PROJECT #10

My Family Tree

My Family Tree

New Skills Reinforced:

In this activity, you will practice how to:

1. align objects.
2. group objects.
3. use a variety of draw tools and AutoShapes.
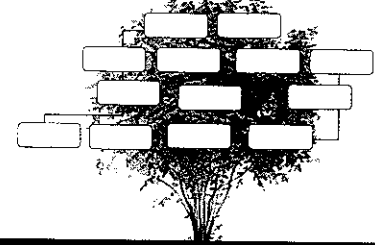
OBJECTIVE:

To create a PowerPoint presentation illustrating three generations of your family from either your mother's side or your father's side

PROJECT SCENARIO:

There is no doubt that you have studied many different historical figures over time. Learning about a famous person's heritage and family history can be very interesting and pretty amazing. Even more amazing is your own family history and the people you are related to that you may never have met. In this project, you will create a family tree displaying three generations on either your mother's side or your father's side of your family.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Be sure the text fits proportionately in all of the text boxes and is large enough for your audience to read.

2. Obtain pictures of your family and scan them to use in your presentation (optional).

3. Use a maximum of one or two fonts (typefaces) throughout the presentation.

4. 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 10: My Family Tree

1. Using Microsoft PowerPoint, create a NEW blank presentation.

2. Save the presentation as **PROJECT 10 – FAMILY TREE**.

3. Edit **slide 1**.

☐ *Using separate text boxes, key the text as shown.*

☐ *Place text box 2 in the bottom right corner.*
☐ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

> 1
> **My Family Tree**
>
> 2
> **Presented by:** *[Your name]*
> *[Project number and title]*
> *[Current date]*

4. Insert **slide 2**.

☐ *Using separate text boxes, key the text as shown.*

☐ *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
> **Introduction**
>
> 2
> **This presentation will provide the audience with a visual chart displaying three generations on my** *[mother's or father's]* **side of my family.**

Present It!

5. Insert **slide 3**.

□ *Using separate text boxes, key the text as shown. (Note: The number of text boxes will vary depending on the makeup of your family.)*

□ *Add a two-point border to each text box.*
□ *Now, using Figure 10-1 as a visual guide, place each text box accordingly and connect each text box with a line.*
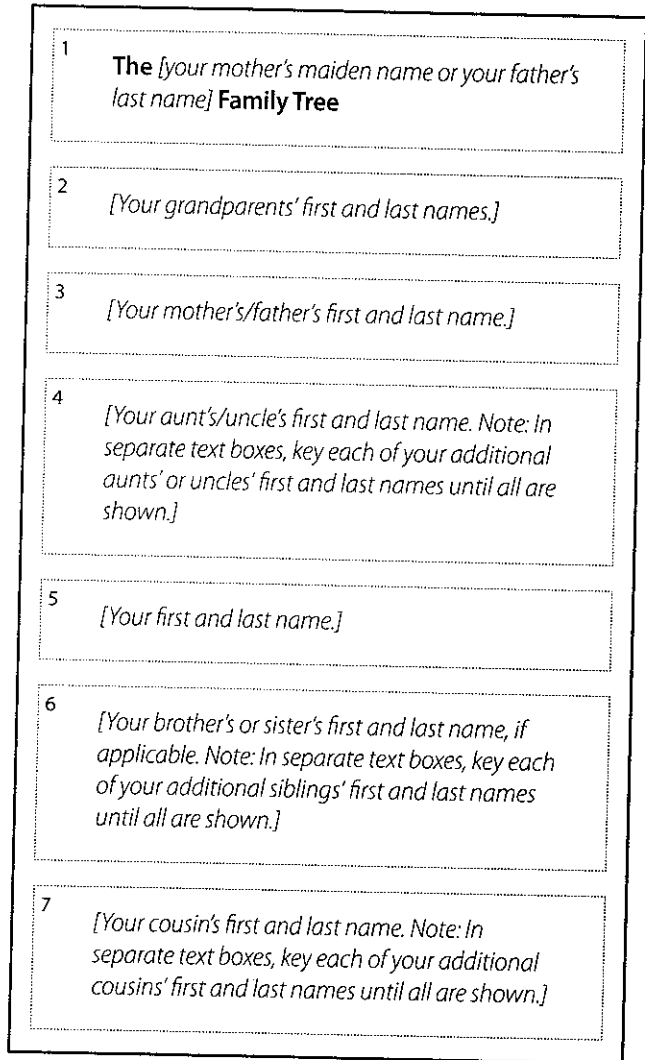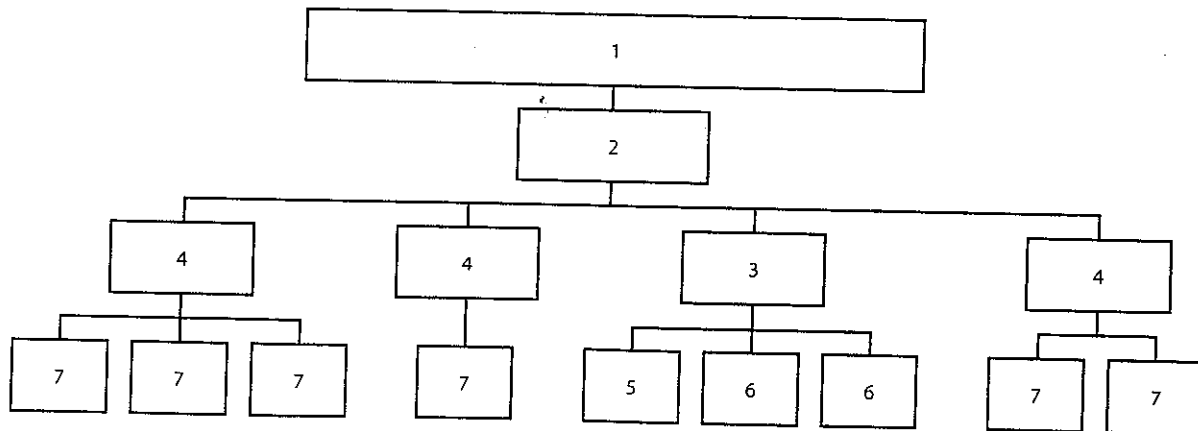□ *Align the text boxes in each horizontal row to align on top.*

1
The [your mother's maiden name or your father's last name] **Family Tree**

2
[Your grandparents' first and last names.]

3
[Your mother's/father's first and last name.]

4
[Your aunt's/uncle's first and last name. Note: In separate text boxes, key each of your additional aunts' or uncles' first and last names until all are shown.]

5
[Your first and last name.]

6
[Your brother's or sister's first and last name, if applicable. Note: In separate text boxes, key each of your additional siblings' first and last names until all are shown.]

7
[Your cousin's first and last name. Note: In separate text boxes, key each of your additional cousins' first and last names until all are shown.]

FIGURE 10-1

6. Insert **slide 4** (optional).

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

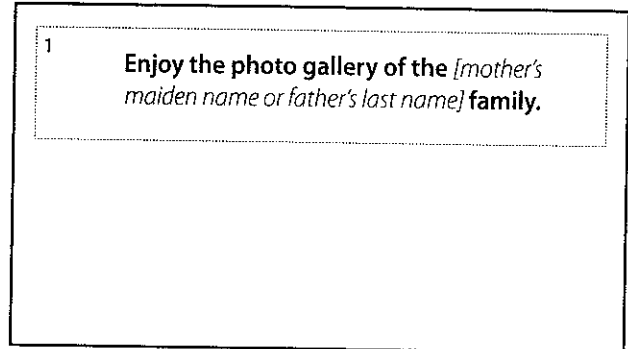□ *Scan and insert photo images of members of your family.*

□ *Add captions or bubble thoughts to each scanned image.*

□ *Group each text box with its corresponding image and arrange in a collage format.*

□ *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 the photo gallery of the** *[mother's maiden name or father's last name]* **family.**

7. Resave the presentation.

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

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

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

Present It!