Instruction to create your Virtual Museum

1. Go through and put a title on each slide after the first. They will be named the topics that you researched.

\*People

\*Major Conflicts

\*Major Events

\*Government

\*Agriculture/Industry

\*Exploration/Growth

\*Transportation

\*Inventions/Technology

1. Go back to slide 1. This is the Museum Lobby.
	1. Change the ceiling, floor, and walls.
		* Floor:
			1. Click on the bottom blank part of the slide. A rectangle should pop up.
			2. Format
			3. Fill (arrow down)
			4. “Fill Effects”
			5. Picture or Texture
			6. Choose Texture
		* Ceiling
			1. Click on top part of slide
			2. Follow direction for floor (2-6)
		* Walls
			1. Click on each section of wall (not in smaller rectangles)
			2. Follow directions for floor (2-6)
	2. Title Rectangle
		* Click on rectangle
		* Type in the name of your time period and the years it took place
		* You can change the font/color/size under “home”
		* You can change the background of the box by following the directions for the floor. I would suggest making it more “transparent” though, so you can see the writing (You’ll see that option when you are on the “picture or texture” section)
	3. 7 Boxes on walls
		* You should have a folder with pictures saved in it to put in these boxes. If you have not saved them there, do that now.
		* Each box will take you to a separate exhibit (slide) within your virtual museum
		* You should add a picture to each box to represent each of the topics you researched (Except Inventions) (see list at the top of this document)
		* To add a picture to fit the box:
			1. Click on the box
			2. Go to “format”
			3. “fill” arrow
			4. fill effects
			5. picture or texture
			6. from file: choose picture
			7. go to your folder and add the picture you would like to put there
			8. unclick option “rotate with shape”
			9. click “ok”
		* Hyperlink Picture to Correct slide
			1. Right Click on the picture you are working with (remember to use two fingers)
			2. “Action Settings”
			3. “Hyperlink to”
			4. Slide…
			5. Choose the slide that goes with that picture
			6. Click “ok”
			7. Click “ok” again
		* Add Heading plate for each picture
			1. Go to “Home”
			2. Add a “text box” and place above or below each picture (type in title of slide it will take you to)
			3. OR you can add a shape to type in. You can change the color/size/text color to fit your color scheme.
		* For Inventions
			1. Go to Google Images and type in “Pedestal”. Copy and paste a picture of pedestal into your slide. (Place in a spot on your slide that doesn’t make it too crowded)
			2. Copy and paste a picture to represent an invention that effected NC during your time period
			3. Right click the invention image
			4. Go to “Action Settings”
			5. Hyperlink to
			6. Slide…
			7. Choose the slide that is titled “Technology/Inventions”