

# MyHomeTown - Powerpoint Assignment

**Assignment:** you are to follow the instructions below to create a PowerPoint presentation about your hometown.

## Before You Begin:

1. Make sure you are using the desktop version of PowerPoint – not the online version of PowerPoint (PowerPoint for the web). Remember you can download and install the desktop version of PowerPoint for free from LSCPA.
2. Watch these five short videos [Create your first Powerpoint document](#) (videos). These are a little out-of-date, but they give you a good idea of how to do basic things in PowerPoint. Here is another resource which you might find helpful: [Create a presentation in PowerPoint](#)

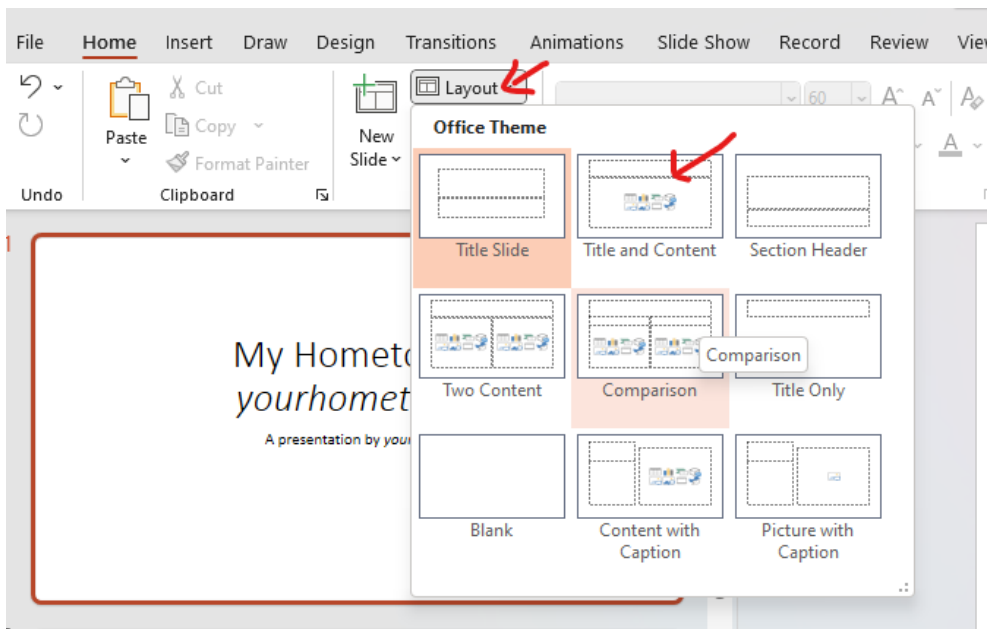
## Assignment

Use these notes and create the PowerPoint Presentation **shown at the end of this document.**

1. To get started, Open PowerPoint. In the left pane, select **New**. select **Blank Presentation**.
2. **Slide 1:** you are to create the first slide in the slide show as shown at the end of this assignment. . When you first open PowerPoint, there will be one slide in your presentation, and the slide's format will be Title Slide. This allows you to easily create a title slide for you presentation. Where it says **Click to Add Title**, and **Click to add subtitle**, click and add the info shown.. Substitute your name and your hometown name



3. **Slide 2.** To add another slide, click **New Slide** in the Slides section and a new slide will be added to your presentation. Next, choose the slide's layout. To do this, click **Layout**, and then select **Title and Content** layout as shown in the following screenshot. **Note: if you have a smaller screen, the buttons may be compressed and look different.**

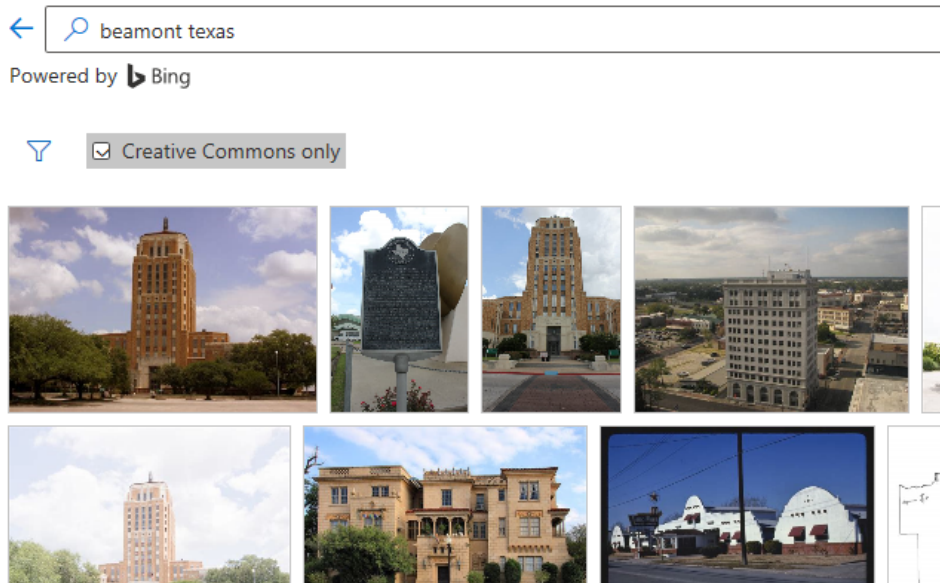


Create slide 2 as shown in the slide show at the end of this assignment. Substitute your town name and several things you like about your hometown.

- Next, on Slide 2, insert a photo of your hometown using Online Pictures. To do this, click the **Insert** tab then **Online Pictures** and Bing search will appear. Type your search term(s) and press enter. Then click the picture you want, and then click **Insert**. Notice it will check Creative Commons only. This means it will search for only images in which the owner of the picture has granted a license for use of the picture (subject to certain conditions). Size and position the photo appropriately.

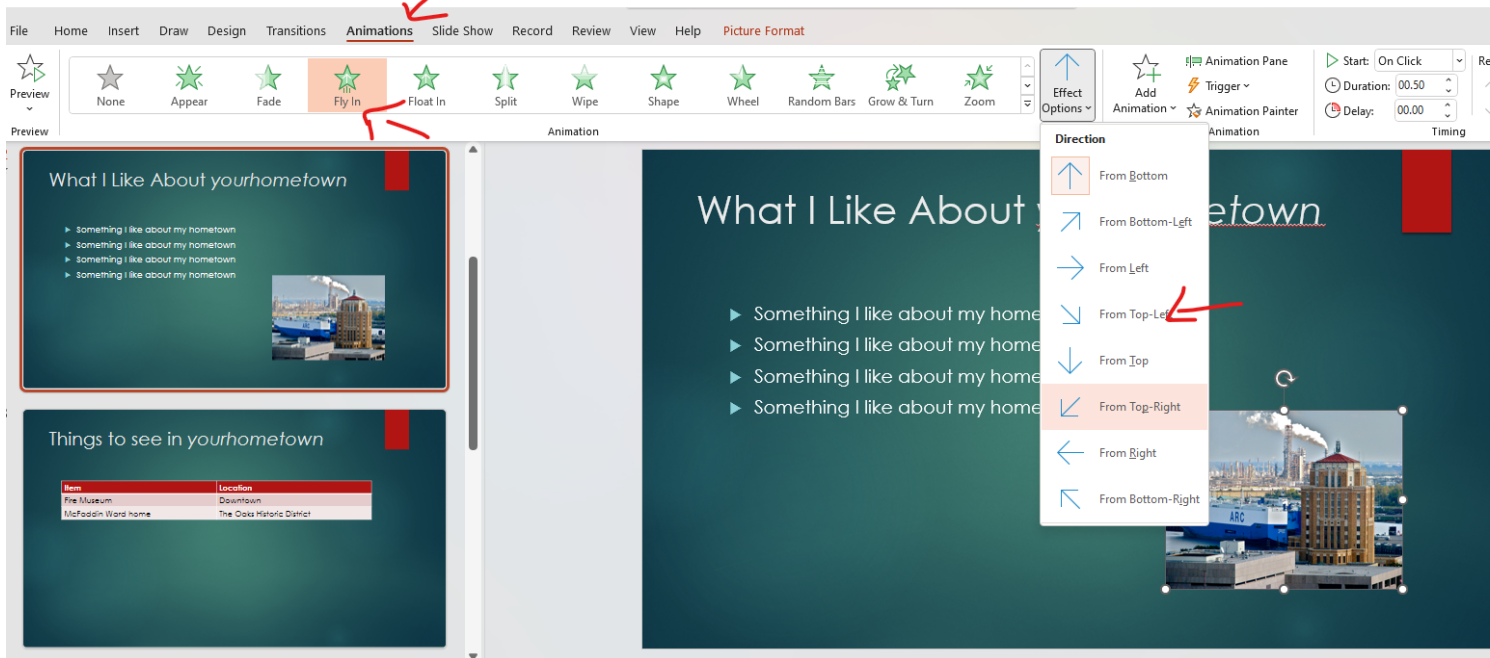
Example:

#### Online Pictures

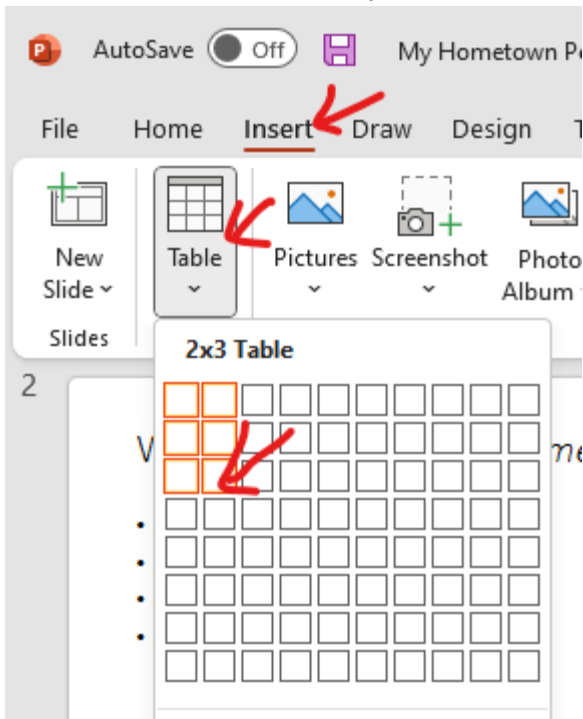


Add “fly in” animation to the picture in Slide 2. To do this, first select the picture, then click the **Animation** tab, then select the effect – in this case “fly in” – and then select an effect option, for this assignment choose **From Top Left**. (see screenshot below). When you run the presentation, when you advance to the slide and press

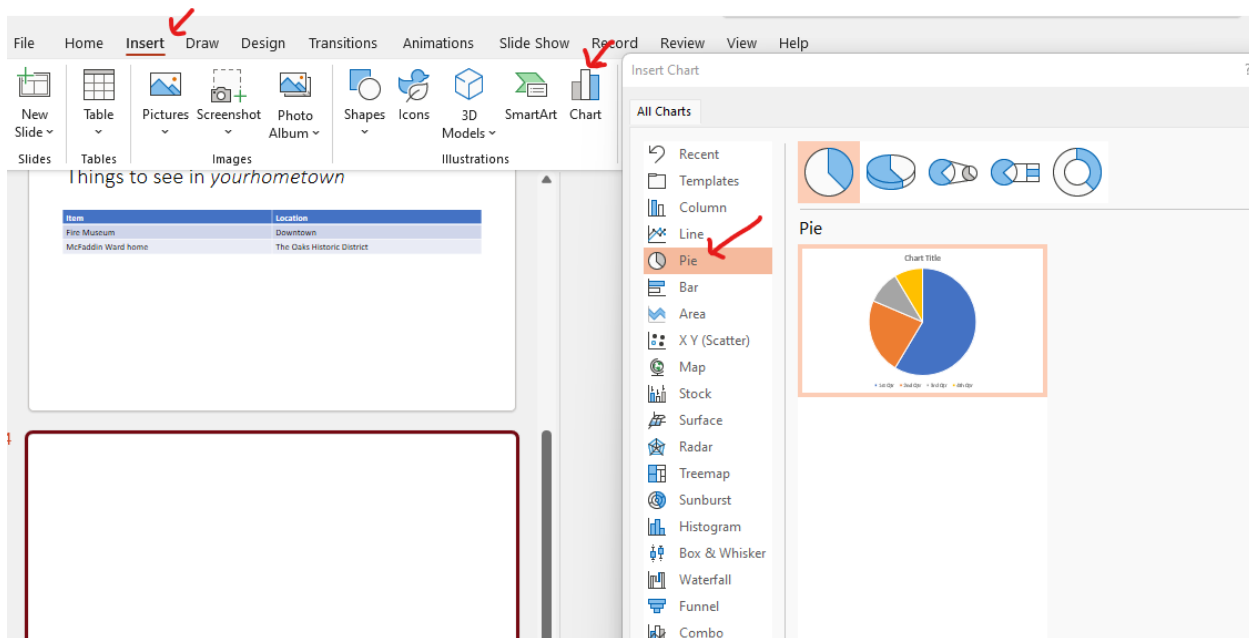
space bar, the picture will “fly in” from the top left of the screen.



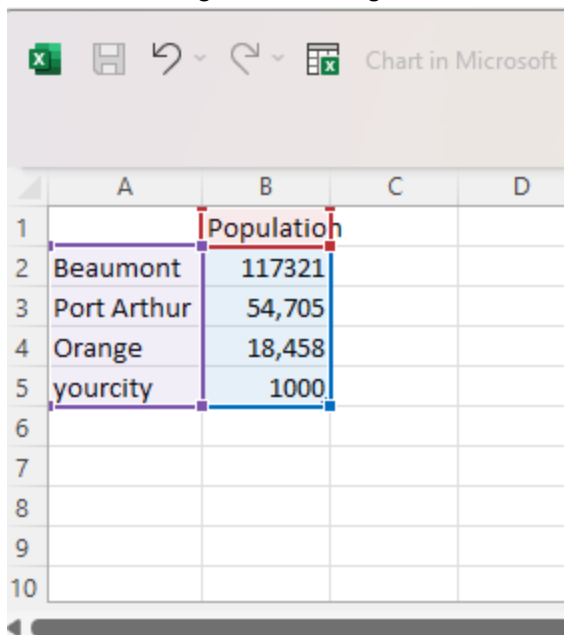
5. **Slide 3.** Create slide 3 as shown in the slide show at the end of this assignment. For this slide, you will choose **Title and Content** layout as you did for slide 2. You are to create a table as shown. To do this, click the **Insert** tab then click **Table** and move your mouse to select the table dimensions, as shown in the following screenshot. Enter info about your town in the table.



6. **Slide 4** Create slide 4 as shown in the slide show at the end of this assignment. For this slide, you will choose **Title and Content** layout as you did for slide 2. You are to create a chart in this slide.. To do this, click the **Insert** tab then click **Chart** and choose **Pie** and **Ok**, as shown in the following screenshot.



A grid will appear allowing you to type the data for the chart. Put in the information shown, and add your city's population (do a Google search to find the population of your hometown). If your hometown is Beaumont, Port Arthur, or Orange, do a Google search for another town's population.




7. Apply the following to your presentation: (be sure and watch the videos [Create your first Powerpoint 2013 document](#))
  - a. apply the Drape transition to all slides
  - b. Use the Design tab and apply a **theme** you like. After applying a theme, look over this webpage to [Understand the difference between PowerPoint templates and themes](#)

**Additional Tasks:**

1. Watch this video and take a screenshot showing your powerpoint in Slide Sorter view. [Choose the right view for the task in PowerPoint](#) Save the screenshot as **yourname-view**.

2. . Save the Powerpoint as **Yourname-MyHometown** To save, Select File menu, then Save As.

## Submitting Your Assignment

1. Before submitting, be sure you run the presentation to ensure everything works. Watch this video [Give a presentation in PowerPoint](#) **Tip:** another way to quickly view the presentation is to click the Slide Show button  at the bottom right in Powerpoint . You can then move through the slideshow by pressing spacebar

Here is the grading rubric for this assignment:

For each item, subtract 15 points up to max of 100

Powerpoint submitted as Yourname-MyHometown (no credit if PowerPoint is not submitted).

1. Create 4 slides with correct layouts
  2. Picture inserted on slide 2 with correct animation.
  3. Table inserted properly on Slide 3
  4. Chart inserted properly on Slide 4
  5. Drape transition applied to all slides
  6. Theme applied
  7. Screenshot of sorter view submitted
2. In Blackboard, submit the following
    - **Yourname-MyHometown** PowerPoint presentation
    - **yourname-view** screenshot.

1

# My Hometown, *yourhometown*

A presentation by *yourname*

2  
★

## What I Like About *yourhometown*

- Something I like about my hometown
- Something I like about my hometown
- Something I like about my hometown
- Something I like about my hometown



3

## Things to See in *yourhometown*

Item	Location
Fire Museum	Downtown
McFaddin Ward home	The Oaks Historic District

4

## How *yourhometown* Compares in Size to Some Other Cities

