



## Assignment 4 Create the Map Slide

You will start constructing your interactive map. In this assignment, you will:


- ✓ apply a slide design
- ✓ add a map title and format the appearance
- ✓ insert a picture of a map and apply a style
- ✓ add a text box that provides instructions
- ✓ (optional) adjust object order or apply a background

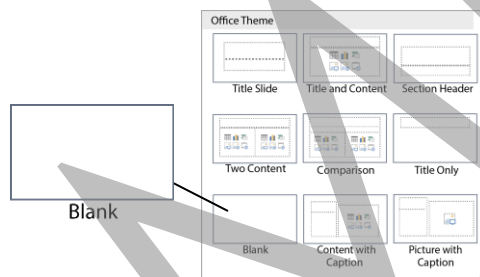


### Open PowerPoint and Create a New Presentation

- ▷ Open PowerPoint.  Click *Blank Presentation*.

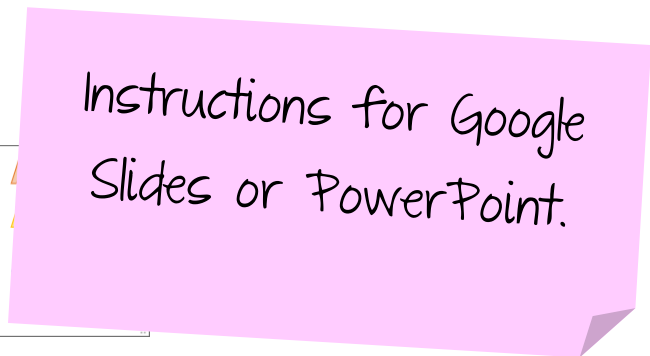
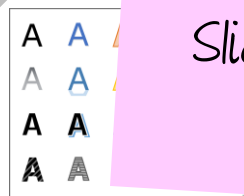
### Change Slide Layout to Blank

- ▷ On the Home tab, click *Layout*.  Choose *Blank*.






### Add a Map Title using WordArt

- ▷ Click the *Insert* tab. Click *WordArt*.  Choose a style from the gallery.



- ▷ Type **Map Title** into the text box.




- ▷ Resize , move , or rotate  the WordArt.

## Format the WordArt Style

- ▷ Select the title.
- ▷ Make the WordArt look fancy. Explore the tools in the WordArt Styles group:

 Text Fill - Fill with color. Use *More Fill Colors*  to see more options.

 Text Outline - Set the line color, weight, or dash style.

 Text Effects - Apply an effect such as shadow, glow, or bevel.

## Format the WordArt Text


- ▷ Select the title.
- ▷ Click the *Home* tab. Use the tools in the Font group to make the title look even better!

 Font - Set the typeface by choosing an option from the *Font* menu.

 Font Size - Set letter size. Pick an option from the *Font Size* menu.

 Increase Font Size - Enlarge the size of the letters a few points.

 Decrease Font Size - Reduce the size of the letters a few points.

 Darken Text - Make letters to appear darker.

 Text Spacing - Move letters to the right.

 Text Shadow - Add a horizontal line below the letters.

 Text Background - Add a dark area behind the letters.

 Text Spacing - Set space between letters tight, normal, or loose.

 Text Case - Make letters lowercase, UPPERCASE, or TOGGLE cASE.

 Font Color - Change the color of the letters.

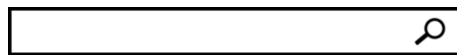
Integrate Google Slides or PowerPoint into learning.



Create a unique design. Select one word in your title and make it look different. Now it will stand out!

## Insert a Picture of a Map



- ▷ Click the *Insert* tab, click *Online Pictures*. 
- ▷ In the search box, type **map of location**. Click *Search*.



- ▷ Scroll through the maps until you find one you like.
- ▷ Click to select it, and then click *Insert*.




If you cannot find a map use Extension Activity 1 or 2 to save a picture.

- ▷ Make the map look great:
  - To change the size, drag a corner sizing handle. 
  - To move the image, click on it and drag. 
  - To move the map behind the WordArt, select the map and click *Send Backward*.

Tips help students build their interactive map.

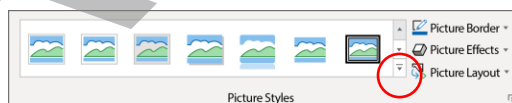
### Do you want to crop the map?

Select the map\*. From the Picture Tools Format tab, click *Crop*. Drag the crop handles to trim the map. Click *Crop*  to apply.






\*TIP: Be sure the licensing text box below the picture is excluded. Do not want to drag this box below the slide pane.

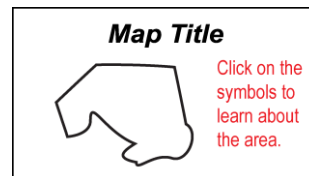
## Apply a Picture Style to the Map

- ▷ Select the map. From the Picture Tools Format tab, click the *More Styles* arrow. Pick an option.



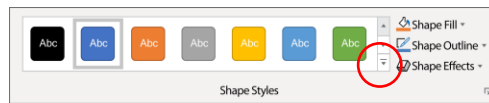
## Add a Text Box with Instructions


- ▷ From the *Insert* tab, click *Text Box*. 
- ▷ Click and drag to draw a text box. Type **instructions** that tell the viewer to click on map markers.
- ▷ Use your skills to pick a *Font* , *Font Size* , and *Font Color* .
- ▷ Click inside the text box. From the *Home* tab, pick an alignment option. 

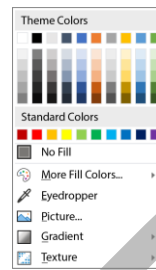
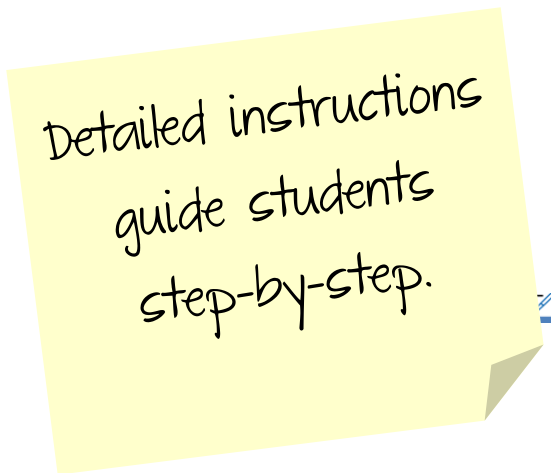



## Format the Appearance of the Instructions Text Box

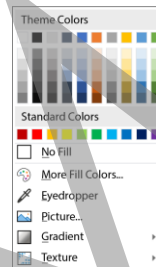
- ▷ Select the text box. Click the *Drawing Tools Format* tab.
- ▷ Click the *Shape Styles More* arrow. Pick an option.



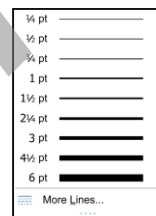
- ▷ Click the *Shape Fill* arrow.  Pick a color you like.



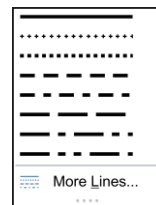
To apply a gradient, pick a color first. Click *Shape Fill* again , then select *Gradient*. Click an option you like.





- ▷ Click the *Shape Outline* arrow again.  Click *Weight*  and select an option.





- ▷ Click the *Shape Outline* arrow again.  Click *Dashes*  and select an option.



It is easy to fix a mistake. Use *Undo*  or *Redo*  on the Quick Access toolbar.



**Do you want to use a different shape instead of a text box?** Click *Edit Shape* . Click *Change Shape* . Choose a category and a shape.

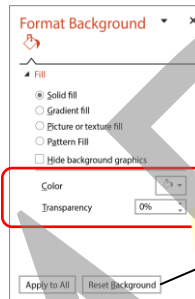
## Apply a Slide Background

You may like the white background. However, you may want to add a splash of color or use a picture as a background. If you do, follow these instructions.

- ▶ Click the *Design* tab.
- ▶ Click *Format Background*. 

### Option 1: Apply a Solid Fill

- ▶ Click to select *Solid fill*.
- ▶ Choose an option from the color palette.
- ▶ Adjust the transparency using the scroll arrows.

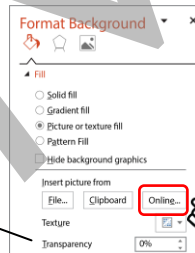


Digital assignments allow students to work independently.

### Option 2: Insert a Picture

- ▶ Click to select *Picture or texture fill*.
- ▶ Click *Online...*


Change the transparency to make the background lighter.



Pick a picture that is wide. This will look the best.

- ▶ In the search box, type **background**. Click *Search*.
- ▶ Find a picture you like. Click to select it and then click *Insert*.

## Save Map and Exit PowerPoint

- ▶ Click *Save*  on the Quick Access Toolbar.
- ▶ Go to the place where you store your files.
- ▶ Name the file **map**. Click *Save*.
- ▶ Exit PowerPoint.