

PowerPoint Challenge

This is PowerPoint.

In the next slides, you will face 5 challenges.

Complete as much as you can before time is up!

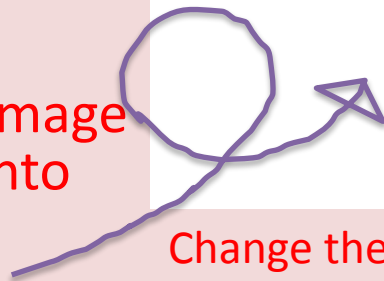
Challenge 1: Write your name in your favorite color font.

- 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



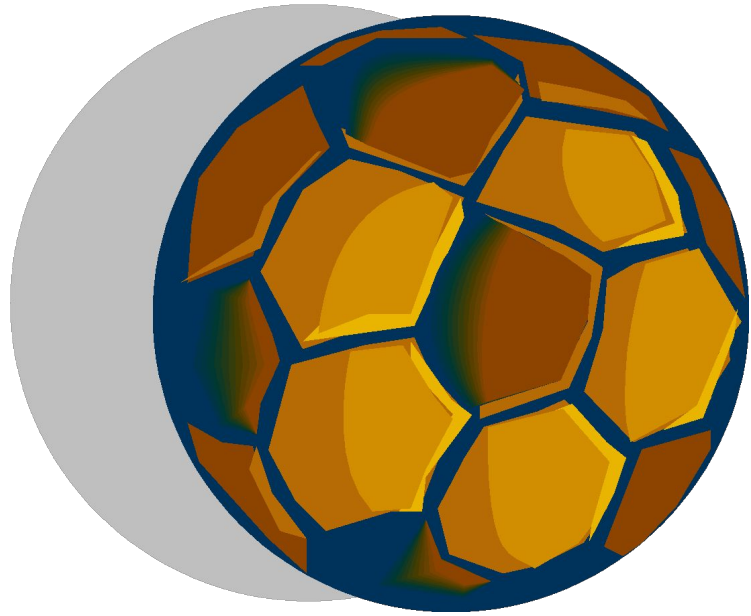
Change the size of the picture by using the corner dots to make it bigger or smaller.

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!

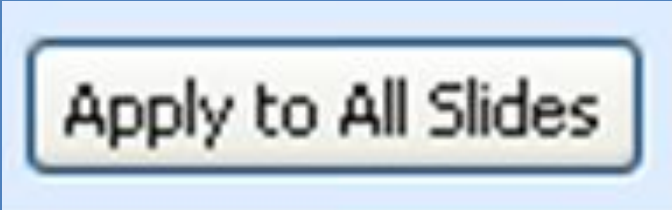
Challenge 4: Animate!

- 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

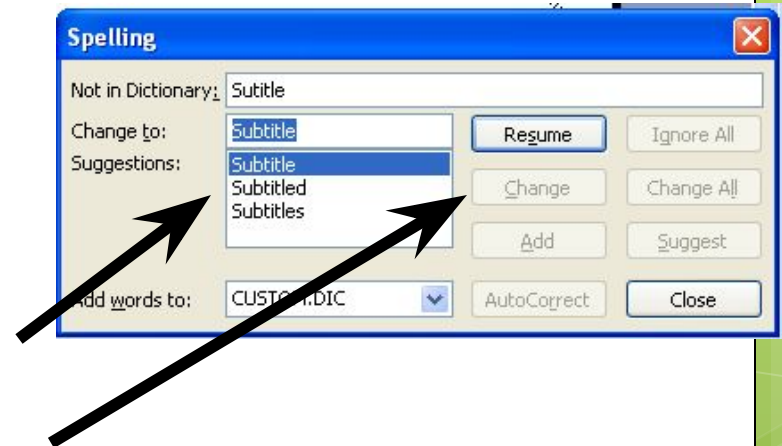
- Step 1: Click Slide Show in the menu tabs.
- Step 2: Click on Slide Transition
- Step 3: Pick a transition
- Step 4: Click on “Apply to All Slides”



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!