



This is a Title Slide

Start by editing the Master Title Slide.

Go the Menu: View | Master | Title Master

Insert an image to use as the background [can\_image.jpg]

Resize and relocate the image

Draw a rectangle box to fill in the empty white space.

Fill the box with a gradient or color [Fill Color tool is a paint can.  
Click the down arrow for more options]

Remove the line around the rectangle box [Line Color tool is a  
pencil. Click down arrow and select "no line"]

Resize and relocate the text placeholders around your image

Note: You will add the sound later, so don't worry about the sound icon

Living Beyond the Can — Cooking for Men Christmas Tree Brownie Tutorial

## Christmas Tree Brownies



- Baking is good.
- *Baking with chocolate is **better!***
- **Prep Time:**  
25 min
- **Start to Finish:**  
2hr 20min
- **Makes:**  
8 servings

Click sound icon to play narration

This is one of many slide layouts based on the template for this tutorial.

Let's create the template first.

To create the layout and place the repeating items, edit the Master Slide [View | Master | Master Slide]

### EDITING THE MASTER SLIDE

Insert an image to use as the background [can\_image.jpg]

Resize and relocate the image

To create a gradient background fill [Format menu | Side Background]

Click on the color rectangle below the preview/sample window

Select Fill Effects

Select 2 Color Fill

Pick your two colors from a light and dark color in the can image using the color picker tool

Choose the direction of your gradient

Resize and relocate the text placeholders

Add the color box and white text


Close Master Slide and go back to editing slides

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## Get the brownie stuff first

**Brownies**

- 1 package Betty Crocker® Supreme chocolate chunk brownie mix
- 3 tablespoons water
- 1/2 cup vegetable oil
- 2 eggs
- Candy-coated chocolate candies
- 8 pretzel nuggets



Navigation icons: back, home, forward

### INSERT SLIDE

Insert a new slide [Insert Menu | New Slide], select a slide layout that matches the slide you see here

### ADDING TEXT

To add the prepared recipe text to the slides of your brownie tutorial, open the document recipe.doc

Copy and paste text from recipe.doc into the appropriate text holder your tutorial file

Insert graphic [brownie\_tree.jpg]

Resize, reposition

Add drop shadow [Shadow tool in Drawing Toolbar]


Note: We will add navigation and sound later

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## Now, get the frosting stuff

**Vanilla Butter Frosting**

- 1/2 cup butter or margarine, softened
- 2 cups powdered sugar
- 1 teaspoon vanilla
- 1 to 2 tablespoons milk
- 3 or 4 drops green food color



Navigation icons: a speaker icon, a left arrow, a home icon, and a right arrow.


Insert another new slide [Insert menu | New Slide]

Build the slide with the image, which you can copy from the previous slide

Build the slide text using the copy and paste method

Change text color by highlighting the text and selecting a color from the Font Color menu

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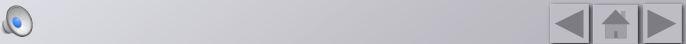
## 1. Brownies: Mix & Bake

Heat oven to **325°F**. **Grease** bottom only of round **pan**, 9x1.5 inches, with shortening.

**Make brownie mix** as directed on package, using water, oil and eggs. **Pour** into pan.

**Bake** 50 to 55 minutes or until toothpick inserted 2 inches from side of pan comes out almost clean.

**Cool** completely, about **1 hour**.



Keep building the slides based on what you've learned so far.

When you've finished, come back to this slide to learn how to insert the buttons.

### INSERT BUTTONS

Using the Drawing Toolbar

Select the Autoshapes drop-down menu

Select Action Buttons

Select the left, right, home button

Click on the screen (don't try to draw out a shape]


Select the appropriate action for the button

when you have all the buttons, place them in a location you want them to appear in the same place on every slide

Decorating the button is not hard. If you would like to learn how ask your instructor for a quick demo.

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## 2. Frost 'em

 *Review the frosting ingredients*

In medium bowl, **beat** butter, powdered sugar and vanilla with spoon until **smooth**.

**Stir** in **milk** until spreadable.

**Stir** in **food color**.

**Spread** frosting **evenly** over brownies.



### COPYING BUTTONS TO EVERY SLIDE

In Slide 5, you created three action buttons and placed them on the slide.

Go back to Slide 5, highlight all three buttons at the same time.


Copy.

Go to each slide where a button should appear and paste. Note the buttons will stay grouped and be placed in exactly the same location as the one you copied it from on slide 5.

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### 3. Cut, Decorate, Eat 'em!

To serve, cut into 8 wedges.  
Decorate wedges with candies to look like Christmas tree lights.  
Center pretzel nugget on bottom edge of each brownie wedge for tree trunk.



Speaker icon

Navigation icons: back, home

#### ARRANGING OBJECTS IN LAYERS

The graphic in this slide is arranged behind the text.

Highlight the image in the slide

Select the Draw pop-down menu at the top of the Drawing Toolbar (an A with a cube)

Select the appropriate directional command you want

#### INSERT SOUND FILE

When you have finished with the tutorial design, layout, and buttons, it is time to add the sound files you created.

Note, you can also record sound directly into PowerPoint.

Go to the [Insert menu | Movies and Sound | Sound from File]

locate the folder where you stored your sound files

import the sound file that corresponds to the page you are working on

Select your choice if to play automatically or if you want the user to click to activate

Click OK

The speaker icon appears on the slide

Move it to a location where you would consistently want the user to find it.