

Microsoft PowerPoint

Introduction

Demonstrations

and

Exercises

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Demonstration 1 – Entering and Editing Text (Part A)

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.

Title – My Christmas Joys

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

3. Explain alignment rules in **Edit** boxes for different types of **Design**.
4. Demonstrate how to move the **Title** and **Subtitle Edit** boxes on the slide.

Exercise 1 – Entering and Editing Text (Part A)

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced 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.

Demonstration 1 – Entering and Editing Text (Part B)

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

1. Demonstrate how to select the text in the **Title Edit** box using the **Mouse**.
2. 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**.
3. Demonstrate how to **Save** the presentation to the **Desktop** naming it **Christmas Presentation**.

Exercise 1 – Entering and Editing Text (Part B)

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

1. Select the text in the **Title Edit** box using the **Mouse**.
2. Change the **Format** of the text in the **Title Edit** box to make the font **Bold, Italic, Increase Size** and a different **Font Colour**.
3. **Save** the presentation to the **Desktop** naming it **My Pop Stars Presentation**.

Demonstration 2 – Adding Slides and Slide Design (Part A)

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.
2. Demonstrate how to add 2 new slides to the presentation all a **Title and Content** layout.
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.

Exercise 2 – Adding Slides and Slide Design (Part A)

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

1. 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

Demonstration 2 – Adding Slides and Slide Design (Part B)

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

1. 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.
2. Demonstrate using the **Slide Pane** how to move between slides and how to move slide 2 so it now becomes slide 3.
3. Demonstrate how to **Save** the presentation.

Exercise 2 – Adding Slides and Slide Design (Part B)

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

1. 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

2. **Save** the presentation.

Demonstration 3 – Adding WordArt, ClipArt, Pictures and Images (Part A)

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.
2. Demonstrate how to add **WordArt** to the first blank slide with the words **Presents I want**.
3. Demonstrate using **ClipArt** how to add images to the slide of the presents you do not want.

Exercise 3 – Adding WordArt, ClipArt, Pictures and Images (Part A)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced 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.
4. Add **WordArt** to the second blank slide with the words **Nik Kershaw**.
5. Add the picture of **Nik Kershaw** to this slide.
6. Add **WordArt** to the third blank slide with the words **Spandau Ballet**.
7. Add the picture of **Spandau Ballet** to this slide.

Demonstration 3 – Adding WordArt, ClipArt, Pictures and Images (Part B)

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

1. Demonstrate how to add **WordArt** to the second blank slide with the words **Presents I Don't want**.
2. Demonstrate using **ClipArt** how to add images of the presents you do not want.
3. Demonstrate how to add **WordArt** to the third blank slide with the words **Thanks for Watching**.
4. Demonstrate how to add a picture of your choice to the slide.
5. Demonstrate how to **Save** the presentation.

Exercise 3 – Adding WordArt, ClipArt, Pictures and Images (Part B)

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

1. Add **WordArt** to the fourth blank slide with the words **Culture Club**.
2. Add the picture of **Culture Club** to this slide.
3. Add **WordArt** to the fourth blank slide with the words **Level 42**.
4. Add the picture of **Level 42** to this slide.
5. **Save** the presentation.

Demonstration 4 – Enhancing Presentations with Special Effects (Part A)

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.
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.

Exercise 4 – Enhancing Presentations with Special Effects (Part A)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced 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 slides 2 and 3 in the presentation using the same **animation** effect for all the bullet points on the slide.

Demonstration 4 – Enhancing Presentations with Special Effects (Part B)

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

1. 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.
2. Demonstrate how to perform a **Slide Show** from the beginning of the presentation.
3. Demonstrate how to **Save** the presentation.

Exercise 4 – Enhancing Presentations with Special Effects (Part B)

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

1. 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.
2. Perform a **Slide Show** from the beginning of the presentation.
3. **Save** the presentation.