

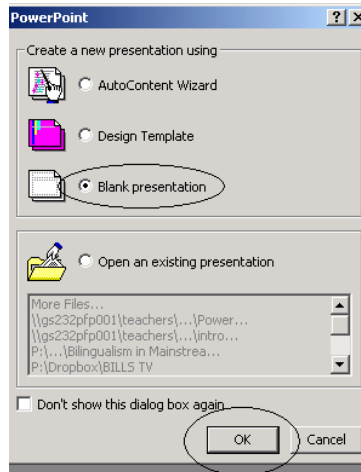
Creating a Glasgow “ fsm outdoor advertising ” Tigers Speedway PowerPoint Presentation

Step 1 – Opening a new power point

1. Double click on the **Microsoft PowerPoint Icon**

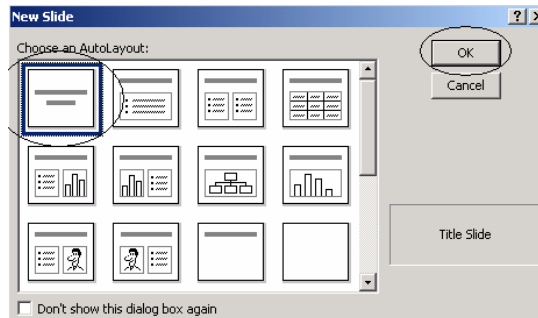


2. When the window below appears select **blank presentation** then click on **Ok**



Step 2 – Creating a Title Slide

1. You can now select the slide layout you want. We are going to choose the 1st one, the title slide.
Click on the **first one**, making sure a blue box appears around it then select **Ok**



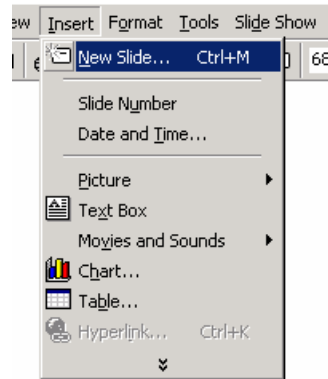
2. Now **click** in the top box and type in the title, i.e. **Speedway, Shane Parker etc**
3. Now **click** in the bottom box and type in **your name**



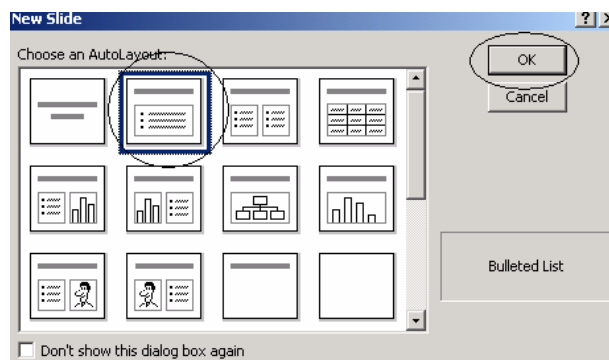
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Step 3 – Creating the Remaining Slides

1. To get your next slide go to the **Insert** menu and select **New Slide**



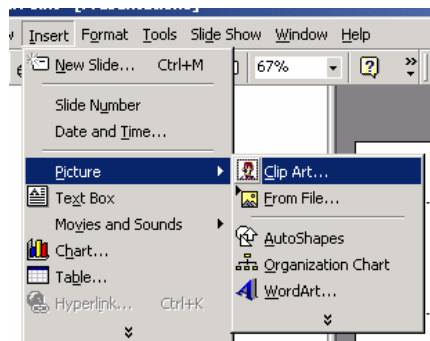
2. The slide layout box will appear and you can select the second one, the Bulleted list now click on Ok



3. You can add text to this slide by clicking on the box
4. Any other slides can be added in the same way

Step 4 – Adding a Picture from Clip Art

1. Select the slide you want the picture to appear in
2. Go to the **Insert** menu and down to **Picture** then **Clip Art**



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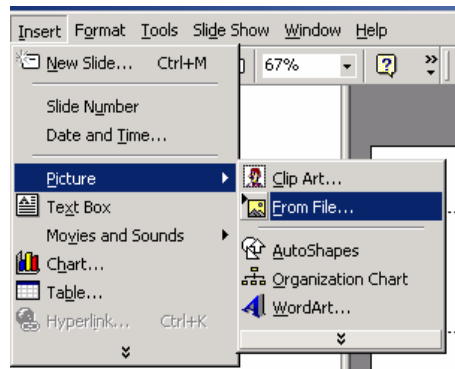
3. In the clip art window you can type what kind of picture you are looking for the press the enter button on the keyboard
4. look for a speedway badge or logo
5. Once you have found your picture click on it and select the top option in the menu that appears



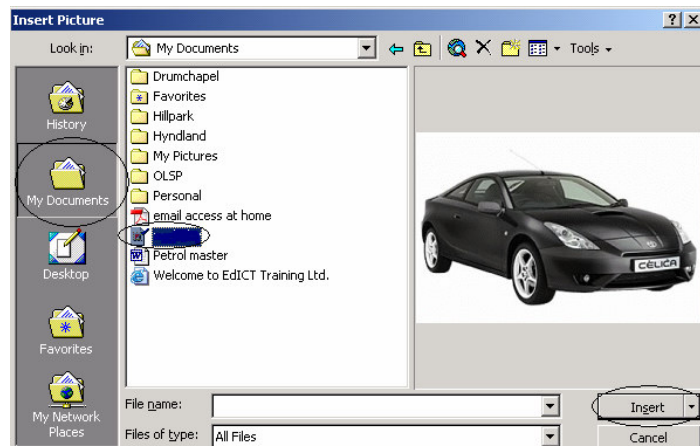
6. You can now close the Clip Art window and see your picture in your slide

Step 5 – Inserting a Picture from a File

1. Select the slide you want the picture to appear in
2. Go to the **Insert** menu and down to **Picture** then **From File**



3. In the window that appears select **My Documents** and find the file you want, then click on **Ok**

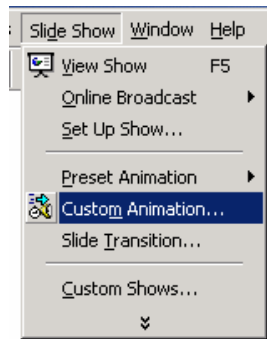


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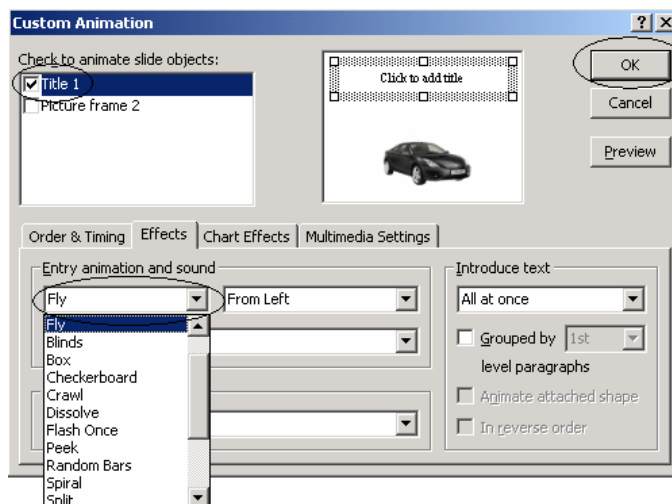
4. The window will close and you will see your picture in your slide
5. If the photo is too big. **Right Click** and **Format Picture**
6. On the **size** tap type 5%

Step 6 – Adding Custom Animation

1. Custom animation is when text and picture appear in different ways when you view your slide show.
2. Select the slide you want to animate
3. Go to the **Slide Show** menu and select **Custom Animation**



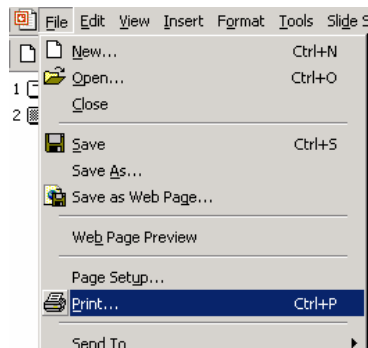
4. A window will appear and you select the object you want to animate. Click on them and a tick will appear in the box beside them.
5. Now select the animation of your choice by clicking on the down arrow beside fly.
6. Once you have selected the animation repeat the steps for all other objects on the slide
7. Once all objects are done click on **Ok**



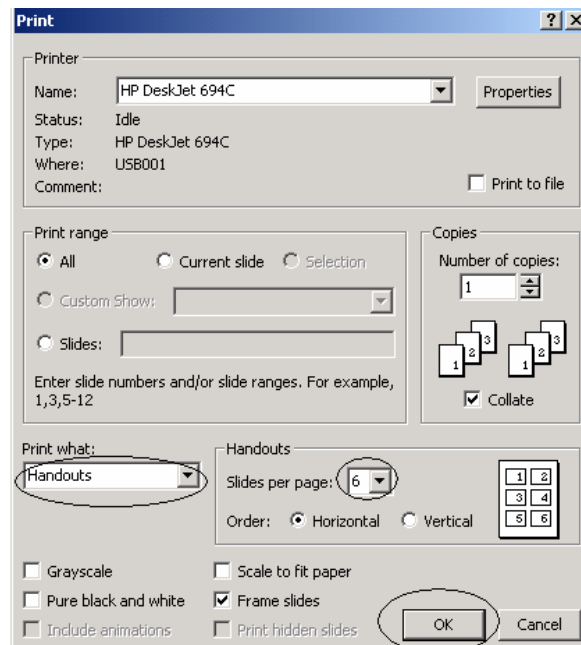
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Step 8 – Printing Your Slides

1. Go to the **File Menu** and select **Print**



2. A window will appear and you have to select **Handouts** at 6 to a page then select **Ok**



3. Remember to go to **File** and **Save as**
4. Give your file a name i.e. school and your name
5. Click **OK**

Finally open Microsoft Word or the template on the website
www.glasgowdts.org.uk

Write what you would say about each of the slides you have created.

Your notes should be on one side of A4.

Ask your teacher to sign it and return to Gary Condie

Staple it to your handout printout.

