# **INSTRUCTIONS - POWERPOINT – PROJECT 2**

1. Open Your file entitled PowerPoint Project 1 – your first and last name OR if You didn’t do Project 1, Open Mine up and start from there.
2. Click on the last slide (Slide 5) and Select the favorite one of your 5 shapes and click the Drawing Tools – Format Tab – Shape Fill – Orange
3. Click on the same favorite shape and click the Drawing Tools – Format Tab – Shape Outline – Sketched - Freehand
4. Click on the same favorite shape and click the Drawing Tools – Format Tab – Shape Outline – Weight – 4 ½ points
5. Insert a new slide 6 – Title Only Slide and Type in the Title: My Favorite Animal.
6. Click Insert Tab – Pictures – Stock Images and search “Animals” and insert your favorite animal. Increase or decrease the size of the picture to half of the slide.
7. Insert a new slide 7 – Title Only Slide – Drag Title placeholder to the top of the slide and type: MY FAMILY
8. Make this MY FAMILY title centered, 48 size type and Comic Sans MS Font and Purple Font Color
9. On this slide, Insert – SmartArt – Segmented Process below the Title Placeholder
10. Then fill out the Segmented Process SmartArt with 3 levels – Parents, Siblings, Pets. Then include their names underneath this.
11. Add a Wipe Entrance Animation to Your favorite Animal on Slide 6
12. Add a Spin Emphasis Animation to Your Title in Slide 6
13. On this Spin Emphasis Animation add – Options – Effect Options – Two Spin
14. On the My Family Title on slide 7, add a “Rise Up” Entrance Animation to this Title
15. On the SmartArt Chart on slide 7, add a “Grow & Turn” Entrance Animation to this SmartArt Chart
16. Insert a New Slide 8 – Content With Caption
17. In the right top Placeholder type FAMILY FAVORITES and in the right bottom Placeholder type: This is a chart of all of the Favorites of my family.
18. In the Left PlaceHolder INSERT a TABLE with 5 columns and however many rows as there are people in your home including you and add a row for a title. (If there are 6 people in your home you need 7 rows)
19. In the Top Row for titles for the 5 columns type: Name; Color; Song; Movie; Sport
20. Fill in this Table for each of the people in your home. Stretch your table out to the width of the slide and position it so it doesn’t hide the Titles