Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions for Powerpoint Presentation

“A Show About Me”

* Open Powerpoint
* Click on a background.
* Click on Create.

SLIDE 1

* Powerpoint automatically opens the title slide layout.
* Click in the title box.
* Type A Show About Me in the title box.
* Click in the subtitle box.
* Type your name.

SLIDE 2

* Click on home in the top toolbar.
* Click on new slide.
* Click on layout (next to new slide).
* Click title and content layout.
* Click in the title box.
* Type Me in the title box.
* Click in the content box.
* Click on the bulleted list tool (under slide show).
* Type I am \_\_\_\_\_\_\_\_\_\_\_\_ years old.
* Click on the bulleted list tool again.
* Type a description of your appearance.

SLIDE 3

* Click on home in the top toolbar.
* Click on new slide.
* Click on layout (next to new slide).
* Click title and content layout.
* Click in the title box.
* Type My Family in the title box.
* Click in the content box.
* Click on the bulleted list tool (under slide show).
* Type an explanation of who you live with.
* Click on the bulleted list tool again.
* Type an explanation of how many brothers and sisters you have.

SLIDE 4

* Click on home in the top toolbar.
* Click on new slide.
* Click on layout (next to new slide).
* Click title and content layout.
* Click in the title box.
* Type My Friends in the title box.
* Click in the content box.
* Click on the bulleted list tool (under slide show).
* Type an explanation of who your friends are.
* Click on the bulleted list tool again.
* Type an explanation of what you and your friends like to do.

SLIDE 5

* Click on home in the top toolbar.
* Click on new slide.
* Click on layout (next to new slide).
* Click title and content layout.
* Click in the title box.
* Type My Hobbies and Interests in the title box.
* Click in the content box.
* Click on the bulleted list tool (under slide show).
* Type an explanation of favorite hobbies and interests.
* Click on the bulleted list tool again.

SLIDE 6

* Click on home in the top toolbar.
* Click on new slide.
* Click on layout (next to new slide).
* Click title and content layout.
* Click in the title box.
* Type My Favorite Hobby
* Click in the content box.
* Click on the online pictures tool.
* Bing’s image search opens.
* Type the name of your favorite hobby in the search window.
* Click on the picture that opens.
* Click on insert.
* Make the picture larger by dragging out a corner.

Save your powerpoint to your thumbdrive, L drive or Office 365.

Adapted from:

Alverson, Kathy. “Directions for PowerPoint presentationi.” ALEX: Alabama Learning Exchange. 17 May 2017, www.alex.stte.al.us/lesson\_view.php?id=16156