



1

## PowerPoint

- Open programme
- Click New
- Click slides
- Click Layout and choose blank and landscape
- Choose border
- Choose font
- Choose colour
- Choose background

2

## Border

- Open slide
- Go to Google Images (or whatever browser) and choose the chosen border
- Or agree what pictures your child/YP would like and then
- Open View tab and go to Master
- Open Master and then insert the border or pictures for the book theme
- Close Master
- All slides should now have your master pictures on

3

## Text

- Open slide
- Go to the font type and font size boxes and choose font size – choose 24
- Go to the font words box and choose font – discuss with child/YP what they would like
- Save presentation to keep the font and font size from defaulting

4

## Insert Photos

- Upload your pictures from the wallpaper
- Open you file and then choose slide
- Click the tab that says insert
- Click the option of pictures from file and then click picture required
- Picture should open up on the slide
- Click on new picture and then you will see options for picture format
- Click on crop and resize; or rotate to alter picture position
- Save the file each time to protect your hard work