

PowerPoint - my place

Create a 3 slide presentation to showcase information about the place you live

The presentation should be suitable for primary school children who are learning about your part of the world

1. Create a new presentation using one of the default templates of your choice
2. **Slide 1** should be a title slide with a title and subtitle
3. **Slide 2** should be a Title and Content slide
Slide 2 should have no more than four bullet points of facts about the place
4. **Slide 3** should be a Title Only slide with three images which represent the place

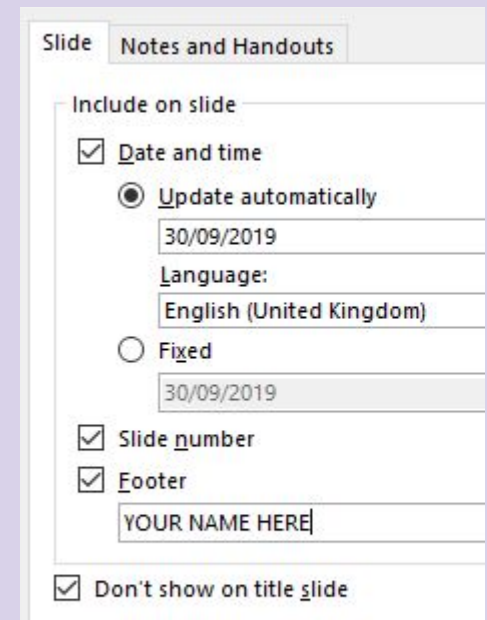
Review your presentation:

- What features make it work?
- What features did you avoid?

Use as many of the skills
you've learned as possible

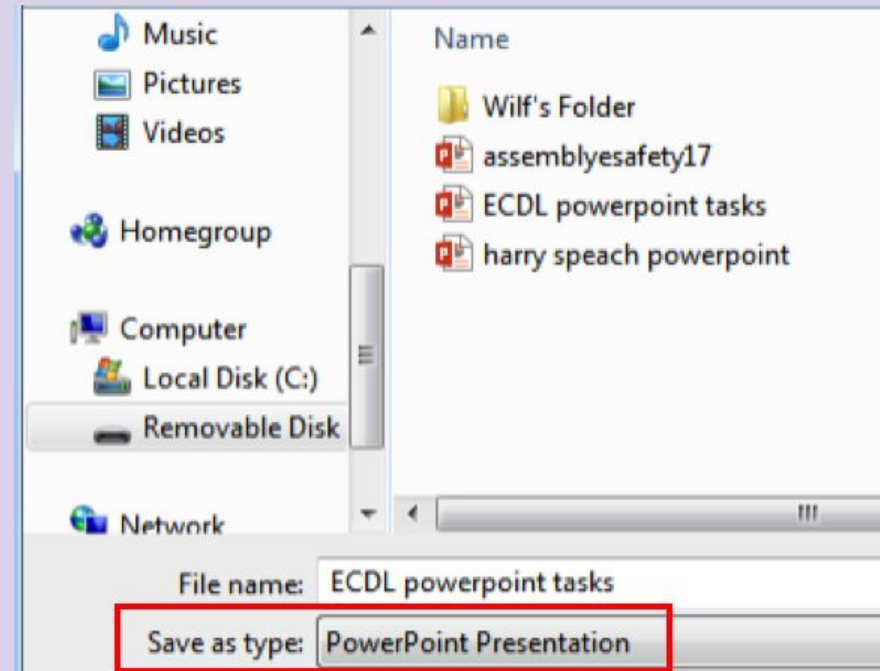
Editing a PowerPoint

1. Go to the Master Slide (**View > Slide Master**)
2. Scroll up to the **top master slide**
3. On the **Master Slide**, add a small image in the top right hand corner of your presentation to act as a logo (**Insert > Pictures**). You will need to save the picture first
4. In the footer (**Insert > Header and Footer**):
 - a. Add your name
 - b. Add an automatically updated date
 - c. Add the slide number
5. Apply these to all the slides apart from the Title slide
6. Do the same on the **Notes and Handouts** footers
7. Print your work as a **3 slide handout view**



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
 - c. 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

Checklist

Check your skills against the list. Add your own notes.

Skill	Complete	Notes on how to do it
1.1.1 Open and close PowerPoint		
1.1.1 Open and close presentations		
1.1.2 Create a new presentation based on default template		
1.1.3 Save a presentation to a location		
1.1.3 Save a presentation using another name		
1.1.4 Save a presentation as another file type		
1.1.5 Switch between open presentations		