

PowerPoint - Italian Food

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 **light green** - Design > Format background
4. Go to the **Master Slide (View > Slide Master)**
5. Scroll up to the **top master** in the left sidebar
6. Add the an image of the Italian flag on the **Master Slide (Insert > Pictures)**
7. Build the presentation:
 - a. **Slide 1:** Title slide
 - b. **Slide 2:** Title and content slide
 - c. **Slide 3:** Title and content slide
 - d. **Slide 4:** Title only slide

The content for each slide is shown on the following pages

Italian Food - Slide 1


1. Add the title **Italian Food**
 - a. Change the font of the title to **Arial Black**
 - b. Change the size of the title to **72**
 - c. Change the colour of the title to **green**
2. Add the subtitle **The food of Italy**
 - a. Change the font of the subtitle to **Arial**
 - b. Change the size of the subtitle to **36**
 - c. Change the colour of the subtitle to **red**
 - d. Make the subtitle **Bold**, *Italic* and **Underlined**



Italian Food - Slide 2

Set up **slide 2** as shown below. Use the **Increase indent** and **Decrease indent** buttons to get the levels right for the bullet points

Italian Food



- Pasta
 - Spaghetti
 - Penne
 - Ravioli
 - Baked pasta
 - Lasagne
- Pizza
 - Magherita
 - Quattro formaggi

Italian Food - Slide 3

Set up **slide 3** as shown below. Use the drop downs next to the **bullet list** and **numbered list** buttons to change the style of the bullet lists

Italian Food

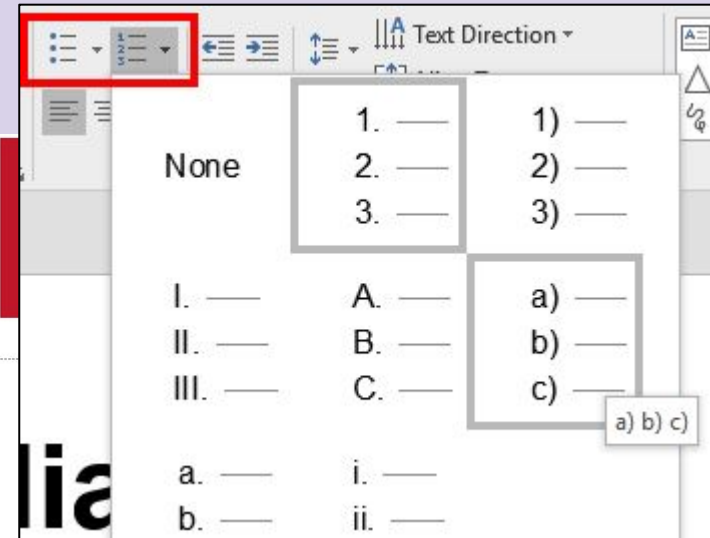
Traditional Italian food is different in different parts of the country.

1. Northern Italy:

- a) Uses butter
- b) Heavy, meat based pasta sauces
- c) Cheeses such as fontina or gogonzonla

2. Southern Italy:

- a. Olive oil rather than butter
- b. Vegetables such as
 - ☐ Tomatoes
 - ☐ Aubergines
 - ☐ Courgettes



Italian Food - Slide 3

On **slide 3** use the **Aa button** to:

1. Change the 1 and 2 points to be **UPPERCASE**
2. Change the last three bullet points (the vegetables) to be **lower case**
3. Every other bullet point should be **Sentence case**

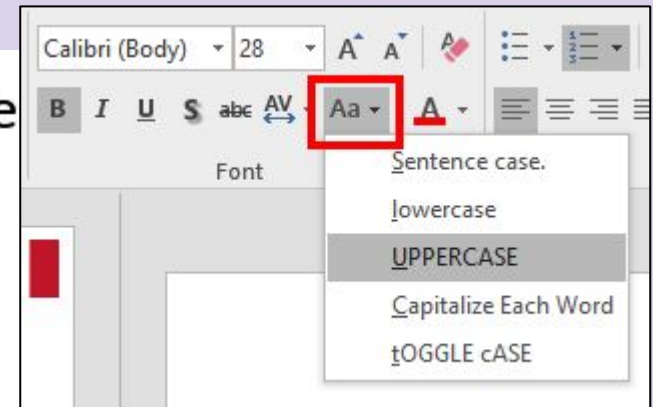
Traditional Italian food is different in different parts of the country.

1. NORTHERN ITALY:

- a) Uses butter
- b) Heavy, meat based pasta sauces
- c) Cheeses such as Fontina or Gorgonzola

2. SOUTHERN ITALY:

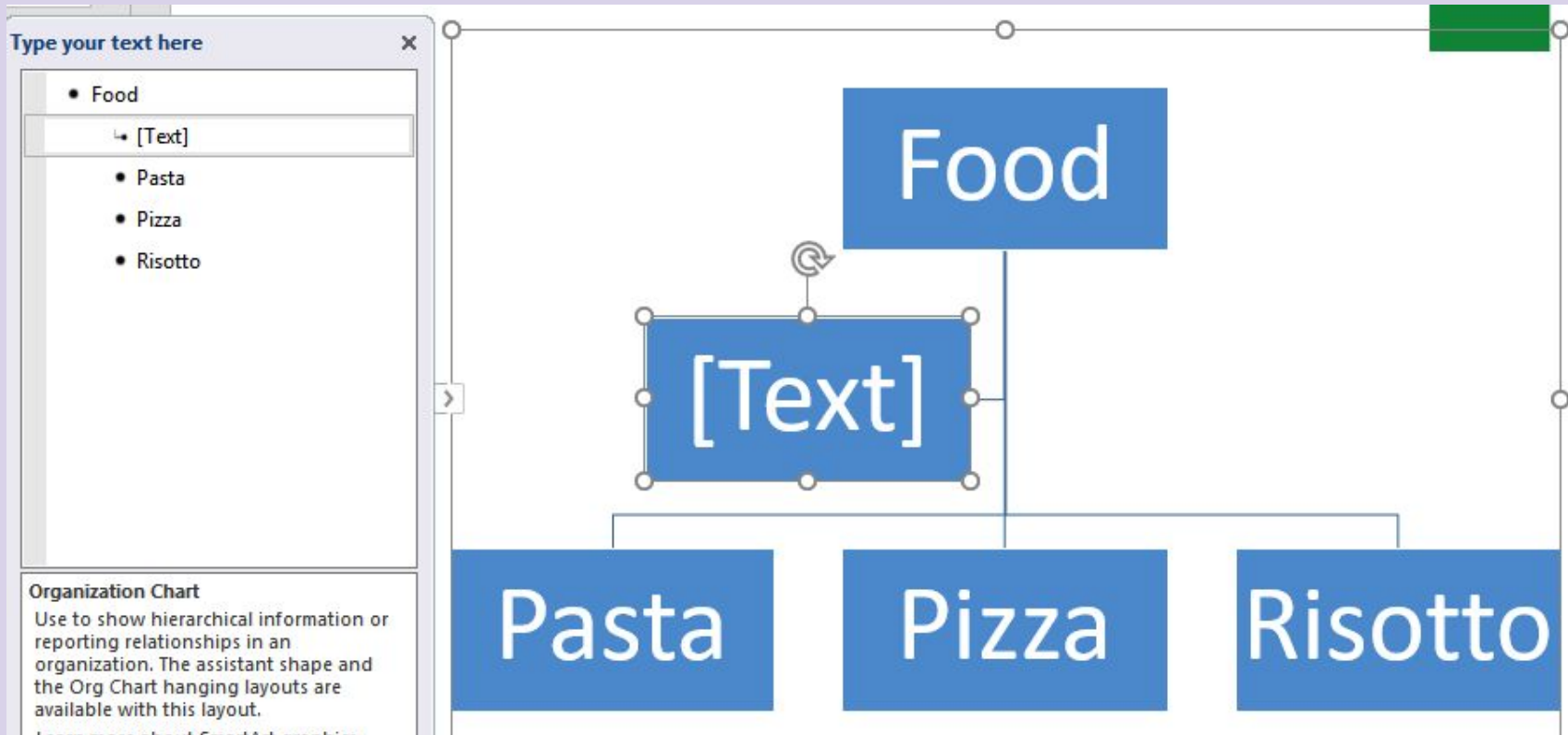
- a. Olive oil rather than butter
- b. Vegetables such as
 - ☐ tomatoes
 - ☐ aubergines
 - ☐ courgettes



Italian Food - Slide 4

On **slide 4**:

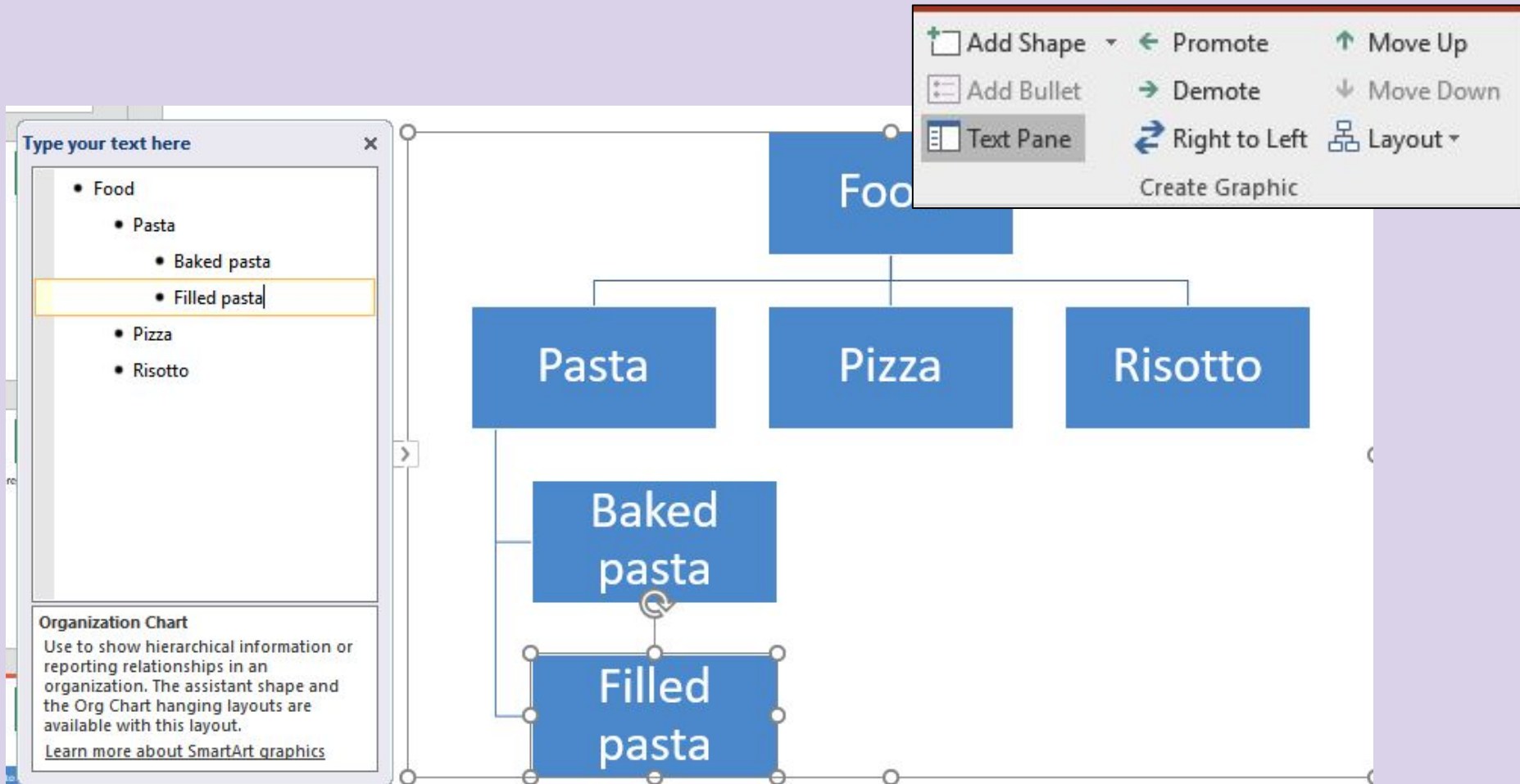
1. Create an **organisation chart** (Insert > Smart Art > Hierarchy > Organisation chart)
2. Add text to make the chart shown below
3. Delete the ->[Text] level - select it and press the **Delete** key



Italian Food - Slide 4

On **slide 4**:

1. Use the controls to change the chart to the version shown below:



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

