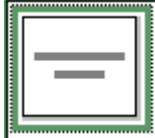


# Multimedia Lesson

1. Start a blank powerpoint presentation (Start/Programs/Powerpoint/blank presentation).



2. Select a Title Slide, click OK, and create the following slide.

Discovery Days Fair

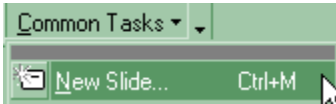
Hampton Ridge Neighborhood Association

Title placeholder

Subtitle placeholder

A diagram of a title slide. The slide content is enclosed in a large rectangular box. On the left side of the slide, the text "Discovery Days Fair" is positioned above "Hampton Ridge Neighborhood Association". On the right side, there are two rectangular boxes: the top one is labeled "Title placeholder" and the bottom one is labeled "Subtitle placeholder".

3. From the Common Tasks toolbar (Top right-hand corner of the screen)



Create the following slide:

Activities & Events

- Activities
  - Rowing Entertainment
  - Arts & Crafts Demonstrations
- Events
  - 5K run
  - Concerts
  - Fireworks

A diagram of a bulleted slide. The slide content is enclosed in a large rectangular box. At the top center, the text "Activities & Events" is displayed. Below it, there are two main bullet points, each followed by a list of sub-bullets. The first main bullet point is "Activities", followed by "Rowing Entertainment" and "Arts & Crafts Demonstrations". The second main bullet point is "Events", followed by "5K run", "Concerts", and "Fireworks".

To make a sub-bullet from a main bullet  
ENTER, then TAB  
To make a main bullet from a sub-bullet  
ENTER, then SHIFT + TAB

# Multimedia Lesson

4. From the Common Tasks toolbar, select new slide,



select text and clip art slide.


5. Type the bulleted information.  
Create the following 2 slides:

**Activities**

- **Roving Entertainment**
  - **Jugglers**
  - **Balloon artists**
- **Arts & Crafts**
  - **Face painting**

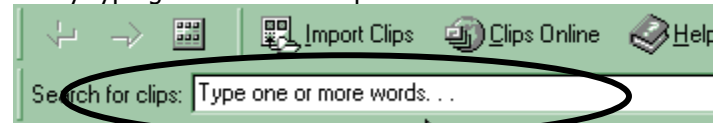



**Events**



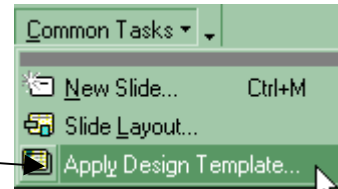
- **5K: 300 entrants**
- **Fireworks**
  - **PyroMagic contract signed**
  - **Fire Marshal signed permit**
- **Concerts**
  - **all booked**

6. Double click to add clip art. Search for clip art by typing in words...then press Enter.

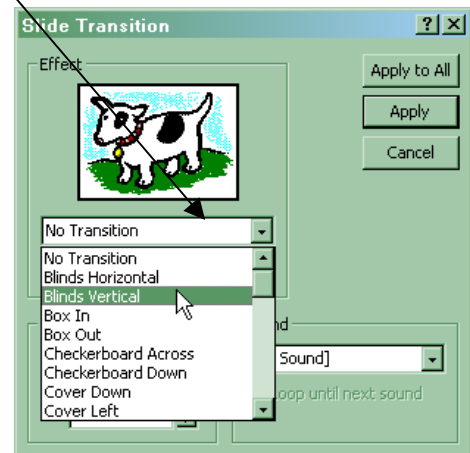


Choose Insert  to place clip art onto the slide.

7. From the Common Tasks toolbar, select apply design template. Choose a design from the list of templates.



8. From the Slide Show menu, choose Slide Transition. Under the picture, choose a transition. Click **Apply to All**. (This adds action to your slide show when moving from slide to slide.)



9. To see everything working together. From the Slide Show menu, choose View Show.