

## Student Directions PowerPoint

### Create an original PowerPoint presentation following these guidelines:

- Open a new PowerPoint document
- Apply the design template named “Ocean” to your presentation.

### Specific Slide Directions:

#### Slide 1

- The **title** of slide one should be WELCOME TO THE WORLD OF (insert your name)
- The title should be **centered** and in all **capitals**.

#### Apply the following Custom Animation to the title:

- Add the *Effect* “**Entrance**” by “**Checkerboard**”
- The title should enter “**across**” the slide.
- In *Effect Options* “**animate**” the title “**By Word.**”
- Add the “**camera**” sound to the title.

#### Slide 2

- Apply the slide layout named “**Title, Text and Clip Art**”.
- The **title** of slide two should be: MY FRIENDS
- The title should be **centered** and in all **capitals**.
- The bulleted list should be the **names** of your friends.
- Add clipart, search for “**Friends.**” Use a picture that represents your friends.

#### Slide 3

- The **title** of slide three should be: MY FAVORITE THINGS
- The title should be **centered** and in all **capitals**.
- Choose a slide layout named “**Title and Table**”.
- Insert a table with **3** columns and **4** rows.
- The first row of the table should contain **headings** for the columns. Heading should be centered and in all capitals. The headings should be favorite things like FOOD, ACTIVITIES, COLORS, etc.
- Fill in the table** with items that fit under each heading.

#### Slide 4

- You will choose the **title** and a **slide layout** that best fits the content of this slide. Make sure your title describes your content..
- Title should be **centered** and in all **capitals**.
- Apply the following Custom Animation to the title:**
- Add the *Effect* “**Emphasis**” of “**Spin**”.
- In *Effect Options* **Animate** the text “**By Letter**”
- Add the “**Wind**” sound to the title.
- Tell interesting facts about yourself on this slide.
- Apply the *Slide Transition* “**Box Out**” at “**Medium**” speed and “**Apply to All**” slides.
- Proofread** your PowerPoint and check over the grading sheet.
- Save** your PowerPoint as [YOUR FIRST AND LAST NAME] POWERPOINT in your Computer Literacy Test folder located in your Home Directory. **Print - handouts - 6 slides per page.** **Staple** behind the grading sheet.