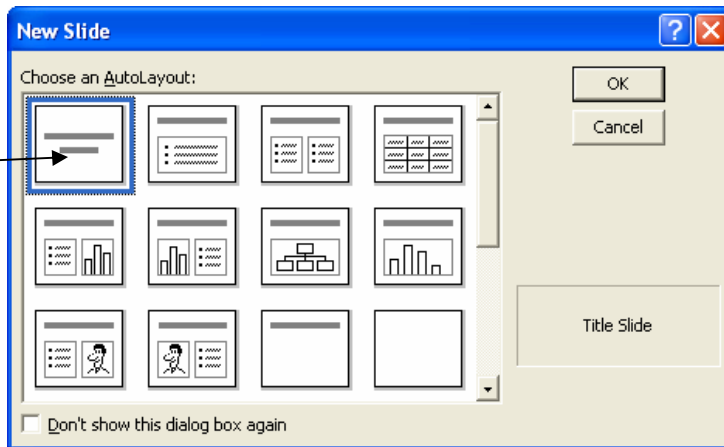


Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## PowerPoint Notes

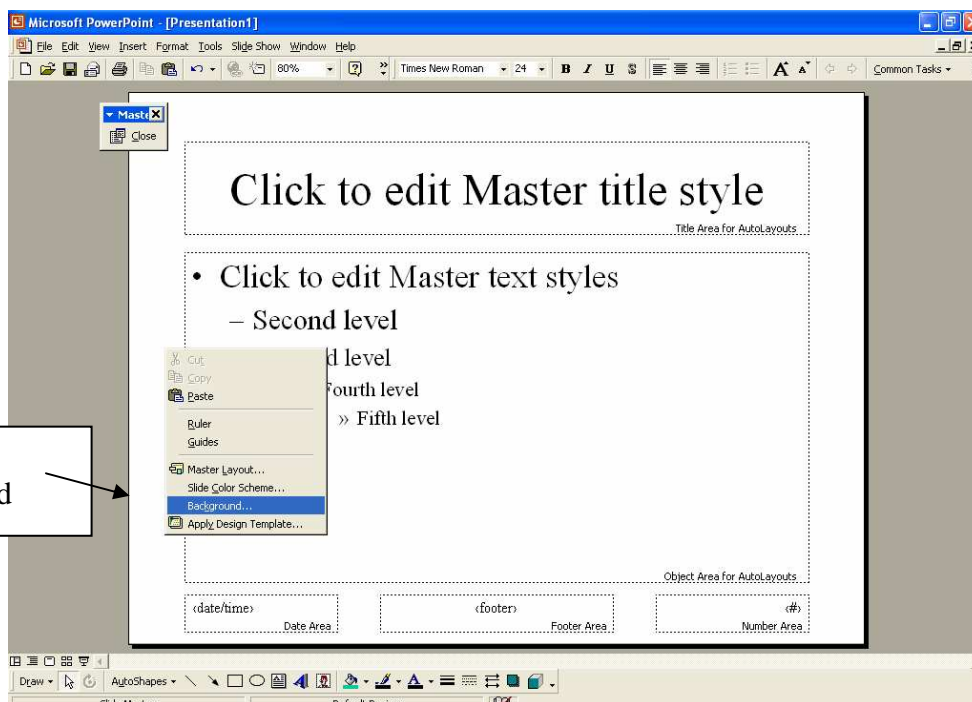
1. Open PowerPoint - Start > All Programs > Microsoft PowerPoint
2. Save your file as *About\_Your First Last Name* in the AboutPowerPoint folder in your grade folder.
3. Select Blank Presentation > Click Ok
4. Slide Layout:

Title Slide –  
1<sup>st</sup> Slide in  
presentation



5. Insert New Slide, Select:
  - Bulleted List
  - Title - if you select this side you will have to insert text boxes to type in
  - Blank – if you select this side you will have to insert text boxes to type in and possibly Word Art for a title
6. For this presentation you will design the background to all your slides in Slide Master. On the **View** menu, click **Master**, and then **Slide Master**.

Right Click and  
Select Background

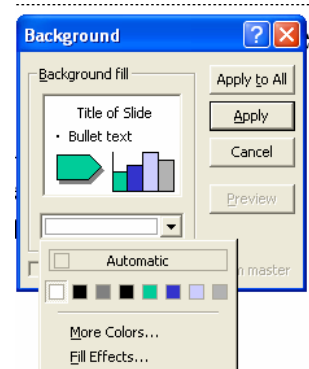


- To change the background > Right Click > Select **Background**
- In the Background window > Select Fill Effects to create a gradient background or more colors to create a solid color background
- Change the Font color, type, size and style.
- Insert or add any element that you would like to appear on all the slides in your presentation.

- **IMPORTANT:**

Click Close **Master View** on the Slide Master View toolbar when you are finished.

Notice that all slides based on the slide master will show the changes that you made, as well as any changes that you made to the slides with a title slide layout.



7. Refer to the Check List for requirements on each slide.