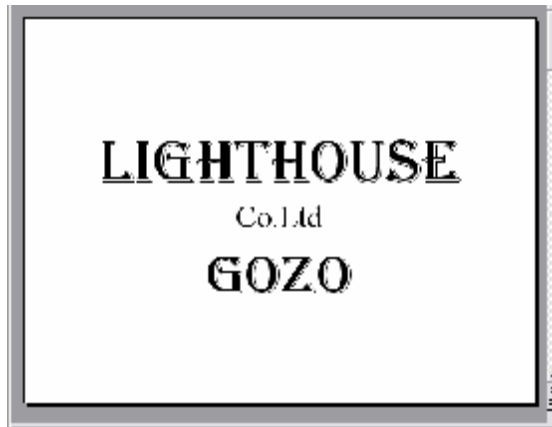**Microsoft Power Point - Practical Exercises**

Exercise 1

1. Start Microsoft PowerPoint presentation

2. Start a new blank presentation

3. Your first Slide is going to be a Title Slide

4. Write the Text as in the preview below

5. Make the Font of Lighthouse and Gozo, Arial Black and size 88

6. Insert a second slide this should be with a layout of Bulleted List

7. Write the Text as in preview below
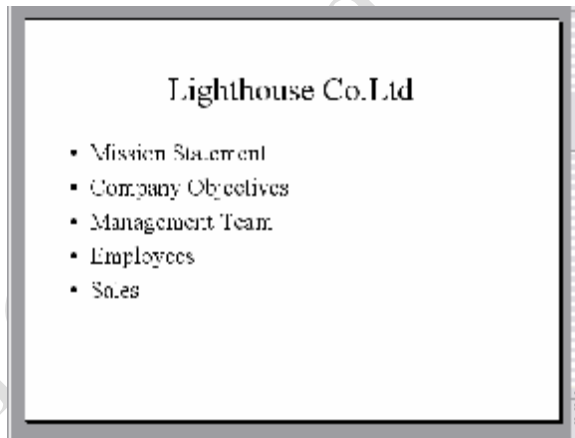
8. Make the Font Colour of the Points to Green

9. Insert a third slide this should be an Organization Chart
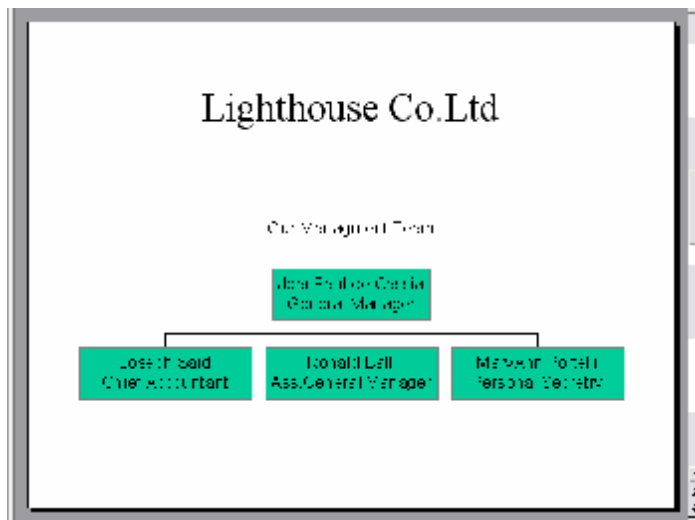
10. Write the Text as in preview Below

11. Add a fourth slide this should be a Table Chart

12. Write the text below it should like this

13. Make the titles *New Products* and *Discontinued Products* with a shadow effect and centred in the cell. Widen columns to fit Text as above.

14. The Fifth slide should be a Chart slide. The following data must be used to form the chart

	January	February	March	April
TVs	20	27	90	75

Page 2 of 12

DVDs	30	38	34	31
Hifi equipment	45	46	45	43
Video Recorders	25	29	15	40

15. The Chart should look like this Write down the text as below and also change
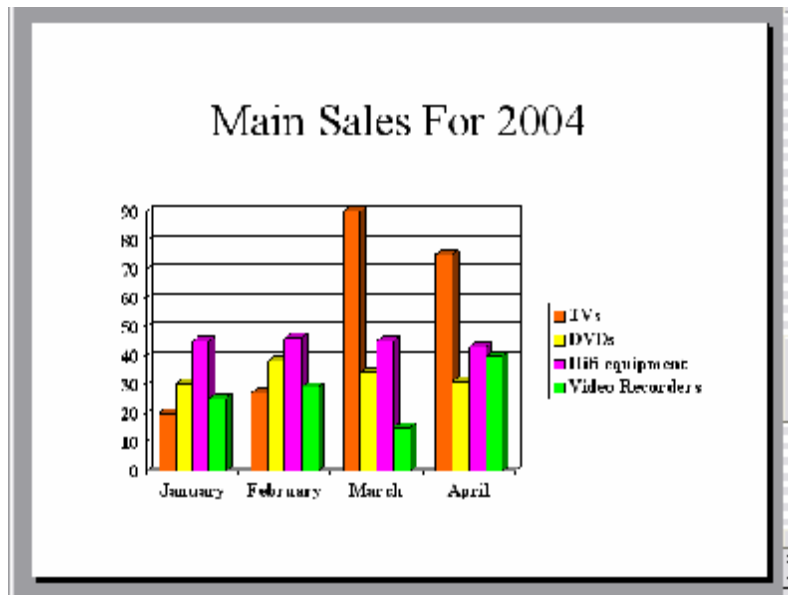
colours of the chart to RED YELLOW PINK GREEN.

16. Add the sixth slide and make it blank chart, Add Pictures similar to the preview below .

17. Add a light coloured background to all slides in the presentation.

18. Add also Transition effects between each slides and also different effects for all text and pictures it the presentation.

19. Slide 6 has been misplaced in this presentation delete it.

20. Slide 3 must be the 2nd slide in the presentation, change the order of slides so that slide 3 is now slide 2.

21. Save the presentation as Light House Ltd.

Exercise 2

1. Load your Presentation Application and start a new presentation

2. The first slide is a Title Slide. Select the appropriate layout and enter the title: **Annual Food Fair**.

3. Add the sub-title: **A Celebration of Eating**

4. Insert a small, red circle at the bottom right of the title slide.

5. Change the font colour for the whole title and sub-title to blue, and apply a text shadow effect just to the words **Food** and **Fair**.

6. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **The Menu**. Enter the following text:

    -   **Chocolate Desserts**
    -   **Cakes and Puddings**
    -   **Roast Meals**
    -   **Using Pasta Creatively**

7. Change the line spacing for these bullet points to 1.5 lines.

8. Increase the font size for the words **The Menu** in the title.

9. Add a footer with your name and the text: **Food Fair** so they both appear on every slide, and number all the slides. (Make sure the number is not obscured by the red circle on the title slide)

10. Insert a third slide, which is to be an organisation chart. Use the title **Meet The Team**. Enter: **Maggie Peet,** *Manager* at the top of the chart, and show the following three as reporting to Maggie Peet: **Brian Webb.** *Bookings***; Janine Newton,** *Publicity***; Gregg Brown,** *Accounts*

11. Embolden the text in the title of the third slide, and change the font to Arial.

12. Apply a light coloured background to all the slides in the presentation

13. On the third slide, insert an image suitable for the topic of food from an image library. Reduce the size of the image and place it where it will not interfere with text.

14. Save the presentation as *foodfair*.

15. Print the presentation with three slides per page, and close the presentation.

16. Open the presentation *unit6trial1*

17. Change the layout of the first slide to a Title Slide

18. Delete the 7th slide (titled **Typing**)

19. Move the 3rd slide so it becomes the 2nd slide

20. Copy the image from slide 6 to slide 5, increase its size and position it at the bottom right of slide 5.

21. Add a broken (dotted) line border to the image on slide 5.

22. Change the format of the text in the title of the last slide (**The Finishing Touches**)

     - Times New Roman
     - Blue
     - Size 44pt

23. Insert a new slide titled **Contacts** at the end of the presentation with a layout suitable for a table and add the following details:
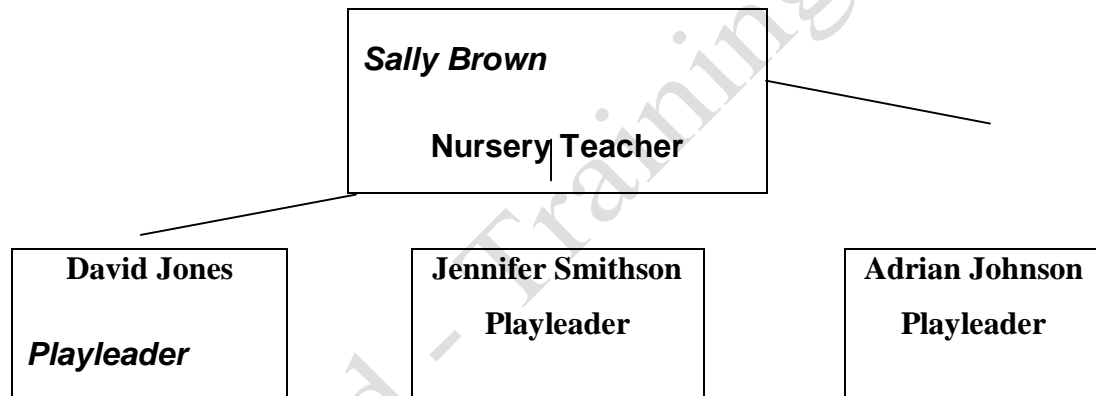
Mary Waddington	**Advanced Skills Tutor**	**01653 556896**
John Peel	**Programming Tutor**	**01751 478963**
Suzanne Taylor	**Technical Advisor**	**01904 144589**

24. Spell check the presentation, making corrections as appropriate. Proper names may be ignored.

25. Number the slides and add your own name as a footer

26. Change the orientation of the presentation from portrait to landscape for printing purposes

27. Print handouts for distribution with 4 slides per page

28. Apply a transition effect between all slides in the presentation

29. Save the presentation as *wpadvice*

30. Close the presentation application.

Exercise 3

1. Load your Presentation Application and start a new presentation
2. The first slide is a Title Only Slide. Select the appropriate layout and enter the title: **Cook Family Cruises.**
3. Add a small blue rectangle at the top left of this slide.
4. Change the font colour for the whole title to red, and apply a text shadow effect just to the word **Cruises**.
5. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary**. Enter the following text:
    a. **Canary Islands**
    b. **Mediterranean**
    c. **Greek Islands**
6. Change the line spacing for these bullet points to 2 lines.
7. Increase the font size of the word **Itinerary** in the title.
8. Add a footer with your name and the text: **Cruise Information** so they both appear on every slide, and number all the slides.
9. Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: Cook 54%; Jackson 28%; Wilson 12%; Bennett 5%
10. Embolden the text in the title of the third slide, and change the font to Arial.
11. Apply a different background to each slide in the presentation
12. On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text.
13. Add a 4th slide containing nothing but the text: **Travel with us for less!!**
14. Save the presentation as *holidays*.
15. Print the presentation with 4 slides per page, and close the presentation.
16. Open the presentation *unit6trial2*
17. Change the layout of the first slide to a Title Slide
18. Delete the 8th slide (titled **Please come and join us**)

19. Move the 3rd slide so it becomes the 2nd slide
20. Copy the image from slide 1 to slide 7, reduce its size and position it at the bottom right of slide 7.
21. Add a solid line border to the image on slide 7.
22. Change the format of the text in the title of the last slide (**Further Information**)
23. Times New Roman
24. Dark Blue
25. Size 60pt
26. Insert a new slide titled **Our Helpers** at the end of the presentation with a layout suitable for an organisation chart and add the following details:

```
                    ┌─────────────────────────┐
                    │  Sally Brown            │
                    │                         │
                    │  Nursery Teacher        │
                    └─────────────────────────┘

┌─────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│  David Jones    │   │  Jennifer Smithson  │   │  Adrian Johnson     │
│                 │   │  Playleader         │   │  Playleader         │
│  Playleader     │   │                     │   │                     │
└─────────────────┘   └─────────────────────┘   └─────────────────────┘
```

27. Spell check the presentation, making corrections as appropriate. Proper names may be ignored.
28. Number the slides, add the date and add your own name as a footer
29. Add at least one animation to one slide
30. Print handouts for distribution with 4 slides per page
31. Apply a transition effect between all slides in the presentation
32. Save the presentation as *tykes*
33. Close the presentation application.