

## PowerPoint Assignment

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The following subjects may give you some ideas for a five–page PowerPoint Presentation:

- Academics
- Animals/Nature
- Buildings
- Business/Office
- Cartoons
- Emotions (friendship, love, etc.)
- Seasons/Weather
- Science & Technology
- Travel/Transportation
- ???

Be sure to save often. Save your presentation with a descriptive name (PowerPoint filenames should end with the extension .ppt).

I. Apply a “theme” to all* of your slides: <b>Format→Slide Design... (Mac) or Format→Apply Design Template... (Windows)</b> To change the layout of the slide titles, pictures, etc. go to <b>Format→Slide Layout...</b>
II. Add titles, text & pictures. Get Clip Art by going to <b>Insert→Picture→Clip Art...</b>
III. Set up animations for text & pictures by going to <b>Slide Show→Animations→Custom...</b>
IV. Add a new slide by going to <b>Insert→New Slide...</b> Choose the layout you want.
<b>GO BACK TO STEP I: With each new slide, repeat I,II and III. Go on to step V only after you have made five slides.</b>
V. Add transitions by going to <b>Slide Show→Slide Transitions</b> (easiest when you use slide sorter view).
VI. When you finish with all 5 slides, rehearse your slide show by going to <b>Slide Show→Rehearse Timings</b> . Click the mouse for each animation and transition, then record the time between clicks to make it run automatically.

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\* To apply a design “theme” (templates) to just one of your slides you must first enable this option by going to **Edit→Preferences...** Check **Enable multiple designs per presentation**. After you check the box next to **Enable multiple designs per presentation** and click **OK**, you can select whether you apply a design template to all slides or just the selected slide(s) when you apply a design template from the format menu. Presentations usually look better when all the slides use the same design template, so use this option only when it doesn’t make your presentation look sloppy.