

# Hands-On Exercises

## 1 Introduction to PowerPoint

### Skills covered:

Create a New Presentation • Add a Theme and Variant • Create a Title Slide • Add New Slides • Create Bulleted and Numbered Lists • Reuse Slides from Another Presentation • Use Views • Rearrange Slides • Delete Slides

As a career counselor in Career & Employment Services at the college, you have been asked to put together a presentation on job search strategies that can be shared with other counselors for career counseling sessions throughout the year.

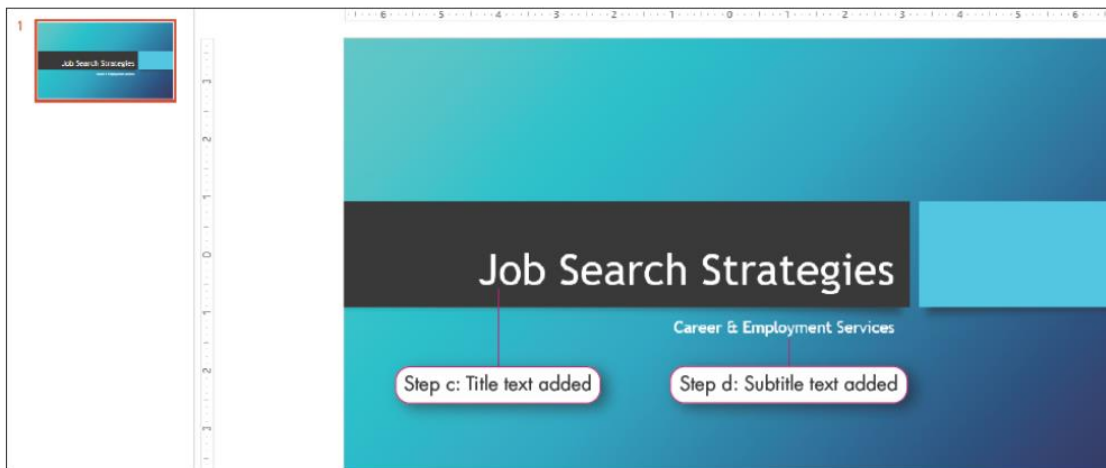
### Step 1 Create a New Presentation and Add a Title Slide

You will begin to build the presentation by creating a new presentation with the Berlin theme. You will change the theme variant and create the title slide. Refer to Figure 1.10 as you complete Step 1.

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**Figure 1.10 Title Slide with Berlin Theme and Variant Applied**

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- a. Open PowerPoint. Select the **Berlin theme**. Select the second theme variant, the **Blue variant**, and click **Create**.
- b. Save the file as **p01h1JobSearch\_LastFirst**. When you save files, use your last and first names. For example, as the PowerPoint author, I would name my presentation "p01h1JobSearch\_KosharekDiane."

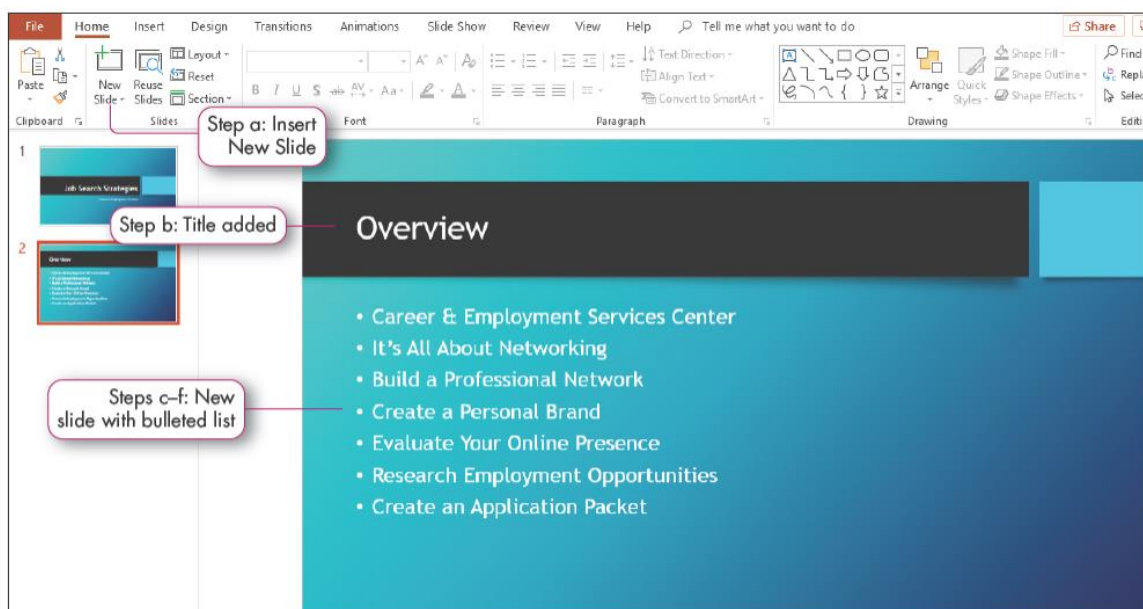
**TROUBLESHOOTING:** If you make any major mistakes in this exercise, you can close the file, open a new blank presentation again, and then start this exercise over.

- c. Click in the **title placeholder** on the Title Slide and type **Job Search Strategies**.
- d. Click in the **subtitle placeholder** and type **Career & Employment Services**.
- e. Save the presentation.

## Step 2 Add a New Slide and Create Bulleted and Numbered Lists

You continue building your presentation by adding a second slide with the Title and Content layout. After adding a title to the slide, you create a bulleted list of the topics the presentation will cover. Refer to Figure 1.11 as you complete Step 2.

**Figure 1.11 New Slide with Bulleted List**



- a. Click **New Slide** in the Slides group on the Home tab.

Because you clicked the top half of New Slide, the new slide uses the Title and Content layout, which is the default slide layout after a Title Slide layout. The new slide contains two placeholders: one for the title and one for body text.

- b. Click in the **title placeholder** and type **Overview**.

- c. Click in the **content placeholder** below the title placeholder. Type **Career & Employment Services Center** and press **Enter**.

- d. Type **It's All About Networking** and press **Enter**.

By default, the list level is the same as the previous level.

- e. Type **Build a Professional Network** and press **Enter**.

- f. Add the remaining bullet points as listed below, pressing **Enter** after each to move to the next bullet point.

**Create a Personal Brand**

**Evaluate Your Online Presence**

**Research Employment Opportunities**

**Create an Application Packet**

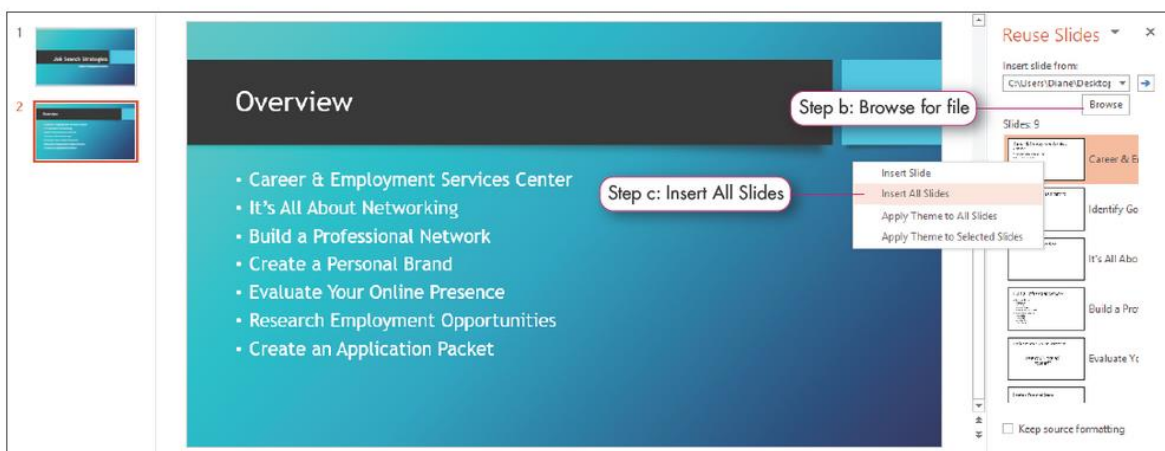
All bullet points are at the same list level.

- g. Save the presentation.

## Step 3 Reuse Slides from Another Presentation

A colleague has content you want to add to your presentation. You will use the Reuse Slides feature to add the slides to your presentation. Refer to Figure 1.12 as you complete Step 3.

**Figure 1.12 Reuse Slides pane**



- a. Ensure you are on Slide 2. Click the **New Slide arrow** in the Slides group on the Home tab and select **Reuse Slides** at the bottom on the New Slides gallery.
- b. Click **Browse**, locate *p01h1Jobs*, and then click **Open**.

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**TROUBLESHOOTING:** If you do not see the *p01h1Jobs* file, click Files of type and select All PowerPoint Presentations.

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- c. Right-click the **first slide**, *Career & Employment Services Center*, in the Reuse Slides pane, and select **Insert All Slides**.

The slides will be added to the presentation after the current slide, Slide 2, with the design and formatting of the open presentation.

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**TROUBLESHOOTING:** If you do not see the option to Insert All Slides, select the first slide, ensure that the Use source formatting check box is not selected, and then click Insert Slide. Insert all remaining slides (Slides 2-9) from the *p01h1Jobs* presentation, being careful to add them in the same order as they appear in the presentation.

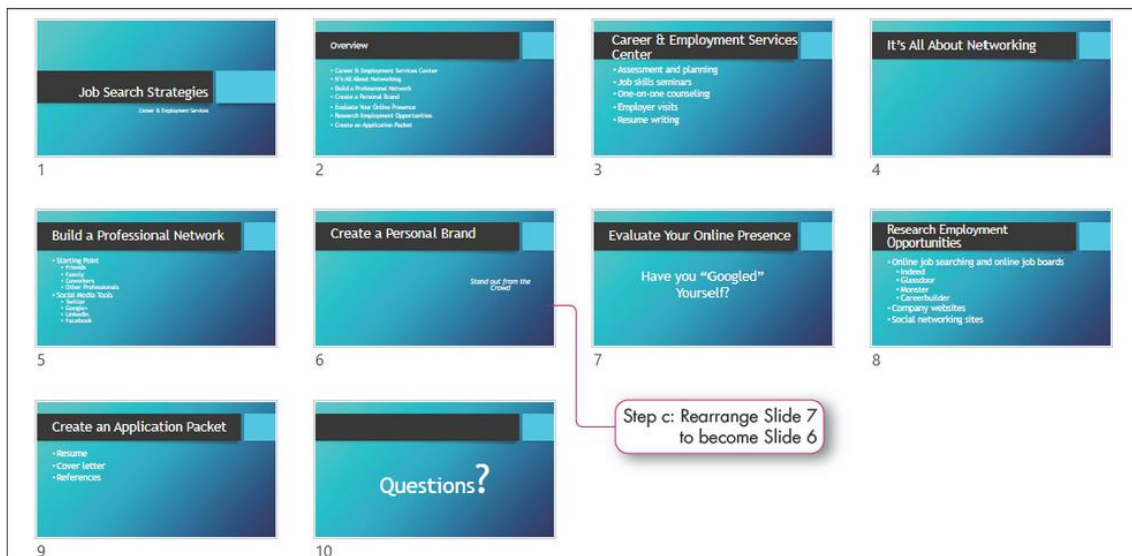
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- d. Close the Reuse Slides pane.
- e. Save the presentation.

## Step 4 View, Rearrange, and Delete Slides

While viewing your presentation, you realize that you want to rearrange the slides to allow for a more logical flow. You delete a slide that you have decided will not fit well into your presentation. Refer to Figure 1.13 as you complete Step 4.

**Figure 1.13 Content in Slide Sorter View After Rearranging and Deleting Slides**



- a. Click the **View** tab and click **Slide Sorter** in the Presentation Views group. Change the magnification to make all slides visible.

Note that each slide in the presentation is numbered and has a slide thumbnail.

- b. Click **Slide 4** and press **Delete**.

The slides are renumbered to adjust to the deleted slide.

- c. Select **Slide 7** and drag it between Slides 5 and 6 so it becomes Slide 6.

After you reposition the slide, the slides will be renumbered.

- d. Double-click **Slide 1**.

Your presentation returns to Normal view.

- e. Save the presentation. Keep the presentation open if you plan to continue with the next Hands-On Exercise. If not, close the presentation and exit PowerPoint.