

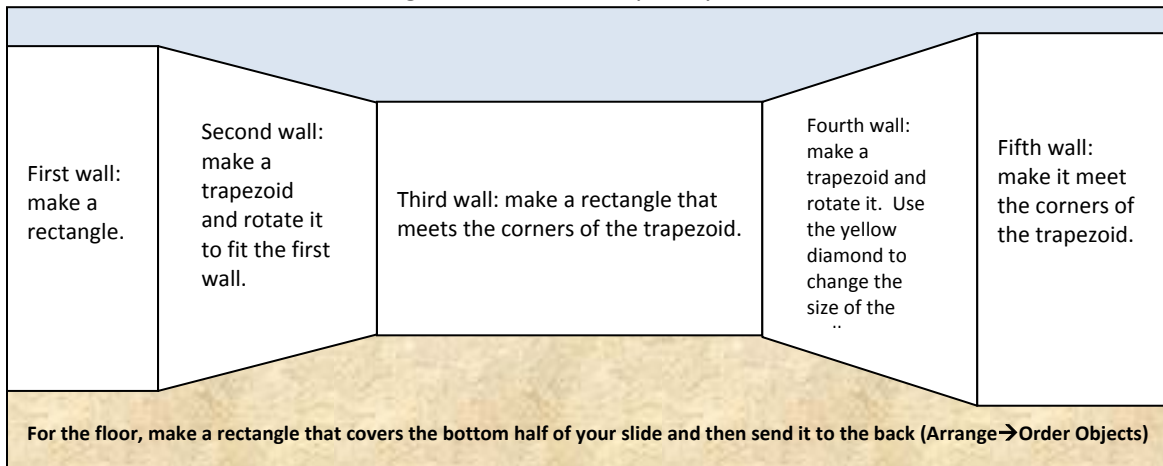
Building a Room in PowerPoint 2003

Before you begin, familiarize yourself with the following parts of the toolbar:

- You will be using the Draw Toolbar throughout this activity. This toolbar isn't displayed by default so if it isn't visible at the bottom of your window you will need to make it visible.
- On the Menu Bar at the top of the screen, click on the View Menu → Scroll down to the Toolbar Option → Click on the Drawing Toolbar. Make sure it is checked before you close.
- The menu may show up in the middle of your screen or at the top or the bottom. Click on the Toolbar and then drag it to the bottom of your screen so that it drops and aligns below your working area.
- In the Drawing toolbar, study the options under Arrange. Here you can Order, Group, or Position objects. Study the options under Shape Fill, Shape Outline, and Shape Effects. (NOTE: You must have a shape selected for these options to be available.)

How to create a room in perspective:

1. Make a new blank slide. (Insert Menu → New Slide → (Format Menu) → Slide Design. Use the menu on the left to select a "Blank" slide.
2. (View Menu) → Make sure the Drawing Toolbar is checked.
3. In the Drawing Toolbar select AutoShapes → Rectangle and draw a large rectangle on the left side of the slide.
4. Select AutoShapes → Trapezoid and draw a trapezoid on your slide. The trapezoid will NOT be facing the right way. You can rotate it by moving the green circle or by clicking on the Draw Drop Down Menu in the Draw Toolbar → Align or Distribute option.
5. Stretch the trapezoid so that it touches the top and bottom edges of your first wall. By moving the yellow diamond, you can change the height of the wall.
6. Follow the directions in the diagram below to complete your room.



7. Right click on the Shape and click on the Format AutoShapes → Color and Lines to change the fill color and/or line color. Try using "Gradients" on this pull down menu to give the effect of lights and shadows in your room.
8. Fill the floor with a texture (Format AutoShapes → Color and Lines → Texture)
9. If you complete one room, try making another. You can get pretty complex, as you can see.

