Hide menu

Preparing to deliver your presentation

Collaborate on a presentation

Customizing design templates

Customizing a slide show

✓ **Video:** Annotate a presentation
3 min

✓ **Reading:** Exercise: Annotate a presentation
10 min

✓ **Video:** Set up a slide show
5 min

✓ **Reading:** Exercise: Setting up a slide show
10 min

✓ **Video:** Create a custom slide show
3 min

📖 **Reading:** Exercise: Creating a custom slide show
10 min

Exercise: Creating a custom slide show

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!

The slide show that you created needs to be trimmed down as the time allocated for your presentation has been reduced. You will do this using a custom show.
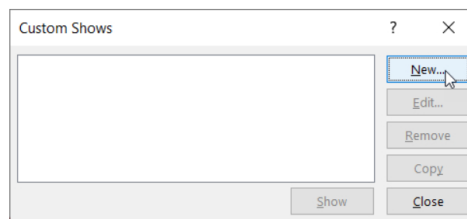
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

Exercise: Creating a Custom Slide Show ⧉

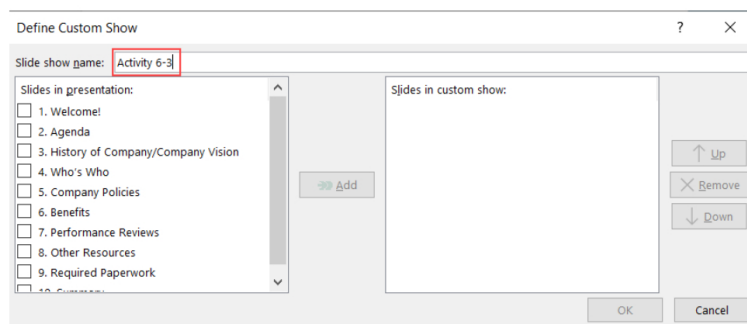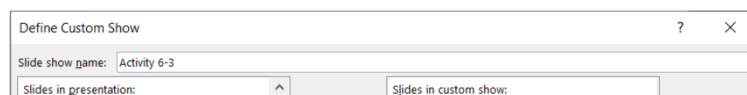2. Click **Slide Show → Custom Slide Show → Custom Shows:**
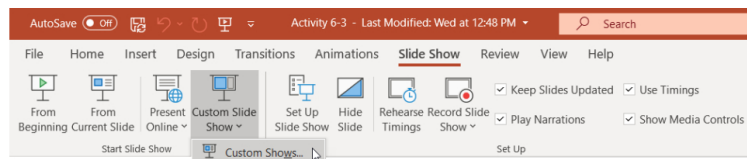
3. This action will display the Custom Shows dialog box. In this dialog box, click the **New** button:
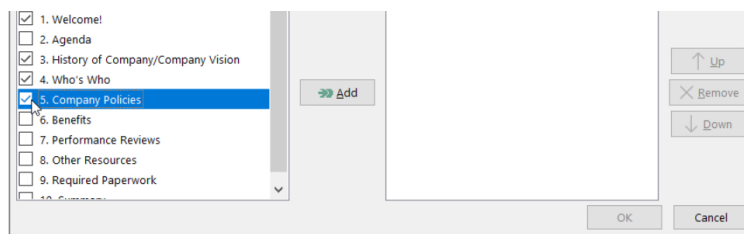

4. Now the Define Custom Show dialog box will be displayed. Inside the **Slide show name** text box, type "**Activity 6-3:**"
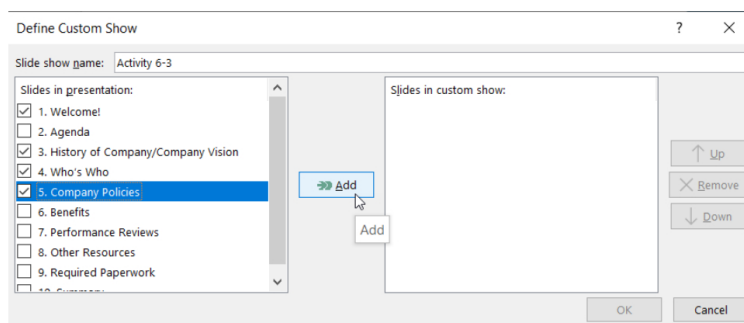

5. Use your cursor to select the checkboxes for slides **one, three, four**, and **five** from the list on the left-hand side:
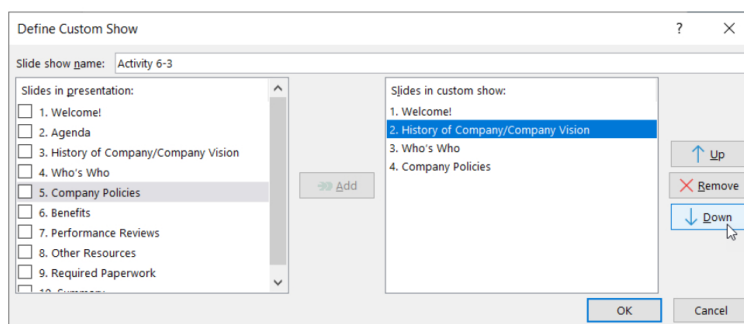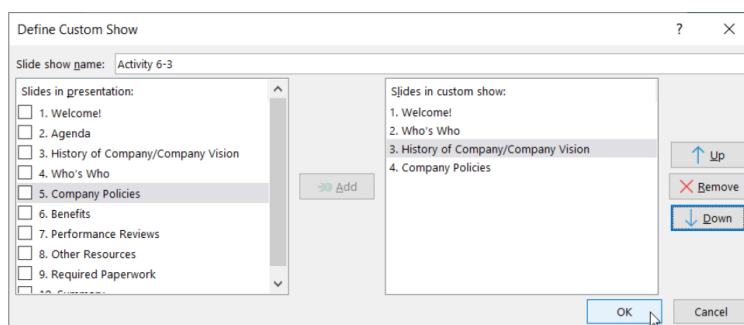
1. Welcome!
2. Agenda
3. History of Company/Company Vision
4. Who's Who
5. Company Policies
6. Benefits
7. Performance Reviews
8. Other Resources
9. Required Paperwork

Add

Up
Remove
Down

OK   Cancel

6. Click the **Add** button:

Define Custom Show   ?   ✕

Slide show name: Activity 6-3

Slides in presentation: Slides in custom show:
☑ 1. Welcome!
☐ 2. Agenda
☑ 3. History of Company/Company Vision
☑ 4. Who's Who
☑ 5. Company Policies
☐ 6. Benefits
☐ 7. Performance Reviews
☐ 8. Other Resources
☐ 9. Required Paperwork

Add
Add

Up
Remove
Down

OK   Cancel
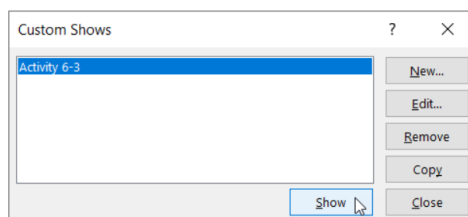
7. The selected slides will now appear in the list on the right. In this list, select slide **two** and click the **down arrow** button:

Define Custom Show   ?   ✕

Slide show name: Activity 6-3

Slides in presentation: Slides in custom show:
☐ 1. Welcome!   1. Welcome!
☐ 2. Agenda   2. History of Company/Company Vision
☐ 3. History of Company/Company Vision   3. Who's Who
☐ 4. Who's Who   4. Company Policies
☐ 5. Company Policies
☐ 6. Benefits
☐ 7. Performance Reviews
☐ 8. Other Resources
☐ 9. Required Paperwork

Add

Up
Remove
Down

OK   Cancel

8. The History of Company/Company Vision slide will now appear below the Who's Who slide. Click **OK** to create the new custom slide show:

Define Custom Show   ?   ✕

Slide show name: Activity 6-3

Slides in presentation: Slides in custom show:
☐ 1. Welcome!   1. Welcome!
☐ 2. Agenda   2. Who's Who
☐ 3. History of Company/Company Vision   3. History of Company/Company Vision
☐ 4. Who's Who   4. Company Policies
☐ 5. Company Policies
☐ 6. Benefits
☐ 7. Performance Reviews
☐ 8. Other Resources
☐ 9. Required Paperwork

Add

Up
Remove
Down

OK   Cancel

9. Returning to the Custom Shows dialog box, you will now see the new custom show listed here. Ensure that it is selected and then click **Show**:

Custom Shows   ?   ✕

Activity 6-3   New...
                                         Edit...
                                         Remove
                                         Copy

                          Show   Close

10. **Review** this new custom show. You will see that it only includes the slides that you selected.

11. Exit the slide show and save the current presentation as **Activity 6-3 Complete**. Close Microsoft 365 PowerPoint to complete this exercise.

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

Completed exercise: Creating a Custom Slide Show ☒

Mark as completed