


## 2 Slide Task - Instructions

- 1 **Switch on** computer and **log on**
- 2 **Start up** Powerpoint software package
- 3 Select a **NEW** presentation design
- 4 Select **Blank** presentation – **Slide Layout** pane appears
- 5 Select from **Other Layouts** in the Top Left corner → 
- 6 Type your name into the **title box**
- 7 Click on the **text box** and type a short description of yourself
- 8 Insert a picture from **Clip Art** which you feel helps to describe your personality
- 9 Insert a **new page** and describe a hobby or interest which you have (add a picture from the clipart section ).
- 10 **Save** your presentation
- 11 **Run** the slideshow presentation
- 12 **Exit** the program and shut down the computer correctly

### **Different Views**

Normal – used for entering and editing information

Slide Sorter - used to sort the order of slides or merge presentations

Slide Show – see or show your presentation

Notes Page – used if you want to include a description of the slide

### **Top Tips for Using Powerpoint:**

It can be used by learners to present their findings – individual or group (collaboration) – and can be presented to the rest of the class. Assumption : Powerpoint skills/use covered. (5-14)

Dynamic worksheets - Learners access lesson content through Powerpoint – directed by hyperlinks or instructions on worksheet – activity/questions included.

To broadcast and disseminate information – eg. findings from research; investigation; report on project; new procedures; etc.

To develop interactivity / increase motivation – promote discussion through presentation of topic; drag and drop activities; enrichment through multimedia approach; etc.