Lesson on Creating a Museum Header using Power Point

In this lesson you are provided with detail directions on this sheet that is accompanied with a video. In watching the video and reading the instructions, you will be provided with enough direction to create your own Museum. This may be done in Word or in Power Point. Basically this method may be done in both mediums almost 100% with a few changes in directions. You are the author use your imagination.

Creating your walls for the Museum (Save often)

1. Open up Power Point Choose Slide Layout and then Blank.
2. Click on Insert and then shapes then **rectangle** and create approximately a **3** inch high rectangle with about **2** inches wide.
3. Click on Insert again and then shapes and find the **trapezoid** and move it so the large section is equal to the length of the rectangle wall. Click on the small green circle this will allow you to turn the walls of the trapezoid.
4. Click on the rectangle wall and **Ctrl D** to duplicate and move it to the right to represent the back wall. Adjust the size accordingly.
5. Click on the **rectangle** wall and **Ctrl D** to duplicate and move this to the far right wall.
6. Click on the **trapezoid** and **Ctrl D** to duplicate and move this so the larger section is equal to the length of the right rectangle wall.

Coloring the walls   (Save often)

1. You may hold down your shift key and click on all the walls to make the all the same color.
2. You are the one who will decide the color of each wall. Don't get carried away but do use your imagination. You may wish to go to google and download a wall pattern if you enjoy.
3. In the video I used a wall Pattern that I placed on all walls.

Placing Pictures on the museum wall (Save often)

1. You may go to google and find the photos you wish to place on the wall relative to your topic.
2. For a **rectangular** shape you may copy and paste the photo on that wall. Rectangular only!
3. For the **trapezoid** you must save the photo in a folder first that you are storing your power Point creation in.
4. Click on the trapezoid and then click on the small down arrow to the right of the pail.
    a. Click on the name picture and find the photo you just downloaded.
    b. Your photo will now be in the trapezoid. When you grab the little green ball the shape and image will both rotate. To correct this problem you must do the following:
        i. Right click on the trapezoid and then click on **Format Shape**. Go to **FILL** at the top.
        ii. Click on the check at the bottom that states rotate with shape. This will move the photo back to the original position.
    c. Click on line color and choose the color you want for this shape and photo.
5. If you wish to place **Word Art** make sure you go to insert and word art.
6. You may desire to place text on your slide. Go to Insert and Text box. You may also have your text written at different directions by clicking on home ribbon and then look for text direction.
7. If you are creating this for a grade in computer class make sure you save the slide as a Jpg.
8. Open up Microsoft word and insert your jpg in word.
9. Placing your name and grade by going to Insert header and use the first one and place your name and grade and turn this in for a grade. Remember to use Text Wrap on the jpg if you wish to move it.