

Teacher Modeling: PowerPoint Pathfinder

1. Click on **Start**; scroll up to **Microsoft Office**; scroll over and down to "**Microsoft PowerPoint**" (orange icon) and **click**.
2. A window appears, choose **Design Template**. Click through the choices. To select, click "**OK**."
3. Another box appears entitled "**New Slide**." Your first slide will be a **title slide**. Choose the first auto layout slide and click "**OK**."
4. Click inside the top outlined box and **type** a title. Add your subtitle or author information.
5. At this point you will want to **SAVE** your work by clicking on the **Disk Icon** on the task bar. A window appears. **Name** your document, designate a **location**, and "**Save**."
6. To insert a new slide: Click on **Insert** on the upper task bar. Then click on **New Slide**. A window appears with the auto slide layouts. Choose the **blank slide** and then click "OK."
7. From the top menu bar, click on **Insert**, then **Picture – From File**. Locate the **folder** with the scans. **Click** on the student's image file. Click on **Insert** to add it. **Size** the image by moving the lower right-hand corner two-way arrow. **Place** it on the slide by moving it with the four-way arrow. Click once on the picture to **highlight** it, and choose a **border** width by clicking on the stack of lines on the lower menu bar. "**Save**."
8. Click on **Insert**, then **Text Box**. Click on the slide; a box appears. **Minimize** PowerPoint and **open** the **Microsoft Word** file with the students' poems. **Copy** the first student's poem. **Minimize** Word, **maximize** PowerPoint, and **paste** the poem in the box. **Select** all the text and choose a **color** by clicking on the arrow to the right of the large "A" on the bottom menu bar. "**Save**."
9. **Show** the students the next steps by using the next person's poem and picture. Make sure students **notice** that a new slide is added on the outline. They should check to make sure their slide is represented by the **next number** on the outline. Students will duplicate the previous person's slide and edit it as follows:

Student partners begin here:

PowerPoint Pathfinder

10. **One** partner will **read** the **Pathfinder** while the other composes his or her PowerPoint slide.
11. Click on **Insert - Duplicate Slide**. **Minimize** PowerPoint. **Maximize** Word. Highlight and copy your poem. **Maximize** PowerPoint. **Cut** the previous person's poem by clicking on the **Scissors Icon** on the upper menu bar. **Paste** your poem in the box. **Select** all the text and choose a **color** by clicking on the arrow to the right of the large "A" on the bottom menu bar. **"Save"** by clicking on the **Disk Icon** on the upper menu bar.
12. **Click** on the previous person's picture. **Cut** the picture with the **Scissors Icon** on the upper menu bar. Click on **Insert**, then **Picture - From File**. Find and **highlight** your picture and click on **Insert**. **Size** your picture by moving the lower right-hand corner two-way arrow. **Place** your picture on the slide by moving it with the four-way arrow. Click once on the picture to **highlight** it, and choose a **border** width by clicking on the stack of lines on the lower menu bar. **"Save."**
13. **Switch places** with your partner. You will read now while your partner repeats **steps 11 and 12**.
14. **"SAVE."**
15. **Invite** the next set of partners to come to the computer workstation.

After all students have created their slides:

1. Add a second title page with place and date of publication.
2. Add a dedication page.
3. Add a table of contents or an index.
4. Add a page to explain the students' learning process and acknowledge the project collaborators.