**PowerPoint Intro Activity—My License Plate**

1. Create a new PowerPoint file. Change the slide layout to **blank**. Save as **MYLICENSE.PPTX** to your U drive in your *Computer Applications* folder in a subfolder called *Intro Activities*. This will be a one slide PowerPoint (for now).
2. Draw a **Rectangle** in the middle of the slide. Using the Drawing Tools, set the **Size** to 4.25” high by 9” wide. Then, **Align** to the center/middle of the slide.
3. Change the **Shape Fill** to your favorite color. Then, modify the **Shape Fill** to be a **Gradient**. Select a **Light Gradient** of your choice.
4. Change the **Shape Outline** to your favorite color. Then, modify the **Shape Outline** to be **a 4 pt Double Line** (HINT: Shape Outline, Weight, More Lines, set Width and Compound Type).
5. At the top of the license plate, type the name of the state in which you were born. This should be created using a **WordArt** and **font** of your choice, **All Caps** (capitalized). Set **font size** to **44 pt**. Set the **Text Fill** to a **Gradient** of your choice.
6. Create your license plate “id letters” in the middle as a white filled **WordArt**. They need to represent you (your nickname, an acronym, or something that describes you) and should be three letters, a gap of two spaces, and three letters. Make this **Eras Bold ITC font, size 115**. It should fit in the box. **Center** align.
7. Add your tagline at the bottom of the box by **COPYING and PASTING** your state name. Then, change the words to describe your “id letters” and change the **size** of the font in the bottom box to **36 pt** and **italic** font style.
8. Draw a **Text Box** in the blank area in between the “id letters” and give it **black**, **dashed border**. Then, type your birthdate and name (first and last) inside the box as shown. Size down the font so that your name fits. Then, using the **Insert** tab, insert a **Symbol** of your choice that is relevant to you. Finally, give the box a **light gray fill**.
9. Now, some fun stuff! Go out to the internet and search for images of three of your favorite things—favorite candy/dessert, favorite sport or sports team/athlete, and favorite non-sports hobby OR favorite place. Save them to the *Intro Activities* folder. Also, take a **picture** of **yourself** (use the webcam!) and save it to that folder as well.
10. Now, draw a **circle** in the top left corner of the license plate. Set the **size to 1.1” by 1.1”.** Then, modify the **Shape Fill** to **Picture**. Set the fill to the **picture** of **yourself**. Use any color border.
HINT: If it stretches it oddly, you can customize the stretch using **Format Picture** (right click the circle) and modifying the stretch options.
11. Repeat this process, creating the same size circle in each corner. For the top right, set it to the sports picture. For the bottom left, use the candy/dessert, and for the bottom right, use the favorite hobby/place.
12. **Save**! Go back down this list of instructions and be sure you did everything! Call me over for a screencheck of your work. I’ll record your progress on my class clipboard.