

Intro to PowerPoint: Create a biography presentation

Goal:

Using materials provided, the student will create a fictional biography PowerPoint presentation

Resources:

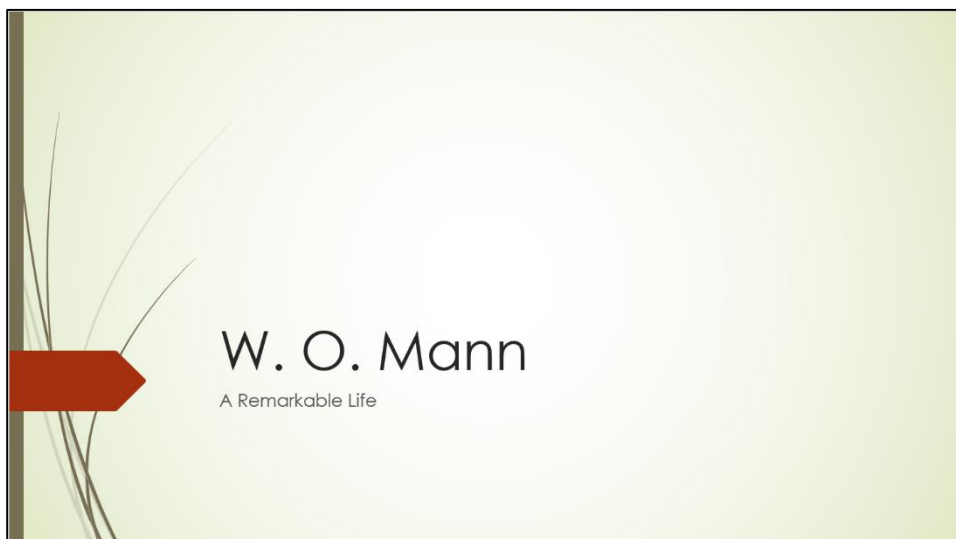
Class materials may be found at www.glensidepld.org/adults/computer

Download the sample images to your desktop

Step by step:

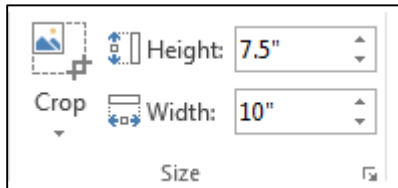
1. Open PowerPoint, choose **Blank Presentation**
 - a. A plain **Title Slide** is open in the workspace
2. Choose the theme **Wisp** for your presentation
 - a. Select the **DESIGN** tab, choose **Wisp** from the **Themes** gallery
3. **Click to add title** "W. O. Mann"
4. **Click to add subtitle** "A Remarkable Life"

Your slide should look like

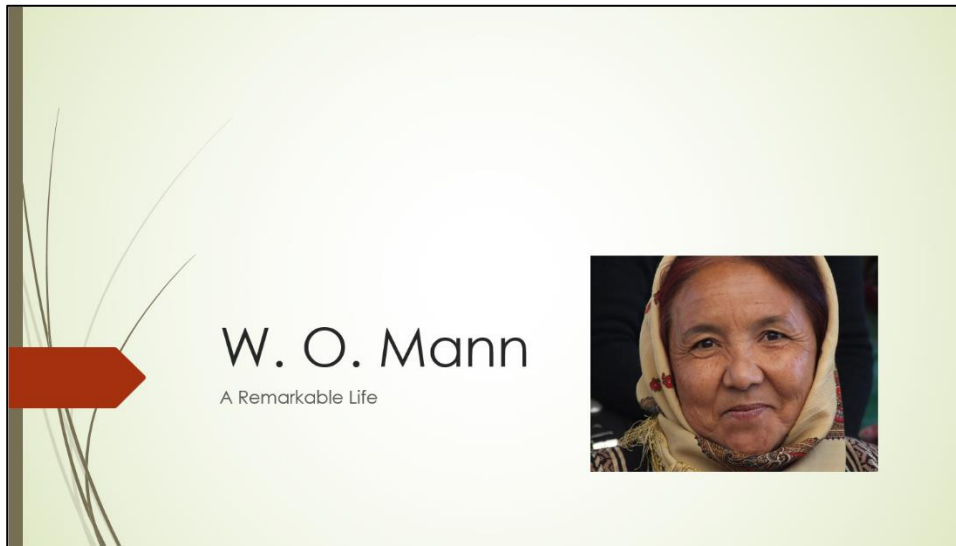
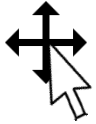


Glenside Public Library District Instructional Material

5. Insert the photo “Title_woman” into your title slide
 - a. From the **INSERT** tab, select **Pictures**
 - b. Click on **Desktop**, choose the file named “Title_woman.jpg”
 - c. Click **Insert**.
6. The photo will be very large. To make it smaller:
 - a. On the **PICTURE TOOLS/FORMAT** tab find the **Size** area to the right of the toolbar



- b. Replace the **Height** value (7.5”) with 3” and hit Enter. The picture will become much smaller.
- c. Move your cursor over the smaller photo until it turns into the Move cursor
- d. Click and drag the photo to the right of the slide title



7. Insert a new slide
 - a. From the **HOME** tab, select **New Slide/Title Only**
 - b. **Click to add title** “Early Life”
 - c. **INSERT** a **Text box** beneath the title, add text
 - i. “Mann was born in this hut”
 - ii. “As a child she tended her family’s goat”
 - d. **INSERT/Pictures** “EarlyLife_hut.jpg” “EarlyLife_goat.jpg”
 - e. Resize the photos using either the size box or dragging the corner handles until your slide looks something like

Early Life


Mann was born in this hut
As a child she tended her family's goat



8. **INSERT** another **Title Only** slide
9. Title this slide "Accomplishments"
10. **INSERT** a text box under the title, add text
 - a. "Mann founded the first school in her village"
11. **INSERT/Pictures** "Accomplishments_school.jpg" and resize until your slide looks like

Accomplishments

Mann founded the first school in her village



Glenside Public Library District Instructional Material

12. **INSERT** another **Title Only** slide
13. Title this slide “Facts About Her Life”
14. **INSERT** two Text Boxes, side by side under the title
 - a. “In 1972, she received the UNICEF lifetime achievement medal”
 - b. “The yurt where Mann lived can be seen in the museum devoted to her life”
15. **INSERT/Pictures** “Facts_unicef.jpg” “Facts_yurt.jpg” and align under the text boxes, your slide should look something like



16. Add Slide Transitions to your presentation
 - a. From the thumbnails on the left, select slide #2, titled “Early Life”
 - b. Click the **TRANSITIONS** tab, select **Drape** from the Transitions gallery
 - c. Repeat for slides #3 and #4
17. Add Animations to objects on a slide
 - a. Select slide #4
 - b. Hold down the shift key and click on the text box “In 1972...” and the UNICEF picture to select both
 - c. Go to **PICTURE TOOLS/FORMAT**, from the **Arrange** area select **Group** to make the text and the picture one object
 - d. Repeat for the yurt text box and photo
 - e. Select the **ANIMATIONS** tab
 - f. Select the UNICEF group and choose **Appear** from the Animation gallery
 - g. Repeat for the yurt group

Glenside Public Library District Instructional Material

Note that your slide now has a small box with number 1 next to the UNICEF group and number 2 next to the yurt group. This is the order in which the Animations will appear on the slide.



18. Go to the **SLIDE SHOW** tab, select **Start Slide Show/From Beginning**

19. Click through your slide show

a. Notice the **Drape** transition as the slides change

b. On slide #4, after the slide appears, click once to make the UNICEF group appear and again to make the yurt group appear

20. **FILE/Save** your presentation and you are finished



Congratulations!

You've just made your first PowerPoint presentation.

