

Creating Call-out Bubbles

Use "callout" bubbles in PowerPoint to create comic strips, show conversations, provide directions, and many other activities.

To create call-outs:

Click the Autoshapes option on the Drawing toolbar.

Choose a call-out you wish to use.

Click and drag to create the bubble.

Resize by dragging a handle/dot from the edge of the graphic.

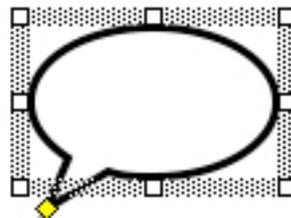
To send the bubble to the back or front of another picture,
right-click on the edge of the bubble and choose Arrange.

To move or resize the directional area of the graphic,
drag by the yellow dot.

To enter text, simply select the graphic and start typing.

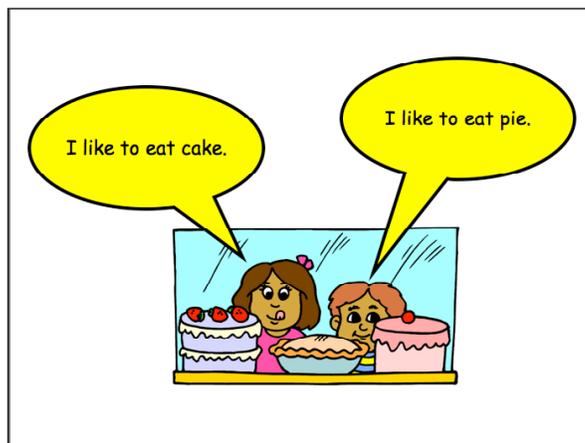
You will not see an I bar.

You can change the line thickness,
color fill, and font of the bubble.



Creating Templates

If you create a starter project for students, you'll want to save it as a template so they won't save over your original. When you're done creating the document, save it as a template. When students open the template, it will open as an Untitled document. Then, they can save it as their name rather than saving over the original.



Save your project.

Find the file on your hard drive.

Right-click and choose Properties.

Set the file as READ ONLY, so students can't replace the file.