

## Creating a Logo in PowerPoint – Using layering

**Goal:** To create a simple logo using shapes and word art.

**Success Criteria:** Follow the steps outlined below to create a logo similar to the one below.

**Skills to practice:**

- inserting shapes
- Formatting shape size, colour, borders
- Using the send forward/backward features to layer the shapes

Follow the instructions below to create a simple logo. Please TRY each step yourself before you ask questions. The resulting logo should be saved in your student folder.

**Create** a new folder called Logos, then call this file **your name logo layer practice**.

1. Open up Powerpoint and start a new document. Go to the “Home” tab, click on “Layout”, and choose that you want a “Blank” slide.

2. Insert a circle.

- Go to the “Insert” tab,
- choose shapes,
- and select the oval.
- Insert it into your document and try to make it a circle.

(Hint: Holding the shift key while inserting the shape keeps the radius the same)

- Right click on the circle,
- choose “Format Shape”,
- go to the size tab,
- and make your circle 6cm (or 3 inches) tall.

3. Format your circle to make it green bordered by red.

- Single click on your circle,
- Choose the format tab,
- Click on “Shape Fill”
- And choose a green color. (Advanced user: Make your green color the exact shade of “OliveDrab”)
- Click on “Shape Outline”
- And choose a red color (Advanced user: “MediumVioletRed”)
- Make the weight heavier to see the border.

4. Repeat steps 2 and 3 and insert a square and triangle.

- The square should be blue (Teal) surrounded by green (OliveDrab)
- The triangle should be red (MediumVioletRed) surrounded by blue (Teal)
- The triangle should be oriented such that a “point” is pointing straight down



5. **Arrange** the shapes.

- a. Move the shapes such that they are overlapping (about half) and the circle is in the bottom left corner, the square in the bottom right, and the triangle in the top middle.
- b. Make sure the triangle can be completely seen and is not being covered by any other shape
  - i. Click on the triangle
  - ii. Go to "Format" tab
  - iii. Click on Bring Forward until the triangle is in front
- c. Make sure square is in the back and is being covered by both the other shapes.
  - i. Click on the square
  - ii. Go to "Format" tab
  - iii. Click on Send Backward until the square is in back

6. Insert the company name **TLSS BTA**

- a. Go to Insert tab
- b. Click on "Text Box" or WordArt
- c. Click somewhere on your presentation (Easiest if you first put it away from shapes)
- d. Type "TLSS BTA"
- e. Move the text box so that it is on top of the shapes
- f. Go to Home tab and change font to "MisterEarl BT"
- g. Change font size until the text goes completely across the shapes
- h. Change font color to orange (Gold)

7. Save your logo as a powerpoint file into the appropriate folder.

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Try saving the file as an image as well.

**If you are done...** Try creating the Logo using one of the following programs.

Adobe photoshop - Very powerful but very expensive

Paint - Simple with most basic functions and free on every windows computer

GIMP - Free to download program with most basic functions and many advanced ones

Pixlr - Free web-based program that is less powerful than GIMP

How does PowerPoint compare to the photo editors? List some thoughts below.