Career Lesson 1

Business Rotation

College & Career Awareness

1. Open the Lesson 1 Template. Go to File, Save As… and resave it with your first and last name.
2. On slide 1, change the font of “What does my future look like?” to the font of your choice. You can reword it if you like.
	1. You may also change the fonts of the titles on the other pages.
3. Click on “Click to add subtitle” and type your “By: Your Name”
4. Go to the Transitions tab.
	1. Turn off the mouse click so that you cannot click through the PowerPoint.
	2. Click on “Apply to All”so this happens on every slide.
5. Hyperlinks: You will now create Hyperlinks all through your file.
	1. On the first slide, click on the purple “family” icon.
	2. Right click and choose “Hyperlink.”
	3. Click on “Place in this Document” on the left, then choose the “My Future Family” slide.
	4. Now do the same with all the others.
		1. Blue Compass – Where I will Live
		2. Green House – My Home
		3. Red Guy – My Workplace
		4. Orange Key – My Ride
		5. Yellow Kite - What I do for fun
6. Action Buttons – Go to your “Future Family” slide, slide 2.
	1. On the Insert ribbon click on Shapes.
	2. On the very bottom under “Action buttons” choose the one that looks like a backward arrow.
	3. Click and draw it in the lower righ corner, about the size of a quarter.
	4. When you are done drawing, it will automatically prompt you to add a hyperlink to it to “last slide viewed.” That’s fine, just press ok.
	5. Slick on your back button and go to the orange drawing tools toolbar.
		1. Go to Shape Fill an choose a color. You can also use the Shape effects to add a bevel to it.
	6. Once it looks the way you want, click on the button and do CTRL+C to copy it.
	7. Now go to slide three and do CTRL+V to paste it. It will paste in the same spot.
7. Enter Information
	1. On each slide, you can enter bullet points about what you envision in your future in this area. You need not write a lot, but there needs to be at least one bullet point on each slide.
8. Gather your Images
	1. Go to the internet and go to Google. Click on Images. Do searches for the images you would like to add to your PowerPoint. Think of these questions as you search for images:
		1. Slide 2: Do you have a family? Are you married? What kind of person did you marry? Do you have kids? How many?
		2. Slide 3: Where do you live? What city or town? Do you live in the country or the big city?
		3. Slide 4: What kind of house to you have? How big is it? What amenities does it have? Do you rent it or own it?
		4. Slide 5: Describe your workplace. Do you work at home? Outside? In an office? Do you travel?
		5. Slide 6: How do you get around—public transportation, taxi, ride share, bicycle, your own vehicle? What do you drive?
		6. Slide 7: What do you do for fun with your leisure time? What are your hobbies? What do you do with your family time? Do you play sports, go on vacations, etc?
	2. Think of these questions as you search for images online. Make sure you find images to match EVERY section.
	3. Once you find an image you want, click on the thumbnail to pull up the larger version. You can then either copy and paste it, or save it.
		1. Then right click on the picture and choose “Save as…” Save the file in your pictures file.
			1. In PowerPoint, go to Insert>Picture and find the picture you saved. Double click to place it in the slide you are currently on.
		2. Right click on the image and do “Copy Image.”
			1. In PowerPoint, right click and choose “paste.”
		3. Find at least 2-3 pictures for each slide. You can do more if you have time. Arrange as needed.
		4. You can also use click and drag the edges of your text boxes to make them fit on half the page and leave room for your images.

***This next section will teach you some more advanced things you can do to make your PowerPoint more personalized and fun. You do not have to do all of it or even any of it—as long as you have completed through step 8, you have completed the bare minimum for this assignment.***

1. Backgrounds – Go back to your first slide.
	1. Right click on the blank white slide and choose Format Background.
	2. You can choose the type of background for your slides. They can all be the same or all different. Play around with the solid, gradient, pattern, and picture fills.
		1. In picture fill, you can click on “file” and pull in an image you have saved to make it your background.
		2. If you do this, make sure to change the transparency lighter so you can see your wording.
2. Animations – Go to the Animation tab.
	1. Click on one of your pictures and choose an animation.
		1. Green – These are Entrance animations. They will make your picture appear when you click.
		2. Red – These are Exit animations. They will make your picture disappear when you click
		3. Yellow – These are Emphasis animation. They will make your picture move but it won’t leave or appear.
		4. Motion Paths—These will move your picture in the direction you choose.
	2. You do not have to use all of them, but feel free to play around and get a feel for what they do! You can also use them on your words as well as your images.
3. Picture Tools
	1. Click on a picture and go to the Picture Tools toolbar.
	2. Play around with the picture boder, effects, and styles that are available to make your pictures more interesting.
	3. You can also click on “remove background” if you want to edit out the background of your images.
4. When Finished, turn the file in digitally or Print.
	1. PRINT: Go to File, Print. Choose “9 Slides Vertical under the settings section.
	2. DIGITAL: Save your file and close it. Then drag and drop it into the digital icon for your teacher as instructed.