Lesson (1) Converting Power Point to a JPG

1. Open up power point
2. Click layout and use the blank form.
3. Go to google and type in a subject you would enjoy finding a photo of to place a quote or a saying on.
4. Click on the photo and save the photo to your folder
5. In power point place the mouse in the center and right click and then choose format background
6. Click on picture and then file and find your photo as the background.
7. Save your power point as Lesson 1 in your file before you continue.

Two Options listed below

1. **WORD ART:** Insert word art and adjust the size and color depending on what your photo represents.

2. **3D AND WORD ART:**
   a. Insert a shape on your slide for your word art
   b. Place mouse in middle of shape and right click. At the bottom of the pull down menu you will find **Format Shape**.
   c. Choose 3-D Format and Adjust the top and bottom to what you believe looks good.
   d. Right click again and adjust the color and the line that goes around the shape.   You may adjust the line to a different color and also to a different thickness.
   e. Word Art and then type what you want to be displayed on the 3-D Shape.
   f. Save Lesson-1 to your folder as Power Point lesson 1
   g. Save your power point to your folder a second time (2)
      i. Change the save as -- to JPEG File Interchange Format
      ii. This will change the slide to a photo
   h. In the future you may create many JPEGs at one time using this same technique.