

Creating using Smart Notebook

1. Go to smart notebook
 - a. Look at example lessons
 - b. Google and copy picture
 - c. Snipping tool
 - d. Replace object on smart note book
 - e. Set image transparency
 - f. Reduce size
 - g. Clone photo object
 - h. Change size of font if needed may use current setup
 - i. Make sure you send answer with lesson
 - j. Copy picture and place on word document
 - k. Save as word

CREATING ON MICROSOFT POWER POINT

1. Open up POWER POINT
 - m. Choose layout and blank
 - n. Using snipping tool to place objects on slide
 - o. Control D to duplicate object
 - p. Insert text box and adjust size and control D to duplicate text box
 - q. When puzzle is almost finished
 - r. Go to Insert objects rectangle
 - s. Click on shape fill (no fill)
 - t. Shape outline color black and then click on weight and make thicker