

Microsoft PowerPoint

Introduction

Demonstrations

and

Exercises

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Demonstration 1 – Entering and Editing Text

Explain and demonstrate to the learners how to enter, edit and format text as stipulated below.

1. Demonstrate how to open **PowerPoint**.
2. Demonstrate how to enter the text for the **Title** slide as shown below, getting the learners to carry out this task at the same time as you.

Title – My Christmas Joys

Subtitle – Things I want and Things I don't want

2. Explain alignment rules in **Edit** boxes for different types of **Design**.
3. Demonstrate how to move the **Title** and **Subtitle Edit** boxes on the slide, getting the learners to carry out this task at the same time as you.
4. Demonstrate how to select the text in the **Title Edit** box using the **Mouse**, getting the learners to carry out this task at the same time as you.
5. Demonstrate how to change the **Format** of the text in the **Title Edit** box to make the font **Bold, Italic, Increase Size** and a different **Font Colour**, getting the learners to carry out this task at the same time as you.
6. Demonstrate how to **Save** the presentation to the **Desktop** naming it **Christmas Presentation**, getting the learners to carry out this task at the same time as you.

Exercise 1 – Entering and Editing Text

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practised all the features of entering, editing and formatting text.

1. Open **PowerPoint**.
2. Enter the text for the **Title** slide as shown below, getting the learners to carry out this task at the same time as you.

Title – Eighties Pop Music
Subtitle – Eighties Pop Stars

3. Move the **Title** and **Subtitle Edit** boxes to another position on the slide.
4. Select the text in the **Title Edit** box using the **Mouse**.
5. Change the **Format** of the text in the **Title Edit** box to make the font **Bold, Italic, Increase Size** and a different **Font Colour**.
6. **Save** the presentation to the **Desktop** naming it **My Pop Stars Presentation**.

Demonstration 2 – Adding Slides and Slide Design

Explain and demonstrate to the learners the different types of **Design** available in **PowerPoint** and how to add slide with different layouts.

1. Using the presentation called **Christmas Presentation**, demonstrate how to add different slide **Design** to a presentation, getting the learners to carry out this task at the same time as you.
2. Demonstrate how to add 2 new slides to the presentation all a **Title and Content** layout, getting the learners to carry out this task at the same time as you.
3. Demonstrate how to add the title **Things I want** in the **Title** of slide 2, and in the text box below, add bullet point relating to things you would like as presents at Christmas, getting the learners to carry out this task at the same time as you.
4. Demonstrate how to add the title **Things I Don't want** in the **Title** of slide 3, and in the text box below, add bullet point relating to things you would not like as presents at Christmas, getting the learners to carry out this task at the same time as you.
5. Demonstrate using the **Slide Pane** how to move between slides and how to move slide 2 so it now becomes slide 3, getting the learners to carry out this task at the same time as you.
6. Demonstrate how to **Save** the presentation, getting the learners to carry out this task at the same time as you.

Exercise 2 – Adding Slides and Slide Design

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practised adding design and extra slides with various layouts.

1. Using the same presentation, add different slide **Design** to a presentation.
2. Add 2 new slides to the presentation of a **Title and Content** layout.
3. For the first new slide, add the title **Eighties Pop Stars** in the **Title** of the slide, and in the text box below, add the names of the eighties pop stars listed below as bullet points.

Duran Duran

Nik Kershaw

Spandau Ballet

Culture Club

Level 42

4. For the second new slide, add the title **Eighties Pop Stars Hits** in the **Title** of the slide, and in the text box below, add the names of the eighties pop stars and their hits as listed below as bullet points.

Duran Duran – The Reflex

Nik Kershaw – The Riddle

Spandau Ballet - Gold

Culture Club – Do you really want to hurt me

Level 42 – Lessons in love

5. **Save** the presentation.

Demonstration 3 – Adding WordArt, ClipArt, Pictures and Images

Explain and demonstrate to the learners how to add **WordArt**, **ClipArt** and images and pictures to slides.

1. Using the presentation called **Christmas Presentation**, demonstrate how to add 3 slides with a blank layout, getting the learners to carry out this task at the same time as you.
2. Demonstrate how to add **WordArt** to the first blank slide with the words **Presents I want**, getting the learners to carry out this task at the same time as you.
3. Demonstrate using **ClipArt** how to add images to the slide of the presents you do not want, getting the learners to carry out this task at the same time as you.
4. Demonstrate how to add **WordArt** to the second blank slide with the words **Presents I Don't want**, getting the learners to carry out this task at the same time as you.
5. Demonstrate using **ClipArt** how to add images of the presents you do not want, getting the learners to carry out this task at the same time as you.
6. Demonstrate how to add **WordArt** to the third blank slide with the words **Thanks for Watching**, getting the learners to carry out this task at the same time as you.
7. Demonstrate how to add a picture of your choice to the slide, getting the learners to carry out this task at the same time as you.
8. Demonstrate how to **Save** the presentation, getting the learners to carry out this task at the same time as you.

Exercise 3 – Adding WordArt, ClipArt, Pictures and Images

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practised adding **WordArt**, **ClipArt** and Images to presentations.

1. Using the presentation called **My Pop Stars Presentation**, add 5 slides with a blank layout.
2. Add **WordArt** to the first blank slide with the words **Duran Duran**.
3. Add the picture of **Duran Duran** to this slide and resize as appropriate.
4. Add **WordArt** to the second blank slide with the words **Nik Kershaw**.
5. Add the picture of **Nik Kershaw** to this slide and resize as appropriate.
6. Add **WordArt** to the third blank slide with the words **Spandau Ballet**.
7. Add the picture of **Spandau Ballet** to this slide and resize as appropriate.
8. Add **WordArt** to the fourth blank slide with the words **Culture Club**.
9. Add the picture of **Culture Club** to this slide and resize as appropriate.
10. Add **WordArt** to the fourth blank slide with the words **Level 42**.
11. Add the picture of **Level 42** to this slide and resize as appropriate.
12. **Save** the presentation.

Demonstration 4 – Enhancing Presentations with Special Effects

Explain and demonstrate to the learners how to add **Transition** and **Animation** effect to slides.

1. Using the presentation called **Christmas Presentation**, demonstrate how to add the same **Transition** effect to all the slides in the presentation, getting the learners to carry out this task at the same time as you.
2. Demonstrate how to add **Animation** effect to all the text bullet points on slides 2 and 3 in the presentation using different **animation** effect on each slide, getting the learners to carry out this task at the same time as you.
3. Demonstrate how to add **Animation** effect to all the **ClipArt** images on slides 4, 5 and 6 in the presentation using different **animation** effect on each image, getting the learners to carry out this task at the same time as you.
4. Demonstrate how to perform a **Slide Show** from the beginning of the presentation, getting the learners to carry out this task at the same time as you.
5. Demonstrate how to **Save** the presentation, getting the learners to carry out this task at the same time as you.

Exercise 4 – Enhancing Presentations with Special Effects

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practised adding **Transition** and **Animation** effect and delivering a **Slide Show** of the presentation.

1. Using the presentation called **My Pop Stars Presentation**, add different **Transition** effect each the slides in the presentation.
2. Add **Animation** effect to all the text bullet points on slide 2 and 3 in the presentation using the same **animation** effect for all the bullet points on the slide.
3. Add **Animation** effect to all the **Pictures** on slides 4, 5, 6, 7 and 8 in the presentation using different **animation** effect on each picture.
4. Perform a **Slide Show** from the beginning of the presentation.
5. **Save** the presentation.