

Name:

Date:

Gourmet Delights Kiosk

Walkthrough guide

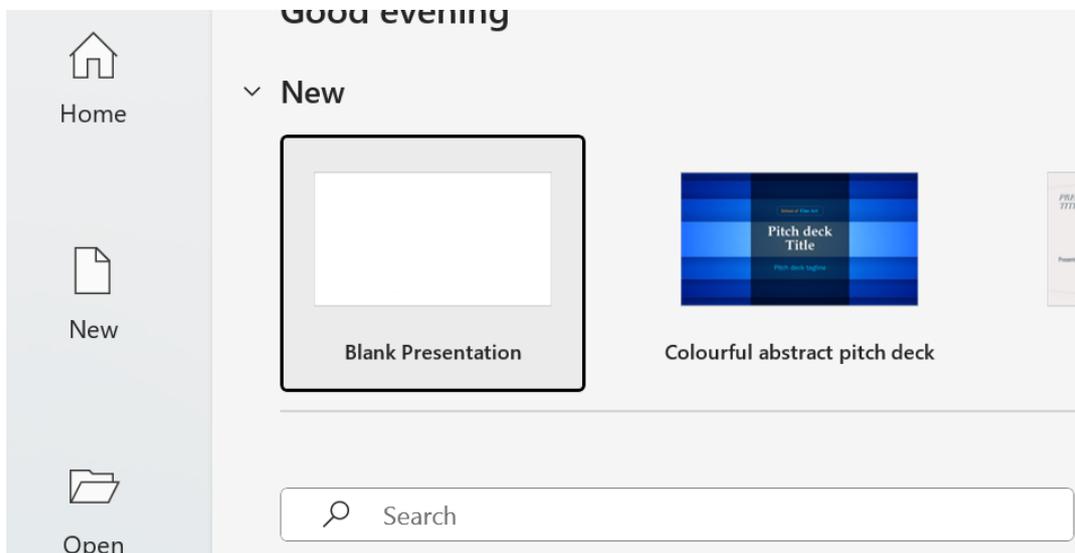
Task A



This task focuses on the creation of the master slide for Gourmet Delights. Make sure you follow each instruction carefully!

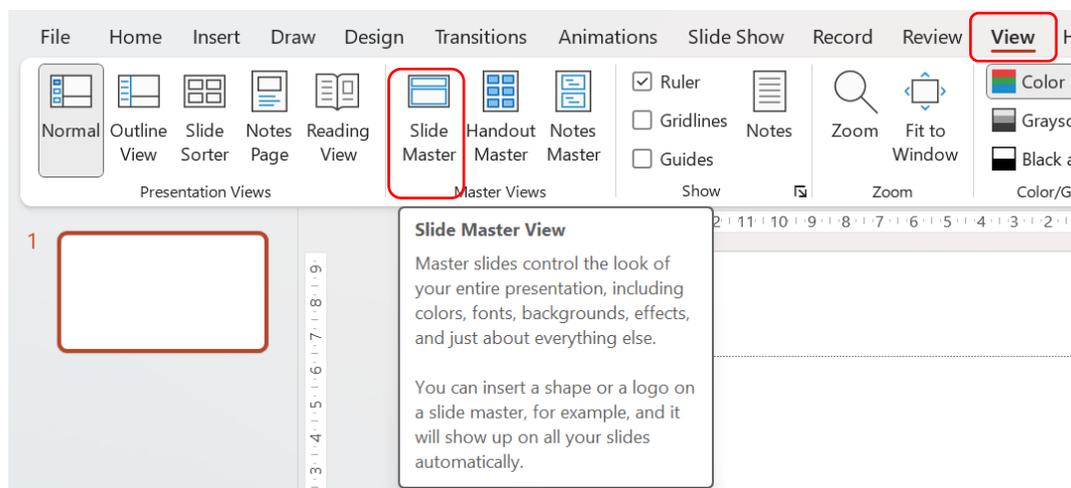
Step 1

Open Microsoft PowerPoint and select Blank Presentation.



Step 2

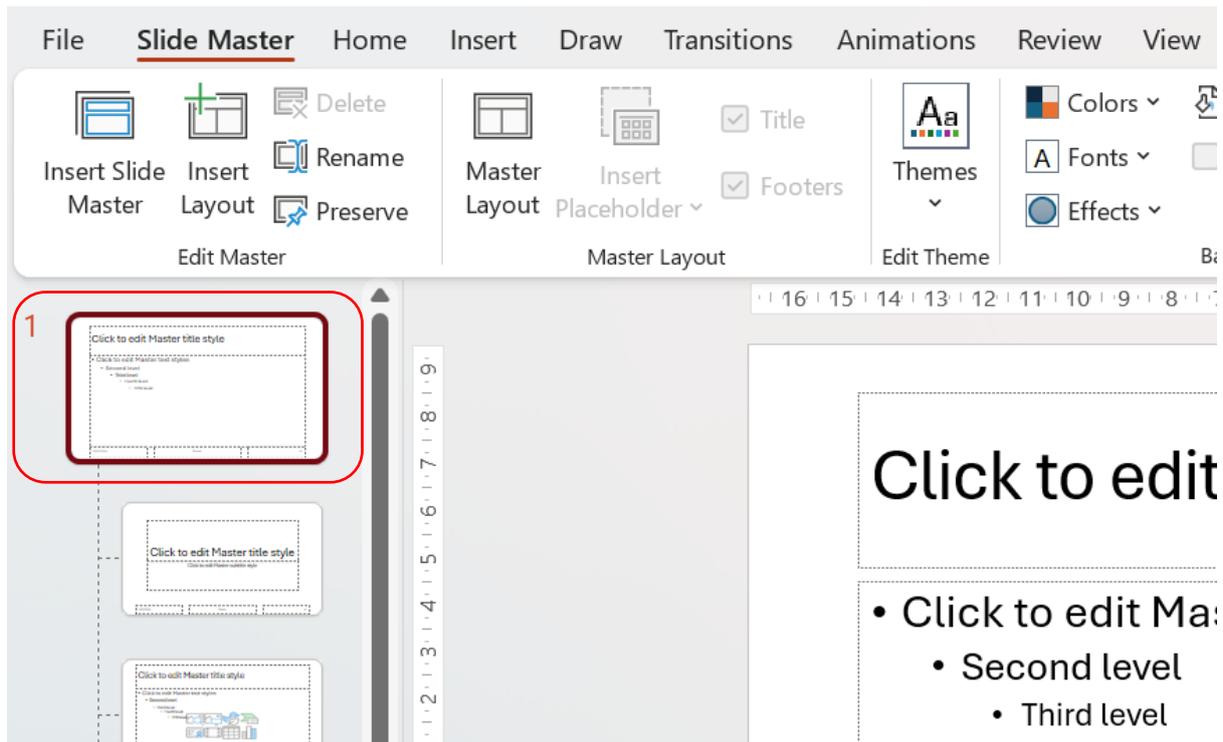
On the main ribbon, select View and then Slide master.



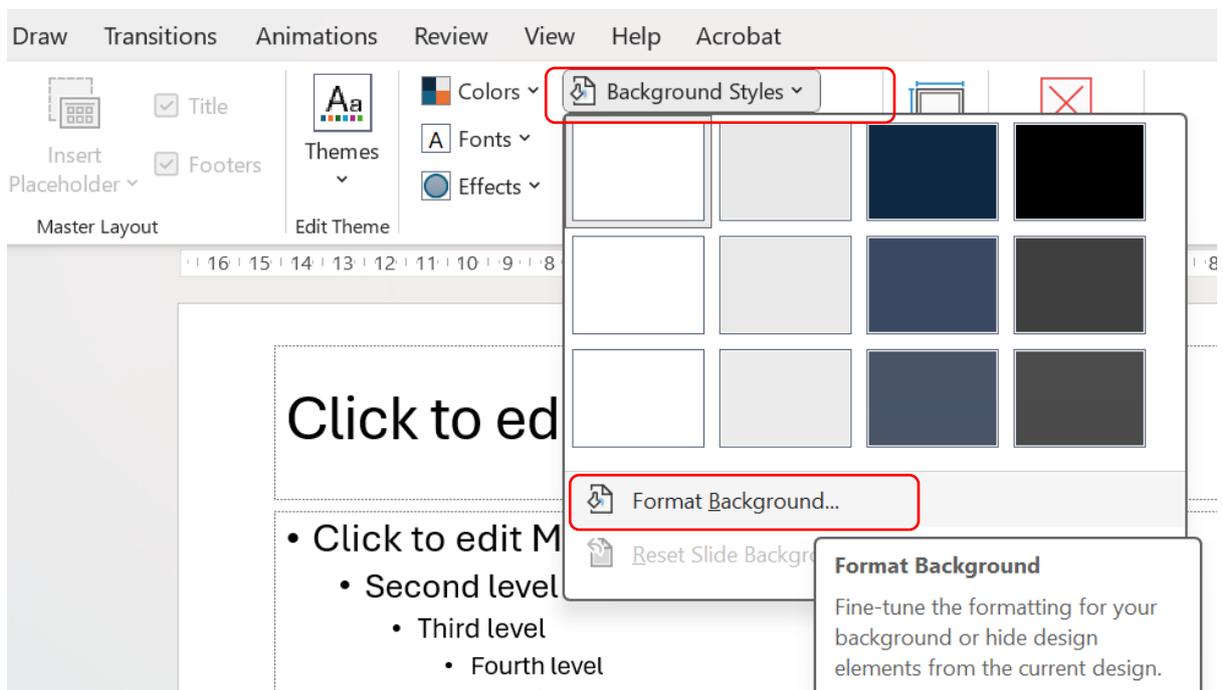
Name:

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3. Make sure you select Slide 1 because this is the only slide you need to change.



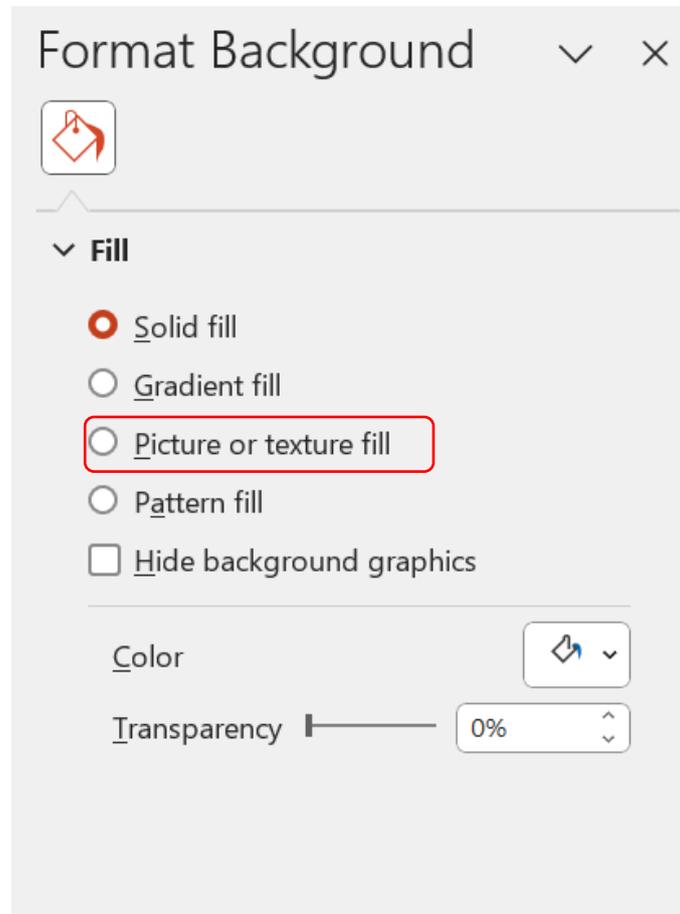
4. Go to Background styles and select Format background.



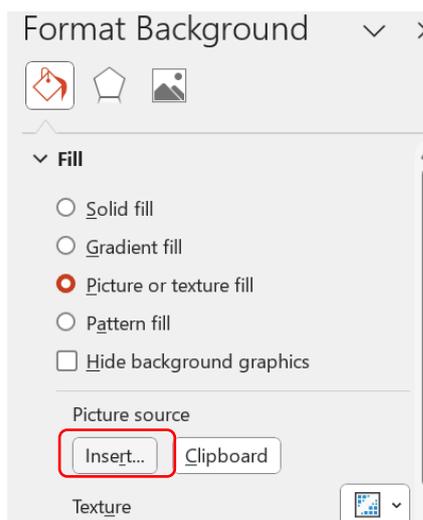
Name:

Date:

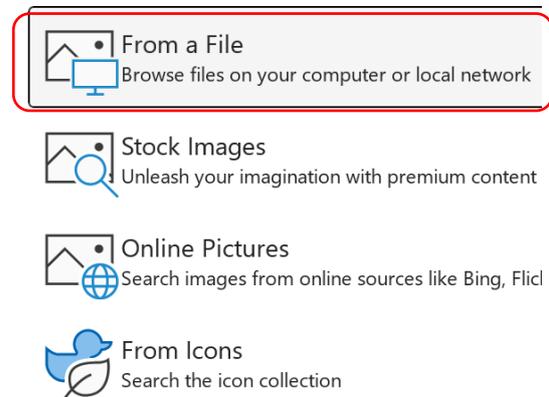
5. You can select different type of fill as shown below. For this task, you need to use the picture or texture fill.



6. Select Insert and then select from a file.



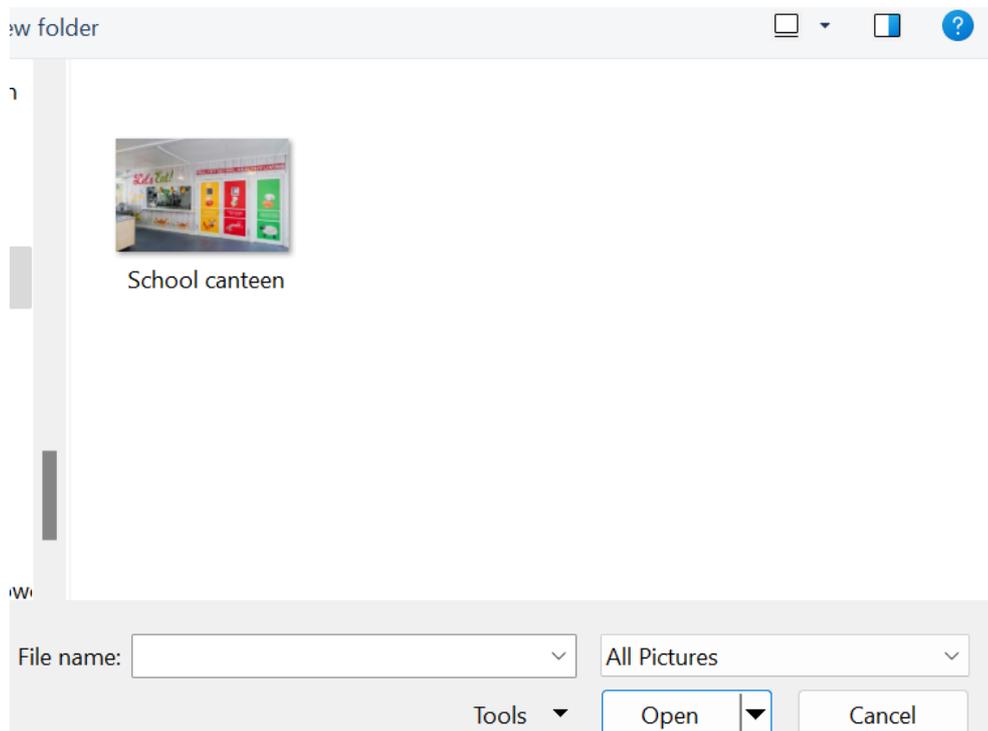
Insert Pictures



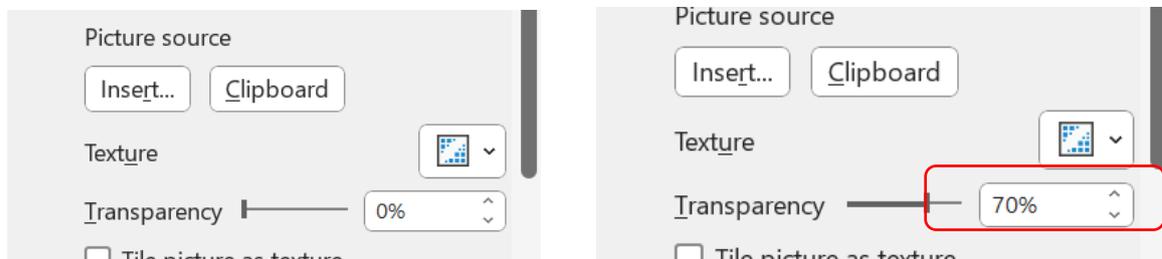
Name:

Date:

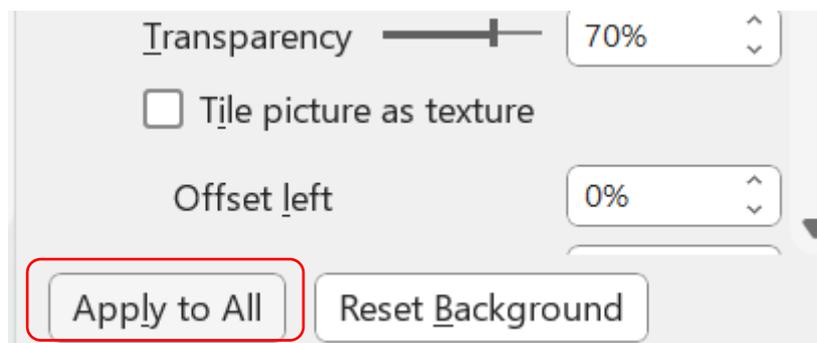
7. Find the image titled School Canteen and select Insert.



8. Adjust the transparency to about 70% and it will fade the image. This makes it easier to add content on top and give a more professional look.



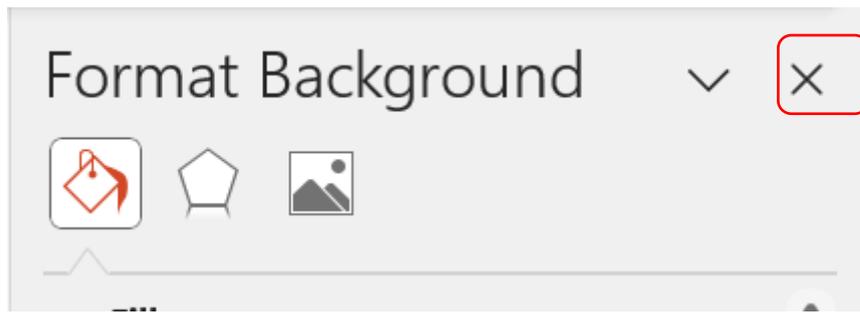
9. Select Apply to All.



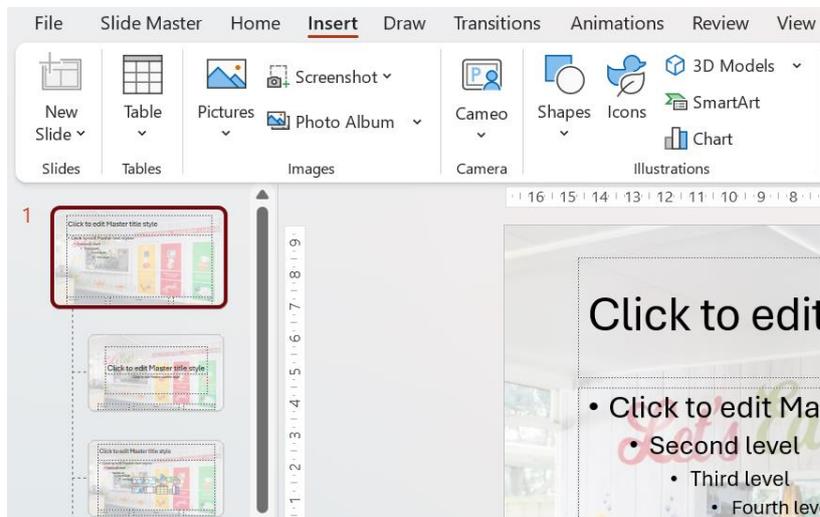
Name:

Date:

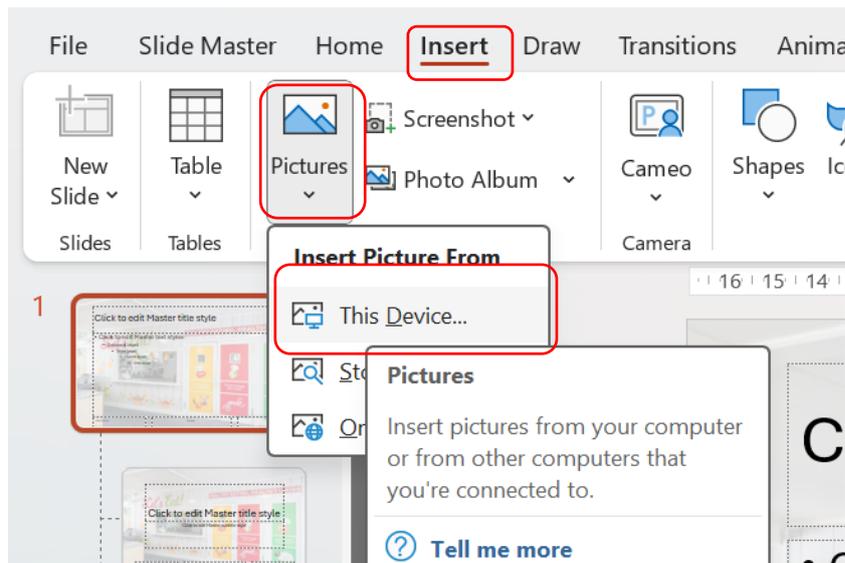
10. Close the format background panel.



11. Make sure select Slide 1 again, sometimes it will jump to a random slide.



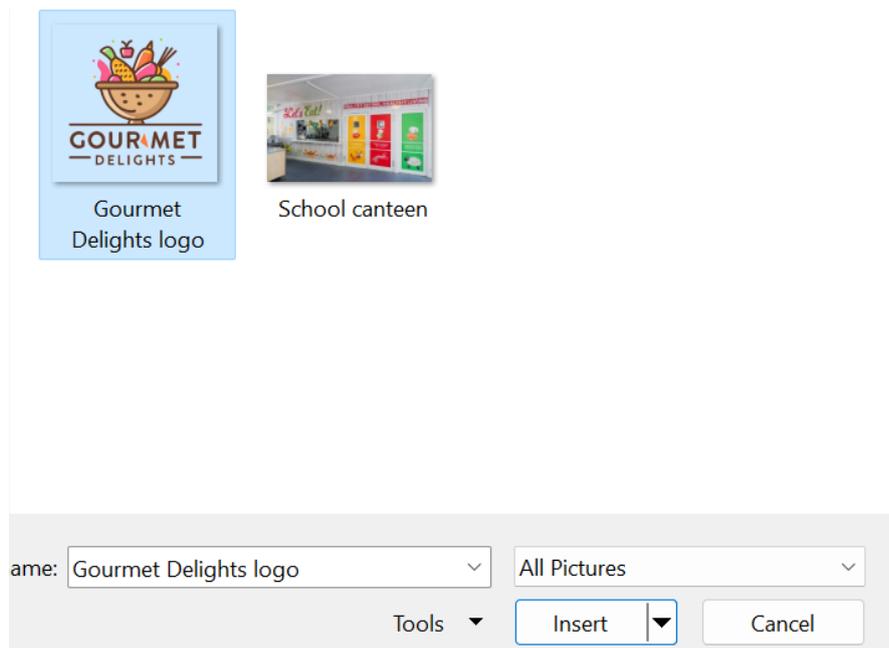
12. Go to Insert and select Pictures from this device.



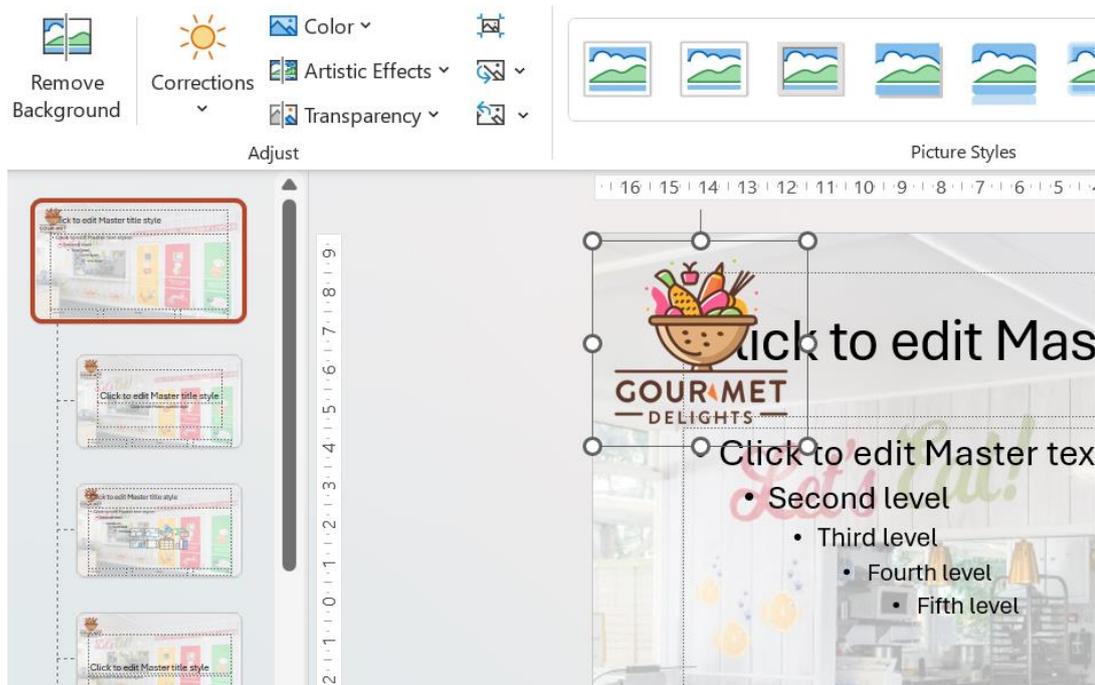
Name:

Date:

13. Find the Gourmet Delights logo and insert into the slide.



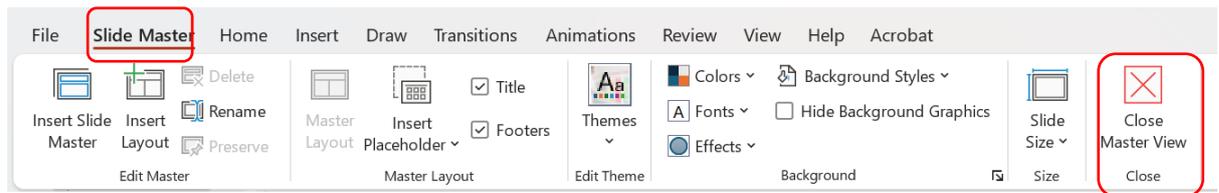
14. Re-size the image and position it in the top-left hand corner of Slide 1.



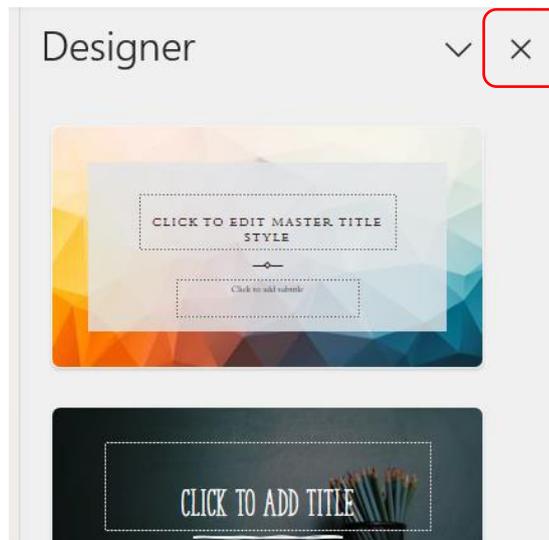
Name:

Date:

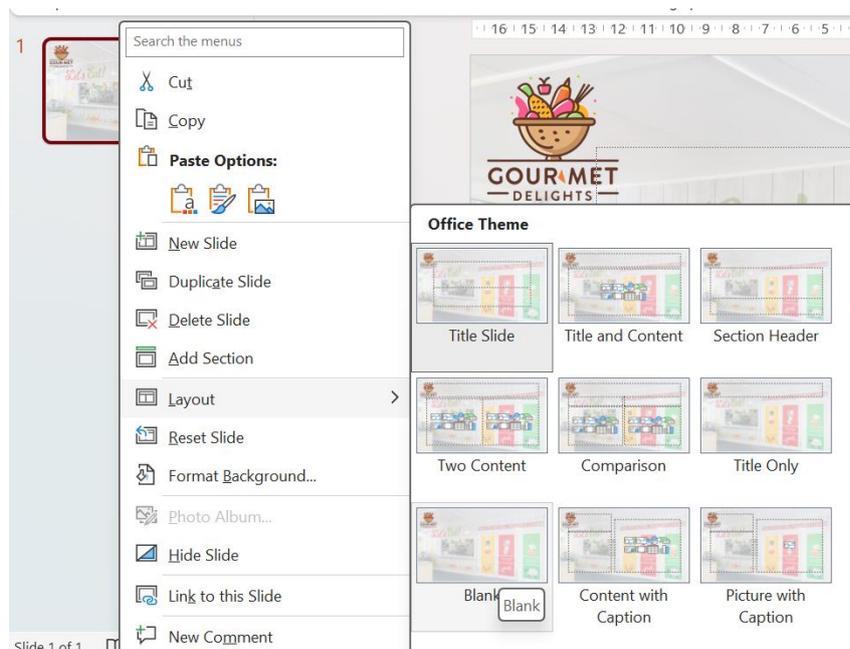
15. Make sure you've selected Slide Master on the ribbon and click Close Master View.



16. Close the designer tab if it appears, if you select an option then it will reset your master slide.



17. Right click on Slide 1, go to Layout and select Blank.



That's Task A complete!

Name:

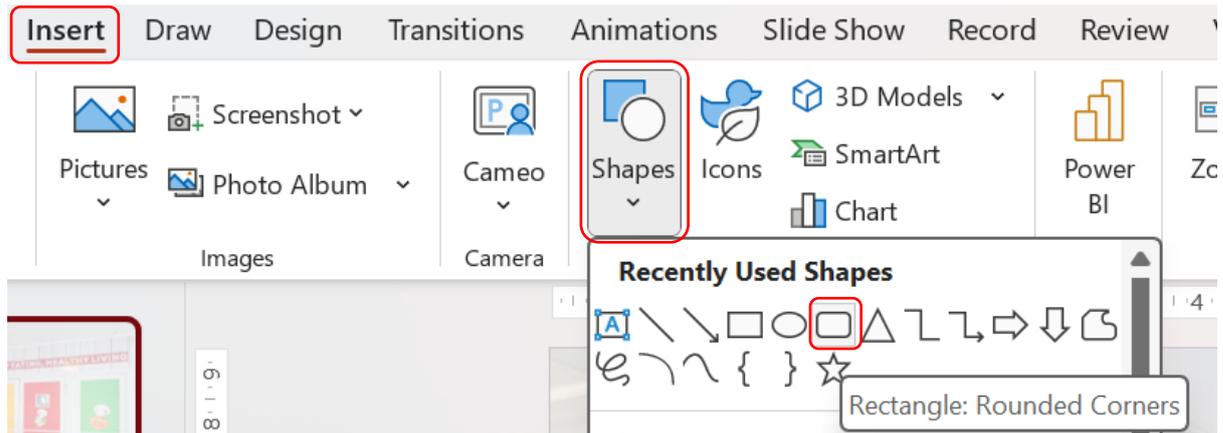
Date:

Task B

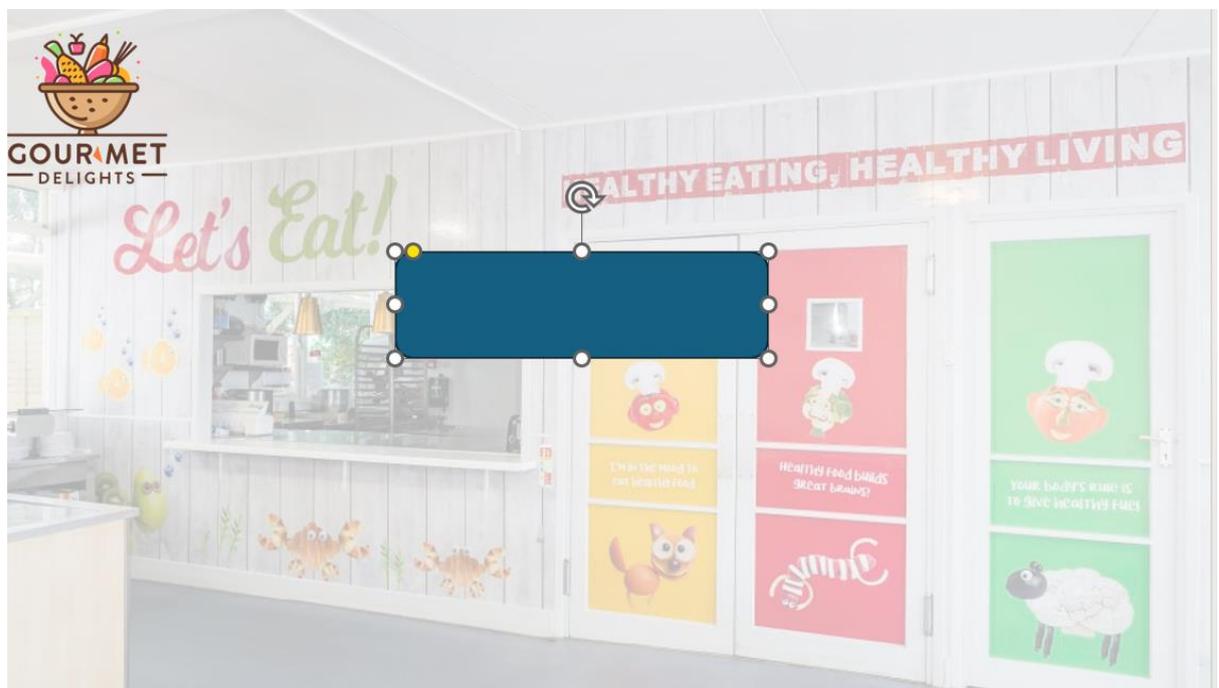


This task focuses on the creation of buttons for your main menu screen.

1. Go to Insert on the ribbon, select Shapes and select the rectangle round corner.



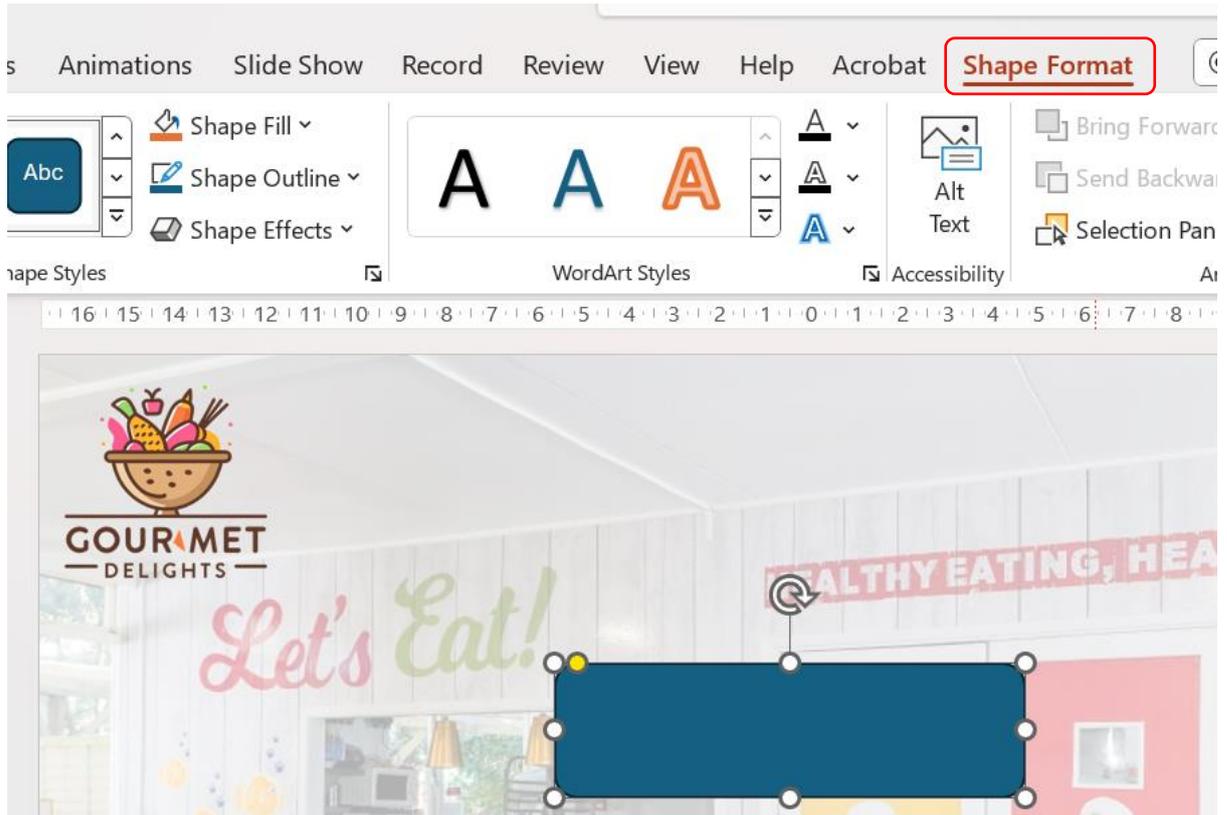
2. Draw a shape in the centre of the slide (as shown below)



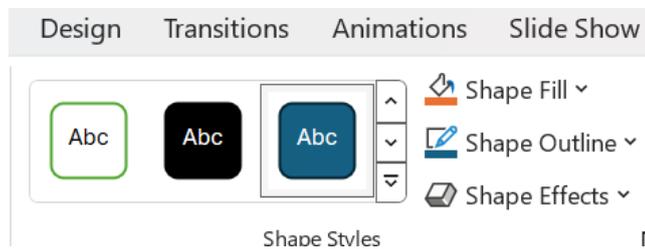
3. Click on the shape and there should be an option at the top that says Shape Format.

Name:

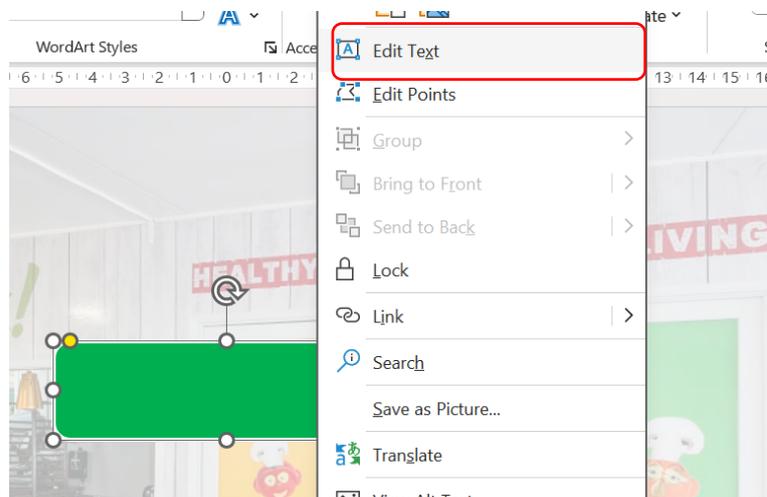
Date:



4. The options below allow you to change the appearance of the shape.



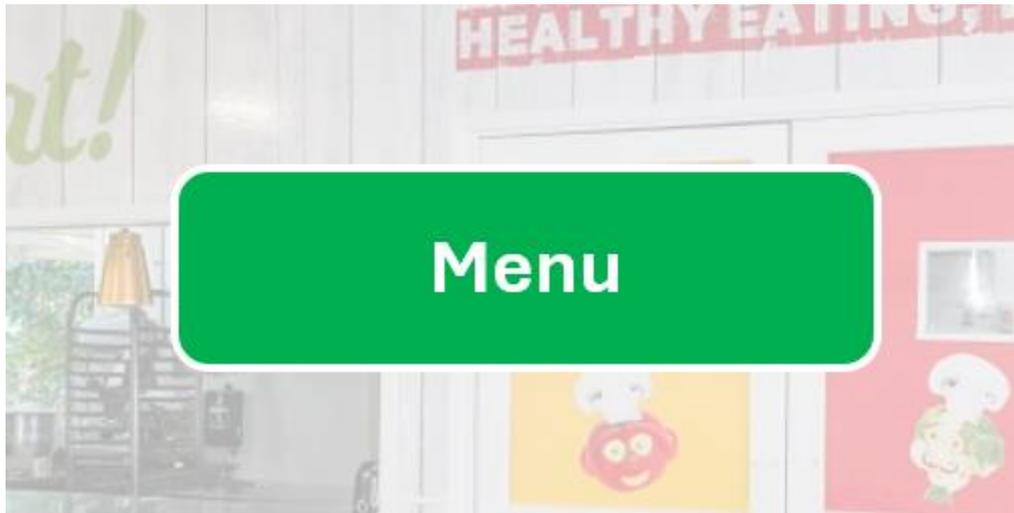
5. Right-click on the shape and select Edit text.



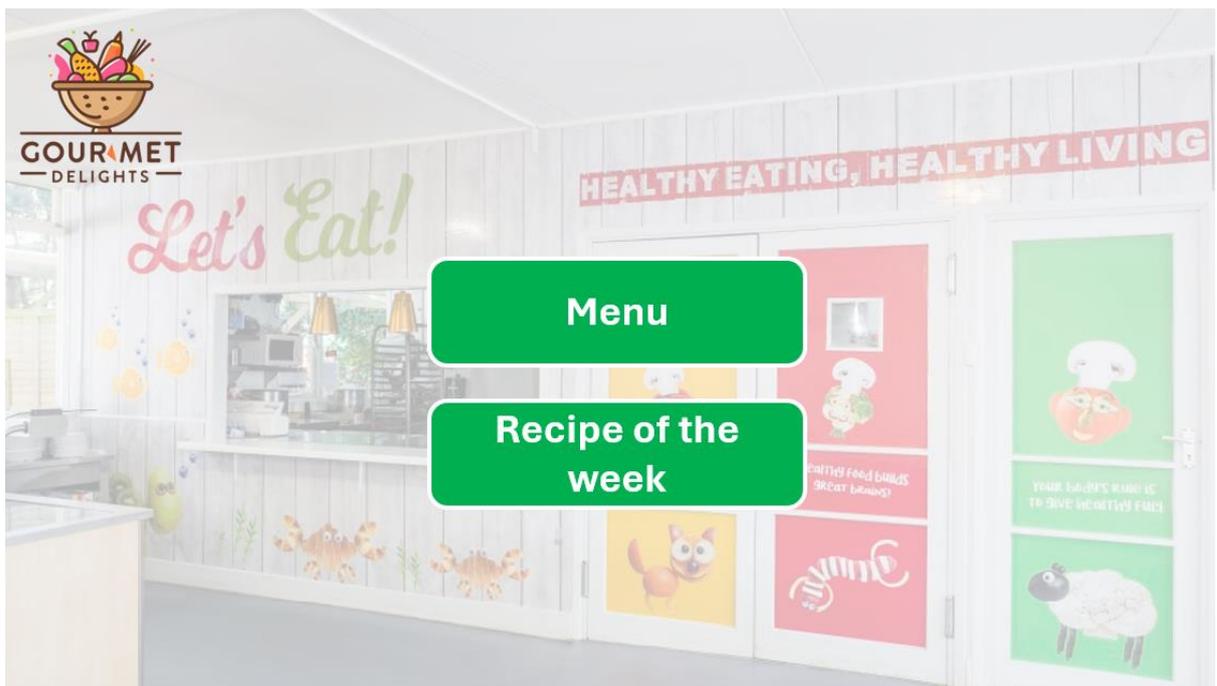
Name:

Date:

- You can then type in the word Menu.



- Copy and paste this button, change the name of it to recipe of the week so your slide looks similar to the one shown below.



That's Task B complete!

Name:

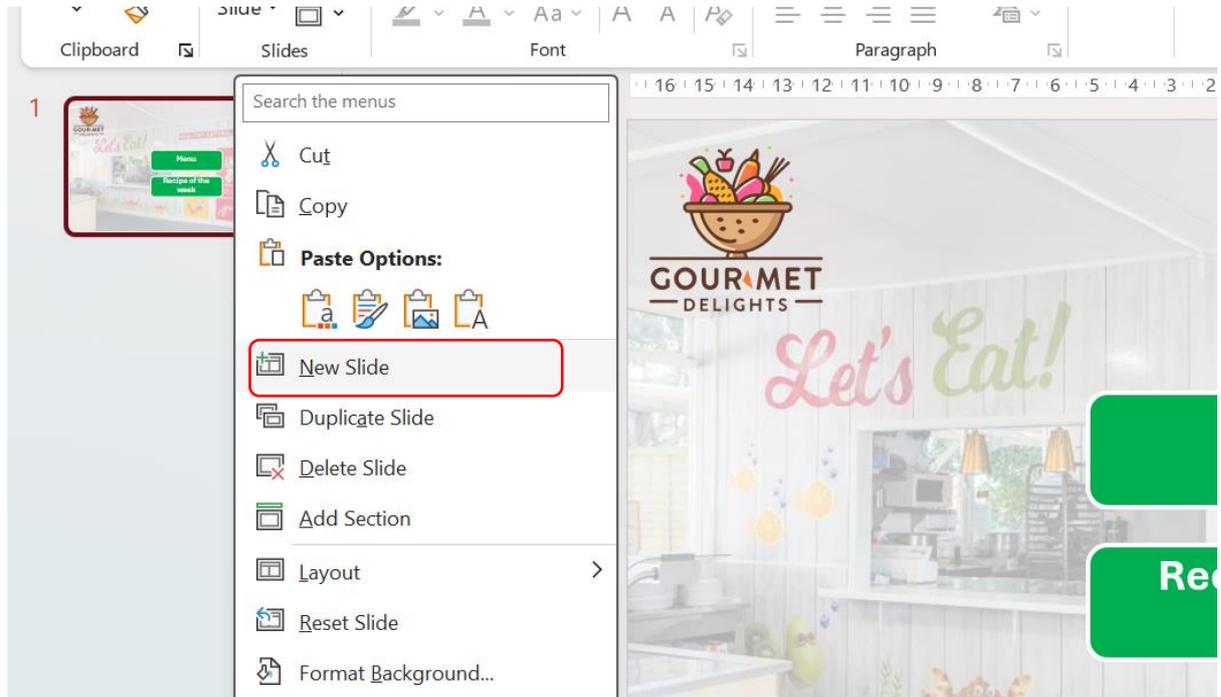
Date:

Task C

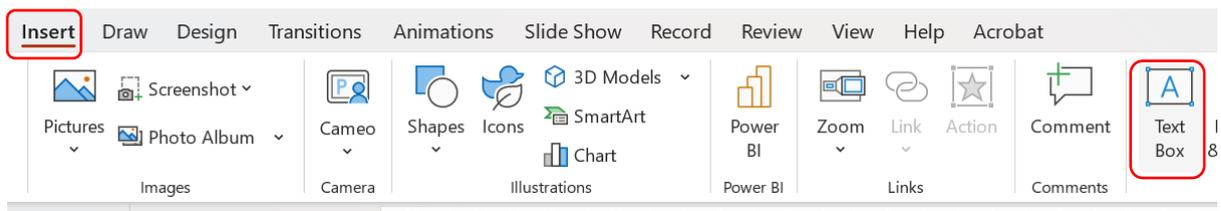


This task will teach you how to create a table to show the school menu for each day of the week.

1. Right-click on slide 1 and select new slide.



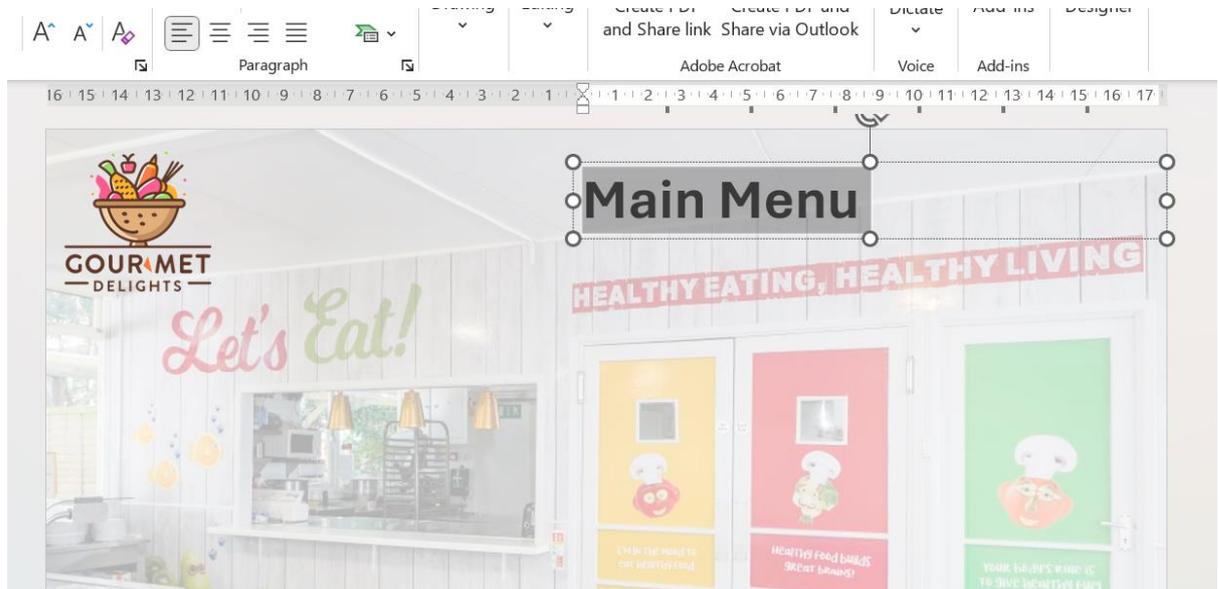
2. On slide 2, go to Insert and select Text box.



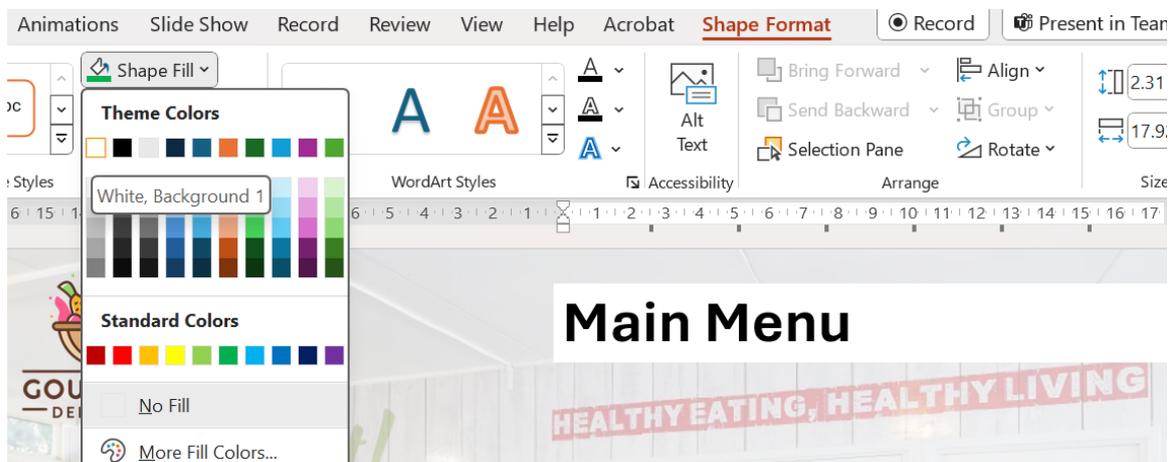
Name:

Date:

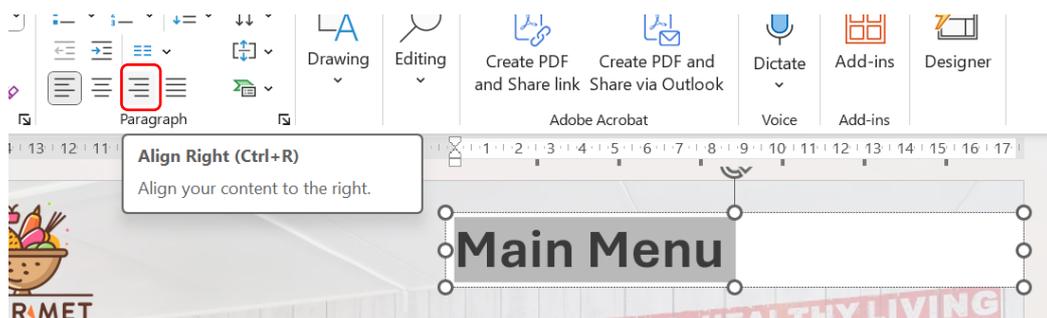
- Write the words Main Menu and position to the far right-hand side of the slide (as shown below).



- Make sure the text box is still selected to go to Shape format and then change the fill colour to white.



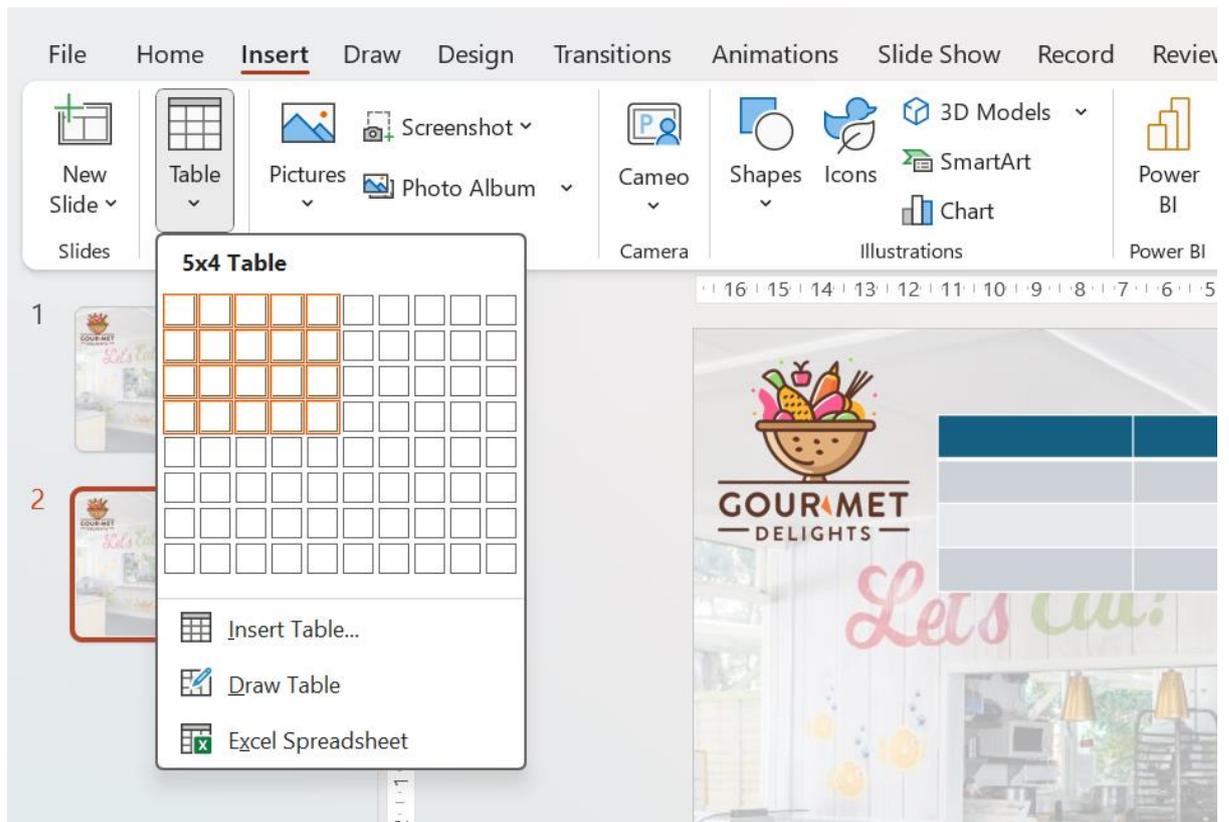
- Highlight the text and select to align the text to the right.



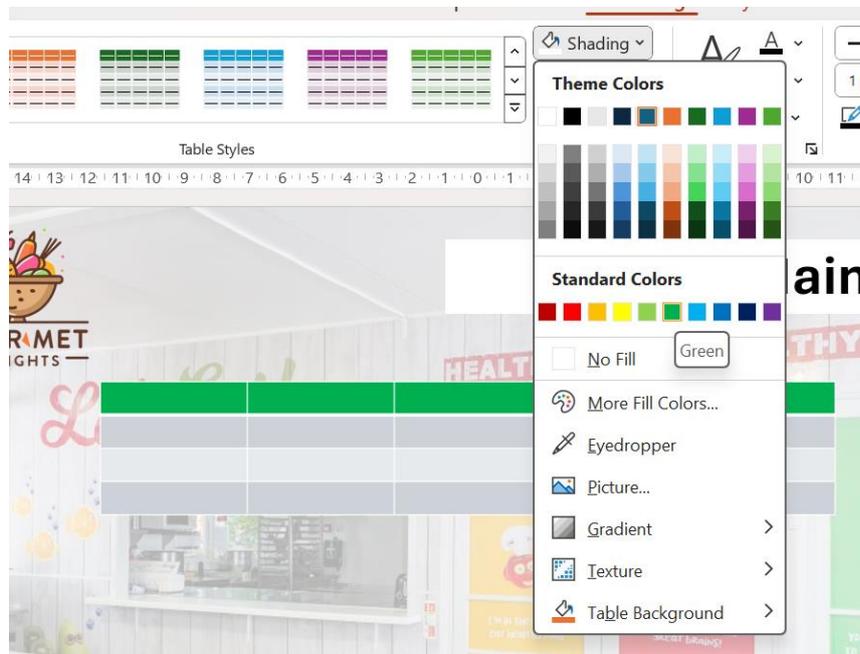
Name:

Date:

6. Go to Insert on the ribbon, select table and draw a 5 x 4 grid as shown below.



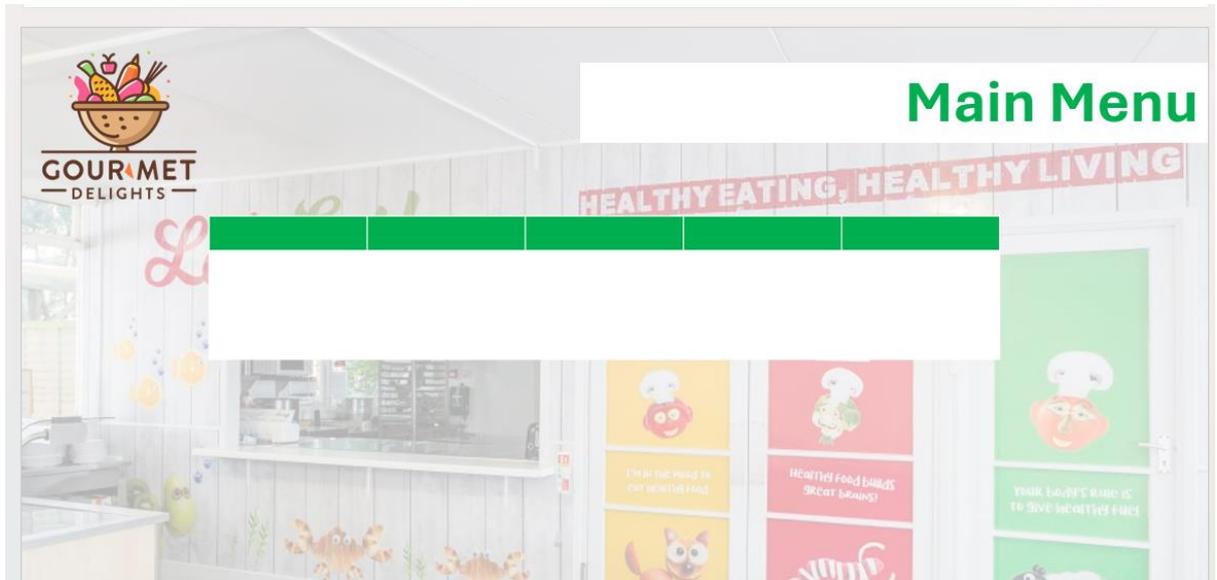
7. Highlight the top row of the table and change the fill colour to green.



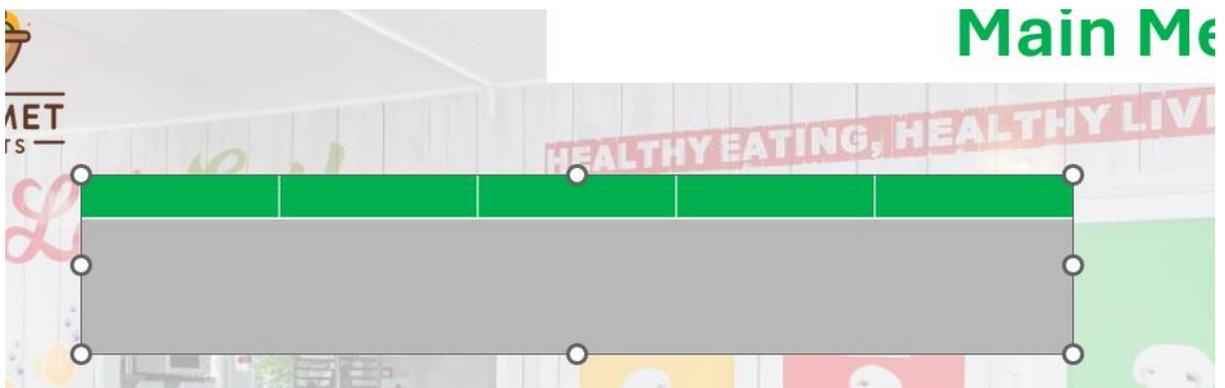
Name:

Date:

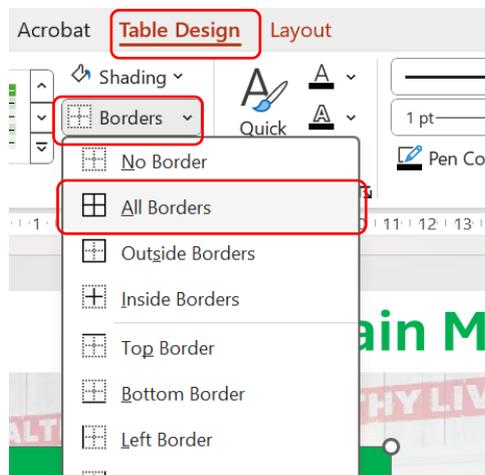
8. Do the same to change the other cells to white. (As shown below). Also, change the text to green so it looks more consistent.



9. Highlight just the white cells (as shown below)



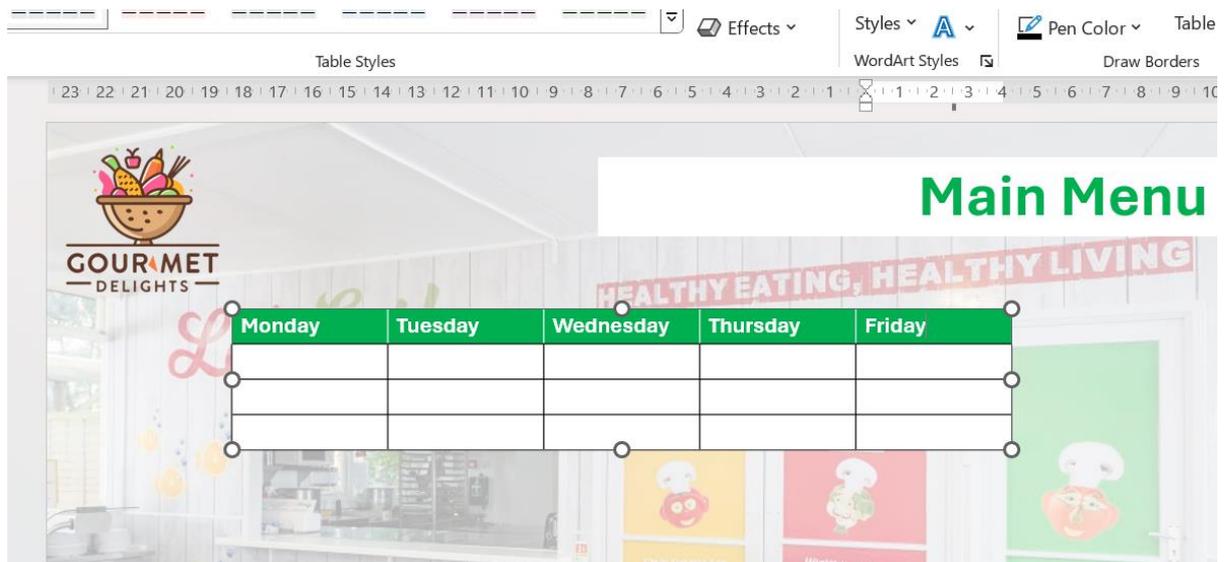
10. Go to Table design, borders and select all borders.



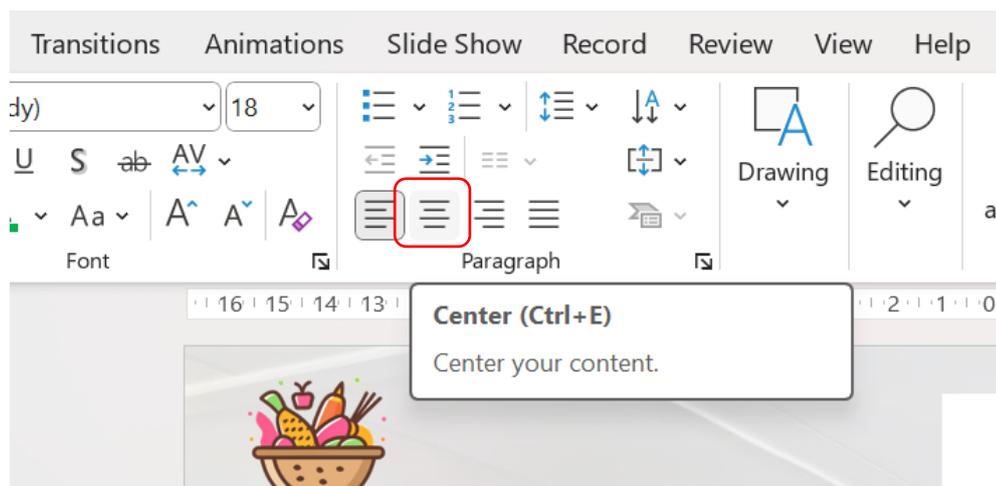
Name:

Date:

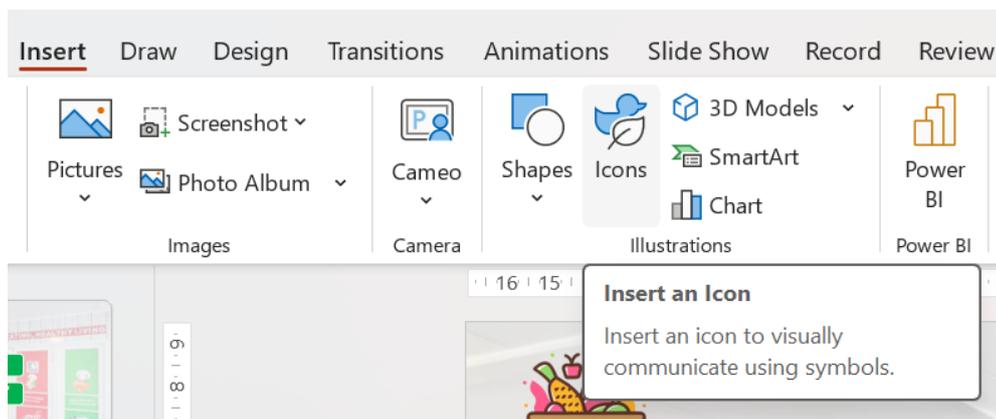
11. Add each day to the first row (in green) use white text to keep it consistent.



12. Highlight the entire table and change to centre align.



13. Go to Insert and select Icons.



Name:

Date:

14. Search for house and select an appropriate house icon to use and select Insert to add it to the slide.

Stock Images



Images Icons Cutout People Stickers Videos Illustrations Cartoon People

house ✕

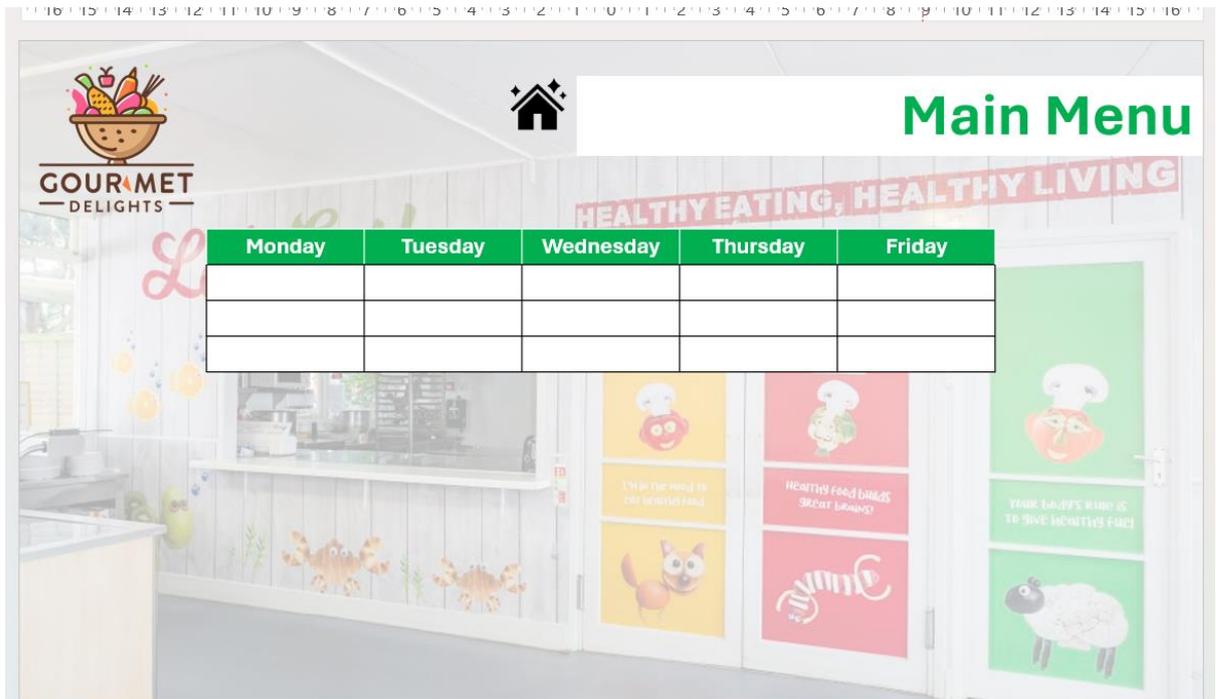


As a Microsoft 365 subscriber, you have access to the full library of creative content.

Insert

Cancel

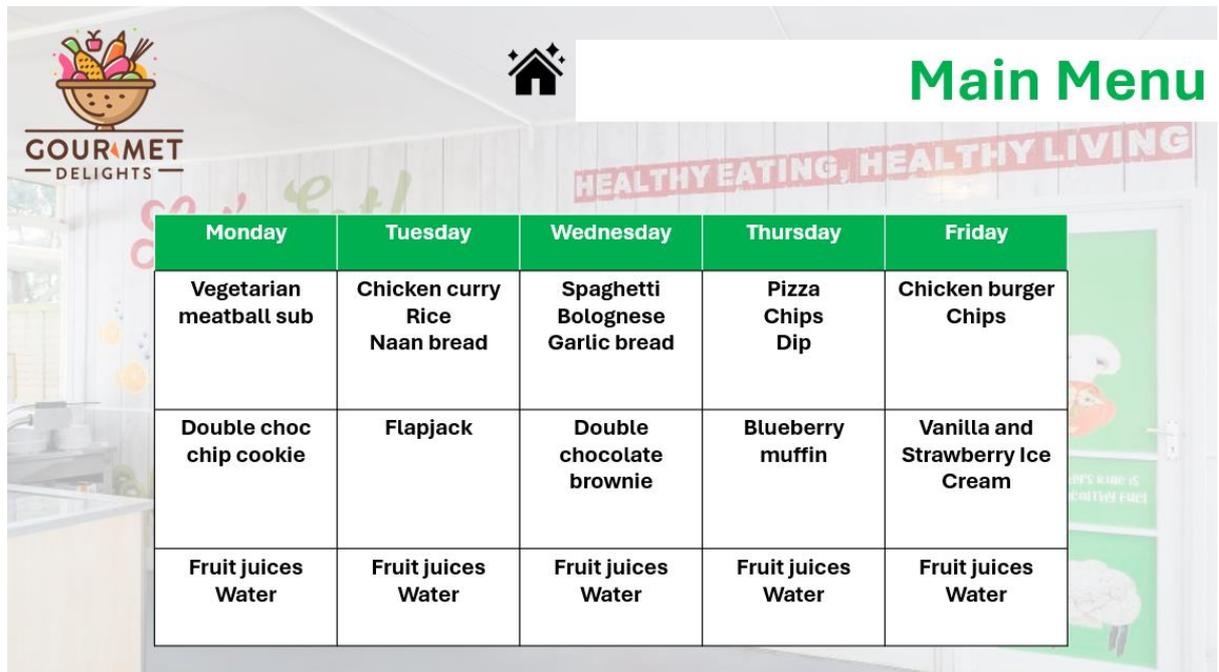
15. Move the icon to a visible place on the slide. Look at the example shown below.



Name:

Date:

16. Add items to your menu, similar to the example shown below. If you go to the corner of the table, you can drag it out to make the table bigger.



Monday	Tuesday	Wednesday	Thursday	Friday
Vegetarian meatball sub	Chicken curry Rice Naan bread	Spaghetti Bolognese Garlic bread	Pizza Chips Dip	Chicken burger Chips
Double choc chip cookie	Flapjack	Double chocolate brownie	Blueberry muffin	Vanilla and Strawberry Ice Cream
Fruit juices Water	Fruit juices Water	Fruit juices Water	Fruit juices Water	Fruit juices Water

Task C is complete!

Name:

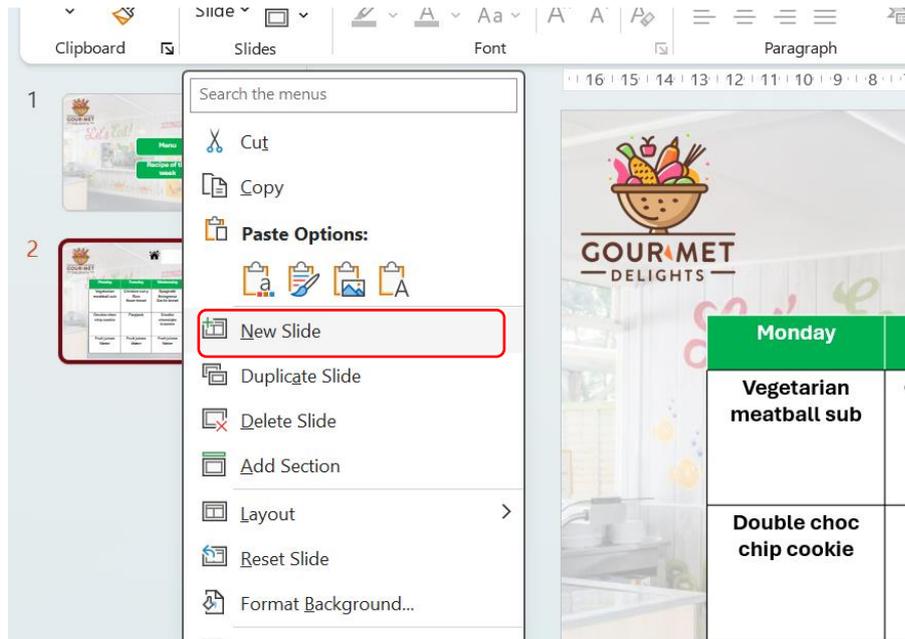
Date:

Task D



In this task you complete the kiosk by adding a recipe of the week screen, link all the slides together and set it to Kiosk mode.

1. Right-click on Slide 2 to add a new slide.



2. Go back to slide 2 and select the house icon and the heading. Then copy them by pressing CTRL + C or right-click and copy.



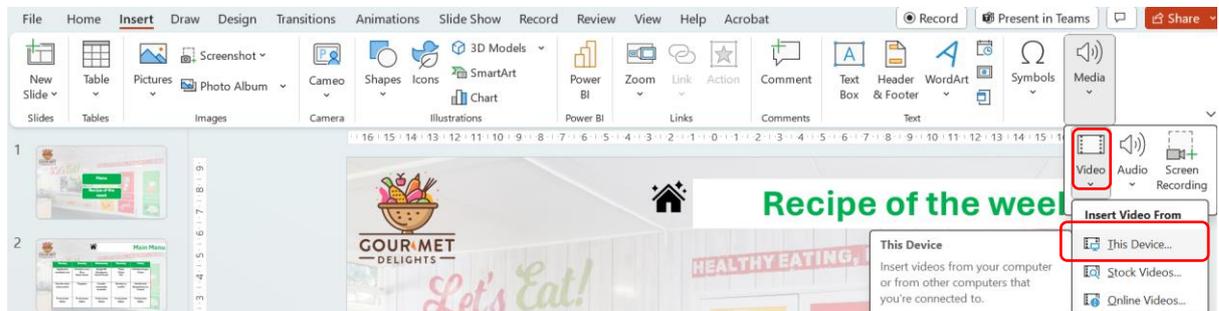
Name:

Date:

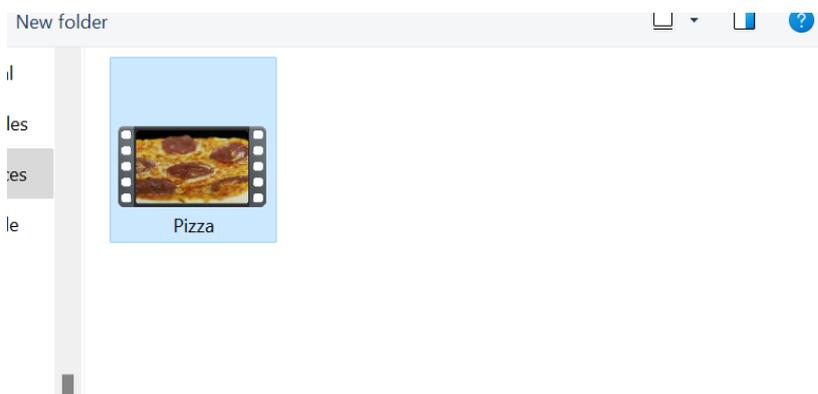
3. Paste them onto Slide 3 and change the heading name. By doing this, it will paste the content in the same place as the previous slide which provides a more consistent layout.



4. Go to Insert, select Media, Video and this device.



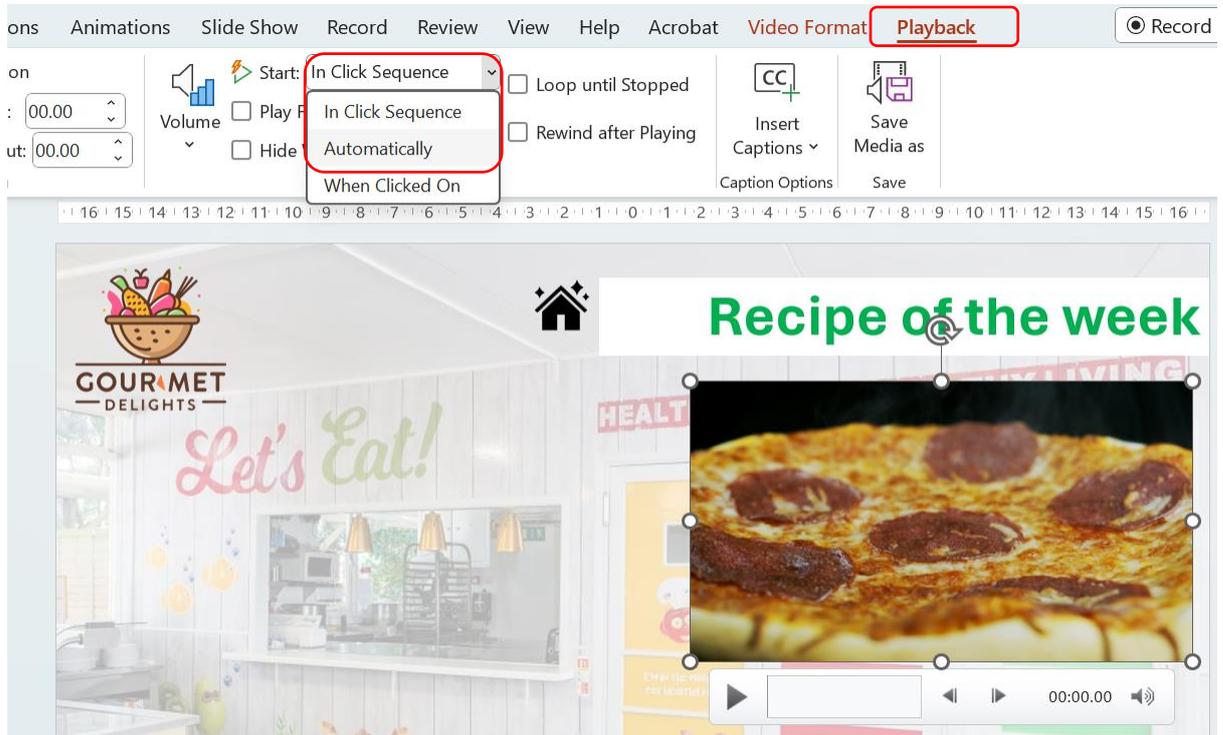
5. Insert the video provided.



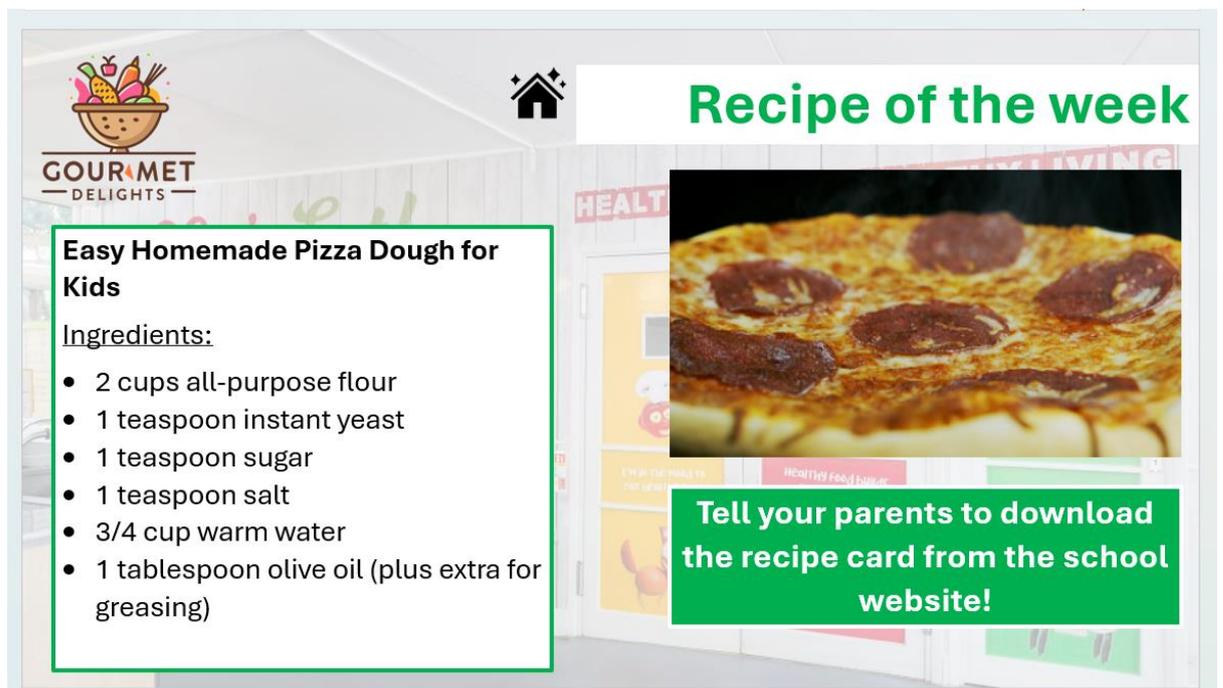
Name:

Date:

- Click on the video and at the top there should be a Playback option and then change Start from in click sequence to automatically.



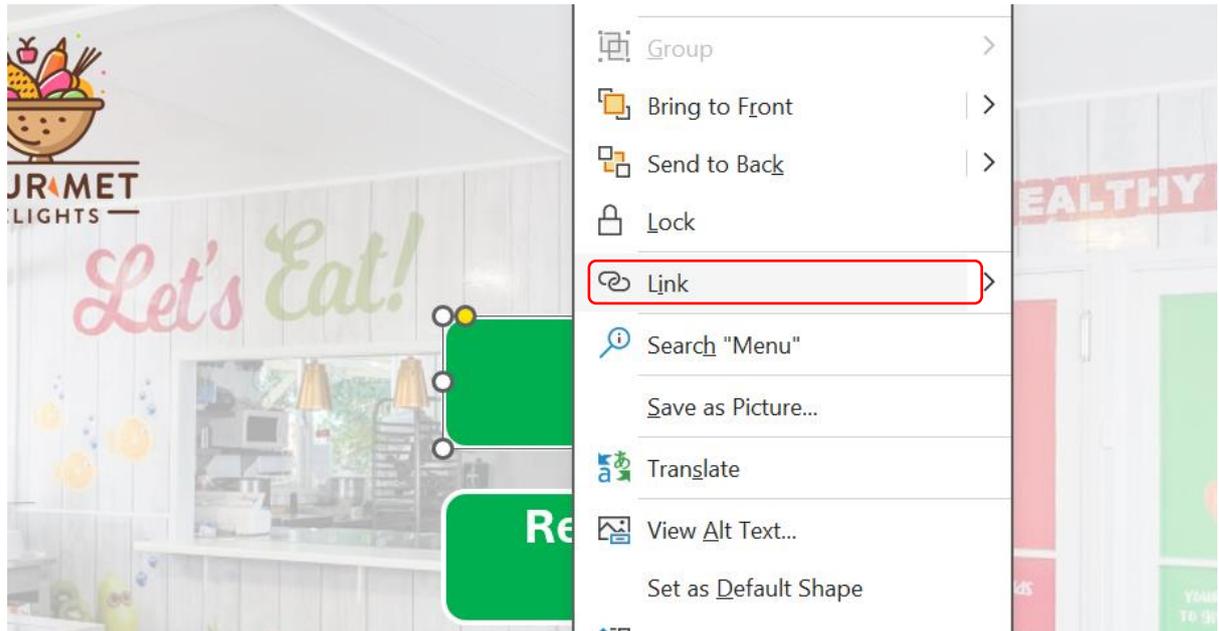
- Using the text file provided (instructions), add it to the slide so it looks similar to the screenshot shown below.



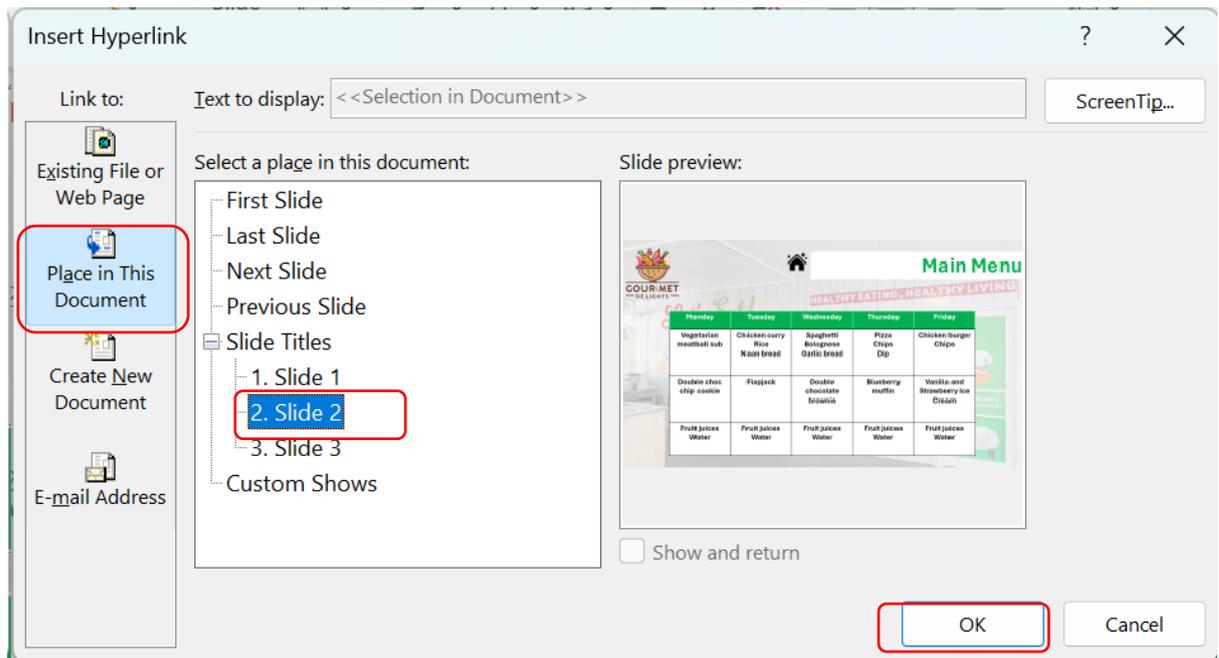
Name:

Date:

8. Go back to Slide 1 and right click on Menu then select Link.



9. Click Place on this document and select Slide 2.

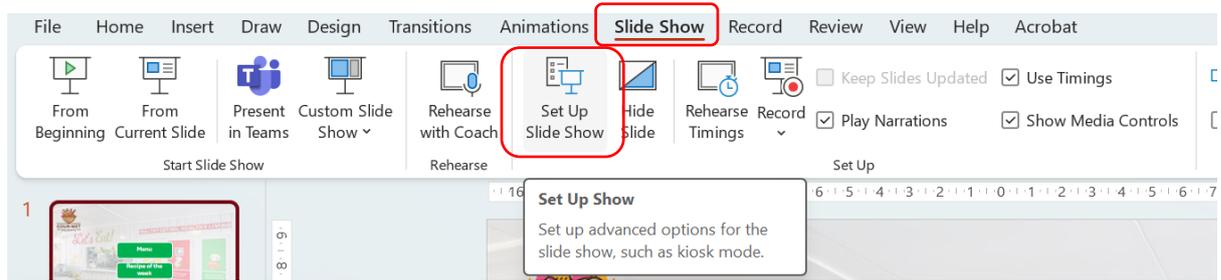


10. You need to set up the link to Slide 3 and link the house icon back to the main menu screen. Repeat step 8 and 9 to do this.

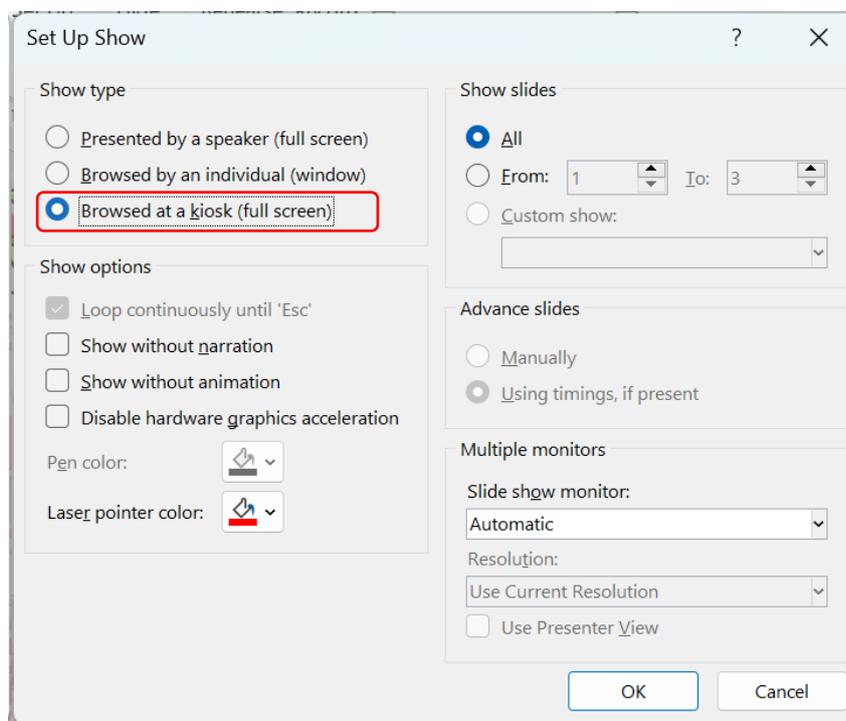
Name:

Date:

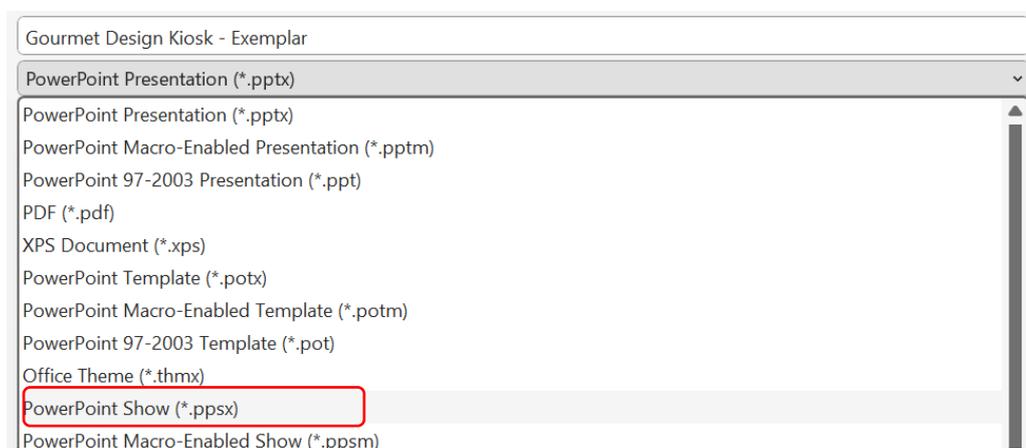
11. Once all the links have been created. In the ribbon, go to Slide show and select Set up slide show.



12. Tick the option in red below (Browsed at Kiosk)



13. When you save the PowerPoint, save it as a PowerPoint Show to convert it into a Kiosk.



Now your Kiosk is complete!