# Lesson 3    How to create an Undercover Power Point presentation

1. Think of a person or place you wish to find information about that has both an image and some documentation.
2. Go to google.com and find your information.
3. Create a folder and give that folder same name relative to the presentation.
4. Save the image that you wish to place on the background of the slide in the folder.
5. In power point go to background - format – click your down arrow – Fill affects – Picture and find the photo you wish to place as background and hit ==apply to all==.
6. Now you will want to place some rectangles on the first slide to cover up the image on the background.
7. Choose the rectangle located in the drawing menu or insert a shape using a rectangle.
8. Click on the center of the rectangle.
   a. Right click on the mouse and scroll down to size change the size to **2.5 by 2**. Make the color or pattern of the rectangle anything you wish. Do this prior to creating the second slide.
   b. You may give it a 3D affect or alternate colors per slide (Ctrl & C) copy & paste
9. Copy and paste the rectangle **15** times to cover up the entire slide.  You may use larger rectangles if you are working with younger grades. Ctrl key and arrows will adjust the slide very slightly.
10. Go to Insert and Word Art and place a clue from your research on the first slide.  Try not to give the answer away on the first two slides.
11. Copy the slide and paste the same slide as slide two.  ==**Important note here**==.  You must always paste from the previous slide to the next one.   This will allow you keep a running (constant) adjustment.
12. Delete 1, 2 or 3 squares and click on word art and change the clue on the a second slide describing the last power point slide.   Deleted squares should not give away the photo to quickly.
13. Copy Slide 2 and paste and repeat step 12. Do this until you have the about 5 or 6 slides and the audience knows who the information is about.
14. The next to the last slide should be the photo or image of that person or place.
15. The very last slide should be **WORKS CITED**.   Copy and paste the URL of the web sites you obtained all of your information from.
16. Save your presentation.  You may place music in the presentation as background or sounds if you feel that your presentation will merit this.
17. Make sure you save often and with a backup (same slide with a number after it)