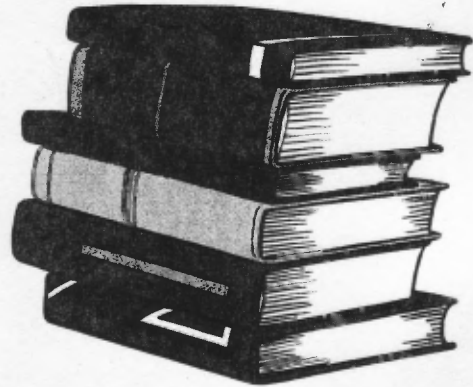


PowerPoint Projects

Objectives:

- Learning the basics of presentation software such as *PowerPoint*
- Making bulleted text
- Resizing clip art objects
- Learning techniques for attractive layout design



Program Needed:

Use a program which is geared toward presentation. *PowerPoint*, which is one component of the *Microsoft Office Suite*, is an excellent choice. Many educators do not realize how easy *PowerPoint* is to use because it is primarily popular in the business world. Another program which will work is *Persuasion*.

Instructions:

1. Students will research a topic and find several interesting facts about the subject area.
2. Students will then open *PowerPoint*. The computer will ask you if you want a wizard, template, blank page, or existing document. Choose template if you want a color design or blank pages if you want to make a project more like the panda bear project shown on the next page.
3. Next the computer will ask you what type of layout you want. For beginners, choose the layout which has a title, three points, and a clip art picture.
4. Have the students type their title in the title bar. One may change font size, style or color by highlighting the title and using the tool bar at the top.
5. Next have your students click on the first bullet and type their first fact (do not press return until you are finish with the first fact).
6. After the first fact, press return to get another bullet. Have the students type the rest of their facts. Highlight facts and adjust their size as need be.
7. Add clip art from *PowerPoint* or a CD-ROM. Print.

Extension Ideas:

Beginning and intermediate computer students enjoy making *PowerPoint* projects because of the professional results. Projects can relate to the curriculum and/or holidays. Parents and grandparents love to hear why they are appreciated, and this is a nice way to display it.



Panda Bear Facts



- Panda bears usually weigh between 165–350 pounds.
- Their teeth are made to chew bamboo, their favorite food.
- A panda bear has poor vision.
- A panda bear's sense of smell is very good.
- Male pandas are slightly larger than the females.
- Brown and white pandas exist but are extremely rare.