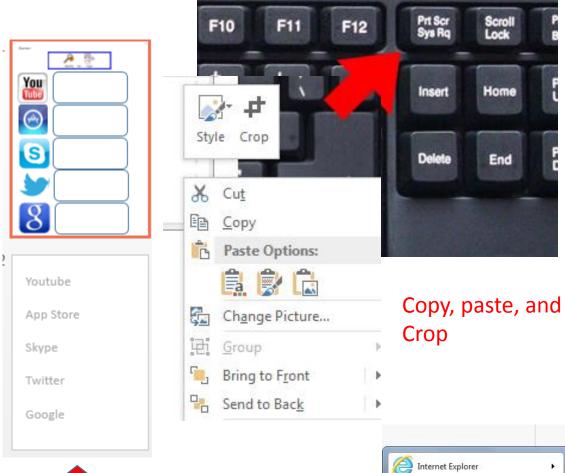
Using ICT to Make Resources 1.

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

We will use this button - Print Screen



To make a worksheet a bit like this

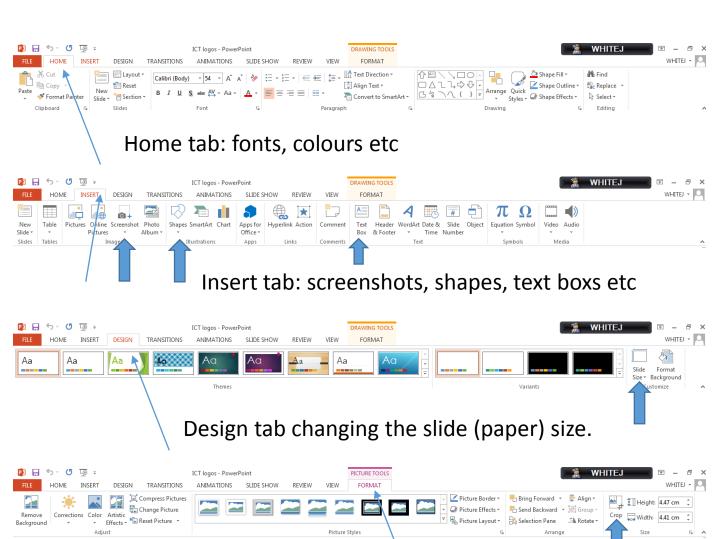
In classes all the programs you need are in the start menu.





Step 1 – The PowerPoint menu





Format tab: Crop, frames, funky effects.

9 WHITEJ + Slide Size Slides sized for: Orientation A4 Paper (210x29 Slides **Open up PowerPoint.** Slide Format Width: Background Portrait 19.05 cm ≑ <u>L</u>andscape Click the Design tab Standard (4:3) Height: Notes, Handouts & Outline 27.517 cm ≑ Change the slide size to Portrait Widescreen (16:9) Number slides from: Landscape Portrait - A4 Custom Slide Size... Cancel

Step 2 – Adding content.



Open up inPrint. Write something then press

Paste Options:

Reset Slide
Grid and Guides...

Format Background...

Layout

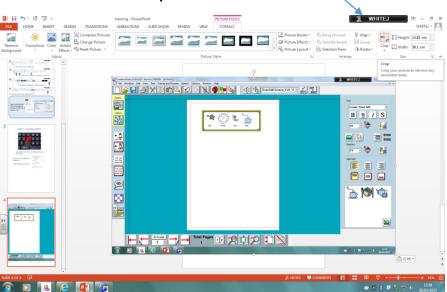
Ruler

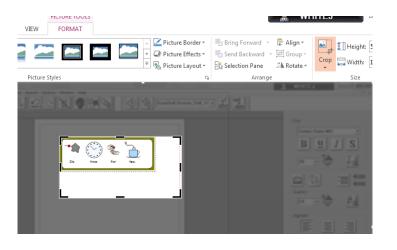
this button.

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.

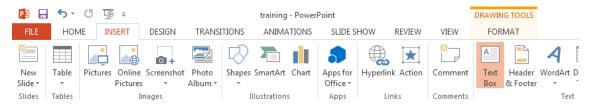




You can use this on websites, inPrint, Smartboard etc.

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

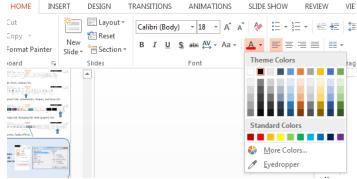
Step 3 – Adding Writing.



Under the insert tab, click text box. Left click and drag to the INSERT

required size.

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



Step 4 – Adding Shapes

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

Right click to change the colours.

