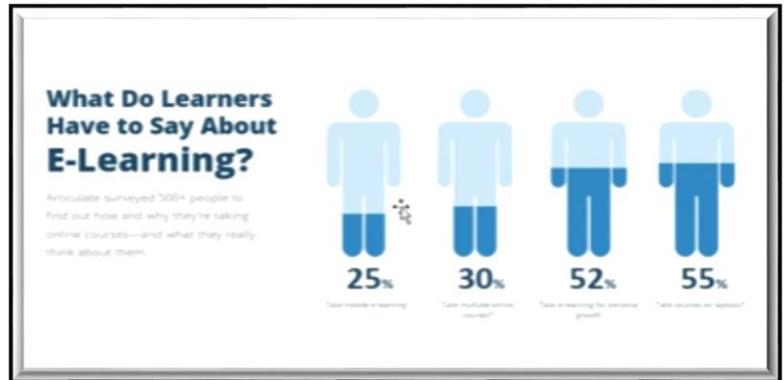


MS PowerPoint 2016

Create a infographic

They key is creating infographics is to see what basic shapes can be used as "building blocks" to creatively combine to create NEW shapes and graphics. Please note that in this video tutorial, Amarpreet Singh has customized his menus.

You will be able to follow along using the "default" layout, but you may notice that his menus and icons may appear slightly different.



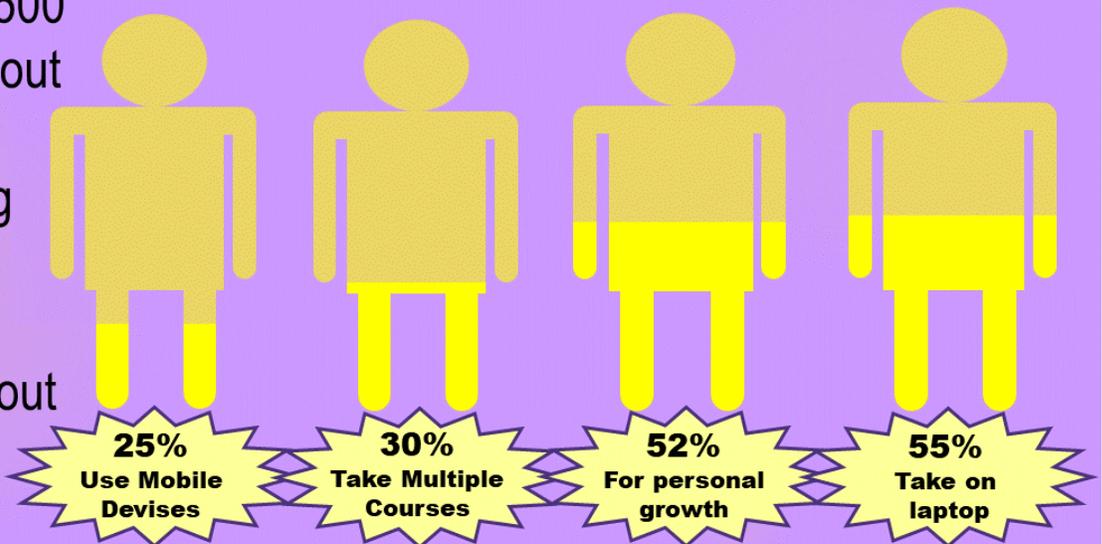
<https://youtu.be/vk1rvzmQZvY>

PLEASE DO NOT CUSTOMIZE YOUR MENU (he shows you how). We are almost done with this unit and it will be best to use the standard ribbons, menus, and toolbars.

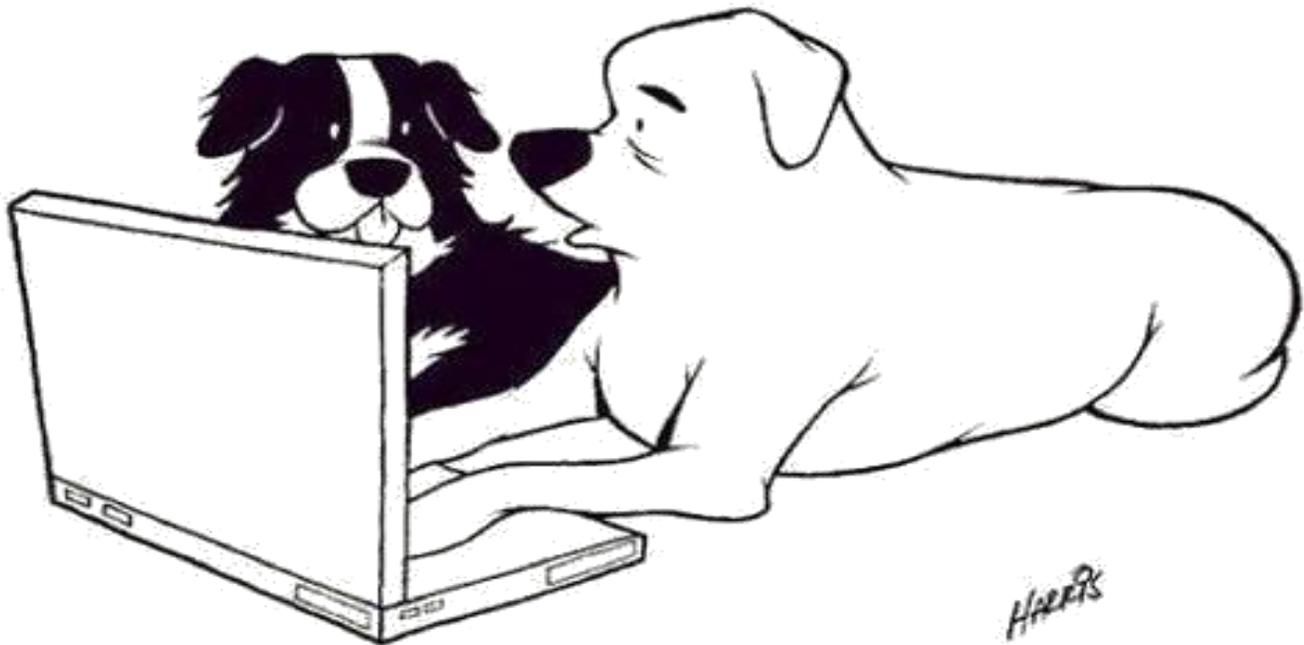
1. **Start with a new slide** BE SURE IT DOES NOT HAVE ANY PLACEHOLDERS. You may select a preset DESIGN theme, BUT YOU MUST HAVE A SOLID BACKGROUND and not a gradient or a picture (you will see why later).
2. **Draw a circle to create a head.** Notice how holding SHIFT key lets you draw a shape that is perfectly proportioned. Remove the outline.
3. **You can set how shapes appear.** For example, when you do not want outlines, you can RIGHT CLICK on a shape and choose SET AS DEFAULT SHAPE. This means the other shapes you draw will retain the properties (colors, effectice, outline, etc...)
4. **Draw the shoulders.** This will be a rectangle with ROUND SAME SIDE CORNER RECTANGLE. Increase roundness of should with the YELLOW handle -- this adjusts the curve at the corner of the rectangle.
5. **The arms are a rounded rectangle,** adjusting the corners so that it looks very round.
6. If you press CNTRL key and click & drag the object, **you create another copy.** You could just us copy and paste too. **Do not draw the second arm,** duplicate it and move it over. This way, it will look the same and the other arm.
7. **The torso is just a simple rectangle.** Adjust the arm -- if you SHIFT + CLICK selects BOTH arms. You can then adjust the width of BOTH arms together.
8. **Duplicate an arm (CLICK – DRAG or COPY and PASTE)** and position it as a LEG, **make the leg wider than the arm.** Duplicate that leg to the other side of the torso.
9. **Now is the time to adjust and perfect your drawing.** NOTICE THAT WE DO NOT DO THIS WHILE DEVELOPING A DESIGN. **This waste time** -- do your final adjustments when you have roughed out the design.
10. Use the SELECT OBJECTS tool or use the SHIFT and **click on all parts of your figure. Group them so that you have now have one object.** Resize this object so that you may place 4 of them across your slide and have room for a TITLE and for a short description. You will also need to make sure you have room under each figure for the information it illustrates.
11. **Create the shading to create a picture graph by drawing a rectangle over your first figure, filling it the same color as your slide background.** Then set it with enough transparency so that that bottom part of each figure is seen clearly, but the top part deselected and the bottom part represents the data percentage.
12. Once you have created an appropriate shading element for your first figure so that it represents 25%, COPY and PASTE that rectangle **over the other figures,** adjusting each to represent the data below.

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13. You may lay your infographic out differently, BUT **all figures should align horizontally as show so that it is clear what percentage of the figure represents the data below it.**
14. Carefully adjust your design to **create a balanced and neat looking infographic** that communicates the information illustrated above.
15. When you are satisfied with your design, **SAVE AS A GIF** and **email it to me.**



“And then I just hit DELETE. I haven’t actually eaten any homework for years.”