

FAVORITES

1. Open PowerPoint
2. Save this blank presentation in the same manner as all our other assignments:
Example: 1OWF-favorites-last name
3. Use the **Slides view** to type in the following information (this is the fastest method).
- 4 Your first slide should basically match the sample below.

(NOTICE THE COLUMNS!!!) I will show you this in class- It's on the Home Ribbon, under paragraph.



5. We will be using a menu style for this POWERPOINT – You need to have HYPERLINKS on every item that links to a slide:
6. Add a **design** to all your slides.
7. On **EACH** slide, add a **picture** / **clip art** to represent the subject of that slide.
8. Add a **transition** to each slide.
9. **EACH SLIDE MUST HAVE A HYPERLINK BACK TO THE MENU SLIDE!!**



10. Go to Slide Sorter view – Select All Slides (Ctrl-A)
11. Go to TRANSITIONS and uncheck the box for Advance Slide on Mouse Click
12. ReSave your work and EMAIL IT TO MR. HENN (hennl@siouxcityschools.org)

Advance Slide
 On Mouse Click

Learning Target: Students will be able to hyperlink within a PowerPoint.
Students will be able to Create a Menu with PowerPoint.