Activity Sheet: MS PowerPoint Special Effects

**Activity #1**

*Practice using the Insert tab to add a Text Box*

1. Open the **Paws to Read – Patron File** and click on **Slide 3** (Daring Dogs) in the presentation
2. From the **Insert tab**, click on the **Text Box** button in the Text group
3. Draw a text box by clicking and dragging the mouse
4. Type “Cricket enjoys the classics!” in the text box
5. Change the font style and color, then move the box to the lower right of the image

*Practice using the Insert tab to add a Shape*

1. Click on **Slide 4** (*Crazy Cats*) in the presentation
2. From the **Insert** tab, click on the **Shape** button in the Illustrations group. When the drop-down menu appears, select a shape of your choice
3. With the shape selected, type “Camo craves cookbooks!”
4. Make the font larger then move or adjust the size of the shape, if necessary

*Practice using the Insert tab to add Chart*

1. Insert a **new slide** at the end of the presentation and title it “Who Reads?”
2. From the **Insert** tab, click on the **Chart** button in the Illustrations group
3. When the menu appears, select the **Doughnut Pie Chart**
4. In the Excel pop-up window, replace the current text with the text from the image then close the pop-up

**Activity #2**

*Practice modifying text boxes and shapes using Drawing Tools*

1. Click on **Slide 3** (*Daring Dogs)* and select your inserted text box
2. Click on **Format** under the Drawing Tools tab
3. In the **Shape Styles** group, use the down arrow to access the drop-down menu and select one the pre-designed options featured.
4. Click on **Slide 4** (*Crazy Cats*) and select your inserted shape
5. Click on **Format** under the Drawing Tools tab and manually adjust the **Shape Fill**, **Shape Outline** then select one of the Presets from the **Shape Effects** button

*Practice modifying a chart using the Chart Tools*

1. Click on **Slide 6** (*Who Reads?*) and select your chart
2. Click on **Design** under the Chart tools tab
3. In the **Chart Styles** group, use the down arrow to access the drop-down menu and select one of the pre-set style options
4. Click on the **Add Chart Element button** and select **Data Labels** then **Data Callout**

**Activity #3**

*Practice using the Design tab to format the background*

* + 1. Click on the **Title Slide**
    2. From the **Design tab**, click on **Format Background**
    3. In the side window that pops up, select one of the options from the **Fill** category
    4. Decide if you will apply the new formatting to just that slide or Apply to All
    5. Adjust Text color if necessary
    6. Click on the **X** to close the Format Background side window

*Practice using the Design tab to adjust color variants*

1. Click on **Slide 2** (*Animals of GBPL*)
2. From the **Design tab**, click the down arrow in the **Variants** group to access the drop-down menu
3. Select **Color** and then select one of the color scheme options

**Activity #4**

*Practice adding transitions to your presentation*

1. From **Slide 2** (*Location*), click on the Transitions tab
2. In the **Transition to this Slide** group, click on the down arrow to access the drop-down menu with the transition options
3. Test out the various options then select a transition for that slide
4. Add a different transition for all of your following slides
5. Click on the **Slide Show** tab and play the presentation **From the Beginning** to view the transitions
6. Hit the **Escape** button on your keyboard to return to the PowerPoint screen when done

**Activity #6**

*Practice adding animations to your presentation*

1. From **Slide 2** (*Location*), select the main text box and click on the **Animations** tab
2. In the **Animations group**, click on the down arrow to access the drop-down menu with the animations options
3. Test out the various options then select an animation for that text box
4. Add animations to at least one object on each slide
5. Click on the **Slide Show** tab and play the presentation **From the Beginning** to view show
6. Hit the **Escape** button on your keyboard to return to the PowerPoint screen when done