

Power Point Venn diagram directions

Click on the start button at the bottom left of your computer. Go to programs. Click on Microsoft Office and then click on Microsoft PowerPoint. Start with a blank slide. Click on the word *Insert* on the top left. Go to SmartArt. Click on the word *relationship*. Go to the second to the last row. Select the last picture (picture of three circles). Double click on the picture of the three circles. The Venn diagram will be inserted on the PowerPoint slide. Drag the box to make the Venn diagram bigger. Add the names of the three branches of government (one into each circle where it says "text"). Type the important facts you find about each branch of government into the correct circles. If information is about all three of the circles, make sure you put the information where all three circles intersect. See me for any questions you may have.