

PowerPoint Pizza Exercise

Follow the directions below to create a presentation. Read through each individual direction before performing it like you are following recipe instructions.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the Undo command on the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A ToolTip appears describing the command's function. Also, if you are in doubt, at the end of this exercise are examples of how the finished product should look.

In the instructions, the following terms will be used:

Click – a single left mouse click. (A right mouse click will be noted as such.)

Command – a button displayed on a tab on the Ribbon.

Key - on the keyboard.

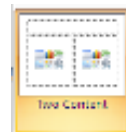
Part One: Creating a Title Slide

1. Double click on the *PowerPoint* icon on the desktop to open the program.
2. PowerPoint will open with a single blank slide with the *Title Slide* selected.
3. Click once in the text box that says *Click to add title*; a cursor will appear and you will be able to type.
4. Type **Making a Pizza**
5. Click once on the text box that says *Click to add subtitle*; a cursor will appear and you will be able to type.
6. Type **By Your Name**
7. To save the file click on the *Office Button* at the top left of the screen.
8. Click on *Save As*. This will open the *Save As* dialog box.
9. In the upper left corner in the *Save in:* text entry box, select the location where you wish to save your file.
10. At the bottom of this window, type **Pizza Exercise** in the *File name:* text entry box.
11. Click on the *Save* button in to bottom right corner of the *Save As* dialog box.





Part Two: Creating Slides Using Layouts

1. Click on the picture of the *New Slide* command in the *Slides* group on the *Home* tab on the *Ribbon*. This will insert a new slide. It will automatically give you the *Title and Content* layout.
2. Click on the *Layout* command in the *Slides* group of the *Home* tab and click on the *Two Content* layout.
3. Click once in the text box that says *Click to add title*, a cursor will appear and you will be able to type.
4. Type **Step One: The Crust**
5. In the first content area, click on the icon for *Clip Art*.



6. This will bring up the *Clip Art* task pane on the right side of the screen. Click once in the *Search for:* box.
7. Type in **pizza** and press the *Enter* key on the keyboard or click on the *Go* button to the right of the search box to search for pictures of pizza.
8. This will bring up a variety of pizza pictures. To insert the picture of your choice, click on it once toward the left side of the picture.
9. Click on the *X* button on the *Clip Art* task pane title bar to close the task pane.
10. Now, click once in second content area where it says *Click to add text*.
11. Type **Go to the supermarket**
12. Press the *Enter* key on the keyboard.
13. (A new bullet should automatically appear.) Type **Buy a Boboli crust**
14. Press the *Enter* key.
15. (A new bullet should automatically appear.) Type **Tell everyone you made it yourself**
16. Press the *Enter* key.
17. (A new bullet should automatically appear.) Type **It's a secret family recipe**

Part Three: Creating Slides from Scratch

1. Now, click the picture of the *New Slide* command in the *Slides* group on the *Home* tab of the *Ribbon*.
2. It will automatically duplicate the layout of your last slide. Click on the *Layout* command in the *Slides* group. Find the one that says *Title Only* and click on it. 
3. In the left side of the window, click on the *Outline* tab and then click to the right of the icon representing *Slide 3*. You will now see the cursor.
4. Type **Step Two: The Toppings** (Notice that this automatically arranges and sizes the title on the slide.)
5. Click on the *Insert* tab in the *Ribbon* and click on the *Text Box* command in the *Text* group.
6. Your mouse pointer should change to an upside down cross. Click and drag diagonally down and to the right on the slide to create the text box. Try to put the text box on the left side of the slide.
7. When you release the left mouse button, a cursor will appear in the created text box.
8. Change the font size to *28* using the *Font Size* drop down menu in the *Font* group on the *Home* tab. 
9. Click on the *Bullets* command in the *Paragraph* group.
10. A gray bullet should appear in the text box, the cursor will appear after it, and you will be able to type in the box.
11. Type **While at the supermarket...**
12. Press the *Enter* key on the keyboard.
13. (A new bullet should automatically appear.) Type **Buy your favorite pizza sauce, cheese, and toppings**
14. Press the *Enter* key.
15. (A new bullet should automatically appear.) Type **Layer on top of crust**

16. Press the *Enter* key.
17. (A new bullet should automatically appear.) Type **Put in oven and bake at 350 until the cheese is melted**
18. You may need to change the size or shape of the text box. Do this by positioning your mouse over the handles — the little white squares or circles — and waiting for the mouse pointer to change to a double-headed black arrow. Then click and drag until the appropriate size has been reached.
19. Click on the *Insert* tab in the *Ribbon*.
20. Click on the *Clip Art* command in the *Illustrations* group. This will open the *Clip Art* task pane again.
21. Click once in the *Search for:* box. Type the word **pizza** and press the *Enter* key on the keyboard (or click on the *Go* button to the right of the search box).
22. This will bring up the same variety of pizza pictures. Choose one by clicking on it once. The picture will be inserted on your slide.
23. Click on the *X* button on the *Clip Art* task pane title bar to close the task pane.
24. Move the picture by placing your mouse pointer on it, waiting for the four-headed black arrow pointer, and then clicking and dragging the image to a new location.
25. Now, re-size the picture by positioning your mouse over the white shape handles and waiting for the mouse pointer to change to a double-headed black arrow. Then click and drag until the appropriate size has been reached.

Part Four: Creating a Slide in Outline View

1. Position your mouse pointer at the end of the title for *Slide 3* in the *Outline View* and click. You should see the cursor blinking. (If the *Outline View* is not visible, click on the *Outline* tab in the upper left corner of the workspace.)
2. Press *Enter* on the keyboard one time. This creates a new slide.
3. Type **Step Three: Serve** and press *Enter* on the keyboard.
4. Now, immediately press the *Tab* key on the keyboard. This will create bullets for *Slide 4* instead of creating a new *Slide 5*.
5. Now, type **Slice Pizza**
6. Press the *Enter* key.
7. (A new bullet should automatically appear.) Type **Throw flour on clothes and face**
8. Press the *Enter* key.
9. (A new bullet should automatically appear.) Type **Tousle hair**
10. Press the *Enter* key.
11. (A new bullet should automatically appear.) Type **Serve Pizza**
12. Press the *Enter* key.
13. (A new bullet should automatically appear.) Type **Enjoy all the compliments!**

Additional Notes about Creating Slides in Outline View:


- *Outline View* provides a way to quickly insert new slides with the layout style of *Title and Content*.
- *Enter* starts a line with the same format/outline level as the preceding line.

- If the new line, begun by pressing the *Enter* key, is a title for a new slide and you want it to be bullets on the preceding slide, then immediately press the *Tab* key on the keyboard. This moves the line to the right. Use the *Tab* key to demote/move line to the right.
- If the new line is a bullet and you want it instead to be the title of a new slide, then hold down one of the *Shift* keys on the keyboard and simultaneously press the *Tab* key. This moves the line to the left. Use the *Shift + Tab* keys to promote/move line to the left.
- Remember, using the *Shift + Tab* keys and the *Tab* key work before or after a line of text has been typed.

Part Five: Adding a Slide Design Theme

1. While still on the last slide, click on the *Design* tab in the *Ribbon*.
2. Click on the *More* command at the bottom right hand side of the *Themes* in the *Theme* group. This will give you the opportunity to apply a pre-designed background to your slides.



3. Scroll through the choices. Hovering your mouse pointer will allow you to see a preview of the design on your slide. When you find one you like, position your mouse pointer over the design and click once. Right clicking on the design will allow you to see options for applying the slide design to your presentation.
4. Click on the *Slide Sorter View* button in the lower right corner. 
5. Look over your slides and make sure you are happy with them. Remember that you cannot make changes to individual slides in this work view. Double click on a slide to return to *Normal View* to make changes to that slide.

Part Six: Changing the Slide Color Scheme

If you like the basic slide design chosen in Part Five, but not the colors, then try this:

1. Click on the *Design* tab in the *Ribbon*. In the *Themes* group, click on the *Colors* command.
2. A menu of built-in color schemes appears, all of which can be applied to your presentation. Hovering your mouse pointer over a color scheme allows you to see a preview of it on your slide.
3. When you find one you like, clicking on it once will apply it to your presentation.
4. Right clicking on the color scheme will allow you to see other options for applying the color scheme to your presentation.

Part Seven: Viewing the Show

1. Now, view your show by *clicking* on the first slide and then clicking on the *Slide Show* tab in the *Ribbon*.
2. Click on *From Beginning* in the *Start Slide Show* group.

3. Sit back and enjoy the show. Remember to click once with the left mouse button to move to the next slide. Click once with the right mouse button to bring up the menu to select the previous slide, if needed.
4. Remember that every presentation will automatically end with the blank, black slide.
5. Your slides should look something like the pictures attached on the next page.

Additional Notes about Running a Slide Show:

- You can also click on the *View* tab and click on *Slide Show* or use the *Slide Show* shortcut button in the bottom right corner to start the presentation.
- You can begin the presentation on any slide by using the *From Current Slide* command in the *Start Slide Show* group on the *Slide Show* tab of the *Ribbon*.
- To go back a slide, click on the right mouse button to open a menu of options and left click on *Previous*.
- On the keyboard, you can use the *Page Down* key to advance to the next slide in the show or press the *Page Up* key on the keyboard to return to the previous slide.
- To move to any slide in the show, click on the right mouse button, click on *Go to Slide*, click on the slide number and title.
- Pressing the *Esc* key on the keyboard will end the show on any slide.

Part Eight: Saving and Closing

1. Click on the *Office Button*.
2. Click on *Save*. Because you have already saved your file and given it a name, choosing *Office Button* → *Save* automatically replaces the older version of your file with all of your new changes and additions.
3. Now, click on the *X* button at the end of the *Title* bar to close PowerPoint and your file.


Slide 1

Making a Pizza

By Jane Doe

Slide 2

Step 1: The Crust

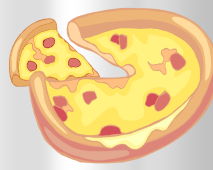


- Go to supermarket
- Buy a Boboli crust
- Tell everyone you made it yourself
- It's a secret family recipe

Slide 3

Step Two: The Toppings

- While at the Supermarket...
- Buy your favorite pizza sauce, cheese, and toppings.
- Layer on top of the crust.
- Put in Oven and bake at 350 until the cheese is melted.



Slide 4

Step Three: Serve

- Slice Pizza
- Throw flour on clothes and face
- Touse hair
- Serve Pizza
- Enjoy all the compliments