

Microsoft Power Point - Practical Exercises

Exercise 1

1. Start Microsoft PowerPoint presentation
2. Start a new blank presentation
3. Your first Slide is going to be a Title Slide
4. Write the Text as in the preview below:
Lighthouse Co Ltd
5. Make the Font of "Lighthouse" Arial Black and size 88
6. Insert a second slide this should be with a layout of Bulleted List
7. Write the Text as in preview below
 - a. [Title]: Lighthouse Co Ltd
 - b. [Body]:
 - i. Mission Statement
 - ii. Company Objectives
 - iii. Management Team
 - iv. Employees
 - v. Sales
8. Make the Font Colour of the Points to Green
9. Insert a third slide this should be an Organization Chart. Include the following people in the chart:
 - a. David Brent, General Manager
 - b. Tim Canterbury, Head of Sales
 - c. Gareth Keenan, Assistant to the General Manager
 - d. Dawn Tinsley, Human Resources Manager
10. Add a fourth slide this should be a Table Chart. The chart should look like the following:

<i>New Products</i>	<i>Discontinued Products</i>
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs	21" Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

11. Make the titles *New Products* and *Discontinued Products* with a shadow effect and centred in the cell. Widen columns to fit Text as above.
12. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

Practical Powerpoint 2002

Robert T. Grauer, Maryann Barber



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Create Electronic Presentations Powerpoint 2002 Cheryl Price, Julia Wix, 2003

Cape Communication Studies:

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pants promoting the latest folk wisdom about which strategies and tactics work not knowing one way or the other until its too late consultants claim that the academics tell us what they already know or if not their studies are simply wrong So who is right Stephen Craig takes up the challenge and brings together the voices and ideas of both groups in this engaging and innovative volume He aims to determine what we know and do not know based on empirical rather than anecdotal evidence about the factors that determine election outcomes While the backdrop is academic the focus is practical why do some candidates win and others lose on election day Each chapter contains an essay from a top scholar in the field followed in most cases by a response from the political consultants so students actually interact with this discourse By including the views and experiences of both groups the result is a dialogue from very different yet complementary perspectives on how campaigns matter *Civil Practice and Litigation Techniques in the Federal and State Courts* ,2007-07 **Exploring Office XP** Robert T. Grauer,Maryann Barber,2003 For Introductory Computer courses in Microsoft Office XP or courses in Computer Concepts with a lab component for Microsoft Office XP applications Master the How and Why of Office XP Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems Subject Guide to Books in Print ,2001

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