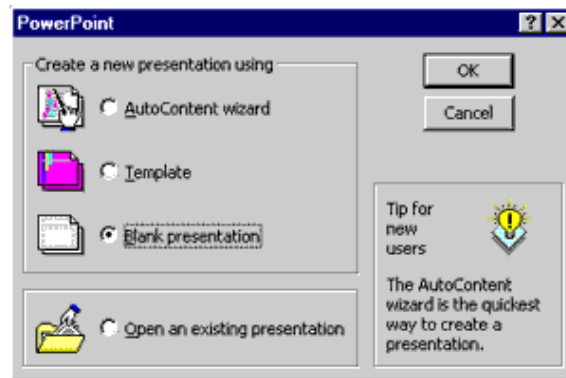


How to create a virtual fieldtrip in Microsoft PowerPoint

1. When you open PowerPoint the following dialog box appears.

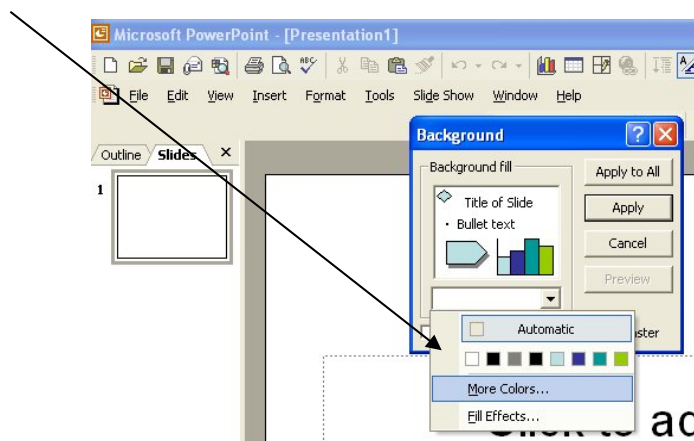


2. In the PowerPoint dialog box, click the Blank Presentation option button. The New Slide dialog box appears. It asks you to choose an AutoLayout format.

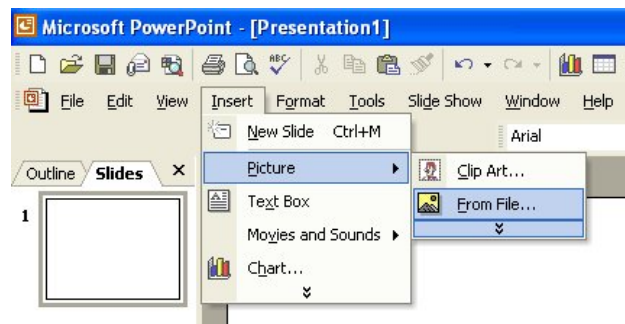
3. Click the Title Slide layout. It's the first in the list. The name Title Slide appears in the preview box.

4. Click OK. Then enter the title of your fieldtrip.

5. To change the colour of the background. Click the Format menu, and then click Background. The Background dialog box will appear and you can select a colour.



6. To add a picture click on the Insert menu. Then click Pictures and then From File. You can then select a picture that you have saved in My Pictures and add it to your presentation.



7. You follow a similar procedure to add more text. Click on the Insert menu and then click on Text Box you can then draw out a text box of the size you require.

8. To add a graph click on the Insert menu and then click on the Chart icon. You can then type in the data to create a bar chart.

9. To add more slides to your virtual fieldtrip click on the Insert menu and then click on new slide.

