

## **STEP 7**

Start Date: May 13 DUE DATE: May 24

### **Instructions: Combine all PPT's into one FINAL PPT**

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1. Open a blank PPT
2. Click on INSERT
3. Click on the down arrow in NEW SLIDE
4. Scroll down and select REUSE SLIDES
5. A pop-up window to the right will appear
6. Click Browse
7. Browse file
8. Select the PPT named SLIDE 1
9. Click on each slide, beginning with the first one until you reach the last slide
10. Click Browse again
11. Select the PPT named SLIDE 2
12. Click on each slide, beginning with the first one until you reach the last slide
13. Click Browse again
14. Select the PPT named SLIDE 3
15. Click on each slide, beginning with the first one until you reach the last slide
16. Click Browse again
17. Select the PPT named DAILY EVENTS
18. Click on each slide, beginning with the first one until you reach the last slide
19. Insert a new SLIDE
20. Insert a copy of the essay on ONE SLIDE
21. Insert another SLIDE
22. Insert of a copy of the Activity log
23. Insert another SLIDE
24. Insert of a copy of letter from the organization
25. Insert another SLIDE
26. Insert of a copy of the 501-c3 form
27. Insert another SLIDE
28. Insert of a copy of the Community Service Project Report
29. Insert another SLIDE
30. Explain "Things I Learned"
31. Insert another SLIDE
32. Explain a summary of your experience and how you felt after volunteering
33. Save PPT as: FINAL Service Hours PPT
34. Upload to ONENOTE
35. THE END