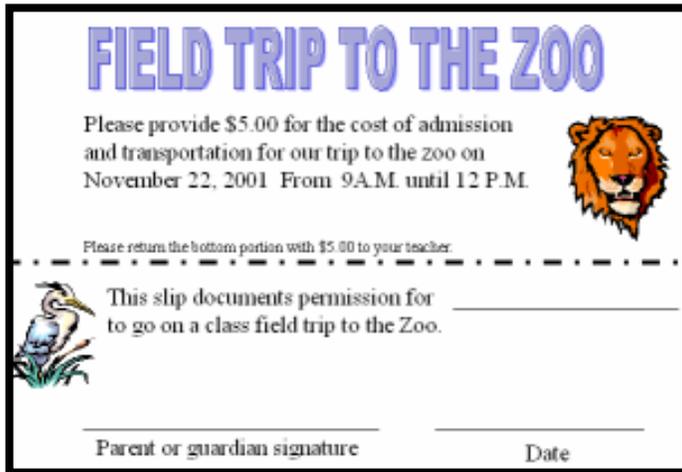# HOW TO CREATE A PERMISSION SLIP WITH POWERPOINT
## By Vic Jaras

*After you have completed the lesson on the drawing toolbar objects you are ready to try this activity.*

1) Open PowerPoint to and select a BLANK slide auto layout

2) Use the Word Art object to create a title for your permission slip. "Field Trip to the Zoo" Select any style you wish from the Word Art menu.

3) Then use CLIP ART and in the Animal category find a lion or other appropriate zoo animal to decorate your permission slip. You will need to re-size it by selecting it, and then adjusting the size to fit in empty space. You never want to hide text or another object because that is bad design.

4) Use a text-box to type in some basic information for parents about the trip. For example, you could type: *Please provide $5.00 for the cost of admission and transportation for our trip to the zoo on November 22, 2001 From 9A.M. until 12 P.M.*

5) Use the line object to draw a line across the slide where you have parents cut the slip in two and return the bottom portion.

6) After drawing your line. Click on it to select the line object. Then click on the DASH LINE style icon. This will allow you to change the solid line to a perforated line.

7) Next you will need another text box to be placed just above your dashed line to tell parents to cut and return the bottom portion of the permission slip.

8) Add another clip art object to spice up the bottom portion of your slip but remember to resize your object to leave room for more content.

9) Add a text box to tell parents "This slip documents permission for _____ to go on a class field trip to the zoo." Use the line object to draw a line after you have finished typing in the text box.

10) Repeat this process to create a line for the parent or guardian to sign and a place for the date with a text-box underneath with a caption of what information should be written on the line.

11) Next Click on Insert, Duplicate slide to create an exact copy of your permission slip

12) Click on File, Print and in the PRINT MENU change the PRINT WHAT settings to HANDOUTS and 2 slides per page. This will print 2 permission slips per page.

13) Save your work as Permission-your name.ppt