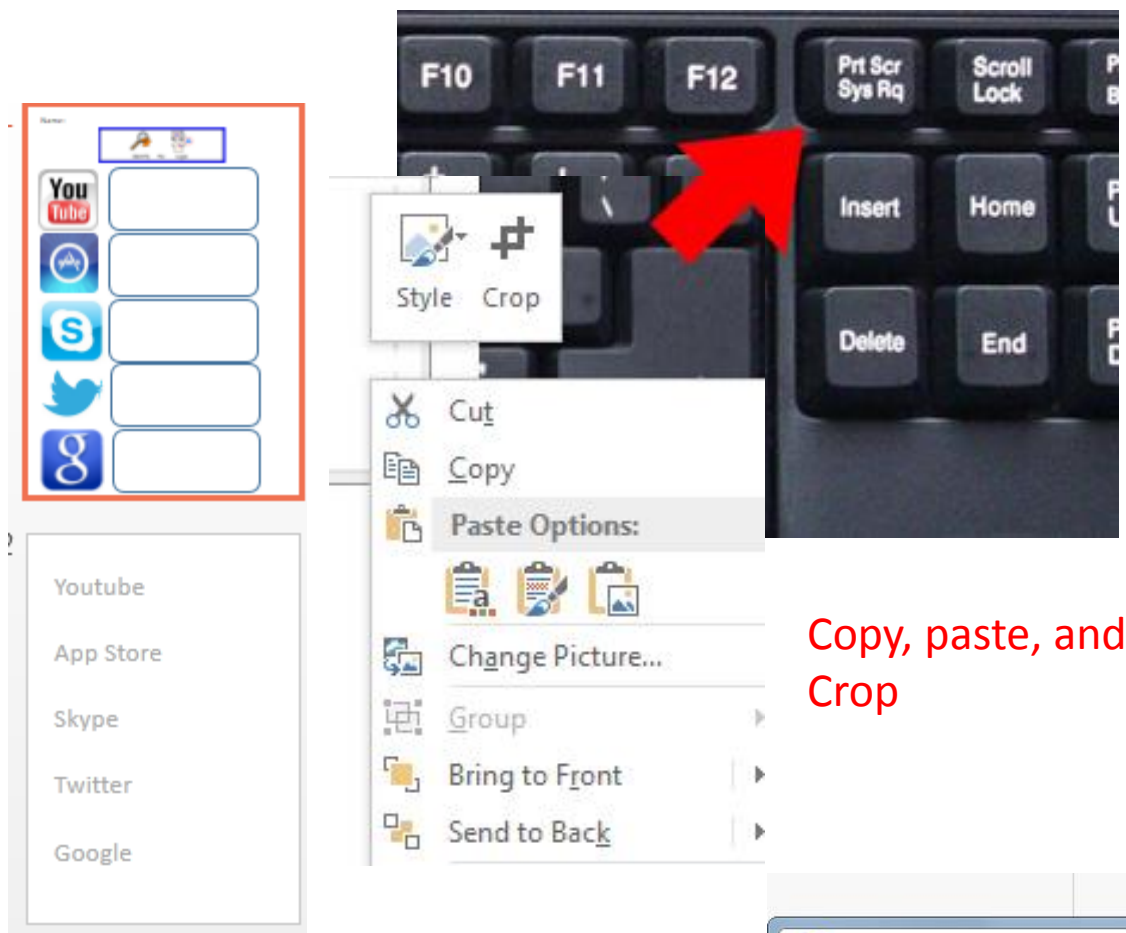


Using ICT to Make Resources 1.



We are going to use a combination of Powerpoint, InPrint and the internet.

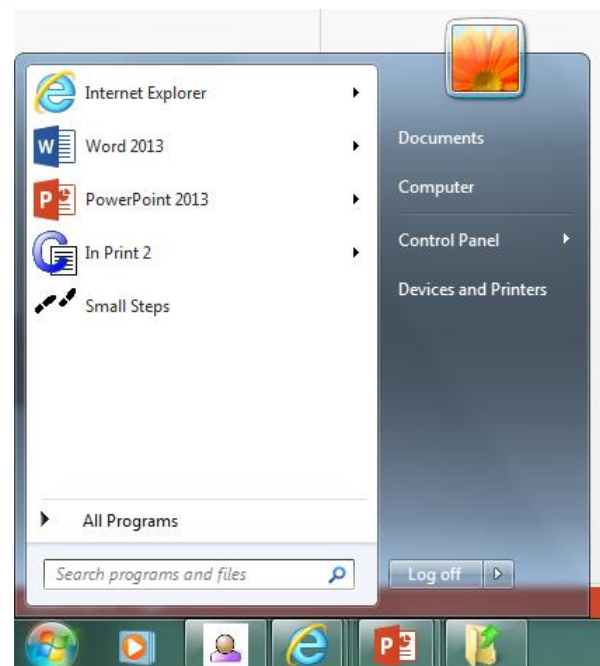
We will use this button – **Print Screen**



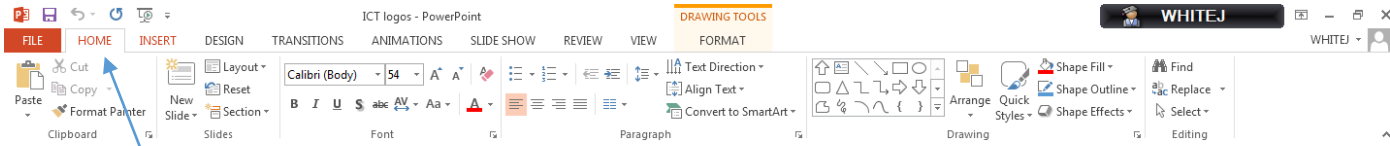
Copy, paste, and
Crop

To make a worksheet a bit like this

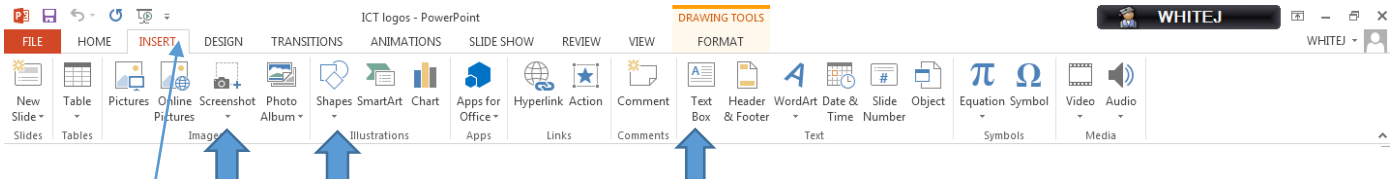
In classes all the programs
you need are in the start
menu.



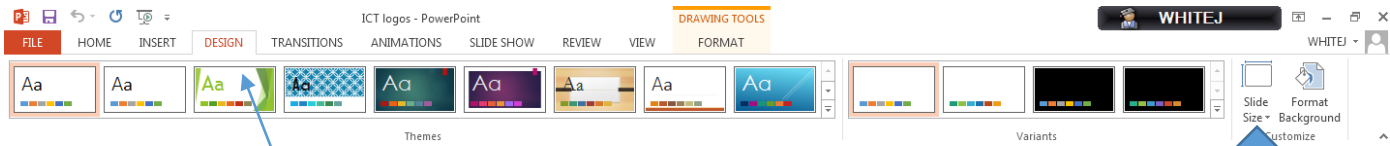
Step 1 – The PowerPoint menu



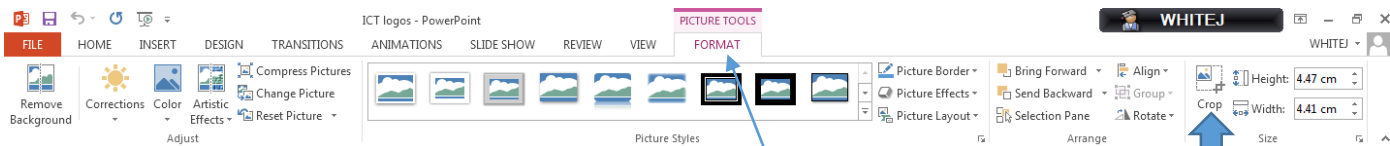
Home tab: fonts, colours etc



Insert tab: screenshots, shapes, text boxes etc

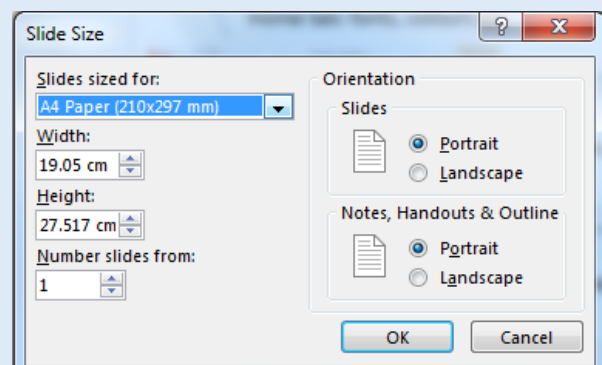
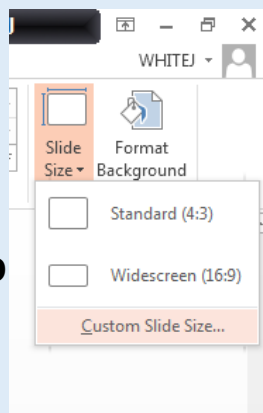


Design tab changing the slide (paper) size.



Format tab: Crop, frames, funky effects.

**Open up PowerPoint.
Click the Design tab
Change the slide size to
Portrait – A4**



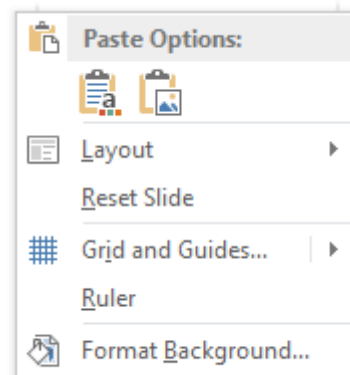
Step 2 – Adding content.



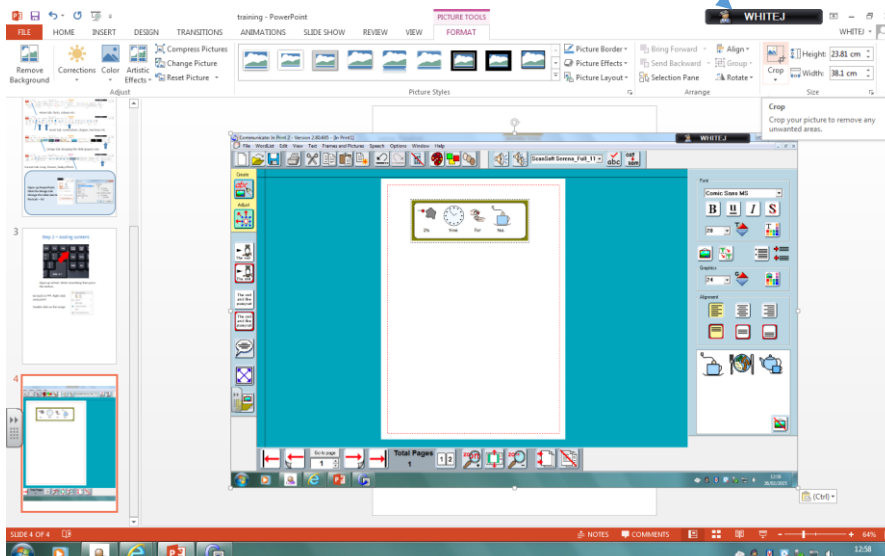
Open up inPrint. Write something then press this button.

Go back to PPT. Right click and paste!

Double click on the image.
Click Crop

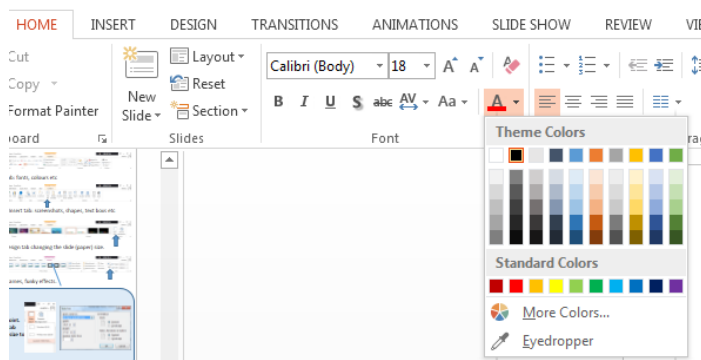


Drag the corners of the box to desired size press enter.



Copy and paste as many items as you want and arrange them to suit.

If you want grayed out text
Click the home tag and the
A with a line under. Then type.



Under the insert tab, click shapes then choose and drag it to size.

[illegible]