

Creating a Power Point Presentation

Go to desktop and pull each page from your folder to the desktop.

You will create 7 pages. In Power Point these pages are called "slides."

Slide 1: (Creating a Title Page)

Open Power Point by clicking on the golden "P" on the dock.

Choose "Power Point Presentation".

The screen will give you a certain "Slide Layout". For this first slide, you will use the layout that is in front of you.

Click on the top box. Type your quarterback's name. Hit return and type your quarterback's team name. Highlight this text.

Using Color

TIP: Note that some color doesn't show up well. (Yellow is a great example).

On top menu, find "A". Click on this. (It will bring up tools to use) Click on "Color". Click on "More Font Colors." Use side bar to find one of the colors of your quarterback's team. Choose it. Hit OK.

Click in the second box. Type your names (each partner gets his own line!) Go back to the color wheel and pick a cool color.

Choosing Fonts

TIP: Choose a font that is easy to read and appropriate!!

Click in the first box. Highlight text in first box. Choose an appropriate font that is readable.

Click in the second box. Highlight text in second box Choose an appropriate font that is readable.

TIP: Look at your Rubric. Did you complete all the items listed?

Slides 2 – 5. (Stats Pages)

On the second menu bar, click on "New Slide."

Again, on the second menu bar, find slide layout. Click on "Blank."

Minimize the Power Point.

Go to **Stats page**. Get Passes Attempted and Completed Sheet. Click on the Graph. (You should see dots all around the graph) Under Edit, Copy.

Minimize. Get Power Point. Under Edit, Paste. To create a heading, click at the top of this page. Type the heading "Yards Attempted and Completed." Highlight this text. Choose Font and Color.

Repeat this for all of the stats pages you saved to the desktop.

TIP: Look at your Rubric. Did you complete all the items listed?

Slide 6. (Charity Page)

On second menu bar, "New Slide." This will automatically give you a blank page. Choose slide layout and pick "Title Slide."

With the little hand, move the top text box up and create title. Highlight text and choose font and color.

Minimize. Go to desktop and find **Charity Work Page** with your paragraph. Make sure your citation is listed. If not, type it in. Under Edit, choose "Select All." Under Edit, Choose "Edit", choose "Paste." Highlight text and choose font and color.

TIP: Look at your Rubric. Did you complete all the items listed?

Slide 7. (Picture)

On the second menu bar, click on "New Slide."

Again, on the second menu bar, find slide layout. Click on "Blank."

Click on Insert. Choose Picture. From File. On the list **double click on your saved picture** and it will drop onto the slide! Double click on space below picture and write a snappy caption. Give the name of your quarterback and tell what he is doing. THEN (very important) add the citation from your "Picture Your Guy" worksheet.

TIP: Look at your Rubric. Did you complete all the items listed?