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Entry-level: Developing a PowerPoint presentation

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Exercise: Laying out a presentation

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

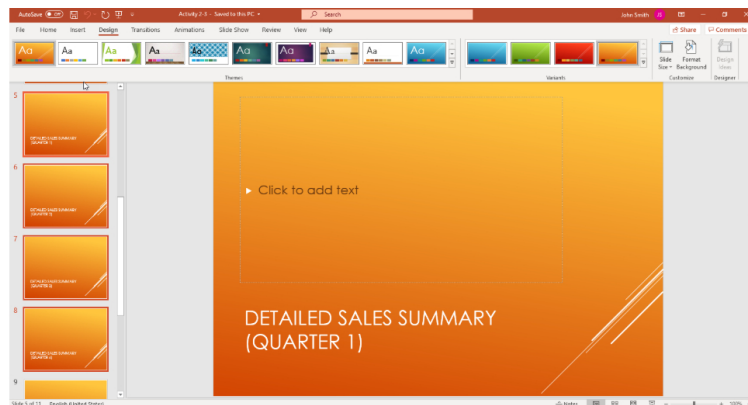
Let's get started!

In this exercise, you will modify the layout and appearance of your annual report presentation.

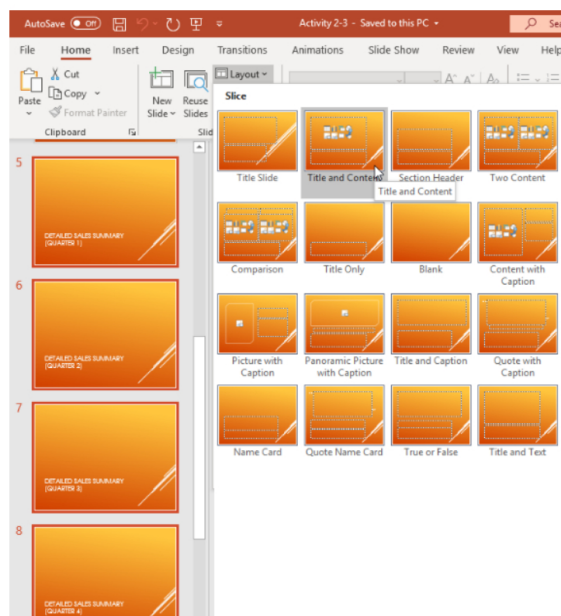
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Laying out a presentation](#)

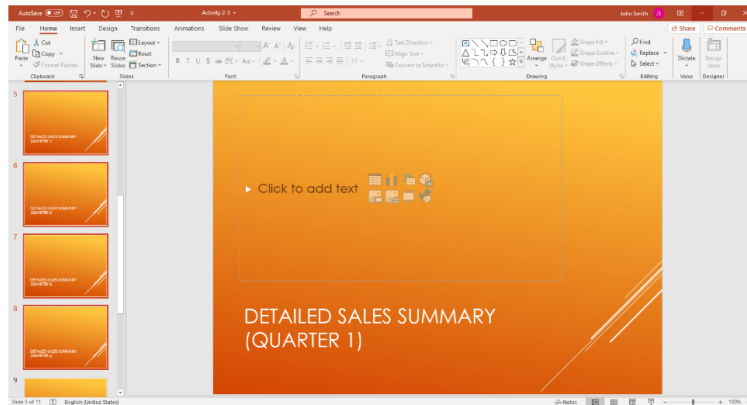
2. First, let's change the layout of a few of the slides. Click to select **Slide 5** in the Slides pane. Hold down the **Shift** key and click **Slide 8**. (You may need to scroll down in the Slides pane to see this slide.) This will select all four slides:



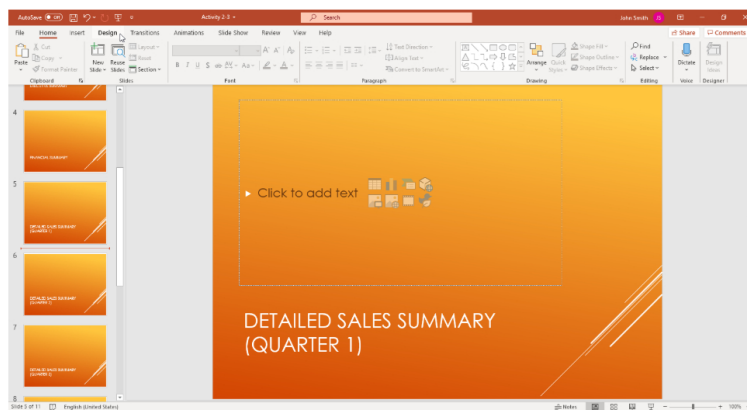
3. Now, click **Home** → **Layout** → **Title and Content**:



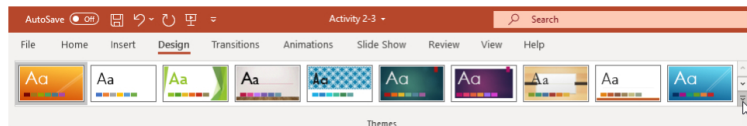
4. This will change the layout of all four slides to include a content placeholder instead of a text placeholder. This is perfect as each slide will include a chart in the future:



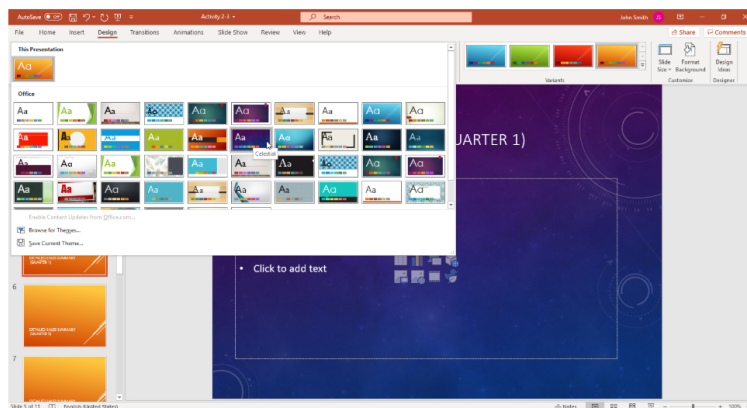
5. Now let's change the theme. Click anywhere in the PowerPoint window to de-select the sales summary slides. Select any slide and click the **Design** tab:



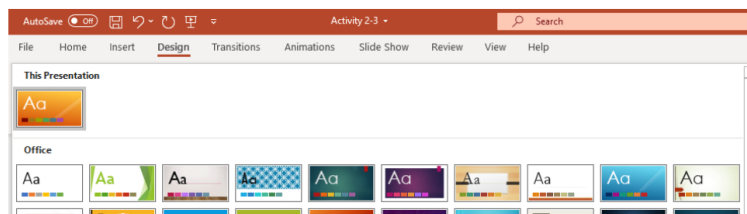
6. Click the **More** arrow in the Themes gallery:

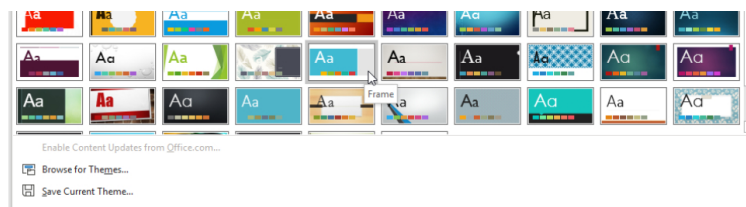


7. Move the mouse over some of the thumbnails in the gallery. As you do this you will see a preview applied to the current slide:

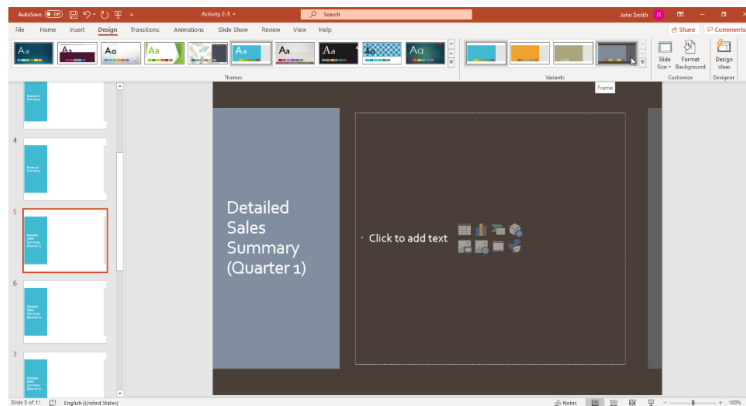


8. Click the **Frame** theme to apply it:





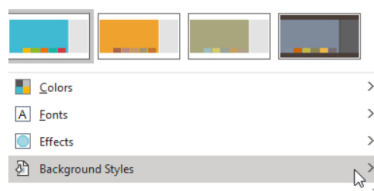
9. Preview some of the variants for this theme by moving your mouse over the thumbnails in the Variants gallery:



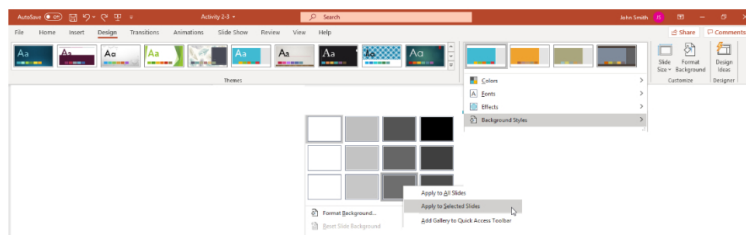
10. Finally, let's create a background style for the title slide. Click to select **Slide 1** in the Slides pane. Then, click the **More** arrow in the Variants group on the Design tab:



11. Click **Background Styles** from the expanded gallery:



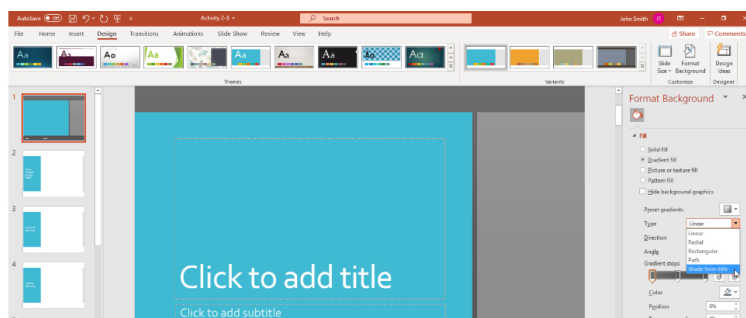
12. Right-click **Style 11** and click **Apply to Selected Slides**:

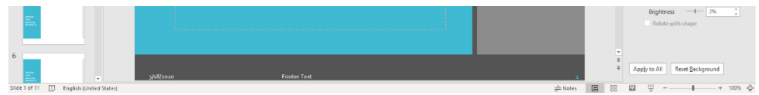


13. Let's check out the settings for this style. Click **Design** → **Format Background**:

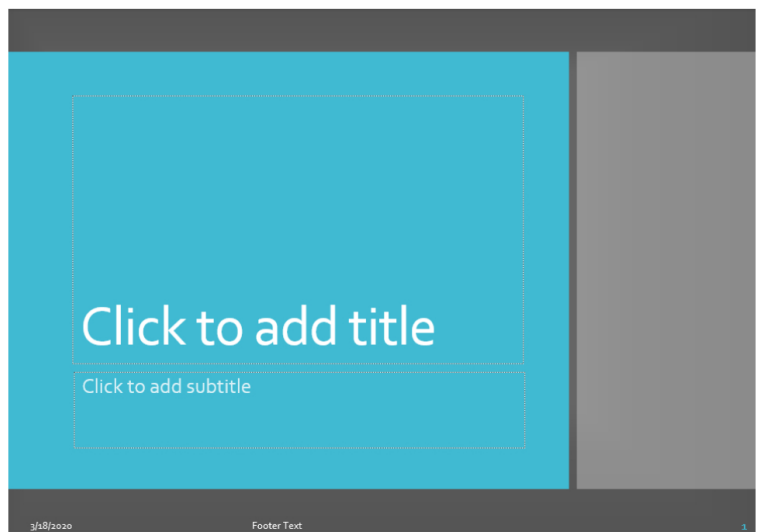


14. The Format Background task pane will open and show the details for the gradient fill that is applied. Click the **Type** menu and click **Shade from title**:





15. Observe your changes:



16. Save your presentation as **Activity 2-3 Complete**. Close Microsoft 365 PowerPoint to complete this activity.

17. Now, you can check out an example of a completed document in the link below:

[Completed Exercise: Laying out a presentation](#) [↗](#)

[Go to next item](#)

✓ Completed

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