# Put the Following in the correct order!!

Then attach your file to your wiki under the page put in the correct order.

**Creating & Publishing a Podcast.**

1. Plan it. ( using a graphic organizer)

2. Plan your podcast.

3. Record your podcast.

4. Edit and save your podcast.

5. Publish your podcast.

**Inserting a audio file into your project.**

1. Click on the insert tab on the ribbon.

2. Click on the sound button under the insert tab.

3. . Click on sound from file in the dropdown menu.

4. Find and Click on the audio file you want to insert.

5 Click the ok button.

**Saving a file under a new name.**

1. Click on the Office button and go to save as:

2. Select Word Document.

3. Find the file and open it.

4. Rename the file in the “File name:”

5. Click Save.

**Printing in Powerpoint, 3 Slides on 1 page.**

1. Open the Office Menu button.

2. Click print.

3. On bottom left click on handouts on print what dropdown menu.

4. Choose 3 slides per handout.

5. Click ok

**Updating Wikis**

1. Navigate to the wiki page.

2. Click the edit button.

3. Write and edit a wiki page

4. Proofread your work.

5. Save the changes.

**Bookmarking a page in Internet Explorer**

1. Go to the page you want to bookmark.

2. Click the star.

3. Click add to favorites.

4. Name your page.

**Researching a topic.**

1. Launch an internet web browser(Internet Explorer, etc…)

2. Navigate to the google website.

3. Enter the search term

4. Click the google search button.

**Creating a 3d Pie chart**

1. Highlight the data to graph.

2. Click the insert tab to open the insert ribbon.

3. Click the Pie button in charts.

4. Click a 3d pie chart.

**Editing Picture in a Slideshow.**

1. Open your presentation file.

2. Select a graphics application and open the blurry image.

3. Sharpen the pixels on the blurry image.

4. Save the new image.

5. Delete the blurry image and insert the new image.