

# Everyday Computer Users

**Instructions:** Create a PowerPoint presentation on ways people use computers in the places listed below:

\*Schools   \*Hospitals   \*Police Stations   \*Grocery Stores   \*Banks   \*Factories  
\*Libraries   \*Restaurants   \*Amusement Parks   \*Sports Arenas/Stadiums  
\*Airports

A. There should be **11 slides** (**Home → Slides → New Slide**) for each presentation. Use the **layout** called Two Content for all slides except the title slide (**Home → Slides → Layout**)

B. Change the **background** (**Design → Themes**)

C. Must have 1 **picture** per slide (**Insert → Illustrations → Online Pictures**)  
Add a Picture style to all pictures (**Format → Picture/Quick Styles**)

D. Each slide should have at least 2 **bullets**  
(**Home → Paragraph → Bullets**)

E. Add a transition to all slide (**Transitions → Transition to this Slide**)

F. Use animation on ALL pictures and bullets. (**Animations → Animation**) Bullets get **green stars** and pictures **yellow star**  
\*\*Include 1 custom detailed animation of 10-15 steps on the title slide  
(**Animations → Advanced Animation → Animation Pane**)

G. Your last slide will be a slide summarizing your slides using a TABLE and include **HYPERLINKS** a website that tells you how computers are used at each place (**Insert → Tables → Table**)

Extra Credit #1 Create Picture **Hyperlinks** on the Title Slide and House **Action Buttons** on the rest of the slides.

Extra Credit #2 Add 2 more slides to the presentation to include 2 more places