

## ***CREATING USING MICROSOFT POWER POINT***

- 1) Download Power Point from website.
- 2) Save in a folder you know you may work in with the name (MATH PICTURE LESSONS) (click on **Enable Editing**) to make changes.
- 3) You will discover two examples lessons above.
  - a. You may modify those two lesson to your liking.
- 4) If you are going to create your own new lessons
  - a. Choose layout and blank for your lesson.
  - b. Go to Google and determine what you wish to use in your lesson. Click on image at the top.
  - c. Use snipping tool to copy and paste image to your power point or Control V to copy and Control P to paste.
  - d. Adjust size of object and if needed delete background of object
    1. HOW TO DELETE BACK GROUND
    2. Double click on picture of object
    3. Look in the upper left corner of menu
    4. Click on remove background adjust the arrows on your object.
    5. Click on Control D to duplicate image.
    6. Place a text of **+ - = X /** what ever you wish to use in your lesson. Make sure the text is big enough. Highlight text and click on Control D to duplicate text.
- 5) When puzzle is almost finished. Go to Insert objects rectangle. Click on shape fill ( no fill) t. Shape outline color black and then click on weight and make thicker.
- 6) Repeat the process above for both lessons to place on the lesson page.
- 7) Open up BLANK WORD DOCUMENT FOR YOUR LESSON
- 8) Click Enable editing to adjust delete the two examples
- 9) Use Snipping tool to paste to document. Click on the image you just pasted and use wrap text in front of text.
- 10) Click on Boarder and use simple boarder.
- 11) Repeat 8 through 10 for the second image.
- 12) Save your lesson. Depending on who your doing this for save in your folder and send it or just print out hard copy.