

CS1TQ2 - Commercial Off The Shelf Software

Practical 6 – Powerpoint Basics

For today's practical please make sure that you can carry out the following tasks related to Presentation Basics. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Further items are optional, but you will find them useful.

- Starting Powerpoint, creating a blank presentation**□
 - Adding slides at the end of the presentation; inserting slides**□
 - Adding text to slides (Title slides and bullet lists)**□
 - Selecting the following views and understanding their use**
 - Normal View**□
 -Outline View**□
 -Slide Sorter View**□
 - Bullet points at different levels.....**□
 - Changing the bullet character and colour (at different levels)**□
 - Numbering bullet points (at different levels)**□
 - Editing slides and bullet points in the outline view.....**□
 - Reordering slides in the slide sorter view (by dragging & cut/paste).....**□
 - Importing text from other applications (including a Word outline)**□
 - Deleting slides / hiding slides.....**□
 - Using master slides to make global changes**
 - Setting the background**□
 -Setting text options**□
 - Customising colour schemes (this is NOT the same as the slide master)...**□
 - Giving one or more slides different backgrounds & colours than those on the master slide**□
 - Numbering slides and formatting page numbers.....**□
 - Writing speaker's notes**□
 - Printing handouts with and without speaker's notes and audience notes .**□
 - Adding text boxes, lines, arrows, rectangles and ellipses to your slide.....**□
 - Inserting an autoshape on your slide**□
 - Moving autoshapes, changing their size, shape and orientation**□
 - Changing autoshape fill effects, using drop shadows and 3D effects**□
 - Grouping and ungrouping drawing objects**□
 - Importing pictures and clipart**□
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Text in grouped objects

Create two or more text boxes and group them. Is it still possible to edit the text in each separately? How do you select which text you will edit or format?

Copying, aligning and distributing drawing objects

Select a drawing object and press CTRL-D a few times. How would you distribute these objects evenly across the page, line up horizontally?

Transparent colour in images

Import a bitmap image. How can you make the background transparent (so that the underlying slide is visible)?

