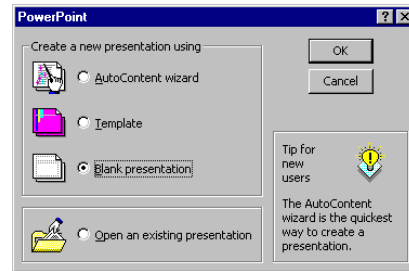
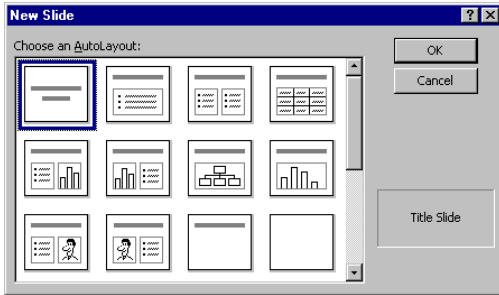




Once you have gathered your information on Lemmings, it's time to create your presentation. First, run the PowerPoint program. When you run it, you will be given a few choices of what to do (unless someone has turned off that option). Choose **Blank Presentation** and hit the **OK** button. This method is



the best way to learn PowerPoint, and although it may not be the easiest or quickest, it is the best method for designing a slide show from scratch.

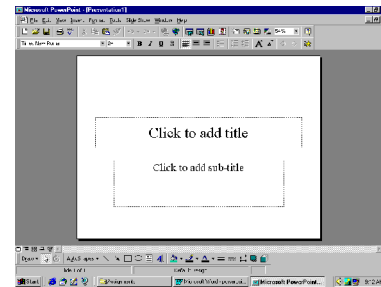


You will then be asked to insert your first slide. Your slide show will normally begin with a title slide (which is selected for you, as shown on

the left). Notice that for each type of slide you select, the box on the lower left tells you which type of slide you are importing. Also note that you can modify the slide anyway you want to, regardless of the type of slide you select.

Select the Title slide and click on **OK**.

A boring, blank slide will be displayed (as shown on right). Click in the **'Click to add Title'** and type the title of your presentation. You can format the title anyway you like, using any font you want. You can also replace the title with a WordArt title (the same feature that is in Word).

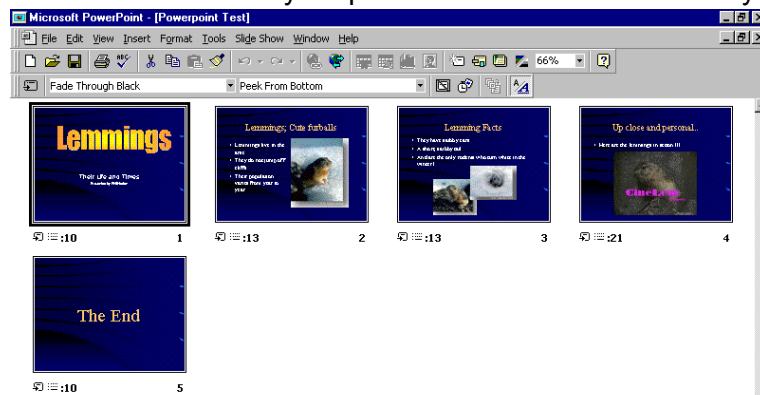


Next, click in the sub-title box, and type a sub-title, and who the presentation is by (you).

Now sit back and yawn at your artistic talents.

Let's snaz it up by adding a design theme. This design theme will be used on all your slides. Pull down the Format menu and choose **Apply design**. A number of choices are available to you. Choose the design of your choice. When you apply the design, it may change the color or formatting of your title. You can leave it as is, or change it to what you want. Once you have applied the design, save your presentation in your system folder as **Lastname Lemmings**.

Now it's time to add all the other slides for your presentation. You almost always want to work in **Slide Sorter** view (to get into Slide Sorter view, pull down the View menu and choose Slide Sorter). This view shows all the slides in your presentation at once, along with some other important information we will be using later on.





Let's insert our next slide. You can insert a new slide by pulling down the Insert menu and choosing new slide, or just hit **Ctrl-M**. The New Slide window will appear – choose **Text and Clipart**. Now double-click on the new slide to edit it. Click the box to add the title **Lemmings – Cute Furballs** or some other title that will introduce your presentation. Add some introductory comments about lemmings to your slide. On the right, you can try to find a clipart of a lemming, or you can insert a picture of a lemming (pull down the Insert menu and choose **Pictures**).

Format the slide the way you want it. Now add another slide (use whatever slide format you wish), and title it **Lemming Facts**. List some lemming facts and a picture.

Keep going until you have presented all the information you have gathered.

Save your project. If you want to view the project, pull down the **Slide Show** menu and choose **View show (or hit F5)**.

There is nothing to turn in today. In the next assignment, we will 'spiff it up'!