

# Advent Calendar

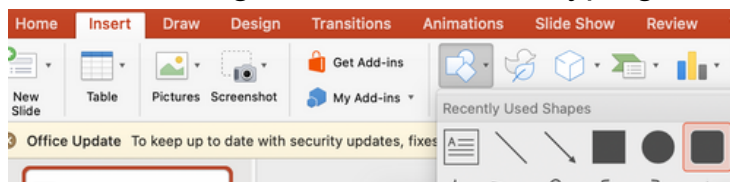
## Virtual

Suitable for KS2 Upwards

**Step 1:** Open the PowerPoint app

**Step 2:** Open a blank presentation.

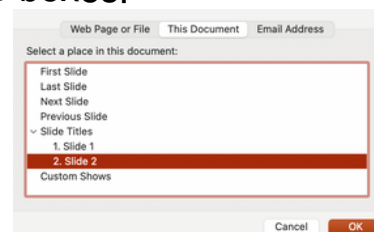
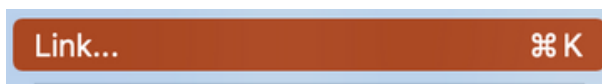
**Step 3:** Add in 25 rectangles by clicking 'insert', then 'shapes' and choosing your rectangle. Add a number 1-25 to each rectangle by double clicking in the middle and typing.



**Step 4:** Make each of your number slides by adding a new slide and then whatever you want behind that door onto the slide. You might want to copy and paste a nice image or christmassy quote, a joke or even a puzzle.



**Step 5:** Go back to your doors slide and link each rectangle to the correct slide by right-clicking on the rectangle and then clicking 'Link...'. Next, choose 'This Document' and select the slide you want to link it to. Remember, slide 2 will be for box 1, slide 3 for box 2 etc. because your first slide is the boxes.



**Step 6:** Remember to test your advent calendar to make sure each door links to the correct page.

**Step 5:** Share your advent calendar with your family and friends by sending them the file. Don't forget to send it to us at [education@archivesit.org.uk](mailto:education@archivesit.org.uk) so we can display it on our website and social media!

