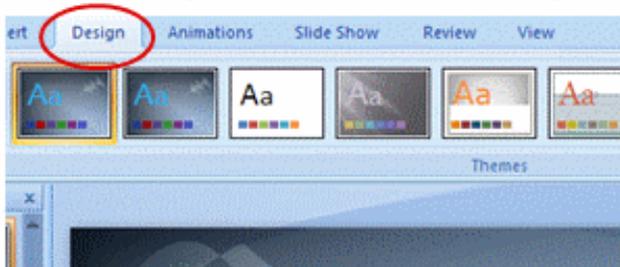
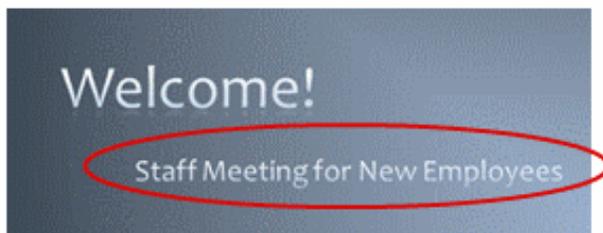


Microsoft PowerPoint 1A: Images on Master Pages, Design, Custom Animation, Effects

1. Open up the premade power point 1A and save it as YourNamePowerPoint1A.
2. Right-click and save the The Classy Eater logo I have on my website to use for later.
3. Select the Design tab and choose a theme of your choice.

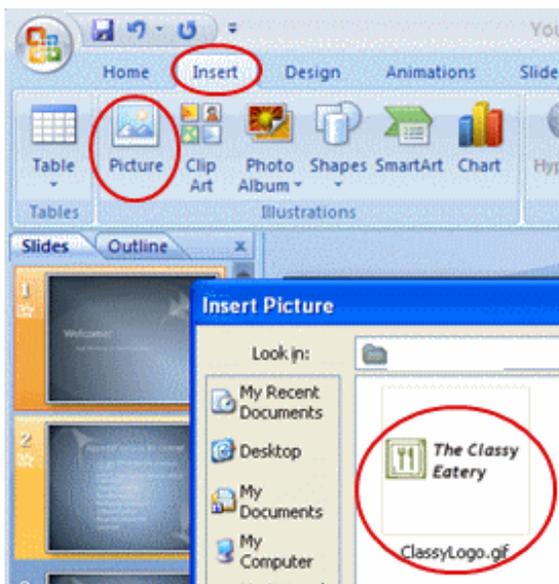


4. Replace "Insert text here" with the following. **Staff Meeting for New Employees**



Note: make sure that you have downloaded the Class Logo from my webpage prior to going to the next step.

5. Select the Insert tab and press the Picture button, then select File and select the Class Logo



6. Place the image under where it now says Staff Meeting for New Employees.

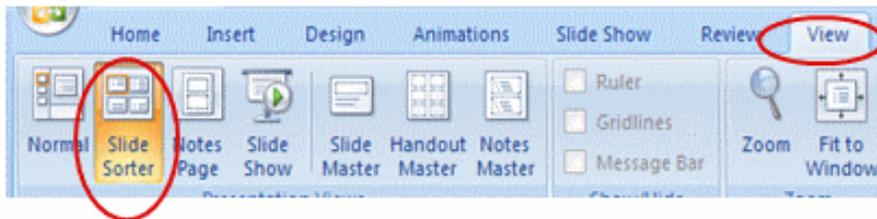


Note: now you are going to replace the Classy Eater log as shown above with another as described in the steps below.

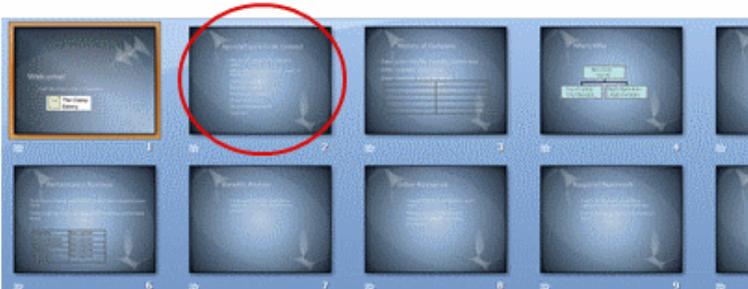
7. Search the internet for a logo and save to your computer.

8. Delete the Classy Eatery logo and replace with the new one that you saved.

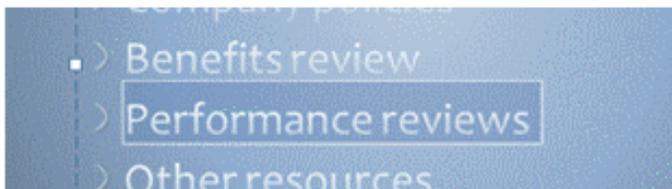
9. Select the View tab and press the Slide Sorter button.



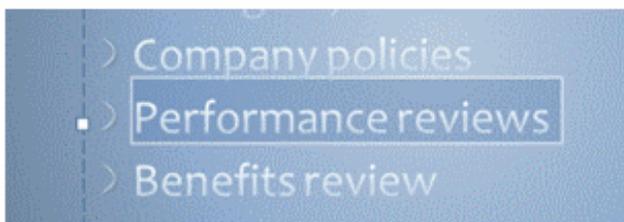
10. Double click on the second slide (Agenda/Topics to Be Covered) to enlarge it to the full page to view.



11. Highlight "Performance reviews"

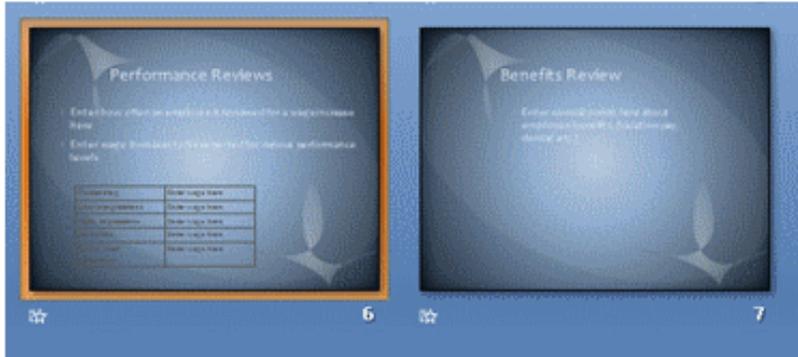


12. Click and drag "Performance reviews" and drop it so that it appears **before "Benefits review"** as shown.



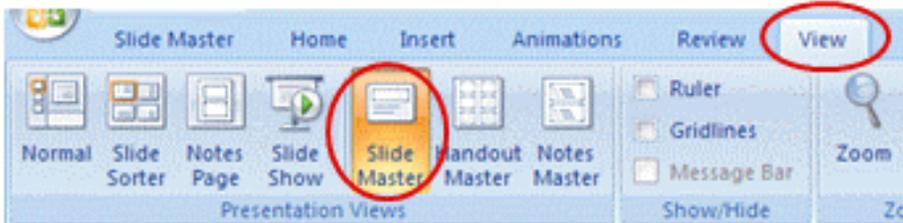
Note: now that the agenda has Performance reviews before Benefits review, we'll have to change the order of the slides as well in the next step.

13. Select the View tab and press the Slide Sorter button to view all the slides, then drag slide #6 "Performance reviews" over as shown so that it appears before the "Benefits review".



14. Double click on **slide#2** "Agenda/Topics to be Covered" to make it large again.

15. Select the View tab and press the Slide Master button.



Note: look at the type of master slide below that is highlighted, make sure that you do not click on any other master slide types, and leave the one select as shown.



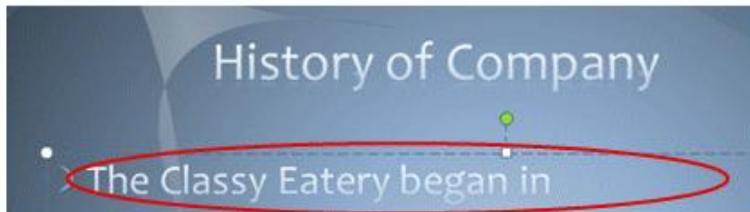
16. Select the Insert tab and press the Picture button and choose the ClassyLogo image again, then resize it smaller and move as shown below.



17. Select the View tab and press the Normal button and scroll through slides 1 to the end to make sure that the logo appears in the bottom right corner of very slide except the title slide #1.

Note: when you click on the image in normal view you can't modify it because it is a master slide item.

18. Go to **slide #3** and complete the presentation by replacing the text that starts with **Enter ...here** with details that you make up about the business.



19. Enter some of the products sold in the restaurant in the table.



20. Go through slides #5-10 and make up information that seems appropriate for this business.

Note: be original and professional

21. Select the Slide Show tab and press From Beginning button and click your way through the slide show to see what it looks like after making changes.

22. Go to **slide#1**, then select the Animations tab and choose the Dissolve Transition button.

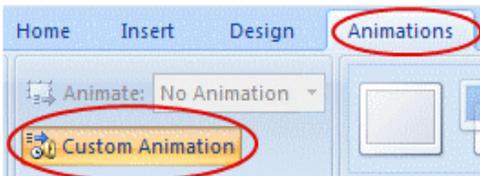
23. Select the Slide Show tab and press the From Beginning button to view the show and click your way through the slide show to see how the transition works ... the transition only appears on the **slide#1** the title slide.

24. Go to **slide#2**, and then select the Animations tab, the Dissolve button is selected already ... press the Apply to All button. View show to check it out.



Note: try viewing the slide show again; the dissolve should happen between all the slides now.

25. Select the Animations tab and press the Custom Animation button.

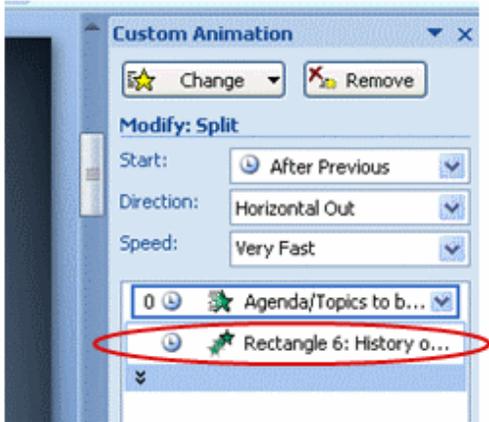


26. Click on the word History so the Custom Animations menu appears as shown.

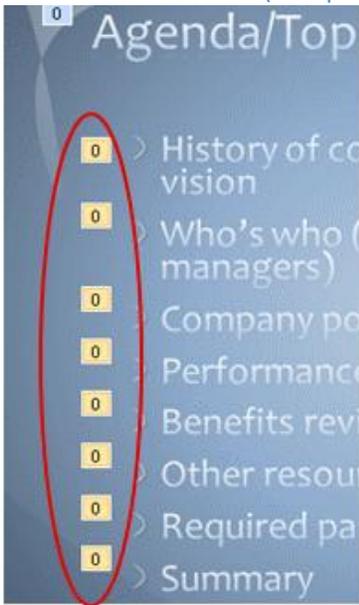


Note: all the items on this page are numbered 0.

27. Select the item as shown below.

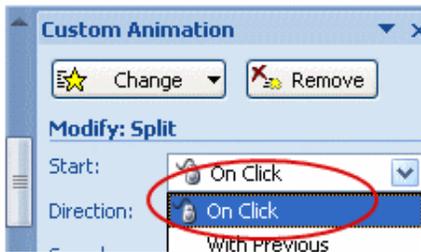


Note: all of the 0 items (except the title of this slide) become yellow as shown below.

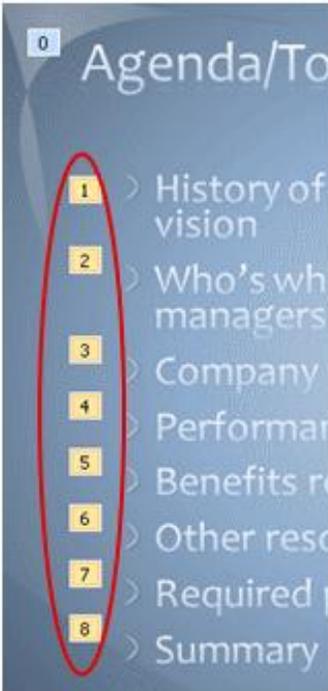


Note: the next step below will only apply to the items in yellow as shown above.

28. Change the Start to On Click as shown (you may have to click the square beside "Agenda Topics First").



Note: now all the items in yellow have separate numbers as shown below.



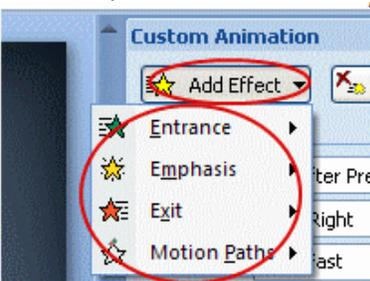
Note: each numbered item above will now only appear when the slide is displayed and the user clicks. This is great when you are presenting to a group of people and you don't want them to see the next item until you have finishing talking about a particular item.

29. Click on Slide Show and press the From Current Slide to see how the items pause, waiting for the user to click before displaying the next item.

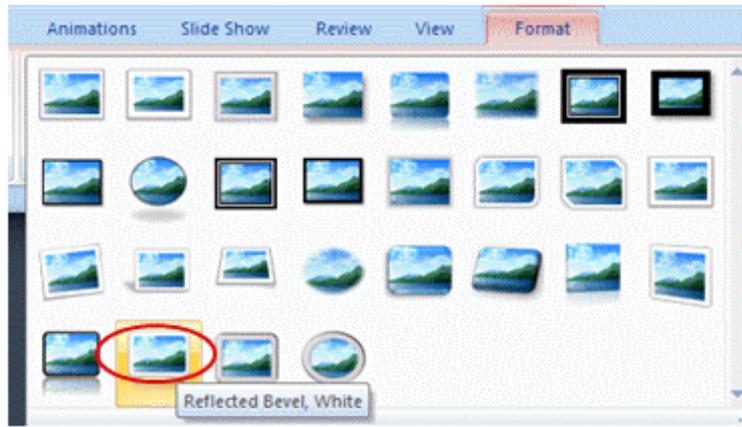
Note: after the slide is displayed the next slide displays all the items without clicking on them.

30. Change the start on all the other slides so that the user must click before an item is displayed.

31. After changing the start on all slides to On Click, add some effects using the Add Effect button as shown (experiment with different effects on different slides).



32. Select the logo on **slide#1**, press the Format button and choose the Picture Style as shown notice how the image changes.



33. Go to **slide#2**, notice how you cannot select the image, you must select the View tab and press the Slide Master button.

34. Select the image now and apply the Picture Style.

35. Select the View tab and press the Normal button, then scroll through **slides#2-10** to see that the style you have applied appears on all the slides.

[Note: master slides are used to make changes that apply to all slides \(other than the title slide\).](#)

36. Add a new slide at the end labeled Competitors and past the logos of two additional restaurants on this page.