1. Open PowerPoint.
2. Choose blank presentation or go to Installed Themes.
3. Click on the theme you want. Click OK. (You can change the layout or design later if you need to.)
4. Type in the title.
5. From the Home ribbon and click on “new slide”.
6. Click on the layout you want for the new slide.
7. Title the slide “All About Me”
8. Type a bulleted list of things about you—use single words or short phrases only
9. From the Insert ribbon click on the clipart icon. Search for something that illustrates some part of your personality, hobby or interests.
10. From the Insert ribbon select “Sound” and choose a sound from file (pick one you saved from Discovery Streaming)
11. Click on a sound that you like. Try out your sound.
12. Go to the Animation ribbon.
13. Select your text.
14. Choose an animation for your text.
15. Click on your clipart and then go to the Animation ribbon and select custom animation. Choose an animation for your clip art.
16. Try out your animation.
17. Use “transition” to make the changes from slide to slide more interesting. Go to the Animation ribbon and select Slide transition. Look through the list of possible transition effects and choose one to try or choose random and let the computer choose it for you.
18. From Home select new slide
19. Click blank layout.
20. From Insert select Shapes. Choose a shape. You can use an arrow to indicate something special to look at or maybe insert a speech bubble.
21. From Insert select “Word Art”. It looks like the capital A tilted. Choose the Word Art style that you like. Type text and click OK.
22. From Home select new slide
23. From Insert select “Movie”
24. Add the movie you found on Discovery Streaming
25. Go to View and select Slide sorter. This will allow you to change the order of your slides.
26. Go to view and click on slideshow.