**Positive Attitude - HL**

Day 2

The next step to creating your presentation to teach others about time management is to make an outline. Today’s task is to create an outline that you will use to make a PowerPoint tomorrow. Before you begin please take a look at the example outline below to help you in creating yours.

**Part 1**

1. Go to the document you worked on yesterday. Before opening it, click the three dots next to the name of the document. Click on **Open In Sharepoint.** This should bring you to the Internet. Open the document in this tab.
2. Go back to Teams but do not close this internet tab completely.
3. In the folder **Positive Attitude** make a new word document that is named **Part 2**
4. In the document put a title at the top and put it at the center of the page. This title should be creative and include the words “Positive Attitude.”
5. Underneath the title, put the words **Presenter: Your Name**
6. Press enter twice. Then, on the left side of the page number you are going to begin to create your outline.
7. Type **Slide 2** in Bold Print. Press enter.
8. On the next line you are going to indent using the TAB button and type A.
9. Next to **A.** type the first question from part 2 of the document you worked on yesterday. This Should say **What is a positive attitude?** Then press enter
10. Below the **A.** type **B.** And type the answer to part 2. Then press enter.
11. Below the **B.** type **C.** And enter the picture from part 4 of the document you worked on yesterday. Then press enter.
12. Backspace so that your cursor is aligned with the text that says **Slide 2.**

**Part 2**

1. Type **Slide 3** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the second question from part 2 of the document you worked on yesterday. Then press enter.
4. Repeat steps 9 and 10 and 11.

**Part 3**

1. Type **Slide 4** in Bold Print.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type **Positive Attitude Video**. Then press enter.
4. Below the **A.** type **B.** and choose the best video from part 5 from the document you worked on yesterday. Copy and paste the link. Press enter.
5. Below the **B.** type **C.** And copy and paste your comment part 5. Then press enter.
6. Backspace so that your cursor is aligned with the text that says **Slide 2.**

**Part 4**

1. Type **Slide 5** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the third question from part 2 of the document you worked on yesterday. Then press enter.
4. Repeat steps 9 and 10 and 11.

**Part 5**

1. Type **Slide 6** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the fourth question from part 2 of the document you worked on yesterday. Then press enter.
4. Repeat steps 9 and 10 and 11.

**Part 6**

1. Type **Slide 7** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the fifth question from part 2 of the document you worked on yesterday. Then press enter.
4. Below the **A.** type **B.** And type the answer to part 2. Then press enter.
5. Below the **B.** type **C.** And enter a picture of the personal hygiene checklist from part 4 of the document you worked on yesterday. Then press enter.
6. Backspace so that your cursor is aligned with the text that says **Slide 2.**

**Part 7**

1. Type **Slide 8** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the word **Questions?** Then press enter.
4. Below the **A.** type **B.** And enter the picture from part 4 of the document you worked on yesterday. Then press enter.
5. Backspace so that your cursor is aligned with the text that says **Slide 2.**

**Part 8**

1. Type **Slide 9** In Bold Print. Press enter.
2. On the next line you are going to indent using the TAB button and type A.
3. Next to **A.** type the word **References** Then press enter.
4. Below the **A.** type **B.** And copy and paste website links you used for all the answers to the questions in part 2 that you used in this outline. Copy and paste website links you used for all the pictures in part 4 that you used in this outline. Copy and paste website link for the video you used in this outline. Then press enter.
5. Congratulations! You have finished your outline and are now ready to move on to the PowerPoint section.

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