

# PowerPoint Challenge

This is PowerPoint.

In the next slides, you will face 5 challenges.

Complete as much as you can before time is up!

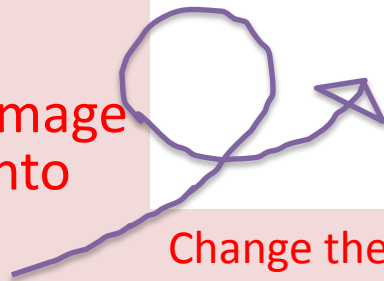
# Challenge 1: Write your name in your favorite color font.

- Step 1: Create a new Text Box by clicking the “Insert” menu tab at the top and then “Text Box”:
- When your cursor is placed over the slide, it will look like
- Click and drag when you see this cursor to create a Text Box. Once you do this, type your name into the box.
- Step 2: Now pick your favorite color in the font box, click back inside your new text box, and type your full name!



# Challenge 2: Insert a Picture

- Step 1: Click Insert (up above) and select the “Clip Art” button.
- Step 2: Type a word (like basketball, dinosaur, doll) into the upper white box. Click Go. (click yes if a popup happens)
- Step 3: Click on the image you like and drag it into the blank space



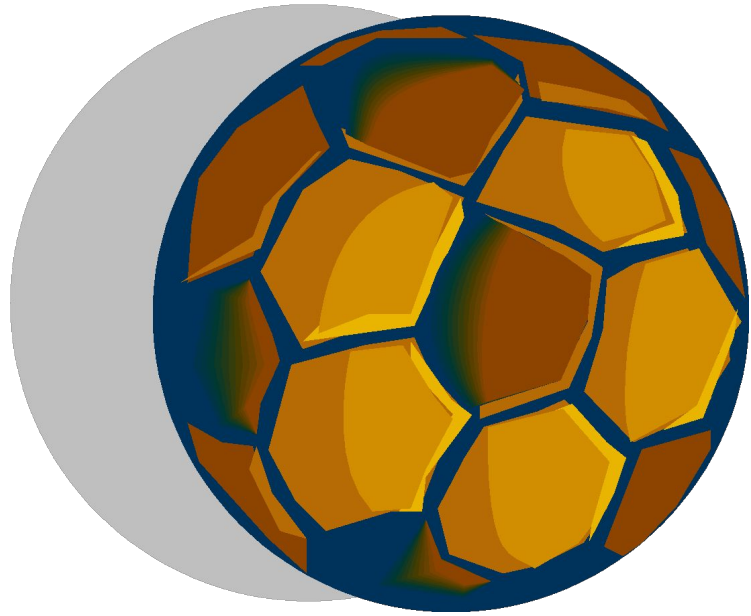
Change the size of the picture by using the corner dots to make it bigger or smaller.

# Challenge 3: Insert Word Art

- Step 1: Insert a new picture into the blank space (any Clip Art of your choosing).
- Step 2: “Insert” menu tab, Click on Picture and then click **WordArt** and pick a letter type.
- Step 3: Type in a title for your picture and move the words above or below the picture!

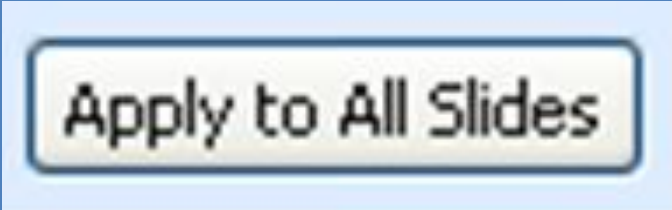
# Challenge 4: Animate!

- Step 1: Click on “Slide Show” Tab and then click on “Animation Schemes”
- Step 2: Click on the Soccer Ball
- Step 3: Pick an animation (look at the picture below)- try a few to see which you like best!



# Challenge 5- Slide Show Transitions

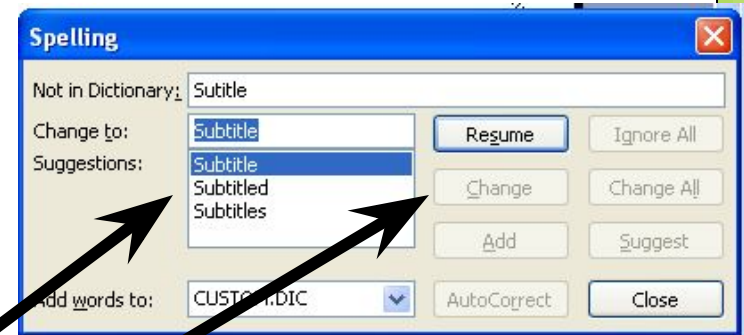
- Step 1: Click Slide Show in the menu tabs.
- Step 2: Click on Slide Transition
- Step 3: Pick a transition
- Step 4: Click on “Apply to All Slides”



Apply to All Slides

# Challenge 6-Spell Check

- **Step 1:** Locate the Spell Check button (Hint: Hover DO NOT CLICK the cursor over the buttons on the toolbar to see what they do)
- **Step 2:** Spell check will offer corrected spelling options for words in your Slide Show. Click on the correct word from the **Suggestions menu**.
- **Step 3:** Once you have highlighted the correct option, click on Change



- **Note:** Sometimes Spell Check will locate words it does not recognize/are not in its dictionary and try to correct them. If this happens, click the “Ignore” button on the Spell Check dialogue box.

# **Final Challenge: Slide-Show**

- **Step 1: Click “Slide Show” in the top toolbar.**
- **Step 2: Click this button  under the Slides sidebar.**  
(Click slowly to make it through every slide)





# Congratulations!

You've finished the PowerPoint Challenge!