

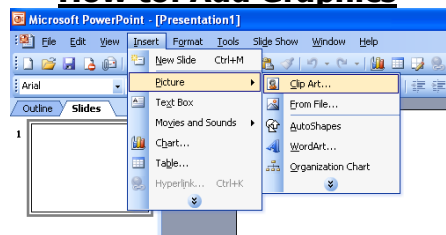
HOW TO GUIDE: POWERPOINT QUIZ

How to: Add Text



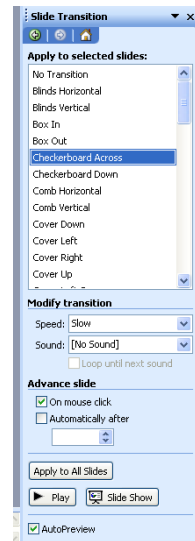
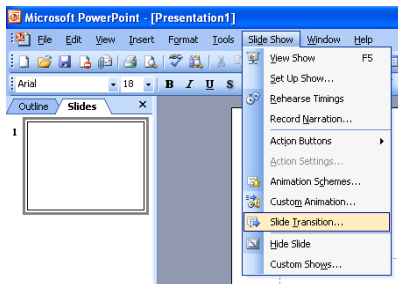
To add a text box or word art to your PowerPoint to click on the icons in the screenshot, then select a font and type in your text

How to: Add Graphics



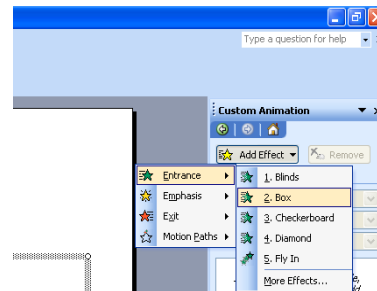
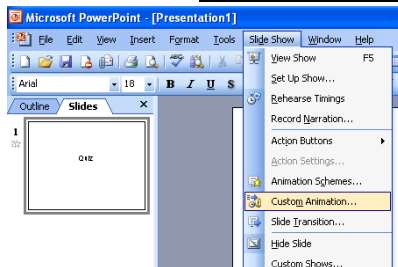
To add graphics to my PowerPoint I can chose from insert picture from file or insert picture from clip art – I then select the image I want or I can copy and paste images from other software packages.

How to: Add Transition



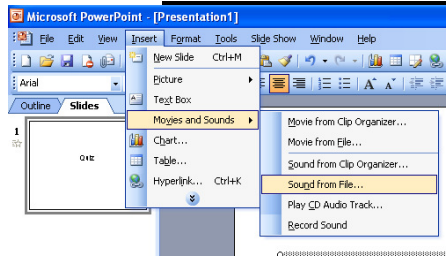
To add slide transition to my PowerPoint I selected – slide show, slide transition and then chose a transition type and changed the settings of the speed and sound.

How to: Add Animation

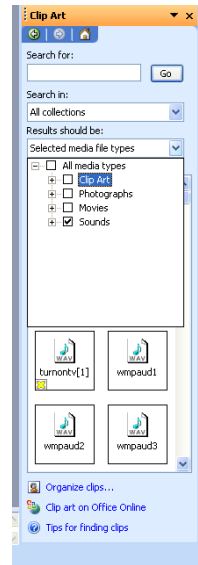


To add animation to the text and images, I selected slide show, custom animation, then I selected an effect.

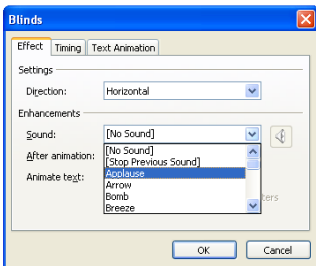
How to: Add Sound



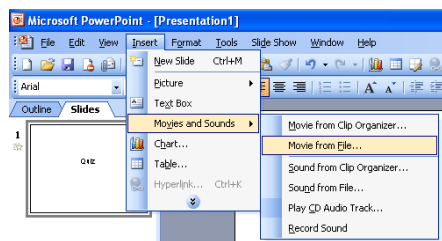
To add sound to my quiz, I first had to find a sound from the internet and save the sound, then I select – insert, movies and sound, sound from file and selected the sound I wanted



Or I could have selected a sound from clip-art or from custom animation

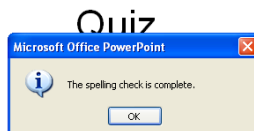
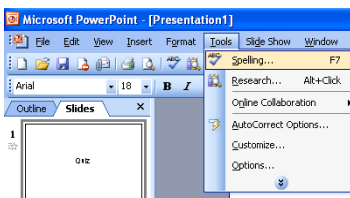


How To: Add Movie



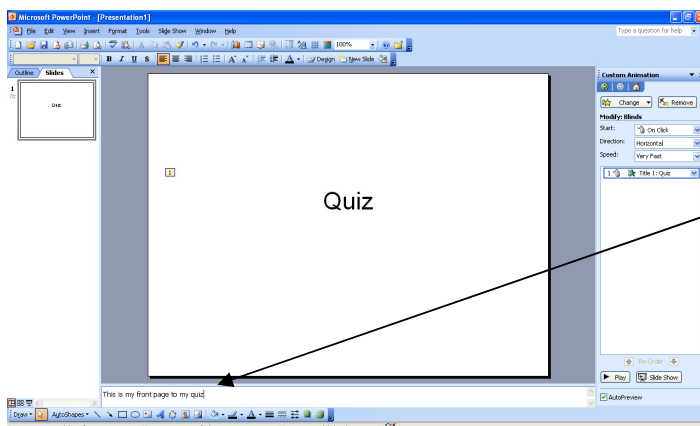
To insert a movie I selected, insert movies and sounds, from file or from clipart, if I selected from file, I had to save them first from the internet or shared area.

How To: Add a Spell Check



To complete a spell check, select Tools, Spelling

How To: Add Speaker Notes



Speaker notes are to help people you are presenting the PowerPoint about the presenting of the PowerPoint quiz