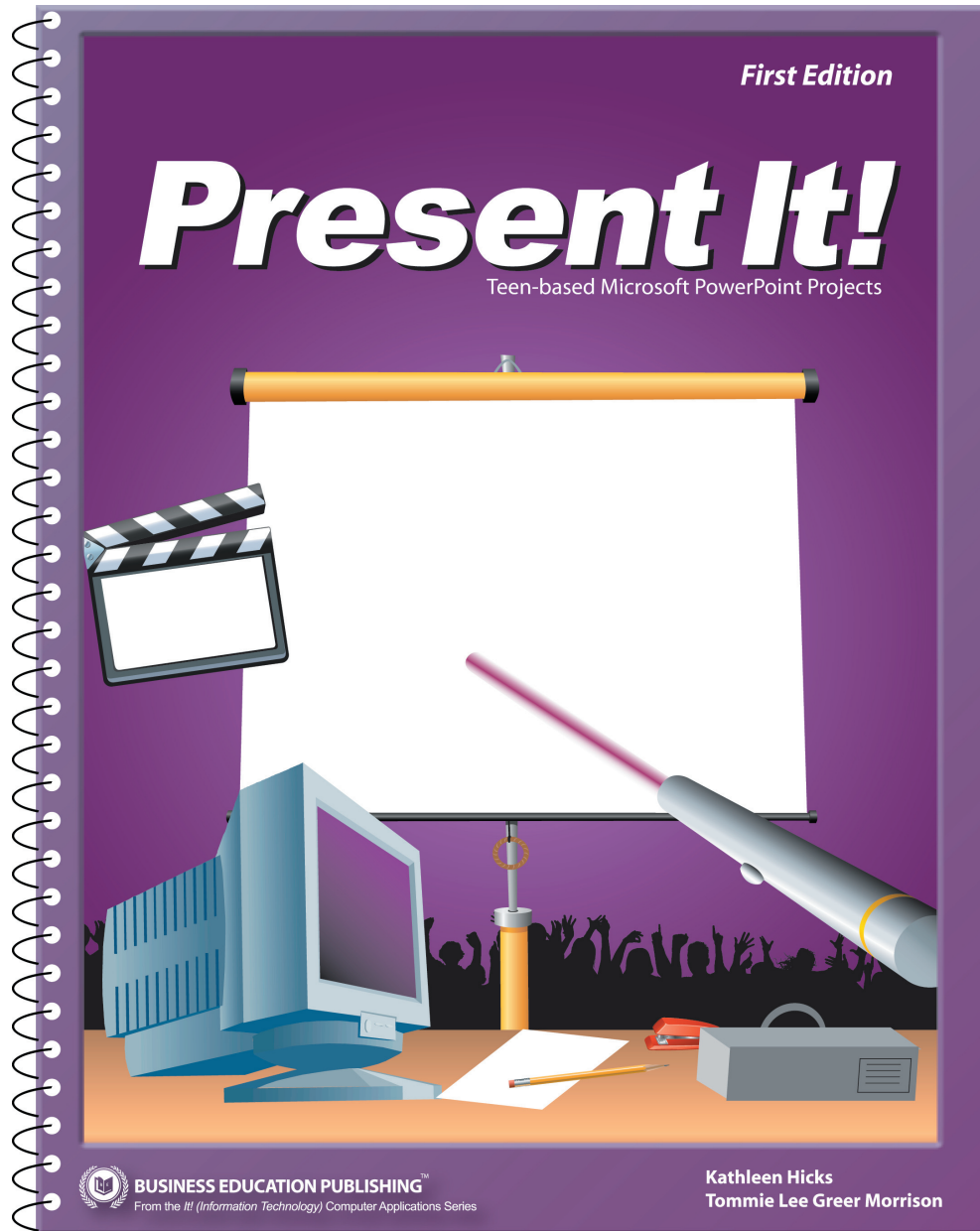


Free Sample Activity From The Book:



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Present It!

Teen-based Microsoft PowerPoint Projects
First Edition



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Present It! Planning Layout Form

Name: _____ Project # / Title: _____

Slide #: _____

Slide #: _____

Slide #: _____

Slide #: _____

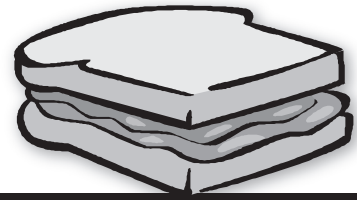
Slide #: _____

Slide #: _____

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How to Make a PB & J Sandwich



OBJECTIVE:

To create a PowerPoint presentation illustrating how to make a peanut butter and jelly sandwich

New Skills Reinforced:

In this activity, you will practice how to:

1. insert WordArt.
2. format WordArt.
3. use AutoShapes.
4. apply gradient background.



PROJECT SCENARIO:

Peanut butter and jelly sandwiches are a staple in lunch boxes, cafeterias, and kitchens across America. PB & J's are as fun to make as they are to eat. In this project, you will use PowerPoint as a tool to demonstrate how to make the perfect PB & J sandwich. Assume your audience has never made one.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. The two required background colors you choose should be similar to the colors of peanut butter and jelly.
2. Use a maximum of one or two fonts (typefaces) throughout the presentation.
3. Use consistent design and typestyle elements throughout your presentation.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project 5: How to Make a PB & J Sandwich



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 5 – PBJ**.
3. Edit **slide 1**.



□ Using separate text boxes, key the text as shown.



- Place text box 2 in the bottom right corner.
- Apply a two-color gradient background to all slides. Choose colors that are similar to the colors of peanut butter and jelly.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

How to Make a Peanut Butter and Jelly Sandwich

2

Presented by: [Your name]
[Project number and title]
[Current date]

4. Insert **slide 2**.



□ Using separate text boxes, key the text as shown.



- Insert a graphic image that best illustrates the contents of the slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

The peanut butter and jelly sandwich is an American classic. Found daily in lunch bags all across school cafeterias nationwide, "PB & J's" are the reason why many look forward to lunch every day.


There is an art form to making a good PB & J. Too much peanut butter and your mouth gets sticky. Too much jelly and the bread falls apart.


This presentation will guide you through the process of creating the perfect PB & J sandwich.



Project 5: How to Make a PB & J Sandwich

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.


-  Format text box 3 using custom bullets.
- Format the size, style, and placement of the text so that this slide projects a professional appearance.


1 **Before You Begin:**

2 **Before you begin making your PB & J sandwich, you will need to complete the following:**

3 **Wash your hands.**
Clear off a counter area in your kitchen with enough space to make your sandwich.
Get a knife and plate.
Gather your ingredients.

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

-  To the left of each ingredient, insert a graphic image that best illustrates each ingredient.
- Using the AutoShapes tool, insert an arrow to the left of each graphic for emphasis.
- Format the size, style, and placement of the text so that this slide projects a professional appearance.

1 **Ingredients:**

2 **(2) slices of bread (white or wheat works best)**
(2 tbs.) grape jelly
(2 tbs.) peanut butter (creamy or chunky)



Project 5: How to Make a PB & J Sandwich

7. Insert **slide 5**.



□ Using separate text boxes, key the text as shown.



□ Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

□ Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Step 1: Applying the Peanut Butter
2	Using a knife, spread approximately two tablespoons of peanut butter on one slice of bread until it is completely covered.

8. Insert **slide 6**.



□ Using separate text boxes, key the text as shown.



□ Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

□ Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

□ Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Step 2: Applying the Jelly
2	After washing the knife, spread approximately two tablespoons of jelly on the other slice of bread until it is completely covered.



Project 5: How to Make a PB & J Sandwich

9. Insert **slide 7**.



Using separate text boxes, key the text as shown.



Format text box 1 using a WordArt object. Choose colors that coordinate well with the background of the slide.

Insert a graphic image that best illustrates a peanut butter and jelly sandwich.

Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Step 3: Putting It All Together**

2 **Take the peanut buttered slice of bread and place it face up on your plate. Place the jellied slice of bread face down on top of the peanut buttered slice of bread. Using a knife, cut your sandwich in half.**

10. Insert **slide 8**.



Using separate text boxes, key the text as shown.



Insert a graphic image to help illustrate the content of this slide.

Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **ENJOY!**

11. Resave the presentation.

12. Run the slideshow and proofread your work carefully for accuracy, design, and format.

13. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.