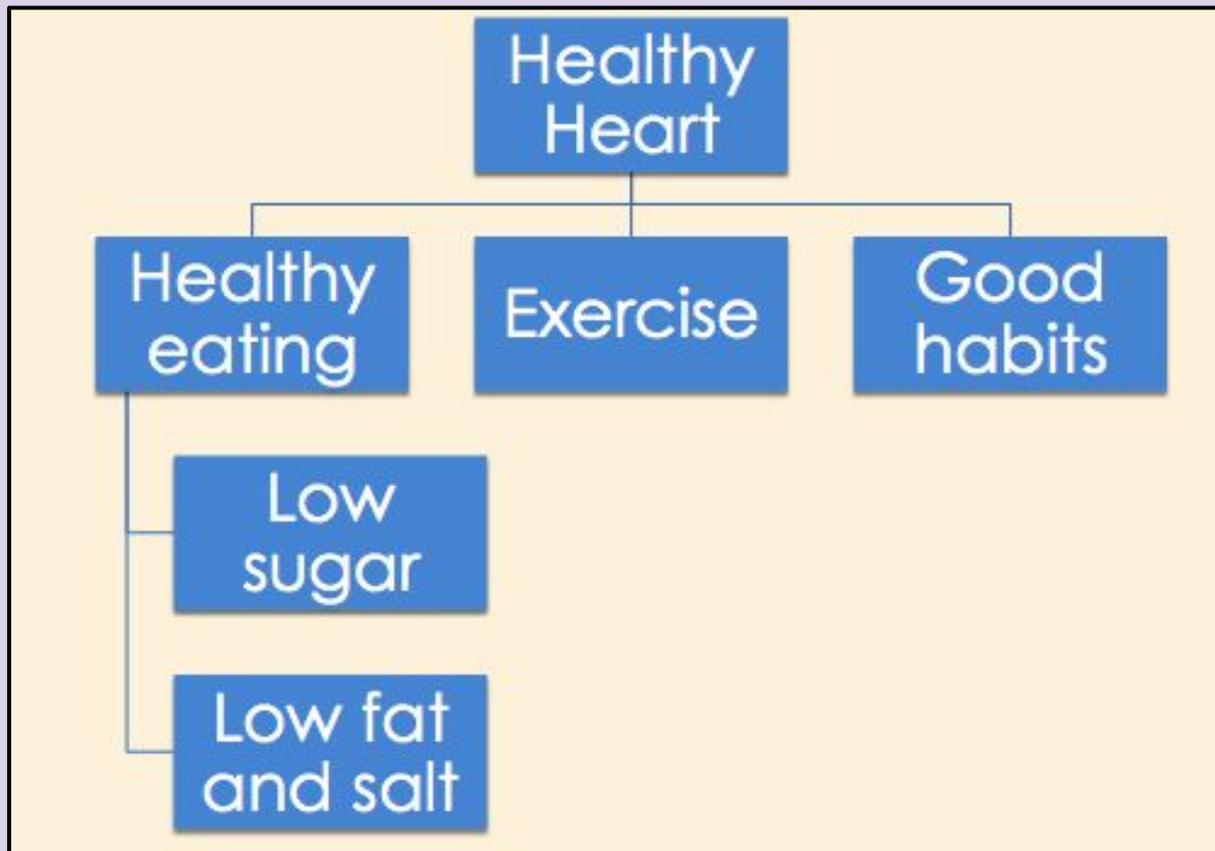


PowerPoint - Heart Touch

1. Create the Heart Touch 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 a light brown colour - Design > Format background
4. Build the presentation:
 - a. Slide 1: Title slide
 - b. Slides 2-4: each with a title and content layout and suitable text
 - c. Slide 5: Title only slide - add an Organisation Chart (see slide 2 of this file)
5. Change the **background colour** of Slide 1 only to **light grey**

PowerPoint - Org. Chart

1. On slide 5 add an organisation chart - Insert > Smart Art > Hierarchy > Organisation chart
2. Add text so it looks like the chart shown below



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 Heart Touch Presentation
 - d. A footer of your name
3. Print your work as a **2 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

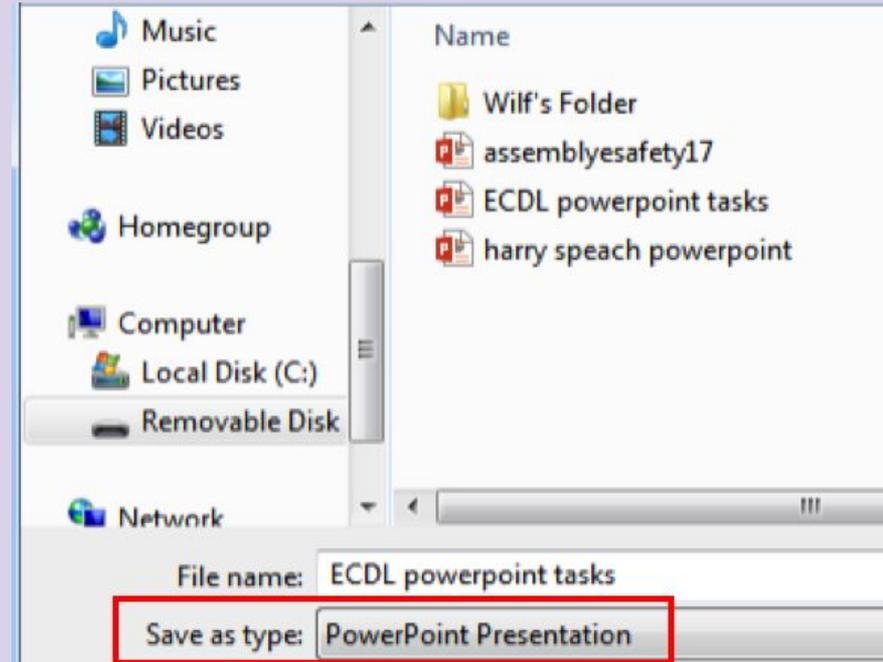
My World Presentation

Footer

YOUR NAME HERE

Saving PowerPoint Types

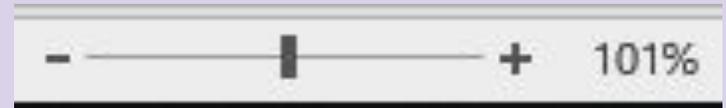
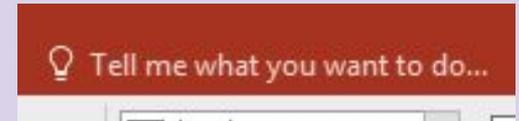
1. **Save** your work
2. **Save** your work again adding a **version number** to the filename (e.g. v2)
3. Save again, this time, using **Save As** > **Save as type** > choose **Outline/RTF** - this is **Rich Text Format**
4. Now try saving as a:
 - a. PowerPoint template
 - b. PowerPoint show
 - a. 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

Zooming in PowerPoint

1. Use the **Help button** at the top to find out how to Zoom in PowerPoint
2. See how far you can zoom in and zoom out
3. Use the **Zoom slider** (bottom right) to zoom in and out
4. Zoom to **75% view**
5. Zoom to **125% view**
6. Zoom to **100% view**



Now work out how to **Hide and View the Ribbon** - the area at the top with all of the commands on

1. Click the ^ symbol at the **top right** to hide the ribbon
2. Now click **View** on the top menu to make the ribbon visible again
3. And click the **pin symbol** at the **top right** to always show it

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

