In this lesson you will be creating an Albion Knights bumper sticker. A bumper sticker usually has a funny saying or is asking for support, and is typically found on the rear bumper of a car. After the lesson you will create your own bumper sticker design.

**Make sure you read through all directions carefully.**

1. Open PowerPoint
2. Move the title box to the bottom of the slide
   1. Click the edges of the “Click to add title (get a 4-headed arrow) to move the title to the bottom
3. Insert a rectangle (10” long and 4” tall)
   1. Insert Tab, Shapes
   2. Select a rectangle
   3. Click and drag on your slide to insert the rectangle
   4. Make the rectangle the width (side to side) of the slide and about half the height (top to bottom)
4. Change the color of the rectangle
   1. Click on the rectangle to select it (if it’s not already selected)
   2. Go to Drawing Tools, Format Tab (at the end of the tabs, it’s ORANGE)
   3. Make your rectangle purple.
      1. Use either the shape styles or Shape Fill and Shape Outline to change your rectangle to Purple
5. Click in the “Click to add title” text box and type the text: Albion Knights
6. Click in the “Click to add subtitle” text box and type in some kind of catch phrase.
   1. For Example: We are Royalty
7. Put the Title and Subtitle on top of your rectangle
   1. With the text box selected (make sure it’s a solid line, if it’s not click on the edge again) Click on the Drawing Tools, Format Tab
   2. Click Bring to Front in the Arrange Group (2nd group from the right in the ribbon)
   3. Repeat for the subtitle box
   4. Click and drag the title and subtitle onto your rectangle
8. Change the font/font style of the title and subtitle
   1. Click next to your text (“Albion Knights”)
   2. Highlight all of the text by clicking and dragging over the text or hit Ctrl + A
   3. Use the Font Group on the Home Ribbon to change the font and color of your text.
   4. You nay also use the Word Art Styles or create your own
      1. Under Quick styles toward the right side of the Home Ribbon.
9. Adding a picture
   1. Insert Tab, Illustrations Group (right under the word Insert), Picture
   2. Select Desktop\Teacher Hand-In Out\C-Nielsen\CTE Intro\Desktop Publishing\Knight
      1. If this isn’t available find a picture of a knight online
      2. Right click on the picture and select “Save Picture As…”
      3. Save to you’re My Documents folder
   3. Select the picture you want and click ok

**More on the next page!**

1. Rotating and Copying
   1. To rotate click on the handle (with a green dot) on the top of any box and drag to rotate the picture.
   2. You can also Click on Picture Tools, Layout
      1. Under the Arrange Group (2nd from the right)
      2. Select Rotate
      3. Brings up a dialog box to make sure you’re typing in the right thing.
   3. To copy a picture…
      1. Right Click Copy
      2. Hold down Alt, click and drag what you want copied
2. Add a text box
   1. Insert Tab, Text Group, Text Box
      1. Select the first option
   2. Type your name in the box
3. Move the text box with your name to the bottom of the slide.
4. Save As: bstick lesson
   1. Save in your Computer/My Documents folder

**Start working on your own bumper sticker design**

1. Make sure your bumper sticker is school appropriate
   1. This includes pictures and sayings
2. Make your bumper sticker close to the same size as the lesson bumper sticker
3. You can look at the bumper stickers in the back of my room for ideas
4. Print this bumper sticker and put in the basket
   1. Make sure your name isn’t on the actual bumper sticker, so when I fold them your name can’t be seen.
   2. Again…refer to the bumper stickers in the back of my room