

Sample Pages From The Book:

First Edition

Present It!

Teen-based Microsoft PowerPoint Projects



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Present It!

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How to Wash a Car



OBJECTIVE:

To create a PowerPoint presentation that describes how to wash a car



PROJECT SCENARIO:

Washing your car by hand can be a fun activity. Washing it correctly and keeping it clean is an important step in keeping your car's looks in tip-top condition. Besides being costly, commercial car washes can scratch the paint and strip the top-coat off of your car's finish. The best idea is for you to take some time to wash your car correctly yourself and save some money along the way. In this project, you will create a PowerPoint presentation that summarizes the process of washing a car.

New Skills Reinforced:

In this activity, you will practice how to:

1. enter text using text boxes.
2. insert a new slide.
3. run a slide show.
4. save a presentation.
5. print using handouts.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Use a maximum of one or two fonts (typefaces) throughout the presentation.
2. Choose a font (typeface) that coordinates with the message you are delivering.
3. Keep all of the headlines the same point size on each slide.
4. For the body text on each slide, use a point size that can be easily read.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project #1: How to Wash a Car



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 1 – CAR WASH.**

-
3. Edit **slide 1.**



□ Using separate text boxes, key the text as shown.



□ Place text box 2 in the bottom right corner.

1	How to Wash a Car
2	Presented by: [Your name] [Project number and title] [Current date]

-
4. Insert **slide 2.**




□ Using separate text boxes, key the text as shown.

1	Materials You Will Need:
2	2 large buckets 2 thick sponges Car wash soap 4 towels Car wax Glass cleaner Hose Shady area (or time in the evening)




Project #1: How to Wash a Car

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.


1	Step One: Prepare the Car
2	Move car to a shady area. Fill one bucket with water and car soap. Fill one bucket with plain water. Spray water over the car to loosen dirt.

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

1	Step Two: Wash the Car
2	Soak the entire sponge in soapy water. Wash the car by section beginning at the top. To minimize swirls, do not use a circular motion. Rinse sponge when it becomes dirty. When section is complete, rinse with a hose. Dry the entire car with a fresh towel.

7. Insert **slide 5**.

 Using separate text boxes, key the text as shown.

1	The Finishing Touches
2	Use a squeegee to clean windows. For an extra shiny look, apply wax. Use chrome polish for your rims. Use a tire spray product for shiny tires.



Project #1: How to Wash a Car

8. Insert **slide 6**.



□ Using separate text boxes, key the text as shown.

A diagram of a presentation slide. It features a solid black border. Inside, there are two dotted-line boxes. The top box is labeled '1' in its top-left corner and contains the text 'Helpful Tips'. The bottom box is labeled '2' in its top-left corner and contains five lines of text: 'Conserve water by not leaving the hose running.', 'Do not use dish soap. It can strip the protective coating.', 'Don't forget to shut all doors and windows.', 'Consider washing an extra-dirty car twice.', and 'Use rubbing alcohol to remove water spots from mirrors.'

1 Helpful Tips

2 Conserve water by not leaving the hose running.
Do not use dish soap. It can strip the protective coating.
Don't forget to shut all doors and windows.
Consider washing an extra-dirty car twice.
Use rubbing alcohol to remove water spots from mirrors.

9. Resave the presentation.

10. Run the slideshow and proofread your work carefully for accuracy, design, and format.

11. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.

The Meaning of Colors



OBJECTIVE:

To create a PowerPoint presentation that describes and illustrates the meaning of popular colors



PROJECT SCENARIO:

When you wake up in the morning and decide what to wear, not only do you make sure that your clothes match, you usually pick something that reflects how you feel that day. The colors you choose are important because they can define your mood and emotions. This theory goes way beyond your outfit for the day and can be applied to most anything that involves color. Color is symbolism and it affects us psychologically. Colors can stimulate or suppress our appetite and they can make us happy, excited, angry, or sad. In this project, you will create a PowerPoint presentation that describes the meaning of a variety of popular colors.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Use a maximum of one or two fonts (typefaces) throughout your presentation.
2. Keep all of the headlines the same point size on each slide.
3. For the body text on each slide, use a point size that can easily be read by your audience.
4. Pay close attention to the formatting instructions for each slide in this presentation.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



New Skills Reinforced:

In this activity, you will practice how to:

1. format text.
2. change background color of slides.
3. change text color.
4. apply standard bullets.

Project #2: The Meaning of Colors

9. Insert **slide 7**.



Using separate text boxes, key the text as shown.



- Change the background of this slide to purple.
- Format the list using standard bullets.
- Format all of the text on this slide to the color white.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	The Color Purple Can Symbolize:
2	Royalty and Nobility Power and Ambition Wealth and Extravagance Mystery and Magic

10. Resave the presentation.

11. Run the slideshow and proofread your work carefully for accuracy, design, and format.

12. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

Creating a Virtual Resume

**OBJECTIVE:**

To illustrate a traditional-style resume using PowerPoint

New Skills Reinforced:

In this activity, you will practice how to:

1. insert graphic images.
2. resize graphic images.

**PROJECT SCENARIO:**

Whether you are applying for a part-time job for summer employment or an internship with a Fortune 500 company, you undoubtedly will always need to have a current, up-to-date resume. Instead of the traditional paper resume, this project requires you to create a “virtual resume” using PowerPoint.

**STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. Use action words when describing yourself and match your skills with those you think the employer is looking for.
2. It is important to keep your message brief and concise so you don't bore your audience with unnecessary information.
3. Use a maximum of one or two fonts (typefaces) throughout the presentation.

**BEFORE YOU BEGIN:**

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project 4: Creating a Virtual Resume



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 4 – VIRTUAL RESUME**.
3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



- Center align text boxes 1 and 2.
- Place text box 3 in the bottom right corner.
- Insert a photo image of yourself. If photo is not available, use an equivalent clipart image.
- Resize the graphic image so that it fits proportionately on the slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	[Your name]
2	[Your street address] [City, State, Zip code] Phone: [Your phone number including area code] E-mail: [Your e-mail address]
3	[Project number and title] [Current date]

4. Insert **slide 2**.



Using separate text boxes, key the text as shown.




- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1	Education
2	[The name, address, phone number, and Web site address of your school.] [Your grade level]
3	[Include a list of a minimum of three courses you have excelled in.]



Project 4: Creating a Virtual Resume

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.

 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1 **Work Experience**

2 [Include a list of your current or previous work experience to include the following information:
-Employer's name(s)
-Job title(s)
-Date(s) employed
-Job description(s).]

[Note: If you have never held a job, list things you have done that show you are capable of being a responsible employee.]

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Activities, Awards, and Achievements**

2 [Compose a list of awards you have received and the date you received them. For example: "National Honor Society, 2006, 2007."]


3 [Compose a list of extracurricular activities you have participated in. For example: "Yearbook, 2007, 2008."]


4 [Compose a list of awards and recognitions you have received in each activity. For example: "Captain, President, All-State Honors, etc."]



Project 4: Creating a Virtual Resume

7. Insert **slide 5**.


 Using separate text boxes, key the text as shown.


 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Special Skills and Talents**

2 *[Compose a three to five sentence paragraph that describes some of the special skills and talents that you possess. For example, public speaking, creative writing, leadership skills, etc.]*

8. Insert **slide 6**.

 Using separate text boxes, key the text as shown.


 Center align text box 3.
 Place text box 3 at the bottom of the slide.
 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1 **References and Availability**

2 *[Compose a list to include the following information:
-The days and times you are available to work.
-A list of three people (not related to you) who can attest to your work abilities and skills.]*

3 **References available upon request.**

9. Insert **slide 7**.

 Using separate text boxes, key the text as shown.

 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Thank you for viewing my virtual resume.**

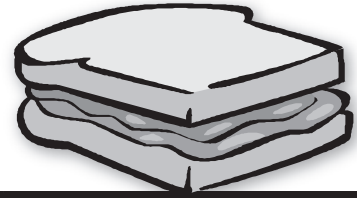
10. Resave the presentation.

11. Run the slideshow and proofread your work carefully for accuracy, design, and format.

12. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

How to Make a PB & J Sandwich



OBJECTIVE:

To create a PowerPoint presentation illustrating how to make a peanut butter and jelly sandwich

New Skills Reinforced:

In this activity, you will practice how to:

1. insert WordArt.
2. format WordArt.
3. use AutoShapes.
4. apply gradient background.



PROJECT SCENARIO:

Peanut butter and jelly sandwiches are a staple in lunch boxes, cafeterias, and kitchens across America. PB & J's are as fun to make as they are to eat. In this project, you will use PowerPoint as a tool to demonstrate how to make the perfect PB & J sandwich. Assume your audience has never made one.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. The two required background colors you choose should be similar to the colors of peanut butter and jelly.
2. Use a maximum of one or two fonts (typefaces) throughout the presentation.
3. Use consistent design and typestyle elements throughout your presentation.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project 5: How to Make a PB & J Sandwich



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 5 – PBJ**.
3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



- Place text box 2 in the bottom right corner.
- Apply a two-color gradient background to all slides. Choose colors that are similar to the colors of peanut butter and jelly.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

How to Make a Peanut Butter and Jelly Sandwich

2

Presented by: [Your name]
[Project number and title]
[Current date]

4. Insert **slide 2**.



Using separate text boxes, key the text as shown.



- Insert a graphic image that best illustrates the contents of the slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

The peanut butter and jelly sandwich is an American classic. Found daily in lunch bags all across school cafeterias nationwide, "PB & J's" are the reason why many look forward to lunch every day.


There is an art form to making a good PB & J. Too much peanut butter and your mouth gets sticky. Too much jelly and the bread falls apart.


This presentation will guide you through the process of creating the perfect PB & J sandwich.



Project 5: How to Make a PB & J Sandwich

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.

-  Format text box 3 using custom bullets.
- Format the size, style, and placement of the text so that this slide projects a professional appearance.


1 **Before You Begin:**

2 **Before you begin making your PB & J sandwich, you will need to complete the following:**

3 **Wash your hands.**
Clear off a counter area in your kitchen with enough space to make your sandwich.
Get a knife and plate.
Gather your ingredients.

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

-  To the left of each ingredient, insert a graphic image that best illustrates each ingredient.
- Using the AutoShapes tool, insert an arrow to the left of each graphic for emphasis.
- Format the size, style, and placement of the text so that this slide projects a professional appearance.

1 **Ingredients:**

2 **(2) slices of bread (white or wheat works best)**
(2 tbs.) grape jelly
(2 tbs.) peanut butter (creamy or chunky)



Project 5: How to Make a PB & J Sandwich

7. Insert **slide 5**.



□ Using separate text boxes, key the text as shown.



□ Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

□ Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Step 1: Applying the Peanut Butter
2	Using a knife, spread approximately two tablespoons of peanut butter on one slice of bread until it is completely covered.

8. Insert **slide 6**.



□ Using separate text boxes, key the text as shown.



□ Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

□ Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Step 2: Applying the Jelly
2	After washing the knife, spread approximately two tablespoons of jelly on the other slice of bread until it is completely covered.



Project 5: How to Make a PB & J Sandwich

9. Insert **slide 7**.



Using separate text boxes, key the text as shown.



Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

Insert a graphic image that best illustrates a peanut butter and jelly sandwich.

Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Step 3: Putting It All Together

2

Take the peanut buttered slice of bread and place it face up on your plate. Place the jellied slice of bread face down on top of the peanut buttered slice of bread. Using a knife, cut your sandwich in half.

Detailed description: This is a rectangular box representing a slide. It contains two text boxes. The first text box, labeled '1', contains the title 'Step 3: Putting It All Together' in bold. The second text box, labeled '2', contains the instructions: 'Take the peanut buttered slice of bread and place it face up on your plate. Place the jellied slice of bread face down on top of the peanut buttered slice of bread. Using a knife, cut your sandwich in half.' in bold.

10. Insert **slide 8**.



Using separate text boxes, key the text as shown.



Insert a graphic image to help illustrate the content of this slide.

Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

ENJOY!

Detailed description: This is a rectangular box representing a slide. It contains one text box labeled '1' with the text 'ENJOY!' in bold.

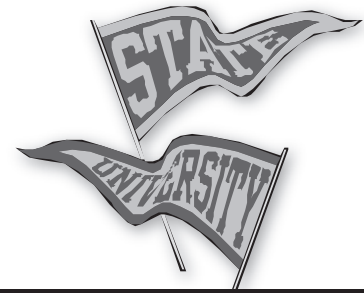
11. Resave the presentation.

12. Run the slideshow and proofread your work carefully for accuracy, design, and format.

13. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.

Taking a Tour of a College or University



OBJECTIVE:

To create a PowerPoint presentation that introduces prospective students to a college or university

New Skills Reinforced:

In this activity, you will practice how to:

1. hyperlink text to a Web Page.
2. set up a slide show to loop continuously.



PROJECT SCENARIO:

One of the most important decisions you will face in your high school career is where you will attend college. Researching colleges and universities to find that perfect fit can become overwhelming at times. In this project, you will create a PowerPoint presentation of a college or university that you would like to attend in the future. Assume that your audience is prospective students who know nothing about your chosen college or university.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. The audience of your presentation consists of other prospective students who are also interested in attending the college or university you have chosen. The information you present should be accurate and informative to keep your audience interested.
2. Use colors similar to those of the college or university you have chosen.
3. The presentation should be easy to read with a good balance of text and graphics.
4. Keep the design and layout of the presentation professional and consistent.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project 7: Taking a Tour of a College or University



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 7 – COLLEGE TOUR.**

3. Edit **slide 1.**



Using separate text boxes, key the text as shown.



- Place text box 2 in bottom left corner.
- Place text box 3 in the bottom right corner.
- Format the background of all slides using the school colors of the college or university you have chosen. Note: you will have to select an appropriate font color based on the background colors you are using.
- Hyperlink the words "click here" in text box 2 to the homepage of the college or university you have chosen.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 [The name of the college or university]

2 **Click here to visit the** [name of college or university] **Web site**

3 **Presented by:** [Your name]
[Project number and title]
[Current date]

4. Insert **slide 2.**




Using separate text boxes, key the text as shown.



- Insert a graphic image that correlates with the message of this slide; for example, a diploma, a stack of books, etc.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Admissions Requirements at**
[name of college or university]

2 **Important Student Requirements**
[Compose a three to five sentence paragraph that includes the following information:
-The due date of the application.
-The SAT/ACT scores required for acceptance into the college or university.
-The GPA required for acceptance into the college or university.
-The high school courses required for acceptance into the college or university.]



Project 7: Taking a Tour of a College or University

5. Insert **slide 3**.



□ Using separate text boxes, key the text as shown.



- Insert two photo images of both male and female college-level students. If photos are not available, use equivalent clipart images.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Student Body Demographics at [name of college or university]

2

[Compose a three to five sentence paragraph that includes the following information:

-The number of students attending the college or university.

-The number of male vs. female students.

-The number of commuters vs. non-commuters.]

6. Insert **slide 4**.



□ Using separate text boxes, key the text as shown.



- Format text box 2 as standard bullets.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Academic Majors Offered at [name of college or university]

2

[Compose a list of a minimum of five different academic majors available to study at the college or university.]



Project 7: Taking a Tour of a College or University

7. Insert **slide 5**.



□ Using separate text boxes, key the text as shown.



□ Below text box 1, use the line tool to draw a line to divide the slide in half vertically.

□ Place text box 2 to the left of the vertical line.

□ Place text box 3 to the right of the vertical line.

□ Place text box 4 below text box 2.

□ Place text box 5 below text box 3.

□ Insert a photo image of the school mascot and/or school logo. If photo is not available, use equivalent clipart image.

□ Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Athletics and Recreational Programs at**
[name of college or university]

2 **Athletic Programs Offered**

3 **Recreational Programs Offered**

4 *[Include a list of a minimum of six athletic programs offered.]*

5 *[Include a list of a minimum of six recreational programs offered.]*

8. Set the slide show to loop continuously until stopped manually by pressing the escape key (Esc).

9. Resave the presentation.

10. Run the slideshow and proofread your work carefully for accuracy, design, and format.

11. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.

Are You Smarter Than a 1st Grader?

**OBJECTIVE:**

To create a quiz for first grade students using a PowerPoint presentation

New Skills Reinforced:

In this activity, you will practice how to:

1. insert a voice narration as an embedded object (optional).

**PROJECT SCENARIO:**

The TV show, *Are You Smarter Than A 5th Grader?*, on the FOX network has been a smash hit show since it hit the airways in 2007. The show challenges adult contestants to answer questions that are studied by kindergarteners through fifth graders. In this project, you will create a quiz using similar questions seen in a first grade classroom to challenge your friends to see if they are smarter than a first grader.

**STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. Choose a font (typeface) and color(s) that are associated with elementary school classrooms and children.
2. Choose graphics that best illustrate academics for elementary school children.

**BEFORE YOU BEGIN:**

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size, and styles for this project will be left for you to decide



Project 21: Are You Smarter Than a 1st Grader?



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 21 – 1ST GRADER**.
3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



- Place text box 3 in the bottom right corner.
- Insert a graphic image of something found in an elementary school classroom; for example, chalkboard, ABC's chart, shapes, etc.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Are You Smarter Than a 1st Grader?**

2 **This quiz-like slide show is filled with questions similar to those found in a 1st Grade classroom. It is made up of five questions and answers to find out if you really are smarter than a 1st Grader.**

3 **Presented by:** [Your name]
[Project number and title]
[Current date]

4. Insert **slide 2**.




Using separate text boxes, key the text as shown.



- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1 **How To Play**


2 **Read the question, then answer by clicking on the answer you think is correct.**
If you are correct, you will click on the words in the bottom right corner and return to the main menu to answer the next question.
If you are incorrect, you will try again by clicking the words in the bottom right corner.
WARNING: You may want to brush up on your elementary skills before taking this quiz.

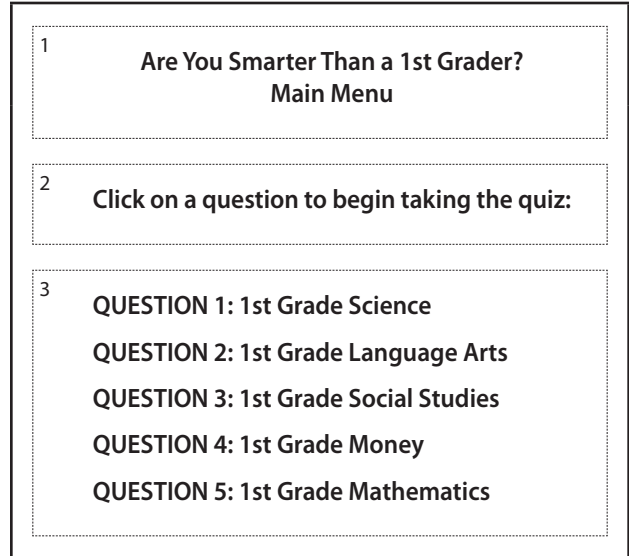


Project 21: Are You Smarter Than a 1st Grader?

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.

-  Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1 Are You Smarter Than a 1st Grader?
Main Menu

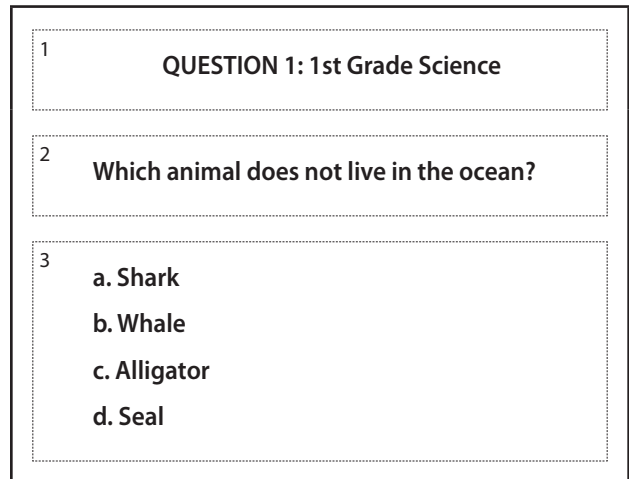
2 Click on a question to begin taking the quiz:

3 QUESTION 1: 1st Grade Science
QUESTION 2: 1st Grade Language Arts
QUESTION 3: 1st Grade Social Studies
QUESTION 4: 1st Grade Money
QUESTION 5: 1st Grade Mathematics

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

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1 QUESTION 1: 1st Grade Science


2 Which animal does not live in the ocean?


3 a. Shark
b. Whale
c. Alligator
d. Seal



Project 21: Are You Smarter Than a 1st Grader?


7. Insert **slide 5**.


 Using separate text boxes, key the text as shown.

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1	QUESTION 2: 1st Grade Language Arts
2	Which word is not a verb?
3	a. Run b. Play c. Outside d. Catch

8. Insert **slide 6**.

 Using separate text boxes, key the text as shown.


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1	QUESTION 3: 1st Grade Social Studies
2	Who was the first President of the United States of America?
3	a. Ben Franklin b. Abraham Lincoln c. George W. Bush d. George Washington



Project 21: Are You Smarter Than a 1st Grader?

9. Insert **slide 7**.

 Using separate text boxes, key the text as shown.

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1 **QUESTION 4: 1st Grade Money**


2 Sam bought a Yo-Yo for 35 cents and gave the cashier 50 cents. How much change did Sam get back?

3

- a. 1 quarter
- b. 1 dime and 1 nickel
- c. 1 nickel and 5 pennies
- d. 15 dollar bills

10. Insert **slide 8**.

 Using separate text boxes, key the text as shown.

-  Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **QUESTION 5: 1st Grade Mathematics**

2 Simon and Lorraine shared a pizza and together they ate $\frac{3}{4}$ of it. How much pizza is left?


3


- a. $\frac{1}{2}$
- b. $\frac{1}{4}$
- c. $\frac{2}{4}$
- d. $\frac{3}{4}$



Project 21: Are You Smarter Than a 1st Grader?


11. Insert **slide 9**.


 Using separate text boxes, key the text as shown.

-  Using action settings, hyperlink the words “click here” in text box 2 to slide 3.
- Insert a voice narration as an embedded object to say: “You are correct!” (optional).
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	YOU ARE CORRECT!
2	Click here to return to the main menu for the next question.

12. Insert **slide 10**.

 Using separate text boxes, key the text as shown.

-  Using action settings, hyperlink the words “click here” in text box 2 to the “last slide viewed.”
- Insert a voice narration as an embedded object to say: “Try again!” (optional).
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1	TRY AGAIN!
2	Click here to try again.



Project 21: Are You Smarter Than a 1st Grader?

13. Using the action settings, hyperlink each question in text box 3 on slide 3 to its corresponding slide as follows:
 - Hyperlink the words "QUESTION 1" to slide 4.
 - Hyperlink the words "QUESTION 2" to slide 5.
 - Hyperlink the words "QUESTION 3" to slide 6.
 - Hyperlink the words "QUESTION 4" to slide 7.
 - Hyperlink the words "QUESTION 5" to slide 8.

14. On slides 4-8, hyperlink each correct answer to slide 9.

15. On slides 4-8, hyperlink each incorrect answer to slide 10.

16. Resave the presentation.

17. Run the slideshow and proofread your work carefully for accuracy, design, and format.

18. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

19. If required, present this presentation to your instructor and/or your class.