Assignment 4 Create the Map Slide
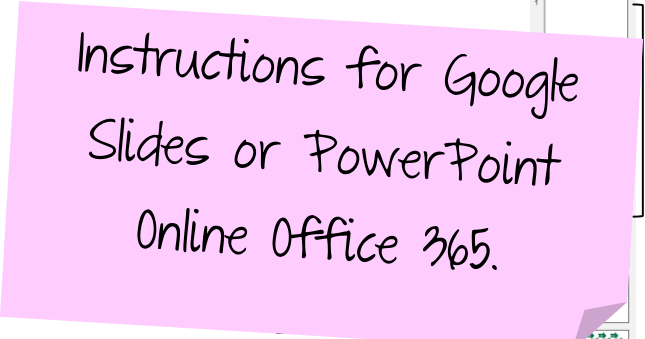
You will start constructing your interactive map. In this assignment you will:

✓ make a copy of the template

✓ 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 the Map Template in PowerPoint Online and Make a Copy

▷ Open *Map Template* in OneDrive.

▷ Click *Edit Presentation*.
Choose *Edit in Browser*.

▷ Click *File*. Select *Save As*.

▷ Click *Save As*.
Type **Map Name**. Click *Save*.

Instructions for Google Slides or PowerPoint Online Office 365.

Slides 1-4 are completed in Assignments 4-6

Slide 7 has markers with built-in hyperlinks. You will use them to mark your map in Assignment 6.

Apply a Slide Design

▷ Click the Design tab.

▷ Click the *More Themes* arrow and select a design.
From the Variants group select an option.

What colors do you like? Look at the colored bar on each design.
Those are the options you will have when picking text and shape colors.

Change Slide Layout to Title Only

▷ Select Slide 1 in the slides pane.

▷ From the Home tab, click *Layout*.
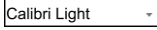
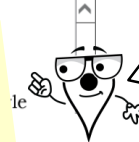▷ Select the *Title Only* layout.
Click Change Layout.
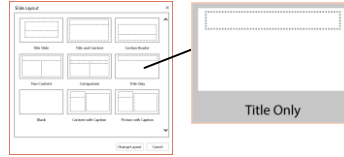
Add a Map Title

▷ Click in the title text box.
Type a **Map Title.**

Map Title

Format the Map Title

▷ Select the title.

▷ Click the Home tab.

▷ Click the *Font* arrow. Calibri Light
Pick a font from the list.

Pick a font that is easy to read.

▷ Click the
Pick a f

Tips help students build their interactive map.

▷ Click *Inc...* ...ze A to change the size.

▷ Click eac...
Click on it...

▷ Click the *Font Color* arrow.
Pick a color you like.

Do you want different color choices? Click the *Design* tab and pick a different theme. You will now have a new palette of *Theme Colors*.

Insert 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 on it and then click *Insert*.

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

▷ Make the map look great:

  o To change the size, drag a corner sizing handle.

  o To move the image, click on it and drag.

> ***Do you want to crop the map?*** Select the map. Click the Crop tool.
> Drag the crop handles to trim the map. Click *Crop* to apply the changes.
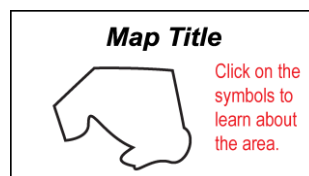
Apply a Picture Style to the Map

▷ Select the map.

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

Add a Text Box w

▷ From the Ir

▷ Click inside
Type **instruc**   p markers.

▷ Use your skill   8   , and *Font Color* A.

▷ Click inside th
Pick an align

Detailed instructions guide students step-by-step.

> **Map Title**
>
> Click on the symbols to learn about the area.

Format the Appearance of the Instructions Text Box

▷ Select the text box.

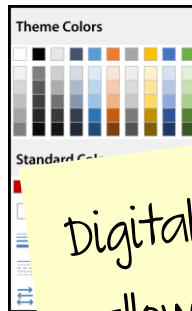▷ From the Drawing Tools Format tab, click the *Quick Styles* arrow.
Pick an option.

▷ Click *Shape Fill*.
Pick a color you like.

> If you do not see a style gallery, click *Shape Fill* and pick a color.
> Now pick a style.

Theme Colors

Standard Colors

No Fill

▷ Click *Shape Outline*.
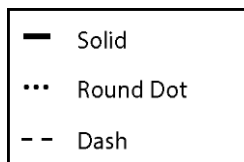Pick a color you like.

Theme Colors

Standard Col...

Digital assignments allow students to work independently.

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

¼ pt

4½ pt
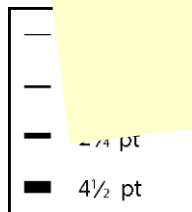
▷ Click *Shape Outline* again.
Click *Dashes* and select an option.

— Solid

••• Round Dot

– – Dash

> It is easy to fix a mistake.
> Use *Undo* or *Redo* on the Home tab.

Adjust Object Order (Optional)

Objects are added to a slide in layers. Change the order to move objects forward or back.

▷ Select an object.

▷ Click the *Home* tab.

▷ Click *Arrange.*
Pick an option:

    o   *Bring to Front* will move the object to the top layer.

    o   *Send to Back* will move the object to the bottom layer.

    o   *Bring Forward* will move the object up one layer.

    o   *Send Backward* will move the object back one layer.

Apply a Slide Background (Optional)

You can change the background color or
Complete *Extension Activity 2* to find a suit

Integrate Google Slides or PowerPoint Online into learning.

▷ Click the *Design* tab.

▷ Click *Format Background.*
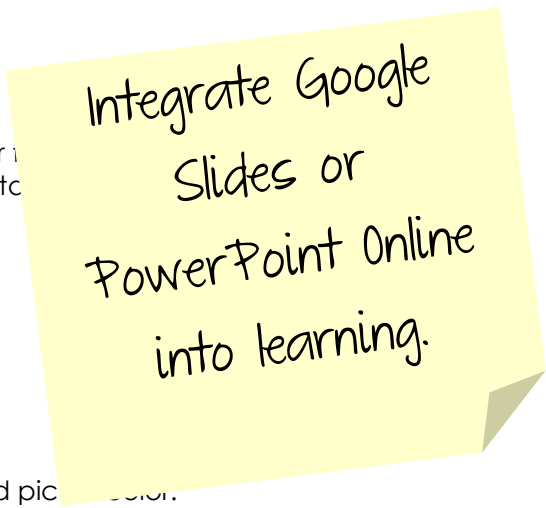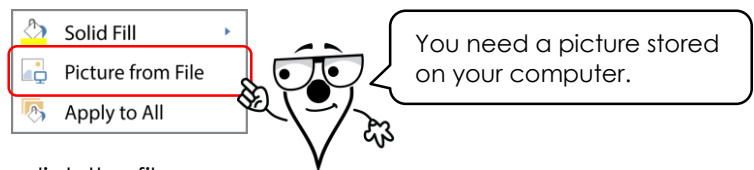
Option 1: Apply a Fill

▷ Click the arrow beside *Solid Fill* and pic

Option 2: Insert a Picture

▷ Click the arrow beside *Picture from File*.

You need a picture stored on your computer.

▷ Locate a saved picture. Double click the file.

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