

All About Me

1. Open PowerPoint.
2. Pull down the **Format** menu and select background. Pull down the arrow on the pop-up menu and select more colors.
3. A honeycomb of colors will appear. Select your color; click Ok and then click apply to all.
4. Pull down the view menu, select toolbars and choose the drawing toolbar
5. Click on the WordArt icon, select a type of WordArt and click Ok.
6. A pop-up text box will appear. Type in your name and your date of birth in the text box. Click Ok.
7. Using the mouse move the WordArt title to the top of the slide and resize it with the handles.
8. Click on insert → Picture → from file.
9. Locate a picture of you as a baby. Click to insert
10. Pull down the insert menu and select Text Box.
11. An I-beam will appear on the screen. Click the mouse where you want to place the text box on the slide.
12. In the text box, type a story about yourself as a baby.
13. Use the mouse and the handles to reorganize your slide as necessary.
14. Pull down the Insert menu and select New Slide or click the New Slide button. Click on blank and click Ok.
15. Click on the WordArt icon, select a WordArt type and click Ok.
16. A pop-up text box will appear. Type (Preschool) in the text box. Click Ok.
17. Using the mouse, move the WordArt title to the top of the slide and resize it with the handles.
18. Pull down the insert menu, select picture, and from file.
19. Locate a picture of you as a preschooler, select it with the mouse and click Insert. Pull down the insert menu and select text box.
20. An I-beam will appear on the screen. Click the mouse where you want the text box on the slide.
21. In the text box, type a story about yourself as a preschooler.
22. Pull down the Insert menu and select new slide.
23. Repeat steps 15-23 for your kindergarten year and two other years of school.
24. Pull down the file menu and select save as. Name the file "All About Me" and save it in your user folder.
25. You do not need to print this assignment.

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Planning Page

You are going to create a slide show presentation all about your life. Go home and gather some pictures from your childhood. Be sure to get pictures of yourself as a:

- Baby
- Preschooler
- Kindergartner
- Another school year
- Another school year

Think about some of the stories you have heard told or that you remember from those years. If you can't remember any stories, ask your parents to help you out.

When I was a baby, I _____

When I was a preschooler, I _____

When I was a kindergartner, I _____

When I was in _____ grade, I _____

When I was in _____ grade, I _____
