

# How to create an eBook in PowerPoint pt. 3



# Open PowerPoint

## Create a new slide : Blank



After you create a “new slide: blank” you can just hit the new slide button.

- Right click and select paste for the image to appear on your slide.

- You can then resize the image by dragging the corner of the image (see video).

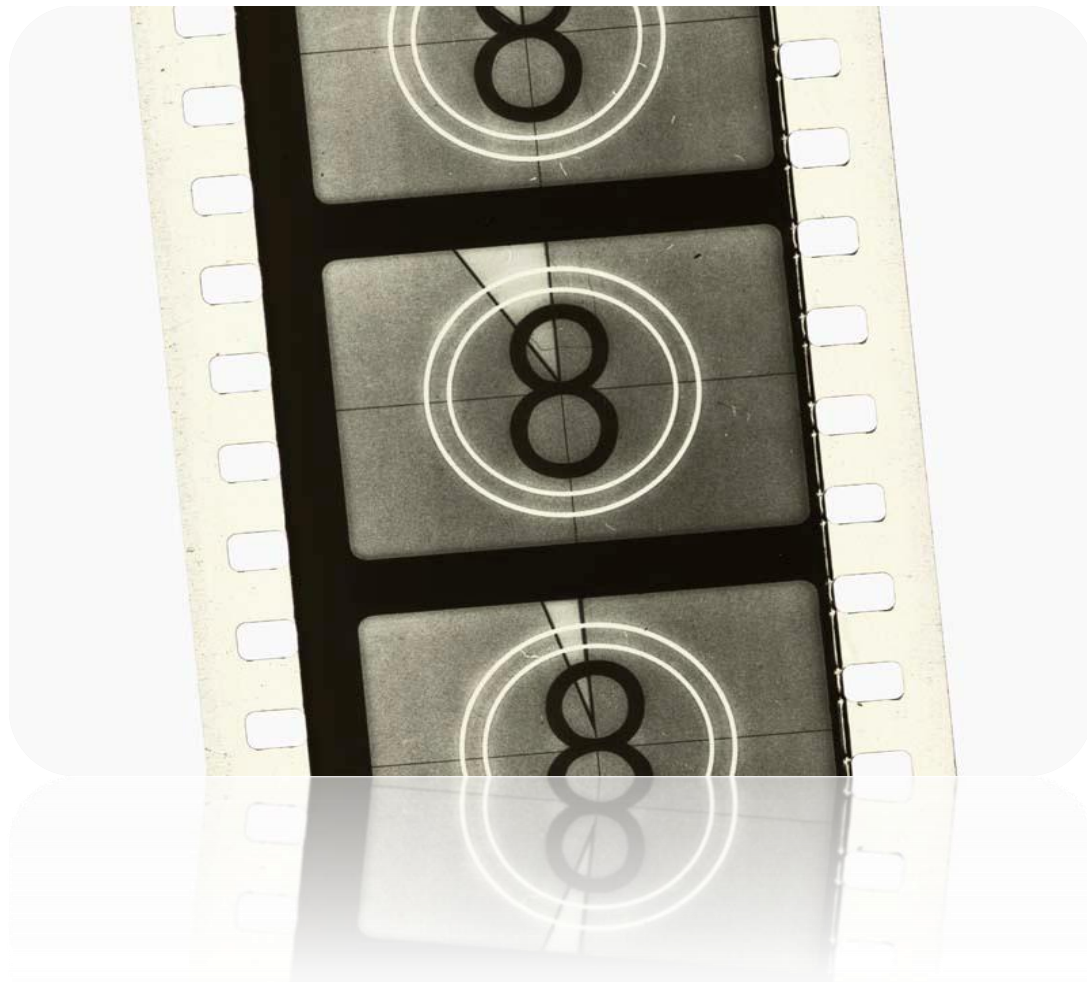
- You can double click on the image to add effects or crop the image (see video).



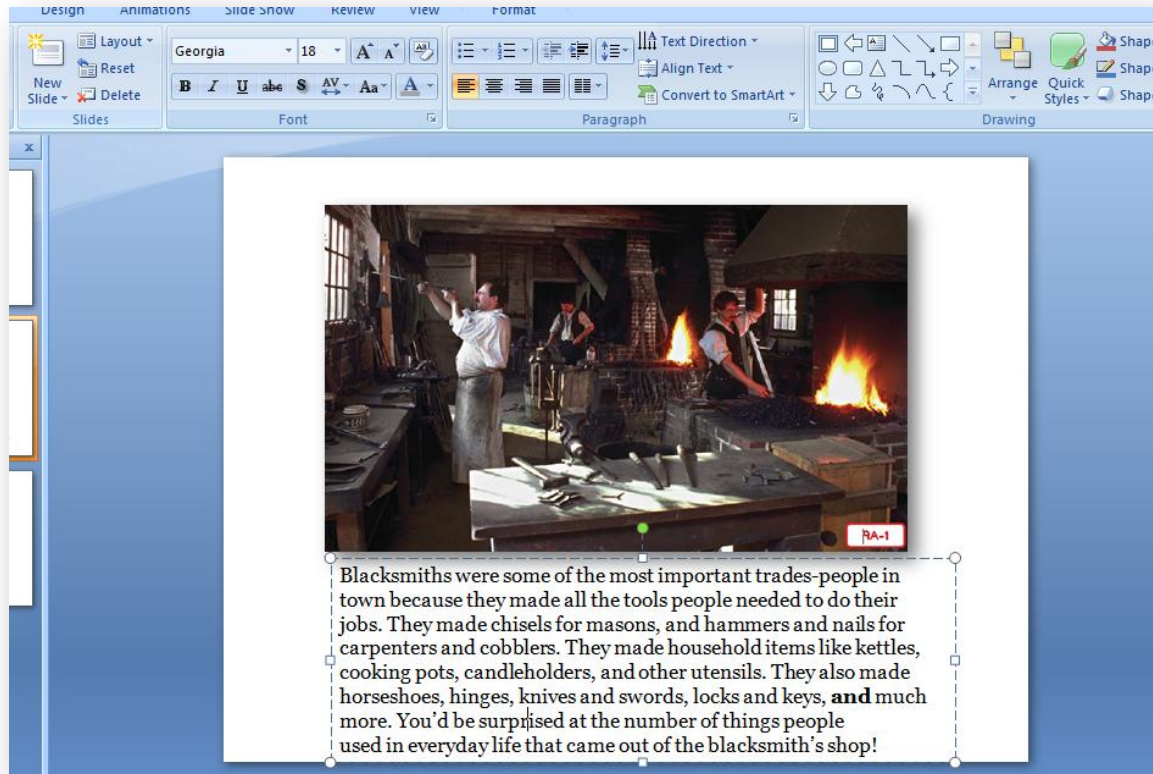
9A-1

9A-1

# Video



- In the EnagageNY anthology select the text for the accompanying picture and press CTRL and C to copy it. Or, you can right click the mouse and select copy.
- Then go to your PowerPoint and paste the text.
- Resize the text and edit any mistakes.



The image shows a screenshot of a Microsoft PowerPoint slide. The top of the slide displays the ribbon with tabs for Design, Animations, Slide Show, Review, View, and Format. The ribbon is currently set to the Format tab, showing options for Slides, Font, Paragraph, and Drawing. The main content of the slide is a photograph of a blacksmith shop. In the foreground, a blacksmith is working at an anvil, with a bright fire in the background. A small red box with the text "RA-1" is visible in the bottom right corner of the photograph. Below the photograph is a text box with a dashed border and a small red box with the text "RA-1" in the bottom right corner. The text in the box reads: "Blacksmiths were some of the most important trades-people in town because they made all the tools people needed to do their jobs. They made chisels for masons, and hammers and nails for carpenters and cobblers. They made household items like kettles, cooking pots, candleholders, and other utensils. They also made horseshoes, hinges, knives and swords, locks and keys, **and** much more. You'd be surprised at the number of things people used in everyday life that came out of the blacksmith's shop!"