Microsoft PowerPoint Exercises 1

Getting Started

Using the PowerPoint Window
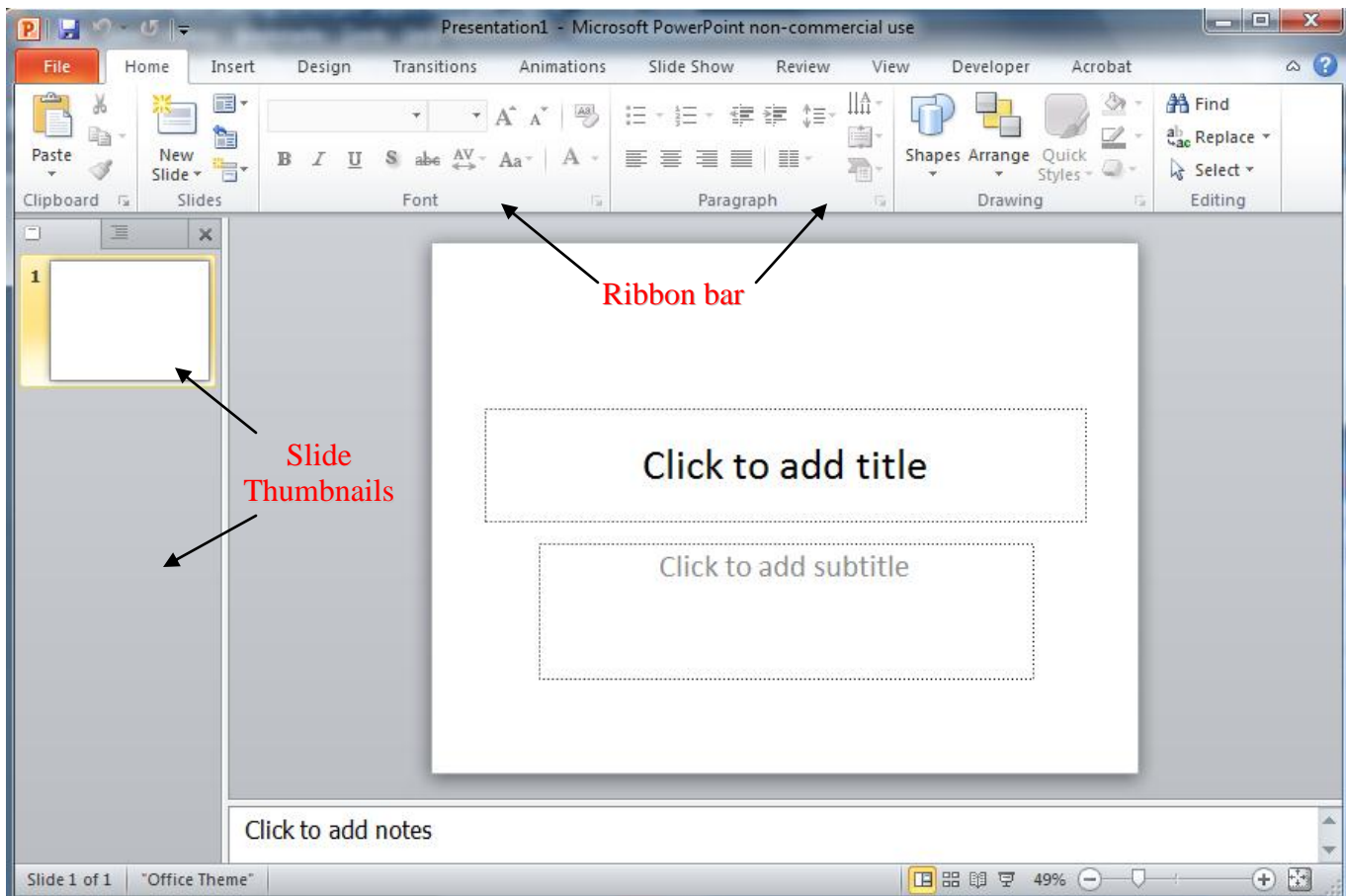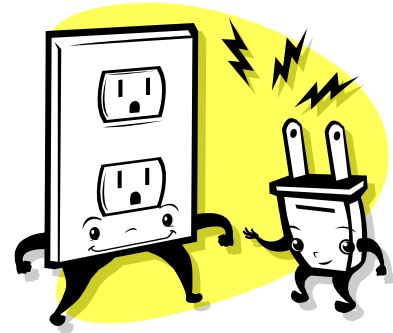
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Slide Thumbnails	Provides a quick way of getting to any slide in your presentation by allowing you to click on a small picture of each slide.
Ribbon Bar	Provides quick access to commonly used tools. The Ribbon replaces the toolbar and menu bar used in earlier versions.
Screen View Buttons	Provides a quick way to change between the different views used in PowerPoint.

Creating a New Presentation

Exercise 1.   Creating a Title Slide

The first slide in a presentation is usually a Title slide, and is used to introduce your presentation.

1) If PowerPoint is not already started, then start it and a new blank presentation will be created. If you don't already have a blank presentation open then create one by pressing **[Ctrl][N]** or by clicking the **File** tab and then clicking **New**.

You should have a title slide like the one shown below.

Click to add title

Click to add subtitle
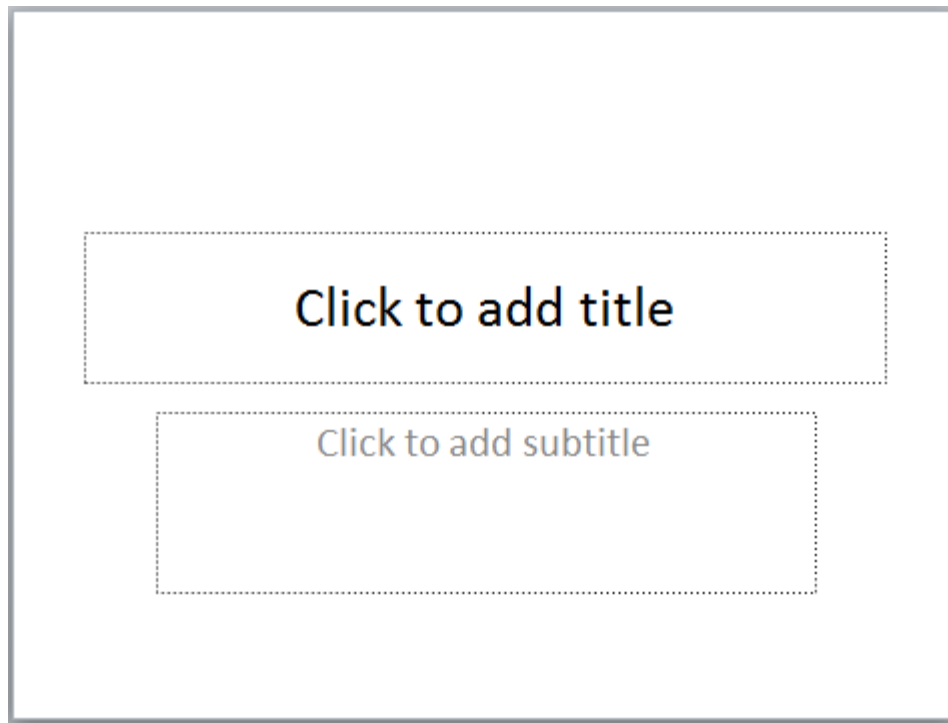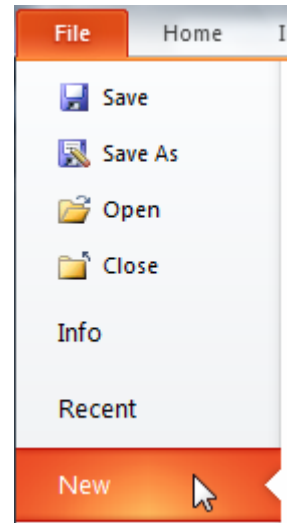
2) Click in the space labelled *Click to add title*. Type the name of your favourite style of music. E.g. *Rock*, *Trance* or *R&B*.

3) Click in the space labelled *Click to add subtitle*. Type your name, press **[Enter]** and then type the name of your class. E.g. "Year 8 Computing".

Your slide should now look like the example below
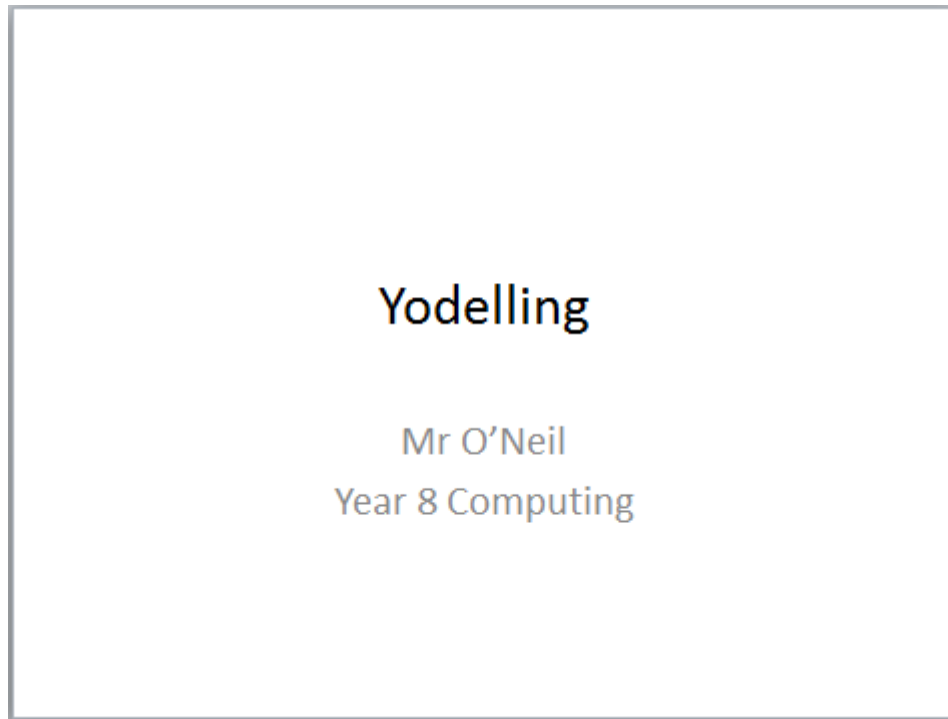
Before we continue we'll save the file.

4) Save the file using one of the following methods.

- Click the **Save** icon 💾 in the **Quick Access Toolbar** in the top left section of the screen.

- Press **[Ctrl] [S]** on your keyboard.

- Click the File tab on the Ribbon and then click 💾 **Save**

5) For the name of the file enter *Music Presentation* (PowerPoint will automatically add .pptx on the end of the filename so it doesn't matter if you don't type it yourself).

6) Make sure you have chosen a suitable location to save your file in and click the **Save** button.
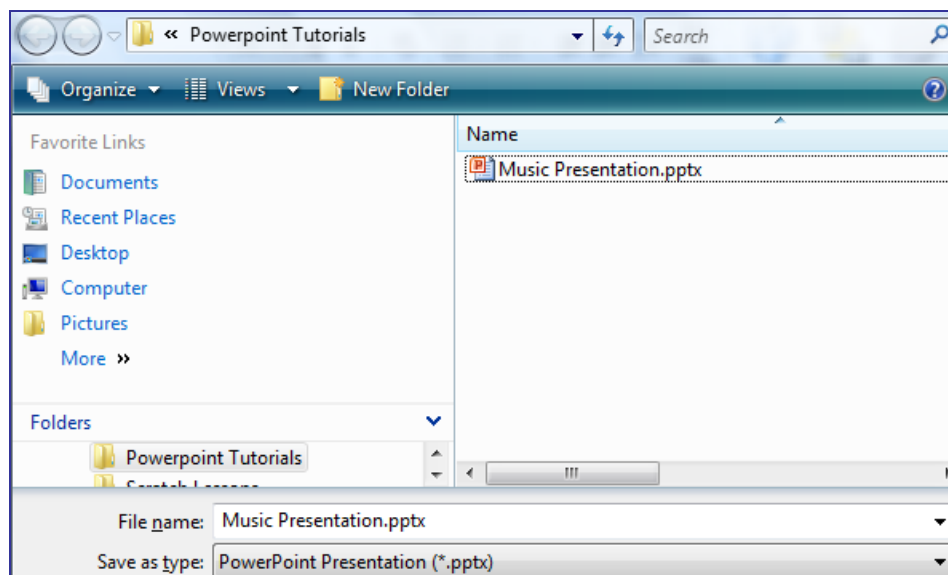
While you are working on the slideshow you can save changes by using any of the above methods. Since you have already saved the file you won't be asked for a filename or location again.

Tip   It is a good idea to save regularly. You don't want to lose good work if the computer has a problem or the power turns off. Don't wait to be told.

If you want to save a copy of the file in a different location or save it with a different file name you can use one of the following methods.

- Click the **File** tab and then click Save As

- Press **[F12]**

Exercise 2.   Adding a Bulleted List

When presenting key points in a presentation, bulleted lists are often used. Bullets can be anything from standard points like • to fancier symbols like ☺. In the next exercise, you will be creating a slide which includes a bulleted list.

1) Click the **New Slide** button on the **Ribbon** (right under the **Home** tab). You can also Press **[Ctrl] [M]** instead of clicking on the button.
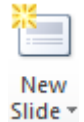
Note   If you don't see the New Slide button, it may be because you have a Ribbon Tab other than Home selected.

If you click the bottom part of the button, you will see a list of choices for the new slide. Stick with clicking on the top part for now.

2) A new slide will appear and a second slide thumbnail will appear on the left of the screen. The new slide should look like the one below.
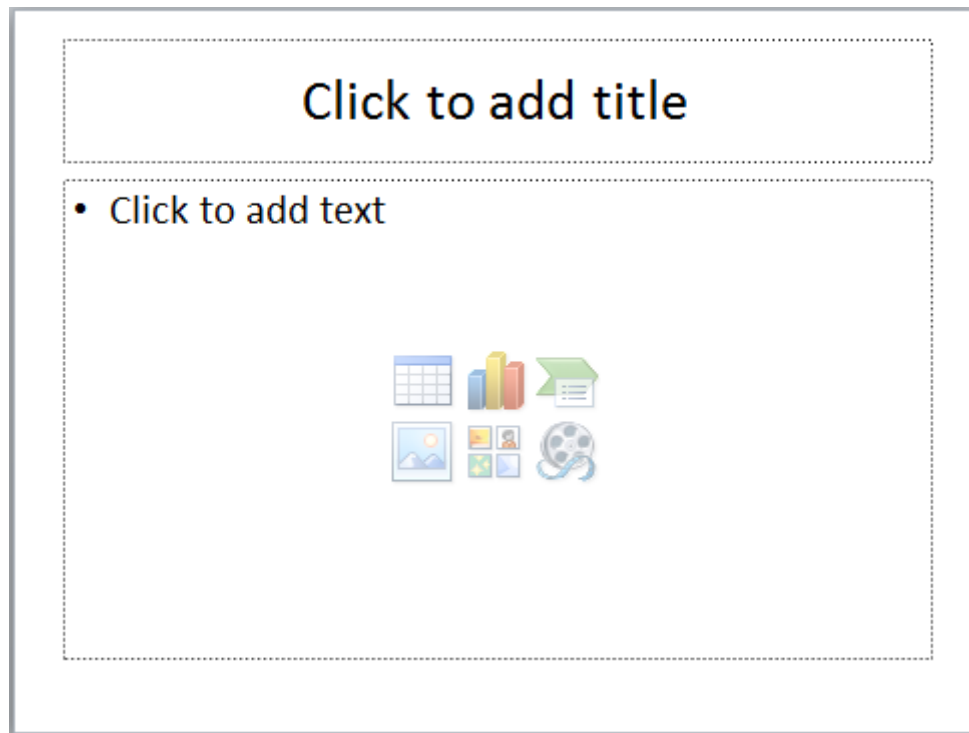
3) Click in the area labelled *Click to add title*. Type *Reasons why I like* and then type the name of your favourite style of music.

4) Click in the area labelled *Click to add text*. Type a reason why you like the chosen style of music. Press **Enter** to begin a new line and type another. The new line will automatically be formatted with a bullet point at the beginning. Enter between 3 and 5 reasons for liking that type of music. Your slide should end up looking similar to the one shown below.
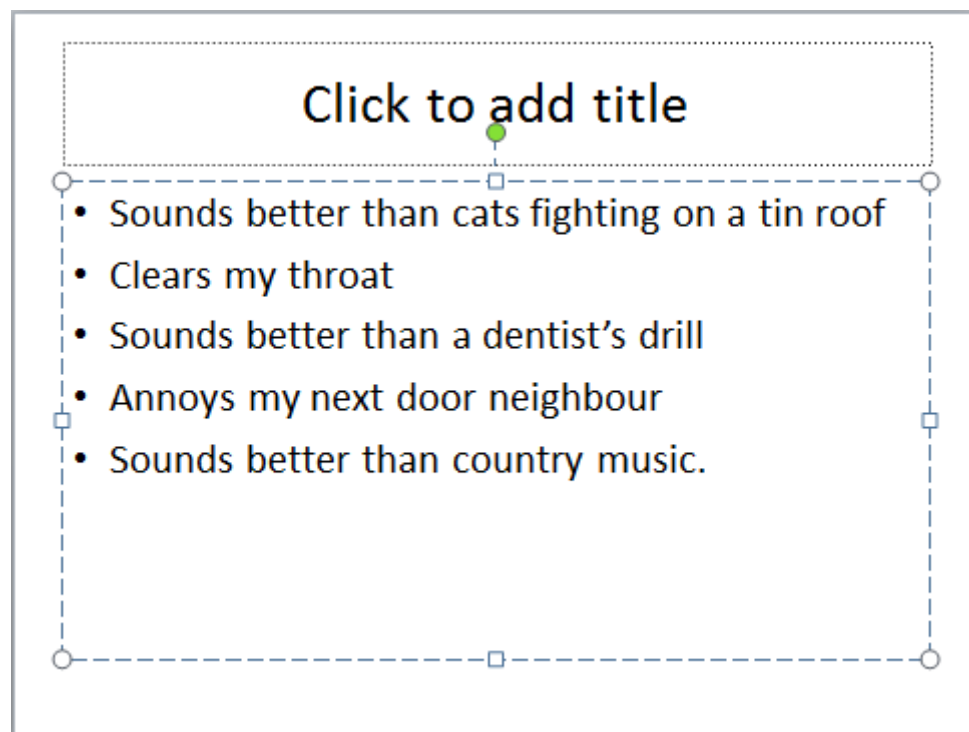
Exercise 3.   Adding a ClipArt Slide

"A picture is worth a thousand words". Pictures not only add visual interest but also assist in getting your message across. Clipart is used to add pictures to your presentations. With PowerPoint you have a choice of several layouts that include clipart.

1) Click on the <u>Bottom</u> part of the **New Slide** button. This time you should see a range of slide layouts displayed.

2) From the list of layouts click on Two Content as shown to the right.

A new slide will be created that has a heading above 2 content boxes.
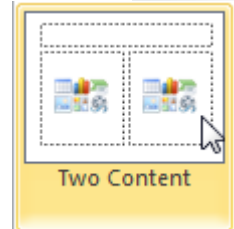
Tip   If you forget to choose the slide layout when you create a slide, or if you change your mind afterward, you can click the **Layout** button on the **Home** tab of the **Ribbon** bar to change the layout of the current slide.

Your new slide should look like the one below

Click to add title

- Click to add text
- Click to add text
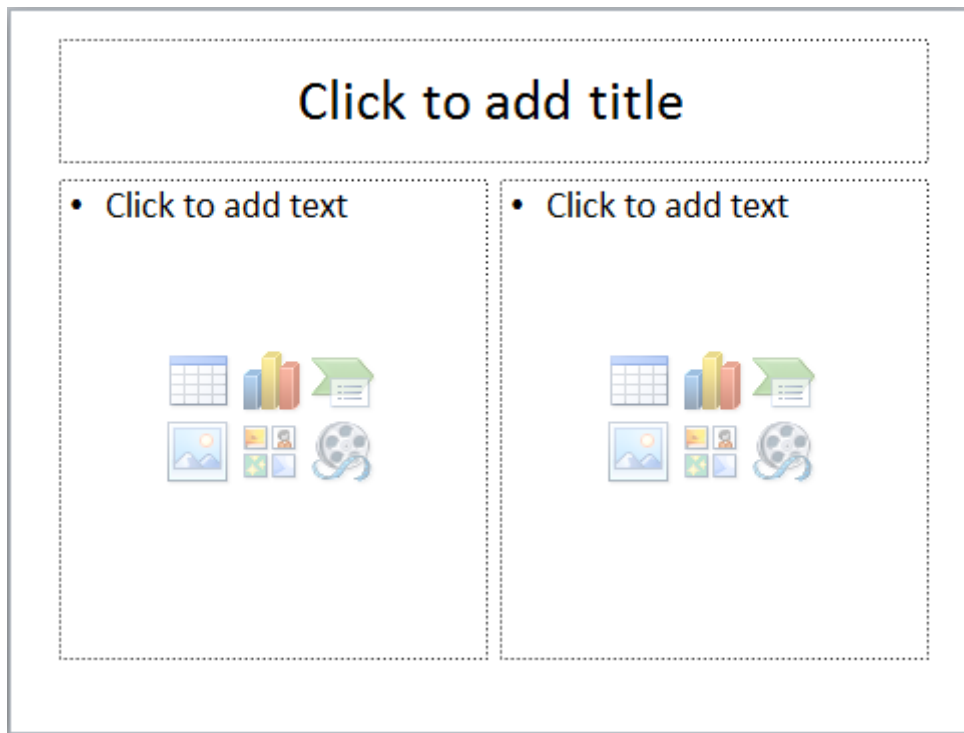
3) Click in the title and type Popular [your music style] Artists.

4) Click in the left content area and enter 3 to 6 well known artists for that style.

The middle of the right content area displays some icons that can be used to quickly add certain types of content such as pictures and charts.

5) Click the **Clip Art** icon.

The **Clip Art Task Pane** will appear down the right side of the screen.

Under **Search for:**, enter a word that might be suitable for finding a picture that fits your chosen type of music and click the **Go** button.

6) The space in the bottom part of the Task Pane will display a list of matching results with a small version of each image displayed. Find an image you like and click on it to insert it in the content area.
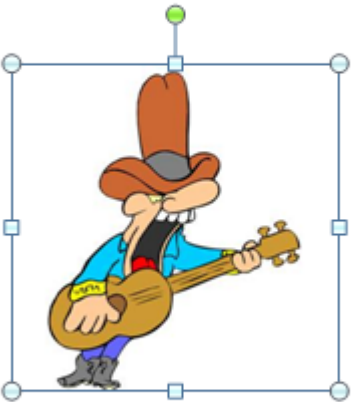
If you would rather use a picture you have saved then click the Insert Picture from File icon to browse for the file.
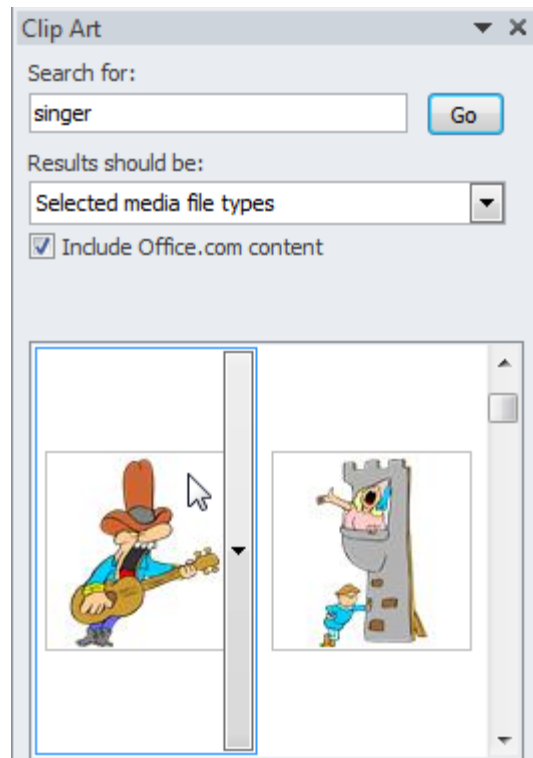
Your slide should look similar to the example below.

Note Don't forget to save regularly. PowerPoint stopped working on my computer as I was working on this but I'd just saved so I didn't have to do those last 2 slides all over again. ☺

Exercise 4.   Adding a WordArt Slide

Word art is used to create special effects with text that you cannot achieve with the regular fort formatting options. You can create curves, angles, waves, 3-D effects and more.

1) Create a new slide and set the layout to **Blank**. You should now have a slide that is completely empty.
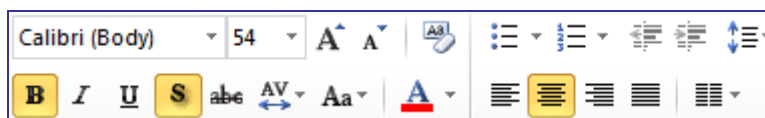
2) Click the **Insert** tab on the **Ribbon** bar.
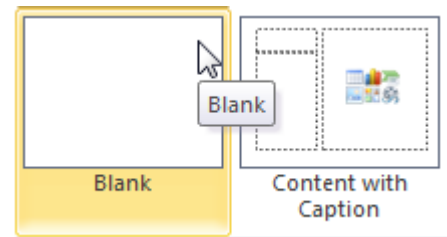
3) Click the **WordArt** icon. A list of **WordArt** styles will appear.
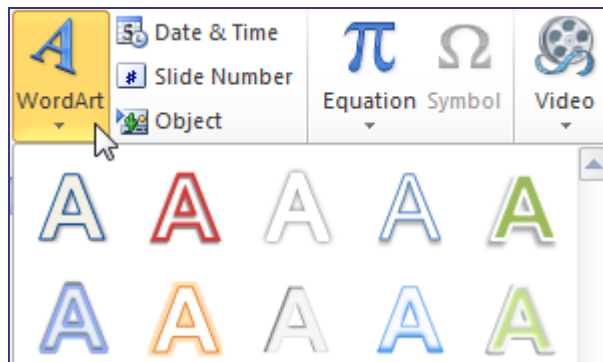
4) Click on a style that you like the look of.

5) Change the text in the **WordArt** box to a short phrase describing your chosen music.

You can select the text in the **WordArt** and change the text style using the font options under the **Home** tab of the **Ribbon** bar.

6) You can also change the **WordArt** style. While the **WordArt** is selected, a **Format** tab will appear on the **Ribbon** bar. Click the **Format** tab to view the **WordArt** formatting options.

7) Try some of the options to change the way your **WordArt** looks (Many of the most creative options can be found by clicking on Shape Effects ˅).

8) Save the changes to your file.