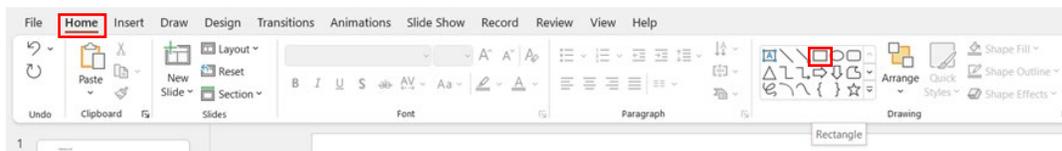


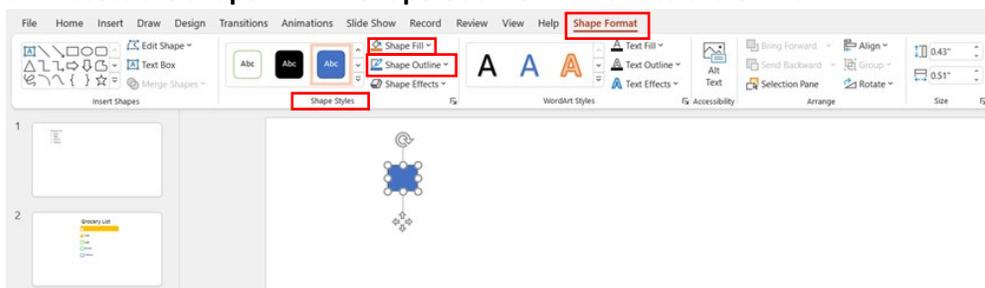
## Creating a Checklist in Microsoft PowerPoint

Here's how you use it:

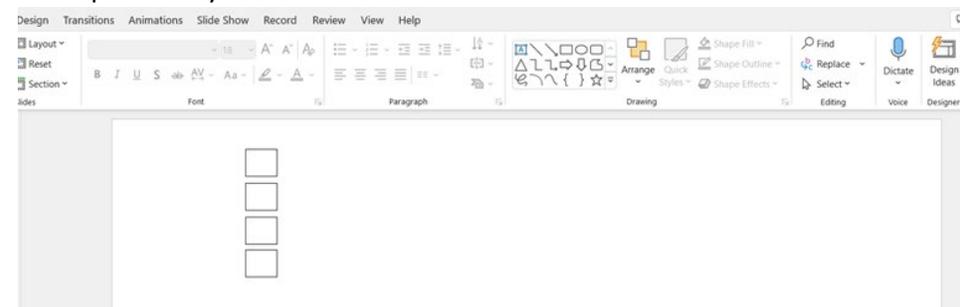
1. Open Microsoft PowerPoint.
2. Create your checkboxes:
  - a. Go to the **Home** Tab.
  - b. In the **Drawing** group, select the **Rectangle** shape.
  - c. Drag the shape until it is the size you want your checkbox to be.



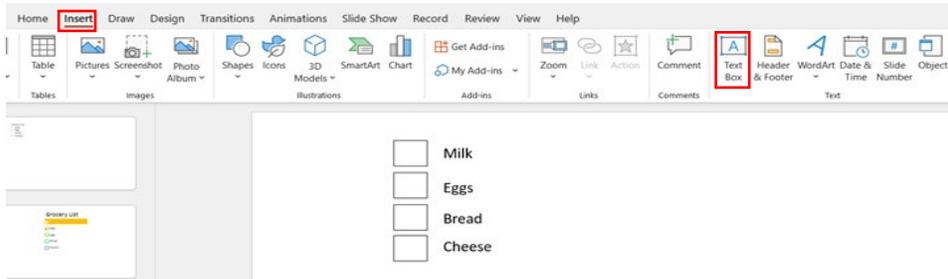
3. Customize your checkbox:
  - a. Click the shape.
  - b. Access the **Shape Format** tab.
  - c. Go to **Shape Styles** group.
  - d. Access the **Shape Fill** and **Shape Outline** functions to customize.



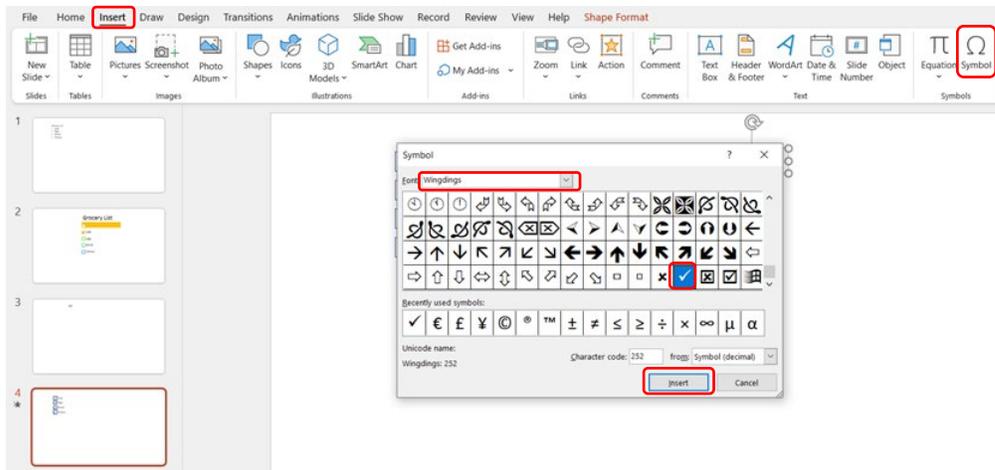
4. Once the checkbox is customized, copy and paste additional checkboxes onto your slide and line them up vertically.



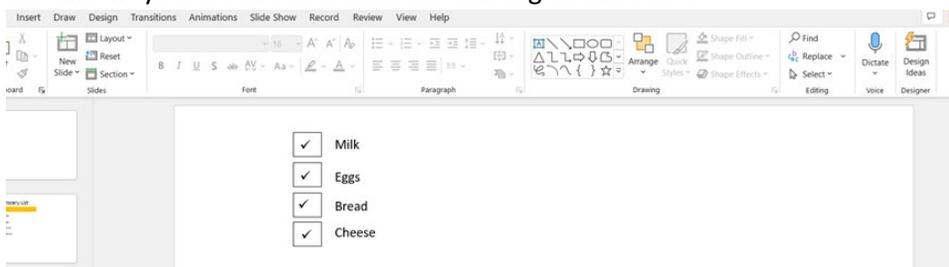
5. To add text to your checkbox:
  - a. Go to the **Insert** tab.
  - b. In **Text** group, click the **Text Box** icon.
  - c. Draw a textbox next to the first checkbox.
  - d. Type in the checklist text.
  - e. Copy and paste additional textboxes next to your checkboxes.
  - f. Move each textbox next to its respective checkbox.
  - g. Change the text in each textbox match the checkbox.



6. To create a checkmark:
  - a. Insert a separate **Text Box** off onto the slide.
  - b. Go to the **Insert** tab.
  - c. Click **Symbol**.
  - d. Change the type to **Wingdings**.
  - e. Select the **Check** symbol.
  - f. Click **Insert**.



7. Copy and paste the **Check** symbol textbox to match the number of checkboxes you have, then align the **Check** symbol textboxes with the existing checkboxes.

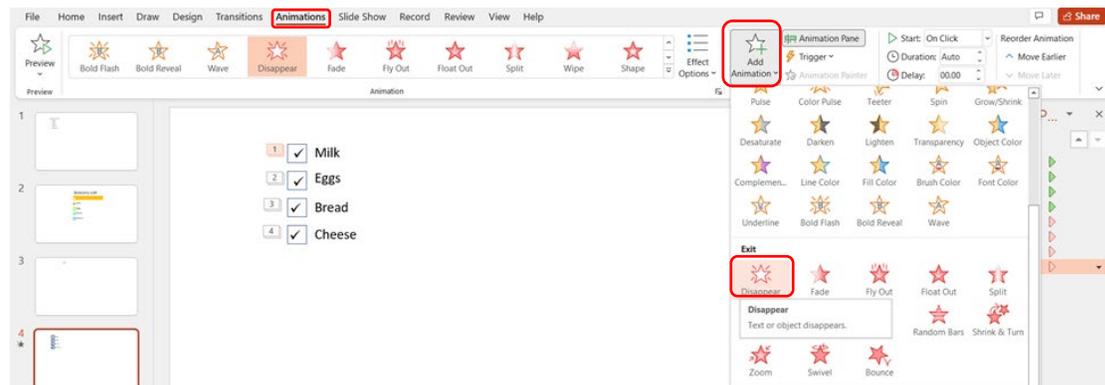


8. To add animations to make the **Check** symbols appear:
  - a. Click on the first **Check** symbol.
  - b. Go to the **Animations** tab.
  - c. In **Advanced Animation** group, open the **Animation Pane**.
  - d. In **Animation** group, click the **Appear** animation.
  - e. Repeat these steps for the rest of the **Check** symbols. You will see these steps highlighted in the **Animation Pane** on the right.



9. To add animations to make the **Check** symbols disappear:
  - a. Click the first **Check** symbol.
  - b. Go to the **Animations** tab.
  - c. In **Advanced Animation** group, click **Add Animation**.
  - d. Scroll down to the **Exit** symbol and click the **Disappear** animation.
  - e. Repeat these steps for the rest of the **Check** symbols. You will see these steps highlighted in the **Animation Pane** on the right.

**Note:** You can move the order around in the **Animation Pane** as desired.



10. When the animations are programmed, you can see the finished product:
  - a. Click **Slide Show** tab.
  - b. Click **From Beginning** or **From Current Slide** as applicable.
11. With each click through the slide show, the Check boxes will be checked off.