



## CREATING YOUR POWERPOINT SLIDES

- Open **Powerpoint**.
  
- Choose **create a new blank presentation** and click OK.
  
- Choose **autolayout**.
  
- You need text and a picture, so choose a layout with both elements. Don't worry about finding the perfect one. You can always adjust the layout later.
  
- When your layout appears, click on the **title** box, and type in your title.
  
- Next, click on the **text box**, and type your Artifact Text Panel here. Make sure to include all the required information!
  
- You can change the font and size of the type. Go to **Format** on your menu bar, then **Font**, to change the type size, style, font, and color of the type. You can also change the size of your textbox by clicking in one of the corners and dragging the cursor.
  
- Next, you need to add a picture of your artifact. Go to **Insert** on your menu bar, choose picture, from file, and find the picture you have saved in your Progress folder. Select it, then follow the on-screen directions.
  
- **Save** your presentation often. The first time you save, save it to your Progress folder, and name it your name. For example, Brittany.doc.
  
- When your slide is done, save one last time, then go to File and choose Save As. Save your slide as the same name, but save it to a special folder created for your group in the **common folder**.

## Creating your Team's Exhibit

Your group members must all gather at one computer to put your slides together into one exhibit. Choose one person to operate the mouse, but rotate control often so everyone gets a turn!

- Open **Powerpoint**.
- Choose create a blank presentation, then autolayout. Click OK to choose the very first box.
- This is the **Exhibit Panel** for your presentation. Your Exhibit Panel must include:
  - An appropriate title that summarizes your group's thesis about how these changes affected the ordinary American.
  - A sentence describing the collection of artifacts.
  - Names of team members.
- Optional:**
  - Illustration
- **Save your group presentation.** Go to File, then Save As, then Gunston Users, Common Folder, Explorers, and your class period. Save your presentation as the name of your category (ex: transportation.)
- **Bring the slides** you have each created individually **into your group presentation.** To do this, go to **View** on the menu bar, and choose **Slide Sorter**. This will let you see all your slides at once. Then, go to **Insert** on the menu bar, and choose **insert slides from file**. Find the slides of one of your group members in your group's folder in the Common Folder, click on them (you will see the first one in the preview box on the left) and hit Insert. Then **SAVE!!!!** Repeat this process until everyone's slides are in your presentation.
- You can rearrange the order of the slides by clicking and dragging them to where you want them.

- Go to **View** on the menu bar and choose **View Slide** to get back to your Exhibit Panel.
- Here, you will choose a **background and a font color** for your whole presentation. You want these to be the same on each slide so your presentation will flow and seem unified. To do this, go to the menu bar and choose **Format, Slide Color Scheme, and Custom**. Choose your colors for your background and text here. When you are done, **APPLY TO ALL**.
- Go through your show slide by slide, changing what you want to change as a group.
- To see your slide show, go to the menu bar, **View**, and **slide show**. You can move to the next slide simply by clicking the mouse anywhere on the screen.
- When you want to **exit** your show, move your mouse to the bottom left hand corner and click on the arrow that appears, and choose end show. This will take you back to the individual slides.
- **SAVE!!!!**