PowerPoint - the advert

Create a **1 slide presentation** to advertise a school play or concert

The presentation should be suitable for parents who will view it on the school website

1. Create a new presentation using one of the default templates of your choice
2. Change the **Slide Size** to **Standard (4:3)** - **Design > Slide Size**
3. Go to the **Master Slide** (**View > Slide Master**)
4. Scroll up to the **top master** in the left sidebar
5. Add the school logo on the **Master Slide (Insert > Pictures)**
6. Change the background colour of the slide (**Design > Format Background**)
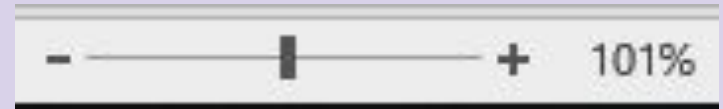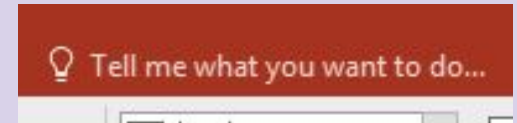
Review your presentation:
- What features make it work?
- What features did you avoid?

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

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

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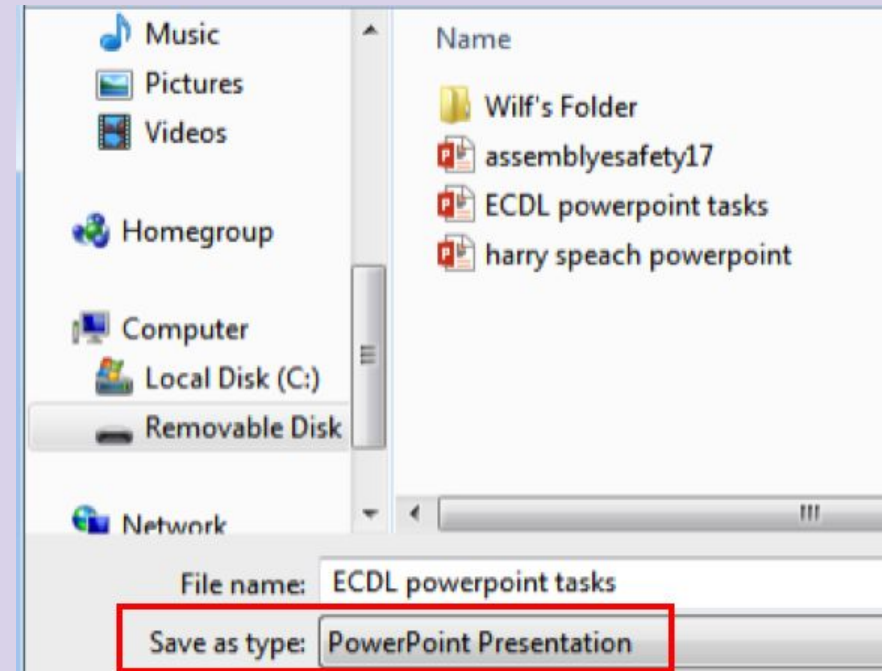
Save as type is a drop down option under the title of the presentation

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