

Instructions for Travel Agent PowerPoint Project

1. Create a folder inside your basic computer applications folder and name it *yourname PowerPoint*. Start PowerPoint and name your file *yourname travel agent* and save it in the folder you just made.
2. Save **ALL** files for this project inside your PowerPoint folder. This is a good organizational step.
3. **DO NOT** copy and paste pictures onto slides. Sometimes pictures contain links that can cause problems. Instead, save pictures to your PowerPoint folder. This helps to eliminate problems with links. Also, if your PowerPoint file has a problem you will not have to go find all of your pictures all over again.
4. **DO NOT** use any of the design themes that are built into PowerPoint as that is the lazy way to make a good looking slideshow.
5. **DO NOT** advance slides automatically as you will be presenting your project to the class so you will control it with mouse clicks.