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# How to Save to a USB stick (Flash Drive) & Exit Flash Drive Safely

— NCF-Envirothon 2025 —

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# Naming Format and Where To Save

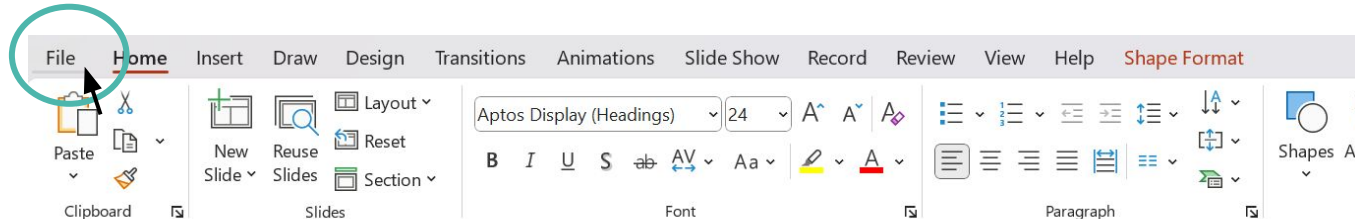
File should be named: Team Number\_OP\_Final

- For example: **2503**\_OP\_Final

Final presentation **MUST** be saved on the USB stick (Flash Drive) outside of any folders.

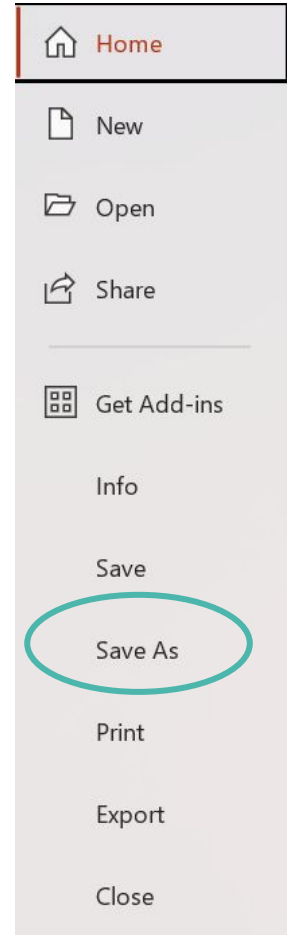
# How to Save a Powerpoint file to the USB stick (Flash Drive)

## Option 1: Save directly to the USB stick (Flash Drive)

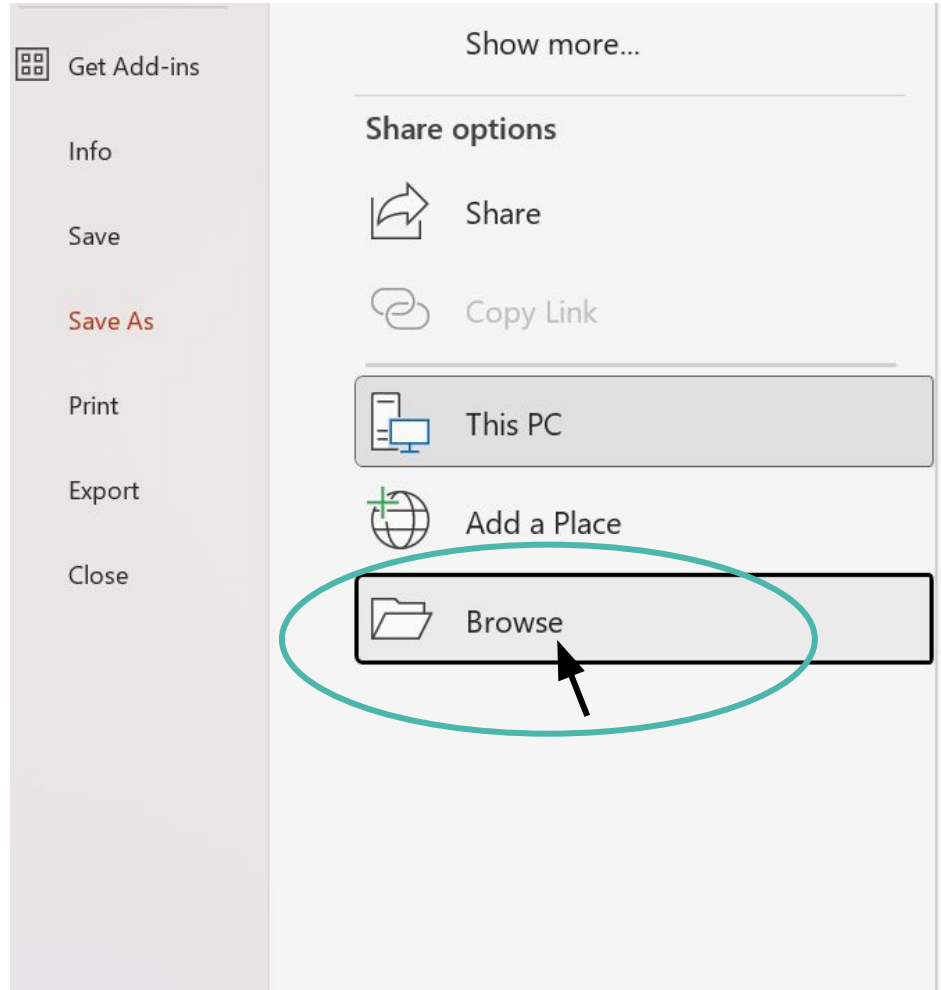


**Step 1:** Click File

**Step 2:** Click Save As



## Step 3: Click Browse

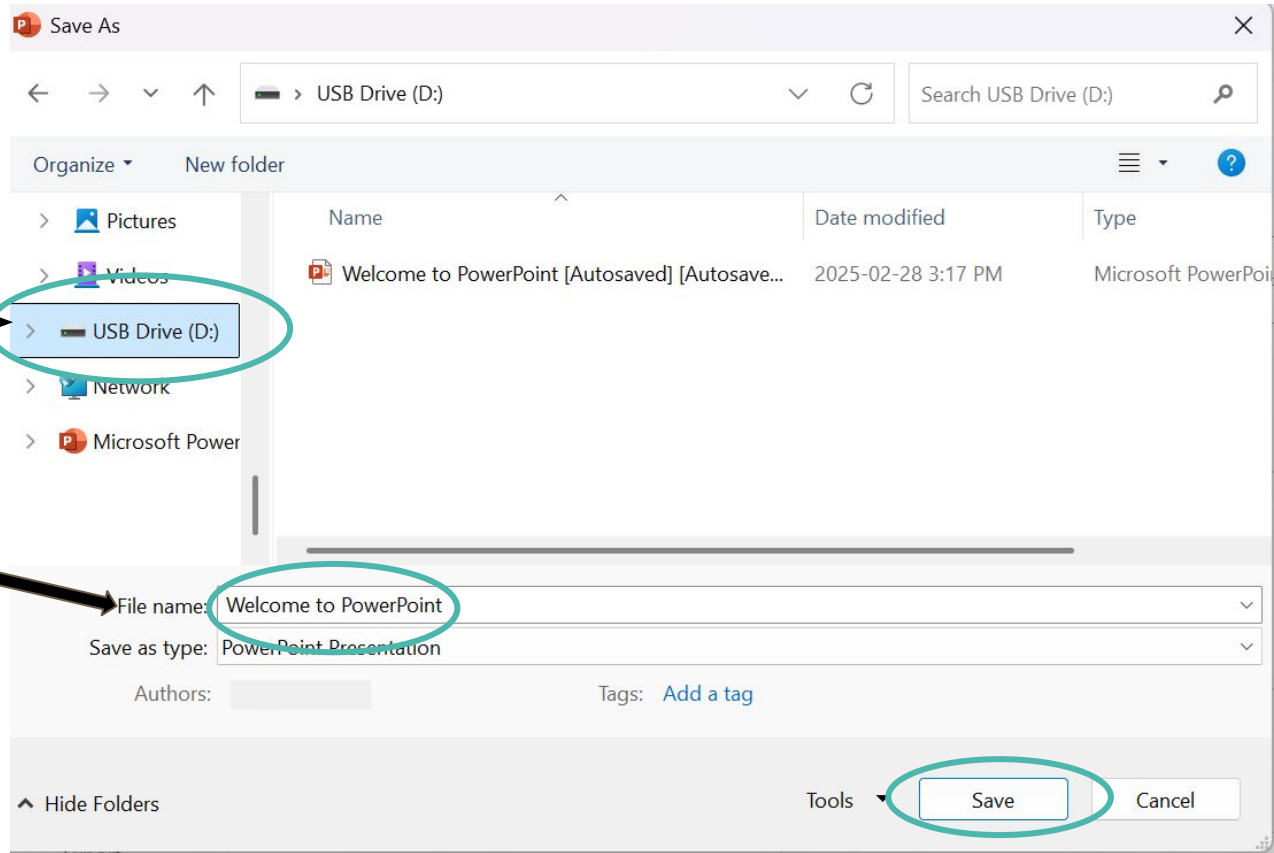




**Step 4:** Scroll down then click USB Drive

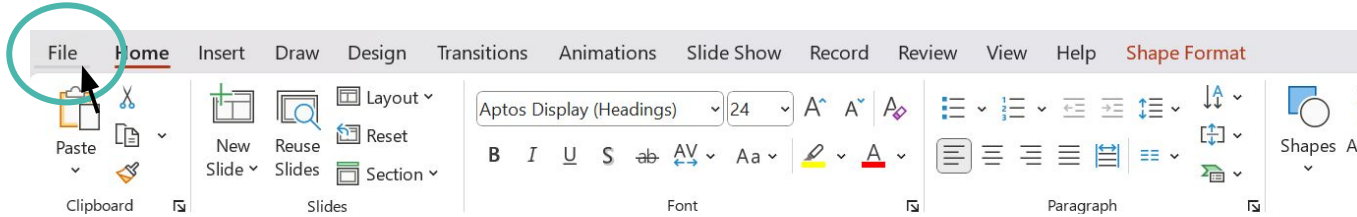
**Step 5:** Change the file name to the described naming convention for your team (e.g. 2503\_OP\_Final)

**Step 6:** Press Save



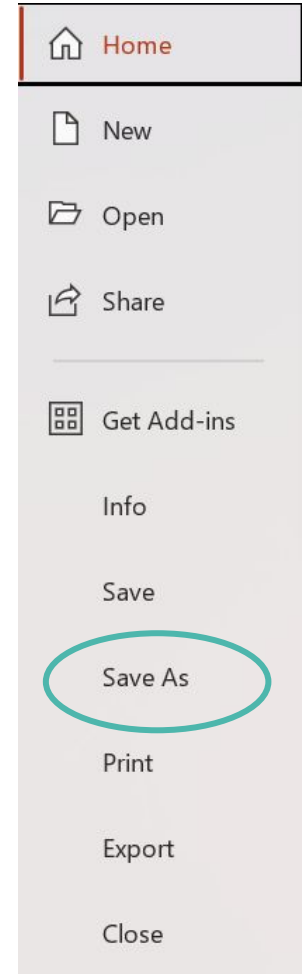
# Option 2: How to Save a Powerpoint file to laptop desktop then to USB stick (flash drive)

## Part A-Save to the laptop desktop

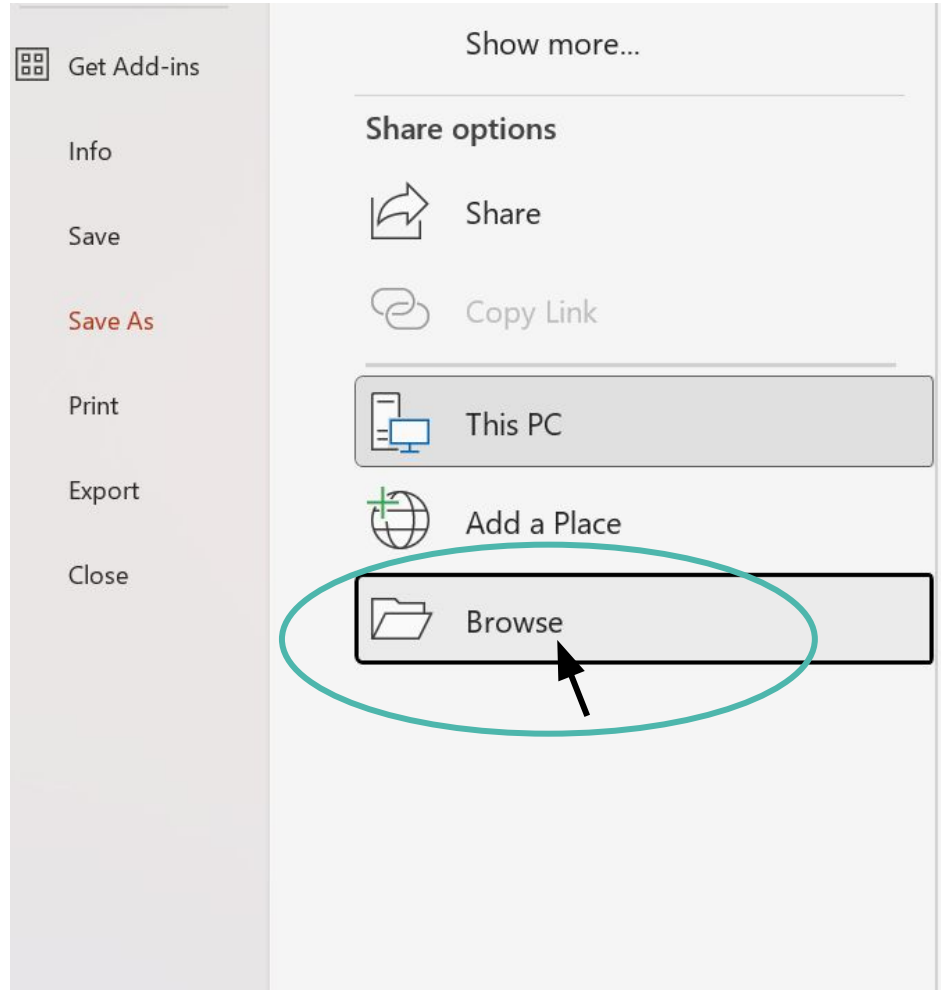


**Step 1.A:** Click File

**Step 2.A:** Click Save As



## Step 3.A: Click Browse

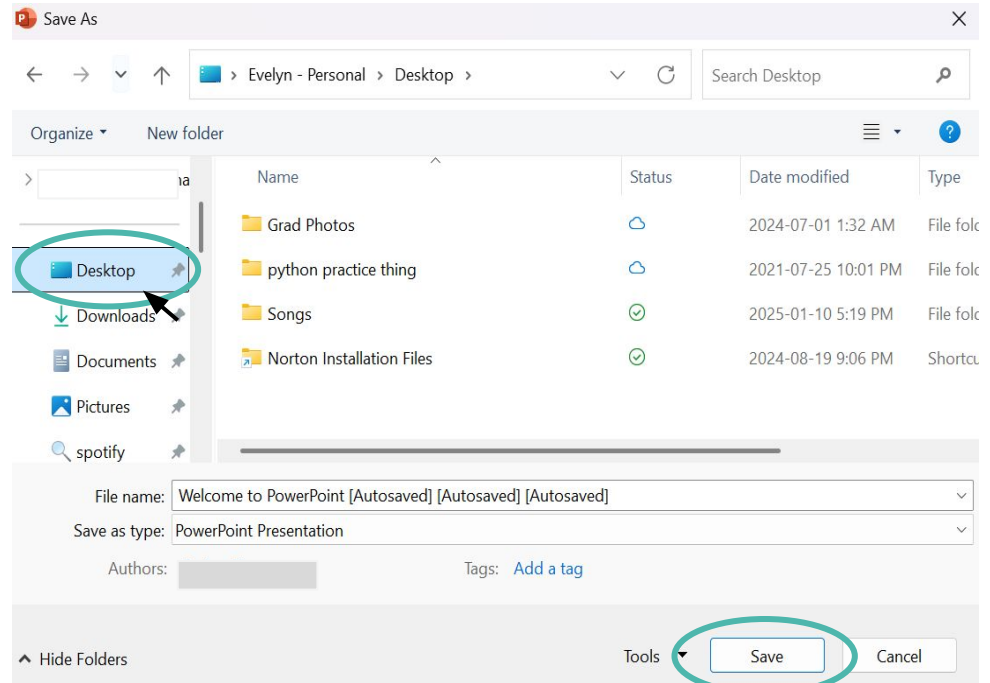
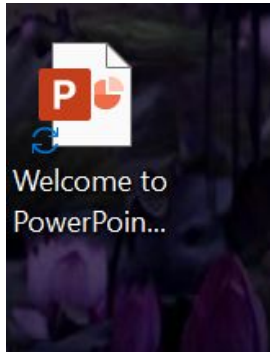


**Step 4.A:** Click Desktop

**Step 5.A:** Click Save.

Remember to change the file name.

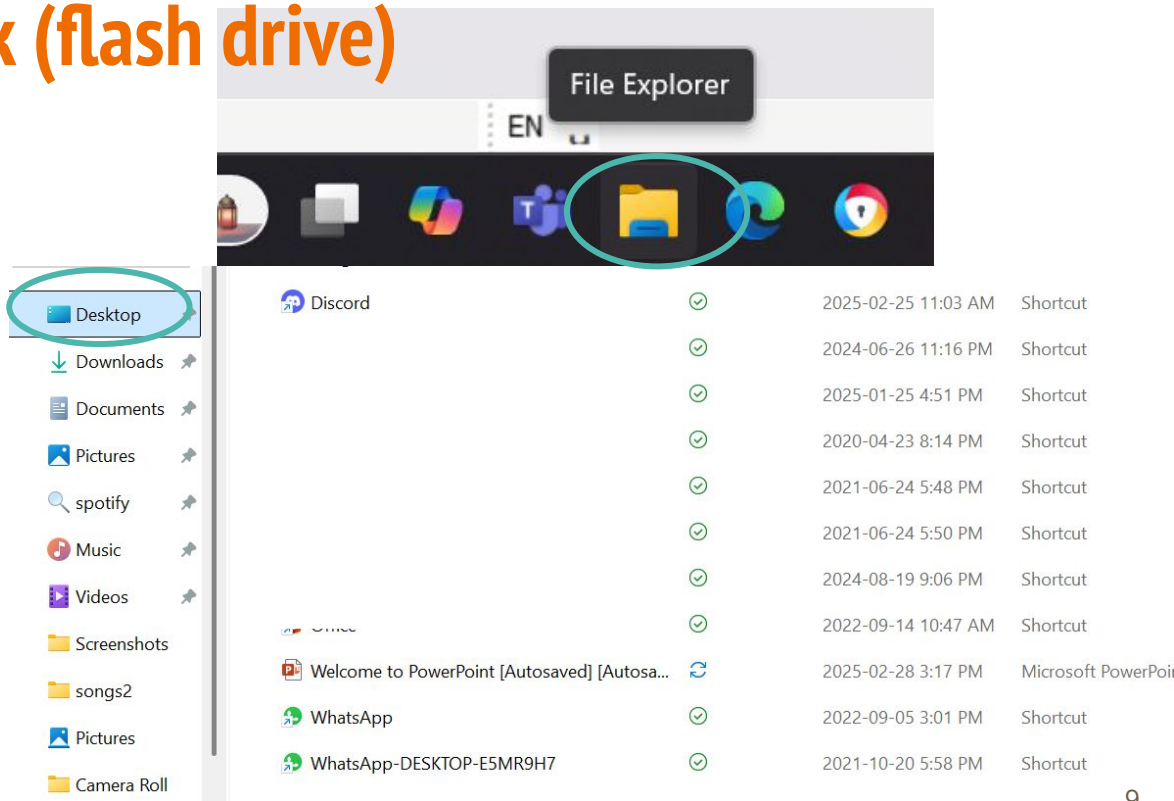
Your powerpoint should now be saved to your desktop!



# Part B: How to Save a Powerpoint file from the laptop desktop to a USB stick (flash drive)

**Step 1.B:** Click File Explorer

**Step 2.B:** Click Desktop

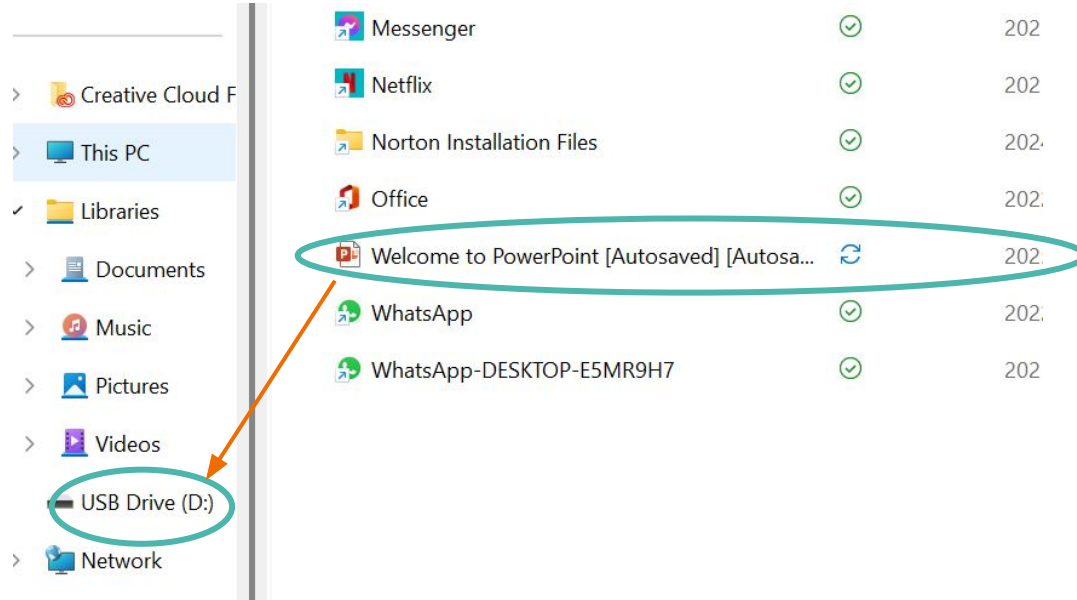


**Step 3.B:** Scroll down and see USB Drive

**Step 4.B:** Drag the powerpoint to the USB Drive

Your powerpoint should now be saved on the USB Drive

Open the USB Drive and check



# How to exit flash drive safely

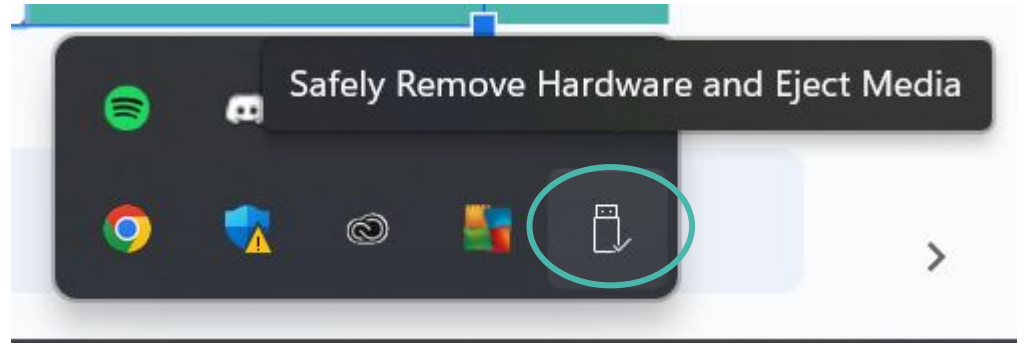
**Step 1:** Click on the triangle on the bottom right of your screen



**Step 2:** Click the USB icon

**Step 3:** Click “Safely Remove Hardware and Eject Media”. Make sure that everything is closed before you eject the USB.

**Step 4:** Remove USB stick from laptop



# Powerpoint Training

NCF-Envirothon 2025





Here are the rules that you need to follow for making your powerpoint for your oral presentation.

A maximum of 35 slides can be used per presentation. This total includes the title slide and a slide for citations for reference material.

The presentation must stay within the designated presentation time limit of 20-minutes.

Teams should only have their team number on the title slide and no identifying features.

No video or audio allowed.

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## **Let's Get Started**

Click on Blank Presentation to create a new presentation.

Click New Slides in the Home tab to add new slides.

# How To Add Pictures



You can only use the images, maps, resources, data provided on the USB Drive in the IMAGES folder and from SELECT documents indicated for student use in the Drive.

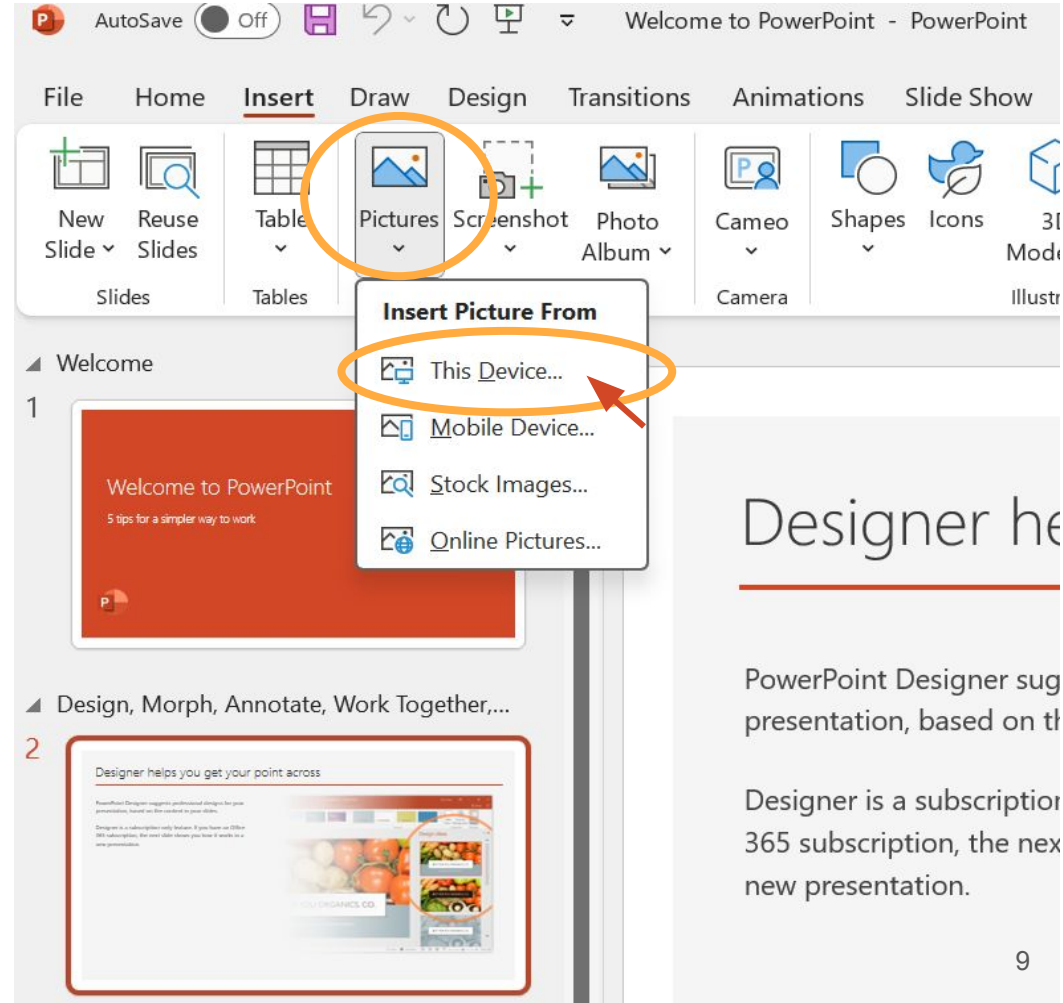
Do not use any images on Powerpoint.

## Option 1: Insert from within PowerPoint

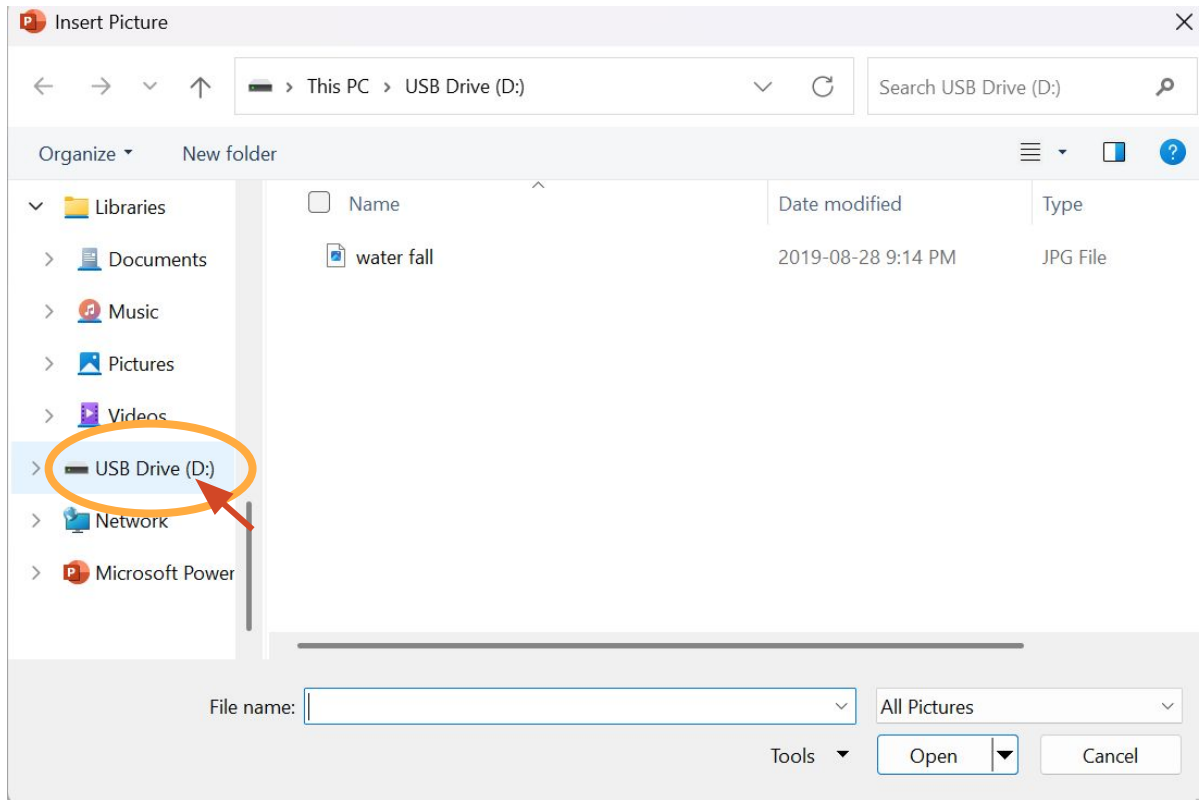
# How to Add Pictures

**Step 2:** Click pictures

**Step 3:** Click “This Device”







**Step 4:** Click USB Drive

**Step 5:** Select photo  
and click Open

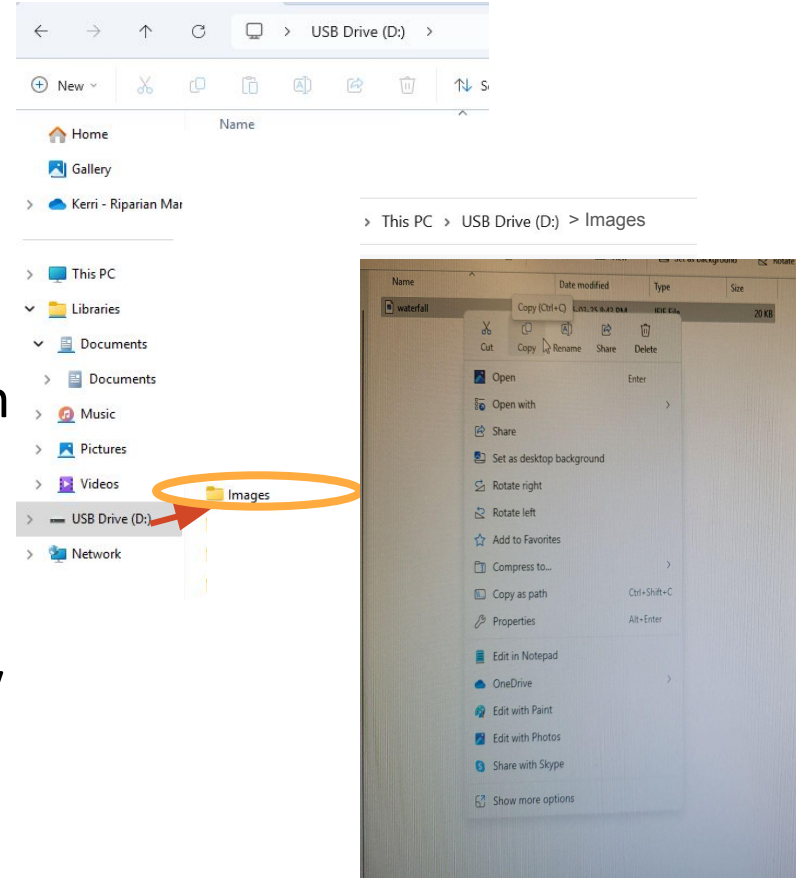
# How to Add Pictures

## Option 2: Copy and Paste from USB

**Step 1:** Find the image you want to use from the Images folder on the USB drive (you can open by clicking the File Explorer button)

**Step 2:** Right click on the image, select **Copy**

**Step 3:** go to your presentation slide, right click and select **Paste**

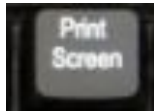


# How to use Snipping tool to make screenshots of images to insert into Powerpoint presentation

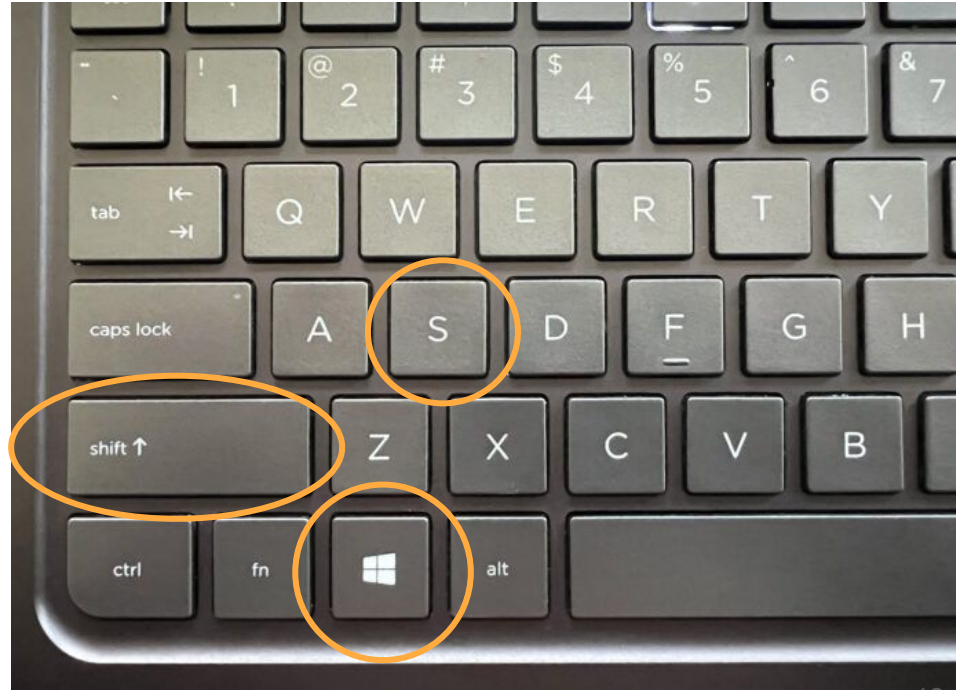
**Step 1:** Open the document you want to snip content from

**Step 2:** Press Windows Logo Key + Shift + S

OR



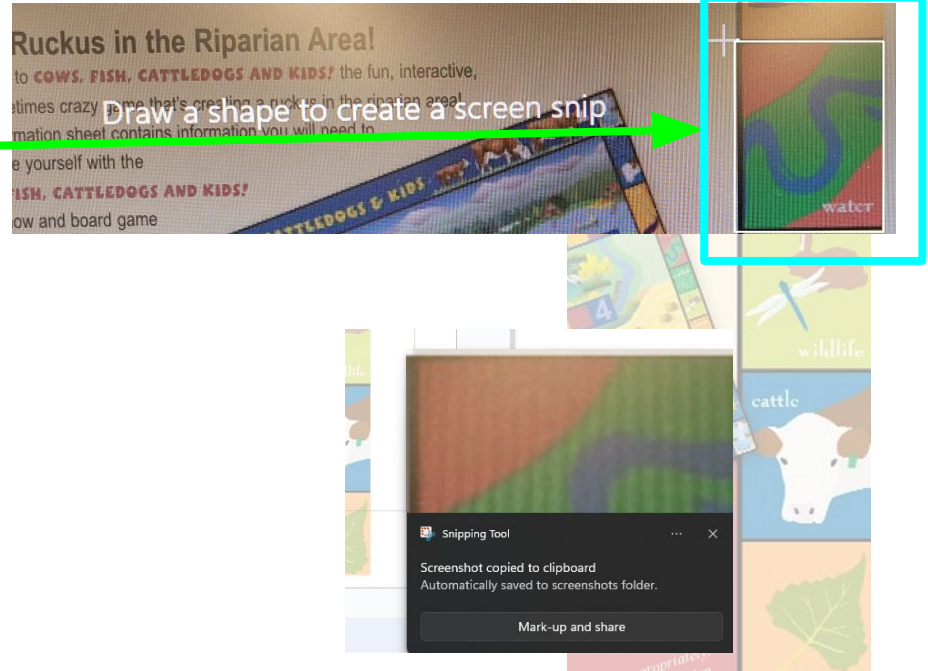
Press the Print Screen button (It may also be labelled PrntSc/PrtScr along the top or bottom of the keyboard)



# How to use Snipping tool to make screen shots

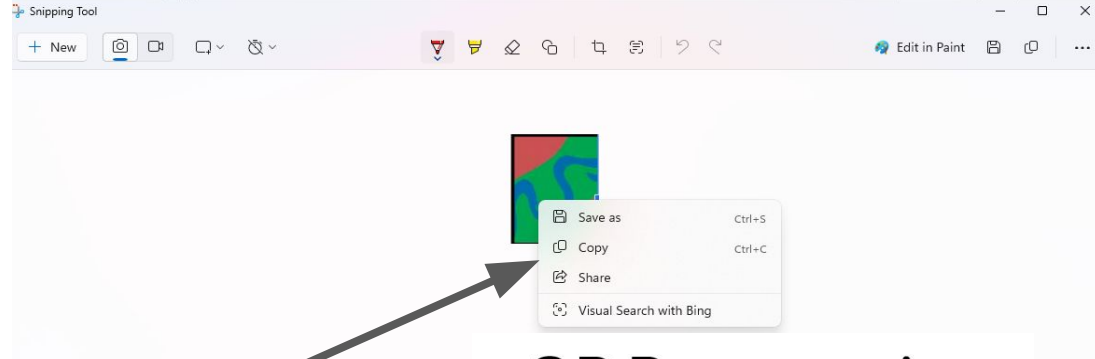
**Step 3:** Drag the cursor to the image you want to screenshot

**Step 4:** Open the Snip & Sketch clipboard by clicking on the window that may pop up at the bottom right of your screen



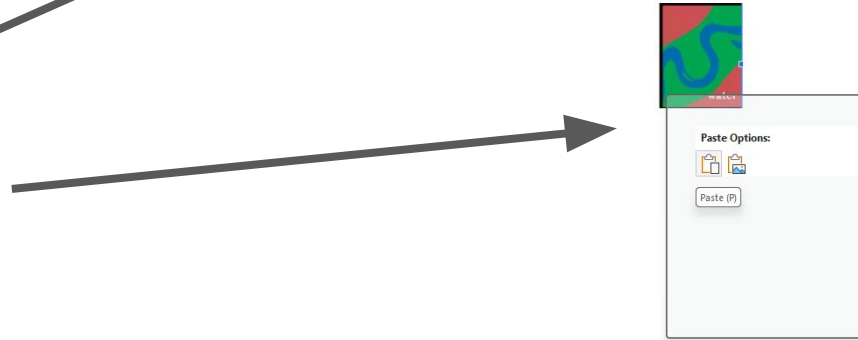
# How to use Snipping tool to make screen shots

**Step 5:** In the Snipping Tool right click on the image and click copy

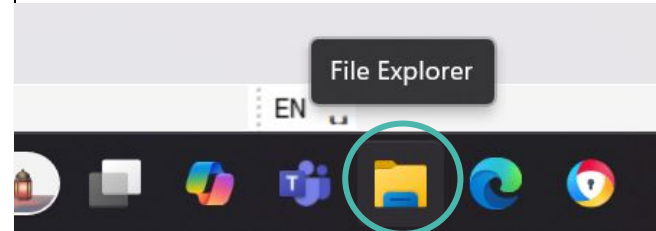


OP Presentation

**Step 6:** Go to your powerpoint slide and right click to paste the image



If the Snip & Sketch clipboard option does not open, go to the File Explorer window and open the screenshots folder and find your image there. Right click on the image and select copy. Return to your powerpoint, right click and, select paste.

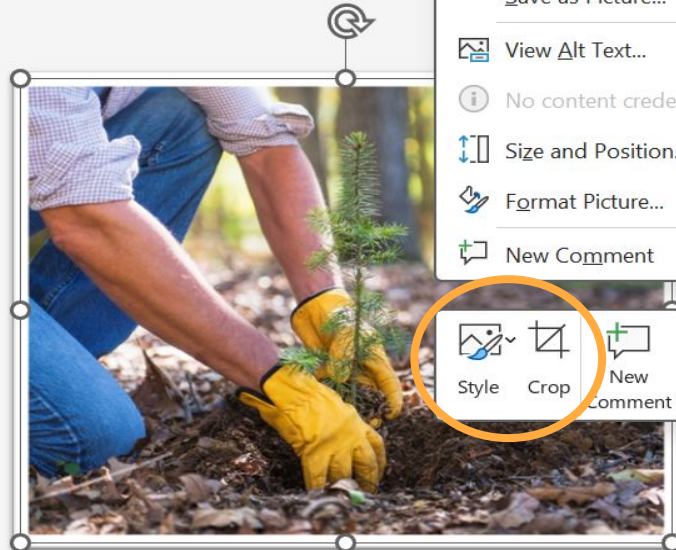


# How To Edit Images/Graphics

## Designer helps you

PowerPoint Designer suggests professional presentation, based on the content in your slide.

Designer is a subscription-only feature. If you have a 365 subscription, the next slide shows a new presentation.



### Paste Options:



Change Picture

Group

Bring to Front

Send to Back

Lock

Link

Save as Picture...

View Alt Text...

No content credentials

Size and Position...

Format Picture...

New Comment



## Changing Image Size

Drag on the white circles to change size of the image

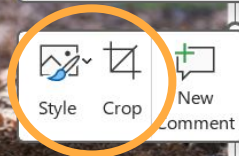
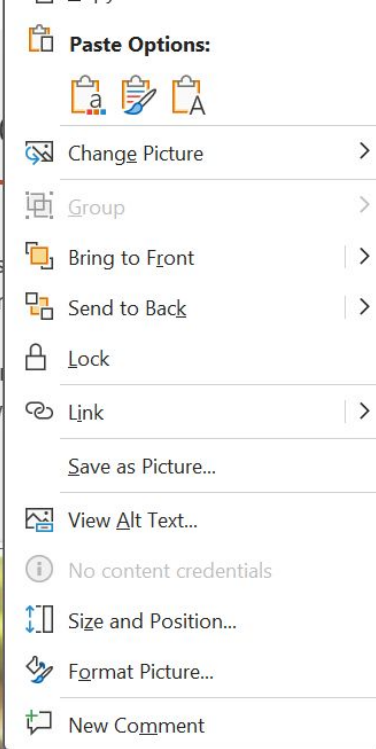
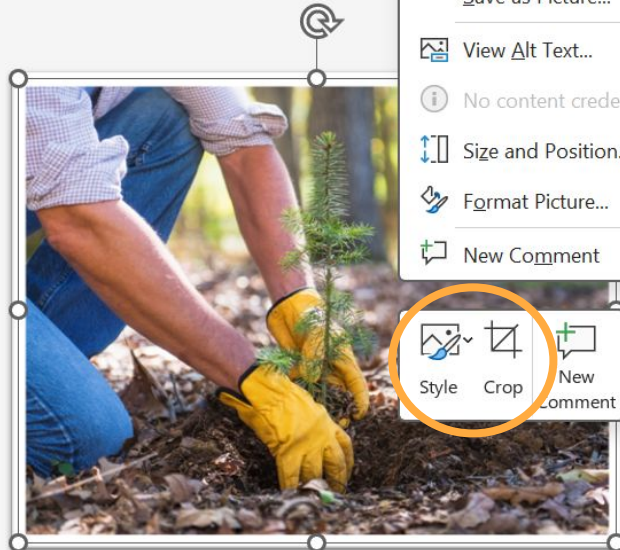
Drag inward to make the image small, outward to make image larger



# Designer helps you present across

PowerPoint Designer suggests professional presentation, based on the content in

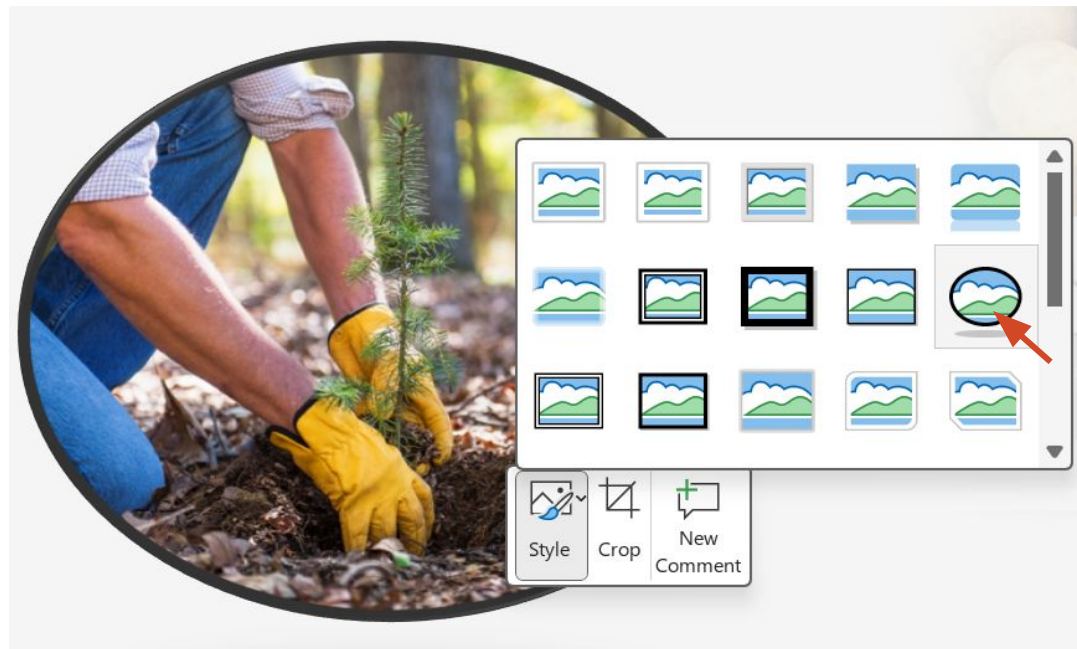
Designer is a subscription-only feature. With a 365 subscription, the next slide shows a new presentation.



**Step 1:** Right click on the photo

**Step 2:** Crop image or style image borders

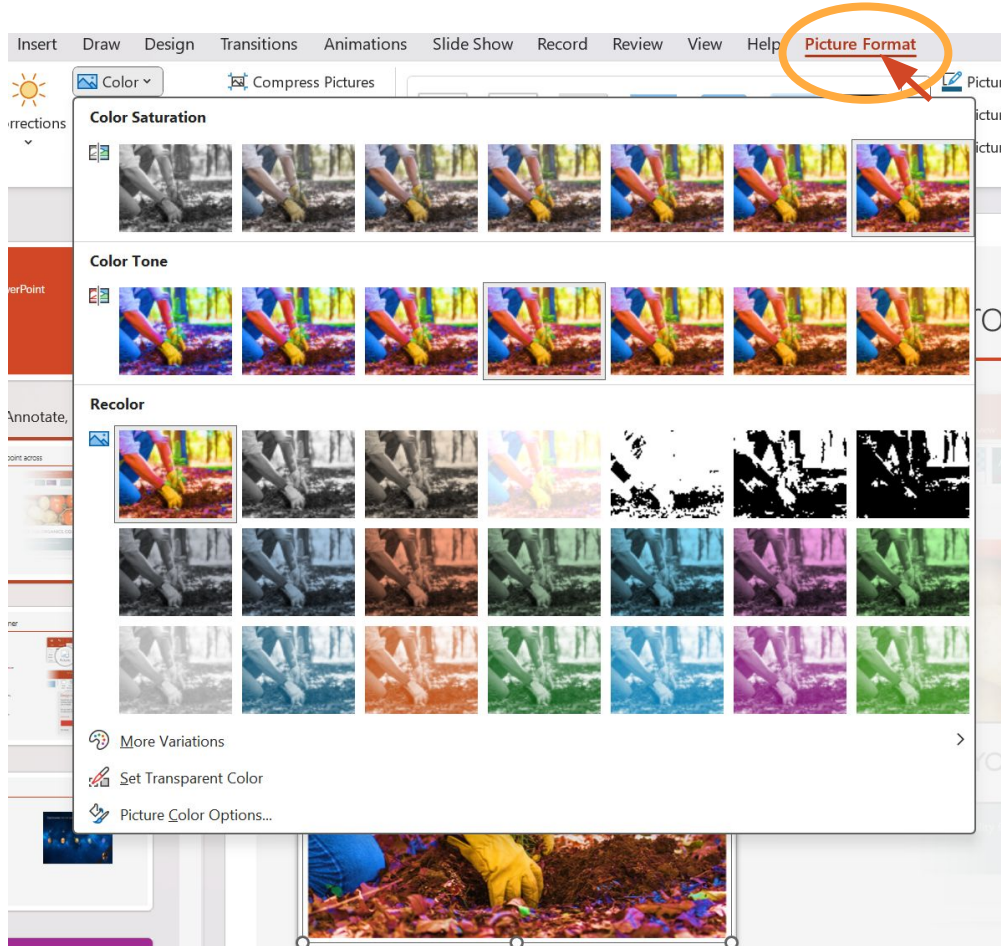




**Style example (change borders)**



**Crop example**



# To Edit Colours

**Step 1:** Click on the photo

**Step 2:** Click picture format

**Step 3:** Click Colour to edit image

*\*Please note official logos of agencies, organizations, etc. should NOT be cropped or re-colored in any way as they may be trademarked.*

# Creating Tables or Graphs

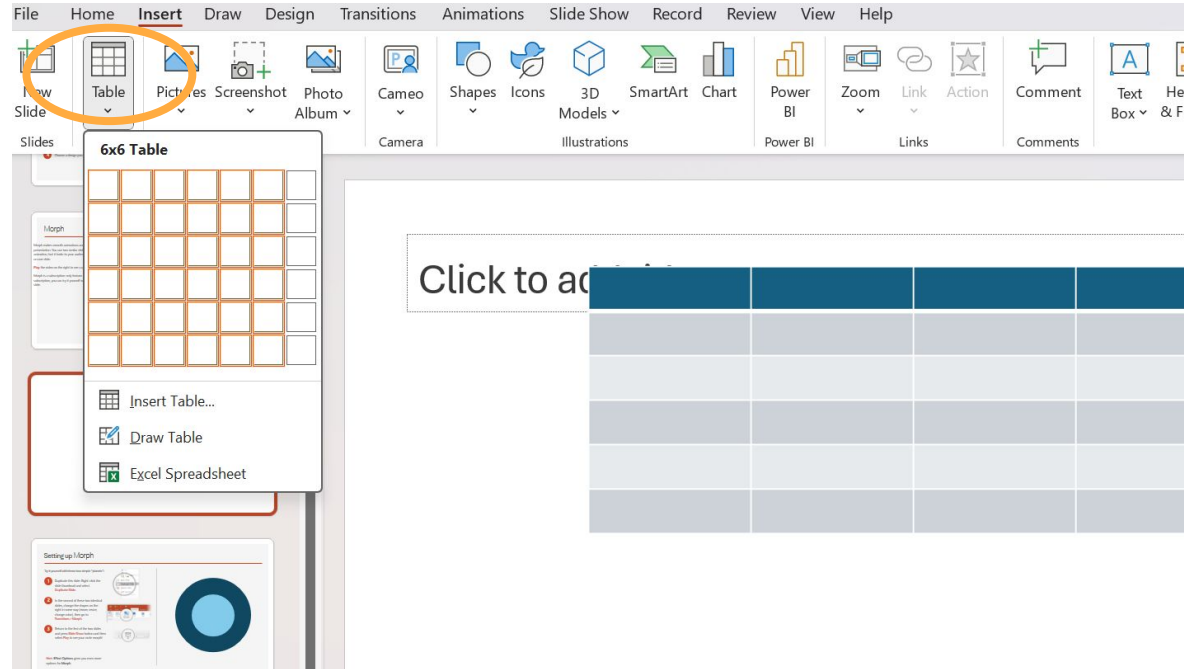
Students are allowed to make graphics, charts, etc, to add to their presentation within the PowerPoint Program and/or by using the snipping tool.

# How to Make A Table

**Step 1:** Click Insert

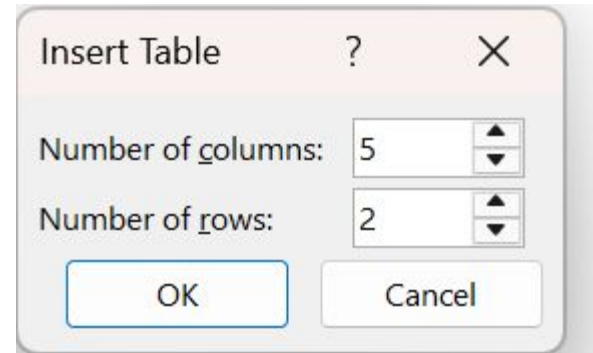
**Step 2:** Click Table

**Step 3:** Use the squares and select the number or rows and columns wanted



## OR Click Insert Table

Then you can type how many number of columns and rows wanted for the table

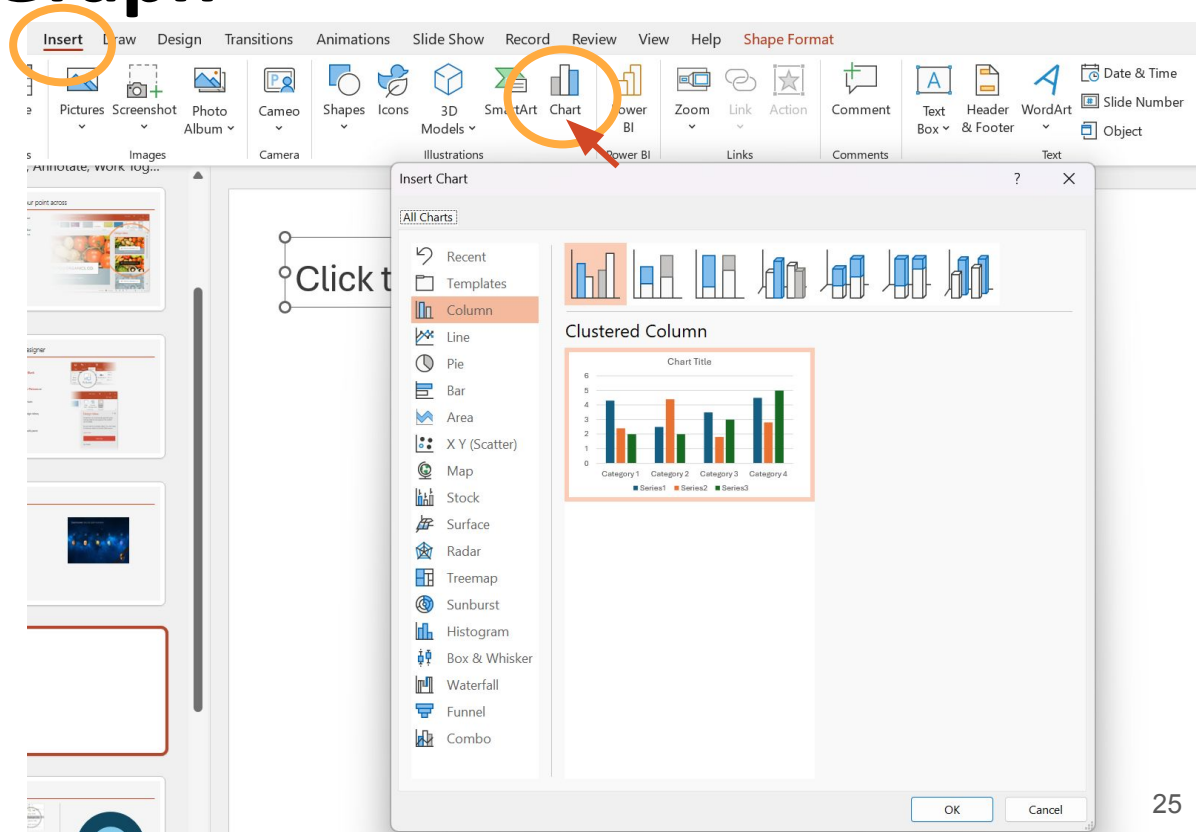


# How to Make A Graph

**Step 1:** Click Insert

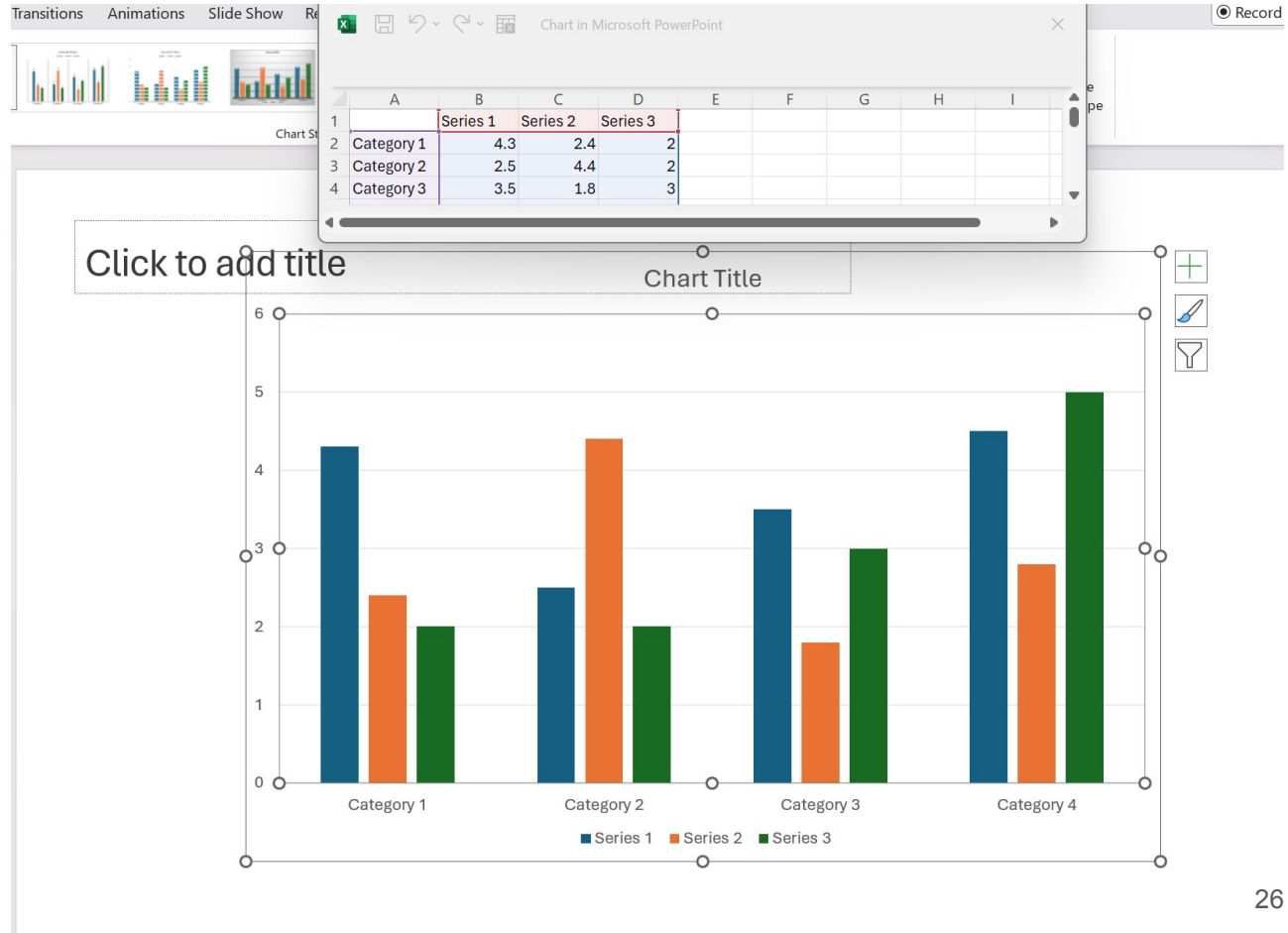
**Step 2:** Click Chart

**Step 3:** Choose the type of graph





An excel sheet should open to enter and to edit data, as you can see to the right.



# How To Use Shapes, Backgrounds, WordArt, Animation and Slide Transition Features

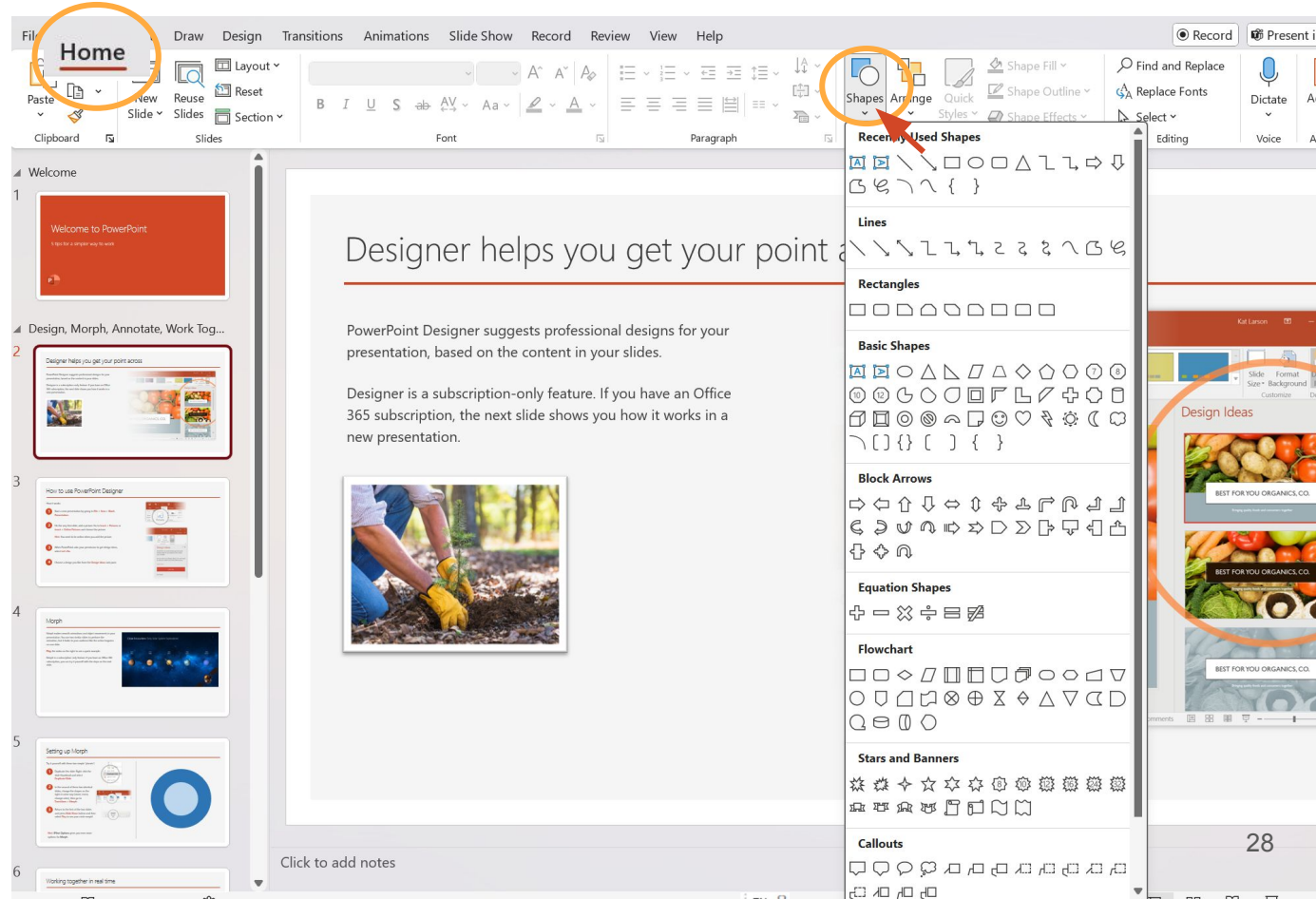


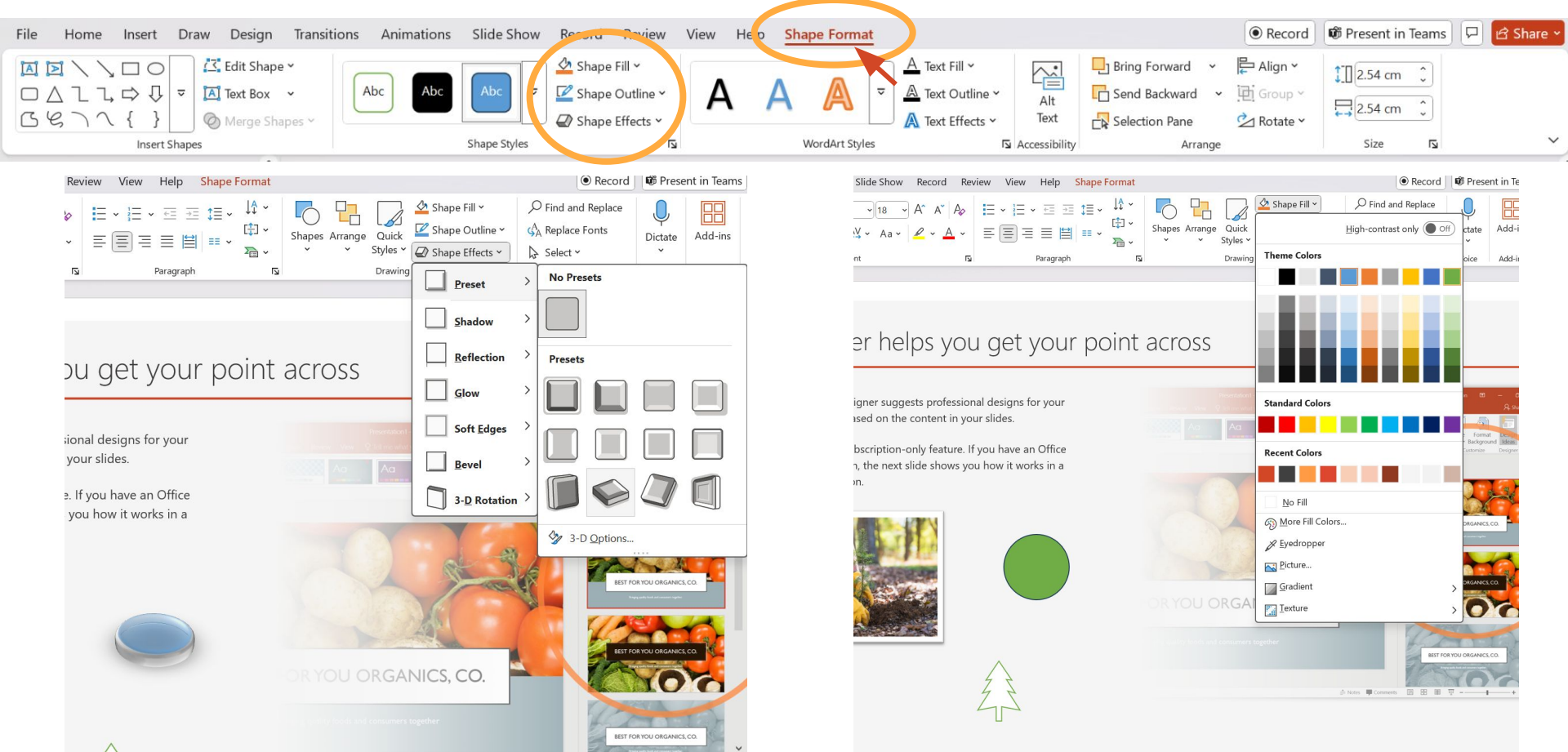
# Shapes

**Step 1: Click Home**

**Step 2: Click Shapes**

**Step 3: Pick your desired shape**





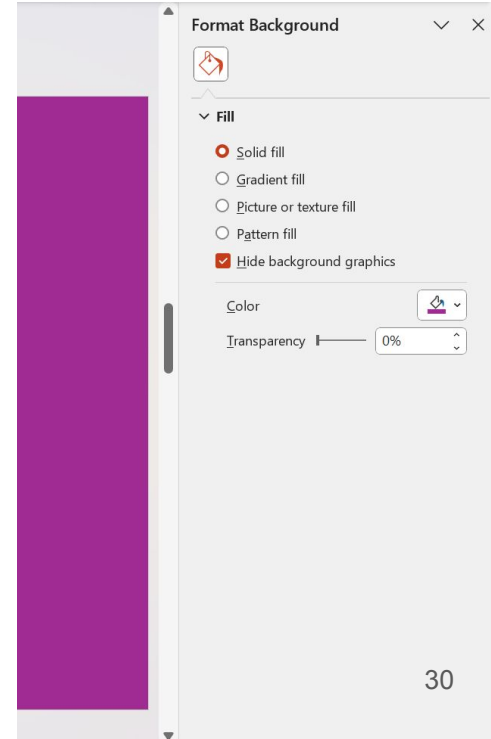
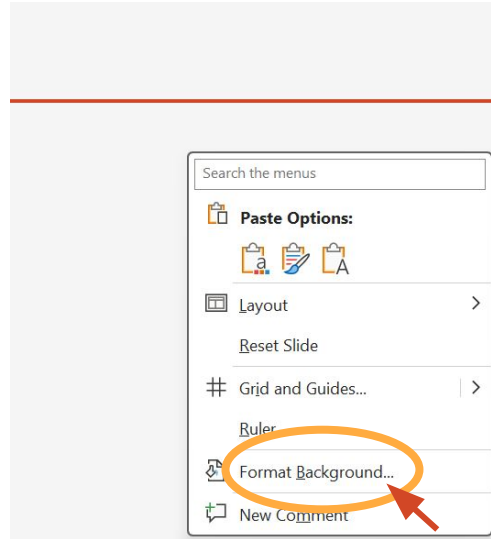
**Step 4:** Click shape format to edit shape colour and appearance to your liking

# Backgrounds

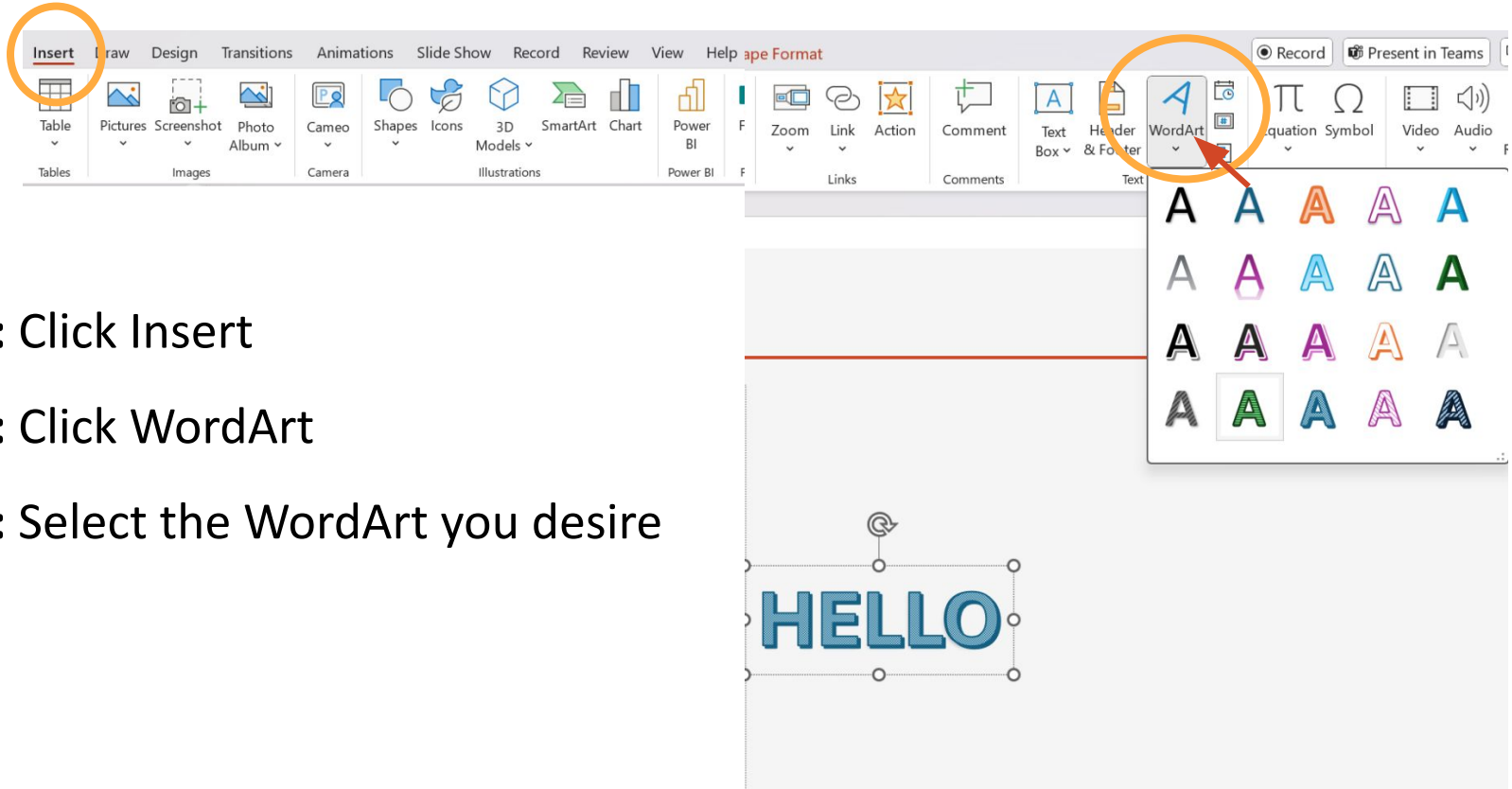
**Step 1:** Right click on the slide

**Step 2:** Click format background

**Step 3:** Format background colour or pattern



# WordArt



**Step 1:** Click Insert

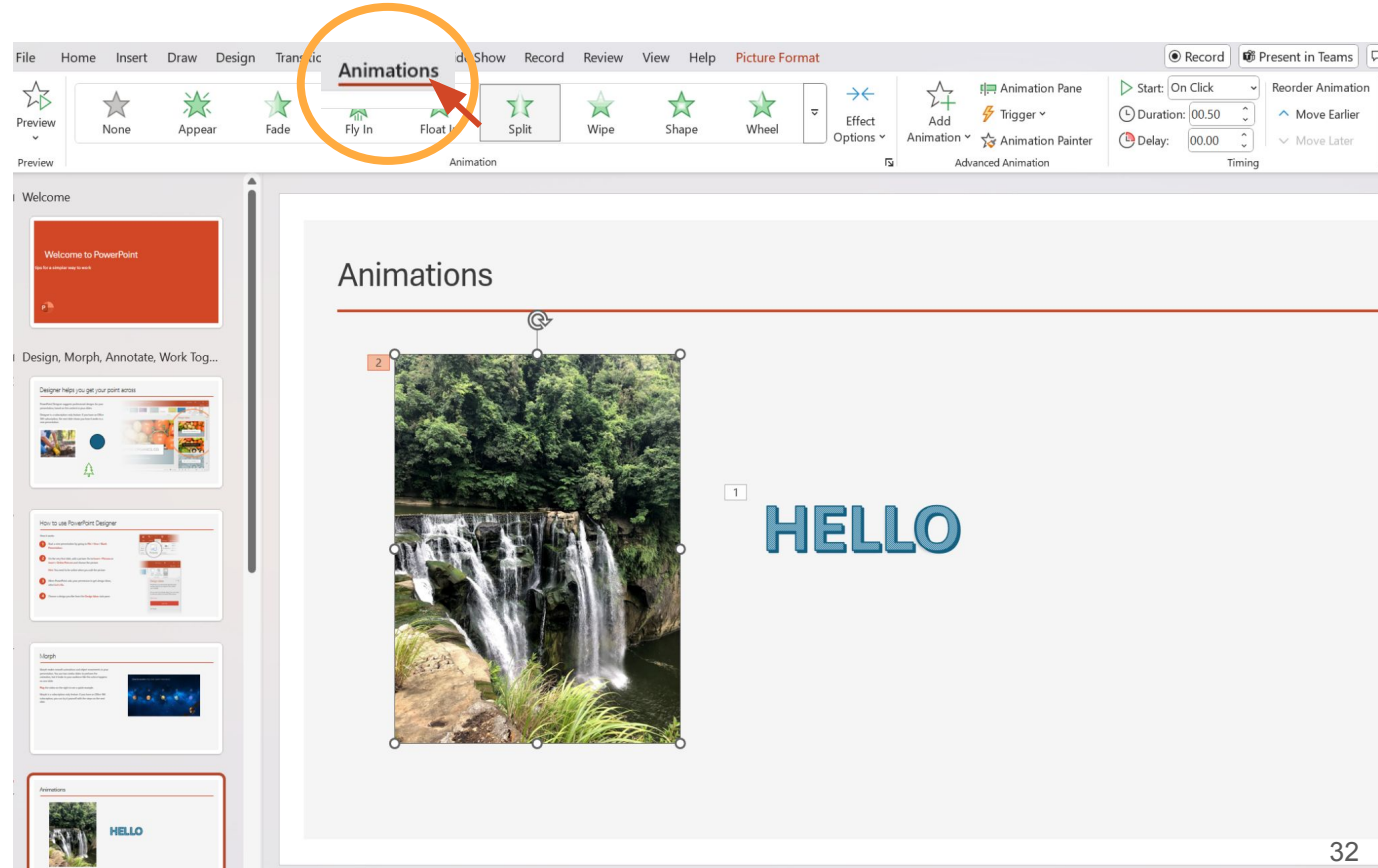
**Step 2:** Click WordArt

**Step 3:** Select the WordArt you desire

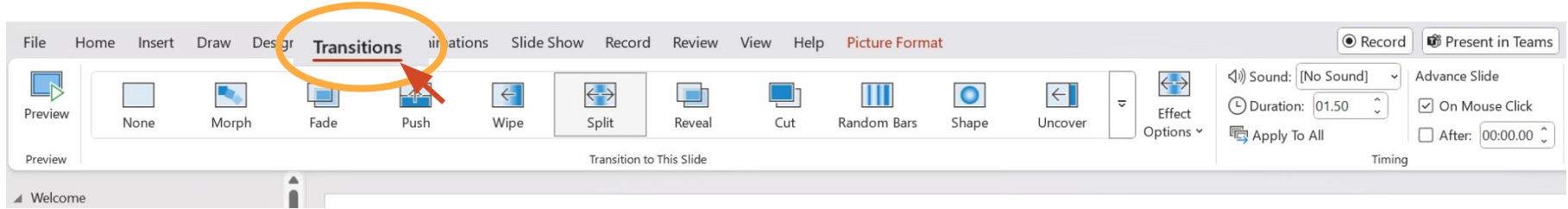
# Animations

**Step 1:** Click Animations

**Step 2:** Click the image or word text you want to be animated



# Slide Transitions



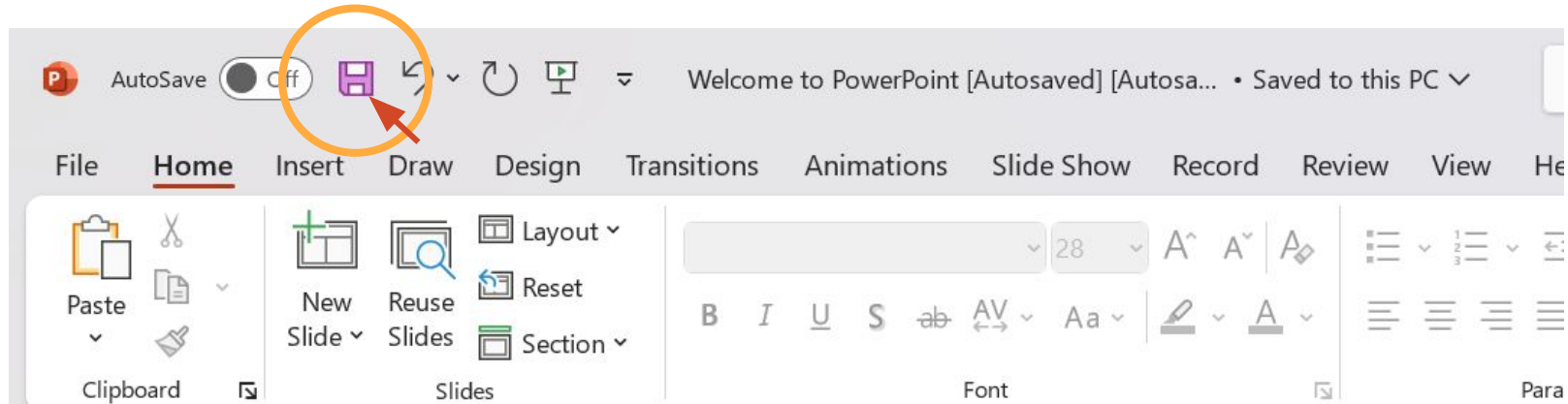
**Step 1:** Click Transitions

**Step 2:** Select the slide transition you desire



Keep animations and slide transitions to a minimum. Teams are judged on how they solve and present the OP scenario problem, not the glamour of the visual display.

# REMEMBER TO ALWAYS SAVE YOUR WORK AS POWERPOINT DOES NOT AUTOSAVE



**\*Do not exit Powerpoint before saving work\***

**\*Recommended to press save after every few edits\***

In order to name and save your powerpoint file properly to the USB stick (flash drive), please see “How to Save to a USB Stick (Flash Drive)”.

# Stopwatch Instructions: How to Use the Count Up Feature

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Press the mode button

02



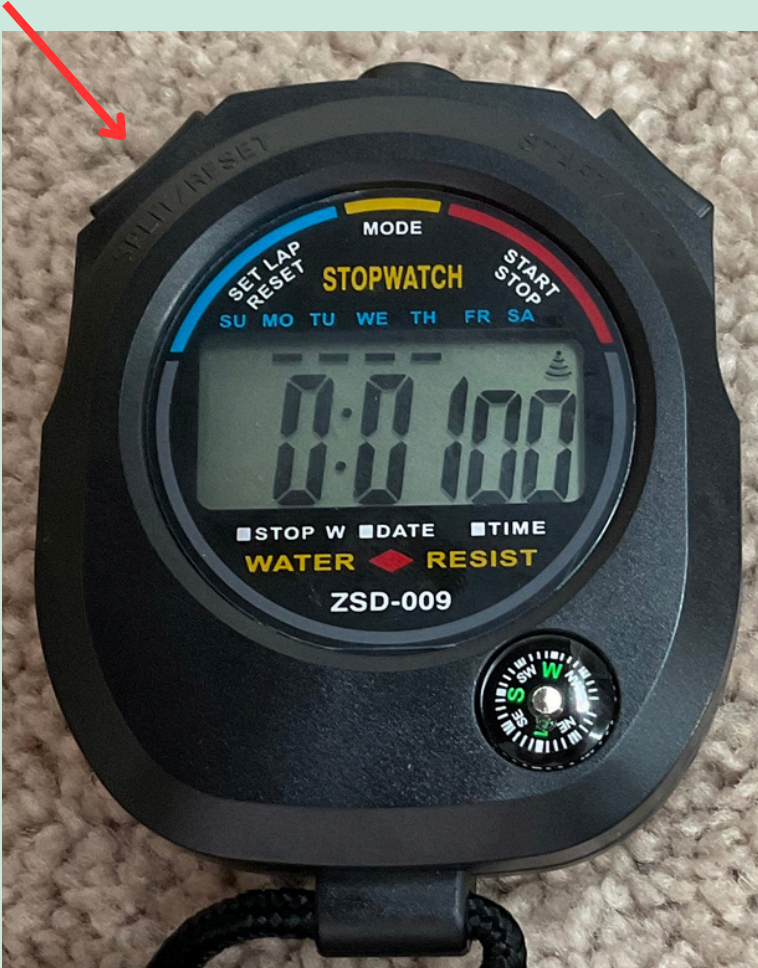
When turning on the stopwatch, press the MODE button until you reach the stopwatch screen.

You will know you're on the correct screen when:

- The time is displayed in the format 0:00:00 (hours:minutes:seconds).
- There is no small 'P' symbol in the top right corner.

03

Press Set lap/Reset button

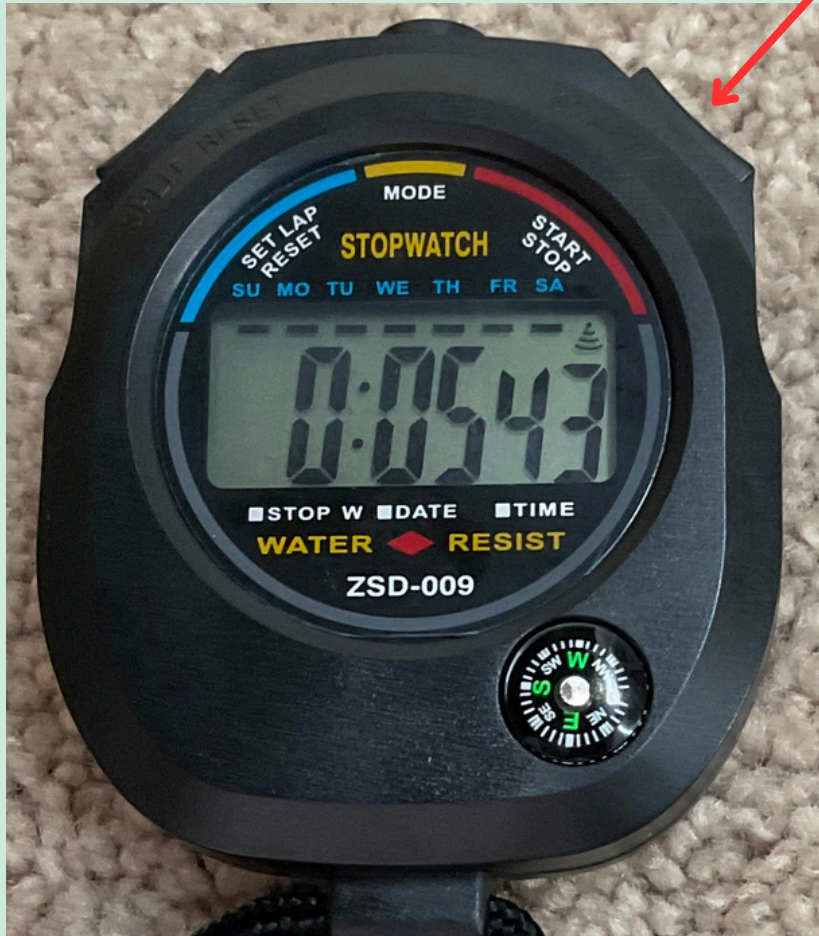


When you reach the stopwatch screen, it will typically start at all zeros. If it does not, press the RESET button to clear any previously recorded time.



04

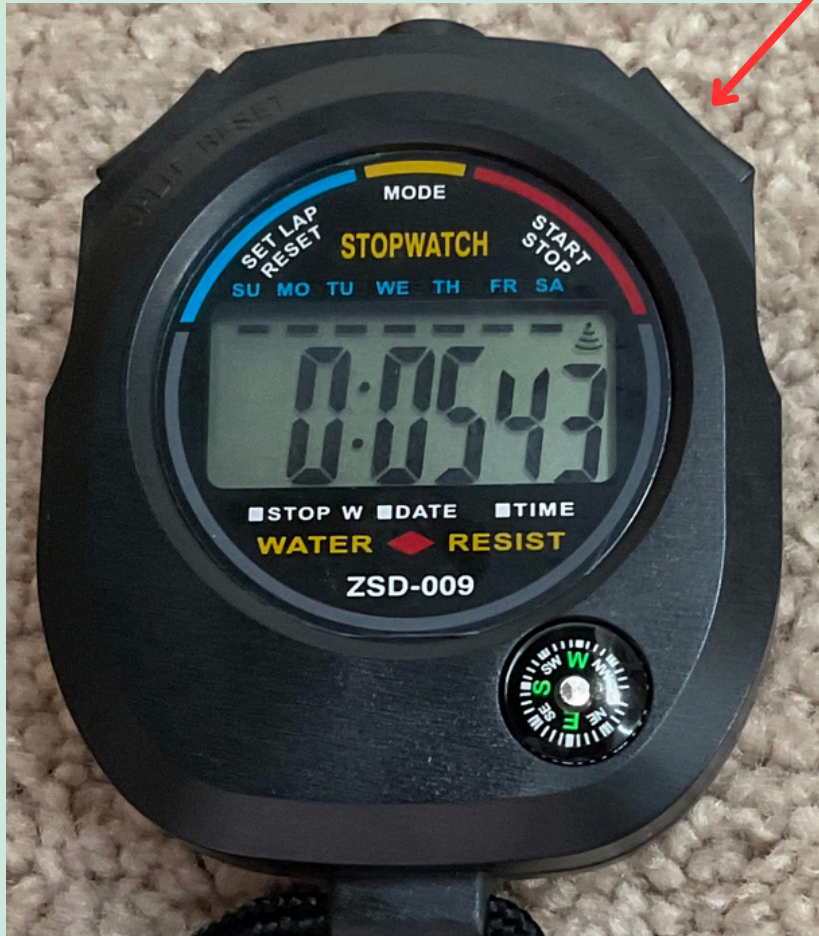
Press Start/Stop button



Press the START/STOP button once to begin counting up from zero.

05

Press Start/Stop button



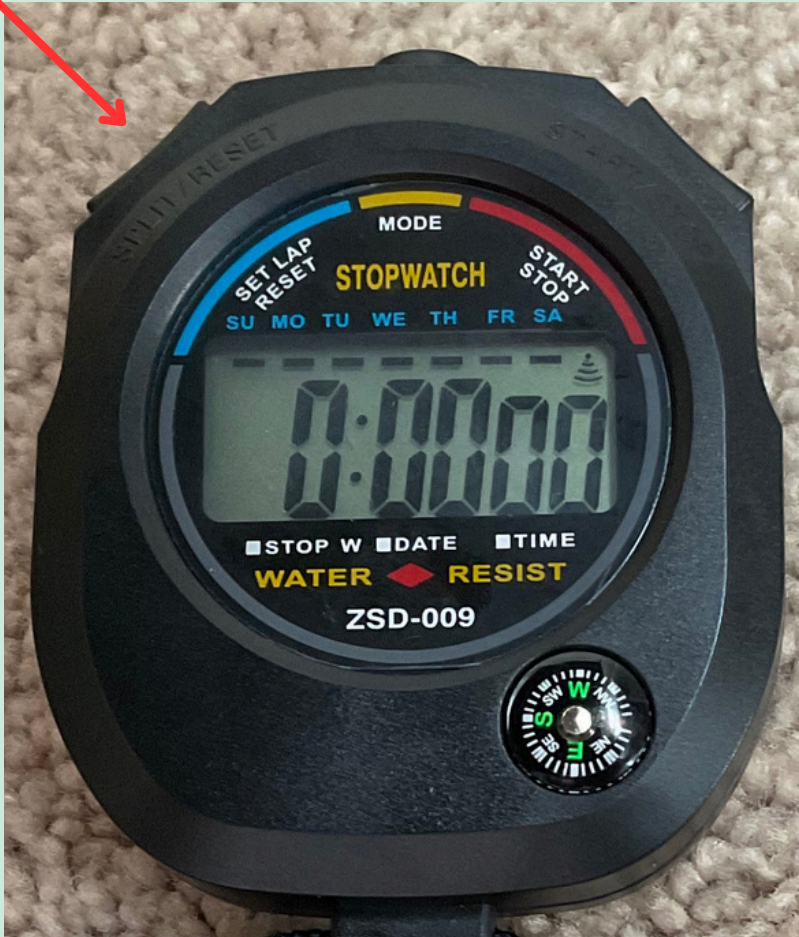
Press the START/STOP button once to begin counting up from zero.

To stop the timer, press START/STOP again.



06

Press Set Lap/ Reset  
Button



To reset the timer back to zero, press the  
RESET button only after stopping the  
time