

POWERPOINT PRESENTATION

Introduction: Welcome to PowerPoint!

Have you ever wanted to share your favorite stories, show off your holiday photos, or present a school project in a fun, digital way? Microsoft PowerPoint is a magical computer program that lets you build your very own digital storybooks, called presentations. Instead of paper pages, PowerPoint uses pages called slides.

Part 1: The Magic Words (Basic Vocabulary)

Presentation: A collection of slides that show information, pictures, or stories on a screen.

Slide: One single page in your presentation. Think of it as a canvas for your ideas.

Text Box: A special box where you type your words so people can read them.

Ribbon: The menu bar at the top of the screen that holds all your tools (like adding pictures, changing colors, and making new slides).

Part 2: How to Build Your First Slide Show

If you open PowerPoint at home, here are the simple steps to create a masterpiece:

Start Fresh: Open PowerPoint and click on Blank Presentation. This gives you a clean white slide to start your creation.

Add a Title: You will see a box that says "Click to add title." Click inside it and type the name of your project (for example: All About My Cat).

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Add More Pages: To make a new page, look at the top left corner of the screen and click the New Slide button.

Decorate with Pictures: Go to the Insert tab at the top, click Pictures, and choose a fun photo from your computer.

Resize Smartly: When your picture appears, click on it. You will see little squares pop up on the corners. Always pull the corners to make your picture bigger or smaller. If you pull the sides, your picture might look squished!

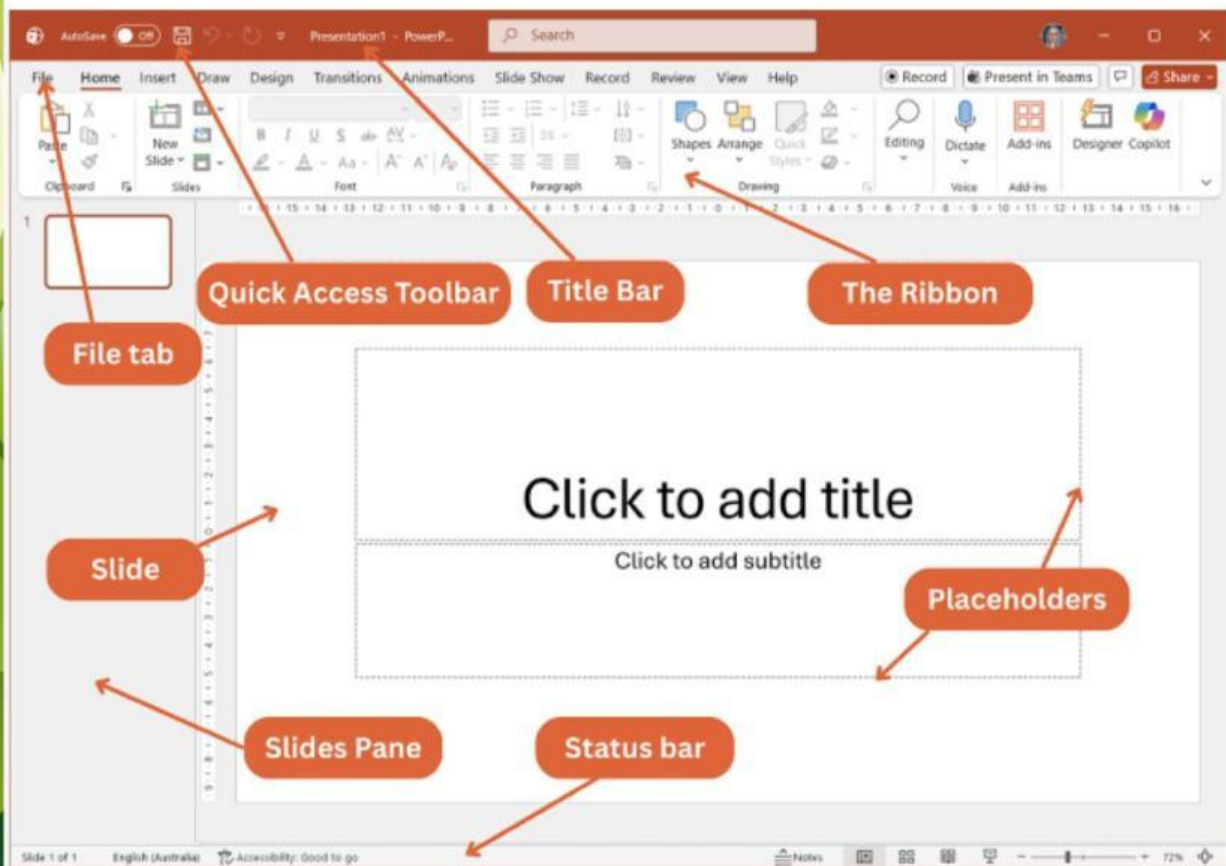
Part 3: Top Tips for a Great Presentation

Keep Text Short: People want to look at your pictures and hear your voice, so don't fill the whole slide with tiny text. Use short, exciting sentences.

Pick Fun Colors: Make sure your words are easy to read. If your background is dark, use bright text. If your background is light, use dark text.

Practice Out Loud: Once your slides are finished, press the F5 key on the keyboard to make it full screen. Practice clicking through your slides and telling your family all about your topic!

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Label the correct name for each part of the Powerpoint Presentation.
Choose the correct answer from the word bank below.

*Status bar *Slide *Quick Access Toolbar *File tab

*The Ribbon *Title Bar *Slides Pane *Placeholders

**NOTE: PLEASE TRY NOT TO LOOK AT THE EXAMPLE ABOVE.
HONESTY IS THE BEST POLICY.**

