Grade 7 Power Point Presentation

2nd Grade

Directions: Create a presentation that will show a second grade student how to use Power Point for the following concepts:

**Show only one example for each item below**

How to:

* 1. New slides
	2. Layout
	3. Blank Layout
	4. Clipart
	5. Objects
		1. Moving
		2. Resizing
		3. Rotating
	6. How to get pictures from the Internet
	7. Text boxes
	8. Format Tab (appears only when you click an object)
		1. Show only one item from the format tab as an example
	9. Word art
	10. Transitions
	11. Backgrounds
		1. Regular Power Point provided
		2. Create your own with a picture
	12. Order Objects
		1. Bring forward
		2. Send Back
	13. Shapes
		1. Add and enter text
	14. Crop
	15. Print Screen

Remember:

1. **Few Words per slide**
2. **One thought per slide**
3. **Show, Don’t tell: Read Below**

In order to show parts of PowerPoint you must use the Print Screen Button located in the upper right corner of the keyboard.

For Example:

1. Whatever is on your screen, pressing print screen will take a snap shot of it.
2. You then go to a slide and paste. That image will then appear on the slide.
	1. Check this out.
	2. 

This was taken when I was on Explorer. I Pressed the Print Screen Key. I then pasted it into Word.

Same goes for PowerPoint.