

## 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><b>New Products</b></i>	<i><b>Discontinued Products</b></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:

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## **Table of Contents Microsoft Access And Powerpoint Past Exam Papers**

1. Understanding the eBook Microsoft Access And Powerpoint Past Exam Papers
  - The Rise of Digital Reading Microsoft Access And Powerpoint Past Exam Papers
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access And Powerpoint Past Exam Papers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access And Powerpoint Past Exam Papers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access And Powerpoint Past Exam Papers
  - Personalized Recommendations
  - Microsoft Access And Powerpoint Past Exam Papers User Reviews and Ratings
  - Microsoft Access And Powerpoint Past Exam Papers and Bestseller Lists

5. Accessing Microsoft Access And Powerpoint Past Exam Papers Free and Paid eBooks
  - Microsoft Access And Powerpoint Past Exam Papers Public Domain eBooks
  - Microsoft Access And Powerpoint Past Exam Papers eBook Subscription Services
  - Microsoft Access And Powerpoint Past Exam Papers Budget-Friendly Options
6. Navigating Microsoft Access And Powerpoint Past Exam Papers eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access And Powerpoint Past Exam Papers Compatibility with Devices
  - Microsoft Access And Powerpoint Past Exam Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access And Powerpoint Past Exam Papers
  - Highlighting and Note-Taking Microsoft Access And Powerpoint Past Exam Papers
  - Interactive Elements Microsoft Access And Powerpoint Past Exam Papers
8. Staying Engaged with Microsoft Access And Powerpoint Past Exam Papers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access And Powerpoint Past Exam Papers
9. Balancing eBooks and Physical Books Microsoft Access And Powerpoint Past Exam Papers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access And Powerpoint Past Exam Papers
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access And Powerpoint Past Exam Papers
  - Setting Reading Goals Microsoft Access And Powerpoint Past Exam Papers
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access And Powerpoint Past Exam Papers
  - Fact-Checking eBook Content of Microsoft Access And Powerpoint Past Exam Papers
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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