

Transition

T E N N E S S E E

HOW TO GUIDES

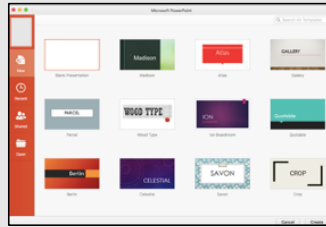
Path: I Want to Go to Work
Lesson: Rights and Responsibilities
Change After High School



PowerPoint

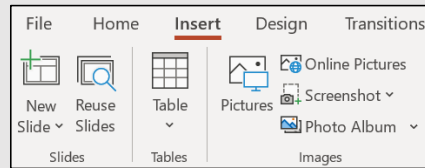
1

Open PowerPoint and choose a design or click "Blank Presentation."



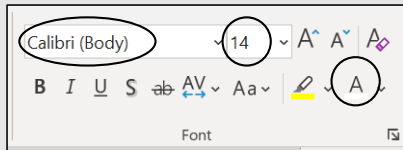
2

To insert a shape, text box, image, or table, click "Insert" and select the item.



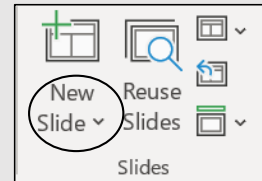
3

Change the font size, color, or text by using the buttons circled below.



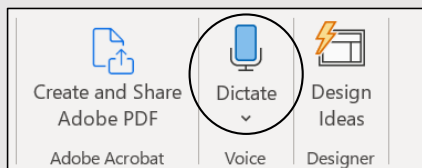
4

Add additional slides by clicking "New Slide."



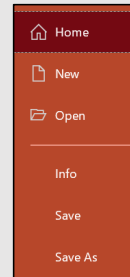
5

To add voice audio, click dictate



6

Save! click "File" then "Save" or "Save As"



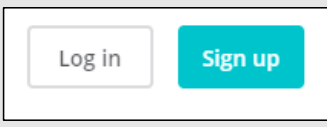
Need more help? Use the QR code or [CLICK HERE](#) to watch a video on how to use PowerPoint!





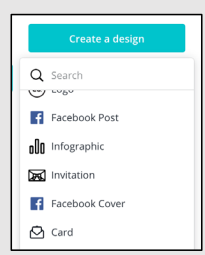
1

Log on to Canva.com and click "Sign Up." Make an account.



2

Click "Create a Design" and select "Infographic."



3

Select a design that you like or click "See All" to view more designs.



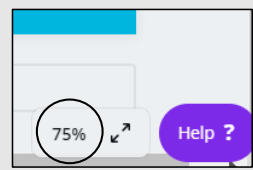
4

Highlight existing text and type in what you want. Delete any text boxes that you don't want.



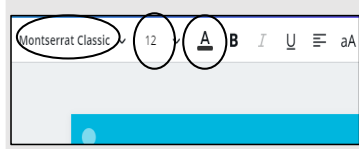
5

To zoom in or out, change the number. To view full screen, click the arrows.



6

To change the font, size, or color, use the circled buttons.



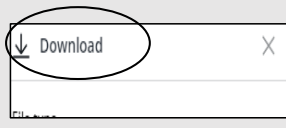
7

To insert photos or videos, click the bar on the left. Search or upload your own.



8

To save, click "Download" and choose "PDF Print." Select "Download a free watermarked draft" if it is not free.



Do you need more help? If so, use the QR code or [CLICK HERE](#) to watch a video on how to use Canva!

