

## Kati's Crash Courses: How to make fun pages for your record book using PowerPoint

Adding pictures and captions to your record book jazzes it up and is great fun, but how can you do it and make it look professional? An easy way to do it is using Microsoft PowerPoint. Yes, PowerPoint is for slide show presentations, but it is easy to use and we can make it fit our needs!

Open up PowerPoint. First things first, you're going to want to make sure your final product is going to come out right, and that what you're looking at on the screen looks like the final product, so

- from the menu, choose file →page set up.
- In the left column, choose slides sized from letter paper.
- Under orientation, on the right, choose "portrait" for slides and for notes, handouts and outline.
- Notice in the bottom left hand corner the "number slides from" box—once you have your record book all done, come back here and change this to the correct page number so your book looks professional!
- Hit OK.

Before you get going, one more thing- go up to the top where the toolbars are and right click- you'll get a list of all the different kinds of toolbars. Choose "drawing" and it will appear at the bottom of the page. We'll go over all these buttons in a bit.

PowerPoint uses boxes to hold your info- if you just try to type randomly, it will place your text into a box, and not necessarily the one you want! To start, right click on the slide in the skinny left column, and choose "slide layout." A new skinny column will appear on the right- scroll through them to pick something that works for you! Let's try "title and 2 content", the 4<sup>th</sup> option under "content layouts." Keep in mind that you can change the shape of any layout at any time, or change it completely from page to page. So now you should have a title box across the top, and 2 content boxes below.

Click on the title box to change the text, and type something in. If the box is too big or too little, click on the edge of the box to make its outline appear- use the cursor to shrink it down or to expand it. Be careful not to drag it; if you do just hit the back arrow (I do this all the time!). You can also double click on the edge of the text box to bring up the text box menu- you can add color or a cool outline to the box this way. If you change the background or the outline, it's a good idea to click the box on the bottom of the page- "default for new objects"- this gives you a consistent look throughout your book, which makes it look professional.

Now, on to the pictures! Click in the left content box. In the box there is a smaller grey box with 6 icons. The one in the bottom left corner is for pictures- click it. A new box pops up- find your pictures from your computer files, and hit insert. Voila, pictures! Use the white dots to resize it and to move it. Do the same for the right box.

If you like to add captions, it's easy! Remember that toolbar at the bottom of the page? Find the text box icon (to the left of the big blue "A") and click on it. Your pointer will change to a cross shape- use it to draw the text box. Once you draw it, type right into it.

That's the basics. To add more slides, either right click in the left column under the slides you already have, or choose "new slide" on the toolbar at the top.

More cool stuff:

- Click on a text box to format the text inside. There are 2 icons on the tool bar at the top that are the letter "A" - click on those to increase or decrease the font size.
- The blue "A" at the bottom on the drawing toolbar is Word Art- experiment with it to make cool titles. Try to use similar shapes and colors through your book to make it consistent and to make it look professional.
- You can layer text boxes- try moving a caption on top of a picture, then changing the color of the font to make it easier to read.
- If you make a mistake, you can use the "back" arrow all the way back to the last time you saved- keep this in mind!
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