

## PowerPoint Acrostic Directions

1. Open PowerPoint  
Start→all Programs→Microsoft Office→PowerPoint
2. Save your work  
Office Button→Save As→My Computer →StuShare→Teacher Name→Finished Acrostic Poems→your class period
3. Delete the Title slide and then add a blank slide  
Home Tab→New Slide drop down arrow→Blank
4. Insert your background picture  
Insert tab→Picture→My Computer→StuShare Drive→6thGrade-SS→Background Pictures→Change the view to thumbnails to see the pictures
5. Resize your picture on your slide to fit without distorting the image
6. Insert WordArt for your main word  
Insert tab→WordArt→Select a style→Type your word→drag it down to make it long
7. Insert text boxes – one for each letter of your main word  
Insert tab→text box→draw the box and type your sentence
8. Create a text box with your name somewhere on the slide
9. Save again – making sure you are in the correct folder on the StuShare drive