



# PowerPoint Skills Hunt (2015 version)



1.  Open a new blank, “White” PowerPoint presentation and Save As... “last name powerpoint skills hunt.pptx” to your Desktop (uncheck the “hide extension” box). For example: “vandersommen powerpoint skills hunt.pptx
2.  For this tutorial we’re going to stick with the “White” theme, but on this first slide, delete the two text boxes that appeared by default, so we have a completely blank white slide.
3.  Click on slide one in the slide tray (the far left column) so that it is highlighted. Then from the “Edit” menu, choose “Duplicate”. Do this 2 more times so that you have a total of 4 blank, white, slides in the slide tray.
4.  Slide 1: Orange background, 1 text box with 36 pt. Comic Sans MS font, reading “This is slide 1”. Text color should be readable. Include an image of a cartoon turkey (find using Google, do a search for “cartoon turkey”, view the image, then drag it into your slide) and one lightning bolt shape. Make the lightning bolt bright yellow.
5.  Slide 2: Textured background, 2 text boxes, one with 60 pt. Impact font that says, “This is slide 2”, make the text color white. The second text box should say “Google is the best!”, in 48 pt. Cooper Black font and the text color should be bright green so that it is visible. Also find and insert the Google logo on this slide.
6.  Slide 3: A picture of Mt. Hood as the background, WordArt that says, “Mt. Hood, Oregon”, the WordArt can be whatever font you want, but should be red. Also, make a basic compass rose using the arrow tools. The directions of North, South, East and West should be included. Make sure the compass rose is in a color that it visible.
7.  Slide 4: A gradient background, you choose the colors, use the Scribble tool (Insert Shapes...) to draw a happy face. Change the scribble line thickness to 4.5pt and make the happy face red. Insert an image of Jack (from Jack-in-the-Box). With your image highlighted, choose the “Crop” tool from the ribbon to reveal the black cropping bars. Use the black cropping bars to crop the image so that only Jack’s face is included. Click the “Crop” button again and the image will be cropped. Include a text box that says, “I love PowerPoint!”, make it 60 pt. Futura font and make the text Dark Blue.
8.  Give each slide a different transition at 2.0 seconds duration.
9.  Go back to Slide 1. Click on the “Animations” tab, then click on the cartoon turkey. In the ribbon, choose a way for the turkey to enter the slide.
10.  “Duplicate” Slide 2 and then move it to the 5<sup>th</sup> slot. Change the text to read “This is Slide 5”.
11.  Create a new 6<sup>th</sup> slide with any background you like, insert WordArt that says “I’ve Got PowerPoint Skills!”, you choose the style, color and font. Also include an image of your choice and put a blue frame around the image by creating a blue rectangle slightly larger than the image. Then “Arrange” the order of the image and rectangle so that the rectangle is behind the image.

12.  Move this new 6<sup>th</sup> Slide so that it becomes the first slide in the presentation.
13.  If you have time, play your presentation for people sitting near you.
14.  If you still have extra time, play around with some of the animation effects and see what you can do.