Follow the directions below to update the presentation you created in Exercise 1. Read through each individual direction before performing it like you are following recipe instructions.

Part One: Open an existing PowerPoint file

Open the "**Practice Part 1.pptx**" PowerPoint file on your flash drive.

1. Double click on the PowerPoint icon on the desktop to open the program.

2. Click on the **File** tab.

3. Click on the **Open** command.

4. In the Open dialog box:

    a. Navigate to the location where you saved the .pptx file (in the computer lab, this will be "KINGSTON (E:)") and click once on it to put it into the address bar.

    b. Click once on the file name (**Practice Part 1.pptx**) in the Content Pane and then click on the **Open** button. The file will open to the first slide in the presentation.

Part Two: Inserting Clip Art

1. Click on **Slide 4**.

2. In the Right section, click once on the shortcut icon for **Online Pictures**.

3. In the Insert Pictures dialogue, type **Travel** into the search box and then press ⌈Enter⌋.

4. Click on a picture of your choosing and then click the Insert button.

5. Move your picture up a little and resize it so that the picture takes up the same amount of space as the words to the left.
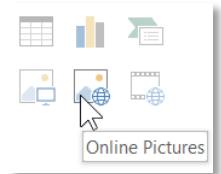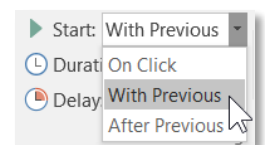
Part Three: Changing the theme

1. Click on the **Design** tab on the Ribbon.

2. In the **Themes** group, mouse over the different theme pictures to see a live preview. Click on any one to apply it to your slides.

3. Look at each slide to ensure that they all look good.

4. If you want to change a theme, just click on a different theme button.

Part Four: Adding animations to an element

1. Click on **Slide 4**.

2. Click on the clip art picture.

3. Click on the **Animations** tab on the Ribbon.

4. In the Animation group, click once on the **Swivel** animation (you will have to scroll to find it) to apply it to the picture.

5. In the **Timing** group, click the list arrow next to the **Start:** button and click **With Previous**.

Next Page

MC-NPL Computer Lab • 1001 Powell St • Norristown, PA 19401
(610) 278-5100 x141 • mcnplcomputerlab@gmail.com • www.mc-npl.org

Revised: 2/28/2018
Page 1 of 3

Part Five: Adding a transition to a slide

1. Click on Slide 1.

2. Click on the **Transitions** tab on the Ribbon.

3. In the **Transitions to This Slide** group, click on the **More** button (pictured at right) to open the menu.

4. Click on one of the choices in the **Exciting** group to apply it to the slide.
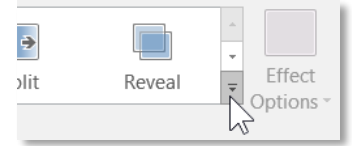
Part Six: Adding a new slide and inserting pictures

1. Click on Slide 4.

2. On the **Home** tab on the Ribbon, in the **Slides** group, click on the <u>bottom half</u> of the **New Slide** button. A menu of slide layouts will open. Click on **Comparison** to insert a new slide.

3. Click once in the text box that says **Click to add title**. A cursor will appear and you will be able to type.

4. Type **Decide Where To Go.**

5. Click once in the top left text box that says **Click to add text**.

6. Type **Paris**.

7. In the text box below Paris, click on the **Pictures** icon.

8. In the **Insert Picture** dialog box:

    a. Navigate to your flash drive.

    b. Select **Paris.jpg**.

    c. Click the **Insert** button.

9. Click once in the top right text box that says **Click to add text**.

10. Type **New York**.

11. In the text box below New York, click on the **Pictures** icon.

12. In the Insert Picture dialog box:

    a. Navigate to your flash drive.

    b. Select **New York.jpg**.

    c. Click the Insert button.

13. Resize the pictures so that they are about the same size.

Next Page
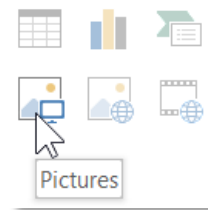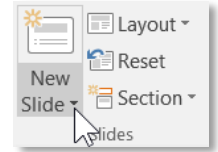
Part Seven: Moving a slide

1. In the **Slide Navigation Pane**, select Slide 5.

2. Move the slide so it comes after slide 1:

    a. Click and drag the slide upwards.

    b. Let go of the mouse when it is in the correct position.

Part Eight: Saving as a new file

1. Click the **File** tab.

2. Click the **Save As** Command.

3. Verify that you are saving to your flash drive.

4. Change the file name to **Practice Part 2.**

5. Click the Save button.

Part Nine: Playing Your PowerPoint

1. Click on Slide 1.

2. Point to the **Slide Show shortcut** on the **status bar** and click once.

3. After the first slide appears, click to advance through the slides.

4. When the slide show ends, close PowerPoint.

5. Call the teacher over to check your work.

6. Close PowerPoint and safely eject your flash drive.

MC-NPL Computer Lab • 1001 Powell St • Norristown, PA 19401
(610) 278-5100 x141 • mcnplcomputerlab@gmail.com • www.mc-npl.org

Revised: 2/27/2018
Page 3 of 3